

MONTGOMERY COLLEGE - OFFICE OF PROCUREMENT
REQUEST FOR PROPOSAL: COMMENCEMENT EVENT SERVICES
RFP NUMBER: E523-009
RFP CLOSING DATE AND TIME: JANUARY 17, 2023 at 3:00 P.M.



ADDENDUM #1
Issued: January 6, 2023

ADDENDUM FOR THE PURPOSE OF:

1. To provide answers to the questions.

All other specifications, terms and conditions remain unchanged.

A handwritten signature in blue ink that reads 'Yu Zhu'.

Patrick Johnson, MBA, CPPB
Director of Procurement

Please **sign** below to acknowledge receipt of this Addendum and return with the proposal submission.
Failure to return this Acknowledgement of Addendum may deem a proposal nonresponsive.

NOTE: ACKNOWLEDGEMENT OF RECEIPT OF RFP ADDENDA WILL NOT BE ACCEPTED BY FACSIMILE.

Company Name

Authorized Signature

Date

Printed/Typed Signature

MONTGOMERY COLLEGE - OFFICE OF PROCUREMENT
REQUEST FOR PROPOSAL: COMMENCEMENT EVENT SERVICES
RFP NUMBER: E523-009
RFP CLOSING DATE AND TIME: JANUARY 17, 2023 at 3:00 P.M.

QUESTION:	ANSWER:
1.) Can companies outside the USA apply for this (like, from India or Canada)?	Contractor must be located within the United States due to the nature of the services required to perform under the RFP documents.
2.) Whether we need to come over there for meetings?	Contractor must be available to meet onsite when requested, with reasonable notice.
3.) Can we perform the tasks (related to RFP) outside USA? (Like, from India or Canada)?	All required tasks must be performed within the United States.
4.) Can we submit the proposals via email?	Refer to Section 5.3 - <u>Electronic Proposal Submission Instructions</u> of the RFP document.
5.) "Backstage Office" flooring is listed under flooring on pg. 15 under flooring requirements. Where is the "Backstage Office" located?	The Backstage Office should be located on the ground level, stage left.
6.) What is the earliest date to begin onsite set-up and load-in?	The earliest date for onsite set-up and load-in is Saturday, May 6, 2023 for the initial contract term.
7.) Restrooms are listed on the layout but not under requirements. Should these be included in the bid?	Restrooms can be included proposal submissions, but are not required.
8.) Is it possible to visit the commencement location before the bid submission date with the contract representative?	Yes, it is possible to visit the commencement location prior to the proposal closing date and time. The site visit date is Wednesday, January 11, 2023 at 1:00 PM. Offeror's must register their interest via email by <u>12:00 PM, 1/10/2023</u> to kima.earl@montgomerycollege.edu .
9.) What are the required length and height dimensions of the artificial boxwood hedge on pg. 21?	The required length and height dimensions of the artificial boxwood hedge are as follows: 3ft x 3ft, quantity of 4.

*****END OF QUESTIONS AND ANSWERS*****