



# UMUC

DATE: April 5, 2016  
TO: All Prospective Proposers  
FROM: Beth Kirk  
Assistant Director, Goods and Non-Technology Services  
301-985-7618  
RE: Solicitation# 91399 Waldorf Center Janitorial Services  
Addendum #1 dated 04/5/16

As a result of questions received, the following amends the above referenced solicitation documents. Receipt of this addendum is to be acknowledged by completing the "Acknowledgment of Receipt of Addenda Form" and including it within the firm's Technical Proposal submittal. Note: the deadline for questions is April 8, 2016, 4:00 PM EDT.

1. What time should the awarded vendor/contractor arrive to the Waldorf Center to provide the required janitorial services?

*The awarded vendor/contractor shall provide the required janitorial services as described in this Solicitation within the hours noted below and written on page 3, of the Solicitation. The awarded vendor will be provided with a key to access the building and office as well as the code to disarm and reset the alarm system. The awarded vendor shall not provide janitorial services during business hours, unless requested by UMUC.*

***Janitorial Services shall be provided during the following days and times:***

***Monday – Friday, 10:00 P.M. – 6:00 A.M.***

***Saturday, 5:00 P.M. – 6:00 A.M.***

2. Will there be a pre-proposal meeting or a site visit prior to the proposal due date?

*There will be no pre-proposal meeting nor a formal site visit held prior to the proposal due date. Potential Proposers may independently visit the Waldorf Center during the visitation days/hours listed below. If you would like to visit the Waldorf Center, please contact the person noted below to schedule a visit.*

***Visitation Days/Hours: Monday – Friday, 8:00 A.M. – 5:00 P.M.***

***Jennifer Lesesne - Assistant Director, Waldorf Center  
University of Maryland University College  
3261 Old Washington Rd., Suite 1020  
Waldorf, MD 20602  
301-632-2901***

**ACKNOWLEDGEMENT OF RECEIPT OF ADDENDA FORM**

**RFP NO.:** 91399

**TECHNICAL AND PRICE PROPOSAL DUE DATE:**

April 18, 2016, on or before 4:00 P.M. EDT

**RFP FOR:** Waldorf Center Janitorial Services

**NAME OF PROPOSER:** \_\_\_\_\_

**ACKNOWLEDGEMENT OF RECEIPT OF ADDENDA**

The undersigned, hereby acknowledges the receipt of the following addenda:

Addendum No. <u>  1  </u>	dated <u>04-5-2016</u>
Addendum No. <u>      </u>	dated <u>      </u>
Addendum No. <u>      </u>	dated <u>      </u>
Addendum No. <u>      </u>	dated <u>      </u>
Addendum No. <u>      </u>	dated <u>      </u>

As stated in the solicitation documents, this form is to be included in your Technical Proposal.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Name Printed

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

END OF FORM