



DATE: May 1, 2017

TO: All Prospective Proposers

FROM: James Adelman
Assistant Director, Goods and Non-Technology Services
301-985-7118

RE: RFP 91502 SBR – Document and Material Shredding Services
Addendum #1 dated 05/01/2017

The following amends the above referenced RFP documents. Receipt of this addendum is to be acknowledged by completing the enclosed "Acknowledgement of Receipt of Addenda Form" and including it in the Proposal.

Last day for questions has changed from May 15, 2017 to May 18, 2017, by 4:00 P.M. EDT. The Proposal Due date **REMAINS** the same, May 22, 2017, by 11:59 P.M. EDT.

1. Section 3.3 Pricing/Fees.

Using the form in Addendum #1, for secure on-site document and material shredding services at the listed locations, provide unit price for:

- a) 40" Console - 22" W x 22" D x 40" H or equivalent,*
- b) 96 Gallon Container - 23" W x 34" D x 43" H or equivalent, and*
- c) One-time special pick-ups outside of the regularly scheduled service.*

2. Section 3.6 Pre-proposal Meeting.

UMUC shall conduct a mandatory on-site pre-proposal meeting with the Proposers on May 18, 2017 between 10:00 A.M. and 4:00 P.M. EDT. The meeting will begin at UMUC Largo I, 1616 McCormick Dr, Largo, MD 20774, continue at UMUC Largo II, 1601 McCormick Dr, Largo, MD 20774, and then conclude at UMUC Headquarters, 3501 University Blvd E, Adelphi, MD 20783. On this day, a walk through will be performed to show where each receptacle will be placed and proposers will be given an opportunity to ask questions. This visit shall be at no cost to UMUC.

End of Addendum One dated 05/01/2017

ACKNOWLEDGEMENT OF RECEIPT OF ADDENDA FORM

RFP NO.: 91502 SBR

PROPOSAL DUE DATE: May 22, 2017, by 11:59 P.M. EDT

RFP FOR: Document and Material Shredding 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>05-01-2017</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 RFP documents, this form is included in our Proposal.

Signature

Name Printed

Title

Date

END OF FORM

Price Sheet for UMUC On-Site Receptacle Locations

DEPARTMENT	CURRENT RECEPTACLE	UNIT PRICE	GENERAL LOCATION¹	SPECIFIC LOCATION
Procurement	Console, Large		Adelphi	ADMIN 4104
Finance	Console, Large		Adelphi	ADMIN 4214
Diversity and Equity			Adelphi	ADMIN 2330
Information Technology	Console, Large		Adelphi	ADMIN - Pool Table Area
Information Technology	Console, Large		Adelphi	ADMIN 1108
Institutional Advancement	Console, Large		Adelphi	ADMIN 2100
HR	96 Gal. Tote		Adelphi	ADMIN 2201
HR	96 Gal. Tote		Adelphi	ADMIN 2246
Budget	Console, Large		Adelphi	ADMIN 4300
Payroll	Console, Large		UC Adelphi	UC302F 4240
College/Univ Partnerships	96 Gal. Tote		Dorsey Station	Waldorf Center
Office of the CBO	Console, Large		Adelphi	ICC 3108
Provost	Console, Large		Adelphi	ICC 3131
AIMS/File Management	Console, Large		Largo	LARGO 2372
AIMS/File Management	96 Gal. Tote		Largo	LARGO 2372
AIMS/File Management	96 Gal. Tote		Largo	LARGO 2372
AIMS/File Management	96 Gal. Tote		Largo	LARGO 2372
AIMS/File Management	Console, Large		Largo	LARGO 2385
AIMS/File Management	Console, Large		Largo	LARGO 2386
AIMS/File Management	Console, Large		Largo	LARGO 2386
AIMS/File Management	Console, Large		Largo	LARGO 2386
AIMS/File Management	96 Gal. Tote		Largo	LARGO 2386
AIMS/File Management	Console, Large		Largo	LARGO 2395
AIMS/File Management	Console, Large		Largo	LARGO 2413
AIMS/File Management	Console, Large		Largo	LARGO 2418
AVP and Registrar	Console, Large		Largo	LARGO 2524
Registrar's Office	Console, Large		Largo	LARGO 2310
Registrar's Office	Console, Large		Largo	LARGO 2345
Registration Operations	Console, Large		Largo	LARGO 2344
HR - Largo I	Console, Large		Largo	LARGO 2581
HR - Largo I	Console, Large		Largo	LARGO 2581
The Undergraduate School	Console, Large		Largo	LARGO 2134
Library Services	Console, Large		Largo	LARGO 1253
Library Services	Console, Large		Largo	LARGO 1504
Military Partnerships	Console, Large		Largo	LARGO 2437
Degree Audit	Console, Large		Largo	LARGO 2465
Degree Audit	Console, Large		Largo	LARGO 2495
Degree Audit	Console, Large		Largo	LARGO 2514
OEM	Console, Large		Largo	LARGO 3357
OEM	96 Gal. Tote		Largo	LARGO 3433
OEM	Console, Large		Largo	LARGO 3447
Call Center Largo	96 Gal. Tote		Largo	Call Center
Graduate Deans Office	Console, Large		Largo	LARGO 3113
Financial Aid - Shared Service	Console, Large		Largo II	LARGO 1130
Financial Aid - Shared Service	Console, Large		Largo II	LARGO 1130
Financial Aid - Largo II	96 Gal. Tote		Largo II	LARGO 1119
Financial Aid - Largo II	96 Gal. Tote		Largo II	LARGO 1119
Financial Aid - Largo II	96 Gal. Tote		Largo II	LARGO 1216
OAS - Largo II	96 Gal. Tote		Largo II	LARGO 1417
OAS - Largo II	96 Gal. Tote		Largo II	LARGO 1417
OAS - Largo II	96 Gal. Tote		Largo II	LARGO 1417
OAS - Largo II	96 Gal. Tote		Largo II	LARGO 1417
One-time special pick-up	Console, Large		Adelphi	

Price Sheet for UMUC On-Site Receptacle Locations				
DEPARTMENT	CURRENT RECEPTACLE	UNIT PRICE	GENERAL LOCATION ¹	SPECIFIC LOCATION
One-time special pick-up	96 Gal. Tote		Adelphi	
One-time special pick-up	Console, Large		Dorsey Station	
One-time special pick-up	96 Gal. Tote		Dorsey Station	
One-time special pick-up	Console, Large		Largo	
One-time special pick-up	96 Gal. Tote		Largo	
One-time special pick-up	Console, Large		Largo II	
One-time special pick-up	96 Gal. Tote		Largo II	

¹ Location	Address
Adelphi	3501 University Blvd E, Adelphi, MD 20783
Dorsey Station	6865 Deerpath Rd, Elkrigde, MD 21075
Largo	1616 McCormick Dr, Largo, MD 20774
Largo II	1601 McCormick Dr, Largo, MD 20774