

**ADDENDUM**  
April 10, 2020

**ADDENDUM NO. 4 TO ALL OFFERORS:**

Reference – Request for Proposals: RFP# UCPUMW 20-1124  
Date Issued: March 3, 2020  
For Delivery to: University of Mary Washington, Commonwealth of Virginia  
Proposal Due Date: August 12, 2020; 2:00 p.m.

This addendum consists of one (1) page.

The purpose of this Addendum is to 1) extend the due date and time for proposal submissions, and 2) incorporate a transition plan requirement; and 3) identify the anticipated contract start date.

- I. The proposal due date and time for proposal submissions is hereby changed to 2:00 p.m., August 12, 2020.
- II. A new requirement within the Offeror's proposal submission is added to section VI, B, identified as #8, to read as follows:

**VI, B, 8:** "Offeror shall propose a transition plan that identifies 1) a milestone schedule that addresses the number of days required for the installation and full operation of machines; and 2) actions/activities the University must complete for the Offeror to complete the transition."

- III. The anticipated start date of the new contract is December 15, 2020.

**END OF ADDENDUM NO. 4**

Contract Officer Name: Ken Manahan  
Procurement Services  
University of Mary Washington  
Phone: (540)654-1382

RFP 20-1124 Addendum No. 4 (and all addenda) should be acknowledged and included in the RFP submittal package.

NAME OF OFFERING FIRM: \_\_\_\_\_

NAME OF OFFEROR REPRESENTATIVE: \_\_\_\_\_

OFFEROR SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_