

ADDENDUM

July 20, 2020

ADDENDUM NO. 5 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 (2) pages and includes 1) updated delivery instructions, and 2) a requirement for the Offeror's health & safety protocol.

1. Proposal submission requirements are hereby updated as follows:

- Due to the precautions associated with the COVID-19 virus, it is the University's preference that Offeror's proposals be submitted via mail or express delivery, and received by the Procurement department, at Eagle Executive Offices suite 480, 1125 Jefferson Davis Hwy., Fredericksburg, VA , no later than 2:00 p.m., August 12, 2020. Offerors are cautioned to allow sufficient time when mailing or shipping to ensure proposals are received on time. Deliveries to campus may be delayed.

Offerors who must deliver their proposals in person shall follow the instructions below:

- In person deliveries will only be accepted on Wednesday, April 12, 2020. Utilizing the times provided in the table below, Offerors shall request a time period for delivery by emailing the Contract Officer at kmanaha2@umw.edu. Within the Offeror's email request, three different time periods shall be identified as a first, second, and third choice. ***Your email to request the delivery time period must be received no later than 3:00 p.m., Friday, August 7, 2020.*** In person deliveries shall be made at Eagle Executive Offices, Suite 480, 1125 Jefferson Davis Hwy., Fredericksburg, VA 22401.

Wednesday, August 12, 2020
 Proposal Delivery Time Periods

10:30 a.m. – 10:45 a.m.	12:30 p.m. – 12:45 p.m.
11:00 a.m. – 11:15 a.m.	1:00 p.m. – 1:15 p.m.
11:30 a.m. – 11:45 a.m.	1:30 p.m. – 1:45 p.m.
12:00 p.m. – 12:15 p.m.	

- The Contract Officer will confirm the Offeror's delivery time via email no later than 2:00 p.m., Monday, August 10, 2020. Offerors shall deliver their proposal within the time period confirmed by the Contract Officer.
 - Individuals delivering proposals *must wear a face covering while in the building.*
 - Upon entering suite 480, the table to the right will contain a sign-in sheet to be completed by the individual delivering the proposal, using their own pen.
 - The Contact Officer, who will also be wearing a face covering, will provide a timestamped receipt.
2. Section VI, B, 4 "Specific Proposal Preparation and Submission Requirements" is hereby amended to add requirement 4.m to the Offeror's proposal submission as follows: Offeror's shall include their safety & health protocols that will be followed while on campus.

Acknowledgement of receipt signature block is found on the following page.

END OF ADDENDUM NO. 5

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

RFP 20-1124 Addendum No. 5 (and all addenda) should be acknowledged and included in the RFP submittal package.

NAME OF OFFERING FIRM: _____

NAME OF OFFEROR REPRESENTATIVE: _____

OFFEROR SIGNATURE: _____

DATE: _____