

ADDENDUM

July 27, 2016

ADDENDUM NO. 2 TO ALL OFFERORS:

Reference – Request for Proposals: RFP 16-524
Date Issued: 7/14/2016
For Delivery to: University of Mary Washington, Commonwealth of Virginia
Proposal Due Date: 8/10/2016; 3:00 PM

This addendum consists of **three (3)** pages.

QUESTIONS FROM PRE-PROPOSAL CONFERENCE:

In the UMW Post Office, are the kiosks and postage meters owned by UMW?

- A. No, the contractor is responsible for providing this equipment.

Are the copiers owned by UMW or the Contractor?

- A. The MFDs that are located within departments or around campus and all copy equipment (inclusive of the equipment located in the Copy Center) is owned by the Contractor.

Is the use of United Parcel Service (U.P.S.) a mandatory source or contract?

- A. No, the University has flexibility in regard to this service.

What tool, process or form is used for print jobs (for the Copy Center)?

- A. There is a form on the Copy Center website that is used to request print jobs.
<http://www.umw.edu/documents/document/copy-center-work-order-pdf-version/>

Note: A paper 2-part form is currently being used for campus mail job submissions

How is confidentiality (e.g. Course Packs or similar) communicated to the Copy Center?

- A. Confidentiality, for instance, in relation to exams and exam questions submitted as print jobs by faculty members, is a check box on the copy center work order form.

Are there any specifics regarding the speed, capacity or features of the equipment? It is not indicated in the RFP specifications.

- A. The list of equipment currently part of the contract is provided in the RFP. The needs of the University are reflected in the Scope of Work. It is up to the offeror to determine how best to meet the University's needs.

Is there any (individual) mail distribution to the residence halls?

- A. No, there is no distribution by the contractor of mail to the residence halls. The central mailboxes in the current Woodard Post Office and Eagle Landing are used for distribution of mail.

What is the anticipated award date for this contract?

- A. The award date is unknown; it is dependent on a number of factors, including but not limited to, the transition plans presented by offerors and the necessity for continuity of campus operations.

Is the incumbent contractor submitting a proposal?

- A. Any offeror that had representation at the mandatory pre-proposal conference is eligible to submit a proposal against the RFP.

What are the Copy Center Hours?

- A. The Copy Center hours are noted on page 4 of the RFP.

What are the Bookstore Hours?

- A. http://bookstore.umw.edu/site_about_us.asp?#hours

MANDATORY PRE-PROPOSAL ATTENDEES:

<u>REPRESENTATIVE'S NAME</u>	<u>NAME OF FIRM/ORGANIZATION</u>	<u>PHONE</u>	<u>EMAIL</u>
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END OF ADDENDUM NO. 2

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RFP 16-524 Addendum No.2 (and all addenda) should be acknowledged and included in the RFP submittal package.

NAME OF OFFERING FIRM: _____

NAME OF OFFEROR REPRESENTATIVE: _____

OFFEROR SIGNATURE: _____

DATE: _____