



**ADDENDUM NO. 5**

**April 17th, 2020**

**TO: ALL PLANHOLDERS**

**RE: Burleigh Manor Middle School Secure Vestibule Project**

This addendum forms a part of the Contract Documents and modifies the original Bidding Documents dated March 23, 2020. Acknowledge receipt of this Addendum in the space provided on the Bid Form.

Addendum No.5 consists of two (3) pages, including this cover letter.



April 17th, 2020

## **Addendum No.5**

### **Burleigh Manor MS Secure Vestibule Renovation**

Howard County Public School System

Bid Number: 032.20.B4

The following is intended to clarify, correct, revise, and restate various parts of the Drawings and Specifications all of which shall form part of this Contract.

Acknowledge receipt of this Addendum in the space provided on the Bid Form. Failure to do so may subject the Bid to be considered as non-responsive.

#### **The following are included in this addendum:**

1. Revisions to bid submission process

## Add to: Invitation to Bid and Instructions to Bidders

In an effort to be responsive to the Governor's order to "Stay at Home", the Howard County Public School System will be accepting bids via email submission. The information below replaces the previous information regarding the "hand delivery" of bids.

### A. DUE DATE AND TIME

1. Bids shall be submitted electronically via email in their entirety (all pages) in PDF format no later than **Tuesday, April 21, 2020 at 1 P.M.** to [BidsandProposals@hcpss.org](mailto:BidsandProposals@hcpss.org) in order to be considered for this project/service. Bids that contain either more than one file, or files larger than 75MB, shall be inserted into an e-folder and compressed in a .zip file.
2. Email subject lines, folders names and file names shall include: **"Bid 032.20.B4-Company Name"**. **In the body of the email please include Bidder's contact person's email and cell phone number to be invited to the "virtual" bid opening via Microsoft Teams Meeting (this has both audio and visual access by computer or audio by telephone). It is critically important that the contact person's email address and cell phone number be included so that an invitation to the opening can be issued.**
3. Electronic signatures, scanned or e-signature, will be accepted. By providing bids electronically to HCPSS, Bidders grant HCPSS an unlimited right to generate additional electronic and/or paper copies for distribution solely for the purpose of evaluation and review.
4. To determine timeliness, the time "received" by HCPSS will be verified by the time stamp on HCPSS's email server. **Bids arriving after the due date and time will not be accepted. Bidders will be notified by email.**
5. For technical questions or assistance, please contact the Purchasing Office, Mr. Ted Ludicke at [ted\\_ludicke@hcpss.org](mailto:ted_ludicke@hcpss.org).

## Add to: Notice to Bidders

Bids shall be submitted electronically via email in their entirety (all pages) in PDF format no later than **Tuesday, April 21, 2020 at 1:00 P.M.** to [BidsandProposals@hcpss.org](mailto:BidsandProposals@hcpss.org). Bids that contain either more than one file, or files larger than 75MB, shall be inserted into an e-folder and compressed in a .zip file. To ensure delivery, if file size cumulatively exceed 75MB, it is recommended that bidders submit separate emails labeled No.1, No.2, etc.

Email Subject lines, folders, and files shall be named as follows: **"Bid 032.20.B4-Company Name"**. **In the body of the email please include Bidder's contact person's email and cell phone number to be invited to the "virtual" bid opening in Microsoft Teams Meeting (this has both audio and visual access by computer or audio by telephone). It is critically important that the contact person's email address and cell phone number be included so that an invitation to the opening can be issued.**

After the due date and time, the Buyer will send an email invitation with a time that day to those firms that submit a bid to participate in a virtual conference call/video meeting. At that time the Buyer will electronically open the bids and read the bidder name, price, etc. The bid prices will be recorded and a bid tab created and posted as promptly as possible.