



**ADDENDUM NO. #1  
EVENT EQUIPMENT RENTAL  
TU-1116**

August 5, 2010

Ladies and Gentlemen:

Procurement

Towson University  
8000 York Road  
Towson, MD 21252-0001

t. 410 704-2171  
f. 410 704-8233

The purpose of this addendum is to clarify certain portions of the above-referenced project with all prospective Bidders.

**Q1.a.) Provide clarification re the 30-day rate for the 4 items requested.**

A1.a.) The university sets up the Towson Center in mid- May for the six Commencement ceremonies for the school. The set remains for the high school commencement exercises. After the final high school graduation, the university handles the Special Olympics opening ceremony with completion in mid June.

**Q1.b.) Provide approximate quantities of the specific items to be used. Knowing this ensures adequate inventory availability during the time frame.**

A1.b.) Approximately 350-400 folding chairs and 1 lobby carpeting sized as detailed in the specifications. Other items are rented for university commencements starting in Mid-May on a weekly basis.

**Q1.c.) Provide exact dates of the rental period for this bid; late May thru early June is not specific enough. A specific time range enables accurate billing for the time actually required.**

A1.c.) The 30-day rental period will be from May 17 through June 12 in 2011.

**Q1.d.) Regarding the base bid column total for the 30-day rental items—these amounts are being included in the overall bid. Does this mean that there is a possibility that you may award the 30-day rental period items separately from the whole bid?**

A1.d.) The plans are to award this resulting contract to one provider; however, the University reserves the right to award to more than one provider if it is in the best interest of the University.

**Q1.e.) Why did you go back to the bid pricing by using all of the columns vs. just columns A and B?**

A1.e.) The University is always attempting to evaluate bids in the most thorough way. Remember that in cases such as this, the base bid will be highly inflated, as the line items' costs will be cumulative. Keep in mind that these items are rented on an as-needed basis and that there is no guaranteed minimum. We anticipate the total cost for the contract to be \$40,000-\$60,000 per year.

All addenda will be incorporated into the final contract documents and will be binding on all vendors responding to this solicitation. Each vendor submitting a bid/proposal must acknowledge receipt of all addenda by completing and forwarding Exhibit K (attached) with the bid response; failure to acknowledge addenda may result in bid/proposal rejection.

If you have any questions regarding this addendum, please contact me at (410) 704-3492 or email me at [lzdenmark@towson.edu](mailto:lzdenmark@towson.edu).

Sincerely,



Lorraine Ziara-Denmark  
Procurement Officer Representative

LZD:mlk

Attachment

Addendum.Itr – LS-5.2.08



**EXHIBIT K  
ADDENDA ACKNOWLEDGMENT**

**NAME OF BIDDER:** \_\_\_\_\_

**SOLICITATION NUMBER:** \_\_\_\_\_

**PROJECT TITLE:** \_\_\_\_\_

**DUE DATE:** \_\_\_\_\_

**ACKNOWLEDGMENT**

**I hereby acknowledge receipt of the following addenda which have been issued regarding the above referenced solicitation:**

**Addendum #1, issue date** \_\_\_\_\_

**Addendum #2, issue date** \_\_\_\_\_

**Addendum #3, issue date** \_\_\_\_\_

**Addendum #4, issue date** \_\_\_\_\_

**Addendum #5, issue date** \_\_\_\_\_

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Printed Name**

\_\_\_\_\_  
**Title**

\_\_\_\_\_  
**Company**

\_\_\_\_\_  
**Date**