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Director, Dept. of Capital Programs

IFB ADDENDUM No. 4

Issued By: DEPARTMENT OF CAPITAL PROGRAMS PRINCE GEORGE'S COUNTY PUBLIC SCHOOLS UPPER MARLBORO, MARYLAND 20772-9983	Date of this Addendum: July 27, 2020 No. of Pages: 1 (excluding attachment)	Date/Time Of Proposal Submissions: July 29, 2020 at 2:00PM
	IFB No.: DCP20-021	Date IFB Issued: June 23, 2020
TITLE: Electronic Signs at 19 PGCPs Schools		

TO: ALL PROSPECTIVE PROPOSERS AND OTHER RECEIPTS OF RFP DOCUMENTS (CONTRACT DRAWINGS & SPECIFICATIONS; QUESTIONS/ANSWERS)

This Addendum is hereby made a part of the Contract Document, which will be the basis of the Contract. This Addendum is issued to modify and/or correct the original Contract Documents issued on **June 23, 2020**. Prospective Offerors are requested to attach this Addendum to your Contract Documents. **Receipt of this Addendum must be acknowledged on Appendix A.** Failure to do so may subject the proposer to disqualification.

REMOVE UNDER 10.0 SUBMISSION DEADLINE

In order to be eligible for consideration, bids must be received in the Procurement Office no later than **July 13, 2020 2:00 p.m. local time, in Trailer 6**. Vendors mailing bids shall allow sufficient carrier delivery time to ensure timely receipt of their bid in the Department of Capital Programs Office of Procurement prior to the deadline. Any bid received in the Office of Procurement after the submission deadline, no matter what the reason, will be returned unopened. **Bid responses delivered to any other location shall not constitute delivery to the Procurement Office located at 13300 Old Marlboro Pike, Trailer 6, Upper Marlboro, MD 20772.**

ADD UNDER 10.0 SUBMISSION DEADLINE

All Bids and corresponding documents will be submitted to the eMMA website. Here is a link to eMMA [Frequently Asked Questions](#). PGCPS reserves the right to request hard copies of the proposals at a future date.

ADD REQUIRED MBE ATTACHMENTS

1. Attachment A - Affidavit Updated October 2017
2. Attachment B - MBE Participation Schedule – Revised
3. Attachment C - Outreach Efforts Compliance Statement (1)
4. Attachment D - MBE Subcontractor Project Participation - Revised June 2018

END OF POST ADDENDUM NO. 4

PROJECT: _____

PSC#: _____

Attachment A (page 1 of 2)

**CERTIFIED MINORITY BUSINESS ENTERPRISE
UTILIZATION AND FAIR SOLICITATION AFFIDAVIT**

NOTE: You must include this document with your bid or offer. If you do not submit the form with your bid or offer, the procurement officer shall deem your bid non-responsive or your offer not reasonably susceptible of being selected for award.

* * * * *

Part I.

I acknowledge the:

- Overall certified MBE subcontract participation goal of ____ %.
- The subgoals, if applicable, of:
 - ____ % for certified African American-owned businesses and
 - ____ % for certified Asian American-owned businesses.

I have made a good-faith effort to achieve this goal. If awarded the contract, I will continue to attempt to increase MBE participation during the project.

Part II.

Check ONE Box

NOTE: FAILURE TO CHECK ONE OF BOXES 1, 2, or 3 BELOW WILL RENDER A BID NON-RESPONSIVE OR AN OFFER NOT REASONABLY SUSCEPTIBLE OF BEING SELECTED FOR AWARD

NOTE: INCONSISTENCY BETWEEN THE ASSERTIONS ON THIS FORM AND THE INFORMATION PROVIDED ON THE *MBE PARTICIPATION SCHEDULE* (ATTACHMENT B) MAY RENDER A BID NON-RESPONSIVE OR AN OFFER NOT REASONABLY SUSCEPTIBLE OF BEING SELECTED FOR AWARD

1 I have met the overall MBE goal and MBE subgoals for this project. I submit with this Affidavit [Attachment A] the *MBE Participation Schedule* [Attachment B], which details how I will reach that goal.

or

2 After having made a good-faith effort to achieve the overall MBE goal and MBE subgoals for this project, I can achieve partial success only. I submit with this Affidavit [Attachment A] the *MBE Participation Schedule* [Attachment B], which details the MBE participation I have achieved.

I request a partial waiver as follows:

- Waiver of overall MBE subcontract participation goal: ____ %
- Waiver of MBE subcontract participation subgoals, if applicable:
 - ____ % for certified African American-owned businesses and
 - ____ % for certified Asian American-owned businesses.

Within 10 days of being informed that I am the apparent awardee, I will submit *MBE Waiver Documentation* [Attachment F] (with supporting documentation).

or

- 3 After having made a good faith effort to achieve the overall MBE goal and MBE subgoals for this project, I am unable to achieve any portion of the goal or subgoals. I submit with this Affidavit [Attachment A] the *MBE Participation Schedule* [Attachment B].

I request a full waiver.

Within 10 days of being informed that I am the apparent awardee, I will submit *MBE Waiver Documentation* [Attachment F] (with supporting documentation).

Part III.

I understand that if I am the apparent awardee or conditional awardee, I must submit **within 10 working days** after receiving notice of the potential award or within 10 days after the date of conditional award – whichever is earlier – the:

- *Outreach Efforts Compliance Statement* (Attachment C)
- *Subcontractor Project Participation Statement* (Attachment D)
- *Minority Subcontractors Unavailability Certificate* (Attachment E) (if applicable)
- Any other documentation the Procurement Officer requires to ascertain my responsibility in connection with the MBE participation goal and subgoals

I acknowledge that if I fail to timely return complete documents, the Procurement Officer may determine that I am not responsible and therefore not eligible for contract award. If the contract has been awarded, the award is voidable.

I acknowledge that the MBE subcontractors/suppliers listed in the *MBE Participation Schedule* and any additional MBE subcontractor/suppliers identified in the *Subcontractor Project Participation Statement* will be used to accomplish the percentage of MBE participation that I intend to achieve.

In the solicitation of subcontract quotations or offers, MBE subcontractors were provided the same information and amount of time to respond as were non-MBE subcontractors.

The solicitation process was conducted in such a manner so as to not place MBE subcontractors at a competitive disadvantage to non-MBE subcontractors.

I solemnly affirm under the penalties of perjury that this Affidavit is true to the best of my knowledge, information, and belief.

Bidder/Offeror Name

Address

Address (continued)

Affiant Signature

Printed Name & Title

Date

**ATTACHMENT B
MBE PARTICIPATION SCHEDULE**

REVISED

This document must be included with the bid or offer. If the bidder or offeror fails to submit this form with the bid or offer as required, the procurement officer shall deem the bid non-responsive or shall determine that the offer is not reasonably susceptible of being selected for award.

1. Prime Contractor's Name		2. Prime Contractor's Address/Telephone Number		
3. Project/School Name		5. Project/School Location		
5. LEA and PSC No.		6. Base Bid Amount \$ _____ Acceptance Alternates \$ _____ Total \$ _____		
7a. Minority Firm Name: _____ Minority Firm Address: _____ Telephone Number: _____ MDOT Firm Certification Number: _____ NAICS Code: _____ <input type="checkbox"/> African American <input type="checkbox"/> Asian American <input type="checkbox"/> Native American <input type="checkbox"/> Women <input type="checkbox"/> Hispanic <input type="checkbox"/> Disabled				
Subcontractor Firm (Select One)	Allowable Percentage	Subgoal Percentage	Total Cost	Participation Amount
MDOT Certified Firm	100%		\$ _____	\$ _____
MDOT Certified Prime Contractor	50% of established goal OR 100% of one subgroup contract subgoal		\$ _____	\$ _____
MDOT Certified Supplier, Wholesaler and Regular Dealer	60%		\$ _____	\$ _____
7b. Minority Firm Name: _____ Minority Firm Address: _____ Telephone Number: _____ MDOT Firm Certification Number: _____ NAICS Code: _____ <input type="checkbox"/> African American <input type="checkbox"/> Asian American <input type="checkbox"/> Native American <input type="checkbox"/> Women <input type="checkbox"/> Hispanic <input type="checkbox"/> Disabled				
Subcontractor Firm (Select One)	Allowable Percentage	Subgoal Percentage	Total Cost	Participation Amount
MDOT Certified Firm	100%		\$ _____	\$ _____
MDOT Certified Prime Contractor	50% of established goal OR 100% of one subgroup contract subgoal		\$ _____	\$ _____
MDOT Certified Supplier, Wholesaler and Regular Dealer	60%		\$ _____	\$ _____
7c. Minority Firm Name: _____ Minority Firm Address: _____ Telephone Number: _____ MDOT Firm Certification Number: _____ NAICS Code: _____ <input type="checkbox"/> African American <input type="checkbox"/> Asian American <input type="checkbox"/> Native American <input type="checkbox"/> Women <input type="checkbox"/> Hispanic <input type="checkbox"/> Disabled				
Subcontractor Firm (Select One)	Allowable Percentage	Subgoal Percentage	Total Cost	Participation Amount
MDOT Certified Firm	100%		\$ _____	\$ _____
MDOT Certified Prime Contractor	50% of established goal OR 100% of one subgroup contract subgoal		\$ _____	\$ _____
MDOT Certified Supplier, Wholesaler and Regular Dealer	60%		\$ _____	\$ _____
8. MBE Total Amount			9. Total MBE Percent of Entire Contract	
10. Form Prepared by: Name: _____ Title: _____ Date: _____			11. Reviewed and Accepted by Board of Edu. MBE Liaison Name: _____ Title: _____ Date: _____	

Total MBE Participation:	\$ _____	_____ %	
Total African-American Participation:	\$ _____	_____ %	
Total Asian-American MBE Participation:	\$ _____	_____ %	
Total Other Participation:	\$ _____	_____ %	

Outreach Efforts Compliance Statement

****Complete and submit this form within 10 business days of notification of apparent award

In conjunction with the bid or offer submitted in response to the solicitation for <<*project name*>> / <<*Solicitation No.*>>, I affirm the following:

1. Bidder/Offeror identified opportunities to subcontract in these specific work categories (extend list as needed):
 - a. _____
 - b. _____
 - c. _____
 - d. _____
 - e. _____
 - f. _____

2. Attached to this form are copies of written solicitations (with bidding instructions) used to solicit certified MBEs for these subcontract opportunities.

3. Bidder/Offeror made the following attempts to contact personally the solicited certified MBEs (extend list as needed):
 - a. _____
 - b. _____
 - c. _____

4. Select ONE of the following:
 - a. This contract does not involve bonding requirements.

OR

 - b. Bidder/Offeror assisted certified MBEs to fulfill or seek waiver of bonding requirements (*describe efforts*).

5. Select ONE of the following:
 - a. Bidder/Offeror did/did not attend the pre-bid/proposal conference.

OR

 - b. No pre-bid/proposal conference was held.

Bidder/Offeror Printed Name

By: _____
Signature: _____
Title: _____
Date: _____

Address: _____

Attachment D

MINORITY BUSINESS ENTERPRISES SUBCONTRACTOR PROJECT PARTICIPATION STATEMENT

PROJECT/ SCHOOL NAME:
PROJECT/ SCHOOL LOCATION:
LEA:
NAME OF PRIME CONTRACTOR:
NAME OF MBE SUBCONTRACTOR:
MDOT Certification Number
NAICS Code

- 1. Work/Services to be performed by MBE Subcontractor:
2. Subcontract Amount: \$ Participation Amount \$
3. Bonds - Amount and type required of Subcontractor if any:
4. MBE Anticipated or Actual Commencement Date: Completion Date:
5. This MBE subcontract represents the following percentage of the total contract cost:
6. This is an African American Firm: Yes No
7. This is an Asian American Firm: Yes No
8. This is a Native American, Hispanic or Disabled Firm: Yes No

(Circle One)

The undersigned subcontractor and prime contractor will enter into a contract for the work/service indicated above upon the prime contractor's execution of a contract for the above referenced project with the Board of Education. The undersigned subcontractor is a MDOT certified Minority Business Enterprise. The terms and conditions stated above are consistent with our agreements.

Signature of Subcontractor:

Date:

The term and conditions stated above are consistent with our agreements.

Signature of Prime Contractor:

Date: