

Procurement Office
Harford Community College
401 Thomas Run Road
Bel Air Maryland 21015
443.412.2307

RFP 21P-003 PRINTING NONCREDIT CLASS SCHEDULES 2021-2022

ADDENDUM NO. 2

The following shall be incorporated into the captioned solicitation as though included in the original documents issued:

1. Page 3, Section 1.1, second paragraph, second sentence **CHANGE TO READ:**
Bidders must have a functioning shop located within a distance of approximately **250** miles of the College's location in Bel Air Maryland.
2. **ADD the following:**
The College will not pay expedited shipping fees to have the class schedules delivered by the specified deadlines listed on the Press Schedule (page 12).
3. **CORRECTED FORM:** Use the corrected Form of Proposal form to submit pricing (attached).

END ADDENDUM 2

January 27, 2021



HARFORD

COMMUNITY COLLEGE

RFP 21P-003 PRINTING CONTINUING EDUCATION CLASS SCHEDULES 2021/2022

FORM OF PROPOSAL- **REVISED 1.27.2021**

All proposals must be fully and properly executed, securely sealed and marked with the number/title of the solicitation and the due date and time. Envelopes shall be addressed to the Procurement Department at the address above.

Proposals must be received in the Procurement office located in the Conowingo Center building, Room 105, not later than **11:00 a.m. Thursday, February, 4, 2021.**

To be considered responsive, each proposal submitted shall include the following:

1. Proposal form, completed and signed with all component pricing information supplied (pricing to be submitted in a separate envelope from the technical proposal);
2. Flash drive to include technical proposal and pricing proposal (separate file);
3. Affidavit of Non-collusion, completed and signed;
4. List of three (3) references on the form provided;
5. One (1) sample of prior work similar type and length to the work solicited herein;
6. Equipment list; and
7. Company Profile (page 3, paragraph 1.3).

Proposal of _____ Date _____
Vendor Name

In accordance with the foregoing Instructions, Supplementary Terms and Conditions, and Specifications, including Addenda No. _____, _____, _____, and _____ thereto, I/we submit the following for evaluation:

1. FIRM LUMP SUM PRICES

1. Continuing Education Class Schedules
 - .1 101,500 Summer 2021 Continuing Education Class Schedules (1 book of 104 pgs plus cover split-delivered on 4/12/21 as described in Press Schedule)

_____ Dollars \$ _____
Words Figures

- .2 101,500 Fall 2021 Continuing Education Class Schedules (1 book of 104 pgs plus cover split-delivered on 7/12/21 as described in Press Schedule)

_____ Dollars \$ _____
Words Figures

- .3 101,500 Spring 2022 Continuing Education Class Schedules (1 book of 104 pgs plus cover split-delivered on 11/17/21 as described in Press Schedule)

_____ Dollars \$ _____
Words Figures

Please indicate finished size of booklet: _____

2. TIME OF COMPLETION: The undersigned agrees to complete the work in accordance with the press schedules as provided in the specifications.
3. EXECUTION: The undersigned, duly authorized to bind the named firm, agrees, upon receipt of written notice of acceptance of this proposal within sixty (60) calendar days after its opening, to execute the contract in accordance with the bid as accepted and to render the Certificate of Insurance within ten (10) calendar days after notification of award.

Name of Firm

Signature

Street Address

Typed/Printed Name

City, State, Zip

Title

Telephone

Email

If a corporation, state:

Name of President _____

Name of Secretary _____

Under laws of what state incorporated _____

MBE Certification: MBE _____ WBE _____