



ADDENDUM NO.1
PORTABLE RESTROOMS
TU-1008

July 16, 2009

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.

The bid form has been revised. If you have already submitted your bid, please resubmit on the attached revised bid form.

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) 704-2048 or email me at cwettersten@towson.edu.

Sincerely,

A handwritten signature in cursive script that reads "Carol Wettersten".

Carol Wettersten
Procurement Officer Representative

CW:mlk

Attachments (2)

Addendum.ltr – LS-5.2.08

**PORTABLE RESTROOMS
TU-1008**

Revised Bid Form

Reference Req. #1074

Line	Description	Price Per Unit	X	Factor	Total
1	Standard Portable Restroom		X	117	
2	ADA Compliant Portable Restroom		X	5	
3	Executive Portable Restroom		X	1	

For purpose of bid evaluation (only), a factor of 117 will apply to the first bid item; a factor of 5 to the second bid item; and a factor of 1 will apply to the third bid item.

Cancellation Fee (if any) _____

* Note: The University will not be responsible for any cancellation fees if written notice, sent via fax or email, is given to the vendor within 48 business hours of the event.

FOB: DESTINATION (unless otherwise noted)
TERMS: NET 30

Bidder Information:

Company: _____

Address: _____

Representative: _____

Phone #: _____ Fax#: _____

Email _____ Web: _____

Signature: _____



**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