March 4, 2019

Addendum No. 1
Linen Cleaning Services
TU-1950

Ladies and Gentlemen:

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

**CLARIFICATION:**

C1. The correct email address for the Procurement Officer Representative is: [jefferymiller@towson.edu](mailto:jefferymiller@towson.edu)

**QUESTIONS:**

Q1. How many references should we provide?
   A1. Bidders must provide no less than three (3) comparable projects completed within the last five (5) years, or currently underway. Duplicate Exhibit G - Firm Experience, as necessary. The University reserves the right to make investigations as it deems necessary to confirm the responsibility of the offeror. In the absence of information clearly indicating that the offeror is responsible, the Procurement Officer shall make a determination of non-responsibility.

Q2. Please let us know if the unit totals listed are for the entire summer or if they are for each pickup which is to occur twice a week? Example: 4710 twin sheet - is the total for the entire summer 4710 or will there be 4710 sheet sets needed twice a week?
   A2. The "Units" column (Per Line Item) in the "BID/PRICE PROPOSAL FORM", indicates the total for the entire summer (estimated). Actual linen quantities will vary each summer depending upon the number of beds available, number of buildings available and the number of camps booked. Reference Specifications, H. University Needs, regarding order size and estimated quantities.

Q3. Please forward the bid tabulation from previous bid.
   A3. Included as an attachment to this addendum is a copy of the original bid tabulation for TU-1672. This is included for informational purposes only. Bidders are cautioned when comparing TU-1672 line item pricing to TU-1950 specifications, as requirements may not be the same.

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 jefferymiller@towson.edu.

Sincerely,

Jeff Miller, C.P.M.
Senior Purchasing Agent
# Tabulation of Bids

**Project No.:** TU-1672  
**Project Name:** Linen Cleaning Services  
**Bid Opening Date & Time:** 4/6/16 @ 2:00 p.m.  
**Procurement Officer:** Barbara Hufnagel

<table>
<thead>
<tr>
<th>Bidder</th>
<th>Base Bid</th>
<th>Base Yr</th>
<th>1st Option Yr</th>
<th>2nd Option Yr</th>
<th>Recorder</th>
</tr>
</thead>
<tbody>
<tr>
<td>Linen Services of Maryland</td>
<td>$34,084.69</td>
<td>$11,065.70</td>
<td>$11,509.49</td>
<td>$11,509.09</td>
<td></td>
</tr>
<tr>
<td>Mayflower Textile Services</td>
<td>$24,925.94</td>
<td>$8,064.30</td>
<td>$8,306.23</td>
<td>$8,555.42</td>
<td></td>
</tr>
<tr>
<td>Best Commercial Laundry</td>
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<td>$10,370.00</td>
<td>$11,460.50</td>
<td>$12,546.00</td>
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</tr>
<tr>
<td>Up-To-Date Laundry, Inc.</td>
<td>$89,490.00</td>
<td>$29,830.00</td>
<td>$29,830.00</td>
<td>$29,830.00</td>
<td></td>
</tr>
</tbody>
</table>

**Opened & Recorded By:** Michele Krader  
**Date:** 4/6/16

**Reviewed By:**  
**Date:** 4/6/16
EXHIBIT K
ADDENDA ACKNOWLEDGMENT

NAME OF BIDDER: ________________________________

SOLICITATION NUMBER: __TU-1950_____________________

PROJECT TITLE: __Linen Cleaning Services____________________

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 ________________
Addendum #6, issue date ________________

_________________________________________  ________________________________
Signature                                      Printed Name

_________________________________________
Title

_________________________________________
Date                                       Company