

AMENDMENT OF SOLICITATION ST. MARY'S COLLEGE OF MARYLAND			PAGE 1 OF 2 PAGES	
1. AMENDMENT No. 1	2. EFFECTIVE DATE: 02/17/2023	3. REQUISITION NO.	4A. TITLE Marine Science Lab Renovation Project	4B. PROJECT NO.
5. ISSUED BY St. Mary's College of Maryland 18952 E. Fisher Road St. Mary's City, MD 20686-3001		6. NAME, PHONE AND FAX NUMBER AND EMAIL ADDRESS OF ISSUER: Patrick G. Hunt, Procurement Officer Ph: 240-895-4307 Fax: 240-895-4916 Email: pghunt@smcm.edu		
7. NAME AND ADDRESS OF CONTRACTOR (no. street, country, state, and ZIP Code)		8A. AMENDMENT OF SOLICITATION NO. RFP No. 29284		
		8B. DATED: February 14, 2023		
		9A. MODIFICATION OF CONTRACT/ORDER NO.		
		9B. DATED :		
10. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS				
<p>The above numbered solicitation is amended as set forth in Item 13. The hour and date specified for receipt of Offers is not changed.</p> <p>Offers must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended, by one of the following methods:</p> <p>(a) By completing Items 7 and 14 and returning one copy of the amendment; (b) By acknowledging receipt of this amendment in block No. 13 of the Solicitation, Offer and Award form submitted with your proposal; or (c) By separate letter or telegram which includes a reference to the solicitation and amendment numbers. FAILURE OF YOUR ACKNOWLEDGEMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATE SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER. If by virtue of this amendment you desire to change an offer already submitted, such change may be made by fax or email, provided each fax or email makes reference to the solicitation and this amendment, and is received prior to the opening hour and date specified.</p>				
11. ACCOUNTING AND APPROPRIATION DATE (If required)				
12. THIS ITEM ONLY APPLIES TO MODIFICATIONS TO CONTRACTS				
13. DESCRIPTION OF AMENDMENT/MODIFICATION				
SEE THE ATTACHMENT				
Except as provided herein, all terms and conditions of the document referenced in Item 8A or 9A, as heretofore changed, remain unchanged and in full force and effect.				
14A. NAME AND TITLE OF SIGNER <i>(Type or print)</i>		15A. NAME AND TITLE OF CONTRACTING OFFICER <i>(Type or print)</i>		
14B. CONTRACTOR/OFFEROR	14C. DATE SIGNED	15B. ST. MARY'S COLLEGE OF MARYLAND	15C. DATE SIGNED:	
_____ <i>(Signature of person authorized to sign)</i>		_____ <i>(Signature of Contracting Officer)</i>		

This Amendment No. 1 is issued to make changes to the Solicitation Conditions.

<p>Please remove the following pages:</p> <p>Solicitation Conditions Pages 10 through 12</p>	<p>Please replace with the following pages:</p> <p>Solicitation Conditions Pages 10 through 12</p>
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NOTE: The black vertical line in the right margin indicates where a change has been made.

Higher scores will be given to those firms who demonstrate successful completion of projects involving the construction and/or renovations to scientific labs.

Offeror shall provide examples of at least three projects completed in the last five years of a similar nature to that required in this solicitation. Offeror shall provide the following information:

- Description of project and how it relates to this requirement;
- Name of Company to which services were provided;
- Dollar value of contract and any deviation of final contract price and original contract price and reason for difference;
- Period of performance of contract and reason for any deviation from the original contract completion date and final completion date and reason for difference.
- Point of contact for contract including phone number and email address.

Offeror shall provide resumes for key personnel to be assigned to this procurement.

21. INSTRUCTIONS FOR PREPARING THE PRICE PROPOSAL SOURCE SELECTION PROCEDURES

.1 Offerors are expected to examine the drawings, if any, specifications, Section B – Supplies or Services and Price/Cost pages and all instructions. Failure to do so will be at the offerors risk.

.2 Each offeror shall furnish the information required by the solicitation. The offeror(s) and a witness shall sign the offer on Page 2 of the Solicitation, Offer and Award form in blocks 16 and 17 as follows:

As an individual: Sign with the full name, address and Taxpayer Identification number.

As a Partnership: Solicitation, Offer and Award form shall be signed by such member or members of the partnership as have authority to bind the partnership; provide also the complete legal name of the partnership, the state in which the partnership was formed, the address of the partnership's principal office, partnership's Taxpayer identification number, and the address of partnership's resident agent in Maryland.

As a Corporation: An officer of the corporation shall sign his/her full name, indicate his/her title and include the complete legal name of the corporation and address of the corporation's principal office. The corporate seal shall be affixed near the signature. Provide also the state in which the corporation was incorporated, the corporation's federal tax identification number, and the name and address of the corporation's resident agent in Maryland.

Erasures or other changes must be initialed by the person signing the offer. Offers signed by an agent shall be accompanied by evidence of that agent's authority.

.3 For each item offered, offerors shall –

.1 Show the unit price, if required, including, unless otherwise specified, packaging, packing and preservation; and

.2 Enter the extended price for the quantity of each item offered in the “Amount” column of the Schedule.

.4 In case of discrepancy between a unit price and an extended price, the unit price will be presumed to be correct, subject however to correction to the same extent and in the same manner as any other mistake.

.5 Offers for supplies or services other than those specified will not be considered unless authorized by the solicitation.

.6 Price Proposal shall contain the following: Signed Solicitation, Offer and Award form, The Schedule, Bid/Proposal Affidavit, MBE Forms, and Bid Guarantee.

22. EVALUATION CRITERIA

.1 **General Requirements.** The evaluation criteria to be used by the College for the selection of a Contractor to perform the work specified herein are defined below. The criteria are divided into Technical and Price categories. The Technical Evaluation Criteria, when combined are significantly more important than price. However, as the difference in technical merit between the proposals becomes less significant, the relative importance of the proposed prices will increase.

.2 **Technical Evaluation Criteria** – The criteria to be used in assessing the quality of each proposal are listed below. For purposes of the evaluation the factors are considered equal in importance. The Technical criteria, considered together, are more important than Cost/Price.

.3 Factor 1 – Relevant Experience and Past Performance

Evaluation of the Relevant Experience and Past Performance is intended to identify those offerors who have provided evidence that he/she has successful experience with current, or recently completed contract(s) within the last ten (10) years for providing general construction and renovations services of a similar nature to those contemplated in this solicitation and to institutions of similar size and nature to SMCM. The Offeror will be evaluated on the extent of successful completion of similar services, taking into consideration the degree of client satisfaction. Higher ratings/scores will be given to Offerors whose performance on similar services has exhibited the most success and client satisfaction. Proposals and Past Performance information received from customer references will be evaluated to determine whether, and the extent to which, the offeror has demonstrated a satisfactory record of conforming to contract requirements and to high standards of services provided; a satisfactory record of forecasting and controlling cost; a satisfactory record of completing contracts within budget; a satisfactory record of reasonable and cooperative behavior and commitment to customer satisfaction; and generally, evidence of a business-like concern for the interest of the customer. In investigating the Offeror’s past performance, the College will consider information submitted by the Offeror and may consider information from other sources.

Price Proposal

Each offeror’s price proposal will be evaluated to determine whether it demonstrates cost/price realism.

As noted above, the technical criteria are considered by the Contracting Officer to be significantly more important than the proposed price. However, as the difference in technical merit between proposals becomes less significant, the relative important of price will increase.

23. CONTRACT AWARD – SOURCE SELECTION PROCEDURES

.1 The College will award a contract resulting from this solicitation to the responsible offeror whose offer conforming to the solicitation will be most advantageous to the College, cost or price and other factors, specified elsewhere in this solicitation, considered.

.2 The College may –

- .1 Reject any or all offers if such action is in the College’s interest;
- .2 Accept other than the lowest offer; and
- .3 Waive informalities and minor irregularities in offers received.

.3 The College intends to evaluate proposals and award a contract without discussions with offeror. Therefore, the offeror’s initial proposal should contain the offeror’s best terms from a price and technical standpoint. The College reserves the right to conduct discussions if the Contracting Officer later determines them to be necessary.

.4 The College may accept any item or combination of items, unless doing so is precluded by a restrictive limitation in the solicitation or the offer.

.5 A written award or acceptance of offer mailed or otherwise furnished to the successful offeror within the time for acceptance specified in the offer shall result in a binding contract without further action by either party. Before the offer’s specified expiration time, the College may accept an offer (or part of an offer as provided in Paragraph .3 of this clause), whether or not there are negotiations after its receipt, unless a written notice of withdrawal is received before award. Negotiations conducted after receipt of an offer do not constitute a rejection or counteroffer by the College.

.6 The College may determine that an offer is unacceptable if the prices proposed are materially unbalanced between line items or sub line items. Unbalanced pricing exist when, despite an acceptable total evaluated price, the price of one or more contract line items is significantly overstated or understated as indicated by the application of cost or price analysis techniques. A proposal may be rejected if the Contracting Officer determines that the lack of balance poses an unacceptable risk to the college.

(End of provision)

24. NOTIFICATION OF LOW BIDDER

Vendors may include a self-addressed stamped envelope with their bid and a copy of the bid tabulation sheet will be mailed back in the envelope or they may telephone the purchasing agent at (240) 895-4307 and request a copy of the bid tabulation sheet be faxed or emailed to them.

(End of Solicitation Conditions)