

Solicitation No. P1768.23
ADDENDUM NO. I
CITY OF HAGERSTOWN
HAGERSTOWN, MARYLAND
Operation and Maintenance Services for Pelletizer Facility

Date: Wednesday, December 14, 2022

Bids Due: Tuesday, January 17, 2023 at 2:00 PM

To Bidders:

This Addendum is hereby made a part of the Request for Proposal (RFP) Documents on which all bids will be based and is issued to clarify the original documents. Please acknowledge receipt of this Addendum at the appropriate space on the bid form by inserting its number and date. This Addendum consists of two (2) pages. This Addendum forms a part of the RFP Documents as it supplements and/or modifies as follows:

ADDENDUM I – CHANGES TO THE RFP DOCUMENTS

Solicitation No. P1768.23 Operation and Maintenance Services for Pelletizer Facility

The attention to bidders submitting proposals for the above project is called to the following addendum that contains changes to the RFP Documents. The items set forth herein, whether of omission, addition, substitution or clarifications are all to be included in and form part of the proposal submitted. This addendum shall take precedence or provide clarification.

The above referenced Addendum follows.

CHANGES TO THE RFP DOCUMENTS:

#1 REMOVE Section 3.1 MANDATORY PRE_PROPOSAL MEETING AND ONSITE FACILITY TOUR under Section 3.0 PROCUREMENT PROCESS and REPLACE with the text below:

3.1 Mandatory Pre-Proposal Meeting and Onsite Facility Tour

All Proposers shall participate in a Mandatory Pre-Proposal Meeting and a Mandatory Onsite Facility Tour, following the pre-proposal meeting. The City will host the pre-proposal meeting and the facility tour on: **Tuesday, December 20, 2022.**

To participate in this mandatory pre-proposal meeting and mandatory on-site facility tour, the **Prime Proposer is encouraged, but not required, to send an email request to tfrench@hagerstownmd.org, by 4:00 PM EST on Monday, December 19, 2022**, identifying the name of the company and representatives who will attend.

Mandatory Pre-Proposal Meeting:

- **Tuesday, December 20th, 2022 from 10:00 AM to 11:30 AM EST.**

Mandatory Facility Tour:

- **Tuesday, December 20th, 2022 from 1:00 PM to 4:00 PM EST.**

The Pre-Proposal Meeting will be held in the main conference room at the City's WWTP, which is located at 1 Clean Water Circle, Hagerstown, MD 21740. **This will be an on-site conference only.**

The pre-proposal meeting and facility tour will provide an opportunity for the Proposers to ask questions and seek clarifications on the procedural aspects of the RFP. All technical questions on the RFP will be responded to via an addenda.

All Prime Proposers who decide to submit a Proposal in response to this solicitation are invited to participate in the Onsite Facility Tour. The subcontractors of any Prime Proposer can visit the facilities only along with the Prime Proposer. No additional facility tours will be scheduled after the mandatory tour. No questions will be answered during the facility tour.

The City will share the sign-in sheet from this mandatory pre-proposal conference and the mandatory onsite facility tour with all the participants. **The tour participants must wear all required personal protective equipment (PPE), including hard hats, safety vests, safety glasses, and steel-toe shoes while in the Pelletizer Facility. The City will not provide any PPE. The tour participants must provide their own PPE. The participants will not be allowed to tour the Facility if they do not have the appropriate PPE, and a bid response will not be accepted if the mandatory Facility Tour is not completed on December 20^h.**

#2 REMOVE Item 2 from Table 2 in Section 3.3 SCHEDULE under Section 3.0 PROCUREMENT PROCESS and REPLACE with the text below:

Table 2 Anticipated Procurement Schedule

#	Expected Activity	Completion Date
2	Mandatory Pre-Proposal Meeting and Site Tour	December 20, 2022, at 10:00 AM EST

Tyler French, Procurement Administrator
City of Hagerstown