



Procurement Services
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ADDENDUM NO: 1

IFB/RFP No: NKU-61-18

Commodity: A&E Master Agreement

Date: 5/10/2018

Due Date: 5/18/2018

BIDDER/RESPONDER SHALL CONFORM TO THE FOLLOWING CHANGES AS SAME SHALL BECOME BINDING UPON THE CONTRACT TO BE ISSUED IN RESPONSE TO THIS INVITATION FOR BID.

Multiple questions were raised about the number of pages to be submitted in your proposal. Submissions should include the following:

1. Certificate of Insurance
2. Signed Form of Proposal (Page 6). Please include any certificates regarding your business classification if applicable.
3. Completed and signed Authentication of Bid and Statement of Non-Collusion and Non-Conflict of Interest (Page 2 & 3)
4. References (Page 16)
5. Completed & Signed Kentucky Permit & Registrations Form (Page 17)
6. You may submit a brief description of your firm (qualifications, project experience, key staff experience, etc.). Please limit this description to 3 pages.

*Proposers will not be penalized for exceeding the five page limit.

Other Questions:

1. In the Master Agreement RFP, on the "References" form on page 16, for 'Value of Contract' – are you looking for the fees only under contract or the full construction/project cost?

Full construction / project cost

2. Under "Business Classification," is it necessary to submit certification for the Small Business category? If so, is the Annual Report Filing from the Secretary of State an acceptable means of documentation?

We ask that you provide a copy of the physical certificate if you have one. If not, SOS filing information will be acceptable.

3. Do we just need to submit one copy of the proposal? Do we just submit a paper copy and no digital version?

One signed original hard copy is all that is required

THE END