

ADDENDUM 1

DATE: October 23, 2023

RFP NUMBER: UTA2024-007 Residential Cleaning Services

RFP DUE DATE: December 01, 2023

The following changes and/or clarifications are hereby incorporated into the RFP. Your proposal must reflect the following:

This addendum is to modify the Key Events Schedule Dates and Times (**Section 2.4**) in the RFP due to what we determined were meeting login issues to TEAMS that prevented suppliers from joining our Mandatory Pre-Proposal Meeting on Friday, October 20, 2023. Please note the following modifications:

2.4 Key Events Schedule

Date RFP Issued	October 6, 2023
Mandatory Pre-Proposal Conference (ref. Section 2.6)	November 03, 2023, at 10:00 a.m. CST
Mandatory Site Visit (ref. Section 2.6)	November 09, 2023, at 11:00 a.m. CST
Question Deadline (ref. Section 2.2)	October 31, 2023, at 3:00 p.m. CST
HUB Subcontracting Training	November 08, 2023, at 1:30 p.m. CST
HUB Subcontracting Plan Courtesy Review Deadline	November 20, 2023, at 3:00 p.m. CST
Submittal Deadline (ref. Section 2.1)	December 01, 2023, at 3:00 p.m. CST

ADDITIONAL MEETING INFORMATION IN EXHIBIT A BELOW

PLEASE SUBMIT WITH YOUR PROPOSAL

Charlie Brooks Sr. Contract Specialist 817-272-2140

SIGNED: _____

COMPANY NAME: _____

EXHIBIT A

NEW PROPOSAL SUBMITTAL DEADLINE – DECEMBER 01, 2023, at 3:00 p.m. CST

2.5.1 NOTE: **How to successfully complete the HUB Subcontracting Plan (HSP).**

A call-in session or will be held on November 08, 2023, at 1:30 p.m. Central Prevailing Time with:

**HUB Program Manager
Mario Ramirez**

Microsoft Teams meeting

Join on your computer, mobile app or room device

[Click here to join the meeting](#)

Meeting ID: 256 016 477 157

Passcode: 6HYfvZ

[Download Teams](#) | [Join on the web](#)

Or call in (audio only)

[+1 817-502-2418,806590780#](#) United States, Fort Worth

Phone Conference ID: 806 590 780#

[Find a local number](#) | [Reset PIN](#)

All methods for completing the plan will be covered in the session with time allotted for questions and answers. We encourage your HSP preparer's attendance of this session to ensure meeting the State of Texas HUB Subcontracting Plan requirements and avoid your bid being disqualified.

2.6 Mandatory Pre-Proposal Conference

University will hold a **mandatory** pre-proposal conference at **10:00 a.m. on November 03, 2023**. The pre-proposal conference will be held via Microsoft Teams using the hyperlink and contact information below. The pre-proposal conference will allow all Proposers an opportunity to ask University's representatives relevant questions and clarify provisions of this RFP.

ATTENDANCE AT THE MANDATORY PRE-PROPOSAL CONFERENCE IS REQUIRED IN ORDER FOR A PROPOSAL TO BE CONSIDERED.

The vendors who wish to join the meeting via Microsoft Teams need to click on the **Join Microsoft Teams Meeting** hyperlink below. You are encouraged to test the link and your connectivity prior to the meeting. Those that wish to call-in may do so by dialing the phone number provided below and using the Conference ID when prompted.

Microsoft Teams meeting

Join on your computer, mobile app or room device

[Click here to join the meeting](#)

Meeting ID: 247 854 870 02

Passcode: RTPQkx

[Download Teams](#) | [Join on the web](#)

Or call in (audio only)

[+1 817-502-2418,983036523#](#) United States, Fort Worth

Phone Conference ID: 983 036 523#

[Find a local number](#) | [Reset PIN](#)

The University of Texas at Arlington is not responsible if you are not able to connect to the call for any reason.

Mandatory Site Visit

There will be a **mandatory** site visit associated with this solicitation.

The site visit will be on **November 09, 2023**, at **11:00 am**. The tour will be conducted **on campus** by university staff.

Location:

Vandergriff Hall
587 Spaniolo Drive
Arlington, TX 76010

Because the site visit is conducted in person on campus, please provide the following information:

Respondents must provide the below information no later than November 03, 2023:

- a. Number of people in party (maximum of two)
- b. If ADA or other accommodations are required.

NOTE A: To receive credit for attendance at this **mandatory** Site Visit and this **mandatory** Pre-Proposal meeting, you are required to e-mail the Contract Specialist, (Specialist's Name) at Charles.Brooks@uta.edu or Jackie.Webster@uta.edu.

NOTE B: Be aware of the requirements and options available for parking, employees of companies who park their personal vehicle in UTA parking facilities, or any property owned or controlled by UTA, to perform their duties are encouraged to visit the University's Parking and Transportation Services website at <https://www.uta.edu/pats/parking/visitor-parking.php>.