



# Upper Occoquan Service Authority

*Leader in Water Reclamation and Reuse*

14631 COMPTON ROAD, CENTREVILLE, VIRGINIA 20121-2506  
(703) 830-2200

February 14, 2019

## TO ALL IFB RECIPIENTS:

For UOSA IFB 19-07, **Uniform Rental Services**

## SUBJECT: Addendum #3

The above numbered solicitation is amended as set forth below. The hour and date specified for receipt of offers:

|  | is not extended; The bid due date remains March 1, 2019 as indicated in Addendum #1 to this RFP

|  | is extended

**OFFERORS MUST ACKNOWLEDGE** receipt of this Addendum by one of the following methods:

- a. By SIGNING and RETURNING (1) copy of this Addendum with the bid or proposal;
- b. By acknowledgement of this Addendum on Transmittal Form submitted with the proposal;
- c. By referencing its receipt in your Transmittal Letter

If by virtue of this Addendum if you desire to change a proposal already submitted, such change may be made by letter, provided it includes reference to the solicitation and this Addendum and is received prior to the due hour and date specified.

## DESCRIPTION OF ADDENDUM:

To clarify page count requirements for pricing.

1. Paragraph 3.5.A is hereby deleted and replaced with the following:

### **3.5 Proposal Organization**

*Failure to include any of the below listed Proposal elements may be considered grounds to deem the proposal non-responsive.*

#### A. Technical Proposal

Offerors are requested to submit six (6) sets of a written Technical Proposal plus **one original set with an original signature uniquely identified as "original" on the cover of the volume.** In order to enhance this process and provide each firm an equal opportunity for consideration, adherence to a standardized proposal format is required. Failure to adhere to the prescribed format may result in finding the proposal non-responsive. Proposals shall be limited to thirty (30) single sided pages, excluding cover letters, required forms, and appendices. The format of each proposal must contain the following elements organized into separate chapters and sections, in the order listed below. All proposal elements shall be included in the Technical Proposal and shall include:

1. Cover Letter (not included in page count)
2. Transmittal Form (Attachment B) (not included in page count)
3. SCC ID Form/Statement (Attachment A) (not included in page count)
4. Completed and signed RFP Disclosure Form (not included in page count)
5. Experience and Qualifications
6. Pricing (not included in page count)

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*All other Terms, Conditions, Tables, Charts and Specifications, and Drawings not otherwise changed remain as originally stated or as shown.*

**ISSUED BY:**

Upper Occoquan Service Authority



Kristen Hylton, Purchasing Mgr

2/14/2019

Date

**ACKNOWLEDGED BY:**

\_\_\_\_\_  
Company/Offeror Name

\_\_\_\_\_  
Signature of Authorized Agent

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed/Typed Name