



**Addendum #1 to  
Invitation for Bids (IFB)  
Conferencing Services  
PROJECT NO. 060B2490027  
July 13, 2012**

Ladies/Gentlemen:

This Addendum #1 is being issued to amend and clarify certain information contained in the above referenced IFB. All information contained herein is binding on all Offerors who respond to this IFB. Specific parts of the IFB have been amended and the IFB changes are detailed below. The following changes/additions are listed below; new language has been double underlined and marked in bold (i.e., **word**) and language deleted has been marked with a strikeout (i.e., ~~word~~).

1. On the KEY INFORMATION SUMMARY SHEET, page iii, Change the Closing Date and Time from July 18 to July 25.
2. On the KEY INFORMATION SUMMARY SHEET, page iii, Change the Location/Time of Bid Opening from July 18 to July 25.
3. In Section 1.10, page 4: Change the due date from July 18 to July 25.

Section 1.10 now reads:

An unbound original and four bound copies of each bid (technical and financial) must be received by the Procurement Officer, at the address listed in Section 1.5, no later than 12:00 PM (local time) on July ~~1925~~, 2012 in order to be considered. An electronic version (or CD/DVD format) of the Technical Bid in MS Word format must be enclosed with the original technical bid. An electronic version (CD/DVD format) of the Financial Bid in MS Word format must be enclosed with the original financial bid. Ensure that the CD/DVDs are labeled with the IFB title, IFB number, and Bidder name and packaged with the original copy of the appropriate bid (technical or financial).

Requests for extension of this date or time will not be granted. Bidders mailing bids should allow sufficient mail delivery time to ensure timely receipt by the Procurement Officer. Except as provided in COMAR 21.05.03.02, bids received by the Procurement Officer after the due date July ~~1925~~, 2012 at 12:00 PM (local time) will not be considered.

**Bids may not be submitted by email or facsimile.**

4. In Section 4.2, page 15: change the first two lines to read:

An unbound original, four (4) copies and electronic copies (CD/DVD format) of each bid must be received by the Procurement Officer, at the address listed in Section 1.5, no later than July ~~1925~~, 2012 at 12:00 pm,

5. In Section 5.5.32, page 15: change the first line to read:

Technical Bids will be opened at 3:00pm on Wednesday July ~~1925~~, 2012 in Room 445 at 45 Calvert Street,

Date Issued: July 13, 2012

Ed Bannat  
Procurement Officer