

PLYMOUTH STATE COLLEGE
of the University System of New Hampshire
Purchasing and Contract Services Department MSC 35
25 Highland Avenue
Plymouth, NH 03264-1595
PH: (603) 535-2246 ~ FAX: (603) 535-2711
Web: <http://www.plymouth.edu/psc/purchase/>

PROPOSER: _____

ADDENDUM#1 (2 pages total)

RFQ NUMBER: 03-613-27 DATE: 01-14-03 DUE DATE: 01-22-03 DUE HOUR: 1:00 PM

The following alteration, clarification, addition and/or change in specifications is to be considered an official Addendum to the referenced Request for Qualifications (RFQ). Proposals shall incorporate and include this additional information and **shall be faxed or mailed** to the Plymouth State College Purchasing Department. **PSC is not responsible for a busy fax machine, equipment failure or mail delays.** At the appointed time and place the bids will be opened and publicly read aloud. Plymouth State College reserves the right to reject any or all quotes and to waive any formalities in this proposal process.

DESCRIPTION: MASTER PLANNING SERVICES TO UPDATE CAMPUS MASTER PLAN

The Bidder shall be responsible for issuing information contained herein to sub-contractors and suppliers to ensure that his/her proposal covers all work required by the contract documents including this addendum. **Bidders shall acknowledge receipt of this addendum by signing in the appropriate place at the bottom of this page and return with Proposal.**

ADDENDUM ITEMS:

1. The attached **Financial Proposal is due** in the PSC Purchasing Department no later than **Wednesday January 22, 2003 at 1:00PM.**
2. A presentation/interview session has been scheduled for your firm on _____ **January __, 2003 from _____ - _____ in the Lamson Library Tower Room (room 202).** It is expected that you will bring all key personnel who will work most directly with PSC on this project so the PSC representatives may get to know those individuals. There will be up to 45 minutes for your team to do a presentation, ask questions - however you choose to use that time. Then there will be up to 45 minutes for the PSC representatives to ask questions of your team. There will be projection equipment and data jack available for your use – or you may choose to bring your own equipment. Please let me know if you require other equipment or materials and we will do the best we can to accommodate.

We look forward to your presentation and feel free to call me if you have any further questions.

Heather L. Huckins

Manager of Purchasing and Contract Services

January 14, 2003

Date

Acknowledgement by Proposer:

Signature

Printed Name and Title

Date

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PROPOSER: _____

Financial Proposal for Master Planning Services for PSC

Plymouth State College requests that you provide estimates of potential costs for the contract as described in RFQ #03-613-27. We would like to see a range of potential contract costs based on your experience working with institutions similar in size and scope to PSC. You may provide a separate sheet or complete the following:

Price for **professional services** may range from \$_____ to \$_____. The following items are included in this contract price:

Out-of-Pocket Expenses are/are not (*please circle one*) included in the above price. If not included in the above price, please list range of expected costs for these expenses.

Travel expenses are/are not (*please circle one*) included in the above price. If not included in the above price, please list range of expected costs for these expenses.

Please note **other expenses** which may be incurred as part of this project and expected amount: