



AMENDMENT #2
REQUEST FOR PROPOSALS
No. 2016-004

Effective: August 12, 2015
Project: Unified Communications System
Issued By: Wes Rhodes, Procurement Manager 
City of Gaithersburg
Division of Procurement
31 South Summit Avenue
Gaithersburg, Maryland 20877

This amendment corrects a numbering error in the title of Section 4.1(A)(VIII); allows for the submission of a certified check as proposal guarantee and specifies when a proposal guarantee will be returned to the Offeror.

- 1 The title of Section 4.1.A.VIII (Section 7: Forms and Documents) of the Solicitation is hereby amended to correct a numbering error, such that said title is deleted in its entirety and is replaced to now read "Section 6: Forms and Documents".
- 2 Section 7.1 (Bid Bond) of the Solicitation is amended to allow for the submission of a certified check as proposal guarantee and to specify when proposal guarantees will be returned to Offerors. Said Section is hereby amended as follows:
 - I. The Section title is deleted in its entirety and is replaced to now read "Proposal Guarantee".
 - II. Paragraphs A and B are deleted in their entirety and are replaced to now read as follows:

A: The Offeror shall submit with its Proposal: an executed bid bond (hereinafter referred to as "Bond") accompanied by certified copy of the Power of Attorney of the attorney-in-fact executing the Bond; or a bid deposit in the form of a certified check. The Bond or bid deposit shall be in an amount equal to three percent (3%) of the Offeror's total Proposal price. Bond and bid deposit are

B: If submitted, the Bond shall be executed in accordance with and subject to the following:

III. The following new paragraph (C) is added to the end of the Section:

Bonds and bid deposits shall be retained by the City until the Contract is executed or until such time that an Offeror requests its Proposal to be withdrawn in accordance with Section 6.6 (Binding Proposal) of this Solicitation. The City shall immediately return the Bond or bid deposit of any Offeror whose Proposal is deemed by the City to be non-responsive, or shall immediately return all Bonds and bid deposits in the event the Solicitation process is canceled by the City.