


AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT			1. Contract Number	Page of Pages	
2. Amendment/Modification Number GF-2015-B-0012-001			3. Effective Date April 20, 2015	4. Requisition/Purchase Request No.	5. Solicitation Caption See Below Caption
6. Issued By: University of the District of Columbia Capital Procurement Division 4200 Connecticut Avenue, NW, Room C03 Washington, DC 20008			7. Administered By (If other than line 6) University of the District of Columbia Capital Procurement Division 4200 Connecticut Avenue, NW, Room C03 Washington, DC 20008		
8. Name and Address of Contractor (No. Street, city, country, state and ZIP Code)			9A. Amendment of Solicitation No. GF-2015-B-0012	9B. Dated (See Item 11) 3/30/2015	
Code Facility			X	10A. Modification of Contract/Order No.	
				10B. Dated (See Item 13)	
11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS					
<input type="checkbox"/> The above numbered solicitation is amended as set forth in Item 14. The hour and date specified for receipt of Offers <input type="checkbox"/> is extended. <input checked="" type="checkbox"/> is not extended. Offers must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended, by one of the following methods: (a) By completing Items 8 and 15, and returning <u>1</u> copy of the amendment; (b) By acknowledging receipt of this amendment on each copy of the offer submitted; or (c) By separate letter or fax which includes a reference to the solicitation and amendment number. FAILURE OF YOUR ACKNOWLEDGEMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATE SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER. If by virtue of this amendment you desire to change an offer already submitted, such change may be made by letter or fax, provided each letter or telegram makes reference to the solicitation and this amendment, and is received prior to the opening hour and date specified.					
12. Accounting and Appropriation Data (If Required)					
13. THIS ITEM APPLIES ONLY TO MODIFICATIONS OF CONTRACTS/ORDERS, IT MODIFIES THE CONTRACT/ORDER NO. AS DESCRIBED IN ITEM 14					
A. This change order is issued pursuant to: (Specify Authority)					
The changes set forth in Item 14 are made in the contract/order no. in item 10A.					
B. The above numbered contract/order is modified to reflect the administrative changes (such as changes in paying office, appropriation date, etc.) set forth in item 14, pursuant to the authority of 27 DCMR, Chapter 36, Section 3601.2.					
C. This supplemental agreement is entered into pursuant to authority of:					
X D. Other (Specify type of modification and authority) Title 8, DCMR, Section 3016.3					
E. IMPORTANT: Contractor <input type="checkbox"/> is not, <input checked="" type="checkbox"/> is required to sign this document and return <u>1</u> copy to the issuing office.					
14. Description of amendment/modification (Organized by UCF Section headings, including solicitation/contract subject matter where feasible.) Request for Proposals No. GF-2015-B-0012 for Commercial Real Estate Brokerage Services is hereby amended as follows:					
1. Page 1 Section 9 DELETE: two (2) copies and SUBSTITUTE: (6) six copies.					
2. Correct Solicitation Number on page 1 section 3 to be GF-2015-R-0012.					
3. Provide answers to questions from prospective offeror through Attachment A to Amendment No. 1.					
ALL OTHER TERMS AND CONDITIONS REMAIN UNCHANGED					
Except as provided herein, all terms and conditions of the document referenced in Item (9A or 10A) remain unchanged and in full force and effect					
15A. Name and Title of Signer (Type or print)			16A. Name of Contracting Officer EDDIE WHITAKER		
15B. Name of Contractor (Signature of person authorized to sign)		15C. Date Signed	16B. District of Columbia  (Signature of Contracting Officer)		16C. Date Signed 4/20/15

ATTACHMENT A TO AMENDMENT NO.1 TO GF-2015-B-0012 – QUESTIONS & ANSWERS

CAPTION: COMMERCIAL REAL ESTATE BROKERAGE SERVICES

1. **QUESTION:** Section M.3.3. states: "Offerors shall quote fixed hourly rates and a fixed commission rate on Attachment A." Is there a specific format Attachment A should follow?

ANSWER

No.
2. **QUESTION:** Should the required forms (E.E.O. Information, Section K etc.) be included in the Technical Proposal or the Price Proposal?

ANSWER

Technical Proposal
3. **QUESTION:** Where is the LSDBE Certification Package located? It is not included on the www.ocp.dc.gov page.

ANSWER

According to LSDBE your firm is certified and therefore not required to apply for certification. However, the LSDBE direct link is <http://dslbd.dc.gov/>
4. **QUESTION:** The cover sheet asks for one original and 2 copies of the proposal, and page 38 of the RFP asks for one original and 6 copies. Please confirm which is correct.

ANSWER

One original and six copies.
5. **QUESTION:** Section M.3.3 mentions both hourly rates and commission rates in the 2nd paragraph on page 50. However, the chart below that (also on page 50) only references commission rates (in the "Acceptable Fee Structure" column). Will UDC consider proposals where hourly rates are included for some services, in combination with commission payments?

ANSWER

Please submit hourly rates and commission rates. The University may or may not consider combining hourly rates with commission payments for some services based on what it considers to be in its best interest.