

**APPENDIX B:  
Price Proposal Form**

***The completed Price Proposal Form is to be sealed and submitted in a separate envelope, apart from the remainder of the proposal.***

- (A) Provide 10 monthly Saturday MRF Open Houses, Sept. through June, with 2 staff (from 10-Noon; may require a second session from 11:30-12:30). Provide supplies for all open house themes (e.g., paper-making, composting, crafts). Each Open House counts as two tours. (Each Open House counts as 2 "tours"; 20 tours/year)
- (B) Provide 70 MRF 60-90 minuted classroom or group tours, as formulated in the Scope of Services. Provide supplies for all MRF tour activities (e.g., paper-making, composting). (Excludes Open House tours.)
- (C) Provide administrative support for contract management (quarterly and annual reports and meetings, provision of teacher evaluations). Maintain year-round MRF tour website information. Provide e-mail and phone response (2-3 weekday response to teachers/group leaders for tours, and reminders of tours 2-5 days in advance of visit). Provide light maintenance of the MRF Education Center. Design, print, distribute 500 open house brochures/year.

1. Annual cost for provision of basic services (A, B, C above) \$36,500/year\*

**\*Formula for payment adjustment for number of MRF tours/year provided by Contractor:  $.5\% \times \#1$  (above) = per tour cost.** Example: if the response to #1 is \$30,000, the per tour cost is calculated as  $\$30,000 \times .005 = \$150$  per tour. The City would pay the Contractor \$150 for every tour over 90/year (maximum 40 extra tours/130 total). The City would deduct from the Contractor's payment \$150/tour for every tour under 90/year.

2. Annual contract increase (not to exceed 3% per year) 3 %

3. Proposals Cost(s) for optional programs as detailed on proposal \$3,200/year  
Additional price sheet may be attached to Appendix B.

Name of Respondent  
Organization  
Date

Michelle G. Hill  
Ecology Center  
6/06/13

**ADDENDUM No. 1**  
**RFP 865- MRF Education Center Tours**  
**City of Ann Arbor**  
**Due: Friday, June 7, 2013 at 2:00PM**

The following changes, additions, and/or deletions shall be made to the Request for Proposal for the **RFP 865- MRF Education Center Tours**, on which bids will be received on or before 2:00PM (local time) Friday, June 7, 2013.

The information contained herein shall take precedence over the original documents and all previous addenda, and is appended thereto. This Addendum includes 1 page.

Changes in the Request for Proposal which are outlined below are referenced to a page or attachment in which they appear conspicuously. The Bidder is to take note in its review of the documents and include these changes as they affect work or details in other areas not specifically referenced here.

**Page 6, Section F, Proposal Submission**

Changed due date to:

All Proposals are due and must be delivered to the City Procurement Unit on or before **Friday, June 7, 2013 at 2:00PM (local time)**.

**Page 8, Section K, Schedule**

Changed due date to:

Proposal Due Date: June 7, 2013 (2:00PM)

Bidders are required to acknowledge receipt of this Addendum No. 1 when submitting its Bid.

**Bidders shall attach this Addendum to their proposal and shall enter Addendum Number and date on the Bid Form, and shall sign the Addendum and submit same with bid. Failure to include signed Addendum with bid proposal shall be cause for rejection of bid. Bidders shall affix the signed Addendum and the revised Bid Form to the inside cover of the bid Specification.**

 5/30/13

Authorized Signature

Date

Print Name:

Title:

Michael Garfield  
Director