

**ADDENDUM No. 5**  
April 9, 2020

## **DORMITORY AUTHORITY - STATE OF NEW YORK**

**University at Buffalo New Residence Hall  
State University of New York  
RFP # 5559**

This **ADDENDUM** is hereby included in and made part of the Request for Proposal (RFP) whether or not attached thereto. The following are official modifications, which are hereby incorporated into University at Buffalo New Residence Hall RFP #5559, issued March 5, 2020. All requirements of the original RFP remain in force except the information contained in ADDENDUM No. 1 posted March 16, 2020, ADDENDUM No. 2 posted March 27, 2020, ADDENDUM No. 3 posted April 1, 2020, ADDENDUM No. 4 posted April 6, 2020 and this **ADDENDUM No. 5**.

**THE PURPOSE OF THIS ADDENDUM IS TO CHANGE THE FOLLOWING ITEMS:**

### **ADDENDUM #4:**

#### **Section 6.1 Submission of Technical and Cost Proposal**

DASNY will accept hard copy along with thumb drive media, thumb drive media and/or electronic copies of your technical and cost proposals on or before 5:00 pm on April 16, 2020. Should you want to submit a hard copy, please submit two (2) double-sided copies of your technical proposal, along with one (1) electronic copy of your technical proposal in PDF format (thumb drive media only) and two (2) double-sided copies of your cost proposal, along with (1) electronic copy of your cost proposal in PDF format (thumb drive media only) to:

Christine Ostrander  
RFP Coordinator  
DASNY  
515 Broadway  
Albany, New York 12207-2964

~~Details of how to submit electronic proposals will be forthcoming in a future Addendum.~~

### **To Submit Electronically:**

Follow the directions below to upload your proposal electronically. Any technical issues or questions should be directed to the RFP Coordinator via email prior to the due date of the RFP. It is strongly encouraged to request access to the site before the due date.

1. Email [UpstateRFPcoordinator@dasny.org](mailto:UpstateRFPcoordinator@dasny.org) with the subject line: "RFP 5559-Request Access-Firm Name." **\*\*PLEASE NOTE THE CHANGE IN MAILBOX\*\***

2. You will receive an email from either Christine Ostrander or Jacqueline McGovern with a link to a Microsoft SharePoint site: “UBRFP.”
3. Click on the link. If you have an existing Microsoft account, you will be asked to login and then you will be routed directly to the UBRFP “Documents” page.
  - a. If you do not have a Microsoft account, you will need to register for a Microsoft account before you can access the link.
4. Four documents will need to be uploaded and include:
  - a. Technical Proposal
  - b. Cost proposal
  - c. Vendor Responsibility, and
  - d. Lobbying Law.

All documents must be saved in PDF format and labeled as directed below:

- a. Technical Proposal:
    - i. Save file as: RFP 5559-Tech-firm name
    - i. Click “Upload” or drag and drop
  - b. Cost proposal:
    - i. Save file as: RFP 5559-Cost-firm name
    - ii. Click “Upload” or drag and drop
  - c. Vendor Responsibility:
    - i. Save file as: RFP 5559-VRQ-firm name
    - ii. Click “Upload” or drag and drop
  - d. Lobbying Law:
    - i. Save file as: RFP 5559-Lobby-firm name
    - ii. Click “Upload” or drag and drop
5. Once your documents are uploaded, DO NOT OPEN. The document submitted must be your final submission and cannot be modified.
    - a. If you open your documents after they are submitted, the system will show it as “modified”
  6. The UBRFP site will close at 5:01 PM on 4/16/2020. Any questions or issues on submitting must be addressed to the RFP coordinator before that time using the email in Bullet 1. Please ensure you give yourself enough time for uploading all files.

These instructions are also included in Exhibit 16.