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**ADDENDUM NUMBER:**

**November 1, 2021**

 **For**

 **IFB 742-22-191-1**

 **Pianos**

 **University of Texas Permian Basin**

 **4901 E. University Blvd.**

 **Odessa, TX 79762**

***The following revisions, additions and clarifications shall be incorporated in the Request for Proposal referenced above. All other provisions of the Request for Proposal shall remain unchanged.***

**Question and Answers**

1. Section 2.2 HUB Subcontracting - We do not subcontract any of our services, they are all completed by our employees.  Do we still need to complete and submit these forms?

**Yes, It is the policy of The University of Texas System, and each of its component institutions, to promote and encourage contracting and subcontracting opportunities for Historically Underutilized Businesses (HUB) in all contracts. Accordingly, the University of Texas at Tyler has adopted Attachment C, HUB Subcontracting Plan included in the Bidding Documents). The Policy applies to all contracts with an expected value of $100,000 or more. If The University of Texas Permian Basin determines that subcontracting opportunities are probable, then a HUB Subcontracting Plan is a required element of the Bids. Failure to submit a required HUB Subcontracting Plan will result in rejection of the Bids.**

1. Section 3.2 Pricing Schedule and Payment Terms - Is there a specific way these items need to be listed in the table?  Or would a formal quote suffice for this section?  Our terms are net 30 days after receiving the invoice so do we just leave 3.4 blank?

Section 3.2 Pricing Schedule & Payment Terms - Do I need to itemize each item including the discount or just do one line item? Section 3.2 Pricing Schedule & Payment Terms - Do I need to itemize each item including the discount or just do one line item?

**A formal quote would suffice for this section. Terms are Net 30.**

3 Attachment C - Performance and Payment Bond Templates - We do not do this and have not in the past.  Would we omit these, or leave them blank?

Performance Bond - I have no idea what this is for.  Do we need to complete this?

**Omit – Performance and Payment Bond**

1. Section 3.4 Payment Terms - I'm not sure exactly what we need to put here.  Our payment terms are just the standard within 30 days of receiving invoice, and we won't send the invoice until all items have been received and signed for by the university.

**Terms of Payment are Net 30**

 5. Can the entire packet be emailed back to you or does it need to be emailed and mailed?

**Proposal and HUB Plan can be submitted by email or mailed to be received Tuesday,**

**November 9, 2021 2:00 PM**