ADDENDUM SIX

DATE: December 13, 2017

RFP NUMBER: 2017-023 Brand Signage Services

RFP DUE DATE: December 15, 2017

The following changes and/or clarifications are hereby incorporated into the RFP. Your proposal must reflect the following:

The HUB Coordinator has determined a Historically Underutilized Business Subcontracting Plan (HSP) is not due with your Proposal submission.

However, before beginning each Brand Signage Project, you must complete and return the attached APPENDIX A letter on your company's letterhead.

PLEASE SUBMIT WITH YOUR PROPOSAL

Charles Brooks  Contract Specialist  817-272-2140

SIGNED: ________________________________________________

COMPANY NAME: ________________________________________
Date:

Ms. Laurie Thompson
HUB Program Coordinator
The University of Texas at Arlington
219 West Main Street
Arlington, Texas  76010

Re: HUB Subcontracting Plan for (RFP 2017-023 Brand Signage Services)

Dear Ms. Thompson:

I have read and understand The University of Texas System Policy on Utilization of Historically Underutilized Businesses (HUBs).

In accordance with the requirements outlined in the Section 4: Affirmation of the HUB Subcontracting Plan (HSP) paragraph 3, I will seek approval from the University prior to making any modifications to the HSP, including the hiring of subcontractors to supplement resources in completion of work to be performed under this contract. Good Faith Effort will be documented with each job order package and will contain a completed HUB Subcontracting Plan with each job order package that meets or exceeds $100,000. The HSP must be submitted and approved prior to the commencement of each job order.

I will submit a completed HUB Subcontracting Plan with each job order package. The HSP shall consist of the HUB Subcontracting Plan identifying first, second and third tier subcontractors.

Documentation of work performed will be provided with each pay request on a Prime Contractor Progress Assessment Report Form.

Sincerely,

Contractor’s Name