

CITY OF CHARLOTTESVILLE
Procurement and Risk Management Services



DATE: January 14, 2022
ADDENDUM NO. 1
NUMBER OF PAGES: 2 pages
SOLICITATION #: IFB
TITLE: ON-CALL PRINTING SERVICES
BIDS/PROPOSALS DUE: ~~JANUARY 18, 2022~~ **JANUARY 20, 2022**

This addendum has been issued to address the following:

1. The bid due date has been extended until 2:00 pm local prevailing time on **January 20, 2022**.
2. Reference the following paragraph on Page 1:

Delete in its entirety:

Due to restrictions surrounding the COVID-19 pandemic, public access to City facilities is currently prohibited. The City is still receiving and accepting deliveries from shipping services such as USPS, FedEx and UPS. The mailing (utilizing contracted shipping services) of proposals/bids is preferred, but if a proposal/bid is hand delivered by the Offeror/Bidder, it may ONLY be hand delivered on January 18, 2022 at 325 4TH STREET NW, CHARLOTTESVILLE, VA 22903 between the hours of 1:00-2:00 PM (local prevailing time). ALL HAND DELIVERED PROPOSALS/BIDS MUST BE SUBMITTED AT THIS LOCATION PRIOR TO 2:00 PM on January 18, 2022 at 325 4TH STREET NW, CHARLOTTESVILLE, VA 22903 (local prevailing time). Proposals/bids will not be accepted at any other building access location. Proposals/bids will be date and time stamped upon receipt and retained unopened in a secure location until proposal opening. No consideration will be given to date of postmark or error in delivery to incorrect address. It is the responsibility of the Offeror/Bidder to ensure timely and correct delivery of their proposal/bid regardless of the chosen delivery method.

Replace with the following:

Due to restrictions surrounding the COVID-19 pandemic, public access to City facilities is currently prohibited. The City is still receiving and accepting deliveries from shipping services such as USPS, FedEx and UPS. The mailing (utilizing contracted shipping services) of proposals/bids is preferred, but if a proposal/bid is hand delivered by the Offeror/Bidder, it may ONLY be hand delivered on **January 20, 2022** at 325 4TH STREET NW, CHARLOTTESVILLE, VA 22903 between the hours of 1:00-2:00 PM (local prevailing time). ALL HAND DELIVERED PROPOSALS/BIDS MUST BE SUBMITTED AT THIS LOCATION PRIOR TO 2:00 PM on **January 20, 2022** at 325 4TH STREET NW, CHARLOTTESVILLE, VA 22903 (local prevailing time). Proposals/bids will not be accepted at any other building access location. Proposals/bids will be date and time stamped upon receipt and retained unopened in a secure location until proposal opening. No consideration will be given to date of postmark or error in delivery to incorrect address. It is the responsibility of the Offeror/Bidder to ensure timely and correct delivery of their proposal/bid regardless of the chosen delivery method.

Note: A signed acknowledgment of this addendum must be received at the location indicated on the solicitation either prior to the solicitation due date and hour or attached to your bid/proposal. Signature on this addendum does not substitute for your signature on the original bid/proposal document. The original bid/proposal document must be signed.

Respectfully,
Vernice G. Grooms
Vernice Grooms, CPPB, VCO, VCA

Name of Bidder/Offeror

Signature & Title

Date