



CITY OF SUFFOLK

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ADDENDUM NO. 1

City of Suffolk
IFB #20076-AG
April 8, 2020

Purchasing Division
442 W. Washington Street, Room 1086
Suffolk, VA 23434-5237
Phone: (757) 514-7520 / Fax: (757) 514-7524
<http://www.suffolkva.us/purchasing>

Reflective Sheeting & EC Film for Traffic Signs

The Invitation for Bid (IFB) for Reflective Sheeting & EC Film for Traffic Signs originally issued March 13, 2020 has been amended as follows:

Bid Opening Day Instructions

*"Due to restrictions surrounding the COVID-19 pandemic, public access to City facilities is currently prohibited. Therefore, Bids will be received by Purchasing Division staff on April 15, 2020, at the City Hall loading dock between the hours of 2:00 p.m. and 3:00 p.m. **ONLY**. ALL BIDS MUST BE SUBMITTED AT THIS LOCATION PRIOR TO 3:00 P.M. The loading dock is located on the west side of the City Hall building, along Henley Place, across from the Suffolk Police Department building and parking area. Bids will not be accepted at any other building access location.*

Bids will be opened and announced by Purchasing Division staff via audio/video teleconference at 3:30 p.m. (local prevailing time) on the day bids are received.

To participate in the audio portion of the teleconference: dial (408) 418-9388; when prompted for an access code or meeting number, enter "714 711 300"; and, follow the instructions provided by the system. If prompted for a meeting or event password, enter "20076". You may also witness the announcement of received bids as they are opened using WebEx:

<https://suffolk.webex.com/suffolk/onstage/g.php?MTID=e04d81e80b7479dba6a61d0c64af36e6a>.

Participants will be required to enter their first name, last name and email address in order to Join the event.

The actual process of opening and announcing Bids is expected to occur quickly. Therefore, those wishing to participate are encouraged to join the video and/or audio portions of the teleconference in advance of 3:30 pm."

Contract Officer: _____ *Amy Gardner* _____
Amy Gardner, CPPB, Senior Buyer

If you have any questions regarding this Addendum, please contact Amy Gardner, Senior Buyer at agardner@suffolkva.us .

Acknowledged by: _____ **Date:** _____