March 18, 2020

Any and all changes to the Bid Document are valid only if they are included by written addendum to all potential respondents, which will be mailed, emailed and/or faxed prior to the proposal due date to all who are known to have received a complete bid document. Each respondent must acknowledge receipt of any addenda by indicating it on the Bid Form. Each respondent, by acknowledging receipt of any addenda, is responsible for the contents of the addenda and any changes to the bid therein. Failure to acknowledge receipt of any addenda may cause the bid to be rejected. If any language or figures contained in this addendum are in conflict with the original document, this addendum shall prevail.

This addendum consists of the following clarification:

1. Addendum Number One (1) is attached and consists of a total of two (2) pages including this cover sheet.

Please feel free to call (847-866-2935) or email (lithomas@cityofevanston.org) with any questions or comments.

Sincerely,

Linda Thomas
Purchasing Specialist
Addendum Number One (1)  
March 18, 2020

This addendum forms a part of Invitation to Bid #20-18 and modifies these documents. This addendum consists of the following:

General: The Civic Center will be open in a very limited capacity.

The City of Evanston has taken precautions to insure the safety of all who work and visit the Civic Center which could add extra time to submitting your bid packages. Please keep in mind:

1. Bids are due Tuesday, March 24, 2020 before 2:00 PM. Please consider having bid package delivered by a delivery courier service (i.e. Fedex or UPS) as early as possible. If you hand deliver your package you must call our office first at 847-448-8107 to gain access to the Purchasing office.

2. Contact Tammi Nunez via email at: tnunez@cityofevanston.org or by phone at 847-448-8107 to alert her to the delivery.

Note: Acknowledgment of this Addendum is required in the Proposal.