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 Three (3) is attached and consists of a total of three (3) pages including this cover sheet.

Please feel free to call (847-866-2971) or email (jostman@cityofevanston.org) with any questions or comments.

Sincerely,

Jillian Ostman

Purchasing Specialist
This addendum forms a part of Invitation to BID #20-20 and modifies these documents.

This addendum consists of the following:

**NOTICE TO RESPONDER!**

Please take note of the City’s new temporary bidding policy in response to the COVID-19 virus.

To promote the safety of all parties and act responsibly in light of the COVID-19 dangers, the City of Evanston has made changes to the temporary handle, submission and opening of Bids.

The City is no longer able to receive submittals via Fedex, UPS, courier or other delivery services or personal drop-off of submittal packages. The City will receive all submittals electronically in accordance with the instructions provided in the attached memo and Bid/RFP/RFQ Submissions Instructions.

- **Submittal Requirements**
  In order to submit a response to a project Bidders/Proposers must first contact the City Purchasing Office to receive access to our SFTP and submittal instructions. Please try to give at least 24 hours advanced notice of the project due date/time to request and receive access. Contact: purchasing@cityofevanston.org for access and submittal instructions.

- Responders should acknowledge receipt of all Addendums on EXHIBIT A – BID FORMS (Proposal), and submit with your submittal. Failure to acknowledge addendum (s) may be grounds for rejection.

- Questions regarding the submission of bids are EXEMPT from the last date and time deadline for questions in the bid document and any addendums issued or to be issued.
Bid Tabulation Results of the bid openings will be available within 24 HOURS and provided to bidders who submitted a bid response, available on DemandStar and the City Bids and Proposal webpage.

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