

COUNTY OF HENRICO



DEPARTMENT OF FINANCE  
Cecelia H. Stowe, CPPO, C.P.M.  
Purchasing Director

March 12, 2020

**ADDENDUM NO. 1**

**INVITATION FOR BID #20-1991-3JEC**

**SUBJECT: Copy Paper**

Gentlemen/Ladies:

Please make the following changes, corrections, additions or deletions to the above referenced Invitation for Bid:

This IFB and any addenda are available on the County of Henrico website at: <https://henrico.us/finance/divisions/purchasing/>. To receive an email copy of this document please contact [cre057@henrico.us](mailto:cre057@henrico.us)

**Page 1, paragraph 1 – Currently Reads:**

Sealed bids in accordance with the conditions, specifications, and instructions below and on the attached sheets or drawings hereto, if any, will be received no later than **11:00 AM**, local prevailing time, **March 27, 2020** and will be opened and publicly read aloud.

**Shall be changed to read:**

Sealed bids in accordance with the conditions, specifications, and instructions below and on the attached sheets or drawings hereto, if any, will be received no later than **11:00 AM**, local prevailing time, **April 2, 2020** and will be opened and publicly read aloud.

Please acknowledge the receipt of Addendum No. 1 dated **March 12, 2020** on your BID FORM when returning your Bid package. If your bid has already been delivered, please return this addendum under separate cover referencing the IFB number, due date and time on the outside of the envelope. **Failure to acknowledge this addendum may result in your bid being declared non-responsive.** All other general terms, conditions and specifications shall remain the same.

Unless otherwise changed by an addendum, all other information will remain the same.

Sincerely,

Jon Creger  
Procurement Analyst I  
804-501-5664  
[cre057@henrico.us](mailto:cre057@henrico.us)

Signature: \_\_\_\_\_

Print Name: \_\_\_\_\_

Company: \_\_\_\_\_

Date: \_\_\_\_\_