



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

March 27, 2020

ADDENDUM NO. 2

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.

1. Revise Page 1, paragraph 1 to read as follows:
"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 through a teleconference. Bidders interested in participating in the bid opening will dial (804) 501-7769. The teleconference line will be made available for joining five minutes prior to public opening."

2. Revise Section II General Terms and Conditions, Item W(1) to read as follows:
"All bid received on time in the Purchasing Division shall be opened and publicly read aloud through a teleconference. Bidders interested in participating in the bid opening will dial (804) 501-7769. The teleconference line will be made available for joining five minutes prior to public opening."

Please acknowledge the receipt of Addendum No. 2 dated March 27, 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

Signature: _____

Print Name: _____

Company: _____

Date: _____