ADDENDUM NO: ONE

TO ALL OFFERORS:

REFERENCE:  
RFP No:  2021-08033-08  
Commodity: Foods and Supplies  
RFP Closing On: August 3, 2020

1. Please note: ELECTRONIC RECEIPT OF BIDS

Please see the following options for Receipt of Proposals:

a. Electronically:
   i. Email: Proposals and a redacted copy if necessary, may be emailed to dshifflett3@albemarle.org, however, due to limitations of the size of email attachment (25 MB), documents may need to be sent in more than one (1) email. Please see item 3 below.

   ii. Flash Drive (See b and c below): Proposals may be mailed on a flash drive containing the proposal and redacted copy if necessary, to the Issuing Agency Address, as noted in the RFP document. Be sure to include the room number and that the RFP number is clearly written on the exterior of the shipping package. Please see item 3 below.

b. USPS Mail: One (1) original copy RFP, and redacted copy if necessary, and one flash drive containing the proposal and redacted copy if necessary, may be mailed to the Issuing Agency Address as noted in the RFP document. The room number and RFP number shall be clearly written on the exterior of the shipping package. Please see item 3 below.

c. Shipping Services: One (1) original copy RFP, and redacted copy if necessary, and one flash drive containing the proposal and redacted copy if necessary, may be mailed to the Issuing Agency Address as noted in the RFP document. The room number and RFP number shall be clearly written on the exterior of the shipping package. Please see item 3 below.

d. Lock Box: One (1) original copy RFP, and redacted copy if necessary, and one flash drive containing the proposal and redacted copy if necessary, may be deposited in the Lock Box at the County Office Building (401 McIntire Road, Charlottesville, VA 22902), prior to the established due date and time. The room number and RFP number shall be clearly written on the exterior of the shipping package.
number shall be **clearly written on the exterior of the shipping package.** Please see item 3 below.

2. For the immediate COVID 19 emergency, **notary requirements are waived.** However, documents should be properly signed, and the attached Electronic Transaction Authorization signed and included with the electronic package.

**Electronic Transactions.** By [initialing/clicking/signing - pick whichever one is most appropriate] here, I agree that all transactions, acts, and notices under this Agreement may be carried out by electronic means, unless the context would not permit a transaction, act, or notice to occur electronically. [_____

**It is the offeror’s responsibility to insure and confirm delivery by the established due date/time.**

All other terms and conditions of the solicitation remain unchanged. Proposals must be received in accordance with the solicitation requirements by 3:00 p.m. EDT on **August 3, 2020.** Late proposals will not be considered.

2. A signed acknowledgement of this addendum must be received by this office attached to your bid. Signature on this addendum does not constitute your signature on the original proposal document. The original proposal document must be signed also.

Sincerely,

[Signature]

Debra Shifflett, VCO, VCA  
Buyer II  
Phone: (434) 296-5854

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Name of Firm  
Signature/Title

Date  
Printed Name