COVID-19 ADDENDUM
ADDENDUM #1
March 16, 2020

TO: ALL Prospective Bidders

PROJECT: Asphalt Patching Materials

BID REFERENCE: 74567-012.0

BID OPENING DATE/TIME: March 25, 2020 @ 3:00 p.m. Local Time

The purpose of this addendum is to clarify and/or modify the sealed bid delivery and bid opening process for all upcoming projects. All work affected is subject to all applicable terms and conditions of the Bidding and Contract Documents.

NOTE: The BID OPENING DATE/TIME has been changed to March 25, 2020 at 3:00 p.m. in order to allow time for the update to sealed bid delivery and bid opening policy.

1. UPDATE TO SEALED BID DELIVERY AND BID OPENING POLICY

Effective immediately and continuing until further notice, due to the COVID-19 virus the City of Kalamazoo will no longer be accepting sealed bids in-person or conducting public bid openings.

Bidders can submit sealed bids in one of the following ways:

- Mail your bid, to be received before the bid due date and time indicated in the bid document, to the City of Kalamazoo at the following address:
  
  City of Kalamazoo  
Purchasing Division  
241 West South Street  
Kalamazoo, MI 49007

- Deliver your bid to the Treasurer’s Office Payment Drop Box located in the northwest corner of City Hall before the bid due date and time indicated in the bid document. Pictures of the drop box location have been provided in Attachment A.

Bidders are strongly encouraged to deliver their sealed bid to the Treasurer’s Office Payment Drop Box. However, if hand delivery of your bid to the drop box is not an option, please be sure to allow enough time for possible mail delays when mailing sealed bids to the City. Any bid received after the exact date and time specified for receipt will not be considered. (Note: The City reserves the right to consider bids that have been determined by the City to be received late due to mishandling by the City after receipt of the bid and no award has been made.)

All bids shall be tightly sealed in an envelope plainly marked SEALED BID and identified by project name, bid opening date and time. Bids opened by mistake, due to improper identification, will be so documented and resealed. The Purchasing Division will maintain and guarantee confidentiality of the contents until the specified opening date and time. Bids submitted by fax machine or email will not be accepted.
COVID-19 ADDENDUM
Asphalt Patching Materials Addendum #1

The Purchasing Division will post bid tabulations to the City of Kalamazoo website within 24 hours after the bid opening date and time at: https://www.kalamazoocity.org/bidopportunities.

Questions regarding this sealed bid delivery and bid opening policy change related to the COVID-19 virus should be directed to the City of Kalamazoo at (269) 337-8020.

Sincerely,

Michelle Emig
Purchasing Division Manager

FIRM: ____________________________ SIGNED: ____________________________

NAME: ____________________________ DATE: ____________________________

(Type or Print)
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ATTACHMENT A

CITY OF KALAMAZOO
TREASURER’S OFFICE PAYMENT DROP BOX PICTURES
CITY OF KALAMAZOO TREASURER’S OFFICE PAYMENT DROP BOX

Deliver your bid to the Treasurer’s Office Payment Drop Box located in the northwest corner of City Hall before the bid due date and time indicated in the bid document.

1. Open drop box located at City Hall.
2. Insert SEALED BID here.