COVID-19 ADDENDUM
ADDENDUM #2
March 16, 2020

TO: MANDATORY Pre-Bid Meeting Attendees
PROJECT: Central Air Stripper Media Replacement
BID REFERENCE #: 91063-002.0
BID OPENING DATE/TIME: March 26, 2020 at 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 26, 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.

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.

**In order for a bid to be responsive, this signed and dated addendum must be returned with your bid.** If you have already submitted your bid, acknowledge receipt and acceptance of this addendum by signing in the place provided and returning it to the undersigned and it shall be incorporated in your bid. Please identify your return envelope with the bid reference number and project description.

Sincerely,

Michelle Emig  
*Purchasing Division Manager*

c: Eric Sajtar, Public Services  
*Prevailing Wage File*

FIRM: __________________________  
SIGNED: _________________________

NAME: __________________________  
DATE: __________________________  
(Type or Print)
COVID-19 Addendum

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.