

 City of Rocky Mount Addendum 1	
Refer <u>ALL</u> Inquiries regarding this RFP to: Chynice Chapman Purchasing Manager	RFP # 320-140122CC Downtown Office Space Lease
	RFP Due Date: 4/14/2022
	Contract Type: Professional Lease

FAILURE TO RETURN THIS ADDENDUM IN ACCORDANCE WITH INSTRUCTIONS MAY SUBJECT YOUR PROPOSAL TO REJECTION ON THE AFFECTED ITEM(S):

- Section 2.7 g - The RFP is requesting a completed and signed version of ATTACHMENT D: LOCATION OF WORKERS UTILIZED BY VENDOR. However, Attachment D was not included in the RFP. Please provide this attachment if required. Is this the same form on the Vendor Registration Website?: <https://rockymountnc.gov/RockyMountNC/Documents/Finance/Vendor%20Registration/LocalPreferenceForm.pdf>.

Attachment D is not applicable to this requirement. We will update the Vendor Registration portal to ensure this document is uploaded to our website.

- Section 2.7 h - The RFP is requesting a completed and signed version of ATTACHMENT E: CERTIFICATION OF FINANCIAL CONDITION, however Attachment E was not included in the RFP. Please provide this attachment if required.

The Certification of Financial Condition can be requested directly from the Purchasing Manager at Chynice.Chapman@rockymountnc.gov or you may retrieve it from the City of Rocky Mount website in the Vendor Registration section where the related documents are housed.

- Attachment B: Instructions to Bidders - Are Rocky Mount Affidavits required to be included and notarized in this bid? They were located here on the Vendor website: <https://rockymountnc.gov/RockyMountNC/Documents/Finance/Vendor%20Registration/affidavits2020.pdf>

Affidavits are not required. This is the correct link which should have been included in Attachment B: Instructions to Bidders is as follows:

<https://rockymountnc.gov/RockyMountNC/Documents/Finance/Vendor%20Registration/Vendor%20Instructions.pdf>