



City of Charleston

P.O. Box 2749

Charleston, WV 25330

**February 24, 2025**

**Addendum #1**

**2025-4 Conference System for Council Chamber AV Room**

This addendum is being issued to reschedule the mandatory pre-bid meeting that was postponed due to inclement weather. This also updates deadline for submission of technical questions and deadline for submission of bids.

A mandatory pre-bid conference for the purpose of discussing and clarifying the project drawings and specifications while performing a walk-through is now scheduled for **Friday, February 28, 2025**, at 10 a.m. at Charleston City Hall, located at 501 Virginia Street East, Charleston, WV.

Technical questions may be submitted to [bids@cityofcharleston.org](mailto:bids@cityofcharleston.org) by Friday, March 7, 2025, 3:00 p.m. Any amendments will be issued by Friday, March 14, 2025.

Sealed bids will be received by the City Manager until **Friday, March 21 2025, 10:00 a.m. EST**. The bid opening will be held immediately following in the City Manager's office. Electronic bid submission via BidExpress is preferred (link is available on the City's Bids and Purchasing webpage) but the City will also accept paper bids. E-mail submissions will not be accepted.

## ADDENDUM ACKNOWLEDGEMENT FORM

### SOLICITATION NO.:

Instructions: Please acknowledge receipt of all addenda issued with this solicitation by completing this addendum acknowledgment form. Check the box next to each addendum received and sign below. Failure to acknowledge addenda may result in bid disqualification. Acknowledgment: I hereby acknowledge receipt of the following addenda and have made the necessary revisions to my proposal, plans and/or specification, etc.

Addendum Numbers Received:

*(Check the box next to each addendum received)*

- |   |  |
|---|--|
| <input type="checkbox"/> Addendum No. 1 | <input type="checkbox"/> Addendum No. 6  |
| <input type="checkbox"/> Addendum No. 2 | <input type="checkbox"/> Addendum No. 7  |
| <input type="checkbox"/> Addendum No. 3 | <input type="checkbox"/> Addendum No. 8  |
| <input type="checkbox"/> Addendum No. 4 | <input type="checkbox"/> Addendum No. 9  |
| <input type="checkbox"/> Addendum No. 5 | <input type="checkbox"/> Addendum No. 10 |

I understand that failure to confirm the receipt of addenda may be cause for rejection of this bid. I further understand that any verbal representation made or assumed to be made during any oral discussion held between Vendor's representatives and any state personnel is not binding. Only the information issued in writing and added to the specifications by an official addendum is binding.

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Company

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Authorized Signature

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Date

NOTE: This addendum acknowledgment should be submitted with the bid to expedite document processing.