



## Department of Procurement Services

160 South Hollywood Street · Room 126 · Memphis, TN 38112 · (901) 416-5376

December 12, 2022

**RE: Addendum #1: IFB#12212022MT – Removal and Replacement Exterior Doors & Windows / 2 Locations**

Dear Bidders:

This Addendum forms a part of the Contract Documents and modifies the Plans and Specifications dated **December 9, 2022**. The Contractor shall acknowledge receipt of this Addendum on the Bid Form. Failure to do so may subject the Bidder to disqualification.

Please refer to **Page # 5; Section 11.0 – Submission Deadline**. This section is incorrect.

### **11.0 SUBMISSION DEADLINE**

In order to be eligible for consideration, bids must be received in the Procurement Office no later than **2:00 PM CST on December 6, 2022, 160 South Hollywood Street, Room #126, Memphis, TN 38112**. Vendors mailing bids shall allow sufficient carrier delivery time to ensure timely receipt of their bid in the Office of Purchasing & Supply Services prior to the deadline. Any bid received in the Purchasing Office after the submission deadline, no matter what the reason, will be returned unopened. **Bids responses delivered to any other location shall not constitute delivery to the Procurement Services Office.**

**The bids are due into the Procurement office no later than 12:00 PM CST on December 21, 2022.**

Thank You,

Procurement Services