



# ROANOKE COUNTY

## Purchasing Division

5204 Bernard Drive, Suite 300-F, P.O. Box 29800  
Roanoke, Virginia 24018-0798  
TEL: (540) 772-2061 FAX: (540) 772-2074

March 23, 2020

### ADDENDUM NO. 1 TO ALL OFFERRORS:

Reference – RFP 2020-061

Description: PROFESSIONAL AUDITING SERVICES

Issue Date: February 25, 2020

Proposal Due: March 25, 2020

The above Project is hereby changed as addressed below:

A. **Updated Submission Processes:** Roanoke County buildings will be closed to the public effective Monday, March 23, 2020. The following options are available for submission of proposal or bid documents. Any **one** of the below options are considered acceptable submission of a proposal or bid response. Please choose only one delivery method.

1. Proposal/Bid documents may be submitted online, prior to the due date and time, using the following link:

<https://www.roanokecountyva.gov/FormCenter/Purchasing-21/Bid-Submission-Form-120>.

Ensure that the correct project number (**RFP 2020-061**) is listed in the 'Bid Number' field.

*Please email the buyer to alert them that you have submitted your documents via the On Line Bid Submission Form.*

*Please do NOT email your proposal or bid document directly to the buyer.*

2. If you feel the need to send hard copy documents via FedEx or UPS:

Sealed proposal documents may be mailed/shipped to the following address:

Roanoke County Purchasing Division  
5204 Bernard Drive SW, Suite 300-F  
Roanoke, VA 24018

Sealed submissions must be clearly marked with the Offeror's name as well as the project number and description: **"2020-061 Professional Audit Services."**

Please email the tracking information to [hhonaker@roanokecountyva.gov](mailto:hhonaker@roanokecountyva.gov), so

that we may confirm arrival of the submission prior to the due date and time. FedEx and UPS have instructions on how to delivery projects to the Roanoke County Administration Building.

3. As a last resort option, proposals or bids may be delivered to the Roanoke County Administration Building **by appointment only**. Offerors must call the Purchasing Division at 540-772-2020 prior to delivery, in order to arrange for a Purchasing representative to meet them at the entry.

If you have any other questions regarding these modified methods for delivery of project documents during these unfortunate and extreme times, please feel free to reach out to the Purchasing Division Director, Heath Honaker via email at [hhonaker@roanokecountyva.gov](mailto:hhonaker@roanokecountyva.gov).

**Note:** A signed acknowledgment of this addendum must be received at the location indicated on the original solicitation either prior to the proposal due date or attached to your proposal. Signature on this addendum does not substitute for your signature on the original proposal/bid document. The original proposal/bid document must be signed.

Thank you,



W. L. Heath Honaker  
Phone: (540) 283-8146  
[HHonaker@roanokecountyva.gov](mailto:HHonaker@roanokecountyva.gov)

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Sign Name:

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Print Name:

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Name of Firm:

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Date: