

March 19, 2020

ADDENDUM NO. 2

SPECIFICATION NO. 1097939

FOR

**REQUEST FOR PROPOSAL (RFP)
MULTI-FUNCTION DEVICES (MFDS), PRINTERS, AND RELATED SERVICES
FOR THE CITY OF CHICAGO**

This document contains:

- I. Postponement of Proposal Due Date**
- II. Addendum No. 2 Receipt Acknowledgement**

For which Proposals are scheduled to be received no later than 4:00 p.m., Central Time, March 19, 2020, in the Department of Procurement Services, Bid & Bond, Room 103, City Hall.

Required for use by:

CITY OF CHICAGO
Department of Assets, Information, and Services



This Addendum is distributed by:

CITY OF CHICAGO
Department of Procurement Services

Respondent must acknowledge receipt of this Addendum No. 2 in the cover letter submitted with your proposal and complete and return the attached Acknowledgment by email to:

Jana.Williams@cityofchicago.org
Attn: Jana Williams, Senior Procurement Specialist
Phone: 312-744-4902

The information contained in this Addendum No. 2 is incorporated by reference into the original RFP issued on February 6, 2020.

LORI E. LIGHTFOOT
MAYOR

SHANNON E. ANDREWS
CHIEF PROCUREMENT OFFICER

March 19, 2020

ADDENDUM NO. 2

**REQUEST FOR PROPOSAL (RFP)
MULTI-FUNCTION DEVICES (MFDS), PRINTERS, AND RELATED SERVICES
FOR THE CITY OF CHICAGO**

SPECIFICATION NO. 1097939

**FOR WHICH PROPOSALS ARE SCHEDULED TO BE RECEIVED NO LATER THAN
4:00 P.M., CENTRAL TIME MARCH 19, 2020, DUE IN THE DEPARTMENT OF
PROCUREMENT SERVICES, BID & BOND ROOM, ROOM 103, CITY HALL, 121 N.
LASALLE STREET, CHICAGO, ILLINOIS 60602.**

Respondent must acknowledge receipt of this addendum in the cover letter submitted with your proposal.

SECTION I: NOTICE OF POSTPONEMENT OF PROPOSAL DUE DATE

CURRENT PROPOSAL DUE DATE: March 19, 2020, 4:00 PM, Central Time

REVISED PROPOSAL DUE DATE: April 1, 2020, 4:00 PM, Central Time

**CITY OF CHICAGO – DEPARTMENT OF PROCUREMENT SERVICES
SHANNON E. ANDREWS, CHIEF PROCUREMENT OFFICER**

March 19, 2020

ADDENDUM NO. 2

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MULTI-FUNCTION DEVICES (MFDs), PRINTERS, AND RELATED SERVICES
FOR THE CITY OF CHICAGO**

SPECIFICATION NO. 1097939

Required by:



**CITY OF CHICAGO
Department of Assets, Information, and Services**

Consisting of Sections I and II including this Acknowledgment.

II. ADDENDUM NO. 1 RECEIPT ACKNOWLEDGMENT

I hereby acknowledge receipt of Addendum No. 2 to the RFP named above and further state that I am authorized to execute this Acknowledgment on behalf of the company listed below.

Signature of Authorized Individual

Title

Name of Authorized Individual (Type or Print)

Company Name

Business Telephone Number

**Complete and Return this Acknowledgment by email to:
Jana.Williams@cityofchicago.org
Attention: Jana Williams, Senior Procurement Specialist**