DEPARTMENT OF PROCUREMENT SERVICES – CITY OF CHICAGO

April 13, 2020

ADDENDUM NO. 3

FOR

LEGAL ADVERTISING SERVICES

Specification No. 987012

This document contains:

I. Revisions to The Specification
II. Addendum Receipt Acknowledgment

For which Bids are scheduled to be received no later than 11:00 a.m., Central Time on April 30, 2020, in the Department of Procurement Services, Bid & Bond, Room 103, City Hall.

Required for use by:

CITY OF CHICAGO DEPARTMENT OF PROCUREMENT SERVICES

This Addendum is distributed by:

CITY OF CHICAGO
DEPARTMENT OF PROCUREMENT SERVICES

Bidder must acknowledge receipt of this Addendum No. 3 on the Bid Execution and Acceptance Page and should complete and return the attached Acknowledgment by email to Robert.Kelly@cityofchicago.org
Attn: Robert Kelly, Senior Procurement Specialist
(312) 744-2025

The information contained in this Addendum No. 3 is incorporated by reference into the original Specification issued on February 14, 2020.

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<tr>
<th>LORI E. LIGHTFOOT</th>
<th>SHANNON E. ANDREWS</th>
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<tr>
<td>MAYOR</td>
<td>CHIEF PROCUREMENT OFFICER</td>
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April 13, 2020

ADDENDUM NO. 3

TO

LEGAL ADVERTISING SERVICES

For

Specification No. 987012

For which Bids will be opened in the office of the Chief Procurement Officer, Department of Procurement Services, Bid & Bond, Room 103, City Hall, 121 N. LaSalle Street, Chicago, IL 60602 at 11:00 A.M., Central Time on April 30, 2020.

The following additions and revisions are incorporated into the above-referenced Specification (the “Contract Documents”) as noted. All other provisions and requirements as originally set forth, except as amended by previous addenda, remain in force and are binding. Any additional work required by this Addendum shall conform to the applicable provisions of the original Contract Documents.

Bidder must acknowledge receipt of this Addendum No. 3 on the Bid Execution and Acceptance page (Article 11) and should complete and return the attached Acknowledgement by email to Robert.Kelly@cityofchicago.org.

SECTION I: REVISION TO THE SPECIFICATION

Revision 1.

Section 1.1. The Bid Documents, Section 1.2. Obtaining the Bid Documents, Sub-Section 1.2.1 Printed Bid Documents, Sub-Section 1.2.2. Downloadable Bid Documents and Section 1.3. Clarifications and Addenda are hereby deleted in its entirety and replaced with the following to change the paper submission process:

Article 1. REQUIREMENTS FOR BIDDING AND INSTRUCTIONS TO BIDDERS

1. To be assured of consideration, Bids must be submitted electronically to the Department of Procurement Services no later than 11:00 A.M. Central Time on April 30, 2020. Bidders must submit all required information by uploading as attachment(s) to the electronic Bid submission in iSupplier. Bidders must enter their total price on the line designated for this purpose in the iSupplier system.

"iSupplier" refers to the City's eProcurement computer system for electronic bidding and providing Contractors with access to contract, ordering and payment information for their City contracts.
iSupplier vendor portal registration is required. Allow three (3) business days to complete registration.

2. The City may, but is not required to, accept Bids that are not received by the date and time set forth above. Only the Chief Procurement Officer is empowered to determine whether to accept late bids.

3. Submit your Bid to: http://www.cityofchicago.org/eProcurement

Combining multiple PDF attachments is strongly encouraged in order to minimize the number of uploaded attachments.

Bidder must read Appendix 1- eProcurement for more details regarding electronic access and documents to be submitted electronically and uploaded as attachments to your proposed bid submission.

APPENDIX 1
ePROCUREMENT

This Bid is now an eProcurement Bid. Bids are to be submitted through the City’s "iSupplier" system, the City's eProcurement computer system for electronic bids and providing Contractors with access to contract, ordering and payment information for their City contracts.

1. Obtaining the Bid Documents

Bidders are solely responsible for obtaining all Bid Documents, including Clarifications and Addenda. Documents may be downloaded from the Department of Procurement Services ("DPS") website at the following URL:

http://www.cityofchicago.org/eProcurement

Click on “Current Bids and Solicitation Opportunities.”

In order to receive notice of clarifications and addenda, Bidder must be registered for and log-in to iSupplier, search for the solicitation number, open the solicitation for review, and accept the disclaimer. This will sign Bidder up for notifications.

Bid Document Holders are listed on the Bid & Bond Room Opportunity Take Out List. The Opportunity Take Out List is public information and is posted to the DPS web site at www.cityofchicago.org/TOL. To find Opportunity Take Out lists, go to “Get Started Online” and search by the specification number.

2. Clarifications and Addenda

The City will send an email notification to Bidders who have indicated intent to respond to the Bid that an Addendum or Clarification has been issued. The Clarifications and Addenda incorporated into the electronic bid document available at the following URL:

https://www.cityofchicago.org/eProcurement
Bidders that have indicated interest in the Bid will receive email notification that an Addendum or Clarification has been issued. There may be multiple Clarifications and Addenda. Failure to obtain Clarifications and/or Addenda, for whatever cause, will not relieve a Bidder from the obligation to respond according to and comply with any changed or additional terms and conditions contained in the Clarifications and Addenda.

Electronic acknowledgement of Clarifications and/or Addenda is mandatory to submit an electronic bid. Any harm to the Bidder resulting from failure to obtain all necessary documents, for whatever cause, will not be valid grounds for a protest against award(s) made under this Bid solicitation.

3. Questions Regarding the Bid Documents

All inquiries regarding the Bid Documents or procurement process may be directed to the Senior Procurement Specialist in iSupplier via online discussion.

Bidders may only rely on written answers in a Clarification or in an Addendum duly issued by the Chief Procurement Officer. Bidders cannot rely on oral or informal responses; such answers will not be binding upon the City.

4. Completion of the Bid Documents

Each Bidder must complete all of the forms listed in Article 1. Requirements for Bidding and Instruction to Bidders. Scan and upload all forms and required information as attachments to the electronic bid submission. Bidder may not change any of the Bid Documents. Any changes made by a Bidder to the Bid Documents may result in rejection of the Bid and will not be binding upon the City.

Bidders must submit their pricing as an attachment in the iSupplier system to be reviewed by the Procurement Specialist for consideration.

5. Date, Time, and Place

Bids are to be submitted electronically to the Department of Procurement on the date and prior to the time stated above, or any addendum issued by the City to change such Bid Due Date. No Bid will be accepted after the Bid Due Date. The time of the receipt of the Bid will be determined solely by the “Time of Quote” generated by the iSupplier system.

6. Technical Assistance

If you required technical assistance go to https://www.cityofchicago.org/eProcurement click the “Help” tab.
DEPARTMENT OF PROCUREMENT SERVICES – CITY OF CHICAGO

April 13, 2020

Addendum No. 3

SPECIFICATION NO. 987012

FOR

CITY OF CHICAGO DEPARTMENT OF PROCUREMENT SERVICES

Required by:

CITY OF CHICAGO
Department of Procurement Services
Consisting of Sections I and II including this Acknowledgment.

SECTION II. ADDENDUM RECEIPT ACKNOWLEDGMENT

I hereby acknowledge receipt of Addendum No. 3 to the Specification 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:
Robert.Kelly@cityofchicago.org

Attn: Robert Kelly, Senior Procurement Specialist