



July 24, 2015

**ADDENDUM NO. 1 TO ALL BIDDERS:**

Reference: Invitation to Bid: ITB # 15-12-07

Description: On-Site Document Shredding Services

Dated: July 17, 2015

Bid Due: July 28, 2015

The above referenced ITB is hereby changed as follows:

1. **Attachment A (Bid Form): replace:** References in the Invitation to Bid are hereby modified by deleting such Attachment A (Bid Form) for On-Site Document Shredding Services and replacing such document and references to such document with a revised document entitled "Revised Attachment A (Bid Form) for On-Site Document Shredding Services dated July 24, 2014.

2. **Proposal Opening Date: revised:** References in the Invitation to Bid are hereby modified to the following: **Sealed bids will be received on or before 2:00 P.M., August 3, 2015** for furnishing the services and/or items described in ITB # 15-12-07. The time of receipt shall be determined by the time clock stamp in the Purchasing Office.

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

Very truly yours,

Simone Knowles  
Purchasing Manager  
Phone: 540-853-2871

\_\_\_\_\_  
Name of Firm

\_\_\_\_\_  
Signature/Title

\_\_\_\_\_  
Date



**REVISED ATTACHMENT A**  
**TO**  
**ITB# 15-12-07**  
**FOR ON-SITE DOCUMENT SHREDDING SERVICES**

**BID FORM**

All prices listed below shall be inclusive of furnishing all equipment, materials, goods, labor, services, and other costs necessary for on-site document shredding of recyclable and non-recyclable products in accordance with Section 3 of this ITB.

Description	Quantity	Unit of Measure	Unit Price
24" Executive Console (50 lbs capacity)	1	Per Console	\$ _____/per console
40" Executive Console (100 lbs capacity)	1	Per Console	\$ _____/per console
64 or 65 Gallon Bin (250 lbs capacity)	1	Per Bin	\$ _____/per bin
95 or 96 Gallon Bin (350 lbs capacity)	1	Per Bin	\$ _____/per bin
<b>TOTAL</b>			\$ _____

**UNIT PRICE SHALL INCLUDE ALL SHIPPING AND HANDLING CHARGES.**

The City reserves the right to add, delete, or adjust quantities as deemed necessary by the City.

Bids containing any conditions, omissions, unexplained erasures, alterations or items not called for in the bid, or irregularities of any kind, may be rejected by the City as being nonresponsive. No changes are to be made to the Bid Form. Any changes to a Bid Amount must be initialed by the person signing the Bid Form.

The attention of each Bidder is directed to VA Code sections 54.1-1100, et seq. which requires certain licenses for contractors, tradesmen, and others. Each Bidder is required to determine which license, if any, it is required to have under such sections. Complete the following:

Bidder \_\_\_ does have \_\_\_ does not have a Virginia Contractor's License. (Check appropriate block)  
 If Bidder has a Virginia Contractor's License, circle the class Bidder has and list the number.  
 Licensed "Class A", "Class B", or "Class C" Virginia Contractor Number \_\_\_\_\_

If Bidder has another type of Virginia License, please list the type and number:  
 Type of license \_\_\_\_\_ and number: \_\_\_\_\_.

Bidder is a \_\_\_ resident or \_\_\_ nonresident of Virginia. (Check appropriate blank. See VA Code Sections 54.1-1100, et seq.

The attention of each Bidder is directed to Virginia Code Section 2.2-4311.2 (effective July 1, 2010) which requires a bidder organized or authorized to transact business in the Commonwealth of Virginia pursuant to Title 13.1 or Title 50 of the Code of Virginia, as amended, or as otherwise required by law, shall include in its bid the Identification Number issued to such bidder by the Virginia State Corporation Commission (SCC). Furthermore, any bidder that is not required to be authorized to transact business in the Commonwealth of Virginia as a domestic or foreign business entity under Title 13.1 or Title 50 or as otherwise required by law shall include in its bid a statement describing why the bidder is not required to be so authorized. Please complete the following by checking the appropriate line that applies and providing the requested information:

**Signature page required with submittal of bid**

- A. \_\_\_\_\_ Bidder is a Virginia business entity organized and authorized to transact business in Virginia by the SCC and such bidder's/offeror's Identification Number issued to it by the SCC is \_\_\_\_\_.
- B. \_\_\_\_\_ Bidder is an out-of-state (foreign) business entity that is authorized to transact business in Virginia by the SCC and such bidder's Identification Number issued to it by the SCC is \_\_\_\_\_.
- C. \_\_\_\_\_ Bidder does not have an Identification Number issued to it by the SCC and such bidder is not required to be authorized to transact business in Virginia by the SCC for the following reason(s):  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Please attach additional sheets of paper if you need more space to explain why such bidder is not required to be authorized to transact business in Virginia.

The undersigned hereby agrees, if this Bid is accepted by the City, to provide the services and/or items in accordance with this Invitation for Bid and to execute a Contract for such services and/or items.

\_\_\_\_\_  
Legal Name of Bidder

\_\_\_\_\_  
Date

\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Print or Type Name and Title

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