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**Arlington Public Schools  
Purchasing Office**

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**NOTICE OF ADDENDUM 1**

**Issued on January 4, 2018**

**TITLE: Solar Photovoltaic Rooftop System Installation and Sale of Generated Electricity**

**RFP NO.: 01FY18**

**PROPOSAL DUE DATE Prior to 2:00 P. M., (Local Prevailing Time) on March 19, 2018**

**Notice of change of venue for the mandatory pre-Proposal conference**

The mandatory pre-Proposal conference will take place at the APS Education Center, Board Room. The Board Room is located on the 1<sup>st</sup> Floor. **The APS Education Center is a secure facility and Offerors may enter only through Door # 1 on the 1<sup>st</sup> Floor near the David M. Brown Planetarium. Offerors may be asked to sign in with the receptionist before being allowed to the Board Room. Offerors must allow sufficient time to clear the sign-in process to attend the pre-Proposal conference. Arrival more than five (5) minutes after the scheduled beginning of the pre-Proposal conference shall be deemed failure to attend.**

**Remove:**

**PRE-PROPOSAL CONFERENCE:**

A **mandatory pre-Proposal conference** will be held for this procurement on Friday, January 12, 2018 at 10:00 A.M. (Local Prevailing Time). The pre-Proposal conference will take place at the APS Education Center, Room 101 A/B, 1426 N. Quincy Street, Arlington, VA 22207.

Attendance at the pre-Proposal conference is mandatory, and no Conceptual Proposal will be accepted from any Offeror who or which did not attend the pre-Proposal conference. Arrival more than five (5) minutes after the scheduled beginning of the pre-Proposal conference shall be deemed failure to attend. Minutes of the pre-Proposal conference, including but not limited to questions and answers, will be prepared by the Purchasing Office and distributed in the same manner as Addenda.

**Replace with:**

**PRE-PROPOSAL CONFERENCE:**

A **mandatory pre-Proposal conference** will be held for this procurement on Friday, January 12, 2018 at 10:00 A.M. (Local Prevailing Time). The pre-Proposal conference will take place at the APS Education Center, Board Room, 1426 N. Quincy Street, Arlington, VA 22207. Attendance at the pre-Proposal conference is mandatory, and no Conceptual Proposal will be accepted from any Offeror who or which did not attend the pre-Proposal conference. Arrival more than five (5) minutes after the scheduled beginning of the pre-Proposal conference shall be deemed failure to attend. Minutes of the pre-Proposal conference, including but not limited to questions and answers, will be prepared by the Purchasing Office and distributed in the same manner as Addenda.

**This Addendum No. 1 must be signed, dated and received in the Purchasing Office prior to the date and time stated above “OR” acknowledgment of receipt of this Addendum may be noted on the Request for Proposals - Title Page - 3.**

**NAME OF OFFEROR:** \_\_\_\_\_

**ADDRESS:** \_\_\_\_\_

**SIGNATURE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**ISSUED BY:**

**David J. Webb, C.P.M.**  
**Director of Purchasing**  
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