



Forsyth County Procurement

Greg Bridges, NIGP-CPP, Procurement Agent III

March 22, 2022

ADDENDUM #1

RFP No. 22-005-1620

For: Mailroom and Copy Services

This addendum supersedes and supplements all portions of the bidding documents and becomes part of the contract documents for the above-referenced project.

Where any item called for in the specifications or indicated on the drawings is supplemented hereby, the original requirements shall remain in effect.

Where any original item is amended, voided or superseded hereby, the provision of such item not so specifically amended, voided or superseded shall remain in effect.

Extension of Closing Date, Clarification on Staff, and Staff Scheduling:

The Closing Date/Time has been extended to Thursday April 7, 2022 at 2pm.

Referencing *Selection Process* regarding the employees currently working onsite, the employees of the contractor currently managing the mailroom services are career employees. These individuals would be re-assigned to another account should their employer not be awarded the County's business under this RFP. These individuals have stated they would stay with their current employer and would not be open to leaving their employer.

Proposal Content, Tab #2, Item 8 of Mailroom / Copy Center Services should reflect Staff Hours of Monday – Friday 8am - 5pm