

ADDENDUM #1

FOR

RFP – Building Automations Systems Support

(11/26/2024)

Clarifications:

The Mandatory Pre-Proposal meeting for this work will be held virtually on December 4, 2024 at 1:00 PM. Please contact Michael Taylor mtaylor@paconvention.com to register as an interested respondent for this work on the cobblestone website.

RFP due dates are as follows:

Virtual Pre-Proposal Meeting: Wednesday, December 4, 2024 at 1:00PM

Site Visit: December 5, 2024 at 10AM

Questions Due: Tuesday, December 10, 2024 by 12PM

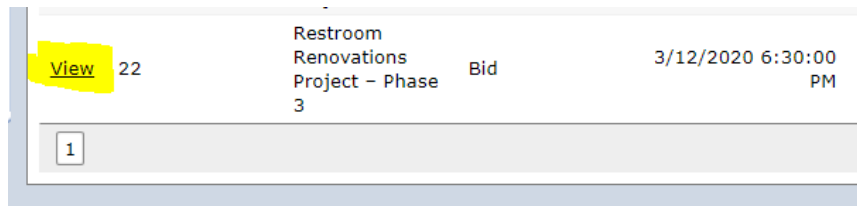
Proposals Due: Wednesday, December 18, 2024 by 1PM

An attendance sheet from the meeting will be posted on the website after the meeting for anyone interested.

Instructions for Registering under our Cobblestone Vendor Portal for the Project as an Interested Respondent are below.

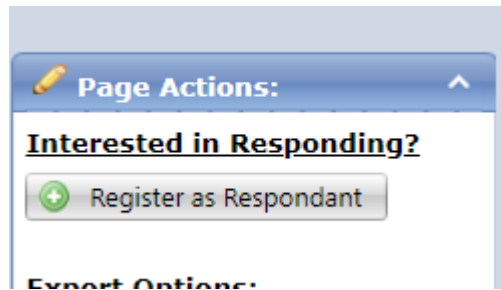
Please note, this website works best with Google Chrome or Microsoft Edge browsers. Other browsers may have technical difficulties. Please contact Lisa Dobbertin if you have any issues registering (ldobbertin@paconvention.com, 215-418-4769).

- 1) Your company must first register for our Vendor Portal if you have not done so already. Instructions for this are located under “Vendor Portal User Guide” here:
<https://cobblestone.paconvention.com/vendorgateway/Help.aspx>
- 2) Once registered on the Vendor Portal, you can then Register as an Interested Respondent for the Project.
 - a. Login with your User Name, Password, and Company ID
 - b. Select “Search All Solicitations” under the Solicitation menu
 - c. Hit “View” under the Solicitation Project you want to Register for

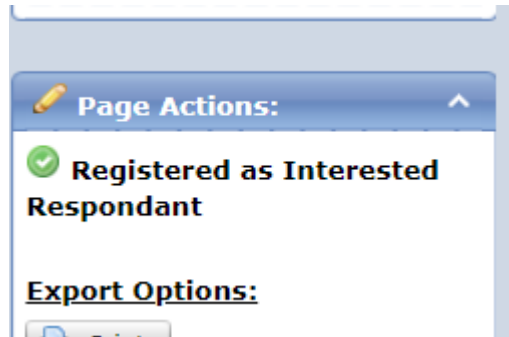


View 22	Restroom Renovations Project - Phase 3	Bid	3/12/2020 6:30:00 PM
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- d. Under the Page Actions Menu on the left, click the button that says “Register as Respondent”



- e. Once you see this message, you are then registered.



- f. Lastly, please make sure your email is set up so that future Cobblestone messages do not get sent to your Spam folder.