

## **ADDENDUM #1**

**FOR**

### **RFP – Fire Suppression Testing and Inspection Services**

**(12/9/2020)**

#### **Clarifications:**

The Outreach/Pre-Proposal meeting for this work will be held virtually on December 16, 2020 at 1:00 PM. Each company/firm must register as an interested respondent for this work on the website by December 14<sup>th</sup>, 2020, at 4:00 PM. After the virtual meeting, you may schedule individual or small group site visits to the Convention Center through Janet Mitrocsak ([jmitrocsak@paconvention.com](mailto:jmitrocsak@paconvention.com)) and Steve Shepper ([sshepper@paconvention.com](mailto:sshepper@paconvention.com)).

**RFP due dates are as follows:**

**Register for the RFP: Monday, December 14<sup>th</sup>, 2020 by 4 PM**

**Virtual Outreach/Pre-Proposal Meeting: Wednesday, December 16, 2020 at 1 PM**

**Site Visit: December 17, 2020, schedule with Janet Mitrocsak and Steve Shepper after the Outreach/Pre-Proposal meeting**

**Questions Due: Wednesday, December 30, 2020 by 12 PM**

**Proposals Due: Wednesday, January 13, 2021 by 1 PM**

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

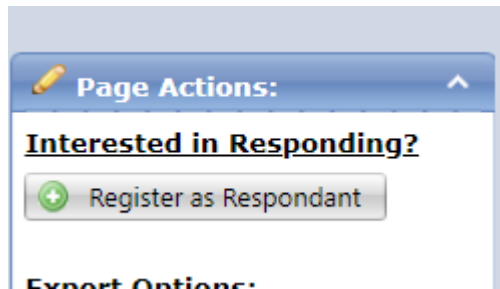
**Instructions for Registering under our Cobblestone Vendor Portal for the Project as an Interested Respondent are below.**

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](mailto:ldobbertin@paconvention.com), 215-418-4769).

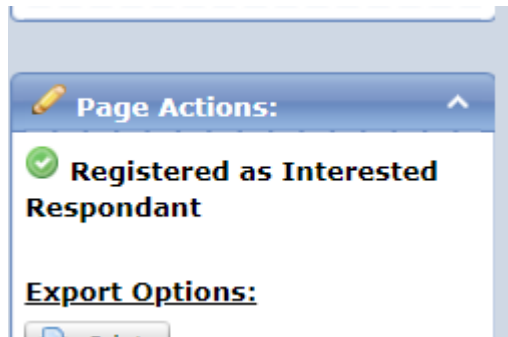
- 1) Your company must first register for our Vendor Portal if you have not done so already. Instructions for this are located under “Vendor Portal User Guide” here:  
<https://cobblestone.paconvention.com/vendorgateway/Help.aspx>
- 2) Once registered on the Vendor Portal, you can then Register as an 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

<a href="#">View</a>	22	Restroom Renovations Project - Phase 3	Bid	3/12/2020 6:30:00 PM
1				

- 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.