

## ADDENDUM #2

FOR

### RFP – Glass Cleaning and Building Maintenance Services

(3/30/2022)

**Please see the time change for the Mandatory Pre- Proposal Meeting changed from 4/6/22 at 1 PM to 4/6/22 at 2 PM. Please use the updated Teams Link below.**

The Mandatory Pre-Proposal meeting for this work will be held virtually on April 6, 2022 at 1:00 PM. Please follow the **Teams Meeting link provided below**. After the virtual meeting, you may schedule individual or small group site visits to the Convention Center through Janet Mitrocsak.

**RFP due dates are as follows:**

**Mandatory Pre-Proposal Virtual Meeting: Wednesday, April 6, 2022 at 2 PM.**

**Microsoft Teams Link for the Virtual meeting:** <https://tinyurl.com/3w28npx>

**Site Visit: April 7, 2022, schedule with Janet Mitrocsak after the Pre-Proposal meeting**

**Questions Due: Wednesday, April 14, 2021 by 12 PM**

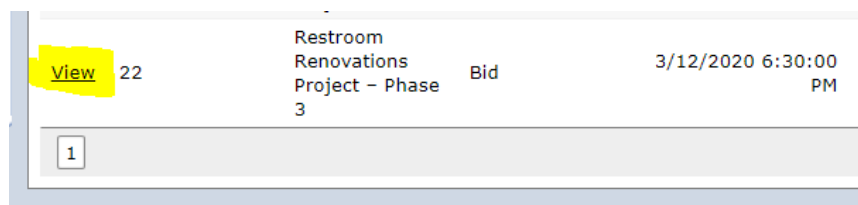
**Proposals Due: Wednesday, April 27, 2022 by 1 PM**

An attendance sheet from the meeting will be posted as an addendum afterwards.

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

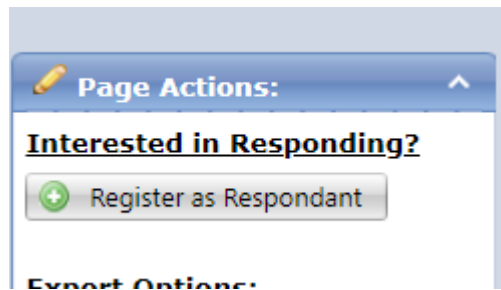
Please note, this website works best with Google Chrome or Microsoft Edge browsers. Other browsers may have technical difficulties. Please contact Lisa Dobbertin if you have any issues registering ([ldobbertin@paconvention.com](mailto:ldobbertin@paconvention.com), 215-418-4769).

- 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

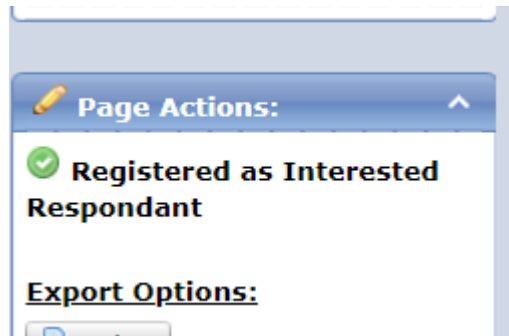


<a href="#">View</a>	22	Restroom Renovations Project - Phase 3	Bid	3/12/2020 6:30:00 PM
1				

- 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.