

# ADDENDUM #1

FOR

## **RFP – Annual Roof Inspection Services**

(5/1/2024)

### **Clarifications:**

The Mandatory Pre-Proposal meeting for this work will be held virtually on May 8, 2024 at 1:00 PM. Please contact Michael Taylor [mtaylor@paconvention.com](mailto: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, May 8, 2024 at 1PM**

**Site Visit: May 9, 2024 at 10AM**

**Questions Due: Monday, May 20, 2024 by 12PM**

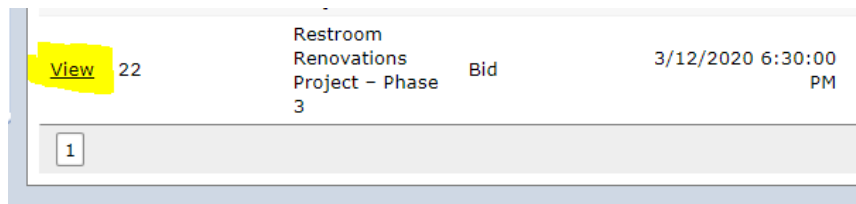
**Proposals Due: Wednesday, June 5, 2024 by 1PM**

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

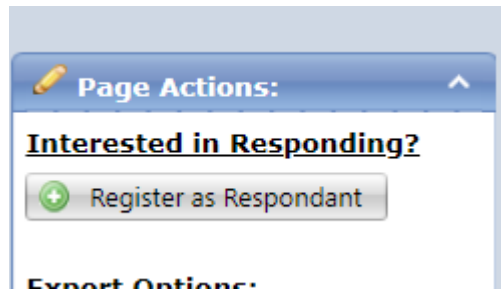
### **Instructions for Registering under our Cobblestone Vendor Portal for the Project as an Interested Respondent are below.**

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

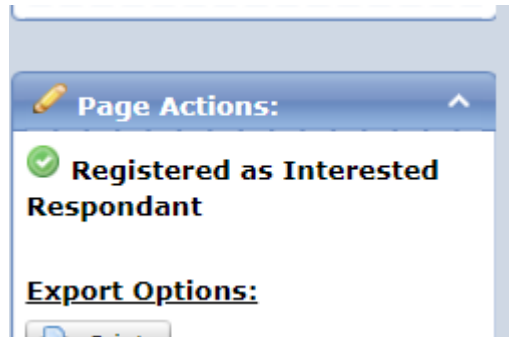
- 1) Your company must first register for our Vendor Portal if you have not done so already. Instructions for this are located under “Vendor Portal User Guide” here:  
<https://cobblestone.paconvention.com/vendorgateway/Help.aspx>
- 2) Once registered on the Vendor Portal, you can then Register as an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



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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.