



**RFP NO. 100170-FY20-01
INSTRUCTOR LED TRAINING FOR LEADERSHIP DEVELOPMENT PROGRAM**

**ADDENDUM NO. 1
JULY 1, 2019**

To All Offerors:

1. Please note that the deadline for questions has been extended and has changed to:
5:00 p.m. on Monday, July 15, 2019.
2. Please note that the deadline for proposals has been extended and has changed to:
3:00 p.m. on Thursday, July 25, 2019.
3. Please see the revised General Terms and Condition section 17.

Termination: Subject to the provisions below, the contract may be terminated by the Town upon ten (10) days' advance written notice to the other party. If any work or service hereunder is in progress, but not completed as of the date of termination, then this contract may be extended upon written approval of the Town until said work or services are completed and accepted.

Termination for Convenience – In the event that this contract is terminated or cancelled upon request and for the convenience of the Town, without the required ten (10) days advance written notice, then the Town shall negotiate reasonable termination costs, if applicable.

Termination for Cause: – Termination by the Town for cause, default or negligence on the part of the contractor shall be excluded from the foregoing provision; termination costs, if any, shall not apply. The ten (10) days advance notice requirement is waived in the event of Termination for Cause. In the event of default by the offeror, we reserve the right to procure the commodities and/or services from other sources, and hold the offeror liable for any excess cost occasioned thereby. If, however, public necessity requires use of commodities and/or service not conforming to the specifications they may be accepted and payment therefore shall be made at a proper reduction in price.

Termination Due to Unavailability of Funds in Succeeding Fiscal Years – When funds are not appropriated or otherwise made available to support continuation of performance in a subsequent fiscal year, the contract shall be cancelled and the contractor shall be reimbursed for the reasonable value of any non-recurring costs incurred but not amortized in the price of the supplies or services delivered under the contract.

Offerors must take due notice and be governed accordingly. This addendum must be acknowledged as indicated in the Request for Proposal or your proposal may not be considered.

*For the Town of Leesburg,
Kelly Neff, VCA
Buyer
Town of Leesburg, Virginia
Phone: 703-771-6501
Email: kneff@leesburgva.gov
Bid Board: <http://www.leesburgva.gov/bidboard>*