



**URFP NO. 100140-FY23-15
SHREDDING SERVICES**

ADDENDUM NO. 1

DECEMBER 28, 2022

ITEM NO.1: PROPOSAL SUBMITTAL INSTRUCTIONS

Due to technical difficulties with the Commonwealth's electronic procurement website (eVA), interested offerors shall be mindful of the following changes to **Section IV Proposal Submittal Instructions**:

A. eVA Vendor Registration

Please delete this section in its entirety.

B. Submittal Instructions

All instances of the Commonwealth's eVA website that appear in this subsection, shall be interpreted to mean via email to bidquestions@leesburgva.gov. Offerors must submit their proposals via e-mail to bidquestions@leesburgva.gov as one (1) pdf document organized in the format as outlined in Section IV Proposal Submittal Instructions, subsections B – D.

C. Consideration of Proposals

All instances of the Commonwealth's eVA website that appear in this subsection, shall be interpreted to mean via email to bidquestions@leesburgva.gov.

OFFERORS MUST TAKE DUE NOTICE AND BE GOVERNED ACCORDINGLY. THIS ADDENDUM MUST BE ACKNOWLEDGED AS INDICATED IN THE UNSEALED REQUEST FOR PROPOSAL OR YOUR PROPOSAL MAY NOT BE CONSIDERED.

For the Town of Leesburg,

Maria Alcalde, VCA

Buyer

Town of Leesburg, Virginia

Email: malcalde@leesburgva.gov

Bid Board: <http://www.leesburgva.gov/bidboard>