

**ADDENDUM NO. 1**

RFP NUMBER: 139882

RFP TITLE: RFP SHEPHERD BUS SHELTER PROJECT

DATE OF ADDENDUM: January 13, 2017

RFP DUE DATE: March 1, 2017

RFP DUE TIME: 4:00 p.m. E.S.T.

DEPARTMENT: Public Art

COMMODITY: Art

REASON: **Clarification of Instructions for Electronic Submission of Proposal**

(SIGNED) \_\_\_\_\_

COMPANY: \_\_\_\_\_

PLEASE **SIGN ONE (1) COPY OF THIS PAGE AND RETURN IT WITH YOUR PROPOSAL** TO THE PURCHASING DEPARTMENT ([dmkeylon@chattanooga.gov](mailto:dmkeylon@chattanooga.gov) or fax to 423-643-7244 Attention: Deidre Keylon, or mail to Purchasing, Attn: D.Keylon, 101 E. 11<sup>th</sup> Street, Chattanooga, TN, 37402). **RETAIN A COPY FOR YOUR FILES.**

## Instructions for Electronic Submission

If you plan to submit your response electronically, you must follow these instructions:

1. Email Deidre Keylon at [dmkeylon@chattanooga.gov](mailto:dmkeylon@chattanooga.gov) stating that you would like to submit your response electronically. Include your return email address.
2. You will receive an email from Deidre Keylon (via Google Drive). This email will contain a link to a unique folder in the City of Chattanooga Google Drive.
3. Click on the Folder Link in the email to be taken to the Drive.
4. When prompted, "drop" your file into your unique folder.
5. This folder will remain sealed and secure until the RFP stated deadline, after which time it will be opened.
6. If you have any questions, please call 423-643-7231 or email [dmkeylon@chattanooga.gov](mailto:dmkeylon@chattanooga.gov).

\*\*Responses must be loaded no later than 4:00 PM EST March 1, 2017.\*\*