

**MEMORANDUM**

TO: All Potential Bidders  
FROM: John Tigert, Purchasing Services Manager  
SUBJECT: Addendum #1, RFQ 2021-59, Purchase and Installation of New Doors in  
Northeastern Wing of Human Services Building  
DATE: March 22, 2021

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1. The RFQ document indicates a mandatory site visit. This is not correct. The site visit on March 23<sup>rd</sup> is non-mandatory.