



Upper Occoquan Service Authority

Leader in Water Reclamation and Reuse

14631 COMPTON ROAD, CENTREVILLE, VIRGINIA 20121-2506
(703) 830-2200

TO ALL RECIPIENTS:

For UOSA

SUBJECT: Addendum #

The above numbered solicitation is amended as set forth below. The hour and date specified for receipt of offers:

is not extended

is extended

OFFERORS MUST ACKNOWLEDGE receipt of this Addendum by one of the following methods:

- a. By acknowledgement of this Addendum on Submission Form submitted with the proposal;
- b. By referencing its receipt in your Transmittal Letter

If by virtue of this Addendum you desire to change a proposal already submitted, such change may be made by letter, provided it includes reference to the solicitation and this Addendum and is received prior to the due hour and date specified.

DESCRIPTION OF ADDENDUM:

All other Terms, Conditions, Tables, Charts and Specifications, and Drawings not otherwise changed remain as originally stated or as shown.

ISSUED BY:

Upper Occoquan Service Authority

William Gaskins

Date



UOSA RFP 26-16 – Addendum #1 Attachment A.

RFP Section 26-16 shall be removed and replaced in its entirety with the following language:

1.8 Instructions for Submitting Bids

A. Electronic Bid Submission

Bidders shall not submit more than one bid in response to this solicitation. Bidders shall not submit the same bid in two formats (electronically and hard copy). In the event UOSA receives two different Bids from the same Bidder or receives both an electronic and hard copy bid from the same Bidder, UOSA shall consider the last Bid (electronic or hard copy notwithstanding) received prior to the opening due date and time as the final submission of the Bidder. Any other Bids (electronic or hard copy notwithstanding) that preceded that submission shall be returned to the Bidder unopened or shall be rejected or indicated as non-responsive if submitted online.

All documents required by the IFB for bid submission shall be provided whether bids are submitted in electronic or physical format and any bids submitted electronically shall include all required forms to be provided as document attachments to the bid in eVA. In the event that there are required bid elements that cannot be submitted electronically, such as cash or check for bid security, those elements should be submitted physically in a sealed package marked with Bidder contact information, solicitation number and labeling identifying the contents as supplemental information to be included with an online eVA bid submission.

At the time of the Bid opening, UOSA shall open hard copy sealed Bids first then open the electronic Bids. All Bids shall be entered on the official Bid Tab for that project. UOSA shall not indicate if the Bid was received electronically or hard copy on the Bid Tab. All Bids (hard copy and electronic) that were accepted and opened will be reviewed for responsiveness and responsibility (as defined by the Virginia Public Procurement Act) for final award of the IFB.

In the event that bids submitted electronically cannot be accessed at the scheduled time of the bid opening, UOSA will delay bid review and award until such time that the electronic bids may be retrieved. Any physical format bids received will be opened and recorded and electronic bids will be added to the bid tab when they come available. Once all bids have been received, they will be reviewed for responsiveness and responsibility for final award of the IFB.

B. Physical Bid Submission

Physical bids must be delivered in sealed packages no later than the deadline and to the address listed on the cover page of this document. No faxed, emailed or electronic format Bids (other than submissions via eVA) will be accepted. Physical bid submissions must be submitted in sealed envelopes or packages, and identified as follows:

From:

_____	_____
Name of Bidder	Due Date
_____	_____
Street	IFB No.
_____	_____
City, State Zip	IFB Title

