



## NOTICE TO ALL FIRMS

Date: May 4, 2022  
To: All Prospective Bidders  
From: Walter Winter, Director of Procurement Services  
Re: Addendum Number 1  
RFP C1401 – Architectural and Related Services

### Notes:

1. Addendum 1 contains a list of attendees at the walk through for the On-Call Architectural and Related Services. Those with an X in the 'Prime' column should be Architect Firms. Those with an X in the 'Sub' column are Engineers, Cost Estimators, Landscape Design and others. Please see attachment.

**2. FIT is no longer requesting scanned bids to be emailed. Each proposal must include four (4) hard copies of your proposal and a digital copy on a flash drive.** Bids shall be enclosed in a sealed envelope, addressed to FIT and clearly marked with the name and address of the Bidder, the bid title, bid number, due date and time. If the bidder chooses to submit a bid through courier service or otherwise place the Bid inside another delivery jacket, the external envelope must be clearly marked as follows: BID ENCLOSED, TO BE OPENED ONLY BY AUTHORIZED OFFICIAL; ATTENTION WALTER WINTER, PURCHASING OFFICE, FASHION INSTITUTE OF TECHNOLOGY, RFP C1401 – ON-CALL ARCHITECTURAL AND RELATED SERVICES.

Hand delivered bids shall go to: 333 Seventh Ave, 16<sup>th</sup> Floor, NYC between West 28 & West 29 Street.

Mailed bids shall be sent to: FIT Purchasing, 227 West 27<sup>th</sup> Street, New York, NY 10001.

Bids received late will not be considered and will be returned to the bidder unopened. The bidder assumes the risk of any delay in the mail. The bidder further assumes the responsibility for having their bid deposited with an authorized member of the Purchasing Office on time, whether sent by mail courier or personal delivery. No electronic, oral, facsimile transmittal, or telephone bids or modifications shall be considered.

Neither FIT nor the FIT Student Housing Corporation will be responsible for receipt of any Bid which does not comply with the instructions as set forth further this document. Only those Bids in the hands of staff of FIT's Purchasing Office on or before May 25, 2022, on or before 12:00 PM will be considered. Bid results are not official until each package has been fully reviewed.

**THIS ADDENDUM IS PART OF THE CONTRACT DOCUMENT AND SHALL BE INCLUDED WITH YOUR REQUEST FOR PROPOSAL SUBMITTAL. YOUR SIGNATURE BELOW WARRANTS THAT YOU UNDERSTAND THIS ADDENDUM AND THAT YOU HAVE MADE THE APPROPRIATE ADJUSTMENTS IN YOUR PROPOSAL AND CALCULATIONS.**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Print Name and Title of Authorized Representative

\_\_\_\_\_  
Print Name of Company/Partnership/Individual

\_\_\_\_\_  
Date