



NOTICE TO ALL FIRMS

Date: December 15, 2021
To: All Prospective Bidders
From: Candida Poinsette
Purchasing Agent
Re: Addendum Number 2
RFP # C1503 Graduation Photographer

RFP Page 4, Letter G Firms Financial Viability...

Firms are required to provide documents evidencing financial viability, including income and expenditure statements and balance sheets for the past two (2) fiscal years. Audited financial statements for the past two (2) fiscal years are preferred. If audited statements are not available, provide copies of Proposer’s two most recent tax returns or financial statements prepared by an independent certified public accountant.

In order to provide firms with the assurance that your documents are safe and will not be viewed, we will permit firms to submit financial documents with your proposal in a separate sealed envelope. That envelope will not be opened unless your company is being considered for the project award. If your company is not considered for the award, the envelope will remain sealed and may be returned to you unopened at your request.

YOUR SIGNATURE BELOW WARRANTS THAT YOU UNDERSTAND THIS ADDENDUM AND THAT YOU HAVE MADE THE APPROPRIATE ADJUSTMENTS IN YOUR PROPOSAL AND CALCULATIONS SHOULD THERE BE ANY.

Signature

Print Name and Title of Authorized Representative

Print Name of Company/Partnership/Individual

Date