



City of Niagara Falls, New York

Purchasing Division, Room 214

745 Main Street, P.O. Box 69

Niagara Falls, New York 14302-0069

Phone: (716) 286-4371

Fax: (716) 286-4337

QUOTATION #2020-09

Rental of Portable Toilets

Addendum I

Recently you received a copy of the above-referenced Quotation. Please note the following two (2) changes relative to the recommended Federal, State and Local governmental protocols for protection from COVID-19 (“Coronavirus”):

PAGE 1, SECOND SENTENCE

Page 1, Second Sentence shall now begin as follows:

Sealed submissions will be received, opened and recorded in a tally sheet in the Purchasing Office at City Hall on the following date at the following time:

NOTE: The balance of this sentence shall remain the same.

PAGE 6, SPECIFIC TERMS, CONDITIONS AND SPECIFICATIONS, PARAGRAPH 13 (NEW)

Page 6, Specific Terms, Conditions and Specifications shall now include a new paragraph, Paragraph 13, which shall read as follows:

13. Vendors will not be permitted to enter City Hall during the time in which it is closed to the public. Vendors should make every effort to deliver quotation packages via USPS, UPS, FedEx or a similar delivery service. Please note that those deliveries must still be received by the Purchasing Division no later than the scheduled time set forth on Page 1 herein. Vendors who are unable to utilize a delivery service may call 716-286-4371 and make an appointment to drop off a package to a member of the purchasing division staff at the parking lot entrance door to City Hall. Calls to schedule an appointment should be made no later than 4:00 p.m. the day before the scheduled opening. The City takes no responsibility for the late arrival of quotation packages due to delivery failure or the failure to leave adequate time for an appointment to be scheduled.

All other terms, conditions and specifications remain the same. Please sign where indicated below and attach this addendum to your submission.

(Authorized Signature)

(Company)