

CITY OF CHICAGO - DEPARTMENT OF PROCUREMENT SERVICES

APRIL 12, 2018

ADDENDUM NO. 1

To

REQUEST FOR PROPOSAL (“RFP”)

FOR

CHECK PROCESSING SERVICES

SPECIFICATION NO: 245583

For which Proposals are scheduled to be received no later than 4:00 p.m., Central Time on April 19, 2018 (pursuant to the Request for Proposal advertised March 8, 2018) in the Department of Procurement Services, Bid & Bond Room (Room 103 of City Hall).

The following revisions/changes will be incorporated in the above referenced RFP document. All other provisions and requirements as originally set forth remain in full force and are binding.

**Respondent must acknowledge receipt of this Addendum No. 1 in the Cover Letter of its Proposal AND should complete and return the attached Acknowledgment by email to milton.leblanc@cityofchicago.org
Milton E. Leblanc, Senior Procurement Specialist**

This document contains:

- I. Notice of Proposal Due Date Postponement**
- II. Addendum Receipt Acknowledgment**

The information contained in this Addendum No. 1 is incorporated by reference into the original Request for Proposal (RFP) issued on March 8, 2018.

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For which proposals are due in the Department of Procurement Services, Bid & Bond Room, Room 103, City Hall, 121 N. LaSalle Street, Chicago, Illinois 60602, at 4:00 p.m., Central Time, April 19, 2018.

The following revision/change will be incorporated in the above-referenced RFP document. All other provisions and requirements as originally set forth remain in full force and are binding.

RESPONDENT SHOULD ACKNOWLEDGE RECEIPT OF THIS ADDENDUM IN THE COVER LETTER SUBMITTED WITH YOUR PROPOSAL.

SECTION I: NOTICE OF PROPOSAL DUE DATE POSTPONEMENT

The previously advertised proposed due date has been postponed. PROPOSALS ARE NOW DUE NO LATER THAN 4:00 P.M. CENTRAL TIME ON May 3, 2018, IN THE BID & BOND ROOM 103, CITY HALL, 121 NORTH LASALLE STREET, CHICAGO, ILLINOIS 60602.

**CITY OF CHICAGO
DEPARTMENT OF PROCUREMENT SERVICES**

**JAMIE L. RHEE
CHIEF PROCUREMENT OFFICER**

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Consisting of Sections I-II including this Acknowledgment.

II. ADDENDUM RECEIPT ACKNOWLEDGMENT

I hereby acknowledge receipt of Addendum No.1 to the RFP named above and further state that I am authorized to execute this Acknowledgment on behalf of the company listed below.

Signature of Authorized Individual

Title

Name of Authorized Individual (Type or Print)

Company Name

Business Telephone Number

Complete and Return this Acknowledgment by email to
milton.leblanc@cityofchicago.org
Attn: Milton E. Leblanc, Senior Procurement Specialist

