

**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](mailto: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.

**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 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**

**CITY OF CHICAGO - DEPARTMENT OF PROCUREMENT SERVICES**

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**REQUEST FOR PROPOSAL (“RFP”)**

**FOR**

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**SPECIFICATION NO: 245583**

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](mailto:milton.leblanc@cityofchicago.org)  
**Attn: Milton E. Leblanc, Senior Procurement Specialist**

