



**INFORMATIONAL ITEM
ON-CALL PROFESSIONAL SERVICES
RFP #19/20-024**

SUBMITTALS DUE NO LATER THAN: 4:00 PM ON MAY 13, 2020

Due to questions submitted by some proposers and an acknowledgement that traditional business practices have become more difficult in light of the reactions to COVID-19, the following information is being supplied to all interested parties:

- A) As noted in the Request for Proposals (RFP) Document, with respect to the proposals submitted by interested firms, the City continues to seek 1 physical copy and 1 electronic copy of the same, contained in the same envelope. The electronic copy can be placed on either a CD/DVD ROM disc or a thumb drive. Signatures contained in the document may be electronic facsimiles. The City cannot accept submittals via e-mail, Dropbox or other electronic means.
- B) While City Hall has reduced the number of counters/spaces open to the public, we do still accept deliveries from USPS, FEDEX, UPS and other parcel delivery companies. Firms wishing to ship their proposals should address them as follows:

City of Sparks – Purchasing
431 Prater Way
Sparks, V 89431

Deliveries should be shipped so that they are received by the stated deadline. The City takes no responsibility for delays or mistakes by 3rd party shipping companies and will not accept late deliveries.

- C) Local firms wishing to hand-deliver their packages may do so. However, due to the City's continuing response to the COVID-19 situation, staffing is greatly reduced at City Hall. There are no public counters currently open to receive submittals. However, the Purchasing Office is open daily (M-F) from 2PM-4PM and can receive any submittals hand-carried into the building. The physical location of City Hall is noted in Item B.

Any further questions or inquiries concerning this RFP are best sent via e-mail to dmarran@cityofsparks.us