

**ADDENDUM NO. 1
REQUEST FOR EXPRESSION OF INTEREST (EOI) 20172**

**Administration of HVAC Controls & Repairs
West Virginia Northern Community College**

July 7, 2020

A. CLARIFICATIONS AND MODIFICATIONS TO THE RFP

1. This Addendum and subsequent Addenda will be posted on the West Virginia Higher Education Policy Commission (HEPC) purchasing webpage at the following URL. The name of the successful vendor(s) will also be posted on the HEPC purchasing webpage and will constitute official notification of the contract award.

<https://wvhepc.org/purchasing/>

2. There is no change in the time and date for receipt of Expressions of Interest. Sealed Expressions of Interest will be received until 3:00 PM, Eastern Time, July 16, 2020. However, due to COVID 19 concerns, employees of the WV Council for Community and Technical College Education and the WV Higher Education Policy Commission are working from home. The Chief Procurement Officer will be in the office from 1:30 PM to 3:00 PM to receive Expressions of Interest. Expressions of Interest received by 3:00 PM (hand delivered or delivered by UPS or Federal Express) will be opened at 3:00 PM.

Hand Delivered Expressions of Interest to:
6th Floor
Community and Technical College System of West Virginia
1018 Kanawha Boulevard, East
Charleston, WV 25301

All persons entering the building must wear an appropriate COVID 19 face mask and practice social distancing.

UPS and Federal Express: The UPS and FedEx drivers will deliver Expressions of Interest to the mail room at the following address:

Chief Procurement Officer
EOI 20172
Community and Technical College System of West Virginia
1018 Kanawha Boulevard, East, Suite 700
Charleston, WV 25301

Electronically transmitted (faxed or emailed) EOIs will not be considered.

3. If questions were submitted by the deadline, 5:00 PM, EDST, July 2, 2020, but are not answered in this Addendum please contact the Chief Procurement Officer immediately but not later than 5:00 PM, Eastern Time, July 9, 2020: rich.donovan@wvhepc.edu

B. VENDOR QUESTIONS AND ANSWERS TO QUESTIONS

One vendor question was received.

Q1. I hope all is well! I was reading the [EOI] and I wasn't sure if I was missing a pre-proposal meeting/date/time?.

Answer: There is no proposal meeting.