



4

DEPARTMENT OF
GENERAL SERVICES

OFFICE OF THE DIRECTOR

CITY OF SACRAMENTO
CALIFORNIA

December 3, 1987
SS:Admin:DK:bb

5730 24TH STREET
BUILDING FOUR
SACRAMENTO, CA
95822-3699

916-449-5548

DIVISIONS:

COMMUNICATIONS
FACILITY MANAGEMENT
FLEET MANAGEMENT
RISK MANAGEMENT
AND INSURANCE
SUPPORT SERVICES

City Council
Sacramento, California

Honorable Members in Session:

Subject: Extension of Due Date of Bid No. 1170 for
Key Data Entry Services

SUMMARY

Regarding the above referenced Bid No. 1170, the original package was incomplete on initial distribution and Addendum #1 (see attached) will require additional evaluation time.

Therefore the due date of Bid No. 1170 has been extended an additional four (4) calendar weeks. The new due date shall be December 29, 1987.

RECOMMENDATION

This report is for Council information only and requires no action.

Respectfully Submitted,

Frank Mugartegui
Director of General Services

APPROVED:

Walter J. Slipe
City Manager

1 Attachment

APPROVED
BY THE CITY COUNCIL

DEC 8 1987

OFFICE OF THE
CITY CLERK

December 8, 1987
All Districts

1



DEPARTMENT OF
GENERAL SERVICES

CITY OF SACRAMENTO
CALIFORNIA

5730-24TH STREET
BUILDING FOUR
SACRAMENTO, CA
95822-3699

SUPPORT SERVICES DIVISION

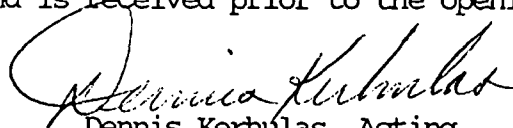
December 2, 1987
SS:Admin:87123:DK:bb

916-449-5551

PURCHASING
CENTRAL STORES
CENTRAL SERVICES

ADDENDUM NO. 1 TO BID NO. 1170 FOR KEY DATA ENTRY SERVICES

1. The bid due date is now extended to December 29, 1987. Another pre-bid conference may be required and scheduled at a mutually acceptable time. A revised price sheet and job descriptions are attached.
2. All other terms, conditions and specifications of the bid remain unchanged.
3. If a bid package is not being submitted, it is not necessary to return this addendum or acknowledge receipt of such.
4. Bidders submitting a bid package must acknowledge receipt of this addendum prior to the hour and date specified in the bid request by one of the following methods:
 - (a) By signing and returning one (1) copy of this addendum with the bid package if not previously submitted; or
 - (b) By separate letter or telegram which includes a reference to the bid request and addendum number if the bid package has been previously submitted. Failure of your acknowledgement to be received at the City Clerk's Office, 915 - I - Street, Room 203, Sacramento, California prior to the hour and date specified, may result in rejection of your offer. If, by virtue of this addendum you decide to change an offer already sub-mitted, such change may be made by telegram or letter, provided such telegram or letter makes reference to the bid request number, your company name and this addendum, and is received prior to the opening hour and date specified.


 Dennis Kerhulas, Acting
 Support Services Administrator

Attachments

BIDDER'S NAME:

By: _____
Signature and Typed or Printed Name

Company: _____ Date: _____