



**Washoe County School District**

Purchasing Department • 14101 Old Virginia Road • Reno, NV 89521  
Phone (775) 850-8025 • Fax (775) 857-3175

**ADDENDUM #1**

**PURCHASE OF FORKLIFTS  
RFB #059-25-04-20**

**MARCH 30, 2020**

It is the prospective Bidder’s responsibility to read the entire bid and all appendices and to respond to all requirements completely. All other terms and conditions shall remain the same.

All prospective Bidders should acknowledge receipt of this Addendum by signing this document where noted and return it with the bid submission. Failure to acknowledge receipt of this Addendum may result in a rejection of bid.

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With what our Country and the World are going through with the COVID 19—pandemic, we wanted to reach out to you and let you know that the Washoe County School District (WCSD) Purchasing Department is tele-commuting from home and some of our normal business practices have changed.

In saying that, we have **RFB #059-25-04-20, Purchase of Forklifts, which is due on April 9, 2020 at 2:00 p.m. (local time)**, when submitting bids, they must either be sent by mail service or if you need to be dropped off in person. If using a delivery service please provide the tracking # to Pam Homentowski at [phomentowski@washoeschools.net](mailto:phomentowski@washoeschools.net) or if you must deliver in person, please contact Pam Homentowski to make arrangements so someone can be at the office to receive your bid submittal. Please note that all submittals must be in a sealed envelope marked with the RFB # and title.

Thank you all for your cooperation in this matter; is something new for all of us. This has been a very fluid situation, so if there are any other changes, we will send out an email as quickly as possible.

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**ACKNOWLEDGEMENT OF RECEIPT** – Please return signed copy of Addendum #1 with RFB submission packet.

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AUTHORIZED SIGNATURE

\_\_\_\_\_  
DATE

\_\_\_\_\_  
PRINT NAME



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TITLE

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PROPOSING FIRM NAME