ADDENDUM I

SUBJECT: Formal Invitation for Bid (IFB) for Annual Contract for Postcards, Brochures, Booklets, Tax Stamps for Print and Mail Service Division, IFB 6100019826), Scheduled to Close: November 4, 2026; Date of Issue: October 19, 2026

FROM: Shelly Reynolds
Procurement Manager

DATE: November 3, 2026

THIS NOTICE SHALL SERVE AS ADDENDUM NO. I- TO THE ABOVE REFERENCED INVITATION FOR BID

Respondents and bidders shall be responsible for reading the entire addendum. All addenda issued for this solicitation shall be attached to and become part of the solicitation and resulting contract documents for this project. By submitting a response to a City solicitation, respondent/bidder is acknowledging the receipt of this addendum.

By virtue of this addendum, the specifications, requirements and amendments stated below become a permanent addition to the solicitation referenced above and any other supporting solicitation documents and postings.

THE ABOVE-MENTIONED INVITATION FOR BID IS HEREBY AMENDED AS FOLLOWS:

1. **Modify: The IFB opening date has been extended to November 18, 2026; 2:00 PM CT.**
2. **Add:** Pre-submittal Sign In Sheet

_____ Original Signature of Person Authorized to Sign Bid/Contract (Please Sign) _____ Signer's Name (Please Print) _____ Vendor Name _____ Vendor Address _____ City _____ State, Zip code	Shelly Reynolds _____ Procurement Manager Finance Department, Procurement Division