**ADDENDUM #2**

**EAST TENNESSEE STATE UNIVERSITY**

**RFQ #6866**

**This Addendum #2, dated March 26, 2020, issued as supplemental information and is hereby made a part of the RFQ documents.  Bidders shall acknowledge receipt of this addendum in their bid response.**

**REMINDER:  BID OPENING DATE IS APRIL 2, 2020 @ 2:00 P.M. EST**

**Due to the Coronavirus an adjustment is being made to the University’s bid opening process.  Because ETSU’s campus is locked down, including buildings and offices, there will not be a public bid opening.  Bids cannot be delivered in person and there is limited US Postal mail delivery on campus at this time .  Therefore bid responses will be accepted by email for this bid.  The subject line of the email MUST state “RFQ 6866 BID RESPONSE”.  The bid response should be attached to the email and will not be opened before 4/2/2020 @ 2:00 p.m. EST.  All requirements from the bid document must be included:**

**RFQ 6866 Response Sheet**

**RFQ 6866 Cost Sheet**

**Vendor Application**

**Proof of Liability Insurance**

**Proof of Business License**

**If you are unable to submit your bid by email, please call or email me.  I will try to make different accommodations.**

**I apologize for any inconvenience this causes and appreciate your patience in working with us.**

**Thank you,**

Doris Lowe

**Purchasing Director**

**East Tennessee State University**

**423-439-6889**

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