INVITATION FOR BIDS
FOR
ADDENDUM 1
CLOUD BASED PRODUCTIVITY SUITE

IFB 007-2020-DR-STT/STX

Issue date:
December 19, 2019

Submittal deadline:
January 2, 2020

Contact person:
Nicole Roberts
Procurement/Contract Officer
Virgin Islands Housing Finance Authority
Community Development Block Grant - Disaster Recovery
nroberts@vihfa.gov
ADDENDUM NO. 1
Invitation for Bids
Community Development Block Grant – Disaster Recovery Program
Cloud-Based Productivity Suite
IFB-007-2020-DR-STT/STX

This addendum is issued to modify the previously issued IFB document and/or given for informational purposes and is hereby made a part of the IFB document. The proposer must acknowledge the receipt of any and all addenda by responding back to nroberts@vihfa.gov and acknowledging it in the IFB Cover Letter, Enclosure Document A.

The following sections is hereby amended/change:

- **9.0 INVITATION FOR BID SCHEDULE**
  The following dates are proposed by VIHFA. The deadlines associated with this IFB are further outlined:

<table>
<thead>
<tr>
<th>IFB SCHEDULE</th>
<th>DATES</th>
<th>TIME</th>
</tr>
</thead>
<tbody>
<tr>
<td>IFB Issue Date</td>
<td>December 19, 2019</td>
<td>8:00 a.m. – 4:00 p.m.</td>
</tr>
<tr>
<td>IFB Submittal Deadline</td>
<td>December 31, 2019</td>
<td>11:00 a.m.</td>
</tr>
<tr>
<td>IFB Bid Opening</td>
<td>December 31, 2019</td>
<td>11:15 a.m.</td>
</tr>
<tr>
<td>NEW IFB Submittal Deadline</td>
<td>January 2, 2020</td>
<td>11:00 a.m.</td>
</tr>
<tr>
<td>IFB Bid Opening</td>
<td>January 2, 2020</td>
<td>11:15 a.m.</td>
</tr>
</tbody>
</table>

The VIHFA reserves the right to change the Schedule of this IFB by issuing an Addendum at any time.

- **11.0 DELIVERY OF BID PACKAGES**
  All responses to this RFP are to be submitted no later than **11:00 AM AST on January 2, 2020**. Submissions must be packaged in a sealed envelope, (1 original, 2 copies). The VIHFA will not considered fax or email submission of bid.
Bid Packages must be submitted via mail or hand delivered to:

Virgin Islands Housing Finance Authority  
Community Development Block Grant-Disaster Recovery Program  
3438 Kronprindsens Gade  
GERS Complex 1st Floor, Suite 4  
St. Thomas, VI 00802  
Attention: Nicole Roberts

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The envelopes must be clearly marked. Failure to clearly mark each bid package with this information may cause VIHFA to inadvertently open the bid package before official closing date and time. VIHFA will mark all received bid packages with the date and time of receipt. Bids received after the official deadline will be considered LATE and will not be opened nor considered.

All other requirements and provision of IFB-007-2020-DR-STT/STX, Cloud-Based Productivity Suite, shall remain in full force and effort.

Each Proposer shall make reference in his proposal to Addendum 1 to the IFB Documents. Failure to do so may result in the Proposer’s disqualification.

Antoinette Fleming, Director  
Community Development Block Grant – Disaster Recovery

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12/23/19 \\
\text{Date}
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