



**CHARLOTTE**

**Department of General Services – City Procurement**

<b>Addendum # 1</b>	<b>Tracked Crawler Articulated Aerial Boom Lift (Spider Lift) ITB# 269-2023-062</b>
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To: All Prospective Bidders

Date: June 15, 2023

**Subject: Addendum #1 – ITB# 269-2023-062 - Tracked Crawler Articulated Aerial Boom Lift (Spider Lift)**

Please note the specification changes/modifications below for the ITB.

<b>Item #</b>	<b>Page #</b>	<b>Section #</b>	<b>Specification</b>	<b>Modifications and Questions</b>
1	n/a	n/a	Bid Opening	<p>The bid opening will be conducted via Microsoft Teams. To livestream the bid opening via Teams, request a link through Vendor Discussions, and a link to join the Teams Meeting will be sent to you. Instructions to use Microsoft Teams are below. Joining a Teams Meeting: <b>Email Link:</b> You can join the meeting by clicking on the “<b>Click here to join the meeting</b>” link in your email invitation.</p> <ul style="list-style-type: none"> <li>• You have three choices: <ul style="list-style-type: none"> <li>• <b>Download the Windows app:</b> Download the Teams desktop app</li> <li>• <b>Continue on this browser:</b> Join a Teams meeting on the web</li> <li>• <b>Open your Teams app:</b> If you already have the Teams app, go right to your meeting</li> </ul> </li> <li>• Type your name</li> <li>• Choose your audio and video settings</li> <li>• Select <b>Join now</b></li> <li>• Depending on meeting settings, you'll get in right away, or go to a lobby where someone in the meeting will admit you</li> </ul> <p><b>Call in:</b> If you're unable to use the Teams app or Teams on the web, you can join some meetings by calling a phone number.</p> <ul style="list-style-type: none"> <li>• If there's a phone number and conference ID in the meeting invite, just dial the number to join.</li> <li>• The number in your invitation may not be local to you. Select <b>Find a local number</b> to get one that is.</li> </ul>

In order to constitute a complete bid response, you must acknowledge receipt of this and all addenda by responding to the acknowledgment in the City's Procurement Portal.

***Any Bidder not acknowledging receipt of an issued addendum may not be considered.***

In the event additional changes or clarifications to this ITB are warranted, all Bidders are responsible for monitoring the City's Procurement Portal for additional addenda.

We appreciate your interest in doing business with the City and look forward to receiving a Bid from your company.

Sincerely,

Priscilla Smith  
Procurement Officer

cc: ITB Team  
ITB File