



**AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT OR TASK ORDER**

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|  |                              |  |  |
|--|------------------------------|--|--|
| 1. Amendment Modification No.<br>0001  | 2. Effective Date<br>4/18/16 | 3. REQUISITION/PURCHASE REQ. NO.<br>PR1081-084-16                  |  |
| 4. ISSUED BY<br>Norfolk Redevelopment and Housing Authority<br>Purchasing Services Office<br>201 Granby Street, 7th Floor<br>Norfolk, VA 23510 |                              | 5. ADDRESS OFFER TO (if other than item 6)                         |  |
| 6. NAME AND ADDRESS OF CONTRACTOR (No., street, county, State and ZIP Code)  |                              | 7A. AMENDMENT OF SOLICITATION/CONTRACT NO.<br><b>PR1081-084-16</b> |  |
|  |                              | 7B. DATED (SEE ITEM 8)<br>4/15/16                                  |  |

**8. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS**

The above numbered solicitation is amended as set forth in Item 11. The hour and date specified for receipt of Offers  is extended,  is not extended. Offers must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended, by one of the following methods: (a) By completing items 6 and 12, and returning \_\_\_\_\_ copies of the amendment; (b) By acknowledging receipt of this amendment on each copy of the offer submitted; or (c) By separate letter or telegram which includes a reference to the solicitation and amendment numbers. FAILURE OF YOUR ACKNOWLEDGMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATE SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER. If by virtue of this amendment your desire to change an offer already submitted, such change may be made by telegram or letter, provided each telegram or letter makes reference to the solicitation and this amendment, and is received prior to the opening hour and date specified.

**9. THIS ITEM ONLY APPLIES TO MODIFICATION OF CONTRACTS/ORDERS.  
IT MODIFIES THE CONTRACT/ORDER NO. AS DESCRIBED IN ITEM 10.**

|                                       |   |
|---------------------------------------|---|
| CHECK ONE<br><input type="checkbox"/> | A. THIS CHANGE ORDER IS ISSUED PURSUANT TO: (Specify authority) THE CHANGES SET FORTH IN ITEM 11 ARE MADE IN THE CONTRACT ORDER NO. IN ITEM 7A.   |
| <input type="checkbox"/>              | B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES (such as changes in paying office, appropriation date, etc.) SET FORTH IN ITEM 11, PURSUANT TO THE AUTHORITY OF VPPA § 2.2-4309. |
| <input type="checkbox"/>              | C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF:  |
| <input type="checkbox"/>              | D. OTHER (Specify type of modification and authority)   |

**E. IMPORTANT: Contractor**  is not,  is required to sign this document and return 1 copies to the issuing office.

**10. DESCRIPTION OF AMENDMENT/MODIFICATION (Organized by section headings, including solicitation/contract subject matter where feasible.)**

Modification to the solicitation to correct Pre-Proposal date from Wednesday, April 28, 2016 to Wednesday, April 27, 2016 (See Section IX - Pre-Proposal Conference).

All other Terms and Conditions remain unchanged.

*Except as provided herein, all terms and conditions of the document referenced in Item 7A, as heretofore changed, remains unchanged and in full force and effect.*

|   |                  |  |                             |
|---|------------------|--|-----------------------------|
| 11A. NAME AND TITLE OF CONTRACTOR (Type or print) |                  | 12A. NAME AND TITLE OF CONTRACTING OFFICER (Type or print)<br>Kathleen Mosley, CPPO, VCO |                             |
| 11B. CONTRACTOR/OFFEROR                           | 11C. DATE SIGNED | 12B. NRHA CONTRACTING OFFICER<br>  | 12C. DATE SIGNED<br>4/18/16 |
| (Signature of person authorized to sign)          |                  | (Signature of person authorized to sign)   |                             |

Distribution: Purchasing File - Contractor - Finance - Initiator

NRHA FRM 25-011



B. Award:

Selection may be made without discussions with one or more vendors deemed to be fully qualified and best suited among those submitting proposals on the basis of the evaluation factors included in the Request for Proposal. However if it is deemed in the best interest of the agency, Price shall be considered, but need not be the sole determining factor. NRHA may cancel this Request for Proposal or reject proposals at any time prior to an award. Should NRHA determine in writing and in its sole discretion that only one offeror has made the best proposal, a contract may be negotiated and awarded to that offeror without discussions. The award document will be a contract incorporating by reference all the requirements, terms and conditions of this solicitation, and the Contractor's proposal as negotiated.

## IX. PRE-PROPOSAL CONFERENCE

A pre-proposal conference will be held on **Wednesday, April 28, 2016 at 10:00 a.m.** in the NRHA Conference Room, 201 Granby Street, 12th Floor, Norfolk, VA 23510. The purpose of this conference is to allow potential bidders/offerors an opportunity to present questions and obtain clarification relative to any facet of this solicitation. **Interested parties must contact the POC on page 1 block 9 to make reservations for the conference.**

Due to the importance of all bidders having a clear understanding of the specifications/scope of work and requirements of this solicitation, attendance at this conference will be a prerequisite for submitting a bid. Bids will only be accepted from those bidders who are represented at this pre-bid conference. Attendance at the conference will be evidenced by the representative's signature on the attendance roster.

Bring a copy of this solicitation with you. Any changes resulting from this conference will be issued in a written amendment to this solicitation.

## X. AMENDMENT

Any amendment issued for this solicitation may be accessed at: [www.nrha.norfolk.va.us/opportunities/solicitations/open](http://www.nrha.norfolk.va.us/opportunities/solicitations/open). Since a paper copy of the amendment will not be mailed to you, we encourage you to check the web site regularly.

## XI. CONTRACT ADMINISTRATION

- A. Kathleen Mosley or her designee shall be identified as the Technical Contract Administrator and shall use all powers under the contract to enforce its faithful performance.
- B. The Technical Contract Administrator, or her designee, shall determine the amount, quantity, acceptability, fitness of all aspects of the services and shall decide all other questions in connection with the services. The Technical Contract Administrator, or his designee, shall not have authority to approve changes in the services which alter the concept or which call for an extension of time for this contract. Any modifications made must be authorized by the NRHA Contracting Officer through a written amendment to the contract.