

Haddon Heights School District  
316-A 7th Avenue  
Haddon Heights, NJ 08035

The following is an Addendum to the following rfp/bids due to the recent events revolving around the coronavirus:

- 20-01 Bond Counsel
- 20-02 Legal Services
- 20-03 Auditor
- 20-04 Architect of Record
- 20-05 Special Education: Instructional and Related Services
- 20-06 Pupil Transportation, School Vehicle Maintenance, and Repair

The addendum includes the following changes to accommodate the recent events:

1. **Digital copies may be submitted.** All digital copies must be submitted by the time indicated on the rfp/bid. All documents must be submitted at the time in accordance with the RFP. If forms are not completed as indicated in the RFP, there is the potential that the proposal would be disqualified in accordance with the state regulations. Digital copies will be filed immediately into a folder in the SBA inbox and the attachments will not be opened until the time indicated on the rfp/bid.
2. Hard Copies may be submitted as well. We will check the post office in the morning of April 8th. **We do ask if you are mailing or delivering a copy that you make arrangements with the School Business Administrator to ensure the bid is received.** If a hard copy was submitted prior to the date of this addendum, we will not need you to acknowledge receipt of this addendum.
3. The timetables outlined in the rfp/bid will remain consistent. **We will NOT have a in-person opening of the bids. We will provide a meeting link at the start of the day for those interested in hearing the opening of the proposals. The link will be distributed by email to those who submit proposals.** No proposal will be viewed prior to the time of the opening!
4. During the opening of bids, vendors have the ability to view other vendor's proposals. During the online bid opening, **you may request to view a specific proposal, which would be sent digitally to you.** After April 8, 2020, all requests should be done properly through an OPRA request.

Sincerely,

Stephen Burns                      Date: 3/31/2020  
School Business Administrator  
burnss@hhsd.k12.nj.us