

**EVANSVILLE VANDERBURGH PUBLIC LIBRARY  
EVPL CENTRAL ANNEX LEASE  
REQUEST FOR PROPOSAL  
ADDENDUM  
September 1, 2020**

On August 14, 2020, the EVPL issued a Request for Proposal for the EVPL Central Annex Lease. The deadline for submittals as referenced in section 1.03 Directions for Submittal indicates receipt of submissions no later than 4:00 p.m. on Monday, August 31, 2020.

However, due to continued closures and extenuating circumstances surrounding the COVID-19 health emergency, the deadline for submittals has been extended to Wednesday, September 30, 2020 at 4:00 p.m. The call for questions and/or clarifications as referenced in section 1.13 has also been extended to Wednesday, September 23, 2020, at 4:00 p.m.

All other parameters, instructions, and terms of the Request for Proposal stand. You may submit your proposal any time prior to the revised date and time of September 30, 2020, 4:00 p.m. including via **email** to Lori Tomlin, Stewardship & Governance Officer at [lorit@evpl.org](mailto:lorit@evpl.org). Otherwise, feel welcome to mail your proposal to the address referenced in the excerpts below.

Excerpts from the Request for Proposal distributed August 14, 2020.

<b>1.3 DIRECTIONS FOR SUBMITTAL</b>
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Potential Lessees should submit two (2) originals for execution of acceptance of the proposal to the Stewardship & Governance Office at the Central Library by 4:00 PM on Monday, August 31, 2020. Proposals shall be valid for ninety (90) days. Packages containing the proposal and any related material should be plainly marked on the outside as follows:

“ANNEX LEASING PROPOSAL”

Packages shall be delivered via mail, courier, or in person to:

Lori Tomlin, Stewardship & Governance Officer  
Evansville Vanderburgh Public Library  
200 SE M.L. King Jr. Blvd.  
Evansville, IN 47713

Proposals arriving after the specified time will not be accepted, regardless of postmark. It is the contractor's responsibility for timely delivery.

<b>1.13 QUESTIONS TO THE LIBRARY PRIOR TO DUE DATE</b>
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Companies wishing to have questions and/or clarifications answered regarding this RFP must submit in writing via fax to Lori Tomlin at (812) 428-8397 or email, [lorit@evpl.org](mailto:lorit@evpl.org), no later than Wednesday, August 26, 2020. Questions will be reviewed by EVPL evaluators and if deemed relevant to the respondents, will be answered via addendum to all recipients of this RFP.

1.15 AMENDMENTS TO THE REQUEST FOR PROPOSAL
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Amendments to this RFP may be necessary prior to the closing date, and will be furnished in the form of written addenda by mail to all prospective Lessees. Oral communications with any person(s) will not be construed as providing amending data to the specifications, unless converted to the form of written addenda and conveyed to all prospective Lessees.

Questions concerning the RFP or Addendum should be directed to:

Lori Tomlin  
Stewardship & Governance Officer  
200 SE M.L. King Jr. Blvd.  
Evansville, IN 47713  
Email: [lorit@evpl.org](mailto:lorit@evpl.org)