



Loudoun County, Virginia

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Department of Finance and Procurement  
Division of Procurement  
1 Harrison Street, SE, 4<sup>th</sup> Floor  
Leesburg, Virginia 20175  
[www.loudoun.gov/procurement](http://www.loudoun.gov/procurement)

March 27, 2019

NOTICE TO OFFERORS

ADDENDUM NO. 1

RFQ 74773

The following changes and/or additions shall be made to the original Request for Proposal No. **RFQ 74773, Commercial Property Assessed Clean Energy Program Administrator**. Please acknowledge receipt of this addendum by signing and returning with your proposal.

1. The Pre-Proposal Conference has been rescheduled as follows:  
A Pre-Proposal Conference will be held on April 1, 2019 at 2:30 p.m. in the Lovettsville Room, One Harrison Street, 1<sup>st</sup> Floor, Leesburg, Virginia 20175 for clarification of any questions on the specifications. Additionally, remote participation is available per the attached instructions.

Prepared By: s/Cheryl L. Middleton, CPPB Date: 3/27/2019  
Purchasing Agent

Acknowledged By: \_\_\_\_\_ Date: \_\_\_\_\_

## Remote Participation in the Pre Proposal Conference

Please join my meeting from your computer, tablet or smartphone.

<https://global.gotomeeting.com/join/798214749>

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### INSTRUCTIONS:

Please log into the GoToMeeting prior to 2:30 p.m. Once logged in, in the chat box, please type your name, firm name, email address and phone number. Anyone who participates remotely will be manually added to the sign in sheet that will be posted online after the conference. Failure to provide the above information will result in your firm not being listed as an attendee.

*Please mute your phone/computer until the question and answer portion of the conference.*