



# City of Virginia Beach

[VBgov.com](http://VBgov.com)

DEPARTMENT OF FINANCE  
PURCHASING DIVISION  
(757)-385-4438  
FAX (757) 385-5601

2388 LIBERTY WAY  
VIRGINIA BEACH, VA 23456

## Addendum #2

TO: ALL OFFERORS

DATE: May 1, 2020

RE: RFP #CITY-20-1000, Beach Reopen Plan

Please be advised of the following changes and additional information provided for the above referenced RFP. This addendum forms a part of the Proposal Documents and modifies the original Proposal Documents.

All other RFP specifications shall remain the same. Please acknowledge receipt of addendum by initialing in the space provided at the bottom of page 1 of the RFP documents, signing in the space provided at the bottom of this letter, and returning this letter with your RFP package. Thank you for your cooperation in this matter. Should you have any questions, please contact me by e-mail at [sratclif@vb.gov](mailto:sratclif@vb.gov).

1. What is the role of the City's Communication Office and the role of the Offeror that is awarded the contract as it pertains to handling the graphic design for the project?

**Answer: The City of Virginia Beach shall be responsible for all the graphic design and content for the project. The Successful Offeror shall be responsible for production of the materials, the installation and management of the materials, including the education and enforcement of the materials content.**

Sincerely,

*Sharon Ratcliff*

Sharon Ratcliff, CPPB  
Procurement Specialist

CC: RFP Evaluation Committee  
RFP File # CITY-20-1000

**Acknowledge receipt:**

---