



City of Cheyenne - Purchasing
2101 O'Neil Avenue, Room 309
Cheyenne, WY 82001
307-773-1045
tbarttelbort@cheyennecity.org

INFORMATIONAL UPDATE

BID S-16-20

From: City of Cheyenne, Purchasing Manager, TJ Barttelbort

Date: July 2, 2020

Subject: Information Update to Bid S-16-20 for the Repair and Expansion of Landfill Permanent Litter Fence project

Background:

1. Starting Monday, July 6, 2020, the City Purchasing Office will be working remotely. All Bid Openings will still be conducted in-person, at the City of Cheyenne Municipal Building, Room 307.

Bid Submission:

1. Bidders wishing to hand deliver their Bid Submission, are instructed as follows: Any Bidder dropping off a Bid or Proposal, shall utilize the external drop-box at the City of Cheyenne Municipal Building, 2101 O'Neil Avenue, Cheyenne, Wyoming 82001.
 - a. The Silver/Black Colored Drop-Box is located on the West Side Main Entrance, off of O'Neil. The Drop-Box is mounted on the building, to the South (Right Hand Side, as you face the Building) of the entrance doors. DO NOT use the USPS Drop Box.



- b. If you intend to drop off a bid, any day prior to the actual Bid Opening date, please notify TJ Barttelbort by phone (307) 773-1045 or e-mail tbarttelbort@cheyennecity.org so that your bid can be retrieved from the Drop-Box.

Bid Opening:

1. In-person Bid Openings will still be conducted. If you wish to attend the Bid Opening in person, please be advised that face masks / coverings are **REQUIRED** while in the City of Cheyenne Municipal Building.
2. Additionally, the Bid Opening will be conducted via Zoom Meeting for anyone interested.

- a. <https://us02web.zoom.us/j/83099038684?pwd=WVpJK3dmSnYvcnZJUGJMRGtydDdqUT09>

Meeting ID: 830 9903 8684

Password: 4kuFVC

Users utilizing the Zoom Meeting function are requested to mute their microphone and stay muted, when joining the meeting. This will reduce excess noise, and will allow all interested parties to hear the bid opening.

- b. **Public comment or questions will not be heard or taken during this bid opening.**

Bid Documents & Addendum:

1. Please be advised that the City of Cheyenne has transitioned to a new website. Bid S-16-20 is now located at this web address: <https://www.cheyennecity.org/Bids-and-Proposals/S-16-20>

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