



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

INFORMATIONAL UPDATE RFP 9-20

From: City of Cheyenne, Purchasing Manager, TJ Barttelbort

Date: July 24, 2020

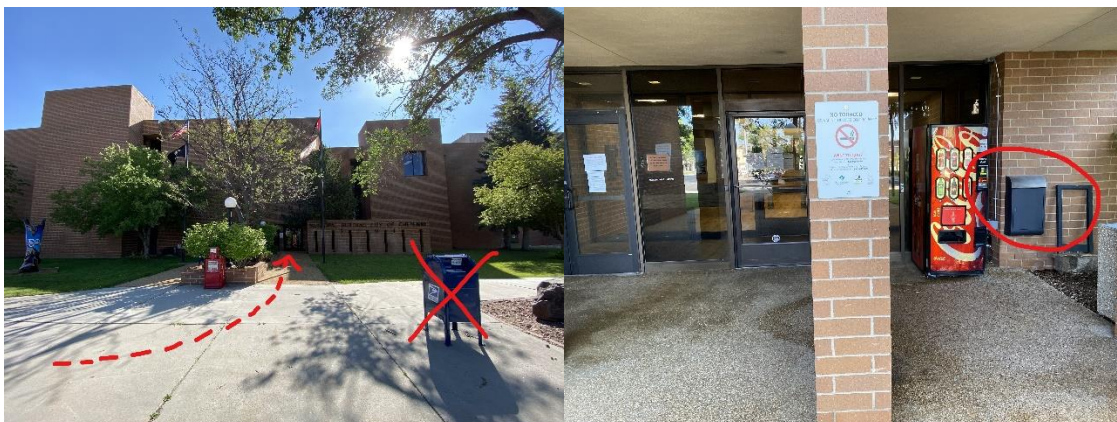
Subject: **Information Update to RFP 9-20 for the Janitorial Services for City of Cheyenne Facilities Project**

Background:

1. The City Purchasing Office is currently working remotely.

Proposal Submission:

1. Proposers wishing to hand deliver their Proposal Submission, are instructed as follows:
Any Proposer dropping off a 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 Proposal, any day prior to the actual Proposal due date, please notify TJ Barttelbort by phone (307) 773-1045 or e-mail tbarttelbort@cheyennecity.org so that your Proposal can be retrieved from the Drop-Box.
2. Proposal submission may also be mailed. Any mailed proposal shall be sent to:

City of Cheyenne
2101 O' Neil Ave., Rm. 309
Cheyenne, Wyoming 82001
Attn: TJ Barttelbort
Ref: RFP 9-20

To be considered, proposals submissions must be received **before** 3:00 P.M. local time, on Thursday, July 30, 2020.

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