



**PURCHASING**

**July 29, 2025**

**MEMO TO:** Prospective Bidders  
**FROM:** Kimberly Toon, Purchasing Manager  
**SUBJECT:** **Addendum #1: RFP-Site Plan Review & Development Permitting Process**  
**DUE DATE AND TIME:** **August 14, 2025; 1:00 p.m.**

1. The Bid Documents are hereby modified per the attached Addendum #1 dated July 29,2025. To include the following:

**a. Changing the submission method.**

Page 8 of the bid documents read:

**Submission Format**

Proposals should be submitted electronically in PDF format. Please ensure all documents are clearly labeled and organized according to the Proposal Submission Requirements.

Bids will not be received electronically. Bids must be submitted in person or by mail to:

**Submission Method**

Please send your complete proposal to the following address:

City of Fayetteville Purchasing Office  
Attn: Kimberly Toon  
433 Hay St  
Fayetteville, NC 28301

**Bidder Acknowledgement:**

Bidder Name (Print): \_\_\_\_\_

Bidder Signature: \_\_\_\_\_

Date of Signature: \_\_\_\_\_