

**East Providence High School  
Furniture, Furnishings & Equipment  
East Providence, RI**

**Addendum No. 1  
March 3, 2021**

The original Specifications and Drawings for the above noted project are amended as stated in the Addendum. Receipt of this Addendum shall be acknowledged by inserting its number in the space provided on the Bid Form. This Addendum consists of 3 pages. The adds and quantity changes will be made on the electronic price tables by ICD.

**ADD 1-001** The electronic price table will be accessible today. Follow the instructions below for access. We are delaying the proposal closing until March 11, 2021 at 5pm.

**INSTRUCTIONS**

To fill out your bid form online visit:  
<http://vendors.icdinc.com>

To access the website itself, each and every time that you visit, the following website access username and password must be entered:

username = vendor  
password = bid-form

Once you have entered the website access username and password to access the website itself you will enter the "Login" page. You will first need to register for a free account to use the website. To register, click on the "Register" link. Memorize the individual account username and password that you create for your account. After filling out and submitting the registration form you will not have to register again.

To access your individual account bid form you must enter the individual account username and password you created while registering within the fields on the "Login" page. This individual account username and password is for your individual account login and entered on the "Login" page only. You will still need to enter the website access username (vendor) and password (bid-form) to access the website itself. You will be using 2 different sets of usernames and passwords, 1 set for the website access, and 1 set to access your individual account.

After logging in from the "Login" page with your individual account username and password, use the Invitation for Bid project title to search for the correct project. The project title must be entered in the search field as labeled in the Invitation for Bid.

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Once a project (or projects) is chosen it will be available until the bid closing date and time.

As you enter data in the bid form: - the data entered in your bid form will be automatically saved to return to later—no need to press a “Save” button - all costs will be calculated automatically - like a work sheet, prices can be changed as necessary until the date and time the bid opens - the bid form can be printed for submission and included in your bid package in lieu of handwritten work

Questions regarding this bid should be directed to Integrated Contract Design, Inc., email at [nlohrer@icdinc.com](mailto:nlohrer@icdinc.com), no later than 72 hours prior to the bid opening. All questions should be emailed referencing the job and item number and will be answered in addenda.

**ADD 1-002** The electronic Contract Document will be available tomorrow. The due date for the complete package is March 11, 2021 at 5pm.