



Purchasing Division
Finance Department
Room 120
411 West First Street
Duluth, Minnesota 55802

218-730-5340
purchasing@duluthmn.gov

Addendum 1
Solicitation 23-4407
Request for Qualifications for Airport Marketing & Advertising Services

This addendum serves to notify all bidders of the following changes to the solicitation documents:

1. All questions concerning this RFQ shall be submitted to Mrs. Natalie Baker via email on or before ~~April 21, 2023~~ **April 28, 2023**. Mrs. Baker will respond to all parties who attended the pre-bid no later than May 5th, 2023.
2. The proposed timeline schedule as related to this procurement is as follows:

April 13, 2023 RFQ Released
~~April 19~~ **April 25, 2023** ****Mandatory (In-Person or Virtual) Pre-Bid Meeting**
April 28, 2023 Written Questions Due
May 5, 2023 Responses/Addenda posted
May 25, 2023 Qualifications due
Week of June 12, 2023 Interviews (if needed)
June 20, 2023 Recommendation to Airport Board
June 21, 2023 Agreement – Effective

****Mandatory (In-person or Virtual) Pre-Bid Meeting**

Virtual:

*To be sent the link to participate in the virtual Pre-bid meeting please email Natalie Baker with your interest to attend at nbaker@duluthairport.com prior to April 25th, 2023.

In-person:

Duluth International Airport Terminal Building – Third Floor Conference Room on ~~April 19~~ **April 25th** at 11am CST

Please acknowledge receipt of this Addendum by including a copy of it with your proposal. The pages included will not count toward any page limitation, if any, identified in the RFP.

Posted: **April 17, 2023**