Purchasing Division, Finance Department
218-730-5340 | purchasing@duluthmn.gov
Room 120 | 411 West First Street | Duluth, Minnesota 55802
www.duluthmn.gov

Addendum No. 1
Solicitation 26-AA23
RFP for Community Liaisons – Construction Focus

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

Below are questions submitted by potential proposers with answers following in *italics:*

1. Do we need to provide reference letters? Or references?
    a. *Reference letters are not necessary, but proposals should include references that can speak to the contractor's ability to get the job done. For references, please include name, association or job title, phone number, and email address.*
2. When filling out appendix A are there certain things we leave out like the addendum and federal number?
    a. *This will be the first addendum, so acknowledge that you have reviewed Addendum 1 and initial, but the rest can be left blank (as long as there aren't further addenda). Federal ID number would be your tax ID number if you were a business, or your social security number since this is a 1099 contract. But you can leave that blank if you don't feel comfortable sharing your social security number – we'll get it later through the W-9.*
3. When we submit this proposal, are we submitting reference letters as a team or individually?
    a. *Reference letters are not necessary but if you want to submit them, they would be better individually than as a group.*
4. Will the cover letters be submitted individually or as a team?
    a. *Cover letter can be as a group or individually.*

Please acknowledge receipt of this Addendum by initialing and dating Addendum # below the bid form on the invitation for bids.

Posted: **August 27, 2026**