



**ADDENDUM NO. 1, Virtual Preproposal Meeting Link  
Proposal Submission Requirement**

Request For Proposals: RFP #FY26-102-02 Phone System

The purpose of this Addendum No. 1 is to formally notify all potential proposers of a change to the format of the Pre-Proposal Meeting originally scheduled for Tuesday, June 24, 2025.

The Pre-Proposal Meeting will now be held virtually only. There will no longer be an in-person/on-site option. The meeting date and time will remain the same.

Below is the updated meeting information:

Date: Tuesday, June 24, 2025

Time: 10:00 AM EST

Location: Virtual Only (via Microsoft Teams)

Agenda:

RFP Q & A session

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**Microsoft Teams** [Need help?](#)

[Join the meeting now](#)

Meeting ID: 256 093 149 932 0

Passcode: 2aX9S379

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For organizers: [Meeting options](#)

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Attendance at the Pre-Proposal Meeting is strongly encouraged as it will provide an overview of the project scope and allow participants to ask clarifying questions.

Please direct any questions related to this change or the solicitation in general to [solicitations@norfolkairport.com](mailto:solicitations@norfolkairport.com).

\*All other terms and conditions of the original RFP remain in effect.

Note: A signed acknowledgement of this addendum must be received via email to [solicitations@norfolkairport.com](mailto:solicitations@norfolkairport.com) either prior to the proposal due date and hour or attached to your proposal submission. The signature on this addendum does not substitute for your signature on the original bid/proposal document. The original bid/proposal document must be signed.

A handwritten signature in black ink that reads "Bruce Tingle". The script is fluid and cursive, with the first letters of "Bruce" and "Tingle" being capitalized and prominent.

Bruce Tingle  
Senior Manager, Controller

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Name of Firm

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Signature/Title

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Date