**SOLICITATION ADDENDUM**

**MODIFICATION OF CONTRACT**

City of New Braunfels  
Purchasing  
550 Landa St.  
New Braunfels, Texas 78130

1. Solicitation No.  
   NB 22-034

2. Contract No.

3a. Addendum No.  
   2

3b. Modification No.

4. Effective Date of this Action  
   22-Aug-22

5. Name and Address of Offeror or Contractor  
   Paige McDonald

   Phone No.: 830-221-4081
   Fax No.: 830-608-2112

6. For Information Call:  
   (No collect calls or Fax offers accepted)

7. Amount of Contract/Order is:  
   Changed by:
   Decreased by: $___________
   New Total:  
   Unchanged

8. THIS BLOCK APPLIES TO SOLICITATION ADDENDA ONLY:  
   The above numbered solicitation is amended as set forth in block 10 below.

   ☐ The date and time specified for receipt of offers IS NOT extended.

   ☐ THE DATE AND TIME SPECIFIED FOR RECEIPT OF OFFERS IS CHANGED TO:
   Offerors must acknowledge receipt of this addendum prior to the date and time specified in the solicitation or as amended, by one of the following methods:
   (i) By completing Blocks 5 and 11 and returning this Amendment in the number of copies specified for the solicitation; or
   (ii) By acknowledging receipt of this Amendment on each copy of the proposal submitted
   If by virtue of this Addendum offeror desires to change an offer already submitted, such change may be made by letter or email, provided each such notice makes reference to the solicitation AND this Amendment, and is received prior to the date and time specified.

   NOTICE: NON-RECEIPT OF YOUR OFFER AND THIS ADDENDUM AT THE DESIGNATED PLACE WITHIN THE DATE AND TIME SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER.

9. THIS BLOCK APPLIES TO MODIFICATIONS TO CONTRACTS, DELIVERY OR PURCHASE ORDERS ONLY.  
   The above numbered contract, Delivery, or Purchase order is modified as set forth in block 10 below.

   ☐ This Change Order is issued in accordance with authority granted by instrument referenced in block 2.
   ☐ The instrument in Block 2 is modified to reflect administrative changes.
   ☐ This Supplemental Agreement is entered into pursuant to the Authority of: General Provision #2 Changes.
   ☐ Other (Specify type of modification and authority): _____________________________.
   ☐ CONTRACTOR IS REQUIRED TO SIGN THIS DOCUMENT AND RETURN TWO ORIGINALS.
   ☐ Contractor is not required to sign this document but is requested to acknowledge receipt.

10. DESCRIPTION OF CHANGES:  
a. This addendum incorporates the following questions:
   The solicitation calls for hand sanitizer stations, however this line item is missing from the proposal form. Proposers should add this as a line item to their proposal with an associated rate. The City will request clarification if necessary.

Except as provided herein, all terms and conditions of the document referenced above remain unchanged and in full force and effect.

<table>
<thead>
<tr>
<th>11a. SIGNATURE OF OFFEROR OR CONTRACTOR</th>
<th>CITY OF NEW BRAUNFELS, TEXAS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Paige McDonald</td>
<td>8/22/2022</td>
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</tbody>
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<thead>
<tr>
<th>11b. PRINTED NAME AND TITLE</th>
<th>11c. DATE</th>
<th>SIGNED</th>
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<tbody>
<tr>
<td>Paige McDonald</td>
<td>Assistant Purchasing Manager</td>
<td>Date</td>
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