

**City of Milford, DE**  
**ADDENDUM #3**  
**RFP for Audit Services Released February 3, 2020**  
**February 22, 2021**

Additional responses to the following questions received from interested firms are being provided to supplement the original Request for Proposals.

1. *Question from Addendum #2:* “Can a pdf of the proposal be submitted, or is it required to be a hard copy as described in the RFP?”

*Response per Addendum #2: Ordinarily, we’d prefer electronic versions submitted via email, but to be consistent with past practices and to be consistent with the standing requirement in this current RFP, we do require three hard copies of the proposal by the deadline.*

*Supplemental Response: While the three (3) hard copies of the proposal must be received by the date and time specified in the original Request for Proposals, an electronic copy supplementing the hard copies is acceptable and preferred. An electronic copy may be included with the physical hard copies on a portable USB drive (no CDs or disks of any kind), provided that the three hard copies and the electronic media are all received by the date and time specified in the original Request for Proposals. Alternatively, electronic versions of the proposal may be emailed to [finance@milford-de.gov](mailto:finance@milford-de.gov) by the date and time specified in the original Request for Proposals, but the email does not change the aforementioned hard copy requirement.*

**\*\*PLEASE SEE REQUIRED ACKNOWLEDGEMENT ON THE FOLLOWING PAGE\*\***

- Any bid received after stated closing time will be returned unopened. If bids are sent by mail to the purchasing manager, the bidder shall be responsible for actual delivery of the bid to the purchasing manager before the advertised date and hour for opening of bids. If mail is delayed either in the postal service or in the internal mail system of the City beyond the date and hour set for the bid opening, bids thus delayed will not be considered and will be returned unopened.

**\*\*\*THIS ADDENDUM MUST BE RETURNED WITH THE ORIGINAL BID \*\*\***

PLEASE COMPLETE THE INFORMATION BELOW:

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**SIGNATURE** **DATE**

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**PRINTED NAME** **TITLE**

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**COMPANY**

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**MAILING ADDRESS**

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**PHONE NUMBER** **FAX NUMBER** **E-MAIL ADDRESS**