



CITY OF DANVILLE

Carol G. Henley, Director of Purchasing

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RFP 24-25-107

"Residential, Commercial and Industrial Energy Efficiency Program Consultant"

ADDENDUM No. 1

5/6/2025

Please note the following questions and answers:

- What is the program budget overall and therefore the budget cap for allowable admin, marketing materials, etc.?
Danville Utilities will be responsible for producing all physical materials. The consultant will need to provide the design services and have the necessary energy efficiency knowledge to create the electronic documents for Danville Utilities to have the materials produced. We are anticipating the budget to not exceed \$50,000 per fiscal year.
- Is the funding secured or is it still pending/earmarked/promised/other?
Funding has been allocated in the next budget cycle beginning July 1, 2025, but has not yet been approved by City Council.
- Per the "production and mailing of checks" it seems as if you're expecting us to be flowing the \$ thru our accounts? If so, will we be allocated a large tranche up front or will we be expected to outlay company funds and then await reimbursement?
Danville Utilities will provide the information necessary for the printing and mailing of rebate checks. Upon receipt of an invoice from the consultant for this amount, the City of Danville will wire the funds to the consultant. The consultant can then process the rebate checks.

Note: Suppliers that have submitted an electronic bid will need to resubmit their response to the latest version of the solicitation.

Bidders shall acknowledge receipt of all Addendums.

End of Addendum No. 1

Carol Henley
Carol Henley,
Director of Purchasing

Company Name _____ Signature: _____

Address: _____ Name: _____
(Printed)

_____ Title: _____
City State Zip Code

Date: _____ E-mail Address _____

Phone No.: _____ Fax No.: _____