



State of Vermont
Contract Administration
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Barre VT 05641
<http://vtrans.vermont.gov>

Agency of Transportation
Finance & Administration
[phone] 802-622-1285
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March 23, 2020

RE: IQ003 Indefinite Delivery / Indefinite Quantity Primary Contracts – Contractor On-Ramp for Additional Scopes of Work

ADDENDUM # 4

Subject: IQ003 RFP Due Date Extended and Electronic Submission Information

Ladies and Gentlemen:

Due to the challenges being faced in the current public health climate, VTrans is extending the **IQ003 Indefinite Delivery / Indefinite Quantity Primary Contracts – Contractor On-Ramp for Additional Scopes of Work** proposal due date to **2:00 P.M., Tuesday, April 14, 2020**.

In addition, all proposals shall be submitted electronically via an FTP site. In order to participate in the electronic submittal process, you must request a user account. Access to this site requires account setup.

If you are interested in submitting a proposal, please send an e-mail request to: janet.overstreet@vermont.gov.

Within the subject line of the e-mail please note “*FTP Submittal Account Request Primary IDIQ- IQ003*”. **This request should be sent as early as possible and no later than four (4) business days before the RFP due date.**

Provide the following information in the body of the email:

- Contact Name:
- Contact E-mail:
- Company Name:

Within 3 business days of your request, you will receive an e-mail providing you with log in and submittal guidance (also available within this Addendum). If you do not receive an email, please check your SPAM folder before contacting us to ask about the status of your request.

Once you receive the email with account information, log into the site using the accounts to ensure that both are active and available for submittal prior to the deadline.



FTP Website Instructions

Login to the following address: <https://gs.vtrans.vermont.gov/>

Login with the Username and Password given to you.

Log in

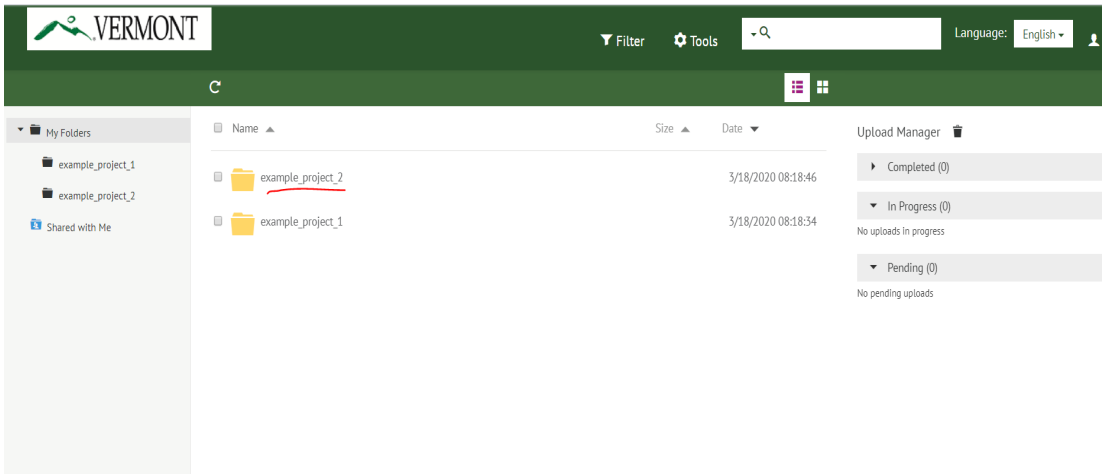


Secure File Transfer Site

Username: [Forgot Username](#)

Password: [Forgot Password](#)

Select the folder Primary IDIQ_IQ0003



VERMONT

Filter Tools Search Language: English

My Folders

- example_project_1
- example_project_2

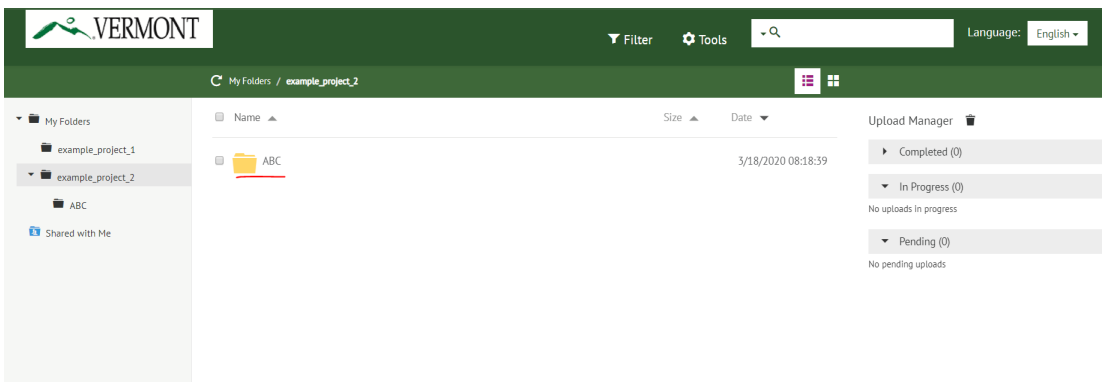
Shared with Me

| Name | Size | Date |
|-------------------|------|--------------------|
| example_project_2 | | 3/18/2020 08:18:46 |
| example_project_1 | | 3/18/2020 08:18:34 |

Upload Manager

- Completed (0)
- In Progress (0)
- Pending (0)

Then select your folder



VERMONT

Filter Tools Search Language: English

My Folders / example_project_2

- example_project_1
- example_project_2
 - ABC

Shared with Me

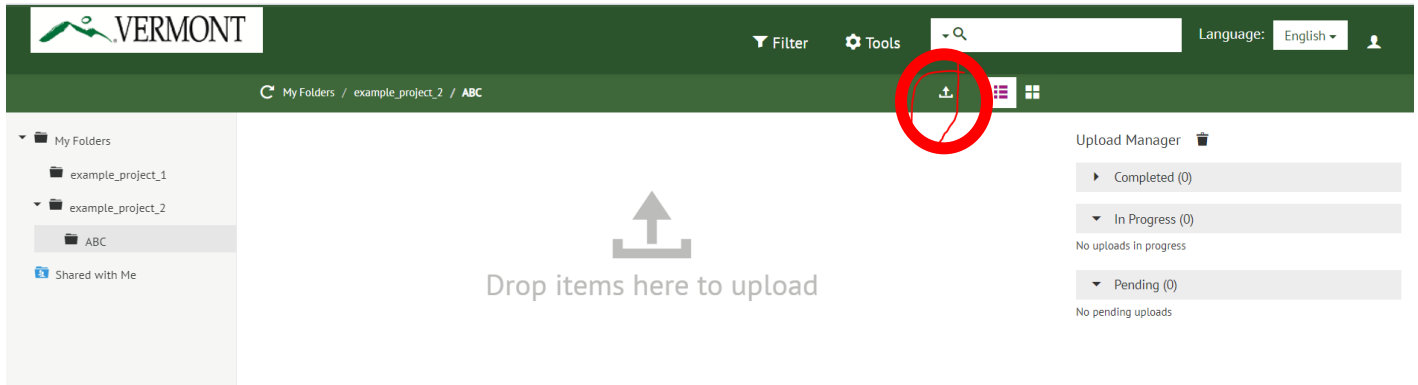
| Name | Size | Date |
|------|------|--------------------|
| ABC | | 3/18/2020 08:18:39 |

Upload Manager

- Completed (0)
- In Progress (0)
- Pending (0)



Upload your documents by dragging and dropping or by clicking the upload button circled below.



Be sure to identify your files with the following naming convention:

Example: *Proposal_YourCompanyName_Primary IDIQ_IQ0003*

Username or Password Management:

You can reset your password or keep the one that was provided to you – either way, BE SURE TO KEEP A RECORD OF YOUR ACCOUNT USERNAME AND PASSWORD. If you get locked out, you can wait 10 minutes to try again. If you lose your password, we will have to reset it. In this instance, send an email titled “FTP Account Assistance” to contract administration at the same email you used to request an account (janet.overstreet@vermont.gov).

Please note that any requests for username information or password resets made after 2:00 P.M. on the day before RFP proposals are due will not be guaranteed a reply before bidding closes.

File Management:

Once a file is uploaded, it cannot be deleted by a submitter. If you need to submit a correction, title your file as “CorrectedProposal_ABCompany Name_Primary IDIQ_IQ0003”.

If you wish to practice using the upload function, name your file as such “Practice_ABCompany Name_Primary IDIQ_IQ0003”

This Addendum #4 has been integrated into the IQ003 RFP proposal package.

Sincerely,

Janet Overstreet
Contract Specialist V
AOT Contract Administration

