

## **Addendum**

### **Pre-Qualified contract Submittal Instructions ( 1 original and 1 emailed copy)**

All new applicants must submit 1 set of completed and signed original documents to the City of Pittsburgh, Procurement Unit via mail using the address information below:

Attention: Thoryn Simpson – Spec #XXXX (\*Note: Spec # is on cover page of requirements)

City-County Building, Room 502

414 Grant Street

Pittsburgh, PA 15219

**AND**

Email 1 scanned copy of the completed and signed original documents to [procurement@pittsburghpa.gov](mailto:procurement@pittsburghpa.gov) with the subject line “Spec #XXXX – Vendor Add Request”