



**TO**           **Prospective Supplier**

**FROM**       **Kip Smalligan, Sr. Strategic Sourcing Specialist, Procurement Services**  
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**DATE**       **October 23, 2017**

**RE**           **Request for Proposal #218-11 for Production Copiers & Service Agreement**  
***ADDENDUM #1***

Correction on the proposal due date on page 2 of the Request for Proposal. The correct due date is Thursday October 26 at 5:00 pm, NOT Tuesday October 24.

Contact me if you have any questions at 616/331-3211 or e-mail [smalligk@gvsu.edu](mailto:smalligk@gvsu.edu).