



To: Prospective Supplier

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Date: November 19, 2013

Subject: Request for Proposal #214-18 Conference & Event Planning Chairs
ADDENDUM #2

1. Additional specification: Need chair to have hinged flex motion seat/back.
2. Chairs may be wrapped in blankets as opposed to packaging material to reduce material usage and disposal.
3. No inside delivery or installation is needed. Just needs to be delivered to the Eberhard Center dock in downtown Grand Rapids.