**ADDENDUM #** **1 TO RFP # 0058600**

**VIRGINIA POLYTECHNIC INSTITUTE AND STATE UNIVERSITY (**Virginia Tech)

**Procurement Department** (MC 0333)

North End Center, Suite 2100

300 Turner Street NW

Blacksburg, Virginia 24061

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| DATE  March 8, 2019 | Original DUE DATE AND HOUR  Thursday, March 21, 2019 |

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| ADDRESS ALL INQUIRIES AND CORRESPONDENCE TO: Daysha Holmes, Contracts Specialist  E-MAIL ADDRESS: daysha94@vt.edu TELEPHONE NUMBER (540) 231-1269  FAX NUMBER (540) 231-9628 AFTER HOUR MESSAGES (540) 231-6221 |

**Air Charter Services**

1. The following questions have arisen as a result of the aforementioned RFP:

**Question 1:** Can you provide the estimated annual volume of flights and the estimated annual spend for this contract?

**Virginia Tech Answer:** Actual numbers for ATS Air Charter for FY17, FY18 and FY19 (YTD) are as follows:

2017 – 47 flights, total spending $267k

2018 – 65 flights, total spending $376k

2019 YTD - 19 flights, total spending $248k

**Question 2:** After reviewing the RFP and documents linked, I was unable to locate the actual dates and locations of any requested trips. Could you point me in the right direction or provide any additional detail that I may be missing.

**Virginia Tech Answer:** We use charters to help when our two other aircraft are booked or in scheduled maintenance. Locations could be anywhere in the Eastern Seaboard to as far as Texas or Chicago. It depends on the passenger’s travel needs at the time. We do ask for two weeks’ notice in our scheduling requirements, however, that can be subject to change.

2. No further questions will be accepted for this solicitation.

3. All other terms, conditions and descriptions remain the same.

4. The due date and hour remains ***Thursday, March 21, 2019 3pm***.

I acknowledge that I have read and understand this addendum in its entirety.

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Signature Date

Revised 01/01/2018