

**Addendum No. 5**

**Township of Hampton  
Contract Nos. 2019-01 and 2019-02  
Glannons Pump Station and Force Main Upgrade**

**April 3, 2020**

All prospective Bidders interested in the above construction work are herein advised of the following additions, deletions and/or modifications of the plans, specifications and Bidding Documents:

1. **Bid Opening:** As was identified in Addendum 4, the receipt of bids will be closed at 2:00 pm Tuesday April 7, 2020.

Bidders are advised that in compliance with Commonwealth of Pennsylvania directives and mandates related to the Covid-19 virus pandemic, the Bid Opening shall be conducted via video/audio conference call commencing at 2:00 pm Tuesday April 7, 2020 when all bids received by the prevailing time will be read aloud.

Bidders wishing to participate in the bid opening via video conference may connect to the conference via computer, tablet or smart phone using the instructions attached to this document. The specific connection link is:

<https://www.gotomeet.me/HamptonTownship/bid-opening>

Bidders wishing to participate in the bid opening via audio conference may connect via telephone by dialing: United States +1 (872) 240-3212 and using Access Code 661-352-421.

All bidders shall acknowledge receipt of this Addendum No. 5 in the space provided on the Bid Form corresponding to the appropriate contract.

**End of Addendum No. 5  
Contract Nos. 2019-01 and 2019-02**

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## GoToMeeting User Guide

This user guide is to help with the variety of GoToMeeting options listed in an invitation that is sent via email.

When you first join a meeting, you will be automatically muted. If using a computer, tablet, or smartphone, you will need to use the chat system to request to be unmuted to talk. If you are only using a telephone to participate, dial \*9 to “raise hand” to request to talk. The following list provides other commands via telephone

- \*1 – Play features menu
- \*2 – Mute or unmute audio
- \*5 – Hear the number of callers
- \*9 – Raise hand

### 1 Joining the meeting

- If you’d like to participate via telephone, call the toll free number listed
- If you’d like to participate on your computer, click the system check link on the website to ensure you can run GoToMeeting

First GoToMeeting? Let's do a quick system check <https://link.gotomeeting.com/system-check>

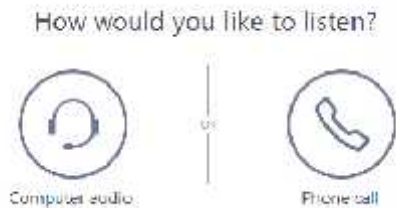
- You should see the following result if successful



- When using a computer, smartphone, or tablet click the web link to join
  - Link below is listed as an example and may differ from the one you see
- **Please join my meeting from your computer, tablet or smartphone.**
- <https://global.gotomeeting.com/join/344380893>
- If using Google chrome, GoToMeeting will operate in your browser and you will have slightly different dialogue and control layouts
- Internet Explorer and Firefox will prompt you to download the client or prompt you to use the client if already installed
  - You will be prompted with the following dialogue boxes



- Enter your first and last name so you can be identified in the meeting



- If you'd like to talk and listen with your computer (can just listen if no microphone or headset are present), select "Use computer audio" then click the orange "OK" button at the bottom
- If no microphone is detected, you may still continue to just listen
- If you would like to talk and listen with your phone, select "Phone call"
- You will be prompted with a dialogue box to either dial in or have the system call you (recommended)
- If you wish to dial in, have the "Dial in" tab selected and then use the most convenient listed number for you, then click the orange "OK" button to continue to view the meeting on your computer

) Numbers listed below are examples and may differ from your screen



- If you prefer the system to call you, select the "Call me" tab, enter your 10 digit phone number and click the orange "Call me" button "Call me feature may not be available"



Dial in Call me

Enter your phone number

 +1 201-555-0123

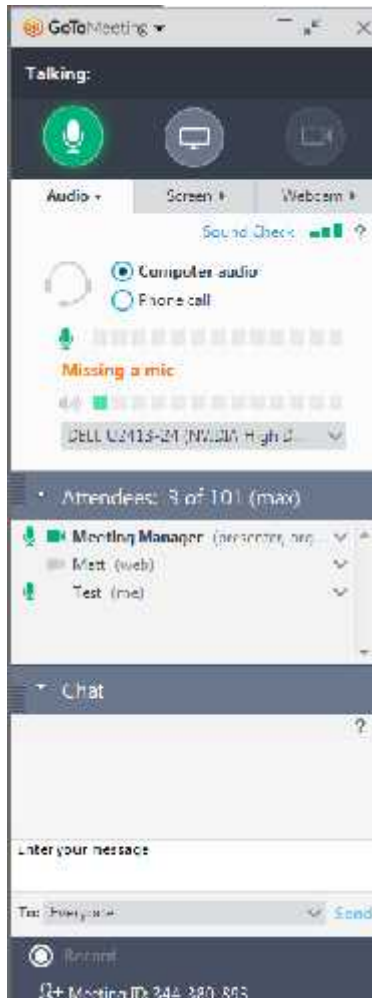
Remember my number

Call me

- On your phone, press # (pound) to join the meeting

## 2 In the meeting

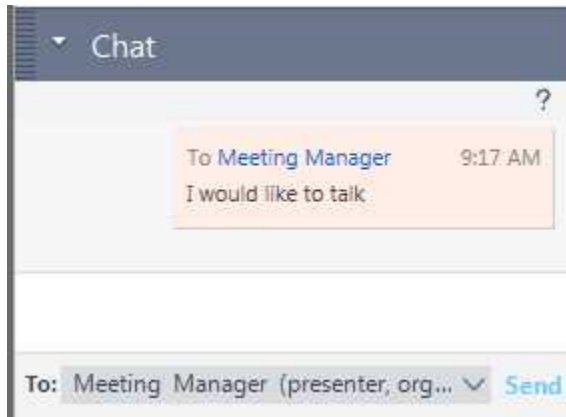
- If you are participating only via telephone, refer to the commands listed at the top of the guide for ways to interact
- Using a computer or tablet you will see the presenter's screen, as well as a menu showing you attendees and chat



- The white arrows beside Attendees and Chat will open and close their boxes.
- To request to talk, click on the Meeting Manager attendee and click "Send Chat Message..."



- Type your request into the text box and hit enter



#### Download IOS or Android Apps

Go to the Apple Store or Google Play Store and type in GoToMeeting. Download and install the App. Once install to join a meeting, open app and enter the meeting id code.

Once connected, to talk unmute your audio and video. Click share to display video.