



ADDENDUM #1

To: All Companies Interested in Submitting a Bid
From: Rebecca Johnson, CPPB, Purchasing Agent
Bid: Carpet Installation at Police Department (RFB #PUR1017-065); Dated: Oct. 25, 2017
Subject: Addendum #1 (1 page)
Date: November 2, 2017

The following questions and/or clarifications were asked relative to the above-listed Request for Bid. This memo is sent for clarification to all companies to whom the bid was sent.

Clarifications from pre-bid meeting held on November 2, 2017:

1. The Contractor will be responsible for moving of all furniture, including work stations, and other items (trash cans, plants, etc.) located in work areas.
2. The Records and Command Center areas on the first floor are 24/7 operations. If carpet cannot be installed without temporary relocation of employees in these areas, notice must be provided to Pat McDonald, Project Manager, at least one week in advance of the work commencing.
3. Carpet in the elevator is included in the scope of this project.
4. Existing nosing on stairs can be reused if it is in good condition. If damaged during removal it shall be replaced by the Contractor with new nosing.
5. Only one employee will be given badge access. This employee must be present at all times while work is being performed and will be responsible for all other employees working on the Project.
6. All Contractor employees working in the Police Department facility must display a photo ID with the company name at all times.
7. Building plans are provided with this Addendum as Attachment D (scanned copies with work areas highlighted in yellow) and Attachments E-H (original PDFs).

Correction to Scope of Work:

In the RFB it is incorrectly stated that all work must be completed on weekends. Work can be completed between 4pm and 6am Monday through Friday and anytime on Saturdays or Sundays.

All addenda that you receive shall become a part of the contract documents and shall be acknowledged and dated on the bottom of the Signature Page (Attachment C). The deadline for bid submittal is Thursday, November 9, 2017 before 3:00 p.m. CST.