



Stephanie Miller, Field & Facilities Services Director

2800 Sundog Ranch Road
Prescott AZ 86301
928-777-1116

ADDENDUM NUMBER ONE
to the
SPECIFICATIONS
and
CONTRACT DOCUMENTS
for
HVAC ANNUAL PREVENTIVE MAINTENANCE

DATE OF ADDENDUM: November 21, 2012

TO ALL BIDDERS BIDDING ON THE ABOVE PROJECT:

The following addendum shall be made part of the Contract Documents. All other provisions of the Contract Documents remain unchanged. The Bidder shall acknowledge receipt of this addendum on page 13 of the Proposal by inserting the addendum number and date on the executed page of the Proposal. The contents of this Addendum shall be given full consideration in the preparation of the Bid.

1.0 Solicitation Specs:

DELETE 1.1 Preventive Maintenance Tasks.

ADD 1.1 Revised Preventive Maintenance Tasks - attached

DELETE 1.2 Facilities and Equipment Listing.

ADD 1.2 Revised Facilities and Equipment Listing – attached

ADD 1.3 Award.

This contract will be awarded to the responsible bidder(s) whose bid conforms to the invitation and whose bid is the most advantageous to the City concerning price, conformity to the specifications and other factors. The City may, at its discretion, award multiple contracts if determined to be in the best interest of the City. The Prescott City Council reserved the right to reject any or all bids, to waive formalities, and to accept the bid(s) deemed to be in the best interest of the City of Prescott. Past performance on City projects will be evaluated in awarding contracts, and the City may decide to award to a contractor who is not the low bidder.

2.15 Bid Submittal:

DELETE 2.15.1 Bid Form A

ADD – Revised Bid Form A

DELETE 2.15.2 Bid Form B

ADD – Revised Bid Form B

DELETE 2.15.3 Bid Form C
ADD – Revised Bid Form C

ADD – 2.15.8 Bid Form H - Supplemental Services Price Sheet - attached

3.0 General Contract Terms and Conditions:

DELETE 3.2 Term.

ADD 3.2 Term: This contract shall be for a period of one (1) year and shall commence on the date that all parties have signed the same. The Contract could include up to four (4) additional contract years upon mutual agreement of the City and the Contractor. The City will adjust prices based upon the annual Consumer Price Index (CPI), based upon the preceding 12 months CPI, with a maximum 3% increase or decrease, to determine the pricing for the second through fifth year of the contract term.

5.0 Instruction for Submittal Forms:

DELETE – 5.2 Form B - Price Sheet.

ADD – 5.2 Form B - Price Sheet: Bidder will complete prices for all locations NOT including the Library and submit the cumulative price of all these locations as the Total. If the bidder IS certified to work on Mitsubishi equipment, the bidder shall complete price for the Library. If bidder is NOT certified on Mitsubishi, the bidder will submit a Not Applicable on the cost line for the Library (alt. bid #1). Bidder shall certify that its bid will be valid for 120 days after submission. Bidder may be asked to extend this certification. Bidder shall complete, sign, and submit Form B.

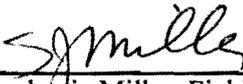
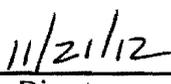
ADD – 5.7.8 Bid Form H - Supplemental Services Price Sheet: Bidder shall complete, sign and Submit Form H.

CLARIFICATIONS:

Refer to Clarification Text - attached

- END -

City of Prescott, Field & Facilities Services Department

Stephanie Miller, Field & Facilities Services Director

Acknowledgement: (must be signed and turned in with the bid documents)

Company Name

Date

Signature of Company Official

Date