

April 19, 2024

TO: All Bidders under **Invitation to Bid No. 24-101656**

FROM: Department of Purchasing and Contracting, DeKalb County, Georgia

ADDENDUM NO. 1

Invitation to Bid (ITB) No. 24-101656, ON CALL HEATING VENTILATION AND AIR CONDITIONING SERVICES (ANNUAL CONTRACT WITH 2 OPTIONS TO RENEW), is hereby amended as follows:

1. The contact for this solicitation has been changed to Delois Robinson, Procurement Manager.
2. We have received questions pertaining to this Invitation. The questions and their resulting answers appear below:

A. **Question:** Do all the mandatory meetings have the option of attending in person? I planned to come in person to the April 10th and the April 15th pre-bid.? Will this bid offer a Zoom meeting for the mandatory LSBE meeting?

Answer: No. The mandatory meetings are held virtual **only** via the Zoom link supplied on our webpage labeled “DeKalb First LSBE Video Meeting”

B. **Question:** When is the first possible date that the bids can be submitted in person? Would that be no sooner than April 25th @3pm or can I submit before this date/time and the April 25th date/time is the deadline?

Answer: Sealed Bids may be delivered prior to and up to the established due date and time specified in the solicitation (see page 3).

C. **Question:** Just to clarify (because I don’t want to mess this up) is the “Price Schedule” page removed from the entire ITB packet and placed into a separate envelope by itself and submitted that way?

Answer: Yes. The Price Schedule must be submitted in a separate sealed envelope in accordance with the requirements stated in the solicitation on pages 3, 5, 28 and 30.

D. **Question:** It says in the ITB packet, “Failure to return all pages of this Invitation to Bid may result in bid being deemed non-responsive.” Does this mean all pages except the price schedule envelope and just the price schedule in the 2nd envelope?

Answer: Yes.

E. **Question:** It says on the ITB packet, “Price Schedule Opening: 3-5 Business days after Bid Opening” Just to clarify this doesn’t mean submit the price schedule envelope 3-5 business days after April 25th @ 3 pm does it?

Answer: Correct. It means the opening of the Price Schedule will occur within 3-5 business days after the ITB due date.

F. **Question:** In the bid document on page 30 you’re asking for a Subcontractor Reference Release Form” on page 32 you’re asking for a “LSBE Subcontractor Reference &Release Form” Just a bit of ambiguity there. Do you want the Prime’s Subcontractors references or the LSBE’s Subcontractors references?

Answer: The references for the Prime Bidder must be listed on Attachment B and the form must be signed by the Prime Bidder. The references for the Subcontractor/LSBE must be listed on Attachment C and the form must be signed by the Subcontractor.

2. It is the responsibility of each respondent to ensure that he/she is aware of all addenda issued under this ITB. Please sign and return this addendum with your response. You may contact Delois Robinson, Procurement Manager, drobinson@dekalbcountyga.gov; before the Bids are due to confirm the number of addenda issued.

3. All other conditions remain in full force and effect.

Delois Robinson, MBA, CPPO
Procurement Manager

ACKNOWLEDGMENT

The above Addendum No. 1 is hereby acknowledged:

(NAME OF BIDDER)

(Name and Signature)

(Title)