

**ADDENDUM NO 01**  
CITY OF FAIRHOPE  
**BID NO. 006-14**  
451 Pecan Av Building HVAC Renovations  
  
for  
CITY OF FAIRHOPE

The bid documents for this Bid shall be amended, revised and changed in the following particulars:

**CORRECTION on page 4 (attached)** . Please remove the old version and substitute the attached version of this page. **Section 1.06** there is a correction in the **time for the Non-mandatory Pre-bid conference on Thursday, April 3, 2014, it should be 9:00 a.m.** not 10:00a.m.

Bidders are to sign and include signed Addendum No.1 with submitted bid documents.

Acknowledged:

\_\_\_\_\_  
Company

\_\_\_\_\_  
By

Daniel P. Ames  
Purchasing Manager  
City of Fairhope  
Posted: 4/1/2014

**ITEM II**  
**INSTRUCTIONS TO BIDDERS**

- 1.00        **BID INVITATION**  
Notice is hereby given that the City of Fairhope will receive bids on the project described herein. Qualified bidders are invited to bid on this contract.
- 1.01        **BID NO.**                      006-14                      451 Pecan Ave. Building HVAC Renovation  
**PROJECT NO.**                PW003-14                  451 Pecan Ave. Building HVAC Renovation  
**PROJECT LOCATION**      451 Pecan Ave., Fairhope, Al
- 1.02        **SUMMARY:**  
Removal of existing damaged HVAC components and installation of new HVAC components, primarily in office areas. Objective is to restore HVAC service to office areas.
- 1.03        **BID DEADLINE**  
Sealed bids will be received until 2:00 P.M. local time, Tuesday, April 15, 2014, at the City of Fairhope offices located at 555 S. Section Street, Fairhope, Alabama, and publicly opened shortly thereafter. **If sending by USPS: P.O. Drawer 429, Fairhope, Al 36533.**
- 1.04        **AVAILABILITY OF DOCUMENTS**  
Bid documents may be obtained at the City of Fairhope offices located at 555 S. Section St., Fairhope, Alabama. One set of bid documents can be obtained free of charge. The bid packet is also available on the City of Fairhope website: [www.cofairhope.com](http://www.cofairhope.com)
- 1.05        **INQUIRIES/ADDENDA**  
Questions or comments pertaining to this bid must be presented in writing, or sent as e-mail to the attention of the Purchasing Manager, Daniel P. Ames, at P.O. Drawer 429, Fairhope, Al 36633, or email [dan.ames@cofairhope.com](mailto:dan.ames@cofairhope.com), no less than Seventy-Two (72) hours prior to the bid opening, or will be forever waived.
- 1.05.1      All Addenda are part of the Contract documents. Include resultant costs in the Bid. Addenda will be issued by email to all plan holders on record and posted on the City's website [www.cofairhope.com](http://www.cofairhope.com). It is the responsibility of the bidder to verify that all addenda have been received
- 1.06        **SITE EXAMINATION / CITY PROVISION / NON-RESIDENT STATE RECIPROCITY**  
**Non-mandatory Pre-bid conference** to be held at City of Fairhope offices located at 555 S. Section St., Fairhope, Alabama at **9:00 a.m. on Thursday April 3, 2014** followed by site visit. Bidders can have additional access to the building for measurement purposes by emailing a request to the Purchasing Manager for an agreed upon time.
- 1.06.1      The City of Fairhope will not furnish any labor, material or supplies unless specifically stated in the Contract documents. Contractor must be properly licensed to perform the work as outlined in the Scope of Work. Bidder must have a current business license, or purchase a business license with the City of Fairhope prior to or (upon) bid being awarded. Where required by State law, State of Alabama Contractor's license is required.
- 1.06.2      Except for contracts funded in whole or in part by funds received from a federal agency, preference shall be given to resident contractors on the same basis as the non-resident bidder's state awards contracts to Alabama contractors bidding under similar circumstances. Therefore, non-resident bidders shall submit with their bid a written opinion of an attorney at law licensed to practice law in the non-residents bidder's state of domicile as to preferences granted by the state to entities doing business in that state when letting public contracts.
- 1.07        **BID SECURITY**  
The bidder shall be required to file with his or her bid either a cashier's check drawn on an Alabama bank or a bid bond executed by a surety company duly authorized and qualified to make such bonds in the State of Alabama, payable to the City of Fairhope for an amount not less than five percent of the awarding authority's estimated cost or of the contractor's bid, but in no event more than ten thousand dollars (\$10,000).