



CITY OF CONCORD, CALIFORNIA

December 14, 2011

REQUEST FOR PROPOSALS #2238

“ELEVATOR MAINTENANCE SERVICES”

ADDENDUM #1

The aforementioned solicitation document “Request for Proposals #2238 “Elevator Maintenance Services” is hereby changed/clarified as provided below:

1. Submittal Section, Header: Correct RFP title. After page 13 “Sample Contract” 13 of the solicitation document, and from the first page of the submittal section to the end of the solicitation document, the head which reads.....” RFB #2238 Security Guard Services” shall now read”RFP #2238 Elevator Maintenance Services”.

2. Bid Submittal Deadline: The bid submittal deadline is unchanged. As described on page 5, Item 18, second paragraph ... “Submittals will be received until **THURSDAY, DECEMBER 22, 2011, 11:00 A.M.**, as determined by www.time.gov. Late submittals will not be accepted and returned to the bidder unopened. Telephone, telegraphic, electronic, faxed, and late bids will not be accepted. It is the bidder’s responsibility to see that their bids have sufficient time to be received by the City Clerk’s office before the submittal deadline. Bids are to be submitted in a sealed envelope to: City of Concord, Attn: Office of the City Clerk, 1950 Parkside Drive, M/S 03, Concord, California 94519. Bidder assumes the burden of delivery. Submittals are to be submitted in a sealed envelope clearly marked:

**REQUEST FOR PROPOSAL #2238
ELEVATOR MAINTENANCE SERVICES
DUE: THURSDAY, DECEMBER 22, 2011, 11:00 A.M.”**

3. Specifications, Page 10, Item 2 Locations: Correct the address for Location 3. The address for “Location #3: Todos Santos Parking Center” is changed from “2250 Salvio Street” to “2051 Salvio Street”.

4. Special Provisions, Page 9, Item 4 Competence: Eliminate the requirement to provide cost or pricing information for references. The third paragraph of this section which begins.....” As part of the submittal, a minimum of five references.....” shall now read....”As part of the submittal, a minimum of five references are required. Each reference must be current, having been a client over the last two years, and of similar scope. Each reference must include the name of the company or organization, the name of a contact person, the address, and telephone number. The City reserves the right to contact these references as part of the evaluation.”

5. Submittal Section, page 15, Item 2 G References: Eliminate the requirement to provide cost or pricing information for references. In the first column, under the phrase “for who the work was done”, eliminate the word “Price”.

6. Page 2, Item 6 Questions, Interpretations, or Corrections of Bid Document: Addendum Acknowledgement: In accordance with the second paragraph which states..... All clarifications, corrections, or changes to the solicitation document will be made by Addendum only. Bidder shall not rely upon interpretations, corrections, or changes made in any other manner, whether by telephone, in person, or at any pre-bid conference. Interpretations, corrections, and changes shall not be binding unless made by addendum. All addenda issued shall become part of the solicitation and any agreement documents. Any addendum issued will be sent to all known solicitation holders by facsimile or US mail. It is the bidder’s sole responsibility to ascertain that it has received all addenda issued for this solicitation. All addenda must be acknowledged and returned on or before the submittal deadline, unless otherwise directed by an addendum. “

This addenda must be signed and included in the bid submittal.

Addenda No. 1 is hereby acknowledged and made part of the solicitation and any agreement documents.

By:

COMPANY NAME: _____

ADDRESS (Not a P.O. Box): _____

CITY: _____ STATE, ZIP CODE: _____

PHONE NO.: _____ FAX NO.: _____

YOUR NAME & TITLE: _____

YOUR SIGNATURE: _____ DATE: _____