

**DES PLAINES PUBLIC LIBRARY
ACKNOWLEDGMENT OF ADDENDUM
HVAC BID ADDENDUM 3**

**FOR BID PACKAGE REQUEST FOR THREE YEAR COMPREHENSIVE
PREVENTATIVE MAINTENANCE SERVICES OF MECHANICAL SYSTEMS
FOR THE DES PLAINES PUBLIC LIBRARY**

The HVAC BID ADDENDUM 3 IS ISSUED BY THE DES PLAINES PUBLIC LIBRARY THROUGH THE LIBRARY’S WEBSITE. THE ADDENDUM SHALL BE MADE A PART OF THE BID DOCUMENTS AND SPECIFICATIONS FOR THE HVAC MAINTENANCE BID SPECIFICATIONS 2016-2019. BIDDERS SHALL ACKNOWLEDGE RECEIPT OF THIS ADDENDUM BY SIGNING AND SUBMITTING THIS ADDENDUM ACKNOWLEDGMENT FORM. FAILURE TO ACKNOWLEDGE RECEIPT OF AN ADDENDUM MAY BE CAUSE FOR REJECTION OF THE BID.

When submitting all bid proposals, this Addendum Acknowledgment Form must be included in the Bid submittal. This Addendum No. 3 consists of one page and has the following information:

Question 1: Upon our first inspection, if we find broken parts within one of the units, are we going to be held liable? Or are those repairs going to be handled separately from the contract?

Answer: You can specify how you want this situation to be handled in your proposal.

Question 2: In your 1st addendum, it states to “**Strike the third bullet point under Scope of Agreement of Section B Bid Specifications in its entirety**”, which was the portion that included service on the fan powered boxes, but in the minutes which were released today, it states that *we will* be doing service on the fan powered boxes. Can you please clarify we will or will not be responsible for this?

Answer: The Fan Power Boxes are excluded from the agreement. However, the Fan Power Box filters, like other filters, must be replaced twice a year. The Library will supply the filters.

I hereby acknowledge receipt of documents pertaining to the above-referenced Bid.

COMPANY NAME: _____

CONTACT PERSON: _____

ADDRESS: _____

CITY: _____ STATE _____ ZIP _____

PHONE: (____) _____ FAX: (____) _____

E-MAIL: _____

(Signature)

(Date)