

November 5, 2018

**REPLACEMENT OF EXISTING CARPET AT CITY HALL
ADDENDUM NO. 1**

TO: ALL INTERESTED BIDDERS of the "**Replacement of Existing Carpet at City Hall**"

FROM: City of Millbrae - Public Works Department

The following information and/or clarification are provided and incorporated into the bid documents of the **REPLACEMENT OF EXISTING CARPET AT CITY HALL** which is scheduled for bid opening on **Tuesday, November 13, 2018 at 2:00 PM:**

Answers to Questions Raised:

- 1) Will the City disconnect and reconnect all the electronic equipment?
 - a. The City will unplug all computers and have them operating the following day
- 2) Will the City Staff be responsible to pack up all the loose and personal items?
 - a. Personal belongings will be boxed and removed by employees. However, contractor is responsible for moving all necessary equipment for proper installation.
- 3) The specified carpet Captivate and Intrigue are two different styles, please advise which style the City prefers? Or does the City want both styles?
 - a. The preferred style is Shaw Captivate/Intrigue. Color Roulette 54335

EACH BIDDER SHALL ACKNOWLEDGE RECEIPT OF THIS ADDENDUM NO. 1:

- By completing the attached ACKNOWLEDGEMENT sheet marked as **"RETURN IMMEDIATELY TO"** and returning the completed form via email to:
rvelilla@ci.millbrae.ca.us

AND

- By completing the attached ACKNOWLEDGEMENT sheet marked as **"RETURN WITH THE BID PROPOSAL"** and submitting the completed with the bid proposal.

Prepared by: Rose Velilla, Management Analyst

Approved by: Craig Centis, Public Works Superintendent

REPLACEMENT OF EXISTING CARPET AT CITY HALL

ADDENDUM NO. 1 ACKNOWLEDGEMENT

I have received Addendum No. 1 to the Bid Documents titled, **Replacement of Existing Carpet at City Hall**. I have read and understood the information stated in the Addendum.

Bidder's Signature

Date

Bidder's Name

Name of Company

RETURN IMMEDIATELY TO:

Rose Velilla

rvelilla@ci.millbrae.ca.us

City of Millbrae, Public Works Department

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RETURN WITH BID PROPOSAL