

ADDENDUM TO SOLICITATION DOCUMENTS

Gadsden County Schools
35 Martin Luther King Jr. Blvd.
Quincy, Florida 32351

Solicitation Addendum No. 1

Date: September 26, 2016

ITB No. 1617 - 14

Project Name: Continuing Services for Mechanical Maintenance and Repairs

NOTICE TO ALL BIDDERS

The following addendum shall be made part of the Contract Documents and the Bidder shall acknowledge receipt on the Bid Form. It is being issued for the purpose of clarifying the intent of the Contract Documents. Each Bidder is instructed to incorporate this addendum into their Bid Documents and bid accordingly.

PRE-BID QUESTIONS and ANSWERS

1	Q	
	A	GCS is replacing pages 1, 2 & 3 with the attached pages. The new due and opening date will be Oct. 6.
2	Q	
	A	
3	Q	
	A	
4	Q	
	A	
5	Q	
	A	
6	Q	
	A	
7	Q	
	A	
8	Q	
	A	

Preparer's Name

Date

Authorizing Agent

Date

NOTE: This document must be signed and included with your Bid

Gadsden County School District's

Request for Proposals (RFP)

Continuing Services for Mechanical Maintenance and Repairs



"Building a Brighter Future"

District Wide, Gadsden County Florida

Date Issued: 9/12/2016

Date Due: 10/6/2016

RFQ Number: 1617 – 14

GCS's Purchasing Department Attn: Shirley Alday

35 Martin Luther King Jr. Blvd., Quincy

Office: (850) 627-9651 ext. 1287, E-mail: aldays@gcpsmail.com

ADVERTISEMENT

The Gadsden County School Board

**Is seeking proposals for a continuing services contract for Mechanical Maintenance and Repair.
These services shall be District wide for HVAC work as requested on an as needed basis.**

The School Board of Gadsden County, Quincy Florida, invites qualified Mechanical Contractors to submit Sealed proposals for the above referenced services with the intent of securing a continuing services contract.

Proposers must possess the following minimum qualifications to be considered:

1. A clear understanding of requested services
2. A minimum of 5 years in business in good standing with DBPR and BBB
3. Possess experience in K-12 educational facilities
4. Adequately staffed to meet District needs
5. Properly licensed and insured
6. Financially stable
7. Ability to diagnose and repair a wide variety of heating and cooling systems that include chillers, boilers, package units, wall hung units, split systems.

An RFP package may be downloaded off the Gadsden County Schools' web site, www.gcps.k12.fl.us. Additional requirements and mandatory forms are contained in it. Participants must thoroughly familiarize themselves with all instructions in the proposal package to be responsive.

There will be no mandatory pre-submission conference or site visit for this RFP. Mechanical Contractors wishing to tour district sites may do so by scheduling visits through the Facilities Department. E-mail Bill Hunter; hunterw@gcpsmail.com to schedule visits.

Proposals shall be delivered to the Gadsden County School's Purchasing office located at 35 Martin Luther King Jr. Blvd., Walker Administration Building, by **1:45 pm**, on **10/6/2016**. Proposal will be opened on **10/6/2016** at **2:00 pm** in the Walker Administration Building located at 35 Martin Luther King Jr. Blvd., Quincy, FL 32351

Recommendation will be made to the Board, providing the proposals have been submitted in accordance with the requirements of this RFP.

Please direct all questions to: The Purchasing Department of Gadsden County Schools
Attn: Shirley Alday, 35 Martin Luther King Jr. Blvd., Quincy, FL 32351
Office: **(850) 627-9651** ext. 1287, E-mail: aldays@gcpsmail.com

Any person with a disability requiring special accommodations at the pre-bid conference and/or bid/proposal opening shall contact Purchasing at the phone number above at least five (5) working days prior to the event. If you are hearing or speech impaired, please contact the Purchasing office by using the Florida Relay Services, phone number 1 (800) 955-8771 (TTY).

SCHEDULE OF EVENTS

Summary: A schedule of events shall be established that will govern all action items related to the competitive solicitation process. This schedule shall be strictly maintained.

Failure by any proposer to meet the event schedule will disqualify that proposer from participating in this RFP but does not disqualify that Proposer from participation in other RFPs.

Schedule of Events

Description	Date	Time
Public posting	<u>9/12/2016</u>	<u>6:00 pm</u>
Last day for written inquiries	<u>9/23/2016</u>	<u>4:00 pm</u>
Anticipated answers to questions	<u>9/26/2016</u>	<u>5:00 pm</u>
Proposal due date	<u>10/6/2016</u>	<u>1:45 pm</u>
Proposal opening	<u>10/6/2016</u>	<u>2:00 pm</u>
Anticipated start of evaluation	<u>10/6/2016</u>	<u>3:00 pm</u>
Anticipated recommendations to the Board	<u>10/25/2016</u>	<u>6:00 pm</u>