



TOWN OF  
**VIENNA**  
*since 1890*

Purchasing Office

**June 3, 2019**

**ADDENDUM #1**

**IFB 20-04 HVAC MAINTENANCE, INSPECTION AND ON CALL SERVICES**

**VIENNA TOWN HALL**

**\*\*\*\*\*ATTENTION BIDDERS\*\*\*\*\***

(To be completed and returned with bid response)

1. Section 4, HVAC MAINTENANCE REQUIREMENTS, #11, 1a and 1b, should read as follows:

1a. Service cooling tower system *quarterly* for the term of this contract.

b. Closed systems will be serviced on a *quarterly* schedule.

ALL OTHER TERMS, CONDITIONS, AND SPECIFICATIONS SHALL REMAIN THE SAME.

A copy of this signed addendum must accompany your response as an acknowledgment of its receipt:

NAME AND ADDRESS OF VENDOR:

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PHONE #: \_\_\_\_\_ EMAIL: \_\_\_\_\_

NAME OF AUTHORIZED REPRESENTATIVE:

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*Please Print*

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_