



**TOWN OF**  
**VIENNA**  
*since 1890*

**July 29, 2019**  
**ADDENDUM #1**

**IFB 20-07 HVAC MAINTENANCE, INSPECTION AND ON CALL SERVICES**  
**COMMUNITY CENTER, BOWMAN HOUSE, FREEMAN STORE**

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

(To be completed and returned with bid response)

1. Clarification that filters shall be changed at each visit to the Community Center, if needed, up to four (4) times per year.
2. Section 12 Qualifications – the solicitation indicates that the contractor must have shop facilities to perform maintenance that cannot be performed on site. This Qualification is not necessary and is removed.
3. The Town will clean the VRV Filters
4. Section 3, Buildings, Locations, and Equipment, Community Center. Some parts for the highlighted equipment will be provided under the warranty. Any parts not covered under warranty shall be provided by the vendor.

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:

\_\_\_\_\_  
\_\_\_\_\_

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

NAME OF AUTHORIZED REPRESENTATIVE:

\_\_\_\_\_  
*Please Print*

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