Clarke County School District
Better Together

FINANCE & BUSINESS SERVICES
Chris Griner
Chief Financial Officer

Veronica Jackson
Purchasing & Contracts Coordinator

DATE: APRIL 15, 2024

TO: ALL PROSPECTIVE VENDORS

FROM: VERONICA JACKSON
PURCHASING AND CONTRACTS COORDINATOR

SUBJECT: ADDENDA# 1
RFP# 24-0501, HVAC MAINTENANCE SERVICES (MIDDLE & HIGH SCHOOLS)

All respondents are hereby advised of the following amendments to the Request for Proposals ("RFP") document which are hereby made an integral part of the proposal documents for the subject contract, prepared by the Clarke County School District ("CCSD or District").

Proposals submitted shall be deemed to include contract document information as shown in **ADDENDUM NO. 1**. Respondents shall be required to acknowledge receipt of this addendum in their proposal response. Failure to acknowledge receipt of this addendum by the respondent may result in the rejection of their proposal response.

This addendum must be completed, signed and submitted with your proposal response to be considered for award. If you have already submitted a proposal, please complete the addendum and submit same in a sealed envelope, clearly marked with the **"RFP# 24-0501, HVAC MAINTENANCE SERVICES (MIDDLE & HIGH SCHOOLS)"**, response date, and return address. This will be accepted as part of your proposal response, PROVIDING IT IS RECEIVED BY THE PURCHASING DEPARTMENT BY THE TIME AND DATE SPECIFIED IN THIS DOCUMENT.

The Addendum becomes a part of the Original document and Modifies, as noted below:

A. **MODIFICATIONS & REVISIONS** *(clarifications in red)*
SCHEDULE OF EVENTS MODIFICATIONS

Release of Request for Proposals	April 1, 2024
Deadline for written questions Email Questions to: jacksonv@clarke.k12.ga.us	11:00 AM (EDT) April 22, 2024
Questions and Answers Posted to CCSD Website https://www.clarke.k12.ga.us/Page/144	5:00 PM (EDT) ~~April 13, 2024~~ April 23, 2024
Request for Proposals Due Date Email to: jacksonv@clarke.k12.ga.us	10:00 AM (EDT) May 1, 2024
Evaluation of Proposals	May 1-3, 2024
Projected Contract Award	May 9, 2024

Proposal Due Date/Time: **MAY 1, 2024 at 10:00 AM (EDT)**

Name of Proposer _____ Address _____

Signature _____ Date _____

Unless otherwise changed by an addendum, all other information will remain the same.

END OF ADDENDA 1