

CITY OF WEST HOLLYWOOD
CALIFORNIA

**ON-CALL TENANT IMPROVEMENTS SERVICES FOR CITY
FACILITIES**

ADDENDUM NUMBER 1

Cover Page

All clarifications and changes detailed in this Addendum (**Items #1-3**) and any previously issued Addenda, shall be incorporated into the work and made part of the Notice Inviting Bids issued by the City of West Hollywood for **ON-CALL TENANT IMPROVEMENT SERVICES FOR CITY FACILITIES**.

This Addendum as well as any previously issued Addendum shall take precedence over all other conditions, specifications and requirements in the Notice Inviting Bids Document. Except as noted in this Addendum and any previously issued Addenda, all other provisions of the Notice Inviting Bids issued for the for **ON-CALL TENANT IMPROVEMENT SERVICES FOR CITY FACILITIES**, shall remain.

All Proposers are required to return the Acknowledgement Page of this Addendum with their Bids.

Inquiries concerning this Addendum can be made by contacting the City of West Hollywood at 323-848-6895.

Addendum Issued by:

Helen Collins

Helen Collins, Senior Administrative Analyst
Facilities and Field Services Division

July 16, 2014
Date

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Item #1: Additional Mandatory Pre-Proposal Conference Meeting Date:

The City has elected to hold an additional Mandatory Pre-Proposal Conference Meeting. Contractors, who did not attend the initial meeting held on July 16, 2014, but are interested in submitting a proposal, shall be required to attend a mandatory meeting to be held on Thursday, July 24, 2014 at 8:00 a.m. City Hall, 8300 Santa Monica Boulevard to be eligible to submit a proposal.

For those contractors who attended the initial meeting held on Wednesday, July 16, 2014 at 8:00 a.m. City Hall, 8300 Santa Monica Boulevard they are not required to attend the additional meeting.

Item #2: Deadline for Requests for Information – Change

The deadline for Information (RFI's) currently reads:

Deadline for Requests for Information (RFI's) is Tuesday, July 22, 2014 at 1:00 p.m. Any questions addressing the interpretation or clarification of the Proposal/Bid Forms or the Proposal Documents must be submitted to the **City's Representative** in writing via email at hcollins@weho.org. All questions must be numbered and only one question per number.

From this point forward it shall read:

Deadline for Requests for Information (RFI's) is Tuesday, July 29, 2014 at 1:00 p.m. Any questions addressing the interpretation or clarification of the Proposal/Bid Forms or the Proposal Documents must be submitted to the **City's Representative** in writing via email at hcollins@weho.org. All questions must be numbered and only one question per number.

Item #3: Deadline for Submission – Change

The deadline submission currently is as follows:

Deadline for Submission: All Proposals must be in writing, sealed in an envelope with the cost section sealed in a separate envelope, then both the proposal envelope and the cost section envelope shall be placed in an envelope together. They must be received by the office of the City Clerk of the City of West Hollywood no later than **1:30 p.m. on Tuesday, July 29, 2014**. The exterior of the envelope shall clearly state **ON-CALL TENANT IMPROVEMENT SERVICES FOR CITY FACILITIES** in the right hand corner to include the statement “Proposal Documents Do Not Open with Regular Mail”. Please note: Parking for 8300 Santa Monica Boulevard is located at **8383** Santa Monica Boulevard.

From this point forward all references to the Deadline for Submission shall be changed to reflect the following date and time change, however all other aspects of the submission requirements shall remain the same unless stated otherwise in this addendum or any future addendum(s):

Deadline for Submission: All Proposals must be in writing, sealed in an envelope with the cost section sealed in a separate envelope, then both the proposal envelope and the cost section envelope shall be placed in an envelope together. They must be received by the office of the City Clerk of the City of West Hollywood no later than **1:30 p.m. on Tuesday, August 5, 2014**. The exterior of the envelope shall clearly state **ON-CALL TENANT IMPROVEMENT SERVICES FOR CITY FACILITIES** in the right hand corner to include the statement “Proposal Documents Do Not Open with Regular Mail”. Please note: Parking for 8300 Santa Monica Boulevard is located at **8383** Santa Monica Boulevard.

END OF ITEMS

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ADDENDUM NUMBER 1

- ACKNOWLEDGEMENT PAGE -

NOTICE TO BIDDERS:

EACH PROPOSER IS REQUIRED TO SIGN, DATE AND SUBMIT THIS ACKNOWLEDGEMENT PAGE WITH THEIR PROPOSAL FORMS AS RECEIPT, ACKNOWLEDGEMENT AND INCORPORATION OF ADDENDUM NUMBER 1 (Items #1-3) IN THEIR PROPOSAL.

PRINTED NAME OF PROPOSER'S COMPANY

SIGNATURE OF PROPOSER

PRINTED NAME OF SIGNATOR

DATE

COURTESY REMINDER PLEASE DO NOT FORGET TO SUBMIT THIS FORM WITH YOUR BID.