



PURCHASING DEPARTMENT

COLE COUNTY COMMISSION

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To: All Interested Parties
From: Lexi Buechter, Cole County Purchasing Agent
Date: February 5, 2026
Re: Addendum One to Cole County Bid No. 2026-03 HVAC System Replacement

The following information hereby becomes part of the above-referenced Request for Bid and shall be fully considered in the preparation of your response.

A mandatory pre-bid meeting was held on Thursday, February 5, 2026 at 10:30 a.m. Participants were able to visit the work site and ask questions pertaining to the project.

1. Are we allowed to shut down one side of the street?
 - **We will do what we have to do. We will look into city requirements to close part of the street if needed.**
2. Will all work be done Monday – Friday?
 - **Per RFP 2026-03: 3.5 SITE CONDITIONS & WORK HOURS. The contractor shall provide service during normal business hours. Normal business hours shall be Monday – Friday 7:00 A.M. – 4:30 P.M. The County will consider allowing access outside normal business hours, if discussed.**
3. Will the units need to be replaced one at a time?
 - **The Sheriff's Office will need as much notice as possible for all replacements. Multiple units may be replaced at once if adequate notice is given of the plan and work is completed by the end of the business day. Any changes in schedule must be communicated to the Sheriff's Office well in advance.**
4. Are there any testing/balancing requirements?
 - **No.**
5. Should the screens be left off of units one and two?
 - **Yes, leave the screens off of units one and two.**
6. How will we get a list of inputs for each unit?
 - **The Cole County Maintenance Director will work with Honeywell to provide a list per unit.**
7. Is there onsite parking for workers?
 - **It will depend on the number of vehicles. The Maintenance Director will look into parking for workers.**

8. Would it be in the County's best interest for everyone to submit a schedule of how the contractor would complete the project?
- **Per RFP 2026-03:**
3.3 COST SCHEDULE. The County is requesting a base bid of replacing Units 3, 4, 5, and 6; and then an Alternate One to replace all of the units at once. The County is relying on the contractor to provide a Design Build Phase that will assist us with replacing units, if needed. **The County would like the contractor(s) input on how they would replace these units and in what order.** When preparing the bid tab, be sure to include all additional cost like crane expenses, etc.
 - **All plans on how to complete the project submitted with the bid will be reviewed by the Maintenance Director.**
9. Are the old thermostats staying the same?
- **The front-end unit for Honeywell is being installed, they will work with the thermostats that are currently hanging on the wall. No need to change.**
10. How should the broken seismic springs on unit six be addressed?
- **They will need to be replaced. The weight of the units and seismic springs is being looked into.**
11. Where is the power feed for unit nine?
- **The power feed is located in the basement. Unit nine is the only unit that may need upgrades to the power feed.**
12. Is there rooftop access from below the units?
- **Most of them do. Units will have to be looked at upon changing out to make sure they can get to the units by letter or by lift.**

The bid receipt date and time HAVE NOT CHANGED; submissions will be received until Thursday, February 19, 2026 at 3:00 p.m.

I/We have received Addendum Number Three to Bid No. 2026-01 and have fully considered the information provided in preparing a response.

Name of Company

Agent and Title

Authorized Signature