



# PURCHASING DEPARTMENT

## COLE COUNTY COMMISSION

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To: All Interested Parties  
From: Jessica Bryant, Cole County Purchasing Agent  
Date: March 17, 2025  
Re: Addendum One to Cole County Bid No. 2025-15 HVAC Unit Replacement, Cole County Maintenance Building

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 Wednesday, March 12 at the Cole County Maintenance Building located at 209 Adams Street, Jefferson City, Mo. A tour of the facility was provided, and contractors were allowed to view scope of work areas. The following topics were discussed:

- Section 3.5 Testing and Balance does not apply and is to be removed from the scope of work.
- No duct work needs to be done in the main area of the maintenance building.
- Trane or Lennox equipment, or compatible BUT must be approved by the Cole County Maintenance Director prior to submitting.
- The contractor will need to pull up the old rooftop unit and install curb adaptor if needed.
- An updated Bidder Response Form will be uploaded, please use this form in order to separate the two projects – one item for the main area of the maintenance building and the other the Cole County Clerk’s storage space.
- No Bid Bond is required; just a Performance and Payment Bond.
- The contractor must provide the roofer to tie in. The roof is estimated to be 12 years old.

**The bid receipt date and time HAVE NOT CHANGED; submissions will be received until Thursday, March 27, 2025 at 3:00 p.m.**

I/We have received Addendum Number One to Bid No. 2025-15 and have fully considered the information provided in preparing a response.

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Name of Company

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Agent and Title

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Authorized Signature