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 Duluth, Minnesota 55802
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ADDENDUM NO. 1, JULY 27, 2011

RE: DULUTH POLICE HEADQUARTERS – FURNITURE
 DULUTH, MN
 BID 11-25DS
 LHB Project No.: 080321

TO: All Plan Holders

FROM: LHB

This Addendum forms a part of the Contract Documents and modifies the original Bidding Documents dated July 11, 2011. Acknowledge receipt of this Addendum in the space provided on the Bid Form. Failure to do so may subject the Bidder to disqualification.

This Addendum consists of 1 page and attachment.

- Bid Form (3 pages)

CHANGES TO SPECIFICATIONS:

1-1. Refer to Bid Form:

- A. The Bid Opening Date has changed to the following: **Bid Opening, RM 100 at 2:00 p.m. on Tuesday, August 9, 2011.**
- B. Provide separate line item on Bid Form for Installation Travel Fees for Lot's 1, 2 & 3. Include costs associated with Installation Travel Fees in bid submission.

PRODUCT APPROVALS:

No materials or equipment will be allowed to be used unless it either 1) meets specified criteria and/or manufacturer or 2) has received prior approval as documented in an addendum. This includes all equipment furnished by subcontractors.

Section/Par. No.	Product	Proposed Substitution/Model
Seating/CH4	Herman Miller Caper Chair	Human Scale, Cinto Chair
Multi-purpose Chair, Armless		

END OF ADDENDUM NO. 1



REQUEST FOR BID
Date: 07/11/11
Bid 11-25DS

RETURN BY OPENING TIME TO:
Purchasing Division
RM 100 City Hall
411 West 1st Street
Duluth, MN 55802

Police Headquarters Furniture

Buyer: Dennis Sears
Phone: 218-730-5003
Fax: 218-730-5922

BID OPENING, RM 100 AT 2:00 PM ON TUESDAY, AUGUST 9, 2011

Note: All bids must be written, signed, and transmitted in a sealed envelope, plainly marked with the bid number, subject matter, and opening date. The City of Duluth reserves the right to split award where there is substantial savings to the city, waive informalities and to reject any and all bids. Sales tax is not to be included in the unit price. Bidder to state freight charges if, proposal is F.O.B. shipping point, freight not allowed. Low bid will not be the only consideration for award of bid. All pages must be signed or initialed by authorized bidder's representative as indicated at the bottom of the page(s) of the request for bid.

OFFICIAL SEALED BID

Designated F.O.B. Point

Tax: Federal Excise Tax Exemption
Account No. 41-74-0056 K

Item No.	Qty	U/OM	Description	Unit Price	Total Price
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Please provide quotes for Police Headquarters systems furniture workstations, private office furniture, and seating per the attached and specifications and drawings.

Vendor E-mail Address _____ Freight Charges FOB

Name _____

Total Bid Price _____
(To include any additional pages)

Addr _____

Payment Terms _____

By: _____
(print title)

F.O.B. Point Duluth

(signature) (tele#)

Delivery Date _____

All lot prices to include delivery and handling, and installation. The City of Duluth reserves the right to inquire about other pricing available for additional furniture once the bid award is made.

Bidders are to supply all back-up information on products bid, including product data, maintenance data and warranty.

A furniture reference floor plan is provided for location of specified furniture and additional furniture to be bid at a later date. The new Duluth Police Department Headquarters building where this furniture will be installed is currently under construction.

Lot #1: Private Office and Systems Furniture

Includes specified private office furniture and systems furniture workstations including storage.

	Materials	_____
	Installation	_____
	Installation Travel	_____
	Total Cost	_____
Warranty period	Year(s)	_____

Lot #2: Task and Conference Room Seating

Includes specified task chairs (arm and armless) and conference room chairs.

	Materials	_____
	Installation	_____
	Installation Travel	_____
	Total Cost	_____
Warranty period	Year(s)	_____

initials

Lot #3: Multipurpose Seating

Includes specified multipurpose chairs.

Materials _____

Installation _____

Installation Travel _____

Total Cost _____

Warranty period Year(s) _____

Lot #4: Design Services

Fee for design services, if applicable.

Define design services included in Bid.

Total Cost _____

Total Cost - All Lots _____

(carry to front page)

If bidding other than specified base manufacturer, please provide complete product data from the manufacturer illustrating compliance with technical specifications. The City of Duluth will determine if substituted product equally meets function, quality and warranty as designated product. Further documentation may be requested from Bidder.

Questions regarding any lots or product specifications should be directed to: LHB, Kiiri Schoenberg at 218-279-2410.

Questions pertaining to the bid documents should be directed to: Dennis Sears, Purchasing Agent, at 218-730-5003.

Addendum Receipt Acknowledgments:

Addendum #: _____ Dated: _____ (initial)

Addendum #: _____ Dated: _____ (initial)

Addendum #: _____ Dated: _____ (initial)

Initials