



DATE: April 29, 2020

TO: All Bidders

FROM: City of Brookhaven Purchasing Department

RE: ITB No. 20-110, Briarwood Recreation Center Generator

Please see Addendum No. 1 for the above-referenced solicitation.



1. The following change has been made to the above-referenced solicitation.

Delete: Page 1

Add: REVISED 4/29/2020 Page 1

2. All other terms and conditions remain the same.

ADDENDUM NO. 1
ITB, No. 20-110
BRIARWOOD RECREATION CENTER GENERATOR
REVISED 4/29/2020

April 20, 2020

The City of Brookhaven is currently seeking a qualified contractor to furnish all materials, labor, tools, equipment, warranty repairs, and any other miscellaneous items necessary to a backup generator at Briarwood Park.

Questions regarding the ITB process should be directed in writing to the Shakera Hall, Purchasing Manager via email at purchasing@brookhavenga.gov. **Only questions received prior to 4:00 p.m. on Monday, May 4, 2020, will be considered.**

BID DUE DATE and PUBIC OPENING: Thursday, May 21, 2020, at 2:30 p.m. EST. Pubic opening will be conducted at 2:30pm via conference call 404-637-0550 Pin # 1217. All bids must be hand delivered or received by carrier to Brookhaven City Hall, 4362 Peachtree Road NE., Brookhaven, GA 30319 Any bid received after this date and time will not be accepted.

Instructions to Bidders:

All spaces below are to be completed and the ITB Letter page must be signed where indicated.
Failure to sign and return the ITB Letter may cause rejection of the Bid.

Bidder Information:

Company Name: _____

Address: _____

Telephone: _____

Email: _____

Contact Name: _____

Signature: _____

The Delivery shall include two (2) sealed bids (one (1) original, one (1) copies) and one (1) USB flash drive, along with one (1) copy of the bid schedule in a sealed envelope to the Purchasing Department, City of Brookhaven, 4362 Peachtree Road NE., Brookhaven, Georgia 30319. Delivery of bids shall be submitted via hand delivery or commercial carrier (i.e. U.S. Postal Service, UPS, FedEx, etc.) only. **FAILURE TO RETURN THE CONTRACT DOCUMENTS MAY RESULT IN THE BID BEING DEEMED NON-RESPONSIVE AND AUTOMATIC REJECTION**