



DATE: May 5, 2020

TO: All Offerors'

FROM: City of Brookhaven Purchasing Department

RE: ITB No. 20-112, Retrofit and Installation of LED Lighting

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 5/5/2020 Page 1

2. All other terms and conditions remain the same.

**ADDENDUM NO. 1
INVITATION TO BID, NO. 20-112
RETROFIT AND INSTALLATION OF LED LIGHTING
REVISED 5/5/2020**

April 21, 2020

Optional Mandatory Pre-Bid Conference and Site Visit will be held **Wednesday, May 6, 2020, at 10:30 a.m. EST at City of Brookhaven City Hall, 4362 Peachtree Rd NE., Brookhaven, GA. 30319.** Site Visit will be held at **3493 Ashford Dunwoody Road, Brookhaven, GA 30319** after Pre-Bid Conference. ****Masks must be worn****

****Please note** Due to COVID-19 bidders have the option to attend the Pre-Bid meeting via conference call Conference # 404-637-0550 PIN: 1217.**

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 Tuesday, May 12, 2020**, will be considered.

BID DUE DATE and PUBIC OPENING: Tuesday, May 26, 2020, at 2:30 p.m. EST. Submit bids 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. THE BID BEING DEEMED NON-RESPONSIVE AND AUTOMATIC REJECTION.**