Department of Procurement Services

160 Glenn Rogers Sr. Street · Room 126 · Memphis, TN 38112 · (901) 416-5376

October 14, 2026

RE: Addendum #1: **RFP 110226JKG HVAC Replacements (5 Locations)**

Dear Respondents:

This Addendum forms a part of the Contract Documents and modifies the Plans and Specifications dated October 2, 2026. The Contractor shall acknowledge receipt of this Addendum on the form found in the RFP. Failure to do so may subject the Respondent to disqualification.

Item #1

The following documents will be required before work begins:

- List of ALL employees that will be on the site – including subcontractor employees
- List of Subcontractors, Suppliers, & Vendors
- Emergency Contact & Action Plan
- Heavy Equipment Operator Certificates
- Certificates of Insurance
- Materials loading/unloading & storage area maps
- Permit
- Project Safety Plan
- Performance Bond
- Bank Information for Retainage Account

Initials: _____

Item #2

The certificate of insurance **MUST** meet the requirements outlined in the RFP:

Commercial General Liability		**Business Auto Liability**	$1,000,000
Each Occurrence	$1,000,000	**Workman's Comp**	
Aggregate	$2,000,000	Each Accident	$1,000,000
Products Comp/Op Aggregate	$2,000,000	Disease – policy limit	$1,000,000
Personal & Adv Injury	$1,000,000	Disease – each employee	$1,000,000
Fire Damage Any One Fire	$50,000	**Employer's Liability**	$1,000,000
Medical Expenses Any 1 Person	$5,000	**Umbrella Liability**	$2,000,000
Sexual Abuse & Molestation Liability (if excluded from CGL)			
Each Occurrence	$1,000,000		
Aggregate	$2,000,000		

Initials: _____

Item #3

ALL employees, including **ALL** subcontractor employees, on site **MUST** have a MSCS Photo Vendor ID Badge. Photo ID Badges cost $30.00 which must be paid by the vendor with exact change OR company check. Prior to obtaining the ID badge the employee must successfully complete the fingerprinting process. Vendor ID badges from previous school years are not valid for the current school year.

Initials: _____

These requirements were covered at the above-mentioned pre-proposal meeting. I understand that they must be met if my company is awarded this job. I further understand that if my company fails to meet any requirements that we will be disqualified and another vendor will be selected.

Name: _____ Signature: _____ Date: _____
Authorized Rep Print Name Authorized Rep Signature

Item #4

The following can be found posted under the RFP on the Procurement Services website:

HVAC Replacements (5 Locations) Revised Project Schedules

MSCS approved Commissioning Agents

MSCS approved A & E list

Thank You,

Procurement Services