



**William F. Martin**  
Mayor

City known as the Town of  
**GREENFIELD, MASSACHUSETTS**

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**Purchasing and Procurement**

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Audrey LaBonte' MCPPO  
Chief Procurement Officer

Phil Wartel  
Procurement Officer

**18-12 Town Hall VRF Retrofit Project**

**Addendum #1**

The original specifications dated March 7, 2018 for the above-noted project are amended as noted in the addendum #1

Receipt of this addendum shall be acknowledged by inserting its number on the bid form in the space provided.

This addendum is issued for the purpose of amending the requirements of the contract documents and is hereby made part of the contract drawings and specifications to the same extent as though it were fully incorporated therein.

Failure to acknowledge any addendum may be cause for rejection.

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**Item #1**

Pre-Bid Sign-In Sheet: Attached is a copy of the Sign-in Sheet for Contractors who attended the March 22, 2018 Pre-Bid Meeting at the site.

In an effort to accommodate vendors who were unable to attend the initial site visit, we will host an additional pre-bid site visit. Vendors will have had to attend one or the other site visit in order to bid. This is still a mandatory requirement.

New dates are as follows:

- Additional Site Visit: Thursday, March 29, 2018 @ 1:00 p.m.
- Questions Due: Tuesday, April 3, 2018 @ 4:00 p.m.
- Answers Available: Friday, April 6, 2018 @ 2:00 p.m.
- Bid Due Date: Friday, April 13, 2018 @ 2:00 p.m.

A new list of plan holders will be available by 9:00 a.m. on Friday, March 30, 2018.