

**Procurement Department**  
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**ADDENDUM #1**

**Bid #26-JHP-001**

**On-Call Emergency Generator Systems Service, Repair and Maintenance**

**TO:** ALL BIDDERS  
**FROM:** Jennifer Horner, CPPB, Procurement Agent  
**DATE:** August 25, 2025

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This Addendum is issued in response to prospective bidder's inquiries and to add/clarify verbiage in the Bid.

1. **DELETE:** Bid Specifications, Page 30-31, Section 4.2.3.8 - Load Bank Test – Load bank testing to be done by Contractor with portable load banks at 100% load test. HCPS personnel must be present during testing period. A full report shall be submitted for each unit tested. All costs associated with portable load bank testing should be included in the unit cost.
2. **QUESTION:** I noticed the load bank is 100%, is this for 2 hours or is it stepped load like 30% for 30 minutes, 50% for 30 minutes then 100% for 60 minutes?

**ANSWER:** Refer to Item #1 of this Addendum.

3. **QUESTION:** Transfer switch testing is required and looks like to me it will have to be done during the summer when the schools are closed. With that being said will we be able to do inspections in the summer instead of the spring when school open.  
  
3.2 Awarded Bidder(s) shall perform one (1) minor preventative maintenance equipment inspection in Spring and one (1) major preventative maintenance equipment inspection in Fall for the emergency power generator equipment and transfer switches at various HCPS locations (see Attachment #1) as outlined in the Technical Specifications.

**ANSWER:** One service can be done in December, and one can be done in July.

I hereby acknowledge receipt of Addendum #1 dated August 25, 2025 to Bid #26-JHP-001 On-Call Emergency Generator Systems Service, Repair and Maintenance.

\_\_\_\_\_  
Company

\_\_\_\_\_  
Name (Print or Type)

\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Date

**Note:** Bidder shall sign and submit Addendum with submission. The same person signing the Addendum shall sign the Bid Form. Failure to submit the Addendum may deem your bid as non-responsive.