



**CITY OF TACOMA**  
**Tacoma Public Utilities – Tacoma Power**

**ADDENDUM NO. 1**

**DATE:** November 18, 2019

**REVISIONS TO:**  
**Specification No. PG19-0018F**  
**Elevator Upgrades**

**NOTICE TO ALL Bidders:**

This addendum is issued to clarify, revise, add to or delete from, the original specification documents for the above project. This addendum, as integrated with the original specification documents, shall form the specification documents. The noted revisions shall take precedence over previously issued specification documents and shall become part of this contract.

**REVISIONS TO THE SUBMITTAL DEADLINE:**

The submittal deadline has been changed to 11:00 a.m., Pacific Time, Tuesday, January 7, 2020.

**REVISIONS TO THE REQUEST FOR BIDS FORM:**

Replace Request for Bids Page with revised pages: *revised submittal Deadline from December 10, 2019 to January 7, 2020.*

**NOTE:** Acknowledge receipt of this addendum by initialing the corresponding space as indicated on the signature page. Vendors who have already submitted their bid/proposal may contact the Purchasing Division at 253-502-8468 and request return of their bid/proposal for acknowledgment and re-submittal. Or, a letter acknowledging receipt of this addendum may be submitted in an envelope marked Request for Bids Specification No. PG19-0018F Addendum No. 1. The City reserves the right to reject any and all bids, including, in certain circumstances, for failure to appropriately acknowledge this addendum.

Patsy Best, Procurement and Payables Manager  
Finance/Purchasing Division

Cc: Jay Madden  
Assistant Generation Manager



City of Tacoma  
Generation/Plant Engineering

REQUEST FOR BIDS PG19-0018F  
Tacoma Public Utilities - Elevator Upgrades and Maintenance Service  
Contract

Submittal Deadline: 11:00 a.m., Pacific Time, Tuesday, ~~December 10, 2019~~ January 7, 2020

Submittal Delivery: Sealed submittals will be received as follows:

<p><b>By Carrier:</b> City of Tacoma Procurement &amp; Payables Division Tacoma Public Utilities 3628 S 35<sup>th</sup> Street Tacoma, WA 98409</p>	<p><b>In Person:</b> City of Tacoma Procurement &amp; Payables Division Tacoma Public Utilities Lobby Security Desk Administration Building North – Main Floor 3628 S 35<sup>th</sup> Street Tacoma, WA 98409</p>
<p><b>By Mail:</b> City of Tacoma Procurement &amp; Payables Division Tacoma Public Utilities PO Box 11007 Tacoma, WA 98411-0007</p>	<p><b>Note: This is a change in location for in-person deliveries.</b></p>

**Submittal Opening:** Sealed submittals in response to a RFB will be opened by a Purchasing representative and read aloud during a public bid opening held in Conference Room M-1, located on the main floor in the same building. Submittals in response to an RFP or RFQ are recorded as received but are not typically opened and read aloud. After 1:00 p.m. the day of bid opening, the names of vendors submitting proposals are posted to the website for public viewing.

**Solicitation Documents:** An electronic copy of the complete solicitation documents may be viewed and obtained by accessing the City of Tacoma Purchasing website at [www.TacomaPurchasing.org](http://www.TacomaPurchasing.org).

- [Register for the Bid Holders List](#) to receive notices of addenda, questions and answers and related updates.
- Click here to see a [list of vendors registered for this solicitation](#).

**Pre-Proposal Meeting:** A pre-proposal meeting will be held at 3628 S 35<sup>th</sup> Street Tacoma WA 98409 on November 19, 2019 at 9:00 a.m. in the Ground Floor Cafeteria Conference Room. Confirm attendance with Samol Hefley at [shefley@cityoftacoma.org](mailto:shefley@cityoftacoma.org).

**Project Scope:** Tacoma Public Utilities - Elevator Upgrades and Maintenance Service Contract

**Estimate:** \$4,200,000.00 - \$4,500,000

**Paid Leave and Minimum Wage:** Effective February 1, 2016, the City of Tacoma requires all employers to provide paid leave and minimum wages, as set forth in Title 18 of the Tacoma Municipal Code. For more information visit [www.cityoftacoma.org/employmentstandards](http://www.cityoftacoma.org/employmentstandards).

**Additional Information:** Requests for information regarding the specifications may be obtained by contacting Samol Hefley by email to [shefley@cityoftacoma.org](mailto:shefley@cityoftacoma.org).

**Protest Policy:** City of Tacoma protest policy, located at [www.tacomapurchasing.org](http://www.tacomapurchasing.org), specifies procedures for protests submitted prior to and after submittal deadline.



Meeting sites are accessible to persons with disabilities. Reasonable accommodations for persons with disabilities can be arranged with 48 hours advance notice by calling 253-502-8468.