



# **ESSEX COUNTY**

## **OFFICE OF THE MANAGER**

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Daniel L. Palmer  
County Manager

Linda M. Wolf  
Purchasing Agent

**TO:** All Bidders

**FROM:** Linda Wolf, CPA, Purchasing Agent

**DATE:** December 2, 2015

**SUBJECT:** Addendum #1 AIR CONDITIONING MAINTENANCE

**This Addendum, issued to bid document holders of record, indicates changes to the bid documents for the AIR CONDITIONING MAINTENANCE Bid Opening December 4, 2015.**

Please note that the following will be used as a basis for analysis of the bids:

- 1) Annual Lump Sum
- 2) Labor Rate
- 3) Hourly Holiday Charge
- 4) Mileage Charge
- 5) Travel Charge
- 6) Markup on Parts

December 2014 – November 2015 History:

- 1) Approximately 130 hours of regular labor charged
- 2) Approximately 3,000 miles charged
- 3) Approximately 25 travel charges
- 4) Approximately \$4,250 on parts

END OF ADDENDUM # 1