COMMONWEALTH OF VIRGINIA

###### COUNTY OF HENRICO



RFP #14-9641-8JC

DEPARTMENT OF FINANCE

CECELIA H. STOWE, CPPO, C.P.M.

PURCHASING DIRECTOR

**October 13, 2014**

# ADDENDUM NO. 1

# Request for Proposal: RFP #14-9641-8JC

**Subject:** **HVAC Maintenance and Repair**

Please make the following changes, corrections, additions or deletions to the above referenced Request for Proposal

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| --- |
| **This RFP and any addenda are available on the County of Henrico website at**: [www.co.henrico.us/purchasing/](http://www.co.henrico.us/purchasing/)   and may be viewed under the Bids and Proposals link. To download the IFB, click the link and save the document to your hard drive. To receive an email copy of this document, please send a request to: com005@henrico.us |

X. ANTICIPATED SCHEDULE:

The following represents a tentative outline of the process currently anticipated by the County:

Request for Proposals distributed October 6, 2014

**Pre-proposal conference** **October 14, 2014@ 2:00 p.m.**

Receive written proposals October 31, 2014@2:00p.m.

Conduct oral interviews with Offerors week of November 17, 2014

Negotiations November 17, 2014

Contract/installation begins after February 1, 2015

**Shall be changed to read:**

X. ANTICIPATED SCHEDULE:

The following represents a tentative outline of the process currently anticipated by the County:

Request for Proposals distributed October 6, 2014

**Pre-proposal conference**  **October 17, 2014@ 2:00 p.m.**

Receive written proposals October 31, 2014@2:00p.m.

Conduct oral interviews with Offerors week of November 17, 2014

Negotiations November 17, 2014

Contract/installation begins after February 1, 2015

Unless otherwise changed by an addendum, all other information will remain the same.

Sincerely,

Cecelia H. Stowe, CPPO, C.P.M.

Purchasing Director

Jacque Comuzzi

Purchasing Officer

804-501-5639

Com005@henrico.us