



Brooks Development Authority
Invitation for Bid (IFB)
HVAC Upgrade at Building 1106
Bid #11142016-001
Questions

1. On the IFB, for the HVAC Upgrade at Building 1106. Page 5. "Procedures for Submission". The original set of documents must be signed by a person with the ability to bind the Respondent to a legal document, however I don't see a signature page on this bid. Would a signature on a cover letter be suffice.

ANSWER: Yes.

2. Also on page 4. "Small Business Economic Development Advocacy (SBEDA)". Do you need these certificates? Please advise.

ANSWER: Yes, please provide a copy of the certificates.

3. May we receive as-builds / blueprints of Bldg. 1106?

ANSWER: Blueprints are not available at this time.

4. If plans are not made available, would we need to get an engineer to design?

ANSWER: No, an Engineer is not required for this project.

5. What's the Outside Air scope of work?

ANSWER: Based on the scope of work, outside air is not a requirement.

6. Just to confirm no permit is required?

ANSWER: Permits are not required for this project.

7. Would this project take place during normal business hours?

ANSWER: Yes, the project will take place during normal business hours (8:00 am – 5:00 pm).

8. When would we be expected to perform if awarded?

ANSWER: The timeline of the project will be determined after the January 2017 Board of Directors Meeting.



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9. We are a small business but do not have certification. I know we can still bid but does it count against us?

ANSWER: No, this is an Invitation for Bid; which is based on price therefore it will not count against you.

10. Where is the proposal for this project?

ANSWER: The proposal is located on the Brooks website (<http://www.brookscity-base.com/development/vendors-bids/>).

11. I have read the info from your website and cannot find where a bid bond is requested?

ANSWER: A bid bond is not required for this project.