

**Sumner County Board of Education  
20240924 HVAC Equipment, Installation, Service & Related Products  
Amendment 1 – September 17, 2024**

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**A. This Amendment shall be considered part of the bid documents for the above-mentioned project as though it had been issued at the same time and shall be incorporated integrally therewith. Where provisions of the following supplementary data differ from those of the original bid documents, this Amendment shall govern and take precedence. BIDDERS MUST SIGN THE AMENDMENT AND SUBMIT IT WITH THEIR BIDS.**

**B. Bidders are hereby notified that they shall make any necessary adjustments in their estimates as a result of this Amendment. It will be construed that each bidder's proposal is submitted with full knowledge of all modifications and supplemental data specified herein.**

Except as described below, the original bid document remains unchanged. The bid documents are modified and/or clarified, as follows:

**SECTION 5 – PRICING**

Due to the custom requirements of commercial HVAC equipment and service, Proposers shall provide a pricing structure based on a cost-plus markup model. The Proposer must provide SCS with a fixed percentage markup for equipment, parts, etc. The proposed fixed percentage markup shall represent the maximum amount the Proposer may charge. The Proposer is not precluded from providing SCS with a lower markup based on project scope or order quantity. The Proposer must clearly describe how their markup model will function. Upon request and for audit purposes, the Proposer must possess the capability to break down their costs into a schedule of values, for installation projects, or provide documentation of their cost, before markup, for equipment purchases.

If the Proposer receives any discounts when purchasing parts, materials, supplies or equipment, SCS shall receive the benefit of the discounts when the Proposer determines its cost.

Proposers shall provide classifications of labor with billable rates for Professional Services. The hourly billing rate shall be guaranteed thru the initial term of the resulting agreement. The Proposer must indicate standard labor rates (Monday to Friday, am to pm, etc.) and overtime rates (Saturday, Sunday, Holiday, etc.). Billable labor rates may be adjusted at the time of contract renewal upon mutual agreement between both parties.

The Proposer must identify all ineligible items not offered by the Proposer.

SCS shall not guarantee a minimum/maximum contract award amount. Any purchase of equipment or request for services shall be on an as-needed basis.

**BIDDER MUST ACKNOWLEDGE THIS AMENDMENT BY SIGNING BELOW AND ATTACHING THE SIGNED AMENDMENT TO THE BID FORM:**

Signature \_\_\_\_\_

Printed Name \_\_\_\_\_

Company Name \_\_\_\_\_

Date \_\_\_\_\_