

May 9, 2008

To: All Potential Bidders

Re: Request for Quotes for Sign Maintenance, Repair and Replacement

There were questions raised regarding some of the language in the Request for Proposal that was issued May 2, 2008. (See questions 1 & 2 below):

1. *There seems to be a contradiction between lines 1.6l “vendor will bid for PM on a time and materials basis; and line 1.7 “PM is expected to be billed at a fixed rate per. ”can you please clarify how the bidding and invoicing for PM is done.”*
2. *Regarding - Line 1.6-e “Repair or replace defective or broken transformers and/or ballasts, fluorescent lamps, neon tubes and wiring with the sign.”
In most cases the lamps and ballast last for 3-5 years. Will we be given the history of service on each sign? If the sign is operational at time of PM but goes out the next week does it get ordered for repair and invoiced again at time of service? or do you want us to replace ballast, lamps, transformers etc. every year?*

Resolution:

1. Preventative Maintenance will include the following:

- 1.7 “Preventative maintenance is expected to be billed at a fixed rate per store for preventative maintenance on Exhibit B – Part Two, any service required above and beyond normal manufacturer preventative maintenance will require an estimate to be approved by the maintenance engineer before any work is performed. Any work performed above preventative maintenance must be billed on a separate invoice.”
 - a. Check and repair all supports, wind-braces, seams and face retainers.
 - b. Check and repair all sign faces for minor repairs, cracks, and small holes, etc.
 - c. Open all drain holes, if required.
 - d. Plug and seal all unnecessary holes and cracks in cabinets and returns with caulking, color to match as close to possible.
 - e. (SEE BELOW)
 - f. Once each year, between the months of August and October, the signs must be externally cleaned. A checklist must be done at this time; list sign size, condition and type (neon, fluorescent, etc.), giving all information on ballast or transformers and bulb sizes and whether or not sign conforms to or is UL listed. A complete list of all stores must be sent to the Liquor Commission representative, John Tower, no later than the first Friday of November each year.
 - g. Once every two years both sides of sign faces must be cleaned (where applicable) and exterior of face polished.

2. Regarding – Line 1.6e:

- 1.7 – e Repair or replace defective or broken transformers and/or ballasts, fluorescent lamps, neon tubes and wiring with the sign.

The contractor shall complete these as needed and bill on a time and material basis.