



**ADDENDUM #1**  
**REQUEST FOR BIDS**  
**No. 2017-008**

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**Effective:** October 7, 2016

**Project:** Demolition of Buildings at 303 South Frederick Avenue

**Issued By:** Melanie Brown, Project Manager  
Department of Public Works  
800 Rabbitt Road  
Gaithersburg, Maryland 20878

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This addendum (“Addendum”) is incorporated into and made part of the above Request for Bids (“Solicitation”). The purposed of this Addendum is to publish the questions asked by Bidders and the City’s answers thereto relative to the Solicitation. The City is not responsible for the content of the questions and has provided the most comprehensive answers based on the interpretation of the questions.

**Q 1. There was no mention of retention in the Solicitation. What is the City’s required retainage percentage for this job?**

A: On each invoice submitted to the City for payment, the Contractor shall deduct ten percent (10%) of the total respective invoice amount as retainage. The Contractor shall be paid the total amount of deducted retainage as follows; 8% of the retainage shall be paid after project acceptance by the City and the remaining 2% shall be paid after the initial Contractor’s warranty period.

**Q 2. Can you please clarify item 7.3/C/III in the Solicitation. Is the City providing the water to maintain the grass until project turnover or is the Contractor expected to provide their own water ?**

A: The Contractor shall provide all water necessary to maintain grass until project turn over.

**Q 3. Does the City determine the milestone payments? Does a schedule of values need to be submitted as a part of the bid package?**

A: Payments under the Contract shall be made: (i) in installments based on the completion of milestones, to be later determined and agreed upon in writing between the City and the Contactor; and (ii) following the

receipt of undisputed proper invoices. Yes, Contractor to submit schedule of values with bid submission package.

**Q 4. How are payments to be submitted?**

A: Contractor shall submit to the City for payment using AIA documents G702 and G703.