



**Finance**

Purchasing Division  
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**ADDENDUM NUMBER 1**  
***Removal and Replacement of HVAC Systems at 245 & 265***  
***Operation Center and 209 Coleman Drive***

***PB-IH-0825.1***

**August 27, 2025**

To all holders of PB-IH-0825.1 Bid Documents:

This addendum forms part of the proposal documents and modifies the original proposal document. Deletions, corrections, and changes shall be as binding as if incorporated in the original documents. All General Overviews, Terms and Conditions, basic requirements, etc., as specified initially, shall apply to these items. Acknowledging receipt of this addendum will be required as part of the contract agreement.

1. All Questions are to be emailed to [brook.cooper@wilmingtonnc.gov](mailto:brook.cooper@wilmingtonnc.gov) by Wednesday September 3, 2025, by 3:00pm.
2. Responses to questions to be posted by Wednesday, September 10, 2025, by 5:00pm.
3. All bids are due Tuesday September 16, 2025, by 3:00pm.
4. Emailed or delivered bids are to be sent to [Christine.Karem@wilmingtonnc.gov](mailto:Christine.Karem@wilmingtonnc.gov) by Tuesday September 16, 2025, by 3:00pm.

Acknowledge receipt of this Addendum in the space provided in the Proposal. Failure to do so may disqualify the Bidder.

Christine R. Karem, Sr. Contract Specialist  
M/WBE Coordinator  
Purchasing Division  
**END OF ADDENDUM ONE**