

**SCARBOROUGH
MAINE**



US ROUTE ONE, PO BOX 360
SCARBOROUGH, MAINE 04070-0360

To: ITB 172026 Clerks Office Renovations

From: Kim Morrison, Purchasing Specialist

Subject: Addendum #1

Date: 11/18/2025

Clarifications to the specifications:

- Wall and Counter Glass Height: The side wall and counter glass should be specified as 7 feet from the finished floor, not floor-to-ceiling.
- Demolition Scope: Town staff will be responsible for removing all existing counters and cabinets.
- Lighting Control: Please include pricing to rewire all light switches for the larger room to a single, central location at the doorway.
- Work Station Placement: The existing tile flooring shall be preserved, The new work stations should be designed to span width the existing tile floor area, with the side wall resting on the carpeted area.
- Project Timeline: The project start date can be any time after December 19, 2025, and must be completed no later than April 1, 2026. The project shall be completed in manner to minimize disruption to Town Hall operations. Week days and evenings (until 11pm) as well as weekend days and holidays are available to you to perform the work. Bidders are encouraged to include a narrative description of the preferred method and timeline to complete the project.

Bid Alternates:

- Ceiling Work: Please provide pricing for the replacement of existing 2x4 ceiling tiles with 2x2 tiles and any lighting upgrades as an optional bid item.
- Flooring: Please include as an optional bid item the replacement of the existing carpeting with 2'x2' carpet tiles that match those used in the surrounding offices.

Please contact me if you have any questions.