



**ADDENDUM I**

**SUBJECT:** Formal Invitation for Bid (IFB) Annual Contract for Replacement of Automotive Glass, (6100019339), Scheduled to Close: April 17, 2026; Date of Issue: March 25, 2026

**FROM:** Shelly Reynolds  
Procurement Manager

**DATE:** April 14, 2026

**THIS NOTICE SHALL SERVE AS ADDENDUM NO. I - TO THE ABOVE REFERENCED INVITATION FOR BID**

Respondents and bidders shall be responsible for reading the entire addendum. All addenda issued for this solicitation shall be attached to and become part of the solicitation and resulting contract documents for this project. By submitting a response to a City solicitation, respondent/bidder is acknowledging the receipt of this addendum.

By virtue of this addendum, the specifications, requirements and amendments stated below become a permanent addition to the solicitation referenced above.

**THE ABOVE MENTIONED INVITATION FOR BID IS HEREBY AMENDED AS FOLLOWS:**

1. The opening date shall be extended to Monday, April 20, 2026 by 2:00 pm Central Time.
2. **Add:** Section 009 Attachments, Attachment A – Price Schedule, Item 1, the following is added:  
The estimated annual quantities listed below are for evaluation purposes only and will be used to score Vendor’s Discounts offered.

Category	Description	Estimated Annual Qty	Weight (%) A	Vendor Discount (%) B	Weighted Score C C=AXB
A	Domestic Curved Windshields	190	58.46%		
B	Domestic Curved Except Windshields	25	7.69%		
C	Domestic Flat Laminated	10	3.08%		
D	Domestic Flat Tempered	8	2.46%		
E	Foreign Curved Windshields	86	26.46%		
F	Foreign Curved Except Windshields	2	0.62%		
G	Foreign Flat Laminated	2	0.62%		
H	Foreign Flat Tempered	2	0.62%		
		325	<b>100%</b>	<b>Total Score</b>	

- 3. **Add:** 009 Attachments, Attachment A – Price Schedule, Item 2, the following language is added: Installation Kits are the standard hardware and supplies vendors use for complete installation of automotive glass such as adhesives, moldings, or clips.
- 4. **Add:** 009 Attachments, Attachment A – Price Schedule, Item 4 the following language is added: Used items refer to previously installed components (e.g., windshields or regulators).
- 5. **Add:** 009 Attachments, Attachment A – Price Schedule, ITEM 5: REPAIR AND PROGRAMMING CHARGES:

ITEM	Est. Annual Quantity (A)	Unit Price Each (B)	Extended Price (C) C=AXB
Windshield Chip Repair (one crack or chip)	10		
Recalibration of Driver Assistance Technologies	10		

**QUESTIONS SUBMITTED IN ACCORDANCE WITH SECTION 003, RESTRICTIONS OF COMMUNICATION:**

- Question 1: How many vehicles are involved? Is it just one?  
Response: The City operates a fleet of approximately 4,500 vehicles. On average, the City completes approximately 325 glass replacements annually.
- Question 2: What make, model and year?  
Response: The City’s fleet includes a wide range of vehicles, including administrative sedans, SUVs, pickup trucks, vans, and heavy-duty trucks, across various makes, models, and model years.
- Question 3: Is this a continuous contract or a one-time fix?  
Response: Under the awarded contract, City will request repair or replacement of automotive glass on City vehicles and equipment on an as-needed basis for the duration of the contract and any renewals and extensions. Please refer to Section 005 – Supplemental Terms & Conditions –for further details.
- Question 4: What is the award dollar amount?  
Response: The City does not guarantee a specific award amount for this contract. This is a requirements-based contract, and quantities will vary based on actual operational needs. To assist bidders, the solicitation includes estimated annual quantities by standard industry glass groupings based on vehicle type and glass characteristics. These quantities reflect historical usage and are provided for evaluation purposes.

*Shelly Reynolds*

Original Signature of Person Authorized to Sign Bid/Contract (**Please Sign**)

Procurement Manager  
Finance Department, Procurement Division

Signer's Name (**Printed**)

Vendor Name

Vendor Address

City

State, Zip code