



PURCHASING DEPARTMENT
1772 County Services Parkway
Marietta, Georgia 30008-4012
(770) 528-8400/FAX (770) 528-1154

Rick Brun
DIRECTOR

ADDENDUM No. 1

**Sealed Bid # 09-5426
Annual Contract
Heating and Air Conditioning Services:
Total Maintenance and Repair
DATE: July 10, 2009**

Page 1 of 14

The following addendum hereby amends and/or modifies the Proposal Documents and Specifications as issued for this project. All proposers are subject to the provisions of this Addendum.
Proposers shall acknowledge receipt of this addendum.

This Addendum consists of:

- **Minutes of the June 26, 2009 Pre-Bid Meeting**
- **Pre-Bid Meeting Attendee List**
- **Clarification and Modification of the Specifications**
- **Attachments**

Include this original form inside your proposal package when submitted.

If you have any questions concerning this addenda please contact: John Flood @ 770-528-8418

All bids must be received before 12:00 (noon) by the Bid Opening date. Bids should be sent/delivered to Cobb County Purchasing Department, 1772 County Services Parkway, Marietta, GA 30008. Bids will be opened at 2:00 p.m. in the Cobb County Purchasing Department, 1772 County Services Parkway, Bid/Meeting Room, 2nd Floor, Marietta, GA 30008.

I acknowledge that I have received Addendum No.

Sealed Bid # 09-5426
Annual Contract
Heating and Air Conditioning Services:
Total Maintenance and Repair

Company Name

Signature

Date Sent to Purchasing

Please Print Name

**Please sign, date, and fax back this form ONLY to:
Fax #: 770-528-1154
Attn.: John Flood
Please call 770-528-8400 for questions regarding this addendum.**

**ANNUAL CONTRACT FOR
HEATING AND AIR CONDITIONING SERVICES:
TOTAL MAINTENANCE AND REPAIR
COBB COUNTY PROPERTY MANAGEMENT DEPT.**

SEALED BID 09-5426

ADDENDUM #1 – DATED July 9, 2009

BIDDERS ACKNOWLEDGE RECEIPT OF ADDENDA BY INSERTING THEIR NUMBER AND DATE ON THE BID FORM. FAILURE TO DO SO MAY SUBJECT BIDDER TO DISQUALIFICATION. ADDENDA FORM PART OF THE CONTRACT DOCUMENTS.

IN THE EVENT OF A CONFLICT BETWEEN THESE ADDENDUM ITEMS AND THOSE IN THE OTHER PARTS OF THE CONTRACT DOCUMENTS, ADDENDUM ITEMS SHALL TAKE PRECEDENCE AND GOVERN.

This addendum consists of 6 pages, plus attachments.

Section I: Minutes of the pre-bid meeting held July 7, 2009, including Questions and Answers

Section II: Post Pre-Bid Meeting Bid Comments and Bid Document Changes

Attachments

SECTION I - Pre-bid Meeting Minutes

Item #1: County Bidding Requirements

Comments by Mark Kohntopp, Cobb County Purchasing Dept., regarding general bid rules.

- The bid number is 09-5426.
- The bid must be received at the Cobb County Purchasing Department, 1772 County Services Parkway, Marietta, Ga. 30080 by 12:00 PM (Noon per Purchasing Dept. clock) on July 23, 2009. Late bids cannot be accepted regardless of cause.
- The bidder's name and clear identification on the envelope as a bid submittal needs to be on the outside of the package, since accidental opening would cause it to no longer be a sealed bid. Label was inserted in Bid Package for bidders use.
- Bidders should submit 4 copies of their bids in addition to the original, with the original clearly marked as such.
- A bid bond covering five percent (5%) of the total base bid price for year one must be included, or the County cannot read or otherwise accept the bid. There is no bid bond form provided. A certified or cashier's check can be submitted in lieu of the Bid Bond.
- Payment and Performance Bonds will be required of the successful bidder(s) for the value of the first year of services.
- Bids will be opened 2:00 p.m. on July 23, 2009 at Purchasing. You may attend the opening, watch on TV23, or on-line at www.cobbcounty.org. Bids will be opened and bidders noted. Prices will not be announced at the opening.
- All questions must be sent to the Purchasing Department no later than 5:00 pm on Tuesday, July 14, 2009. Questions may be submitted in writing to the address above, or may be faxed to 770-528-1154, or may be sent via email to Purchasing@cobbcounty.org. All submittals must include the bid number and bid title on the page with the questions.
- Minutes of this meeting and answers to all properly submitted vendor questions will be posted on the Cobb County Purchasing Dept. webpage. Cobb County will endeavor to notify all known plan holders when addenda are posted, however it is the responsibility of each bidder to obtain and review all addenda to this bid.

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Item #2: Review of Bid Requirements and Specifications

Introductions of County Staff:

Chuck Hunt – Bidding and Contracting, Cobb County Property Management

Scott Barfield – O&M Supervisor, Cobb County Property Management

Mike Perrow – HVAC supervisor, Cobb County Property Management

Brian Clark – Maintenance Supervisor, Cobb Water

Cecil Smith – O&M Division Manager, Cobb County Property Management

Comments by Chuck Hunt, Cobb County Property Management, or as noted:

- Site Visits: Mr. Barfield is the point of contact for scheduling site visits to all sites except Cobb Water. His contact information is in the bid package. Mr. Barfield noted he will try to accommodate site visits on an “as requested” basis, instead of group tours, and is ready to schedule visits immediately. Mr. Clark should be contacted to schedule site visits to Cobb Water sites. His phone is 770/419-6484, and his email is: <brian.clark@cobbcounty.org>.
- The bid requires the contractor provide full routine maintenance, repairs and, if necessary, equipment replacement, all for the fixed pricing in the contractor’s bid.
- The successful bidder will be required to produce Payment and Performance Bonds on the bond forms provided in the bid package. Bond value will be for the total year one value of all contract(s), and will be required to be maintained throughout the life of all subsequent contract renewal periods for the amounts of contracts then in place. Also, be sure to note the bid requirements regarding the AM Best rating required of all insurance and bonding companies – Cobb County will insist these ratings are met.
- The County reserves the right to issue multiple contracts under this bid. It is the intent that any contracts will be for a full “set” of buildings as provided in the facilities lists in the bid package, but the County reserves the right to contract in its best interest.
- Please note the Disadvantaged Business Enterprises (DBE) reporting forms. The County has no specific DBE requirement or target, but does want to track participation by DBE firms.
- Please be sure to include a copy of page 16 of the bid package signed to indicate your company size as it relates to the Georgia Securities and Immigration Compliance Act. As of July 1st of this year, all firms doing business with Cobb County must comply with the Act regardless of size.
- The Contract, a sample of which is included in the bid package, relies on the entire bid package, including all addenda, (aka the Project Manual) as the underlying terms and conditions governing the contract.
- The bid anticipates the winning bidder will provide three years of services through an annual, renewable contract, based on pricing provided in the Bid. Owner may renew the contract up to three additional years, a total of six, with pricing determined for years 4 – 6 based on the Consumer Price Index as noted in the Bid documents.
- The title to paragraph III in Special Terms and Conditions includes a typographical error. Strike the word Owner and replace with Bidder, to read: ***III. Bidder Generated Documentation Required with Bid Submittals.***
- As noted in the Specifications section, Contractor is to accept all equipment “as is”.
- Be advised some facilities are designated as “Emergency” facilities, denoted as “Emergency” for Type of Service on the building CPM Equipment Listing. Special requirements for these facilities are listed in the Specifications section.

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- Specifications paragraph 14 notes the Owner’s right to make modifications and repairs to equipment. The County is in line to receive just over \$5 million in federal energy efficiency grants and will be upgrading some equipment. The exact scope of work is currently unknown. Owner anticipates some HVAC and controls will be replaced, and will expect to work with the Contractor to amend contract pricing as appropriate to reflect the changes.
- Owner will expect Contractors to maintain and supply all records, reports, schedules, etc. required in the specifications to assist Owner in managing this contract.
- Note the bid submittal checklist as an aid to packaging your bid.

Item #3: Questions and Answers at the Pre-Bid Meeting

Q1: Who currently performs this work?

A: Work is currently split between two contractors, Johnson Controls, and Bardi Mechanical.

Q2: Will portions of Bidder documents considered “Proprietary” be shielded from viewing by vendors who choose to review the bids?

A: Yes, the County will with hold sections of bids that are clearly marked “Proprietary” when allowing other vendors to review bids. However, bidders are instructed not to mark their entire bid as “Proprietary”.

Q3: Bid specifications provide limits of responsibility on such MEP components as piping, electrical services, etc. Can you please clarify Contractor responsibility?

A: Owner will clarify in the Addendum.

Clarification: It is our intent that all functional pieces of these systems be covered by the service contract. The following are specifically included:

Natural Gas: All natural gas pressure reducing valves downstream from the utility meter, even if they are installed between the utility meter and the appliance cut-off valve, unless they are the responsibility of the utility.

Electrical: All motor control centers in their entirety. Where units have an integral disconnect, coverage extends to the disconnect affixed to the building as well.

Plumbing (water): All chilled/heating water system components up to the first disconnect beyond the pressure reducing valve, including bypass, control valves and make-up water meter.

Q4: What do you mean by stating the Contractor has a responsibility for meeting local codes, etc.? An example might be replacement of an air handler that is not currently sized to provide sufficient air to meet current building codes.

A: This is not intended to require Contractors to bring non-compliant facilities or equipment up to current code where existing equipment is functional – i.e. “grandfathered”. It is intended that Contractor’s shall meet code requirements applicable to repairs and replacement of “like kind” equipment within the limit of existing equipment specifications. Where repairs or replacement of “like kind” equipment will not meet current code, Contractor shall notify Owner and propose alternate equipment, subject to Owner approval. In the example, Contractor would be responsible for the cost of replacing the air handler with “like kind” equipment, with the Owner either accepting the “like kind” equipment, or sharing in the cost of alternate equipment to meet code.

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Q5: If equipment is outside its normal life expectancy and fails is it still Contractor responsibility to repair or replace?

A: Yes.

Q6: Is the Contractor required to meet the temperature requirements, 71 deg. Winter, 74 deg. summer; how do we know if buildings are meeting that now, and what are our responsibilities if building loads change, rendering the equipment incapable of maintaining these temperatures?

A: Currently, all facilities are able to maintain these temperatures. Should significant load changes occur that would compromise the equipment's ability to effectively heat or cool a building, the Owner will work with the Contractor to find an accommodation.

Q7: Have you a single control system, or multiple systems?

A: We have a variety of legacy systems – these are individually listed on the CPM Equipment Lists for each building where they are in use. We currently run 3 versions of JCI software, Siemens Apogee, Staefa, Carrier ComfortView, Carrier CCS, Carrier Gen-2, and a Barber-Coleman Signal system. On-site access is not available for the Carrier CCS and Carrier Gen-2 systems; nor for the Siemens systems in buildings not located in Downtown Marietta, nor for the oldest JCI system. Vendors may access the Siemens Apogee, JCI Metasys (3), Staefa, and Carrier ComfortView systems from our Cobb County Property Management offices at our convenience.

Q8: Have you standardized on one controls system?

A: We have tried to install either Siemens or Johnson systems in recent years, but cannot ensure other systems will not be installed. Contractors are responsible for whatever systems are in place.

Q9: What do we as contractors do when repairs to older control systems cannot be repaired due to obsolescence?

A: This has not proven to be a problem up until now, but in that event, the Owner will work with the contractor to find accommodation in these situations. Owner will clarify further in the Addendum.

Clarification: It is not the intent to place unlimited liability for full replacement of obsolete, unrepairable systems on the contractor, however it is expected the contractor will do what is necessary to keep the building HVAC systems in a safe, functional condition. Current contractors are aware of the risks involved and have on occasion used a rebuilder to repair obsolete parts.

There has been only one recent occurrence of a system failure, a Staefa control system that suffered documented lightning damage. In this instance costs were shared, with the Owner absorbing the material and shipping costs, and all labor/technical costs for replacement absorbed by the contractor. As stated in the Pre-Bid meeting, while the Owner makes no promise of capital funds to replace obsolete equipment, including controls, the Owner does try to proactively replace equipment with Owner funds to reduce the risk of equipment downtime. An example of this was replacement of complete buildings mechanical systems recently in two facilities, including replacement of obsolete controls.

Q10: How is work split between the current contractors (Bardi and Johnson), by functional responsibility or otherwise?

A: By building group. Each contractor has assigned buildings, and has full responsibility for all hardware and controls for assigned buildings.

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Q11: Regarding the requirement to link with the Owner's CorrigoNet work order system, will the Owner provide numbers, etc. to facilitate this?

A: Yes, we will work with the Contractor to get connected to our work order system. The contractor will be required to obtain whatever communication devices, service contract, etc. is required to receive and respond to service notices from our work order system.

Q12: Will the attendee list from this meeting be posted?

A: Yes, in the Addendum. NOTE: Pre-bid attendee list is included with this Addendum

Q13: What additional costs and risks are assigned to the contractor in this bid that are not in the current contracts?

A: There may be some additional costs such as the CorrigoNet requirement, or costs for more rigorous reporting requirements, but these are "marginal" costs. It is not the intent of the Owner that the specifications in this bid should be significantly more stringent, or place more risk on the contractor, than our current contracts.

Other Comments during Q&A:

1. It is typical that Cobb County will send in-house staff to a site with a "hot or cold" service call before referring the call to the Contractor. However, we reserve the right to refer these calls to the contractor, and there are provisions in the bid specifications for compensation on calls that are later determined not to be the responsibility of the contractor.
2. While Owner has attempted to include all equipment, controls, etc. in the CPM Equipment Listings for each building, Contractor will be responsible for all HVAC equipment and related systems, including any equipment inadvertently omitted from the CPM's, in their lump sum bid price.
3. Owner commented it is not the Owner's intent to create an adversarial relationship, or "sit down" on our contractors. We are looking to enter into a long term relationship, and we view this relationship as a Partnership. We will try to work with Contractors where ever possible to address unforeseen circumstances equitably.
4. Regarding Cobb Water facilities:
 - (a) Be advised some of the water department facilities are waste water treatment plants, and there will be multiple buildings per site. Contractors are encouraged to visit these sites to confirm conditions.
 - (b) Some of the CPM Equipment Lists for Cobb Water facilities also include off-site pump stations that are not clearly identified with separate addresses. This information will be clarified in the addendum: See the updated site information in Section II below.
 - (c) The CPM for the Cobb Water Central Maintenance (Bldg. 5) facility mis-printed in the original bid document. A corrected CPM is included with this Addendum.

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SECTION II – Post Pre-Bid Meeting Bid Comments and Bid Document Changes

Item #1: Post-Meeting Questions Received:

Q: Is the current contract a matter of Public Record? Where would I see who has it and I would like to know the Contract Amount.

A: Current contracts may be viewed in person at the Cobb County Purchasing Dept. Appointments to view the documents should be made by calling the Purchasing Dept., Sealed Bid Division, at 770-528-8400.

Item #2: Attachments and Bid Document Updates

Attachments:

1. The reformatted CPM Equipment List for the Cobb Water Central Maintenance (Bldg. 5) facility
2. A new CPM Equipment List for additional Cobb Water Lift Stations
3. Pre-bid attendee list

Updates:

1. Lift station addresses:
 - (a) On the South Cobb WWTP CPM Equipment list, the equipment location “SWEETWATER L/S MOTOR RM” is an off site location at 1225 Blairs Bridge Rd; Lithia Springs, Ga.
 - (b) On the Northwest WWTP CPM Equipment List: (1) the equipment location “PROCTOR CREEK GROUND” is an on the treatment plant site; (2) the equipment location “TANYARD CREEK” is an off site location at 4857 Bartow Rd., Acworth, Ga.; (3) the equipment location “COUNTY LINE” is an off site location at 2705 County Line Rd., Acworth, Ga.
 - (c) On the RL Sutton WWTP COM Equipment List, all equipment is on site.

END OF ADDENDUM EXCEPTING REFERENCED ATTACHMENTS

BUILDING:	Cobb Water Central Maintenance					
ADDRESS:	680 S. Cobb Dr., Bldg. #5. Marietta, Ga.					
Type of Service:	Normal					
EQUIPMENT	SIZE	QTY.	MANUFACTURER	MODEL/ SERIAL NO.	LOCATION	SCHEDULE
SPLIT SYSTEM SS-1		1	CARRIER			19A, 19B, 86
SPLIT SYSTEM SS-2		1	CARRIER			19A, 19B, 86
SPLIT SYSTEM SS-3		1	CARRIER			19A, 19B, 86
Window Unit WU-1		1	G.E.			40A, 40B, 86
Window Unit WU-2		1	G.E.			40A, 40B, 86
Window Unit WU-3		1	Samsung			40A, 40B, 86
Unit Heater (Pump Shop) UH-1						36A, 36B
Unit Heater (Pump Shop) UH-2						36A, 36B
Unit Heater (Truck Shop) UH-3						36A, 36B
Unit Heater (Truck Shop) UH-4						36A, 36B
Unit Heater(B&G Bay) UH-5						36A, 36B
Unit Heater B&G Bay) UH-6						36A, 36B
Inferred Heaters		4				31A, 31B
Exhaust Fan (Supply Room) EF-1						50F, 50G
Exhaust Fan (Pump Shop) EF-2						50F, 50G
Exhaust Fan (B&G Bay) EF-3						50F, 50G
Exhaust Fan (B&G Bay) EF-4						50F, 50G
Exhaust Fan (Flammable) EF-5						50F, 50G
Exhaust Fan (Pump Shop) EF-6						50F, 50G
Exhaust Fan (Pump Shop) EF-7						50F, 50G
Exhaust Fan (Men's Room) EF-8						50F, 50G
Air Compressor						100A, 100B
Air Compressor						100A, 100B
Water Heater WH						121A, 121B

BUILDING:	Cobb Water Central Maintenance					
ADDRESS:	680 S. Cobb Dr., Bldg. #5. Marietta, Ga.					
Type of Service:	Normal					
EQUIPMENT	SIZE	QTY.	MANUFACTURER	MODEL/ SERIAL NO.	LOCATION	SCHEDULE
	Operational Inspections are to completed quarterly according to the Owner Approved schedule					
	Annual Inspections are to completed once per year according to the Owner Approved schedule					
FILTERS:						
Location	Size	Qty	Medium	Efficiency		Schedule
SS-1	16 X 25 X 1	1				
SS-2	20 X 20 X 1	1				
SS-3	16 X 20 X 1	1				
WU-1		1	Washable			
WU-2		1	Washable			
WU-3		1	Washable			

CPM EQUIPMENT LISTING						
BUILDING:	Cobb Water Lift Stations					
ADDRESS:	Various - see below					
Type of Service:	Normal					
EQUIPMENT	SIZE	QTY.	MANUFACTURER	MODEL/SERIAL NO.	LOCATION	SCHEDULE
LM 1: SPLIT SYSTEM		1	Bard	WA242-A05EWXNJ/140C62158471-02	Lost Mtn. Stand Pipe 510 Schofield Drive; Powder Springs	19A,19B,86
LM 2: SPLIT SYSTEM		1	Compac 1	AVP60ACAO5NU-100G5/HR-F000101628-000-011	Lost Mtn. Stand Pipe 510 Schofield Drive; Powder Springs	19A,19B,86
RC 1: AC UNIT		1	Mitsubishi	PUY-36NHA/775U90408C	Rubes Creek – 1600 Jamerson Road; Marietta	20A,20B,86
RC 2: AC UNIT		1	Mitsubishi	PUY-36NHA/68U01102D	Rubes Creek - 1600 Jamerson Road; Marietta	20A,20B,86
W 1: SPLIT SYSTEM		1	Mitsubishi	PCA-A36NHA2	Willeo – 5575 Timber Ridge Road; Marietta	19A,19B,86
Operational Inspections are to completed quarterly according to the Owner Approved schedule						
Annual Inspections are to completed once per year according to the Owner Approved schedule						
FILTERS:						
Location	Size	Qty	Medium	Efficiency		Schedule
LM 1	8.75 X 22.5 X 1	1				41 (180DAY)
LM 1	16X25X1	1	Washable			41 (180DAY)
LM 2	21.5X36.5 X 2	1				41 (180DAY)
RC 1			Washable			41 (180DAY)
RC 2			Washable			41 (180DAY)
W 1			Washable			41 (180DAY)

**PRE- BID CONFERENCE
 INVITATION FOR BID
 ANNUAL CONTRACT
 HEATING AND AIR CONDITIONING SERVICES: TOTAL MAINTENANCE AND REPAIR
 SEALED BID #09-5426
 COBB COUNTY PROPERTY MANAGEMENT DEPARTMENT
 JULY 7, 2009**

REPRESENTATIVE NAME	COMPANY NAME & COMPLETE ADDRESS	PHONE (INCLUDE AREA CODE)	FAX # (INCLUDE AREA CODE)	E-MAIL ADDRESS
Walker Rutledge	McKenney's Inc 1056 Moreland Industrial Blvd Atlanta GA 30328	404 624 8647	404 624 8623	warrutledge@McKenney's.com
Rusty Clough	Johnson Controls Inc 1350 Northmeadow Pkwy Suite 100 Roswell Ga. 30076	770-243-9131	770-663-1490	russellh.clough@jci.com
Katrina Liddell	same as above	404-218-7436	770-663-1490	katrina.L.Liddell@jci.com
RALPH HAWKINS	UNITED MAINTENANCE INC 3687 McELROY RD ATLANTA, GA. 30340	770-455-1656	770-455-9502	rphawkins@ UNITEDMAINTENANCE.COM
Randy Eller	SAME AS ABOVE			rceller@UNITED MAINTENANCE -COM
Todd Pierson	Line Mechanical 1005 Windward Ridge Pkwy Alpharetta 30005	770 752 9777	770 752 9725	todd.pierson@lineservice.com
Bruce Allred	Siemens Bldg Tech 1745 Corporate Dr Suite 240 Norcross, Ga. 30093	(770) 935-2000	(770) 935-2950	bruce.allred@siemens.com
SUSAN MCDANIEL	"	"	"	SUSAN.MCDANIEL@ SIEMENS.COM
RICK JENKINS	BAARD MECHANICAL	770-263-9300	770-263-9400	rickjenkins@BAARD.COM

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REPRESENTATIVE NAME	COMPANY NAME & COMPLETE ADDRESS	PHONE (INCLUDE AREA CODE)	FAX # (INCLUDE AREA CODE)	E-MAIL ADDRESS
Bill Thomas	Cobb Co Purch			
Chuck Hurst	CC Prop Mgt.			
Phil Horton	CC WATER	770 419 6218	6418	P.horton@cobbcounty.org
Ed Weh	Cobb Co Purch	678-360-6512	770-852-8090	AN AFFORDABLE AIR, HEAT & REPAIR @ YMOO.COM
C. Smith	CC PM	2494		CECU.SMITH @ Cobbcounty.org
Scott Barfield	CC PM	2108	2148	Scott.Barfield @ Cobbcounty.org

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REPRESENTATIVE NAME	COMPANY NAME & COMPLETE ADDRESS	PHONE (INCLUDE AREA CODE)	FAX # (INCLUDE AREA CODE)	E-MAIL ADDRESS
<i>Jacqueline Barrett</i>	<i>CCWS</i>			
<i>Brian Clark</i>	<i>CCWS</i>			