



## **ADDENDUM NO. 1**

**DATE:** October 21, 2019  
**TO:** All Prospective Proposers  
**FROM:** Keisha Carnahan  
**SUBJECT:** Addendum No. 1 - RFP P19009 – Janitorial Supplies and Housekeeping Service

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Certain revisions, additions, and modifications are hereby incorporated into the Request for Proposal (RFP) Documents. Proposer must sign FORM 11 - ACKNOWLEDGMENT OF ADDENDA to indicate receipt of Addendum. Please list each Addendum received, sign, date and submit with your proposal in order for your proposal to be accepted.

The Change is as follows:

1. Add:

### **III. INSTRUCTIONS TO PROPOSERS:**

**Q. VALIDITY OF PROPOSAL:** Unless the Proposer has withdrawn his or her Proposal pursuant to the procedures described immediately above, effective as of the deadline to submit Proposals, the Proposal will constitute a firm offer that is irrevocable and binding on the Proposer for 180 days starting from the deadline to submit Proposals. After expiration of the 180 days, the Proposal will continue to be binding on the Proposer unless expressly withdrawn by the Proposer pursuant to the requirements set forth herein. VTA may, in that event, request that a Proposer agree, in writing, to extend the 180-day period.

2. Add:

### **XIII. ADMINISTRATIVE SUBMITTALS:**

FORM 11. ACKNOWLEDGEMENT OF ADDENDA

FORM 12. PROPOSER SIGNATURE PAGE

3. Delete:

### **VII. BRAND NAME OR EQUAL:**

To be considered for award, offers of “equal” products, including “equal” products of the brand name manufacturer, must be submitted to VTA for approval by 5:00 PM PT on Tuesday, September 24, 2019 and must:

Replace with:

**VII. BRAND NAME OR EQUAL:**

To be considered for award, offers of “equal” products, including “equal” products of the brand name manufacturer for all products used including cleaning chemicals, must be submitted to VTA for approval by 2:00 PM PT on Wednesday, October 30, 2019 and must:

4. Delete:

**III. INSTRUCTIONS TO PROPOSERS:**

**H. SUBMISSION OF PROPOSALS:**

The package must bear the Proposer’s name and address, and be clearly labeled as follows:

**“RFP No. P19009 JANITORIAL SUPPLIES AND MAINTENANCE SERVICE”**

Replace with:

**III. INSTRUCTIONS TO PROPOSERS:**

**H. SUBMISSION OF PROPOSALS:**

The package must bear the Proposer’s name and address, and be clearly labeled as follows:

**“RFP No. P19009 JANITORIAL SUPPLIES AND HOUSEKEEPING SERVICE”**

**FORM 11. ACKNOWLEDGEMENT OF ADDENDA  
P19009  
JANITORIAL SUPPLIES AND HOUSEKEEPING SERVICE**

In compliance with your **Request for Proposal** for this project, the undersigned Proposer, being thoroughly familiar with the terms and conditions of the solicitation documents, hereby submits and agrees fully to perform the work within the time stated and in strict accordance with the solicitation documents.

**Note:** It is the Proposer's responsibility to obtain all addenda to this solicitation.

| ADDENDUM # | Dated |
|------------|-------|
| _____      | _____ |
| _____      | _____ |
| _____      | _____ |
| _____      | _____ |
| _____      | _____ |
| _____      | _____ |
| _____      | _____ |

The Proposer hereby acknowledges receipt of the referenced Addenda to the solicitation documents:

\_\_\_\_\_  
Name (printed)

\_\_\_\_\_  
Company

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**FORM 12. PROPOSER'S SIGNATURE PAGE**  
**P19009**  
**JANITORIAL SUPPLIES AND HOUSEKEEPING SERVICE**

**BY SIGNING, THE PROPOSER CERTIFIES THAT HE/SHE HAS READ AND UNDERSTANDS THE RFP DOCUMENTS AND THAT HE/SHE OFFERS AND AGREES TO FURNISH THE GOODS AND/OR SERVICES SPECIFIED UNDER THE INSTRUCTIONS AND CONDITIONS STATED THEREIN.**

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SIGNATURE

\_\_\_\_\_ / \_\_\_\_\_ / **20**

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DATE

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PRINT NAME

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E-MAIL ADDRESS

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FIRM

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TELEPHONE

FAX