



October 4, 2022

ADDENDUM NO. 1
to
REQUEST FOR PROPOSALS
For
JANITORIAL SERVICES
(RFP #22-05 Janitorial Services)

ATTENTION BIDDERS:

The following additions, modifications, and clarifications to the specifications shall be included in, and become a part of, any contract which may be executed for the above project in the City of El Segundo:

1. **The proposal due date and time is changed to Thursday, November 3, 2022 at 11:00 am.**
2. The mandatory pre-proposal meeting/walk-through date and time is changed to Wednesday, October 12, 2022 at 9:00 am. Only vendors that were present on the original mandatory walk-through date and time are eligible to attend the new date and continue in the proposal process.
3. The question submittal date and time is changed to Monday, October 17, 2022 at 3:00 pm. The date for all questions and answers to be posted on the City's website is changed to Friday, October 21, 2022.
4. A revised version of the tentative schedule accompanies this Addendum.

As evidence that the BIDDER has read this Addendum, the BIDDER must acknowledge same in the space provided below and **submit this completed Addendum page with the Bid Proposal**. Failure to provide such acknowledgement shall render the bid as non-responsive and subject to rejection.

Signature: _____ Date: _____

Print Company Name: _____

Tentative Schedule (REVISED 10/4/2022)

The following schedule represents a target timeframe for the Respondent Selection process and execution of the License Agreement. Dates are subject to change.

Action	Date
Request for Proposal (RFP) Released	Monday, September 19, 2022
Mandatory Walk-Through	Wednesday, October 12, 2022 9:00 a.m.
Questions from Proposers Due	Monday, October 17, 2022 3:00 p.m.
Questions and Answers Posted	Friday, October 21, 2022
Proposals Due	Thursday, November 3, 2022 11:00 a.m.
Contract awarded by City Council	Tuesday, December 6, 2022
Contract Begins (Start Date)	January 1, 2023

Notes

Addendums may be issued during this procurement process; however, none will be issued fewer than three (3) working days prior to the proposal due date.

Any and all questions shall be posed solely to Erica Miramontes via email: emiramontes@elsegundo.org. Questions and answers submitted after the Pre-proposal Meeting will be posted on the City's website at <https://www.elsegundo.org/government/departments/city-clerk/bid-rfp>