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## NOTICE TO OFFEROR

### ADDENDUM NO. 1

Solicitation Number 21-09

Request for Proposal (“RFP”)  
by Region 4 Education Service Center (“ESC”)  
for Janitorial Services

This Addendum No. 1 amends the Request for Proposals (RFP) for Janitorial Services 21-09 (“Addendum”). To the extent of any discrepancy between the original RFP and this Addendum, this Addendum shall prevail.

Region 4 Education Service Center (“Region 4 ESC”) requests proposals from qualified suppliers with the intent to enter into a Contract for Janitorial Services. Addendum No. 1 is hereby issued as follows:

#### **CHANGES TO THE RFP TO UPDATE THE SUBMITTAL DEADLINE**

1. Page 1, Paragraph 1  
Remove the 1<sup>st</sup> sentence from paragraph 1 and replace with the following:

*Questions regarding this RFP must be submitted in writing to Crystal Wallace, Business Operations Specialist, at [questions@esc4.net](mailto:questions@esc4.net) no later than **April 2, 2021**.*

All other lines in paragraph 1 shall remain.

2. Page 1, Paragraph 3  
Remove the 3<sup>rd</sup> paragraph and replace with the following:  
**VIRTUAL ONLY NON-MANDATORY PRE-PROPOSAL CONFERENCE**  
*Offerors are strongly encouraged, but not required to participate in a pre-proposal conference with Business Operations Specialist, which will be held virtually on **April 1, 2021 at 10:00 am**. To attend the conference, potential Offeror must notify Crystal Wallace, Business Operations Specialist, at [cwallace@esc4.net](mailto:cwallace@esc4.net), by*

March 31, 2021. The purpose of this conference is to clarify the contents of this RFP in order to prevent any misunderstanding of Region 4 ESC's position. Any doubt as to the requirements of this RFP or any apparent omission or discrepancy should be presented to Region 4 ESC at this conference. Region 4 ESC will then determine the appropriate action necessary, if any, and may issue a written addendum to the RFP. Oral statements or instructions will not constitute an addendum to this RFP.

All other items on Page 1 shall remain.

3. Page 10, Section II. Calendar of Events  
Remove the Calendar of Events and replace with the following:

**II. CALENDAR OF EVENTS (ALL DATES ARE TENTATIVE AND SUBJECT TO CHANGE):**

<b><u>Event</u></b>	<b><u>Date</u></b>
Issue RFP	March 4, 2021
Pre-Proposal Conference	April 1, 2021
Deadline for receipt of questions via email	April 2, 2021
Issue Addenda (if required)	April 12, 2021
Proposal Due Date:	April 27, 2021
Approval from Region 4 ESC	June 29, 2021
Contract Effective Date	August 1, 2021

4. Page 10, Section III. INSTRUCTIONS TO OFFERORS, item 2.  
Remove the first sentence of item 2 and replace with the following:

2. Inquiries and Discrepancies: Questions regarding this solicitation must be submitted in writing to Crystal Wallace, Business Operations Specialist, at [questions@esc4.net](mailto:questions@esc4.net) no later than April 2, 2021.

All other items in item 2 shall remain.

**RECEIPT OF ADDENDUM NO. 1 ACKNOWLEDGEMENT**

Offeror shall acknowledge this addendum by signing below and include in their proposal response.

Company Name \_\_\_\_\_

Contact Person \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_

Crystal Wallace  
Region 4 Education Service Center  
Business Operations Specialist