



**ADDENDUM NO. 1**  
**REQUEST FOR PROPOSAL # 2803**  
**JANITORIAL FLOOR MAINTENANCE SERVICES (HHS LOCATIONS)**

**COUNTY OF MARIN**  
**MARIN COUNTY FREE LIBRARY (MCFL)**  
**SAN RAFAEL, CA**  
**SEPTEMBER 24, 2021**

THE FOLLOWING CHANGES, MODIFICATIONS, CORRECTIONS OR ADDITIONS AS HEREINAFTER SET FORTH SHALL APPLY TO THE REQUEST FOR PROPOSAL DESCRIBED ABOVE AND SHALL BE MADE A PART THEREOF AND SUBJECT TO ALL REQUIREMENTS THEREOF, AS IF ORIGINALLY SPECIFIED AND/OR SHOWN.

**CHANGE(S):**

- **Due to the short amount of time from the posting of this Addendum to the Proposal submission deadline, the County will extend the Submission Deadline to October 6, 2021 no later than 2:00 PM PST.**

**REFERENCES TO CHANGES ARE BELOW AND HIGHLIGHTED:**

**PAGE 3 - C. PROPOSAL SUBMITTAL REQUIREMENTS**

Required information must be submitted on the form(s) provided with this RFP package. All items shall be filled in and the signatures of all persons signing shall be written and printed in longhand. All proposals submitted shall have the Offer (Page 31) completed, dated, with Proposer's name and / or Business entity and signed by an authorized party. Proposals not submitted on the form(s) provided may not be considered by the County of Marin, Procurement Division.

The proposal must be submitted in the name of the agency or person who will contract with the County of Marin.

**One (1) written original (marked as such) proposal and two (2) copies in a sealed envelope are due at the delivery address below at or before **October 6, 2021** 2:00 PM PST.**

**PAGE 7 - 1.4 Submission of Proposal**

Sealed written bid proposals shall be received at the:

County of Marin, Procurement Division, 3501 Civic Center Drive, Rm 304, San Rafael, CA 94903

No later than **2:00 PM PST– Wednesday, **October 6, 2021****.

Proposals received at 2:01 p.m. or later shall be considered unresponsive and will be returned unopened.

Contractors are required to submit written proposals, in ink, on the County of Marin forms included with this proposal package. **Please provide three (3) copies of the proposal, one original and two copies (referenced as such).** Only complete proposal packages submitted shall be considered.

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**SCHEDULE OF EVENTS**

| The County will make every effort to adhere to the following anticipated schedule: <b>EVENT</b> | <b>TARGET COMPLETION TIMEFRAME</b>   |
|---|--------------------------------------|
| Issue of RFP# 2803  | August 27, 2021                      |
| Pre-Proposal Site Visits/Walk Throughs  | September 8, 2021 @ 9:30 AM PST      |
| Deadline to Submit Written Questions  | September 15, 2021                   |
| Response to Written Questions   | September 17, 2021                   |
| Addenda   | If Necessary                         |
| <b>Proposals Due</b>  | <b>October 6, 2021 @ 2:00 PM PST</b> |
| Issue Notice of Intent to Award   | Before October 6, 2021               |
| BOS Approval  | If Necessary                         |
| Begin Initial Contract Term   | November 1, 2021                     |

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**Proposals Due**

Proposals must be received no later than 2:00 PM PST on **Wednesday October 6, 2021**. Proposals must be addressed to and received at the place listed below. All received proposals will be time stamped.

- a. Marin County Procurement Division
- b. RFP# 2803 Janitorial Floor Maintenance Services (HHS locations) – DO NOT OPEN
- c. County of Marin Procurement Department
- d. 3501 Civic Center Drive, Room 304, San Rafael, CA 94903

Proposals must be sealed and labeled on the outside of the package to clearly indicate that they are in response to an RFP. Label the outside of the package: RFP #2803 – Janitorial Floor Maintenance Services (HHS locations) DO NOT OPEN.

Proposals will be considered late when the official Marin County Procurement Office time clock reads **2:01 PM PST, on October 6, 2021**. Proposals received after this deadline will not be opened or considered regardless of postmark date and will be returned to the vendor unopened.

**Signature Required on Page 3**

**PROPOSERS ARE INSTRUCTED TO SUBMIT THIS ADDENDUM AS A PART OF THEIR SUBMITTED PROPOSAL PACKAGE.**

**RECEIPT AND ACKNOWLEDGEMENT**

**PROPOSERS ARE REQUIRED TO ACKNOWLEDGE RECEIPT OF ADDENDUM NO. 1 BY SIGNING BELOW AND RETURNING IT WITH THE SUBMITTED PROPOSAL PACKAGE.**

**SIGNED BY:** \_\_\_\_\_

**PRINTED NAME:** \_\_\_\_\_

**COMPANY NAME:** \_\_\_\_\_

**DATE:** \_\_\_\_\_