



Douglas County Board of Commissioners

8700 Hospital Drive • Douglasville, GA 30134 • Telephone 770.920.7247 • Fax 770.920.7219

Purchasing Department

November 8, 2018

Re: Janitorial Services – Douglas County Courthouse
Douglas County Board of Commissioners
Solicitation No. 18-022

Dear Ladies and Gentlemen,

This **Addendum No.1**, to Douglas County's Invitation to Bid for the Janitorial Services – Douglas County Courthouse, is hereby issued to provide clarification to the Invitation in the following particulars only, and is made a part of the Invitation to Bid document.

NOTE:

- 1) Bids must contain at least 3 references of existing or previous cleaning contracts for buildings similar in size and scope of the Douglas County Courthouse to ensure that the contractor has the experience and resources available to provide for our cleaning needs.
- 2) Provide an initial staffing plan for the courthouse. This may have to be adjusted during the course of the contract but we need to be assured that the contractor has a grasp of the scope of work required here and is capable and willing to provide adequate personnel. Please include the amount of personnel and hours planned.

Thank you for your attention to this Addendum No.1, and interest in Douglas County. Please acknowledge receipt of this addendum via, return fax, at 770.920.7219 and include this addendum and your acknowledgement in your bid/proposal package, not to be counted as a part of any page limit.

All other terms and conditions of the Invitation remain the same.

Sincerely,

Bill C. Peacock

Director, Purchasing

ACKNOWLEDGEMENT

COMPANY: _____

SIGNATURE: _____

TITLE: _____ DATE: _____

We acknowledge receipt of your Addendum No. 1, Solicitation No 18-022.