

**March 25, 2020**  
**Orange County Library System**  
**Orlando, FL 32801**  
**REQUEST FOR PROPOSAL (RFP) OCLS-20-001**  
**ADDENDUM # 4**

**Janitorial Services for OCLS Branch Locations**

This Addendum is hereby incorporated into the bid documents of the project referenced above. The following items are clarifications, corrections, additions, deletions, and/or revisions to and shall take precedence over the original documents. Additions are indicated by **underlining** and deletions via ~~strikethrough~~.

- A. **The Proposal Opening Date remains ~~April 6, 2020~~ is changed to Wednesday ~~April 22, 2020~~ May 20, 2020 at 3:00PM. This change is due to the County issuing the Stay-At-Home Executive Order. Due to the COVID-19 Virus, we are unsure if the OCLS doors will still be closed to the public, thus to be safe, plan on your submittals being submitted via FedEx, UPS or other express mail companies.**

**B. Correction:**

1. The Oral Presentations will be via WebEx or similar computer system which the OCLS will set up. The Oral Presentation Date is now ~~Wednesday April 29, 2020~~ **Friday, May 29, 2020** with the times to be announced. The Oral Presentation is to focus on the FIRM's Quality Assurance Program and how the FIRM will accomplish the required tasks.
2. The Question Submission Deadline has been changed to 3:00 pm on ~~Monday, March 30, 2020~~ **Monday, April 27, 2020** and the answers will be posted on ~~Wednesday, April 1, 2020~~ **April 29, 2020.**
3. The VCT Square footage will be posted on Wednesday, April 29, 2020.

**C. Questions and Answers:**

None Received as of 3-23-20.

**D. ACKNOWLEDGEMENT OF ADDENDA:**

1. The bidder shall acknowledge receipt of this addendum by completing that applicable section in the solicitation or by completion of the acknowledgement information on the

addendum. Either form of acknowledgement must be completed and returned no later than the date and time for receipt of the bid.

- 2. All other terms and conditions of the RFQ remains the same.
- 3. Receipt acknowledge by:

\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Title

\_\_\_\_\_  
Name of Firm