



Calhoun County

Administrative Services Department

Purchasing Division

"Building A Better County Through Responsive Leadership"

315 West Green Street
Marshall, MI 49068
269/781-0981 (Voice)
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Bradley J. Wilcox
Assistant County Administrator

ADDENDUM #1

RFP#117-16 JANITORIAL SERVICES

All potential bidders of janitorial services will utilize the following process when submitting questions regarding RFP#117-16, Sec 2.4:

2.4.1 INQUIRIES

Any significant explanation desired by a proposer, regarding the meaning or interpretation of the Request for Proposal/Bid (RFP/RFB) and attachments, must be requested **in writing** and with sufficient time allowed for a reply to reach all prospective respondents before the submission of their bid/proposal. Any information given to a prospective bidder concerning the RFP/RFB will be furnished to all prospective bidders as an amendment or an addendum to the RFP/RFB if such information would be of significance to uninformed bidders. Calhoun County Purchasing Department shall make the sole determination as to the significance of the information. Oral explanation or instructions given before the award of the contract shall not be binding.

Questions that arise as a result of this RFP/RFB must be submitted *in writing* to the issuing office via email by **WEDNESDAY, AUGUST 3, 2016**. All questions and answers will be posted to Calhoun County's website so as to be available to all potential bidders by **FRIDAY, AUGUST 5, 2016** and registered vendors will be notified via email to view this information on the website. Any correspondence related to a solicitation should refer to the appropriate Request for Bid number, page and paragraph number.

Questions must be addressed to:

Attention: Leslie R. Obrig,
Calhoun County Purchasing Coordinator
Email: lobrig@calhouncountymi.gov