

November 4, 2021

NOTICE TO BIDDERS

ADDENDUM NO. 1

RFQ 455783

The following changes and/or additions shall be made to the original Invitation for Bid (IFB) for JANITORIAL SERVICES AT THE SHENANDOAH OFFICE BUILDING AND LOUDOUN WORKFORCE RESOURCE CENTER, RFQ 455783. Please acknowledge receipt of this addendum by signing and returning this form with your bid documents.

1. The front page of the IFB is deleted in its entirety and replaced with the following page, which corrects the date of the Mandatory Pre-Bid Conference, which is being held on **November 16, 2021 at 9:30 AM**

Prepared By: s/ Diane C. Smith, CPPB Date: November 4, 2021

Acknowledged By: _____ Date: _____



Loudoun County, Virginia

INVITATION FOR BID

JANITORIAL SERVICES AT THE SHENANDOAH OFFICE BUILDING AND LOUDOUN WORKFORCE RESOURCE CENTER

ACCEPTANCE DATE: Prior to 4:00 p.m., December 1, 2021 "Atomic Time"

IFB NUMBER: RFQ 455783

ACCEPTANCE PLACE: Department of Finance and Budget
Division of Procurement
1 Harrison Street, SE, 1st Floor
Drop Box labeled: Procurement Bids and Proposals
Leesburg, Virginia 20175

A Mandatory Pre-Bid Conference will be **held on Tuesday, November 16, 2021 at 9:30 AM** in the Lansdowne Conference Room, Shenandoah Building (Second Floor), 102 Heritage Way, Leesburg, Virginia 20175 to provide clarification of any questions on the specifications and inspection of the site.

Due to the COVID-19 Pandemic, the County requires each pre-bid attendee to send an email to Diane.Smith@loudoun.gov **prior to 10:00 a.m. on November 12, 2021** to confirm that they will attend the Mandatory Pre-Bid Conference and to ensure adequate accommodations are provided for attendees. In your email, please include the IFB Number **RFQ 455783** along with the name of your company, the number of attendees in your group, and a phone number. In addition, **Attendees are REQUIRED to wear a mask during the Mandatory Pre-Bid Conference.**

Requests for information related to this Invitation should be directed to:

Diane C. Smith
Assistant Purchasing Agent
(571) 258-3190/771-5956
(703) 771-5097 (Fax)
E-mail address: Diane.Smith@loudoun.gov

This document can be downloaded from our web site:
www.loudoun.gov/procurement

Issue Date: October 29, 2021

IF YOU NEED ANY REASONABLE ACCOMMODATION FOR ANY TYPE OF DISABILITY
IN ORDER TO PARTICIPATE IN THIS PROCUREMENT, PLEASE CONTACT THIS
DIVISION AS SOON AS POSSIBLE