



OFFICE OF PROCUREMENT SERVICES  
335 FOUR MILE ROAD  
CONWAY, SC 29526-6005

AMENDMENT/ADDENDUM No. 1

Posting Date: Monday, May 8, 2023

Solicitation Number: 2223-45MJ

Description: Staffing and Labor Support for Secondary Cleaning Services

**ADDENDA:** Addenda shall be issued prior to the bid opening date and time for the purposes of modifying or interpreting the Contract Documents through additions, deletions, clarifications, or corrections. No addendum shall be issued later than four (4) days prior to the bid opening date except to a) withdraw the Invitation for Bids, or b) to postpone the bid opening date and time. When an addendum is issued for the purposes of postponing the bid opening date and time, the addendum shall establish the new bid opening date and time no earlier than five (5) days after the addendum issue date. Addenda shall be posted on the on-line bidding source(s) stated in the Invitation for Bids. A Bidder shall acknowledge receipt of all addenda issued by identifying the addendum number and the date of issuance with the Bidder's initials in the spaces provided on the Official Bid Form or the bid shall be found non-responsive in accordance with the District's Procurement Code. If this solicitation is amended, then all terms and conditions which are not modified remain unchanged.

**INTERPRETATIONS AND CLARIFICATIONS:** Requests for additional information or questions regarding error, omission or clarification of any portion of the Bid Documents or the Contract Documents or any addendum, shall be submitted in writing to the District Bid Contact Person stated in the Invitation for Bids by e-mail or facsimile no later than five (5) days prior to the bid opening date and time unless an earlier date is stated on the Invitation for Bids or as may be amended. Any interpretations, corrections, or changes to the Bid Documents or the Contract Documents made in any other manner than by a written addendum shall not be binding, and Bidders shall not rely upon them. Any information given a prospective Bidder concerning a solicitation will be furnished promptly to all other prospective bidders as an addendum to the solicitation if that information is necessary for submitting offers or if the lack of it would be prejudicial to other prospective bidders. See clause entitled "Bidder Representations." We will not identify you in our answer to your question. The District seeks to permit maximum practicable competition. Bidders are urged to advise the Procurement Specialist – as soon as possible – regarding any aspect of this procurement, including any aspect of the solicitation that unnecessarily or inappropriately limits full and open competition.

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**QUESTIONS**

| Question Number | Question  | Answer  |
|-----------------|---|---|
| 1.              | How much lead time will HCS give the Contractor between the time the Contractor is notified to provide secondary cleaning services and the actual start date, at any single location or multiple locations? | We will try to use 5 days as our guide. We would like to set up the same day each week, possibly on Wednesday to notify for the following week's needs. |

The bid opening date and time remain the same.