

**ARLINGTON COUNTY, VIRGINIA
OFFICE OF THE PURCHASING AGENT**

INVITATION TO BID NO. 21-DES-ITB-593

ADDENDUM NO. 1

Arlington County Invitation to Bid No. 21-DES-ITB-593 for Locksmith Services is amended as follows:

1. AMEND SECTION II. SCOPE OF SERVICES AS FOLLOWS:

E. WORK HOURS is amended to read as follows: (page 11)

Regular work hours are defined as 7:00 a.m. to 5:00 pm., Monday through Friday, except weekends and County-observed holidays per the [Holiday schedule and closings for Arlington County, VA](#) link below. All work shall be performed during regular working hours unless directed otherwise by the County project officer or designee .

<https://topics.arlingtonva.us/holiday-schedule/>

2. AMEND SECTION III. AGREEMENT AND CONTRACT TERMS AS FOLLOWS:

45. AUDIT is deleted in its entirety and replaced with the following: (page 27)

The Contractor must retain all books, records and other documents related to this Contract for at least five years, or such period of time required by the County's funding partner(s), if any, whichever is greater, after the final payment and must allow the County or its authorized agents to examine the documents during this period and during the Contract Term. The Contractor must provide any requested documents to the County for examination within 15 days of the request, at the Contractor's expense. Should the County's examination reveal any overcharging by the Contractor, the Contractor must, within 30 days of County's request, reimburse the County for the overcharges and for the reasonable costs of the County's examination, including, but not limited to, the services of external audit firm and attorney's fees; or the County may deduct the overcharges and examination costs from any amount that the County owes to the Contractor. If the Contractor wishes to destroy or dispose of any records related to this Contract (including confidential records to which the County does not have ready access) within five years after the final payment, or such period of time required by the County's funding partner(s), if any, whichever is greater, the Contractor must give the County at least 30 days' notice and must not dispose of the documents if the County objects.

The Purchasing Agent may require the Contractor to demonstrate that it has the necessary facilities, ability, and financial resources to comply with the Contract and furnish the service, material or goods specified herein in a satisfactory manner at any time during the term of this Contract.

The balance of the solicitation remains unchanged.

Arlington County, Virginia

Sy Gezachew
Procurement Officer

RETURN THIS PAGE, FULLY COMPLETED AND SIGNED, WITH YOUR BID:

BIDDER ACKNOWLEDGES RECEIPT OF ADDENDUM NUMBER 1.

FIRM NAME: _____

**AUTHORIZED
SIGNATURE:** _____ **DATE:** _____