



**JEFFERSON COUNTY, TEXAS
PURCHASING DEPARTMENT**

1149 Pearl Street – First Floor
Beaumont, Texas 77701
409-835-8593

ADDENDUM TO IFB

IFB Number: IFB 13-013/JW
IFB Title: Term Contract for Janitorial Services for Jefferson County
IFB Due: **11:00 am, Tuesday, August 6, 2013**
Addendum No.: 1
Issued (Date): July 15, 2013

TO BIDDER: This Addendum is an integral part of the IFB package under consideration by you as a Bidder in connection with the subject matter herein identified. Jefferson County deems all sealed proposals to have been proffered in recognition and consideration of the entire IFB package – **including all addenda**. For purposes of clarification, **receipt of this present Addendum by a Bidder should be evidenced by returning it (signed) as part of the Bidder’s sealed proposal**. If the Proposal has already been received by the Jefferson County Purchasing Department, Bidder should return this addendum in a separate sealed envelope, clearly marked with the IFB Title, IFB Number, and Opening Date and Time, as stated above.

Reason for Issuance of this addendum: Clarification of Bid Form via Bid Form Instructions Sheet.

The information included herein is hereby incorporated into the documents of this present Bid matter and supersedes any conflicting documents or portion thereof previously issued.

Receipt of this Addendum is hereby acknowledged by the undersigned Bidder:

ATTEST:

Witness

Witness

Authorized Signature (Bidder)

Title of Person Signing Above

Typed Name of Business or Individual

Approved by ____ Date: _____

Address

BID FORM INSTRUCTIONS SHEET

Please Review the Following Instructions Carefully, as bids received with mathematical errors may be considered non-responsive.

BID FORM INSTRUCTIONS:

Please note that Each Line Item on the Bid Form specifies a Service Location to be cleaned, the size in square feet of this location, and the number of days per week the location is to be cleaned.

In the “Unit Price Per Sq. Ft.” Column:

Write in Numbers the Price Per Square Foot for the Service Location indicated.

In the “Unit Price Per Visit” Column:

Write in Numbers the Price Per Visit for the Service Location indicated.

In the “Extended Weekly Price” Column: Write in Numbers the Price Per Week for the Service Location indicated. To Calculate: Multiply the Unit Price Per Visit X Number of Days the Service Location is to be cleaned.

In the “Extended Annual Total” Column: Write in Numbers the Extended Annual Total for the Service Location indicated. To Calculate: Multiply the Extended Weekly Price X 52. (Weeks Per Year)

Example:

“Office Building A” is be cleaned 5 days a week.

You want to bid \$0.01 (one penny) per square feet to clean “Office Building A.”

You want to bid \$10.00 per visit.

Item	Service Location	Unit Price Per Sq. Ft.	Unit Price Per Visit	Extended Weekly Price	Weeks Per Year	Extended Annual Total
1	Office Building A 123 Example Street, Beaumont Mon-Fri, 5:30 pm–11:30 pm Floors: 1; Elevators: 0 Square feet: 1,000 To be serviced: 5 days/week	\$ 0.01	\$ 10.00	\$ 50.00 <u>To Calculate:</u> Multiply the Unit Price Per Visit X Number of Days the Service Location is to be cleaned For this Example: \$10.00 X 5 days = \$50.00	x 52	\$ 2,600.00 <u>To Calculate:</u> Multiply the Extended Weekly Price X 52 (Weeks Per Year) For this Example: \$50.00 X 52 = \$2,600.00