

ADDENDUM NUMBER ONE

Project #26-C-0013

Professional Janitorial Services
Eugene, Oregon

December 18, 2025

MISSING PERIODICAL SCOPE OF
WORK, MISSING FEE SCHEDULE,
CHANGE IN AMOUNT FOR
CONTRACT

GENERAL:

1. **Note:** Use enclosed Addenda Receipt, or similar Addenda Receipt, to acknowledge receipt of this Addendum when submitting your Quote.

REFER TO: Request for Quotes:

2. **Addition: Scope of Work.** Periodic items in our scope of work.
3. **Addition:** Fee Schedule to be filled out.
4. **Change:** Page 5 of the RFQ: *This contract is for 1 year, with 3 options to renew for a total period of four (4) years, with a not to exceed total contract value of \$200,000.00. This has been clarified with a period of four years to not exceed \$240,000.*

GENERAL

GENERAL NOTE: All implied, inferred, or direct verbal responses from Contract Administrator or agents of owner (stated at Pre-Quote walk through, by phone, email, etc...) are not valid or binding unless noted in writing in this addendum.

Addendum Number One issued December 18, 2025, and authorized by: Dawn Green, Contract Administrator

Dawn Green

Dawn Green
Contract Administrator

Addendum Receipt

For Project Number: **26-C-0013**

Titled: **Professional Janitorial Services**

Addendum Numbered: **ONE**

Dated: **December 18, 2025**

with Pages numbered: **3-4**

By my signature below I acknowledge:

- Receipt of the noted Addendum,
- That it has been fully reviewed, and
- That all terms included therein are incorporated into the Quote.

Signature: _____

Title: _____

Date: _____

COMPLETE THIS FORM AND SUBMIT WITH QUOTE DOCUMENTS

All bidders must complete and sign this form, or similar Addendum Receipt form, for each Addendum issued. The form is to be submitted with the quote documents. A bid may be considered non-responsive if a completed Addendum Receipt is not submitted with the quote, for each Addendum issued.

Periodicals

Periodicals will be schedule at least one month in advance with the Agency, and the Agency will be notified upon completion of the periodical.

Periodical	Monthly	Quarterly	Bi-Annually	Annually
Window Washing (Interior)				○
Window Washing (Exterior)			○	
High Dusting	○			
Storage Area Cleaning			○	
Carpet Cleaning				○
HVAC Vent Cleaning		○		
Pressure Washing		○		

EXHIBIT B: FEES

ROUTINE SERVICES		
Service Item	Monthly Quote	Annual Quote
Day Porter Scope		
Evening Crew Scope		
PERIODICAL SERVICES		
Annual Service Item	Monthly Quote	Annual Quote
Window Washing – Interior		
Carpet Cleaning		
Bi-Annual Service Item		
Window Washing (Exterior)		
Storage Area Cleaning		
Quarterly Service Item	Monthly Quote	Annual Quote
Baseboard Cleaning		
HVAC Vent Cleaning		
Pressure Washing		
Monthly Service Item	Monthly Quote	Annual Quote
High Dusting		