

January 14, 2016:

**ADDENDUM NO. 1**  
to the  
**Iowa Department of Transportation**  
**Proposal No. 15713**  
**For Janitorial Services at the new Mason City DOT District 2 Office**  
**Letting Date: January 25, 2016**

**Notice To Bidders:**

This Addendum is issued to incorporate the following additions, deletions, corrections, and/or clarifications to the terms or specifications and shall hereby be considered a part of the final contract documents. This Addendum shall supersede, modify and/or change all statements to the contrary in the bid proposal and shall take precedence over previous terms or specifications.

**Additions to the Janitor Task Schedule:**

- Dust top shelves of management offices - monthly
- Wash cubical glass panels – semiannually
- In the break room also wipe down the outside of the refrigerators and microwaves - weekly
- Empty and dispose of trash in the receptacles in the woman’s bathroom stalls.- weekly
- Check corner (upper and lower) in main office and training rooms and dust for cobwebs – monthly

**Changes:**

- We will be issuing badge access for agreed upon hours
- We are looking at using the maintenance room w/ wash sink as the janitorial storage area

**Clarifications:**

- In the cubicles only dust the rails and vacuum. Do not dust the tops of storage.

All Bidders must sign and return this Addendum for the bid opportunity referenced above. Failure to do so may subject the Bidder to disqualification. If a bid response has already been submitted, this Addendum shall be signed and emailed or faxed to the Purchasing Section prior to the scheduled Letting Date.

\_\_\_\_\_  
Company Name *(please print)*

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

Sincerely,  
Laura Linduski, Purchasing Agent II  
Phone No. 515-239-1429 Fax No. 515-239-1538  
[Laura.linduski@dot.iowa.gov](mailto:Laura.linduski@dot.iowa.gov)

**Purchasing Section**  
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