



**Request for Proposal  
NUMBER: 24-23**

**for**

**Janitorial Services Contract- Main Library and Robert Crown Branch Library**

**ADDENDUM No. 1**

**October 3, 2024**

Any and all changes to the Request for Proposal are valid only if they are included by written addendum to all potential respondents, which will be emailed prior to the proposal due date. Each respondent must acknowledge receipt of any addenda by indicating in its proposal. Each respondent, by acknowledging receipt of addenda, is responsible for the contents of the addenda and any changes to the bid therein. Failure to acknowledge receipt of addenda may cause the submittal to be rejected. If any language or figures contained in this addendum are in conflict with the original document, this addendum shall prevail.

This addendum consists of the following:

Addendum No. 1 is attached and consists of a total of two (2) pages including this cover sheet.

Please contact me at 847-866-2935 or [lithomas@cityofevanston.org](mailto:lithomas@cityofevanston.org) with any further questions or comments.

Sincerely,

Linda Thomas  
Purchasing Specialist

**RFP No. 24-43**

**Janitorial Services Contract- Main Library and Robert Crown Branch Library  
Addendum No. 1**

**October 3, 2024**

This addendum forms a part of the RFP Documents for RFP # 24-43 and modifies these documents. This addendum consists of the following:

Clarification

Page 3 of the RFP document, the correct date for the Pre-Proposal meeting is October 9, 2024, at 9:00 AM in the Main library Community Room, located at 1703 Orrington Avenue, Evanston, Illinois, 60201.

**Note: Acknowledgment of this Addendum is required in the Submittal.**