

REQUEST FOR PROPOSALS

for

Janitorial Services

Addendum No. 1

Published May 4, 2022

Date RFP Published: Tuesday, April 19, 2022

Deadline to Submit Proposals: Friday, May 27, 2022 by 4:00P.M. Central Time

To All Applicants:

This addendum is being issued to clarify, add, delete, correct and/or change the Request for Proposals for Janitorial Services (RFP) to the extent indicated herein and is hereby made a part of the RFP documents on which the contract will be based. Any modifications/changes made by this addendum affect only the portions or paragraphs specifically identified herein; all remaining portions of the RFP, including those addressed through previously-issued addenda, are to remain in force. It is the responsibility of the applicant to conform to this addendum.



1. *The Cover Page of the RFP (page 1), is hereby revised to reflect a change in the submission deadline, and shall now read as follows:*

Issue Date: Tuesday, April 19, 2022

Last Day to Submit Proposals: Friday, May 27, 2022 by 4:00 p.m. CST

2. *Section I, “General and Administrative Information”, Subsection D “Important Dates and Deadlines” (page 3) is hereby revised to change the dates and deadlines regarding the mandatory site visit for proposers, the deadline for submitting written inquiries, LHC’s response to submitted written inquiries, and the submission of proposals, and shall now read as follows:*

RFP published and posted to LHC website	Tuesday, April 19, 2022
Mandatory site walk-through for all would be proposers	Thursday, May 12, 2022 at 11:00am CST
Deadline for submitting written inquiries	Tuesday, May 17, 2022 at 4:00pm CST
Deadline for LHC to respond to written inquiries from proposers	Friday, May 20, 2022
Deadline for submitting proposals	Friday, May 27, 2022 at 4:00pm CST
Formal announcement of selected proposer	To be determined
Contract Negotiation and Execution	To be determined

NOTE: The LHC reserves the right to revise this schedule. Any such revision will be formalized by the issuance of an addendum to the RFP.

3. *Section II, “Submission Requirements”, Subsection A “Submission Deadline and Method of Delivery” (page 5) is hereby revised to change the deadline for the submission of proposals, and shall now read as follows:*

Proposals must be delivered in hard copy (printed) to the RFP Coordinator designated in Section I(B), above, **by no later than 4:00 p.m. CST on Friday, May 27, 2022.** Proposers mailing their proposals should allow sufficient mail delivery time to ensure receipt of their proposals by the date and time specified above. **Fax or e-mail submissions are not acceptable and will be disqualified from consideration.**

Proposals may be mailed through the U. S. Postal Service or delivered by hand or courier to:

Louisiana Housing Corporation
2415 Quail Drive
Baton Rouge, LA 70808
(225) 763-8700
Attn: Juon Wilson, RFP Coordinator
Re: RFP for Janitorial Services

The outside of the envelope, box or package must be CLEARLY MARKED with the following information and format:

Proposal Name: Janitorial Services

Proposal Submission Deadline: Friday, May 27, 2022 at 4:00pm CST.

Proposer is solely responsible for ensuring that its courier makes inside deliveries at the physical location. Proposer is solely responsible for the timely delivery of its proposal. Failure to meet the proposal submission deadline shall result in rejection of the proposal and disqualification from consideration.

4. *Section II, "Submission Requirements", Subsection D "Mandatory Site Visit" (page 6) is hereby revised to change the date of the required site visit, and shall now read as follows:*

Please be advised that **all would be proposers MUST attend a mandatory site walk-through** at the LHC Headquarters (2415 Quail Drive, Baton Rouge, LA 70808) on Thursday, May 12, 2022 at 11:00am (CST). After the tour of Quail, all parties will follow the RFP Coordinator, Juon Wilson, to the LHC Industriplex location for a walk-through of that facility.