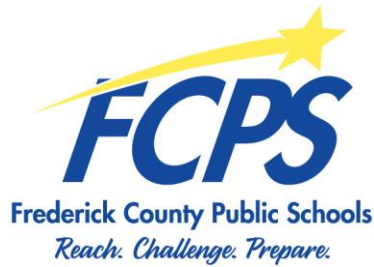


Purchasing Office
191 South East St
Frederick, Maryland 21701
301-644-5212 phone
301-644-5213 fax



Stephen P. Starmer, C.P.M., CSBA,
Purchasing Manager
Kim Miskell, Assistant Purchasing Manager
Billie Laughland, Purchasing Agent
Bill Meekins, CPPB, CSBO, CPCP,
Purchasing Agent
Shane Ryberg, Purchasing Agent

February 6, 2018

ADDENDUM 1
Bid 18M10, Grass Mowing Services

DUE DATE: February 21, 2018, at 2:00 P.M.

Please be advised of the following:

1. Due to the pending inclement weather, please be reminded that if FCPS offices are closed or delayed, that the pre-bid meeting will be cancelled and not re-scheduled. Vendors are reminded that they should email questions regarding this bid to my attention, billie.laughland@fcps.org, no later than 4:00 P.M. local time, on Thursday February 8, 2018.
2. For the fastest, most reliable information, regarding closures and/or delays check the following:
 - www.fcps.org
 - Social Media: FCPS on Twitter and FCPS on Facebook
 - Email/Text Messages: Sign up for FindOutFirst email and emergency-only text messages
 - FCPS TV: Comcast Channel 18 (Frederick area)
 - Local radio and TV stations
3. Section II, #6. Invoicing Completion, page 26, paragraph d, replace this paragraph with the following:

Receiving Reports ARE required. The Lead Custodian or a school administrator will verify that the service was performed and notify the Operations Department of any issues or damage. FCPS retains the right to utilize security cameras installed at the schools to verify the time of arrival and departure contractors. Intentional falsification of invoices will be grounds for termination of contract.
4. A copy of the Receiving Report mentioned above is included with this addendum as Attachment 2.

Sincerely,

Billie Laughland

Billie Laughland, Purchasing Agent
billie.laughland@fcps.org

BL/mg

Copy: John Carnahan, Custodial Services Manager
Bid File

Attachment: Receiving Report

FREDERICK COUNTY PUBLIC SCHOOLS
HAYWARD COMPLEX – OPERATIONS DEPARTMENT
7446 HAYWARD ROAD
FREDERICK, MARYLAND 21702

RECEIVING REPORT

=====

TO BE COMPLETED BY THE CONTRACTOR:

BUILDING/SCHOOL NAME:

BUILDING/SCHOOL NUMBER: _____

DATE OF SERVICE: _____

CONTRACTOR OR COMPANY NAME COMPLETING SERVICE: _____

SIGNATURE OF EMPLOYEE THAT
PERFORMED SERVICE: _____

DESCRIPTION OF SERVICE BEING PERFORMED: _____

=====

TO BE COMPLETED BY THE LEAD CUSTODIAN:

DID YOU OBSERVE THE PERFORMANCE OF THE SERVICE? _____YES _____NO

WAS PERFORMANCE SATISFACTORY? _____YES _____NO

IF NO, PLEASE EXPLAIN: _____

NAME OF FCPS EMPLOYEE: _____

(PLEASE PRINT)

SIG NATURE OF FCPS EMPLOYEE: _____