



Addendum No. 3

March 17, 2020

**Project: STREET SWEEPING SERVICES**

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A. The following change to the **Request for Proposal** will apply to this project.

**1. Previously stated as:**

**5. PROPOSAL FORMAT AND CONTENT**

Proposals should be typed as briefly as possible. They should not include any elaborate or unnecessary promotional material. The following order and content of proposal sections should be adhered to by each contractor:

a. **Cover Letter**

A cover letter should summarize key elements of the proposals. The letter must be signed by an individual authorized to bind the bidder. The letter must stipulate that the proposed price shall be valid for a period of a minimum of three (3) years. Indicate the address and telephone number of the contractor's office located nearest to San Fernando, California, and the office from which the contract will be managed.

**2. Changed to:**

**5. PROPOSAL FORMAT AND CONTENT**

Proposals should be typed as briefly as possible. They should not include any elaborate or unnecessary promotional material. The following order and content of proposal sections should be adhered to by each contractor:

a. **Cover Letter**

A cover letter should summarize key elements of the proposals. The letter must be signed by an individual authorized to bind the bidder. The letter must stipulate that the proposed price shall be valid for a period of a **minimum of seven (7) years**. Indicate the address and telephone number of the contractor's office located nearest to San Fernando, California, and the office from which the contract will be managed.

Indicate the receipt of Addendum 3 on last page of Contractor's Proposal. **FAILURE TO DO SO WILL RENDER YOUR BID NON-RESPONSIVE**

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Approved by:

A handwritten signature in blue ink, appearing to read "Kenneth Jones", written over a horizontal line.

Kenneth Jones  
Management Analyst

A handwritten date "3-17-2020" in blue ink, written over a horizontal line.

Date