

REQUEST FOR PROPOSALS JANITORIAL SERVICES

FOR

TOWN OF SMYRNA, TENNESSEE

ADDENDUM NO. 1 Issued Date: July 23, 2026

Request for Proposal Due Date: August 4, 2026

RE: Mandatory Site Inspections

To: All Contractors

The following item is hereby revised for the “Janitorial Services” Request for Proposal. This addendum is to clarify Site Inspection on page 4 of the bid document.

Original Wording

“A mandatory site inspection is required and shall be scheduled by calling location contacts listed on page 3.”

Addendum

1. “The mandatory site inspection is scheduled to begin at 9:00 a.m. on July 28, 2026 in the main lobby at Town Hall, 315 South Lowry St., Smyrna, TN 37167. Autumn Collins will walk the group around this site. Then continue to the other sites in the order they are listed.
2. Smyrna Justice Center, 400 Enon Springs Road. Go to the Clerk’s Office window and ask for Lisa Brewer.
3. Waste Water Treatment Plant, 100 Jack Hunter Drive. Keith Weatherly will walk the group through the plant.
4. Water Treatment Plant, 156 Sharp Springs Road. Ask for Julia Eidson, she will lead the group through the plant.
5. Parks and Recreation, 100 E. Sam Ridley Parkway. Upon arrival ask for Courtney Morgan, she will lead the group through these areas.

Contractors shall consider this item to be a part of the Proposal Documents and complete their Proposal Submittals accordingly. Each Bidder should acknowledge receipt of this Addendum.

It should be signed, dated and included with the proposal.

Bidder

Date