



7145 West Tidwell Road ~ Houston, Texas 77092  
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[www.esc4.net](http://www.esc4.net)

Publication Date: October 19, 2017

**Addendum No. 1**

## NOTICE TO OFFEROR

**SUBMITTAL DEADLINE: Tuesday December 5, 2017 @ 2:00 PM CT**

Questions regarding this solicitation must be submitted in writing to Crystal Wallace, Purchasing Cooperative Specialist, at [questions@esc4.net](mailto:questions@esc4.net) or (713) 744-8189 no later than November 14, 2017 at 5pm CT. All questions and answers will be posted to [www.tcpn.org](http://www.tcpn.org) under [Solicitations](#). Offerors are responsible for viewing the website to review all questions and answers prior to submitting proposals. Please note that oral communications concerning this RFP shall not be binding and shall in no way excuse the responsive Offeror of the obligations set forth in this proposal.

Request for Proposal (RFP)  
by

Region 4 Education Service Center ("ESC")

for

Foodservice Equipment, Smallwares, Parts, Design and/or Installation

On behalf of itself, other government agencies and non-profits, made available through The Cooperative Purchasing Network "TCPN."

Solicitation Number 18-02

Note: Envelopes must be sealed, prominently marked with the RFP solicitation number, RFP title, RFP opening time/date and name of vendor. Electronic submissions of the RFP will not be accepted. **Submissions must be received by the Region 4 ESC office at: 7145 West Tidwell Road, Houston, TX 77092 no later than 2:00 pm CT, at which time the bid opening process shall commence. Proposals will be collected in a conference room to be determined by Region 4 ESC and opened and recorded publicly. Any proposal received later than the specified time, whether delivered in person, courier or mailed, shall be disqualified.**

This Addendum No. 1 amends the Request for Proposal RFP #18-02 for Foodservice Equipment, Smallwares, Parts, Design and/or Installation. To the extent of any discrepancy between the original RFP and this Addendum, this Addendum shall prevail.

This Addendum 1 is hereby issued to:

1. Add language to Appendix A Vendor Contract and Signature Form, Article 4. Formation of Contract, 4.6 Contract Alterations. The following language will replace the current language:

**4.6 Contract Alterations:** No alterations to the terms of this contract shall be valid or binding unless authorized and signed by a Region 4 ESC staff member. Contract Alterations will occur quarterly from the inception date of the contract. Contract updates include, but are not limited to: price changes, changes to product lines, dealer additions, etc.

**VENDOR CONTRACT SIGNATURE FORM**

The undersigned hereby proposes and agrees to furnish goods and/or services in strict compliance with the terms, specifications and conditions at the prices proposed within response unless noted in writing. The undersigned further certifies that he/she is an officer of the company and has authority to negotiate and bind the company named below and has not prepared this proposal in collusion with any other Offeror and that the contents of this proposal as to prices, terms or conditions of said proposal have not been communicated by the undersigned nor by any employee or agent to any person engaged in this type of business prior to the official opening of this proposal.

Prices are guaranteed: **120 days**

Company name \_\_\_\_\_  
Address \_\_\_\_\_  
City/State/Zip \_\_\_\_\_  
Telephone No. \_\_\_\_\_  
Fax No. \_\_\_\_\_  
Email address \_\_\_\_\_  
Printed name \_\_\_\_\_  
Position with company \_\_\_\_\_  
Authorized signature \_\_\_\_\_

**Accepted by The Cooperative Purchasing Network:**

**Acknowledgement of Addendum No. 1** \_\_\_\_\_

**Term of contract** \_\_\_\_\_ **to** \_\_\_\_\_

Unless otherwise stated, all contracts are for a period of three (3) years with an option to renew annually for an additional two (2) years if agreed to by Region 4 ESC and the awarded vendor. Awarded vendor shall honor all administrative fees for any sales made based on a contract whether renewed or not.

\_\_\_\_\_  
Region 4 ESC Authorized Board Member

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Region 4 ESC Authorized Board Member

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name

**TCPN Contract Number** \_\_\_\_\_