



7145 West Tidwell Road ~ Houston, Texas 77092  
(713)-462-7708  
[www.esc4.net](http://www.esc4.net)

## NOTICE TO OFFEROR

### ADDENDUM NO. 3

Solicitation Number 20-11

Request for Proposal (“RFP”)  
by Region 4 Education Service Center (“ESC”)  
for Athletic, Physical Education Supplies, and Team Uniforms

This Addendum No. 3 amends the Request for Proposals (RFP) for Athletic, Physical Education Supplies, and Team Uniforms and Services 20-11 (“Addendum”). To the extent of any discrepancy between the original RFP and this Addendum, this Addendum shall prevail.

Region 4 Education Service Center (“Region 4 ESC”) requests proposals from qualified suppliers with the intent to enter into a Contract for Athletic, Physical Education Supplies, and Team Uniforms. Addendum No. 3 is hereby issued as follows:

#### **CHANGES TO THE RFP**

1. Page 6, Section 5  
To waive the bond copy requirement, remove Section 5. Proposal Format and replace with the following:

*Proposal Format: Proposals must contain two (2) electronic copies on flash drives with signed copies of the solicitation. Offeror must also submit two (2) electronic proposals free of propriety information to be posted, if awarded a Contract. Offerors may also provide two (2) bound and signed original copies of the solicitation, however bound copies are not required.*

*Only sealed responses will be accepted. Faxed or electronically transmitted responses will not be accepted. Sealed responses may be submitted on any or all items, unless stated otherwise.*

*If bound copies are provided, responses should be provided in a three-ring binder or report cover using 8.5 x 11 paper clearly identified with the name of the Offeror's company and the solicitation name and number on both the outside front cover and vertical spine.*

*Tabs should be used to separate the proposal into sections. The following items identified must be included behind the tabs listed below. Each section should contain both the section of the RFP referenced and the Offeror's response to that section. Offerors failing to organize in the manner listed may be considered non-responsive and may not be evaluated.*

2. Required Documents with Notary

*Any document requiring appearance before a notary shall be waived until a later date or upon Region 4 ESC request.*

**RECEIPT OF ADDENDUM NO. 3 ACKNOWLEDGEMENT**

Offeror shall acknowledge this addendum by signing below and include in their proposal response.

Company Name \_\_\_\_\_

Contact Person \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_

Crystal Wallace  
Region 4 Education Service Center  
Business Operations Specialist