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NOTICE TO OFFEROR

ADDENDUM NO. 1

Solicitation Number 21-14

Request for Proposal (“RFP”)
by Region 4 Education Service Center (“ESC”)
for Warehousing, Material Handling, and Production Support

This Addendum No. 1 amends the Request for Proposal (RFP) for Warehousing, Material Handling, and Production Support 21-14 (“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 Warehousing, Material Handling, and Production Support. Addendum 1 is hereby issued as follows:

CLARIFICATIONS

1. The Calendar of Events are changing via this Addendum.

QUESTIONS AND ANSWERS

1. Question: <Supplier> is very interested in the Region 4 ESC opportunity for Warehousing, Material Handling and Production Support, but due to the breadth and scope of the solicitation we would like to propose an 8 week extension on the proposal deadline of August 24th.

Answer: Region 4 Education Service Center is extending the due date via this Addendum but cannot extend beyond the revised date without impacting the overall timeline.

CHANGES TO THE RFP

1. Page 1, Line 12:

Remove the submittal deadline and replace with the following:

SUBMITTAL DEADLINE: *Tuesday August 31, 2021, 2:00 PM CENTRAL TIME*

2. Page 1, Paragraph 3:

Remove paragraph 3, titled Non-Mandatory Pre-Proposal Conference, and replace with the following:

VIRTUAL NON-MANDATORY PRE-PROPOSAL CONFERENCE

Offerors are strongly encouraged, but not required to participate in a pre-proposal conference with the Business Operations Specialist, which will be held on **August 5, 2021** at **2:00 pm** virtually. To attend the conference, potential Offeror must notify Crystal Wallace, Business Operations Specialist, at cwallace@esc4.net, by **August 4, 2021**. Offeror's who anticipate attending the pre-proposal conference and send notification will receive an email with call instructions prior to the date and time of the pre-proposal conference. The purpose of this conference is to clarify the contents of this RFP in order to prevent any misunderstanding of Region 4 ESC's position. Any doubt as to the requirements of this RFP or any apparent omission or discrepancy should be presented to Region 4 ESC at this conference. Region 4 ESC will then determine the appropriate action necessary, if any, and may issue a written addendum to the RFP. Oral statements or instructions will not constitute an addendum to this RFP.

3. Page 4, Section II. CALENDER OF EVENTS (ALL DATES ARE TENTATIVE AND SUBJECT TO CHANGE):

Remove the calendar of events and replace with the following:

<u>Event</u>	<u>Date</u>
<i>Issue RFP</i>	<i>July 8, 2021</i>
<i>Pre-proposal Conference</i>	<i>August 5, 2021</i>
<i>Deadline for receipt of questions via email</i>	<i>August 6, 2021</i>
<i>Issue Addenda (if required)</i>	<i>August 12, 2021</i>
<i>Proposal Due Date</i>	<i>August 31, 2021</i>

Approval from Region 4 ESC

October 20, 2021

Contract Effective Date

December 1, 2021

All other items on this page shall remain.

4. Page 5, Section III. INSTRUCTIONS TO OFFERORS, item 2. Inquiries and Discrepancies

Remove item 2. Inquiries and Discrepancies and replace with the following:

2. Inquiries and Discrepancies: Questions regarding this solicitation must be submitted to Crystal Wallace, Business Operations Specialist, at questions@esc4.net no later than **August 6, 2021**. All questions and answers will be posted to <https://www.esc4.net/services/purchasing/region-4-omnia-solicitations>. Offerors are responsible for viewing the website to review all questions and answers prior to submitting proposals. Oral communications concerning this RFP shall not be binding and shall in no way excuse an Offeror of the obligations set forth in this proposal.

RECEIPT OF ADDENDUM NO. 1 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