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NOTICE TO OFFEROR

ADDENDUM NO. 3

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. 3 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 3 is hereby issued as follows:

**CLARIFICATIONS**

1. The Proposal Format is changing via this Addendum 3 to reflect what was discussed in the pre-proposal meeting.

**CHANGES TO THE RFP**

1. On page 6, remove item 5. Proposal Format, from Section III. INSTRUCTIONS TO OFFERORS, and replace with the following:
  5. 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 proprietary information to be posted, if awarded a Contract. Offerors may also provide two (2) bound and signed original copies of this 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 must 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.

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