



7145 West Tidwell Road ~ Houston, Texas 77092
(713)-462-7708
www.esc4.net

NOTICE TO OFFEROR

ADDENDUM NO. 1

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. 1 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. 1 is hereby issued as follows:

CHANGES TO THE RFP TO UPDATE THE SUBMITTAL DEADLINE

1. Page 1, Line 11
Remove the submittal deadline and replace with the following:

*SUBMITTAL DEADLINE: **Tuesday, April 14, 2020, 10:00 AM CENTRAL TIME***
2. Page 1, Paragraph 2
Remove the 2nd sentence from paragraph 2 and replace with the following:

*Submissions must be received by the Region 4 ESC office at: 7145 West Tidwell Road, Houston, TX 77092 no later than **10:00 a.m. central time.***
3. Page 4, **Section II. CALENDAR OF EVENTS** (ALL DATES ARE TENTATIVE AND SUBJECT TO CHANGE), Line 6

Remove line 6 regarding the Proposal Due Date and replace with the following:
*Proposal Due Date **April 14, 2020***

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



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NOTICE TO OFFEROR

ADDENDUM NO. 2

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. 2 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. 2 is hereby issued as follows:

CHANGES TO THE RFP TO UPDATE THE SUBMITTAL DEADLINE

1. Page 1, Line 11
Remove the submittal deadline and replace with the following:

*SUBMITTAL DEADLINE: **Tuesday, May 5, 2020, 10:00 AM CENTRAL TIME***
2. Page 4, **Section II. CALENDAR OF EVENTS** (ALL DATES ARE TENTATIVE AND SUBJECT TO CHANGE), Line 6

Remove line 6 regarding the Proposal Due Date and replace with the following:
*Proposal Due Date **May 5, 2020***

RECEIPT OF ADDENDUM NO. 2 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



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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 _____

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Region 4 Education Service Center
Business Operations Specialist



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NOTICE TO OFFEROR

ADDENDUM NO. 4

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. 4 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. 4 is hereby issued as follows:

CLARIFICATIONS

1. The Submittal Deadline is extended via this Addendum.
2. Approval from Region 4 ESC is moved via this Addendum.

CHANGES TO THE RFP

1. Page 1, Line 12:

Remove the submittal deadline and replace with the following:

*SUBMITTAL DEADLINE: **Thursday, June 18, 2020, 10:00 AM CENTRAL TIME***

All other items on this page shall remain.

2. 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>February 13, 2020</i>
<i>Pre-proposal Conference</i>	<i>March 10, 2020</i>
<i>Deadline for receipt of questions via email</i>	<i>March 12, 2020</i>
<i>Issue Addenda (if required)</i>	<i>March 19, 2020</i>
<i>Proposal Due Date</i>	<i>June 18, 2020</i>
<i>Approval from Region 4 ESC</i>	<i>August 25, 2020</i>
<i>Contract Effective Date</i>	<i>October 1, 2020</i>

All other items on this page shall remain.

RECEIPT OF ADDENDUM NO. 4 ACKNOWLEDGEMENT

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

Company Name _____

Contact Person _____

Signature _____

Date _____

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Region 4 Education Service Center
Business Operations Specialist



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NOTICE TO OFFEROR

ADDENDUM NO. 5

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. 5 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. 5 is hereby issued as follows:

CLARIFICATIONS

1. The Submittal Deadline is extended via this Addendum.

CHANGES TO THE RFP

1. Page 1, Line 12:

Remove the submittal deadline and replace with the following:

*SUBMITTAL DEADLINE: **Tuesday, July 14, 2020, 10:00 AM CENTRAL TIME***

All other items on this page shall remain.

2. 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>February 13, 2020</i>
<i>Pre-proposal Conference</i>	<i>March 10, 2020</i>
<i>Deadline for receipt of questions via email</i>	<i>March 12, 2020</i>
<i>Issue Addenda (if required)</i>	<i>March 19, 2020</i>
<i>Proposal Due Date</i>	<i>July 14, 2020</i>
<i>Approval from Region 4 ESC</i>	<i>August 25, 2020</i>
<i>Contract Effective Date</i>	<i>October 1, 2020</i>

All other items on this page shall remain.

RECEIPT OF ADDENDUM NO. 5 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