



7145 West Tidwell Road ~ Houston, Texas 77092  
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## NOTICE TO OFFEROR

### ADDENDUM NO. 1

Solicitation Number 19-12

Request for Proposal (“RFP”)  
by Region 4 Education Service Center (“ESC”)  
for Performing Arts Apparel, Instruments, Furnishings, Storage, and Related  
Services

This Addendum No. 1 amends the Request for Proposals (RFP) for Performing Arts Apparel, Instruments, Furnishings, Storage, and Related Services 19-12 (“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 Performing Arts Apparel, Instruments, Furnishings, Storage, and Related Services. Addendum No. 1 is hereby issued as follows:

#### 1. **NON-MANDATORY PRE-PROPOSAL CONFERENCE:**

Remove the last paragraph from page 1, to change the date of the non-mandatory pre-proposal conference, and replace with the following:

##### **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 Thursday **September 5**, 2019 at 2:00 pm in the Region 4 ESC offices located at 7145 West Tidwell Road, Houston Texas 77092. To attend the conference, potential Offeror must notify Crystal Wallace, Business Operations Specialist, at [cwallace@esc4.net](mailto:cwallace@esc4.net), by Wednesday **September 4**, 2019. Offeror’s who are unable to attend in person but would like to call in must also send an email to request call in instructions. 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.

**2. CALENDAR OF EVENTS:**

Remove Section II. from page 4, to change the date of the non-mandatory pre-proposal conference, and replace with the following:

**II. CALENDAR OF EVENTS (ALL DATES ARE TENTATIVE AND SUBJECT TO CHANGE):**

| <b><u>Event</u></b>                         | <b><u>Date</u></b> |
|---|--------------------|
| Issue RFP                                   | August 8, 2019     |
| Pre-proposal Conference                     | September 5, 2019  |
| Deadline for receipt of questions via email | September 9, 2019  |
| Issue Addenda (if required)                 | TBD                |
| Proposal Due Date                           | September 26, 2019 |
| Approval from Region 4 ESC                  | October 22, 2019   |
| Contract Effective Date                     | November 1, 2019   |

**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