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## NOTICE TO OFFEROR

### ADDENDUM NO. 1

Solicitation Number 20-06

Request for Proposal (“RFP”)  
by Region 4 Education Service Center (“ESC”)  
for Equipment and Tool Rental Services

This Addendum No. 1 amends the Request for Proposals (RFP) for Equipment and Tool Rental Services 20-06 (“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 Equipment and Tool Rental Services. Addendum No. 1 is hereby issued as follows:

### **CLARIFICATIONS**

1. The Questions deadline is moved via this Addendum.
2. The Non-Mandatory Pre-Proposal Conference for this RFP is canceled via this Addendum; a pre-proposal conference will no longer be held.

### **CHANGES TO THE RFP**

1. Page 1, Paragraph 1:

Remove the first sentence regarding the questions deadline and replace with the following:

*Questions regarding this RFP must be submitted in writing to Crystal Wallace, Business Operations Specialist, at [questions@esc4.net](mailto:questions@esc4.net) no later than April 16, 2020.*

All other items under this paragraph shall remain.

2. Page 1, Paragraph 3:

Remove the paragraph regarding the Non-Mandatory Pre-Proposal Conference and replace with the following:

*A pre-proposal conference for this RFP will not be held.*

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:

<b><u>Event</u></b>	<b><u>Date</u></b>
<i>Issue RFP</i>	<i>March 18, 2020</i>
<i>Pre-proposal Conference</i>	<i>None</i>
<i>Deadline for receipt of questions via email</i>	<i>April 16, 2020</i>
<i>Issue Addenda (if required)</i>	<i>TBD</i>
<i>Proposal Due Date</i>	<i>May 5, 2020</i>
<i>Approval from Region 4 ESC</i>	<i>June 23, 2020</i>
<i>Contract Effective Date</i>	<i>November 1, 2020</i>

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

Remove the first sentence and replace with the following:

*Inquiries and Discrepancies: Questions regarding this solicitation must be submitted in writing to Crystal Wallace, Business Operations Specialist, at questions@esc4.net no later than April 16, 2020, All questions and answers will be posted to <https://www.esc4.net/services/purchasing/region-4-omnia-solicitations>.*

All other items under paragraph 2 and this section shall remain.

**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