



August 26, 2024

To: All Potential Bidders

From: Kelly Vu, Business Services Supervisor

Re: Addendum #1, RFP # TR-09-24

The purpose of this addendum is to revise the Request for Proposal (RFP) components for Event Tenting & Furniture Rental Services. All terms and conditions of the original RFP remain unchanged.

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**BIDDERS MUST USE THE REVISED EXCEL SPREADSHEETS. FAILURE TO USE THE REVISED EXCEL SPREADSHEET WILL BE RESULT IN DISQUALIFICATION.**

The document is to be revised as follows:

**1. RFP, Form A-3: FINANCIAL PROPOSAL BID FORM**

Excel Spreadsheets:

Remove the original (3) three Excel Spreadsheets and replace them with the revised three (3) Excel Spreadsheets. Note: New change highlighted in RED.

To comply with the Addendum acknowledgment, please refer to RFP page 9, PART III, RULES GOVERNING COMPETITION AND TECHNICAL EVALUATION, number 3. Addenda (Changes to the RFP. It is stated:

**Important: It is the Bidder's responsibility to confirm in writing receipt of all addenda issued to this RFP before submitting a proposal. Failure to confirm in writing receipt of all addenda in any proposal will render the proposal non-responsive and result in its rejection.**

The District accepts two options for Addendum Acknowledgement.

1. Via email. To comply with the Addenda (Addendum) requirements, we ask that bidders reply to the email such as Received.
2. By acknowledging on the Financial Proposal Bid Form. Proposers may write on the right-hand corner of the Financial Proposal Bid Form, such as Received Addendum #1. We will consider both options as confirmation.

All other terms and deadlines remain unchanged.

Thank you.

*-End Addendum #1-*