



7145 West Tidwell Road ~ Houston, Texas 77092

(713)-462-7708

[www.esc4.net](http://www.esc4.net)

## NOTICE TO OFFEROR

### ADDENDUM NO. 1

Solicitation Number 21-05

Request for Proposal (“RFP”)  
by Region 4 Education Service Center (“ESC”)  
for Modular Buildings, Portable Storage, and Relocatable Walkways

This Addendum No. 1 amends the Request for Proposal (RFP) for Modular Buildings, Portable Storage, and Relocatable Walkways 21-05 (“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 Modular Buildings, Portable Storage, and Relocatable Walkways. Addendum No. 1 is hereby issued as follows:

#### **CLARIFICATIONS**

1. The Submittal Deadline is extended via this Addendum.
2. The Questions Deadline is extended via this Addendum.
3. Questions received to this point are included in this Addendum under the Questions and Answers section.

#### **CHANGES TO THE RFP**

1. Page 1, Line 12:

Remove the submittal deadline and replace with the following:

*SUBMITTAL DEADLINE: **Tuesday February 9, 2021, 2:00 PM CENTRAL TIME***

2. Page 1, Paragraph 1:

Remove the first sentence 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 December 18, 2020.

All other items in Paragraph 1 shall remain.

3. Page 5, 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>December 3, 2020</i>
<i>Pre-proposal Conference</i>	<i>December 17, 2020</i>
<i>Deadline for receipt of questions via email</i>	<i>December 18, 2020</i>
<i>Issue Addenda (if required)</i>	<i>January 7, 2021</i>
<i>Proposal Due Date</i>	<i>February 9, 2021</i>
<i>Approval from Region 4 ESC</i>	<i>April 27, 2021</i>
<i>Contract Effective Date</i>	<i>July 1, 2021</i>

All other items on this page shall remain.

4. Page 6, Section III. INSTRUCTIONS TO OFFERORS, item 2:

Remove the first sentence and relace with the following:

2. Inquiries and Discrepancies: Questions regarding this solicitation must be submitted in writing to Crystal Wallace, Business Operations Specialist, at [questions@esc4.net](mailto:questions@esc4.net) no later than December 18, 2020.

All other items in item 2 shall remain.

## **QUESTIONS AND ANSWERS**

1. Question: Could you tell us where this project is located? City/State?

*Answer: Region 4 Education Service Center) is located in Houston, Texas but this is to be a national contract serving multiple Participating Public Agencies across the country.*

2. Question: What city is this project in?

*Answer: See Answer to Question #1.*

3. Question: Do you anticipate extending the bid due date?

*Answer: See item #1 under Changes to the RFP in this Addendum.*

4. Question: What additional details are you willing to provide, if any, beyond what is stated in bid documents concerning how you will identify the winning bid?

*Answer: Any pertinent information is included in the RFP.*

5. Question: Was this bid posted to the nationwide free bid notification website at [//www.mygovwatch.com/free](http://www.mygovwatch.com/free)?

*Answer: Not by Region 4 Education Service Center.*

6. Question: Other than your own website, where was this bid posted?

*Answer: The only other known locations where this solicitation was advertised is: The OMNIA Partners site through a link that directs viewers to Region 4 Education Service Center's site (<https://www.omniapartners.com/publicsector/solicitations>) and in various newspapers across the country.*

*However, there are other third-party sites that often pick up and post public solicitations but which of those sites might have posted this solicitation is unknown.*

7. Question: Please let us know whether you have received this email, and when and how answers will be provided.

*Answer: Any questions received in writing before the deadline are posted in a questions and answers document(s) and posted publicly to ensure all interested parties have the same information.*

**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 21-05

Request for Proposal (“RFP”)  
by Region 4 Education Service Center (“ESC”)  
for Modular Buildings, Portable Storage, and Relocatable Walkways

This Addendum No. 2 amends the Request for Proposal (RFP) for Modular Buildings, Portable Storage, and Relocatable Walkways 21-05 (“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 Modular Buildings, Portable Storage, and Relocatable Walkways. Addendum No. 2 is hereby issued as follows:

#### **CLARIFICATIONS**

1. The bound copies requirement are being removed via this Addendum.
2. Notary requirements are being removed via this Addendum.

#### **CHANGES TO THE RFP**

1. Page 7, Section 5:

To waive the bound 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 falling 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. 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 21-05

Request for Proposal (“RFP”)  
by Region 4 Education Service Center (“ESC”)  
for Modular Buildings, Portable Storage, and Relocatable Walkways

This Addendum No. 3 amends the Request for Proposal (RFP) for Modular Buildings, Portable Storage, and Relocatable Walkways 21-05 (“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 Modular Buildings, Portable Storage, and Relocatable Walkways. Addendum No. 3 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 February 16, 2021, 10:00 AM CENTRAL TIME***



2. Page 5, 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>December 3, 2020</i>
<i>Pre-proposal Conference</i>	<i>December 17, 2020</i>
<i>Deadline for receipt of questions via email</i>	<i>December 18, 2020</i>
<i>Issue Addenda (if required)</i>	<i>January 7, 2021</i>
<i>Proposal Due Date</i>	<i>February 16, 2021</i>
<i>Approval from Region 4 ESC</i>	<i>April 27, 2021</i>
<i>Contract Effective Date</i>	<i>July 1, 2021</i>

All other items on this page shall remain.

**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



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## NOTICE TO OFFEROR

### ADDENDUM NO. 4

Solicitation Number 21-05

Request for Proposal (“RFP”)  
by Region 4 Education Service Center (“ESC”)  
for Modular Buildings, Portable Storage, and Relocatable Walkways

This Addendum No. 4 amends the Request for Proposal (RFP) for Modular Buildings, Portable Storage, and Relocatable Walkways 21-05 (“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 Modular Buildings, Portable Storage, and Relocatable Walkways. Addendum No. 4 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 February 23, 2021, 10:00 AM CENTRAL TIME***

2. Page 5, 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>December 3, 2020</i>
<i>Pre-proposal Conference</i>	<i>December 17, 2020</i>
<i>Deadline for receipt of questions via email</i>	<i>December 18, 2020</i>
<i>Issue Addenda (if required)</i>	<i>January 7, 2021</i>
<i>Proposal Due Date</i>	<i>February 23, 2021</i>
<i>Approval from Region 4 ESC</i>	<i>April 27, 2021</i>
<i>Contract Effective Date</i>	<i>July 1, 2021</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 \_\_\_\_\_

Crystal Wallace  
Region 4 Education Service Center  
Business Operations Specialist



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## NOTICE TO OFFEROR

### ADDENDUM NO. 5

Solicitation Number 21-05

Request for Proposal (“RFP”)  
by Region 4 Education Service Center (“ESC”)  
for Modular Buildings, Portable Storage, and Relocatable Walkways

This Addendum No. 5 amends the Request for Proposal (RFP) for Modular Buildings, Portable Storage, and Relocatable Walkways 21-05 (“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 Modular Buildings, Portable Storage, and Relocatable Walkways. Addendum No. 4 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 March 2, 2021, 10:00 AM CENTRAL TIME***

2. Page 5, 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>December 3, 2020</i>
<i>Pre-proposal Conference</i>	<i>December 17, 2020</i>
<i>Deadline for receipt of questions via email</i>	<i>December 18, 2020</i>
<i>Issue Addenda (if required)</i>	<i>January 7, 2021</i>
<i>Proposal Due Date</i>	<i>March 2, 2021</i>
<i>Approval from Region 4 ESC</i>	<i>April 27, 2021</i>
<i>Contract Effective Date</i>	<i>July 1, 2021</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





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## NOTICE TO OFFEROR

### ADDENDUM NO. 6

Solicitation Number 21-05

Request for Proposal (“RFP”)  
by Region 4 Education Service Center (“ESC”)  
for Modular Buildings, Portable Storage, and Relocatable Walkways

This Addendum No. 6 amends the Request for Proposal (RFP) for Modular Buildings, Portable Storage, and Relocatable Walkways 21-05 (“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 Modular Buildings, Portable Storage, and Relocatable Walkways. Addendum 6 is hereby issued as follows:

### **CLARIFICATIONS**

1. Due to the extreme weather conditions, the Submittal Deadline is being extended via Addendum.
2. Region 4 ESC keeps proposals locked which means proposals are not able to be checked to confirm receipt. As Region 4 ESC wants to ensure proper competition and that all proposals are received by the due date and time, Offeror(s) that chose to submit via mail should keep delivery receipts and confirmations from carriers.
3. Should there be any concerns, Offerors should confirm that they submitted proposals to the correct delivery address with proper labeling as indicated in the RFP.
  - a. Per paragraph 2 (page 1) of the RFP, submissions must be received by the Region 4 ESC office at: 7145 West Tidwell Road, Houston, TX 77092. Offerors may also put to the attention of Crystal Wallace to help ensure receipt. See the RFP for more details.
  - b. Per item 12 of Section III. Instruction to Offerors (page 9) of the RFP,

packages must be clearly identified, sealed and delivered to the Region 4 ESC office. Packages are to include who it is from, the company, the address, solicitation name and number, and due date and time. See the RFP for more details.

4. If Offerors wish to help ensure their proposals were received, they may reach out to [questions@esc4.net](mailto:questions@esc4.net) after 2:00 PM Central Time on Tuesday, March 30, 2021. A response may not be provided, but e-mails will be read. However, it is imperative that Offerors are sending proposals to the correct address and labeled accordingly as if they are sent to an alternate location, they are at risk of having their proposals not accepted.
5. For Offerors that have already submitted a proposal, Acknowledgements of Addendum No. 6 (and as previously stated in a clarification Acknowledgement of Addendum No. 5), do not need to be included with an Offerors response. Region 4 ESC will request Addendum No. 5 and 6 acknowledgements from Offerors who have submitted. When requested by Region 4 ESC, Addendum No. 5 and 6 acknowledgements may be sent via e-mail.
6. For Offerors that have already submitted a proposal, the due date on the package label does not need to be changed.
7. As the Submittal Deadline is being further extended, the Approval from Region 4 ESC and Contract Effective Dates are also being changed via this Addendum.

#### **CHANGES TO THE RFP**

1. Page 1, Line 12:

Remove the submittal deadline and replace with the following:

SUBMITTAL DEADLINE: *Tuesday **March 30**, 2021, 2:00 PM CENTRAL TIME*

2. Page 5, Section II. CALENDER OF EVENTS (ALL DATES ARE TENTATIVE AND SUBJECT TO CHANGE):

Remove the calendar of events and replace with the following:

<b><i>Event</i></b>	<b><i>Date</i></b>
<i>Issue RFP</i>	<i>December 3, 2020</i>
<i>Pre-proposal Conference</i>	<i>December 17, 2020</i>
<i>Deadline for receipt of questions via email</i>	<i>December 18, 2020</i>
<i>Issue Addenda (if required)</i>	<i>January 7, 2021</i>
<i>Proposal Due Date</i>	<i>March 30, 2021</i>
<i>Approval from Region 4 ESC</i>	<i>June 29, 2021</i>
<i>Contract Effective Date</i>	<i>August 1, 2021</i>

All other items on this page shall remain.

**RECEIPT OF ADDENDUM NO. 6 ACKNOWLEDGEMENT**

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

Modular Buildings, Portable Storage, and Relocatable Walkways  
Solicitation Number 21-05  
Addendum No. 6

proposal response.

Company Name \_\_\_\_\_

Contact Person \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_

Crystal Wallace  
Region 4 Education Service  
Center Business Operations  
Specialist