



**Solicitation Amendment No. 1**

<b>To: Prospective Proposer/Offeror:</b>		<b>Date:</b>	
Prospective Proposers		May 8, 2020	
<b>Project Title:</b>		<b>Project No.:</b>	
Electrical Test Bench (or equal)		RFP-C 20-25	
<p>Description of Solicitation Amendment: The Request for Proposal (Project RFP-C 20-25) is hereby amended as set forth below: Below, see the attached revised instructions for the drop-off and receipt of proposals.</p> <p>Please visit our website at <a href="https://www.hccs.edu/about-hcc/procurement/">https://www.hccs.edu/about-hcc/procurement/</a></p> <p>Except as provided herein, all terms and conditions of the solicitation remain unchanged and in full force and effect.</p>			
<b>Acknowledgement of Amendment No. by:</b>		<b>Date:</b>	
<b>Company Name (Proposaldler/Offerer):</b>			
<b>Signed by:</b>			
<b>Name (Type or Print):</b>		<b>Title:</b>	

## COVID 19- PROPOSAL SUBMISSION/OPENING INSTRUCTIONS

We hope this message finds you safe and healthy. First and foremost, we want to let you know that our heart goes out to you and your organization during these trying times. The COVID-19 pandemic has changed the way we work-at least for the time being.

Due to continued closures and restricted access to HCC facilities resulting from COVID-19, the College appreciates you following the proposal submission instructions below.

### **Proposal Submission**

It is solely the responsibility of each proposal to assure that their proposal is deliver at the specified place and prior to the deadline for submission. Proposals, which for any reason are not so deliver, will not be consider for purposes of this RFP.

Proposals must be receive on or before Tuesday, May 27, 2020 by 2:00 p.m. (local time).

Responders should use mail, courier delivery, Fed-Ex, UPS or other carriers, for delivery of their proposals. To help keep your employees, as well as, our staff safe, we ask that anyone visiting an HCC facility practice social distancing by making sure you are at least six feet apart.

The proposal package must be deliver at the responder's expense to:

### **Attn: Marilyn Vega- Sr. Buyer**

Houston Community College

Administration Building

3100 Main (**deliver to loading dock located in the rear of building on Rosalie Street**)

Houston, Texas 77002

For courier delivery questions or concerns when attempting to delivery to the loading dock located in the rear of the building on Rosalie Street, the telephone number is 713-718-5107. It is solely the responsibility of each proposer to assure that their proposal is delivered at the specified place and prior to the deadline for submission. Proposals which for any reason are not received timely will not be considered.

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