



Solicitation Amendment No. 1

To: Prospective Proposer/Offeror:	Date:
Prospective Proposers	April 22, 2020
Project Title:	Project No.:
Mitsubishi 5000 lb. Capacity Forklifts (or equal)	RFP-C 20-27

Description of Solicitation Amendment: The Request for Proposals- Commodity (Project RFP-C No. 20-27) is hereby amended as set forth below:

Below, see the attached revised instructions for the drop-off and receipt of proposals.

Please visit our website at <https://www.hccs.edu/about-hcc/procurement/>

Except as provided herein, all terms and conditions of the solicitation remain unchanged and in full force and effect.

Acknowledgement of Amendment No. by:	Date:
Company Name (Bidder/Offerer):	
Signed by:	
Name (Type or Print):	Title:

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 bid/proposal submission instructions below.

Proposal Submission

It is solely the responsibility of each bidder 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 so delivered, will not be considered for purposes of this RFP.

Bids/Proposals must be received on or before the date and time specified in the RFP.

Proposers 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 a HCC facility practice social distancing by making sure you are at least six feet apart.

The proposal package must be delivered at the proposer's expense to:

Attn: Barbara E. Brooks, 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.

Balance of page intentionally left blank.