



## MEMORANDUM

**TO:** RFP 23-020  
**FROM:** Aaron Flure, Purchasing  
**DATE:** April 13, 2023  
**RE:** Addendum -RFP 23-020-03

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### I. Question and Answer

1. After comparing the photos with the previous inventory sheet and the total number of machines requested on the RFP it looks like Melody Hall is missing 1 floor dryer. If you agree, then the total number of floor dryers should be listed as 11, making the Grand total for New Mexico Highlands, 61 machines.

**This is correct. Melody Hall should have 1 TL Washer, 1 FL Washer and 2 Electric FL dryers.**

### II. Equipment Update

**A new Excel document labeled “Revised Inventory & Location Placement” has been uploaded for reference and replaces previous document “Inventory & Location placement NM Highlands Univ April 2023”. As answered in Q&A, the total number of machines is 61. Please refer to this new document for breakdown of locations and quantities.**

**\*Offerors must acknowledge this amendment in Attachment 1 when submitting proposal.**