



Portales Municipal School District  
Chief Procurement Office  
LC Cozzens Administrative Offices  
501 S Abilene Ave  
Portales, NM 88130

**REQUEST FOR PROPOSAL**  
**18-19-0001 SUV**  
**DUE 09/19/2018 AT 4:00 PM MST**

**ADDENDUM # 1: 9/19/2018**

Please note the following change regarding the ITB to the schedule:

9/19/2018	Submission of ITB Due	4:00	
9/21/2018	ITB Opening	1:30	LC Cozzens Administrative Offices 501 S Abilene Ave Portales, NM 88130
10/15/2018	Board Approval	6:00	LC Cozzens Administrative Offices 501 S Abilene Ave Portales, NM 88130
10/16/2018	Determination Letters Mailed		
10/31/2018	Protest Deadline	3:00	
11/1/2018	Issue Purchase Order		

We apologize for the change, but our Board Meeting had to be rescheduled which changed some of the dates.

Thank you for your interest,

Sarah M. Stubbs  
Chief Procurement Officer/Finance Director

ACKNOWLEDGE ADDENDUM WITH SUBMITTED PROPOSAL: Addenda not signed and returned may consider the RFP non-responsive and may be rejected.

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COMPANY/FIRM NAME

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SIGNATURE

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DATE