



## MEMORANDUM

TO: RFP 21-004

FROM: Aaron Flure, Purchasing

DATE: March 30, 2021

RE: Addendum -RFP 21-004-02roror

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### **I. Pre-Proposal Meeting - Date Change and Log-in Information**

The Pre-Proposal meeting will be held by Zoom video conference on April 8, 2021 at 9:00 am. This is a date change from the original date and time of April 1, 2021 at 9:00 am.

Pre-Proposal Meeting (Also referred to as Pre-Bid Meeting) **does not require sign up in VendorRegistry** and attendance will not be taken. This is to correct information on VendorRegistry.com. Courtesy email to [rfp@nmhu.edu](mailto:rfp@nmhu.edu) would be appreciated for those planning to attend.

Zoom video conference will be held online at the following address:  
<https://nmhu.zoom.us/j/4184983937>

### **II. Site Visit - Date Change and Information:**

A Site Visit at the Sininger Hall building will be held on April 9, 2021. No individual appointments will be held. This is a date change from the original date and time of April 2, 2021. Site Visit will be conducted by the following: Controlled groups will begin at 9:00 am for a visit of the site which will last approximately 30 minutes with approximately 10 minutes between each group. Site visits will continue until all attendees have been given site visit. After individual group escorts, the entire group will meet in Sininger lecture hall for wrap up and additional questions/information with COVID-19 Safe practices being adhered to. **Reminder**, all attendees must wear masks and COVID-19 training per instructions of page 2 of RFP.

Sign-in will be required. Sininger Hall is located 904 Columbia Ave. Las Vegas NM 87701.

No solicitations will be available at the site visit; Offerors are to bring their own copy.

When arriving on campus, please see map below for parking area and location of Sininger Hall.



### **III. Additions and Changes to Section V**

- The following is being added to Section V after paragraph 2 as its own paragraph:

For cost, Offeror shall submit all elements of costs that are allowable, allocable, and reasonable to this project as it relates to Labor, Materials, Subcontracts, Overhead Burdens and Profit/Fee.  
Format will be Contractor format, page limit unrestricted.

- The following is being changed for Item 4.) in Section V:

Percentage weight changed from 20% to 15%

- The following is being added to Section V after item 4.) as new item 5.):

5.) For the Cost Factor, NMHU will evaluate by conducting a Cost Analysis in accordance with NM Stat § 13-1-45 (2019).....5%

**IV. Are any of the forms/attachments due prior to submission?**

No. Forms and attachments are to be submitted with RFP

**V. Will a digital copy be submitted via the online site in addition to the 5 hard copies listed in the RFP?**

You can provide either through VendorRegistry.com site or hard copy.

\*Offerors must acknowledge this amendment.