



## MEMORANDUM

TO: RFP 21-004

FROM: Aaron Flure, Purchasing

DATE: April 09, 2021

RE: Addendum -RFP 21-004-04

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### **I. Submittal Addresses**

If delivering proposal via courier service or in person, deliver to the following location:

**New Mexico Highlands University**  
**Post Office – Receiving**  
**800 National Ave**  
**Las Vegas, NM 87701**

This address replaces the current address of Purchasing Department at 903 NMHU Avenue Las Vegas NM 87701.

Due to COVID restrictions, delivery in person to the Purchasing Department at 903 NMHU (s/b University) Avenue is not available. (Page 17, Section IV, SUBMITTAL PROCEDURES, 3. INSTRUCTIONS, B.) DELIVERY MAY BE MADE AS FOLLOWS, item 1.) (Purchasing Department), again, is not a deliverable address.

### **II. Financial Submission**

Request for last three years of firm's financial statements in Section IV, item D in COMPENSATION & BILLING SCHEUDULE, page 12; Offerors are directed to submit those via US Postal Service or Courier Service, to the address in Item I above (i.e. NMHU Post Office). NMHU does not encourage these documents to be loaded into VendorRegistry, nor will it accept any risks of damage if loaded into VendorRegistry. The Envelope/package containing this financial data must be postmarked by Friday, April 30 2021 with estimated delivery before or on Tuesday, May 4<sup>th</sup> 2021.

Offeror shall provide instructions to NMHU if they want NMHU to dispose of document by destruction(shredding) or if Offeror desires to have the documents returned.

Submission of the Technical Proposal, Cost Proposal, and Attachments/Certifications required by the solicitation may be submitted via the NMHU Post Office, or VendorRegistry, however, Offerors are reminded that the Technical Proposal, Cost Proposal, and Attachments/Certifications are due no later than 2:00 PM (MST), 29 April, 2021.

Offeror must include the proprietary legend on each restriction on each page of the financial document submission.

### **III. Page Limits Technical Proposal**

Page limitations are clarified as follows:

**Technical Proposal**, at page 15, SECTION V, EVALUATION COMPONENTS, second paragraph, is increased to a limit of 12 pages, from 10 pages.

**Addendum 21-004-02, III. Additions and Changes to Section V**, is clarified as to submission requirements. This relates solely to the Cost Factor. The proposal for the Cost Factor has no limitation, and will be in contractor's format.

### **IV. Other**

Offerors must acknowledge all addendum, to include future addendum issued for this solicitation on the Addendum Acknowledgement Form, Attachment 1 of this solicitation when submitting its offer.