



County of El Paso Purchasing Department
800 E. Overland Room 300
El Paso, Texas 79901
(915) 546-2048 / Fax: (915) 546-8180

ADDENDUM 5

To: All Interested Proposers
From: Linda Mena, Inventory Bid Technician
Date: December 8, 2009
Subject: Bid # 09-085, Furnish and Install 20-ton Air Conditioning Unit to the ITD Server Room

Please Note:

- Bid opening has been extended to Thursday, December 17, 2009 at 2:00 p.m.

For clarification on page 4 letter D:

3. BID FORMAT REQUIREMENTS

- A. Typed or neatly printed in black or blue ink.
- B. Standard 8 ½ x 11 paper.
- C. Submittals may not be permanently bound with glue or binding combs. Submittals may be bound together with removable staples, clips, prongs, etc, or submitted in a 3-ring binder or report cover.
- D. The contents of the Bid/RFP shall include the Bid/Proposal Form (Attachment A) and adhere to the tab and sequence as specified.

See the following page:

ATTACHMENT A

BID/PROPOSAL FORM

INSTRUCTIONS

- I. All documents must be submitted in the Tab Order and Attachment Sequence as specified. Corresponding information, reports, documents, etc. must be submitted behind the first page of each corresponding Proposal Form Tab Number in sequential order and as appropriate to the subject matter.
- II. If a question does not apply, enter “N/A”, do not leave blank. If an entire section of questions do not apply, you may draw a heavy lined “X” through the section.
- III. You may use additional sheets of paper to answer questions or provide additional information not specifically asked; however, you must write “See Attachment #___” in the corresponding question’s answer line.

Failure to follow the Proposal Form Tab Format and Attachment Sequence requirements may result in the proposal being disqualified.