



**REQUEST FOR PROPOSAL  
RFP 2012-001C**

**ADDENDUM NO. 1**

To: Prospective Bidders

From: Steven Holdman  
Cooperative Educational Services

Date: September 16, 2011

Cooperative Educational Services (CES) has received the following questions regarding RFP 2012-001C. Please accept the following as responses to the questions submitted.

**Question 1:**

Form A: Offeror's Questionnaire states to provide the number of full-time employees in each of several categories. How do we record the number of employees if the same employee performs several categories of work?

**Background:**

Offeror's Questionnaire Form A Question 4

Available Resources, Capacity, and Ability to Perform: An essential part of CES considering an Offeror is for the evaluator(s) to have current and accurate information about the main company being evaluated.

Provide the number of Full-time employees in each of the following categories:  
(Multiple categories are listed.)

**Response 1:**

To clarify your response to this question, write the number of your full-time employees to the right of the statement, "Provide the number of Full-time employees in each of the following categories:" Then place an "X" in the space provided for each of the categories that these full-time employees perform.

**Question 2:**

On Form D-2, we charge trucks by the hour, not by the mile. How do we record this on the form?

**Background:**

**Form D-2: OFFEROR'S INDEFINITE QUANTITY EQUIPMENT UNIT PRICE SCHEDULE**

Equipment List Price Schedule With Out Operator (Minimum 1 Hour)	Unit of Measure
Truck - Pickup and Trailer	Per Mile
Single axle dump truck less than 28,000 GVW	Per Mile
Medium-Duty Truck - Transport for equipment and materials	Per Mile
Truck Semi - Transport for equipment and materials	Per Mile
Service Trucks (pickup)	Per Mile
Truck Septic Tanking Pumping	Per Mile
Truck – Garbage/Refuse	Per Mile

**Response 2:**

There are more instructions relative to Form D-2 found on Form D. Those instructions include the statement, “If there is equipment not listed that is needed, it can be added in the space provided and/or provided on a separate sheet of paper utilizing the same format provided and attached.” Likewise, it is acceptable to record a different unit of measure and the cost for that unit of measure for the equipment listed or new equipment the Offeror adds to the form. Blank spaces are provided on the form for any additions or you may attach a separate sheet of paper utilizing the same format that is provided in the RFP.

If you have any questions regarding this Addendum, please contact my office at 505-344-5470.

By dating, signing, and returning this page (**please place behind Tab 1 of your response**), the Offeror acknowledges receipt of Addendum No. 1.

Date: \_\_\_\_\_

Company Name (Print): \_\_\_\_\_

Printed Name: \_\_\_\_\_

Signature: \_\_\_\_\_