



**DALLAS COUNTY
PURCHASING DEPARTMENT**
900 Jackson Street, (Founders Square)
6th Floor, Suite 680
Dallas, Texas * 75202
Charles Price
Interim Purchasing Director

June 22, 2018

ADDENDUM # 2

SOLICITATION # 2018-043-6736

**REQUEST FOR QUALIFICATIONS FOR
INDEFINITE DELIVERY/INDEFINITE QUANTITY
ARCHITECTURAL/ENGINEERING SERVICES**

WHEREAS, the following instructions will be added to the Request for Qualifications regarding submittal instructions.

Responses to this Request for Qualifications (RFQ) shall be formatted and organized in the following order for consistency and easy screening:

- All proposals must be typed, single spaced, and printed single-sided on 8 ½" by 11" paper, 12 Point Font in Time New Roman theme. There will be a 30 page maximum not including any requested forms submitted
- One (1) original, clearly marked "ORIGINAL", and one (1) copies, clearly marked "COPY", must be submitted in separate bound with identification of the vendor, the job number as located on the RFQ cover sheet, and the RFQ title on the front cover.
- The complete proposal response must be sealed in an envelope or box for delivery to the Office of the Dallas County Purchasing Department per instructions
- All documents must be labeled with the vendor's name and the job number. Any response received by the Office of the Dallas County Purchasing Department that is not identified on the outside with the job number will be at risk for rejection.
- Each section of the vendor's response should start on a new page. A tabbed divider page marked with the section number should separate each section.
- Any RFQ received after the required due date and time shall be considered late, void, unacceptable and shall be returned unopened to Proposer upon request.
- Each Proposer must provide a total of two (2) paper hardcopies of the entire proposal including all data, Financial Stability and Small Business Enterprise Information as outlined in the RFQ.

Additionally, copies of the;

-Financial Statements

-Small Business forms

Must be submitted in separate sealed envelopes (**Envelope 1- Financial Statements Envelope 2 - Small Business Forms**) and labeled with the RFQ number on the outside of the envelope.

One copy (1) of the printed hardcopy (original) must be signed in blue ink. The original bound copy of the proposal is to be clearly marked as "original" on the outside cover and contain original signatures in blue ink of a person authorized to make a binding offer.

In addition, the Proposer must also provide seven (7) "individual labeled" electronic copies of the entire/complete proposal and attachments (**excluding "Financial Statements" and "Small Business Forms" information**) on Disc, Jump or USB Flash Drive, formatted in "Adobe PDF". Proposer must make sure that the document on the Disc, Jump or USB Flash Drive can be opened and viewed

Except as provided herein / above, all other specification requirements of the original solicitation referenced shall remain unchanged in and full force and effect. This addendum should be signed and returned with your Solicitation package on or before Thursday, July 19, 2018 @ 2:00 p.m. CST.

This addendum is hereby acknowledged, understood and considered in our Solicitation.

Printed Name: _____

Signature of Authorized Representative: _____

Title: _____

Company: _____