

**EDUCATIONAL SERVICE DISTRICT 112
ITB NO. ESD112-LE-18B**

ADDENDUM No. 03

SUBJECT..... Appendix G

- ITB – Page 37– Appendix G
 - Paragraph 12: To duplicate the last sheet entitled Support Products.

DATE ISSUED September 17, 2018

Important Note to Bidders:

Only the items referenced in this addendum shall be revised. All other provisions, requirements, and terms and conditions of the Invitation to Bid #ESD112-LE-18B and its related Contract shall remain the same.

Instructions to Bidders:

Bidders shall sign, date and submit the form on this page with the rest of your company’s bid materials. Insert all signed addenda pages, in sequential order, behind Tab #2 in your three-ring binder. (Please insert *only page 1* from each addendum into the three-ring binder; **do not include subsequent pages.**)

Name of Company _____

Name of Authorized Representative (Please print) _____

Signature of Authorized Representative _____

Date Signed _____

In reference to the ITB – Page 37 – Appendix G, Paragraph 12: To duplicate the last sheet entitled Support Products shall read:

12. To duplicate the last sheet entitled **Support Products and Bidders Choice Products:**

*If you need to duplicate the last worksheet entitled **Support Products and Bidders Choice Products**, follow **Steps 1-4** above. Make the following changes for the rest of the steps:*

- A. Scroll through the names of the worksheets in the workbook, and click on the option **Move to end**.
- B. Click the **OK** button.
- C. The tab for the newly duplicated worksheet will have a (2) appended to its name. Leave it like that; there is no need to rename it. If you need to duplicate the worksheet again, subsequent numbers will be appended.
- D. Skip **Steps 8-9**, and follow the instructions in **Step 10**.



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