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.

Bunny Stevens, Project Coordinator, Purchasing
Business and Financial Management
E-Mail: Bunny.Stevens@esd112.org