



ADDENDUM NO. 1 *Damen King*

In reference to the previously issued Request for Proposal documents for the subject item, the changes and additions listed below are to be incorporated. All other conditions remain the same.

Receipt of this Addendum shall be acknowledged by inserting the number one (1) in the "Acknowledgement receipt of addenda number...(if any)" area on the Proposal Signature Page for the middle schools and the page for each high school.

---

**CLARIFICATION: Bid vs. Proposal**

Throughout the Request for Proposal the word bid is used. As the cover states, this is a Request for Proposal requesting pricing from your company. But, in addition to pricing the district reserves the right to consider other factors as indicated throughout the document and requested below.

**ADDITIONAL SUBMITTALS**

Attach the following document at the end of your proposal.

1. **RESUME:** Provide with your proposal a current resume of the local representative who will service the account.
2. **REFERENCES:** Provide with your proposal, references from active accounts serviced by the representative. Include School Name, Contact Person, Phone Number, Number of Books Purchased, and Number of Years Servicing School. Provide three or more.
3. **REPRESENTATIVE RATIO:** What is your company's current ratio of representatives to number of schools serviced?
4. **CSA RATIO:** For the plant CSA who will service the account, how many schools did the CSA have during the past school year?

END OF ADDENDUM #1