

Solicitation Amendment No. 1

To: Prospective Bidder/Offeror:	Date:												
	January 10, 2008												
Project Title:	Project No.:												
Vending Machine Services	08-08												
<p>Description of Solicitation Amendment:</p> <p>The Solicitation (RFP) for Vending Machine Services, (Project No. 08-08) is hereby amended as set forth herein:</p> <p>I. <u>Evaluation Criteria</u> The Evaluation Criteria, Paragraph # 6, Instruction to Proposers is hereby changes as follows:</p> <table style="margin-left: 40px; border: none;"> <thead> <tr> <th style="text-align: left;"><u>FACTOR</u></th> <th style="text-align: left;"><u>Percentage Weight</u></th> </tr> </thead> <tbody> <tr> <td>• Qualifications and Experience of Firm:</td> <td>25%</td> </tr> <tr> <td>• Past Performance and Services:</td> <td>25%</td> </tr> <tr> <td>• Qualifications and Experience of Personnel:</td> <td>15%</td> </tr> <tr> <td>• Project Understanding and Management:</td> <td>20%</td> </tr> <tr> <td>• Price Proposal</td> <td>15%</td> </tr> </tbody> </table>		<u>FACTOR</u>	<u>Percentage Weight</u>	• Qualifications and Experience of Firm:	25%	• Past Performance and Services:	25%	• Qualifications and Experience of Personnel:	15%	• Project Understanding and Management:	20%	• Price Proposal	15%
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Acknowledgement of Amendment No. _____ by:	Date:												
Company Name (Bidder/Offerer):													
Signed by:													
Name (Type or Print):	Title:												

II. **General Terms and Conditions (Attachment No. 4)**

a. Paragraph 13, Sales Report, is hereby changed to read as follows:

13. **Sales Report**

The Contractor shall maintain accurate and complete records regarding Sales under this Contract and shall prepare a computer-generated comprehensive sales report each month, which reflect at least the following information:

- Total dollar of sales itemized by machine and location;
- Total dollar amount of commission due HCC;
- Meter readings and cash count of each vending machine.

The Contractor shall submit the computer-generated comprehensive sales report to the Executive Director, Procurement Operations, on a monthly basis, to the following address:

**Houston Community College
Procurement Operations
3100 Main Street (11th Floor)
Houston, Texas 77002**

Reference Project No. 08-08, Vending Machine Services.

b. Paragraph 14, Payment of Commission, is hereby changed to read as follows:

14. **Payment of Commission**

The Contractor shall pay HCC compensation in the amount of the total commission rate based on a percentage of total monthly gross sales, in accordance with the Schedule of Items and Prices, Exhibit B, of this Contract.

The Contractor shall render to HCC a certified, cashier **or** company check by the 10th of each month in the amount of the preceding month earned commissions due HCC. A copy of the computer-generated comprehensive sales report shall accompany each monthly commission check. **Personal checks will not be accepted by HCC.** The certified, cashier or company check shall be made payable to: Houston Community College and shall be mailed or delivered to the following address:

**Houston Community College
Accounting & Finance Department
Attn: Head Cashier
3100 Main Street (11th Floor)
Houston, Texas 77002
or
Post Office Box 667460
Houston, Texas 77266-7460**