REQUEST FOR PROPOSAL

RFP
MERCHAND SERVICES -19

ADDENDUM NO. 2
Dated: 8/22/19

PROPOSAL MUST BE RECEIVED BEFORE:
5:00 PM, FRIDAY SEPTEMBER 13, 2019

MAIL PROPOSAL TO:
Stephen F. Austin State University
Procurement Services
P. O. Box 13030
Nacogdoches, TX 75962-3030

HAND DELIVER AND/OR EXPRESS MAIL TO:
Stephen F. Austin State University
Procurement Services
2124 Wilson Drive
Nacogdoches, TX 75962

Show RFP Number, Due Date and Time on Return Envelope

NOTE: PROPOSAL must be time stamped at Stephen F. Austin State University Procurement Services before the hour and date specified for receipt of proposal.

REFER INQUIRIES TO:
Jennifer McCall
Stephen F. Austin State University
Procurement Services
936-468-4263
email: Jennifer.McCall@sfasu.edu
STEPHEN F. AUSTIN STATE UNIVERSITY
Request for Proposal #
MERCHANT SERVICES-19

PROPOSAL MUST BE RECEIVED BEFORE:
5:00 PM, FRIDAY, SEPTEMBER 13, 2019

ADDENDUM NO. 2

THIS ADDENDUM MUST BE ACKNOWLEDGED ON EXHIBIT B IN ORDER FOR THE RESPONSE TO RECEIVE CONSIDERATION. FAILURE TO ACKNOWLEDGE THE ADDENDUM WILL RESULT IN DISQUALIFICATION OF THE RESPONSE.

1.5 SCHEDULE OF EVENTS* Changes are in red

<table>
<thead>
<tr>
<th>*DATE</th>
<th>EVENT</th>
</tr>
</thead>
<tbody>
<tr>
<td>August 2, 2019</td>
<td>Issuance of Request for Proposal</td>
</tr>
<tr>
<td>August 8, 2019 by 12:00 PM</td>
<td>Deadlines for Questions – Round #1</td>
</tr>
<tr>
<td>August 13, 2019</td>
<td>Questions and Answers Round #1 - Addenda Posted</td>
</tr>
<tr>
<td>August 27, 2019 by 5:00 PM</td>
<td>Deadlines for Questions – Final</td>
</tr>
<tr>
<td>September 3, 2019*</td>
<td>Questions and Answers Final - Addenda Posted</td>
</tr>
<tr>
<td>September 13, 2019 by 5:00 PM</td>
<td>Requests for Proposals Due</td>
</tr>
<tr>
<td>September 16, 2019</td>
<td>Evaluation of Proposals and/or Negotiations</td>
</tr>
<tr>
<td>September, 2019*</td>
<td>Notification of Award</td>
</tr>
</tbody>
</table>

*Dates are tentative and subject to change.

3.2 SUBMITTAL DEADLINE AND LOCATION

All proposals must be received by SFA in the office of Procurement and Property Services no later than 5:00 PM September 13, 2019.

Proposals are to be submitted to:

MAIL PROPOSAL TO:            HAND DELIVER AND/OR EXPRESS MAIL TO:
Stephen F. Austin State University  Stephen F. Austin State University
Procurement and Property Services  Procurement and Property Services
P.O. Box 13030, SFA Station        2124 Wilson Drive
All U.S. Mail addressed to any component of SFA is delivered to a central mailroom and redistributed by SFA personnel to the addressee’s on-campus post office box. Consequently, there is a possibility of delay between receipt of mail at the central mailroom and receipt in the Procurement and Property Services Department. Proposals must be in the office of the Procurement and Property Services Department by the time set for RFP closing in order to be considered, and receipt by SFA at the central mailroom will not be deemed sufficient. The University shall not be responsible for responses received after the due date and time. Late responses will not be considered under any circumstances. Properly identified late responses will be returned to the Respondent unopened.

Proposals will be publicly opened September 16, 2019 at 8:00 AM in the office of the Director of Procurement, 2124 Wilson Drive. Only the names of the Respondents will be read aloud.

Proposals received after the time for closing will be returned to Respondent unopened regardless of the circumstance. It is the responsibility of the Respondent to get the proposals delivered in a timely manner, regardless of delivery method or circumstances.

Faxed or electronically mailed proposals will not be accepted.

Proposals may be withdrawn at any time prior to the time and date set for proposal closing.

Stephen F. Austin State University reserves the right to accept or reject any or all proposals and to waive irregularities or technicalities provided such waiver does not substantially change the offer or provide a competitive advantage to any Respondent in the judgment of Stephen F. Austin State University.