



Department of Procurement Services

160 South Hollywood Street · Room 126 · Memphis, TN 38112 · (901) 416-5376

December 15, 2025

RE: Addendum #1: **RFP 122225LB – Student Transportation Services**

Dear Respondents:

This Addendum forms a part of the Contract Documents and modifies the Plans and Specifications dated December 2, 2025. The Contractor shall acknowledge receipt of this Addendum on the form found in the RFP. Failure to do so may subject the Respondent to disqualification.

Item #1 – Small Business Enterprises

As stated at the Pre-Proposal Conference, please include in your proposal your plan to utilize the small businesses within the Memphis and Shelby County areas.

Item #2 – Appendix I: Compensation/Pricing Schedule

An Updated Appendix I: Compensation/Pricing Schedule has been posted to the procurement services site. Please submit this schedule with your proposal.

Item #3 – Proposal Submission Date:

The submission date has been extended to **January 6, 2026**, no later than **10:00 AM CST**.

Thank You,

Procurement Services