

## Solicitation Amendment No. 001

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<b>To: Prospective Bidder/Offeror:</b>	<b>Date:</b>
Prospective Respondents	October 29, 2010
<b>Project Title:</b>	<b>Project No.:</b>
Real Estate Broker Services	11-12
<p>Description of Solicitation Amendment: The solicitation for Real Estate Broker Services (#11-12) is hereby amended as set forth herein.</p> <p>I. <b><u>Document Format and Submission (Paragraph IV, Page 3):</u></b>  Add the following requirement as Item #7:  "7. Describe your experience on a recent project, which was successfully completed and involved jurisdictions such as taxing, appraisal districts and municipalities."</p> <p>II. <b><u>Scope of Services (Paragraph VI, Page 4):</u></b>  The following additional services are hereby incorporated into the <b>requirement section</b> of the scope of services:</p> <ul style="list-style-type: none"> <li>• Locate properties for lease by Houston Community College (HCC);</li> <li>• Function as a liaison with landlords of property leased by HCC;</li> <li>• With the approval of HCC, negotiate leases;</li> <li>• Provide assistance to HCC in locating tenants for available space;</li> <li>• Assist in the processing of "Change of Use Designations";</li> <li>• Work as a liaison with current tenants to maintain leases and renewals.</li> </ul>	
<b>Acknowledgement of Amendment No. by:</b>	<b>Date:</b>
<b>Company Name (Bidder/Offerer):</b>	
<b>Signed by:</b>	
<b>Name (Type or Print):</b>	<b>Title:</b>