



Purchasing Department  
530 Water Street  
Oakland, CA 94607

**October 26, 2020**

**ADDENDUM No. 1**

**Bid No.: 20-21/06 – Lenovo Business Laptop and Services**

**This Addendum modifies the original Bid Documents for the above referenced Bid. Acknowledge receipt of this addendum in the space provided on the Bid Form (Attachment 2). Failure to do so may disqualify your bid.**

**The following questions were submitted prior to the deadline and are answered in this addendum:**

1. Question: With the spread of this pandemic, we are working hard to keep the business moving forward during this crisis. As we try to maintain normal operations, we are carefully monitoring the guidance of healthcare experts and government authorities. Please advise will you consider accepting sealed bid by electronic means that is email. These pre-emptive measures are necessary to handle the challenging times together.

*Answer: The Port of Oakland is open, and a hard copy can be dropped off at the security desk or call Nick Sioson at 510-627-1140 to make an appointment when submitting bid before the due date in person.*

*To protect the integrity of the Bid process, the Port must receive sealed Bids (physical submittals only), delivered to the Port either in-person or by mail by the Due Date and Time indicated in the Bid. (Please note: Some physical deliveries have been intermittent/delayed in certain areas, so please plan accordingly and submit your Bid early to ensure timely receipt.).*

2. Question: Bid 20-21/06 is regarding laptops and warranties and accessories so no need to have contract with Port for selling these items. On Employer Self-Evaluation for Port of Oakland Living Wage there are some questions which is for contractors and end of question 2 said if no to 1 and 2, stop here: the business is not covered. That means the company does not have existing contract or not entering into a contract cannot participate in bidding?

*Answer: Bidders are not required to complete the Employer Self Evaluation Form and Certificate of Compliance Form (Attachment 6A & 6B respectively), only the selected bidder will be required to complete and submit these forms when the bid is awarded.*

3. Question: Will the Port accept any exceptions to terms and conditions of this bid?

*Answer: No. Since this is a bid, the Port will not be accepting any modifications to our T&Cs.*

4. Question: Are you accepting bid preferences for SLEB or VSLEB on this bid?

*Answer: Local/Small business preference points does not apply to this bid. Proposers do not have to be Port of Oakland certified to pursue this offering.*

5. Question: Upon reading the bid, it appears that you are not looking for any services at all and you are only looking to purchase goods. Is this correct? If so, there are many requested documents and requirements mentioned in the bid that do not apply to this bid, such as insurance, bonds, and living wage.

*Answer: The Port is looking to purchase laptops, docking stations, and warranty services. All bidders will be required to acknowledge living wage statement and provide applicable insurance requirements. No Security Bond is required for this project.*

6. Question: What other services are needed beyond the warranties as specified in the RFP?

*Answer: In addition to the required laptop and docking station, the Port is also requiring bidders to submit a bid for the Lenovo 3 Year Protect Bundle with Premier Support Onsite Warranty, mfg.# 5PS0N73216, item 3 of the product specification/requirements.*

7. Question: Will the bid winner have to re-bid on future orders and/or will we be required to provide future orders with the exact same pricing?

*Answer: For any future needs, the Port will either re-bid those additional items or may contact the winning bidder to see if they are able to honor the original bid price.*

8. Question: If there are MFG price increases between orders can we provide adjusted pricing?

*Answer: No, bid price must be good for 60 days.*

9. Question: Since we are local (we are in Walnut creek) can we hand-deliver the laptops?

*Answer: Hand-delivery is possible provide you coordinate the delivery time and date with the Port. Any hand-delivered product can only be done at our security desk in our lobby because at this time due to the pandemic, we are not allowing external personnel into the building.*

10. Question: What's the payment schedule? (this may be in the Bid)

*Answer: NET30.*

**There are no other questions to Bid No. 20-21/06.**