



Purchasing Department  
530 Water Street  
Oakland, CA 94607

January 19, 2017

**ADDENDUM No. 1**

**Bid No. 16-17/09 Airline Boarding Pass and Bag Tag Paper Stock**

**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 correction has been made to the above referenced Bid:**

Effective January 1, 2017, California City and County Sales and Use Tax Rate was changed to 9.25%. The new Alameda County rate replaces the previous rate of 9.50%. Please delete Attachment 2, Bid Form in its entirety and replace with the updated Attachment 2, Bid Form (included with this addendum), which reflects the new lower tax rate of 9.25%.

There are no other changes to Bid No. 16-17/09.

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

1. **Question:** How many deliveries do you anticipate? Or are the quantities for a one-time delivery?

*Answer: The Port plans to order Paper Stock quarterly. Per the Product Specification, Section IV. Length of Contract section:*

*The Port intends to purchase the ATB and BTP paper stock for a period of three (3) years with an option to renew for two (2) additional years, not exceeding a total of five (5) years. The Port will issue a Procurement Contract or Contract Purchase Agreement for Airline Boarding Pass and Airline Bag Tag Paper Stock. It is estimated that the Port will consume 342,000 Airline Boarding Pass and 234,000 Bag Tag stock quarterly, but does not guarantee any quantities. The pricing provided by the Supplier must be firm for three (3) years and a reasonable price increase may be requested during contract renewal for years four (4) and five (5).*

2. **Question:** What are you currently paying for each item?

*Answer: Because of the competitive situation and in the best interest of the public and in fairness to the incumbent, we will not be releasing the unit price of these items at this time. However, the old bid opening results and bid information for the prior bid for these items is available on our website at: <http://www.portoakland.com/business/bids-rfps/archive/>. Please scroll down to the bid titled 14-15/11—Airline Boarding Pass and Bag Tag Paper Stock, to view the bid and bid results.*

End of Addendum

Enclosure: Bid Form (Addendum No. 1)



**Bid No.: 16-17/09 – Airline Boarding Pass and Bag Tag Paper Stock**

The undersigned having carefully examined the location of the proposed work, the local conditions of the place where the work or services is to be done, the Invitation for Bid, the Instructions to Bidders, the Standard Purchase Order Terms and Conditions, the Supplier Insurance Requirements, all Bid Documents, including the Specifications and all of the contract documents for this project, and any Attachments, Addenda, Enclosures, and the Port of Oakland’s sample Contract (if applicable), proposes to perform the work or provide the goods, including all of its component parts, and to furnish any and all required labor, materials, equipment, insurance, permit, bonding, transportation and services required for this project or delivery of goods and services in strict conformity with the Plans and Specifications prepared, including any Addenda, within the time specified for the lump sum price (including all taxes) of:

**Total Bid Price** (Including all Taxes)

Total Bid Price of:     \$ _____	(Numeric Amount)
_____	(Written Amount)
Written amount prevails if any discrepancy exist	

**A. Bid Summary:**

Element	Description	Quantity	Unit Price	Extended Price
1	<b>Airline Boarding Pass</b> ATB (Automated Ticket and Boarding Pass) Stock Size: 3.25 inch x 8 inch (Refer to Product Specification for complete details)	342,000	\$	\$
2	<b>Airline Bag Tag</b> BTP (Bag Tag) Stock Size: 21.125 inch x 2.125 inch (Refer to Product Specification for complete details)	234,000	\$	\$
Subtotal (Taxable : <input type="checkbox"/> YES <input type="checkbox"/> NO)				\$
(Ground) Shipping Charges – (Taxable : <input type="checkbox"/> YES <input type="checkbox"/> NO)				\$
Sales Tax (9.25% Alameda County)				\$
(Write this figure in the Total Bid Price Above) <b>Total Bid Price</b>				\$

**DELIVERY SCHEDULE:** \_\_\_\_\_ Please indicate the number of days after receipt of a Purchase Order will the product be delivered to the Port. The applicable delivery schedule information will be considered in the evaluation. Shipping information must be quoted on the Detail Bid Form. All shipment shall be made FOB Destination.

By submitting a bid, Bidder hereby certifies and has included the following information (check box below):

- YES  NO Did you remember to include the required paper stock samples and specifications sheet?
- YES  NO Bidder has read and reviewed the required specifications for this bid.
- YES  NO Bidder has read and reviewed the required packaging requirements for this bid.

**Bidder’s Name:** \_\_\_\_\_ **Initials:** \_\_\_\_\_

**BID FORM (Page 2 of 3)**

**Bid No.: 16-17/09 – Airline Boarding Pass and Bag Tag Paper Stock**

**Agreement Terms**

1. If awarded the Contract (or Purchase Order), the undersigned hereby agrees to sign said Contract (or Purchase Order), and furnish the necessary Performance Bond (if applicable), and Insurance within twenty (20) calendar days after the Notice of the Award of this Contract (or Purchase Order) and agrees to commence work within ten (10) calendar days after any verbal or written Notice to Proceed is issued by the Port.
2. The undersigned has checked carefully all the above figures and understands that the Port will not be responsible for any errors or omissions on the part of the undersigned in making up this Bid.
3. The Port of Oakland reserves the right to reject any or all Bids, to waive any irregularities or informalities not affected by law, to evaluate the Bids submitted and to award the Contract (or Purchase Order) according to the Bid which best serves the interests of the Port.
4. All pages of this Bid Form must be completed and signed in ink. The Bid will be awarded to the lowest responsive, responsible Bidder(s).

**Bid Bond/Bid Security**

If applicable (see the Instructions to Bidders), each Bid shall be accompanied by a cashier's check payable to the "Port of Oakland", or a Bidder's bond executed by an admitted surety insurer, licensed to do business in the State of California as a surety, made payable to the "City of Oakland, a Municipal Corporation Acting by and through its Board of Port Commissioners ("Port")" in an amount not less than ten percent (10%) of the maximum amount of the Total Bid Price. The check or Bid Bond shall be given as a guarantee that the Bidder to whom the Contract (or Purchase Order) is awarded shall execute the contract documents and shall provide the required Performance Bond as specified therein within twenty (20) calendar days after the Notification of the Award of the Contract (or Purchase Order).

**Amount** – Bidders must enclose an amount of not less than ten (10) percent of the entire Bid as either:

\_\_\_\_\_ Cashier's Check Number: \_\_\_\_\_

Issuing Bank: \_\_\_\_\_

Amount: \$ \_\_\_\_\_

\_\_\_\_\_ Bidder's Bond Surety Company: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Addenda Acknowledgement**

The following addenda are acknowledged in this Bid: \_\_\_\_\_  
 (Indicate the addenda numbers that you received.)

Bidder's Name: \_\_\_\_\_ Initials: \_\_\_\_\_

**BID FORM (Page 3 of 3)**

**Bid No.: 16-17/09 – Airline Boarding Pass and Bag Tag Paper Stock**

**Client References**

In order for the Port to determine if your firm is a Responsible Bidder (see the Instructions to Bidders), Bidder is to provide the names, addresses, and contact information for three (3) current client references. Please make sure all contact information is current. By providing such information you authorize the Port to contact such clients.

Line	Company Name and Contact	Address	Phone and Email
1			
2			
3			

**Bidder Information and Signatures**

Bidder's Company Name: \_\_\_\_\_

Contact Person (print name and title): \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

Cell: \_\_\_\_\_ Email: \_\_\_\_\_

Contractor License # (if applicable): \_\_\_\_\_ Expiration Date: \_\_\_\_\_

Signature (\*): \_\_\_\_\_  
 (If Corporation by Chairman, President or VP. If Partnership by Partner.)

Printed Name: \_\_\_\_\_ Date: \_\_\_\_\_

Attested By (\*): \_\_\_\_\_  
 (If Corporation, by Chairman, President, Vice President, Secretary, or Treasurer. If Partnership, by Partner.)

Printed Name: \_\_\_\_\_ Date: \_\_\_\_\_

\* NOTE: If the Bidder is a corporation, set forth the legal name of the corporation together with the signature(s) of the officer or officers authorized to sign Contracts on behalf of the corporation. If the Bidder is a partnership, set forth the name of the firm together with the signature(s) of the partner or partners authorized to sign Contracts on behalf of the partnership.