



PORT OF OAKLAND

530 Water Street, Oakland, California 94607

November 23, 2020

Addendum No. 1 Bid No.: 20-21/09, Tork Peakserve Paper Towels

This Addendum modifies the original Bid Documents for the above-mentioned 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 by the deadline and are answered in this addendum:

1. **Question:** Do bidders need to use a cooperative agreement such as National IPA and or Omnia for bidding this?
Response: *No, that is not a requirement of this bid process.*

2. **Question:** Will the Port consider the trade discount in your bid packets or how should bidders identify a trade discount? Trade discount in this question refers to a tiered volume discount.
Response: *Bidders may note any trade (tiered) discount order quantities on Attachment 2 "Bid Form", page 1 of 3, Table B. "Additional Pricing Options" as an option. However, all bids will be evaluated on the "Total Bid Price" provided in Attachment 2, Table A. "Bid Detail Price" of a bidder's response.*

3. **Question:** Will the Port accept an emailed copy of the bid?
Response: *No, all bids received must be submitted per the "Instruction for Submitting Bids" information in the Port's Invitation for Bid page 1 of 3 and as noted in Item 3. Deadline for Receipt of Bids and Multiple Bids in Attachment 1, Instruction to Bidders, page 1 of 7. The Port highly encourages bids mailed via an express mail service, US Postal Service, or other courier service should be done early to ensure that they are received in a timely manner.*

4. **Question:** How many cases a year do you purchase for this item?
Response: *Average was 5000 units a year depending on peak travels, with pandemic the Port estimated orders fell to 3000 units this year. Numbers are not exact but approximate.*

There are no other changes to Bid No. 20-21/09

END OF ADDENDUM NO.1