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