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ADDENDUM NO. 1

To: All Prospective Bidders

From: David Coderre, VP of Procurement

Date: January 7, 2025

Re: INVITATION FOR BIDS # 24-29 SUPPLY & DELIVERY OF WINDOW SHADE PRODUCTS

This addendum forms part of and modifies the Invitation For Bids dated December 12, 2024, and consists of page (2) pages.

Where any items called for in the IFB documents are supplemented here, the supplemental requirements shall be considered as added thereto. All other terms and conditions shall remain unchanged and in full effect.

PLEASE NOTE:

FAILURE TO ACKNOWLEDGE RECEIPT OF ADDENDA ON THE BID PRICE FORM MAY SUBJECT TO DISQUALIFICATION.

ITEM NO. 1: Questions for clarification.

Please see below for responses to inquiries:

Q1. On page 9, the window shade specifications are noted. There are a variety of features that are associated with a typical mini blind and a typical roller shade. Which product do you prefer?

A1. Products should be roller shade, light filtering.

Q2. On page 10 of the bid document a variety of shade sizes and a variety of order quantity amounts were noted. How many shades do you anticipate ordering at each order entry? The shade manufacturer has quantity discounts that are very different at an order of 50 shades vs 1080 shades.

A2. The total amount listed is a year's supply, we split it between 2-3 orders within the year.

Q3. Do you require our team to install these shades?

A3. No.

Q4. What are the payment terms?

A4. Net 30.

Q5. We are a certified Women-Owned business. What documentation do you require?

A5. No initial additional information is required.

Q6. The WHA descriptions have 5 items a 1/4" longer than our products. Our item sizes are a call out for the width of the window, not necessarily the size of the shade. For example, WHA calls for a 27-1/4, ours is a 27"x72.

A6. They must be the size listed on the quote sheet.