



BID ADDENDUM #1

CITY OF BEVERLY HILLS
INFORMATION TECHNOLOGY
455 NORTH REXFORD DRIVE
BEVERLY HILLS, CALIFORNIA 90210
310-285-2590

Bid Number: 20-310-01

Bid Opening Date: 5/28/2020 2:00 PM

PLEASE NOTE THE FOLLOWING QUESTIONS AND ANSWERS:

TO: PROSPECTIVE BIDDERS
FROM: CITY OF BEVERLY HILLS
INFORMATION TECHNOLOGY
DATE: 5/14/2020
RE: BID #20-310-01-CITYWIDE PAPER ADDENDUM #1

1. To confirm, if emailing, one PDF copy will suffice? YES
2. How many pallets are typically ordered per shipment and how often? ONE PALLET, TWICE A MONTH
3. When do you anticipate taking the first and final delivery? JULY 1, 2020 – JUNE 15, 2023
4. Is there a dock, equipment and staff to unload the product? THERE IS A DOCK, BUT WE REQUIRE INSIDE DELIVERY.
5. What are the delivery requirements? HYDRALIC PALLET JACK, LIFT GATE, INSIDE DELIVERY. CALL US WHEN YOU ARRIVE.
6. When is the expected award date? JULY 1, 2020
7. What are the term dates of the contract? THE PRICES SHOULD BE GOOD FOR THREE YEARS. THIS IS PRODUCT ONLY, NO CONTRACT REQUIRED. IF YOU DELIVER VIA COMPANY TRUCK, THEN CITY STANDARD AUTOMOBILE INSURANCE IS REQUIRED. PLEASE INCLUDE A CERTIFICATE OF INSURANCE WITH BID PROPOSAL.