

THE PORT AUTHORITY OF NY & NJ

**PROCUREMENT DEPARTMENT
2 MONTGOMERY STREET, 3RD FL.
JERSEY CITY, NJ 07302**

5/29/2013

ADDENDUM # 1

To prospective Bidder(s) on Bid # 33595 for Hand Tools – Two Year Requirements
Contract:

Due back on 6/12/2013, no later than 11:00 AM

The following changes/modifications are hereby made to the solicitation documents:

On page 1 and 2 of the Request for Quotation, delete in its entirety the following:

“SEE ATTACHED DISKETTE & INSTRUCTIONS.

Bidders MUST include a printout of the completed pricing sheets along with the diskette. Diskette and printout shall be submitted in the sealed bid envelope along with the signed bid. It is in the best interest of the bidder to include a printout with the diskette, as any problem(s) associated with the condition of the diskette is the bidder's responsibility.

NOTE: PLEASE REQUEST A DISKETTE FOR ENTRY OF UNIT PRICING. BIDDERS MUST INCLUDE A PRINTOUT OF THE COMPLETED PRICING SHEET ALONG WITH THE DISKETTE.

IN THE EVENT OF A DISCREPANCY THE FOLLOWING WILL APPLY:
A discrepancy between the diskette and printout of diskette the printout shall prevail.”

Refer to the attached sheet entitled, “Instruction for Submission of Pricing Using Electronic Copy – Compact Disc” for instruction on submittal of pricing sheet.

This communication should be initialed by you and annexed to your Bid upon submission.

In case any Bidder fails to conform to these instructions, its Bid will nevertheless be construed as though this communication had been so physically annexed and initialed.

THE PORT AUTHORITY OF NY & NJ

KATHY LESLIE WHELAN, MANAGER
COMMODITIES AND SERVICES DIV.
PROCUREMENT DEPARTMENT

BIDDER'S FIRM NAME: _____

INITIALED: _____

DATE: _____

QUESTIONS CONCERNING THIS ADDENDUM MAY BE ADDRESSED TO
NANCY UBILLA, WHO CAN BE REACHED AT (201) 395-3402 or at
nubilla@panynj.gov.

Instructions for Submission of Pricing Using ELECTRONIC COPY – COMPACT DISC

BID NO. 33595– HAND TOOLS – TWO YEAR REQUIREMENTS CONTRACT

The Pricing Sheets for the referenced bid are available in Excel (.xls) format via the following link: [Pricing Sheets for Bid](http://www.panynj.gov/business-opportunities/bid-proposal-advertisements.html). These Instructions are made part of the Bid, which is available online at <http://www.panynj.gov/business-opportunities/bid-proposal-advertisements.html>. Please complete only the columns entitled “Unit Price” and “Alternate ‘As Equal’ Mfr. And Model No.” If you are bidding on the manufacturer and model number already specified in the item description, you are not required to enter them again. However, if you are offering an alternate, enter the manufacturer and model number you intend to supply.

NOTE: THE EXCEL SPREADSHEET CONTAINS PARTIAL DESCRIPTIONS OF THE LINE ITEMS - YOU MUST REFER TO THE HARD COPY OF THE BID FOR FULL LINE-ITEM DESCRIPTIONS.

Prices shall be submitted as follows:

- **Enter bid prices on the Excel spreadsheet and copy to CD (the preferred method of price submission):**
 - To enter prices onto the Excel spreadsheet, first save the spreadsheet onto your local computer, enter your prices, and burn the new file onto a CD for submission.
 - Submit a hard-copy printout of the completed Excel pricing sheets together with the CD and a signed hard copy of the Request for Quotation (RFQ) form, including your company information and “Total Delivered Price”.
 - Submit the CD, a printout of the Excel pricing sheets, and the signed RFQ together in a sealed bid envelope. It is in the bidder’s best interest to include the printout with the CD, as any problems associated with the condition of the CD is the bidder’s responsibility.
- **OR** -
- **Submit bid prices on the hard copy of Request for Quotation:**
 - Complete and submit pricing on the hard copy RFQ, and return it signed in sealed bid envelope. Prices on the hard copy RFQ will be accepted as the bid amount only if a CD and a printout of the CD are not provided.

NOTE: Only the fields entitled “Unit Price” and “Alternate ‘As Equal’ Mfr. And Model No.” are available for input on the Excel spreadsheet. All other fields have been protected and embedded with a formula for automatic calculations for “Total Estimated Two Year Contract Price”.

IN THE EVENT OF A DISCREPANCY, THE FOLLOWING WILL APPLY:

- | |
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| <ul style="list-style-type: none">• A discrepancy between the CD and printout of CD, the printout shall prevail.• A discrepancy between the CD, printout of CD, and prices inserted in the bid sheets, the printout of the CD shall prevail.• A discrepancy between the CD and prices inserted in the RFQ, the CD shall prevail. |
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