

**ADDENDUM NO. 1  
TO THE  
INVITATION TO BID(ITB) - 4294  
CHLORINE FREE RECYCLED COPY PAPER  
FOR THE  
CITY OF ANN ARBOR, MICHIGAN**

The following changes, additions, and/or deletions shall be made to the Bid Documents for Chlorine Free Recycled Copy Paper-ITB #4294.

The information contained herein shall take precedence over the original documents and all previous addenda, and is appended thereto. **This Addendum includes 2 page(s).**

**The Contractor is to acknowledge receipt of this Addendum No. 1 on page P-1 of the Bid Documents prior to submitting its Bid.**

Changes in the Bid Documents which are outlined below are referenced to a page or drawing in which they appear conspicuously. The Bidder is to take note in its review of the documents and include these changes as they affect work or details in other areas not specifically referenced here.

**Questions and Answers**

**Q:** The bid shows the paper delivering to 3 location, can you tell me the minimum that each location will order at one time and how often they may order?

**A: We don't have a set ordering schedule or amount, we currently just order when our stock starts running low.**

**Q:** Can you tell me if any of the locations have a 4ft loading dock? If not can you tell me if their doors are wide enough to put a pallet thru them?

**A: No, None of the locations have a 4 ft loading dock and yes the doors are wide enough to pull a pallet through.**

**Q:** Our inside delivery includes bring the cases out of the weather, if you require inside in storage rooms or up stairs/elevators. Please let me know how many of those locations require this service?

**A: None that I am aware of.**

**Q:** Bid shows that you will order 380 cases in a 6 month period, with the option of an extension, is this correct?

**A: The option for extension is correct. The 380 cases/6 months order is an estimate; actual order(s) within that time frame are dependent on usage.**

**Q: Can you please tell me who is currently servicing your bid and at what price?**

**A: Commerce Paper Company and they are charging us \$33.60 per case of 8.5 X 11.**

**Q: Can these locations handle a semi-trailer?**

**A: No, a smaller truck is preferable.**

**Q: Do you require a lift gate and pallet jack for unloading?**

**A: Yes we do.**

**Q: Is this an inside delivery which requires a driver assist hand offloading? T**

**A: No**

**Q: Are the floors concrete or carpet?**

**A: Concrete**

**Q: What are your receiving hours?**

**A: We do not have specific receiving hours, City business hours are 8:00 a.m.-5:00 p.m., Monday through Friday, excluding holidays. The City's preference is A.M. Delivery.**

**Q: Do you require delivery appointments?**

**A: No, we do request the driver to call just before arrival of the delivery.**