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ADDENDUM NO. 1

To: All Prospective Bidders

From: Michelle Ngo, VP of Procurement

Date: January 31, 2024

Re: INVITATION FOR BIDS # 24-01 SUPPLY AND DELIVERY OF APPLIANCES

This addendum forms a part of and modifies the Invitation for Bids dated January 23, 2024 and consists of Item No. 1 for a total of one (1) page.

Where any items called for in the bid 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 RESULT IN DISQUALIFICATION.

ITEM NO. 1: CLARIFICATION

This addendum provides clarification on specific delivery requirements for WHA bulk deliveries. Please review the details below:

Delivery Site Specifications:

- **Primary Delivery Site:** 11 Lake Ave address does not have a loading dock. A liftgate will be necessary for unloading.
- **Alternate Delivery Site:** 660 Lincoln St. address is equipped with a loading dock and may occasionally receive deliveries.

IMPORTANT: Vendor Responsibilities:

- The vendor will assume sole responsibility for securely unloading the delivered appliances from the vehicle and transporting them into the designated storeroom at the delivery location. This task is of utmost importance to ensure the smooth and timely execution of the delivery process.