
ADDENDUM

TO: Bidding Vendors
FROM: Holly Cheeley, Bid Specialist
SUBJECT: ADDENDUM 1: Printed Calendars Bid B25-5000A
DATE: 3/25/2025

The purpose of this Addendum is to provide additional forms, clarifications, corrections and/or answer questions from bid packet holders.

Question 1:

Are we mailing the calendars except for line item #1?

Answer:

The bidder is not responsible for any mail preparation/processing fees. For lines 1-7 the price is for printing and delivery only.

*The printed calendars must be shipped or delivered to the appropriate school district office, their local post office, or the CiTi print shop. **Column G** on the Vendor Response Sheet shows which district is ordering that line item. The "Deliver To" row shows where the calendars must be delivered.*

For example, Line Item 1 must go to Central Square (zip=13036). Line Item 2 must go to APW CSD District Office (zip=13131), APW local post office (zip=13131), or CiTi (zip=13114).

*Please use **zip codes** to determine any shipping or delivery costs and enter those costs in the "Delivery Charge" column on the Vendor Response Sheet. You can enter multiple delivery cost estimates for lines that can go to either CiTi or the appropriate school district.*

Question 2:

Line item 1 it appears we are shipping these to Brett Halliday and not mailing, please confirm.

Answer:

See question 1.



Cooperative Purchasing

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Question 3:

If we are shipping to Brett, what is the address so we can determine the freight cost.

Answer:

You can ship or deliver line item 1 to Central Square, NY 13036.

Please add this page to the end of your bid response sheets. Please note that this page will become part of the original bid proposal. Bidders that have already submitted a bid who wish to change a response in the bid will need to submit a new bid packet. Bidders that have already submitted a bid who DO NOT wish to change their response, do not need to take any action.