



Department of Procurement Services

160 South Hollywood Street · Room 126 · Memphis, TN 38112 · (901) 416-5376

December 20, 2022

Addendum # 1: 01042023MT- SCS District Wide Bottled Water Distribution Final

Dear Bidders:

This Addendum forms a part of the Contract Documents and modifies the Plans and Specifications dated **December 15, 2022**. The Contractor shall acknowledge receipt of this Addendum on the Bid Form. Failure to do so may subject the Bidder to disqualification.

1. Can quantities Be less than 500 or 1000 cases weekly. If so what's the minimum.
Yes, our purchase can be less but, I am not prepared to set a minimum at this time.
2. Are products delivered to one location?

No. Orders may be requested to deliver to 138 schools and/or to 1384 Farmville Warehouse per the language found in the IFB.

3. Can I drop off my invitation at 160 South Hollywood Street room126. And is there a drop off location?

Please refer bid packet.

11.0 SUBMISSION DEADLINE

In order to be eligible for consideration, bids must be received in the Procurement Services Office no later than **2:00 PM CST on January 4, 2023, 160 South Hollywood Street, Room #126, Memphis, TN 38112**. Vendors mailing bids shall allow sufficient carrier delivery time to ensure timely receipt of their bid in the Office of Purchasing & Supply Services prior to the deadline. Any bid received in the Purchasing Office after the submission deadline, no matter what the reason, will be returned unopened. **Bids responses delivered to any other location shall not constitute delivery to the Procurement Services Office.**

Thank You,

Procurement Services