

## ADDENDUM NO. 1

**NAME: TNH038-2024-Trees, Flowers and Shrubs**

**DATE: January 26, 2024**

**TO: All Prospective Proposers**

1. To provide an accurate quote we were wondering how many trees you typically would order or maybe a minimum quantity  
**This is a requirements contract. There are no minimum mandatory purchases.**
  
2. The part on the bid regarding replacing damaged trees; can we simply offer a credit for trees damaged or rejected? Because we are in western New York it would be difficult to simply drop of replacements.  
**The town reserves the right to require replacements when necessary. If the damaged item(s) are not needed urgently the town may approve the issuance of credit in exchange.**
  
3. The bid says several times that the trees would need to be delivered within two weeks. It also says the product would need to be delivered within one month of purchase order. Our harvest season depends on the weather. Would we be allowed to just deliver the trees any time before May 1<sup>st</sup> or something along those lines?  
**Yes, harvest depends on weather. Many times, we need the trees before Arbor Day for event plantings and we try to order way ahead of time. Sometimes we order after May 1 for special projects.**
  
4. Do the Bids include freight?  
**All vendors must provide pricing inclusive of delivery**
  
5. It seems the wide range of sizes is a huge change from the previous year's bids. He recalls the request for bids previously were sized at 1.75 - 2.0 caliber. Our question is do you want us to quote 1.50, 1.75, 2.0, 2.5, 3.0 or is there a specific size we should concentrate on?  
**The bid is designed to allow vendors to put in the size(s) that they are bidding with their cost(s)**

**The "ADDENDUM NO. 1 RECEIPT ACKNOWLEDGEMENT FORM" on the last page of this Addendum NO. 1 must be signed and dated in the spaces provided and submitted with your Proposal. All Proposers must submit this form with its Proposal regardless of the content contained in each Addendum**

# ADDENDUM NO. 1 RECEIPT ACKNOWLEDGEMENT FORM

TNH038-2024-Trees, Flowers and Shrubs

By signing this Acknowledgement and submitting same with its Proposal submission, the undersigned Proposer acknowledges receipt of this Addendum No. 1. Proposer further acknowledges that it has read and reviewed the information contained herein, understands same, and that its questions, if any presented, have been answered satisfactorily. Proposer agrees that it shall incorporate/consider the information contained in this Addendum No. 1 in preparing and providing its proposal price. In addition, this Addendum No.1 Receipt Acknowledgement Form must be signed and dated and attached to the proposal submittal.

Signature: \_\_\_\_\_

Company Name: \_\_\_\_\_

Proposer Acknowledgement Date: \_\_\_\_\_

Print & Sign Company Principal Name & Title: \_\_\_\_\_

\_\_\_\_\_