

## **MEMORANDUM**

To: All Interested Vendors

From: Wanda Dixon  
Procurement Analyst

Date: March 14, 2024

Subject: Addendum No. 1  
RFP 24-010 – TBS Cabinets for Branches  
Clarification

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### **Part 1. Clarification**

We are asking vendors to provide the cost per cabinet unit, size 24"D x 84" W x 30", in line G3 on the price form (Sheet 2). That price should automatically multiply by the 22 units that need to be purchased. Line 5H should include all labor for the installation of the 22 units, along with the labor for moving the other units to the warehouse and our Northern Lights branch as per the notes provided in the Cabinet Details PDF. Please make note that all 22 cabinets cannot be installed at the same time. They have been grouped on the Cabinet Details sheet, and that there will be a span of one week between the groups.

**PROPOSERS ARE REQUIRED TO ACKNOWLEDGE THE RECEIPT OF THIS  
MEMORANDUM (ADDENDUM NO. 1) ON THE ACKNOWLEDGEMENT OF ADDENDA  
FORM IN THE RFP DOCUMENTS**