



January 25, 2021

**Potential Bidders**

Street No. and Suite #

City, State - Zip

Subject: **Warehouse Space Consulting Services RFQ**

Dear Bidder,

Attached to this letter is **Addendum No. 02** to subject Request for Proposal.

This Addendum:

1. Questions and Answers.

Bidders are reminded to sign the attached Addendum Acknowledgement Form and return it with their proposal. All other requirements of the RFP remain the same as before.

Please direct any questions to the undersigned.

Sincerely,

**Tony De Luca, Buyer**

Purchasing & Warehousing Department

(517) 702-6194 Phone

(517) 702-6042 Fax

[tony.deluca@lbwl.com](mailto:tony.deluca@lbwl.com)



## NOTICE TO BIDDERS

### ADDENDUM NO. 02

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This Addendum contains changes to and/or provides information related to the requirements of the Request for Proposal documents and shall be incorporated therein. The changes shall apply to the work with the same meaning and force as if they had been included in the original document. The remaining of the Request for Proposal documents not modified by this Addendum remains in full force and effect.

Bidder shall Acknowledge this Addendum in writing by signing the attached Addendum Acknowledgement form and returning it with its proposal. Failure of Bidder to acknowledge this **Addendum No. 02** may cause the Bidder to be considered as “non-responsive”.

Where required, Bidder shall replace the pages in the Request for Proposal Document with the corresponding revised pages included in this Addendum. The proposals submitted must include the latest Revision, as of the date of the Proposal, of all pages.



***ADDENDUM ACKNOWLEDGEMENT***

The undersigned Bidder acknowledges receipt of **Addendum No. 02**, dated 1/25/2021, to Request for Proposal for Warehouse Space Consulting Services RFQ, and certifies that it has considered same in formulating its proposal.

**Name of Bidder:**

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**Address of Bidder:**

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**Acknowledged By:**

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**Signature**

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**Name**

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**Title**

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**Date**

## Addendum No. 02

### Contents

1. The terms “mapping design” and “map out” suggest physical assessment and documentation of the existing warehouse storage systems arrangement or layout. Does BWL intend for this mapping exercise to include data gathering and documentation as to the materials stored within the existing racking systems or just an appropriateness of existing storage systems as they relate to the materials being stored and the capacity of those systems? **Answer: The request is for an evaluation of current state and proposed options that will optimize space.**
2. Will BWL provide the consultant with data related to existing inventory levels and historical trends related to material inventory needs? This would allow for consideration of potential high/low volume time periods. **Answer: Yes.**
3. Does BWL want a review of existing materials issuing and project materials kitting approaches as a part of this study? **Answer: No.**

**END OF ADDENDUM**