

Question & Answer #1



People. Partnership. Performance.

P.O. Box 1837
Tacoma, WA 98401-1837
www.portoftacoma.com

PIER 4 PHASE 1 REMOVAL ACTION PROJECT NO. 091452 | CONTRACT NO. 069982

1. BIDDER QUESTION

Reference Section 00 41 00 - 1 Bid Form - Addendum No. 01. Unit Prices,

I subscribed to the Holder's List, but I did not see my contact information on the published Holder's list posted today. How do I get on the Holder's List?

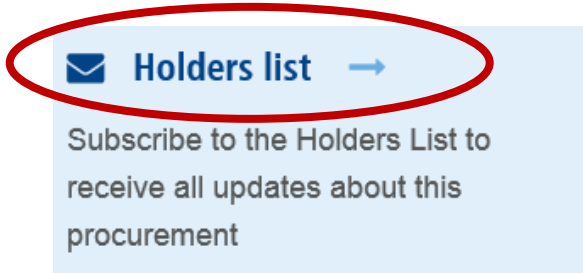
RESPONSE TO BIDDER QUESTION

Attached are step-by-step instructions for signing up for the Holder's List for the project. Submitting an email without following all the listed instructions will allow the contact to get the automatic email notifications when the page has been updated, but not be published on the Holder's List; only those who fill out the questions are included on the official Holder's List.

Step-By-Step Guide for Vendors To Sign Up For A Port Of Tacoma Procurement:

First, from www.portoftacoma.com; click on 'Contracts', then 'Procurement' then the specific procurement #/Title.

From the detailed procurement page, click on the 'Holder's List' link:



Type in the **contact email address** and click 'Submit'

Email updates

To sign up for Port of Tacoma updates or to access your subscriber preferences, enter your email address.

*Email address

procurement@portoftacoma.com

Submit

Cancel

:

The following screen will display after selecting 'Submit' (it may say 'Success!' or 'Already subscribed'). From here, select '**Subscriber Preferences**':

Already subscribed

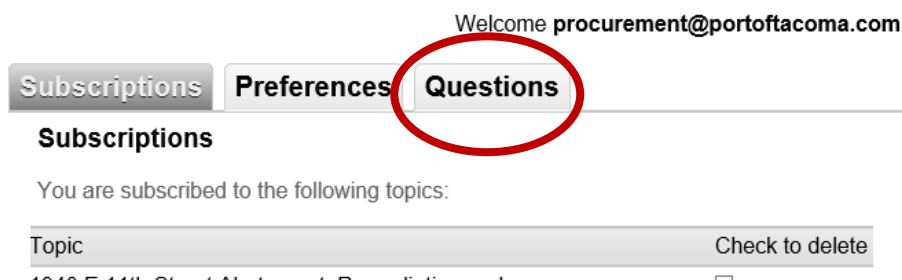
procurement@portoftacoma.com is already subscribed to PIER 4 PHASE 1 REMOVAL ACTION for Port of Tacoma.

[Subscriber Preferences](#)

Finish

Close

Under 'Subscriber Preferences', select the third tab 'Questions':



Fill out the **Vendor Contact Information** to be published with the Holder's List and select '**Submit**':

Welcome **procurement@portoftacoma.com**

Subscriptions

Preferences

Questions

Questions

First name

Jana

Last name

Prince

Company name

Port of Tacoma

Business phone
number

253-383-9459

If subscribing to a
Holders List, please
select a vendor type:

Other



Submit

Cancel

When the green '**Questions updated**' bar appears, the process has been **completed** and the Vendor Contact will appear on the next updated Holder's List:

Welcome **procurement@portoftacoma.com**

☒ **Questions updated**

[close](#)

Subscriptions

Preferences

Questions

Questions

First name

Jana

Last name

Prince

Company name

Port of Tacoma

Business phone
number

253-383-9459

If subscribing to a
Holders List, please
select a vendor type:

Other



Submit

Cancel