

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?

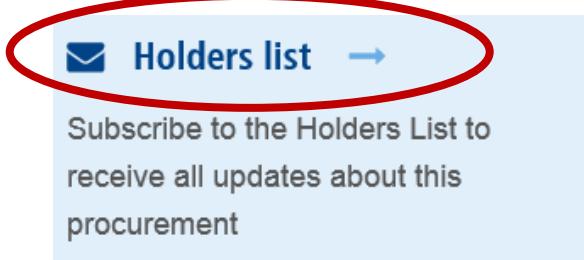
RESPONSE TO BIDDER QUESTION

Attached are step-by-step instructions for signing up for the Holder's List for the project. Submitting an email will 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listed instructions will allow the contact to get the automatic email notifications when the page has been updated, but not be published on the Holder's List; only those who fill out the questions are included on the official Holder's List.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.

A screenshot of a form titled 'Email updates'. It contains a label 'Email address' with a red asterisk, a text input field containing 'procurement@portoftacoma.com', and a red 'x' button to clear the input. Below the input field are two buttons: 'Submit' (circled in red) and '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':

A screenshot of a 'Subscriber Preferences' page. At the top, it says 'Welcome procurement@portoftacoma.com'. Below that, there are three tabs: 'Subscriptions' (grayed out), 'Preferences' (highlighted in blue), and 'Questions' (circled in red). The 'Questions' tab is currently selected. Under the 'Questions' tab, the text 'Subscriptions' is displayed, followed by 'You are subscribed to the following topics:'. A table is shown with columns 'Topic' and 'Check to delete'. The table contains one row with the text 'PIER 4 PHASE 1 REMOVAL ACTION'.

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

Last name

Company name

Business phone number

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

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

Subscriptions **Preferences** **Questions**

Questions

First name

Last name

Company name

Business phone number

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

Submit

Cancel