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listed instructions will allow the contact to get the automatic email notifications when the page has been updated, but not be published on the Holder’s List; only those who fill out the questions are included on the official Holder’s List.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.

*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’:

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: