



THE CITADEL

Solicitation Number	RFQ 27004-JD
Addendum #	1
Date Issued	08/11/2026
Procurement Officer	James P de Luca, CPPO
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SOLICITATION TITLE: RFQ 27004-JD Dorm Room Curtains

TYPE OF ADDENDUM:

- ☐ Change or clarification to the Solicitation's specifications, requirements, or scope of work.
- ☒ Questions posed regarding the Solicitation and their respective answers by The Citadel.

Questions:

1.Product Brand: Is this specification written to a particular manufacturer or branded product, or will an approved equal be accepted as long as it meets the stated NFPA 701 yarn-inherent flame resistance, 3-layer blackout/room-darkening construction, grommet, and color specifications?

Answer: This is not a particular Brand and if you meet the specifications, we will consider your offer.

2.Lead Time Expectations: Is there a required or expected lead time from PO issuance to delivery for individual orders under this contract?

Answer: I was not given a stated lead time. You may state what your lead time will be and we will determine when we need to place our orders.

3. Delivery Structure: Will orders be delivered to a single central receiving location, or drop-shipped to multiple dorm buildings/locations across campus? Please advise on the delivery address(es), and any dock or access requirements we should account for in our pricing.

Answer: You will have a single delivery address with a loading dock in our Facilities Warehouse area known as the Central Supply Warehouse.

4. Pricing Over Renewal Years: Does the awarded unit price remain fixed for the full 5-year term (base year plus four renewal years), or is there an allowance for price adjustment at each renewal?

Answer: Price adjustment will only be considered for increases in passthrough costs to the supplier. If a significant cost to you for supplies goes up, which affects your cost of production, then we will consider a price change. If you decide to increase your price so you can have a raise/larger profit margin, then we will not consider that as a passthrough cost. This will only be considered after the first renewal year.

6. Payment Terms: What are the invoices and payment terms for this contract? Will payment be processed by individual order/PO, and if so, what is the expected payment timeline (e.g., Net 30) for invoice submission?

Answer: Our payment terms are upon delivery and acceptance of each order shipped. We do not utilize net 30 delaying payment.

- ☐ Other Change: Describe

IMPORTANT NOTICE:

X Contractor is required to acknowledge receipt of this Addendum by signing below and returning a copy with its Offer.

Except as provided herein, all terms and conditions of the Solicitation referenced above remain unchanged and in full force and effect.

SIGNATURE OF PERSON AUTHORIZED TO EXECUTE ON BEHALF OF OFFEROR

Signature: _____

Printed Name & Title: _____

Company Name: _____

Date: _____