



**Date:** 27 January 2026  
**To:** All Potential Bidders  
**Subject:** Addendum No. 1 | Q&A  
**Bid:** 26-003 Troy University Men's Basketball: Summer Trip to Puerto Rico

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**1. Projected Dates**

Could you please confirm the projected dates of the tour?

Ⓣ July 20-27, 2026

**2. Passenger Count**

We would appreciate clarification on the number of participants this bid should be based on. In one section, the bid references 25 passengers, while another section references 28 passengers plus 7 discounted. Please confirm the total number of travelers we should use for pricing purposes.

Ⓣ The total group will include 32 individuals. Per Director Cordero: '-all players (16), managers (5), coaches (7) ,SID (1), trainer (1), the Chancellor (1), and the Chancellor's wife (1). Please list discounted pricing for the 7 coaches.'

**3. Payment Terms & Performance Bond Requirement**

We want to ensure we are interpreting the payment and bonding requirements correctly. Executing a trip of this scope requires substantial upfront expenditures (e.g., lodging, ground transportation, meals, activities, staffing, and other on-site operational costs), and in our industry, payment is generally made in advance to cover these costs. Based on the bid language, it appears that payment would not be made until the trip is completed, while the successful bidder is required to submit a bid bond and, upon award, provide a performance bond equal to 10% of the contract amount.

Can you please confirm whether the bid bond will be applied toward or converted into the

required performance bond for the selected bidder? Additionally, could you confirm whether this interpretation of the payment terms is correct and whether any progress payments or pre-trip payments are contemplated under this contract?

- ⌘ The Bid Bond (if in the form of a check and not a surety) can be converted in to the Performance Bond.
- ⌘ Per the Director of Procurement: The companies we have awarded for trips in the past have agreed to payment once the trip has concluded. A request can be submitted to our Controller's office to approve advance deposits, but that has not been the case in the past.

#### 4. Bid Bond Application & Return

Will the bid bond be applied toward (or subtracted from) the required performance bond upon award? Additionally, could you clarify when both the bid bond and performance bond would be returned to the bidder?

- ⌘ The Bid Bond can be converted into/applied to the Performance Bond for the chosen vendor.
- ⌘ The Bid Bond (if in the form of a check and not a surety) will be returned to the vendors upon the selection of the chosen vendor. The Performance Bond (if in the form of a check and not a surety) is returned to the chosen vendor, in full, upon completion of the contract, in this case once the trip is complete.

#### 5. Bid Opening Attendance (Zoom Option)

The cover letter notes that the bid opening may be attended via Microsoft Teams. Please confirm the virtual platform and provide the meeting link and any dial-in information, as I would like to attend.

- ⌘ The following link will take you to the Teams meeting conference call on February 10<sup>th</sup>, 2026: [Microsoft TEAMS Meeting 2.10.26](#)
  - Additional vendors wishing to attend, please notify [bids@troy.edu](mailto:bids@troy.edu) 24 hours in advance.

#### 6. Hard Copies

Could you please confirm the required number of hard-copy proposal sets (e.g., one original plus how many copies), and whether any documents require an original ("wet") signature? If you have any preferences regarding inclusion of a USB drive for the digital copy, please advise.

⌘ Please provide 2 hard-copy versions of the proposal: (1) proposal packet with original copies of any wet-ink signed documents & (1) copy of said original proposal packet.

⌘ The required original, wet-ink, signature documents include the Alabama Vendor Disclosure Statement and the Affidavit of Alabama Immigration Law Compliance.

7. **Meals Included – Scope vs. Pricing Clarification**

The bid specifications reference inclusion of **breakfast only**, however the pricing section appears to request pricing that includes **both breakfast and dinner**. Could you please confirm which meals are required to be included in the base bid pricing so we may price the proposal accurately and consistently?

⌘ Only Breakfast