



City of Richmond

August 18, 2010
File: 02-0775-50-4012/Vol 01

Business & Financial Services Department
Finance Division
Telephone: 604-276-4218
Fax: 604-276-4162

Attention: To All Bidders

Dear Sir/Madame:

Re: Request for Quotation 4012Q – Supply and Delivery of HP Desktop Computers - Addendum One

This Addendum includes items of clarification, forms part of the Contract Documents and shall be read, interpreted and coordinated with all other parts. Please review and consider the following information in the preparation of your Quotations:

I. Clarification on Sections 21.1 - Failure to Perform

It is critical that the delivery schedule is adhered to as the equipment is required to satisfy project task deadlines and onsite storage availability is limited. Therefore, the City cannot accept equipment delivered ahead of the City's schedule and cannot accept late deliveries as this will impact the City's operations.

Therefore, the City's delivery times expressed in Part C of the Request for Quotation must be met by the successful bidder, in order to avoid the actions that the City may take in accordance with section 21.1 of the General Contract Conditions.

While the City may apply action in accordance with section 21.1, the City may first consider alternative avenues of remedy or negotiation with the successful bidder.

Bidders should therefore provide and detail (in their quotation submissions) value added and innovative solutions in storage, delivery and other services to meet the delivery schedule outlined in the Requirements. The City will evaluate such information as part of each bidder's quotation and in accordance with section eight (8.0) of Part A of the Request for Quotation.

Please replace the following statements in subsection 21.1a and 21.1b:

21.1 Should the Contractor neglect to execute the Requirement properly or fail to perform any provision of the Contract, the City may, without prejudice to any other right or remedy it may have, make good such deficiencies and may deduct the cost thereof from the payment due to the Contractor as follows:

- a) Late delivery
 - 1. Five per cent (5%) of total payment to Contractor if within five (5) business days delay of any timelines listed in the delivery schedule

2. Ten per cent (10%) of total payment to Contractor if delivery is delayed by more than 5 business days delay of any timelines listed in the delivery schedule
- b) Early delivery
1. Five per cent (5%) of total payment to Contractor if goods are delivered three (3) or more business days ahead of timelines listed in delivery schedule.

with the following statements:

- 21.1 Should the Contractor neglect to execute the Requirement properly or fail to perform any provision of the Contract, the City may, without prejudice to any other right or remedy it may have, make good such deficiencies and may deduct the cost thereof from the payment due to the Contractor as follows:
- a) Late delivery
1. One per cent (1%) of total payment to Contractor if within five (5) business days delay of any timelines listed in the delivery schedule.
 2. Three per cent (3%) of total payment to Contractor if delivery is delayed by more than 5 business days delay of any timelines listed in the delivery schedule.
- b) Early delivery
1. One per cent (1%) of total payment to Contractor if goods are delivered three (3) or more business days ahead of timelines listed in delivery schedule.

II. Clarification on Part C Requirements – Asset Tagging

The City requires each computer to be tagged with a City Asset tag. These asset tags are silver foil stickers measuring approximately 5 cm by 2 cm and are packaged on a roll. It is suggested that the stickers be applied by hand for correct placement.

The City will provide a sufficient number of Asset tags, an USB key containing an Excel spreadsheet and complete direction as to the positioning of the Asset Tag and spreadsheet detail instructions to the successful bidder.

III. Intent to Bid

Bidders should notify the City, in writing, whether or not they intend to submit a quotation in response to this Request for Quotation. Please send a written notification to purchasing@richmond.ca by 5:00pm, local time on Monday, August 23rd, 2010.

Yours truly,



FOR:

Sumita Dosanjh
Buyer II - Contracting Specialist

SD:kg

pc: Angela Deer, MBA
IT Project Leader