



# City of Richmond

August 23, 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 Two**

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 Quotation:

Q1. To confirm, when it comes with the unpacking part, you are wanting all 136 computers unpacked and stacked by asset tag#, correct? Not just the 17 multi-pack boxes stacked, correct?

A1. Yes, the expectation is that for each delivery, all computers will be unpackaged, transported and stacked in numerical City Asset tag order in the IT Storage room on the 5th floor. This is required to meet inventory auditing and for eventual deployment purposes.

Yours truly,

Sumita Dosanjh  
*Buyer II - Contracting Specialist*