



City of Richmond

April 27, 2011
File: 02-0775-50-4235/Vol 01

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

Attention: To All Bidders

Dear Sir/Madame:

Re: Request for Quotation 4235Q – Supply and Delivery of Uniform, Accessories and Recreational Clothing for Richmond Fire-Rescue - Addendum 1

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 proposal:

Questions and answers:

Q1) Shorts & sweatpants requiring logos. Is this logo a print ? Please provide a colour picture with exact dimensions for costing purposes. Will you supply the artwork in a “Vector” file format ?

A1) Please see attached

Q2) Baseball cap requiring embroidery. Can you provide a colour picture with exact dimensions and stitch count ? Will you provide the artwork in a “DST” file format ?

A2) Please see attached

Q3) T-shirt and sweatshirt requiring logos. Can you provide pictures as well as the exact logo sizes for the front, back & sleeve ?

Q4) Please see attached

Q5) In the section *Special Conditions*. It is stated “provide fabric samples of all the proposed garments” and then “requires samples of all garments”. Are we required to supply both ?

A5) Samples of all garments are required. We do not require fabric samples.

Q6) Do we need to fill out the Undertaking of Liability Insurance and include it with our bid or is this required upon award ?

A6) We do not require this to be filled out, nor sent in.

Remove the following including (pages 27 – 30):

The City shall pay in Lawful money of Canada the amount shown for the following items subject to the conditions of the Contract Documents. This quantities are estimated annual quantities only. Under unit price, list the price for an XL (Extra Large) item. **Due to limited storage, goods will be ordered on an as required basis.**

ITEM	DESCRIPTION	QUANTITY	UNIT PRICE	EXTENSION
1	¾ Nylon Work Jacket c/w Hood	35		
2	Leather Belts/Black	102		
3	V-Neck Sweaters	48		
4	Tie	15		
5	Light Jacket	25		
6	Gym Shorts	145		
7	Service Cap (Baseball)	67		
8	Socks	933		
9	Sweat Pants	178		
10	Sweat Shirts	123		
11	T-Shirts (Short Sleeves)	650		
12	T-Shirts (Long Sleeves)	650		
13	Turnout Gear Kit Bag	78		
14	Underwear (both # 1 & 2)	637		

Please initial here _____

Replace with:

Schedule of Quantity and Prices

The City shall pay in Lawful money of Canada the amount shown for the following items subject to the conditions of the Contract Documents. This quantities are estimated annual quantities only. Due to limited storage, goods will be ordered on an as required basis.

Stores Item No.	Item Description	Estimated Annual Quantity	Unit Price
	¾ NYLON WORK JACKET		
S300072	RFR - ¾ Nylon Work Jacket Med. Regular	3	\$
S300075	RFR - ¾ Nylon Work Jacket Large Regular	11	\$
S300076	RFR - ¾ Nylon Work Jacket Large Tall	7	\$
S300079	RFR - ¾ Nylon Work Jacket XL Regular	3	\$
S300080	RFR - ¾ Nylon Work Jacket XLarge Tall	7	\$
S300082	RFR - ¾ Nylon Work Jacket XXLarge Regular	1	\$
S300083	RFR - ¾ Nylon Work Jacket XXLarge Tall	1	\$
	BASEBALL CAP		
S300203	RFR - Cap Navy/Silver S/M	8	\$
S300204	RFR - Cap Navy/Silver L/XL	56	\$
S300095	RFR - Cap Navy/Silver XXL	3	\$
	LEATHER BELT		
S300103	RFR - Leather Belt Sz 32	6	\$
S300105	RFR - Leather Belt Sz 34	23	\$
S300102	RFR - Leather Belt Sz 36	33	\$
S300104	RFR - Leather Belt Sz 38	18	\$
S300106	RFR - Leather Belt Sz 40	11	\$
S300108	RFR - Leather Belt Sz 42	3	\$
S300110	RFR - Leather Belt Sz 44	4	\$
S300112	RFR - Leather Belt Sz 46	4	\$

Please initial here _____

Replace with:

Schedule of Quantity and Prices

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Stores Item No.	Item Description	Estimated Annual Quantity	Unit Price
	LIGHT JACKET		
S300150	RFR - Light Jacket Reg. Large	7	\$
S300152	RFR - Light Jacket Reg. XLarge	9	\$
S300154	RFR - Light Jacket Reg. XXLLarge	1	\$
S300156	RFR - Light Jacket Tall Large	2	\$
S300158	RFR - Light Jacket Tall XLarge	5	\$
S300160	RFR - Light Jacket Tall XXLLarge	1	\$
	SWEATER V NECK		
S300208	RFR - Sweater V-Neck Navy Small	1	\$
S300209	RFR - Sweater V-Neck Navy Med	4	\$
S300210	RFR - Sweater V-Neck Navy Large	19	\$
S300211	RFR - Sweater V-Neck Navy XLarge	17	\$
S300212	RFR - Sweater V-Neck Navy XXLLarge	5	\$
	TIE		
S300092	RFR - Uniform Tie	13	\$
	GYM BAG		
S300096	RFR – Gym Bag (Turn Out Gear Kit)	78	\$
	GYM SHORTS		
S300061	RFR - Gym Shorts Small	4	\$
S300064	RFR - Gym Shorts Med	16	\$
S300067	RFR - Gym Shorts Large	56	\$
S300070	RFR - Gym Shorts XLarge	52	\$
S300073	RFR - Gym Shorts XXLLarge	17	\$

Replace with:

Schedule of Quantity and Prices

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	SWEAT PANTS		
S300046	RFR - Sweat Pant Small	1	\$
S300049	RFR - Sweat Pant Med	4	\$
S300052	RFR - Sweat Pant Large	37	\$
S300055	RFR - Sweat Pant XLarge	76	\$
S300058	RFR - Sweat Pant XXXLarge	55	\$
	SWEAT SHIRTS		
S300031	RFR - Sweat Shirt Small	1	\$
S300034	RFR - Sweat Shirt Med	6	\$
S300037	RFR - Sweat Shirt Large	19	\$
S300040	RFR - Sweat Shirt XLarge	59	\$
S300043	RFR - Sweat Shirt XXXLarge	35	\$
	TEE SHIRTS		
S300001	RFR - Tee Shirt S/S Small	7	\$
S300004	RFR - Tee Shirt S/S Med	70	\$
S300007	RFR - Tee Shirt S/S Large	232	\$
S300010	RFR - Tee Shirt S/S X Large	176	\$
S300013	RFR - Tee Shirt S/S XXX Large	50	\$
S300016	RFR - Tee Shirt L/S Small	1	\$
S300019	RFR - Tee Shirt L/S Med	20	\$
S300022	RFR - Tee Shirt L/S Large	73	\$
S300025	RFR - Tee Shirt L/S XLarge	80	\$
S300028	RFR - Tee Shirt L/S XXXLarge	23	\$
S300029	RFR - Tee Shirt L/S XXXLarge	3	\$
	SOCKS		
S300094	RFR - Work Sock Black	933	\$
	UNDERWEAR # 1		
S300228	RFR – Underwear Black Size Small	34	\$
S300230	RFR – Underwear Black Size Medium	192	\$

Replace with:

Schedule of Quantity and Prices

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	UNDERWEAR # 2		
S300220	RFR – Underwear Black Size Small	13	\$
S300222	RFR – Underwear Black Size Medium	232	\$
S300224	RFR – Underwear Black Size Large	316	\$
S300226	RFR – Underwear Black Size XLarge	76	\$

Subtotal \$ _____

HST \$ _____

TOTAL QUOTED AMOUNT \$ _____
(carried forward to Quotation Form)

Payment Terms _____

Early Payment Terms _____

Price Fluctuations for Subsequent Terms of the Contract

Term	Date	% increase or decrease (please specify)
2	June 1, 2012 – May 31, 2013	
3	June 1, 2013 – May 31, 2014	
4	June 1, 2014 – May 31, 2015	
5	June 1, 2015 – May 31, 2016	

Bidders must sign and include this Addendum with their submission.

Signature, Name and Title

Yours truly,

Daianna Panni
Buyer I

DP:dp
pc:



1 color left chest
3.5" x 2.5"
white on navy

RICHMOND FIRE-RESCUE

1 color back
12" x 4"
white on navy



1 color left sleeve
on short sleeve only
2" x 2"
white on navy

