



City of Richmond

April 7, 2011
File:

**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 4256Q SUPPLY & DELIVERY OF ONE (1) 22 PASSENGER BUS
- 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 quotation:

1. Please delete the following:

PART A – INSTRUCTIONS TO BIDDERS

1.0 Description of Requirement

1.1 Quotations are invited for supply & delivery of two (2) passenger buses as set out herein, for the City of Richmond.

And replace with:

PART A – INSTRUCTIONS TO BIDDERS

2.0 Description of Requirement

2.1 Quotations are invited for supply & delivery of one (1) passenger buses as set out herein, for the City of Richmond.

Q1. Required vehicle capacity is stated to be 22 Passengers. Is that capacity considered to include the driver of the vehicle?

A1. The capacity of the vehicle is 22 passengers plus the driver.

Bidders must sign and include this Addendum with their submission.

Signature, Name and Title

Yours truly,

Sumita Dosanjh
Buyer II - Contracting Specialist