



City of Richmond

April 10, 2012

File: 02-0775-50-4281/Vol 01

Business and Financial Services Department

Finance Division

Telephone: 604-276-4218

Fax: 604-276-4162

Attention: To All Bidders

Dear Sirs:

Re: Request for Quotation 4281Q Supply & Delivery of Eight (8) $\frac{3}{4}$ Ton Extended Cab Pickup Trucks - 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. Part A – Instructions to Bidders, add new Section 6.9

A separate Quotation Form is required for each bid. Quotation shall be submitted separately in the same format as the initial Quotation.

2. Part A – Instructions to Bidders, Section 8 Evaluation of Quotations, Section 8.1, please add the following new information:

g) the Bidders Part D – Quotation Form, Schedule of Options and Prices.

3. Part A – Instructions to Bidders, Section 9.1 Acceptance and Rejection of Quotations, please add the following:

i) Accept any, all or none of items specified on the Schedule of Options and Prices.

4. Part A – Instructions to Bidders, Section 9 Acceptance and Rejection of Quotations, Section 9.2, please delete the following:

All Quotations shall be irrevocable and remain open for a minimum of sixty (60) days after the Closing Time, whether or not another Quotation has been accepted.

And replace with:

All Quotations and the Schedule of Options and Prices shall be irrevocable and remain open for a minimum of sixty (60) days after the Closing Time, whether or not another Quotation has been accepted.

Bidders must sign and include this Addendum with their submission.

Signature, Name and Title

Yours truly,

Sumita Dosanjh, SCMP
Buyer II - Contracting Specialist