



# City of Richmond

October 3, 2011

File:

**Business and Financial Services**

**Department**

**Finance Division**

Telephone: 604-276-4218

Fax: 604-276-4162

**Attention: To All Proponents**

Dear Sir/Madame:

**Re: Request for Expressions of Interest 4610EOI - 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 proposal:

Q1. On page 3 under point III.b. – we' re asked to provide resumes of proposed key personnel.

Can I include them in an appendix at the end of the document (that's not included in the 10 page maximum requirement)? Keeping in mind that resumes would take up the entire 10 page document.

A1. Yes, please include resumes as an appendix to the document. Resumes are not accounted for in the ten pages. Please limit each resume to a maximum of two pages.

Q2. Top of page 4 under point III.c. – we' re asked to provide a letter from a bonding company..... Can I provide these letters under the appendix at the end of the document?

A2. Yes, these letters can be included as an appendix and not accounted for in the ten pages.

Q3. I have another question regarding your Format Requirements noted under 10.1 Title Page. Do you want the Table of Contents to be listed on the Title Page? This seems odd so I thought I should obtain clarification.

A3. The Table of Content should be as requested in the EOI.

Q4. It states 10 pages restriction. Can that be 10 pages double sided?

A4. The document should be 10 pages single sided.

**Proponents must sign and include this Addendum with their submission.**

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**Signature, Name and Title**

Yours truly,

Sumita Dosanjh  
*Buyer II - Contracting Specialist*

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