



# City of Richmond

December 4, 2012  
File: 02-0775-50-4630/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: Contract 4630Q – Supply and Delivery of One (1) 21 Passenger Low Floor Bus  
Gasoline/Diesel Options – Extension of Closing Time**

Please be advised that the closing time for this Request for Quotation has been extended:

WAS: Thursday December 6<sup>th</sup>, 2012 at 3:00 pm  
IS NOW: Tuesday December 11<sup>th</sup>, 2012 at 3:00 pm

Yours truly,

A handwritten signature in black ink, appearing to be "Kerry Lynne Gillis".

Kerry Lynne Gillis  
*Buyer 2*

KG:kg

pc: Chris Mckenzie Cook, Supervisor 4 - Public Works  
Jennifer Kube, Systems & Project Coordinator