



City of Richmond

March 25, 2013
File: 02-0775-50-4801/Vol 01

Finance and Corporate Services Department
Finance Division
Telephone: 604-276-4218
Fax: 604-276-4162

Attention: To All Bidders

Dear Sir/Madame:

Re: Contract 4801Q – Supply & Delivery of Two (2) Mini-Vans – 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 Quotations:

I. Questions and Answers

- Q.1 Is there a possibility for me to bid on this tender with 2 Sprinter Passenger vans. I know one of the requests is for a van with dual sliding doors, currently we do not have any models like this in stock but they are available to order.
- A.1 The City will consider models that meet the specifications outlined in the Request for Quotation.
- Q.2. The options require a Radio to be fitted with CD/AM/FM radio and Blue Tooth as well as a GPS unit. If we quote on one or both of these options, our delivery time may not comply with your delivery within 60 days. We have alternatives to match your specifications, **without Blue Tooth or Nav.** Would the City accept a quote for units in stock and/or ordered units with a later delivery?
- A.2. Bidders are required to bid on what is required in the Request for Quotation and may also submit bids for alternatives in accordance with section 10.0 of the Instructions to Bidders.
- Q.3. Is the Undertaking of Liability Insurance form applicable to our dealership?
- A.3. The City requires that bidders provide proof that they can obtain insurance if this is required for the execution of the contract. As such, bidders should include with their bids the completed undertaking of liability insurance form included with the Request for Quotation document.

II. Change from H.S.T. to G.S.T.

Bidders are advised to replace all references to the Harmonized Sales Tax (H.S.T.) in the Request for Quotation document, to the Goods and Services Tax and Provincial Sales Tax (G.S.T. and P.S.T.)

III. Extension to Closing Time

WAS: Wednesday March 27th, 2013 at 3:00 pm, local time.
IS NOW: Wednesday April 3rd, 2013 at 3:00 pm, local time.

Yours truly,

A handwritten signature in black ink, appearing to be 'Kerry Lynne Gillis', written in a cursive style.

Kerry Lynne Gillis
Buyer 2

KG:kg

pc: Jennifer Kube-Njenga, Program Manager, Public Works
Chris Mckenzie Cook, Supervisor 4 - Public Works