



City of Richmond

November 28, 2013

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

Attention: To All Proponents

Dear Proponents:

Re: 5040 Q – Supply and Installation of Desktop Computer- Addendum# 1

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. **Question:** Is there an elevator from the loading bay area to 5th floor?

Answer: Yes, there's an elevator.

2. **Question:** Does the vendor have to install the image on all computers?

Answer: Yes, vendor will have to install image on all computers.

3. **Question:** Is the City interested in a lease for this equipment?

Answer: The City is not interested in leasing the equipment for this RFQ.

4. **Question:** Will dolly and cart be required?

Answer: Vendor will be responsible to bring the appropriate moving equipment.

5. **Question:** Will the City require the vendor to dispose the packaging?

Answer: Vendor will be responsible to un-package as stated in RFP. Vendor will remove all packaging material off site.

Yours truly,

A handwritten signature in black ink, appearing to be "SB".

Sharon Bentley, SCMP
Buyer 2