



City of Richmond

December 8, 2010
File: 02-0775-50-4080/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: Request for Proposal 4080Q – Janitorial Services - Watermania- Questions and Answers

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:

Questions and answers:

Q1) Can I leave the floor scrubber machine in the storage room while not in use ?

A1) Yes

Q2) The "**Performance Bond**" of 50% of the total Contract Price, is a standard requirement from the City of Richmond. On Page 9, under **19.0 Bid Bond - Intentionally Omitted**. Is the "**Performance Bond**" required for this RFQ.

A2) The City does not require a **Bid Bond**. With your submission, we require **a letter** as per page 19, section 19 titled "**Performance Bond**":

"The Bidder should include with its Quotation **a letter** from its bank that the Contractor has sufficient credit-worthiness to obtain from a Canadian Chartered bank an irrevocable perpetual demand letter of credit in the amount of no less than fifty (50%) percent of their bid price."

Q3) Our company only hires legal Canadian Citizens. Do you regularly check the awarded contractor and sub-contractors for proper documentation ?

A3) Yes

Q4) What is the purpose of the performance bond?

A4) The purpose of the performance bond is to guarantee performance of the contract.

Q5) Is it possible to know reasons you are changing the janitorial contractor?

A5) The current contract has expired.

Q6) Do you pay this contract per hours or by project?

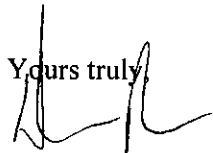
A6) One lump sum monthly amount equally allocated over a one (1) year period is the preferred method of payment. Also, see payment terms below.

Page 19, section 16 - Payments, it states

"The Contractor shall be paid net thirty (30) days from receipt of invoice and acceptance of the goods, materials, equipment and/or services, whichever is the later".

Bidders must sign and include this Addendum with their submission.

Signature, Name and Title

Yours truly,


Daianna Panni
Buyer I

DP:dp

pc: Sean Dyer, Aquatic Maintenance Supervisor – Parks
and Recreation Department