



City of Richmond

April 28, 2011
File: 02-0775-50-4235/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 Quotation 4235Q – Supply and Delivery of Uniform, Accessories and Recreational Clothing for Richmond Fire-Rescue – Addendum # 3

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) What is the colour of the underwear items?

A1) Black

Q2) For the sweatpants & sweatshirts, the description has 2 content listings (50/50 poly/cotton and the oxford 54/46), which one do you require ?

A2) 50/50 poly/cotton blend only

Q3) Can I charge oversize prices? And if so, how do I distinguish them on the summary price sheet?

A4) See Add # 1 and 2. The summary price sheet is being removed from the RFQ and replaced with individual pricing as per Add # 1.

Q5) If we already provide the item to Richmond Fire, do we have to provide a sample?

A5) No sample is required. If you are quoting on an *alternate* (only items stated – alternate in the specification) or for another item you currently do not provide, a sample will be required.

Q6) Are we only allowed to submit prices if we supply all the items in the RFQ ?

A6) You can submit pricing for one or more items. Fill out the quote for the items you provide and leave the rest blank.

Q7) Is the bidder expected to inventory the clothing based upon the quantities given or are the orders going to be placed individually?

A7) As per Add # 1 “Due to limited storage, goods will be ordered on an as required basis”. We are not making a single purchase for the entire estimated annual quantity for an item. Goods are typically ordered once every two months. A typical order for an item is twenty-five to one hundred (25 - 100) XL t-shirts and, twenty-five to one hundred (25 - 100) large sweat shirts.

Bidders must sign and include this Addendum with their submission.

Signature, Name and Title

Yours truly,

Daianna Panni
Buyer I

DP:dp

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