



City of Richmond

June 2, 2011
File: 02-0775-50-4295/Vol 01

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

Attention: To All Proponents

Dear Madame/Sir:

Re: Request for Proposal 4295P – Supply and Installation of High-Speed Black and White Digital Copier - 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 Proposals:

I. Appendices in Original Software Format

Please find attached the Appendices of the Request for Proposal (RFP) in original software format. Please note that the City may reject any Proposals in which these appendices (as presented in the RFP) have been modified.

Yours truly,

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

Kerry Lynne Gillis
Buyer 2

KG:kg

pc: Frank Sciberras, Supervisor - Mapping & Production Centre