



# City of Richmond

August 15, 2011  
File: 4589P

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

**Attention: To All Proponents**

Dear Sir/Madame:

**Re: Request for Proposal 4589P – Janitorial Services for Lang (City) Community Centre, Hamilton Community Centre, Community Safety Building - 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 proposal:

## **Part A – Clarifications to Addendum One**

### **I. Clarification to A19, in response to Q19:**

**Q19.** Are you allowed to disclose the previous bid amounts for each building?  
**A19.** Bid information for these facilities is unavailable.

### **II. Clarification to Part C, Extension of Close Date:**

**Please delete the following:**

- 1.2 Five (5) copies of proposals marked “ - **Contract 4265P Supply & Delivery of Janitorial and Cleaning Supplies**” addressed to the Purchasing Section, will be received at the Information Counter, Main Floor, Richmond City Hall, 6911 No. 3 Road, Richmond BC V6Y 2C1, until **12:00 Noon Friday, August 26, 2011**. Submissions received after this time will be returned to the sender.

**and replace with:**

- 3.1 Five (5) copies of proposals marked “ - **Contract 4589P – Janitorial Services for Lang (City) Community Centre, Hamilton Community Centre and the Community Safety Building**” addressed to the Purchasing Section, will be received at the Information Counter, Main Floor, Richmond City Hall, 6911 No. 3 Road, Richmond BC V6Y 2C1, until **12:00 Noon Friday, August 26, 2011**. Submissions received after this time will be returned to the sender.

**Proponents must sign and include this Addendum with their submission.**

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**Signature, Name and Title**

Yours truly,

Kerry Gillis, FOR:

A handwritten signature in black ink, appearing to read "Sumita Dosanjh". The signature is written in a cursive style with a large, prominent initial "S".

Sumita Dosanjh  
*Buyer II - Contracting Specialist*

SD:kg