



City of Richmond

September 14, 2011
File: 4596 EOI

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

Attention: To All Respondents

Dear Madame/Sir:

Re: Request for Proposal 4596 EOI – Energy Audit Consultants – 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 Submissions:

I. Questions and Answers

Q.1. What In Section 10.0: Format Requirements, Item III: Corporate Capability and Qualifications, Section C refers to the following:

“Provide a letter from a bonding company confirming the Respondent’s binding capability ...”

Can you please tell me what bonding you’re looking for from a consultant?

A.1. Bonding will not be required of Respondents under this RFEOI, therefore, Respondents will not need to provide this letter with their Submissions.

Q.2. I am assembling our response to this EOI and have the following questions with regards to the bonding and insurance.

Bonding: We are not generally required to get bonding for services of this size and nature. Although we have been bonded on larger long term jobs I’m not sure if it would be relevant on an assignment such as this. Could you please confirm the need for a bonding letter?

Insurance: What value of liability insurance does the City require?

A.2. Bonding – Please see A.1.

Insurance – Please see the City’s standard terms and conditions for engaging professional and consulting services at this link:

http://www.richmond.ca/_shared/assets/General_Conditions_for_Consulting_Services_Provided_to_the_City28608.pdf

Note: these are the City’s general standard terms and conditions only and the City makes no guarantee that they will be used for the development of any contract

between the City and the Successful Respondent(s) for the Work under this RFEOI or under a potential subsequent Request for Proposal.

Yours truly,

A handwritten signature in black ink, appearing to be 'Kerry Lynne Gillis', written in a cursive style.

Kerry Lynne Gillis, Buyer II

KG:kg

pc: Levi Higgs, Corporate Energy Manager