



City of Richmond

November 03, 2010
File: 02-0775-50-4019/Vol 01

**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 4019P Design, Supply & Installation of Storage Solution for Parts Storage Room - Addendum #2

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:

1. Questions Received from Proponents & Subsequent Answers

1. Q1: Can proponents receive an digital version (AutoCAD) of the preliminary layout provided as attachment 1 in the proposal?
A1: The digital version (AutoCAD) is available. Please email Michael Schwanke at mschwanke@richmond.ca. A response will be provided within one business day. Please copy your request to purchasing@richmond.ca.
2. Q2: What is the minimum weight capacity required for the shelves in each area?
A2: Main Floor:
21 lower shelves (i.e. bottom 3 shelves on 7 bays) must be designed for a minimum of 750 lbs per shelf.
The remaining shelves shall be able to support a minimum of 250lbs per shelf.
Mezzanine:
All shelves shall be able to support a minimum of 500lbs per shelf.
3. Q3: Will the contractor have use of existing equipment?
A3: For offloading of material on pallets only, the City will provide a forklift. The contractor will be required to provide any equipment required for staging. The existing overhead hoist in the Parts Room will be available for moving equipment and supplies to the mezzanine level.
4. Q4: Does the shelving on the mezzanine need to be secured?
A4: Please see Section 11.1.4 of the RFP.
5. Q5: How thick is the mezzanine floor?
A5: The as-built drawings do not indicate the thickness of the mezzanine. Installers are to site confirm thickness of mezzanine deck prior to drilling or anchoring.

6. Q6: Is the project completion date flexible?
A6: Please see RFP Section 10.1. If it is not possible to meet the proposed deadline, please provide a reasonable timeline for completing the work.
7. Q7: Is back cladding and end cladding required?
A7: Main Floor:
Back cladding is required for the 24" deep shelves adjacent to the stairs; end cladding is required at the aisles.
Back cladding for the remaining 24" shelves on the main floor is not required; end cladding is required at the aisles.
For the remaining shelving on the main floor, 25% to have back cladding; 75% without back cladding or removable cladding; end cladding is required at all aisles
Mezzanine:
No back cladding is required except for 4' high shelves adjacent to stairs.
No end cladding is required except for 4' high shelves adjacent to stairs.
8. Q8: What type of material is required for shelves?
A8: Steel shelves are preferred.
9. Q9: Is the contractor responsible for relocating existing shelving?
A9: No, the contractor is not responsible for relocating existing shelving.
10. Q10: Are drawers required?
A10: Please see Section 11 Project Scope of the RFP.

Proponents must sign and include this Addendum with their submission.

Signature, Name and Title

Yours truly,



Sumita Dosanjh
Buyer II - Contracting Specialist