



## City of Richmond

June 22, 2011

File: 02-0775-50-4265/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: 4265P Supply & Delivery of Janitorial and Cleaning Supplies - Addendum 1**

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:

### **Questions and Answers**

Q1) Would your preference be to award this contract to a single vendor or multiple vendors?

A1) Please see Section 18.

Q2) In Schedule B – Pricing, 1.2 Non-Specific Items, Item #25, Paper – Clean Krep #Krep 5-101 – Can you please provide any pertinent specifications for this item?

A2) Stores item S48000 - Clean Krep #5-101, 17" x 440' per roll, 12 rolls per case.

Q3) In Schedule A – Requirements, Section 5 Service Capabilities – Operations and Logistics – “...the successful Proponent possess the capability of providing same-day delivery service under emergent conditions.” Can you please provide some examples of an emergent condition and would they occur during normal business hours?

A3) For example, if an order is placed in the morning and needs to be received later on in the day. The order was placed during regular business hours and the order needs to be received during regular business hours.

Q4) Can you tell me if each of the ship to locations, have an onsite staff member with contact information to receive product ? Are delivery hours, regular business hours?

A4) We currently do not have all the contact information from all staff. At most of our locations, there is someone on-site at all times, during regular business hours to receive the order (ie: reception/front desk at a Community Center, Library, Aquatic Center or Ice Arena). Delivery hours are regular business hours: 8:30am to 4:30pm. At Fire Halls, someone will be on site, except for when the Fire Staff are out on a call.

Q5) Under Schedule A – Requirements; Section 1.1-subsection f). You state, “The Proponent will be required to patch and paint any holes or damage (to match the facilities décor) from the dispenser placement.” Will the city provide the paint (if required) for any touch-ups that need to be done at the mentioned facilities?

**A5) No, the City will not provide the paint.**

Q6) I would appreciate clarification on the expectations of old Dispensing Equipment (Section f, Page 19 - Contract 4265P). The way that section reads is that old dispensers will need to be removed and replaced indefinitely. Our question is: If the successful proponent supplies you with Baywest 31400 (S106444), 10029 (106555), 61990 (S106333) and Gojo P5165-03 (S106032), will all the current dispensers need to be replaced?

**A6) As per the RFP, the dispensers will have to be replaced.**

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

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**Signature, Name and Title**

Yours truly,

Daianna Panni  
*Buyer I*

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