



City of Richmond

August 28th, 2012
File: 02-0775-50-4670/Vol 01

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

Attention: All Respondents

Dear Madame/Sir:

**Re: Addendum Four
Request for Expressions of Interest 4670 EOI – Child Care Provider for the Gardens
Child Care Facility**

This Addendum includes items of clarification, may form 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. Can a site visit to the facility be scheduled for Respondents?

A.1. As the site is still under development we are unable to access the site for any Respondent Site visits.

Q.2. Can you please clarify the City's bonding requirements?

A.2. After reviewing the project Requirements, the City does not require a letter of bonding as requested in section 12.1 III c. of the RFEOI document. However, and before entering into any contract with the City, the selected Respondent will be required to carry proof of insurance with the following stipulations:

1. Comprehensive general liability insurance with a minimum limit of \$2,000,000 per occurrence with a cross-liability clause.
 - a. The City shall be added as an additional insured under the selected Respondent's comprehensive general liability insurance.
 - b. All insurance policies shall provide that they cannot be cancelled, lapsed or materially changed without at least 30 days' notice to the City.

- c. Prior to the commencement of the services hereunder, the Consultant shall file with the City a copy of each insurance policy and certificate required.
- d. All such insurance shall be maintained until final completion of the services required.

II. Revision to Addendum Three

Please be advised that the City does not require a signed copy of Addendum Three to be included with Respondent's Submissions.

Yours truly,

A handwritten signature in black ink, appearing to read 'Kerry Lynne Gillis', with a large, stylized flourish at the end.

Kerry Lynne Gillis
Buyer II, Contracting Specialist

KG:kg

pc: Lesley Sherlock, Social Planner