



City of Richmond

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

April 11, 2013

Attention: To All Proponents

**Re: 4797Q – Overhead Door Maintenance and On Call Repair Services -
Addendum # 1**

This addendum 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 Request for Quotation:

Questions and Clarifications:

Q1) In Part A – Instructions to Bidders, 1.0 Description of Requirement – 1.2, it states: “Bidders will be required to provide certified Commercial Overhead Door Maintenance technicians”.

Which certifications are you looking for?

A1) Provide a list of all certifications obtained

Q2) On page 33, in the section - "Company Name of Contractor Supplier (for parts pick up)" Most of our parts pick up is at our own shop. Is it okay to list our head office as the parts pick up?

A2) Yes

Q3) Do we need to submit our Richmond Business License with the proposal?

A4) No. A City of Richmond Business License is only required by the awarded bidder

Q4) Are you looking for a per door price for maintenance in the proposal?

A4) No. This is merely a list of all the doors.

Q5) Are the price tables on page 33 and 34 the only pricing we have to fill out?

A5) The price tables on pages 33 and 34 and a quote submission for the scenario on page 38 are the only pricing required.

Please acknowledge receipt of this addendum by submitting a signed copy with your response.

Signature

Print Name & Title

Date

Yours truly
Daianna Panni
Buyer