



ALEX VUCINIC
Manager of Purchasing

Elaine Castellan
Purchasing Supervisor

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TELEPHONE NUMBER

ADDENDUM NO. 3
PROPOSAL NO. 131-20, CARETAKING (JANITORIAL) SERVICES

October 20, 2020

This addendum amends and forms part of the RFP Documents. The Bidder shall insert the addendum behind the cover page of the RFP Documents.

CLOSING DATE: The closing date is extended to **MONDAY, OCTOBER 26, 2020**

***Note:** to ensure internal timelines are met, no further extensions will be considered.

QUESTIONS/ANSWERS:

Question#1: In the document and at the site tour you said, currently have Day shift, Afternoon shift and Midnight shift. Can you provide the number of staff on each shift?

Answer: *The current average shift staff compliment is as follows:*

- Day x6
- Aft x2
- Mid x2

Number of staff may vary based on demands and scheduled activities. Each Proponent is required to independently assess the quantity of personnel required to provide the services described in the RFP.

END OF ADDENDUM NO. 3

Yours truly,

THE CORPORATION OF THE CITY OF WINDSOR

Elaine Castellan

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Purchasing Supervisor

**ADDENDUM NO. 3
PROPOSAL NO. 131-20, CARETAKING (JANITORIAL) SERVICES**

October 20, 2020

I hereby acknowledge receipt of Addendum No. 3 to the RFP 131-20 (2 pages).

The information contained therein is hereby noted and account of same will be taken in our RFP cost.

This information was received on the _____ day of _____, 20_____.

Signature

Name (Printed)

Company Name

***NOTE: You are required to acknowledge this addendum with your RFP submission.**

**PLEASE E-MAIL @ purchasing@citywindsor.ca SIGNED ACKNOWLEDGEMENT SHEET
ASAP**