



**THE CORPORATION OF THE CITY OF WINDSOR
OFFICE OF THE CITY SOLICITOR**

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TELEPHONE NUMBER

**ADDENDUM NO. 2
ARMOURED CAR SERVICE
RFP NO. 152-18**

SEPTEMBER 27, 2018

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

Please see the following questions and answers.

#1. 6.2.8. What size bags are required for the common sealed bags? Are the common sealed bags required for every location or just the 2 locations which have a dual custody safe?

Answer: The common sealed bags should be able to fit several smaller bank deposit bags. The current size being provided to the City is 12" x 17". Should other dimensions be utilized, this should be stated in the proponents response.

#2. RE: 6.2.18. Would it be acceptable to deliver all deposits to the local Scotiabank at 388 Ouellette St?

Answer: No. All deposits are required to be delivered to Scotia's Main Currency Centre in Toronto via next day delivery by 12pm noon. Special arrangements are in place with the local branch at 388 Ouellette Ave. to receive the deposit where the total exceeds \$1 million. In cases where the total deposit exceeds \$1 million, instructions have been provided to separately identify the deposit to the pick-up staff.

#3. RE: 6.2.18. Which locations require same day local bank deliveries by 3PM to Scotiabank, 388 Ouellette St, Windsor and how often? Note – some locations service windows do not allow enough time to return same day to 388 Ouellette St. by 3PM (WFCU Arena, Transit locations).

Answer: Typically only 350 City Hall Square would have the need for large deposit to be delivered to the local branch at 388 Ouellette Ave.

#4. RE: 12.1.6. Please explain what components of the services does the City require the right to audit?.

Answer: The City's audit is in regards to the terms and services as provided by the contract including billing and charge disputes.

#5. RE: 13.7. Is there an opportunity to negotiate the terms of a resulting contract? (i.e. Liability exclusions, claims process)

Answer: The City may consider amending the terms of the contract once the successful proponent has been selected. Do not amend the current terms of the RFP.

Appendix C.

#6. RE: C.1. Should the all-inclusive lump sum be the three year total cost or should it include the optional renewal years?

Answer: The fixed all inclusive lump sum total is the total sum of each location pickup as shown in the table in Appendix C, Section 1, for the duration of the initial 3 year term.

#7. RE: C.1.A. Location list & Total cost – Is the cost per pick-up to be the one day pick-up cost or the three year total cost per location? If you could provide the formula for the “Cost Per Pick-Up” and “Total” fields it will ensure accuracy (i.e. is it: cost per day x number of days per year X 3 years).

Answer: See above

#8. RE: C.2. Should this have 4 sections for rates rather than one? i.e. A) Cost for additional call during business hours (B) Cost for additional call after hours (C) Cost for call on the weekend (D) Cost for a call on a statutory holiday?

Answer: Please see revised Appendix C – attached.

#9. RE: Appendix F: “Will a federally regulated company who must comply with federal (Employment Equity Act, Canadian Human Rights Act), not provincial legislation (AODA) with regard to equal treatment to people with disabilities be disqualified”?

Answer: No

Except for the contents of this addendum, all other terms and conditions of this Proposal remain the same.

END OF ADDENDUM NO. 2

Yours truly,

THE CORPORATION OF THE CITY OF WINDSOR

Elaine Castellan
Purchasing Supervisor

EC/ab

**ADDENDUM NO. 2
ARMOURED CAR SERVICE
RFP NO. 152-18**

SEPTEMBER 27, 2018

I hereby acknowledge receipt of Addendum No. 2 to Proposal No. 152-18 (8 pages).

The information contained therein is hereby noted and account of same will be taken in our Proposal 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 PROPOSAL submission.**

PLEASE FAX BACK TO (519) 255-9891 OR E-MAIL @ purchasing@citywindsor.ca
SIGNED ACKNOWLEDGEMENT SHEET ASAP

Attn: Purchasing Department

APPENDIX "C" – COST PROPOSAL

REVISED

**TO: The Corporation of the City of Windsor
Attention: Purchasing Department
Legal Services Department
400 City Hall Square
Suite 403
Windsor, ON N9A 7K6**

Name of Proponent:

Business Address:

Phone: _____ **Fax:** _____

Contact name for future correspondence and inquiries:

Name _____ **Title:** _____

Phone: _____ **Fax:** _____

E-mail: _____

We have read and we fully understand the requirements of the RFP, including the scope and nature of the services, the applicable timelines, the Contract, and any addenda issued by the City. We acknowledge that the opening of the Cost Proposal constitutes an offer from the City to enter the Evaluation Contract described in the RFP. We also acknowledge that, by submitting a Submission which substantially complies with the material requirements of the RFP, we accept that offer.

Having carefully examined the RFP, including all of the Appendices and including addendum numbers _____, having fully investigated and ascertained existing conditions, circumstances and limitations affecting the services required under the Contract:

1. We offer to enter into the Contract with the City to provide the services required under the Contract for the fixed, All-Inclusive lump-sum price of:

CANADIAN DOLLARS (\$_____).

The above fixed All-Inclusive lump-sum price is comprised of **Specific Location Detail Unit Prices as shown below in table** and:

- (a) excludes the harmonized sales tax, but includes all other taxes and duties;
- (b) is a fixed, All-Inclusive lump sum price for the provision of the services contemplated by the Contract.

NO.	LOCATION	COST PER PICKUP
1	350 CITY HALL SQUARE – Suite 410 – FINANCE DEPARTMENT	\$
2	1266 MCDOUGALL – ON/OFF STREET PARKING DIVISION	\$
3	8787 MCHUGH STREET – WFCU CENTRE	\$
4	251 GOYEAU STREET – 3 rd FLOOR – PROVINCIAL OFFENCES OFFICE	\$
5	401 PITT STREET WEST – AQUATIC CENTRE	\$
6	150 GOYEAU STREET – WINDSOR POLICE SERVICE	\$
7	3700 NORTH SERVICE ROAD – TRANSIT WINDSOR	\$
8	300 CHATHAM STREET – TRANSIT WINDSOR	\$
9	850 OULLETTE AVENUE – WINDSOR PUBLIC LIBRARY	\$
TOTAL		

2. We offer the following fixed, All-Inclusive per pick-up rates for the provision of any services required on an occasional basis:

Within regular business hours CANADIAN DOLLARS	(\$_____)
After regular business hours CANADIAN DOLLARS	(\$_____)
Weekend business hours CANADIAN DOLLARS	(\$_____)
Statutory holiday CANADIAN DOLLARS	(\$_____)
TOTAL: CANADIAN DOLLARS	(\$_____)

The above fixed All-Inclusive per pick-up rates:

- (a) excludes the harmonized sales tax, but includes all other taxes and duties;
- (b) are fixed, All-Inclusive per pick-up rates for the provision of services required on an occasional basis within business hours, after business hours as well as weekend and statutory holiday rates;
- (c) includes fuel surcharges, proof of delivery documentation and/or any other charges as deemed necessary.

DECLARATIONS

- B. We declare that our Submission is not made in connection with any other Proponent and is, in all respects, fair and made without collusion or fraud.
- C. We declare that our Submission applies and complies with any applicable fair wage practices.
- D. We acknowledge and agree that our Submission is irrevocable and open for acceptance by the City for a period of one hundred and twenty (120) days starting from the day after the Submission Deadline.
- E. We acknowledge and agree that, if awarded the Contract, we will:
 - (a) execute the Contract and deliver the executed original to the City within seven (7) business days of our receipt of the same;
 - (b) deliver to the City, within seven (7) business days of our receipt of notice of selection:
 - (i) proof of all insurance required by the Contract;
 - (ii) a current WSIB clearance certificate if applicable.

We acknowledge and agree that we will be in breach of the Evaluation Contract if we fail to comply with any of the above.

Signed, sealed and submitted for and on behalf of:

PROPONENT _____

DATE _____

SIGNATURE _____

Name and Title _____

I have authority to bind the Proponent named above

-END OF APPENDIX "C"-