



ALEX VUCINIC
Manager of Purchasing

Elaine Castellan
Purchasing Supervisor

(519) 255-6272
TELEPHONE NUMBER

ADDENDUM NO. 1
BRIGHT LIGHTS SETUP AND TEARDOWN
RFP NO. 116-19

August 21, 2019

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 attached photos of cords, power carts and lights.

Additional information/clarifications from August 20, site meeting:

- Of the 250 trees that are to be wrapped in lights:
 - 30 are evergreens that require a simple spiral wrap
 - 110 will require trunk and branch wrap
 - 110 will require trunk and canopy wrap
- The City will supply, deliver and remove the power carts. The contractor will be expected to connect them.
- January 7, 2020 is the expected date for the start of teardown.
- The City will consider extensions to the teardown deadline of February 14, 2020 due to weather conditions.
- Lights and cords are expected to be repackaged during teardown in the same fashion as they were when retrieved from the City's storage facility.

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

END OF ADDENDUM NO. 1

Yours truly,

THE CORPORATION OF THE CITY OF WINDSOR

Elaine Castellan
Purchasing Supervisor

EC/kr

Photos of Cords, Power Carts and Lights



ADDENDUM NO. 1
BRIGHT LIGHTS SETUP AND TEARDOWN
RFP NO. 116-19

August 21, 2019

I hereby acknowledge receipt of Addendum No. 1 to the RFP No. 116-19 (3 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 _____, 2019.

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