



ALEX VUCINIC
Manager of Purchasing

Elaine Castellan
Purchasing Supervisor

(519) 255-6272
TELEPHONE NUMBER

**ADDENDUM NO. 1
DESIGN, SUPPLY & INSTALLATION OF VARIOUS SIGNS – PARKS DEPARTMENT
RFP NO. 47-19**

March 20, 2019

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

CHANGES:

The proposal for four (4) types of signage, has been modified to be awarded as three (3) groups, as follows;

- a) 6.1.1 Wayfinding Signage, and 6.1.2 GPS Marker Signage, shall now be grouped together, and will be evaluated and awarded together, as “A”,
- b) 6.1.3 Information Kiosk, will be evaluated and awarded as “B”,
- c) 6.1.4 Trail Name Identifier, will be evaluated and awarded as “C”.

Proponents must use the attached revised Appendix “C” – Cost Proposal Addendum #1 form, in their submission.

CLARIFICATIONS:

Based upon the structure of the proposal which includes four (4) different types of signage now categorized into three (3) groups, as per Addendum #1, Appendix “C” – Cost Proposal form, Proponents are advised that it is possible for the City to select more than one Proponent, dependant upon the outcome of the evaluation process. One single Proponent may be selected for all three groups (A, B, and C), or individual Proponents may be awarded separately for A, B, and C, or any combinations thereof.

Proponents may submit a proposal for only one group of signage, A, B, or C, if they so choose. It is not mandatory to submit a proposal which includes all types of signage contained in the proposal document, however, both Wayfinding and GPS Marker signage are now considered for award together and must both be contained within a submission.

QUESTIONS & ANSWERS:

- 1) We currently do not provide true 3-D renderings. We produce 2-D elevations with measurements, like a 2-D CAD drawing. Will that be acceptable?

2-D elevations will be acceptable, providing they show a blow-up of the details that show all components.

- 2) The RFP states the “images” will be provided for the vendor to print but then ask for creative designs to be submitted. Are we to assume the City is asking the vendor to provide the various images of the structures, while the City Provides the graphical layout?

The city will provide graphic layout design for the vendor to print as per file type requested by the successful Proponent. The Proponent is to provide the design of the frames and/or structures that they would like to use, and submit this information in their Proposal submission.

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

END OF ADDENDUM NO. 1

Yours truly,

THE CORPORATION OF THE CITY OF WINDSOR

Elaine Castellan

Elaine Castellan
Purchasing Supervisor

EC/sf

**ADDENDUM NO. 1
DESIGN, SUPPLY & INSTALLATION OF VARIOUS SIGNS – PARKS DEPARTMENT
RFP NO. 47-19**

March 20, 2019

I hereby acknowledge receipt of Addendum No. 1 to the Proposal No. 47-19 (6 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

Design, Supply and Installation of Various Signs - Parks Department

APPENDIX "C" – COST PROPOSAL

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 prices for each of the following Designs:

Design, Supply and Installation of Various Signs - Parks Department

A.	Wayfinding Signage, and	\$ _____/unit price
	GPS Marker Signage	\$ _____/unit price
	TOTAL A:	\$ _____/unit price
B.	Information Kiosk	\$ _____/unit price
C.	Trail Name Identifier	\$ _____/unit price

The above fixed, All-Inclusive lump-sum prices for each Sign Design:

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

DECLARATIONS

- A. 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.
- B. We declare that our Submission applies and complies with any applicable fair wage practices.
- C. 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.
- D. We acknowledge that the costs of all bonds will be included in our fixed, All-Inclusive lump-sum prices for each playground.
- 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; and,
 - (ii) a current WSIB clearance certificate if applicable.

Design, Supply and Installation of Various Signs - Parks Department

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"-