

ALEX VUCINIC  
Manager of Purchasing

Elaine Castellan  
Purchasing Supervisor

(519) 255-6272  
TELEPHONE NUMBER

**ADDENDUM NO. 4**  
**INTEGRATED SITE ENERGY MASTER PLAN CONSULTANT**  
**RFP NO. 188-18**

**January 25, 2019**

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

**QUESTIONS AND ANSWERS:**

Q1. Section 14.5.1: We are able to provide a summary of all insurance coverages. Would the City be able to accept standard insurance certificates that are signed by our Insurers?

Yes, the City accepts standard insurance certificates that are signed by the insurer as proof of insurance. However, the City reserves the right to request copies of policies should it so request.

Q2. Appendix E, p. 33: "It is understood and agreed that the coverage provided by these policies will not be changed or amended in any way to the detriment of the City of Windsor, nor cancelled by the Service Provider until 30 days after written notice by registered mail of such change or cancellations has been delivered to the City of Windsor." Our cancellation clause only provides 30 day notice by mail if the policy is cancelled in the middle of the term by the insurers. Is that acceptable?

The requirements remain as stated in the RFP documents.

Q3. Appendix E, p. 33: "Proof of the insurance coverage shall be in form satisfactory to the Manager of Purchasing or his designate prior to commencing of any work or activity being performed." We will submit an insurance broker version of insurance certificate(s). Does it meet your requirement?

An insurance certificate signed by the insurer is acceptable form of proof of insurance, but still requires review and approval before the commencement of any work or activity being performed.

Q4. Section 10.1: How many copies of the cost proposal are required? Is it the same as the services proposal (1 original and 6 copies) or is it just 1 copy?

Submit one (1) Original marked "ORIGINAL", and six (6) copies, each marked "COPY", of the SERVICES Proposal.

Submit one (1) Original marked "ORIGINAL", and six (6) copies, each marked "COPY", of the COST Proposal.

Q5. Addendum No. 3: There is no submission time specified in the Addendum. Is the proposal due by 11:30:59 a.m. on the new date of Monday, February 4, 2019?

As per definitions, section 2.19 "**Submission Deadline**" means 11:30:59 a.m. as recorded by the date and time stamp clock in the City's Purchasing Department on the closing **Date**.

As per Addendum 3 the closing date is now Monday, February 4, 2019.

Q6. Appendix "E" - Mandatory Contract Terms, on Page 33, under the section titled "Indemnification and Insurance": Would the City change the wording to reflect an error or omission by the consultant that leads to costs incurred that we would hold harmless?

Risk Management is not prepared to limit the indemnity. The requirements remain as stated in the RFP documents.

Q7. Regarding Cost Proposal, page 28: Is the table provided a mandatory table that must be completed, or can we use our own formatted excel sheets that may look different but would provide the same information?

An Excel spreadsheet is permitted only if the table's title description and the number of columns are formatted and appear in the same order, and must be attached to Appendix "E" - Cost Proposal.

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

***END OF ADDENDUM NO. 4***

Yours truly,

**THE CORPORATION OF THE CITY OF WINDSOR**

***Elaine Castellan***

Elaine Castellan  
Purchasing Supervisor

EC/sf

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I hereby acknowledge receipt of Addendum No. 4 to the Proposal No. 188-18 (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 \_\_\_\_\_, 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](mailto:purchasing@citywindsor.ca) SIGNED  
ACKNOWLEDGEMENT SHEET ASAP**

**Attn: Purchasing Department**