



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

ALEX VUCINIC

Manager of Purchasing

Elaine Castellan

Purchasing Supervisor

(519) 255-6272

TELEPHONE NUMBER

ADDENDUM NO. 6

JANITORIAL SUPPLIES

RFP NO. 192-18

February 15, 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.

QUESTIONS & ANSWERS:

1. Case Quantity Difference:

-Some items will have different quantities in the case...EX: garbage bags...one supplier may sell a 26x36 garbage bag that has 200 in a case. Our case may have 250. If the quantity is different then that should be noted and considered during review.

-Can a separate column be added to the quote to reflect this?

Answer: Please refer to the RFP Specification document section 8.2.1.1 and Appendices "C" and "H".

2. Concentrated Products:

-Some products are concentrated...EX: all purpose cleaning chemical. One supplier may quote a ready-to-use product that is not concentrated...while another suppliers product is diluted 50:50...and perhaps our product is diluted 1:64. Therefore the cost of the product doesn't show the true in-use cost. It should be noted what the true in-use cost is, and this will hopefully be considered during review.

-Can a separate column be added to the quote to reflect this?

Answer: Please refer to the RFP Specification document Appendix "C" which includes "Price per Ready to Use Litre".

3. Contract Split Up:

-Will the contract be split up amongst multiple suppliers? It is unlikely one supplier can offer all items and be less expensive compared to everyone else.

Answer: Please refer to the RFP Specification document Section 11 and Appendix "D".

4. Price Increases:

-Can pricing be raised if a manufacturer increases the cost? A letter from the manufacturer can be provided. Or a cost escalating clause of 5% for example at the end of one year?

Answer: Please refer to the RFP Specification document Section 6.1.15, 6.2.3, 6.2.5 and 6.2.6.


5. Dispenser Install:

-Who is responsible for the installation of dispensers (paper towel, soap, chemical etc.)?

Answer: The successful Proponent of each category shall be responsible for all the required hardware and installation for that category.

6. Excel Format:

-Can you provide a copy of the items list in Excel format?

Answer: Excel Files are now available 

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

END OF ADDENDUM NO. 6

Yours truly,

THE CORPORATION OF THE CITY OF WINDSOR

Elaine Castellan

Elaine Castellan
Purchasing Supervisor

EC/ab

ADDENDUM NO. 6
JANITORIAL SUPPLIES
RFP NO. 192-18

February 15, 2019

I hereby acknowledge receipt of Addendum No. 6 to Proposal No. 192-18 (3 pages + 2 excel files).

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