



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

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Manager of Purchasing

Elaine Castellan
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TELEPHONE NUMBER

ADDENDUM NO. 9

**JANITORIAL SUPPLIES
RFP NO. 192-18**

March 12, 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.

CLARIFICATIONS:

Can City of Windsor provide Manufacturer product numbers for the following parts?

Part ID	Description	Manufacturer Number
10192900	Sensor 0.3 Micron Filter/Long	86005220
10257400	Sensor Brush Roller 12"	86004950
10274700	Sensor Exhaust Filter "XP"	86141450
10312000	Vacuum Bag Sensor Versamatic	86000500
10707500	Minuteman Spray Jet Tip	450122
10485900	Kaivac Squeegee	CVS12S
10178900	Kaivac Squeegee Wheel	WHLKIT1200

SPECIFICATION REVISIONS:

Add the following to the RFP:

Stage 2-Services Proposal will consist of References and Transportation Plan & Equipment and all mention of the Stage 2 – Service Proposal in the RFP will now include the Transportation Plan & Equipment.

Delete Stage 2 – Services Proposal of Appendix D-Evaluation Criteria and replace with the following:

Stage 2 – Service Proposal

REFERENCES and TRANSPORTATION PLAN & EQUIPMENT REQUIREMENTS– IS A PASS/FAIL OF THE (SERVICES PROPOSALS) AT THE SOLE, ABSOLUTE AND UNFETTERED DISCRETION OF THE CITY.

*NOTE: Proponent must obtain a PASS to move on to opening up the Cost Proposal.

EVALUATION CRITERIA	PASS/FAIL
References	
Transportation Plan and Equipment Requirements	

Replace Appendix B with Revised Appendix B attached.

Add this section to Section 6.1.4:

6.1.4.1.5 All services required to monitor and re-stock levels of required chemicals ordered in Totes for all Transit Windsor locations.

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

END OF ADDENDUM NO. 9

Yours truly,

THE CORPORATION OF THE CITY OF WINDSOR

Elaine Castellan

Elaine Castellan
Purchasing Supervisor

EC/ab

ADDENDUM NO. 9
JANITORIAL SUPPLIES
RFP NO. 192-18

March 12, 2019

I hereby acknowledge receipt of Addendum No. 9 to Proposal No. 192-18 (7 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 “B” – SUBMISSION CONTENTS – REVISED ADDENDUM #9

It is important that Proponents present the information set out in this Appendix so that it can be readily understood and evaluated. A Proponent’s Submission should address all of the items set out in this Appendix, in the order in which they appear and using the same headings and numbering sequence. Proponents should attach schedules, documents, pages and other material to the completed Offer Document, clearly identifying the matter(s) addressed in such schedules, documents, pages and material.

1. **Declaration of Conflict.** Include a declaration of conflict statement which identifies any person(s) employed or consultant hired by the City in any capacity that:
 1. has a direct or indirect financial interest in the award of the Contract to any Proponent;
 2. is currently employed by, or is a consultant to or under contract to a Proponent;
 3. is negotiating or has an arrangement concerning future employment or contracting with any Proponent;
 4. has an ownership interest in, or is an officer or director of any Proponent.

2. **Proponent Information.** The following information should be included:
 1. If the Proponent is a Joint Venture, identify the contractual arrangements among the parties to the Joint Venture; the corporate resources of each party to the Joint Venture; the lead or single point of contact for the City; confirmed roles for each of the parties to the Joint Venture; and include a letter from each party to the Joint Venture acknowledging the structure of the Joint Venture, and that each will be jointly and severally liable to the City if the Proponent is awarded the Contract.
 2. Where the Proponent is a Joint Venture, the activities of each member of the Joint Venture, and its/their corporate resources.
 3. A brief narrative of the Proponent’s corporate history and overview of operations.
 4. A detailed description of your ordering process. The process should be clear and concise and include an electronic ordering system and catalogue.
 5. Identify the location of your warehouse and your delivery method(s).
 6. Describe in detail the processes whereby returns, credits, refunds and back orders will be managed.
 7. A minimum of one (1) training per location annually must be conducted to introduce new employees to the system, and to update current employees with any changes. In your proposal, please detail your plans for this training.

3. **Experience.** Provide a narrative which details and demonstrates the Proponent’s experience and why the Proponent is uniquely qualified to carry out the services under the Contract. Such experience details should be relevant to the project at hand and be of similar size and scope.

4. **Proponent Qualifications.** Describe the Proponent's qualifications and expertise respecting the competencies outlined in Section 6 of Instructions to Proponents. Include reference to specific key personnel if necessary.
5. **Compliance to Requirements and Deliverables of the Contract.** Include a declaration of understanding and compliance which identifies all items in Section 6 of Instructions to Proponents and provide additional information confirming that the Proponent has the capability currently to satisfy all the requirements in Section 6 of Instructions to Proponents.
6. **References.** The following information should be included:
 1. A list of at least 4 clients, completed on the attached Appendix B Schedule 1, including contact names, email addresses and telephone numbers, for those projects noted under Section 3 – Experience.
 2. A list of at least four (4) clients of the transportation sub-contractor proposed, referencing Section 13 – Transportation Plan & Equipment Requirements, completed on the attached Appendix B, Schedule 1, including contact names, email addresses and telephone numbers.
7. **Fill Rate.** Provide a percentage fill rate for similar contracts. The fill rate should be relevant to the project at hand and be of similar size and scope.
8. **Reports.** The following information should be included referencing those projects noted under Section 3- Experience:
 1. Product usage reports by location, along with a summary for the period;
 2. Detailed charges by department by transaction;
 3. Summary of charges by department for the period;
 4. Summary of usage of general catalogue items;
 5. Samples of invoice, statement, and packing slip.
9. **Alternative Products Evaluation.** Proponents who would like an opportunity to receive approval from the City for substitutions of product(s) and materials must be submitted in accordance with procedures specified in the following for each product contemplated:
 1. Name of the substitution and what specified product(s) you are trying to replace, referencing the list of specified products in Appendix H-Janitorial Supplies;
 2. Sample of that substitution product as per paragraph 7.4 of Instructions to Proponents;
 3. Description of proposed substitution, including detailed comparative specification of proposed substitution with the specified product(s) provided in Appendix H-Janitorial Supplies;
 4. Manufacturer's product data sheets for proposed product(s);

5. Indicating how that substitution product, meets or exceeds performance, appearance, general arrangement, dimensions, availability, standards compliance, and colour of specified product(s) provided in Appendix H.
10. **Proponent Personnel and Staffing.** The following information should be included:
 1. The proposed organizational structure of the Proponent's staff and their anticipated interrelationship with the City and its staff. Provide the name and position of the person proposed as the key liaison.
 2. A complete list of the management staff at all levels who would be responsible for the City's project. This list should include the key liaison as well as that individual's direct manager and so on, as well as their office locations.
 3. Resumes/curriculum vitae for all of the individuals referred to above.
11. **Health, Safety and Workplace Violence and Harassment Acknowledgement.** Sign and enclose the form at Appendix F.
12. **Catalogue & Other Information.** The following information should be included:
 1. A copy of the most current catalogue.
 2. Any information of brochures that outline the use of environmentally preferred products, recycling, or sustainability initiatives.
 3. Provide details of any value-added services you can provide to the Departments.
13. **Transportation Plan and Equipment Requirements.** The following information should be included:
 1. Provide a description of the proposed method of transportation of janitorial supplies including a complete inventory of transportation equipment (number, type and capacity) sufficient to demonstrate the adequacy of the proposed transportation system.
 2. Provide specific details if the Proponent is planning on sub-contracting this portion of the service in accordance with the provisions of the Contract and Section 6 of the Instructions to Proponents.
 - a. Provide a detailed description of the transportation sub-contractor's organizational chart and capacity to provide the required transportation services. Details should be relevant to this project's size and scope.
 - b. Provide a work breakdown structure indicating each transportation sub-contractor's team member's responsibility and contribution as a percentage of the total work, as it related to transportation. Resumes/curriculum vitae for all of the individuals referred to in this question.

- c. Provide the transportation sub-contractor's complete inventory of equipment (number, type and capacity) sufficient to demonstrate the adequacy of the proposed transportation system and their compliance to the requirements of this RFP and the Contract.

-END OF APPENDIX "B" -