



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. 2

PHYSIOTHERAPY SERVICES (HURON LODGE)
RFP NO. 45-19

March 6, 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.

CLARIFICATION:

There is no Appendix F.

QUESTIONS AND ANSWERS:

1. Can you provide a working link to the CRA Waiver Application in Appendix “D” Mandatory Contract Terms “*Canada Revenue Agency Regulation 105*” section?

Answer: Remove the current link provided in the *Canada Revenue Agency Regulation 105* section of Appendix “D” Mandatory Contract Terms : <http://www.cra-arc.gc.ca/E/pbg/tf/r105/r105-08e.pdf>

Replace With: <https://www.canada.ca/en/revenue-agency/services/forms-publications/forms/r105.html>

2. Who is the current provider of Physiotherapy Services at Huron Lodge and does this provider employ both the Physiotherapist(s) and Physiotherapist’s Assistant(s)?

Answer: The current provider is Lifemark Seniors Wellness. Yes, they do employ both.

3. Is there an interest for information in the proposal to also provide Exercise Classes in Huron Lodge using the \$0.27 per diem that is available from the MOHLTC?

Answer: Not at this time, recreation staff currently perform exercise classes.

4. Questions are due by March 14th, by when do you expect the last possible addendum to be released so we know when we can arrange for couriers to pick up our submission?

Answer: Final addendum should be released by Monday, March 18th, 2019. If any additional addendum is necessary, we will extend the Submission Deadline.

5. On page 10, item 6.9 there is mention of Appendix F - can you please clarify if we are to refer to "Appendix F" (I can't see an Appendix F in the RFP document) or just item 6.24 on page 12 for the list of equipment?

*Answer: **Replace** section 6.9 with the following: "The Service Provider will provide all of the necessary supplies and equipment in order to provide residents with an effective and safe physiotherapy program. This equipment will take into account requirements of the residents and staff. Desired equipment, at a minimum, is listed in section 6.24."*

6. On page 23, Appendix B item 9 also mentions Appendix F - can you please confirm if this items is supposed to refer to Appendix E for the Health, Safety and Workplace Form?

*Answer: In Appendix "B"-Submission Contents, please replace section 9 with the following: "**Health, Safety and Workplace Violence and Harassment Acknowledgement**. Sign and enclose the form at Appendix "E"."*

7. In items 6.14 and 6.20 there is mention of the restorative care staff also working under the direction and supervision of the registered physiotherapist - if the PT is also meant to assign care plan items to restorative care staff, does this mean that the restorative care staff is available to assist in the provision of the physiotherapy care plans? How many hours of restorative care staff are available on a weekly basis?

Answer: Yes, the PT is able to assign care plan items to restorative care staff. This is only done at this time during our central therapy hours, which is approximately 4 hours per week.

8. As per items 6.23 and 6.24, is the proponent meant to choose either a desktop or a laptop computer from the City's computer programme? Are both types of computers are equipped with a webcam/speaker and Microsoft Office programs such as Word, Excel, Power Point and Outlook?

Answer: Yes, the proponent is required to choose a desktop or laptop and yes, both would be equipped with the requested items.

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

END OF ADDENDUM NO. 2

Yours truly,

THE CORPORATION OF THE CITY OF WINDSOR

Elaine Castellan

Elaine Castellan
Purchasing Supervisor

EC/ab

ADDENDUM NO. 2

**PHYSIOTHERAPY SERVICES (HURON LODGE)
RFP NO. 45-19**

March 6, 2019

I hereby acknowledge receipt of Addendum No. 2 to Proposal No. 45-19 (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 _____, 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