



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

ALEX VUCINIC
Purchasing Manager

Elaine Castellan
Purchasing Supervisor

(519) 255-6272
TELEPHONE NUMBER

ADDENDUM NO. 1
PURE VACUUM STREET SWEEPER WITH BROOM ASSIST
RFP NO. 17-20

February 13, 2020

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/ANSWERS:

1. If we wanted to provide several proposals and we do that is there anything special we need to do? Do they need to be in separate envelopes?

Answer:

Yes, you can submit more than one proposal. Each proposal must be submitted in separate envelopes. See the attached revised specifications.

Please **REPLACE** "Section 7,8 and 9 of Instructions to Bidders", Appendix B and Appendix C with the attached **REVISED** documents.

2. Can we provide low hour demonstrators for better delivery?

Answer:

No, we are not considering demonstrators at this time.

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/js

**ADDENDUM NO. 1
PURE VACUUM STREET SWEEPER WITH BROOM ASSIST
RFP NO. 17-20**

February 13, 2020

I hereby acknowledge receipt of Addendum No. 1 to the RFP No. 17-20 (11 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

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7 INSTRUCTIONS FOR COMPLETING THE SERVICES PROPOSAL

- 7.1 Proponents shall complete the Offer Document at Appendix A in permanent medium. The Offer Document shall be **signed** by a duly authorized signing officer of the Proponent. Where the Proponent is a Joint Venture, each member of the Joint Venture must execute the Offer Document and, for each member which is a corporation, the Offer Document must be **signed** by a duly authorized signing representative of the corporation. **Failure to include the signed offer document in your submission will result in automatic disqualification.**
- 7.2 Attach or bind the Offer Document to all schedules, documents, pages and other information set out in Appendix B – Submission Contents. Ensure that all such material is clearly identified, using the same heading and numbering outlined in Appendix B.
- 7.3 Proponents may submit more than one proposed street sweeper by submitting a separate Services Proposal for each proposed street sweeper.
- 7.4 Proponents shall submit the Services Proposal in an envelope, box or other opaque container clearly labelled **“Pure Vacuum Street Sweeper with Broom Assist, RFP #17-20, Services Proposal”**.
- 7.5 **There shall be no reference or indication to cost in the Services Proposal, either directly or indirectly.** Any Proponent including cost information in its Services Proposal may be disqualified, at the sole discretion of the Evaluation Committee.
- 7.6 Any irregularity in the Services Proposal shall be governed by the Purchasing Bylaw; specifically, Schedule B.

8 INSTRUCTIONS FOR COMPLETING THE COST PROPOSAL

- 8.1 The Proponent shall complete its Cost Proposal at Appendix C in accordance with this Section. Fill in all blank spaces in ink, or typewritten, providing all information requested, and ensure that it is **signed** by a duly authorized signing representative of the Proponent. Where the Proponent is a Joint Venture, each member of the Joint Venture must execute the Cost Proposal Form and, for each member which is a corporation, the Cost Proposal Form must be **signed** by a duly authorized signing representative of the corporation.
- 8.2 The Cost Proposal shall be included in Appendix C.
- 8.3 Proponents may submit more than one proposed street sweeper by submitting a separate Cost Proposal for each proposed street sweeper.
- 8.4 Cost Proposals must be sealed in a separate envelope marked **“Pure Vacuum Street Sweeper with Broom Assist, RFP #17-20, Cost Proposal”**.

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- 8.5 Any irregularity in the Cost Proposal shall be governed by the Purchasing Bylaw; specifically, Schedule B.

9 DELIVERY OF SUBMISSIONS

- 9.1 The Proponent shall deliver one (1) original marked “original” and five (5) copies marked “copies” of its Submission to the Submission Location on or before the Submission Deadline. The City will also require one (1) copy in a single, unrestricted PDF format on a USB key delivered to the Submission Location on or before the Submission Deadline. Submissions delivered after the Submission Deadline will be rejected. Please do not provide any cost information in the USB. Only the original Submission marked “original” with the Offer Document signed by a duly authorized signing officer of the Proponent will make the Submission compliant.
- 9.2 Submissions may be amended prior to the Submission Deadline by submitting a written amendment. Proponent is allowed to submit more than one Submission before the Submission Deadline.
- 9.3 Where a Submission is delivered in multiple envelopes or containers, the time of delivery of the last envelope or container shall be deemed to be the time of delivery of the Submission. Submissions or parts of Submissions received after the Submission Deadline will result in the Submission being returned unopened.
- 9.4 Proponents are solely responsible for the method and timing of delivery of their Submission(s). Submission(s) will only be deemed accepted when the Submission(s) receives a date and time stamp from the Purchasing Department.
- 9.5 Submissions shall remain effective for the duration of the Irrevocability Period.

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APPENDIX “B” – SUBMISSION CONTENTS

NOTE: Proponents may submit more than one proposed street sweeper by submitting a separate Services Proposal for each proposed street sweeper.

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.

NOTE: if the Proponent does not have a conflict to declare please provide a “NO CONFLICT TO DECLARE” written statement under each question above.

2. **Proponent Information.** The following information should be included:
 1. If Proponent is a corporate entity, please provide proof of legal name by submitting a copy of one of the following:
 - a) first page of Articles of Incorporation;
 - b) if applicable, first page of Articles of Amendment;
 - c) if applicable, first page of Profile Report; or,
 - d) Certificate of Status.
 2. 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.
 3. A description of the Proponent, its activities and organization, and a history and overview of operations.

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4. Where the Proponent is a Joint Venture, the activities of each member of the Joint Venture, and its/their corporate resources.
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 the Instructions to Proponents. Include reference to specific key personnel if necessary.
5. **Proposed Street Sweeper.** The following information should be included:
 1. Provide a narrative which details and describes your proposed street sweeper. Provide a detailed brochures on equipment being offered (5 copies for evaluation committee).
 2. Provide all warranties and warranty periods for this proposed street sweeper
 3. Provide chassis layout drawings.
 4. Complete in full Appendix G – Minimum Specifications
 5. List of wearable items or serviceable components including part identifications/descriptions and part numbers.
6. **References.** The following information should be included:
 1. A list of clients, completed on the attached Appendix B1 Schedule 1, including contact names, email addresses and telephone numbers, for those projects noted under Section 3 – Experience.
7. **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.

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8. **Health, Safety and Workplace Violence and Harassment Acknowledgement.** Sign and enclose the form at Appendix F.
9. **Other Information.** Attach any additional material which is not specifically referred to or requested above but which the Proponent believes is relevant to its Submission or that will demonstrate the required abilities, qualifications and expertise described in this RFP document.

-END OF APPENDIX "B" –

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APPENDIX "C" – COST PROPOSAL

NOTE: Proponents may submit more than one proposed street sweeper by submitting a separate Cost Proposal for each proposed street sweeper.

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:

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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 price of:

One (1) Completed Unit CANADIAN DOLLARS

(\$_____).

The above fixed All-Inclusive lump-sum price:

- (a) excludes the harmonized sales tax, but includes all other taxes and duties;
- (b) is a fixed, All-Inclusive lump sum price for the provision of the services contemplated by the Contract;

2. We offer to enter into the Contract with the City to provide the following fixed, Optional Sweeper Items and Accessories per Unit Prices:

**ALL OPTIONAL ACCESSORIES COST PER UNIT PRICES SHALL BE PROVIDED
IN THE FOLLOWING CHART FORM AND ATTACHED TO THE COST
SUBMISSION ENVELOPE.**

Indicate cost to supply an automatic greasing system for both chassis and sweeper unit.	\$ _____ (extra)
Indicate cost to supply a Colour backup camera system with shutter mounted on rear of sweeper body and no less than five (5) inch monitor located in operator cab. Make: _____ Model: _____	
	\$ _____ (extra)
Indicate cost to supply a 360 view camera system with Colour monitor located in operator cab Make: _____ Model: _____	
	\$ _____ (extra)

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- (ii) a current WSIB clearance certificate if applicable.

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"-