



ALEX VUCINIC
Manager of Purchasing

Elaine Castellan
Purchasing Supervisor

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TELEPHONE NUMBER

**ADDENDUM NO. 1
ORGANICS WASTE MANAGEMENT AND PROCESSING CONSULTANT
RFP NO. 132-20**

September 14, 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.

REVISION TO SPECIFICATIONS:

Appendix “B” – Submission Contents:

Section 3 - Experience

Delete entire section and *replace with* the following:

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. This section shall include, at a minimum, descriptions of three (3) projects of similar scope and magnitude as this project, completed within the last five (5) years. The Proponent shall indicate whether their services contract was with a municipality or a private proponent and describe any interaction and/or relationships that existed with the municipality specific to that project.

Summaries of the noted projects shall include, at a minimum, a description/scope of the project, geographical location and project start and end dates. Specific details on how the referenced projects were managed in terms of schedule and budget should be provided. Identify any constraints and challenges and how they were mitigated. Highlight instances where creativity and value engineering methods were implemented to generate efficiencies in the schedule and budget.

Section 5 – References

Delete entire section and *replace with* the following:

5. **References.** References shall be provided for at least three (3) projects of similar scope and magnitude as this project, completed within the last five (5) years, such references to be completed on the attached Appendix B, Schedule 1, including contact names, email addresses and telephone numbers, for those projects noted under Section 3 – Experience.

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/jm

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ORGANICS WASTE MANAGEMENT AND PROCESSING CONSULTANT
RFP NO. 132-20**

September 14, 2020

I hereby acknowledge receipt of Addendum No. 1 to the RFP No. 132-20 (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 E-MAIL @ purchasing@citywindsor.ca SIGNED ACKNOWLEDGEMENT SHEET ASAP

Attn: Purchasing Department