



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. 1
WINDSOR FIRE AND RESCUE SERVICES STATIONWEAR UNIFORMS
RFP NO. 117-19

August 19, 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.

Please see the following questions and answers.

1. Will measurements be taken on-site by a representative of the vendor, or will the City purchase full sizing sets of each item so employees can size themselves?
Answer: Neither. It will depend on how the samples submitted with the bid fit the people who are trying them on. We gauge the sample sizes provided and determine sizes based on that.
2. Are trousers to be hemmed prior to shipping?
Answer: Yes trousers will be hemmed by the company prior to shipping to WFRS. Inseam measurements will be sent with each order in 1 inch increments.
3. What is the expected lead time for the large annual orders?
Answer: 6-8 weeks for the large annual order, but less than 4 weeks for the small orders required throughout the life of the contract.
3. Do prices have to be held firm for the contract term of 2 years plus the 2 optional renewal years, or only for the 2-year term?
Answer: Pricing must be held firm for the first 2 years. Prices can change for each additional one year term but contract is only extended upon mutual agreement of both parties at that time.

Except for the contents of this addendum, all other terms and conditions of this Request for 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/kr

**ADDENDUM NO. 1
WINDSOR FIRE AND RESCUE SERVICES STATIONWEAR UNIFORMS
RFP NO. 117-19**

August 19, 2019

I hereby acknowledge receipt of Addendum No. 1 to the RFP No. 117-19 (2 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 _____, 2019.

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