

3 ADDENDUM 671-2005

SUPPLY, DELIVERY AND INSTALLATION OF MOBILE TRACK FILING SYSTEM AT 421 OSBORNE STREET

ISSUED: December 13, 2005
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URGENT

PLEASE FORWARD THIS DOCUMENT TO WHOEVER IS IN POSSESSION OF THE BID OPPORTUNITY

THIS ADDENDUM SHALL BE INCORPORATED INTO THE BID OPPORTUNITY AND SHALL FORM A PART OF THE CONTRACT DOCUMENTS

Template Version: A20050506

Please note the following and attached changes, corrections, additions, deletions, information and/or instructions in connection with the Bid Opportunity, and be governed accordingly. Failure to acknowledge receipt of this Addendum in Paragraph 8 of Form A: Bid may render your Bid non-responsive.

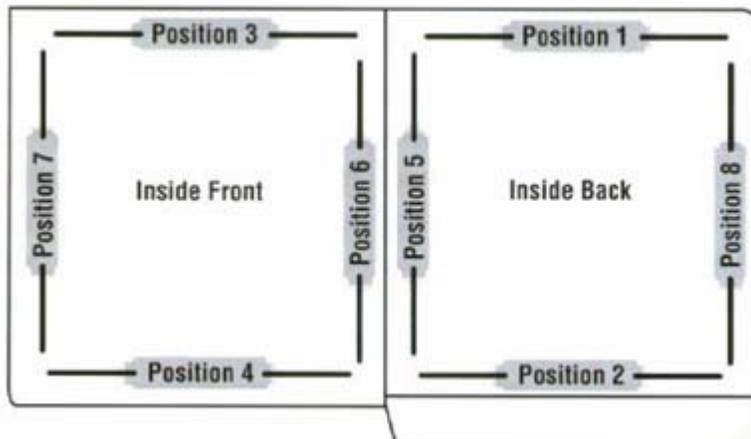
PART B – BIDDING PROCEDURES

Revise: E2.3 to read:

The **Bidder** shall supply **details regarding** all folders and labels that are used with this system, **and samples shall be provided if requested by the Contract Administrator.**

- (a) 1,510 legal coloured pressboard **2” expansion file folders** (25 point notched end tab files);
 - (i) 1,000 green with 2 (two) 2” heat seal fasteners **located on positions 1 and 3 of the of folder (see diagram below).**
 - (ii) 250 red with 1 one) 2” heat seal fastener **located on position 1 of the folder (see diagram below); and**
 - (iii) 260 yellow with 1 (one) 2” heat seal fastener **located on position 1 of the folder (see diagram below).**

Fastener Placement Guide



- (b) The Contractor shall prepare these folders, each having:
 - (i) 3 (three) alphabetic colour coded labels applied;
 - (ii) 1 (one) I.D. label supplied, printed and applied (City will provide database); and
 - (iii) 1 (one) 4" label protector pre-applied

Add: E:2.3 (c) to read

- (c) **The Contractor shall have the ability and experience to support and facilitate a records management environment for the shelving system.** The Contractor shall also be required to support additional folder and label supply needs for a period of at least two years.