



36-2008 ADDENDUM 2

PROVISION OF PAPER SHREDDING AND RECORD DESTRUCTION SERVICES

URGENT

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

ISSUED: April 17, 2008
BY: Carmen Sorby
TELEPHONE NO. (204) 986-3855

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

Template Version: A20070419

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 E – SPECIFICATIONS

Revise: E2.8(i) to read:

E2.8(i) The Contractor shall provide documentation, within five (5) Business Days, of the Work in the form of a "Destruction Certificate" that the Work has been completed;

- (i) the "Destruction Certificate" shall include, but not limited to, the following information:
 - (A) date of completion;
 - (B) time of completion;
 - (C) method of destruction;
 - (D) signature of operator.

Revise: E2.12 to read:

E2.12 In the past year there were approximately eighty (80) requests for **paper shredding** services

Add: E2.13

E2.13 In the past year there were approximately ten to fifteen (10-15) requests for record destruction services.

Add: E2.14

E2.14 The City of Winnipeg has approximately twenty-five (25) locations that require paper shredding services. At the request of the department, the Contractor shall supply the departments with containers/bins in order to store the paper to be shredded.