



602-2016 ADDENDUM 1

SUPPLY AND DELIVERY OF PAPER PRODUCTS PAPER TOWELS, TOILET TISSUE, FACIAL TISSUE, AND WIPERS

URGENT

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

ISSUED: August 31, 2016
BY: Rachel Eccles
TELEPHONE NO. 204 986-2451

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

Template Version: A20160708

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.

Page numbering may be changed as a result.

PART A – BID SUBMISSION

Replace: 602-2016 Bid Submission with 602-2016 Addendum 1 - Bid Submission. The following is a summary of changes incorporated in the replacement Bid Submission:

Form B(R1): Heading description changed from “Unit (for unit price basis) to “Unit of Measure”
“Price per unit to install dispense if required” is added for each Item No., for each approved product.

Item No. 4 Approved Products revised from 01020 to **01010 or 725**

PART B – BIDDING PROCEDURES

Replace: B7.1 to read: Further to E1.2 and upon request by the Contract Administrator, the low responsive bidder shall provide proof of his/her **approved product being bid**, within 1 business day of the request. Proof may include the original manufacture packaging and label, supported by the manufacture’s specifications. Bidder’s will not be required and do not have to submit samples of approved products with their bid.

Replace B15.4 to read: Further to B15.1(c), the Bid Price shall be the sum of the Approx. Quantity Purchased 2015, multiplied by the Unit Price for the approved product listed for Item Nos. 1 to 7, shown on Form B: Prices, plus the Approx. Quantity Purchased 2015 multiplied by the unit price for each approved product listed for item No. 8, shown on Form B Prices, plus the Manufacturer’s dispenser price to Bidder (based on 1 unit), and the Delivery charge for orders less than \$500.00 (based on 1 unit).

PART D – SUPPLEMENTAL CONDITIONS

Add: D3.1(b) to read: **Prorate**” means to divide, distribute, or assess proportionately; on the basis of proportional distribution

PART E – SPECIFICATIONS

Revise: E1.3 (c) to read: The City reserves the right to install the dispensers. **If the Contractor is requested to install dispensers, installation cost shall be in accordance with the bidder's "price per unit to install (based on 4 units).**

- (i) Installation costs in excess of the 4 units indicated on FormB:Prices shall be prorated per unit, for actual units required.**

Revise:E2.5 (a) to read: Product **01010** Scott Kimberley Clark Centre Pull Towel (roll) White 2 ply; or