

## ADDENDUM

Addendum No. 001

Quotation: Supply and Installation of Arena Unit Heaters

Item No: #L-20 City File #37/20

Date: March 19, 2020

### A. GENERAL

1. This Addendum is issued prior to Quotation closing to provide for certain revisions as noted herein.
2. All such revisions will become part of the Work and the effects shall be included in the Total Bid Price.
3. All Work shall be performed in accordance with the Quotation Documents.
4. Bidders shall acknowledge receipt of this Addendum in the space provided on the Bid Form.
5. The closing date for this Quotation **has been extended to** Friday, March 27, 2020 at 5:00:00 p.m. local Brandon time.

### B. QUOTATION DOCUMENTS

1. Refer to Instructions to Bidders #5, Receipt of Quotations – Revise to read:  
The Quotation shall be mailed or delivered in a sealed envelope clearly and legibly identified on the outside as: “**CONFIDENTIAL: Item #L-20 – Supply and Installation of Arena Unit Heaters**” and must be received by either method specified below before 5:00:00 p.m., local Brandon time, **Friday, March 27, 2020** to be accepted.
2. Refer to Instructions to Bidders #6, Submission of Quotations:
  1. Delete items a), b), and c) regarding delivery methods.
  2. Replace with the following:
    - a) **By MAIL/COURIER DELIVERY**  
Addressed to the City of Brandon as follows:  
Lindsay Loree, SCMP  
Procurement Manager  
City of Brandon – Finance Department  
410-9th St., Brandon, Manitoba R7A 6A2
    - b) **By HAND DELIVERY**  
Hand delivered submissions are not accepted.

c) **By FAX DELIVERY**

The City has a facsimile (fax) machine where Bids may be received electronically until the date set herein for receipt of Quotations.

The Bidder shall transmit the Bid Form and any items indicated in Supplemental Conditions E) Submittal Requirements.

To ensure a Bid remains confidential within the facsimile machine, the Bidder shall prepare the Bid for transmission enter the City of Brandon Procurement Services FAX number 1-204-726-8546. This is the **ONLY NUMBER** at which a facsimile Bid can be received and accepted by the City as a bona fide Bid.

Faxed Bids shall be received no later than the time stated herein for receipts of Bids. The received date and time stamp on the faxed pages will be considered the official date and time of receipt of the Quotations. Each Quotation will be retrieved from the confidential facsimile, printed and placed in a sealed envelope by the City Procurement Services Staff and immediately taken to the place of the Quotation opening.

The City of Brandon agrees to accept Bids prices by fax as a convenience to Bidder who agrees to and does accept the level of confidentiality and security from the City as stated herein, and any failure or delay in the transmission or storage of a facsimile Quotation is the sole responsibility of the Bidder and not of the City.

Should you require more information regarding fax transmissions to the Procurement Services Fax, call Procurement Services, City of Brandon at 204-729-2251. We encourage you to call the City of Brandon at 204-729-2251 to confirm that your fax has been received by the City.

3. Refer to the Bid Form, Closing Day – Revise to read:  
5:00:00 p.m. local Brandon time, **Friday, March 27, 2020**

The following was discussed at the Site Visit held on Tuesday, March 17, 2020:

**C. SPECIFICATIONS**

1. Refer to Appendix 1 – Specifications #B.1 – Add the following new item:
  1. Use the existing drains for the new units.
2. Refer to Appendix 1 – Specifications #C.4 – Add the following information:

Due to the current COVID-19 pandemic, the facility has been closed to the public and the facility shutdown is currently underway. Timelines for the Work may be adjusted based on the pandemic response. The City's preference is to have the Work completed during the current shutdown.
3. Further to C.2 above, if the work schedule is not restricted to the timeline indicated in the bid opportunity, indicate on the Bid Form the proposed timeline for the Work.

**D. CLARIFICATIONS**

1. Information regarding electronic mail (e-mail) submission will be addressed in a subsequent Addendum.
2. Refer to Appendix 1 – Specifications:
  1. Specification #B.1.f.:

Each unit shall be installed in the same direction as the unit being replaced.
  2. Specification #C.2.:

A lift can be brought into the facility at different access points, including the arena entrance and the double-wide doors on the north side of the arena.

END OF DOCUMENT