

ADDENDUM

Addendum No. 001

Quotation: Panasonic Arbitrator 360 Hardware Update

Item No: #L-33/20 City File #96/20

Date: July 13, 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 **is still** Monday, July 20, 2020 at 5:00:00 p.m. local Brandon time.

B. QUOTATION DOCUMENTS

1. Refer to Instructions to Bidders, #4. Receipt of Quotations – Delete the original instructions and replace with the following new instructions:

The Quotation must be received by one of the methods indicated below before 5:00:00 p.m. local Brandon time, Monday, July 20, 2020 to be accepted as a bona fide Bid Submission.

Bid Submissions must be received by the City before the stipulated closing time. Late Bid Submissions will not be accepted.

2. Refer to Instructions to Bidders #5. Submission of Quotations – Delete the original instructions and replace with the following new instructions:

The Bidder shall submit his Quotation on original or unaltered copies of the Bid Form provided herein. Any information provided by the City on any form must not be altered by the Bidder unless instructed to do so by written Addenda. The Bidder shall initial and date each correction, change, and/or erasure on the Bid Form. The Bid Form shall be clearly signed by the Bidder and shall clearly indicate the address of the Bidder, the Bidder's telephone number, and the date on which the Bid Form was signed by the Bidder.

Bids submitted by a partnership shall be signed and sealed in the name of the partnership by the authorized signing and sealing officers of the company. The name of the company and the names of the company along with titles of the signing officers shall be clearly printed in the spaces provided on the Bid Form.

The Bid Submission shall be submitted to the City by ONE of the following methods:

a. Via Mail, Courier or Hand Delivery

One (1) copy of the Bid Submission shall be submitted in a sealed envelope and addressed to the City of Brandon as follows:

City of Brandon
Finance Department (Main Floor), City Hall
410-9th Street
Brandon, MB R7A 6A2
Attention: Ms. Lindsay Loree, SCMP – Procurement Manager

CONFIDENTIAL: Item #L-33/20 – Panasonic Arbitrator 360 Hardware Update

Note: In response to the COVID-19 pandemic, the City has implemented safety protocols for all individuals attending City Hall. Bidders are advised, in the case of delivery by hand or courier, the Bidder or courier personnel must comply with protocols currently in place at City Hall, which may include but are not limited to mandatory hand washing/sanitizing and following physical distancing standards. Bidders are advised adherence to the building protocols may result in a Bid Submission delivery delay. Failure to comply with the City's protocols may result in a Bid Submission not being accepted prior to the Bid Submission deadline. The City shall not be held responsible for any delivery delay caused by adherence to COVID-19 building protocols.

b. Via Online Bidding Platform (E-submission)

One (1) copy of an electronic Bid Submission in .PDF format shall be submitted via the "Submit Online Bid" link for the associated Bid Opportunity on the City of Brandon Purchasing & Tenders website: <https://purchasing.brandon.ca>.

The City utilizes an online bidding platform where electronic Bid Submissions may be submitted until the closing time indicated herein for receipt of Quotations.

The procedure for submitting electronic Bid Submissions can be viewed on the City's Purchasing & Tenders website or by clicking [here](#). Failure to follow the procedure as indicated may result in a Bid Submission not being received. Any failure or delay in the transmission or storage of an electronic Bid Submission is the sole responsibility of the Bidder and not of the City.

The City will ONLY accept electronic Bid Submissions uploaded to the City's online bidding platform. Electronic Bid Submissions sent via e-mail will **not** be accepted. If a Bidder encounters issues uploading an electronic Bid Submission, contact the City's Procurement Services Department at 204-729-2251.

A Bid Submission will only be considered to have been submitted once it has been received by the City in the online bidding platform. The time the Bid Submission is received shall be determined by the City's server time, which is linked to National Institute of Standards & Technology time. Bidders are advised the time the electronic Bid Submission is received is based on when the Bid Submission is received by the City's server.

A confirmation webpage will display advising the Bid Submission was submitted successfully and a confirmation email will be sent. Bidders should not consider their Bid Submission to have been submitted if the confirmation webpage does not display and a confirmation email is not received.

Bid Submissions received via the online bidding platform are held securely and are inaccessible by Procurement Services staff until after the stipulated closing date and time.

Facsimile or E-mail Submissions Are Not Accepted.

3. Refer to Supplemental Conditions, E) Submittal Requirements – Revise to read:
Limit the Bid Submission to 8-1/2"x11" sized pages. Failure to include the following information will render the Bid Submission non-compliant.

END OF DOCUMENT