



**PROVISION OF LINEN SERVICES**

**URGENT**

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

ISSUED: August 26, 2009  
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**THIS ADDENDUM SHALL BE INCORPORATED  
INTO THE BID OPPORTUNITY AND SHALL  
FORM A PART OF THE CONTRACT  
DOCUMENTS**

Template Version: A20070419

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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.

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**PART B – BIDDING PROCEDURES**

Revise B2.1 to read:

B2.1 The Submission Deadline is 4:00 p.m. Winnipeg time, **September 8, 2009**.

Revise B8.1 to read:

B8.1 The Bidder shall state a price in Canadian funds **and a minimum usage %, where applicable**, for each item of the Work identified on Form B: Prices for Year 1, and a percentage increase or decrease for Years 2, 3 and 4. If no percentage is offered in the bid (left blank) for Years 2 or 3 or 4, the percentage would be considered 0%.

B8.1.1 Notwithstanding C11.1.1, prices on Form B: Prices shall not include the Goods and Services Tax (GST) or Manitoba Retail Sales Tax (MRST, also known as PST), which shall be extra where applicable.

Replace B13. with the following:

**B13. EVALUATION OF BIDS**

B13.1 Award of the Contract shall be based on the following bid evaluation criteria:

(a) compliance by the Bidder with the requirements of the Bid Opportunity, or acceptable deviation therefrom (pass/fail);

(b) qualifications of the Bidder and the Subcontractors, if any, pursuant to B9 (pass/fail);

(c) Actual stock x \$/ea/cycle for all items for which no minimum usage percent is applicable;

**(d) Actual stock x minimum usage % x \$/ea/cycle**

**(i) notwithstanding B8.1, where the Bidder fails to submit a minimum usage %, the City will use 40% for evaluation purposes only;**

(e) economic analysis of an approved alternative pursuant to B5;

(f) costs to the City of administering multiple contracts.

B13.2 Further to B13.1(a), the Award Authority may reject a Bid as being non-responsive if the Bid is incomplete, obscure or conditional, or contains additions, deletions, alterations or other irregularities. The

Award Authority may reject all or any part of any Bid, or waive technical requirements or minor informalities or irregularities if the interests of the City so require.

- B13.3 Further to B13.1(b), the Award Authority shall reject any Bid submitted by a Bidder who does not demonstrate, in his Bid or in other information required to be submitted, that he is responsible and qualified.
- B13.4 Further to B13.1(c), the Bid Prices shall be the sum of the quantities multiplied by the unit prices for each item shown on Form B: Prices, shown as Year 1, plus percentages proposed for Years 2, 3 and 4.
- B13.5 **Further to B13.1(d), the Bid Prices shall be the sum of the quantities multiplied by the unit prices multiplied by the minimum usage %, for each item shown on Form B: Prices, shown as Year 1, plus percentages proposed for Years 2, 3 and 4.**
- B13.6 This Contract may be awarded as a whole (Alternative 1, Sections A and B) or separately in sections (Alternative 2, Section A, and/or Section B) as identified on Form B: Prices.
- B13.6.1 Notwithstanding B8.1, the Bidder may, but is not required to, bid on both alternatives, or on any one or more sections in Alternative 2.
- B13.6.2 Notwithstanding B14.3, the City shall not be obligated to award any section to the responsible Bidder submitting the lowest evaluated responsive Bid for that section and shall have the right to choose the alternative which is in its best interests. If the Bidder has not bid on both alternatives or on all sections in Alternative 2, he shall have no claim against the City if his partial Bid is rejected in favour of an award of the Contract on the basis of an alternative or section upon which he has not bid.

## **PART E – SPECIFICATIONS**

Revise: E2.4.1 (d) to read:

(d) Throughout the Contract **the Contractor shall:**

- (i) Maintain garments to fit employees size **by re-measuring** employee(s) when requested by User;
- (ii) **Measure and provide garments to new employees. In the interim, supply temporary garments to the new employee with the same type and fit of garment(s) requested and deliver the temporary garment(s) by the next scheduled delivery day. The new garments shall not exceed ten (10) weeks of being brought into service. It is recommended to carry extra stock in various sizes in the Contractors inventory during the entire contract to address this requirement.**