



# 829-2013 ADDENDUM 1

## PROVISION OF LINEN AND MAT SERVICES

### **URGENT**

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

ISSUED: November 18, 2013  
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**THIS ADDENDUM SHALL BE INCORPORATED INTO THE BID OPPORTUNITY AND SHALL FORM A PART OF THE CONTRACT DOCUMENTS**

Template Version: A20130301

**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 A – BID SUBMISSION**

Replace: 829-2013 Bid Submission with 829-2013 Addendum 1 - Bid Submission. The following is a summary of changes incorporated in the replacement Bid Submission:

Form B(R1): Insert Feb 1/14 – Jan 31/15 under Unit Price column in Form B:Prices

Insert N/A in additional Min. Usage % cells.

Add Unit Price Percentage Increase (+) or decrease (-) for Alternative 1 and Alternative 2 for 5 extension periods.

### **PART B – BIDDING PROCEDURES**

Replace: B14. EVALUATION OF BIDS

#### **B14. EVALUATION OF BIDS**

B14.1 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 B10 (pass/fail);
- (c) Bid Price 80 pts;
  - (i) Where Min. Usage % is not applicable: Approx. Annual inventory x Unit Price/ Cycle;
  - (ii) Where Min. Usage % is applicable: Approx. Annual Inventory x Min Usage% bid x Unit Price/ Cycle;
- (d) Percentage Increase (1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup>, 4<sup>th</sup> and 5<sup>th</sup> extension period) 20 pts;
- (e) economic analysis of any approved alternative pursuant to B6;
- (f) costs to the City of administering multiple contracts. .

B14.2 Further to B14.1(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.

- B14.3 Further to B14.1(b), the Award Authority shall reject any Bid submitted by a Bidder who does not demonstrate, in his/her Bid or in other information required to be submitted, that he/she is responsible and qualified.
- B14.4 Further to B14.1(c), the Bid Price shall be the sum of the Approx. Annual Inventory multiplied by (Min. Usage % where applicable) and the unit price, for each item shown for the applicable cycle on Form B: Prices
- (a) Any Cycle that is not bid on Form B: Prices will be normalized.
  - (b) For evaluation purposes, Min Usage % bid will be used to evaluate all items for which a minimum usage is applicable. Where the bidder fails to submit a Min. Usage %, the City will use 40%.
- B14.5 Further to B14.1(d), for the evaluation purposes 20% pts will be allocated to the lowest combined 5 year percent increases. Percentage increase will be normalized for any year that is not bid. The percentage increase bid will be applied for any year that an extension is invoked.
- B14.6 This Contract may be awarded as a whole (Alternative 1) or separately in sections (Alternative 2) as identified on Form B: Prices.
- B14.6.1 Notwithstanding B9.1, the Bidder may, but is not required to, bid on both alternatives, or on any one or more sections or cycles within the alternatives.
- B14.6.2 Notwithstanding B15.3, 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/she shall have no claim against the City if his/her partial Bid is rejected in favour of an award of the Contract on the basis of an alternative or section upon which he/she has not bid.

## **PART D – SUPPLEMENTAL CONDITIONS**

Replace: D3. DEFINITIONS

### **D3. DEFINITIONS**

- D3.1 When used in this Bid Opportunity:
- (a) "User" means a person, department or other administrative unit of the City authorized by the Contract Administrator to order Work under this Contract;
  - (b) "7 day cycle" means delivery once per week, except Item No. 1 which will require three times per week delivery;
  - (c) "14 day cycle" means delivery every second week.
  - (d) "Min. Usage %" means the percent of Approx. Annual Inventory the bidder will base minimum payment on per 7 or 14 day cycle. If the percent of Inventory returned to the Contractor for the respective cycle falls below what has been bid under Min. Usage %, the Contractor uses the minimum (where applicable) to calculate the User's weekly invoice (based on the unit price bid). Where Users turn in higher than the Min. Usage Bid, invoicing is actual turn-in.
  - (e) "Remunerate" means to pay for goods, or services.

Page numbering on some forms may be changed as a result.