



## 1225-2019 ADDENDUM 1

### SUPPLY AND INSTALLATION OF STORAGE SHELVING AT CORPORATE RECORDS CENTRE AND CITY ARCHIVES

#### **URGENT**

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

ISSUED: December 13, 2019  
BY: Scott Reid  
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**THIS ADDENDUM SHALL BE INCORPORATED INTO THE TENDER AND SHALL FORM A PART OF THE CONTRACT DOCUMENTS**

Template Version: A20190115

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**Please note the following and attached changes, corrections, additions, deletions, information and/or instructions in connection with the Tender, 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 D – SUPPLEMENTAL CONDITIONS**

- Revise: D2.2(a) to read: Remove and track shelved inventory from existing shelves at 1450 Mountain Avenue.
- (i) Inventory must be tracked in such a way that individual items can be located on pallets or in storage areas, and retrieved as part of the records centers' regular operations. Box barcodes scanned to Excel spreadsheets which also identify pallet numbers/holding locations would be sufficient.
- Revise: D2.2(c) to read: Install new Tensco shelving to specifications identified in the report. Spacefile LT shelving will be accepted as an approved alternative to Tensco shelving.