



## **Addendum No. 1**

City of Coquitlam

**RFP No. 25-039**

## **Janitorial Supplies**

Issue Date: March 20, 2025

Total Page Count: 2

Proponents shall note the following amendments to the RFP documents:

### **QUESTIONS AND CLARIFICATIONS**

- Q1. What are the delivery expectations for this bid? Are deliveries to one main location (Central Stores) or to each individual location?
- A1. There are four delivery locations with the City of Coquitlam:**
- 1. Austin Works Yard – 500 Mariner Way**
  - 2. City Centre Aquatic Complex – 1210 Pinetree Way**
  - 3. Poirier Sport & Leisure Complex – Pool – 633 Poirier Street**
  - 4. Poirier Sport & Leisure Complex – Arena – 633 Poirier Street**
- Q2. The RFP states that the City will install new dispensers if changes are made to paper towel, toilet tissue & soap. Will the City dispose/recycle of the old dispensers?
- A2. The City's current supplier is responsible for removal and disposal of any dispensers that are to be replaced as result of this award.**
- Q3. Can a Proponent submit multiple bids with alternatives? If so, can we add new tabs to the pricing form for each alternate bid?
- A3. One (1) alternative bid will be allowed per submission.**
- Q4. Some locations show the use of a stainless-steel soap dispenser. If the City makes a change with the soap, is it expected that the Proponent provide stainless steel dispensers at no charge? Or will plastic do?
- A4. Locations currently with stainless steel dispensers installed shall require any replacements to be stainless steel, at no cost to the city.**
- Q5. Due to the volatility in the market and potential impacts due to tariffs, our manufacturers cannot give us a price guarantee for 2 years. Will a 1-year fixed pricing term be accepted? Any price adjustments thereafter will be supported with manufacturer backup supporting the change
- A5. A one (1) year fixed pricing term will be acceptable.**
- Q6. Does the City of Coquitlam own the current dispensers listed in the RFP?
- A6. The City owns all currently installed roll towel, hand soap and toilet paper dispensers listed in the Appendix C of the RFP.**

***End of Addendum No. 1***

Proponents take into account the content of this Addendum in the preparation and submission of the Proposal which will form part of the Contract and should be acknowledged on the Proposal Submission Form.

Upon submitting a Proposal, Proponents are deemed to have received all addenda that are issued and posted on the City's website and considered the information for inclusion in the Proposal Submission.

*Issued by:*

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