



ALEX VUCINIC  
Manager of Purchasing

Elaine Castellan  
Purchasing Supervisor

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TELEPHONE NUMBER

**ADDENDUM NO. 1  
BIOSOLIDS OPERATIONS, MAINTENANCE AND PELLET MARKETING SERVICES  
RFP NO. 180-18**

**December 21, 2018**

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This addendum amends and forms part of the Proposal Documents. The Proponent shall insert the addendum behind the cover page of the Proposal Documents.

**PLEASE NOTE: The closing date has been extended to ELEVEN-THIRTY FIFTY-NINE (11:30:59) A.M. (E.S.T.), MONDAY, JANUARY 28, 2019.**

**QUESTIONS/ANSWERS:**

**Question #1:**

Are the existing staff available to transition to a new contractor?

**Answer:** Yes, all of the existing staff are available to transition.

**Question #2:**

Who is currently doing the hauling from the wastewater treatment plants to the biosolids pelletization facility?

**Answer:** Currently the transportation is being provided by American Water directly by their own forces.

**Question #3:**

Is there a minimum specified employee headcount associated with the roles identified in RFP section 8.2.6?

**Answer:** No, there is not but current headcount is identified.

**Question #4:**

Is the WBPF currently capable of meeting the requirements of RFP section 8.2.8.1 (iii), (v), and (vi)?

**Answer:** Yes the WBPF currently operates under the same requirements.

**Question #5:**

Will the City provide downloaded copies of WBPF equipment maintenance records from the facility's CMMS?

**Answer:** The City shall provide all information to the successful Proponent. The successful Proponent will have complete access to the facility's CMMS and Maintenance records.

Except for the contents of this addendum, all other terms and conditions of this proposal remain the same.

***END OF ADDENDUM NO. 1***

Yours truly,

**THE CORPORATION OF THE CITY OF WINDSOR**

*Elaine Castellan*

Elaine Castellan  
Purchasing Supervisor

EC/jm

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I hereby acknowledge receipt of Addendum No. 1 to the RFP No. 180-18 (3 pages).

The information contained therein is hereby noted and account of same will be taken in our proposal cost.

This information was received on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Name (Printed)

\_\_\_\_\_  
Company Name

**\*NOTE: You are required to acknowledge this addendum with your proposal submission.**

**PLEASE FAX BACK TO (519) 255-9891 OR E-MAIL @ [purchasing@citywindsor.ca](mailto:purchasing@citywindsor.ca)**  
**SIGNED ACKNOWLEDGEMENT SHEET ASAP**

**Attn: Purchasing Department**