



## Essex-Windsor Solid Waste Authority

360 Fairview Ave. West, Suite 211 Essex, ON N8M 3G4  
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tf: 1-800-563-3377 / tty: 1-877-624-4832  
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## Addendum 2

### Bid Opportunity: RFT 2022-0906

### Printing and Distribution of Collection Calendars to the City of Windsor and 7 County of Essex Municipalities

**Closing Date: Monday, September 26, 2022, 12:00 PM (Noon)**

Issued September 22, 2022

This Addendum contains amendments and/or clarifications to the Request for Tender Document and shall form part of the Bid Document. Include any and all related costs in the Total Bid Price for the following:

#### Addendum 2A:

Under this addendum, the following article 8.5 has been added to Section 8.0:

#### 8.5 Reference Evaluations

8.5.1 The Authority requires as part of the compliance verification of qualifications (section 9.2.1) for the Proponent to provide three (3) reference engagements including electronic samples demonstrating their product quality and the organizations ability to perform the Services as required by this RFT. The reference engagements must have been undertaken within the last five (5) years and be relevant in size, nature, scope and complexity to this RFT. Each reference should include a brief description that clearly outlines the services performed, and how the reference is comparable and similar to the RFT with focus on size, scope and complexity.

8.5.2 Proponents that provide three (3) references and samples of previous services, which demonstrate the Proponents ability to provide the Services covered by this RFT, shall satisfy this component of the compliance stage of the Tender Requirements. The Proponent will submit their references on a new **Schedule F: References** as provided below in



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this addendum. This information along with the submitted reference print jobs will be evaluated at the sole, absolute and unfettered discretion of the Authority.

- 8.5.3 Reference checks will be used only to verify the accuracy of information that has been provided as deemed necessary by the Authority.



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### Schedule F References

Customer/ Municipality	Date of Service	Details of Service Provided

The Proponent must provide references for work that they have undertaken within the last five (5) years that is relevant in size, nature, scope and complexity to this RFT.

Under the "Customer/Municipality" heading, please provide a contact person for that organization that includes name, email and phone number.



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### **Addendum 2B:**

Under Schedule A-Scope of Work, in section 21.0-Objectives (p.17) the following article has been added:

- 21.8 The Proponent shall provide one (1) staff person to liaise and coordinate with the Authority and City for the design, production and printing of the 2023 Collection Calendars. The Authority and City will not liaise or coordinate with any subcontractors hired by the Proponent.

### **Addendum 2C:**

Under Appendix A- Specifications, in section 1.0- Base Calendar Design Specifications (p.18) the following article has been added:

- 1.8 Print Quality: The final calendar will be printed at a minimum of 300 dpi (dots per square inch/pixels per square inch), to ensure optimal quality for visual clarity and legibility is met.

### **Addendum 2D:**

In Appendix A-Specifications section 4.0- Bundling, Number of Copies and Revisions (p.21) this article has been clarified:

- 4.1 The Proponent is required to bundle the calendars in 25's with an elastic band. Twenty-five (25) is the maximum number of calendars that can be handled and kept securely within one elastic band. Bundling the calendars in 'bundles of 25' with an elastic band has been the past practice for many years without causing damage to the calendars. Bundled calendars are boxed for shipping which protects the calendars while in transit.

### **Addendum 2E:**

In Appendix A- Specifications section 5.0-Delivery, Turnaround Time and Delivery Location (p. 21) the following article has been clarified:

- 5.2 It is the responsibility of the Proponent to ensure the 2023 Collection Calendars are delivered to the correct location(s) as requested by the Authority and the City; which typically amounts to **nine total delivery**



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**locations** (7 County municipalities, the Authority, and the City). The Authority will provide the Proponent with the delivery location addresses when the Contract is awarded. All bundled and boxed calendars must be delivered to their designated locations in one shipment (e.g. all Leamington calendars will be delivered to Leamington's requested location 'together' on the same day and time). Municipal calendars shall be labelled in boxes and shrink-wrapped on skids by location. These skids are later delivered by truck to the 8 specified locations during the second week in January for the County municipalities. Any costs associated with delivery is the sole responsibility of the Proponent. Note: The City's calendars will be delivered to the City in a different shipment as the City's calendars are on a slightly delayed timeline. Changes to the method of packaging (e.g., bundled in a cardboard box and shrink-wrapped) of calendars must be approved by the Authority.

### **Addendum 2F:**

This addendum has updated article 20.3 under Schedule A- Scope of Work to the following:

- 20.3 Seven County Municipal Collection Calendars: The Authority will provide final approval and sign-off for printing no later than December 14, 2022. After Authority approval, the Proponent will then print the County collection calendars as a group. After printing, the Proponent will ship the calendars to deliver no later than January 13<sup>th</sup>, 2023. Once calendars are dropped to the location issued by the Authority, the Authority will contact the municipalities, who will then coordinate delivery of their collection calendar to homes in their respective municipality. Any change in timelines must be approved by the Authority and are at the discretion of the Authority.

### **Addendum 2G:**

In this addendum, article 20.4 under Schedule A- Scope of Work to the following:

- 20.4 Eight City Collection Calendars: Typically, the City will issue final approval and sign-off to print City collection calendars no later than mid-February each year to the Proponent. Then, the Proponent will print the City collection calendars as a group. After printing, the Proponent will deliver the calendars during the second week in March to a location



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specified by the City. The City is responsible for delivering these collection calendars to each individual homeowner in the City. Upon award, the Authority and the City will finalize with the Proponent deadlines (e.g., final approval, delivery to drop location) for the City calendar. Final deadlines must be ultimately approved and agreed upon by the City and the Authority.

### **Question 1:**

Please confirm who will be named on the certificate of insurance.

### **Response 1:**

Please refer to Article 10.0 Insurance, subsection 10.3.1.1 (pg. 8) in the RFT.

### **Question 2:**

Please confirm "Schedule A" is not part of the proposal submission and will be executed by the vendor after the award.

### **Response 2:**

"Schedule A" (see screen shot below) is an example included in the Draft Contract. It will be completed after the tender has been awarded. It is not part of the submission requirements for the RFT.

### **Question 3:**

(Reference: Draft Contract- 18.0 Audit) Do we have to retain all the information for 7 years? We do not see anything in this case that needs to be retained. What specific information you are looking for the contractor to retain, please explain?

### **Response 3:**

Please refer to Article 18.0 Audit, subsection 10.3.1.1 (pg. 10) in the RFT.



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### Schedule "A"

#### Scope of Work

Effective Date:	MMDD, 2022
Commencement Date:	MMDD, 2022
Termination Date:	MMDD, 20XX
Representative:	Name Tel: (XXX) XXX-XXX
Representative the Authority:	Name Tel: (XXX) XXX-XXXX

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#### Description of Services:

#### Fees

#### Total Cost of Contract

The fees and amounts set out in bid number RFP EWSWA 2022-0906 are in Canadian funds unless otherwise specified herein.

Please refer to Section 8 (Fees and Invoicing) of this Contract for further terms regarding the fees.

### End of Addendum 2

**All other terms and conditions remain unchanged.**