

Schedule "B"
Request for Proposal



REQUEST FOR PROPOSAL

**FOR THE OPERATION OF THE
CGS TRANSIT CENTRE KIOSK**

**Darryl Mathé,
Manager of Supplies & Services**

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2003-10-14

TO: ALL BIDDERS

**SUBJECT: REQUEST FOR PROPOSAL FOR THE CITY OF GREATER SUDBURY
TRANSIT CENTRE KIOSK**

The City of Greater Sudbury is seeking proposals for the operation of a ticket counter and information booth Kiosk at the Sudbury Transit Centre Building.

Attached please find the subject proposal that must be submitted using the label sheet provided to the City of Greater Sudbury, Supplies & Services Department, 1st Floor, Tom Davies Square, 200 Brady Street, Sudbury, ON **NO LATER THAN** 11:00 a.m., (our time), Tuesday, November 4th, 2003.

Proposals will be opened the same day at 2:30 p.m., in Committee Room C-14, 1st Floor, Tom Davies Square, 200 Brady Street, Sudbury. Please be advised only the names of those proponents who have submitted a proposal will be released at the meeting. Information regarding pricing or contents of the proposal submissions will not be provided as we reserve the right to negotiate with all bidders.

The following is a checklist to ensure all of our requirements are met:

1. Return the bid deposit in the form of an Irrevocable Letter of Credit in the amount of \$75,000.00.
2. Return the Proposal Bid Form, properly completed and signed where indicated.
3. Return only "Schedule C" of the Standard Form of Agreement.
4. Return a letter from your Bank indicating that your company is in good financial standing.

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5. The Standard Form of Agreement along with Schedules A, B & D have been provided for your information only. The Form of Agreement will be completed once the contract has been awarded.
6. Please provide five (5) copies of your proposal, including the "Proposal Bid Form" and submit in a bound or stapled format. Submissions in binders are not acceptable.

Questions regarding any aspect of the proposal process must be forwarded in writing via email to leigh.lesar@city.greatersudbury.on.ca or by fax to (705) 671-0871. The deadline for questions is Tuesday, October 28th, 2003. **DO NOT CONTACT ANY OTHER MUNICIPAL STAFF PERSONS OTHER THAN THE SUPPLIES & SERVICES DEPARTMENT STAFF REGARDING THIS PROPOSAL.** Answers to questions will be sent to all bidders in an addendum format. If you have downloaded this document from our website, please ensure you have registered to receive addendums. If you do not register, you will not receive addendums.

Yours truly,



Darryl Mathé
Manager of Supplies & Services

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Attachments

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2003-10-17

TO: ALL BIDDERS

***SUBJECT: ADDENDUM NO. 1, REQUEST FOR PROPOSAL FOR THE OPERATION OF
THE CITY OF GREATER SUDBURY TRANSIT CENTRE KIOSK***

The following information, amendments and/or revisions shall constitute Addendum No. 1, dated October 17th, 2003, and shall form an integral part of the Proposal Documents and where applicable, shall supersede requirements of other Proposal Documents.

Missing Information:

Attached, please find information that was missing from the original Proposal document. Please add this to the end of the original document.

Yours truly,

A handwritten signature in black ink that reads 'D. Mathé'.

Darryl Mathé
Manager of Supplies & Services

cc: Rob Gauthier, Supervisor of Transit
Bob Johnston, Direction of Transportation Services

A handwritten signature in black ink, appearing to be 'J. Johnston'.