

November 15, 2013

REQUEST FOR PROPOSAL "RFP" No. PS20130786
MOVE CONSULTANT & MOVE SERVICES FOR TENANT RELOCATION

AMENDMENT No. 1

RE: PART A - INFORMATION AND INSTRUCTIONS, 5.0 CHANGES TO THE RFP AND FURTHER INFORMATION

CURRENTLY READS:

- 5.1 The City may amend the RFP or make additions to it at any time.
- 5.2 It is the sole responsibility of Proponents to check the City's website at: <http://vancouver.ca/doing-business/open-bids.aspx> regularly for amendments, addenda, and questions and answers in relation to the RFP.
- 5.3 Proponents must not rely on any information purported to be given on behalf of the City that contradicts the RFP, as amended or supplemented in accordance with the foregoing Section 5.2
- 5.4 An information meeting (the "Information Meeting") will be held to enable Proponents to seek clarification with respect to any aspect of the RFP in a group forum. The details are as follows:
- Date: as specified in Section 2.1 above.
- Time: as specified in Section 2.1 above.
- Location: 1) Start at 814 Richards Street;
2) 507 West Broadway (lobby); and
3) Vancity, 515 West 10th Avenue.
- 5.5 Potential Proponents are encouraged to read the RFP and submit any questions relating to the RFP to the Contact Person prior to the Information Meeting.
- 5.6 Potential Proponents interested in attending the Information Meeting must pre-register for the Information Meeting by completing and submitting the form contained in **Appendix 1** to this Part A, by fax to **604-873-7057**, or by e-mail to **alison.hall@vancouver.ca**, on or before the time and date specified in Section 2.1 above.
- 5.7 The City will in good faith attempt to give accurate oral responses to questions posed during the Information Meeting but Proponents are advised that they may only rely on the written

information contained herein or in documents posted to the City's website, as described in Section 5.1 above.

REPLACE WITH:

- 5.1 The City may amend the RFP or make additions to it at any time.
- 5.2 It is the sole responsibility of Proponents to check the City's website at: <http://vancouver.ca/doing-business/open-bids.aspx> regularly for amendments, addenda, and questions and answers in relation to the RFP.
- 5.3 Proponents must not rely on any information purported to be given on behalf of the City that contradicts the RFP, as amended or supplemented in accordance with the foregoing Section 5.2.
- 5.4 A ***mandatory*** information meeting (the "Information Meeting") will be held to enable Proponents to seek clarification with respect to any aspect of the RFP in a group forum. The details are as follows:
 - Date: as specified in Section 2.1 above.
 - Time: as specified in Section 2.1 above.
 - Location: 1) Start at 814 Richards Street;
2) 507 West Broadway (lobby); and
3) Vancity, 515 West 10th Avenue.
- 5.5 Potential Proponents are encouraged to read the RFP and submit any questions relating to the RFP to the Contact Person prior to the Information Meeting.
- 5.6 Potential Proponents interested in attending the Information Meeting must pre-register for the Information Meeting by completing and submitting the form contained in **Appendix 1** to this Part A, by fax to **604-873-7057**, or by e-mail to **alison.hall@vancouver.ca**, on or before the time and date specified in Section 2.1 above.
- 5.7 The City will in good faith attempt to give accurate oral responses to questions posed during the Information Meeting but Proponents are advised that they may only rely on the written information contained herein or in documents posted to the City's website, as described in Section 5.1 above.

All other conditions and specifications remain unchanged.

This amendment must be completed, and attached to your Proposal/Tender form.

If you have already submitted your Tender, this amendment shall be submitted to the Purchasing Services Office, City of Vancouver, 453 West 12th Avenue, Vancouver, British Columbia, Canada, V5Y 1V4, (Courier Delivery and Drop off is at the Information Desk, Main Floor Rotunda of the same address), prior to the Closing Time: 3:00:00 pm Local Vancouver, BC Time, December 12, 2013 in an envelope clearly marked "AMENDMENT No. 1 to RFP No. PS20130786 MOVE CONSULTANT & MOVE SERVICES FOR TENANT RELOCATION".

NAME OF VENDOR

SIGNATURE OF AUTHORIZED SIGNATORY

DATE

Alison Hall, Contracting Specialist