

Addendum No. 4

City of Coquitlam

RFP No. 23-027

Shared E-Bike and E-Scooter Pilot Program

Issue Date: April 11, 2023

Total Page Count: 2

Proponents shall note the following amendments to the RFP documents:

QUESTIONS AND CLARIFICATIONS

- Q1. In the main RFP document (RFP No. 23-027), it is mentioned that, "Proposal submissions are to be returned in Microsoft Word and any other supporting documents to be consolidated into one PDF file and uploaded through QFile, the City's file transfer service accessed at website: qfile.coquitlam.ca/bid". In Addendum 1, it is mentioned that "Any additional information can be included as an Attachment to the Proposal Submission Form." Could the City clarify if the proponents need to submit 2 separate files - (i) the Proposal Submission Form in Microsoft Word, and (ii) the Additional Information Attachment in .pdf
- A1. The City would prefer the Proposal Submission Form included in the RFP is filled out in Word format and returned along with any additional information. This would be in multiple files. Proponents may also combine all info into one (1) pdf and send their Proposals in this format.**
- Q2. In the main RFP document, information on 'Contract Value' has been requested in Section 1(e) under REFERENCES. Could you please clarify what does the city mean by 'Contract Value', is the city looking for Annual Revenue generated, the annual contract fee (council fee), the CAPEX amount etc?
- A2. Contract Value is the monetary compensation your company received for performing similar services with those you have referenced.**
- Q3. Also could we clarify if this information will be subject to FOI (Freedom of Information) as we would like to understand whether this information will be accessible to the public?
- A3. Refer to 1.3 Instructions to Proponents, Clause 3 Freedom of Information and Protection of Privacy Act.**
- Q4. In the Proposal Submission Form, each section has requested for the applicants to "use the spaces provided and/or attach additional pages, if necessary", we would like to clarify if space provided in each section is limited to the size of the text box as per the original Proposal Submission Form, or if the space can be extended to make room for more content?
- A5. The space can be expanded to make room for more content.**

End of Addendum No. 4

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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