



Department: **Corporate Services**  
Fax: 705-876-4607

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To: **Distribution List** From: Bernadette Lawler/Marla Sutherland

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Fax: Date: March 25, 2014

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Phone: Pages: 2 including this cover page

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Re: P-04-14 Supply and Delivery of One Entertainment Stage for the Peterborough Memorial Centre

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**Comments: Addendum # 2 is attached hereto.**

Take notice that the City of Peterborough has issued the attached addendum number 2 for Request for Proposals # P-04-14 which is the second addendum issued to date.

Please confirm you have received this addendum by signing below and faxing a copy of this covering sheet to Corporate Services, City of Peterborough, 500 George Street North, Peterborough, Ontario, K9H 3R9, Attention Bernadette Lawler or Marla Sutherland, Fax: 705-876-4607. If you are unable to fax the confirmation sheet, please confirm receipt by email to [tenders@peterborough.ca](mailto:tenders@peterborough.ca).

Sandra Clancy, Director  
Corporate Services  
705-742-7777 Toll Free: 1-855-738-3755 Ext 1860

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**Addendum Confirmation:**

I hereby confirm I have received **addendum 2** to City of Peterborough, Request for Proposals # **P-04-14** and that I have received **2 addendum** issued to date for this Request for Proposals.

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**Signature**

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**Company**

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**Date**

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Note: The submission forms include a section for the Proponent to indicate the number of addenda they have received. If a Proponent does not reflect the proper number of addenda issued on the Proposal documents submitted, the Proposal would be rejected unless in the opinion of the City the missing addendum could not reasonably be expected to have altered the price submitted.

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## The City of Peterborough

### Addendum Number 2 to Request for Proposals P-04-14

#### Item: Supply and Delivery of One Entertainment Stage for the Peterborough Memorial Centre

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The following outlines amendments to the original documentation for the above noted Request for Proposals.

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#### Item 1 – Questions and Answers

##### 1. 7.0 RFP Details/Specifications

Is any type of installation required with this stage?

**Answer:** In **Item 7.4 Delivery of Product**, the Proponent must complete “**Appendix C – Pricing and Delivery**”. Installation of the stage is not required. Please note that **Item 5.10.4 Product Warranty, Specifications and Literature** requests Proponents include in their submissions a complete set of Manufacturer’s warranty and detailed dimensional and technical specifications along with descriptive literature, instructional information and video, if available.

##### 2. 5.8 Accessibility for Ontarians with Disabilities

The AODA training. How is this accomplished? Is it done on site? Is there a website that can be accessed? How long will it take to complete the training?

**Answer: Item 5.8.1 Accessibility Standards for Customer Service**

The successful Proponent is required to have completed training on the Accessibility Standards for Customer Service regulation. Training is not delivered by the City. A link to a 30 minute training module entitled "Serve-Ability" is listed in **5.8.5 c. Available Resources**.

**Item 5.8.2 a. i. Integrated Accessibility Standards**

The successful Proponent is required to have completed training on the General Requirements of the Integrated Accessibility Standards regulation. Training is not delivered by the City. A link to a 20 minute training module entitled "AccessForward - General Requirements Training" is listed in **5.8.5 d. Available Resources**.

**Item 5.8.2 a. ii. Integrated Accessibility Standards**

The successful Proponent is required to have completed training on the Human Rights Code as it pertains to persons with disabilities. Training is not delivered by the City. A link to a 20 minute training module entitled "Working Together" is listed in **5.8.5 e. Available Resources**.

End of Addendum #2.

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