

Toronto Community  
Housing Corporation  
Strategic Procurement  
931 Yonge Street, 6<sup>th</sup> Floor  
Toronto, Ontario  
M4W 2H2  
Telephone Number (416) 981-4000  
Fax Number (416) 981-4111



October 17, 2008

Dear Sir/Madam:

**Request for Proposal RFP 16/08  
For the Provision of Fire Picket and Key Holder Services**

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**ADDENDUM #1**

Enclosed you will find Addendum No.1 consisting of three (3) pages [cover letter included] pertaining to the above-mentioned RFP.

1. Appendix A – Proposal Submission Form which was inadvertently omitted in the RFP document. Proponents are required to submit Appendix A as part of their submission.
2. The cut-off date for questions is hereby extended to Wednesday, October 23, 2008, 10:00 a.m., local time.
3. TCH shall issue an addendum responding to all questions on October 24, 2008, 5:00 p.m., local time.

This Addendum now forms part of this RFP and proponents are reminded that receipt of all Addenda must be acknowledged on item 3 (c) of the RFP Submission Form (Appendix A).

Yours truly,

Carroll C. Duff  
Senior Purchasing Officer  
Strategic Procurement  
Toronto Community Housing Corporation

Proposal	:	RFP 16/08	<b>APPENDIX A</b>
Description	:	For the Provision of Fire Picket and Key Holder Services	
Closing Date	:	Friday, October 31, 2008	
Closing Time	:	11:00:00 a.m. local time	
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TORONTO COMMUNITY HOUSING CORPORATION		RFP SUBMISSION FORM 001-006	

**TO BE COMPLETED AND SUBMITTED BY ALL PROPONENTS**

TO: TORONTO COMMUNITY HOUSING CORPORATION  
 Manager of Strategic Procurement  
 931 Yonge Street, Main Floor,  
 Toronto, Ontario, Canada, M4W 2H2

RE: REQUEST FOR PROPOSAL  
 Reference No. RFP 16/08  
 Description: For the Provision of Fire Picket and Key Holder Services  
 Closing Date: Friday, October 31, 2008  
 Closing Time 11:00:00 a.m. (local time)

1. **The Proposal**

The undersigned \_\_\_\_\_ **[insert name of Proponent]** (the “Proponent”) hereby submits its/his proposal (the “Proposal”) to provide the services and/or furnish the goods in accordance with the annexed Request For Proposal (the “RFP”), the General Conditions, Specifications and all other schedules and instructions as noted in the RFP.

2. **Offer and Acceptance**

The Proponent acknowledges and agrees as follows:

2.1 By submitting the Proposal:

- (a) the Proponent makes an irrevocable offer to TCH (which shall remain open for sixty [60] days from the date of submission) on the terms and conditions set forth in the Proposal; and
- (b) the Proponent confirms and agrees that it/he accepts and shall be bound by the terms and conditions of the RFP, the General Conditions, the Specifications and all other schedules and addenda to the RFP except as expressly stated in the Proposal.

2.2 If TCH accepts the Proponent’s Proposal, such acceptance shall create and constitute a binding contract (the “Contract”) enforceable against the Proponent in accordance with its terms and the following shall form part of the resulting Contract.

- (a) the Proposal;
- (b) any Addenda to the RFP;
- (c) the RFP and all Schedules and Appendices thereto, including, **without limitation**, the General Conditions, the Specifications, the Fair Wage Policy, the Green Plan, the Community Economic Opportunities Program, the Human Rights, Harassment and Fair Access Policy, the Certificate of Insurance and WSIB.

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3. **Declarations**

The Proponent hereby:

- (a) certifies that it/he shall strictly adhere to all of the terms and conditions of the Contract;
- (b) declares that the prices quoted in the Proposal are firm through the term of the Contract;
- (c) declares that it/he has received **Addenda No. \_\_\_\_ to No. \_\_\_\_ inclusive.**

4. **No Conflict**

The Proponent declares that there is not now existing, and the Proponent is not aware of any facts that would reasonably be expected to result in, any conflict of interest with respect to Proponent's performance under and pursuant to the Contract.

5. **No Interest**

The Proponent declares that it/he has no financial interest in any **other** firm, business or enterprise which presently renders, or has in the past, rendered goods or services to TCH or which is also submitting a proposal in respect of the current RFP and that to his/its knowledge, no director, officer or employee of TCH has any personal interest, directly or indirectly, in the Proponent's Proposal or the performance thereof.

6. **Prices**

The Proponent warrants that the prices contained in its Proposal whether as unit prices or lump sums are quoted in utmost good faith on its part, without collusion with any other person or partnership or corporation.

AGREED, SIGNED AND SUBMITTED by:

\_\_\_\_\_ of

**[Print Name of Proponent]**

Address: \_\_\_\_\_

City: \_\_\_\_\_ Province: \_\_\_\_\_ Postal Code \_\_\_\_\_

Telephone Number: \_\_\_\_\_ Facsimile Number: \_\_\_\_\_

E-mail: \_\_\_\_\_

Signature: \_\_\_\_\_

Name and Title of authorized person signing: \_\_\_\_\_

Dated at \_\_\_\_\_ this \_\_\_\_\_ day of \_\_\_\_\_ 2008.