



**REQUEST FOR PROPOSALS – AUDITING SERVICES 2018
ADDENDUM #1**

Page 1 – No changes

Page 2 – Submissions

- Change - The official contact has been changed to: **Arlene Rolston, Corporate Secretary**
- Change - The deadline for submission is extended to: **2:00pm local time on Friday, June 1, 2018**

Page 3 – General

- (e) Removed – and replaced with the following:

Contact by the proponent with the Audit Committee, the Board of Directors, or any employees other than the official contact of the Nanaimo Port Authority, in regards to the request for proposals will constitute grounds for disqualification.

- (k) Added

If the NPA determines that an amendment is required to this request for proposals, the NPA will post all addendums on the NPA website at: <https://portauthority.npa.ca/en/corporate/rfp/>. The NPA will attempt to send directly to respondents who have returned a registration of intent to respond, but it is the sole responsibility of respondents to monitor the NPA'S website for all posted changes to the original RFP document up to the deadline for submission of inquiries. Upon submitting a proposal, respondents will be deemed to have received notice of all addendums that are posted on the website.

- (l) Added

A respondent is entitled to amend or withdraw its proposal at any time before the deadline for submission. Written notifications must be received by the official contact as set out in the Inquiries section.

- (m) Added

The request for proposals documents are not intended to constitute, or be interpreted as, a call for tenders, and the submission of a proposal is not intended to create any contractual or other legal obligations or duties whatsoever owed to any respondent by the NPA including any obligation or duty to accept or reject a proposal, to enter into negotiations or decline to enter into or continue negotiations, or to award or not award a contract.

- (n) Added

The NPA may cancel or amend the request for proposals process at any time. The NPA is under no obligation to award any contract as a result of this request for proposals and reserves the right to cancel the request for proposals process at any time before or after the deadline for submissions and may issue a new request for proposals and re-solicit with or without any change being made to the request for proposals documents or take other actions, as appropriate, if considered in the best interests of the NPA. The NPA will not be responsible for any loss, damage, cost or expense incurred or suffered by any respondent as a result of such cancellation.

The NPA has in its sole discretion, the unfettered right to:

- (a) Accept any proposal; or
- (b) Reject any proposal; or
- (c) Reject all proposals; or
- (d) Accept a proposal which is not the lowest-priced proposal
- (e) Accept a proposal that deviates from the services or the condition specified in the request for proposals; or
- (f) Reject a proposal even if it is the only proposal received by the NPA; or
- (g) Accept all or any part of a proposal; or
- (h) Accept or waive a minor and inconsequential irregularity in any proposal; or
- (i) Assess the ability of the respondent to perform the contract and reject any proposal where, in the NPA's sole estimation, the personnel and/or resources of the respondent are sufficient.

- (o) Added

The NPA will notify the successful respondent in writing that the respondent's proposal has been selected. Once notified, the successful respondent will provide the following within ten (10) business days following notice:

- a) Evidence of insurances
- b) Proof of good standing with WorkSafe BC (clearance letter)
- c) Proof of business license and professional credentials

Page 4 – Inquiries

- A deadline for inquiries has been added: **4:30pm local time on Friday, May 25, 2018**
- The contact information has been changed to: **by email arolston@npa.ca**, or by fax to 250 753-4899. **Attention: Arlene Rolston**

The following statements have been added:

- All inquiries, amendments or requests for cancellation must be made to the official contact in writing and delivered or emailed to: Nanaimo Port Authority, Attention: Arlene Rolston, Corporate Secretary, 100 Port Drive, Nanaimo, BC V9R 0C7 Email: arolston@npa.ca
- Relevant questions and answers or any new or additional information will be issued by the NPA's official contact in the form of an addendum. All addendums will be posted on the NPA's website at <https://portauthority.npa.ca/en/corporate/rfp/>