



London  
CANADA

## Vendor Bidding Information Letter

With the City of London's adoption of the bids&tenders™ bidding portal, vendors will now have the opportunity, prior to bid closing, to confirm their products and features are considered acceptable alternatives to technical specifications when present in solicitations. In order for this to be successful however, vendors will be required to act in advance of the question deadline. The below clause will now be present in the majority of City of London bid offerings that have a technical specification.

### Specification Conformance

The Specification table(s) state the explicit City of London requirements for this offering. Bidders are required (by selecting "Yes") to confirm their conformance on a per line basis, supplying additional information where requested in the "Additional Information" column. Where Bidders do not meet the explicit requirements of a line item, AND it has been indicated that a substitution may be considered, an alternative may be offered. All proposed alternatives MUST be submitted electronically through the "Submit a Question" process available for this bid prior to the question deadline. The suitability of any proposed alternative shall be at the sole discretion of the City of London. All determinations of suitability shall be made public for all potential bidders through posted Addendums. Where an alternative is approved, Bidders shall indicate a 'Yes' for conformance and reference the number of the relevant Addendum in the space provided. A Bid containing an unapproved alternative will not be accepted nor considered for award.

The City of London creates technical specifications based on knowledge and experience gained from the use of existing equipment. These specifications are intended as a baseline requirement to ensure equipment proposals will perform to our minimum requirements. If you, as a bidder, feel that you have a product that meets or exceeds the specification, but you are concerned that your product does not exactly comply with one or more lines of the specification as it is written, you may request approval prior to submission of your product as an accepted alternative. You must submit your request prior to the Questions deadline stated in the solicitation document to allow time for your request to be reviewed, analyzed, and a response provided.

To request approval of your product as an accepted alternative prior to your bid submission:

1. Identify the items in the technical specification to which you wish to submit an alternative.
2. PRIOR TO the QUESTIONS DEADLINE, click the "Submit a Question" button in the bids&tenders™ website and send as much information as possible describing

the alternatives you plan to propose and referencing the line(s) of the specification.

3. The City of London will review your request and provide an answer through the bids&tenders™ website and an addendum will be issued.
4. If your alternatives are accepted, submit your bid and answer “YES” to the question of compliance and enter the addendum number that approves the alternative.
5. If your alternatives are not approved, the City will provide as much explanation as reasonably possible.

If you have any additional questions on any bidding opportunity, please contact us by clicking the “Submit a Question” button as early in the process as possible.

The City of London encourages all bidders to review all technical specifications as soon as possible to ensure approval of alternatives are in place prior to the Closing Date and Time.

Your time and interest in becoming a supplier partner to the City of London is greatly appreciated.

Regards,

Purchasing & Supply