



The City of Vaughan
Procurement Services Department
2141 Major Mackenzie Drive
Vaughan, ON L6A 1T1
Tel (905) 832-8555

ADDENDUM NOTICE

Addendum #:
Bid No:
Description:

THE additions, deletions and/or revisions as hereinafter specified, shall form an integral part of the bid document and shall be read in conjunction with the requirements set forth in the bid document.

THE Addendum shall take precedence over all requirements to the aforementioned information in which it may prove to be at variance.

ADDITIONAL EVALUATION CRITERIA

BIDDER'S ORIGIN

The following is to be added to the Bid:

To be eligible for consideration under this bid, the business, at the time of the bid submission of the applicable procurement process must **not** be an American Supplier as per the terms defined below.

1. Definitions. For the purposes of this Bid, the following definitions apply:

1.1 Canadian Supplier means a supplier, manufacturer or distributor of any business structure, including a subsidiary of a foreign business, that conducts its activities on a permanent basis in Canada. The business:

- a. has legal status in Canada (e.g. incorporated in, or business name registration with, Canada, a Canadian province or territory) and has met all necessary legal requirements to operate in Ontario; and
- b. has permanent offices or production facilities in any province or territory of Canada, from which it regularly conducts business activities; and
- c. will provide goods that are Made in Canada, as that term is understood by the Competition Bureau of Canada, and/or have the proposed deliverables provided by a workforce of which at least fifty-one percent (51%) is based in Canada

1.2 American Supplier means a supplier, manufacturer or distributor of any business structure that conducts its activities on a permanent basis in the United States of America ("USA"). The business:

- a. has its headquarters or principal place of business in any state or territory of the USA; **and**
- b. will have the proposed deliverables provided by a workforce of which at least fifty-one (51%) is based inside the USA.

1.3 Other Supplier means a supplier, manufacturer or distributor of any business structure that is not a Canadian Supplier or an American Supplier.

2. **Mandatory Requirement: Non-American Suppliers.** To be eligible for consideration under this Bid, Bidders must not be American Suppliers, as that term is defined in this Addendum. Suppliers must attest within the City's Bidding System (i.e. bids&tenders). Failure to comply with this requirement will result in automatic disqualification from this procurement process and may result in termination of any resulting contract.

3. **Attestation: Notification of Award.** The Successful Bidder shall provide a sworn attestation on the Bidder Origin Attestation Form, declaring their status (i.e. Canadian Supplier, American Supplier or Other Supplier) upon Notification of Award. The attestation shall be signed by an authorized representative of the Bidder and uploaded to the City's Bidding System. Failure to provide a signed attestation may result in disqualification. Failure to provide accurate information in the attestation may result in disqualification and/or termination of any resulting contract.

4. **Awarded Agreements - Price Change Amendments**

4.1 For any cost increase request on an awarded contract (Agreements), the Supplier must provide supported documented proof.

4.2 Price increases for goods must be supported with documented proof from the manufacturer of the goods, detailing the related cost increase (e.g., tariffs) and providing the amount of the increase. Acceptable forms of documented evidence from the manufacturer will be subject to City approval before any cost increase will be effective and must be provided in at least one of the following forms:

- Official manufacturer notice outlining the price increase and reason.
- Manufacturer's updated price list showing the revised rates and effective date.
- Government-issued documentation (e.g., CBSA notice for tariff increases)
- Supplier or distributor correspondence with supporting manufacturer documentation.
- Third-party market reports or industry publications confirming cost increases.
- Customs documentation showing applicable rates and their impact on costs.

4.3 The City reserves the right to deny the cost increase if the documented proof provided by the Supplier does not meet the City's requirements.

4.4 The City may refuse the Supplier's price increase request or agree to an amount less than what was requested, should it be determined that the request is, a) not reasonable; or b) in excess of the City's budgetary limits.

Bidder Origin Attestation Form

Bidder Name	
Bid Number	
Bid/Project Name	

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2. **American Supplier** means a supplier, manufacturer or distributor of any business structure that conducts its activities on a permanent basis in the United States of America ("USA"). The business:
 - a. has its headquarters or principal place of business in any state or territory of the USA; **and**
 - b. will have the proposed deliverables provided by a workforce of which at least fifty-one (51%) is based inside the USA.

3. **Other Supplier** means a supplier, manufacturer or distributor of any business structure that is not a Canadian Supplier or an American Supplier.

Failure to provide accurate information in this attestation may result in disqualification and/or termination of any resulting Contract.

Form Attestation	
I have authority to bind the organization. I, the undersigned, on behalf of my organization, attest to and confirm that I have thoroughly reviewed the definitions and declare that the above noted Bidder Name is not an American Supplier as per the terms defined above.	
Name of Contact Person	
Title	
Phone Number	
Email	
Signature	
Date	