



## PROCUREMENT SERVICES

CITY OF SURREY, SURREY CITY HALL  
13450 – 104 Avenue, Surrey, B.C., V3T 1V8  
Tel: 604-590-7274  
E-mail: [purchasing@surrey.ca](mailto:purchasing@surrey.ca)

### ADDENDUM No. 1

---

**REQUEST FOR QUOTATION No.:** 1220-040-2024-027

**TITLE:** Shade Tree Base Maintenance

**ADDENDUM ISSUE DATE:** April 5, 2024

**CLOSING DATE:** Prefer to receive Submissions on or  
before April 12, 2024

---

### INFORMATION FOR CONTRACTORS

Contractors are advised that Addendum No. 1 to 1220-040-2024-027 is hereby issued by the City. This addendum shall form part of the contract documents and is to be read, interpreted and coordinated with all other parts. The following information is provided to answer questions raised by Contractors for the above-named project, to the extent referenced and shall become a part thereof. No consideration will be allowed for extras due to the Contractors or any sub-contractor not being familiar with this addendum. This Addendum No. 1 contains two (2) pages.

### QUESTIONS AND ANSWERS:

- Q.1** Please provide some clarification on the number of trees which the contractor would be maintaining. The schedule of work says approximately 21,000 street soft surface trees, etc. Does that number include repeat visits, or are there approximately 21,000 separate street soft surface trees? Will Contractors be going back to the same tree multiple times per year, or is it one visit a year?
- A.1.** There are 21,000 individual street soft surface tree wells that need to be visited once per month between April 1<sup>st</sup> and September 30<sup>th</sup> for a total of six visits to each tree well. The initial term will commence on approximately May 1<sup>st</sup> due to the adjusted Agreement start date.
- Q.2.** Did the previous contract run the full term including the extensions or has it been tendered before the 3 years of extensions?

**A.2.** The previous Agreement has ended. The RFQ specifies an initial 8 month term with the potential for three additional one-year extensions.

**Q.3.** Is the expectation that 3cm of mulch per tree be installed each year on every tree?

**A.3.** Yes.

**Q.4.** Are we able to have some map locations to see the current general condition of some of the tree bases?

**A.4.** Map locations will be provided upon acceptance of a Quotation.

**Q.5.** Is it the expectation from the City for the Contractor to visit each tree once per month?

**A.5.** Refer to A.1.

**Q.6.** For the reporting is it the expectation from the City that they be notified of the crew location for each area as they work their way through the route or that they report on where they have been at end of the day for that day?

**A.6.** The City is to be notified only in the morning of the crews planned locations for that day.

**- END OF ADDENDUM -**

---

---

All Addenda will become part of the RFQ Documents.

---