



**PURCHASING SECTION**  
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**ADDENDUM No. 2**

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**REQUEST FOR QUOTATIONS (RFQ) NO.:** 1220-040-2017-025

**TITLE:** MAYOR'S CHARITY BALL EVENT

**ADDENDUM ISSUE DATE:** MARCH 9, 2017

**CLOSING DATE:** PREFER TO RECEIVE QUOTATIONS ON OR BEFORE  
**MARCH 13, 2017**

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**INFORMATION FOR CONTRACTORS**

This Addendum is issued to provide answers to questions raised by potential Contractor 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 Contractor not being familiar with this addendum. This Addendum No. 2 contains one (1) page in total.

**1. QUESTIONS & ANSWERS**

Q1. In the scope of work there is no mention about the following elements:

- Coordination or management of any fundraising components, ie live or silent auction, raffle. Managing requests, coordination of auction items
- Committee management, ie meeting management, agendas, minutes
- Volunteer management, ie recruiting and training volunteers, management night of
- Management of event collateral, ie working with graphic designer on creation and delivery of invitation, program.

Are any of the above elements required as part of the scope of work? Or are they being handled elsewhere?

A1. None of the items listed above would fall under the scope of services for this contract. Updates on the extensive fundraising, tickets sales, volunteer management and event collateral management would be provided at production meetings however would not be the contractor's direct responsibility.

**END OF ADDENDUM**

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All Addenda will become part of the RFQ Documents.

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