



**PURCHASING SECTION**  
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**ADDENDUM No. 1**

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**REQUEST FOR QUOTATIONS (RFQ) NO.:** 1220-040-2017-095

**TITLE:** JANITORIAL AND CUSTODIAL MAINTENANCE SERVICES  
SOUTH SURREY CRS OFFSITE – MULTIPLE SITES

**ADDENDUM ISSUE DATE:** SEPTEMBER 27, 2017

**REVISED DATE:** PREFER TO RECEIVE QUOTATIONS ON OR BEFORE  
OCTOBER 6, 2017

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**INFORMATION FOR CONTRACTORS**

This Addendum is issued to provide answers to questions raised by potential 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 Contractor not being familiar with this addendum. This Addendum No. 1 contains nine (9) pages in total.

**1. REFER TO REQUEST FOR QUOTATIONS, ITEM 3. DATE**

**DELETE** in its entirety and **SUBSTITUTE** with the following:

The City would prefer to receive Quotations on or before, **October 6, 2017**. The City's office hours are 8:30 a.m. to 4:00 p.m., Monday to Friday, except statutory holidays.

**2. REFER TO REQUEST FOR QUOTATIONS**

**ADD ITEM 14:**

**14. MULTIPLE CONTRACTORS**

The City reserves the right and discretion to divide up the Goods and Services, either by scope, geographic area, or other basis as the City may decide, and to select one or more Contractors to enter into discussions with the City for one or more Contracts to perform a portion or portions of the Goods and Services. If the City exercises its discretion to divide up the Goods and Services, the City will do so reasonably having regard for the RFQ and the basis of Quotations.

In addition to any other provision of this RFQ, Quotations may be evaluated on the basis of advantages and disadvantages to the City that might result or be achieved from the City dividing up the Goods and Services and entering into one or more Contracts with one or more Contractors.

**3. REFER TO ATTACHMENT 1 DRAFT QUOTATION AGREEMENT, SECTION 3. TERM.**

DELETE in its entirety and SUBSTITUTE with the following:

3.2 Should the Contractor's performance prove to be satisfactory during the Term the City may, at its sole discretion, continue this Contract for up **four (4) additional twelve (12) month periods** by a written notice to the Contractor thirty (30) days prior to the expiry of the then current term. If the City elects to extend the Term, the provisions of this Contract will remain in force, including the Fees, except where amended in writing by the parties.

**4. REFER TO SCHEDULE A, SECTION 5 CONTRACT SERVICES**

DELETE in its entirety and SUBSTITUTE with the following:

5.1 The City prefers one (1) cleaning personnel for each facility who shall perform cleaning tasks services. .

The Services will be performed as follows:

- (a) Elgin Hall, two (2) days per week, **Tuesday** and **Thursday**, after 8:30pm starting after the renovation (estimate start date Q1 2018)
- (b) Sunnyside Hall, three (3) days per week, **Tuesday, Friday** and **Sunday**, after 10:00pm or before 9:00am next day
- (c) Kwomais Lodge/Sanford Hall. Three (3) days a week, **Wednesday, Friday**, and **Sunday**, 6:00am
- (d) Meridian Centre (Preschool), two (2) days per week, **Monday** and **Saturdays**, after 6:00pm and one (1) day per week in the summer on **Wednesdays**
- (e) Elgin Centre (Preschool), three (3) days per week, **Tuesday, Thursday** and **Saturday**, after 6:00pm

**5. QUESTION & ANSWER**

Q1. Refer to Optional Pricing – Materials (Consumables).

- (a) Please provide estimated consumption of consumable items as per Schedule A Section 4.3 (b) Consumables.
- (b) Please provide number of dispenser per facility.

A1. The information provided to this Addendum #1 constitutes an estimate and is supplied solely as a guideline for prospective Contractors for the purpose of comparing Quotations only. Such information is not guaranteed, represented, or warranted to be accurate, nor is it necessarily comprehensive or exhaustive.

(a) Materials (Consumables)

Location	Paper Towel	Toilet Paper	Hand Soap	Trash Lines	Organic Lines
Sunnyside Hall	50 rolls/year	150 rolls/year	24 cartridges/year	2000 bags/year	500/year
Elgin Hall	50 rolls/year	150 rolls/year	24 cartridges/year	1200 bags/year	N/A
Kwomais Lodge	25 rolls/year	75 rolls/year	12 cartridges/year	1200 bags/year	N/A
Sanford Hall	50 rolls/year	100 rolls/year	18 cartridges/year	1200 bags/year	N/A
Meridian Centre	25 rolls/year	75 rolls/year	12 cartridges/year	400 bags/year	N/A
Elgin Centre	50 rolls/year	150 rolls/year	24 cartridges/year	1200 bags/year	N/A

(b) Dispenser Counts

Facility	Toilet Paper Dispenser	Paper Towel Dispenser	Soap Dispenser
Sunnyside Hall	3	2	2
Kwomais Lodge	2	3	3
Sanford Hall	3	3	3
Meridian Centre	3	3	3
Elgin Centre	4	4	4
Elgin Hall	4	4	4

Roll Towel



Roll Towel Paper Options



SCA 290089 Roll Towel  
700ft/roll - 6 rolls/cs



SCA 290088 Roll Towel  
700ft/roll - 6 rolls/cs



Bathroom Tissue



Bathroom Tissue Options



SCA 12024402 2ply  
751ft / roll -



SCA 12013903  
1000ft / roll -



Soap Options



Fragrance Free  
Foam Soap – 1Lt x 6/cs

6. REFER TO SCHEDULE A-1 REGULAR CLEANING TASK SCHEDULES, MAPS AS ATTACHED TO THIS ADDENDUM #1.

## Elgin Centre 3530 144 Street

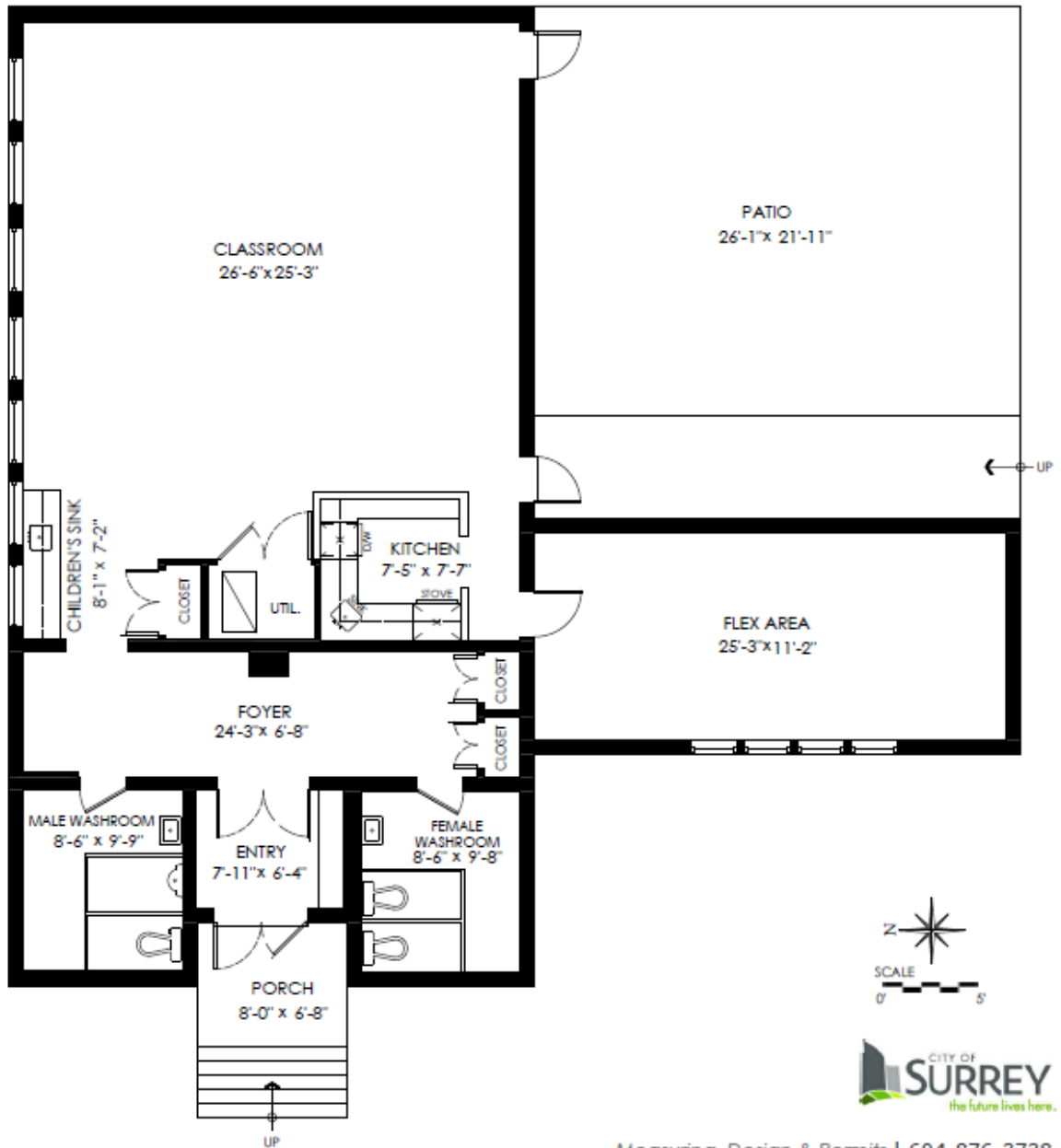
**Floor Area:** 1,780 sq.ft.

Porch: 54 sq.ft.

Patio: 571 sq.ft.

**Total Extras:** 625 sq.ft.

Ceiling Height: 11'-8"



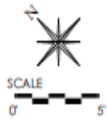
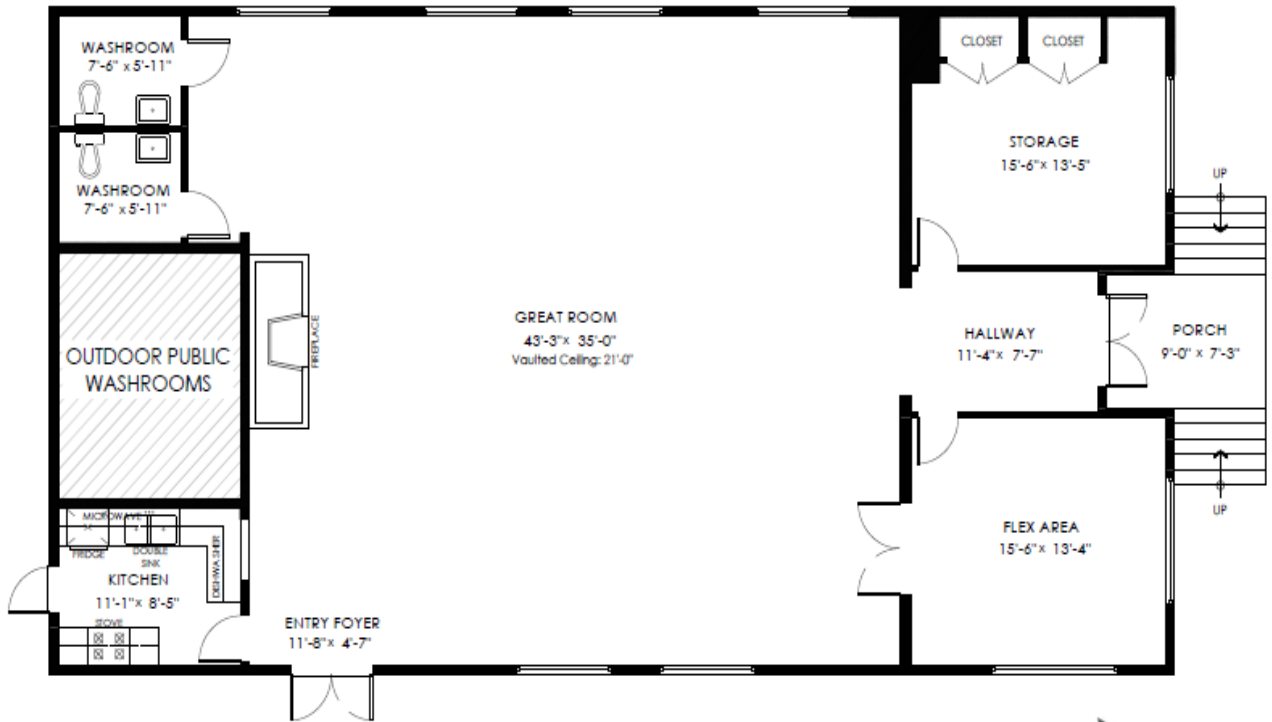
Measuring, Design & Permits | 604-876-3738

# Kwomais Lodge

## 1367 128 St, Surrey

Floor Area: 2,260 sq.ft.  
Porch: 71 sq.ft.

Ceiling Height: 8'-3"



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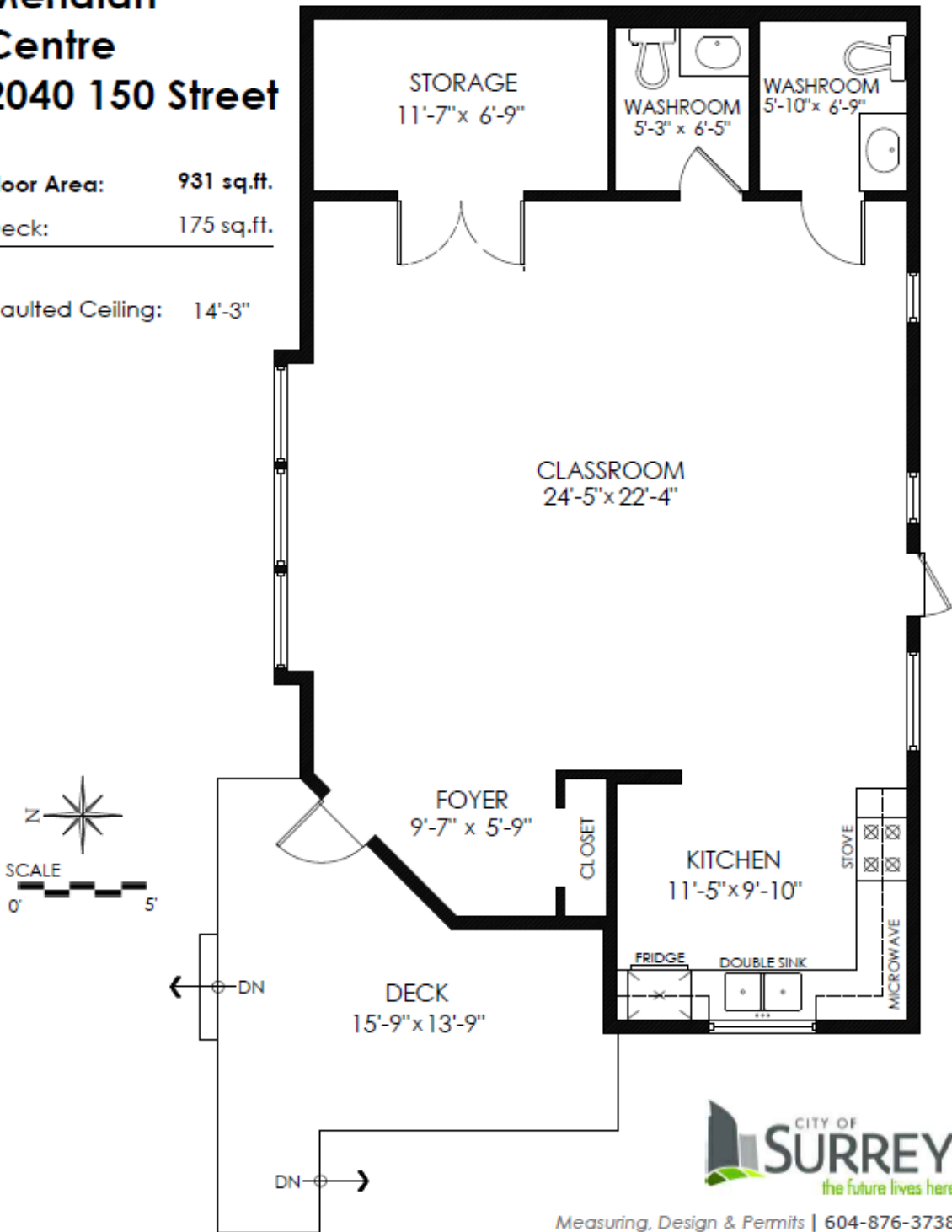
E&O Insured for \$1,000,000. Total square foot calculated to gross unit area SGFT based on interior measurements to exterior wall; not taken from original blueprints, may include unfinished area. [www.DraftOnSite.com](http://www.DraftOnSite.com)

# Meridian Centre 2040 150 Street

Floor Area: 931 sq.ft.

Deck: 175 sq.ft.

Vaulted Ceiling: 14'-3"



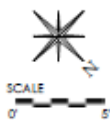
Measuring, Design & Permits | 604-876-3738

# Sanford Hall 1367 128 Street

Floor Area: 2,882 sq.ft.

Patio: 86 sq.ft.

Ceiling Height: 8'-3"



Measuring, Design & Permits | 604-876-3738

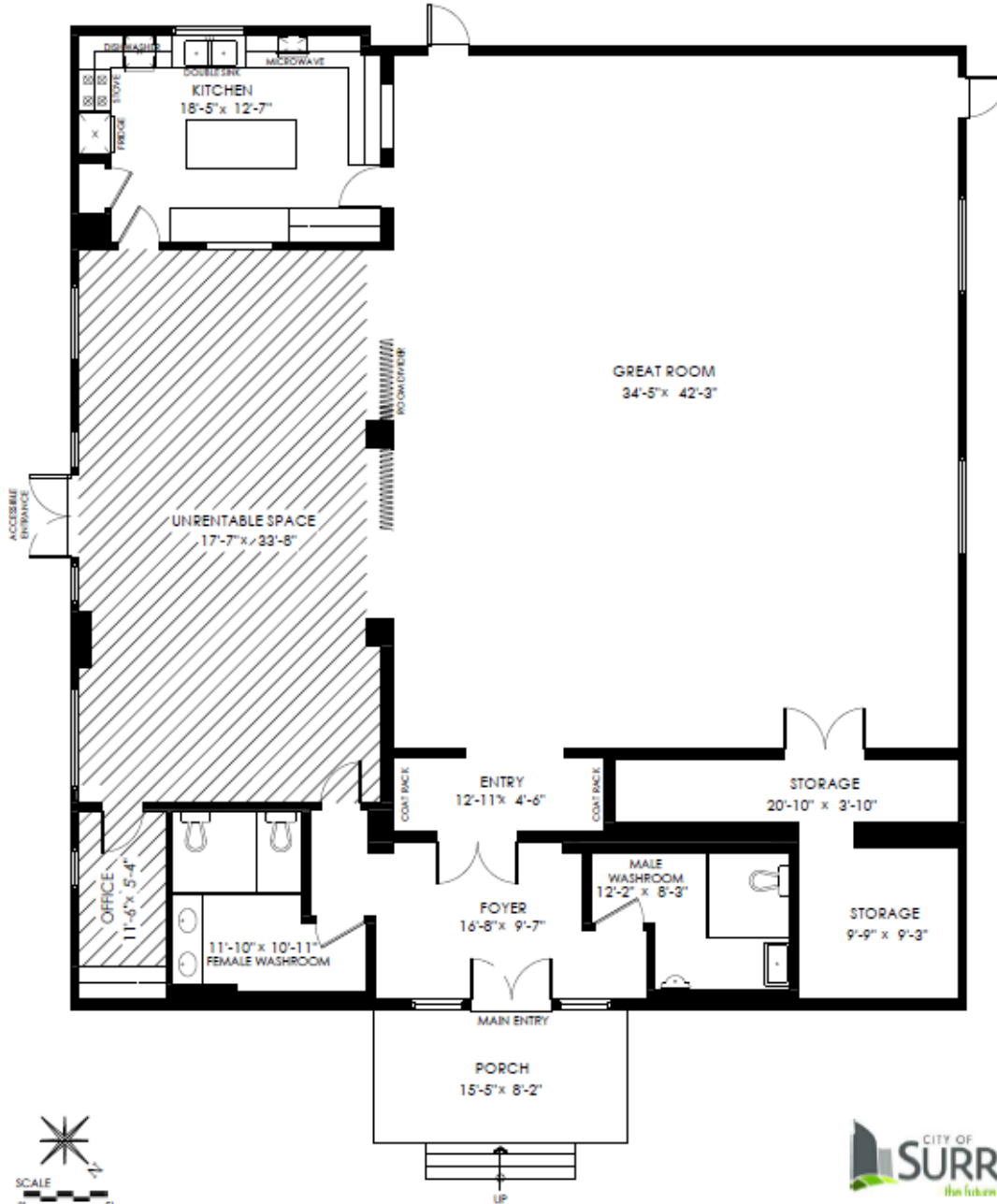
E&O Insured for \$1,000,000. Total square foot calculated to gross unit area SOFT based on interior measurements to exterior walls, not taken from original blueprints, may include unfinished area. [www.DraftQnSite.com](http://www.DraftQnSite.com)

# Sunnyside Hall 1845 154 Street

Floor Area: 3,222 sq.ft.

Porch: 126 sq.ft.

Ceiling Height: 8'-4"

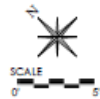
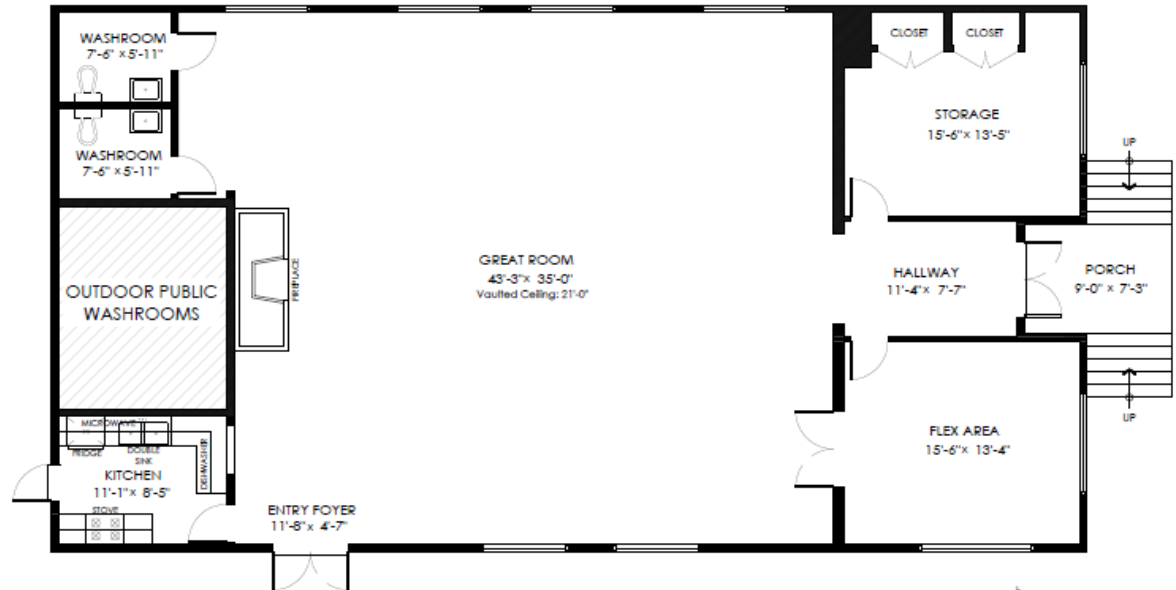


R/O Insured for \$1,000,000. Total square foot calculated to gross unit area SCFT based on interior measurements to exterior walls, not taken from original blueprints, may include unfinished area. [www.DraftOnSite.com](http://www.DraftOnSite.com)



# Kwomais Lodge 1367 128 St, Surrey

Floor Area: 2,260 sq.ft.  
Porch: 71 sq.ft.  
Ceiling Height: 8'-3"



Measuring, Design & Permits | 604-876-3738

E&O Insured for \$1,000,000. Total square foot calculated to gross unit area SQFT based on interior measurements to exterior walls, not taken from original blueprints, may include unfinished area. [www.DraftOnSite.com](http://www.DraftOnSite.com)

## END OF ADDENDUM

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All Addenda will become part of the RFQ Documents.

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