



**PURCHASING SECTION**

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**ADDENDUM No. 1**

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**REQUEST FOR EXPRESSIONS OF  
INTEREST AND STATEMENTS OF  
QUALIFICATIONS (RFEOI/SOQ) NO.:**

**1220-050-2013-006**

**TITLE:**

**COMMERCIAL CAFÉ AND RELATED FOOD AND  
BEVERAGE SERVICES**

**ADDENDUM ISSUE DATE:**

**MARCH 26, 2013**

**CLOSING DATE:**

**ON OR BEFORE THE FOLLOWING DATE:  
THURSDAY, MARCH 28, 2013**

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**INFORMATION FOR RESPONDENTS**

The following information is provided to answer questions raised by potential Respondents 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 Respondent not being familiar with this addendum. This Addendum No. 1 contains three (3) page in total:

**1. QUESTIONS & ANSWERS**

Q1. Because of non-exclusivity, will other food service operations be present in the City Hall? Will they guarantee there won't be any other food services provider added later on in the premises & during the life of the contract? Or, were they referring to catering services only.

A1. The City has no current plans for another Café/Food Service provider within the New City Hall.

Q2. Will the theatre offer food concessions? Weekends when cafe is closed.

A2. The Café does not need to close on weekends. There may be occasions that staff/event organizers/renters of the premises bring in catering services.

Q3. What are the expected frequencies of events occurring on the City Plaza.

A3. No schedule has been determined at this time. It is the City's anticipation that there will be monthly Plaza events (12 per year) in 2014.

- Q4. What is the monthly rent cost?
- A4. During the second phase of the solicitation process, the pre-qualified Respondents are expected to propose the rental fees.
- Q5. Without known sales, will the city look at a management fee setup until thresholds are met?
- A5. No
- Q6. Page 10 – Non Alcoholic and Carbonated Supplier and Services. Does this refer to Vending services or catering or both?
- A6. The City currently has partnerships with vending companies. The successful Café service provider may have the opportunity to leverage these partnerships, if desired.
- Q7. Page 11- The following situations: They talk about the cafe as if it were a full service cafe with a variety of menu items, but it is a basic coffee bar, can you please clarify?
- A7. The Café does not have capacity for cooking. The City requires the sale of coffee, pre-made and pre-packaged food, soups, salads, other beverages, etc.
- Q8. Page 13- 4.2 Evaluation criteria – what is the weighting for each category?
- A8. There are no set weighting for each criteria. The City uses subjective criteria.
- Q9. Can you provide a guaranteed population? – FT staff? Ramp up time-line?
- A9. The city hall staff population is approximately 750. The New City Hall will provide daily service to residents through service counters. Staff from other City facilities and other stakeholders may attend meetings at the New City Hall.
- The Council Chambers/Theatre holds regular sessions with council members and will also be rented out as a Theatre.
- The Café is also accessible from the public plaza, which is linked to the Surrey Public Library.
- Q10. Page 17 – Last paragraph.....the cafe facility is designed to accommodate food service equipment as suggested in the Attachment 2 – suggested food services equipment (layout). Modifications to the Cafe premises required by the tenant's equipment will be the tenant's responsibility. So is it a suggestion or are we to build it as is?
- A10. The mechanical and electrical rough ins are complete as per the base building plans. If an alternate design is implemented, the successful Café service provider would bear the costs.
- Q11. What are the projected costs for utilities, taxes, janitorial. Will the utilities be metered individually for the cafe?
- A11. Utilities, electricity will be incorporated into the base rent. Property taxes will be based on an assessment, however a benchmark estimate is \$5,000 to \$7,000 per year.
- Janitorial services will have to be arranged and contracted out separately for the Cafe (including seating area) by the successful Café service provider.
- Q12. Is there any data showing the amount of current 'foot traffic' through City Hall on a daily/weekly basis?
- A12. Visitors to the current city hall averages 32.5 per hour, peaking to an average 117 during tax time.

Q13. Would the 'Cafe' be considered the first option for catering for the City of Surrey's needs?

A13. Potentially, depending upon the successful Café service provider's product offering, pricing and service levels.

Q14. Would there be any financial help for Tenant Improvements?

A14. No.

Q15. The City has preferred suppliers for non-alcoholic carbonated and non-carbonated beverages does this include a preferred supplier for tea and coffee?

A15. No.

**END OF ADDENDUM**

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**All Addenda will become part of the RFEI/SOQ Documents.**

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