



PURCHASING SECTION
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ADDENDUM #2

**REQUEST FOR APPLICATIONS FOR
STANDING OFFER AGREEMENTS**

(RFASOA) NO.: 1220-060-2014-004

TITLE: Glass Replacement and Repair Services

ADDENDUM ISSUE DATE: August 27, 2015

CLOSING DATE: prefer to receive Applications on or before:
August 28, 2015

INFORMATION FOR APPLICANTS

This Addendum is issued to provide additional information to the RFASOA 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 Applicant not being familiar with this addendum. This Addendum No. 2 contains two (2) pages in total.

Q1: In the request for application there is a clause which reads "Contractors are required to perform glass replacement and repair services from City work orders which will be faxed or emailed, on an as required basis. The City generally requires that repairs for single glazed glass replacement be completed within five (5) working days. The City requires that standard sealed unit glass are supplied and installed within ten (10) working days."

Is it your expectation that completion is from the date the work order is received or date of measure/site visit?

A1: These are general guidelines, and will be dependent on the availability of materials, and will be from the date of measure/site visit.

Q2: Further to that, will there be an assessment and estimate process or will the successful contractor have full authority to complete the work according to the agreement?

A2: This will depend on the complexity of the job; most small jobs will be according to the Agreement.

Q3: There is also a line which reads "Emergency orders are to be completed on the same day as requested by City" As you probably know, this is not always possible. Supplies and equipment may have to be ordered depending on the nature of the job. We will guarantee that when we receive an emergency call we will assess, clean up and secure the site as quickly as possible with attention to public safety and security.

A3: Agree, site safety and security is paramount to the City.

Q4: In Schedule C, the Application, there is the following clause "The labour rates include all labour, supervision, tools, equipment, transportation, permits and licenses, and management to inspect, test, maintain, repair and make alterations. No additional travel time or vehicle charges will be paid by the City." While we are confident our labour rates are competitive and we are equipped to complete the majority of jobs, there may be times when certain jobs will require the use of specialized equipment such as vehicles, lifts, scaffolding, swing stages, etc. Is it expected that these costs will be included in the blanket rates?

A4: No, the labour rates are required as requested. Use of any specialized equipment, tools required to perform the Services may be site specific and should not be included.

Q5: Finally, what is the term of this agreement and what are the procedures for renewal or termination?

A5: The Term of the Agreement is one (1) year. The City may at any time prior to 30 days before the end of the Term, by written notice to the Applicant, extend the Term for a period of time not to exceed four (4) additional one (1) year periods. If the City elects to extend the Term, the provisions of the Agreement will remain in force, including the Fees, except where amended in writing by the parties.

END OF ADDENDUM #2