



PURCHASING SECTION
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ADDENDUM NO. 3

REQUEST FOR QUOTATIONS (RFQ) NO.: 1220-040-2019-003

TITLE: FILE REGISTRY – SCANNING & ARCHIVING SERVICES

ADDENDUM ISSUE DATE: APRIL 23, 2019

CLOSING DATE: PREFER TO RECEIVE QUOTATIONS ON OR BEFORE MAY 1, 2019

INFORMATION FOR CONTRACTORS

This Addendum is issued to provide additional information and clarifications to the RFQ 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. 3 contains one (1) page in total.

Q.1. Will Contractor be required to pull the multiple required metadata from scanned documents at any time besides the Unique identifier and Date scanned?

A.1. The City expects the Contractor to develop and enter the metadata for the City to use. The metadata does not already exist.

Q.2. Can you clarify Pick Up/Drop Off unit of price – is it one way or should this include price for round trip?

A.2. Proponents should propose a pick up and drop off unit price separately.

Q.3. Are any of the Large Formats longer than 60"?

A.3. Formats larger than 60" can occur but historically this is very infrequent.

END OF ADDENDUM

All Addenda will become part of the RFQ Documents.
