



PROCUREMENT SERVICES

CITY OF SURREY

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ADDENDUM #1

**REQUEST FOR APPLICATIONS FOR STANDING
OFFER AGREEMENTS (RFA-SOA) No.:**

1220-060-2022-002

TITLE:

**STAFF UNIFORMS, APPAREL AND RETAIL
PROGRAM SUPPLY AND MANAGEMENT
SERVICES**

ADDENDUM ISSUE DATE:

October 14, 2022

DATE:

**prefer to receive Applications on or before
October 25, 2022.**

INFORMATION FOR APPLICANTS

This Addendum is issued to provide additional information to the RFA-SOA for the above-named project, to the extent referenced and shall become a part thereof. No consideration will be allowed for extras due to an Applicant not being familiar with this Addendum. This Addendum No. 1 contains one (1) page.

QUESTIONS AND ANSWERS:

Q.1 The RFA documents do not mention 24-hour turnaround, but it was mentioned during the information meeting. Could the City please confirm that they expect 24-hour turnaround with the preferred applicant?

A.1 **Once an order is placed the city would like the order to arrive to the facility that placed the order that same week. Items should already be in our inventory so it would just be a matter of packaging and shipping it out.**

Q.2. If yes, and Section 2 of RFA states as and when required Section 4C, that there is no guarantee the city will purchase any goods or services. Does that mean that the City requests applicants to stock inventory that has been embroidered or screen printed with no guarantee of purchase?

A.2 **We would pre-purchase a certain quantity of each item to have inventory of. Therefore, there would be no worry of no guarantee of purchase, as the items would already have been pre-purchased.**

- END OF ADDENDUM -

All Addenda will become part of the RFA-SOA Documents.
