



PROCUREMENT SERVICES

CITY OF SURREY, SURREY CITY HALL
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ADDENDUM No. 2

REQUEST FOR PROPOSAL No.: 1220-030-2022-019

TITLE: ELECTRICAL MAINTENANCE FOR TRAFFIC
SIGNALS AND STREETLIGHTS

ADDENDUM ISSUE DATE: JUNE 1, 2022

**REVISED CLOSING DATE AND TIME: ON OR BEFORE THE FOLLOWING DATE AND
TIME (THE "CLOSING TIME"):**

TIME: 3:00 P.M. (LOCAL TIME)

DATE: JUNE 14, 2022

INFORMATION FOR PROPONENTS

Proponents are advised that Addendum No. 2 to 1220-030-2022-019 is hereby issued by the City. This addendum shall form part of the contract documents and is to be read, interpreted and coordinated with all other parts. The following information is provided to answer questions raised by Proponents 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 Proponents or any sub-contractor not being familiar with this addendum. This Addendum No. 2 contains five (5) pages.

CLARIFICATIONS:

1. SECOND INFORMATION MEETING

A second information meeting will be hosted by the City Representative to discuss the City's requirements under this RFP (the "Information Meeting"). While attendance is at the discretion of Proponents, Proponents who do not attend will be deemed to have attended the Information Meeting and to have received all of the information given at the Information Meeting. At the time of issuance of this RFP a meeting has been scheduled as follows:

When: June 7, 2022

Where: via Microsoft Teams

Time: 1:00 p.m. to 2:00 p.m. local time

*** Proponents should email purchasing@surrey.ca on or before June 6, 2022 for details of the conference.

2. Electrical Maintenance Specifications

Add the following clause for Electrical Maintenance Specifications EM-410 (page 104) and EM-420 (page 117):

“2.2 General Maintenance Services Preventative Maintenance

Contrary to Preventative Maintenance as stated in Electrical Maintenance Specification EM-001, Preventative Maintenance is not required on this item of Inventory.”

3. Correct incomplete sentences:

The incomplete sentence from the following pages, needs to be corrected as follows:

- Schedule 2-B, Section 2.2, on Page 62;
- Schedule 4-B, Section 2.2, on Page 98;
- Schedule 5-B, Section 2.2, on Page 112; and
- Schedule 6-A, Section 2.2, on Page 124.

“Cost Plus Rates for labour and equipment owned or leased by the Contractor not already included in Section 2.4 of this Schedule shall be agreed upon by the City and the Contractor prior to use of the equipment in the performance of the applicable item of work, being full payment and reimbursement for the operator, and for fuel, oil, lubrication, repairs, maintenance, and other costs incidental to owning and operating the equipment.”

4. Proponents who intend to submit a Proposal for all Options (Option 5) are encouraged to submit complete Appendix E, Appendix F, Appendix G and Appendix H in addition to completing Appendix D.

QUESTIONS AND ANSWERS:

Q1. Head Agreement: 1.1 Definitions, “Damage to City Property”:

Does Damage to City Property include damages caused by City of Surrey departments and/or third-party contractors performing work under City of Surrey's direction outside of this Electrical Maintenance contract? Will damages caused by City of Surrey departments and/or third-party contractors performing work under City of Surrey's direction be repaired at the City's cost?

- A1. Yes, Damage to City Property includes damages caused by the City's own forces including contractors performing work under the City's direction outside of this Agreement. The costs to repair Damage to City Property will be paid from Repair Damage to City Property Provisional Sum.**

Q2. Schedule 1, Section 2.5, Monthly Reporting: Can the City please supply an example of the format for the monthly report?

- A2. The City does not have an example format for the Monthly Report required by Schedule 1, Section 2.5 as this is a new requirement for this Agreement. The City encourages the Contractor to propose a report format that meets the requirements of the Agreement and is expedient and advantageous to the Contractor. The City would also be amenable to the Contractor sharing its digital data from its own dispatching software provided such data can be transformed and formatted, within reason, so that the City can readily understand the information the City seeks regarding the progress and activities of the Goods and Services provided by the Contractor.**

Q3. Schedule 2, Section 2.4, Section 2.5 & Section 2.6:

Will the City provide insurance for all City-owned equipment and Goods being stored at the provided facilities required in Section 2.4, 2.5 and 2.6 of Schedule 2?

A3. The City is self-insured. Sections 2.4, 2.5, and 2.6 of Schedule 2 requires that the Contractor provide "secure" storage. The Contractor shall take reasonable precautions to protect City-owned equipment from unauthorized access and provide monthly reporting concerning the inventory and usage of City Goods as required by Schedule 1, Section 2.5(d).

Q4. Schedule 2, Section 3.1(g) asks the Contractor to include in their Base Annual Price the maintenance of electrical devices not identified within the Inventory provided in this RFP. Can the City please provide more clarification on what devices these are as this is a large unknown to the Contractor and hence very difficult to price.

A4. The Contractor must not perform Services for electrical equipment not contained within the Inventory as set out in Schedule 7 (the "Inventory") and/or is owned and maintained by others. If the City inadvertently or mistakenly directs the Contractor in any way to perform General Maintenance Services on any equipment that is not part of the Inventory and/or is owned and maintained by others, the Contractor shall inform the City and cease any further work and close that Work Order. The costs of the Contractor to respond to that direction by the City including, without limitation, labour, travel, vehicles costs, vehicle maintenance, fuel, equipment, overhead costs, and profit shall be included in the Annual Price and the Contractor shall not be entitled to any additional payments from the City.

Q5. Schedule 2, Section 3.4; Schedule 4, Section 3.2; and Schedule 5, Section 3.1:

Replacement Goods Cost Cap - does this \$2,500 cap apply to the sum of all Goods required to repair Deficiencies per incident? Or is the \$2,500 cap only applicable to items that costs more than \$2,500 each?

A5. The Replacement Goods Cost Cap is only applicable to items that cost more than \$2,500.00 each.

Q6. Schedule 2, Section 3.5 LED Cap - are LED signal head replacements due to end of operating life considered part of this 150 LED Cap or are all end of operating life replacements part of the Traffic Signal Rehabilitation Plan and thus paid for under Chargeable Maintenance Services and not Base Annual Price?

A6. The LED Cap is only applicable to traffic signal LED light sources that fail and no longer operate and are to be replaced as part of Corrective Maintenance. If the Contractor is directed by the City to proactively replace LED light sources, these costs would be paid separately from the Annual Price for General Maintenance Services.

Q7. Schedule 4, Section 3.1 (f) asks the Contractor to include in their Base Annual Price the maintenance of electrical devices not identified within the Inventory provided in this RFP. Can the City please provide more clarification on what devices these are as this is a large unknown to the Contractor and hence very difficult to price.

A7. The Contractor must not perform Services for electrical equipment not contained within the Inventory as set out in Schedule 7 (the "Inventory") and/or is owned and maintained by others. If the City inadvertently or mistakenly directs the Contractor in any way to perform General Maintenance Services on any equipment that is not part of the Inventory and/or is owned and maintained by others, the Contractor shall inform the City and cease any further work and close that Work Order. The costs of the Contractor to respond to that direction by the City including, without limitation, labour, travel, vehicles costs, vehicle maintenance, fuel, equipment, overhead costs, and profit shall be included in the Annual Price and the Contractor shall not be entitled to any additional payments from the City.

Q8. Schedule 4, Section 3.3 HPS Cap - can the City consider a similar cap for replacement of failed LED streetlights? Or are all replacement of failed LED streetlights considered as Chargeable Maintenance Services and not Base Annual Price?

A8. Failed LED streetlights that are Not Operating are to be replaced as part of Corrective Maintenance and the costs of the Contractor shall be included in the Annual Price for General Maintenance Services. The City is interested in innovative variations to the delivery of the Goods and Services that may include other similar caps.

Q9. Schedule 4-A, Table 2 Cost for Services - Can the City please clarify the difference between the scope for the line item with a quantity of 1100 vs the one with a quantity of 100 in this table?

A9. The line item with a quantity of 1100 includes a buffer truck to complete the Services and the line item with quantity of 100 does not include a buffer truck.

Q10. Schedule 4-B, Section 6.2 Unit Costs - are these unit rates meant for LED upgrades/retrofit from existing HPS streetlights?

A10. The Schedule 4-B, Section 6.2 Unit Costs are primarily intended to apply to existing HPS streetlights. However, these Services may be used for existing LED streetlights as required.

Q11. Schedule 5, Section 3.2 Corrective Maintenance Cap - can the City please clarify how this cap applies with the unit prices supplied in Schedule 5-A? Does the Contractor charge the City based on the unit prices up to a cap of \$6,500 and then all costs above \$6,500 will be charged at the Cost-Plus Rates in Schedule 5-B?

A11. Schedule 5, Section 2.1 requires the Contractor to perform Corrective Maintenance when Deficiencies are discovered. The unit prices supplied in Schedule 5-A are to include the costs for the Contractor to perform the Preventative Maintenance Services described, and correct Deficiencies discovered in the performance of the Services. The Services are to be provided in accordance with the applicable Electrical Maintenance Specification identified from Schedule 5-C for the streetlight locations and service bases provided to the Contractor by the City pursuant to Schedule 5, Section 2.2. If during the performance of the Services, the costs of the Contractor to complete Corrective Maintenance exceeds the Corrective Maintenance Cap, as calculated pursuant to Schedule 5-B – Cost Plus Rates, the City will reimburse the Contractor for the portion of the cost exceeding \$6,500.00.

Q12. Schedule 2, Section 3.3; Schedule 4, Section 2.2; and Schedule 5, Section 2.1:

Damage to City Property – Our interpretation of Section 3.3 of Schedule 2 requires the Contractor to include Damage to City Property for Traffic Signals in the Base Annual Price. However, based on Section 2.2 of Schedule 4 and Section 2.1 of Schedule 5, can the City please clarify if the Contractor is required to include Damage to City Property for Street Light Fixtures and Roadway Poles in their Base Annual Price?

A12. The Contractor that enters into an Agreement with the City for the provision of Goods and Services as described in Schedule 2, identified as “Option 2 – Traffic Signal General Maintenance Services” in Request for Proposals Section 4.2.1, must repair Damage to City Property for all Inventory in the Agreement, including streetlight fixtures and roadway poles. The costs of the Contractor to repair Damage to City Property over 2 hours for labour and equipment and for Goods costing greater than \$2,500.00 each, per incident, will be reimbursed to the Contractor by the City from the provisional sum for repair of Damage to City Property pursuant to Schedule 2, Section 3.2. That Contractor is responsible for any costs up to 2 hours for labour and equipment and for Goods costing less than \$2,500.00. If the City enters into separate Agreements with other Contractors for the Goods and Services as described in Schedule 4 and Schedule 5, identified as “Option 2 – Streetlight Fixture Maintenance Services” and “Option 3 – Roadway Pole Maintenance Services” in Request for Proposals Section 4.2.1, those Contractors will not be responsible to repair Damage to City Property.

Q13. Schedule 1, Section 3.3: Do all components of the Electronic Messaging Sign, including display modules (ex. ADDCO bricks) and related parts, get supplied by the City at no cost to the Contractor as per Section 3.3 of Schedule 1?

A13. The City will supply all components of the electronic messaging sign, identified as Overhead Dynamic Message Signs in Schedule 7 – Inventory, at the City's cost or reimburse the Contractor for the cost of Goods pursuant to the relevant Cost-Plus Rates as set out in Schedule 2-B, Section 4.0.

All Addenda will become part of the Contract Documents.

- END OF ADDENDUM -