



PROCUREMENT SERVICES

**CITY OF SURREY, SURREY CITY HALL
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ADDENDUM No. 1

REQUEST FOR PROPOSALS No.: 1220-030-2022-041

TITLE: Council Chambers & Community Rooms Multimedia Refresh

ADDENDUM ISSUE DATE: January 17th, 2023

CLOSING DATE AND TIME: ON OR BEFORE THE FOLLOWING DATE AND TIME (THE “CLOSING TIME”):

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

DATE: February 10th, 2023

INFORMATION FOR PROPONENTS

Proponents are advised that Addendum No. 1 to 1220-030-2022-041 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. 1 contains two (2) pages.

ADDITIONAL INFORMATION MEETING

A second (two-part) Information Meeting has been scheduled as follows. Please RSVP to this Information Meeting at purchasing@surrey.ca if you plan to attend on either of the dates.

	Part 1 - Room 2E	Part 2 - Room 1E & Council Chambers
When:	January 23 rd , 2023	January 25 th , 2023
Where:	13450 104th Avenue, Surrey, B.C. (Meet in atrium in front of Council Chambers)	13450 104th Avenue, Surrey, B.C. (Meet in atrium in front of Council Chambers)
Time:	1:30pm to 2:30pm	1pm to 3pm

REVISION TO SECTION 2.3 INFORMATION MEETING:

Attendance at site visits is no longer considered a mandatory requirement in order to submit a proposal.

QUESTIONS AND ANSWERS:

Q1. Can you please describe the location and functionality of the floor boxes in the meeting rooms?

A1. **Located on the floor, they are used to house power and the data runs going to the AV system (and Data runs to our Comm rooms).**

Q2. Please clarify what components are meant to be left in place.

A2. **For meeting rooms: Projectors in 1E and 2 E, speakers and screens (Unless the screen you are specifying has a raise and lower component for the camera). For Council Chambers: ceiling speakers, speakers, both projection screens, XLR audio connections, all audio gear in rack (theatre side) except for matrix switchers and UPS in Council Chambers.**

Q3. Please clarify the requirements for Proponents, specifically any electrical, mechanical, and/or structural requirements, with respect to installing and relocating cameras in the Council Chambers.

A3. **The successful Proponent(s) is responsible for hiring respective trades sub-contractors to complete the work if the Proponent(s) does not have the in-house expertise or qualification to do the work themselves.**

Q4. What is the permitting process for the awarded proponent? What permits will the awarded proponent have to apply for?

A4. **This will depend on the design proposed by the Proponent. For example, if the new design requires an additional cable run that is beyond the current capacity of the existing conduit, or if Proponent's design requires putting in additional AC power to a certain area that is currently without AC power, then the Proponent is responsible for pulling an electrical permit. Same principle applies to mechanical, structural work.**

Q5. Will there be any issues with the Proponent's sub-contractors conducting work that may fall under the current union?

A5. **No.**

Q6. Is there any approval process for sub-contractors?

A6. **Sub-contractors are evaluated as part of the Proposal submission.**

All Addenda will become part of the Contract Documents.

- END OF ADDENDUM -