



## PROCUREMENT SERVICES

CITY OF SURREY, SURREY CITY HALL  
13450 – 104 Avenue, Surrey, B.C., V3T 1V8  
Tel: 604-590-7274  
E-mail: [purchasing@surrey.ca](mailto:purchasing@surrey.ca)

### ADDENDUM No. 1

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**REQUEST FOR QUOTATION No.:** 1220-040-2022-071

**TITLE:** Installation Services, City Wide Wifi

**ADDENDUM ISSUE DATE:** August 11, 2022

**DATE:** PREFER TO RECEIVE SUBMISSION ON OR BEFORE AUGUST 16, 2022

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### INFORMATION FOR CONTRACTORS

Contractors are advised that Addendum No. 1 to 1220-040-2022-071 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 Contractors 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 Contractors or any sub-contractor not being familiar with this addendum. This Addendum No. 1 contains two (2) pages.

### QUESTIONS AND ANSWERS:

**Q1.** Where will the AP's be picked up from and old AP's be dropped off?

**A1.** The AP's will be picked up from and the old AP's will be dropped off on P1 at the City Hall Office, 13450 104 Avenue, Surrey, B.C. This could be done each morning or when the removed AP's are brought back. When the vendor is working in the southern parts of the City, we can consider having them take two days' worth of AP's to save on travel.

**Q2.** Will the AP's be pre-labelled?

**A2.** Yes, City of Surrey staff will pre-label the AP's before pickup.

**Q3.** In regard to documentation, are we required to track Mac addresses and take photos?

**A3.** The winning Contractor will be supplied with a floorplans that they will be required to be marked for the installation location of each AP.

- Q4.** Who will supply T-bar/Ceiling panels that might get damaged?
- A4.** It is expected that professional technicians and installers are experienced working with and around common building materials and will pay due care and attention when working. As such, damage is not expected, and the onus of costs incurred to fix the damage will be determined should this situation arise.
- Q5.** Certain locations within the building, like high traffic areas for Public/Staff, do they require a spotter and/or being coned off. Example, City Hall Atrium near the elevators.
- A5.** Please provide quotations with/without the spotter for area's where you feel that just coned zones is not sufficient.
- Q6.** Does the Aruba AP use two data cables? If so who will provide the additional cables?
- A6.** No, Existing APs have a single cable and it will be moved to the Aruba Ap's E0 port.
- Q7.** How would you like us to manage the installation of APs that are over staff desks? In some areas ladders won't fit over desks, they will need to be moved, how is this to be managed?
- A7.** The city project team can communicate with the managers once a schedule has been created for each area and have their approval to complete during business hours. The contractor needs to ensure that all installers can complete the work keeping in mind that the workstations are mostly active and clean up after the installation. In locations where desks are required to be moved the City will coordinate with department managers and Heritage to have desks moved.
- Q8.** Would it better to quote "by the hour" rather than a "package quote"?
- A8.** Please provide the total cost for the installation with a breakdown of each location price.
- Q9.** For the Ap's in the Council Chambers, will they stay mounted against the wall vertically or with they have different brackets?
- A9.** If we can source appropriate brackets in time then yes, otherwise it will be a 'like for like' install and the AP's will be mounted the same way.
- Q10.** Is there an audit of all AP locations and detailed building maps of the locations?
- A10.** There is detailed maps for newer Civic buildings, the site visits are scheduled to cover any gaps.
- Q11.** What was the final decision on the AP's that are in the middle of the Civic Library Atrium? Are they to be replaced?
- A.11** The three AP's that are high in the Civic Library Atrium are to be replaced. The vendor will be responsible for bringing a lift and/or other equipment to replace them.

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All Addenda will become part of the Contract Documents.

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