



PROCUREMENT SERVICES SECTION

CITY OF SURREY, SURREY CITY HALL
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ADDENDUM No. 1

REQUEST FOR PROPOSALS NO.: 1220-030-2023-004

TITLE: SURREY RECREATION CENTERS COFFEE SHOP OPERATOR(S)

ADDENDUM ISSUE DATE: APRIL 6, 2023

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

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

DATE: APRIL 17, 2023

INFORMATION FOR PROPONENTS

Proponents are advised that Addendum No. 1 to RFP 1220-030-2023-004 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.

QUESTIONS/ANSWERS

For South Surrey Recreation and Arts Centre Only.

- Q1. Is it possible to see the previous sales per month for the previous two years?
- A1. The Café has been **closed since March 2020** due to Covid. No sales information is available.
- Q2. Is it possible to tell us how many staff members worked in the café?
- A2. The café was run by a not-for-profit organization as an intergenerational enterprise that fostered the purposeful and ongoing exchange of resources and learning among seniors and youth at that time. As a result of this personnel structure, they typically had approximately 14 seniors and youth who worked during the year.
- Q3. What were their busiest days of the week?

- A3. Tuesdays and Wednesdays are typically the busiest days of the week in general. When events are scheduled in the South Surrey Athletic Park Saturdays are the busiest.
- Q4. Are you willing to share a sample menu of what the previous vendor had and what you like and didn't like about it?
- A4. Previous items available included: Ice cream cooler, Pop cooler, Coffee/tea, Smoothie, Sandwiches, Baked Goods, and Soup. Items from scratch were popular, soup in the colder weather was popular.
- The City prefers a larger variety of items for skate park/outdoor fields to easily take away, having a 'special of the day' is preferred as the South Surrey Recreation & Arts Centre have many regular facility participants.
- Q5. It is our understanding the previous vendor is interested in selling their fridge and freezer, can they tell us for what price. If not, can you tell us the name of the former vendor so we may contact them ourselves?
- A5. Refer for section 5.6 on page 10 of the RFP doc.
- Q6. Did the City not renew the previous vendor's contract, or did they leave voluntarily?
- A6. Due to pandemic the Contractor discontinued providing the services.
- Q7. Is it the preference of the City to award both contracts to one vendor?
- A7. Refer to Schedule A of the RFP doc.
- Q8. What were at the actual hours of operation of the food service space?
- A8. Refer to Schedule A-1 Supplementary Specifications of the RFP doc.

All Addenda will become part of the Contract Documents.

- END OF ADDENDUM -