



**PROCUREMENT SERVICES SECTION**

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

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**REQUEST FOR QUOTATIONS NO.:** 1220-040-2023-018

**TITLE:** PARK WASHROOM CLEANING SERVICES

**ADDENDUM ISSUE DATE:** MARCH 24, 2023

**DATE:** PREFER TO RECEIVE SUBMISSION ON OR BEFORE APRIL 5, 2023

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**INFORMATION FOR CONTRACTORS**

Contractors are advised that Addendum No. 1 to RFQ 1220-040-2023-018 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 three (3) pages.

**1. QUESTIONS/ANSWERS**

- Q1. Are we able to gain access to the seasonal buildings that are currently locked to view the following:
- Hose bibs
  - Dispenser type
  - Electrical access
- A1. A revised Schedule B – Package B is attached to this Addendum with reference information for currently closed sites.
- Holland Park's washroom building is open on weekends.
  - Majority of sites have no electrical access.
  - Hose bibs are available on every site.
- Note: Pressure washing is not permitted as it can damage painted surfaces.
- All sites have double dispensers for jumbo toilet paper rolls.
- Q2. How can we determine the number of consumables (toilet paper) required per site?
- A2. Estimates for consumables should be based on the site, its surrounding amenities, and frequency of Services. Modular sites may be stocked with a full roll plus a half roll.
- Q3. Biohazard issues take longer to service. How do we calculate the time?
- A3. Cleaning biohazards are considered a standard part of regular washroom cleaning services.
- Q4. Do all Services need to be completed within the 6:00am-10:am timeframe?

- A4. It is the Contractor's responsibility to complete all scheduled work within the 6:00am-10:00am time frame regardless of the volume of sites.
- Q5. What do we do if there is a significant issue at one of the sites and may impact the schedule (for example, graffiti).
- A5. See Schedule A, Section 4 General Requirements.
- Q6. Do you have maps of the sites?
- A6. See Schedule A-3 Maps.
- Q7. Based on your experience with previous contractors – do you have a major reoccurring issue, that you can speak to?
- A7. The Contractor must have a clear understanding of the scope of services as specified in the RFQ.
- Q8. What is the square footage per washroom?
- A8. See Schedule A, Section 4 General Requirements. The City of Surrey mapping system (COSMOS) may provide an additional reference.

**2. REFER TO SCHEDULE B, PACKAGE A – SEASONAL BUILDINGS**

DELETE in its entirety Package A and REPLACE with the following:

Package B -Seasonal Buildings						
Park Site	Door ID#	# Toilets	# Urinals	# Services	Unit Cost	Annual Cost = (# Services) X (Unit Cost)
Bear Creek Park Pavilion	D042-004 D042-005			153		
Bolivar	D001-007			44		
Bridgeview	D000-001 D000-002	<b>3</b>	<b>1</b>	87		
Erma Stephenson	D014-001 D014-002			153		
Fleetwood	D054-001 D054-002			153		
Forsyth	D012-004			87		
Green Timbers	D023-014 D023-015			153		
Holland	D021-001 D021-002			47		
North Surrey	D024-001 D024-002			87		
Robson	D020-001	<b>1</b>	<b>0</b>	47		
Royal Kwantlen	D011-001 D011-002	<b>3</b>	<b>1</b>	66		

Tom Binnie	D011-009 D011-010	<b>6</b>	<b>2</b>	87		
Tom Binnie Changerooms	D011-006 D011-007	<b>0</b>	<b>0</b>	22		
<b>Package B Total:</b>						

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**All Addenda will become part of the Contract Documents.**

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**- END OF ADDENDUM -**