



**PROCUREMENT SERVICES SECTION**

**CITY OF SURREY, SURREY CITY HALL**  
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**ADDENDUM No. 2**

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

**TITLE:** PARK WASHROOM CLEANING SERVICES

**ADDENDUM ISSUE DATE:** April 3, 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. 2 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. 2 contains four (4) pages.

**1. QUESTIONS/ANSWERS**

Q1. With regards to the washroom sites, is there a secure room or area where we can leave supplies, or is it expected that we bring them with us at the time of service?

A1. There is no on-site storage.

Q2. With regards to the supplies and equipment used, does the City of Surrey recommend or expect specific cleaning chemicals / supplies?

A2. Refer to Schedule A, Section 12 of the RFQ.

Q3. With regards to section 21.3 detailing the qualified safety coordinator, can we have more than 1 safety coordinator? for example 2 acting supervisors?

A3. As long as it meets the requirements as stated in Section 21 of Attachment 1 – Draft Agreement.

Q4. Is there a minimum amount, quota, or expectation of how many inspection records are to be reported, or how often?

A4. Refer to Schedule A, Section 4.1 of the RFQ.

- Q5. Small graffiti is to be removed while large graffiti is not part of the scope. Is large graffiti included in a service/emergency request?
- A5. Refer to Schedule A, Section 4.2 of the RFQ.
- Q6. If a site cannot be serviced because it is unsafe to enter or staff needs to wait for emergency services to arrive (ex. police), and the site does not become serviceable within the scheduled time (6am - 10am), is the contractor required to come back the same day? the following day? or do we wait until the next service date?
- A6. Refer to Schedule A, Section 4.4 and 4.5.
- Q7. There is mention of company vehicles having to display company branding and "city of surrey" on the exterior of the vehicle. Does this apply to a staff member bringing their own vehicle to the site?
- A7. Please refer to Schedule A, Section 8 of the RFQ.
- Q8. Section 12.2 (a) mentions hospital quality cleaning agents for toilets and public areas, are there specific brands or chemicals that the city requires, or does this section just adhere to quality expectations?
- A8. Refer to Schedule A, Section 12.3 of the RFQ.
- Q9. On average, how long does it take to service a regular site that does not involve special requests or special circumstances?
- A9. Some factors related to service timing may include the level and experience of staffing, as well as the size and type of facility.
- Q10. Page 49, question 13 under "Experience, Reputation, and Resources," does this refer to all staff including those who will be servicing the site, or just management staff?
- A10. Key Personnel are defined as those essential to carrying out the required scope of work; prospective contractors should identify whom they consider 'key' to the services.
- Q11. How recent do criminal record checks need to be?
- A11. Refer to Section 8.6 of Attachment 1 – Draft Agreement.
- Q12. With regards to the types of insurance, if we need to update our policy to adhere to the City's requirements, does it have to be done before the RFQ deadline or can it be added afterwards if we move forward in the process?
- A12. Refer to Section 12.4 of Attachment 1 – Draft Agreement.
2. **REFER TO SCHEDULE B, Fees and Payments**
- DELETE in its entirety Packages A and B and REPLACE with the following:

<b>Package A - Modulars</b>						
<b>Park Site</b>	<b>Door ID#</b>	<b># Toilets</b>	<b># Urinals</b>	<b># Services (a)</b>	<b>Unit Cost (b)</b>	<b>Annual Cost = (a) X (b)</b>
Holland Park	D021-008			365	\$	\$
Royal Kwantlen	D011-039			365	\$	\$
60D Utility Row	D060-023			52	\$	\$
Adams Road	D067-001			52	\$	\$
Beaver Creek	D060-024			52	\$	\$
Brookside	D042-033			52	\$	\$
Brownsville Bar	D009-001			52	\$	\$
Clayton Dog	D068-001			52	\$	\$
Colebrook	D082-001			52	\$	\$
Dogwood	D121-001			52	\$	\$
Dominion	D041-001			52	\$	\$
East View Trail	D050-001			52	\$	\$
Freedom	D044-001			52	\$	\$
Godwin	D035-002			52	\$	\$
Guildford Heights	D024-015			52	\$	\$
Green Timbers	D023-017			52	\$	\$
Invergarry	D003-007			52	\$	\$
Kennedy	D030-005			52	\$	\$
Maple	D043-004			52	\$	\$
Princess Margaret	D061-001			52	\$	\$
Robertson Drive	D030-004			52	\$	\$
Serpentine Heights	D035-001			52	\$	\$
Strawberry Hill	D050-032			52	\$	\$
Sullivan	D074-009			52	\$	\$
Surrey Centre Cemetery	D075-001			52	\$	\$
<b>Subtotal (Package A):</b>						\$ -

<b>Package B -Seasonal Buildings</b>						
<b>Park Site</b>	<b>Door ID#</b>	<b># Toilets</b>	<b># Urinals</b>	<b># Services</b>	<b>Unit Cost</b>	<b>Annual Cost = (# Services) X (Unit Cost)</b>
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]**