



**PROCUREMENT SERVICES SECTION**

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

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**REQUEST FOR QUOTATIONS (RFQ).: 1220-040-2023-060**

**TITLE: STREET SHADE TREE PLANTING**

**ADDENDUM ISSUE DATE: SEPTEMBER 1, 2023**

**REVISED DATE: PREFER TO RECEIVE QUOTATIONS ON OR  
BEFORE SEPTEMBER 20, 2023**

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**INFORMATION FOR CONTRACTORS**

Contractors are advised that Addendum No. 2 to RFQ 1220-040-2023-060 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 three (3) pages.

**1. REVISED DATE**

**Delete Section 3 in its entirety and substitute with Section 3 below:**

**3. DATE**

The City would prefer to receive Quotations on or before September 20, 2023 (the “**Date**”).

**2. QUESTIONS/ANSWERS**

**Q1.** On average, for how long do we have to store the trees? This will have a big impact on the pricing.

**A1.** **Eight (8) months on average from when deliveries start in October to when planting ends in June.**

Q2. We are to receive 3500 trees; however, we are to only plant between 500-1000 per year. This means, potentially, 7 years of planting, or at least 4 years. So, if all the 3500 trees arrive at once at the beginning of the contract the storage costs are going to be considerable to keep that many trees alive for so long. However, if only the same number of trees as are required to be planted that year (as in 500-1000) arrive in November, this makes a huge difference in price.

Also, if we have to keep trees alive over the summer while we wait for the next planting season, and be responsible if they die in summer heat, that is another potentially expensive and unpredictable element.

We are only trying to get a clear and accurate understanding of the storage costs and risks in order to provide the most competitive price.

A2. Tree planting contractor will be storing and installing approximately 3000 – 3500 trees annually.

### 3. SCHEDULE A

#### (a) SECTION 3. TREE PLANTING

Delete in its entirety Section 3.4 and replace with the following:

3.4 The City will provide excel spreadsheets to specify the planting location for each tree. Street tree planting contractor will be installing approximately 3000 – 3500 trees annually.

#### (b) SECTION 4. STAKE REMOVAL SERVICE

Delete in its entirety Section 4.1 and replace with the following:

4.1 Approximately 3,500 street trees will need their support stakes removed between October 1st and November 30th and transported back to the Contractor's yard to be repurposed in the upcoming tree planting season. If necessary, broken, and unusable stakes, straps and nails, can be disposed of free of charge at the Surrey Operation Centre, 6651 148 St.

### 4. SCHEDULE B

Fees and Payments

Delete in its entirety pricing chart and replace with the following:

<b>Payment Terms:</b> A cash discount of ____% will be allowed if invoices are paid within ____days, or the ____day of the month following, or <u>net</u> 30 days, on a best effort basis.		
Item Name	Per Unit Cost	Type, size and carrying capacity of equipment: truck (1 ton, dump etc.); trailer (how many trees can it carry); or equipment (excavator/hoe etc.)
<b>Tree Planting Crew</b> Crew includes: o Truck, operator/labourer, trailer (for hauling trees) o Truck, trailer, operator, excavator/hoe	\$ _____	
<b>Stake Removal Crew</b> o Truck, <u>operator</u> and labourer	\$ _____	
Item Name	Hourly Rate	Type, size and carrying capacity of equipment: truck (1 ton, dump etc.); trailer (how many trees can it carry); or equipment (excavator/hoe etc.)
<b>Tree Unloading <u>crew</u></b> o Operator o Equipment (front end loader) o 1 Labourer	\$ _____ \$ _____ \$ _____	

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

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