



PROCUREMENT SERVICES SECTION
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ADDENDUM #2

REQUEST FOR QUOTATIONS (RFQ) No. : 1220-040-2023-079

**TITLE: Natural Areas Litter, Debris and
Encampment Removal Services**

ADDENDUM ISSUE DATE: November 29, 2023

**CLOSING DATE: Prefer to receive Quotations on or before
December 13, 2023**

INFORMATION FOR CONTRACTORS

Contractors are advised that Addendum No. 2 to 1220-040-2023-079 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.

QUESTIONS AND ANSWERS:

Q.1. Is special insurance required?

A.1. Reference Attachment No. 1 – Agreement – Goods and Services, section 12. Insurance and Damages.

Contractors requesting any deviations from the stated insurance requirements should indicate a requested departure in Schedule B – Quotation, Section 3 or Section 4.

Q.2. Is there a location the city has in their public works yard for dumping such refuse/garbage/homeless encampment materials?

If not, is there a preferred transfer station or landfill that they would like me to utilize?

A.2. Garbage and refuse will be delivered to the City's main operations yard at 6651 148 St., Surrey, BC, V3S 3C7.

Q.3. Biohazards materials will be at an additional cost (needles, feces etc.) please send me any procedures the City of Surrey has in place for collection and disposal of such hazardous items.

A.3. Full sharps containers will be collected by the City at the main operations yard. Reference Attachment 1 for the City's internal sharps procedure. Please note that in addition to the safe work procedure, City employees engage in additional education and training by qualified personnel.

For any expenses not inclusive in the hourly rates of Section 8 Fees and Payments, Contractors are to indicate so in Schedule B – Quotation, Section 7 as a stated departure and clearly specify the rate for the type of removal.

Q.4. ...Is there access to most of these sites [i.e., for diesel pick ups, tandems, excavators, etc.)? ...[For example, some types of excavators] can fit in as narrow as a 36" space or gate... ideally...to back the truck and trailer right to the piles.


A.4. Site access is variable, most are not accessible by vehicle and do not require equipment for removals (e.g., mini excavators).




Q.5. When it comes to the "on demand" homeless encampment and debris removal, of course there's no way to know if there will be access with [a] truck. However [would there be truck access to sites for the scheduled] trash collection twice a year from the 250 parks and additional scheduled litter picks from 20-30 parks as highlighted in the first section labelled (a) under "removal methods" under the summary details.

A.5. There is roadside or parking lot access for the scheduled litter pick parks, this task includes removing litter from forest edges and along trails that are not accessible by vehicle. Demand litter sites are typically located close to road edges where litter and debris has been dumped.

– END OF ADDENDUM –

ATTACHMENT 1 – CITY’S SHARPS PROCEDURES

	SAFE WORK PROCEDURE (SWP) Pick Up and Disposal of Sharps Procedure	Page 3 of 4
You must be trained to complete this task		

Required PPE	 Hand Protection Nitrile Gloves Work Gloves	 Other Tongs	 Other Sharps container			Developed by:	OHS Dept.	SWP #:		
	Manager approval:	Parks, Engineering, Facilities, Recreation, Fire	Date created:	Aug 1997			OHS approval:	S. Chauhan	Revision Date:	June 2022
	[Internal] Training/Reference Information:									
Bloodborne Pathogen Training Bloodborne Pathogen Exposure Control Plan Post Bloodborne Pathogen Exposure Procedure Biohazard protection material (including Bloodborne Pathogen Exposure Control Plan) found on CityNet.										

Background:

Needles and other potentially infectious material are often found on roadways, in public washrooms, in regular garbage, parks, alleys, vacant lots, and on beaches. The disposal of used condoms found on the worksite follows the disposal precautions for sharps.

What to do when you find sharps:

- **Do not** pick up sharps and other items unless you have the proper equipment and PPE, and you have been instructed how to do so safely.
- **Do not** pick up anything with the intention of discarding it later. For example, immediately put used needles into a sharps container, not in your pocket.
- **Do not** place needles in regular garbage. By doing so you create another hazard for others.

Do not reach for objects you cannot see:

- Look before reaching. Don't use your hands to feel or reach into any area or container if you can't see the contents or if you don't know what's there. Use a long-handled stick or other object - not your hands - to explore hidden spots.
- Empty the contents of purses, packs, and other containers by turning them upside down over a table or other flat surface.

Task Description:

This procedure outlines how to safely pick up and dispose of sharps in the workplace.

Potential Hazards & Controls:

Hazard	Control
Bacteria/Viruses	<ul style="list-style-type: none"> • Follow Universal Precautions (detailed control measures described in the [Internal] Bloodborne Pathogen Exposure Control Plan)

Equipment Needed:

- Soap and water
- PPE listed above

Procedure:

PRE-PROCEDURE

1. Collect and put on required PPE
2. Do not allow public within the area

PROCEDURE:

1. Advise all staff members in the vicinity about the sharp
2. Collect the sharps container and tongs
3. With the sharps container lying on the ground or other surface (not held in your hand).
4. Carefully pick up the object with the tongs and drop into the sharps container pointed end down. *Do not force object into the container.* Do not insert your fingers into the opening of the container. Keep your free hand out of the way.

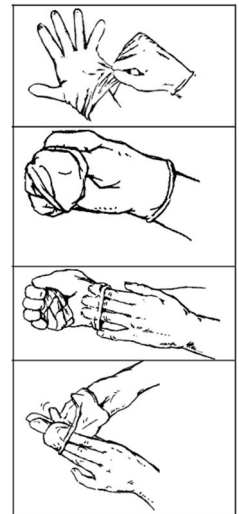
Caution

Do not touch the sharp object with anything other than tongs
Do not hold the container while inserting the sharp object: place it on the ground or other surface first
Do not reach for objects you cannot see

5. Spray the area with disinfectant
6. Wash hands thoroughly with soap and water, and write an incident report
7. When $\frac{3}{4}$ full, bring the sharps container to main stores (located at the engineering operations yard) where the whole sharps container will be placed in a bin. The bin is removed by an outside company for disposal.

Removing Gloves

1. With both hands gloved, grasp the **outside** of one glove at the top of the wrist. Peel off this glove from wrist to fingertips while turning it inside out, as you pull the glove off your hand and away from you.
2. Hold the glove you just removed in your gloved hand.
3. With the ungloved hand peel off the second glove by inserting your fingers on the **inside** of the glove at the top of your wrist.
4. Turn the glove inside out while tilting it away from you, leaving the first glove inside the second.
5. Dispose of the entire bundle
6. Wash hands with soap and water



References/Guideline Documents/Standards/Other:

- CityNet [internal]
 - Employee Health and Safety Handbook
 - SurreyLearns
- WorkSafeBC
- BC Municipal Safety Association resources