



PROCUREMENT SERVICES

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ADDENDUM No. 2

REQUEST FOR QUOTATIONS (RFQ) No.: 1220-040-2024-011

TITLE: Surrey Libraires Books Sorting Machine
Replacement Program (AMH)

ADDENDUM ISSUE DATE: April 11, 2024

REVISED DATE: PREFER TO RECEIVE SUBMISSION ON OR
BEFORE APRIL 30, 2024.

INFORMATION FOR CONTRACTORS

Contractors are advised that Addendum No. 2 to 1220-040-2024-011 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 **April 30, 2024** (the “Date”)

2. INFORMATION MEETING/SITE TOUR

Additional Information Meeting/Site Tour has been scheduled as follows:

Date: April 16, 2024

Time: 10:00 AM (PST)

Where: City Centre Library, located at 10350 University Drive, Surrey, BC
Meet at the Lobby of the Library

Note: Contractors interested in participating in this Information Meeting should email their request to: purchasing@surrey.ca.

No minutes of the information meeting and site tour will be provided.

The Contractor is responsible for parking fees, if applicable.

3. **QUESTIONS AND ANSWERS**

Q1. Can you please clarify what is meant by “New system should have at least a year’s worth of reports and data to go back to (detailed data for hourly and daily statistics)” on page 30?

A1. When a user goes to retrieve reports out of the system, it should be able to go back to a year’s worth of data. For example, if the user enters the system on April 08, 2024 to pull a report, there should be data going back at least to April 08, 2023.

Q2. Regarding the following on page 35, “The City requires that the successful Contractor have the following in place before providing the Goods and Services,” do offerors need to have this in place prior to bid submission or just after being confirmed as the winning bidder? For example, it appears that we would need to provide a City of Surrey Business License number at submission.

A2. As stated, this applies to the successful Contractor.

Q3. In regard to page 36, “Schedule B - Fees & Payment [Sample Pricing Spreadsheet] may be viewed and/or downloaded from the City of Surrey’s Managed File Transfer Service (MFT),” it is still watermarked as Sample.

A3. Yes, as this is only a Sample Pricing Spreadsheet. The Contractor may submit its own format as long the prices quoted for all the components and costs for hardware, software, installation and service are included as well as all other charges incidental to and forming part of this Quotation as specified in Schedule A.

Q4. How should offerors use this sheet? Is the winning bidder responsible for uninstalling / removing the existing AMH system?

A4. See Schedule A, section 1.2 item (c) Schedule B, page 39 item (j).

Q5. When is the planned AMH installation at the City Centre Branch?

A5. Approximately Q3 this year or early 2025.

Q6. Will the patron return point be interior or exterior?

A6. A primary interior induction is mandatory which already exists. Addition of a second interior induction is preferred. The City may consider the possibility of an exterior induction point. Refer to Schedule A, page 29 requirements 6 (interior) & 7 (exterior).

Q7. We note that the site visit is on April 05. This takes place during the Public Library Association (PLA) event. Our company will be attending and unable to go to the site visit. Is there any possible way (an exception to what is stated in the RFP) for the details of the site visit to be shared?

A7. See Information Meeting/Site Tour above.

Q8. Attachment No.1 – Draft Agreement

- page 17
 - a) Sect. 16.4 (b). Is these 5 business days or 5 calendar days?
 - b) Sect. 17 – Is this saying that if after 5 days we have not cured the breach, Surrey has the right to cure and then charge the vendor for whatever it cost?
- page 19
 - c) Sect. 21.3. Are shop drawings subjected to your confidentiality policy (i.e. part of the public records)?

A8. Answers:

- a) Business days
- b) Correct
- c) Please see Section 13. Confidentiality on page 5 of the RFQ.

Q9. Schedule B - Quotation.

Page 2, item 4 references "The Contractor acknowledges that the departures it has requested in Sections 3 and 4 of this Quotation..." Is this supposed to read "Sections 2 and 3"?

A9. Should read Sections 2 and 3.

Q10. Should the hold slips be applied to the returned items (on either induction) automatically by the system or will staff do this?

A10. Currently hold slips are printed by staff and placed on the books that are sorted into the holds bin. It is preferred to have the hold slips automatically printed and placed on the book by the system before being sorted into the holds bin.

Q11. The RFQ states "Books are sorted based on collection code and barcode/RFID tag." This requires barcode scanners at either induction or should barcoded items be accepted and be sorted to the exceptions bin while RFID items will be checked-in and sorted to the individual bins/carts?

A11. Items with barcodes or RFID tags that cannot be read are to be sorted into the exceptions bin.

All Addenda will become part of the Contract Documents.
