



PROCUREMENT SERVICES

CITY OF SURREY, SURREY CITY HALL
13450 – 104 Avenue, Surrey, B.C., V3T 1V8
Tel: 604-590-7274
E-mail: purchasing@surrey.ca

ADDENDUM No. 3

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

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

ADDENDUM ISSUE DATE: April 24, 2024

**REVISED DATE: PREFER TO RECEIVE SUBMISSION ON OR
BEFORE MAY 7, 2024.**

INFORMATION FOR CONTRACTORS

Contractors are advised that Addendum No. 3 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. 3 contains five (5) 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 **May 7, 2024** (the "Date").

2. QUESTIONS AND ANSWERS

Q1. Are we able to provide additional AMH configurations and if so, would we include that pricing in the Optional Costs section of Schedule B spreadsheet?

A1. Yes, the Contractor may provide additional AMH configurations as an optional cost in their Quotation.

Q2. RFQ document. Page 4, 7. No Contract – what is your process for evaluation and selection, if you decide to award off this RFQ?

A2. All Submissions received will be evaluated on the basis of quality, service, compliance to specifications and price. All awards will be made in the best interest of the City.

Q3. RFQ document. Page 29, specifications 4 and 8 appear to request two different induction types. Are you looking for a multi-item induction that bulk-separates items or a single-item induction with a patron touchscreen, where patrons can receive a printed or emailed receipt?

A3. Currently, the induction is set for single item, however, the library would like to explore if it is possible to have multi-item induction that would still sort the books into the correct bins and be able to give a print or email receipt like the current solution.

Q4. RFQ document. Page 29, specification 7. Can you please confirm that the “external” book drop is the West Book Return? Are you able to provide better drawings?

A4. Yes, the external book drop is the West book return. No, there are no better drawings that can be provided.

Q5. SCHEDULE B – QUOTATION, Page 2, item 3 references “that the successful contractor have the following...” however, do you want us to include items (a) – (f) in our RFQ response, such as a Certificate of Insurance, a Business License, etc.?

A5. As stated above, this is for the successful Contractor before providing the Services.

Q6. SCHEDULE B – QUOTATION, Page 3, item 7, Changes and Additions to Specifications. Is it simply assumed that we meet all specifications unless we request a departure from Schedule A – 1? Do you need us to address any of these specifications on an individual line item?

A6. Item 7 confirms that you have read Attachment 1 – Draft Agreement and Schedule A – Specifications of Goods and Scope of Services and are prepared to meet those requirements. For departures please address each item and reason for departure(s), if any.

Q7. SCHEDULE B – QUOTATION, Page 3, item 8, Description of the Proposed Solution. Are we able to provide additional pages that describe our proposed solution?

A7. Yes.

Q8. Please confirm that in addition to Schedule B – Quotation you also want us to submit Attachment 1 and 2 with our email response?

A8. Attachments 1 & 2 are not to be included in your Quotation.

Q9. Is it possible to obtain a more detailed floorplan drawing with dimensions, networking drops and available power identified in the sorter area?

A9. See Schedule A-2 Floor Plan below.

Q10. What is the annual Circulation statistics for Kits?

A10. System-wide, our circulation for Kits was 2580 in 2023. At City Centre branch, our circulation for Kits was 575.

Q11. Are the Kits the only material that is barcode-only? If they are not, what other material is barcode-only and what is the annual circulation statistics for those items?

A11. Our kits are the only new material that are barcode-only. Some old magazines may not have RFID tags and should be treated as exceptions (no data for this).

Q12. Please confirm the maximum size Kit dimensions, and average size.

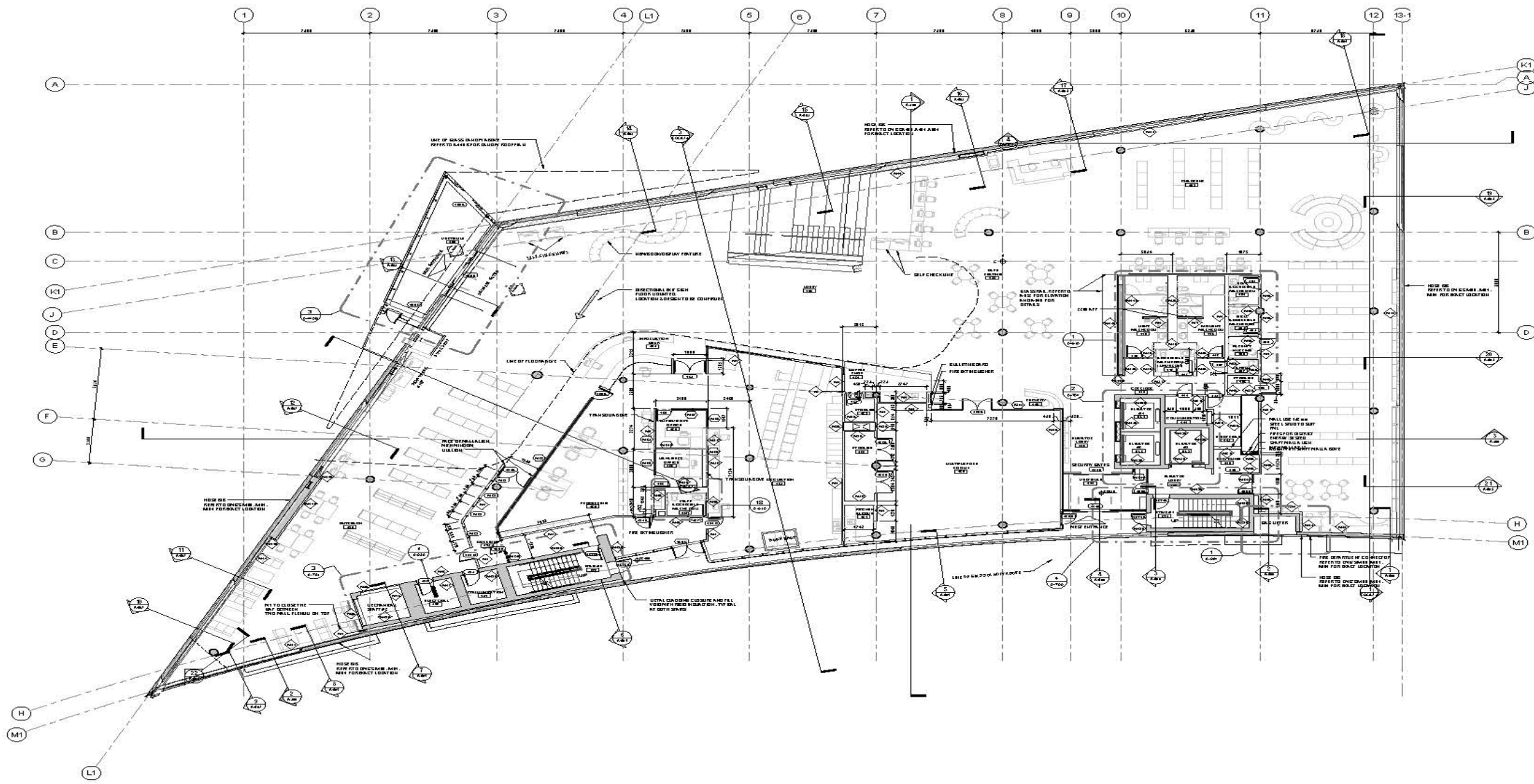
A12. Most kits that go through the sorter are on average: 33cm X 23cm X 5cm (13" X 9" X 1.5"). The largest are 35cm X 25cm X 10cm. These should be treated as exceptions so that staff can determine whether all pieces were returned. We have larger kits that are returned to staff, they do not go through book drops or sorters: Storytime Kits (60cm X 40cm X 30cm), Book Club Kits (32cm X 26cm X 30cm), Tech-to-Go (32cm x 25cm x 20cm).

Q13. If alterations are required to support the new patron inductions, will the Library liaise with their own contractor to adjust patron induction(s) hole to needed specifications?

A13. Yes, if required.

3. SCHEDULE A-2 FLOOR PLAN

See an enlarged copy of the floor plan for the City Centre Library Branch below.



RECORD DOCUMENTS
 THIS DRAWING IS THE PROPERTY OF BING THOM ARCHITECTS. IT IS TO BE USED ONLY FOR THE PROJECT AND SITE SPECIFICALLY IDENTIFIED HEREON. IT IS NOT TO BE REPRODUCED, COPIED, OR TRANSMITTED IN ANY FORM OR BY ANY MEANS, ELECTRONIC OR MECHANICAL, INCLUDING PHOTOCOPYING, RECORDING, OR BY ANY INFORMATION STORAGE AND RETRIEVAL SYSTEM, WITHOUT THE WRITTEN PERMISSION OF BING THOM ARCHITECTS.



LEGEND

○	BASE LEVEL REFERENCE AND
○	FLOOR LEVEL REFERENCE AND
○	WALL TYPE OR WEIGHT
○	DOOR/SWITCH
○	FURNITURE ELEVATION
○	ROOM NUMBER
○	NOTE OR DIMENSION OR SYMBOL OR OTHER MARK

REVISIONS

NO.	DESCRIPTION	DATE	BY
1	ISSUED FOR PERMITTING	09.20.10	BT
2	ISSUED FOR PERMITTING	09.20.10	BT
3	ISSUED FOR PERMITTING	09.20.10	BT
4	ISSUED FOR PERMITTING	09.20.10	BT
5	ISSUED FOR PERMITTING	09.20.10	BT
6	ISSUED FOR PERMITTING	09.20.10	BT
7	ISSUED FOR PERMITTING	09.20.10	BT
8	ISSUED FOR PERMITTING	09.20.10	BT
9	ISSUED FOR PERMITTING	09.20.10	BT
10	ISSUED FOR PERMITTING	09.20.10	BT
11	ISSUED FOR PERMITTING	09.20.10	BT
12	ISSUED FOR PERMITTING	09.20.10	BT
13	ISSUED FOR PERMITTING	09.20.10	BT
14	ISSUED FOR PERMITTING	09.20.10	BT
15	ISSUED FOR PERMITTING	09.20.10	BT
16	ISSUED FOR PERMITTING	09.20.10	BT
17	ISSUED FOR PERMITTING	09.20.10	BT
18	ISSUED FOR PERMITTING	09.20.10	BT
19	ISSUED FOR PERMITTING	09.20.10	BT
20	ISSUED FOR PERMITTING	09.20.10	BT
21	ISSUED FOR PERMITTING	09.20.10	BT
22	ISSUED FOR PERMITTING	09.20.10	BT
23	ISSUED FOR PERMITTING	09.20.10	BT
24	ISSUED FOR PERMITTING	09.20.10	BT
25	ISSUED FOR PERMITTING	09.20.10	BT
26	ISSUED FOR PERMITTING	09.20.10	BT
27	ISSUED FOR PERMITTING	09.20.10	BT
28	ISSUED FOR PERMITTING	09.20.10	BT
29	ISSUED FOR PERMITTING	09.20.10	BT
30	ISSUED FOR PERMITTING	09.20.10	BT
31	ISSUED FOR PERMITTING	09.20.10	BT
32	ISSUED FOR PERMITTING	09.20.10	BT
33	ISSUED FOR PERMITTING	09.20.10	BT
34	ISSUED FOR PERMITTING	09.20.10	BT
35	ISSUED FOR PERMITTING	09.20.10	BT
36	ISSUED FOR PERMITTING	09.20.10	BT
37	ISSUED FOR PERMITTING	09.20.10	BT
38	ISSUED FOR PERMITTING	09.20.10	BT
39	ISSUED FOR PERMITTING	09.20.10	BT
40	ISSUED FOR PERMITTING	09.20.10	BT
41	ISSUED FOR PERMITTING	09.20.10	BT
42	ISSUED FOR PERMITTING	09.20.10	BT
43	ISSUED FOR PERMITTING	09.20.10	BT
44	ISSUED FOR PERMITTING	09.20.10	BT
45	ISSUED FOR PERMITTING	09.20.10	BT
46	ISSUED FOR PERMITTING	09.20.10	BT
47	ISSUED FOR PERMITTING	09.20.10	BT
48	ISSUED FOR PERMITTING	09.20.10	BT
49	ISSUED FOR PERMITTING	09.20.10	BT
50	ISSUED FOR PERMITTING	09.20.10	BT

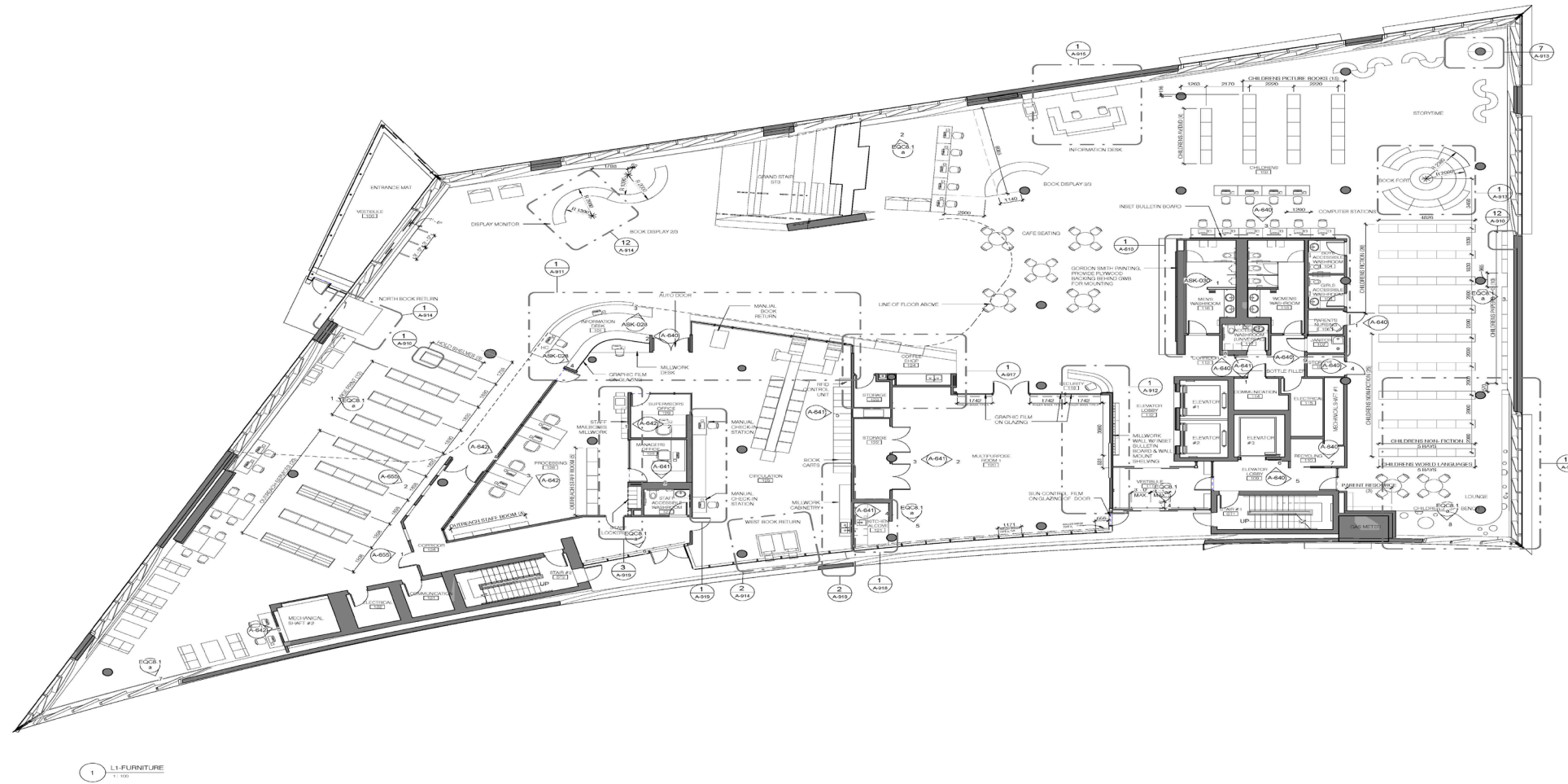
BING THOM ARCHITECTS
 10350 UNIVERSITY DRIVE, SURREY, B.C. V3T 2J2
 TEL: 604.591.1111 FAX: 604.591.1112
 WWW.BINGTHOMARCHITECTS.COM

DESIGNER
 BING THOM ARCHITECTS
 10350 UNIVERSITY DRIVE, SURREY, B.C. V3T 2J2
 TEL: 604.591.1111 FAX: 604.591.1112
 WWW.BINGTHOMARCHITECTS.COM

DATE	BY	CHK	INT	SCALE
09.20.10	BT			1:60

SURREY CITY CENTRE LIBRARY
 10350 UNIVERSITY DRIVE
 SURREY, B.C.
 PROJECT
 0-ROUND FLOOR - OVERALL PLAN
 EL=52.50M

TITLE	PROJECT NO.	ISSUE NO.
PROJECT NO.	200	ISSUE NO.
CADD FILE		
DRAWING NUMBER	A-201	



1 L1 FURNITURE
1:100

NOTE: ALL FURNITURE SHOWN ON ARCHITECTURAL PLANS ARE FOR REFERENCE ONLY. REFER TO CITY OF SURREY RFP DOCUMENTS FOR ACTUAL QUANTITY AND REQUIREMENTS.

RECORD DOCUMENTS
 THESE RECORD DOCUMENTS HAVE BEEN PREPARED BY THE ARCHITECT AND THE CONTRACTOR HAS REVIEWED THE ACCURACY AND COMPLETION OF THE INFORMATION AND DATA PROVIDED HEREIN. THE CONTRACTOR HAS REVIEWED THE ACCURACY AND COMPLETION OF THE INFORMATION AND DATA PROVIDED HEREIN. THE CONTRACTOR HAS REVIEWED THE ACCURACY AND COMPLETION OF THE INFORMATION AND DATA PROVIDED HEREIN.



REFER TO SHOP DRAWINGS FOR ANNOTATED DIMENSIONS

NO.	DESCRIPTION	DATE
1	Issue for Construction	11/19/2014
2	Issue for Construction	11/19/2014
3	Issue for Construction	11/19/2014
4	Issue for Construction	11/19/2014
5	Issue for Construction	11/19/2014
6	Issue for Construction	11/19/2014
7	Issue for Construction	11/19/2014
8	Issue for Construction	11/19/2014
9	Issue for Construction	11/19/2014
10	Issue for Construction	11/19/2014

REVISIONS

BING THOM ARCHITECTS
 1000 Burrard Street Vancouver, BC V6C 2B3
 604-681-1100 Fax: 604-681-1101
 www.bingthom.com Email: info@bingthom.com

DO NOT SCALE DRAWINGS
 VERIFY ALL DIMENSIONS BEFORE ORDERING AND CONSTRUCTION TO THE CONTRACT PRIOR TO CONSTRUCTION
 VERIFY ALL DIMENSIONS BEFORE ORDERING AND CONSTRUCTION TO THE CONTRACT PRIOR TO CONSTRUCTION
 VERIFY ALL DIMENSIONS BEFORE ORDERING AND CONSTRUCTION TO THE CONTRACT PRIOR TO CONSTRUCTION

DRAWN BY	CHK	BIT	SCALE
			1:100
			DRAWING DATE
			11/19/2014

SURREY CITY CENTRE LIBRARY

10350 UNIVERSITY DRIVE
 SURREY, B.C

PROJECT
 FURNITURE & MILLWORK
 GROUND FLOOR

TITLE
 PROJECT No. 2014 ISSUE No.
 CADD FILE

DRAWING NUMBER
A-201C