



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. 1

REQUEST FOR QUOTATION No.:	1220-040-2024-014
TITLE:	PEDESTRIAN PUSH BUTTON SIGN INSTALLATION
ADDENDUM ISSUE DATE:	MARCH 5, 2024
DATE:	PREFER TO RECEIVE SUBMISSION ON OR BEFORE MARCH 14, 2024

INFORMATION FOR CONTRACTORS

Contractors are advised that Addendum No. 1 to 1220-040-2024-014 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. 1 contains three (3) pages.

QUESTIONS AND ANSWERS:

- Q1.** Kindly advise when we can see the push button signs physically (provided as free issue by the city as per Schedule A- Section 1.2) to identify the right strap required for the project and the fastening screws? (Date / time / location and contact person)?
- A1.** A sign template is available for viewing in-person at the Surrey City Hall at 13450 104 Avenue, Level 4 Engineering 4W, during regular operating hours, Monday to Friday from 8:30am-4:30pm. Please contact Ruel Soriano, 236-598-3063, to arrange a viewing time.
- Q2.** The make for the fastening screw is not indicated (Schedule A- 1.5.1.1a-). Does the City have brand preferences or we can go with ASTM / ANSI specifications. What is the length of the screw? Since the inside is hollow but we cannot get access to the same, kindly confirm the screws are self-tapping screws?
- A2.** The City of Surrey does not have a screw brand preference. The screws must be stainless steel and rust and corrosion resistant. There is no specific length of screw. The length of the screw should not be too long as there are wires within the poles. The screws previously used are self-tapping screws.

Q3. You have indicated in the list of locations (Schedule A-2) that some of the locations are in neighbouring municipalities. Do we need to take the CCRP permit from the City of Surrey or from the other City? Can we take one CCRP permit mentioning the list of locations we plan to do the installations? Do we need to complete a JHA before doing the job every day from a safety point?

A3. The City of Surrey maintains the signals and associated infrastructure at intersections shared with neighbouring municipalities. The City of Surrey requires the contractor to obtain a CCRP with only the City of Surrey. We understand that contractor's do not need to obtain CCRP or similar permits with neighbouring municipalities to install the signs.

JHA can be completed by the contractor, however, it is not a requirement.

Q4. The term - Section 3- Attachment no.1 indicates commencement of contract on March 25, 2024 and closing by August 16, 2024. This supposes that the Contract will be awarded and agreement signed before that date. In case of delay in award and sign, please confirm that the time will be proportionately rescheduled?

A4. The City of Surrey can adjust the commencement date in the event that unexpected or unforeseen events occur. Dates provided are for planning purposes only.

Q5. Under Section 6- Attachment no.1, the invoicing procedure is indicated as follows:

" the Contractor's invoice number, the names, charge-out rates and number of hours worked of all employees of the Contractor that have performed Services; the percentage of Services completed and Goods delivered at the end of the previous month; the total budget for the Goods and Services and the amount of the budget expended to the date of the invoice; taxes (if any); and grand total of the invoice"

All materials will be procured by us in one tranche for economies of scale. Can we invoice for the materials once they are available here at site (in our store yard)? This will help us in Cash flow. The charge out rate only indicates the hours of the employees - it does not indicate the hours for the vehicles, or tools and tackles/ barricades etc. How do you advise Contractors to account for it? When will the balance 10 % be paid by the City to us?

A5. Delete Subsection 6.1 in its entirety and substitute with the Revised Subsection 6.1 below.

6.1 Subject to any contrary provisions set out in Schedule B – Quotation Extracts of the Agreement, the Contractor will submit an invoice to the City requesting payment of the portion of the Fees relating to the Goods and Services provided in the previous month. Invoices should include the Contractor's name, address and telephone number, the City's purchase order number <<□ insert purchase order or contract reference number>, the Contractor's invoice number, the number of units completed or installed as set out in Schedule B Fees and Payments Section .8; and grand total of the invoice.

For clarification, the contractor will be paid by unit(s) completed or installed.

The 10% balance will be paid to the contractor as to the terms set out in Subsection 6.3.

Q6. In case of replacement of the sign - What do we do with the existing sign?

A6. Existing signs or extra signs can be returned to the City of Surrey at the end of the project. The contractor must contact the City of Surrey to schedule a return date and deliver the signs to the City of Surrey at a location to be determined at a later date.

Q7. In the case of replacement of the sign, are we instructed to unscrew the existing one and put in a new screw in its place? If so kindly advise what happens if the old screw does not come out or breaks in-situ when we attempt to unscrew it?

- A7. The contractor can re-use the existing screw if possible. If it is not possible to re-use the existing screw, a new screw which meets the specified requirements must be used. If a screw breaks, a new hole will need to be drilled close to the existing hole.**
- Q8. Is there a count of how many poles are anthracite grey in colour which will require black mounting hardware?**
- A8. Approximately 70 of the locations stated in Appendix A2 should contain anthracite grey coloured poles.**

All Addenda will become part of the Contract Documents.

- END OF ADDENDUM -