



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. 2

REQUEST FOR PROPOSALS No.: 1220-030-2023-015

TITLE: SUPPLY, DELIVERY AND INSTALLATION OF
URBANSOFT, SURREY CIVIC CENTRE

ADDENDUM ISSUE DATE: JANUARY 19, 2024

CLOSING DATE AND TIME: ON OR BEFORE THE FOLLOWING DATE AND
TIME (THE "CLOSING TIME"):
TIME: 3:00 P.M. (LOCAL TIME)
DATE: FEBRUARY 1, 2024

INFORMATION FOR PROPONENTS

Proponents are advised that Addendum No. 2 to 1220-030-2023-015 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 Proponents 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 Proponents, or any sub-contractor not being familiar with this addendum. This Addendum No. 2 contains two (2) pages.

REVISED CLOSING TIME:

Delete Section 2.2 in its entirety and substitute with Section 2.2 below:

2.2 Closing Time and Address for Proposal Delivery

The Proponent should submit the Proposal **electronically** in a single pdf file which must be delivered by email at: purchasing@surrey.ca

on or before the following date and time

Time: 3:00 p.m., local time

Date: February 1, 2024

(the "Closing Time").

Confirmation of receipt of email will be issued. Proposals that cannot be opened or viewed may be rejected. A Proponent bears all risk that the City's receiving computer equipment functions properly so that the Proposal is received by the Closing Time.

Note: The maximum file size the City can receive is 10Mb. If sending large email attachments, Proponents should phone [604-590-7274] to confirm receipt.

Q1. Could we please move the second site visit to 2:30pm?

A1. Yes, please see the information below.

An information meeting will be hosted by the City Representative to discuss the City's requirements under this RFP (the "Information Meeting"). While attendance is at the discretion of Proponents, Proponents who do not attend will be deemed to have attended the Information Meeting and to have received all of the information given at the Information Meeting. At the time of issuance of this RFP a meeting has been scheduled as follows:

When: Tuesday January 23, 2024

**Where: Surrey Civic Plaza located at 13450 – 104 Avenue Surrey, B.C.
Meet outside entrance to City Hall on Plaza Side**

Time: 2:30pm

It is possible that some questions raised, and information provided during the Information Meeting may be the only source of critical information essential to prepare and submit a successful Proposal. Proponents are responsible to ensure they are fully informed and have a clear understanding of the requirements.

Note: No minutes of the Information Meeting will be provided

The Proponents are responsible for any fees incurred as a result of the Information Meeting.

All Addenda will become part of the Contract Documents.

- END OF ADDENDUM -