



PURCHASING SECTION
13450 – 104 Avenue, Surrey, BC V3T 1V8
Tel: 604-590-7274 Fax: 604-599-0956
E-mail: purchasing@surrey.ca

ADDENDUM No. 1

REQUEST FOR QUOTATIONS (RFQ) NO.: 1220-040-2016-037

TITLE: JANITORIAL AND CUSTODIAL MAINTENANCE SERVICES
CLOVERDALE, FLEETWOOD AND PORT KELLS LIBRARIES

ADDENDUM ISSUE DATE: APRIL 26, 2016

REVISED DATE: PREFER TO RECEIVE QUOTATIONS ON OR BEFORE
MAY 6, 2016

INFORMATION FOR CONTRACTORS

This Addendum is issued to provide answers to questions raised by potential 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 Contractor not being familiar with this addendum. This Addendum No. 1 contains nine (9) pages in total.

1. Refer to ITEM 3. DATE

DELETE in its entirety and SUBSTITUTE with the following:

The City would prefer to receive Quotations on or before, **May 6, 2016**. The City's office hours are 8:30 a.m. to 4:00 p.m., Monday to Friday, except statutory holidays.

2. QUESTION & ANSWER

Q1. What is the actual cleanable area?

A1. The total actual cleanable square footage for all libraries is not available. Please refer to floor plan on item #4. It is the City's expectation that the site tour and floor plans provided should give Contractors a clearer picture of areas to be cleaned.

Q2. High dusting above 7 feet. What exactly does that include. At Fleetwood there are beams, wood re-enforcement sections and metal beams around the sky light, which will require a lift to clean these areas. Is this included.? Should this be under a separate contractor/and or a separate quote.

Q2. Please refer to **Schedule A5 Project Cleaning Task Services Performance Standards 4. #304 – CEILINGS/WALLS .2 AND #306 – VERTICAL SURFACES, HIGH CLEANING.**

3. Refer to Schedule A3 PROJECT CLEANING TASK SERVICES SCHEDULE

DELETE in its entirety SCHEDULE A3 and SUBSTITUTE with the attached.

4. Refer to SCHEDULE B, SECTION B-2 TABLE 3 – PROJECT CLEANING SERVICES

DELETE in its entirety TABLE 3 – PROJECT CLEANING SERVICES and SUBSTITUTE with the attached.

5. Refer to SCHEDULE A1, SUPPLEMENTARY INFORMATION

ADD: "D – FLOOR PLANS" as attached.

Cloverdale Library		Frequency (times per year)	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec
Standard #	TASK (Refer to Standards)													
301	Stairways													
	1. Dust walls 2. Dust and Wash walls													
	1. Dust ceilings 2. Dust and Wash ceilings													
	Professional scrub/ water extract carpet													
302	All Resilient and Non-Resilient Floors - Washrooms and All other Floors													
	Washroom floors (strip, seal and finish)	2	X						X					
	Floors (strip, seal and finish)	2	X						X					
303	All Carpet and Matting - All carpet													
	Scrub/warer extract high traffic carpet areas	2		X						X				
	Scrub/ water extract all carpet	2					X						X	
304	Ceilings/Walls													
	High Dusting, including light fixtures	2				X					X			
305	Venetian and Vertical Blinds/Curtains.													
	Professionally dry clean, wash tracks													
	Draperies/Tracks Vacuum/dust													
	Professionally dry clean, wash tracks													
306	Vertical Surfaces, High Cleaning to Window Sills.													
	.1 Clean all Picture Frames, etc.													
	.2 Clean all exposed pipes, w all louvers, clock, fire bells, fire extinguishers, cabinets													
307	Furniture Deep clean vinyl													
	Chairs	2			X						X			
	.2 Professionally clean upholstery													
	.3 Professionally deep clean upholstery	2			X						X			
308	Light Fixtures and Vents													
	Wash w all, door and ceiling vents													
	Wash Air diffusers													
	Dust Air diffusers													
	Wash light fixtures, lenses													
	Wash Parabolics													
309	Windows and Plexiglas													
	309.1 Wash inside	2			X						X			
	309.2 Wash Outside	2			X						X			
	Wash Partition glass - included with 309.1													
310	Pressure Wash exterior walkways													
Special Requirements:														
	Sweep and wet mop alarmed, emergency stairwells	2			X						X			
ALL PROJECT WORK TO BE CONFIRMED AND SCHEDULED PRIOR TO BEING UNDERTAKEN														

2. FLEETWOOD LIBRARY

Fleetwood Library		Frequency (times per year)	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec
Standard #	TASK (Refer to Standards)													
301	Stairways													
	1. Dust w walls 2. Dust and Wash walls													
	1. Dust ceilings 2. Dust and Wash ceilings													
	Professional scrub/ w ater extract carpet													
302	All Resilient and Non-Resilient Floors - Washrooms and All other Floors													
	Washroom floors (strip, seal and finish)	2	X						X					
	Floors (strip, seal and finish)	2	X						X					
303	All Carpet and Matting - All carpet													
	Scrub/w arer extract high traffic carpet areas	2		X						X				
	scrub/ w ater extract all carpet	2					X						X	
304	Ceilings/Walls													
	High Dusting, including light fixtures	2				X					X			
305	Venetian and Vertical Blinds/Curtains.													
	Professionally dry clean, w ash tracks													
	Draperies/Tracks Vacuum/dust													
	Professionally dry clean, w ash tracks													
306	Vertical Surfaces, High Cleaning to Window Sills.													
	.1 Clean all Picture Frames, etc.													
	.2 Clean all exposed pipes, w all louvers, clock, fire bells, fire extinguishers, cabinets													
307	Furniture Deep clean vinyl													
	Chairs	2			X						X			
	.2 Professionally clean upholstery													
	.3 Professionally deep clean upholstery	2			X						X			
308	Light Fixtures and Vents													
	Wash w all, door and ceiling vents													
	Wash Air diffusers													
	Dust Air diffusers													
	Wash light fixtures, lenses													
309	Windows and Plexiglas													
	309.1 Wash inside	2			X						X			
	309.2 Wash Outside	2			X						X			
	Wash Partition glass - included w ith 309.1													
310	Pressure Wash exterior walkways													
Special Requirements:														
ALL PROJECT WORK TO BE CONFIRMED AND SCHEDULED PRIOR TO BEING UNDERTAKEN														

3. PORT KELLS LIBRARY

[illegible]

SECTION B-2, PROJECT SERVICES

TABLE 2 – PROJECT CLEANING SERVICES

1) Cloverdale Library (Refer to Cloverdale Library – Project Cleaning Task Services Schedule)

TASK ITEM No.	WORK ITEM	ESTIMATED OCCASIONS	UNIT PRICE	AMOUNT
302	All Resilient and Non- Resilient Floors WASHROOM floors (strip, seal and finish)	2	\$	\$
302	All Resilient and Non- Resilient Floors FLOORS (strip, seal and finish)	2	\$	\$
303	Scrub/water extract high traffic carpet areas	2	\$	\$
303	Scrub/water extract all carpet areas	2	\$	\$
304	High Dusting, including light fixtures	2	\$	\$
307	Furniture deep cleaning (vinyl chairs)	2	\$	\$
307	Furniture deep cleaning (professionally clean upholstery)	2	\$	\$
309	Windows & Plexiglas – inside	2	\$	\$
309	Windows & Plexiglas – outside	2	\$	\$
Special Arrangement	Sweep and wet mop alarmed, emergency stairwells	2	\$	\$
Sub. Total (excluding taxes):				\$

2) Fleetwood Library (Refer to Newton Library – Project Cleaning Task Services Schedule)

TASK ITEM No.	WORK ITEM	ESTIMATED OCCASIONS	UNIT PRICE	AMOUNT
302	All Resilient and Non- Resilient Floors WASHROOM floors (strip, seal and finish)	2	\$	\$
302	All Resilient and Non- Resilient Floors FLOORS (strip, seal and finish)	2	\$	\$
303	Scrub/water extract high traffic carpet areas	2	\$	\$
303	Scrub/water extract all carpet areas	2	\$	\$
304	High Dusting, including light fixtures	2	\$	\$
307	Furniture deep cleaning (vinyl chairs)	2	\$	\$
307	Furniture deep cleaning (professionally clean upholstery)	2	\$	\$
309	Windows & Plexiglas – inside	2	\$	\$
309	Windows & Plexiglas – outside	2	\$	\$

Sub. Total (excluding taxes):	\$
--	----

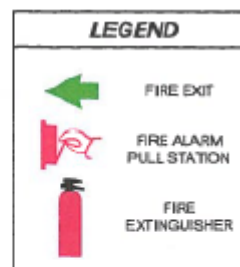
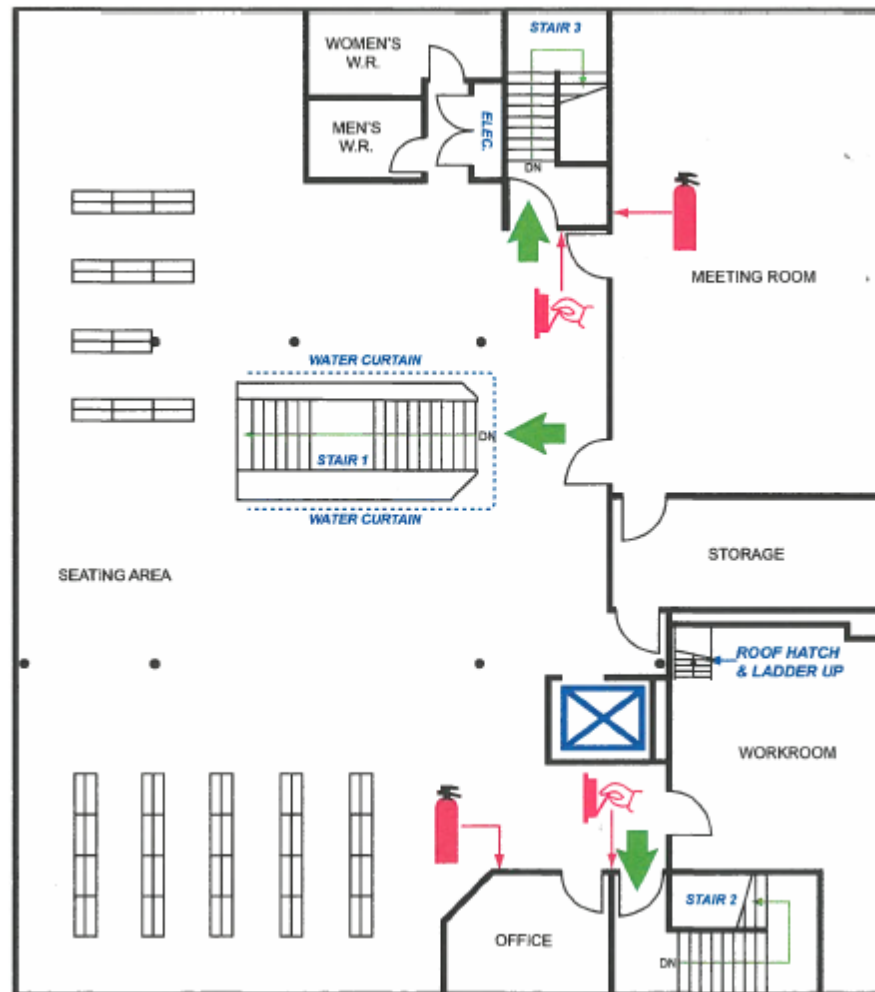
3) Port Kells Library (Refer to Newton Library – Project Cleaning Task Services Schedule)

TASK ITEM No.	WORK ITEM	ESTIMATED OCCASIONS	UNIT PRICE	AMOUNT
301	Stairways, Dust Walls	2	\$	\$
302	All Resilient and Non- Resilient Floors WASHROOM floors (strip, seal and finish)	4	\$	\$
302	All Resilient and Non- Resilient Floors FLOORS (strip, seal and finish)	2	\$	\$
303	Scrub/water extract high traffic carpet areas	2	\$	\$
303	Scrub/water extract all carpet areas	2	\$	\$
304	High Dusting, including light fixtures	2	\$	\$
307	Furniture deep cleaning (vinyl chairs)	2	\$	\$
307	Furniture deep cleaning (professionally clean upholstery)	2	\$	\$
309	Windows & Plexiglas – inside	2	\$	\$
309	Windows & Plexiglas – outside	2	\$	\$
Special Arrangement	Sweep and wet mop alarmed, emergency stairwells	2	\$	\$
			Sub. Total (excluding taxes):	\$

**SCHEDULE A1
SUPPLEMENTARY INFORMATION (CONTINUED)**

D. FLOOR PLANS

1. Cloverdale Library



CLOVERDALE PUBLIC LIBRARY
5642 - 176A Street,
Surrey, BC
Second Floor
Fire Safety Plan



