



PURCHASING SECTION
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ADDENDUM No. 1

REQUEST FOR QUOTATIONS (RFQ) NO.: 1220-040-2017-049

TITLE: JANITORIAL AND CUSTODIAL MAINTENANCE SERVICES
SURREY RCMP WEST MAIN DETACHMENT

ADDENDUM ISSUE DATE: June 2, 2017

DATE: PREFER TO RECEIVE QUOTATIONS ON OR BEFORE
June 9, 2017

INFORMATION FOR CONTRACTORS

This Addendum is issued to provide answers to questions raised by potential Contractor 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 two (2) pages in total.

1. QUESTIONS & ANSWERS

Q1. Can you please confirm the square footage of the building? The total floor space is listed at 13,780 sq. ft. over 2 floors, whereas the resilient sheet flooring is listed at 15,390 sq. ft.

A1. The total square footage of the Surrey RCMP West Main Detachment building is 62,733.

Q2. Can you confirm the # of days we are required to clean this site? 5 days vs 7 etc.

A2. The City requires full time staff from Monday to Friday and ½ days on Saturday and Sunday.

Q3. Can you confirm if custodial staff is required to be onsite during specific hours of operation of the RCMP? Is the requirement of service hours the same for both weekdays and the weekend?

A3. The regular business hours are from Monday to Friday and preferable mornings on the weekends. The service hours during the weekends will be finalized with the Department Representative.

Q4. As per the RFQ cleaning requirements, is there a significant change in the service requirements that are being currently provided?

A4. No significant changes required.

- Q5. As for the quote section, can you provide the following information?
- a. Approximate sq. ft. of carpet?
 - b. Approximate # of mats?
 - c. Approximate # of Vinyl chairs
 - d. Approximate square footage of exterior walkway

- A5. Refer to the following estimates:
- a. Square footage of carpet: Approx. 32,000 sf
 - b. number of mats: Seven
 - c. number of Vinyl chairs: Approx. 32
 - d. Square footage of exterior walkway: Approx. 2,500 sf

2. REFER TO SCHEDULE A, 5.2 DAYTIME SERVICES

Delete in its entirety and replace with the following:

The Contractor shall provide one (1) person who shall be considered a daytime services person and shall perform janitorial upkeep of the West Main Detachment and Annex Sites five (5) times per week on a **Monday through Friday** schedule. This individual will remain on-site on a full time basis during the hours of **9:00AM through 5:00PM; Saturday and Sunday services will be required ½ day each**. Work schedules are not subject to change without the prior written approval of the Department Representative. The purpose of this position is to address minor performance work requirements (daytime cleaning tasks) to ensure that the building is maintained at an acceptable level of appearance and cleanliness. It is not the intention that this position be used to carry out the primary responsibilities of the regular cleaning task schedules.

END OF ADDENDUM

All Addenda will become part of the RFQ Documents.
