



PURCHASING SECTION
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ADDENDUM No. 1

REQUEST FOR QUOTATIONS (RFQ) NO.: 1220-040-2017-069

TITLE: JANITORIAL AND CUSTODIAL MAINTENANCE SERVICES
GUILDFORD RECREATION CENTRE OVERNIGHT CLEANING

ADDENDUM ISSUE DATE: JULY 21, 2017

****NEW DATE:** PREFER TO RECEIVE QUOTATIONS ON OR BEFORE
AUGUST 14, 2017

INFORMATION FOR PRE-QUALIFIED 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 eight (8) 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, **August 14, 2017**. The City's office hours are 8:30 a.m. to 4:00 p.m., Monday to Friday, except statutory holidays.

2. REFER TO SCHEDULE A, SECTION 6.1 CONTRACT SERVICES

DELETE in its entirety and SUBSTITUTE with the following:

The Guildford Recreation Centre's hours of operations are as follows:

Monday to Friday	6:00am to 10:00pm
Saturday and Sunday	8:00am to 8:00pm
Statutory Holidays	8:00am to 8:00pm

The City prefers consistent cleaning personnel who shall perform cleaning tasks services.

The Services shall be performed seven (7) days a week after hours of operations, including statutory holidays. The Department Representative will coordinate the service hours with the Contractor.

3. QUESTIONS & ANSWERS

Q1. If possible can you provide the usable square footage of only the areas to be cleaned?

A1. This information is not available. The Contractor may refer to the maps as attached to this Addendum #1 for estimated square footage.

Q2. Can you please confirm Page 41 - 6. Contract Services 6.1 Day Porter Services is not required is accurate.

A2. Confirm, Day Porter Services in not required.

Q3. Page 100 Section B-2 Table A – Contract Services – 2. Materials. Please confirm this section is not to include any consumable supplies as per 5.3 Materials (Cleaning Supplies and Consumables) b) Consumables.

A3. Refer to Section 5.3 item (b) Consumables. The City will furnish and pay for an adequate inventory of following consumable items:

- Paper products – toilet tissue, paper towels (folded or rolled to fit dispenser installed in each Site) toilet seat sanitary protective covers;
- Hand Cleaners;
- Hand Soap, Liquid(Pink Liquid, Lanolin)/Foam and Powdered hand soaps including dispensers (not anti-bacterial);
- Organic Liners, and
- Trash can liners (trash bags).
- Pre-diluted glass cleaner, disinfectant, general cleaner, bathroom cleaner

Q4. Can you please also confirm that comparable experience to the Building Service Worker is acceptable to the City?

A4. Refer to RFQ Attachment 1 – Draft Quotation Agreement, Section 16.1.

The Contractor will provide only personnel who have the qualifications, experience and capabilities to perform the Services.

All personnel assigned by the Contractor under this Contract should have a Building Services Worker (BSW) certificate of proficiency from an accredited program or an equivalent program or an equivalent combination of education, experience.

Q5. Please provide number of washrooms and shower stalls in the facility.

A5. Information as follows:

- 1 Small accessible washroom – 1 toilet
- 2 Male washrooms – combined number of 4 toilets & 5 urinals
- 2 Female washrooms - Combined 12 toilets
- 1 Male Change room – 2 urinals, 2 toilets, 5 shower stalls
- 1 Female Change room – 3 toilets, 5 shower stalls

Q6. In Clause 6, the City is asking only one cleaner in the night. Is the current contractor providing one cleaner in the night and is it acceptable to the City?

A6. Refer to response to item #2 above.

Q7. Confirming that there is no Day Services required by the City in this tender.

A7. See response to Q2.

Q8. There is no project work such as carpet cleaning or floor waxing is involved and is done by the City BSWs.

A8. That is correct:

Q9. Library and Pool is not part of this Tender.

A9. That is correct:

Q10. Can the City please clarify the hours and number of personnel for each shift as stated on page 41 Section 6 Contract Services of the RFQ?

A10. Refer to response to item #2 above.

4. **REFER TO SCHEDULE A, SPECIFICATIONS OF GOODS AND SCOPE OF SERVICES**

DELETE in its entirety SECTION 28. STATUTORY HOLIDAYS.

5. **REFER TO SCHEDULE B, FORM OF QUOTATION**

DELETE in its entirety Section B-2, TABLE A and replace with Section B-2 attached to this Addendum #1.

SECTION B-2

Fees and Payments

8. The Contractor offers to supply to the City of Surrey the Goods and Services for the prices plus applicable taxes as follows:

TABLE A – CONTRACT SERVICES - FIXED FEE SCHEDULE

Category	Enter Estimated # of Cleaning Personnel Provided	Enter Estimated Total Monthly Cleaning Service Hours	Enter 'Hourly Rate (Per Billable Hour)	Enter Price Per Month (C x D)	Enter Estimated Amount Year 1 (Per Month x 12)
A	B	C	D	E	F
1. LABOUR (CLEANING PERSONNEL)					
a) Guildford Recreation Centre – Night Shift			\$	\$	\$
Total:				\$	\$

Contractor Supplied Cleaning Supplies and Consumables <i>(Refer to Section 5.3 (a) of Schedule A)</i>	Enter Price Per Month	Enter Estimated Amount Year 1 (Per Month x 12)
2. MATERIALS (CLEANING SUPPLIES)		
Total:	\$	\$

Sub Total (sum of items 1 & 2 above):	\$
GST (5%):	\$
TOTAL QUOTATION PRICE:	\$

6. ADD SCHEDULE A-6 MAPS AS ATTACHED TO THIS ADDENDUM #1

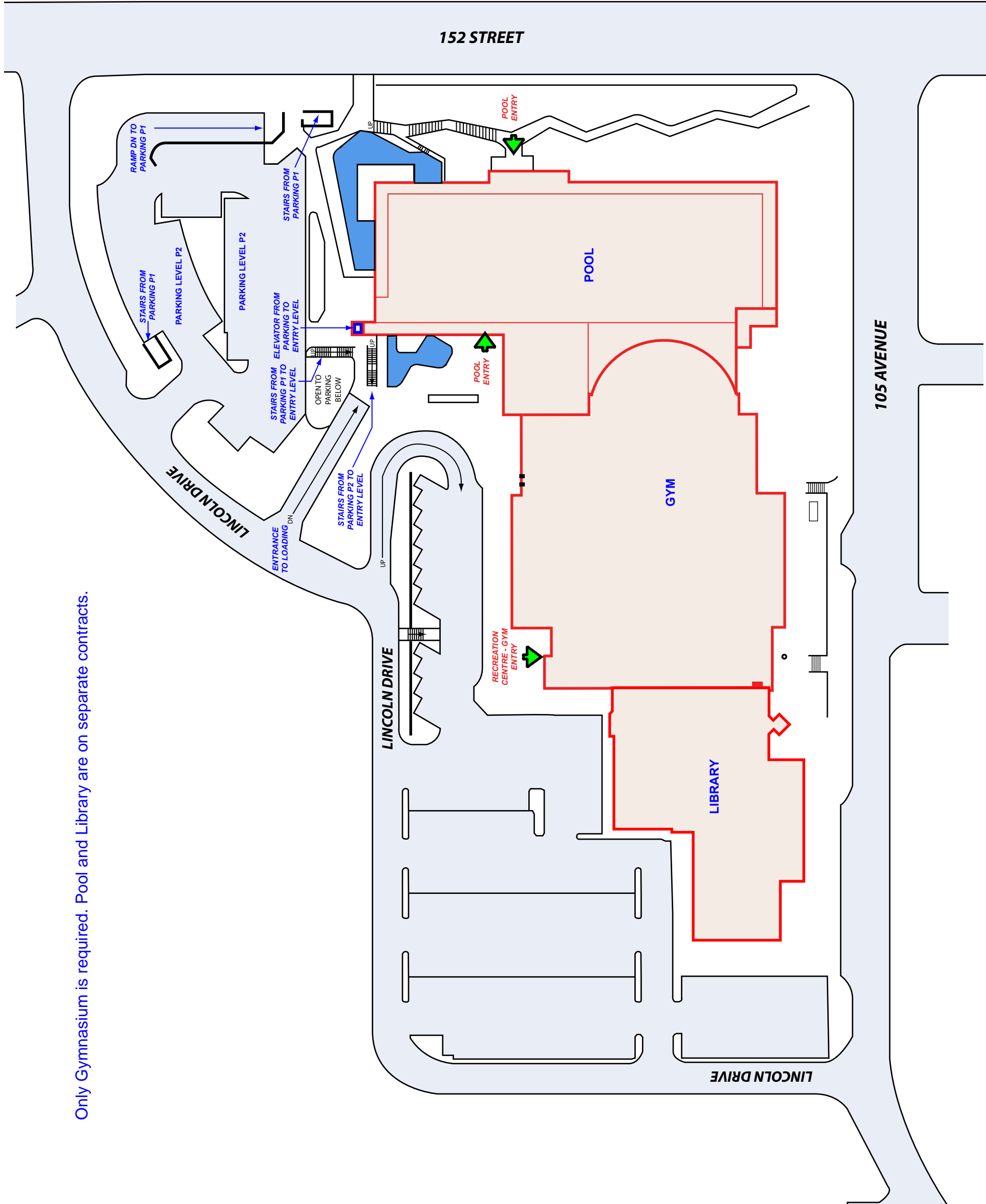


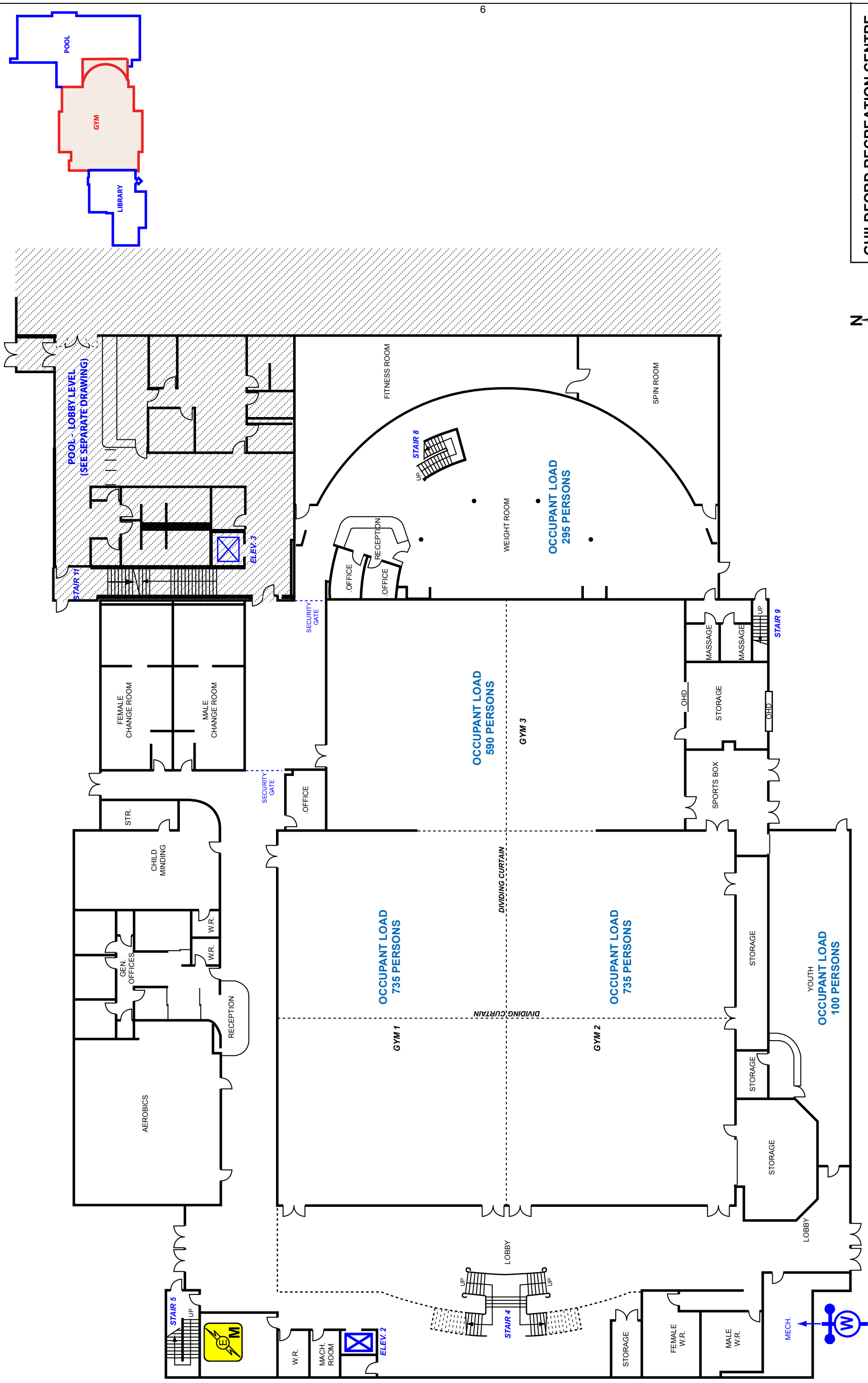
**GUILDFORD RECREATION
CENTRE**
15105 - 105 Avenue,
Surrey, BC

Site Plan

December 2014

Only Gymnasium is required. Pool and Library are on separate contracts.





December 2014

GUILDFORD RECREATION CENTRE
15105 - 105 Avenue,
Surrey, BC

Fire Safety Plan

Lobby Floor - Rec Side

END OF ADDENDUM

All Addenda will become part of the RFQ Documents.
