



PROCUREMENT SERVICES SECTION
13450 – 104 Avenue, Surrey, B.C., V3T 1V8
Tel: 604-590-7274
E-mail: purchasing@surrey.ca

ADDENDUM No. 1

REQUEST FOR APPLICATIONS FOR STANDING OFFER AGREEMENT (RFA-SOA) NO.:	1220-060-2019-019
TITLE:	COMMERCIAL LARGE FORMAT PRINTING SERVICES
ADDENDUM ISSUE DATE:	MARCH 13, 2020
DATE:	PREFER TO RECEIVE SUBMISSIONS ON OR BEFORE MARCH 19, 2020

INFORMATION FOR APPLICANTS

This Addendum is issued to provide additional information and clarifications to the RFA-SOA 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 Applicant not being familiar with this addendum. This Addendum No. 1 contains two (2) pages.

QUESTIONS AND ANSWERS:

Q1. Schedule C, “A Sample Pricing” and “B Rates (Table 1, 2 and 3)”; Do you require prices inclusive of services (installation) or should these be kept separate and can be mentioned in the Additional Expenses section as hourly rates?

Keeping the installation/service portion separate and showing it in the Addition Expenses as Hourly Rate/HC will make it more measurable at both stages (price evaluation as well as during actual services/billing). Please confirm.

A1. These should be kept separate as installation will always be specific.

Q2. Schedule C, “B Rates”; Do you require the prices inclusive of printing and in such case can you specify some graphic details?

A2. It's the printing that is being quoted. Artwork would be print-ready.

Q3. Do you require these items on site (venue of activity/display) or at City's storage location?

A3. Delivery locations vary. Depending on the site or project.

Q4. Please confirm that prices requested are without taxes.

A4. Yes. Taxes listed separately.

- Q5. Ref. Category 2: What would be the range of finished sizes required for their Mesh Flex Banners?
- A5. 2' tall x 8' wide to varying greatly when used as scrim at construction sites. Special events W33', construction can be Fence 2572" x 65" Gate 249" x 65". Another construction example 550' w x 8' tall.
- Q6. Ref. Category 5: Would the City provide the wood panels (which should be smooth finished surface for adhering the SAV decals onto)?
- A6. Yes, these would be already at site to be covered. In some cases, there may need previous graphics to be removed.
- Q7. Ref. Category 5: Would we have to go out on site and do the installations, or would the pieces be delivered here to us for branding.
- A7. The Wooded Kiosks could be done on site, or delivered for installation at vendor location.
- Q8. Ref Category 5: Is the branding (decals etc.) required on both sided or single side of the wood?
- A8. Single side of the wood. Typically, exterior side only.
- Q9. Ref. Category 5: Will the SAV decals require lamination (i.e. are they for long term or short-term use)?
- A9. Short term use.
- Q10. Ref. Category 9: Do you specifically require the EuroStand brand, or a similar standard brand can be used? In case EuroStand is the brand to follow then can you provide the part number?
- A10. Yes - Divisions already have the stands. It would need new banners to be printed to fit existing. Part Number: Eurostand 33 (Visual area 33"w x 70.875"h with bleed size 33.5"w 72.375"h)
- Q11. Regarding City Banners, please confirm if new (not recycled banners) shall be acceptable which can later on be recycled?
- A11. No.
- Q12. Regarding City Banners, please confirm the material, is this Nylon base or Vinyl base?
- A12. Vinyl Base.

All Addenda will become part of the Contract Documents.

- END OF ADDENDUM -