



PURCHASING SECTION
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ADDENDUM No. 2

REQUEST FOR QUOTATIONS No.: 1220-040-2019-069

TITLE: JANITORIAL AND CUSTODIAL MAINTENANCE SERVICES – SURREY FIRE SERVICES

ADDENDUM ISSUE DATE: November 27, 2019

DATE: PREFER TO RECEIVE SUBMISSION ON OR BEFORE DECEMBER 3, 2019

INFORMATION FOR CONTRACTORS

This Addendum is issued to provide additional information and clarifications to the RFQ 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. 2 contains four (4) pages.

1. **QUESTIONS AND ANSWERS:**

Q1. Is there a specific parking spot where our cleaning staff can park at the Fire Hall #1 and for the Surrey Fire Services Training Centre? Would they need some sort of permit?

A1. No. There will be a general parking area that will be pointed out to the successful Contractor.

Q2. Are services to be performed on statutory holidays?

A2. No. Using Fire Hall 1 as an example where services are provided 5 times a week, the Contractor may perform the work on Sunday night and/or Tuesday night if Monday is a statutory holiday. The City will discuss appropriate adjustments for services around statutory days with the successful Contractor.

Q3. Can you please clarify if Washroom consumables and plastics garbage bags are to be supplied by the Contractor?

A3. Washroom consumables such as soap, paper towel, and toilet paper will be supplied by the City. The rest of the cleaning supplies, including plastic garbage bags, will be supplied by the Contractor.

2. **REFER TO SCHEDULE B QUOTATION, TABLE A: CONTRACT SERVICES**

DELETE IN ITS ENTIRETY TABLE A AND REPLACE WITH:

TABLE A: CONTRACT SERVICES

(Pricing Worksheet) for Surrey Fire Hall #1.

Description	Estimated Total Monthly Cleaning Service Hours	Enter ¹ Hourly Rate (Per Billable Hour)	Enter Price Per Month (B x C)	Annual Contract Price (D x 12)
1. Labour:				
Site Supervisor	hrs.	\$	\$	\$
Cleaning Personnel	hrs.	\$	\$	\$
2. Contractor Supplied Cleaning Supplies and Consumables			\$	\$
Cost:				
Sub Total (sum of items 1 & 2 above):				\$
GST (5%):				\$
TOTAL QUOTATION PRICE:				\$
Cost Per Square Foot:				\$

(Pricing Worksheet) for Surrey Fire Training Centre.

Description	Estimated Total Monthly Cleaning Service Hours	¹ Hourly Rate (Per Billable Hour)	Price Per Month (B x C)	Annual Contract Price (D x 12)
1. Labour:				
Site Supervisor	hrs.	\$	\$	\$
Cleaning Personnel	hrs.	\$	\$	\$
2. Contractor Supplied Cleaning Supplies and Consumables			\$	\$
Cost:				
Sub Total (sum of items 1 & 2 above):				\$
GST (5%):				\$
TOTAL QUOTATION PRICE:				\$
Cost Per Square Foot:				\$

3. **REFER TO SCHEDULE B QUOTATION, TABLE B: PROJECT SERVICES**

DELETE IN ITS ENTIRETY TABLE B AND REPLACE WITH:

TABLE B: PROJECT SERVICES

(Pricing Worksheet) for Surrey Fire Hall #1.

Task Item No.	Description	Estimated Occasions	Enter Unit Price Per Occurrence	Enter Amount Year 1
303	All Carpet and Matting. (All Carpets) Professional scrub/water extract carpet	1	\$	\$
305	Venetian Blinds/Vertical Blinds/Curtains Professionally dry clean, wash tracks (includes blinds)	1	\$	\$
308	Light Fixtures and Vents Wash wall. door and ceiling vents	1	\$	\$

(Pricing Worksheet) for Surrey Fire Training Centre.

Task Item No.	Description	Estimated Occasions	Enter Unit Price Per Occurrence	Enter Amount Year 1
301.2	Stairways (Wash Walls).*	2	\$	\$
303	All Carpet and Matting. (All Carpets) Professional scrub/water extract carpet	1	\$	\$

4. **REFER TO SCHEDULE A-1 REGULAR CLEANING TASK SERVICES SCHEDULE FOR SURREY FIRE SERVICES TRAINING CENTRE (SFSTC)**

DELETE IN ITS ENTIRETY SCHEDULE A-1 REGULAR CLEANING TASK SERVICES SCHEDULE (SFSTC) AND REPLACE WITH:

Standard #	TASK (Refer to Standards)	Frequency	Standard #	TASK (Refer to Standards)	Frequency
Foyers, Waiting Areas and Rooms. Offices (open Area and Enclosed) Corridors, etc.			Stairways		
	Empty, Clean all waste receptacle containers, replace liners	3 X per week		Clean handrails, ledges, etc.	3 X per week
	Change liners as required	A/R		Clean stairs, risers and landings.	3 X per week
	Spot clean/damp dust furniture, frames, file cabinets, book cases, credenzas, TV's, etc., vacuum, spot clean fabric, etc.	3 X per week	All Resilient and Non-Resilient Floors		
	Clean desks that are cleared of paperwork	3 X per week		Scrub clean, burnish as required	A/R
	Clean all horizontal ledges below 2 metres including radiators, baseboards, sills, partitions, etc.	3 X per week		Scrub clean, apply finish to wear areas, burnish as required	M
	Clean and wet mop with germicidal detergent all non-carpet floor surfaces	3 X per week	Venetian Blinds/Vertical Blinds/Curtains.		
	Vacuum/spot clean all carpets, mats, etc., including corners and edges.	3 X per week		Dust, damp clean and vacuum.	3 X per week
	Dust/damp mop all T-mats.	3 X per week	Vertical Surfaces, High Cleaning to Window Sills.		
	Spot clean walls, doors, woodwork, partitions, etc.	3 X per week		Clean all pictures, frames, etc.	3 X per week
	Spot clean glass surfaces in walls and doors.	3 X per week		Clean all exposed pipes, wall louvres, clocks, fire bells, fire extinguishers, cabinets, door names, etc.	3 X per week
	Clean all surfaces of escalators and elevators	3 X per week	Light Fixtures and Vents		
	Clean counter tops, sinks and surrounding walls.	3 X per week		Dust Light lenses	Projects
	Clean all cupboard fronts/plumbing; restock dispensers	3 X per week		Remove insects	A/R
	Clean all metal and painted surfaces including door hardware, handrails, grilles, vents, exterior of refrigerators, microwaves.	3 X per week		Dust ceiling vents, air diffusers	Projects
	Inside of Microwave and Fridge cleaned with food safe cleaner on last Friday of every month	M		Report all flickering, burnt out lights.	A/R
All public and private washrooms, ensuites and other areas where sinks and / or dispensers are installed.			Windows and Plexiglas		
	Clean all surfaces of sinks, showers, tubs, toilet seats, urinals, plumbing and fixtures with germicide detergent.	3 X per week		Spot clean all	3 X per week
	Remove liners, clean all sanitary and waste receptacles with germicidal detergent and replace with new liners	3 X per week		Clean entrance(s) glass	3 X per week
	Clean all receptacles, dispensers and tissue, cup, etc., holders with germicidal detergent and restock.	3 X per week	Janitor Rooms and Contractors' Spaces		
	Spot clean all partitions, walls, enamel, tiles, etc.	3 X per week		Maintain tidy space including equipment, supplies, etc.	3 X per week
	Wash all partitions, walls, floors in showers with mild bleach solution or germicidal cleaner	3 X per week		Clean floors sinks, walls, shelves, equipment, etc.	3 X per week
	Clean all mirrors, brightwork, etc.	3 X per week		Clean supply of cloths, mops, etc.	3 X per week
	Clean, wet mop all floor surfaces with germicidal detergent.	3 X per week		All chemicals and containers labeled in accordance with WHMIS regulations, irrespective of place purchased.	3 X per week
	Maintain water level in floor drains weekly where required.	3 X per week	Building Exterior		
	Scrub floors, apply seal and / or finish	M		Clean entrances, stairs, alcoves, etc. within 10 feet of doors	3 X per week

All supplies, materials and equipment are included in contract. Area to be

Frequency Standards Key		Bold Weekly Service Required	
D	Daily	Monday	REGULAR CLEANING
W	Weekly	Tuesday	
M	Monthly	Wednesday	
A/R	As Required	Thursday	
N/A	Not Applicable	Friday	
		Saturday	
		Sunday	
NOTE: Preferred days of services for the 3 X per week work will be discussed with successful Contractor		Hours of Work Instructions Mon. to Fri After 7:00 pm preferred	

All Addenda will become part of the Contract Documents.