



PURCHASING SECTION
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ADDENDUM No. 1

REQUEST FOR QUOTATION No.: 1220-040-2019-085
TITLE: SECURE CONFIDENTIAL DOCUMENT SHREDDING SERVICES
ADDENDUM ISSUE DATE: NOVEMBER 07, 2019
DATE: PREFER TO RECEIVE SUBMISSION ON OR BEFORE NOVEMBER 26, 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. 1 contains two (2) pages.

QUESTIONS AND ANSWERS:

- Q1.** Can you please tell me how many consoles and bins will be required? If possible, can you also send a list of the locations where they will be installed, and how many of each will be required at each location?
- A1.** There are currently 88 bins in total; 31 in Surrey City Hall and 57 in other facilities. These are not set quantities and may change in the future. There shall be no minimums or guaranteed volumes. Please see Appendix 1 – Bin Location and Address to this Addendum No. 1.
- Q2.** Section B-2 mentions consoles of 32L and bins of 65L...can you confirm that this should be gallons, rather than litres? Standard-sized bins are 32-gallon and 65-gallon.
- A2.** The shredding bins are in Gallons.
- Q3.** The Description of Services on page 22 specifies “cross shredding services”, shredded once to one length and then again to another length. While older machines used this ‘cross-cutting’ method, modern shredding methods include hammermill and pierce-and-tear technologies, which are more secure, and pulverize paper to a combination of dust and scraps with jagged edges, which can never be reassembled. Would the City be open to receiving a proposal based on these newer technologies, or would the older style crosscutting be required?
- A3.** New technology will be accepted.

APPENDIX 1 – BIN LOCATION AND ADDRESS

Location Name	Address
Surrey City Hall (31 Bins)	13450 104 Ave, Surrey, BC, V3T 1V8
Surrey Animal Resource Centre (SARC)	17944 Colebrook Road, Surrey, BC, V3S 0L5
Parks Hemlock Yard & Engineering Operations North	9353 160 St, Surrey, BC, V4N 3A8
Fleet	14687 66 Ave, Surrey, BC, V3S 5M2
Dogwood RV Park	15151 112 Ave, Surrey, BC, V3R 6G8
Fire Hall 1	8767 132 St, Surrey, BC, V3W 4P1
EFST	14245 56 Ave. Annex, Surrey, BC, V3X 3A2
Surrey Fire Service Training Centre	14923 64 Avenue, Surrey, BC, V3S 1X8
Library Administration & City Centre Branch	10350 University Dr, Surrey, BC, V3T 4B8
Library Strawberry Hill Branch	7399 122 St, Surrey, BC, V3W 5J2
Library Newton Library Branch	13795 70 Ave, Surrey, BC, V3W 0E1
Library Fleetwood Branch	15996 84 Ave, Surrey, BC, V4N 0W1
Library Cloverdale Branch	5642 176A St, Surrey, BC, V3S 4G9
Library Semiahmoo Branch	200-1815 152 St, Surrey, BC, V4A 9Y9
Library Guildford Branch & Collection Services	15105 105 Ave, Surrey, BC, V3T 4B8
PRC South Surrey Recreation Centre	14601 20 Ave, Surrey, BC, V4A 9P5
PRC Cloverdale Arena	6090 176 St, Surrey, BC, V3S 4P5
PRC Fraser Heights Recreation Centre	10588 160 St, Surrey, BC, V4N 0A1
PRC Cloverdale Recreation Centre	6188 176 St, Surrey, BC, V3S 4E7
PRC Fleetwood Community Centre	15996 84 Ave, Surrey, BC, V4N 0W1
PRC Chuck Bailey Recreation Centre	13458 107A Ave, Surrey, BC, V3T 0G4
PRC Newton Arena/Recreation Centre	7120 136B St, Surrey, BC, V3W 5E6
PRC Newton Wave Pool	13730 72 Ave, Surrey, BC, V3W 2P4
PRC Newton Seniors' Centre	13775 70 Ave, Surrey, BC, V3W 0E1
PRC South Surrey Arena	2199 148 St, Surrey, BC, V4A 8L5
PRC South Surrey Indoor Pool	14655 17 Ave, Surrey, BC, V4A 6M2
PRC North Surrey Recreation Centre Pool/Arena	10275 City Parkway, Surrey, BC, V3T 4C3
PRC Surrey Sport & Leisure Complex-Arena	110-16555 Fraser Hwy, Surrey, BC, V4N 0E9
PRC Surrey Sport & Leisure Complex-Pool	100-16555 Fraser Hwy, Surrey, BC, V4N 0E9
PRC Don Christian Recreation Centre	6220 184 St, Surrey, BC, V3S 8E6
PRC Kensington Prairie Community Centre	16824 32 Ave, Surrey, BC, V3S 0L5
PRC Bridgeview Community Centre	11475 126A St, Surrey, BC, V3V 5G8
PRC Guildford Recreation Centre & Aquatics	15105 105 Ave, Surrey, BC, V3R 7G8
PRC Nature Centre	14225 Green Timbers Way, Surrey, BC, V3T 0J2
PRC Cemetery Services	14850 – 28 Avenue No Postal Code (V3R 0A1?)
Parks Operations/Civic Facilities	6651 148 St, Surrey, BC, V3S 3C7
PRC Grandview Heights Aquatic Centre	16855 24 Ave, Surrey, BC, V3Z 0A2
PRC Surrey Arts Centre	13750 88 Ave, Surrey, BC, V3W 3L1
Surrey Museum	17710 56A Ave, Surrey, BC, V3S 5H8
Surrey Archives	17671 56th Ave, Surrey, BC, V3S 1C9
North Surrey Sport and Ice Complex	10950 – 126A Street, Surrey, BC, V3V 0E5
Bylaws Ops Centre, Engineering Operations, Civic Facilities (previously CMO-008, E -003, P&D-003)	6651 148 St, Surrey, BC, V3S 3C7

All Addenda will become part of the Contract Documents.