



PROCUREMENT SERVICES SECTION

City of Surrey, Surrey City Hall
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ADDENDUM No. 1

**REQUEST FOR APPLICATIONS FOR
STANDING OFFER AGREEMENT
(RFA/SOA) No.:**

1220-060-2020-007

**TITLE: CLEANING SUPPLIES, EQUIPMENT AND
CUSTODIAL GOODS**

ADDENDUM ISSUE DATE: JANUARY 11, 2021

**(REVISED) CLOSING DATE: PREFER TO RECEIVE APPLICATIONS ON OR
BEFORE **JANUARY 19, 2021.****

INFORMATION FOR APPLICANTS

Applicants are advised that Addendum No. 1 to RFA-SOA 1220-060-2020-007 is hereby issued by the City. This addendum shall form part of the contract documents and is to be read, interpreted and coordinated with all other parts. The following information is provided to answer questions raised by Applicants 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 Applicants not being familiar with this addendum. This Addendum No. 1 contains two (2) pages.

1. REFER TO SECTION 4. DATE

Delete this Section in its entirety and substitute with the following:

“3. DATE

The City would prefer to receive Applications on or before **January 19, 2021** (the “Date”).”

2. QUESTIONS AND ANSWERS

Q1. Is there anything that we need to sign in the main .pdf document, or is everything that is required to submit for signatures, etc. in Schedule B? I believe this is the case, but I wanted to be sure. There are what look like sample contract documents in the main Standing Offer Agreement document on pages 6 through 20 and these are what I am specifically referring to.

A1. Applicant should sign last page of Schedule B prior to submission.
There is no need to sign Attachment 1 – Standing Offer Agreement – Goods and Services at this time.

Q2. Schedule B, 4.A. Catalogue List Price.

Our current online ordering system does not allow us to meet the following criterion.

“(a) Pricing for items online must display Applicant’s listing price, corresponding % discount offered and net price after discount of each product item, visible to the City’s end user group at all times.”

A1. Refer to Schedule B, 4.A. Catalogue List Price

Delete this Section in its entirety item and substitute with the following:

“(c) Pricing for items online **should** display Applicant’s listing price, corresponding % discount offered and net price after discount of each product item, visible to the City’s end user group at all times.”

All Addenda will become part of the Contract Documents.

- END OF ADDENDUM -