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**ADDENDUM No. 1**

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REQUEST FOR QUOTATIONS (RFQ) No.: 1220-040-2020-028  
TITLE: RESIDENTIAL CURBSIDE RECYCLING AUDITS  
ADDENDUM ISSUE DATE: APRIL 20, 2020  
CLOSING DATE: PREFER TO RECEIVE QUOTATIONS ON OR BEFORE APRIL 29, 2020

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**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:** During our review of the RFQ documents we noted that Schedule A, Section 2.1 states 1-10 routes per day will be audited and Section B-2 ask for a cost of 6 routes per day. Should we plan on a maximum of 6 or 10 routes per day?
- A1:** Plan on a maximum of 6 routes per day. City staff will also be auditing.
- Q2:** There is a large variability in the staffing that will be required (2-20 people). How much notice will be given prior to the week of auditing?
- A2:** You will be told upon award of contract.
- Q3:** The terms of the contract are from June 1, 2020 to May 31, 2021. Will there be audit throughout the year during each recycling week?
- A3:** Audit dates are now TBD but will run for 3-6 months.
- Q4:** The general operation hours are mentioned as being 7am to 7pm but the RFQ states auditing should take approximately 10 hours. Is a 12 hour or 10 hour time frame more likely?
- A4:** Auditing is estimated to take 10 hours.
- Q5:** Will our team be riding along with the hopper truck or will we need our own vehicle?
- A5:** You will need to provide your own vehicle.

- Q6:** Is the final report for the whole year with all the weekly reports put together?
- A6:** The final report should summarize the weekly reports. We will also need weekly reports.
- Q7:** If the auditor will be, "emptying the recycling cart contents into the hopper of a rear load compaction truck to look closely for contamination...sort through the cart contents, and if contamination is found, remove the contamination from the hopper and be placed into a clear plastic bag labelled 'contamination'...with the bag left alongside the empty cart in front of the residence, as a visual notice to the household of the contaminated items found in the cart." Whose rear load compaction truck is being used to dump cart contents to inspect for contamination if the auditors start 30 minutes before the collection service provider and is supposed to stay ahead of/not disrupt collection?
- A7:** The City of Surrey will provide a rear-load compaction truck for each auditing crew. The crew can start at the same time as the rear load compactor.
- Q8:** Building from question # 1, what contamination threshold would the city approve/allow the auditor to dispose of as garbage (particularly if the auditor is supposed to stay ahead of/not disrupt collection) or would this be allowed? We ask because our experience with auditing is that some people are good/great and others are terrible? For example, we expect most houses to be in the 15% - 30% contamination range which is reasonable to sort through. However, if a household has 50% - 70% contamination (which we have seen), is the auditor expected to sort this? If so, it would only take a few of these to put the auditor behind schedule and disrupt collection.
- A8:** Auditors should check the recycling carts to determine the extent of contamination. If the auditor notices the recycling cart has more than 50% contamination, it should not be collected and a "No Collection" notice should be placed on the cart.
- Q9:** Once the Recycle BC audit is completed, will the days/routes be set beforehand for the duration of the project? Or, does the city anticipate changes to days/routes each bi-weekly sampling cycle?
- A9:** Routes will be pre-determined by the City and provided to the awarded contractor one week in advance. Routes will be audited 3 recycle weeks in a row to maintain compliance.
- Q10:** Will the city provide its ArcGIS/Survey123 app to the contractor for use by the auditors? Or, is the contractor to provide it (Survey123) or an equivalent tool?
- A10:** The City will provide the Survey123 app to the awarded contractor.

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All Addenda will become part of the RFQ Documents.

- END OF ADDENDUM -