



PROCUREMENT SERVICES SECTION

**CITY OF SURREY, SURREY CITY HALL
13450 – 104 Avenue, Surrey, B.C., V3T 1V8**

Tel: 604-590-7274

E-mail: purchasing@surrey.ca

ADDENDUM No. 2

REQUEST FOR QUOTATIONS No.: 1220-040-2020-059

TITLE: JANITORIAL AND CUSTODIAL MAINTENANCE
SERVICES - SURREY LIBRARIES

ADDENDUM ISSUE DATE: JANUARY 4, 2021

(REVISED) DATE: PREFER TO RECEIVE SUBMISSION ON OR
BEFORE JANUARY 14, 2021.

INFORMATION FOR CONTRACTORS

Contractors are advised that Addendum No. 2 to RFQ 1220-040-020-059 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 Contractors 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 Contractors or any sub-contractor not being familiar with this addendum. This Addendum No. 2 contains five (5) pages.

1. REFER TO SECTION 3 DATE:

Delete this Section in its entirety and substitute the following:

3. DATE

The City would prefer to receive Quotations on or before January 14, 2021 (the "Date").

2. QUESTIONS AND ANSWERS:

Q1. Does the Collection Services department in the basement of the Guildford Library require 7 days a week cleaning during regular times even though staff are only there from Mon-Fri?

A1. Collection Services department requires 5 days a week cleaning (Mon-Fri). The 'extra' time gained on the weekends are typically spent catching up on weekly and monthly tasks such as high dusting of bookshelves, dusting of blinds, etc.

Q2. Where are the boundaries for pressure washing/windows, etc., for Guildford Library?

A2. Pressure washing is for windows, not of concrete sides of the building or of sidewalks. The boundaries are listed in Task Item No. 309 in the Table B, PROJECT SERVICES FIXED FEE SCHEDULE. PACKAGE C – GUILDFORD LIBRARY of Schedule B – Quotation.

Q3. Which blinds need to be cleaned?

A3. The Guildford Library's blinds are horizontal, not fabric, and is part of the weekly maintenance. There are small sets of blinds in the Computer Learning Centre, in the office of the Circulation Department, and all around the Collection Services department.

The Department Representative will coordinate the required services and service hours with the successful Contractor for all sites.

Q4. How many people are in the Guildford Library at any given time?

A4. During the normal operating hours (pre-COVID-19), the estimated average foot count was 1,300 visitors per day. Currently the average is 300 per day and has wildly fluctuated over the past few months due to the state of Fraser Health COVID-19 guidelines and case numbers.

Q5. What are the different types of flooring for Guildford Library?

A5. The bulk of the site is carpeted. Non-carpeted areas are:

- 11 tiled washrooms
- 2 laminate kitchens, plus laminate flooring in the elevator and the elevator landing and ramp down to Collection Services.

Q6. How many total chairs and what types are there at the Guildford Library?

A6. Only 2 types of chairs would apply to the quote needed for Special Projects (307 – Furniture – deep clean (steam clean) upholstered furniture and 307 Furniture – deep clean (clean and condition) vinyl furniture). Otherwise, all other chairs are hard plastic and are part of regular “tables and chairs” daily cleaning.

Special project-related seating:

- Vinyl furniture (for cleaning and conditioning) – approximately 40 chairs, 3 ‘loveseats’ (not as big as a standard sofa)
- Upholstered furniture (for steam cleaning) – approximately 75 public chairs, 50 office chairs

Daily spot cleaning seating:

- Hard plastic chairs – approximately 115 chairs
*30 of these is stacked up in the meeting room and are generally not cleaned by cleaners on a daily basis.

Q7. What is the total number of bathrooms, sinks and toilets in the Guildford Library?

A7. For the 11 washrooms there are:

- Sinks – 18
- Toilets – 19
- Urinals – 4

Q8. How often we do we have to clean the blinds?

A8. Refer to Schedules A-2 Regular Cleaning Task Services Schedule and A-3 Project Cleaning Task Services Schedule.

The Department Representative will coordinate the required services and service hours with the successful Contractor for all sites.

Q9. Is the janitorial company required to do the high window cleaning and pressure washing special projects? Do they need to provide a quote for these?

A9. Refer to Schedule A-3 Project Cleaning Task Services Schedule and Table B, PROJECT SERVICES FIXED FEE SCHEDULE. PACKAGE C – GUILDFORD LIBRARY of Schedule B – Quotation.

The Department Representative will coordinate the required services and service hours with the successful Contractor for all sites.

Q10. What are the exact hours of work needed?

A10. Refer to Schedules A Specifications of Goods and Scope of Services and A-1 Supplementary Specifications for all Packages.

Q11. What is the frequency for the Level 2 services? The quotation asks to enter the total monthly cleaning service hours; however, the RFQ document does not state how often the service is required at Level 2.

A11. Refer to item 3 of this Addendum No. 2. The Services is on an “as and when required” basis only.

Q12. Is there a requirement to disinfect the books? At both Level 2 and Level 3, books will be passed from the public to the staff members, and vice versa. During this pandemic, the books can be a mode of transmission between the public and staff members. If there is a requirement to disinfect the books, we would not be able to provide accurate pricing as we do not know how many books are going in and out of the library that will require disinfection.

A12. There is no requirement to disinfect the books. The BC Ministry of Health and the CDC have indicated that the risk of transmission between users of borrowed items is very low.

Q13. Are the City's Performance Standards the same as the Regular Task and Green Cleaning Services Guidelines as set out in Schedule A-4?

A13. Yes

3. REFER TO TABLE D: OPTIONAL PRICING – CLEANING SERVICES FOR VARIOUS LEVELS

Delete TABLE D in its entirety and substitute the following:

1. FEE SCHEDULE

(As and when required, during a pandemic such as COVID-19)

Refer to Schedule A-6 Supplementary Cleaning Task Services – Multiple Levels During the Pandemic for each level.

Newton Library

Category of Staff	Enter Estimated # of Staff Provided	Enter Hourly Rate (Per Billable Hour)
A	B	D
Level 2		\$
Level 3		\$
Note: The above rates include labor, equipment and contractor supplied cleaning supplies to complete the services as specified in Schedule A-6 Supplementary Cleaning Tasks Services – Multiple Levels During the Pandemic. Rates does not include applicable taxes.		

Strawberry Hill Library

Category of Staff	Enter Estimated # of Staff Provided	Enter Hourly Rate (Per Billable Hour)
A	B	D
Level 2		\$
Level 3		\$
Note: The above rates include labor, equipment and contractor supplied cleaning supplies to complete the services as specified Schedule A-6 Supplementary Cleaning Tasks Services – Multiple Levels During the Pandemic. Rates does not include applicable taxes.		

Guildford Library

Category of Staff	Enter Estimated # of Staff Provided	Enter Hourly Rate (Per Billable Hour)
A	B	D
Level 2		\$
Level 3		\$
Note: The above rates include labor, equipment and contractor supplied cleaning supplies to complete the services as specified in Schedule A-6 Supplementary Cleaning Tasks Services – Multiple Levels During the Pandemic. Rates does not include applicable taxes.		

4. FLOOR PLANS:

PACKAGE A – NEWTON LIBRARY



Newton Library
Floor Plan.pdf

PACKAGE B – STRAWBERRY HILL LIBRARY



Strawberry Hill
Library Floor Plan.pc

PACKAGE C – GUILDFORD LIBRARY



Guildford Library
Floor Plan.pdf

5. SCHEDULE A-6 SUPPLEMENTARY CLEANING TASK SERVICES – MULTIPLE LEVELS DURING THE PANDEMIC:



Newton Library -
Attachment 1 Cleani



Newton Library -
Attachment 1 Cleani



Strawberry Hill
Library - Attachment



Strawberry Hill
Library - Attachment



Guildford Library -
Attachment 1 Cleani



Guildford Library -
Attachment 1 Cleani

All Addenda will become part of the Contract Documents.

- END OF ADDENDUM -