



PROCUREMENT SERVICES
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ADDENDUM #1

REQUEST FOR QUOTATIONS (RFQ) No.: 1220-040-2021-080

TITLE: Cloud-Based eBidding Software Solution

ADDENDUM ISSUE DATE: January 31, 2022

DATE: prefer to receive Quotations on or before
February 15, 2022.

INFORMATION FOR CONTRACTORS

This Addendum is issued to provide additional information 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) page(s) in total.

QUESTIONS AND ANSWERS:

Q.1 On BC Bid – your construction bids are listed separately, is the intent of the City to use this platform for all goods, services and construction or is construction to be done outside this platform?

A.1 Separation of Tender documents primarily for Engineering Tenders so as to easily separate from other solicitation documents. e-Bidding platform for all types of solicitation documents (e.g., Requests For Proposals, Requests For Quotations, Invitation To Tender, Request For Expressions of Interest/Statements of Qualifications, etc.). The City will continue to use BC Bid, City website and other public tendering sites.

Q.2 How is Limited Tendering currently performed at the City?

A.2 The City engages in competitive bidding of all procurements where practical, advantageous and required under various trade agreement obligations including City policies and procedures.

1. If you are referring to next steps in the event that the City does not receive a sufficient number (minimum of three) responses to a solicitation then the City will follow internal business decisions, which may include termination of the solicitation process and explore other procurement sources.

2. If you are referring to sole sourcing/single sourcing procurement this may only be used in specific circumstances and must have the appropriate justifications and authority approvals.

Q.3 Is there some flexibility in using your Schedule B response form i.e. Can we alter your Project Management chart on Item 12 page 52 based on our Management template, can we add optional pricing services in a chart for Item 24, etc.

A.3 **Item 12 – Project Management time schedule is an example. The use of any other time schedule should provide a comprehensive summary of the scope of Services you will provide and a detailed time schedule for the Services, setting out how you intend to complete the Services, including dates of key activities/milestones, deliverables associated with each activity/milestone and turnaround and response times.**

In reference to item 24. Yes.

Q.4 Training – due to Pandemic and travel restrictions – what training delivery method is to be quoted in Table 2: on demand video training?

A.4 **At present, on-demand training is acceptable.**

Q.5 Can we please use MS word / PDF to respond to B-1, with the same setup, as per your excel, as it makes responding more user friendly for Proponents i.e especially for displaying print screens, etc.

A.5 **Schedule B-1 as provided is preferred. MS Word version is acceptable.**

Q.6 Please confirm that A-1 is just for information and there is nothing for the Proponent to complete or submit. Proponent's just submits B-1.

A.6 **Contractor should submit Schedule B – Form of Quotation and Schedule B-1 - Business Requirements Response Form (Cloud-Based eBidding Software Solution).**

Q.7 Some of the Cloud-Computing e-Bidding Software Solution Requirements are identified as mandatory and must be met for the Contractor's Solution to be considered – sorry what field indicates what requirement(s) is mandatory for B-1?

A.7 **Where a requirement is identified as "Mandatory" (if any) then it must be complied with.**

- END OF ADDENDUM -

All Addenda will become part of the RFQ Documents.
