



**PROCUREMENT SERVICES SECTION**

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**ADDENDUM #1**

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**REQUEST FOR QUOTATIONS (RFQ) No.: 1220-040-2022-070**

**TITLE: Courier and Internal Delivery Services**

**ADDENDUM ISSUE DATE: October 13, 2022**

**DATE: Prefer to receive Quotations on or before  
October 27, 2022**

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**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 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.

**ADDITIONAL INFORMATION**

Schedule A-2 [Library Requirements]

Refer to Section B:

Add the following at the end.

**“9. Night Time Storage**

From time to time, Library collections services department requires the Contractor to provide overnight storage of library materials from the end of the daily route at a secure location, instead of having the driver load and unload at the end of each day.

The Contractor is responsible for goods and materials while such goods and materials are in the possession of the Contractor or the Contractor’s subcontractors.”

**QUESTIONS AND ANSWERS**

**Q.1** We had a question around the ON-DEMAND services (schedule A-3). What service level are you looking for with these shipments? Just a 'same-day' requirement, or are you looking for 90-minute services, for example? Please let us know, so we can tailor the quote to your needs.

**A.1** **The Contractor will be responsible for providing, pickup, transport, and delivery of specialty, time sensitive documents, packages, materials and/or equipment, on an as, if and when requested basis by various City departments, Library Administration and Library branches or any of its suppliers or service providers in the lower mainland.**

**Some of these shipments are of high value, of various dimensions, for example, computer equipment, signage, displays, fleet parts, and other miscellaneous items.**

**These pickups and deliveries will be called in at various times of the day and may be of an urgent or rush nature. Otherwise, these pickups and deliveries will be in accordance with the Contractors scheduled deliveries for Surrey area (Next Day).**

**– END OF ADDENDUM –**

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**All Addenda will become part of the RFQ Documents.**

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