



PROCUREMENT SERVICES SECTION

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ADDENDUM #3

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

TITLE: Courier and Internal Delivery Services

ADDENDUM ISSUE DATE: October 24, 2022

DATE: Prefer to receive Quotations on or before
October 27, 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 thereof. No consideration will be allowed for extras due to the Contractor not being familiar with this Addendum. This Addendum No. 3 contains two (2) pages.

QUESTIONS AND ANSWERS

Q.1 This table identifies the yearly Fees associated with completing the requirements as outlined in this RFQ for Option 2 - Courier and Internal Delivery Services for three (3) days per week – City Only (excluding Library): Is this a reduced number of stops or the same amount of stops just over three days?

A.1 **Same amount of stops just over three days.**

Q.2 TABLE 3 – SURREY LIBRARIES (Schedule A-2-2 ACCESSIBILITY SERVICES DELIVERIES TO CARE HOMES – SURREY LIBRARIES (Example) What is the scope of work? what are the requirements per stop? Is it the same as libraries?

A.2 **Please note that while the schedule posted is currently accurate – they can be subject to change depending on the needs of the parties. For example, we will soon be moving the one Week 4 delivery to Week 3, doing Peace Arch Foundation Level 3 and 4 the same day.**

Q.3 Vehicle size you use the language of “route truck” which would imply we would be using a 5 ton and at one point under the library section you stated it is generally 50lbs per container. We could not put the routes in a van if they’re generally that weight although you did not expand on it in the document.

A.3 Typically, the City’s current Contractor uses various sized vehicles for the provision of the Services. For the Regular Route, typically a Van. For the Library Administration this can be a larger vehicle. Decisions as to the most appropriate vehicle for each service is at the discretion of each Contractor.

Regarding scope and requirements - delivering between 1 to 8 blue (residence recycling sized) bins of books to each location; and returning from each location approximately the same amount of materials.

– END OF ADDENDUM –