



## PROCUREMENT SERVICES

CITY OF SURREY, SURREY CITY HALL  
13450 – 104 Avenue, Surrey, B.C., V3T 1V8  
Tel: 604-590-7274  
E-mail: [purchasing@surrey.ca](mailto:purchasing@surrey.ca)

### ADDENDUM No. 1

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REQUEST FOR QUOTATIONS (RFQ) No.: 1220-040-2024-025  
TITLE: Janitorial Services – Library Branches  
ADDENDUM ISSUE DATE: May 30, 2024  
DATE: PREFER TO RECEIVE SUBMISSIONS ON OR BEFORE JUNE 26, 2024.

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### INFORMATION FOR CONTRACTORS

Contractors are advised that Addendum No. 1 to 1220-040-2024-025 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. 1 contains two (2) pages.

### SITE TOURS:

A site tour will be hosted by the City Representative under this RFQ (the "Site Tour"). While attendance is at the discretion of Contractors, Contractors who do not attend will be deemed to have attended the Site Tour and to have received all of the information given at the Site Tour.

At the time of issuance of this RFQ, Site Visits have been scheduled as follows:

- 1) Date: **June 3, 2024**  
Time: **01:00 pm - 3:30pm (PST)**  
Where: At the following branches:

Package E – Semiahmoo Library, #100 – 1852 152 Street, Surrey **[1:00-2:00pm]**  
Package D – Ocean Park Library, 12854 – 17 Avenue, Surrey **[2:30-3:30pm]**

- 2) Date: **June 4, 2024**  
Time: **9:00am - 2:00pm (PST)**

Where: At the following branches:

Package A – City Centre Library, 10350 University Drive, Surrey [9:00-10:00am]

Package B – Cloverdale Library, 5642 -176A Street, Surrey [11:00am-12:00pm]

Package C – Fleetwood Library, 15996 – 84 Avenue, Surrey [1:00-2:00pm]

Note: The Contractors may choose to visit all or select branches within the time schedule above. All questions should be sent to: [purchasing@surrey.ca](mailto:purchasing@surrey.ca).

No minutes of the Site Tour will be provided.

The Contractor is responsible for parking fees, if applicable.

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

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