



PROCUREMENT SERVICES

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ADDENDUM No. 3

REQUEST FOR QUOTATION No. : 1220-040-2024-025

TITLE: Janitorial Services - 5 Library Branches

ADDENDUM ISSUE DATE: June 18th, 2024

**CLOSING DATE: Prefer to receive Submissions on or
before June 26th, 2024**

INFORMATION FOR CONTRACTORS

Contractors are advised that Addendum No. 3 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. 3 contains three (3) pages.

QUESTIONS AND ANSWERS:

Q.1. Are we able to provide janitorial services during work hours and after hours?

A.1. After hours service is requested. Service providers are welcome to arrive before closing to communicate with staff for any items needing attention.

Q.2. May you provide floor plans for each library?

A.2. Unfortunately, floor plans are not available.

Q.3. What percentage of each facility is carpet and what percentage is resilient flooring?

A.3. We do not have this percentage breakdown information.

Q.4. Schedule A-3: The frequency at City Centre Resilient flooring project work shows 4 and 2. Please clarify which areas are to be done 4 times a year, and what needs to be done 2 times a year, as this is unclear. If this is the case, please advise if we should add a row to have a separate price for each annual frequency, as the pricing sheet only has one row for Resilient flooring pricing (302).

A.4. We are asking that the washrooms be cleaned 4 time a year (marked '1' and 'X', and the stairs twice a year (only the 'X'). Yes you can separately price under 302 in Table 3 of the Project Services Fixed Fee Schedule.

Q.5. What is the number of stairwells at each facility?

A.5. Fleetwood – zero stairwells
Cloverdale – 2 indoor stairwells (one staff, one public); 4 sets of outdoor stairs (one main entrance, one staff entrance, 2 from library to roadway)
Semiahmoo – 4 indoor public stairwells, plus 1 set of public stairs on main floor from street to ground level; 1 set of outdoor stairs by the loading bay.
Ocean Park – zero stairwells
City Centre – 2 emergency staircases (South and North) and one grand staircase in the middle of the building

Q.6. What is the term of the contract?

A.6. Please refer to the RFQ Attachment No. 1 section 3.1.

Q.7. Exterior Window washing - What is the maximum height you expect the contractor to reach? Are there hooks on the roof or a swing stage for the contractor to use at the City Centre Facility?

A.7. Please refer to Schedule A-5 Project Cleaning guidelines section 9 #309 for cleaning exterior glass. Requests for cleanings above this will be arranged separate from this RFQ.

Q.8. How many staff work at each facility, and do you know approximate daily visitors from the public for each site?

A.8. Fleetwood – approx. 15 staff and 600 visitors per day
Cloverdale – approx. 11 staff and 275 visitors per day
Semiahmoo – approx. 18 staff and 1000 visitors per day
Ocean Park – approx. 9 staff and 275 visitors per day
City Centre – 45 staff, and between 1000-2500 visitors per day, depending on the day

Q.9. Do all 5 libraries need day porter or just city center one?

A.9. Only City Center branch requires a day porter.

Q.10. SCHEDULE B – QUOTATION sec. 8 Table 1 - should be shown separately day porter rate and after hour cleaning?

A.10. Yes, please show separately the day porter rate from the regular cleaning services.

- END OF ADDENDUM -

All Addenda will become part of the RFQ Documents.
