



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

ADDENDUM No.4

REQUEST FOR PROPOSALS No.:	1220-030-2024-038
TITLE:	Computer Aided Dispatch Replacement
ADDENDUM ISSUE DATE:	October 31, 2024
CLOSING DATE AND TIME:	ON OR BEFORE THE FOLLOWING DATE AND TIME (THE “CLOSING TIME”):
	TIME: 3:00 P.M. (LOCAL TIME)
	DATE: November 12, 2024

INFORMATION FOR PROPONENTS

Proponents are advised that Addendum No. 4 to 1220-030-2024-038 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 Proponents 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 Proponents or any sub-contractor not being familiar with this addendum. This Addendum No. 4 contains two (2) page/s.

REVISED CLOSING TIME:

Delete Section 2.1 in its entirety and substitute with Section 2.1 below:

2.1 Closing Time and Address for Proposal Delivery

The Proponent should submit the Proposal **electronically** in a single pdf file which must be delivered by email at: purchasing@surrey.ca

on or before the following date and time

Time: 3:00 p.m., local time
Date: November 12, 2024

(the “Closing Time”).

Confirmation of receipt of email will be issued. Proposals that cannot be opened or viewed may be rejected. A Proponent bears all risk that the City’s receiving computer equipment functions properly so that the Proposal is received by the Closing Time.

Note: The maximum file size the City can receive is 10Mb. If sending large email attachments, Proponents should phone [604-590-7274] to confirm receipt.

QUESTIONS AND ANSWERS:

Q1: Would it be acceptable to present the City with a Statement of Work post vendor selection that would then be included within the contract to be signed?

A1: Please provide this scope of work with your Proposal and list any differences between the Proponent’s Statement of Work and the Scope of Services provided in Schedule A. Differences should be listed as part of Schedule C-1 – Statement of Departures.

Q2: Can the City please provide a phone number for Proponents to use in case of issues with submission of the RFP response via email delivery?

A2: Proponents can phone 604-590-7274 to confirm that their Proposals have been received. Late Proposals will not be accepted so early submission is suggested.

Q3: Referring to Financial Worksheet Table D - Recurring Costs Detail: How would the City like the totals to be represented? Is the intent for the total to only be representative of the 3 Initial Terms only, or is the intent for the total to include both the 3 Initial Terms and the 2 optional renewal terms?

A3: The Initial Term is expected to be 3 years. The City is asking for pricing for two additional optional renewal years as well. Totals presented on the right side of Table D should be the sum of the Initial Term (3 years) and the 2 additional option years.

All Addenda will become part of the Contract Documents.

- END OF ADDENDUM -