



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. 1

REQUEST FOR QUOTATIONS No.: 1220-040-2024-070

TITLE: Janitorial Services – Surrey Fire Services

ADDENDUM ISSUE DATE: October 17, 2024

DATE: PREFER TO RECEIVE SUBMISSION ON OR
BEFORE OCTOBER 31, 2024.

INFORMATION FOR CONTRACTORS

Contractors are advised that Addendum No. 1 to 1220-040-2024-070 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 not being familiar with this addendum. This Addendum No. 1 contains seven (7) pages.

QUESTIONS AND ANSWERS:

Q1. What is the total approximate square footage of the area to be cleaned in all 3 buildings?

A1. The total square footage is approximately 20,000 sq ft. This is comprised of Fire Hall #1 at 7,100 sq ft, SFSTC Building 1 at 12,000 sq ft, and SFSTC Building 2 – Mechanics, at 1,000 sq ft. SFSTC Buildings 1 and 2, situated on adjacent lots, are both considered to be part of the SFSTC (Surrey Fire Services Training Centre).

Q2. Where the square footage is provided on page 45 of the RFQ, it states “see floor plan”. Will this be attached to the Addendum as noted in the Information Meeting for the “mechanics” area?

- A2. Since the prior solicitation process in 2019, these locations have been considered secure premises and floor plans are not shared externally. The floor plan will be shared with the successful contractor upon award of contract.**

REVISED SCHEDULES

Delete Schedule A-1 and A-2 in their entirety and replace with revised Schedule A-1 and Schedule A-2 as attached to this Addendum No. 1.

[END OF PAGE]

SCHEDULE A-1 – REGULAR CLEANING TASK SERVICES SCHEDULE FIRE HALL #1

Standard #	TASK (Refer to Standards)	Frequency	Standard #	TASK (Refer to Standards)	Frequency
Foyers, Waiting Areas and Rooms. Offices (open Area and Enclosed) Corridors, etc.			Stairways		
	Empty, Clean all waste receptacle containers, replace liners	D		Clean handrails, ledges, etc.	D
	Change liners as required	A/R		Clean stairs, risers and landings.	W
	Spot clean/damp dust furniture, frames, file cabinets, book cases, credenzas, TV's, etc., vacuum, spot clean fabric, etc.	D	All Resilient and Non-Resilient Floors		
	Clean desks that are cleared of paperwork	D		Scrub clean, burnish as required	A/R
	Clean all horizontal ledges below 2 metres including radiators, baseboards, sills, partitions, etc.	D		Scrub clean, apply finish to wear areas, burnish as required	M
	Clean and wet mop with germicidal detergent all non-carpet floor surfaces	D	Venetian Blinds/Vertical Blinds/Curtains.		
	Vacuum/spot clean all carpets, mats, etc., including corners and edges.	D		Dust, damp clean and vacuum.	W
	Dust/damp mop all T-mats.	D	Vertical Surfaces, High Cleaning to Window Sills.		
	Spot clean walls, doors, woodwork, partitions, etc.	D		Clean all pictures, frames, etc.	W
	Spot clean glass surfaces in walls and doors.	D		Clean all exposed pipes, wall louvres, clocks, fire bells, fire extinguishers, cabinets, door names, etc.	W
	Clean all surfaces of escalators and elevators	D	Light Fixtures and Vents		
	Clean counter tops, sinks and surrounding walls.	D		Dust Light lenses	Projects
	Clean all cupboard fronts/plumbing; restock dispensers	D		Remove insects	A/R
	Clean all metal and painted surfaces including door hardware, handrails, grilles, vents, exterior of refrigerators, microwaves.	D		Dust ceiling vents, air diffusers	Projects
	Inside of Microwave and Fridge cleaned with food safe cleaner on last Friday of every month	M		Report all flickering, burnt out lights.	A/R

All public and private washrooms, ensuites and other areas where sinks and / or dispensers are installed.			Windows and Plexiglas	
	Clean all surfaces of sinks, showers, tubs, toilet seats, urinals, plumbing and fixtures with germicide detergent.	D		Spot clean all D
	Remove liners, clean all sanitary and waste receptacles with germicidal detergent and replace with new liners	D		Clean entrance(s) glass D
	Clean all receptacles, dispensers and tissue, cup, etc., holders with germicidal detergent and restock.	D	Janitor Rooms and Contractors' Spaces	
	Spot clean all partitions, walls, enamel, tiles, etc.	D		Maintain tidy space including equipment, supplies, etc. D
	Wash all partitions, walls, floors in showers with mild bleach solution or germicidal cleaner	W		Clean floors sinks, walls, shelves, equipment, etc. D
	Clean all mirrors, brightwork, etc.	D		Clean supply of cloths, mops, etc. D
	Clean, wet mop all floor surfaces with germicidal detergent.	D		All chemicals and containers labeled in accordance with WHMIS regulations, irrespective of place purchased. D
	Maintain water level in floor drains weekly where required.	W	Building Exterior	
	Scrub floors, apply seal and / or finish	M		Clean entrances, stairs, alcoves, etc. within 10 feet of doors D
All supplies, materials and equipment are included in contract. Fire Hall #1 area to be cleaned is approximately 7,100 square feet.				
Frequency Standards Key		Bold Weekly Service Required		
D	Daily	Monday		1 REGULAR CLEANING
W	Weekly	Tuesday		2 REGULAR CLEANING
M	Monthly	Wednesday		3 REGULAR CLEANING
A/R	As Required	Thursday		4 REGULAR CLEANING
N/A	Not Applicable	Friday		5 REGULAR CLEANING
		Saturday		6
		Sunday		7
		Hours of Work Instructions		
		Mon. to Fri After 7:00 pm preferred		

SCHEDULE A-2 – REGULAR CLEANING TASK SERVICES SCHEDULE (SFSTC Building 1, SFSTC Building 2 – Mechanics)

Standard #	TASK (Refer to Standards)	Frequency	Standard #	TASK (Refer to Standards)	Frequency
Foyers, Waiting Areas and Rooms. Offices (open Area and Enclosed) Corridors, etc.			Stairways		
	Empty, clean all waste receptacle containers, replace liners	5 x per week		Clean handrails, ledges, etc.	5 x per week
	Change liners as required	A/R		Clean stairs, risers and landings.	5 x per week
	Spot clean/damp dust furniture, frames, file cabinets, book cases, credenzas, TV's, etc., vacuum, spot clean fabric, etc.	5 x per week	All Resilient and Non-Resilient Floors		
	Clean desks that are cleared of paperwork	5 x per week		Scrub clean, burnish as required	A/R
	Clean all horizontal ledges below 2 metres including radiators, baseboards, sills, partitions, etc.	5 x per week		Scrub clean, apply finish to wear areas, burnish as required	M
	Clean and wet mop with germicidal detergent all non-carpet floor surfaces	5 x per week		Clean water extraction	2 x per year
	Vacuum/spot clean all carpets, mats, etc., including corners and edges.	5 x per week	Venetian Blinds/Vertical Blinds/Curtains.		
	Dust/damp mop all T-mats.	5 x per week		Dust, damp clean and vacuum.	5 x per week
	Spot clean walls, doors, woodwork, partitions, etc.	5 x per week	Vertical Surfaces, High Cleaning to Window Sills.		
	Spot clean glass surfaces in walls and doors.	5 x per week		Clean all pictures, frames, etc.	5 x per week
	Clean all surfaces of escalators and elevators	5 x per week		Clean all exposed pipes, wall louvres, clocks, fire bells, fire extinguishers, cabinets, door names, etc.	5 x per week
	Clean counter tops, sinks and surrounding walls.	5 x per week	Light Fixtures and Vents		
	Clean all cupboard fronts/plumbing; restock dispensers	5 x per week		Dust Light lenses	Projects
	Clean all metal and painted surfaces including door hardware, handrails, grilles, vents, exterior of refrigerators, microwaves.	5 x per week		Remove insects	A/R
	Inside of Microwave and Fridge cleaned with food safe cleaner on last Friday of every month	M		Dust ceiling vents, air diffusers	Projects
				Report all flickering, burnt out lights.	A/R

All public and private washrooms, ensuites and other areas where sinks and / or dispensers are installed.			Windows and Plexiglas		
	Clean all surfaces of sinks, showers, tubs, toilet seats, urinals, plumbing and fixtures with germicide detergent.	5 x per week		Spot clean all	5 x per week
	Remove liners, clean all sanitary and waste receptacles with germicidal detergent and replace with new liners	5 x per week		Clean entrance(s) glass	5 x per week
	Clean all receptacles, dispensers and tissue/paper towel, cups, etc., holders with germicidal detergent and restock.	5 x per week	Janitor Rooms and Contractors' Spaces		
	Spot clean all partitions, walls, enamel, tiles, etc.	5 x per week		Maintain tidy space including equipment, supplies, etc.	5 x per week
	Wash all partitions, walls, floors in showers with mild bleach solution or germicidal cleaner	5 x per week		Clean floors sinks, walls, shelves, equipment, etc.	5 x per week
	Clean all mirrors, brightwork, etc.	5 x per week		Clean supply of cloths, mops, etc.	5 x per week
	Clean, wet mop all floor surfaces with germicidal detergent.	5 x per week		All chemicals and containers labeled in accordance with WHIMIS regulations, irrespective of place purchased.	5 x per week
	Maintain water level in floor drains weekly where required.	5 x per week	Building Exterior		
	Scrub floors, apply seal and / or finish	M		Clean entrances, stairs, alcoves, etc. within 10 feet of doors	5 x per week
All supplies, materials and equipment are included in contract. Area at SFSTC to be cleaned is approximately 13,000 sq ft.					
Frequency Standards Key					
D	Daily				
W	Weekly				
M	Monthly				
A/R	As Required				
N/A	Not Applicable				
Note: Preferred days of services for the 5x per week work will be discussed with successful Contractor			Hours of Work Instructions: Mon to Fri After 7:00pm preferred		

All Addenda will become part of the Contract Documents.

- END OF ADDENDUM -