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**ADDENDUM #1**

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**REQUEST FOR QUOTATIONS (RFQ) NO.:** 1220-040-2020-019

**TITLE:** SUPPLY, DELIVERY AND INSTALLATION OF LIBRARY SHELVING SYSTEM, CLAYTON COMMUNITY CENTRE PUBLIC LIBRARY

**ADDENDUM ISSUE DATE:** JANUARY 22, 2020

**CLOSING DATE:** PREFER TO RECEIVE QUOTATIONS ON OR BEFORE: FEBRUARY 5, 2020.

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**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 a part thereof. No consideration will be allowed for extras due to the Contractor not being familiar with this Addendum. This Addendum No. 1 contains two (2) pages in total.

**QUESTIONS AND ANSWERS:**

- Q1.** I cannot find a drawing showing the floor plan that has the designated areas listed in Schedule A-2 with shelving on it. Can you please provide a copy of this?
- A1.** The drawings that are included in the RFQ includes architectural floor plan for the library and a plan for the shelving layout with reference number as per the shelving requirements excel sheet (or table). The shelving types and locations are clearly indicated in the drawings included in the RFQ. However, the drawings online are blurry and not very clear. For this, the City has uploaded to the previously provided drawings to the City's Managed File Transfer website for clarity.

**DRAWINGS ISSUED FOR CONSTRUCTION – SCHEDULE A-3:**

The drawings as issued for construction may be viewed and/or obtained at the Managed File Transfer Service (MFT) link noted below. Printing will be the sole responsibility of the Contractor.

In the URL, or address field at the top, enter the following address: <https://mft.surrey.ca/> and hit "enter".

Enter "surreybid" as the User Name, "Welcome" as the password and then click "Login"

<https://mft.surrey.ca/>

Login ID: surreybid  
Password: Welcome  
Folder: 1220-040-2020-019

**Additional Information:**

1. Refer to Schedule A-2 – Clayton Community Centre Public Library Shelving Requirements.

Delete this Schedule A-2 in its entirety and substitute with the revised Schedule A-2, which is available to view on the City's Managed File Transfer website. Please follow the link as shown above.

**END OF ADDENDUM #1**

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

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