



PURCHASING SECTION
13450 – 104 Avenue, Surrey, B.C. V3T 1V8
Tel: 604-590-7274
E-mail: purchasing@surrey.ca

ADDENDUM No. 1

REQUEST FOR QUOTATION No.: 1220-040-2019-084
TITLE: SEASONAL LIGHTS AND STREET BANNER
INSTALLATION AND MAINTENANCE
ADDENDUM ISSUE DATE: OCTOBER 31, 2019
DATE: PREFER TO RECEIVE SUBMISSION ON OR
BEFORE NOVEMBER 12, 2019.

INFORMATION FOR CONTRACTORS

This Addendum is issued to provide additional information and clarifications 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.

QUESTIONS AND ANSWERS:

- Q1. Do you have photos of the lighted TREE DECOR up in the trees and/or photos of the product itself? Or are they available for viewing?**
- A1. There are photos available of current decors; however, the “active” decors change from year to year depending on what locations need to be, what features are in operation, and how much budget the City has to undertake repairs.**
- Q2. Do you have an inventory of amount of product in each tree or cumulative in all the trees? And what the length of each product is? For example, if mini-lights are going in the trees, how long is each string and how many are there?**
- A2. The City does not have precise data on this. The City uses light strings from numerous providers for example; MK Illumination, Dekra and LeBlanc. They are different styles, not just length but also warm/cool/flash variations. Includes both mini-lights and C7s. They can assume 3-10 strings on each tree.**
- Q3. What style is going in the trees?
Canopy wrap? <https://photos.app.goo.gl/Ed2HGKA6kuvhQyd18>
Trunk/Branch wrap? <https://photos.app.goo.gl/cWJBtiBWuRNxHY8U9>**
- A3. Both – depending on the location. The vast majority are canopy.**

- Q4.** Do you have photos/map of the display and inventory/qty of lights for both City Hall, Library Roof, Chuck Bailey Rec Center? How many icicle lights and how many spheres? Size of spheres? Photos? These 3 sites might be good to have an in-person consultation.
- A4.** A site visit can be arranged but this is one of the most minor elements of the RFQ. It involves the balcony all the way around City Hall, and the roof of library. For the Chuck Bailey tree, it is estimated that there will be 20 spheres this year.
- Q5.** Do you know which poles get 2 lighted pole mounts? We charge per single pole mount and per double-pole mount and you've indicated that some of the poles have 2 lighted pole mounts but do not describe how many are single and how many are double. You've only indicated number of poles.
- A5.** Majority of street poles only get 1 feature, only a handful of locations get doubles. The ones that get doubles are the City's smallest features.
- Q6.** Does any/all of the work have to happen at night? (we charge 1.5x for this). I assume the buildings can at least be done during the day. Perhaps all the street work at night?
- A6.** Work can take place during the day, even on streets. On some highway locations – highway 10, MOTI wants the work to happen outside of non-peak hours - usually very early morning.
- Q7.** Are we quoting installation and removal separately? Is there anything being installed/removed more than once per year?
- A7.** Yes, we are quoting per pole visit. One visit for installation, and one for removal. For 2019, the City is experimenting with wrapping a pole with lights instead of a feature mounted on a pole. In that case, the City would expect to be charged an hourly rate for the time the crew/truck spends at the pole, as this may take longer than just installing a mounted light feature.
- Q8.** Are we only charging piecework (banners and pole-mounts) and hourly (all other work) as per Section B-2? I.e. - we are not quoting a set price for the entire scope of the work. If so, this will make quoting much easier but potentially more difficult for you to set budgets.
- A8.** Correct. The City is looking for quotations on piece-work and hourly. This is because the seasonal light and street banner installation and maintenance program is large, and details change from year to year, making a full set price quote may not be practical. Both locations and the supplies change – as lights and banners wear out, they may be replaced with different brand or style of equipment. This uncertainty is why the City is looking for quotations on hourly rate, and per pole visit.

All Addenda will become part of the Contract Documents.

- END OF ADDENDUM -