



REQUEST FOR PROPOSALS No. 19-050

Property Management Services – Administration Buildings

Addendum 1

Issued: August 7, 2019

Closing Date & Time: on or before 3:00 PM Pacific Time on August 15, 2019

Questions & Answers:

- (1) **Question:** Was the site visit mandatory or could other proponents who did not attend still submit a response?
- Answer:** Site visit was not mandatory.
- (2) **Question:** Is the start-up and winterizing of the irrigation system part of the grounds keeping scope? Or part of building system maintenance to be done as an extra?
- Answer:** It's currently a part of the grounds maintenance scope.
- (3) **Question:** Are the washroom consumables such as toilet paper, hand towel, soap, garbage etc. included in the cost of the cleaning proposal or paid for separately by the RDN?
- Answer:** Paid for separately by the RDN.
- (4) **Question:** The bus shelters are required to be hosed down once per week and power washed once per month. Is there water supply at these locations or is the expectation that the contractor provides a vehicle with water tanks?
- Answer:** Water is not available.
- (5) **Question:** Any substantial snowfall is infrequent and to include it in a fixed price would inflate the pricing. Would RDN consider the snow removal as an extra when required?
- Answer:** Yes.

(6) Question: Could RDN please provide a map indicating the areas that are included in the Grounds keeping scope and the extended area for the security patrols which include the wooded areas either side of the administration building?

Answer: Maps are not available but the properties are quite visible on google earth.

(7) Question: Could RDN please provide a snow clearing map showing the typical area that needs to be cleared so there is no overlap with the municipal areas of responsibility?

Answer: A snow clearing map is not available however, the property borders three Roads (Calinda, Hammond Bay and Applecross) which all have sidewalks that require clearing according to City of Nanaimo bylaws. All surface areas including internal sidewalks on the property require snow removal and are quite visible on google earth.

(8) Question: Security. As the alarm and security system monitoring and maintenance is included in the security scope, please clarify if the intent is for the proponent to assume the contract for the monitoring service and if so, who is the current provider? (Appendix 1, pg2).

Answer: Securco is the current provider for monitoring and security equipment.

(9) Question: Is there any room available onsite to accommodate tools / supplies and a desk?

Answer: No room on site.

End of Addendum 1