Addendum 2

The following questions have been asked on this RFP:

1. What are the size of the various branches and how many employees at each branch?
   - There are 12 branches across the Capital Region. Central. Central houses the administration staff for the GVPL. Employees at branches range depending on size from approximately 3 to 30.
   - Square footage of the branches:
     - Central 48,222 sq/ft
     - JDF 19289 sq/ft
     - Nellie McClung 13713sq/ft
     - Oak Bay 11367sq/ft
     - Central Saanich 4704sq/ft
     - Goudy 2045sq/ft
     - Langford Heritage 3969sq/ft
     - Saanich Centennial 12518sq/ft
     - Emily Carr 5511sq/ft
     - James Bay appox 7500 sq/ft
     - Bruce Hutchison 9709 sq/ft
     - Esquimalt 8633 sq/ft

2. Part III Overview:
   a. 4.1 Will staff from each branch be involved in the overview process or will this be a committee?
      A select group of senior staff will be involved in the process
   b. 6.2 does GVPL has and ergonomic consultant on staff and/or existing standards?
      GVPL has a health and Safety advisor on staff that will be involved in the process.
   c. 6.7 How many job classifications does the GVPL have?
      There are 19 bands within the GVPL collective agreement
   d. 7.1 notes a Class “C” estimate which is a construction term. Are you requesting an estimate from the product manufacturers?
      As part of this project the successful firm will provide a cost estimate for replacing furniture to identified standard.
3. Part IV:
   a. 2.1 Notes vendor, is this meant to be designer?
      correct
   b. 2.2 Notes Project budget, do you mean design fees or FF&E budget
      design fees

4. Submission Requirements:
   a. Headings note Product Information, Product Warranty and Environmental refer to
      brochures, diagrams and specifications etc. of a piece of equipment.
      i. Are you requesting product recommendations to be included?
         yes
   b. Heading Timeline notes software system installation. Are you requesting a schedule for
      services?
      Software system was in error. Please refer to part 1 section 4 regarding timelines.

Questions relating to this tender must be directed to:

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