



## Addendum 1

October 27, 2020

### RFP R20-15 Arborist Services – Addendum No. 1

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This addendum forms part of the RFP document and shall be read, interpreted, and coordinated with all other parts. The costs of all work contained herein shall be included in the submission. The following revisions supersede the information contained in the original documents to the extent referenced and shall become part thereof.

#### Item No. 1 – Questions & Answers

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Q1. It appears this is an existing service and contract. Can you please advise on the historical requirements for number of assessments/reports required in previous years and/or dollar spend?

A1. 22 work orders were issued for the 2019/2020 term at an overall cost of approximately \$7,000. The same volume is estimated for the proceeding years.

Q2. The Work Order example provided notes “NON-URGENT”. Can you please advise what the expected turnaround time is for urgent and non-urgent work orders?

A2. URGENT – a week or less (rare)  
NON-URGENT – 2 to 4 weeks

#### Item No. 2 – Clarification

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1. The last contract was awarded to 2 (two) proponents and the City anticipates the same for this contract award.

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**Acknowledgement of this Addendum as part of your submission is required.**

**End of Addendum No. 1**

**Graham Peterson  
Procurement Specialist  
City of Courtenay**