

**RETURN BIDS TO:**  
**RETOURNER LES SOUMISSIONS À:**  
Bid Receiving Public Works and Government  
Services Canada/Réception des soumissions Travaux  
publics et Services gouvernementaux Canada  
PO Box 1408, Room 100  
167 Lombard Ave.  
Winnipeg  
Manitoba  
R3C 2Z1  
Bid Fax: (204) 983-0338

**SOLICITATION AMENDMENT**  
**MODIFICATION DE L'INVITATION**

The referenced document is hereby revised; unless otherwise  
indicated, all other terms and conditions of the Solicitation  
remain the same.

Ce document est par la présente révisé; sauf indication contraire,  
les modalités de l'invitation demeurent les mêmes.

**Comments - Commentaires**  
THIS DOCUMENT CONTAINS A SECURITY  
REQUIREMENT.

**Vendor/Firm Name and Address**  
**Raison sociale et adresse du**  
**fournisseur/de l'entrepreneur**

**Issuing Office - Bureau de distribution**  
Public Works and Government Services Canada -  
Western Region  
PO Box 1408, Room 100  
167 Lombard Ave.  
Winnipeg  
Manitoba  
R3C 2Z1

<b>Title - Sujet</b> Janitorial Services	
<b>Solicitation No. - N° de l'invitation</b> 6D063-122351/A	<b>Amendment No. - N° modif.</b> 004
<b>Client Reference No. - N° de référence du client</b> 6D063-122351	<b>Date</b> 2012-09-12
<b>GETS Reference No. - N° de référence de SEAG</b> PW-\$WPG-080-8128	
<b>File No. - N° de dossier</b> WPG-2-35036 (080)	<b>CCC No./N° CCC - FMS No./N° VME</b>
<b>Solicitation Closes - L'invitation prend fin</b> <b>at - à 02:00 PM</b> <b>on - le 2012-09-21</b>	<b>Time Zone</b> <b>Fuseau horaire</b> Central Daylight Saving Time CDT
<b>F.O.B. - F.A.B.</b> Specified Herein - Précisé dans les présentes <b>Plant-Usine:</b> <input type="checkbox"/> <b>Destination:</b> <input type="checkbox"/> <b>Other-Autre:</b> <input checked="" type="checkbox"/>	
<b>Address Enquiries to: - Adresser toutes questions à:</b> Almonte, Cathleen	<b>Buyer Id - Id de l'acheteur</b> wpg080
<b>Telephone No. - N° de téléphone</b> (204) 984-6664 ( )	<b>FAX No. - N° de FAX</b> (204) 983-7796
<b>Destination - of Goods, Services, and Construction:</b> <b>Destination - des biens, services et construction:</b>	

**Instructions: See Herein**

**Instructions: Voir aux présentes**

<b>Delivery Required - Livraison exigée</b>	<b>Delivery Offered - Livraison proposée</b>
<b>Vendor/Firm Name and Address</b> <b>Raison sociale et adresse du fournisseur/de l'entrepreneur</b>	
<b>Telephone No. - N° de téléphone</b> <b>Facsimile No. - N° de télécopieur</b>	
<b>Name and title of person authorized to sign on behalf of Vendor/Firm</b> <b>(type or print)</b> <b>Nom et titre de la personne autorisée à signer au nom du fournisseur/</b> <b>de l'entrepreneur (taper ou écrire en caractères d'imprimerie)</b>	
<b>Signature</b>	<b>Date</b>

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## Janitorial Services

*Solicitation Amendment No. 004 is hereby issued to respond to questions raised during the solicitation period in regards to Request for Proposal No. 6D063-122351:*

- Q1.** Please see below some of our queries regarding the Solicitation No. 6D063-122351/A:
- a) 13.1 Manual clause E0008C, security deposit definition, page 28 - Is bank draft from a financial institution consider as security deposit?
  - b) 13.0 letter d on page 28 – 10% of the contract price, is it first year contract price or the whole 2 years contract price?
  - c) Appendix 1 No. 6 Materials & Equipment – Is the Contractor responsible for the paper products, garbage bags, & hand soap?
  - d) Part 4 No. 10 p. 25 Seasonal Snow Clearing Services – Is hauling involved in the snow removal? Will the snow be removed and put it in one place of the premises or it will be move to specific place?
  - e) Pricing Schedule 2 “ As and When Requested Services” No. 4 Snow Removal - there is an enclosed in parenthesis as (3060m), I just want to know if it's square meter.
- A1.**
- a) Yes, a bank draft is an acceptable form for the security deposit.
  - b) The 10% would be for the contract period – 2 years.
  - c) Yes.
  - d) Snow will be left on site at both locations.
  - e) No this is not square metres.
- Q2.** Do you have any blue prints of the JC wilt building 754 Logan as far as what areas are to be serviced, common areas, washrooms etc. ? Also a layout of the exterior areas to be services during the winter.
- A2.** Site maps are attached of the interior and exterior of the JC Wilt facility. Note – for the interior map - areas shaded in black are room numbers. The highlighted area, also on the interior map, represents a carpeted area. The other surfaces are either rubber tile, vinyl or epoxy surfaces.
- Q3.** How many double roll Toilet paper dispensers and hand towel dispensers you have at all locations that the successful contractor would be responsible for the supplies. I remember seeing the type

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of paper which was a product called Acclaim for the toilet dispensers.. Also what type of soap dispenser and quantities do you have in all the washrooms...are you just using bulk soap?

- A3.** The number of double roll toilet dispensers is 32  
The number of single roll toilet dispensers is 15  
There are 42 hand towel dispensers  
The majority of the both facilities soap dispensers use bulk soap. There are 4 soap dispensers that have been identified as requiring individual soap dispensers.
- Q4.** Can we store a snow blower on site?
- A4.** **For 1015 Arlington, yes,** there is a storage locker that can accommodate this. PHAC and the CSCAH accepts no liability for any damage that may occur. **There are no facilities available for storing a snow blower at 745 Logan.**
- Q5.** Is there office space for the on-site supervisor?
- A5.** Yes, there is a small, locked office space with a desk for storing papers, etc. No computer or telephone access.
- Q6.** Which is the correct address for the JC Wilt Lab: 745 or 754 Logan?
- A6.** It is at 745 Logan.
- Q7.** Is there a washing machine/dryer on site for cloths and uniforms?
- A7.** Yes, there are washing machine/dryer facilities on site for uniforms and cloths. Cleaners are responsible for this laundering.
- Q8.** How is snow removal paid – is listed under as & when and as a monthly expense (for the months of November to April). How is it to be paid? How do they know when to come?
- A8.** We are still in discussions regarding how snow removal will be handled, the answer is forthcoming in Amendment 005 which may or may not change the Basis of Payment.

**The following changes are to be incorporated:**

1. Reference Annex A – Statement of Work and Annex B – Basis of Payment, and amend as follows:

**DELETE:** all references to “754 Logan”.

**INSERT:** “745 Logan”

2. Reference Annex A - Statement of Work and amend as follows:

**INSERT:** attached PDF document titled “*Appendix 1 - Floor Plans*”

3. Reference page 1 and amend as follows:

**DELETE:** Solicitation Closes on 2012-09-14

**INSERT:** Solicitation Closes on 2012-09-21

4. Reference Table of Contents, Part 5 - Certifications and amend as follows:

**DELETE:** 1.0 Code of Conduct Certifications - Consent to a Criminal Record Verification  
2.0 Certifications Precedent to Contract Award and Certifications Required with the Bid

**INSERT:** 1.0 Certifications Precedent to Contract Award

5. Reference Part 2 - Bidder Instructions, and amend as follows:

**INSERT:** the following additional paragraphs:

The text under Subsection 4 of Section 01 - Code of Conduct and Certifications of 2003 referenced above is replaced by:

Bidders should provide, with their bid or promptly thereafter, a complete list of names of all individuals who are currently directors of the Bidder. If such a list has not been received by the time the evaluation of bids is completed, Canada will inform the Bidder of a time frame within which to provide the information. Failure to provide such a list within the required time will render the bid non-responsive. Bidders must always submit the list of directors before contract award.

Canada may, at any time, request that a Bidder provide properly completed and Signed Consent Forms (*Consent to a Criminal Record Verification form - PWGSC-TPSGC 229*) for any or all individuals named in the aforementioned list within a specified delay. Failure to provide such Consent Forms within the delay will result in the bid being declared non-responsive.

The text under Subsection 5 of Section 01 - Code of Conduct and Certifications of 2003 referenced above is replaced by:

The Bidder must diligently maintain the list up-to-date by informing Canada in writing of any change occurring during the validity period of the bid, and must also provide Canada, when requested, with the corresponding Consent Forms. The Bidder will also be required to diligently maintain the list and when requested, provide Consent Forms during the period of any contract arising from this bid solicitation.

6. Reference Part 5 - Certifications and amend as follows:

**DELETE:** The following sections in their entirety:

- 1.0 Certifications Precedent to Contract Award and Certifications Required with the Bid
- 2.0 Certifications Required with the Bid
- 2.1 Code of Conduct Certifications - Consent to a Criminal Record Verification

**DELETE:** 3.0 Certifications Precedent to Contract Award

**INSERT:** 1.0 Certifications Precedent to Contract Award

**INSERT:** the following additional section:

**2.0 Code of Conduct Certifications - Certifications Required Precedent to Contract Award**

Bidders should provide, with their bids or promptly thereafter, a complete list of names of all individuals who are currently directors of the Bidder. If such a list has not been received by the time the evaluation of bids is completed, the Contracting Authority will inform the Bidder of a time frame within which to provide the information. Bidders must submit the list of directors before contract award, failure to provide such a list within the required time frame will render the bid non-responsive.

The Contracting Authority may, at any time, request that a Bidder provide properly completed and Signed Consent Forms (*Consent to a Criminal Record Verification form - PWGSC-TPSGC 229*) for any or all individuals named in the aforementioned list within a specified delay. Failure to provide such Consent Forms within the delay will result in the bid being declared non-responsive.

**DELETE:** 3.1 Federal Contractors Program - Certification

**INSERT:** 3.0 Federal Contractors Program - Certification

7. Reference Part 7 - Resulting Contract Clauses, 2.1 General Conditions, and amend as follows:

**INSERT:** the following additional paragraphs:

The text under Subsection 4 of Section 41 - Code of Conduct and Certifications of 2035 referenced above is replaced by:

Solicitation No. - N° de l'invitation

6D063-122351/A

Amd. No. - N° de la modif.

004

Buyer ID - Id de l'acheteur

wpg080

Client Ref. No. - N° de réf. du client

6D063-122351

File No. - N° du dossier

WPG-2-35036

CCC No./N° CCC - FMS No/ N° VME

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During the entire period of the Contract, the Contractor must diligently update, by written notice to the Contracting Authority, the list of names of all individuals who are directors of the Contractor whenever there is a change. As well, whenever requested by Canada, the Contractor must provide the corresponding Consent Forms.

*If your bid has already been forwarded and you wish to revise the same, this revision should reach the Bid Receiving Unit identified before the closing date. The bid number and closing date are to be clearly identified.*

**ALL OTHER TERMS AND CONDITIONS REMAIN THE SAME.**