

**RETURN BIDS TO:**  
**RETOURNER LES SOUMISSIONS À:**  
Bid Receiving Public Works and Government  
Services Canada/Réception des soumissions Travaux  
publics et Services gouvernementaux Canada  
Pacific Region  
401 - 1230 Government Street  
Victoria, B.C.  
V8W 3X4  
Bid Fax: (250) 363-3344

## 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

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 -  
Pacific Region  
401 - 1230 Government Street  
Victoria, B. C.  
V8W 3X4

<b>Title - Sujet</b> JANITORIAL FOR NANAIMO-NANOOSE	
<b>Solicitation No. - N° de l'invitation</b> W0103-135098/A	<b>Amendment No. - N° modif.</b> 002
<b>Client Reference No. - N° de référence du client</b> W0103-135098	<b>Date</b> 2012-11-20
<b>GETS Reference No. - N° de référence de SEAG</b> PW-\$VIC-220-6040	
<b>File No. - N° de dossier</b> VIC-2-35147 (220)	<b>CCC No./N° CCC - FMS No./N° VME</b>
<b>Solicitation Closes - L'invitation prend fin at - à 02:00 PM on - le 2013-01-11</b>	<b>Time Zone</b> Fuseau horaire Pacific Daylight Saving Time PDT
<b>F.O.B. - F.A.B.</b> <b>Plant-Usine:</b> <input type="checkbox"/> <b>Destination:</b> <input checked="" type="checkbox"/> <b>Other-Autre:</b> <input type="checkbox"/>	
<b>Address Enquiries to: - Adresser toutes questions à:</b> Mathewson (Vic220), Don	<b>Buyer Id - Id de l'acheteur</b> vic220
<b>Telephone No. - N° de téléphone</b> (250) 363-0585 ( )	<b>FAX No. - N° de FAX</b> (250) 363-3344
<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 (type or print)</b> <b>Nom et titre de la personne autorisée à signer au nom du fournisseur/ de l'entrepreneur (taper ou écrire en caractères d'imprimerie)</b>	
<b>Signature</b>	<b>Date</b>

**Bidders are reminded that all amendments must be taken into consideration and incorporated into your final response. Failure to do so may result in your bid being considered non-responsive.**

**Please amend the above referenced solicitation as follows:**

**Insert: (amended 19 NOV 12) 1. Standard Instructions, Clauses and Conditions**

All instructions, clauses and conditions identified in the bid solicitation by number, date and title are set out in the *Standard Acquisition Clauses and Conditions Manual*

(<https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual>)

issued by Public Works and Government Services Canada. Bidders who submit a bid agree to be bound by the instructions, clauses and conditions of the bid solicitation and accept the clauses and conditions of the resulting contract.

The 2003 **(2012-11-19)** Standard Instructions - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the bid solicitation.

**Insert: (amended 19 NOV 12) PART 5 - CERTIFICATIONS**

Bidders must provide the required certifications **and related documentation** to be awarded a contract.

Canada will declare a bid non-responsive if the required certifications **and related documentation** are not completed and submitted as requested.

Compliance with the certifications bidders provide to Canada is subject to verification by Canada during the bid evaluation period (before award of a contract) and after award of a contract. The Contracting Authority will have the right to ask for additional information to verify bidders' compliance with the certifications before award of a contract. The bid will be declared non-responsive if any certification made by the Bidder is untrue, whether made knowingly or unknowingly. Failure to comply with the certifications, **to provide the related documentation** or to comply with the request of the Contracting Authority for additional information will also render the bid non-responsive.

**Insert: (amended 19 NOV 12) 1. Mandatory Code of Conduct Certifications - Certifications Required Precedent to Contract Award**

**1.1 Code of Conduct and Certifications - Related documentation**

**1.1.1 By submitting a bid, the Bidder certifies, for himself and his affiliates, to be in compliance with the Code of Conduct and Certifications clause of the Standard instructions. The related documentation hereinafter mentioned will help Canada in confirming that the certifications are true. By submitting a bid, the Bidder certifies that it is aware, and that its affiliates are aware, that Canada may request additional information, certifications, consent forms and other evidentiary elements proving identity or eligibility. Canada may also verify the information provided by the Bidder, including the information relating to the acts or convictions specified herein, through independent research, use of any government resources or by contacting third parties. Canada will declare non-responsive any bid in respect of which the information requested is missing or inaccurate, or in respect of which the information contained in the certifications is found to be untrue, in any respect, by Canada. The Bidder and any of the Bidder's affiliates, will also be required to remain free and clear of any acts or convictions specified herein during the period of any contract arising from this bid solicitation.**

**Bidders who are incorporated, including those bidding as a joint venture, must provide with their bid or promptly thereafter a complete list of names of all individuals who are currently directors of the Bidder. Bidders bidding as sole proprietorship, including those bidding as a joint venture, must provide the name of the owner with their bid or promptly thereafter. Bidders bidding as societies, firms, partnerships or associations of persons do not need to**

**provide lists of names. If the required names have 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 comply will render the bid non-responsive. Providing the required names is a mandatory requirement for 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)**

**(<http://www.tpsgc-pwgsc.gc.ca/app-acq/forms/formulaires-forms-eng.html>) for any or all individuals aforementioned within the time specified. Failure to provide such Consent Forms within the time period provided will result in the bid being declared non-responsive.**

**Insert: (amended 19 NOV 12) 3. Standard Clauses and Conditions**

All clauses and conditions identified in the Contract by number, date and title are set out in the *Standard Acquisition Clauses* and *Conditions Manual* (<https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual>) issued by Public Works and Government Services Canada.

**2035 (2012-11-19) General Conditions - Higher Complexity Services**

**Insert: (amended 19 NOV 12) 8.1 Compliance:** Compliance with the certifications **and related documentation** provided by the Contractor in its bid is a condition of the Contract and subject to verification by Canada during the term of the Contract. If the Contractor does not comply with any certification, **provide the related documentation or if it is determined** that any certification made by the Contractor in its bid is untrue, whether made knowingly or unknowingly, Canada has the right, pursuant to the default provision of the Contract, to terminate the Contract for Default.

**Insert: (amended 19 NOV 12) 11. PRIORITY OF DOCUMENTS:** If there is a discrepancy between the wording of any documents that appear on the list, the wording of the document that first appears on the list has priority over the wording of any document that subsequently appears on the list.

- (a) the Articles of Agreement;
- (b) the general conditions 2035 (2012-11-19) General Conditions - Higher Complexity - Services
- (c) Annex "A", Statement of Work;  
+ specific changes to Annex A (amended 26 OCT 12)  
**+ specific changes to Annex A (amended 19 NOV 12)**
- (d) Annex "B", Basis of Payment;
- (e) Annex "C", Security Requirements Check List;
- (f) the Contractor's bid dated \_\_\_\_\_ (insert date of bid)

**ALL OTHER TERMS AND CONDITIONS REMAIN UNCHANGED**

**ANNEX "A" STATEMENT OF WORK**  
**specific changes to Annex A (amended 19 NOV 12)**

16. SUPERVISION: The Contractor shall provide competent supervision of the work at all times through a dedicated representative as follows:

Working Supervisor, on site during normal working hours as specified herein. **Working Supervisor must commit at least 20% of time to training, guidance, instruction and supervisory responsibilities.** The Supervisor must have delegated authority to make commitments on behalf of the Contractor. Authorized alternate, who in the absence of the Working Supervisor will have the same level of delegated authority. The Working Supervisor and/or alternate must be able to communicate effectively in English, both written and oral to protect worker health and safety by complying to safety, security and WHIMS regulations. The Working Supervisor or alternate will report to

the Site Authority on a daily basis (timing by mutual agreement) to review schedules, for briefing on special projects and to resolve any areas of potential conflict.

The Site Authority unless requested to do so by the Contractor, or unless necessary to maintain order and discipline, shall not interfere With Contractor's staff in the performance of their duties and shall deal only with the Contractor or designated representative.

<b>MANDATORY EVALUATION CRITERIA</b>		<b>MET</b>
<p>PREVIOUS EXPERIENCE: Bidder possesses 2 consecutive years of janitorial services experience within the last 5 years on contracts of similar size and scope to the requirement identified in the solicitation.</p> <p><b>If the vendor is proposing multiple contracts to meet the definitions below, those contracts must be concurrent (occurring in the same 2 consecutive year period).</b></p> <p>Similar in size and scope is defined as :  A space that is a minimum of 50% of the size (m2) and  A space of similar use or type (e.g. office space, lab space)</p>		<b>YES no</b>
<p>The bid must include written references, <b>from within the last 5 years</b>, from two/2 customers that clearly state the bidder has a good track record in providing janitorial services of a similar scope. Each reference must also identify the name and key contact information of the customer. References will be verified.</p>		<b>YES no</b>
<p>MONITORING OF STAFF: Provide a description of the bidder's intended methods to supervise and monitor the staff to ensure the work performance adheres to the specifications of the contract.</p>		<b>YES no</b>
<p>TRANSITION PLAN: The bidder must explain in detail how it would accomplish the transition from the existing provider. The plan must include a time line transitioning from the current service provider to the new contractor, orientation of staff and coordinating with the existing provider for the removal of their cleaning products and equipment etc.</p>		<b>YES no</b>
<p><b>SECURITY - CLEARANCES</b> By contract start date, all resources must have the required security clearances (DOS or FCS ) to access the site.</p>		<b>YES no</b>

**Clarifications of ALL DND Janitorial original solicitations from the bidders conference meeting 02 NOV 2012 that impact content or direction.**

### **Criminal records checks**

As per the solicitation document referencing the Code of Conduct, additional information may be requested to perform criminal records checks.

### **CISD security clearances**

- As per the original solicitation there are directions on proceeding with clearances through CISD
- At bid close...Under the mandatory evaluation criteria vendors must identify that they are committed and will have all resources cleared to access the site
- At contract award...Vendors must be in a viable position to meet that mandatory requirement prior to start of contract.
- Length of security clearances were considered by advertising and releasing this document earlier than normal and allowing for some additional time after bid closing

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and prior to contract award. It is the responsibility of the vendors to ensure they obtain the required clearances promptly.

- e) Concerns about the length and complexities of processing in regards to business infrastructures and the employee bases currently utilized are understood, however the CISC security clearance remains mandatory and must be met. How vendors decide to meet that obligation is a business decision and cannot be directed by PWGSC.
- f) Costs associated with all security clearances are the responsibility of the vendor.

### **Financial Security**

The financial security required will be 10/TEN percent of the contract price and will be based on the 3 firm year value.

### **Rooms and Measurements**

The amendment will, where applicable, identify corrected measurements and types of rooms.

### **Bathrooms**

The bathroom flooring area is included in the overall hard floor measurements. The bathroom numbers indicated in the building refer to the number of stalls applicable.

### **Access Hours**

The amendment has removed all references to variable and identified applicable scheduling.

### **Staffing Levels**

Mandatory staffing levels, where stated, are applicable and will not be changed. These requirements are based on DND historical information, current and future forecasts as well as the flexibility to ensure best service to their internal client base. Part of the consideration also included the security clearance element for the contract. As the requirements apply to a consistent number of individuals there should be less disruption for the vendor having to adjust for continually fluctuating staff levels.

### **Supervisor Commitments to Training.**

The amendment contains the wording identified at the bidders conference.

### **Police Records Check/ Vulnerable Sector Screening (PRC/VSS)**

As per the solicitation, the PRC/VSS is a mandatory separate security check that must be done on all employees. Costs associated with all security clearances are the responsibility of the vendor.

### **Penalty: Failure to Rectify**

Section 25.3 will continue to apply during the life of the contract. However, as the incidents regarding the rectification of service issues are extremely rare this should continue to be the case as long as vendors adhere to the content and intent of the contract.

## Biological Residue

Vendors must be prepared to provide, on request, janitorial services for biological cleanup within the reasonable context of the individual request.

## Evaluation Criteria

- a) Your response to the Mandatory Criteria for Security Clearance is for your committed intent to meet the clearance requirement.
- b) Written references can come from a variety of sources, including current DND clients, but must be from two separate customers .
- c) The two written references are also to be within the previous experience time frame of within the last five years.
- d) Mandatory Green Products apply to products only as stated. Equipment is not included except as stated. Hepa Filters on Vacuums are required
- e) Evaluation and acceptance will be conducted in stages from making sure your bid arrives at the right time and place through the mandatory requirements of the solicitation and evaluation criteria both mandatory and rated.
- g) As identified in the solicitation Contractor selection will be based on the assessed "Best Value" to the Crown as determined by the highest overall total score as calculated by a ratio of 70% for the Technical/Management portion and 30% for the Price Component portion. Neither the qualifying bidder which scores the highest volume of rated points, nor the one which contains the lowest aggregate cost, will necessarily be awarded a Contract.

## Financial Criteria

- a) Any relevant differences in terms of pricing may be clarified during the evaluation process but the submission content cannot be changed.
- b) How vendors determine their applicable business costs related to this requirement and what they submit in relation to the rates charges is a business decision and cannot be directed by PWGSC.

## All DND Janitorials

All other changes specific to each Janitorial requirement will be identified in the amendment.

## Further Questions

As identified in the solicitation All enquiries must be submitted **in writing** to the Contracting Authority **no later than ten (10) calendar days before the bid closing date**. Enquiries received after that time may not be answered