

**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> Janitoria SH585, 586, DY106	
<b>Solicitation No. - N° de l'invitation</b> W0103-115079/A	<b>Amendment No. - N° modif.</b> 003
<b>Client Reference No. - N° de référence du client</b> W0103-115079	<b>Date</b> 2012-12-06
<b>GETS Reference No. - N° de référence de SEAG</b> PW-\$VIC-220-6041	
<b>File No. - N° de dossier</b> VIC-1-34449 (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 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.**

**The following questions and answers are for clarification and any resultant changes to the Statement of Work are incorporated into the amendment as and where applicable.**

Q . Since the hours of operation for Bld 585 and 586 were 0700 to 1600 (9hr day) they would pay one hour overtime per employee per day. Would you please confirm this in a written amendment. This is very important to ensure all contractors are bidding on a level playing field.

**A. (W0103-11 5079/A only) The hours of work for SH585 and SH586 were changed under amendment 002 to 0700 to 1530 S-S and allows for a .5 hour lunch. 7 days a week and includes all Statutory Holidays.**

**It is up to the individual vendor to include all the appropriate charges into the lot price and ensure that the numbers and types of personnel required are available during the hours stated in order to provide the level of service requested.**

Q . Please confirm that in the schedule of operation what the letters SS stand for (Saturday& Sunday or Sunday to Saturday).

**A. (ALL DND requirements) S-Sstands for Sunday to Saturday [7 days].**

Q. "the specifications appear to request" 20 staff on site 7 days a week at 8 hours a day per staff member.

a) Which would be a minimum of 1120 hours staffed per week. (Please clarify) b) It was stated that each staff member will need to sign in every day at start of shift and sign out at end of shift to ensure 8 hours worked. (please clarify) c) it was stated that bids below the minimum of 20 staff per day for the messes contract would not be accepted (please clarify)

**A. (W0103-11 5079/A only) Please reference this and previous amendments as well as...**

- a) Overall hours would be 1120 (which excludes an estimate of 0.5 hr for lunch)**
- b) All staff must sign in and sign out for the hours that they work to account for the overall 8 hours work requested under the contract.**
- c) bids below the minimum of 20 staff per day for the this contract will not be accepted**

**The requirement is for the contractor to maintain a staffing level of 20 people, that fulfill the contractual obligations of an 8 hour work day, 7 days a week. This staffing level does not necessarily require the same 20 people to work the entire day or week. The vendor has a responsibility to internally adjust and deploy their personnel as necessary to meet the requirement as stated.**

Q. Are we able to submit an alternative bid for Messes and Nanaimo/Nanoose Contracts in addition to our submittal for W0103-115079/A and W0103-135098/A?

**A. (W0103-11 5079/A & W0103-13 5098/A only) Any proposals submitted must adhere to the parameter identified therein to ensure that an equitable evaluation can be performed that is comparable to the other bids submitted. Failure to do so will result in that bid being considered non-responsive.**

Q. Can we propose the same Site Manager for all six contracts and will we receive points for Education/Training/ Certificates and Experience for each contract?

**A. (ALL DND requirements) Bidders can propose the same overall Manager for each contract for which points will be awarded under each individual evaluation. However, individual On-site Supervisors are required for each area to meet the obligations of the contract.**

Q. Will garbage disposal be available outside of all buildings or will there be a central drop off? If central drop off is required, who's responsibility would it be to get the garbage there?

**A. (ALL DND requirements) See Section 20.1 (amended herein)**

Q. What is the process for some of our operations leaders to re-visit the sites in the coming weeks?

**A. (ALL DND requirements) The opportunity to visit the site was given to vendors during the sole mandatory site visit. No other opportunities will be provided.**

Q. How will you be benchmarking the appropriate quantity(ies) of equipment proposed to provide the service (Equipment Section)?

**A. (ALL DND requirements) DND has information derived from previous contracts that will be used as a guide to determine best approximate quantities. When providing the information for the evaluation, the contractor is expected to have sufficient equipment available to meet the service requirements.**

Q. Can you please provide the occupancy rates for the messes in the last year?

**A. (W0103-11 5079/A only) The occupancy rates are not required as DND has decided that the messes are to be staffed within the set parameters identified.**

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

**Insert: (amended 07 DEC 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)
  - + specific changes to Annex A (amended 07 DEC 12)**
- (d) Annex "B", Basis of Payment;
  - + specific changes to Annex B (amended 07 DEC 12)**
- (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 07 DEC 12)**

**Insert: (amended 07 DEC 12) 6.2 WORK:** The furnishing of all labour, material and equipment required to carry out and properly perform all (but not limited to) **general** interior building cleaning, maid service, carpet cleaning, floor stripping, scrubbing, finishing, and interior window washing services as set out herein. The work this contract does not include is to provide cleaning service in controlled access areas and buildings that are being serviced by Base cleaning staff. The Contractor will not be required to clean the following areas, unless specified herein; exercise equipment, electrical and telecommunication closets, heating and ventilating rooms, storage rooms, interior of trophy and display cases, behind bars, office equipment, coffee boats, kitchen equipment, microwaves, fridges, ranges, personal property, work stations, cubicle walls, removing books from bookcases, replacement of fluorescent tubes and incandescent bulbs, indoor rifle range areas, workshops, garages, and hangers.

**Insert: (amended 07 DEC 12) 18. HOURS OF WORK:**

- a) Work shall commence as per - para 3.1 Building list;
- b) Working hours may be changed at the request of the Contractor and approval of the Site Authority, or at the direction of Site Authority;
- c) Statutory holidays are **included** in days of work unless otherwise stipulated. **Statutory holidays are included in days of work unless otherwise stipulated.** Statutory holidays are defined as:

New Years day - January 1  
 Good Friday - Friday preceding Easter  
 Victoria Day - Monday preceding May 24  
 Canada Day - July 1  
 BC Day - First Monday in August  
 Labour Day - First Monday in September  
 Thanksgiving - second Monday in October  
 Remembrance Day - November 11  
 Christmas Day - December 25

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**Insert: (amended 07 DEC 12) 20.1 The contractor is responsible to collect the litter in each building, bring to a centrally located collection point and place it in the appropriate collection container. A map of current locations will be made available to the successful bidder.**

**a) If at any time, litter collected during the course of this contract cannot be placed in the appropriate container, it shall be transported to the nearest suitable container and the situation reported to the Site Authority by email no later than next normal work day (Mon – Fri) between the hours 0730 & 1200.**

b) Litter shall be transported by the Contractor in a covered container.

c) Litter spilled or left outside the collection container shall be cleaned up by the Contractor immediately, or cleaned up at the expense of the Contractor, to the satisfaction of the Site Authority.

d) Collection containers shall be kept covered at all times.

e) CFB Esquimalt recycles waste. It shall be the Contractor's responsibility to sort this recyclable material and place it in the appropriate containers. The Janitorial contractor MAY be held responsible for any extra costs incurred by DND if the cleaners deposit the waste in the wrong container.

**DELETE 31.3 Employees absent from the worksite... In its entirety.**

**Insert: (amended 07 DEC 12) 32.1 Carpeted Areas – All wall to wall broadloom carpets and area rugs located in offices , conference room.1 Carpeted Areas -All wall to wall broadloom carpets and area rugs located in offices, conference rooms, hallways, meeting rooms etc, are to be cleaned daily of surface debris such as paper punchings, paper clips, thread, photocopy toner and dirt. Vacuuming shall be performed as scheduled so as not to allow the accumulation of dirt that can become embedded in the carpet pile. All carpet vacuums shall be equipped with a power rotating brush head. Liquid stains and spills shall be spot cleaned as required, and not allowed to accumulate dirt. Steam cleaning will be performed as scheduled or as requested using an approved truck mounted steam cleaning system **and /or a portable steam cleaning machine appropriate for the cleaning required.** All furniture shall be adequately protected from water staining. Drying fans shall be used where necessary to promote quick drying, and avoid the propagation of mould and mildew.**

**DELETE : (amended 07 DEC 12) 33.2 QUALITY STANDARDS**

**J) Spray Buffing - from definitions in its entirety**

**Insert: (amended 07 DEC 12) 33.2 QUALITY STANDARDS**

**J) Spin and Extract**

i. Apply an approved carpet cleaning solution to an area of carpet or a stain with an approved steam cleaning machine, agitate in a circular motion with a floor polishing machine, and extract water and dirt with steam cleaning machine.

Solicitation No. - N° de l'invitation

W0103-115079/A

Amd. No. - N° de la modif.

003

Buyer ID - Id de l'acheteur

vic220

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

W0103-115079

File No. - N° du dossier

VIC-1-34449

CCC No./N° CCC - FMS No/ N° VME

**ANNEX "B" BASIS OF PAYMENT**  
**specific changes to Annex B (amended 07 DEC 12)**

<b>MESSES</b>	<b>Total hrs/sm2 per month</b>	<b>YR 01</b>	<b>YR 02</b>	<b>YR 03</b>	<b>OPT YR 04</b>	<b>OPT YR 05</b>	<b>12 MO</b>	<b>EXTENSIO N A  x(b+c+d+e +f) X g = h = H</b>
<b>All inclusive price</b>	<b>A x</b>	<b>(B+</b>	<b>C+</b>	<b>D+</b>	<b>E+</b>	<b>F)</b>	<b>X G</b>	
GEN CLEANER * regular Mon-Fri 0800-1600	<b>24</b> hrs/mo	\$ / hr					12	
BIOHAZARD CLEANER ** reg M-F 0800-1600	<b>05</b> hrs/mo	\$ / hr					12	
GEN CLEANER* for hours outside M-F 0800-1600 (stats/emergency/weekends)	<b>02</b> hrs/mo	\$ / hr					12	
BIOHAZARD ** for hours outside M-F 0800-1600 (stats/emergency/weekends)	<b>01</b> hrs/mo	\$ / hr					12	
Steam cleaning carpet	<b>1,700</b> m <sup>2</sup> /mo	\$ /m <sup>2</sup>					12	
Burnishing floor	<b>850</b> m <sup>2</sup> /mo	\$ /m <sup>2</sup>					12	
Scrub & refinish floor	<b>1,600</b> m <sup>2</sup> /mo	\$ /m <sup>2</sup>					12	
Strip & finish floor	<b>85</b> m <sup>2</sup> /mo	\$ /m <sup>2</sup>					12	
Machine scrub floor	<b>850</b> m <sup>2</sup> /mo	\$ /m <sup>2</sup>					12	
Carpet spin clean & extraction	<b>850</b> m <sup>2</sup> /mo	\$ /m <sup>2</sup>					12	
<b>EVALUATION SUBTOTAL</b>								\$