

**RETURN BIDS TO:**  
**RETOURNER LES SOUMISSIONS À:**  
**Bid Receiving - PWGSC/Réception des soumissions -**  
**TPSGC**  
**11 Laurier/11 rue Laurier**  
**Place du Portage, Phase III**  
**Core 0A1/Noyau 0A1**  
**Gatineau, Québec K1A 0S5**  
**Gatineau**  
**Ontario**  
**K1A 0S5**

**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**  
Property Management Project Division/Division du  
projet de gestion immobilière  
Sir Charles Tupper Building 4th Fl  
Édifice Sir Charles Tupper 4e étag  
A-425-F  
2720 Riverside Drive/  
2720, promenade Riverside  
Ottawa  
Ontario  
K1A 0S5

<b>Title - Sujet</b> AFD SERVICES - RP-2 / CAMPUSES	
<b>Solicitation No. - N° de l'invitation</b> EP008-122111/B	<b>Amendment No. - N° modif.</b> 009
<b>Client Reference No. - N° de référence du client</b> 20122111	<b>Date</b> 2012-10-26
<b>GETS Reference No. - N° de référence de SEAG</b> PW-\$\$GC-003-61226	
<b>File No. - N° de dossier</b> gc003.EP008-122111	<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 2012-11-20</b>	<b>Time Zone</b> <b>Fuseau horaire</b> Eastern Daylight Saving Time EDT
<b>F.O.B. - F.A.B.</b> <b>Plant-Usine:</b> <input checked="" type="checkbox"/> <b>Destination:</b> <input type="checkbox"/> <b>Other-Autre:</b> <input type="checkbox"/>	
<b>Address Enquiries to: - Adresser toutes questions à:</b> Rice, Tony G.	<b>Buyer Id - Id de l'acheteur</b> gc003
<b>Telephone No. - N° de téléphone</b> (613) 736-2870 ( )	<b>FAX No. - N° de FAX</b> ( ) -
<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>

This amendment is to respond to proposed questions from the industry and make corrections to French version answer to question 3. Similar questions from different organizations have been consolidated to facilitate responses. Bidders are advised that they may propose any follow up questions or inquiries in accordance with Article 2.1.1 of the RFP.

Q6. Where a designated position is considered an allowable labour cost as per Annex A –Terms of Payment Section 2.1.3, Allowable Costs, will the costs associated with the individual's performance of tasks that are listed under Section 2.1.3 Non-Allowable Costs be allowable? For example, are the costs associated with a Facility Manager preparing scope definition for tenders part of the allowable costs?

A6. It is understood that organizations may have individuals engaged in activities related to the direct performance of the Statement of Work, the costs of which are considered Allowable Costs, as well as in overhead activities, the costs of which are considered Non-Allowable. For that reason, specific designated positions or resources should not be assumed to be Direct Labour Costs or Allowable Costs in their entirety. Rather, only the portion of labour costs related to the direct performance of the Statement of Work is considered Allowable Costs. The Contractor will be required, pursuant the Terms and Conditions of the Contract, to track and document the individuals performing the Work, the actual time spent and costs incurred for the purpose of supporting invoices and payment. Only Allowable Costs that have been pre-authorized by the Technical Authority through the Work Authorization process will be reimbursed to the Contractor. Further, the reimbursement of Allowable Costs will be subject to audits from Canada.

Please refer to the Basis of Payment, Article 2.1.3 Allowable Costs and 2.1.4 Non-Allowable Costs for specific detail. Any Work which is overhead in nature, as described in Article 2.1.4 Non-Allowable Costs, or work performed for other clients, is not reimbursable.

Q7. In regards to Annex A – Terms of Payment, 2.1.3 Allowable Costs. In respect to onsite personnel directly delivering services to PWGSC such as property managers, technicians, project managers, property management and project delivery staff etc. Please confirm whether or not the personnel's tools such as computers, cell phones and related communications costs, are Allowable Costs. Also please confirm whether or not the software costs and associated license fees used to deliver building level and project level services by these personnel including computerized maintenance management software, property management software, financial management software and project management software are also Allowable Costs. Could you please confirm whether or not the space and furniture that these individuals occupy in the portfolio buildings will be provided at no cost. Also could you confirm that the dedicated portfolio staff will be provided with workspace and furniture at no cost.

A7. In accordance with Annex A Terms of Payment 2.1.4 Non-Allowable Costs

- lines 12) and 13 )refer to Computers, cell phones and related communications costs which are Non-Allowable Costs.
- line 12) refers to software costs and software license fees which are Non-Allowable Costs.
- Specific Government Furnished Accommodation (GFA) general purpose office space is being provided by Canada for the Contractor's use.

Amend Annex B – Statement of Work article 2.6.1 as follows:

Delete: Article 2.6.1.6 in its entirety.

Replace with:

2.6.1.6 At the asset management level, the Contractor must at a minimum:

- ensure engagement and collaboration between Contractor's property managers and other first line managers within PWGSC;
- provide a proactive response to requirements of PWGSC;

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- make use of the Government Furnished Accommodation (GFA) general purpose office space, complete with furniture, provided to the Contractor by Canada, consisting of approximately 275 m2, located in one or more assets at Tunney's Pasture, and 750 m2, located in one or more assets at Carling Campus;
  - locate the Contractor's key building operations staff including property managers within the GFA space provided;
  - identify to the Technical Authority any unused GFA space and returning this space to Canada; and
  - obtain the Technical Authority's agreement to alter the GFA space including the furniture configuration, and undertaking approved alterations at the Contractor's expense.
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- Refer to lines 17) and 18) - costs of office space and office furniture are Non-Allowable Costs.
  - Aside from the GFA space described at Annex B Statement of Work –Article 2.6.1.6, Canada is not providing workspace or furniture for Contractor's staff; lines 17) and 18) refer to Contractor's office space including expenses of a general nature, and Contractor's office furniture which are Non-Allowable Costs.

Bidders should note Article 2.2.1 Fees - General. The Fees are inclusive of all overhead and profit and any Non-Allowable Costs incurred in the performance of the Contract.

Q8. In regards to Annex A – Terms of Payment, 2.1.3 Allowable Costs. With respect to Direct Labour Costs. Please confirm whether or not costs such as licenses, dues, memberships and professional fees are Allowable Costs.

A8. In accordance with Annex A Terms of Payment 2.1.4 Non-Allowable Costs

- line 21) refers to costs of licenses, dues, memberships and professional fees which are Non-Allowable Costs.

Bidders should note Article 2.2.1 Fees - General. The Fees are inclusive of all overhead and profit and any Non-Allowable Costs incurred in the performance of the Contract.

Q9. In differentiating between allowable and non-allowable costs, if we have dedicated direct labour providing a financial or accounting function, would that be classified as an allowable or non-allowable cost?

A9. In accordance with Annex A Terms of Payment 2.1.4 Non-Allowable Costs

- line 2) refers to Costs related to financial and accounting functions which are Non-Allowable Costs.

Bidders should note Article 2.2.1 Fees - General. The Fees are inclusive of all overhead and profit and any Non-Allowable Costs incurred in the performance of the Contract.

Q10. What is the security requirement specifically at bid closing and at Contract award.

A10. At Bid closing the Bidder must hold a Valid Facility Security Clearance of SECRET. Any Bidder who does not have a Facility Security Clearance of SECRET at Bid closing will be considered non-responsive and given no further consideration.

At Contract Award the Successful Bidder must have a Valid Facility Security Clearance of SECRET including Document safeguarding at the level of SECRET.

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Please contact CISD ( <http://www.tpsgc-pwgsc.gc.ca/app-acq/lc-pl/lc-pl-eng.html#a31> ) for security processing matters.

Amend RFP Section 1.6 Security:

At Article 1.6.1

Delete: 1.6.1 in its entirety

Replace with:

There is a security requirement associated with this requirement. A Facility Security Clearance (FSC) of SECRET Security is required prior to bid closing. For additional information, see Part 6 - Security, Financial and Other Requirements, and Part 7 - Resulting Contract Clauses. Bidders should consult the "Security Requirements on PWGSC Bid Solicitations - Instructions for Bidders" document on the Departmental Standard Procurement Documents (<http://www.tpsgc-pwgsc.gc.ca/app-acq/lc-pl/lc-pl-eng.html#a31> ) Website.

Correction French Version only:

At Amendment 005 Question 3, please make the following correction in French only.

Answer 3 to Question 3 should read as follows:

- A3. Selon les réponses de l'industrie, le Canada prolongera la date de clôture de la demande de soumissions jusqu'au 20 novembre 2012.

Veuillez réviser la page couverture de la demande de soumissions comme suit :

Supprimer : L'invitation prend fin à 02:00 PM le 5 novembre 2012

Remplacer par : L'invitation prend fin à 02:00 PM le 20 novembre 2012

To English version remains unchanged.