

**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> 001
<b>Client Reference No. - N° de référence du client</b> W0103-135098	<b>Date</b> 2012-11-01
<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>

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

Under : 5.2 Site Authority

Delete: as shown

Insert: (amended 30 OCT 2012) 5.2

Site Authority: The Site Authority for the Contract is:

**Glen Poppe > NANAIMO/NANOOSE 250-468-5021**  
**Dept. of National Defence**  
**CFMETR Nanoose**  
**Bldg 7 3400 Fairwinds Dr**  
**Nanoose Bay V9P-9J9**

The Site Authority is the representative of the department or agency for whom the Work is being carried out under the Contract and is responsible for all matters concerning the technical content of the Work under the Contract. Technical matters may be discussed with the Site Authority; however the Site Authority has no authority to authorize changes to the scope of the Work. Changes to the scope of the Work can only be made through a contract amendment issued by the Contracting Authority.

Under :7. INVOICING INSTRUCTIONS Delete: as shown

Insert: (amended 30 OCT 2012) 7. INVOICING INSTRUCTIONS

1. The Contractor must submit invoices in accordance with the section entitled "Invoice Submission" of the general conditions. Invoices cannot be submitted until all work identified in the invoice is completed.
2. Invoices must be distributed as follows:
  - a) The original and one (1) copy must be forwarded to the following address\*\* for certification and payment.

**CFMETR Nanoose**  
**PO Box 188**  
**Nanoose Bay, BC V9P-9J9**  
**ATTN: BCE Bldg 7**

\*\* (mail is to be sent to the Contracts office and NOT be addressed to the Site Authority by name)

- b) One (1) copy must be forwarded to the Contracting Authority (PWGSC) identified under the section entitled "Authorities" of the Contract.

Under : 11. PRIORITY OF DOCUMENTS Delete: as shown

Insert: (amended 30 OCT 2012) 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 (2012-07-16) General Conditions - Higher Complexity - Services
- (c) Annex "A", Statement of Work **specific changes under Annex A (amended 30 OCT 2012);**
- (d) Annex "B", Basis of Payment;
- (e) Annex "C", Security Requirements Check List;
- (f) the Contractor's bid dated \_\_\_\_\_ (insert date of bid)

Solicitation No. - N° de l'invitation

W0103-135098/A

Amd. No. - N° de la modif.

001

Buyer ID - Id de l'acheteur

vic220

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

W0103-135098

File No. - N° du dossier

VIC-2-35147

CCC No./N° CCC - FMS No/ N° VME

### specific changes under Annex A (amended 30 OCT 2012);

1.1 For this contract, the **CONTRACTOR WILL SUPPLY** the following all toilet paper, paper towels, hand soap, urinal pads, sani-bags, latex gloves, plastic garbage bags, replacement shower curtains and recycle bags.

*NOTE: the following information on quantities is a rough estimate prepared by using previous years usage. However, DND assumes no responsibility for this information and it is to be considered for reference only.*

*-These amounts are for a calendar year.*

Latex Gloves	05 cases > 10 boxes per case > 100 per box
Shower Curtains	06 units > 36" x 78" white fabric, antimicrobial
Single Fold Paper Towel	70 cases > 15 packages per case > 268 single ply sheets per package
Toilet Paper	08 cases > 48 rolls per case > 100 single ply sheets per roll
Hair and Body Wash Soap	04 cases > 6 units per case > 01 litre units
22x24 Plastic Bags	02 cases with 1000 bags per case
30x38 Plastic Bags	07 cases with 500 bags per case
35x50 Plastic Bags	26 cases with 200 bags per case
Sani-Bags	01 cases with 500 bags per case
Urinal Screens	02 cases with 50 per case

**1.1 For this contract DND WILL SUPPLY the following, toilet paper, paper towel, hand soap, urinal screens, sani-bags, latex gloves, plastic garbage and recycle bags, replacement shower curtains.**

**23.0 STAFFING REQUIREMENTS: The contractor will maintain minimum staffing levels in buildings listed as follows:**

**Note: a dedicated cleaner refers to one man day working on a regular eight hour shift unless otherwise stated. A dedicated lead hand/cleaner is the contractors point of contact for all work done in this contract.**

**Nanaimo Military Camp – 01 dedicated lead hand/cleaner & 01 dedicated cleaners  
0800-1600 Mon to Fri (5 days)**

**CFMETR – 01 dedicated lead hand/cleaner & 02 dedicated cleaners 1600 onward  
Mon to Fri (5 days)**

**This contract requires – 02 dedicated lead hand/ cleaners & 03 dedicated cleaners**

a) NON-PERMANENT RESIDENT (CDN COMPANIES): The contractor is responsible for compliance with the immigration requirements applicable to non-permanent residents entering Canada to work on a temporary basis in fulfilment of the Contract. In some instances, employment authorization necessary to enter Canada cannot be issued with prior approval of a Canada Employment Centre (CEC). A CEC should always be contacted as soon as the decision to bring in a non-permanent resident is made. The Contractor will be responsible for all costs incurred as a result of non-compliance with immigration requirements.

b) NON-PERMANENT RESIDENT (FOREIGN COMPANIES): The Contractor shall ensure that non-permanent residents intending to work in Canada on a temporary basis in fulfilment of the Contract, who are neither Canadian citizens nor United States nationals, receive all appropriate documents and instructions relating to Canadian immigration requirements and secure all required employment authorizations prior to their arrival at the Canadian port of entry. The Contractor shall ensure the United States nationals having such intentions receive all appropriate documents and instructions in that regard prior to their arrival at the Canadian port of entry. Such documents may be obtained at the appropriate Canadian Embassy / Consulate in the Contractor's country. The Contractor will be responsible for all costs incurred as a result of non-compliance with immigration requirements.

c) REPLACEMENT OF PERSONNEL: The Contractor shall provide the services of those person(s) named in its proposal, and any additional employees necessary to perform the Work and provide the services required under this Contract, unless the Contractor is unable to do so for reasons beyond the control of the Contractor. Should the Contractor, at any time, be unable to provide the employees named above, the Contractor shall be responsible for

providing replacements who shall be of similar ability and attainment and who shall be acceptable to the Technical Authority and the Contracting Officer. In such cases, the Contractor shall notify in writing, both the Technical Authority and the Contracting Officer and provide:

- i) the reason for the removal of the named employee(s) from the Work;
- ii) the name of the proposed replacement(s);
- iii) an outline of the qualifications and experience of the candidate(s); and
- iv) accepted security clearance certification(s), as applicable.

Such notice shall be sent at least thirty (30) days in advance of the date on which any replacement is to commence work. Any change to the terms and conditions of the contract which results from a replacement of personnel shall be effected by a contract amendment.

d) COMMUNICATION: Contractor's employees must have a working knowledge of the English language, both oral and written. This is essential as staff is required to fully comprehend WHMIS, Safety SOP's, fire orders, and interaction with CFB Esquimalt staff.

32.5 Building Entrances -Entrances, foyers, waiting areas, stairways and corridors are to be kept in a clean tidy condition. Windows in entrance doors, transoms and sidelights (interior & exterior) are to be kept clean and free of fingerprints, smudges and dust. Entrance mats are to be kept clean of sand, dirt and debris. **Exterior main entrances of buildings to be swept daily and clear of debris**

35. DAILY/WEEKLY/MONTHLY CLEANING CHECKLIST: The cleaning of all buildings listed in this contract in para 3.1 are to follow the supplied "Cleaning Checklist" listed below.

**Please make sure this list is matching your actual requirements and is duplicated in the other appropriate sections.**

#### DAILY

- A Washrooms toilets inside and out including seats, chrome surfaces, garbage, urinals inside and out including partitions, shower stalls, ensure soap and paper dispensers are adequately full, floors swept and mopped
- B Garbage cans emptied and wiped down with disinfectant daily
- C Recycling containers emptied as required
- D Drinking fountains cleaned and disinfected
- E Sweep floors

#### 2 X WEEKLY

- F Damp mop hardfloors

#### WEEKLY

- G Wipe with disinfectant all handrails, chair rails, and glass balustrades
- H Wipe doors & hardware and disinfect
- I Vacuum carpets and entrance mats

#### MONTHLY

- J Clean scuff marks off of doors, walls, and baseboards
- K Dust window sills and clean glass on interior of windows
- L Dust Baseboards
- M Dust wall hangings and ledges
- N Dust and remove all cob webs from ceilings and air diffusers/intakes
- O Clean flies from fluorescent light diffusers as required**

**ALL OTHER TERMS AND CONDITIONS REMAIN UNCHANGED**