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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> 005
<b>Client Reference No. - N° de référence du client</b> 6D063-122351	<b>Date</b> 2012-09-17
<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 at - à 02:00 PM on - le 2012-09-21</b>	<b>Time Zone</b> Fuseau horaire 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 (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>

### Janitorial Services

*Solicitation Amendment No. 005 is hereby issued to respond to questions raised during the solicitation period in regards to Request for Proposal No. 6D063-122351:*

- Q1.** 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?
- A1.** For the months of November to March, snow removal services will be will be paid as a flat monthly rate under scheduled services. For the months of October and April, snow removal services will be required on an “as and when required” basis.

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

1. Reference Annex A – Statement of Work, Part 2.1 Exterior and amend as follows:

**DELETE:** Daily tasks in its entirety  
**INSERT:** the following revised Daily tasks:

**DAILY:**

- .1 Spot clean all glass doors.
- .2 Keep entrances, sidewalks, patios and grounds free of litter and debris. Sweep exterior steps, handicapped ramps, sidewalks and loading dock entrance and ramp.
- .3 From November 1 to March 31st , upon accumulation of 4cm of snow, as per Environment Canada statistics, or upon request by the Departmental Representative, clear all snow and ice from entrances, emergency exits, sidewalks, walkways and bicycle ramp prior to 7am and as often as required during continuous snowfall. This includes the application of sand or other organic anti-slip material as approved by the Departmental Representative.
- .4 The total area requiring snow clearing from al three locations (1015 Arlington, 820 Elgin, and 745 Logan) is 5,365.17 square meters).
- .5 The approved anti-slip material must be made available on site for use throughout the winter months (Oct through to the end of April)
- .6 The Commissionaire's path is to be cleared to a width of 1.5 meters and is to remain on the inside of the tree line.
- .7 The Commissionaire's path is on varying surfaces - either pavement, gravel or grass.
- .8 Clean debris from outside ashtrays (front and employee entrances, and courtyard), and empty waste receptacles.

2. Reference Annex A – Statement of Work, Part 4.10 Seasonal Snow Clearing Services and amend as follows:

**DELETE:** in its entirety

**INSERT:** the following revised Seasonal Snow Clearing Services:

#### 10. SEASONAL SNOW CLEARING SERVICES

- a. For the months of October and April, upon accumulation of 4cm of snow, or as instructed by the Departmental Representative, clear all snow and ice from entrances, emergency exits, sidewalks, walkways and bicycle ramp prior to 7am and as often as required during continuous snowfall, including the application of sand or other organic anti-slip material as approved by the Departmental Representative.
- b. The total are requiring snow clearing from all three locations (1015 Arlington, 820 Elgin and 745 Logan) is 5,365.17 square meters.
- c. The Commissionaire's path is to be cleared to a width of 1.5 meters and is to remain on the inside of the tree line.
- d. The Commissionaire's path is on varying surfaces - either pavement, gravel or grass.

3. Reference Annex B - Basis of Payment and amend as follows:

**DELETE:** in its entirety

**INSERT:** the following revised Annex B - Basis of Payment **TO REPLACE THE PREVIOUS AND BE SUBMITTED WITH YOUR BID AS YOUR FINANCIAL PROPOSAL:**

#### **BASIS OF PAYMENT**

#### **Annex B**

It is **MANDATORY** that Bidders submit firm prices/rates for the period of the proposed Contract for all items listed hereafter. **This section, when completed, will be considered as the Bidder's financial proposal.**

Bidders shall provide bids as per unit of issue requested. It is the responsibility of the bidder to provide conversion to the unit of issue requested. Failure to do so will render the bid non- responsive without further consideration.

Should there be an error in the extended pricing of the Bidder's proposal, the unit pricing shall prevail and the extended pricing shall be corrected in the evaluation. Any errors in the quantities of the Bidder's proposal shall be changed to reflect the quantities stated in the RFP.

The quantities specified below are provided for evaluation purposes only.

Rates quoted must remain firm for the period of the Contract. Rates MUST include ALL costs associated with providing the service in accordance with the Statement of Work, Annex A attached herein. GST, if applicable, is to be shown as a separate item on any resulting invoice. Payment will be made in accordance with the following pricing.

(Note: no additional charges will be allowed for travel to the site)

#### PRICING SCHEDULE 1: ROUTINE/SCHEDULED CLEANING

Firm all inclusive rates for Routine/Scheduled Cleaning operations.

Firm Unit Pricing, F.O.B. Destination, GST (if applicable) Extra						
No.	Description	Cleanable Area	Firm Monthly Rate per m <sup>2</sup>	Firm Monthly Rate	No. of Months	Firm Annual Rate
<b>A</b>	<b>Contract Year 1: 01 November 2012 - 31 October 2013</b>					
1	"T" and "C" Blocks	4303 m <sup>2</sup> x	\$ _____ m <sup>2</sup> =	\$ _____ x	12 =	\$
2	Heating Plant "P" Block	272 m <sup>2</sup> x	\$ _____ m <sup>2</sup> =	\$ _____ x	12 =	\$
3	"N" Block	1374 m <sup>2</sup> x	\$ _____ m <sup>2</sup> =	\$ _____ x	12 =	\$
4	"H" and "A" Blocks	7303 m <sup>2</sup> x	\$ _____ m <sup>2</sup> =	\$ _____ x	12 =	\$
5	Electrical Communications Rooms	138 m <sup>2</sup> x	\$ _____ m <sup>2</sup> =	\$ _____ x	12 =	\$
6	"R" Block	1022 m <sup>2</sup> x	\$ _____ m <sup>2</sup> =	\$ _____ x	12 =	\$
7	820 Elgin	1055 m <sup>2</sup> x	\$ _____ m <sup>2</sup> =	\$ _____ x	12 =	\$

No.	Description	Cleanable Area	Firm Monthly Rate per m <sup>2</sup>	Firm Monthly Rate	No. of Months	Firm Annual Rate
8	JC Wilt 745 Logan Avenue	5500 m <sup>2</sup> x	\$ _____ m <sup>2</sup> =	\$ _____ x	12 =	\$
9	Snow Removal	5365.17 m <sup>2</sup> x	\$ _____ m <sup>2</sup> =	\$ _____ x	5 =	\$
	<b>Subtotal (i):</b>					<b>\$</b>
<b>B</b>	<b>Contract Year 2: 01 November 2013 - 31 October 2014</b>					
10	"T" and "C" Blocks	4303 m <sup>2</sup> x	\$ _____ m <sup>2</sup> =	\$ _____ x	12 =	\$
11	Heating Plant "P" Block	272 m <sup>2</sup> x	\$ _____ m <sup>2</sup> =	\$ _____ x	12 =	\$
12	"N" Block	1374 m <sup>2</sup> x	\$ _____ m <sup>2</sup> =	\$ _____ x	12 =	\$
13	"H" and "A" Blocks	7303 m <sup>2</sup> x	\$ _____ m <sup>2</sup> =	\$ _____ x	12 =	\$
14	Electrical Communications Rooms	138 m <sup>2</sup> x	\$ _____ m <sup>2</sup> =	\$ _____ x	12 =	\$
15	"R" Block	1022 m <sup>2</sup> x	\$ _____ m <sup>2</sup> =	\$ _____ x	12 =	\$
16	820 Elgin	1055 m <sup>2</sup> x	\$ _____ m <sup>2</sup> =	\$ _____ x	12 =	\$
17	JC Wilt 745 Logan Avenue	5500 m <sup>2</sup> x	\$ _____ m <sup>2</sup> =	\$ _____ x	12 =	\$

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005

File No. - N° du dossier

WPG-2-35036

Buyer ID - Id de l'acheteur

wpg080

CCC No./N° CCC - FMS No/ N° VME

No.	Description	Cleanable Area	Firm Monthly Rate per m <sup>2</sup>	Firm Monthly Rate	No. of Months	Firm Annual Rate
18	Snow Removal	5365.17 m <sup>2</sup> x	\$ _____ m <sup>2</sup> =	\$ _____ x	5 =	\$
	<b>Subtotal (ii):</b>					<b>\$</b>
<b>C</b>	<b>Option Year 1: 01 November 2014 - 31 October 2015</b>					
19	"T" and "C" Blocks	4303 m <sup>2</sup> x	\$ _____ m <sup>2</sup> =	\$ _____ x	12 =	\$
20	Heating Plant "P" Block	272 m <sup>2</sup> x	\$ _____ m <sup>2</sup> =	\$ _____ x	12 =	\$
21	"N" Block	1374 m <sup>2</sup> x	\$ _____ m <sup>2</sup> =	\$ _____ x	12 =	\$
22	"H" and "A" Blocks	7303 m <sup>2</sup> x	\$ _____ m <sup>2</sup> =	\$ _____ x	12 =	\$
23	Electrical Communications Rooms	138 m <sup>2</sup> x	\$ _____ m <sup>2</sup> =	\$ _____ x	12 =	\$
24	"R" Block	1022 m <sup>2</sup> x	\$ _____ m <sup>2</sup> =	\$ _____ x	12 =	\$
25	820 Elgin	1055 m <sup>2</sup> x	\$ _____ m <sup>2</sup> =	\$ _____ x	12 =	\$
26	JC Wilt 745 Logan Avenue	5500 m <sup>2</sup> x	\$ _____ m <sup>2</sup> =	\$ _____ x	12 =	\$
27	Snow Removal	5365.17 m <sup>2</sup> x	\$ _____ m <sup>2</sup> =	\$ _____ x	5 =	\$
	<b>Subtotal (iii):</b>					<b>\$</b>

No.	Description	Cleanable Area	Firm Monthly Rate per m <sup>2</sup>	Firm Monthly Rate	No. of Months	Firm Annual Rate
<b>D</b>	<b>Option Year 2: 01 November 2015 - 31 October 2016</b>					
28	"T" and "C" Blocks	4303 m <sup>2</sup> x	\$ _____ m <sup>2</sup> =	\$ _____ x	12 =	\$
29	Heating Plant "P" Block	272 m <sup>2</sup> x	\$ _____ m <sup>2</sup> =	\$ _____ x	12 =	\$
30	"N" Block	1374 m <sup>2</sup> x	\$ _____ m <sup>2</sup> =	\$ _____ x	12 =	\$
31	"H" and "A" Blocks	7303 m <sup>2</sup> x	\$ _____ m <sup>2</sup> =	\$ _____ x	12 =	\$
32	Electrical Communications Rooms	138 m <sup>2</sup> x	\$ _____ m <sup>2</sup> =	\$ _____ x	12 =	\$
33	"R" Block	1022 m <sup>2</sup> x	\$ _____ m <sup>2</sup> =	\$ _____ x	12 =	\$
34	820 Elgin	1055 m <sup>2</sup> x	\$ _____ m <sup>2</sup> =	\$ _____ x	12 =	\$
35	JC Wilt 745 Logan Avenue	5500 m <sup>2</sup> x	\$ _____ m <sup>2</sup> =	\$ _____ x	12 =	\$
36	Snow Removal	5365.17 m <sup>2</sup> x	\$ _____ m <sup>2</sup> =	\$ _____ x	5 =	\$
	<b>Subtotal (iv):</b>					<b>\$</b>

No.	Description	Cleanable Area	Firm Monthly Rate per m <sup>2</sup>	Firm Monthly Rate	No. of Months	Firm Annual Rate
<b>E</b>	<b>Option Year 3: 01 November 2016 - 31 October 2017</b>					
37	"T" and "C" Blocks	4303 m <sup>2</sup> x	\$ _____ m <sup>2</sup> =	\$ _____ x	12 =	\$
38	Heating Plant "P" Block	272 m <sup>2</sup> x	\$ _____ m <sup>2</sup> =	\$ _____ x	12 =	\$
39	"N" Block	1374 m <sup>2</sup> x	\$ _____ m <sup>2</sup> =	\$ _____ x	12 =	\$
40	"H" and "A" Blocks	7303 m <sup>2</sup> x	\$ _____ m <sup>2</sup> =	\$ _____ x	12 =	\$
41	Electrical Communications Rooms	138 m <sup>2</sup> x	\$ _____ m <sup>2</sup> =	\$ _____ x	12 =	\$
42	"R" Block	1022 m <sup>2</sup> x	\$ _____ m <sup>2</sup> =	\$ _____ x	12 =	\$
43	820 Elgin	1055 m <sup>2</sup> x	\$ _____ m <sup>2</sup> =	\$ _____ x	12 =	\$
44	JC Wilt 745 Logan Avenue	5500 m <sup>2</sup> x	\$ _____ m <sup>2</sup> =	\$ _____ x	12 =	\$
45	Snow Removal	5365.17 m <sup>2</sup> x	\$ _____ m <sup>2</sup> =	\$ _____ x	5 =	\$
	<b>Subtotal (v):</b>					<b>\$</b>



**PRICING SCHEDULE 2: "AS AND WHEN REQUESTED" SERVICES****TASK AUTHORIZATIONS**

Additional services and project cleaning may be required on an "as and when requested" basis and authorized by the Project Authority through the issuance of a Task Authorization. The work requested in any resulting Task Authorization must be for the buildings defined herein and for the type of services defined in the statement of work.

The quantities specified below are provided for evaluation purposes only.

Firm all inclusive prices/rates including overhead, profit and all related costs for additional cleaning not described in Pricing Schedule 1 on an "AS AND WHEN REQUESTED" basis.

Task No.		Contract Year 1	Contract Year 2	Option Year 1	Option Year 2	Option Year 3	Subtotals
<b>1</b>	<b>LABOUR:</b> Firm hourly rate per qualified personnel during regular working hours (0600 - 1600 Monday - Friday):						
	Unit Price	\$_____/hr	\$_____/hr	\$_____/hr	\$_____/hr	\$_____/hr	----
	Est'd Qty	130	130	130	130	130	----
	Extended Price	\$	\$	\$	\$	\$	\$
<b>2</b>	<b>LABOUR:</b> Firm hourly rate per qualified personnel outside regular working hours:						
	Unit Price	\$_____/hr	\$_____/hr	\$_____/hr	\$_____/hr	\$_____/hr	----
	Est'd Qty	270	270	270	270	270	----
	Extended Price	\$	\$	\$	\$	\$	\$
<b>3</b>	<b>MATERIALS:</b> Materials shall be charged at our laid-down cost plus a mark-up of: (Not to exceed Manufacturers suggested retail price. Cost must be supported by copies of the Contractor's paid invoices being submitted with invoice to PHAC.)						
	Mark-up	_____%	_____%	_____%	_____%	_____%	----
	Est'd Qty	\$1000.00	\$1000.00	\$1000.00	\$1000.00	\$1000.00	----
	*Extended Price	\$	\$	\$	\$	\$	\$
<b>4</b>	<b>SNOW REMOVAL:</b> Monthly rate for snow removal for the months of October and April (5365.17 m <sup>2</sup> )						
	Unit Price	\$_____/month	\$_____/month	\$_____/month	\$_____/month	\$_____/month	----

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	Est'd Qty	2	2	2	2	2	----
	Extended Price	\$	\$	\$	\$	\$	\$
	<b>Subtotal (vi):</b>						<b>\$</b>

\* The Extended Price for materials is calculated by adding the mark-up quoted to the total estimated expenditure. Example: Year 1, \$500.00 estimated expenditure; 10% mark-up quoted = \$500.00 + (\$500.00 x 10%) = \$550.00

Parts will be supplied FOB Destination including all delivery charges. The following definitions have been used to arrive at the figures noted:

i) MARK-UP - The difference between the Contractor's laid-down cost for product and resale price to the Crown. Mark-up includes applicable internal cost allocation by the Contractor such as material handling and general and administrative (G&A) expenses plus profit.

ii) LAID-DOWN COST - The cost incurred by a vendor to acquire a specific product or service for resale to the government. This includes but is not limited to the supplier's invoice price (less trade discounts), plus any applicable charges for incoming transportation, foreign exchange, customs duty and brokerage.

**TOTAL EVALUATED PRICE: Subtotal (i) + (ii) + (iii) + (iv) + (v) + (vi) = \$ \_\_\_\_\_**

### Determination of Cost

In the case of the addition or elimination of cleanable space, the change in the amount of space of the contract shall be calculated using the firm (monthly) rate per m<sup>2</sup> identified in the Pricing Schedule above, and in accordance with the following formula:

The firm monthly rate per m<sup>2</sup> for Routine and Scheduled Cleaning operations shall be multiplied by twelve months divided by two hundred and fifty working days. This amount shall be multiplied by the additional or eliminated m<sup>2</sup>. The ensuing amount shall then be multiplied by the number of days the additional space will be cleaned or eliminated. The resulting amount shall then constitute the sum by which the contract shall be increased or decreased.

*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.**