

AMENDMENT # 2 – reference F5211-130121

5. A question was asked –

May we please have clarification on Mandatory Item #5: 'Copy of the Fisheries and Oceans Sidney BC, Cleaning Standards document and Section 'A' of the Terms of Reference and Conditions with the printed names and initials on the front page and each page initialed as read and agreed to comply with by you and the owner and your proposed supervisor(s) as identified in your Bidder's Statement.

Response provided –

Document added that was missed in the original document package.

"CB-December 2012 Fisheries and Oceans Cleaning Standards"

6. A question was asked –

May we please have clarification on the Mandatory Requirement that 'The proponent must include the attached table in their proposal, indicating that their proposal meets the mandatory criteria, and providing the proposal page number or section that contains information to verify that the criteria has been met.'

Response provided –

Bid Evaluation Document has been modified and added.

BID EVALUATION for Janitorial Services Contract
Institute of Ocean Sciences - Sidney -Rated Documentation

RATED DOCUMENTATION (and Scale)

Mandatory Max Company Name:
 Min Pts Pts

Rated Item #1: References - relating to the scope of this requirement	25	35	
<p>Rated Item #2: DFO cleaning requirements are 'state of the art'. We have incorporated microfiber cleaning methods for floors and surfaces, the elimination of spray bottles other than for carpet spotting as well as state of the art equipment including the use of microfiber specific cleaning carts. Describe in writing how we will see your cleaning staff clean a 'Quad' assigned 'carpeted floor' office space, on the third week of every month using DFO technology on a 'Quad Cleaning Day'. Do not leave out any steps in the process. Include all equipment supplies and products.</p>			
<p>Rated Item #3: Your Company's written site 'Quad' cleaning schedule proposal. Your Proposal must reference groups of room numbers and not reference any building name. Do not include any other space. Only include space which is clearly designated as Quad and color coded green on the provided drawings.</p>	15	25	
<p>Rated Item #4: Supervisor's years of experience in the janitorial field, please provide proof</p>	5	20	
<p>Rated Item #5: Your Company's years of experience in the janitorial field, please provide proof</p>	5	20	
<p>Rated Item #6: Provide a list of all cleaning items (include tools, products, etc) we will find on the cleaning cart on any given cleaning day</p>	10	20	

**BID EVALUATION for Janitorial Services Contract
Institute of Ocean Sciences - Sidney -Rated Documentation**

<p>Rated Item #7: A copy of your Company's cleaning instructions (instructions from other sources are not acceptable) training instructions, include full step written 'procedures' as they relate only and specifically to the requirements (including produced) as outlined in our, Fisheries and Oceans Nanaimo Current cleaning Standards, included in this bid package for the following five items: 1) Shower cleaning system / procedure; 2) Office Desk cleaning; 3) Refrigerator and surrounding cupboards cleaning; and 4) Carpet spotting. Be sure to include products, equipment, supplies, procedures, etc.</p>	15	30	
<p>Rated Item #8: Quality of Proposal - The overall quality of the proposal (written communication, organization, presentation).</p>	25	40	
<p>TOTAL Maximun Points out of possible 215</p>	115	215	0
<p>Cost Evaluation (total maximum of 100 points) Of those proposals determined to be technically responsive, the lowest cost proposal will be awarded the maximum number of points assigned for cost (100 points). The points for cost for the remaining technically responsive proposals will be allocated on a pro-rata basis. etc.</p>		100	
<p>TOTAL Maximun Points out of possible 100</p>		100	0

BID EVALUATION for Janitorial Services Contract
Institute of Ocean Sciences, Sidney, BC
MANDATORY DOCUMENTATION

MANDATORY DOCUMENTATION - YES (Y) or NO (N)		Company Name:
Mandatory Item #1: Proof of Company's current, local Municipal Business License (Nanaimo, BC)		
Mandatory Item #2: Proof of Company's WCB # and Assessment Clearance # and a copy of the Bidder's Clearance letter		
Mandatory Item #3: Your Company's pay and benefits package for your employees (Identify pay and benefits for each position level – Eg. Worker, Supervisor). Pay rates must meet industry standard minimums (eg. Workers \$12/Supervisor \$14)		
Mandatory Item #4: Your Company's Charge Out Rates for Workers & Supervisors (for additional work) - (See Form: Communications, Cost, Salaries & Labour Breakdown)		
Mandatory Item #5: Copy of the Fisheries and Oceans Sidney BC, Cleaning Standards document and Section 'A' of the Terms of Reference and Conditions with the printed names and initials on the front page and each page initialed as read and agreed to comply with by you the owner and your proposed supervisor(s) as identified in your Bidder's Statement.		
Mandatory Item #6: Copy of the Fisheries and Oceans, Sidney BC contract section "B" of the Terms of Reference and Conditions with owner's printed name and initials on the front page of the document and each page of section "B" initialed as read and agreed to comply with by the owner.		
Mandatory Item #7: A written statement signed by you the owner, that you have read, understood and are prepared to comply with all of our conditions of this contract inclusive of all that you offer including wages, benefits and further you ensure that for all your employees working on our site you will have submitted current WHMIS and Universal Precaution certificates, have trained them in all our site cleaning requirements including our Cleaning Standards and Quad cleaning prior to billing us for their performance hours.		
Mandatory Item #8: Your Company's Quad Cleaning Inspection report template for our site. It must include all the specific tasks related to the QUAD cleaning daily and all monthly requirements as outlined in the cleaning standards and the terms of reference. Include the function and the accompanying standards number.		
Mandatory Item #9: Your Company's schedule - excluding floor work, for all of the site cleaning tasks that are to be carried at a frequency of monthly or greater.		

BID EVALUATION for Janitorial Services Contract
Institute of Ocean Sciences, Sidney, BC
MANDATORY DOCUMENTATION

MANDATORY DOCUMENTATION - YES (Y) or NO (N)		Company Name:
<p>Mandatory Item #10: The DFO 'Cleaning Equipment' document which must provide us a detailed list of all the major and minor equipment that will be provided to and for our site in the delivery of our contract requirements. None of the equipment is optional however some pieces of equipment are left for you to select and your selection must comply with our written requirements. Where applicable and you decide on an alternative selection you must provide written substantiation of your selections equivalency to our written requirements with your bid.</p>		
<p>Mandatory Item #11: The DFO, 'Quotation Supplement' form which will provide us a detailed list of all of the supplies/products that will be provided to and for the site in the delivery of our contract requirements.</p>		
<p>Mandatory Item #12: Your Company's uniform policy that will meet DFO requirements and be implemented for DFO site in accordance with Page 14 of 15 in the Fisheries and Oceans, Nanaimo, BC Cleaning Contract Terms of Reference and Conditions</p>		
<p>Mandatory Item #13: Your Company's statement of qualifications document included in the bid package complete with all the requested attachments and certificates.</p>		
<p>SUCCEEDED (S) to meet all Mandatory) or FAILED (F) to meet all Mandatory</p>		