

**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  
Bid Fax: (819) 775-7279

**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 étage  
A-425-F  
2720 Riverside Drive/  
2720, promenade Riverside  
Ottawa  
Ontario  
K1A 0S5

<b>Title - Sujet</b> Real Property 1	
<b>Solicitation No. - N° de l'invitation</b> EP008-112560/D	<b>Amendment No. - N° modif.</b> 014
<b>Client Reference No. - N° de référence du client</b> 20112560	<b>Date</b> 2014-01-02
<b>GETS Reference No. - N° de référence de SEAG</b> PW-\$\$GC-002-63671	
<b>File No. - N° de dossier</b> gc002.EP008-112560	<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 2014-01-28</b>	
<b>Time Zone</b> Fuseau horaire Eastern Standard Time EST	
<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> Wong, Lisa	<b>Buyer Id - Id de l'acheteur</b> gc002
<b>Telephone No. - N° de téléphone</b> (613) 736-3058 ( )	<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>

Solicitation No. - N° de l'invitation

EP008-112560/D

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

20112560

Amd. No. - N° de la modif.

014

File No. - N° du dossier

gc002EP008-112560

Buyer ID - Id de l'acheteur

gc002

CCC No./N° CCC - FMS No/ N° VME

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**Please see attached.**

## AMENDMENT 014

# REQUEST FOR PROPOSAL FOR REAL PROPERTY - 1 PROPERTY MANAGEMENT AND PROJECT DELIVERY SERVICES (RP-1) FOR PUBLIC WORKS AND GOVERNMENT SERVICES CANADA

**THIS AMENDMENT HAS BEEN RAISED TO EFFECT THE FOLLOWING CHANGE:**

### **SECTION A: QUESTIONS AND ANSWERS**

**Q68:**

Bidder would like to include screenshots and graphics depicting our service delivery however when they are included in the response, font size and style does not adhere to the bid submission criteria. Are graphics and sample screenshots held to the same font restriction as our written response?

**R68:**

Any text appearing in any graphics or screenshots is not required to meet the font size restrictions. However, in order to be evaluated, the text must be legible without magnification. Any graphics or screenshots that are included in the Bidder's proposal will be counted in the total page count limitation stipulated in SRE1, Bid Preparation Instructions.

**Q69:**

In TP3, section 2.4.10, please clarify what is to be included as training costs in the direct labour overhead fee. For example, is the labour cost for an employee being trained on processes related to the direct performance of the SOW considered an allowable direct labour cost?

**A69:**

To be considered payable, the Contractor's Direct Labour Costs must be:

- Authorized by the Technical Authority through the Work Authorization Process prior to the commencement of Work.
- For resources that are engaged in the provision of services described in the Statement of Work.
- Demonstrated to have been incurred and paid by the Contractor.

Please refer to the RFP including the following sections:

- SC02 Work Authorization, paragraph 1.,
- TP2 Costs, paragraphs 1.4., 1.5. and 1.6.,
- TP2 Costs, paragraph 3.2.1, and
- WA01 Work Authorizations.

As stated in 2.4.10, under article TP3, Fees, Training Costs are to be included in the Direct Labour Overhead Fees with the following three exceptions:

- “2.4.10.1 Training staff on building systems and equipment during the Contract Initiation period;
- 2.4.10.2 Training staff on new building systems and equipment installed during the term of the Contract; and
- 2.4.10.3 Training staff due to changes to the Statement of Work.”

The context for these exceptions is provided at 3.3, under TP2 Costs, which states:

“3.3 The Allowable Costs of any changes to the Contractor’s IM/IT systems and/or to the Contractor’s Service Delivery Regime, resulting from changes to the Statement of Work, are payable to the Contractor.”

If one of these exceptions apply, the Training Costs would become allowable costs under the resulting contract provided an approved Work Authorization has been issued by the Technical Authority. Prior to approval of a Work Authorization that includes Training Costs, the Contractor will need to provide, upon request by the TA, any information necessary to allow the TA to determine whether one of these three exceptions apply to the Training Costs and that the Training Costs are reasonable.

**SECTION B: CHANGES TO THE REQUEST FOR PROPOSAL**

43. **Delete** BSF 8, Information Regarding Volume of Work for All Resulting Contracts, in its entirety, and **insert** (latest revisions are indicated in yellow highlight):

**BSF8 INFORMATION REGARDING VOLUME OF WORK FOR ALL RESULTING CONTRACTS**

The following projections based on historical information regarding the volume of Work in each of the RP-1 Regions. The "Volumetric Data", has been provided to Bidders to assist them in preparing their bids. The inclusion of this data in this bid solicitation process does not represent a commitment by Canada that Canada's future usage of the service identified in this bid solicitation process will be consistent with this data. It is provided purely for information purposes.

All estimated future volumes are based on historical information related to the volume of work. PWGSC expects future work volumes to remain relatively constant throughout the contract period, notwithstanding fluctuations based as a result of market forces, CPI, changes in Government direction and funding levels. Canada does not guarantee, or commit Canada to, any future volume of Work over the period of the contract.

**Resulting Contract for Atlantic Region**

1. Management Services

Baseline Management Services Amount	Approximate Annual Area in Square Metres	Approximate Annual Number of Assets
\$45,876,755	385,672	541

2. Lease Administration and Third Party Leases

Approximate Annual Third party Leases		Approximate Annual Lease Admin Services for Government Departments	
Number of Leases	Area in Square Metres	Number of Leases	Area in Square Metres
106	13,979	368	293,938

3. Estimated Growth - Lease Administration

PWGSC expects future work volumes to remain relatively constant throughout the contract period.

4. Project Delivery Services

Total of PDS Averages	PDS Averages by Project \$ Range in Dollars based on historical averages		
\$ 22,754,018	Project \$ Range	Number of Projects	Dollar value of Projects
	\$5-\$25K	60	\$ 1,194,779
	\$25K - \$1M	178	\$ 13,548,808
	Over \$1M	3	\$ 2,260,673
	Tenant Services	43	\$ 3,968,545
	Tenant Direct	465	\$ 1,781,212

**Resulting Contract for Quebec Region**

1. Management Services

Baseline Management Services Amount	Approximate Annual Area in Square Metres	Approximate Annual Number of Assets
\$ 36,098,083	317,748	174

2. Lease Administration and Third Party Leases

Approximate Annual Third party Leases		Approximate Annual Lease Admin Services for Government Departments	
Number of Leases	Area in Square Metres	Number of Leases	Area in Square Metres
41	13,340	98	53,431

3. Estimated Growth - Lease Administration

Fiscal Year	Number of Leases	Area in Square Metres
2015-2016	-	-
2016-2017	146	147,071
2017-2018	27	61,061
2018-2019	-	-
2019-2020	-	-
2020-2021	-	-
2021-2022	-	-
2022-2023	-	-
2023-2024	-	-
2024-2025	-	-
2025-2026	-	-
2026-2027	-	-
2027-2028	-	-

4. Project Delivery Services

Total of PDS Averages	PDS Averages by Project \$ Ranges in Dollars based on historical averages		
\$ 20,469,549	Project \$ Range	Number of Projects	Dollar value of Projects
	\$5-\$25K	87	\$ 1,359,379
	\$25K - \$1M	177	\$ 12,869,307
	Over \$1M	3	\$ 1,687,416
	Tenant Services	41	\$ 3,225,989
	Tenant Direct	511	\$ 1,327,458

**Resulting Contract for National Capital Region**

1. Management Services

Baseline Management Services Amount	Approximate Annual Area in Square Metres	Approximate Annual Number of Assets
\$190,784,199	1,612,635	274

2. Lease Administration and Third Party Leases

Approximate Annual Third party Leases		Approximate Annual Lease Admin Services for Government Departments	
Number of Leases	Area in Square Metres	Number of Leases	Area in Square Metres
406	40,415	0	0

3. Estimated Growth - Lease Administration

Fiscal Year	Number of Leases	Area in Square Metres
2015-2016	-	-
2016-2017	-	-
2017-2018	113	400,000
2018-2019	-	-
2019-2020	113	400,000
2020-2021	-	-
2021-2022	113	400,000
2022-2023	-	-
2023-2024	79	250,000
2024-2025	-	-
2025-2026	-	-
2026-2027	-	-
2027-2028	-	-

4. Project Delivery Services

Total of PDS Averages	PDS Averages by Project \$ Ranges in Dollars based on historical averages		
\$ 103,402,955	Project \$ Range	Number of Projects	Dollar value of Projects
	\$5-\$25K	192	\$ 6,451,270
	\$25K - \$1M	474	\$ 58,673,677
	Over \$1M	4	\$ 6,626,620
	Tenant Services	370	\$ 26,591,941
	Tenant Direct	1,328	\$ 5,059,446

**Resulting Contract for Ontario Region**

1. Management Services

Baseline Management Services Amount	Approximate Annual Area in Square Metres	Approximate Annual Number of Assets
\$50,791,907	475,603	635

2. Lease Administration and Third Party Leases

Approximate Annual Third party Leases		Approximate Annual Lease Admin Services for Government Departments	
Number of Leases	Area in Square Metres	Number of Leases	Area in Square Metres
632	103,500	341	513,523

3. Estimated Growth - Lease Administration

PWGSC expects future work volumes to remain relatively constant throughout the contract period.

4. Project Delivery Services

Total of PDS Averages	PDS Averages by Project \$ Ranges in Dollars based on historical averages		
\$ 28,232,084	Project \$ Range	Number of Projects	Dollar value of Projects
	\$5-\$25K	69	\$ 1,285,169
	\$25K - \$1M	264	\$ 18,008,839
	Over \$1M	4	\$ 2,674,816
	Tenant Services	51	\$ 4,181,918
	Tenant Direct	523	\$ 2,081,343

**Resulting Contract for Western Region**

1. Management Services

Baseline Management Services Amount	Approximate Annual Area in Square Metres	Approximate Annual Number of Assets
\$28,705,033	216,499	140

2. Lease Administration and Third Party Leases

Approximate Annual Third party Leases		Approximate Annual Lease Admin Services for Government Departments	
Number of Leases	Area in Square Metres	Number of Leases	Area in Square Metres
33	16,738	142	142,364

3. Estimated Growth - Lease Administration

Fiscal Year	Number of Leases	Area in Square Metres
2015-2016	-	-
2016-2017	255	281,453
2017-2018	-	-
2018-2019	-	-
2019-2020	-	-
2020-2021	-	-
2021-2022	-	-
2022-2023	-	-
2023-2024	-	-
2024-2025	-	-
2025-2026	-	-
2026-2027	-	-
2027-2028	-	-

4. Project Delivery Services

Total of PDS Averages	PDS Averages by Project \$ Ranges in Dollars based on historical averages		
	Project \$ Range	Number of Projects	Dollar value of Projects
\$ 7,596,642	\$5-\$25K	39	\$ 404,346
	\$25K - \$1M	68	\$ 3,106,407
	Over \$1M	2	\$ 1,754,379
	Tenant Services	27	\$ 1,664,036
	Tenant Requests	279	\$ 667,475

**Resulting Contract for Pacific Region**

1. Management Services

Baseline Management Services Amount	Approximate Annual Area in Square Metres	Approximate Annual Number of Assets
\$22,736,999	177,154	80

2. Lease Administration and Third Party Leases

Approximate Third party Leases		Approximate Annual Lease Admin Services for Government Departments	
Number of Leases	Area in Square Metres	Number of Leases	Area in Square Metres
171	16,413	257	262,525

3. Estimated Growth - Lease Administration

PWGSC expects future work volumes to remain relatively constant throughout the contract period.

4. Approximate Historical Averages Related to PDS

Total of PDS Averages	PDS Averages by Project \$ Ranges in Dollars based on historical averages		
\$ 10,512,188	Project \$ Range	Number of Projects	Dollar value of Projects
	\$5-\$25K	54	\$ 848,993
	\$25K - \$1M	92	\$ 6,359,046
	Over \$1M	1	\$ 324,581
	Tenant Services	28	\$ 2,186,695
	Tenant Direct	237	\$ 792,874

**ALL OTHER TERMS AND CONDITIONS REMAIN UNCHANGED**