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Public Works Government Services Canada- Bid
Receiving / Réception des soumissions
189 Prince William Street
Room 421
Saint John
New Brunswick
E2L 2B9

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

All enquiries are to be submitted in writing to the Contracting Authority, Janine Donovan, either by facsimile at (506) 636-4376 or by e-mail at janine.donovan@pwgsc.gc.ca.

Vendor/Firm Name and Address

Raison sociale et adresse du
fournisseur/de l'entrepreneur

Issuing Office - Bureau de distribution

Public Works Government Services Canada- Bid
Receiving / Réception des soumissions
189 Prince William Street
Room 421
Saint John
New Bruns
E2L 2B9

Title - Sujet Janitorial #4 Various Support Bldg	
Solicitation No. - N° de l'invitation W0105-14E037/A	Amendment No. - N° modif. 006
Client Reference No. - N° de référence du client W0105-14E037	Date 2014-02-25
GETS Reference No. - N° de référence de SEAG PW-\$PWB-020-3360	
File No. - N° de dossier PWB-3-36098 (020)	CCC No./N° CCC - FMS No./N° VME
Solicitation Closes - L'invitation prend fin at - à 02:00 PM on - le 2014-03-06	
Time Zone Fuseau horaire Atlantic Standard Time AST	
F.O.B. - F.A.B. Plant-Usine: <input type="checkbox"/> Destination: <input type="checkbox"/> Other-Autre: <input type="checkbox"/>	
Address Enquiries to: - Adresser toutes questions à: Donovan, Janine PWB	Buyer Id - Id de l'acheteur pwb020
Telephone No. - N° de téléphone (506) 636-5347 ()	FAX No. - N° de FAX (506) 636-4376
Destination - of Goods, Services, and Construction: Destination - des biens, services et construction:	

Instructions: See Herein

Instructions: Voir aux présentes

Delivery Required - Livraison exigée	Delivery Offered - Livraison proposée
Vendor/Firm Name and Address Raison sociale et adresse du fournisseur/de l'entrepreneur	
Telephone No. - N° de téléphone Facsimile No. - N° de télécopieur	
Name and title of person authorized to sign on behalf of Vendor/Firm (type or print) Nom et titre de la personne autorisée à signer au nom du fournisseur/ de l'entrepreneur (taper ou écrire en caractères d'imprimerie)	
Signature	Date

This Tender Amendment No. Six (6) is raised to include the following Addendum No. Six (6).

The following Addendum to the tender is effective immediately. This addendum shall form part of the contract documents.

All other terms and conditions remain the same.

1. QUESTIONS AND ANSWERS

Q: What is the policy for short shifts if we are unable to fill but can clean with existing staff, will there be a deduction?

A: In to the regards to short shifts, DND requires buildings to be cleaned to the specifications set out in each contract, (Quality Control section 01 45 00) It is the responsibility of the contractor to provide the staff to ensure this service is provided to contract specification's.

All payments are pre-set to monthly installments there is no deductions from these payments.

2. MAP

Attached for your information is map of Canadian Forces Base Gagetown.

3. SPECIFICATION

REMOVE Section 00 21 13 Instructions to Bidders and REPLACE WITH Section 00 21 13 Instructions to Bidders Attached.

In revised Section 00 21 13:

Paragraph 1.12.3.1, REMOVE the following "...based upon the times indicated in Annex A."

Paragraph 1.13.3, REMOVE the following "Assigned work is to be completed within the assigned times as per Annex A. Times indicated in Annex A are "time on tasks" only." and "within the assigned times indicated in Annex A".

Paragraph 1.18.1, REMOVE the following, "The Engineer states minimum hours in specific buildings as identified in Annex A" and "These specified hours are the minimum hours that the Contractor is expected to have cleaners in the buildings".

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Section 01 11 00, paragraph 1.4.1., REMOVE the following "... at the hours specified in Annex A."

REMOVE Annex A Building List and **REPLACE WITH** attached Annex A Building List

4. SOLICITATION DOCUMENT

REMOVE "Annex "B" - Basis of Payment" and **REPLACE WITH** the attached "Annex "B" - Basis of Payment" revised February 25, 2014.

Please note: The Annex "B" - Basis of Payment dated February 25, 2014 attached in this amendment is the Annex "B" - Basis of Payment that **MUST** be submitted with your bid. Failure to comply with the requirement may result in your bid being deemed non-responsive

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Revised February 25, 2014

**ANNEX "B"
BASIS OF PAYMENT**

The following requirement must be strictly adhered to: **Failure to do so shall render the bidder's proposal as non-responsive.**

It is mandatory that the bidders submit firm rates for the Period of the Service Contract for all items listed hereafter. Unit Price Tables, will be considered as the bidder's Financial Proposal.

Each item specified in the Unit Price Tables, includes wages, traveling time and costs, allowances, supervision, liabilities as employer, insurance, and the use of all tools, tackle, etc., overhead, profit, and all other liabilities whatsoever.

The prices inserted in the Unit Price Tables, includes all applicable federal, provincial and municipal taxes. However, they do not include any amount for the Goods and Services Tax (GST)/Harmonized Sales Tax (HST). The appropriate GST/HST amounts will be paid by Her Majesty to the Offeror in addition to the amount paid against the amount of the contract.

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The estimated quantity entered in column four for each item is an estimate only for service as and when required and does not infer all the quantities for that item will be utilized or that the quantities may not be exceeded.

NOTE: TENDERS WILL BE EVALUATED ON THE TOTAL BID FOR THE FIRST TERM OF THE CONTRACT PLUS THE OPTION YEARS. HOWEVER, ANY CONTRACT AWARD WILL BE FOR THE TERM OF APRIL 1, 2014 TO MARCH 31, 2015.

Item	Class of Service	Unit of Measure	Estimated Quantity	A			B			C		
				Term	Price per Unit	Total	Option Year	Price per Unit	Total	Option Year	Price per Unit	Total
				April 1, 2014 to March 31,			April 1, 2015 to March 31,			April 1, 2016 to March 31,		
				2015			2016			2017		
1	Daily routine clean as per Specification Section 00 21 13, paragraph 1.18.2 18,519 sq. m/month X 12 months	Square metres	222,228									
2	On demand cleaning as per Specification Section 00 21 13, paragraph 1.18.3.1	Square metres	8,000									
3	On demand square metre price for stripping, sealing and waxing of flooring when requested by the Engineer	Square metres	5,000									
4	On demand hourly rate to provide a cleaning for specialized cleaning	Hours	500									

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Item	Class of Service	Unit of Measure	Estimated Quantity	A		B		C					
				Term	Option Year	Option Year	Option Year	Price per Unit	Price per Unit	Price per Unit	Total	Total	Total
				April 1, 2014 to March 31, 2015	April 1, 2015 to March 31, 2016	April 1, 2016 to March 31, 2017							
5	On demand square metre price for carpet cleaning by extraction method when requested by the engineer	Square metres	2,000										
6	On demand price for furniture cleaning by extraction method when requested by the engineer	Hours	500										
7	Price for removal and replacement of Toilet Paper Dispensers	Each	146										
8	On Demand unit price for replacing broken Toilet Paper Dispensers, above and beyond degradation that occurs from normal wear and tear from daily use.	Each	50										
9	Price for removal and replacement of Paper Towel Dispensers	Each	111										

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Item	Class of Service	Unit of Measure	Estimated Quantity	A		B		C	
				Term	Option Year	Option Year	Option Year	Price per Unit	Price per Unit
				April 1, 2014 to March 31, 2015	April 1, 2015 to March 31, 2016	April 1, 2016 to March 31, 2017			
10	On Demand unit price for replacing broken Paper Towel Dispensers, above and beyond degradation that occurs from normal wear and tear from daily use.	Each	50						
11	Price for removal and replacement of Soap Dispensers	Each	114						
12	On Demand unit price for replacing broken Hand Soap Dispensers, above and beyond degradation that occurs from normal wear and tear from daily use.	Each	20						
13	Price for removal and replacement of Hand Sanitizer Dispensers	Each	23						

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Item	Class of Service	Unit of Measure	Estimated Quantity	A		B		C	
				Term	Option Year	Option Year	Option Year	Price per Unit	Price per Unit
				April 1, 2014 to March 31, 2015	April 1, 2015 to March 31, 2016	April 1, 2016 to March 31, 2017			
14	On Demand unit price for replacing broken Hand Sanitizer Dispensers, above and beyond degradation that occurs from normal wear and tear from daily use.	Each	20						
				\$	\$	\$			
TOTAL FOR FIRST TERM AND OPTION YEARS				A	B	C			

GRAND TOTAL FOR FIRST TERM AND OPTION YEARS

\$ _____
A, B and C

- 1.1 Description of Work .1 Work specified in this Service Contract covers the furnishing of all cleaning materials, labour, tools, equipment, supervision, travel and profit, required to provide janitorial services for routine cleaning in various buildings at CFB Gagetown as directed and specified herein.
- 1.2 Duration of Contract .1 The period of this Service Contract is from 01 April 2014 to 31 March 2015 with the option to renew two-one year periods.
- 1.3 Engineer .1 The Engineer, as defined and stated in this specification will be the Commanding Officer 5 Engineer Services Unit or a designated representative. The address of the Engineer is:
- Contracts Office
5 Engineer Services Unit
Building B18
CFB/ASU Gagetown
PO Box 17000 Stn Forces
Oromocto, NB. E2V 4J5
- Tel: (506) 422-2000 Ext 2677
Fax: (506) 422-1248
- 1.4 Contractor .1 The Contractor will be a Janitorial Contracting Company with a minimum of three years proven Janitorial Contracting experience. References must be provided upon request from the Engineer prior to the award of the contract.
- 1.5 Site Visit .1 All Contractors will attend a **mandatory site visit prior** to tendering and familiarize themselves with the premises and the work to be performed. Contractors shall become thoroughly acquainted with existing conditions, compile necessary information for the proper accessing and execution of the contract.
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1.6 Liability Insurance

- .1 The Contractor shall provide proof of Liability Insurance for the amount of Two Million dollars (\$2,000,000.00) to PWGSC prior to award of this Service Contract.

1.7 Definitions

- .1 Full Time Supervisor means a person who does not do any hands-on cleaning.
- .2 Working Supervisor means supervisor who will be assigned cleaning duties combined with supervisory duties. A working supervisor will not be assigned daily routine cleaning, rather weekly or longer frequency tasks which would provide supervisor with flexibility needed to assure subordinates accomplish assigned duties.
- .3 Garbage means any non-recyclable material foreign to the environment.
- .4 Disinfect means wash clean using germicidal solution.
- .5 Complete and satisfactory service means the continual cleaning and maintenance procedures as specified in Section 01015 and/or to the complete satisfaction of the Engineer.
- .6 Clean shall mean that for width and breadth of the referred surface, it shall be free of foreign matter down to the original surface or last protective coating.
- .7 Occurrence Report is a written report submitted to the Engineer by the Contractor to report problems or incidents that arise over which the Contractor has no control.
- .8 Time Sheets mean a written record of employee name, date and hours of commencement and cessation of work, plus employee's signature for each day recorded.
- .9 WHMIS means Workplace Hazardous Materials Information System.
- .10 Specified Hours of Work means actual hours of work excluding mandatory lunch breaks.

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- 1.8 Security Clearances
- .1 The Contractor shall maintain an up to date roster of all employees involved in the Service Contract including managers, supervisors and labourers. This roster shall be provided to the Engineer within 10 working days at the start of the contract and when any changes occur there after.
- .2 The Contractor shall provide proof of the information contained within the roster to the Engineer upon demand. The Engineer reserves the right to have removed from the site those personnel who do not meet security requirements, as laid down by the Military Police Section.
- 1.9 Contractor Passes
- .1 All Contractor employees will carry an authorized Contractor Pass while employed on DND property. Such passes will be produced on demand to Military Police, Commissionaires, Security Guards and persons in authority.
- .2 The Contractor will complete an application form for each employee. The Contractor will accompany the employee to the Military Police Identification Section located at Building F-19 for issuance of pass.
- .3 A photocopy of employee passes is to be provided to the Engineer.
- .4 The Contractor will ensure Contractor passes are recovered from employees who cease to be employed on DND property. Such passes shall be returned to the Military Police Identification Section located in Building F-19 by the Contractor.
- 1.10 Site Access
- .1 While within the confines of property belonging to the Department of National Defence the contractor and their employees, shall be subject to the standing orders as laid down by the Authority of that facility.
- 1.11 Materials
- .1 **All materials required to maintain the buildings listed in Annex A will be supplied by the contractor. See Section 10 27 00 for**
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- 1.11 Materials .1 (Cont'd)
(Cont'd) **the types of material/products required.**
- 1.12 Site .1 One full time on-site supervisor is to be
Supervision provided for the duration of this Service Contract.
- .2 The Contractor's on-site supervisor must have the competence, experience, and qualifications required to discharge the assigned responsibilities. The on-site supervisor is responsible for all work performed on all shifts. The on-site supervisor must be fully appraised of all technical requirements of this specification and be in possession of all documents. The on-site supervisor must be in possession of a cell phone for ease of contact for the Engineer.
- .3 The on-site supervisor is responsible for all building Janitorial service activities, specifically the following:
- .1 Planning and organizing Janitorial services. On-site supervisors are to assign Janitorial personnel to specific duty schedules, based upon the times indicated in Annex A. This duty schedule will be submitted to the Engineer ten days prior to the start of the contract, and maintained/updated throughout the duration of the contract;
 - .2 Ensuring that the daily Janitorial tasks are done;
 - .3 Ensuring the quality of work;
 - .4 Providing the Janitorial services, supplies, equipment and combustibles in an efficient manner;
 - .5 The on-site supervisor or approved delegated representative must be present on site during normal working hrs 0730-1600. For all absences the Contractor or on-site supervisor must appoint another person to act in their capacity and must inform the Engineer in writing;
 - .6 The on-site supervisor must not be part of the cleaning team or be a replacement for absent personnel;
 - .7 The on-site supervisor must visit each building under his/her control daily to ensure quality of work; and
 - .8 The on-site supervisor is to conduct a thorough inspection of all
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- 1.13 Janitorial Personnel (Cont'd) .3 (Cont'd) assigned work within the assigned times indicated in Annex A.
- .4 Janitorial personnel must ensure their assigned equipment and cleaning closets are maintained as stated in Annex E, Frequencies.
- 1.14 Uniforms .1 While on site, all of the Contractors's personnel must wear a Contractor's badge provided by the Engineer, and uniform that will be provided by the Contractor at no expense to the Engineer. The uniform must be a properly sized shirt or blouse that fully covers the midriff. The uniform must be consistent for all personnel with the exception of management personnel that must wear a contrasting color for identification purposes. The uniform must have the company logo. The uniform may have the yellow ribbon and support your troops logo tastefully located if the contractor desires. The uniform must be in good repair. The Engineer will approve the suitability of the uniform colours and tailoring. The uniforms must be worn properly and consistently. Janitorial personnel shall maintain professional appearance at all times. Pants must be in good repair and worn properly. Full length pants and close toed shoes are mandatory. No sandals, pyjama or sweat pant-type pants are acceptable. The wearing of head wear will be strictly prohibited. Jewelry and other accessories should be worn so as not to hinder the health and safety of the worker. Accessories are to be in good taste.
- 1.15 Standard of Work .1 The Contractor will carry out services at the minimum frequencies as detailed within this specification. They will, on award of contract, place the building in first class condition without delay and maintain it in that condition during the period of the contract employing the best standard practice of the trade.
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- 1.16 Services Provided
- .1 Storage space for cleaning material and equipment at CFB Gagetown will be provided by DND.
 - .1 Store and maintain materials with labels intact and in original containers.
 - .2 Maintain storage facility in a neat and tidy condition at all times.
 - .3 Storage areas are to be locked when not in use.
 - .4 Containers are to bear WHMIS labels.
 - .2 Electricity and hot water required by the contractor for the execution of janitorial services will be provided by the department without charge.
 - .3 Supply of temporary services by DND is subject to DND requirements and may be discontinued by the Engineer at any time without notice, without acceptance of any liability for damage or delay caused by such withdrawal of temporary services.
- 1.17 Duty Schedule
- .1 The Contractor shall submit, for routine cleaning within 10 working days of commencing work a proposed shift schedule to the Engineer. The schedule will indicate at which time and building personnel will be cleaning.
 - .2 Once approved, no changes will be made to the schedule without Prior approval from the Engineer.
- 1.18 Basis of Payment
- .1 The work under this contract will be paid on a unit price basis. The contractor will accept the payment as full consideration for everything furnished and done by them with respect to work. The contractor will submit the prices for the following in accordance with specification. Such prices shall include expenses, profit, tools, equipment, transportation (travel to and from the Contractors base of operation will be included in the rates provided)and all products and materials necessary to provide the services. The Engineer states minimum hours in specific buildings as identified in Annex A. However, the basis of payment will be paid by square metre pricing. These specified hours are the minimum hours that the Contractor is expected
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1.18 Basis of
Payment
(Cont'd)

.1 (Cont'd)
to have cleaners in the buildings. If the Engineer deems that the cleaning standards and frequencies are not being met, the Contractor, at no extra cost to the Engineer, will provide the necessary personnel to meet the specification.

.2 For daily routine cleaning, as listed in Annex E, the contractor will provide a sq metre price based on the total estimated quantities listed below. This price is to include the cost of all the materials and products required at the estimated quantities listed in section 10 28 10. The sum of the total price of each building will equal the monthly lump sum price for all buildings. The cost per sq metre will be used for considerations for additions and or deletions to the monthly lump sum which may occur over the life of this Service Contract.

Estimated Quantity 18,519 Sq Metres.

***NOTE: On award of the Service Contract, the contractor will be presented with a detailed floor plan of each building.**

.3 On Demand types of cleaning
.1 On Demand cleaning will be done by the sq metre of floor area, regardless of the type of room or surface involved. On Demand cleaning will only be authorized when conditions beyond the contractors share of responsibilities have occurred, ie: flood, fire, restoration and or remodeling. It is the responsibility of the Contractor to maintain satisfactory Janitorial conditions at all times over the life of the contract. On Demand cleaning will not be authorized in areas where the Contractor clearly does not maintain sufficient manpower and supplies for daily routine cleaning; ie: frequency as identified in Annex E of this service contract.

Estimated quantity: 8000 Sq Metres.

.2 On Demand sq metre price for stripping, sealing and waxing of flooring will be utilized when requested by the Engineer. All tools and equipment will be supplied by the contractor.

Estimated quantity: 5000 Sq Metres.

.3 On Demand Hourly rate to provide a cleaner for specialized cleaning; **ie: Cleanup of bodily fluids,** that may occur over the

1.18 Basis of Payment
(Cont'd)

- .3 (Cont'd)
.3 (Cont'd)
life of the contract.
Estimated quantity: 500 hrs.
.4 On Demand sq metre price for carpet cleaning by extraction method will be utilized when requested by the Engineer. All tools and equipment and material will be supplied by the Contractor.
Estimated quantity: 2000 Sq Metres.
.5 On Demand price for furniture cleaning by extraction method will be utilized when requested by the Engineer. All tools, equipment, and material will be supplied by the Contractor.
Estimated quantity: 500 hrs.
- .4 On Demand Dispenser Replacement
.1 On Demand unit price for replacing broken Toilet Paper Dispensers, above and beyond degradation that occurs from normal wear and tear from daily use. Dispensers are to meet the specifications outlined in section 10 28 10. All tools, equipment and material will be supplied by the Contractor. Broken Dispensers will be removed and replaced by the contractor.
Estimated quantity: 50.
.2 On Demand unit price for replacing broken Paper Towel Dispensers, above and beyond degradation that occurs from normal wear and tear from daily use. Dispensers are to meet the specifications outlined in section 10 28 10. All tools, equipment and material will be supplied by the Contractor. Broken Dispensers will be removed and replaced by the contractor.
Estimated quantity: 50.
.3 On Demand unit price for replacing broken Hand Soap Dispensers, above and beyond degradation that occurs from normal wear and tear from daily use. Dispensers are to meet the specifications outlined in section 10 28 10. All tools, equipment and material will be supplied by the Contractor. Broken Dispensers will be removed and replaced by the contractor.
Estimated quantity: 20.
.4 On Demand unit price for replacing broken Hand Sanitizer Dispensers, above and beyond degradation that occurs from normal wear and tear from daily use. Dispensers are to meet the specifications outlined in section 10 28 10. All tools, equipment and materials will be supplied by the Contractor

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- 1.18 Basis of Payment
(Cont'd)
- .4 (Cont'd)
.4 (Cont'd)
Broken Dispensers will be removed and replaced by the Contractor.
Estimated quantity: 20.
- .5 The above mentioned quantities may increase or decrease, and are to be used only as a guide for tendering purposes. The quantities are not guaranteed and the Contractor will have no claim for the loss of anticipated profits as a result of these estimated quantities.
- 1.19 Contractor's use of site
- .1 Do not unreasonably encumber site with materials or equipment.
- .2 Move stored products or equipment which interfere with operations of Engineer or other Contractors.
- .3 Contractor is to assure their staff enter only areas assigned to them for servicing.
- .4 The Contractor may request through the Engineer for the use of an on-site office space to facilitate the administrative work of the on-site supervisor. The Engineer reserves the right to withdraw the use of of this space at any time. The office space must be located within a building that is maintained by the Contractor.
- 1.20 Building Security
- .1 The Contractor is to instruct staff to lock windows and doors to offices and buildings when the employee is the last person to leave.
- 1.21 Energy Conservation
- .1 All non essential lights shall be turned off when work is complete.
- 1.22 Protection of Property
- .1 The Contractor undertakes and agrees to comply with all Base Standing Orders or other regulations in force on site where work is to be performed relating to the safety of persons on the site or the protection of property
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1.22 Protection of .1 (Cont'd)
Property
(Cont'd) against loss or damage from any and all causes
including fire.

Building #	Building Description	m2
B 1	4 ESR	600
B 6	Storage	472
B 7	Garage	166
B 9	Garage	776
B 10	Base Supply	7000
B 14	CE R&G	320
B 19	4 ESR	555
B 45	4 ESR	272
B 58	RCR	44
C 8	Garage	233
D9	Sigs	200
D56	2 RCR	710
D58	2 RCR	1150
G 3	Fire hall	344
H 6	Range control	77
H 7	Storage	230
K 1	Garage	430
K 6	Garage	260
K 8	Garage	280
K 10	Garage	720
K 13	Garage	360
K 14	Garage	573
K 15	Garage	34
K 16	Garage	552
K 17	Garage	280
K 18	Garage	224
K 19	Garage	193
K 38	QM	322
K 39	QM	20
K 60	Wash bay	40
K 61	Garage	60
K 71	QM	100
K 73	Garage	50
K 82	Garage	3
K 330	Trailer	40
L 10	Garage	244
L 28	QM	10
L 32	Hanger	480
N 104	QM	45
N 125	QM	50
TOTAL:	40 Buildings (7 cleaners)	18519

Building #	Building Description	Dispensers			
		PT	TP	Soap	Sanitizer
B 1	4 ESR	3	5	3	1
B 6	Storage	0	0	0	0
B 7	Garage	3	4	3	0
B 9	Garage	7	7	5	0
B 10	Base Supply	8	23	10	5
B 14	CE R&G	3	4	4	0
B 19	4 ESR	3	3	2	1
B 45	4 ESR	2	3	2	2
B 58	RCR	2	2	3	0
C 8	Garage	2	2	2	1
D9	Sigs	4	4	4	0
D56	2 RCR	8	7	8	0
D58	2 RCR	3	4	4	0
G 3	Fire hall	3	2	3	0
H 6	Range control	2	2	2	0
H 7	Storage	0	1	1	0
K 1	Garage	7	6	5	2
K 6	Garage	3	5	3	0
K 8	Garage	2	4	2	2
K 10	Garage	4	5	4	2
K 13	Garage	3	6	3	2
K 14	Garage	4	8	5	1
K 15	Garage	3	2	2	0
K 16	Garage	4	8	8	1
K 17	Garage	4	3	3	0
K 18	Garage	3	3	3	0
K 19	Garage	3	3	3	0
K 38	QM	2	3	3	0
K 39	QM	0	0	0	0
K 60	Wash bay	1	1	1	0
K 61	Garage	1	1	2	0
K 71	QM	2	2	2	2
K 73	Garage	2	2	2	0
K 82	Garage	1	1	1	0
K 330	Trailer	1	1	1	0
L 10	Garage	2	2	1	0
L 28	QM	1	0	0	0
L 32	Hanger	4	6	3	1
N 104	QM	1	1	1	0
N 125	QM	0	0	0	0
TOTAL:	40 Buildings	111	146	114	23