

**RETURN BIDS TO:**  
**RETOURNER LES SOUMISSIONS À:**  
Travaux publics et Services gouvernementaux  
Canada  
Place Bonaventure, portail Sud-Est  
800, rue de La Gauchetière Ouest  
7<sup>ème</sup> étage  
Montréal  
Québec  
H5A 1L6  
FAX pour soumissions: (514) 496-3822

**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**  
Travaux publics et Services gouvernementaux Canada  
Place Bonaventure, portail Sud-Est  
800, rue de La Gauchetière Ouest  
7<sup>ème</sup> étage  
Montréal  
Québec  
H5A 1L6

<b>Title - Sujet</b> Entretien Mén. St-Jean chambres/hôt	
<b>Solicitation No. - N° de l'invitation</b> W0130-14ECH1/A	<b>Amendment No. - N° modif.</b> 002
<b>Client Reference No. - N° de référence du client</b> W0130-14-ECH1	<b>Date</b> 2014-05-13
<b>GETS Reference No. - N° de référence de SEAG</b> PW-\$MTC-775-12694	
<b>File No. - N° de dossier</b> MTC-3-36361 (775)	<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 2014-05-26</b>	
<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> Aguilera, Maria Pia	<b>Buyer Id - Id de l'acheteur</b> mtc775
<b>Telephone No. - N° de téléphone</b> (514) 496-3573 ( )	<b>FAX No. - N° de FAX</b> (514) 496-3822
<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

W0130-14ECH1/A

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

W0130-14-ECH1

Amd. No. - N° de la modif.

002

File No. - N° du dossier

MTC-3-36361

Buyer ID - Id de l'acheteur

mtc775

CCC No./N° CCC - FMS No/ N° VME

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**AMENDMENT No. 002**

**DELETE:**

ANNEX B: Bid Submission Kit (in its entirety)

**REPLACE WITH:**

**ANNEX B: BID SUBMISSION KIT** *updated May 5th, 2014 (see the PDF document attached)*

*- All other terms and conditions remain unchanged -*

2<sup>ND</sup> CANADIAN DIVISION SUPPORT GROUP  
DEPARTMENT OF NATIONAL DEFENCE

SPECIALIZED SERVICES CALL FOR BIDS

No. W0130-14-ECH1  
TO PROVIDE SANITARY MAINTENANCE AT  
THE SAINT-JEAN GARRISON  
(ROOMS AREA / HOSTELRY)

## BID SUBMISSION KIT

**Sanitary Maintenance Work**  
Area Support Unit Saint-Jean  
Box 100, Station Bureau-chef  
Richelain QC J0J 1R0

***Note: Masculine pronouns used in this document refer to both male and female persons. Similarly, the singular includes the plural and vice versa.***

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## SECTION 1

## DEFINITIONS

## 1.1 **Definitions**

In this <bid package>, the terms and expressions, unless it is otherwise indicated or they are incompatible with the context, can be defined as follows:

**<Book of basics>** refers to the general and specific conditions related to the work to be performed in this <contract>.

**<Bid package>** refers to this document, which includes the submission requirements, procedures and bid evaluation as well as the <financial bid>.

**<Contract>** refers to the sanitary maintenance <contract>.

**<Foreman>** refers to the person in charge of all the sanitary maintenance activities in the building. Specifically, he/she is responsible for

- Planning and organizing maintenance activities.
- Ensuring that the work is performed.
- Checking the quality of the work.
- Supplying the service effectively.

**<Bid or proposal request>** refers to the entire document and includes the instructions to bidders and the annexes for which the bidders submit a bid.

**<Technical specification by prototype>** refers to the tasks related to the routine, monthly and periodic work.

**<Contractor>** refers to the person or body who was issued the sanitary maintenance <contract>.

**<FTE>** is an acronym that stands for FULL-TIME EQUIVALENT, which is defined as the number of part-time or full-time personnel work hours equivalent to one person working **40 productive hours** over one work week in order to perform the routine work described in the specifications. The <FTE> is calculated by the <PROPRE software> based on the detailed information on the work to be performed and the spaces to be cleaned.

**<PROPRE software>** refers to the software used by Canada to assess standard times, the production needs required based on the area, the type of floor, and the tasks and task schedule for maintaining the various premises. In addition, it makes it possible to establish financial performance in addition to reaching the requested level of performance.

**<Financial bid>** refers to all prices included by the bidder in section 3 of the <bid package>.

**<Cleaning personnel>** refers to the employees assigned to the heavy duty work associated with the routine and monthly tasks.

**<Maintenance personnel>** refers to the employees assigned to the light duty work associated with the routine and monthly tasks.

**<Prototype>** refers to all of the spaces (premises) with similar or identical functions that require the same type of maintenance at the same cleaning frequencies, unless the specification includes specific instructions by sector and/or space.

**<Flooring>** refers to the floor covering.

**<Bid>** refers to all of the information quoted by the <bidder>, including the technical bid and the <financial bid>.

**<Bidder>** refers to the person or body who submitted the <bid> in the aim of winning the sanitation <contract>.

The **<successful bidder>** refers to the person or body whose <bid> has been retained for the execution of the sanitation <contract>.

**<Surface area>** refers to the floor <surface area>.

**<Supervisor>** refers to the <foreman>'s assistant. He/she is responsible for supervising the regular and annual work teams. The <supervisor> can be part of the work routes, and he/she is responsible for ensuring that the work is executed and that it is of a high quality.

**<Routine and monthly work>** is identified in the <technical specifications by <Prototype>> (section 6.6 in the <book of basics>)

**<Set-rate work>** is identified in section 3, page 6, of the <bid package>.

**<Periodic work>** refers to the tasks associated with the annual work (see the BREAKDOWN OF COSTS ASSOCIATED WITH <PERIODIC WORK> tables)>.

## SECTION 2

### SUBMISSION REQUIREMENTS

### <BID> PROCEDURES AND EVALUATION

- 2.1 In his/her technical <bid>, the <bidder>s must meet all of the mandatory technical requirements of this request for proposal and supply the documentation that proves his/her compliance with those requirements.
- 2.2 The <bidder> must fill out all of the cells of the <bid package> table (section 3, page 2), save for those that are highlighted:
- ✓ The annual time and cost (see minimum required hours, based on the <PROPRE software>, of the <cleaning personnel> and <maintenance personnel> for the routine and the monthly work).
  - ✓ The annual cost of chemical products and equipment.
  - ✓ The annual cost of sanitary supplies.
  - ✓ The annual time and cost for the <periodic work> planned annually.
  - ✓ Supervision, if applicable.
  - ✓ The cost of the hotel service, if applicable.
- 2.3 The <bidder> is responsible for assessing the work requested in the specification before entering the number of hours in the appropriate box. In addition, the <bidder> must take into account the work assessment to determine the annual usages and must not limit the assessment to the <FTE> or the minimum supervision ratios, as those are minimum requirements.
- 2.4 The <FTE> corresponds to the annual minimum number of work hours (routine, monthly or periodic) that must be performed by the <cleaning personnel> and the <maintenance personnel> on site in order to perform the routine work described in the specification. The <PROPRE software> calculates the <FTE> based on detailed information about the work to be performed and the areas to be cleaned. The software does not account for indirect costs (vacations, sick leave, travel time, meal breaks and any other non-productive time).
- 2.5 The minimum <FTE> is a mandatory financial obligation aimed at ensuring fairness for all <bidder>s and Canada for the entire duration of the requirement in question. The <bidder> is responsible for submitting an adequate number of hours to perform the routine work and adhere to the minimum number of annual <FTE>s for the duration of the <contract>. If the supplier has not specified the number of hours required to perform the routine work in his/her bid, Canada will not grant the bidder extra hours for that purpose.
- 2.6 Concerning the supervision ratio, 15 <FTE>s cannot be counted for a <supervisor> who is supervising 15 people on site. The number of <supervisor>s is determined based on the organizational structure of the supplier's workforce (permanent or part-time personnel, periodic work, hours during the weekend or overtime hours).
- 2.7 The prices quoted in the <financial bid> of the <successful bidder> and the annual cost of chemical products and equipment for the routine and monthly work related to the <technical specification by <prototype>> will be broken down by <prototype> on the basis of the standard times in the <PROPRE software>.
- 2.8 This breakdown, set out in paragraph 2.7 above, will make it possible to properly

adjust the costs in the event of amendments to the <technical specification by <prototype>> of certain <prototype>s based on their unit costs rather than on an average unit cost for the entire establishment, as described in sections 3.2 and 3.3 of the <book of basics>.

## 2.9 **EVALUATION PROCEDURES**

2.9.1 The <bid>s are evaluated based on all of the requirements of the <bid> request, including the technical and financial evaluation criteria.

2.9.2 The <bid>s that do not meet all of the mandatory technical and financial criteria will be deemed non-compliant and given no further consideration.

## 2.10 **TECHNICAL EVALUATION**

### **Mandatory technical criteria**

2.10.1 Supplier possesses 2 consecutive years of janitorial services experience within the last 5 years on contracts of similar size and scope to the requirement identified in the solicitation. Similar in size and scope is defined as:

- A space that is a minimum of 50% of the size (m2) and;
- A space of similar use or type (e.g. office space, lab space)

## 2.11 **FINANCIAL EVALUATION**

### **Mandatory financial criteria**

2.11.1 The <bidder> must provide all of the required information in the non-highlighted cells of the tables in section 3 of this <bid package>. If any information is omitted, the <bid> will be deemed non-compliant and will not be given any further consideration (if a simple addition or multiplication is omitted, it will not be considered an omission).

The <bidder> must not change the format or distribution units in the table.

2.11.2 The number of hours that the <bidder> writes in section 3, page 2, line 1, under routine and monthly work (<maintenance personnel> and <cleaning personnel>), may exceed but must not be less than the number of <FTE> hours (hours per year).

2.11.3 The number of hours that the <bidder> includes in section 3, page 2, line 5, under <periodic work> (<maintenance personnel> and <cleaning personnel>), must not be less than the number of <FTE> hours (hours per year).

2.11.4 S/O

2.12 **SELECTION METHOD**

A <bid> must meet all of the requirements of the <bid> request (technical and financial evaluation criteria) to be considered responsive (compliant). The lowest responsive (compliant) <bid> will be recommended for the awarding of the <contract>.

SECTION 3

<FINANCIAL BID> FROM <BIDDER>

BREAKDOWN OF COSTS ASSOCIATED WITH THE  
TECHNICAL SPECIFICATIONS

SUMMARY TABLE OF PERIODIC WORK COSTS BY  
SECTOR

BREAKDOWN OF PERIODIC WORK COSTS BY SECTOR

PRICE FORMS FOR SET-RATE WORK

**<FINANCIAL BID> FROM <BIDDER>  
FOR THE SANITARY MAINTENANCE WORK  
THE SAINT-JEAN GARRISON  
ROOMS AREA / HOSTELRY**

On \_\_\_\_\_ 2014

Dear Sir/Madam,

We, the undersigned, undertake to supply "Ecologo-certified" chemical products and the accessories, equipment, supervision and labour required to perform the **sanitary maintenance work** as described in the <technical specification by <prototype>> as well as provide "Ecologo-certified" **sanitary products** and the **<periodic work>** for the above-mentioned establishment for the annual price of (price set out in section 3, page 4, box 26 of the <bid package>):

\_\_\_\_\_ dollars and \_\_\_\_\_ cents (\$\_\_\_\_\_).

This price does not include any applicable taxes.

We confirm that we have read the <bidder> instructions and the general and specific conditions, and we undertake to adhere to all of the clauses contained therein.

We confirm that we have visited the site and received all of the required information from the 5 ASG representative of the Department of National Defence.

\_\_\_\_\_  
Signature of <bidder>

\_\_\_\_\_  
Name and title  
(please print)

\_\_\_\_\_  
Date

**COST BREAKDOWN**

	<b>&lt;TECHNICAL SPECIFICATION BY &lt;PROTOTYPE&gt;&gt;</b>	<b>PROPRE &lt;FTE&gt; (hours per year, minimum required)</b>	<b>Annual time quoted by the &lt;bidder&gt;</b>	<b>Annual cost</b>
<b>&lt;ROUTINE AND MONTHLY WORK&gt;</b>				
<b>1</b>	Cleaning and maintenance work (see <technical specification by <prototype>> in section 6.6 of the <book of basics>).	<b>11 505 hours</b>		\$
<b>2</b>	<b>ECOLOGO-certified</b> chemical products and cleaning equipment.			\$
<b>3</b>	<b>TOTAL FOR ROUTINE AND MONTHLY WORK</b>			\$

	<b>COST OF SANITARY SUPPLIES</b>	<b>Annual cost</b>
<b>4</b>	Sanitary supplies ( <b>ECOLOGO-certified</b> )	\$

	<b>COST OF &lt;PERIODIC WORK&gt;</b>	<b>PROPRE &lt;FTE&gt; (hours per year, minimum required)</b>	<b>Annual time quoted by the &lt;bidder&gt;</b>	<b>Annual cost</b>
<b>COST OF &lt;PERIODIC WORK&gt;</b>				
<b>5</b>	<Periodic work> Aggregate total of sectors (total of hours and costs indicated at section 3, page 4)	<b>1 070 hours</b>		\$

	<b>SUPERVISION AND SUPPORT OF ROUTINE AND PERIODIC WORK</b>	<b>PROPRE &lt;FTE&gt; (hours per year, minimum required)</b>	<b>Annual time quoted by the &lt;bidder&gt;</b>	<b>Annual cost</b>
<b>6</b>	<b>&lt;Foreman&gt;</b>	<b>2 080 hours</b>		
<b>7</b>	<b>TOTAL FOR SUPERVISION</b>			

### BREAKDOWN OF HOTEL SERVICE COSTS

Prototype and type of service ROUTINE CLEANING (on demand)		Estimated units/year	Unit price	ANNUAL COST (estimated units/year X unit price)
8	0130S – Suites – VIP Service (unit price)	6 000	\$	\$
9	0133S – Rooms – basic service (unit price)	10 000	\$	\$
10	1070S – Toilets, bathrooms and/or showers (unit price)	1 000	\$	\$
11	1140S – Lounges , rest rooms and open space (unit price)	1 000	\$	\$
12	<b>TOTAL ROUTINE CLEANING</b>			\$

Prototype and type of service DEPARTURE CLEANING (on demand)		Estimated units/year	Unit price	ANNUAL COST (estimated units/year X unit price)
13	0130S – Suite –VIP Service (unit price)	600	\$	\$
14	0131S – Rooms (unit price)	1 000	\$	\$
15	0133S – Rooms – basic service (unit price)	1 000	\$	\$
16	1070S – Toilets, bathrooms and/or showers (unit price)	500	\$	\$
17	1140S – Lounges , rest rooms and open space (unit price)	500	\$	\$
18	<b>TOTAL DEPARTURE CLEANING</b>			\$

Prototype and type of service HEAVY CLEANING Periodic (on demand)		Estimated units/year	Unit price	ANNUAL COST (estimated units/year X unit price)

19	0130S – Suite –VIP Service (unit price)	100	\$	\$
20	0131S – Rooms (unit price)	1 000	\$	\$
21	0133S – Rooms – basic service (unit price)	1 000	\$	\$
22	1070S – Toilets, bathrooms and/or showers (unit price)	100	\$	\$
23	1140S – Lounges, rest room and open space (unit price)	100	\$	\$
24	0130S-01031S-0133S – Clean and polish floor covering of the room	1 500	\$	\$
25	<b>TOTAL HEAVY CLEANING PERIODIC</b>			\$

26	<b>TOTAL ANNUAL CONTRACT (3+4+5+7+12+18+25)</b>			\$
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- (1) The annual costs of the routine and monthly cleaning and maintenance work must include, among others, the wage rates along with the benefits governed by the Decree Respecting Building Service Employees in the Montréal or Québec Region (c. D-2, r.15 or r.16), the supervision of the <contract>, the additional benefits granted by the employer, the administration fees and expected profits. Notwithstanding the aforementioned, it is the sole and entire responsibility of the contractor to respect, at all times, the above mentioned Decree.
- (2) The annual cost provided for the "*Ecologo-certified*" chemical products and equipment must include, among other things, the administration fees and expected profits.
- (3) The total amount of the <financial bid> of the <successful bidder> (the <contractor>) will be broken down by <prototype> based on the standard times of the <PROPRE software>. That breakdown will later be used in the course of the <contract> to calculate the adjustments required in the event that changes are made to the space measurements or the <technical specification by <prototype>>.
- (4) The annual cost for "*Ecologo-certified*" sanitary supplies must include the expected administration fees and profits.
- (5) The cost of the annual <periodic work> must include, among others, the wage rates along with the benefits governed by the Decree Respecting Building Service Employees in the Montréal or Québec Region (c. D-2, r.15 or r.16), the supervision of the <contract>, the additional benefits granted by the employer, the administration fees, the expected profits, the "*Ecologo-certified*" chemical products and the housekeeping maintenance equipment. In addition, the CANADA will not be responsible in any way for having said

<periodic work> performed in whole or in part. Only the work that is executed and approved by the manager will be covered in accordance with the amount quoted in the breakdown of costs associated with the <periodic work>, by sector. Notwithstanding the aforementioned, it is the sole and entire responsibility of the contractor to respect, at all times, the above mentioned Decree.

- (6-7) The <bidder>s must specify the precise number of hours and total annual supervision costs they require to carry out the routine and periodic work.

**Note: For boxes 1, 5 and 7.**

It is agreed that the hours quoted by the <CONTRACTOR> in the <bid> were evaluated by him/her in accordance with the workload of each regular, monthly and periodic task and based on the <surface area>s identified. In the event that the number of hours is insufficient to perform the tasks, the <CONTRACTOR> will be required to perform the additional hours of work at his/her own expense.

- (8 to 25) **The unit prices and annual cost** submitted for the hotel service in the bedroom areas must include supervision, labour, materials, benefits, administrative costs and expected profits.

The **projected annual units** for the hotel service shall be considered to be for illustrative purposes only.

The manager reserves the right to have the hotel service carried out on request whenever it is deemed necessary, without any effect on the quoted time and unit prices.

The unit prices submitted for the hotel service and heavy cleaning of room areas must include the cleaning of all types of rooms, regardless of floor surface, number of beds or type of floor covering.

The Department does not in any way undertake to have said hotel service work carried out in whole or in part.

- (26) The amount must correspond to the one indicated in the first paragraph of the <bidder>'s financial bid in section 3, page 1, of the <bid package>. The amount will be used to evaluate the <bid>, as described in section 2.

**SUMMARY TABLE OF <PERIODIC WORK> COSTS BY SECTOR**

**(See breakdown by sector at page 7 at 18 of the current section)  
SUMMARY TABLE**

SECTOR	FLOOR AREA M <sup>2</sup>	TOTAL HOURS	AMOUNT	COST M <sup>2</sup>
	A	B	C	C/A
004 <sup>th</sup> Floor – Orange	377.20			
005 <sup>th</sup> Floor – Orange	328.60			
04 <sup>th</sup> – Blue	1 308.01			
05 <sup>th</sup> – Blue	81.60			
06 <sup>th</sup> – Blue	1 466.30			
07 <sup>th</sup> – Blue	81.60			
08 <sup>th</sup> – Blue	146.35			
09 <sup>th</sup> – Blue	81.60			
10 <sup>th</sup> – Blue	81.60			
11 <sup>th</sup> – Blue	81.60			
12 <sup>th</sup> – Blue	81.60			
Other areas - Megaplex	1 434.88			
<b>** TOTAL</b>	5 550.94			

**\*\* The total costing in m<sup>2</sup> will be used as a basis for calculating the new rates if <surface area> adjustments (whether increases or decreases) are required with respect to the <periodic work>.**

**The total cost associated with the sector must be reported in the costs table of the technical specification, in section 3, page 2, item 5 (cost of <periodic work>).**

**The <surface area> of the 1999 <prototype>s is not included in the above total.**

**The <bidder> understands that the <periodic work> indicated in the table must be performed exclusively at Canada's request. The <bidder> accepts the fact that Canada reserves the right to have the said work performed in whole or in part.**

**BREAKDOWN OF ANNUAL WORK COSTS**

**ST-JEAN GARRISON  
(Rooms / Hostelry)**

**SECTOR 004<sup>th</sup> Floor - Orange**

TASKS ASSOCIATED WITH SECTOR PROTOTYPES	Freq	TIME REQUIRED	HOURLY RATE	AMOUNT
		A	B	A x B
Dust and/or clean high-up surfaces and fixtures	1/Y			
Clean permanent lighting fixtures	1/Y			
Wash walls and ceilings including doors and ventilation diffusers and cabinets	1/Y			
Thoroughly clean furniture and fixtures (including inside of storage spaces, such as clothes-closets, storage closets and clothing racks) and vacuum office partitions.	1/Y			
Shampoo-clean carpeted floors	1/Y			
Scrub, scour and/or strip floor surfaces and apply finishing as required	2/Y			
<b>TOTAL OF WORK PERFORMED AT THE INTERVALS SPECIFIED IN TECHNICAL SPECIFICATIONS</b> Total amount to be entered on the periodic work summary table (Section 3, page 6)				

**LEGEND: 1/Y=1 X Year**

**BREAKDOWN OF ANNUAL WORK COSTS****ST-JEAN GARRISON  
(Rooms / Hostelry)****SECTOR 005<sup>th</sup> Floor - Orange**

TASKS ASSOCIATED WITH SECTOR PROTOTYPES	Freq	TIME REQUIRED	HOURLY RATE	AMOUNT
		A	B	A x B
Dust and/or clean high-up surfaces and fixtures	1/Y			
Clean permanent lighting fixtures	1/Y			
Wash walls and ceilings including doors and ventilation diffusers and cabinets	1/Y			
Thoroughly clean furniture and fixtures (including inside of storage spaces, such as clothes-closets, storage closets and clothing racks) and vacuum office partitions.	1/Y			
Shampoo-clean carpeted floors	1/Y			
Scrub, scour and/or strip floor surfaces and apply finishing as required	2/Y			
<b>TOTAL OF WORK PERFORMED AT THE INTERVALS SPECIFIED IN TECHNICAL SPECIFICATIONS</b> Total amount to be entered on the periodic work summary table (Section 3, page 6)				

**LEGEND: 1/Y=1 X Year**

**BREAKDOWN OF ANNUAL WORK COSTS****ST-JEAN GARRISON  
(Rooms / Hostelry)****SECTOR 04<sup>th</sup> Floor - Blue**

<b>TASKS ASSOCIATED WITH SECTOR PROTOTYPES</b>	<b>Freq</b>	<b>TIME REQUIRED</b>	<b>HOURLY RATE</b>	<b>AMOUNT</b>
		A	B	A x B
Dust and/or clean high-up surfaces and fixtures	<b>1/Y</b>			
Clean permanent lighting fixtures	<b>1/Y</b>			
Wash walls and ceilings including doors and ventilation diffusers and cabinets	<b>1/Y</b>			
Wash window panes (inside and outside) as well as frames and screens. Take down, clean and/or wash and put back up vertical/horizontal blinds	<b>1/Y</b>			
Thoroughly clean furniture and fixtures (including inside of storage spaces, such as clothes-closets, storage closets and clothing racks) and vacuum office partitions.	<b>1/Y</b>			
Shampoo-clean carpeted floors	<b>1/Y</b>			
Scrub, scour and/or strip floor surfaces and apply finishing as required	<b>2/Y</b>			
<b>TOTAL OF WORK PERFORMED AT THE INTERVALS SPECIFIED IN TECHNICAL SPECIFICATIONS</b> Total amount to be entered on the periodic work summary table (Section 3, page 6)				

**LEGEND: 1/Y=1 X Year**

**BREAKDOWN OF ANNUAL WORK COSTS****ST-JEAN GARRISON  
(Rooms / Hostelry)****SECTOR 05<sup>th</sup> Floor - Blue**

TASKS ASSOCIATED WITH SECTOR PROTOTYPES	Freq	TIME REQUIRED	HOURLY RATE	AMOUNT
		A	B	A x B
Dust and/or clean high-up surfaces and fixtures	1/Y			
Clean permanent lighting fixtures	1/Y			
Wash walls and ceilings including doors and ventilation diffusers and cabinets	1/Y			
Thoroughly clean furniture and fixtures (including inside of storage spaces, such as clothes-closets, storage closets and clothing racks) and vacuum office partitions.	1/Y			
Scrub, scour and/or strip floor surfaces and apply finishing as required	2/Y			
<b>TOTAL OF WORK PERFORMED AT THE INTERVALS SPECIFIED IN TECHNICAL SPECIFICATIONS</b> Total amount to be entered on the periodic work summary table (Section 3, page 6)				

**LEGEND: 1/Y=1 X Year**

**BREAKDOWN OF ANNUAL WORK COSTS****ST-JEAN GARRISON  
(Rooms / Hostelry)****SECTOR 06<sup>th</sup> Floor - Blue**

<b>TASKS ASSOCIATED WITH SECTOR PROTOTYPES</b>	<b>Freq</b>	<b>TIME REQUIRED</b>	<b>HOURLY RATE</b>	<b>AMOUNT</b>
		A	B	A x B
Dust and/or clean high-up surfaces and fixtures	<b>1/Y</b>			
Clean permanent lighting fixtures	<b>1/Y</b>			
Wash walls and ceilings including doors and ventilation diffusers and cabinets	<b>1/Y</b>			
Thoroughly clean furniture and fixtures (including inside of storage spaces, such as clothes-closets, storage closets and clothing racks) and vacuum office partitions.	<b>1/Y</b>			
Scrub, scour and/or strip floor surfaces and apply finishing as required	<b>2/Y</b>			
<b>TOTAL OF WORK PERFORMED AT THE INTERVALS SPECIFIED IN TECHNICAL SPECIFICATIONS</b> Total amount to be entered on the periodic work summary table (Section 3, page 6)				

**LEGEND: 1/Y=1 X Year**

**BREAKDOWN OF ANNUAL WORK COSTS****ST-JEAN GARRISON  
(Rooms / Hostelry)****SECTOR 07<sup>th</sup> Floor - Blue**

TASKS ASSOCIATED WITH SECTOR PROTOTYPES	Freq	TIME REQUIRED	HOURLY RATE	AMOUNT
		A	B	A x B
Dust and/or clean high-up surfaces and fixtures	1/Y			
Clean permanent lighting fixtures	1/Y			
Wash walls and ceilings including doors and ventilation diffusers and cabinets	1/Y			
Thoroughly clean furniture and fixtures (including inside of storage spaces, such as clothes-closets, storage closets and clothing racks) and vacuum office partitions.	1/Y			
Scrub, scour and/or strip floor surfaces and apply finishing as required	2/Y			
<b>TOTAL OF WORK PERFORMED AT THE INTERVALS SPECIFIED IN TECHNICAL SPECIFICATIONS</b> Total amount to be entered on the periodic work summary table (Section 3, page 6)				

**LEGEND: 1/Y=1 X Year**

**BREAKDOWN OF ANNUAL WORK COSTS****ST-JEAN GARRISON  
(Rooms / Hostelry)****SECTOR 08<sup>th</sup> Floor - Blue**

<b>TASKS ASSOCIATED WITH SECTOR PROTOTYPES</b>	<b>Freq</b>	<b>TIME REQUIRED</b>	<b>HOURLY RATE</b>	<b>AMOUNT</b>
		A	B	A x B
Dust and/or clean high-up surfaces and fixtures	<b>1/Y</b>			
Clean permanent lighting fixtures	<b>1/Y</b>			
Wash walls and ceilings including doors and ventilation diffusers and cabinets	<b>1/Y</b>			
Thoroughly clean furniture and fixtures (including inside of storage spaces, such as clothes-closets, storage closets and clothing racks) and vacuum office partitions.	<b>1/Y</b>			
Scrub, scour and/or strip floor surfaces and apply finishing as required	<b>2/Y</b>			
<b>TOTAL OF WORK PERFORMED AT THE INTERVALS SPECIFIED IN TECHNICAL SPECIFICATIONS</b> Total amount to be entered on the periodic work summary table (Section 3, page 6)				

**LEGEND: 1/Y=1 X Year**

**BREAKDOWN OF ANNUAL WORK COSTS**

**ST-JEAN GARRISON  
(Rooms / Hostelry)**

**SECTOR 09<sup>th</sup> Floor - Blue**

TASKS ASSOCIATED WITH SECTOR PROTOTYPES	Freq	TIME REQUIRED	HOURLY RATE	AMOUNT
		A	B	A x B
Dust and/or clean high-up surfaces and fixtures	1/Y			
Clean permanent lighting fixtures	1/Y			
Wash walls and ceilings including doors and ventilation diffusers and cabinets	1/Y			
Thoroughly clean furniture and fixtures (including inside of storage spaces, such as clothes-closets, storage closets and clothing racks) and vacuum office partitions.	1/Y			
Scrub, scour and/or strip floor surfaces and apply finishing as required	2/Y			
<b>TOTAL OF WORK PERFORMED AT THE INTERVALS SPECIFIED IN TECHNICAL SPECIFICATIONS</b> Total amount to be entered on the periodic work summary table (Section 3, page 6)				

**LEGEND: 1/Y=1 X Year**

**BREAKDOWN OF ANNUAL WORK COSTS**

**ST-JEAN GARRISON  
(Rooms / Hostelry)**

**SECTOR 10<sup>th</sup> Floor - Blue**

TASKS ASSOCIATED WITH SECTOR PROTOTYPES	Freq	TIME REQUIRED	HOURLY RATE	AMOUNT
		A	B	A x B
Dust and/or clean high-up surfaces and fixtures	1/Y			
Clean permanent lighting fixtures	1/Y			
Wash walls and ceilings including doors and ventilation diffusers and cabinets	1/Y			
Thoroughly clean furniture and fixtures (including inside of storage spaces, such as clothes-closets, storage closets and clothing racks) and vacuum office partitions.	1/Y			
Scrub, scour and/or strip floor surfaces and apply finishing as required	2/Y			
<b>TOTAL OF WORK PERFORMED AT THE INTERVALS SPECIFIED IN TECHNICAL SPECIFICATIONS</b> Total amount to be entered on the periodic work summary table (Section 3, page 6)				

**LEGEND: 1/Y=1 X Year**

**BREAKDOWN OF ANNUAL WORK COSTS****ST-JEAN GARRISON  
(Rooms / Hostelry)****SECTOR 11<sup>th</sup> Floor - Blue**

TASKS ASSOCIATED WITH SECTOR PROTOTYPES	Freq	TIME REQUIRED	HOURLY RATE	AMOUNT
		A	B	A x B
Dust and/or clean high-up surfaces and fixtures	1/Y			
Clean permanent lighting fixtures	1/Y			
Wash walls and ceilings including doors and ventilation diffusers and cabinets	1/Y			
Thoroughly clean furniture and fixtures (including inside of storage spaces, such as clothes-closets, storage closets and clothing racks) and vacuum office partitions.	1/Y			
Scrub, scour and/or strip floor surfaces and apply finishing as required	2/Y			
<b>TOTAL OF WORK PERFORMED AT THE INTERVALS SPECIFIED IN TECHNICAL SPECIFICATIONS</b> Total amount to be entered on the periodic work summary table (Section 3, page 6)				

**LEGEND: 1/Y=1 X Year**

**BREAKDOWN OF ANNUAL WORK COSTS****ST-JEAN GARRISON  
(Rooms / Hostelry)****SECTOR 12<sup>th</sup> Floor - Blue**

<b>TASKS ASSOCIATED WITH SECTOR PROTOTYPES</b>	<b>Freq</b>	<b>TIME REQUIRED</b>	<b>HOURLY RATE</b>	<b>AMOUNT</b>
		A	B	A x B
Dust and/or clean high-up surfaces and fixtures	<b>1/Y</b>			
Clean permanent lighting fixtures	<b>1/Y</b>			
Wash walls and ceilings including doors and ventilation diffusers and cabinets	<b>1/Y</b>			
Thoroughly clean furniture and fixtures (including inside of storage spaces, such as clothes-closets, storage closets and clothing racks) and vacuum office partitions.	<b>1/Y</b>			
Scrub, scour and/or strip floor surfaces and apply finishing as required	<b>2/Y</b>			
<b>TOTAL OF WORK PERFORMED AT THE INTERVALS SPECIFIED IN TECHNICAL SPECIFICATIONS</b> Total amount to be entered on the periodic work summary table (Section 3, page 6)				

**LEGEND: 1/Y=1 X Year**

**BREAKDOWN OF ANNUAL WORK COSTS****ST-JEAN GARRISON  
(Rooms / Hostelry)****SECTOR Other areas - Mega**

<b>TASKS ASSOCIATED WITH SECTOR PROTOTYPES</b>	<b>Freq</b>	<b>TIME REQUIRED</b>	<b>HOURLY RATE</b>	<b>AMOUNT</b>
		A	B	A x B
Dust and/or clean high-up surfaces and fixtures	<b>1/Y</b>			
Clean permanent lighting fixtures	<b>1/Y</b>			
Wash walls and ceilings including doors and ventilation diffusers and cabinets	<b>1/Y</b>			
Thoroughly clean furniture and fixtures (including inside of storage spaces, such as clothes-closets, storage closets and clothing racks) and vacuum office partitions.	<b>1/Y</b>			
Scrub, scour and/or strip floor surfaces and apply finishing as required	<b>2/Y</b>			
Clean inside and outside of clothes washers and dryers	<b>2/Y</b>			
Clean back and underside of clothes washers and dryers	<b>2/Y</b>			
Clean elevator rails	<b>2/Y</b>			
Scrub, scour and/or strip steps and riser boards	<b>2/Y</b>			
Thoroughly clean handrails, banisters, balusters, step overhangs	<b>2/Y</b>			
<b>TOTAL OF WORK PERFORMED AT THE INTERVALS SPECIFIED IN TECHNICAL SPECIFICATIONS</b> Total amount to be entered on the periodic work summary table (Section 3, page 6)				

**LEGEND: 1/Y=1 X Year**

**PRICE FORM FOR <SET-RATE WORK>**

**1. Unit price**

In the event that the manager decides to request the performance of additional work not described in the <technical specification by <prototype>, the <bidder> shall charge the unit prices listed below (including labour, supervision and product costs, employee benefits, administrative costs and expected profits).

The manager reserves the right to require that set-rate and additional work be performed during the day, in the evening, at night and on weekends or holidays without the quoted rates being thereby affected.

Shampooing of fabric chairs and armchairs	<b>\$ unit</b>
Cleaning (inside and out) of light fixtures	<b>\$ unit</b>
Cleaning outside of ventilation grates and/or diffusers	<b>\$ unit</b>
Deep cleaning (inside and out) of clothes lockers	<b>\$ unit</b>

**2. Average hourly rate**

The hourly rate quoted below will be used to bill additional work done by the hour and not described in the specifications. Note that the hourly rate billed must include the cost of **Ecologo-certified** products and materials, supervision, the wage rates along with employee benefits governed by the Decree Respecting Building Service Employees in the Montréal or Québec Region (c. D-2, r.15 or r.16), as well as additional employee benefits paid by the employer, administrative expenses and profits. Notwithstanding the aforementioned, it is the sole and entire responsibility of the contractor to respect, at all times, the above mentioned Decree.

The above average hourly rate will be \$\_\_\_\_\_.