

RETURN BIDS TO:
RETOURNER LES SOUMISSIONS À:
Bid Receiving - PWGSC / Réception des soumissions
- TPSGC
11 LaurierSt./ 11, rue Laurier
Place du Portage, Phase III
Core 0A1 / Noyau 0A1
Gatineau
Québec
K1A 0S5
Bid Fax: (819) 997-9776

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 REQUIREMENT CONTAINS A
SECURITY REQUIREMENT

CE DOCUMENT CONTIENT UNE CONDITION
DE SÉCURITÉ

Vendor/Firm Name and Address
Raison sociale et adresse du
fournisseur/de l'entrepreneur

Issuing Office - Bureau de distribution
Maintenance & Professional Consulting Services
Division (FK)
11 Laurier St./ 11, rue Laurier
3C2, Place du Portage, Phase III
Gatineau
Québec
K1A 0S5

Title - Sujet FITNESS EQUIPMENT CLEANING	
Solicitation No. - N° de l'invitation EJ196-150921/A	Amendment No. - N° modif. 002
Client Reference No. - N° de référence du client 20150921	Date 2015-03-04
GETS Reference No. - N° de référence de SEAG PW-\$\$FK-279-66691	
File No. - N° de dossier fk279.EJ196-150921	CCC No./N° CCC - FMS No./N° VME
Solicitation Closes - L'invitation prend fin at - à 02:00 PM on - le 2015-03-17	Time Zone Fuseau horaire Eastern Daylight Saving Time EDT
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: Ladouceur, Joanne	Buyer Id - Id de l'acheteur fk279
Telephone No. - N° de téléphone (819) 956-6647 ()	FAX No. - N° de FAX (819) 956-3600
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

Solicitation No. - N° de l'invitation

EJ196-150921/A

Amd. No. - N° de la modif.

002

Buyer ID - Id de l'acheteur

fk279

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

20150921

File No. - N° du dossier

fk279EJ196-150921

CCC No./N° CCC - FMS No/ N° VME

The purpose of this Solicitation Amendment is to provide an updated Annex "B" Statement of Work, as follows:

DELETE Annex `B` Specification its entirety.

INSERT attached Annex `B` Specification in its place.

ALL OTHER TERMS AND CONDITIONS WILL REMAIN THE SAME.

**PUBLIC WORKS AND
GOVERNMENT SERVICES
CANADA**

TENDER AND CONTRACT

**Fitness Equipment Cleaning Specification
Various DND Buildings (21)**

**105 Hôtel de ville, Gatineau
1600 Startup, Ottawa
2 Constellation, Ottawa
2100 Walkley, Ottawa
285 Coventry, Ottawa
400 Cumberland, Ottawa
412 Squadron Trailers, Ottawa
1745 Alta Vista, NDMC, Ottawa
241 Boul. Cité des Jeunes, Asticou Center, Gatineau
Forces Band Building 16, Uplands, Ottawa
M-23 Photo Unit, Rockliffe Site, Ottawa
3545 Leitrim Rd, Building 268 CFS Leitrim, Ottawa
7 Bisley, Connaught Range, Ottawa
3701 Carling Ave., DRDC Building 4, Ottawa
455 Boul. De la Carrière, Louis St-Laurent #2 Building, Gatineau
615 Booth, MCE, Ottawa
National Defense Head Quarters , 101 Colonel By, Ottawa
45 Boul. Sacré-Coeur, QETE building, Gatineau
Transport Section Hangar 14 Uplands, Ottawa
101 Golden Rod Street, Building 16 Tunney's Pasture, Ottawa
110 O'Connor, Ottawa**

Specifications number: EJ196-150921

Public Works and Government Services Canada
Janitorial Services
Cleaning Specifications

Index

This document is the document referred to as “Specifications, numbered **EJ196-150921** and dated **July 2014** .

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| 2. | Fitness Equipment Cleaning Operations |
| 3. | Staffing |
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| 5. | Security |
| 6. | Cleaning products & equipment |
| 7. | Uniforms |
| 8. | Log book |
| 9. | Light, heat, power and water |
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Section 2	Operations and frequencies
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| 1. | Equipment |
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<p align="center">Public Works and Government Services Canada Janitorial Services Cleaning Specifications</p>	<p>Special conditions</p>
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Section 1	Special conditions
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1. Definition of terms and quality standards

1. Any quality assurance inspection report, which does not meet the Technical Authority requirements of the janitorial services specification, for any part of the building may result in the application of corrective measures.

2. Fitness Equipment Cleaning Operations

1. General

1. The services shall be inspected by the Technical Authority periodically to decide whether or not it is acceptable. The contractor may be invited to attend these inspections by giving a short notice to its representative on site. Attendance at inspections by the contractor's representative is recommended but not mandatory.
2. When days of the week specified in section 2 falls on a holiday, the contractor shall perform the operations the first working day thereafter.

2. Equipment cleaning operations

1. Cleaning shall be performed between **07:00 and 22:00 hours**, as per Annex "A".
2. The cleaning schedule can be rectified by the Technical Authority to accommodate both parties.

3. Equipment cleaning pricing

1. Pricing will be based on the quantity of equipment for each site.
2. Annex "A", identifies quantity of equipment for each site.

4. Additional and emergency cleaning services

1. The cost of additional cleaning and emergency cleaning operations shall be negotiated on a case by case basis.
2. Emergency (on call) cleaning means:
The contractor must be prepared to respond to emergency calls 24 hours a day, 7 days a week and be on site within 1 hour of notification.

**Public Works and Government Services Canada
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conditions**

Special

3. Staffing

1. The contractor shall provide all the staff necessary to perform all services as specified in section 2 for these specifications.
2. The contractor shall designate a cleaner to report to the Technical Authority or telephone **819-775-4450**, to receive complaints and any other instructions at **07:00 and 15:00 hours** daily, during working days.
3. The non working on-site supervisor shall be on site during working hours and shall be in full charge of the operations of the contractor in the performance of the services and shall be authorized to accept any notice, consent, order, direction, decision or other communication on behalf of the contractor that may be given under the contract. The supervisor shall liaise daily with the Technical Authority and shall be capable of communicating in English or French.
4. If the non working on-site supervisor is absent from the site during working hours, the contractor shall have one of its employees on site to represent him. This employee shall be authorized to attend inspections and to receive inspection reports on behalf of the contractor, to ensure that unsatisfactory performance situations are corrected and to take immediate action regarding emergencies and other cleaning requirements.
5. The non working on-site supervisor shall be equipped with a cellular phone and a pager. All expenses including installation, air time, activating fees and the phones/pagers themselves, shall be at the expense of the contractor. An uninterrupted communication service is mandatory.
6. The contractor shall provide a job description for the non working on-site supervisor and/or working on-site supervisor, if requested by the Technical Authority.

4. Health & safety

1. The contractor shall adhere to all health and safety measures pertaining to accident prevention and fire hazards recommended by national and provincial codes and/or prescribed by the authorities having jurisdiction concerning the equipment, work habits and procedures. In addition, adequate training of personnel assigned to perform operations such as relamping, use of chemicals etc... is also required.

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2. The contractor shall ensure that all equipment used to perform the services is in a state of good repair. The Technical Authority reserves the right to have equipment judged to be unsafe, not suitable or defective taken out of service. The contractor shall be responsible to supply suitable replacement equipment within one working day.
3. The contractor shall perform the work in compliance with the Canada labor code - part II, or relevant provincial/territorial occupational health and safety act and regulations, the national fire code; and applicable provincial/territorial act and regulations and applicable municipal regulations. The most stringent shall apply.

5. Security

1. Cleaners tasked with these duties shall hold a minimum **“Reliability Status”** level of clearance and carry DND Photo identification. Any instances where access to a facility for regularly scheduled cleaning is denied shall be reported to the Technical Authority.
2. Only those employees whose names appear on the contractor’s payroll and meet the conditions specified in this contract shall be allowed access to the work site. No other persons accompanying employees shall be allowed on site.
3. All cleaning staff employed by the contractor, regardless of hours of work, shall sign in and out and enter the times of arrival and departure in registers or on sheets to be provided at the security guards control desk or other designated area. In the event of a dispute and the absence of other evidence, the register shall be regarded as evidence of hours of work. Failure to sign “out” shall render the entry invalid.
4. All personnel employed in the performance of the services shall comply with security requirements for the facility. They shall be provided with an identification pass which shall be worn and visible at all times.
5. No audio/visual equipment or cameras are permitted on the work site.
6. The contractor’s cleaning staff may be subject to questioning in relation to security matters.
7. All keys or key cards entrusted to the contractor for the fulfillment of its contract must be fully protected at all times.

8. All doors to rooms, private or general offices, etc. which shall be unlocked by the contractor's employees, shall be re-locked upon completion of the performance of their duties.

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Janitorial Services
Cleaning Specifications
Special conditions

6. Cleaning products & equipment

1. The contractor shall supply all cleaning products and equipment required to carry out the services as mentioned in Section 2 and **shall use only products that are environmentally friendly.**
2. All cleaning products shall be suitable for the surfaces intended, used in the manner specified by the manufacturer and brought onto the premises in the manufacturer's original unopened container. The Technical Authority may instruct the contractor to discontinue the use of any product judged not suitable and to substitute another mutually satisfactory product.
3. The contractor shall ensure that all cleaning products used in the facilities are classified and labeled according to the workplace hazardous materials information systems (WHMIS).
4. A binder with the copies of the material safety data sheets (MSDS) shall be kept on the premises and updated when new cleaning products are purchased. This binder shall be made available to the Technical Authority upon request.

7. Uniforms

1. All cleaning personnel employed in this building shall be uniformed as follows:
 1. Industrial type matching shirt and trousers, coveralls or duster coat. The company name or crest to be affixed to the shirt, coveralls or coat.
 2. Clean uniforms shall be worn at all times.
 3. Failure to provide the required uniforms may result in a reduction of the contractor's monthly payments. Employees not properly uniformed may be deemed unsuitable and excluded from the premises.

8. Log book

1. A log book shall be provided by the Technical Authority in each building. The log book shall be located **on site** and shall be made available for inspection by the Technical Authority.
2. The Contractor shall be responsible to record all cleaning performed.

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9. Light, heat, power and water

1. Canada shall supply all light, heat, power and hot/cold water reasonably required for the performance of the work.

10. Elevator services

1. Where applicable, the contractor shall be permitted the use of elevators, escalators, conveyors and dumbwaiters and shall be responsible for their safe operation.

11. Additional special conditions

NOTE: Clause 11 takes precedence over clauses 1 to 10, (**Section 1**). In addition to the services detailed in clauses 1 to 10, perform the following tasks:

1. Reference to clause 3 (Staffing)

1. Delete “non working on-site supervisor” and replace with “Supervisor”. The “Supervisor is not required to be on-site, but must be responsible for the performance of the contract.

Public Works and Government Services Canada

Janitorial Services

**Cleaning Specifications
frequencies**

Operations and

Section 2

Operations and frequencies

1. Equipment:

- 1 Vacuum and damp wipe all equipment using the proper germicidal cleaner.
- 2 Do not wipe the guiding rods of the Muscular Strength equipment.
- 3 When cleaning fans, remove fan cover and damp wipe blades.
- 4 Damp wipe mats with the proper cleaning solution.

Annex "A" to Section 2
Fitness equipment inventory / Cleaning schedule

Floor	Address	Muscular Strength Equipmen †	Cardio/all types	Fans	Mats	Days	Cleaning periods	From/to
Basement	105 Hôtel de ville	0	5	2	0	Monday	Evening	18 to 22hrs
Ground	1600 Startup	19	30	2	19	Tuesday	Evening	18 to 22hrs
Second Floor	2 Constellation	17	14	2	10	Wednesda y	Evening	18 to 22hrs
Basement	2100 Walkley	17	8	2	1	Thursday	Evening	18 to 22hrs
Basement	285 Coventry	27	35	2	18	Friday	Evening	18 to 22hrs
Ground	400 Cumberland	17	17	2	10	Monday	Evening	18 to 22hrs
Second Floor	412 Squadron Trailers	6	5	2	1	Tuesday	Evening	18 to 22hrs
Ground	241 B. Cité des jeunes	20	20	3	10	Wednesda y	Evening	18 to 22hrs
Ground	Bldg 16 Uplands	6	4	2	6	Thursday	Day	7 to 15hrs
Second Floor	M23Rockliffe	20	7	2	3	Friday	Day	7 to 15hrs
Ground	3545 Leitrim	16	28	3	30	Monday	Evening	18 to 22hrs
Ground	7 Bisley	19	13	2	11	Tuesday	Evening	18 to 22hrs
Ground	3701 Carling bldg 4	20	8	3	19	Wednesda y	Evening	18 to 22hrs
Ground	455 BDLC	21	26	3	16	Thursday	Evening	18 to 22hrs
5TH Floor	101 Colonel By	31	44	4	30	Friday	Day	7 to 15hrs
Basement	45 B. Sacré-Cœur	12	8	2	21	Monday	Evening	18 to 22hrs
Ground	Hangar 14 Uplands	10	6	2	2	Saturday	Day	7 to 15hrs
Ground	Golden Rod bldg 16 Tunney's	18	14	3	11	Saturday	Day	7 to 15hrs
Basement	615 Booth	23	12	3	1	Tuesday	Day	7 to 15hrs
Ground	1745 Alta Vista	16	25	4	15	Wednesda y	Evening	18 to 22hrs
Second Floor	110 O'Connor	26	26	4	20	Thursday	Evening	18 to 22hrs

Total Fitness (21)	361	355	54	254			
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