

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 0B2 / Noyau 0B2
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 DOCUMENT 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 GROUNDS MAINTENANCE - ALGOMA RD.	
Solicitation No. - N° de l'invitation EP305-150759/A	Amendment No. - N° modif. 002
Client Reference No. - N° de référence du client 20150759	Date 2015-03-27
GETS Reference No. - N° de référence de SEAG PW-\$\$FK-258-66880	
File No. - N° de dossier fk258.EP305-150759	CCC No./N° CCC - FMS No./N° VME
Solicitation Closes - L'invitation prend fin at - à 02:00 PM on - le 2015-04-01	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: Hill, Cris	Buyer Id - Id de l'acheteur fk258
Telephone No. - N° de téléphone (819) 956-1343 ()	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

This Amendment is raised to (1) extend the closing date and (2) add the site visit minutes and to add a question and additional items mentioned at the site visit as follows:

(1) extend the closing date to April 1, 2015

(2) add the site visit minutes and to add a question and additional items mentioned at the site visit

Site Visit Minutes EP305-150759/A March 18, 2015 9:00am
1170 Algoma, Ottawa - Meet at main entrance

Site Visit Start Time: 9:04am Site Visit end Time: 9:40am

In attendance from PWGSC: Michelle Chiasson & Kevin Toole (MOA - Horticultural Services), Cris Hill (RPCD),

Contractors in Attendance: Exel Contracting Inc., Caltrio, Gemma Property Services, Prebbel Inc., Canadian Construction Core

(Forestell showed up at 9:20am as we were coming down from the green roof, they were turned away as we had already started the site visit)

Before starting Michelle Chiasson went outside to the parking lot to make sure there was no one else.

- Introduced myself and the technical authority. Bidders were told that once awarded Kevin will be the TA not Michelle

-Reminded bidders that this is an all year grounds maintenance contract, so it is for Landscape and snow removal and reminded them that sub contracting can only be with our permission

-Reminded bidders that the supervisor is required to meet the Mandatory qualifications in part 2 and they must submit any required documents with their bid

- reviewed with the contractors on how to complete the Reference Chart concerning the years of experience, it should show 3 completed years (future years to do not count, the end date is the closing date of the bid for any references show future dates)

- Asked bidders to ensure that the day, month & year is shown -- do not write "since such a year to present"

- The bidders were told that when the TA is reviewing the references they will only try 3 times to contact them within a 2 week period so that it does not hold up the process

- Bidders were reminded to ensure that they contact their references to let them know that they will be using them and also ensure that the references have the proper names, telephone number and email address. They were reminded to make sure the reference name submitted is still with that company or make sure they get the replacement name

- the bidders were reminded to review Part 4 Evaluation Procedures of the RFP as this will show them what Mandatory requirements are required with the bid

- Advised the bidders that they need to complete and submit Employee Security Information List in Part 6 at bid closing

- Bidders were reminded that this site is Site Access which means all employees need Site Access by bid closing (they can contact Patricia Lavelle to have their clearances duplicated to Site Access)

- Reminded bidders that no employees are allowed on site without security clearance, if it is found that there is an employee on site with no security this could put them in default. They were told that when they want to add an employee they are to send the name & date of birth to Cris Hill, she will send it to Security and once cleared she will advise the contractor that employee is now allowed on site.

- Reminded the Bidders to Review the SOW as each one is different for each site and there have been revisions

- Advised the bidders that Annex B is now the pricing scheduling and it is to be completely filled out, if no price then insert the \$0, if pricing is missing they will be non-responsive

- Reminded the Bidders to complete pricing clearly and legible writing

- Reminded Contractors that the As & When/Special Operations/Extra Work is not guaranteed. They are estimated amounts for the evaluation. This work will be issued on call-ups only as required.

- Reminded the Bidders there will be a Financial Security of 20% of the firm pricing required from the winning bid

The job showing was then conducted by the TA so that contractors could see the site with a walk around the site.

- Started with the Green Roof

The following additional items were mentioned at the site visit:

- Bidders were reminded to watch for the green roof door closing and locking, so ensure a way back out
- Bidders were reminded that Fall arrest/working from heights certificates are required for green roof as per SOW 3.2.1 – note certificates will be requested at contract award
- There is no stock piling of snow – can be left on grounds for 48hrs after snow storm as per SOW 2.10
- Sidewalks to be cleared by the city, not part of this contract
- Grass area in front median by sidewalk to be kept cut as part of this contract
- Garbage and green bins by loading dock to be kept clear of snow as they are used all year by kitchen staff

Green Roof

- Cannot bring anything in or out of the building for the green roof – it has to go over the side of the building up or down from the green roof (see question 1 above)
- The TA passed around pictures of the site plan and green roof garden for the bidders to look at
- Bidders were reminded that there is a 4 inch media depth on the green roof and as there is no irrigation on site the green roof is to be kept watered
- Hose bibs on first level green roof need to be brought up to second level
- It was pointed out that the drains on the green roof on the first level needs to be kept cleared as water accumulates
- Only employees with required certificate or diploma are allowed on green roof see SOW 3.2.2
- Bidders were reminded that whoever wins the contract should keep the TA up to date with any structural problems on the green roof

The following questions were asked at the site visit:

Q1 – Can tools be brought through the building for the green roof:

A1 - All contractor's employee clothing, footwear and tools will be clean when entering the building in order to avoid contamination. Small hand tools, including but not limited to, empty garbage/leaf litter bags, irrigation hoses, pails, trowels, secateurs, etc. can be carried through the building.

Power tools, gas or electric, large hand tools, such as but not limited to, shovels, rakes, garden hoes, etc. cannot be carried through the building. All plant materials, soil, plants and plant waste, must be loaded or unloaded onto or from the roof using a method and outlined in the contractor's plan of operation, approved by the TA and Site Authority.

Access times will be coordinated by the TA and Site Authority.

Q2 - In the scope of work, specifically 3.3.2, it mentions that only trained horticulture staff may be used on the green roof. It mentions proof of training will be requested and includes 4 examples.

My question is what other types of proof may I use to show my staff are trained in horticulture? Are the four examples the only types?

A2 - As per the RFP for EP305-15-0759 all Green Roof maintenance staff must be trained horticulturalist. This means that every employee the contractor has working on the roof must have one of the following five credentials to be allowed to work under the terms of this contract:

Green Roof Maintenance staff

Only trained horticultural staff must be used for the maintenance of the green roof. Proof of horticultural training will be requested by the Technical Authority. Proof includes:

- i) a Certificate of Qualification as a Horticulturist from a provincial Ministry; OR
- ii) a College diploma in Horticulture; OR
- iii) a degree in Horticulture from a recognized university; OR
- iv) a certificate of designation as a Canadian Certified Horticultural Technician in landscape maintenance;
OR
- v) a certificate showing certified membership of l'Association des Paysagistes Professionnels du Quebec.