

RETURN BIDS TO:
RETOURNER LES SOUMISSIONS À:
Bid Receiving - PWGSC / Réception des soumissions
- TPSGC
11 Laurier St./ 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 LEITRIM GROUNDS MAINTEN. CONTRACT	
Solicitation No. - N° de l'invitation EP305-150806/A	Amendment No. - N° modif. 006
Client Reference No. - N° de référence du client 20150806	Date 2015-04-10
GETS Reference No. - N° de référence de SEAG PW-\$\$FK-258-66797	
File No. - N° de dossier fk258.EP305-150806	CCC No./N° CCC - FMS No./N° VME
Solicitation Closes - L'invitation prend fin at - à 02:00 PM on - le 2015-04-22	
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

The purpose of this Solicitation Amendment is to provide the minutes from the Site Visit held on April 2, 2015, as follows:

Site Visit Start Time: 9:05am Site Visit end Time: 10:35am

In attendance from PWGSC: Michelle Chiasson (MOA - Horticultural Services), Cris Hill (RPCD), Colin Buda & Brian McLean (PWGSC)

Contractors in Attendance: Exel Contracting Inc., Prebbel Inc., Munro & Scullion, Burns Landscaping, Greg Hendrick & Sons, Blake Maintenance, Maurice Yelle, Snow-One Emergency Service and Caltrio (Caltrio was allowed on as I had missed their email, Colin had Gavin approved, I explained to all the other bidders that we would allow Caltrio to attend as it was a mistake on my end that they were not added on the list)

Dreamscape Landscaping did not show up

9:05am - Took all the bidders to the mess to talk first

- Introduced myself and the technical authority.
- Reminded bidders that this is an all year grounds maintenance contract, so it is for Landscape and snow removal and reminded bidders that there is no sub contracting on this site
- Reminded bidders that the supervisor & part time Gardener are required to meet the Mandatory qualifications in part 3 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 do not count, the end date is the bid closing date for any references that show an end date beyond the bid closing date)
- 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 Reliability Clearance which means all employees need Reliability or higher.

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

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

9:25am - The job showing was then conducted by the TA so that contractors could see the site with a walk around the site.

The following items were mentioned at the site visit:

- At SOW, Page 1 Section 1-General 1. Pesticides at 1.2, note the address should read 400 Cooper St, 6th floor, not 1010 Somerset
- Reminded the Bidders of the 1 hour response time and to read the SOW carefully. If you get a call from the National Call Centre, you must respond, but make sure the request is related to your contract. i.e. change light bulbs is not. Must still reply to NSCC to advise the request was sent to you by mistake and copy the TA.
- If you want to add employees after contract has been awarded you will need to send the full name and date of birth to the Contracting Authority and this process could take 2 – 3 weeks before that employee is amended into the contract. Only once the employee has been amended into the contract can the request be made to have them added to the Leitrim VR list and be allowed on site. It takes 72 hours to have someone added to the VR list.
- This site is an all year 24/7 working site.
- TA requested the bidders review the following clauses of the SOW:
 - o page 2, Section 1 – 6. Addition or deletion of work
 - o page 2, Section 1 – 11. Maintenance schedules and Contractor inspection
 - o page 3, Section 1 – 14. Plan of operation
 - o page 4, Section 1 – 17. Health and Safety
- TA reminded the bidders that the Part Time Gardener must have the qualifications requested in the RFP
- Site plan will be revised to remove the snow dump next to the east parking lot.
- The bidders were reminded that snow near the back security fence can only get so high before they will be required to lower the piles to ensure security camera site lines are not compromised.

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- The bidders were reminded that all doors, loading docks, ramps, stairs etc... are to be cleared even if they are not shown on the site plan as per SOW Section 2 at 1. Clear snow and ice from building entrances, roads, parking lots
 - At Bldg 281 there is no snow stock piling allowed in the compound. Site plan will be amended.
 - The bidders were reminded that the Septic Bed beside building 271 is to be mowed by hand only
 - The bidders were reminded that some of the flower/shrub beds have an irrigation system
 - The bidders were reminded that ground hogs are to be removed as per the SOW
 - The bidders were reminded to cut both sides and in between the back security fences
 - Brian McLean reminded the bidders that when on site whether in or out of the fenced area they are to register with the security desk when they arrive and sign out when they leave.
 - Colin Buda reminded the bidders no hand held devices of any kind are not to be on site or in vehicles, they must be removed before coming on site
 - Colin asked that they notify the security desk if an employee is going to take a break on the side of the road
 - Colin notified the bidders that random personal checks are done on site by Mps

We then proceeded outside for a tour of the site

- Bidders were reminded a section of the Security Trail is now gravel (site plan will be revised) and asked not to block access points to the trail with piled snow
- Berm next to building 250D is to be kept cut.
- The lagoons were pointed to across the street, all bidders agreed they did not need to go to the lagoons
 - o They were reminded the grass cutting is monthly at the lagoons around the perimeter
 - o They were told that if the grass gets to long near the lagoons they will be asked to cut it back
 - o Snow in the lagoon area is to be pushed to the sides
- The pump station near the front entrance is to be kept cleared all year for maintenance
- Beds with irrigation systems are in front of bldg 250A
- Any damages done at before the Contract will be recorded with a walk through of the site
- Riverstone around the buildings will be sprayed at the beginning of the season on an 'As&When' call-up so they are easier to maintain afterwards.
- Bldg 273 fence is opened only from 7:30am to 4pm as per clause Section 2, clause 4, bidders were advised to read this clause very carefully.

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- Path from front to side of bldg 273 to be cleared for emergency access to doors as outlined on site plan.
 - Attena beside bldg 273 – everyone is to stay clear as per the signage – no clearing of this area until confirmed safe.
 - All bidders agreed to not tour the compound for bldg 281. It was explained there is no stock piling inside the compound and site plan will be amended accordingly.
 - All bidders were reminded to use extreme care when working around all the grounding stakes and wires throughout the site and to make sure they do not hit them with equipment.
 - The bidders were shown the main gate and road for fire truck access located behind the mess and reminded it is to be kept cleared at all times.
 - The bidders were shown the area with generators at the back of building 280. All doors and access panels must be kept cleared. Snow and ice clearing is to be done by hand as there are grounding wires and pipes throughout. Extreme care must be used in this area.
 - The bidders were reminded to clear around the sea containers and equipment as they come and go on site.
 - The bidders were reminded to keep the smoking areas cleared
 - The bidders were reminded that the parade squares can be quite busy during the summer months
 - All garbage and recycling bins are to be kept cleared
 - Flag poles are to be kept cleared as they are changed daily

10:16 proceed to the pusher hut road

- All bidders were shown the grounding rods around the antennas and were reminded to be careful when cutting or clearing around them
- The new antenna field is accessed by the main building and only done on an as and when requested
- Additional Notes:
- Do not block access to the security trails when piling snow beside the gate at Pusher Hut Road entrance.

DELETE: Annex E - Site Plans

INSERT: Annex E - Site Plans, revised.

All other terms and conditions will remain the same.



LEGEND:

	SNOW REMOVAL AREAS LOCATIONS TO BE DENEIGED (0.237 Ha)
	SNOW DUMP AREA / LOCATIONS TO BE DENEIGED (0.237 Ha)
	SNOW STORAGE TO SIDE OF ROAD / LOCATIONS TO BE DENEIGED (0.237 Ha)
	SNOW STORAGE TO SIDE OF ROAD / LOCATIONS TO BE DENEIGED (0.237 Ha)
TOTAL:	TOTALES:

REVISION	DESCRIPTION	DATE
A	As per plan	
B	As per plan	
C	As per plan	

PROJECT: CFS LEITRIM

DRAWING: SNOW REMOVAL PLAN /
PLAN DE DENEIGEMENT
ANNEX D

CLIENT: 5445 Leintrim Rd, Ottawa, ON

REVISION	DESCRIPTION	DATE
A	As per plan	
B	As per plan	
C	As per plan	

PROJECT: CFS LEITRIM

DRAWING: SNOW REMOVAL PLAN /
PLAN DE DENEIGEMENT
ANNEX D

CLIENT: 5445 Leintrim Rd, Ottawa, ON

REVISION	DESCRIPTION	DATE
A	As per plan	
B	As per plan	
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PROJECT: CFS LEITRIM

DRAWING: SNOW REMOVAL PLAN /
PLAN DE DENEIGEMENT
ANNEX D

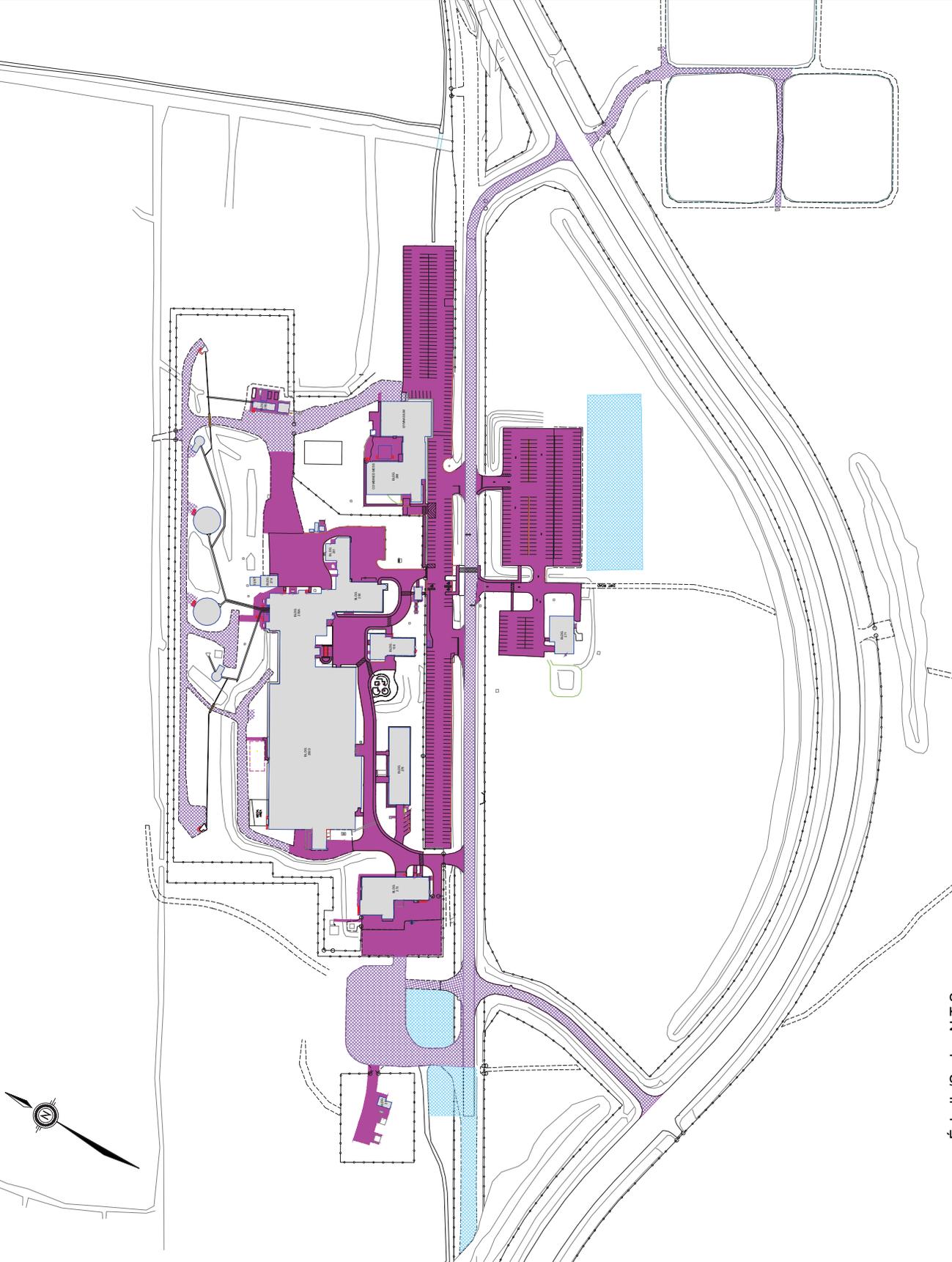
CLIENT: 5445 Leintrim Rd, Ottawa, ON

REVISION	DESCRIPTION	DATE
A	As per plan	
B	As per plan	
C	As per plan	

PROJECT: CFS LEITRIM

DRAWING: SNOW REMOVAL PLAN /
PLAN DE DENEIGEMENT
ANNEX D

CLIENT: 5445 Leintrim Rd, Ottawa, ON



Echelle/Scale: N.T.S.

