



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 COMPORTE DES EXIGENCES
RELATIVES À LA SÉCURITÉ"

Snow/Landscape Maintenance -

Déneigement/Entretien paysager

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 Maint for Airport Group	
Solicitation No. - N° de l'invitation EJ196-170930/A	Amendment No. - N° modif. 002
Client Reference No. - N° de référence du client 20170930	Date 2016-08-25
GETS Reference No. - N° de référence de SEAG PW-\$\$FK-258-71332	
File No. - N° de dossier fk258.EJ196-170930	CCC No./N° CCC - FMS No./N° VME
Solicitation Closes - L'invitation prend fin at - à 02:00 PM on - le 2016-09-06	
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 (873) 469-4891 ()	FAX No. - N° de FAX (819) 956-3600
Destination - of Goods, Services, and Construction: Destination - des biens, services et construction: PWGSC - Airport Group Aircraft Services Directorate (T-58); Aircraft Services Training Center (TO-276); Gloucester Landfill Facility; Macdonald-Cartier Data Center (MCDC) and U-100	

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

Site Visit Start Time: 9:15am

Site Visit end Time: 11:45am

In attendance from PWGSC: Michelle Chiasson (MOA Horticultural Services), Véronique Faille (MOA Horticultural Services) and Cris Hill (RPCD),

Contractors in Attendance:

Prebbel Enterprises Inc., P.J.W van Zyl, EXEL Contracting Inc., Gemma Property Services Inc., Bradleys Landscaping, Reis Equipment, Snow-One and Munro & Scullion Contracting

- Introduced myself and the technical authority. Remind bidders this is an all year – landscape & snow removal.
- Reminded the Bidders to Review the SOW as each one is different for each site and there have been revisions
- Reminded bidders to ensure they are registered with a PBN (Procurement Business Number) which can be completed through Buy & Sell
- Advised the bidders that Annex B is now the pricing scheduling and it is to be completely filled out, if they are not charging for an item they are to insert a \$0, if pricing is missing they will be non-responsive
- Reminded the Bidders to complete pricing clearly and legible writing
- Remind bidders that they make sure that the company name they are using to bid with is Cleared with the requested Security at bid closing
- Advised the bidders that they need to complete Employee Information List in Part 6 Security at bid closing for all the intended employees, if they wish they may add a separate sheet with all the legal names and date of births. If the list in Part 6 is not completed or there is no separate sheet attached they will be considered non-responsive.
- Reminded them that they make sure that every name they submit has the required Security or higher, as example if one out 10 names has no security they will be non-responsive.
- Bidders were reminded that **sub-contracting** will be allowed on this Contract.
- They were reminded that all subcontractors and their employees are to meet the same security requirement as per the RFP by bid closing.
- They were told to send in the sub-contractors company name and all employee names and date of births with their bids
- Reminded bidders to be registered with Buy and Sell as the government does not use MERX and all new tenders and amendments will go through Buy and Sell.
- Reviewed with the bidders on how to complete the Reference Chart concerning the years of experience, it should show 3 completed years.
- Ensure that the day, month & year is completed – they were told not to 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 up to 4pm within 5 working days to contact the reference 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 to let them know someone from Public Works will be contacting them by phone or email or both. Also they were told to ensure that the references in the chart 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.
- Bidders were told to review 3.4.2 Determination of Cost clause in the RFP as this is a new clause
- Bidders were told to price O-276 snow clearing as if complete and per the RFP site plan. Upon award, for the Nov & Dec snow removal cost, the CA will use the Determination of Cost clause to determine how much is to be paid for those 2 months. The construction zones should be removed by January 2017 and price amended back to full amount for the rest of the season.
- Reminded the Bidders there will be Financial Security upon contract award
- Bidders were reminded to review Part 4 Evaluation of the RFP as this will show them what mandatory requirements are required at bid closing
- Bidders were reminded that once the contract is awarded, any extra work will only to be done as an amendment or call up from the CA or TA. If they do extra work for someone on the site without acknowledgement from either the CA or TA they will not be paid. This will be talked about more at the pre-commencement meeting.
- CA advised the bidders to forward any questions in writing to the CA (Cris Hill) 5 days before closing date. (Sept 6/16 at 2pm)

The job showing was then conducted by the TA and was started at 9:15am

Began at O-276

- Bidders were reminded that the construction is scheduled to be completed by January 2017. Bidders were again advised to bid the snow clearing according to the RFP site plan and that the cost for Nov and Dec would be amended using the Determination or Cost Clause to determine the cost for those months. An amendment and revised site plan will be issued to reflect this once the contract is awarded.
- Bidders were reminded that there is No Stockpiling of snow at this building. Snow is to be removed from site.
- Bidders were advised to follow the site plan and RFP to price the bed maintenance. The bidders will only be responsible for maintaining the beds identified as such in the site plan. The new beds (which are not highlighted on the site plan) will only be amended into the maintenance contract after the second season when the warranty period is over. The Determination of Cost Clause will again be used to determine the cost of adding the new beds to the maintenance contract.
- Bidders were advised a call-up (Extra Work) will be issued to them in the spring 2017 to clean up the existing beds and bring them up to standard.
- A bidder asked why there is a requirement for a gardener in this contract. TA advised there is a requirement for a Gardener on the RFP as MCD, U100 and O276 have perennials & shrub beds.
- A bidder asked if the clearing the sidewalk is included. TA advised they are not highlighted on the site plan as the sidewalks are cleared by the Airport Authority.
- Stairs at back to be cleared once construction is finished.
- A bidder asked if the shrubs at front are to be kept at the height of the railing. TA advised the client has not made this request and it is not in the SOW.

9:34am T58

- TA went over the security and pass requirement to access T58 airside. They must get clearance from TC, acquire the RAIC and AVOP to work airside.
- Bidders can go to YOW website for information about AVOP pass.

- If contractor is not cleared in time by November with passes they will be escorted.
- NO Stockpiling of snow allowed, except for temporary stockpiling next to the parking lot, as identified on the site plan. The piled snow must not encroach on parking spaces and must be removed within 24 hours after the storm.

Ryan Shields (TC) spoke

- Escorted the group to view what is to be cleared airside.
- Went over the security and permit requirements again. Pass must be worn at all times.
- Sodium formate is the only deicer allowed on this site.
- TC will provide a contact name/number to be included in the job showing minute so bidders can look into what is required to acquire the RAIC and AVOP. It is strongly recommended they do so.

Contact Information:

Jeannine Meraglia

Safety Coordinator

Ottawa International Airport Authority

Coordinatrice de sécurité

Administration de l'aéroport international d'Ottawa

Tel. / Tél. : 613-248-2000 x 1150

Fax / Téléc. : 613-248-2021

Jeannine.Meraglia@yow.ca

TA continued

- Airside building perimeter (10 feet), all ramps to storage sheds & doors with overhang, deck and steps to be kept cleared.
- Advised snow will often blow off the rooftop so the areas may need to be cleared again after the initial clearing.
- Viewed the DND ramp side.
- It was pointed out that near the ramp it tends to pool with water then turns to ice.
- Bidders were reminded to mow grass around the obstacles (i.e. sea containers, helicopters)
- Once the contractor has their clearances, they will get a key for the airside gate. Bidders were reminded to not lend out the Gate Key.
- Bidders were reminded to keep access to the airside shed cleared.

Bidders were reminded that there is no hauling of snow from one site to another allowed at any time

- Bidders were reminded to remove snow from parking area, around the doors and smoking hut

10:06am left for U-100

10:15 started at U-100

- Bidders were reminded inside the compound to clear the doorways, around all obstacles and to ensure the gate can open.
- It is very critical that they keep the ramp cleared early in the morning and later during the day as there is a handicap person in the building.
- Cedar hedges are to kept trimmed (this was not in the last contract).

10:45am start at MCDC

- Path to parking lot to be kept cleared but not the road ways or the large parking lot. See site plan.
- Flag pole area to be kept clear.
- Loading dock to be kept clear.
- **Contrary to what was said at site visit, bidders are not to price for back half of S/E corner for grass cutting. Bid according to what is on the site plan. If the grass cutting area needs to be amended, it will be done at contract award using the Determination of Cost clause.**

- **Bidders are to follow the Site Plan as per the RFP.**
- Bidders were reminded to clear the back, side and all doors.

11:15am start Gloucester Landfill.

- Bidders were reminded there is only Firm Snow Removal, no Firm Landscape for this site.
- Any Landscaping will be done through a call up.
- Bidders were reminded to keep the doorways cleared of the small building.
- Bidders were reminded to keep the front clear and the Gates cleared so that gates can open.

11:25 start at Albion Rd

- Bidders were reminded to watch for well heads as the clear the snow.
- Bidders were reminded to keep the entrance clear and the Gate cleared so that gate can open.
- Bidders were reminded to keep the door way cleared of the small building.