



**RETURN BIDS TO:
RETOURNER LES SOUMISSIONS À :**

AMENDMENT #1

Parks Canada Agency
Bid Receiving Unit
111 Water Street East
Cornwall, Ontario K6H 6S3

Fax : 1-877-558-2349

**REQUEST FOR PROPOSAL
DEMANDE DE PROPOSITION**

Proposal to: Parks Canada Agency
We hereby offer to sell to Her Majesty the Queen in right of Canada, in accordance with the terms and conditions set out herein, referred or attached hereto, the supplies and services listed herein or on any attached sheets at the price(s) set out therefore.

Proposition à : l'Agence Parcs Canada
Nous offrons par la présente de vendre à sa Majesté la Reine du chef du Canada, aux conditions énoncées ou incluses par référence dans la présente et aux annexes ci-jointes, les articles et les services énumérés ici et sur toute feuille ci-annexée, au(x) prix indiqué(s).

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

A

Title-Sujet Janitorial Services	
Solicitation No. - N° de l'invitation 5P300-16-5283	Date October 28, 2016
GETS Reference No. – N° de référence de SEAG	
Client Reference No. – N° de référence du client	
Solicitation Closes L'invitation prend fin – at – à 2:00 pm on – le October 12 2016	Time Zone Fuseau horaire - Eastern Daylight Time (EDT)
Address Inquiries to: - Adresser toute demande de renseignements à : Cindy Dionne	
Telephone No. - No de téléphone (613) 938-5967	Fax No. – N° de FAX:
Destination of Goods, Services, and Construction: Destinations des biens, services et construction : Ontario Waterway - Rideau Canal 34 Beckwith Street Smiths Falls, Ontario K7A 2A8	
Vendor/Firm Name and Address Raison sociale et adresse du fournisseur/de l'entrepreneur :	
Telephone No. - N° de telephone :	
Name and title of person authorized to sign on behalf of the Vendor/Firm (type or print) Nom et titre de la personne autorisée a signer au nom du fournisseur/ de l'entrepreneur (taper ou écrire en caractères d'imprimerie)	
_____	_____
Name/Nom	Title/Titre

Question #1 – Section V3.1 is 9000 sq ft the total carpeted area or only the Visitor Area?

Answer #1 – The 9000 sq ft includes the full building.

Change to Statement of Work

VI. Submission of Work Schedule

Within two weeks of the awarding of the contract the contractor shall submit to the Agency representative, for review and approval, a work schedule for those activities listed under the following Sections:

Section V.1 General Tasks:

- Ledges, partition tops, bulletin boards, pictures, clocks, top of filing cabinets, and all other high traffic areas to be dusted monthly.
- Chairs and material-covered room dividers - to be vacuumed and spot cleaned monthly.

Section V.2 Additional Tasks:

- Windows, Interior:
- All interior window glass - cleaned streak free once a year.

On Occasion the contractor may be called on to modify their schedule to prepare the Visitor Centre Entrance, Lobby, Washrooms, Stairways and Elevator, and Theatre for Special Events which may include Vacuuming or Floor washing. The Contractor would be alerted at least two days in advance, and should adjust their schedule of work accordingly to meet this requirement.

ADDITIONAL ADD-ON ITEMS (To be quoted separately)

- Annual Carpet Cleaning (Spring)
- ~~Annual Window Cleaning (Spring)~~ - **Remove exterior window cleaning requirement only**

Amendment to the bid closing date:

The new bid closing date will be **October 12, 2016**

Amendment to the Annex B – Basis of Payment:

Please use the amended Annex B Basis of Payment document below when submitting your bid.

ANNEX "B" - BASIS OF PAYMENT

Bidders must provide pricing in the format specified in this Annex "B" – Basis of Payment. Failure to provide prices in the format specified will render the quotation non-responsive. The ***Bidder must submit firm, all inclusive unit prices including all materials and operations (set-up charges, fuel, materials, products, delivery cost, all travel costs (time, mileage, etc.) admin, production, etc.)*** to fulfill the entire requirement as described in Annex "A" Requirement, GST/HST extra, if applicable. Bidders are to submit fixed prices, exclusive of taxes.

Please note that any modification to this document will render the quotation non-compliant

Contract Year 1 – Contract award to August 30, 2017**Table "A"**

	Service (a)	Estimated # of cleaning months per year (b)	Cost per month (c)	Total (b)x(c)
1	Office Cleaning	12		\$
2	Visitor Centre Cleaning	12		\$
TOTAL (not including HST)				\$

Option Year 1 – September 1, 2017 to August 30, 2018**Table "B"**

	Service (a)	Estimated # of cleaning months per year (b)	Cost per month (c)	Total (b)x(c)
1	Office Cleaning	12		\$
2	Visitor Centre Cleaning	12		\$
TOTAL (not including HST)				\$

Option Year 2 – September 1, 2018 to August 30, 2019**Table "C"**

	Service (a)	Estimated # of cleaning months per year (b)	Cost per month (c)	Total (b)x(c)
1	Office Cleaning	12		\$
2	Visitor Centre Cleaning	12		\$
TOTAL (not including HST)				\$

Option Year 3 – September 1, 2019 to August 30, 2020**Table "D"**

	Service (a)	Estimated # of cleaning months per year (b)	Cost per month (c)	Total (b)x(c)
	Office Cleaning	12		\$
	Visitor Centre Cleaning	12		\$
TOTAL (not including HST)				\$

Additional Add-On Items**Contract Year 1 – Contract award to August 30, 2017****Table "E"**

Service (a)	Estimated # of Cleanings per year (b)	Cost per Year (c)	Total (b)x(c)
Annual Carpet Cleaning	1	\$	\$
TOTAL (not including HST)			\$

Option Year 1 – September 1, 2017 to August 30, 2018**Table "F"**

Service (a)	Estimated # of Cleanings per year (b)	Cost per Year (c)	Total (b)x(c)
Annual Carpet Cleaning	1	\$	\$
TOTAL (not including HST)			\$

Option Year 2 – September 1, 2018 to August 30, 2019**Table "G"**

Service (a)	Estimated # of Cleanings per year (b)	Cost per Year (c)	Total (b)x(c)
Annual Carpet Cleaning	1	\$	\$
TOTAL (not including HST)			\$

Option Year 3 – September 1, 2019 to August 30, 2020**Table "H"**

Service (a)	Estimated # of Cleanings per year (b)	Cost per Year (c)	Total (b)x(c)
Annual Carpet Cleaning	1	\$	\$
TOTAL (not including HST)			\$

Total of Monthly Service and Additional Add-on Items		
Table Number (a)	Contract Year (b)	Total (c)
	Total of Contract and Option years for Monthly Service	
Table "A"	Contract Year 1 – Contract award to August 30, 2017	\$
Table "B"	Option Year 1– September 1, 2017 to August 30, 2018	\$
Table "C"	Option Year 2 – September 1, 2018 to August 30, 2019	\$
Table "D"	Option Year 3 – September 1, 2019 to August 30, 2020	\$
	Total of Additional Add-On Item	
Table "E"	Contract Year 1 – Contract award to August 30, 2017	\$
Table "F"	Option Year 1– September 1, 2017 to August 30, 2018	\$
Table "G"	Option Year 2 – September 1, 2018 to August 30, 2019	\$
Table "H"	Option Year 3 – September 1, 2019 to August 30, 2020	\$
TOTAL (not including HST)		\$

Note: Bidders must return solicitation cover page and Annex "B" to be deemed a compliant bid.

NAME OF BIDDING COMPANY/BIDDER: _____

Contractor's Representative (please print clearly)

Name: _____

Title: _____

Address: _____

Telephone: _____

Facsimile: _____

E-mail address: _____

DATE: _____