

**CANADIAN HERITAGE REQUEST FOR PROPOSALS #10160093
 JANITORIAL SERVICES FOR THE CANADIAN CONSERVATION INSTITUTE
 Q & A #1**

Q1: Can the Crown provide a floor plan of the area to be cleaned?

A1: Yes, attached as a separate file entitled "CCI Simple Building Plan B&W 2012", is a simple floor plan for both floors of 1030 Innes Road. Areas blocked in Black are not part of the area to be cleaned and the areas blocked in Red are the available janitor "rooms".

Q2: Can the Crown provide the information Bill 7 information regarding the current cleaning staff?

A2: Yes, the information is as follows:

Employee	Classification	Wage (hourly rate)	Union Dues paid by employer July – Dec 2016	Average weekly hours	Initial hire date	Number of weeks worked in last 26 weeks
Employee A	N/A	\$12.25/Hr.	\$149.02	27 hrs.	January 2010	26
Employee B	N/A	\$12.25/Hr.	\$84.46	16 hrs.	December 2012	26
Employee C	N/A	\$12.25/Hr.	\$152.55	25 hrs.	January 2010	26

Q3: Are the consumables to be provided by the Contractor? If yes, can the Crown provide historical usage for the consumables?

A3: Yes, the consumables (i.e.: garbage bags, toilet paper, paper towel, hand soap, etc.) are to be provided by the Contractor. The Crown pays an all-inclusive monthly fee for services and historical usage is not available, however, we can confirm that there is an average of 90 employees who work at this location.

Q4: Can the Crown provide a copy of the previous tender?

A4: No, the previous contract was awarded by Public Works and Government Services Canada and Canadian Heritage does not have any copies of PWGSC's Request for Proposals from 2011.

Q5: Are the current employees unionized and do the new employees have to be unionized?

A5: The current employees are unionized. The Crown does not have any expectations in regards to unionization, however, the Crown must respect obligations required under the Province of Ontario's Bill 7, Employment Standards Amendment Act of 2007 (please refer to Q2).

Q6: Can the Crown provide a copy of the current employees' collective agreement?

A6: No. The information we can provide is that the current employees are unionized with the Service Employees International Union (SEIU) under Local 2 BGPWU.

Q7: Can the Crown confirm that cleaning is to be performed during the day and 5 days a week?

A7: Yes, service hours are provided in Section 1, article 2 of Annex "A" Statement of Work and they are to be performed 5 days week except on statutory holidays.

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Q8: Is the Contractor expected to supply cleaning equipment?

A8: Yes, the Contractor is to provide all necessary equipment, tools and supplies to accomplish the work as described in Section 1, article 7 of Annex "A" Statement of Work.

Q9: Can the Crown confirm if "polishing" is to be performed using "scrubbers"?

A9: Yes, polishing is to be performed using a single speed commercial rotating brush polisher as per Section 2, article 2.5.1 of Annex "A" Statement of Work