

## AMENDMENT TO SOLICITATION 5000025220

**Bid Solicitation Closes (YEAR-MM-DD) - La demande de soumissions prend fin (AAAA-MM-JJ)**

**Delete :**

**at – à 3:00 P.M.  
on – le 2017-07-17**

**Insert :**

**at – à 3:00 P.M.  
on – le 2017-07-20**

### **PART 2 - BIDDER INSTRUCTIONS**

#### **2. Submission of Bids**

**Insert:**

Bids may also be sent by email by the date and time indicated on page 1 of the bid solicitation to:

[shawn.davis@canada.ca](mailto:shawn.davis@canada.ca)

The technical and financial bids should be submitted as separate attachments.

### **PART 3 - BID PREPARATION INSTRUCTIONS**

#### **1.4 Price Breakdown**

**Delete:**

In their financial bid, the bidders are requested to provide a detailed breakdown of the price for the following elements for the performance of the Work, as applicable:

- (a) Professional fees: For each individual and (or) labour category to be assigned to the Work, the bidders should indicate: i) the firm hourly rate or the firm daily rate, inclusive of overhead and profit; and ii) the estimated number of hours or days, as applicable. The bidders should indicate the number of hours in one working day.

The professional fees must include the total estimated cost of all travel and living expenses that may need to be incurred for:

- (i) Work described in Part 7, Resulting Contract of the bid solicitation required to be performed within Nunavut and
- (ii) travel between the successful bidder's place of business and Nunavut.

to satisfy the terms of any resulting contract. These expenses cannot be charged directly and separately from the professional fees to any contract that may result from the bid solicitation.

- (b) Equipment (if applicable): The bidders should specify each item required to complete the Work and provide the pricing basis of each one, Canadian customs duty and excise taxes included, as applicable.
- (c) Materials and Supplies (if applicable): The bidders should identify each category of materials and supplies required to complete the Work and provide the pricing basis. The Bidder should indicate, on a per category basis, whether the items are likely to be consumed during the performance of any resulting contract.
- (d) Travel and Living Expenses (if applicable): The bidders should indicate the number of trips and the number of days for each trip, the cost, destination and purpose of each journey, together with the basis of these costs without exceeding the meal, private vehicle and incidental expenses provided in Appendices B, C and D of the *National Joint Council Travel Directive* and with the other provisions of the directive referring to "travellers", rather than those referring to "employees".
- (e) Subcontracts (if applicable): The bidders should identify all of the proposed subcontractors and provide in their financial bid for each one a price breakdown.
- (f) Other Direct Charges (if applicable): The bidders should identify all of the categories of other direct charges anticipated, such as long distance communications and rentals, providing the pricing basis for each and explaining the relevance to the Work described in Part 7 of the bid solicitation.
- (g) Applicable Taxes: The bidders should indicate the Applicable Taxes separately.

**1.5** Bidders should include the following information in their financial bid:

- (a) Their legal name; and
- (b) The name of the contact person (including this person's mailing address, phone and facsimile numbers and email address) authorized by the Bidder to enter into communications with Canada with regards to their bid; and any contract that may result from their bid.

**Insert:**

In their financial bid, the bidders are requested to provide a detailed breakdown of the price for the following elements for the performance of the Work, as applicable:

- (a) Professional fees: The bidders should indicate: i) the firm daily rate, inclusive of overhead and profit;
- (b) Not Applicable
- (c) Not Applicable
- (d) Travel and Living Expenses (if applicable): The bidders should indicate the number of trips and the number of days for each trip, the cost, destination and purpose of each journey, together with the basis of these costs without exceeding the meal, private vehicle and incidental expenses provided in Appendices B, C and D of the *National Joint Council Travel Directive* and with the other provisions of the directive referring to "travellers", rather than those referring to "employees".

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- (g) Applicable Taxes: The bidders should indicate the Applicable Taxes separately.

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**ANNEX B**

**BASIS OF PAYMENT**

Delete:

**The Contractor will be paid as follows:**

**For the period of contract award to August 31, 2018.**

**Fixed price per day**                    \$ \_\_\_\_\_

**Number of days**                    estimated 397 \_\_\_\_\_

**Firm Prices**                         \$ \_\_\_\_\_ (applicable taxes extra)

Insert:

**The Contractor will be paid as follows:**

**For the period of contract award to August 31, 2018.**

**Fixed price per day**                    \$ \_\_\_\_\_

Number of days estimated 397

Total Professional Fees (Fixed price per day x estimated 397 days)\$ \_\_\_\_\_

Travel \$ \_\_\_\_\_

Total Proposal Price (excluding applicable taxes) \$ \_\_\_\_\_

**Solicitation 500025220**  
**Questions and Answers #1**

Q1 - (a) Professional fees: For each individual and (or) labor category to be assigned to the Work, the bidders should indicate: i) the firm hourly rate or the firm daily rate, inclusive of overhead and profit; and ii) the estimated number of hours or days, as applicable.

1-Janitor,2-safety training,3- building maintenance,4-Vehicle maintenance,5-building inspection,6-general laborer,7-teacher co-op,8-labority equipment maintenance,9-labority samples,10-software literacy Word and Excel. How many employees or are the duties to be fulfilled by one person?

A1 – One Resource

Q2 - Work weeks are 8 am to 4pm Monday to Friday for a total of 40 hours a week; personnel will be on site 24/7 for 7 days a week. Qualified personnel hired for this work will want to be paid for time in and time out. Is the billing based on 40 hours a week only?

A2 - The core work hours are 8 – 4 Mon to Fri but the contractor is expected to be on call at all other times including weekends in order to correct any instrument problems. The contractor should bid on a daily, all-inclusive labour rate for 7days per week.

Q3 - The professional fees must include the total estimated cost of all travel and living expenses that may need to be incurred for: (i) Work described in Part 7, Resulting Contract of the bid solicitation required to be performed within Nunavut and (ii) travel between the successful bidder's place of business and Nunavut.

Is this not paid for by agency?

A3 - The travel/living costs are reimbursed by the Department at NJC rates but the contractor is responsible to arrange and pay for travel. Cost of lodging and meals while in Alert is covered by the department.

Q4 - (b) Equipment (if applicable): The bidders should specify each item required to complete the Work and provide the pricing basis of each one, Canadian customs duty and excise taxes included, as applicable. (c) Materials and Supplies (if applicable): The bidders should identify each category of materials and supplies required to complete the Work and provide the pricing basis.

The Bidder should indicate, Bid Solicitation: 5000025220 10 on a per category basis, whether the items are likely to be consumed during the performance of any resulting contract. Are materials for maintenance of building and instruments not supplied by agency? What condition is the building in? How many are presently employed at the site in order to make a detailed daily and weekly schedule of duties? Is there an activity room, exercise room?

A4 - Materials are provided by the department. The main building was constructed in 1993 and is in good shape. Typical building repair tasks include repairing trim/flashing, door seals, sealing drafts, replacing lightbulbs etc. There are two personnel operating the Observatory. The contractor, and an assistant operator (usually a co-op student). Yes, there are exercise and gym facilities on site.

Q5 - What are the number of days/weeks that would be allocated for days at work site fly in fly out schedule?

A5 - The contractor will be off site for 4 weeks approximately half way through the contract in January/February. The rotation works out to be approximately 6 months IN, 1 month off, 6 months IN.

Q6 - I have identified 10 work tasks to be accomplished by contractor. Is this to be done by a single person or multiple?

A6 - Single resource