



## RETURN BIDS TO:

## RETOURNER LES SOUMISSIONS À:

Bid Receiving Public Works and Government  
Services Canada/Réception des soumissions Travaux  
publics et Services gouvernementaux Canada  
800 Burrard Street, Room 219  
800, rue Burrard, pièce 219  
Vancouver, BC V6Z 0B9  
Bid Fax: (604) 775-7526

## 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

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

Issuing Office - Bureau de distribution  
Public Works and Government Services Canada - Pacific  
Region  
219 - 800 Burrard Street  
800, rue Burrard, pièce 219  
Vancouver, BC V6Z 0B9

<b>Title - Sujet</b> Janitorial Service- Naden (CFB Esq)	
<b>Solicitation No. - N° de l'invitation</b> W6841-174147/A	<b>Amendment No. - N° modif.</b> 001
<b>Client Reference No. - N° de référence du client</b> W6841-174147	<b>Date</b> 2017-07-18
<b>GETS Reference No. - N° de référence de SEAG</b> PW-\$VAN-797-8101	
<b>File No. - N° de dossier</b> VAN-7-40077 (797)	<b>CCC No./N° CCC - FMS No./N° VME</b>
<b>Solicitation Closes - L'invitation prend fin</b> <b>at - à 02:00 PM</b> <b>on - le 2017-08-23</b>	<b>Time Zone</b> <b>Fuseau horaire</b> Pacific Daylight Saving Time PDT
<b>F.O.B. - F.A.B.</b> <b>Plant-Usine:</b> <input type="checkbox"/> <b>Destination:</b> <input type="checkbox"/> <b>Other-Autre:</b> <input type="checkbox"/>	
<b>Address Enquiries to: - Adresser toutes questions à:</b> Muller, Laura	<b>Buyer Id - Id de l'acheteur</b> van797
<b>Telephone No. - N° de téléphone</b> (604) 363-1765 ( )	<b>FAX No. - N° de FAX</b> ( ) -
<b>Destination - of Goods, Services, and Construction:</b> <b>Destination - des biens, services et construction:</b>	

Instructions: See Herein

Instructions: Voir aux présentes

<b>Delivery Required - Livraison exigée</b>	<b>Delivery Offered - Livraison proposée</b>
<b>Vendor/Firm Name and Address</b> <b>Raison sociale et adresse du fournisseur/de l'entrepreneur</b>	
<b>Telephone No. - N° de téléphone</b> <b>Facsimile No. - N° de télécopieur</b>	
<b>Name and title of person authorized to sign on behalf of Vendor/Firm</b> <b>(type or print)</b> <b>Nom et titre de la personne autorisée à signer au nom du fournisseur/</b> <b>de l'entrepreneur (taper ou écrire en caractères d'imprimerie)</b>	
<b>Signature</b>	<b>Date</b>

## **W6841-174147/A : Amendment 001**

### **I. BIDDER QUESTION**

#### **Question:**

Given the complexity and size of the contract, would you be willing to reconsider the optional site visit / bidders conference? In the past, it has been mandatory for bidders to attend both.

If they don't, they may not sufficiently understand the requirement and may under-bid which could potentially cause performance problems if they are awarded the contract.

We would like to request that the site visits / bidders conference be made mandatory for bidders.

#### **Response:**

The issue of the site visit / bidders conference was thoroughly discussed between the Contracting Authority, Project Authority, and relevant managerial personnel. These discussions, along with information in the Treasury Board Secretariat *Contracting Policy* and the Public Works and Government Services Canada *Supply Manual*, determined that the site visit / bidders conference should be optional for bidders to attend. The following is a brief summary of topics covered:

##### *Contracting Policy, Objective Statement*

*The objective of government procurement contracting is to acquire goods and services and to carry out construction in a manner that enhances access, competition and fairness and results in best value or, if appropriate, the optimal balance of overall benefits to the Crown and the Canadian people.*

An optional site visit / bidders conference helps to encourage competition because it does not prevent a supplier from submitting a bid if they do not attend. In contrast, if a supplier fails to attend a mandatory site visit / bidders conference, their bid will be declared non-responsive.

##### *Supply Manual, Section 3.116 Site Visits*

*The need for a mandatory site visit should be carefully examined and documented on the procurement file as part of the procurement planning stage. Consideration should be given to the cost and relative hardship imposed on suppliers not in the immediate vicinity of the site when deciding if a site visit will be mandatory.*

The site visit / bidders conference will occur when premium summer rates for accommodations and travel are in effect. In addition, suppliers may wish to bid on one

or more of the CFB Esquimalt tenders. Requiring mandatory supplier attendance would unnecessarily restrict competition due to the costs involved with accommodations and travel over several days.

*Supply Manual, Section 3.115 Bidders' Conferences*

*Supplier's attendance is optional, as the purpose of a bidder's conference is to provide information and opportunities for bidders to ask questions about the project and the procurement process, which can easily be done via e-mail if an interested bidder does not attend the conference. Only the information that was shared with the attendees at the bidders' conference must be shared with bidders who did not attend.*

The Request for Proposal includes Table 1: Building Lists & Descriptions within Annex "A" – Statement of Work. This table identifies the gross square metre floor area, and indicates the relevant size of waxed floors, non-waxed floors, and carpeted floors. It also defines components such as toilets, showers, and urinals, as well as the building/area use. After the site visit / bidders conference, both the building plans and questions / answers raised will be made available online in the form of a solicitation amendment.

As a result the site visit / bidders conference will remain optional.

## **II. SITE VISIT AND BIDDERS CONFERENCE**

Please note that attendees must confirm their attendance of the site visit/bidders conference. Suppliers who do not register with the Contracting Authority prior to JULY 26 2017 will not be allowed to attend due to security requirements.

Please note that the site visit / bidders conference will require a fair amount of walking and standing. Proper footwear is highly recommended.

Attendees with mobility requirements should identify any issues at the time of confirming attendance. Failure to do so may result in the inability to accommodate individual requirements on the day of the site visit / bidders conference.

As per the Request for Proposal, Section 2.6 Optional Site Visit / Bidders Conference:

*Participation in both the Site Visit and the Bidders Conference is optional. It is, however, highly recommended that the Bidder or their representative attend. Arrangements have been made for the site visit to be held at CFB Esquimalt, Victoria, BC, on AUGUST 2 2017. The site visit will begin at 0845 hrs at Naden main gate. The Bidders Conference will take place immediately following. The scope of the requirement outlined in the bid solicitation will be reviewed during the*

*conference and questions will be answered. It is recommended that bidders who intend to submit a bid attend or send a representative.*

*Bidders must communicate with the Contracting Authority no later than JULY 26 2017 confirm attendance and provide the name(s), and driver's license numbers of the person(s) who will attend, along with the name of the company.*

*Bidders who do not confirm attendance and who do not provide the name(s) of the person(s) who will attend as required will not be allowed access to the site. Bidders will be requested to sign an attendance sheet and must bring photo identification, such as a driver's license.*

*No alternative appointment will be given to bidders who do not attend or do not send a representative. Bidders who do not participate in the visit will not be precluded from submitting a bid. Any clarifications or changes to the bid solicitation resulting from the site visit will be included as an amendment to the bid solicitation.*

**ALL TERMS AND CONDITIONS OF THE RFP REMAIN UNCHANGED**