



RETURN BIDS TO:

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**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 SECURITY
REQUIREMENTS.

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 Property and Facility Management	
Solicitation No. - N° de l'invitation 08C54-170130/A	Amendment No. - N° modif. 009
Client Reference No. - N° de référence du client 20170130	Date 2017-07-27
GETS Reference No. - N° de référence de SEAG PW-\$\$FK-302-73065	
File No. - N° de dossier fk302.08C54-170130	CCC No./N° CCC - FMS No./N° VME
Solicitation Closes - L'invitation prend fin at - à 02:00 PM on - le 2017-08-14	
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: Kraya, Jeahan	Buyer Id - Id de l'acheteur fk302
Telephone No. - N° de téléphone (819) 420-5351 ()	FAX No. - N° de FAX () -
Destination - of Goods, Services, and Construction: Destination - des biens, services et construction:	

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

This solicitation amendment 009 is issued to update Appendix H-Financial Bid Submission.

At Appendix H – Financial Bid Submission

Delete: Appendix “H” in its entirety

Insert: Attached Appendix H – Financial Bid Submission

OTHER TERMS AND CONDITIONS REMAIN UNCHANGED

Appendix H

Financial Bid Submission

Bidders are to quote fees in Euros (€) or a Percentage (%) as indicated below, Applicable Taxes are extra.

The Bidder is to insert:

1. Total Firm Fixed Property and Facility Management Services Management Fee, of:
(To be expressed in Euros and inserted in table 2 below for six (6) years)* €_____.
2. Firm all-inclusive Minor Works (€5,000) Services Fee _____%.
(To be expressed as a percentage)
3. Firm all-inclusive Minor Project Management (€5,000 - €249,999) Services Fee _____%.
(To be expressed as a percentage)
4. Firm all-inclusive Optional Major Project Management (>€250,000) Services Fee _____%.
(To be expressed as a percentage)

*Note * - The bidder is to provide a complete breakdown of what is included in the annual costs (as per Appendix F)*

Bidder O&M Financial Details

The Bidder is to insert its proposed Operations and Maintenance (O&M) Monthly Spend along with its proposed PFMS fee in the fixed tables below.

In completing Table 1 the Bidder is to provide a sample 12-month forecast sheet including all related operational costs. This approach will be used to determine the additional marks under the Operational Maintenance Budget Mark (OMB) in Section 4.

The €543,500 O&M spend for 130 Faubourg Saint-Honoré (identified in Table 2) is the anticipated spend for service contracts only and does not reflect a complete listing of elements (qualifiers). The Bidder is to clearly identify its Building Dedicated Labour, All-inclusive Management Fee and Periodic Cleaning (Table 4) and then forecast any annual increases for all costs throughout the remaining years.

During the term of the contract, the annual budget will be revisited and agreed to, using a Contract Amendment, for the following year (see SOW Section 6).

The annual 2016 -2017 spend for the other two locations was:

POECD (Mission of Organisation for Economic Co-operation and Development)

- O&M – approximately € 42 000
- 4 service contracts €23 000 (Pest Management, Cleaning, HVAC and Landscaping)
- Utilities €14 000
- Minor Works € 5 000

Official Residence

- O&M – approximately € 115 000
- 5 service contracts € 31 000 (Pest Management, Elevators, Fire Detection, HVAC and Landscaping)
- Utilities €49 000
- Minor Works € 35 000

Table 1

	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	March	Total € Euro	Total \$ Cdn (x1.46)	Comments
Fixed O&M Costs only															
Dedicated Building Labour													0 €	\$0	
Contractor Technical Staff													0 €	\$0	
Contractor Management & Administrative Staff													0 €	\$0	
Building Cleaning Service Contracts (including consumables)													0 €	\$0	
Periodic Cleaning (Table 4 per application costs only)													0 €	\$0	
Waste Removal Service Contract													0 €	\$0	
Elevator - Service Contract													0 €	\$0	
HVAC Service Contracts													0 €	\$0	
Electrical Service Contract													0 €	\$0	
Fire & Life Safety - Service and Monitoring Contract															
Security - Service and Monitoring Contract													0 €	\$0	
Plumbing Contract													0 €	\$0	
UT - Electricity													0 €	\$0	
UT - Water and Sewage													0 €	\$0	
UT – Heating Plant Hot Water (C.P.C.U.)															
Other Details (optional)													0 €	\$0	
ANNUAL O&M Spend (Service Contracts and Utilities)	0 €	0 €	0 €	0 €	0 €	0 €	0 €	0 €	0 €	0 €	0 €	0 €	0 €	\$0	
Minor Works (O&M requirements < €5000). Under Task Authorization Process	X	X	X	X	X	X	X	X	X	X	X	X			
Minor Projects (b/w €5000 - €250,000). Under individual Project Process.	X	X	X	X	X	X	X	X	X	X	X	X	150,000 €		
Combined Spend	0 €	0 €	0 €	0 €	0 €	0 €	0 €	0 €	0 €	0 €	0 €	0 €	0 €	\$0	
VAT															
Totals with VAT															
Contractor Fixed All-Inclusive Management Fee (Year one)															
TOTAL															

Table 2 – Operations and Maintenance Costs (pass-through without mark-up)

Bidder shall use Table 1 figures to estimate spend for a 12 month period over the next six years (actual calendar months are not relevant for this exercise).

Expenditure Line	2018 - 2019 Estimated Spend	2019 - 2020 Forecast	2020 - 2021 Forecast	2021 - 2022 Planning Year	2022- 2023 Planning Year	2023- 2024 Planning Year
Building Dedicated Labour	To be Bid	0 €	0 €	0 €	0 €	0 €
Cleaning – Routine Service Contract	210,000 €	0 €	0 €	0 €	0 €	0 €
Cleaning – Periodic (Table 4 per application costs only)	To be Bid	0 €	0 €	0 €	0 €	0 €
Waste Removal	12,000 €	0 €	0 €	0 €	0 €	0 €
Elevators	15,000 €	0 €	0 €	0 €	0 €	0 €
HVAC	58,000 €	0 €	0 €	0 €	0 €	0 €
Electrical	4,000 €	0 €	0 €	0 €	0 €	0 €
Fire and Life Safety	3,000 €	0 €	0 €	0 €	0 €	0 €
Security (CCTV)	4,500 €	0 €	0 €	0 €	0 €	0 €
Plumbing	3,000 €	0 €	0 €	0 €	0 €	0 €
Electricity	39,000 €	0 €	0 €	0 €	0 €	0 €
Water & Sewage	8,000 €	0 €	0 €	0 €	0 €	0 €
Heating Plant (chilled and hot water)	42,000 €	0 €	0 €	0 €	0 €	0 €
TOTALS - O&M estimated costs only	543,500 €	0 €	0 €	0 €	0 €	0 €
Minor Works €<5,000	150,000 €	150,000 €	150,000 €	200,000 €	200,000 €	200,000 €
Minor Project Work ≥€5,000	200,000 €	200,000 €	200,000 €	250,000 €	250,000 €	250,000 €
Total - before Management Fee	893,500 €	350,000 €	350,000 €	450,000 €	450,000 €	450,000 €
All Inclusive Management Fee	To be Bid	0 €	0 €	0 €	0 €	0 €
Annual Total	0 €	0 €	0 €	0 €	0 €	0 €

Table 3 - Hourly rates

The Bidder is to provide its hourly rates for the individuals below along with any other individuals it proposes to utilize in performing the work:

Pricing Schedule - Labour Component "Estimates Only" Not for Evaluation				
Direct Expense Service Category (Bidder to identify additional categories, as necessary)	Hourly Rate (in €) Normal Hours	Hourly Rate (in €) <i>Outside</i> Normal Hours	Estimated Hours (Not For Evaluation)	Sub Total in € (Applicable Taxes are extra)
Building Engineer	€ ____/hr	€ ____/hr	100	€ ____
Property Manager				
Senior Project Manager	€ ____/hr	€ ____/hr	100	€ ____
Junior Project Manager	€ ____/hr	€ ____/hr	100	€ ____
Commissioning Resource	€ ____/hr	€ ____/hr	100	€ ____
Handyman	€ ____/hr	€ ____/hr	100	€ ____
Plumber	€ ____/hr	€ ____/hr	100	€ ____
Electrician	€ ____/hr	€ ____/hr	100	€ ____
Cleaner	€ ____/hr	€ ____/hr	100	€ ____
Cleaning Supervisor	€ ____/hr	€ ____/hr	100	€ ____
Porter for Conference and Boardroom (set up, etc.)	€ ____/hr	€ ____/hr	100	€ ____
Other	€ ____/hr	€ ____/hr	100	€ ____

Table 4 – Periodic Cleaning

The Bidder is to provide its costing for the following cleaning requirements for 130 Faubourg Saint-Honoré (pricing per application only to be included in Tables 1 and 2):

130 Faubourg Saint-Honoré			
Periodic or Project Cleaning	# Times/Year	Unit Pricing	Activity
WINDOWS			
Exterior Windows (floors 2-6)	2	Per Application	Wash all windows Use roof anchors and harness system
Interior of outside Windows (floors 1-6)	2	Per Application	Wash all windows
All glazing at building entrance and the ground floor <u>reception</u> areas	12	Per m2	Wash all exterior windows
Communal areas and all Interior Windows and Secondary Glazing's	12	Per m2	Wash all windows and glazing within office space.
Angled glazing for Cultural Centre Canopy and Jardin de la Terre Roof (inside)	4	Per Application	Wash all glass surfaces Using Geni-lift or moveable scaffolding.
Angled glazing for Cultural Centre Canopy and Jardin de la Terre Roof (exterior)	2	Per Application	Wash all glass surfaces Use roof anchors and harness system
Drapes & Window covering – all types	2	Per covering	Take down wash, press and re-hang

Window Blinds	6	Per Blind	Dust all blinds
Window Blinds	1	Per Blind	Take down and wash according to Manufacturer's instructions
FLOORING			
Carpets	2	Per Application	3M Scotch guard or equivalent Protection to all areas
Carpets	2	Per Application	Clean all carpets and rugs (soil extraction system)
Hard Floors - Vinyl Sheet and Tile, Rubber Flooring, Etc.	1	Per Application	Strip and refinish on a full floor basis
Hard Floors - Vinyl Sheet and Tile, Rubber Flooring, Etc.	4	Per Application	Wet or dry scrub on a full basis
Terrazzo, Marble, Granite, Quarry and ceramic tile	12	Per Application	Machine scrub all floors
Terrazzo, Marble, Granite, Quarry and ceramic tile	4	Per Application	Strip and refinish on a full floor basis. Appropriate Polishing and crystallizing system to be utilized in compliance with manufacturer's recommendations.
Hardwood/Parquet	4	Per Application	Clean floors using an appropriate wood cleaner; apply one coat of an approved non-slip wax or manufacturers recommendations.
MISCELLANEOUS			
Washrooms (see provided list)	12	Per Application	Machine scrub – same as specified in Annex B1, except rinse with a germicidal solution.
Fixtures	2	Per m2	Take down all books on shelves, dust off shelving and replace items.
Furniture	2	Per chair	Clean all furniture using an approved product (vinyl, leatherette and upholstered furniture) in Representational Areas, offices, boardrooms and waiting areas.

Table 4A – these figures are stand-alone and NOT to be embedded into Tables 1 and 2

POECD 15 bis rue de Franqueville, 75116, Paris			
Periodic or Project Cleaning	# Times/Year	Price Per Year	Activity
WINDOWS			
All glazing at building entrance and the ground floor <u>reception</u> areas	12		Wash all exterior windows
Communal areas and all Windows and Secondary Glazing's	2		Wash all exterior windows
Offices	1		Wash all exterior windows
Drapes & Window covering – all types	1		Take down wash, press and re-hang
Window Blinds	6		Dust all blinds
Window Blinds	1		Take down and wash according to Manufacturer's instructions
FLOORING			
Carpets	2		3M Scotch guard or equivalent Protection to all areas
Carpets	2		Clean all carpets and rugs (soil extraction system)
Hard Floors - Vinyl Sheet and Tile, Rubber Flooring, Etc.	1		Strip and refinish on a full floor
Hard Floors - Vinyl Sheet and Tile, Rubber Flooring, Etc.	4		Wet or dry scrub and refinish on a full basis
Terrazzo, Marble, Granite, Quarry and ceramic tile	12		Machine scrub all floors
Terrazzo, Marble, Granite, Quarry and ceramic tile	4		Strip and refinish on a full floor. Appropriate Polishing and crystallizing system to be utilized in compliance with manufacturer's recommendations.
Hardwood/Parquet	4		Clean floors using an appropriate wood cleaner; apply one coat of an approved non-slip wax or manufacturers recommendations.
MISCELLANEOUS			
Washrooms	12		Machine scrub – same as specified in Annex B, except rinse with a germicidal solution.
Fixtures	2		Take down all books on shelves, dust off shelving and replace items.
Furniture	2		Clean all furniture using an approved product (vinyl, leatherette and upholstered furniture) in Representational Areas, offices, boardrooms and waiting areas.

Table 5 - Optional Services

The Bidder is to provide its fee for the identified Optional Services:

Service (as per SOW- Section 5)	Bidder's Fee
5.1 - Relocation Design and Management	As per quoted Firm all-inclusive Minor Project Management Services
5.2 – Major Project Management over €250,000	Bidder to provide Firm all-inclusive Major Project Management Services Fee (expressed as percentage)
5.3 Additional Buildings	The fees would be adjusted on a Prorated basis using the initial Fixed Management Fee at a cost per m2
5.4 Provision of Guard Services	Bidder will provide additional All-Inclusive Services Fee upon request (expressed as a Euro value)

Table 6 – Milestone Payment Schedule

The Bidder is to use its First year Estimated O&M costs (tables 1 and 2) to complete this table to ensure that the Milestone Payment process is understood.

Month	O&M Pass-Through Costs	% of Annual O&M Total	Annual Management Fee	% of Annual Mgt. Fee Total	Hold Back Portion of Mgt. Fee	Hold Back Portion of Mgt. Fee	Total Monthly Payments
April	€	%	€	%	15%	€	€
May	€	%	€	%	15%	€	€
June	€	%	€	%	15%	€	€
July	€	%	€	%	15%	€	€
August	€	%	€	%	15%	€	€
September	€	%	€	%	15%	€	€
October	€	%	€	%	15%	€	€
November	€	%	€	%	15%	€	€
December	€	%	€	%	15%	€	€
January	€	%	€	%	15%	€	€
February	€	%	€	%	15%	€	€
March	€	%	€	%	15%	€	€
TOTAL	€	%	€	%		€	€

APPENDICES

The Bidder is enclosing the following Appendices, properly completed:

- ☐ Appendix D - Federal Contractors Program for Employment Equity – Certification
- ☐ Appendix G - Electronic Payment Instruments

FORMER PUBLIC SERVANT

The Bidder is enclosing the Former Public Servants Certification with its bid in accordance with Section 2.3 Former Public Servant.

INTEGRITY PROVISIONS

The Bidder is enclosing the required documentation, if applicable, with its bid in accordance with Section 5.1.1 Integrity Provisions – Declaration of convicted offences and Section 5.2.1 Integrity Provisions – Required Documentation.

SIGNATURE

Name and title of person authorized to sign on behalf of Bidder (Type or print)

Signature

Date