



RETURN BIDS TO:

RETOURNER LES SOUMISSIONS À:

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 A SECURITY
REQUIREMENT

"CE DOCUMENT COMPORTE DES EXIGENCES
RELATIVES À LA SÉCURITÉ"

Landscape Maintenance/Entretien paysager

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 Landscape Maintenance/Entretien pay	
Solicitation No. - N° de l'invitation EJ196-182180/A	Amendment No. - N° modif. 001
Client Reference No. - N° de référence du client 20182180	Date 2018-02-22
GETS Reference No. - N° de référence de SEAG PW-\$\$FK-258-74139	
File No. - N° de dossier fk258.EJ196-182180	CCC No./N° CCC - FMS No./N° VME
Solicitation Closes - L'invitation prend fin at - à 02:00 PM on - le 2018-02-26	
Time Zone Fuseau horaire Eastern Standard Time EST	
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: Hill, Cris	Buyer Id - Id de l'acheteur fk258
Telephone No. - N° de téléphone (873) 469-4891 ()	FAX No. - N° de FAX (819) 956-3600
Destination - of Goods, Services, and Construction: Destination - des biens, services et construction: Federl Study Centre/centre d'études fédéral 1495 Heron Rd / 1495 chemin Heron Ottawa, ON	

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

RFP Amendment 001 EJ196-182180/A Landscaping
1495 Heron Rd. – Federal Study Centre

This amendment is raised to (1) add the new clause for e-post and (2) add the Site Visit minutes as follows:

(1) new clause for e-post

2003 standard instructions is amended as follows:

- Section 5, entitled Submission of bids, is amended as follows:
 - subsection 1 is deleted entirely and replaced with the following: "Canada requires that each bid, at solicitation closing date and time or upon request from the Contracting Authority, for example in the case of epost Connect service, be signed by the Bidder or by an authorized representative of the Bidder. If a bid is submitted by a joint venture, it must be in accordance with the section entitled Joint venture."
 - subsection 2.d is deleted entirely and replaced with the following: "send its bid only to the specified Bid Receiving Unit of Public Works and Government Services Canada (PWGSC) identified in the bid solicitation, or to the address specified in the bid solicitation, as applicable;"
 - subsection 2.e is deleted entirely and replaced with the following: "ensure that the Bidder's name, return address and procurement business number, bid solicitation number, and solicitation closing date and time are clearly visible on the bid; and,"
- Section 6, entitled Late bids, is deleted entirely and replaced with the following: "PWGSC will return bids delivered after the stipulated solicitation closing date and time, unless they qualify as a delayed bid as described in the section entitled Delayed bids. For bids submitted using means other than the Canada Post Corporation's epost Connect service, the bid will be returned. For bids submitted using Canada Post Corporation's epost Connect service, conversations initiated by the Bid Receiving Unit via the epost Connect service that contain access, records and information pertaining to a late bid will be deleted."
- Section 07, entitled Delayed bids, is amended as follows:
 - Subsection 1 is amended to add the following piece of evidence: "d. a CPC epost Connect service date and time record indicated in the epost Connect conversation activity."
- Section 8, entitled Transmission by facsimile, is deleted and replaced by the following:
"Transmission by facsimile or by epost Connect

1. Facsimile

- a. Unless specified otherwise in the bid solicitation, bids may be submitted by facsimile. The only acceptable facsimile number for responses to bid solicitations issued by PWGSC headquarters is 819-997-9776 or, if applicable, the facsimile number identified in the bid solicitation. The facsimile number for responses to bid solicitations issued by PWGSC regional offices is identified in the bid solicitation.
- b. For bids transmitted by facsimile, Canada will not be responsible for any failure attributable to the transmission or receipt of the faxed bid including, but not limited to, the following:
 - i. receipt of garbled or incomplete bid;
 - ii. availability or condition of the receiving facsimile equipment;
 - iii. incompatibility between the sending and receiving equipment;
 - iv. delay in transmission or receipt of the bid;
 - v. failure of the Bidder to properly identify the bid;
 - vi. illegibility of the bid; or
 - vii. security of bid data.
- c. A bid transmitted by facsimile constitutes the formal bid of the Bidder and must be submitted in accordance with the section entitled Submission of bids.

2. ePost Connect

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- a. Unless specified otherwise in the bid solicitation, bids may be submitted by using the [epost Connect service provided by Canada Post Corporation](https://www.canadapost.ca/web/en/products/details.page?article=epost_connect_send_a) (https://www.canadapost.ca/web/en/products/details.page?article=epost_connect_send_a).
- b. To submit a bid using epost Connect service, the Bidder must either:
 - i. send directly its bid only to the specified PWGSC Bid Receiving Unit, using its own licensing agreement for epost Connect provided by Canada Post Corporation; or
 - ii. send as early as possible, and in any case, at least six business days prior to the solicitation closing date and time, an email that includes the bid solicitation number to the specified PWGSC Bid Receiving Unit requesting to open an epost Connect conversation. Requests to open an epost Connect conversation received after that time may not be answered.
- c. If the Bidder is sending an email to the Bid Receiving Unit, the Bid Receiving Unit will then initiate an epost Connect conversation which will allow the Bidder to transmit its bid afterward at any time prior to the solicitation closing date and time. The epost Connect conversation will create an email notification from Canada Post Corporation prompting the Bidder to access the message within the conversation, and the Bidder can reply to the email notification by transmitting its bid.
- d. If the Bidder is using its own licensing agreement to send its bid, the Bidder must keep the epost Connect conversation open until at least 30 business days after solicitation closing date and time.
- e. The email address of PWGSC Bid Receiving Unit in Headquarters is: TPSGC.DGAreceptiondessaoumissions-ABBidReceiving.PWGSC@tpsgc-pwgsc.gc.ca. The solicitation number must be identified in the epost Connect message field of all electronic transfers.
- f. It should be noted that the use of epost Connect service requires a Canadian mailing address. Should a bidder not have a Canadian address, they may use the Bid Receiving Unit address specified on page 1 of the solicitation in order to register for the epost Connect service.
- g. For bids transmitted by epost Connect service, Canada will not be responsible for any failure attributable to the transmission or receipt of the bid including, but not limited to, the following:
 - i. receipt of a garbled or incomplete bid;
 - ii. availability or condition of the epost Connect service;
 - iii. incompatibility between the sending and receiving equipment;
 - iv. delay in transmission or receipt of the bid;
 - v. failure of the Bidder to properly identify the bid;
 - vi. illegibility of the bid;
 - vii. security of bid data; or
 - viii. inability to create an electronic conversation through the epost Connect service.
- h. A bid transmitted by epost Connect service constitutes the formal bid of the Bidder and must be submitted in accordance with the section entitled Submission of bids."

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(2) Site Visit minutes

Site Visit Minutes EJ196-182180/A February 6,2018 9:00am
1495 Heron Rd. – Federal Study Centre

Site Visit Start Time: 9:40am (CA was late due to the weather)
Site Visit end Time: 9:55

In attendance from PWGSC: Joanna Wichers (MOA - Head Horticultural Services) TA – Technical Authority, Cris Hill (RPCD) – CA Contracting Authority

Contractors in Attendance: EXEL Contracting, Prebbel Enterprises, PML Contracting, Caltrio, Enterprises Nolet, Munro & Scullion, Thunderbolt Contracting, CSL Group, Gemma Property Services and Lafleur de la Capitale.

NO SHOW: D&R Maintenance & Totalscape Contracting

- Introduced myself and the technical authority.

-Reminded bidders that this is a Landscape only maintenance contract and reminded them that sub contracting can only be with our permission

-Reminded bidders that the supervisor is required to meet the Mandatory qualifications in part 3 and they must submit any required documents with their bid

- reviewed with the contractors on how to complete the Reference Chart concerning the years of experience, it should show 3 completed years (future years to do not count, the end date is the closing date of the bid for any references show future dates)

- Asked bidders to ensure that the day, month & year is shown -- do not write "since such a year to present"

- The bidders were told that when the TA is reviewing the references they will only try 3 times to contact them within a 2 week period so that it does not hold up the process

- Bidders were reminded to ensure that they contact their references to let them know that they will be using them and also ensure that the references have the proper names, telephone number and email address. They were reminded to make sure the reference name submitted is still with that company or make sure they get the replacement name

- the bidders were reminded to review Part 4 Evaluation Procedures of the RFP as this will show them what Mandatory requirements are required with the bid

- Advised the bidders that they need to complete and submit Employee Security Information List in Part 6 at bid closing. They were told to list all employees who may be working at this site.

- Bidders were reminded that this site is Reliability security which means all employees need Reliability security by bid closing.

- Reminded bidders that no employees are allowed on site without security clearance, if it is found that there is an employee on site with no security this could put them in default. They were told that when they want to add an employee they are to send the name & date of birth to myself (Cris Hill), she will send it to Security and once cleared she will advise the contractor that employee is now allowed on site.

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- Reminded the Bidders to Review the SOW as each one is different for each site and there have been revisions

- Advised the bidders that Annex B is now the pricing scheduling and it is to be completely filled out, if no price then insert the \$0, if pricing is missing they may be non-responsive

- Reminded the Bidders to complete pricing clearly and legible writing

- Reminded Contractors that the as & when/Special Operations/Extra Work is not guaranteed. They are estimated amounts for the evaluation. This work will be issued on call-ups only as required.

The job showing was then conducted by the TA so that contractors could see the site with a walk around the site.

- TA reminded bidders that the building has been abandoned with only the commissioner being there and that they are trying to transfer the site to Canada Land Trust that is why it is only a summer contract

- TA advised that a major clean-up is required as there has been no maintenance on the site except for grass cutting along the front. It will include the removal of dead trees, dead shrubs, dead wood from shrubs, line trimming weeds in beds and flail mowing.

- initial cleanup will include picking up all debris from the beds and roads such as installation etc....

- tennis court and wood in the fence is not to be cleaned unless asked as a "as & when"

- all garbage is to be picked up

- all bidders agreed to not do a group walk around as the pathways have not been cleared

Question 1: Will we be able to leave a dumpster on site

Answer 1: It is not a problem but they will have to tag their dumpster