



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" Window
Cleaning Parliament Hill Complex/Service de
nettoyage de fenêtres Complexe Colline
Parlementaire

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 Window Cleaning Parliament	
Solicitation No. - N° de l'invitation EJ196-182423/A	Amendment No. - N° modif. 004
Client Reference No. - N° de référence du client 20182423	Date 2018-11-16
GETS Reference No. - N° de référence de SEAG PW-\$\$FK-258-75334	
File No. - N° de dossier fk258.EJ196-182423	CCC No./N° CCC - FMS No./N° VME
Solicitation Closes - L'invitation prend fin at - à 02:00 PM on - le 2018-11-28	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: Hill, Cris	Buyer Id - Id de l'acheteur fk258
Telephone No. - N° de téléphone (613) 296-3573 ()	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

Solicitation Amendment 004 - Site Visit Minutes, Annex B Financial Bid and Revised SOW
Window Cleaning Parliament Hill Complex
Center, West & East Blocks, 1 Wellington & 2 Rideau
EJ196-182423/A Cris Hill fk258

This Amendment is raised to (1) add the site visit minutes, (2) Revise Annex B Financial Bid, (3) Revise Statement of Work and (4) add Annex "F"- Phased Bid Compliance Process clauses as follows:

(1) Site Visit Minutes:

Site Visit Minutes EJ196-182423/A September 27, 2018 7 : 30 am
Window Cleaning Services – Parliament Hill Complex

Site Visit Start Time: 7 : 35 a m Site Visit end Time: 12:10pm

In attendance from PWGSC: John Reiter (MSO),
Cris Hill (Contracting Authority RPCD) & Joanne Ladouceur (RPCD)

Bidders in Attendance: Aurum Property Care, City Wide Window Cleaning, Skytek Group, Soulard Multiservice, Cody Developments, Galipeau Group,
Elite Window Cleaning, Window Butler.

The following Bidder did not show up: Entretien Qualibec showed up late at 7:50am and Rain or Shine Window Cleaning showed up late at 7:55am, both were refused access to the site visit as I had already started the site visit.

- Introduced myself as Contracting Authority (CA) and John Reiter as Technical Authority (TA)
- Reminded the bidders that Security is Site Access at bid closing - they were reminded that all employee names submitted at bid closing must have Site Access or Secret. If only even one name does not have the proper security (i.e. Reliability) they will be deemed non-responsive.
- Reminded the Bidders at Part 6 Security, in the table please provide full legal names, date of birth for each person they think might be working on this contract
- Reminded the Bidders to Review the SOW as each SOW is different for each site and there have been Revisions
- Bidders were also reminded to review the SOW for times of operations for the window cleanings
- Bidders were reminded to review Part 4 as this will tell them everything they need to send in with the bid
- reminded that Annex E (Complete List of Names of all Board of Directors) is required with the Bid.
- Reminded the Bidders to complete pricing clearly and legible writing
- Bidders were also reminded that the following certificates can be provided with the bid or upon request by the CA, if it is not sent in by the deadline requested by the CA the bid will be considered non-responsive. The certificates are to be no more than 5yrs old for each employee named to work on the contract
 - o Valid Working at heights training certificate/wallet card
 - o Valid Man lift operator certificate/wallet card
 - o Valid First aid/CPR certificate/wallet card
 - o Valid Workplace Hazardous Material Inventory System (WHMIS) certificate/wallet card
- Bidders were reminded that they are responsible for any required City Permits

Solicitation Amendment 004 - Site Visit Minutes, Annex B Financial Bid and Revised SOW
Window Cleaning Parliament Hill Complex
Center, West & East Blocks, 1 Wellington & 2 Rideau
EJ196-182423/A Cris Hill fk258

- Bidders were reminded they are not allowed to clean the windows of a building or section of the building considered a construction site when work is in progress , they are to contact the TA
- They were reminded if there is a broken window or screen they are to report it to the TA right away

TA John Reiter then conducted the tour
starting at 7:41am at 2 Rideau

- bidders were reminded to clean all glass and windows over 7 feet inside
- bidders were reminded that some grates do not come off and some do
- bidders were reminded the Speakers area to be cleaned after hours or when the Senate is not sitting in session
- reminded to clean windows by stairwell
- floors 2, 3 & 4 are typically the same layout
- there will be a life line on the Roof Anchors
- Not to power wash court yard windows between with gates
- they are to clean concourse upper glass railing both sides
- to clean Senate house upper railing
- clean door and floor level both sides
- clean stairway both sides 2 times a year
- clean all glass around the anti Chamber door
- At the Senators Entrance
 - clean Vestibule diamond glass bi-annually**
- Upper concourse – doors & large windows to be cleaned bi-annual

8:44am continued to Peace Tower and Center Block

There are no roof anchors, not certified

Centre block

- Bidders were told that the winning Contractor would need to have the TA submit an ABA (Authorize Building Access) list of all who will be working in Centre Block and they were reminded that the ABA can be cancelled at any time. (i.e. usually a dignitary visiting etc..)
- they were also reminded that they could be asked to leave the job from any building again usually because there is a dignitary visiting etc...
- Bidders were reminded they would need a spotter and barricade for cleaning the Peace Tower which is cleaned monthly
- they are to clean the stain glass in the Memorial Chamber twice a year
- Bidders were reminded out of respect they are not to wear hats in the Memorial Chamber

9:22am continued to 6th floor of Center Block

- Bidders were reminded that the double windows can be cleaned from the inside
- Bidders were reminded that the Prime Minister's office can only be cleaned with polisher, no water and no squeegees
- in the dining hall, bidders are to clean the outside windows same as other double window
- bidders were reminded to only clean or wipe off the cob webs from any cameras inside or out

10:07am Cont. to West block and Visitor center

- at the South entrance the upper level to be done twice a year

Solicitation Amendment 004 - Site Visit Minutes, Annex B Financial Bid and Revised SOW
Window Cleaning Parliament Hill Complex
Center, West & East Blocks, 1 Wellington & 2 Rideau
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- couple of bidders mentioned booms, long poles etc.... could be used
- railing overlooking the Chamber to be cleaned bi-annual
- West block inside Chamber all windows to be cleaned twice a year from the copper and below
PSPC will provide bladder and supports to keep the heavy windows opened to clean

New Visitor Welcome Area

- Method "B" bi annual - Interior Window Cleaning including Rotunda Link to West Block and escalator upper glass

Continued To RCMP Guard House

- no chemicals or metal squeegee to be used on Explosion Glass of trailer, only water
- at guard house only water is to be used and no metal squeegee

Continued to East Block

- roof anchors are not certifiable
- all work to be done by boom
- polisher to be used on stain glass
- courtyard – reminded monthly – all lights even those not attached (i.e light standard)

Continued to 1 Wellington

- windows from above glass & entrance to now be cleaned monthly
- window cleaning by canal outside only Spring & Fall

12:10pm Site visit completed, all bidders in attendance signed out

Solicitation Amendment 004 - Site Visit Minutes, Annex B Financial Bid and Revised SOW
Window Cleaning Parliament Hill Complex
Center, West & East Blocks, 1 Wellington & 2 Rideau
EJ196-182423/A Cris Hill fk258

(2) Revised Annex B Financial Bid

Section I: Revised Financial Bid

PRICING SCHEDULE 1:

Firm all-inclusive prices including overhead, profit and all related costs for Interior and Exterior Window Cleaning in accordance with the Specification EJ196-182423 at Annex A.

1.1 All buildings, Center, West (outer offices only), East, 1 Wellington, 2 Rideau (includes all inside glass) and Visitor Welcome Area (includes escalator glass), West Block – windows inside West Block Chamber from below the copper siding, Note Ceiling is not included in West block Chamber (includes railing overlooking the chamber) Method: “A” Interior and Exterior Window Cleaning				
Period	To be completed in the month of:	Firm Price per cleaning (HST Extra):	Number of Months	Firm annual price (HST Extra)
Year One (1) January 1, 2019 to December 31, 2019	April	\$_____x	1 =	\$_____
	October	\$_____x	1 =	\$_____
Option Year One (1) January 1, 2020 to December 31, 2020	April	\$_____x	1 =	\$_____
	October	\$_____x	1 =	\$_____
Option Year Two (2) January 1, 2021 to December 31, 2021	April	\$_____x	1 =	\$_____
	October	\$_____x	1 =	\$_____
Option Year Three (3) January 1, 2022 to December 31, 2022	April	\$_____x	1 =	\$_____
	October	\$_____x	1 =	\$_____
Option Year Four (4) January 1, 2023 to December 31, 2023	April	\$_____x	1 =	\$_____
	October	\$_____x	1 =	\$_____
1.1 Sub Total All Years:				\$

Window Cleaning Parliament Hill Complex
Center, West & East Blocks, 1 Wellington & 2 Rideau
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Cont ...

Solicitation Amendment 004 - Site Visit Minutes, Annex B Financial Bid and Revised SOW
Window Cleaning Parliament Hill Complex
Center, West & East Blocks, 1 Wellington & 2 Rideau
EJ196-182423/A Cris Hill fk258

1.2 BUILDING – West Side of Center Block, 1st, 2nd and ground floors Method: “A” Interior and Exterior Window Cleaning				
Period	To be completed in the month of:	Firm Price per cleaning (HST Extra):	Number of Months	Firm annual price (HST Extra)
Option Year Three (3) January 1, 2022 to December 31, 2022	January	\$ _____	1 =	
	February	\$ _____		
	March	\$ _____		
	April	\$ _____		
	June	\$ _____		
	July	\$ _____		
	August	\$ _____		
	September	\$ _____		
	October	\$ _____		
	November	\$ _____		
	December	\$ _____		
	Sub-Total	\$ _____ x		
	Option Year Four (4) January 1, 2023 to December 31, 2023	January		
February		\$ _____		
March		\$ _____		
April		\$ _____		
June		\$ _____		
July		\$ _____		
August		\$ _____		
September		\$ _____		
October		\$ _____		
November		\$ _____		
December		\$ _____		
Sub-Total		\$ _____ x		
1.2 Sub Total All Years:			\$ _____	

Solicitation Amendment 004 - Site Visit Minutes, Annex B Financial Bid and Revised SOW
Window Cleaning Parliament Hill Complex
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1.3 BUILDING – Center Block – Welcome Area Method: “A” Interior and Exterior Window Cleaning				
Period	To be completed in the month of:	Firm Price per cleaning (HST Extra):	Number of Months	Firm annual price (HST Extra)
Year One (1) January 1, 2019 to December 31, 2019	January	\$ _____	1 =	
	February	\$ _____		
	March	\$ _____		
	April	\$ _____		
	June	\$ _____		
	July	\$ _____		
	August	\$ _____		
	September	\$ _____		
	October	\$ _____		
	November	\$ _____		
	December	\$ _____		
	Sub-Total	\$ _____ x		
	Option Year One (1) January 1, 2020 to December 31, 2020	January		
February		\$ _____		
March		\$ _____		
April		\$ _____		
June		\$ _____		
July		\$ _____		
August		\$ _____		
September		\$ _____		
October		\$ _____		
November		\$ _____		
December		\$ _____		
Sub-Total		\$ _____ x		
Option Year Two (2) January 1, 2021 to December 31, 2021		January	\$ _____	1 =
	February	\$ _____		
	March	\$ _____		
	April	\$ _____		
	June	\$ _____		
	July	\$ _____		
	August	\$ _____		
	September	\$ _____		
	October	\$ _____		
	November	\$ _____		
	December	\$ _____		
	Sub-Total	\$ _____ x		
	Cont.....			

Solicitation Amendment 004 - Site Visit Minutes, Annex B Financial Bid and Revised SOW
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1.3 BUILDING – Center Block – Welcome Area Method: “A” Interior and Exterior Window Cleaning				
Period	To be completed in the month of:	Firm Price per cleaning (HST Extra):	Number of Months	Firm annual price (HST Extra)
Option Year Three (3) January 1, 2022 to December 31, 2022	January	\$ _____	1 =	
	February	\$ _____		
	March	\$ _____		
	April	\$ _____		
	June	\$ _____		
	July	\$ _____		
	August	\$ _____		
	September	\$ _____		
	October	\$ _____		
	November	\$ _____		
	December	\$ _____		
	Sub-Total	\$ _____ x		
	Option Year Four (4) January 1, 2023 to December 31, 2023	January		
February		\$ _____		
March		\$ _____		
April		\$ _____		
June		\$ _____		
July		\$ _____		
August		\$ _____		
September		\$ _____		
October		\$ _____		
November		\$ _____		
December		\$ _____		
Sub-Total		\$ _____ x		
1.3 Sub Total All Years:			\$ _____	

Window Cleaning Parliament Hill Complex
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1.4 BUILDING – Center Block – Peace Tower Observation Gallery Method: “A” Interior and Exterior Window Cleaning						
Period	To be completed in the month of:	Firm Price per cleaning (HST Extra):	Number of Months	Firm annual price (HST Extra)		
Option Year Three (3) January 1, 2022 to December 31, 2022	January	\$ _____				
	February	\$ _____				
	March	\$ _____				
	April	\$ _____				
	June	\$ _____				
	July	\$ _____				
	August	\$ _____				
	September	\$ _____				
	October	\$ _____				
	November	\$ _____				
	December	\$ _____				
	Sub-Total	\$ _____ x			1 =	\$ _____
	Option Year Four (4) January 1, 2023 to December 31, 2023	January			\$ _____	
February		\$ _____				
March		\$ _____				
April		\$ _____				
June		\$ _____				
July		\$ _____				
August		\$ _____				
September		\$ _____				
October		\$ _____				
November		\$ _____				
December		\$ _____				
Sub-Total		\$ _____ x	1 =	\$ _____		
1 . 4 Sub Total All Years:				\$ _____		

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1.5 BUILDING – Center Block – Windows Overlooking Bells Method: “A” Interior and Exterior Window Cleaning						
Period	To be completed in the month of:	Firm Price per cleaning (HST Extra):	Number of Months	Firm annual price (HST Extra)		
Option Year Three (3) January 1, 2022 to December 31, 2022	January	\$ _____				
	February	\$ _____				
	March	\$ _____				
	April	\$ _____				
	June	\$ _____				
	July	\$ _____				
	August	\$ _____				
	September	\$ _____				
	October	\$ _____				
	November	\$ _____				
	December	\$ _____				
	Sub-Total	\$ _____ x			1 =	\$ _____
	Option Year Four (4) January 1, 2023 to December 31, 2023	January			\$ _____	
February		\$ _____				
March		\$ _____				
April		\$ _____				
June		\$ _____				
July		\$ _____				
August		\$ _____				
September		\$ _____				
October		\$ _____				
November		\$ _____				
December		\$ _____				
Sub-Total		\$ _____ x	1 =	\$ _____		
1.5 Sub Total All Years:				\$ _____		

1.5a BUILDING – Center Block - Peace Tower – Memorial Chamber – Stain Glass windows Method: “B” Interior Window Cleaning				
Period	To be completed in the month of:	Firm Price per cleaning (HST Extra):	Number of Months	Firm annual price (HST Extra)
Year One (1) January 1, 2019 to December 31, 2019	April	\$ _____ x	1 =	\$ _____
	October	\$ _____ x	1 =	\$ _____
Option Year One (1) January 1, 2020 to December 31, 2020	April	\$ _____ x	1 =	\$ _____
	October	\$ _____ x	1 =	\$ _____
Option Year Two (2) January 1, 2021 to December 31, 2021	April	\$ _____ x	1 =	\$ _____
	October	\$ _____ x	1 =	\$ _____
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1.5a BUILDING – Center Block - Peace Tower – Memorial Chamber – Stain Glass windows Method: “B” Interior Window Cleaning				
Period	To be completed in the month of:	Firm Price per cleaning (HST Extra):	Number of Months	Firm annual price (HST Extra)
Option Year Three (3) January 1, 2022 to December 31, 2022	April	\$_____x	1 =	\$_____
	October	\$_____x	1 =	\$_____
Option Year Four (4) January 1, 2023 to December 31, 2023	April	\$_____x	1 =	\$_____
	October	\$_____x	1 =	\$_____
1.5a Sub Total All Years:				\$

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1.6 BUILDING – RCMP/VSF Check Points				
Method: “A” Interior and Exterior Window Cleaning				
Period	To be completed in the month of:	Firm Price per cleaning (HST Extra):	Number of Months	Firm annual price (HST Extra)
Year One (1) January 1, 2019 to December 31, 2019	January February March April June July August September October November December Sub-Total	\$ _____ \$ _____ \$ _____ \$ _____ \$ _____ \$ _____ \$ _____ \$ _____ \$ _____ \$ _____ \$ _____ \$ _____ \$ _____ x	1 =	\$ _____
Option Year One (1) January 1, 2020 to December 31, 2020	January February March April June July August September October November December Sub-Total	\$ _____ \$ _____ \$ _____ \$ _____ \$ _____ \$ _____ \$ _____ \$ _____ \$ _____ \$ _____ \$ _____ \$ _____ \$ _____ x	1 =	\$ _____
Option Year Two (2) January 1, 2021 to December 31, 2021	January February March April June July August September October November December Sub-Total	\$ _____ \$ _____ \$ _____ \$ _____ \$ _____ \$ _____ \$ _____ \$ _____ \$ _____ \$ _____ \$ _____ \$ _____ \$ _____ x	1 =	\$ _____

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1.6 BUILDING – RCMP/VSF Check Points Method: “A” Interior and Exterior Window Cleaning				
Period	To be completed in the month of:	Firm Price per cleaning HST Extra):	Number of Months	Firm annual price (HST Extra)
Option Year Three (3) January 1, 2022 to December 31, 2022	January	\$ _____	1 =	
	February	\$ _____		
	March	\$ _____		
	April	\$ _____		
	June	\$ _____		
	July	\$ _____		
	August	\$ _____		
	September	\$ _____		
	October	\$ _____		
	November	\$ _____		
	December	\$ _____		
	Sub-Total	\$ _____ x		
	Option Year Four (4) January 1, 2023 to December 31, 2023	January		
February		\$ _____		
March		\$ _____		
April		\$ _____		
June		\$ _____		
July		\$ _____		
August		\$ _____		
September		\$ _____		
October		\$ _____		
November		\$ _____		
December		\$ _____		
Sub-Total		\$ _____ x		
1.6 Sub Total All Years:			\$ _____	

Window Cleaning Parliament Hill Complex
Center, West & East Blocks, 1 Wellington & 2 Rideau
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Solicitation Amendment 004 - Site Visit Minutes, Annex B Financial Bid and Revised SOW
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1.7 BUILDING – Parliament Library Method: “A” Interior and Exterior Window Cleaning				
Period	To be completed in the month of:	Firm Price per cleaning (HST Extra):	Number of Months	Firm annual price (HST Extra)
Option Year Three (3) January 1, 2022 to December 31, 2022	January	\$ _____	1 =	
	February	\$ _____		
	March	\$ _____		
	April	\$ _____		
	June	\$ _____		
	July	\$ _____		
	August	\$ _____		
	September	\$ _____		
	October	\$ _____		
	November	\$ _____		
	December	\$ _____		
	Sub-Total	\$ _____ x		
	Option Year Four (4) January 1, 2022 to December 31, 2022	January		
February		\$ _____		
March		\$ _____		
April		\$ _____		
June		\$ _____		
July		\$ _____		
August		\$ _____		
September		\$ _____		
October		\$ _____		
November		\$ _____		
December		\$ _____		
Sub-Total		\$ _____ x		
1.7 Sub Total All Years:			\$ _____	

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1.8 BUILDING – East Side of Center Block, 1st, 2nd, ground floors Method: “A” Interior and Exterior Window Cleaning						
Period	To be completed in the month of:	Firm Price per cleaning (HST Extra):	Number of Months	Firm annual price (HST Extra)		
Year One (1) January 1, 2019 to December 31, 2019	January	\$ _____				
	February	\$ _____				
	March	\$ _____				
	April	\$ _____				
	June	\$ _____				
	July	\$ _____				
	August	\$ _____				
	September	\$ _____				
	October	\$ _____				
	November	\$ _____				
	December	\$ _____				
	Sub-Total	\$ _____ x			1 =	\$ _____
	Option Year One (1) January 1, 2020 to December 31, 2020	January			\$ _____	
February		\$ _____				
March		\$ _____				
April		\$ _____				
June		\$ _____				
July		\$ _____				
August		\$ _____				
September		\$ _____				
October		\$ _____				
November		\$ _____				
December		\$ _____				
Sub-Total		\$ _____ x	1 =	\$ _____		
Option Year Two (2) January 1, 2021 to December 31, 2021		January	\$ _____			
	February	\$ _____				
	March	\$ _____				
	April	\$ _____				
	June	\$ _____				
	July	\$ _____				
	August	\$ _____				
	September	\$ _____				
	October	\$ _____				
	November	\$ _____				
	December	\$ _____				
	Sub-Total	\$ _____ x	1 =			\$ _____
	Cont...					

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1.8 BUILDING – East Side of Center Block, 1st, 2nd, ground Method: “A” Interior and Exterior Window Cleaning							
Period	To be completed in the month of:	Firm Price per cleaning (HST Extra):	Number of Months	Firm annual price (HST Extra)			
Option Year Three (3) January 1, 2022 to December 31, 2022	January	\$ _____	1 =				
	February	\$ _____					
	March	\$ _____					
	April	\$ _____					
	June	\$ _____					
	July	\$ _____					
	August	\$ _____					
	September	\$ _____					
	October	\$ _____					
	November	\$ _____					
	December	\$ _____					
	Sub-Total	\$ _____ x				\$ _____	
	Option Year Four (4) January 1, 2023 to December 31, 2023	January			\$ _____	1 =	
		February			\$ _____		
March		\$ _____					
April		\$ _____					
June		\$ _____					
July		\$ _____					
August		\$ _____					
September		\$ _____					
October		\$ _____					
November		\$ _____					
December		\$ _____					
Sub-Total		\$ _____ x		\$ _____			
1.8 Sub Total All Years:				\$ _____			

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1.9 BUILDING – Center Block – East Courtyard Method: “A” Interior and Exterior Window Cleaning				
Period	To be completed in the month of:	Firm Price per cleaning (HST Extra):	Number of Months	Firm annual price (HST Extra)
Year One (1) January 1, 2019 to December 31, 2019	January	\$ _____	1 =	
	February	\$ _____		
	March	\$ _____		
	April	\$ _____		
	June	\$ _____		
	July	\$ _____		
	August	\$ _____		
	September	\$ _____		
	October	\$ _____		
	November	\$ _____		
	December	\$ _____		
	Sub-Total	\$ _____ x		
	Option Year One (1) January 1, 2020 to December 31, 2020	January		
February		\$ _____		
March		\$ _____		
April		\$ _____		
June		\$ _____		
July		\$ _____		
August		\$ _____		
September		\$ _____		
October		\$ _____		
November		\$ _____		
December		\$ _____		
Sub-Total		\$ _____ x		
Option Year Two (2) January 1, 2021 to December 31, 2021		January	\$ _____	1 =
	February	\$ _____		
	March	\$ _____		
	April	\$ _____		
	June	\$ _____		
	July	\$ _____		
	August	\$ _____		
	September	\$ _____		
	October	\$ _____		
	November	\$ _____		
	December	\$ _____		
	Sub-Total	\$ _____ x		
	Cont...			

Solicitation Amendment 004 - Site Visit Minutes, Annex B Financial Bid and Revised SOW
Window Cleaning Parliament Hill Complex
Center, West & East Blocks, 1 Wellington & 2 Rideau
EJ196-182423/A Cris Hill fk258

1.9 BUILDING – Center Block – East Courtyard							
Method: “A” Interior and Exterior Window Cleaning							
Period	To be completed in the month of:	Firm Price per cleaning (HST Extra):	Number of Months	Firm annual price (HST Extra)			
Option Year Three (3) January 1, 2022 to December 31, 2022	January	\$ _____	1 =				
	February	\$ _____					
	March	\$ _____					
	April	\$ _____					
	June	\$ _____					
	July	\$ _____					
	August	\$ _____					
	September	\$ _____					
	October	\$ _____					
	November	\$ _____					
	December	\$ _____					
	Sub-Total	\$ _____ x					
	Option Year Four (4) January 1, 2023 to December 31, 2023	January			\$ _____	1 =	
		February			\$ _____		
March		\$ _____					
April		\$ _____					
June		\$ _____					
July		\$ _____					
August		\$ _____					
September		\$ _____					
October		\$ _____					
November		\$ _____					
December		\$ _____					
Sub-Total		\$ _____ x					
1.9 Sub Total All Years:				\$ _____			

Window Cleaning Parliament Hill Complex
Center, West & East Blocks, 1 Wellington & 2 Rideau
EJ196-182423/A Cris Hill fk258

1.10 BUILDING – Center Block – West Courtyard				
Method: “A” Interior and Exterior Window Cleaning				
Period	To be completed in the month of:	Firm Price per cleaning (HST Extra):	Number of Months	Firm annual price (HST Extra)
Year One (1) January 1, 2019 to December 31, 2019	January February March April June July August September October November December Sub-Total	\$ _____ \$ _____ \$ _____ \$ _____ \$ _____ \$ _____ \$ _____ \$ _____ \$ _____ \$ _____ \$ _____ \$ _____ \$ _____ x	1 =	\$ _____
Option Year One (1) January 1, 2020 to December 31, 2020	January February March April June July August September October November December Sub-Total	\$ _____ \$ _____ \$ _____ \$ _____ \$ _____ \$ _____ \$ _____ \$ _____ \$ _____ \$ _____ \$ _____ \$ _____ \$ _____ x	1 =	\$ _____
Option Year Two (2) January 1, 2021 to December 31, 2021	January February March April June July August September October November December Sub-Total	\$ _____ \$ _____ \$ _____ \$ _____ \$ _____ \$ _____ \$ _____ \$ _____ \$ _____ \$ _____ \$ _____ \$ _____ \$ _____ x	1 =	\$ _____

Solicitation Amendment 004 - Site Visit Minutes, Annex B Financial Bid and Revised SOW
Window Cleaning Parliament Hill Complex
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1.10 BUILDING – Center Block – West Courtyard Method: “A” Interior and Exterior Window Cleaning				
Period	To be completed in the month of:	Firm Price per cleaning (HST Extra):	Number of Months	Firm annual price (HST Extra)
Option Year Three (3) January 1, 2022 to December 31, 2022	January	\$ _____	1 =	
	February	\$ _____		
	March	\$ _____		
	April	\$ _____		
	June	\$ _____		
	July	\$ _____		
	August	\$ _____		
	September	\$ _____		
	October	\$ _____		
	November	\$ _____		
	December	\$ _____		
	Sub-Total	\$ _____ x		
	Option Year One (1) January 1, 2023 to December 31, 2023	January		
February		\$ _____		
March		\$ _____		
April		\$ _____		
June		\$ _____		
July		\$ _____		
August		\$ _____		
September		\$ _____		
October		\$ _____		
November		\$ _____		
December		\$ _____		
Sub-Total		\$ _____ x		
1.10 Sub Total All Years:			\$ _____	

Window Cleaning Parliament Hill Complex
Center, West & East Blocks, 1 Wellington & 2 Rideau
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Cont...

Solicitation Amendment 004 - Site Visit Minutes, Annex B Financial Bid and Revised SOW
Window Cleaning Parliament Hill Complex
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1.11 BUILDING – Center Block – Middle Courtyard Method: “A” Interior and Exterior Window Cleaning				
Period	To be completed in the month of:	Firm Price per cleaning (HST Extra):	Number of Months	Firm annual price (HST Extra)
Option Year Three (3) January 1, 2022 to December 31, 2022	January	\$ _____	1 =	
	February	\$ _____		
	March	\$ _____		
	April	\$ _____		
	June	\$ _____		
	July	\$ _____		
	August	\$ _____		
	September	\$ _____		
	October	\$ _____		
	November	\$ _____		
	December	\$ _____		
	Sub-Total	\$ _____ x		
	Option Year Four (4) January 1, 2023 to December 31, 2023	January		
February		\$ _____		
March		\$ _____		
April		\$ _____		
June		\$ _____		
July		\$ _____		
August		\$ _____		
September		\$ _____		
October		\$ _____		
November		\$ _____		
December		\$ _____		
Sub-Total		\$ _____ x		
1.11 Sub Total All Years:			\$ _____	

Solicitation Amendment 004 - Site Visit Minutes, Annex B Financial Bid and Revised SOW
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1.12 BUILDING –East Block – Courtyard Method: “A” Interior and Exterior Window Cleaning				
Period	To be completed in the month of:	Firm Price per cleaning (HST Extra):	Number of Months	Firm annual price (HST Extra)
Year One (1) January 1, 2019 to December 31, 2019	January February March April June July August September October November December Sub-Total	\$ _____ \$ _____ \$ _____ \$ _____ \$ _____ \$ _____ \$ _____ \$ _____ \$ _____ \$ _____ \$ _____ \$ _____ x	1 =	\$ _____
Option Year One (1) January 1, 2020 to December 31, 2020	January February March April June July August September October November December Sub-Total	\$ _____ \$ _____ \$ _____ \$ _____ \$ _____ \$ _____ \$ _____ \$ _____ \$ _____ \$ _____ \$ _____ \$ _____ x	1 =	\$ _____
Option Year Two (2) January 1, 2021 to December 31, 2021	January February March April June July August September October November December Sub-Total	\$ _____ \$ _____ \$ _____ \$ _____ \$ _____ \$ _____ \$ _____ \$ _____ \$ _____ \$ _____ \$ _____ \$ _____ x	1 =	\$ _____
Cont....				

Solicitation Amendment 004 - Site Visit Minutes, Annex B Financial Bid and Revised SOW
Window Cleaning Parliament Hill Complex
Center, West & East Blocks, 1 Wellington & 2 Rideau
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1.12 BUILDING –East Block – Courtyard Method: “A” Interior and Exterior Window Cleaning				
Period	To be completed in the month of:	Firm Price per cleaning (HST Extra):	Number of Months	Firm annual price (HST Extra)
Option Year Three (3) January 1, 2022 to December 31, 2022	January	\$ _____	1 =	
	February	\$ _____		
	March	\$ _____		
	April	\$ _____		
	June	\$ _____		
	July	\$ _____		
	August	\$ _____		
	September	\$ _____		
	October	\$ _____		
	November	\$ _____		
	December	\$ _____		
	Sub-Total	\$ _____ x		
	Option Year Four (4) January 1, 2023 to December 31, 2023	January		
February		\$ _____		
March		\$ _____		
April		\$ _____		
June		\$ _____		
July		\$ _____		
August		\$ _____		
September		\$ _____		
October		\$ _____		
November		\$ _____		
December		\$ _____		
Sub-Total		\$ _____ x		
1.12 Sub Total All Years:			\$ _____	

Window Cleaning Parliament Hill Complex
Center, West & East Blocks, 1 Wellington & 2 Rideau
EJ196-182423/A Cris Hill fk258

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Solicitation Amendment 004 - Site Visit Minutes, Annex B Financial Bid and Revised SOW
Window Cleaning Parliament Hill Complex
Center, West & East Blocks, 1 Wellington & 2 Rideau
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1.13 BUILDING –West Block – Ground, 1st and 2nd floor Method: “A” Interior and Exterior Window Cleaning				
Period	To be completed in the month of:	Firm Price per cleaning (HST Extra):	Number of Months	Firm annual price (HST Extra)
Option Year Three (3) January 1, 2022 to December 31, 2022	January	\$ _____	1 =	
	February	\$ _____		
	March	\$ _____		
	April	\$ _____		
	June	\$ _____		
	July	\$ _____		
	August	\$ _____		
	September	\$ _____		
	October	\$ _____		
	November	\$ _____		
	December	\$ _____		
	Sub-Total	\$ _____ x		
	Option Year Four (4) January 1, 2023 to December 31, 2023	January		
February		\$ _____		
March		\$ _____		
April		\$ _____		
June		\$ _____		
July		\$ _____		
August		\$ _____		
September		\$ _____		
October		\$ _____		
November		\$ _____		
December		\$ _____		
Sub-Total		\$ _____ x		
1.13 Sub Total All Years:			\$ _____	

Window Cleaning Parliament Hill Complex
Center, West & East Blocks, 1 Wellington & 2 Rideau
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Solicitation Amendment 004 - Site Visit Minutes, Annex B Financial Bid and Revised SOW
Window Cleaning Parliament Hill Complex
Center, West & East Blocks, 1 Wellington & 2 Rideau
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1.14 BUILDING – 1 Wellington (Entrance Area) Method: "A" Interior and Exterior Window Cleaning							
Period	To be completed in the month of:	Firm Price per cleaning (HST Extra):	Number of Months	Firm annual price (HST Extra)			
Option Year Three (3) January 1, 2022 to December 31, 2022	January	\$ _____	1 =				
	February	\$ _____					
	March	\$ _____					
	April	\$ _____					
	June	\$ _____					
	July	\$ _____					
	August	\$ _____					
	September	\$ _____					
	October	\$ _____					
	November	\$ _____					
	December	\$ _____					
	Sub-Total	\$ _____ x				\$ _____	
	Option Year Four (4) January 1, 2023 to December 31, 2023	January			\$ _____	1 =	
		February			\$ _____		
March		\$ _____					
April		\$ _____					
June		\$ _____					
July		\$ _____					
August		\$ _____					
September		\$ _____					
October		\$ _____					
November		\$ _____					
December		\$ _____					
Sub-Total		\$ _____ x		\$ _____			
1.14 Sub Total All Years:				\$ _____			

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1.14a BUILDING – 1 Wellington Windows facing Canal Method: “C” Exterior Window Cleaning				
Period	To be completed in the month of:	Firm Price per cleaning (HST Extra):	Number of Months	Firm annual price (HST Extra)
Year One (1) January 1, 2019 to December 31, 2019	April	\$_____x	1 =	\$_____
	October	\$_____x	1 =	\$_____
Option Year One (1) January 1, 2020 to December 31,2020	April	\$_____x	1 =	\$_____
	October	\$_____x	1 =	\$_____
Option Year Two (2) January 1, 2021 to December 31,2021	April	\$_____x	1 =	\$_____
	October	\$_____x	1 =	\$_____
Option Year Three (3) January 1, 2022 to December 31,2022	April	\$_____x	1 =	\$_____
	October	\$_____x	1 =	\$_____
Option Year Four (4) January 1, 2023 to December 31,2023	April	\$_____x	1 =	\$_____
	October	\$_____x	1 =	\$_____
1.14a Sub Total All Years:				\$

Solicitation Amendment 004 - Site Visit Minutes, Annex B Financial Bid and Revised SOW
Window Cleaning Parliament Hill Complex
Center, West & East Blocks, 1 Wellington & 2 Rideau
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1.15 BUILDING – 2 Rideau (All Entrance areas) Method: “A” Interior and Exterior Window Cleaning				
Period	To be completed in the month of:	Firm Price per cleaning (HST GST Extra):	Number of Months	Firm annual price (HST Extra)
Year One (1) January 1, 2019 to December 31, 2019	January	\$ _____	1 =	
	February	\$ _____		
	March	\$ _____		
	April	\$ _____		
	June	\$ _____		
	July	\$ _____		
	August	\$ _____		
	September	\$ _____		
	October	\$ _____		
	November	\$ _____		
	December	\$ _____		
	Sub-Total	\$ _____ x		
	Option Year One (1) January 1, 2020 to December 31, 2020	January	\$ _____	1 =
February		\$ _____		
March		\$ _____		
April		\$ _____		
June		\$ _____		
July		\$ _____		
August		\$ _____		
September		\$ _____		
October		\$ _____		
November		\$ _____		
December		\$ _____		
Sub-Total		\$ _____ x		
Option Year Two (2) January 1, 2021 to December 31, 2021		January	\$ _____	1 =
	February	\$ _____		
	March	\$ _____		
	April	\$ _____		
	June	\$ _____		
	July	\$ _____		
	August	\$ _____		
	September	\$ _____		
	October	\$ _____		
	November	\$ _____		
	December	\$ _____		
	Sub-Total	\$ _____ x		
	cont...			

Solicitation Amendment 004 - Site Visit Minutes, Annex B Financial Bid and Revised SOW
Window Cleaning Parliament Hill Complex
Center, West & East Blocks, 1 Wellington & 2 Rideau
EJ196-182423/A Cris Hill fk258

1.15 BUILDING – 2 Rideau (All Entrance areas) Method: “A” Interior and Exterior Window Cleaning							
Period	To be completed in the month of:	Firm Price per cleaning (HST Extra):	Number of Months	Firm annual price (HST Extra)			
Option Year Three (3) January 1, 2022 to December 31, 2022	January	\$ _____					
	February	\$ _____					
	March	\$ _____					
	April	\$ _____					
	June	\$ _____					
	July	\$ _____					
	August	\$ _____					
	September	\$ _____					
	October	\$ _____					
	November	\$ _____					
	December	\$ _____					
	Sub-Total	\$ _____ x			1 =	\$ _____	
	Option Year Four (4) January 1, 2023 to December 31, 2023	January			\$ _____		
		February			\$ _____		
March		\$ _____					
April		\$ _____					
June		\$ _____					
July		\$ _____					
August		\$ _____					
September		\$ _____					
October		\$ _____					
November		\$ _____					
December		\$ _____					
Sub-Total		\$ _____ x	1 =	\$ _____			
1.15 Sub Total All Years:				\$ _____			

Window Cleaning Parliament Hill Complex
Center, West & East Blocks, 1 Wellington & 2 Rideau
EJ196-182423/A Cris Hill fk258

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Window Cleaning Parliament Hill Complex
Center, West & East Blocks, 1 Wellington & 2 Rideau
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1.16 BUILDING – Visitor Welcome Area *VWC* (entrance area) Method: “A” Interior and Exterior Window Cleaning				
Period	To be completed in the month of:	Firm Price per cleaning (HST Extra):	Number of Months	Firm annual price (HST Extra)
Option Year Three (3) January 1, 2022 to December 31, 2022	January	\$ _____		
	February	\$ _____		
	March	\$ _____		
	April	\$ _____		
	June	\$ _____		
	July	\$ _____		
	August	\$ _____		
	September	\$ _____		
	October	\$ _____		
	November	\$ _____		
	December	\$ _____		
	Sub-Total	\$ _____ x		
Option Year Four (4) January 1, 2023 to December 31, 2023	January	\$ _____		
	February	\$ _____		
	March	\$ _____		
	April	\$ _____		
	June	\$ _____		
	July	\$ _____		
	August	\$ _____		
	September	\$ _____		
	October	\$ _____		
	November	\$ _____		
	December	\$ _____		
	Sub-Total	\$ _____ x		
1.16 Sub Total All Years:				\$ _____

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Window Cleaning Parliament Hill Complex
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1.16a BUILDING – Visitor Welcome Area *VWC*				
Method: “B” Interior Window Cleaning including Rotunda Link to West Block and escalator upper				
Period	To be completed in the month of:	Firm Price per cleaning (HST Extra):	Number of Months	Firm annual price (HST Extra)
Year One (1) January 1, 2019 to December 31, 2019	April	\$_____x	1 =	\$_____
	October	\$_____x	1 =	\$_____
Option Year One (1) January 1, 2020 to December 31,2020	April	\$_____x	1 =	\$_____
	October	\$_____x	1 =	\$_____
Option Year Two (2) January 1, 2021 to December 31,2021	April	\$_____x	1 =	\$_____
	October	\$_____x	1 =	\$_____
Option Year Three (3) January 1, 2022 to December 31,2022	April	\$_____x	1 =	\$_____
	October	\$_____x	1 =	\$_____
Option Year Four (4) January 1, 2023 to December 31,2023	April	\$_____x	1 =	\$_____
	October	\$_____x	1 =	\$_____
1.16a Sub Total All Years:				\$_____

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PRICING SCHEDULE 2:

Firm all-inclusive prices including overhead, profit and all related costs for Light Fixture Cleaning in accordance with the Specification EJ196-182423 at Annex A

2.1 BUILDING – All exterior Entrances light fixtures attached to all buildings Method: “D” Exterior Entrance Light Fixtures Cleaning (including free standing light standards)				
Period	To be completed in the	Firm Price per cleaning (HST Extra):	Number of Months	Firm annual price (HST GST Extra)
Year One (1) January 1, 2019 to December 31, 2019	January	\$ _____	1 =	
	February	\$ _____		
	March	\$ _____		
	April	\$ _____		
	May	\$ _____		
	June	\$ _____		
	July	\$ _____		
	August	\$ _____		
	September	\$ _____		
	October	\$ _____		
	November	\$ _____		
	December	\$ _____		
	Sub-Total	\$ _____ x		\$ _____
Option Year One (1) January 1, 2020 to December 31, 2020	January	\$ _____	1 =	
	February	\$ _____		
	March	\$ _____		
	April	\$ _____		
	May	\$ _____		
	June	\$ _____		
	July	\$ _____		
	August	\$ _____		
	September	\$ _____		
	October	\$ _____		
	November	\$ _____		
	December	\$ _____		
	Sub-Total	\$ _____ x		\$ _____
Option Year Two (2) January 1, 2021 to December 31, 2021	January	\$ _____	1 =	
	February	\$ _____		
	March	\$ _____		
	April	\$ _____		
	May	\$ _____		
	June	\$ _____		
	July	\$ _____		
	August	\$ _____		
	September	\$ _____		
	October	\$ _____		
	November	\$ _____		
	December	\$ _____		
	Sub-Total	\$ _____ x		\$ _____
cont....				

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Window Cleaning Parliament Hill Complex
Center, West & East Blocks, 1 Wellington & 2 Rideau
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2.1 BUILDING – All exterior Entrances light fixtures attached to all buildings Method: “D” Exterior Entrance Light Fixtures Cleaning				
Period	To be completed in the month of:	Firm Price per cleaning (HST Extra):	Number of Months	Firm annual price (HST Extra)
Option Year Three (3) January 1, 2022 to December 31, 2022	January	\$ _____	1 =	
	February	\$ _____		
	March	\$ _____		
	April	\$ _____		
	May	\$ _____		
	June	\$ _____		
	July	\$ _____		
	August	\$ _____		
	September	\$ _____		
	October	\$ _____		
	November	\$ _____		
	December	\$ _____		
	Sub-Total	\$ _____ x		
	Option Year Four (4) January 1, 2023 to December 31, 2023	January		
February		\$ _____		
March		\$ _____		
April		\$ _____		
May		\$ _____		
June		\$ _____		
July		\$ _____		
August		\$ _____		
September		\$ _____		
October		\$ _____		
November		\$ _____		
December		\$ _____		
Sub-Total		\$ _____ x		
2.1 Sub Total All Years:				\$ _____

Solicitation Amendment 004 - Site Visit Minutes, Annex B Financial Bid and Revised SOW
Window Cleaning Parliament Hill Complex, Center, West & East Blocks, 1 Wellington & 2 Rideau
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PRICING SCHEDULE 3:

Firm all-inclusive prices including overhead, profit, all materials and all related additional costs for **Method A and D Cleaning** on an "AS AND WHEN REQUESTED" basis only, **for Emergency and Extra Cleaning** as identified herein.

3.1) LABOUR: Our firm hourly rate per qualified personnel shall be:

i) Regular Hours 6:00 to 18:00, Monday to Friday	YEAR 1 RATE	OPTION YEAR 1 RATE	OPTION YEAR 2 RATE	OPTION YEAR 3 RATE	OPTION YEAR 4 RATE
	\$_____/HR	\$_____/HR	\$_____/HR	\$_____/HR	\$_____/HR
Estimated quantity of hours per year:	____25____	____25____	____25____	____25____	____25____
Extended Price:	\$_____	\$_____	\$_____	\$_____	\$_____
3.1(i) SUB-TOTAL:					\$_____

ii) Outside Regular Hours Monday to Friday	YEAR 1 RATE	OPTION YEAR 1 RATE	OPTION YEAR 2 RATE	OPTION YEAR 3 RATE	OPTION YEAR 4 RATE
	\$_____/HR	\$_____/HR	\$_____/HR	\$_____/HR	\$_____/HR
Estimated quantity of hours per year:	____10____	____10____	____10____	____10____	____10____
Extended Price:	\$_____	\$_____	\$_____	\$_____	\$_____
3.1 (ii) SUB-TOTAL:					\$_____

iii) Saturday, Sunday and Statutory Holidays	YEAR 1 RATE	OPTION YEAR 1 RATE	OPTION YEAR 2 RATE	OPTION YEAR 3 RATE	OPTION YEAR 4 RATE
	\$_____/HR	\$_____/HR	\$_____/HR	\$_____/HR	\$_____/HR
Estimated quantity of hours per year:	____50____	____50____	____50____	____50____	____50____
Extended Price:	\$_____	\$_____	\$_____	\$_____	\$_____
3.1 (iii) SUB-TOTAL:					\$_____

Total Pricing Schedule 3 (i+ii+iii): \$_____

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Window Cleaning Parliament Hill Complex, Center, West & East Blocks, 1 Wellington & 2 Rideau
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Sum of Pricing Schedules

Pricing Schedule 1: **GRAND TOTAL** \$ _____ +

Pricing Schedule 2: **GRAND TOTAL** \$ _____ +

Pricing Schedule 3: **GRAND TOTAL** \$ _____ =

TOTAL BID PRICE \$ _____

(3) Revised Statement of Work – November 15/18

**Public Works and
Government Services
Canada**

**Window cleaning services contracts
Parliament Hill Complexes**

Center Block

West Block

East Block

Library of Parliament

Peace Tower and Observation Gallery

Courtyards

Visitor Welcome Area

Windows Overlooking Bells

Memorial Chamber

RCMP/VSF checkpoints

Exterior light fixtures

1 Wellington

2 Rideau Street

**Tender and contract
Statement of Work number:**

EJ196-182423

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Window Cleaning Parliament Hill Complex, Center, West & East Blocks, 1 Wellington & 2 Rideau
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This document is the document referred to as ‘Specifications **numbered EJ196-182423.**

Section 1	Special Conditions
------------------	---------------------------

- | | |
|-----|--------------------------------------|
| 1. | Cleaning Operations |
| 2. | Staffing |
| 3. | Health & Safety |
| 4. | Security |
| 5. | Building Maintenance |
| 6. | Materials & Equipment |
| 7. | Roof Anchor Inspection Certification |
| 8. | Roof Anchor Log Book |
| 9. | Light, Heat, Power & Water |
| 10. | Elevator Services |
| 11. | Additional Special Conditions |

Section 2	Operations and Frequencies
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- | | |
|----|---------------------------------------|
| 1. | Schedule of Work |
| 2. | Additional Operations and Frequencies |
| 3. | Schedule Cleaning Operations |

Appendix ‘A’ to Section 2	Roof Anchor Plan

Section 3	Definition of Terms and Quality Standards
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- | | |
|----|--------|
| 1. | Glass |
| 2. | Frames |
| 3. | Sills |

Section 1	Special Conditions
1. Cleaning Operations	

.1 General

- .1 Five working days prior to commencing a Scheduled Cleaning Operation, the Contractor must notify the Technical Authority of the scheduled dates when they will perform the work.
- .2 The services must be inspected by the Technical Authority and the Contractor's representative periodically or prior to moving the swing stage upon completion of phase of the scheduled work.

.2 Scheduled Cleaning Operations

- .1 Schedule Cleaning Operation Chart to Section 2 establishes the schedule of operations to be performed during the original contract and to be repeated in each option year of the contract.

2. Staffing

- .1 The Contractor must provide all qualified staff necessary to perform all Services mentioned in Section 2.
- .2 The Contractor must, immediately upon award of the contract, designate a supervisor. The supervisor must be in full charge of the operations of the contractor in the performance of the services and must be authorized to accept any notice, consent, order, direction, decision or other communication on behalf of the Contractor that may given under the contract. The supervisor must liaise, on a daily basis, with the Technical Authority and must be capable of communicating in English or French.
- .3 It is mandatory that the supervisor and all employees are equipped with a cell phone. All expenses including installation, airtime fees commissioning and the cost of phones will be at the expense of the Contractor. A communication service without interruption is required.

3. Health & Safety

- .1 **Perform the work in accordance with Part II of the Canada Labour Code, the Canadian health and safety at work regulations, the guidance at national fire code, laws and provincial/territorial regulations applicable and all municipal applicable laws. The more stringent requirements must prevail.**

- .2 The Contractor must adhere to all health and safety measures pertaining to accident prevention and fire hazards recommended by National and Provincial codes and/or prescribed by the authorities having jurisdiction concerning the equipment, work habits and procedures. In addition, the contractor must have his staff adequately trained to ensure that his personnel is qualified to perform window cleaning operations in accordance with the **Codes, laws and regulations mentioned in 3.1.**
- .3 The Contractor must submit a written "Site-Specific Health and Safety Plan" based on dangers and risks evaluations prior to commencing any work on site and continue to implement, maintain, and enforce plan until final demobilization from site. The Site-Specific Health and Safety Plan (SSHSP) must address work site specifications. The Contractor must submit a (SSHSP) 10 days prior to commencement of work described in this agreement. The (SSHSP) must include, to a minimum:
 - A) evaluation of safety hazards specific to the site.
 - B) control measures of risk analysis or hazards health and safety risks associated to each task and each specific site activity.
 - C) for each building, submit a work plan for cleaning windows using a suspended scaffold or material similar to a single point of attachment or to execute a job from window sills.
 - D) protective material and personal protective equipment, protection for public roads, proper signage and the requirement to notify provincial authorities having jurisdiction.
- .4 The Technical Authority will review the Contractor's Site-Specific Health and Safety Plan and provide comments to the Contractor within [3] days after receipt of plan. The Contractor will revise the plan as appropriate and resubmit plan to the Technical Authority within [3] days after receipt of comments.
- .5 The Technical Authority's review of Contractor's final Site-Specific Health and Safety plan should not be construed as approval and does not reduce the Contractor's overall responsibility for Health and Safety work measures.
- .6 The Contractor must perform the work in a manner that is least disruptive to the Crown and occupants of the buildings.
- .7 Any City permits necessary to perform Services, especially when the use of Contractor's equipment would involve blocking access to city streets or pedestrian sidewalks and the surrounding area, is the responsibility of the Contractor to obtain prior to commencement of work.

- .8 **Construction site:** The contractor is not allowed to clean the windows of a building or a section of the building considered a construction site when work is in progress. When such a situation occurs, the Contractor must inform the Technical Authority for further guidance.

4. Security

- .1 Only those employees whose names submitted by the Contractor to the Technical Authority will be allowed access to the site of the work. No other persons accompanying employees must be allowed on site.
- .2 All personnel employed in the performance of the services must comply with security requirements for the facility. **To identify personnel, the Company name or crest must be affixed to shirt, coveralls or coat.**
- .3 Audio/visual equipment or cameras are not permitted on the work site. It is strictly forbidden to take any pictures or videos on-site.
- .4 All keys or key cards entrusted to the Contractor for the fulfillment of its contract must be fully protected at all times.

5. Building Maintenance

- .1 The Contractor's staff must report all architectural (ie: Broken Windows), electrical and mechanical deficiencies observed during the performance of the Services to the Technical Authority.

6. Material & Equipment

- .1 The Contractor must supply all equipment, materials or products required to carry out the services as mentioned in Section 2.
- .2 The Contractor must ensure the good condition of all equipment, mobile equipment and hoist used to do the work. All materials, products and equipment must be suitable for surfaces to be cleaned and used according to the manufacturer's instructions. The Technical Authority may direct the Contractor to stop the use of a product, material or equipment deemed unacceptable and replaced within the next business day.
- .3 The Contractor must, on request, furnish a complete written statement of the origin, composition and/or manufacturer of any of all materials supplied by if for use in the services.

- .4 The Contractor will and must ensure that all materials used in the workplace are classified and labeled according to the Workplace Hazardous Materials Information Systems (WHIMS).
- .5 A binder with the copies of the material safety data sheets (MSDS) must be kept on the premises and updated on a regular basis, or when new cleaning products are purchased. This binder must be made available to the Technical Authority upon request.

7. Roof Anchor Inspection Certificate

- .1 The Contractor is responsible to have a certified engineer perform a roof anchor inspection annually. A copy of the roof anchor inspection stamped by the certified engineer will be submitted to the Technical Authority as well as the registration number from the Ontario or Quebec Ministry of Labour.

8. Roof Anchor Log Book

- .1 A roof anchor log book shall be maintained in the building by the Contractor in which it shall record on a daily all window cleaning operations when being performed. The log book shall be located **on site** and available to the Technical Authority for monitoring purposes.

9. Light, Heat, Power and Water

- .1 Canada shall supply all light, heat, power and hot/cold water reasonably required for the performance of the Services.

10. Elevator Services

- .1 Where applicable, the Contractor shall be permitted the use of elevators, escalators, conveyors and dumbwaiters and shall be responsible for their safe operation.

11. Additional Special Conditions

Note: Clause 11 takes precedence of clauses 1 to 10.
Refer to the following tasks in "Additional and/or Not Applicable" clauses listed below:

.1 Reference to Clause 1 (Cleaning Operations)

.1 General

- .1 The contractor must submit a detailed window cleaning schedule and work plan to the Technical Authority (15) working days prior to the commencement of any work.

.2 Days and Hours of Work

- .1 All interior window cleaning must be performed Monday through Friday from (07:30 to 19:00). Saturday, Sunday and Statutory holidays from (07:30 to 16:00).
- .2 All exterior cleaning (windows and entrances lights) must be performed Monday through Sunday (07:30 to 19:00). Statutory Holiday from (07:30 to 16:00).

.3 The schedule and work plan shall include the following:

- .1 Employees names and proof of certification.
- .2 Type of equipment to be used for exterior and interior work.
- .3 Location and type of barriers and overhead protection.
- .4 Name of supervisor(s) on site

.2 Reference to Clause 4 (Security)

.1 Access to building.

- .1 Escorts will be provided by Canada where required.

.3 Reference to clause 6 (Material & Equipment)

.1 Vehicle screening Facility (VSF)

- .1 Protective enclosures window film is to be cleaned with clean water only applied with a soft applicator, *(no abrasives and no detergents or cleaners)*, followed by a standard window squeegee, and dry soft cloth as required.

.4 Reference to clause 7 (Roof anchor inspection certificates)

- .1 In addition to Clause 7 the contractor is responsible and will assume related costs to have a certified engineer perform an annual mandatory inspection of the static lines and all Horizontal life lines. A copy of the inspection stamped by the certified engineer will be submitted to the Technical Authority as well as the registration number from the Ontario or Quebec Ministry of Labour.

Section 2	Operations and Frequencies
1. Schedule of Work	

- .1 Scheduled Cleaning (Method A)**
 - 1. Clean both sides of the perimeter glass, window framing and sills.
 - 2. Clean splashing, streaking and staining as a result of the work.
 - 3. Clean all of the above as per Scheduled Cleaning Operation Chart.**(and/or)**

- .2 Schedule Cleaning (Method B)**
 - 1. Clean inside of the perimeter glass, framing and sills.
 - 2. Clean splashing, streaking and staining as a result of the work.
 - 3. Clean all of the above as per Scheduled Cleaning Chart.**(and/or)**

- 3. Schedule Cleaning (Method C)**
 - 1. Clean outside of the perimeter glass, framing and sills.
 - 2. Clean splashing, streaking and staining as a result of the work.
 - 3. Clean all of the above as per Scheduled Cleaning Chart.

2. Additional Operations and Frequencies

Note: Clause 2 takes precedence of clauses 1 (Section 2).
Refer to the following tasks in "Additional and/or Not Applicable" clauses listed below:

- .1 Reference to Clause 1 (Schedule of Work)**
 - .1 In Addition to Clause 1 Remove and clean both sides and re install all window screens.
 - .2 Schedule cleaning (method D)
 - .1 Clean exterior entrance light fixtures.
 - .2 Clean all the above as per Schedule Cleaning Chart.

- .2 All buildings: Center Block, West, East, 1 Wellington, 2 Rideau and Visitor Welcome Area**
 - Method "A"

- .3 West side of Center Block, 1st, 2nd and ground**
 - Method "A"

- .4 Center Block, Welcome area**
 - Method "A"

- .5 Center Block, Peace Tower Observation Gallery**
 - Method “A”
- .6 Center Block Windows Overlooking Bells**
 - Method “A”
- .7 Center Block Memorial Chamber Stain glass windows**
 - Method “B”
- .8 RCMP/VSF Checkpoints**
 - Method “A”
- .9 Parliament Library**
 - Method “A”
- .10 East Side of Center Block, 1st, 2nd and ground**
 - Method “A”
- .11 Center Block East Courtyard**
 - Method “A”
- .12 Center Block West Courtyard**
 - Method “A”
- .13 Center Block Middle Courtyard**
 - Method “A”
- .14 East Block Courtyard**
 - Method “A”
- .15 West Block, 1st and ground**
 - Method “A”
- .16 1 Wellington**
 - Method “A” (Entrance area)
 - Method “C” (Windows along Canal)
- .17 2 Rideau (All entrance areas)**
 - Method “A”

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Window Cleaning Parliament Hill Complex, Center, West & East Blocks, 1 Wellington & 2 Rideau
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.18 Visitor Welcome Center (VWC)

- Method “A”
- Method “B” Interior Window Cleaning including Rotunda Link to West Block and escalator upper glass.

.19 All exterior Entrances Light Fixtures attached to the buildings

- Method “D”

3. Schedule Cleaning Operations
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SCHEDULED CLEANING OPERATIONS CHART

Clause	Area	Operation	J A N	F E B	M A R	A P R	M A Y	J U N	J U L	A U G	S E P	O C T	N O V	D E C
2.2	All buildings Center ,West, East, 1 Wellington, 2 Rideau and Visitor Welcome Area	Method A				X						X		
2.3	West side of Center Block, 1 st , 2 nd and ground	Method A	X	X	X		X	X	X	X	X		X	X
2.4	Center Block, Welcome area	Method A	X	X	X		X	X	X	X	X		X	X
2.5	Center Block, Peace Tower Observation Gallery	Method A	X	X	X		X	X	X	X	X		X	X
2.6	Center Block Windows Overlooking Bells	Method A	X	X	X		X	X	X	X	X		X	X
2.7	Center Block Memorial Chamber Stain glass windows	Method B				X						X		
2.8	RCMP/VSF Checkpoints	Method A	X	X	X		X	X	X	X	X		X	X
2.9	Parliament Library	Method A	X	X	X		X	X	X	X	X		X	X
2.10	East Side of Center Block,	Method	X	X	X		X	X	X	X	X		X	X

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	1st, 2nd and ground	A												
2.11	Center Block East Courtyard	Method A	X	X	X		X	X	X	X	X		X	X
2.12	Center Block West Courtyard	Method A	X	X	X		X	X	X	X	X		X	X
2.13	Center Block Middle Courtyard	Method A	X	X	X		X	X	X	X	X		X	X
2.14	East Block Courtyard	Method A	X	X	X		X	X	X	X	X		X	X
2.15	West Block, 1st and ground	Method A	X	X	X		X	X	X	X	X		X	X
2.16	1 Wellington Entrance area	Method A	X	X	X		X	X	X	X	X		X	X
	Windows along canal	Method C				X						X		
2.17	2 Rideau (All Entrance areas)	Method A	X	X	X		X	X	X	X	X		X	X
2.18	Visitor Welcome Area *VWC* (Entrance area)	Method A	X	X	X		X	X	X	X	X		X	X
	Interior Window Cleaning including Rotunda Link to West Block and escalator upper glass	Method B				X						X		
2.19	All exterior Entrances Light Fixtures attached to the buildings	Method D	X	X	X	X	X	X	X	X	X	X	X	X

Note: the Contractor must notify the Departmental Representative when each Schedule Cleaning Operation is completed.

Section 3	Definition of Terms and Quality Standards
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Quality Standards

The Quality Standards described below must be strictly adhered to. All inspections made by the Technical Authority must be rated according to these Quality Standards.

1. Glass

All perimeter glass must be free of streaks, stains and adherent matter.

2. Frames

All frames must be free of streaks, stains and adherent matter.

3. Sills

All sills must be free of streaks, stains and adherent matter.

(4) **add Annex “F”- Phased Bid Compliance Process clauses**

"The Phased Bid Compliance Process applies to this requirement."

Under Part 4-Evaluation Procedures, insert the following:

- (X) Canada will use the Phased Bid Compliance Process described below.

F. Phased Bid Compliance Process

F.1 (2018-07-19) General

- (a) Canada is conducting the PBCP described below for this requirement.
- (b) Notwithstanding any review by Canada at Phase I or II of the PBCP, Bidders are and will remain solely responsible for the accuracy, consistency and completeness of their Bids and Canada does not undertake, by reason of this review, any obligations or responsibility for identifying any or all errors or omissions in Bids or in responses by a Bidder to any communication from Canada.

THE BIDDER ACKNOWLEDGES THAT THE REVIEWS IN PHASE I AND II OF THIS PBCP ARE PRELIMINARY AND DO NOT PRECLUDE A FINDING IN PHASE III THAT THE BID IS NON-RESPONSIVE, EVEN FOR MANDATORY REQUIREMENTS WHICH WERE SUBJECT TO REVIEW IN PHASE I OR II AND NOTWITHSTANDING THAT THE BID HAD BEEN FOUND RESPONSIVE IN SUCH EARLIER PHASE. CANADA MAY DEEM A BID TO BE NON-RESPONSIVE TO A MANDATORY REQUIREMENT AT ANY PHASE.

THE BIDDER ALSO ACKNOWLEDGES THAT ITS RESPONSE TO A NOTICE OR A COMPLIANCE ASSESSMENT REPORT (CAR) (EACH DEFINED BELOW) IN PHASE I OR II MAY NOT BE SUCCESSFUL IN RENDERING ITS BID RESPONSIVE TO THE MANDATORY REQUIREMENTS THAT ARE THE SUBJECT OF THE NOTICE OR CAR, AND MAY RENDER ITS BID NON-RESPONSIVE TO OTHER MANDATORY REQUIREMENTS.

- (c) Canada may, in its discretion, request and accept at any time from a Bidder and consider as part of the Bid, any information to correct errors or deficiencies in the Bid that are clerical or administrative, such as, without limitation, failure to sign the Bid or any part or to checkmark a box in a form, or other failure of format or form or failure to acknowledge; failure to provide a procurement business number or contact information such as names, addresses and telephone numbers; inadvertent errors in numbers or calculations that do not change the amount the Bidder has specified as the price or of any component thereof that is subject to evaluation. This shall not limit Canada's right to request or accept any information after the bid solicitation closing in circumstances where the bid solicitation expressly provides for this right. The Bidder will have the time period specified in writing by Canada to provide the necessary documentation. Failure to meet this deadline will result in the Bid being declared non-responsive.

- (d) The PBCP does not limit Canada's rights under Standard Acquisition Clauses and Conditions (SACC) 2003 (2018-05-22) Standard Instructions – Goods or Services – Competitive Requirements nor Canada's right to request or accept any information during the solicitation period or after bid solicitation closing in circumstances where the bid solicitation expressly provides for this right, or in the circumstances described in subsection (c).
- (e) Canada will send any Notice or CAR by any method Canada chooses, in its absolute discretion. The Bidder must submit its response by the method stipulated in the Notice or CAR. Responses are deemed to be received by Canada at the date and time they are delivered to Canada by the method and at the address specified in the Notice or CAR. An email response permitted by the Notice or CAR is deemed received by Canada on the date and time it is received in Canada's email inbox at Canada's email address specified in the Notice or CAR. A Notice or CAR sent by Canada to the Bidder at any address provided by the Bidder in or pursuant to the Bid is deemed received by the Bidder on the date it is sent by Canada. Canada is not responsible for late receipt by Canada of a response, however caused.

F.2 (2018-03-13) Phase I: Financial Bid

- (a) After the closing date and time of this bid solicitation, Canada will examine the Bid to determine whether it includes a Financial Bid and whether any Financial Bid includes all information required by the solicitation. Canada's review in Phase I will be limited to identifying whether any information that is required under the bid solicitation to be included in the Financial Bid is missing from the Financial Bid. This review will not assess whether the Financial Bid meets any standard or is responsive to all solicitation requirements.
- (b) Canada's review in Phase I will be performed by officials of the Department of Public Works and Government Services.
- (c) If Canada determines, in its absolute discretion that there is no Financial Bid or that the Financial Bid is missing all of the information required by the bid solicitation to be included in the Financial Bid, then the Bid will be considered non-responsive and will be given no further consideration.
- (d) For Bids other than those described in c), Canada will send a written notice to the Bidder ("Notice") identifying where the Financial Bid is missing information. A Bidder, whose Financial Bid has been found responsive to the requirements that are reviewed at Phase I, will not receive a Notice. Such Bidders shall not be entitled to submit any additional information in respect of their Financial Bid.

- (e) The Bidders who have been sent a Notice shall have the time period specified in the Notice (the "Remedy Period") to remedy the matters identified in the Notice by providing to Canada, in writing, additional information or clarification in response to the Notice. Responses received after the end of the Remedy Period will not be considered by Canada, except in circumstances and on terms expressly provided for in the Notice.
- (f) In its response to the Notice, the Bidder will be entitled to remedy only that part of its Financial Bid which is identified in the Notice. For instance, where the Notice states that a required line item has been left blank, only the missing information may be added to the Financial Bid, except that, in those instances where the addition of such information will necessarily result in a change to other calculations previously submitted in its Financial Bid, (for example, the calculation to determine a total price), such necessary adjustments shall be identified by the Bidder and only these adjustments shall be made. All submitted information must comply with the requirements of this solicitation.
- (g) Any other changes to the Financial Bid submitted by the Bidder will be considered to be new information and will be disregarded. There will be no change permitted to any other Section of the Bidder's Bid. Information submitted in accordance with the requirements of this solicitation in response to the Notice will replace, in full, **only** that part of the original Financial Bid as is permitted above, and will be used for the remainder of the bid evaluation process.
- (h) Canada will determine whether the Financial Bid is responsive to the requirements reviewed at Phase I, considering such additional information or clarification as may have been provided by the Bidder in accordance with this Section. If the Financial Bid is not found responsive for the requirements reviewed at Phase I to the satisfaction of Canada, then the Bid shall be considered non-responsive and will receive no further consideration.
- (i) Only Bids found responsive to the requirements reviewed in Phase I to the satisfaction of Canada, will receive a Phase II review.

F.3 (2018-03-13) Phase II: Technical Bid

- (a) Canada's review at Phase II will be limited to a review of the Technical Bid to identify any instances where the Bidder has failed to meet any Eligible Mandatory Criterion. This review will not assess whether the Technical Bid meets any standard or is responsive to all solicitation requirements. Eligible Mandatory Criteria are all mandatory technical criteria that are identified in this solicitation as being subject to the PBCP. Mandatory technical criteria that are not identified in the solicitation as being subject to the PBCP, will not be evaluated until Phase III.

- (b) Canada will send a written notice to the Bidder (Compliance Assessment Report or "CAR") identifying any Eligible Mandatory Criteria that the Bid has failed to meet. A Bidder whose Bid has been found responsive to the requirements that are reviewed at Phase II will receive a CAR that states that its Bid has been found responsive to the requirements reviewed at Phase II. Such Bidder shall not be entitled to submit any response to the CAR.
- (c) A Bidder shall have the period specified in the CAR (the "Remedy Period") to remedy the failure to meet any Eligible Mandatory Criterion identified in the CAR by providing to Canada in writing additional or different information or clarification in response to the CAR. Responses received after the end of the Remedy Period will not be considered by Canada, except in circumstances and on terms expressly provided for in the CAR.
- (d) The Bidder's response must address only the Eligible Mandatory Criteria listed in the CAR as not having been achieved, and must include only such information as is necessary to achieve such compliance. Any additional information provided by the Bidder which is not necessary to achieve such compliance will not be considered by Canada, except that, in those instances where such a response to the Eligible Mandatory Criteria specified in the CAR will necessarily result in a consequential change to other parts of the Bid, the Bidder shall identify such additional changes, provided that its response must not include any change to the Financial Bid.
- (e) The Bidder's response to the CAR should identify in each case the Eligible Mandatory Criterion in the CAR to which it is responding, including identifying in the corresponding section of the original Bid, the wording of the proposed change to that section, and the wording and location in the Bid of any other consequential changes that necessarily result from such change. In respect of any such consequential change, the Bidder must include a rationale explaining why such consequential change is a necessary result of the change proposed to meet the Eligible Mandatory Criterion. It is not up to Canada to revise the Bidder's Bid, and failure of the Bidder to do so in accordance with this subparagraph is at the Bidder's own risk. All submitted information must comply with the requirements of this solicitation.
- (f) Any changes to the Bid submitted by the Bidder other than as permitted in this solicitation, will be considered to be new information and will be disregarded. Information submitted in accordance with the requirements of this solicitation in response to the CAR will replace, in full, **only** that part of the original Bid as is permitted in this Section.

- (g) Additional or different information submitted during Phase II permitted by this section will be considered as included in the Bid, but will be considered by Canada in the evaluation of the Bid at Phase II only for the purpose of determining whether the Bid meets the Eligible Mandatory Criteria. It will not be used at any Phase of the evaluation to increase or decrease any score that the original Bid would achieve without the benefit of such additional or different information. For instance, an Eligible Mandatory Criterion that requires a mandatory minimum number of points to achieve compliance will be assessed at Phase II to determine whether such mandatory minimum score would be achieved with such additional or different information submitted by the Bidder in response to the CAR. If so, the Bid will be considered responsive in respect of such Eligible Mandatory Criterion, and the additional or different information submitted by the Bidder shall bind the Bidder as part of its Bid, but the Bidder's original score, which was less than the mandatory minimum for such Eligible Mandatory Criterion, will not change, and it will be that original score that is used to calculate any score for the Bid
- (h) Canada will determine whether the Bid is responsive for the requirements reviewed at Phase II, considering such additional or different information or clarification as may have been provided by the Bidder in accordance with this Section. If the Bid is not found responsive for the requirements reviewed at Phase II to the satisfaction of Canada, then the Bid shall be considered non-responsive and will receive no further consideration.
- (i) Only Bids found responsive to the requirements reviewed in Phase II to the satisfaction of Canada, will receive a Phase III evaluation.

F. 4 (2018-03-13) Phase III: Final Evaluation of the Bid

- (a) In Phase III, Canada will complete the evaluation of all Bids found responsive to the requirements reviewed at Phase II. Bids will be assessed in accordance with the entire requirement of the bid solicitation including the technical and financial evaluation criteria.
- (b) A Bid is non-responsive and will receive no further consideration if it does not meet all mandatory evaluation criteria of the solicitation.

F.5 (2017-07-31) Technical Evaluation

Mandatory Technical Criteria

The Phased Bid Compliance Process will apply to all mandatory technical criteria, (as per clause 4.1.1 in solicitation).

ALL OTHER TERMS AND CONDITIONS SHALL REMAIN THE SAME.