



RETURN BIDS TO:

RETOURNER LES SOUMISSIONS À:

Public Works and Government Services / Travaux
publics et services gouvernementaux
Kingston Procurement
Des Acquisitions Kingston
86 Clarence Street, 2nd floor
Kingston
Ontario
K7L 1X3
Bid Fax: (613) 545-8067

**SOLICITATION AMENDMENT
MODIFICATION DE L'INVITATION**

The referenced document is hereby revised; unless otherwise
indicated, all other terms and conditions of the Solicitation
remain the same.

Ce document est par la présente révisé; sauf indication contraire,
les modalités de l'invitation demeurent les mêmes.

Comments - Commentaires

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

Issuing Office - Bureau de distribution
Public Works and Government Services / Travaux
publics et services gouvernementaux
Kingston Procurement
Des Acquisitions Kingston
86 Clarence Street, 2nd floor
Kingston
Ontario
K7L 1X3

Title - Sujet Janitorial Service for CFB Kingston	
Solicitation No. - N° de l'invitation W6837-184717/A	Amendment No. - N° modif. 001
Client Reference No. - N° de référence du client W6837-18-4717	Date 2018-11-23
GETS Reference No. - N° de référence de SEAG PW-\$KIN-519-7632	
File No. - N° de dossier KIN-8-50135 (519)	CCC No./N° CCC - FMS No./N° VME
Solicitation Closes - L'invitation prend fin at - à 02:00 PM on - le 2018-12-20	
Time Zone Fuseau horaire Eastern Standard Time EST	
F.O.B. - F.A.B. Plant-Usine: <input type="checkbox"/> Destination: <input checked="" type="checkbox"/> Other-Autre: <input type="checkbox"/>	
Address Enquiries to: - Adresser toutes questions à: Choquette, Herb	Buyer Id - Id de l'acheteur kin519
Telephone No. - N° de téléphone (613) 536-4874 ()	FAX No. - N° de FAX (613) 545-8067
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

Amendments to the Solicitation

PART 3 - BID PREPARATION INSTRUCTIONS

3.1 Bid Preparation Instructions

Section I: Technical Bid

Delete:

1. Customer Reference Contact Information:

(A) The Bidder must provide customer references. The customer reference must each confirm, if requested by PWGSC, that the Bidder has worked twenty-four (24) months within the past five years from [insert bid closing date] on janitorial contracts cleaning a minimum of 40,000 square meters of floor space in mutable buildings a minimum of five (5) days per week during all 24 months of the Contract, up to a maximum of two (2) separate contracts.

(B) The form of question to be used to request confirmation from customer references is as follows:

Has the Bidder provided your organization with janitorial services over a twenty-four (24) months period within the past five years from [insert bid closing date] on janitorial contracts for cleaning a minimum of 40,000 square meters of floor space in multiple buildings a minimum of five (5) days per week during all 24 months of the Contract, or up to a maximum of two (2) separate contracts

____ Yes, the Bidder has provided my organization with the services described above.

____ No, the Bidder has not provided my organization with the services described above.

____ I am unwilling or unable to provide any information about the services described above.

For each customer reference, the Bidder must, at a minimum, provide the name and either the telephone number or e-mail address for a contact person. If only the telephone number is provided, it will be used to call to request the e-mail address and the reference check will be done by e-mail.

(C) Bidders are also requested to include the title of the contact person. It is the sole responsibility of the Bidder to ensure that it provides a contact who is knowledgeable about the services the Bidder has provided to its customer and who is willing to act as a customer reference. Crown references will be accepted

Insert:

(A) The Bidder must provide customer references. The customer reference must each confirm, if requested by PWGSC, that the Bidder has worked twenty-four (24) months within the past five years from 20 November 2018 on janitorial contracts cleaning a minimum of 40,000 square meters of floor space in mutable buildings a minimum of five (5) days per week during all 24 months of the Contract, up to a maximum of two (2) separate contracts.

(B) The form of question to be used to request confirmation from customer references is as follows:

Has the Bidder provided your organization with janitorial services over a twenty-four (24) months period within the past five years from 20 November 2018 on janitorial contracts for cleaning a minimum of 40,000 square meters of floor space in multiple buildings a minimum of five (5) days per week during all 24 months of the Contract, or up to a maximum of two (2) separate contracts

_____ Yes, the Bidder has provided my organization with the services described above.

_____ No, the Bidder has not provided my organization with the services described above.

_____ I am unwilling or unable to provide any information about the services described above.

For each customer reference, the Bidder must, at a minimum, provide the name and either the telephone number or e-mail address for a contact person. If only the telephone number is provided, it will be used to call to request the e-mail address and the reference check will be done by e-mail.

(C) Bidders are also requested to include the title of the contact person. It is the sole responsibility of the Bidder to ensure that it provides a contact who is knowledgeable about the services the Bidder has provided to its customer and who is willing to act as a customer reference. Crown references will be accepted.

PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

4.1 Evaluation Procedures

4.1.3 Financial Evaluation

4.1.3.1 Evaluation of Price

Delete all of 4.1.3.1

Insert:

SACC Manual Clause A0220T (2014-06-26), Evaluation of Price

- (a) The Bidder must provide all unit pricing, lot pricing and percentages indicated by yellow highlighted cells in accordance with Tables 1, 2, 3 and 4 of Annex B, Basis of payment. All pricing must be firm in Canadian currency.
- (b) The price of the Bid will be evaluated in Canadian dollars, the Applicable taxes excluded, FOB destination, Canadian customs duties and excise taxes included.
- (c) In Table 1 of Annex B: for items 1 through 13 inclusive, the Bidder's Firm Unit Prices (per m² per year) will be multiplied by the Estimated Usage to calculate the extended price for each item for each year. For items 14 to 17 the associated annual hours will be multiplied by the hourly rate to calculate the extended item price for each year. The lot prices identified in items 18 through 19 inclusive for all years will be added to the extended prices for items 1 through 17 inclusive for all years to arrive at the total extended price for all years.
- (d) Table 2 of Annex B For items 1 through 10 inclusive, the Bidder's Firm Unit Prices for all years, will be multiplied by the Estimated Usage (Area in m²) to calculate the extended price for each item for all years.
- (e) Table 3 of Annex B: For items 1 through 2 inclusive, the Bidder's Firm Unit Prices for all years, will be multiplied by the Estimated Usage to calculate the extended price for each item for all years. The yearly price for additional materials will be calculated by multiplying the percentage entered by the Bidder for item 3a in Table 3 by the dollar value in the usage column (\$20,000) and adding this number to the dollar value in the usage column (\$20,000) for each of the 5 years.
- (f) The Estimated Usages in Tables 2 and 3 of Annex B are only an approximation of the usage and will be used for evaluation purposes only. The payment for costs incurred under Tables 2 and 3 will be limited to the actual hours worked and actual goods and services provided. All charges for labour for extra service calls must be verified by a time log signed by the Project Authority (PA). The log will be kept in the PA's office or at a prearranged job site location.
- (g) Table 4 of Annex B: The cost for each item will be the extended price.
- (h) The evaluated price will be the aggregate of all extended prices and yearly prices for all items in Tables 1 to 4 for all pricing periods (years 1 to 5).

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W6837-184717/A
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Amd. No. - N° de la modif.
01
File No. - N° du dossier
KIN-8-50135

Buyer ID - Id de l'acheteur
KIN519
CCC No./N° CCC - FMS No./N° VME

PART 6 - SECURITY, FINANCIAL AND OTHER REQUIREMENTS

Delete:

6.3 Insurance Requirements

The Bidder must provide a letter from an insurance broker or an insurance company licensed to operate in Canada stating that the Bidder, if awarded a contract as a result of the bid solicitation, can be insured in accordance with the Insurance Requirements specified in Annex C.

If the information is not provided in the bid, the Contracting Authority will so inform the Bidder and provide the Bidder with a time frame within which to meet the requirement. Failure to comply with the request of the Contracting Authority and meet the requirement within that time period will render the bid non-responsive.

PART 7 - RESULTING CONTRACT CLAUSES

7.7 Payment

7.7.1 Basis of Payment

7.7.1.2 Deliverables

Delete:

In consideration of the Contractor satisfactorily completing its obligations under the Contract for Deliverables, the Contractor will be paid a firm price as set out in item 20 in Table 1 and item 1 in Table 5 of Annex B, Basis of Payment. Customs duties are included and Applicable Taxes are extra, if applicable.

Insert:

In consideration of the Contractor satisfactorily completing its obligations under the Contract for Deliverables, the Contractor will be paid a firm price as set out in item 19 in Table 1 and item 6 in Table 4 of Annex B, Basis of Payment. Customs duties are included and Applicable Taxes are extra, if applicable.

7.7.1.4 Contract Financial Security

Delete:

Upon receipt of the appropriate Contract Financial Security, Canada will pay the Contractor the associated fees as stated in Table 5 of the Basis of Payment in Annex B,

Insert:

Upon receipt of the appropriate Contract Financial Security, Canada will pay the Contractor the associated fees as stated in Table 4 of the Basis of Payment in Annex B,

ANNEX "B", BASIS OF PAYMENT

Delete all of the contents of Annex "B" entirely and replace with the following:

Bidders will provide firm, all-inclusive unit prices in Canadian dollars (exclusive of HST). H.S.T., if applicable, is extra to the price herein and shall be shown on any invoice as a separate item. Customs duties are included.

Pricing Periods:

Year One: 1 February 2019 to 31 January 2020
Year Two (Option): 1 February 2020 to 31 January 2021
Year Three (Option): 1 February 2021 to 31 January 2022
Year Four (Option): 1 February 2022 to 31 January 2023
Year Five (Option): 1 February 2023 to 31 January 2024

Table 1, Routine Cleaning Service

Unit prices in Table 1, Items 1-13, are costs for Routine Janitorial Services specified in the associated Functional Models for all areas included in the building inventory, completed to the standards and frequencies as specified in the Contract and Statement of Work (SOW). Unit prices for items 1 – 13 must include but are not limited to: overhead, profit, chemicals, equipment, direct and indirect labour. These firm unit prices will be used to calculate changes, additions and deletions to the areas cleaned. Routine Janitorial Services pricing for items 1 to 13 must not include all of the Contractor's on-site Management Team as they are specified in items 14 to 17. Items 14 to 19 must include but are not limited to: overhead, profit, offices supplies and equipment, direct and indirect labour. Unit prices in Table 1, Item 18, is an annual all-inclusive lot price for sanitary supplies and consumables in accordance with the Contract and SOW, based on an estimated occupancy level of 1,500 personnel at CFB Kingston

Item	Description and Functional Model	Annual Usage	Unit Price/ M ² Year 1	Unit Price/ M ² Year 2	Unit Price/ M ² Year 3	Unit Price/ M ² Year 4	Unit Price/ M ² Year 5
1	FM-1000-1 Bath/shower	1,238 m ²	\$ ____ / m ² /year	\$ ____ / m ² /year	\$ ____ / m ² /year	\$ ____ / m ² /year	\$ ____ / m ² /year
2	FM-1000-2 Bath/shower	677 m ²	\$ ____ / m ² /year	\$ ____ / m ² /year	\$ ____ / m ² /year	\$ ____ / m ² /year	\$ ____ / m ² /year
3	FM-1000-3 Bathroom periodic checks	293 m ²	\$ ____ / m ² /year	\$ ____ / m ² /year	\$ ____ / m ² /year	\$ ____ / m ² /year	\$ ____ / m ² /year
4	FM-1000-5 Shower/ sauna/ pool deck	1,374.03 m ²	\$ ____ / m ² /year	\$ ____ / m ² /year	\$ ____ / m ² /year	\$ ____ / m ² /year	\$ ____ / m ² /year
5	FM-1000-7 Change room/locker room/bleacher/washrooms	1,223.79 m ²	\$ ____ / m ² /year	\$ ____ / m ² /year	\$ ____ / m ² /year	\$ ____ / m ² /year	\$ ____ / m ² /year
6	FM-2000-1 Administrative areas Conference, meeting rooms, class rooms	7,971.63 m ²	\$ ____ / m ² /year	\$ ____ / m ² /year	\$ ____ / m ² /year	\$ ____ / m ² /year	\$ ____ / m ² /year

Item	Description and Functional Model	Annual Usage	Unit Price/ M ² Year 1	Unit Price/ M ² Year 2	Unit Price/ M ² Year 3	Unit Price/ M ² Year 4	Unit Price/ M ² Year 5
7	FM-3000-1 Vestibules entrances and hallways	3,882.53 m ²	\$ ____/ m ² /year	\$ ____/ m ² /year	\$ ____/ m ² /year	\$ ____/ m ² /year	\$ ____/ m ² /year
8	FM-3000-2 Vestibules entrances and hallways	1,274.47 m ²	\$ ____/ m ² /year	\$ ____/ m ² /year	\$ ____/ m ² /year	\$ ____/ m ² /year	\$ ____/ m ² /year
9	FM 3000-3 Stairways and Elevators	2,519.69 m ²	\$ ____/ m ² /year	\$ ____/ m ² /year	\$ ____/ m ² /year	\$ ____/ m ² /year	\$ ____/ m ² /year
10	FM-4000-2 Gymnasium	13,092.90 m ²	\$ ____/ m ² /year	\$ ____/ m ² /year	\$ ____/ m ² /year	\$ ____/ m ² /year	\$ ____/ m ² /year
11	FM-5000-1 Child care/Teen care Kitchens/ Laundry	830.10 m ²	\$ ____/ m ² /year	\$ ____/ m ² /year	\$ ____/ m ² /year	\$ ____/ m ² /year	\$ ____/ m ² /year
12	FM-6000-1 Medical facility Examination / treatment/ medical prep Waiting room/ lounges	5,117.13 m ²	\$ ____/ m ² /year	\$ ____/ m ² /year	\$ ____/ m ² /year	\$ ____/ m ² /year	\$ ____/ m ² /year
13	FM-7000-1 Chapels, theatres, auditoriums	1,957.81 m ²	\$ ____/ m ² /year	\$ ____/ m ² /year	\$ ____/ m ² /year	\$ ____/ m ² /year	\$ ____/ m ² /year
14	Site Superintendent	____ hours	\$ ____/hour	\$ ____/hour	\$ ____/hour	\$ ____/hour	\$ ____/hour
15	Site Operations Manager	____ hours	\$ ____/hour	\$ ____/hour	\$ ____/hour	\$ ____/hour	\$ ____/hour
16	Administrative Support Personnel	____ hours	\$ ____/hour	\$ ____/hour	\$ ____/hour	\$ ____/hour	\$ ____/hour
17	Operational Support Personnel	____ hours	\$ ____/hour	\$ ____/hour	\$ ____/hour	\$ ____/hour	\$ ____/hour
18	Sanitary supplies and consumables to be provided in accordance with SOW	1500 people	\$ ____/year	\$ ____/year	\$ ____/year	\$ ____/year	\$ ____/year
19	Deliverables to be provided per month, in accordance with SOW section 8	Per year	\$ ____/year	\$ ____/year	\$ ____/year	\$ ____/year	\$ ____/year

PRICING BASIS “B”, TASK AUTHORIZED WORK

All labour charges for Task Authorized work must be verified by a time log signed by the Contractor and approved by the TA.

Unit prices in Table 2 for Annual Work are all-inclusive prices to carry out **annual** refinishing of various types of floor surfaces in accordance with the Statement of Work in Annex “A” Section 12, and to the standards listed in Section 7.

All prices must include the required overhead, supervision, labour, material, equipment, chemicals and supplies. Areas calculated by flooring type in the building inventory must be scheduled and completed on an annual basis.

Unit prices in Table 2 will be used for all other “as and when” requested floor and surface refinishing that may be required.

Table 2: Annual Work

Item	Type of Surface	Estimated Usage (Area in m²)	Unit of Issue	Unit Prices Year 1	Unit Prices Year 2	Unit Prices Year 3	Unit Prices Year 4	Unit Prices Year 5
1	Vinyl Composite Tile and Similar surfaces	8,806.30 m2	m2	\$ _____ / m²	\$ _____ / m²	\$ _____ / m²	\$ _____ / m²	\$ _____ / m²
2	Carpeted surfaces	3,551.43 m2	m2	\$ _____ / m²	\$ _____ / m²	\$ _____ / m²	\$ _____ / m²	\$ _____ / m²
3	Ceramic/Quarry/Stone and similar surfaces	5,628.32 m2	m2	\$ _____ / m²	\$ _____ / m²	\$ _____ / m²	\$ _____ / m²	\$ _____ / m²
4	Painted cement/Epoxy coated	3,323.95 m2	m2	\$ _____ / m²	\$ _____ / m²	\$ _____ / m²	\$ _____ / m²	\$ _____ / m²
5	Rubber/Bubble/Sports Floors	2,873.53 m2	m2	\$ _____ / m²	\$ _____ / m²	\$ _____ / m²	\$ _____ / m²	\$ _____ / m²
6	Hardwood floors	3,861.11 m2	m2	\$ _____ / m²	\$ _____ / m²	\$ _____ / m²	\$ _____ / m²	\$ _____ / m²
7	Laminate wood/Parquet Floors	901.55 m2	m2	\$ _____ / m²	\$ _____ / m²	\$ _____ / m²	\$ _____ / m²	\$ _____ / m²
8	Battleship Linoleum	2,323.35 m2	m2	\$ _____ / m²	\$ _____ / m²	\$ _____ / m²	\$ _____ / m²	\$ _____ / m²
9	Astro Turf	5,334.76 m2	m2	\$ _____ / m²	\$ _____ / m²	\$ _____ / m²	\$ _____ / m²	\$ _____ / m²
10	Recycled Vinyl carpet floating Flooring	2,665.09 m2	m2	\$ _____ / m²	\$ _____ / m²	\$ _____ / m²	\$ _____ / m²	\$ _____ / m²

Table 3: Accommodations, Additional Janitorial Services and Materials

Unit prices in Table 3, Item #1, must be all inclusive for cleaning each type of room, suite, apartment or house, regardless of floor surface and include direct and indirect labour, material, equipment, chemicals and supplies.

Unit prices in Table 3, Item #2, for Additional Janitorial Services must be all inclusive for each type of service requested, in accordance with the standards in the SOW including direct and indirect labour, material, equipment, chemicals and supplies

Unit pricing in Table 3, Item #3, for additional materials are calculated by using the Contractors laid down cost(s) plus a percentage mark-up. Item #3 must not be combined with the unit pricing for any items listed in Items #1 or #2.

All Task Authorized work must include supervision

ITEM	DESCRIPTION	UNIT OF ISSUE	Annual Estimated Usage	Firm Unit Prices Year 1	Firm Unit Prices Year 2	Firm Unit Prices Year 3	Firm Unit Prices Year 4	Firm Unit Prices Year 5
1	Accommodations/Hotel cleaning services in accordance with the Statement of Work							
a	FM-9000-1 Student rooms	Per cleaning	100	\$ _____ per cleaning	\$ _____ per cleaning	\$ _____ per cleaning	\$ _____ per cleaning	\$ _____ per cleaning
b	FM-9000-2 Suites	Per cleaning	160	\$ _____ per cleaning	\$ _____ per cleaning	\$ _____ per cleaning	\$ _____ per cleaning	\$ _____ per cleaning
2	Additional Janitorial Services							
a	Shampoo and clean furniture	Hour	200	\$ _____/hr	\$ _____/hr	\$ _____/hr	\$ _____/hr	\$ _____/hr
b	Labour to install light bulbs during regular working hours (Monday to Friday 0730-1630).	Hour	500	\$ _____/hr	\$ _____/hr	\$ _____/hr	\$ _____/hr	\$ _____/hr
c	Scheduled additional Janitorial Labour outside of regular working hours including weekends and statutory holidays.	Hour	100	\$ _____/hr	\$ _____/hr	\$ _____/hr	\$ _____/hr	\$ _____/hr
d	Unscheduled additional Janitorial labour during regular working hours when a one (1) hour response is required.	Hour	100	\$ _____/hr	\$ _____/hr	\$ _____/hr	\$ _____/hr	\$ _____/hr
3	Additional Materials							
a	Materials at Contractor's laid down cost plus percentage mark-up.	percent	\$20,000	_____ %	_____ %	_____ %	_____ %	_____ %

Table 4 - One-time costs

These fees will be paid upon receipt of the Contract Financial Security or Deliverables.
There will be no escalation of these fees.

Item	Description	Unit of Issue	Cost
1	Cost of Financial Security for Year One	Lot Price	\$ _____
2	Cost of Financial Security for Year Two	Lot Price	\$ _____
3	Cost of Financial Security for Year Three	Lot Price	\$ _____
4	Cost of Financial Security for Year Four	Lot Price	\$ _____
5	Cost of Financial Security for Year Five	Lot Price	\$ _____
6	Deliverables to be provided within 30 days of Contract award, in accordance with SOW para 8	Lot Price	\$ _____

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