



**RETURN BIDS TO:
RETOURNER LES SOUMISSIONS A :**

Bid Receiving/Réception des soumissions
Procurement & Contracting Services
c/o Commissionaires, F Division
6101 Dewdney Ave
Regina, SK S4P 3K7

Fax No. - No de FAX:
(306) 780-5232

**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

LE PRÉSENT DOCUMENT COMPORTE UNE EXIGENCE EN MATIÈRE DE SÉCURITÉ

Title – Sujet: Janitorial Services RCMP Saskatoon District		Date : April 25, 2019
Solicitation No. – N° de l'invitation M5000-19-5023/A		Amendment No. – N° de la modification 002
GETS Reference No. - No. De Référence du SEAG PW-19-00869024		
Client Reference No. - No. De Référence du Client 201905023		
Solicitation Closes – L'invitation prend fin		
At / à :	2 :00 PM	CST (Central Standard Time) HNC (Heure Normale du Centre)
On / le :	May 6, 2019	
Incoterms 2010 "DDP Delivered Duty Paid" See herein — Voir aux présentes	GST – TPS See herein — Voir aux présentes	Duty – Droits See herein — Voir aux présentes
Destination of Goods and Services – Destinations des biens et services Royal Canadian Mounted Police Saskatoon District 400 Brand Place Saskatoon, SK S7J 5L6		
Instructions See herein — Voir aux présentes		
Address Inquiries to – Adresser toute demande de renseignements à Rachel Sookoo, Agente d'approvisionnement		
Telephone No. – No. de téléphone 639-625-3291	Facsimile No. – No. de télécopieur 306-780-5232	

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



This amendment is raised to respond to the following question.

Question 2: In the current Saskatoon RCMP janitorial spec you require the contractor to “remove, clean and replace mats” on page 16 as well as “provide rubber matting” on page 17. Currently you are being serviced by a matting supply company. If you require the new contractor to take this over can we get an idea of quantities and sizes required?

Answer 2: The rubber matting will continued to be provided by a separate service provider. You will be required to vacuum the matting only.

As a result, the solicitation document has been amended.

Delete in its entirety:

2.1. Tasks, Activities, Deliverables and Milestones

Insert:

2.1 Tasks, Activities, Deliverables and Milestones

2.1.1. Tasks

2.1.1.1 Frequency Definitions:

Frequency	Frq. Acron.	Type
Three times per week	3TW	Regular
As required	AR	Non-Routine
5 days per week	5DW	Regular
7 days per week	7DW	Regular
Every 3rd month	E3M	Quarterly
Every 6th month	E6M	Semi-Annually
Monthly	M	Routine
Twice weekly	TW	Regular
Weekly	W	Routine
Yearly	Y	Annually

2.1.1.2 Activities

Regular
5 days per week (5DW)
Vacuum/clean entire floor area and stairways.
Dust all horizontal surfaces, counter tops and furniture, picture frames, cabinets, fixtures, window sills, ledges, etc.



Empty and clean all exterior/perimeter entrance ashtrays where applicable.
Clean both sides of entrance door glass and side lights.
Empty all recycling containers & waste baskets and place waste in containers ready for burning or disposal. Dispose of as per the RCMP Site Authority or designate's directions.
Wash and disinfect washrooms to ensure sanitary conditions. Including toilet seats (both sides), bowls, urinals, wash basins, all flush tanks, showers, dispensers, mirrors, shelves, high ledges and all exposed piping and plumbing fixtures, floors etc.
Remove waste paper from washrooms. Empty, wash and disinfect sani-cans in washrooms. Replace sani-bags.
Ensure adequate supplies exist in washrooms. Replenish paper towels, toilet tissue and soap.
Sweep and damp mop all vinyl flooring.
Vacuum all carpet, spot clean as necessary, remove salt stains from all walkway mats.
Keep mirrors throughout the building clean and polished.
Clean and polish all interior and exterior ornamental metal.
Damp mop and/or polish public lobbies and entrance hallways and heavy traffic areas.
7 days per week (7DW)
Cell area is to be cleaned and disinfected – as instructed by the Site Authority or Site Authority's designate. See attached Appendix A-1 Standard Operating Procedure (SOP) – Cleaning of RCMP Cellblocks and Detention Areas.
Routine
Weekly (W)
Wash and disinfect refuse receptacles in washrooms.
Vacuum upholstered furniture and freestanding screens, clean/polish all leather, vinyl and leatherette upholstered furniture.
Monthly (M)
Dust window blinds.
Hose down garage and secure bay floors and other concrete floors.
Wash all finger marks and smudges from walls, doors, partitions, ledges and framework.
Wash all glass partitions, draft deflectors and cabinet glass.
Non-Routine
As Required (AR)
Unclog and clean toilets and drains immediately, providing no plumbing work is required. Notify the Site Authority or Site Authority's designate if plumbing work is necessary.
Replace burnt out light bulbs and fluorescent tubes. Dry wipe tubes, bulbs and shielding when making replacements.
Ensure that steps, entrances and sidewalks to the building are clear of snow and ice, and apply sand/ice melt as required (in a 5 ft radius from entrance ways – See Annex "A" - Section 2.3.2, Weather.)
Keep the main and service entrances clear of debris, i.e. paper, carton, refuse cans, slush, sand etc. in order to maintain a clean and tidy appearance at all times.
Clean/remove spider webs from exterior light fixtures and above doorways.
Secured areas are included in this contract, but are to be cleaned only as required basis, and only under the escort of the Site Authority or Site Authority's designate.



Quarterly
Every 3rd Month (E3M)
Wash door grilles, air intake grilles, air diffusers and metal work.
Semi-Annually
Every 6th Month (E6M)
Strip and wax all vinyl floors, remove gum and other foreign residue.
Wash washroom walls.
Dust and polish all wood paneling, walls and partitions.
Wash both sides of all exterior windows, including draft deflectors, skylights and ceiling lights under them, sash window framing, storm sash and screens, leaving all surfaces dry and free of streak marks. The 2nd floor glass railing & 3 skylights are excluded.
Clean all exterior light fixtures as required (minimum twice per year).
Annually
Yearly (Y)
Clean all light fixtures. Include incandescent fixtures and bulbs and washing outside and inside of fluorescent covers and tubes.
Clean, wash, etc., window coverings, i.e. blinds or draperies.
Wash all walls, ceilings, partitions and woodwork.
Steam clean or shampoo all carpets using water extractor type machine. All labour, equipment and materials for this work to be supplied by contractor.

2.1.1.3 Special Occurrences

The contractor shall promptly report to the Site Authority or Site Authority's designate and record in the Janitorial Services Activity Log book provided by the Site Authority or Site Authority's designate (See Annex E for a sample of a Janitorial Services Activity Log page):

- every instance involving hazardous materials, situations or occurrences;
- water and/or fire related instances, including those of a minor nature;
- any and all damage or injury to property and/or people; and
- any other instances that are or could potentially become a liability to the RCMP or which may require follow up and/or action by the RCMP.

Delete in its entirety:

2.2. Specifications and Standards

Insert:

2.2. Specifications and Standards

2.2.1 Materials and Equipment



- 2.2.1.1. The Contractor is responsible to provide all cleaning products and disinfectants, all tools, equipment and equipment consumables including, but not limited to mops, pails and vacuum cleaners unless otherwise stipulated.
- 2.2.1.2 The **Contractor** is responsible to provide all the following consumables:
- Protective Clothing/Equipment
 - Bio-hazard, leak-proof containers
 - Hand soap
 - Paper towels
 - Garbage bags
 - Toilet tissue
 - Sand/ice melt
 - Sani-bags
- 2.2.1.3. Materials to be supplied by the RCMP that the Contractor may need to perform activities listed in 2.1.1.2 are:
- Light bulbs and fluorescent tubes
 - Rubber matting
- 2.2.1.4. Dispenser products information, sample consumables and estimated usage information is attached at Appendix A-2 (quantities are estimated usages only and are subject to change).
- 2.2.1.5. Total number of personnel at the building is 125.
- 2.2.1.6. All cleaning products used will have reduced levels of hazardous materials as well as be free of ammonia, floor cleaner to be pH balanced unless otherwise specified and wherever possible cleaning products should be purchased in concentrated form or in returnable packages to reduce waste. Look for the EcoLogo Program or Green Seal.
- 2.2.1.7. Paper and plastic products should contain post-consumer recycled paper or plastic. Look for the EcoLogo Program or Green Seal.
- 2.2.1.8. Cleaning products and paper products must be no-scent or low-scent products.
- 2.2.1.9. It is incumbent upon the Contractor to follow best industry practices and to use products and processes which ensure no cross-contamination between cells/detention areas, Member/guard/matron or public washrooms, food preparation and kitchen areas.
- 2.2.1.10. The Contractor shall ensure that all products used in the work place are classified and labeled according to the Workplace Hazardous Materials Information Systems (WHMIS) legislation.

ALL OTHER TERMS AND CONDITIONS REMAIN THE SAME