



RETURN BIDS TO:

RETOURNER LES SOUMISSIONS À:

Bid Receiving Public Works and Government
Services Canada/Réception des soumissions Travaux
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See herein for bid submission
instructions/

Voir la présente pour les
instructions sur la presentation
dune soumission

NA
NA

**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 Canada - Pacific
Region
219 - 800 Burrard Street
800, rue Burrard, pièce 219
Vancouver, BC V6Z 0B9

Title - Sujet Janitorial Services - Eastern (CFB)	
Solicitation No. - N° de l'invitation W684Q-200134/A	Amendment No. - N° modif. 003
Client Reference No. - N° de référence du client W684Q-200134	Date 2021-02-17
GETS Reference No. - N° de référence de SEAG PW-\$VAN-799-8898	
File No. - N° de dossier VAN-0-43181 (799)	CCC No./N° CCC - FMS No./N° VME
Solicitation Closes - L'invitation prend fin at - à 02:00 PM Pacific Standard Time PST on - le 2021-02-25 Heure Normale du Pacifique HNP	
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: Dunsmore, Adrienne	Buyer Id - Id de l'acheteur van799
Telephone No. - N° de téléphone (604) 351-7735 ()	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

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Solicitation No.: W684Q-200134/A

Amendment No.: 003

This amendment is raised to address the abovementioned solicitation following the virtual bidders' conference on January 28th, 2021. The amendment is comprised of two sections.

Part A is intended for administrative and clarification purposes and includes the agenda/minutes for the bidders' conference, as well as questions and answers from the bidders' conference. Note that any questions that could be material to the solicitation or other bidders were not answered at the conference. Questions were recorded and will be answered in PART A.2 of this amendment. Bidders were also invited to e-mail their questions to the Contracting Authority in accordance with Section 2.4 Enquiries – Bid Solicitation of the solicitation document.

Part B consists of revisions.

PART A – ADMINISTRATION and CLARIFYING INFORMATION

Contracting Authority

Name: Adrienne Dunsmore
Title: Supply Specialist
Organization: Public Works and Government Services Canada
Address: 219 – 800 Burrard Street, Vancouver, BC V6Z 0B9
Telephone: (604) 351-7735
E-mail address: adrienne.dunsmore@pwgsc.gc.ca

A.1 AGENDA/MINUTES

Virtual Bidders' Conference for Janitorial Services at CFB Esquimalt - January 28, 2021

Solicitations: W684Q-200129 - Naden, W684Q-200132 - Western Areas, W684Q-200133 - Dockyard,
W684Q-200134 - Eastern Areas, W684Q-200136 - Messes

- 9:00 Land acknowledgement, welcome, review of agenda
- 9:15 Annex "G" Bid Preparation and Evaluation, and Annex "B" Basis of Payment
- 9:36 PART 1 General Information
PART 2 Bidder Instructions
PART 3 Bid Preparation Instructions
PART 4 Evaluation Procedures and Basis of Selection
PART 5 Certifications and Additional Information
PART 6 Security, Financial and Other Requirements
PART 7 Resulting Contract Clauses
- 10:15 BREAK
- 10:32 Annex "C" Security Requirements Check List
Annex "A" Statement Of Work, Parts 1-7, including Appendix 1 to Annex A
Annex "I" Demerit Processing Table
- 11:43 LUNCH

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12:30 Annex "A" Statement Of Work, Parts 8 & 9
Annex "D" to Part 3 of the Bid Solicitation and Annex "E" to Part 5 of the Bid Solicitation
Annex "F" Insurance Requirements
Annex "H" DND Task Authorization Form

13:00 Questions

13:15 END

A.2 QUESTIONS

1.

Question

Should we not meet the 70% threshold for point rating, would we be notified of the score and be allowed to resubmit documents?

Answer

Yes

2.

Question

The person cleaning cannot have a chauffeur/escort taking them into that area to clean?

Answer

Yes, that is Correct – all personnel must have the appropriate security clearance for the building/area; uncleared personnel will not be permitted access to the site.

3.

Question

Can you waive the security deposit requirement?

Answer

No

4.

Question

Can we charge more for additional cleaning in case of pandemic (outbreak)

Answer

If the scope of the work changes, pricing may be adjusted.

5.

Question

Can the Contractor charge additional fee for garbage removal in case of terminal cleaning.

Answer

No.

Note: Garbage from contact cleaning should consist mainly of consumables used during the process, and not DND equipment/paperwork/personal effects, etc.

6.

Question

How do you communicate with personnel on site if cell phones are not allowed"?

Answer

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Cell phones are permitted, however must not be used while driving, and certain buildings have restrictions on use or possession of cell phones. Some buildings do not permit cell phones at all and cleaning personnel must leave their phones in their vehicle or put them in a designated storage locker.

7.

Question

Is there expected to be a non-working supervisor for each team based in each building cluster?

Answer

Non-Working Supervisor staffing requirements are identified in the RFP. Should a Non-Working Supervisor not be specified for a particular building group in Annex A, 2.4.2 then a Non-Working Supervisor is not mandatory for that building group.

8.

Question

Is the proponent required to provide a copy of their organization security clearance as part of their bid to confirm compliance?

Answer

No. Compliance will be verified by the Contracting Authority at bid closing

9.

Question

If a contractor can provide names of all the individuals that would require access to the sites would this weigh into the selection process?

Answer

No.

10.

Question

Annex A, 7.2 states "Non-working Supervisors and Working Supervisors must have delegated authority to make commitments on behalf of the Contractor, and must be on-site during regular working hours." How many hours a day are non-working supervisors required to be on-site? For the full length of the building access hours?

Answer

Unless otherwise stated in the RFP, it is up to the Contractor to determine how it wants to carry out its supervision (eg the hours it wants Non-Working Supervisors at which building/location); however, there must be a supervisor (or designated alternate with the same level of delegated authority) on site whenever the Contractor's cleaning personnel are on site.

11.

Question

A question was raised in the bidder's conference meeting regarding additional invoicing to cover the cleaning cost and disposal fees for a potential virus outbreak at the bases. Wouldn't this cost be included in the terminal cleaning hourly rate provided?

Answer

Yes. This cost must be included in the terminal cleaning hourly rate

12.

Question

For the consumables, if the products do not match the units required can we input our own?

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Answer

Bidders should base their consumables pricing on the units, and prorate that pricing to the specs. Should a Bidder with differing units per case win a contract, Annex B will be amended to address the change in units per case.

13.

Question

What level of clearance is required for terminal cleaning requests on ships/planes?

Answer

This Contract does not include service to ships or aircraft

14.

Question

Are there any plans to expand the number of ships/vessels that can be docked in the near future?

Answer

DND is currently rebuilding jetties and small boat floats so they can berth more vessels and larger vessels. The frigates are going to be replaced and there will be a newly built supply ship also stationed here.

Note: the number of ships/vessels is negligible in terms of the building usage, and should not be a concern.

15

Question

Understanding that the contractor is responsible for potential increases such as minimum wage changes however, due to the uncertainty of Covid-19 and the recovery period if there is a scenario that the federal government adjusts the payroll deductions or %, i.e an increase to EI payments/deductions, would PWGSC/DND be open for negotiations to include increases of this nature?

Answer

We'll have to wait and see how the federal government rolls out their program and how it impacts on all of our contractors. The decision will be based on the impact on service delivery, fairness and the regulations that the federal government has in place at that time. I would say that DND would be very reluctant to re-negotiate any agreements, however if the SOW changes it is a normal part of the process.

16

Question

Replacement of damaged dispensers. Can you confirm if labor charges can be applied to this service?

Answer

The Contractors will not replace damaged units, but must notify us of any they find.

17

Question

When it comes to billing, is this per building or by site?

Answer

The invoices for the Standard Cleaning Schedule is for the lot amount as a total cost per month.

The invoices for consumables should show a breakdown by item and quantity.

The invoices for TAs are submitted as a single line item with the total cost.

18.

Question

Pre Covid-19 base population vs current population: During the site tour the buildings appeared to be under populated. Understanding that the pandemic will eventually be over within the timeframe of the contract, is there an approximate population count pre-COVID-19 for each of the 5 bases? Or can a current approximate percentage decrease in staff at the 5 bases be provided?

Answer

There is no estimate for the pre-COVID-19 population count for the individual sites. The population estimate for all of CFB Esquimalt (consisting of Naden, Dockyard, Messes, Eastern and Western Areas) is approximately 8000.

19.

Question

Some of the facilities surrounding the shipyards can be heavily populated during peak seasons or ship repairs. Heavier foot traffic into washrooms and facilities can be a challenge and would the project authority have a reasonable expectation for the # of cleans that would be required throughout the day for those buildings?

Answer

Estimated population variances have been addressed and incorporated in the frequency table in Annex A.

20.

Question

Can you confirm what would be considered a deficiency and would the severity of a deficiency(s) be weighted differently? For example, forgetting to empty a garbage bin vs build-up of mold/mildew in a shower.

Answer

As per Annex "A", a deficiency is "a failure to meet any contractual obligation". Deficiencies will not be weighted differently, however, as per Annex "A", Part 7.5.1 "In the case of abandonment of the Contract, or bankruptcy of the Contractor, or the Contractor's performance deemed to be exceptionally poor and unrectifiable, in the sole opinion of Canada, termination proceedings will begin immediately in accordance with the terms of the Contract and the Demerit Process will not apply."

21.

Question

If contractors are provided 24 hours to rectify a deficiency can you explain the 5-deficiency rule over 7 consecutive days that leads to a demerit?

- i. Would there be any instance where contractors would not be notified of a deficiency and the deficiency would just be documented over the 7 days?

Answer

The Contractor must rectify a deficiency within 24 hours. The rectification of the deficiency has no bearing on the demerit process; a rectified deficiency is still a deficiency and will count towards a demerit.

22.

Question

What information would be provided to the contractors when rectifying a deficiency? For example, to ensure the deficiency is addressed contractors would require precise information vs "building 123 is dirty".

Answer

The Contractor will be informed as to what/where/when the contractual obligations have not been met.

23.

Question

Would there be an opportunity to dispute a deficiency and have it removed from the 180-day threshold? For example, an inspection of a heavily used washroom facility is conducted in between cleans vs immediate post cleaning.

Answer

The Contractor will have the opportunity to dispute deficiencies

24.

Question

If a service related to Covid19 are removed post pandemic would there be a reduction in the contract price?

- i. For example, the discussion of possible removal of fogging services for shower curtains.
- ii. Are there any other services that could potentially be removed post-Covid-19? For instance, touch point cleaning.

Answer

At this time, it is DND's intention to maintain established/routine services for the life of the contract.

25.

Question

Can we name the same supervisor in multiple bids? Understanding that if awarded multiple contracts with the same supervisor listed we would have to provide an equally qualified individual as per our bid?

Answer

Oui.

26.

Question

Do any of the bases require deskside garbage/recycling or compost programs for mini bins?

Answer

Deskside garbage must be removed and disposed of as per Annex A.

27.

Question

If awarded a contract and it is mutually agreed that certain facilities fall below contract standards and would requiring extra cleaning will there be an opportunity for additional invoicing?

Answer

Non.

28.

Question

For all 5 RFP's Dockyards/Eastern/Naden/Messes/Western in the securities requirements Section 6.1.c Security Requirements it states at **the date of Bid Closing that** we must have all individuals the required security access. Can this be changes to have the required security access by the start date or # of weeks upon award? We do not assign staff until we are awarded and this takes time to build the team. Same with requiring the supervisors secret clearance at time of Bid Closing. Can we have this changed to prior to start date or # of weeks post award?

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Answer

If known, the Bidder must provide the name of all individuals who will require access to classified or protected information, assets or sensitive work sites; if at the date of bid closing not all required individuals are yet known this information must be provided as soon as possible and no later than on the first day of services, otherwise this will be a material breach of contract.

The Bidder's proposed individuals (Non-Working Supervisors) must meet the security requirements as indicated in Part 7 - Resulting Contract Clauses, 7.3.1, 2 at bid closing.

29.

Question

Can CFB Esquimalt provide a complete set of detailed building plans for Dockyards/Eastern/Naden/Messes/Western?

Answer

Detailed buildings plans will be made available to the successful bidder.

30.

Question

Are all Janitor Closets equipped with water outlets? If not can you tell us what areas do have water outlets for Janitorial use?

- Examples of this would be for Chemical dispersion systems, Washer and dryers' areas for Janitorial use

Answer

As per PART 4 – MATERIALS, EQUIPMENT, AND CONSUMABLES, 4.3 Janitor Closets, while best efforts will be made to provide cleaning personnel with janitor closets, DND is under no obligation to provide said closets. DND does not guarantee janitor closets in each building. Most janitor closets do not have water outlets. Some buildings have water outlets, others do not; there is no list.

31.

Question

Where are staff lunchrooms and have they made provisions for Covid-19 spacing with the large amount of staff on site all working at the same time?

Answer

With the exception of staffed buildings, DND does not provide staff lunchrooms; best efforts will be made to provide space, but space in buildings is limited.

32.

Question

Where and how many Equipment storage areas are provided?

- Examples of this would be for Chemical dispersion systems, Washer and dryers' areas for Janitorial use

Answer

As per PART 4 – MATERIALS, EQUIPMENT, AND CONSUMABLES, while best efforts will be made to provide cleaning personnel with storage space, DND is under no obligation to provide said spaces. Not all buildings have storage, and at times equipment must be stored in a separate building than the one in which it is used. DND does not provide and washers or dryers for janitorial use.

33.

Question

Can CFB Esquimalt provide a detailed building plan outlining the different floor surfacing of each building for all 5 RFP's Dockyards/Eastern/Naden/Messes/Western?

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Answer

Building plans with approximate flooring estimates will be made available to the successful bidder.

34.

Question

PB126: Can you confirm if this entire facility is secret? Previously it had been listed as reliability/secret.

Answer

The entire facility is classified Secret.

35.

Question

WP1091 - Can you confirm there is no cleaning at all to this building, only 2x annual deep cleaning.

Answer

All common areas (washrooms/stairs/hallways/laundry/French language classrooms, offices etc.) are cleaned like every other building on the contract, as per regular schedule and building list.

36.

Question

WP1092 - Can you advise if there is cleaning on the 1st floor and if so what is the sq/m of this area, and how often is cleaning required.

Answer

All common areas (washrooms/stairs/hallways/laundry/French language classrooms, offices etc.) are cleaned like every other building on the contract, as per regular schedule and building list.

WP1092 1st floor (French language school) all inclusive area = approx. 840m²

37.

Question

WP 1093 - Can you confirm the sq/m for G & H Mods for the weekly cleaning. Are there any other areas that require daily cleaning, or is the G&H Mod weekly clean and the 2x annual deep cleaning the only required cleaning.

Answer

WP1093 area G= 150m², Area H=215m²

All common areas (washrooms/stairs/hallways/laundry/classrooms, offices etc.) are cleaned like every other building on the contract, as per regular schedule and building list.

38.

Question

Can you please provide the Maps for Eastern and Dockyards that were provided the day of the site visit.

Answer

See maps for Eastern at Annex "A" - MAPS

PART B – REVISIONS

The solicitation is amended as follows:

1. Page 1

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DELETE:

Solicitation Closes - L'invitation prend fin
at - à 02:00 PM, PST
on - le 2019-02-25

INSERT:

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at - à 02:00 PM, PST
on - le 2021-02-25

2. PART 7 - RESULTING CONTRACT CLAUSES

DELETE:

7.13 Workers Compensation

SACC Manual Clause [A0285C](#) (2007-05-25), Workers Compensation

3. ANNEX "A" - STATEMENT OF WORK, PART 4 – MATERIALS, EQUIPMENT, AND CONSUMABLES

DELETE:

4.4 Consumables

The Contractor must supply, stock and refill all consumables.

The Contractor must replace damaged consumable dispensers with a similar unit. The Contractor is responsible for any damages resulting from faulty installation. Any and all changes to the type of dispenser is subject to the Project Authority's approval.

Consumables and dispensers may vary by building.

INSERT:

4.4 Consumables

The Contractor must supply, stock and refill all consumables.

The Contractor must notify the Project Authority of any damaged dispensers.

Consumables and dispensers may vary by building.

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ANNEX "A" - MAPS



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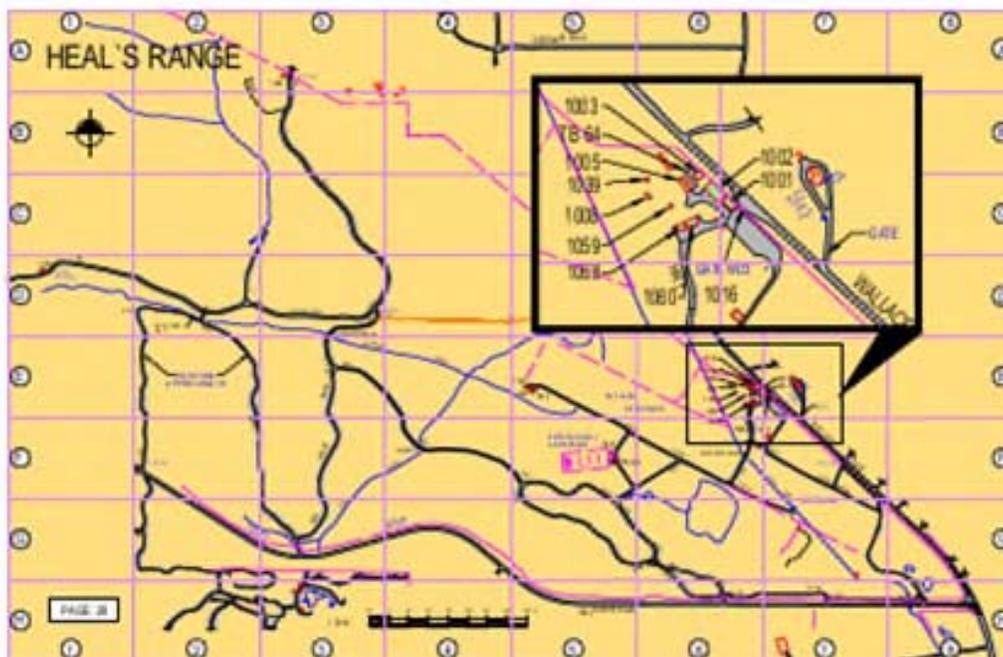
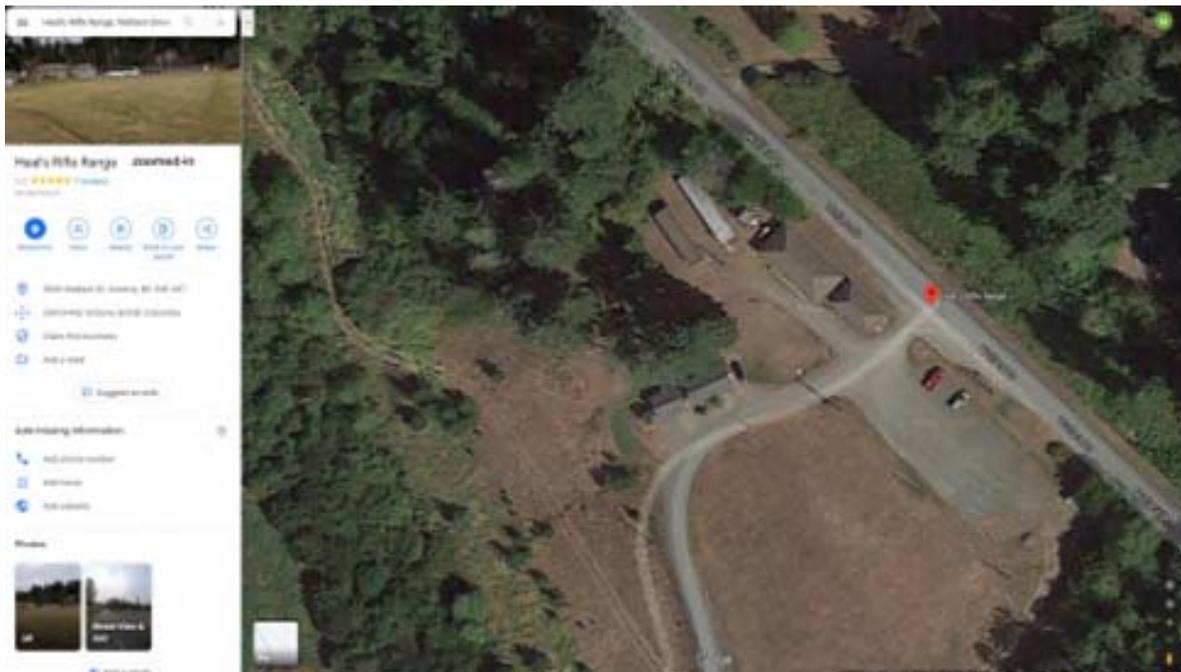
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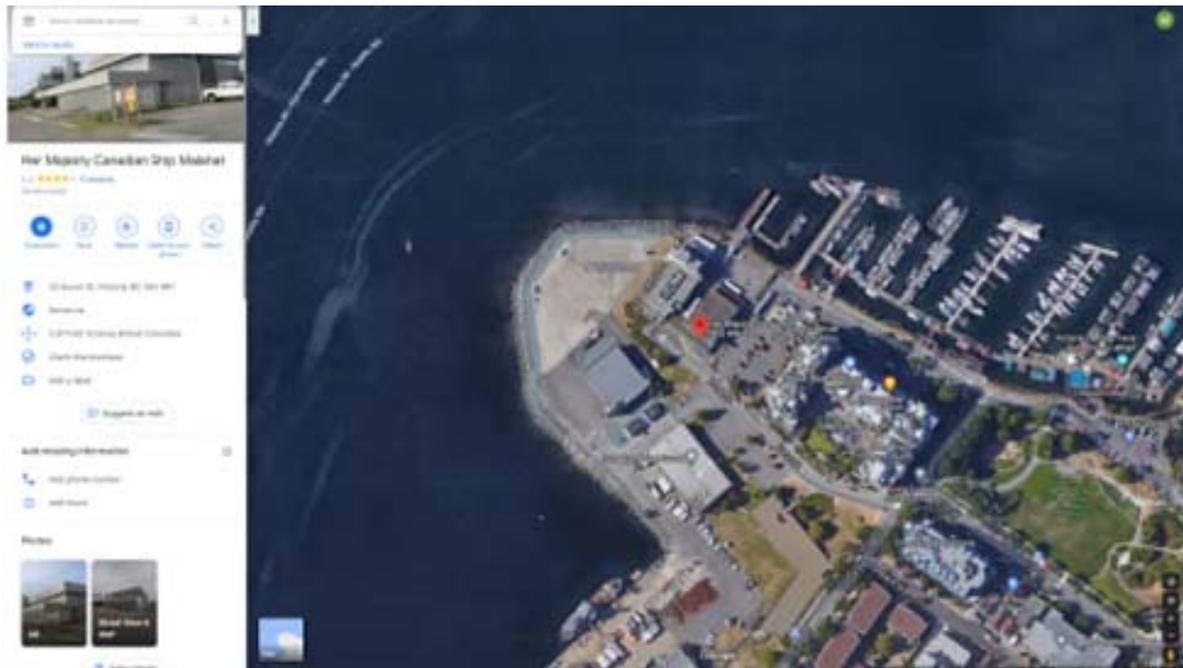
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ALL OTHER TERMS AND CONDITIONS OF THE SOLICITATION REMAIN UNCHANGED