



RETURN BIDS TO:

Parks Canada Agency Bid Receiving Unit
National Contracting Services

Bid Fax: 1-866-246-6893

Bid Email:

soumissionsouest-bidswest@canada.ca

This is the only acceptable email address for responses to the bid solicitation. Bids submitted by email directly to the Contracting Authority or to any other email address will not be accepted.

The maximum email file size is 15 megabytes. The Parks Canada Agency (PCA) is not responsible for any transmission errors. Emails with links to bid documents will not be accepted.

**REVISION 001 TO A
REQUEST FOR QUOTATION**

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

Issuing Office:

Parks Canada Agency
National Contracting Services
Calgary, AB

Title: Janitorial Services Fort Langley National Historic Site, BC	
Solicitation No.: 5P420-20-0378/A	Date: April 26, 2021
Amendment No.: 001	
Client Reference No.: n/a	
GETS Reference No.: PW-21-00951518	

Solicitation Closes: At: 14:00 On: May 4, 2021	Time Zone: MDT
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F.O.B.: Plant: <input type="checkbox"/> Destination: <input checked="" type="checkbox"/> Other: <input type="checkbox"/>	
Address Enquiries to: Andrea McGraw-Alcock	
Telephone No.: (587) 436-5908	Fax No.: 1-866-246-6893
Email Address: andrea.mcgraw-alcock@canada.ca	
Destination of Goods, Services, and Construction: Fort Langley National Historic Site	

TO BE COMPLETED BY THE BIDDER

Vendor/ Firm Name:	
Address:	
Telephone No.:	Fax No.:
Name of person authorized to sign on behalf of the Vendor/ Firm (type or print):	
Signature:	Date:

Amendment 001

This amendment is raised to:

- A. Extend the solicitation closing;
- B. Answer bidder questions;
- C. Amend site visit details;
- D. Extend the start date of the Contract; and
- E. Amend contract dates under Annex B – Basis of Payment.

Bidders MUST submit their bids in accordance with the Basis of Payment included herein. Bids that are not submitted in accordance with this amendment will be deemed non-responsive to the solicitation requirements.

A. Solicitation Closing Date

The closing date for solicitation 5P420-20-0378/A, titled "Janitorial Services Fort Langley - National Historic Site, BC", is extended from April 28, 2021 until **May 4, 2021 at 14:00 MDT**.

If you have already submitted your bid, you are invited to send us your revisions, where necessary, by fax (**1-866-246-6893**) or e-mail (soumissionsouest-bidswest@canada.ca). Please indicate the solicitation number on all correspondence.

B. Questions and Answers

- Q1.** The turnaround time is very quick, between closing and the start date. Would it be possible to push out the contract start date at least by two weeks?
- A1.** The contract start date is to be extended to June 1, 2021 (see item D and E below).
- Q2.** For daily cleaning is that five (5) days per week or seven (7) days a week? Is it 12 months or summer time only?
- A2.** Daily means seven (7) days a week 12 months of the year.
- Q3.** For the buildings to be done only as-when needed, can you please send a list of the names of the buildings if possible, with square footage.
- A3.** These buildings are in Annex A – Statement of Work under section 6.2: Cooperage, Storehouse, Theatre, Exhibits, Big House, and Servants Quarters. The specific square footage of the areas to be cleaned within these buildings is not available at this time.
- Q4.** Confirming that working hours are to be between 5:00 pm and 7:00 am with Otentiks units to be cleaned between 11:00 am and 2:00 pm.
- A4.** Correct
- Q5.** Are the high windows in the visitor's centre included in the scope of work?
- A5.** No
- Q6.** Are the Otentik BBQ's included in the scope of work?
- A6.** No

- Q7.** In previous years, could you tell us how many cleaning staff/contractors were on site daily and how many hours they were there for?
- A7.** Hours and staff has varied. Note, it is up to the Bidder to determine the level of staffing and service required to complete the work as defined in Annex A – Statement of Work.

The following question was raised at the site visit held April 13, 2021:

- Q8.** Is there a cart/dolly to move garbage from building to building?
- A8.** No, the Contractor is to bring garbage to central area.

C. Amend section 1.3 Site Visit

Delete item 1.3 Mandatory Site Visit in its entirety and replace it with the following:

INSERT

1.3. Optional Site Visit

- 1.3.1.** There will be an optional site visit **on April 13, 2021 at 9:00 AM PDT**. Interested bidders are to meet at Fort Langley NHS, 23433 Mavis Avenue Fort Langley, B.C.
- 1.3.2.** Please be advised that there will be a limit of two (2) representatives per bidder attending the site visit. Bidders are requested to RSVP to the contracting authority by April 12, 2021 at 12:00 PM MDT. Should there be sufficient interest in site visit attendance, Parks Canada may assign time slots to bidders in an effort to maintain social distancing and outdoor gathering protocols.
- 1.3.3.** In accordance with provincial health regulations, interested bidders must be symptom free, wear a face mask and observe social distancing from others on site. Review with the Project Authority and a question and answer session will be held outside the buildings and only one bidder at a time will be permitted entry for measurements and photos.
- 1.3.4.** Bidders are requested to communicate with the Contracting Authority before the optional site visit to confirm attendance and provide the name(s) of the person(s) who will attend. Bidders may be requested to sign an attendance sheet. Bidders who do not attend or do not send a representative will not be given an alternative appointment but they will not be precluded from submitting a bid. Any clarifications or changes to the bid solicitation resulting from the site visit will be included as an amendment to the bid solicitation.

D. Amend section 6.4 Term of Contract

Delete section 6.4 Term of Contract in its entirety and replace it with the following:

INSERT

6.4 Term of Contract

6.4.1 Period of the Contract

The period of the Contract is from **June 1, 2021 to May 31, 2022** inclusive.

6.4.2 Option to Extend the Contract

The Contractor grants to Canada the irrevocable option to extend the term of the Contract by up to two (2) additional one (1) year period(s) from **June 1, 2022 to May 31, 2023, and June 1, 2023 to May 31, 2024** inclusive under the same conditions. The Contractor agrees that, during the extended period of the Contract, it will be paid in accordance with the applicable provisions as set out in the Basis of Payment.

Canada may exercise this option at any time by sending a written notice to the Contractor before the expiry date of the Contract. The option may only be exercised by the Contracting Authority, and will be evidenced for administrative purposes only, through a contract amendment.

E. Replace Annex B – Basis of Payment

The **Basis of Payment** at Annex B of solicitation 5P420-20-0378/A, titled “Janitorial Services Fort Langley - National Historic Site, BC” is deleted in its entirety and replaced with the **Basis of Payment** included herein.

Bidders **MUST** submit their bids in accordance with the **Basis of Payment** included herein. Bids that are not submitted in accordance with this amendment will be deemed non-responsive to the solicitation requirements.

Delete Annex B – Basis of Payment in its entirety and replace it with the following:

INSERT

ANNEX B

BASIS OF PAYMENT

*** to be completed by the Bidder ***

Financial Bid Submission Requirements

- (a) The Bidder must submit their financial bid in accordance with the Basis of Payment.
- (b) All prices are in Canadian dollars, FOB destination
- (c) Customs duties are included and Applicable Taxes are extra.

1. Firm Unit Prices

In consideration of the Contractor completing all of its obligations under the Contract, the Contractor will be paid a firm unit price in Canadian funds for all costs, including but not limited to all professional, technical, and administrative fees and costs as required to fulfill the requirements of Annex A – Statement of Work.

Solicitation No.:
5P420-20-0378/A

Amendment No.:
001

Contracting Authority:
Andrea McGraw-Alcock

Ver.02.08.21

Client Reference No.:
PW-21-00951518

Title:
Janitorial Services Fort Langley - National Historic Site, BC

A. For the period of the Contract: from June 1, 2021 to May 31, 2022

Item No.	Description	Unit of Measurement	Firm Price Per Unit (PU)	Estimated Quantity (EQ)	Estimated Amount (PU x EQ)
A. For the period of the Contract: from June 1, 2021 to May 31, 2022					
1.1	Required Cleaning: Firm monthly price for <u>all</u> Routine Cleaning and Scheduled Operations. <i>Includes daily, weekly, monthly and semi-annual tasks.</i>	Per Month	\$	12	\$
1.2	Firm unit price for as-and-when requested cleaning of Otentiks as listed under section 6.1 of Annex A – Statement of Work for the historic buildings.	Per Unit	\$	500	\$
1.3	Firm price for as-and-when requested cleaning for the additional cleaning as listed under section 6.2 of Annex A – Statement of Work for the historic buildings.	Per Cleaning	\$	120	\$
1.4	Firm price for as-and-when requested cleaning for the additional cleaning as listed under section 6.3 of Annex A – Statement of Work for the Children’s Play Area	Per Cleaning	\$	120	\$
1.5	Firm hourly rate for other as-and-when required cleaning services per section 6.4 Annex A – Statement of Work	Per Hour	\$	15	\$
(A)	For the period of the Contract: from June 1, 2021 to May 31, 2022 Sum of Items 1.1 through 1.5 (excluding applicable taxes)				\$

Solicitation No.:
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001

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Title:
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B. For Option Year 1 of the Contract: from June 1, 2022 to May 31, 2023

Item No.	Description	Unit of Measurement	Firm Price Per Unit (PU)	Estimated Quantity (EQ)	Estimated Amount (PU x EQ)
B. For Option Year 1 of the Contract: from June 1, 2022 to May 31, 2023					
2.1	Required Cleaning: Firm monthly price for <u>all</u> Routine Cleaning and Scheduled Operations. <i>Includes daily, weekly, monthly and semi-annual tasks.</i>	Per Month	\$	12	\$
2.2	Firm unit price for as-and-when requested cleaning of Otentiks as listed under section 6.1 of Annex A – Statement of Work for the historic buildings.	Per Unit	\$	500	\$
2.3	Firm price for as-and-when requested cleaning for the additional cleaning as listed under section 6.2 of Annex A – Statement of Work for the historic buildings.	Per Cleaning	\$	120	\$
2.4	Firm price for as-and-when requested cleaning for the additional cleaning as listed under section 6.3 of Annex A – Statement of Work for the Children’s Play Area	Per Cleaning	\$	120	\$
2.5	Firm hourly rate for other as-and-when required cleaning services per section 6.4 Annex A – Statement of Work	Per Hour	\$	15	\$
(B)	For the option period of the Contract: from June 1, 2022 to May 31, 2023 Sum of Items 2.1 through 2.5 (excluding applicable taxes)				\$

C. For Option Year 2 of the Contract: from June 1, 2023 to May 31, 2024

Item No.	Description	Unit of Measurement	Firm Price Per Unit (PU)	Estimated Quantity (EQ)	Estimated Amount (PU x EQ)
C. For Option Year 2 of the Contract: from June 1, 2023 to May 31, 2024					
3.1	Required Cleaning: Firm monthly price for <u>all</u> Routine Cleaning and Scheduled Operations. <i>Includes daily, weekly, monthly and semi-annual tasks.</i>	Per Month	\$	12	\$
3.2	Firm unit price for as-and-when requested cleaning of Otentiks as listed under section 6.1 of Annex A – Statement of Work for the historic buildings.	Per Unit	\$	500	\$
3.3	Firm price for as-and-when requested cleaning for the additional cleaning as listed under section 6.2 of Annex A – Statement of Work for the historic buildings.	Per Cleaning	\$	120	\$
3.4	Firm price for as-and-when requested cleaning for the additional cleaning as listed under section 6.3 of Annex A – Statement of Work for the Children’s Play Area	Per Cleaning	\$	120	\$
3.5	Firm hourly rate for other as-and-when required cleaning services per section 6.4 Annex A – Statement of Work	Per Hour	\$	15	\$
(C)	For the option period of the Contract: from June 1, 2023 to May 31, 2024 Sum of Items 3.1 through 3.5 (excluding applicable taxes)				\$

2. Estimated Total Combined Evaluated Bid Price

The total bid evaluated bid price is the sum of (1) Contract Year, (2) Option Year 1, and (3) Option Year 2.

Total Evaluated Bid Price Sum of Items A + B + C (applicable taxes excluded)	\$
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Notes:

- (a) Unidentified costs will not be allowable under the Contract unless there is a change to the work requirements and addressed by a contract amendment issued by the Contracting Authority;
- (b) Additional payment terms and conditions will not apply to the contract; and
- (c) Customs duties are included and Applicable Taxes are extra.

ALL OTHER TERMS & CONDITIONS REMAIN UNCHANGED