



RETURN BIDS TO:

RETOURNER LES SOUMISSIONS À:

Bid Receiving - PWGSC / Réception des soumissions -
TPSGC

11 LaurierSt./ 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"

Snow Removal - Déneigement Uplands

Vendor/Firm Name and Address

Raison sociale et adresse du
fournisseur/de l'entrepreneur

Issuing Office - Bureau de distribution

Infrastructure Maintenance and Solution Services

Division (FK)

L'Esplanade Laurier,

East Tower 4th Floor

L'Esplanade Laurier,

Tour est 4e étage

140 O'Connor, Street

Ottawa

Ontario

K1A 0R5

Title - Sujet Snow Removal CFSU Uplands Déneigement USFC Uplands	
Solicitation No. - N° de l'invitation EJ196-202671/A	Amendment No. - N° modif. 003
Client Reference No. - N° de référence du client 20202671	Date 2021-08-17
GETS Reference No. - N° de référence de SEAG PW-\$\$FK-258-80164	
File No. - N° de dossier fk258.EJ196-202671	CCC No./N° CCC - FMS No./N° VME
Solicitation Closes - L'invitation prend fin at - à 02:00 PM Eastern Daylight Saving Time EDT on - le 2021-09-01 Heure Avancée de l'Est HAE	
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

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Solicitation Amendment 003 is raised to Add Site Visit minutes & questions as follows

Add Site Visit minutes & questions

Optional Site Visit Minutes EJ196-202671/A
July 22, 2021 9:00am
CFSU Uplands - Snow Removal Only

Site Visit Start Time: 9:10am Site Visit end Time: 9:37am
Meet at 450 Croil

In attendance from PWGSC: Samantha Parlour (MOA - Horticultural Services) TA – Technical Authority, Cris Hill (RPCD) – CA Contracting Authority, Nour Ibrahim -RPCD and Daniel Soucy - RPCD

Contractors in Attendance: Caltrio, Burns Landscaping, P. Munro Group, Clintar Landscape, CSL Group, Crete-Ryan Construction, Sunshine Maintenance, R.W Tomlinson, Thunderbolt Contracting, VS Landscape Group and MORPRI Construction
Other Bidders/Contractors that did not attend the Optional Site Visit can still submit a bid.

- Introduced myself the Contracting Authority (CA) and the technical authority (TA)
- Bidders and the CA & TA were signed in by the CA and asked a Covid-19 Health Questionnaire
- Bidders were reminded to follow both Provincial and Federal Covid-19 rules and procedures by staying 6 feet apart and wearing a mask or face covering during the complete site visit
 - The CA will sign out all bidders at the end of site visit
- Reminded bidders that this is a snow removal. Starting November 1, 2021
- Bidders were reminded that Security of Reliability is mandatory at Bid closing (Aug 13, 2021)
- Remind bidders that they make sure that the company name they are using to bid with is cleared with the requested Security at bid closing (if they are not cleared they are to send the CA an email requesting to Sponsored for Security) and that all their employee names listed in the bid (Part 6 – 6.2) are cleared at **Reliability** or higher at bid closing, as an example if one out 10 names listed has no security at bid closing they will be deemed non-responsive as will the bid
- Advised the bidders that they need to complete Employee Information List in Part 6 – 6.2 Security at bid closing for all the intended employees, if they wish they may add a separate sheet with all the legal names and date of births. If the list in Part 6 – 6.2 is not completed or there is no separate sheet attached they will be considered non-responsive.
- Bidders reminded them that sub contracting can only be with permission from the CA and TA and all sub-contractors have to have the requested security clearance and required qualifications/certifications as required in the RFP.
 - Bidders were reminded to review SOW as each RFP/contract is different
 - Bidders were reminded that all bids are to be submitted by e-post as per clause 2.2 Submission of Bids (see page 3 & 4)

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- Bidders were reminded to complete this and start a conversation with Bid Receiving Unit ASAP as it can take up to 6 days to complete registration
 - Bidders were told to contact the Contracting Authority as soon as possible if they have problems with registering for e-post
- reviewed with the contractors on how to complete the Reference Chart concerning the years of experience, it should show 3 completed years (future years to do not count, the end date is the closing date of the bid for any references show future dates)
- Asked bidders to ensure that the month & year is shown -- do not write "since such a year to present"
 - Bidders were reminded to ensure that they contact their references to let them know that they will be using them and also ensure that the references show the proper names, telephone number and email address. They were reminded to make sure the reference name submitted is still with that company or make sure they get the replacement name
 - The bidders were told that when the TA is reviewing the references they will only try 3 times to contact them within a 2 week period so that it does not hold up the process
- Advised the bidders, if they are not charging for an item they are to insert a \$0 or write NIL, if pricing is missing or part of the table has nothing in it they will be non-responsive
- Reminded the Bidders to complete pricing clearly and legible writing
- the bidders were reminded to review Part 4 Evaluation Procedures of the RFP as this will show them what Mandatory requirements are required with the bid
- Reminded bidders to ensure they are registered with a PBN (Procurement Business Number) which can be completed through buy & sell (buyandsell.gc.ca)
- Reminded bidders to be registered with Buy and Sell (buyandsell.gc.ca) as the government does not use MERX and all new tenders and amendments will go through Buy and Sell
- Reminded bidders that they should have an office or employee in the Ottawa area as these sites are 24/7
- Bidders were reminded to forward any other questions in writing to the CA (Cris Hill) 7 days before closing date. (Closes August 131 2020)

TA took over and the following were reminders to the Bidders

Reminded bidders about the Ammo and Bluenose Compounds being locked up and will require to call for a key

As for other areas needing key or card access, there is:

Building 512 fenced area compound is to be cleared of snow and ice to bare pavement during regular business hours, Monday – Friday, 6:30 A.M. – 3:00 P.M. If the snow fall occurs outside of regular business hours, weekends or statutory holidays, the Contractor must ensure the snow and ice is cleared the following business day during the above times. All the other doors, parking lots, and sidewalks are to follow the regular statement of work. The slope in the parking lot of Building 512 is not optimal therefore extra salting may be required. The Contractor can gain access to the compound through an intercom system. For access to clear the emergency exits inside the compound, a key is obtained from the security office inside the building.

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Building 559 (30th Field)-

A card will be provided to the Contractor for access to the Building 559 (30th Field) compound for snow removal and ice control. The smaller fenced portion of the compound is accessible by going through the building during regular business hours 7:00 A.M. to 3:00 P.M. to clear the emergency exits and walkways.

Hangar 14 compound (250 Convair Private) is accessible with a key after regular work hours.

Building 368-

The Contractor must clear snow and ice inside the fenced compound of Building 368, McGill Compound. A key for the gate will be provided to the Contractor.

The Compound on the south east side of Croil Private between DeNiverville and The Paul Benoit Driveway is accessed with a key obtained from the tenants at Hangar 14

At 9:37am the Bidders/Contractors all agreed to drive around the site on their own, no need to follow the TA and CA.

All bidders/contractors were all checked out on the Sign In/Covid-19 Questionnaire

The bidders asked the following questions:

Q1 - Will there be more consideration about "down to pavement" as they clean at 2am and by 7am they are being asked to come back as it has snow more – bidder was reminded that this is a 24/7 site and complaints will come in by 6 or 7am

A1 - It was suggested the contractors may have to adjust their staff (maybe have a 2am crew and another 7am crew as the first crew will just be going to bed)

Q2 – Will the telephone number for Bluenose and Ammo Compounds be available in the SOW?

A2 – Ammo Compound

As far as special access to the Ammo Depot, the contractor will need to call ahead to get access ONLY during holidays and weekends if the accumulation is more than 6cm-

The Ammo Depot is to be cleared of snow and ice during regular business hours, Monday- Friday from 7:00 A.M. to 3:00 P.M. If the snow fall happens outside regular business hours during the regular work week the Contractor must ensure snow and ice is cleared the following business day at the above times. If a major snow fall (6 cm or more) happens during weekends or statutory holidays, the Contractor is to call the duty phone, I/C Ammo 613-220-8178, one and a half hours prior to arrival to arrange access to the Ammo Depot. Maintenance during weekends and statutory holidays must occur between 7:00 A.M. to 3 P.M. as required. For the snowfalls less than 6 cm, maintenance will occur during regular business hours, Monday to Friday.

Bluenose Compound-

The Contractor will be provided with a key and code to access the Bluenose compound

Q3 – Will the housing handicap ramps be added to the SOW?

A3 – See revised Site Plan - The Canadian Forces Housing Authority row housing area is to be cleared of ice and snow on all sidewalks, boiler access areas, gas and hydro meters.

Q4- Will there be a snow dump area and if yes where and will the site plan be updated?

A4 - As for permanent snow dump site, there is one at building 16 which is marked out on the site map

Q5 – Will the contractor be able to keep equipment on site? (Plow truck, Loader, Grader)

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A5 – No, there will be no space provided to keep any equipment on site

Q6 - The tender documents and corresponding site plan is very unclear in terms of the contractors responsibilities (scope of work) in terms of roads, sidewalks, building entrances that have to be maintained. In order to price this, I need to have a list of the roads and buildings and associated parking lots that are the contractors responsibility to clear snow from.

The drawing provided is not clear in terms of the scope of work- street names are not identified and it is difficult to tell what is a road and what is a sidewalk as all is coloured red.

A6 - If the Contractors enlarge the site plan on their computers to about 400% they will be able to see roads, sidewalks, building numbers, the street names and snow dump area

Q7 - Snow Dumps are not clearly identified on the map. I would need to know where they are to asses the level of maintenance required.

A7 - As for permanent snow dump site, there is one at building 16 which is marked out on the site map

Q8: Storing Of Equipment- Can a minimum of equipment be stored on site? Plow truck, Loader, Grader at the least.

A8: No, there will be no space provided to keep any equipment on site

Q9 - Salt and abrasives are to be supplied by the contractor and costs should be included in Price Schedule 1- Please confirm.

A9 - Yes the supply of salt and abrasives should be included in the Contractors bid cost of Schedule 1

At this time PWGSC does not have a separate pricing for ice accumulation/freezing rain, therefore the contractor needs to price out Schedule 1 accordingly to include the price of salt and/or abrasives with their bid price.

Q10 - Can we store salt on site? Are salt bins allowed and where can they be placed?

A10 - For health, safety and environmental, as for large bins they cannot be stored onsite.

As per the SOW-

3.4 Ice-control agents

The Contractor must submit a Salt Management Plan. The Salt Management Plan must be submitted at the pre-commencement meeting. This plan will be reviewed by the Site Authority and Technical Authority and the Contractor will make any necessary adjustments to meet the operational requirements of the site and the required services as outlined in the Statement of Work. The Salt Management Plan must outline under the Best Practices section what products will be used and under what conditions.

Ice melter such as Landscaper's Choice, Geomelt or Ecosalt is to be used on steps, doorways, ramps, and walkways. Products such as sand, white salt, treated salt such as Thawrox, and liquids such as Caliber M1000 and M2000 to be added to the treated salt are to be used in the parking lot and roads as per the approved Salt Management Plan.

Excess ice-control agents will be removed when requested by the Technical Authority.

Storage boxes for ice-control agents will be provided by CFSU Uplands. Ice-control agent level in bins are to be verified and maintained as required. The Contractor will distribute the storage boxes prior to first snow fall as directed by the Technical Authority.

At the end of the snow removal season, the Contractor must report the amount of salt and other ice-control agents used on- site. All grass zones must be free of ice-control agents by April 30. All paved zones including parking lots, walkways, ramps for disabled persons, loading dock zones, and paved roads must be free of litter, dirt, sand and grit. This will be achieved by sweeping with a sweeper vacuum. All debris, grit and dust must be removed and disposed off-site.

Instructions for connecting to epost

2.2 Submission of Bids - NOTE: at this time we are only accepting e-post connect bids

Bids must be submitted only to Public Works and Government Services Canada (PWGSC) Bid Receiving Unit by the date, time and place indicated in the bid solicitation.

Note: For bidders choosing to submit using epost Connect for bids closing at the Bid Receiving Unit in the National Capital Region (NCR) the email address is:

tpsgc.dgareceptiondessoumissions-abbidreceiving.pwgsc@tpsgc-pwgsc.gc.ca

Note: Bids will not be accepted if emailed directly to this email address. This email address is to be used to open an epost Connect conversation, as detailed in Standard Instructions 2003, or to send bids through an epost Connect message if the bidder is using its own licensing agreement for epost Connect.

2. epost Connect

- a. Unless specified otherwise in the bid solicitation, bids may be submitted by using the epost Connect service provided by Canada Post Corporation.
 - i. PWGSC, National Capital Region: The only acceptable email address to use with epost Connect for responses to bid solicitations issued by PWGSC headquarters is:

tpsgc.dgareceptiondessoumissions-abbidreceiving.pwgsc@tpsgc-pwgsc.gc.ca

or, if applicable, the email address identified in the bid solicitation.

- ii. PWGSC regional offices: The only acceptable email address to use with epost Connect for responses to bid solicitations issued by PWGSC regional offices is identified in the bid solicitation.
- b. To submit a bid using epost Connect service, the Bidder must either:
 - i. send directly its bid only to the specified PWGSC Bid Receiving Unit, using its own licensing agreement for epost Connect provided by Canada Post Corporation; or
 - ii. **send as early as possible, and in any case, at least six business days prior to the solicitation closing date and time, (in order to ensure a response)**, an email that includes the bid solicitation number to the specified PWGSC Bid Receiving Unit requesting to open an epost Connect conversation. Requests to open an epost Connect conversation received after that time may not be answered.
- c. If the Bidder sends an email requesting epost Connect service to the specified Bid Receiving Unit in the bid solicitation, an officer of the Bid Receiving Unit will then initiate an epost Connect conversation. The epost Connect conversation will create an email notification from Canada Post Corporation prompting the Bidder to access and action the message within the conversation. The Bidder will then be able to transmit its bid afterward at any time prior to the solicitation closing date and time.
- d. If the Bidder is using its own licensing agreement to send its bid, the Bidder must keep the epost Connect conversation open until at least 30 business days after the solicitation closing date and time.
- e. The bid solicitation number should be identified in the epost Connect message field of all electronic transfers.

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- f. It should be noted that the use of epost Connect service requires a Canadian mailing address. Should a bidder not have a Canadian mailing address, they may use the Bid Receiving Unit address specified in the solicitation in order to register for the epost Connect service.
- g. For bids transmitted by epost Connect service, Canada will not be responsible for any failure attributable to the transmission or receipt of the bid including, but not limited to, the following:
 - i. receipt of a garbled, corrupted or incomplete bid;
 - ii. availability or condition of the epost Connect service;
 - iii. incompatibility between the sending and receiving equipment;
 - iv. delay in transmission or receipt of the bid;
 - v. failure of the Bidder to properly identify the bid;
 - vi. illegibility of the bid;
 - vii. security of bid data; or,
 - viii. inability to create an electronic conversation through the epost Connect service.
- h. The Bid Receiving Unit will send an acknowledgement of the receipt of bid document(s) via the epost Connect conversation, regardless of whether the conversation was initiated by the supplier using its own license or the Bid Receiving Unit. This acknowledgement will confirm only the receipt of bid document(s) and will not confirm if the attachments may be opened nor if the content is readable.
- i. Bidders must ensure that they are using the correct email address for the Bid Receiving Unit when initiating a conversation in epost Connect or communicating with the Bid Receiving Unit and should not rely on the accuracy of copying and pasting the email address into the epost Connect system.
- j. A bid transmitted by epost Connect service constitutes the formal bid of the Bidder and must be submitted in accordance with section 05.