



**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 REQUIREMENT CONTAINS A SECURITY  
REQUIREMENT

**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

<b>Title - Sujet</b> Janitorial Cleaning Stevenage Services d'entretien Stevenage	
<b>Solicitation No. - N° de l'invitation</b> EJ196-210384/A	<b>Amendment No. - N° modif.</b> 001
<b>Client Reference No. - N° de référence du client</b> 20210384	<b>Date</b> 2021-10-27
<b>GETS Reference No. - N° de référence de SEAG</b> PW-\$\$FK-327-80426	
<b>File No. - N° de dossier</b> fk327.EJ196-210384	<b>CCC No./N° CCC - FMS No./N° VME</b>
<b>Solicitation Closes - L'invitation prend fin</b> <b>at - à 02:00 PM</b> Eastern Daylight Saving Time EDT <b>on - le 2021-11-05</b> Heure Avancée de l'Est HAE	
<b>F.O.B. - F.A.B.</b>	
<b>Plant-Usine:</b> <input type="checkbox"/> <b>Destination:</b> <input type="checkbox"/> <b>Other-Autre:</b> <input type="checkbox"/>	
<b>Address Enquiries to: - Adresser toutes questions à:</b> Soucy, Daniel	<b>Buyer Id - Id de l'acheteur</b> fk327
<b>Telephone No. - N° de téléphone</b> (343) 574-2676 ( )	<b>FAX No. - N° de FAX</b> ( ) -
<b>Destination - of Goods, Services, and Construction:</b> <b>Destination - des biens, services et construction:</b>	

Instructions: See Herein

Instructions: Voir aux présentes

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

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**The purpose of this solicitation amendment is for the following:**

- 1) **Revise the Bid Closing Date,**
- 2) **Revise Annex “C” Basis of Pricing, Pricing Schedule 2 to include estimated quantity of hours per year,**
- 3) **Insert Covid 19 clause in the Request for Proposal at 1.2 Summary,**
- 4) **Insert Covid 19 clause in the Request for Proposal at PART 5 – CERTIFICATIONS AND ADDITIONAL INFORMATION under clause 5.1 Certificates Required with the Bid.**

1) **DELETE:** Bid closing date of 2:00 pm EDT, 2021-11-02

**INSERT:** Bid closing date of: 2:00 pm EDT on 2021-11-05

- 2) **Delete Annex “C” Basis of Pricing in its entirety.**  
**INSERT the following in its place:**

**Annex “C”**

**Section II: Financial Bid**

**Basis of Pricing**

The following requirement **MUST** be strictly adhered to: **failure to do so will render the bidder's proposal as non-responsive.**

Bidders must submit their financial bid in accordance with the Pricing Schedules detailed below. The total amount of applicable taxes must be shown separately.

It is **MANDATORY** that the Bidders submit firm prices/rates for the three (3) years for all items listed hereafter (Pricing Schedule 1 and Pricing Schedule 2). The total amount of applicable taxes must be shown separately, if applicable.

**PRICING SCHEDULE 1:**

Firm all-inclusive rates for Routine, Schedule and Patrol Cleaning operations as detailed in the Statement of Work, Section 2, Operations and Frequencies.

There will be no increase or decrease to the contract amount when an existing floor covering is converted to another type.

1.1) 2465 Stevenage Drive					
Period	Cleanable Area	Firm Monthly Rate per m2	Firm Monthly Rate	Number of Months	Firm Annual Rate
Year One (1)	1230 m2 x	\$ _____ =	\$ _____ x	12 =	\$ _____
Year Two (2)	1230 m2 x	\$ _____ =	\$ _____ x	12 =	\$ _____
Option year One (1)	1230 m2 x	\$ _____ =	\$ _____ x	12 =	\$ _____
<b>1.1 SUB-TOTAL:</b>					<b>\$ _____</b>

**Table 1.2 COVID-19 Cleaning is for the tasks indicated in the Statement of Work, Section 2, clause 23 Covid cleaning.**

1.2 COVID-19 Cleaning (2465 Stevenage Drive)			
Period	Firm Monthly Rate	Number of Months	Firm Annual Rate
Year One (1)	\$ _____ x	12 =	\$ _____
Year Two (2)	\$ _____ x	12 =	\$ _____
Option year One (1)	\$ _____ x	12 =	\$ _____
<b>1.2 Sub-total</b>			<b>\$ _____</b>

**IN THE CASE OF ERROR IN THE EXTENSION OF PRICES, THE RATE PER M2 WILL GOVERN. CANADA MAY ENTER INTO CONTRACT WITHOUT NEGOTIATION.**

**PRICING SCHEDULE 2:**

Firm all-inclusive prices/rates including overhead, profit and all related costs for additional cleaning, Emergency Cleaning operations not described in Pricing Schedule 1 on an "AS AND WHEN REQUESTED" basis.

**2.1) LABOUR:** Our firm hourly rate per qualified personnel is:

	YEAR 1 RATE	YEAR 2 RATE	OPTION YEAR 1 RATE
i) Regular Hours 13:30 to 16:30, Monday to Friday	\$ _____ /HR	\$ _____ /HR	\$ _____ /HR
Estimated quantity of hours per year:	125 hours	125 hours	125 hours
<b>Extended Price:</b>	<b>\$ _____</b>	<b>\$ _____</b>	<b>\$ _____</b>
<b>2.1 (i) SUB-TOTAL:</b>			<b>\$ _____</b>

	YEAR 1 RATE	YEAR 2 RATE	OPTION YEAR 1 RATE
ii) Outside Regular Hours Monday to Saturday	\$ _____ /HR	\$ _____ /HR	\$ _____ /HR
Estimated quantity of hours per year:	45 hours	45 hours	45 hours
<b>Extended Price:</b>	\$ _____	\$ _____	\$ _____
<b>2.1 (ii) SUB-TOTAL: \$ _____</b>			

	YEAR 1 RATE	YEAR 2 RATE	OPTION YEAR 1 RATE
iii) Sunday and Statutory Holidays	\$ _____ /HR	\$ _____ /HR	\$ _____ /HR
Estimated quantity of hours per year:	30 hours	30 hours	30 hours
<b>Extended Price:</b>	\$ _____	\$ _____	\$ _____
<b>2.1 (iii) SUB-TOTAL: \$ _____</b>			

During leap years, the Contractor must change its schedule to provide janitorial services on February 29 at no extra cost to Canada.

**IN THE CASE OF ERROR IN THE EXTENSION OF PRICES, THE HOURLY RATE WILL GOVERN. CANADA MAY ENTER INTO CONTRACT WITHOUT NEGOTIATION.**

**2.2) MATERIALS:** Materials will be charged at our laid-down cost plus a mark-up of:

	YEAR 1 RATE	YEAR 2 RATE	OPTION YEAR 1 RATE
Mark-up	_____ %	_____ %	_____ %
Estimated Expenditure	\$250.00	\$250.00	\$250.00
<b>Extended Price* :</b>	\$ _____	\$ _____	\$ _____
<b>2.2 SUB-TOTAL: \$ _____</b>			

The Extended Price for materials is calculated by adding the mark-up quoted to the total estimated expenditure (Example: Year 1, \$500.00 estimated expenditure; 10% mark-up quoted = \$500.00 + (\$500.00 x 10%) = \$550.00)

**IN THE CASE OF ERROR IN THE EXTENSION OF PRICES, THE PERCENTAGE OF MARK-UP WILL GOVERN. CANADA MAY ENTER INTO CONTRACT WITHOUT NEGOTIATION.**

Parts will be supplied FOB Destination including all delivery charges. The following definitions have been used to arrive at the figures as noted:

i) MARK-UP - The difference between the Contractors' laid-down cost for product and resale price to Canada. Mark-up includes applicable internal cost allocation by the Contractor such as material handling and general and administrative (G&A) expenses plus profit.

ii) LAID-DOWN COST - The cost incurred by a vendor to acquire a specific product or service for resale to the government. This includes but is not limited to the supplier's invoice price (less trade discounts), plus any applicable charges for incoming transportation, foreign exchange, customs duty and brokerage.

AUTHORIZATION FOR DELIVERY: The consignee will request delivery of goods/services identified in Pricing Schedule 2.1 (i), 2.1 (ii), 2.1 (iii) and 2.2 on form GC 227, Call Up Against a Contract.

**Consumer Price Index (CPI) - Option Year 2 and Option Year 3**

At the time option year 2 and option year 3 are each exercised the rates in the Basis of Payment will be increased or decreased by multiplying the rates by the percentage change in "The Consumer Price Index", major components, selected sub-groups and special aggregates, provinces, Whitehorse and Yellowknife, not seasonally adjusted" ("CPI" ) for the appropriate province for the 12 month period ending two months before the expiration date of the current period of the contract ("period"). The CPI which will be used is published in Statistics Canada Catalogue no. 62-001-X, tables 9-1 to 9-12, for the appropriate province all-items CPI of the period as described above.

Consumer Price Index for Canada is published by Statistics Canada and is available at:  
<https://www150.statcan.gc.ca/n1/daily-quotidien/200916/dq200916a-eng.htm?HPA=1&indid=3665-1&indgeo=0>

**Example:**

Pricing Schedule 1, Firm all inclusive rates

Option Year 1 firm pricing is \$2,500.00 per month. The CPI rate as of May 31, 2016 is 3.9%.  
 $\$2,500.00 \times 3.9\% = \$97.50$ . Therefore the firm monthly rate for Option Year 2 would be \$2,597.50.

Pricing Schedule 2, Labour Rate and Material

Option Year 1 rate for unscheduled work is \$10.00 per hour. The CPI rate as of May 31, 2016 is 3.9%.  
 $\$10.00 \times 3.9\% = \$0.39$ . Therefore the rate for the unscheduled work for Option Year 2 will be \$10.39 per hour.

**TOTAL ASSESSED PROPOSAL PRICE:**

Sum of Basis of Pricing 1.1 to 1.2 inclusively, \$ \_\_\_\_\_

Basis of Pricing 2.1(i), 2.1 (ii), 2.1 (iii) and 2.2: \$ \_\_\_\_\_

**Total bid price** \$ \_\_\_\_\_

**3) INSERT in the Request for Proposal at 1.2 Summary the following:**

This requirement is subject to the COVID-19 Vaccination Policy for Supplier Personnel. Failure to complete and provide the COVID-19 Vaccination Requirement Certification as part of the bid will render the bid non-responsive.

**4) INSERT in the Request for Proposal at PART 5 – CERTIFICATIONS AND ADDITIONAL INFORMATION under clause 5.1 Certificates Required with the Bid:**

**5.1.2 Additional Certifications Required with the Bid**

In accordance with the COVID-19 Vaccination Policy for Supplier Personnel, all Bidders must provide with their bid, the COVID-19 Vaccination Requirement Certification attached to this bid solicitation, to be given further consideration in this procurement process. This Certification incorporated into the bid solicitation on its closing date is incorporated into, and forms a binding part of any resulting Contract.

**COVID-19 Vaccination Requirement Certification**

I, \_\_\_\_\_ (*first and last name*), as the representative of \_\_\_\_\_ (*name of business*) pursuant to \_\_\_\_\_ (*insert solicitation number*), warrant and certify that all personnel that \_\_\_\_\_ (*name of business*) will provide on the resulting Contract who access federal government workplaces where they may come into contact with public servants will be:

- (a) fully vaccinated against COVID-19 with Health Canada-approved COVID-19 vaccine(s); or
- (b) for personnel that are unable to be vaccinated due to a certified medical contraindication, religion or other prohibited grounds of discrimination under the *Canadian Human Rights Act*, subject to accommodation and mitigation measures that have been presented to and approved by Canada;

until such time that Canada indicates that the vaccination requirements of the COVID-19 Vaccination Policy for Supplier Personnel are no longer in effect.

I certify that all personnel provided by \_\_\_\_\_ (*name of business*) have been notified of the vaccination requirements of the Government of Canada's COVID-19 Vaccination Policy for Supplier Personnel, and that the \_\_\_\_\_ (*name of business*) has certified to their compliance with this requirement.

I certify that the information provided is true as of the date indicated below and will continue to be true for the duration of the Contract. I understand that the certifications provided to Canada are subject to verification at all times. I also understand that Canada will declare a contractor in default, if a certification is found to be untrue, whether made knowingly or unknowingly, during the bid or contract period. Canada reserves the right to ask for additional information to verify the certifications. Failure to comply with any request or requirement imposed by Canada will constitute a default under the Contract.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Optional

For data purposes only, initial below if your business already has its own mandatory vaccination policy or requirements for employees in place. Initialing below **is not** a substitute for completing the mandatory certification above.

Initials: \_\_\_\_\_

Solicitation No. - N° de l'invitation  
EJ196-210384/A  
Client Ref. No. - N° de réf. du client  
20210384

Amd. No. - N° de la modif.  
01  
File No. - N° du dossier  
fk327. EJ196-210384

Buyer ID - Id de l'acheteur  
fk327  
CCC No./N° CCC - FMS No./N° VME

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Information you provide on this Certification Form and in accordance with the Government of Canada's COVID-19 Vaccination Policy for Supplier Personnel will be protected, used, stored and disclosed in accordance with the Privacy Act. Please note that you have a right to access and correct any information on your file, and you have a right to file a complaint with the Office of the Privacy Commissioner regarding the handling of your personal information. These rights also apply to all individuals who are deemed to be personnel for the purpose for the Contract and who require access to federal government workplaces where they may come into contact with public servants.

**All other terms and conditions remain the same.**