



Procurement Hub – Ottawa Office,  
200 Kent Street,  
Ottawa, Ontario K1A 0E6

January 21, 2022

**ADDENDUM NO. 4**

Subject: **Request for Proposal (RFP) - 30000982**

Title: **Janitorial Services for Canadian Coast Guard College**

Dear Sir/Madam:

Further to the above-mentioned Invitation to Tender, this **Addendum no. 4** is to advise potential bidders of the following Question & Answer:

- Q1.** At the site visit, an evening shift was noted. There is no place in the tender document indicating an evening shift or a form to price it on. Please confirm if we should include this on a separate page or if pricing matrix will be revised.
- A1.** Yes, the evening shift was discussed during the site visit and this will be considered as extra cleaning/duties. The extra charges should be shown on page 74, part B - Addition Charges for Extra duties. Bid will be evaluated on the total price.
- Q2.** Of the 21 staff required, how many are assigned to 'extra work', or are the staff performing this work additional to the 21?
- A2.** There is no defined staff level to perform this work. It's up to the contractor to establish the staffing level to meet the requirements in the contract.
- Q3.** Can you please confirm that the pricing table below is to capture the total annual costs per year for "Regular Cleaning" and 25 hours per week annually for "Extra Cleaning"?
- A3.** Yes, total annual cost will be captured as per the Part C – Total Cleaning Cost for the Bid evaluation (25 hrs. is for estimation bases for extra cleaning when required, It could be more or less)

**All other terms and conditions remain unchanged.**

Yours truly,

**Meenu Bhatia**

Contracting Officer

Procurement Hub, Materiel and Procurement Services

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