



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

There are security requirements associated with this 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

Title - Sujet RFP Property facility Management, Project Delivery and Optional Services London	
Solicitation No. - N° de l'invitation 08324-200590/B	Amendment No. - N° modif. 009
Client Reference No. - N° de référence du client 20200590	Date 2022-04-20
GETS Reference No. - N° de référence de SEAG PW-\$\$FK-307-80991	
File No. - N° de dossier fk307.08324-200590	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 2022-04-29 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: Cowell, Philip	Buyer Id - Id de l'acheteur fk307
Telephone No. - N° de téléphone (613) 296-1922 ()	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

Solicitation Amendment 009 is raised to respond to questions from the Industry.

Q1. Section 4.4 of Appendix G identifies the Operational Baselines for evaluation purposes. Specific to "Expected Property Management Services", can Canada confirm the following:

1. That the value identified (\$10,258,790) is inclusive of:

- a. Contractor's Labour?
- b. Operational Expense?
- c. Utility Expense?
- d. Contractor's Fees?

2. The *length of the term* represented with the value identified (\$10,258,790)?

R1. The value identified (\$10,258,790) is inclusive of the Contractor's direct labour as well as projected operations, maintenance and utility expenses. The value identified does not include Management Fees (referred to as Contractor's fees in the question). The value identified is representative of the four (4) year core term of the Contract.

Q2. Is there a scope around the cleaning, nothing is detailed in the tender document.

R2. Cleaning requirements specific to the Canadian High Commission in London, UK, are identified in Section 3.5 - Building Cleaning, of the Statement of Work (SoW) and Annex 10 - Interior Cleaning Standard for the London High Commission, that forms part of the Request for Proposal (RFP) documentation.

Q3. Does the management fee include all non-direct staff – i.e. all overhead staff?

R3. Correct. The management fee must consider all applicable non-allowable costs as defined in Clause 2.1.4 – Non-Allowable Costs of Appendix B, Terms of Payment. This includes indirect labour costs as stipulated in Clause 2.1.4.1.

Q4. Page counts – some of the requested information (e.g. plans for projects, programs for mobilization/demobilization/project scenario and environmental credentials) can be quite lengthy if comprehensive. Would you consider revisiting the clarification that states that all of this must be within the 100 page total?

R4. In consideration of the information required to respond to the Evaluation Criteria included in Appendix G, Part 1 of 4 of the Bid Solicitation, Canada is willing to increase the page count specific to Bidder Submissions by 50%, to a total of 150 pages.

Q5. The Statement of Work identifies the obligation of the successful proponent to support project work delivered by other parties. Can Canada please provide the estimated quantity (#) and the total value (\$) of the projects being delivered on an annual basis by other parties in relation to the Statement of Work.

R5. As the number and associated value of projects being delivered at the Canadian High Commission (CHC) in London, UK, varies from year to year, Canada is not able to provide specifics on the estimated number and/or total value of the projects delivered on an annual basis by other parties at this location. Bidders should assume that the majority of the projects that fall within the dollar value limits identified in Section 4 - Project Delivery Services (e.g.: CAN \$25,000

to \$500,000) of the Statement of Work will be assigned to the successful Contractor for development and/or execution

- Q6. Could Canada provide historical work order volumes for both preventative and demand maintenance?
- R6. No. This information is considered to be proprietary in nature in accordance with Clause 2.4 of Part 2 – Bidder Instructions, of the RFP. Canada has provided information specific to the inventory of building systems and equipment that the Contractor will be required to maintain on DFATD's Central Collab Website. This Website is accessible to Bidders. In accordance with Section 3.4 – Maintenance Management, of the Statement of Work, the Contractor must establish and maintain preventive maintenance checklists and schedules that detail various inspection tasks, maintenance routines and frequencies based on legislated requirements, tenant operational requirements, manufacturers' recommendations, age, condition and history of equipment and other relevant factors. In addition, the Contractor must plan and schedule inspections, testing, and related maintenance activities.
- Q7. Section 8.3.1 specific to drawing management services: Can Canada please confirm that any drawings produced as part of a project will be allowable cost?
- R7. Correct. The expense associated with the production of drawings as part of the delivery of a project is considered to be an allowable cost.
- Q8. Section 8.3.1 also indicates that the Contractor will be required convert original drawings / drawings in incompatible format to electronic version where required. Can Canada provide quantity of existing files remaining to convert?
- R8. No. As indicated in the response to Q7, the expense associated with the production of drawings is an allowable cost. This would include the expense associated with the conversion of hard copy and/or older electronic drawings into a format compatible with DFATD's existing drawing standard (AutoCad 2014, or later, in accordance with Section 8.3 – Drawing and Manual Management, of the Statement of Work). As the work associated with this particular requirement is an allowable cost, the quantity of files for conversion isn't a significant consideration for Bidders for the purposes of responding to the RFP.
- Q9. Section 8.1.1 indicates that the Contractor must submit all of the deliverables as outlined in Annex 7 in electronic format.
- a. Can Canada confirm that all deliverables outlined in Annex 7 must be provided in XML format as indicated in section 8.0? Or will most transactions take place via email?
 - b. If XML format is required for deliverables as outlined in Annex 7, can Canada please provide details associated with each of the XML transaction requirements? (for each transaction, please provide an associated list of values)
 - c. Please confirm the communication method that will be required for each transaction. i.e. Will Contractor be uploading files to a secure FTP, or will Contractor be required to Connect to Canada's systems directly?
 - d. If a direct connection to Canada's systems will be required, can Canada please identify the system.
- R9a. As indicated in Section 8.1 (specifically, 8.1.7) – Information Management and Reporting, of the Statement of Work, the format and/or content of the information, data and deliverables identified in Annex 7 will be as mutually agreed by the Technical and/or Contract Authorities and the Contractor, and will be typically produced in Microsoft (MS) Word for narrative documents, MS Excel for tabular information, data and reports, and Computer Aided Design and Drafting (CADD) software for drawings, plans and information of a digital nature. As the Microsoft (MS) Office Suite

has been fully compatible with the XML format since the release of MS Office 2007, meeting XML formatting requirements will not be an issue. Drawings are not required to be XML compatible. Most of the deliverables identified in Annex 7 will be produced in the software and/or format specified in Section 8.1.7 and will be submitted to DFATD via E-mail or posted to a secure web-based document sharing and storage solution. The document sharing and storage solution currently used by DFATD is known as Central Collab, a commercially available of-the-shelf (COTS) software solution developed and maintained by Oproma.

- R9b. Please refer to the response to Q9 a).
- R9c. Please refer to the response to Q9 a). The Contractor will not be required to establish and maintain a direct connection to Canada's systems.
- R9d. Please refer to the response to Question Q9 c). The Contractor will not be required to establish and maintain a direct connection to Canada's systems.

No other changes apply