



ADDENDUM # 1

Date: July 12, 2022

Title: Janitorial and Commercial Cleaning Services for the Consulate General of Canada in Sydney, Australia

The Department of Foreign Affairs, Trade and Development hereby amends, in accordance with this addendum the Request for Proposals (RFP) for the provision of Janitorial and Commercial Cleaning Services, bearing number 22-210469. This addendum hereby forms part of the RFP and the purpose is to:

1. Answer questions asked during the mandatory conference and site visit which were requiring the verification of information
2. Make clarifications to the RFP

This addendum is issued prior to receipt of bids to provide for certain revisions to and clarification of the solicitation documents.

QUESTIONS AND ANSWERS

- Q1.** Could temporary visa holders, non-permanent residents and/or students be assigned as regular cleaners?
- A1.** The Contractor is free to propose any type of employees as regular cleaner(s) in order to meet the requirements of Annex A – Statement of Work. However, the Contractor must make sure to comply with, but not limited to, with 5.9 Contractor's Personnel of the Statement of Work and Part 5 – Resulting Contract Clauses of the RFP, section 5.15.10 – Compliance with Local Laws.

Please note that, as indicated in Part 5 – Resulting Contract Clauses of the RFP, in section 5.15.12 Security Requirements, each member of the Contractor's personnel that will access the site must hold a valid personnel security screening level of Reliability Status. As the process may take from 4 to 12 weeks, Canada would prefer that the Contractor minimize the turnover of personnel.



AMENDMENTS TO THE RFP

1. On the Request for Proposal (RFP) first page, section "Proposal Delivery"

DELETE:

The section in its entirety.

INSERT:

Proposal Delivery

In order for the proposal to be valid, it must be received no later than 2:00 p.m. EDT (Eastern Daylight Time), (Ottawa, Ontario, Canada), **on July 29, 2022**. This date is referred to herein as the "Closing date".

Only electronic copies will be accepted and received at the following email address:

internationalproposals@international.gc.ca

Solicitation #: 22-210469

2. In Section 2. BACKGROUND of Annex A – Statement of Work

DELETE:

The section in its entirety.

INSERT:

The Mission is located on the 5th and 6th floors of a high rise tower. The interior area of the Mission is approximately 1,500 m² (approximately 1,250 m² of carpeted floors and approximately 250 m² of uncarpeted floors) plus an additional area of 150 m² of outdoor terrace space.

The Mission is comprised of two reception/waiting rooms, approximately 25 enclosed offices and approximately 15 cubicles, a boardroom, a multi-purpose room, a small staff lounge, 4 small storage rooms, a mailroom, 8 washrooms (3 with showers), 3 kitchenettes, 1 full kitchen and adjacent terraces.

Detailed floor plans will be provided at the contract award.

3. In Section 5. TASKS/REQUIREMENTS of Annex A – Statement of Work

DELETE:

Table 5.1 Routine Cleaning Services in its entirety.

INSERT:

The below table.

* Modifications have been highlighted in yellow



5.1 Routine Cleaning Services

The contractor must fulfil the following tasks:

Item	Tasks	Frequency				Special instructions
		Daily	Weekly	Monthly	Yearly	
Uncarpeted floors (approx. 250 m ²) I.e., tiled and laminate flooring in lift lobbies, 6 th floor reception, boardroom, kitchen/kitchenettes, washrooms.	Spot clean all areas	X				
	Wet mop and dry buff washrooms and kitchen	X				
	Wet mop and dry buff kitchenettes		X			
	Wet mop and dry buff boardroom, lift lobbies and 6 th floor reception			X		
Carpeted floors (approx. 1,250 m ²)	Spot clean, remove spills and stains	X				
	Vacuum		X			Three times a week
	Steam or shampoo clean				X	Must be scheduled in advance and approved by the Technical Authority or a delegate.
Terraces (6 outdoor terraces comprising a total surface area of approx. 150 m ²)	Spot clean	X				
	Sweep		X			
	Pressure wash				X	Pressure wash all terraces.
6 th floor – Narrow perimeter terrace (approx. 40 cm wide and 50 m cumulative length around 3 sides of building)	Cleaning of the floor, inside of low wall and glass balustrade				X	
Washrooms	Replenish hand soap, hand sanitizer, air freshener, paper towels and toilet paper	X				
	Wash and clean inside and exterior of toilet with detergent	X				Twice per day
	Clean counters and the sinks	X				Twice per day



Item	Tasks	Frequency				Special instructions
		Daily	Weekly	Monthly	Yearly	
	Remove trash from strainers in urinals (5 th floor public area lift lobby), check condition of strainers/pads	X				Change strainers when required.
	Clean all mirrors	X				
	Polish all metal (fixtures, dispensers, receptacles).	X				
	Remove all debris/litter from shower floor and clean drains	X				
	Spot-clean doors, walls and partitions	X				
	Wash and disinfect shower walls and shower trays with detergent		X			
	Low dusting		X			
	Pour a pail of clean water into floor drains		X			
	Clean the cabinet exteriors		X			
	Wash and clean all the shower sets which include: shower mixer, shower head, soap dispenser, shower walls and shower tray		X			
	High dusting, including exterior of bathroom ventilation fan		X			
	Wash and disinfect trash receptacles			X		
Kitchen/kitchenettes	Clean exterior surfaces of the following: microwave, kettle, coffee maker, fridge, and cabinets	X				
	Distribute/change hand-towels and dishcloths	X				



Item	Tasks	Frequency				Special instructions
		Daily	Weekly	Monthly	Yearly	
	Swap used hand-towels and dishcloths with service provider for clean stock; fold and distribute linens		X			Bi-weekly. * Note: The Mission has a contract with a service provider in place to supply linens.
	Clean interior of microwaves		X			
	Low dusting		X			
	Pour a pail of clean water into floor drains		X			
	Clean interior of fridges			X		
	High dusting			X		
	Clean interior of oven				X	Used infrequently. Check monthly. Clean twice per year or as needed.
Entrances, Exits, Lobbies, Reception, and Security Areas	Spot cleaning all surfaces and furniture	X				
	Clean both sides of door glass and frames		X			
	Damp wipe of countertops		X			
	Clean the furniture		X			
	Low dusting		X			
	High dusting			X		
	Damp wipe of cabinets exteriors			X		
Escorting/monitoring contractors.	Escort and monitor contractors related to cleaning or routine maintenance.			X		E.g. plant maintenance (every 3 weeks), sanitary bin collection (monthly).
Hallways	Spot clean doors and walls	X				
	Clean art pictures and frames		X			
	Low dusting		X			
	High dusting			X		
Offices, Workstations	Low dusting		X			
	High dusting			X		
Boardroom, multi-purpose room and staff lounge	Spot clean tables countertops, chairs and place chairs properly	X				
	Damp wipe of tables and countertops		X			



Item	Tasks	Frequency				Special instructions
		Daily	Weekly	Monthly	Yearly	
	Low dusting		X			
	High dusting			X		
Windows and Coverings	Clean all interior glass surfaces and frames, sills, glass in doors and glass partition walls			X		
	Dust all blinds			X		
	Vacuuming curtains (Consul General office)				X	
Stairway	Clean handrails	X				
	Clean steps and risers		X			
	Clean baseboards		X			
Storage rooms (multipurpose room storage, IT workroom, filing rooms (x2))	Spot clean doors, walls, shelving			X		
	Low dusting			X		
	High dusting				X	
Fire Services lift lobbies (One per floor, concrete flooring for a total surface area of 16 m ²)	Vacuum			X		
	Low dusting			X		
	High dusting			X		
Air Conditioning Ceiling Vents	High dusting			X		Twice per year
	Remove all debris and litter	X				



Item	Tasks	Frequency				Special instructions
		Daily	Weekly	Monthly	Yearly	
Trash Collection and Removal	Remove all trash collected from waste baskets and trash bins, Replace garbage bags when required.	X				<p>Deposit trash in containers of the building's trash and recycling room located in the parkade.</p> <p>Move trash bins (3) to street for the end of the day collection and return them to the storage area the following morning and this, from Monday to Thursday, each week.</p> <p>Move recycling bin to street fortnightly.</p> <p>Move paper recycling bins within office (4) to multipurpose room for collection fortnightly.</p>
	Remove waste from the shredders			X		
Hospitality Events – Chancery	General tidying of event area following the events; clean dishes (handwashing), and/or stacking/emptying the dishwasher.		X			Hospitality events are held 2-3x per month.



3. In ATTACHMENT 1 TO PART 4 – TECHNICAL EVALUATION CRITERIA, in 1.0 Mandatory Technical Criteria

DELETE:

M1 in its entirety.

INSERT:

The following table.

* Modifications have been highlighted in yellow

Mandatory Technical Criteria (MTC)					
N°	Mandatory technical criteria	Instructions for preparing proposals	Page where the information is in the proposal	SATISFIED	
				Yes	No
M1	<p>Bidder's Experience The Bidder must have three (3) years of experience in the provision of cleaning services acquired within the five (5) years prior to the bid closing date, for projects similar to those listed in Annex A, Statement of Work.</p> <p>Projects of similar size and scope are defined as follows:</p> <ul style="list-style-type: none"> a minimum duration of twelve (12) consecutive months; office space with a flooring size of at least 1,200 m² or a diplomatic/consular mission. 	<p>The following information must be provided for each project:</p> <ul style="list-style-type: none"> a) name of the company b) location (city, country); c) brief description of the work d) the start and end dates of the work (e.g. month / year). <p>The bidder must provide references for each project.</p> <p>The information must include:</p> <ul style="list-style-type: none"> e) Company Name f) Name of the reference and title g) E-mail address h) Telephone number <p>References may be contacted to verify the validity of the information provided by the Bidder.</p>			

ALL OTHER TERMS AND CONDITIONS REMAIN UNCHANGED