



**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 Request / Ce document contient une demande de sécurité

**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> Window cleaning nettoyage de vitres	
<b>Solicitation No. - N° de l'invitation</b> EJ196-220974/A	<b>Amendment No. - N° modif.</b> 004
<b>Client Reference No. - N° de référence du client</b> 20220974	<b>Date</b> 2022-07-29
<b>GETS Reference No. - N° de référence de SEAG</b> PW-\$\$FK-331-81294	
<b>File No. - N° de dossier</b> fk331.EJ196-220974	<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 2022-08-30</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 checked="" type="checkbox"/> <b>Other-Autre:</b> <input type="checkbox"/>	
<b>Address Enquiries to: - Adresser toutes questions à:</b> Richard, Caroline	<b>Buyer Id - Id de l'acheteur</b> fk331
<b>Telephone No. - N° de téléphone</b> (343) 551-2994 ( )	<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/ de l'entrepreneur (taper ou écrire en caractères d'imprimerie)</b>	
<b>Signature</b>	<b>Date</b>

# Site Visit Minutes EJ196-220974/A July 28, 2022

## 455 boul. De la Carrière RFP closes August 30th, 2022

Site Visit Start Time: 9:00 a.m. Site Visit end Time: 10:00 am

In attendance from PWGSC: Colleen Sullivan (TA), Caroline Richard (CA – Contracting Authority RPCD) and Cris Hill (Mentor - CA - Contracting Authority RPCD).

Bidders in Attendance: Proserv, Performance Window Cleaning,

- 1) Introduced myself as Contracting Authority (CA) and Colleen Sullivan as Technical Authority (TA) and Cris Hill as Mentor.
- 2) Reminded the bidders to use Buy & Sell and not MERX
- 3) Reminded the bidders that Security is Reliability now at Contract award
- 4) Reminded the bidders to take a look at the latest amendment where the AFR has been added and new closing date is August 30<sup>th</sup>.
- 5) Also reminded bidders that cleaning schedule and work plans are due 15 working day prior to commencement of any work, this would be discussed more with the awarded contract at the pre-commencement
- 6) Bidders were reminded as per the Covid-19 protocol to wear a mask at all time inside the premise, keep social distancing and not to touch any surfaces.
- 7) Bidders were reminded they are to have the proper certificates to work in the Quebec province.
- 8) Bidders were also reminded that the following certificates can be provided with the bid or just before contract award by the time allowed by the CA has agreed to, if it is not sent in by that deadline the bid will be considered non-responsive. The certificates are to be no more than 5yrs old for each employee named to work on the contract
  - a) a valid Working at Heights certificate/wallet card (online not accepted);
  - b) a valid First Aid/CPR certificate/wallet card;
  - c) a valid Workplace Hazardous Material Inventory System (WHMIS) certificate/wallet card and
  - d) Traffic Control certificate/wallet card
- 9) Bidders were reminded they are not allowed to clean the windows of a building or section of the building considered a construction site when work is in progress, they are to contact the TA
- 10) The bidders were reminded if there is a broken window, screen or construction they are to report it to the TA right away
- 11) Bidders were reminded to review the SOW for times of operations for the window cleanings
- 12) Bidders were reminded to review Part 4 as this will tell them everything they need to send in with the bid
  - Example list of employees legal names and date of births as per Part 6.2
  - Note that Annex D (Complete List of Names of all Board of Directors) is required with the Bid.
  - Annex F - AFR to be include with Bid

Colleen Sullivan started the tour of the site at 9:07am – 10:00am Site visit completed, bidders signed out

