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**AMENDMENT 001
 TO A REQUEST FOR
 PROPOSAL**

The referenced document is hereby revised; unless otherwise indicated, all other terms and conditions remain the same.

Issuing Office:
 Parks Canada Agency
 National Contracting Services
 Québec QC

Title: Janitorial Services at the Saint-Fidèle Visitor Centre, the Pointe-Noire Interpretation and Observation Centre and the Wharf at St.Catherine's Bay – Saguenay – St.Lawrence Field Unit	
Solicitation No.: 5P300-22-0239/A	Date: January 24, 2023
Client Reference No.: N/A	
GETS Reference No.: PW-23-01020097	

Solicitation Closes: At: 2:00 pm On: January 31, 2023	Time Zone: EST
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F.O.B.: Plant: <input type="checkbox"/> Destination: <input checked="" type="checkbox"/> Other: <input type="checkbox"/>	
Address Enquiries to: Marie-Michelle Mazerolle-Losier	
Telephone No.: 782-377-1839	Fax No.: N/A
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Destination of Goods, Services, and Construction: Parks Canada Agency 2820 Malcom-Fraser Boulevard and 141 highway 138 & 151 highway 138Saint-Fidèle, QC G5A 2J1 St. Catherine's Bay, QC G0T 1A0	

TO BE COMPLETED BY THE BIDDER

Vendor/Firm Name:	
Address:	
Telephone No.:	Email Address:
Name of person authorized to sign on behalf of the Vendor/Firm (type or print):	
Signature:	Date:

Solicitation No.:
5P300-22-0239/A

Amendment No.:
001

Contracting Authority:
Marie-Michelle Mazerolle-Losier

Client Reference No.:
N/A

Title:
Janitorial Services at the Saint-Fidèle Visitor Centre, the Pointe-Noire Interpretation and Observation Centre and the Wharf at St. Catherine Bay – Saguenay – St. Lawrence Field Unit

Amendment 001

This amendment is raised to:

- A. Answer the questions asked during the optional site visit held on January 12, 2023

A. Answers to the questions asked during the optional site visit on January 12, 2023

Baie-Sainte-Catherine Wharf

Does Parks Canada notify the supplier if the contract is renewed for option years after the first year of the contract?

Answer: Yes (see clause 6.4.2 on page 14 of the Request for Proposal).

Will there be compost this year in Baie-Sainte-Catherine (will the supplier have to take out a compost bin)?

Answer: No, not for the moment. The municipality of Baie-Sainte-Catherine has not yet provided Parks Canada with any information on this subject.

Is there only one janitor's closet at the Baie-Sainte-Catherine Wharf for all of the equipment?

Answer: Yes, there is only one which will be locked for the next season and accessible only by the Contractor and Parks Canada employees. There is no janitor's closet in the bathrooms.

Is it normal that there is currently no water in the washrooms?

Answer: Yes, it is normal because the water supply is disconnected for the winter. When the building opens in May, it is sometimes possible that the water supply is not restored depending on freezing conditions. If this happens, an arrangement is made with the supplier (see clause 3.1.2 of the Statement of Work on pages 23 of the Request for Proposal).

Since it appears to be written in the contract that the start date is May 1st, can the Contractor start work on that date?

Answer: Administratively, the service period of the contract is from May 1 to November 30, for each of the three years of the contract (see clause 6.4.1 on page 14 of the request for proposal). These dates include the administrative procedures with Parks Canada, such as the start-up meeting at the beginning of the season, the loan of keys, etc. However, the major cleaning work itself will begin in mid-May for the Baie-Sainte-Catherine Wharf and in mid-June for the Saint-Fidèle Visitor Centre and the Pointe-Noire Interpretation and Observation Centre (see clause 3.1.2 of the Statement of Work on page 23 of the Request for Proposal).

What furniture is in the main room of the Baie-Sainte-Catherine Wharf?

Answer: There are benches, a counter and a television screen.

Do the two carpets near the entrance doors of the building stay there all year long and how should they be maintained?

Answer: Yes, the mats are there during the entire period of operation from May to October. The required maintenance is to clean them with a vacuum and shake them out.

Do the outdoor trash cans remain in place year round?

Answer: Yes, the multi-material waste bins (garbage and recycling) remain on site at all times.

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Do the tenants at the Baie-Sainte-Catherine Wharf have their own cleaning equipment?

Answer: Yes, the tenants have their own equipment. The two premises rented at the Baie-Sainte-Catherine Wharf are excluded from the janitorial services contract with Parks Canada.

Is a vacuum provided by Parks Canada as there are tasks that require sweeping?

Answer: No, the Contractor is responsible for providing the equipment necessary to complete the tasks expected. No vacuum will be provided by Parks Canada.

Pointe-Noire Interpretation and Observation Centre

What is the number of visitors per year on the site?

Answer: Between 8,000 and 10,000 visitors per year.

Is there lighting at the footbridge at night?

Answer: No, there is no lighting on the site at night.

Is it only Parks Canada staff who have access to the upper floor of the guard house building?

Answer: Yes, only Parks Canada employees have access to the upper floor of the guard house building where the offices are located. During the operational season, the door to the second floor is locked at all times to prevent visitors from gaining access to this part of the building. Therefore, janitorial tasks on this floor can only be done during business hours (see clause 3.1.3 of the Statement of Work on page 24 of the Request for Proposal).

How many staff members are permanently in the guard house building?

Answer: Depending on their tasks for the day, there may be 3 or 4 people in the guard house building (e.g., team leader, interpreter-guide, science observer).

Are the two observation decks and the second house at the bottom of the site covered by the janitorial services contract?

Answer: No, the sites to be maintained under this contract are the gatehouse, the observation deck located on the upper plateau of the site (between the gatehouse and the guard house building) and the parking lots (see clause 3.1.1 of the Statement of Work on page 23 of the Request for Proposal). Other facilities will be the responsibility of Parks Canada staff.

Is there an interior access between the main floor and the basement of the guard house building?

Answer: No, the access between the first floor and the basement is from the outside only.

Given that there is no lighting on the site during the evening and that janitorial tasks must be done after business hours, is there a safety issue for the maintenance staff?

Answer: Given that the contract is for the operational period of June through October, there is an extended period of daylight. Maintenance tasks can be done before 10:00 a.m. or after 5:00 p.m. which leaves enough time to come to the site during the daylight period. Finally, some tasks can also be done during business hours, such as maintenance of the upper floor of the guard house building as well as outdoor tasks (see clause 3.1.3 of the Statement of Work on page 24 of the Request for Proposal).

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Is there a gate to prevent visitors from entering the site outside of business hours?

Answer: No, there is no gate at the entrance of the site. The Contractor's employees must therefore be polite and courteous at all times if they encounter visitors on the site outside of business hours. Most importantly, building doors must be locked at all times during non-business hours to prevent visitors from gaining access to the buildings. "The Contractor must not allow any person, other than authorized personnel, to enter the buildings outside the permitted hours of operation." (see clause 2.5 paragraph 3 of the Statement of Work on page 22 of the Request for Proposal).

Saint-Fidèle Visitor Centre (not accessible for the January 12, 2023 visit)

What are the places to be maintained at the Saint-Fidèle Visitor Centre?

Answer: Only the main building is included in the contract. This 107.2 m³ building includes a reception and exhibit area, an office for Parks Canada staff and two washrooms (each with a few sinks and toilets). Here are some photos of the interior of the main building:

Saint-Fidèle Visitor Centre – Reception Area



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Saint-Fidèle Visitor Centre – Exhibit Area



Saint-Fidèle Visitor Centre – Personnel Office



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Saint-Fidèle Visitor Centre – Women’s Washroom



Saint-Fidèle Visitor Centre – Men’s Washroom



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General

Does Reliability Status need to be redone if a Contractor employee has already obtained it in the previous year?

Answer: “The Contractor/vendor’s personnel [...] that require unescorted access to work site(s) [...] must EACH hold and maintain a valid RELIABILITY STATUS [...]” (see clause 6.1.1 on page 13 of the Request for Proposal). Following contract award, the Contractor must therefore have all employees complete security forms in order for the Parks Agency Security Branch to grant a reliability status to new employees or confirm the validity of the status obtained in previous years by previous employees.

ALL OTHER TERMS & CONDITIONS REMAIN UNCHANGED