



## ADDENDUM # 1

Date: March 17, 2023

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

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

1. Answer questions related to the RFP that we recently received;
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.

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## QUESTIONS AND ANSWERS

- Q1.** Who is responsible to provide globes/light tubes for re-lamping?
- A1.** The Mission will be responsible for re-lamping.
- Q2.** Floor plans: Will floor plans be provided for the purpose of preparing bids?
- A2.** Floor plans are not included in the Request for Proposals documentation due to security policy. As noted in Annex A, section 2, detailed floor plans will be provided upon the contract award.
- Q3.** Trash Collection and Removal - Please confirm that the trash bins can be moved to the street at the end of the day, and collected the next morning.
- A3.** This is correct. This duty is indicated in Annex A, section 5. The Contractor will move 1-2x 240L trash bins from the bin storage room in the carpark to the street a minimum of two times, and up to 4 times per week.
- Q4.** Trash Collection and Removal - Please clarify the size and quantity of recycling bins, and the frequency for removal of recyclable materials.
- A4.** Please refer to the Amendment to the RFP, section 2, page 6 of this Addendum.



- Q5.** Attachment 1 to Part 3 – Certifications. Integrity Provisions – Declarations of convicted offences  
We do not have any convictions – Do I just type in my initials and say we do not have any convictions?
- A5.** This is a policy that we encourage Bidders to review. The bidders will only be required to complete documentation for integrity provisions if one or more of the conditions listed applies to them. If none of the conditions apply, then the Bidder does not need to submit a form.
- You need to confirm that you have read the information by providing your initials.
- Q6.** Integrity Provisions – Required Documentation – What documentation is required? I opened the link and read it and does not ask for any documentation. Do we just initial it?
- A6.** This is a policy that we encourage Bidders to review. You need to confirm that you have read the information by providing your initials.



**AMENDMENT TO THE RFP**

**1. Part 4 - Evaluation Procedures and Basis of Selection, Rating Table**

**DELETE:** In its entirety.

**INSERT:**

\* Modifications have been highlighted in yellow

Rating Table: This Rating Table applies to all Point Rated Technical Criteria	
Percentage of Available Points	Basis for Percentage Distribution
0%	The response is deficient.
50%	The response includes some information, but is also missing a substantial amount of information. Some elements poorly described.
70%	The response includes most of the information required to be complete meeting the established minimum and contains no significant weaknesses.
90%	The response includes a substantive amount of the information required to be complete and contains several value added elements.
100%	Substantial details provided leading to a complete and thorough understanding of the requirement.



2. Under Annex A – Statement of Work, Tasks/Requirements

**DELETE:** The table 5.1 Routine Cleaning Services in its entirety.

**INSERT:**

5.1 Routine Cleaning Services

The contractor must fulfil the following tasks:

\* Modifications have been highlighted in yellow

Item	Tasks	Frequency				Special instructions
		Daily	Weekly	Monthly	Yearly	
Uncarpeted floors (approx. 250 m <sup>2</sup> ) I.e., tiled and laminate flooring in lift lobbies, 6 <sup>th</sup> floor reception, boardroom, kitchen/kitchenettes, washrooms.	Spot clean all areas	X				
	Wet mop washrooms and kitchen	X				
	Wet mop kitchenettes		X			
	Wet mop boardroom, lift lobbies and 6 <sup>th</sup> floor reception			X		
Carpeted floors (approx. 1,250 m <sup>2</sup> )	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 Project Authority or a delegate.
Terraces (6 outdoor terraces comprising a total surface area of approx. 150 m <sup>2</sup> )	Spot clean	X				
	Sweep		X			
	Pressure wash				X	Pressure wash all terraces.
6 <sup>th</sup> 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	



Item	Tasks	Frequency				Special instructions
		Daily	Weekly	Monthly	Yearly	
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				
	Clean counters and the sinks	X				Twice per day
	Remove trash from strainers in urinals (5 <sup>th</sup> 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			



Item	Tasks	Frequency				Special instructions
		Daily	Weekly	Monthly	Yearly	
	Distribute/change hand-towels and dishcloths	X				
	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		
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			
	Low dusting		X			
	High dusting			X		



Item	Tasks	Frequency				Special instructions
		Daily	Weekly	Monthly	Yearly	
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 <sup>2</sup> )	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 1-2x 240L trash bins to street for the end of the day collection and return them to the storage area the following morning and this, a minimum of two times, and up to 4 times per week, each week.</p> <p>Move 240L co-mingled (glass and plastic) recycling bin to street fortnightly.</p> <p>Move 3x 240L paper recycling bins within office to multipurpose room for collection 1-2 times per month.</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. Under Annex A – Statement of Work 5.9 Contractor’s personnel**

**INSERT:**

The estimated manpower level is a minimum of 6 person-hours per day, e.g. 2 cleaners x 3 hours, or 1 cleaner for 6.5 hours (including 30min unpaid break). However, the Contractor will be responsible to determine the number of personnel required to complete the Work.

**4. Under Annex A – Statement of Work, 11. Terminology**

**DELETE:**

**Materials:**

include, but are not limited to, toilet tissue paper, facial tissues, paper hand towels, hand soap, deodorant, blocks, hand sanitizer, plastic bags and sani-bags, as required for the performance of the work, in addition to the supplies necessary for the physical cleaning of the building(s).

\*Note: materials provided by the Project Authority and those provided by the Contractor are itemized in Annex A, sections 5.3 and 9.1 respectively.

**ALL OTHER TERMS AND CONDITIONS REMAIN UNCHANGED**