



ADDENDUM # 2

Date: January 4th, 2024

Title: Commercial Cleaning Services for Embassy of Canada to United States of America in Washington D.C

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 24-241937. This addendum hereby forms part of the RFP and the purpose is to:

1. Answer questions related to the RFP that we received.
2. Amendment 001 Request For Proposal at 5.4.1.1 of Statement of Work (SoW)

This addendum is issued prior to receipt of bids to answer a question for clarification and to amend the solicitation documents.

QUESTIONS AND ANSWERS

Q1. What are the insurance coverage limit requirements?

A1. You will find insurance information on page 33 of the request for proposal under:

5.20 INSURANCE TERMS

5.20.1 Insurance at discretion of Contractor

Q2. Are there any special insurance coverage requirements?

A2. You will find insurance information on page 33 of the request for proposal under:

5.20 INSURANCE TERMS

5.20.1 Insurance at discretion of Contractor

Q3. On page 49 of the RFP, it states under 5.4.1.1 "The Contractor must provide supervisor with an on-site computer for the purposes of communicating information, during working hours, related to the performance of this Contract only..."

Is a stand-alone computer required for this, or can the Contractor provide a mobile smart-phone for these purposes?



- A3. Yes. The Contractor can provide a mobile smartphone for these purposes in place of a computer as long as the Supervisor can be contacted at a company email address on that smartphone, as also mentioned in 5.4.1.1.

AMENDMENT 001

1. In the Statement of work;

Delete in its entirety

5.4.1.1 Equipment and Tools

INSERT:

5.4.1.1 Equipment and Tools

The Contractor must provide supervisor with an on-site computer or mobile smartphone for the purposes of communicating information, during working hours, related to the performance of this Contract only. The Contractor will assign the supervisor a company email address.

The Contractor must supply commercial quality cleaning equipment to ensure the cleanliness and sanitation of all areas in the chancery. The equipment provided must be of good quality, appropriate to the task and energy efficient.

The Contractor must ensure that all equipment used to perform the work is in a good and functional state. The Project Authority reserves the right to have the equipment judged to be unsafe, not suitable or defective taken out of service. Repairs must be made immediately to any device that poses a safety or fire hazard. Such equipment must be removed from use as soon as defects have been observed. The Contractor must provide replacement equipment, when necessary.

No equipment must be operated with more than one (1) 50-foot electric extension cord added to the manufacturers' original electric cord. Equipment that has had the original electric cord altered must not be used with any additional extension cord attached.

Equipment includes but is not limited to;

- One (1) Upright HEPA Filter Vacuum;
- One (1) Wet Vacuum;
- Two (2) Power Flite (or equivalent) Floor Fans;
- One (1) Advanced Plus 20 (or equivalent) Buffer Machine;
- One (1) Wax Stripper Machine; • Several Mops and Brooms;
- Four (4) cleaning carts; and



- Three (3) ProTeam (or equivalent) HEPPA Vacuums.

Other miscellaneous equipment and tools not otherwise provided or specified but necessary to perform the required services.

Steam cleaners, pressure washers, hoses, and other devices that use water must not leak and must be maintained to always operate in a safe manner.

The Contractor is entirely responsible for the periodical testing of on-site equipment in accordance with any Health and Safety requirement under local Law.

Vacuum cleaners must have HEPA dust filters and have a very low noise output when in maximum operation. Decibel ratings of equipment must be submitted for approval by the Project Authority. Cleaning equipment must be energy efficient.

Equipment brought into the Embassy, as part of this Contract must NOT be removed without the prior knowledge of the Project Authority. When equipment is removed for repairs, it must be replaced with a like piece for use during the repair period.

ALL OTHER TERMS AND CONDITIONS REMAIN UNCHANGED