



Materiel and Procurement Services / Services du materiel et des acquisitions  
Procurement Hub – Ottawa / Centre d'approvisionnement – bureau d'Ottawa  
200 Kent Street | 200 rue Kent  
Ottawa, ON, K1A 0E6

May 04, 2023

### ADDENDUM #3

**Subject: REQUEST FOR PROPOSAL 30000348  
Janitorial Services for the Canadian Coast Guard Southside Base Facility**

Addendum #3 is issued to provide a response to a question pertaining to the above noted proposal call, and to reduce the number of resource required from 2 to 1, as listed below:

#### Questions and Answers

Q1. This tender has an option term for one (1) year. May I inquire if there is a reason there is only one (1) option year? In 2018 previous tender call had the option to extend the term of the Contract by up to 3 additional 1-year period(s).

A1. See attached revised Page 18 & 19 of 43 – PART 1 – GENERAL INFORMATION – Article 6.4 dated May 04, 2023.

This Amendment is also to address the changes/updates to the Request for Proposal package as listed below, due to the question and the response presented and the reduction in the number of resources, which is as follows:

Delete in its entirety: Page 18 & 19 of 43 – PART 1 – GENERAL INFORMATION  
Insert the following: Revised Page 18 & 19 of 43 – PART 1 – GENERAL INFORMATION  
(Article 6.4 – Term of Contract ) dated May 04, 2023 (attached hereto)

Delete in its entirety: Page 27 of 43 – Statement Of Work  
Insert the following: Page 27 of 43 – Statement Of Work - Revised Page 27 of 43 dated May 04, 2023  
(attached hereto)

Delete in its entirety: Page 8 & 9 - ATTACHMENT 1 TO PART 3, PRICING SCHEDULE  
Insert the following: Page 8 & 9 - ATTACHMENT 1 TO PART 3, PRICING SCHEDULE – Revised  
and dated May 04, 2023 (attached hereto)

Delete in its entirety: Page 35 & 36 - ANNEX "B" BASIS of PAYMENT  
Insert the following: Revised ANNEX "B" BASIS of PAYMENT dated May 04, 2023 (attached hereto)

All other Terms and Conditions for this requirement remain unchanged.

Yours truly,  
Beverly Shawana  
Procurement Specialist (Consultant)/Spécialiste en approvisionnement (consultant)  
Fisheries and Oceans Canada/Pêches et Océans Canada  
Procurement Services and Procurement Hub/Les services d'approvisionnement  
Procurement Hub NCR/Centre d'approvisionnement RCN  
PH: 613-915-0113  
E-mail/courriel: [beverly.shawana@dfp-mpo.gc.ca](mailto:beverly.shawana@dfp-mpo.gc.ca)

1. Invoices must be submitted in the Contractor's name to [DFO.invoicing-facturation.MPO@DFO-MPO.gc.ca](mailto:DFO.invoicing-facturation.MPO@DFO-MPO.gc.ca) with a cc to the Project Authority (*to be inserted at contract award*). The Contractor must submit invoices for each delivery or shipment; invoices must only apply to the Contract. Each invoice must indicate whether it covers partial or final delivery.
2. Invoices must show:
  - a. Contractor's Name and remittance physical address;
  - b. Contractor's CRA Business Number or Procurement Business Number (PBN);
  - c. Invoice Date;
  - d. Invoice Number;
  - e. Invoice Amount (broken down into item and tax amounts);
  - f. Invoice Currency (if not in Canadian dollars);
  - g. DFO Reference Number (PO Number or other valid reference number);
  - h. DFO Contact Name (DFO employee who initiated the order or to whom the goods were sent. **Note:** Invoice will be return to the Contractor if that information is not provided);
  - i. Description of the goods or services supplied (provide details of expenditures (such as item, quantity, unit of issue, fixed time labour rates and level of effort, subcontracts, as applicable) in accordance with the Basis of Payment, exclusive of Applicable Taxes;
  - j. deduction for holdback, if applicable;
  - k. the extension of the totals, if applicable; and
  - l. if applicable, the method of shipment together with date, case numbers and part or reference numbers, shipment charges and any other additional charges.
3. Applicable Taxes must be specified on all invoices as a separate item along with corresponding registration numbers from the tax authorities. All items that are zero-rated, exempt or to which Applicable Taxes do not apply, must be identified as such on all invoices.
4. By submitting an invoice, the Contractor certifies that the invoice is consistent with the Work delivered and is in accordance with the Contract.

### 6.3.2 Supplemental General Conditions

**4013** (2022-06-20), Compliance with on-site measures, standing orders, policies, and rules, apply to and form part of the Contract.

The Contractor must comply and ensure that its employees and subcontractors comply with all security measures, standing orders, policies or other rules in force at the site where the Work is performed.

## 6.4 Term of Contract

### 6.4.1 Period of the Contract

The period of the Contract is from the Award date to April 30, 2027 inclusive.

## 6.5 Authorities

### 6.5.1 Contracting Authority

The Contracting Authority for the Contract is:

Name: Beverly Shawana

Title: Contracting Officer (consultant)

Department: Fisheries and Oceans Canada

Directorate: Materiel and Procurement Services

Address: 200 Kent Street, Ottawa, ON K1A 0E6

Telephone: N/A

E-mail address: [DFOtenders-soumissionsMPO@dfo-mpo.gc.ca](mailto:DFOtenders-soumissionsMPO@dfo-mpo.gc.ca) c.c. [Beverly.shawana@dfo-mpo.gc.ca](mailto:Beverly.shawana@dfo-mpo.gc.ca)

The Contracting Authority is responsible for the management of the Contract and any changes to the Contract must be authorized in writing by the Contracting Authority. The Contractor must not perform work in excess of or outside the scope of the Contract based on verbal or written requests or instructions from anybody other than the Contracting Authority.

### 6.5.2 Project Authority *(to be inserted at Contract award)*

The Project Authority for the Contract is:

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Organization: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_

E-mail address: \_\_\_\_\_

The Project Authority is the representative of the department or agency for whom the Work is being carried out under the Contract and is responsible for all matters concerning the technical content of the Work under the Contract. Technical matters may be discussed with the Project Authority, however the Project Authority has no authority to authorize changes to the scope of the Work. Changes to the scope of the Work can only be made through a contract amendment issued by the Contracting Authority.

### 6.5.3 Contractor's Representative *(to be inserted at Contract award)*

The Contractor's Representative for the Contract is:

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Organization: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_

Facsimile: \_\_\_\_\_

E-mail address: \_\_\_\_\_

**(Revised May 04, 2023)**

**4.3** Cleaning services shall be provided to the following areas listed below, **two (2) days per week**, Tuesday and Thursday, every week of the calendar year **excluding** federal holidays.

- **Old Boat Shed, 195 Southside Road**
  - o Room #1 and adjacent washroom, room #3 and room #4

**4.4 Statutory Holidays observed by the Federal Government:**

- New Year's Day
- Good Friday
- Easter Monday
- Victoria Day
- Canada Day
- Municipal holiday (1st Monday in August)
- Labour Day
- National Day for Truth and Reconciliation
- Thanksgiving Day
- Remembrance Day
- Christmas Day
- Boxing Day

**4.5 Level of Effort:**

For areas noted above where cleaning takes place Monday through Friday the Contractor shall have a minimum of two (2) personnel working to cover 195, 270, 280 & 440 Southside Road, from 0700hrs to 1500hrs

Janitorial services that are required in the areas noted above during Weekends (Saturday & Sunday) and on designated Federal Holidays, a minimum of two (2) hours per day shall be required. Contractor to determine the number of personnel required.

**5.0 Personnel and Security Requirements:**

**5.1** The Contractor will advise the FM of the telephone number at which he/she or his/her representative may be contacted at any time.

**5.2** The Contractor and his/her employees will be required to provide personal information, such as address and date of birth to Public Services and Procurement Canada's Contractor Screening Program (CSP)

**5.3** Only those employees of the contractor who receive the required clearance level (**Reliability Status**) will be allowed on-site.

**5.4** The Contractor shall submit his/her name and a list of the names of all employees, and update as necessary to include new employees engaged during the Contract who will be working under this Contract to the FM immediately following notification of Contract award. Only those employees whose names have been previously provided to the FM will be allowed access to the site of work. No other persons accompanying employees will be allowed on-site.

**5.5** Smoking is prohibited throughout the facility with the exception of designated outdoor areas

**5.6** All cleaning staff employed by the Contractor, regardless of hours of work must sign IN and OUT; and enter the times of arrival and departure in registers or on sheets so provided at the Commissionaires desk located at the Site Security Trailer, 280 Southside Road. In the event of a dispute and the absence of other evidence, the register will be regarded as evidence of hours of work. Failure to sign "out" will render the entry invalid.

**ATTACHMENT 1 TO PART 3, PRICING SCHEDULE (Revised May 04, 2023)**

The Bidder **must** complete this pricing schedule and include it in its financial bid.

The volumetric data included in this pricing schedule are provided for bid evaluated price determination purposes only. They are not to be considered as a contractual guarantee. Their inclusion in this pricing schedule does not represent a commitment by Canada that Canada's future usage of the services described in the bid solicitation will be consistent with this data.

Under any resulting contract, Canada will not accept travel and living expenses that may need to be incurred by the contractor for any relocation of resources required to satisfy its contractual obligations.

The Contractor will be paid for the actual hours worked at the firm hourly rates detailed below.

**Contract Period: Date of Contract Award to April 30, 2027**

A.

	<b>Period: Contract Award to April 30, 2024</b>			
<b>Location of Janitorial Services</b>	<b>Quantity (Hours) (A)</b>	<b>Number of Resources (B)</b>	<b>All-inclusive Hourly Rate (C)</b>	<b>Total ( A x B X C ) = (D)</b>
<b>Locations 5 days per week</b> <ul style="list-style-type: none"> <li>• Buoy Maintenance Facility</li> <li>• Small Vessel Repair (SVR) and Carpentry Shop</li> <li>• Office Trailer</li> <li>• Site Security Trailer</li> <li>• Old Boat Shed</li> </ul>	1950	1	\$	\$
<b>Location 2 days per weekend</b> <ul style="list-style-type: none"> <li>• Site Security Trailer</li> </ul>	104	1	\$	\$
<b>Extra Tasks to be completed:</b> Semi Annual Strip/Wax Floors	45	1	\$	\$
	<b>TOTAL</b>			<b>\$</b>

## B.

	Period: May 01, 2024 to April 30, 2025			
Location of Janitorial Services	Quantity (Hours) (A)	Number of Resources (B)	All-inclusive Hourly Rate (C)	Total ( A x B X C ) = (D)
Locations 5 days per week <ul style="list-style-type: none"> <li>Buoy Maintenance Facility</li> <li>Small Vessel Repair (SVR) and Carpentry Shop</li> <li>Office Trailer</li> <li>Site Security Trailer</li> <li>Old Boat Shed</li> </ul>	1950	1	\$	\$
Location 2 days per weekend <ul style="list-style-type: none"> <li>Site Security Trailer</li> </ul>	104	1	\$	\$
Extra Tasks to be completed: Semi Annual Strip/Wax Floors	45	1	\$	\$
	<b>TOTAL</b>			\$

## C.

	Period: May 01, 2025 to April 30, 2026			
Location of Janitorial Services	Quantity (Hours) (A)	Number of Resources (B)	All-inclusive Hourly Rate (C)	Total ( A x B X C ) = (D)
Locations 5 days per week <ul style="list-style-type: none"> <li>Buoy Maintenance Facility</li> <li>Small Vessel Repair (SVR) and Carpentry Shop</li> <li>Office Trailer</li> <li>Site Security Trailer</li> <li>Old Boat Shed</li> </ul>	1950	1	\$	\$
Location 2 days per weekend <ul style="list-style-type: none"> <li>Site Security Trailer</li> </ul>	104	1	\$	\$
Extra Tasks to be completed: Semi Annual Strip/Wax Floors	45	1	\$	\$
	<b>TOTAL</b>			\$

D.

Period: May 01, 2026 to April 30, 2027				
Location of Janitorial Services	Quantity (Hours) (A)	Number of Resources (B)	All-inclusive Hourly Rate (C)	Total ( A x B X C ) = (D)
<b>Locations 5 days per week</b> <ul style="list-style-type: none"> <li>• Buoy Maintenance Facility</li> <li>• Small Vessel Repair (SVR) and Carpentry Shop</li> <li>• Office Trailer</li> <li>• Site Security Trailer</li> <li>• Old Boat Shed</li> </ul>	1950	1	\$	\$
<b>Location 2 days per weekend</b> <ul style="list-style-type: none"> <li>• Site Security Trailer</li> </ul>	104	1	\$	\$
<b>Extra Tasks to be completed:</b> Semi Annual Strip/Wax Floors	45	1	\$	\$
<b>TOTAL</b>				<b>\$</b>

**D. Total Estimated Cost**

<b>1. Total Price Contract Period (Sum of Column D for A, B, C and D )</b>	<b>\$</b>
<b>2. HST (13%) (on Total Sum of #1)</b>	<b>\$</b>
<b>3. Total Estimated Cost (Sum of #1 and #2)</b>	<b>\$</b>

**ANNEX "B"**  
**BASIS of PAYMENT (Revised May 04, 2023)**

The volumetric data included in this pricing schedule are provided for bid evaluated price determination purposes only. They are not to be considered as a contractual guarantee. Their inclusion in this pricing schedule does not represent a commitment by Canada that Canada's future usage of the services described in the bid solicitation will be consistent with this data.

Under any resulting contract, Canada will not accept travel and living expenses that may need to be incurred by the contractor for any relocation of resources required to satisfy its contractual obligations.

The Contractor will be paid for the actual hours worked at the firm hourly rates detailed below.

**Services and Associated Costs**

Payment will be based on the information on the recorded sign/out sheet. If the contractor does not work a full day the daily rate will be pro-rated.

For the provision of all services, including all associated costs necessary to carry out the required work  
***The level of effort by the contractor to clean this facility properly requires a 7.5 hour work day.***

**1 . Contract Period: Date of Contract Award to April 30, 2027**

**A.**

	<b>Period: Contract Award to April 30, 2024</b>			
<b>Location of Janitorial Services</b>	<b>Quantity (Hours) (A)</b>	<b>Number of Resources (B)</b>	<b>All-inclusive Hourly Rate (C)</b>	<b>Total ( A x B X C ) = (D)</b>
<b>Locations 5 days per week</b> <ul style="list-style-type: none"> <li>• Buoy Maintenance Facility</li> <li>• Small Vessel Repair (SVR) and Carpentry Shop</li> <li>• Office Trailer</li> <li>• Site Security Trailer</li> <li>• Old Boat Shed</li> </ul>	1950	1	\$	\$
<b>Location 2 days per weekend</b> <ul style="list-style-type: none"> <li>• Site Security Trailer</li> </ul>	104	1	\$	\$
<b>Extra Tasks to be completed:</b> Semi Annual Strip/Wax Floors	45	1	\$	\$
	<b>TOTAL</b>			<b>\$</b>



**B.**

Period: May 01, 2024 to April 30, 2025				
Location of Janitorial Services	Quantity (Hours) (A)	Number of Resources (B)	All-inclusive Hourly Rate (C)	Total ( A x B X C ) = (D)
<b>Locations 5 days per week</b> <ul style="list-style-type: none"> <li>• Buoy Maintenance Facility</li> <li>• Small Vessel Repair (SVR) and Carpentry Shop</li> <li>• Office Trailer</li> <li>• Site Security Trailer</li> <li>• Old Boat Shed</li> </ul>	1950	1	\$	\$
<b>Location 2 days per weekend</b> <ul style="list-style-type: none"> <li>• Site Security Trailer</li> </ul>	104	1	\$	\$
<b>Extra Tasks to be completed:</b> Semi Annual Strip/Wax Floors	45	1	\$	\$
<b>TOTAL</b>				\$

**C.**

Period: May 01, 2025 to April 30, 2026				
Location of Janitorial Services	Quantity (Hours) (A)	Number of Resources (B)	All-inclusive Hourly Rate (C)	Total ( A x B X C ) = (D)
<b>Locations 5 days per week</b> <ul style="list-style-type: none"> <li>• Buoy Maintenance Facility</li> <li>• Small Vessel Repair (SVR) and Carpentry Shop</li> <li>• Office Trailer</li> <li>• Site Security Trailer</li> <li>• Old Boat Shed</li> </ul>	1950	1	\$	\$
<b>Location 2 days per weekend</b> <ul style="list-style-type: none"> <li>• Site Security Trailer</li> </ul>	104	1	\$	\$
<b>Extra Tasks to be completed:</b> Semi Annual Strip/Wax Floors	45	1	\$	\$
<b>TOTAL</b>				\$

D.

<b>Period: May 01, 2026 to April 30, 2027</b>				
<b>Location of Janitorial Services</b>	<b>Quantity (Hours) (A)</b>	<b>Number of Resources (B)</b>	<b>All-inclusive Hourly Rate (C)</b>	<b>Total ( A x B X C ) = (D)</b>
<b>Locations 5 days per week</b> <ul style="list-style-type: none"> <li>• Buoy Maintenance Facility</li> <li>• Small Vessel Repair (SVR) and Carpentry Shop</li> <li>• Office Trailer</li> <li>• Site Security Trailer</li> <li>• Old Boat Shed</li> </ul>	1950	1	\$	\$
<b>Location 2 days per weekend</b> <ul style="list-style-type: none"> <li>• Site Security Trailer</li> </ul>	104	1	\$	\$
<b>Extra Tasks to be completed:</b> Semi Annual Strip/Wax Floors	45	1	\$	\$
<b>TOTAL</b>				<b>\$</b>