



Return Bids to:

Retourner les soumissions à:

CPC Connect Service

Bid Receiving Natural Resources Canada

See herein for bid submission instructions

**Request for Proposal (RFP)
AMENDMENT**

**Demande de proposition (DDP)
MODIFICATION**

Proposal To: Natural Resources Canada

We hereby offer to sell to His Majesty the King in right of Canada, in accordance with the terms and conditions set out herein, referred to herein or attached hereto, the goods, services, and construction listed herein and on any attached sheets at the price(s) set out therefor.

Comments – Commentaires

Issuing Office – Bureau de distribution

Finance and Procurement Management Branch

Natural Resources Canada

580 Booth Street

Ottawa, Ontario

K1A 0E4

Title – Sujet	
Janitorial Services Natural Resources Canada, Northern Forestry Centre	
Solicitation No. – No de l’invitation NRCan-5000074794	Date September 5 th , 2023
Requisition Reference No. - N° de la demande 177125	Amendment No. – Modification No. 001
Solicitation Closes – L’invitation prend fin at – à 2 p.m. (Daylight Savings Time (EDT)) on – le September 25, 2023	
Address Enquiries to: - Adresse toutes questions à: Thihan.Dissanayake@NRCan.RNCan.gc.ca	
Telephone No. – No de telephone 613-293-9901	
Destination – of Goods and Services: Destination – des biens et services: Northern Forestry Centre 5320 122 St NW, Edmonton, AB T6H 3S5	
Security – Sécurité There are security requirements associated with this requirement.	
Vendor/Firm Name and Address Raison sociale et adresse du fournisseur/de l’entrepreneur Telephone No.:- No. de téléphone: Email – Courriel :	
Name and Title of person authorized to sign on behalf of Vendor/Firm (type or print) Nom et titre de la personne autorisée à signer au nom du fournisseur/de l’entrepreneur (taper ou écrire en caractères d’imprimerie) 	
Signature _____	Date _____



This Amendment **001** of **RFP # NRCan-5000074794** is raised to amend the following:

1. Part 1 - General Information,
2. PART 2 - Bidder Instructions,
3. PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION,
4. Part 6 - SECURITY, FINANCIAL AND OTHER REQUIREMENTS, and
5. APPENDIX "1" – Evaluation Criteria.

The RFP is, therefore, amended as follows:

1. At PART 1 - General Information, 1.2 Summary,

Delete:

1.2.3 The requirement is subject to the provisions of the Canadian Free Trade Agreement (CFTA).

Insert:

1.2.3 The requirement is subject to the provisions of the provisions of the Canadian Free Trade Agreement (CFTA), Canada-Chile Free Trade Agreement, Comprehensive and Progressive Agreement for Trans-Pacific Partnership (CPTPP), Canada-Columbia Free Trade Agreement, Canada-European Union Comprehensive Economic and Trade Agreement (CETA), Canada-Honduras Free Trade Agreement, Canada–Korea Free Trade Agreement, Canada–Panama Free Trade Agreement, Canada–Peru Free Trade Agreement, Canada–Ukraine Free Trade Agreement, Canada-United Kingdom Trade Continuity Agreement, and the World Trade Organization–Agreement on Government Procurement (WTO-GPA).

2. At PART 2 - Bidder Instructions, 2.7 Optional Site Visit,

Delete:

September 8th, 2023.

Insert :

September 15th, 2023

3. At PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION, 4.2.2 Minimum Point Rating,

Delete:

c. obtain the required minimum of 26 points overall for the technical evaluation criteria which are subject to point rating. The rating is performed on a scale of 48 points

Insert :

c. obtain the required minimum of 26 points overall for the technical evaluation criteria which are subject to point rating. The rating is performed on a scale of **51** points

4. At PART 6 – SECURITY, FINANCIAL AND OTHER REQUIREMENTS, 6.1 Security Requirements,

Delete: In its entirety

Insert:

1) At the date of bid closing, the following conditions must be met:

- a) the Bidder must hold a valid organization security clearance as indicated in Part–7 - Resulting Contract Clauses;
- b) the Bidder’s proposed individuals requiring access to classified or protected information, assets or sensitive work sites must meet the security requirements as indicated in Part–7 - Resulting Contract Clauses;
- c) the Bidder must provide the name of all individuals who will require access to classified or protected information, assets or sensitive work sites;

2) For additional information on security requirements, Bidders should refer to the [Contract Security Program of Public Works and Government Services Canada \(http://www.tpsgc-pwgsc.gc.ca/esc-src/introduction-eng.html\)](http://www.tpsgc-pwgsc.gc.ca/esc-src/introduction-eng.html) website.

5. At Appendix "1" – EVALUATION CRITERIA,

Delete: In its entirety

Insert:



APPENDIX “1” - EVALUATION CRITERIA

Bidders are advised to address these criteria in the following order and in sufficient depth in their proposals to enable a thorough assessment. NRCan’s assessment will be based solely on the information contained within the proposal. NRCan may confirm information or seek clarification from bidders.

Bidders are advised that only listing experience without providing any supporting data to describe responsibilities, duties and relevance to the criteria will not be considered demonstrated for the purpose of this evaluation.

The Bidder should provide complete details as to where, when (month and year) and how (through which activities/ responsibilities) the stated qualifications/experience were obtained. Experience gained during formal education shall not be considered work experience. All criteria for work experience shall be obtained in a legitimate work environment as opposed to an educational setting. Co-op terms are considered work experience provided they are related to the required services.

Bidders are also advised that the month(s) of experience listed for a project whose time frame overlaps that of another referenced project will only be counted once. For example: project one time frame is July 2001 to December 2001; project two time frame is October 2001 to January 2002; the total months of experience for these two project references is seven (7) months.

1. Technical Criteria

1.1 MANDATORY EVALUATION CRITERIA

The Mandatory Criteria listed below will be evaluated on a simple pass/fail basis. Proposals which fail to meet the mandatory criteria will be deemed non-responsive.

Req. ID	Mandatory Requirement	Pass / Fail
M1	<p>The bidder must propose at a minimum, the following categories of resources:</p> <ul style="list-style-type: none"> A) One (1) Team Leader/Supervisor B) Two (2) Auxiliary Staff Personnel members <p>For each proposed resource named in the Bidder’s proposal, the Bidder MUST provide three (3) written project* summaries describing in detail their experience in providing janitorial services for 1250 m² to 2000 m² research facilities in the past three (3) years.</p> <p>Of the three (3) project summaries, one must be within a public sector agency, department, or organization. Within each project summary provided, bidders must indicate:</p> <ol style="list-style-type: none"> 1. the name, address and telephone number of the client organization; 2. a brief description of the scope of services provided; 3. the dates and duration of the project (Month/Year-Month/Year); 4. a description of the duties and responsibilities. <p><i>NRCan reserves the right to contact the named client project authorities/authorized representatives to verify the accuracy and veracity of each of the Bidders cited Project Summaries.</i></p> <p>*Each proposed project must be a minimum duration of six (6) months.</p>	
M2	<p>The Project Team Leader MUST have at least five (5) years of experience with environmental regulatory compliance and environmental management related to hazardous materials, including the development of high level procedures.</p>	
M3	<p>The Bidder must propose a team of resources that will be required to perform the work described in Annex “A” Statement of Work.</p>	



Req. ID	Mandatory Requirement	Pass / Fail
	The Bidder must indicate in their bid: 1. Number of resources proposed. 2. Full Name of each resource 3. Role of each Resource The proposed team must include at a minimum the resources proposed in M1.	
M4	The Bidder must demonstrate by providing a detailed plan, their capability to provide in the event of resource absences: 1. uninterrupted full coverage of services as outlined in Annex "A" of this RFP, and; 2. resources that meet the security requirements of this RFP	

1.2 Evaluation of rated criteria

The criteria contained herein will be used by NRCan to evaluate each proposal that has met all of the mandatory criteria.

Proposals must achieve the stated minimum points required overall for the rated criteria to be assessed as responsive under the point rated technical criteria section; proposals not meeting the minimum required points will be deemed non-responsive.

Proposals will be evaluated based on the following criteria:



Req. ID	Rated Requirement	Evaluation Criteria Scoring Method	Maximum Points Available	Minimum Points Required	Proposal Page #
RC1	<p>Project Summaries</p> <p>Points will be awarded for experience demonstrating three (3) projects that meet the following requirements for a maximum of 8 possible points per project.</p> <ol style="list-style-type: none"> 1. Provision of Janitorial Services in a restrictive area (between 1250 m² to 2000 m²) within a research facility. (1 point) 2. Performance of tasks aligned with those of Annex A – Statement of Work; <ol style="list-style-type: none"> a. 70% or greater of the tasks performed are aligned* with the tasks identified in Annex A – Statement of Work (SW 4.0) – 6 points. b. Between 50% and 69% of the tasks performed are aligned with the tasks identified in Annex A – Statement of Work (SW 4.0) – 4 points. c. Between 30% and 49% of the tasks performed are aligned with the tasks identified in Annex A – Statement of Work (SW 4.0) – 2 points. d. Less than 30% of the tasks performed are aligned with the tasks identified in Annex A – 	See column to the left.	24	14	



Req. ID	Rated Requirement	Evaluation Criteria Scoring Method	Maximum Points Available	Minimum Points Required	Proposal Page #								
	<p style="text-align: center;">Statement of Work (SW 4.0) – 0 points.</p> <p>*Bidder must cross reference the Project Tasks performed with the tasks identified in Annex A – Statement of Work in order to demonstrate alignment of tasks. For each proposed project the bidder may use the following table for Task Mapping;</p> <table border="1" data-bbox="269 852 748 1251"> <thead> <tr> <th data-bbox="269 852 488 1062">Tasks Performed Under Proposed Project</th> <th data-bbox="488 852 748 1062">Alignment with tasks identified in Annex A</th> </tr> </thead> <tbody> <tr> <td data-bbox="269 1062 488 1125"></td> <td data-bbox="488 1062 748 1125"></td> </tr> <tr> <td data-bbox="269 1125 488 1188"></td> <td data-bbox="488 1125 748 1188"></td> </tr> <tr> <td data-bbox="269 1188 488 1251"></td> <td data-bbox="488 1188 748 1251"></td> </tr> </tbody> </table> <p>(Bidder to insert rows as needed)</p> <p>3. Evidence that the services performed for the proposed project were provided on time, in accordance with industry standards and the schedule of the Project. To demonstrate evidence, the bidder must provide with the bid, a letter signed or email by the project representative confirming this information (1 point).</p> <p>Each proposed project must be a minimum duration of six (6) months.</p>	Tasks Performed Under Proposed Project	Alignment with tasks identified in Annex A										
Tasks Performed Under Proposed Project	Alignment with tasks identified in Annex A												



Req. ID	Rated Requirement	Evaluation Criteria Scoring Method	Maximum Points Available	Minimum Points Required	Proposal Page #
RC2	<p>Experience in Environmental Compliance and Management: The bidder should demonstrate their experience in providing and implementing high environmental standards (practices) with respect to Janitorial services.</p> <p>Eg: Reuse, renew, recycle products and practices</p>	2 points for each example of sound industry environmental practices to a maximum of 10 points.	10	6	
RC3	Points will be awarded for demonstrating the proposed Team Leader/Supervisor resource has experience in planning, coordinating and maintaining the scheduling of activities for project personnel, contractors and other support providers on a daily, weekly, monthly and yearly basis.	0 points for 0-11 months of experience 2 points for 12-23 months of experience 4 points for 24-35 months of experience 6 points for 36-47 months of experience 8 points for 48-59 months of experience 10 points for 60 or more months of experience	10	6	



Req. ID	Rated Requirement	Evaluation Criteria Scoring Method	Maximum Points Available	Minimum Points Required	Proposal Page #
RC4	<p>The Bidders should demonstrate the following corporate activities they have implemented to promote anti-racism and diversity within their organization:</p> <ol style="list-style-type: none"> The bidder has internally published policies or commitments on anti-racism and inclusiveness; The bidder has publicly available organisational commitments to a diverse workforce; The bidder's employees are mandated to take mandatory training on anti-racism The bidder's employees are mandated to take unconscious bias training; The bidder has developed internal staffing and/or recruitment strategy(ies) to increase representation of underrepresented groups in their workforce. The bidder's employees are mandated to take mandatory training on harassment. <p>The bidder should provide details of the following activities.</p> <p>For activities described in a. and b. (policy and commitments), the bidder should provide copies of policy or commitment documents including their effective date.</p> <p>For activities described in c. and d. (training), the bidder should provide the name of the course and the service provider; if developed internally, a copy of the course outline.</p> <p>For activities described in e. (staffing), the bidder should provide copies of job</p>	<p>Maximum 0.5 points for each activity.</p> <p>0 pts = the bidder does not address. 0.5 pts =The bidder has fully described the activity and provided supporting documents as evidence. 0.25 pts = The bidder has provided information on the existence of the activity but does not provide sufficient detail or supporting documents.</p> <p>Additional Points (Max 1 pts):</p> <p>1 pts - Bidder has demonstrated at least the existence of 4 out of 5 activities. 0.5 pts – Bidder has demonstrated at least 2 of the 5 activities.</p>	4		



RFP # NRCan- NRCan-5000074794-001

Req. ID	Rated Requirement	Evaluation Criteria Scoring Method	Maximum Points Available	Minimum Points Required	Proposal Page #
	posting, or other staffing/recruitment documents demonstrating compliance with the rated criteria.				



Req. ID	Rated Requirement	Evaluation Criteria Scoring Method	Maximum Points Available	Minimum Points Required	Proposal Page #
RC5	<p>Further to M3, points will be awarded for demonstrating that the bidder's proposed resources have valid WHMIS training.</p> <p>Bidder must provide a proof of valid WHMIS training with the bid.</p>	<p>100% of proposed resources have valid WHMIS training = 3 points</p> <p>50% to 99% of proposed resources have valid WHMIS training = 2 points</p> <p>1% to 49% of proposed resources have valid WHMIS training = 1 point</p> <p>No resources have valid have valid WHMIS training = 0 points</p>	3		
Maximum Points Available:			51		
Minimum Number of Points Required to Pass:			26		
Total Number of Points Obtained:			/51		

ALL OTHER TERMS AND CONDITIONS REMAIN THE SAME.