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**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 14 th , 2023
Requisition Reference No. - N° de la demande 177125	Amendment No. – Modification No. 002
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 **002** of RFP # **NRCan-5000074794** is raised to amend the following:

1. Appendix 1 to the Statement of Work

The RFP is, therefore, amended as follows:

1. **At Appendix 1 to the Statement of Work,
Delete: in its entirety**

Insert:

Appendix 1 to the Statement of Work Natural Resources Canada Statement of Work Schedule Northern Forestry Centre – Janitorial Contract	
SW.4.1.1 Floors - Offices, Laboratories and Lavatories	Schedule
a. All hard floors to be swept and damp mopped clean daily for lavatories and reception area. Weekly for office areas and laboratories or as requested by the Project Authority, using a dust control method.	daily weekly
b. All baseboards to be washed and scuffs removed bi-weekly for office and laboratories and daily for lavatories or as requested by the Project Authority	daily bi-weekly
d. All hard floor surfaces requiring waxing are to be stripped completely, removing all wax annually. The floors must be rinsed with clean warm water and after a complete scrubbing, two coats of wax must be applied. Between wax coatings and after the final coat is applied the wax is to be allowed to dry completely and buffed. All wax that has accumulated under furniture or on baseboards, doors or door frames must be removed. This work is to be completed between the hours of 18:00 and 06:00 or on weekends with the Project Authority's approval.	annually
SW.4.1.2 Floors in Corridors	
a. All floors to be swept daily using a dust control method. All floors to be mopped clean with warm soapy water as per schedule	daily
b. All baseboards to be washed and scuffs removed monthly	monthly
c. Between the months of October to May additional daily floor cleaning will be required between entrance points and elevator/main stairwell, the Reception entrance area (including vestibule) will require additional daily floor cleaning	daily Fall/Winter season
d. All floor surfaces requiring waxing are to be stripped completely, removing all wax annually. The floors must be rinsed with clean warm water and after a complete scrubbing, two coats of wax must be applied. Between wax coatings and after the final coat is applied the wax is to be allowed to dry completely and buffed. All wax that has accumulated on baseboards, doors, door frames or walls must be removed. This work is to be completed between the hours of 18:00 and 06:00 or on weekends with the Project Authority's approval.	annually
SW.4.1.3 Floors – Ceramic, Marble, Quarry, or Terrazo Tiles	
- All floors to be swept daily using a dust control method	Daily
- All floors to be damp-mopped daily to remove all dirt, scuffs and foreign substances	daily
a. All baseboards to be washed and scuffs removed monthly	monthly
b. Annually, floor tiles are grout requiring a sealant application are to be cleaned completely and a sealant application is to be applied	annually
SW.4.1.4 Concrete Floors – Epoxy Coated and Non Coated	
a. Concrete and epoxy coated flooring in corridors to be swept and mopped daily.	daily
Concrete and epoxy coated floors in offices, stores and shops are to be swept weekly and mopped bi-weekly	Weekly Bi-weekly
c. Concrete and epoxy coated floors in the common area of the Greenhouse, Header house, Cold Storage and Yellow Barn to be swept and damp mopped clean weekly	Weekly
d. All baseboards to be washed and scuffs removed every 3 months	3 months
SW.4.1.5 Carpeted Floors – Executive Offices, Board and Conference Rooms	
a. Carpeted floors in general office areas to be vacuumed weekly	Weekly



b. Carpeted floors in Executive Offices, Board and Conference Rooms to be vacuumed every 3 rd day	3 days
e. All baseboards to be washed and scuffs removed monthly	Monthly
f. Entrance way floor mats are to be vacuumed and edging mopped clean on a daily basis, between the change out dates	Daily
SW.4.2.1 Furniture – Dusted method with a damp cloth and clean disinfecting water	
a. All office furniture, cabinets, partitions, window sills and doorframes where applicable to be dusted bi-weekly	Bi-weekly
b. All exposed vertical surfaces on furniture, cabinets, blinds, doors and doorframes where applicable to be dusted monthly	Monthly
c. All office furniture including chair legs and armrests to be damp wiped clean monthly	Monthly
d. All cafeteria tabletops, chairs, counters, microwave exterior, fridge exterior and cabinets to be wiped clean daily	Daily
e. All cafeteria table and chair legs to be wiped clean monthly or as requested by the Project Authority	Monthly
f. Executive office kitchen sink and counter to be cleaned weekly	Weekly
g. All boardroom, conference, Indigenous Learning Centre and executive office furniture, cabinets and partitions to be damp wipe cleaned all surfaces bi-weekly	Bi-weekly
h. Chalk and whiteboard frames and trenches to be cleaned weekly	Weekly
i. All office, reception area and corridor bookcases and information brochure stands including the tops are to be dusted every 2 nd month	2 months
SW.4.3.1 Laboratory Rooms	
a. All floors to be swept and damp mopped clean weekly for laboratories	Weekly
c. All waste/recycling containers are to be emptied daily	Daily
d. All containers are to be wiped clean weekly, inside and out including lid or as required. Exterior door slab, knob and frame (corridor side only for laboratory entry doors) are to be wiped clean/disinfected bi-weekly	weekly Bi-weekly
SW.4.3.2 Interior Doorways, Walls, and Partitions	
a. All interior walls, glass block inserts and partitions in offices to be damp wiped cleaned annually	Annually
b. All interior walls and partitions in corridors to be damp wiped every 18 months	18 months
c. All interior doorways, slabs, frames, transits, and thresholds if applicable to be damp wiped clean every 6 months	6 months
d. All picture frames and glass to be dusted and damp wiped clean every 6 months	6 months
e. Wooden wall coverings and décor pieces are to be dusted and damp wiped every 6 months	6 months
f. All wooden features to receive a wood oil application every 18 months	18 months
g. All wall scones light fixtures are to be damp wiped clean annually	Annually
h. All vinyl wall coverings located in the main stairwell to be washed every 3 months	3 months
SW.4.3.3 Stairwells	
a. All handrails to be dusted cleaned/disinfected daily	Daily
b. Vertical rails are to be dusted damp wiped cleaned weekly	Weekly
c. Wooden handrail inserts to be cleaned/disinfected weekly	Weekly
e. Main stairwell to be swept and damp mopped cleaned daily	Daily
f. Administrative wing stairwell to be swept and damp mopped cleaned every 3 days	3 days
g. Emergency stairwell exits (located NW and SW ends of main building) to be swept and damp mopped cleaned weekly	Weekly
h. All Emergency doors located in the Administrative and Emergency stairwells interior side, door slab, handles and frames are to be wiped clean bi-weekly	Bi-weekly
i. All stairwell door slabs, thresholds, handles and frames (both sides) to be wiped clean every 3 days	3 days
SW.4.3.4 Elevators	
a. Elevator floors are to be vacuumed and damp mopped daily	Daily
b. Elevator door exterior/interior panels to be wiped clean weekly	weekly
c. Exterior and interior signaling buttons are to be wiped clean/disinfected daily	Daily
d. Interior walls and construction padding to be wiped clean weekly	Weekly
e. Removal of the construction padding and the cleaning of both sides along with the interior wall to be completed annually.	Annually
f. Ceiling components of the elevators to be cleaned semi-annually	Semi-annually
SW.4.3.5 Window Cleaning	
a. All office interior windows and sills to be cleaned annually	Annually



b. Corridor window interiors to be cleaned monthly	Monthly
c. Reception south facing windows interior cleaning every 2 months	2 months
d. Reception Main entry north facing windows including the vestibule glass partitions to be cleaned interior/exterior weekly	Weekly
e. Reception Main glass doors to be cleaned interior/exterior daily. Door handles to be cleaned/disinfected daily	Daily
f. Reception sliding glass doors along with frames and track to be cleaned weekly	Weekly
g. Commissionaire Services office windows, door and frames interior/exterior to be cleaned bi- weekly	Bi-weekly
h. North central entryway glass doors including vestibule glass interior/exterior weekly	Weekly
i. South central entryway glass doors to be cleaned interior/exterior weekly	Weekly
j. Northwest entryway glass door to be cleaned interior/exterior weekly	Weekly
k. Office, stairwell and shop doors that has glass inserts, transits or side glasses are to be cleaned monthly interior/exterior including frames	monthly
l. Laboratories that have glass inserts, transits or side glasses (exterior side only – corridor side) are to be cleaned monthly, including frames	Monthly
m. Room 2034 sliding glass partition wall, frame and handles to be cleaned interior/exterior weekly	Weekly
n. Door handles on all building access ways to be cleaned/disinfected daily interior/exterior	daily
SW.4.3.6 Lavatories/Locker Rooms	
a. All toilets, seats, urinals, and sinks to be cleaned and disinfected daily. Due to increased usage the ladies washroom located in the reception area, twice daily	daily 2x daily
b. Counters, mirrors, waste containers exterior and faucets to be wiped clean daily	Daily
c. All contact points such as seats, taps, soap and towel dispensers, doorknobs and stall locking mechanisms to be cleaned/disinfected daily	Daily
d. Sanitary cans are to be emptied, cleaned/disinfected and liner bags replaced as needed daily	Daily
e. All toilet bowls and urinals to be descaled weekly	Weekly
f. Soap dispensers, toilet paper and towel holders to be refilled daily or if required	Daily
g. All lavatory walls and metal partitions to be cleaned daily	Daily
h. Ceilings to be cleaned semi-annually and spot cleaning when necessary	Semi-annually
i. Door slabs exterior and frames interior/exterior to be cleaned monthly	Monthly
j. Interior door slabs to be cleaned/disinfected daily	Daily
k. Locker room showers to be cleaned weekly	Weekly
l. Locker room floors to be cleaned bi-weekly	Bi-weekly
m. Locker room door slabs, knobs, frames interior/exterior and walls to be cleaned monthly	Monthly
n. All lockers' interiors/exterior (if unlocked) to be cleaned annually	Annually
SW.4.3.7 Entrances – Interior/Exterior	
a. Exterior of entrances concreted area, stairs, around bike stands and sand boxes to be swept weekly	Weekly
b. Cleaning all exterior door slabs, frames, and thresholds monthly	Monthly
c. Vestibule entrance areas to be swept and carpet vacuumed daily	Daily
d. Vestibule floors to be damp mopped cleaned weekly between May and October and for the winter season between November and April they are to be damp mopped daily. Baseboards, lower portion of the window frames and doors (metal insert) to be cleaned along with the floors	Weekly Seasonal Daily
e. Semi-annual cleaning of (3) Boot Boy shoe cleaner units	Semi-annually
f. Exterior cigarette butt receptacles are to be emptied and cleaned interior/exterior once every 3 weeks	3 weeks
SW.4.3.8 Waste container, Paper shredder bags and Recycle Paper/Plastic containers emptying	
a. Yellow barn waste container emptied once every 3 days. Plastic bags replaced as needed	3 days
b. Yellow barn waste container cleaning interior/exterior monthly	Monthly
c. Greenhouse, Header house and Cold Storage requiring waste container emptying weekly. Plastic bags replaced as needed.	
d. Greenhouse, Header house and Cold Storage waste container cleaning interior/exterior monthly	Monthly
e. All office waste containers to be emptied daily. Plastic bags replaced as needed.	Daily
f. Cleaning of the office waste containers interior/exterior to be semi-annually	Semi-annually
g. Corridor waste containers to be emptied daily. Plastic bags replaced as needed.	Daily
h. Cleaning of the corridor waste containers interior/exterior once every 2 months	2 months
i. Maintenance and Carpentry Shop waste to be emptied every 3 days	3 days
j. Cafeteria area waste and recycle containers are to be emptied daily	Daily



k. Cafeteria area waste and recycle containers are to be cleaned interior/exterior weekly	Weekly
l. Conference room waste and recycle containers are to be emptied every 3 days	3 days
m. Conference room waste and recycle containers are to be cleaned interior/exterior weekly	Weekly
n. Recycle containers to be emptied every 3 days	3 days
o. Emptying and cleaning of paper shredding equipment to be completed bi-weekly. Plastic bags replaced as needed.	Bi-weekly
p. Cleaning of the recycle containers interior/exterior every 3 months. Plastic bags replaced as needed	3 months
SW.4.3.9 Janitorial Closets/Shop sinks/Drinking fountains	
b. Janitorial black garbage transport bins to be wiped clean interior/exterior every 2 weeks	2 weeks
d. General cleaning of the janitorial closets and lunchroom to be completed monthly	Monthly
e. Stainless steel sinks, taps and counters located in the maintenance shop and paint shop to be cleaned monthly	Monthly
Daily cleaning and sanitizing of all drinking fountains with weekly water stain descaling	Daily Weekly
SW.4.3.9a Fitness Room (B099)/Commissionaire Service Security Office	
a. Floors to be swept every 3 days	3 days
b. Floors to be damp mopped cleaned every 2 weeks	2 weeks

ALL OTHER TERMS AND CONDITIONS REMAIN THE SAME.