



# 544-2023 ADDENDUM 1

## PROVISION OF BUILDING CLEANING SERVICES AT 552 PLINGUET STREET

### **URGENT**

**PLEASE FORWARD THIS DOCUMENT TO WHOEVER IS IN POSSESSION OF THE BID/PROPOSAL**

ISSUED: August 17, 2023  
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**THIS ADDENDUM SHALL BE INCORPORATED INTO THE BID/PROPOSAL AND SHALL FORM A PART OF THE CONTRACT DOCUMENTS**

Template Version: Add 2021-03-05

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**Please note the following and attached changes, corrections, additions, deletions, information and/or instructions in connection with the Bid/Proposal, and be governed accordingly. Failure to acknowledge receipt of this Addendum in Paragraph 10 of Form A: Bid/Proposal may render your Bid/Proposal non-responsive.**

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### **FORM B: PRICES**

Replace: 544-2023 Form B: Prices with 544-2023 Addendum 1 - Form B(R1): Prices. The following is a summary of changes incorporated in the replacement Bid/Proposal Submission:

Form B(R1): **Revised Approximate Quantity Cleaning Area for Items #1 and #2.**

Page numbering on some forms may be changed as a result.

### **PART D – SUPPLEMENTAL CONDITIONS**

Add: D4.2

Notwithstanding C1.1, when used in this Request for Proposal:

- (a) "Daily" from drawing 0552PG01-R2 means areas of the buildings to be cleaned everyday;
- (b) "Mon-Fri" from drawing 0552PG01-R2 means areas of the buildings to be cleaned from Monday through to Friday;
- (c) "Weekly" from drawing 0552PG01-R2 means areas of the buildings to be cleaned once a week;
- (d) "Sweep/Vacuum" from drawing 0552PG01-R2 means flooring areas of the building suitable for dry cleaning methods found in Part E;
- (e) "Mop/Autoscrub" from drawing 0552PG01-R2 means flooring areas of the building suitable for wet cleaning methods and may also be swept and vacuumed found in Part E;
- (f) "Waxing Areas" from drawing 0552PG01-R2 means flooring areas of the building suitable for application of Wax or floor protecting compounds as stated in Part E.

## **PART E – SPECIFICATIONS**

- Revise: E6.3 to read: FLOORING SUITABLE FOR DRY CLEANING METHODS
- (a) A water soluble dry mop treatment may be used for dust mopping, however, the electrostatic type which does not require any treatment is preferred;
  - (b) An effective free rinsing detergent solution shall be used for spot cleaning with damp/wet mopping where required.
- Revise: E6.4 to read: FLOORING SUITABLE FOR WET CLEANING METHODS
- (a) Approximate area is 11,289 sq. ft;**
  - (b) Sweep and/or vacuum flooring to remove loose dirt prior to washing where required;
  - (c) Wash floors with neutral detergent using an auto scrubber or equivalent method;
  - (d) Spot clean floor stains with a swing machine or equivalent method
  - (e) Wipe all surfaces of corners, bases and equipment with spray residue.
- Revise: E6.13.2(a) to read: Clean dispensers with germicidal detergent;
- Delete: E6.13.3(e) Apply sealer as required;
- Delete: E6.13.3(f) Where directed, maintain floors with sufficient coats of water base sealer. A minimum of three coats of finish to be applied over the sealer.
- Delete: E6.13.4(b) Clean with germicidal cleaner;
- Delete: E6.13.4(c) Clean partitions and walls from the bottom up
- Revise: E6.13.5 to read: SHOWER STALLS (CERAMIC TILE):
- (a) Use separate and identifiable cleaning cloths for the cleaning of washrooms from other facilities;
  - (b) Remove surface mildew and mould stains in grouping;
  - (c) Clean with germicidal cleaner;
  - (d) Clean partitions and walls from the bottom up;
  - (e) Clean and polish all mirrors, frames, powder shelves and bright work, including flush meters, piping and toilet seat hinges.
  - (f) Ensure shower drains are not blocked and no odour emanating from floor drains.
- Revise: E6.13.6 to read: SHOWER STALLS (FIBERGLASS AND CONSTRUCTED / EPOXY COATED):
- (a) Use separate and identifiable cleaning cloths for the cleaning of washrooms from other facilities;
  - (b) Remove surface mildew and mould stains in grouping;
  - (c) Clean with germicidal cleaner;
  - (d) Ensure shower drains are not blocked and no odour emanating from floor drains.
- Revise: E7.2 to read: DOORS, WOODWORK, GLASS PARTITIONS, INTERIOR GLASS:
- (a) Spot clean surfaces above the 5' height.
  - (b) Apply appropriate cleaning solutions as required to maintain the surface free of stains and residue.
- Revise: E7.5 to read: FLOORS
- (a) Clean floors to remove stains or build up from daily mopping with an swing machine or equivalent method and quality
- Delete: E8.3 CEILINGS AND WALLS AND APPRUTANCES:
- Including transoms, and other fixtures and fittings attached to walls and ceilings.

- (a) Wash with neutral detergent;
- (b) When washing walls and ceiling consecutively, walls must be washed before ceilings;
- (c) Wash walls from bottom up, staying within ½ inch of ceiling to prevent marks;
- (d) Immediately wipe up any water spillage on floors and furniture;

Revise: E9.1 to read: The Contractor shall ensure this Work is done within thirty (30) Calendar Days upon request by the Contract Administrator.

Revise: E9.2 to read: WAXABLE FLOORS:

- (a) **Approximate area is 4,625 sq. ft;**
- (b) Scrub/strip and remove all soil, stains, seal and old floor finish;
- (c) Refinish floors by applying sufficient coats of slip resistant finish environmentally responsible finishes to be used.

Add: E9.3 CARPET EXTRACTION (SHAMPOOING):

- (a) **Approximate area is 4,108 sq. ft;**
- (b) Vacuum carpeted areas prior to extraction;
- (c) Pre-treat and pre-spot heavily soiled or stained areas and allow appropriate soaking time;
- (d) Agitate the wet carpet using a disc brush, swing machine or equivalent method;
- (e) Clean carpets by mechanical carpet extractor or equivalent mechanical means.

Revise: E11.12(h) to read no evidence of improper finish applications exists after scrubbing floor(s);

Revise: E13.1 to read: Holidays Observed – Normally no cleaning services will be required on the following holidays **for the Monday to Friday cleaning areas and schedule outlined in Drawing 0552PG01-R2**, unless otherwise stated in E14:

- (a) New Years Day - January 1\*
- (b) Louis Riel Day – 3rd Monday in February
- (c) Good Friday
- (d) Monday following Easter Sunday
- (e) Victoria Day
- (f) Canada Day - July 1st\*
- (g) Civic Holiday - 1st Monday in August
- (h) National Day for Truth and Reconciliation – September 30th
- (i) Thanksgiving Day – 2nd Monday in October
- (j) Remembrance Day - November 11\*
- (k) Christmas Day - December 25\*
- (l) Boxing Day - December 26\*

\* or the first subsequent working day if these statutory holidays fall on a Saturday or a Sunday

Add: E13.2 Normally no cleaning services will be required on Christmas Day – **December 25 for all areas of the facility.**

## **DRAWINGS**

Replace: 544-2023\_Drawing\_0552PG01-R1 Water Services Division 552 Plinguet Street - Cleaning Areas with 544-2023\_Addendum\_1 Drawing 0552PG01-R2 Water Services Division 552 Plinguet Street - Cleaning Areas.

**QUESTIONS AND ANSWERS**

Q1: Form B appears to have a quantity discrepancy, will there be a correction?

A1: Yes, Form B(R1) quantities are now updated to square feet as per units stated. In addition Section E6.4, E9.2, E9.3 and Drawing 0552PG01-R2 (updated map) state approximate areas for specific types of cleaning methods and flooring types.

Q2: How many washrooms are there total, in the cleaning areas?

A2: The chart below states our counts and references Drawing 0552PG01-R2 (updated map).

	<b>Fixture Counts</b>						
<b>Section</b>	<b>Washrooms</b>	<b>Sinks</b>	<b>Toilets</b>	<b>Urinals</b>	<b>Showers</b>	<b>Wash Basin</b>	<b>Lockers</b>
	<b>Counts</b>						
<b>AA</b>	2	2	3	2	2	1	
<b>AB</b>							
<b>AC</b>							
<b>FA</b>	2	6	3	4	9	1	243
<b>FB</b>	2	3	2				
<b>FC</b>							
<b>KA</b>	1	3	1	2	3	1	27
<b>LA</b>	1	1	1	1			
<b>SA</b>							
<b>SB</b>							
<b>Totals</b>	<b>8</b>	<b>15</b>	<b>10</b>	<b>9</b>	<b>14</b>	<b>3</b>	<b>270</b>

Q3: For all daily work, please confirm this is Monday to Friday?

A3: D4.2 has been added and states the definitions found on the updated map. Daily Work is to be done everyday.

Q4: For the language used on page 34 of the document named “ 544-2023\_RFP” there are some discrepancies between the site visit and the document regarding the use of ‘burnishing’.

A4: This addendum has removed all applicable instances of ‘burnishing’ Work in the RFP.

Q5: During the site visit, we were told clarification was to come regarding the language used around scrub/strip. Is this a true scrub/wax or is this a strip/wax? Also, please provide the total square footage for the flooring requiring this service.

A5: Please see E9.2.

Q6: Are we able to separate out the pricing for the clarified scrub/wax OR strip/wax out from the regular monthly cleaning services? This will only increase the cent per square foot pricing we are to provide?

A6: Please include all the costs of the services listed in the RFP and supplies required in the Unit Prices on Form B.

Q7: Are there any velocity reports that can be provided to us for supplies? For example, many companies keep track of garbage bag usage.

A7: We do not have this data.

Q8: Are we to supply feminine hygiene products?

A8: No. We are aware of the upcoming legislation changes requiring the supply of feminine hygiene products and can factor it in on a future contract extension, as we are not required to provide these currently.

Q9: Please confirm that that the performance bond is not required until after contract award.

A9: After award, contract security specified in D11 shall be required before commencement of any work. See D12.2