



Fisheries and Oceans
Canada

Pêches et Océans
Canada

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

May 18, 2023

ADDENDUM #4

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

Addendum #4 is issued to provide corrections to Article 4.5 of the Statement of Work for the **English version only** and the corrections are as follows:

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 17, 2023
(attached hereto)

All other Terms and Conditions for this requirement remain unchanged.

Yours truly,
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(Revised May 17, 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 one (1) 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 one (1) hour 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.