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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 Reso	urces Canada, Northern	
Forestry Centre		
Solicitation No. – No de l'invitation	Date	
NRCan-5000074794	September 14 th , 2023	
Requisition Reference No Nº de la demande	Amendment No. – Modification No.	
177125	002	
Solicitation Closes – L'invitation prend fin		
at – à 2 p.m. (Daylight Saving	s Time (EDT)	
on – le September 25, 2023		
Address Enquiries to: - Adresse toutes questions	à:	
Thihan.Dissanayake@NRCan.RI	NCan.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 b Nom et titre de la personne autorisée à signer au (taper ou écrire en caractères d'imprimerie)		

Date

Signature

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.	daily
Weekly for office areas and laboratories or as requested by the Project Authority, using a dust control method.	weekly
b. All baseboards to be washed and scuffs removed bi-weekly for office and laboratories and daily	daily
for lavatories or as requested by the Project Authority	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	daily
entrance points and elevator/main stairwell, the Reception entrance area (including vestibule) will require additional daily floor cleaning	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

Jay	b. Carpeted floors in Executive Offices, Board and Conference Rooms to be vacuumed every 3 rd	3 days
Entrance way floor mats are to be vacuumed and edging mopped clean on a daily basis, between he change out dates \$W.4.2.1 Furniture — Dusted method with a damp cloth and clean disinfecting water All office furniture, cabinets, partitions, window sills and doorframes where applicable to be dusted di-weekly All exposed vertical surfaces on furniture, cabinets, blinds, doors and doorframes where applicable to be dusted monthly All care to be dusted monthly All care that abletops, chairs, counters, microwave exterior, fridge exterior and cabinets to be Daily wiped clean daily All care that able and chair legs to be wiped clean monthly or as requested by the Project without without office kitchen sink and counter to be cleaned weekly All boardroom, conference, Indigenous Learning Centre and executive office furniture, cabinets and partitions to be damped wipe cleaned all surfaces bi-weekly All office, reception area and corridor bookcases and information brochure stands including the ops are to be dusted every 2'm onth ops are to be usted every 2'm onth ops are to be dusted every 2'm onth ops are to be usted every 2'm onth ops are to be used 2'm onth ops are 2	day	Monthly
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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 b. All interior walls and partitions in corridors to be damp wiped every 18 months c. All interior doorways, slabs, frames, transits, and thresholds if applicable to be damp wiped clean bevery 6 months d. All picture frames and glass to be dusted and damp wiped clean every 6 months d. All picture frames and glass to be dusted and damp wiped clean every 6 months d. All wooden wall coverings and décor pieces are to be dusted and damp wiped every 6 months d. All wooden features to receive a wood oil application every 18 months d. All wooden features to receive a wood oil application every 18 months d. All winyl wall coverings located in the main stairwell to be washed every 3 months d. All vinyl wall coverings located in the main stairwell to be washed every 3 months d. All interior walls are to be dusted cleaned/disinfected daily d. Vertical rails are to be dusted damp wiped cleaned weekly d. Weekly d. Wooden handrail inserts to be cleaned/disinfected weekly d. Weekly d. Weekly d. Main stairwell to be swept and damp mopped cleaned every 3 days d. Emergency stairwell exits (located NW and SW ends of main building) to be swept and damp mopped cleaned weekly d. All stairwell exits (located NW and SW ends of main building) to be swept and damp mopped cleaned weekly d. All stairwell door slabs, thresholds, handles and frames (both sides) to be wiped clean every 3 days d. Elevator floors are to be vacuumed and damp mopped daily d. Elevator floors are to be vacuumed and damp mopped clean weekly d. Exterior and interior signaling buttons are to be wiped clean weekly d. Exterior and interior signaling buttons are to be wiped clean weekly d. Removal of the construction padding and the cleaning of both sides along with the interior wall to be completed annually. Annually d. Ceiling components of the elevators to be cleaned semi-annually d. Ceiling components of the elevato	door slab, knob and frame (corridor side only for laboratory entry doors) are to be wiped	Bi-weekly
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SW.4.3.5 Window Cleaning	f. Ceiling components of the elevators to be cleaned semi-annually	
	SW.4.3.5 Window Cleaning	
	a. All office interior windows and sills to be cleaned annually	Annually

c. Reception south facing windows interior cleaning every 2 months d. Reception Main entry north facing windows including the vestibule glass partitions to be cleaned weekly d. Reception Main glass doors to be cleaned interior/exterior daily. Door handles to be cleaned daily l. Reception sliding glass doors along with frames and track to be cleaned weekly g. Commissionaire Services office windows, door and frames interior/exterior to be cleaned bit. Weekly g. Commissionaire Services office windows, door and frames interior/exterior weekly Weekly weekly i. South central entryway glass doors to be cleaned interior/exterior weekly Weekly i. South central entryway glass doors to be cleaned interior/exterior weekly Weekly i. South central entryway glass door to be cleaned interior/exterior weekly Weekly i. South central entryway glass door to be cleaned interior/exterior weekly Weekly i. South central entryway glass door to be cleaned interior/exterior weekly Weekly i. South central entryway glass door to be cleaned interior/exterior weekly Weekly i. South central entryway glass door to be cleaned interior/exterior weekly Weekly i. South central entryway glass door to be cleaned interior/exterior weekly I. Aboratories that have glass inserts, transits or side glasses are to be cleaned monthly, including frames I. Laboratories that have glass inserts, transits or side glasses are to be cleaned monthly, including frames I. All tollets, seats, urinals, and sinks to be cleaned and disinfected daily interior/exterior weekly I. Door handles on all building access ways to be cleaned and disinfected daily. Due to increased usage the part and towe part of the company of the part of the reception area, twice daily I. All contact points such as easts, taps, soap and towel dispensers, doorknobs and stall locking mechanisms to be cleaned/disinfected daily and the part of the part of the reception area, twice daily I. Soap dispensers, tollet paper and towel holders to be refilled daily or if required I. Soap dispensers, tollet pa		
d. Reception Main entry north facing windows including the vestibule glass partitions to be cleaned interior/exterior weekly e. Reception Main glass doors to be cleaned interior/exterior daily. Door handles to be cleaned with the cleaned districted daily weekly interior services office windows, door and frames interior/exterior to be cleaned by weekly h. North central entryway glass doors to be cleaned interior/exterior weekly. Sevely, h. North central entryway glass doors to be cleaned interior/exterior weekly. Sevely, interior-exterior exterior weekly. South central entryway glass doors to be cleaned interior/exterior weekly. Weekly, interior-exterior weekly interior-exterior weekly. South central entryway glass doors to be cleaned interior/exterior weekly. Weekly, interior-exterior weekly interior-exterior weekly. South central entryway glass doors to be cleaned interior-exterior weekly. Weekly, interior-exterior weekly interior-exterior weekly. Weekly interior-exterior weekly interior-exterior weekly interior-exterior weekly interior-exterior weekly. Weekly interior-exterior weekly interior-exterio	b. Corridor window interiors to be cleaned monthly	Monthly
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k. Cafeteria area waste and recycle containers are to be cleaned interior/exterior weekly	Weekly
I. 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.