



ADDENDUM

PROJECT TITLE: Janitorial Services	ADD. NO: 1
RFP NO: 2021-080301P	DATE: Sept. 27 th , 2021
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Make the following modifications to the above project. Include in the amount of the Proposal, any additions to or deductions from the cost of the work by reason of these instructions.

Sign and attach this Addendum to the Proposal documents and submit with your Proposal. Failure to do so may result in the rejection of your Proposal.

Please find below a list of questions and answers.

- Q1. Police Station – Will we be responsible for cleaning the garage pipes and conduit?
A1. *Highly level dusting/cleaning of lights, conduit, piping etc. to be done by others proponent. (It is not included as part of this deliverable.)*
- Q2. Police Station – Will we be responsible for the cleaning of the exterior glass twice a year as well as the weekly spot cleaning of the building glass exterior?
A2. *Please add exterior glass cleaning twice per year, as well as weekly spot checks and cleaning as needed.*
- Q3. Police Station – This is a leeds building, materials are supposed to remain in their raw state but it mentions about floors being stripped and waxed twice a year? Will we be responsible for doing this?
A3. *Floors are to be stripped and waxed twice a year.*
- Q4. Police Station – Are we doing daily cleaning in the cell/holding area as it only mentions weekly and monthly duties?
A4. *Cells and holding areas are to be done daily on an as and when needed basis.*
- Q5. Police Station – Will we be responsible for emptying garbage cans in each offices?
A5. *Some employees will opt to empty their own garbage at the community cans however, please bid accordingly as specified in the deliverable.*

SIGN AND RETURN THIS ADDENDUM WITH YOUR PROPOSAL

BY: Monic MacVicar
Monic MacVicar, CCLP, CPPB
Procurement Specialist, Supply Chain Management

Contractor's Signature



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Q6. Police Station – Will we be responsible for the dusting and cleaning electrical and lighting fixtures in garage?

A6. Addressed in question 1.

Q7. City Market Tower – Is the city now going to be supplying the supplies for this facility?

A7. Cleaning supplies to be provided by contractor.

Q8. Fire training – Please confirm the number of times per week this facility is to be cleaned and who will provide the cleaning supplies?

A8. Fire training building to be cleaned once per week not twice. The City shall provide supplies.

Q9. Municipal Ops –Are we responsible for cleaning the 2nd floor Central fleet garage office spaces and shop areas?

A9. Fleet Service Administrative Office (2nd Floor, Central Fleet Garage) no longer included in contract.

Q10. Municipal Ops - Is the garage washroom at 175 Rothesay Ave excluded from the contract?

A10. Washroom in garage bay of the Fleet Garage shall be included in contract.

Q11. Is there an addendum being issued for the property that has been removed from the Tender? Are there other addendums?

A11. An addendum containing all the changes will be sent by the deadline of September 28th.

Q12. Can you provide us the square footage for each individual property? If not, are we allowed to measure these buildings?

A12. City Hall:

1st floor: 9350sf

2nd floor: 11,150sf

3rd floor: 9600sf

4th floor: 9600sf

Other buildings not available at this time. Arrangements can be made for contractor to measure.

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BY: Monic MacVicar
 Monic MacVicar, CCLP, CPPB
 Procurement Specialist, Supply Chain Management

 Contractor's Signature



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Q13. Considering you are asking for the provision of washroom supplies, can you advise us of the following:

A13.

A. The approximate numbers of staff in your buildings?

City Hall: 150 employees

Market Tower: 40 employees

Visitor Information Centre: 2 staff per shift. Approximately 10-80 visitors.

Police: 100

Municipal Operations: 60 employees

Fleet washroom: 25

B. The approximate number of the general public visitors?

Visitors to these locations are very low and limited.

Q14. There is a requirement for snow removal, exterior litter pick, and pressure washing. Our questions?

A14.

A. How far out in meters/ feet is the cleaning Company required to provide these services?

This varies per building. The requirement is all doorways and approaches to doors.

B. Does the cleaning Company provide ice melt and sand? *(my apologies if I missed that aspect of the tender)?

Yes, contractor provides the material.

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BY: _____

Monic MacVicar, CCLP, CPPB
Procurement Specialist, Supply Chain Management

Contractor's Signature



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CONFIRMATION - RECEIPT OF ADDENDUM

**Upon receipt of this document, fax this page to
(506) 658-4742 to confirm receipt of this addendum.**

CONSULTANT'S NAME: _____

ADDRESS: _____

PHONE: _____ FAX: _____

RECEIVER NAME (PRINT) _____

RECEIVER SIGNATURE: _____