



3-2007 ADDENDUM 1

PROVISION OF BUILDING CLEANING SERVICES AT VARIOUS CITY OF WINNIPEG POLICE SERVICE FACILITIES

URGENT

PLEASE FORWARD THIS DOCUMENT TO WHOEVER IS IN POSSESSION OF THE BID OPPORTUNITY

ISSUED: April 2, 2007
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THIS ADDENDUM SHALL BE INCORPORATED INTO THE BID OPPORTUNITY AND SHALL FORM A PART OF THE CONTRACT DOCUMENTS

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Please note the following and attached changes, corrections, additions, deletions, information and/or instructions in connection with the Bid Opportunity, and be governed accordingly. Failure to acknowledge receipt of this Addendum in Paragraph 8 of Form A: Bid may render your Bid non-responsive.

PART A – BID SUBMISSION

Replace: 3-2007 Bid Submission with 3-2007 Addendum 1 - Bid Submission. The following is a summary of changes incorporated in the replacement Bid Submission:

Replace Form B with the following:

Form B1: Prices (for Sections A to F – Labour only);

Form B2: Prices (for Section G – Hourly Rate); and

Form B3: Prices (for Sections H to P – Labour and Materials)

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

PART B – BIDDING PROCEDURES

Replace **B9. PRICES** with the following:

- B9.1 The Bidder shall state a price in Canadian funds for each item of the Work, for each year, identified on **Form B1: Prices** as follows:
 - B9.1.1 The Bidder shall state the monthly price of labour required to provide building cleaning services in accordance with Part E – Specifications, in the Unit Price column of **Form B1: Prices**.
 - B9.1.2 The Bidder shall state the minimum number of person hours per month that they will require to provide building cleaning services, in accordance with Part E – Specifications, on **Form B1: Prices**.
- B9.2 The Bidder shall state an hourly price in Canadian funds for each item of the Work, for each year, identified on **Form B2: Prices**.
- B9.3 The Bidder shall state a price in Canadian funds for each item of the Work, for each year, identified on **Form B3: Prices** as follows:
 - B9.3.1 The Bidder shall state the monthly price of labour required to provide building cleaning services in accordance with Part E – Specifications, in the Unit Price column of **Form B3: Prices**.

- B9.3.2 The Bidder shall state the monthly price of materials required to provide building cleaning services, in accordance with Part E – Specifications, in the Unit Price column of **Form B3: Prices**.
- B9.3.3 The Bidder shall state the minimum number of person hours per month that they will require to provide building cleaning services, in accordance with Part E – Specifications, on **Form B3: Prices**.
- B9.4 Notwithstanding GC.9.01(1), prices on **Form B1: Prices**, **Form B2: Prices**, and **Form B3: Prices** shall not include the Goods and Services Tax (GST) or Manitoba Retail Sales Tax (MRST, also known as PST), which shall be extra where applicable.
- B9.5 Further to B9.1.1 and B9.2, the prices bid shall cover the minimum hourly wage as determined by the Province of Manitoba, including payroll costs that are legally required under legislation.
- B9.5.1 The payroll costs shall include the employer's contribution for the following: CPP deductions, Workers Compensation Coverage (WCB), Employment Insurance.
- B9.6 The provincial minimum wage can be found at:
<http://www.gov.mb.ca/labour/labmgt/resbr/wages/histmin.html>
- B9.7 The quantities listed on **Form B1: Prices**, **Form B2: Prices** and **Form B3: Prices** are to be considered approximate only. The City will use said quantities for the purpose of comparing Bids.
- B9.8 The quantities for which payment will be made to the Contractor are to be determined by the Work actually performed and completed by the Contractor, to be measured as specified in the applicable Specifications.

Revise B14.4 to read:

- B14.4 Further to B14.1 (c), the Total Bid Price shall be the sum of the quantities multiplied by the unit prices for each Section, each Item, and for each Year shown on **Form B1: Prices**, **Form B2: Prices**, and **Form B3: Prices**.
- B14.4.1 The payroll costs shall be calculated as follows:
(i) Canadian Pension Plan – 4.95%;
(ii) Employment Insurance – 1.4 (constant) x 1.8% = 2.52%;
(iii) WCB – 1.67% (averaged cost for Janitorial firms);
(iv) The total payroll costs that are legally required are determined to be 9.14%.
- B14.4.2 The person hours per month shown on **Form B1: Prices** and **Form B3: Prices** shall be evaluated considering the unit price per month and the person hours stated.

PART D – SUPPLEMENTAL CONDITIONS

Revise: D2.5 to read:

- D2.5 Further to GC9.02(2), if the minimum wage in the Province of Manitoba increases during the Contract, the City will adjust the hourly rate by the legislated increase plus the payroll costs on that legislated increase.

Add D2.6 as follows:

- D2.6 Further to D2.2(b) and D2.2(c), the type and quantity of Work to be performed under this Contract shall be as authorized from time to time by the Contract Administrator.

PART E – SPECIFICATIONS

Revise Drawing Name/Title for E1.2 Drawing No. 0227PV01B – Remove the words “COMMON AREA”