



EXCEPTIONAL. UNCONVENTIONAL.

**REQUEST FOR PROPOSAL
CUSTODIAL SERVICES FOR
THUNDER BAY CAMPUS**

LAKEHEAD UNIVERSITY
955 OLIVER ROAD
THUNDER BAY, ONTARIO
CANADA P7B 5E1

RFP # LU18 - 045

ADDENDUM # 3

Issued March 17th, 2018

This Addendum issued to:

**Publish the Conference Services Site Visit Attendees, and
Provide a link to the existing University MBA agreements, and
Provide answers to questions received up to and including
Wednesday March 21st, 2018**

See Attached.

Bidders have requested the Bid Form and other fillable Appendices required with submissions to be published in MS Word format. These will be released to the bidders by Tuesday, March 27th in the form of Addendum.

The existing University MBA agreements can be accessed at the following link:

<https://www.lakeheadu.ca/faculty-and-staff/departments/services/hr/resources-for-staff/collective-agreements/unifor-local-229>

This agreement applies to Lakehead University Custodial staff and is separate from any agreements that may be in place with the incumbent contractors.

The Site Visit Attendees sign-in sheet is posted with this Addendum

See document posted with this Addendum

Additional Clarifications:

Athletics have provided the following clarifications to their periodic duties and patrol cleaning:

Varsity Games/Events- Approximately 30 dates annually - Clean bleachers & clean floor.

Hangar- Track pressure washed twice annually.(at the start of each semester).

Hangar facility on 'Patrol Cleaning'

Pool - Entrances/hallways to change rooms done daily in the winter. Patrol cleaned for the summer months. Pool bleachers patrol cleaned.

Bidders have indicated some confusion with finding the Area designation for NOSM, and in reading the Area Space Drawings posted as updates. Please note the following:

The " bldg Inventory" link and the "campus bldgs" link are the areas and plans respectively for the all buildings except those indicated below. The frequencies/duties are in the body of the RFP for most buildings except those which as indicated below are separated out .

Please note the "bldg inventory" has been replaced by the "revised space inventory guide".

The "munro" link has duties/frequencies/areas/plans for the Munro Street Centre "CS" as labelled on the bid form

The "NOSM" link has duties/frequencies/areas/plans for the NOSM areas which are listed on the bid form as ATAC 6th floor only, and Northern ON School of Medicine "MS" NOSM. It also includes Balmoral Street Centre duties/frequencies as this is a shared building with NOSM and Lakehead. Pricing for Balmoral Street Centre "HS" is to be on the form as the entire building, so Lakehead (LU) and NOSM space. The space for Balmoral Street Centre in the " building inventory " is the building in its entirety. This was done in this fashion as there are shared areas in the building and so our Finance department separates them.

Bidders can Disregard the following links:

" Ryan0, Ryan1. Ryan2, ryan3 Univ Centre, School of Nursing"

These are all included in "Campus Bldgs" Link plans as posted.

"Residences" link are plans for the Residences as follows; Prettie, Bartley, Deer Lake Ridge, North Spirits Heights, North Apt, South Apt , Avila Centre, listed this way on the bid form as well. Frequencies and duties are listed in the RFP.

"Residence areas" link is the area for the residences noted in item 6 above the "residences" link.

The "Outpost" link is areas and plans for the Outpost listed as Outpost pub - LUSU on the bid form.

Bidders may disregard the "contracted space revisions" link as the "revised area drawings" link corrects the space. Noted that the total area of the library was incorrectly stated in the table. We have attached another table below..

Bill 7 information also below:

“Bill 7” Employee Information for Bee Clean

Lakehead University Bill 7				
Job Position	Seniority	Salary/Hours	Wage	Benefits
Site Manager	22 years	Salary	\$55,200 per year	18%
Lead Hand	10 years	48 hours per week	\$17.00 per hour	18%
Cleaner #1	12 years	40 hours per week	\$16.00 per hour	18%
Cleaner #2	8 years	40 hours per week	\$15.00 per hour	18%
Cleaner #3	5 years	32.5 hours per week	\$14.50 per hour	18%
Cleaner #4	4 years	32.5 hours per week	\$14.00 per hour	18%
Cleaner #5	10 years	40 hours per week	\$15.00 per hour	18%
Cleaner #6	3 years	40 hours per week	\$14.00 per hour	18%
Cleaner #7	1 year	20 hours per week	\$14.00 per hour	18%
Cleaner #8	8 years	40 hours per week	\$15.50 per hour	18%
Cleaner #9	5 years	40 hours per week	\$14.20 per hour	18%
Cleaner #10	5 years	40 hours per week	\$14.20 per hour	18%
Cleaner #11	9 years	30 hours per week	\$14.40 per hour	18%
Cleaner #12	2 years	40 hours per week	\$14.00 per hour	18%
Cleaner #13	10 years	35 hours per week	\$14.20 per hour	18%
Cleaner #14	10 years	40 hours per week	\$14.75 per hour	18%
Cleaner #15	20 years	40 hours per week	\$14.00 per hour	18%
Cleaner #16	1 year	35 hours per week	\$14.00 per hour	18%
Cleaner #17	1 year	35 hours per week	\$14.00 per hour	18%
Cleaner #18	1 year	35 hours per week	\$14.00 per hour	18%
Cleaner #19	9 years	15 hours per week	\$14.20 per hour	18%
Cleaner #20	5 years	15 hours per week	\$14.20 per hour	18%
Cleaner #21	3 years	35 hours per week	\$14.00 per hour	18%
Cleaner #22	3 years	35 hours per week	\$14.00 per hour	18%
Cleaner #23	7 years	32.5 hours per week	\$14.50 per hour	18%
Cleaner #24	1 year	16 hours per week	\$14.00 per hour	18%
Cleaner #25	1 year	16 hours per week	\$14.00 per hour	18%
Cleaner #26	2 years	20 hours per week	\$14.00 per hour	18%
Cleaner #27	1 year	20 hours per week	\$14.00 per hour	18%
Cleaner #28	5 months	8 hours per week	\$14.00 per hour	18%
Cleaner #29	2 months	16 hours per week	\$14.00 per hour	18%
Cleaner #30	1 year	24 hours per week	\$14.00 per hour	18%
Cleaner #31	1 year	8 hours per week	\$14.00 per hour	18%
Cleaner #32	1 year	25 hours per week	\$14.00 per hour	18%

“Bill 7” Information from RAS

Staff	Hours/Week	Wages	Seniority	Benefits
Staff 1	44	15.5	5 years	8%
Staff 2	44	14.5	5 years	8%
Staff 3	44	15.5	5 years	8%
Staff 4	44	25	5 years	12%
Staff 5	44	14.75	5 years	8%
Staff 6	30	14.75	5 years	8%
Staff 7	30	14.5	5 years	8%
Staff 8	44	14.5	5 years	8%
Staff 9	30	14.25	5 years	8%
Staff 10	44	17.5	5 years	12%
Staff 11	30	14.5	5 years	8%
Staff 12	16	15	5 years	8%

Total Buildin2 Inventory Totals		
BUILDING	TOTAL m ²	
1294 Balmoral Space Inventory	1685.13	
ATAC Floors 1-5 Space Inventory	7790.64	
Balmoral Street Centre Space Inventory	1701.37	
Bora Laskin Space Inventory	4621.12	
Braun Building Space Inventory	7318.88	
CASES Space Inventory	3266.50	
Fire Lab Space Inventory	23.63	
Library Space Inventory	11267.33	
Music & Visual Arts Space Inventory	1299.67	
PACI Gym Space Inventory	1269.01	
PACI Space Inventory	5413.66	
Research Lab	282.23	
Ryan Building Space Inventory	5430.01	
Sanders Fieldhouse Space Inventory	7407.12	
Sanders Fieldhouse Hanger Space Inventory	4847.13	
School of Nursing Space Inventory	2613.57	
Tungsten Space Inventory	810.98	
University Centre Space Inventory	2651.80	
Grand Total Building Space	6969	.78

Questions and Answers:

Q. Can the Appendices be published in MS Word format so they can be printed after being filled in?

A. Yes – We will release these on Monday, March 26th separately.

Q. The Library Area is listed differently in two locations.

A. The Correct Area measurement for the Library is 11267.33 corrected in the table immediately above.

Q. The Research Lab floor plan did not open correctly.

A. The area for the research lab is added to the table above as 282.33 sq m.

Q. Is the ATAC sixth floor on its own?

A. See clarifications above

Q. Are any of the existing contractors services certified un a collective bargaining agreement with a trade union?

A. No

Q. For the residences, what kind of booking system is currently used?

A. It is a manual system, moving with the implementation of RMS 'Mercury' within the next twelve months.

Q. Please provide the University Schedule for Student 'move outs' and 'move ins', including the available times and dates to determine labour requirements and timing.

A. Students move out at the end of April, with some remaining for the spring/summer sessions and who are re-located by Conference Services staff. A few students stay for a limited number of days beyond the end of April but are generally moved out by May 1st. As noted at the Site Visit, conference services will provide assistance and direction to the awarded Contractor to deal with the schedule.

In addition Conference Services starts first Monday in May.

The 10 month housing contract starts end of June.

Summer Students move out or move to fall rooms on the 3rd Monday of Aug.

Fall Student arrivals start middle of August.

During Fall Term reading week approximately 60% of students vacate.

At the end of the Fall Term some 100 to 150 students leave residence. Their rooms all need to be turned over following the completion of exams (approximately December 28th)

During the Winter holiday break approximately 100 students remain, all in different buildings.

Following the holiday break, students begin returning about Dec 28th, with the majority of students coming back just before classes start, usually the first week of January. Again during the Winter Term reading week, about 40% of the students leave.

Priorities for cleaning will be the Spring Summer Student rooms first, (approximately last week April), then the Travellers lodging areas, then the Conference Areas.

All residences are turned over by the end of May for summer.

All residences turned over for student occupancy 4 days after Conference season ends.

Q. Can you provide estimates of the number of long term stays during summer?

A. While the numbers vary from year to year, we can provide the following:
May; 200 – 300 with 100 changeovers.
June; 200 – 300 with 100 changeovers.
End of June; 100 – 200 approximately 10-month students moving in.
Middle of August; Student Arrivals of approximately 100 per week.

Q. Does the University 'cluster' long term students in specific report.

A. Yes, whenever possible

Q. Please provide a sample "check in check out" report and indicate frequency.

A. Posted separately with this addendum. The report is intended to be provided each morning.

Q. Please confirm that washrooms in the campus buildings (facilities) are to be maintained at APPA level 3.

A. Residence is at a minimum level 2 - please also see Addendum #2 where this was clarified.

Q. To keep the submission within the 50 page maximum, can we provide a list of our chemicals and cleaning agents with the bid, and then provide WHMIS sheets if awarded the contract?

A. Yes

Bidders should note that additional information they deem important in support of

their bid submission can be appended to their bid as an Appendix. These files should be separately loaded onto the data stick or CD with the submission so that the evaluators can identify them.

Given the late release of this Addendum, any additional questions will be accepted up to mid-day on Tuesday March 27th – in order to allow the University to respond.

If required we will issue a final Addendum in response to those questions no later than Wednesday March 28th.

MS Word versions of the fillable Bid Forms will be posted Monday, March 26th

Please see Site visit sign-in sheet posted with this Addendum.

End of Addendum #3