

**REQUEST FOR PROPOSAL**

**CUSTODIAL SERVICES FOR**

**THUNDER BAY CAMPUS**

LAKEHEAD UNIVERSITY

955 OLIVER ROAD

THUNDER BAY, ONTARIO

CANADA P7B 5E1

**RFP # LU18 - 045**

**ADDENDUM # 4 Final**

**Issued March 27th, 2018**

**This Addendum issued (in Word format) to:**

**Provide bidders with a ‘fillable’ Bid Form in MS Word format, and**

**Clarify “Minimum Requirements” in a table, and**

**Clarify the area for cleaning in University Centre**

**See Attached.**

**PRICE PROPOSAL – Complete with Bid Submission**

Pricing is required By Building, By Year, for the initial term of the intended Contract.

|  |  |  |  |
| --- | --- | --- | --- |
| **Building Name** | **Year 1** | **Year 2** | **Year 3** |
| Athletics – Saunders Fieldhouse ‘SB’ |  |  |  |
| Athletics – Saunders Hanger ‘SH’ |  |  |  |
| Avila Centre ‘AC’ |  |  |  |
| 1294 Balmoral St Centre ‘NO’ |  |  |  |
| Advanced Tech & Academic ‘ATAC’  (Floors 1 through 5 only) |  |  |  |
| ATAC 6th Floor Only |  |  |  |
| Northern ON School of Medicine ‘MS’ ‘NOSM’ |  |  |  |
| Braun Building ‘BB’ |  |  |  |
| Bora Laskin Building ‘BL’ |  |  |  |
| Centre for Advanced Studies Science & Engineering (CASES) ‘FB’ |  |  |  |
| Chancellor Paterson Library ‘LI’ |  |  |  |
| Music & Visual Arts Centre ‘MV’ |  |  |  |
| Ryan Building ‘RB’ |  |  |  |
| Fire Laboratory ‘FL’ |  |  |  |
| Research Laboratory ‘RL’ |  |  |  |

Continued Next Page

**Appendix ‘C’ PRICING PROPOSAL**

**Continued (Pg 2 of 3)**

|  |  |  |  |
| --- | --- | --- | --- |
| University Centre – Main Floor ‘UC’ |  |  |  |
| University Centre Cafeteria(s) ‘UC’ (second floor) |  |  |  |
| School of Nursing ‘SN’ |  |  |  |
| Port Arthur Collegiate – ‘PACI’ |  |  |  |
| PACI Gymnasium |  |  |  |
| Munro Street Centre - ‘CS’ |  |  |  |
| Tungsten Street ‘MP’ |  |  |  |
| Residence –PrettieResidence |  |  |  |
| Residence – Bartley Residence |  |  |  |
| Residence – Deer Lake Ridge |  |  |  |
| Residence – North Residence |  |  |  |
| Residence – South Residence |  |  |  |
| Residence – North Sprit Heights |  |  |  |
| Residence – Bearskin Lake |  |  |  |
| Balmoral Street Centre – ‘HS’ |  |  |  |
| Outpost Pub – LUSU |  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **TOTAL** Annual Cost all Buildings  Listed above |  |  |  |

Should the University choose to exercise any option years, pricing for these extensions will be negotiated with the winning proponent approximately ninety days in advance of the expiry of the initial contract term for each extension year.

Continued next page.

**Appendix ‘C’ PRICING PROPOSAL**

**Continued (Pg 3 of 3)**

**Rates for Additional Cleaning – Initial Contract Term.**

For any required Emergency, Construction, and/or Additional cleaning

Provide price per hour per person:

|  |  |  |  |
| --- | --- | --- | --- |
| Additions – any area, by hour | Year One | Year Two | Year Three |
| For Emergency, construction assist, or Unplanned additions |  |  |  |

Additional cleaning staff……...…….price per hour

|  |  |  |  |
| --- | --- | --- | --- |
| Additions– Staffing only, by person | Year One | Year Two | Year Three |
|  |  |  |  |

**Rates for new or expanded areas/facilities outside of the initial buildings listed in this RFP.**

Provide price per person per SQUARE FOOT

|  |  |  |  |
| --- | --- | --- | --- |
| Space Additions | Year One | Year Two | Year Three |
| Person/Sq Ft |  |  |  |

**Clarifications:**

The Centennial Building is currently being cleaned by internal staff, and is thus not listed  
on the bid form above. Should the current process change following award, the University will accept billing on a per hour basis as above.

University Centre square footage includes both the main and second floor levels.   
On the main floor plan, the square meter areas are:   
 Meeting rooms 53.14  
 Washrooms 18.89  
 Dining (Faculty Lounge) 296.67  
 Hallways 62.56  
 Total 431.26  
The remaining areas of UC include the washrooms, corridors, and stairwells plus  
the Cafeterias which are approximately 1500 square meters.

The Power House is not included in the custodial contract.

The 50 page ‘maximum’ does not include covers, appendices, or the bid form required by the University.

Regarding waste audit programs, the winning proponent may be asked to participate with University staff, but this should not impact the bid submitted and will be negotiated following award if required. Cafeteria waste is currently managed by the food service Contractor.

Questions raised late in the process asked about floor finishing. The University anticipates that the winning proponent will follow manufacturer’s recommendations when dealing with floor finishes and coatings.

The University Work Order system (In Physical Plant) is an in-house software product.

Unless a building is shown on the bid form, proponents will disregard it.

Please see the ‘minimum requirements’ table posted with this Addendum.