

**RETURN BIDS TO:**  
**RETOURNER LES SOUMISSIONS À:**  
Bid Receiving Public Works and Government  
Services Canada/Réception des soumissions  
Travaux publics et Services gouvernementaux  
Canada  
PO Box 1408, Room 100  
167 Lombard Ave.  
Winnipeg  
Manitoba  
R3C 2Z1  
Bid Fax: (204) 983-0338

**REQUEST FOR PROPOSAL**  
**DEMANDE DE PROPOSITION**

**Proposal To: Public Works and Government  
Services Canada**

We hereby offer to sell to Her Majesty the Queen 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.

**Proposition aux: Travaux Publics et Services  
Gouvernementaux Canada**

Nous offrons par la présente de vendre à Sa Majesté la Reine du chef du Canada, aux conditions énoncées ou incluses par référence dans la présente et aux annexes ci-jointes, les biens, services et construction énumérés ici sur toute feuille ci-annexée, au(x) prix indiqué(s).

**Comments - Commentaires**

<b>Title - Sujet</b> Janitorial Services - Shilo F	
<b>Solicitation No. - N° de l'invitation</b> W0118-12S39F/A	<b>Date</b> 2012-03-28
<b>Client Reference No. - N° de référence du client</b> W0118-12S39F	
<b>GETS Reference No. - N° de référence de SEAG</b> PW-\$WPG-080-7984	
<b>File No. - N° de dossier</b> WPG-1-34471 (080)	<b>CCC No./N° CCC - FMS No./N° VME</b>
<b>Solicitation Closes - L'invitation prend fin</b> <b>at - à 02:00 PM</b> <b>on - le 2012-05-08</b>	
<b>Time Zone</b> <b>Fuseau horaire</b> Central Daylight Saving Time CDT	
<b>F.O.B. - F.A.B.</b> <b>Plant-Usine:</b> <input type="checkbox"/> <b>Destination:</b> <input checked="" type="checkbox"/> <b>Other-Autre:</b> <input type="checkbox"/>	
<b>Address Enquiries to: - Adresser toutes questions à:</b> Almonte, Cathleen	<b>Buyer Id - Id de l'acheteur</b> wpg080
<b>Telephone No. - N° de téléphone</b> (204) 984-6664 ( )	<b>FAX No. - N° de FAX</b> (204) 983-7796
<b>Destination - of Goods, Services, and Construction:</b> <b>Destination - des biens, services et construction:</b> DEPARTMENT OF NATIONAL DEFENCE BCE CONTRACTS OFFICE BLDG P101 CFB SHILO SHILO MANITOBA R0K2A0 Canada	

**Instructions: See Herein**

**Instructions: Voir aux présentes**

**Vendor/Firm Name and Address**

**Raison sociale et adresse du  
fournisseur/de l'entrepreneur**

**Issuing Office - Bureau de distribution**

Public Works and Government Services Canada - Western  
Region  
PO Box 1408, Room 100  
167 Lombard Ave.  
Winnipeg  
Manitoba  
R3C 2Z1

<b>Delivery Required - Livraison exigée</b> See Herein	<b>Delivery Offered - Livraison proposée</b>
<b>Vendor/Firm Name and Address</b> <b>Raison sociale et adresse du fournisseur/de l'entrepreneur</b>	
<b>Telephone No. - N° de téléphone</b> <b>Facsimile No. - N° de télécopieur</b>	
<b>Name and title of person authorized to sign on behalf of Vendor/Firm</b> <b>(type or print)</b> <b>Nom et titre de la personne autorisée à signer au nom du fournisseur/ de l'entrepreneur (taper ou écrire en caractères d'imprimerie)</b>	
<b>Signature</b>	<b>Date</b>

## **TABLE OF CONTENTS**

### **PART 1 - GENERAL INFORMATION**

- 1.0 Introduction
- 2.0 Summary
- 3.0 Debriefings

### **PART 2 - BIDDER INSTRUCTIONS**

- 1.0 Standard Instructions, Clauses and Conditions
- 2.0 Submission of Bids
- 3.0 Enquiries - Bid Solicitation
- 4.0 Applicable Laws
- 5.0 Improvement of Requirement During Solicitation Period
- 6.0 Mandatory Site Visit

### **PART 3 - BID PREPARATION INSTRUCTIONS**

- 1.0 Bid Preparation Instructions

### **PART 4 - EVALUATION PROCEDURES**

- 1.0 Evaluation Procedures
- 2.0 Basis of Selection

### **PART 5 - CERTIFICATIONS**

- 1.0 Certifications Precedent to Contract Award

### **PART 6 - INSURANCE REQUIREMENTS**

- 1.0 Insurance Requirements

### **PART 7 - RESULTING CONTRACT CLAUSES**

- 1.0 Statement of Work
- 2.0 Standard Clauses and Conditions
- 3.0 Term of Contract
- 4.0 Authorities
- 5.0 Payment
- 6.0 Invoicing Instructions
- 7.0 Certifications
- 8.0 Applicable Laws
- 9.0 Priority of Documents

Solicitation No. - N° de l'invitation

W0118-12S39F/A

Amd. No. - N° de la modif.

File No. - N° du dossier

WPG-1-34471

Buyer ID - Id de l'acheteur

wpg080

CCC No./N° CCC - FMS No/ N° VME

W0118-12S39F

- 
- 10.0 Defence Contract
  - 11.0 Insurance Requirements
  - 12.0 SACC Manual Clauses

**LIST OF ANNEXES:**

ANNEX A	Statement of Work
ANNEX B	Basis of Payment
ANNEX C	Insurance Requirements
ANNEX D	DND 626, Task Authorization Form
ANNEX E	Task Authorization Usage Form

---

## JANITORIAL SERVICES - Shilo F

### PART 1 - GENERAL INFORMATION

#### 1.0 Introduction

The bid solicitation is divided into seven parts plus attachments and annexes, as follows:

- Part 1 General Information: provides a general description of the requirement;
- Part 2 Bidder Instructions: provides the instructions, clauses and conditions applicable to the bid solicitation;
- Part 3 Bid Preparation Instructions: provides bidders with instructions on how to prepare their bid;
- Part 4 Evaluation Procedures and Basis of Selection: indicates how the evaluation will be conducted, the evaluation criteria that must be addressed in the bid, and the basis of selection;
- Part 5 Certifications: includes the certifications to be provided; and
- Part 6 Insurance Requirements; and
- Part 7 Resulting Contract Clauses: includes the clauses and conditions that will apply to any resulting contract.

The Annexes include the Statement of Work, the Basis of Payment, Insurance Requirements, DND 626 Task Authorization Form, and the Task Authorization Usage Form.

#### 2.0 Summary

To provide janitorial services, snow removal and project cleaning to various base buildings, including all labour, materials, equipment, tools, transportation and supervision for the Department of National Defence, Canadian Forces Base (CFB) Shilo, Shilo, Manitoba. The period of the Contract is from 01 June 2012 to 31 May 2013 inclusive with Canada retaining an irrevocable option to extend the Contract for an additional two (2) consecutive one (1) year periods.

The requirement is subject to the provisions the World Trade Organization Agreement on Government Procurement (WTO-AGP), the North American Free Trade Agreement (NAFTA), and the Agreement on Internal Trade (AIT).

#### 3.0 Debriefings

After contract award, bidders may request a debriefing on the results of the bid solicitation process. Bidders should make the request to the Contracting Authority within 15 working days of receipt of the results of the bid solicitation process. The debriefing may be in writing, by telephone or in person.

---

## **PART 2 - BIDDER INSTRUCTIONS**

### **1.0 Standard Instructions, Clauses and Conditions**

All instructions, clauses and conditions identified in the bid solicitation by number, date and title are set out in the Standard Acquisition Clauses and Conditions (<http://ccua-sacc.tpsgc-pwgsc.gc.ca/pub/acho-eng.jsp>) Manual issued by Public Works and Government Services Canada.

Bidders who submit a bid agree to be bound by the instructions, clauses and conditions of the bid solicitation and accept the clauses and conditions of the resulting contract.

The 2003 (2012-03-02) Standard Instructions - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the bid solicitation.

Delete: sixty (60) days

Insert: one hundred and twenty (120) days

### **2.0 Submission of Bids**

Bids must be submitted only to Public Works and Government Services Canada (PWGSC) Bid Receiving Unit by the date, time and place indicated on page 1 of the bid solicitation.

**DUE TO THE NATURE OF THE BID SOLICITATION, BIDS TRANSMITTED BY FACSIMILE TO PWGSC WIL NOT BE ACCEPTED.**

### **3.0 Enquiries - Bid Solicitation**

All enquiries must be submitted in writing to the Contracting Authority no later than seven (7) calendar days before the bid closing date. Enquiries received after that time may not be answered.

Bidders should reference as accurately as possible the numbered item of the bid solicitation to which the enquiry relates. Care should be taken by bidders to explain each question in sufficient detail in order to enable Canada to provide an accurate answer. Technical enquiries that are of a proprietary nature must be clearly marked "proprietary" at each relevant item. Items identified as "proprietary" will be treated as such except where Canada determines that the enquiry is not of a proprietary nature. Canada may edit the questions or may request that the Bidder do so, so that the proprietary nature of the question is eliminated, and the enquiry can be answered with copies to all bidders. Enquiries not submitted in a form

that can be distributed to all bidders may not be answered by Canada.

### **4.0 Applicable Laws**

Any resulting contract must be interpreted and governed, and the relations between the parties determined, by the laws in force in Manitoba.

Bidders may, at their discretion, substitute the applicable laws of a Canadian province or territory of their choice without affecting the validity of their bid, by deleting the name of the Canadian province or territory specified and inserting the name of the Canadian province or territory of their choice. If no change is made, it acknowledges that the applicable laws specified are acceptable to the bidders.

### **5.0 Improvement of Requirement During Solicitation Period**

Should bidders consider that the specifications or Statement of Work contained in the bid solicitation could be improved technically or technologically, bidders are invited to make suggestions, in writing, to the Contracting Authority named in the bid solicitation. Bidders must clearly outline the suggested improvement as well as the reason for the suggestion. Suggestions that do not restrict the level of competition nor favour a particular bidder will be given consideration provided they are submitted to the Contracting Authority at least seven (7) days before the bid closing date. Canada will have the right to accept or reject any or all suggestions.

## 6.0 Mandatory Site Visit

It is mandatory that the Bidder or a representative of the Bidder visit the work site. Arrangements have been made for site visit to be held on 20 April 2012 at 10:30 a.m. at CFB Shilo, Building P101, Shilo Manitoba. Bidders must communicate with the Contracting Authority no later than three (3) day(s) before the scheduled visit to confirm attendance and provide the names of the person(s) who will attend. Bidders will be required to sign an attendance form. Bidders should confirm in their bids that they have attended the site visit. Bidders who do not attend or send a representative will not be given an alternative appointment and their bids will be rejected as non-compliant. Any clarifications or changes to the bid solicitation resulting from the site visit will be included as an amendment to the bid solicitation.

## PART 3 - BID PREPARATION INSTRUCTIONS

### 1.0 Bid Preparation Instructions

Canada requests that bidders provide their bid in separately bound sections as follows:

- Section I: Technical Bid (3 hard copies)
- Section II: Financial Bid (1 hard copy)
- Section III: Certifications (1 hard copy)

PRICES MUST APPEAR IN THE FINANCIAL BID ONLY. No prices must be indicated in any other section of the bid.

Canada requests that bidders follow the format instructions described below in the preparation of their bid:

- (a) use 8.5 x 11 inch (216 mm x 279 mm) paper;
- (b) use a numbering system that corresponds to the bid solicitation.

In April 2006, Canada issued a policy directing federal departments and agencies to take the necessary steps to incorporate environmental considerations into the procurement process Policy on Green Procurement (<http://www.tpsgc-pwgsc.gc.ca/ecologisation-greening/achats-procurement/politique-policy-eng.html>). To assist Canada in reaching its objectives, bidders are encouraged to:

- 1) use paper containing fibre certified as originating from a sustainably-managed forest and/or containing minimum 30% recycled content; and
- 2) use an environmentally-preferable format including black and white printing instead of colour printing, printing double sided/duplex, using staples or clips instead of cerlox, duotangs or binders.

---

## Section I: Technical Bid

In their technical bid, bidders should demonstrate their understanding of the requirements contained in the bid solicitation and explain how they will meet these requirements. Bidders should demonstrate their capability and describe their approach in a thorough, concise and clear manner for carrying out the work. The technical bid should address clearly and in sufficient depth the points that are subject to the evaluation criteria against which the bid will be evaluated. Simply repeating the statement contained in the bid solicitation is not sufficient. In order to facilitate the evaluation of the bid, Canada requests that bidders address and present topics in the order of the evaluation criteria under the same headings. To avoid duplication, bidders may refer to different sections of their bids by identifying the specific paragraph and page number where the subject topic has already been addressed.

## Section II: Financial Bid

Bidders must submit their financial bid in accordance with the Basis of Payment, Annex B. The total amount of Goods and Services Tax (GST) or Harmonized Sales Tax (HST) must be shown separately, if applicable.

### 1.1 SACC Manual Clauses

C3011T (2010-01-11), Exchange Rate Fluctuation

## Section III: Certifications

Bidders must submit the certifications required under Part 5.

## PART 4 - EVALUATION PROCEDURES

### 1.0 Evaluation Procedures

- (a) Bids will be assessed in accordance with the entire requirement of the bid solicitation including the technical and financial evaluation criteria.
- (b) An evaluation team composed of representatives of Canada will evaluate the bids.

### 1.1 Technical Evaluation

#### 1.1.1 Point Rated Technical Criteria

The proposals will be evaluated on the basis of the following criteria, therefore, bidders are advised to address each area in sufficient depth to show clearly how effectively the work could be done. Proposals which do not give sufficient information will be considered to be non-responsive. All bidders are requested to submit the following information in support of meeting the evaluation criteria. It is recommended that your proposal be submitted following the format below. Your technical proposal should include, but not necessarily be limited to, the following points:

##### 1.1.1.1 ORGANIZATION AND MANAGEMENT

*Maximum: 45 Points / Minimum Acceptable Score: 27 Points*

Demonstrate that the Contractor shall provide all the staff necessary to perform all services as specified in the Statement of Work - Annex A, as it pertains to: the team's organization, services

to be managed, and proof of the Contractor's resources and capacity to provide additional resources, if and when needed.

What the Contractor should provide but not be limited to:

- a) Overall Contractor's Organization: (max. 10 points)
- An organization chart for the Contractor.
  - Key personnel position title and length of time with the Contractor as they relate to assigned roles and responsibilities.
- b) Team assigned to this Contract: (max. 5 points)
- An outline indicating the number of personnel that would be utilized to carry out the services. The number of personnel should be broken down to reflect the number of superintendents, supervisor(s)/cleaners, day cleaners, evening cleaners and weekend cleaners.
- c) Monitoring of Contractor's Staff (max. 15 points)
- A detailed description of the Contractor's intended methods to supervise and monitor the staff to ensure the work performance adheres to the Quality Standards specified in the Request for Proposal. This should include the number of hours for the working Supervisor(s).
- d) Absenteeism of Contractor's Staff (max. 15 points)
- A detailed narrative of how you would remedy the situation if the quality of janitorial services that you are providing to the client diminished due to a high level of absenteeism (staffing approach).

#### 1.1.1.2 HEALTH & SAFETY

*Maximum: 35 Points / Minimum Acceptable Score: 21 Points*

A demonstration that the Contractor shall adhere to all health and safety measures pertaining to accident prevention and fire hazards recommended by National and Provincial codes and/or prescribed by the authorities having jurisdiction concerning the equipment, work habits, and procedures. In addition, adequate training of personnel assigned to perform operations such as relamping, use of chemicals, etc. is also required in relation to the measures the Contractor takes to maintain a healthy and safe working environment, the type of training the Contractor is providing to its employees, and the number of employees trained in specific programs.

The Contractor should provide but not be limited to:

- a) Programs (max. 15 points)
- A detailed description of the Health and Safety Program or Practices currently in place, including training and monitoring of staff performance necessary to maintain a healthy and safe working environment and adhere to all health and safety measures pertaining

to accident prevention and fire hazards recommended by National and Provincial codes and/or prescribed by the authorities having jurisdiction concerning the equipment, work habits, and procedures.

- b) Health and Safety Training (max. 10 points)
- Provide name(s) of supervisor(s) and employee(s) and type of training they have completed related to Health and Safety (e.g. Health and Safety, WHMIS, First Aid, other).
- c) Emergency Cleanups (max. 10 points)
- A detailed plan for the response to emergency cleanups (ex. spills).

### 1.1.1.3 MATERIALS & EQUIPMENT

*Maximum: 30 Points / Minimum Acceptable Score: 18 Points*

A demonstration that the Contractor shall supply all equipment, materials, or products required to carry out the Services as outlined in the Statement of Work, Annex A, as it pertains to the type and quantity of equipment the Contractor has available to carry out the services, the type of material or products that the Contractor will use to carry out the services, and the preferred use of quality materials and products considered environmentally friendly.

The Contractor should provide but not be limited to:

- a) Equipment List (max. 15 points)
- A list of mechanical equipment, including specifications (i.e. make and model number and/or performance capabilities, etc.) the Contractor will have available to carry out the services. For example: vacuums, floor machines, carpet extractors, etc. Include age of equipment (not used for assessment but for information purposes only) and quantities.
- b) Materials and Products List: (max. 15 points)
- A list of the materials or products, including the brand name and/or manufacturer, your firm intends to use to carry out the services. Indicate if they are environmentally friendly.

### 1.1.1.4 QUALITY ASSURANCE

*Maximum: 45 Points / Minimum Acceptable Score: 27 Points*

A demonstration that quality standards described herein shall be strictly adhered to as it relates to the Contractor's commitment towards a quality organization and the contractors method of maintaining and improving quality services.

The Contractor should provide but not be limited to:

- a) Quality Assurance (QA) Program (max. 20 points)

- A detailed description of the Quality Assurance Program currently employed by the Contractor, including the employee involvement.

b) Quality Assurance Training (max. 10 points)

- Provide detailed description of QA Training and any other courses attended outside the organization given to employees to ensure quality service delivery.

c) Resolution of Problems (max. 15 points)

- A detailed description of how the Contractor resolves contentious issues related to the quality of services.

#### 1.1.1.5 CONTRACTOR'S EXPERIENCE AND PAST PERFORMANCE

*Maximum: 40 Points / Minimum Acceptable Score: 24 Total Points and 12 Points per Reference*

A demonstration that the Contractor has the ability to successfully carry out and manage the responsibilities as outlined in the Statement of Work - Annex A as it relates to evidence that the Contractor has a good track record, has experience in janitorial services, and has proven past performance in this field of work.

The Contractor should provide but not be limited to:

a) Project Reference 1 (max. 20 points)  
Project Reference 2 (max. 20 points)

submission of two (2) contracts or projects rendered for at least six (6) consecutive months within the past three (3) years, wherein the range of janitorial services provided are comparable to those described in this Request for Proposal (RFP). References may be a combination of PWGSC contracts and/or other industry contracts. The references must be verifiable.

past If the Bidder submits references in excess of the stated requirement above, only the references up to the identified limit will be assessed. If the referenced project does not occur within the three (3) years, it will not be assessed and will receive 0 points for that Project Reference.

For each reference provided, the Bidder should address the information contained in the following:

- Name of client organization or company
- Name, title, telephone number and/or facsimile number of contact
- Provide a detailed description of Project or Contract
- Approximate size in square meters of the cleanable area of the project/contract
- Location of the project or contract
- Dollar value of the project or contract
- Performance period of the project or contract

#### 1.1.1.6 SUPERVISOR(S) EXPERTISE AND EXPERIENCE

*Maximum: 40 Points / Minimum Acceptable Score: 24 Points*

A demonstration that the Contractor has in its employ, or access to, Supervisor(s) with the expertise to effectively supervise the work outlined in the Statement of Work, Annex A as it pertains to the working Supervisor's janitorial service experience & proven past performance, and a contingency plan to be followed if performance is deemed below quality standards by its senior personnel.

The Contractor should provide but not be limited to:

- a) Supervisor's Experience and Project Reference (max. 25 points)

A list of the Contractor's working Supervisor(s) who will be assigned to this Contract, including the name and number of years of experience as Supervisor(s) in janitorial services.

Evidence of the experience and satisfactory performance of the working Supervisor(s) listed above, by referencing two (2) projects/contracts rendered for at least six (6) consecutive months within the past three (3) years, for providing janitorial services in a range comparable in size, scope and complexity to those outlined in the Statement of Work - Annex A. The references must be verifiable.

If the Bidder submits references in excess of the stated requirement above, only the references up to the identified limit will be assessed. If the referenced project does not occur within the past three (3) years, it will not be assessed and will receive 0 points for that Project Reference.

For each reference provided, the Bidder should address the information contained in the following:

- Name of client organization or company
- Name, title, telephone number and/or facsimile number of the contact
- Provide a detailed description of Project or contract including the performance period of the project/contract
- Approximate size in square meters of the cleanable area of the project/contract
- Provide a detailed description of the responsibilities of the individuals
- Location of the project/contract
- Dollar value of the project/contract

- b) Supervisor's Performance (max. 15 points)

- A detailed narrative of how your firm would identify the factors that would indicate that the On-site Supervisor is not performing his/her duties adequately and what your firm would do to remedy the situation.

## 1.2 Financial Evaluation

SACC Manual Clause A0222T (2010-01-11), Evaluation of Price

## 2.0 Basis of Selection

### 2.1 Basis of Selection - Minimum Point Rating

2.1.1 To be declared responsive, a bid must:

- (a) comply with all the requirements of the bid solicitation; and
- (b) meet all mandatory technical evaluation criteria; and
- (c) obtain the required minimum points for the technical evaluation criteria which are subject to point rating.

2.1.2 Bids not meeting (a) or (b) or (c) will be declared non-responsive. The responsive bid with the lowest evaluated price will be recommended for award of a contract.

## **PART 5 - CERTIFICATIONS**

Bidders must provide the required certifications to be awarded a contract. Canada will declare a bid non-responsive if the required certifications are not completed and submitted as requested.

Compliance with the certifications bidders provide to Canada is subject to verification by Canada during the bid evaluation period (before award of a contract) and after award of a contract. The Contracting Authority will have the right to ask for additional information to verify bidders' compliance with the certifications before award of a contract. The bid will be declared non-responsive if any certification made by the Bidder is untrue, whether made knowingly or unknowingly. Failure to comply with the certifications or to comply with the request of the Contracting Authority for additional information will also render the bid non-responsive.

### **1.0 Certifications Precedent to Contract Award**

The certifications listed below should be completed and submitted with the bid, but may be submitted afterwards. If any of these required certifications is not completed and submitted as requested, the Contracting Authority will so inform the Bidder and provide the Bidder with a time frame within which to meet the requirement. Failure to comply with the request of the Contracting Authority and meet the requirement within that time period will render the bid non-responsive.

#### **1.1 Federal Contractors Program - Certification**

##### **Federal Contractors Program - \$200,000 or more**

1. The Federal Contractors Program (FCP) requires that some suppliers, including a supplier who is a member of a joint venture, bidding for federal government contracts, valued at \$200,000 or more (including all applicable taxes), make a formal commitment to implement employment equity. This is a condition precedent to contract award. If the Bidder, or, if the Bidder is a joint venture and if any member of the joint venture, is subject to the FCP, evidence of its commitment must be provided before the award of the Contract.

Suppliers who have been declared ineligible contractors by Human Resources and Skills Development Canada (HRSDC) are no longer eligible to receive government contracts over the threshold for solicitation of bids as set out in the Government Contracts Regulations. Suppliers may be declared ineligible contractors either as a result of a finding of non-compliance by HRSDC, or following their voluntary withdrawal from the FCP for a reason other than the reduction of their workforce to less than 100 employees. Any bids from ineligible contractors, including a bid from a joint venture that has a member who is an ineligible contractor, will be declared non-responsive.

2. If the Bidder does not fall within the exceptions enumerated in 3.(a) or (b) below, or does not have a valid certificate number confirming its adherence to the FCP, the Bidder must fax (819-953-8768) a copy of the signed form LAB 1168, Certificate of Commitment to Implement Employment Equity, to the Labour Branch of HRSDC.
3. The Bidder, or, if the Bidder is a joint venture the member of the joint venture, certifies its status with the FCP, as follows:

The Bidder or the member of the joint venture

- (a)  is not subject to the FCP, having a workforce of less than 100 full-time or part-time permanent employees, and/or temporary employees having worked 12 weeks or more in Canada;
- (b)  is not subject to the FCP, being a regulated employer under the Employment Equity Act, S.C. 1995, c. 44;
- (c)  is subject to the requirements of the FCP, having a workforce of 100 or more full-time or part-time permanent employees, and/or temporary employees having worked 12 weeks or more in Canada, but has not previously obtained a certificate number from HRSDC (having not bid on requirements of \$200,000 or more), in which case a duly signed certificate of commitment is attached;
- (d)  is subject to the FCP, and has a valid certificate number as follows: \_\_\_\_\_ (e.g. has not been declared an ineligible contractor by HRSDC.)

Further information on the FCP is available on the HRSDC Web site.

## 1.2 Former Public Servant Certification

Contracts with former public servants (FPS) in receipt of a pension or of a lump sum payment must bear the closest public scrutiny, and reflect fairness in the spending of public funds. In order to comply with Treasury Board policies and directives on contracts with FPS, bidders must provide the information required below.

### Definitions

For the purposes of this clause,

"former public servant" is any former member of a department as defined in the Financial Administration Act, R.S., 1985, c. F-11, a former member of the Canadian Armed Forces or a former member of the Royal Canadian Mounted Police. A former public servant may be:

- (a) an individual;
- (b) an individual who has incorporated;
- (c) a partnership made of former public servants; or
- (d) a sole proprietorship or entity where the affected individual has a controlling or major interest in the entity.

"lump sum payment period" means the period measured in weeks of salary, for which payment has been made to facilitate the transition to retirement or to other employment as a result of the implementation of

various programs to reduce the size of the Public Service. The lump sum payment period does not include the period of severance pay, which is measured in a like manner.

"pension" means, in the context of the fee abatement formula, a pension or annual allowance paid under the Public Service Superannuation Act (PSSA), R.S., 1985, c. P-36, and any increases paid pursuant to the Supplementary Retirement Benefits Act, R.S., 1985, c. S-24 as it affects the PSSA. It does not include pensions payable pursuant to the Canadian Forces Superannuation Act, R.S., 1985, c. C-17, the Defence Services Pension Continuation Act, 1970, c. D-3, the Royal Canadian Mounted Police Pension Continuation Act, 1970, c. R-10, and the Royal Canadian Mounted Police Superannuation Act, R.S., 1985, c. R-11, the Members of Parliament Retiring Allowances Act, R.S., 1985, c. M-5, and that portion of pension payable to the Canada Pension Plan Act, R.S., 1985, c. C-8.

### Former Public Servant in Receipt of a Pension

Is the Bidder a FPS in receipt of a pension as defined above? YES [ ] NO [ ]

If so, the Bidder must provide the following information:

- (a) name of former public servant;
- (b) date of termination of employment or retirement from the Public Service.

### Work Force Reduction Program

Is the Bidder a FPS who received a lump sum payment pursuant to the terms of a work force reduction program? YES [ ] NO [ ]

If so, the Bidder must provide the following information:

- (a) name of former public servant;
- (b) conditions of the lump sum payment incentive;
- (c) date of termination of employment;
- (d) amount of lump sum payment;
- (e) rate of pay on which lump sum payment is based;
- (f) period of lump sum payment including start date, end date and number of weeks;
- (g) number and amount (professional fees) of other contracts subject to the restrictions of a work force reduction program.

For all contracts awarded during the lump sum payment period, the total amount of fees that may be paid to a FPS who received a lump sum payment is \$5,000, including the Goods and Services Tax or Harmonized Sales Tax.

### Certification

By submitting a bid, the Bidder certifies that the information submitted by the Bidder in response to the above requirements is accurate and complete.

### 1.3 Status and Availability of Resources

The Bidder certifies that, should it be awarded a contract as a result of the bid solicitation, every individual proposed in its bid will be available to perform the Work as required by Canada's representatives and at the time specified in the bid solicitation or agreed to with Canada's

representatives. If for reasons beyond its control, the Bidder is unable to provide the services of an individual named in its bid, the Bidder may propose a substitute with similar qualifications and experience. The Bidder must advise the Contracting Authority of the reason for the substitution and provide the name, qualifications and experience of the proposed replacement. For the purposes of this clause, only the following reasons will be considered as beyond the control of the Bidder: death, sickness, maternity and parental leave, retirement, resignation, dismissal for cause or termination of an agreement for default.

If the Bidder has proposed any individual who is not an employee of the Bidder, the Bidder certifies that it has the permission from that individual to propose his/her services in relation to the Work to be performed and to submit his/her résumé to Canada. The Bidder must, upon request from the Contracting Authority, provide a written confirmation, signed by the individual, of the permission given to the Bidder and of his/her availability.

#### **1.4 Education and Experience**

SACC Manual clause A3010T (2010-08-16) Education and Experience

### **PART 6 - INSURANCE REQUIREMENTS**

#### **1.0 Insurance Requirements**

The Bidder must provide a letter from an insurance broker or an insurance company licensed to operate in Canada stating that the Bidder, if awarded a contract as a result of the bid solicitation, can be insured in accordance with the Insurance Requirements specified in Annex C.

If the information is not provided in the bid, the Contracting Authority will so inform the Bidder and provide the Bidder with a time frame within which to meet the requirement. Failure to comply with the request of the Contracting Authority and meet the requirement within that time period will render the bid non-responsive

### **PART 7 - RESULTING CONTRACT CLAUSES**

#### **1.0 Statement of Work**

The Contractor must perform the Work in accordance with the Statement of Work at Annex A.

#### **1.1 Task Authorization**

The Work or a portion of the Work to be performed under the Contract will be on an "as and when requested basis" using a Task Authorization (TA). The Work described in the TA must be in accordance with the scope of the Contract.

##### **1.1.1 Task Authorization Process**

1. The Project Authority will provide the Contractor with a description of the task using the DND 626, Task Authorization Form.

2. The Task Authorization (TA) will contain the details of the activities to be performed, a description of the deliverables, and a schedule indicating completion dates for the major activities or submission dates for the deliverables. The TA will also include the applicable basis (bases) and methods of payment as specified in the Contract.
3. The Contractor must provide the Project Authority, within two (2) calendar days of its receipt, the proposed total estimated cost for performing the task and a breakdown of that cost, established in accordance with the Basis of Payment specified in the Contract.
4. The Contractor must not commence work until a TA authorized by the Project Authority has been received by the Contractor. The Contractor acknowledges that any work performed before a TA has been received will be done at the Contractor's own risk.

#### **1.1.2 Task Authorization Limit**

The Project Authority may authorize individual task authorizations up to a limit of \$ TBD , Goods and Services Tax or Harmonized Sales Tax included, inclusive of any revisions.

Any task authorization to be issued in excess of that limit must be authorized by the Project Authority and Contracting Authority before issuance.

#### **1.1.3 Canada's Obligation - Portion of the Work - Task Authorizations**

Canada's obligation with respect to the portion of the Work under the Contract that is performed through task authorizations is limited to the total amount of the actual tasks performed by the Contractor.

#### **1.1.4 Periodic Usage Reports - Contracts with Task Authorization**

The Contractor must compile and maintain records on its provision of services to the federal government under authorized Task Authorizations issued under the Contract.

The Contractor must provide this data in accordance with the reporting requirements detailed below or in **Annex "E"**. If some data is not available, the reason must be indicated. If services are not provided during a given period, the Contractor must still provide a "NIL" report.

The data must be submitted on a quarterly basis to the Contracting Authority.  
The quarterly periods are defined as follows:

- 1st quarter: April 1 to June 30;
- 2nd quarter: July 1 to September 30;
- 3rd quarter: October 1 to December 31; and
- 4th quarter: January 1 to March 31.

The data must be submitted to the Contracting Authority no later than seven (7) calendar days after the end of the reporting period.

#### **Reporting Requirement- Details**

A detailed and current record of all authorized tasks must be kept for each contract with a task authorization process. This record must contain (contracting authority to edit the text as applicable):

For each authorized task:

- (i) the authorized task number or task revision number(s);
- (ii) a title or a brief description of each authorized task;
- (iii) the total estimated cost specified in the authorized Task Authorization (TA) of each task, GST or HST extra;
- (iv) the total amount, GST or HST extra, expended to date against each authorized task;
- (v) the start and completion date for each authorized task; and
- (vi) the active status of each authorized task, as applicable.

For all authorized tasks:

- (i) the amount (GST or HST extra) specified in the contract (as last amended, as applicable) as Canada's total liability to the contractor for all authorized TAs; and
- (ii) the total amount, GST or HST extra, expended to date against all authorized TAs.

### **1.1.5 Task Authorization - Department of National Defence**

The administration of the Task Authorization process will be carried out by the Project Authority. This process includes monitoring, controlling and reporting on expenditures of the contract with task authorizations to the Contracting Authority.

## **2.0 Standard Clauses and Conditions**

All clauses and conditions identified in the Contract by number, date and title are set out in the Standard Acquisition Clauses and Conditions (<http://ccua-sacc.tpsgc-pwgsc.gc.ca/pub/acho-eng.jsp>) Manual issued by Public Works and Government Services Canada.

### **2.1 General Conditions**

2035 (2012-03-02), General Conditions - Higher Complexity - Services, apply to and form part of the Contract.

### **3.0 Term of Contract**

#### **3.1 Period of the Contract**

The period of the Contract is from 01 June 2012 to 31 May 2013 inclusive.

#### **3.2 Option to Extend the Contract**

The Contractor grants to Canada the irrevocable option to extend the term of the Contract by up to two (2) additional one (1) year period(s) under the same conditions. The Contractor agrees that, during the extended period of the Contract, it will be paid in accordance with the applicable provisions as set out in the Basis of Payment.

Canada may exercise this option at any time by sending a written notice to the Contractor at least three (3) calendar days before the expiry date of the Contract. The option may only be exercised by the Contracting Authority, and will be evidenced for administrative purposes only, through a contract amendment.

## **4.0 Authorities**

**4.1 Contracting Authority**

The Contracting Authority for the Contract is:

Cathleen Almonte, *B. Comm. (Hons.)*  
Supply Specialist  
Public Works and Government Services Canada  
Wester Region  
Acquisitions Section  
Suite 100-167 Lombard Avenue  
P.O. Box 1408  
Winnipeg, MB R3C 2Z1

Telephone: (204) 984-6664 Facsimile: (204) 983-7796

E-mail address: *cathleen.almonte@pwgsc-tpsgc.gc.ca*

The Contracting Authority is responsible for the management of the Contract and any changes to the Contract must be authorized in writing by the Contracting Authority. The Contractor must not perform work in excess of or outside the scope of the Contract based on verbal or written requests or instructions from anybody other than the Contracting Authority.

**4.2 Project Authority**

The Project Authority for the Contract is: TBD

The Project Authority is the representative of the department or agency for whom the Work is being carried out under the Contract and is responsible for all matters concerning the technical content of the Work under the Contract. Technical matters may be discussed with the Project Authority, however the Project Authority has no authority to authorize changes to the scope of the Work. Changes to the scope of the Work can only be made through a contract amendment issued by the Contracting Authority.

**4.3 Contractor's Representative**

Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Telephone: \_\_\_\_\_  
Facsimile: \_\_\_\_\_  
E-mail: \_\_\_\_\_

**5.0 Payment**

**5.1.1 Basis of Payment - Firm Price**

For the Work described in the Statement of Work in Annex A and relating to Scheduled Services in Annex B:

In consideration of the Contractor satisfactorily completing its obligations under the Contract, the Contractor will be paid a firm price, firm price for a cost of \$ TBD. Customs duties are included and Goods and Services Tax or Harmonized Sales Tax is extra, if applicable.

For the firm price portion of the Work only, Canada will not pay the Contractor for any design changes, modifications or interpretations of the Work unless they have been approved, in writing, by the Contracting Authority before their incorporation into the Work.

**5.1.1.1 Limitation of Price**

SACC Manual clause C6000C (2011-05-16) Limitation of Price

### 5.1.2 Basis of Payment - Limitation of Expenditure - Task Authorizations

The Contractor will be reimbursed for the costs reasonably and properly incurred in the performance of the Work specified in the authorized Task Authorization (TA), as determined in accordance with the Basis of Payment in Annex B, to the limitation of expenditure specified in the authorized TA.

Canada's liability to the Contractor under the authorized TA must not exceed the limitation of expenditure specified in the authorized TA. Customs duties are included and Goods and Services Tax or Harmonized Sales Tax is extra, if applicable.

No increase in the liability of Canada or in the price of the Work specified in the authorized TA resulting from any design changes, modifications or interpretations of the Work will be authorized or paid to the Contractor unless these design changes, modifications or interpretations have been authorized, in writing, by the Contracting Authority before their incorporation into the Work.

#### 5.1.2.1 Limitation of Expenditure

1. Canada's total liability to the Contractor under the Contract must not exceed \$ TBD. Customs duties are included and Goods and Services Tax or Harmonized Sales Tax is extra, if applicable.
2. No increase in the total liability of Canada or in the price of the Work resulting from any design changes, modifications or interpretations of the Work, will be authorized or paid to the Contractor unless these design changes, modifications or interpretations have been approved, in writing, by the Contracting Authority before their incorporation into the Work. The Contractor must not perform any work or provide any service that would result in Canada's total liability being exceeded before obtaining the written approval of the Contracting Authority. The Contractor must notify the Contracting Authority in writing as to the adequacy of this sum:
  - (a) when it is 75 percent committed, or
  - (b) four (4) months before the contract expiry date, or
  - (c) as soon as the Contractor considers that the contract funds provided are inadequate for the completion of the Work,

whichever comes first.
3. If the notification is for inadequate contract funds, the Contractor must provide to the Contracting Authority a written estimate for the additional funds required. Provision of such information by the Contractor does not increase Canada's liability.

### 5.2 Monthly Payment

SACC Manual clause H1008C (2008-05-12), Monthly Payment

### 5.3 SACC Manual Clauses

A9117C (2007-11-30), T1204 - Direct Request by Customer Department  
 C0710C (2007-11-30), Time and Contract Price Verification  
 C2000C (2007-11-30), Taxes - Foreign-based Contractor

## 6.0 Invoicing Instructions

1. The Contractor must submit invoices in accordance with the section entitled "Invoice Submission" of the general conditions. Invoices cannot be submitted until all work identified in the invoice is completed.

Each invoice must be supported by:

- (a) a copy of the release document and any other documents as specified in the Contract;
2. Invoices must be distributed as follows:
    - (a) The original and one (1) copy must be forwarded to the address shown on page 1 of the Contract for certification and payment.
    - (b) One (1) copy must be forwarded to the Contracting Authority** identified under the section entitled "Authorities" of the Contract.

## 7.0 Certifications

Compliance with the certifications provided by the Contractor in its bid is a condition of the Contract and subject to verification by Canada during the term of the Contract. If the Contractor does not comply with any certification or it is determined that any certification made by the Contractor in its bid is untrue, whether made knowingly or unknowingly, Canada has the right, pursuant to the default provision of the Contract, to terminate the Contract for default.

## 8.0 Applicable Laws

The Contract must be interpreted and governed, and the relations between the parties determined, by the laws in force in Manitoba.

## 9.0 Priority of Documents

If there is a discrepancy between the wording of any documents that appear on the list, the wording of the document that first appears on the list has priority over the wording of any document that subsequently appears on the list.

- (a) the Articles of Agreement;
- (b) the general conditions 2035 (2011-05-16) General Conditions - Higher Complexity - Services;
- (c) Annex A, Statement of Work;
- (d) Annex B, Basis of Payment;
- (e) Annex C, Insurance Requirements;
- (f) the signed Task Authorizations (including all of its annexes, if any); and
- (g) the Contractor's bid dated \_\_\_\_\_.

## 10.0 Defence Contract

SACC Manual clause A9006C (2008-05-12) Defence Contract

## 11.0 Insurance Requirements

Solicitation No. - N° de l'invitation

W0118-12S39F/A

Amd. No. - N° de la modif.

File No. - N° du dossier

WPG-1-34471

Buyer ID - Id de l'acheteur

wpg080

CCC No./N° CCC - FMS No/ N° VME

W0118-12S39F

---

The Contractor must comply with the insurance requirements specified in Annex C. The Contractor must maintain the required insurance coverage for the duration of the Contract. Compliance with the insurance

requirements does not release the Contractor from or reduce its liability under the Contract.

The Contractor is responsible for deciding if additional insurance coverage is necessary to fulfill its obligation under the Contract and to ensure compliance with any applicable law. Any additional insurance coverage is at the Contractor's expense, and for its own benefit and protection.

The Contractor must forward to the Contracting Authority within ten (10) days after the date of award of the Contract, a Certificate of Insurance evidencing the insurance coverage and confirming that the insurance policy complying with the requirements is in force. Coverage must be placed with an Insurer licensed to carry out business in Canada. The Contractor must, if requested by the Contracting Authority, forward to Canada a certified true copy of all applicable insurance policies.

**12.0 SACC Manual Clauses**

A9062C Canadian Forces Site Regulations 2011-05-16

B1501C Electrical Equipment 2006-06-16

**13.0 Contract Financial Security**

1. The Contractor must provide one of the following contract financial securities within fifteen (15) calendar days after the date of contract award:
  - (a) a performance bond (form PWGSC-TPSGC 505) in the amount of 10 percent of the Contract Price; or
  - (b) a performance bond (form PWGSC-TPSGC 505) and a labour and material payment bond (form PWGSC-TPSGC 506), each in the amount of 5 percent of the Contract Price; or
  - (c) a labour and material payment bond (form PWGSC-TPSGC 506) in the amount of 10 percent of the Contract Price; or
  - (d) a security deposit as defined in clause E0008C in the amount of 10 percent of the Contract Price.

Any bond must be accepted as security by one of the bonding companies listed in Treasury Board Contracting Policy, Appendix L, Acceptable Bonding Companies.

2. Security deposits in the form of government guaranteed bonds with coupons attached will be accepted only if all coupons that are unmatured, at the time the security deposit is provided, are attached to the bonds. The Contractor must provide written instructions concerning the action to be taken with respect to coupons that will mature while the bonds are pledged as security, when such coupons are in excess of the security deposit requirement.
3. If Canada does not receive the required financial security within the specified period, Canada may terminate the Contract for default pursuant to the Contract default provision.

**13.1 SACC Manual clause E0008C (2011-05-16), Security Deposit Definition****13.2 Performance Bonds**

In order to ensure that funds will be available to complete the Work in accordance with the conditions of the Contract, the Contractor must, within 15 calendar days after the date of contract award, provide to the Contracting Authority a duly executed performance bond (form PWGSC-TPSGC 505). The performance bond must be 10 percent of the Contract Price and must be accepted as security by one of the bonding companies listed in Treasury Board Contracting Policy, Appendix L, Acceptable Bonding Companies.

If Canada does not receive the performance bond within the specified period, Canada may terminate the Contract for default pursuant to the default provision of the Contract.

**13.3 Labour and Material Payment Bond**

1. In order to provide funds for labour, services and material, the Contractor must, within 15 calendar days after the date of contract award, provide to the Contracting Authority a duly executed labour and material payment bond (form PWGSC-TPSGC 506). The labour and material bond must be 10

Solicitation No. - N° de l'invitation

W0118-12S39F/A

Amd. No. - N° de la modif.

File No. - N° du dossier

WPG-1-34471

Buyer ID - Id de l'acheteur

wpg080

CCC No./N° CCC - FMS No/ N° VME

W0118-12S39F

---

percent of the Contract Price and must be accepted as security by one of the bonding companies listed in Treasury Board Contracting Policy, Appendix L, Acceptable Bonding Companies.

2. The Contractor must post a copy of the bond in a plainly visible place where any of the Work is performed.
3. If Canada does not receive the required bond within the specified period, Canada may terminate the Contract for default pursuant to the default provision of the Contract.

Solicitation No. - N° de l'invitation

W0118-12S39F/A

Amd. No. - N° de la modif.

File No. - N° du dossier

WPG-1-34471

Buyer ID - Id de l'acheteur

wpg080

CCC No./N° CCC - FMS No/ N° VME

W0118-12S39F

---

## STATEMENT OF WORK

**Annex A**

Reference attached PDF Document titled, "*Annex A - Statement of Work*" attached herein.

## BASIS OF PAYMENT

**Annex B**

It is **MANDATORY** that Bidders submit firm prices/rates for the period of the proposed Contract for all items listed hereafter. **This section, when completed, will be considered as the Bidder's financial proposal.**

Bidders shall provide bids as per unit of issue requested. It is the responsibility of the bidder to provide conversion to the unit of issue requested. Failure to do so will render the bid non-responsive without further consideration.

Should there be an error in the extended pricing of the Bidder's proposal, the unit pricing shall prevail and the extended pricing shall be corrected in the evaluation. Any errors in the quantities of the Bidder's proposal shall be changed to reflect the quantities stated in the RFP.

The quantities specified below are provided for evaluation purposes only.

Rates quoted must remain firm for the period of the Contract. Rates **MUST** include ALL costs associated with providing the service in accordance with the Statement of Work, Annex A attached herein. GST, if applicable, is to be shown as a separate item on any resulting invoice. Payment will be made in accordance with the following pricing.

(Note: no additional charges will be allowed for travel to the site)

**PRICING SCHEDULE 1: ROUTINE/SCHEDULED CLEANING**

Firm all inclusive rates for Routine/Scheduled Cleaning operations.

<b>Firm Unit Pricing, F.O.B. Destination, GST (if applicable) Extra</b>						
<b>No.</b>	<b>Period</b>	<b>Cleanable Area</b>	<b>Firm Monthly Rate per m<sup>2</sup></b>	<b>Firm Monthly Rate</b>	<b>No. of Months</b>	<b>Firm Annual Rate</b>
<b>A</b>	<b>Contract Period: 01 June 2012 - 31 May 2013</b>					
1	T-98 Roman Catholic Chapel	466 m <sup>2</sup> x	\$ _____ m <sup>2</sup> =	\$ _____ x	12 =	\$
2	T-99 Protestant Chapel	434 m <sup>2</sup> x	\$ _____ m <sup>2</sup> =	\$ _____ x	12 =	\$
3	T119 Faith Centre	570 m <sup>2</sup> x	\$ _____ m <sup>2</sup> =	\$ _____ x	12 =	\$
4	T-114 Community Centre	2160 m <sup>2</sup> x	\$ _____ m <sup>2</sup> =	\$ _____ x	12 =	\$
5	N-118 Museum	1767 m <sup>2</sup> x	\$ _____ m <sup>2</sup> =	\$ _____ x	12 =	\$
6	Q-114 Hobby/Kit Shop	11 m <sup>2</sup> x	\$ _____ m <sup>2</sup> =	\$ _____ x	12 =	\$
7	M-127 Specialty Club	33 m <sup>2</sup> x	\$ _____ m <sup>2</sup> =	\$ _____ x	12 =	\$
8	M28 Water Treatment Plant	60 m <sup>2</sup> x	\$ _____ m <sup>2</sup> =	\$ _____ x	12 =	\$
<b>Subtotal (i):</b>						<b>\$</b>

No.	Period	Cleanable Area	Firm Monthly Rate per m <sup>2</sup>	Firm Monthly Rate	No. of Months	Firm Annual Rate
<b>B</b>	<b>Option Year 1: 01 June 2013 - 31 May 2014</b>					
9	T-98 Roman Catholic Chapel	466 m <sup>2</sup> x	\$ _____ m <sup>2</sup> =	\$ _____ x	12 =	\$
10	T-99 Protestant Chapel	434 m <sup>2</sup> x	\$ _____ m <sup>2</sup> =	\$ _____ x	12 =	\$
11	T119 Faith Centre	570 m <sup>2</sup> x	\$ _____ m <sup>2</sup> =	\$ _____ x	12 =	\$
12	T-114 Community Centre	2160 m <sup>2</sup> x	\$ _____ m <sup>2</sup> =	\$ _____ x	12 =	\$
13	N-118 Museum	1767 m <sup>2</sup> x	\$ _____ m <sup>2</sup> =	\$ _____ x	12 =	\$
14	Q-114 Hobby/Kit Shop	11 m <sup>2</sup> x	\$ _____ m <sup>2</sup> =	\$ _____ x	12 =	\$
15	M-127 Specialty Club	33 m <sup>2</sup> x	\$ _____ m <sup>2</sup> =	\$ _____ x	12 =	\$
16	M28 Water Treatment Plant	60 m <sup>2</sup> x	\$ _____ m <sup>2</sup> =	\$ _____ x	12 =	\$
	<b>Subtotal (ii):</b>					<b>\$</b>

No.	Period	Cleanable Area	Firm Monthly Rate per m <sup>2</sup>	Firm Monthly Rate	No. of Months	Firm Annual Rate
<b>C</b>	<b>Option Year 2: 01 June 2014 - 31 May 2015</b>					
17	T-98 Roman Catholic Chapel	466 m <sup>2</sup> x	\$ _____ m <sup>2</sup> =	\$ _____ x	12 =	\$
18	T-99 Protestant Chapel	434m <sup>2</sup> x	\$ _____ m <sup>2</sup> =	\$ _____ x	12 =	\$
19	T119 Faith Centre	570 m <sup>2</sup> x	\$ _____ m <sup>2</sup> =	\$ _____ x	12 =	\$
20	T-114 Community Centre	2160 m <sup>2</sup> x	\$ _____ m <sup>2</sup> =	\$ _____ x	12 =	\$
21	N-118 Museum	1767 m <sup>2</sup> x	\$ _____ m <sup>2</sup> =	\$ _____ x	12 =	\$
22	Q-114 Hobby/Kit Shop	11 m <sup>2</sup> x	\$ _____ m <sup>2</sup> =	\$ _____ x	12 =	\$
23	M-127 Specialty Club	33 m <sup>2</sup> x	\$ _____ m <sup>2</sup> =	\$ _____ x	12 =	\$
24	M28 Water Treatment Plant	60 m <sup>2</sup> x	\$ _____ m <sup>2</sup> =	\$ _____ x	12 =	\$
	<b>Subtotal (iii):</b>					<b>\$</b>

**PRICING SCHEDULE 2: PROJECT CLEANING**

Additional services and project cleaning may be required on an "as and when requested" basis and authorized by the Project Authority. The work requested must be for the building defined herein and for the type of services defined in the statement of work.

The quantities specified below are provided for evaluation purposes only.

Firm all inclusive prices/rates including overhead, profit and all related costs for additional cleaning not described in Pricing Schedule 1 on an "AS AND WHEN REQUESTED" basis.

<b>Task No.</b>		<b>Contract Period</b>	<b>Option Year 1</b>	<b>Option Year 2</b>	<b>Subtotals</b>
<b>1</b>	<b>Stripping and refinishing of floors</b>				
	Unit Price	\$ _____ /m <sup>2</sup>	\$ _____/m <sup>2</sup>	\$ _____ /m <sup>2</sup>	----
	Estimated Quantity	1800 m <sup>2</sup>	1800 m <sup>2</sup>	1800 m <sup>2</sup>	----
	Extended Price	\$	\$	\$	\$
<b>2</b>	<b>Carpet Cleaning</b>				
	Unit Price	\$ _____ /m <sup>2</sup>	\$ _____/m <sup>2</sup>	\$ _____ /m <sup>2</sup>	----
	Estimated Quantity	2400 m <sup>2</sup>	2400 m <sup>2</sup>	2400 m <sup>2</sup>	----
	Extended Price	\$	\$	\$	\$
<b>3</b>	<b>Hourly Rate during regular working hours (Monday - Friday) for additional cleaning services</b>				
	Unit Price	\$ _____ /hr	\$ _____/hr	\$ _____ /hr	----
	Estimated Quantity	80 hours	80 hours	80 hours	----
	Extended Price	\$	\$	\$	\$
<b>4</b>	<b>Emergency cleaning for water damage from plumbing or building failure during regular working hours (Monday - Friday)</b>				
	Unit Price	\$ _____ /hr	\$ _____/hr	\$ _____ /hr	----
	Estimated Quantity	20	20	20	----
	Extended Price	\$	\$	\$	\$
	<b>Subtotal (iv):</b>				<b>\$</b>

Solicitation No. - N° de l'invitation

W0118-12S39F/A

Amd. No. - N° de la modif.

File No. - N° du dossier

WPG-1-34471

Buyer ID - Id de l'acheteur

wpg080

CCC No./N° CCC - FMS No/ N° VME

---

**TOTAL EVALUATED PRICE: Subtotal (i) + (ii) + (iii) + (iv) = \$**

### **Determination of Cost**

In the case of the addition or elimination of cleanable space, the change in the amount of space of the contract shall be calculated using the firm (monthly) rate per m<sup>2</sup> identified in the Pricing Schedule above, and in accordance with the following formula:

The firm monthly rate per m<sup>2</sup> for Routine and Scheduled Cleaning operations shall be multiplied by twelve months divided by two hundred and fifty working days. This amount shall be multiplied by the additional or eliminated m<sup>2</sup>. The ensuing amount shall then be multiplied by the number of days the additional space will be cleaned or eliminated. The resulting amount shall then constitute the sum by which the contract shall be increased or decreased.

---

**INSURANCE REQUIREMENTS****Annex C****Commercial General Liability Insurance**

1. The Contractor must obtain Commercial General Liability Insurance, and maintain it in force throughout the duration of the Contract, in an amount usual for a contract of this nature, but for not less than \$2,000,000 per accident or occurrence and in the annual aggregate.
2. The Commercial General Liability policy must include the following:
  - (a) Additional Insured: Canada is added as an additional insured, but only with respect to liability arising out of the Contractor's performance of the Contract. The interest of Canada should read as follows: Canada, as represented by Public Works and Government Services Canada.
  - (b) Bodily Injury and Property Damage to third parties arising out of the operations of the Contractor.
  - (c) Products and Completed Operations: Coverage for bodily injury or property damage arising out of goods or products manufactured, sold, handled, or distributed by the Contractor and/or arising out of operations that have been completed by the Contractor.
  - (d) Personal Injury: While not limited to, the coverage must include Violation of Privacy, Libel and Slander, False Arrest, Detention or Imprisonment and Defamation of Character.
  - (e) Cross Liability/Separation of Insureds: Without increasing the limit of liability, the policy must protect all insured parties to the full extent of coverage provided. Further, the policy must apply to each Insured in the same manner and to the same extent as if a separate policy had been issued to each.
  - (f) Blanket Contractual Liability: The policy must, on a blanket basis or by specific reference to the Contract, extend to assumed liabilities with respect to contractual provisions.
  - (g) Employees and, if applicable, Volunteers must be included as Additional Insured.
  - (h) Employers' Liability (or confirmation that all employees are covered by Worker's compensation (WSIB) or similar program)
  - (i) Broad Form Property Damage including Completed Operations: Expands the Property Damage coverage to include certain losses that would otherwise be excluded by the standard care, custody or control exclusion found in a standard policy.
  - (j) Notice of Cancellation: The Insurer will endeavour to provide the Contracting Authority thirty (30) days written notice of policy cancellation.
  - (k) If the policy is written on a claims-made basis, coverage must be in place for a period of at least 12 months after the completion or termination of the Contract.

Solicitation No. - N° de l'invitation

W0118-12S39F/A

Amd. No. - N° de la modif.

File No. - N° du dossier

WPG-1-34471

Buyer ID - Id de l'acheteur

wpg080

CCC No./N° CCC - FMS No/ N° VME

W0118-12S39F

---

**DND 626, TASK AUTHORIZATION FORM**

**Annex D**

Reference attached PDF Document titled, "*Annex D - DND 626 TA Form*" attached herein.

**TASK AUTHORIZATION USAGE FORM**

**Annex E**

Reference attached PDF Document titled, "*Annex E - TA Usage Form*" attached herein.



**DEPARTMENT OF NATIONAL DEFENCE**

**STANDING OFFER**

**SPECIFICATION**

**FOR**

**JANITORIAL SERVICES**

**AT**

**CANADIAN FORCES BASE SHILO**

**SHILO, MANITOBA**

---

**Design Officer**

**SO 39F**

**2012-02-08**

*This page intentionally left blank*

<u>Section</u>	<u>Title</u>	<u>Pages</u>
Division 01		
01001	GENERAL INSTRUCTIONS	12
01711	JANITORIAL CLEANING	9

APPENDIX

"A"	Office / Classroom Cleaning Instructions
"B"	Washroom Cleaning Instructions
"C"	Canteen / Coffee Room Cleaning Instructions
"D"	Hallway / Stairwell Cleaning Instructions
"E"	Snow Removal
"F"	Cleaning Instructions - Buildings T98 and T99 Chapels
"G"	Cleaning Instructions - Building T119 Faith Centre
"H"	Cleaning Instructions - Building T114 Community Centre
"I"	Cleaning Instructions - Building N118 Museum
"J"	Cleaning Instructions - Building Q114 Hobby/Kit Shop
"K"	Cleaning Instructions - Building M127 Specialty Club
"L"	Cleaning Instructions - Building M-28 Water Treatment Plant

This page intentionally left blank

- 1 GENERAL .1 PWGCS Contract Documents shall be read in conjunction with this Specification.
- 2 DESCRIPTION OF WORK .1 Work under this Contract covers the furnishing of all labour, materials, equipment and supervision required for the janitorial service, snow removal and project cleaning to Various Base Buildings at Canadian Forces Base Shilo, Manitoba.
- .2 Work included by this Contract but is not necessarily confined to the following:
- .1 Cleaning Instructions - Office Cleaning Instructions
  - .2 Cleaning Instructions - Washroom Cleaning Instructions
  - .3 Cleaning Instructions - Canteen Coffee Room Cleaning Instructions
  - .4 Cleaning Instructions - Hallway Stairways Cleaning Instructions
  - .5 Snow Removal
  - .6 Cleaning Instructions - Building T-98 Catholic Chapel and T-99 Protestant Chapel
  - .7 Cleaning Instructions - Building T-119 Faith Centre
  - .8 Cleaning Instructions - Building T-114 Community Centre
  - .9 Cleaning Instructions - Building N-118 Museum
  - .10 Cleaning Instructions - Building Q-114 Hobby/Kit Shop
  - .11 Cleaning Instructions - Building M-127 Specialty Club
  - .12 Cleaning Instructions - Building M-28 Water Treatment Plant
- 3 DEFINITIONS .1 Reference to Engineer or Project Authority

shall be construed as that person responsible for overlooking the contract's inspection and progress.

- .2 This person shall be designated at the time of contract award or pre-commencement startup meeting.

#### 4 CODES AND STANDARDS

- .1 Throughout the various sections and subsections of the Specification, reference is made to domestic, national and international standards. These standards shall be considered an integral part thereof and shall be read in conjunction with the drawings and specification as if they were reproduced herein. The Contractor shall, therefore, be fully familiar with their contents and requirements. The latest editions of all standards shall be applicable whether or not a specifically dated edition is mentioned.
- .2 Materials used and method of work under this contract shall be in strict accordance with Public Health Act, CFP 213, CF Health Manual, Chapter 4, CFAO 34-38, Manitoba Regulations - Child Day Care Standards Act and Construction Engineering Technical Order (CETO) C-98-009-002/MF-002 dated 1985-04-22, for Janitorial Maintenance. These standards, although not provided as part of this Specification, form part of this Specification.
- .3 Materials and workmanship must conform to or exceed applicable standards of Canadian General Standards Board (CGSB), Canadian Standards Association (CSA), American Society for Testing and Materials (ASTM) and other referenced organizations.
- .4 Conform to latest edition of dated referenced standards, as reaffirmed or revised to date of Tendered Specification. Standards or codes not dated shall be

deemed the edition in force on date of this Specification.

- .5 Meet or exceed requirements of:
  - .1 Contract documents, specifications or scopes of work.
  - .2 specified standards, codes and referenced documents.

5 SHILO'S  
"ENVIRONMENTAL"  
POLICY

- .1 In accordance with Canadian Forces Base Shilo's "Environmental" policy, the Contractor shall propose "environmentally safe" products for those materials listed. The Contractor shall submit product data and Material Safety Data Sheets (MSDS) for all "environmentally safe" products as requested by Engineer. All materials listed and "environmentally safe" material shall be approved by the Engineer prior to use.

6 DOCUMENTS  
REQUIRED

- .1 Maintain at Contractor's office and at job site, one of each of the following:
  - .1 Contract drawings.
  - .2 Specifications.
  - .3 Modifications to Contract
  - .4 List of cleaning products accepted and approved by Engineer.
  - .5 MSDS clearly printed and current for cleaning products.
  - .6 Copy of approved work schedule.
  - .7 Manufacturers' installation and application instructions.
  - .8 Field tests.

7 EXAMINATIONS,  
PLANS,  
SPECIFICATIONS AND  
SITE OF WORK

- .1 The submission of a bid shall be considered as evidence that the bidder has made an investigation of the work areas and has become familiar with the site and conditions to be encountered in performing the work and the requirements of the plans

and Specifications.

8 CONTRACTOR'S USE  
OF SITE

- .1 Use of site will be in co-operation with the Engineer, the Contractor will not have exclusive and complete use for the execution of the work:
- .1 Movement around site shall be subject to restrictions imposed by Engineer.
  - .2 Access to the site shall be subject to restrictions imposed by Engineer.
  - .3 Access to the site shall be gained by contacting the Engineer.
  - .4 Routes of entry and exit to the site shall be as set forth by the Engineer.
  - .5 Do not unreasonably encumber site with materials or equipment.
  - .6 No equipment that could cause damage to existing floors and other surfaces to be allowed.
  - .7 The building will be occupied and in use throughout the contract period. As well, heating and other services are contained within the proposed work area and shall be protected and maintained in use. The Contractor shall allow the occupant free access to the contract area for whatever purpose at all times without penalty by the occupant for delays resulting from such access or necessary work on occupant's part.
  - .8 Obtain and pay for use of additional storage or work areas.

9 ON-SITE  
SUPERVISION

- .1 Contractor will designate a competent and qualified supervisor to be on site at all times during work, capable of and having authority to speak on his behalf on day to day routine matters and to act upon Engineer's instructions.
- .2 Supervisor shall not be changed without Engineer's permission or alternatively at his request.

- .3 The Contractor's supervisor shall be accessible to Contract Inspector and building users daily in the performance of his duties.

10 PERSONNEL  
QUALIFICATIONS

- .1 The Contractor shall supply a list of names and work site locations of the cleaning staff to the Engineer. It shall be the Contractor's responsibility to keep this current at all times.
- .2 All cleaning staff shall carry visible picture identification card worn at all times during work hours, issued by the Contractor. Personnel without cards shall be requested to leave the building. Upon termination of services, the identification cards shall be returned to the Contractor.
- .3 The Contractor shall maintain a staff of properly trained personnel experienced in all cleaning procedures including Supervisor.
- .4 Upon receiving notice in writing from the Engineer that a member of the Contractor's personnel is considered unsatisfactory, no longer employ that member at the premises covered by this Agreement.
- .5 The Contractor shall be responsible for all actions of his employees.

11 SECURITY

- .1 Where security has been reduced by work of Contract, provide temporary means to maintain security.
- .2 Supervisor shall draw and control required keys to access areas to be cleaned.
- .3 Contractor shall be responsible for security of buildings which will be worked on after hours.

- .4 All windows and doors shall be closed and locked prior to vacating building (includes windows and doors left open by others).
  - .5 Only one door shall be used as an entrance/exit. This door shall be indicated by the Engineer.
- 12 COMMENCEMENT OF WORK
- .1 The Contractor shall not commence work without first attending the pre-commencement startup meeting.
  - .2 After pre-commencement startup meeting, the Contractor shall be responsible for giving ample notification to the occupant of his intent to begin work.
  - .3 Movement around the site and the immediate area of work shall be subject to restrictions as laid down by the location and as specified by the Engineer.
- 13 INTERFERENCE
- .1 Execute work with least possible interference or disturbance to occupants, public and normal use of premises. Arrange with Engineer to facilitate execution of work.
- 14 EXTRA WORK
- .1 Extra work for which payment may be claimed must be authorized in writing by PWGSC prior to the commencement of work.
- 15 MAKING GOOD
- .1 Refer to PWGSC Contractual Clause: "Damage to or Loss of Crown Property".
- 16 REGULATIONS
- .1 Refer to PWGSC Contractual Clause: "Site Regulations".
- 17 HOURS OF WORK
- .1 The Contractor shall comply with the work

schedule as stipulated in the Annexes. Any deviation from these stipulated hours of work shall be approved in writing by the occupant, the Engineer or his representative, prior to inception.

18 PROPOSED WORK  
SCHEDULE

- .1 Submit a proposed labour distribution schedule, day and evening shifts included, for Engineer's approval showing how janitorial services will be carried out and the number of personnel required in accordance with this Specification and Annexes.
- .2 Interim reviews of work progress based on work schedule will be conducted as decided by Engineer and schedule updated by Contractor in conjunction with and to the approval of the Engineer.

19 INSPECTION

- .1 The Engineer shall conduct inspection tours of all facilities at his discretion. The Contractor or his authorized representative can be asked to accompany the Engineer on each inspection.
- .2 The Contractor shall provide a phone number where the Engineer can contact him anytime during normal working hours. Voice mail is recommended.
- .3 Supervisor shall carry a personal cellular phone or pager for emergency contact to be supplied by Contractor.

20 REMOVAL OF  
MATERIAL AND  
EQUIPMENT

- .1 The Contractor shall not remove any salvageable materials or hardware from the job site without written permission from the Engineer.
- .2 All structures, materials and equipment affixed to the work areas are the property

of the occupant/Engineer.

21 ASBESTOS  
DISCOVERY

- .1 Demolition of asbestos can be hazardous to health. Should material resembling asbestos be encountered in course of demolition work, stop work and notify Engineer immediately. Do not proceed until written instructions have been received from Engineer.

22 BUILDING  
SMOKING ENVIRONMENT

- .1 There shall be **NO SMOKING within any Base buildings at any time.**

23 PRODUCT DATA  
AND SAMPLES

- .1 This paragraph specifies general requirements and procedures for Contractors' submissions of product data and samples to Engineer for review. Additional specific requirements for submissions are specified in Tendered Specification.
- .2 Do not proceed with work until relevant submissions are reviewed by Engineer.
- .3 Contractor's responsibility for errors and omissions in submission is not relieved by Engineer's review of submissions.
- .4 Notify Engineer, in writing at time of submission, identifying deviations from requirements of Contract Documents stating reasons for deviations.
- .5 Contractor's responsibility for deviations in submission from requirements of Contract documents is not relieved by Engineer's review of submission, unless Engineer gives written acceptance of specific deviations.

- .6 Make any changes in submissions which Engineer may require consistent with Contract Documents and resubmit as directed by Engineer.
- .7 Notify Engineer in writing when resubmitting any revisions other than those requested by Engineer.
- .8 Coordinate each submission with requirements of work and Contract Documents. Individual submissions will not be reviewed until all related information is available.
- .9 Allow 5 days for Engineer's review of each submission.
- .10 Accompany submissions with transmittal letter containing:
  - .1 Date.
  - .2 Contractor's name and address including Supplier/Manufacturer.
  - .3 Identification and quantity of each product data and sample.
  - .4 Other pertinent data.
- .11 After Engineer's review, distribute copies.
- .12 Product data: manufacturer's catalogue sheets, brochures, literature, performance charts and diagrams, used to illustrate standard manufactured products:
  - .1 Submit 2 copies of product data.
  - .2 Sheet size: 215 x 280 mm.
  - .3 Delete information not applicable to project.
  - .4 Supplement standard information to provide details applicable to project.
  - .5 Cross-reference product data information to applicable portions of Contract Documents.
- .13 Samples: examples of materials, equipment, quality, finishes, workmanship:

- .1 Where colour, pattern or texture is criterion, submit full range of samples.
- .2 Reviewed and accepted samples will become standard of workmanship and material against which installed work will be verified.

24 TEMPORARY  
FACILITIES

- .1 Storage space in existing cleaners' rooms may be provided where available.

25 SAFETY  
REQUIREMENTS

- .1 Observe construction safety measures of National Building Code 2005 Part 8, Provincial Government, Workers'/Workmen's compensation board and municipal authority provided that in any case of conflict or discrepancy more stringent requirements shall apply.
- .2 WHMIS:
  - .1 Comply with requirements of Workplace Hazardous Materials Information System (WHMIS) regarding use, handling, storage, and disposal of hazardous materials; and regarding labeling and provision of Material Safety Data Sheets (MSDS) acceptable to Engineer, Labour Canada and Health and Welfare Canada.
  - .2 Deliver copies of MSDS to Engineer on delivery of materials.
- .3 Safety Signs:
  - .1 Place wherever required at work sites.
- .4 Safety personnel and responsibility:
  - .1 The Contractor shall supply competent personnel to implement their safety program and ensure the DND, Federal and Provincial safety and health standards are being complied with.
  - .2 The Contractor will report to the Engineer and jurisdictional authorities any accident or incident involving

Contractor, DND or public personnel and/or property arising from the Contractor's execution of work.

26 FIRE SAFETY  
REQUIREMENTS

- .1 Contractor shall be aware of the location of nearest fire alarm box and telephone, including the emergency phone number.
- .2 Report immediately all fire incidents to the Fire Department as follows:
  - .1 activate nearest fire alarm box; or
  - .2 telephone:
    - .1 **PMQ Area 911**
    - .2 **Base Area 911**
- .3 Persons activating fire alarm box will remain near or in the vicinity of the box to direct fire department to scene of fire.
- .4 When reporting a fire by telephone, give location of fire, name or number of building and be prepared to verify the location.
- .5 Direct any questions or clarification on Fire Safety in addition to above requirements to Fire Department.

27 CLEANING  
MATERIALS

- .1 All cleaning materials shall be in accordance with the Canadian Government Specifications Board (CGSB).
- .2 Materials and equipment required for the performance of this contract such as mopping tanks, scrubbing machines, floor machines, vacuum cleaners, brooms, mops (dry and wet), ladders, scaffolding, dusting cloths, pails, scrub brushes, cloths, scrapers, soaps, scouring materials, detergents, spray deodorants, disinfectants, polishing materials (waxes and applicators), deodorant blocks, toilet paper, paper towels, hand soap, garbage

- bags, shovels, ice scrapers, deicing salts and any other materials as may be required shall be supplied by the Contractor.
- .3 All cleaning materials and equipment shall be approved by Engineer prior to use.
  - .4 All cleaning machinery and equipment shall be maintained at the highest standard of efficiency and appearance.
  - .5 The Contractor shall replace any machinery or equipment immediately that the Engineer has deemed as not presentable or serviceable. Replacement items shall be approved by the Engineer prior to use.
  - .6 The Contractor shall supply "walk-off slush mats" for all common entrances of each building. Mats shall be surface mounted turfmats, Model TM-400-RM or an approved equal, in standard sizes to suit entrance. These mats shall be cleaned twice weekly and replaced every two months.
  - .7 Deicing salts shall be non-corrosive to the surface on which it is applied. Submit samples to Engineer for his approval in accordance to Section 01001 - Paragraph 23 - Product Data and Samples.

PART 1 - GENERAL

1.1 DESCRIPTION OF WORK

- .1 The work under this Section covers the furnishing of all labor, materials, equipment and supervision required to carry out janitorial services snow removal and project cleaning to the following buildings:
  - .1 Cleaning Instructions - Office Cleaning Instructions
  - .2 Cleaning Instructions - Washroom Cleaning Instructions
  - .3 Cleaning Instructions - Canteen Coffee Room Cleaning Instructions
  - .4 Cleaning Instructions - Hallway Stairways Cleaning Instructions
  - .5 Snow Removal
  - .6 Cleaning Instructions - Building T-98 Catholic Chapel and T-99 Protestant Chapel
  - .7 Cleaning Instructions - Building T-119 Faith Centre
  - .8 Cleaning Instructions - Building T-114 Community Centre
  - .9 Cleaning Instructions - Building N-118 Museum
  - .10 Cleaning Instructions - Building Q-114 Hobby/Kit Shop
  - .11 Cleaning Instructions - Building M-127 Specialty Club
  - .12 Cleaning Instructions - Building M-28 Water Treatment Plant
  
- .2 In addition to the staff required for general cleaning in the office buildings and quarters, maintain a staff as follows:
  - .1 Shifts shall consist of a thorough cleaning with sufficient staff to perform the duties as specified in Annexes.
  
- .3 Cleaning of office buildings shall be as follows:
  - .1 Hours of work in office buildings as directed by Engineer.

PART 2 - PRODUCTS

- 2.1 GENERAL .1 The Contractor shall supply all cleaning materials and equipment as required to provide janitorial services at no extra cost to DND.
- 2.2 STANDARD OF ACCEPTANCE .1 CHEMSOL BY NEOCHEM  
.2 NEOX BY NEOCHEM  
.3 STAINLESS BY NEOCHEM  
.4 WASHROOM MASTER BY NEOCHEM  
.5 RENEW BY NEOCHEM  
.6 SPOT SOLV BY NEOCHEM  
.7 HANSOL MULTI-THERM (DE ICER)
- 2.3 CLEANING EQUIPMENT .1 General:  
.1 Vacuum cleaners, floor polishers and scrubbing machines shall meet commercial/industry standards.  
.2 Demonstrate to Engineer, each type of machine's maximum cleaning ability. Such demonstrations shall become the standard of workmanship throughout the contract period.  
.2 Vacuum Cleaners:  
.1 Two (2) motor commercial/industrial vacuum containing enclosed or top-fill bag.  
.2 304 mm to 406 mm (12" to 16") head.  
.3 Filters to be approved by Engineer.

PART 3 - EXECUTION3.1 FLOORS

- .1 Flooring;
- .1 Floors shall be swept using an approved sweeping compound.
- .2 Floors shall be scrubbed clean/spot cleaned to remove marks, coffee spillage, gum, smudges and other stains.
- .3 The complete floor surface including under furniture, radiators, in corners and on base boards shall be completely stripped removing the existing floor finish.
- .4 The floor shall be rinsed with clean water and two to four coats of non-slip finish applied and buffed after each coat where applicable.
- .5 Care shall be taken not to allow cleaning solutions to seep under furniture, filing cabinets, partitions, floor outlets, etc. Protect, move and replace such items in clean-up.
- .6 Care shall be taken not to splatter cleaning solutions onto furniture, filing cabinets, baseboards or other items. Clean-up such items.
- .7 Specialized flooring shall be cleaned in accordance with manufacturer's written specifications.
- .8 Mondo Rubber flooring shall be cleaned in accordance with manufacturer's written specifications.
- .2 Carpets and rugs/mats:
- .1 Carpets and rugs shall be spot cleaned and vacuumed with approved carpet vacuum.
- .2 Notify Engineer spots/stains that cannot be removed by normal means.
- .3 All floors, Vinyl tile, sheet vinyl, Mondo (Safety), terrazzo, to be stripped and refinished as per manufacture specifications. This procedure will be scheduled by the Engineer and can be added to or deleted at any given time according

to the usage of the buildings.

### 3.2 CEILINGS

- .1 Cleaning of ceilings shall only be done by project cleaning as directed by Engineer.

### 3.3 WALLS, PARTITIONS, PIPING AND DUCT DIFFUSERS

- .1 Interior walls, partitions, ledges, molding, piping and duct diffusers etc., shall be spot cleaned of finger marks, smudges and dust.
- .2 Baseboards, radiator covers and washroom fixtures shall be kept free of mop streaks, wax accumulation and splash marks at all times.
- .3 Washrooms shall be cleaned as stated in Appendix "B".
- .4 Walls, columns and frames shall be dusted, spot washed and wiped dry.

### 3.4 WINDOWS

- .1 Clean interior surfaces of interior panes only.
- .2 Glass that is painted over shall be considered as wall area for cleaning purposes.

### 3.5 INTERIOR GLASS

- .1 Glass or interior doors, side glass, and partitions shall be cleaned in Annexes as identified.
- .2 All mirrors shall be cleaned and polished weekly.

### 3.6 FURNITURE AND FIXTURES

- .1 Cleared office furniture and open office concept partitions shall be dusted on all

horizontal surfaces and vacuumed on vertical surfaces.

- .2 Glass topped office furniture shall be kept free of finger marks and stains.
- .3 Office furniture which is cluttered with paper or materials **shall not be cleaned when occupant is not present. Contractor shall request occupant to move such articles which impede work.**
- .4 Exposed vertical surfaces of furniture shall be dusted and wiped.
- .5 Boardroom and executive office furniture shall be dusted, cleaned and polished on horizontal and vertical surfaces.
- .6 Bookcases shall be dusted but books are not to be removed.
- .7 Display cabinet glass doors shall be cleaned on both sides.
- .8 Upholstered furniture shall be vacuumed.
- .9 Upholstered furniture shall be shampooed on project clean and cleaned to remove spots and stains weekly or as directed by the Engineer.
- .10 Leather/vinyl furniture shall be dusted, damp wiped, and polished weekly.
- .11 Tops of lockers and filing cabinets shall be dusted. Vertical surfaces shall be kept free of finger prints and smudges. The inside of empty lockers shall be kept clean.

3.7 WASHERS,  
DRYERS AND  
MISCELLANEOUS  
APPLIANCES

- .1 Cleared clothes washers and dryers shall be washed completely; interior and exterior - once weekly.

- 
- .2 Use of DND owned equipment is not authorized without written consent of the Engineer.
- 3.8 ENTRANCES AND LOBBIES
- .1 Clean floors as stated in paragraph 3.1.
- .2 Mats/grates shall be removed and cleaned on both sides.
- .3 Mats/grates pans shall be swept out twice weekly.
- .4 Lobbies shall be free from all debris so that it is kept in a presentable appearance.
- .5 Glass doors and side glass shall be cleaned on both sides of finger prints and smudges.
- .6 Furniture shall be cleaned as stated in paragraph 3.6.
- 3.9 STAIR WELLS AND LANDINGS
- .1 Stairs and landings shall be swept using an approved sweeping compound and cleaned as stated in paragraph 3.1.
- .2 Hand railings, balustrades, baseboards and all horizontal surfaces shall be dusted weekly.
- .3 Walls shall be cleaned as stated in paragraphs 3.2 and 3.3.
- 3.10 VENETIAN BLIND DRAPES AND CURTAINS
- .1 Venetian blinds shall be dusted monthly and washed both sides on project cleaning.
- .2 Drapes and curtains shall be vacuumed monthly.

- 3.11 SHELVING .1 Shelving shall be dusted, washed and polished once weekly.
- 3.12 WASTE PAPER BASKETS .1 Waste paper baskets shall be emptied, wiped and/or washed and disinfected twice weekly unless otherwise noted in special instructions.
- .2 Garbage cans and paper receptacles located throughout the building shall be emptied twice weekly and washed and disinfected as required.
- .3 All waste paper baskets, garbage cans and paper receptacles shall have poly (plastic) bag liners of correct size replaced.
- 3.13 MISCELLANEOUS SURFACES .1 Exterior of notice boards, hose cabinets and display show cases shall be cleaned. Glass shall be cleaned.
- .2 Stainless steel or polished metal borders around cabinets, notice boards and the like shall be dusted and cleaned.
- .3 Radiator and convectors shall be vacuumed and cleaned.
- .4 Exposed surfaces of air intake grills, air diffusers and surface metal work shall be vacuumed and washed.
- .5 All water fountains shall be washed and disinfected. The disinfectant shall not have an undesirable smell or an ill-flavored taste. Due to infectious diseases, fountains shall be cleaned at least daily or as directed by Engineer.
- .6 Doors and door frames in their entirety throughout the building shall be spot

cleaned weekly.

- .7 Fire extinguishers shall be dusted weekly.

3.14 CLEANERS'  
ROOMS STORAGE  
CONTRACTOR'S  
OFFICES

- .1 All floors shall be clean.
- .2 All fixtures, ceiling and walls shall be free of dust and stains.
- .3 Mop pails shall be emptied, cleaned and free of odor.
- .4 There shall be no waste paper, garbage or empty chemical containers in the janitor closets.
- .5 Slop sinks shall be cleaned and disinfected daily.
- .6 Copy of this specification shall be posted in each janitor closet and Contractor's office for Contractor's personnel to better understand the job requirements.
- .7 Copy of current Material Safety Data Sheets (MSDS) shall be posted in all storage rooms, janitors closets, and the Contractor's office at all times.
- .8 Contractor shall draw-up and post in the janitor's room a daily/weekly/monthly cleaning routine for employees, site authorities and Engineer.
- .9 The Engineer shall inspect all storage areas for safety, neatness, fire hazards, etc., at any time without notice.
- .10 Sign in/out sheets for each employees shall be kept in each janitorial closet room.

3.15 EXTERIOR  
CLEANING

- .1 All ornamental iron work, metal entrance doors, push bars, kick plates, etc., shall be kept thoroughly cleaned and polished.

Compatible spray on lacquer type finished may be used to protect shine on brass. Submit product data and sample to Engineer for his approval in accordance to Section 01001 General Instructions - Paragraph 23 - Product Data and Samples.

- .2 Glass on entrance doors and side lights shall be cleaned on both sides once weekly.
- .3 Remove slush and sand accumulations around entrances to maintain a clean and presentable appearance.
- .4 Entrances, steps and landings shall be swept as required of sand in spring/summer/autumn and snow in autumn/winter/spring.
- .5 Snow removal to include snow in autumn/winter/spring from landings, steps and 1200mm beyond steps onto sidewalks where designated on building plans for all buildings.
- .6 Entrance steps and landings shall be kept free of ice by chemical or physical means on an as required basis.

**This page intentionally left blank**

**OFFICE CLEANING INSTRUCTIONS**

**1. SERVICES ON A TWICE WEEKLY BASIS:**

- Waste baskets and receptacles shall be emptied, damp wiped and returned.

**2. SERVICES ON A WEEKLY BASIS:**

- Tile/lino floors shall be swept, washed/scrubbed removing all marks and rinsed with clear water.
- Tile/lino floors shall be buffed/spray buffed and vacuumed / dust mopped.
- Carpets shall be vacuumed and spot cleaned.
- All cleared desks, file cabinets, tables, etc, shall be dusted and/or damp wiped.
- Bookcases shall be dusted. Do not remove books.
- Dust and spot clean all ledges, pictures, plaques, doors and door frames, walls, window frames, switch plates, etc.
- Clean all interior glass, i.e. Doors, windows, mirrors.
- Baseboards must be damp wiped.

**3. SERVICES ON A MONTHLY BASIS:**

- Vacuum drapery.
- Dust blinds (this includes Venetian, verticals and rolled).
- Dust ceiling fans and all supply/return air grilles.

**4. SERVICES ON A TWICE YEARLY BASIS:**

- To be determined by Engineer.
- Tiles/lino including safety flooring to be stripped and refinished as per manufacturers' instructions.

**5. SPECIAL INSTRUCTIONS:**

- Sensitive items such as computers, typewriters, video equipment, etc, are not to be touched.
- Conference/meeting rooms are to be considered offices for cleaning purposes.
- In offices where there are partitions, these are to be dusted and vacuumed twice per month.

*This page intentionally left blank*

## **WASHROOM CLEANING INSTRUCTIONS**

### **1. SERVICES ON A DAILY BASIS:**

- Complete interior surfaces of all toilets and urinals shall be cleaned using a non-acid bowl cleaner.
- Complete exterior surfaces of all toilets and urinals shall be cleaned using a germicidal detergent.
- Sinks, bathtubs and/or showers shall be cleaned and disinfected.
- Taps and faucets shall be cleaned and polished.
- Mirrors shall be cleaned and polished.
- Soap dishes shall be thoroughly cleaned.
- Walls, and partitions shall be spot washed, i.e. around sinks, urinals, toilets, doors and door frames, etc.
- Waste receptacles shall be emptied and damp wiped and a clean plastic bag of the appropriate size put in each receptacle.
- Each of the dispensers for towels, toilet tissue, sanitary napkins, soap, etc, shall be washed, dried and then refilled with the appropriate supplies.
- Floors shall be swept, washed/scrubbed removing all marks and rinsed.

### **2. SERVICES ON A WEEKLY BASIS:**

- Dust and spot clean all ledges, window frames, towel racks, exposed piping and tops and outsides of lockers.
- All walls and partitions shall be washed.

### **3. SERVICES ON A MONTHLY BASIS:**

- Interior surfaces of toilets and urinals shall be cleaned with a mild acid bowl cleaner to prevent build up of stains and deposits.

### **4. SERVICES ON A THREE TIMES YEARLY BASIS:**

- All walls, light fixtures, exhaust fans, etc. shall be cleaned.
- To be determined by Engineer.
- Floors shall be scrubbed/stripped and refinished as per manufacturers written instructions.

#### **5. SPECIAL INSTRUCTIONS:**

- All products used for cleaning shall be of the type used for the control of bacteria, etc, as hygiene is of the greatest importance.
- It is understood that not all washrooms are the same and only those statements that apply are to be considered.
- Drinking fountains are to be considered an extension of washrooms and cleaned to the same standard daily.
- Contractor shall supply and maintain shower curtains of proper sizes for all showers that require same. Shower curtains to be cleaned as required to present a clean sanitary appearance and shall be replaced as required.

**NOTE: WASHROOM CLEANING SHALL INCLUDE LOCKER ROOMS, SHOWER ROOMS, CHANGE ROOMS, ETC.**

#### **CANTEEN/COFFEE ROOM CLEANING INSTRUCTIONS**

##### **1. SERVICES ON A DAILY BASIS:**

- Tile/lino floors shall be swept, washed/scrubbed removing all marks and rinsed with clear water.
- Carpet shall be vacuumed and spot cleaned.
- All tables and chairs shall be dusted and/or damp wiped.
- Taps and faucets shall be cleaned and polished.
- Sinks shall be cleaned and disinfected.
- Walls and counters around sink area to be wiped and spot cleaned.
- Waste receptacles shall be emptied, damp wiped, and a clean plastic bag of the appropriate size put in each receptacle.

**CANTEEN/COFFEE ROOM CLEANING INSTRUCTIONS**

**1. SERVICES ON A DAILY BASIS:**

- Tile/lino floors shall be swept, washed/scrubbed removing all marks and rinsed with clear water.
- Carpet shall be vacuumed and spot cleaned.
- All tables and chairs shall be dusted and/or damp wiped.
- Taps and faucets shall be cleaned and polished.
- Sinks shall be cleaned and disinfected.
- Walls and counters around sink area to be wiped and spot cleaned.
- Waste receptacles shall be emptied, damp wiped, and a clean plastic bag of the appropriate size put in each receptacle.

**This page intentionally left blank**

## **Hallway and Stairway Cleaning Instructions**

### **Daily Cleaning Instructions**

#### **1. Cleaning: General**

- a. All surfaces and objects specified in the contract must be free of dust, stains, spills, debris and soil immediately after cleaning operation.
- b. Machinery and equipment must not block a passageway, or present a trip hazard.
- c. Caution signs must be placed adjacent to the affected area on all approaches.
- d. Furnishings moved by cleaners must be relocated to their original location.

#### **2. Spot Cleaning**

- a. All affected areas must be clear of stains, streaks and soil.
- b. All over-spray from spray applicators must be wiped clean from all surfaces.

#### **3. Sweeping**

- a. All floor areas including open areas and flooring around furniture legs and into corners be free of dirt and litter.

#### **4. Dust Mopping**

- a. All floor areas including open areas and flooring around furniture legs and into corners must be free of debris and dust film.

#### **5. Damp Mopping**

- a. Floor areas including open areas and flooring around furniture legs and into corners must be clean and free of surface stains, soil, mop streaks, loose mop strands and water spotting.
- b. The supplier must sweep or dry mop the area immediately before damp mopping.
- c. The supplier must start damp mopping with clean water and mop.
- d. Walls, baseboards and other surfaces must be free of splash marks.

#### **6. Vacuuming**

- a. All carpet surfaces must have an overall appearance of cleanliness and must be free of visible dust, dirt and grit.
- b. A power head must be used. Vacuums must be 2 motor design (1 for suction, 1 for power head).

#### **7. Glass and Mirror Cleaning**

- a. All glass must be clean on both sides and free of streaks and finger marks.
- b. Adjacent areas including frames, casing and ledges must be free of water spotting, splash marks and streaks.

### **Weekly Cleaning Instructions**

#### **1. Wash Floors**

- a. All standards outlined in "Damp Mopping" apply.
- b. In addition, surfaces must be rinsed free of cleaning solution after floors are washed.
- c. All areas must be free of dirt, stains, splashing, cleaning chemical and water accumulations as well as scuff marks.

#### **2. Spray Buffing**

- a. Following spray buffing, all areas must present an overall appearance of cleanliness, have a bright shine through out and be free of debris and dust.
- b. Spills, scuffs and stains must be removed prior to spray buffing.

#### **3. Stain Removal**

- a. All carpets and walk-away mats must have no visible stains or discoloration after stain removal operation.
- b. Where stain removal involves wetting of a hard surface floor, caution signs must be in place around affected work area.

#### **4. High dusting**

- a. All surfaces must be free of dust.

Appendix "D"  
SO-39F  
2012-02-08

- b. High dusting must be effected using either damp rag wiping or vacuuming. The method will be specified by the client.
- c. Dust must be contained and prevented from floating freely in the air during operation.

### **Twice Yearly Cleaning Instructions**

#### **1. Strip and Refinish**

- a. All old finish must be removed and all residual stripper chemical cleaned away.
- b. New finish must be applied to all portions of the floors.
- c. Refinish must include 2 coats of finishing material (wax, etc.).
- d. All areas must be clean and clear of all stains, blemishes and dirt, and have a consistent shine free of scrapes and marks once the "Strip and Refinish" is complete.

**SNOW REMOVAL**

1. Snow removal to include snow in autumn / winter / spring from landing, steps and 1200mm beyond steps onto sidewalks where designated on the attached building plans marked as "SR".
2. Removal of snow shall be completed to coincide with normal hours of operation as directed by Engineer.
3. Contractor is responsible for supply and application of ice melt material to areas where snow is cleared as required and/or as directed by Engineer.

This page intentionally left blank

**CLEANING INSTRUCTIONS**

**BUILDINGS T-98 ROMAN CATHOLIC CHAPEL AND T-99 PROTESTANT CHAPEL**

**DAY CLEANING BETWEEN 0730 HRS AND 1600 HRS**

**THESE BUILDINGS ARE CLEANED ONCE PER WEEK ONLY**

**WASHROOMS TO BE CLEANED IN ACCORDANCE WITH WASHROOM CLEANING INSTRUCTIONS, CONVERTING DAILY TO WEEKLY**

**OFFICES TO BE CLEANED IN ACCORDANCE WITH OFFICE CLEANING INSTRUCTIONS, CONVERTING DAILY TO WEEKLY**

**1. SERVICES ON A WEEKLY BASIS:**

- Vacuum all carpeting.
- Sweep, wash and buff/spray buff all tile/lino floors including hallways, washrooms, and shower room.
- Sweep and wash stairways.
- Dust and spot clean all ledges, pictures, plaques, doors and door frames, walls, window frames, switch plates, etc.
- Dust pews and Altar areas.
- Dust confessionals.
- Clean all interior glass i.e. doors, windows and mirrors.
- Waste baskets and receptacles shall be emptied, damp wiped and returned.
- Base boards shall be washed.

**2. SERVICES ON A MONTHLY BASIS:**

- Vacuum drapery.
- Dust blinds (this includes Venetian, verticals and rolled).

**3. SERVICES ON A TWICE YEARLY BASIS:**

- To be determined by Engineer.
- Tile/lino floors to be stripped and refinished.

**4. SPECIAL INSTRUCTIONS:**

- T-99 has a hardwood floor area. This is to be swept and damp mopped with clear water on a weekly basis as per direction of Engineer.
- Stained glass windows shall be cleaned as per instructions of Engineer.

*This page intentionally left blank*

**CLEANING INSTRUCTIONS**

**BUILDING T-119 FAITH CENTRE**

**CLEANING HOURS BETWEEN 0730 HRS AND 1600 HRS**

**WASHROOMS TO BE CLEANED IN ACCORDANCE WITH WASHROOM CLEANING INSTRUCTIONS**

**OFFICES TO BE CLEANED IN ACCORDANCE WITH OFFICE CLEANING INSTRUCTIONS**

**1. SERVICES ON A DAILY BASIS:**

- Sweep all hallways, entrances, foyers using a treated dust mop.
- Vacuum doors mats.
- Wash all hallways, entrances and foyers
- Wastebaskets and receptacles shall be emptied, damp wiped and returned.

**2. SERVICES ON A WEEKLY BASIS:**

- Dust and spot-clean ledges, pictures, plaques, bulletin boards, doors and door frames, walls, window frames, switch plates, etc., in entrances and hallways.
- Vacuum office and reception area carpets once per week.
- Spray buff once a week hallways and washroom floors.

**3. SERVICES ON A MONTHLY BASIS:**

- Vacuum drapery
- Dust blinds (this includes Venetian, verticals and rolled).
- Clean and polish brass kick plates, push bars and plates.

**4. SERVICES ON A TWICE YEARLY BASIS:**

- To be determined by Engineer
- Hallways and entrances and various rooms to be stripped of wax and refinished as per manufacturer's written instructions.

**5. SPECIAL INSTRUCTIONS:**

- Kitchen to be cleaned on an as requested basis.
- Classrooms, multi-faith room & multi purpose room cleaned on an as requested basis.

*This page intentionally left blank*

## **CLEANING INSTRUCTIONS**

### **BUILDING T-114 COMMUNITY CENTRE**

#### **CLEANING HOURS (DAY AND EVENING) TO BE DETERMINED BY OPERATIONAL REQUIREMENTS**

#### **WASHROOMS TO BE CLEANED IN ACCORDANCE WITH WASHROOM CLEANING INSTRUCTIONS**

#### **OFFICES TO BE CLEANED IN ACCORDANCE WITH OFFICE CLEANING INSTRUCTIONS**

##### **1. SERVICES ON A DAILY BASIS:**

- Sweep all hallways, entrances, foyers and stairways using a treated dust mop.
- Vacuum doors mats.
- Wash all hallways, entrances and foyers
- Wastebaskets and receptacles shall be emptied, damp wiped and returned.

##### **2. SERVICES ON A WEEKLY BASIS:**

- Dust and spot-clean ledges, pictures, plaques, bulletin boards, doors and door frames, walls, window frames, switch plates, etc., in entrances and hallways.

##### **3. SERVICES ON A MONTHLY BASIS:**

- Vacuum drapery
- Dust blinds (this includes Venetian, verticals and rolled).
- Clean and polish brass kick plates, push bars and plates.

##### **4. SERVICES ON A TWICE YEARLY BASIS:**

- To be determined by Engineer
- Hallways and entrances to be stripped and refinished as per manufacturer's written instructions.

##### **5. SPECIAL INSTRUCTIONS:**

- Cleaning of library shall be as per Annex "A", with not moving any books or materials.
- Playgroup Room – cleaned complete, Mondays and Wednesdays.
- Thrift Shop – cleaned 1 time per week on Thursdays.

- Teen Centre – cleaned 3 times per week Monday, Wednesday and Friday.
- Occasional Child Care Playroom – next to kitchen – cleaning to be done daily.
- Pre-School, Nursery School and Infant Care Room – floors to be washed and carpets vacuumed daily.
- Public Lounge/Deployment Drop-In/Computer Room – cleaning to be done daily.
- Multi-Purpose Rooms – cleaning to be done daily.

**CLEANING INSTRUCTIONS**

**BUILDING N-118 MUSEUM**

**DAY CLEANING BETWEEN 0730 HRS AND 1600 HRS**

**WASHROOMS TO BE CLEANED DAILY IN ACCORDANCE WITH WASHROOM CLEANING INSTRUCTIONS**

**OFFICES TO BE CLEANED DAILY IN ACCORDANCE WITH OFFICE CLEANING INSTRUCTIONS**

**1. SERVICES ON A TWICE YEARLY BASIS:**

- To be determined by Engineer.
- Tile and Linoleum floors to be stripped and refinished as per manufacturer's written instructions.

**2. ON AN AS REQUIRED BASIS:**

- Cleaning public areas around artifacts (sweeping, mopping and rinsing of complete floor)

**\*Note This floor has an epoxy finish and is not to be waxed.**

**This page intentionally left blank**

**CLEANING INSTRUCTIONS**

**BUILDING Q-114 HOBBY/KIT SHOP**

**DAY CLEANING BETWEEN 0730 HRS AND 1600 HRS**

**WASHROOMS TO BE CLEANED DAILY IN ACCORDANCE WITH WASHROOM  
CLEANING INSTRUCTIONS**

**1. SERVICES ON A TWICE YEARLY BASIS:**

- To be determined by Engineer.
- \*Tile and Linoleum floors to be stripped and refinished as per manufacturer's written instructions.

*This page intentionally left blank*

Appendix "K"  
SO-39F  
2012-02-08

**CLEANING INSTRUCTIONS**

**BUILDING M-127 SPECIALTY CLUB**

**DAY CLEANING BETWEEN 0730 HRS AND 1600 HRS**

**WASHROOMS TO BE CLEANED DAILY IN ACCORDANCE WITH WASHROOM  
CLEANING INSTRUCTIONS**

**1. SERVICES ON A TWICE YEARLY BASIS:**

- To be determined by Engineer.
- Tile and Linoleum floors to be stripped and refinished as per manufacturer's written instructions.

*This page intentionally left blank*

**CLEANING INSTRUCTIONS**

**BUILDING M-28 WATER TREATMENT PLANT**

**DAY CLEANING BETWEEN 0730 HRS AND 1600 HRS**

**WASHROOMS TO BE CLEANED IN ACCORDANCE WITH WASHROOM CLEANING INSTRUCTIONS 3 TIMES PER WEEK, MONDAY, WEDNESDAY AND FRIDAY.**

**OFFICES TO BE CLEANED IN ACCORDANCE WITH OFFICE CLEANING INSTRUCTIONS**

**1. SERVICES ON A BI-WEEKLY BASIS:**

- Waste baskets and receptacles shall be emptied, damp wiped and returned.

**2. SERVICES ON A WEEKLY BASIS:**

- Dust and spot-clean ledges, pictures, plaques, bulletin boards, doors and door frames, walls, window frames, switch plates, etc., in entrances and hallways.

**3. SERVICES ON A MONTHLY BASIS:**

- Vacuum drapery
- Dust blinds (this includes Venetian, verticals and rolled).

**4. SERVICES ON A TWICE YEARLY BASIS:**

- To be determined by Engineer, all hallways, entrance and tile floors to be stripped and refinished as per manufacturer's written instructions.

**5. SPECIAL INSTRUCTIONS:**

- Laboratory to be considered as a washroom 3 times per week, Monday, Wednesday and Friday for floor only

*This page intentionally left blank*

**TASK AUTHORIZATION  
AUTORISATION DES TÂCHES**

All invoices/progress claims must show the reference Contract and Task numbers. Toutes les factures doivent indiquer les numéros du contrat et de la tâche.		Contract no. - N° du contrat
		Task no. - N° de la tâche
Amendment no. - N° de la modification	Increase/Decrease - Augmentation/Réduction	Previous value - Valeur précédente
To - À	<p><b>TO THE CONTRACTOR</b></p> <p>You are requested to supply the following services in accordance with the terms of the above reference contract. Only services included in the contract shall be supplied against this task.</p> <p>Please advise the undersigned if the completion date cannot be met. Invoices/progress claims shall be prepared in accordance with the instructions set out in the contract.</p> <p><b>À L'ENTREPRENEUR</b></p> <p>Vous êtes prié de fournir les services suivants en conformité des termes du contrat mentionné ci-dessus. Seuls les services mentionnés dans le contrat doivent être fournis à l'appui de cette demande.</p> <p>Prière d'aviser le signataire si la livraison ne peut se faire dans les délais prescrits. Les factures doivent être établies selon les instructions énoncées dans le contrat.</p>	
Delivery location - Expédié à		
Delivery/Completion date - Date de livraison/d'achèvement		
_____ Date		_____ for the Department of National Defence pour le ministère de la Défense nationale
Contract item no. N° d'article du contrat	Services	Cost Prix
	GST/HST TPS/TVH	
	Total	
<p><b>APPLICABLE ONLY TO PWGSC CONTRACTS:</b> The Contract Authority signature is required when the total value of the DND 626 exceeds the threshold specified in the contract.</p> <p><b>NE S'APPLIQUE QU'AUX CONTRATS DE TPSGC :</b> La signature de l'autorité contractante est requise lorsque la valeur totale du formulaire DND 626 est supérieure au seuil précisé dans le contrat.</p>		
_____ for the Department of Public Works and Government Services pour le ministère des Travaux publics et services gouvernementaux		

**Instructions for completing  
DND 626 - Task Authorization**

**Contract no.**  
Enter the PWGSC contract number in full.

**Task no.**  
Enter the sequential Task number.

**Amendment no.**  
Enter the amendment number when the original Task is amended to change the scope or the value.

**Increase/Decrease**  
Enter the increase or decrease total dollar amount including taxes.

**Previous value**  
Enter the previous total dollar amount including taxes.

**To**  
Name of the contractor.

**Delivery location**  
Location where the work will be completed, if other than the contractor's location.

**Delivery/Completion date**  
Completion date for the task.

**for the Department of National Defence**  
Signature of the DND person who has delegated Authority for signing DND 626 (level of authority based on the dollar value of the task and the equivalent signing authority in the PAM 1.4). **Note:** the person signing in this block ensures that the work is within the scope of the contract, that sufficient funds remain in the contract to cover this task and that the task is affordable within the Project/Unit budget.

**Services**  
Define the requirement briefly (attach the SOW) and identify the cost of the task using the contractor's quote on the level of effort. The Task must use the basis of payment stipulated in the contract. If there are several basis of payment then list here the one(s) that will apply to the task quote (e.g. milestone payments; per diem rates/labour category hourly rates; travel and living rates; firm price/ceiling price, etc.). All the terms and conditions of the contract apply to this Task Authorization and cannot be ignored or amended for this task. Therefore it is not necessary to restate these general contract terms and conditions on the DND 626 Task form.

**Cost**  
The cost of the Task broken out into the individual costed items in **Services**.

**GST/HST**  
The GST/HST cost as appropriate.

**Total**  
The total cost of the task. The contractor may not exceed this amount without the approval of DND indicated on an amended DND 626. The amendment value may not exceed 50% (or the percentage for amendments established in the contract) of the original value of the task authorization. The total cost of a DND 626, including all amendments, may not exceed the funding limit identified in the contract.

**Applicable only to PWGSC contracts**  
This block only applies to those Task Authorization contracts awarded by PWGSC. The contract will include a specified threshold for DND sole approval of the DND 626 and a percentage for DND to approve amendments to the original DND 626. Tasks that will exceed these thresholds must be passed to the PWGSC Contracting Authority for review and signature prior to authorizing the contractor to begin work.

**Note:**  
Work on the task may not commence prior to the date this form is signed by the DA Authority - for tasks within the DND threshold; and by both DND and PWGSC for those tasks over the DND threshold.

**Instructions pour compléter le formulaire  
DND 626 - Autorisation des tâches**

**N° du contrat**  
Inscrivez le numéro du contrat de TPSGC en entier.

**N° de la tâche**  
Inscrivez le numéro de tâche séquentiel.

**N° de la modification**  
Inscrivez le numéro de modification lorsque la tâche originale est modifiée pour en changer la portée.

**Augmentation/Réduction**  
Inscrivez le montant total de l'augmentation ou de la diminution, y compris les taxes.

**Valeur précédente**  
Inscrivez le montant total précédent, y compris les taxes.

**À**  
Nom de l'entrepreneur.

**Expédié à**  
Endroit où le travail sera effectué, si celui-ci diffère du lieu d'affaires de l'entrepreneur.

**Date de livraison/d'achèvement**  
Date d'achèvement de la tâche.

**pour le ministère de la Défense nationale**  
Signature du représentant du MDN auquel on a délégué le pouvoir d'approbation en ce qui a trait à la signature du formulaire DND 626 (niveau d'autorité basé sur la valeur de la tâche et le signataire autorisé équivalent mentionné dans le MAA 1.4). **Note :** la personne qui signe cette attache de signature confirme que les travaux respectent la portée du contrat, que suffisamment de fonds sont prévus au contrat pour couvrir cette tâche et que le budget alloué à l'unité ou pour le projet le permet.

**Services**  
Définissez brièvement le besoin (joignez l'ET) et établissez le coût de la tâche à l'aide de la soumission de l'entrepreneur selon le niveau de difficulté de celle-ci. Les modalités de paiement stipulées dans le contrat s'appliquent à la tâche. Si plusieurs d'entre elles sont prévues, énumérez ici celle/celles qui s'appliquera/ront à la soumission pour la tâche à accomplir (p.ex. acompte fondé sur les étapes franchies; taux quotidien ou taux horaire établi selon la catégorie de main-d'œuvre; frais de déplacement et de séjour; prix fixe ou prix plafond; etc.). Toutes les modalités du contrat s'appliquent à cette autorisation de tâche et ne peuvent être négligées ou modifiées quant à la tâche en question. Il n'est donc pas nécessaire de répéter ces modalités générales afférentes au contrat sur le formulaire DND 626.

**Prix**  
Mentionnez le coût de la tâche en le répartissant selon les frais afférents à chaque item mentionné dans la rubrique **Services**.

**TPS/TVH**  
Mentionnez le montant de la TPS/TVH, s'il y a lieu.

**Total**  
Mentionnez le coût total de la tâche. L'entrepreneur ne peut dépasser ce montant sans l'approbation du MDN, formulaire DND 626 modifié à l'appui. Le coût de la modification ne peut pas être supérieur à 50 p. 100 du montant initial prévu dans l'autorisation de tâche (ou au pourcentage prévu dans le contrat pour les modifications). Le coût total spécifié dans le formulaire DND 626, y compris toutes les modifications, ne peut dépasser le plafond de financement mentionné dans le contrat.

**Ne s'applique qu'aux contrats de TPSGC**  
Le présent paragraphe s'applique uniquement aux autorisations de tâche accordées par TPSGC. On inscrira dans le formulaire DND 626 un plafond précis qui ne pourra être approuvé que par le MDN et un pourcentage selon lequel le MDN pourra approuver des modifications au formulaire DND 626 original. Les tâches dont le coût dépasse ces plafonds doivent être soumises à l'autorité contractante de TPSGC pour examen et signature avant qu'on autorise l'entrepreneur à débiter les travaux.

**Nota :**  
Les travaux ne peuvent commencer avant la date de signature de ce formulaire par le responsable du MDN, pour les tâches dont le coût est inférieur au plafond établi par le MDN, et par le MDN et TPSGC pour les tâches dont le coût dépasse le plafond établi par le MDN.

**ANNEX "E"**  
**TASK AUTHORIZATION USAGE REPORT**

The Contractor must provide quarterly Task Authorization (TA) usage reports . The Contractor agrees that it is their responsibility to implement a system for tracking TAs under this Contract for the purposes of providing usage reports. This is to ensure that the Limitation of Expenditure indicated for "as and when requested" Work under this Contract is not exceeded.

Each Task Authorization Usage Report must include all the completed TAs for goods and services supplied under this Contract.

Task Authorization Usage Report Submission Schedule:

<b>REPORT DUE</b>	<b>WORK PERIOD START DATE</b>	<b>WORK PERIOD END DATE</b>
15 January	01 October	31 December
15 April	01 January	31 March
15 July	01 April	30 June
15 October	01 July	30 September

The Contractor must provide information on each completed TA using the following format:

<b>TA NUMBER</b>	<b>TA DOLLAR VALUE (GST INCLUDED)</b>	<b>CUMULATIVE TA DOLLAR VALUE (GST INCLUDED)</b>	<b>COMMENTS</b>
<b>Total Dollar Value of TAs for this Period:</b>			
<b>Accumulated TAs to Date (Cumulative Dollar Value + Period Dollar Value):</b>			

[ ] Check this box if you are submitting a NIL **REPORT** ( We have not done any business with Canada under this Contract, for this period).

**SEND TO:**

wst-pa-mb@pwgsc.gc.ca

Or

Facsimile: (204) 983-7796