

RETURN BIDS TO:
RETOURNER LES SOUMISSIONS À:
Public Works and Government Services Canada
Telus Plaza North/Plaza Telus Nord
10025 Jasper Ave./10025 ave. Jaspe
5th floor/5e étage
Edmonton
Alberta
T5J 1S6
Bid Fax: (780) 497-3510

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

Title - Sujet Janitorial - CSC	
Solicitation No. - N° de l'invitation EW038-132776/A	Date 2013-02-01
Client Reference No. - N° de référence du client CSC - 20132776	
GETS Reference No. - N° de référence de SEAG PW-\$EDM-014-9715	
File No. - N° de dossier EDM-2-35399 (014)	CCC No./N° CCC - FMS No./N° VME
Solicitation Closes - L'invitation prend fin at - à 02:00 PM on - le 2013-02-19	Time Zone Fuseau horaire Mountain Standard Time MST
F.O.B. - F.A.B. Plant-Usine: <input type="checkbox"/> Destination: <input checked="" type="checkbox"/> Other-Autre: <input type="checkbox"/>	
Address Enquiries to: - Adresser toutes questions à: Lau (EDM), Chris	Buyer Id - Id de l'acheteur edm014
Telephone No. - N° de téléphone (780) 497-3981 ()	FAX No. - N° de FAX (780) 497-3510
Destination - of Goods, Services, and Construction: Destination - des biens, services et construction: DEPARTMENT OF PUBLIC WORKS AND GOVERNMENT SERVICES CANADA TELUS PLAZA NORTH 10025 JASPER AVENUE, 5TH FLOOR EDMONTON ALBERTA T5J 1S6 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
Telus Plaza North/Plaza Telus Nord
10025 Jasper Ave./10025 ave Jasper
5th floor/5e étage
Edmonton
Alberta
T5J 1S6

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

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PART 1 - GENERAL INFORMATION

1. 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;
- Part 6 Security, Financial and Other Requirements: includes specific requirements that must be addressed by bidders; 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 the Basis of Payment, the Security Requirements Checklist, the Workers' Compensation Board Mandatory health and Safety, the Insurance Requirements, and the PWGSC-TPSGC 572 Task Authorization Form.

2. Summary

Statement of Work

The provision of all labour, products, and materials, tools, equipment, transportation and supervision necessary to provide janitorial services to the Department of Correctional Services Canada, Edmonton, Alberta.

The requirement is limited to Canadian goods and/or services.

Term of Contract

Period of the Contract

The period of the Contract is from April 1, 2013 to October 14, 2013 inclusive.

Security Requirement

There is a security requirement associated with this requirement. For additional information, consult Part 6 - Security, Financial and Other Requirements, and Part 7 - Resulting Contract Clauses. Bidders should consult the "Security Requirements for PWGSC Bid Solicitations - Instructions for Bidders" (<http://www.tpsgc-pwgsc.gc.ca/app-acq/lc-pl/lc-pl-eng.html#a31>) document on the Departmental Standard Procurement Documents Web site.

3. 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. 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 Manual* (<https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-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 (2012-11-19) Standard Instructions - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the bid solicitation.

Subsection 5.4 of 2003, Standard Instructions - Goods or Services - Competitive Requirements, is amended as follows:

Delete: sixty (60) days

Insert: one hundred twenty (120) days

2. 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.

3. Enquiries - Bid Solicitation

All enquiries must be submitted in writing to the Contracting Authority no later than ten (10) 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. Applicable Laws

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

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. 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

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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 ten (10) days before the bid closing date. Canada will have the right to accept or reject any or all suggestions.

PART 3 - BID PREPARATION INSTRUCTIONS

1. Bid Preparation Instructions

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

Section I: Financial Bid (Two (2) hard copies)
Section II: Certifications (Two (2) hard copies)

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 should:

- 1) use 8.5 x 11 inch (216 mm x 279 mm) paper containing fibre certified as originating from a sustainably-managed forest and 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: Financial Bid

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

Section II: Certifications

Bidders must submit the certifications required under Part 5.

PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

1. Evaluation Procedures

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

2. Basis of Selection

A bid must comply with all requirements of the bid solicitation to be declared 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 and related documentation to be awarded a contract. Canada will declare a bid non-responsive if the required certifications and related documentation 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, to provide the related documentation or to comply with the request of the Contracting Authority for additional information will also render the bid non-responsive.

1. Mandatory Certifications Required Precedent to Contract Award

1.1 Code of Conduct and Certifications - Related documentation

1.1.1 By submitting a bid, the Bidder certifies, for himself and his affiliates, to be in compliance with the Code of Conduct and Certifications clause of the Standard instructions. The related documentation hereinafter mentioned will help Canada in confirming that the certifications are true. By submitting a bid, the Bidder certifies that it is aware, and that its affiliates are aware, that Canada may request additional information, certifications, consent forms and other evidentiary elements proving identity or eligibility. Canada may also verify the information provided by the Bidder, including the information relating to the acts or convictions specified herein, through independent research, use of any government resources or by contacting third parties. Canada will declare non-responsive any bid in respect of which the information requested is missing or inaccurate, or in respect of which the information contained in the certifications is found to be untrue, in any respect, by Canada. The Bidder and any of the Bidder's affiliates, will also be required to remain free and clear of any acts or convictions specified herein during the period of any contract arising from this bid solicitation.

Bidders who are incorporated, including those bidding as a joint venture, must provide with their bid or promptly thereafter a complete list of names of all individuals who are currently directors of the Bidder. Bidders bidding as sole proprietorship, including those bidding as a joint venture, must provide the name of the owner with their bid or promptly thereafter. Bidders bidding as societies, firms, partnerships or associations of persons do not need to provide lists of names. If the required names have not been received by the time the evaluation of bids is completed, Canada will inform the Bidder of a time frame within which to provide the information. Failure to comply will render the bid non-responsive. Providing the required names is a mandatory requirement for contract award.

Canada may, at any time, request that a Bidder provide properly completed and Signed Consent Forms (Consent to a Criminal Record Verification form- PWGSC-TPSGC 229) (<http://www.tpsgc-pwgsc.gc.ca/app-acq/forms/formulaires-forms-eng.html>) for any or all individuals aforementioned within the time specified. Failure to provide such Consent Forms within the time period provided will result in the bid being declared non-responsive.

2. Additional 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.

2.1 Federal Contractors Program - Certification

Federal Contractors Program - over \$25,000 and below \$200,000

Suppliers who are subject to the Federal Contractors Program (FCP) and have been declared ineligible contractors by Human Resources and Skills Development Canada (HRSDC) are no longer eligible to receive federal 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.

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

- () 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;
- () is not subject to the FCP, being a regulated employer under the Employment Equity Act, S.C. 1995, c. 44;
- () 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;
- () has not been declared an ineligible contractor by HRSDC, and has a valid certificate number as follows:

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

2.2 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.

2.3 Canadian Content Certification

2.3.1 SACC Manual clause A3050T (2010-01-11), Canadian Content Definition

2.3.2 Canadian Content Certification (A3059T - 2010-01-11)

This procurement is limited to Canadian goods and Canadian services.

The Bidder certifies that:

- () a minimum of 80 percent of the total bid price consist of Canadian goods and Canadian services as defined in paragraph 5 of clause A3050T.

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For more information on how to determine the Canadian content for a mix of goods, a mix of services or a mix of goods and services, consult Annex 3.6.(9), Example 2, of the Supply Manual.
(<https://buyandsell.gc.ca/policy-and-guidelines/supply-manual/annex/3/6>)

2.4 Workers' Compensation

At the request of the Contracting Authority, the Contractor must provide to the Contracting Authority, within the time period stated in the request, evidence of compliance with workers' compensation legislation applicable to the place of the Work, including payments due thereunder [as further detailed in Annex "E". Failure to comply with the request of the Contracting Authority and to provide the above documents within the required time period will render the bid non-responsive

PART 6 - SECURITY, FINANCIAL AND OTHER REQUIREMENTS

1. Security Requirement

1. Before award of a contract, the following conditions must be met:
 - (a) the Bidder must hold a valid organization security clearance as indicated in Part 7-Resulting Contract Clauses;
 - (b) the Bidder's proposed individuals requiring access to classified or protected information, assets or sensitive work site(s) must meet the security requirement as indicated in Part 7-Resulting Contract Clauses;
 - (c) the Bidder must provide the name of all individuals who will require access to classified or protected information, assets or sensitive work sites.
2. Bidders are reminded to obtain the required security clearance promptly. Any delay in the award of a contract to allow the successful bidder to obtain the required clearance will be at the entire discretion of the Contracting Authority.
3. For additional information on security requirements, bidders should consult the Security Requirements for PWGSC Bid Solicitations - Instructions for Bidders (<http://www.tpsgc-pwgsc.gc.ca/app-acq/lc-pl/lc-pl-eng.html#a31>) document on the Departmental Standard Procurement Documents Web site.

12. 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 E.

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

The following clauses and conditions apply to and form part of any contract resulting from the bid solicitation.

1. Statement of Work

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

1.2 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.

1.2.1 Task Authorization Process

1.2.1.1 The Project Authority will provide the Contractor with a description of the task using the "Task Authorization Form for non-DND clients" or "DND 626, Task Authorization Form" or "Task Authorization" form specified in Annex F.

1.2.1.2 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.

1.2.1.3 The Contractor must provide the Project Authority), within 5 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.

1.2.1.4 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.

1.2.2 Task Authorization Limit

The Project Authority may authorize individual task authorizations up to a limit of \$5,000.00, 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 Contracting Authority before issuance.

1.2.3 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.

1.2.4 Periodic Usage Reports - Contracts with Task Authorizations

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. 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 ten (10) 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:

- a) the authorized task number or task revision number(s);
- b) a title or a brief description of each authorized task;
- c) the total estimated cost specified in the authorized Task Authorization (TA) of each task, GST or HST extra;
- d) the total amount, GST or HST extra, expended to date against each authorized task;
- e) the start and completion date for each authorized task; and
- f) the active status of each authorized task, as applicable.

For all authorized tasks:

HST

- a) 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
- b) the total amount, GST or HST extra, expended to date against all authorized TAs.

2. 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 Manual* (<https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual>) issued by Public Works and Government Services Canada.

2.1 General Conditions

2035 (2012-11-19), General Conditions - Higher Complexity - Services, apply to and form part of the Contract.

3. Security Requirement

- 3.1 The Contractor must, at all times during the performance of the Contract, hold a valid Designated Organization Screening (DOS), issued by the Canadian Industrial Security Directorate (CISD), Public Works and Government Services Canada (PWGSC).
- 3.2 The Contractor personnel requiring access to sensitive work site(s) must EACH hold a valid **RELIABILITY STATUS**, granted or approved by CISD/PWGSC.
- 3.3 Subcontracts which contain security requirements are NOT to be awarded without the prior written permission of CISD/PWGSC.

3.4 The Contractor must comply with the provisions of the:

- (a) Security Requirements Check List and security guide (if applicable), attached at Annex C;
- (b) Industrial Security Manual (Latest Edition).

4. Term of Contract

4.1 Period of the Contract

The period of the Contract is from April 1, 2013 to October 14, 2013 inclusive.

5. Authorities

5.1 Contracting Authority

The Contracting Authority for the Contract is:

Name: Christopher Lau
 Title: Supply Officer
 Public Works and Government Services Canada
 Acquisitions Branch
 Directorate: Western Region
 Address: 5th Floor, 10025 Jasper Ave., Edmonton, AB T5J 1S6

Telephone: 780-497-3981
 Facsimile: 780-497-3510
 E-mail address: christopher.lau@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.

5.2 Project Authority

(To be Provided at Contract Award)

The Project Authority for the Contract is:

Name:
 Title:
 Organization:
 Address:

Telephone: - -
 Facsimile: - -
 E-mail address:

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.

5.3 Contractor's Representative**(To be provided by bidder)**

Name:

Title:

Organization:

Address:

Telephone: - -

Facsimile: - -

E-mail address:

6. Payment**6.1 Basis of Payment****6.1.1** For the Work described in Item 1.0 in Annex "B", "Scheduled Janitorial Services":

In consideration of the Contractor satisfactorily completing its obligations under the Contract, the Contractor will be paid a firm price for a cost of \$_____. 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.

6.1.2 For the Work described in Items 2.0 - 3.0 in Annex "B", "Emergency work and/or extra work":

The Contractor will be reimbursed for the costs reasonably and properly incurred in the performance of "As and When Requested" Requirements, as determined in accordance with the Basis of Payment in Annex C, to a limitation of expenditure of \$_____ (**Amount to be insterted at Contract award**). Customs duties are included and Goods and Services Tax or Harmonized Sales Tax is extra, if applicable.

6.2 Limitation of Expenditure - Cumulative Total of all Task Authorizations

6.2.1 Canada's total liability to the Contractor under the Contract for all authorized Task Authorizations (TAs), inclusive of any revisions, must not exceed the sum of \$ _____ (**Amount to be insterted at Contract award**). Customs duties are included and the Goods and Services Tax or Harmonized Sales Tax is extra, if applicable.

6.2.2 No increase in the total liability of Canada will be authorized or paid to the Contractor unless an increase has been approved, in writing, by the Contracting Authority.

6.2.3 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 sum is inadequate for the completion of the Work required in all authorized TAs, inclusive of any revisions, whichever comes first.

6.2.4 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.

6.3 Method of Payment

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

6.4 SACC Manual Clauses

A9117C T1204 - Direct Request by Customer Department (2007-11-30)

C0705C Discretionary Audit, (2010-01-11),

6.5 Time Verification

SACC Manual clause C0710C Time and Contract Price Verification (2007-11-30)

7. Invoicing Instructions

7.1 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 time sheets to support the time claimed;
- (b) a copy of the release document and any other documents as specified in the Contract;
- (c) a copy of the invoices, receipts, vouchers for all direct expenses, and all travel and living expenses;
- (d) a copy of the monthly progress report
- (e) a copy of each Task Authorization form for Work completed in the month being invoiced.

7.2 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.

8. Certifications

8.1 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.

8.2 SACC Manual Clauses

A3060C Canadian Content Certification

2008-05-12

9. Applicable Laws

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

10. 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 - General Conditions - Higher Complexity - Services (2012-11-19);
 - (c) Annex A, Statement of Work;
 - (d) Annex B, Basis of Payment;
 - (e) Annex C, Security Requirements Check List;
 - (f) Annex D, Workers' Compensation Board Mandatory Health and Safety
 - (g) Annex E, Insurance Requirements;
 - (h) Annex F, Form PWGSC-TPSGC 572 Task Authorization
 - (i) the signed Task Authorizations (including all of its annexes, if any) ;
 - (j) the Contractor's bid dated

11. Foreign Nationals (Canadian Contractor)

SACC Manual clause A2000C (2006-06-16) Foreign Nationals (Canadian Contractor)

12. Insurance Requirements

The Contractor must comply with the insurance requirements specified in Annex F. 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

Solicitation No. - N° de l'invitation

EW038-132776/A

Client Ref. No. - N° de réf. du client

CSC - 20132776

Amd. No. - N° de la modif.

File No. - N° du dossier

EDM-2-35399

Buyer ID - Id de l'acheteur

edm014

CCC No./N° CCC - FMS No/ N° VME

ANNEX A

STATEMENT OF WORK

Please refer to attachment titled "SOW - EW038-132776 - E".

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ANNEX B

BASIS OF PAYMENT

Please refer to attachment titled "BOP - EW038-132776 - E".

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ANNEX C

SECURITY REQUIREMENTS CHECK LIST

Please refer to attachment titled "SRCL - EW038-132776 - E".

ANNEX D

WORKERS COMPENSATION BOARD MANDATORY HEALTH AND SAFETY

1. EMPLOYER/CONTRACTOR

1.1 The Contractor must, for the purposes of the Safety Act and Regulations, Alberta, and for the duration of the Work of the Contract, act as the Employer on the work site.

2. HEALTH AND SAFETY PROGRAM

2.1 The Contractor must provide and maintain, for the duration of the Contract, one of the following:

2.1.1 A Certificate of Recognition (COR) or Registered Safety Plan (RSP) acceptable to the Authority Having Jurisdiction (AHJ);

2.1.2 A health and safety policy and program, as required by the respective provincial/territorial Occupational Health and Safety Act, unless none is required by law or the Contractor is exempt (has ten (10) or less employees), in which case the Contractor must still provide evidence to Canada of a system to manage health and safety.

2.2 Where the Contractor provides information pursuant to 2.1.2 above, it must also complete and provide to the Contracting Authority the Declaration as found in this Annex.

ANNEX E

INSURANCE REQUIREMENTS

1.0 Commercial General Liability Insurance

1.1 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.

1.2 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.

(l) Owners' or Contractors' Protective Liability: Covers the damages that the Contractor becomes legally obligated to pay arising out of the operations of a subcontractor.

(m) Non-Owned Automobile Liability - Coverage for suits against the Contractor resulting from the use of hired or non-owned vehicles.

2.0 Automobile Liability Insurance

2.1 The Contractor must obtain Automobile 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.

2.2 The policy must include the following:

- (a)** Third Party Liability - \$2,000,000 Minimum Limit per Accident or Occurrence
- (b)** Accident Benefits - all jurisdictional statutes
- (c)** Uninsured Motorist Protection
- (d)** Notice of Cancellation: The Insurer will endeavour to provide the Contracting Authority thirty (30) days written notice of cancellation.

Solicitation No. - N° de l'invitation

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Amd. No. - N° de la modif.

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Buyer ID - Id de l'acheteur

edm014

CCC No./N° CCC - FMS No/ N° VME

CSC - 20132776

ANNEX F

TASK AUTHORIZATION FORM PWGSC-TPSGC 572

Please refer to attachment titled "PWGSC-TPSGC 572 - EW038-132776 - E".

Annex 'F'

Task Authorization Autorisation de tâche

Instruction for completing the form PWGSC - TPSGC 572 - Task Authorization
(Use form DND 626 for contracts for the Department of National Defence)

Instruction pour compléter le formulaire PWGSC - TPSGC 572 - Autorisation de tâche
(Utiliser le formulaire DND 626 pour les contrats pour le ministère de la Défense)

Contract Number

Enter the PWGSC contract number.

Numéro du contrat

Inscrire le numéro du contrat de TPSGC.

Contractor's Name and Address

Enter the applicable information

Nom et adresse de l'entrepreneur

Inscrire les informations pertinentes

Security Requirements

Enter the applicable requirements

Exigences relatives à la sécurité

Inscrire les exigences pertinentes

Total estimated cost of Task (GST/HST extra)

Enter the amount

Coût total estimatif de la tâche (TPS/TVH en sus)

Inscrire le montant

For revision only

Aux fins de révision seulement

TA Revision Number

Enter the revision number to the task, if applicable.

Numéro de la révision de l'AT

Inscrire le numéro de révision de la tâche, s'il y a lieu.

Total Estimated Cost of Task (GST/HST Extra) before the revision

Enter the amount of the task indicated in the authorized TA or, if the task was previously revised, in the last TA revision.

Coût total estimatif de la tâche (TPS/TVH en sus) avant la révision

Inscrire le montant de la tâche indiquée dans l'AT autorisée ou, si la tâche a été révisée précédemment, dans la dernière révision de l'AT.

Increase or Decrease (GST/HST Extra), as applicable

As applicable, enter the amount of the increase or decrease to the Total Estimated Cost of Task (GST/HST Extra) before the revision.

Augmentation ou réduction (TPS/TVH en sus), s'il y a lieu

S'il y a lieu, inscrire le montant de l'augmentation ou de la réduction du Coût total estimatif de la tâche (TPS/TVH en sus) avant la révision.

1. Required Work: Complete sections A, B, C, and D, as required.

1. Travaux requis : Remplir les sections A, B, C et D, au besoin.

A. Task Description of the Work required:

Complete the following paragraphs, if applicable. Paragraph (a) applies only if there is a revision to an authorized task.

A. Description de tâche des travaux requis :

Remplir les alinéas suivants, s'il y a lieu : L'alinéa (a) s'applique seulement s'il y a révision à une tâche autorisée.

(a) Reason for revision of TA, if applicable: Include the reason for the revision; i.e. revised activities; delivery/completion dates; revised costs. Revisions to TAs must be in accordance with the conditions of the contract. See Supply Manual 3.35.1.50 or paragraph 6 of the Guide to Preparing and Administering Task Authorizations.

(a) Motif de la révision de l'AT, s'il y a lieu : Inclure le motif de la révision c.-à.-d., les activités révisées, les dates de livraison ou d'achèvement, les coûts révisés. Les révisions apportées aux AT doivent respecter les conditions du contrat. Voir l'article 3.35.1.50 du Guide des approvisionnements ou l'alinéa 6 du Guide sur la préparation et l'administration des autorisations de tâches.

(b) Details of the activities to be performed (include as an attachment, if applicable)

(b) Détails des activités à exécuter (joindre comme annexe, s'il y a lieu).

(c) Description of the deliverables to be submitted (include as an attachment, if applicable).

(c) Description des produits à livrer (joindre comme annexe, s'il y a lieu).

(d) Completion dates for the major activities and/or submission dates for the deliverables (include as an attachment, if applicable).

(d) Les dates d'achèvement des activités principales et (ou) les dates de livraison des produits (joindre comme annexe, s'il y a lieu).

B. Basis of Payment:

Insert the basis of payment or bases of payment that form part of the contract that are applicable to the task description of the work; e.g. firm lot price, limitation of expenditure, firm unit price

C. Cost of Task:**(a) Insert Option 1 or 2:****Option 1:**

Total estimated cost of Task (GST/HST extra): Insert the applicable cost elements for the task determined in accordance with the contract basis of payment; e.g. Labour categories and rates, level of effort, Travel and living expenses, and other direct costs.

Option 2:

Total cost of Task (GST/HST extra): Insert the firm unit price in accordance with the contract basis of payment and the total estimated cost of the task.

(b) Insert GST/HST as a separate item under the Basis of Payment**D. Method of Payment**

Insert the method(s) of payment determined in accordance with the contract that are applicable to the task; i.e. single payment, multiple payments, progress payments or milestone payments. For milestone payments, include a schedule of milestones.

B. Base de paiement :

Insérer la base ou les bases de paiement qui font partie du contrat qui sont applicables à la description du travail à exécuter : p. ex., prix de lot ferme, limitation des dépenses et prix unitaire ferme.

C. Coût de la tâche :**(a) Insérer l'option 1 ou 2****Option 1 :**

Coût total estimatif de la tâche (TPS/TVH en sus) Insérer les éléments applicables du coût de la tâche établies conformément à la base de paiement du contrat. p. ex., les catégories de main d'œuvre, le niveau d'effort, les frais de déplacement et de séjour et autres coûts directs.

Option 2 :

Coût total de la tâche (TPS/TVH en sus) : Insérer le prix unitaire ferme conformément à la base de paiement du contrat et le coût estimatif de la tâche.

(b) Insérer la TPS/TVH comme élément distinct sous la Base de paiement**D. Méthode de paiement**

Insérer la ou les méthode(s) de paiement établit conformément au contrat et qui sont applicable(s) à la tâche; c.-à.-d., paiement unique, paiements multiples, paiements progressifs ou paiements d'étape. Pour ces derniers, joindre un calendrier des étapes.

2. Authorization(s):

The client and/or PWGSC must authorize the task by signing the Task Authorization in accordance with the conditions of the contract. The applicable signatures and the date of the signatures is subject to the TA limits set in the contract. When the estimate of cost exceeds the client Task Authorization's limits, the task must be referred to PWGSC.

3. Contractor's Signature

The individual authorized to sign on behalf of the Contractor must sign and date the TA authorized by the client and/or PWGSC and provide the signed original and a copy as detailed in the contract.

2. Autorisation(s) :

Le client et (ou) TPSGC doivent autoriser la tâche en signant l'autorisation de tâche conformément aux conditions du contrat. Les signatures et la date des signatures appropriées sont assujetties aux limites d'autorisation de tâche établies dans le contrat . Lorsque l'estimation du coût dépasse les limites d'autorisation de tâches du client, la tâche doit être renvoyée à TPSGC.

3. Signature de l'entrepreneur

La personne autorisée à signer au nom de l'entrepreneur doit signer et dater l'AT, autorisée par le client et (ou) TPSGC et soumettre l'original signé de l'autorisation et une copie tel que décrit au contrat.



Task Authorization Autorisation de tâche

Contract Number - Numéro du contrat

Contractor's Name and Address - Nom et l'adresse de l'entrepreneur	Task Authorization (TA) No. - N° de l'autorisation de tâche (AT)
	Title of the task, if applicable - Titre de la tâche, s'il y a lieu
	Total Estimated Cost of Task (GST/HST extra) Coût total estimatif de la tâche (TPS/TVH en sus) \$

Security Requirements: This task includes security requirements
Exigences relatives à la sécurité : Cette tâche comprend des exigences relatives à la sécurité

No - Non Yes - Oui **If YES, refer to the Security Requirements Checklist (SCRL) included in the Contract**
Si OUI, voir la Liste de vérification des exigences relative à la sécurité (LVERS) dans le contrat

For Revision only - Aux fins de révision seulement

TA Revision Number, if applicable Numéro de révision de l'AT, s'il y a lieu	Total Estimated Cost of Task (GST/HST Extra) before the revision Coût total estimatif de la tâche (TPS/TVH en sus) avant la révision \$	Increase or Decrease (GST/HST Extra), as applicable Augmentation ou réduction (TPS/TVH en sus), s'il y a lieu \$
--	---	--

Start of the Work for a TA : Work cannot commence until a TA has been authorized in accordance with the conditions of the contract.

Début des travaux pour l'AT : Les travaux ne peuvent pas commencer avant que l'AT soit autorisée conformément au contrat.

1. Required Work: - Travaux requis :

A. Task Description of the Work required - Description de tâche des travaux requis	See Attached - Ci-joint <input type="checkbox"/>
B. Basis of Payment - Base de paiement	See Attached - Ci-joint <input type="checkbox"/>
C. Cost of Task - Coût de la tâche	See Attached - Ci-joint <input type="checkbox"/>
D. Method of Payment - Méthode de paiement	See Attached - Ci-joint <input type="checkbox"/>

Contract Number - Numéro du contrat

2. Authorization(s) - Autorisation(s)

By signing this TA, the authorized client and (or) the PWGSC Contracting Authority certify(ies) that the content of this TA is in accordance with the conditions of the contract.

En apposant sa signature sur l'AT, le client autorisé et (ou) l'autorité contractante de TPSGC atteste(nt) que le contenu de cette AT respecte les conditions du contrat.

The client's authorization limit is identified in the contract. When the value of a TA and its revisions is in excess of this limit, the TA must be forwarded to the PWGSC Contracting Authority for authorization.

La limite d'autorisation du client est précisée dans le contrat. Lorsque la valeur de l'AT et ses révisions dépasse cette limite, l'AT doit être transmise à l'autorité contractante de TPSGC pour autorisation.

Name and title of authorized client - Nom et titre du client autorisé à signer

Signature

Date

PWGSC Contracting Authority - Autorité contractante de TPSGC

Signature

Date

3. Contractor's Signature - Signature de l'entrepreneur

Name and title of individual authorized - to sign for the Contractor
Nom et titre de la personne autorisée à signer au nom de l'entrepreneur

Signature

Date

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Statement of Work – Annex “A”

This specification defines area by location, task (requirement) and standard (results expected) for total term of contract, and is subject to additions or deletions by change order application.

<u>A</u> OFFICES

This includes open and enclosed areas of space, foyers, waiting area/room, corridors, meeting/conference rooms, common areas, coffee/lunch/cafeteria rooms or areas.
--

<u>TASK</u>	<u>STANDARD</u>
-------------	-----------------

- | | |
|---|---|
| 1 Empty waste baskets/containers 3 times per week, damp wipe once weekly; use plastic liners and replace <u>as required</u> . | All waste baskets/containers to be empty, clean and in their correct place. No waste materials to be left on floors; waste to be removed from area/office. Baskets or containers to be replaced in designated location.

No baskets to be placed on desks or tables during any form of cleaning action/operation. |
| 2 Dust and damp wipe furniture, fixtures, telephone, glass - spot clean; dust and damp clean all chair framing and trim, vinyl, plastic, wood or leather covered chairs <u>weekly</u> . Clean and polish applicable articles <u>when required</u> . | All glass tops, doors, etc., desks and furniture to be clean and free of finger marks, spots and stains, with no dust or streak marks present.

Any such furniture and equipment moved during cleaning operations to be returned to its correct location. |
| 3 Dust window sills, partitions, ledges, baseboards and all other horizontal surfaces below 2.6 m, including chalkboard ledges or white board holders <u>weekly</u> . | All such surfaces shall be free of dust and dust streaks, finger marks and stains. All to be visually clean. |
| 4 Sweep, dust mop and damp wash all floors other than carpet, hard-surfaced stairs and landings <u>daily (during each of 3 visits per week) or more often in winter</u> using a dust control method. Spray buff <u>twice per month</u> and refinish <u>on anniversary of lease commencement</u> . | All floors to be clean and free from dirt, surface stains, mop streaks and loose mop strands. Care shall be taken throughout mopping operation to prevent liquids from collecting against or under furniture bottom or legs. |
| 5 Vacuum carpeted traffic areas including | Carpets and rugs shall be thoroughly clean |
-

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any carpeted stairs, landings daily (during each of the 3 visits per week); Vacuum full floor once per week; Spot clean as required; Move all light furniture, other than desks, screens and cabinets and steam clean approximately on anniversary of lease commencement date; Vacuum daily (during each of 3 visits per week), wash/shampoo/ every month or more often if required; Sweep “T” mats daily (during each of the 3 visits per week) and wash minimum monthly.

and free of dust, dirt and other debris. Nap on rugs to be laid in one direction. Chair “T” mats to be clean; carpet and rug area around and under mat to be free of dust and dirt.

Floor areas under rugs and carpet runners to be free of dirt and dust. Bare floors around carpets and rugs to be clean; no dust left in corners or under furniture.

No trash or other soil matter shall be left under desks, tables, chairs, bookcases, between file/storage cabinets, behind doors or free standing screens, or radiators.

All furniture and equipment moved for vacuuming operation, will be returned to original location. Where spots cannot be removed by normal removal means, they shall be reported to Property Management.

- 6 Spot clean and remove smudges from walls, doors, woodwork, glass and glass partitions or other similar surfaces up to 2.6 m high weekly or more often if required.

No finger marks or other kinds of marks are to be visible; any spots that cannot be removed by normal means shall be reported to Property Management.

- 7 Clean and disinfect all drinking fountains weekly or more often if required. There will be no objectionable odour.

All surfaces to be free of spots, stains, streaks, dust or other forms of residue. Walls and floors around drinking fountains are to be free from debris, spots and water marks.

- 8 Wash and sanitize with germicidal detergent solution all countertops, including splash backs/cupboard exterior, exposed plumbing and sinks daily (during each of 3 visits per week). Re-stock towel holders where dispensers are in place as required; empty and clean receptacles daily (during each of the 3 visits per week) and replace plastic liners as required. Damp wipe counter fronts and sides weekly. This action is to be performed on all cupboards.

All surfaces to be free of stains, dust, dirt, finger marks and streaks. All surfaces to be free of odours. Dispensers replenished.

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- 9 Dust polished surfaces; chrome, stainless steel, brass and similar finish, e.g. door knobs, push bars, kickplates, handrails, railings, doors, etc. weekly. Surfaces to be free of dust, bright and in a condition similar to that of intended finish of surface. Free of finger or rub marks.

B **WASHROOMS**

Applies to all men's, ladies or unisex, including washroom in Bay area. These actions are for Public or Private washrooms, contained within building.

- 1 Clean with germicidal detergent wash basins, showers and plumbing fixtures including exposed pipes; polish chrome, brass or similar finish daily (during each of 3 visits per week). Clean and disinfect toilet bowls, seats and urinals (including exterior and interior surfaces) daily (during each of the 3 visits per week). All surfaces, including exterior of fixtures, wash basins, flush tanks, toilet seats, bowls, urinals and exposed piping, to be free of dust, dirt spots, stains, finger marks, odours and green mould. Chrome, brass or similar to be bright, shiny and free of finger marks, spots and dust.
- 2 Empty, damp wipe and sanitize sanitary dispensers and waste receptacles daily (during each of the 3 visits per week); polish bright work; remove and replace liners as required. All sanitary and waste receptacles to be free of spots, stains, finger marks and odours.
- 3 Fill or re-stock toilet tissue holders, soap dispensers, towel dispensers, sanitary napkin dispensers (if applicable), dixie cups, etc. daily (during each of the 3 visits per week). Wipe clean, using disinfectant, all toilet tissue, soap, towel, sanitary napkin or dixie cup dispensers or receptacles daily. All dispensers of supplies to be filled, clean and free of finger marks, dust, dirt, spots, stains and odours.
- 4 Wipe down all partitions, walls, including enamel surfaces, doors and ledges, using proper disinfectant weekly or more often if required. Wash and polish all frames, powder shelves and bright work, including flushometers, piping and toilet seat hinges weekly. Clean mirrors daily (during each of the 3 visits per week). Furniture or equipment moved shall be returned to its original location on completion of cleaning action.
- 5 Wet mop floors with disinfectant detergent solution, including bases; ensure floor drains are not blocked and disinfect traps Floors, especially corners, to be free of dirt, dust, black marks, loose paper, mop strings, water and mop marks; bases to be

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daily (during each of the 3 visits per week) .
clean and floors disinfected, and all areas free from obnoxious odours. Floor shall have been rinsed and excess water removed; wall bases and other surfaces to be free of water marks and splashing.

C FLOORS

Hard surfaced - includes vinyl asbestos tile, sheet vinyl, terrazzo, ceramic and quarry tiles or rubber tiles and concrete.

- 1 Sweep using dust less system daily (during each of the 3 visits per week) . Damp mop weekly or more often if required. Spray buff or burnish system of maintenance twice per month. Areas inaccessible to machine are to be hand cleaned. Wash and refinish approximately on anniversary of lease commencement date.

After spray buffing/burnishing, no dust or dirt will be left on floor, no evidence of muddying or rippling effect to exist. Bases and equipment to be free of spray residue and floor to present a uniform and overall appearance of cleanliness, including corners.

After removing finish, all dirt, finish build-up and stains or marks shall have been removed; all areas, both machine and hand cleaned, shall be clean, free of dirt, water streaks, mop marks and strings. Floor shall have been rinsed, mopped or vacuum dried to present an overall appearance of cleanliness, with walls, bases and other adjacent surfaces free from water marks, splashing and scars from equipment.

After refinishing, the finished area to be free of streaks, mop strand marks, skipped areas, and evidence of improper finish application. No heavy accumulations of finish to exist adjacent to walls, bases, fixtures and furniture, and these parts are to be free of finish residue. Finished areas buffed to uniform sheen with no visible heavy brush marks. Floor to be clean and bright looking overall, including under furniture, and equipment must not be

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marred or damaged during refinishing process. Furniture and equipment moved during operations are to be returned to original locations.

- 2 Washrooms to be maintained by scrub and refinish method. Quarry and ceramic flooring to be sealed. Clean grouting.

In appearance, all flooring shall exhibit a uniform high shine with reflective properties that are acceptable to Property Management.

This level of floor appearance is to be maintained at all times. Time of day will be noted when evaluating floor appearance and allowances made as appropriate.

D CARPET

This includes walk-off mats, runners, rugs, and/or carpeted walls.

- 1 Vacuum all carpeted traffic lanes and mats, runner or rugs daily (during each of the 3 visits per week). Full floor twice weekly. Spot clean as required;

Carpets prior to steam cleaning should be dry vacuumed and brushed to relieve matting conditions and to raise pile to permit good cleaning of individual tufts.

- 2 Move all light furniture, other than desks, screens and cabinets and steam clean all carpeted areas approximately on anniversary of lease commencement date

After carpet cleaning and final vacuum, carpet pile should be left in its natural position, using additional brushing as necessary. Upon completion of task, carpeted areas should present a uniform overall clean appearance with no damp or wet areas or spots or streaking and be free of dirt.

Walls, bases and other adjacent surfaces to be free of water marks, splashing and scars from equipment.

Replace furniture and equipment, moved for cleaning, to their correct locations.

E WALLS

Includes doors, frames, glass partitions, transoms and other fixtures and fittings

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attached to walls (window casings/mouldings); ceilings, including T-bar framework acoustic tiles, door grilles (vents).

- 1 Dust or damp wipe area/item weekly. All surfaces, after dusting, to be free of dust and dust streaks.
- 2 Wash all washable surfaces approximately on anniversary of lease commencement date. Washable surfaces include vinyl, sealed and painted surfaces. Should there be any doubt, Property Management will determine whether a surface is washable prior to commencement of cleaning work. Wash all interior windows twice per year, spring and fall. Door glass to be spot cleaned daily (during each of the 3 visits per week) and washed every 3 months after lease commencement date. Polish metal works, as required. After washing, there shall be no streaks or spots remaining on walls and adjacent surfaces nor signs of skipped areas. Walls and other surfaces to be uniformly clean all over. There shall be no visible marking at point where cleaning areas overlap (lower and upper parts of wall). All wood and/or metal doors to be clean.
- 3 Clean all wood panel walls approximately on anniversary of lease commencement date.. Method used is to be approved prior to work commencing. No water or cleaning solution shall be dropped on floors or furniture. All furniture and equipment moved during cleaning operations to be replaced in their correct locations.

F VENETIAN BLINDS

Interior venetian, vertical or horizontal and/or roller type blinds are considered under this area.

- 1 Dust, using a soft cloth or user apparatus, once every 3 months after commencement of lease.
- 2 Remove blind, clean holder mechanism and completely wash blind (venetian includes tapes and strings) once per year on approximately commencement of lease. On completion of washing, reinstall and leave in working condition; all exposed surfaces to be free of dirt, dust, finger marks, streaks and spots, presenting an overall clean appearance. Slats free of dust on both sides; roller blinds free of stains or marks; window frames and adjoining areas to be free of dust, dirt or streak marks.

G VERTICAL SURFACES

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Other than walls, high cleaning to window sills; partition ledges. Horizontal surface above 2.6 m from floor, door frame ledges and similar, picture frames, charts, graphs and similar; wall louvres, exposed pipes and clocks.

- | | | |
|---|---|---|
| 1 | Dust exposed surface area <u>weekly</u> . | All surfaces to be free of dust, finger marks, and stains, no streaking to be visible after cleaning operation. |
| 2 | Damp wipe surface area to be remove soil build-up once per month or more often if required. | Return all furnishings to original location. |

H **LIGHT FIXTURES**

Includes light fixtures (incandescent; fluorescent), lamps and air diffusers or air vents.

- | | | |
|---|---|---|
| 1 | Dust, including ceiling areas, around diffusers, inside and outside air vents <u>monthly</u> or more often if required. | After dusting fixtures, diffusers or vents, articles to be free of dust, dirt and foreign objects, e.g. flies, insects. No dirt to be left on furniture or floors beneath fixtures or diffusers or vents. |
| 2 | Wash complete fixture, diffuser or vent <u>annually</u> approximately on anniversary of lease commencement date. | After washing, surfaces to be free of streaks and fixtures (including light cover), properly re-assembled and clean, mark free. |

I **FURNITURE**

Includes display cases, cabinets, book cases, desks, tables, chairs and office equipment; coat racks, telephones, etc. (excludes items such as adding machines, computers, printers, photocopier).

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- 1 Dust vertical and horizontal surfaces weekly or more often if required. After dusting, washing (damp wipe) and polishing, vinyl, leather or other polishable surfaces of furniture and similar, to be clean, free from finger or other marks, dirt and dust spots and streaks, and present a uniform sheen as close as possible to materials originally-intended appearance (after taking into consideration of items' age).
- 2 Polish all wood surfaces and damp wipe metal, clean glass tops to remove finger or other marks weekly or more often if required.
- 3 Damp wipe and polish vinyl and/or leather upholstered furniture monthly.
- 4 Vacuum fabric upholstery drapes/curtains, chairs, sofas, etc. monthly. After vacuuming of fabric and drapes, materials to be free of dust and dirt and other debris, presenting an overall clean appearance. Drapes/ curtains to be re-installed and left in perfect working order.

J STORAGE AREAS

Includes vaults, electrical or mechanical rooms and **warehouse area**.

- 1 Sweep or dust mop all floors other than carpet, hard-surfaced stairs and landings once per week or more often in winter using a dust control method. No dirt should be left in corners, behind doors or under storage cabinets or shelving units. No film of dirt should be left on floor due to dry or improperly treated dust mops or sweep cloths. No dirt is to be left where sweepings picked up.
- 2 Wash warehouse area every two weeks.
- 3 Clean light fixtures, overhead beams, ledges, pipes, doors or other fixtures/furnishings within room once per month or more often if required. After cleaning, all surfaces are to be free of dirt, dust and debris and present an overall clean appearance.

K JANITORS' ROOMS

- 1 Sweep and damp mop floors once per Such spaces are to be kept clean, neat

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week. Wash and re-finish once per year on approximately the anniversary of the commencement of the lease or as necessary. No odour shall emit from these rooms or areas.

and tidy and free from offensive odours and debris at all times.

- 2 Dust and clean all fixtures and furnishings once per month. Store equipment and supplies neatly.

Equipment, materials, waste paper and garbage to be stored neatly and tidily. Equipment is to be clean after using. Walls to be uniformly clean, with no streaks, dirt spots or signs of skipped areas visible. Sinks and empty garbage containers to be clean and free of offensive odours.

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Special Conditions:

1 Staffing

- .1 Contractor will provide to Project Authority details of work force to be employed to carry out in this contract.

2 Health and Safety

- .1 Contractor shall adhere to all safety measures respecting personnel and fire hazards recommended by National and Provincial codes and/or prescribed by authorities having jurisdiction concerning equipment, work habits and procedures.

3 Building Security

- .1 Only those employees (Contractor's personnel) whose names appear on Contractor's payroll will be allowed access to work site. No other persons accompanying Contractor's personnel will be allowed on site.
- .2 All keys (N/A) entrusted to Contractor for fulfillment of this contract must be fully protected at all times. Should any or all keys become lost, cost to re-key area shall be borne by Contractor.
- .3 All doors to rooms, private or general offices, etc. which must be unlocked by Contractor's employees, must be kept locked during performance and at completion of their duties (N/A).
- .4 Contractor is responsible for security of building to extent of locking and unlocking of exterior doors and, inspections of windows to ensure they are closed and locked before leaving premises (N/A).
- .5 Contractor shall, on request of Project Authority, provide, and cause all persons employed on work to provide, personal data for security clearance purposes. Security clearance procedure may include fingerprinting.

4 Building Cleaning Operations

- .1 Routine Cleaning
- .1 Routine cleaning will be performed between hours of 0800 to 1600 hrs Monday, Wednesday and Friday. Note: If a statutory holiday occurs on the scheduled Monday, Wednesday, or Friday cleaning day, the lost cleaning day is to be made up the following Tuesday or Thursday.
- .2 Scheduled Operations Special Arrangements must be made
-

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for **after** regular hours (see .1 above) for any special operations.

- .3 Cleaning operations shall be carried out in such a manner, that no more than 25% of building will be illuminated while cleaning operations are underway during unoccupied hours, i.e., work shall be completed on each floor, or section of a floor, and lights switched off in that area, before proceeding to next floor or section of a floor to commence operations in that area. Where individual offices are equipped with light switches, lights are to be turned on when entering to clean office, and switched off, immediately, on leaving office to proceed to clean next office. (N/A)

5 Inspection

- .1 Contractor must notify the Project Authority when each scheduled operation listed is completed. Arrangements will be made to inspect work to decide whether or not it is acceptable.

6 Quality Standards

- .1 Quality standards, where applicable, shall be strictly adhered to. Inspections made by the Project Authority will be based on these standards.

7 Materials and Equipment

- .1 Contractor will supply all equipment, materials or products required to carry out work as mentioned.
- .2 Contractor shall, where available, use materials listed in Canadian General Standards Board (CGSB) Qualified Products Lists.
- .3 Contractor shall, on request, furnish a complete written statement of origin, composition and/or manufacturer of any or all materials supplied by him for use in work and he may be required to provide samples of materials from his stock for testing purposes.

8 Space Assigned

- .1 The Project Authority shall provide Contractor with such space as is considered necessary by the Project Authority for performance of Contractor's duties.
- .2 Contractor must not list, publicize or use in any fashion, for business purposes, address of a building leased or owned by Government of Canada.
- .3 Department will not be responsible for damage to Contractor's supplies, material or equipment in building nor to Contractor's employees' personal belongings brought into building.
-

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- Prices are in Canadian dollars.
- Prices include all costs related to providing the service described in the Statement of Work (Section 1), such as the cost of supervision, supplies, equipment, etc.
- Prices remain firm for the period of the Contract and option years.
- GST is not included in the unit prices but will be added to any invoice issued against the Contract as a separate item.
- Extra work/emergency work must be pre-approved by the Project Authority and will cover services that are not included in the scheduled work.
- Estimated usages are for evaluation purposes only. Actual usage may vary from estimates shown.

Item No.	Description	Firm Unit Price	Estimated Usage	Total Price
FIRM REQUIREMENT				
1.0	Scheduled Janitorial Services as stated in the Statement of Work, Annex "A".	\$ _____ /month	April 1, 2013 to October 14, 2015 Total – 1122.8 Square Meters	\$ _____
TASK AUTHORIZATION WORK				
2.0	Emergency work and/or extra work.			
2.1	During regular working hours	\$ _____ /hour	10 hours/fiscal year	\$ _____
2.2	Outside regular working hours	\$ _____ /hour	10 hours/fiscal year	\$ _____
2.3	Weekends and statutory holidays	\$ _____ /hour	10 hours/fiscal year	\$ _____
3.0	Facility Changes: space that is not identified which may be added/removed from the Contract at later date.	\$ _____ /m ² /month	100 m ²	\$ _____

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**SECURITY REQUIREMENTS CHECK LIST (SRCL)
LISTE DE VÉRIFICATION DES EXIGENCES RELATIVES À LA SÉCURITÉ (LVERS)**

PART A - CONTRACT INFORMATION / PARTIE A - INFORMATION CONTRACTUELLE		
1. Originating Government Department or Organization Ministère ou organisme gouvernemental d'origine Correctional Service of Canada	2. Branch or Directorate / Direction générale ou Direction TIMS - Century Point	
3. a) Subcontract Number / Numéro du contrat de sous-traitance	3. b) Name and Address of Subcontractor / Nom et adresse du sous-traitant	
4. Brief Description of Work - Brève description du travail Perform cleaning, operational maintenance and renovation services requiring access to federal leased space - Century Point, Edmonton, AB - OI 6C015142 / Asset Code 603956		
5. a) Will the supplier require access to Controlled Goods? Le fournisseur aura-t-il accès à des marchandises contrôlées?	<input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui	
5. b) Will the supplier require access to unclassified military technical data subject to the provisions of the Technical Data Control Regulations? Le fournisseur aura-t-il accès à des données techniques militaires non classifiées qui sont assujetties aux dispositions du Règlement sur le contrôle des données techniques?	<input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui	
6. Indicate the type of access required - Indiquer le type d'accès requis		
6. a) Will the supplier and its employees require access to PROTECTED and/or CLASSIFIED information or assets? (Specify the level of access using the chart in Question 7. c) Le fournisseur et ses employés (p.ex. nettoyeurs, personnel d'entretien) auront-ils accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS?	<input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui	
6. b) Will the supplier and its employees (e.g. cleaners, maintenance personnel) require access to restricted access areas? No access to PROTECTED and/or CLASSIFIED information or assets is permitted. Le fournisseur et ses employés (p.ex. nettoyeurs, personnel d'entretien) auront-ils accès à des zones d'accès restreintes? L'accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS n'est pas autorisé.	<input type="checkbox"/> No / Non <input checked="" type="checkbox"/> Yes / Oui	
6. c) Is this a commercial courier or delivery requirement with no overnight storage? S'agit-il d'un contrat de messagerie ou de livraison commerciale sans entreposage de nuit?	<input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui	
7. a) Indicate the type of information that the supplier will be required to access / Indiquer le type d'information auquel le fournisseur devra avoir accès		
Canada <input type="checkbox"/>	NATO / OTAN <input type="checkbox"/>	Foreign / Étranger <input type="checkbox"/>
7. b) Release restrictions / Restrictions relatives à la diffusion		
No release restrictions / Aucune restriction relative à la diffusion <input type="checkbox"/> Not releasable / À ne pas diffuser <input type="checkbox"/> Restricted to: / Limité à: <input type="checkbox"/> Specify country(ies): / Préciser le(s) pays:	All NATO countries / Tous les pays de l'OTAN <input type="checkbox"/> Restricted to: / Limité à: <input type="checkbox"/> Specify country(ies): / Préciser le(s) pays:	No release restrictions / Aucune restriction relative à la diffusion <input type="checkbox"/> Restricted to: / Limité à: <input type="checkbox"/> Specify country(ies): / Préciser le(s) pays:
7. c) Level of information / Niveau d'information		
PROTECTED A / PROTÉGÉ A <input type="checkbox"/> PROTECTED B / PROTÉGÉ B <input type="checkbox"/> PROTECTED C / PROTÉGÉ C <input type="checkbox"/> CONFIDENTIAL / CONFIDENTIEL <input type="checkbox"/> SECRET / SECRET <input type="checkbox"/> TOP SECRET / TRÈS SECRET <input type="checkbox"/> TOP SECRET (SIGINT) / TRÈS SECRET (SIGINT) <input type="checkbox"/>	NATO UNCLASSIFIED / NATO NON CLASSIFIÉ <input type="checkbox"/> NATO RESTRICTED / NATO DIFFUSION RESTREINTE <input type="checkbox"/> NATO CONFIDENTIAL / NATO CONFIDENTIEL <input type="checkbox"/> NATO SECRET / NATO SECRET <input type="checkbox"/> COSMIC TOP SECRET / COSMIC TRÈS SECRET <input type="checkbox"/>	PROTECTED A / PROTÉGÉ A <input type="checkbox"/> PROTECTED B / PROTÉGÉ B <input type="checkbox"/> PROTECTED C / PROTÉGÉ C <input type="checkbox"/> CONFIDENTIAL / CONFIDENTIEL <input type="checkbox"/> SECRET / SECRET <input type="checkbox"/> TOP SECRET / TRÈS SECRET <input type="checkbox"/> TOP SECRET (SIGINT) / TRÈS SECRET (SIGINT) <input type="checkbox"/>

Security Classification / Classification de sécurité Unclassified
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Government of Canada / Gouvernement du Canada

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Security Classification / Classification de sécurité

Unclassified

PART A - (continued) / PARTIE A (suite)

8. Will the supplier require access to PROTECTED and/or CLASSIFIED COMSEC information or assets?
Le fournisseur aura-t-il accès à des renseignements ou à des biens COMSEC désignés PROTÉGÉS et/ou CLASSIFIÉS?
If Yes, indicate the level of sensitivity:
Dans l'affirmative, indiquer le niveau de sensibilité:

No / Non Yes / Oui

9. Will the supplier require access to extremely sensitive INFOSEC information or assets?
Le fournisseur aura-t-il accès à des renseignements ou à des biens INFOSEC de nature extrêmement délicate?

No / Non Yes / Oui

Short Title(s) of material / Titre(s) abrégé(s) du matériel:

Document Number / Numéro du document:

PART B - PERSONNEL (SUPPLIER) / PARTIE B - PERSONNEL (FOURNISSEUR)

10. a) Personnel security screening level required / Niveau de contrôle de la sécurité du personnel requis

- | | | | |
|---|---|---|--|
| <input checked="" type="checkbox"/> RELIABILITY STATUS
COTE DE FIABILITÉ | <input type="checkbox"/> CONFIDENTIAL
CONFIDENTIEL | <input type="checkbox"/> SECRET
SECRET | <input type="checkbox"/> TOP SECRET
TRÈS SECRET |
| <input type="checkbox"/> TOP SECRET - SIGINT
TRÈS SECRET - SIGINT | <input type="checkbox"/> NATO CONFIDENTIAL
NATO CONFIDENTIEL | <input type="checkbox"/> NATO SECRET
NATO SECRET | <input type="checkbox"/> COSMIC TOP SECRET
COSMIC TRÈS SECRET |
| <input type="checkbox"/> SITE ACCESS
ACCÈS AUX EMPLACEMENTS | | | |

Special comments:
Commentaires spéciaux:

NOTE: If multiple levels of screening are identified, a Security Classification Guide must be provided.
REMARQUE: Si plusieurs niveaux de contrôle de sécurité sont requis, un guide de classification de la sécurité doit être fourni.

10. b) May unscreened personnel be used for portions of the work?
Du personnel sans autorisation sécuritaire peut-il se voir confier des parties du travail?

No / Non Yes / Oui

If Yes, will unscreened personnel be escorted?
Dans l'affirmative, le personnel en question sera-t-il escorté?

No / Non Yes / Oui

PART C - SAFEGUARDS (SUPPLIER) / PARTIE C - MESURES DE PROTECTION (FOURNISSEUR)

INFORMATION / ASSETS / RENSEIGNEMENTS / BIENS

11. a) Will the supplier be required to receive and store PROTECTED and/or CLASSIFIED information or assets on its site or premises?
Le fournisseur sera-t-il tenu de recevoir et d'entreposer sur place des renseignements ou des biens PROTÉGÉS et/ou CLASSIFIÉS?

No / Non Yes / Oui

11. b) Will the supplier be required to safeguard COMSEC information or assets?
Le fournisseur sera-t-il tenu de protéger des renseignements ou des biens COMSEC?

No / Non Yes / Oui

PRODUCTION

11. c) Will the production (manufacture, and/or repair and/or modification) of PROTECTED and/or CLASSIFIED material or equipment occur at the supplier's site or premises?
Les installations du fournisseur serviront-elles à la production (fabrication et/ou réparation et/ou modification) de matériel PROTÉGÉ et/ou CLASSIFIÉ?

No / Non Yes / Oui

INFORMATION TECHNOLOGY (IT) MEDIA / SUPPORT RELATIF À LA TECHNOLOGIE DE L'INFORMATION (TI)

11. d) Will the supplier be required to use its IT systems to electronically process, produce or store PROTECTED and/or CLASSIFIED information or data?
Le fournisseur sera-t-il tenu d'utiliser ses propres systèmes informatiques pour traiter, produire ou stocker électroniquement des renseignements ou des données PROTÉGÉS et/ou CLASSIFIÉS?

No / Non Yes / Oui

11. e) Will there be an electronic link between the supplier's IT systems and the government department or agency?
Existera-t-il un lien électronique entre le système informatique du fournisseur et celui du ministère ou de l'agence gouvernementale?

No / Non Yes / Oui

Security Classification / Classification de sécurité

Unclassified



M. [Signature]

Contract Number / Numéro du contrat
EW038-13-0154 2776

Security Classification / Classification de sécurité
Unclassified

PART C (continued) / PARTIE C (suite)

For users completing the form manually use the summary chart below to indicate the category(ies) and level(s) of safeguarding required at the supplier's site(s) or premises.
Les utilisateurs qui remplissent le formulaire manuellement doivent utiliser le tableau récapitulatif ci-dessous pour indiquer, pour chaque catégorie, les niveaux de sauvegarde requis aux installations du fournisseur.

For users completing the form online (via the Internet), the summary chart is automatically populated by your responses to previous questions.
Dans le cas des utilisateurs qui remplissent le formulaire en ligne (par Internet), les réponses aux questions précédentes sont automatiquement saisies dans le tableau récapitulatif.

SUMMARY CHART / TABLEAU RÉCAPITULATIF

Category / Catégorie	PROTECTED / PROTÉGÉ			CLASSIFIED / CLASSIFIÉ		NATO					COMSEC						
	A	B	C	Confidential / Confidentiel	Secret	Top Secret / Très Secret	NATO Restricted / Diffusion Restreinte	NATO Confidential / Confidentiel	NATO Secret	COSMIC Top Secret / COSMIC Très Secret	Protected / Protégé			Confidential / Confidentiel	Secret	Top Secret / Très Secret	
											A	B	C				
Information / Assets / Renseignements / Biens																	
Production																	
IT Media / Support TI																	
IT Link / Lien électronique																	

12. a) Is the description of the work contained within this SRCL PROTECTED and/or CLASSIFIED?
La description du travail visé par la présente LVERS est-elle de nature PROTÉGÉE et/ou CLASSIFIÉE? No / Non Yes / Oui
- If Yes, classify this form by annotating the top and bottom in the area entitled "Security Classification".
Dans l'affirmative, classifiez le présent formulaire en indiquant le niveau de sécurité dans la case intitulée.
12. b) Will the document attached to this SRCL be PROTECTED and/or CLASSIFIED?
La documentation associée à la présente LVERS sera-t-elle PROTÉGÉE et/ou CLASSIFIÉE? No / Non Yes / Oui
- If Yes, classify this form by annotating the top and bottom in the area entitled "Security Classification" and indicate with attachments (e.g. SECRET with Attachments).
Dans l'affirmative, classifiez le présent formulaire en indiquant le niveau de sécurité dans la case intitulée « Classification de sécurité » au haut et au bas du formulaire et indiquez qu'il y a des pièces jointes (p. ex. SECRET avec des pièces jointes).

Security Classification / Classification de sécurité
Unclassified