

**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**

THIS DOCUMENT CONTAINS A SECURITY  
REQUIREMENT.

<b>Title - Sujet</b> Janitorial Services	
<b>Solicitation No. - N° de l'invitation</b> 6D063-122351/A	<b>Date</b> 2012-07-23
<b>Client Reference No. - N° de référence du client</b> 6D063-122351	
<b>GETS Reference No. - N° de référence de SEAG</b> PW-\$WPG-080-8128	
<b>File No. - N° de dossier</b> WPG-2-35036 (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 2012-09-04</b>	
<b>Time Zone</b> <b>Fuseau horaire</b> Central Daylight Saving Time CDT	
<b>F.O.B. - F.A.B.</b> Specified Herein - Précisé dans les présentes <b>Plant-Usine:</b> <input type="checkbox"/> <b>Destination:</b> <input type="checkbox"/> <b>Other-Autre:</b> <input checked="" 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> PUBLIC HEALTH AGENCY OF CANADA "SEE HEREIN"	

**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>

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## JANITORIAL SERVICES

### 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 Security 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, Security Requirements Checklist, Insurance Requirements, Form PWGSC-TPSGC 572 Task Authorization, and the Task Authorization Usage Form and any other annexes.

#### 2.0 Summary

To provide Janitorial Services including all labour, materials, equipment, tools, transportation and supervision necessary for the Public Health Agency of Canada (PHAC), Canadian Science Centre for Human and Animal Health (CSCHAH), located at 1015 Arlington and 820 Elgin Avenue, Winnipeg, Manitoba and any future site determined by the PHAC as described herein. The period of the Contract is from 01 November 2012 to 31 October 2014 inclusive with Canada retaining an irrevocable option to extend the Contract for an additional three (3) consecutive one (1) year periods.

There is a security requirement associated with this requirement. For additional information, consult Part 6 - Security 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.

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 Manual (<https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual>) 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 (2012-07-11) 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 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 WILL 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 22 June 2012 at 9:00 a.m. at 1015 Arlington Street, Winnipeg, 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 8.5 x 11 inch (216 mm x 279 mm) 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

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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. 5 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. 10 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:

- points)
- 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.

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 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 and Certifications Required with the Bid

Bidders must submit the certifications as provided below:

## 2.0 Certifications Required with the Bid

Bidders must submit the following duly completed with their bid.

### 2.1 Code of Conduct Certifications - Consent to a Criminal Record Verification

1.1 Bidders must submit with their bid, by the bid solicitation closing date:

- (a) a complete list of names of all individuals who are currently directors of the Bidder;
- (b) a properly completed and signed form Consent to a Criminal Record Verification (PWGSC-TPSGC 229), for each individual named in the list.

## 3.0 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.

### 3.1 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.

### 3.2 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

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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.

### **3.3 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.

### **3.4 Education and Experience**

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

## PART 6 - SECURITY REQUIREMENTS

### 1.0 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.
- or
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.

## 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 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 "F"**. 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.

## 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 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 (2012-07-16), General Conditions - Higher Complexity - Services, apply to and form part of the Contract.

## 3.0 Security Requirement

1. The Contractor must, at all times during the performance of the Contract, hold a valid Facility Security Clearance at the level of SECRET, issued by the Canadian Industrial Security Directorate (CISD), Public Works and Government Services Canada (PWGSC).
2. The Contractor personnel requiring access to sensitive work site(s) must EACH hold a valid personnel security screening at the level of SECRET, granted or approved by CISD/PWGSC.
3. Subcontracts which contain security requirements are NOT to be awarded without the prior written permission of CISD/PWGSC.
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).

## 4.0 Term of Contract

### 4.1 Period of the Contract

The period of the Contract is from 01 November 2012 to 31 October 2014 inclusive.

### 4.2 Option to Extend the Contract

The Contractor grants to Canada the irrevocable option to extend the term of the Contract by up to three (3) 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

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amendment.

## 5.0 Authorities

### 5.1 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](mailto: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.

### 5.2 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.

### 5.3 Contractor's Representative

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

## 6.0 Payment

### 6.1.1 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.

### 6.1.1.1 Limitation of Price

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

### 6.1.2 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.

#### 6.1.2.1 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.

### 6.2 Monthly Payment

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

### 6.3 SACC Manual Clauses

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



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C0710C (2007-11-30), Time and Contract Price Verification

C2000C (2007-11-30), Taxes - Foreign-based Contractor

## 7.0 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.

## 8.0 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.

## 9.0 Applicable Laws

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

## 10.0 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 (2012-03-02) General Conditions - Higher Complexity - Services;
- (c) Annex A, Statement of Work;
- (d) Annex B, Basis of Payment;
- (e) Annex C, Security Requirements Checklist;
- (f) Annex D, Insurance Requirements;
- (g) the signed Task Authorizations (including all of its annexes, if any); and
- (h) the Contractor's bid dated \_\_\_\_\_.

## 11.0 Insurance Requirements

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

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 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.

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**STATEMENT OF WORK****Annex A**

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

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**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.

Firm Unit Pricing, F.O.B. Destination, GST (if applicable) Extra						
No.	Description	Cleanable Area	Firm Monthly Rate per m <sup>2</sup>	Firm Monthly Rate	No. of Months	Firm Annual Rate
<b>A</b>	<b>Contract Year 1: 01 November 2012 - 31 October 2013</b>					
1	"T" and "C" Blocks	4303 m <sup>2</sup> x	\$ _____ m <sup>2</sup> =	\$ _____ x	12 =	\$
2	Heating Plant "P" Block	272 m <sup>2</sup> x	\$ _____ m <sup>2</sup> =	\$ _____ x	12 =	\$
3	"N" Block	1374 m <sup>2</sup> x	\$ _____ m <sup>2</sup> =	\$ _____ x	12 =	\$
4	"H" and "A" Blocks	7303 m <sup>2</sup> x	\$ _____ m <sup>2</sup> =	\$ _____ x	12 =	\$
5	Electrical Communications Rooms	138 m <sup>2</sup> x	\$ _____ m <sup>2</sup> =	\$ _____ x	12 =	\$
6	"R" Block	1022 m <sup>2</sup> x	\$ _____ m <sup>2</sup> =	\$ _____ x	12 =	\$
7	820 Elgin	1055 m <sup>2</sup> x	\$ _____ m <sup>2</sup> =	\$ _____ x	12 =	\$
8	JC Wilt 754 Logan Avenue	5500 m <sup>2</sup> x	\$ _____ m <sup>2</sup> =	\$ _____ x	6 =	\$
	<b>Subtotal (i):</b>					<b>\$</b>

No.	Description	Cleanable Area	Firm Monthly Rate per m <sup>2</sup>	Firm Monthly Rate	No. of Months	Firm Annual Rate
<b>B</b>	<b>Contract Year 2: 01 November 2013 - 31 October 2014</b>					
9	"T" and "C" Blocks	4303 m <sup>2</sup> x	\$ _____ m <sup>2</sup> =	\$ _____ x	12 =	\$
10	Heating Plant "P" Block	272 m <sup>2</sup> x	\$ _____ m <sup>2</sup> =	\$ _____ x	12 =	\$
11	"N" Block	1374 m <sup>2</sup> x	\$ _____ m <sup>2</sup> =	\$ _____ x	12 =	\$
12	"H" and "A" Blocks	7303 m <sup>2</sup> x	\$ _____ m <sup>2</sup> =	\$ _____ x	12 =	\$
13	Electrical Communications Rooms	138 m <sup>2</sup> x	\$ _____ m <sup>2</sup> =	\$ _____ x	12 =	\$
14	"R" Block	1022 m <sup>2</sup> x	\$ _____ m <sup>2</sup> =	\$ _____ x	12 =	\$
15	820 Elgin	1055 m <sup>2</sup> x	\$ _____ m <sup>2</sup> =	\$ _____ x	12 =	\$
16	JC Wilt 754 Logan Avenue	5500 m <sup>2</sup> x	\$ _____ m <sup>2</sup> =	\$ _____ x	12 =	\$
	<b>Subtotal (ii):</b>					<b>\$</b>



No.	Description	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 1: 01 November 2014 - 31 October 2015</b>					
17	"T" and "C" Blocks	4303 m <sup>2</sup> x	\$ _____ m <sup>2</sup> =	\$ _____ x	12 =	\$
18	Heating Plant "P" Block	272 m <sup>2</sup> x	\$ _____ m <sup>2</sup> =	\$ _____ x	12 =	\$
19	"N" Block	1374 m <sup>2</sup> x	\$ _____ m <sup>2</sup> =	\$ _____ x	12 =	\$
20	"H" and "A" Blocks	7303 m <sup>2</sup> x	\$ _____ m <sup>2</sup> =	\$ _____ x	12 =	\$
21	Electrical Communications Rooms	138 m <sup>2</sup> x	\$ _____ m <sup>2</sup> =	\$ _____ x	12 =	\$
22	"R" Block	1022 m <sup>2</sup> x	\$ _____ m <sup>2</sup> =	\$ _____ x	12 =	\$
23	820 Elgin	1055 m <sup>2</sup> x	\$ _____ m <sup>2</sup> =	\$ _____ x	12 =	\$
24	JC Wilt 754 Logan Avenue	5500 m <sup>2</sup> x	\$ _____ m <sup>2</sup> =	\$ _____ x	12 =	\$
	<b>Subtotal (iii):</b>					<b>\$</b>

No.	Description	Cleanable Area	Firm Monthly Rate per m <sup>2</sup>	Firm Monthly Rate	No. of Months	Firm Annual Rate
<b>D</b>	<b>Option Year 2: 01 November 2015 - 31 October 2016</b>					
25	"T" and "C" Blocks	4303 m <sup>2</sup> x	\$ _____ m <sup>2</sup> =	\$ _____ x	12 =	\$
26	Heating Plant "P" Block	272 m <sup>2</sup> x	\$ _____ m <sup>2</sup> =	\$ _____ x	12 =	\$
27	"N" Block	1374 m <sup>2</sup> x	\$ _____ m <sup>2</sup> =	\$ _____ x	12 =	\$
28	"H" and "A" Blocks	7303 m <sup>2</sup> x	\$ _____ m <sup>2</sup> =	\$ _____ x	12 =	\$
29	Electrical Communications Rooms	138 m <sup>2</sup> x	\$ _____ m <sup>2</sup> =	\$ _____ x	12 =	\$
30	"R" Block	1022 m <sup>2</sup> x	\$ _____ m <sup>2</sup> =	\$ _____ x	12 =	\$
31	820 Elgin	1055 m <sup>2</sup> x	\$ _____ m <sup>2</sup> =	\$ _____ x	12 =	\$
32	JC Wilt 754 Logan Avenue	5500 m <sup>2</sup> x	\$ _____ m <sup>2</sup> =	\$ _____ x	12 =	\$
	<b>Subtotal (iv):</b>					\$

No.	Description	Cleanable Area	Firm Monthly Rate per m <sup>2</sup>	Firm Monthly Rate	No. of Months	Firm Annual Rate
<b>E</b>	<b>Option Year 3: 01 November 2016 - 31 October 2017</b>					
33	"T" and "C" Blocks	4303 m <sup>2</sup> x	\$ _____ m <sup>2</sup> =	\$ _____ x	12 =	\$
34	Heating Plant "P" Block	272 m <sup>2</sup> x	\$ _____ m <sup>2</sup> =	\$ _____ x	12 =	\$
35	"N" Block	1374 m <sup>2</sup> x	\$ _____ m <sup>2</sup> =	\$ _____ x	12 =	\$
36	"H" and "A" Blocks	7303 m <sup>2</sup> x	\$ _____ m <sup>2</sup> =	\$ _____ x	12 =	\$
37	Electrical Communications Rooms	138 m <sup>2</sup> x	\$ _____ m <sup>2</sup> =	\$ _____ x	12 =	\$
38	"R" Block	1022 m <sup>2</sup> x	\$ _____ m <sup>2</sup> =	\$ _____ x	12 =	\$
39	820 Elgin	1055 m <sup>2</sup> x	\$ _____ m <sup>2</sup> =	\$ _____ x	12 =	\$
40	JC Wilt 754 Logan Avenue	5500 m <sup>2</sup> x	\$ _____ m <sup>2</sup> =	\$ _____ x	12 =	\$
	<b>Subtotal (v):</b>					\$

**PRICING SCHEDULE 2: "AS AND WHEN REQUESTED" SERVICES****TASK AUTHORIZATIONS**

Additional services and project cleaning may be required on an "as and when requested" basis and authorized by the Project Authority through the issuance of a Task Authorization. The work requested in any resulting Task Authorization must be for the buildings 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.

Task No.		Contract Year 1	Contract Year 2	Option Year 1	Option Year 2	Option Year 3	Subtotals
<b>1</b>	<b>LABOUR:</b> Firm hourly rate per qualified personnel during regular working hours (0600 - 1600 Monday - Friday):						
	Unit Price	\$_____/hr	\$_____/hr	\$_____/hr	\$_____/hr	\$_____/hr	----
	Est'd Qty	130	130	130	130	130	----
	Extended Price	\$	\$	\$	\$	\$	\$
<b>2</b>	<b>LABOUR:</b> Firm hourly rate per qualified personnel outside regular working hours:						
	Unit Price	\$_____/hr	\$_____/hr	\$_____/hr	\$_____/hr	\$_____/hr	----
	Est'd Qty	270	270	270	270	270	----
	Extended Price	\$	\$	\$	\$	\$	\$
<b>3</b>	<b>MATERIALS:</b> Materials shall be charged at our laid-down cost plus a mark-up of: (Not to exceed Manufacturers suggested retail price. Cost must be supported by copies of the Contractor's paid invoices being submitted with invoice to PHAC.)						
	Mark-up	_____%	_____%	_____%	_____%	_____%	----
	Est'd Qty	\$1000.00	\$1000.00	\$1000.00	\$1000.00	\$1000.00	----
	*Extended Price	\$	\$	\$	\$	\$	\$
<b>4</b>	<b>SNOW REMOVAL:</b> Monthly rate for those months where snow removal is required - anticipated November - April (3060 m)						
	Unit Price	\$_____/month	\$_____/month	\$_____/month	\$_____/month	\$_____/month	----
	Est'd Qty	6	6	6	6	6	----

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Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur

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File No. - N° du dossier

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	Extended Price	\$	\$	\$	\$	\$	\$
	<b>Subtotal (vi):</b>						<b>\$</b>

\* The Extended Price for materials is calculated by adding the mark-up quoted to the total estimated expenditure. Example: Year 1, \$500.00 estimated expenditure; 10% mark-up quoted = \$500.00 + (\$500.00 x 10%) = \$550.00

Parts will be supplied FOB Destination including all delivery charges. The following definitions have been used to arrive at the figures noted:

i) MARK-UP - The difference between the Contractor's laid-down cost for product and resale price to the Crown. Mark-up includes applicable internal cost allocation by the Contractor such as material handling and general and administrative (G&A) expenses plus profit.

ii) LAID-DOWN COST - The cost incurred by a vendor to acquire a specific product or service for resale to the government. This includes but is not limited to the supplier's invoice price (less trade discounts), plus any applicable charges for incoming transportation, foreign exchange, customs duty and brokerage.

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

### 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.

**SECURITY REQUIREMENTS CHECKLIST****Annex C**

Reference attached PDF Document titled, "*Annex C*" attached herein.

**INSURANCE REQUIREMENTS****Annex D****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.

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**FORM PWGSC-TPSGC 572 TASK AUTHORIZATION**

**Annex E**

Reference attached PDF Document titled, "*Annex D - 572 TA Form*" attached herein.

**TASK AUTHORIZATION USAGE FORM**

**Annex F**

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

**FORM PWGSC-TPSGC 229 CONSENT TO A CRIMINAL RECORD VERIFICATION**

**Annex G**

Reference attached PDF Document titled, "*Annex G*" attached herein.



**INTRODUCTION:**

The Canadian Science Centre for Human and Animal Health (CSCHAH) is unique both in Canada and the world. CSCHAH is recognized as a leading-edge facility in an elite group of 15 centres around the world equipped with laboratories ranging from biosafety level 1 to level 4 designed to accommodate the most basic to the most deadly infectious organisms. It is the only high-containment laboratory in Canada where both human and animal disease research is conducted within the same facility.

CSCHAH is comprised of two buildings - 1015 Arlington, 29,000m<sup>2</sup> in size and 820 Elgin, 1,112 m<sup>2</sup>. An additional level II laboratory facility, located at 745 Logan Avenue, 5,500 m<sup>2</sup>, will also be fully operational in early 2013. The overall appearance and level of cleanliness of each facility must be in keeping with the "world-class" image achieved to date.

An estimated 350 - 550 people work in or visit the CSCHAH on a daily basis. CSCHAH welcomes approximately 11,000 – 12,000 visitors per year.

**WORK INCLUDED**

All work undertaken in accordance with this requirement shall take place at, or on behalf of the CSCHAH at 1015 Arlington Street and 820 Elgin Avenue and 754 Logan in Winnipeg, and any future site determined by the Public Health Agency of Canada ("PHAC") as described herein.

The Contractor shall provide all labour, materials, parts, tools, equipment and on-site/off-site supervision necessary for janitorial services and "as and when" requested work as detailed in Appendix 1 – Scope of Work, attached hereto.

The cleanable areas for each section of the CSCHAH are estimated as follows:

**1015 Arlington Street:**

"T" and "C" Blocks	4,303 m <sup>2</sup>
Heating Plant "P" Block	47 m <sup>2</sup>
"N" Block	1,374 m <sup>2</sup>
"H" and "A" Blocks	7,303 m <sup>2</sup>
Electrical Communications Rooms	138 m <sup>2</sup>
"P" Block	225 m <sup>2</sup>
"R" Block	1,022 m <sup>2</sup>

**820 Elgin:** 1,055 m<sup>2</sup>

**754 Logan Avenue** 5,500 m<sup>2</sup>

## **CO-OPERATION AND PROTECTION**

The Contractor shall:

1. Perform work with minimum disturbance to occupants, public and normal use of premises.
2. Protect existing equipment from damage
3. Move furniture and fittings required for access to work and replace following completion of work.
4. Where necessary, cover furniture and fittings in work areas prior to commencing work, remove covers on completion of work.
5. Any work that may disrupt the operations of the occupying clients, will be carried out after normal work hours (normal working hours: 0600 - 1600 Monday to Friday).

## **FACILITY ACCESS**

Only those employees whose names appear on the Contractor's approved list will be allowed access to the site under this Contract.

The Contractor and his/her employees must register with PHAC/Security on-site when entering and leaving the facility to obtain and return facility access pass. Photo identification must be provided to Security when registering into the building.

All keys and/or proximity cards entrusted to the Contractor and his/her employees for the fulfilment of this Contract must be returned to the security desk before departure from the building at the end of each working day. All lost keys or cards must be immediately reported to the security desk or the Departmental Representative.

Employees or the Contractor shall be subject to questioning and search of tools and supplies in relation to security matters by Departmental Representative and/or designated security staff.

## **BUILDING POLICIES**

The Contractor and his/her employees shall follow building policies and regulations including: fire evacuation, safety and hot works procedures; laboratory protocol; security requirements; and any directive issued from time to time by the Departmental Representative.

All approved employees of the Contractor will attend an orientation session paid for by PHAC on building policies. Subsequent orientation sessions will be available for new employees of the Contractor.

All personnel representing the Contractor who will have access to the CSCHAH facility, documentation and/or information that is confidential or proprietary to Canada, must sign a Non-

Disclosure and Confidentiality Agreement (attached hereto as Appendix 3) prior to being given access to the facility, such documentation and/or information.

The CSCHAH is a LATEX-GLOVE FREE facility. No latex gloves are permitted in the facility.

All materials delivered to the facility must be delivered to CSCHAH shipping and receiving between the hours of 0800 and 1600, Monday through Friday, excluding statutory holidays. At the time of delivery, leave packing or delivery slips for materials or replacement parts with the person or persons appointed by the Departmental Representative.

Work areas are to be free of accumulated waste and rubbish. Contractor is to remove and dispose of debris, used and obsolete material off-site on a daily basis.

Attend meetings on site when notified by the Departmental Representative.

Conserve energy and non-renewable resources with due regard for property protection, safety of workers and employees and overriding by-laws and regulations.

Do not list, publicize or use for business promotion purposes, the address of the work of this Contract, the name of the facility, Agency or the Government of Canada.

Respect the Government of Canada no smoking policy while on these premises.

All personnel shall refrain from wearing/listening to any personal entertainment device, or any other device that might limit hearing and vision in all public, laboratory and mechanical spaces. This includes, but is not limited to, iPods, MP3 players, Diskman and Walkman players.

All personnel/visitors are prohibited from using personal or business related portable electronic devices to take photos/video of personnel or government assets. This applies to all areas of the facility.

#### **IMMUNIZATION AND HEALTH CERTIFICATE OF CONTRACTOR'S EMPLOYEES**

Immunization and health assessment may be required depending on work location in the building and level of risk. Risk assessment will be completed prior to any work of this nature being undertaken and the Contractor will be advised of any requirements. **If required, the Contractor is responsible for providing the required immunizations and health assessment to their employees.**

#### **DEPARTMENTAL REPRESENTATIVE**

The following personnel are the authorized contacts:

Facilities Contract Officer  
Telephone: TBD / Facsimile: TBD

**ALTERNATIVES:**

Facilities Contract Officer  
Telephone: TBD / Facsimile: TBD

**DEPARTMENTAL AUTHORITY**

Manager, Property Services  
Telephone: TBD / Facsimile: TBD

**INVOICING**

1. Invoices for “as and when” requested services shall be signed by the Departmental Authority.
2. Invoice must also show:
  - .1 Contract number;
  - .2 Work location;
  - .3 Date;
  - .5 Description of work activities;
  - .5 Hours broken down as per Basis of Payment (individual time sheet for each work order itemizing work done, date and hours spent completing the work);
  - .6 Material – list price less discount (if applicable);
  - .7 Provide a copy of the suppliers invoice for parts and equipment acquired by the Contractor for final supply to CSCHAH.
3. In the event of a dispute, make any and all records available to PHAC to substantiate time and/or materials spent on any one repair. Should there still be a discrepancy, the CSCHAH Security sign in logs and/or card reader data shall be utilized and considered accurate.
4. Pay all taxes levied by law including Federal, Provincial and Municipal.
5. Materials required to be supplied and installed in the course of a service call shall be clearly identified as to individual cost to the Contractor as invoiced by the supplier. Materials supplied by the Contractor under this agreement, will not include P.S.T. Contractors shall be obligated to exercise their P.S.T. exemption certificate when supplying materiel to the PHAC under this Contract. The Contractor shall submit copies of actual invoices from their supplier when submitting claims for payment. Materiel costs will be based upon actual cost of goods and will not be inflated by any P.S.T paid to the Contractor’s suppliers.

**PART 1 - SCOPE OF WORK:****1. Definition of Terms and Quality Standards**

Any quality assurance inspection report which indicates a performance inferior to 80% for any part of the building may result in the application of corrective measures. Such performance shall be the object of action being taken against the Contractor pursuant to the Contract.

**2. Building Cleaning Operations****.1 General**

- .1 The janitorial services provided are subject to inspection and acceptance by the Departmental Representative. The Contractor may be invited to attend any inspection(s).
- .2 When scheduled tasks coincide with a statutory holiday, the task shall be performed the first working day thereafter.
- .3 The Contractor is to coordinate the timing of all non-routine cleaning operations with the Departmental Representative. The Contractor is to advise the Departmental Representative when the non-routine cleaning operations are complete.

**.2 Routine Cleaning Operations**

- .1 Routine **day** cleaning shall be performed between the hours of 06:00 and 16:00 hours, Monday through Friday. A minimum of two (2) cleaners must be available at all times during the aforementioned hours.
- .2 The Routine Cleaning Schedule (as described in Part 2) is to be coordinated with the Departmental Representative. Deviations and exceptions to the schedule are subject to approval by the Departmental Representative.

**.3 Scheduled Cleaning Operations**

Part 3 establishes the Scheduled Cleaning Operations to be performed during the period of the Contract.

Scheduled Cleaning Operations shall be completed by the Contractor in the months specified (unless alternative timeframe approved by the Departmental Representative).

Scheduled Cleaning Operations shall be performed as follows:

Saturdays and Sundays between 06:00 to 16:00 hours  
Monday through Friday between 16:00 to 22:00 hours

**.4 Project Cleaning Operations**

Project Cleaning Operations, as specified in Part 4, shall only be performed “as and when” requested by the Departmental Representative. These tasks may, but not necessarily, be performed after regular work hours.

**.5 Additional and Emergency Cleaning Operations/Services**

- .1 The cost of Additional Cleaning and Emergency cleaning operations shall be negotiated on a case-by-case basis using the prices provided in the “as and when” hourly rates specified herein.
- .2 The Contractor shall provide a list of contacts for emergency response requests.
- .3 Emergency (on call) cleaning means:

The Contractor must be prepared to respond to emergency calls 24 hours a day, 7 days a week and be on-site within 1 hour of notification.

**3. Staffing**

- .1 The Contractor shall provide all the staff necessary to perform all services as detailed herein. ***Contractor shall have sufficient staff security cleared to ensure that “as and when” requested cleaning can occur without undue hardship placed upon routine cleaning schedules.***
- .2 The Contractor shall designate an on-site supervisor to report to the Departmental Representative, to receive complaints and special instructions. The on-site supervisor will be provided with a radio at all times in order to respond promptly during working hours.

- .3 The site supervisor shall be equipped with a cellular phone provided by the Contractor. All expenses including installation, air time, activating fees and phones themselves, shall be at the Contractor's expense.
- .4 The on-site supervisor shall be in full charge of the operations of the Contractor in the performance of the Services and shall be authorized to accept any notice, consent, order, direction, decision or other communication on behalf of the Contractor. Additionally, the on-site supervisor shall be authorized to attend inspections and receive inspection reports on behalf of the Contractor, to ensure that unsatisfactory performance situations are corrected and to take immediate action for emergency cleaning situations and other cleaning requirements.
- .5 The Contractor must have staff on site and available via radio at all times Mon-Fri between the hours of 0800 and 1600.
- .6 The on-site supervisor shall liaise daily with the Departmental Representative and must be capable of communicating (oral and written) proficiently in English.
- .7 The supervisor shall be continuously present on site during working hours. The Contractor shall nominate one of its employees on site to be an authorized representative in the event the regular supervisor is absent.
- .8 The on-site supervisor shall be self-sufficient and require limited instructions from the Departmental Representative.
- .9 Contractors employees utilized in the performance of the Work will, upon request by the Departmental Representative, be required to attend various on-site training (orientation, operation and safety) directly related to working on-site at the CSCHAH. Estimated usage is one (1) hour/person/year. All CSCHAH on-site training costs will be paid for by the Crown.
- .10 All Contractor's employees utilized in the performance of the Work shall possess current WHMIS certification – a copy of each employee's certification must be provided to the Departmental Representative for each employee performing work under this contract and at the site. All costs associated with this training are to be at the Contractor's expense.
- .11 The Contractor shall provide training to all cleaning personnel assigned to the performance of the work under this contract. Training is to include the proper handling, use and disposal of all cleaning products including sanitizers, disinfectants. Training is also to include education on the benefits of using environmentally friendly products and recommended products and their use.

- .12 Upon Request by the Departmental Representative, or their Designate, the Contractor must be able to provide a log outlining training provided to staff performing the work under this contract.

#### **4. Health, Safety and Values**

- .1 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 or personnel assigned to perform operations such as use of chemicals etc. is also required. The Contractor will produce copies of any applicable certifications when requested by the Departmental Representative.
- .2 The Contractor shall ensure that all equipment used to perform the services is in a state of good repair. The Departmental Representative reserves the right to have equipment judged to be unsafe, not suitable or defective taken out of service. The Contractor shall be responsible to supply suitable replacement equipment within one working day.
- .3 The Contractor shall perform the work in compliance with the Canada Labour Code – Part II, or relevant Provincial/Territorial Occupational Health and Safety Act and regulations, the National Fire Code; and applicable Provincial/Territorial Act and Regulations and applicable Municipal Regulations. In the event of a conflict between any of the codes, regulations, acts or standards outlined in herein, the most stringent shall apply. All of the above codes and standards in effect at the time of award are subject to change/revision. The latest editions of each shall be enforced during the term of the Contract.
4. The CSCHAH is committed to ensuring a respectful workplace for everyone who works in the facility. Evidence of harassment in the workplace is unacceptable and will not be tolerated.

#### **5. Building Maintenance**

- .1 The Contractor's staff shall report all architectural, electrical and mechanical deficiencies observed during the performance of the Work to the CSCHAH Facilities Help Desk.
- .2 Blocked toilets, sinks, urinals and drains shall be cleared immediately by use of a plunger or reported to the CSCHAH Facilities Help Desk.
- .3 There are four (4) different streams for the disposal of waste:
  - i) Regular waste – disposed of in rotoclave



- ii) Mixed recycling – disposed of in designated bin
- iii) Cardboard recycling – disposed of in designated bin
- iv) Organic waste – disposed of in designated organic waste bins

**6. Materials & Equipment**

- .1 The Contractor shall supply all equipment, materials or products required to carry out the Work detailed herein.
- .2 All cleaning products must be biodegradable, phosphate-free, odourless/low odour, low volatile organic compounds (VOC) products for all general-purpose cleaning. Cleaning products must meet the Environmental Choice Program Certification (“Eco-Logo”) criteria or equivalent. These products must be provided at no extra cost.
- .3 All materials shall be suitable for the surfaces intended, used in the manner specified by the manufacturer and brought onto the premises in the manufacturer’s original, unopened container. The Departmental Representative may instruct the Contractor to discontinue use of any material judged not suitable and to substitute another mutually satisfactory product.
- .3 The Contractor shall, upon request, furnish a complete written statement of the origin, composition and/or manufacturer of any or all materials supplied by it for use in the performance of the Work.
- .4 The Contractor shall ensure that all materials used in the workplace are classified and labelled according to the Workplace Hazardous Materials Information Systems (“WHMIS”).
- .5 A binder with the copies Material Safety Data Sheets (“MSDS”) shall be kept on the premises and updated when new products are purchased. This binder shall be made available to the Departmental Representative upon request. A copy of each MSDS sheet for all products used on-site must be provided to the Departmental Representative at contract commencement and prior to new products being utilized.
- .6 Contractor is to post WHMIS Class Symbol charts including MSDS sheets of any controlled products in all janitor rooms/closets.
- .7 Contractor must ensure that no controlled waste liquids are disposed of down the drains. Contractor is required to follow MSDS instructions for product disposal at all times.
- .8 The Contractor must supply their own equipment for the services described herein. The equipment includes but is not limited to vacuums (minimum of

2 functioning vacuum cleaners are required at all times), floor buffer, floor cleaning machine, brooms, mops, pails and snow blower.

- 9 The Contractor will utilize an Automatic Dispensing Unit for dispensing chemicals. This will prevent leaks, spills and inaccuracies in dilution. Staff operating this equipment must be adequately trained by the Contractor.

**7. Uniforms**

- .1 All cleaning personnel utilized in the performance of this contract shall be uniformed in CSCHAH supplied scrubs and pants.
- .2 Clean and tidy uniforms shall be worn at all times. Uniforms shall not be removed from the CSCHAH premises and will be laundered on-site.
- .3 Employees not properly uniformed may be deemed unsuitable and excluded from the premises.

**8. Space Assigned**

- .1 The Departmental Representative shall provide the Contractor with such space as is considered necessary by the Departmental Representative for the performance of the Work.
- .2 Canada shall not be responsible for damage to the Contractor's supplies, materials or equipment in the building nor to the Contractor's employees' personal belongings brought into the CSCHAH.

**9. Log/Communications**

- .1 A log of daily communications/instructions will be maintained between the on-site supervisor and the Departmental Representative.
- .2 A log is to be maintained in the building by the Contractor in which all scheduled and project cleaning shall be recorded on a daily basis. The log shall be located on-site and shall be made available for inspection by the Departmental Representative.

**10. Excluded Areas/Work**

- .1 Transformer, Mechanical and Electrical rooms.
- .2 The following do not form part of this Contract:

- .1 Laboratory benches, laboratory sinks, laboratory stationary or movable equipment, copiers, calculators, computer equipment, shop equipment, live plants, and personal belongings.
- .2 Containment levels 3 and 4 laboratory spaces
- .3 Garbage removal exclusions – do not remove from site:
  - .1 Construction material and debris
  - .2 Furniture and equipment, unless otherwise specified.

**11. Light, Heat, Power and Water**

- .1 Canada shall supply all light, heat, power and hot/cold water reasonably required for the performance of the Work.

**12. Elevator Services**

- .1 Where applicable, the Contractor shall be permitted the use of elevators, conveyors and dumbwaiters and shall be responsible for their safe operation.

**PART 2 - ROUTINE CLEANING OPERATIONS AND FREQUENCIES:**

**1. EXTERIOR**

DAILY:

- .1 Spot clean all glass doors.
- .2 Keep entrances, sidewalks, patios and grounds free of litter and debris. Sweep exterior steps, handicapped ramps, sidewalks and loading dock entrance and ramp.
- .3 (as required) Clear all snow and ice from entrances, emergency exits, sidewalks, walkways, perimeter of facility grounds, and handicapped ramps prior to 07:00 hours and as often as required during continuous snowfall, including application of anti slip products on icy surfaces.
- .4 All anti-slip materials are to be pre-approved by the Departmental Representative, or their designate prior to application. This anti-slip material must be made available for use throughout the winter months (Nov – April).

- .5 Clean debris from outside ashtrays (front and employee entrances, and courtyard), and empty waste receptacles.

WEEKLY:

- .6 Clean all doors, frames, glass and push bars.
- .7 Completely clean sidelights of entrance doors.

**2. INTERIOR (General)**

- .1 This specification defines the areas to be cleaned by location For the duration of the Contract, and is subject to additions and/or deletions as determined by the Departmental Representative.
- .2 Chairs, waste paper baskets, coat racks, etc. must not be placed on desks or tables during cleaning operations.
- .3 All dusting shall be performed using a well wrung out damp cloth. Woolly or feather dusters are not to be used.
- .4 Vacuuming in office areas shall be completed by 08:00 hours. This may be accomplished by scheduling areas throughout the week.
- .5 Contractor is to ensure that all supplies (cloths, mops, pails, etc.) are clean and in good repair.

**3. ENTRANCES, VETIBULES AND LOBBIES**

DAILY:

- .1 Spot clean all walls, light switches and doors/frames.
- .2 Dust all furniture with a clean, damp cloth.
- .3 Empty all waste receptacles and replace liner as necessary.
- .4 Dust mop all hard surface floors with treated dust mop.
- .5 Damp mop all stains and spills off hard surface floor.
- .6 In public areas, vacuum all mats and remove stains.  
NOTE: Mats will be provided by the Crown

- .7 Remove scuff marks from hard surface flooring.
- .8 (as required) Wash hard surface floors during inclement weather.

WEEKLY:

- .9 Clean both sides of all glass doors and side lights.
- .10 Dust all low reach areas (below 2.8 metres).
- .11 Using a floor polisher, spray buff all hard surface floor areas.

MONTHLY:

- .12 Wash all waste receptacles.

**4. OFFICE AREAS (including Engineers Quarters)**

DAILY:

- .1 Spot clean all partition glass.
- .2 Dust all horizontal surfaces, including office screen ledges.
- .3 Empty all waste receptacles and replace liner as necessary.
- .4 Vacuum carpeted traffic lanes.

WEEKLY:

- .5 Spot clean walls, light switches and doors.
- .6 Dust all low reach areas (below 2.8 metres).
- .7 Dust/polish all furniture, fixtures and accessories.
- .8 Dust/Clean all filing cabinets, storage cabinets and shelving
- .9 Dust all picture frames.
- .10 Dust/Clean all coat racks.
- .11 Vacuum carpets on full floor basis.

MONTHLY:

- .12 Wash all waste receptacles.
- .13 Clean emergency fire equipment.
- .14 Clean all leather and vinyl furniture.
- .15 Vacuum fabric covered office furniture.

## **5. BOARDROOMS**

### **DAILY:**

- .1 Spot clean all partition glass.
- .2 Empty all waste receptacles and replace liner as necessary.

### **WEEKLY:**

- .3 Spot clean walls, light switches and doors.
- .4 Dust all low reach areas (2.8 metres).
- .5 Clean fronts of filing cabinets.
- .6 Dust/clean all furniture.
- .7 Damp wipe all telephones with germicidal cleaner.
- .8 Vacuum all carpeted areas on full floor basis.
- .9 Use clean damp cloth to wash boardroom table

### **MONTHLY:**

- .9 Clean all chair bases.
- .10 Clean all leather and vinyl covered furniture.

## **6. CLASSROOMS/TRAINING ROOMS**

### **DAILY:**

- .1 Spot clean all partition glass.
- .2 Clean/wash all horizontal table surfaces.

- .3 Empty all waste receptacles and replace liner as necessary.

**WEEKLY:**

- .4 Vacuum all carpeted areas on full floor basis.
- .5 Spot clean walls, light switches and doors.
- .6 Dust all low reach areas (2.8 metres).
- .7 Clean/polish furniture.
- .8 Damp wipe all telephones with germicidal cleaner.
- .9 Vacuum/Clean all chalk board troughs.

**MONTHLY:**

- .10 Clean bases of all fabric covered chairs.
- .11 Clean all leather and vinyl covered furniture.
- .12 Clean all whiteboards.

**7. CAFETERIA, LUNCH ROOMS AND KITCHENS**

**DAILY:**

- .1 Empty waste receptacle and remove waste to designated area.
- .2 Dust mop all hard surface floor areas with treated dust mop.
- .3 Damp mop all hard surface floor areas with germicidal Detergent.
- .4 Vacuum carpeted areas on full floor basis.
- .5 Clean sinks and exterior of cupboards (except in cafeteria).
- .6 Spot clean to remove scuff marks from hard surface flooring.
- .7 Collect organic waste from designated receptacles and dispose of in assigned waste bins.

WEEKLY:

- .8 Spot clean walls, light switches and doors.
- .9 Dust all low reach areas (below 2.8 metres).
- .10 Clean tables and chairs, including legs (except table tops in cafeteria).
- .11 Wash all waste receptacles.
- .12 Using floor polisher, spray buff all hard surface floor areas.
- .13 Wash interior of CSCHAH staff refrigerator units in the Cafeteria – to be cleaned between 6:30 a.m. – 7:30 a.m.

AS NEEDED:

- .14 Clean refrigerators as assigned.

**8. LABORATORIES (level 2)**

DAILY:

- .1 Spot clean all partition glass.
- .2 Empty all waste receptacles tie liner while still in Container then lift from receptacle and remove to waste Disposal area and replace liner (3 ml polyethylene).
- .3 (as required) Wash waste receptacles, using a germicidal solution.
- .4 Dust mop all hard surface floor areas .
- .5 (as required) Remove stains and spills using a damp mop.
- .6 Spot clean to remove scuff marks from hard surface flooring.

WEEKLY:

- .7 Spot clean walls, light switches and doors.
- .8 Dust all low reach areas (below 2.8 metres).
- .9 Dust/Clean all furniture.



- .10 Spot clean all cabinet fronts.
- .11 Dust/clean all filing cabinets.
- .12 Dust all picture frames in public areas.
- .13 Dust/clean all coat racks.
- .14 Machine scrub all hard surface floor areas.

**MONTHLY:**

- .15 Clean all chair bases.
- .16 Clean and polish all stainless steel panels.
- .17 Clean emergency fire equipment.

**9. WASHROOMS AND SHOWERS**

**DAILY:**

- .1 Clean and sanitize fixtures, mirrors, counters and polish chrome.
- .2 Remove paper towels left in designated bin and dispose of them in designated organic waste bin. Replace liner with a new compostable bag.
- .3 (as required) Empty all waste receptacles and replace liners.
- .4 Refill all dispensers.
- .5 Clean and disinfect all toilets and urinals.
- .6 Wash all hard surface floors using a germicidal detergent.
- .7 Clean all baseboards of mop splash marks.
- .8 Clean all stainless steel surfaces (do not use oil base products).
- .9 SHOWERS – Clean/remove soap scum from all shower stall walls and floors using a germicidal, anti-fungal detergent containing “sequestering agent” including shower curtains.
- .10 SHOWERS – Clean/polish all chrome and glass.

.11 PATROL CLEANING (as required):

- .1 Replenish all paper and soap dispenser (to be supplied by the Contractor)
- .2 Clean sinks and toilets
- .3 Sweep hard surface floor areas
- .4 Damp mop floors to remove spills and stains

WEEKLY:

- .11 Descale toilets and urinals using organic acid type bowl cleaner.
- .12 Spot clean all walls, light switches and doors.
- .13 Using damp cloth dust all horizontal surfaces.
- .14 Dust all low reach areas (below 2.8 metres).

MONTHLY:

- .15 Wash and disinfect all waste receptacles.
- .16 Wash all partitions on both sides.

AS REQUIRED:

- .16 Replace shower curtains (as supplied by CSCHAH).

**10. LOCKER/CHANGE ROOMS**

DAILY:

- .1 Dust mop all hard surface floor areas .
- .2 Spot clean hard surface floors to remove scuff marks.

BI-WEEKLY:

- .3 Damp mop all hard surface floor areas.

WEEKLY:

- .4 Dust all low reach areas (below 2.8 metres).

MONTHLY:

- .4 Wash exterior of lockers, using germicidal cleaner.
- .5 Dust tops of all lockers.

## **11. GYMNASIUM**

### **WEEKLY:**

- .1 Damp mop hardwood floor surfaces using disinfectant solution
- .2 Dust all low reach areas (below 2.8 metres).

### **BI-WEEKLY:**

- .3 Spot clean all walls, light switches and doors.
- .4 Spot clean all glass and mirrors.
- .5 Dust mop hardwood floor surfaces.

## **12. CORRIDORS AND INTERIOR RAMPS**

### **DAILY:**

- .1 Spot clean partition and balustrade glass.
- .2 Empty all waste receptacles (replace liner as necessary).
- .3 Dust mop all hard surface floor areas .
- .4 Damp mop all spills and stains off hard surface floors.
- .5 Spot clean hard surface floors to remove scuff marks.

### **WEEKLY:**

- .6 Spot clean walls, light switches and doors (do not use oil base cleaners on stainless steel).
- .7 Dust all low reach areas (below 2.8 metres).
- .8 Dust all horizontal surfaces and ledges.

- .9 Clean/polish all metal fixtures and accessories.
- .10 Clean all boot trays.
- .11 Clean all notice and identification boards.
- .12 Spray buff all hard surface floor areas.
- .13 Vacuum all carpeted areas.
- .14 Dusting or washing with a damp cloth, the exteriors of the two (2) mobile labs

**MONTHLY:**

- .14 Wash all waste receptacles.
- .15 Clean emergency fire equipment and cabinets.

**13. STAIRWAYS**

**DAILY:**

- .1 Spot clean all walls, light switches and doors.
- .2 Spot clean all partition glass.
- .3 Sweep/dust mop all hard surface floors with treated dust mop.
- .4 Vacuum carpets/mats on full floor basis, remove spots.

**WEEKLY:**

- .5 Sweep/wash all stairs and landing.
- .6 Dust sills and ledges, clean railings.
- .7 Dust all low reach areas (below 2.8 metres).

**MONTHLY:**

- .8 Clean emergency equipment and cabinets.
- .9 Spot clean hard surface floors to remove scuff marks.

#### **14. STORAGE ROOMS (active)**

##### **MONTHLY:**

- .1 Spot clean walls, light switches and doors.
- .2 Dust mop hard surface floor area.
- .3 Damp mop hard surface floor area.

#### **16. UTILITY AND JANITOR CLOSETS/ROOMS**

**NOTE: Fire prevention practices are to be strictly adhered to. No unattended electrical appliances permitted (coffee makers, kettles, etc.)**

##### **DAILY:**

- .1 Rooms/closets to be kept free of debris and empty containers.
- .2 Equipment to be kept clean, in good repair and stored neatly.
- .3 Sweep and wash floors.
- .4 Spot clean walls and doors. Keep shelves neat and tidy.
- .5 Clean and disinfect sinks.
- .6 Wash/disinfect all wet mops before storing. Mops shall be free of odour.
- .7 Ensure all mop pails are emptied and free of odour

#### **17. MISCELLANEOUS**

##### **DAILY:**

- 1. Clean and sanitize water fountains, etc. (do not use oil based cleaners)
- 2. Empty recycling centres and cardboard recycling bins and place all recyclables in appropriate recycling stream. Cardboard is to be folded/cut to lie flat.

##### **WEEKLY:**

- .3 Clean all notice boards and display cases.

- .4 Clean and polish all stainless steel doors/hardware, kick plates, protection plates.

MONTHLY:

- .5 Clean all fire extinguishers.

AS REQUIRED:

- .6 Clean and sanitize recycling centres.
- .7 Re-stock hand sanitizer stations throughout the facility.

**18. POWERHOUSE**

MONTHLY:

- .1 Sweep, machine scrub and disinfect epoxy flooring (main floor).

**19. ELEVATORS (including freight elevators)**

DAILY:

- .1 Clean/polish all bright work (panels, hand rails, etc.).
- .2 Spot clean doors and walls.
- .3 Vacuum and/or Sweep/damp mop floors.

WEEKLY:

- .4 Vacuum/clean door tracks.

AS NEEDED:

- .5 Remove curtains for cleaning

**20. GARBAGE/RECYCLING/ROTOCLAVE ROOMS**

DAILY:

- .1 Sweep/wash floor with disinfectant solution.

MONTHLY:

- .2 Wash/disinfect walls.

AS NEEDED:

- .3 Respond to requests to grant entrance into the Rotoclave Room to the Contractor responsible removing the rotoclaved/compacted waste bin.
- .4 Wash metal floor once waste receptacle has been removed.
- .5 Respond to request to grant entrance into the Rotoclave Room to the Contractor responsible for returning the emptied waste bin.

**21. RECEIVING, LOADING DOCK**

DAILY:

- .1 Empty all waste receptacles and replace liners.
- .2 Spot clean hard surface floors to remove scuff marks.

WEEKLY:

- .3 Clean all doors and light switches.
- .4 Dust all low reach areas (below 2.8 m).
- .5 Sweep all open areas.
- .6 Wash all hard surface floor areas.

MONTHLY:

- .7 Machine scrub hard surface floor areas.
- .8 Clean/wash all overhead doors.

**22. THEATRE**

DAILY:

- .1 Spot clean partition glass (both sides).
- .2 Clean/wash all counter tops.
- .3 Empty all waste receptacles, replace liners.
- .4 (as required) Dust mop and as required damp mop hardwood flooring

(stage).

.5 Vacuum carpeted areas on full floor basis.

.6 (as required) Damp wash the backs of chairs within the theatre.  
WEEKLY:

.6 Spot clean walls, light switches and doors.

.7 Dust all horizontal surfaces and ledges.

MONTHLY:

.8 Vacuum all upholstered chairs and dust/clean bases, backs and chair mechanisms.

### **PART 3 – SCHEDULED CLEANING OPERATIONS AND FREQUENCIES**

<b>No.</b>	<b>TASK &amp; AREAS</b>	<b>SCHEDULE</b>
<b>1</b>	<b>Machine scrub and disinfect epoxy flooring – apply floor finish in corridors only (level 1 &amp; 2 Laboratories)</b>	<b>July, October, January, April</b>
<b>2</b>	<b>Machine scrub and disinfect resilient flooring – apply floor finish in corridors only (level 1 &amp; 2 Laboratories)</b>	<b>July, October, January, April</b>
<b>3</b>	<b>Machine scrub terrazzo flooring (entrances, vestibules, corridors, interior ramps and cafeteria)</b>	<b>August, November, February, May</b>
<b>4</b>	<b>Machine scrub and disinfect ceramic flooring in washrooms and locker rooms – no floor finish (level 1 &amp; 2 Laboratories, Administration &amp; public areas)</b>	<b>August, November, February, May</b>
<b>5</b>	<b>Machine scrub resilient flooring, apply one coat of floor finish (Administration areas, elevators)</b>	<b>June, September, December, March</b>
<b>6</b>	<b>Machine scrub painted concrete flooring – apply one coat of sealer (all areas except level 3 &amp; 4 Laboratories)</b>	<b>June, September, December, March</b>
<b>7</b>	<b>Wash all interior partition glass (all areas except level 3 &amp; 4 Laboratories)</b>	<b>July, October, January, April</b>
<b>8</b>	<b>Wash and disinfect all washroom walls (except level 3 &amp; 4 Laboratories)</b>	<b>July, October, January, April</b>
<b>9</b>	<b>Vacuum all upholstered partitions, screens and chairs (office and Administration areas)</b>	<b>August, November, February, May</b>
<b>10</b>	<b>Vacuum all drapes and vertical/horizontal blinds (except level 3 &amp; 4 Laboratories)</b>	<b>August, November, February, May</b>
<b>11</b>	<b>Clean all air diffusers (except levels 3 &amp; 4 Laboratories)</b>	<b>May</b>
<b>12</b>	<b>Machine scrub flooring in cafeteria kitchen &amp; prep room and kitchen storage area. Wash all surfaces in cafeteria kitchen.</b>	<b>June, September, December, March</b>
<b>13</b>	<b>Remove curtains for laundering in both freight elevators.</b>	<b>June, September,</b>



	<b>Return curtains to elevators once completed.</b>	<b>December, March</b>
<b>14</b>	<b>Clean all glass partitions on interior ramps</b>	<b>April</b>
<b>15</b>	<b>Carpet cleaning of designated areas using the hot water extraction method including rotary scrubbing on heavy traffic lanes.</b>	<b>September, March</b>

#### **PART 4 – PROJECT CLEANING OPERATIONS ("AS AND WHEN" REQUESTED CLEANING)**

Additional services may be required on an "as and when" requested basis and authorized by the CSCA Departmental Authority through the issuance of a Task Authorization Contract. The work requested in any resulting Task Authorization is for the buildings defined herein.

##### **1.Storage Rooms**

- a. Spot clean walls
- b. Dust and mop hard surface floors
- c. Machine scrub hard surface floor areas

##### **2. Stripping and refinishing of resilient flooring**

##### **3. Stripping and sealing of painted concrete floor (min of 2 coats of floor sealer)**

##### **4. Stripping and sealing of epoxy floor surfaces (min of 2 coats of floor sealer)**

##### **5. Carpet cleaning using the hot water extraction method including rotary scrubbing on heavy traffic lanes**

##### **6. Washing of painted epoxy and vinyl covered walls (washrooms excluded)**

##### **7. Cleaning of upholstered chairs seat only and/or seat and back**

##### **8. High dusting – throughout facility including mechanical rooms (ledges, pipes, conduit, and ducts)**

##### **9. Cleaning of light fixtures**

##### **10. SEASONAL SNOW CLEARING SERVICES**

- a. Clearing snow for the Commissionaire's Perimeter Security Walkways at 1015 Arlington and 820 Elgin, estimated to be 2560 square meters in total. This pathway is to be cleared to a width of 1.5 meters.
- b. Cleaning Snow for the Fire Egress Walkways at all three facilities (1015 Arlington, 820 Elgin and 754 Logan). These pathways are to be cleared to a width of 1 meter and are estimated to be a total of 183 meters in total.
- c. The above walkways and paths are on either gravel or grass.

## **PART 5 – DEFINITION OF TERMS AND QUALITY STANDARDS**

### **DEFINITION OF TERMS**

1. **ROUTINE CLEANING** – Cleaning operations which are specified to be performed monthly or more frequently such as weekly or daily.
2. **PATROL CLEANING** – All obvious trash and spillage shall be removed and dispensers replenished, so that the area presents a neat appearance.
3. **SCHEDULED OPERATIONS** – Cleaning operations which are included in the total estimated contract value and are specified to be performed less frequently than monthly such as every two months, three times a year, quarterly, semi-annually or annually.
4. **PROJECT CLEANING** – Cleaning operations which are extra to the monthly contract rate and are specified to be performed only “as and when” requested by the Departmental Representative.
5. **FLIGHT OF STAIRS** – Includes steps and risers situated between two floor levels including landing(s).
6. **MATERIALS** – Materials consist of items such as: toilet tissue (2 ply), paper hand towels, hand soap, deodorant blocks, hand sanitizer, sand (ashtrays), plastic bags and sani-bags, as required for the performance of the Work in addition to the supplies necessary for the physical cleaning of the building(s). All materials supplied by the Contractor, whether they be paper products or cleaning supplies, must meet Environmental Choice Program Certification (“Eco-Logo”) criteria or equivalent. These products must be supplied at no extra cost.
7. **WASTE/TRASH** – Includes the contents of ashtrays, waste receptacles, sand urns and sanitary bins. Also paper clips, paper, mop strings, pins, staples, and any discarded items on the floor or furniture.
8. **HIGH TRAFFIC AREA (includes)** – Entrance and elevator lobbies, corridors and traffic aisles in open office areas.
9. **ORGANIC WASTE** – Biodegradable waste typically originating from plant or animal sources which may be further degraded.

### **QUALITY STANDARDS**

1. **SWEEPING** – All areas shall be free of trash and soil.

2. **CLEANING WITH A HOSE** – All areas must be clean of dirt, mud and debris with no water ponding as a result of the cleaning with a hose. Equipment is removed and stored immediately after use.
3. **DUST MOPPING** – All areas shall be free of dust film and all furniture shall be relocated to its original location. Microfiber products are to be used.
4. **DUSTING** – Dry-dust surfaces using microfiber dusters or cloths to remove dust build up before cleaning with liquids.
5. **DAMP MOPPING** – All areas shall be clean and free of surface stains, mop streaks and loose mop strands. Walls, baseboards and other surfaces shall be free of watermarks and splashing.
6. **WASH FLOORS** – All areas shall be free of dirt, stains, mop strands, splashing and cleaning solution.
7. **MACHINE SCRUB** – All areas shall be free of dirt, stains, splashing, cleaning solutions and water accumulations. Equipment used should be ergonomically designed to minimize vibration, noise and user fatigue.
8. **SPRAY BUFFING** – All areas shall present an overall appearance of cleanliness, have a bright, resilient shine and be dust free.
9. **BUFF FLOORS (Restore)** – All areas shall present an overall appearance of cleanliness, have a shine and be dust free.
10. **WET SCRUB (Recoat)** – All areas shall have an overall appearance and an even shine and be free of minor scrapes and marks.
11. **STRIP AND REFINISH** – All areas shall present an overall appearance of cleanliness, a deep clean look and a crisp even shine and be free of scrapes and marks. Baseboards are to be free of wax build-up and mop residue.
12. **STRIP AND RESEAL** – All areas shall present a clean appearance and shall be free of dirt, stains and marks.
13. **VACUUMING:**
  - .1 **Carpet** – All carpet surfaces shall present an overall appearance of cleanliness and shall be free of dust, dirt and soil.
  - .2 **Walk-Away Mats** – shall be clean and free of dust and dirt.
  - .3 **Upholstered Furniture** – shall be free of dust, dirt and other debris.

- .4 For items #1 & 2, a power head must be used. Vacuums must be 2 motor design (1 for suction, 1 for power head)
14. **STAIN REMOVAL** – All carpets, walk-away mats and upholstered furniture shall have no visible stains and no discoloration after stain removal operation.
15. **HOT WATER EXTRACTION** – All carpets, walk-away mats and upholstered furniture shall be clean and free of dust, dirt, sand, slush, salt and water. Areas must be cleaned to walls and corners.
16. **CLEANING FLOOR GRILLS** – All foot grills and recessed pans shall present a clean appearance and be free of dirt, soil and trash.
17. **CLEANING OF NOTICE BOARDS AND FIRE HOSE CABINETS** – including glass shall be free of dust and stains.
18. **GLASS CLEANING** – All glass shall be clean on both sides and free of streaks and finger marks.
19. **CLEANING OF STAIRWAYS AND LANDINGS** – shall present an overall appearance of cleanliness and be free of dirt, dust, streaks and trash.
20. **ELEVATOR CLEANING** – All elevator cabs surfaces shall be free of dust, marks and soil. Walls, ceilings, floors, handrails and doors shall be free of soil film and produce a freshly-washed appearance.
21. **DUSTING:**
- .1 **Furniture, Fixtures and Equipment** – all surfaces shall be free of dust, streaks and finger marks.
- .2 **High Dusting ( >3m )** – All surfaces shall be free of dust accumulation. High dusting must be done using either a damp rag wiping, microfiber cloth or vacuuming. The method will be specified by the Departmental Representative.
- .3 **Blinds and Drapes** – Blinds and drapes shall be free of dust, cobwebs, water marks and loose soil.
- .4 When dusting, all dust must be contained and prevented from floating freely in the air during operation.
22. **METAL CLEANING** – All metal surfaces shall be free from marks, stains and have a clean shine.

23. **CLEANING OF WASHROOMS** – All washrooms shall have a clean scent and no odour at all. All surfaces shall be free of stains, water marks, scale and shall be clean and bright.
24. **WASTE RECEPTACLES** – shall be emptied and the exterior surface wiped clean.
25. **CLEANING OF CHALKBOARDS AND/OR WHITEBOARDS** – All surfaces shall be wiped clean and chalk trays shall be clean and free of dirt.
26. **CLEANING OF SAND URNS AND ASHTRAYS** – All trash shall be removed from urns and ashtrays and surfaces shall be clean with no visible stains or built up. Sand is to be replenished and/or replaced as necessary.
27. **CLEANING OF WATER FOUNTAINS** – All surfaces shall be free of spots, stains and streaks. Fountains shall be sanitized.
28. **CLEANING OF AIR GRILLS AND AIR DIFFUSERS** – shall present a clean surface free of dirt, grime, stains, streaks, dust and cobwebs.
29. **CLEANING OF GARBAGE/RECYCLING ROOMS** – Garbage and/or recycling rooms are empty garbage/recycling containers shall be clean and free of odours.
30. **CONTRACTOR SPACE AND JANITOR CLOSETS** – All surfaces shall be free of waste paper, garbage, dust, stains and free of odours.
31. **CLEANING OF LIGHT FIXTURES** – shall be free of dust, dirt, stains and streaks.

## **PART 6 – FLOORING MATERIAL AND ESTIMATED SQUARE METRES**

<b>1.</b>	<b>Carpet</b>	<b>2,302.0 m2</b>
<b>2.</b>	<b>Vinly</b>	<b>9,680.3 m2</b>
<b>3.</b>	<b>Epoxy Finish</b>	<b>10,803.3 m2</b>
<b>4.</b>	<b>Terrazzo</b>	<b>1,222.70 m2</b>
<b>5.</b>	<b>Ceramic Tile</b>	<b>233.90 m2</b>
<b>6.</b>	<b>Hardwood</b>	<b>90.0 m2</b>
<b>7.</b>	<b>Tyndal</b>	<b>267.1 m2</b>
<b>8.</b>	<b>Granite</b>	<b>64.6 m2</b>
<b>9.</b>	<b>Steel</b>	<b>16.80 m2</b>
<b>10.</b>	<b>Concrete</b>	<b>3,549.7 m2</b>
	<b>TOTAL FLOORING</b>	<b>28,230.40 m2</b>
<b>11.</b>	<b>Floor Plans</b>	<b>8 plans to be provided at site visit</b>

**There will be no adjustment to the contract value where the existing floor coverings are converted to another type during the term of the contract.**

## **LABORATORY BIOSAFETY GUIDELINES**

The following excerpts are taken from the: Health Canada Laboratory Biosafety Guidelines, 3rd Edition 2004 (Published by authority of the Minister of Health).

This information is provided to indicate the controls and restrictions that work must be carried out under when working in containment laboratories.

There are a number of additional protocols that have been developed out of this guideline that will apply to this site.

### **Biocontainment Level 2 (BC2) Laboratory:**

Any pathogen that can cause human or animal disease but under normal circumstances, is unlikely to be a serious hazard to healthy laboratory workers, the community, livestock, or the environment. Laboratory exposures rarely cause infection leading to serious disease; effective treatment and preventive measures are available and the risk of spread is limited.

This applies to the laboratory that handles agents requiring BC2. The primary exposure hazards associated with organisms requiring BC2 are through the ingestion, inoculation and mucous membrane route. Agents requiring BC2 facilities are not generally transmitted by airborne routes, but care must be taken to avoid the generation of aerosols (aerosols can settle on bench tops and become an ingestion hazard through contamination of the hands or splashes). Primary containment devices such as Biosafety Cabinets (BSC) and centrifuges with sealed rotors or safety cups are to be used as well as appropriate personal protective equipment (i.e., gloves, laboratory coats, protective eyewear). As well, environmental contamination must be minimized by the use of handwashing sinks and decontamination facilities (autoclaves).

### **Operational Requirements:**

In addition to the general practices required for all laboratories handling infectious substances, the following describe the minimum operational practices required for BC2.

1. Good microbiological laboratory practices intended to avoid the release of infectious agents are to be employed.
2. BSCs must be used for procedures that may produce infectious aerosols and that involve high concentrations or large volumes of biohazardous material. Laboratory supervisors, in consultation with the Biological Safety Officer/Institutional Biosafety Committee, should perform a risk assessment to determine which procedures and what concentrations and volumes necessitate the use of a BSC.

3. Appropriate signage indicating the nature of the hazard being used (e.g., biohazard sign, containment level) must be posted outside each laboratory; if infectious agents used in the laboratory require special provisions for entry, the relevant information must be included on the sign; the contact information of the laboratory supervisor or other responsible person(s) must also be listed.
4. Entry must be restricted to laboratory staff, animal handlers, maintenance staff and others on official business.
5. All people working in the containment area must be trained in and follow the operational protocols for the project in process. Trainees must be accompanied by a trained staff member. Visitors, maintenance staff, janitorial staff and others, as deemed appropriate, must also be provided with training and/or supervision commensurate with their anticipated activities in the containment area.
6. Emergency procedures for spill clean-up, BSC failure, fire, animal escape and other emergencies must be written, easily accessible and followed. A record must be made of other people entering the facility during an emergency.

### **BC3 Laboratory:**

A pathogen that usually causes serious human or animal disease, or which can result in serious economic consequences but does not ordinarily spread by casual contact from one individual to another, or that can be treated by anti-microbial or anti-parasitic agents.

This applies to the laboratory that handles agents requiring BC3. These agents may be transmitted by the airborne route, often have a low infectious dose to produce effects and can cause serious or life-threatening disease. BC3 emphasizes additional primary and secondary barriers to minimize the release of infectious organisms into the immediate laboratory and the environment. Additional features to prevent transmission of BC3 organisms are appropriate respiratory protection, HEPA filtration of exhausted laboratory air and strictly controlled laboratory access.

In addition to the operational practices for all laboratories handling infectious substances and those minimum requirements for BC2, the following describe the minimum operational practices required at BC3.

1. There must be a program for the management of biological safety issues in place with appropriate authority to oversee safety and containment practices.
2. Everyone entering the containment laboratory must have completed a training course in procedures specific to the containment laboratory and must show evidence of having understood the training; training must be documented and signed by the employee and supervisor.
3. Employees working in the containment area must have knowledge of the physical operation and design of the facility (e.g., air pressure gradients between zones,



directional airflow patterns, alarm signals for air pressure failure, containment perimeter).

4. A protocol specific to the operation of the laboratory must be developed and read by personnel; employees must certify in writing that they have understood the material in the protocol. This should include entry and exit protocols for people, animals, equipment, samples and waste. General protocols must be supplemented with protocols specific to each project in progress.
5. Personnel must have demonstrated proficiency in microbiological practices and techniques.
6. Smoke testing (i.e., using a smoke pencil held at the door between the anteroom and the containment facility, and other doors as required) should be done periodically by laboratory staff to verify correct airflow; a containment check must be performed before entering the containment laboratory (e.g., verify correct reading on the pressure monitoring device).
7. People entering a containment facility must be well prepared and bring all materials they will need with them; if something has been forgotten, established traffic patterns must still be adhered to (i.e., do not go back to get it; either phone for someone to bring it or exit using proper protocols).
8. Routine laboratory cleaning must be done by personnel using the containment facility or by specific personnel dedicated and trained for this task.
9. The containment laboratory must be kept locked.
10. Infectious agents should be stored inside the containment laboratory; agents stored outside of the zone must be kept locked, in leakproof containers; emergency response procedures are to take into account the existence of such infectious agents outside of the BC3 laboratory.
11. Personal items such as purses and outdoor clothing must not be brought into the containment laboratory.
12. Drainage traps must be filled with liquid (i.e., through regular sink usage, automatic primers or by filling traps in areas that are not frequently used).
13. Laboratory samples and supplies may be carried into the containment laboratory or passed in through a pass-box; if the barrier autoclave is used to pass materials into the laboratory, the autoclave must have been cycled before the outer "clean side" door is opened.
14. Personnel entering the containment laboratory must remove street clothing and jewellery, and change into dedicated laboratory clothing and shoes; dedicated

laboratory clothing and shoes must be removed before leaving the containment laboratory in a manner that minimizes any contamination of the skin with the potentially contaminated dedicated laboratory clothing. The use of full coverage protective clothing (i.e., completely covering all street clothing) is an acceptable alternative. When a known or suspected exposure may have occurred, all clothing, including street clothing, requires appropriate decontamination. Laboratories manipulating organisms, such as HIV, that are not infectious via inhalation, are not required to remove street clothing.

15. An additional layer of protective clothing (i.e., solid-front gowns with tight-fitting wrists, gloves, respiratory protection(7)) may be worn over laboratory clothing when infectious materials are directly handled and should be removed after completion of work (e.g., dedicated for use at the BSC).
16. Centrifugation of infectious materials must be carried out in closed containers placed in sealed safety cups or rotors that are unloaded in a BSC.
17. Animals or arthropods that have been experimentally infected must remain in the laboratory or appropriate animal containment facility.
18. When a known or suspected aerosol exposure may have occurred, protocols based on a local risk assessment must be in place to determine whether showering is required on exit from the laboratory.
19. All activities with infectious materials are conducted in a BSC; if this is not possible, other primary containment devices in combination with personal protective clothing and equipment must be used; no work with open vessels containing infectious materials is conducted on the open bench.
20. Heat-sensitive materials that cannot be autoclaved out of the containment laboratory must be decontaminated at the containment barrier (e.g., fumigated with formaldehyde, vaporized hydrogen peroxide or a suitable alternative; disinfected using liquid chemicals; or subjected to other technology proven to be effective).
21. Emergency procedures for failure of air handling systems and other containment emergencies must be written, easily accessible and followed.
22. In the event of life-threatening emergencies, personal health and safety are a priority; exit protocols must be established whereby routine procedures might be bypassed; a reporting area must be identified where further steps must be taken (e.g., disinfecting footwear, changing, showering).

#### **BC4 Laboratory:**

A pathogen that usually produces very serious human animal disease, often untreatable, and may be readily transmitted from one individual to another, or from animal to human or vice-versa directly or indirectly, or casual contact.

This is the maximum containment available and is suitable for facilities manipulating agents requiring BC4. These agents have the potential for aerosol transmission, often have a low infectious dose and produce very serious and often fatal disease; there is generally no treatment or vaccine available. This level of containment represents an isolated unit, functionally and, when necessary, structurally independent of other areas. BC4 emphasizes maximum containment of the infectious agent by complete sealing of the facility perimeter with confirmation by pressure decay testing; isolation of the researcher from the pathogen by his/her or her containment in a positive pressure suit or containment of the pathogen in a Class III BSC line; and decontamination of air and other effluents produced in the facility.

**Note:**        **For the purposes of this contract, work will be limited to BC2 Lab spaces and general common areas only.**



Government of Canada  
Gouvernement du Canada

Contract Number / Numéro du contrat

6D083-122351

Security Classification / Classification de sécurité  
UNCLASSIFIED

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

1. Originating Government Department or Organization / Ministère ou organisme gouvernemental d'origine			2. Branch or Directorate / Direction générale ou Direction National Microbiology Lab		
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 Contractor(s) required to access facility with no access to sensitive information and/or assets.					
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 ainsi que les employés auront-ils accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS? (Préciser le niveau d'accès en utilisant le tableau qui se trouve à la question 7. c))			<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"/>		All NATO countries Tous les pays de l'OTAN <input type="checkbox"/>		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"/>		Restricted to: / Limité à: <input type="checkbox"/>	
Specify country(ies): / Préciser le(s) pays:		Specify country(ies): / Préciser le(s) pays:		Specify country(ies): / Préciser le(s) pays:	
7. c) Level of information / Niveau d'information					
PROTECTED A PROTÉGÉ A <input type="checkbox"/>		NATO UNCLASSIFIED NATO NON CLASSIFIÉ <input type="checkbox"/>		PROTECTED A PROTÉGÉ A <input type="checkbox"/>	
PROTECTED B PROTÉGÉ B <input type="checkbox"/>		NATO RESTRICTED NATO DIFFUSION RESTREINTE <input type="checkbox"/>		PROTECTED B PROTÉGÉ B <input type="checkbox"/>	
PROTECTED C PROTÉGÉ C <input type="checkbox"/>		NATO CONFIDENTIAL NATO CONFIDENTIEL <input type="checkbox"/>		PROTECTED C PROTÉGÉ C <input type="checkbox"/>	
CONFIDENTIAL CONFIDENTIEL <input type="checkbox"/>		NATO SECRET NATO SECRET <input type="checkbox"/>		CONFIDENTIAL CONFIDENTIEL <input type="checkbox"/>	
SECRET SECRET <input type="checkbox"/>		COSMIC TOP SECRET COSMIC TRÈS SECRET <input type="checkbox"/>		SECRET SECRET <input type="checkbox"/>	
TOP SECRET TRÈS SECRET <input type="checkbox"/>				TOP SECRET TRÈS SECRET <input type="checkbox"/>	
TOP SECRET (SIGINT) TRÈS SECRET (SIGINT) <input type="checkbox"/>				TOP SECRET (SIGINT) TRÈS SECRET (SIGINT) <input type="checkbox"/>	

TBS/SCT 250-103(2004/12)

Security Classification / Classification de sécurité

UNCLASSIFIED

Canada



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6D083-122351

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**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? ☒ No ☐ Yes  
Non Oui

If Yes, indicate the level of sensitivity.  
Dans l'affirmative, indiquer le niveau de sensibilité:

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 ☐ Yes  
Non 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. e) Personnel security screening level required / Niveau de contrôle de la sécurité du personnel requis

- |  |   |  |  |
|--|---|--|--|
| <input type="checkbox"/> RELIABILITY STATUS<br>COTE DE FIABILITÉ     | <input type="checkbox"/> CONFIDENTIAL<br>CONFIDENTIEL           | <input checked="" type="checkbox"/> SECRET<br>SECRET | <input type="checkbox"/> TOP SECRET<br>TRÈS SECRET               |
| <input type="checkbox"/> TOP SECRET - SIGINT<br>TRÈS SECRET - SIGINT | <input type="checkbox"/> NATO CONFIDENTIAL<br>NATO CONFIDENTIEL | <input type="checkbox"/> NATO SECRET<br>NATO SECRET  | <input type="checkbox"/> COSMIC TOP SECRET<br>COSMIC TRÈS SECRET |
| <input type="checkbox"/> SITE ACCESS<br>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 ☐ Yes  
Non Oui

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

☒ No ☐ Yes  
Non 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 ☐ Yes  
Non 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 ☐ Yes  
Non 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 ☐ Yes  
Non 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 ☐ Yes  
Non Oui

11. e) Will there be an electronic link between the supplier's IT systems and the government department or agency?  
Disposera-t-on d'un lien électronique entre le système informatique du fournisseur et celui du ministère ou de l'agence gouvernementale? ☒ No ☐ Yes  
Non Oui

TBS/SGT 350-103(2004/12)

Security Classification / Classification de sécurité

UNCLASSIFIED

Canada





Government of Canada  
Gouvernement du Canada

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ED063-122351

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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	SECRET	TOP SECRET	NATO RESTRICTED	NATO CONFIDENTIAL	NATO SECRET	COMINT TOP SECRET	PROTECTED PROTÉGÉ			CONFIDENTIAL	SECRET	TOP SECRET
				CONFIDENTIAL		TRÈS SECRET	NATO DIFFUSION RESTREINTE	NATO CONFIDENTIEL		COMINT TRÈS SECRET	A	B	C	CONFIDENTIEL		TRÈS SECRET
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 ☐ Yes  
Non 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 « Classification de sécurité » au haut et au bas du formulaire.

12. b) Will the documentation attached to this SRCL be PROTECTED and/or CLASSIFIED?

La documentation associée à la présente LVERS sera-t-elle PROTÉGÉE et/ou CLASSIFIÉE?

☒ No ☐ Yes  
Non 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).



## 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.

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.

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.

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



**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:

REPORT DUE	WORK PERIOD START DATE	WORK PERIOD END DATE
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:

TA NUMBER	TA DOLLAR VALUE (GST INCLUDED)	CUMULATIVE TA DOLLAR VALUE (GST INCLUDED)	COMMENTS
<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



**FOR GOVERNMENT USE ONLY  
POUR USAGE DU GOUVERNEMENT SEULEMENT**

Special Investigations Directorate File No.  
N° de dossier de la Direction des enquêtes spéciales

Date Received (Y-A M D-J)  
Date de réception

**CONSENT TO A CRIMINAL RECORD VERIFICATION  
CONSENTEMENT À LA VÉRIFICATION DE L'EXISTENCE D'UN CASIER JUDICIAIRE**

This form must be completed and signed by each individual who is currently on the Board of Directors of the Bidder/Offeror/Supplier and provided with the Bid/Offer/Arrangement.

Le présent formulaire doit être rempli et signé par chaque membre du conseil d'administration du soumissionnaire/de l'offrant/du fournisseur et fourni avec la soumission/l'offre/l'arrangement.

**A PRIVACY ACT STATEMENT  
ÉNONCÉ CONCERNANT LA LOI SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS**

The personal information requested on this form is collected under the authority of subsection 750(3) of the *Criminal Code*, paragraph 42(1(c)) of the *Financial Administration Act*, and sections 7 and 21 of the *Department of Public Works and Government Services Act*. The information will be used for validating the criminal conviction certifications necessary for obtaining or maintaining a procurement instrument. It may be shared with other government departments, agencies, as well as provincial, territorial, and federal courts, within the limits of what is required to conduct the criminal conviction verification.

A refusal to provide information will result in the bid/offer/arrangement being rejected or the contract terminated, the standing offer being set-aside or the supply arrangement being cancelled, as applicable.

The personal information is described in personal information bank PWGSC PPU 184 - Integrity Assessment Program. Individuals have a right of access to, correction of and protection of their information in accordance with the *Privacy Act*.

Les renseignements personnels demandés dans le présent formulaire sont recueillis en vertu du paragraphe 750(3) du *Code criminel*, du paragraphe 42(1(c)) de la *Loi sur la gestion des finances publiques* et des articles 7 et 21 de la *Loi sur le ministère des Travaux publics et des Services gouvernementaux*. Ces renseignements seront utilisés pour valider les attestations de condamnation au criminel nécessaires pour obtenir ou conserver un instrument d'approvisionnement. Les renseignements peuvent être diffusés à d'autres ministères et organismes fédéraux, ainsi qu'à des tribunaux provinciaux, territoriaux et fédéraux, dans les limites de ce qui est requis pour la vérification des condamnations au criminel.

À défaut de fournir les renseignements demandés, la soumission/l'offre/l'arrangement sera rejeté ou le contrat résilié, l'offre à commandes sera mise de côté ou l'arrangement en matière d'approvisionnement sera annulé, selon le cas.

Les renseignements personnels sont décrits dans les fichiers de renseignement personnels n° TPSGC PPU 184 - Programme de l'évaluation de l'intégrité. Les personnes ont le droit d'accéder aux renseignements personnels qui les concernent, ainsi que de les faire corriger ou protéger, conformément à la *Loi sur la protection des renseignements personnels*.

**B BIOGRAPHICAL INFORMATION - Must be completed by the individual  
RENSEIGNEMENTS BIOGRAPHIQUES - À remplir par l'individu**

Family Name (Last Name) - Nom (de famille)

Family Name at Birth - Nom de famille à la naissance

Full Given Names (No initials) - Prénoms au complet (aucune initiale)

All other previously used names (i.e. maiden name, previously married names, legal name change, nicknames)  
Tout autre nom utilisé (tel que nom de jeune fille, noms maritaux précédents, changement de nom légaux, sobriquets)

Gender - Sexe

☐

Male  
Masculin

☐

Female  
Féminin

Date of Birth - Date de naissance (Y-A M D-J)

**Current Residential Information  
Information résidentielle actuelle**

Apartment No. - N° d'appartement

Street No. - N° civique

Street Name - Nom de la rue

City - Ville

Province

Postal Code - Code postal

<b>C</b>	<b>CONSENT - Must be signed by the individual CONSENTEMENT - Doit être signé par l'individu</b>
----------	---

I, the undersigned, confirm that I have read and understand the above *Privacy Act* statement and that I consent to the collection and use of my personal information as described therein.

Je, soussigné, confirme avoir pris connaissance de l'Énoncé concernant la *Loi sur la protection des renseignements personnels* et consens à la collecte et à l'utilisation des renseignements personnels fournis aux présentes.

Signature	
Print Name - Nom en lettres moulées	Date (Y-A M D-J)

<b>D</b>	<b>ADMINISTRATIVE INFORMATION - Internal Government Use Only RENSEIGNEMENTS ADMINISTRATIFS - Pour usage interne du gouvernement seulement</b>	
Requesting Branch/Sector/Directorate/Division - Direction générale/Secteur/Direction/Division requérante		
Solicitation/Proposed Contract No. - N° de la demande de soumission/N° du contrat		Date of Request (Y-A M D-J) Date de la demande
Requesting Contact Person - Personne-ressource requérante	Contact Person Tel. No. - N° de tél. de la personne-ressource	