

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

Title - Sujet Janitorial Services - Portage	
Solicitation No. - N° de l'invitation W0117-11H009/A	Date 2012-03-12
Client Reference No. - N° de référence du client W0117-11H009	
GETS Reference No. - N° de référence de SEAG PW-\$WPG-080-7960	
File No. - N° de dossier WPG-1-34317 (080)	CCC No./N° CCC - FMS No./N° VME
Solicitation Closes - L'invitation prend fin at - à 02:00 PM on - le 2012-04-20	
Time Zone Fuseau horaire Central Standard Time CST	
F.O.B. - F.A.B. Plant-Usine: <input type="checkbox"/> Destination: <input checked="" type="checkbox"/> Other-Autre: <input type="checkbox"/>	
Address Enquiries to: - Adresser toutes questions à: Almonte, Cathleen	Buyer Id - Id de l'acheteur wpg080
Telephone No. - N° de téléphone (204) 984-6664 ()	FAX No. - N° de FAX (204) 983-7796
Destination - of Goods, Services, and Construction: Destination - des biens, services et construction: DEPARTMENT OF NATIONAL DEFENCE PORTAGE ARMOURY 143-2ND STREET NE PORTAGE LA PRAIRIE MANITOBA R1N1S1 Canada	

Instructions: See Herein

Instructions: Voir aux présentes

Vendor/Firm Name and Address

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

Issuing Office - Bureau de distribution

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

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

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JANITORIAL SERVICES - PORTAGE

PART 1 - GENERAL INFORMATION

1.0 Security Requirement

There is a security requirement associated with the requirement. For additional information, consult Part 4 - Evaluation Procedures and Basis of Selection, and Part 6 - Resulting Contract Clauses.

2.0 Statement of Work

The Work to be performed is detailed under Article 2.0 of the resulting contract clauses.

3.0 Debriefings

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

PART 2 - BIDDER INSTRUCTIONS

1.0 Standard Instructions, Clauses and Conditions

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

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

The 2003 (2011-05-16) 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

1.1 SACC Manual Clauses

B3000T (2006-06-16), Equivalent Products

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.

3.0 Enquiries - Bid Solicitation

All enquiries must be submitted in writing to the Contracting Authority no later than five (5) 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 Optional Site Visit

It is recommended that the Bidder or a representative of the Bidder visit the work site. Arrangements have been made for a tour of the work site. The site visit will be held on 02 April 2012 at 10:30 am, Portage Armoury, 143 2D Avenue North East, Portage La Prairie, Manitoba. Bidders must communicate with the Contracting Authority no later than 10 day(s) before the scheduled visit to confirm attendance and provide the name(s) of the person(s) who will attend. Bidders who do not confirm attendance and provide the name(s) of the person(s) who will attend as required will not be allowed access to the site. Bidders will be requested to sign an attendance form. Bidders who do not attend or send a representative will not be given an alternative appointment but they will not be precluded from submitting a bid. 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: Financial Bid (1 hard copy)

Section II: Certifications (1 hard copy)

PRICES MUST APPEAR IN THE FINANCIAL BID ONLY. NO PRICES MUST BE INDICATED IN ANY OTHER SECTION OF THE BID.

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

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

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

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

Section I: Financial Bid

Bidders must submit their financial bid in accordance with the Basis of Payment in 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 II: Certifications

Bidders must submit the certifications required under Part 5.

PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

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 Financial Evaluation

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

2.0 Basis of Selection

A bid must comply with all requirements of the bid solicitation to be declared responsive. The responsive bid with the lowest evaluated price will be recommended for award of a contract.

3.0 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 6 - 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 6 - Resulting Contract Clauses;
 - (c) the Bidder must provide the name of all individuals who will require access to classified or protected information, assets or sensitive work sites.
2. Bidders are reminded to obtain the required security clearance promptly. Any delay in the award of a contract to allow the successful bidder to obtain the required clearance will be at the entire discretion of the Contracting Authority.
 3. For additional information on security requirements, bidders should consult the "Security Requirements for PWGSC Bid Solicitations - Instructions for Bidders" (<http://www.tpsgc-pwgsc.gc.ca/app-acq/lc-pl/lc-pl-eng.html#a31>) document on the Departmental Standard Procurement Documents Website.

PART 5 - CERTIFICATIONS

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

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

1.0 Certifications Precedent to Contract Award

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

1.1 Federal Contractors Program - Certification

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

Suppliers who are subject to the Federal Contractors Program (FCP) and have been declared ineligible contractors by Human Resources and Skills Development Canada (HRSDC) are no longer eligible to receive federal government contracts over the threshold for solicitation of bids as set out in the Government Contracts Regulations. Suppliers may be declared ineligible contractors either as a result of a finding of non-compliance by HRSDC, or following their voluntary withdrawal from the FCP for a reason

other than the reduction of their workforce to less than 100 employees. Any bids from ineligible contractors, including a bid from a joint venture that has a member who is an ineligible contractor, will be declared non-responsive.

The Bidder, or, if the Bidder is a joint venture the member of the joint venture, certifies its status with the FCP, as follows:

- (a) ☐ The Bidder or the member of the joint venture
- (b) ☐ 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;
- (c) ☐ is not subject to the FCP, being a regulated employer under the Employment Equity Act, S.C. 1995, c. 44;
- (d) ☐ 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;
- (e) ☐ has not been declared an ineligible contractor by HRSDC, and has a valid certificate number as follows: _____.

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

1.2 Former Public Servant Certification

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

Definitions

For the purposes of this clause,

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

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

"lump sum payment period" means the period measured in weeks of salary, for which payment has been made to facilitate the transition to retirement or to other employment as a result of the implementation of various programs to reduce the size of the Public Service. The lump sum payment period does not include the period of severance pay, which is measured in a like manner.

"pension" means, in the context of the fee abatement formula, a pension or annual allowance paid under the Public Service Superannuation Act (PSSA), R.S., 1985, c. P-36, and any increases paid pursuant to

the Supplementary Retirement Benefits Act, R.S., 1985, c. S-24 as it affects the PSSA. It does not include pensions payable pursuant to the Canadian Forces Superannuation Act, R.S., 1985, c. C-17, the Defence Services Pension Continuation Act, 1970, c. D-3, the Royal Canadian Mounted Police Pension Continuation Act, 1970, c. R-10, and the Royal Canadian Mounted Police Superannuation Act, R.S., 1985, c. R-11, the Members of Parliament Retiring Allowances Act, R.S., 1985, c. M-5, and that portion of pension payable to the Canada Pension Plan Act, R.S., 1985, c. C-8.

Former Public Servant in Receipt of a Pension

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

If so, the Bidder must provide the following information:

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

Work Force Reduction Program

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

If so, the Bidder must provide the following information:

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

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

Certification

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

1.3 Canadian Content Certification

This procurement is limited to Canadian services.

The Bidder certifies that:

() the service offered is a Canadian service as defined in paragraph 2 of clause A3050T.

1.3.1 SACC Manual Clause A3050T (2010-01-11), Canadian Content Definition

PART 6 - RESULTING CONTRACT CLAUSES

1.0 Security Requirement

1. The Contractor must, at all times during the performance of the Contract, hold a valid Designated Organization Screening (DOS), issued by the Canadian Industrial Security Directorate (CISD), Public Works and Government Services Canada (PWGSC).
2. The Contractor personnel requiring access to sensitive work site(s) must EACH hold a valid RELIABILITY STATUS, granted or approved by CISD/PWGSC. Until the security screening of the Contractor personnel required by this Contract has been completed satisfactorily by the CISD, PWGSC, the Contractor personnel MAY NOT ENTER sites without an escort.
3. Subcontracts which contain security requirements are NOT to be awarded without the prior written permission of CISD/PWGSC.
4. The Contractor/Offeror 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).

2.0 Statement of Work

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

3.0 Standard Clauses and Conditions

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

3.1 General Conditions

2010C (2011-05-16), General Conditions - Services (Medium Complexity), apply to and form part of the Contract.

4.0 Term of Contract

4.1 Period of the Contract

The period of the Contract is from 01 May 2012 to 30 April 2013 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 two (2) additional one (1) year period(s) under the same conditions. The Contractor agrees that, during the extended period of the Contract, it will be paid in accordance with the applicable provisions as set out in the Basis of Payment.

Canada may exercise this option at any time by sending a written notice to the Contractor at least thirty (30) calendar days before the expiry date of the Contract. The option may only be exercised by the

Contracting Authority, and will be evidenced for administrative purposes only, through a contract amendment.

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

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 Basis of Payment - Firm Lot Price

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

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.

6.2 Limitation of Price

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

6.3 SACC Manual Clauses

H1008C (2008-05-12), Monthly Payment

A9117C (2001-11-30), T1204 - Direct Request by Customer Department

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 time sheets to support the time claimed;
- (b) 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.

8.1 SACC Manual Clauses

A3060C (2008-05-12), Canadian Content Certification

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 2010C (2011-05-16) General Conditions - Services (Medium Complexity);
(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 Contractor's bid dated _____.

11.0 Defence Contract

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

12.0 SACC Manual Clauses

A9062C (2011-05-16), Canadian Forces Site Regulations

13.0 Insurance Requirements

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.

Statement of Work

ANNEX A

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

Basis of Payment**ANNEX B**

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

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

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

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.

Firm Unit Pricing, GST Extra (if applicable)					
Item No.	Description	Qty	Unit of Issue	Firm Unit Price	Extended Price
1	Contract Period: 01 May 2012 - 30 April 2013 <i>Scheduled Service</i> Firm all-inclusive monthly rate for the provision of monthly janitorial services as defined in the Statement of Work, Annex A. Three floors (including basement) Total Area of Facility = 1700 m2	12	month	\$	\$
2	Option Year 1: 01 May 2013 - 30 April 2014 <i>Scheduled Service</i> Firm all-inclusive monthly rate for the provision of monthly janitorial services as defined in the Statement of Work, Annex A. Three floors (including basement) Total Area of Facility = 1700 m2	12	month	\$	\$
3	Option Year 2: 01 May 2014 - 30 April 2015 <i>Scheduled Service</i> Firm all-inclusive monthly rate for the provision of monthly janitorial services as defined in the Statement of Work, Annex A. Three floors (including basement) Total Area of Facility = 1700 m2	12	month	\$	\$

Security Requirements Checklist**ANNEX C**

Reference attached PDF Document titled "*Annex C - Security Requirements Checklist*" 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.

Janitorial Services General Instructions

Part 1 – General

1.1	General Description	.1	Supply all labour, materials, tools, equipment, transportation and supervision necessary to complete the services at the required frequencies, as well as related duties as indicated by Site Authority.
	Language Requirement	.2	It is a mandatory requirement of the resultant Contract that a minimum of one (1) on-site employee have a working ability with the English language to ensure effective communication (both oral and written as required) with the Site Authority.
1.2	Site Location	.1	Location of the site is Portage Armouries, 143 Second Ave NE, Portage La Prairie, Manitoba.
1.3	Work Hours	.1	Work shall be done from Monday to Friday inclusive from 6:00 a.m. to 6:00 p.m.(or otherwise stipulated by the Site Authority), except for public holidays.
		.2	The operating hours of the building can be obtained by the Site Authority.
1.4	Standards	.1	The materials to be used and methods of work under this Contract shall be in strict accordance with Construction Engineering Technical Order (CETO) C-98-009-002/MF-002 dated 22 April 1985. These standards form part of this specification and can be viewed at HMCS CHIPPAWA by contacting the Engineer.
1.5	Inspections	.1	Throughout the duration of the Contract, the site authority's authorized representative shall conduct "as required" inspections tours of all facilities included under the terms of this Contract. The Contractor, or the Contractor's authorized representative, shall accompany the Site Authority's representative on each inspection on one day's notice. There should be a minimum of 4 inspections annually.

		.2	The Contractor shall provide a phone number where the Site Authority can contact the Contractor anytime during working hours.
1.6	Related Tasks	.1	When desks or other office furniture must be moved to facilitate shampooing carpet or other work under this Contract, such movement of furniture shall be the Contractor's responsibility including notification of occupants a week in advance to allow moving and storage time papers, equipment, and supplies.
		.2	<u>Clean up.</u> .1 All exterior walkways, ramps and exist door areas are to be kept clean and clear at all times. .2 Any miscellaneous debris around the building to be gathered and properly disposed of.
1.7	Storage Space	.1	A storage space will be provided by the Department of National Defence in the building to be serviced.
1.8	Disposal of Waste	.1	All garbage to be collected in industrial type, clear garbage bags.
		.2	Burying of rubbish and waste materials on site is not permitted.
		.3	Disposal of waste or volatile materials such as mineral spirits, oil or solvents into waterways, storm or sanitary sewers is prohibited.
		.4	All litter, waste paper and sweepings shall be kept outside the building in a metal container provided by Department of National Defence.
1.9	Fire Safety	.1	Janitor room and storage closets shall be kept clean, neat and tidy at all times. Mops and dusters that have been treated with furniture polish, wax or oil, shall be kept in closed metal containers to prevent spontaneous combustion.
		.2	Volatile materials shall be stored and disposed of in sealed containers.
1.10	Operation Schedule	.1	Submit a proposed labour distribution schedule to the Site Authority showing how the janitorial services, as described herein, will be carried out and the number of personnel required.
1.11	Environmental Protection	.1	Fires and burning of waste materials on site is not permitted.
		.2	Store volatile wastes in covered metal containers.
		.3	Provide adequate ventilation during use of volatile or noxious substances.

1.12	Services	.1	Electricity, hot and cold water required by the Contractor in the execution of janitorial services will be provided by the Department of National Defence without charge.
1.13	Supervision	.1	As determined by the Site Authority, there will be a site meeting with the Site Authority and the Contractor or the Contractor's representative between 9:00 a.m. and 3:00 p.m. to discuss performance issues as well as concerns of the Contractor. These meetings will be conducted on a weekly basis, at the discretion of the Site Authority.
1.14	Work Not Included	.1	Cleaning of designated garage/shops area is a user responsibility. The Contractor is responsible to clean the office, washroom and Mezzanine located in the garage only.
1.15	Materials and Equipment	.1	All cleaning materials must be in accordance with the Canadian Government Specifications Board and as outlined in C-98-009-022/MF-002. All materials shall be subject to Government laboratory tests of samples taken from materials delivered to the site.
		.2	Washroom supplies consisting of toilet paper (2-ply), hand soap, paper towels (roll) and sani-bags shall be provided by the Contractor and distributed and installed by cleaning staff.
		.3	Supply "walk-off slush mats" for the main and rear entrances of the building. Mats to be surface mounted Mat Tech "Chevron" matting or approved alternative to full width of entrances minus 200 mm in length and width.
		.4	Entrances shall be cleared of snow and ice to a distance of 2 meters from door; this includes the wheelchair ramp and front stairs.
		.5	All cleaning machinery and equipment shall be maintained at the highest standard of appearance and efficiency. The Site Authority may order all machinery or equipment that is not maintained in a serviceable or presentable appearance, from the floor, and ask for immediate replacement of these items by acceptable units by the Contractor.
1.16	Mishaps	.1	The Contractor shall be responsible to repair or replace windows or other items damaged by the Contractor or the Contractor's employee in the course of their janitorial duties.

		.2	It is the Contractor's responsibility at time of Contract award to examine the surfaces which are to be maintained, in order to ascertain their condition and to bring to the Site Authority's attention in writing, any defective surfaces.
1.17	Identification Pass	.1	All personnel engaged in the work shall carry issued by the Department of National Defence and be in possession of a security clearance.
		.2	The Site Authority will issue identification passes. It will be necessary for all employees to report to the Base Identification Section in order that their picture be taken for the identification pass. The site Authority will make all arrangements for the pictures to be taken.
		.3	Upon termination of services, the identification passes must be returned to the Site Authority.
1.18	Safety Measures	.1	Observe and enforce safety measures required by Workers Compensation Board and Municipal statues and authorities and A-OG-040-001/AG-001 Department of National Defence General Safety Programs Volume 1. The wearing of Canada Standard Association approved footwear is mandatory.
		.2	In the event of conflict between any provisions of above authorities the most stringent provision will apply.
		.3	Must follow Manitoba Workplace Health and Safety Acts and Regulations in dealing with safety related matters. All serious incidents in accordance with the Workplace Health and Safety Acts must be reported to the authority having jurisdiction.
1.19	Range Cleaning	.1	User's responsibility.
1.20	Payment to the Contractor	.1	The Contractor will submit invoices monthly. Payment will be made upon certification by the Inspector that the work has been performed in accordance with the specifications. Certification that wages have been paid in accordance with the schedule to Labour Conditions must accompany the invoices.
1.21	Security and Safety Regulations	.1	The Contractor shall be acquainted with and abide by all regulations and safety on the Base as may be promulgated by the Department of National Defence (DND) or the Public Authority having jurisdiction. In particular, the Contractor shall: .1 obey all fire regulations .2 obey all safety regulations, and .3 conform to the following working hours, as from 0600 hours to 1800 hours or other hours as approved

			by the Engineer or Site Representative dependent upon weather.
1.22	Method of Work	.1	The Contractor shall answer calls only from the Engineer or Site Representative for work authority and shall action these calls at the time given.
1.23	Safety Requirements	.1	General. The Contractor will be responsible to take all necessary steps to protect personnel (workers, visitors, general public) and property from harm during the course of the Contract.
		.2	Constructions Safety Measures. Observe and enforce construction safety measures required by National Building Code of Canada 1990, Provincial Government, Workers Compensation Board and Municipal Statutes and Authorities. .1 in the event of conflict between provisions of above authorities the provisions of the governing authority will apply.
		.3	Work procedures and equipment: .1 all work procedures and equipment will be in accordance with legislated standards, .2 a "Hot Work" permit is required for any hot work such as welding, cutting, or brazing in any area on Base. Hot Work permits are issued and controlled by the Wing Fire Chief, and, .3 position cranes, hoists or scaffolding and operate them in a manner that will not result in damage to nearby aircraft, equipment or personnel even if slung loads or smaller objects fall or the equipment collapse.
		.4	Barricades. Barricade dangerous work sites, trenches and excavations.
		.5	Unguarded Work Sites. When work sites are left unguarded, especially overnight, powered equipment must be left at zero energy potential, material must be safely positioned and stacked, and portable ladders leading to elevated work platforms removed and secured.
		.6	Lockout Procedure. When persons would be placed at risk should the facility, machine or equipment become energized or move during inspection, maintenance, or repair, lockout procedures are required. Lockouts must be initiated by qualified Department of National Defence (DND) trades people although each tradesperson or worker responsible for the job or the

			equipment/facility will separately lockout.
		.7	<p>Safety Personnel and Responsibility:</p> <p>.1 The Contractor shall supply competent personnel, implement their safety program and ensure DND and provincial safety and health standards are being complied with.</p> <p>.2 DND shall monitor daily to ensure safety requirements are met and safety records are properly kept and maintained. Initial disregard for safety standards will cause the contract to be reviewed and a written record of the review will become part of the contract document.</p> <p>.3 The Contractor will report to the contract supervisor and jurisdictional authorities any accident or incident involving contractor, DND or public personnel and/or property arising from the contractor's execution of the work.</p>
		.8	<p>Delay Due to Health and Safety Regulation Infractions.</p> <p>.1 The Contractor will include all provisions of the contract on any agreement with sub-contractors and hold all sub-contractors equally responsible for safe work performance.</p> <p>.2 If the Contractor is responsible for a delay in the progress of work due to an infraction of legislated health and safety requirements, the Contractor will, without additional cost to DND, work such overtime, acquire and use equipment or material for the execution as deemed necessary in the opinion of the contract supervisor to avoid delay in the final completion of the work or any operation thereof.</p>
		.9	<p>Fire Safety Requirements. Comply with requirements of Fire Orders and Precautions for Civilian Contractors as issued by Wing Fire Chief.</p>
		.10	<p>Overloading. No part of the work shall be loaded to the point which will endanger its safety.</p>
		.11	<p>Falsework. Falsework shall conform with CSA S269.1-1975, National, Provincial and/or Local codes and by-laws, governing this type of work.</p>

		.12	Solvent and Adhesives. Take suitable fire precautions. Smoking is not permitted in working area. Use in well ventilated areas only. Do not dispose of volatile wastes, paint thinners, etc., in storm or sanitary sewers.
1.24	Hazardous Materials	.1	Material Safety Data Sheets must be provided to the Wing Construction Engineering Officer for any controlled product being brought into this location.
		.2	Contract personnel will have been trained in Workplace Hazardous Materials legislation as contained in Occupational Health and Safety Regulations of the Canada Labour Code.
1.25	Responsibilities	.1	Itemized list of materials used, by cost, shall be shown on all invoices submitted for payment.
		.2	The Contractor shall provide daily work sheets showing start and completion times for each job performed against this Contract.
		.3	Work sheets shall be signed by the Engineer or Engineer's representative <u>on site</u> and shall be submitted with each invoice forwarded for payment.
1.26	Invoices	.1	All invoices submitted for payment shall show: .1 Public Works and Government Services Canada (PWGSC) Contract Number (WPG No.), and .2 Same address as per PWGSC contract.
		.2	Invoices submitted for payment against this Contract that are not properly identified will be returned to the Contractor for proper annotation before certification for payment is made.

DEFINITION OF TERMS

The definition of terms and quality standards described in this document for janitorial services core tasks and optional tasks must be strictly adhered to. All inspections made by the client will be rated according to these quality standards.

Routine Cleaning means cleaning operations which are specified to be performed monthly or more frequently such as weekly or daily.

Scheduled Operations means cleaning operations which are specified to be performed less frequently than monthly such as every two months, three times a year, quarterly, semi-annually or annually.

Project Cleaning means cleaning operations which are specified to be performed only when ordered by the client.

Flight of Stairs includes steps and risers situated between two floor levels including landing(s).

Materials include, but are not limited to, toilet tissue, paper hand towels, hand soap, deodorant blocks, hand sanitizer, 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).

Trash includes the contents of ashtrays, waste receptacles, sand urns and sani-cans. Also paper clips, paper, mop strings, pins, staples and discarded items on the floor or furniture.

High Traffic Areas includes entrance lobbies, elevator lobbies, corridors and traffic aisles in open office space.

QUALITY STANDARDS

The Supplier must meet the following standards:

1. Cleaning: General

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

2. Spot Cleaning

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

3. Sweeping

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

4. Cleaning with a Hose

- a. All areas must be clean of dirt, mud and debris with no water ponding as a result of the cleaning with a hose.
- b. Equipment is removed and stored immediately after use.

5. Dust Mopping

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

6. Damp Mopping

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

7. Wash Floors

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

8. Machine Scrubbing

- a. All areas must be free of dirt, stains, scuff marks, splashing, cleaning chemical and water accumulations.
- b. Corners and other areas not accessible to a mechanical floor scrubber must be scrubbed manually.

9. Spray Buffing

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

10. Scrub and Refinish

- a. Supplier must apply all performance standards as with "Machine Scrubbing".
- b. In addition, supplier must apply one coat of finish compatible with existing finish.
- c. As a result of the "Scrub and Refinish", all areas must present an overall appearance of cleanliness free of scuffs and stains, have a bright shine and be free of debris and dust once the "Scrub and Refinish" is complete.

11. Strip and Refinish

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

12. Vacuuming

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

13. Stain Removal

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

14. Hot Water Extraction

- a. All carpets and walk-away mats must be clean and free of accumulated dust and dirt and stain as a result of Hot Water Extraction.
- b. Areas must be cleaned to walls and corners.

15. Damp Wiping

- a. Surfaces must be free of dust, stains, streaks and water spotting following damp wiping.
- b. Wiping cloths must be rinsed frequently and free of stains and odours.
- c. Feather dusters are not acceptable.

16. Glass and Mirror Cleaning

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

17. High dusting

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

18. Clean and Disinfect

- a. Client-approved, commercial disinfectant cleaner must be used.
- b. Manufacturer's instructions must be followed for best results.

- c. All surfaces cleaned and disinfected must be rinsed clean of residual disinfectant.

Environmental considerations include the following:

Cleaning Products

Cleaning products must be biodegradable, phosphate-free, odourless, low-odour, low volatile organic compounds (VOC) products for all general-purpose cleaning. All cleaning products used must meet the Environmental Choice Program Certification ("Eco-Logo") criteria or equivalent. These products must be supplied at no extra cost.

Paper Products

All hygienic paper products must contain a minimum of 10% post-consumer recycled fibres or equivalent. All products used must meet the Environmental Choice Program Certification ("Eco-Logo") criteria or equivalent. These products must be supplied at no extra cost.

Delivery of Services

Janitorial services must occur during office working hours to minimize the number of hours overhead lighting is in use. Office working hours are to be defined in contract documents.

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A. Main Floor

ROOM NO	TYPE OF AREA	CLEANING SERVICE REQUIRED	Frequency	Day(s)
	Main entrance	a. vacuum mat b. sweep/wash floor c. buff floor d. dust furniture/fire extinguishers/bookshelves e. empty wastebaskets	daily daily weekly weekly daily	Mon
101	Orderly Room	a. dust furniture b. general cleaning/doors/walls furniture c. empty wastebaskets d. sweep/wash floor e. buff floor	weekly weekly daily bi-weekly bi-weekly	Mon -Thurs
102	Office	a. dust furniture b. general cleaning doors/walls furniture/filing cabinets c. empty waste baskets d. sweep/damp mop	weekly weekly daily weekly	Mon
103	Server room	a. sweep/damp mop/dust and wash floor	monthly	Mon
104	Computer room	a. sweep/wash/floor b. empty wastebasket	weekly daily	Mon
105A	BK	a. dust furniture b. general cleaning/doors/walls/cabinets c. empty trashcans d. vacuum floor e. sweep/damp mop/buff floors	weekly weekly daily weekly bi-weekly	Mon
105B	Office	a. dust furniture b. general cleaning/doors walls/cabinets etc c. empty trashcans d. sweep/damp mop/buff/floors	weekly weekly daily bi-weekly	

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106	Classroom	a. sweep/wash floor	daily	Mon
		b. dust	weekly	
		c. empty trashcans	daily	
		d. general cleaning - wipe walls/doors etc	weekly	
107	Office/Storage	a. sweep	daily	Wed
		b. dust	weekly	
		c. empty trashcan	daily	
		d. buff floor	monthly	
		e. general cleaning walls doors/sink etc	monthly	
		h. buff floor	bi weekly	
108	Office	a. dust/furniture	weekly	Wed
		b. sweep/wash /floors	weekly	
		c. buff/floor	bi-weekly	
		d. empty trashcans	daily	
		f. general cleaning walls/doors/desks, etc	monthly	
109	Sleeping quarters	a. sweep/wash floors	weekly	Mon
		b. buff floor	bi weekly	
		d. empty trashcans	dust	
		e. dust	weekly	
111	Ttg WO Office and Interior Office	a. sweep/wash/buff floor	weekly	Mon
		b. dust furniture	weekly	
		c. empty trashcans	daily	
	Ladies Washroom	a. sweep disinfect/floors	daily	Mon
		c. disinfect sinks and toilets	daily	
		d. empty trashcan	daily	
		e. replenish supplies toilet paper paper towels etc	daily	
	Mens Washroom	a. Dust locker	weekly	Mon
		b. Sweep and disinfect floors	daily	
		d. Disinfect sinks, toilets, and urinals	daily	
		e. Empty trashcan	daily	
		f. Replenish supplies, paper towels, toilet paper, etc	daily	

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Lounge	a.	Dust furniture, vcr stand, etc	weekly	Mon
	b.	Empty trashcan	daily	
	c.	Vacuum floor	weekly	
	NOTE: Additional cleaning may be required after social events this is to be coordinated with site authority.		As required	

Corridor	a.	vacuum floor	weekly	Mon
	b.	Dust hand rails, vestibule and display case	weekly	
	c.	general cleaning up to 3 metres	monthly	

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B. All Ranks Mess

Games Room	a. vacuum floor	weekly	Mon		
	b. dust furniture chairs end tables couches tv and stand etc	weekly			
	c. dust display case	weekly			
Remainder of Mess	a. dust furniture and display cases	weekly	Mon		
	b. clean bar counter and foot rest.	daily			
	c. vacuum floor	weekly			
	d. sweep/wash floor	weekly			
	e. buff floor	bi-weekly			
	g. empty trashcans	daily			
	Washrooms	a. sweep/disinfect and wash floor		daily	Mon
		b. clean and disinfect skinks, toilets, mirrors, etc		daily	
		c. empty trashcan		daily	
d. replenish supplies, paper towels, toilet paper, soap, etc		daily			
Elevator	a. sweep/wash floor	weekly			
	b. dust hand rails	weekly			
Kitchen	a. sweep and wash floor	daily	Mon		
	b. buff floor	bi weekly			
	c. empty trashcans	daily			
Bartender is responsible for cleaning the sink behind the bar, cleaning the sink in the kitchen and all applicance and cupboards in the kitchen area.					

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C. LOWER LEVEL - BASEMENT

ROOM NO	TYPE OF AREA	CLEANING SERVICE REQUIRED	Frequency	Day(s)
9	Washroom	a. Sweep, disinfect and wash floor b. disinfect sinks, mirrors, and toilets c. empty trashcan d. replenish supplies paper towels, toilet paper etc	daily daily daily daily	
10	Showers	a. Sweep, disinfect and wash floor b. Wash and disinfect showers c. launder or replace shower curtain	daily daily monthly	Mon
	Outside area	a. clean table b. Sweep, wash, and disinfect floor c. clean mats d. dust display for fire hose	daily daily daily weekly	
	Corridor	a. sweep wash floors	daily	Mon
2	Cadet Storage	a. empty trashcans	daily	Mon
3	Cadet Office	a. sweep/wash floor b. empty trashcans	daily daily	Mon
4	Library	a. Sweep and wash floor	daily	

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	Gun shed/main floor	a. empty trashcans b. dust fire extinguisher c. clean/disinfect water fountain User responsible to sweep floor, contractor to supply dustbane compound.	daily monthly daily	Mon
103	Cadet office	a. sweep/wash floor b. buff floor c. dust furniture and display case d. empty trashcans	daily bi weekly weekly daily	Mon
104	Cadet office	a. sweep/wash floor b. buff floor c. dust furniture and display case d. empty trashcans	daily bi weekly weekly daily	Mon
105	Motor Transport Office	a. sweep and wash floor b. dust furniture and display case c. empty trashcans	daily weekly daily	Mon
106	Ladies washroom	a. Sweep disinfect and wash floor b. Clean and disinfect sinks, mirrors, and toilets c. empty trashcans d. Replenish supplies, paper towel, toilet paper, soap, etc	daily daily daily daily	Mon
109	Men's washroom	a. Sweep disinfect and wash floor b. Clean and disinfect sinks, mirrors, and toilets c. empty trashcans d. Replenish supplies, paper towel, toilet paper, soap, etc	daily daily daily daily	Mon
	Mezzaine	a. sweep floor	monthly	



Government of Canada
Gouvernement du Canada

Contract Number / Numéro du contrat

W0117 11 H009

Security Classification / Classification de sécurité
UNCLASSIFIED

SECURITY REQUIREMENTS CHECK LIST (SRCL)

LISTE DE VÉRIFICATION DES EXIGENCES RELATIVES À LA SÉCURITÉ (LVERS)

PARTIAL CONTRACT INFORMATION / PARTIE A - INFORMATION CONTRACTUELLE		
1. Originating Government Department or Organization / Ministère ou organisme gouvernemental d'origine DND / 17 WING WINNIPEG		2. Branch or Directorate / Direction générale ou Direction ADMINISTRATION BRANCH
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 Provision of cleaning services for the Portage Armoury in accordance with the provided Statement of Work.		
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 <input type="checkbox"/> Yes Non 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 <input type="checkbox"/> Yes Non 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? Le fournisseur ainsi que les employés auront-ils accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes (Specify the level of access using the chart in Question 7. c) (Préciser le niveau d'accès en utilisant le tableau qui se trouve à la question 7. c)		
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 <input checked="" type="checkbox"/> Yes Non 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 <input type="checkbox"/> Yes Non 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"/>	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 <input type="checkbox"/>	NATO UNCLASSIFIED <input type="checkbox"/>	PROTECTED A <input type="checkbox"/>
PROTÉGÉ A <input type="checkbox"/>	NATO NON CLASSIFIÉ <input type="checkbox"/>	PROTÉGÉ A <input type="checkbox"/>
PROTECTED B <input type="checkbox"/>	NATO RESTRICTED <input type="checkbox"/>	PROTECTED B <input type="checkbox"/>
PROTÉGÉ B <input type="checkbox"/>	NATO DIFFUSION RESTREINTE <input type="checkbox"/>	PROTÉGÉ B <input type="checkbox"/>
PROTECTED C <input type="checkbox"/>	NATO CONFIDENTIAL <input type="checkbox"/>	PROTECTED C <input type="checkbox"/>
PROTÉGÉ C <input type="checkbox"/>	NATO CONFIDENTIEL <input type="checkbox"/>	PROTÉGÉ C <input type="checkbox"/>
CONFIDENTIAL <input type="checkbox"/>	NATO SECRET <input type="checkbox"/>	CONFIDENTIAL <input type="checkbox"/>
CONFIDENTIEL <input type="checkbox"/>	NATO SECRET <input type="checkbox"/>	CONFIDENTIEL <input type="checkbox"/>
SECRET <input type="checkbox"/>	COSMIC TOP SECRET <input type="checkbox"/>	SECRET <input type="checkbox"/>
SECRET <input type="checkbox"/>	COSMIC TRÈS SECRET <input type="checkbox"/>	SECRET <input type="checkbox"/>
TOP SECRET <input type="checkbox"/>		TOP SECRET <input type="checkbox"/>
TRÈS SECRET <input type="checkbox"/>		TRÈS SECRET <input type="checkbox"/>
TOP SECRET (SIGINT) <input type="checkbox"/>		TOP SECRET (SIGINT) <input type="checkbox"/>
TRÈS SECRET (SIGINT) <input type="checkbox"/>		TRÈS SECRET (SIGINT) <input type="checkbox"/>



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Contract Number / Numéro du contrat

W007 11 H009

Security Classification / Classification de sécurité
UNCLASSIFIED

PART 1 (continued) - PARTIE 1 (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 2 PERSONNEL (SUPPLIER) - PARTIE 2 PERSONNEL (FOURNISSEUR)

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

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

Special comments:

Commentaires spéciaux : may include after hours access.

NOTE: If multiple levels of screening are identified, a Security Classification Guide must be provided.

REMARQUE: Si plusieurs niveaux de contrôle de la 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 3 SAFEGUARDS (SUPPLIER) - PARTIE 3 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/SCT 350-103(2004/12)

Security Classification / Classification de sécurité

UNCLASSIFIED

Canada



Government of Canada
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W012 11 H009

Security Classification / Classification de sécurité
UNCLASSIFIED

Part C (continued) / PARTIE C (suite)

For users completing the form manually use the summary chart below to indicate the category(ies) and level(s) of safeguarding required at the supplier's site(s) or premises.

Les utilisateurs qui remplissent le formulaire manuellement doivent utiliser le tableau récapitulatif ci-dessous pour indiquer, pour chaque catégorie, les niveaux de sauvegarde requis aux installations du fournisseur.

For users completing the form online (via the Internet), the summary chart is automatically populated by your responses to previous questions.

Dans le cas des utilisateurs qui remplissent le formulaire en ligne (par Internet), les réponses aux questions précédentes sont automatiquement saisies dans le tableau récapitulatif.

SUMMARY CHART / TABLEAU RÉCAPITULATIF

Category Catégorie	PROTECTED PROTÉGÉ			CLASSIFIED CLASSIFIÉ			NATO				COMSEC					
	A	B	C	CONFIDENTIAL	SECRET	TOP SECRET	NATO RESTRICTED	NATO CONFIDENTIAL	NATO SECRET	COMSEC TOP SECRET	PROTECTED PROTÉGÉ			CONFIDENTIAL	SECRET	TOP SECRET
				CONFIDENTIAL		TRÈS SECRET	NATO DIFFUSION RESTREINTE	NATO CONFIDENTIAL		COMSEC COSMIC TRÈS SECRET	A	B	C	CONFIDENTIAL		TRÈS SECRET
Information / Assets Renseignements / Rôles Production																
IT Media / Support IT																
IT Link / Lien électronique																

12. a) Is the description of the work contained within this SRCL PROTECTED and/or CLASSIFIED?

La description du travail visé par la présente LVERS est-elle de nature PROTÉGÉE et/ou CLASSIFIÉE?

☒ No
Non

☐ Yes
Oui

If Yes, classify this form by annotating the top and bottom in the area entitled "Security Classification".

Dans l'affirmative, classifiez le présent formulaire en indiquant le niveau de sécurité dans la case intitulée « 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
Non

☐ Yes
Oui

If Yes, classify this form by annotating the top and bottom in the area entitled "Security Classification" and indicate with attachments (e.g. SECRET with Attachments).

Dans l'affirmative, classifiez le présent formulaire en indiquant le niveau de sécurité dans la case intitulée

« Classification de sécurité » au haut et au bas du formulaire et indiquer qu'il y a des pièces jointes (p. ex. SECRET avec des pièces jointes).

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