

RETURN BIDS TO:
RETOURNER LES SOUMISSIONS À:
**Bid Receiving Public Works and Government
Services Canada/Réception des soumissions
Travaux publics et Services gouvernementaux
Canada**
Pacific Region
401 - 1230 Government Street
Victoria, B.C.
V8W 3X4
Bid Fax: (250) 363-3344

REQUEST FOR PROPOSAL DEMANDE DE PROPOSITION

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

We hereby offer to sell to Her Majesty the Queen in right of Canada, in accordance with the terms and conditions set out herein, referred to herein or attached hereto, the goods, services, and construction listed herein and on any attached sheets at the price(s) set out therefor.

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

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

Comments - Commentaires

Title - Sujet JANITORIAL SERVICES WESTERN AREA	
Solicitation No. - N° de l'invitation W0103-115085/A	Date 2012-09-28
Client Reference No. - N° de référence du client W0103-115085	
GETS Reference No. - N° de référence de SEAG PW-\$VIC-220-6044	
File No. - N° de dossier VIC-1-34487 (220)	CCC No./N° CCC - FMS No./N° VME
Solicitation Closes - L'invitation prend fin at - à 02:00 PM on - le 2013-01-08	Time Zone Fuseau horaire Pacific Daylight Saving Time PDT
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: Mathewson (Vic220), Don	Buyer Id - Id de l'acheteur vic220
Telephone No. - N° de téléphone (250) 363-0585 ()	FAX No. - N° de FAX (250) 363-3344
Destination - of Goods, Services, and Construction: Destination - des biens, services et construction: DEPARTMENT OF NATIONAL DEFENCE CFB ESQUIMALT STN FORCES P.O.BOX 17000 VICTORIA British Columbia V9A7N2 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 - Pacific
Region
401 - 1230 Government Street
Victoria, B. C.
V8W 3X4

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

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PART 1 GENERAL INFORMATION

1. **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. **SUMMARY**: To provide all labour, materials, tools, equipment, supervision and transportation necessary for JANITORIAL SERVICES for **WESTERN** on a scheduled and on an "as and when requested" basis, for the Department of National Defence, CFB Esquimalt in Victoria BC and the surrounding area for a three (3) year period with an option to extend for two (2) x one (1) additional year(s) in accordance with the details outlined herein and with Annex "A" Statement of Work attached herein.

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

PART 2 BIDDER INSTRUCTIONS

1. STANDARD INSTRUCTIONS, CLAUSES AND CONDITIONS : All instructions, clauses and conditions identified in the bid solicitation by number, date and title are set out in the Standard Acquisition Clauses and Conditions Manual (<https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual>) issued by Public Works and Government Services Canada.

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

The 2003 (2012-07-11) Standard Instructions - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the bid solicitation.

The text under Subsection 4 of Section 01 - Code of Conduct and Certifications of 2003 referenced above is replaced by:

Bidders should provide, with their bid or promptly thereafter, a complete list of names of all individuals who are currently directors of the Bidder. If such a list has not been received by the time the evaluation of bids is completed, Canada will inform the Bidder of a time frame within which to provide the information. Failure to provide such a list within the required time frame will render the bid non-responsive. Bidders must always submit the list of directors before contract award.

Canada may, at any time, request that a Bidder provide properly completed and Signed Consent Forms (Consent to a Criminal Record Verification form - PWGSC-TPSGC 229) for any or all individuals named in the aforementioned list within a specified delay. Failure to provide such Consent Forms within the delay will result in the bid being declared non-responsive.

The text under Subsection 5 of Section 01 - Code of Conduct and Certifications of 2003 referenced above is replaced by:

The Bidder must diligently maintain the list up-to-date by informing Canada in writing of any change occurring during the validity period of the bid, and must also provide Canada, when requested, with the corresponding Consent Forms. The Bidder will also be required to diligently maintain the list and when requested, provide Consent Forms during the period of any contract arising from this 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. 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. ENQUIRIES - BID SOLICITATION : All enquiries must be submitted in writing to the Contracting Authority **no later than ten (10) calendar days before the bid closing date**. Enquiries received after that time may not be answered.

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

4. **APPLICABLE LAWS:** Any resulting contract must be interpreted and governed, and the relations between the parties determined, by the laws in force in British Columbia.

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. **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

Western, Tuesday, October 30th at 0800hrs, meet at the Naden gate. Transport will be provided to the Western areas. We will go out to Rocky Point first and work our way back thru Albert Head, Colwood, and The Fleet Diving Unit. Return to the Naden Gate 1430hrs.

Bidder's conference for ALL DND Janitorial, Friday, November 2nd at 1300 hrs location to be SH 575 conference room A second floor. Meet at the Naden Gate to pick up passes for those who did not do the Messes walk thru. Everyone meet at Dockyard main gate 1245 hrs. Walk to SH575, after the conference return to Dockyard Main Gate 1430hrs.

All visitors must be carrying picture ID to receive a pass for each area.

Each company representative will fill out the sign in log.

Monday thru Friday there will be a lunch break between 11:45 and 12:30.

To meet security and transportation requirements, Bidders are requested to communicate, IN WRITING, with the Contracting Authority no later than SEVEN (07) calendar day(s) before the scheduled visit to confirm attendance and provide the full names of the (maximum of) TWO(02) 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.

6. **OPTIONAL BIDDERS CONFERENCE:** A bidders' conference will be held **PLEASE SEE ABOVE**. The scope of the requirement outlined in the bid solicitation will be reviewed during the conference and questions will be answered. It is recommended that bidders who intend to submit a bid attend or send a representative. Bidders are requested to communicate with the Contracting Authority before the conference to confirm attendance. Bidders should provide, in writing, to the Contracting Authority, the names of the person(s) who will be attending and a list of issues they wish to table at least SEVEN (07) working days before the scheduled conference. Any clarifications or changes to the bid solicitation resulting from the bidders' conference will be included as an amendment to the bid solicitation. Bidders who do not attend will not be precluded from submitting a bid.

PART 3 BID PREPARATION INSTRUCTIONS

1. **BID PREPARATION INSTRUCTIONS:** Bids should be submitted in the format requested. If the Bidder feels that the terms and conditions of this solicitation will restrict it unnecessarily in any way, it should be stated so in the submission. Any deviations from the stipulated conditions should be given in detail with an explanation as to why they are being proposed. Canada requests that bidders provide their bid in separately bound sections as follows:

Section I:	Technical Bid:	- two (2) hard copies;
Section II:	Financial Bid:	- one (1) hard copy;
Section III:	Certifications:	- one (1) hard copy .

Prices must appear in the financial bid only. No prices should 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 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 explain and demonstrate how they propose to meet the requirements and how they will carry out the Work.

Section II: Financial Bid

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

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

Section III: Certifications

Bidders must submit the certifications required under Part 5.

PART 4 EVALUATION PROCEDURES AND BASIS OF SELECTION - PLEASE SEE ANNEX A1

1. SECURITY REQUIREMENT

1. BEFORE AWARD OF A CONTRACT, the following conditions must be met:

- (a) the Bidder must hold a valid organization security clearance as indicated in Part 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. Code of Conduct Certifications - Certifications Required Precedent to Contract Award

1.1 Bidders should provide, with their bids or promptly thereafter, a complete list of names of all individuals who are currently directors of the Bidder. If such a list has not been received by the time the evaluation of bids is completed, the Contracting Authority will inform the Bidder of a time frame within which to provide the information. Bidders must submit the list of directors before contract award, failure to provide such a list within the required time frame will render the bid non-responsive.

The Contracting Authority may, at any time, request that a Bidder provide properly completed and Signed Consent Forms (Consent to a Criminal Record Verification form - PWGSC-TPSGC 229) for any or all individuals named in the aforementioned list within a specified delay. Failure to provide such Consent Forms within the delay will result in the bid being declared non-responsive.

2. 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.

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 \$200,000.00 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, 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.

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.

CERTIFICATIONS :

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 contract award. 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

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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.

PART 6 RESULTING CONTRACT CLAUSES

1. A. 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.**

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).

B. CONTRACT FINANCIAL SECURITY

1. The supplier must provide to Canada one of the following contract financial securities within 10/TEN calendar days after the date of contract award:

- a. a certified cheque to the Receiver General for Canada in the amount of 10/TEN percent of the contract price; or
- b. an irrevocable standby letter of credit as defined in clause E0008C in the amount of 10/TEN percent of the contract price.

2. If Canada does not receive the required financial security within the specified period, Canada may terminate the contract for default pursuant to its default provision.

SACC Clause E0008C Security Deposit Definition 2012-07-16

2. **STATEMENT OF WORK** : To provide all labour, materials, tools, equipment, supervision and transportation necessary for JANITORIAL SERVICES for **WESTERN** on a scheduled and on an "as and when requested" basis, for the Department of National Defence, CFB Esquimalt in Victoria BC and the surrounding area for a three (3) year period with an option to extend for two (2) x one (1) additional year(s) in accordance with the details outlined herein and with Annex "A" Statement of Work attached herein.

3. **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.

2035 (2012-07-16) General Conditions - Higher Complexity - Services, apply to and form part of the Contract.

4. TERM OF CONTRACT

4.1 PERIOD OF CONTRACT: The period of the Contract is **from 01 APRIL, 2013 TO 31 MARCH, 2016.**

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/02 additional ONE/01 year periods 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.

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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. AUTHORITIES

5.1 Contracting Authority: The Contracting Authority for the Contract is:

Don Mathewson
Public Works and Government Services Canada
Telephone: (250)363- 0585
Facsimile: (250)363-0395
E-mail: don.mathewson@pwgsc.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 Site Authority: The Site Authority for the Contract is: Ken Lidstone

The Site 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 Site Authority; however the Site 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.

6. BASIS OF PAYMENT

6.1 BASIS OF PAYMENT - LIMITATION OF EXPENDITURE: The Contractor will be reimbursed for the costs reasonably and properly incurred in the performance of the Work, as determined in accordance with the Basis of Payment in Annex "B" , to a limitation of expenditure of **\$TO BE DETERMINED**. Customs duties are included and Goods and Services Tax or Harmonized Sales Tax is EXTRA, as applicable.

6.2 LIMITATION OF EXPENDITURE

1. Canada's total liability to the Contractor under this Contract shall not exceed **\$TO BE DETERMINED**. Customs duties are included and Goods and Services Tax or Harmonized Sales Tax is EXTRA, as 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 specifications, will be authorized or paid to the Contractor unless such design changes, modifications or interpretations have been approved, in writing, by the Contracting Authority prior to their incorporation into the Work.

The Contractor shall not be obliged to perform any work or provide any service that would cause the total liability of Canada to be exceeded without the prior written approval of the Contracting Authority. The Contractor shall notify the Contracting Authority in writing as to the adequacy of this sum when:

- (a) it is 75 percent committed, or
- (b) four (4) months prior to the Contract expiry date, or
- (c) if the Contractor considers that the funds provided are inadequate for the completion of the Work, whichever comes first.

3. In the event that the notification refers to inadequate funds, the Contractor shall provide to the Contracting Authority, in writing, an estimate for the additional funds required. Provision of such notification and estimate for the additional funds does not increase Canada's liability.

6.3 **CPI PRICE ADJUSTMENT:** At the time of the exercise of each option, the rates in the Basis of Payment (Annex B) will be increased or decreased by multiplying the rates by the percentage change in "The Consumer Price Index, major components, selected sub-groups and special aggregates, provinces, Whitehorse and Yellowknife, not seasonally adjusted" ("CPI") for the appropriate province for the 12 month period ending two months before the expiration date of the current period of the contract ("period"). The CPI which shall be used is published in Statistics Canada Catalogue no. 62-001-X, tables 9-1 to 9-12, for the appropriate province all-items CPI of the period as described above.

Consumer Price Index for Canada is published by Statistics Canada and is available at:

*<http://www5.statcan.gc.ca/bsolc/olc-cel/olc-cel?catno=62-001-X&chropt=1&lang=eng> ; or

*<http://www.statcan.gc.ca/subjects-sujets/cpi-ipc/cpi-ipc-eng.htm> ; or <http://cansim2.statcan.ca> , Table 326-0020.

6.4 INSPECTION AND ACCEPTANCE

The Technical Authority is the Inspection Authority. All reports, deliverable items, documents, goods and all services rendered under the Contract are subject to inspection by the Inspection Authority or representative. Should any report, document, good or service not be in accordance with the requirements of the Statement of Work and to the satisfaction of the Inspection Authority, as submitted, the Inspection Authority will have the right to reject it or require its correction at the sole expense of the Contractor before recommending payment.

7. 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.
2. Invoices must be distributed as follows:
 - a) The original and one (1) copy must be forwarded to the following address** for certification and payment.

 Base Construction Engineering Office
 PO Box 1700 Station Forces
 Canadian Forces Base Esquimalt
 Victoria, BC V9A 7N2
 ATTN: Contracts Office

 **(mail is to be sent to the Contracts office and NOT be addressed to the Site Authority by name)
 - b) One (1) copy must be forwarded to the Contracting Authority (PWGSC) identified under the section entitled "Authorities" of the Contract.

8. **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. **CANADIAN FORCES SITE REGULATIONS:** The Contractor must comply with all standing orders or other regulations, instructions and directives in force on the site where the Work is performed.

10. **APPLICABLE LAWS :** The Contract must be interpreted and governed, and the relations between the parties determined, by the laws in force in **>TO BE DETERMINED**

11. 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 (2012-07-16) General Conditions - Higher Complexity - Services
- (c) Annex "A", Statement of Work;
- (d) Annex "B", Basis of Payment;
- (e) Annex "C", Security Requirements Check List;
- (f) the Contractor's bid dated _____ (insert date of bid)

12. INSURANCE: The Contractor must comply with the insurance requirements specified herein. 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.

12.1 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 \$2,000,000.00 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.
 - (l) Sudden and Accidental Pollution Liability (minimum 120 hours): To protect the Contractor for liabilities arising from damages caused by accidental pollution incidents.
 - (m) Litigation Rights: Pursuant to subsection 5(d) of the Department of Justice Act, S.C. 1993, c. J-2, s.1, if a suit is instituted for or against Canada which the Insurer would, but for this clause, have the right to pursue or defend on behalf of Canada as an Additional Named Insured under the insurance policy, the Insurer must promptly contact the Attorney General of Canada to agree on the legal strategies by sending a letter, by registered mail or by courier, with an acknowledgment of receipt to:

Senior General Counsel,
Civil Litigation Section,
Department of Justice
234 Wellington Street, East Tower
Ottawa, Ontario K1A 0H8

A copy of the letter must be sent to the Contracting Authority. Canada reserves the right to co-defend any action brought against Canada. All expenses incurred by Canada to co-defend such actions will be at Canada's expense. If Canada decides to co-defend any action brought against it, and Canada does not agree to a proposed settlement agreed to by the Contractor's insurer and the plaintiff(s) that would result in the settlement or dismissal of the action against Canada, then Canada will be responsible to the Contractor's insurer for any difference between the proposed settlement amount and the amount finally awarded or paid to the plaintiffs (inclusive of costs and interest) on behalf of Canada

ANNEX "A" STATEMENT OF WORK

1.GENERAL: The work of this contract comprises of the supply of all labour, material, tools, equipment, transportation, and supplies to accomplish the janitorial cleaning services listed herein as scheduled or on an "as and when requested" basis, to the satisfaction of the Base Construction Engineering Office's designated representatives

1.1 For this contract, the **CONTRACTOR WILL SUPPLY** the following all toilet paper, paper towels, hand soap, urinal pads, sani-bags, latex gloves, plastic garbage bags, replacement shower curtains and recycle bags.

NOTE: the following information on quantities is a rough estimate prepared by using previous years usage. However, DND assumes no responsibility for this information and it is to be considered for reference only.

These amounts are for a calendar year.

Latex Gloves	15 cases > 10 boxes per case> 100 per box
Shower Curtains	0/NO units > 36" x 78" white fabric, antimicrobial
Single Fold Paper Towel	169 cases > 15 packages per case > 268 single ply sheets per package
Jumbo Paper Towel	0/NO cases> 6 rolls per case> 8 inch x 800 ft single ply per roll
Toilet Paper	42 cases > 48 rolls per case> 100 single ply sheets per roll
Jumbo Toilet Paper	10 cases > 8 rolls per case > 2000 foot single ply sheets per roll
Hair and Body Wash Soap	32 cases > 6 units per case> 01 litre units
22x24 Plastic Bags	31 cases with 1000 bags per case
30x38 Plastic Bags	22 cases with 500 bags per case
35x50 Plastic Bags	24 cases with 200 bags per case
42x48 Plastic Bags	05 cases with 200 bags per case
Sani Bags	01 cases with 500 bags per case
Urinal Screens	17 cases with 50 per

1.2 All staff shall be fluent (verbally and written) with the English language. This is essential as staff is required to fully comprehend WHMIS, Safety SOP's, fire orders, and interaction with CFB Esquimalt staff.

2. CFB ESQUIMALT ENVIRONMENTAL POLICY: As part of the Base's Environmental Policy, we have committed to managing the significant environmental aspects of our operations to ensure their environmental impact is minimized and that pollution is prevented.

2.1 The Contractor's employees will observe and follow the Base Recycling Program as instructed by the BCEO Contract Authority.

3. SITE OF WORK: The site of this work will be the **WESTERN** geographical area.

3.1 Building List

Bldg #	Square Meters (m ²)			Stalls			Area Use	Access Hours
	Total	Hard floor	Carpet	Bath room	Shower	Urinals		
TB-3	28	28	0	0	0	0	PIDT Office	0800-1600 M-F
TB 184	43	43	0	0	0	0	Dive Team office	0800-1600 M-F
TB 194	43	43	0	0	0	0	Doctor's Office	0800-1600 M-F
TB 195	23	23	0	3	3	1	Washroom	0800-1600 M-F
1	125	125	0	0	0	0	Gym0800-1600 M-F	0800-1600 M-F
2	125	125	0	2	0	0	Office0800-1600 M-F	0800-1600 M-F
4	129	129	0	2	0	0	Admin Bldg	0800-1600 M-F
5	150	150	0	4	2	0	Mess/Shower/Locker	0800-1600 M-F
6	102	102	0	2	2 gang	1	Shower/Locker	0800-1600 M-F
10	4	4	0	1	0	0	Offices0800-1600 M-F	0800-1600 M-F
12	264	264	0	2	0	0	Classroom	0800-1600 M-F
14	72	72	0	0	0	0	Theatre0800-1600 M-F	0800-1600 M-F

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15	54	54	0	0	0	0	Classroom	0800-1600 M-F
56	27	27	0	1	1	0	EOD Facility	0800-1600 M-F
58	156	156	0	2	4	4	Office/Locker/Shower	0800-1600 M-F
Colwood								
38	120	120	0	1	1	0	Guard Office	0800-1600 7days
57	9	9	0	0	0	0	Guard Kiosk	0800-1600 7 days
65	57	57	0	0	0	0	Stores/Office	0800-1600 M-F
66	769	769	0	7	0	2	Storage Depot	0800-1600 M-F
94	287	287	0	2	3	1	Gym0800-1600M-F	0800-1600M-F
103	2050	2,050	0	9	4+3ga ng	9	Fire Fighter Trainer	0800-1600M-F
104	1422	1,422	0	8	0	4	Damage Control HQ	0800-1600M-F
203	140	140	0	1	0	0	DCC Field Office	1700-onward M-F
205	13	13	0	1	0	0	Washroom	0800-1600 M-F
206	5	5	0	0	0	0	Kiosk0800-1600 M-F	0800-1600 M-F
218	1394	1,079	315	14	2	4	CPAC activity center	Variable
220	123	95	28	2	2	1	Fuel Control Tower	1630-onward M-F
222	4	4	0	1	0	0	Fuel Jetty Washroom	0800-1600 M-F
Belmont Park								
3	434	114	320	1	0	0	Chapel0800-1600M-F	0800-1600M-F
4	430	165	265	1	0	0	Chapel0800-1600M-F	0800-1600M-F
5	112	8	104	1	1	0	Rangers Office	0800-1600M-F
13	181	34	147	2	3	0	Ranger Office	0800-1600M-F
TB193	84	84	0	1	0	0	Ranger Office	0800-1600M-F
20	360	360	0	6	0	2	(YAC)YouthActivityCenter	0800-1600M-F
Albert Head								
1004	84	84	0	0	0	0	Office0800-1600 M-F	0800-1600 M-F
1006	190	190	0	2	0	0	Ranger Office	0800-1600 M-F
1012	171	171	0	15	2Lg gang	0	Ablution Trailer	0800-1600 M-F
1014	43	43	0	0	0	0	Sick Bay0800-1600 M-F	0800-1600 M-F
1015	47	47	0	3	2	1	Mess Hall0800-1600 M-F	0800-1600 M-F
1017	144	144	0	0	0	0	Quarters0800-1600 M-F	0800-1600 M-F
1018	144	144	0	0	0	0	Quarters0800-1600 M-F	0800-1600 M-F
1019	144	144	0	0	0	0	Quarters0800-1600 M-F	0800-1600 M-F
1020	144	144	0	0	0	0	Quarters0800-1600 M-F	0800-1600 M-F
1021	460	460	0	12	12	0	Quarters0800-1600 M-F	0800-1600 M-F
1023	460	460	0	12	12	0	Quarters0800-1600 M-F	0800-1600 M-F
1029	13	13	0	0	0	0	Stores Office	0800-1600 M-F
1030	70	70	0	1	1	0	Range Control Office	0800-1600 M-F
1031	45	45	0	0	0	0	Offices0800-1600 M-F	0800-1600 M-F
1032	240	240	0	0	0	0	Canteen0800-1600 M-F	0800-1600 M-F
1037	112	112	0	0	0	0	Gymnasium	0800-1600 M-F
1040	10	10	0	0	0	0	Commissionaire Booth	0800-1600 M-F
1041	150	150	0	1	0	0	Sound Range	0800-1600 M-F
1042	84	84	0	0	0	0	Classroom Trailer	0800-1600 M-F
1043	84	84	0	0	0	0	Classroom Trailer	0800-1600 M-F
1044	84	84	0	0	0	0	Classroom Trailer	0800-1600 M-F
1045	84	84	0	0	0	0	Classroom Trailer	0800-1600 M-F
1046	92	92	0	0	0	0	Classroom Trailer	0800-1600 M-F
1047	92	92	0	0	0	0	Classroom Trailer	0800-1600 M-F
1048	92	92	0	0	0	0	Classroom Trailer	0800-1600 M-F
1049	92	92	0	0	0	0	Classroom Trailer	0800-1600 M-F
1066	50	50	0	3	4	2	Ablution Trailer	0800-1600 M-F
1075	1179	1,179	0	11	1	2	Administration	0800-1600 M-F
1076	553	553	0	13	16	6	Accommodation	0800-1600 M-F
TB73	33	33	0	0	0	0	Lounge0800-1600 M-F	0800-1600 M-F
TB84	54	54	0	5	4	0	Men's Washroom	0800-1600 M-F

TB100	50	50	0	4	4	1	Women's Washroom	0800-1600 M-F
TB101	50	50	0	4	4	1	Men's Washroom	0800-1600 M-F
Rocky Point								
38	641	641	0	6	0	1	Administration	0800-1600 M-F
39	103	84	19	2	0	1	Main Gate	0800-1600 M-F
41	738	738	0	10	12	8	Canteen	0800-1600 M-F
44	9	9	0	1	0	1	CE Office/Heads	0800-1600 M-F
45	4	4	0	0	0	0	Battery Shop Head	0800-1600 M-F
47	45	45	0	1	0	0	Stores Office/Head	0800-1600 M-F
48	16	16	0	2	0	2	Torpedo Shop/Head	0800-1600 M-F
67	56	56	0	0	0	0	Offices/Lab/Ramp	0800-1600 M-F
72	40	40	0	2	0	3	Commissionaire Office	0800-1600 M-F
74	10	10	0	2	0	1	Heads-field	0800-1600 M-F
75	10	10	0	2	0	1	Heads-field	0800-1600 M-F
90	10	10	0	2	0	1	Heads-field	0800-1600 M-F
91	10	10	0	1	0	1	Head/Breezeway/Ramp	0800-1600 M-F
137	175	175	0	1+2 ang	5	2	Missile Facility	0800-1600 M-F

3.2 The Site Authority has the right add or subtract buildings or areas of work to or from the building list. When a building has been removed from the list, permanently or temporarily, the lot price for that building will be deducted from the monthly invoice. When a new building or area is added to the building list, the site authority shall obtain an estimate from the contractor.

4. SITE VISIT & MEASUREMENTS: See details in the solicitation document concerning the site visit. Bidders are advised that area measurements given are to serve as a guide only, and should any discrepancy arise, it is the bidder's responsibility to obtain clarification. Bidders should take their own measurements and verify the measurements and the areas listed.

5. CONTRACTORS RESPONSIBILITIES: It is the Contractor's responsibility to examine the surfaces which are to be maintained, ascertain their condition and bring, to the Site Authority's attention any defective surfaces or areas requiring repair. **This must be done in writing and within ten (10) days of award of contract.**

5.1 The contractor will ensure that all employees working on site have been trained in WHMIS procedures, and comply with all WHMIS regulations regarding use, handling and storage of cleaning supplies.

5.2 All Cleaning Service Providers and their personnel shall be trained in the proper handling of chemicals, proper use and maintenance of cleaning equipment, and proper cleaning procedures in accordance with WHMIS regulations and manufacturer specifications.

5.3 The Contractor will observe and enforce all safety regulations required by the Canada Labor Code part 2, Work Place Health and Safety, and Workers Compensation.

5.4 The Contractor shall ensure all employees have adequate personal protection to guard them from all hazards to which they may be exposed.

5.5 There must be a minimum of one, on-site employee that has had First Aid Training and/or Certification available at all times

5.6 The Contractor will observe and enforce all fire regulations as set down by the Base Fire Chief, and shall not store any flammable substances on site.

5.7 The Contractor shall at all times provide and maintain an adequate and suitable means of saving the building and contents from damage or defacement during the course of the work; i.e., drop cloths, tarpaulins, etc.

6. DEFINITIONS

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6.1 SITE AUTHORITY: The term "SITE AUTHORITY", where it appears in these specifications, shall mean the Base Construction Engineering Officer or his designated representative of the BCEO Contracts Office, who will make regular inspections and be available to ensure the specifications are observed.

6.2 WORK: The furnishing of all labor, materials and equipment to carry out and properly perform all (but not limited to) light and heavy duty interior building cleaning, maid service, carpet cleaning, floor stripping, scrubbing, and finishing, and interior window washing services as set out herein. The work of this contract does not include cleaning service to controlled access areas/buildings being serviced by Base cleaning staff. The Contractor will not be required to clean the following areas, unless specified herein; exercise equipment, electrical and telecommunication closets, heating and ventilating rooms, storage rooms, interior of trophy and display cases, behind bars, office equipment, coffee boats, kitchen equipment, microwaves, fridges, ranges, personal property, work stations, cubicle walls, removing books from bookcases, replacement of fluorescent tubes and incandescent bulbs, indoor rifle range areas, workshops, garages, and hangers.

6.3 CONTRACTOR: The person, entity or entities named in the Contract to supply goods, services, or both to Canada.

6.4 CONTRACT COORDINATOR The Site Authority who will make periodic inspections and will be available to give advice and direction to ensure the specifications are observed and assist with the interpretation of the specifications as related to cleaning standards and level of service.

6.5 EXTRA WORK: The furnishing of all labor, material and equipment to carry out and properly perform services over and above those specified herein. The Contractor shall not perform services in excess of those specified herein without prior approval of the Site Authority.

7. SUB-CONTRACTORS: No sub-contracting permitted.

8. SITE AUTHORITY: The Site Authority shall have the following rights;

8.1 Authority to decide whether any part of the work has been performed to the level of quality specified in the proposed Contract;

8.2 Authority to question, accept or reject the quality and quantity of any labor or material used in the execution of the work;

8.3 Authority to define the Contractor's area of responsibilities within the Contract;

8.4 Authority to question the timing or scheduling of the various phases of the work.

8.5 Authority to increase or decrease the scope of work in accordance with the terms and conditions, or eliminate areas as required; and

8.6 Authority to inspect, accept or reject work done by the contractor.

9. SCHEDULE: Hours of work, numbers of buildings and usage is outlined in para 3.1 Building list.

10. FREQUENCY: The work shall be done in accordance with the cleaning schedule. Frequency of cleaning may be increased, decreased, or otherwise changed in specified areas as requested by the Site Authority. Increase or decrease would normally be caused by the amount of usage, weather conditions, temporary closure, demolition, renovation, etc. The access hours may be changed due to operational requirements, however adequate lead time will be given to the contractor.

11. CO-OPERATION WITH OTHER WORKERS: The Contractor will co-operate fully with other contractors or workers sent onto the site of the work by the Site Authority.

12. STANDARD OF WORK: All work referred to in this contract must be carried out in a first class manner.

13. MATERIALS AND EQUIPMENT: The Contractor shall provide all tools, equipment and materials required to safely carry out and properly perform the janitorial service specified herein including all necessary machines, vacuums, brushes, mops, pails squeegee, etc. The contractor shall supply all detergents, cleaning materials,

sealers, waxes, etc. Only those cleaning supplies intended for use on the surface to be cleaned are to be used as per the manufacturer's instructions.

13.1 Equipment and materials may include, but are not limited to the following:

Ladders;
Scrubbing machines and steam cleaning unit;
Mops;
Polisher;
Vacuums, brooms and dust mops;
Small tools and hammers, wrenches and screwdrivers;
Synthetic detergent, general purpose powder;
Synthetic detergent, general purpose liquid;
Paste wax;
Water emulsion wax;
Tri-sodium phosphate;
Remover, for water-emulsion type floor wax;
Sweeping compound, oil base;
Sweeping compound, water base B; and
Power washers.

13.2 All materials such as soaps, detergent, cleaning materials, waxes, sealers, must be biodegradable, phosphate-free, odorless, low-odor, low volatile organic compounds (VOC) products for all general purpose cleaning and comply with the latest issue of the Canadian General Standards Board specifications or meet the intent of the current specification. Cleaning agents and materials must be of the best industrial quality and meet the Environmental Choice Program Certification ("Eco-Logo") criteria or equivalent. These products must be supplied at no extra cost.

13.3 The use of strong detergents or abrasive cleaners is not acceptable and any such agents found on site at CFB Esquimalt will be confiscated and there will be no compensation. Damage resulting from the use or misuse of such agents or materials shall be assessed against the Contractor and shall be deducted from monies due the Contractor by the Crown. It is the responsibility of the Contractor to ensure that cleaning products will not cause damage to the surface being cleaned or to the environment in and/or around CFB Esquimalt.

13.4 All cleaning materials and the methods used must be suitable to the application intended and follow the manufacturer's recommendations. Use of products other than those approved by the Site Authority will be subject to random sampling and laboratory testing at the Contractor's expense. A Material Safety Data Sheet (MSDS) and sufficient product information to permit an assessment must accompany all requests for approval. An up to date MSDS file shall be maintained for all controlled products used by the contractor. This file shall be kept on site and shall be easily accessible to contractor's employees and the Site Authority.

13.4.1 MSDS Contact Person (Contractor) Provide notification to building management of any cleaning products used in the building. This shall include a list of all chemicals that may be used. It shall also include the name, address, and phone number of the contact person in the building; a statement that the contact person maintains the product labels and Material Safety Data Sheets (MSDSs) of each product used in the building; and information that the label or MSDSs are available for review upon request. The contact person shall be available for information and comment.

13.5 The Contractor shall supply only new or recently restored to good condition, floor polishers. Special attention will be given to keep dust to an absolute minimum.

13.6 The Contractor shall supply all required equipment in new or good condition that is necessary to safely and efficiently perform the work. All of the contractor's equipment shall be clearly labelled with the Company Name.

13.7 The Contractor must ensure that all mobile equipment (i.e. barrels, utility carts, etc.) will be equipped with resilient bumpers and non-marking wheels and castors.

13.8 Equipment used on a daily basis will usually remain in the building. Storage space (if available) will be allocated by the Site Authority. Equipment maintenance and repairs shall be at the Contractor's expense. Major repairs to the equipment must be performed offsite.

13.9 All equipment used for cleaning operations must be certified for use in the application intended. All of the equipment is subject to inspection by the Site Authority at any time. If any equipment is found to be defective, it shall be removed by the contractor from the work site and replaced/repared with in twenty-four (24) hours.

13.10 Specialized equipment, used periodically by the Contractor shall not be stored in any of the buildings without the prior approval of the Site Authority.

13.11 The Contractor shall not use the facilities of the site for storage of materials or equipment for use elsewhere, nor shall other operations of the Contractor be directed from Department property.

13.12 The Contractor shall ensure that highly visible "Wet Floor" signs are utilized when floors pose a potential slipping hazard in accordance with industry norms.

14. WORKPLACE HAZARDOUS MATERIALS INFORMATION SYSTEM (W.H.M.I.S.): It is mandatory that the Contractor complies with W.H.M.I.S. (criteria). W.H.M.I.S. is a Canada-wide, federally imposed legislation system to classify and label products used in the workplace. The program requires that workers are informed and knowledgeable about the potential health effects of hazardous materials in their work environment and how they can be handled and disposed of safely. The legislation states that all chemicals must be labelled by a mark, sign, tag, sticker, etc., and that the M.S.D.S. must be provided for all materials controlled by WHMIS.

14.1 Use of flammable cleaning material shall be at the Site Authority's approval only and shall be removed from premises at the end of each workday. Storage of hazardous material must comply with WHMIS criteria.

14.2 All Cleaning Service Providers and their personnel shall be trained in the proper handling of chemicals, proper cleaning procedures and the proper use and maintenance of any cleaning equipment in use in accordance with WHMIS procedures and regulations and manufacturer specifications. The contractor must provided proof of WHMIS training for staff when requested.

14.3 The contractor shall, act at all times in adherence to WHMIS, and use environmentally preferred materials (EcoLogo or Green Seal Certified) as per the annexes identified herein;

a) Furnish a complete written material list that includes statement of the origin, composition and/or manufacturer of any or all materials used in the work. If requested, the Contractor may be required to provide samples of materials from his stock for testing purposes. It is the intent of this contract to use environmentally friendly products and materials. All cleaning products that may enter the sewer system must be compatible for use with a Septic Treatment Plant System and the contractor must demonstrate this in his material list submission;

b) Provide Material Safety Data Sheets (MSDS) in compliance with WHIMS regulations or any material labelled as potentially hazardous, which is brought into the building by the Contractor. The site authority may refuse entry of such material without provision of appropriate MSDS sheets. MSDS sheets shall be kept up to date and prominently displayed in areas where such material is stored by the Contractor and include their company's environmental policy. This policy which should include the process for cleaning material disposal, types of products, certifications and their Risk Management Plan etc. This item will be a consideration in tender evaluations. It is the intent of CFB Esquimalt that this be a "Green" environmentally sensitive and responsible contract.

14.4 Special Needs & Sensitivities: Cleaning Service Providers shall request facility managers to identify building occupants with special needs or sensitivities (to dust, chemicals, noise levels, etc.) and have a process in place to work with management, cleaning staff, and the individual(s) to mitigate the problem.

14.5 Reporting Cleaning Opportunities: Cleaning Service Providers shall provide information to facility managers that define opportunities for building occupants to reduce the need for more intensive cleaning processes or treatments (e.g., reporting spills and making attempts to reduce clutter in personal spaces

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14.6 Reporting Pests and other cleaning issues. Cleaning Service Providers shall Communicate to the management or owners of the building the presence of pests and any maintenance issues discovered while performing cleaning operations

15. **TELEPHONE:** Contractor shall maintain a telephone (manned continuously) from 0600 to 2200 hours Monday to Friday. The Contractor shall also provide an emergency telephone number (or numbers). Use of paging device is acceptable; however, if undue delays develop in response time to calls the use of paging devices will be discontinued. Telephone answering machines are not an acceptable substitute for a paging or manned telephone service.

16. **SUPERVISION:** The Contractor shall provide competent supervision of the work at all times through a dedicated representative as follows:

Working Supervisor, on site during normal working hours as specified herein. Working Supervisor must commit 20% of time to training, guidance, instruction and supervisory responsibilities. The Supervisor must have delegated authority to make commitments on behalf of the Contractor. Authorized alternate, who in the absence of the Working Supervisor will have the same level of delegated authority.

The Working Supervisor and/or alternate must be able to communicate effectively in English, both written and oral to protect worker health and safety by complying to safety, security and WHIMS regulations.

The Working Supervisor or alternate will report to the Site Authority on a daily basis (timing by mutual agreement) to review schedules, for briefing on special projects and to resolve any areas of potential conflict.

The Site Authority unless requested to do so by the Contractor, or unless necessary to maintain order and discipline, shall not interfere With Contractor's staff in the performance of their duties and shall deal only with the Contractor or designated representative.

17. **OPERATING/SHIFT SCHEDULE:** The Contractor, within ten (10) days of award of contract, shall submit a proposed shift schedule showing the exact number of days and the labor distribution required to cover the cleaning schedule. Labor distribution will specify the number of workers and the number of hours nominally required to clean each site. Any change or deviation from the agreed upon schedule must be approved by the Site Authority. Proposed shift schedules must be submitted in writing.

18. **HOURS OF WORK:**

a) Work shall commence as per - para 3.1 Building list; b) Working hours may be changed at the request of the Contractor and approval of the Site Authority, or at the direction of Site Authority;

c) Days of cleaning are five (5) days per week, Monday to Friday unless otherwise stated.

d) Weekends: Scheduled on an as requested basis and are considered between 0001 hrs Saturday to 2400 hrs Sunday.

e) Statutory holidays are not included in days of work unless otherwise stipulated. Statutory holidays would be priced as working a weekend day. Statutory holidays are defined as:

New Years day - January 1

Good Friday - Friday preceding Easter

Victoria Day - Monday preceding May 24

Canada Day - July 1

BC Day - First Monday in August

Labour Day - First Monday in September

Thanksgiving - second Monday in October

Remembrance Day - November 11

Christmas Day - December 25

19. **SERVICES PROVIDED** (where space is available): Storage space in buildings covered by the contract. Electricity, hot and cold water as required in the execution of the services specified herein shall be provided by CFB Esquimalt at no charge to the Contractor.

20. **LITTER:**

If at any time, litter collected during the course of this contract cannot be placed in the appropriate container, it shall be transported to the nearest suitable container and the situation reported to the Site Authority no later than next day between the hours 0730 & 1200.

Litter shall be transported by the Contractor in a covered container.

Litter spilled or left outside the collection container shall be cleaned up by the Contractor immediately, or cleaned up at the expense of the Contractor, to the satisfaction of the Site Authority.

Collection containers shall be kept covered at all times.

CFB Esquimalt recycles waste paper, cardboard, and mixed containers. It shall be the Contractor's responsibility to place recycled materials from the indoor collection points into the appropriate outdoor containers. The janitorial contractor MAY be responsible for any extra costs incurred by DND if the cleaners deposit waste into the wrong container and the garbage contractor needs to sort the garbage before collecting it.

21. CLEANLINESS & HYGIENE:

Janitor storage closets shall be kept clean, neat and tidy at all times.

Dusters and mops, both wet and dry shall be thoroughly cleaned after each use to avoid odors and hygiene problems.

All cleaning staff shall ensure that their personal hygiene and/or perfumes are of a level as not to offend building occupants.

22. UNIFORMS: Contractor shall make suitable uniforms available to all staff in sufficient quantities to permit a change at least twice a week. Personnel employed as Cleaners must be suitably uniformed as follows: A clean industrial type shirt with company name or crest affixed to the shirt.

23. STAFFING REQUIREMENTS: The contractor shall ensure that the staffing requirements are met throughout the life of the contract.

a) NON-PERMANENT RESIDENT (CDN COMPANIES): The contractor is responsible for compliance with the immigration requirements applicable to non-permanent residents entering Canada to work on a temporary basis in fulfilment of the Contract. In some instances, employment authorization necessary to enter Canada cannot be issued with prior approval of a Canada Employment Centre (CEC). A CEC should always be contacted as soon as the decision to bring in a non-permanent resident is made. The Contractor will be responsible for all costs incurred as a result of non-compliance with immigration requirements.

b) NON-PERMANENT RESIDENT (FOREIGN COMPANIES): The Contractor shall ensure that non-permanent residents intending to work in Canada on a temporary basis in fulfilment of the Contract, who are neither Canadian citizens nor United States nationals, receive all appropriate documents and instructions relating to Canadian immigration requirements and secure all required employment authorizations prior to their arrival at the Canadian port of entry. The Contractor shall ensure the United States nationals having such intentions receive all appropriate documents and instructions in that regard prior to their arrival at the Canadian port of entry. Such documents may be obtained at the appropriate Canadian Embassy / Consulate in the Contractor's country. The Contractor will be responsible for all costs incurred as a result of non-compliance with immigration requirements.

c) REPLACEMENT OF PERSONNEL: The Contractor shall provide the services of those person(s) named in its proposal, and any additional employees necessary to perform the Work and provide the services required under this Contract, unless the Contractor is unable to do so for reasons beyond the control of the Contractor. Should the Contractor, at any time, be unable to provide the employees named above, the Contractor shall be responsible for providing replacements who shall be of similar ability and attainment and who shall be acceptable to the Technical Authority and the Contracting Officer. In such cases, the Contractor shall notify in writing, both the Technical Authority and the Contracting Officer and provide:

- i) the reason for the removal of the named employee(s) from the Work;
- ii) the name of the proposed replacement(s);
- iii) an outline of the qualifications and experience of the candidate(s); and
- iv) accepted security clearance certification(s), as applicable.

Such notice shall be sent at least thirty (30) days in advance of the date on which any replacement is to commence work. Any change to the terms and conditions of the contract which results from a replacement of personnel shall be effected by a contract amendment.

d) COMMUNICATION: Contractor's employees must have a working knowledge of the English language, both oral and written. This is essential as staff is required to fully comprehend WHMIS, Safety SOP's, fire orders, and interaction with CFB Esquimalt staff.

23.1 Notwithstanding the foregoing, the Contractor is required to perform the Work and provide the services in accordance with the terms of the contract.

24. SECURITY: Following CFB Esquimalt security regulations, picture ID is required to enter DND property; it is to be carried at all times and produced upon request. The Contractor shall present a list of all employees who will be working on site, to the Site Authority.

- a) The Contractor and contractor's employees shall be responsible for securing all doors and windows in work areas when vacating the building.
- b) Keys for each building will be made available to the Contractor. The Contractor shall designate employees who will be responsible for signing out keys and returning them at the end of the shift.
- c) AT NO TIME, WILL KEYS BE TAKEN OFF DND PROPERTY.
- d) Keys entrusted to the Contractor must be controlled and kept secure at all times.
- e) All doors, which must be unlocked to gain entry during working hours, must be kept locked during the performance of the janitorial service.
- f) Contractor shall be responsible for the cost to re-key a building or room to which keys, while in the possession of the Contractor or Contractor's employees have been lost.
- g) Contractor will ensure DND picture ID passes are returned to the ID section at Naden main gate, upon termination of this contract or termination of an employee.
- h) A Police Records Check/Vulnerable Sector Screening (PRC/VSS) shall be completed for the Contractor and all of their employees by the local police establishment where they reside. The initial PRC/VSS shall be completed within two/02 weeks of an individual commencing employment and shall be renewed every three/03 years. Previous PRC/VSS reports which are less than three/03 years old shall be acceptable. Completed PRC/VSS reports shall be forwarded to the Contractor who in turn shall forward to the RCIS (Pac) Support Services Officer (Contract Supervisor) for review and file.

In the event that a positive finding is made on a PRC/VSS, published Cadet Administrative and Training Orders by the Department of National Defence (CATO 23-04-B) shall govern whether or not that employee is suitable for continued employment at Site. The Commanding Officer Regional Cadet Support Unit (Pacific) shall be the final authority for determining unsuitability.

Costs associated for completion of the PRC/VSS shall be the responsibility of the Contractor.

25.1 Performance Report: The quality of the Contractor's performance will be assessed through the Site Authority's inspections in conjunction with the terms, conditions and specifications of the Cleaning Standards in conjunction with the Cleaning Schedules. The site authority has the authority to conduct unscheduled inspections at his/her discretion.

25.2 Unsatisfactory Performance Report (UPR): In the event that the contractor fails to perform any of the work in accordance with the specifications, the site authority will submit an Unsatisfactory Performance Report (UPR). This UPR shall be given immediate attention by the contractor. Within 48 hours a written response, outlining corrective action taken, shall be submitted to the site authority and PWGSC.

25.3 Penalty: Failure to Rectify: When the contractor fails to perform any aspect of the service and, if after verbal and written notification by PWGSC this failure isn't corrected within 48 hours of notification, or if the same complaint is made twice or more within a period of 30 days, the contractor agrees to pay Her Majesty 10% of the monthly rate for service. The aforesaid amount is agreed to be a fair and reasonable estimate of such damages or loss. 25.4 Contractors are advised that the performance remedy WILL be enforced without exception. The following shall constitute proof of failure to provide the level of service defined and will be cause for termination of the contract:

- a) The necessity to file a written notice of failure to perform on more than 3 occasions during the period of the contract; or
- b) The necessity to apply liquidated damages more than twice during the period of the contract.

25.5 TERMINATION

In addition to any other right to terminate set out in the General Conditions forming part of the contract, the Minister shall have the right to terminate this agreement on giving 30 days notice to the contractor, such notice to be sufficient if given by registered mail.

26. **ENERGY CONSERVATION:** Contractor shall limit energy consumption by turning lights out upon completion of an area

27. **EMERGENCY AND FIRE ALARM SYSTEM AT CFB ESQUIMALT:** All of the Base buildings have a Fire Alarm System. In the event of an alarm being sounded, vacate the building by using the nearest safe fire exit and gather at the building fire muster area. The contractor must ensure that all employees know where the nearest fire exit is at all times and where the muster area is to report to.

28. **FIRE SAFETY:** All litter waste papers and sweepings shall be picked up in an approved container. All litter waste papers and sweepings so collected shall be removed from the work site and placed in the appropriate waste disposal bin.

Janitor rooms 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. All mops shall be stored in a suspended position to allow free circulation of air around the mop heads.

Hot plates must not be used on base, electric appliances must not be used in rooms in which cleaning material or equipment is kept.

Care shall be taken when collecting combustible or flammable material, i.e. contents of cigarette stands, sand pails, etc. Combustible or flammable material shall be collected in appropriate metal containers.

All buildings are designated as NO SMOKING AREAS. Smoking is prohibited in buildings and is only allowed in certain areas of the base. No smoking signs are to be strictly adhered to.

Damages caused because of lack of due care and observation of fire safety measures by Contractor's Employees, will be "made good" by the Contractor or assessed against the Contractor and deducted from monies owed by the Crown.

28.1 Employees must be familiar with the locations of exit routes, fire alarm pull stations, fire extinguishers and the nearest muster station to their work area. Staff members should establish, for themselves, a primary and alternate route leading to ground levels, and also assist others who may not be familiar with the site.

29. FIRE PROCEDURES:

- a) If a fire is discovered, activate alarm by pulling fire alarm box.
- b) When the fire alarm sounds, close doors and windows behind you and evacuate the building immediately.
- c) Leave by the nearest safe exit and proceed to your designated muster station. Report your presence to the fire warden.
- d) Remain at the muster station until all alarms are silenced and you are instructed to return to work. Muster stations are located as per the building Fire Plan.

30. FIRE PREVENTION GUIDELINES: Within your work area you should;

- a) Know the locations of alarms, exits, and extinguishers.
- b) Have identified two exit routes.
- c) Be prepared to assist in an emergency by co-operating with others, and ensuring that visitors and others know how to protect themselves.
- d) Report blocked exits, inoperative fire doors, missing extinguishers, dangerous or defective equipment to the Safety Officer or Chief Fire Warden.
- e) If you smell smoke or gas, pull the closest alarm and proceed to nearest exit.

31. STAFFING LEVELS

It is the contractor's responsibility to employ sufficient number of employees to ensure that all of the buildings listed are cleaned to the level specified.

32. **CLEANING RESULTS EXPECTED:** It is the purpose of this section to illustrate that the areas of responsibility described herein; are to be kept in a clean, tidy and sanitary condition. DND is intent on providing its employees with a work environment consistent with acceptable health standards. To that end, the following applies:

32.1 **Carpeted Areas** -All wall to wall broadloom carpets and area rugs located in offices, conference rooms, hallways, meeting rooms etc, are to be cleaned daily of surface debris such as paper punchings, paper clips, thread, photocopy toner and dirt. Vacuuming shall be performed as scheduled so as not to allow the accumulation of dirt that can become embedded in the carpet pile. All carpet vacuums shall be equipped with a power rotating brush head. Liquid stains and spills shall be spot cleaned as required, and not allowed to accumulate dirt. Steam

cleaning will be performed as scheduled or as requested using an approved truck mounted steam cleaning system. All furniture shall be adequately protected from water staining. Drying fans shall be used where necessary to promote quick drying, and avoid the propagation of mold and mildew.

32.2 Hard Flooring -All hard flooring (vinyl, tile, terrazzo and wood etc) is to be kept in a bright, attractive as possible condition, free and clear of accumulated dirt and grime, boot scuffs, rubber marks and liquid stains. Sweep, dry mop or vacuum as per schedule. Damp mop using floor cleaner or disinfectant as per schedule. Burnishing, scrub & refinishing (see definition in para 35) and stripping and finishing (see definition in para 35) will be performed as required. It is accepted that floors will degrade in appearance between heavy floor finishing.

32.3 Windows and Doors -Janitorial staff will be responsible to maintain window glass within the building perimeter, including entrance/exit windows and sidelights in a clean, dust and streak free condition, free of fingerprints and smudges. The inside of perimeter window shall be cleaned of dirt and cob webs as per schedule. Doors and jambs, including door exteriors are to be kept free of finger marks and boot marks.

32.4 Washrooms, Locker rooms, Gang Showers -All interior and exterior surfaces of fixtures, wash basins, bathtubs, shower and toilet stalls, toilet seats, bases, bowls and urinals, flush tanks and exposed piping are to be cleaned, disinfected and free of spots, stains, finger marks, soap scum, odors, mildew and mold. Chrome, brass or similar surfaces are to be clean, bright and free of finger marks, spots and stains. Mirrors and frames are to be clean and polished, free of finger marks, streaks and stains. Showers and tubs are to be clean and disinfected, surfaces and fixtures should be smooth with no soap buildup, drains are to be free of hair and other debris, shower floors are to be clean of soap scum and body & hair cleaning products to maintain a slip free surface. There may be a requirement on occasion for the contractor to clean up human waste. The contractor must ensure that proper protective equipment is worn and that the area is sanitized using the appropriate equipment and supplies. Floor drains are to be regularly flushed with fresh water to prevent smells of sewer gas from entering.

Waste receptacles & sani-bag bins are to be emptied daily and kept free of finger marks, smudges and odors.

All towel and soap dispensers are to have an adequate supply of product for the following days use.

Horizontal surfaces are to be kept clean and dust free, also exhaust ventilation grills are to be kept free of dust and lint, especially in shower areas.

32.5 Building Entrances -Entrances, foyers, waiting areas, stairways and corridors are to be kept in a clean tidy condition. Windows in entrance doors, transoms and sidelights (interior & exterior) are to be kept clean and free of fingerprints, smudges and dust. Entrance mats are to be kept clean of sand, dirt and debris.

32.6 Walls -Walls are to be kept clean and spot free. Scuff marks, dust and fingerprints under 3 meters are to be cleaned as part of the regular cleaning service. Work over 3 meters will be billed extra when authorized by the site authority. Baseboards, alarm bells, hose cabinets, picture frames, crests and mementos mounted on walls are to be kept dust free. Picture glass is to be kept free of fingerprints and streaks.

32.7 Exercise Equipment - Exercise equipment such as stationary bikes, fixed and free weights, treadmills, etc. are not part of this contract. Flooring surfaces around equipment will be cleaned and maintained by the contractor.

32.8 Dusting -Dust shall not be allowed to accumulate on horizontal ledges, pictures & frames, awards, memorabilia, window ledges, exposed piping / conduit on walls, alarm bells, fire hose cabinets, office partitions, etc. It shall also not be allowed to accumulate under desks, on or under, or around furniture such as chairs, desks, filing cabinets, computer stands etc. Air diffusers/intakes are to be dusted as per the cleaning checklist up to a height of 9 feet. High dusting, above nine feet will be handled as project work, and paid separately.

32.9 Biological Residue - There is a requirement for the contractor to have the ability to clean up biological residue when requested. The assigned personnel are to be informed, trained and equipped according to all current and applicable WorkSafe BC regulations.

33. CLEANING PRACTICES: It is the purpose of this section to identify the different methods and levels of cleaning practices and to make known the expected standard of quality.

33.1 DEFINITION OF TERMS

a) 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.

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

c) 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.

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

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

f) 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).

g) 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.

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

33.2 QUALITY STANDARDS: The Supplier must meet the following standards: Please make sure this list is matching your actual requirements and is duplicated in the other appropriate sections.

a) Cleaning: General

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

b) Spot Cleaning

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

c) Sweeping

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

d) Cleaning with a Hose

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

e) Dust Mopping

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

f) Damp Mopping

- i. 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.
- ii. The supplier must sweep or dry mop the area immediately before damp mopping.
- iii. The supplier must start damp mopping with clean water and mop.
- iv. Walls, baseboards and other surfaces must be free of splash marks.

g) Wash Floors

-
- i. All standards outlined in "Damp Mopping" apply.
 - ii. In addition, surfaces must be rinsed free of cleaning solution after floors are washed.
 - iii. All areas must be free of dirt, stains, splashing, cleaning chemical and water accumulations as well as scuff marks.
- h) Machine Scrubbing
- i. All areas must be free of dirt, stains, scuff marks, splashing, cleaning chemical and water accumulations.
 - ii. Corners and other areas not accessible to a mechanical floor scrubber must be scrubbed manually.
- j) Spray Buffing
- i. 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.
 - ii. Spills, scuffs and stains must be removed prior to spray buffing.
- k) Scrub and Refinish
- i. Supplier must apply all performance standards as with "Machine Scrubbing".
 - ii. In addition, supplier must apply one coat of finish compatible with existing finish.
 - iii. 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.
- l) Strip and Refinish
- i. Supplier must apply all performance standards as with "Scrub and Refinish".
 - ii. All old finish must be removed and all residual stripper chemical cleaned away.
 - iii. New finish must be applied to all portions of the floors.
 - iv. Refinish must include 2 coats of finishing material (wax, etc.).
 - v. 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.
- m) Vacuuming
- i. All carpet surfaces must have an overall appearance of cleanliness and must be free of visible dust, dirt and grit.
 - ii. A power head must be used. Vacuums must be 2 motor design (1 for suction, 1 for power head).
- n). Stain Removal
- i. All carpets and walk-away mats must have no visible stains or discoloration after stain removal operation.
 - ii. Where stain removal involves wetting of a hard surface floor, caution signs must be in place around affected work area.
- o) Damp Wiping
- i. Surfaces must be free of dust, stains, streaks and water spotting following damp wiping.
 - ii. Wiping cloths must be rinsed frequently and free of stains and odors.
 - iii. Feather dusters are not acceptable.
- p) Glass and Mirror Cleaning
- i. All glass must be clean on both sides and free of streaks and finger marks.
 - ii. Adjacent areas including frames, casing and ledges must be free of water spotting, splash marks and streaks.
- q) High dusting
- i. All surfaces must be free of dust.
 - ii. High dusting must be effected using either damp rag wiping or vacuuming. The method will be specified by the client.
 - iii. Dust must be contained and prevented from floating freely in the air during operation.
- r) Clean and Disinfect
- i. Client-approved, commercial disinfectant cleaner must be used.
 - ii. Manufacturer's instructions must be followed for best results.
 - iii. All surfaces cleaned and disinfected must be rinsed clean of residual disinfectant.

- s) Burnishing
- i. All areas must be free of dirt, stains, scuff marks, splashing, cleaning chemical and water accumulations.
- ii. Corners and other areas not accessible to a mechanical floor scrubber must be scrubbed manually.
- iii. Following burnishing, all areas must present an overall appearance of cleanliness, have a bright shine through out and be free of debris and dust.

34. EMERGENCY CLEANING: Extra cleaning shall only be authorized by the Site Authority. Any changes to the scope of work must be authorized by PWGSC.

35. DAILY/WEEKLY/MONTHLY CLEANING CHECKLIST: The cleaning of all buildings listed in this contract in para 3.1 are to follow the supplied "Cleaning Checklist" listed below.

Solicitation No. - N° de l'invitation

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur

W0103-115085/A

vic220

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

File No. - N° du dossier

CCC No./N° CCC - FMS No/ N° VME

W0103-115085

VIC-1-34487

DAILY

- A Washrooms toilets inside and out including seats, chrome surfaces, garbage, urinals inside and out including partitions, shower stalls, ensure soap and paper dispensers are adequately full, floors swept and mopped
- B Garbage cans emptied and wiped down with disinfectant daily
- C Recycling containers emptied as required
- D Drinking fountains cleaned and disinfected
- E Sweep floors

2 X WEEKLY

- F Damp mop hardfloors

WEEKLY

- G Wipe with disinfectant all handrails, chair rails, and glass ballustrades
- H Wipe doors & hardware and disinfect
- I Vacuum carpets and entrance mats

MONTHLY

- J Clean scuff marks off of doors, walls, and baseboards
- K Dust window sills and clean glass on interior of windows
- L Dust Baseboards
- M Dust wall hangings and ledges
- N Dust and remove all cob webs from ceilings and air diffusers/intakes.

CLEANING CHECKLIST

	A	B	C	D	E	F	G	H	I	J	K	L	M	N
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36. AREAS OF VARIATION: The details listed for the buildings below are in addition to the daily cleaning checklist list herein and are to be included in the monthly price for that building. The extra floor and carpet work are tentatively scheduled for the dates mentioned below, however they may change. Due to occupancy it may have to be during after duty hours or weekends depending on the building occupant. If a floor surface calls for a scrub and refinish but is a glazed tile and requires a machine scrub instead, it is understood that the machine scrubbing would be completed at no additional cost to the crown. The same is in regards to a floor calling for a machine scrubbing that actually requires a scrub and refinish. When a hard floor is being serviced, and the area is too tight for the machine to fit into, (around a toilet for example), the floor is to be scrubbed using a hand tool.

36.1 List of Individual Building Instructions

Albert Head

The following buildings within Albert Head are to be cleaned according to the cleaning checklist for only 5 months of the year from 01 May to 30 September. These buildings will be closed between 01 October and 30 April and will not be cleaned and therefore there will be no charges for these buildings during this time. The buildings are AH 1014, 1017, 1018, 1019, 1020, 1021, 1023, 1031, 1032, 1040, 1042, 1043, 1044, 1045, 1046, 1047, 1048, 1049, 1066, TB84, and TB100.

AH 1012

The washrooms are to be machine scrubbed the third Saturday of January, April, July, and October.

AH 1004, 1006, 1030, 1075, 1076

The washrooms are to be machine scrubbed the third Saturday of January, April, July, and October.

AH 1015

The washrooms are to be machine scrubbed the third Saturday of January, April, July, and October.

AH 1021 & 1023

The washrooms are to be machine scrubbed the third Saturday of January, April, July, and October.

AH 1029

The washrooms are to be machine scrubbed the third Saturday of January, April, July, and October.

AH 1037

The gym floor is to be vacuumed completely every week.

Colwood

Col 66

The washroom and shower area are to be machine scrubbed the third Wednesday of every second month starting in January.

Col 94, 103, 104

The washroom and shower area are to be machine scrubbed the fourth Thursday of January, March, May, July, and October.

CPAC 218

The daycare floors are to be scrubbed and refinished the second Saturday of January, May, and September and burnished the second Saturday of March, July, and November.

The gym and all of the washrooms are to be scrubbed and refinished the second Saturday of January, April, July, and October.

The common areas are to have the floors scrubbed and refinished the second Saturday of April and October.

The daycare nap room and administrative areas are to have the carpets steam cleaned the 3 Wednesday of every second month starting in January.

The following areas are accessible at the following times.

Infant & Toddler area at 10:30

The 3-5 area later than 3pm

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Amd. No. - N° de la modif.

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W0103-115085

File No. - N° du dossier

VIC-1-34487

CCC No./N° CCC - FMS No/ N° VME

Preschool room at the 6pm slot
The YAC at the 10am slot

ANNEX "A1" EVALUATION CRITERIA

1. EVALUATION PROCEDURES

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

MANDATORY EVALUATION CRITERIA

The Bid must be compliant with the requirements and specifications outlined herein including,

MANDATORY EVALUATION CRITERIA MANDATORY GREEN PRODUCTS EVALUATION CRITERIA RATED EVALUATION CRITERIA

**FAILURE TO DO SO MAY RESULT IN YOUR BID BEING DEEMED NON-RESPONSIVE
AND NO FURTHER EVALUATION WILL OCCUR**

MANDATORY EVALUATION CRITERIA	MET
PREVIOUS EXPERIENCE: Bidder possesses 2 consecutive years of janitorial services experience within the last 5 years on contracts of similar size and scope to the requirement identified in the solicitation. Similar in size and scope is defined as : A space that is a minimum of 50% of the size (m2) and A space of similar use or type (e.g. office space, lab space)	YES no
The bid must include written references from two/2 customers that clearly state the bidder has a good track record in providing janitorial services of a similar scope. Each reference must also identify the name and key contact information of the customer. References will be verified.	YES no
MONITORING OF STAFF: Provide a description of the bidder's intended methods to supervise and monitor the staff to ensure the work performance adheres to the specifications of the contract.	YES no
TRANSITION PLAN: The bidder must explain in detail how it would accomplish the transition from the existing provider. The plan must include a time line transitioning from the current service provider to the new contractor, orientation of staff and coordinating with the existing provider for the removal of their cleaning products and equipment etc.	YES no
SECURITY - CLEARANCES By contract start date, all resources must have the required security clearances (DOS or FCS) to access the site.	YES no

MANDATORY GREEN PRODUCTS EVALUATION CRITERIA

1. BACKGROUND: For purposes of this RFP, the minimum standards established for the performance of these products must be in accordance with The Environmental Choice Program (ECP), Environment Canada's EcoLogo program, or the Green Seal as used in the United States of America, or other internationally recognized certification.

Green Seal Standard for Industrial and Institutional Cleaners (GS-37), www.greenseal.org/standards/gs37.pdf, and the Green Seal Standard for Industrial and Institutional Floor-Care Products (GS-40), www.greenseal.org/standards/gs40.pdf, wherever possible. A list of certified cleaners meeting these standards is available at www.greenseal.org/certproducts.htm#cleaners.

Canada's Environmental Choice Program certifies products based on strict environmental standards, as per the PRC-097 standard (see below). A list of janitorial cleaners qualified under these standards can be found at the following website: <http://www.environmentalchoice.com>:

Under PRC-097, certified cleaners must:

- | | |
|------|--|
| Act | Meet or exceed government and industry safety and performance standards;
Meet the requirements of all applicable government acts, bylaws and regulations including the Fisheries and the Canadian Environmental Protection Act;
Clean common hard surfaces effectively;
Not require poison labeling under the Hazardous Products Act;
Be accompanied by detailed instructions for proper use to maximize product performance and minimize waste;
Be labeled for use with tepid water when diluted;
Not be formulated with phosphates, NTA, EDTA, APEOs, organic ingredients which are bioaccumulating |
| or | potentially bioaccumulating;
Not contain chemicals which are proven or probable carcinogens;
Not contain halogenated organic solvents or butoxy-ethanol;
Not use ethylene oxide in the manufacture of the whole formula or any component of it;
Not contain volatile organic compounds (VOCs) exceeding 0.05% by weight;
Be readily biodegradable under both aerobic and anaerobic conditions;
Be nontoxic to aquatic life by whole formulation short-term sensitive toxicity tests;
Have a calculated oral rat toxicity of LD50 > 5000 mg/kg by whole formulation test;
Demonstrate minimum potential for introduction of endocrine disrupting by-products into the receiving environment, through complete absence of detectable recalcitrant metabolites formed during biodegradation tests;
Demonstrate low potential for skin irritancy; and
Be listed with a recognized environmental health organization as a product not harmful to people suffering from environmental illness, including, inter alia, the Envirodesic™ Certification Program, the Canadian |
| Lung | Association, the Asthma Society of Canada, and the Environmental Illness Society of Canada. |

2. CONTRACTOR SUPPLIED - CLEANING PRODUCTS MATRIX INSTRUCTIONS

A minimum of 80% of the total products supplied by the Contractor must be in accordance with the specifications of the Product Standards Certification, described in the above section. Bidders must complete the matrix and list all the chemicals and cleaning products that will be used in the performance of the contract.

Bidders must be able to provide products that meet Canada's Environmental Choice Program, or Green Seal's standards for Industrial and Institutional Cleaners (GS-37) or Industrial and Institutional Floor-Care Products (GS-40), or recognized International equivalent. Examples of these categories include, but are not limited to the following:

General Purpose Cleaners
 Bathroom Cleaners
 Glass Cleaners
 Cleaners/Degreasers

Carpet Shampoos

Floor Cleaners

Floor Care: Finishes and Strippers

2.1 Bidders must identify all janitorial products intended to be used in providing janitorial services to the Base, by: product name, manufacturer name, part # and purpose/use. Bidders must state if the product meets or does not meet Canadian Environmental Certification requirements. Note: the USA Green Seal is also acceptable.

	ITEM Description Incl. Mfr Name	MSDS Incl.		Enviro Choice CAN		Green Seal (Optional) USA	
Col. A	Column B.	Col. C	Col. D	Col. E	Col. F	Col. G	Col. H
#	EXAMPLE	YES	NO	YES	NO	YES	NO
1	DUSTBANE, ORBIT part # 69280 PURPOSE: Floor finish	Yes		Yes			
2	BIOBAG, 33 GALLON Bio-degradeable trash bag. Part# 187626, 32 x43 NOTE: GARBAGE BAGS must meet Bio-Degradable standards (ASTM - American Society for Testing and Materials) or Canadian Equivalent.	Yes		Yes			
	ITEM Description Incl. Mfr Name	MSDS Incl.		Enviro Choice CAN		Green Seal (Optional) USA	
		YES	NO	YES	NO	YES	NO
Col. A	Column B.	Col. C	Col. D	Col. E	Col. F	Col. G	Col. H
1							
2							
3							
4							
5							
6							
7							
8							
9							
10							

If more lines/information is being provided please attach a separate sheet in the same format.

CALCULATIONS		
Step 1 From Column C or E or G add the Total number of environmentally approved products supplied by the contractor: =		
Step 2 From Column B, add the Total number of all cleaning products supplied by the contractor =		
Step 3% of Environmentally approved products Step 1 ÷ Step 2 = ____% *		
* MUST BE EQUAL TO OR GREATER THAN 80% OVERALL OR YOUR BID WILL BE DEEMED NON-RESPONSIVE AND NO FURTHER EVALUATION WILL OCCUR		

RATED EVALUATION CRITERIA

**UNLESS OTHERWISE STATED ALL INFORMATION REQUESTED AND REQUIRED TO EVALUATE THE BID
MUST BE INCLUDED IN YOUR BID RESPONSE.
FAILURE TO DO SO MAY RESULT IN YOUR BID BEING CONSIDERED NON-RESPONSIVE AND
NO FURTHER EVALUATION WILL OCCUR.**

RATED EVALUATION CRITERIA	MAX PTS
OVERALL ORGANIZATION: Provide a staffed company organization chart (up to 02 pts) for this specific requirement that meets the Statement of Work. This should identify the roles and responsibilities of the Manager (up to 05 pts), the On-site Working Supervisor (up to 5 pts), and individual employee positions (up to 05 pts) and identify the chain of command (up to 3 pts).	20
EDUCATION/TRAINING/CERTIFICATIONS > Manager & On-site Supervisor only > Bidders must submit resumes for each individual in these positions. This must include all related education/training/certifications obtained. Specifically: Janitorial Services from a recognized institution, WHMIS, Health & Safety, First-Aid, Quality Assurance and/or other related** education/training/certification related to janitorial services. (up to 02 points per related education/training/certifications to a maximum of 10 pts for each position) ** Note: Points will be awarded for Bidder's in-house training programs, which address each of the above items. <i>Contractors must be able to provide copies of their in-house course program/outlines or list of training materials (i.e. books/videos) as supporting documentation to obtain these points within 48 hours upon request.</i>	20
EXPERIENCE> Identified On-site Working Supervisor only > Indicate number of years of: a) their Overall Janitorial experience. (up to 01 points per year to a maximum total of 05 pts) b) their On-site Janitorial Supervisory experience, (up to 02 pts per year to a maximum total of 10 pts).	15
MINIMUM EXPERIENCE/EDUCATION/TRAINING/CERTIFICATIONS REQUIRED> All other identified On-site Janitorial Staff > <i>Bidders must identify the minimum requirements that On-Site Janitorial staff must meet prior to working on this contract.</i>	10
This must include all related education/training/certifications and years of experience required. Specifically: Janitorial Services from a recognized institution, WHMIS, Health & Safety, First-Aid, Quality Assurance and/or other related** education/training/certification/experience related to janitorial services. (up to 02 point per related education/training/certifications to a maximum total of 10 pts) ** Note: Points will be awarded for Contractor's in house training programs, which address each of the above items. Contractors must be able to provide copies of their in-house course program/outlines or list of training materials (i.e. books/videos) as supporting documentation to obtain these points within 48 hours upon request	
STAFF PLANS > Bidders must provide details of their staff plans related to: Performance monitoring - Identify the methods used to supervise and monitor staff to ensure the work performance adheres to the contract specifications (up to 5 pts), Absenteeism - Identify the methods used to deal with absenteeism and provide each of the last 2 years rate of absenteeism (expressed as a percentage %) (up to 3 pts), Retention - Identify how your company used to deal with absenteeism and provide each of the last 2 years rate of turnover (expressed as a percentage %) (up to 2 pts).	10
EQUIPMENT> Identify ALL POWER equipment (2 pts), its age(s)(max 5 pts), appropriate quantity(ies) (max 3 pts), etc) proposed to provide the service. NOTE: Routinely utilized equipment is to be held on site during the term of the contract. Complete TABLE herein.	10
MAXIMUM POINTS AVAILABLE	85
OVERALL POINTS REQUIRED TO PASS @ 70%*	59.5*
* MUST BE EQUAL TO OR GREATER THAN 70% OVERALL OR YOUR BID WILL BE DEEMED NON-RESPONSIVE AND NO FURTHER EVALUATION WILL OCCUR	

Power Equipment	Manufacturer and model number	Avg Age: New (5 pts) ½ life cycle (3 pts) less than ½ (1 pts)	Average life cycle	Appropriate Quantity(ies)
(up to 2 pts total)		(up to 5 pts total)		(up to 3 pts total)
If more lines/information is being provided please attach a separate sheet in the same format.				
Score for line 4.6 above is total pts/total # of pieces of equip=				_____/ 10 pts

ANNEX "A1" BASIS OF SELECTION

BASIS OF SELECTION/CONTRACTOR RANKING : For the purpose of ranking all technically acceptable bids, the following ratio will factor into the technical/managerial evaluation and the price component to establish a total percentage score:

TECHNICAL/MANAGEMENT - 70% + PRICE - 30%

Contractor selection will be based on the assessed "Best Value" to the Crown as determined by the highest overall total score as calculated by a ratio of 70% for the Technical/Management portion and 30% for the Price Component portion. Neither the qualifying bidder which scores the highest volume of rated points, nor the one which contains the lowest aggregate cost, will necessarily be awarded a Contract.

The scoring of Merit is done by applying the points achieved in the Technical portion of the rated criteria.

The scoring of price is done by giving full percentage marks to the lowest priced offer. The offer which scores the highest combined point score for both merit and cost, will be recommended for a Contract. After the bid closing date, no amendment to offers will be accepted unless it is to clarify a particular point.

Example for Calculation of Technical and Price

Company	Price per Zone	Technical Points Achieved (must have achieved 70%)
A.	\$80,000.00	90
B.	\$70,000.00	86
C.	\$65,000.00	75

Formula for calculating points:

	Price	Technical	Overall Score
A.	\$65K x 30% = 24.3 \$80K	90 points x 70% = 63	87.3
B.	\$65K x 30% = 27.9 \$70K	86 points x 70% = 60.2	88.1
C.	\$65K x 30% = 30.0 \$65K	75 points x 70% = 52.5	82.5

In this instance, Company B has achieved the highest score overall.

RATED TECHNICAL/MANAGERIAL EVALUATION : All proposals received will be evaluated for their technical and management content according to the Mandatory and Rated Technical Criteria herein.

In order to be considered compliant, the bid must meet all MANDATORY requirements herein including 80% for Green Products . Bids not meeting all of the mandatory requirements will be given no further consideration.

Once the mandatory requirements have all been met, the Bidder must score at least 70% of the maximum points available overall subject to point rating. Bids which fail to achieve these scores will be considered technically unacceptable and will be given no further consideration.

State the approach you propose to meet the requirement, the degree of success expected and any major difficulties that are anticipated. Provide sufficient detail to demonstrate your understanding of the requirement and your competence to meet it. The proposed technical approach must be compliant with the requirements of the RFP.

PRICE COMPONENT EVALUATION: The lowest priced "technically acceptable" will score the maximum 30% allocated in the Contractor Ranking section in Annex "B" Basis of Payment. Each subsequent proposal will be pro-rated accordingly. The evaluation total for the price component will be by overall lowest aggregate total in accordance with Annex "B" herein. The lowest aggregate price will be calculated with the extended totals for each item for each year. bid

(EVALUATION SUBTOTAL 01+ EVAL SUBTOTAL 02+ EVAL SUBTOTAL ...= AGGREGATE)

ANNEX "B" - BASIS OF PAYMENT

Evaluation of Price : The price of the bid will be evaluated in Canadian dollars, the Goods and Services Tax or the Harmonized Sales Tax excluded, FOB destination, Canadian customs duties and excise taxes included.

OPTION INCREASES: At the time of the exercise of each option, the rates in the Basis of Payment (Annex B) will be increased or decreased by multiplying the rates by the percentage change in "The Consumer Price Index, major components, selected sub-groups and special aggregates, provinces, Whitehorse and Yellowknife, not seasonally adjusted" ("CPI") for the appropriate province for the 12 month period ending two months before the expiration date of the current period of the contract ("period"). The CPI which shall be used is published in Statistics Canada Catalogue no. 62-001-X, tables 9-1 to 9-12, for the appropriate province all-items CPI of the period as described above.

Consumer Price Index for Canada is published by Statistics Canada and is available at:

- * <http://www5.statcan.gc.ca/bsolc/olc-cel/olc-cel?catno=62-001-X&chropt=1&lang=eng> ; or
- * <http://www.statcan.gc.ca/subjects-sujets/cpi-ipc/cpi-ipc-eng.htm> ; or
- * <http://cansim2.statcan.ca> , Table 326-0020."

Solicitation No. - N° de l'invitation

W0103-115085/A

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur

vic220

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

W0103-115085

File No. - N° du dossier

VIC-1-34487

CCC No./N° CCC - FMS No/ N° VME

	YEAR 01	YEAR 02	YEAR 03	OPTION YEAR 04	OPTION YEAR 05		EXTENSION (A+B+C+D+ E) X F= G
Bldg #	(A+ \$ /mo	B+ \$ /mo	C+ \$ /mo	D+ \$ /mo	E) \$ /mo	X F X 12	= G \$
TB-3							
TB 184							
TB 194							
TB 195							
1							
2							
4							
5							
6							
10							
12							
14							
15							
56							
58							
Colwood							
38							
57							
65							
66							
94							
103							
104							
203							
205							
206							
218							
220							
222							
EVALUATION SUBTOTAL 01							

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W0103-115085

VIC-1-34487

Belmont Park							
3							
4							
5							
13							
TB193							
20							
Albert Head							
1,004							
1,006							
1,012							
1,014							
1,015							
1,017							
1,018							
1,019							
1,020							
1,021							
1,023							
1,029							
1,030							
1,031							
1,032							
1,037							
1,040							
1,041							
1,042							
1,043							
1,044							
1,045							
1,046							
1,047							
1,048							
1,049							
1,066							
1,075							
1,076							
EVALUATION SUBTOTAL 02							

Solicitation No. - N° de l'invitation

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

W0103-115085

File No. - N° du dossier

VIC-1-34487

CCC No./N° CCC - FMS No/ N° VME

TB73							
TB84							
TB100							
TB101							
Rocky Point							
38							
39							
41							
44							
45							
47							
48							
67							
72							
74							
75							
90							
91							
137							
EVALUATION SUBTOTAL 03							

	Total hrs/sm2 per month	YR 01	YR 02	YR 03	OPT YR 04	OPT YR 05	12 MO	EXTENSIO N A x(b+c+d+e +f) X g = h
All inclusive price	A x	(B+	C+	D+	E+	F)	X G	= H
GEN CLEANER * regular Mon-Fri 0800-1600	24 hrs/mo	\$ / hr					12	
BIOHAZARD CLEANER ** reg M-F 0800-1600	05 hrs/mo	\$ / hr					12	
GEN CLEANER* for hours outside M-F 0800-1600 (stats/emergency/weekends)	16 hrs /mo	\$ / hr					12	
BIOHAZARD ** for hours outside M-F 0800-1600 (stats/emergency/weekends)	05 hrs/mo	\$ / hr					12	
Steam cleaning carpet	500 m²/mo	\$ /m²					12	
Burnishing floor	1000 m²/mo	\$ /m²					12	
Scrub & refinish floor	1500 m²/mo	\$ /m²					12	
Strip & finish floor	200 m²/mo	\$ /m²					12	
Machine scrub floor	200 m²/mo	\$ /m²					12	
Carpet spin clean & extraction	50 m²/mo	\$ /m²					12	
EVALUATION SUBTOTAL 04								\$

Solicitation No. - N° de l'invitation

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Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur

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

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CCC No./N° CCC - FMS No/ N° VME

* General Cleaner: Duties as and when tasked include but are not limited to, the following:

- Vacuuming
- Sweeping
- Mopping
- Dusting
- Waste disposal
- Other duties normally associated with janitorial services

** Biohazard Cleaner: The assigned personnel are to be informed, trained and equipped according to all current and applicable WorkSafe BC regulations.

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File No. - N° du dossier

CCC No./N° CCC - FMS No/ N° VME

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VENDOR INFORMATION	
Company Name	
Physical Address	
Mailing Address	
Telephone Number	
Fax Number	
Company Website	
PBN	
Service Contact Name	
Telephone Number(s)	
E-mail(s)	
Back up / alternate for above:	
Telephone Number(s)	
E-mail(s)	
Accounting/ Invoicing Contact Name	
Back up / alternate for above:	
Telephone Number(s)	
E-mail(s)	

Annex "C" - Security Requirements Check List - <i>attached</i>

X



National Defence

Défense nationale

National Defence Headquarters
Ottawa, Ontario
K1A 0K2

Quartier général de la Défense nationale
Ottawa (Ontario)
K1A 0K2

2105-5-11-520

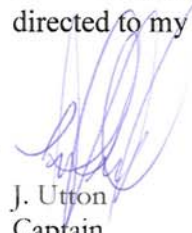
November 10, 2011

MWO Richard Arnot
Contracts Supervisor
Signal Hill SH575 2nd Floor
PO Box 17000 STN Forces
Victoria, BC V9A 7N2

**SECURITY REQUIREMENTS CHECK LIST (SRCL)
FOR CD W0103115048**

References: A. SRCL **W0103115048**
B. DND Letter, November 10, 2011
C. National Defence Security Policy (NDSP)

1. The SRCL at ref A has been reviewed, and the applicable departmental security guide has been attached. The guide outlines the appropriate departmental security instructions necessary for the protection of CLASSIFIED/PROTECTED information/asset that is related to this contract.
2. The original SRCL must be attached as ANNEX A to the contract. On page one, paragraph one of the contract documents; reference is to be made to the SRCL.
3. As requested at reference B, the subject SRCL has been forwarded to Canadian International Industrial Security Division of Public Works and Government Services Canada (PWGSC/CIISD) in Ottawa, Ontario, and a copy has been enclosed for your retention.
4. Additional inquiries concerning the security guide attached to this SRCL may be directed to my Contracts Security Analyst, **Lesly Pineda**, at (613) **949-1220**.

for

J. Utton
Captain
OIC Security
613-945-5221

Enclosure(s): 1

Canada 



Government
of Canada

Gouvernement
du Canada

Contract Number / Numéro du contrat

WO103-11-5048

Security Classification / Classification de sécurité
unclassified

SECURITY REQUIREMENTS CHECK LIST (SRCL)

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

PART A - CONTRACT INFORMATION / PARTIE A - INFORMATION CONTRACTUELLE		
1. Originating Government Department or Organization / Ministère ou organisme gouvernemental d'origine DND		2. Branch or Directorate / Direction générale ou Direction CFB ESQUIMALT
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 Janitorial Services for Western Areas, CFB Esquimalt.		
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? (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)		<input checked="" type="checkbox"/> No <input type="checkbox"/> Yes Non 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 <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 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"/>



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. 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 : If the contractor is required to access higher security zones, escort will be provided.

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



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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 CONFIDENTIEL	SECRET	TOP SECRET TRES SECRET	NATO RESTRICTED NATO DIFFUSION RESTREINTE	NATO CONFIDENTIAL NATO CONFIDENTIEL	NATO SECRET	COSMIC TOP SECRET COSMIC TRES SECRET	PROTECTED PROTÉGÉ			CONFIDENTIAL	SECRET	TOP SECRET TRES SECRET
											A	B	C			
Information / Assets Renseignements / Biens Production																
IT Media / Support TI																
IT Link / Lien électronique																

12. a) Is the description of the work contained within this SRCL PROTECTED and/or CLASSIFIED?
La description du travail visé par la présente LVERS est-elle de nature PROTÉGÉE et/ou CLASSIFIÉE?

☒ No
Non ☐ Yes
Oui

If Yes, classify this form by annotating the top and bottom in the area entitled "Security Classification".
Dans l'affirmative, classifiez le présent formulaire en indiquant le niveau de sécurité dans la case intitulée
« 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 indiquez qu'il y a des pièces jointes (p. ex. SECRET avec des pièces jointes).



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PART D - AUTHORIZATION / PARTIE D - AUTORISATION

13. Organization Project Authority / Chargé de projet de l'organisme

Name (print) - Nom (en lettres moulées)	Title - Titre	Signature
MWO Richard Amot	Contract Supervisor	<i>RCM</i>
Telephone No. - N° de téléphone 250-363-7648	Facsimile No. - N° de télécopieur 250-363-4787	E-mail address - Adresse courriel Richard.Amot@forces.gc.ca
		Date 23 SEPT 11

14. Organization Security Authority / Responsable de la sécurité de l'organisme

Name (print) - Nom (en lettres moulées)	Title - Titre	Signature
<i>Lesly Pineda</i>	<i>Contract Security Analyst</i>	<i>[Signature]</i>
Telephone No. - N° de téléphone <i>(613) 949-1220</i>	Facsimile No. - N° de télécopieur <i>(613) 949-1069</i>	E-mail address - Adresse courriel <i>lesly.pineda@forces.gc.ca</i>
		Date <i>Nov 10, 2011</i>

15. Are there additional instructions (e.g. Security Guide, Security Classification Guide) attached?

Des instructions supplémentaires (p. ex. Guide de sécurité, Guide de classification de la sécurité) sont-elles jointes?

No ☐ Yes ☒
Non Oui

16. Procurement Officer / Agent d'approvisionnement

Name (print) - Nom (en lettres moulées)	Title - Titre	Signature
Telephone No. - N° de téléphone	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel
		Date

17. Contracting Security Authority / Autorité contractante en matière de sécurité

Name (print) - Nom (en lettres moulées)	Title - Titre	Signature
Telephone No. - N° de téléphone	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel
		Date

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NOTE: THIS IS A GUIDE ONLY. ONLY PWGSC/CISD SECURITY CLAUSES INCORPORATED INTO THE CONTRACT ARE CONSIDERED LEGALLY BINDING. THIS GUIDE IS FOR THE USE OF THE DND PROJECT/TECHNICAL/SCIENTIFIC AUTHORITY AND PWGSC/CISD. IT SHOULD NOT FORM PART OF THE CONTRACTUAL DOCUMENTATION TO BE DELIVERED TO THE CONTRACTOR.

Security Guide To W0103115048

- Personnel working on this procurement require, as a minimum, a **RELIABILITY STATUS** before access to a secure site is granted. Contractor personnel working on DND sites shall abide by the National Defence Security Policy (NDSP) and the National Defence Security Instructions (NDSI) as well as any Information Technology publications that may apply. DND Unit Security Supervisors are responsible to brief Contractor employees on these policies and any other security instructions/policies as required. Foreign Contractors will abide by their Governments' national security regulations and/or bilateral agreements MOU.
- Prior to allowing unescorted access to secure premises, confirmation of Contractor personnel's security clearances must be forwarded on a Visit Clearance Request through the Canadian and International Industrial Security Division (CIISD) of Public Works & Government Services Canada (PWGSC) for approval and bear the name of this contract/project/program/contract number and the Project Officer.
- At no time will the contractor personnel be allowed to have any access to CLASSIFIED/PROTECTED data/documentation/systems and assets.
- Subcontracts containing security requirements are prohibited without the prior written authority of CIISD/PWGSC.

DND Personnel:

The DND Contract Security Officer DPM Secur 3-4, is the contact person for information pertaining to security concerns identified in this procurement.

Industrial Personnel:

The Company Security Officer (CSO) or alternate may contact CIISD/PWGSC for information pertaining to security concerns identified in this procurement. Foreign Suppliers shall direct security related inquiries to their responsible National Security Authority/Designated Security Authority (NSA/DSA), and shall adhere to instructions issued by their responsible NSA/DSA.

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