

**RETURN BIDS TO:  
RETOURNER LES SOUMISSIONS À:**

**Bid Receiving - PWGSC / Réception des  
soumissions - TPSGC**  
**BFC Bagotville, CP 380**  
**CFB Bagotville, PO Box 380**  
**Bâtiment 71, local 115**  
**Building 71, Room 115**  
**Alouette**  
**Quebec**  
**G0V1A0**

**REQUEST FOR PROPOSAL  
DEMANDE DE PROPOSITION**

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

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

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

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

**Comments - Commentaires**

<b>Title - Sujet</b> Indoor and Outdoor Pool Maintenance	
<b>Solicitation No. - N° de l'invitation</b> W0106-13V130/A	<b>Date</b> 2013-04-17
<b>Client Reference No. - N° de référence du client</b> W0106-13V130	
<b>GETS Reference No. - N° de référence de SEAG</b> PW-\$BAL-002-15347	
<b>File No. - N° de dossier</b> BAP-3-36011 (002)	<b>CCC No./N° CCC - FMS No./N° VME</b>
<b>Solicitation Closes - L'invitation prend fin</b> <b>at - à 02:00 PM</b> <b>on - le 2013-06-03</b>	
<b>Time Zone</b> <b>Fuseau horaire</b> Heure Avancée de l'Est HAE	
<b>F.O.B. - F.A.B.</b> <b>Plant-Usine:</b> <input type="checkbox"/> <b>Destination:</b> <input checked="" type="checkbox"/> <b>Other-Autre:</b> <input type="checkbox"/>	
<b>Address Enquiries to: - Adresser toutes questions à:</b> Larouche, Denise	<b>Buyer Id - Id de l'acheteur</b> bal002
<b>Telephone No. - N° de téléphone</b> (418) 677-4000 (4137)	<b>FAX No. - N° de FAX</b> (418) 677-3288
<b>Destination - of Goods, Services, and Construction:</b> <b>Destination - des biens, services et construction:</b> MINISTERE DE LA DEFENSE NATIONALE EDIFICE 500 Service du Génie, édifice 72 COURCELETTE Québec G0A4N0 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**

TPSGC/PWGSC  
BFC Bagotville, CP 380  
CFB Bagotville, PO Box 380  
Bâtiment 71, local 115  
Building 71, Room 115  
Alouette  
Québec  
G0V1A0

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

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**«Indoor and Outdoor Pool Maintenance»**

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## **PART 1 - GENERAL INFORMATION**

### **1. Requirement**

The purpose of this document is to set out the general and specific requirements for maintaining the indoor and outdoor pools of the Valcartier Garrison Sports Centre as detailed in Annex A, on behalf of the Assistant Manager, PSP, Eastern Region, Department of National Defence (DND).

### **2. Debriefings**

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

## PART 2 - BIDDER INSTRUCTIONS

### 1. Standard Instructions, Clauses and Conditions

All instructions, clauses and conditions identified in the bid solicitation by number, date and title are set out in the Standard Acquisition Clauses and Conditions Manual

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

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

The 2003 (2012-11-19) Standard Instructions - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the bid solicitation.

### 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 the nature soliciation, bids transmitted by facsimilee no. (418)677-3288 or

Bid Receiving Unit: **Public Works and  
Government Services Canada  
CFB Bagotville, PO Box 380  
Building 71, Room 115  
Alouette, Québec G0V 1A0**

### **3. Enquiries - Bid Solicitation**

All enquiries must be submitted in writing to the Contracting Authority no later than (5) calendar days before the bid closing date. Enquiries received after that time may not be answered.

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

### **4. Applicable Laws**

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

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.

## PART 3 - BID PREPARATION INSTRUCTIONS

### 1. Bid Preparation Instructions

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

- Section I: Financial Bid ( 1 hard copie) (Ref. page 2, part. item)  
Section II: Certifications ( 1 hard copie)

Prices must appear in the financial bid only. No prices must be indicated in any other section of the bid.

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

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

In April 2006, Canada issued a policy directing federal departments and agencies to take the necessary steps to incorporate environmental considerations into the procurement process Policy on Green Procurement

<http://www.tpsgc-pwgsc.gc.ca/ecologisation-greening/achats-procurement/politique-policy-eng.html>) To assist Canada in reaching its objectives, bidders are encouraged to:

- 1) use 8.5 x 11 inch (216 mm x 279 mm) paper containing fibre certified as originating from a sustainably-managed forest and/or containing minimum 30% recycled content; and
- 2) use an environmentally-preferable format including black and white printing instead of colour printing, printing double sided/duplex, using staples or clips instead of cerlox, duotangs or binders.

#### Section I: Financial Bid

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

#### Section II: Certifications

Bidders must submit the certifications required under Part 5.

## **PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION**

### **1. Evaluation Procedures**

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

#### **1.1 Financial Evaluation**

Accordance with the specifications in Annex "A", the bidder must **complete the basic payment to Annex "B"** and attach this part with its offer.

*SACC Manual* Clause A0220T (2007-05-15), Evaluation of Price

### **2. Basis of Selection**

*SACC Manual* clause M0069T (2007-05-25), Basis of selection

## **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. Mandatory Certifications Required Precedent to Contract Award**

#### **1.1 Code of Conduct and Certifications - Related documentation**

By submitting a bid, the Bidder certifies as per section 01 of Standard Instructions 2003 for himself and his affiliates, to be in compliance with the Code of Conduct and Certifications clause of the Standard instructions. The related documentation therein required will help Canada in confirming that the certifications are true.

### **2. Additional Certifications Precedent to Contract Award and Certifications Required with the Bid**

Bidders must submit the certifications as provided below:

#### **2.1 Additional Certifications Precedent to Contract Award**

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

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

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

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

The Bidder or the member of the joint venture

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

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

## **2.2 Former Public Servant Certification**

### **2.2.1 Former Public Servant - Competitive Requirements**

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, 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**

As per the above definitions, is the Bidder a FPS in receipt of a pension? **YES** ( ) **NO** ( )

If so, the Bidder must provide the following information, for all FPS in receipt of a pension, as applicable:

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

By providing this information, Bidders agree that the successful Bidder's status, with respect to being a former public servant in receipt of a pension, will be reported on departmental websites as part of the published proactive disclosure reports in accordance with Contracting Policy Notice: 2012-2 and the Guidelines on the Proactive Disclosure of Contracts.

**Work Force Reduction Program**

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

If so, the Bidder must provide the following information:

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

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

## **PART 6 - RESULTING CONTRACT CLAUSES**

### **1. Requirement**

The purpose of this document is to set out the general and specific requirements for maintaining the indoor and outdoor pools of the Valcartier Garrison Sports Centre as detailed in Annex A, on behalf of the Assistant Manager, PSP, Eastern Region, Department of National Defence (DND).

### **2. Standard Clauses and Conditions**

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

#### **2.1 General Conditions**

2010A (2013-03-21), General Conditions - Biens (Medium Complexity), apply to and form part of the Contract.

### **3. Term of Contract**

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

The contract will be in force during the period of December 1, 2013 to November 30, 2016 for a period of 3 years.

## **4. Authorities**

### **4.1 Contracting Authority**

The Contracting Authority for the Contract is:

Name: Denise Larouche  
Telephone: (418)677-4000 ext. 4137  
Facsimile: (418)677-3288  
E-mail address: denise.larouche@tpsgc.gc.ca

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

### **4.2 Project Authority** (Client Contract to be specify in the Contract by PWGSC)

The Project Authority for the Contract is:

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

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

#### 4.3 Contractor's Representative

Name: \_\_\_\_\_

Telephone: \_\_\_\_\_

Fax: \_\_\_\_\_

E-Mail: \_\_\_\_\_

### 5. Payment

#### 5.1 Basis of Payment - Firm price

In consideration of the Contractor satisfactorily completing its obligations under the Contract, the Contractor will be paid a *firm price*, as specified in Annex "B". Customs duties are *excluded* and Goods and Services Tax or Harmonized Sales Tax is extra, if applicable.

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

#### 5.2 SACC Manual clause

C6000C (16/05/11) Limitation of price

H1001C (12/05/08) Multiple Payment

A9117C (30/11/07) T204 - Direct Request by Customer Department

### 6. Invoicing Instructions

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.

A copy must be sent to the billing address that appears on the first page indicating the reference number of the contract.

**7. Certifications**

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

**8. Applicable Laws**

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

**9. Priority of Documents**

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

- (a) the Articles of Agreement;
- (b) the general conditions 2010C Services (2013-03-21 ) required (Medium Complexity);
- (c) Annex A - Specifications & Annex B -Basis of payment
- (d) the Contractor's bid dated \_\_\_\_\_

**10. SACC Manual clause**

A9006C (16/07/12) Defence Contract

A9062C (16/06/06) Site Regulations

C0711C (2008-05-12), Time Verification

D3015C (2007-11-30), Dangerous Goods, Hazardous Products

G1005C (12/05/08) Assurance

Annex A - Statement of work;

Annex B - Basis of payment

\*Annex A & Annex B are incorporated by reference into and form part of the document.

**Annex A – Statement of Work  
W0106-13-V130**

**Indoor and Outdoor Pool Maintenance  
Sports Centre PSP  
Valcartier Garrison**

**PURPOSE**

SW-1 The purpose of this document is to set out the general and specific requirements for maintaining the indoor and outdoor pools of the Valcartier Garrison Sports Centre, on behalf of the Assistant Manager, PSP, Eastern Region, Department of National Defence (DND).

**LOCATION OF WORK**

SW-2 The work covered by this document will be carried out on Department of National Defence (DND) property, at the following locations:

- Building VC-516, Valcartier Garrison, Quebec.
- Building VC-173, Valcartier Garrison, Quebec.

SW-3 The facilities included under the terms of this contract for indoor pool maintenance are:

- a. Indoor pool (main pool), Building 516: 25 metres long by 13 metres wide.

SW-4 The facilities included under the terms of this contract for outdoor pool maintenance are:

- a. Outdoor pool (main pool), Building 173: 25 metres long by 10 metres wide.
- b. Outdoor wading pool, Building 173: 12 metres long by 11 metres wide.

**DESCRIPTION OF WORK**

**General**

SW-5 The contractor shall be responsible for supplying all labour needed to fully and satisfactorily complete the work described herein in accordance with the established schedule for the duration of the contract. DND shall supply all maintenance products required to maintain the main pool and the wading pool.

SW-6 The work covered by this document consists primarily of the following:

**INDOOR POOL (main pool)**

- Cleaning the liner on the walls and bottom of the main pool, the skimmers, the poles, and the ladders;
- Vacuuming the main pool.

**OUTDOOR POOL (main pool) and OUTDOOR WADING POOL**

- Cleaning the concrete walls and bottom of the two pools, the skimmers, the poles, the ladders, and the slide;
- Vacuuming the two pools.

**Qualifications**

SW-7 The contractor shall provide qualified, competent personnel who satisfy the contract requirements and local ordinances. Upon request by the DND representative, the contractor shall provide the names and contact information of the personnel assigned to perform the work. Furthermore, the contractor's personnel must be registered on the list of individuals authorized to sign out keys for buildings VC-516 and VC-173, and must go to HQ 5 CMBG, Bldg 513, and report to the garrison commissionaire upon each arrival and departure to take possession of and return the keys.

**Annex A – Statement of Work  
W0106-13-V130**

**Indoor and Outdoor Pool Maintenance  
Sports Centre PSP  
Valcartier Garrison**

**Equipment and products**

SW-8 The DND representative undertakes to provide the contractor with the following: life jacket, long-handled brush, vacuum brush, robot pool cleaner + replacement bag, maintenance product for cleaning ring marks on the walls, product for cleaning stainless steel, Turtle Wax for the slide + polisher.

SW-9 DND shall provide the contractor with all products necessary for maintaining the main pool and wading pool.

**Kick-off meeting and familiarization session**

SW-10 A kick-off meeting shall be held as soon as possible following the awarding of the service contract. The DND representative will contact the contractor to arrange the date and location of the meeting.

SW-11 A two-hour (2 hour) familiarization session on DND facilities and equipment for buildings 516 and 173 shall be given to the contractor's personnel by the DND representative. All personnel likely to perform the work shall be expected to attend.

**Availability and time frames**

SW-12 The facilities covered under this contract are used between 07:00 and 22:00 each day.

SW-13 A four-hour (4 hour) waiting period is required between the end of the use of the facilities and the start of the maintenance work.

SW-14 The maintenance work covered under this contract shall be carried out from Monday to Sunday, according to the maintenance schedule below:

**INDOOR POOL BUILDING 516**

**From 01 December 2013 to 31 March 2016**

- The time/duration of the work is provided for reference purposes only. The contractor shall ensure that the main pool is cleaned:
- From Monday to Friday, between 02:00 and 07:00 (completed before 07:00);
- On Saturday and Sunday, between 06:00 and 10:00 (completed before 10:00).

DAY	TASKS	APPROX. DURATION (Hours / Each Week)	APPROX. DURATION (Hours / Every 2 Weeks)
MONDAY	Remove the robot from the pool + change bag	15 min	
	Vacuum the main pool	60 min	
	Empty and clean the 10 skimmers of the main pool	30 min	
	<b>Total</b>	<b>1 h 45 min</b>	
TUESDAY	Remove the robot from the pool + change bag	15 min	
	Vacuum the main pool	60 min	
	Empty and clean the 10 skimmers of the main pool	30 min	
	<b>Total</b>	<b>1 h 45 min</b>	
WEDNESDAY	Remove the robot from the pool + change the bag	15 min	
	Clean and scrub the liner on the walls of the main pool		90 min
	Vacuum the main pool	60 min	

**Annex A – Statement of Work  
W0106-13-V130**

**Indoor and Outdoor Pool Maintenance  
Sports Centre PSP  
Valcartier Garrison**

	Empty and clean the 10 skimmers of the main pool	30 min	
	Remove and clean the ladders (2) in the shallow end of the main pool, and apply a protective coating	60 min	
	<b>Total</b>	<b>2 h 45 min</b>	<b>1 h 30 min</b>
THURSDAY	Remove the robot from the pool + change the bag	15 min	
	Clean and scrub the liner on the floor of the main pool		90 min
	Vacuum the main pool	60 min	
	Empty and clean the 10 skimmers of the main pool	30 min	
	Remove and clean the ladders (2) in the deep end of the main pool, and apply a protective coating	60 min	
	Clean and/or remove the ring marks on the liner of the main pool		90 min
	<b>Total</b>	<b>2 h 45 min</b>	<b>3 h</b>
FRIDAY	Remove the robot from the pool + change bag	15 min	
	Vacuum the main pool	60 min	
	Empty and clean the 10 skimmers of the main pool	30 min	
	<b>Total</b>	<b>2 h 45 min +</b>	<b>1 h</b>
SATURDAY	Remove the robot from the pool + change bag	15 min	
	Vacuum the main pool	60 min	
	Empty and clean the 10 skimmers of the main pool	30 min	
	<b>Total</b>	<b>1 h 45 min</b>	
SUNDAY	Remove the robot from the pool + change bag	15 min	
	Vacuum the main pool	60 min	
	Empty and clean the 10 skimmers of the main pool	30 min	
	<b>Total</b>	<b>1 h 45 min</b>	
<b>GRAND TOTAL</b>		<b>15 h 15 min</b>	<b>4 h 30 min</b>

**OUTDOOR POOL AND WADING POOL 173**

**From 16 June to 31 August 2014, from 15 June to 30 August 2015, and from 13 June to 04 September 2016**

- The time/duration of the work is provided for reference purposes only. The contractor shall ensure that the pools are cleaned:
- From Monday to Friday, between 02:00 and 07:00 (completed before 07:00);
- On Saturday and Sunday, between 02:00 and 08:00 (completed before 08:00).

DAY	TASKS	APPROX. DURATION (Hours / Each Week)	APPROX. DURATION (Hours / Every 2 Weeks)
MONDAY	Remove the robot from the pool + change the bag	15 min	
	Clean and scrub the concrete walls of the wading pool		30 min
	Vacuum the main pool	60 min	
	Vacuum the wading pool	30 min	
	Empty and clean the skimmers of the two pools	30 min	
	Clean and wax the slide of the main pool		30 min
	<b>Total</b>	<b>2 h 15 min</b>	<b>1 h</b>
TUESDAY	Remove the robot from the pool + change the bag	15 min	
	Clean and scrub the concrete floor of the wading pool		60 min
	Vacuum the main pool	60 min	
	Vacuum the wading pool	30 min	

**Annex A – Statement of Work  
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	Empty and clean the skimmers of the two pools	30 min	
	Remove and clean the ladders (2) in the shallow end of the main pool, and apply a protective coating	60 min	
	<b>Total</b>	<b>3 h 15 min</b>	<b>1 h</b>
WEDNESDAY	Remove the robot from the pool + change the bag	15 min	
	Clean and scrub the concrete walls of the main pool		90 min
	Vacuum the main pool	60 min	
	Vacuum the wading pool	30 min	
	Empty and clean the skimmers of the two pools	30 min	
	Remove and clean the ladders (2) in the deep end of the main pool, and apply a protective coating	60 min	
	<b>Total</b>	<b>3 h 15 min</b>	<b>1 h 30 min</b>
THURSDAY	Remove the robot from the pool + change the bag	15 min	
	Clean and scrub the concrete floor of the main pool		90 min
	Vacuum the main pool	60 min	
	Vacuum the wading pool	30 min	
	Empty and clean the skimmers of the two pools	30 min	
	Clean and wash the diving board of the main pool	30 min	
	Clean and/or remove the ring marks on the walls of the main pool		90 min
	<b>Total</b>	<b>3 h 15 min</b>	<b>3 h</b>
FRIDAY	Remove the robot from the pool + change the bag	15 min	
	Vacuum the main pool	60 min	
	Vacuum the wading pool	30 min	
	Empty the skimmers of the two pools	30 min	
	Clean and/or remove the ring marks on the walls of the wading pool		60 min
	<b>Total</b>	<b>2 h 15 min</b>	<b>1 h</b>
SATURDAY	Remove the robot from the pool + change the bag	15 min	
	Vacuum the main pool	60 min	
	Vacuum the wading pool	30 min	
	Empty and clean the skimmers of the two pools	30 min	
	<b>Total</b>	<b>2 h 15 min</b>	
SUNDAY	Remove the robot from the pool + change the bag	15 min	
	Vacuum the main pool	60 min	
	Vacuum the wading pool	30 min	
	Empty and clean the skimmers of the two pools	30 min	
	<b>Total</b>	<b>2 h 15 min</b>	
<b>GRAND TOTAL WEEK</b>		<b>18 h 45 min</b>	<b>7 h 30 min</b>

**Annex A – Statement of Work  
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**PROCEDURES AND QUALITY STANDARDS**

SW-15 The work covered under this contract will be performed in accordance with the cleaning product manufacturers' requirements and with the quality standards set out below (not an exhaustive list):

SW-16 The contractor shall comply with and ensure that its personnel meet all contract requirements.

**Removing the robot and changing the bag**

SW-17 Stop the robot either by unplugging it or moving the power switch to the OFF position. Remove the robot from the water by pulling on the cord. Open the bag housing and change the bag. Place the bag in the bag boiler.

**Cleaning the concrete walls of the pool (main pool)**

SW-18 While wearing a life jacket (supplied by DND), spray the edge of the wall with OPTI-MAX or any other product supplied by the DND representative, and scrub from one skimmer to another to completely remove the ring marks on the wall. Use the same procedure to clean the skimmer openings and behind the steps of the ladders.

**Cleaning the walls of the wading pool**

SW-19 While wearing a life jacket (supplied by DND), spray the edge of the concrete wall with OPTI-MAX or any other product supplied by the DND representative, and scrub from one skimmer to another to completely remove the ring marks on the wall. Use the same procedure to clean the skimmer openings and behind the steps of the ladders.

**Vacuuming the main pool**

SW-20 Using the vacuum and its extension pole, clean the entire bottom surface of the pool, vacuuming up all residue.

**Vacuuming the wading pool**

SW-21 Using the vacuum and its extension pole, clean the entire bottom surface of the wading pool, vacuuming up all residue.

**Emptying and cleaning the skimmers**

SW-22 Using the appropriate screwdriver (supplied by DND), remove the skimmer covers to access the basket. Remove the debris and place it in a bucket (supplied by DND). Remove the sieve and clean it with a brush, using OPTI-MAX or any other product (supplied by DND). This task is important in order to reduce the amount of chloramine in the water.

**Cleaning and waxing the slide**

SW-23 The slide must be rinsed with clean water and cleaned using a small quantity of OPTI-MAX (supplied by DND). The slide must be waxed once a month, which takes two hours, using a liquid wax (Turtle Wax) and following the manufacturer's directions, and then polished (product supplied by contractor) using a very soft puff.

SW-24 The Sports Centre slide in building 516 is closed for renovations. The reopening date is TBC. The slide for the outdoor pool is in operation.

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**Removing, cleaning and applying a protective coating to the ladders**

SW-25 Remove the ladders from the water, and clean and lubricate (protect) all stainless steel materials. Using a scouring pad (supplied by DND), rub the stainless steel to remove calcium and other types of build-up. Wipe with a dry cloth and protect the finish by rubbing with a cloth moistened with 3M Stainless Steel Cleaner and Polish (supplied by DND), but without making it slippery.

**Cleaning and washing the outdoor pool diving board**

SW-26 Scrub the diving board with a brush and floor soap/detergent (supplied by DND).

**Cleaning and removing ring marks on the walls of the main pool and wading pool**

SW-27 Using a brush and OPTI-MAX or any other product (supplied by DND), scrub the liner and/or concrete wall to remove ring marks.

**Annex B – Basis of Payment  
W0106-13-V130**

**Indoor and Outdoor Pool Maintenance  
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**PART 1 – GENERAL**

- 1.1 Costs and expenses
  - 1.1.1 ONLY the products and services billed at the rates and prices set forth below shall be paid. The rates and prices set forth below include ALL costs and expenses necessary to perform the work in accordance with the Statement of Work (profits, administrative fees, transportation costs, dumping fees, application of safety measures, rental or purchase of equipment or tools, fuels and other products required to operate vehicles or equipment, etc.).
  - 1.1.2 No payment shall be made for specific difficulties.
- 1.2 Firm commitment.
  - 1.2.1 The rates and prices set forth shall not be increased or decreased owing to increases or decreases in the cost of labour, products, tools, equipment or fees.

**PART 2 – PRICING**

- 2.1 Flat rate.
  - 2.1.1 The flat rate includes the provision of labour, material, equipment, tools, machinery, transportation, fuel, supervision, and anything else required to fully complete all work in accordance with the Statement of Work, Annex A.

**TERMS OF PAYMENT**

- 2.2 Payment will be divided into **seven (36)** equal installments billable on the 30 or 31 of each month of the contract:

**ADMINISTRATION**

General

The services covered under this contract shall be billed and paid monthly.

Payment

The contractor shall be paid for services rendered within thirty (30) days following completion of the work and receipt of an invoice.

Billing address:

**Philippe Carpentier**  
**PSP Facilities Coordinator**  
Sports Centre, Building 516  
Valcartier Garrison  
P.O. Box 1000, STN Forces  
Courcellette, Quebec  
G0A 4Z0

**Annex B – Basis of Payment  
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**Indoor and Outdoor Pool Maintenance  
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**PART 3 – BID**

Submit a fixed, lump-sum price

**3.1 Rates and prices submitted**

3.1.1 Flat rate: See Pricing, 2.1. Flat rate.

	From 1 December 2013 to 30 November 2014 inclusively.
Flat rate for completed work described in the Statement of Work, Annex A, indoor pool maintenance building 516 and outdoor pool maintenance building 173	\$ _____

3.1.2 Flat rate: See Pricing, 2.1. Flat rate.

	From 1 December 2014 to 30 November 2015 inclusively.
Flat rate for completed work described in the Statement of Work, Annex A, indoor pool maintenance building 516 and outdoor pool maintenance building 173	\$ _____

3.1.3 Flat rate: See Pricing, 2.1. Flat rate.

	From 1 December 2015 to 30 November 2016 inclusively.
Flat rate for completed work described in the Statement of Work, Annex A, indoor pool maintenance building 516 and outdoor pool maintenance building 173	\$ _____