

**RETURN BIDS TO:  
RETOURNER LES SOUMISSIONS À:**  
Public Works and Government Services Canada  
Bid Receiving Unit  
Suite 201, 1800 11th Ave  
Regina  
Sask.  
S4P 0H8  
Bid Fax: (306) 780-5601

**REQUEST FOR PROPOSAL  
DEMANDE DE PROPOSITION**

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

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

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

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

**Comments - Commentaires**

"THIS REQUIREMENT CONTAINS A SECURITY REQUIREMENT."

<b>Title - Sujet</b> Janitorial Services	
<b>Solicitation No. - N° de l'invitation</b> 01581-130210/A	<b>Date</b> 2013-01-02
<b>Client Reference No. - N° de référence du client</b> AAFC	
<b>GETS Reference No. - N° de référence de SEAG</b> PW-\$REG-162-4582	
<b>File No. - N° de dossier</b> REG-2-35081 (162)	<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 2013-02-12</b>	<b>Time Zone</b> <b>Fuseau horaire</b> Central Standard Time CST
<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> Glover, Cindy	<b>Buyer Id - Id de l'acheteur</b> reg162
<b>Telephone No. - N° de téléphone</b> (306) 780-5605 ( )	<b>FAX No. - N° de FAX</b> (306) 780-5601
<b>Destination - of Goods, Services, and Construction:</b> <b>Destination - des biens, services et construction:</b> DEPARTMENT OF AGRICULTURE AND AGRI-FOOD RESEARCH STN #1 Airport Rd., Box 1030 SWIFT CURRENT Saskatchewan S9H3X2 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**  
Regina (REG)  
Suite 201, 1800 11th Avenue  
Regina  
Sask.  
S4P 0H8

<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/</b> <b>de l'entrepreneur (taper ou écrire en caractères d'imprimerie)</b>	
<b>Signature</b>	<b>Date</b>

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**List of Annexes:**

Annex A	Statement of Work
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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. Statement of Work

The work to be performed is detailed under Article 2 of the resulting contract clauses.

### 3. Debriefings

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

## PART 2 - BIDDER INSTRUCTIONS

### 1. Standard Instructions, Clauses and Conditions

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

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

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

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

Delete: sixty (60) days

Insert: one hundred eighty (180) days

### 2. Submission of Bids

Bids must be submitted only to Public Works and Government Services Canada (PWGSC) Bid Receiving Unit by the date, time and place indicated on page 1 of the bid solicitation.

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

All enquiries must be submitted in writing to the Contracting Authority no later than ten (10) calendar days before the bid closing date. Enquiries received after that time may not be answered.

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

### **4. Applicable Laws**

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

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. Optional Site Visit**

It is recommended that the Bidder or a representative of the Bidder visit the work site. Arrangements have been made for a tour of the work site. The site visit will be held on January 16, 2013, at 1:30 pm at Semiarid Prairie Agricultural Research Centre Main Building #75 located at 1 Airport Road in Swift Current, Saskatchewan. Bidders are requested to communicate with the Contracting Authority two day(s) before the scheduled visit to confirm attendance and provide the name(s) of the person(s) who will attend. Bidders may be requested to sign an attendance form. Bidders who do not attend or send a representative will not be given an alternative appointment but they will not be precluded from submitting a bid. Any clarifications or changes to the bid solicitation resulting from the site visit will be included as an amendment to the bid solicitation.

## **PART 3 - BID PREPARATION INSTRUCTIONS**

### **1. Bid Preparation Instructions**

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

Section I: Technical Bid (2 hard copies)  
Section II: Financial Bid (1 hard copy)  
Section III: Certifications (1 hard copy)

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

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

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

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

(<http://www.tpsgc-pwgsc.gc.ca/ecologisation-greening/achats-procurement/politique-policy-eng.html>).

To assist Canada in reaching its objectives, bidders should:

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

### **Section I: 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 the Basis of Payment. The total amount of Goods and Services Tax (GST) or Harmonized Sales Tax (HST) 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**

### **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 Technical Evaluation

### 1.1.1 Mandatory Technical Criteria at Bid Closing

Failure to provide the following mandatory requirements at bid closing will render your submission non-compliant and it will not be given further consideration.

- (1) The Bidder must provide a letter detailing their business experience and their cleaning staff's commercial or industrial cleaning experience for all cleaning staff intended to provide the services in the resultant contract.
- (2) The Bidder must clearly indicate that they can complete all of the work described in Annex "A", Statement of Work.

### 1.1.2 Mandatory Technical Criteria Prior to Contract Award

Failure to meet any of the following mandatory requirements prior to contract award and within five (5) days of a request by the Contracting Authority will render your submission non-compliant and be given no further consideration.

- (1) Provide proof of certification in Workplace Hazardous Material Information System (WHMIS) at the appropriate level for all staff intended to provide the services on any resultant contract.
- (2) Provide proof of Certification of Workers' Compensation coverage in Saskatchewan.
- (3) Provide a list of major pieces of equipment that will be used in the cleaning operations. The list must include type of machine, make, model and year.

## 1.2 Financial Evaluation

Lowest Aggregate Evaluated Price will be calculated as follows:

Extending and totaling the Contractor's bid prices for all items listed in Annex B, Basis of Payment under Initial Contract Period, Option Year One, Option Year Two, and Option Year Three to arrive at the Contractor's evaluated price.

***(Item 1.1 x 24) + (Item 1.2 x 200) + Item 1.3 + (Item 2.1 x 12) + (Item 2.2 x 100) + (Item 3.1 x 12) + (Item 3.2 x 100) + (Item 4.1 x 12) + (Item 4.2 x 100) = Lowest Evaluated Price***

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

## 2. Basis of Selection

- 2.1 A bid must comply with the requirements of the bid solicitation and meet all mandatory technical evaluation criteria to be declared responsive. The responsive bid with the lowest evaluated price on an aggregate basis will be recommended for award of a contract.

### 3. Security Requirement

3.1. 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.

3.2. 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.

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

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

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

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

**1.1.1** By submitting a bid, the Bidder certifies, for himself and his affiliates, to be in compliance with the Code of Conduct and Certifications clause of the Standard instructions. The related documentation hereinafter mentioned will help Canada in confirming that the certifications are true. By submitting a bid, the Bidder certifies that it is aware, and that its affiliates are aware,

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that Canada may request additional information, certifications, consent forms and other evidentiary elements proving identity or eligibility. Canada may also verify the information provided by the Bidder, including the information relating to the acts or convictions specified herein, through independent research, use of any government resources or by contacting third parties. Canada will declare non-responsive any bid in respect of which the information requested is missing or inaccurate, or in respect of which the information contained in the certifications is found to be untrue, in any respect, by Canada. The Bidder and any of the Bidder's affiliates, will also be required to remain free and clear of any acts or convictions specified herein during the period of any contract arising from this bid solicitation.

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

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

## **2. Additional Certifications Precedent to Contract Award**

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

### **2.1 Federal Contractors Program - Certification**

1. The Federal Contractors Program (FCP) requires that some suppliers, including a supplier who is a member of a joint venture, bidding for federal government contracts, valued at \$200,000 or more (including all applicable taxes), make a formal commitment to implement employment equity. This is a condition precedent to contract award. If the Bidder, or, if the Bidder is a joint venture and if any member of the joint venture, is subject to the FCP, evidence of its commitment must be provided before the award of the Contract.

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

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

2. If the Bidder does not fall within the exceptions enumerated in 3.(a) or (b) below, or does not have a valid certificate number confirming its adherence to the FCP, the Bidder must fax (819-953-8768) a copy of the signed form LAB 1168, Certificate of Commitment to Implement Employment Equity, to the Labour Branch of HRSDC.

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

The Bidder or the member of the joint venture

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

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

## 2.2 Former Public Servant Certification

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

### Definitions

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

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

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

"pension" means, 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.

## 2.3 Status and Availability of Resources

The Bidder certifies that, should it be awarded a contract as a result of the bid solicitation, every individual proposed in its bid will be available to perform the Work as required by Canada's representatives and at the time specified in the bid solicitation or agreed to with Canada's representatives. If for reasons beyond its control, the Bidder is unable to provide the services of an individual named in its bid, the Bidder may propose a substitute with similar qualifications and experience. The Bidder must advise the Contracting Authority of the reason for the substitution and provide the name, qualifications and experience of the proposed replacement. For the purposes of this clause, only the following reasons will be considered as beyond the control of the Bidder: death, sickness, maternity and parental leave, retirement, resignation, dismissal for cause or termination of an agreement for default.

If the Bidder has proposed any individual who is not an employee of the Bidder, the Bidder certifies that it has the permission from that individual to propose his/her services in relation to the Work to be performed and to submit his/her résumé to Canada. The Bidder must, upon request from the Contracting Authority, provide a written confirmation, signed by the individual, of the permission given to the Bidder and of his/her availability.

## 2.4 Education and Experience

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

## PART 6 - RESULTING CONTRACT CLAUSES

### 1. Security Requirement

1.1. 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).

1.2. The Contractor personnel requiring access to sensitive work site(s) must EACH hold a valid RELIABILITY STATUS, granted or approved by CISD/PWGSC.

1.3. Subcontracts which contain security requirements are NOT to be awarded without the prior written permission of CISD/PWGSC.

1.4. The Contractor/Offeror must comply with the provisions of the:

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

### 2. Statement of Work

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

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### **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.

#### **3.1 General Conditions**

2010C (2012-11-19), General Conditions - Services (Medium Complexity) apply to and form part of the Contract.

### **4. Term of Contract**

#### **4.1 Period of the Contract**

The period of the Contract is from date of Contract to February 28, 2015, inclusive.

#### **4.2 Option to Extend the Contract**

The Contractor grants to Canada the irrevocable option to extend the term of the Contract by up to three additional one-year period(s) under the same conditions. The Contractor agrees that, during the extended period of the Contract, it will be paid in accordance with the applicable provisions as set out in the Basis of Payment.

Canada may exercise this option at any time by sending a written notice to the Contractor at least 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:

Cindy Glover  
Supply Specialist  
Public Works and Government Services Canada  
Acquisitions Branch  
#201, 1800 11th Avenue

Telephone: (306) 780-5605  
Facsimile: (306) 780-5601  
E-mail address: [cindy.glover@pwgsc-tpsgc.gc.ca](mailto:cindy.glover@pwgsc-tpsgc.gc.ca)

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

## 5.2 Project Authority

The Project Authority for the Contract is:

TO BE DISCLOSED AT CONTRACT AWARD

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

## 5.3 Contractor's Representative

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

Title: \_\_\_\_\_

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

Facsimile: \_\_\_\_\_

E-mail: \_\_\_\_\_

## 6. Payment

### 6.1 Basis of Payment

For the Work described in Articles 1 and 2 of the Statement of Work in Annex A:

In consideration of the Contractor satisfactorily completing its obligations under the Contract, the Contractor will be paid a firm price for a cost of \$\_\_\_\_\_ (insert the amount at contract award). Customs duties are included and Goods and Services Tax or Harmonized Sales Tax is extra, if applicable.

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

Refer to Annex B, Basis of Payment

## 6.2 Basis of Payment - Limitation of Expenditure

For the Work described in Article 3 of the Statement of Work in Annex A.

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 \$\_\_\_\_\_ (insert the amount at contract award). Customs duties are included and Goods and Services Tax or Harmonized Sales Tax is extra, if applicable.

## 6.3 Basis of Payment - Limitation of Expenditure

1. Canada's total liability to the Contractor under the Contract must not exceed \$ \_\_\_\_\_. Customs duties are included and Goods and Services Tax or Harmonized Sales Tax is extra, if applicable.

2. No increase in the total liability of Canada or in the price of the Work resulting from any design changes, modifications or interpretations of the Work, will be authorized or paid to the Contractor unless these design changes, modifications or interpretations have been approved, in writing, by the Contracting Authority before their incorporation into the Work. The Contractor must not perform any work or provide any service that would result in Canada's total liability being exceeded before obtaining the written approval of the Contracting Authority. The Contractor must notify the Contracting Authority in writing as to the adequacy of this sum:

- (a) when it is 75 percent committed, or
- (b) four (4) months before the contract expiry date, or
- (c) as soon as the Contractor considers that the contract funds provided are inadequate for the completion of the Work,

whichever comes first.

3. If the notification is for inadequate contract funds, the Contractor must provide to the Contracting Authority a written estimate for the additional funds required. Provision of such information by the Contractor does not increase Canada's liability.

## 6.4 Monthly Payment

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

## 6.5 SACC Manual Clauses

A2000C	Foreign Nationals (Canadian Contractor)	2006-06-16
A2001C	Foreign Nationals (Foreign Contractor)	2006-06-16
A9117C	T1204 - Direct Request by Customer Department	2007-11-30
C0711C	Time Verification	2008-05-12
C2000C	Taxes - Foreign-based Contractor	2007-11-30

## 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 address shown on page 1 of the Contract for certification and payment.

## 8. Certifications

### 8.1 Compliance

Compliance with the certifications and related documentation 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, provide the related documentation or if 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. Applicable Laws

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

## 10. Priority of Documents

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

- (a) the Articles of Agreement;
- (b) the general conditions 2010C (2012-11-19), General Conditions - Services (Medium Complexity);
- (c) Annex A, Statement of Work;
- (d) Annex B, Basis of Payment;
- (e) Annex C, Insurance
- (e) Annex D, Security Requirements Check List;
- (f) the Contractor's bid dated \_\_\_\_\_ (*insert date of bid*).

## 11. SACC Manual Clauses

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## 12. Insurance Requirements

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

## 13. Contract Financial Security

13.1 The Contractor must provide one of the following contract financial securities within 30 calendar days after date of contract award:

- a) a performance bond form PWGSC-TPSGC 505 in the amount of 20 percent of the Contract Price; or
- b) a security deposit as defined in clause E0008C in the amount of 20 percent of the Contract Price.

Any bond must be accepted as security by one of the bonding companies listed in Treasury Board Contracting Policy, Appendix L, Acceptable Bonding Companies.

13.2 Security deposits in the form of government guaranteed bonds with coupons attached will be accepted only if all coupons that are unmaturing, at the time the security deposit is provided, are attached to the bonds. The Contractor must provide written instructions concerning the action to be taken with respect to coupons that will mature while the bonds are pledged as security, when such coupons are in excess of the security deposit requirement.

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

13.4 *SACC Manual* Clause E0008C (2012-07-16), Security Deposit Definition

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## ANNEX A

### STATEMENT OF WORK

Agriculture & Agri-Food Canada Semiarid Prairie Agricultural Research Centre (SPARC) located at Swift Current, Saskatchewan requires the provision of all materials/supplies, equipment, labour and supervision necessary to perform janitorial services as detailed herein. These specifications are explicit in respect to tasks to be performed and frequency of service and the Contractor shall be expected to comply fully and completely with the Statement of Work.

#### 1. GENERAL REQUIREMENTS

##### 1.1 **Buildings in which work is to be performed - located at Agriculture & Agri-Food Canada Semi-Arid Prairie Agricultural Research Centre, Swift Current, Saskatchewan.**

NOTE: The measurements for each building are estimated to give the supplier an indication of the scope of work in each area.

- i) Main Building #75 (68,000 sq ft)
  - (a) Laboratory Wing and Office Wing
  - (b) Header House and Environmental Control Wing
  - (c) Boiler Room
  
- ii) Conference Facility and Link #95 (5,960 sq ft)
  
- iii) Crop Services Building #93 (4,530 sq ft)
  - (a) Lavatories
  - (b) Offices
  - (c) Coffee Room
  - (d) Corridors
  
- iv) Main Shop #45 (940 sq ft)
  - (a) Lavatories
  - (b) Offices
  - (c) Stores
  
- v) Carpenters Shop #92 (25 sq ft)
  - (a) Lavatory
  
- vi) L.B. Thomson Place (6,600 sq ft)
  
- vii) AESB Warehouse (1,240 sq ft)
  - (a) Office
  - (b) Common area
  - (c) Lavatories
  - (d) Corridor

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## 1.2 **Areas of the buildings to be included in the regular cleaning**

- i) The areas to be cleaned will consist of all exposed surfaces of the interior of the buildings and the furniture, including walls, floors, ceilings, floor coverings, blinds, light fixtures, plumbing fixtures, office furniture, built-in fixtures, etc.
- ii) Note: Items on desks, tables, etc., must not be removed by cleaning staff. If items are left on desk, no cleaning is required on horizontal surface.

## 1.3 **Cleaning materials, equipment and responsibility**

- i) Cleaning supplies such as service carts, floor polishing machines, automatic scrubbers, snow blower, wringers and wringer pails, vacuum cleaners, brooms, mops (wet and dry), ladders, dusting cloths, pails, scrapers, soaps, scouring materials, detergents, deodorants, disinfectants, polishing materials such as waxes and applicators, shall be supplied and maintained by the Contractor. Agriculture Canada will provide washroom and lavatory supplies such as towels, toilet paper, toilet soap and plastic garbage bags. It is the Contractor's responsibility to pick up these supplies at SPARC's Stores.
- ii) Environmentally friendly products are encouraged for use where appropriate. All materials such as soaps, detergents, scouring materials, cleaners, wax and sealers, must have a WHMIS safety data sheet submitted to the Research Centre's Project Authority. All materials must be suitable for the surface intended and shall not be harmful to such surfaces.
- iii) All cleaning equipment/machines shall be maintained at the high standard of appearance and efficiency. The Contractor must use a vacuum cleaner with a HEPA filter.
- iv) The Contractor is responsible for moving office/lab furniture when thoroughly cleaning or waxing floors, washing windows, etc.

## 1.4 **Light, heat, power, water, and storage rooms**

- i) Agriculture & Agri-Food Canada will provide the Contractor with light, heat, power, hot and cold water, and storage rooms, as may be required for this work.

## 1.5 **Inspection**

- i) Instructions and direction necessary to the proper completion of the work will be issued by the Project Authority or his/her representative. Project authority will be the Facilities Manager, Integrated Services Manager or his/her representative.
- ii) The Project Authority or his/her representative will periodically inspect the work and may call-back the supplier for unsatisfactory cleaning.
- iii) The Contractor must have a Site Supervisor to give personal and constant supervision to the work. All cleaning shall be under supervision of the Site Supervisor who is fluent in

English. The Contractor **MUST** provide thorough training of new employees in all required aspects of the position. The Contractor must provide monthly inspections by the Contractors Senior Management or Senior Supervisor during hours of cleaning operations.

- iv) The Contractor shall provide the Project Authority or his/her representative with a detailed schedule of operations (daily/weekly/monthly) detailing which day of the week tasks are performed and maintain a record of waxing dates for all floors.

## 1.6 Method of Procedure

- i) Cleaning operations will commence each night at 4:30 p.m. (SPARC), and 5:00 p.m. (L.B. Thomson Place) but the Contractor's staff must not inconvenience in any way, any Government employee who might be working on the premises during the evening.
- ii) At least one of the Contractor's employees shall be employed on the day shift for a minimum of three hours. In winter months, this day worker is to commence work at 7:00 a.m., to clean snow from all entrance doors and again during the lunch hour if required. Hours to be set in consultation with the Project Authority or his/her representative, as follows:

Summer - 8:00AM to 11:00AM (April to September)

Winter - 7:00AM to 9:00AM and 12:00PM to 1:00PM (October to March)

- iii) Janitorial services are required Monday to Friday, inclusive, with the exception of federally recognized statutory holidays as listed herein.
- iv) Janitorial services are not required on the following federally recognized Statutory Holidays:

New Year's Day (January 1)

Good Friday (March or April – Friday before Easter Sunday)

Easter Monday (March or April – Monday after Easter Monday)

Victoria Day (May – Monday preceding May 25th)

Canada Day (July 1)

Civic Holiday (First Monday in August)

Labour Day (First Monday in September)

Thanksgiving (Second Monday in October)

Remembrance Day (November 11)

Christmas (December 25)

Boxing Day (December 26)

NOTE: New Year's Day, Canada Day, Remembrance Day, Christmas Day and/or Boxing Day will be recognized on the next working day directly following if any of these statutory holidays fall on a weekend.

- v) Federal Government Buildings are open for Family Day in February (third Monday in February). This is a Provincial Statutory Holiday, not a Federal Statutory Holiday; therefore, Janitorial Services are required on that day.

## **1.7 Excluded Areas**

- i) The following areas do not require janitorial services and will not form part of this contract:
  - a) greenhouses - greenhouse corridors ARE NOT EXCLUDED
  - b) interior of cold rooms
  - c) interior of growth rooms
  - d) black-topped laboratory benching in laboratories
  - e) boiler room except for Engineer's office and lavatory
  - f) mechanical equipment rooms except for penthouse and environmental control wing
  - g) rooms 001, 002, 061, and 063 in Wing A (basement).

## **1.8 Waxing**

- i) The timing of stripping/waxing will be co-ordinated between the Project Authority, the office occupant and the Contractor.
- ii) When waxing terrazzo, linoleum or tile floors, the floors must be stripped completely removing the existing floor finish.
- iii) Floor finish accumulations under furniture, in corners or on baseboards are to be removed. Floors to be rinsed with clean water and two coats of non-slip finish applied and buffed after each coat.
- iv) Care is to be taken to not allow cleaning solution to seep under furniture legs, file cabinets and partitions.
- v) Wax to be used on all floors is Elite by Dustbane.

NOTE: Do not apply sealer to Marmoleum floors. Protect floor with wax only and buffing/burnishing floor to harden surface.

## **1.9 Garbage**

- i) Main building and Conference Facility - the Contractor shall deposit all garbage in plastic bags and transport to garbage bin located at loading dock.
- ii) Crop Science Building - the Contractor shall deposit all garbage in plastic bags and transport to garbage bin on east side of building.
- iii) Main shop - the Contractor shall deposit all garbage in plastic bags and transport to garbage bin on north side of building.

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- iv) L.B. Thomson Place and AESB Warehouse - the Contractor shall deposit all garbage in plastic bags and transport to garbage bin located outside header house door.

#### **1.10 Recycle**

- i) Main building and Conference Facility - the Contractor shall deposit recycle paper/cardboard in recycle bin located at loading dock. The Contractor shall deposit all plastic from recycle stations located at Cafeteria, Main Building Foyers on all 4 floors and Headerhouse in plastic recycle bins located at Main Building NE entrance.
- ii) Crop Science Building - the Contractor shall deposit recycle paper/cardboard in recycle bin located at loading dock. The Contractor shall deposit all plastic from recycle stations located foyer, Room 4 and Room 43 in plastic recycle bins located at Main Building NE entrance.
- iii) Main shop - the Contractor shall deposit recycle paper/cardboard in recycle bin located at loading dock. The Contractor shall deposit all plastic from recycle stations located at Stores in recycle bins located at Main Building NE entrance.
- iv) L.B. Thomson Place - the Contractor shall deposit recycle paper/cardboard in recycle bin located at loading dock. The Contractor shall deposit all plastic from recycle station located in Lab in recycle bins located at Main Building NE entrance.
- v) AESB Shop - the Contractor shall deposit recycle paper/cardboard in recycle bin located at loading dock. The Contractor shall deposit all plastic from recycle station located in Shop in recycle bins located at Main Building NE entrance.

#### **1.11 Dusting**

- i) Dusting to be performed using a damp or wet rag (not by feather duster).

#### **1.12 Janitorial Rooms**

- i) All Janitorial Rooms must maintain tidiness and cleanliness.
- ii) Mop pails shall be empty and free of odours.
- iii) There shall be no wastepaper, garbage or empty containers in janitor closets.

#### **1.13 Light Bulbs**

- i) The Contractor will be required to replace any burnt out light bulbs in the L.B. Thomson Place building. Light bulbs will be supplied by Agriculture Canada.

## 2. DUTIES

### 2.1 *Main Building #75*

#### 2.1.1 **Work to be performed daily:**

##### **A. Laboratory Wing and Office Wing:**

- i) All areas on the five floors, including stairs, basement to penthouse, to be swept or vacuumed.
- ii) All corridor floors and foyers to be washed with automatic scrubber.
- iii) All carpets to be vacuumed and spot-cleaned.
- iv) Empty all waste baskets and recycle baskets and dispose of in appropriate bin.
- v) Clean all lavatories and maintain stocks of towels, toilet paper and hand soap that will be provided by the Department. Disinfect and clean all surfaces of all sanitary fixtures and wash floor.
- vi) Clean drinking fountains - all floors.
- vii) Keep glass in entrance doors and interior doors clean on both sides.
- viii) Clean white boards in meeting rooms.
- ix) Empty all paper/cardboard/plastic recycle stations and deposit in appropriate bin.
- x) Seasonally when applicable, remove dirt, snow and ice from all entrances (including emergency exits) and sidewalks. If required, entrances, exits and sidewalks shall be sanded or chemically treated to provide safe footing.

##### **B. Header house and Environmental Control Wing:**

- i) Sweep or vacuum both floors and all greenhouse corridors including steps and lift area.
- ii) Empty all waste baskets and recycle baskets and dispose of in appropriate bin.
- iii) Empty all paper/cardboard/plastic recycle stations and deposit in appropriate bin.
- iv) Remove dirt, snow and ice from all entrances (including emergency exits) and sidewalks. If required, entrances, exits and sidewalks shall be sanded or chemically treated to provide safe footing.

##### **C. Boiler Room:**

- i) Clean office floor.
- ii) Clean lavatory and maintain stocks of towels, toilet paper and hand soap that will be provided by the Department. Disinfect and clean all surfaces of all sanitary fixtures, including shower, clean mirror and wash floors.

#### 2.1.2 **Work to be performed weekly:**

##### **A. Laboratory Wing:**

- i) Wash all floors including labs with automatic scrubber from the basement to fourth floor inclusive.
- ii) Machine buff all corridors and foyers.

- iii) Dust all chairs, office furniture, including cabinets and fan coil enclosures. Black-topped laboratory benching in laboratories is excluded from this contract.
- iv) Clean all handrails, baseboards and ledges.
- v) Vacuum fabric-covered furniture in the women's rest room, rotundas and any other fabric furnishings in the building.
- vi) Polish glass panels and granite surfaces in front entrance and lobby on all floors. Clean elevator car doors, elevator floor and entrance paneling.

**B. Office Wing:**

- i) Wash all floors including offices with automatic scrubber from the basement to the third floor, including Boiler Room office.
- ii) Machine buff all corridors and foyers.
- iii) Apply wax in heavy traffic areas.
- iv) Dust all chairs, office furniture, including cabinets and fan coil enclosures.
- v) Vacuum fabric-covered furniture.
- vi) Cigarette dispensers at all entrances to be cleaned and sand replaced in sand urn ash trays.

**C. Header house & Environmental Control Wing:**

- i) Wash all floors with automatic scrubber including all greenhouse corridors.
- ii) Cigarette dispensers at all entrances to be cleaned and sand replaced in sand urn ash trays.

**2.1.3 Work to be performed monthly:**

**A. Laboratory Wing:**

- i) Polish all plate glass in interior doors.
- ii) Clean the finishing hardware, door knobs, metal door trim, face and kick plates, railings, ledges, baseboards.
- iii) Apply wax in heavy traffic areas.

**B. Office Wing:**

- i) Polish all plate glass in interior doors.
- ii) Dust all shelves in library.
- iii) Clean the finishing hardware, door knobs, metal door trim, face and kick plates, railings, ledges, and baseboards.
- iv) Wash glass doors in book cases and displays
- v) Apply wax in heavy traffic areas.

**C. Header house & Environmental Control Wing:**

- i) Polish all plate glass in interior doors.
- ii) Dust all office furniture and fan coil enclosures.

- iii) Clean the finishing hardware, door knobs, metal door trim, face and kick plates, railings, ledges and baseboards.

#### **2.1.4 Work to be performed semi-annually:**

##### **A. Laboratory and Office Wing:**

- i) Clean all handrails and polish plexi-glass.
- ii) Clean the wood paneling in the lobbies on four floors, basement to third floor.
- iii) Strip and wax all tile, linoleum and terrazzo floors.
- iv) Clean and polish all wood office furniture.
- v) Clean and disinfect interior of wastebaskets.

##### **B. Header house and Environmental Control Wing:**

- i) Strip and wax all linoleum and tile floors.

#### **2.1.5 Work to be performed annually:**

##### **A. Laboratory and Office Wings:**

- i) Dust light covers.
- ii) Wash the interior walls in corridors, stairwells, foyers and washrooms from floor to ceiling (May).
- iii) Wash or vacuum the vertical blinds (May).
- iv) Wash and polish interior of lobby glass curtain wall (October).
- v) Carpets shall be cleaned by hot water extraction (steam cleaning) method using a non-foaming low residue detergent. Allow sufficient drying time prior to replacing furniture.

##### **B. Header house and Environmental Control Wing:**

- i) Wash the corridor walls from floor to ceiling (February).

## **2.2 *Conference Facility and Link #95***

### **2.2.1 Work to be performed daily:**

- i) Floors in food preparation, kitchen, cafeteria, Thomson Room and coatroom to be swept and washed. The floors in the link, corridor and foyer to be washed with automatic scrubber.
- ii) Carpet floors in Taggart and Denike room to be vacuumed and spot cleaned.
- iii) Empty all waste baskets and recycle baskets and dispose of in appropriate bin.
- iv) Clean lavatories, and maintain stocks of towels, toilet paper and hand soap. Disinfect and clean all surfaces of all sanitary fixtures, and wash floor.
- v) Entrance mats to be removed and cleaned on both sides.
- vi) Clean drinking fountain.

- vii) Clean south counter and sink in food preparation area.
- viii) Clean up patio area. Straighten chairs and tables.
- ix) Empty all paper/cardboard/plastic recycle stations and deposit in appropriate bin.
- x) Seasonally when applicable, remove dirt, snow and ice from all entrances (including emergency exits) and sidewalks. If required, entrances, exits and sidewalks shall be sanded or chemically treated to provide safe footing.

### **2.2.2 Work to be performed weekly:**

- i) Wash floor with automatic scrubber in Thomson Room, storage room, and audio-visual room.
- ii) Dust/polish all tables, chairs, countertops, furniture, etc.
- iii) Vacuum fabric-covered furniture.
- iv) Cigarette dispensers at all entrances to be cleaned and sand replaced in sand urn ash trays.
- v) Sweep or hose down patio area (seasonally), as applicable.
- vi) Clean chairs, benches and tables on patio.
- vii) Set up and take down of tables and chairs in the Thomson Room, as applicable (approximately 50 times per year).

### **2.2.3 Work to be performed monthly:**

- i) Wax all linoleum floors.
- ii) Polish all plate glass in interior doors and windows.
- iii) Clean the finishing hardware, door knobs, metal door trim, face and kick plates, railings, ledges and baseboards.

### **2.2.4 Work to be performed semi-annually:**

- i) Clean and disinfect interior of all wastebaskets.

### **2.2.5 Work to be performed annually:**

- i) Wash and polish interior and exterior of all windows (April).
- ii) Wash the interior walls from floor to ceiling, including folding wall (November).
- iii) Vacuum the vertical blinds (May).
- iv) Carpets shall be cleaned by hot water extraction (steam cleaning) method using a non-foaming low residue detergent. Allow sufficient drying time prior to replacing furniture.

## **2.3 Crop Services Building #93**

### **2.3.1 Work to be performed daily:**

- i) Empty waste baskets and sweep floors in corridors, foyers and rooms #4, 5, 6, 10, 11, 24, 45 & 46.

- ii) Clean lavatories and maintain stocks of towels, toilet paper and hand soap. Disinfect and clean all surfaces of all sanitary fixtures, including showers, and wash floor.
- iii) Entrance mats to be removed and cleaned on both sides.
- iv) Clean drinking fountain.
- v) Empty all paper/cardboard/plastic recycle stations and deposit in appropriate bin.
- vi) Seasonally when applicable, remove dirt, snow and ice from all west side entrances and walkways from Main Building (#75) to Crop Services Building (#93). If required, entrances and sidewalks shall be sanded or chemically treated to provide safe footing.

### **2.3.2 Work to be performed weekly:**

- i) Wash or thoroughly clean all floors in corridors, foyers and rooms #4, 5, 6, 10, 11, 24, 45 & 46.
- ii) Cleared office furniture, chairs, tables and counter tops in Rooms #4, 5, 6, 10, 11, 24, 45 & 46 and bumper rail in corridors, to be dusted/polished.
- iii) Cigarette dispensers at all entrances to be cleaned and sand replaced in sand urn ash trays.

### **2.3.3 Work to be performed monthly:**

- i) Clean the finishing hardware, door knobs, metal door trim, face and kick plates, railings, ledges and baseboards.

### **2.3.4 Work to be performed semi-annually:**

- i) Clean and disinfect interior of all waste baskets.

### **2.3.5 Work to be performed annually:**

- i) Dust light covers.
- ii) Wash the interior walls from floor to ceiling in corridors, foyers, lavatories and rooms #4, 5, 6, 10, 11, 24, 45 & 46 (December).
- iii) Wash and polish the interior and exterior of all windows (April).

## ***2.4 Main Shop #45 & Carpenters Shop #92***

### **2.4.1 Work to be performed daily:**

- i) Clean lavatories, and maintain stocks of towels, toilet paper and hand soap. Disinfect and clean all surfaces of all sanitary fixtures and wash floor.
- ii) Sweep floors in Stores and Machine Design Office and empty all waste baskets and recycle baskets and dispose of in appropriate bin.
- iii) Clean drinking fountain.
- iv) Empty all paper/cardboard/plastic recycle stations and deposit in appropriate bin.

**2.4.2 Work to be performed weekly:**

- i) Wash floors in Stores, Machine Design Office, Mechanic Office and upstairs office including stairs.
- ii) Carpenters Shop - Clean lavatory and maintain stocks of towels, toilet paper and hand soap. Disinfect and clean all surfaces of all sanitary fixtures and wash floor.

**2.4.3 Work to be performed monthly:**

- i) Strip and wax tiled floors in Stores, Machine Design Office and upstairs office including stairs.
- ii) Clean and disinfect interior of all wastebaskets.

**2.5 *L.B. Thomson Place*****2.5.1 Work to be performed daily:**

- i) Tile floors (including Quarry tile) in entrances and reception area and Lab to be swept and washed.
- ii) Carpet floors in room to be vacuumed and spot cleaned.
- iii) Empty all waste baskets and recycle baskets and dispose of in appropriate bin.
- iv) Clean lavatories, and maintain stocks of towels, toilet paper and hand soap. Disinfect and clean all surfaces of all sanitary fixtures, and wash floor.
- v) Entrance mats to be removed and cleaned on both sides.
- vi) Reception counters, Lab counters, and meeting room counters to be dusted/polished on horizontal surfaces.
- vii) Clean glass in main entrance and reception area including glass on reception desk.
- viii) Spot clean all walls.
- ix) Sweep or hose down patio area (seasonally), as applicable.
- x) Empty all paper/cardboard/plastic recycle stations and deposit in appropriate bin.

**2.5.2 Work to be performed weekly:**

- i) Wash or thoroughly clean floor in store rooms.
- ii) Cleared office furniture, including cabinets, countertops, tables, chairs, telephones, etc. and window sills, to be dusted/polished.
- iii) Vacuum fabric-covered furniture.
- iv) Quarry tile floor in reception area to be polished.
- v) Cigarette dispensers at all entrances to be cleaned and sand replaced in sand urn ash trays.

**2.5.3 Work to be performed monthly:**

- i) Clean the finishing hardware, door knobs, metal door trim, face and kick plates, railings, ledges and baseboards.

**2.5.5 Work to be performed semi-annually:**

- i) Clean and polish all office furniture.
- ii) Wax all tile floors.
- iii) Clean and disinfect interior of all wastebaskets.

**2.5.6 Work to be performed annually:**

- i) Wash and polish interior and exterior of all windows (April).
- ii) Wash the interior walls in corridors from floor to ceiling (November).
- iii) Carpets shall be cleaned by hot water extraction (steam cleaning) method using a non-foaming low residue detergent. Allow sufficient drying time prior to replacing furniture.
- iv) Vacuum the vertical blinds (May).
- v) Clean light fixtures.

**2.6 *AESB Warehouse*****2.6.1 Work to be performed weekly:**

- i) Clean two lavatories and maintain stocks of towels, toilet paper and hand soap (supplied by AESB). Disinfect and clean all surfaces of all sanitary fixtures, clean mirror and wash floor.
- ii) Carpet floor in office to be vacuumed and spot cleaned.
- iii) Sweep and wash floors in office, common area and corridor.
- iv) Entrance mats to be removed and cleaned.
- v) Empty all waste baskets and recycle baskets and dispose of in appropriate bin.
- vi) Empty all paper/cardboard/plastic recycle stations and deposit in appropriate bin.

**2.6.2 Work to be performed annually:**

- i) Wash interior walls in areas of regular cleaning.
- ii) Carpet in office shall be cleaned by hot extraction (steam cleaning) method using a non-foaming low residue detergent.
- iii) Wax all lino floors.

**3. NON-SCHEDULED WORK**

3.1 The Project Authority may authorize non-scheduled work for additional cleaning services due to flooding, special occasions, etc. Non-scheduled work will only be in the buildings listed in this contract and may include any of the duties listed in *Annex A, Statement of Work, Article 2. Duties*, but are required outside the normal scheduled work identified in *Annex A, Statement of Work, Article 2. Duties*.

3.2 Wash/polish interior and exterior of all windows in Main Building #75as requested by the Project Authority (usually once annually). Scope: 4 Floors totaling 195 windows.

## ANNEX B BASIS OF PAYMENT

Firm all inclusive prices, GST/HST extra, as applicable

### 1. Initial Contract Period - Date of Contract to 28 February 2015, inclusive

- 1.1 Firm, all inclusive monthly rate \$ \_\_\_\_\_ per month  
For the work identified in Annex A. Statement of Work,  
1. General Requirement and 2. Duties.
- 1.2 Non-scheduled work per cleaner \$ \_\_\_\_\_ per hour  
For the work identified in Annex A. Statement of Work,  
3. Non-Scheduled Work, Article 3.1
- 1.3 Main building window washing \$ \_\_\_\_\_ per lot  
For the work identified in Annex A. Statement of Work,  
3. Non-Scheduled Work, Article 3.2

### 2. Option Year One - 1 March 2015 to 29 February 2016, inclusive

- 2.1 Firm, all inclusive monthly rate \$ \_\_\_\_\_ per month  
For the work identified in Annex A. Statement of Work,  
1. General Requirement and 2. Duties.
- 2.2 Non-scheduled work per cleaner \$ \_\_\_\_\_ per hour  
For the work identified in Annex A. Statement of Work,  
3. Non-Scheduled Work, Article 3.1
- 2.3 Main building window washing \$ \_\_\_\_\_ per lot  
For the work identified in Annex A. Statement of Work,  
3. Non-Scheduled Work, Article 3.2

### 3. Option Year Two - 1 March 2016 to 28 February 2017, inclusive

- 3.1 Firm, all inclusive monthly rate \$ \_\_\_\_\_ per month  
For the work identified in Annex A. Statement of Work,  
1. General Requirement and 2. Duties.
- 3.2 Non-scheduled work per cleaner \$ \_\_\_\_\_ per hour  
For the work identified in Annex A. Statement of Work,  
3. Non-Scheduled Work, Article 3.1
- 3.3 Main building window washing \$ \_\_\_\_\_ per lot  
For the work identified in Annex A. Statement of Work,  
3. Non-Scheduled Work, Article 3.2

**4. Option Year Three - 1 March 2017 to 28 February 2018, inclusive**

- 4.1 Firm, all inclusive monthly rate \$ \_\_\_\_\_ per month  
For the work identified in Annex A. Statement of Work,  
1. General Requirement and 2. Duties.
- 4.2 Non-scheduled work per cleaner \$ \_\_\_\_\_ per hour  
For the work identified in Annex A. Statement of Work,  
3. Non-Scheduled Work, Article 3.1
- 4.3 Main building window washing \$ \_\_\_\_\_ per lot  
For the work identified in Annex A. Statement of Work,  
3. Non-Scheduled Work, Article 3.2

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## ANNEX C

### INSURANCE

#### 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 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. Non-Owned Automobile Liability - Coverage for suits against the Contractor resulting from the use of hired or non-owned vehicles.
- m. Sudden and Accidental Pollution Liability (minimum 120 hours): To protect the Contractor for liabilities arising from damages caused by accidental pollution incidents.

## **2. Automobile Liability Insurance**

1. The Contractor must obtain Automobile Liability Insurance, and maintain it in force throughout the duration of the Contract, in an amount usual for a contract of this nature, but for not less than \$2,000,000 per accident or occurrence.

2. The policy must include the following:

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

Solicitation No. - N° de l'invitation

01581-130210/A

Amd. No. - N° de la modif.

File No. - N° du dossier

REG-2-35081

Buyer ID - Id de l'acheteur

reg162

CCC No./N° CCC - FMS No/ N° VME

AAFC

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**ANNEX D**

**SECURITY REQUIREMENTS CHECK LIST**

*(Attached as PDF)*



Government of Canada / Gouvernement du Canada

DSS/SRCL 3872

Contract Number / Numéro du contrat 01581-130210
Security Classification / Classification de sécurité

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 AAFC		2. Branch or Directorate / Direction générale ou Direction Research
3. a) Subcontract Number / Numéro du contrat de sous-traitance		3. b) Name and Address of Subcontractor / Nom et adresse du sous-traitant Not yet tendered
4. Brief Description of Work / Brève description du travail Provide Janitorial Services to 7 buildings at SPARC Site		
5. a) Will the supplier require access to Controlled Goods? Le fournisseur aura-t-il accès à des marchandises contrôlées?		<input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui
5. b) Will the supplier require access to unclassified military technical data subject to the provisions of the Technical Data Control Regulations? Le fournisseur aura-t-il accès à des données techniques militaires non classifiées qui sont assujetties aux dispositions du Règlement sur le contrôle des données techniques?		<input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui
6. Indicate the type of access required / Indiquer le type d'accès requis		
6. a) Will the supplier and its employees require access to PROTECTED and/or CLASSIFIED information or assets? 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 / Non <input type="checkbox"/> Yes / Oui
6. b) Will the supplier and its employees (e.g. cleaners, maintenance personnel) require access to restricted access areas? No access to PROTECTED and/or CLASSIFIED information or assets is permitted. Le fournisseur et ses employés (p. ex. nettoyeurs, personnel d'entretien) auront-ils accès à des zones d'accès restreintes? L'accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS n'est pas autorisé.		<input type="checkbox"/> No / Non <input checked="" type="checkbox"/> Yes / Oui
6. c) Is this a commercial courier or delivery requirement with no overnight storage? S'agit-il d'un contrat de messagerie ou de livraison commerciale sans entreposage de nuit?		<input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui
7. a) Indicate the type of information that the supplier will be required to access / Indiquer le type d'information auquel le fournisseur devra avoir accès		
Canada <input type="checkbox"/>	NATO / OTAN <input type="checkbox"/>	Foreign / Étranger <input type="checkbox"/>
7. b) Release restrictions / Restrictions relatives à la diffusion		
No release restrictions / Aucune restriction relative à la diffusion <input type="checkbox"/>	All NATO countries / Tous les pays de l'OTAN <input type="checkbox"/>	No release restrictions / Aucune restriction relative à la diffusion <input type="checkbox"/>
Not releasable / À ne pas diffuser <input type="checkbox"/>		
Restricted to: / Limité à: Specify country(ies): / Préciser le(s) pays: <input type="checkbox"/>	Restricted to: / Limité à: Specify country(ies): / Préciser le(s) pays: <input type="checkbox"/>	Restricted to: / Limité à: Specify country(ies): / Préciser le(s) pays: <input type="checkbox"/>
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"/>



Contract Number / Numéro du contrat <b>01581-130210</b>
Security Classification / Classification de sécurité

**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 / Non  Yes / 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 / Non  Yes / Oui

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

Document Number / Numéro du document :

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

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

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

Special comments:

Commentaires spéciaux :

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

REMARQUE : Si plusieurs niveaux de contrôle de sécurité sont requis, un guide de classification de la sécurité doit être fourni.

10. b) May unscreened personnel be used for portions of the work?  
Du personnel sans autorisation sécuritaire peut-il se voir confier des parties du travail?  No / Non  Yes / Oui

If Yes, will unscreened personnel be escorted?  
Dans l'affirmative, le personnel en question sera-t-il escorté?  No / Non  Yes / Oui

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

INFORMATION / ASSETS / RENSEIGNEMENTS / BIENS

11. a) Will the supplier be required to receive and store PROTECTED and/or CLASSIFIED information or assets on its site or premises?  
Le fournisseur sera-t-il tenu de recevoir et d'entreposer sur place des renseignements ou des biens PROTÉGÉS et/ou CLASSIFIÉS?  No / Non  Yes / Oui

11. b) Will the supplier be required to safeguard COMSEC information or assets?  
Le fournisseur sera-t-il tenu de protéger des renseignements ou des biens COMSEC?  No / Non  Yes / Oui

PRODUCTION

11. c) Will the production (manufacture, and/or repair and/or modification) of PROTECTED and/or CLASSIFIED material or equipment occur at the supplier's site or premises?  
Les installations du fournisseur serviront-elles à la production (fabrication et/ou réparation et/ou modification) de matériel PROTÉGÉ et/ou CLASSIFIÉ?  No / Non  Yes / Oui

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

11. d) Will the supplier be required to use its IT systems to electronically process, produce or store PROTECTED and/or CLASSIFIED information or data?  
Le fournisseur sera-t-il tenu d'utiliser ses propres systèmes informatiques pour traiter, produire ou stocker électroniquement des renseignements ou des données PROTÉGÉS et/ou CLASSIFIÉS?  No / Non  Yes / Oui

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



01581-130210

**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 / CLASSIFIÉE			NATO				COMSEC					
	A	B	C	CONFIDENTIAL / CONFIDENTIEL	SECRET	TOP SECRET / TRÈS SECRET	NATO RESTRICTED / NATO DIFFUSION RESTREINTE	NATO CONFIDENTIAL / NATO CONFIDENTIEL	NATO SECRET	COSMIC TOP SECRET / COSMIC TRÈS SECRET	PROTECTED / PROTÉGÉ			CONFIDENTIAL	SECRET	TOP SECRET / TRÈS SECRET
											A	B	C			
Information / Assets / Renseignements / Biens	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Production	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
IT Media / Support TI	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
IT Link / Lien électronique	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

12. a) Is the description of the work contained within this SRCL PROTECTED and/or CLASSIFIED?  No / Non  Yes / Oui  
 La description du travail visé par la présente LVERS est-elle de nature PROTÉGÉE et/ou CLASSIFIÉE?

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?  No / Non  Yes / Oui  
 La documentation associée à la présente LVERS sera-t-elle PROTÉGÉE et/ou CLASSIFIÉE?

If Yes, classify this form by annotating the top and bottom in the area entitled "Security Classification" and indicate with attachments (e.g. SECRET with Attachments).  
 Dans l'affirmative, classifiez le présent formulaire en indiquant le niveau de sécurité dans la case intitulée « Classification de sécurité » au haut et au bas du formulaire et indiquer qu'il y a des pièces jointes (p. ex. SECRET avec des pièces jointes).