

RETURN BIDS TO:
RETOURNER LES SOUMISSIONS À:
Public Works and Government Services Canada
Telus Plaza North/Plaza Telus Nord
10025 Jasper Ave./10025 ave. Jaspe
5th floor/5e étage
Edmonton
Alberta
T5J 1S6
Bid Fax: (780) 497-3510

REQUEST FOR PROPOSAL DEMANDE DE PROPOSITION

Proposal To: Public Works and Government Services Canada

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

Proposition aux: Travaux Publics et Services Gouvernementaux Canada

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

Comments - Commentaires

Title - Sujet Fort Simpson Janitorial	
Solicitation No. - N° de l'invitation EW076-130140/A	Date 2012-08-30
Client Reference No. - N° de référence du client EW076-130140	
GETS Reference No. - N° de référence de SEAG PW-\$EDM-022-9525	
File No. - N° de dossier EDM-2-35023 (022)	CCC No./N° CCC - FMS No./N° VME
Solicitation Closes - L'invitation prend fin at - à 02:00 PM on - le 2012-09-17	Time Zone Fuseau horaire Mountain Daylight Saving Time MDT
F.O.B. - F.A.B. Plant-Usine: <input type="checkbox"/> Destination: <input checked="" type="checkbox"/> Other-Autre: <input type="checkbox"/>	
Address Enquiries to: - Adresser toutes questions à: Bogus-edm, Dolan	Buyer Id - Id de l'acheteur edm022
Telephone No. - N° de téléphone (780) 497-3546 ()	FAX No. - N° de FAX (780) 497-3510
Destination - of Goods, Services, and Construction: Destination - des biens, services et construction: DEPARTMENT OF PUBLIC WORKS AND GOVERNMENT SERVICES CANADA BOX 518 YELLOWKNIFE NORTHWEST TERRITORIES X1A2N4 CANADA	

Instructions: See Herein

Instructions: Voir aux présentes

Vendor/Firm Name and Address
Raison sociale et adresse du
fournisseur/de l'entrepreneur

Issuing Office - Bureau de distribution

Public Works and Government Services Canada
Telus Plaza North/Plaza Telus Nord
10025 Jasper Ave./10025 ave Jasper
5th floor/5e étage
Edmonton
Alberta
T5J 1S6

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

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List of Annexes:

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PART 1 - GENERAL INFORMATION

1. Introduction

The bid solicitation is divided into seven parts plus attachments and annexes, as follows:

- Part 1 General Information: provides a general description of the requirement;
- Part 2 Bidder Instructions: provides the instructions, clauses and conditions applicable to the bid solicitation;
- Part 3 Bid Preparation Instructions: provides bidders with instructions on how to prepare their bid;
- Part 4 Evaluation Procedures and Basis of Selection: indicates how the evaluation will be conducted, the evaluation criteria that must be addressed in the bid, and the basis of selection;
- Part 5 Certifications: includes the certifications to be provided;
- Part 6 Security, Financial and Other Requirements: includes specific requirements that must be addressed by bidders; and
- Part 7 Resulting Contract Clauses: includes the clauses and conditions that will apply to any resulting contract.

The Annexes include the Statement of Work, the Cleaning Frequency Chart, the the Basis of Payment, the Security Requirements Checklist, the Workers' Compensation Board Mandatory health and Safety, the Insurance Requirements, and the PWGSC-TPSGC 572 Task Authorization Form.

2. Summary

Statement of Work

The provision of all labour, products, and materials, tools, equipment, transportation and supervision necessary to provide janitorial services to the Department of Public Works and Government Services Canada, Fort Simpson, Northwest Territories.

Term of Contract

Period of the Contract

The period of the Contract is from date of Contract for one (1) year inclusive.

Option to Extend the Contract

The Contractor grants to Canada the irrevocable option to extend the term of the Contract by up to an additional two (2), one (1) year period(s) under the same conditions. The Contractor agrees that, during the extended period of the Contract, it will be paid in accordance with the applicable provisions as set out in the Basis of Payment.

Canada may exercise this option at any time by sending a written notice to the Contractor at least ten (10) 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.

Security Requirement

There is a security requirement associated with this requirement. For additional information, consult Part 6 - Security, Financial and Other Requirements, and Part 7 - Resulting Contract Clauses. Bidders should consult the "[Security Requirements for PWGSC Bid Solicitations - Instructions for Bidders](http://www.tpsgc-pwgsc.gc.ca/app-acq/lc-pl/lc-pl-eng.html#a31)" (<http://www.tpsgc-pwgsc.gc.ca/app-acq/lc-pl/lc-pl-eng.html#a31>) document on the [Departmental Standard Procurement Documents](#) Web site.

The requirement is subject to the provisions of the North American Free Trade Agreement (NAFTA), and the Agreement on Internal Trade (AIT).

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3. Debriefings

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

PART 2 - BIDDER INSTRUCTIONS

1. Standard Instructions, Clauses and Conditions

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

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

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

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

Delete: sixty (60) days

Insert: one hundred twenty (120) days

2. Submission of Bids

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

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 Alberta.

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.

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5. Improvement of Requirement During Solicitation Period

Should bidders consider that the specifications or Statement of Work contained in the bid solicitation could be improved technically or technologically, bidders are invited to make suggestions, in writing, to the Contracting Authority named in the bid solicitation. Bidders must clearly outline the suggested improvement as well as the reason for the suggestion. Suggestions that do not restrict the level of competition nor favour a particular bidder will be given consideration provided they are submitted to the Contracting Authority at least ten (10) days before the bid closing date. Canada will have the right to accept or reject any or all suggestions.

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 (Two (2) hard copies)
 Section II: Certifications (Two (2) hard copies)

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

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

1.2 Exchange Rate Fluctuation

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

Section II: Certifications

Bidders must submit the certifications required under Part 5.

PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

1. Evaluation Procedures

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

1.1 Financial Evaluation

The Evaluated Price will be calculated in the following method:

- a) Line Items 1.0 - 3.0 will be multiplied by their respective Estimated Usages to achieve an Extended Price.
- b) The sum of the Extended Prices for all three (3) years will equal the Evaluated Price.

1.1.1 SACC Manual Clause A0220T (2007-05-25), Evaluation of Price

2. Basis of Selection

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

PART 5 - CERTIFICATIONS

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

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

1. Code of Conduct Certifications - Consent to a Criminal Record Verification

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

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

2. Certifications Precedent to Contract Award

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

2.1 Federal Contractors Program - Certification

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

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

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

The Bidder or the member of the joint venture

- () 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;
- () is not subject to the FCP, being a regulated employer under the Employment Equity Act, S.C. 1995, c. 44;
- () 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;

() 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

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

Definitions

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

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

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

"pension" means, in the context of the fee abatement formula, a pension or annual allowance paid under the Public Service Superannuation Act (PSSA), R.S., 1985, c.P-36, and any increases paid pursuant to the Supplementary Retirement Benefits Act, R.S., 1985, c.S-24 as it affects the PSSA. It does not include pensions payable pursuant to the Canadian Forces Superannuation Act, R.S., 1985, c.C-17, the Defence Services Pension Continuation Act, 1970, c.D-3, the Royal Canadian Mounted Police Pension Continuation Act, 1970, c.R-10, and the Royal Canadian Mounted Police Superannuation Act, R.S., 1985, c.R-11, the Members of Parliament Retiring Allowances Act, R.S., 1985, c.M-5, and that portion of pension payable to the Canada Pension Plan Act, R.S., 1985, c.C-8.

Former Public Servant in Receipt of a Pension

Is the Bidder a FPS in receipt of a pension as defined above? Yes () No ()

If so, the Bidder must provide the following information:

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

Work Force Reduction Program

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

If so, the Bidder must provide the following information:

- a) name of former public servant;
- b) conditions of the lump sum payment incentive;
- c) date of termination of employment;
- d) amount of lump sum payment;
- e) rate of pay on which lump sum payment is based;

f) period of lump sum payment including start date, end date and number of weeks;

g) number and amount (professional fees) of other contracts subject to the restrictions of a work force reduction program.

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

Certification

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

1.3 Workers' Compensation

At the request of the Contracting Authority, the Contractor must provide to the Contracting Authority, within the time period stated in the request, evidence of compliance with workers' compensation legislation applicable to the place of the Work, including payments due thereunder [as further detailed in Annex "E". Failure to comply with the request of the Contracting Authority and to provide the above documents within the required time period will render the bid non-responsive.

PART 6 - SECURITY, FINANCIAL AND OTHER REQUIREMENTS

1. Security Requirement

1.1 Before award of a contract, the following conditions must be met:

- (a) the Bidder must hold a valid organization security clearance as indicated in Part 7 - Resulting Contract Clauses;
- (b) the Bidder's proposed individuals requiring access to classified or protected information, assets or sensitive work site(s) must meet the security requirement as indicated in Part 7 - Resulting Contract Clauses;
- (c) the Bidder must provide the name of all individuals who will require access to classified or protected information, assets or sensitive work sites.

1.2 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.

1.3 For additional information on security requirements, bidders should consult the "Security Requirements for PWGSC Bid Solicitations - Instructions for Bidders" (<http://www.tpsgc-pwgsc.gc.ca/app-acq/lc-pl/lc-pl-eng.html#a31>) document on the Departmental Standard Procurement Documents Web site.

2. Insurance Requirements

The Bidder must provide a letter from an insurance broker or an insurance company licensed to operate in Canada stating that the Bidder, if awarded a contract as a result of the bid solicitation, can be insured in accordance with the Insurance Requirements specified in Annex F .

If the information is not provided in the bid, 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.

PART 7 - RESULTING CONTRACT CLAUSES

The following clauses and conditions apply to and form part of any contract resulting from the bid solicitation.

1. Statement of Work

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

1.2 Task Authorization

The Work or a portion of the Work to be performed under the Contract will be on an "as and when requested basis" using a Task Authorization (TA). The Work described in the TA must be in accordance with the scope of the Contract.

1.2.1 Task Authorization Process

1.2.1.1 The Project Authority will provide the Contractor with a description of the task using the "Task Authorization Form for non-DND clients" or "DND 626, Task Authorization Form" or "Task Authorization" form specified in Annex G .

1.2.1.2 The Task Authorization (TA) will contain the details of the activities to be performed, a description of the deliverables, and a schedule indicating completion dates for the major activities or submission dates for the deliverables. The TA will also include the applicable basis(bases) and methods of payment as specified in the Contract.

1.2.1.3 The Contractor must provide the Project Authority), within 5 calendar days of its receipt, the proposed total estimated cost for performing the task and a breakdown of that cost, established in accordance with the Basis of Payment specified in the Contract.

1.2.1.4 The Contractor must not commence work until a TA authorized by the Project Authority has been received by the Contractor. The Contractor acknowledges that any work performed before a TA has been received will be done at the Contractor's own risk.

1.2.2 Task Authorization Limit

The Project Authority may authorize individual task authorizations up to a limit of \$25,000.00, Goods and Services Tax or Harmonized Sales Tax included, inclusive of any revisions.

Any task authorization to be issued in excess of that limit must be authorized by the Contracting Authority before issuance.

1.2.3 Canada's Obligation - Portion of the Work - Task Authorizations

Canada's obligation with respect to the portion of the Work under the Contract that is performed through task authorizations is limited to the total amount of the actual tasks performed by the Contractor.

1.2.4 Periodic Usage Reports - Contracts with Task Authorizations

The Contractor must compile and maintain records on its provision of services to the federal government under authorized Task Authorizations issued under the Contract.

The Contractor must provide this data in accordance with the reporting requirements detailed below. If some data is not available, the reason must be indicated. If services are not provided during a given period, the Contractor must still provide a "nil" report.

The data must be submitted on a quarterly basis to the Contracting Authority.

The quarterly periods are defined as follows:

1st quarter: April 1 to June 30;
 2nd quarter: July 1 to September 30;
 3rd quarter: October 1 to December 31; and
 4th quarter: January 1 to March 31.

The data must be submitted to the Contracting Authority no later than ten (10) calendar days after the end of the reporting period.

Reporting Requirement- Details

A detailed and current record of all authorized tasks must be kept for each contract with a task authorization process. This record must contain (contracting authority to edit the text as applicable):

For each authorized task:

- a) the authorized task number or task revision number(s);
- b) a title or a brief description of each authorized task;
- c) the total estimated cost specified in the authorized Task Authorization (TA) of each task, GST or HST extra;
- d) the total amount, GST or HST extra, expended to date against each authorized task;
- e) the start and completion date for each authorized task; and
- f) the active status of each authorized task, as applicable.

For all authorized tasks:

HST

- a) the amount (GST or HST extra) specified in the contract (as last amended, as applicable) as Canada's total liability to the contractor for all authorized TAs; and
- b) the total amount, GST or HST extra, expended to date against all authorized TAs.

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

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

3. Security Requirement

- 3.1** 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).
- 3.2** The Contractor personnel requiring access to sensitive work site(s) must EACH hold a valid RELIABILITY STATUS, granted or approved by CISD/PWGSC.
- 3.3** Subcontracts which contain security requirements are NOT to be awarded without the prior written permission of CISD/PWGSC.

3.4 The Contractor 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).

4. Term of Contract**4.1 Period of the Contract**

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

Canada may exercise this option at any time by sending a written notice to the Contractor at least ten (10) 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:

Name: Dolan Bogus
Title: Supply Specialist
Public Works and Government Services Canada
Acquisitions Branch
Directorate: Western Region
Address: 5th Floor, 10025 Jasper Ave., Edmonton, AB T5J 1S6

Telephone: 780-497-3546
Facsimile: 780-497-3510
E-mail address: Dolan.Bogus@pwgsc-tpsgc.gc.ca

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

5.2 Project Authority*(To be Provided at Contract Award)*

The Project Authority for the Contract is:

Name: _____

Title: _____

Organization: _____

Address: _____

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.

5.3 Contractor's Representative*(To be provided by bidder)*

Name: _____

Title: _____

Organization: _____

Address: _____

Telephone: _____ - _____ - _____

Facsimile: _____ - _____ - _____

E-mail address: _____

6. Payment**6.1 Basis of Payment****6.1.1** For the Work described in Item 1.0 in Annex "C", "Scheduled Work":

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

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

6.1.2 For the Work described in Items 2.0 - 3.0 in Annex "C", "Unscheduled Work":

The Contractor will be reimbursed for the costs reasonably and properly incurred in the performance of "As and When Requested" Requirements, as determined in accordance with the Basis of Payment in Annex "C", to a limitation of expenditure of \$_____ (*Amount to be inserted at Contract award*). Customs duties are included and Goods and Services Tax or Harmonized Sales Tax is extra, if applicable.

6.2 Limitation of Expenditure - Cumulative Total of all Task Authorizations

6.2.1 Canada's total liability to the Contractor under the Contract for all authorized Task Authorizations (TAs), inclusive of any revisions, must not exceed the sum of \$ _____ (*Amount to be inserted at Contract award*).

Customs duties are included and the Goods and Services Tax or Harmonized Sales Tax is extra, if applicable.

6.2.2 No increase in the total liability of Canada will be authorized or paid to the Contractor unless an increase has been approved, in writing, by the Contracting Authority.

6.2.3 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 sum is inadequate for the completion of the Work required in all authorized TAs, inclusive of any revisions,

whichever comes first.

6.2.4 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.

6.3 Method of Payment

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

6.4 SACC Manual Clauses

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

C0705C Discretionary Audit, (2010-01-11),

6.5 Time Verification

SACC Manual clause C0710C Time and Contract Price Verification (2007-11-30)

6.6 Contractor Performance

6.6.1 Where a complaint of non-performance or substandard Work in relation to the Quality Standards at Annex "B" has been received and validated by the Project Authority, the Contractor will be notified the same day or at the next daily meeting (depending on the time the complaint has been received) with written or facsimile confirmation to follow.

6.6.2 Where the Scheduled Work (whether done daily, weekly, monthly, quarterly, semi-annually or annually) identified as substandard has not been corrected within the time specified in the notice to the Contractor, a portion of the contract price will be deducted as follows:

- a) Invoice will be deducted for each day of the default based on the firm monthly rate per m² quoted in Annex "C".

Number of Days x Number of square metres x Rate per square metre (prorated from the monthly rate)

6.6.3 Nothing in this Article must be interpreted as limiting the rights and remedies which Canada may otherwise have under the Contract for non-performance or substandard performance of the Work.

7. Invoicing Instructions

7.1 The Contractor must submit invoices in accordance with the section entitled "Invoice Submission" of the general conditions. Invoices cannot be submitted until all work identified in the invoice is completed.

Each invoice must be supported by:

- (a) a copy of time sheets to support the time claimed;
- (b) a copy of the release document and any other documents as specified in the Contract;
- (c) a copy of the invoices, receipts, vouchers for all direct expenses, and all travel and living expenses;
- (d) a copy of the monthly progress report
- (e) a copy of each Task Authorization form for Work completed in the month being invoiced.

7.2 Invoices must be distributed as follows:

- (a) The original and one (1) copy must be forwarded to the address shown on page 1 of the Contract for certification and payment.
- (b) One (1) copy must be forwarded to the Contracting Authority identified under the section entitled "Authorities" of the Contract.

8. Certifications

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

9. Applicable Laws

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

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 2035 - General Conditions - Higher Complexity - Services (2012-07-16);
- (c) Annex A, Statement of Work;
- (d) Annex B, Cleaning Frequency Chart
- (e) Annex C, Basis of Payment;
- (f) Annex D, Security Requirements Check List;
- (g) Annex E, Workers' Compensation Board Mandatory Health and Safety
- (h) Annex F, Insurance Requirements;
- (i) Annex G, Form PWGSC-TPSGC 572 Task Authorization
- (j) the signed Task Authorizations (including all of its annexes, if any) ;
- (k) the Contractor's bid dated _____.

11. Foreign Nationals (Canadian Contractor)

SACC Manual clause A2000C (2006-06-16) Foreign Nationals (Canadian Contractor)

12. Financial Security

12.1 The Contractor must provide one of the following contract financial securities within 15 calendar days after the date of contract award:

- a) a performance bond (form PWGSC-TPSGC 505) in the amount of 10 percent of the Contract Price; or
- b) a performance bond (form PWGSC-TPSGC 505) and a labour and material payment bond (form PWGSC-TPSGC 506), each in the amount of 10 percent of the Contract Price; or
- c) a labour and material payment bond (form PWGSC-TPSGC 506) in the amount of 10 percent of the Contract Price; or
- d) a security deposit as defined in clause E0008C in the amount of 10 percent of the Contract Price.

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

12.2 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.

12.3 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. Insurance Requirements

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

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Annex "A"

Statement of Work

Please refer to attachment titled "SOW - EW076-130140 - E".

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Annex "B"

Cleaning Frequency Chart

Please refer to attachment titled "CFC - EW076-130140 - E".

Annex "C"**Basis of Payment**

- Prices are in Canadian dollars.
- Prices include all costs related to providing the service described in the Statement of Work (Annex A), such as the cost of supervision, supplies, equipment, etc.
- Prices remain firm for the period of the Contract and option years.
- GST is not included in the unit prices but will be added to any invoice issued against the Contract as a separate item.
- Extra work/emergency work must be pre-approved by the Project Authority and will cover services that are not included in the scheduled work.
- Estimated usages are for evaluation purposes only. Actual usage may vary from estimates shown.

YEAR ONE

Item No.	Description	Firm Unit Price	Estimated Usage	Total Price
FIRM REQUIREMENT				
1.0	Scheduled Janitorial Services as stated in the Statement of Work, Annex "A".	\$ _____ /month	12 months (420.7 Square meters)	\$ _____
TASK AUTHORIZATION WORK				
2.0	Emergency work and/or extra work.			
2.1	During regular working hours	\$ _____ /hour	1 hour	\$ _____
2.2	Outside regular working hours	\$ _____ /hour	1 hour	\$ _____
2.3	Weekends and statutory holidays	\$ _____ /hour	1 hour	\$ _____
3.0	Facility Changes: space that is not identified which may be added/removed from the Contract at later date.	\$ _____ /m ² /month	100 m ²	\$ _____

YEAR TWO

Item No.	Description	Firm Unit Price	Estimated Usage	Total Price
FIRM REQUIREMENT				
1.0	Scheduled Janitorial Services as stated in the Statement of Work, Annex "A".	\$ _____ /month	12 months (420.7 Square meters)	\$ _____
TASK AUTHORIZATION WORK				
2.0	Emergency work and/or extra work.			
2.1	During regular working hours	\$ _____ /hour	1 hour	\$ _____
2.2	Outside regular working hours	\$ _____ /hour	1 hour	\$ _____
2.3	Weekends and statutory holidays	\$ _____ /hour	1 hour	\$ _____
3.0	Facility Changes: space that is not identified which may be added/removed from the Contract at later date.	\$ _____ /m ² /month	100 m ²	\$ _____

YEAR THREE

Item No.	Description	Firm Unit Price	Estimated Usage	Total Price
FIRM REQUIREMENT				
1.0	Scheduled Janitorial Services as stated in the Statement of Work, Annex "A".	\$ _____ /month	12 months (420.7 Square meters)	\$ _____
TASK AUTHORIZATION WORK				
2.0	Emergency work and/or extra work.			
2.1	During regular working hours	\$ _____ /hour	1 hour	\$ _____
2.2	Outside regular working hours	\$ _____ /hour	1 hour	\$ _____
2.3	Weekends and statutory holidays	\$ _____ /hour	1 hour	\$ _____
3.0	Facility Changes: space that is not identified which may be added/removed from the Contract at later date.	\$ _____ /m ² /month	100 m ²	\$ _____

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Annex "D"

Security Requirements Check List

Please refer to attachment titled "SRCL - EW076-130140 - E".

Annex "E"**Workers' Compensation Board Mandatory Health and Safety****1. EMPLOYER/CONTRACTOR**

1.1 The Contractor must, for the purposes of the Safety Act and Regulations, Northwest Territories or Nunavut, and for the duration of the Work of the Contract, act as the Employer on the work site.

2. HEALTH AND SAFETY PROGRAM

2.1 The Contractor must provide and maintain, for the duration of the Contract, one of the following:

2.1.1 A Certificate of Recognition (COR) or Registered Safety Plan (RSP) acceptable to the Authority Having Jurisdiction (AHJ);

2.1.2 A health and safety policy and program, as required by the respective provincial/territorial Occupational Health and Safety Act, unless none is required by law or the Contractor is exempt (has ten (10) or less employees), in which case the Contractor must still provide evidence to Canada of a system to manage health and safety.

2.2 Where the Contractor provides information pursuant to 2.1.2 above, it must also complete and provide to the Contracting Authority the Declaration as found in this Annex.

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WCB DECLARATION

DATE: _____

CONTRACTOR NAME: _____

ADDRESS: _____

Please indicate the applicable option:

☐ A) The Contractor is exempt from the Northwest Territories Safety Act and Regulations requirement to have a formalized Health and Safety Policy and Program or Nunavut equivalent, on the basis that the Contractor does not at the present time employ more than ten (10) full time employees, including those required on all current contracts for all clients.

Current number of full time employees: _____

OR

☐ B) The Contractor complies with the Northwest Territories Safety Act and Regulations requirement to have a formalized Health and Safety Policy and Program or Nunavut equivalent, on the basis that the Contractor does employ more than ten (10) full time employees, including those required on all current projects for all clients.

Current number of full time employees: _____

NAME OF AUTHORIZED CONTRACTOR SIGNING OFFICER (please print)

TITLE OF AUTHORIZED CONTRACTOR SIGNING OFFICER

SIGNATURE

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Annex "F"**Insurance Requirements****1.0 Commercial General Liability Insurance**

1.1 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.

1.2 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)** Owners' or Contractors' Protective Liability: Covers the damages that the Contractor becomes legally obligated to pay arising out of the operations of a subcontractor.
- (m)** Non-Owned Automobile Liability - Coverage for suits against the Contractor resulting from the use of hired or non-owned vehicles.

2.0 Automobile Liability Insurance

2.1 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.

2.2 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.

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Annex "G"

Form PWGSC-TPSGC 572 Task Authorization

Please refer to attachment titled "PWGSC-TPSGC 572 - EW076-130140 - E".

**Government of Canada Building
9606-100th Street, Ft Simpson, NT
Janitorial Contract**

1.0 General Requirements**1.1 Purpose:**

- 1.1.1 For the supply of all labour, material, equipment, tools, transportation and supervision necessary to provide janitorial services to Public Works and Government Services Canada (PWGSC) to: Government of Canada Building, 9606 100th Street - 5 days a

week

1.2 Term:**1.2.1 Term of Contract**

The period of the Contract is from date of Contract for one (1) year inclusive.

1.2.2 Option to Extend the Contract

The Contractor grants to Canada the irrevocable option to extend the term of the Contract by up to an additional two (2), one (1) year period(s) under the same conditions. The Contractor agrees that, during the extended period of the Contract, it will be paid in accordance with the applicable provisions as set out in the Basis of Payment.

Canada may exercise this option at any time by sending a written notice to the Contractor at least ten (10) 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.

1.3 Hours of work:

- 1.3.1 The building included in this specification shall be cleaned Monday through Friday after normal working hours from 18:00 to 24:00 hours.

1.4 Additional and Emergency Cleaning Services:

- 1.4.1 The cost of additional cleaning and emergency cleaning will be in accordance with the hourly rates included in the Basis of Pricing/Payment.
- 1.4.2 Additional cleaning not included in the specifications must be pre-approved by the designated representative of PWGSC hereafter referred to as the Site Authority.
- 1.4.3 The Contractor will provide telephone numbers for regular service calls and after hours call backs to respond to emergency calls 24 hours a day 7 days a week.
- 1.4.4 Emergency call-outs do not apply if the cleaner is still on the premise during the regular work day.
- 1.4.5 Incremental weather conditions at times will necessitate additional cleaning. The Contractor will do so without additional cost, on being specifically requested.

1.5 Operational Schedules:

Authority
All

submitted prior to

- 1.5.1 The Contractor shall provide a labour distribution, and shift schedule to the Site showing the exact days and times that the cleaning schedule will be carried out. changes shall be approved by the Site Authority. The schedule is to be the effective date of the Contract.
- 1.5.2 The Contractor shall provide a schedule showing what months the tasks listed in the frequency chart under Monthly, Every 3 Months, Every 6 Months and Annual will be completed. This schedule is to be submitted 30 days after the effective date of the contract.

1.6 Requirement Changes:

- 1.6.1 Should the requirement of PWGSC change during the period of the Contract, necessitating the removal of any space and provided the general scope of the work does not change, written notice shall be provided to the Contractor to that effect. (Con't)
- 1.6.2 Such notice will be given thirty (30) days prior to the deletion of space. Space may be removed and or restored to the Contract at a later date using the rates stated in the Contract.

1.7 Conversion of floor coverings:

- 1.7.1 There will be no adjustments to the Contract amount where the existing floor covering is converted to another type of material during the term of the Contract.

1.8 Quality Standards

- 1.8.1 The quality standards where applicable shall be strictly adhered to. Inspections made by PWGSC will be based on these standards.

1.9 Inspections:

- 1.9.1 Inspections will be made by the Site Authority, who shall decide if the work is satisfactory. Should the work be considered as unsatisfactory to meet the standard, the Contractor must correct the faults as recorded and at the same time continue to provide the normal Contract requirements. A re-inspection will occur to ensure that the building has been brought up to standard.
- 1.9.2 The Contractor must notify the Site Authority when each Major Operation listed in the Frequency Chart is completed. Arrangements will be made to inspect the work.

1.10 Log Book:

- 1.10.1 A log book will be maintained in the building by the Contractor in which he/she will record on a daily basis all of the work performed other than the normal day to day cleaning. The log shall be made available for inspection by the PWGSC Site Authority as required.

1.11 Routine Cleaning:

- 1.11.1 Routine cleaning is defined in the Frequency Chart as: Daily, Twice Weekly, Weekly, Monthly.

and

1.12 Major Operations

- 1.12.1 Major Operations are defined in the Frequency Chart as: Every Three Months, Every 6 Months and Annual tasks.

1.13 Scheduling of Major Operations

- 1.13.1 The contractor must notify the Site Authority, in advance the exact dates when each Major Operation listed on the Frequency Chart will be scheduled and shall include a start and completion date. Once these tasks have been completed the PWGSC Site Authority will make arrangements to inspect the work.

2. Personnel:

2.1 Contractor Staff:

- 2.1.1 The Contractor is to provide a list of names of cleaning staff to PWGSC prior to the commencement of work. List is to be updated when changes occur.
- 2.1.2 Cleaners working under this contract will not be taken off of this contract in order to work on another contract without a suitable replacement being brought in to fill behind them.
- 2.1.3 All employees are to be a minimum of 18 years of age. Under no circumstances shall the Contractor allow employees to bring children or visitors onto the site.
- 2.1.4 The Contractor shall, on the request of the Site Authority remove from the workplace any person employed on the work force who, in the opinion of the Site Authority, is found to be incompetent or, has conducted himself or herself in an improper manner. The Contractor shall not permit that person to return to the work site without written consent of the Site Authority, whose decision shall be final.

found to
manner. The
without written consent

- 2.1.5 Subcontracting of janitorial services under this contract is strictly prohibited. Subcontracting in part or in whole shall be considered a contract violation and default procedures shall be initiated against the Contractor by the Crown.

2.2 Contact:

- 2.2.1 The contractor shall have personal available during regular business hours for contact and response to any and all complaints, etc. through the Site Authority representative.
- 2.2.2 The contractor, after receiving any and all complaints will confirm who is raising the complaint provide details on how problem will be rectified and when the problem will be corrected. They will also ensure that a follow-up written report is received and actioned. A copy of all complaints and the follow-up action will be included with the invoice.

monthly

2.3 Identifier clothing:

- 2.3.1 All Contractor staff will be clothed in such a manner that they are immediately recognizable to building occupants. This may be through the use of a uniform, smock, or aprons. The company name, crest or logo shall be affixed to the uniform.
- 2.3.2 Clean uniforms shall be provided by the Contractor and worn at all times.

2.4 Training and Documentation:

- 2.4.1 The Contractor will provide proof for each employee that they have received training in the Workplace Hazardous Material Information System (WHMIS), as well as any industry required fields which apply. Such training will include, but not be limited to, WHMIS, safe procedures for the replacement of fluorescent lamps, building evacuation and what to do in case of a fire, etc.

3. Security:

3.1 Security Clearances and Controlled Access to the building:

prior

- 3.1.1 All Contractor staff will have to be cleared to the Reliability Status level by PWGSC to starting work in the building. The Contractor shall submit a list of all personnel to be employed in this contract. The list must include the names of at least one (1) standby person so that a Reliability Status check can be initiated. The Contractor must ensure that he/she retains a full standby staffing requirement.
- 3.1.2 Only those employees who have received a security clearance, and whose names appear on the contractors payroll, will be allowed access to the work site. No other persons accompanying employees shall be allowed on site.
- 3.1.3 During the term of the contract, the Contractor shall promptly advise the Site Authority any changes in personnel.

of

3.2 Security Keys:

- 3.2.1 All keys and or doors access cards, entrusted to the Contractor for the fulfillment of his/her contract will be fully protected at all times.
- 3.2.2 The Contractor shall be responsible for all keys and/or door access cards issued by the Site Authority. If any or all keys or door access cards are lost, the Contractor shall be held fully responsible for all costs to re-key the affected areas of the building.(cont)
- 3.2.3 The Contractor shall remain responsible for the security of the building to the extent of locking and unlocking of exterior doors and, the inspection of windows to ensure they are closed and locked (where applicable) before leaving the premises.

4. Safety:

- 4.1 The Contractor will adhere to all safety measures respecting personnel and fire hazards recommended by national and provincial codes, and/or prescribed by the authorities having jurisdiction concerning the equipment, work habits and procedures.
- 4.2 The Contractor shall ensure that all equipment used to perform the work is in a state of good repair. The Site Authority reserves the right to have equipment judged to be unsafe, not suitable or defective, taken out of service. The Contractor shall be responsible to supply suitable replacement equipment, comparable to that which was originally provided and approved, in a timely manner.
- 4.3 The Contractor's staff shall report all architectural, electrical and mechanical deficiencies observed during the performance of the cleaning services to the Site Authority immediately.

5. Materials and Supplies:

5.1 Provided by the Contractor:

- 5.1.1 The Contractor shall provide (but not limited to) the following equipment, materials and supplies: consumable products such as recycle bags, garbage bags, paper hand towels, hand soap, toilet paper, deodorants. All cleaning products such as neutral detergents, germicidal detergents, strippers, neutralizers, sealers, cleansers, waxes, polishes, glass cleaners, sweeping compounds, drain cleaning preparations, sand and/or gravel for sidewalks. Equipment such as, step ladders, mops, brooms, scrub brushes, cloths, pails, vacuum cleaners, floor polishers, floor scrubbers, steam cleaners, shovels for snow removal. The type of floor cleaning equipment used shall be in accordance with the appropriate manufacturer's standards. All products used are subject to the approval of the PWGSC Site Authority or delegate.
- 5.1.2 All recycle bags required for various recycle containers and shredders must be approved by the Site Authority.
- 5.1.3 All materials shall be suitable for the surfaces intended, used in the manner specified by the manufacturer, and brought onto the premises in the manufacturer's original, unopened container.
- 5.1.4 The Contractor shall ensure that all products used in the workplace are classified and labeled according to the Workplace Hazardous Materials Information System (WHMIS) and shall maintain an on-site file with the most recent up-to-date MSDS sheets for each product.
- 5.1.5 Where applicable, the Contractor shall supply environmentally friendly materials, supplies and products.

5.2 Provided by the Crown:

- 5.2.1 Fluorescent Tubes: PWGSC will supply fluorescent tubes and incandescent light bulbs. The Contractor will report any burnt out tubes and bulbs to the Site Authority no later than the next working day and the Site Authority will replace them.
- 5.2.2 Mats: PWGSC will supply walkway mats. The Contractor will place them into all utilized entrances.

6. Space Assigned:

- 6.1 PWGSC will provide the Contractor with building storage space as is considered necessary for the performance of the Contractor's duties.
- 6.2 The Contractor shall not list, publicize or use in any fashion, for business purposes, the address of the facility. A telephone may be installed at the expense of the Contractor, but must be unlisted and not appear in telephone directories or advertised as a business telephone.
- 6.3 Telephones located in the building offices and public areas are for business or emergency use. Contractor employees using these telephones should keep this in mind and use them accordingly.

- 6.4 PWGSC will not be responsible for damages to the Contractor's supplies, materials, equipment or to their employees personal belongings brought into the building. Contractor will supply lockers for the storage of personnel's belongings as required.
- 6.5 The Contractor or his employees will not park in Government parking spaces.

7. Moving of Furniture:

- 7.1 When desks or other office furniture must be moved to facilitate work under this contract, such movement of furniture shall be the Contractors responsibility. Included in this is notification to the building occupants a week in advance to allow moving and storage time for papers, supplies. After cleaning, all desks and other furniture must be placed back in its original position. The cost for this service is to be included in the monthly charge and will not be reimbursed as an extra to the Contract.

8. Execution of Services:

8.1 General:

The following is provided as a guideline for the contractor when performing the work detailed in this specification. Throughout the specification, "key" words such as sweep, vacuum, dust, etc. will be used.

8.2 Waste containers:

- 8.2.1 Empty waste containers, damp-wipe clean, replace plastic liner.
- 8.2.2 Do not place waste containers on desks or tables.
- 8.2.3 Clean interior and exterior as per schedule.

8.3 Furniture and fixtures:

- 8.3.1 Papers and files left on furniture shall not be disturbed by the cleaning staff.
- 8.3.2 Computers, fax machines, and photocopiers do not form part of this janitorial contract.
- 8.3.3 Telephones shall be dusted and damp wiped daily.

8.4 Cigarette Urns:

- 8.4.1 Remove debris from urns at entrances of building.
- 8.4.2 Damp-wipe or wash urns. Clean and polish chrome parts of urns.
- 8.4.3 Replace sand in urns to required depth: 50-60 mm. (Cond't)
- 8.4.4 Empty refuse from urns into a metal container separate from waste container trash.
- 8.4.5 Pick up cigarette butts on grounds around urns.

8.5 Horizontal wall surfaces:

- 8.5.1 Clean window sills, partitions ledges, baseboards, and other horizontal surfaces.

8.6 Walls, doors and woodwork:

- 8.6.1 Spot clean walls, doors, woodwork, glass partitions and related surfaces.
- 8.6.2 Remove dust, without visible streaks or dust.
- 8.6.3 Wash all surfaces including vinyl, sealed and painted surfaces.
- 8.6.4 Wood surfaces: clean and polish wood panel walls, doors and handrails.

8.7 Polished metal surfaces:

- 8.7.1 Clean and polish handrails, metal doors, frames and other polished metal surfaces .

8.8 Countertops and cabinetwork:

- 8.8.1 Damp wipe counter and cabinets fronts and sides.

- 8.9 Ceilings - soft acoustical tile:**
 - 8.9.1 Vacuum, removing loose dirt, dust, and cobwebs using a vacuum cleaner equipped with the appropriate attachments as per frequency schedule.
- 8.10 Blinds:**
 - 8.10.1 Dust and damp wipe.
 - 8.10.2 Wash venetian blinds including all slats, tapes and chords.
- 8.11 Vinyl and leatherette upholstery:**
 - 8.11.1 Clean and polish, removing soil marks and stains using approved cleaner.
- 8.12 Light fixtures, air grills and diffusers:**
 - 8.12.1 Dust all light fixtures inside and out.
 - 8.12.2 Dust air diffusers including ceiling and wall areas surrounding diffusers.
 - 8.12.3 Wash by applying detergent solution with a cloth to remove dust and dirt and drying with a clean cloth.
- 8.13 Washrooms and janitor closets:**
 - 8.13.1 Wash basins, and plumbing fixtures:**
 - 8.13.1.1 Clean all surfaces including exposed pipes and polished chrome with germicidal detergent.
 - 8.13.1.1 Clean and disinfect all surfaces of toilet bowls, seats and urinals. Replace urinal tablets or granules.
 - 8.13.2 Sanitary napkin and waste receptacles:**
 - 8.13.2.1 Empty, damp wipe, clean with disinfectant, replace plastic liners.
 - 8.13.3 Washroom dispensers:**
 - 8.13.3.1 Wipe all toilet tissue, soap, towel, sanitary napkin and paper cup dispensers with disinfectant.
 - 8.13.1.2 Refill toilet tissue, soap, towel, sanitary napkin, and paper cup dispensers with correct sized and shaped supplies.
 - 8.13.4 Partitions and walls:**
 - 8.13.4.1 Wipe down all partitions, walls, doors, ledges, and related surfaces with disinfectant.
 - 8.13.5 Mirrors:**
 - 8.13.5.1 Wash and polish all mirrors, chrome and other bright surfaces, including flushometers, piping and toilet seat hinges.
 - 8.13.6 Floors:**
 - 8.13.6.1 Ensure floor drains are not blocked. Disinfect and fill floor drain traps.
 - 8.13.6.2 Wet mop floors with disinfectant detergent.
 - 8.13.6.3 Rinse floor and remove excess water. Clean bases and wall surfaces of splash marks and water.
- 8.14 Hard surfaced and resilient floors:**
 - 8.14.1 Mopping:**
 - 8.14.1.1 Sweep, dust-mop and damp-wash all hard surfaced floors, stairs and landings using a dust control method.
 - 8.14.1.2 Throughout mopping operation prevent liquids from collecting against and under furniture legs and cabinets.

8.14.2 Spray buff:

- 8.14.2.1 Prepare floor for spray buff maintenance system.
- 8.14.2.2 Remove dust and dirt from floor and corners.
- 8.14.2.3 Prevent puddeling and rippling effect of finish application.
- 8.14.2.4 Spray buff heavy traffic areas and re-apply floor finish.
- 8.14.2.5 Remove spray residue from equipment and bases

8.14.3 Refinishing:

- 8.14.3.1 Remove all applied floor maintenance finishes, dirt, stains, water and solvent streaks.
- 8.14.3.2 Re-seal clean flooring surface with 2 coats of sealer or when uniform glass appears.
- 8.14.3.3 Refinish clean flooring surface with floor maintenance finish, buffing between each coat to a uniform high shine.
- 8.14.3.4 Prevent heavy accumulations of floor maintenance finishes adjacent to walls, bases, fixtures and furniture.
- 8.14.3.5 Remove residual floor maintenance finishes from bases, walls, furniture,

fixtures.

8.15 Concrete flooring:

- 8.15.1 Sweep, dust-mop and damp-wash entire area to ensure uniformity in appearance.
- 8.15.2 Scrub stains with a soft nonmetallic brush.
- 8.15.3 If surface dirt requires, use water with a mild detergent, then water with a stronger soap, then water with a stronger soap plus ammonia.
- 8.15.4 Ensure cleaning procedures are subject to manufacturers instructions.

8.16 Entrances and Lobbies:

- 8.16.1 Clean both sides of glass doors and metal surrounds..
- 8.16.2 Clean surfaces and between foot grills. Remove grills and clean out recessed pans and drain as per frequency schedule.
- 8.16.3 Sweep, wash floors. Provide additional mopping of floors during inclement weather.

8.17 Carpets:

- 8.17.1 Spot clean carpeted areas, rugs and mats.
- 8.17.2 Vacuum carpet areas, rugs and mats in open areas under furniture, chair mats, radiators, behind doors and at edges of rugs and runners.
- 8.17.3 Carpet pile shall be laid in one direction upon completion of vacuuming operations.

9. AREAS OF CLEANING, Additional Information:

The cleaning of Electrical and Mechanical rooms, do not form part of the Contract. The additional information includes, but is not limited to the following procedures and areas.

9.1 Floors general:

- 9.1.1 Do not place chairs, wastepaper baskets, etc. on desks, tables or work benches during cleaning operations.
- 9.1.2 Furniture and equipment will be relocated to where it was prior to cleaning operations.
- 9.1.3 No dirt shall be left in corners, under furniture, behind doors or under radiators.
- 9.1.4 Supply and visibly locate bilingual DANGER signs when performing all floor cleaning operations.
- 9.1.5 Advise PWGSC of any spots on any flooring that cannot be removed by normal means and any damage to or lifting of flooring.
- 9.1.6 All flooring cleaning procedures are subject to manufacturers instructions.

- 9.2 Washrooms:**
- 9.2.1 Washrooms will be checked to ensure that all stock is maintained and that they are in a hygienic condition.
 - 9.2.2 Service any patented deodorizing devices according to the specifications prepared by the manufacturer.
- 9.3 Window Cleaning:**
- 9.3.1 The extent of window cleaning will include only the inside of the window glass, draft deflectors and window framing storm sash and screens.
 - 9.3.2 Spot clean daily.
- 9.4 High Cleaning:**
- 9.4.1 High cleaning includes all vertical, horizontal or slanted surfaces above 2.20 meters including walls, ceilings ledges, and similar fixtures, picture frames, wall louvers, piping etc.
 - 9.4.2 High areas are to be cleaned twice per year and must be kept free from dust, dirt, finger marks, smudges, stains and streaking.
- 9.5 Plumbing:**
- 9.5.1 Blocked toilets, sinks, showers, urinals and other drains are to be cleaned immediately by use of a plunger. Only refer this work to a plumber if the blockage can not be cleared in this manner. Failure to try to clear the blockage with a plunger may result in plumbing charges being deducted from the contract.
 - 9.5.2 If plumbing work is required, notify the Site Authority immediately.
- 9.6 Garbage Recycables:**
- 9.6.1 The Contractor shall be responsible for the pickup of all unclassified recyclable from various locations throughout the facility and transporting to the designated storage location.
 - 9.6.2 Garbage and recyclable waste is not to be stored or piled in corridors or elevator lobbies. It is to be transported to the designated storage/pickup locations.
- 9.7 Exterior walkways and entrances:**
- 9.7.1 Entrances surrounding the building and walkways from entrances to the Municipal sidewalk are to be swept and all litter removed and placed in garbage bins daily.
 - 9.7.2 Sweep all entrances, landings, steps, sidewalks, platforms and loading docks. Hose down all sidewalks, steps paved areas and loading docks.
- 9.8 Grounds Litter:**
- 9.8.1 Litter on the entire grounds, parking lot and site roadways surrounding the main building are to be removed daily and placed in the garbage bins from October through April.
 - 9.8.2 Sweep all entrances, landings, steps, sidewalks, platforms and loading docks. Hose down all sidewalks, steps paved areas and loading docks as required.
- 9.9 Building Operations:**
- 9.9.1 Report any and all maintenance repairs required to the building heating systems plumbing electrical or water systems to the Site Authority immediately.

10. Frequency of cleaning: ** Please refer to Annex B, Cleaning Frequency Chart **

10.1 Frequency chart:

- 10.1.1 The cleaning specification is divided into distinct areas of locations to be cleaned, i.e. walls, floors, ceilings, etc. Each specified location is then further classified by type, i.e. Floors - tile , wood, vinyl, etc. And what is required to be done for that particular type.

10.2 Cleaning Frequency Codes:

- walls, 10.2.1 The frequency schedule is divided into distinct areas of locations to be cleaned, i.e.: floors, ceilings, etc. Each specified location is then further classified by type, i.e.: floors - tile, vinyl etc. and what is required to be done for that particular type.
- 10.2.2 The following frequency codes shall apply to this Contract. In any case where the cleaning frequency is mentioned in a general section as well as a specific building area section, the specific section will take precedence.

D - Daily Seven Days a Week
TW - Twice Weekly
W - Weekly
M - Monthly

E3M - Every Third Month
E6M - Every Six Months
A - Annually

Additional Information: Approximate Size of Building: GOCB = 420.7 M2

Annex "C"**Basis of Payment**

- Prices are in Canadian dollars.
- Prices include all costs related to providing the service described in the Statement of Work (Annex A), such as the cost of supervision, supplies, equipment, etc.
- Prices remain firm for the period of the Contract and option years.
- GST is not included in the unit prices but will be added to any invoice issued against the Contract as a separate item.
- Extra work/emergency work must be pre-approved by the Site/Procurement Authority and will cover services that are not included in the scheduled work.
- Estimated usages are for evaluation purposes only. Actual usage may vary from estimates shown.

Item	Description	Year One	Option Year One	Option Year Two
Scheduled Work				
1	To provide Janitorial Services as outlined in Annex "A", Statement of Work	\$ /Month	\$ /Month	\$ /Month
Unscheduled Work				
2	Emergency and/or Extra Services *			
2.1	Janitorial Labour during regular working hours	\$ /Hour	\$ /Hour	\$ /Hour
2.2	Janitorial Labour outside regular working hours	\$ /Hour	\$ /Hour	\$ /Hour
2.3	Janitorial Labour on weekends and statutory holidays	\$ /Hour	\$ /Hour	\$ /Hour
3	Snow Removal Services	\$ /Hour	\$ /Hour	\$ /Hour

SERVICE CONTRACT/SPECIFICATION - CUSTODIAL MAINTENANCE
PART 111 - Basic Level of Specified Services and Frequencies

Area	Action	D	TW	W	TM	M	E3M	E6M	A	As Needed
Air freshener, wash rooms	Deodorise(spray, stick, cake)					X				X
Appliances, washers & dryers	Clean, wash			X						
Blinds, curtains	Vacuum and clean						X			
Cabinets, displays	Damp wipe, clean glass					X				X
Cabinets, fire hose	Damp wipe, clean glass							X		
Ceiling, light fixtures, air vent, grills	Vacuum and wash							X		
Counter tops, ledges	Damp wipe		X							X
Covers, radiator	Dust, damp wipe				X					
Door, entry, exit, vestibules	Spot clean all surfaces		X							X
Door, windows, hardware	Spot clean all surfaces		X							X
Door, mats	Vacuum incl beneath, re-align		X							X
Door, mats	Clean, remove salt stains					X				
Equipment, electrical fixtures	Spot clean all surfaces						X			
Equipment, electrical panels	Dust, wipe exterior						X			
Equipment, exposed pipes/ducts	Dust, wipe exterior					X				
Equipment, telephones	Clean, disinfect			X						X

Walls, toilet partitions	Wash and polish						X			
Washrooms, urinals	Replace deodorant blocks		X							X
Washrooms, toilets, urinals, sinks	Clean, disinfect		X							X
Windows, frames, sills etc.	Dust, damp wipe				X					
Windows, glass, interior	Clean, wash							X		
Windows, glass, exterior	Clean, wash							X		
Waste receptacles	Empty, damp wipe exterior of waste baskets	X								
Waste receptacles	Supply and replace plastic bags all containers	X								
Waste receptacles	Wash & disinfect wastepaper baskets				X					
Grounds Litter	grounds area including parking lot				X					



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		Public Works and Government Services Canada	2. Branch or Directorate / Direction générale ou Direction AFMS
3. a) Subcontract Number / Numéro du contrat de sous-traitance		3. b) Name and Address of Subcontractor / Nom et adresse du sous-traitant	
4. Brief Description of Work / Brève description du travail Janitorial at GOCB Fort Simpson, NT			
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: <input type="checkbox"/>		Restricted to: / Limité à: <input type="checkbox"/>	Restricted to: / Limité à: <input type="checkbox"/>
Specify country(ies): / Préciser le(s) pays:		Specify country(ies): / Préciser le(s) pays:	Specify country(ies): / Préciser le(s) pays:
7. c) Level of information / Niveau d'information			
PROTECTED A PROTÉGÉ A <input type="checkbox"/>		NATO UNCLASSIFIED NATO NON CLASSIFIÉ <input type="checkbox"/>	PROTECTED A PROTÉGÉ A <input type="checkbox"/>
PROTECTED B PROTÉGÉ B <input type="checkbox"/>		NATO RESTRICTED NATO DIFFUSION RESTREINTE <input type="checkbox"/>	PROTECTED B PROTÉGÉ B <input type="checkbox"/>
PROTECTED C PROTÉGÉ C <input type="checkbox"/>		NATO CONFIDENTIAL NATO CONFIDENTIEL <input type="checkbox"/>	PROTECTED C PROTÉGÉ C <input type="checkbox"/>
CONFIDENTIAL CONFIDENTIEL <input type="checkbox"/>		NATO SECRET NATO SECRET <input type="checkbox"/>	CONFIDENTIAL CONFIDENTIEL <input type="checkbox"/>
SECRET SECRET <input type="checkbox"/>		COSMIC TOP SECRET COSMIC TRÈS SECRET <input type="checkbox"/>	SECRET SECRET <input type="checkbox"/>
TOP SECRET TRÈS SECRET <input type="checkbox"/>			TOP SECRET TRÈS SECRET <input type="checkbox"/>
TOP SECRET (SIGINT) TRÈS SECRET (SIGINT) <input type="checkbox"/>			TOP SECRET (SIGINT) TRÈS SECRET (SIGINT) <input type="checkbox"/>



Government
of Canada

Gouvernement
du Canada

Contract Number / Numéro du contrat

EW076-13-0140

Security Classification / Classification de sécurité
UNCLASSIFIED

PART A (continued) / PARTIE A (suite)

8. Will the supplier require access to PROTECTED and/or CLASSIFIED COMSEC information or assets?

Le fournisseur aura-t-il accès à des renseignements ou à des biens COMSEC désignés PROTÉGÉS et/ou CLASSIFIÉS?

☒ No ☐ Yes
Non Oui

If Yes, indicate the level of sensitivity:

Dans l'affirmative, indiquer le niveau de sensibilité :

9. Will the supplier require access to extremely sensitive INFOSEC information or assets?

Le fournisseur aura-t-il accès à des renseignements ou à des biens INFOSEC de nature extrêmement délicate?

☒ No ☐ Yes
Non Oui

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

Document Number / Numéro du document :

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

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



RELIABILITY STATUS
COTE DE FIABILITÉ



CONFIDENTIAL
CONFIDENTIEL



SECRET
SECRET



TOP SECRET
TRÈS SECRET



TOP SECRET- SIGINT
TRÈS SECRET - SIGINT



NATO CONFIDENTIAL
NATO CONFIDENTIEL



NATO SECRET
NATO SECRET



COSMIC TOP SECRET
COSMIC TRÈS SECRET



SITE ACCESS
ACCÈS AUX EMPLACEMENTS

Special comments:

Commentaires spéciaux :

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

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

10. b) May unscreened personnel be used for portions of the work?

Du personnel sans autorisation sécuritaire peut-il se voir confier des parties du travail?

☒ No ☐ Yes
Non Oui

If Yes, will unscreened personnel be escorted?

Dans l'affirmative, le personnel en question sera-t-il escorté?

☒ No ☐ Yes
Non Oui

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

INFORMATION / ASSETS / RENSEIGNEMENTS / BIENS

11. a) Will the supplier be required to receive and store PROTECTED and/or CLASSIFIED information or assets on its site or premises?

Le fournisseur sera-t-il tenu de recevoir et d'entreposer sur place des renseignements ou des biens PROTÉGÉS et/ou CLASSIFIÉS?

☒ No ☐ Yes
Non Oui

11. b) Will the supplier be required to safeguard COMSEC information or assets?

Le fournisseur sera-t-il tenu de protéger des renseignements ou des biens COMSEC?

☒ No ☐ Yes
Non Oui

PRODUCTION

11. c) Will the production (manufacture, and/or repair and/or modification) of PROTECTED and/or CLASSIFIED material or equipment occur at the supplier's site or premises?

Les installations du fournisseur serviront-elles à la production (fabrication et/ou réparation et/ou modification) de matériel PROTÉGÉ et/ou CLASSIFIÉ?

☒ No ☐ Yes
Non Oui

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

11. d) Will the supplier be required to use its IT systems to electronically process, produce or store PROTECTED and/or CLASSIFIED information or data?

Le fournisseur sera-t-il tenu d'utiliser ses propres systèmes informatiques pour traiter, produire ou stocker électroniquement des renseignements ou des données PROTÉGÉS et/ou CLASSIFIÉS?

☒ No ☐ Yes
Non Oui

11. e) Will there be an electronic link between the supplier's IT systems and the government department or agency?

Disposera-t-on d'un lien électronique entre le système informatique du fournisseur et celui du ministère ou de l'agence gouvernementale?

☒ No ☐ Yes
Non Oui



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Security Classification / Classification de sécurité
UNCLASSIFIED

PART C - (continued) / PARTIE C - (suite)

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

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

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

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

SUMMARY CHART / TABLEAU RÉCAPITULATIF

Category Catégorie	PROTECTED PROTÉGÉ			CLASSIFIED CLASSIFIÉ		NATO				COMSEC						
	A	B	C	CONFIDENTIAL 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																
Production																
IT Media / Support TI																
IT Link / Lien électronique																

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

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

☒ No ☐ Yes
Non Oui

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

Dans l'affirmative, classifiez le présent formulaire en indiquant le niveau de sécurité dans la case intitulée « Classification de sécurité » au haut et au bas du formulaire.

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

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

☒ No ☐ Yes
Non Oui

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

Dans l'affirmative, classifiez le présent formulaire en indiquant le niveau de sécurité dans la case intitulée « Classification de sécurité » au haut et au bas du formulaire et indiquer qu'il y a des pièces jointes (p. ex. SECRET avec des pièces jointes).

Task Authorization Autorisation de tâche

Instruction for completing the form PWGSC - TPSGC 572 - Task Authorization
(Use form DND 626 for contracts for the Department of National Defence)

Instruction pour compléter le formulaire PWGSC - TPSGC 572 - Autorisation de tâche
(Utiliser le formulaire DND 626 pour les contrats pour le ministère de la Défense)

Contract Number

Enter the PWGSC contract number.

Numéro du contrat

Inscrire le numéro du contrat de TPSGC.

Contractor's Name and Address

Enter the applicable information

Nom et adresse de l'entrepreneur

Inscrire les informations pertinentes

Security Requirements

Enter the applicable requirements

Exigences relatives à la sécurité

Inscrire les exigences pertinentes

Total estimated cost of Task (GST/HST extra)

Enter the amount

Coût total estimatif de la tâche (TPS/TVH en sus)

Inscrire le montant

For revision only

Aux fins de révision seulement

TA Revision Number

Enter the revision number to the task, if applicable.

Numéro de la révision de l'AT

Inscrire le numéro de révision de la tâche, s'il y a lieu.

Total Estimated Cost of Task (GST/HST Extra) before the revision

Enter the amount of the task indicated in the authorized TA or, if the task was previously revised, in the last TA revision.

Coût total estimatif de la tâche (TPS/TVH en sus) avant la révision

Inscrire le montant de la tâche indiquée dans l'AT autorisée ou, si la tâche a été révisée précédemment, dans la dernière révision de l'AT.

Increase or Decrease (GST/HST Extra), as applicable

As applicable, enter the amount of the increase or decrease to the Total Estimated Cost of Task (GST/HST Extra) before the revision.

Augmentation ou réduction (TPS/TVH en sus), s'il y a lieu

S'il y a lieu, inscrire le montant de l'augmentation ou de la réduction du Coût total estimatif de la tâche (TPS/TVH en sus) avant la révision.

1. Required Work: Complete sections A, B, C, and D, as required.

1. Travaux requis : Remplir les sections A, B, C et D, au besoin.

A. Task Description of the Work required:

Complete the following paragraphs, if applicable.
Paragraph (a) applies only if there is a revision to an authorized task.

A. Description de tâche des travaux requis :

Remplir les alinéas suivants, s'il y a lieu : L'alinéa (a) s'applique seulement s'il y a révision à une tâche autorisée.

(a) Reason for revision of TA, if applicable:
Include the reason for the revision; i.e. revised activities; delivery/completion dates; revised costs. Revisions to TAs must be in accordance with the conditions of the contract. See Supply Manual 3.35.1.50 or paragraph 6 of the Guide to Preparing and Administering Task Authorizations.

(a) Motif de la révision de l'AT, s'il y a lieu : Inclure le motif de la révision c.-à.-d., les activités révisées, les dates de livraison ou d'achèvement, les coûts révisés. Les révisions apportées aux AT doivent respecter les conditions du contrat. Voir l'article 3.35.1.50 du Guide des approvisionnements ou l'alinéa 6 du Guide sur la préparation et l'administration des autorisations de tâches.

(b) Details of the activities to be performed (include as an attachment, if applicable)

(b) Détails des activités à exécuter (joindre comme annexe, s'il y a lieu).

(c) Description of the deliverables to be submitted (include as an attachment, if applicable).

(c) Description des produits à livrer (joindre comme annexe, s'il y a lieu).

(d) Completion dates for the major activities and/or submission dates for the deliverables (include as an attachment, if applicable).

(d) Les dates d'achèvement des activités principales et (ou) les dates de livraison des produits (joindre comme annexe, s'il y a lieu).

B. Basis of Payment:

Insert the basis of payment or bases of payment that form part of the contract that are applicable to the task description of the work; e.g. firm lot price, limitation of expenditure, firm unit price

C. Cost of Task:**(a) Insert Option 1 or 2:****Option 1:**

Total estimated cost of Task (GST/HST extra): Insert the applicable cost elements for the task determined in accordance with the contract basis of payment; e.g. Labour categories and rates, level of effort, Travel and living expenses, and other direct costs.

Option 2:

Total cost of Task (GST/HST extra): Insert the firm unit price in accordance with the contract basis of payment and the total estimated cost of the task.

(b) Insert GST/HST as a separate item under the Basis of Payment**D. Method of Payment**

Insert the method(s) of payment determined in accordance with the contract that are applicable to the task; i.e. single payment, multiple payments, progress payments or milestone payments. For milestone payments, include a schedule of milestones.

B. Base de paiement :

Insérer la base ou les bases de paiement qui font partie du contrat qui sont applicables à la description du travail à exécuter : p. ex., prix de lot ferme, limitation des dépenses et prix unitaire ferme.

C. Coût de la tâche :**(a) Insérer l'option 1 ou 2****Option 1 :**

Coût total estimatif de la tâche (TPS/TVH en sus) Insérer les éléments applicables du coût de la tâche établies conformément à la base de paiement du contrat. p. ex., les catégories de main d'œuvre, le niveau d'effort, les frais de déplacement et de séjour et autres coûts directs.

Option 2 :

Coût total de la tâche (TPS/TVH en sus) : Insérer le prix unitaire ferme conformément à la base de paiement du contrat et le coût estimatif de la tâche.

(b) Insérer la TPS/TVH comme élément distinct sous la Base de paiement**D. Méthode de paiement**

Insérer la ou les méthode(s) de paiement établit conformément au contrat et qui sont applicable(s) à la tâche; c.-à.-d., paiement unique, paiements multiples, paiements progressifs ou paiements d'étape. Pour ces derniers, joindre un calendrier des étapes.

2. Authorization(s):

The client and/or PWGSC must authorize the task by signing the Task Authorization in accordance with the conditions of the contract. The applicable signatures and the date of the signatures is subject to the TA limits set in the contract. When the estimate of cost exceeds the client Task Authorization's limits, the task must be referred to PWGSC.

3. Contractor's Signature

The individual authorized to sign on behalf of the Contractor must sign and date the TA authorized by the client and/or PWGSC and provide the signed original and a copy as detailed in the contract.

2. Autorisation(s) :

Le client et (ou) TPSGC doivent autoriser la tâche en signant l'autorisation de tâche conformément aux conditions du contrat. Les signatures et la date des signatures appropriées sont assujetties aux limites d'autorisation de tâche établies dans le contrat. Lorsque l'estimation du coût dépasse les limites d'autorisation de tâches du client, la tâche doit être renvoyée à TPSGC.

3. Signature de l'entrepreneur

La personne autorisée à signer au nom de l'entrepreneur doit signer et dater l'AT, autorisée par le client et (ou) TPSGC et soumettre l'original signé de l'autorisation et une copie tel que décrit au contrat.



Task Authorization Autorisation de tâche

Contract Number - Numéro du contrat

Contractor's Name and Address - Nom et l'adresse de l'entrepreneur	Task Authorization (TA) No. - N° de l'autorisation de tâche (AT)
	Title of the task, if applicable - Titre de la tâche, s'il y a lieu
	Total Estimated Cost of Task (GST/HST extra) Coût total estimatif de la tâche (TPS/TVH en sus) \$
Security Requirements: This task includes security requirements Exigences relatives à la sécurité : Cette tâche comprend des exigences relatives à la sécurité <input type="checkbox"/> No - Non <input type="checkbox"/> Yes - Oui If YES, refer to the Security Requirements Checklist (SCRL) included in the Contract Si OUI, voir la Liste de vérification des exigences relative à la sécurité (LVERS) dans le contrat ▶	

For Revision only - Aux fins de révision seulement

TA Revision Number, if applicable Numéro de révision de l'AT, s'il y a lieu	Total Estimated Cost of Task (GST/HST Extra) before the revision Coût total estimatif de la tâche (TPS/TVH en sus) avant la révision \$	Increase or Decrease (GST/HST Extra), as applicable Augmentation ou réduction (TPS/TVH en sus), s'il y a lieu \$
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Start of the Work for a TA : Work cannot commence until a TA has been authorized in accordance with the conditions of the contract.

Début des travaux pour l'AT : Les travaux ne peuvent pas commencer avant que l'AT soit autorisée conformément au contrat.

1. Required Work: - Travaux requis :

A. Task Description of the Work required - Description de tâche des travaux requis	See Attached - Ci-joint <input type="checkbox"/>
B. Basis of Payment - Base de paiement	See Attached - Ci-joint <input type="checkbox"/>
C. Cost of Task - Coût de la tâche	See Attached - Ci-joint <input type="checkbox"/>
D. Method of Payment - Méthode de paiement	See Attached - Ci-joint <input type="checkbox"/>

Contract Number - Numéro du contrat

2. Authorization(s) - Autorisation(s)

By signing this TA, the authorized client and (or) the PWGSC Contracting Authority certify(ies) that the content of this TA is in accordance with the conditions of the contract.

The client's authorization limit is identified in the contract. When the value of a TA and its revisions is in excess of this limit, the TA must be forwarded to the PWGSC Contracting Authority for authorization.

En apposant sa signature sur l'AT, le client autorisé et (ou) l'autorité contractante de TPSGC atteste(nt) que le contenu de cette AT respecte les conditions du contrat.

La limite d'autorisation du client est précisée dans le contrat. Lorsque la valeur de l'AT et ses révisions dépasse cette limite, l'AT doit être transmise à l'autorité contractante de TPSGC pour autorisation.

Name and title of authorized client - Nom et titre du client autorisé à signer

Signature

Date

PWGSC Contracting Authority - Autorité contractante de TPSGC

Signature

Date

3. Contractor's Signature - Signature de l'entrepreneur

Name and title of individual authorized - to sign for the Contractor
Nom et titre de la personne autorisée à signer au nom de l'entrepreneur

Signature

Date