

RETURN BIDS TO:
RETOURNER LES SOUMISSIONS À:
**Bid Receiving Public Works and Government
Services Canada/Réception des soumissions
Travaux publics et Services gouvernementaux
Canada**
1713 Bedford Row
Halifax, N.S./Halifax, (N.É.)
B3J 1T3
Bid Fax: (902) 496-5016

**REQUEST FOR PROPOSAL
DEMANDE DE PROPOSITION**

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

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

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

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

Comments - Commentaires

Title - Sujet JANITORIAL SERVICES	
Solicitation No. - N° de l'invitation W010C-12C386/A	Date 2012-07-03
Client Reference No. - N° de référence du client W010C-12-C386	
GETS Reference No. - N° de référence de SEAG PW-\$HAL-503-8705	
File No. - N° de dossier HAL-1-66896 (503)	CCC No./N° CCC - FMS No./N° VME
Solicitation Closes - L'invitation prend fin at - à 02:00 PM on - le 2012-08-13	Time Zone Fuseau horaire Atlantic Daylight Saving Time ADT
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: Forward (HAL), LeeAnne	Buyer Id - Id de l'acheteur hal503
Telephone No. - N° de téléphone (902) 496-5070 ()	FAX No. - N° de FAX (902) 496-5016
Destination - of Goods, Services, and Construction: Destination - des biens, services et construction: DEPARTMENT OF NATIONAL DEFENCE see herein 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

Acquisitions
1713 Bedford Row
Halifax, N.S./Halifax, (N.É.)
B3J 3C9

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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File No. - N° du dossier

HAL-1-66896

CCC No./N° CCC - FMS No/ N° VME

NOTICE

Security

This notice is to advise ALL interested bidders that in order to be awarded a contract which contains a security requirement, all bidders MUST hold a valid Security Clearance granted or approved by PWGSC Canadian Industrial Security Directorate (CISD) at the level indicated in this solicitation document. Should the bidder not currently hold a valid Security Clearance or require the level to be upgraded, PWGSC will sponsor the bidder. Please submit your written request with the following information to Lee Anne Forward by facsimile 902-496-5016 or by e-mail to: leeanne.forward@pwgsc-tpsgc.gc.ca.

- Legal Company Name
- Mailing address
- Surname and given name of contact person
- Telephone number of contact person
- Title of contact person
- Facsimile number
- E-mail address of contact person
- Procurement Business Number
- Preferred Language of correspondence
- Level of Security Required

Additional information on PWGSC security can be found on the following web site :<http://ssi-iss.tpsgc-pwgsc.gc.ca/> or by dialing 1-866-368-4646 (Toll free).

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, if applicable, 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 Basis of Payment, the Security Requirements Checklist, and the Task Authorization Form DND 626.

2. Summary

The scope of work comprises the furnishing of all labour, materials, tools, equipment and transportation necessary for complete and satisfactory janitorial services as specified herein at the C & PO's Mess and Wardroom complex (S105), Russell House single officer's quarters (S85) and Lorne Terrace senior officer's residence (S52) at Stadacona, Department of National Defence, Halifax Nova Scotia.

The period of the Contract will be for 3 years with the option to extend up to 2 additional periods of 1 year each.

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" document on the Departmental Standard Procurement Documents Web site.

(<http://www.tpsgc-pwgsc.gc.ca/app-acq/lc-pl/lc-pl-eng.html#a31>)

The requirement is subject to the provisions of the World Trade Organization Agreement on Government Procurement (WTO-AGP), the North American Free Trade Agreement (NAFTA), and the Agreement on Internal Trade (AIT).

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 issued by Public Works and Government Services Canada. (<http://ccua-sacc.tpsgc-pwgsc.gc.ca/pub/acho-eng.jsp>)

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 (2012-03-02) 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: ninety (90) days

2. Submission of Bids

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

Due to the nature of the bid solicitation, bids transmitted by facsimile to PWGSC will not be accepted.

3. Enquiries - Bid Solicitation

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

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

4. Applicable Laws

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

Bidders may, at their discretion, substitute the applicable laws of a Canadian province or territory of their choice without affecting the validity of their bid, by deleting the name of the Canadian province or territory specified and inserting the name of the Canadian province or territory of their choice. If no change is made, it acknowledges that the applicable laws specified are acceptable to the bidders.

5. Mandatory Site Visit

Due to the nature of this requirement and in order to gain access to the sites **it is MANDATORY that all interested bidders, submit the Names (legal name) and birth dates of their representatives that will be attending the Mandatory Site Visit to the Contracting Authority (Lee Anne Forward) no later than July 17, 2012.**

It is the responsibility of the Bidders to ensure that the Contracting Authority is in receipt of this information by the date shown. **Bidders who fail to submit the required information by July 17, 2012, will be denied access to the sites.**

Bidders are advised that any clarifications or changes resulting from the site visit will be included as an amendment to the bid solicitation document.

It is **MANDATORY** that the bidder attend the site visit at the designated date and time to examine the scope of the work required and the existing conditions. **A maximum of two (2) representatives per bidder will be permitted to examine the sites.**

The site visit will be held on **July 20, 2012 at 9:30 a.m.**, meeting at the main entrance of Juno Tower, Stadacona Building S105, Stadacona Base, CFB Halifax, Nova Scotia, Canada. Bidders who, for any reason, cannot attend at the specified date and time will not be given an alternative appointment to view the site and their bids, therefore, will be considered as non-responsive. **NO EXCEPTIONS WILL BE MADE.**

As proof of attendance, at the site visit, the Contracting Authority will have an Attendance Form which **MUST** be signed by the bidder's representative.

Bids submitted by bidders who have not attended the site visit or failed to sign the Attendance Form will be deemed non-responsive.

PART 3 - BID PREPARATION INSTRUCTIONS

1. Bid Preparation Instructions

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

Section I: Technical Bid (one hard copy)
 Section II: Financial Bid (one hard copy, and one electronic copy on cd or dvd)
 Section III: Certifications (one hard copy)

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

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

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

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

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

Section I: Technical Bid

In their technical bid, bidders should demonstrate their understanding of the requirements contained in the bid solicitation and explain how they will meet these requirements. Bidders should demonstrate their capability in a thorough, concise and clear manner for carrying out the work.

The technical bid should address clearly and in sufficient depth the points that are subject to the evaluation criteria against which the bid will be evaluated. Simply repeating the statement contained in the bid solicitation is not sufficient. In order to facilitate the evaluation of the bid, Canada requests that bidders address and present topics in the order of the evaluation criteria under the same headings. To avoid duplication, bidders may refer to different sections of their bids by identifying the specific paragraph and page number where the subject topic has already been addressed.

Section II: Financial Bid

1.1 Bidders must submit their financial bid in accordance with Attachment 1, Financial Proposal. The total amount of Goods and Services Tax or Harmonized Sales Tax must be shown separately, if applicable.

1.2 SACC Manual Clauses

C3011T (2011-01-10), Exchange Rate Fluctuation

Section III: Certifications

Bidders must submit the certifications required under Part 5.

PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

1. Evaluation Procedures

(a) Bids will be assessed in accordance with the entire requirement of the bid solicitation including the technical and financial evaluation criteria.

(b) An evaluation team composed of representatives of Canada will evaluate the bids.

1.1 Technical Evaluation

1.1.1. Mandatory Technical Criteria

- A) Attendance at the mandatory site visit;
- B) Contractor's qualifications in accordance with 1.1.1.1 below;
- C) Working On-site Supervisors qualifications in accordance with 1.1.1.2 below;
- D) Submission of prices and rates for all items listed in the RFP, Annex B, Basis of Payment.

1.1.1.1 Mandatory Contractor's Experience and Past Performance

The bidder must provide evidence of its experience and past performance by referencing two (2) projects or contracts satisfactorily rendered for a minimum of twelve (12) consecutive months within the past five (5) years, wherein the range of janitorial services provided are comparable to those described in this Request for Proposal (RFP). **Please provide the information in the format shown below. Please submit a separate table for each project.**

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File No. - N° du dossier

HAL-1-66896

CCC No./N° CCC - FMS No/ N° VME

PROJECT/CONTRACT REFERENCE NO. _____	
Name of client organization or Company	Name: _____
Name and title of client contact	Name: _____ Title: _____
Telephone and facsimile number of client contact	Phone No.: _____ Fax No.: _____
Approximate size in square meters of the cleanable area of the project or contract	_____ square meters
Location/site of the project or contract:	_____ _____
Value of the project or contract	\$ _____
Performance period of the project or contract (indicate month and year)	From: Month _____ Year _____ To: Month _____ Year _____
Description of Project or Contract: _____ _____ _____ _____ _____	

1.1.1.2 Mandatory Working On-site Supervisor(s) Expertise and Experience

a) Identify below the Contractor's Working On-site Supervisor(s) who will be assigned to this Contract. It is Mandatory that the Working On-site Supervisor(s) have a minimum of (2) consecutive years experience in a supervisory role in the field of janitorial services.

Name of Working On-site Supervisor(s) _____

b) The bidder must provide evidence of its experience and satisfactory performance of the Working On-site Supervisor(s). Do so by referencing one (1) or more projects or contracts for clients of a duration of a minimum of six (6) consecutive months (total experience must add up to 2 consecutive years), within the past ten (10) years, in providing janitorial services in a range comparable in size, scope and complexity to those described in the Request for Proposal (RFP).

Please provide the information in the format shown below. Please submit a separate table for each supervisor.

REFERENCE NO. _____ : Working On-site Supervisor Name: _____	
Name of client organization or Company	Name: _____
Name and title of client contact	Name: _____ Title: _____
Phone and facsimile number of client contact	Phone No.: _____ Fax No.: _____
Approximate size in square meters of the cleanable area of the project or contract	_____ square meters
Location/site of the project or contract:	
Value of the project or contract	\$ _____
Performance period of the project or contract. (indicate month and year)	From: Month _____ Year _____ To: Month _____ Year _____
Description of Project or contract:	_____ _____
Responsibilities of the individuals:	_____ _____

1.2 Financial Evaluation

The Total Cost will be evaluated in Canadian dollars, the Goods and Services Tax or the Harmonized Sales Tax excluded. The unit price will govern in establishing the extended price.

1.2.1 Mandatory Financial Criteria

Offerors must submit their financial bid in accordance with Attachment 1, Financial Proposal.

2. Basis of Selection

A bid must comply with the requirements of the bid solicitation and meet all mandatory technical evaluation criteria to be declared responsive. The responsive bid with the lowest evaluated price 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. Certifications Precedent to Contract Award

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

1.1 Federal Contractors Program - Certification

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

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

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

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

The Bidder or the member of the joint venture

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

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

1.2 Former Public Servant Certification

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

Definitions

For the purposes of this clause,

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

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

"lump sum payment period" means the period measured in weeks of salary, for which payment has been made to facilitate the transition to retirement or to other employment as a result of the implementation of

various programs to reduce the size of the Public Service. The lump sum payment period does not include the period of severance pay, which is measured in a like manner.

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

Former Public Servant in Receipt of a Pension

Is the Bidder a FPS in receipt of a pension as defined above? YES () NO ()

If so, the Bidder must provide the following information:

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

Work Force Reduction Program

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

If so, the Bidder must provide the following information:

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

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

Certification

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

PART 6 - SECURITY, FINANCIAL AND OTHER REQUIREMENTS

1. Security Requirement

1. At the date of bid closing, 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.

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

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".

1.1 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.

1.1.1 Task Authorization Process

The Technical Authority will provide the Contractor with a description of the task using the "DND 626, Task Authorization Form."

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 and methods of payment as specified in the Contract.

The Contractor must provide the Technical Authority, within 2 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.

The Contractor must not commence work until a TA authorized by the Technical 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.

1.1.2 Task Authorization Limit

The Project Authority may authorize individual task authorizations up to a limit of \$40,000.00, 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.

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

B9031C 2011-05-16 Canada's Obligation - Portion of the Work - Task Authorizations

1.1.4 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 15 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:

For each authorized task:

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

For all authorized tasks:

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 TSA; and
the total amount, GST or HST extra, expended to date against all authorized TA's.

1.1.5 Limitation of Expenditure - Cumulative Total of all Task Authorizations

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 \$___TBD___. Customs duties are excluded and the Goods and Services Tax or Harmonized Sales Tax is extra, if applicable.

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.

The Contractor must notify the Contracting Authority in writing as to the adequacy of this sum: when it is 75 percent committed, or four (4) months before the contract expiry date, or 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.

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.

1.1.6 Task Authorization - Department of National Defence

The administration of the Task Authorization process will be carried out by The Janitorial Contract Administrator, Formation Construction Engineering, Maritime Forces Atlantic, National Defence. This process includes monitoring, controlling and reporting on expenditures of the contract with task authorizations to the Contracting Authority.

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 issued by Public Works and Government Services Canada. (<http://ccua-sacc.tpsgc-pwgsc.gc.ca/pub/acho-eng.jsp>)

2.1 General Conditions

2035 (2012-03-02), General Conditions - Higher Complexity - Services apply to and form part of the Contract.

3. Security Requirement

1. The Contractor must, at all times during the performance of the Contract, hold a valid Designated Organization Screening (DOS), issued by the Canadian Industrial Security Directorate (CISD), Public Works and Government Services Canada (PWGSC).
2. The Contractor personnel requiring access to sensitive work site(s) must EACH hold a valid RELIABILITY STATUS, granted or approved by CISD/PWGSC.
3. Subcontracts which contain security requirements are NOT to be awarded without the prior written permission of CISD/PWGSC.
4. The Contractor must comply with the provisions of the:
 - (a) Security Requirements Check List and security guide (if applicable), attached at Annex C;
 - (b) Industrial Security Manual (Latest Edition).

4. Term of Contract

4.1 Period of the Contract

The period of the Contract is from October 1, 2012 to September 30, 2015 inclusive.

4.2 Option to Extend the Contract

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

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: Lee Anne Forward
Title: Supply Specialist
Public Works and Government Services Canada
Acquisitions Branch
Address: 1713 Bedford Row
Halifax, NS B3J 3C9
Telephone: (902) 496-5070
Facsimile: (902) 496-5016
E-mail address: leeanne.forward@pwgsc.gc.ca

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

5.2 Project Authority

The Project Authority for the Contract is: (to be announced upon contract award).

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

Name:
Title:
Organization:
Address:
Telephone:
Facsimile:
E-mail address:

6. Payment

6.1 Basis of Payment

The Contractor will be reimbursed for the costs reasonably and properly incurred in the performance of the Work specified in the authorized Task Authorization (TA), as determined in accordance with the Basis of Payment in Annex B, to the limitation of expenditure specified in the authorized TA.

Canada's liability to the Contractor under the authorized TA must not exceed the limitation of expenditure specified in the authorized TA. Customs duties are included and Goods and Services Tax or Harmonized Sales Tax is extra, if applicable.

No increase in the liability of Canada or in the price of the Work specified in the authorized TA resulting from any design changes, modifications or interpretations of the Work will be authorized or paid to the Contractor unless these design changes, modifications or interpretations have been authorized, in writing, by the Contracting Authority before their incorporation into the Work.

6.2 Limitation of Price

C6000C	Limitation of Price	2011-05-16
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6.3 Monthly Payment

H1008C	Monthly Payment	2008-05-12
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6.4 SACC Manual Clauses

A9117C	T1204 - Direct Request by Customer Department	2007-11-30
C0100C	Discretionary Audit - Commercial Goods and/or Services	2010-01-11
C0711C	Time Verification	2008-05-12

7. Invoicing Instructions

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

Each invoice must:

(a) specify the contract as C386 Stadacona C&PO's/Wardroom Complex

(b) be itemized by building, showing the following mandatory information for each building:

- 1) Building number and name
- 2) Basic monthly billing charge (\$/month)
- 3) Total basic monthly charges
- 4) HST; and
- 5) Total invoice amount.

Each invoice must be supported by:

a copy of time sheets to support the time claimed;
 a copy of the release document and any other documents as specified in the Contract;
 a copy of the invoices, receipts, vouchers for all direct expenses, and all travel and living expenses;
 a copy of the monthly progress report.

The Contractor has the option of offering a 1% discount to allow payment in ten (10) days, which must be noted on the invoice.

An example of an acceptable invoice is shown in ANNEX E of Annex A - Statement of Work. The actual design may vary, but the aforementioned information must be included. No invoices will be processed without all of the proper information outlined above.

2. Invoices must be distributed as follows:

- (a) The original and one (1) copy must be forwarded to the address below for certification and payment.

Accounts Payable Section
Formation Construction Engineering
Maritime Forces Atlantic P.O. Box 99000
Stn. Forces, Willow Park #7
Halifax, NS B3K 5X5

- (b) One (1) copy must be forwarded to the Contracting Authority identified under the section entitled "Authorities" of the Contract.

8. Certifications

8.1 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 Nova Scotia.

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 2012-03-02 General Conditions - Higher Complexity - Services;
(c) Annex A, Statement of Work;
(d) Annex B, Basis of Payment;
(e) Annex C, Security Requirements Check List;
(f) the signed Task Authorizations (including all of its annexes, if any);
(g) the Contractor's bid dated _____

11. Defence Contract

A9006C	Defence Contract	2008-05-12
A9062C	Canadian Forces Site Regulations	2011-05-16

12. Foreign Nationals (Canadian Contractor)

A2000C Foreign Nationals (Canadian Contractor) 2006-06-16

13. Insurance

G1005C Insurance 2008-05-12

14. Financial Security

1. The Contractor must provide one of the following contract financial securities within ten (10) calendar days after the date of contract award:

the (a) a performance bond (form PWGSC-TPSGC 505) in the amount of ten (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 ten (10) percent of the Contract Price; or

(c) a labour and material payment bond (form PWGSC-TPSGC 506) in the amount of ten (10) percent of the Contract Price; or

(d) a security deposit as defined in clause E0008C in the amount of ten (10) percent of the Contract Price.

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

2. Security deposits in the form of government guaranteed bonds with coupons attached will be accepted only if all coupons that are unmatured, 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.

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.

14.1 SACC Manual Clauses

E0008C Security Deposit Information 2011-05-16

Solicitation No. - N° de l'invitation

W010C-12C386/A

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

W010C-12-C386

Amd. No. - N° de la modif.

File No. - N° du dossier

HAL-1-66896

Buyer ID - Id de l'acheteur

hal503

CCC No./N° CCC - FMS No/ N° VME

Annex A

Statement of Work

(as attached)

Solicitation No. - N° de l'invitation

W010C-12C386/A

Amd. No. - N° de la modif.

File No. - N° du dossier

HAL-1-66896

Buyer ID - Id de l'acheteur

hal503

CCC No./N° CCC - FMS No/ N° VME

W010C-12-C386

Annex B
Basis of Payment

(To be completed by PWGSC upon issuance)

Solicitation No. - N° de l'invitation

W010C-12C386/A

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

W010C-12-C386

Amd. No. - N° de la modif.

File No. - N° du dossier

HAL-1-66896

Buyer ID - Id de l'acheteur

hal503

CCC No./N° CCC - FMS No/ N° VME

Annex C

Security Requirements Check List

(as attached)

Solicitation No. - N° de l'invitation

W010C-12C386/A

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

W010C-12-C386

Amd. No. - N° de la modif.

File No. - N° du dossier

HAL-1-66896

Buyer ID - Id de l'acheteur

hal503

CCC No./N° CCC - FMS No/ N° VME

Annex D

**Task Authorization Form
DND 626**

(as attached)

Annex E Employee Security Information

The Bidder should specify the following information regarding employees proposed to provide services against any resulting contract (as per Part 7, Article 3). A minimum of twenty five (25) cleared employees must be provided including the proposed working supervisor.

PROPOSED EMPLOYEES			
Legal Name (First, Last)	Date of Birth (Day/Month/Year)	Position	Clearance Number
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			
13			
14			
15			
16			
17			
18			
19			
20			
21			
22			
23			
24			
25			
26			
27			

Attachment 1 Financial Proposal

(Offerors are required to complete and submit the attached excel file Attachment 1)

The Financial Evaluation Total will be used for evaluation purposes only and does not represent a commitment on the part of Canada.

Bidders must provide a firm unit price in Canadian dollars, the Goods and Services Tax or the Harmonized Sales Tax excluded. Pricing for each building will be per building per month. Should the resulting contract have to be reduced due to a building no longer requiring cleaning services (either due to down sizing or demolition etc.), the contract may be reduced by the cost per month of that particular building to the end of the contract period. This would be done in writing by the Contracting Officer.

This Basis of Payment contains FIVE (5) tables, for each of the 3 contract years and each of the 2 option years. The first 3 years of this contract (Tables 1, 2, and 3) do not allow for any escalation of prices beyond your bid prices. The rates for the 2 option years will be adjusted to respond to changes in the labour rates. In order to accommodate those future adjustments please follow the instructions below when filling out your price proposals.

Your unit pricing comprises the furnishing of all labour, materials, tools, equipment and transportation necessary for complete and satisfactory janitorial services as specified herein.

1. You must provide a unit price for all items 1 - 5 for each of the 5 years in your financial proposal.
2. You must provide the same prices for items 1-4 in Years 4 and 5 as you do in Year 3. Years 4 and 5 represent the option years of this requirement. These are the years when the contract will be adjusted to reflect price increases or decreases (**BEYOND THE ORIGINAL QUOTED PRICES**) due to increases (or decreases) in labour or material costs.
3. The Contracting Authority will apply the increases (or decreases) at the time of contract amendment based on the following formula:

The prices (unit rates) shown in Year 3, will be adjusted annually for each option year, on September 30th. The amount of the adjustment will be based on a percentage increase (decrease) of the current years price by using the "Unadjusted CPI for Nova Scotia" (Consumer Price Index) for the 12 months ending July 31st of that year. <http://www.statcan.gc.ca/start-debut-eng.html>

Example: After the first 3 contract years:

Year 3 unit rate for unscheduled work is \$10.00 per hour. The CPI as of July 31, 2015 is 3.9 percent.

$10.00 * 3.9 \% = 0.39$. Therefore the unit rate for unscheduled work for Option Year 1 (Table 4) will be \$10.39.

Year 4 unit rate for unscheduled work is \$10.39 per hour. The CPI as of July 31, 2016 is 2.8 percent.
 $10.39 * 2.8 \% = 0.29$. Therefore, the unit rate for unscheduled work for Option Year 2 (Table 5) will be \$10.68.

**TASK AUTHORIZATION
AUTORISATION DES TÂCHES**

<p>All invoices/progress claims must show the reference Contract and Task numbers. Toutes les factures doivent indiquer les numéros du contrat et de la tâche.</p>		Contract no. – N° du contrat
		Task no. – N° de la tâche
Amendment no. – N° de la modification	Increase/Decrease – Augmentation/Réduction	Previous value – Valeur précédente
To – À	<p>TO THE CONTRACTOR</p> <p>You are requested to supply the following services in accordance with the terms of the above reference contract. Only services included in the contract shall be supplied against this task.</p> <p>Please advise the undersigned if the completion date cannot be met. Invoices/progress claims shall be prepared in accordance with the instructions set out in the contract.</p> <p>À L'ENTREPRENEUR</p> <p>Vous êtes prié de fournir les services suivants en conformité des termes du contrat mentionné ci-dessus. Seuls les services mentionnés dans le contrat doivent être fournis à l'appui de cette demande.</p> <p>Prière d'aviser le signataire si la livraison ne peut se faire dans les délais prescrits. Les factures doivent être établies selon les instructions énoncées dans le contrat.</p>	
Delivery location – Expédié à		
Delivery/Completion date – Date de livraison/d'achèvement	<p>_____</p> <p>Date</p>	<p>_____</p> <p>for the Department of National Defence pour le ministère de la Défense nationale</p>
Contract item no. N° d'article du contrat	Services	Cost Prix
	GST/HST TPS/TVH	
	Total	
<p>APPLICABLE ONLY TO PWGSC CONTRACTS: The Contract Authority signature is required when the total value of the DND 626 exceeds the threshold specified in the contract.</p> <p>NE S'APPLIQUE QU'AUX CONTRATS DE TPSGC : La signature de l'autorité contractante est requise lorsque la valeur totale du formulaire DND 626 est supérieure au seuil précisé dans le contrat.</p>		
<p>_____</p> <p>for the Department of Public Works and Government Services pour le ministère des Travaux publics et services gouvernementaux</p>		

**Instructions for completing
DND 626 - Task Authorization**

Contract no.

Enter the PWGSC contract number in full.

Task no.

Enter the sequential Task number.

Amendment no.

Enter the amendment number when the original Task is amended to change the scope or the value.

Increase/Decrease

Enter the increase or decrease total dollar amount including taxes.

Previous value

Enter the previous total dollar amount including taxes.

To

Name of the contractor.

Delivery location

Location where the work will be completed, if other than the contractor's location.

Delivery/Completion date

Completion date for the task.

for the Department of National Defence

Signature of the DND person who has delegated **Authority** for signing DND 626 (level of authority based on the dollar value of the task and the equivalent signing authority in the PAM 1.4). **Note:** the person signing in this block ensures that the work is within the scope of the contract, that sufficient funds remain in the contract to cover this task and that the task is affordable within the Project/Unit budget.

Services

Define the requirement briefly (attach the SOW) and identify the cost of the task using the contractor's quote on the level of effort. The Task must use the basis of payment stipulated in the contract. If there are several basis of payment then list here the one(s) that will apply to the task quote (e.g. milestone payments; per diem rates/labour category hourly rates; travel and living rates; firm price/ceiling price, etc.). All the terms and conditions of the contract apply to this Task Authorization and cannot be ignored or amended for this task. Therefore it is not necessary to restate these general contract terms and conditions on the DND 626 Task form.

Cost

The cost of the Task broken out into the individual costed items in **Services**.

GST/HST

The GST/HST cost as appropriate.

Total

The total cost of the task. The contractor may not exceed this amount without the approval of DND indicated on an amended DND 626. The amendment value may not exceed 50% (or the percentage for amendments established in the contract) of the original value of the task authorization. The total cost of a DND 626, including all amendments, may not exceed the funding limit identified in the contract.

Applicable only to PWGSC contracts

This block only applies to those Task Authorization contracts awarded by PWGSC. The contract will include a specified threshold for DND sole approval of the DND 626 and a percentage for DND to approve amendments to the original DND 626. Tasks that will exceed these thresholds must be passed to the PWGSC Contracting Authority for review and signature prior to authorizing the contractor to begin work.

Note:

Work on the task may not commence prior to the date this form is signed by the DA Authority - for tasks within the DND threshold; and by both DND and PWGSC for those tasks over the DND threshold.

**Instructions pour compléter le formulaire
DND 626 - Autorisation des tâches**

N° du contrat

Inscrivez le numéro du contrat de TPSGC en entier.

N° de la tâche

Inscrivez le numéro de tâche séquentiel.

N° de la modification

Inscrivez le numéro de modification lorsque la tâche originale est modifiée pour en changer la portée.

Augmentation/Réduction

Inscrivez le montant total de l'augmentation ou de la diminution, y compris les taxes.

Valeur précédente

Inscrivez le montant total précédent, y compris les taxes.

À

Nom de l'entrepreneur.

Expédié à

Endroit où le travail sera effectué, si celui-ci diffère du lieu d'affaires de l'entrepreneur.

Date de livraison/d'achèvement

Date d'achèvement de la tâche.

pour le ministère de la Défense nationale

Signature du représentant du MDN auquel on a délégué le **pouvoir d'approbation** en ce qui a trait à la signature du formulaire DND 626 (niveau d'autorité basé sur la valeur de la tâche et le signataire autorisé équivalent mentionné dans le MAA 1.4). **Nota :** la personne qui signe cette attache de signature confirme que les travaux respectent la portée du contrat, que suffisamment de fonds sont prévus au contrat pour couvrir cette tâche et que le budget alloué à l'unité ou pour le projet le permet.

Services

Définissez brièvement le besoin (joignez l'ET) et établissez le coût de la tâche à l'aide de la soumission de l'entrepreneur selon le niveau de difficulté de celle-ci. Les modalités de paiement stipulées dans le contrat s'appliquent à la tâche. Si plusieurs d'entre elles sont prévues, énumérez ici celle/celles qui s'appliquera/ront à la soumission pour la tâche à accomplir (p.ex. acompte fondé sur les étapes franchies; taux quotidien ou taux horaire établi selon la catégorie de main-d'œuvre; frais de déplacement et de séjour; prix fixe ou prix plafond; etc.). Toutes les modalités du contrat s'appliquent à cette autorisation de tâche et ne peuvent être négligées ou modifiées quant à la tâche en question. Il n'est donc pas nécessaire de répéter ces modalités générales afférentes au contrat sur le formulaire DND 626.

Prix

Mentionnez le coût de la tâche en le répartissant selon les frais afférents à chaque item mentionné dans la rubrique **Services**.

TPS/TVH

Mentionnez le montant de la TPS/TVH, s'il y a lieu.

Total

Mentionnez le coût total de la tâche. L'entrepreneur ne peut dépasser ce montant sans l'approbation du MDN, formulaire DND 626 modifié à l'appui. Le coût de la modification ne peut pas être supérieur à 50 p. 100 du montant initial prévu dans l'autorisation de tâche (ou au pourcentage prévu dans le contrat pour les modifications). Le coût total spécifié dans le formulaire DND 626, y compris toutes les modifications, ne peut dépasser le plafond de financement mentionné dans le contrat.

Ne s'applique qu'aux contrats de TPSGC

Le présent paragraphe s'applique uniquement aux autorisations de tâche accordées par TPSGC. On inscrira dans le formulaire DND 626 un plafond précis qui ne pourra être approuvé que par le MDN et un pourcentage selon lequel le MDN pourra approuver des modifications au formulaire DND 626 original. Les tâches dont le coût dépasse ces plafonds doivent être soumises à l'autorité contractante de TPSGC pour examen et signature avant qu'on autorise l'entrepreneur à débiter les travaux.

Nota :

Les travaux ne peuvent commencer avant la date de signature de ce formulaire par le responsable du MDN, pour les tâches dont le coût est inférieur au plafond établi par le MDN, et par le MDN et TPSGC pour les tâches dont le coût dépasse le plafond établi par le MDN.



Contract Number / Numéro du contrat W010C-12-C386
Security Classification / Classification de sécurité UNCLASSIFIED

**SECURITY REQUIREMENTS CHECK LIST (SRCL)
LISTE DE VÉRIFICATION DES EXIGENCES RELATIVES À LA SÉCURITÉ (LVERS)**

PART A - CONTRACT INFORMATION / PARTIE A - INFORMATION CONTRACTUELLE		
1. Originating Government Department or Organization / Ministère ou organisme gouvernemental d'origine National Defence	2. Branch or Directorate / Direction générale ou Direction Marlant - FCE	
3. a) Subcontract Number / Numéro du contrat de sous-traitance	3. b) Name and Address of Subcontractor / Nom et adresse du sous-traitant	
4. Brief Description of Work / Brève description du travail Janitorial Services Stadacona C&PO's/Wardroom Complex		
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"/>	
Not releasable À ne pas diffuser <input type="checkbox"/>		
Restricted to: / Limité à: Specify country(ies) / Préciser le(s) pays: <input type="checkbox"/>	Restricted to: / Limité à: Specify country(ies) / Préciser le(s) pays: <input type="checkbox"/>	
	Restricted to: / Limité à: Specify country(ies) / Préciser le(s) pays: <input type="checkbox"/>	
7. c) Level of information / Niveau d'information		
PROTECTED A PROTÉGÉ A <input type="checkbox"/>	NATO UNCLASSIFIED NATO NON CLASSIFIÉ <input type="checkbox"/>	PROTECTED A PROTÉGÉ A <input type="checkbox"/>
PROTECTED B PROTÉGÉ B <input type="checkbox"/>	NATO RESTRICTED NATO DIFFUSION RESTREINTE <input type="checkbox"/>	PROTECTED B PROTÉGÉ B <input type="checkbox"/>
PROTECTED C PROTÉGÉ C <input type="checkbox"/>	NATO CONFIDENTIAL NATO CONFIDENTIEL <input type="checkbox"/>	PROTECTED C PROTÉGÉ C <input type="checkbox"/>
CONFIDENTIAL CONFIDENTIEL <input type="checkbox"/>	NATO SECRET NATO SECRET <input type="checkbox"/>	CONFIDENTIAL CONFIDENTIEL <input type="checkbox"/>
SECRET SECRET <input type="checkbox"/>	COSMIC TOP SECRET COSMIC TRÈS SECRET <input type="checkbox"/>	SECRET SECRET <input type="checkbox"/>
TOP SECRET TRÈS SECRET <input type="checkbox"/>		TOP SECRET TRÈS SECRET <input type="checkbox"/>
TOP SECRET (SIGINT) TRÈS SECRET (SIGINT) <input type="checkbox"/>		TOP SECRET (SIGINT) TRÈS SECRET (SIGINT) <input type="checkbox"/>



PART A (continued) / PARTIE A (suite)

8. Will the supplier require access to PROTECTED and/or CLASSIFIED COMSEC information or assets?
Le fournisseur aura-t-il accès à des renseignements ou à des biens COMSEC désignés PROTÉGÉS et/ou CLASSIFIÉS? No / Non Yes / Oui

If Yes, indicate the level of sensitivity:
Dans l'affirmative, indiquer le niveau de sensibilité :

9. Will the supplier require access to extremely sensitive INFOSEC information or assets?
Le fournisseur aura-t-il accès à des renseignements ou à des biens INFOSEC de nature extrêmement délicate? No / Non Yes / Oui

Short Title(s) of material / Titre(s) abrégé(s) du matériel :
Document Number / Numéro du document :

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

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

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

Special comments:
Commentaires spéciaux : IF REQUIRED, A COMMISSIONAIRE WILL BE PROVIDED

NOTE: If multiple levels of screening are identified, a Security Classification Guide must be provided.
REMARQUE : Si plusieurs niveaux de contrôle de sécurité sont requis, un guide de classification de la sécurité doit être fourni.

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

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

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

INFORMATION / ASSETS / RENSEIGNEMENTS / BIENS

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

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

PRODUCTION

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

INFORMATION TECHNOLOGY (IT) MEDIA / SUPPORT RELATIF 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 / Non Yes / Oui

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



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 / CONFIDENTIEL	SECRET	TOP SECRET / TRÈS SECRET
											A	B	C			
Information / Assets / Renseignements / Biens / Production	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
IT Media / Support / TI	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
IT Link / Lien électronique	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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

If Yes, classify this form by annotating the top and bottom in the area entitled "Security Classification".
Dans l'affirmative, classifiez le présent formulaire en indiquant le niveau de sécurité dans la case intitulée « Classification de sécurité » au haut et au bas du formulaire.

12. b) Will the documentation attached to this SRCL be PROTECTED and/or CLASSIFIED?
La documentation associée à la présente LVERS sera-t-elle PROTÉGÉE et/ou CLASSIFIÉE? No / Non Yes / Oui

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



Government of Canada / Gouvernement du Canada

Contract Number / Numéro du contrat W010C-12-C386
Security Classification / Classification de sécurité UNCLASSIFIED

PART D - AUTHORIZATION / PARTIE D - AUTORISATION

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

Name (print) - Nom (en lettres moulées) Sgt Tony Hayes	Title - Titre Janitorial Administrator	Signature <i>Tony Hayes</i>
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Telephone No. - N° de téléphone 902-722-1826	Facsimile No. - N° de télécopieur 902-722-1847	E-mail address - Adresse courriel anthony.hayes@forces.gc.ca	Date 26-Nov-2012
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14. Organization Security Authority / Responsable de la sécurité de l'organisme

Name (print) - Nom (en lettres moulées) Medjovic Sasha	Title - Titre SO	Signature <i>Sasha Medjovic</i>
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Telephone No. - N° de téléphone 613-949-1066	Facsimile No. - N° de télécopieur 613-949-1069	E-mail address - Adresse courriel Sasa.Medjovic@forces.gc.ca	Date 2012-01-26
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15. Are there additional instructions (e.g. Security Guide, Security Classification Guide) attached? / Des instructions supplémentaires (p. ex. Guide de sécurité, Guide de classification de la sécurité) sont-elles jointes? No / Non Yes / Oui

16. Procurement Officer / Agent d'approvisionnement

Name (print) - Nom (en lettres moulées)	Title - Titre	Signature
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Telephone No. - N° de téléphone	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel	Date
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17. Contracting Security Authority / Autorité contractante en matière de sécurité

Name (print) - Nom (en lettres moulées) Jill Mahon	Title - Titre Contract Security Officer, Contract Security Division	Signature <i>Jill Mahon</i>
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Telephone No. - N° de téléphone Tel / Tél - 613-960-0164	Facsimile No. - N° de télécopieur Fax / Téléc - 613-954-4171	E-mail address - Adresse courriel Jill.Mahon@tpsgc-pwgsc.gc.ca	Date Feb 3 / 2012
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Department of National Defence



Specifications

Janitorial Service Contract

**Stadacona C&PO's / Wardroom Complex /
Officer's Single Quarters / Senior Officer's Residence**

CFB Halifax, NS

<u>Section</u>	<u>Title</u>	<u>Pages</u>
<u>Division 01 - General Requirements</u>		
01 11 00	GENERAL INSTRUCTIONS	18
01 35 30	HEALTH AND SAFETY REQUIREMENTS	5
01 35 35	DND FIRE SAFETY REQUIREMENTS	4
01 35 43	ENVIRONMENTAL PROCEDURES	2
01 61 00	MATERIAL AND EQUIPMENT	5
01 70 00.00	ANNEX A MARLANT RECYCLING	2
01 70 00.01	ANNEX B CLEANING STANDARDS	2
01 70 00.02	ANNEX C CLEANING SCHEDULE	10
01 70 00.03	ANNEX D INSPECTION REPORT	1
01 70 00.04	ANNEX E SAMPLE INVOICE	2
01 70 00.05	ANNEX F HOUSEKEEPING SUPERVISOR WORK DESCRIPTION	2
01 70 00.06	ANNEX G HOUSEKEEPER WORK DESCRIPTION	1

PART 1 - GENERAL

- 1.1 DEFINITIONS
- .1 **Accommodations manager:** See 'Client'.
 - .2 **As required:** Frequencies are subject to change at any time without warning in order to maintain the established cleaning standard. When the frequency of a cleaning operation is "As Required(AR)", the final decision as to when this service must be carried out with the approval of the Janitorial Administrator.
 - .3 **Building:** See 'Facility'.
 - .4 **Clean:** For the width and breadth of the surface in question, it must be free of foreign matter down to the original surface or last protective coating.
 - .5 **Client:** CFB Halifax Formation Accommodations on behalf of the Department of National Defence(DND) and/or its representatives.
 - .6 **Complete and satisfactory janitorial service:** The continual janitorial, housekeeping, laundry and minor maintenance procedures as specified in this document to the satisfaction of the Client and the Janitorial Administrator.
 - .7 **Contract areas:** The areas to be serviced under this Contract is the Chiefs and Petty Officers' and Wardroom Complex, S85 single officer's quarters(Russell House), and S52 Senior Officer's residence(Lorne Terrace) of CFB Halifax.
 - .8 **Contractor:** The janitorial service Contract holder or any representative thereof.
 - .9 **Duty coordinator:** An FCE employee assigned on a rotating basis whose responsibility is to coordinate after-hours jobs.
 - .10 **Entity:** Includes any individual or group(including Messes) that is responsible for a 'Function'.
 - .11 **Extended guest:** Members living in-house for an indeterminate duration such as while on course, Temporary Duties(TD), or Imposed Restriction(IR).
 - .12 **Facility:** The building so named the Chief and Petty Officers(C&POs) and Wardroom Complex of CFB Halifax, which includes the dining, lounge, accommodations and administrative areas.
 - .13 **Facility coordinator:** A representative of Formation Accommodations who oversees the day-to-day operations of the Facility.
-

1.1 DEFINITIONS
(Cont'd)

- .14 **Formation accommodations:** See 'Client'.
- .15 **Function:** An event hosted through either Public or Non-Public Funds.
- .16 **Galley:** See 'Kitchen'.
- .17 **Guest:** An occupant of the Facility, which can be either "Transient" or "Extended" depending upon the length of stay.
- .18 **Housekeeping staff:** See 'Contractor'.
- .19 **Housekeeping supervisor:** See 'Working Supervisor'.
- .20 **Inspector:** The Janitorial Contract Inspector that acts on behalf of the Janitorial Administrator to oversee janitorial service delivery.
- .21 **Janitorial staff:** See 'Contractor'.
- .22 **Kitchen:** The kitchen located in the C&POs' and Officers' Mess facility.
- .23 **Litter:** Any discarded material foreign to the environment including but not limited to the following:
 - .1 Paper;
 - .2 Beverage containers;
 - .3 Bottles;
 - .4 Broken glass;
 - .5 Wood;
 - .6 Scattered bricks and stones;
 - .7 Leaves;
 - .8 Pieces of metal;
 - .9 Plastic/paper bags;
 - .10 Empty containers;
 - .11 Cloth.
 - .12 Cigarette butts(outside smoking areas)
- .24 **MAAL:** Minimum Acceptable Appearance Level(See Annex B).
- .25 **MARLANT:** Maritime Forces Atlantic.

1.1 DEFINITIONS
(Cont'd)

- .26 **NPF:** Non-Public Funds.
- .27 **NPF Function:** Includes but is not limited to such events as dances, weddings, receptions, etc., the cost for which is borne by the Entity hosting the event(e.g. C&POs' Mess).
- .28 **Occupant:** See 'Guest'.
- .29 **Public Function:** An approved 'official' function subsidized in whole or in part through Public support. This include Mess dinners and military ceremonial events at which attendance is normally compulsory for CF members.
- .30 **Resident:** See 'Guest'.
- .31 **Servery:** Located adjacent to the galley.
- .32 **Supervisor:** See 'Working Supervisor'.
- .33 **Transient guest:** Members living in-house for a finite duration such as while on leave, Temporary Duties(TD), or other short term stay.
- .34 **VIP:** Very Important Person, a guest such as a senior CF Staff Officer or visiting dignitary.
- .35 **WHMIS:** Workplace Hazardous Materials Information System
- .36 **Working supervisor:** A Contractor representative who may be assigned janitorial duties combined with supervisory duties.

1.2 DESCRIPTION
OF WORK

- .1 Work of this Contract comprises the furnishing of all labour, material, tools, equipment and transportation required for the complete and satisfactory janitorial service as specified herein.
- .2 The Contract bid will be based upon the Contractor providing sufficient resources as defined above to achieve and maintain the cleaning standard given in Annex B.
- .1 The Janitorial Administrator estimated the manpower resources and mandatory amount of work(person-hours) required to maintain the established standard of cleanliness.

1.3 JANITORIAL
ADMINISTRATOR

- .1 All reference to the Janitorial Administrator in this specification, is to be understood, that the Janitorial Administrator is representing the Formation Construction Engineering Officer(FCEO).
- .2 The address of the Janitorial Administrator is:

1.3 JANITORIAL
ADMINISTRATOR
(Cont'd)

.2 (Cont'd)

Formation Construction Engineering
Maritime Forces Atlantic
PO Box 99000 Stn Forces, Willow Park #7
Halifax, NS B3K 5X5
Attention: Janitorial Administrator
Tel: (902)722-1826
FAX: (902)722-1847

.3 The Janitorial Administrator will provide the Contractor with a list of his/her authorized representatives at the pre-job meeting.

1.4 WORK INCLUDED

- .1 The Contractor must furnish all managerial, administrative and direct labour personnel, as well as all equipment and materials necessary to provide complete and satisfactory janitorial service for all buildings in the manner described in this specification.
- .2 Snow and ice removal as prescribed in Section 01 11 00 General Instructions.
- .3 **Light Shades:** Light shades must be washed on a yearly basis up to and including a height of 3.05m(10ft). All light shades are to be cleaned of insects and dust on a quarterly basis.
- .4 **Glass Surfaces:** For purposes of this paragraph the word glass will also refer to Plexiglas or other materials used as a substitute for glass.
- .1 Glass in all doors must be cleaned on both sides.
- .2 All ground level glass at entrances(e.g. lobbies, foyers, etc.) will be cleaned on both exterior and interior surfaces.
- .3 All glass wholly located within a building(e.g. office windows or glass partitions) must be serviced on both sides.
- .4 Exterior facing windows must have interior surfaces cleaned.
- .5 Inward facing side of exterior storm windows must be cleaned.
- .5 **Entrances:** At times of inclement weather, the Contractor must routinely patrol heavy traffic areas such as entranceways, lobbies and stairs and keep them clear of hazards such as litter, water, snow, ice, slush, sand, and salt.

1.4 WORK INCLUDED
(Cont'd)

- .6 **Classrooms:** Classrooms require cleaning on a flexible basis. The Supervisor will coordinate cleaning efforts with the classroom users to minimize the impact on operations.
- .7 **Laundry Services:** As outlined in paragraph 1.9.
- .8 **Functions:** As outlined in para 1.10.

1.5 WORK NOT
INCLUDED

- .1 The following will be excluded from this Contract:
 - .1 Building control, machinery or electronics rooms;
 - .2 Interior of trophy and display cases;
 - .3 Indoor games equipment(e.g. billiards tables);
 - .4 Removal of books from bookcases;
 - .5 Replacement of fluorescent tubes;
 - .6 Rented vending machines or water coolers covered by other service agreements;
 - .7 Office equipment and personal property of occupants; and
 - .8 Disaster recovery services such as:
 - .1 water damage restoration;
 - .2 fire damage restoration;
 - .3 oil leak/spill clean up;
 - .4 odour removal.

1.6 SPECIAL
INSTRUCTIONS

- .1 **Telephones:** Telephones are not to be cleaned under this Contract and are not to be disconnected for any reason. Any costs associated with loss of telephone service, equipment repairs or re-programming of telephones attributed to the Contractor will be borne by the Contractor as determined by the Base Telecom Officer.
- .2 **Electrical Outlets(Computers):** Electrical outlets dedicated to or associated with computer equipment will not be used to provide electrical power for cleaning equipment.
- .3 **Washrooms:** Public areas such as washrooms, lobbies and foyers must be patrolled frequently and re-cleaned as necessary to maintain the specified appearance level and prevent high bacteria counts.

1.6 SPECIAL
INSTRUCTIONS
(Cont'd)

- .3 Washrooms:(Cont'd)
 - .1 Washroom service check-sheets must be provided by the Contractor and utilized accordingly.
- .4 **Carpets:** All carpets located in administrative office areas must be vacuumed once per week with a maximum of eight(8) days in-between.

1.7 LOCATIONS OF
JOB SITES AND AREAS
TO BE SERVICED

- .1 The areas to be serviced under this Contract are:
 - .1 Stadacona building S105 - Chief and Petty Officers(C&POs) and Wardroom Complex of CFB Halifax, which may be referred to as the Facility;
 - .2 Stadacona building S85 - single officer's quarters(Russell House); and
 - .3 Stadacona building S52 - Senior Officer's residence(Lorne Terrace).
- .2 All areas of the Facility are covered under this Contract except for the areas listed below:
 - .1 Bar serving areas;
 - .2 Galleys, cleaning done by food services;
 - .3 Dining rooms, cleaning done by food services with the exception found below in para 1.7.5.
 - .4 Desks of facility/staff;
 - .5 Building systems/control/electronics rooms; and
 - .6 Workshop or storage areas(except janitorial storage areas).
- .3 The following buildings to be serviced, the cleanable area in square meters required:
 - .1 S52 senior officer's quarters - 209m²;
 - .2 S85 single officer's quarters - 2,606m²;
 - .3 S105 C&POs/Wardroom complex - 10,324.14m².
- .4 The total cleanable area of the buildings in this Contract is estimated at 13,139.14 square meters(m²).
- .5 The area does include the Windsor dining room up to the edge of the hardwood floor/steam line. This area is included to be cleaned under the Contract when the temporary wall is open.

1.9 LAUNDRY
SERVICE - POLICIES
AND PROCEDURES
(Cont'd)

- .4 (Cont'd)
- .1 Washers:(Cont'd)
- .6 Washers are to be loaded with the proper amount of laundry according to capacity guidelines for the brand and model, ensuring that the machine is neither over-loaded nor under-loaded.
- .7 Secure the doors and select the cycle that is appropriate for the load size and type of linen being washed, consult wall reference chart as required.
- .8 Start the machine.
- .9 Once the wash cycle has finished, remove laundry immediately and place wet laundry in the dryer ensuring proper load capacity in accordance with guidelines for the brand and model.
- .2 **Dryers:**
- .1 Ensure lint traps are cleaned after each load and are ready for use.
- .2 Ensure dryers are in proper working order.
- .3 Place wet laundry in the dryer immediately after completion of the wash cycle. Select the temperature and amount of time as set out by the machine's guidelines for the brand and model. Do not exceed the load capacity of the machine.
- .4 Remove laundry from the dryer after the proper cool-down period in accordance with the Client's directions. This is to reduce the potential risk of fire due to internal combustion.
- .5 **Folding/Storage:**
- .1 Laundry is to be removed from dryers immediately and folded to the Client's specifications.
- .2 Folded laundry is to be placed on the designated storage shelves in the laundry room.
- .6 **Closing Routine:**
- .1 Upon completion of the shift, the laundry room attendant must check the dryers ensure that they are properly shut off.
- .2 Ensure the dryer is empty and the lint traps have been cleaned of lint, laundry and debris.
- .3 Ensure the washer is shut off and empty.
-

1.9 LAUNDRY
SERVICE - POLICIES
AND PROCEDURES
(Cont'd)

- .6 Closing Routine:(Cont'd)
- .4 Ensure the linen count is tallied; carts and other items from the hallway are brought in and neatly stored in the laundry room or other location as specified by the Client.
 - .5 Turn off all lights and lock all doors.
 - .6 Return linen count sheets and keys to the Housekeeping Office.
 - .7 If a night laundry room attendant has conducted laundry, he/she will carry out the aforementioned routine. The linen count sheets, duty book, and keys will be slid under the Housekeeping Office door.

1.10 CLEAN-UP
RELATED TO
FUNCTIONS

- .1 Housekeeping staff may be employed to perform clean up during and/or after official Publicly funded functions.
- .1 Regular housekeeping staff cannot be used if the timing of the function coincides with the scheduled shift of the housekeeping staff. In this case, the Contractor will provide other suitably qualified workers with appropriate security clearances.
 - .2 **NPF Functions:** They are functions that generate funds from resale activities, fees, charges or bar profits of messes such as private functions, dances, entertainment events such as mixed mess dinners where spouses or unofficial guests are invited. When an area of the Facility has been booked for the purpose of hosting an NPF function, the following condition apply:
 - .1 The appropriate mess will assume administrative and financial responsibility for additional cleaning incurred by the NPF function.
 - .3 **Public Funded Functions:** Public funded functions include mess dinners and military ceremonial events that recognize occasions of military, local or national significance, such as change of command parades, colours presentation or special unit anniversaries at which attendance is normally compulsory for CF members. When an area of the Facility has been booked for the purpose of hosting a Publicly Funded function, the following conditions apply:
 - .1 In accordance with policy manual A-PS-110-001/AG-002, a Level 1 advisor may authorize Official Mess Functions and delegate to CO's authority for specific events, within established limits.
 - .2 The Facility Coordinator will advise the Janitorial Administrator in advance of any upcoming Publicly Funded functions.

-
- 1.10 CLEAN-UP RELATED TO FUNCTIONS (Cont'd)
- .3 Public Funded Functions:(Cont'd)
- .3 The Contractor must submit an estimate for the event to the Janitorial Administrator through the Facility Coordinator based on the attendance.
- .4 Publicly Funded functions will be invoiced as a "Task Authorization"(PWGSC-TPSGC 572). Publicly Funded functions will be invoiced for each function.
- .5 When para 1.10.3(or its sub-paragraphs) has been contravened, the Janitorial Administrator reserves the right to recoup all clean-up expenses from the Client or applicable Mess responsible for hosting the function.
- .4 **Additional use of Conference Rooms:** When a conference room/lounge has been book for non-military use(e.g. for other government departments, RCMP, etc) where the Contractor is providing clean-up services beyond the specified scope of work described herein, the applicable mess responsible for the use of the conference room/lounge will assume administrative and financial responsibility for additional cleaning incurred by the use of the room(e.g. If one room is booked for three separate events in one day and there is a requirement to clean between events).
- 1.11 WORKING HOURS AND STAFFING REQUIREMENTS
- .1 The Facility operates seven(7) days per week including Federal statutory holidays. Thus, normal work days will be Monday through Sunday inclusive.
- .2 All Contractor employed Housekeeping staff must work an eight-hour(8) day, with start and end times as directed by the Client to accomodate operational requirements.
- .3 Staffing and shifts must be as follows:
-

1.11 WORKING HOURS .3 (Cont'd)
 AND STAFFING
 REQUIREMENTS
 (Cont'd)

Staff Function	Number of staff ₁	Shift ₁	Start Time ₂	End Time ₂
HOUSEKEEPING	16	Days (Mon-Sun)	0700	1530
	3	Nights (Mon-Fri)	1500	2330
	1	Backshift(Tue-Sun)	2300	0730
	2	Nights(Weekends/Holidays)	1500	2330
	2	Days (Mon-Sun)	0800	1630
LAUNDRY	3	Days(Weekends/Holidays)	0900	1730
	3	Night(Fri,Sat,Sun)	1500	2330
	1	Days(Mon,Wed,Fri)	As reqd	As reqd
S52	1	Days(Mon,Wed,Fri)	As reqd	As reqd
S85	3	Days (Mon-Fri)	0700	1530
	1	Days(Weekends/Holidays)	0730	1530
SNOW CLEARING ₃ FUNCTIONS ₄	As reqd	As reqd	As reqd	As reqd
	As reqd	As reqd	As reqd	As reqd

Notes:

1. Number of staff must include one(1) Working Supervisor on shift at all times.
 2. All times and shifts are subject to change and must be adjusted as directed by the Client.
 3. Senior Officer's MQ must be cleaned on Monday, Wednesday and Friday for 2 hours per day.
 4. On Saturday, Sunday and holidays for building S85, the janitorial staff are to clean three(3)VIP suites. Staff may be used from S105 in the event of heavy turnover.
 5. Snow clearing must be carried out in accordance with Section 01 11 00 General Instructions para 1.13.
 6. Function staffing depends on type of function. See Section 01 11 00 General Instructions para 1.10.
- .4 The Contractor must ensure that sufficient personnel are fully cross-trained in all housekeeping and laundry functions to properly staff the various shifts and allow for periodic job rotations to minimize monotony and increase overall efficiency.
 - .5 Mandatory hours include two(2) 15-minute work breaks but do not include meal breaks. Break times will be managed by the Housekeeping Supervisor as per the Client's direction.
 - .6 The Contractor must retain employee time sheets and make them available to the Janitorial Administrator upon request for verification of actual hours worked.

1.11 WORKING HOURS .7
AND STAFFING
REQUIREMENTS
(Cont'd)

Employees absent from the worksite must be replaced with another worker of equivalent security clearance within two(2) hours of the start of the shift.

- .1 In cases where absent employees are not replaced, the monthly invoice will be subject to monetary reduction by the applicable hourly rate.

1.12 SNOW/ICE
REMOVAL

- .1 The Contractor will be responsible seven(7) days per week for removing snow and ice from entrance ways, fire exits sufficiently to allow Property Services to clear any remaining snow and ice as described below.

- .2 During normal working hours as defined in Section 01 11 00 General Instructions, the Contractor will be responsible for clearing ice and snow from main entrances, fire escapes and their associated steps, landings and walkways in accordance with the following points:

- .1 The Client will establish the priorities and timings of snow clearing from main entrances, primary fire escape routes and secondary fire escape routes, and the Contractor will adhere to these priorities.

- .2 The Contractor must check and re-clear the aforementioned areas every two(2) hours or after the accumulation of five(5) centimetres, whichever occurs first.

- .3 Snow and ice removal is to be complete to the adjacent sidewalk, roadway or parking lot and as directed by the Janitorial Administrator.

- .4 Patios that form all or part of fire escape routes must be cleared in accordance of the instructions of the Client or the Janitorial Administrator. Instructions for clearing snow from patio areas must consist of the following:

- .1 Fire lane must be cleared at least four(4) feet wide and will be cleared to the nearest parking lot or side walk.

- .2 Lower level patio will be cleared of snow in its entirety.

- .5 The Contractor must spread salt/urea and/or sand as necessary and as directed by the Janitorial Administrator to prevent and remove snow and ice build-up from all areas the Contractor provides services to.

- .3 The Cleaning Standard specified in Annex B must not be compromised by snow/ice clearing efforts.

1.15 CONTRACTOR
PASSES

- .1 All Contractor employees will carry an authorized Contractor Pass on their persons when employed on DND property. Such passes will be produced on demand to Military Police, Commissionaires, Security Guards and persons in authority.
- .1 The Contractor will complete application forms for Contractor passes for each individual and submit them to the Janitorial Administrator for approval signature. The Contractor will accompany the employee to the Dockyard Identification Section for issuance of passes.
- .2 The Contractor will ensure Contractor passes are recovered from employees who cease to be employees of the company or who cease to be employed on DND property. Such passes must be immediately returned to the Identification Pass office.
- .3 One vehicle pass will be issued to provide the Contractor vehicle access for delivery of materials and equipment. The vehicle pass will not generally be issued to individual Contractor employees.

1.16 PARKING

- .1 Parking space will be made available on site for Contractor vehicles to drop off equipment and supplies. The Contractor will maintain and administer this space as directed.

1.17 STAFF
COMPETENCE AND
CONDUCT

- .1 The Contractor must not employ anyone unfit or unskilled for the intended duties.
- .2 All employees must be in good general health, and physically capable of performing all assigned duties.
- .3 Disorderly conduct, use of abusive or offensive language, quarrelling, intimidation by words, actions, or fighting, and participation in any activity that interferes with MARLANT operations must not be condoned.
- .4 The Janitorial Administrator reserves the right to require the dismissal from the site any workers deemed, unproductive, incompetent, careless, insubordinate or otherwise objectionable.
- .5 In disputes regarding the fitness of employees, the Janitorial Administrator's decision is final.

1.18 SUPERVISION

- .1 The Contractor must provide competent and experienced Housekeeping Supervisors with the authority to speak on the Contractor's behalf on day-to-day routine matters.
- .1 Housekeeping Supervisors must be Working Supervisors, who should not normally be assigned daily routine tasks,

1.18 SUPERVISION
(Cont'd)

- .1 (Cont'd)
- .1 (Cont'd)
but rather tasks with weekly or longer frequencies that would provide him/her with the flexibility needed to assure subordinates accomplish their assigned duties.
- .2 Housekeeping Supervisors will fulfill the requirements outlined in the work description found in Annex F.
- .2 The Contractor will provide the Janitorial Administrator with the name of the authorized Supervisor(s) containing the following items:
- .1 Full name;
- .2 Contact Numbers(cellular phone, pager, etc.)
- .3 By appointing Housekeeping Supervisors, the Contractor duly authorizes them to sign Inspection Reports(refer to Annex D) including acknowledgement of the Non-compliance penalty clause on behalf of the Contractor, and to receive correspondence directed to the Contractor.
- .4 The Contractor will provide Housekeeping Supervisors with a means by which the Janitorial Administrator will have direct and immediate communications to the Supervisor. Acceptable methods include pagers and cellular phones.
- .5 When a cleaning task that is infrequently performed(e.g. 3 months, 6 months, yearly) is to be carried out, the Housekeeping Supervisor must give personal and supervision to the work as it is being performed to ensure it is done safely and correctly.
- .6 It is the Housekeeping Supervisor's responsibility to ensure all work is completed to the quality standard specified herein prior to departure from the worksite.

1.19 HOUSEKEEPERS

- .1 Housekeepers will fulfill the requirements outlined in the work description found in Annex G.

1.20 QUALITY
AND INSPECTION

- .1 The Contractor is responsible to ensure the quality of the work meets the Minimum Acceptable Appearance Level(MAAL) specified in Annex B - Cleaning Standard.
- .2 Supervisors will conduct routine daily quality assurance inspections and ensure deficiencies are rectified in a timely manner to the satisfaction of the Client and Janitorial Administrator.

1.20 QUALITY
AND INSPECTION
(Cont'd)

- .3 The Janitorial Administrator must conduct periodic Contractor performance evaluation inspections to assess the quality of Work and verify compliance with the Cleaning Standard.
 - .1 The inspector must conduct inspections or other personnel so authorized by the Janitorial Administrator.
 - .2 All aspects of this Contract are subject to audit/verification/inspection at any time.
- .4 There will be zero tolerance of sub-standard washroom services.
- .5 In disputes regarding the quality of workmanship, the Janitorial Administrator's decision is final.

1.21 USE OF
WORKSITE

- .1 The Janitorial Administrator and/or Client will brief the Contractor on use of the worksite.
- .2 The Contractor must not unreasonably encumber the worksite with supplies or equipment, and must move such items that interfere with the operations of the Client, Janitorial Administrator or other Contractors.
- .3 The Contractor must turn off all non-essential lights upon completion of work.
- .4 Upon completion of work in an area that was secure at the commencement of such work, the Contractor's staff must close and lock all windows and doors, and return any keys that were signed out to perform the work.

1.22 CODES AND
STANDARDS

- .1 The Contractor must meet the requirements of Contract documents, specified standards, codes and referenced documents. The Contractor must ensure that all employees understand and comply with all regulations outlined in this specification at all times when employed within the confines of CFB Halifax, NS.
- .2 Contractor Site Supervisors and staff must be conversant with MARLANT Recycling Procedures as outlined in Annex A.

1.23 SIGNS AND
NOTICES

- .1 Safety and instruction signs and notices such as wet floor signs must be in both official languages(English and French) and conspicuously placed while in use.
- .2 Wet floor signs must be collapsible and conform to CAN/CSA-Z321-96(R2006).

1.24 WORKSITE
IRREGULARITIES

- .1 The Contractor must notify the Janitorial Administrator of irregularities in the worksite such as:
 - .1 Mechanical, electrical, or structural defects;
 - .2 Vandalism or cases of wilful neglect by building occupants; or
 - .3 Any other situations beyond the scope of work.
- .2 In the case of vandalism or wilful neglect by building occupants, the Janitorial Administrator will determine the most suitable course of action to rectify the situation.
 - .1 In these cases, the Janitorial Administrator reserves the right to recoup all expenses incurred through rectification of the situation from the Unit or individual(s) responsible.

1.25 UNIFORMS

- .1 All Contractor employed Housekeeping and Laundry staff must wear identical uniforms while at the worksite; uniforms will be provided at the expense of the Contractor and will be as follows:
 - .1 Industrial type button-down work shirts or golf shirts with the company name displayed in a prominent location.
 - .2 Dark pants.
- .2 The actual styling of the uniforms must be approved by the Client prior to the Housekeeping Staff being outfitted.
- .3 They must be maintained in good condition and professional appearance.
- .4 Supervisors' shirts may be of a different colour than the regular Housekeeping staff for ease of differentiation.
- .5 The Client must provide nametags for the Housekeeping Supervisor and Laundry Supervisor as applicable.

1.26 SERVICE CALLS

- .1 The Contractor will provide a 24-hour "call-in" service as and when requested by the Janitorial Administrator.
- .2 The Contractor must notify the Janitorial Administrator of the telephone number at which the Contractor or his/her representative may be contacted at all times.
- .3 Other than the number of regularly scheduled persons, the Contractor must report service calls executed outside normal working hours to the Janitorial Administrator immediately on the next working day.

1.26 SERVICE CALLS
(Cont'd)

- .4 The Janitorial Administrator will advise the Contractor of those personnel authorized to request emergency service, typically a Duty Coordinator.
- .5 Services undertaken at the request of unauthorized persons will be done at the Contractor's risk, with regards to payment. That is, the Janitorial Administrator assumes no financial responsibility for payment of said services.
- .6 Service calls arising from vandalism or wilful neglect by building occupants will be handled in accordance with para 1.27.2.

1.27 NOTIFICATION
OF ADDITIONAL
REQUIREMENTS

- .1 Occasionally, a "Task Authorization"(PWGSC-TPSGC 572) may be issued by the Janitorial Administrator to notify the Contractor of additional requirements against this Contract. Whenever possible, 24 hours notice will be given.
 - .1 All Call-Ups supported with a PWGSC-TPSGC 572 will be invoiced separately.
 - .2 Prior to commencing work, the Contractor must submit a written cost estimate to the Janitorial Administrator that includes the total costs for all work to be performed as requested, exclusive of regular inspections.
 - .3 Upon completion of the work, the Contractor must provide the Janitorial Administrator with an itemized breakdown to illustrate how costs were incurred(labour, materials, attendance, etc).
 - .4 Invoices must be submitted to the Janitorial Administrator.

PART 2 - PRODUCTS

Not used.

PART 3 - EXECUTION

Not used.

PART 1 - GENERAL

- 1.1 CONSTRUCTION SAFETY MEASURES .1 Observe and enforce construction safety measures by complying with the requirements of the following statutes and authorities:
- .1 Canada Labour Code Part II and the Canada Occupational Health and Safety Regulations.
 - .2 The Nova Scotia Occupational Health and Safety Act and supporting Occupational General Safety Regulations as amended from time to time.
 - .3 Most recent amendments to the National Building Code of Canada, Part 8 and National Fire Code of Canada.
- .2 Refer to Section 01 35 35, DND Fire Safety Requirements.
- .3 **Before Work Begins**
- .1 Bidder/Tender to provide documentation if requested by the Crown, indicating all safety training attained for each person who will be involved with the Contract.
- .4 The following disciplinary measures will be taken for any violations of safety under this Contract:
- .1 **First Violation:** Verbal warning issued to the Contractor for the first violation of a safety regulation(Violation will be documented on Contract file, copy to Contractor DCC or PWGSC).
 - .2 **Second Violation:** Written warning to Contractor for second violation of a safety regulation(Violation will be documented on Contract file, copy to Contractor, DCC or PWGSC).
 - .3 **Third Violation:** A third violation of a safety regulation may result in the termination of the Contract with a recommendation to the Contracting Authority that the contractor be denied access to Formation Construction Engineering Contracts (Documented to Contract file, copies to Contractor, DCC or PWGSC).
 - .4 **Serious Violation:** For a serious violation of a safety regulation as deemed by a regulator, project manager or safety officer a recommendation will be made to the Contracting Authority to immediately terminate the Contract/Standing Offer(Violation documented on Contract file, copies to Contractor, DCC or PWGSC).
 - .5 **Charges Laid or Guilty Determination by Courts:** Infractions of safety regulations that result in charges being laid by a regulator against the Contractor or the Contractor
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1.1 CONSTRUCTION
SAFETY MEASURES
(Cont'd)

- .4 (Cont'd)
.5 (Cont'd)
being found guilty by the courts may result in that Contractor being denied access to Formation Construction Engineering Contracts.

1.2 ASBESTOS
PRODUCTS &
ASBESTOS ACTIVITY

- .1 Within the confines of the Base, the provision of new products containing fibrous asbestos materials is prohibited.
.2 Demolition or disturbance of spray or trowel-applied asbestos can be hazardous to health. Should material resembling spray or trowel-applied asbestos be encountered in course of work, stop work and notify Janitorial Administrator immediately. Do not proceed until written instructions have been received from Janitorial Administrator.

1.3 FASTENING
DEVICE EXPLOSIVE
ACTUATED

- .1 Explosive actuated devices must not be used.

1.4 HOT WORK

- .1 All hot work activity is to take place with Janitorial Administrator's approval and written permission from the Formation Fire Chief(Hot work permit). Hot work permits and fire-watch requirements will be provided by the Dockyard Fire Hall at 427-3500.
.2 The ventilation system in the area of any Hot Work activity is to be isolated to prevent migration of fumes/smoke and to reduce any possible spread of fire to other areas of the facility.
.3 Contractor is to employ an employee trained in the use of fire extinguishers as fire watch during any Hot Work for a minimum of 30 minutes after activity has ceased.

1.5 CONFINED SPACES

- .1 All work in confined spaces will be carried out in compliance with the Canada Occupational Safety and Health Regulations, Part XI.
.2 The Contractor to provide and maintain all equipment as required by any person to enter and/or perform work in a safe manner, in compliance with the Canada Occupational Safety and Health Regulations, Part XI.
.3 The Contractor to provide and maintain training, as required by the Canada Occupational Safety and Health Regulations, Part XI.

1.5 CONFINED SPACES .3
(Cont'd)

(Cont'd)

.1 The Contractor and/or his/her employees must provide proof of training and qualifications when requested by the Janitorial Administrator.

.4 The Contractor to provide the Janitorial Administrator with a copy of an "Entry Permit" for each and every entry into the confined space to ensure compliance with the Canada Occupational Safety and Health Regulations, Part XI.

.5 The Contractor to have a hazard assessment of the confined space performed.

.1 The Contractor to provide the Janitorial Administrator with a copy of the hazard assessment.

1.6 FALL PROTECTION .1

All work carried out above the mandatory height restrictions, from unguarded structure and/or scaffolding, will be done in compliance with the Canada Occupational Safety and Health Regulations, Part XII, Section 12.10.

.2 The components of a fall protection system must meet the standards as outlined in the Canada Occupational Safety and Health Regulations, Part XII, Section 12.10(2).

.3 The Contractor is to ensure fall protection equipment is maintained, inspected and tested by a qualified technician as required by the Canada Occupational Safety and Health Regulations, Part XII, Section 12.3.

1.7 ARC FLASH .1

The Contractor is to ensure all electrical equipment such as switchboards, panelboards, motor control centres and meter socket enclosures be marked to warn persons of potential electric shock and arc flash hazards. This labeling is required for all new & modified installations.

.2 The warning label must also include information regarding "arc flash hazard category(0 to 4)" and the "Flash Protection Boundary" as defined in NFPA 70E. All projects specifications must include short circuit study and flash hazard analysis.

.3 In accordance with the new CSA Standards Z462-08 para 4.3.3.3 Electrical Contractors are now required to perform a shock and flash hazard analysis to select the appropriate PPE to wear. Electrical Contractors are now required Arc-rated personal protective equipment while troubleshooting and diagnostic testing that cannot be performed unless the electrical conductor or circuit part is energized. All Contractor work practices must protect each employee from arc flash and from contact with live

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- 1.7 ARC FLASH
(Cont'd)
- .3 (Cont'd)
parts directly with any part of the body or indirectly through some other conductive object.
- 1.8 SAFETY
- .1 The Contractor must perform site hazard assessments to establish site specific safe work practice procedures for the safety and well being of his/her employees. Copies will be made available to Department of National Defence upon request.
- .2 All copies of the formal Hazard Assessments conducted by the Contractor throughout the duration of the work will be retained and made available to the Janitorial Administrator immediately upon request.
- .3 It is the Contractor's responsibility to be familiar with all applicable Safety Acts, Regulations, Codes and Contract requirements. These must be identified and addressed in the Safety Plan, by identifying Standard Operating Procedures(SOP) and safe work practices(SWP) which incorporate clear and specific control measures, applicable rules, procedures and practices, all of which will become mandatory.
- .4 Post the Safety Plan at a common location on the site visible to all workers and persons accessing the site. Ensure that all employees, including sub-contractors' personnel, are advised of such Safety Plan and of the posted location.
- .5 The Contractor must ensure all workers and authorized persons entering the work site are notified of and abide by the posted Safety Plan, safety rules, procedures, safe work practices and applicable Safety Acts, Regulations, and codes. Any person not complying with these will not be permitted on the site.
- .6 Must ensure that all applicable personal protective equipment(PPE) is used.
- .7 The Janitorial Administrator will coordinate arrangements for the Contractor to be briefed on site safety within fourteen(14) days of award of Contract.
-

PART 2 - PRODUCTS

Not used.

PART 3 - EXECUTION

Not used.

PART 1 - GENERAL

- 1.1 EMERGENCY REPORTING .1 Telephone Number: Dial 9-1-1.
- 1.2 FIRE SAFETY ENFORCEMENT .1 Within the confines of the Base, the prescription and enforcement of mandatory Fire Safety measures will be exercised under the authority of the Formation Fire Chief.
- .2 Comply with and enforce compliance by all Contractor personnel with all requirements of this specification section, and with the most recent edition of the National Building Code of Canada(NBCC) and the National Fire Code of Canada(NFC),including all subsequent revisions issued by the National Research Council of Canada.
- .3 The Janitorial Administrator reserves the right to require the dismissal from site of persons deemed careless or otherwise in violation of the Fire Safety Requirements.
- 1.3 FIRE SAFETY BRIEFING .1 Prior to commencement of work under this Contract, the Janitorial Administrator will arrange a meeting of all parties concerned to review and clarify requirements for Fire Safety measures. This may involve a briefing by the Formation Fire Chief.
- .2 The Janitorial Administrator will provide direction for reporting of fire including the emergency telephone number for fire reporting and location of fire alarms within or adjacent to work area.
- 1.4 FIRE WATCH .1 For hot work activity, the Contractor will provide the service of fire-watch persons on a scale and schedule as prescribed by the Dockyard Fire Hall at the time of issuance of the hot work permit.
- 1.5 FIRE EXTINGUISHERS .1 Provide and maintain in operational condition fire extinguishers as prescribed by the Formation Fire Chief.
- 1.6 SMOKING PRECAUTIONS .1 In accordance with these Fire Safety Requirements particular to the work area and site, the Janitorial Administrator and Formation Fire Chief will designate hazardous areas as well as non-restricted areas where smoking may be permitted.
-

1.10 RUBBISH AND
WASTE MATERIALS

- .1 Storage:
 - .1 Where it is necessary to store oily waste in work areas exercise extreme care to ensure maximum possible safety and cleanliness.
 - .2 Greasy or oily rags or materials subject to spontaneous combustion must be deposited and kept in a receptacle approved by the Formation Fire Chief and removed as directed by the Janitorial Administrator.
- .2 The burning of rubbish is prohibited.
- .3 Removal:
 - .1 All rubbish must be removed from the work site at the end of the work day or shift or as directed by the Janitorial Administrator.

1.11 FLAMMABLE
LIQUIDS

- .1 The handling, storage and use of flammable liquids are to be governed and guided by the requirements established by the Formation Fire Chief and in accordance with the approved Fire Safety Plan.
 - .2 Indoor storage of flammable liquids must not exceed thirty(30) litres provided that they are stored in areas and containers approved by the Formation Fire Chief.
 - .3 The Janitorial Administrator reserves the right to require removal from the site any storage containers not acceptable to the Formation Fire Chief.
 - .4 The Janitorial Administrator will not permit indoor storage of quantities of flammable liquids exceeding thirty(30) litres for on-site work purposes, without the written permission of the Formation Fire Chief.
 - .5 Transfer of flammable liquids within buildings is prohibited.
 - .6 Transfer of flammable liquids will not be carried out in the vicinity of open flames or any type of heat producing devices.
 - .7 Flammable liquids having a flash point below twenty-two(22) degrees C such as naphtha or gasoline will not be used as solvents or cleaning agents.
 - .8 Flammable waste liquids, for disposal, must be stored in approved containers located in a safe ventilated area. Quantities are not to exceed thirty(30) litres. Dumping or burning of flammable liquids on site is prohibited.
-

1.12 HAZARDOUS
SUBSTANCES

- .1 Exercise special precautions necessary to safeguard life and property from damage by fire or explosives.
- .2 If the work entails the use of any toxic or hazardous materials, chemicals or explosives, or otherwise creates a hazard to life, safety or health, work will be in accordance with the most recent edition of the requirements of the National Fire Code of Canada, and measures prescribed by the Formation Fire Chief.

1.13 HAZARDOUS
HOT WORK

- .1 Prior to commencing any "Hot Work" involving open flame, burning, welding or heating, the Contractor must obtain a "hot work permit" issued by the Formation Fire Chief at the Dockyard Fire Hall, 427-3500.

PART 2 - PRODUCTS

Not used.

PART 3 - EXECUTION

Not used.

PART 1 - GENERAL

- 1.1 DEFINITIONS .1 **Environmental Pollution and Damage:** Presence of chemical, physical, biological elements or agents which adversely affect human health and welfare; unfavourably alter ecological balances of importance to human life; affect other species of importance to humankind; or degrade environment aesthetically, culturally and/or historically.
- .2 **Environmental Protection:** Prevention/control of pollution and habitat or environment disruption during construction. Control of environmental pollution and damage requires consideration of land, water, and air; biological and cultural resources; and includes management of visual aesthetics; noise; solid, chemical, gaseous, and liquid waste; radiant energy and radioactive material as well as other pollutants.
- 1.2 GENERAL .1 Contractors must take all reasonable steps to ensure they and their employees comply with all pertinent legislation to protect the environment.
- .2 The Janitorial Administrator will provide the Contractor with copies of MARLANT and FCE Environmental Standard Operating Procedures(SOPs) as required.
- .3 All relevant information pertaining to the MARLANT Recycling Program may be found in ANNEX A.
- 1.3 DISPOSAL OF WASTES .1 The Contractor will ensure that the disposal of all cleaning waste or by-products is carried out in accordance with all applicable product-specific instructions such as WHMIS.
- .2 The Contractor must not dispose of volatile materials such as mineral spirits, oil or paint thinner into waterways, storm or sanitary sewers.
- .3 The burning or burying of rubbish and/or waste materials on-site is prohibited.
- .4 Disposal of bio-hazardous waste will be carried out in accordance with:
- .1 CCME-EPC-WM-42E February 1992 - Guidelines for the Management of Biomedical Waste in Canada.
-

- 1.4 SPILL RESPONSE .1 In the event of a spill of any potentially hazardous materials, the Contractor will proceed as follows:
- .1 Report the spill to the CFB Halifax Fire Department(See Section 01 35 35 DND FIRE REQUIREMENTS);
 - .2 Notify the Janitorial Administrator for directions on how to proceed; and
 - .3 Initiate clean-up in accordance with MARLANT and FCE Environmental Standard Operating Procedures(SOPs) if it is safe to do so.

PART 2 - PRODUCTS

Not Used.

PART 3 - EXECUTION

Not Used.

PART 1 - GENERAL

- 1.1 GENERAL REQUIREMENTS
- .1 Only the use of Janitorial Administrator approved materials and equipment will be permitted.
 - .2 The Contractor must provide and use equipment of industrial design and quality, performing to typical industry standards and for which replacement parts are readily available.
 - .3 The Contractor will deliver copies of Material Safety Data Sheets(MSDS) for all proposed products to the Janitorial Administrator at least seven(7) days prior to the Contract start date.
 - .4 The Contractor must have all of the necessary equipment and materials specified in this document in place prior to the Contract start date.
- 1.2 MANUFACTURER'S INSTRUCTIONS
- .1 The Contractor will, unless otherwise directed by the Janitorial Administrator, comply with manufacturer's latest printed instructions for materials and equipment use.
 - .2 The Contractor will notify the Janitorial Administrator in writing of any conflict between this specification and manufacturer's instructions. The Janitorial Administrator will determine which document is to be followed.
- 1.3 STORAGE AND DELIVERY OF MATERIALS
- .1 Storage will only be in areas approved by the Janitorial Administrator.
 - .2 The Facility includes secure storage areas for housekeeping materials, cleaning products and replenishment materials. Only these areas must be used for this purpose.
 - .3 The Contractor will ensure that all containers holding products deemed under WHMIS to be hazardous bear correct WHMIS labelling.
 - .4 The Contractor will deliver, store and maintain packaged material in accordance with supplier's instructions and with manufacturer's seals and labels intact.
 - .5 The Contractor must prevent damage, adulteration and spoiling of cleaning materials during delivery, handling and storage. Rejected material must be immediately removed from the site.
 - .6 Entrance doors to cleaning supply storage areas will bear the following items:
-

1.4 SUPPLY
REQUIREMENTS
(Cont'd)

- .3 The estimated annual usage of the major supply items is shown below:

Supply Item / Estimated Annual Requirement

- .1 Toilet tissue(2 ply standard household size rolls) / 101,952 rolls(2124 boxes of 48);
 - .2 Toilet tissue(2 ply 12 x 1000) / 2220 rolls(185 boxes);
 - .3 Paper hand towel(6 x 800ft, Kraft) / 905 boxes;
 - .4 Liquid hand soap(1000ml bags) / 1800 litres;
 - .5 Liquid laundry detergent / 1780 litres;
 - .6 Laundry break / 1300 litres;
 - .7 Laundry destainer / 1300 litres;
 - .8 Laundry softener / 1300 litres.
- .4 The Contractor will ensure that all supplies are maintained at appropriate levels in sufficient advance of requirements.
- .5 In the event that actual use exceeds the estimates shown above, the Janitorial Administrator will supply the necessary amount of materials to make up any shortages.
- .6 Salt or urea for steps and landings will be supplied on site by DND.

1.5 EQUIPMENT
REQUIREMENTS

- .1 The Contractor will supply the following equipment:

Type of Equipment / Minimum Quantity

- .1 **S105 C&POs/Wardroom Complex:**
- .1 Floor machine, dual speed / 2
 - .2 HEPA filter vacuum cleaner equipped with power heads and all accessories / 14
 - .3 Carpet cleaners, hot water extraction-type with all accessories / 2
 - .4 Vacuum, wet pick-up, 5 gallon capacity / 1
 - .5 Housekeeping cart, Rubbermaid #6189 or equivalent / 13

1.5 EQUIPMENT
REQUIREMENTS
(Cont'd)

- .1 (Cont'd)
 - .1 S105 C&POs/Wardroom Complex:(Cont'd)
 - .6 Cube trucks, Rubbermaid #RM4611 or equivalent /
4
 - .7 Automatic floor scrubber / 1
 - .2 **S85 Single Officer's Quarters:**
 - .1 Floor machine, dual speed / 1
 - .2 Vacuum cleaner equipped with HEPA filter, power heads and all accessories / 2
- .2 All equipment will be located and used as directed by the Client for maximum operational efficiency.
- .3 All equipment will be on-site at the commencement of this Contract and so remain unless removal is pre-authorized by the Janitorial Administrator.
- .4 All equipment will be of industrial type and quality, and will be in fully satisfactory operating condition at all times while on site. All equipment must be maintained in like-new appearance.
- .5 The Client or Janitorial Administrator may order the removal from the worksite any unsuitable, unserviceable or unsafe equipment at any time without warning. The Contractor will replace at its own expense any unsuitable, unserviceable or unsafe equipment within twenty-four(24) hours of it becoming unserviceable or being deemed unsuitable.

PART 2 - PRODUCTS

2.1 PRODUCT
ACCEPTABILITY

- .1 All cleaning materials such as soaps, detergents, scouring materials, cleaners, waxes and sealers must comply with the Canadian General Standards Board(CGSB) Specifications and must be certified Ecologo or Green Seal.
- .2 The Contractor must use odourless or low-odour, environmentally friendly(fully biodegradable) products free of preservatives where possible for all general purpose cleaning.
- .3 Prior to the Contract start date, the Contractor must submit to the Janitorial Administrator a list of proposed products that includes the following information:
 - .1 Product name and supplier;
 - .2 MSDS;

2.1 PRODUCT
ACCEPTABILITY
(Cont'd)

- .3 (Cont'd)
- .3 Performance, description and test data; and
- .4 Manufacturer's instructions.
- .4 The Contractor will also submit the aforementioned information to the Janitorial Administrator for approval when a change in product is desired or required.

PART 3 - EXECUTION

Not Used.

Annex A – MARLANT Solid Waste Management Program

1.0 Contact:

1.1 For information contact the Solid Waste Manager at cellular 497-1686.

2.0 Desk-Side Units and Office Garbage Containers

2.1 Office personnel are responsible for the correct separation of their own solid waste and its subsequent placement in the appropriate centralized sorting stations located in the hallways.

3.0 Hallway Sorting Stations

3.1 All hallway sorting stations will contain clear bags at all times.

3.2 The hallway sorting stations will be **emptied daily** (sometimes more than once per day) and the entire container (inside and out) will be kept clean at all times by the janitorial staff.

3.3 The contents of the hallway sorting station will be placed into the appropriate waste containers located outside of the buildings.

3.4 Refundables are the property of the Department of National Defence and **will not** be collected for individual gain.

4.0 Compost Containers

4.1 Compost containers will be placed at all lunchrooms and will be emptied daily into the green carts located outside of the buildings (no plastic bags allowed in the green carts).

5.0 Corrugated Cardboard

5.1 Boxes will be broken down by the owner and removed to the centralized hallway sorting stations. The Contractor will remove the broken down boxes from the hallway sorting stations to the recycling container on the outside of the buildings and marked "CARDBOARD".

5.2 The owner will be responsible to remove the styrofoam and other packing materials from the boxes and place into the garbage of the hallway sorting station.

6.0 **Shredding Machines**

- 6.1 Clear bags are to be placed in the shredding machines by the janitorial staff and when full taken to the recycling container on the outside of the buildings marked "*MIXED PAPER*".

7.0 **Further Instruction**

- 7.1 The Contractor will empty the desk-side and office garbage containers in areas where no hallway sorting stations have been installed. Owner is responsible for the correct separation of the recyclable materials. Where hallway sorting stations are in place, the owner is responsible for the correct separation of their own solid waste and its subsequent placement in the appropriate centralized sorting stations
- 7.2 Contractor staffing is responsible for removing all waste material (garbage, cardboard, mixed paper, refundables and recyclables) **daily** from the hallway centralized sorting stations and placing in the appropriate containers located outside of the buildings.
- 7.3 Contractor staffing is responsible for ensuring that the lids of the garbage, compost and recycling bins are closed after use.

8.0 **Bag Specifications**

- 8.1 Clear, extra strong bags(min 3 mil thickness) will be used for all waste streams.

Annex B – Cleaning Standard

1.0 Minimum Acceptable Appearance Levels (MAAL)

1.1 FCE has committed to provide a high level of service to its customers. These Appearance Levels are the standard against which contract areas will be inspected and assessed. The overall Minimum Acceptable Appearance Level (MAAL) has been established at Level 2.5, a compromise between Levels 2 and 3 representing a clean, tidy environment maintainable through a program of both proactive and reactive maintenance. Regardless of the MAAL, washrooms and locker rooms must be maintained at Level 1 at all times.

Appearance Level	Physical Description / Defects
Level 1 - Orderly Spotlessness	<ul style="list-style-type: none"> Floors and base mouldings shine/carpets vacuumed clean; no build-up in corners or along walls. All surfaces clean and no dust, dirt, streaks or marks. Washroom fixtures and tile gleam. Supplies are adequate. Trash containers hold only daily waste, are clean & odour-free. Exterior steps and walkways swept clean; no sign of litter on ground.
Level 2 - Ordinary Tidiness	<ul style="list-style-type: none"> Floors and base mouldings shine/carpets vacuumed clean; no build-up in corners but two days of dust, dirt, and stains may be seen. All vertical and horizontal surfaces are clean but marks, dust and fingerprints noticeable up close. Washroom fixtures and tile gleam & are odour-free. Trash containers hold only daily waste, are clean and odour-free. Exterior steps and walkways swept clean; grounds free of litter.
Level 3 - Casual Inattention	<ul style="list-style-type: none"> Floors are swept/vacuumed clean, but on close observation have stains. A build-up of dirt/floor finish in corners and along walls is visible. Dull spots and/or matted carpet in walking lanes. Streaks & splashes on base moulding. Vertical & horizontal surfaces have obvious dust, dirt, smudges. Trash containers have daily waste but are clean and odour-free. Exterior steps and walkways dusty; some litter may be found on closer inspection.
Level 4 – Moderate Dinginess	<ul style="list-style-type: none"> Floors are swept or vacuumed clean, but dull, dingy and stained. Noticeable build-up of dirt, floor finish, in corners and along walls. Dull path and/or obviously matted carpet in walking lanes. Base moulding is dull, dingy with streaks or splashes. All surfaces have conspicuous dust, dirt, smudges. Trash containers hold old trash. They are stained, marked and smell sour. Noticeable dirt build-up on exterior steps and walkways; obvious litter.
Level 5 – Unkempt Neglect	<ul style="list-style-type: none"> Floors are dull, dirty, dingy. Conspicuous build-up of dirt. Surfaces have major accumulation of dust, dirt. Washroom fixtures and tile have obvious lack of attention. Supplies are depleted. Trash containers over-flowing and smell sour. Exterior steps and walkways encrusted with dirt; litter noticeable all around.

Table 1 – Definition of Appearance Levels

2.0 **Typical Inspection Areas**

2.1 The building areas that will typically be evaluated include but are not limited to the following:

- Administration / Offices
- Washrooms / Locker rooms
- Elevators
- Hallways & stairwells
- Exterior and grounds
- Guest suites - Living areas
- Guest suites - Washrooms
- Housekeeping / Storage
- Lobbies / common areas
- Messes / Dining rooms
- Staff lounges
- NPF lounges / Games rooms

2.2 The areas shown in Annex D - Inspection Report (Contractor Performance Evaluation) are generic in nature. The form may be amended from time to time to facilitate more effective inspections.

Annex C – Cleaning Schedule

Area	Item	Cleaning Operation	Daily	Weekly	Monthly	3 Mos	6 Mos	Yearly	As Req'd	Other
Exterior Services - General	Exterior signs and light fixtures	Clean					X			
	Window wells and airways	Clean window and airways		X						
	Ornamental metal	Clean and polish		X						
	Steps and landings	Clean steps, and landings	X							
	Name plates, plaques, latches, pull handles, push and kick plates	Clean and polish		X						
	Snow and ice removal	Perform IAW Sec 01 11 00							X	
	Salting and sanding	Perform IAW Sec 01 11 00							X	
	Grounds cleaning	Pick up litter within 20 feet of building		X						
	Walkways & inner courtyard area to roadways	Sweep and keep clean of litter		X						And as required, depending on weather
	Exterior signs and light fixtures	Clean			X					
Exterior Surfaces - Patios	Window wells and airways	Clean window and airways		X						
	Ornamental metal	Clean and polish		X						
	Steps and landings	Clean steps, and landings	X							
	Name plates, plaques, latches, pull handles, push and kick plates	Clean and polish		X						
	Snow and Ice Removal	Perform IAW Sec 01 11 00							X	For escape routes
	Salting and sanding	Perform IAW Sec 01 11 00							X	For escape routes
	Walkways & inner courtyard area to roadways	Sweep and keep clean of litter		X						And as required
	Patio furniture	Clean								And as required
	Notice boards	Dust			X					
	High ledges, tops of cabinets, partitions, doors, exposed pipes, etc.	Dust and wipe up to 10 feet		X						Tuesday, Thursday
Interior Services - General	Fire hose cabinets, display areas	Spot clean			X					
	Fire extinguishers	Wash and polish		X						
	Radiators	Dust		X						
		Damp wipe			X					
		Dust and damp wipe		X						
		Wash			X					

Area	Item	Cleaning Operation	Daily	Weekly	Monthly	3 Mos	6 Mos	Yearly	As Req'd	Other
		Steam clean		X						
	Glass	Spot clean							X	
		Clean								Tuesday, Thursday
Stairs	General Cleaning	Sweep and keep clean of litter	X							
	Handrails	Wash								Tuesday, Thursday
	Stairwell	Wipe and polish		X						
		Clean								Tuesday, Thursday
		Vacuum								Tuesday, Thursday
	Carpets	Spot clean		X						
		Steam clean			X					
	Floors	Sweep and keep clean of litter	X							
		Wash	X							
Elevators	Walls and ceiling	Wash		X						
	Door and door frames	Clean	X							
	Light fixtures	Clean							X	
		Clean	X							
		Sweep and keep clean of litter	X							And as required during Functions
	Hard Floors	Wash and Spray buff	X							
		Wax			X					
		Remove salt, sand and water	X							And as required
	Walls	Spot clean						X		
Entrances, Lobbies, Vestibules & Foyers		Wash						X		
	Foot grills, recessed pans and mats	Clean and Vacuum							X	
	Doors	Spot clean all glass inside and out							X	Tuesday, Thursday, Friday
		Wash and polish inside and out								Tuesday, Thursday
		Clean door frames								
	Entrance mats	Vacuum	X							And as required
Corridors and Halls		Spot clean	X							
		Wet vac							X	
		Clean								Depending on weather
	Hard Floors	Sweep	X							

Area	Item	Cleaning Operation	Daily	Weekly	Monthly	3 Mos	6 Mos	Yearly	As Req'd	Other
Public Washrooms	Furniture	Vacuum upholstered furniture		X						
		Dust and damp wipe horizontal and vertical surfaces		X						
		Polish			X					
	Bookcases	Dust exposed areas including ends of books		X						
		Clean and polish glass doors		X						
	Floors	Scrub and disinfect	X							
		Flush floor drains	X							
		Wash and disinfect drain covers		X						
	Toilet seats, bowls, urinals, wash basins	Clean and disinfect	X							3 times during functions
	Toilet bowls and urinals	Descal		X						
	Body contact points (e.g. water taps, receptacles, dispensers, door plates, toilet seats and flush valves, etc.)	Disinfect and shine		X						3 times during functions
	Flush tanks, dispensers, receptacles, mirrors, shelves and exposed piping	Dust and clean		X						
	Sani-cans	Empty, wash, disinfect and replace bags		X						
	Toilet partitions	Damp wash		X						
	Walls	Wash and disinfect		X						And as required
Waste paper	Remove and discard		X							
Soap, toilet paper, sani-bags, paper towel etc.	Replenish supplies as required		X						3 times during functions	
Refuse receptacles (may be lined)	Wash and disinfect (Contractor may supply plastic liners, in which case washing & disinfecting need only be done monthly.)		X							
Staff Locker Rooms		Sweep, wash and disinfect	X							
		Spray buff	X							
		Wax			X					
		Machine scrub.					X			
		Strip and refinish					X			
	Floors(including shower area)	Flush floor drains	X							
		Wash and disinfect drain covers		X						
	Walls	Spot clean							X	
		Dust			X					

Area	Item	Cleaning Operation	Daily	Weekly	Monthly	3 Mos	6 Mos	Yearly	As Req'd	Other
		Wash						X		
	Showers	Scrub and disinfect all surfaces Shine all fixtures	X							
	Carpets and rugs	Spot clean Vacuum Steam clean	X		X				X	
	Walls	Spot clean Wash Sweep						X		
	Hard Floors	Wash Spot clean Wax	X			X			X	
	Bars, Lounges, TV rooms, Games rooms, Conference rooms etc.(includes rooftop lounge)	Strip and Refinish. Vacuum upholstered furniture	X						X	
	Furniture	Vertical dust Horizontal dust Clean and polish Move to facilitate cleaning	X							Tuesday, Thursday
	Hard floors	Wax Strip and refinish			X				X	
	Walls	Spot clean Wash						X		
	Counters, sinks and faucets Refrigerator interiors(when empty)	Clean and disinfect	X							
	Housekeeping rooms(each floor)	Linen/towels Horizontal and vertical surfaces	X						X	
	Walls	Spot clean Wash Sweep							X	
	Floors	Wash Disinfect	X	X						And as required
	Linen	Count and complete report(submit to Client)	X							

Area	Item	Cleaning Operation	Daily	Weekly	Monthly	3 Mos	6 Mos	Yearly	As Req'd	Other
Laundry room	Cleaning equipment(mops, brooms etc.)	Disinfect and hang to dry	X							
	Cleaning supplies	Store properly IAW WHMIS procedures	X							
	Tubs	Clean and disinfect	X							
	Faucets	Clean		X						
		Empty and shut off	X							After every load and upon daily closing
	Washers	Wipe clean(inside and out)	X							
		Run 'clean' cycle(rid residue build-up)		X						
		Wipe and polish stainless steel		X						
		Report unserviceable machines to Client			X					
		Shut off		X						X
	Door	Lock	X							Upon daily closing
		Empty	X							Upon daily closing
		Shut off	X							After every load and upon daily closing
	Dryers	Clean lint trap	X							After every load and upon daily closing
		Wipe clean(inside and out)		X						
		Wipe and polish stainless steel		X						
		Report unserviceable machines to Client			X					X
	Linen	Count			X					
		Disperse evenly to housekeeping rooms(each floor)	X							
		Sweep	X							
	Floors	Wash		X						
		Clean drain areas	X							
		Flush drains with fresh water		X						
	Walls	Spot clean							X	
		Wash						X		
	Horizontal spaces	Dust and clean		X						
	Floor	Sweep	X							
Garbage rooms(each floor)		Mop and disinfect		X						
		Clean and disinfect		X						

Area	Item	Cleaning Operation	Daily	Weekly	Monthly	3 Mos	6 Mos	Yearly	As Req'd	Other
		Spot clean							X	
		Steam clean						X		
	Bed	Change bedspread if soiled							X	
		Remove soiled items to Laundry							X	
	Furniture	Dust/clean and polish		X						
	Electronic equipment	Dust		X						
	Window and glass partitions	Clean		X						
	Toiletries(soap, shampoo, etc.)	Check supply and replenish as required		X						
	Mini-fridge	Defrost							X	
	Towels	Ensure clean towels are present and replace if dirty or dusty							X	
	Sinks	Remove soiled items to Laundry							X	
		Touch-up as required		X						
	Bathtub	Clean and disinfect(Touch-up)		X						
		Change shower curtain							X	
	Toilet	Clean and disinfect(Touch-up)		X						
		Replenish toilet paper as required		X						
	Bathroom fixtures	Touch-up as required		X						
	Bathroom floor	Touch-up as required		X						
		Flush floor drains		X						
	Mirrors	Touch-up as required		X						
	Walls	Wash							X	
	Counters	Clean and disinfect(Touch-up)		X						
	Draperies	Vacuum					X			
	Inventory/damages	Note damages and evidence of smoking		X						
		Note and report unserviceable or missing		X						
	Blue bins(paper)	Check and empty as required		X						
	Dry garbage	Check and empty as required		X						
	Air freshness	Deodorize room								Tuesday, Thursday
Occupied room servicing	Bed	Make bed	X							
		Change linen - VIPs	X							
		Change linen – Non VIPs		X						

Area	Item	Cleaning Operation	Daily	Weekly	Monthly	3 Mos	6 Mos	Yearly	As Req'd	Other
		Change mattress cover			X					
		Change bedspread if soiled							X	
		Remove soiled items to Laundry							X	
		Exchange for fresh items - VIPs	X							
	Towels and facecloths	Exchange for fresh items - Non VIPs								Tuesday, Thursday
		Remove soiled items to Laundry							X	
	Furniture	Dust/clean and polish	X							
	Electronic equipment	Dust/damp wipe	X							
	Windows and glass partitions	Clean	X							
	Toiletries(soap, shampoo, etc.)	Check supply and replenish	X							
	Mini-fridge	Defrost								Upon request
	Sinks	Clean and disinfect	X							
	Bath tub	Clean and disinfect	X							
		Change shower curtain							X	
	Toilet	Clean and disinfect	X							
		Replenish toilet paper as required	X							
	Bathroom fixtures	Clean and disinfect	X							
	Bathroom floor	Wash and disinfect	X							
		Flush floor drains	X							
	Bathroom counters	Clean and disinfect	X							
	Mirrors	Clean and polish	X							
	Walls	Wash							X	
	Inventory/damages	Note damages and evidence of smoking	X							
		Note and report unserviceable or missing	X							
	Blue bins(paper)	Empty and remove to exterior receptacle	X							
	Dry garbage	Empty and remove to exterior receptacle	X							

Annex E – Sample Invoice

Sample 1 – Invoice for Normal Contract Work

Spiffy-Clean Ltd.

123 Anystreet
Halifax, NS B9B 9B9
Ph: (902) 454-XXXX
Fax: (902) 454-YYYY

Note:

Invoice style may vary and other details may be added as needed, but information shown herein is mandatory.

Customer(Bill to):

Accounts Payable
Formation Construction Engineering
Maritime Forces Atlantic
PO Box 99000 Stn Forces
Willow Park #7
Halifax, NS B3K 5X5

For Janitorial Services performed under Contract No. **C386 Stadacona C&POs & Wardroom Complex**

during the Month of _____2012.

Building No. and Name	Basic Monthly Bldg Charge
S105 Stadacona C&PO's & Wardroom Complex	\$10,000.00
Total Basic Monthly Charges	\$10,000.00
HST	\$1,400.00
Total Invoice Amount	\$11,400.00

Annex F – Housekeeping Supervisor Work Description

Title: Housekeeping Supervisor

Mission: To deliver Housekeeping and Laundry services, ensuring guest satisfaction.

Liases with: Facility Coordinator

Miscellaneous Requirements:

- Supervisor must have extensive knowledge of appropriate cleaning requirements, standards, material and equipment.
- Supervisor must have knowledge of safety procedures and policies, organizational and interpersonal skills and a general knowledge of WHMIS.

Primary Function:

- The supervisor will oversee the performance of the building's Housekeeping staff and will be the primary liaison person with the Accommodation Manager.
- This supervisor may be assigned cleaning duties combined with supervisory duties. The Housekeeping Supervisor must be given the flexibility required to ensure subordinates accomplish assigned duties within the time allowed/expected.
- The Housekeeping Supervisor will be responsible for the co-ordination and overall standard of cleanliness for the entire complex.

Responsibilities:

- Liaise with front desk staff on a daily basis with regards to departure and check-in list.
- Routinely carry out random room inspections on cleaning staff to ensure high standards of cleanliness are met.
- Complete inspection report and pass to Accommodation Manager for action and filing.
- Report any room damage or missing items/shortages to Accommodation Manager on a daily basis.
- Ensure all soiled linen is prepared for pick-up by laundry staff on a daily basis.
- Ensure all housekeeping stations are clean and well stocked.
- Provide hospitable guest recognition and courteous, efficient and accurate guest services through actions, responses, decisions and communication that exceeds the anticipated and expressed expectations of all guests.

- Conduct daily quality assurance inspections with special emphasis on hygiene and cleanliness of public areas and guestrooms.
- Coordinate and follow up on relative instructions to Room Attendants and Laundry personnel.
- Report all lost and found items to front desk, ensuring guest satisfaction to lost and found requests.
- Ensure the daily accuracy of Time Sheets and the Time Log.
- Manage staffing levels, preparing work schedules in accordance with guest arrival/departure levels and accurately anticipating service needs.
- Conduct morning and afternoon information briefs with cleaning staff in order to advise them of the day's activities and workload and to obtain feedback from the staff.
- Maintain excellent 2-way communications with accommodation's staff; follow up with management, staff and other supervisors.
- Make every effort to address and rectify Client complaints.
- Be fully conversant and compliant at all times with all safety regulations referenced in this document, and to report on all incidents, accidents, near misses and safety hazards.
- Effectively respond to all reasonable additional assignments as determined by the Facility Coordinator or any member of the Management team.
- Assist in maintaining all Facility property by reporting all maintenance requirements observed daily during shift.
- Develop and maintain up-to-date knowledge of floor stripping and waxing, buffing, window cleaning, carpet shampooing and upholstery cleaning and other related duties as assigned.
- Develop and maintain knowledge of the proper usage of all cleaning supplies as outlined in the WHMIS legislation and to maintain supplies and equipment with care ensuring minimum wastage, correct usage and storage, and optimum cleanliness of equipment.
- Ensure environmental procedures for waste disposal/recycling are adhered to in accordance with Base Environmental Policy.
- Coordinate with Contractor head office for proper billing of functions.
- Report deficiencies and guest complaints to Accommodation desk.

Annex G – Housekeeper Work Description

Title: Housekeeper

Mission: To maximize guest satisfaction while performing assigned cleaning tasks to maintain guestrooms, public areas and back of house areas ensuring the cleanliness of these areas meet the established standards of the C&PO's and Wardroom Complex.

Responsible to: Housekeeping Supervisor

Responsibilities:

- Provide guest service IAW the Contract specifications.
- Carry out daily cleaning duties as detailed on the worksheet for the scheduled shift.
- Develop and maintain up-to-date knowledge of floor stripping and waxing, buffing, window cleaning, carpet shampooing, upholstery cleaning and other related duties as assigned.
- Report any room damage or missing items/shortages to Accommodation Manager on a daily basis.
- Develop and maintain knowledge of the proper usage of all cleaning supplies as outlined in the WHMIS legislation and to maintain supplies and equipment with care ensuring minimum wastage, correct usage and storage, and optimum cleanliness of equipment.
- Develop and maintain an excellent working relationship with the C&PO's and Officer's Accommodation Manager, Accommodation staff and DND personnel.
- Ensure efficient lost and found service by identifying, recording, reporting and delivering all found items to the Housekeeping office or Accommodation office.
- Assist in maintaining all DND property by reporting all maintenance needs observed during shift to Supervisors.
- Be cross-trained in all areas of the Housekeeping Department and be available to work flexible shifts including evenings or weekends as required.
- Develop confidence through an increasing ability to make appropriate decisions to gain the loyalty of satisfied and dissatisfied guests.
- Exceed the anticipated and expressed expectations of all guests.
- Develop and maintain a thorough knowledge of all service facilities and features of the C&PO's and Wardroom Complex.
- Be fully conversant and compliant at all times with all safety regulations referenced in this document, and to report on all incidents, accidents, near misses and safety hazards.
- Respond to all reasonable additional assignments determined by the Accommodation Manager, Housekeeping Supervisor or the Facility Coordinator.
- Report deficiencies and guest complaints to Accommodation desk.