

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

REQUEST FOR PROPOSAL DEMANDE DE PROPOSITION

Proposal To: Public Works and Government Services Canada

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

Proposition aux: Travaux Publics et Services Gouvernementaux Canada

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

Comments - Commentaires

Title - Sujet Janitorial Services	
Solicitation No. - N° de l'invitation EW076-112739/A	Date 2012-03-06
Client Reference No. - N° de référence du client EW076-11-2739	
GETS Reference No. - N° de référence de SEAG PW-\$EDM-022-9325	
File No. - N° de dossier EDM-0-32879 (022)	CCC No./N° CCC - FMS No./N° VME
Solicitation Closes - L'invitation prend fin at - à 02:00 PM on - le 2012-04-16	Time Zone Fuseau horaire Mountain Standard Time MST
F.O.B. - F.A.B. Plant-Usine: <input type="checkbox"/> Destination: <input checked="" type="checkbox"/> Other-Autre: <input type="checkbox"/>	
Address Enquiries to: - Adresser toutes questions à: Bogus-edm, Dolan	Buyer Id - Id de l'acheteur edm022
Telephone No. - N° de téléphone (780) 497-3546 ()	FAX No. - N° de FAX (780) 497-3510
Destination - of Goods, Services, and Construction: Destination - des biens, services et construction: DEPARTMENT OF PUBLIC WORKS AND GOVERNMENT SERVICES CANADA PWGSC/TPSGC 5101 - 50TH AVE PO BOX 518 YELLOWKNIFE Northwest Territories X1A2N4 Canada	

Instructions: See Herein

Instructions: Voir aux présentes

Vendor/Firm Name and Address

**Raison sociale et adresse du
fournisseur/de l'entrepreneur**

Issuing Office - Bureau de distribution

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

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

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Solicitation No. - N° de l'invitation

EW076-112739/A

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur

edm022

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

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File No. - N° du dossier

EDM-0-32879

CCC No./N° CCC - FMS No/ N° VME

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Annex "J"	Technical Evaluation Criteria

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 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 Frequency Chart, the Quality Standards, the Basis of Payment, the Security Requirements Checklist, the Insurance Requirements, the Task Authorization Form 572, the Task Authorization Usage Report, the Aboriginal Opportunities Consideration and the Technical Evaluation Criteria.

2. Summary

Requirement:

For the supply of all labour, materials, equipment, tools, transportation and supervision necessary to provide janitorial services at the Aspen Apartments and Trade Shop for the Department of Public Works and Government Services Canada, Yellowknife, North West Territories.

Period of the Contract

The period of the Contract is from date of Contract for three (3) years inclusive.

Security:

There is a security requirement associated with this service requirement.

Comprehensive Land Claims Agreement (CLCA)

The requirements of the Tlicho, Comprehensive Land Claims Agreement will apply to the proposed procurement, bidders will be requested to maximize involvement of local Inuit groups within the CLCA, and surrounding communities.

The benefits that apply to this procurement are contained in: Sections 26.3.1, 26.3.1 (a) and 26.4.1 of the Tlicho Agreement and Annex A, Sheet 26-3 (page 435) of the Tlicho Agreement Implementation Plan.

The requirement is subject to the provisions of the North American Free Trade Agreement (NAFTA), the Canada-Chile Free Trade Agreement (CCFTA) and The Canada-Peru Free Trade Agreement (CPFTA).

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3. Debriefings

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

PART 2 - BIDDER INSTRUCTIONS

1. Standard Instructions, Clauses and Conditions

All instructions, clauses and conditions identified in the bid solicitation by number, date and title are set out in the *Standard Acquisition Clauses and Conditions* (<http://ccua-sacc.tpsgc-pwgsc.gc.ca/pub/acho-eng.jsp>) Manual issued by Public Works and Government Services Canada.

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

The 2003 (2011-05-16), Standard Instructions - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the bid solicitation.

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

Delete: sixty (60) days

Insert: one hundred twenty (120) days

2. Submission of Bids

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

3. Enquiries - Bid Solicitation

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

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

4. Applicable Laws

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

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

5. Optional Site Visit

It is recommended that the Bidder or a representative of the Bidder visit the work site. Arrangements have been made for a tour of the work site. The site visit will be held on _____ (date) at _____ (time and location). Bidders must communicate with the Contracting Authority no later than _____ day(s) before the scheduled visit to confirm attendance and provide the name(s) of the person(s) who will attend. Bidders who do not confirm attendance and provide the name(s) of the person(s) who will attend as required will not be allowed access to the site. Bidders will be requested to sign an attendance form. Bidders who do not attend or send a representative will not be given an alternative appointment but they will not be precluded from submitting a bid. Any clarifications or changes to the bid solicitation resulting from the site visit will be included as an amendment to the bid solicitation.

PART 3 - BID PREPARATION INSTRUCTIONS

1. Bid Preparation Instructions

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

- Section I: Technical Bid (Two (2) hard copies)
- Section II: Financial Bid (Two (2) hard copies)
- Section III: Certifications (Two (2) hard copies)

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

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

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

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

- 1) use 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 the Basis of Payment in Annex "D". The total amount of Goods and Services Tax or Harmonized Sales Tax must be shown separately, if applicable.

1.2 Optional: A percentage reduction in bid price, for evaluation purposes only, is described in Annex "I", Aboriginal Opportunities Consideration.

1.3 SACC Manual Clauses

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

Section II: Certifications

Bidders must submit the certifications required under Part 5.

PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

1. Evaluation Procedures

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

1.1 Technical Evaluation

Point rated technical evaluation criteria are included in Annex "J" .

1.2 Financial Evaluation

The Total Assessed Bid Price will be calculated in the following method:

- 1.2.1** Scheduled Janitorial Services: Firm Monthly Rate quoted multiplied by the estimated quantity (months);
- 1.2.2** Emergency work and/or extra work: Firm Hourly Rates quoted multiplied by the estimated quantity (hours);
- 1.2.3** Facility changes: Firm unit price quote multiplied by the estimated quantity (m²/month);
- 1.2.4** The above totals will be added together to determine the Total Estimated Cost for each year of the Contract period.

The totals for each year will be added together to determine an evaluated bid price.

- 1.2.5 Optional:** The total percentage received from Annex "I" Aboriginal Opportunities Consideration (AOC) will be applied to the total cost for all three years.

- 1.2.6** The total cost for all three years (after the AOC is applied, if applicable) will equal the Total Assessed Bid Price.

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

2. Basis of Selection

- 2.1** To be declared responsive, a bid must:

- (a) comply with all the requirements of the bid solicitation;
- (b) meet all mandatory criteria; and
- (c) obtain the required minimum points specified for each criterion for the technical evaluation, and
- (d) obtain the required minimum of 39 points overall for the technical evaluation criteria which are subject to point rating.

The rating is performed on a scale of 65 points.

- 2.2** Bids not meeting (a), (b), (c) and (d) will be declared non-responsive.

- 2.3** The evaluation will be based on the highest responsive combined rating of technical merit and price. The ratio will be 50 % for the technical merit and 50 % for the price.

- 2.4** To establish the technical merit score, the overall technical score for each responsive bid will be determined as follows: total number of points obtained / maximum number of points available multiplied by the ratio of 50 %.
- 2.5** To establish the pricing score, each responsive bid will be prorated against the lowest evaluated price and the ratio of 50 % .
- 2.6** For each responsive bid, the technical merit score and the pricing score will be added to determine its combined rating.
- 2.7** Neither the responsive bid obtaining the highest technical score nor the one with the lowest evaluated price will necessarily be accepted. The responsive bid with the highest combined rating of technical merit and price will be recommended for award of a contract.

The table below illustrates an example where all three bids are responsive and the selection of the contractor is determined by a 50/50 ratio of technical merit and price, respectively. The total available points equals 65 and the lowest evaluated price is \$45,000 (45).

Basis of Selection - Highest Combined Rating Technical Merit (50%) and Price (50%)

	Bidder 1	Bidder 2	Bidder 3
Overall Technical Score	115/135	89/135	92/135
Bid Evaluated Price	\$55,000.00	\$50,000.00	\$45,000.00
Calculations			
Technical Merit Score	$60/65 \times 50 = 46.15$	$50/65 \times 50 = 38.46$	$55/65 \times 50 = 42.31$
Pricing Score	$45/55 \times 50 = 40.91$	$45/50 \times 50 = 45.00$	$45/45 \times 50 = 50.00$
Combined Rating	87.06	83.46	92.31
Overall Rating	2nd	3rd	1st

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

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

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

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

The Bidder or the member of the joint venture

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

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

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.

1.3 Education and Experience

The Bidder certifies that all the information provided in the résumés and supporting material submitted with its bid, particularly the information pertaining to education, achievements, experience and work history, has been verified by the Bidder to be true and accurate. Furthermore, the Bidder warrants that every individual proposed by the Bidder for the requirement is capable of performing the Work described in the resulting contract.

PART 6 - SECURITY AND OTHER REQUIREMENTS**1. Security Requirement**

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

2. Insurance Requirements

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

If the information is not provided in the bid, the Contracting Authority will so inform the Bidder and provide the Bidder with a time frame within which to meet the requirement. Failure to comply with the request of the Contracting Authority and meet the requirement within that time period will render the bid non-responsive.

PART 7 - RESULTING CONTRACT CLAUSES

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

1. Statement of Work

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

1.2 Task Authorization

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

1.2.1 Task Authorization Process

1.2.1.1 The Project Authority will provide the Contractor with a description of the task using the "Task Authorization" form specified in Annex G.

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

1.2.1.3 The Contractor must provide the Project Authority, within two (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.

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

1.2.2 Task Authorization Limit

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

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

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

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

1.2.4 Periodic Usage Reports - Contracts with Task Authorizations

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

The Contractor must provide this data in accordance with the reporting requirements detailed below or in Annex "H". 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 or specify an alternate reporting period) 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 fifteen (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:

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

For all authorized tasks:

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

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

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

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

2.1 General Conditions

2035 (2011-05-16), General Conditions - Higher Complexity - Services, apply to and form part of the Contract.

3. Security Requirement

3.1 The Contractor must, at all times during the performance of the Contract, hold a valid Designated Organization Screening (DOS), issued by the Canadian Industrial Security Directorate (CISD), Public Works and Government Services Canada (PWGSC).

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

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

3.4 The Contractor must comply with the provisions of the:

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

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

The period of the Contract is from date of Contract for three (3) years inclusive.

5. Authorities**5.1 Contracting Authority**

The Contracting Authority for the Contract is:

Name: Dolan Bogus
Title: Supply Specialist
Public Works and Government Services Canada
Acquisitions Branch
Directorate: Western Region
Address: 10025 Jasper Avenue
Telus Plaza North, 5th Floor
Edmonton, Alberta T5J 1S6

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

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

5.2 Project Authority*(To be filled in at Contract award)*

The Project Authority for the Contract is:

Name: _____

Title: _____

Organization: _____

Address: _____

Telephone: _____ - _____ - _____

Facsimile: _____ - _____ - _____

E-mail address: _____

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

5.3 Contractor's Representative*(To be filled in by Bidder)*

Name: _____

Title: _____

Organization: _____

Address: _____

Telephone: _____ - _____ - _____

Facsimile: _____ - _____ - _____

E-mail address: _____

6. Payment**6.1 Basis of Payment****6.1.1** For the Work described in Item 1.0 in Annex "D", Basis of Payment, **Firm Requirement:**

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

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

6.1.2 For the Work described in Items 2.0 - 3.0 in Annex "D", Basis of Payment, **Task Authorization Work:**

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

6.2 SACC Manual clause H1008C (2008-05-12), Monthly Payment**6.3 SACC Manual Clauses**

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

C0705C (2010-01-11), Discretionary Audit

C0710C (2007-11-30), Time and Contract Price Verification

7. Invoicing Instructions

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

Each invoice must be supported by:

- (a) Contract number;
- (b) Work Location;
- (c) Date;
- (d) Requisition number;
- (e) Name of person who authorized call;
- (f) Charges broken down as per the Basis of Payment;

7.2 Invoices must be distributed as follows:

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

8. Certifications

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

9. Applicable Laws

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

10. Priority of Documents

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

- (a) the Articles of Agreement;
- (b) the general conditions 2035 (2011-05-16), General Conditions - Higher Complexity - Services;
- (c) Annex A, Statement of Work;
- (d) Annex B, Frequency Chart
- (e) Annex C, Quality Standards;
- (f) Annex D, Basis of Payment;
- (g) Annex E, Security Requirements Check List
- (h) Annex F, Insurance Requirements
- (i) Annex G, Form PWGSC-TPSGC 572 Task Authorization;
- (j) Annex H, Task Authorization Usage Report;
- (k) the signed Task Authorizations (including all of its annexes, if any);
- (l) the Contractor's bid dated _____.

11. Foreign Nationals (Canadian Contractor)

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

SACC Manual clause A2001C (2006-06-16), Foreign Nationals (Foreign Contractor)

12. Insurance Requirements

The Contractor must comply with the insurance requirements specified in Annex F. The Contractor must maintain the required insurance coverage for the duration of the Contract. Compliance with the insurance requirements does not release the Contractor from or reduce its liability under the Contract.

The Contractor is responsible for deciding if additional insurance coverage is necessary to fulfill its obligation under the Contract and to ensure compliance with any applicable law. Any additional insurance coverage is at the Contractor's expense, and for its own benefit and protection.

The Contractor must forward to the Contracting Authority within ten (10) days after the date of award of the Contract, a Certificate of Insurance evidencing the insurance coverage and confirming that the insurance policy complying with the requirements is in force. Coverage must be placed with an Insurer licensed to carry out business in Canada. The Contractor must, if requested by the Contracting Authority, forward to Canada a certified true copy of all applicable insurance policies.

13. SACC Manual clause

A9039C (2008-05-12), Salvage

A9068C (2010-01-11), Règlements concernant les emplacements du gouvernement

Annex "A"**Statement of Work**

**Aspen Apartments
5204 51st Street, Yellowknife, NT
Janitorial Services**

And

**PWGSC Tradeshop Washroom
5005 44th Street, Yellowknife, NT**

1.0 General Requirements**1.1 Purpose:**

- 1.1.1** For the supply of all labour, material, equipment, tools, transportation and supervision necessary to provide janitorial, snow removal and groundskeeping services to Public Works and Government Services Canada (PWGSC) at Aspen Apartments, 5204 51st Street Yellowknife, NT and janitorial services at the PWGSC TradeShop washroom, 5005 44th Street, Yellowknife, NT.

1.2 Hours of work:

- 1.2.1** The apartment building included in this specification must be cleaned four (4) days a week, Monday, Wednesday, Friday and Saturday or Sunday between 08:00 - 16:00 hours. The Tradeshop washroom will be cleaned once a week, Wednesday, between 08:00 - 16:00 hours.
- 1.2.2** Groundskeeping must be performed Monday through Sunday.
- 1.2.3** Snow removal operations must be performed Monday through Sunday by 07:30.

1.3 Additional and Emergency Cleaning Services:

- 1.3.1** Additional cleaning not included in the specifications must be pre-approved by the designated representative of PWGSC hereafter referred to as the Project Authority using a Task Authorization.
- 1.3.2** Contractor must provide telephone numbers for regular service calls and after hours call backs to respond to emergency calls 24 hours a day 7 days a week.
- 1.3.3** Emergency call-outs do not apply if the cleaner is still on the premise during the regular work day.
- 1.3.4** Incremental weather conditions at times will necessitate additional cleaning. The Contractor will do so without additional cost, on being specifically requested.

1.4 Routine Cleaning:

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

1.5 Major Operations:

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

1.6 Operational Schedules:**1.6.1 Routine Cleaning Schedule**

Within 30 days after the effective date of the contract, the Contractor must provide a schedule to the Project Authority for approval. The report must show the labour distribution to perform the work with the exact days and times the routine cleaning will be carried out through the week. Once accepted, all schedule changes must be approved by the Project Authority.

1.6.2 Major Operations Cleaning Schedule

Major Operations Cleaning Schedule: Within 30 days after the effective date of the contract, the Contractor must provide a work schedule to the Project Authority for approval. The report must show when the Major Operation listed on the Frequency Chart will be performed and shall include a start and completion date for each task. Inspection by the Project Authority will be conducted based on these dates. Once accepted, all changes to the schedule must be approved by the Project Authority.

1.7 Requirement Changes:

1.7.1 Should the requirement of PWGSC change during the period of the Contract, necessitating the removal of any space and provided the general scope of the work does not change, written notice shall be provided to the Contractor.

1.7.2 Such notice will be given thirty (30) days prior to the deletion of space. Space may be removed from and/or restored to the Contract at a later date.

1.8 Conversion of floor coverings:

1.8.1 There will be no adjustments to the Contract amount where the existing floor covering is converted to another type of material during the term of the Contract, unless the Contractor can demonstrate that financial hardship is caused by the change.

1.9 Quality Standards

1.9.1 The quality standards must be strictly adhered to. The definitions for the Quality Standards are attached in Annex C.

1.10 Inspections:

1.10.1 Periodic inspections for the routine cleaning and scheduled inspection for the Major cleaning tasks will be made by the Project Authority, who will determine if the work is satisfactory. Should the work be considered unsatisfactory, the Contractor must correct the faults as recorded and at the same time continue to provide the normal Contract requirements. A re-inspection by the Project Authority will occur to ensure that the building has been brought up to standard.

1.11 Log Book:

1.11.1 A log book will be maintained in the building by the Contractor in which Contract personnel will record all of the work performed, other than the normal day to day cleaning, on a daily basis. The log must be made available for inspection by the PWGSC Project Authority as required.

2.0 Scope of Work

2.1 Areas of Cleaning:

2.1.1 Interior areas:

- 2.1.1.1** Interior cleaning is required only in the common areas: all entrances, stairwells, hallways, laundry room, storage room and janitor closets, under this Contract.
- 2.1.1.2** The extent of window cleaning will include only the inside of the window glass, draft deflectors and window framing.
- 2.1.1.3** The cleaning of Electrical and Mechanical rooms, do not form part of the Contract.

2.1.2 Exterior areas:

- 2.1.2.1** Exterior cleaning is required on the grounds, walkways, sidewalks and two (2) parking lots by picking up litter and providing snow removal.

2.2. Frequency of cleaning:

2.2.1 Frequency chart shown in Annex B:

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

2.2.2 Cleaning Frequency Codes:

- 2.2.2.1** The following frequency codes apply to this Contract. Where the cleaning frequency is mentioned in a general section as well as a specific building area section, the specific section will take precedence.

D - Daily Four Days a Week, W - Weekly, TW - Twice Weekly, M - Monthly, E3M - Every Third Month, E6M - Every Six Months, A - Annually

2.3 Replacement of Light bulbs:

- 2.3.1** The Contractor must replace burnt out tubes no later than the next working day after it is reported. The same type of replacement tube as the one burnt out must be installed PWGSC will supply fluorescent tubes and incandescent light bulbs. The Contractor must inform the Project Authority when new stock is required.

2.4 Garbage Recycables:

- 2.4.1** Garbage and recyclable waste is not to be stored or piled in corridors or elevator lobbies. It is to be transported to the designated storage/pickup locations.

2.5 Snow Removal:

- 2.5.1** The Contractor must clear and remove snow, slush, ice, accumulated sand or gravel from all entrances, exits, landings, steps, sidewalks, handicap access ramps, emergency exits and access to the fuel tank.
- 2.5.2** The Contractor must clear and remove the entire length of the walkway from the entrances to the Municipal sidewalk, the length of the Municipal sidewalk from the outside edges of each parking lot located on either end of the building.
- 2.5.3** The Contractor must spread de-icer, sand and /or gravel over dangerous surfaces. Ice pellets for sidewalks and ice removal must not be harmful to concrete surfaces.
- 2.5.4** Do not stockpile snow on areas planted with shrubs or ground cover.

2.5.5 Ensure drainage from melting snow will not cause flooding in any of the buildings and will not cross sidewalks, walkways, or driveways.

2.5.6 Incremental weather conditions at times will necessitate additional cleaning. The Contractor will do so without additional cost, on being specifically requested.

2.5.7 All snow removal must be completed by 07:30. Monday through Sunday. Where snow clearing/removal is not completed by 07:30 hours and a hazardous condition exists, the Property Manager reserves the right to have the snow cleared/removed by others. All costs would be deducted from the Contractors monthly payment.

2.6 Grounds Litter:

2.6.1 Keep all areas free of litter including lawns, flower beds, paved areas, unpaved parking, perimeter of the building, municipal sidewalks, drains and ditches free of litter and debris.

2.6.2 Sweep all entrances, landings, steps, sidewalks, decks. Hose down all sidewalks, steps paved areas as required.

2.7 Groundskeeping:

2.7.1 Rake lawn areas, including area between curb and sidewalk, loosen matted grass, remove dead vegetation, leaves and debris. Reseed damaged areas in the spring. Apply lawn fertilizer to promote growth and weedkiller(s) for the elimination of weeds common to the area. Cut, trim and edge grass when it reaches a height of 8.75 cm and water as required during the growing season. Grass should present a well groomed, healthy appearance at all times. Trim shrubs and hedges to produce a dense, healthy, smooth surface of foliage. Cultivate the soil and add mulch to control evaporation and restrict weed growth. Water weekly during growing season and fertilize to sustain a healthy growth. Spray shrubs, trees and hedges to control disease, pests and fungi.

Where applicable, the Contractor must supply environmentally friendly materials, supplies and products.

3.0 Personnel:

3.1 Contractor Staff:

3.1.1 The Contractor must provide a list of names of cleaning staff to the Project Authority upon award. The list is to be updated when changes occur.

3.1.2 Cleaners working under this contract will not be taken off of this contract without a suitable replacement being brought in to fill behind them.

3.1.3 All employees are to be a minimum of 18 years of age. The Contractor must not allow employees to bring children or visitors onto the site under any circumstances.

3.1.4 The Contractor must, on the request of the Project Authority remove from the workplace any person employed on the work force who, in the opinion of the Project Authority, is found to be incompetent, or has conducted himself or herself in an improper manner. Personnel that have been removed must not be permitted to return to the work site without written consent of the Project Authority, whose decision is final.

3.2 Superintendent:

3.2.1 The Contractor must, during working hours, and until the work has been completed, employ on the site of the work a competent superintendent who has the authority to receive, on behalf of the Contractor any order, direction or other communication that may be given under the contract.

3.2.2 The on-site superintendent must receive and respond to any and all complaints, etc. through the Project Authority or designated representative.

3.3 Training and Documentation:

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

4.0 Security:**4.1 Security Keys:**

- 4.1.1** The Contractor is responsible for all keys and/or door access cards issued by the Project Authority and they must be fully protected at all times. The Contractor is fully responsible for all costs to re-key the affected areas of the building if keys or cards have been lost.
- 4.1.2** The Contractor must secure the building by locking and unlocking of exterior doors and inspection of windows to ensure they are closed and locked (where applicable) before leaving the premises.

5.0 Safety:

- 5.1** The Contractor must adhere to all safety measures respecting personnel and fire hazards recommended by national and provincial codes, and/or prescribed by the authorities having jurisdiction concerning the equipment, work habits and procedures.
- 5.2** The Contractor must ensure that all equipment used to perform the work is in a state of good repair. The Project Authority reserves the right to have equipment judged to be unsafe, not suitable or defective, taken out of service. The Contractor must supply suitable replacement equipment, comparable to that which was originally provided and approved, in a timely manner.
- 5.3** The Contractor must report all architectural, electrical and mechanical deficiencies or vandalism that their personnel observed during the performance of the work to the Project Authority.
- 5.4** The Contractor must report any repair requirements of an urgent nature to the PWGSC Emergency number 873-1517 after normal working hours and any minor non-urgent repairs to the Service Desk during normal working hours the next day 1-800-463-1850.

6.0 Materials and Supplies:**6.1 Provided by the Contractor:**

- 6.1.1** The Contractor must provide all consumable products, all cleaning supplies, cleaning equipment, snow removal equipment including sand and /or gravel for sidewalks. All products used are subject to the approval of the PWGSC Project Authority..
- 6.1.2** The type of floor cleaning equipment used must be in accordance with the appropriate manufacturer's standards.
- 6.1.3** All materials must be suitable for the surfaces intended, used in the manner specified by the manufacturer, and brought onto the premises in the manufacturer's original, unopened container.
- 6.1.4** The Contractor must ensure that all products used in the workplace are classified and labeled according to the Workplace Hazardous Materials Information System (WHMIS) and must maintain an on-site file with the most recent up-to-date MSDS sheets for each product.
- 6.1.5** Where applicable, the Contractor must supply environmentally friendly materials, supplies and products.

6.2 Provided by the Crown:

6.2.1 Fluorescent Tubes: PWGSC will supply fluorescent tubes and incandescent light bulbs.

6.2.2 Mats: PWGSC will supply walkway mats., The Contractor must place them into all utilized entrances during the period 01 October - 31 May. The Contractor must have clean dry spare mats available and store the mats in a designated area when not in use. The Contractor must rotate the mats and replace them with clean dry mats in order to remove, maintain and clean.

7.0 Space Assigned:

7.1 PWGSC will provide the Contractor with building storage space as is considered necessary for the performance of the Contractor's duties.

7.2 The Contractor must not list, publicize or use the address of the facility in any fashion, for their business purposes. . A telephone may be installed at the expense of the Contractor, but must be unlisted and may not appear in telephone directories or advertised as a business telephone.

7.3 Telephones located in the building offices and public areas are for business or emergency use. Contractor employees using these telephones should use them accordingly.

7.4 PWGSC will not be responsible for damages to the Contractor's supplies, materials, equipment or to their employees' personal belongings brought into the building. The Contractor will supply lockers for the storage of contract personnel's belongings as required.

7.5 The Contractor or his employees must not park in Government parking spaces.

8.0 Building Operations:

8.1 Report any and all maintenance repairs required to the building heating systems plumbing electrical or water systems to the Project Authority immediately.

8.2 Blocked sinks, and other drains are to be cleaned immediately by use of a plunger. If plumbing work is necessary, notify the Project Authority immediately.

8.3 Advise the Project Authority of any spots on any flooring that cannot be removed by normal means and any damage to or lifting of flooring.

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File No. - N° du dossier

EDM-0-32879

CCC No./N° CCC - FMS No/ N° VME

Annex "B"

Frequency Chart

Please refer to the attachment titled Annex B - Frequency Chart (E).

Annex "C"**Quality Standards****1. Cleaning: General**

- 1.1 All surfaces and objects specified in the contract shall be free of dust, stains, spills, debris and soil immediately after cleaning operation.
- 1.2 Machinery and equipment shall not block a passageway, or present a trip hazard.
- 1.3 Where required, caution signs shall be placed adjacent to the affected area on all approaches.
- 1.4 Furnishings moved by cleaners shall be relocated to their original location.

2. Spot Cleaning

- 2.1 All affected areas shall be clear of stains, streaks and soil.
- 2.2 All over-spray from spray applicators shall be wiped clean from all surfaces.

3. Sweeping:

- 3.1 All Floor areas including open areas and flooring around furniture legs and into corners shall be free of dirt and litter.

4. Hosing

- 4.1 All areas are clean of dirt, mud and debris with no water ponding.
- 4.2 Equipment is removed and stored immediately after use.

5. Dust Mopping

- 5.1 All Floor areas including open areas and flooring around furniture legs and into corners shall be free of debris and dust film.

6. Damp Mopping

- 6.1 Floor areas including open areas and flooring around furniture legs and into corners shall be clean and free of surface stains, soil, mop streaks, loose mop strands and water spotting.
- 6.2 Walls, baseboards and other surfaces shall be free of splash marks.
- 6.3 Start with clean water and mop.
- 6.4 Sweep or dry mop immediately before damp mopping.

7. Wash Floors

- 7.1 All standards outlined in paragraph Damp Mopping shall apply.
- 7.2 Surfaces are rinsed free of cleaning solution.
- 7.3 All areas shall be free of dirt, stains, splashing, cleaning chemical and water accumulations as well as scuff marks.

8. Machine Scrub

- 8.1 All areas shall be free of dirt, stains, scuff marks, splashing, cleaning chemical and water accumulations.
- 8.2 Corners and other areas not accessible to a floor scrubber shall be scrubbed.

9. Spray Buffing

- 9.1 All areas shall present an overall appearance of cleanliness, have a bright shine through out and be free of debris and dust.
- 9.2 Spills, scuffs and stains shall be removed prior to spray buffing.

10. Scrub and Refinish

- 10.1 Apply all performance standards as with "Machine Scrubbing".
- 10.2 Apply one coat of finish compatible with existing.
- 10.3 All areas present an overall appearance of cleanliness free of scuffs and stains, have a bright shine and be free of debris and dust.

11. Strip and Refinish

- 11.1 Apply all performance standards as with Scrub and Refinish
- 11.2 All old finish is removed and all residual stripper chemical cleaned away.
- 11.3 All areas shall be clean and clear of all stains, blemishes and dirt, and have a consistent shine free of scrapes and marks.
- 11.4 New finish covers all portions of the floors.
- 11.5 Refinish to include 2 coats of finishing material (wax, etc.)

12. Vacuuming

- 12.1 All carpet surfaces shall present an overall appearance of cleanliness and shall be free of visible dust, dirt and grit.
- 12.2 A power head shall be used. Vacuums must be 2 motor design (1 for suction, 1 for powerhead).

13. Stain Removal

- 13.1 All carpets, walk-away mats and upholstered furniture shall have no visible stains or discoloration after stain removal operation.
- 13.2 Where stain removal involves wetting of a hard surface floor, caution signs shall be positioned.

14. Hot Water Extraction

- 14.1 All carpets, walk-away mats and upholstered furniture shall be clean and free of accumulated dust and dirt and stain.
- 14.2 Areas shall be cleaned to walls and corners.

15. Damp Wiping:

- 15.1 Surfaces shall be free of dust, stains, streaks and water spotting.
- 15.2 Wiping cloths shall be rinsed frequently and free of stains and odours. Feather dusters are not acceptable.

16. Glass and Mirror Cleaning

- 16.1 All glass shall be clean on both sides and free of streaks and finger marks.
- 16.2 Adjacent areas including frames, casing and ledges shall be free of water spotting, splash marks and streaks.

17. High dusting

- 17.1 All surfaces shall be free of dust.
- 17.2 Either Damp rag wiping or vacuuming shall be use.
- 17.3 Dust contained and prevented from floating freely in the air during operation.

18. Clean and Disinfect

- 18.1 Approved, commercial disinfectant cleaner shall be used.
- 18.2 Manufacturer's instructions shall be followed for best results.
- 18.3 All affected surfaces shall be rinsed clean of residual disinfectant.

Annex "D"**Basis of Payment**

- Rates quoted include all relative costs associated with providing the janitorial service in accordance with the Statement of Work, Annex "A", contained herein, including all supervisory costs, supplies, etc., and must remain firm for the period of the contract.
- GST is not to be included in the unit prices but will be added to any invoice issued against the Contract.
- Extra work/emergency work must be pre-approved by the Project Authority and will cover services that are not included in the scheduled work.
- If the cleaner is already on site, emergency work will not be considered an extra.
- Estimated usages are used for evaluation purposes only.

YEAR ONE

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

YEAR TWO

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

YEAR THREE

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

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Annex "E"

Security Requirements Check List

Please refer to attachment titled Annex E - SRCL (E).

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

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

1.2 The Commercial General Liability policy must include the following:

- (a)** Additional Insured: Canada is added as an additional insured, but only with respect to liability arising out of the Contractor's performance of the Contract. The interest of Canada should read as follows: Canada, as represented by Public Works and Government Services Canada.
- (b)** Bodily Injury and Property Damage to third parties arising out of the operations of the Contractor.
- (c)** Products and Completed Operations: Coverage for bodily injury or property damage arising out of goods or products manufactured, sold, handled, or distributed by the Contractor and/or arising out of operations that have been completed by the Contractor.
- (d)** Personal Injury: While not limited to, the coverage must include Violation of Privacy, Libel and Slander, False Arrest, Detention or Imprisonment and Defamation of Character.
- (e)** Cross Liability/Separation of Insureds: Without increasing the limit of liability, the policy must protect all insured parties to the full extent of coverage provided. Further, the policy must apply to each Insured in the same manner and to the same extent as if a separate policy had been issued to each.
- (f)** Blanket Contractual Liability: The policy must, on a blanket basis or by specific reference to the Contract, extend to assumed liabilities with respect to contractual provisions.
- (g)** Employees and, if applicable, Volunteers must be included as Additional Insured.
- (h)** Employers' Liability (or confirmation that all employees are covered by Worker's compensation (WSIB) or similar program)
- (i)** Broad Form Property Damage including Completed Operations: Expands the Property Damage coverage to include certain losses that would otherwise be excluded by the standard care, custody or control exclusion found in a standard policy.
- (j)** Notice of Cancellation: The Insurer will endeavour to provide the Contracting Authority thirty (30) days written notice of policy cancellation.
- (k)** If the policy is written on a claims-made basis, coverage must be in place for a period of at least 12 months after the completion or termination of the Contract.
- (l)** Owners' or Contractors' Protective Liability: Covers the damages that the Contractor becomes legally obligated to pay arising out of the operations of a subcontractor.
- (m)** Non-Owned Automobile Liability - Coverage for suits against the Contractor resulting from the use of hired or non-owned vehicles.

2.0 Automobile Liability Insurance

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

2.2 The policy must include the following:

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

Solicitation No. - N° de l'invitation

EW076-112739/A

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur

edm022

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

EW076-11-2739

File No. - N° du dossier

EDM-0-32879

CCC No./N° CCC - FMS No/ N° VME

Annex "G"

Task Authorization Form PWGSC-TPSGC 572

Pleaes refer to attachment titled Annex G - PWGSC-TPSGC 572 (E).

Annex "H"**Task Authorization Usage Report**

The Contractor must provide quarterly Task Authorization (TA) usage reports . The Contractor agrees that it is their responsibility to implement a system for tracking TAs under this Contract for the purposes of providing usage reports. This is to ensure that the Limitation of Expenditure indicated for "as and when requested" Work under this Contract is not exceeded.

Each Task Authorization Usage Report must include all the completed TAs for goods and services supplied under this Contract.

Task Authorization Usage Report Submission Schedule:

REPORT DUE	WORK PERIOD START DATE	WORK PERIOD END DATE
15 January	01 October	31 December
15 April	01 January	31 March
15 July	01 April	30 June
15 October	01 July	30 September

The Contractor must provide information on each completed TA using the following format:

TA NUMBER	TA DOLLAR VALUE (GST INCLUDED)	CUMULATIVE TA DOLLAR VALUE (GST INCLUDED)	COMMENTS
Total Dollar Value of TAs for this Period:			
Accumulated TAs to Date (Cumulative Dollar Value + Period Dollar Value):			

[] Check this box if you are submitting a NIL **REPORT** (We have not done any business with Canada under this Contract, for this period).

SEND TO:

WST.PA-EDM@pwgsc.gc.ca

Or

Facsimile: (____) ____ - ____

Solicitation No. - N° de l'invitation

EW076-112739/A

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur

edm022

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

EW076-11-2739

File No. - N° du dossier

EDM-0-32879

CCC No./N° CCC - FMS No/ N° VME

Annex "I"

Aboriginal Opportunities Consideration

BONUS POINTS:

The following optional bonus points for Aboriginal benefits allow the Offeror to provide a plan for considerations of local and/or Regional Aboriginal citizens and communities in the identified Comprehensive Land Claim Areas.

An outline of the approach and methodology of the Aboriginal Opportunities Consideration must be detailed in the proposal,

A) ABORIGINAL OPPORTUNITIES CONSIDERATION

ABORIGINAL OPPORTUNITIES	Point Value	Score
Offices: Offeror has an office located in a Comprehensive Land Claim Area (Tlicho Agreement)	2	
Training and Development: Offeror has provided an undertaking of a commitment with respect to delivery of training and/or development programs for local and/or regional Aboriginal citizens. This will be evaluated based on the following criteria: Innovation Long-term Socio-Economic Benefit/Impact Marketable Training/Skills Some ideas include but are not limited to: Apprenticeship Programs Summer employment for College/University students Scholarship funds Partnerships with Training Organizations (i.e. Colleges, Universities, ECO Canada, Mine Training Society)	2	
Community Development: Offeror has provided an undertaking of a commitment with respect to delivery of a community development program for local and/or regional Aboriginal citizens. This will be evaluated based on the following criteria: Innovation Long-term Socio-economic Benefit/Impact Alignment with the Communities' development Plan Some ideas include but are not limited to: Grants Infrastructure Equipment	2	
Labour Recruitment: Offeror provided a plan demonstrating the proposed approach to recruitment and employment of local and/or regional Aboriginal Labor.	2	

<p>The plan should include the proposed methods of recruitment, consultations with the Aboriginals and any local and/or regional Aboriginal citizens currently in employ with the firm.</p> <p>This will be evaluated based on the following criteria:</p> <p>Innovation</p> <p>Level of effort/consultation</p> <p>Socio-Economic Benefit/Impact</p> <p>Level of employment (i.e. Laborer vs. Engineer)</p> <p>Length of employment (i.e. Short term vs. permanent, Full time vs. Part time)</p>		
<p>Sub-contractors/Suppliers: Offeror provided a plan demonstrating the proposed approach to utilizing local and/or regional Aboriginal Subcontractors or Suppliers.</p> <p>The Plan should include but not be limited to:</p> <p>Potential Suppliers (including the Prime Contractor if applicable)</p> <p>List of existing available local and/or regional Aboriginal subs (If applicable)</p> <p>Consultation with local and/or regional Aboriginal Subcontractors/Suppliers</p>	2	
MAXIMUM TOTAL POINTS AVAILABLE	10	

The points obtained from the Aboriginal Opportunities Consideration (AOC) will be applied to the Assessed Offer Price in the following manner:

Point Scale:

10 points	= 5.0% reduction in price for evaluation purposes only
9 points	= 4.5% reduction in price for evaluation purposes only
8 points	= 4.0% reduction in price for evaluation purposes only
7 points	= 3.5% reduction in price for evaluation purposes only
6 points	= 3.0% reduction in price for evaluation purposes only
5 points	= 2.5% reduction in price for evaluation purposes only
4 points	= 2.0% reduction in price for evaluation purposes only
3 points	= 1.5 % reduction in price for evaluation purposes only
2 points	= 1.0% reduction in price for evaluation purposes only
1 points	= 0.5% reduction in price for evaluation purposes only
0 points	= 0.0% reduction in price for evaluation purposes only

Example:

Evaluated Price from the Basis of Payment - \$100,000.00

Points Scored from the Aboriginal Opportunity Consideration - 10 (5% reduction)

Total Evaluated Price = \$95,000.00

Annex "J"**Technical Evaluation Criteria****TECHNICAL EVALUATION CRITERIA**

The proposals will be evaluated on the basis of the following criteria, therefore, bidders are advised to address each area in sufficient depth to show clearly how effectively the work could be done. All bidders are requested to submit the following information in support of meeting the evaluation criteria. It is recommended that the proposal be submitted following the format below. Proposals which do not give sufficient information will be considered non-responsive. The technical proposal should include, but not necessarily be limited to, the following points.

1.0	ORGANIZATION AND MANAGEMENT	POINTS	SCORE
1.1	Team assigned to this Contract: Provide an outline indicating the number of personnel that will be used to carry out the services as specified in the Statement of Work, Annex "A"; the number of personnel should be broken down to reflect the number of superintendents, supervisors/cleaners, day cleaners, evening cleaners and weekend cleaners; indicate key personnel position title and length of time with the Contractor as they relate to assigned roles and responsibilities.	10.0	
1.2	Resolution of Problems: Provide a description of how the you would resolve contentious issues related to the quality of services; how you would remedy the situation if the quality of janitorial services diminished due to a high level of absenteeism (staffing approach).	5.0	
1.3	Equipment List: A list of mechanical equipment, including specifications, age of equipment (not used for assessment but for information purposes only) and quantities, the Contractor will have available to carry out the services. E.g.: vacuums, floor machines, carpet extractors, etc.	5.0	
1.4	Aboriginal Involvement: Provide economic opportunities for Aboriginal people and/or businesses: employment of Aboriginal labour, engagement of Aboriginal services and/or suppliers, on-the-job training or skills development for Aboriginal people.	5.0	
	Maximum: 25 points / Minimum Acceptable score (60%): 15 points		

2.0	CONTRACTOR'S EXPERIENCE		
2.1	<p>Project Reference Checks: Evidence of the Contractor's experience and past performance by referencing a minimum of two (2) projects or contracts satisfactorily rendered for at least six (6) consecutive months within the past three (3) years, wherein the range of janitorial services provided are comparable in size, scope, and complexity to those described in the Request for Proposal. The references must be verifiable.</p> <p>For each reference provided, the Bidder should address the following information:</p> <ul style="list-style-type: none"> •name of organization or company, •name, title, telephone number and facsimile number of contact, •description of project/contract; •approximate size in square meters of the cleanable area of the project/contract, •location of the project/contract, •value of the project/contract •period of the project/contract. <p>If the Bidder submits references in excess of the stated requirement above, only the references up to the identified limit will be assessed.</p>	10.0	
	Maximum: 10 Points / Minimum Acceptable Score (60%): 6 Points		
3.0	HEALTH & SAFETY		
3.1	Health and Safety Practices: describe the type of training provided to employees to maintain a healthy and safe working environment and adhere to all health and safety measures pertaining to accident prevention and fire hazards recommended by National, Provincial and/or Territorial codes and/or prescribed by the authorities having jurisdiction concerning the equipment, work habits, and procedures.	10.0	
3.2	Health and Safety Training: provide a list of employees and type of training they have completed, e.g. Health and Safety, WHMIS, First Aid, other.	10.0	
	Maximum: 20 Points / Minimum Acceptable Score (70%): 14 Points		
4.0	PAST PERFORMANCE:		
4.1	Firm's past performance of contracts for Public Works and Government Services Canada, Western Region.	10.0	
	MAXIMUM TOTAL POINTS AVAILABLE :	65.0	
	MINIMUM ACCEPTABLE TOTAL SCORE: (60%)	39.0	
	TOTAL SCORE:		

ASPEN Apartments		Janitorial Frequency Chart		Routine Cleaning				Major Operations	
Area	Action	D	TW	W	M	E3M	E6M	A	
FLOORS									
Resilient, Tile	Supply and locate bilingual DANGER signs when cleaning								
	Sweep entire floor area	X							
	Remove gum and other foreign residue	X							
	Damp mop entrances, stairs, landings	X							
	Wash floor area		X						
	Machine scrub and refinish						X		
	Strip and reseal							X	
Carpeting, and rugs									
	Vacuum all hallways - all carpeted areas	X							
	Clip loose threads during vacuuming	X							
	Spot clean	X							
	Remove entrance mats, clean both sides & replace			X					
	Steam clean entrance mats					X			
	Steam clean carpets through out building common areas						X		
WALLS									
Painted									
	Remove finger marks, smudges & stains	X							
	Dust baseboards ledges and moldings		X						
	Wash walls completely							X	
CEILINGS									
Acoustical tile									
	Spot clean - report when damaged	X							
	Vacuum loose dirt, dust & cobwebs	X							
Ceilings painted									
	Spot clean	X							
	Vacuum loose dirt, dust, cobwebs	X							
	Wash all ceilings							X	

ASPEN Apartments	Janitorial Frequency Chart		Routine Cleaning		M	Major Operations		
	Area	Action	D	TW		E3M	E6M	
Laundry Room & Janitor Closets		Wash sinks & underside of sinks	X					A
		Clean & disinfect all all surfaces of plumbing fixtures	X					
		Vacuum dryer link traps	X					
		Damp mop floors with disinfectant detergent	X					
		Wash floors under washers and dryers				X		
Laundry Room Misc		Pour cold clean water into floor drains			X			
		Clean shelves, high ledges, window sills, piping		X				
		Clean outsides of washers and dryers		X				
		Empty garbage cans, wipe container clean	X					
Doors		Clean kick plates on doors/ interior & exterior	X					
High Cleaning surfaces above 2.20 m		Dust or vacuum high areas above floor level				X		
STAIRS & LANDINGS		Sweep stairs and landings	X					
		Remove gum and foreign residue	X					
		Damp mop stairs and landings	X					
		Dust hand rails, baseboards, stringers		X				
ENTRANCES & LOBBIES		Clean both sides of glass doors, metal edges	X					
		Remove gum and foreign residue	X					
		Clean surface between bars of foot grills	X					
		Provide additional mopping during wet weather	X					
		Sweep, wash and buff floors		X				
STORAGE ROOMS								
		Sweep and wash floors				X		
		Spot clean walls and doors				X		

ASPEN Apartments		Janitorial Frequency Chart				Routine Cleaning		Major Operations	
Area	Action	D	TW	W	M	E3M	E6M	A	
INTERIOR GLASS	Spot clean all windows, entrance ways	X							
	Clean metal or wood frames with suitable cleaner				X				
DOORS,FRAMES	Clean finger marks off doors & frames			X					
	Dust door grills			X					
	Clean nonmetallic kick plates			X					
	Clean metal kick plates w appropriate cleaner			X					
LIGHT FIXTURES									
	Dry wipe shielding when replacing tubes, bulbs	X							
	Wash interior fixtures including bulbs								X
MISCELLANEOUS fixtures									
	Dust, clean radiators, convection covers	X							
	Dust wall hung fire equipment			X					
	Damp wipe window sills, baseboards			X					
	Vacuum, wash air intake grills						X		
GROUNDS LITTER									
	Pick up litter from entire grounds including parking lots	X							
	See specifications Para 2.6								
GROUNDS KEEPING									
	Upkeep and maintain planted areas	X							
	See specification Para 2.7								
SNOW REMOVAL									
	Remove snow and ice from sidewalks and entrances	X							
	See specifications Para 2.8								

TRADESHOP		Janitorial Frequency Chart				Routine Cleaning				Major Operations		
Area	Action	D	TW	W	M	E3M	E6M	A				
WASHROOM												
Resilient, Tile	Supply and locate bilingual DANGER signs when cleaning											
	Sweep entire floor area			X								
	Remove gum and other foreign residue			X								
	Wash floor area			X								
WALLS												
Painted	Remove finger marks, smudges & stains			X								
	Dust baseboards ledges and moldings			X								
	Wash walls completely								X			
CEILINGS												
Ceilings painted	Spot clean			X								
	Vacuum loose dirt, dust, cobwebs			X								
	Wash all ceilings								X			
DOORS,FRAMES												
	Clean finger marks off doors & frames			X								
	Dust door grills			X								
	Clean nonmetallic kick plates			X								
	Clean metal kick plates w appropriate cleaner			X								
LIGHT FIXTURES												
	Dry wipe shielding when replacing tubes, bulbs			X								
	Wash interior fixtures including bulbs								X			
MISCELLANEOUS												
	Dust, clean radiators, convection covers			X								
	Empty garbage cans, wipe container clean			X								



Government of Canada
Gouvernement du Canada

Contract Number / Numéro du contrat

EW076112739

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		Public Works and Government Services Canada
2. Branch or Directorate / Direction générale ou Direction		AFMS
3. a) Subcontract Number / Numéro du contrat de sous-traitance		3. b) Name and Address of Subcontractor / Nom et adresse du sous-traitant
4. Brief Description of Work / Brève description du travail Janitorial contract for an apartment building in Yellowknife, NT		
5. a) Will the supplier require access to Controlled Goods? Le fournisseur aura-t-il accès à des marchandises contrôlées?		<input checked="" type="checkbox"/> No <input type="checkbox"/> Yes Non Oui
5. b) Will the supplier require access to unclassified military technical data subject to the provisions of the Technical Data Control Regulations? Le fournisseur aura-t-il accès à des données techniques militaires non classifiées qui sont assujetties aux dispositions du Règlement sur le contrôle des données techniques?		<input checked="" type="checkbox"/> No <input type="checkbox"/> Yes Non Oui
6. Indicate the type of access required / Indiquer le type d'accès requis		
6. a) Will the supplier and its employees require access to PROTECTED and/or CLASSIFIED information or assets? Le fournisseur ainsi que les employés auront-ils accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS? (Specify the level of access using the chart in Question 7. c) (Préciser le niveau d'accès en utilisant le tableau qui se trouve à la question 7. c)		<input checked="" type="checkbox"/> No <input type="checkbox"/> Yes Non Oui
6. b) Will the supplier and its employees (e.g. cleaners, maintenance personnel) require access to restricted access areas? No access to PROTECTED and/or CLASSIFIED information or assets is permitted. Le fournisseur et ses employés (p. ex. nettoyeurs, personnel d'entretien) auront-ils accès à des zones d'accès restreintes? L'accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS n'est pas autorisé.		<input type="checkbox"/> No <input checked="" type="checkbox"/> Yes Non Oui
6. c) Is this a commercial courier or delivery requirement with no overnight storage? S'agit-il d'un contrat de messagerie ou de livraison commerciale sans entreposage de nuit?		<input checked="" type="checkbox"/> No <input type="checkbox"/> Yes Non Oui
7. a) Indicate the type of information that the supplier will be required to access / Indiquer le type d'information auquel le fournisseur devra avoir accès		
Canada <input type="checkbox"/>	NATO / OTAN <input type="checkbox"/>	Foreign / Étranger <input type="checkbox"/>
7. b) Release restrictions / Restrictions relatives à la diffusion		
No release restrictions Aucune restriction relative à la diffusion <input type="checkbox"/>	All NATO countries Tous les pays de l'OTAN <input type="checkbox"/>	No release restrictions Aucune restriction relative à la diffusion <input type="checkbox"/>
Not releasable À ne pas diffuser <input type="checkbox"/>		
Restricted to: / Limité à: <input type="checkbox"/>	Restricted to: / Limité à: <input type="checkbox"/>	Restricted to: / Limité à: <input type="checkbox"/>
Specify country(ies): / Préciser le(s) pays:	Specify country(ies): / Préciser le(s) pays:	Specify country(ies): / Préciser le(s) pays:
7. c) Level of information / Niveau d'information		
PROTECTED A PROTÉGÉ A <input type="checkbox"/>	NATO UNCLASSIFIED NATO NON CLASSIFIÉ <input type="checkbox"/>	PROTECTED A PROTÉGÉ A <input type="checkbox"/>
PROTECTED B PROTÉGÉ B <input type="checkbox"/>	NATO RESTRICTED NATO DIFFUSION RESTREINTE <input type="checkbox"/>	PROTECTED B PROTÉGÉ B <input type="checkbox"/>
PROTECTED C PROTÉGÉ C <input type="checkbox"/>	NATO CONFIDENTIAL NATO CONFIDENTIEL <input type="checkbox"/>	PROTECTED C PROTÉGÉ C <input type="checkbox"/>
CONFIDENTIAL CONFIDENTIEL <input type="checkbox"/>	NATO SECRET NATO SECRET <input type="checkbox"/>	CONFIDENTIAL CONFIDENTIEL <input type="checkbox"/>
SECRET SECRET <input type="checkbox"/>	COSMIC TOP SECRET COSMIC TRÈS SECRET <input type="checkbox"/>	SECRET SECRET <input type="checkbox"/>
TOP SECRET TRÈS SECRET <input type="checkbox"/>		TOP SECRET TRÈS SECRET <input type="checkbox"/>
TOP SECRET (SIGINT) TRÈS SECRET (SIGINT) <input type="checkbox"/>		TOP SECRET (SIGINT) TRÈS SECRET (SIGINT) <input type="checkbox"/>



PART A (continued) / PARTIE A (suite)

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

If Yes, indicate the level of sensitivity:

Dans l'affirmative, indiquer le niveau de sensibilité :

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

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

Document Number / Numéro du document :

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

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

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

Special comments:

Commentaires spéciaux :

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

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

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

If Yes, will unscreened personnel be escorted?

Dans l'affirmative, le personnel en question sera-t-il escorté? ☒ No ☐ Yes
Non Oui

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

INFORMATION / ASSETS / RENSEIGNEMENTS / BIENS

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

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

PRODUCTION

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

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

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

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



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																
IT Media / Support TI																
IT Link / Lien électronique																

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

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

☒ No ☐ Yes
Non Oui

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

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

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

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

☒ No ☐ Yes
Non Oui

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

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

Task Authorization Autorisation de tâche

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

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

Contract Number

Enter the PWGSC contract number.

Numéro du contrat

Inscrire le numéro du contrat de TPSGC.

Contractor's Name and Address

Enter the applicable information

Nom et adresse de l'entrepreneur

Inscrire les informations pertinentes

Security Requirements

Enter the applicable requirements

Exigences relatives à la sécurité

Inscrire les exigences pertinentes

Total estimated cost of Task (GST/HST extra)

Enter the amount

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

Inscrire le montant

For revision only

Aux fins de révision seulement

TA Revision Number

Enter the revision number to the task, if applicable.

Numéro de la révision de l'AT

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

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

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

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

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

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

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

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

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

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

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

A. Task Description of the Work required:

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

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

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

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

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

A. Description de tâche des travaux requis :

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

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

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

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

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

B. Basis of Payment:

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

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

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

Option 2:

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

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

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

B. Base de paiement :

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

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

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

Option 2 :

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

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

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

2. Authorization(s):

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

2. Autorisation(s) :

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

3. Contractor's Signature

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

3. Signature de l'entrepreneur

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



Task Authorization Autorisation de tâche

Contract Number - Numéro du contrat

Contractor's Name and Address - Nom et l'adresse de l'entrepreneur	Task Authorization (TA) No. - N° de l'autorisation de tâche (AT)
	Title of the task, if applicable - Titre de la tâche, s'il y a lieu
	Total Estimated Cost of Task (GST/HST extra) Coût total estimatif de la tâche (TPS/TVH en sus) \$

Security Requirements: This task includes security requirements
Exigences relatives à la sécurité : Cette tâche comprend des exigences relatives à la sécurité

☐ No - Non ☐ Yes - Oui If YES, refer to the Security Requirements Checklist (SCRL) included in the Contract
Si OUI, voir la Liste de vérification des exigences relative à la sécurité (LVERS) dans le contrat

▶

For Revision only - Aux fins de révision seulement

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

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

1. Required Work: - Travaux requis :

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

Contract Number - Numéro du contrat

2. Authorization(s) - Autorisation(s)

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

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

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

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

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

Signature

Date

PWGSC Contracting Authority - Autorité contractante de TPSGC

Signature

Date

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

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

Signature

Date