

**RETURN BIDS TO:**  
**RETOURNER LES SOUMISSIONS À:**  
**Bid Receiving Public Works and Government  
Services Canada/Réception des soumissions  
Travaux publics et Services gouvernementaux  
Canada**  
#910, 410-22nd Street East  
Saskatoon  
Sask.  
S7K 5T6  
Bid Fax: (306) 975-5397

**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**

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DOCUMENT CONTAINS A SECURITY  
REQUIREMENT

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<b>Title - Sujet</b> Janitorial Service- Estevan Highway	
<b>Solicitation No. - N° de l'invitation</b> 47768-132695/A	<b>Date</b> 2012-10-09
<b>Client Reference No. - N° de référence du client</b> 47768-132695	
<b>GETS Reference No. - N° de référence de SEAG</b> PW-\$STN-191-4554	
<b>File No. - N° de dossier</b> REG-2-35041 (191)	<b>CCC No./N° CCC - FMS No./N° VME</b>
<b>Solicitation Closes - L'invitation prend fin</b> <b>at - à 02:00 PM</b> <b>on - le 2012-11-19</b>	<b>Time Zone</b> <b>Fuseau horaire</b> Central Standard Time CST
<b>F.O.B. - F.A.B.</b> <b>Plant-Usine:</b> <input type="checkbox"/> <b>Destination:</b> <input checked="" type="checkbox"/> <b>Other-Autre:</b> <input type="checkbox"/>	
<b>Address Enquiries to: - Adresser toutes questions à:</b> Gerstmar, Denise	<b>Buyer Id - Id de l'acheteur</b> stn191
<b>Telephone No. - N° de téléphone</b> (306) 975-8912 ( )	<b>FAX No. - N° de FAX</b> (306) 975-5397
<b>Destination - of Goods, Services, and Construction:</b> <b>Destination - des biens, services et construction:</b> Canada Border Services Agency Customs Port of estevan Box 130 Estevan SK S4A 2A2	

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/Réception  
des soumissions Travaux publics et Services  
gouvernementaux Canada  
#910, 410 - 22nd Street East  
Saskatoon  
Sask.  
S7K 5T6

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

## TABLE OF CONTENTS

### **PART 1 - GENERAL INFORMATION**

1. Security Requirement
2. Statement of Work
3. Debriefings

### **PART 2 - BIDDER INSTRUCTIONS**

1. Standard Instructions, Clauses and Conditions
2. Submission of Bids
3. Enquiries - Bid Solicitation
4. Applicable Laws

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

1. Bid Preparation Instructions

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

1. Evaluation Procedures
2. Basis of Selection
3. Security Requirement

### **PART 5 - CERTIFICATIONS**

1. Code of Conduct Certifications - Certifications Required Precedent to Contract Award
2. Certifications Precedent to Contract Award

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

1. Security Requirement
2. Statement of Work
3. Standard Clauses and Conditions
4. Term of Contract
5. Authorities
6. Payment
7. Invoicing Instructions
8. Certifications
9. Applicable Laws
10. Priority of Documents
11. SACC Manual Clauses
12. Insurance Requirements

#### **List of Annexes:**

Annex A	Statement of Work
Annex B	Basis of Payment
Annex C	Security Requirements Check List
Annex D	Consent to a Criminal Record Verification Form
Annex E	Cleaning Checklists/Forms
Annex F	Estevan Highway Site Plan
Annex G	Generator Maintenance
Annex H	Maintenance Recommendations – Armstrong Linoleum Sheet & Tile
Annex I	Bottled Water Maintenance

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## PART 1 - GENERAL INFORMATION

### 1. Security Requirement

There is a security requirement associated with the requirement. For additional information, consult Part 4 - Evaluation Procedures and Basis of Selection, and Part 6 - Resulting Contract Clauses.

### 2. Statement of Work

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

### 3. Debriefings

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

## PART 2 - BIDDER INSTRUCTIONS

### 1. Standard Instructions, Clauses and Conditions

All instructions, clauses and conditions identified in the bid solicitation by number, date and title are set out in the *Standard Acquisition Clauses and Conditions* (<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 (2012-07-11) Standard Instructions - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the bid solicitation.

The text under Subsection 4 of Section 01 - Code of Conduct and Certifications of 2003 referenced above is replaced by:

Bidders should provide, with their bid or promptly thereafter, a complete list of names of all individuals who are currently directors of the Bidder. If such a list has not been received by the time the evaluation of bids is completed, Canada will inform the Bidder of a time frame within which to provide the information. Failure to provide such a list within the required time frame will render the bid non-responsive. Bidders must always submit the list of directors before contract award.

Canada may, at any time, request that a Bidder provide properly completed and Signed Consent Forms (Consent to a Criminal Record Verification form - PWGSC-TPSGC 229) for any or all individuals named in the aforementioned list within a specified delay. Failure to provide such Consent Forms within the delay will result in the bid being declared non-responsive.

The text under Subsection 5 of Section 01 - Code of Conduct and Certifications of 2003 referenced above is replaced by:

The Bidder must diligently maintain the list up-to-date by informing Canada in writing of any change occurring during the validity period of the bid, and must also provide Canada, when requested, with the corresponding Consent Forms. The Bidder will also be required to diligently maintain the list and when requested, provide Consent Forms during the period of any contract arising from this bid solicitation.

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

Delete: sixty (60) days

Insert: one hundred and 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 Saskatchewan.

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

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## **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 ( 1 hard copy)

Section II: Financial Bid ( 1 hard copy)

Section III: Certifications ( 1 hard copy)

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

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

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

In April 2006, Canada issued a policy directing federal departments and agencies to take the necessary steps to incorporate environmental considerations into the procurement process [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 explain and demonstrate how they propose to meet the requirements and how they will carry out the Work.

#### **Section II: Financial Bid**

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

#### **1.1 SACC Manual Clauses**

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

#### **Section III: Certifications**

Bidders must submit the certifications required under Part 5.

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## PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

### 1. Evaluation Procedures

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

### 1.1 Technical Evaluation

#### 1.1.1 Mandatory Technical Criteria

Failure to meet any of the following mandatory requirements at solicitation closing will render your submission non-compliant and given no further consideration.

- a) Compliance with the terms and conditions contained in this document
- b) Provision of pricing as requested (see Annex B - Basis of Payment)
- c) Ability to perform the full scope of work described (see Annex A - Statement of Work).

### 1.2 Financial Evaluation

SACC Manual Clause A0222T - Evaluation of Price 2010-01-11

Lowest evaluated total will be calculated based on the following formula:

[ [Item 1.1 x 12 months] + [Item 1.2 x 12 hours] + (Item 1.3 x 15 hours) + [ [Item 1.4 x 15 hours] + [Item 1.5 x 5 hours] + [Item 2.1 x 12 months] + [Item 2.2 x 12 hours] + (Item 2.3 x 15 hours) + [ [Item 2.4 x 15 hours] + [Item 2.5 x 5 hours] + [Item 3.1 x 12 months] + [Item 3.2 x 12 hours] + (Item 3.3 x 15 hours) + [ [Item 3.4 x 15 hours] + [Item 3.5 x 5 hours] + [Item 4.1 x 12 months] + [Item 4.2 x 12 hours] + ( Item 4.3 x 15 hours) + [ [Item 4.4 x 15 hours] + [Item 4.5 x 5 hours]= Lowest evaluated total price

Amounts used are for evaluation purposes only.

### 2. Basis of Selection

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

### 3. Security Requirement

- 1. Before award of a contract, the following conditions must be met:
  - (a) the Bidder must hold a valid organization security clearance as indicated in Part 6 - Resulting Contract Clauses;
  - (b) the Bidder's proposed individuals requiring access to classified or protected information, assets or sensitive work site(s) must meet the security requirement as indicated in Part 6 - Resulting Contract Clauses;
  - (c) the Bidder must provide the name of all individuals who will require access to classified or protected information, assets or sensitive work sites.
- 2. Bidders are reminded to obtain the required security clearance promptly. Any delay in the award of a contract to allow the successful bidder to obtain the required clearance will be at the entire discretion of the Contracting Authority.
- 3. For additional information on security requirements, bidders should consult the "[Security Requirements for PWGSC Bid Solicitations - Instructions for Bidders](#)"

(<http://www.tpsgc-pwgsc.gc.ca/app-acq/lc-pl/lc-pl-eng.html#a31>) document on the Departmental Standard Procurement Documents Website.

## PART 5 - CERTIFICATIONS

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

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

### 1. Code of Conduct Certifications - Certifications Required Precedent to Contract Award

1.1 Bidders should provide, with their bids or promptly thereafter, a complete list of names of all individuals who are currently directors of the Bidder. If such a list has not been received by the time the evaluation of bids is completed, the Contracting Authority will inform the Bidder of a time frame within which to provide the information. Bidders must submit the list of directors before contract award, failure to provide such a list within the required time frame will render the bid non-responsive.

The Contracting Authority may, at any time, request that a Bidder provide properly completed and Signed Consent Forms (Consent to a Criminal Record Verification form - PWGSC-TPSGC 229) for any or all individuals named in the aforementioned list within a specified delay. Failure to provide such Consent Forms within the delay will result in the bid being declared non-responsive.

### 2. Certifications Precedent to Contract Award

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

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

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

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

The Bidder or the member of the joint venture

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

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

## 2.2 Former Public Servant Certification

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

### Definitions

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

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

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

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

Former Public Servant in Receipt of a Pension

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

If so, the Bidder must provide the following information:

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

**Work Force Reduction Program**

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

If so, the Bidder must provide the following information:

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

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

**Certification**

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

## PART 6 - RESULTING CONTRACT CLAUSES

### 1. Security Requirement

1. The Contractor/Offeror must, at all times during the performance of the Contract/Standing Offer, hold a valid Designated Organization Screening (DOS), issued by the Canadian Industrial Security Directorate (CISD), Public Works and Government Services Canada (PWGSC).
2. The Contractor/Offeror personnel requiring access to sensitive work site(s) must EACH hold a valid RELIABILITY STATUS, granted or approved by CISD/PWGSC.
3. Subcontracts which contain security requirements are NOT to be awarded without the prior written permission of CISD/PWGSC.
4. The Contractor/Offeror 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).

### 2. Statement of Work

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

### 3. Standard Clauses and Conditions

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

#### 3.1 General Conditions

2010C (2012-07-16), General Conditions - Services (Medium Complexity) apply to and form part of the Contract.

The text under Subsection 4 of Section 27 - Code of Conduct and Certifications of 2010C referenced above is replaced by:

During the entire period of the Contract, the Contractor must diligently update, by written notice to the Contracting Authority, the list of names of all individuals who are directors of the Contractor whenever there is a change. As well, whenever requested by Canada, the Contractor must provide the corresponding Consent Forms.

### 4. Term of Contract

#### 4.1 Period of the Contract

The period of the Contract is from date of Contract to November 30, 2014 inclusive.

#### 4.2 Option to Extend the Contract

The Contractor grants to Canada the irrevocable option to extend the term of the Contract by up to two (2) additional one (1) year periods, from 01 December 2014 to 30 November 2015 and 01 December 2015 to 30 November 2016, under the same conditions. The Contractor agrees that, during the extended period of the Contract, it will be paid in accordance with the applicable provisions as set out in the Basis of Payment.

Canada may exercise this option at any time by sending a written notice to the Contractor at least fifteen (15) calendar days before the expiry date of the Contract. The option may only be exercised by the

Solicitation No. - N° de l'invitation  
47768-132695/A

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur  
stn191

Client Ref. No. - N° de réf. du client  
47768-132695

File No. - N° du dossier  
REG-2-35041

CCC No./N° CCC - FMS No/ N° VME

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Contracting Authority, and will be evidenced for administrative purposes only, through a contract amendment.

## 5. Authorities

### 5.1 Contracting Authority

The Contracting Authority for the Contract is:

Name: Denise Gerstmar  
Title: Supply Officer  
Public Works and Government Services Canada  
Acquisitions Branch  
Address: 910 - 410 22nd Street East, Saskatoon SK S7K 5T6  
Telephone : (306) 975-8912  
Facsimile: (306) 975-5397  
E-mail address: denise.gerstmar@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

The Project Authority for the Contract is:

#### ***To be determined***

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

### 5.3 Contractor's Representative

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

## 6. Payment

### 6.1 Basis of Payment

See Annex B - Basis of Payment

**6.2 Limitation of Expenditure**

1. Canada's total liability to the Contractor under the Contract must not exceed **\$To be inserted by PWGSC at contract award**. Customs duties are included and Goods and Services Tax or Harmonized Sales Tax is extra, if applicable.
2. No increase in the total liability of Canada or in the price of the Work resulting from any design changes, modifications or interpretations of the Work, will be authorized or paid to the Contractor unless these design changes, modifications or interpretations have been approved, in writing, by the Contracting Authority before their incorporation into the Work. The Contractor must not perform any work or provide any service that would result in Canada's total liability being exceeded before obtaining the written approval of the Contracting Authority. The Contractor must notify the Contracting Authority in writing as to the adequacy of this sum:
- (a) when it is 75 percent committed, or
  - (b) four (4) months before the contract expiry date, or
  - (c) as soon as the Contractor considers that the contract funds provided are inadequate for the completion of the Work,
- whichever comes first.
3. If the notification is for inadequate contract funds, the Contractor must provide to the Contracting Authority a written estimate for the additional funds required. Provision of such information by the Contractor does not increase Canada's liability.

**6.3 Monthly Payment**

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

**6.4 SACC Manual Clauses**

A9117C	T1204 - Direct Request by Customer Department	2007-11-30
C0710C	Time and Contract Price Verification	2007-11-30

**7. Invoicing Instructions**

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

Each invoice must be supported by:

- (a) a copy of time sheets to support the time claimed;
2. Invoices must be distributed as follows:
- (a) The original and one (1) copy must be forwarded to the address shown on the call-up document for certification and payment.

**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 Saskatchewan.

## 10. Priority of Documents

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

- (a) the Articles of Agreement;
- (b) the general conditions 2010C (2012-07-16), General Conditions - Services (Medium Complexity);
- (c) Annex A, Statement of Work;
- (d) Annex B, Basis of Payment;
- (e) Annex C, Security Requirements Check List;
- (f) Annex D, Consent to a Criminal Record Verification Form;
- (g) Annex E, Cleaning Checklists/Forms;
- (h) Annex F, Estavan Highway Site Plan;
- (i) Annex G, Maintenance and General Information for Emergency Generators;
- (j) Annex H, Maintenance Recommendations – Armstrong Linoleum Sheet & Tile;
- (k) Annex I, Bottled Water Maintenance;
- (l) the Contractor's bid dated \_\_\_\_\_

## 11. SACC Manual Clauses

A9039C	Salvage	2008-05-12
A9068C	Government Site Regulations	2010-01-11

## 12. Insurance Requirements

The Contractor must comply with the insurance requirements specified in Part 6, Section 12.1 . 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.

## 12.1 Commercial General Liability Insurance

- The  
of  
provided.  
manner and to the  
each.  
contractual
1. The Contractor must obtain Commercial General Liability Insurance, and maintain it in force throughout the duration of the Contract, in an amount usual for a contract of this nature, but for not less than \$2,000,000 per accident or occurrence and in the annual aggregate.
  2. The Commercial General Liability policy must include the following:
    - a. Additional Insured: Canada is added as an additional insured, but only with respect to liability arising out of the Contractor's performance of the Contract. 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 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 Further, the policy must apply to each Insured in the same same extent as if a separate policy had been issued to
    - 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 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.

## ANNEX "A" STATEMENT OF WORK

### **GENERALITIES**

Canada Border Services Agency undertakes to maintain their facilities, as would a prudent landlord, in a state of cleanliness consistent with the intended use. As our facilities are public buildings and grounds, we expect their cleanliness to be beyond reproach.

### **Scope of Work**

The work covered by this specification involves the cleaning of the Customs Border Services Port of Entry Office at **Estevan Highway**. The hours during which the work is to be performed are governed by the requirements of the occupants of the premises. The work shall be executed with a minimum disturbance to the occupant and the general public.

#### **A. Three Times per Week Service Schedule**

1. Sweep and/or vacuum, according to the nature of the floor, the entire office, spot cleaning as necessary.
2. Wash and disinfect all washroom fixtures, accessories, hardware and floors/walls immediately surrounding fixtures. Clean mirrors and wipe splashes off partitions and walls.
3. Replenish paper towels, toilet tissue, soap (liquid or bar) and deodorant blocks in the washrooms – public and staff. Replenish paper towels and soap in staff kitchen, if applicable. (Contractor Supplied).
4. Empty all wastebaskets and garbage receptacles and replace plastic liner as required (when soiled or torn). There is not on-site storage of waste or recycling. Garbage or garbage remains are the responsibility of the contractor and are to be removed from the Port area to a designated landfill site (Contractor will supply the garbage bags). The contractor shall utilize the services of local recycling depots/programs where available to dispose of paper, cardboard, glass, etc.
5. Spot clean all walls, doors, window glass, frames, counters, cabinets, furniture, and fixtures, including light switches as required.
6. When required/requested, clean/wash the exterior examination table (Where applicable).
7. When required, replace burned out light bulbs and fluorescent tubes. Wash the fixture and lens when replacing the bulbs or tubes. This includes all interior fixtures as well as selected exterior light fixtures of the office. This includes lights in the garages, the warehouse and under the canopies. The Contractor will supply the replacement light bulbs.

When required, clean light fixture lenses of accumulated dirt and insects, inside and out

#### **NOTE:**

The contractor will **not** be required to replace bulbs in specialized light fixtures such as Agency owned light standards.

**B. Weekly Service Schedule:**

1. Wash entrances, doors and glass, including all interior glass partitions, both sides, kitchen and all areas of hard surface flooring.  
**NOTE:** Inclement weather conditions and other circumstances will, at times, necessitate additional floor cleaning. The contractor will do this without additional costs for additional trips made, and without being specifically requested.
2. Dust all horizontal surfaces, furniture, fixtures, ledges, counter tops and windowsills, cabinets, baseboards, baseboard heaters (if applicable) and writing desks (if cleared by CBSA employee) etc. Dust all high surfaces.
3. Clean telephones and calculators.
4. Wash, disinfect and wipe dry all kitchen and bathroom waste receptacles, and counter tops.
5. Where applicable, perform required checks, tests and top-ups for the emergency generator, as noted in the maintenance information retained at the Port. The materials will be provided by CBSA. (see Annex G - Maintenance and General Information for Emergency Generator)

**C. Monthly Service Schedule:**

1. Damp wipe vertical surfaces including ledges of desks and counter. Where applicable, use furniture polish on wooden desks.
2. Clean all baseboards.
3. Clean office furnace room. Filters(s) shall be replaced on the first day of each month and must be of a high efficiency, pleated design, having a minimum allergen/contaminant removal rating of 92%.
4. Clean exterior and interior surfaces of all windows facing the canopy.
5. Dust/vacuum window coverings (where applicable).
6. Dust all walls and wood paneling (where applicable).
7. Wash, wax and polish all hard surface floors including entrances, kitchen and all areas with resilient rubber and sheet vinyl flooring (if applicable). (See Annex H - Maintenance Recommendations- Armstrong Linoleum Sheet & Tile)
8. Where applicable - to maintain the optimum performance of the water conditioning equipment, the contractor will apply all elements, filters and chemical additives in full accordance with the equipment manufacturer's specifications. Contractor will be required to supply 100 bags (25 Kg minimum) of softner salt in a year. If additional salt is required, contractor will advise facility officers who will arrange for purchase of additional salt.
9. Where applicable – Vacuum floor of the bond room, under Customs Supervision.
10. Clean/wash exterior air conditioner condensing unit to remove grass clippings, vegetation, fluff, debris, etc. from coil. This service shall be performed as necessary from May to October.
11. To maintain optimum performance of the bottled water dispenser, follow attached bottled water dispenser maintenance instructions. (see Annex I – Bottled Water Maintenance)

**D. Quarterly Cleaning Duties:**

1. Wash and disinfect washroom walls and partitions.
2. Clean exterior and interior surfaces of all windows.
3. Where applicable - Service the furnace humidifier by thoroughly cleaning and removing mineral deposits from all internal components and by changing the humidifier pad bimonthly from September to April. The contractor shall be responsible for starting the humidifier up on the first working day of September and taking it off line at the end of April.
4. Clean the office basement and/or second storey.

**E. Annual and Semi Annual Tasks:**

1. Clean ceiling fans, air grills/diffusers, air vents, heat grills and radiators twice a year (March and November).
2. If applicable - Clean the warehouse as needed or requested by CBSA employee.
3. Dust and wash walls and ceilings (where applicable) in the month of April and prior to painting as requested.
4. Wash all window coverings where applicable (i.e. roller, vertical or horizontal venetian blinds).
5. Wash all light fixtures, including light bulbs and fluorescent tubes once a year, in the month of October.
6. Clean exterior and interior surfaces of kitchen cabinets in April and October. Customs personnel are responsible for the removal and subsequent replacing of the contents of the cabinets.
7. Where applicable, clean interior of Customs out buildings (i.e. secondary inspection garage, utility shed, etc), in the month of September.
8. Thoroughly clean bond room/cabinet under the supervision of Customs personnel (if applicable), in the month of May.
9. Clean/flush out accumulated debris from all eaves troughs and down spouts on Customs Office and out buildings where applicable. This service shall be performed during the month of October. This does not include Customs residential buildings.
10. Strip hard surface floor covering of old wax and re-wax (all areas) in the months of May and October.
11. The contractor will arrange for the services of a commercial carpet-cleaning contractor to antistatic thoroughly clean all carpeted areas and apply carpet stain protection and done at treatment. This service shall be provided in the month of June. This will be CBSA's cost.

**Note:** Inclement weather conditions and other circumstances will, at times, necessitate additional carpet cleaning. The contractor will be responsible for initiating and making advance arrangements with the Customs Area Superintendent to acquire this additional service. The contractor shall invoice CBSA for such additional service(s) at a rate negotiated with and subsequently approved by the CBSA Facilities Officer prior to commencement of additional carpet cleaning.

**F. Grounds**

1. \*Removal of snow and ice from the approaches and sidewalks to the building and under the canopy, including parking area as designated (see Annex F– Site Plan) once daily or as required.

Snow and ice removal shall be completed promptly to eliminate any safety hazards and facilitate normal office operations. The contractor shall be responsible for monitoring accumulations on site. If subsequent snow and ice removal is requested by the Customs Superintendent in any given day, the contractor shall provide, apply and maintain at the same hourly rate specified in the basis of payment, safety sand on all ice covered paved areas until said ice buildup can be satisfactorily removed. The use of deicing salt is prohibited unless prior approval in writing is obtained from Canada Border Services Agency (CBSA) contracting authority. Volcanic ash or pet friendly products have been approved as an alternative to salt.

2. As Required/Requested provides grounds maintenance including the sweeping and/or washing (hosing down) of walkways and paved areas as well as the removal and disposal of road grit, papers and other debris. If this work is in areas outside the canopies and parking areas (see Annex F – Site Plan), the time worked will be reimbursed at the specified hourly rate.

3. Annual pruning of dead branches on surrounding trees and shrubs as requested at the specified hourly rate.

4. \*Cut grass and maintain lawns and flower beds (weed, cultivate, till, edge and water) in the immediate area (see Annex F – Site Plan) of the office as required.

**Note:**

- The maintenance of the lawns shall include control of weeds, trimming of curbed areas and removal of grass cuttings if it has notably accumulated.
- The grass shall be maintained at a height that shall not exceed 10 centimeters before cutting.
- The application of fertilizers shall be at the Agency's request, arranged by the contractor with subsequent costs invoiced to the Agency.

5. Annual or semi-annual cleaning out of material from the incinerator will be provided as requested, at the specified hourly rate.

6. At the request of CBSA, the contractor shall provide and plant bedding plants during the month of May or June (subject to suitable weather). The contractor will invoice costs (with supporting documentation) related to the materials for this service as additional related work to the contract. A maximum cost limit will be established between CBSA Project Authority and the Contractor prior to the start of said work.

7. This contract does not include the residential/secondary grounds unless advised by the Customs Superintendent or Project Authority and payment will be at the specified hourly rate.

\*All material and supplies, labour, equipment and tools required to fully perform lawn care and snow removal as outlined in this contract shall be provided by the contractor. This includes snow blower, mower, shovels, brooms, safety sand, etc.

**G. Additional Requirements:**

1. The Contractor shall schedule and perform all duties and services specified in this contract during the regular working hours of the Customs Office (times subject to the approval of the Customs Area Superintendent).
2. All material and supplies, labour, equipment and tools required to fully perform the duties outlined in this contract shall be provided by the Contractor. All equipment used to perform the work shall be maintained in good repair and is subject to inspection/approval by CBSA at anytime during the contract. Where available, on site storage of equipment, supplies, etc. is subject to the approval of the Customs Area Superintendent.
3. The contractor will report any required maintenance repair items to the Customs Area Superintendent. The Contractor is not responsible for the repairing or arranging for the repair of Crown owned buildings and equipment.
4. The contractor shall provide and post in a readily visible and accessible area of the Customs Office, copies of the Material Safety Data (MSD) sheets for all cleaning supplies used and/or stored on site. (These sheets are available from product suppliers upon request.)
5. Upon the request of CBSA, the Contractor and their employees/designates shall wear a CBSA-provided photo identification card at all times while performing the duties outlined in these specifications.
6. As required - remove any rodents found in traps and dispose of safely.
7. On occasion, the contractor may be required by Customs staff to return later during the same workday to complete duties due to operational requirements (i.e. seizure, investigation, meetings, etc.).
8. Replace Canadian Flag when necessary and requested. Includes occasions when directed by the Agency to fly the flag at half-mast. Flag and rope supplied by CBSA.
9. To facilitate payment for services, the Contractor shall forward along with their monthly invoice, the CBSA fully endorsed service verification log sheets (No payments will be issued until an invoice is received).
10. The Customs building and grounds will be subjected to regular and ongoing inspections by CBSA representatives to ensure that service levels provided under this contract meet Crown expectations
11. The contractor will support future Sustainable Development initiatives as Identified and requested by CBSA, (i.e. Recycling of materials on site).

**NOTE:**

Project Authority or designate may inspect on a regular basis the quality of contractor's work and prepare a report, which may include any deficiencies.

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## ANNEX "B" BASIS OF PAYMENT

All prices are GST extra.

### 1. Year One (1) - From Date of Award to 30 November 2013

1. Labour at all inclusive monthly rate (includes snow removal and grass cutting) \$ \_\_\_\_\_/month
2. Additional Janitorial Work "as required" \$ \_\_\_\_\_/hour
3. Rate for labour of outdoor lawn/gardening maintenance "as required"
  - planting
  - mowing grass
  - application of fertilizer etc.\$ \_\_\_\_\_/hour
4. Rate for additional snow and ice removal services "as required" \$ \_\_\_\_\_/hour
5. Rate for additional Carpet Cleaning Services "as required" \$ \_\_\_\_\_/hour
6. Supplies (i.e. Bedding plants and fertilizer) must be charged at the Contractor's cost plus a mark-up of 10%. The cost must be supported by copies of the contractor's paid invoices being submitted with invoice to CBSA.

### 2. Year Two (2) - 01 December 2013 to 30 November 2014

1. Labour at all inclusive monthly rate (includes snow removal and grass cutting) \$ \_\_\_\_\_/month
2. Additional Janitorial Work "as required" \$ \_\_\_\_\_/hour
3. Rate for labour of outdoor lawn/gardening maintenance "as required"
  - planting
  - mowing grass
  - application of fertilizer etc.\$ \_\_\_\_\_/hour
4. Rate for additional snow and ice removal services "as required" \$ \_\_\_\_\_/hour
5. Rate for additional Carpet Cleaning Services "as required" \$ \_\_\_\_\_/hour
6. Supplies (i.e. Bedding plants and fertilizer) must be charged at the Contractor's cost plus a mark-up of 10%. The cost must be supported by copies of the contractor's paid invoices being submitted with invoice to CBSA.

**3. Option Year One (1) - 01 December 2014 to 30 November 2015**

1. Labour at al all inclusive monthly rate (includes snow removal and grass cutting) \$ \_\_\_\_\_/month
2. Additional Janitorial Work "as required" \$ \_\_\_\_\_/hour
3. Rate for labour of outdoor lawn/gardening maintenance "as required"
  - planting
  - mowing grass
  - application of fertilizer etc. \$ \_\_\_\_\_/hour
4. Rate for additional snow and ice removal services "as required" \$ \_\_\_\_\_/hour
5. Rate for additional Carpet Cleaning Services "as required" \$ \_\_\_\_\_/hour
6. Supplies (i.e. Bedding plants and fertilizer) must be charged at the Contractor's cost plus a mark-up of 10%. The cost must be supported by copies of the contractor's paid invoices being submitted with invoice to CBSA.

**4. Option Year Two (2) - 01 December 2015 to 30 November 2016**

1. Labour at al all inclusive monthly rate (includes snow removal and grass cutting) \$ \_\_\_\_\_/month
2. Additional Janitorial Work "as required" \$ \_\_\_\_\_/hour
3. Rate for labour of outdoor lawn/gardening maintenance "as required"
  - planting
  - mowing grass
  - application of fertilizer etc. \$ \_\_\_\_\_/hour
4. Rate for additional snow and ice removal services "as required" \$ \_\_\_\_\_/hour
5. Rate for additional Carpet Cleaning Services "as required" \$ \_\_\_\_\_/hour
6. Supplies (i.e. Bedding plants and fertilizer) must be charged at the Contractor's cost plus a mark-up of 10%. The cost must be supported by copies of the contractor's paid invoices being submitted with invoice to CBSA.

Solicitation No. - N° de l'invitation

47768-132695/A

Amd. No. - N° de la modif.

File No. - N° du dossier

REG-2-35041

Buyer ID - Id de l'acheteur

stn191

CCC No./N° CCC - FMS No/ N° VME

47768-132695

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**ANNEX "C"**  
**SECURITY REQUIREMENTS CHECK LIST**

See attached

Solicitation No. - N° de l'invitation

47768-132695/A

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stn191

CCC No./N° CCC - FMS No/ N° VME

47768-132695

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**ANNEX "D"**  
**CONSENT TO A CRIMINAL RECORD VERIFICATION FORM**

See attached.

Solicitation No. - N° de l'invitation

47768-132695/A

Amd. No. - N° de la modif.

File No. - N° du dossier

REG-2-35041

Buyer ID - Id de l'acheteur

stn191

CCC No./N° CCC - FMS No/ N° VME

47768-132695

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**ANNEX "E"**  
**CLEANING CHECKLISTS/FORMS**

See attached.

Solicitation No. - N° de l'invitation

47768-132695/A

Amd. No. - N° de la modif.

File No. - N° du dossier

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stn191

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**ANNEX "F"**  
**ESTEVAN HIGHWAY SITE PLAN**

See attached.

## **ANNEX "G"**

### **MAINTENANCE AND GENERAL INFORMATION FOR EMERGENCY GENERATOR**

#### **Monthly:**

Inspect fuel lines and connections for leaks or loose fittings. Inform facility officers if lines are loose or leaking so the dealer can be advised to repair.

Check oil level. Supply oil and top up as required using synthetic 5W-30 only. Note oil to be checked every 24 hours during continuous operation. Oil and filter will be changed on a yearly basis as part of the yearly servicing by the dealer.

Inspect and remove any debris from cooling system enclosure louvers.

Inspect and remove any corrosion on battery. Tighten and clean terminals if necessary.

Inspect air cleaner for dirt or debris and remove. If excessive dirt has built up inform facility officers to have filter changed by dealer. Filter will be changed on a yearly basis as part of the yearly servicing by the dealer.

Watch for excess vibration, excess noise, leaks or abnormal temperature levels and inform facility officers if something is wrong.

#### **Yearly:**

Inspect spark plugs and wires and ensure nothing is loose or broken. Inform facility officers if there is a problem so the dealer can be advised to repair.

Wash and wax enclosure using automotive soaps and waxes. Spray engine linkages with WD-40.

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## **ANNEX "H"**

### **MAINTENANCE RECOMMENDATIONS – ARMSTRONG LINOLEUM SHEET & TILE (Marmorette, Granette, Decorette, Colorette, Linorette, Uni Walton, Linodur)**

#### **Read Before You Begin Regular Maintenance:**

Because Linoleum is made primarily of natural raw materials (linseed oil, cork, jute and natural reging) the use of excess amounts of liquid during maintenance procedures should be avoided. In addition any maintenance solutions must be 10 pH or less. The use of highly alkaline or solveneted (over 10 pH) solutions or abrasive materials may damage the linoleum.

In areas where the linoleum will be exposed to heavy traffic and/or staining agents the application of a stain-resistant sealer is highly recommended. The use of walk-off mats at all entrances is also highly recommended.

#### **Initial Protection:**

The typical construction site involves various tradespeople and an equal variety of dirt, soils, traffic and stains all of which can damage the unprotected flooring. The application of several coats of polish immediately after installation will help protect the new flooring from construction traffic.

Do not wet wash, scrub or strip the floor for at least four or five days after installation (this prevents excess moisture from interfering with the seam treatments and adhesive bond).

#### **Initial Maintenance After Installation:**

1. Sweep or vacuum thoroughly
2. Damp mop with a natural detergent solution such as Armstrong S 485 Floor Cleaner at 3 to 4 ounces per gallon while carefully scrubbing black marks and excessive soil.
3. Apply two coats of a high quality commercial floor polish such as Armstrong S-480 Floor Polish

#### **Continuing Regular Maintenance:**

1. Sweep or vacuum frequently.
2. Damp mop or lightly scrub the floor with the appropriate pads or brushes using a neutral detergent solution such as Armstrong S-485 Floor Cleaner at 3 to 4 ounces per gallon.
3. If there is sufficient (three to five coats) polish remaining on the floor buff, spay-buff or burnish to restore glow.

#### **Preparation for Commercial Traffic:**

1. Scrub the floor with a neutral detergent solution such as Armstrong S-485 Floor Cleaner at 4 to 6 ounces per gallon and a scrubbing pad (3M blue/green or equal) or equivalent brushes. If the floor is badly soiled and/or scratched strip it using the same procedure but substituting a stripping solution with 10 pH or less. Do not use Armstrong S-480 Floor Stripper.
2. Thoroughly rinse floor and allow it to dry.
3. Apply three to five coats of a high-quality commercial floor polish such as Armstrong S-480 Floor Polish. The use of a high-quality stain-resistant sealer such as Armstrong S-485 Floor Sealer should be considered in areas of high traffic, high soil load or high staining potential.

#### **Stripping:**

1. Strip the floor only when necessary following procedures outlined under Preparation for Commercial Traffic above. Do not scrub and/or no rinse strippers on Armstrong linoleum.

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## ANNEX "I"

### BOTTLED WATER DISPENSER MAINTENANCE

**Cleaning your water cooler:**

1. Unplug cord from electrical outlet of cooler.
2. Remove empty bottle.
3. Drain water from stainless steel reservoir(s) through faucet(s).
4. Prepare a disinfecting solution by adding one-tablespoon (15 mL) household bleach to one Imperial gallon (4.5 L) of water solution. (This solution should not contain less than 100 ppm available chlorine.)

**OR**

Some companies suggest using one part vinegar to three parts water solution to clean the reservoir of scale before cleaning with bleach.

Check your manual.

**NOTE:** Other disinfecting solutions may be suitable. Please check with your water cooler supplier.

5. Wash reservoir thoroughly with bleach solution and let stand for not less than two minutes (to be effective) and not more than five minutes (to prevent corrosion).
6. Drain bleach solution from reservoir through faucet(s).
7. Rinse reservoir thoroughly with clean tap water, draining water through faucets, to remove traces of the bleach solution.

**NOTE:** Clean your bottled water cooler with every bottle change.

**Drip Tray (located under faucets):**

1. Lift off drip tray.
2. Remove the screen and wash both tray and screen in mild detergent.
3. Rinse well in clean tap water and replace on cooler.

**Replacing Bottle:**

1. Wash hands with soap and warm water before handling. If you choose to use clean protective gloves (ex. latex), discard or disinfect after each use and prior to reuse.  
**NOTE:** Protective gloves should never replace proper hand washing and hygiene.
2. Wipe the top and neck of the new bottle with a paper towel dipped in household bleach solution (1 tablespoon (15 mL) of bleach, 1 gallon (4.5 L) of water). Rubbing alcohol may also be used, but must be completely evaporated before placing the bottle in the cooler
3. Remove cap from new bottle.
4. Place new bottle on cooler.

[1] Adapted from instructions provided by Ken Orom, Calgary Board of Education, and Ken Reynolds, Calgary Health Services



Contract Number / Numéro du contrat <b>47768-132695</b>
Security Classification / Classification de sécurité

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

**PART A - CONTRACT INFORMATION / PARTIE A - INFORMATION CONTRACTUELLE**

<p>1. Originating Government Department or Organization / Ministère ou organisme gouvernemental d'origine <b>Canada Border Services Agency</b></p>	<p>2. Branch or Directorate / Direction générale ou Direction <b>PPID Regina, Fixed Infrastructure</b></p>			
<p>3. a) Subcontract Number / Numéro du contrat de sous-traitance</p>	<p>3. b) Name and Address of Subcontractor / Nom et adresse du sous-traitant</p>			
<p>4. Brief Description of Work / Brève description du travail <b>Janitorial services - Port of Estevan Highway, Sask.</b></p>				
<p>5. a) Will the supplier require access to Controlled Goods? Le fournisseur aura-t-il accès à des marchandises contrôlées? <span style="float: right;"><input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui</span></p>				
<p>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? <span style="float: right;"><input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui</span></p>				
<p>6. Indicate the type of access required / Indiquer le type d'accès requis</p>				
<p>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) <span style="float: right;"><input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui</span></p>				
<p>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. <span style="float: right;"><input type="checkbox"/> No / Non <input checked="" type="checkbox"/> Yes / Oui</span></p>				
<p>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? <span style="float: right;"><input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui</span></p>				
<p>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</p> <table style="width: 100%; border: none;"> <tr> <td style="text-align: center; width: 33%;">Canada <input type="checkbox"/></td> <td style="text-align: center; width: 33%;">NATO / OTAN <input type="checkbox"/></td> <td style="text-align: center; width: 33%;">Foreign / Étranger <input type="checkbox"/></td> </tr> </table>		Canada <input type="checkbox"/>	NATO / OTAN <input type="checkbox"/>	Foreign / Étranger <input type="checkbox"/>
Canada <input type="checkbox"/>	NATO / OTAN <input type="checkbox"/>	Foreign / Étranger <input type="checkbox"/>		
<p>7. b) Release restrictions / Restrictions relatives à la diffusion</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 33%; border: none;"> <p>No release restrictions / Aucune restriction relative à la diffusion <input type="checkbox"/></p> <p>Not releasable / À ne pas diffuser <input type="checkbox"/></p> <p>Restricted to: / Limité à: Specify country(ies): / Préciser le(s) pays: <input type="checkbox"/></p> </td> <td style="width: 33%; border: none;"> <p>All NATO countries / Tous les pays de l'OTAN <input type="checkbox"/></p> <p>Restricted to: / Limité à: Specify country(ies): / Préciser le(s) pays: <input type="checkbox"/></p> </td> <td style="width: 33%; border: none;"> <p>No release restrictions / Aucune restriction relative à la diffusion <input type="checkbox"/></p> <p>Restricted to: / Limité à: Specify country(ies): / Préciser le(s) pays: <input type="checkbox"/></p> </td> </tr> </table>		<p>No release restrictions / Aucune restriction relative à la diffusion <input type="checkbox"/></p> <p>Not releasable / À ne pas diffuser <input type="checkbox"/></p> <p>Restricted to: / Limité à: Specify country(ies): / Préciser le(s) pays: <input type="checkbox"/></p>	<p>All NATO countries / Tous les pays de l'OTAN <input type="checkbox"/></p> <p>Restricted to: / Limité à: Specify country(ies): / Préciser le(s) pays: <input type="checkbox"/></p>	<p>No release restrictions / Aucune restriction relative à la diffusion <input type="checkbox"/></p> <p>Restricted to: / Limité à: Specify country(ies): / Préciser le(s) pays: <input type="checkbox"/></p>
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Government of Canada / Gouvernement du Canada

Contract Number / Numéro du contrat <b>40768-132695</b>
Security Classification / Classification de sécurité

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

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



Contract Number / Numéro du contrat
Security Classification / Classification de sécurité

**PART A (continued) / PARTIE A (suite)**

8. Will the supplier require access to PROTECTED and/or CLASSIFIED COMSEC information or assets?  
Le fournisseur aura-t-il accès à des renseignements ou à des biens COMSEC désignés PROTÉGÉS et/ou CLASSIFIÉS?  
If Yes, indicate the level of sensitivity.  
Dans l'affirmative, indiquer le niveau de sensibilité:

No / Non  Yes / Oui

9. Will the supplier require access to extremely sensitive INFOSEC information or assets?  
Le fournisseur aura-t-il accès à des renseignements ou à des biens INFOSEC de nature extrêmement délicate?

No / Non  Yes / Oui

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

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

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

<input checked="" type="checkbox"/> RELIABILITY STATUS / COTE DE FIABILITE	<input type="checkbox"/> CONFIDENTIAL / CONFIDENTIEL	<input type="checkbox"/> SECRET / SECRET	<input type="checkbox"/> TOP SECRET / TRES SECRET
<input type="checkbox"/> TOP SECRET - SIGINT / TRES SECRET - SIGINT	<input type="checkbox"/> NATO CONFIDENTIAL / NATO CONFIDENTIEL	<input type="checkbox"/> NATO SECRET / NATO SECRET	<input type="checkbox"/> COSMIC TOP SECRET / COSMIC TRES SECRET
<input type="checkbox"/> SITE ACCESS / ACCES 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?  
If Yes, will unscreened personnel be escorted?  
Dans l'affirmative, le personnel en question sera-t-il escorté?

No / Non  Yes / Oui  
 No / Non  Yes / Oui

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

**INFORMATION / ASSETS / RENSEIGNEMENTS / BIENS**

11. a) Will the supplier be required to receive and store PROTECTED and/or CLASSIFIED information or assets on its site or premises?  
Le fournisseur sera-t-il tenu de recevoir et d'entreposer sur place des renseignements ou des biens PROTÉGÉS et/ou CLASSIFIÉS?

11. b) Will the supplier be required to safeguard COMSEC information or assets?  
Le fournisseur sera-t-il tenu de protéger des renseignements ou des biens COMSEC?

No / Non  Yes / Oui  
 No / Non  Yes / Oui

**PRODUCTION**

11. c) Will the production (manufacture, and/or repair and/or modification) of PROTECTED and/or CLASSIFIED material or equipment occur at the supplier's site or premises?  
Les installations du fournisseur serviront-elles à la production (fabrication et/ou réparation et/ou modification) de matériel PROTÉGÉ et/ou CLASSIFIÉ?

No / Non  Yes / Oui

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

11. d) Will the supplier be required to use its IT systems to electronically process, produce or store PROTECTED and/or CLASSIFIED information or data?  
Le fournisseur sera-t-il tenu d'utiliser ses propres systèmes informatiques pour traiter, produire ou stocker électroniquement des renseignements ou des données PROTÉGÉS et/ou CLASSIFIÉS?

11. e) Will there be an electronic link between the supplier's IT systems and the government department or agency?  
Disposera-t-on d'un lien électronique entre le système informatique du fournisseur et celui du ministère ou de l'agence gouvernementale?

No / Non  Yes / Oui  
 No / Non  Yes / Oui



Contract Number / Numéro du contrat
Security Classification / Classification de sécurité

**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 RESTRICTION	NATO CONFIDENTIAL / NATO CONFIDENTIEL	NATO SECRET	CODED TOP SECRET / CODED TRÈS SECRET	PROTECTED / PROTÉGÉ			CONFIDENTIAL / CONFIDENTIEL	SECRET	TOP SECRET / TRÈS SECRET
											A	B	C			
Information / Assets / renseignements / biens																
Production																
IT Media / Support IT																
IT Link / Lien électronique																

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

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

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

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



Government of Canada / Gouvernement du Canada

Contract Number / Numéro du contrat
Security Classification / Classification de sécurité

PART D - AUTHORIZATION / PARTIE D - AUTORISATION			
13. Organization Project Authority / Chargé de projet de l'organisme			
Name (print) - Nom (en lettres imprimées) Lyle Simonson		Title - Titre Facilities/Telecommunications Officer	Signature <i>Lyle Simonson</i>
Telephone No. - N° de téléphone 306-780-8372	Facsimile No. - N° de télécopieur 306-780-7750	E-mail address - Adresse courriel lyle.simonson@cbas.gc.ca	Date Nov. 10, 2011
14. Organization Security Authority / Responsable de la sécurité de l'organisme			
Name (print) - Nom (en lettres imprimées) <i>Kim Spence</i>		Title - Titre <i>AS/Security Manager</i>	Signature <i>Kim Spence</i>
Telephone No. - N° de téléphone <i>306-984-6533</i>	Facsimile No. - N° de télécopieur <i>306-984-3077</i>	E-mail address - Adresse courriel <i>kim.spence@cbas.gc.ca</i>	Date <i>20 DEC 2011</i>
15. Are there additional instructions (e.g. Security Guide, Security Classification Guide) attached? <i>CBAS-SEC-06-03</i> <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes <input type="checkbox"/> Out			
16. Procurement Officer / Agent d'approvisionnement			
Name (print) - Nom (en lettres imprimées) <i>Allan Wilke</i>		Title - Titre <i>Supply Officer</i>	Signature <i>Allan Wilke</i>
Telephone No. - N° de téléphone <i>306-780-6745</i>	Facsimile No. - N° de télécopieur <i>306-780-5601</i>	E-mail address - Adresse courriel <i>allan.wilke@pwgsc.gc.ca</i>	Date <i>July 11, 2012</i>
17. Contracting Security Authority / Autorité contractante en matière de sécurité			
Name (print) - Nom (en lettres imprimées)		Title - Titre	Signature <i>Jacques Saumur</i>
Telephone No. - N° de téléphone	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel	Date <i>28-JUNE-2012</i>

Jacques Saumur  
 Contract Security Officer, Contract Security Division  
 Jacques.Saumur@pwgsc-pwgsc.gc.ca  
 Tel/Tél - 613-948-1732 / Fax/Télex - 613-954-4171

Security Classification / Classification de sécurité
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FOR GOVERNMENT USE ONLY POUR USAGE DU GOUVERNEMENT SEULEMENT	
Special Investigations Directorate File No. N° de dossier de la Direction des enquêtes spéciales	Date Received (Y-A M D-J) Date de réception

## CONSENT TO A CRIMINAL RECORD VERIFICATION CONSENTEMENT À LA VÉRIFICATION DE L'EXISTENCE D'UN CASIER JUDICIAIRE

This form must be completed and signed by each individual who is currently on the Board of Directors of the Bidder/Offeror/Supplier and provided with the Bid/Offer/Arrangement.  
Le présent formulaire doit être rempli et signé par chaque membre du conseil d'administration du soumissionnaire/de l'offrant/du fournisseur et fourni avec la soumission/l'offre/l'arrangement.

<b>A</b>	<b>PRIVACY ACT STATEMENT ÉNONCÉ CONCERNANT LA LOI SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS</b>
----------	---

The personal information requested on this form is collected under the authority of subsection 750(3) of the *Criminal Code*, paragraph 42(1(c)) of the *Financial Administration Act*, and sections 7 and 21 of the *Department of Public Works and Government Services Act*. The information will be used for validating the criminal conviction certifications necessary for obtaining or maintaining a procurement instrument. It may be shared with other government departments, agencies, as well as provincial, territorial, and federal courts, within the limits of what is required to conduct the criminal conviction verification.

Les renseignements personnels demandés dans le présent formulaire sont recueillis en vertu du paragraphe 750(3) du *Code criminel*, du paragraphe 42(1(c)) de la *Loi sur la gestion des finances publiques* et des articles 7 et 21 de la *Loi sur le ministère des Travaux publics et des Services gouvernementaux*. Ces renseignements seront utilisés pour valider les attestations de condamnation au criminel nécessaires pour obtenir ou conserver un instrument d'approvisionnement. Les renseignements peuvent être diffusés à d'autres ministères et organismes fédéraux, ainsi qu'à des tribunaux provinciaux, territoriaux et fédéraux, dans les limites de ce qui est requis pour la vérification des condamnations au criminel.

A refusal to provide information will result in the bid/offer/arrangement being rejected or the contract terminated, the standing offer being set-aside or the supply arrangement being cancelled, as applicable.

À défaut de fournir les renseignements demandés, la soumission/l'offre/l'arrangement sera rejeté ou le contrat résilié, l'offre à commandes sera mise de côté ou l'arrangement en matière d'approvisionnement sera annulé, selon le cas.

The personal information is described in personal information bank PWGSC PPU 184 - Integrity Assessment Program. Individuals have a right of access to, correction of and protection of their information in accordance with the *Privacy Act*.

Les renseignements personnels sont décrits dans les fichiers de renseignement personnels n° TPSGC PPU 184 - Programme de l'évaluation de l'intégrité. Les personnes ont le droit d'accéder aux renseignements personnels qui les concernent, ainsi que de les faire corriger ou protéger, conformément à la *Loi sur la protection des renseignements personnels*.

<b>B</b>	<b>BIOGRAPHICAL INFORMATION - Must be completed by the individual RENSEIGNEMENTS BIOGRAPHIQUES - À remplir par l'individu</b>
----------	---

Family Name (Last Name) - Nom (de famille)	Family Name at Birth - Nom de famille à la naissance
Full Given Names (No initials) - Prénoms au complet (aucune initiale)	
All other previously used names (i.e. maiden name, previously married names, legal name change, nicknames) Tout autre nom utilisé (tel que nom de jeune fille, noms maritaux précédents, changement de nom légaux, sobriquets)	
Gender - Sexe <input type="checkbox"/> Male / Masculin <input type="checkbox"/> Female / Féminin	Date of Birth - Date de naissance (Y-A M D-J)

**Current Residential Information  
Information résidentielle actuelle**

Apartment No. - N° d'appartement	Street No. - N° civique	Street Name - Nom de la rue	
City - Ville	Province	Postal Code - Code postal	

<b>C</b>	<b>CONSENT - Must be signed by the individual CONSENTEMENT - Doit être signé par l'individu</b>
----------	---

I, the undersigned, confirm that I have read and understand the above *Privacy Act* statement and that I consent to the collection and use of my personal information as described therein.

Je, soussigné, confirme avoir pris connaissance de l'Énoncé concernant la *Loi sur la protection des renseignements personnels* et consens à la collecte et à l'utilisation des renseignements personnels fournis aux présentes.

Signature	
Print Name - Nom en lettres moulées	Date (Y-A M D-J)

<b>D</b>	<b>ADMINISTRATIVE INFORMATION - Internal Government Use Only RENSEIGNEMENTS ADMINISTRATIFS - Pour usage interne du gouvernement seulement</b>
----------	---

Requesting Branch/Sector/Directorate/Division - Direction générale/Secteur/Direction/Division requérante

Solicitation/Proposed Contract No. - N° de la demande de soumission/N° du contrat	Date of Request (Y-A M D-J) Date de la demande
Requesting Contact Person - Personne-ressource requérante	Contact Person Tel. No. - N° de tél. de la personne-ressource



**Port of Estevan Highway**

Month of \_\_\_\_\_

**Weekly Services**

(verify service by noting completion dates and initials)

<b>Service</b>	<b>Week 1</b>	<b>Week 2</b>	<b>Week 3</b>	<b>Week 4</b>	<b>Inspector's Initials</b>
<b>Wash Floors</b>					
<b>Clean telephone, calculators</b>					
<b>Dusting</b>					
<b>Wash Counter tops</b>					
<b>Wash and disinfect waste receptables</b>					

**Port of Estevan  
Highway**

Month of \_\_\_\_\_

**Monthly Services**

(verify service by noting completion dates and initials)

<b>Service</b>	<b>Date Completed</b>	<b>Inspector's Initials</b>
Clean desks & counters		
Clean baseboards		
Clean furnace room, replace furnace filter(s)		
Clean exterior & interior of windows facing canopy		
Dust/vacuum window coverings, wood panels/walls		
Wash/wax hard surface flooring areas		
Vacuum bond room floor		
Clean A/C condensing unit as required, May to October		
Service water conditioning equipment (if applicable)		
Service bottled water equipment (if applicable)		

**Port of Estevan Highway**

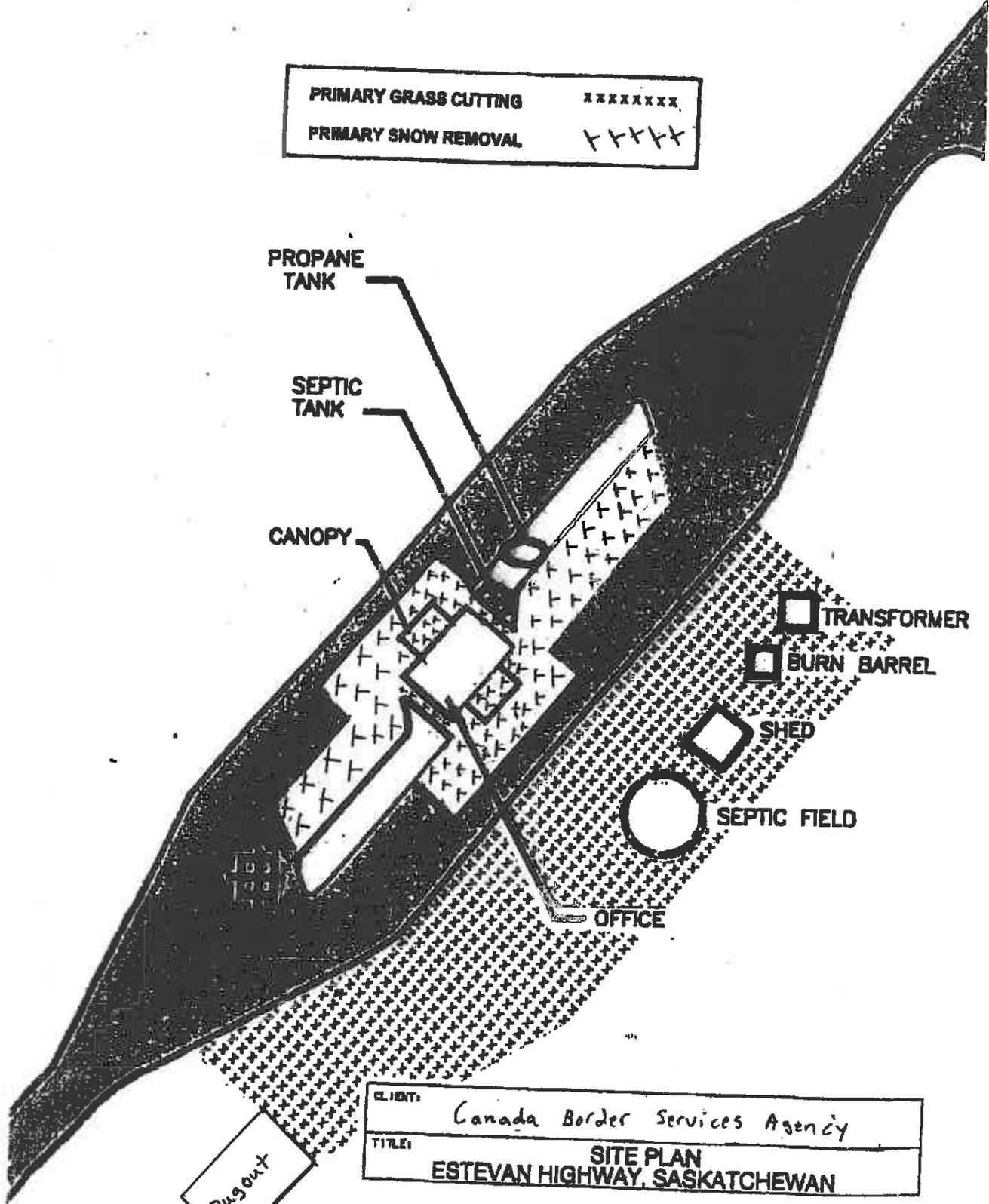
Month of

**Quarterly, Semi-Annual or Annual Duties**

(verify service by noting completion dates and initials)

Service	Date Completed/ Initials	Date Completed/ Initials	Date Completed/ Initials	Date Completed/ Initials
Wash/disinfect all washroom walls	January	April	July	October
Clean interior and exterior window surfaces	January	April	July	October
Service Humidifier	September	November	February	April
Clean office basement	February	May	August	November
Clean air vents, diffusers and grills, ceiling fans	March		November	
Clean bookcases/shelves	May		October	
Carpet cleaning	May		November	
Strip hard surface floors and re wax (all areas)	May		October	
Clean Kitchen cabinets	April		October	
Clean window coverings	April			
Dust/wash walls & ceiling	April			
Tree Pruning	April			
Clean bond/cabinet room	May			
Clean light fixtures	October			
Clean eavestroughs	October			
Clean storage shed(s)	September			

PRIMARY GRASS CUTTING	*****
PRIMARY SNOW REMOVAL	T T T T T



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CLIENT:	Canada Border Services Agency
TITLE:	SITE PLAN ESTEVAN HIGHWAY, SASKATCHEWAN