

RETURN BIDS TO:
RETOURNER LES SOUMISSIONS À:
**Travaux publics et Services gouvernementaux
Canada**
Place Bonaventure, portail Sud-Est
800, rue de La Gauchetière Ouest
7 ième étage
Montréal
Québec
H5A 1L6
FAX pour soumissions: (514) 496-3822

INVITATION TO TENDER
APPEL D'OFFRES

**Tender 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.

**Soumission 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 et sur toute feuille ci-annexée, au(x) prix indiqué(s).

Comments - Commentaires

"There is a security requirement associated with this requirement.

« Ce besoin comporte des exigences relatives à la sécurité"

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


Issuing Office - Bureau de distribution
Travaux publics et Services gouvernementaux Canada
Place Bonaventure, portail Sud-Est
800, rue de La Gauchetière Ouest
7 ième étage
Montréal
Québec
H5A 1L6

Title - Sujet Nettoyer systèmes de ventilation	
Solicitation No. - N° de l'invitation 51307-121005/A	Date 2012-12-17
Client Reference No. - N° de référence du client 51307-12-1005	GETS Ref. No. - N° de réf. de SEAG PW-\$MTC-025-12223
File No. - N° de dossier MTC-2-35165 (025)	CCC No./N° CCC - FMS No./N° VME
Solicitation Closes - L'invitation prend fin at - à 02:00 PM on - le 2013-01-21	
Time Zone Fuseau horaire Heure Normale du l'Est HNE	
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: Couture, Danielle	Buyer Id - Id de l'acheteur mtc025
Telephone No. - N° de téléphone (514) 496-3863 ()	FAX No. - N° de FAX (514) 496-3822
Destination - of Goods, Services, and Construction: Destination - des biens, services et construction: MINISTERE DES AFFAIRES DES ANCIENS COMBATTANTS Achats et Magasins Anciens combattants Canada Hopital Ste-Anne 305 BLVD ANCIENS COMBATTANTS STE ANNE D BELLEVUE Québec H9X 1Y9 Canada	

Instructions: See Herein

Instructions: Voir aux présentes

Delivery Required - Livraison exigée .	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

<div>  <div>Public Works and Government Services Canada</div> </div>		Travaux publics et Services gouvernementaux Canada		N° du document51307-121005/A		Part - Partie 1 of - de 2	
				See Part 2 for Clauses and Conditions Voir Partie 2 pour Clauses et Conditions			
Item Article	Description	Dest. Code Dest.	Inv. Code Fact.	Qty Qté	U. of I. U. de D.	Unit Price/Prix unitaire FOB/FAM Destination Plant/Usine	Delivery Req. Livraison Req. Del. Offered Liv. offerte
1	Nettoyer systèmes de ventilation	51307	51307	1	EA	\$XXXXXXXXXXXX	

"There is a security requirement associated with this requirement.

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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 described in this contract involves the provision of all the labour, tools and materials required to clean the ventilation systems, air ducts, coils, blowers, kitchen exhaust hoods and air conditioning units as detailed in the specifications Annex "A" for the Ste-Anne's Hospital, Veterans Affairs, Ste-Anne-de-Bellevue, Quebec.

3. Debriefings

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

PART 2 - BIDDER INSTRUCTIONS**1. Standard Instructions, Clauses and Conditions**

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

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

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

1.1 Optional Site Visit

It is strongly recommended that the Bidder or a representative of the Bidder visit the work site. Arrangements have been made for a tour of the work site. **The site visit will be held on January 10, 2013 at 10:00 a.m. at the Ste-Anne's Hospital, Veterans Affairs, 305 boulevard des Anciens Combattants,(Employees'Entrance, Pavillon Edith-Temple) Ste-Anne-de-Bellevue, Quebec.**

Bidders are requested to communicate with the Contracting Officer two (2) days before the scheduled visit to confirm attendance and provide the name(s) of the person(s) who will attend. Bidders may be requested to sign an attendance form. Bidders who do not attend or send a representative will not be given an alternative appointment but they will not be precluded from submitting a bid. Any clarifications or changes to the bid solicitation resulting from the site visit will be included as an amendment to the bid solicitation.

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 five (5) calendar days before the bid closing date. Enquiries received after that time may not be answered.

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

4. Applicable Laws

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

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. Performance Evaluation

Bidders shall take note that the performance of the Contractor during and upon completion of the work shall be evaluated by Canada. The evaluation shall be based on the quality of workmanship; timeliness of completion of the work; project management, contract management and management of health and safety. Should the Contractor's performance be considered unsatisfactory, the Contractor's bidding privileges on future work may be suspended indefinitely.

The form PWGSC-TPSGC 2913, SELECT - Contractor Performance Evaluation Report Form, is used to record the performance.

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 copie)

Section II: Financial Bid (1 hard copie)

Section III: Certifications (1 hard copie)

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)

(<http://www.tpsgc-pwgsc.gc.ca/ecologisation-greening/achats-procurement/politique-policy-eng.html>). To assist Canada in reaching its objectives, bidders should:

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

Section I: Technical Bid

In their technical bid, bidders should explain and demonstrate how they propose to meet the requirements and how they will carry out the Work.

Section II: Financial Bid

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

Section III: Certifications

Bidders must submit the certifications required under Part 5.

PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

1. Evaluation Procedures

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

1.1 Technical Evaluation

1.1.1 Mandatory Technical Criteria

See Annex "C"

1.2 Financial Evaluation

The price of the bid will be evaluated in Canadian dollars, the Goods and Services Tax or the Harmonized Sales Tax excluded, FOB destination, Canadian customs duties and excise taxes included.
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2. Basis of Selection

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

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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.

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MTC-2-35165

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

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

1. Mandatory Certifications Required Precedent to Contract Award

1.1 Code of Conduct and Certifications - Related documentation

- 1.1.1** By submitting a bid, the Bidder certifies, for himself and his affiliates, to be in compliance with the Code of Conduct and Certifications clause of the Standard instructions. The related documentation hereinafter mentioned will help Canada in confirming that the certifications are true. By submitting a bid, the Bidder certifies that it is aware, and that its affiliates are aware, that Canada may request additional information, certifications, consent forms and other evidentiary elements proving identity or eligibility. Canada may also verify the information provided by the Bidder, including the information relating to the acts or convictions specified herein, through independent research, use of any government resources or by contacting third parties. Canada will declare non-responsive any bid in respect of which the information requested is missing or inaccurate, or in respect of which the information contained in the certifications is found to be untrue, in any respect, by Canada. The Bidder and any of the Bidder's affiliates, will also be required to remain free and clear of any acts or convictions specified herein during the period of any contract arising from this bid solicitation.

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

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

PART 6 - RESULTING CONTRACT CLAUSES

1. Security Requirement

SECURITY REQUIREMENT FOR CANADIAN SUPPLIER:
PWGSC FILE # 51307-12-1005

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

2. Statement of Work

The work described in this contract involves the provision of all the labour, tools and materials required to clean the ventilation systems, air ducts, coils, blowers, kitchen exhaust hoods and air conditioning units as detailed in the Specifications Annex "A" for the Ste-Anne's Hospital, Veterans Affairs, Ste-Anne-de-Bellevue, Quebec.

3. Standard Clauses and Conditions

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

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

4. Term of Contract

4.1 Period of the Contract

The period of the Contract is from date of awarded for a period of 1 year.

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 period under the same conditions. The Contractor agrees that, during the extended period of the Contract, it will be paid in accordance with the applicable provisions as set out in the Basis of Payment.

Canada may exercise this option at any time by sending a written notice to the Contractor at least 30 calendar days before the expiry date of the Contract. The option may only be exercised by the Contracting Authority, and will be evidenced for administrative purposes only, through a contract amendment.

5. Authorities

5.1 Contracting Authority

The Contracting Authority for the Contract is:

Name: Danielle Couture
Title: Supply Officer
Public Works and Government Services Canada
Acquisitions Branch
Address: 800, de la Gauchetière Street West
Place Bonaventure, South-East Portal
Montreal, Qc H5A 1L6
Telephone: 514-496-3863
Facsimile: 514-496-3822
E-mail address: danielle.couture@pwgsc.gc.ca

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

5.2 Project Authority

The Project Authority for the Contract is:

Name: _____
Title: _____
Organization: _____
Address: _____

Telephone : _____

Facsimile: _____

E-mail address: _____

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

5.3 Contractor's Representative

Name: _____

Title: _____

Address: _____

Telephone : _____

Facsimile: _____

E-mail address: _____

6. Payment

6.1 Basis of Payment, Annex "B", Part 1

In consideration of the Contractor satisfactorily completing its obligations under the Contract, the Contractor will be paid a firm price \$_____ (insert the amount at contract award). Customs duties are included 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. Payment

6.1 Basis of Payment, Annex "B", Part 2

The Contractor will be reimbursed for the costs reasonably and properly incurred in the performance of the Work, as determined in accordance with the Basis of Payment in Annex B, part 2, to a limitation of expenditure of \$_____ (insert the amount at contract award.) Customs duties are included, and Goods and Services Tax or Harmonized Sales Tax is extra, if applicable.

6.2 Limitation of Expenditure

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

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: when it is 75 percent committed, or four (4) months before the contract expiry date, or as soon as the Contractor considers that the contract funds provided are inadequate for the completion of the Work, whichever comes first.

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

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6.3

H1008C Monthly Payments (12-05-2008)

7. Invoicing Instructions

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

2. Each invoice must be supported by:

a copy of time sheets to support the time claimed;

a copy of the release document and any other documents as specified in the Contract;

a copy of the invoices, receipts, vouchers for all direct expenses, and all travel and living expenses;

a copy of the monthly progress report.

Invoices must be distributed as follows:

The original and one (1) copy must be forwarded to the address shown on page 1 of the Contract for certification and payment.

8. Certifications

8.1 Compliance

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

9. Applicable Laws

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

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 (19-11-2012) General Conditions - Services (Medium Complexity);
- (c) Annex A, Statement of Work;
- (d) Annex B, Price Table
- (e) Annex C, Mandatory Technical Criteria;
- (f) Annex D, Security Requirements Check List ;
- (g) the Contractor's bid dated _____

11. SACC Manual Clauses

A9068C 2010-01-11, Government Site Regulations

B1501C 16-06-2006, Electrical Equipment

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ANNEX "A"

**STATEMENT OF WORK
Specifications**

(See the PDF document)

ANNEX "B" - Price Table

(See the PDF document)

Annex "C"
Mandatory Technical Criteria

- 1) The Contractor shall hold the appropriate valid licence by bid submission deadline.
- 2) The contractor must provide written proof to the effect that he has at least 5 years experience operating a ventilation cleaning service in an institutional or hospital setting.
- 3) The contractor must provide written proof to the effect that he has been awarded at least 3 equivalent contracts from institutional or hospital facilities within the last five (5) years. The value of the contracts must exceed \$20,000/year.

References will be verified, as needed, by the evaluation committee. References must state:

- " The name, address and phone number of the company
- " The name of the person responsible
- " The length of the contract
- " The yearly contract value

- 4) The contractor must provide written proof demonstrating that he belongs to an association of professional ventilation cleaners such as the NADCA (National Air Duct Cleaners Association) or equivalent.

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ANNEX "D"

SECURITY REQUIREMENTS CHECK LIST

(See the PDF document)

Ste. Anne's Hospital
Technical Services

Cleaning of Ductwork and Ventilation Systems

ANNEX A STATEMENT OF WORK

PART 1 – GENERAL

1. Description of the work

- .1 The work described in this contract involves the provision of all the labour, tools and materials required to clean the ventilation systems, air ducts, coils, blowers, kitchen exhaust hoods and air conditioning units at Ste. Anne's Hospital.

2. Security, passes, access keys

- .1 The contractor's employees must obtain passes from Security Services before they can access the workplace. Passes will be issued by Security on a daily basis and must be returned at the end of each work day.
- .2 If necessary, an employee appointed by the contractor will be responsible for getting the keys needed to access the premises where work is to be performed. These keys must be returned to Security Services at the end of each work day.
- .3 Each employee must have a copy of the Hospital's safety booklet, which is handed out at the outset of the work, on their person at all times. The contractor is responsible for returning them at the end of his contract.

3. Timetable

- .1 The contractor must provide a schedule of completion for each of the systems listed in Annex A, two weeks prior to starting the work. The start date of the work will be determined during the presentation of the prevention program.

All timetables must be approved by the technical authority and may have to be changed as needed.

4. Working hours

- .1 Most of the work will be performed during the work week, Monday to Friday, from 7 a.m. to 4 p.m. Some systems must be cleaned at night, after regular business hours. Details are provided in the list of systems described in Annex A. If additional work hours are necessary, they are to be coordinated and authorized in advance by the technical authority.

The contractor must contact the technical authority 48 hours before coming to look at or perform the work.

5. Use of the premises by the contractor

- .1 The use of the premises will be limited to areas identified for working and storage purposes. Work must be performed without disrupting pedestrian or vehicular traffic.
- .2 The contractor must leave the job site clean and tidy at the end of each shift.

6. Cleaning

- .1 The contractor must keep the premises clean and the public areas free of debris and refuse. Debris and refuse must be disposed of and removed from the premises. The contractor may also want to consider cleaning up with a damp mop once the work is completed.
- .2 Only cleaning products recommended by the manufacturer of the surface to be cleaned should be used. Also, the cleaning method recommended by the manufacturer of the cleaning product should be respected.

7. Parking

- .1 Parking spaces for service vehicles are available close to the main building. The contractor must obtain permission from the technical authority to park there temporarily.

8. Washrooms and cafeteria

- .1 The contractor's employees will have access to the washrooms and to the employees' cafeteria.
- .2 The contractor must leave these premises in good condition.

9. Prevention program

- .1 The contractor must submit a document describing his occupational health and safety prevention program within four weeks of having been awarded the contract. The technical authority may be required to request changes in order to meet the schedule at Ste. Anne's Hospital. The technical authority must approve the program prior to the start of work.

- .2 Within the framework of the Occupational Health and Safety Prevention Program, the contractor must provide a copy of the cards issued by the Association santé/sécurité paritaire (ASP) or any other approved association/organization, to prove that the employees he has assigned to the job have received the following training:

- Working in confined spaces
- Working at height
- Lockout
- WHMIS

10. Quality control and inspection

- .1 The contractor must clean the ducts to meet the NADCA's (National Air Duct Cleaners Association) guidelines of 0.75 mg per 100 cm².
- .2 Throughout the course of the cleaning process, the technical authority will perform regular visual inspections to evaluate the work. Should there be a need to make changes to meet the requirements stated in point 1, the contractor must start the work over, at his cost, within a timeframe agreed upon with the technical authority.

11. Report on the condition of the equipment

- .1 Prior to starting each job, the technical authority may ask the contractor to submit a report that may or may not include pictures and videos.
- .2 The contractor must submit the requested reports within one month of the technical authority's request.

12. Tools and equipment required

At minimum, the equipment required to complete the work at Ste. Anne's Hospital includes: a pressure pump, an inspection and cleaning robot, Hepa vacuums, step ladders of varying heights, ladders, scaffolding, personal protective equipment (masks, harnesses, etc.), lockout products, cleaning products, manual cleaning tools.

During the first meeting, the contractor will be asked to provide a written list of his cleaning equipment.

13. Work in the ceilings

Work carried out in ceilings where residents are located must be performed under negative pressure to establish containment, and must be performed in compliance with nosocomial infection control measures. The contractor must ask the technical authority for permission to borrow the mobile device that is at his disposal.

14. Training

Any of the contractor's employees who have not received training on nosocomial infection control must attend a 2 to 4 hour long group training session given and supported by Ste. Anne's Hospital. This training session is compulsory and must be completed prior to starting work. The training session will be held at Ste. Anne's Hospital and coordinated by the Ste. Anne's Hospital technical authority in consultation with the contractor.

The contractor must cover travel expenses as well as any other cost related to this training session for his employees.

PART 2 - WORK TO BE CARRIED OUT

1. Provide the labour and materials required to wash and clean the EF-25 and EF-26 exhaust systems using a pressure pump, vacuum, scraper, and cleaning products, in the central kitchen at Ste. Anne's Hospital, from Monday to Friday, after 7 p.m.
 - a) The interior and exterior surfaces of all exhaust hoods.
 - b) The interior surfaces of all EF-25 and EF-26 ducts in the kitchen. The contractor must take all measurements on site. The size of the ductwork varies.
 - c) The interior and exterior surfaces of all EF-25 and EF-26 fans and housings. (Axial Flow Fan)
 - d) The outlet chambers, dampers and outside louvers, as well as the air intake louvers for the laundry.
 - e) Before cleaning, install a 21" x 14" access door and 9 "Nailor" brand model 0800 18" x 10" access doors on the EF-25 kitchen hood ducts.
2. Provide the labour and materials required to wash and clean the SF-5 fresh air intake and heating system in the kitchen using a pressure pump, vacuum, scraper, and cleaning products, from Monday to Friday, after 7 p.m.
 - a) Clean the fresh air intake, ducts and outside louver.
 - b) Clean the dampers, floor, casing inside the air conditioning unit and filter housings and change the filters. The filters are provided by the Hospital.
 - c) Clean the Glycol heating coil.
 - d) Wash and clean the blower.

3. Wash and clean the EF-34 exhaust hood fan in the canteen using a pressure pump, vacuum, scraper and cleaning products, from Monday to Friday, after 4 p.m.
 - a) Wash and clean the fan.
 - b) Wash and clean the ductwork between the blower and the exhaust fan - about 15 feet of ducting.
 - c) Wash and clean the interior and exterior surfaces of the exhaust hood.
4. Provide the labour and materials required to wash and clean the SF-01, SF-02, EF-01 and EF-02 ventilation systems using a pressure pump, vacuum, scraper and cleaning products, Monday to Friday, from 7 a.m. to 4 p.m.
 - a) Provide the labour and materials required to clean the EF-01 and EF-02 heat recovery coils.
 - b) Clean the air preheat, heat recovery, heating and cooling coils and the electric heating elements that are part of the SF-01 and SF-02 systems.
 - c) Clean the sections of dampers, filter housings, air intake and exhaust vents along with the outside louvers, floors and casings inside the air conditioning units of the SF-01, SF-02, EF-01, EF-02, RF-01 and RF-02 systems.
 - d) Clean the interior and exterior surfaces of the air supply and return fans of the following systems: SF-01, SF-02, EF-01, EF-02, RF-01 and RF-02.
5. Provide the labour and materials required to wash and clean the SF-03 and SF-04 ventilation systems using a pressure pump, vacuum, scraper and cleaning products, Monday to Friday, from 7 a.m. to 4 p.m.
 - a) Provide the labour and materials required to clean the air intake and outside louver.
 - b) Clean the pre heat, heating and cooling coils.
 - c) Clean the sections of dampers, filter housings, floor and casing inside the SF-3 and SF-4 air conditioning units
 - d) Clean the interior and exterior surfaces of the SF-3 and SF- 4 air supply fans and the RF-3, RF- 4 and RF- 5 return fans.
6. Provide the labour and materials required to wash and clean the AH-201, AH-202 and AH-203 ventilation systems with a pressure pump, vacuum, scraper and cleaning products, Monday to Friday, from 7 a.m. to 4 p.m.
 - a) Provide the labour and materials required to clean the air intake and outside louver.
 - b) Clean the pre heat, heating and cooling coils.
 - c) Clean the sections of dampers, filter housings, floor and casing inside the air conditioning units of the various systems.
 - d) Clean the interior and exterior surfaces of the air supply and return fans of these systems.

7. Provide the labour and materials required to wash and clean the SF-300, SF-310, EF-300 and EF-310 ventilation systems using a pressure pump, vacuum, scraper and cleaning products, Monday to Friday, from 7 a.m. to 4 p.m.
 - a) Provide the labour and materials required to clean the air intake and air return as well as the outside louvers of the EF-300 and EF-310 systems.
 - b) Clean the pre heat, heat recovery, heating and cooling coils and the electric heating elements of the SF-300 and SF-310 systems.
 - c) Clean the sections of dampers, filter housings, air intake and exhaust vents as well as the outside louvers, floors and casings inside the air conditioning units of the various systems.
 - d) Clean the interior and exterior surfaces of the air intake and return fans of the following systems: SF-300, SF-310, EF-300, EF-310.
8. Provide the labour and materials required to wash and clean the following ventilation systems: AH-04, AH-05, HV-03, HV-04, HV-05, HV-06, HV-202, HV-207 and HV-208 with a pressure pump, vacuum, scraper and cleaning products, Monday to Friday, from 7 a.m. to 4 p.m.
 - a) Provide the labour and materials required to clean the air intake and air return as well as the outside louver.
 - b) Clean the heating and cooling coils.
 - c) Clean the area where the dampers, filter housings, floor and casings are located inside the air conditioning unit of the various systems.
 - d) Clean the interior and exterior surfaces of the air supply fans and air return systems.
9. Provide the labour and materials required to wash the HV-210, HV-410, SF-07, and SF-08 ventilation systems with a pressure pump, vacuum, scraper and cleaning products, Monday to Friday, from 7 a.m. to 4 p.m.
 - a) Provide the labour and materials required to clean the air intake and air return as well as the outside louvers.
 - b) Clean the heating and cooling coils.
 - c) Clean the section where the dampers, filter housings, floor and casings are located inside the air conditioning unit of the various systems.
 - d) Clean the interior and exterior surfaces of the air supply fans and air return systems.

PART 3 – COST, MATERIALS, SERVICE CALLS

At the end of each day, a work order must be given to and signed by the Ste. Anne's Hospital technical authority. The work order must include the following information:

- The names of the workers
- The hours of each worker
- The materials used
- The signature of the person appointed by the contractor

Invoicing:

A copy of the work order, signed by the Ste. Anne's Hospital technical authority, must be attached to the invoice.

Additional cleaning or decontamination of the ductwork or ventilation systems will be billed hourly, as stated in Annex B, Price Table.

**ANNEX B
 PRICE TABLE**

PART 1 – FIXED FEES

CLEANING SERVICE FOR THE SYSTEMS LISTED IN ANNEX A

COST - YEAR 1				
Item	Units for cleaning	Cost per cleaning	Frequency per year	Cost/yr
1	EF-25 and EF-26 exhaust systems	\$	2	\$
2	SF-5 air supply system	\$	1	\$
3	EF-34 exhaust fan	\$	1	\$
4	SF-01, SF-02, EF-01, EF 02, RF-01 and RF-02 ventilation systems	\$	1	\$
5	SF-03, SF-04, RF-03, RF-04 and RF-05 ventilation systems	\$	1	\$
6	AH-201, AH-202 and AH-203 ventilation systems	\$	1	\$
7	SF-300, SF-310, EF-300 and EF-310 ventilation systems	\$	1	\$
8	AH-04, AH-05, HV-03, HV-04, HV-05, HV-06, HV-202, HV-207 and HV-208 ventilation systems	\$	1	\$
9	HV-210, HV-410, SF-07, and SF-08 ventilation systems	\$	1	\$
	TOTAL FOR YEAR 1:			

COST - OPTIONAL YEAR 1

Item	Units for cleaning	Cost per cleaning	Frequency per year	Cost/yr
1	EF-25 and EF-26 exhaust systems	\$	2	\$
2	SF-5 air supply system	\$	1	\$
3	EF-34 exhaust fan	\$	1	\$
4	SF-01, SF-02, EF-01, EF 02, RF-01 and RF-02 ventilation systems	\$	1	\$
5	SF-03, SF-04, RF-03, RF-04 and RF-05 ventilation systems	\$	1	\$
6	AH-201, AH-202 and AH-203 ventilation systems	\$	1	\$
7	SF-300, SF-310, EF-300 and EF-310 ventilation systems	\$	1	\$
8	AH-04, AH-05, HV-03, HV-04, HV-05, HV-06, HV-202, HV-207 and HV-208 ventilation systems	\$	1	\$
9	HV-210, HV-410, SF-07, and SF-08 ventilation systems	\$	1	\$
TOTAL FOR OPTIONAL YEAR 1:				

COST - OPTIONAL YEAR 2

Item	Units for cleaning	Cost per cleaning	Frequency per year	Cost/yr
1	EF-25 and EF-26 exhaust systems	\$	2	\$
2	SF-5 air supply system	\$	1	\$
3	EF-34 exhaust fan	\$	1	\$
4	SF-01, SF-02, EF-01, EF 02, RF-01 and RF-02 ventilation systems	\$	1	\$
5	SF-03, SF-04, RF-03, RF-04 and RF-05 ventilation systems	\$	1	\$
6	AH-201, AH-202 and AH-203 ventilation systems	\$	1	\$
7	SF-300, SF-310, EF-300 and EF-310 ventilation systems	\$	1	\$
8	AH-04, AH-05, HV-03, HV-04, HV-05, HV-06, HV-202, HV-207 and HV-208 ventilation systems	\$	1	\$
9	HV-210, HV-410, SF-07, and SF-08 ventilation systems	\$	1	\$
TOTAL FOR OPTIONAL YEAR TWO:				

PART 2 – VARIABLE ON REQUEST**Preliminary report**

Upon request, the contractor must submit a preliminary report to the Ste. Anne' Hospital technical authority. In consultation with the technical authority, the contractor may be asked to take samples from the various systems and ducts, before and after cleaning, for analysis by Ste. Anne's Hospital.

Unit price per sample \$_____ (annual estimate 2 samples)

Report on the state of the equipment

The technical authority may ask the contractor to submit a report on the state of the equipment items, with or without pictures and video, as necessary, before the work is started.

The contractor must submit the requested reports within a month of having received the technical authority's request.

Unit price per report without pictures or video \$_____ (annual estimate 2)

Unit price per report with pictures and video \$_____ (annual estimate 2)

Service calls

Travel and other charges must be included in the hourly rate of the first productive hour. Afterwards, only time spent in productive labour should be included.

1. Service call for the first hour of productive labour on site including travel and other charges:

A) During regular business hours

TECHNICIAN \$_____ (annual estimate 2 hours)

ASSISTANT \$_____ (annual estimate 2 hours)

B) Outside regular business hours

TECHNICIAN \$_____ (annual estimate 1 hour)

ASSISTANT \$_____ (annual estimate 1 hour)

2. Labour only, for hours other than those listed above in (1).

A) During regular business hours

TECHNICIAN \$ _____ (annual estimate 14 hours)

ASSISTANT \$ _____ (annual estimate 14 hours)

B) Outside regular business hours

TECHNICIAN \$ _____ (annual estimate 7 hours)

ASSISTANT \$ _____ (annual estimate 7 hours)

3. Providing estimates upon request \$ _____ /hour (annual estimate 1 request)



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

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PART A (continued) / PARTIE A (suite)

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

If Yes, indicate the level of sensitivity:

Dans l'affirmative, indiquer le niveau de sensibilité :

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

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

Document Number / Numéro du document :

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

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

☒ RELIABILITY STATUS
COTE DE FIABILITÉ
☐ TOP SECRET- SIGINT
TRÈS SECRET - SIGINT
☐ SITE ACCESS
ACCÈS AUX EMPLACEMENTS

☐ CONFIDENTIAL
CONFIDENTIEL

☐ NATO CONFIDENTIAL
NATO CONFIDENTIEL

☐ SECRET
SECRET

☐ NATO SECRET
NATO SECRET

☐ TOP SECRET
TRÈS SECRET

☐ COSMIC TOP SECRET
COSMIC TRÈS SECRET

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 A LA TECHNOLOGIE DE L'INFORMATION (TI)

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

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

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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 TRÉS SECRET	NATO RESTRICTED NATO DIFFUSION RESTREINTE	NATO CONFIDENTIAL NATO CONFIDENTIEL	NATO SECRET	COSMIC TOP SECRET COSMIC TRÉS SECRET	PROTECTED PROTÉGÉ			CONFIDENTIAL	SECRET	TOP SECRET TRÉS 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).