

RETURN BIDS TO:
RETOURNER LES SOUMISSIONS À:
Public Works Government Services Canada-
Bid Receiving / Réception des soumissions
189 Prince William Street
Room 421
Saint John
New Brunswick
E2L 2B9

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

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

Issuing Office - Bureau de distribution

Public Works Government Services Canada- Bid
Receiving / Réception des soumissions
189 Prince William Street
Room 421
Saint John
New Bruns
E2L 2B9

Title - Sujet Janitorial CBSA, Woodstock, N.B.	
Solicitation No. - N° de l'invitation 47347-142943/A	Date 2013-03-27
Client Reference No. - N° de référence du client 47347-142943	GETS Ref. No. - N° de réf. de SEAG PW-\$PWB-020-3242
File No. - N° de dossier PWB-2-35154 (020)	CCC No./N° CCC - FMS No./N° VME
Solicitation Closes - L'invitation prend fin at - à 02:00 PM on - le 2013-05-08	
Time Zone Fuseau horaire Atlantic Daylight Saving Time ADT	
F.O.B. - F.A.B. Plant-Usine: <input type="checkbox"/> Destination: <input type="checkbox"/> Other-Autre: <input type="checkbox"/>	
Address Enquiries to: - Adresser toutes questions à: Donovan, Janine PWB	Buyer Id - Id de l'acheteur pwb020
Telephone No. - N° de téléphone (506) 636-5347 ()	FAX No. - N° de FAX (506) 636-4376
Destination - of Goods, Services, and Construction: Destination - des biens, services et construction: Janitorial Services Canada Border Services Agency Woodstock Woodstock New Brunswick Canada	

Instructions: See Herein

Instructions: Voir aux présentes

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

**JANITORIAL SERVICES
PORT OF WOODSTOCK
BELLEVILLE, NEW BRUNSWICK**

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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. Requirement

Canada Border Services Agency (CBSA) has a requirement to establish a Service Contract for the janitorial services at the Woodstock Customs Border Services Port, including booths, the commercial warehouse, secondary garage, traffic building and Nexus centre. Cleaning services are to be carried out daily Monday to Sunday, seven days a week, including holidays, between the hours of 06:00 and 10:00. The Service Contract is required for the period of July 1, 2013 to June 30, 2014 with an option to extend for two, one-year periods. The services must be provided in accordance with the Statement of Work attached at Annex "E".

This agreement is subject to the provisions of the Agreement on Internal Trade, the North American Free Trade Agreement, as well as the Canada-Peru and Canada-Columbia Free Trade Agreements.

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*

(<https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual>)
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 (2012-11-19) Standard Instructions - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the bid solicitation.

1.1 SACC Manual Clauses (by reference)

A0220T - Evaluation of Price (2007-05-25)

2. Submission of Bids

Tenders shall be received at the office designated for the receipt of tenders, on or before the date and time set for tender closing. Late tenders will be returned unopened.

- (a) Bids must be complete and submitted on prescribed tender form;
- (b) Include the tender call number/project number and description of proposed work;
- (c) Include the closing date and time;
- (d) Must be received prior to bid closing time and at the designated place and facsimile number - FACSIMILE NUMBER IS (506-636-4376).

NOTE: FACSIMILE BIDS

Only incorrect handling by the Department of Public Works and Government Services will excuse the delay of responses transmitted by facsimile. Misrouting, traffic volume, weather disturbances, or any cause for the late receipt of such responses are not acceptable.

Bid Receiving
Public Works and Government Services Canada
Room 421
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Saint John, New Brunswick
E2L 2B9

NOTE: THIS IS NOT A PUBLIC OPENING

3. Enquiries - Bid Solicitation

All enquiries must be submitted in writing to the Contracting Authority no later than 5 (five) 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 New Brunswick.

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. Insurance Requirements

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

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

6. Workers Compensation Certification - Letter of Good Standing

The Bidder must have an account in good standing with the applicable provincial or territorial Workers' Compensation Board.

The Bidder must provide, within seven (7) days following a request from the Contracting Authority, a certificate or letter from the applicable Workers' Compensation Board confirming the Bidder's good standing account. Failure to comply with the request may result in the bid being declared non-responsive.

PART 3 - BID PREPARATION INSTRUCTIONS

1. Bid Preparation Instructions

Price must not appear in any other area of the bid except in the **Financial Bid**.

Canada requests that bidders provide their bid in separately bound sections as follows: Followpearat is required that the bids follow the response format/instructions as detailed below:

Section I: Technical Bid

No Technical Bid required as part of this requirement.

Section II: Financial Bid

Bidders must submit their financial bid in accordance with Annex "B" 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 certification required under Part 5.

PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

1. Evaluation Procedures and Basis of Selection

Bids will be evaluated in accordance with the **Evaluation Criteria and Basis of Selection** specified in **Annex "A"** and **Basis of Payment** specified in **Annex "B"**. Bids will be assessed in accordance with the entire requirement of the bid solicitation including the technical and financial evaluation criteria.

2. 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. Mandatory Certifications Required Precedent to Contract Award

1.1 Code of Conduct Certifications - Certifications Precedent to Contract Award

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.

2. Additional 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 Former Public Servant - Competitive Requirements

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:

an individual;

an individual who has incorporated;

a partnership made of former public servants; or

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, 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

As per the above definitions, is the Bidder a FPS in receipt of a pension? **Yes () No ()**

If so, the Bidder must provide the following information, for all FPS in receipt of a pension, as applicable:

name of former public servant;

date of termination of employment or retirement from the Public Service.

By providing this information, Bidders agree that the successful Bidder's status, with respect to being a former public servant in receipt of a pension, will be reported on departmental websites as part of the

published proactive disclosure reports in accordance with Contracting Policy Notice: 2012-2 and the Guidelines on the Proactive Disclosure of Contracts.

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:

name of former public servant;

conditions of the lump sum payment incentive;

date of termination of employment;

amount of lump sum payment;

rate of pay on which lump sum payment is based;

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

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.

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

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

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

The Bidder or the member of the joint venture

() is not subject to the FCP, having a workforce of less than 100 full-time or part-time permanent employees, and/or temporary employees having worked 12 weeks or more in Canada;

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

() is subject to the requirements of the FCP, having a workforce of 100 or more full-time or part-time permanent employees, and/or temporary employees having worked 12 weeks or more in

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Canada, but has not previously obtained a certificate number from HRSDC, having not bid on requirements of \$200,000 or more;

() has not been declared an ineligible contractor by HRSDC, and has a valid certificate number as follows: _____ .

PART 6 - RESULTING CONTRACT CLAUSES

1. Security Requirement

SECURITY REQUIREMENT FOR CANADIAN SUPPLIER: PWGSC FILE # 47347-142943

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

2. Requirement

Canada Border Services Agency (CBSA) has a requirement to establish a Service Contract for the janitorial services at the Woodstock Customs Border Services Port, including booths, the commercial warehouse, secondary garage, traffic building and Nexus centre. Cleaning services are to be carried out daily Monday to Sunday, seven days a week, including holidays, between the hours of 06:00 and 10:00. The Service Contract is required for the period of July 1, 2013 to June 30, 2014 with an option to extend for two, one-year periods. The services must be provided in accordance with the Statement of Work attached at Annex "E".

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*

(<https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual>)
Manual issued by Public Works and Government Services Canada.

3.1 General Conditions

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

4. Term of Contract

4.1 Period of the Contract

The work is to be performed from July 1, 2013 to June 30, 2014.

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

Canada may exercise this option at any time by sending a written notice to the Contractor at least thirty (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: Janine Donovan
Title: Supply Specialist
Organization: Public Works and Government Services Canada
Acquisitions Branch
Directorate: Real Property Contracting
Address: 189 Prince William Street
Saint John, New Brunswick
E2L 2B9
Telephone: (506) 636-5347
Facsimile: (506) 636-4376
E-mail address: janine.donovan@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 - Will be made available at time of award

The Project Authority for the Contract is:

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

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

5.3 Contractor's Representative

Name:

Title:

Organization:

Address:

Telephone:

Fax:

E-mail:

6. Payment

Basis of payment is in accordance with Annex "B" and section 12, Payment Period, of the 2010C (2012-11-19), General Conditions - Services (Medium Complexity).

6.1 Monthly Payment

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

7. Invoicing Instructions

The Contractor must submit invoices in accordance with the information required in section 10, Invoice Submission, of the 2010C (2012-11-19), General Conditions - Services (Medium Complexity).

8. Certifications

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

9. Applicable Laws

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

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) 2010C (2012-11-19);
- (c) Specification (Annex "E") and annexes;
- (d) Any Amendment issued or any allowable bid revision received before the date and time set for solicitation closing;
- (e) the Contractor's bid dated _____

11. SACC Manual Clauses

SACC Manual Clause A0285C (2007-05-25) Worker's Compensation

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

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

12. Insurance Requirements

The Contractor must comply with the insurance requirements specified in Annex "C". 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 seven (7) days after request from the Contracting Authority and prior to award of Service Contract, a Certificate of Insurance evidencing the insurance coverage and confirming that the insurance policy complying with the requirements is in force. Coverage must be placed with an Insurer licensed to carry out business in Canada. The Contractor must, if requested by the Contracting Authority, forward to Canada a certified true copy of all applicable insurance policies.

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ANNEX "A"

EVALUATION CRITERIA AND BASIS OF SELECTION

ANNEX "A"

EVALUATION CRITERIA AND BASIS OF SELECTION

Bids received will be assessed in accordance with the entire requirement of the bid solicitation.

1. Mandatory Criteria

1. Submission of firm prices/rates for one (1) year including two (2) option years in accordance with Invitation to Tender.
2. A duly completed and signed Invitation to Tender including all Addenda.
3. Within seven (7) days and prior to award of Service Contract, provide proof that Bidder has an account in good standing with the Provincial Workers Compensation Board/Commission.
4. Within seven (7) days and prior to award of Service Contract, the bidder shall be required to provide proof of Liability Insurance in the amount of \$2,000,000.00.

2. 2007/05/07 A0069T Basis of Selection - Mandatory Requirements Only

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.

ANNEX "B"
BASIS OF PAYMENT

The following requirement must be strictly adhered to: **Failure to do so shall render the bidder's proposal as non-responsive.**

It is mandatory that the bidders submit firm rates for the Period of the Service Contract for all items listed hereafter. Unit Price Tables, will be considered as the bidder's Financial Proposal.

Each item specified in the Unit Price Tables, includes wages, traveling time and costs, allowances, supervision, liabilities as employer, insurance, and the use of all tools, tackle, etc., overhead, profit, and all other liabilities whatsoever.

The prices inserted in the Unit Price Tables, includes all applicable federal, provincial and municipal taxes. However, they do not include any amount for the Goods and Services Tax (GST)/Harmonized Sales Tax (HST). The appropriate GST/HST amounts will be paid by Her Majesty to the Offeror in addition to the amount paid against the amount of the contract.

Note: The estimated quantity entered in column three for each item is an estimate only for service (as and when required) and does not infer all the quantities for that item will be utilized or that the quantities may not be exceeded

UNIT PRICE TABLE "A"
JANITORIAL SERVICES - FIRST YEAR CONTRACT
TERM - JULY 1, 2013 TO JUNE 30, 2014

Description	Unit of Measure	Estimated Quantity	Unit Price	Estimated Total Price
1. Monthly price for all work described in Annex "E" Statement of Work	Per Month	12		
Total for Unit Price Table "A"				

UNIT PRICE TABLE "B"
JANITORIAL SERVICES - FIRST OPTION YEAR
TERM - JULY 1, 2014 TO JUNE 30, 2015

Description	Unit of Measure	Estimated Quantity	Unit Price	Estimated Total Price
1. Monthly price for all work described in Annex "E" Statement of Work	Per Month	12		
Total for Unit Price Table "B"				

UNIT PRICE TABLE "C"
JANITORIAL SERVICES - SECOND OPTION YEAR
TERM - JULY 1, 2015 TO JUNE 30, 2016

Description	Unit of Measure	Estimated Quantity	Unit Price	Estimated Total Price
1. Monthly price for all work described in Annex "E" Statement of Work	Per Month	12		
Total for Unit Price Table "C"				

UNIT PRICE TABLES "A", "B" & "C" - SUMMARY

Unit Price Tables - TOTALS	Estimated Total Price HST extra
	\$ ¢
Unit Price Table "A" - Contract year, July 1, 2013 to June 30, 2014	\$_____.
Unit Price Table "B" - 1st Year Option, July 1, 2014 to June 30, 2015 TOTAL	\$_____.
Unit Price Table "C" - 2nd Year Option, July 1, 2015 to June 30, 2016 TOTAL	\$_____.
<u>Total Estimated Amount used for evaluation - HST Extra Unit Price Table "A", "B" & "C"</u>	\$_____.

Solicitation No. - N° de l'invitation

W0105-13E050/A

Amd. No. - N° de la modif.

File No. - N° du dossier

PWB-2-35142

Buyer ID - Id de l'acheteur

pwb020

CCC No./N° CCC - FMS No/ N° VME

ANNEX "C"

INSURANCE REQUIREMENTS

ANNEX "C"

INSURANCE REQUIREMENTS

Commercial General Liability Insurance

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. The interest of Canada should read as follows: Canada, as represented by Public Works and Government Services Canada.
 - (b) Bodily Injury and Property Damage to third parties arising out of the operations of the Contractor.
 - (c) Products and Completed Operations: Coverage for bodily injury or property damage arising out of goods or products manufactured, sold, handled, or distributed by the Contractor and/or arising out of operations that have been completed by the Contractor.
 - (d) Personal Injury: While not limited to, the coverage must include Violation of Privacy, Libel and Slander, False Arrest, Detention or Imprisonment and Defamation of Character.
 - (e) Cross Liability/Separation of Insureds: Without increasing the limit of liability, the policy must protect all insured parties to the full extent of coverage provided. Further, the policy must apply to each Insured in the same manner and to the same extent as if a separate policy had been issued to each.
 - (f) Blanket Contractual Liability: The policy must, on a blanket basis or by specific reference to the Contract, extend to assumed liabilities with respect to contractual provisions.
 - (g) Employees and, if applicable, Volunteers must be included as Additional Insured.
 - (h) Employers' Liability (or confirmation that all employees are covered by Worker's compensation (WSIB) or similar program)

-
- (i) Broad Form Property Damage including Completed Operations: Expands the Property Damage coverage to include certain losses that would otherwise be excluded by the standard care, custody or control exclusion found in a standard policy.
 - (j) Notice of Cancellation: The Insurer will endeavour to provide the Contracting Authority thirty (30) days written notice of policy cancellation.
 - (k) If the policy is written on a claims-made basis, coverage must be in place for a period of at least 12 months after the completion or termination of the Contract.
 - (l) Owners' or Contractors' Protective Liability: Covers the damages that the Contractor becomes legally obligated to pay arising out of the operations of a subcontractor.
 - (m) Non-Owned Automobile Liability - Coverage for suits against the Contractor resulting from the use of hired or non-owned vehicles.
 - (n) Sudden and Accidental Pollution Liability (minimum 120 hours): To protect the Contractor for liabilities arising from damages caused by accidental pollution incidents.

Solicitation No. - N° de l'invitation

W0105-13E050/A

Amd. No. - N° de la modif.

File No. - N° du dossier

PWB-2-35142

Buyer ID - Id de l'acheteur

pwb020

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

W0105-13E050

CCC No./N° CCC - FMS No/ N° VME

ANNEX "D" Complete List of Each Individual Who is Currently on the Board of Directors

NOTE TO BIDDERS

WRITE DIRECTORS SURNAMES AND GIVEN NAMES IN BLOCK LETTERS

Solicitation No. - N° de l'invitation

W0105-13E050/A

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur

pwb020

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

W0105-13E050

File No. - N° du dossier

PWB-2-35142

CCC No./N° CCC - FMS No/ N° VME

ANNEX "E"

SPECIFICATION

Janitorial Services
July 3, 2011
RFP #

STATEMENT OF WORK

Title

Janitorial Service
Port of Woodstock
1403 Route 95
Belleville, N.B.
E7M-4Z9

Background

This building has been historically a high traffic area and as such has required regular maintenance and cleaning to keep from falling into disrepair. This port is a twenty four hour seven day a week operation.

Objective

Ensure a clean and sanitary environment for the public and the employees of these buildings

Scope

Provide janitorial services for the Woodstock Customs Border Services Port, including booths, the commercial warehouse, secondary garage, traffic building, Nexus center. Cleaning services are to be carried out daily Monday to Sunday seven days a week including holidays between the hours of 0:600 and 10:00.

A) Cleaning requirements and frequencies:

Daily Responsibilities:

1. Sweep the entire floor area, including the stairways.
2. Damp mop the floors as required or as directed.
3. Dust all furniture and fixtures including window sills, ledges and baseboards.'
4. Empty and clean all ashtrays.

5. Clean washrooms:

Remove spots from all doors, walls and partitions.

Disinfect all stalls toilets & urinals

Replace toilet paper, paper towel, deodorizer, soaps.

The washroom floors to be cleaned and disinfected.

The trash receptacles to be emptied and cleaned, insert new plastic bags.

Clean flush tanks, toilet seats, taps, dispensers, doorplates, flush valves shelves, mirrors

Empty sani-cans, disinfect and replace bags.

Note- There is 2-staff and 2-public washrooms in the Traffic Building, 2- staff and 1-public washroom in the Warehouse.

7. Wash and polish counter tops and taps
8. Spot vacuum all carpeted floor areas.
9. Wipe telephones and intercom instruments.
10. Wash kitchen sink, table and range top exhaust fan, refrigerator and exterior of microwave.
11. Replenish all paper towels and hand soap as required.
12. Entrances and lobbies cleaned including floors and glass doors.
13. Doormats to be cleaned on both sides,(winter season the mats should be cleaned and replaced as weather warrants).
14. Spots on interior glass cleaned.
15. Replace burnt out light bulbs and fluorescent tubes as required.
16. Remove any gum or foreign residue.
17. Clean all stand-alone Primary Inspection booths.
18. The FAST/Nexus Enrollment Centre located in the Warehouse is operational Monday to Friday between 0900 and 1700 hrs (9:00 A.M. - 5:00 P.M.).Daily cleaning is required.

Weekly Responsibilities:

1. Spots cleaned on furniture.
2. Wash all finger marks and spots from the walls, doors etc.
3. Buff the floors.

4. Vacuum all carpeted areas.
5. Clean garage, sweep floors, remove trash and garbage, dust tables, furniture and fixtures including ledges and baseboards.
6. Clean counter facings
7. Clean and disinfect all shower stalls to remove spots or scum.

Monthly Responsibilities:

1. Dust Venetian blinds.
2. Spray buff floors.
3. Clean exterior light fixtures.
4. Wash interior and exterior of doors, windows and frames.
5. Wash and disinfect bathroom walls.
6. Inspect and clean air filters.
7. Vacuum upholstered furniture.
8. Remove any dust, debris or cobwebs from light wells, vent openings and service passages.
9. Clean exterior of range.

Quarterly Responsibilities:

1. Wash interior and exterior windows.
2. Scrub and refinish floors.
3. Clean range burners
4. Dust and damp wipe all interior walls
5. Dust and wash all walls, wall units, cupboards and locker exteriors.
6. Wash all open radiators.

7. Clean exposed radiator and convactor covers.
8. Wash all baseboards.

Biannual Responsibilities:

1. Wash interior of kitchen cupboards
2. Clean anti-fatigue matting
3. Clean all light fixtures, interior and exterior (exterior only those attached to buildings)
4. Wash and disinfect all waste paper baskets
5. Clean exterior of all windows.

Annually:

1. Wash and/or dry-clean all blinds as per material care instructions.
2. Strip and reseal all floors.

Other requirements:

Grounds

Remove snow and ice from all walkways and entrances to ensure the safety of the public and Crown employees. The frequency of snow and ice removal is to be increased at entrances throughout the day during storms (i.e.-snow storms, sleet, etc.) sand and salt, as required. Extra sanding and salting may be required for the area from handicapped parking to and around the wheelchair ramp.

Buckets of salt are to be left near all doors to permit salting during the day as required.

Keep grounds clean, in good appearance and free of obstacles or other hazards to ensure the safety of the public and employees. A spring and fall yard cleanup is to be performed. The foregoing includes sweeping and hosing of sidewalks, all paved areas and loading platforms; removing and disposing of paper and other debris (clean all curbs –salt/sand removal and sidewalks –free from dirt and weeds);. Clean catch basins as required annually.

Oil/gasoline absorbent is to be provided and made accessible for spills from vehicles in the Primary lanes, Secondary Examination area, Tertiary garage and Warehouse primary.

Garbage Removal

The contractor is responsible for the removal of all garbage from the building and site. This is to be carried out a minimum of twice weekly. There is to be no burning of refuse on the site. Should a build up of trash occur the contractor may be asked to make more frequent removals.

Materials and equipment

The contractor will supply; all materials, equipment and labor to do the above noted work. All materials should be approved by the Superintendent of the site. WHMIS /MSDS sheets must be updated or current (they do have an expiry dates) and kept in a binder on site labeled MSDS & must be available for all products being used and produced upon request.

The contractor is expected to report any building deficiencies to the superintendent on site, this includes but is not limited to spots on the carpets that cannot be removed, any floor covering that are fraying or lifting and backed up drains if they cannot be fixed through plunging. The contractor is not responsible for repairing or arranging for repairs for any government facility or equipment.

The contractor is to keep a log/schedule consisting of daily, weekly, monthly and annual cleaning activities performed that will be reviewed by facilities to ensure cleaning frequencies are being competed as per statement of work. Contractor shall be available to meet on site with CBSA technical authority provided 5 days notice is given to discuss cleaning issues.

The contractor will be available with 4 hours notice to respond to situations requiring emergency cleaning at an addition cost to CBSA

Contacts

For questions of a technical nature relating to the Statement of Work

Dave Dempster: Tel- 506-636-6309

For questions pertaining to the contract documents, please contact:

Rémi Belliveau: Tel - 1 902 426-4165

Fax -1 902 426-7360

Note: The materials include, but are not limited to, paper towels, toilet tissue, hand soap, sanitary napkins, garbage bags, sponges, air filters and light bulbs tubes ,salt,.

Entrances:

At times of inclement weather, the Contractor shall routinely patrol heavy traffic areas such as entranceways, lobbies and stairs and keep them clear of hazards such as water, snow, ice, slush, sand, and salt.

Snow and Ice Removal:

On Normal Working Days, the Contractor is responsible for clearing ice and snow from main entrances, fire escapes and their associated steps, landings and walkways in accordance with the following points:

- Main entrances shall be cleared of snow and ice by 0700, primary fire escape routes by 0730, and secondary fire escape routes by 0800. Thereafter, these areas shall be checked and re-cleared as needed every two (2) hours or after the accumulation of five (5) centimeters, whichever occurs first.
- Snow and ice removal is to be complete to the adjacent sidewalk, roadway or parking lot and as directed by the Superintendent.
- The Contractor shall spread salt/urea and/or sand as necessary and as directed by the Superintendent to prevent and remove snow and ice build-up.
- Emergency Cleaning shall be performed as required. This includes but is not limited to clean up after flooding, toilet overflow, drainage back up, spillage, roof leaks, and window breakage.

Glass Surfaces:

For purposes of this paragraph the word glass will also refer to Plexiglas or other materials used as a substitute for glass.

- Glass in all doors will be cleaned on both sides.
- All ground level glass at entrances (e.g. lobbies, foyers, etc.) will be cleaned on both exterior and interior surfaces.
- All glass wholly located within a building (e.g. office windows or glass partitions) will be serviced on both sides.
- Exterior facing windows will have interior surfaces cleaned.
- Inward facing side of exterior storm windows shall be cleaned.

Quality and Inspection

Periodic inspections shall be carried out to evaluate Contractor performance and verify compliance.
All aspects of this contract are subject to audit/verification/inspection at any time.

Signs and Notices

Safety and instruction signs and notices such as wet floor signs shall be in both official languages (English and French) and conspicuously placed while in use.
Wet floor signs shall be collapsible and conform to CAN3-Z321-77.

Applicable Safety Regulations

The Contractor shall observe and enforce safety measures by complying with the Requirements of the following statutes and authorities:

The New Brunswick Occupational Health and Safety Act and supporting Occupational General Safety Regulations as amended from time to time.

Most recent amendments to the National Fire Code of Canada.
Section 01546 - Fire Safety Requirements.

In the event of conflict between any provisions of the most stringent provision will apply.

Bidders/Tenders are to provide the following documentation prior to awarding of the Contract:

A Letter of Good Standing from the Workers' Compensation Board (WCB).
A signed statement by the owner of the company that the company will maintain WCB coverage for the life of the contract.

Before Work Begins

The Contractor shall provide documentation indicating all safety training attained for each person who will be employed under the contract.

The Contractor shall comply with WHMIS requirements regarding the use, Handling, storage, and disposal of hazardous materials, and regarding labeling and Provision of Material Safety Data Sheets (MSDS) acceptable to Labor Canada And Health and Welfare Canada.

The Contractor shall deliver copies of Material Safety Data Sheets for all proposed Products to the Superintendent.

On the Job

The Contractor shall ensure each employee maintains currency in WHMIS training.

The Contractor shall ensure that employees have sufficient personal protective equipment (PPE) to guard them against the hazards to which they may be exposed in the performance of their duties.

All Contractor employees shall wear proper PPE as denoted in the applicable safety instructions (WHMIS labeling, MSDS, equipment operating instructions, etc.) for the specific product or equipment they are using.

Safety Violations - Disciplinary Actions

All safety violations will be documented in the contract file with copies sent to the Contractor and the CBSA contracting authority or PWGSC as applicable. Disciplinary actions are as follows:

Nature of Violation Possible Disciplinary Action

First Violation of a safety regulation. Contractor.	Verbal warning issued to the
Second Violation of a safety regulation. Contractor.	Written warning issued to the
Third Violation of a safety regulation. contract	May result in termination of the

Serious violation of a safety regulation as deemed
by a regulator, project manager or safety officer.
Immediate Loss of Contract

Disposal of Wastes

The Contractor shall ensure that the disposal of all cleaning waste or by-products is carried out in accordance with all applicable product-specific instructions such as WHMIS.

The Contractor shall not dispose of volatile materials such as mineral spirits, oil or paint thinner into waterways, storm or sanitary sewers.

Fires and burning of rubbish on-site are prohibited.

Burying rubbish and waste materials on-site is prohibited.

Storage and Delivery of Materials

Storage shall only be in areas approved by the Superintendent.

Where space permits, the Superintendent will provide a central, secure location within the Contract Area for the storage of up to one month's supply of cleaning products and replenishment materials.

Where possible, the Superintendent will provide sufficient storage areas within the individual buildings for a minimum of one week's supply of cleaning products and replenishment materials.

The Contractor will ensure that all containers holding products deemed under WHMIS to be hazardous bear correct WHMIS labeling.

The Contractor shall deliver, store and maintain packaged material in accordance with supplier's instructions and with manufacturer's seals and labels intact.

The Contractor shall prevent damage, adulteration and spoiling of cleaning materials during delivery, handling and storage. Rejected material shall be immediately removed from the site.

Entrance doors to cleaning supply storage areas shall bear correct WHMIS signage, provided by and installed at the expense of the Contractor.

The Contractor shall keep storage areas clean and free from clutter at all times. Storage areas are to be closed and locked when not being immediately used, but shall not be closed while persons are inside.

ANNEX F

SECURITY REQUIREMENTS CHECKLIST



Government of Canada
Gouvernement du Canada

Contract Number / Numéro du contrat

47347-142943

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 Agency		2. Branch or Directorate / Direction générale ou Direction Customs Port of Woodstock
3. a) Subcontract Number / Numéro du contrat de sous-traitance N/A		3. b) Name and Address of Subcontractor / Nom et adresse du sous-traitant N/A
4. Brief Description of Work / Brève description du travail Janitorial Services Contract Term July 1, 2013-June 30, 2016		
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: Specify country(ies): / Préciser le(s) pays: <input type="checkbox"/>	Restricted to: / Limité à: Specify country(ies): / Préciser le(s) pays: <input type="checkbox"/>	Restricted to: / Limité à: Specify country(ies): / Préciser le(s) pays: <input type="checkbox"/>
7. c) Level of information / Niveau d'information		
PROTECTED A PROTÉGÉ A <input type="checkbox"/>	NATO UNCLASSIFIED NATO NON CLASSIFIÉ <input type="checkbox"/>	PROTECTED A PROTÉGÉ A <input type="checkbox"/>
PROTECTED B PROTÉGÉ B <input type="checkbox"/>	NATO RESTRICTED NATO DIFFUSION RESTREINTE <input type="checkbox"/>	PROTECTED B PROTÉGÉ B <input type="checkbox"/>
PROTECTED C PROTÉGÉ C <input type="checkbox"/>	NATO CONFIDENTIAL NATO CONFIDENTIEL <input type="checkbox"/>	PROTECTED C PROTÉGÉ C <input type="checkbox"/>
CONFIDENTIAL CONFIDENTIEL <input type="checkbox"/>	NATO SECRET NATO SECRET <input type="checkbox"/>	CONFIDENTIAL CONFIDENTIEL <input type="checkbox"/>
SECRET SECRET <input type="checkbox"/>	COSMIC TOP SECRET COSMIC TRÈS SECRET <input type="checkbox"/>	SECRET SECRET <input type="checkbox"/>
TOP SECRET TRÈS SECRET <input type="checkbox"/>		TOP SECRET TRÈS SECRET <input type="checkbox"/>
TOP SECRET (SIGINT) TRÈS SECRET (SIGINT) <input type="checkbox"/>		TOP SECRET (SIGINT) TRÈS SECRET (SIGINT) <input type="checkbox"/>

TBS/SCT 350-103(2004/12)

Security Classification / Classification de sécurité

Canada



Government of Canada
Gouvernement du Canada

Contract Number / Numéro du contrat

47247-142943

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: ☒ No ☐ Yes
Non Oui

Dans l'affirmative, indiquer le niveau de sensibilité :

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

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

Document Number / Numéro du document :

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

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

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

Special comments:

Commentaires spéciaux :

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

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

10. b) May unscreened personnel be used for portions of the work?
Du personnel sans autorisation sécuritaire peut-il se voir confier des parties du travail?
If Yes, will unscreened personnel be escorted?
Dans l'affirmative, le personnel en question sera-t-il escorté?
☒ No ☐ Yes
Non Oui

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

INFORMATION / ASSETS / RENSEIGNEMENTS / BIENS

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

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

PRODUCTION

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

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

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

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



Government of Canada
Gouvernement du Canada

Contract Number / Numéro du contrat

47347-142943

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

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

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

☒ No ☐ 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 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

47347-142943

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 moulées)

Dave Dempster

Title - Titre

telecom officer

Signature

D. Dempster

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E-mail address - Adresse courriel

Dave.Dempster@cbsa-asfc.gc.ca

Date

January 30, 2013

14. Organization Security Authority / Responsable de la sécurité de l'organisme

Name (print) - Nom (en lettres moulées)

STEPHEN BERRY

Title - Titre

MANAGER Security

Signature

S. Berry

Telephone No. - N° de téléphone

Facsimile No. - N° de télécopieur

E-mail address - Adresse courriel

Date

2013-02-13

15. Are there additional instructions (e.g. Security Guide, Security Classification Guide) attached?

Des instructions supplémentaires (p. ex. Guide de sécurité, Guide de classification de la sécurité) sont-elles jointes?

☒ No

☐ Yes

Non

Oui

16. Procurement Officer / Agent d'approvisionnement

Name (print) - Nom (en lettres moulées)

Title - Titre

Signature

Telephone No. - N° de téléphone

Facsimile No. - N° de télécopieur

E-mail address - Adresse courriel

Date

17. Contracting Security Authority / Autorité contractante en matière de sécurité

Name (print) - Nom (en lettres moulées)

Cheryl Chaykowski

Title - Titre

CC officer

Signature

C. Chaykowski

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