

**RETURN BIDS TO:**  
**RETOURNER LES SOUMISSIONS À:**  
**Bid Receiving Public Works and Government  
Services Canada/Réception des soumissions  
Travaux publics et Services gouvernementaux  
Canada**  
**John Cabot Building**  
**10 Barters Hill, P.O. Box 4600**  
**St. John's**  
**Newfoundland and Labrador**  
**A1C 5T2**  
**Bid Fax: (709) 772-4603**

**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**  
**PWGSC/TPSGC-Nfld Region/Real Property**  
**John Cabot Building**  
**10 Barters Hill, P.O. Box 4600**  
**St. John's**  
**Newfoundl**  
**A1C 5T2**

<b>Title - Sujet</b> Janitorial Services - Agri-Food	
<b>Solicitation No. - N° de l'invitation</b> 01800-130117/A	<b>Date</b> 2012-08-21
<b>Client Reference No. - N° de référence du client</b> 01800-130117	<b>GETS Ref. No. - N° de réf. de SEAG</b> PW-\$PWD-010-5656
<b>File No. - N° de dossier</b> PWD-2-35062 (010)	<b>CCC No./N° CCC - FMS No./N° VME</b>
<b>Solicitation Closes - L'invitation prend fin at - à 02:00 PM on - le 2012-10-01</b>	
<b>Time Zone</b> Fuseau horaire Newfoundland Daylight Saving Time NDT	
<b>F.O.B. - F.A.B.</b> <b>Plant-Usine:</b> <input type="checkbox"/> <b>Destination:</b> <input type="checkbox"/> <b>Other-Autre:</b> <input type="checkbox"/>	
<b>Address Enquiries to: - Adresser toutes questions à:</b> Chaulk, Patricia	<b>Buyer Id - Id de l'acheteur</b> pwd010
<b>Telephone No. - N° de téléphone</b> (709) 772-8357 ( )	<b>FAX No. - N° de FAX</b> (709) 772-4603
<b>Destination - of Goods, Services, and Construction:</b> <b>Destination - des biens, services et construction:</b> Atlantic Cool Climate Crop Research Centre St. John's, NL A1E 0B2	

**Instructions: See Herein**

**Instructions: Voir aux présentes**

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

## **"THIS DOCUMENT CONTAINS A SECURITY REQUIREMENT"**

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**List of Annexes:**

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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**

Public Works and Government Services has a requirement for Janitorial Services at Agriculture and Agri-Food Canada, Atlantic Cool Climate Crop Research Centre, 308 Brookfield Road, St. John's, NL. The contractor is to provide janitorial services for building 5A, building 11, building 25, building 39, building 6 and building 18, as stated for each building in the specifications . This contract does not include maintenance of the grounds, parking areas, roads, or any other building not stipulated in the specifications.

The term of this contract is for One (1) year from the date of award. Canada also reserves the irrevocable option to extend this contract for an additional Two (2) One (1) Year periods.

### **3. Optional Site Visit**

It is recommended that the Bidder or a representative of the Bidder visit the work site. Arrangements have been made for a tour of the work site. The site visit will be held on Tuesday, September 18, at 10:30 am at the Agriculture & Agri-Food Canada, Atlantic Cool Climate Crop Research Centre at 308 Brookfield Road, St. John's, NL. All interested parties should meet in the Agriculture & Agri-Food Canada main boardroom for sign in and subsequent tour of the facility.

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.

### **4. 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

(<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 (**2012-07-11**) Standard Instructions - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the bid solicitation.

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

Delete: sixty (60) days

**Insert: one hundred and twenty (120) days**

### 2. Submission of Bids

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

### 3. Enquiries - Bid Solicitation

All enquiries must be submitted in writing to the Contracting Authority no later than 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 Newfoundland and Labrador.

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.

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

### **1. Bid Preparation Instructions**

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

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

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

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

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

### **Section I: 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 II: Certifications**

Bidders must submit the certifications required under Part 5.

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

### **1. Evaluation Procedures**

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

#### **1.1 Financial Evaluation**

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

### **2. Basis of Selection**

SACC Manual Clause A0069T (**2007-05-25**), Basis of Selection

### **3. Security Requirement**

#### **3.1. 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.

#### **3.2. 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.**

#### **3.3. 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 Website.**

## PART 5 - CERTIFICATIONS

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

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

### 1. Code of Conduct Certifications - Consent to a Criminal Record Verification

1.1 Bidders must submit with their bid, by the bid solicitation closing date:

- (a) a complete list of names of all individuals who are currently directors of the Bidder;
- (b) a properly completed and signed form (PWGSC-TPSGC 229), for each individual named in the list.

The form can be obtained at:

<http://www.tpsgc-pwgsc.gc.ca/app-acq/forms/formulaires-forms-eng.html>

**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:**

### 2. Certifications Precedent to Contract Award

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

#### 2.1 Federal Contractors Program - Certification (A3031T)



## 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 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: \_\_\_\_\_.

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

## 2.2 Former Public Servant Certification (A3026T)

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

#### **Former Public Servant in Receipt of a Pension**

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

If so, the Bidder must provide the following information:

name of former public servant;

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

A contract for the services of a FPS who has been retired for less than one year and who is in receipt of a pension as defined above is subject to a fee reduction (abatement formula) as required by Treasury Board Policy.

#### **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.

## **Certification**

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

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

### **1. Security Requirement**

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

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

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

**1.4.** The Contractor/Offeror must comply with the provisions of the:

(a) Security Requirements Check List and security guide (if applicable), attached at Annex C;

(b) Industrial Security Manual (Latest Edition).

### **2. Statement of Work**

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

### **3. Standard Clauses and Conditions**

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

#### **3.1 General Conditions**

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

### **4. Term of Contract**

#### **4.1 Period of the Contract**

The period of the contract is One (1) Year from the date of award.

## 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 attached as Annex "B".

Canada may exercise this option at any time by sending a written notice to the Contractor at least Five (5) 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:

Patricia Chaulk  
Contracting Officer  
Public Works and Government Services Canada  
Acquisitions Branch  
Real Property Contracting  
P.O. Box 4600  
St. John's, NL A1C 5T2

Telephone: 709-772-8357  
Facsimile: 709-772-4603  
E-mail address: patricia.chaulk@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 *(To be completed by PWGSC at the 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 *(To be completed by Contractor)*

Name: \_\_\_\_\_

Telephone : \_\_\_\_\_

Facsimile: \_\_\_\_\_

E-mail address: \_\_\_\_\_

## 6. Payment

### 6.1 Basis of Payment

In consideration of the Contractor satisfactorily completing all of its obligations under the Contract, the Contractor will be paid a firm price as per the Basis of Payment (attached as Annex "B"). Customs duties are included and Goods and Services Tax or Harmonized Sales Tax (GST/HST) is extra, if applicable.

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.

### Option to Extend the Contract

During the extended period of the Contract, the Contractor will be paid a firm price as per the Basis of Payment (attached as Annex "B") to perform all the Work in relation to the contract extension.

### 6.2 Limitation of Price

SACC Manual clause C6000C (2011-05-16) Limitation of Price

### 6.3 Method of Payment

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

### 6.4 SACC Manual Clauses

SACC Manual clause A9117C **(2007-11-30)** T1204 - Direct Request by Customer Department

## 7. Invoicing Instructions

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

**7.2.** Invoices must be distributed as follows:

(a) The original and two (2) copies must be forwarded to the following address for certification and payment:

Department of Agriculture & Agri-Food Research Center  
308 Brookfield Road  
P.O. Box 39088  
St. John's, NL A1E 5Y7

## 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 Newfoundland and Labrador.

## 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 **(2012-07-16)**, General Conditions - Services (Medium Complexity) apply to and form part of the Contract.
- (c) Annex A, Statement of Work;
- (d) Annex B, Basis of Payment;
- (e) Annex C, Security Requirements Checklist;
- (f) Annex D, Complete List of each individual who is currently on the Bidder's Board of Directors;
- (g) Annex E, Consent to a Criminal Record Verification Form (PWGSC-TPSGC 229);

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- (h) Annex F, Contractor Notification and Acknowledgment;
- (i) Annex G, Task Sheets;
- (j) the Contractor's bid dated \_\_\_\_\_ (*insert date of bid*) (*If the bid was clarified or amended, insert at the time of contract award: " , as clarified on \_\_\_\_\_ " or " , as amended on \_\_\_\_\_ " and insert date(s) of clarification(s) or amendment(s)*)

## **11. SACC Manual Clauses**

### **11.1 Site Regulations**

SACC Manual clause A9068C (2010-01-11) Site Regulations

## **ANNEX "A"**

### **STATEMENT OF WORK**

**(6 pages as attached)**

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## **ANNEX "B"**

### **BASIS OF PAYMENT**

**(1 pages as attached)**



**ANNEX "B" BASIS OF PAYMENT****Janitorial Services - Agriculture and Agri-Food Canada, St. John's, NL.**

- 1) The prices per unit shall govern in establishing the Total Extended Amount. Any arithmetical errors in this Appendix will be corrected by Canada.
- 2) Canada may reject the bid if any of the prices submitted do not reasonably reflect the cost of performing the part of the work to which that price applies.

**UNIT PRICE TABLE**

The Unit Price Table designates Work to which a Unit Price Arrangement applies.

- (a) Work included in each item is as described in the referenced specification section.
- (b) The Price per Unit shall not include any amounts for Work that is not included in that unit price Item.

**1 YEAR TERM**

Item No.	Class of Labor, Plant and Material	Unit of Measure	Est. Total Quantity	Price Per Unit	Est. Total Price
<b>1</b>	Janitorial Services				
a	Buildings 5A	per month	12	\$	\$
b	Building 6 (the specified space)	per month	12	\$	\$
c	Building 11	per month	12	\$	\$
d	Building 18 (the specified space)	per month	12	\$	\$
e	Building 25 & 39	per month	12	\$	\$
<b>OPTION YEARS (Also to be completed by bidders)</b>					
<b>2</b>	Janitorial Services (Option year # 1)				
a	Buildings 5A	per month	12	\$	\$
b	Building 6 (the specified space)	per month	12	\$	\$
c	Building 11	per month	12	\$	\$
d	Building 18 (the specified space)	per month	12	\$	\$
e	Building 25 & 39	per month	12	\$	\$

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<b>3</b>	<b>Janitorial Services (Option year # 2)</b>				
a	Buildings 5A	per month	12	\$	\$
b	Building 6 (the specified space)	per month	12	\$	\$
c	Building 11	per month	12	\$	\$
d	Building 18 (the specified space)	per month	12	\$	\$
e	Building 25 & 39	per month	12	\$	\$
<b>TOTAL ESTIMATED AMOUNT (HST EXTRA):</b>					<b>\$</b>

**ANNEX "C"****SECURITY REQUIREMENTS CHECKLIST****(3 pages as attached)**

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**ANNEX "D"**

**COMPLETE LIST OF EACH INDIVIDUAL WHO IS CURRENTLY  
ON THE BIDDER'S BOARD OF DIRECTORS**

NOTE TO BIDDERS  
WRITE DIRECTOR'S SURNAMES AND GIVEN NAMES IN BLOCK LETTERS

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**ANNEX "E"**

**CONSENT TO A CRIMINAL RECORD VERIFICATION FORM (PWGSC-TPSGC 229)**

**(2 pages as attached)**

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Public Works and Government  
Services  
Canada

Travaux publics et Services  
gouvernementaux  
Canada

Protected (when completed and received by government)  
Protégé (lorsque rempli et reçu par le gouvernement)

If completed manually, please print  
Si rempli manuellement, veuillez écrire en lettres moulées

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

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

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

#### A PRIVACY ACT STATEMENT ÉNONCÉ CONCERNANT LA LOI SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS

The personal information requested on this form is collected under the authority of subsection 750(3) of the *Criminal Code*, paragraph 42(1(c)) of the *Financial Administration Act*, and sections 7 and 21 of the *Department of Public Works and Government Services Act*. The information will be used for validating the criminal conviction of the individual obtaining or maintaining a procurement contract shared with other government of provincial, territorial, and federal is required to conduct the criminal record verification.

SAMPLE ONLY

USE FORM AVAILABLE ONLINE AT WEB SITE  
INDICATED IN SI01 3.1 b.

Les renseignements personnels demandés dans le présent formulaire sont recueillis en vertu du paragraphe 750(3) du *Code criminel*, du paragraphe 42(1(c)) de la *Loi sur la gestion des finances publiques* et des articles 7 et 21 de la *Loi sur le ministère des Travaux publics et des Services gouvernementaux*. Ces renseignements sont utilisés pour valider les attestations de criminalité des personnes qui obtiennent ou conservent un contrat d'approvisionnement partagé avec d'autres gouvernements provinciaux, territoriaux et fédéraux, dans le cadre de la vérification des condamnations.

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

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

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

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

#### B BIOGRAPHICAL INFORMATION - Must be completed by the individual RENSEIGNEMENTS BIOGRAPHIQUES - À remplir par l'individu

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

#### Current Residential Information Information résidentielle actuelle

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

PWGSC-TPSGC 229 (2012/06)

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<b>C</b>	<b>CONSENT - Must be signed by the individual CONSENTEMENT - Doit être signé par l'individu</b>
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I, the undersigned, confirm that I have read and understand the above *Privacy Act* statement and that I consent to the collection and use of my personal information as described therein.

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

Signature	<b>SAMPLE ONLY</b>  USE FORM AVAILABLE ONLINE AT WEB SITE INDICATED IN SI01 3.1 b.	Date (Y-A M D-J)
Print Name - Nom en lettres moulées		

<b>D</b>	<b>ADMINISTRATIVE INFORMATION - Internal Government Use Only RENSEIGNEMENTS ADMINISTRATIFS - Pour usage interne du gouvernement seulement</b>
Requesting Branch/Sector/Directorate/Division - Direction générale/Secteur/Direction/Division requérante	
Solicitation/Proposed Contract No. - N° de la demande de soumission/N° du contrat	
Date of Request (Y-A M D-J) Date de la demande	
Requesting Contact Person - Personne-ressource requérante	Contact Person Tel. No. - N° de tél. de la personne-ressource

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## **ANNEX "F"**

### **CONTRACTOR NOTIFICATION AND ACKNOWLEDGMENT**

**(2 pages as attached)**

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## **ANNEX "G"**

### **TASK SHEETS**

**(2 pages as attached)**



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**SPECIFICATIONS**

**JANITORIAL SERVICES CONTRACT  
AGRICULTURE & AGRI-FOOD CANADA  
ATLANTIC COOL CLIMATE CROP RESEARCH CENTRE  
BROOKFIELD ROAD  
ST. JOHN'S, NEWFOUNDLAND**

**A) GENERAL****1. Buildings to be maintained:**

<b>Bldg. 5A</b>	
<b>Bldg. 11</b>	
<b>Bldg. 25</b>	<b>Excluding sub – basement area beyond main doorways but, to include end of main stair wells leading to sub-basement</b>
<b>Bldg. 39</b>	<b>Excluding garage area and carpentry room</b>
<b>Bldg. 6</b>	<b>Excluding closed offices and basement</b>
<b>Bldg. 18</b>	<b>Washroom only (SEASONAL approx. 6 months)</b>

These buildings are located at Agriculture and Agri-Food Canada, Atlantic Cool Climate Crop Research Centre, 308 Brookfield Road, St. John's, Newfoundland.

This contract does not include maintenance of the grounds, parking areas, roads, or any other building not stipulated in these specifications.

**2. Areas of the buildings to be included in the scheduled cleaning:**

- 2.1 The area to be cleaned shall consist of all exposed surfaces of the interior of the buildings including floors, floor coverings, stairs, railings, furniture, ledges, walls, windows, blinds, plumbing fixtures etc.

**NOTE: Black and white topped laboratory benching is excluded from this contract.**

**3. Cleaning materials and equipment:**

- 3.1 The contractor is required to provide and use cleaning equipment including mopping tanks, scrubbing machine, polishing machine, vacuum cleaner, brooms, mops, ladders, dusting cloths, pails, scrubbing brushes, scrapers, cloths, soaps, scouring materials, waxes, wax removers and applicators and deodorizers. The Contractor is also required to supply paper towels, toilet paper and hand soap for existing dispensers.
- 3.2 All materials such as soaps, detergents, scouring materials, cleaners, wax, wax removers, and sealers, where applicable, must comply with the latest specification of the Canadian General Standards Board (CGSB), or be equal thereto. All materials must be suitable for the surface intended and shall not be harmful to such surface. MSDS Sheets are required to be kept on site for all products brought on site by, or delivered through, the contractor. Such sheets will be placed in the assigned areas.

At all times, the Centre may take samples of materials for testing to ensure they meet the standards.

- 3.3 The Contractor will be held responsible for any damage caused to the buildings and their contents which may occur during the regular cleaning, on the part of its employees, or for any other type of damage caused by its employees. Damage shall be made good by new material or equipment as required, to match existing material or equipment in kind, quality and workmanship.

## SPECIFICATIONS

The Contractor shall provide and maintain adequate and suitable means to save the buildings and their contents from injury and defacement during the progress of work by providing and using dust cloths, painters' cloths, tarpaulins or other approved protections wherever necessary or as directed.

If, in the opinion of the Contractor or its representative, accelerated deterioration of any portion of the work will result from a cleaning operation because of faulty construction or faulty materials of construction or finish, they shall, before commencing the work, advise the Department in writing, failing which the provision for replacement or repair above-noted will hold.

**4. Light, heat, power and water:**

The Contractor will be supplied with all light, heat, power, and hot and cold water, as may be required for the regular cleaning for this work by Agriculture and Agri-Food Canada.

**5. Responsibility for the contractor's employees' belongings:**

The Contractor will be entirely responsible for all personal belongings of their employees while they are at work. The Contractor will be held responsible to see that all Government property and Government employees' property is not damaged, lost or removed from the premises.

**6. Inspection:**

The Integrated Services Manager of the Atlantic Cool Climate Crop Research Centre, Agriculture & AgriFood Canada will be the judge of the adequacy and completeness of the work insofar as the contract is concerned. **Inadequacies and incompleteness of the work will be brought to the attention of the contractor for his immediate action for correction. All non-compliance will be forwarded to PWGSC in writing for their attention.**

## B) SPECIFIC

**1. Payment to the contractor:**

Payments to the Contractor for work completed will only be made upon the written certificate of the Integrated Services Manager.

**2. Hours of operation:**

Cleaning operations commence each night after 4:30 p.m. The Contractor's staff must not inconvenience, in any way, any Government employee(s) who might be working during the evenings.

## C) SCOPE OF WORK

Contractor is responsible to ensure their workers are given the requirements of this particular contract as it pertains to the specified areas to be cleaned and duties to be performed. **TASK SHEETS**, supplied by AAFC, are to be checked off and initialed by the service provider and attached to supplier monthly invoice for AAFC review. The forms indicate the specific requirements for the work on a daily, weekly, semi-annually and annual basis and are to be completed as such.

## SPECIFICATIONS

### 1. DAILY WORK

**Monday to Friday, inclusive, with the exception of statutory holidays as declared by the Government of Canada:**

**All Buildings:**

- Vacuum/sweep: - all floor areas, stairs, offices, washrooms, laboratories, and stairwell landings.  
- carpet in conference room and all other carpeting or mats in offices and entrances.  
- mat wells in entrances.
- Wash: - all the floors, stairs and stairwells when excessive soil/water is tracked into the buildings.
- Clean: - thoroughly clean all counter tops, sinks and table tops; all washrooms and disinfect sanitary fixtures and showers. Replenish and maintain toiletry supplies.
- NOTE: Laboratory benches (black and white topped) are excluded.**
- Empty: - all waste baskets and remove refuse to designated disposal area..
- Security: - ensure all exterior doors are locked, alarms set as instructed and dumpster bin locked before exiting AAFC site.

### 2 WEEKLY:

**All Buildings:**

- 2.1 Clean and thoroughly wash: - all floor areas using equipment suitable for the area being cleaned to give maximum results.  
- door knobs and door trim  
- handrails of all stairways
- 2.2 Wash, clean and polish: - all plate glass in interior doors and entrance areas including the glass panels throughout Building 5A.  
- clean/disinfect all telephone receivers
- 2.3 Clean/Polish: - all furniture/appliances to include office, conference room, kitchen areas, etc.
- 2.4 Clean: - all window ledges

**SPECIFICATIONS****3. SEMI-ANNUALLY****All Buildings:**

- 3.1 De-wax & re-apply wax:** January and July, respectively, thoroughly wash and de-wax all floors ensuring that **all areas are free from previous wax and dirt build up** and paying particular attention to:

- office and laboratory doorways
- bathroom stalls, the divider feet areas, and behind the toilet fixtures, and stairs and stairwells paying particular attention to coves, the risers and steps
- all other corners and crevices where accumulated build-up exists or may exist

Re-apply with **non-slip wax** to all vinyl tile and terrazzo floors.

- Dust & Vacuum:** - ventilation and heating grills.

- Clean:** - all interior door paneling, baseboards and kick plates

**4 ANNUALLY:****All Buildings:**

- 4.1 July, wash and polish:** - the interior and exterior of all windows.

**SPECIAL INSTRUCTIONS TO TENDERERS****1. TENDER REQUIREMENT**

**All persons involved in providing these services shall be subject to security clearances at the "Enhanced Reliability" status before contract award.**

**2. RECOMMENDATION**

**It is strongly recommended that the bidder visit the work site to ascertain the scope of work and working conditions prior to tendering.**

**For further information, please contact:**

**Mrs. Cherri Dooley, Integrated Services Manager, Tel: 709 772-4677 or 709 746-2466.**

## **CONTRACTOR NOTIFICATION AND ACKNOWLEDGEMENT**

**Asbestos has been found and reported at the Atlantic Cool Climate Crop Research Centre, Building 25 and is located in the following areas:**

mechanical insulation (piping, pipe fittings)  
hot water tanks  
flooring  
ceilings (not to include ceiling tiles)  
wall plaster finishing (not gyproc)  
tar paper (duct insulation – located in sub basement)

- Although, asbestos was not present in all of the 52 samples taken from the areas above, as per the report any renovations or disturbances that may damage building material to include areas identified will be treated as Asbestos Containing Material (ACM) and the proper steps will be enforced to ensure the health of employees, contractors and visitors.
- Most ACMs in the Atlantic Cool Climate Research Facility – Building 25 are in good condition and do not pose a risk to human health.
- Asbestos only presents a health hazard when fibres become air borne and inhaled. The mere presence of ACMs does not represent a health hazard.
- Do not disturb the Asbestos Containing Materials. Activities that may disturb ACMs include cutting, drilling, sanding or removing the above mentioned building materials. Contact the Facility Asbestos Coordinator to make the necessary arrangements if you wish to undertake an activity that may disturb ACM.
- Report any evidence of disturbance or damage of ACMs to:  
**Frank Ralph, Facility Asbestos Coordinator**  
**Telephone: 772-8863**  
**Cell: 765-3760**  
**Email: [ralphf@agr.gc.ca](mailto:ralphf@agr.gc.ca)**
- Facility staff are taking special precautions during their work to guard against disturbing ACMs.
- Report any improper action (relative to ACMs) to the Facility Asbestos Coordinator, Frank Ralph.
- All ACMs and suspect ACMs are inspected periodically and additional measures will be taken if needed to protect the health of employees, contractors and visitors.

WEEKLY FRIDAYS	CLEAN & WASH FLOORS, DOOR FACINGS & BASEBOARDS, HARDWARE & DOORKNOBS, CLEAN PLATE GLASS IN INTERIOR DOORS & DISINFECT TELEPHONE HEADSETS	LEDGES
	DUST & APPLY POLISH TO ALL WOODEN OFFICE FURNITURE & FIXTURES, DUST WINDOW	
EMPTY	EMPTY ALL WASTE BASKETS & REMOVE IT TO DESIGNATED DISPOSAL AREA	
CLEAN	FLOORS - WASH THE FLOORS WHEN SOIL/WATER IS TRACKED INTO BUILDING. THIS INCLUDES ANY CLAY & MUD (SPRING THROUGH FALL) AND SALT RESIDUE (WINTER)	
	COUNTER TOPS (EXCLUDING BLACK & WHITE TOPPED LABORATORY BENCHING)	
	TOILETRY SUPPLIES	
	WASHROOMS - THOROUGHLY CLEAN & DISINFECT TOILETS, SINKS, TAPS ETC. AND REPLENISH	
VACUUM	VACUUM ALL FLOORS INCLUDING STAIRWAYS	
BUILDING 11		
WEEKLY FRIDAYS	CLEAN & WASH FLOORS, DOOR FACINGS & BASEBOARDS, HARDWARE & DOORKNOBS, CLEAN PLATE GLASS IN INTERIOR DOORS & DISINFECT TELEPHONE HEADSETS	LEDGES
	DUST & APPLY POLISH TO ALL WOODEN OFFICE FURNITURE & FIXTURES, DUST WINDOW	
EMPTY	EMPTY ALL WASTE BASKETS & REMOVE IT TO DESIGNATED DISPOSAL AREA	
CLEAN	FLOORS - WASH THE FLOORS WHEN SOIL/WATER IS TRACKED INTO BUILDING. THIS INCLUDES ANY CLAY & MUD (SPRING THROUGH FALL) AND SALT RESIDUE (WINTER)	
	ROOM	
	COUNTER TOPS, SINKS AND TABLETOPS IN KITCHEN & COUNTER TOPS IN PLANT HANDLING	
	TOILETRY SUPPLIES	
VACUUM	WASHROOMS - THOROUGHLY CLEAN & DISINFECT TOILETS, SINKS, TAPS ETC. AND REPLENISH	
	VACUUM ALL FLOORS & MAT WELLS	
BUILDING 39		
WEEKLY FRIDAYS	CLEAN & WASH FLOORS, DOOR FACINGS & BASEBOARDS, HARDWARE & DOORKNOBS, CLEAN PLATE GLASS IN INTERIOR DOORS & DISINFECT TELEPHONE HEADSETS	LEDGES
	DUST & APPLY POLISH TO ALL WOODEN OFFICE FURNITURE & FIXTURES, DUST WINDOW	
EMPTY	EMPTY ALL WASTE BASKETS & REMOVE IT TO DESIGNATED DISPOSAL AREA	
CLEAN	FLOORS - WASH THE FLOORS WHEN SOIL/WATER IS TRACKED INTO BUILDING. THIS INCLUDES ANY CLAY & MUD (SPRING THROUGH FALL) AND SALT RESIDUE (WINTER)	
	BENCHING IS EXCLUDED	
	CONFERENCE ROOM SINKS & COUNTER(S), ETC. (BLACK & WHITE TOPPED LABORATORY	
	TOILETRY SUPPLIES	
VACUUM	WASHROOMS - THOROUGHLY CLEAN & DISINFECT TOILETS, SINKS, TAPS ETC. AND REPLENISH	
	ALL MATS IN ENTRANCES/PORCH AREAS & ALL GRILLED WELLS IN ENTRANCES/PORCH AREAS	
	ALL CARPETS AND/OR MATS IN CONFERENCE ROOM & OFFICES	
	VACUUM ALL FLOORS, STAIRS & STAIRWELL LANDINGS (INCLUDING STAIRS & STAIRWELL TO SUB-BASEMENT), VACUUM OFFICES, WASHROOMS & LABORATORIES	
BUILDING 25		
WEEKLY FRIDAYS	CLEAN & WASH FLOORS, DOOR FACINGS & BASEBOARDS, HARDWARE & DOORKNOBS, CLEAN PLATE GLASS IN INTERIOR DOORS & DISINFECT TELEPHONE HEADSETS	LEDGES
	DUST & APPLY POLISH TO ALL WOODEN OFFICE FURNITURE & FIXTURES, DUST WINDOW	
EMPTY	EMPTY ALL WASTE BASKETS & REMOVE IT TO DESIGNATED DISPOSAL AREA	
CLEAN	FLOORS - WASH THE FLOORS WHEN SOIL/WATER IS TRACKED INTO BUILDING. THIS INCLUDES ANY CLAY & MUD (SPRING THROUGH FALL) AND SALT RESIDUE (WINTER)	
	COUNTER TOPS, SINKS AND TABLETOPS IN KITCHEN	
	TOILETRY SUPPLIES	
	WASHROOMS - THOROUGHLY CLEAN & DISINFECT TOILETS, SINKS, TAPS ETC. AND REPLENISH	
VACUUM	VACUUM ALL FLOORS INCLUDING STAIRWAYS & MAT WELLS	
BUILDING 6		
WEEKLY FRIDAYS	CLEAN & WASH FLOORS, DOOR FACINGS & BASEBOARDS, HARDWARE & DOORKNOBS, CLEAN PLATE GLASS IN INTERIOR DOORS & DISINFECT TELEPHONE HEADSETS	LEDGES
	DUST & APPLY POLISH TO ALL WOODEN OFFICE FURNITURE & FIXTURES, DUST WINDOW	
EMPTY	EMPTY ALL WASTE BASKETS & REMOVE IT TO DESIGNATED DISPOSAL AREA	
CLEAN	FLOORS - WASH THE FLOORS WHEN SOIL/WATER IS TRACKED INTO BUILDING. THIS INCLUDES ANY CLAY & MUD (SPRING THROUGH FALL) AND SALT RESIDUE (WINTER)	
	COUNTER TOPS, SINKS AND TABLETOPS IN KITCHEN	
	TOILETRY SUPPLIES	
	WASHROOMS - THOROUGHLY CLEAN & DISINFECT TOILETS, SINKS, TAPS ETC. AND REPLENISH	

DESCRIPTION OF WORK	BUILDING #	DATE & INITIAL AS COMPLETED
WASH & POLISH THE INTERIOR AND EXTERIOR OF ALL WINDOWS	BUILDING 5A	
	BUILDING 6	
	BUILDING 11	
	BUILDING 18	
	BUILDING 25	
	BUILDING 39	

ANNUALLY: JULY

DE-WAX AND REAPPLY WAX. THOROUGHLY WASH, DE-WAX ALL FLOORS ENSURING THAT ALL AREAS ARE FREE FROM PREVIOUS WAX AND DIRT BUILD-UP	BUILDING 5A		
	BUILDING 6		
	BUILDING 11		
	BUILDING 18		
	BUILDING 25		
	BUILDING 39		
DUST AND VACUUM ALL VENTILATION AND HEATING GRILLS	BUILDING 5A		
	BUILDING 6		
	BUILDING 11		
	BUILDING 18		
	BUILDING 25		
	BUILDING 39		
CLEAN ALL INTERIOR DOOR PANELING, BASEBOARDS AND KICKPLATES	BUILDING 5A		
	BUILDING 6		
	BUILDING 11		
	BUILDING 18		
	BUILDING 25		
	BUILDING 39		