

**RETURN BIDS TO:**  
**RETOURNER LES SOUMISSIONS À:**  
**Bid Receiving Public Works and Government  
Services Canada/Réception des soumissions  
Travaux publics et Services gouvernementaux  
Canada**  
**Room 1650, 635 8th Ave. S.W.**  
**Calgary**  
**Alberta**  
**T2P 3M3**

**REQUEST FOR PROPOSAL**  
**DEMANDE DE PROPOSITION**

**Proposal To: Public Works and Government  
Services Canada**

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

**Proposition aux: Travaux Publics et Services  
Gouvernementaux Canada**

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

**Comments - Commentaires**

<b>Title - Sujet</b> Janitorial	
<b>Solicitation No. - N° de l'invitation</b> W3537-11E021/A	<b>Date</b> 2012-03-21
<b>Client Reference No. - N° de référence du client</b> W3537-11E021	
<b>GETS Reference No. - N° de référence de SEAG</b> PW-\$CAL-101-5941	
<b>File No. - N° de dossier</b> CAL-1-34046 (101)	<b>CCC No./N° CCC - FMS No./N° VME</b>
<b>Solicitation Closes - L'invitation prend fin at - à 02:00 PM on - le 2012-05-01</b>	<b>Time Zone Fuseau horaire</b> Mountain Daylight Saving Time MDT
<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> Munzer, Pam	<b>Buyer Id - Id de l'acheteur</b> cal101
<b>Telephone No. - N° de téléphone</b> (403) 292-5891 ( )	<b>FAX No. - N° de FAX</b> (403) 292-5786
<b>Destination - of Goods, Services, and Construction:</b> <b>Destination - des biens, services et construction:</b> DEPARTMENT OF NATIONAL DEFENCE 4225 CROWCHILD TRAIL S.W. CALGARY Alberta T3E1T8 Canada	

**Instructions: See Herein**

**Instructions: Voir aux présentes**

**Vendor/Firm Name and Address**

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

<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 (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>

**Issuing Office - Bureau de distribution**

Public Works and Government Services Canada/Travaux  
publics et Services gouvernementaux Canada  
Room 1650, 635 8th Ave. S.W.  
Calgary  
Alberta  
T2P 3M3

## **TABLE OF CONTENTS**

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

1. Introduction
2. Summary
3. Debriefings

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

1. Standard Instructions, Clauses and Conditions
2. Submission of Bids
3. Enquiries - Bid Solicitation
4. Applicable Laws
5. Improvement of Requirement During Solicitation Period
6. Bidders' Conference
7. Optional Site Visit

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

1. Bid Preparation Instructions

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

1. Evaluation Procedures
2. Basis of Selection

### **PART 5 - CERTIFICATIONS**

1. Certifications Precedent to Contract Award and Certifications Required with the Bid

### **PART 6 - SECURITY, FINANCIAL AND OTHER REQUIREMENTS**

1. Security Requirement
2. Financial Capability
3. Bid Financial Security
4. Controlled Goods Requirement
5. Insurance Requirements

### **PART 7 - RESULTING CONTRACT CLAUSES**

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

Solicitation No. - N° de l'invitation

W3537-11E021/A

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur

cal101

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

W3537-11E021

File No. - N° du dossier

CAL-1-34046

CCC No./N° CCC - FMS No/ N° VME

---

- 12. Foreign Nationals (Canadian Contractor)
- 13. Insurance Requirements

**List of Annexes:**

Annex "A"	Statement of Work
Annex "B"	Basis of Payment
Annex "C"	Evaluation Methodology
Annex "D"	Quality Standards
Annex "E"	Security Requirements Check List
Annex "F"	Insurance Requirements
Annex "G"	DND 626, Task Authorization Form
Annex "H"	Model Letter of Credit

**NOTICE****Security**

This notice is to advise ALL interested bidders that in order to be awarded a contract which contains a security requirement, all bidders MUST hold a valid Security Clearance granted or approved by PWGSC Canadian Industrial Security Directorate (CISD) at the level indicated in this solicitation document. Should the bidder not currently hold a valid Security Clearance or require the level to be upgraded, PWGSC will sponsor the bidder. Please submit your written request with the following information to the Contracting Authority listed in this document by facsimile or by e-mail:

- Legal Company Name
- Mailing address
- Surname and given name of contact person
- Telephone number of contact person
- Title of contact person
- Facsimile number
- E-mail address of contact person
- Procurement Business Number
- Preferred Language of correspondence
- Level of Security Required

Additional information on PWGSC security can be found on the following web site  
: <http://ssi-iss.tpsgc-pwgsc.gc.ca/or> by dialing 1-866-368-4646 (Toll free).

## **PART 1 - GENERAL INFORMATION**

### **1. Introduction**

The bid solicitation is divided into seven parts plus attachments and annexes, as follows:

- Part 1 General Information: provides a general description of the requirement;
- Part 2 Bidder Instructions: provides the instructions, clauses and conditions applicable to the bid solicitation;
- Part 3 Bid Preparation Instructions: provides bidders with instructions on how to prepare their bid;
- Part 4 Evaluation Procedures and Basis of Selection: indicates how the evaluation will be conducted, the evaluation criteria that must be addressed in the bid, if applicable, and the basis of selection;
- Part 5 Certifications: includes the certifications to be provided;
- Part 6 Security, Financial and Other Requirements: includes specific requirements that must be addressed by bidders; and
- Part 7 Resulting Contract Clauses: includes the clauses and conditions that will apply to any resulting contract.

The Annexes include the Statement of Work the Basis of Payment, the Security Requirements Checklist, the Insurance Requirements, DND 626 Task Authorization Form and any other annexes.

### **2. Summary**

Department of National Defence has a requirement for Janitorial Services at various Calgary Locations which include the provision of labour tools, transportation, materials, equipment and supervision in accordance with the Statement of Work attached at Annex "A"

The term of the Contract will be from date of award for a Two (2) year period with Canada retaining the irrevocable option to extend the Contract by One (1) additional one -year period. The services must be provided in accordance with the Specifications outlined in Annex A- Statement of Work.

### **3. Debriefings**

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

## **PART 2 - BIDDER INSTRUCTIONS**

### **1. Standard Instructions, Clauses and Conditions**

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

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

The 2003(2012-03-02) Standard Instructions - Goods or Services - Non-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 Eighty (180) 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 Seven (7) calendar days before the bid closing date. Enquiries received after that time may not be answered.

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

### **4. Applicable Laws**

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

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

## **5. Optional Site Visit**

It is recommended that the Bidder or a representative of the Bidder visit the work site. Arrangements have been made for a tour of the work site. The site visit will be held on April 24th at the various National Defence Buildings located within the city limits in Calgary at 13:00hrs(1:00pm). Bidders are requested to communicate with the Contracting Authority 3 day(s) before the scheduled visit to confirm attendance and provide the name(s) of the person(s) who will attend. Bidders may be requested to sign an attendance form. Bidders who do not attend or send a representative will not be given an alternative appointment but they will not be precluded from submitting a bid. Any clarifications or changes to the bid solicitation resulting from the site visit will be included as an amendment to the bid solicitation.

Bidders will be informed where we are to meet once attendance is confirmed.

## PART 3 - BID PREPARATION INSTRUCTIONS

### 1. Bid Preparation Instructions

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

Section I: Technical Bid (2 hard copies)  
 Section II: Financial Bid (1 hard copies)  
 Section III: Certifications (1 hard copies)

If there is a discrepancy between the wording of the soft copy and the hard copy, the wording of the hard copy will have priority over the wording of the soft copy.

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

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

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

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

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

#### Section I: Technical Bid

In their technical bid, bidders should demonstrate their understanding of the requirements contained in the bid solicitation and explain how they will meet these requirements. Bidders should demonstrate their capability in a thorough, concise and clear manner for carrying out the work.

The technical bid should address clearly and in sufficient depth the points that are subject to the evaluation criteria against which the bid will be evaluated. Simply repeating the statement contained in the bid solicitation is not sufficient. In order to facilitate the evaluation of the bid, Canada requests that bidders address and present topics in the order of the evaluation criteria under the same headings. To avoid duplication, bidders may refer to different sections of their bids by identifying the specific paragraph and page number where the subject topic has already been addressed.

#### 1.1 Mandatory Contractor's Experience and Past Performance:

The bidder must provide evidence of its experience and past performance by referenceing three( 3) projects or contracts satisfactorily rendered for a minimum of six (6) consecutive months within the past five (5) years, wherein the range of janitorial services provided are comparable to those described in this



Solicitation No. - N° de l'invitation

W3537-11E021/A

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur

cal101

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

W3537-11E021

File No. - N° du dossier

CAL-1-34046

CCC No./N° CCC - FMS No/ N° VME

## Request for Proposal (RFP)

PROJECT/CONTRACT REFERENCE NO. 1	
Name of client organization or company	Name: _____
Name and title of client contact	Name: _____ Title: _____
Telephone and facsimile number of client contact	Phone No: _____ Fax No: _____
Approximate size in square meters of the cleanable area of the project or contract	_____ sq. M
Location/site of the project or contract:	_____
Value of the project or contract	\$ _____
Performance period of the project or contract (indicate month and year)	From: Month: _____ Year _____ To: Month: _____ Year _____
Description of Project or Contract: _____ _____ _____ _____ _____ _____ _____	

Solicitation No. - N° de l'invitation

W3537-11E021/A

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur

cal101

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

W3537-11E021

File No. - N° du dossier

CAL-1-34046

CCC No./N° CCC - FMS No/ N° VME

## PROJECT/CONTRACT REFERENCE NO. 2

Name of client organization or company	Name: _____
Name and title of client contact	Name: _____ Title: _____
Telephone and facsimile number of client contact	Phone No: _____ Fax No: _____
Approximate size in square meters of the cleanable area of the project or contract	_____ sq. M
Location/site of the project or contract:	_____
Value of the project or contract	\$ _____
Performance period of the project or contract (indicate month and year)	From: Month: _____ Year _____ To: Month: _____ Year _____
Description of Project or Contract: _____ _____ _____ _____ _____ _____ _____	

Solicitation No. - N° de l'invitation

W3537-11E021/A

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur

cal101

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

W3537-11E021

File No. - N° du dossier

CAL-1-34046

CCC No./N° CCC - FMS No/ N° VME

**PROJECT/CONTRACT REFERENCE NO. 3**

Name of client organization or company	Name: _____
Name and title of client contact	Name: _____ Title: _____
Telephone and facsimile number of client contact	Phone No: _____ Fax No: _____
Approximate size in square meters of the cleanable area of the project or contract	_____ sq. M
Location/site of the project or contract:	_____
Value of the project or contract	\$ _____
Performance period of the project or contract (indicate month and year)	From: Month: _____ Year _____ To: Month: _____ Year _____
Description of Project or Contract: _____ _____ _____ _____ _____ _____ _____	

## 1.2 Mandatory Working ON-site Supervisor(s) Expertise and Experience

The Bidder must provide evidence of its experience and satisfactory performance of the Working On-Site Supervisor(s) by referencing one (1) project or contract for clients of a duration of a minimum of (2) consecutive years, within the past ten (10) years, in providing janitorial services in a range comparable in size, scope and complexity to those described in the Request for Proposal (RFP)

REFERENCE NO: 1 Working On-Site Supervisor	
Name of Client organization or Company	Name: _____
Name and title of client contact	Name: _____ Title: _____
Phone and facsimile number of client contact	Phone no: _____ Fax No: _____
Approximate size in square meters of the cleanable area of the project or contract Location/site of the project or contract:	_____sq . M
Value of the project or contract	\$ _____
Performance period of the project or contract (indicate month and year)	From: Month _____ Year _____ To: Month _____ Year _____
Description of Project or contract: _____ _____ _____	
Responsibilities of the individuals:	

**PWGSC has the right to contact the individuals referenced above in 1.1 and 1.2 to verify information.**

### Section II: Financial Bid

- 1.1** Bidders must submit their financial bid in accordance with the Basis of Payment in Annex "D". The total amount of Goods and Services Tax or Harmonized Sales Tax must be shown separately, if applicable.

### Section III: Certifications

Bidders must submit the certifications required under Part 5.

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

### **1. Evaluation Procedures**

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

Mandatory criteria are included in Annex C.

Bidders are also to submit with their bids:

- 1) A list of janitorial staff that will be performing the services
- 2) working On-Site Supervisor's qualification in accordance with Part 3 Section 1 Technical Bid

### **1.2 Financial Evaluation**

#### **1.2.1 Mandatory Financial Criteria**

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

#### **1.2.2 Financial Evaluation**

Prices quoted will be multiplied by the number of months for schedule 1 and multiplied by the estimated usage for schedule 2. This will be performed for both years and the subtotals will be added together to arrive at the total aggregate bid price.

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

#### **2.1 1. To be declared responsive, a bid must:**

- (a) comply with all the requirements of the bid solicitation;
- (b) meet all mandatory criteria;

## PART 5 - CERTIFICATIONS

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

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

### 1. Certifications Precedent to Contract Award

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

#### 1.1 Federal Contractors Program - Certification

1. The Federal Contractors Program (FCP) requires that some suppliers, including a supplier who is a member of a joint venture, bidding for federal government contracts, valued at \$200,000 or more (including all applicable taxes), make a formal commitment to implement employment equity. This is a condition precedent to contract award. If the Bidder, or, if the Bidder is a joint venture and if any member of the joint venture, is subject to the FCP, evidence of its commitment must be provided before the award of the Contract.

Suppliers who have been declared ineligible contractors by Human Resources and Skills Development Canada (HRSDC) are no longer eligible to receive 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.

2. If the Bidder does not fall within the exceptions enumerated in 3.(a) or (b) below, or does not have a valid certificate number confirming its adherence to the FCP, the Bidder must fax (819-953- 8768) a copy of the signed form LAB 1168, Certificate of Commitment to Implement Employment Equity, to the Labour Branch of HRSDC.

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

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

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

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

## 1.2 Former Public Servant Certification

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

### Definitions

For the purposes of this clause,

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

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

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

"pension" means, in the context of the fee abatement formula, a pension or annual allowance paid under the Public Service Superannuation Act (PSSA), R.S., 1985, c. P-36, and any increases paid pursuant to the Supplementary Retirement Benefits Act, R.S., 1985, c. S-24 as it affects the PSSA. It

does not include pensions payable pursuant to the Canadian Forces Superannuation Act, R.S., 1985, c. C-17, the Defence Services Pension Continuation Act, 1970, c. D-3, the Royal Canadian Mounted Police Pension Continuation Act, 1970, c. R-10, and the Royal Canadian Mounted Police Superannuation Act, R.S., 1985, c. R-11, the Members of Parliament Retiring Allowances Act, R.S., 1985, c. M-5, and that portion of pension payable to the Canada Pension Plan Act, R.S., 1985, c. C-8.

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

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

If so, the Bidder must provide the following information:

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

#### Work Force Reduction Program

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

If so, the Bidder must provide the following information:

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

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

#### Certification

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



**1.3 Status and Availability of Resources**

SACC Manual Clause A3005T (2010-08-16) Status and Availability of Resources.

**1.4 Education and Experience**

**1.4.1** SACC Manual clause A3010T (2010-08-16) Education and Experience

**1.5 Certification of non-conviction**

Suppliers must certify that neither they nor their administrators have ever been convicted of an offense under the Canada Labour Code, or under any provincial labour/employment legislation. The supplier will also certify that he has not been convicted on an offense, other than an offense for which a pardon has been granted under section 121, 124 or 418 or the Criminal Code.

I, \_\_\_\_\_ certify that neither I nor my administrators have ever been convicted of an offence under the Canada Labour Code, or under any provincial labour/employment legislation. I also certify that neither I nor my administrators have been not been convicted on an offense, other than an offense for which a pardon has been granted under section 121, 124 or 418 or the Criminal Code.

**1.6. A copy of WHMIS certification for all individuals that will be on site.****PART 6 - SECURITY, FINANCIAL AND OTHER REQUIREMENTS****1. 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 7-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 7-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 Web site.

## **2. Financial Requirement**

1. The Contractor must provide one of the following contract financial securities within **FOURTEEN (14) calendar days** after the date of contract award:
  - (a) certified cheque to the Receiver General of Canada in the amount of 10% of the Contract Price
  - (b) an irrevocable Standby letter of credit in the amount of 10% of the Contract Price Sample of letter attached at Annex H.
2. If Canada does not receive the required financial security within the specified period, Canada may terminate the Contract for default pursuant to the Contract default provision.
3. SACC Manual clause E0008C (2011-05-16) Financial Security Definition

## PART 7 - RESULTING CONTRACT CLAUSES

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

### 1. Statement of Work

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

#### 1.2 Task Authorization

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

##### 1.2.1 Task Authorization Process

1. The Project will provide the Contractor with a description of the task using the DND 626, Task Authorization Form" .
2. The Task Authorization (TA) will contain the details of the activities to be performed, a description of the deliverables, and a schedule indicating completion dates for the major activities or submission dates for the deliverables. The TA will also include the applicable basis(bases) and methods of payment as specified in the Contract.
3. The Contractor must provide the Project, within 5 calendar days of its receipt, the proposed total estimated cost for performing the task and a breakdown of that cost, established in accordance with the Basis of Payment specified in the Contract.
4. The Contractor must not commence work until a TA authorized by the Project has been received by the Contractor. The Contractor acknowledges that any work performed before a TA has been received will be done at the Contractor's own risk.

##### 1.2.2 Task Authorization Limit

The Project may authorize individual task authorizations up to a limit of \$100,000.00, Goods and Services Tax or Harmonized Sales Tax included, inclusive of any revisions.

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

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

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

### 2. Standard Clauses and Conditions

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

## 2.1 General Conditions

2010C (2012-03-02), General Conditions -Medium Complexity - Services, apply to and form part of the Contract.

## 3. Security Requirement

SECURITY REQUIREMENT FOR CANADIAN SUPPLIER:

PWGSC FILE # W3537-11E021

1. The Contractor must, at all times during the performance of the Contract/Standing Offer, hold a valid Designated Organization Screening (DOS), issued by the Canadian Industrial Security Directorate (CISD), Public Works and Government Services Canada (PWGSC).
2. The Contractor 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 E;
  - (b) Industrial Security Manual (Latest Edition).

## 4. Term of Contract

### 4.1 Period of the Contract

The Period of the Contract is from Date of Award for a Two Year Period.( Dates to be determined)

### 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 One additional One 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 Fifteen 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: Pam Munzer  
Title: Supply Specialist  
Public Works and Government Services Canada  
Acquisitions Branch  
Address: 1650-635, 8th Ave SW  
Telephone: 403-292-5891  
Facsimile: 403-292-5786  
E-mail address: pam.munzer@pwgsc.gc.ca

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

### 5.2 Project Authority

The Project Authority for the Contract is: *To be inserted at Contract Award.*

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

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

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

Cellular Number: \_\_\_\_\_

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

Email: \_\_\_\_\_

Working On site Supervisor:

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

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

Cellular Number: \_\_\_\_\_

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

Email: \_\_\_\_\_

## 6. Payment

### 6.1 Basis of Payment

In consideration of the Contractor satisfactorily completing all of "D" Pricing Schedule 1 for a cost of \$TBD. Customs duties are included and Goods and Services Tax or Harmonized Sales Tax is extra, if applicable.

A) firm rates shall be paid in accordance with the Pricing Schedule 1 in twelve (12) payments at the end of each month.

### 6.2 Limitation of Expenditure

For the Work described in Pricing Schedule 2 of the Basis of Payment Annex "D"

The Contractor will be reimbursed for the costs reasonably and properly incurred in the performance of the Work specified in the authorized Task Authorization (TA), as determined in accordance with the Basis of Payment "Annex D" to the limitation of expenditure specified in the authorized TA.

Canada's liability to the Contractor under the authorized TA must not exceed the limitation of expenditure specified in the authorized TA. Customs duties are included and Goods and Services Tax or Harmonized Sales Tax is extra, if applicable.

No increase in the liability of Canada or in the price of the Work specified in the authorized TA resulting from any design changes, modifications or interpretations of the Work will be authorized or paid to the Contractor unless these design changes, modifications or interpretations have been authorized, in writing, by the Contracting Authority before their incorporation into the Work.

### 6.3. Contractor Performance

Where a complaint of non-performance or substandard Work in relation to the Quality Standards at Annex "B" has been received and validated by the Project Authority, the Contractor will be notified the same day or at the next daily meeting (depending on the time the complaint has been received) with written or facsimile confirmation to follow.

Where the Work (whether done daily, weekly, monthly, quarterly, semi-annually or annually) identified as substandard has not been corrected within the time specified in the notice to the Contractor, a portion of the contract price will be deducted as follows:

- a) Invoice will be deducted for each day of the default based on the firm monthly rate per m2 quoted in the Basis of Payment Annex "C".

Number of Days x Number of square metres x Rate per square metre (prorated from the monthly rate)

- 13.3. Nothing in this Article must be interpreted as limiting the rights and remedies which Canada may otherwise have under the Contract for non-performance or substandard performance of the Work.

#### **6.4 SACC Manual Clauses**

2008-05-12	H1008C	Monthly Payment (2008-05-12)
2007-11-30	A9116C	T1204 - Information Reporting by Contractor (2007-11-30)
2007-11-30	C0710C	Time and Contract Price Verification (2007-11-30)

### **7. Invoicing Instructions**

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

Each invoice must be supported by:

- (a) a copy of time sheets to support the time claimed;
- (b) a copy of the release document and any other documents as specified in the Contract;
- (c) a copy of the invoices, receipts, vouchers for all direct expenses, and all travel and living expenses;
- (d) a copy of the monthly progress report.

2. Invoices must be distributed as follows:

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

### **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 the province or Alberta.

## 10. Priority of Documents

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

- (a) the Articles of Agreement;
- (b) the general conditions 2035 General Conditions Higher complexity
- (d) Annex A, Statement of Work;
- (e) Annex B, Quality of Standards,
- (f) Annex C, Evaluation
- (g) Annex D, Basis of Payment;
- (h) Annex E, Security Requirements Check List
- (i) Annex F, Insurance Requirements
- (h) the signed Task Authorizations
- (i) the Contractor's bid dated **TBD**

## 11. Foreign Nationals (Canadian Contractor)

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

## 12. Insurance

### 12.1 Insurance Requirements

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

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

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



## ANNEX "A STATEMENT OF WORK

### 1 Description of Work

#### .1 Scope of Work:

- .1 The provision of all labour, equipment, material, tools and supervision necessary to clean six National Defence buildings located within the City of Calgary in accordance with Frequencies listed under Section 2.
- .2 Buildings locations including square meters as per Section 3.
- .2 Grounds and public areas are to be kept free from accumulation of waste materials and rubbish.
- .3 Work under this contract covers furnishing of all labour, material, equipment and supervision required to clean the exterior and interior of building areas in accordance with Section 2.
- .4 Prevent the accumulation of wastes that create hazardous conditions. Remove debris and materials from janitor storage daily.
- .5 Conduct cleaning and disposal operations to comply with local ordinances and anti-pollution laws.
- .6 Store all volatile wastes in covered metal receptacles and remove from premises. Provide adequate ventilation during use of volatile or noxious substances.
- .7 Amendments to Schedules of Work may be made by mutual consent of National Defence (DND) and the contractor. Cleaning not carried out or extra to the frequencies must be approved by DND.

### 2 Reference Standards

- .1 Carry out work in accordance with the following standards unless specified otherwise.
  - .1 Construction Engineering Technical Order C-98-009-002/MF-002 Janitorial Maintenance Manual dated 1985-04-22.
  - .2 Construction Engineering Technical Order C-98-009-002/MF-004 Carpet Maintenance - "A Professional Guide to Carpet Maintenance " produced by the Canadian Carpet Institute, 1080 Beaver Hall Montreal P.Q.
- .3 Copies of Construction Engineering Technical Orders: C-98-009-002/MF-002, C-98-009-002/MF-004 are available on request from DND.

### 3 Materials and Equipment

- .1 Use new material and equipment unless otherwise specified.

- 
- .2 Contractor will use only cleaning materials recommended by the manufacturer of the surface to be cleaned and as recommended by the cleaning material manufacturer.
  - .3 All materials and methods must be suitable for the surface to be cleaned and must not be harmful to this surface.
  - .4 Unless otherwise specified, cleaning materials must comply with manufacturers latest printed instruction for materials and installation methods.
  - .5 The Contractor shall, where available, use materials listed in the Canadian General Standards Board (CGSB) Qualified Products Lists.
  - .6 All cleaning materials; soap, detergents, scouring materials, cleaners, wax, and sealers etc. must comply with Canadian General Standards Board (CGSB) Qualified Products Lists.
  - .7 The Contractor shall on request furnish a complete written statement of the origin, composition and /or manufacture of any or all materials supplied by him for use in the work. He/she may be required to provide samples of materials from existing stock for testing purposes.
  - .8 The Contractor will supply all commercial, vacuum cleaners, or products required to perform the work as mentioned in Section 2 unless stated otherwise. Equipment must be clean and in good repair.
  - .10 The Contractor is to provide ALL paper and sanitary products listed on the (CGSB) qualified products list but not limited to the following:
    - .1 Paper towels, toilet paper and soap for washroom dispensing equipment.
    - .2 Plastic waste bags.
    - .3 Deodorant urinal screens.
    - .4 Bags for recyclable waste.
  - .11 All hazardous materials, cleaning compounds, etc. are to be stored and handled in such a manner as to prevent danger to federal employees or members of the Public.
- 4 Workmanship, Staffing and Supervision .1 Contractor shall provide sufficient personnel and supervision to ensure that schedules of work for each building are complete by the end of each working day. Persons skilled in janitorial cleaning methods, equipped with modern, good condition, scrubbing machines, polishers, vacuums, ladders, snow shovels, etc.
- .2 Any cleaning personnel not acceptable to DND due to incompetence, improper conduct, security risk or an inability to communicate will be removed from the site and replaced forthwith.
  - .3 Work shall be performed in strict accordance

with the very best trade practices. Mediocre or inferior work shall be replaced by work of superior first class quality without cost to DND.

- .4 The Contractor shall furnish a list of the names of all company employees used for this contractor and shall inform DND of changes to the list.
- .5 Armouries are operational seven (7) days per week as well as most evenings and holidays. The Contractor must ensure standby staff is available for vacation leave, sick leave or other days off by regular staff.
- .6 A supervisor will be provided, with authority to receive for the contractor, any orders or communication in respect to the contract. The supervisor shall be equipped with a pager or similar communication device, available to contact, during the workday, after hours and/or on weekends, unless arranged otherwise.
- .7 The Contractor's supervisor will co-ordinate operations in accordance with the schedule and to the satisfaction of DND.
- .8 A recognized bonding company shall bond the Contractor and all his employees.
- .9 Weekend work should be concentrated on highly visible areas such as: entrances and washrooms and the replenishing of dispensers.
- .10 DND will establish priorities as necessary to ensure that all cleaning duties are performed to maintain the building at its highest standard of cleanliness while maintaining training and operational requirements.

- 5 Safety
  - .1 The Contractor shall adhere to all fire and safety measures as recommended by National and Provincial codes and /or as prescribed by the authorities having jurisdiction, concerning equipment, work habits and procedures.
  - .2 The Contractor shall ensure that all equipment used to perform the work is in a state of good repair. DND reserves the right to have equipment judged to be unsafe, not suitable or defective, taken out of service. The contractor shall be responsible for supplying suitable replacement equipment.
  - .3 The work must be carried out in compliance with all applicable laws dealing with occupational health and safety and the Contractor and Contractor's employees must observe all security regulations and procedures applicable to the work site; in particular the following:
    - .1 Canada Labour Code
    - .2 Workplace Hazardous Materials Information System (WHMIS).
  - .4 Contractor shall ensure that their employees are adequately trained in WHMIS, Occupational Safety and Fire Safety and if necessary shall provide training in languages other than English.
- 6 WHMIS
  - .1 Comply with the requirements of WHMIS regarding the use, handling, storage, disposal of hazardous materials; labeling and provision of material safety data sheets acceptable to authorities having jurisdiction.

- .2 Contractor will ensure copies of WHMIS data sheets are filed in a binder in each janitorial closet in all buildings.
- 7 Contractors use of Site .1 Use of site subject to the following;  
 .1 DND shall assign access to the work site.  
 .2 Movement around the site is subject to:  
 a) other restrictions defined by DND.  
 b) troop movements.
- 8 Spaced Assigned .1 DND will provide the contractor with such space as is considered necessary for the performance of the Contractor's duties without undue inconvenience.
- 9 Building Security .1 Only those employees whose names appear on the Contractor's payroll will be allowed access to the work site. Other persons accompanying employees will not be allowed on the site.  
 .2 The Contractor's cleaning staff shall be subject to questioning and search of cleaning material in relation to security by DND designated staff.  
 .3 All keys entrusted to the Contractor for the fulfillment of this contract must be fully protected at all times. Lost or misplaced keys will result in re-keying the building locks at the contractor's expense. A list of key holders will be provided to DND.  
 .4 Doors shall be locked and unlocked at times facilitating the work of occupants.  
 .5 Entry to locked or off-limit rooms will be restricted unless otherwise directed by DND or a designated representative. In some instances cleaners may require supervision by DND staff. Excluded areas include railed off space, utility and mechanical rooms.
- 10 Fire Safety .1 Contractor and all company personnel shall be familiar with Fire Safety requirements of the facility.  
 .2 Flammable liquids such as cleaning solvents may be kept ready for use in quantities not to exceed 4.5 litres, provided they are stored in approved safety cans bearing the Underwriters' Laboratory of Canada or Factory Mutual seal of approval.  
 .3 Greasy or oily rags of materials subject to spontaneous combustion shall be deposited and kept in an approved metal receptacle and removed from the work site at the end of the workday.  
 .4 Smoking is prohibited in crown-owned buildings.

- 
- |    |                     |    |  |
|----|---------------------|----|--|
| 11 | Building Operations | .1 | Report plumbing, electrical or structural repairs sighted during the cleaning operation, to Engineering services at 410-2320 ext 3948.   |
| 12 | General             | .1 | The Contractor must not list, publicize or use in any fashion for business purposes, the address of a building owned by the Government of Canada. A telephone may be installed at the expense of the contractor but must be unlisted and must not, under any circumstance, appear in any telephone directory or be advertised as a business telephone. |
|    |                     | .2 | The Department will not be responsible for any damage to the Contractor's supplies, materials or equipment in the building nor to the contractor's employees personal belongings brought into the building.  |

**1 General .1 Daily**

1. Sweep and damp mop office, hallway, entrance and washroom floors.
2. Sweep drill hall floors using appropriate sweeping compound.
3. Vacuum carpets and rugs in entrances, stairs, landings and public areas.
4. Wash washroom/locker room, medical area, messes and lunchroom floors with a germicidal detergent.
5. Remove all trash from strainers in urinals.
6. Clean mirrors and metal surroundings, dispensers, doorplates, flush valves, exterior of refuse receptacles, sani-cans and metal containers.
7. Disinfect toilet seats, bowls, urinals, water taps and washbasins.
8. Spot clean walls, partitions, doors and lockers to remove marks and graffiti.
9. Empty sani-cans and refuse receptacles.
10. Replenish soap, toilet paper and hand towels.
11. Clean entrance glass, sashes, sidelights and transom glass on both sides.
12. Clean and polish metal fittings, ornamental work, push bars and bright work.
13. Wash and disinfect water fountains.
14. Empty wastepaper baskets, garbage cans and waste receptacles. Replace dirty or torn plastic bags with new bags of correct size.
15. Empty paper and cardboard recycle receptacles and deposit material in appropriate recycle bins provided by National Defence.
16. Remove finger marks, smudges and stains from walls, doors and partitions.
17. Wipe down shower stalls and curtains.

**.2 Bi-Weekly**

1. Dust equipment and wash floors in gym areas.
2. Scrub shower stalls with a germicidal detergent.

**.3 Weekly**

1. Vacuum carpets in offices, boardrooms and band areas on a full floor basis.
2. Power scrub drill hall floors.
3. Sweep and damp mop floor in cadet areas, loading docks, stairwells and landings.
4. De-scale toilet bowls and urinals.
5. Replace deodorant screen in urinals.
6. Pour a pail of water into floor drain.
7. Clean surface and between bars of foot grill and recess pan.
8. Disinfect public telephones and booth.
9. Wash boot trays and/or shelves.
10. Polish boardroom and waiting area furniture.

**.4 Annually**

1. High dusting and cleaning of interior and exterior windows at the Military Museums.

**.5 Examples of "On Request" (Quote Price)**

1. Strip and refinish hard surface floor.
2. Steam clean carpet.
3. Major Emergency cleaning.
4. Clean interior and/or exterior windows.

**2 Handi-Cap Lifts/  
Elevators**

- .1 Daily
  1. Spot clean, remove finger marks.
  2. Clean glass.
  3. Wash floor.

**2 Freight & Dumbwaiter**

1. Spot clean interior and exterior of cab daily.
2. Sweep and damp mop floor weekly.

Building Name	Address	Sq. Meters
Currie Building	4225 Crowchild Tr. SW	3,824.3
Waters Building	4225 Crowchild Tr. SW	2,529.9
The Military Museums	4250 Crowchild Tr. SW	14,475.0
NE Armoury	1227 - 38 Ave NE	8,747.5
Mewata Armoury	801 - 11 St. SW	8,923.3
Tecumseh Armoury	1820 - 24 St SW	4,925.1
Including:		
Guard House	9.6	
Naval Museum	1,296.9	
Sigs Garage	166.1	

---

## **ANNEX "B"**

### **QUALITY STANDARDS**

1.     **Cleaning: General**
  - a.     All surfaces and objects specified in the contract shall be free of dust, stains, spills, debris and soil immediately after cleaning operation.
  - b.     Machinery and equipment shall not block a passageway, or present a trip hazard.
  - c.     Where required, caution signs shall be placed adjacent to the affected area on all approaches.
  - d.     Furnishings moved by cleaners shall be relocated to their original location.
2.     **Spot Cleaning**
  - a.     All affected areas shall be clear of stains, streaks and soil.
  - b.     All over-spray from spray applicators shall be wiped clean from all surfaces.
3.     **Sweeping:**
  - a.     All Floor areas including open areas and flooring around furniture legs and into corners shall be free of dirt and litter.
4.     **Hosing**
  - a.     All areas are clean of dirt, mud and debris with no water ponding.
  - b.     Equipment is removed and stored immediately after use.
5.     **Dust Mopping**
  - a.     All Floor areas including open areas and flooring around furniture legs and into corners shall be free of debris and dust film.
6.     **Damp Mopping**
  - a.     Floor areas including open areas and flooring around furniture legs and into corners shall be clean and free of surface stains, soil, mop streaks, loose mop strands and water spotting.
  - b.     Walls, baseboards and other surfaces shall be free of splash marks.
  - c.     Start with clean water and mop.
  - d.     Sweep or dry mop immediately before damp mopping.
7.     **Wash Floors**
  - a.     All standards outlined in paragraph Damp Mopping shall apply.
  - b.     Surfaces are rinsed free of cleaning solution.

- c. All areas shall be free of dirt, stains, splashing, cleaning chemical and water accumulations as well as scuff marks.

8. Machine Scrub

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

9. Spray Buffing

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

10. Scrub and Refinish

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

11. Strip and Refinish

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

12. Vacuuming

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

13. Stain Removal

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

14. Hot Water Extraction



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

15. Damp Wiping:

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

16. Glass and Mirror Cleaning

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

17. High dusting

- a. All surfaces shall be free of dust.
- b. Either Damp rag wiping or vacuuming shall be specified by Technical Authority
- c. Dust contained and prevented from floating freely in the air during operation.

18. Clean and Disinfect

- a. Technical Authority approved, commercial disinfectant cleaner shall be used.
- b. Manufacturer's instructions shall be followed for best results.
- c. All affected surfaces shall be rinsed clean of residual disinfectant.

## ANNEX "C"

### EVALUATION

#### MANDATORY EVALUATION:

1	MANDATORY CRITERIA AT BID CLOSING	YES	NO
A)	A list of janitorial staff that will be performing the services		
B)	Mandatory Contractor's Experience and Past Performance in accordance with Part 3 Section 1: Technical Bid		
C)	Working On-Site Supervisor's qualification in accordance with Part 3 Section 1: Technical Bid.		
D)	Provision of Pricing as requested in Annex "D" Basis of Payment		
2	MANDATORY CRITERIA PRIOR TO CONTRACT AWARD		
A)	Compliance with certification requirements: I) Federal Contractors Program for Employment Equity- Certification II) Former Public Servant Certification		
B)	Compliance with Security Clearance requirements		
C)	Compliance with the insurance requirements.		
D)	Compliance with Contract Financial Security		
E)	Provision of WHMIS Certification for all staff on site		
F)	Suppliers must certify that neither they nor their administrators have ever been convicted of an offense under the Canada Labour Code, or under any provincial labour/employment legislation. The supplier will also certify that he has not been convicted on an offense, other than an offense for which a pardon has been granted under section 121, 124 or 418 or the Criminal Code.		

**ANNEX "D" BASIS OF PAYMENT**  
**GST is to be excluded from prices quoted herein**

**Part months will be prorated on the basis of a 30 or 31 day month**

**Emergency Cleaning** (as detailed above in Annex A) - Minor emergency cleaning will be included as part of the monthly rate (i.e. cups of coffee spilt on carpet, garbage can accidentally knocked over, etc.). Major emergencies will be deemed extra to the monthly rate and will fall under extra work as and when requested by the Project Authority.

**Interior and Exterior Window Cleaning** will be performed on Task authorization basis unless otherwise stated in Annex A - Statement of Work. A quote will be provided upon such a time as requested by the Project or Site Authority. Unless otherwise stated in Annex A - Statement of Work, the prices below are to exclude window cleaning.

**A. For the Period of the Contract:** Contract Year 1 - of a 2 year Period.  
**Dates:** To be determined upon Contract Award. .

1. Firm all inclusive lump sum price per month for General Services as defined in Annex "A" for the following buildings:

	Description	Price/ m <sup>2</sup>	Estimated Usage	Firm Price
<b>A.</b>	<b>Currie Building (3,824.3 m<sup>2</sup>)</b>			
i.	Daily/Weekly/Biweekly General Services	\$_____/m <sup>2</sup>	12 Months	\$_____/per month
ii.	Quarterly General Services	\$_____/m <sup>2</sup>	4 Times	\$_____/per quarter
iii.	Semi-annual General Services	\$_____/m <sup>2</sup>	2 Times	\$_____/per 6 months
iv.	Annual General Services	\$_____/m <sup>2</sup>	1 Time	\$_____/per year
<b>B.</b>	<b>Waters Building (2,529.9 m<sup>2</sup>)</b>			
i.	Daily/Weekly/Biweekly General Services	\$_____/m <sup>2</sup>	12 Months	\$_____/per month
ii.	Quarterly General Services	\$_____/m <sup>2</sup>	4 Times	\$_____/per quarter
iii.	Semi-annual General Services	\$_____/m <sup>2</sup>	2 Times	\$_____/per 6 months
iv.	Annual General Services	\$_____/m <sup>2</sup>	1 Time	\$_____/per year
<b>C.</b>	<b>The Military Museums (14,475.0 m<sup>2</sup>)</b>			
i.	Daily/Weekly/Biweekly General Services	\$_____/m <sup>2</sup>	12 Months	\$_____/per month
ii.	Quarterly General Services	\$_____/m <sup>2</sup>	4 Times	\$_____/per quarter
iii.	Semi-annual General Services	\$_____/m <sup>2</sup>	2 Times	\$_____/per 6 months
iv.	Annual General Services	\$_____/m <sup>2</sup>	1 Time	\$_____/per year

**D. N.E. Armoury (8747.5 m²)**

i.	Daily/Weekly/Biweekly General Services	\$ _____/m²	12 Months	\$ _____ per month
ii.	Quarterly General Services	\$ _____/m²	4 Times	\$ _____ per quarter
iii.	Semi-annual General Services	\$ _____/m²	2 Times	\$ _____ per 6 months
iv.	Annual General Services	\$ _____/m²	1 Time	\$ _____ per year

**E. Mewata Armoury (8923.3 m²)**

i.	Daily/Weekly/Biweekly General Services	\$ _____/m²	12 Months	\$ _____ per month
ii.	Quarterly General Services	\$ _____/m²	4 Times	\$ _____ per quarter
iii.	Semi-annual General Services	\$ _____/m²	2 Times	\$ _____ per 6 months
iv.	Annual General Services	\$ _____/m²	1 Time	\$ _____ per year

**F. Tecumseh Armoury (4925.1 m²)**

i.	Daily/Weekly/Biweekly General Services	\$ _____/m²	12 Months	\$ _____ per month
ii.	Quarterly General Services	\$ _____/m²	4 Times	\$ _____ per quarter
iii.	Semi-annual General Services	\$ _____/m²	2 Times	\$ _____ per 6 months
iv.	Annual General Services	\$ _____/m²	1 Time	\$ _____ per year

**G. Tecumseh Guard House (9.6 m²)**

i.	Daily/Weekly/Biweekly General Services	\$ _____/m²	12 Months	\$ _____ per month
ii.	Quarterly General Services	\$ _____/m²	4 Times	\$ _____ per quarter
iii.	Semi-annual General Services	\$ _____/m²	2 Times	\$ _____ per 6 months
iv.	Annual General Services	\$ _____/m²	1 Time	\$ _____ per year

**H. Naval Museum (1,296.9 m²)**

i.	Biweekly cleaning of 2 washrooms	\$ _____/m²	12 Months	\$ _____ per month
----	----------------------------------	-------------	-----------	--------------------

**I. Tecumseh ATCO Trailer (301.0 m²)**

i i.	Daily/Weekly/Biweekly General Services	\$ _____/m²	12 Months	\$ _____ per month
ii.	Quarterly General Services	\$ _____/m²	4 Times	\$ _____ per quarter
iii.	Semi-annual General Services	\$ _____/m²	2 Times	\$ _____ per 6 months
iv.	Annual General Services	\$ _____/m²	1 Time	\$ _____ per year

**J. Sigs Garage (166.1 m²)**

i.	As and when requested cleaning (Empty garbages & damp wipe floors)	1 Time	\$ _____ per clean
----	---	--------	--------------------

2. Firm all inclusive unit price for additional work not covered by the specification if requested and approved by the Project Authority as follows:

- |  |  |                    |                                   |
|--|--|--------------------|-----------------------------------|
| a.   | Additional floor stripping and waxing<br>(per m <sup>2</sup> ) | 100 m <sup>2</sup> | \$ _____ per m <sup>2</sup>       |
| b. Major emergency work and/or extra work.   |  |                    |                                   |
| i.   | During regular working hours                                   | 1 Hour             | \$ _____ per hour                 |
| ii.  | Outside regular working hours                                  | 1 Hour             | \$ _____ per hour                 |
| iii.   | Weekends and stat holidays                                     | 1 Hour             | \$ _____ per hour                 |
| c. Facility Changes: space that is not identified<br>which may be added/removed from the<br>Contract at later date |  |                    |                                   |
|  |  | 100 m <sup>2</sup> | \$ <b>1.32</b> per m <sup>2</sup> |

**B. For the Period of the Contract:** Contract Year 2      **Dates:** To be Determined

1. Firm all inclusive lump sum price per month for General Services as defined in Annex "A" for the following buildings:

1. Firm all inclusive lump sum price per month for General Services as defined in Annex "A" for the following buildings:

	Description	Price/ m <sup>2</sup>	Estimated Usage	Firm Price
<b>A.</b>	<b>Currie Building (3,824.3 m<sup>2</sup>)</b>			
i.	Daily/Weekly/Biweekly General Services	\$ _____/m <sup>2</sup>	12 Months	\$ _____ per month
ii.	Quarterly General Services	\$ _____/m <sup>2</sup>	4 Times	\$ _____ per quarter
iii.	Semi-annual General Services	\$ _____/m <sup>2</sup>	2 Times	\$ _____ per 6 months
iv.	Annual General Services	\$ _____/m <sup>2</sup>	1 Time	\$ _____ per year
<b>B.</b>	<b>Waters Building (2,529.9 m<sup>2</sup>)</b>			
i.	Daily/Weekly/Biweekly General Services	\$ _____/m <sup>2</sup>	12 Months	\$ _____ per month
ii.	Quarterly General Services	\$ _____/m <sup>2</sup>	4 Times	\$ _____ per quarter
iii.	Semi-annual General Services	\$ _____/m <sup>2</sup>	2 Times	\$ _____ per 6 months
iv.	Annual General Services	\$ _____/m <sup>2</sup>	1 Time	\$ _____ per year
<b>C.</b>	<b>The Military Museums (14,475.0 m<sup>2</sup>)</b>			
i.	Daily/Weekly/Biweekly General Services	\$ _____/m <sup>2</sup>	12 Months	\$ _____ per month
ii.	Quarterly General Services	\$ _____/m <sup>2</sup>	4 Times	\$ _____ per quarter
iii.	Semi-annual General Services	\$ _____/m <sup>2</sup>	2 Times	\$ _____ per 6 months
iv.	Annual General Services	\$ _____/m <sup>2</sup>	1 Time	\$ _____ per year

**D. N.E. Armoury (8747.5 m²)**

i.	Daily/Weekly/Biweekly General Services	\$ _____/m²	12 Months	\$ _____ per month
ii.	Quarterly General Services	\$ _____/m²	4 Times	\$ _____ per quarter
iii.	Semi-annual General Services	\$ _____/m²	2 Times	\$ _____ per 6 months
iv.	Annual General Services	\$ _____/m²	1 Time	\$ _____ per year

**E. Mewata Armoury (8923.3 m²)**

i.	Daily/Weekly/Biweekly General Services	\$ _____/m²	12 Months	\$ _____ per month
ii.	Quarterly General Services	\$ _____/m²	4 Times	\$ _____ per quarter
iii.	Semi-annual General Services	\$ _____/m²	2 Times	\$ _____ per 6 months
iv.	Annual General Services	\$ _____/m²	1 Time	\$ _____ per year

**F. Tecumseh Armoury (4925.1 m²)**

i.	Daily/Weekly/Biweekly General Services	\$ _____/m²	12 Months	\$ _____ per month
ii.	Quarterly General Services	\$ _____/m²	4 Times	\$ _____ per quarter
iii.	Semi-annual General Services	\$ _____/m²	2 Times	\$ _____ per 6 months
iv.	Annual General Services	\$ _____/m²	1 Time	\$ _____ per year

**G. Tecumseh Guard House (9.6 m²)**

i.	Daily/Weekly/Biweekly General Services	\$ _____/m²	12 Months	\$ _____ per month
ii.	Quarterly General Services	\$ _____/m²	4 Times	\$ _____ per quarter
iii.	Semi-annual General Services	\$ _____/m²	2 Times	\$ _____ per 6 months
iv.	Annual General Services	\$ _____/m²	1 Time	\$ _____ per year

**H. Naval Museum (1,296.9 m²)**

i.	Biweekly cleaning of 2 washrooms	\$ _____/m²	12 Months	\$ _____ per month
----	----------------------------------	-------------	-----------	--------------------

**I. Tecumseh ATCO Trailer (301.0 m²)**

i i.	Daily/Weekly/Biweekly General Services	\$ _____/m²	12 Months	\$ _____ per month
ii.	Quarterly General Services	\$ _____/m²	4 Times	\$ _____ per quarter
iii.	Semi-annual General Services	\$ _____/m²	2 Times	\$ _____ per 6 months
iv.	Annual General Services	\$ _____/m²	1 Time	\$ _____ per year

**J. Sigs Garage (166.1 m²)**

i.	As and when requested cleaning (Empty garbages & damp wipe floors)	1 Time	\$ _____ per clean
----	---	--------	--------------------

2. Firm all inclusive unit price for additional work not covered by the specification if requested and approved by the Project Authority as follows:

- |  |  |                    |                                   |
|--|--|--------------------|-----------------------------------|
| a.   | Additional floor stripping and waxing<br>(per m <sup>2</sup> ) | 100 m <sup>2</sup> | \$ _____ per m <sup>2</sup>       |
| b. Major emergency work and/or extra work.   |  |                    |                                   |
| i.   | During regular working hours                                   | 1 Hour             | \$ _____ per hour                 |
| ii.  | Outside regular working hours                                  | 1 Hour             | \$ _____ per hour                 |
| iii.   | Weekends and stat holidays                                     | 1 Hour             | \$ _____ per hour                 |
| c. Facility Changes: space that is not identified<br>which may be added/removed from the<br>Contract at later date |  |                    |                                   |
|  |  | 100 m <sup>2</sup> | \$ <b>1.32</b> per m <sup>2</sup> |

**C. Option Year One****Dates:** TO BE DETERMINED.

1. Firm all inclusive lump sum price per month for General Services as defined in Annex "A" for the following buildings:

1. Firm all inclusive lump sum price per month for General Services as defined in Annex "A" for the following buildings:

	Description	Price/ m <sup>2</sup>	Estimated Usage	Firm Price
<b>A.</b>	<b>Currie Building (3,824.3 m<sup>2</sup>)</b>			
i.	Daily/Weekly/Biweekly General Services	\$ _____/m <sup>2</sup>	12 Months	\$ _____ per month
ii.	Quarterly General Services	\$ _____/m <sup>2</sup>	4 Times	\$ _____ per quarter
iii.	Semi-annual General Services	\$ _____/m <sup>2</sup>	2 Times	\$ _____ per 6 months
iv.	Annual General Services	\$ _____/m <sup>2</sup>	1 Time	\$ _____ per year
<b>B.</b>	<b>Waters Building (2,529.9 m<sup>2</sup>)</b>			
i.	Daily/Weekly/Biweekly General Services	\$ _____/m <sup>2</sup>	12 Months	\$ _____ per month
ii.	Quarterly General Services	\$ _____/m <sup>2</sup>	4 Times	\$ _____ per quarter
iii.	Semi-annual General Services	\$ _____/m <sup>2</sup>	2 Times	\$ _____ per 6 months
iv.	Annual General Services	\$ _____/m <sup>2</sup>	1 Time	\$ _____ per year
<b>C.</b>	<b>The Military Museums (14,475.0 m<sup>2</sup>)</b>			
i.	Daily/Weekly/Biweekly General Services	\$ _____/m <sup>2</sup>	12 Months	\$ _____ per month
ii.	Quarterly General Services	\$ _____/m <sup>2</sup>	4 Times	\$ _____ per quarter
iii.	Semi-annual General Services	\$ _____/m <sup>2</sup>	2 Times	\$ _____ per 6 months
iv.	Annual General Services	\$ _____/m <sup>2</sup>	1 Time	\$ _____ per year

**D. N.E. Armoury (8747.5 m²)**

i.	Daily/Weekly/Biweekly General Services	\$ _____/m²	12 Months	\$ _____ per month
ii.	Quarterly General Services	\$ _____/m²	4 Times	\$ _____ per quarter
iii.	Semi-annual General Services	\$ _____/m²	2 Times	\$ _____ per 6 months
iv.	Annual General Services	\$ _____/m²	1 Time	\$ _____ per year

**E. Mewata Armoury (8923.3 m²)**

i.	Daily/Weekly/Biweekly General Services	\$ _____/m²	12 Months	\$ _____ per month
ii.	Quarterly General Services	\$ _____/m²	4 Times	\$ _____ per quarter
iii.	Semi-annual General Services	\$ _____/m²	2 Times	\$ _____ per 6 months
iv.	Annual General Services	\$ _____/m²	1 Time	\$ _____ per year

**F. Tecumseh Armoury (4925.1 m²)**

i.	Daily/Weekly/Biweekly General Services	\$ _____/m²	12 Months	\$ _____ per month
ii.	Quarterly General Services	\$ _____/m²	4 Times	\$ _____ per quarter
iii.	Semi-annual General Services	\$ _____/m²	2 Times	\$ _____ per 6 months
iv.	Annual General Services	\$ _____/m²	1 Time	\$ _____ per year

**G. Tecumseh Guard House (9.6 m²)**

i.	Daily/Weekly/Biweekly General Services	\$ _____/m²	12 Months	\$ _____ per month
ii.	Quarterly General Services	\$ _____/m²	4 Times	\$ _____ per quarter
iii.	Semi-annual General Services	\$ _____/m²	2 Times	\$ _____ per 6 months
iv.	Annual General Services	\$ _____/m²	1 Time	\$ _____ per year

**H. Naval Museum (1,296.9 m²)**

i.	Biweekly cleaning of 2 washrooms	\$ _____/m²	12 Months	\$ _____ per month
----	----------------------------------	-------------	-----------	--------------------

**I. Tecumseh ATCO Trailer (301.0 m²)**

i i.	Daily/Weekly/Biweekly General Services	\$ _____/m²	12 Months	\$ _____ per month
ii.	Quarterly General Services	\$ _____/m²	4 Times	\$ _____ per quarter
iii.	Semi-annual General Services	\$ _____/m²	2 Times	\$ _____ per 6 months
iv.	Annual General Services	\$ _____/m²	1 Time	\$ _____ per year

**J. Sigs Garage (166.1 m²)**

i.	As and when requested cleaning (Empty garbages & damp wipe floors)	1 Time	\$ _____ per clean
----	---	--------	--------------------

2. Firm all inclusive unit price for additional work not covered by the specification if requested and approved by the Project Authority as follows:



- 
- |      |   |                    |                                   |
|------|---|--------------------|-----------------------------------|
| a.   | Additional floor stripping and waxing<br>(per m <sup>2</sup> )  | 100 m <sup>2</sup> | \$_____ per m <sup>2</sup>        |
| b.   | Major emergency work and/or extra work.   |                    |                                   |
| i.   | During regular working hours  | 1 Hour             | \$_____ per hour                  |
| ii.  | Outside regular working hours   | 1 Hour             | \$_____ per hour                  |
| iii. | Weekends and stat holidays  | 1 Hour             | \$_____ per hour                  |
| c.   | Facility Changes: space that is not identified<br>which may be added/removed from the<br>Contract at later date | 100 m <sup>2</sup> | \$ <b>1.32</b> per m <sup>2</sup> |

Solicitation No. - N° de l'invitation

W3537-11E021/A

Amd. No. - N° de la modif.

File No. - N° du dossier

CAL-1-34046

Buyer ID - Id de l'acheteur

cal101

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

W3537-11E021

CCC No./N° CCC - FMS No/ N° VME

---

## **ANNEX "E"**

### **SECURITY REQUIREMENTS CHECK LIST**

**Attached as a PDF.**

## ANNEX F

### INSURANCE REQUIREMENTS

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

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

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

#### 14. 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 (Workplace Safety Insurance Board) 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.

## **15. Automobile Liability Insurance**

- 1. The Contractor must obtain Automobile Liability Insurance, and maintain it in force throughout the duration of the Contract, in an amount usual for a contract of this nature, but for not less than \$2,000,000 per accident or occurrence.
- 2. The policy must include the following:
  - (a) Third Party Liability - \$2,000,000 Minimum Limit per Accident or Occurrence
  - (b) Accident Benefits - all jurisdictional statutes
  - (c) Uninsured Motorist Protection
  - (d) Notice of Cancellation: The Insurer will endeavour to provide the Contracting Authority thirty (30) days written notice of cancellation.

Solicitation No. - N° de l'invitation

W3537-11E021/A

Amd. No. - N° de la modif.

File No. - N° du dossier

CAL-1-34046

Buyer ID - Id de l'acheteur

cal101

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

W3537-11E021

CCC No./N° CCC - FMS No/ N° VME

---

Annex "G"  
Form DND 626 , Task Authorization Form  
Attached as a PDF

**ANNEX "H"****Model contract Support Letter of Credit.**

On issuing (or confirming) financial institution letterhead

To: **Public Works and Government Services Canada (PWGSC)**  
**Supply Operations Services - Western Region**  
**1650, 635 - 8th Ave. S.W.**  
**Calgary, AB T2P 3M3**

(herein called the Crown) as the Beneficiary.

Re: Contract No. \_\_\_\_\_, for the provision of janitorial services for the Department of National Defence, Calgary Alberta, for the period from TBD

1. We, the undersigned, \_\_\_\_\_ (name and address of financial institution) (herein called the "financial institution"), hereby issue this irrevocable Documentary Letter of Credit in favour of the Crown in the amount of (10% of the total value of the contract based on two years) dollars (\$), which may be drawn upon by the Crown as beneficiary by presentation to \_\_\_\_\_ (the financial institution at the above address or other stated financial institution) of a written demand for payment signed by the Regional Director, Supply Operations Services (or his/her designated representative), to the extent required for the performance by \_\_\_\_\_ (name and address of contractor) (herein called the Applicant) of the subject contract, dated \_\_\_\_\_, stating that the Applicant is in default in carrying out its obligations under the Contract.
2. Drawings under this irrevocable Letter of Credit shall be made under the terms and conditions of the contract between the Crown and the Applicant.
3. Upon presentation of a written demand for payment at the above address, signed by the Regional Director, Supply Operations Services (or his/her designated representative), the financial institution we shall make payment at sight hereunder to the Receiver General for Canada by way of our draft without:
  - (a) inquiring about the validity or sufficiency of the demand or the right of the Crown to such payment,
  - (b) recognizing a claim by any person, and
  - (c) any reference to the state of accounts as between the financial institution and the Applicant.

In its written demand for payment, the Crown shall certify, by the Regional Director, Supply Operations Services (or his/her designated representative), that it is entitled to receive payment under this Letter of Credit by virtue of the terms and conditions of the contract.
4. A written demand for payment may be presented at (give particulars of the place where the demand must be made or use the following but not both) at the above address on or before the end of business hours on the \_\_\_\_\_ (date) at which time this Letter of Credit will expire.

This irrevocable Letter of Credit shall be deemed to be without any formal amendment for one year from the present or any future expiration date unless, not less than sixty (60) days prior to any such date, the financial institution notifies the Crown in writing that the financial institution elects not to extend this irrevocable Letter of Credit for any further period, in which event the financial institution shall, after presentation to the financial institution at the above address of a written demand for payment, signed by Manager of Purchasing, pay the Crown with such written notice of election a draft in the amount of the Letter of Credit less the amount of any previous drawings.

5. Partial drawings are permitted under this Documentary Letter of Credit where written demand for payment is presented by the Crown, signed by the Regional Director, Supply Operations Services (or his/her designated representative) certifying it is entitled to receive partial payment under this Letter of Credit by virtue of the terms and conditions of the contract. The Any amount so drawn under this clause shall be subtracted from the face amount of the Letter of Credit and shall be endorsed on the reverse side of this Letter of Credit.
6. This irrevocable Letter of Credit bears the following reference number of the financial institution \_\_\_\_\_. The number and date of this Letter of Credit and the name of the financial institution must be quoted on all documents presented.
7. This Letter of Credit is subject to the International Chamber of Commerce (ICC) Uniform Customs and Practice for Documentary Credits, 1993 Revision, in force since January 1, 1994, known as ICC Publication No 500 and engages us in accordance with the terms thereof.
8. The financial institution hereby certifies that it is a member of the Canadian Payments Association.

For \_\_\_\_\_ (name of financial institution)

Signed \_\_\_\_\_  
(authorized signature)

Countersigned \_\_\_\_\_  
(authorized signature)

Date: \_\_\_\_\_



Government of Canada  
Gouvernement du Canada

Contract Number / Numéro du contrat

W3537-11E021

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





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

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

If Yes, indicate the level of sensitivity:

Dans l'affirmative, indiquer le niveau de sensibilité :

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

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

Document Number / Numéro du document :

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

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

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

Special comments:

Commentaires spéciaux :

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

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

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

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

**INFORMATION / ASSETS / RENSEIGNEMENTS / BIENS**

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

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

**PRODUCTION**

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

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

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

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





**PART C - (continued) / PARTIE C - (suite)**

For users completing the form manually use the summary chart below to indicate the category(ies) and level(s) of safeguarding required at the supplier's site(s) or premises.

Les utilisateurs qui remplissent le formulaire manuellement doivent utiliser le tableau récapitulatif ci-dessous pour indiquer, pour chaque catégorie, les niveaux de sauvegarde requis aux installations du fournisseur.

For users completing the form online (via the Internet), the summary chart is automatically populated by your responses to previous questions.

Dans le cas des utilisateurs qui remplissent le formulaire en ligne (par Internet), les réponses aux questions précédentes sont automatiquement saisies dans le tableau récapitulatif.

**SUMMARY CHART / TABLEAU RÉCAPITULATIF**

Category Catégorie	PROTECTED PROTÉGÉ			CLASSIFIED CLASSIFIÉ			NATO				COMSEC					
	A	B	C	CONFIDENTIAL  CONFIDENTIEL	SECRET	TOP SECRET  Très SECRET	NATO RESTRICTED  NATO DIFFUSION RESTREINTE	NATO CONFIDENTIAL  NATO CONFIDENTIEL	NATO SECRET	COSMIC TOP SECRET COSMIC Très SECRET	PROTECTED PROTÉGÉ			CONFIDENTIAL	SECRET	TOP SECRET  Très SECRET
											A B C					
Information / Assets Renseignements / Biens																
Production																
IT Media / Support TI																
IT Link / Lien électronique																

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

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

☒ No  
Non

☐ Yes  
Oui

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

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

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

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

☒ No  
Non

☐ Yes  
Oui

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

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

W3537-11E021

Security Classification / Classification de sécurité

**PART D - AUTHORIZATION / PARTIE D - AUTORISATION**

**13. Organization Project Authority / Charge de projet de l'organisme**

Name (print) - Nom (en lettres moulées)

Barry Fallon

Title - Titre

Senior Project Manager

Signature

BARRY FALLON

SNR PROJECT MANAGER

CSU CALGARY

Telephone No. - N° de téléphone

403-410-2320 ext 3948

Facsimile No. - N° de télécopieur

403-410-2346

E-mail address - Adresse courriel

Barry.Fallon@forces.gc.ca

Date

02 June 2011

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

Name (print) - Nom (en lettres moulées)

Lesly Pineda

Title - Titre

Contract Security Analyst

Signature

[Signature]

Telephone No. - N° de téléphone

(613) 949-1220

Facsimile No. - N° de télécopieur

(613) 949-1069

E-mail address - Adresse courriel

lesly.pineda@forces.gc.ca

Date

June 8 2011

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

Non

☒ Yes

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)

Joelle Smith

Title - Titre

CSA

Signature

[Signature]

Telephone No. - N° de téléphone

613-948-7126

Facsimile No. - N° de télécopieur

613-948-4171

E-mail address - Adresse courriel

joelle.smith@forces.gc.ca

Date

June 17 / 2011