

**RETURN BIDS TO:**  
**RETOURNER LES SOUMISSIONS À:**  
**Bid Receiving - PWGSC / Réception des  
soumissions - TPSGC**  
**11 LaurierSt./ 11, rue Laurier**  
**Place du Portage, Phase III**  
**Core 0A1 / Noyau 0A1**  
**Gatineau**  
**Québec**  
**K1A 0S5**  
**Bid Fax: (819) 997-9776**

**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**

This document contains a security requirement.

<b>Title - Sujet</b> Integrated Pest Management	
<b>Solicitation No. - N° de l'invitation</b> EN463-122369/A	<b>Date</b> 2012-12-13
<b>Client Reference No. - N° de référence du client</b> 20122369	
<b>GETS Reference No. - N° de référence de SEAG</b> PW-\$\$FK-274-61765	
<b>File No. - N° de dossier</b> fk274.EN463-122369	<b>CCC No./N° CCC - FMS No./N° VME</b>
<b>Solicitation Closes - L'invitation prend fin at - à 02:00 PM on - le 2013-01-28</b>	<b>Time Zone Fuseau horaire</b> Eastern Standard Time EST
<b>F.O.B. - F.A.B.</b> <b>Plant-Usine:</b> <input type="checkbox"/> <b>Destination:</b> <input checked="" type="checkbox"/> <b>Other-Autre:</b> <input type="checkbox"/>	
<b>Address Enquiries to: - Adresser toutes questions à:</b> Ruby, Hélène	<b>Buyer Id - Id de l'acheteur</b> fk274
<b>Telephone No. - N° de téléphone</b> (819) 956-3193 ( )	<b>FAX No. - N° de FAX</b> (819) 956-3600
<b>Destination - of Goods, Services, and Construction:</b> <b>Destination - des biens, services et construction:</b> PWGSC Operations - Birks Bldg., 107 Sparks St., Ottawa, Ontario K1P 5B5	

**Instructions: See Herein**

**Instructions: Voir aux présentes**

**Vendor/Firm Name and Address**

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

**Issuing Office - Bureau de distribution**

Maintenance & Professional Consulting Services Division  
(FK)  
11 Laurier St./ 11, rue Laurier  
3C2, Place du Portage, Phase III  
Gatineau  
Québec  
K1A 0S5

<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>

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## **PART 1 - GENERAL INFORMATION**

### **1.1 Introduction**

The bid solicitation is divided into seven parts plus 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 Requirement; 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 Security Requirement Check List, the Statement of Work, the List of Buildings and a Reminder to submit a Complete List of names of all individuals who are currently directors of the Bidder.

### **1.2 Summary**

- (i) To provide all labour, materials, and equipment necessary to provide Integrated Pest Management Services including monitoring, trapping, pesticide application, and pest removal. The work is to be performed in accordance with the Statement of Work attached at Annex "B".
- (ii) This requirement is for Integrated Pest Management Services for the Parliamentary Precinct Branch.
- (iii) the period of any resulting Contract will be for a period of three (3) years.
- (iv) There is a security requirement associated with this requirement. For additional information, consult Part 6 - Security Requirement, and Part 7 - Resulting Contract Clauses. 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.
- (v) pursuant to section 01 of Standard Instructions 2003, Bidders must submit a complete list of names of all individuals who are currently directors of the Bidder. Furthermore, as determined by the Special Investigations Directorate, Departmental Oversight Branch, each individual named on the list may be requested to complete a Consent to a Criminal Record Verification form and related documentation.

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(vi) The requirement is subject to the provisions of the North American Free Trade Agreement (NAFTA), the Agreement on Internal Trade (AIT), the Canada-Chile FTA, the Canada-Colombia FTA, and the Canada-Peru FTA).

### **1.3 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.

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## **PART 2 - BIDDER INSTRUCTIONS**

### **2.1 Standard Instructions, Clauses and Conditions**

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

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

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

- The text under Subsection 4 of Section 05 - Submission of Bids of 2003 referenced above is amended as follows:  
Delete: sixty (60) days  
Insert: *one hundred twenty (120) days (as required)*

### **2.2 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.

### **2.3 Enquiries - Bid Solicitation**

All enquiries must be submitted in writing to the Contracting Authority no later than **five (5)** calendar days before the bid closing date. Enquiries received after that time may not be answered.

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

### **2.4 Applicable Laws**

Any resulting contract must be interpreted and governed, and the relations between the parties determined, by the laws in force in the province or territory where the work is performed.

## 2.5 Mandatory Site Visit

It is mandatory that the Bidder or a representative of the Bidder visit the site and understand the statement of the work required and the conditions of the site. The site visit will be held on **Tuesday, January 8, 2013 at 9h00 am.** The visit will start at:

- 1- Main entrance of Birks Building (107, Sparks Street in Ottawa) and will end at;
- 2- Main entrance of Confederation Building (229, Wellington Street in Ottawa).

IT IS MANDATORY THAT BIDDERS SUBMIT THEIR NAME (LEGAL NAME), **DATE OF BIRTH (YEAR-MONTH-DAY)** and security clearance level held **FOR EACH INDIVIDUAL** that will be attending the site visit to the Contracting Authority by e-mail at [helene.ruby@pwgsc.gc.ca](mailto:helene.ruby@pwgsc.gc.ca) or by facsimile at (819) 956-3600 no later than **Thursday, January 3, 2013 at 14h00.** **Bidders must communicate with the Contracting Authority prior to the visit to confirm attendance.**

Bidders who are not represented at the mandatory site visit, will not be given an alternative appointment and their bid will be rejected as non-compliant. No exceptions will be made. Bidders will be required to sign an attendance form. Failure to do so will render their bid non-compliant. Bidders are advised that any clarifications or changes resulting from the site visit shall be included as an amendment to the bid solicitation.

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

### **3.1 Bid Preparation Instructions**

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

- Section I Technical Bid (1 hard copy);
- Section II Financial Bid (1 hard copy); and
- Section III Certifications (1 hard copy)

Prices must appear in the financial bid only. Prices must not 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 should to :

- 1) use 8.5 x 11 inch (216 mm x 279 mm) paper containing fibre certified as originating from a sustainably-managed forest and 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**

**3.1.1** Bidders must duly complete and **SIGN** the first page of their Request For Proposal document, or upon request from the Contracting Authority.

#### **3.1.2 Submission of Evidence**

Submission of Evidence as described in **3.1.3**, **3.1.4** and **3.1.5** below **MUST** be included with the bidder's proposal **at time of bid closing**. Failure by the bidder to provide the required evidence will result in the bidder being disqualified and no further consideration will be given to the bidder and the proposal will be deemed non responsive.

The evidence provided by the bidder may be verified. PWGSC reserves the right to verify information for completeness and accuracy and to confirm reference satisfaction with services provided. In the event where the information cannot be verified or the service found to be unsatisfactory will result in the proposal being considered non-responsive and no further consideration will be given to the Bidder.

#### **3.1.3 Mandatory Company Licensing**

Pesticide Vendors and Exterminators are required to meet certain certification requirements. The Contractor **must** be licenced to practice in the Province of Ontario. **The Bidder must provide a valid copy of company's Pesticide Operator licence for the Province of Ontario with the proposal.**



### 3.1.4 Mandatory Card Licensing and Certification

\*\*\*Provide current valid copies\*\*\*

Potential bidders **must** provide proof of the following:

All Service personnel employed by the Bidder **MUST** hold a pest control operator licence at bid close.

#### Technician Licensing

In order to carry out the work, the Contractor must have a **minimum of three (3) technicians** that **must** be trained and possess a valid Pest Control Operator / Exterminator License for the Province of Ontario. Copies of certifications / licenses **must** be provided at bid close.

The Bidder must list all personnel who may provide the services under any resulting contract in the table below.

TITLE	Name of employees	Security Clearance
Technician # 1		
Technician # 2		
Technician # 3		

and demonstrate that each employee listed above has received the following training:

- Workplace Hazardous Materials Information System (WHMIS) Certificate

### 3.1.5 Mandatory Contractor's Experience and Past Performance

The bidder must provide evidence of its experience and past performance by referencing one (1) project or contract satisfactorily rendered for at least twelve (12) consecutive months within the past three (3) years, wherein the range and scope of pest management services provided are comparable to those described in this Request for Proposal (RFP).

The evidence provided by the bidder may be verified by the Crown. Failure by the bidder to provide the required evidence or in the event that the evidence cannot be verified shall result in the bidder being disqualified and no further consideration will be given to the bidder. If the Bidder submits references in excess of the stated requirement above, only the references up to the identified limit will be assessed.

PWGSC reserves the right to verify information for completeness and accuracy and to confirm reference satisfaction with services provided. In the event where the information cannot be verified or the service found to be unsatisfactory shall result in the proposal being considered non-responsive and no further consideration will be given to the Bidder.

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.: _____
Location/site of the project or contract:	_____
Value of the project or contract	\$_____
Performance period of the project or contract ( <b>indicate month and year</b> )	<b>From:</b> Month _____ Year _____ <b>To:</b> Month _____ Year _____
Description of Project or Contract: _____ _____ _____ _____ _____ _____	

**Section II: Financial Bid****3.1.6 Basis of Pricing (MANDATORY)**

Bidders must submit their firm monthly rates in accordance with the Pricing Schedule detailed below. The total amount of Goods and Services Tax or Harmonized Sales Tax is to be shown separately, if applicable.

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

It is **MANDATORY** that the bidders submit firm prices/rates in Canadian funds for the three (3) years for all items listed hereafter (Pricing Schedule 1 and Pricing Schedule 2).

**Pricing Schedule 1: Pest Maintenance**

Firm all inclusive prices including overhead, profit, all materials and all related costs for Integrated Pest Management Services in accordance with the Annex "B", Statement of Work, clauses 8.0 Description of Services and 9.0 Procedures and Frequency.

**Location: All buildings situated within the Parliamentary Precinct Branch. The specified areas include the interior of all premises, including offices, kitchens, lunchrooms, food storage areas, washrooms, electrical rooms, mechanical rooms loading docks and all other PWGSC-owned and managed spaces.**

**1.1 CENTRE BLOCK (111 Wellington Street) - 648 317 sq ft**

PERIOD	SERVICE	FIRM MONTHLY RATE	NUMBER OF MONTHS	EXTENDED PRICE
YEAR 1	Inspection	\$_____ x	12 =	\$_____
YEAR 2	Inspection	\$_____ x	12 =	\$_____
YEAR 3	Inspection	\$_____ x	12 =	\$_____
<b>1.1 Sub Total (of all years):</b>				<b>\$_____</b>

**1.2 Location: EAST BLOCK (111 Wellington Street) - 165 483 sq ft**

PERIOD	SERVICE	FIRM MONTHLY RATE	NUMBER OF MONTHS	EXTENDED PRICE
YEAR 1	Inspection	\$_____ x	12 =	\$_____
YEAR 2	Inspection	\$_____ x	12 =	\$_____
YEAR 3	Inspection	\$_____ x	12 =	\$_____
<b>1.2 Sub Total (of all years):</b>				<b>\$_____</b>

**1.3 Location: WEST BLOCK (111 Wellington Street) - 184 049 sq ft**

PERIOD	SERVICE	FIRM MONTHLY RATE	NUMBER OF MONTHS	EXTENDED PRICE
YEAR 1	Inspection	\$_____ x	12 =	\$_____
YEAR 2	Inspection	\$_____ x	12 =	\$_____
YEAR 3	Inspection	\$_____ x	12 =	\$_____
<b>1.3 Sub Total (of all years):</b>				<b>\$_____</b>

**1.4 Location: CONFEDERATION BUILDING (229 Wellington Street) - 300 452 sq ft**

PERIOD	SERVICE	FIRM MONTHLY RATE	NUMBER OF MONTHS	EXTENDED PRICE
YEAR 1	Inspection	\$_____ x	12 =	\$_____
YEAR 2	Inspection	\$_____ x	12 =	\$_____
YEAR 3	Inspection	\$_____ x	12 =	\$_____
<b>1.4 Sub Total (of all years):</b>				<b>\$_____</b>

**1.5 Location: JUSTICE BUILDING (249 Wellington Street) - 176 796 sq ft**

PERIOD	SERVICE	FIRM MONTHLY RATE	NUMBER OF MONTHS	EXTENDED PRICE
YEAR 1	Inspection	\$_____ x	12 =	\$_____
YEAR 2	Inspection	\$_____ x	12 =	\$_____
YEAR 3	Inspection	\$_____ x	12 =	\$_____
<b>1.5 Sub Total (of all years):</b>				<b>\$_____</b>

**1.6 Location: WELLINGTON BUILDING (180 Wellington Street) - 508 894 sq ft**

PERIOD	SERVICE	FIRM MONTHLY RATE	NUMBER OF MONTHS	EXTENDED PRICE
YEAR 1	Inspection	\$_____ x	12 =	\$_____
YEAR 2	Inspection	\$_____ x	12 =	\$_____
YEAR 3	Inspection	\$_____ x	12 =	\$_____
<b>1.6 Sub Total (of all years):</b>				<b>\$_____</b>

**1.7 Location: NATIONAL PRESS BUILDING (150 Wellington Street) - 53 208 sq ft**

PERIOD	SERVICE	FIRM MONTHLY RATE	NUMBER OF MONTHS	EXTENDED PRICE
YEAR 1	Inspection	\$_____ x	12 =	\$_____
YEAR 2	Inspection	\$_____ x	12 =	\$_____
YEAR 3	Inspection	\$_____ x	12 =	\$_____
<b>1.7 Sub Total (of all years):</b>				<b>\$_____</b>

**1.8 Location: BANK OF MONTREAL (144 Wellington Street) - 40 715 sq ft**

PERIOD	SERVICE	FIRM MONTHLY RATE	NUMBER OF MONTHS	EXTENDED PRICE
YEAR 1	Inspection	\$_____ x	12 =	\$_____
YEAR 2	Inspection	\$_____ x	12 =	\$_____
YEAR 3	Inspection	\$_____ x	12 =	\$_____
<b>1.8 Sub Total (of all years):</b>				<b>\$_____</b>

**1.9 Location: VICTORIA BUILDING (140 Wellington Street) - 95 903 sq ft**

PERIOD	SERVICE	FIRM MONTHLY RATE	NUMBER OF MONTHS	EXTENDED PRICE
YEAR 1	Inspection	\$_____ x	12 =	\$_____
YEAR 2	Inspection	\$_____ x	12 =	\$_____
YEAR 3	Inspection	\$_____ x	12 =	\$_____
<b>1.9 Sub Total (of all years):</b>				<b>\$_____</b>

**1.10 Location: LANGEVIN BUILDING (80 Wellington Street) - 123 030 sq ft**

PERIOD	SERVICE	FIRM MONTHLY RATE	NUMBER OF MONTHS	EXTENDED PRICE
YEAR 1	Inspection	\$_____ x	12 =	\$_____
YEAR 2	Inspection	\$_____ x	12 =	\$_____
YEAR 3	Inspection	\$_____ x	12 =	\$_____
<b>1.10 Sub Total (of all years):</b>				<b>\$_____</b>

1.11 Location: DOVER / BROUSE / SLATER BUILDINGS (185 Sparks Street) - 29 545 sq ft				
PERIOD	SERVICE	FIRM MONTHLY RATE	NUMBER OF MONTHS	EXTENDED PRICE
YEAR 1	Inspection	\$_____ x	12 =	\$_____
YEAR 2	Inspection	\$_____ x	12 =	\$_____
YEAR 3	Inspection	\$_____ x	12 =	\$_____
1.11 Sub Total (of all years):				\$_____

1.12 Location: BOOTH BUILDING (165 Sparks Street) - 66 628 sq ft				
PERIOD	SERVICE	FIRM MONTHLY RATE	NUMBER OF MONTHS	EXTENDED PRICE
YEAR 1	Inspection	\$_____ x	12 =	\$_____
YEAR 2	Inspection	\$_____ x	12 =	\$_____
YEAR 3	Inspection	\$_____ x	12 =	\$_____
1.12 Sub Total (of all years):				\$_____

1.13 Location: LA PROMENADE BUILDING (151 Sparks Street) - 208 310 sq ft				
PERIOD	SERVICE	FIRM MONTHLY RATE	NUMBER OF MONTHS	EXTENDED PRICE
YEAR 1	Inspection	\$_____ x	12 =	\$_____
YEAR 2	Inspection	\$_____ x	12 =	\$_____
YEAR 3	Inspection	\$_____ x	12 =	\$_____
1.13 Sub Total (of all years):				\$_____

1.14 Location: BANK OF NOVA SCOTIA BUILDING (121 Sparks Street) - 50 310 sq ft				
PERIOD	SERVICE	FIRM MONTHLY RATE	NUMBER OF MONTHS	EXTENDED PRICE
YEAR 1	Inspection	\$_____ x	12 =	\$_____
YEAR 2	Inspection	\$_____ x	12 =	\$_____
YEAR 3	Inspection	\$_____ x	12 =	\$_____
1.14 Sub Total (of all years):				\$_____

**1.15 Location: BANK OF COMMERCE BUILDING (119 Sparks Street) - 25 893 sq ft**

PERIOD	SERVICE	FIRM MONTHLY RATE	NUMBER OF MONTHS	EXTENDED PRICE
YEAR 1	Inspection	\$_____ x	12 =	\$_____
YEAR 2	Inspection	\$_____ x	12 =	\$_____
YEAR 3	Inspection	\$_____ x	12 =	\$_____
<b>1.15 Sub Total (of all years):</b>				<b>\$_____</b>

**1.16 Location: FISHER BUILDING (115 Sparks Street) - 12 669 sq ft**

PERIOD	SERVICE	FIRM MONTHLY RATE	NUMBER OF MONTHS	EXTENDED PRICE
YEAR 1	Inspection	\$_____ x	12 =	\$_____
YEAR 2	Inspection	\$_____ x	12 =	\$_____
YEAR 3	Inspection	\$_____ x	12 =	\$_____
<b>1.16 Sub Total (of all years):</b>				<b>\$_____</b>

**1.17 Location: BATES BUILDING (109 Sparks Street) - 18 761 sq ft**

PERIOD	SERVICE	FIRM MONTHLY RATE	NUMBER OF MONTHS	EXTENDED PRICE
YEAR 1	Inspection	\$_____ x	12 =	\$_____
YEAR 2	Inspection	\$_____ x	12 =	\$_____
YEAR 3	Inspection	\$_____ x	12 =	\$_____
<b>1.17 Sub Total (of all years):</b>				<b>\$_____</b>

**1.18 Location: BIRKS BUILDING (107 Sparks Street) - 53 196 sq ft**

PERIOD	SERVICE	FIRM MONTHLY RATE	NUMBER OF MONTHS	EXTENDED PRICE
YEAR 1	Inspection	\$_____ x	12 =	\$_____
YEAR 2	Inspection	\$_____ x	12 =	\$_____
YEAR 3	Inspection	\$_____ x	12 =	\$_____
<b>1.18 Sub Total (of all years):</b>				<b>\$_____</b>

1.19 Location: BLACKBURN BUILDING (85 Sparks Street) - 151 598 sq ft				
PERIOD	SERVICE	FIRM MONTHLY RATE	NUMBER OF MONTHS	EXTENDED PRICE
YEAR 1	Inspection	\$_____ x	12 =	\$_____
YEAR 2	Inspection	\$_____ x	12 =	\$_____
YEAR 3	Inspection	\$_____ x	12 =	\$_____
1.19 Sub Total (of all years):				\$_____

1.20 Location: SAXE BUILDING (75 Sparks Street) - 17 108 sq ft				
PERIOD	SERVICE	FIRM MONTHLY RATE	NUMBER OF MONTHS	EXTENDED PRICE
YEAR 1	Inspection	\$_____ x	12 =	\$_____
YEAR 2	Inspection	\$_____ x	12 =	\$_____
YEAR 3	Inspection	\$_____ x	12 =	\$_____
1.20 Sub Total (of all years):				\$_____

1.21 Location: HOUSE OF NORCANO BUILDING (69 Sparks Street) - 7 803 sq ft				
PERIOD	SERVICE	FIRM MONTHLY RATE	NUMBER OF MONTHS	EXTENDED PRICE
YEAR 1	Inspection	\$_____ x	12 =	\$_____
YEAR 2	Inspection	\$_____ x	12 =	\$_____
YEAR 3	Inspection	\$_____ x	12 =	\$_____
1.21 Sub Total (of all years):				\$_____

1.22 Location: NELMS BUILDING (67 Sparks Street) - 5 767 sq ft				
PERIOD	SERVICE	FIRM MONTHLY RATE	NUMBER OF MONTHS	EXTENDED PRICE
YEAR 1	Inspection	\$_____ x	12 =	\$_____
YEAR 2	Inspection	\$_____ x	12 =	\$_____
YEAR 3	Inspection	\$_____ x	12 =	\$_____
1.22 Sub Total (of all years):				\$_____



**1.23 Location: O'BRIEN BUILDING (65 Sparks Street) - 3 357 sq ft**

PERIOD	SERVICE	FIRM MONTHLY RATE	NUMBER OF MONTHS	EXTENDED PRICE
YEAR 1	Inspection	\$_____ x	12 =	\$_____
YEAR 2	Inspection	\$_____ x	12 =	\$_____
YEAR 3	Inspection	\$_____ x	12 =	\$_____
<b>1.23 Sub Total (of all years):</b>				<b>\$_____</b>

**1.24 Location: HOPE CHAMBERS BUILDING (63 Sparks Street) - 30 354 sq ft**

PERIOD	SERVICE	FIRM MONTHLY RATE	NUMBER OF MONTHS	EXTENDED PRICE
YEAR 1	Inspection	\$_____ x	12 =	\$_____
YEAR 2	Inspection	\$_____ x	12 =	\$_____
YEAR 3	Inspection	\$_____ x	12 =	\$_____
<b>1.24 Sub Total (of all years):</b>				<b>\$_____</b>

**1.25 Location: POSTAL STATION "B" BUILDING (59 Sparks Street) - 64 936 sq ft**

PERIOD	SERVICE	FIRM MONTHLY RATE	NUMBER OF MONTHS	EXTENDED PRICE
YEAR 1	Inspection	\$_____ x	12 =	\$_____
YEAR 2	Inspection	\$_____ x	12 =	\$_____
YEAR 3	Inspection	\$_____ x	12 =	\$_____
<b>1.25 Sub Total (of all years):</b>				<b>\$_____</b>

**1.26 Location: MARSHALL BUILDING / CANADA 4 CORNERS BUILDINGS (14 Metcalfe Street) - 30 108 sq ft**

PERIOD	SERVICE	FIRM MONTHLY RATE	NUMBER OF MONTHS	EXTENDED PRICE
YEAR 1	Inspection	\$_____ x	12 =	\$_____
YEAR 2	Inspection	\$_____ x	12 =	\$_____
YEAR 3	Inspection	\$_____ x	12 =	\$_____
<b>1.26 Sub Total (of all years):</b>				<b>\$_____</b>

**1.27 Location: 2455 DON REID DR. - Office 2899.8 ft<sup>2</sup> and industrial space is 34527.4 ft<sup>2</sup>**

PERIOD	SERVICE	FIRM MONTHLY RATE	NUMBER OF MONTHS	EXTENDED PRICE
YEAR 1	Inspection	\$_____ x	12 =	\$_____
YEAR 2	Inspection	\$_____ x	12 =	\$_____
YEAR 3	Inspection	\$_____ x	12 =	\$_____
<b>1.27 Sub Total (of all years):</b>				<b>\$_____</b>

**1.28 Location: RIDEAU COMMITTEE ROOMS (1 Wellington Street) - 39611.19 ft<sup>2</sup>**

PERIOD	SERVICE	FIRM MONTHLY RATE	NUMBER OF MONTHS	EXTENDED PRICE
YEAR 1	Inspection	\$_____ x	12 =	\$_____
YEAR 2	Inspection	\$_____ x	12 =	\$_____
YEAR 3	Inspection	\$_____ x	12 =	\$_____
<b>1.28 Sub Total (of all years):</b>				<b>\$_____</b>

**1.29 Location: 2086 WALKLEY ROAD - 795.45 ft<sup>2</sup> of office space and 21155.39 ft<sup>2</sup> for the warehouse**

PERIOD	SERVICE	FIRM MONTHLY RATE	NUMBER OF MONTHS	EXTENDED PRICE
YEAR 1	Inspection	\$_____ x	12 =	\$_____
YEAR 2	Inspection	\$_____ x	12 =	\$_____
YEAR 3	Inspection	\$_____ x	12 =	\$_____
<b>1.29 Sub Total (of all years):</b>				<b>\$_____</b>

**1.30 Location: HoC FOOD PRODUCTION FACILITY (1170 Algoma Road) - 19 741 sq ft**

PERIOD	SERVICE	FIRM MONTHLY RATE	NUMBER OF MONTHS	EXTENDED PRICE
YEAR 1	Inspection	\$_____ x	12 =	\$_____
YEAR 2	Inspection	\$_____ x	12 =	\$_____
YEAR 3	Inspection	\$_____ x	12 =	\$_____
<b>1.30 Sub Total (of all years):</b>				<b>\$_____</b>

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Buyer ID - Id de l'acheteur

fk274

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**Summary of Pricing Schedule 1 (Inspection annual cost for all sites)**

<b>Period</b>	<b>Firm Monthly Rate</b>	<b>Number of Months</b>	<b>Firm Annual Rate</b>
<b>Year 1</b>	<b>\$</b>	<b>x 12</b>	<b>\$</b>
<b>Year 2</b>	<b>\$</b>	<b>x 12</b>	<b>\$</b>
<b>Year 3</b>	<b>\$</b>	<b>x 12</b>	<b>\$</b>
<b>Total</b>			<b>\$</b>

**PRICING SCHEDULE 2: Additional Services (As and When Requested)**

Additional services as described in **Annex B - PWGSC Statement of Work - 9.0 Procedures and Frequency, clause 9.5**. The Contractor will provide additional pest-control services on an "AS AND WHEN REQUESTED" basis such as emergency calls, wildlife removal, bird-proofing, rodent fecal cleaning etc. Written authorization must be obtained from the Technical Authority prior to conducting any additional services.

Submit a firm all inclusive rates including overhead, profit and all related costs (excludes GST/HST).

**Estimated quantity of hours per year for extra work is for evaluation purposes only.**

**2.1) LABOUR:** Our firm hourly rate per qualified personnel shall be:

(i) Regular Hours 08:00 to 17:00 Monday to Friday excluding Statutory Holidays	YEAR 1 RATE	YEAR 2 RATE	YEAR 3 RATE
	\$_____/HR	\$_____/HR	\$_____/HR
**Estimated quantity of hours per year	50	50	50
Extended Price:	\$_____	\$_____	\$_____
<b>2.1 (i) Sub Total:</b>			<b>\$_____</b>

(ii) Outside Regular Hours After 17:00 including Statutory Holidays	YEAR 1 RATE	YEAR 2 RATE	YEAR 3 RATE
	\$_____/HR	\$_____/HR	\$_____/HR
**Estimated quantity of hours per year	15	15	15
Extended Price:	\$_____	\$_____	\$_____
<b>2.1 (ii) Sub Total:</b>			<b>\$_____</b>

**2.2 Materials:** Materials to be supplied include additional monitoring devices, traps, fly lights and bulbs. Materials will be charged at our laid-down cost plus a mark-up of:

	Year One	Year Two	Year Three
Mark-up	_____%	_____%	_____%
Estimated Expenditure	\$700.00	\$700.00	\$700.00
* Extended Price:	\$_____	\$_____	\$_____
<b>2.2 Sub Total:</b>			<b>\$_____</b>

**\*\* Estimated expenditure per year is for evaluation purposes only.\*\***

\* The Extended Price for materials is calculated by adding the mark-up quoted to the total estimated expenditure (Example: Year 1, \$500.00 estimated expenditure; 10% mark-up quoted = \$500.00 + (\$500.00 x 10%) = \$550.00)

Parts will be supplied FOB Destination including all delivery charges. The following definitions have been used to arrive at the figures as noted:

i) MARK-UP - The difference between the Contractor's laid-down cost for product and resale price to the Crown. Mark-up includes applicable internal cost allocation by the Contractor such as material handling and general and administrative (G&A) expenses plus profit.

ii) LAID-DOWN COST - The cost incurred by a vendor to acquire a specific product or service for resale to the government. This includes but is not limited to the supplier's invoice price (less trade discounts), plus any applicable charges for incoming transportation, foreign exchange, customs duty and brokerage.

AUTHORIZATION FOR DELIVERY: The consignee shall request delivery of goods/services identified in Pricing Schedule 2.1 (i), 2.1 (ii), and 2.2 on form GC 227 "Call-up Against a Contract".

#### **TOTAL ASSESSED PROPOSAL PRICE:**

##### **Sum of Basis of Pricing, Pricing Schedule 1,**

Sum of Sub Total of all years 1, 1.1 to 1.30:	\$ _____	+
Sum of Sub Total of all years 2, 1.1 to 1.30:	\$ _____	+
Sum of Sub Total of all years 3, 1.1 to 1.30:	\$ _____	+

**Total:** = \$ \_\_\_\_\_

##### **Sum of Basis of Pricing, Pricing Schedule 2,**

Sum of Sub Total 2.1(i):	\$ _____	+
Sum of Sub Total 2.1(ii):	\$ _____	+
Sum of Sub Total 2.2	\$ _____	+

**Total:** = \$ \_\_\_\_\_

**TOTAL ASSESSED PROPOSAL PRICE:** = \$ \_\_\_\_\_

**IN THE CASE OF ERROR IN THE EXTENSION OF PRICES, THE UNIT PRICE WILL GOVERN.  
CANADA MAY ENTER INTO CONTRACT WITHOUT NEGOTIATION.**

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

Bidders must submit the certifications required under **Part 5**.

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

### **4.1 Evaluation Procedures**

Bids will be assessed in accordance with the entire requirement of the bid solicitation including the technical and financial evaluation criteria.

#### **4.1.1 Technical and Financial Evaluation - mandatory requirements**

- 1) Mandatory Site visit attendance;
- 2) Security Clearance of Secret, at bid closing, in accordance with Part 6, Security Requirements;
- 3) Submission of Evidence for all items in accordance with RFP Part 3, Section I - Technical Bid; and
- 4) Submission of a Firm Price/Rate in Canadian funds for all the items listed in Part 3, Section II: Financial Bid.

### **4.2 Basis of selection**

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

## **PART 5 - CERTIFICATIONS**

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

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

### **5.1 Mandatory Certifications Required Precedent to Contract Award**

#### **5.1.1 Code of Conduct Certifications - Related Documentation**

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

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

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

## 5.2. Additional Certifications Precedent to Contract Award

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

### 5.2.1 Federal Contractors Program - over \$25,000 and below \$200,000 (A3031T 2010-08-16)

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

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

The Bidder or the member of the joint venture:

- (a) ( ) is not subject to the FCP, having a workforce of less than 100 full-time or part-time permanent employees, 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, or temporary employees having worked 12 weeks or more in Canada, but has not previously obtained a certificate number from HRSDC, having not bid on requirements of \$200,000 or more;
- (d) ( ) has not been declared an ineligible contractor by HRSDC, and has a valid certificate number as follows: \_\_\_\_\_.

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

### 5.2.2 Former Public servant Certification

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

#### Definitions

For the purposes of this clause,



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

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

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

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

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

As per the above definitions, is the Bidder a FPS in receipt of a pension?

YES ( ) NO ( )

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

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

By providing this information, Bidders agree that the successful Bidder's status, with respect to being a former public servant in receipt of a pension, will be reported on departmental websites as part of the published proactive disclosure reports in accordance with Contracting Policy Notice: 2012-2 and the Guidelines on the Proactive Disclosure of Contracts.

### **Work Force Reduction Program**

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

If so, the Bidder must provide the following information:

- (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;

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(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.

## **PART 6 - SECURITY REQUIREMENT**

### **6.1 Security Requirement**

1. At the date of bid closing, 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. For additional information on security requirements, bidders should consult the "Security Requirements on PWGSC Bid Solicitation - Instructions for Bidders" (<http://www.tpsgc-pwgsc.gc.ca/app-acq/lc-pl/lc-pl-eng.html#a31>) document on the Departmental Standard Procurement Documents Website.

### **6.2 Employee Information for Security**

The Bidder must specify the following information regarding employees proposed in Part 3, Section I (Technical Bid) to provide services against any resulting contract:

LEGAL NAME (First and Last)	DATE OF BIRTH	CURRENT CLEARANCE HELD

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

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

### **7.1 Statement of Work**

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

#### **7.1.1 Replacement of Specific Individuals**

1. If specific individuals are identified in the Contract to perform the Work, the Contractor must provide the services of those individuals unless the Contractor is unable to do so for reasons beyond its control.
2. If the Contractor is unable to provide the services of any specific individual identified in the Contract, it must provide a replacement with similar qualifications and experience. The replacement must meet the criteria used in the selection of the Contractor and be acceptable to Canada. The Contractor must, as soon as possible, give notice to the Contracting Authority of the reason for replacing the individual and provide:
  - (a) the name, qualifications and experience of the proposed replacement; and
  - (b) proof that the proposed replacement has the required security clearance granted by Canada, if applicable.
3. The Contractor must not, in any event, allow performance of the Work by unauthorized replacement persons. The Contracting Authority may order that a replacement stop performing the Work. In such a case, the Contractor must immediately comply with the order and secure a further replacement in accordance with subsection 2. The fact that the Contracting Authority does not order that a replacement stop performing the Work does not relieve the Contractor from its responsibility to meet the requirements of the Contract.

#### **Names of qualified employees**

The contractor must provide the names of the qualified Technicians who will be assigned to work on this Contract. The names provided below must be the same personnel listed in part 3 & part 6 of the proposal.

<b>Technician # 1 (First &amp; Last Name)</b>	<b>Technician # 2 (First &amp; Last Name)</b>	<b>Technician # 3 (First &amp; Last Name)</b>

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

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### 7.2.1 General Conditions

2035 2012-11-19, General Conditions - Services, apply to and form part of the Contract.

### 7.3 Security Requirement

1. The Contractor must, at all times during the performance of the Contract, hold a valid Facility Security Clearance at the level of **SECRET**, 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 personnel security screening at the level of **SECRET**, 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 "A".
  - (b) Industrial Security Manual (Latest Edition).

### 7.4 Term of Contract

#### 7.4.1 Period of Contract

The period of the Contract is from \_\_\_\_\_ to \_\_\_\_\_ inclusive.

### 7.5 Authorities

#### 7.5.1 Contracting Authority

The Contracting Authority for the Contract is:

**Hélène Ruby**  
Supply Officer  
Facility Maintenance Services Division  
Real Property Contracting Directorate  
Public Works and Government Services Canada  
Place du Portage, Phase III, 3C2  
11 Laurier Street  
Gatineau, Québec K1A 0S5

Telephone : 819-956-3193  
Facsimile : 819-956-3600  
E-mail address: helene.ruby@tpsgc-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.

## 7.5.2 Technical Authority

*"TO BE PROVIDED AT CONTRACT AWARD"*

The Technical Authority for the Contract is:

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

Title: \_\_\_\_\_

Organization: \_\_\_\_\_

Address: \_\_\_\_\_

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

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

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

The Technical Authority named above 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 Technical Authority, however the Technical 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.

## 7.5.3 Contractor's Representative

The name and particulars of the person to be contacted for general enquiries and follow-up purposes:

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

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

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

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

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

## 7.6 Payment

### 7.6.1 Limitation of Expenditure

The Contractor will supply the goods and services under the Contract to an estimated **total expenditure** that must not exceed \$ **(to be determined)** (Goods and Services Tax (GST) or Harmonized Sales Tax (HST) included) of which \$ **(to be determined)** (Goods and Services Tax (GST) or Harmonized Sales Tax (HST) included) is for goods and/or services enumerated or described in Pricing Schedule 1, and \$ **(to be determined)** (Goods and Services Tax (GST) or Harmonized Sales Tax (HST) included) is for additional goods and/or services that may be requested on an "As and When Requested" basis at the prices and/or rates set out in Pricing Schedule 2.

## 7.6.2 Basis of Payment - Firm Prices and "As and When"

In consideration of the Contractor satisfactorily completing all of its obligations under the Contract, the Contractor will be paid firm prices, in accordance with General Conditions 2035 16 (2012-07-16) 'Payment Period' and the following tables. Goods and Services Tax (GST) or Harmonized Sales Tax (HST) is extra, if applicable.

a) Firm rates will be paid in accordance with Pricing Schedule 1 in twelve (12) equal monthly payments.

b) "As and When Requested" Work:

Any costs incurred for Extra Work will be paid, in accordance with Pricing Schedule 2 and the Statement of Work, Annex B, on an "as and when requested" basis, after completion, inspection and acceptance of the work performed.

Canada's total liability to the Contractor under the "as and when requested" portion of the Contract must not exceed **(to be determined)**. Goods and Services Tax (GST) or Harmonized Sales Tax (HST) is extra, if applicable.

The Contractor must not perform any work or provide any service that would result in Canada's total liability being exceeded before obtaining the written approval of the Contracting Authority. The Contractor must notify the Contracting Authority in writing as to the adequacy of this sum:

- (a) when it is 75 percent committed, or
- (b) if the Contractor considers that the said sum may be exceeded, the Contractor must promptly notify the contracting Authority

whichever comes first.

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

Canada will not pay the Contractor for any design changes, modifications or interpretations of the Work, unless they have been approved, in writing, by the Contracting Authority before their incorporation into the Work.

*(At contract award - insert appropriate pricing table(s) here)*

## 7.6.3 SACC Manual Clauses

A9117C (2007-11-30) T1204 - Direct Request by Customer Department, apply to and form part of the Contract.

## 7.7 Invoicing Instructions - Maintenance Services

1. The Contractor must submit invoices in accordance with the section entitled "Invoice Submission" of the general conditions along with the reports described in the Statement of Work" of the Contract. (Refer in Statement of Work clauses 8.0 and 9.3)

2. Invoices cannot be submitted until all work identified in the invoice has been completed and that all reports related to the Work identified in the invoice have been received by the Technical Authority.

3. Invoices, with the applicable reports, shall be sent to:

Public Works and Government Services Canada  
Environmental Services Directorate  
Birks Building  
107 Sparks Street, 2nd floor  
Ottawa, Ontario K1A 0S5

Attention: \_\_\_\_\_

Or can be e-mailed to: \_\_\_\_\_

## **7.8 Certifications**

### **7.8.1 Compliance**

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

### **7.8.2 SACC Manual Clauses**

A3025C (2012-11-19) Proactive Disclosure of Contracts with Former Public Servant, apply to and form part of the Contract.

## **7.9 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 territory where the work is performed.

## **7.10 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 (2012-11-19);
- (c) Annex A, Security Requirements Check List;
- (d) Annex B, Statement of Work;
- (e) Annex C, Site / List of Buildings PPB;
- (f) the Contractor's proposal dated \_\_\_\_\_.

## **7.11 Foreign Nationals (Canadian Contractor)**

A2000C (2006-06-16) Foreign Nationals (Canadian Contractor)



## 7.12 Insurance Requirements

### 7.12.1 Insurance Requirements

The Contractor must comply with the insurance requirements specified in the **following article 7.12.2 Commercial General Liability Insurance**. 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.

### 7.12.2 Commercial General Liability Insurance

1. The Contractor must obtain Commercial General Liability Insurance, and maintain it in force throughout the duration of the Contract, in an amount usual for a contract of this nature, but for not less than \$2,000,000 per accident or occurrence and in the annual aggregate.
2. The Commercial General Liability policy must include the following:
  - (a) Additional Insured: Canada is added as an additional insured, but only with respect to liability arising out of the Contractor's performance of the Contract. The interest of Canada should read as follows: Canada, as represented by Public Works and Government Services Canada.
  - (b) Bodily Injury and Property Damage to third parties arising out of the operations of the Contractor.
  - (c) Products and Completed Operations: Coverage for bodily injury or property damage arising out of goods or products manufactured, sold, handled, or distributed by the Contractor and/or arising out of operations that have been completed by the Contractor.
  - (d) Personal Injury: While not limited to, the coverage must include Violation of Privacy, Libel and Slander, False Arrest, Detention or Imprisonment and Defamation of Character.
  - (e) Cross Liability/Separation of Insureds: Without increasing the limit of liability, the policy must protect all insured parties to the full extent of coverage provided. Further, the policy must apply to each Insured in the same manner and to the same extent as if a separate policy had been issued to each.
  - (f) Blanket Contractual Liability: The policy must, on a blanket basis or by specific reference to the Contract, extend to assumed liabilities with respect to contractual provisions.
  - (g) Employees and, if applicable, Volunteers must be included as Additional Insured.

- 
- (h) Employers' Liability (or confirmation that all employees are covered by Worker's compensation (WSIB) or similar program)
  - (i) Broad Form Property Damage including Completed Operations: Expands the Property Damage coverage to include certain losses that would otherwise be excluded by the standard care, custody or control exclusion found in a standard policy.
  - (j) Notice of Cancellation: The Insurer will endeavour to provide the Contracting Authority thirty (30) days written notice of policy cancellation.
  - (k) If the policy is written on a claims-made basis, coverage must be in place for a period of at least 12 months after the completion or termination of the Contract.
  - (l) Non-Owned Automobile Liability - Coverage for suits against the Contractor resulting from the use of hired or non-owned vehicles.

### **7.13 Cellular Phones and/or Pagers**

The Contractor's Foreman or Site Supervisor must be equipped with a cellular phone and/or pager at all times. All expenses including installation, air time, activating fees, and the cost of the phones/pagers themselves, will be the responsibility of the Contractor. The Contractor must maintain an uninterrupted communication service.

### **7.14 Government Site Regulations**

The Contractor must comply with all regulations, instructions and directives in force on the site where the Work is performed.

### **7.15 Pre-Commencement Meeting**

A pre-commencement meeting is mandatory for the Contractor prior to commencing any work and minutes of the meeting will be taken. The time and place of this meeting will be determined by the Technical Authority.

The Contractor is to supply the Technical Authority with a copy of its safety policy as required by the applicable Provincial Occupational Safety and Health Regulations.

ANNEX "A"

PAGE 1 OF 3

Government of Canada  
Gouvernement du Canada

Contract Number / Numéro du contrat

EN463122369

Security Classification / Classification de sécurité  
UNCLASSIFIEDSECURITY 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	Public Works and Government Services Canada
2. Branch or Directorate / Direction générale ou Direction Parliamentary Precinct Branch	
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 Provision of Integrated Pest Management (IPM) services for all Parliamentary Precinct Buildings, 24 Hour Service	
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 <input type="checkbox"/> Yes Non 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 <input type="checkbox"/> Yes Non 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 <input type="checkbox"/> Yes Non 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 <input checked="" type="checkbox"/> Yes Non 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 <input type="checkbox"/> Yes Non 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"/>
Not releasable À ne pas diffuser <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:
7. c) Level of information / Niveau d'information	
PROTECTED A PROTÉGÉ A <input type="checkbox"/>	NATO UNCLASSIFIED NATO NON CLASSIFIÉ <input type="checkbox"/>
PROTECTED B PROTÉGÉ B <input type="checkbox"/>	NATO RESTRICTED NATO DIFFUSION RESTREINTE <input type="checkbox"/>
PROTECTED C PROTÉGÉ C <input type="checkbox"/>	NATO CONFIDENTIAL NATO CONFIDENTIEL <input type="checkbox"/>
CONFIDENTIAL CONFIDENTIEL <input type="checkbox"/>	NATO SECRET NATO SECRET <input type="checkbox"/>
SECRET SECRET <input type="checkbox"/>	COSMIC TOP SECRET COSMIC TRÈS SECRET <input type="checkbox"/>
TOP SECRET TRÈS SECRET <input type="checkbox"/>	
TOP SECRET (SIGINT) TRÈS SECRET (SIGINT) <input type="checkbox"/>	
	PROTECTED A PROTÉGÉ A <input type="checkbox"/>
	PROTECTED B PROTÉGÉ B <input type="checkbox"/>
	PROTECTED C PROTÉGÉ C <input type="checkbox"/>
	CONFIDENTIAL CONFIDENTIEL <input type="checkbox"/>
	SECRET SECRET <input type="checkbox"/>
	TOP SECRET TRÈS SECRET <input type="checkbox"/>
	TOP SECRET (SIGINT) TRÈS SECRET (SIGINT) <input type="checkbox"/>



ANNEX "A"

PAGE 2 OF 3

Government  
of CanadaGouvernement  
du Canada

Contract Number / Numéro du contrat

EN463122369

Security Classification / Classification de sécurité  
UNCLASSIFIED

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

8. Will the supplier require access to PROTECTED and/or CLASSIFIED COMSEC information or assets?

Le fournisseur aura-t-il accès à des renseignements ou à des biens COMSEC désignés PROTÉGÉS et/ou CLASSIFIÉS?

☒ No ☐ Yes  
☒ Non ☐ Oui

If Yes, indicate the level of sensitivity.

Dans l'affirmative, indiquer le niveau de sensibilité :

9. Will the supplier require access to extremely sensitive INFOSEC information or assets?

Le fournisseur aura-t-il accès à des renseignements ou à des biens INFOSEC de nature extrêmement délicate?

☒ No ☐ Yes  
☒ Non ☐ Oui

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

Document Number / Numéro du document :

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

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

☐ RELIABILITY STATUS  
COTE DE FIABILITÉ

☐ CONFIDENTIAL  
CONFIDENTIEL

☒ SECRET  
SECRET

☐ TOP SECRET  
TRÈS SECRET

☐ TOP SECRET - SIGINT  
TRÈS SECRET - SIGINT

☐ NATO CONFIDENTIAL  
NATO CONFIDENTIEL

☐ NATO SECRET  
NATO SECRET

☐ COSMIC TOP SECRET  
COSMIC TRÈS SECRET

☐ SITE ACCESS  
ACCÈS AUX EMPLACEMENTS

Special comments:

Commentaires spéciaux :

Only screened personnel may be utilized

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

TBS/SCT 350-103(2004/12)

Security Classification / Classification de sécurité

UNCLASSIFIED

Canada

Government  
of CanadaGouvernement  
du Canada

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Security Classification / Classification de sécurité  
UNCLASSIFIED

## 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 ☐ Yes  
Non Oui

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

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

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

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

☒ No ☐ Yes  
Non Oui

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

Dans l'affirmative, classifiez le présent formulaire en indiquant le niveau de sécurité dans la case intitulée « Classification de sécurité » au haut et au bas du formulaire et indiquez qu'il y a des pièces jointes (p. ex. SECRET avec des pièces jointes).



## **1.0 General**

- 1.1 This Integrated Pest Management contract (IPM) is for the Parliamentary Precinct Branch. Refer to Annex "C" - Site/Buildings List. Pest control measures may include sanitation services, physical and environmental modifications, and mechanical controls (which can include traps and bait stations). PWGSC Technical Authority shall provide the contractor with the technical floor plans indicating the locations of known pest activities for each site.
- 1.2 The contractor shall provide labour, materials, and equipment necessary to accomplish the monitoring, trapping, pesticide application (as a last resort), and pest removal. The contractor shall be responsible for providing detailed, site-specific reports to the Technical Authority regarding completed work, and any possible sanitation and structural modifications required to implement pest control work. The contractor shall use the technical floor plans provided to inform PWGSC of the deployment of traps and bait stations.

## **2.0 Personnel**

- 2.1 All contracted personnel accessing PWGSC owned and operated facilities within the Parliamentary Precinct must possess a minimum federal government security clearance at the Site Access level, all personnel accessing the Langevin, Blackburn, Postal Station 'B', Hope Chambers, Marshall, and Four Corners Buildings must have a minimum federal government security clearance at the Secret level.
- 2.2 The contractor shall provide the Technical Authority the full names, addresses, telephone numbers, and dates of birth of all personnel that will require access to PWGSC facilities within the Parliamentary Precinct prior to commencement of integrated pest management services.
- 2.3 All contractor personnel shall possess proper identification and proof of pest management credentials while on PWGSC premises. All personnel must sign IN and OUT of all security registers that are found at the security guard control desk in each facility.
- 2.4 Throughout the term of this contract, contractor personnel providing on-site integrated pest management and control services must be licensed structural exterminators, meeting the applicable provincial requirements, and must hold a pest control operators license issued by the province of jurisdiction in accordance with federal and provincial pesticide regulations.
- 2.5 All contractor personnel working within PWGSC-owned and operated facilities, shall be suitably dressed or provide proper identification at all times as follows;

- 2.5.1 The company name or crest shall be visible on uniform.
- 2.5.2 Access to premises may be denied to any non-uniformed personnel, persons unable to provide the proper identification.

### **3.0 Health and Safety**

- 3.1 If it is determined that the use of a pesticide is necessary, and the Technical Authority has given authorization in writing, the contractor shall ensure that the product used in a workplace is the least toxic to human health, and is registered under the Federal Pest Control Products Act (PCP) and is also registered under applicable provincial pesticide regulations.
- 3.2 The contractor shall observe all health and safety precautions throughout the performance of this contract. All work shall comply with applicable federal and provincial regulations, municipal by-laws and policies. All work shall comply with applicable federal and provincial health and safety requirements. The contractor is responsible for providing appropriate training, including training in Workplace Hazardous Materials Information System (WHMIS), to all personnel. Proof of training must be kept in the on-site Log Book located at 155 Queen Street. The contractor shall ensure that controlled products used, stored, handled or disposed of in the workplace are properly labeled and in accordance with WHMIS.
- 3.3 The contractor shall provide the Technical Authority the appropriate labels and Material Safety Data Sheets (MSDS) for all pesticide products that may be used in PWGSC-owned facilities. All pesticide application equipment must be described and listed. The contractor shall ensure that all MSDS are up to date and made available to personnel for education and training purposes. Storage of pesticide products will not be permitted in PWGSC owned or operated facilities.
- 3.4 All labels, MSDS and licensing shall be kept in one central location (155 Queen Street) and updated when required and reviewed annually by the contractor. The binder must be kept in the Technical Authority office area.

### **4.0 Material and Equipment**

- 4.1 The contractor shall supply all equipment, materials and products to carry out the integrated pest management contract.
- 4.2 The contractor shall ensure that all equipment used to perform pest control services is in good condition. The Technical Authority shall reserve the right to have equipment judged to be defective or unsuitable taken out of service. The contractor shall provide suitable replacement of defective equipment within one business day.



- 4.3 The use of broad-spectrum pesticides and fumigation is not permitted. Localized pesticide application should only be used as a last resort after all other methods have failed to eliminate pests. Mechanical controls include but are not limited to traps and bait stations. Examples of localized pesticide application include chemical spraying where insect populations are deemed to be high. When re-applying chemical pesticides, a different type of pesticide shall be used in order to prevent pests from developing resistance to particular chemicals. If it is determined that a chemical pesticide application is necessary, the least toxic pesticide shall be used.
- 4.4 A minimum of 24 hours notice must be given to occupants prior to any application and must be completed after hours. Current provincial laws must be adhered to in the application.

## **5.0 Emergency and On Call Services**

- 5.1 The contractor shall be available to respond to emergency service calls 24 hours a day, 7 days a week, and is required to be on-site within three (3) hours of notification. Following an emergency service call, the contractor must confirm the completion of work and provide a detailed service report to the Technical Authority.

## **6.0 Work Schedules**

- 6.1 The contractor shall provide a work schedule to the Technical Authority at the commencement of each contract year.

## **7.0 Pest Management Services**

- 7.1 Pest Management Services inspections shall be performed once per month, during regular business hours and as required for emergency services at all sites.

## **8.0 Description of Services**

- 8.1 The services provided by the contractor shall include:
- (a) regular, monthly scheduled inspections of specified areas and monitoring of pests,
  - (b) appropriate treatment of identified pests,
  - (c) actions to prevent future infestations and pest entry,
  - (d) itemized reports for services rendered,
  - (e) regular communications with the Technical Authority,
  - (f) respond to emergency and other on-call services.



### 8.1.1 Specified Services

8.1.1.1 This contract for Integrated Pest Management (IPM) includes all buildings situated within the Parliamentary Precinct Branch. The specified areas include the interior of all premises, including offices, kitchens, lunchrooms, food storage areas, washrooms, electrical rooms, mechanical rooms, and all other PWGSC-owned and managed spaces, detailed under this contract.

8.1.1.2 Initial services shall include a program to identify and effectively eliminate all existing pests. Upon properly identifying any pest issue, the contractor will determine the most effective method of treating the pest problem considering specific behaviour, biology, location and potential health hazards represented by the pest. The methods used for controlling pests will seek to exclude or minimize to the smallest possible degree, the use of pesticides. Methods may include demonstrating proper sanitation, and/or the use of mechanical traps and physical controls. If the contractor determines that pesticide application is unavoidable, the least toxic available pesticide product may be used as a last resort, taking into all accounts the potential health hazards related to the use of the pesticide. The Technical Authority must approve of the decision to use pesticides in writing, prior to pesticide application.

8.1.1.3 Regular, scheduled services shall be conducted on a monthly basis, in the interior of all buildings to prevent future pest problems. The contractor shall implement a monitoring program to prevent future pest-control problems. Monitoring devices may be installed in specific locations where pest problems occur, and the results of the use of these devices shall be documented. Monitoring devices include "sticky traps", "trap monitors" "Bait Stations", or "fly lights". The type, number, and location of installed devices shall be agreed upon by the contractor and the Technical Authority. The type, number, and location of installed devices can be modified at any time by the Technical Authority and contractor as deemed appropriate. Monitoring devices will be inspected no less than once per month by the contractor. All devices deployed by the contractor shall be in good, working condition at all times. Any changes to the overall monitoring program shall be agreed upon by the contractor and Technical Authority, and shall be documented.

All monitoring devices must be documented on provided technical floor plans. Any additional "permanent" monitoring devices must be added/updated within 24 hours of installation.

8.1.1.4 Humane trapping, off-site removal, and eventual release into suitable outdoor environment of large avian or mammalian pests within law and regulation guidelines. Thorough investigation of pest access into building structure, and pest-proofing of any and all points of building access by large pests.

## **8.1.2 Methods of Communication**

### **8.1.2.1 Reporting**

Following inspection, the contractor shall complete a detailed site visit report that shall include the building name, date, time, areas inspected, pest findings, details of pest control measures undertaken, and note any remedial measures required. Any agreed-upon use of pesticides shall also be reported. The contractor shall report any sanitation and/or structural changes required to eliminate pest problems, and to prevent future pest problems. Reports shall be made available to the Technical Authority upon completion of inspection work and shall be maintained at a central location (155 Queen Street, 6th Floor) within the Parliamentary Precinct Branch. It is further recommended that the contractor maintain records of all inspections.

## **9.0 Procedures and Frequency**

9.1 Offices, kitchens, lunchrooms, food storage areas, washrooms, electrical rooms, mechanical rooms loading docks and all other PWGSC-owned and managed spaces as listed.

### **9.2 Inspection Procedures**

1. Facilities shall be serviced once per month.
2. Verify all mechanical traps.
3. Verify all fly lights.
4. Replace all trap monitors.
5. Repeat procedure for all traps in facility.
6. Replace Fly light bulbs yearly if deemed necessary and approved by Technical Authority.

### **9.3 Reporting**

9.3.1 Reports shall be filed on a facility by facility basis as stated in Section 8.1.2.1. All reports shall be submitted no less than five business days following any inspection activities.

### **9.4 Scheduling**

9.4.1 The Technical Authority and the contractor will establish dates and times for all scheduled inspection services.

**9.5 Additional Services (As and When Requested)**

- 9.5.1 The contractor shall provide an hourly rate for additional pest-control services, such as emergency calls, wildlife removal, bird-proofing, rodent fecal cleaning etc. Unit price for additional monitoring devices, traps, fly lights and bulbs shall also be provided.



**Parliamentary Precinct Branch Properties (PPB)**  
**Propriétés de la Direction générale de la Cité parlementaire (DGCP)**

**PWGSC Integrated Pest Management Plan, PPB 2012**  
**Plan de lutte antiparasitaire intégrée de TPSGC, DGCP 2012**

111 Wellington Street / 111 rue Wellington

- Centre Block / Edifice du centre - 648 317 sq ft
- East Block / Edifice de l'est – 165 483 sq ft
- West Block / Edifice de l'ouest – 184 049 sq ft

229 Wellington Street / 229 rue Wellington

- Confederation Building / Edifice de la Confederation
- 300 452 sq ft

249 Wellington Street

- Justice Building / Edifice de la Justice
- 176 796 sq ft

180 Wellington Street / 180 rue Wellington

- Wellington Building / Edifice Wellington
- 508 894 sq ft

150 Wellington Street / 150 rue Wellington

- National Press Building / Edifice de la presse
- 53 208 sq ft

144 Wellington Street / 144 rue Wellington

- Bank of Montreal / Banque de Montreal
- 40 715 sq ft

140 Wellington Street / 140 rue Wellington

- Victoria Building / Edifice Victoria
- 95 903 sq ft

80 Wellington Street / 80 rue Wellington

- Langevin Building / Edifice Langevin
- 123 030 sq ft

185, 181, 177 Sparks Street / 185, 181, 177 rue Sparks

- Dover, Brouse & Slater Buildings / Les Edifices Dover, Brouse & Slater
- 29 545 sq ft

165 Sparks Street / 165 rue Sparks

- Booth Building / Edifice Booth
- 66 628 sq ft

151 Sparks Street / 151 rue Sparks

- La Promenade Building / Edifice La Promenade
- 208 310 sq ft

121 Sparks Street / 121 rue Sparks

- Bank of Nova Scotia Building / Edifice de la banque de la Nouvelle Ecosse
- 50 310 sq ft

119 Sparks Street / 119 rue Sparks

- Bank of Commerce Building / Edifice de la banque du commerce
- 25 893 sq ft

115 Sparks Street / 115 rue Sparks

- Fisher Building / Edifice Fisher
- 12 669 sq ft

109 Sparks Street / 109 rue Sparks

- Bates Building / Edifice Bates
- 18 761 sq ft

107 Sparks Street / 107 rue Sparks

- Birks Building / Edifice Birks
- 53 196 sq ft

85 Sparks Street / 85 rue Sparks

- Blackburn Building / Edifice Blackburn
- 151 598 sq ft

75 Sparks Street / 75 rue Sparks

- Saxe Building / Edifice Saxe
- 17 108 sq ft

69 Sparks Street / 69 rue Sparks

- House of Norcano Building / Edifice House of Norcano
- 7 803 sq ft

67 Sparks Street / 67 rue Sparks

- Nelms Building / Edifice Nelms
- 5 767 sq ft

65 Sparks Street / 65 rue Sparks

- O'Brien Building / Edifice O'Brien
- 3 357 sq ft

63 Sparks Street / 63 rue Sparks

- Hope Chambers Building / Edifice Hope Chambers
- 30 354 sq ft

59 Sparks Street / 59 rue Sparks

- Postal Station 'B' Building / Edifice de la Poste, Station 'B'
- 64 936 sq ft

14 Metcalfe Street / 14 rue Metcalfe

- Marshall Building / Canada Four Corners Building
- Edifice Marshall / Edifice Canada Four Corners
- 30 108 sq ft

2455 Don Reid Dr / 2455 Don Reid

- Office 2899.8 ft<sup>2</sup> and industrial space is 34527.4 ft<sup>2</sup>

1 Wellington Street / 1 rue Wellington

Rideau Committee Rooms  
39611.19 ft<sup>2</sup>

2086 Walkley Road

-795.45 ft<sup>2</sup> of office space and 21155.39 ft<sup>2</sup> for the warehouse

1170 Algoma Road

- HoC Food Production Facility
- 19 741 sq ft

**ANNEX "D"**

**COMPLETE LIST OF NAMES OF ALL INDIVIDUALS WHO ARE CURRENTLY DIRECTORS  
OF THE BIDDER**

***NOTE TO BIDDERS***

***WRITE DIRECTOR'S SURNAMES AND GIVEN NAMES IN BLOCK LETTERS***