

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

Request For a Standing Offer
Demande d'offre à commandes

Regional Individual Standing Offer (RISO)
Offre à commandes individuelle régionale (OCIR)

Canada, as represented by the Minister of Public Works and Government Services Canada, hereby requests a Standing Offer on behalf of the Identified Users herein.

Le Canada, représenté par le ministre des Travaux Publics et Services Gouvernementaux Canada, autorise par la présente, une offre à commandes au nom des utilisateurs identifiés énumérés ci-après.

Comments - Commentaires

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

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

Title - Sujet On Demand Cleaning, Var. Bldg, Gagetow	
Solicitation No. - N° de l'invitation W0105-13E024/A	Date 2012-08-10
Client Reference No. - N° de référence du client W0105-13E024	GETS Ref. No. - N° de réf. de SEAG PW-\$PWB-020-3121
File No. - N° de dossier PWB-2-35046 (020)	CCC No./N° CCC - FMS No./N° VME
Solicitation Closes - L'invitation prend fin at - à 02:00 PM on - le 2012-09-27	
Time Zone Fuseau horaire Atlantic Daylight Saving Time ADT	
Delivery Required - Livraison exigée See Herein	
Address Enquiries to: - Adresser toutes questions à: Donovan, Janine PWB	Buyer Id - Id de l'acheteur pwb020
Telephone No. - N° de téléphone (506)636-5347 ()	FAX No. - N° de FAX (506)636-4376
Destination - of Goods, Services, and Construction: Destination - des biens, services et construction: On Demand Cleaning Various Base Buildings & Training Area OROMOCTO New Brunswick E2V4J5 Canada	
Security - Sécurité This request for a Standing Offer does not include provisions for security. Cette Demande d'offre à commandes ne comprend pas des dispositions en matière de sécurité.	

Instructions: See Herein

Instructions: Voir aux présentes

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

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REQUEST FOR STANDING OFFER (RFSO)

IMPORTANT NOTICE TO OFFERORS

IMPORTANT CHANGES TO SECTION 01 "CODE OF CONDUCT AND CERTIFICATION - OFFER" OF THE 2006 (2012-07-11) STANDARD INSTRUCTIONS - REQUEST FOR STANDING OFFERS - GOODS OR SERVICES - COMPETITIVE REQUIREMENTS (REFER TO PART 5 CERTIFICATIONS, CLAUSE 1) OFFERORS MUST WITH THEIR OFFERS ON CLOSING DATE:

- **A COMPLETE LIST OF EACH INDIVIDUAL WHO IS CURRENTLY ON THE OFFEROR'S BOARD OF DIRECTORS. (SEE ANNEX C)**

AND

- **CONSENT TO A CRIMINAL RECORD VERIFICATION FORM (PWGSC-TPSGC 229) PROPERLY COMPLETED AND SIGNED, FOR EACH INDIVIDUAL NAMED IN THE AFORMENTIONED LIST. (SEE SAMPLE IN ANNEX D)**

**ON DEMAND CLEANING
VARIOUS BUILDINGS, BASE & TRAINING AREA
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PART 1 - GENERAL INFORMATION

1. Introduction

The Request for Standing Offers (RFSO) is divided into seven parts plus attachments and annexes, as follows:

Part 1 General Information: provides a general description of the requirement;

Part 2 Offeror Instructions: provides the instructions applicable to the clauses and conditions of the RFSO;

Part 3 Offer Preparation Instructions: provides offerors with instructions on how to prepare their offer to address the evaluation criteria specified;

Part 4 Evaluation Procedures and Basis of Selection: indicates how the evaluation will be conducted, the evaluation criteria which must be addressed in the offer and the basis of selection;

Part 5 Certifications: includes the certifications to be provided;

Part 6 Security, Financial and Insurance Requirements: includes specific requirements that must be addressed by offerors; and

Part 7 7A, Standing Offer, and 7B, Resulting Contract Clauses:

7A, includes the Standing Offer containing the offer from the Offeror and the applicable clauses and conditions;

7B, includes the clauses and conditions which will apply to any contract resulting from a call-up made pursuant to the Standing Offer.

The Annexes include the Basis of Payment, Certifications, Complete list of each individual who is currently on the Bidder's Board of Directors, Sample of the Consent to a Criminal Record Verification form (PWGSC-TPSGC 229) and Specifications.

2. Summary

The Department of National Defence (DND), CFB Gagetown, Oromocto, New Brunswick has a requirement for the establishment of a Regional Individual Standing Offer (RISO). This Standing Offer is for the furnishing of all materials, labour, travel, tools, profit and equipment required to provide janitorial services for on-demand cleaning for various Base, Training Area buildings and the Fredericton Armoury, New Brunswick. The work will be performed as and when requested, from April 1, 2013 to March 31, 2015, in accordance with the Specifications attached Annex "E".

Pursuant to section 01 of Standard Instructions 2006, a Consent to a Criminal Record Verification form, must be submitted with the offer, by Request for Standing Offers closing date, for each individual who is currently on the Offeror' Board of Directors.

This agreement is subject to the provisions of the Agreement on Internal Trade, the North American Free Trade Agree and the World Trade Organization's Agreement on Government Procurement.

3. Debriefings

After issuance of a standing offer, offerors may request a debriefing on the results of the request for standing offers. Offerors should make the request to the Standing Offer Authority within 15 working days of receipt of notification that their offer was unsuccessful. The debriefing may be provided in writing, by telephone or in person.

PART 2 - OFFEROR INSTRUCTIONS

1. Standard Instructions, Clauses and Conditions

All instructions, clauses and conditions identified in the Request for Standing Offers (RFSO) 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.

Offerors who submit an offer agree to be bound by the instructions, clauses and conditions of the RFSO and accept the clauses and conditions of the Standing Offer and resulting contract(s).

The 2006 (2012-07-11) Standard Instructions - Request for Standing Offers - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the RFSO.

1.1 SACC Manual clauses

SACC Manual clause M0019T (2007-05-25) Firm Prices and/or Rates

2. Submission of Offers

Offers 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 Request for Standing Offers.

Offers by facsimile will be accepted. Facsimile Number is (506) 636-4376.

3. Enquiries - Request for Standing Offers

All enquiries must be submitted in writing to the Standing Offer Authority no later than five (5) calendar days before the Request for Standing Offers (RFSO) closing date. Enquiries received after that time may not be answered.

Offerors should reference as accurately as possible the numbered item of the RFSO to which the enquiry relates. Care should be taken by offerors 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 offerors do so, so that the proprietary nature of the question is eliminated, and the enquiry can be answered with copies to all offerors. Enquiries not submitted in a form that can be distributed to all offerors may not be answered by Canada.

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4. Applicable Laws

The Standing Offer and any contract resulting from the Standing Offer must be interpreted and governed, and the relations between the parties determined, by the laws in force in New Brunswick.

Offerors may, at their discretion, substitute the applicable laws of a Canadian province or territory of their choice without affecting the validity of their offer, 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 offerors.

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PART 3 - OFFER PREPARATION INSTRUCTIONS

1. Offer Preparation Instructions

Section I: Financial Offer

Offerors must submit their financial offer in accordance with “Annex "A", Basis of Payment". The total amount of Goods and Services Tax or Harmonized Sales Tax must be shown separately, if applicable.

PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

1. Evaluation Procedures

Offers will be assessed in accordance with the entire requirement of the Request for Standing Offers, including the financial evaluation criteria.

1.1 Financial Evaluation

1.1.1 Offerors will be evaluated on the basis of the lowest overall Total Estimated Amount in Canadian dollars, the Harmonized Sales Tax (HST) excluded. The Total Evaluated Price will be calculated using the estimated usage figures on the Pricing Schedule (See Annex "A"). Offerors are required to bid on all line items in the Pricing Schedule or their offer may be considered non-responsive.

2. Basis of Selection

2.1 An offer must comply with the requirements of the Request for Standing Offers to be declared responsive. The responsive offer with the lowest evaluated price will be recommended for issuance of a standing offer.

PART 5 - CERTIFICATIONS

Offerors must provide the required certifications to be issued a standing offer. Canada will declare an offer non-responsive if the required certifications are not completed and submitted as requested.

Compliance with the certifications offerors provide to Canada is subject to verification by Canada during the offer evaluation period (before issuance of a standing offer) and after issuance of a standing offer. The Standing Offer Authority will have the right to ask for additional information to verify the Offerors' compliance with the certifications before issuance of a standing offer. The offer will be declared non-responsive if any certification made by the Offeror is untrue, whether made knowingly or unknowingly. Failure to comply with the certifications or to comply with the request of the Standing Offer Authority for additional information will also render the offer non-responsive.

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

- 1.1 Offerors must submit as part of their offer, by Request for Standing Offers closing date:
- (a) a complete list of names of all individuals who are currently directors of the Offeror;
 - (b) a properly completed and signed form Consent to a Criminal Record Verification (PWGSC-TPSGC 229), for each individual named in the list.

The above should be completed and submitted with the bid by the bid solicitation closing date. If the above is not completed and submitted with the bid by the bid solicitation closing date, the Contracting Authority will so inform the Bidder and provide the Bidder with a time frame within which to meet the requirement. Failure to comply with the request of the Contracting Authority and meet the requirement within that time period will render the bid non-responsive.

2 Federal Contractors Program - Certification

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, 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;
- (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

3 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.

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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

4. Certifications Precedent to Issuance of Standing Offer

The certifications listed in **Annex “B” Certifications** should be completed and submitted with the offer, but may be submitted afterwards. If any of these required certifications is not completed and submitted as requested, the Standing Offer Authority will so inform the Offeror and provide the Offeror with a time frame within which to meet the requirement. Failure to comply with the request of the Standing Offer Authority and meet the requirements within that time period will render the offer non-responsive.

PART 6 - INSURANCE REQUIREMENTS

1. Insurance Requirements

The Offeror must provide a letter from an insurance broker or an insurance company licensed to operate in Canada stating that the Offeror, if issued a standing offer as a result of the request for standing offer, can be insured in accordance with the Insurance Requirements specified in **Annex B**. If the information is not provided in the offer, the Standing Offer Authority will so inform the Offeror and provide the Offeror with a time frame within which to meet the requirement. Failure to comply with the request of the Standing Offer Authority and meet the requirement within that time period will render the offer non-responsive

PART 7 - STANDING OFFER AND RESULTING CONTRACT CLAUSES

A. STANDING OFFER

1. Offer

1.1 The Offeror offers to fulfill the requirement in accordance with the Specification in Annex "E".

2. Standard Clauses and Conditions

All clauses and conditions identified in the Standing Offer and resulting contract(s) 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.

2.1 General Conditions

2005 (2012-07-16) General Conditions - Standing Offers - Goods or Services, apply to and form part of the Standing Offer.

3. Term of Standing Offer

3.1 Period of the Standing Offer

The period for making call-ups against the Standing Offer is from April 1, 2013 to March 31, 2015.

4. Authorities

4.1 Standing Offer Authority

The Standing Offer Authority is:

Janine Donovan
Public Works and Government Services Canada
Acquisitions Branch
Real Property Contracting
189 Prince William, Room 421
Saint John, N.B.
E2L 2B9

Telephone: (506) 636-5347

Facsimile: (506) 636-4376

E-mail address: janine.donovan@pwgsc.gc.ca

The Standing Offer Authority is responsible for the establishment of the Standing Offer, its administration and its revision, if applicable. Upon the making of a call-up, as Contracting Authority, he is responsible for any contractual issues relating to individual call-ups made against the Standing Offer by any Identified User.

4.2 Project Authority

The Project Authority for the Standing Offer is identified in the call-up against the Standing Offer.

The Project Authority is the representative of the department or agency for whom the Work will be carried out pursuant to a call-up against the Standing Offer and is responsible for all the technical content of the Work under the resulting Contract.

4.3 Offeror's Representative

Name: _____

Telephone: () _____

Fax: () _____

E-mail: _____

5. Identified Users

The Identified User authorized to make call-ups against the Standing Offer is: Department of National Defence.

6. Call-up Instrument

The Work will be authorized or confirmed by the Identified User(s) using form CF942.

7. Limitation of Call-ups

Individual call-ups against the Standing Offer must not exceed \$25,000.00 (Harmonized Sales Tax extra).

8. Financial Limitation

The total cost to Canada resulting from call-ups against the Standing Offer must not exceed the sum of \$200,000.00 (Harmonized Sales Tax extra) unless otherwise authorized in writing by the Standing Offer Authority. The Offeror must not perform any work or services or supply any articles in response to call-ups which would cause the total cost to Canada to exceed the said sum, unless an increase is so authorized.

The Offeror must notify the Standing Offer Authority as to the adequacy of this sum when 75 percent of this amount has been committed, or 4 months before the expiry date of the Standing Offer, whichever comes first. However, if at any time, the Offeror considers that the said sum may be exceeded, the Offeror must promptly notify the Standing Offer Authority.

9. 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 call up against the Standing Offer, including any annexes;
- b) the articles of the Standing Offer;
- c) the general conditions 2005 (2012-07-16), General Conditions - Standing Offers - Goods or Services
- d) Supplemental General Conditions 2010C (2012-07-16), General Conditions - Services (Medium Complexity);
- e) Specifications and drawings;
- f) Annex "A", Basis of Payment;
- g) Any amendment issued or any allowable offer revision received before the date and time set for solicitation closing
- h) the Offeror's offer

10. Certifications

10.1. Compliance

Compliance with the Certifications provided by the Offeror is a condition of authorization of the Standing Offer and subject to verification by Canada during the term of the Standing Offer and of any resulting contract that would continue beyond the period of the Standing Offer. In the event that the Offeror does not comply with any certification or it is determined that any certification made by the Offeror in its offer is untrue, whether made knowingly or unknowingly, Canada has the right to terminate any resulting contract for default and set aside the Standing Offer.

11. Applicable Laws

The Standing Offer and any contract resulting from the Standing Offer must be interpreted and governed, and the relations between the parties determined, by the laws in force in New Brunswick.

12. Estimates

SACC Manual clause M3800C (2006-08-15) Estimates

13. Insurance Requirements

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

The Contractor is responsible for deciding if additional insurance coverage is necessary to fulfill its obligation under the Standing Offer 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 Standing Offer Authority within seven (7) days after request form the Standing Offer Authority and prior to award of the Standing Offer, 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 Standing Offer Authority, forward to Canada a certified true copy of all applicable insurance policies.

B. RESULTING CONTRACT CLAUSES

The following clauses and conditions apply to and form part of any contract resulting from a call-up against the Standing Offer.

1. Statement of Work

The Contractor must perform the Work described in the call-up against the Standing Offer.

2. Standard Clauses and Conditions

2.1 General Conditions

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

3. Term of Contract

3.1 Period of the Contract

The Work must be completed in accordance with the call-up against the Standing Offer.

4. Payment

4.1 Basis of Payment

Refer to "Annex "A", Basis of Payment"

4.2 Limitation of Price

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

4.3 Single Payment

SACC Manual clause H1000C (2008-05-12) Single Payment

5. Invoicing Instructions

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

2. 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.

ANNEX A
ANNEX "A" - BASIS OF PAYMENT
PRICING SCHEDULE

April 1, 2013 to March 31, 2015				
Description	Unit of Measure	Estimated Quantity	Unit Price	Estimated Total Price
1. Rate per hour to provide an experienced cleaner for on demand cleaning and be able to strip, seal and wax flooring during normal working hours	Hour	4,000	\$ _____	\$ _____
2. Rate per hour to provide an experienced cleaner for on demand cleaning and be able to strip, seal and wax flooring after normal working hours (nights, weekends and holidays)	Hour	3,000	\$ _____	\$ _____
3. Rate per hour to provide an experienced working supervisor during normal working hours	Hour	4,000	\$ _____	\$ _____
4. Rate per hour to provide an experienced working supervisor for after normal working hours (nights, weekends and holidays)	Hour	3,000	\$ _____	\$ _____
<u>Estimated Amount used for Evaluation</u>				\$ _____

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

ANNEX "B"

Certifications Precedent to Standing Offer Award

1. Workers' Compensation Certification - Letter of Good Standing

Within seven (7) days and prior to award, provide proof that the Offeror has an account in good standing with the applicable provincial or territorial Workers' Compensation Board.

2. Qualifications

The Contractor will be a Janitorial Contracting Company with a minimum of two years proven janitorial contracting experience. Proof of such must be provided within seven days of request from Standing Offer Authority and prior to award of Standing Offer Agreement.

3. Equipment List

Within seven (7) days and prior to award, the Offeror may be requested to provide an equipment list which is subject to inspection by the Department of National Defence (DND).

4. Proof of liability insurance for a minimum amount of two million (\$2,000,000) as specified below.

INSURANCE REQUIREMENTS

Commercial General Liability Insurance

1. The Contractor must obtain Commercial General Liability Insurance, and maintain it in force throughout the duration of the Contract, in an amount usual for a contract of this nature, **but for not less than \$2,000,000 per accident or occurrence and in the annual aggregate.**
2. The Commercial General Liability policy must include the following:
 - (a) Additional Insured: Canada is added as an additional insured, but only with respect to liability arising out of the Contractor's performance of the Contract. The interest of Canada should read as follows: Canada, as represented by the Department of National Defence.

-
- (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.

Solicitation No. - N° de l'invitation

W0105-13E024/A

Amd. No. - N° de la modif.

File No. - N° du dossier

PWB-2-35046

Buyer ID - Id de l'acheteur

pwb020

CCC No./N° CCC - FMS No/ N° VME

W0105-13E024

ANNEX C

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

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

Solicitation No. - N° de l'invitation

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur

W0105-13E024/A

pwb020

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

File No. - N° du dossier

CCC No./N° CCC - FMS No/ N° VME

W0105-13E024

PWB-2-35046

C	CONSENT - Must be signed by the individual CONSENTEMENT - Doit être signé par l'individu
----------	---

I, the undersigned, confirm that I have read and understand the above *Privacy Act* statement and that I consent to the collection and use of my personal information as described therein.

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

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

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

Solicitation No. - N° de l'invitation

W0105-13E024/A

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

W0105-13E024

Amd. No. - N° de la modif.

File No. - N° du dossier

PWB-2-35046

Buyer ID - Id de l'acheteur

pwb020

CCC No./N° CCC - FMS No/ N° VME

ANNEX E

SPECIFICATION



**DEPARTMENT OF NATIONAL DEFENCE
3 AREA SUPPORT GROUP
ENGINEER BRANCH
CFB GAGETOWN
SPECIFICATION**

**STANDING OFFER AGREEMENT
ON DEMAND CLEANING
VARIOUS BUILDINGS BASE AND TRAINING AREA
01 APRIL 2013 TO 31 MARCH 2015**


Designed by


Fire Inspector


Project O


Engineering O

PF No:

Job No: L-G2-9900/1595

Date: 2012-06-26

<u>Section</u>	<u>Title</u>	<u>Pages</u>
<u>Division 00 - Procurement and Contracting Requirements</u>		
00 21 13	Instructions to Bidders	9
<u>Division 01 - General Requirements</u>		
01 11 00	Summary of work	7
01 35 30	Health and Safety Requirements	2
01 35 35	Fire Safety Requirements	4
01 35 43	Environmental Protection	2
<u>List of Annexes</u>		
Annex A	Sign in SOP	1
Annex B	On Demand Daily Work Reports	1
Annex C	Daily Routine Cleaning Time Sheet	1

- 1.1 Description of the Work .1 The work covered in this Standing Offer Agreement comprises the furnishing of all materials, labour, travel, tools, profit and equipment required to provide janitorial services for On-demand cleaning for various Base, Training Area buildings and the Fredericton Armoury when requested on form CF942, Requisition Against a Standing Offer, by the Engineer and specified within.
- .2 The period of this Standing Offer Agreement is from 01 April 2013 to 31 March 2015.
- 1.2 Engineer .1 The Engineer, as defined and stated in this specification will be the Commanding Officer 3ASG Engineer Branch or a designated representative. The address of the Engineer is:
- Contracts Office
3 ASG Engineer Branch
Building B18
CFB/ASU Gagetown
PO Box 17000 Stn Forces
Oromocto, NB. E2V 4J5
- Tel: (506) 422-2000 Ext 2677
Fax: (506) 422-1248
- 1.3 Contractor .1 The Contractor will be a Janitorial Contracting Company with a minimum of two years proven janitorial contracting experience.
- 1.4 Site Visit .1 It is recommended that the Contractors attend a non-mandatory site visit prior to tendering and familiarize themselves with the premises and the work to be performed.

Contractors shall become thoroughly acquainted with existing conditions, compile necessary information for the proper assessment and execution of the contract.

1.5 Liability Insurance

- .1 The Contractor shall provide proof of Liability Insurance for the amount of Two Million dollars (\$2,000,000.00) to PWGSC prior to award of this Service Contract.

1.6 Definitions

- .1 Working Supervisor means supervisor who will be assigned cleaning duties combined with supervisory duties.
- .2 Garbage means any non-recyclable material foreign to the environment.
- .3 Disinfect means wash clean using germicidal solution.
- .4 Complete and satisfactory service means the continual cleaning and maintenance procedures as specified in Section 01800 and/or to the complete satisfaction of the Engineer.
- .5 Clean shall mean that for width and breadth of the referred surface, it shall be free of foreign matter down to the original surface or last protective coating.
- .6 Occurrence Report is a written report submitted to the Engineer by the Contractor to report problems or incidents that arise over which the Contractor has no control. They might include outside interference by third parties or Acts of Vandalism.
- .7 Time Sheets mean a written record of employee name, date and hours of

commencement and cessation of work, plus employee's signature for each day recorded.

- .8 WHMIS means Workplace Hazardous Materials Information System.
- .9 CF942 Requisition against a Standing Offer.

1.7 Materials

- .1 All cleaning chemicals required to carry out services will be supplied by Contractor. All Cleaning Chemicals will be environmentally responsible products and must conform to **Environmental Choice Standards (EcoLogo) or Green Seal standard, No substitute of standard will be accepted , unless prior approval from the Engineer.**
- .2 Product categories that will be accepted under the Environmental Choice (EcoLogo) Program are as Follows:
 - .1 CCD-110 - Cleaning and Degreasing Compounds;
 - .2 CCD-146 - Hard Surface Cleaners;
 - .3 CCD-147 - Floor Care;
 - .4 CCD-148 - Carpet and Upholstery; and
 - .5 CCD-166 - Disinfectants and Cleaners.
- .3 Product categories that will be accepted under the Green Seal Program are as Follows:
 - .1 GS-34 - Degreasers
 - .2 GC-37 - Cleaning Products for Industrial and Institutional use, and
 - .3 GS-40 - Floor care products for Industrial and Institutional use.
- .4 All chemical products MUST BE READY TO USE (RTU).
- .5 All Janitorial maintenance products will be approved by the Engineer **prior to award of contract.** **The contractor must provide**

a full list of the cleaning products intended for use along with MSDS (WHIMIS) sheets and Technical Data Sheets.

- .6 MSDS Sheets will be supplied in both official languages and will be placed in all cleaning closets used by the contractor. MSDS sheets will always be in date.

1.8 Security Clearances

- .1 The Contractor shall maintain an up to date roster of all employees involved in the Service Contract including managers, supervisors and labourers. This roster shall be made available to the Engineer upon demand.
- .2 The Contractor shall provide proof of the information contained within the roster to the Engineer upon demand. The Engineer reserves the right to have removed from the site those personnel who do not meet security requirements, as laid down by the Military Police Section.

1.9 Contractor Passes

- .1 All Contractor employees will carry an authorized Contractor Pass while employed on DND property. Such passes will be produced on demand to Military Police, Commissionaires, Security Guards and persons in authority.
- .2 The Contractor will complete an application form for each employee. The Contractor will accompany the employee to the Military Police Identification Section located at Building F-19 for issuance of pass.
- .3 A photocopy of employee passes is to be provided to the Engineer.
- .4 The Contractor will ensure Contractor

passes are recovered from employees who cease to be employed on DND property. Such passes shall be returned to the Military Police Identification Section located in Building F-19 by the Contractor.

1.10 Site Access

- .1 While within the confines of property belonging to the Department of National Defence the contractor and their employees, shall be subject to the standing orders as laid down by the Authority of that facility.

1.11 Site Supervision

- .1 A full time working supervisor is to be provided during all times when cleaning is being done.
- .2 The working supervisor shall be able to speak for and make decisions on behalf of the Contractor.
- .3 By appointing a working supervisor, the Contractor authorizes the working supervisor to sign inspection reports on behalf of the Contractor and to receive correspondence directed to the Contractor.
- .4 The working supervisor will have in possession a paging device or other acceptable communicating device approved by the Engineer.
- .5 The working supervisor will be responsible for submitting weekly cleaning material and paper product orders to the Engineer. The supervisor will be responsible for receiving and maintaining the cleaning product inventory in each individual cleaning storage room in each individual building that will be cleaned with frequencies.

-
- 1.12 Uniforms .1 The Employee will wear an industrial type shirt or other acceptable uniform. The uniform worn by the employee performing cleaning services must bear the companies name in a prominent location.
- 1.13 Standard of Work .1 The Contractor will carry out the service employing the best standard practices of the trade.
- 1.14 Services Provided .1 Storage space for cleaning material will be provided by DND.
- .2 Electricity and hot water required by the contractor for the execution of janitorial services will be provided by the department without charge.
- .3 Supply of temporary services by DND is subject to DND requirements and may be discontinued by the Engineer at any time without notice, without acceptance of any liability for damage or delay caused by such withdrawal of temporary services.
- 1.15 CF942 .1 No work will commence until a CF942 is received and work is scheduled.
- .2 The Contractor will advise the Engineer of the telephone number at which they may be contacted at all times.
- .3 The Contractor, on receipt of an acceptance of Tender, will be advised by the Engineer, in writing, the names of the persons authorized to request service. Work undertaken at the request of others will be entirely at the Contractor's risk with regard to payment.
- .4 The Contractor will respond within 8 hours of receiving the CF 942 Requisition

Against a Standing Offer.

- 1.16 Time Sheets .1 All employees conducting work under this Standing Offer, will on the commencement/completion of any work, sign into the Contracts Office at Bldg B-18. If after hrs sign in will be controlled at the Base Fire Hall Bldg G3, or unless otherwise stipulated by the Engineer.
- .2 The Contractor will maintain DND daily time sheets for each employee for attendance verification.
- .3 DND daily time sheets will indicate the time the employee commenced and ceased work.
- .4 Employees will sign completed time sheets daily.
- .5 Daily time sheets will be used to verify conformity to specified mandatory hours of work.
- .6 All time sheets will be provided to the engineer for verification with each invoicing period.

- 1.17 Estimated Hrs .1 The amount of estimated hrs may increase or decrease as deemed necessary by the Engineer.

- 1.18 Basis of Payment .1 The work done under this Standing Offer Agreement will be paid as follows:

1. Rate per hour to provide an experienced cleaner for on demand cleaning and be able to strip, seal and wax flooring during normal working hours.

Estimated quantity 4000 hours.

2. Rate per hour to provide an experienced cleaner for on demand cleaning and be able to strip, seal and wax flooring after normal working hours(nights, weekends and holidays)

Estimated quantity 3000 hours.

3. Rate per hour to provide an experienced working supervisor during normal working hours.

Estimated quantity 4000 hours.

4. Rate per hour to provide an experienced working supervisor for after normal working hours. (nights, weekends and holidays).

Estimated quantity 3000 hours.

1.19 Contractor's

- .1 Do not unreasonably encumber site with materials or equipment.
- .2 Move stored products or equipment which interfere with operations of Engineer or other Contractors.
- .3 Contractor is to assure their staff enter only areas assigned to them for servicing.

1.20 Material Storage

- .1 Store and maintain materials with labels intact and in original containers.
- .2 Storage shall be in those areas approved by the Engineer.
- .3 Maintain storage facility in a neat and tidy condition at all times.
- .4 Storage areas containing hazardous materials shall have entrance door markings as required by WHMIS.
- .5 Storage areas are to be locked when not in use.
- .6 Containers are to bear WHMIS labels if required.

- .7 All paper products and chemicals required to maintain buildings at Camp Petersville will be supplied by DND.
- 1.21 Building Security .1 The Contractor is to instruct staff to lock windows and doors to offices and buildings when the employee is the last person to leave.
- 1.22 Energy Conservation .1 All non essential lights shall be turned off when work is complete.
- 1.23 Protection of Property .1 The Contractor undertakes and agrees to comply with all Base Standing Orders or other regulations in force on site where work is to be performed relating to the safety of persons on the site or the protection of property against loss or damage from any and all causes including fire.
- 1.24 Reporting Irregularities .1 The Contractor shall notify the Engineer of irregularities in the work area, such as structural defects, mechanical or electrical problems or other irregularities that are beyond the scope of work, including vandalism.

1.1 Description of Work

- .1 The Contractor shall provide all labour and equipment necessary for a complete and satisfactory janitorial cleaning service to buildings at CFB Gagetown, Training Area, to complete the services as stated in a CF942.
- .2 It is the Contractor's responsibility through adequate use of a working supervisor to ensure all cleaning is complete, as specified prior to departure from the work site for each work shift.
- .3 On Demand Cleaning is performed on an irregular basis according to the annual estimated quantities listed in Section 00 21 13, Basis of Payment as required and requested by the Engineer, and can consist of the following:
 - .1 Sweep using sweeping compound;
 - .2 Spot clean walls;
 - .3 Dusting (including walls, furniture and desks);
 - .4 Remove garbage;
 - .5 Sweep and wash floor;
 - .6 Spray buff floor;
 - .7 Clean interior windows;
 - .8 Construction clean-ups;
 - .9 Emergency clean-ups (ie water damage, bodily fluids); or
 - .10 Clean refrigerators and stoves.
 - .11 anything not covered under the list of routine frequencies
- .4 On Demand stripping, sealing and waxing of floors according to the annual estimated quantities listed in Section 00 21 13, as required and requested by the Engineer.
- .5 On Demand Machine scrubbing and waxing of floors according to the annual estimated quantities listed in Section 00 21 13, as required and requested by the Engineer.

1.2 Materials
Provided

- .1 Materials provided by the Department are to replenish those consumed by the Department and its personnel. Materials provided by the Department are not for consumption by the Contractor.
- .2 The Department shall provide the following materials:
 - .1 Toilet tissue;
 - .2 Paper hand towel;
 - .3 Plastic garbage bags;
 - .4 Liquid hand soap; and
- .3 Replenishing of dispensers for paper towel, toilet paper, hand soap, sani-bags and garbage bags will be the responsibility of the Contractor on a daily or on an as required basis.
- .4 No products supplied by DND will be removed from the jobsite unless authorized by the Engineer.

1.3 On-demand
Cleaning

- .1 On-Demand Cleaning is cleaning performed on an irregular basis, when required and ordered by the Engineer. On-Demand Cleaning is required for buildings that do not require regular routine cleaning. At any time the Engineer may request daily cleaning frequencies based on the frequency of use, on a as needed basis.
- .2 Generally On-Demand cleaning will be scheduled by the Engineer with at least 48 hours advance notice, to enable the Contractor to schedule supervision and cleaners. For small amounts of unexpected cleaning, the Contractor may receive very little advance notice.
- .3 Supervision - will be by a full-time working supervisor.
- .4 Hours of Work - shall normally be Monday through Friday and shall normally be

performed **after** the regular Base working hours of 7:30 am to 1630pm; however, the Engineer may order cleaning during regular Base working hours, evenings, weekends and on statutory holidays, as the requirement arises.

- .5 Basis of Payment - in accordance with Section 00 21 13.

1.4 Service and Frequency

- .1 In the event that Daily cleaning is order by the Engineer, the Following in serial format is a list of exterior and interior services and the minimum frequency required. Services listed below are general and shall apply to all buildings listed.
- .2 For compliance within this section the Contractor may adjust the frequency, with the approval of the Engineer, to maintain the building in a first class condition to the best standard practices of the trade.
- .3 Frequencies as indicated throughout this section are subject to change as directed by the Engineer. When frequency of work is indicated "as required", the Engineer will make the final decision as to when this service is required.
- .4 All glass of windows, partitions and doors will be spot cleaned to maximum reach, without the aid of step ladders. Windows in the exterior walls of the building shall include the inner glass surface of the inner window only.
- .5 Electric ranges shall be cleaned both exterior and interior as scheduled. The Engineer may schedule extensive cleaning to burner and oven areas for deposit removal, as necessary.
- .6 Refrigerators shall be exterior cleaned as

scheduled. The Engineer shall request interior cleaning, as required and only after the refrigerator has been emptied by the user.

- .7 Washing machines and clothes dryer shall be cleaned both exterior and interior as scheduled by the Engineer. Lint screens of clothes dryer will be cleaned daily.

1.5 Statutory
Holidays

- .1 Statutory holidays are not included in days of work for buildings unless otherwise stipulated. The Engineer **will not pay for Statutory Holidays where services have not been provided. Statutory holidays are defined as:**
 - .1 New Year's Day.
 - .2 Good Friday.
 - .3 Easter Monday.
 - .4 Victoria Day.
 - .5 Canada Day.
 - .6 New Brunswick Day.
 - .7 Labour Day.
 - .8 Thanksgiving.
 - .9 Remembrance Day.
 - .10 Christmas Day.
 - .11 Boxing Day.

1.6 Materials

- .1 All materials and methods must be suitable for the surface intended and shall not be harmful to such surfaces.

1.7 Equipment

- .1 All equipment will be inspected by the Engineer **prior to the award of the Contract and on a continuing basis during the period of the Contract.**
- .2 All equipment will be of industrial quality and in like-new condition at the beginning of the Contract. Equipment will be maintained in like-new condition for

the duration of the Contract.

- .3 All equipment that is unclean, unsanitary, unserviceable, or otherwise found unacceptable by the Engineer, will be removed from CFB Gagetown, and immediately replaced.
- .4 Quantities of brooms, mops, dusters and other devices, as deemed necessary by the Engineer shall be maintained to adequately support cleaning services. Note: Floor maintainers/auto scrubbers shall be self propelled c/w the appropriate brushes, pads and other features, as recommended by the manufacturer of the floor surface being cleaned.
- .5 Equipment required :
 - .1 Three mobile janitorial utility carts;
 - .2 Three cart mounted buckets c/w squeegee;
 - .3 Two wet/dry cannister vacuum c/w adaptable power head hook-up. Maximum noise level (db) 60-70;
 - .4 One floor machine, low speed 50cm, 175 RPM floater type;
 - .5 One floor machine, high speed 50cm, 300 RPM floater type; and
 - .6 Three Garbage carts on wheels.
 - .7 One floor maintainer/auto scrubber, minimum working width 85cm. Auto scrubbers shall be new or in like new condition and shall be approved by the Engineer.

1.8 Maintenance
Techniques

- .1 General: Observe the following rules to avoid damage to building components and furnishings:
 - .1 Never use a cleaning solution stronger than is necessary to remove the soils;
 - .2 Use the least amount of cleaning solution necessary to accomplish the task;
 - .3 Leave cleaning solution on the surface

only long enough to loosen the soils;

Note: Exception occurs when using a germicidal detergent solution which must be left in contact with the surface for sufficient time to control the microbes present.

.4 Change cleaning solutions frequently. Dirty solutions will not clean surfaces. This applies to cleaning solutions and rinse water;

.5 Wash, rinse and dry one small area at a time. This reduces the time that the water stands on the surface;

.6 Do not splash on, or allow cleaning solution to seep under furniture, baseboards or equipment;

.7 Do not spill cleaning solution on surfaces not to be cleaned. Wipe off any spillage immediately with a clean cloth; and

.8 Avoid use of steel wool, scouring powder or abrasives to remove the soils unless absolutely necessary; when used, take care to prevent damage to the surface cleaned.

.2 Safety Measures: Applicable safety precautions are discussed in Section 01 11 00. Particular attention is called to the following:

.1 Keep equipment out of traffic lanes. Do not place mops, pails, brooms, maintenance supplies, or other equipment where anyone might fall over them; and keep all equipment clear of fire exits or doorways;and

.2 Wet floors - warn personnel walking on floors which are wet that such floors are slippery. Safety Signs or barricades to warn people about to enter rooms or corridors which have wet floors will be used, and will be placed in intersections and/or the start of the hallway or work area in the center of the hall/room so that it is obvious that these signs are currently in use and serving as a warning to others.

- 1.9 Precautions, Use of Maintenance Chemicals
- .1 The intermixing of various maintenance chemicals is strongly prohibited. This practice can produce deleterious effects to equipment and facilities.
 - .2 Exposure of maintenance chemical products to freezing temperatures (0°C) and lower will significantly reduce or totally destroy the effectiveness of the product.
 - .3 Never pour a maintenance product back into the original container. This is especially important for floor sealers, floor waxes and floor finishes since these materials are significantly degraded if made ineffective by this practice.

1.1 Safety Measures

- .1 Observe and enforce safety regulations required by the Canada Labour Code Part 2; Provincial Government; WorkSafeNB, Municipal Statutes and Authorities.
- .2 In event of conflict between any provisions of above authorities, the most stringent provision will apply.
- .3 The contractor must provide Health and Safety orientation to all of its on site employees detailing the hazards at CFB Gagetown.
- .4 DND and the CF are committed to providing a harrassment free Workplace. Any and all harrassment must be reported.
- .5 The Contractor will ensure that employees have sufficient Personal Protective Equipment to guard them from all hazards to which they may be exposed.
- .6 The contractor must not rely on the use of DND first aid kits. In the event of a serious accident, the contractor is responsible to take steps to obtain immediate treatment for the injured person(s). The base uses the 911 emergency phone system. The contractor must post in all cleaning closets the civic address of the building and ensure that its personnel are aware of it.
- .7 The contractor must immediately inform the engineer of all incidents involving external visits from investigative agencies, which may or may not result in directive changes.

1.2 WHMIS

- .1 Comply with regulations regarding Workplace Hazardous Materials Information System (WHMIS) regarding use, handling, storage and disposal of hazardous

materials; and regarding labelling and provision of material safety data sheets acceptable to Human Resources and Skills Development Canada and Health Canada.

1.3 WHMIS Training .1

The Contractor must provide proof that all staff working on site have received WHMIS training prior to the employees commencing work.

- 1.1 Fire Safety Plan .1 The Contractor and their personnel will be familiar with this section as well as The National Fire Code of Canada, latest edition and applicable building fire orders which are posted in all DND buildings.
- 1.2 Reporting Fires .1 Know the location of nearest fire alarm box and telephone, including the emergency phone number.
- .2 Report immediately all fire incidents to the Fire Department as follows:
.1 Activate the nearest internal fire alarm pull station; or
.2 Telephone: **Dial 911; and**
.3 Depart building to a safe area for that building.
- .3 When reporting a fire by telephone, give the location of the fire, name or number of building and be prepared to verify the location.
- 1.3 Interior and Exterior Fire Protection and Alarm Systems .1 Fire protection and alarm systems shall not be:
.1 Obstructed,
.2 Shut-off; or
.3 Left inactive at the end of a working day or shift without notification and authorization from the Fire Chief or his representative.
- .2 Fire hydrants, standpipes and hose systems shall not be used for other than fire fighting purposes unless authorized by the Fire Chief.
- 1.4 Fire Extinguishers .1 DND shall supply fire extinguishers as scaled by the Fire Chief to protect the site in an emergency.

1.5 Blockage of Roadways

- .1 The Fire Chief shall be advised of any work that would impede fire apparatus response. This includes violation of minimum overhead clearance, as prescribed by the Fire Chief, erecting of barricades and the digging of trenches.

1.6 Smoking Policy

- .1 Smoking is **NOT** permitted in DND buildings.

1.7 Rubbish and Waste Materials

- .1 Rubbish and waste materials are to be kept to a minimum.
- .2 The burning of rubbish is prohibited unless approved by the Fire Chief.
- .3 Removal:
 - .1 All rubbish shall be removed from the work site at the end of the work day or shift or as directed.
- .4 Storage:
 - .1 Extreme care is required where it is necessary to store oily waste in work areas to ensure maximum possible cleanliness and safety.
 - .2 Greasy or oily rags or materials subject to spontaneous combustion shall be deposited and kept in an approved receptacle and removed as required in 8.3.1.

1.8 Flammable Liquids.

- .1 The handling, storage and use of flammable liquids are to be governed by the current National Fire Code of Canada.
- .2 Flammable liquids such as gasoline, kerosene, naphtha may be kept for ready use in quantities not exceeding 45 litres provided they are stored in approved safety cans bearing the Underwriter's

Laboratory of Canada or Factory Mutual seal of approval. Storage of quantities of flammable liquids exceeding 45 litres for work purposes, requires the permission of the Fire Chief.

- .3 Transfer of flammable liquids is prohibited within buildings.
- .4 Transfer of flammable liquids shall not be carried out in the vicinity of open flame or any type of heat-producing devices.
- .5 Flammable liquids having a flash point below 38°C such as naphtha or gasoline shall not be used as solvents or cleaning agents.
- .6 Flammable waste liquids, for disposal, shall be stored in approved containers located in a safe ventilated area. Quantities are to be kept to a minimum and the Fire Department is to be notified when disposal is required.

1.9 Hazardous Substances

- .1 If the work entails the use of any toxic or hazardous materials, chemicals and/or explosives, or otherwise creates a hazard to life, safety or health, work shall be in accordance with the National Fire Code of Canada.
- .2 The Fire Chief is to be advised, and a "Hot Work" permit issued in all cases involving welding, burning or the use of blow torches and salamanders, in buildings or facilities. special precautions are necessary to safeguard life and property from damage by fire or explosives.
- .3 Wherever work is being carried out in dangerous or hazardous areas involving the use of heat, fire watchers, equipped with sufficient fire extinguishers shall be provided. The determination of dangerous

or hazardous areas along with the level of precaution necessary for fire Watch shall be at the discretion of the Fire Chief. Contractors are responsible for providing fire watch service for their work on a scale established and in conjunction with the Fire Chief at the pre-work conference.

- .4 Where flammable liquids, such as lacquers or urethanes are to be used, proper ventilation shall be assured and all sources of ignition are to be eliminated. The Fire Chief is to be informed prior to and at the cessation of such work.

1.10 Questions and/
or Clarification

- .1 Any questions or clarification on Fire Safety in addition to the above requirements shall be directed to and cleared through the Fire Chief.

1.11 Fire
Inspections

- .1 The Fire Chief shall be allowed unrestricted access to the site.
- .2 The Contractor shall co-operate with the Fire chief during routine inspections of the work site.
- .3 The Contractor shall immediately remedy all unsafe fire situations identified by the Fire Chief.

- 1.1 General .1 The Contractor will take all reasonable steps to ensure that they and their employees have complied with all pertinent legislation and have protected the environment.
- 1.2 Disposal of Wastes .1 Do not bury rubbish or waste on site. All wastes must be disposed of in designated containers.
- .2 All potential hazardous wastes must be disposed of in a proper manner.
- 1.3 Spill Protection .1 The Contractor must have adequate clean up materials for any potential hazardous materials used in the completion of the work (ie. fuels, oils, lubricants, etc).
- .2 In the event of a spill the Contractor will immediately take corrective action to clean up the material.
- .3 In the event of a spill of over one litre of a hazardous material, the Contractor will immediately inform proper local authorities and then immediately call the CFB Gagetown Firehall, Tel (506)422-2000 local 2106 and take necessary remedial action.
- 1.4 Cleaning Materials .1 CFB Gagetown's Janitorial Services are to be provided using the approved Green Cleaning Services along with recycling measures.
- .2 All cleaning chemicals required to maintain the buildings listed in Annex A will be supplied by Contractor. All Cleaning Chemicals will be environmentally responsible products and must conform to Environmental Choice Standards (EcoLogo) or Green Seal standard, **No substitute of standard will be accepted, unless prior approval from the Engineer.**
- .3 Product categories that will be accepted

under the Environmental Choice (EcoLogo) Program are as Follows:

- .1 CCD-110 - Cleaning and Degreasing Compounds;
 - .2 CCD-146 - Hard Surface Cleaners;
 - .3 CCD-147 - Floor Care;
 - .4 CCD-148 - Carpet and Upholstery; and
 - .5 CCD-166 - Disinfectants and Cleaners.
- .4 Product categories that will be accepted under the Green Seal Program are as Follows:
- .1 GS-34 - Degreasers
 - .2 GC-37 - Cleaning Products for Industrial and Institutional use, and
 - .3 GS-40 - Floor care products for Industrial and Institutional use.
- .5 All chemical products MUST BE READY TO USE (RTU).
- .6 MSDS Sheets will be supplied in both official languages and will be placed in all cleaning closets used by the contractor. MSDS will always up to date.
- .7 All plastic containers that are supplied by the contractor are to be removed from CFB Gagetown once they are emptied. Under no circumstances are plastic containers to be placed in garbage containers owned by DND. It will be acceptable for the contractor to store the empty plastic containers in the cleaning closets and remove them from site once a week.
- .8 The contractor may place the cardboard packaging in the approved recycling dumpsters provided by DND.
- .9 The contractor must conform with recycling practices at CFB Gagetown.

Contracts Sign-In SOP

This SOP will apply to all contractors that have been awarded a Standing Offer Agreement or a Service Contract, 3 ASG Eng Branch, that stipulates hourly rates for labour. This is to provide accurate recording of the hours worked by contractor employees including the date the work was completed; quantity of hours; employee names; employee trades; work completed; and job site locations.

- A representative of the contractor who will be working on site that day will visit the Contracts Office at the start of the work day and sign himself in and specify all contractor employees working on Base and the location(s) of work. The same representative will visit the Contracts Office at the conclusion of the work or at the end of the work day and sign himself and all contractor employees out by indicating what time of day they are leaving. As explained in each specification, if the contractor works after regular working hours, there is a sign out sheet at the Base Fire Hall.
- The contractor or their representative is responsible to provide a daily service report or job sheet for each job site where work was performed that day to the Contracts Manager that identifies the name and trade of each contractor employee at that job site that day, the hours worked and a description of the work completed. The job sheet is to indicate the job site, the contract number and the requisition number that the work was requested under.
- Each day, the contractor, or their representative on the job site, is to contact the Contracts Manager responsible for their contract and arrange an appropriate time for a site visit when the Contracts Manager can verify the work to date and the Contractor can ask any questions they may have. Each Contracts Manager will provide a cell phone number or the Contractor can call the Contracts Office at (506) 422-2000 ext 2677.

A sample copy of a job sheet is attached. All Contractor Companies will be required to complete and deliver these daily job sheets or an existing company job sheet that contains the info in the sample job sheet attached, to the Contracts Manager responsible for each job site. This can be done by the representative that is signing in each day or can be faxed to the Contracts office at (506) 422-1248.

This procedure will speed the payment process as the verification of hours worked and work completed will be documented prior to submitting your invoice. Many Contractors provide this information now in this format as it is part of their own company's record keeping. Your co-operation is appreciated in the manner.

