

RETURN BIDS TO:
RETOURNER LES SOUMISSIONS À:
**Bid Receiving Public Works and Government
 Services Canada/Réception des soumissions
 Travaux publics et Services gouvernementaux
 Canada**
#910, 410-22nd Street East
Saskatoon
Sask.
S7K 5T6
Bid Fax: (306) 975-5397

**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

**DOCUMENT CONTAINS A SECURITY
 REQUIREMENT**

Title - Sujet Janitorial Services - West Poplar	
Solicitation No. - N° de l'invitation 47763-132272/A	Date 2012-09-05
Client Reference No. - N° de référence du client 47763-132272	
GETS Reference No. - N° de référence de SEAG PW-\$STN-191-4537	
File No. - N° de dossier STN-2-35046 (191)	CCC No./N° CCC - FMS No./N° VME
Solicitation Closes - L'invitation prend fin at - à 02:00 PM on - le 2012-09-21	Time Zone Fuseau horaire Central Standard Time CST
F.O.B. - F.A.B. Plant-Usine: <input type="checkbox"/> Destination: <input checked="" type="checkbox"/> Other-Autre: <input type="checkbox"/>	
Address Enquiries to: - Adresser toutes questions à: Gerstmar, Denise	Buyer Id - Id de l'acheteur stn191
Telephone No. - N° de téléphone (306) 975-8912 ()	FAX No. - N° de FAX (306) 975-5397
Destination - of Goods, Services, and Construction: Destination - des biens, services et construction: Canada Border Services Agency Customs Port of West Poplar River PO Box 450 Rockglen SK S0H 3R0	

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

Public Works and Government Services Canada/Réception
 des soumissions Travaux publics et Services
 gouvernementaux Canada
 #910, 410 - 22nd Street East
 Saskatoon
 Sask.
 S7K 5T6

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

TABLE OF CONTENTS

PART 1 - GENERAL INFORMATION

1. Security Requirement
2. Statement of Work
3. Debriefings

PART 2 - BIDDER INSTRUCTIONS

1. Standard Instructions, Clauses and Conditions
2. Submission of Bids
3. Enquiries - Bid Solicitation
4. Applicable Laws

PART 3 - BID PREPARATION INSTRUCTIONS

1. Bid Preparation Instructions

PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

1. Evaluation Procedures
2. Basis of Selection
3. Security Requirement

PART 5 - CERTIFICATIONS

1. Code of Conduct Certifications - Consent to a Criminal Record Verification
2. Certifications Precedent to Contract Award

PART 6 - RESULTING CONTRACT CLAUSES

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

List of Annexes:

- | | |
|---------|---|
| Annex A | Statement of Work |
| Annex B | Basis of Payment |
| Annex C | Consent to a Criminal Record Verification form |
| Annex D | Security Requirements Check List |
| Annex E | Cleaning Checklists/Forms |
| Annex F | West Poplar River - Site Plan |
| Annex G | Maintenance and General Information for Emergency Generators |
| Annex H | Maintenance Recommendations - Armstrong Linoleum Sheet and Tile |
| Annex I | Bottled Water Dispenser Maintenance |

Solicitation No. - N° de l'invitation
47763-132272/A

Amd. No. - N° de la modif.
47763-132272/A

Buyer ID - Id de l'acheteur
stn191

Client Ref. No. - N° de réf. du client
47763-132272

File No. - N° du dossier
STN-2-35046

CCC No./N° CCC - FMS No/ N° VME

PART 1 - GENERAL INFORMATION

1. Security Requirement

There is a security requirement associated with the requirement. For additional information, consult Part 4 - Evaluation Procedures and Basis of Selection, and Part 6 - Resulting Contract Clauses.

2. Statement of Work

The Work to be performed is detailed under Article 2 of the resulting contract clauses.

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 fifteen (15) working days of receipt of the results of the bid solicitation process. The debriefing may be in writing, by telephone or in person.

PART 2 - BIDDER INSTRUCTIONS

1. Standard Instructions, Clauses and Conditions

All instructions, clauses and conditions identified in the bid solicitation by number, date and title are set out in the *Standard Acquisition Clauses and Conditions 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 (2012-07-11) Standard Instructions - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the bid solicitation.

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

Delete: sixty (60) days

Insert: one hundred and twenty (120) days

2. Submission of Bids

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

3. Enquiries - Bid Solicitation

All enquiries must be submitted in writing to the Contracting Authority no later than ten (10) calendar days before the bid closing date. Enquiries received after that time may not be answered.

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

eliminated, and the enquiry can be answered with copies to all bidders. Enquiries not submitted in a form that can be distributed to all bidders may not be answered by Canada.

4. Applicable Laws

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

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

PART 3 - BID PREPARATION INSTRUCTIONS

1. Bid Preparation Instructions

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

Section I: Technical Bid (one (1) hard copies)

Section II: Financial Bid (one (1) hard copies)

Section III: Certifications (one (1) hard copies)

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

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

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

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

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

Section I: Technical Bid

In their technical bid, bidders should explain and demonstrate how they propose to meet the requirements and how they will carry out the Work.

Section II: Financial Bid

Bidders must submit their financial bid in accordance with the Basis of Payment. The total amount of Goods and Services Tax (GST) or Harmonized Sales Tax (HST) must be shown separately, if applicable.

1.1 Exchange Rate Fluctuation

C3011T - Exchange Rate Fluctuation 2010-01-11

Section III: Certifications

Bidders must submit the certifications required under Part 5.

PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION**1. Evaluation Procedures**

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

1.1 Technical Evaluation**1.1.1 Mandatory Technical Criteria**

Failure to meet any of the following mandatory requirements at solicitation closing will render your submission non-compliant and given no further consideration.

- a) Compliance with the terms and conditions contained in this document
- b) Provision of pricing as requested (see Annex B - Basis of Payment)
- c) Ability to perform the full scope of work described (see Annex A - Statement of Work)
- d) a Consent to a Criminal Record Verification form (PWGSC-TPSGC 229), must be submitted with the bid, by the bid solicitation closing date, for each individual who is currently on the Bidder's Board of Directors.

1.2 Financial Evaluation

SACC Manual Clause A0220T - Evaluation of Price 2007-05-25

Assessment of this Request for Proposal will be based on a lowest evaluated total of the monthly rate Item 1 multiplied by 12 months, plus the price for Item 1.2 multiplied by 12 hours, plus the price for Item 1.3 multiplied by 15 hours, plus the price for Item 1.4 multiplied by 15 hours, plus the price for item 1.2 multiplied by 5 hours) (for evaluation purposes only) for Year One, Year Two, Option Year One, and Option Year Two.

Lowest evaluated total will be calculated based on the following formula:

$$[[\text{Item 1.1}] \times 12 \text{ months}] + [\text{Item 1.2}] \times 12 \text{ hours}] + [\text{Item 1.3}] \times 15 \text{ hours}] + [[\text{Item 1.4}] \times 15 \text{ hours}] + [\text{Item 1.5}] \times 5 \text{ hours}] + [\text{Item 2.1}] \times 12 \text{ months}] + [\text{Item 2.2}] \times 12 \text{ hours}] + [\text{Item 2.3}] \times 15 \text{ hours}] + [[\text{Item 2.4}] \times 15 \text{ hours}] + [\text{Item 2.5}] \times 5 \text{ hours}] + [\text{Item 3.1}] \times 12 \text{ months}] + [\text{Item 3.2}] \times 12 \text{ hours}] + [\text{Item 3.3}] \times 15 \text{ hours}] + [[\text{Item 3.4}] \times 15 \text{ hours}] + [\text{Item 3.5}] \times 5 \text{ hours}] + [\text{Item 4.1}] \times 12 \text{ months}] + [\text{Item 4.2}] \times 12 \text{ hours}] + [\text{Item 4.3}] \times 15 \text{ hours}] + [[\text{Item 4.4}] \times 15 \text{ hours}] + [\text{Item 4.5}] \times 5 \text{ hours}] = \text{Lowest evaluated total price}$$

Amounts used are for evaluation purposes only.

2. Basis of Selection

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

3. Security Requirement

1. Before award of a contract, the following conditions must be met:
 - (a) the Bidder must hold a valid organization security clearance as indicated in Part 6 - Resulting Contract Clauses;
 - (b) the Bidder's proposed individuals requiring access to classified or protected information, assets or sensitive work site(s) must meet the security requirement as indicated in Part 6 - Resulting Contract Clauses;
 - (c) the Bidder must provide the name of all individuals who will require access to classified or protected information, assets or sensitive work sites.
2. Bidders are reminded to obtain the required security clearance promptly. Any delay in the award of a contract to allow the successful bidder to obtain the required clearance will be at the entire discretion of the Contracting Authority.
3. For additional information on security requirements, bidders should consult the "Security Requirements for PWGSC Bid Solicitations - Instructions for Bidders" (<http://www.tpsgc-pwgsc.gc.ca/app-acq/lc-pl/lc-pl-eng.html#a31>) document on the Departmental Standard Procurement Documents Website.

PART 5 - CERTIFICATIONS

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

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

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

- 1.1 Bidders must submit with their bid, by the bid solicitation closing date:
 - (a) a complete list of names of all individuals who are currently directors of the Bidder;
 - (b) a properly completed and signed form Consent to a Criminal Record Verification (PWGSC-TPSGC 229), for each individual named in the list.

2. Certifications Precedent to Contract Award

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

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

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

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

The Bidder or the member of the joint venture

- 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.

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.

Solicitation No. - N° de l'invitation

47763-132272/A

Amd. No. - N° de la modif.

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

47763-132272

File No. - N° du dossier

STN-2-35046

Buyer ID - Id de l'acheteur

stn191

CCC No./N° CCC - FMS No/ N° VME

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

Former Public Servant in Receipt of a Pension

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

If so, the Bidder must provide the following information:

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

Work Force Reduction Program

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

If so, the Bidder must provide the following information:

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

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

Certification

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

2.3 Canadian Content Certification

SACC Manual clause A3050T - Canadian Content Definition 2010-01-11

2.3.1 Canadian Content Certification

This procurement is limited to Canadian services.

The Bidder certifies that:

() the service offered is a Canadian service as defined in paragraph 2 of clause A3050T.

PART 6 - RESULTING CONTRACT CLAUSES

1. Security Requirement

SECURITY REQUIREMENT FOR CANADIAN SUPPLIER: PWGSC FILE 47765-132742

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

2. Statement of Work

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

3. Standard Clauses and Conditions

All clauses and conditions identified in the Contract by number, date and title are set out in the *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.

3.1 General Conditions

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

4. Term of Contract

4.1 Period of the Contract

The period of the Contract is from date of Contract to 31 August 2014, inclusive.

4.2 Option to Extend the Contract

The Contractor grants to Canada the irrevocable option to extend the term of the Contract by up to two (2) additional one (1) year period(s), from 01 September 2014 to 31 August 2015 and 01 September 2015 to 31 August 2016, under the same conditions. The Contractor agrees that, during the extended period of the Contract, it will be paid in accordance with the applicable provisions as set out in the Basis of Payment.

Canada may exercise this option at any time by sending a written notice to the Contractor at least fifteen (15) calendar days before the expiry date of the Contract. The option may only be exercised by the Contracting Authority, and will be evidenced for administrative purposes only, through a contract amendment.

5. Authorities

5.1 Contracting Authority

The Contracting Authority for the Contract is:

Name: Denise Gerstmar
 Title: Supply Officer
 Public Works and Government Services Canada
 Acquisitions Branch
 Directorate: Western
 Address: 910 - 410 22nd Street East, Saskatoon SK S7K 5T6
 Telephone: (306) 975-8912
 Facsimile: (306) 975-5397
 E-mail address: denise.gerstmar@pwgsc-tpsgc.gc.ca

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

5.2 Project Authority

The Project Authority for the Contract is:

To be determined

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

5.3 Contractor's Representative

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

6. Payment

6.1 Basis of Payment

See Annex B - Basis of Payment

6.2 Limitation of Expenditure

1. Canada's total liability to the Contractor under the Contract must not exceed **\$ to be determined**. Customs duties are included and Goods and Services Tax or Harmonized Sales Tax is extra, if applicable.
2. No increase in the total liability of Canada or in the price of the Work resulting from any design changes, modifications or interpretations of the Work, will be authorized or paid to the Contractor unless these design changes, modifications or interpretations have been approved, in writing, by the Contracting Authority before their incorporation into the Work. 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. four (4) months before the contract expiry date, or
 - c. as soon as the Contractor considers that the contract funds provided are inadequate for the completion of the Work,whichever comes first.
3. 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.

6.3 Monthly Payment

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

6.4 SACC Manual Clauses

A9117C	T1204 - Direct Request by Customer Department	2007-11-30
C0710C	Time and Contract Price Verification	2007-11-30

7. Invoicing Instructions

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

Each invoice must be supported by:

 - a. a copy of time sheets to support the time claimed;
2. Invoices must be distributed as follows:
 - a. The original and one (1) copy must be forwarded to the address shown on page 1 of the Contract for certification and payment.

8. Certifications

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

9. Applicable Laws

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

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 2010C - Services (Medium Complexity) (2012-07-16);
- (c) Annex A, Statement of Work;
- (d) Annex B, Basis of Payment;
- (e) Annex C, Security Requirements Check List;
- (f) Annex D, Consent to a Criminal Record Verification Form;
- (g) Annex E, Cleaning Checklists/Forms;
- (h) Annex F, Port of West Poplar River - Site Plan;
- (i) Annex G, Maintenance and General Information for Emergency Generators;
- (j) Annex H, Maintenance Recommendations - Armstrong Linoleum Sheet and Tile;
- (k) Annex I, Bottled Water Dispenser Maintenance;
- (l) the Contractor's bid dated _____

11. SACC Manual Clauses

A9068C	Government Site Regulations	2010-01-11
A9039C	Salvage	2008-05-12

12. Insurance Requirements

The Contractor must comply with the insurance requirements specified in Part 6, Section 12.2 . 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.

12.1 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.

ANNEX "A"

STATEMENT OF WORK

CHAR DUTIES AT THE CANADA BORDER SERVICES AGENCY PORT OF ENTRY, WEST POPLAR RIVER, SASKATCHEWAN, SHALL INCLUDE:

A. Monday, Wednesday and Friday Service Schedule:

The following services are required on Monday/Wednesday/Friday:

1. Sweep all floors and vacuum all carpets throughout the office, spot clean as necessary.
2. Wash and disinfect all washroom fixtures, accessories, hardware and floors/walls immediately surrounding fixtures, clean mirrors and wipe water splashes off partitions and walls.
3. Replenish paper towels, toilet tissue, liquid anti-bacterial hand soap and deodorant blocks in washrooms and replenish paper towels and liquid anti-bacterial hand soap in staff kitchen (Contractor supplied).
4. Empty all waste baskets and garbage receptacles and replace plastic liners as required (when soiled or torn). Place waste in CBSA provided temporary exterior storage container. Remove and dispose of said waste at the local municipal landfill on Friday of each week and pay all associated cost(s). The Contractor shall utilize the services of local recycling depots/programs where available to dispose of paper, cardboard, glass bottles/jars, tin/aluminum cans, plastics, etc. Upon request, on-site recycling sorting bins/containers shall be provided by CBSA to facilitate any recycling initiative undertaken by the Contractor.
5. Clean all entrance doors and glass, both sides.
6. Wash all counter tops.
7. Dust all horizontal surfaces, furniture, fixtures, ledges, counters sills, filing cabinets, baseboards, baseboard heaters etc., (and writing desks if cleared).
8. Spot clean all walls, doors, window glass, frames, counters, cabinets, furniture and fixtures, including around light switches as required.
9. When required, replace burned out light bulbs and fluorescent tubes. Wash the fixture and lens when replacing bulbs or tubes. This includes all interior and exterior light fixtures of the Customs office, including the canopy and the garage / shed if applicable. It does not include pole lights not attached to the building or canopy. Light bulbs and fluorescent tubes are to be supplied by the contractor
10. When required, clean light fixture lenses of accumulated dirt and insects.
11. Clean/wash exterior examination table.
12. Wash all hard surface floors including entrances, kitchen and all areas with resilient rubber and sheet vinyl floor covering. NOTE: Inclement weather conditions and other circumstances may at times necessitate additional floor cleaning. The Contractor shall do so without additional cost to the Crown and without specifically requested.
13. Clean telephones, calculators and dust in high places.
14. Wash, disinfect and wipe dry all kitchen and bathroom waste receptacles.

B. Monthly Cleaning Duties:

1. Damp wipe vertical surfaces, including ledges of desks and counters. Where applicable, use furniture polish on wooden desks.
2. Clean all baseboards.
3. Replace air filter(s) in furnace. Contractor supplied. Filter(s) shall be replaced on the first day of each month and must be of a high efficiency, pleated design, having a minimum allergen/contaminant removal rating of 92%.
4. Wash, wax and polish hard surface floors including entrances, kitchen and all areas with resilient rubber and sheet vinyl floor covering - see Annex H - Maintenance Recommendation - Armstrong Linoleum Sheet & Tile.
5. Dust/vacuum window coverings (where applicable)...
6. Dust all wood paneling and walls.
7. Clean exterior and interior surfaces of all windows facing the canopy.
8. Clean/wash exterior air conditioner condensing unit to remove grass clippings, vegetation fluff, debris, etc. from coil. This service shall be performed as necessary from May to October.
9. Where applicable, to maintain optimum performance of the water conditioning/filtration equipment, provide all elements, filters, softener salt and chemical additives in full accordance with equipment manufacturer's specifications. Contractor will be required to supply 100 bags (25 Kg minimum) of softner salt in a year. If additional salt is required, contractor will advise facility officers who will arrange for purchase of additional salt.
10. To maintain optimum performance of the bottled water dispenser, follow attached bottled water dispenser maintenance instructions. (See Annex I)
11. Check and maintain the emergency generators as required (Check fluid levels and supply and top up as required) - see Annex G - Maintenance and General Information for Emergency Generators.

C. Quarterly Cleaning Duties:

1. Wash and disinfect washroom walls and partitions.
2. Clean ceiling fans (washroom exhaust).
3. Service the furnace humidifier (if applicable) by thoroughly cleaning and removing mineral deposits from all internal components and by changing humidifier pad (contractor supplied) bi-monthly from September to April. The Contractor shall be responsible for starting the humidifier up on the first day of September and taking it off line at the end of April.

D. Semi-Annual Cleaning Duties:

1. Wash all exterior and interior window surfaces in the months of May and October.
2. Wash all exterior signs and walls of Customs Office and outbuildings in the months of May and October.
3. Clean bookcases/shelves in the months of May and October. Where applicable, use furniture polish on wood bookcases/shelves. The Contractor shall remove and subsequently replace binders, books, etc. from shelving as necessary to complete this service.
4. Clean all air vents, diffusers and grills in the months of March and November.
5. By obtaining the services of a commercial carpet cleaning contractor equipped with a truck-mounted cleaning plant, thoroughly clean all carpeted areas by hot water extraction method and apply carpet stain protection and anti-static treatment. This service shall be provided in the months of May and November. CBSA will reimburse the costs.
NOTE: Inclement weather conditions and other circumstances may at times necessitate additional carpet cleaning. The Contractor shall be responsible for initiating and making advance arrangements with the Customs Area Superintendent for additional carpet cleaning. The Contractor shall invoice CBSA for such additional service(s) at a rate negotiated with and subsequently approved by the CBSA Facilities Officer prior to commencement of additional carpet cleaning.
6. Strip hard surface floor covering of old wax and re wax (all areas).

E. Annual Cleaning Duties:

1. Clean all window coverings.
2. Wash all light fixtures, including light bulbs and fluorescent tubes once a year in the month of October.
3. Dust and wash walls and ceilings (where applicable) in the month of April.
4. Clean exterior and interior surfaces of kitchen cabinets. (Customs personnel are responsible for the removal and subsequent replacing of the contents of the cabinets.)
5. Clean/flush out accumulated debris from all eaves troughs and downspouts on Customs Office and out building(s) where applicable. This service shall be performed during the month of October.
6. Clean bond cabinet/room under supervision of Customs personnel (if applicable).
7. Clean exterior and interior of the utility garage/storage shed in the month of September.
8. Wash and disinfect the basement floor in the month of May.
9. Where applicable, check and maintain the emergency generators as required (Check fluid levels and supply and top up as required) - see Annex G - Maintenance and General Information for Emergency Generators.

F. Grounds Upkeep:

1. *Removal of snow and ice from the approaches and sidewalks to the building and under the canopy, including parking area. (Note areas on Annex F) once daily as required. Snow and ice removal shall be completed promptly to eliminate any safety hazards and facilitate normal office operations. Contractor shall be responsible for monitoring accumulations at site. If subsequent snow and ice removal is requested by the Customs Superintendent in a given day, the Contractor shall submit additional invoicing. When inclement weather conditions warrant, the Contractor shall provide, apply and maintain at no additional cost, safety sand on all ice covered paved areas until said ice build up can be satisfactorily removed. The use of de-icing salt is prohibited unless prior approval is obtained from Canada Border Services Agency (CBSA). Volcanic ash or pet friendly products have been approved as an alternative to salt.
*The contractor shall supply all labour, material and equipment to provide this service efficiently and without delay.
2. As required/requested, provides grounds maintenance including the sweeping and/or washing (hosing down) of walkways and paved areas as well as the removal and disposal of road grit, papers and other debris.
3. Annual pruning of dead branches on surrounding trees and shrubs.
4. Cut grass and maintain lawns and flower beds (weed, cultivate, till, edge and water) in immediate area (see Annex F) of the office in both the primary and secondary areas as required.
NOTE:
 - The maintenance of the lawns shall include control of weeds, trimming of curbed areas and removal of grass cuttings if it has notably accumulated.
 - The primary grass shall be maintained at a height of 6.5 centimeters (cm) and shall not exceed a height of 10 cm before cutting. The secondary grass shall be maintained at a height of 10 cm or lower and shall not exceed a height of 15 cm.
 - The application of fertilizers shall be at the department's request, arranged by the cleaning contractor and subsequent invoice to the department.
5. At the request of the CBSA Superintendent or Facilities Officer, the Contractor shall provide and plant bedding plants during the month of May or June (subject to suitable weather). This service shall be invoiced as additional related work to the char service contract at the price agreed upon between the Crown and the Contractor prior to the start of said work.

G. Additional Requirements:

1. The Contractor shall schedule and perform all duties and services specified in this contract during the regular working hours of the Customs office (time(s) subject to the approval of the Customs Area Superintendent).
2. The Contractor shall provide and post in a readily visible and accessible area of the Customs office, copies of the Material Safety Data (MSD) sheets for all cleaning supplies used and/or stored on site (these sheets are available from product suppliers upon request).
3. All material and supplies, labour, equipment and tools required to fully perform the duties outlined in this contract shall be provided by the Contractor. All equipment used to perform the work shall be maintained in good repair and is subject to inspection/approval by CBSA at anytime during the contract. (Where available, on site storage of equipment, supplies, etc, is subject to the approval of the Customs Area Superintendent).
4. To facilitate payment for services, the Contractor shall forward along with their monthly invoice, the CBSA fully endorsed service verification log sheets (Note: No payments will be issued until an invoice is received).
5. The Customs building and grounds will be subjected to regular and ongoing inspections by CBSA representatives to ensure that service levels provided under this contract meet Crown expectations.
6. The Contractor shall report any required maintenance repair items to the Customs Area Superintendent. The Contractor is not responsible for the repairing, or arranging for the repair of Crown owned buildings and equipment.
7. Upon the request of CBSA, the Contractor and their employees/designates shall wear a CBSA provided photo identification card at all times while performing the duties outlined in this statement of work.
8. On occasion, the Contractor may be asked by local Customs staff to return later during that same workday to complete their duties, due to CBSA operational requirements. (i.e.: seizure, investigation, meetings, health and safety concerns, etc.)

ANNEX "B" BASIS OF PAYMENT

All prices are in Canadian dollars, GST extra.

1. Period One (1) - From date of award to 31 August 2013

1. Labour at an all inclusive monthly rate \$ _____/month
2. Additional Janitorial Work "as and when requested" \$ _____/hour
3. Rate for labour of outdoor lawn/gardening maintenance
"As and when requested";
 - planting
 - mowing grass
 - application of fertilizer etc.\$ _____/hour
4. Rate for additional Snow and Ice Removal services
"as and when requested" \$ _____/hour
5. Rate for additional Carpet Cleaning Services
"as and when requested" \$ _____/hour

6. Supplies must be charged at the Contractor's cost plus a mark-up of 10%. The cost must be supported by copies of the contractor's paid invoices being submitted with invoice to CBSA.

2. Period Two (2) - 01 September 2013 to 31 August 2014

1. Labour at an all inclusive monthly rate \$ _____/month
2. Additional Janitorial Work "as and when requested" \$ _____/hour
3. Rate for labour of outdoor lawn/gardening maintenance
"As and when requested";
 - planting
 - mowing grass
 - application of fertilizer etc.\$ _____/hour
4. Rate for additional Snow and Ice Removal services
"as and when requested" \$ _____/hour
5. Rate for additional Carpet Cleaning Services
"as and when requested" \$ _____/hour

6. Supplies must be charged at the Contractor's cost plus a mark-up of 10%. The cost must be supported by copies of the contractor's paid invoices being submitted with invoice to CBSA.

3. Option Period One (1) - From 01 September 2014 to 31 August 2015

1. Labour at an all inclusive monthly rate \$ _____/month
2. Additional Janitorial Work "as and when requested" \$ _____/hour
3. Rate for labour of outdoor lawn/gardening maintenance
"As and when requested";
 - planting
 - mowing grass
 - application of fertilizer etc.\$ _____/hour
4. Rate for additional Snow and Ice Removal services
"as and when requested" \$ _____/hour
5. Rate for additional Carpet Cleaning Services
"as and when requested" \$ _____/hour
6. Supplies must be charged at the Contractor's cost plus a mark-up of 10%. The cost must be supported by copies of the contractor's paid invoices being submitted with invoice to CBSA.

4. Option Period Two (2) - From 01 September 2015 to 31 August 2016

1. Labour at an all inclusive monthly rate \$ _____/month
2. Additional Janitorial Work "as and when requested" \$ _____/hour
3. Rate for labour of outdoor lawn/gardening maintenance
"As and when requested";
 - planting
 - mowing grass
 - application of fertilizer etc.\$ _____/hour
4. Rate for additional Snow and Ice Removal services
"as and when requested" \$ _____/hour
5. Rate for additional Carpet Cleaning Services
"as and when requested" \$ _____/hour
6. Supplies must be charged at the Contractor's cost plus a mark-up of 10%. The cost must be supported by copies of the contractor's paid invoices being submitted with invoice to CBSA.

Solicitation No. - N° de l'invitation

47763-132272/A

Amd. No. - N° de la modif.

File No. - N° du dossier

STN-2-35046

Buyer ID - Id de l'acheteur

stn191

CCC No./N° CCC - FMS No/ N° VME

47763-132272

ANNEX "C"
CONSENT TO A CRIMINAL RECORD VERIFICATION FORM

Please see attached.

Solicitation No. - N° de l'invitation

47763-132272/A

Amd. No. - N° de la modif.

File No. - N° du dossier

STN-2-35046

Buyer ID - Id de l'acheteur

stn191

CCC No./N° CCC - FMS No/ N° VME

47763-132272

ANNEX "D"

SECURITY REQUIREMENTS CHECK LIST

Please see attached.

Solicitation No. - N° de l'invitation

47763-132272/A

Amd. No. - N° de la modif.

File No. - N° du dossier

STN-2-35046

Buyer ID - Id de l'acheteur

stn191

CCC No./N° CCC - FMS No/ N° VME

47763-132272

ANNEX "E"
CLEANING CHECKLISTS/FORMS

Please see attached.

Solicitation No. - N° de l'invitation

47763-132272/A

Amd. No. - N° de la modif.

File No. - N° du dossier

STN-2-35046

Buyer ID - Id de l'acheteur

stn191

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

47763-132272

CCC No./N° CCC - FMS No/ N° VME

ANNEX "F"
SITE PLAN - WEST POPLAR RIVER

See attached

ANNEX "G"

MAINTENANCE AND GENERAL INFORMATION FOR EMERGENCY GENERATORS

Every two weeks perform the following checks and tests:

- Check engine oil level. Top up as required.
- Check diesel fuel level. Have filled as needed.
- Ensure that emergency stop button has been released.
- Ensure that main circuit breaker is on.
- Ensure that toggle switch is in "Auto" position.

Perform system test:

Prior to test, ensure that computers and critical equipment are shut down.
In utility room, turn off main circuit breaker.

Auto transfer switch (ATS) will indicate no utility power. Startup of generator will occur within 2 minutes (depending on time delay settings). If startup of generator fails, restart will be attempted 2 more times. If no generator startup, check generator to ensure that above noted switches are in proper position.

ATS will transfer load to generator upon stabilization of generator output. Power will be restored. After 5-15 minutes of running, turn main circuit breaker back to on position.

While generator is running, check for unusual noises, leaks, etc.

ATS will indicate that utility power is available. It will monitor for stability while maintaining building load on generator power. After 30-120seconds, load will be transferred from generator to utility power. The generator will remain running for additional 2-5 minutes for cooldown.

NOTE: The battery charger and battery blanket should only be connected during the cold weather months. They should be totally removed for the period of April 1 to Oct 1 and stored for fall use. The charger should be removed as leaving it unplugged but connected to the battery could drain the battery through the operation of the polarity light.

NOTE: The battery blanket and battery charger should be plugged into separate outlet receptacles in the generator to ensure that a breaker does not get tripped by having the engine water heater and oil heater on the same circuit.

Maintenance Schedule Every 250 hours/or six months

Check air filter and connection. Replace if necessary	
Check air filter and connection. Replace if necessary	
Check fluid level in battery. Top up with distilled water as needed.	
Check battery cable connections.	
Check coolant level and top up with diesel rated antifreeze as required	
Check fan belt. Tighten or replace as necessary.	
Check radiator and coolant hoses. Tighten hose clamps.	
Check diesel fuel level. Top up tank as necessary.	
Oil hinges and locks.	
Drain bottom of enclosure if needed. Reinstall drain plug.	
General checkover. Tighten loose bolts and nuts.	
Test run engine. At generator, set toggle to "Test". Let engine run 15 minutes and shutdown. Report any irregularities.	
Check voltage reading. Should be 240V +/- 5%	
Check exhaust system for leaks. Tighten connections as needed.	
Ensure generator is in standby mode. <ul style="list-style-type: none"> • Toggle switch in "Auto" position • Circuit breaker on. • Emergency shutoff button has been released. 	

Maintenance performed by:	
Hours:	Date:
Comments:	

ANNEX "H"
MAINTENANCE RECOMMENDATIONS -
ARMSTRONG LINOLEUM SHEET AND TILE
(Marmorette, Granette, Decorette, Colorette, Linorette, Uni Walton, Linodur)

Read Before You Begin Regular Maintenance:

Because Linoleum is made primarily of natural raw materials (linseed oil, cork, jute and natural reging) the use of excess amounts of liquid during maintenance procedures should be avoided. In addition any maintenance solutions must be 10 pH or less. The use of highly alkaline or solveneted (over 10 pH) solutions or abrasive materials may damage the linoleum.

In areas where the linoleum will be exposed to heavy traffic and/or staining agents the application of a stain-resistant sealer is highly recommended. The use of walk-off mats at all entrances is also highly recommended.

Initial Protection:

The typical construction site involves various tradespeople and an equal variety of dirt, soils, traffic and stains all of which can damage the unprotected flooring. The application of several coats of polish immediately after installation will help protect the new flooring from construction traffic.

Do not wet wash, scrub or strip the floor for at least four or five days after installation (this prevents excess moisture from interfering with the seam treatments and adhesive bond).

Initial Maintenance After Installation:

1. Sweep or vacuum thoroughly
2. Damp mop with a natural detergent solution such as Armstrong S 485 Floor Cleaner at 3 to 4 ounces per gallon while carefully scrubbing black marks and excessive soil.
3. Apply two coats of a high quality commercial floor polish such as Armstrong S-480 Floor Polish

Continuing Regular Maintenance:

1. Sweep or vacuum frequently.
2. Damp mop or lightly scrub the floor with the appropriate pads or brushes using a neutral detergent solution such as Armstrong S-485 Floor Cleaner at 3 to 4 ounces per gallon.
3. If there is sufficient (three to five coats) polish remaining on the floor buff, spay-buff or burnish to restore glow.

Preparation for Commercial Traffic:

1. Scrub the floor with a neutral detergent solution such as Armstrong S-485 Floor Cleaner at 4 to 6 ounces per gallon and a scrubbing pad (3M blue/green or equal) or equivalent brushes. If the floor is badly soiled and/or scratched strip it using the same procedure but substituting a stripping solution with 10 pH or less. Do not use Armstrong S-480 Floor Stripper.
2. Thoroughly rinse floor and allow it to dry.
3. Apply three to five coats of a high-quality commercial floor polish such as Armstrong S-480 Floor Polish. The use of a high-quality stain-resistant sealer such as Armstrong S-485 Floor Sealer should be considered in areas of high traffic, high soil load or high staining potential.

Stripping:

1. Strip the floor only when necessary following procedures outlined under Preparation for Commercial Traffic above. Do not scrub and/or no rinse strippers on Armstrong linoleum.

ANNEX "I"

BOTTLED WATER DISPENSER MAINTENANCE

Cleaning your water cooler:

1. Unplug cord from electrical outlet of cooler.
2. Remove empty bottle.
3. Drain water from stainless steel reservoir(s) through faucet(s).
4. Prepare a disinfecting solution by adding one-tablespoon (15 mL) household bleach to one Imperial gallon (4.5 L) of water solution. (This solution should not contain less than 100 ppm available chlorine.)

OR

Some companies suggest using one part vinegar to three parts water solution to clean the reservoir of scale before cleaning with bleach.

Check your manual.

NOTE: Other disinfecting solutions may be suitable. Please check with your water cooler supplier.

5. Wash reservoir thoroughly with bleach solution and let stand for not less than two minutes (to be effective) and not more than five minutes (to prevent corrosion).
6. Drain bleach solution from reservoir through faucet(s).
7. Rinse reservoir thoroughly with clean tap water, draining water through faucets, to remove traces of the bleach solution.

NOTE: Clean your bottled water cooler with every bottle change.

Drip Tray (located under faucets):

1. Lift off drip tray.
2. Remove the screen and wash both tray and screen in mild detergent.
3. Rinse well in clean tap water and replace on cooler.

Replacing Bottle:

1. Wash hands with soap and warm water before handling. If you choose to use clean protective gloves (ex. latex), discard or disinfect after each use and prior to reuse.
NOTE: Protective gloves should never replace proper hand washing and hygiene.
2. Wipe the top and neck of the new bottle with a paper towel dipped in household bleach solution (1 tablespoon (15 mL) of bleach, 1 gallon (4.5 L) of water). Rubbing alcohol may also be used, but must be completely evaporated before placing the bottle in the cooler
3. Remove cap from new bottle.
4. Place new bottle on cooler.

[1] Adapted from instructions provided by Ken Orom, Calgary Board of Education, and Ken Reynolds, Calgary Health Services.



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

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

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

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

The personal information requested on this form is collected under the authority of subsection 750(3) of the *Criminal Code*, paragraph 42(1(c)) of the *Financial Administration Act*, and sections 7 and 21 of the *Department of Public Works and Government Services Act*. The information will be used for validating the criminal conviction certifications necessary for obtaining or maintaining a procurement instrument. It may be shared with other government departments, agencies, as well as provincial, territorial, and federal courts, within the limits of what is required to conduct the criminal conviction verification.

Les renseignements personnels demandés dans le présent formulaire sont recueillis en vertu du paragraphe 750(3) du *Code criminel*, du paragraphe 42(1(c)) de la *Loi sur la gestion des finances publiques* et des articles 7 et 21 de la *Loi sur le ministère des Travaux publics et des Services gouvernementaux*. Ces renseignements seront utilisés pour valider les attestations de condamnation au criminel nécessaires pour obtenir ou conserver un instrument d'approvisionnement. Les renseignements peuvent être diffusés à d'autres ministères et organismes fédéraux, ainsi qu'à des tribunaux provinciaux, territoriaux et fédéraux, dans les limites de ce qui est requis pour la vérification des condamnations au criminel.

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

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

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

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

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

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

**Current Residential Information
Information résidentielle actuelle**

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

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	
Print Name - Nom en lettres moulées	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



PART A (continued) / PARTIE A (suite)

3. Will the supplier require access to PROTECTED and/or CLASSIFIED COMSEC information or assets?
Le fournisseur aura-t-il accès à des renseignements ou à des biens COMSEC désignés PROTÉGÉS et/ou CLASSIFIÉS?
If Yes, indicate the level of sensitivity:
Dans l'affirmative, indiquer le niveau de sensibilité:

No / Non Yes / Oui

4. 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 / Non Yes / Oui

Short Title(s) of material / Titre(s) abrégé(s) du matériel:
Document Number / Numéro du document:

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

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

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

Special comments:
Commentaires spéciaux:

NOTE: If multiple levels of screening are identified, a Security Classification Guide must be provided.
REMARQUE: Si plusieurs niveaux de contrôle de sécurité sont requis, un guide de classification de la sécurité doit être fourni.

10. b) May unscreened personnel be used for portions of the work?
Du personnel sans autorisation sécuritaire peut-il se voir confier des parties du travail?
If Yes, will unscreened personnel be escorted?
Dans l'affirmative, le personnel en question sera-t-il escorté?

No / Non Yes / Oui
 No / Non Yes / 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 / Non Yes / 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 / Non Yes / 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 / Non Yes / 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 / Non Yes / 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 / Non Yes / Oui



Contract Number / Numéro du contrat

Security Classification / Classification de sécurité

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

For users completing the form manually use the summary chart below to indicate the category(ies) and level(s) of safeguarding required at the supplier's site(s) or premises.
 Les utilisateurs qui remplissent le formulaire manuellement doivent utiliser le tableau récapitulatif ci-dessous pour indiquer, pour chaque catégorie, les niveaux de sauvegarde requis aux installations du fournisseur.

For users completing the form online (via the internet), the summary chart is automatically populated by your responses to previous questions.
 Dans le cas des utilisateurs qui remplissent le formulaire en ligne (par Internet), les réponses aux questions précédentes sont automatiquement saisies dans le tableau récapitulatif.

SUMMARY CHART / TABLEAU RÉCAPITULATIF

Category / Catégorie	PROTECTED / PROTÉGÉ			CLASSIFIED / CLASSIFIÉ			NATO				COMSEC					
	A	B	C	Confidential / Confidentiel	Secret	TOP SECRET / Très Secret	NATO Restricted	NATO Confidential	NATO Secret	COMSEC TOP SECRET / CONFIDENTIAL / Très Secret	Protected / Protégé			Secret	TOP SECRET / Très Secret	
										A	B	C	Confidential / Confidentiel			
Information / Assets																
Manpower / Staff																
Production																
IT / Inmate / Support IT																
IT / Inmate / Support IT																
IT / Inmate / Support IT																

12. a) Is the description of the work contained within this SRCL PROTECTED and/or CLASSIFIED?
 La description du travail visé par la présente LVERS est-elle de nature PROTÉGÉE et/ou CLASSIFIÉE? No / Non Yes / Oui
- If Yes, classify this form by annotating the top and bottom in the area entitled "Security Classification".
 Dans l'affirmative, classifiez le présent formulaire en indiquant le niveau de sécurité dans la case intitulée « Classification de sécurité » au haut et au bas du formulaire.
12. b) Will the documentation attached to this SRCL be PROTECTED and/or CLASSIFIED?
 La documentation associée à la présente LVERS sera-t-elle PROTÉGÉE et/ou CLASSIFIÉE? No / Non Yes / Oui
- If Yes, classify this form by annotating the top and bottom in the area entitled "Security Classification" and indicate with attachments (e.g. SECRET with Attachments).
 Dans l'affirmative, classifiez le présent formulaire en indiquant le niveau de sécurité dans la case intitulée « Classification de sécurité » au haut et au bas du formulaire et indiquez qu'il y a des pièces jointes (p. ex. SECRET avec des pièces jointes).



Government of Canada / Gouvernement du Canada

Contract Number / Numéro du contrat

Security Classification / Classification de sécurité

PART D - AUTHORIZATION / PARTIE D - AUTORISATION

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

Name (print) - Nom (en lettres moulées) Lyle Simonson		Title - Titre Facilities/Telecommunications Officer	Signature <i>Lyle Simonson</i>
Telephone No. - N° de téléphone 306-780-8372	Facsimile No. - N° de télécopieur 306-780-7750	E-mail address - Adresse courriel lyle.simonson@cbsa.gc.ca	Date Nov. 10, 2011

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

Name (print) - Nom (en lettres moulées) Kim Sporkle		Title - Titre A/Regional Security Manager	Signature <i>Kim Sporkle</i>
Telephone No. - N° de téléphone 416-947-6500	Facsimile No. - N° de télécopieur 416-947-3117	E-mail address - Adresse courriel kim.sporkle@csa.gc.ca	Date 20 Dec 2011

15. Are there additional instructions (e.g. Security Guide, Security Classification Guide) attached? / Des instructions supplémentaires (p. ex. Guide de sécurité, Guide de classification de la sécurité) sont-elles jointes? No / Not Yes / Oui

16. Procurement Officer / Agent d'approvisionnement

Name (print) - Nom (en lettres moulées) Denise Gerstmar		Title - Titre SUPPLY OFFICER	Signature Denise Gerstmar
Telephone No. - N° de téléphone (306) 975-8312	Facsimile No. - N° de télécopieur (306) 975-5397	E-mail address - Adresse courriel denise.gerstmar@pwsd-tps.gc.ca	Date 20-JULY-2012

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

Name (print) - Nom (en lettres moulées)		Title - Titre	Signature <i>Jacques Saumur</i>
Telephone No. - N° de téléphone	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel	Date 28-JANV-2012

Jacques Saumur
Contract Security Officer, Contract Security Division
Jacques.Saumur@tps-gc.gc.ca
Tel/Tél: 613-945-1732 / Fax/Télé: 613-954-4171

Port of WEST POPLAR RIVER

Month of _____

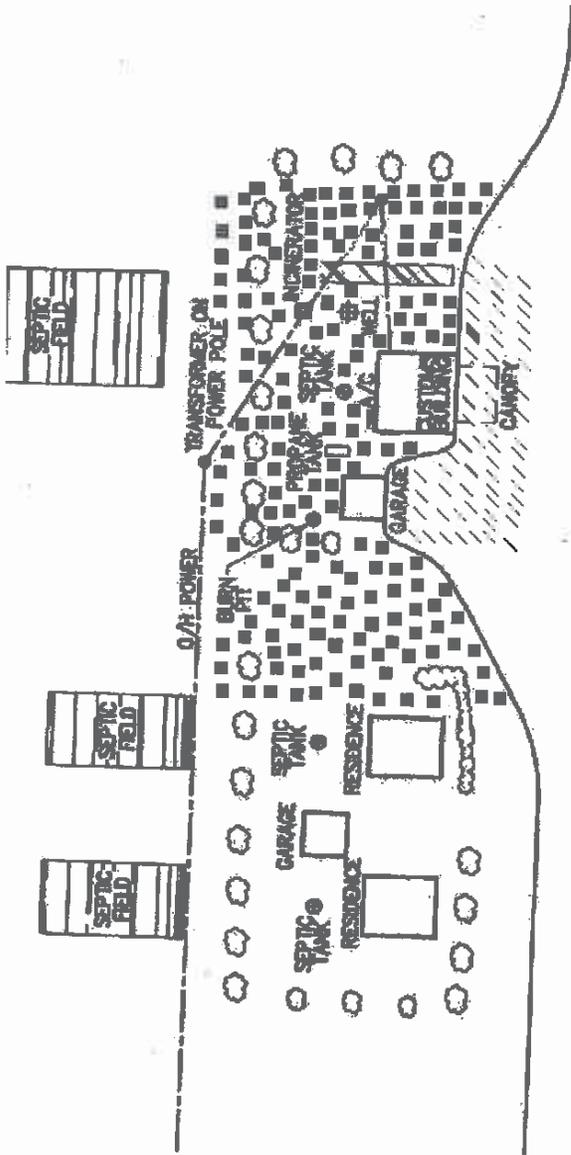
Monthly Duties (verify service by noting completion dates and initial)

Service	Date Completed	Officer OR Sup't initials
Clean desks & counters		
Clean baseboards		
Replace furnace filter(s)		
Wash/wax hard surface flooring areas		
Dust/vacuum window coverings, wood panels/walls		
Clean exterior & interior of windows facing canopy		
Clean A/C condensing unit as required, May to October		
Service water conditioning equipment (if applicable)		
Service bottled water equipment (if applicable)		
Generator Maintenance		

Quarterly/Semi-Annual/Annual Duties (verify service by noting completion dates)

Service	Date comp/initials	Date comp/initials	Date comp/initials	Date comp/initials
Wash/disinfect all washroom walls	Jan.	Apr.	Jul.	Oct.
Clean ceiling fans	Jan.	Apr.	Jul.	Oct.
Service humidifier	Sept.	Nov.	Feb.	Apr.
Clean air vents, diffusers and grills	March		November	
Wash all windows and exterior signs & walls	May		October	
Clean bookcases/shelves	May		October	
Carpet cleaning	May		November	
Strip hard surface floors and re wax (all areas)	May		October	
Clean window coverings	April			
Dust/wash walls & ceiling	April			
Tree pruning	April			
Clean Kitchen cabinets	May			
Clean Bond Room/Cabinet	May			
Wash/disinfect basement floor	May			
Generator maintenance	June			
Clean light fixtures	October			
Clean eaves troughs	October			
Clean Storage Shed	September			

ANNEX F
SITE PLAN - WEST POPLAR



HIGHWAY 2

LEGEND



Snow Removal

Grass Cutting



Site Plan
West Poplar, Eastchester