

RETURN BIDS TO:
RETOURNER LES SOUMISSIONS À:
Public Works and Government Services Canada
Telus Plaza North/Plaza Telus Nord
10025 Jasper Ave./10025 ave. Jaspe
5th floor/5e étage
Edmonton
Alberta
T5J 1S6
Bid Fax: (780) 497-3510

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

Title - Sujet Inuvik Janitorial Services	
Solicitation No. - N° de l'invitation EW076-130483/A	Date 2012-09-13
Client Reference No. - N° de référence du client EW076-130483	
GETS Reference No. - N° de référence de SEAG PW-\$EDM-022-9537	
File No. - N° de dossier EDM-2-35083 (022)	CCC No./N° CCC - FMS No./N° VME
Solicitation Closes - L'invitation prend fin at - à 02:00 PM on - le 2012-10-01	Time Zone Fuseau horaire Mountain Daylight Saving Time MDT
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: Bogus-edm, Dolan	Buyer Id - Id de l'acheteur edm022
Telephone No. - N° de téléphone (780) 497-3546 ()	FAX No. - N° de FAX (780) 497-3510
Destination - of Goods, Services, and Construction: Destination - des biens, services et construction: DEPARTMENT OF PUBLIC WORKS AND GOVERNMENT SERVICES CANADA BOX 518 YELLOWKNIFE NORTHWEST TERRITORIES X1A2N4 CANADA	

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
Telus Plaza North/Plaza Telus Nord
10025 Jasper Ave./10025 ave Jasper
5th floor/5e étage
Edmonton
Alberta
T5J 1S6

Delivery Required - Livraison exigée See Herein	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. Introduction
2. Summary
3. Debriefings

PART 2 - BIDDER INSTRUCTIONS

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

PART 3 - BID PREPARATION INSTRUCTIONS

1. Bid Preparation Instructions

PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

1. Evaluation Procedures
2. Basis of Selection

PART 5 - CERTIFICATIONS

1. Code of Conduct Certifications - Certifications Required Precedent to Contract Award
2. Certifications Precedent to Contract Award and Certifications Required with the Bid

PART 6 - INSURANCE REQUIREMENTS

1. Insurance Requirements

PART 7 - RESULTING CONTRACT CLAUSES

1. Statement of Work
2. Standard Clauses and Conditions
3. Term of Contract
4. Authorities
5. Payment
6. Invoicing Instructions
7. Certifications
8. Applicable Laws
9. Priority of Documents
10. Foreign Nationals (Canadian Contractor)
11. Financial Security
12. Insurance Requirements

Solicitation No. - N° de l'invitation

EW076-130483/A

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur

edm022

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

EW076-130483

File No. - N° du dossier

EDM-2-35083

CCC No./N° CCC - FMS No/ N° VME

List of Annexes:

Annex "A"	Statement of Work
Annex "B"	Operations and Frequencies
Annex "C"	Basis of Payment
Annex "D"	Workers' Compensation Board Mandatory Health and Safety
Annex "E"	Insurance Requirements
Annex "F"	Form PWGSC-TPSGC 572 Task Authorization
Annex "G"	Aboriginal Opportunities Consideration

PART 1 - GENERAL INFORMATION

1. Introduction

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

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

The Annexes include the Statement of Work, the Operations and Frequencies, the the Basis of Payment, the Security Requirements Checklist, the Workers' Compensation Board Mandatory health and Safety, the Insurance Requirements, and the PWGSC-TPSGC 572 Task Authorization Form.

2. Summary

Statement of Work

The provision of all labour, products, and materials, tools, equipment, transportation and supervision necessary to provide janitorial services to the Department of Public Works and Government Services Canada, Inuvik, Northwest Territories.

Term of Contract

Period of the Contract

The period of the Contract is from date of Contract for one (1) year inclusive.

Option to Extend the Contract

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

Canada may exercise this option at any time by sending a written notice to the Contractor at least ten (10) 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.

Comprehensive Land Claim Agreements:

Bidders are requested to maximize aboriginal employment, sub-consulting and on-the-job training opportunities, and involve local, regional and Aboriginal citizens and businesses, in carrying out the work under this project. The benefits that apply to this procurement are contained in: Chapter 10, clauses 10.1.1, 10.1.2, 10.1.3 (a), 10.1.4, 10.1.5, 10.1.6, and 10.1.7 of the Gwich'in Comprehensive Land Claim Agreement and Chapter 16, clauses 16 (a, b, c) of the Inuvialuit Final Agreement.

The requirement is subject to a preference for Canadian goods and/or services.

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File No. - N° du dossier

EDM-2-35083

CCC No./N° CCC - FMS No/ N° VME

3. Debriefings

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

PART 2 - BIDDER INSTRUCTIONS

1. Standard Instructions, Clauses and Conditions

All instructions, clauses and conditions identified in the bid solicitation by number, date and title are set out in the *Standard Acquisition Clauses and Conditions 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.

The text under Subsection 4 of Section 01 - Code of Conduct and Certifications of 2003 referenced above is replaced by:

Bidders should provide, with their bid or promptly thereafter, a complete list of names of all individuals who are currently directors of the Bidder. If such a list has not been received by the time the evaluation of bids is completed, Canada will inform the Bidder of a time frame within which to provide the information. Failure to provide such a list within the required time frame will render the bid non-responsive. Bidders must always submit the list of directors before contract award.

Canada may, at any time, request that a Bidder provide properly completed and Signed Consent Forms (Consent to a Criminal Record Verification form - PWGSC-TPSGC 229) for any or all individuals named in the aforementioned list within a specified delay. Failure to provide such Consent Forms within the delay will result in the bid being declared non-responsive.

The text under Subsection 5 of Section 01 - Code of Conduct and Certifications of 2003 referenced above is replaced by:

The Bidder must diligently maintain the list up-to-date by informing Canada in writing of any change occurring during the validity period of the bid, and must also provide Canada, when requested, with the corresponding Consent Forms. The Bidder will also be required to diligently maintain the list and when requested, provide Consent Forms during the period of any contract arising from this 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 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 Alberta.

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

5. Improvement of Requirement During Solicitation Period

Should bidders consider that the specifications or Statement of Work contained in the bid solicitation could be improved technically or technologically, bidders are invited to make suggestions, in writing, to the Contracting Authority named in the bid solicitation. Bidders must clearly outline the suggested improvement as well as the reason for the suggestion. Suggestions that do not restrict the level of competition nor favour a particular bidder will be given consideration provided they are submitted to the Contracting Authority at least ten (10) days before the bid closing date. Canada will have the right to accept or reject any or all suggestions.

PART 3 - BID PREPARATION INSTRUCTIONS

1. Bid Preparation Instructions

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

- Section I: Financial Bid (Two (2) hard copies)
Section II: Certifications (Two (2) 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) (<http://www.tpsgc-pwgsc.gc.ca/ecologisation-greening/achats-procurement/politique-policy-eng.html>). To assist Canada in reaching its objectives, bidders are encouraged to:

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

Section I: Financial Bid

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

1.2 Exchange Rate Fluctuation

C3011T (2010-01-11), Exchange Rate Fluctuation

Section II: 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 financial evaluation criteria.
- (b) An evaluation team composed of representatives of Canada will evaluate the bids.
- (c) The evaluation team will determine first if there are three (3) or more bids with a valid Canadian Content certification. In that event, the evaluation process will be limited to the bids with the certification; otherwise, all bids will be evaluated. If some of the bids with a valid certification are declared non-responsive, or are withdrawn, and less than three responsive bids with a valid certification remain, the evaluation will continue among those bids with a valid certification. If all bids with a valid certification are subsequently declared non-responsive, or are withdrawn, then all the other bids received will be evaluated.

1.1 Financial Evaluation

The Total Assessed Bid Price will be calculated in accordance with the Basis of Payment at Annex "C".

Optional: A percentage reduction in bid price, **for evaluation purposes only**, is described in Annex "G", Aboriginal Opportunities Consideration.

- a) Line Items 1.0 - 3.0 will be multiplied by their respective Estimated Usages to achieve an Extended Price.
- b) The sum of the Extended Prices for all three (3) years will equal the Evaluated Price.
- c) The percentage reduction obtained from the Aboriginal Opportunities Consideration will then be applied to achieve a Total Assessed Bid Price.

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

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.

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 - Certifications Required Precedent to Contract Award

- 1.1** Bidders should provide, with their bids or promptly thereafter, a complete list of names of all individuals who are currently directors of the Bidder. If such a list has not been received by the time the evaluation of bids is completed, the Contracting Authority will inform the Bidder of a time frame within which to provide the information. Bidders must submit the list of directors before contract award, failure to provide such a list within the required time frame will render the bid non-responsive.

The Contracting Authority may, at any time, request that a Bidder provide properly completed and Signed Consent Forms (Consent to a Criminal Record Verification form - PWGSC-TPSGC 229) for any or all individuals named in the aforementioned list within a specified delay. Failure to provide such Consent Forms within the delay will result in the bid being declared non-responsive.

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

Bidders must submit the certifications as provided below:

2.1 Certifications Precedent to Contract Award

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

2.1.1 Federal Contractors Program - Certification

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

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

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

The Bidder or the member of the joint venture

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

() is not subject to the FCP, being a regulated employer under the Employment Equity Act, S.C. 1995, c. 44;

() is subject to the requirements of the FCP, having a workforce of 100 or more full-time or part-time permanent employees, and/or temporary employees having worked 12 weeks or more in Canada, but has not previously obtained a certificate number from HRSDC, having not bid on requirements of \$200,000 or more;

() has not been declared an ineligible contractor by HRSDC, and has a valid certificate number as follows: _____

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

2.1.2 Former Public Servant Certification

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

Definitions

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

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

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

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

Former Public Servant in Receipt of a Pension

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

If so, the Bidder must provide the following information:

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

Work Force Reduction Program

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

If so, the Bidder must provide the following information:

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

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

Certification

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

2.1.3 Workers' Compensation

At the request of the Contracting Authority, the Contractor must provide to the Contracting Authority, within the time period stated in the request, evidence of compliance with workers' compensation legislation applicable to the place of the Work, including payments due thereunder [as further detailed in Annex "E"]. Failure to comply with the request of the Contracting Authority and to provide the above documents within the required time period will render the bid non-responsive.

2.2 Certifications Required with the Bid

Bidders must submit the following duly completed certifications with their bid.

2.2.1 Canadian Content Certification

This procurement is conditionally limited to Canadian services.

Subject to the evaluation procedures contained in the bid solicitation, bidders acknowledge that only bids with a certification that the service offered is a Canadian service, as defined in clause A3050T, may be considered.

Failure to provide this certification completed with the bid will result in the service offered being treated as a non-Canadian service.

The Bidder certifies that:

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

2.2.2 SACC Manual clause A3050T (2010-01-11), Canadian Content Definition

PART 6 - INSURANCE REQUIREMENTS

1. Insurance Requirements

The Bidder must provide a letter from an insurance broker or an insurance company licensed to operate in Canada stating that the Bidder, if awarded a contract as a result of the bid solicitation, can be insured in accordance with the Insurance Requirements specified in Annex F .

If the information is not provided in the bid, 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.

PART 7 - RESULTING CONTRACT CLAUSES

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

1. Statement of Work

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

1.2 Task Authorization

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

1.2.1 Task Authorization Process

1.2.1.1 The Project Authority will provide the Contractor with a description of the task using the "Task Authorization Form for non-DND clients" or "DND 626, Task Authorization Form" or "Task Authorization" form specified in Annex F.

1.2.1.2 The Task Authorization (TA) will contain the details of the activities to be performed, a description of the deliverables, and a schedule indicating completion dates for the major activities or submission dates for the deliverables. The TA will also include the applicable basis(bases) and methods of payment as specified in the Contract.

1.2.1.3 The Contractor must provide the Project Authority), within 5 calendar days of its receipt, the proposed total estimated cost for performing the task and a breakdown of that cost, established in accordance with the Basis of Payment specified in the Contract.

1.2.1.4 The Contractor must not commence work until a TA authorized by the Project Authority has been received by the Contractor. The Contractor acknowledges that any work performed before a TA has been received will be done at the Contractor's own risk.

1.2.2 Task Authorization Limit

The Project Authority may authorize individual task authorizations up to a limit of \$25,000.00, Goods and Services Tax or Harmonized Sales Tax included, inclusive of any revisions.

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

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

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

1.2.4 Periodic Usage Reports - Contracts with Task Authorizations

The Contractor must compile and maintain records on its provision of services to the federal government under authorized Task Authorizations issued under the Contract.

The Contractor must provide this data in accordance with the reporting requirements detailed below. If some data is not available, the reason must be indicated. If services are not provided during a given period, the Contractor must still provide a "nil" report.

The data must be submitted on a quarterly basis to the Contracting Authority.

The quarterly periods are defined as follows:

1st quarter: April 1 to June 30;
 2nd quarter: July 1 to September 30;
 3rd quarter: October 1 to December 31; and
 4th quarter: January 1 to March 31.

The data must be submitted to the Contracting Authority no later than ten (10) calendar days after the end of the reporting period.

Reporting Requirement- Details

A detailed and current record of all authorized tasks must be kept for each contract with a task authorization process. This record must contain (contracting authority to edit the text as applicable):

For each authorized task:

- a) the authorized task number or task revision number(s);
- b) a title or a brief description of each authorized task;
- c) the total estimated cost specified in the authorized Task Authorization (TA) of each task, GST or HST extra;
- d) the total amount, GST or HST extra, expended to date against each authorized task;
- e) the start and completion date for each authorized task; and
- f) the active status of each authorized task, as applicable.

For all authorized tasks:

HST

- a) the amount (GST or HST extra) specified in the contract (as last amended, as applicable) as Canada's total liability to the contractor for all authorized TAs; and
- b) the total amount, GST or HST extra, expended to date against all authorized TAs.

2. Standard Clauses and Conditions

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

2.1 General Conditions

2035 (2012-07-16), General Conditions - Higher Complexity - Services, apply to and form part of the Contract.

The text under Subsection 4 of Section 41 - Code of Conduct and Certifications of 2035 (2012-07-16), General Conditions - Higher Complexity - Services referenced above is replaced by:

During the entire period of the Contract, the Contractor must diligently update, by written notice to the Contracting Authority, the list of names of all individuals who are directors of the Contractor whenever there is a change. As well, whenever requested by Canada, the Contractor must provide the corresponding Consent Forms.

3. Term of Contract**3.1 Period of the Contract**

The period of the Contract is from date of Contract for one (1) year inclusive.

3.2 Option to Extend the Contract

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

Canada may exercise this option at any time by sending a written notice to the Contractor at least ten (10) 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.

4. Authorities**4.1 Contracting Authority**

The Contracting Authority for the Contract is:

Name: Dolan Bogus
 Title: Supply Specialist
 Public Works and Government Services Canada
 Acquisitions Branch
 Directorate: Western Region
 Address: 5th Floor, 10025 Jasper Ave., Edmonton, AB T5J 1S6

Telephone: 780-497-3546
 Facsimile: 780-497-3510
 E-mail address: Dolan.Bogus@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.

4.2 Project Authority

(To be Provided at Contract Award)

The Project Authority for the Contract is:

Name: _____
 Title: _____
 Organization: _____
 Address: _____

Telephone: _____ - _____ - _____
 Facsimile: _____ - _____ - _____
 E-mail address: _____

The Project Authority is the representative of the department or agency for whom the Work is being carried out under the Contract and is responsible for all matters concerning the technical content of the Work under the Contract. Technical matters may be discussed with the Project Authority; however, the Project Authority has no authority to

Solicitation No. - N° de l'invitation

EW076-130483/A

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur

edm022

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

EW076-130483

File No. - N° du dossier

EDM-2-35083

CCC No./N° CCC - FMS No/ N° VME

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.

4.3 Contractor's Representative*(To be provided by bidder)*

Name: _____

Title: _____

Organization: _____

Address: _____

Telephone: _____ - _____ - _____

Facsimile: _____ - _____ - _____

E-mail address: _____

5. Payment**5.1 Basis of Payment****5.1.1** For the Work described in Item 1.0 in Annex "C", "Scheduled Work":

In consideration of the Contractor satisfactorily completing its obligations under the Contract, the Contractor will be paid a firm price for a cost of \$_____. Customs duties are included and Goods and Services Tax or Harmonized Sales Tax is extra, if applicable.

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

5.1.2 For the Work described in Items 2.0 - 3.0 in Annex "C", "Unscheduled Work":

The Contractor will be reimbursed for the costs reasonably and properly incurred in the performance of "As and When Requested" Requirements, as determined in accordance with the Basis of Payment in Annex "C", to a limitation of expenditure of \$_____ (*Amount to be inserted at Contract award*). Customs duties are included and Goods and Services Tax or Harmonized Sales Tax is extra, if applicable.

5.2 Limitation of Expenditure - Cumulative Total of all Task Authorizations

5.2.1 Canada's total liability to the Contractor under the Contract for all authorized Task Authorizations (TAs), inclusive of any revisions, must not exceed the sum of \$_____ (*Amount to be inserted at Contract award*). Customs duties are included and the Goods and Services Tax or Harmonized Sales Tax is extra, if applicable.

5.2.2 No increase in the total liability of Canada will be authorized or paid to the Contractor unless an increase has been approved, in writing, by the Contracting Authority.

5.2.3 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 sum is inadequate for the completion of the Work required in all authorized TAs, inclusive of any revisions,
- whichever comes first.

5.2.4 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.

5.3 Method of Payment

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

5.4 SACC Manual Clauses

A9117C T1204 - Direct Request by Customer Department, (2007-11-30)

C0705C Discretionary Audit, (2010-01-11),

5.5 Time Verification

SACC Manual clause C0710C Time and Contract Price Verification, (2007-11-30)

5.6 Contractor Performance

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

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

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

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

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

6. Invoicing Instructions

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

Each invoice must be supported by:

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

6.2 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.
- (b) One (1) copy must be forwarded to the Contracting Authority identified under the section entitled "Authorities" of the Contract.

7. 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.

8. Applicable Laws

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

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 Articles of Agreement;
- (b) the general conditions 2035 - General Conditions - Higher Complexity - Services (2012-07-16);
- (c) Annex A, Statement of Work;
- (d) Annex B, Operations and Frequencies;
- (e) Annex C, Basis of Payment;
- (f) Annex D, Workers' Compensation Board Mandatory Health and Safety
- (g) Annex E, Insurance Requirements;
- (h) Annex F, Form PWGSC-TPSGC 572 Task Authorization;
- (i) Annex G, Aboriginal Opportunities Consideration;
- (j) the signed Task Authorizations (including all of its annexes, if any) ;
- (k) the Contractor's bid dated _____.

10. Foreign Nationals (Canadian Contractor)

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

11. Financial Security

11.1 The Contractor must provide one of the following contract financial securities within 15 calendar days after the date of contract award:

- a) a performance bond (form PWGSC-TPSGC 505) in the amount of 10 percent of the Contract Price; or
- b) a performance bond (form PWGSC-TPSGC 505) and a labour and material payment bond (form PWGSC-TPSGC 506), each in the amount of 10 percent of the Contract Price; or
- c) a labour and material payment bond (form PWGSC-TPSGC 506) in the amount of 10 percent of the Contract Price; or
- d) a security deposit as defined in clause E0008C in the amount of 10 percent of the Contract Price.

Any bond must be accepted as security by one of the bonding companies listed in Treasury Board Contracting Policy, Appendix L, Acceptable Bonding Companies.

11.2 Security deposits in the form of government guaranteed bonds with coupons attached will be accepted only if all coupons that are unmaturing, at the time the security deposit is provided, are attached to the bonds. The Contractor must provide written instructions concerning the action to be taken with respect to coupons that will mature while the bonds are pledged as security, when such coupons are in excess of the security deposit requirement.

11.3 If Canada does not receive the required financial security within the specified period, Canada may terminate the Contract for default pursuant to the Contract default provision.

12. Insurance Requirements

The Contractor must comply with the insurance requirements specified in Annex E. 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.

Solicitation No. - N° de l'invitation

EW076-130483/A

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur

edm022

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

EW076-130483

File No. - N° du dossier

EDM-2-35083

CCC No./N° CCC - FMS No/ N° VME

Annex "A"

Statement of Work

Please refer to attachment titled "EW076-130483 - SOW - E".

Solicitation No. - N° de l'invitation

EW076-130483/A

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur

edm022

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

EW076-130483

File No. - N° du dossier

EDM-2-35083

CCC No./N° CCC - FMS No/ N° VME

Annex "B"

Cleaning Frequency Chart

Please refer to attachment titled "EW076-130483 - Operations and Frequencies - E".

Annex "C"**Basis of Payment**

- Prices are in Canadian dollars.
- Prices include all costs related to providing the service described in the Statement of Work (Annex A), such as the cost of supervision, supplies, equipment, etc.
- Prices remain firm for the period of the Contract and option years.
- GST is not included in the unit prices but will be added to any invoice issued against the Contract as a separate item.
- Extra work/emergency work must be pre-approved by the Project Authority and will cover services that are not included in the scheduled work.
- Estimated usages are for evaluation purposes only. Actual usage may vary from estimates shown.

YEAR ONE

Item No.	Description	Firm Unit Price	Estimated Usage	Total Price
FIRM REQUIREMENT				
1.0	Scheduled Janitorial Services as stated in the Statement of Work, Annex "A".		12 months Total - 1,068 Square meters (Smith Apts - 928 sq meters Tradeshop - 140 sq metres)	
		\$ _____ /month		\$ _____
TASK AUTHORIZATION WORK				
2.0	Emergency work and/or extra work.			
2.1	During regular working hours	\$ _____ /hour	1 hour	\$ _____
2.2	Outside regular working hours	\$ _____ /hour	1 hour	\$ _____
2.3	Weekends and statutory holidays	\$ _____ /hour	1 hour	\$ _____
3.0	Facility Changes: space that is not identified which may be added/removed from the Contract at later date.	\$ _____ /m ² /month	100 m ²	\$ _____

Solicitation No. - N° de l'invitation

EW076-130483/A

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur

edm022

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

File No. - N° du dossier

CCC No./N° CCC - FMS No/ N° VME

EW076-130483

EDM-2-35083

YEAR TWO

Item No.	Description	Firm Unit Price	Estimated Usage	Total Price
FIRM REQUIREMENT				
1.0	Scheduled Janitorial Services as stated in the Statement of Work, Annex "A".	\$ _____/month	12 months Total - 1,068 Square meters (Smith Apts - 928 sq meters Tradeshop - 140 sq metres)	\$ _____
TASK AUTHORIZATION WORK				
2.0	Emergency work and/or extra work.			
2.1	During regular working hours	\$ _____/hour	1 hour	\$ _____
2.2	Outside regular working hours	\$ _____/hour	1 hour	\$ _____
2.3	Weekends and statutory holidays	\$ _____/hour	1 hour	\$ _____
3.0	Facility Changes: space that is not identified which may be added/removed from the Contract at later date.	\$ _____/m ² /month	100 m ²	\$ _____

Solicitation No. - N° de l'invitation

EW076-130483/A

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur

edm022

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

File No. - N° du dossier

CCC No./N° CCC - FMS No/ N° VME

EW076-130483

EDM-2-35083

YEAR THREE

Item No.	Description	Firm Unit Price	Estimated Usage	Total Price
FIRM REQUIREMENT				
1.0	Scheduled Janitorial Services as stated in the Statement of Work, Annex "A".	\$ _____/month	12 months Total - 1,068 Square meters (Smith Apts - 928 sq meters Tradeshop - 140 sq metres)	\$ _____
TASK AUTHORIZATION WORK				
2.0	Emergency work and/or extra work.			
2.1	During regular working hours	\$ _____/hour	1 hour	\$ _____
2.2	Outside regular working hours	\$ _____/hour	1 hour	\$ _____
2.3	Weekends and statutory holidays	\$ _____/hour	1 hour	\$ _____
3.0	Facility Changes: space that is not identified which may be added/removed from the Contract at later date.	\$ _____/m ² /month	100 m ²	\$ _____

Annex "D"**Workers' Compensation Board Mandatory Health and Safety****1. EMPLOYER/CONTRACTOR**

1.1 The Contractor must, for the purposes of the Safety Act and Regulations, Northwest Territories or Nunavut, and for the duration of the Work of the Contract, act as the Employer on the work site.

2. HEALTH AND SAFETY PROGRAM

2.1 The Contractor must provide and maintain, for the duration of the Contract, one of the following:

2.1.1 A Certificate of Recognition (COR) or Registered Safety Plan (RSP) acceptable to the Authority Having Jurisdiction (AHJ);

2.1.2 A health and safety policy and program, as required by the respective provincial/territorial Occupational Health and Safety Act, unless none is required by law or the Contractor is exempt (has ten (10) or less employees), in which case the Contractor must still provide evidence to Canada of a system to manage health and safety.

2.2 Where the Contractor provides information pursuant to 2.1.2 above, it must also complete and provide to the Contracting Authority the Declaration as found in this Annex.

Solicitation No. - N° de l'invitation

EW076-130483/A

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

EW076-130483

Amd. No. - N° de la modif.

File No. - N° du dossier

EDM-2-35083

Buyer ID - Id de l'acheteur

edm022

CCC No./N° CCC - FMS No/ N° VME

WCB DECLARATION

DATE: _____

CONTRACTOR NAME: _____

ADDRESS: _____

Please indicate the applicable option:

☐ A) The Contractor is exempt from the Northwest Territories Safety Act and Regulations requirement to have a formalized Health and Safety Policy and Program or Nunavut equivalent, on the basis that the Contractor does not at the present time employ more than ten (10) full time employees, including those required on all current contracts for all clients.

Current number of full time employees: _____

OR

☐ B) The Contractor complies with the Northwest Territories Safety Act and Regulations requirement to have a formalized Health and Safety Policy and Program or Nunavut equivalent, on the basis that the Contractor does employ more than ten (10) full time employees, including those required on all current projects for all clients.

Current number of full time employees: _____

NAME OF AUTHORIZED CONTRACTOR SIGNING OFFICER (please print)

TITLE OF AUTHORIZED CONTRACTOR SIGNING OFFICER

SIGNATURE

Annex "E"**Insurance Requirements****1.0 Commercial General Liability Insurance**

1.1 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.

1.2 The Commercial General Liability policy must include the following:

- (a)** Additional Insured: Canada is added as an additional insured, but only with respect to liability arising out of the Contractor's performance of the Contract. The interest of Canada should read as follows: Canada, as represented by Public Works and Government Services Canada.
- (b)** Bodily Injury and Property Damage to third parties arising out of the operations of the Contractor.
- (c)** Products and Completed Operations: Coverage for bodily injury or property damage arising out of goods or products manufactured, sold, handled, or distributed by the Contractor and/or arising out of operations that have been completed by the Contractor.
- (d)** Personal Injury: While not limited to, the coverage must include Violation of Privacy, Libel and Slander, False Arrest, Detention or Imprisonment and Defamation of Character.
- (e)** Cross Liability/Separation of Insureds: Without increasing the limit of liability, the policy must protect all insured parties to the full extent of coverage provided. Further, the policy must apply to each Insured in the same manner and to the same extent as if a separate policy had been issued to each.
- (f)** Blanket Contractual Liability: The policy must, on a blanket basis or by specific reference to the Contract, extend to assumed liabilities with respect to contractual provisions.
- (g)** Employees and, if applicable, Volunteers must be included as Additional Insured.
- (h)** Employers' Liability (or confirmation that all employees are covered by Worker's compensation (WSIB) or similar program)
- (i)** Broad Form Property Damage including Completed Operations: Expands the Property Damage coverage to include certain losses that would otherwise be excluded by the standard care, custody or control exclusion found in a standard policy.
- (j)** Notice of Cancellation: The Insurer will endeavour to provide the Contracting Authority thirty (30) days written notice of policy cancellation.
- (k)** If the policy is written on a claims-made basis, coverage must be in place for a period of at least 12 months after the completion or termination of the Contract.
- (l)** Owners' or Contractors' Protective Liability: Covers the damages that the Contractor becomes legally obligated to pay arising out of the operations of a subcontractor.
- (m)** Non-Owned Automobile Liability - Coverage for suits against the Contractor resulting from the use of hired or non-owned vehicles.

2.0 Automobile Liability Insurance

2.1 The Contractor must obtain Automobile Liability Insurance, and maintain it in force throughout the duration of the Contract, in an amount usual for a contract of this nature, but for not less than \$2,000,000 per accident or occurrence.

2.2 The policy must include the following:

- (a)** Third Party Liability - \$2,000,000 Minimum Limit per Accident or Occurrence
- (b)** Accident Benefits - all jurisdictional statutes
- (c)** Uninsured Motorist Protection
- (d)** Notice of Cancellation: The Insurer will endeavour to provide the Contracting Authority thirty (30) days written notice of cancellation.

Solicitation No. - N° de l'invitation

EW076-130483/A

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur

edm022

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

File No. - N° du dossier

CCC No./N° CCC - FMS No/ N° VME

EW076-130483

EDM-2-35083

Annex "F"

Form PWGSC-TPSGC 572 Task Authorization

Please refer to attachment titled "PWGSC-TPSGC 572 - EW076-130483 - E".

Solicitation No. - N° de l'invitation

EW076-130483/A

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur

edm022

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

EW076-130483

File No. - N° du dossier

EDM-2-35083

CCC No./N° CCC - FMS No/ N° VME

Annex "G" -

Aboriginal Opportunities Consideration

BONUS POINTS:

The following optional bonus points for Aboriginal benefits allow the Offeror to provide a plan for considerations of local and/or Regional Aboriginal citizens and communities in the identified Comprehensive Land Claim Areas.

An outline of the approach and methodology of the Aboriginal Opportunities Consideration must be detailed in the proposal,

These bonus points will ONLY be applied in consideration of the CLCA described in Part 2 of the Basis of Payment at Annex "B".

A) ABORIGINAL OPPORTUNITIES CONSIDERATION

ABORIGINAL OPPORTUNITIES	Point Value	Score
Offices: Offeror has an office located in the Gwich'in Comprehensive Land Claim Agreement Area or the Inuvialuit Final Agreement Area.	2	
Training and Development: Offeror has provided an undertaking of a commitment with respect to delivery of training and/or development programs for local and/or regional Aboriginal citizens. This will be evaluated based on the following criteria: Innovation Long-term Socio-Economic Benefit/Impact Marketable Training/Skills Some ideas include but are not limited to: Apprenticeship Programs Summer employment for College/University students Scholarship funds Partnerships with Training Organizations (i.e. Colleges, Universities, ECO Canada, Mine Training Society)	2	
Community Development: Offeror has provided an undertaking of a commitment with respect to delivery of a community development program for local and/or regional Aboriginal citizens. This will be evaluated based on the following criteria: Innovation Long-term Socio-economic Benefit/Impact Alignment with the Communities' development Plan Some ideas include but are not limited to: Grants Infrastructure Equipment	2	
Labour Recruitment: Offeror provided a plan demonstrating the proposed approach to recruitment and employment of local and/or regional Aboriginal Labor.	2	

<p>The plan should include the proposed methods of recruitment, consultations with the Aboriginals and any local and/or regional Aboriginal citizens currently in employ with the firm.</p> <p>This will be evaluated based on the following criteria:</p> <p>Innovation</p> <p>Level of effort/consultation</p> <p>Socio-Economic Benefit/Impact</p> <p>Level of employment (i.e. Laborer vs. Engineer)</p> <p>Length of employment (i.e. Short term vs. permanent, Full time vs. Part time)</p>		
<p>Sub-contractors/Suppliers: Offeror provided a plan demonstrating the proposed approach to utilizing local and/or regional Aboriginal Subcontractors or Suppliers.</p> <p>The Plan should include but not be limited to:</p> <p>Potential Suppliers (including the Prime Contractor if applicable)</p> <p>List of existing available local and/or regional Aboriginal subs (If applicable)</p> <p>Consultation with local and/or regional Aboriginal Subcontractors/Suppliers</p>	2	
MAXIMUM TOTAL POINTS AVAILABLE	10	

The points obtained from the Aboriginal Opportunities Consideration (AOC) will be applied to the Assessed Offer Price in the following manner:

Point Scale:

10 points	= 5.0% reduction in price for evaluation purposes only
9 points	= 4.5% reduction in price for evaluation purposes only
8 points	= 4.0% reduction in price for evaluation purposes only
7 points	= 3.5% reduction in price for evaluation purposes only
6 points	= 3.0% reduction in price for evaluation purposes only
5 points	= 2.5% reduction in price for evaluation purposes only
4 points	= 2.0% reduction in price for evaluation purposes only
3 points	= 1.5 % reduction in price for evaluation purposes only
2 points	= 1.0% reduction in price for evaluation purposes only
1 points	= 0.5% reduction in price for evaluation purposes only
0 points	= 0.0% reduction in price for evaluation purposes only

Example:

Evaluated Price from the Basis of Payment - \$100,000.00

Points Scored from the Aboriginal Opportunity Consideration - 10 (5% reduction)

Total Evaluated Price = \$95,000.00

Solicitation No. - N° de l'invitation

EW076-130483/A

Amd. No. - N° de la modif.

File No. - N° du dossier

EDM-2-35083

Buyer ID - Id de l'acheteur

edm022

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

EW076-130483

CCC No./N° CCC - FMS No/ N° VME

Public Works & Government Services Canada Project No. 620353	Inuvik Various Federal Buildings Janitorial Services	Section 1 General Requirements Page 1 of 1
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PART 1 STATEMENT OF WORK

1. Term

- a) The successful Contractor must provide custodial maintenance at various Federal buildings in Inuvik, NT for a 3 (three) year term commencing from date of award with 3 (three) years work.

2. Routine Cleaning Operations

- a) The buildings included in this specifications must be cleaned during normal working hours:
PWGSC Tradeshop, 74B Franklin Ave: 2 (two) days a week
Smith Apartments, Bombas St : 2 (two) days a week

3. Scheduled Cleaning Operations

- a) Scheduled Cleaning Operations must be completed by the Contractor in the months specified in Section 2, Operations and Frequencies..
- b) Special arrangements for security access after normal working hours required for the Scheduled Cleaning Operations must be scheduled and approved by the PWGSC Site Authority

4. Emergency Cleaning

- a) Emergency (On Call) Cleaning means: The Contractor must be prepared to respond to emergency calls 24 hours a day, 7 days a week and be on site within 1 hour of notification. If a cleaner is already on site, the hourly emergency rates are not to be used

5. Extra Work

- a) Extra work for which payment will be claimed must be authorized in writing by the Site Authority, prior to start.

6. Inspections

- a) The Contractor must abide to the Scheduled Cleaning Operations and Frequencies. The Contractor must notify the Site Authority immediately upon completion of these operations so that these may be inspected and that proper corrective measures may be initiated, should this be necessary.

7. Security

- a) The Contractor must provide to the Site Authority the full name, address, telephone number and date of birth of each member of the cleaning staff and update the information when required.
- b) The Contractor must ensure proper supervision of all keys entrusted to him to accomplish the work and that these remain on the working site. No keys must be duplicated without the consent of the Site Authority. Failure to meet these requirements will result in the Contractor's responsibility for any costs related to the implementation of corrective measures deemed necessary by the Site Authority in order to maintain the security integrity of the Buildings.

7. Cleaning Products & Equipment

- a) The Contractor must furnish all necessary labour and equipment required to complete the "Scope of Work" detailed. Equipment includes, but is not restricted to mopping tanks, scrubbing machines, floor polishing machines, vacuum cleaners, brooms, mops (wet and dry), ladders, scaffolding, dusting cloths, pails, scrubbing brushes, cloths, scrapers.

Task Authorization Autorisation de tâche

Instruction for completing the form PWGSC - TPSGC 572 - Task Authorization
(Use form DND 626 for contracts for the Department of National Defence)

Instruction pour compléter le formulaire PWGSC - TPSGC 572 - Autorisation de tâche
(Utiliser le formulaire DND 626 pour les contrats pour le ministère de la Défense)

Contract Number

Enter the PWGSC contract number.

Numéro du contrat

Inscrire le numéro du contrat de TPSGC.

Contractor's Name and Address

Enter the applicable information

Nom et adresse de l'entrepreneur

Inscrire les informations pertinentes

Security Requirements

Enter the applicable requirements

Exigences relatives à la sécurité

Inscrire les exigences pertinentes

Total estimated cost of Task (GST/HST extra)

Enter the amount

Coût total estimatif de la tâche (TPS/TVH en sus)

Inscrire le montant

For revision only

Aux fins de révision seulement

TA Revision Number

Enter the revision number to the task, if applicable.

Numéro de la révision de l'AT

Inscrire le numéro de révision de la tâche, s'il y a lieu.

Total Estimated Cost of Task (GST/HST Extra) before the revision

Enter the amount of the task indicated in the authorized TA or, if the task was previously revised, in the last TA revision.

Coût total estimatif de la tâche (TPS/TVH en sus) avant la révision

Inscrire le montant de la tâche indiquée dans l'AT autorisée ou, si la tâche a été révisée précédemment, dans la dernière révision de l'AT.

Increase or Decrease (GST/HST Extra), as applicable

As applicable, enter the amount of the increase or decrease to the Total Estimated Cost of Task (GST/HST Extra) before the revision.

Augmentation ou réduction (TPS/TVH en sus), s'il y a lieu

S'il y a lieu, inscrire le montant de l'augmentation ou de la réduction du Coût total estimatif de la tâche (TPS/TVH en sus) avant la révision.

1. Required Work: Complete sections A, B, C, and D, as required.

1. Travaux requis : Remplir les sections A, B, C et D, au besoin.

A. Task Description of the Work required:

Complete the following paragraphs, if applicable.
Paragraph (a) applies only if there is a revision to an authorized task.

A. Description de tâche des travaux requis :

Remplir les alinéas suivants, s'il y a lieu : L'alinéa (a) s'applique seulement s'il y a révision à une tâche autorisée.

(a) Reason for revision of TA, if applicable:
Include the reason for the revision; i.e. revised activities; delivery/completion dates; revised costs. Revisions to TAs must be in accordance with the conditions of the contract. See Supply Manual 3.35.1.50 or paragraph 6 of the Guide to Preparing and Administering Task Authorizations.

(a) Motif de la révision de l'AT, s'il y a lieu : Inclure le motif de la révision c.-à.-d., les activités révisées, les dates de livraison ou d'achèvement, les coûts révisés. Les révisions apportées aux AT doivent respecter les conditions du contrat. Voir l'article 3.35.1.50 du Guide des approvisionnements ou l'alinéa 6 du Guide sur la préparation et l'administration des autorisations de tâches.

(b) Details of the activities to be performed (include as an attachment, if applicable)

(b) Détails des activités à exécuter (joindre comme annexe, s'il y a lieu).

(c) Description of the deliverables to be submitted (include as an attachment, if applicable).

(c) Description des produits à livrer (joindre comme annexe, s'il y a lieu).

(d) Completion dates for the major activities and/or submission dates for the deliverables (include as an attachment, if applicable).

(d) Les dates d'achèvement des activités principales et (ou) les dates de livraison des produits (joindre comme annexe, s'il y a lieu).

B. Basis of Payment:

Insert the basis of payment or bases of payment that form part of the contract that are applicable to the task description of the work; e.g. firm lot price, limitation of expenditure, firm unit price

C. Cost of Task:**(a) Insert Option 1 or 2:****Option 1:**

Total estimated cost of Task (GST/HST extra): Insert the applicable cost elements for the task determined in accordance with the contract basis of payment; e.g. Labour categories and rates, level of effort, Travel and living expenses, and other direct costs.

Option 2:

Total cost of Task (GST/HST extra): Insert the firm unit price in accordance with the contract basis of payment and the total estimated cost of the task.

(b) Insert GST/HST as a separate item under the Basis of Payment**D. Method of Payment**

Insert the method(s) of payment determined in accordance with the contract that are applicable to the task; i.e. single payment, multiple payments, progress payments or milestone payments. For milestone payments, include a schedule of milestones.

B. Base de paiement :

Insérer la base ou les bases de paiement qui font partie du contrat qui sont applicables à la description du travail à exécuter : p. ex., prix de lot ferme, limitation des dépenses et prix unitaire ferme.

C. Coût de la tâche :**(a) Insérer l'option 1 ou 2****Option 1 :**

Coût total estimatif de la tâche (TPS/TVH en sus) Insérer les éléments applicables du coût de la tâche établies conformément à la base de paiement du contrat. p. ex., les catégories de main d'œuvre, le niveau d'effort, les frais de déplacement et de séjour et autres coûts directs.

Option 2 :

Coût total de la tâche (TPS/TVH en sus) : Insérer le prix unitaire ferme conformément à la base de paiement du contrat et le coût estimatif de la tâche.

(b) Insérer la TPS/TVH comme élément distinct sous la Base de paiement**D. Méthode de paiement**

Insérer la ou les méthode(s) de paiement établit conformément au contrat et qui sont applicable(s) à la tâche; c.-à.-d., paiement unique, paiements multiples, paiements progressifs ou paiements d'étape. Pour ces derniers, joindre un calendrier des étapes.

2. Authorization(s):

The client and/or PWGSC must authorize the task by signing the Task Authorization in accordance with the conditions of the contract. The applicable signatures and the date of the signatures is subject to the TA limits set in the contract. When the estimate of cost exceeds the client Task Authorization's limits, the task must be referred to PWGSC.

3. Contractor's Signature

The individual authorized to sign on behalf of the Contractor must sign and date the TA authorized by the client and/or PWGSC and provide the signed original and a copy as detailed in the contract.

2. Autorisation(s) :

Le client et (ou) TPSGC doivent autoriser la tâche en signant l'autorisation de tâche conformément aux conditions du contrat. Les signatures et la date des signatures appropriées sont assujetties aux limites d'autorisation de tâche établies dans le contrat. Lorsque l'estimation du coût dépasse les limites d'autorisation de tâches du client, la tâche doit être renvoyée à TPSGC.

3. Signature de l'entrepreneur

La personne autorisée à signer au nom de l'entrepreneur doit signer et dater l'AT, autorisée par le client et (ou) TPSGC et soumettre l'original signé de l'autorisation et une copie tel que décrit au contrat.



Task Authorization Autorisation de tâche

Contract Number - Numéro du contrat

Contractor's Name and Address - Nom et l'adresse de l'entrepreneur	Task Authorization (TA) No. - N° de l'autorisation de tâche (AT)
	Title of the task, if applicable - Titre de la tâche, s'il y a lieu
	Total Estimated Cost of Task (GST/HST extra) Coût total estimatif de la tâche (TPS/TVH en sus) \$
Security Requirements: This task includes security requirements Exigences relatives à la sécurité : Cette tâche comprend des exigences relatives à la sécurité <input type="checkbox"/> No - Non <input type="checkbox"/> Yes - Oui If YES, refer to the Security Requirements Checklist (SCRL) included in the Contract Si OUI, voir la Liste de vérification des exigences relative à la sécurité (LVERS) dans le contrat ▶	

For Revision only - Aux fins de révision seulement

TA Revision Number, if applicable Numéro de révision de l'AT, s'il y a lieu	Total Estimated Cost of Task (GST/HST Extra) before the revision Coût total estimatif de la tâche (TPS/TVH en sus) avant la révision \$	Increase or Decrease (GST/HST Extra), as applicable Augmentation ou réduction (TPS/TVH en sus), s'il y a lieu \$
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Start of the Work for a TA : Work cannot commence until a TA has been authorized in accordance with the conditions of the contract.

Début des travaux pour l'AT : Les travaux ne peuvent pas commencer avant que l'AT soit autorisée conformément au contrat.

1. Required Work: - Travaux requis :

A. Task Description of the Work required - Description de tâche des travaux requis	See Attached - Ci-joint <input type="checkbox"/>
B. Basis of Payment - Base de paiement	See Attached - Ci-joint <input type="checkbox"/>
C. Cost of Task - Coût de la tâche	See Attached - Ci-joint <input type="checkbox"/>
D. Method of Payment - Méthode de paiement	See Attached - Ci-joint <input type="checkbox"/>

Contract Number - Numéro du contrat

2. Authorization(s) - Autorisation(s)

By signing this TA, the authorized client and (or) the PWGSC Contracting Authority certify(ies) that the content of this TA is in accordance with the conditions of the contract.

The client's authorization limit is identified in the contract. When the value of a TA and its revisions is in excess of this limit, the TA must be forwarded to the PWGSC Contracting Authority for authorization.

En apposant sa signature sur l'AT, le client autorisé et (ou) l'autorité contractante de TPSGC atteste(nt) que le contenu de cette AT respecte les conditions du contrat.

La limite d'autorisation du client est précisée dans le contrat. Lorsque la valeur de l'AT et ses révisions dépasse cette limite, l'AT doit être transmise à l'autorité contractante de TPSGC pour autorisation.

Name and title of authorized client - Nom et titre du client autorisé à signer

Signature

Date

PWGSC Contracting Authority - Autorité contractante de TPSGC

Signature

Date

3. Contractor's Signature - Signature de l'entrepreneur

Name and title of individual authorized - to sign for the Contractor
Nom et titre de la personne autorisée à signer au nom de l'entrepreneur

Signature

Date

OPERATIONS & FREQUENCIES

Tradeshop

1. Entrances, Corridors, Office Areas, Kitchen Area

Twice a Week :(Mon Fri)

- .1 Pick up litter (paper, paper clips, elastics, etc.).
- .2 Damp wipe telephones.
- .3 Dust ledges, moldings, radiators, door grills.
- .4 Dust display cases and spot clean glass.
- .5 Dust and spot clean office furniture.
Papers and files left on furniture shall not be disturbed by the cleaning staff.
- .6 Damp wipe countertops and facings, clean up spillage.
- .7 Damp wipe exterior of fridge, microwave, cupboards, doors and handles.
- .8 Clean disinfect fixtures, plumbing, sinks and trim.
- .9 Empty garbage cans and waste receptacles.
- .10 Spot clean doors and door frames.
- .11 Spot clean walls, partitions and doors.
- .12 Sweep floors.

Walkway Mats:

- .1 Mats are to be rolled up to complete floor cleaning operations. Clean the underside of mats before replacing and realigning.
- .2 All carpets and mats shall be spot cleaned when required and have no visible stains and discoloration after stain removal operation.

Once a Week:(Fri)

- .1 Damp wipe ledges, countertops and facings, moldings, radiators, door grills
- .2 Vacuum all carpeting and mats on a full floor basis.
- .3 Empty and damp wipe interior and exterior of garbage cans and waste receptacles. Supply and insert new plastic bags of correct size when dirty or torn in garbage cans and waste receptacles.
- .4 Sweep and damp mop floors.

Monthly:

- .1 Clean interior glass

Quarterly: (Jan Apr Jul Oct)

1. Steam Clean all carpeted areas.

Semi Annually: (Feb Aug)

- .1 Vacuum, wash air intake grills
- .2 Dust or vacuum high areas 1.8 meters above floor level

Annually:(Jun)

- .1 Wash all interior glass in office area.
- .2 Wash walls completely.

OPERATIONS & FREQUENCIES (Cont)

Public Works & Government Services Canada Project No. 620353	Inuvik Various Federal Buildings Janitorial Services	Section 2 Methods of Cleaning Page 2 of 3
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Tradeshop

2. Washrooms

Twice a week: (Mon Fri)

- .1 Remove all trash from strainers in base of urinals.
- .2 Clean both sides of toilet seats, interior and exterior of bowls, urinals and wash basins.
- .3 Clean all water taps, dispensers, door plates and flush valves.
- .4 Clean flush tanks, shelves, high ledges, mirrors, window ledges and exposed piping.
- .5 Dust top of partitions.
- .6 Spot clean walls, partitions and doors.
- .7 Empty sani-cans, wash, disinfect, supply and insert new waxed bags of correct size
- .8 Empty and damp wipe exterior of all waste receptacles, supply and insert new plastic bags of correct size.
- .9 Supply and replenish soap, toilet paper and paper towel dispensers. The Contractor shall supply 2 ply toilet paper of good quality in all washrooms.
- .10 Sweep and damp mop floors.

Once a Week: (Fri)

- .1 Descale toilet bowls and urinals.

Monthly:

- .1 Pour a pail of clean water into floor drains.
- .2 Wash and disinfect interior and exterior waste receptacles including metal containers.
- .3 Wash both sides of partitions, partition doors, and ceramic walls enclosed by the partitions.

Semi Annually: (Apr Oct)

- .1 Vacuum, wash air intake grills
- .2 Dust or vacuum ledges, top of partitions, shelving, exposed air ducts, pipes and other high areas including tops of hanging light fixtures and conduit 1.8 metre or higher.

Annually: (Jun)

- .1 Wash walls completely.

Washrooms shall have a clean scent and no odour at all. All surfaces shall be free of stains, water marks, scale and shall be clean and bright.

Smith Apartments

1. Entrances, Exits, Lobbies, Corridors, Stairwells

Twice a Week : (Mon Fri)

- .1 Remove gum and other foreign residue.
- .2 Sweep, and damp wash resilient floors, steps and landings. Provide additional damp mopping of floors during inclement weather.
- .4 Spot clean walls, partitions and doors.

Once a week: (Fri)

- .1 Spot clean both sides of all glass windows and wood or metal surrounds.
- .2 Vacuum carpets on a full floor basis, hallways, carpeted stairs and landings.
- .3 Dust handrails, balusters, baseboards, stringers and ledges.

OPERATIONS & FREQUENCIES (Cont)

Smith Apartments

Public Works & Government Services Canada Project No. 620353	Inuvik Various Federal Buildings Janitorial Services	Section 2 Methods of Cleaning Page 3 of 3
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Monthly

- .1 Clean handrails, baseboards, risers, stringers and ledges.
- .2 Clean interior glass

Quarterly: (Jan Apr Jul Oct)

- 1. Steam Clean all carpeted areas.

Semi Annually: (Feb Aug)

- .1 Vacuum, wash air intake grills
- .2 Dust or vacuum ledges, top of partitions, shelving, exposed air ducts, pipes and other high areas including tops of hanging light fixtures and conduit 1.8 metre or higher.

Annually:(Jun)

- .1 Wash all exterior windows and glass, interior glass in lobbies and doors.
- .2 Wash walls completely.

2. Laundry Room

Twice a week: (Mon Fri)

- .1 Dust ledges, moldings, radiators, door grills.
- .2 Damp wipe countertops, cupboards and facings, clean up spillage.
- .3 Damp wipe washers & dryers.
- .4 Clean disinfect fixtures, plumbing, sinks and trim.
- .5 Empty garbage cans and waste receptacles.
- .6 Spot clean doors and door frames.
- .7 Spot clean walls, partitions and doors.
- .8 Sweep and damp floors.

Quarterly: (Jan Apr Jul Oct)

- .1 Sweep and wash floors under washers and dryers.

Semi Annually: (Feb Aug)

- .1 Vacuum, wash air intake grills
- .2 Dust or vacuum ledges, top of partitions, shelving, exposed air ducts, pipes and other high areas including tops of hanging light fixtures and conduit 1.8 metre or higher.

Annually: (Jun)

- .2 Wash walls completely.