

RETURN BIDS TO:
RETOURNER LES SOUMISSIONS À:
Bid Receiving Public Works and Government
Services Canada/Réception des soumissions
Travaux publics et Services gouvernementaux
Canada
Pacific Region
401 - 1230 Government Street
Victoria, B.C.
V8W 3X4
Bid Fax: (250) 363-3344

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 JANITORIAL	
Solicitation No. - N° de l'invitation W0133-12N003/A	Date 2012-09-27
Client Reference No. - N° de référence du client W0133-12N003	
GETS Reference No. - N° de référence de SEAG PW-\$VIC-220-6033	
File No. - N° de dossier VIC-2-35061 (220)	CCC No./N° CCC - FMS No./N° VME
Solicitation Closes - L'invitation prend fin at - à 02:00 PM on - le 2012-12-03	Time Zone Fuseau horaire Pacific Standard Time PST
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: Mathewson (Vic220), Don	Buyer Id - Id de l'acheteur vic220
Telephone No. - N° de téléphone (250) 363-0585 ()	FAX No. - N° de FAX (250) 363-3344
Destination - of Goods, Services, and Construction: Destination - des biens, services et construction: DEPARTMENT OF NATIONAL DEFENCE 19 WING COMOX P.O.BOX 1000 STN MAIN LAZO British Columbia V0R2K0 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 - Pacific
Region
401 - 1230 Government Street
Victoria, B. C.
V8W 3X4

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

Solicitation No. - N° de l'invitation

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur

W0133-12N003/A

vic220

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

File No. - N° du dossier

CCC No./N° CCC - FMS No/ N° VME

W0133-12N003

VIC-2-35061

"THIS DOCUMENT CONTAINS A SECURITY REQUIREMENT"

PART 1 - GENERAL INFORMATION

1. Security
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. Mandatory Site Visit

PART 3 - BID PREPARATION INSTRUCTIONS

1. Bid Preparation Instructions

PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

1. Evaluation Procedures
2. Rated Technical/Managerial Evaluation
3. Price Component Evaluation
4. Basis of Selection/Contractor Ranking

PART 5 - CERTIFICATIONS

1. Code of Conduct - Certifications Precedent to Contract Award
2. Certifications Precedent to Contract Award

PART 6 - RESULTING CONTRACT CLAUSES

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

List of Annexes:

Annex "A"	Statement of Work
Annex "A1"	Evaluation Criteria
Annex "B"	Basis of Payment
Annex "C"	Security Requirements Check List
Annex "D"	DND 626 Task Authorization Form

PART 1 GENERAL INFORMATION

1. **SECURITY REQUIREMENT** : There is a security requirement associated with this requirement. Bidders should consult the (<http://www.tpsgc-pwgsc.gc.ca/app-acq/lc-pl/lc-pl-eng.html#a31>) document on the Departmental Standard Procurement Documents Web site.

2. **SUMMARY**: To provide all labour, materials, tools, equipment, supervision and transportation necessary for **JANITORIAL SERVICES for 19 WING CFB COMOX** and the surrounding area on a scheduled and on an "as and when requested" basis, **for a ONE/01 year period with an option to extend for two (2) x one (1) additional year(s)** in accordance with the details outlined herein and with Annex "A" Statement of Work attached herein.

3. **COMMUNICATIONS NOTIFICATION**: As a courtesy, the Government of Canada requests that successful bidders notify the Contracting Authority in advance of their intention to make public an announcement related to the award of a contract.

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

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

The 2003 (2012-07-11) 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 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.

Bids submitted by facsimile will not be accepted.

3.0 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

Solicitation No. - N° de l'invitation

W0133-12N003/A

Amd. No. - N° de la modif.

File No. - N° du dossier

VIC-2-35061

Buyer ID - Id de l'acheteur

vic220

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

W0133-12N003

CCC No./N° CCC - FMS No/ N° VME

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 British Columbia.

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. MANDATORY SITE VISIT

Mandatory Site Visit

It is mandatory that the Bidder or a representative of the Bidder visit the work site. Arrangements have been made for site visit to be held on:

Tuesday, November 13, 2012 at 1300 PST

Dept. of National Defence
19 Wing CFB Comox
Box 1000 Station Main
Lazo, BC V0R 2K0

Bidders are requested to communicate, IN WRITING, with the Contracting Authority no later than SEVEN (07) calendar day(s) before the scheduled visit to confirm attendance and provide the full names of the (maximum of) TWO/02 person(s) who will attend. This is to meet security and transportation requirements. Bidders will be required to sign an attendance form. Bidders should confirm in their bids that they have attended the site visit. Bidders who do not attend or send a representative will not be given an alternative appointment and their bids will be rejected as non-compliant. Any clarifications or changes to the bid solicitation resulting from the site visit will be included as an amendment to the bid solicitation.

PART 3 BID PREPARATION INSTRUCTIONS

1. BID PREPARATION INSTRUCTIONS

Bids should be submitted in the format requested. If the Bidder feels that the terms and conditions of this solicitation will restrict it unnecessarily in any way, it should be stated so in the submission. Any deviations from the stipulated conditions should be given in detail with an explanation as to why they are being proposed. Canada requests that bidders provide their bid **in separately bound sections** as follows:

Section I: Technical Bid: - one (1) hard copy;
Section II: Financial Bid: - one (1) hard copy;

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

Prices must appear in the financial bid only. No prices must be indicated in any other section of the bid. Canada requests that bidders follow the format instructions described below in the preparation of their bid:

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

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

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

Section I: Technical Bid

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

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

Section II: Financial Bid

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

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

Section III: Certifications

Bidders must submit the certifications required under Part 5.

PART 4 EVALUATION PROCEDURES AND BASIS OF SELECTION - PLEASE SEE ANNEX C

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)" (<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 – 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

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 - Certification

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

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

The Bidder or the member of the joint venture

- a. () is not subject to the FCP, having a workforce of less than 100 full-time or part-time permanent employees, and/or temporary employees having worked 12 weeks or more in Canada;
- b. () is not subject to the FCP, being a regulated employer under the Employment Equity Act, S.C. 1995, c. 44;
- c. () is subject to the requirements of the FCP, having a workforce of 100 or more full-time or part-time permanent employees, and/or temporary employees having worked 12 weeks or more in Canada, but has not previously obtained a certificate number from HRSDC, having not bid on requirements of \$200,000 or more;

Solicitation No. - N° de l'invitation

W0133-12N003/A

Amd. No. - N° de la modif.

File No. - N° du dossier

VIC-2-35061

Buyer ID - Id de l'acheteur

vic220

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

W0133-12N003

CCC No./N° CCC - FMS No/ N° VME

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.

"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.

2.3 CONTRACT FINANCIAL SECURITY

1. The supplier must provide to Canada one of the following contract financial securities within 10/TEN calendar days after the date of contract award:

- a. a certified cheque to the Receiver General for Canada in the amount of 10/TEN percent of the contract price; or
- b. an irrevocable standby letter of credit as defined in clause E0008C in the amount of 10/TEN percent of the contract price.

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

SACC Clause E0008C Security Deposit Definition 2011-05-16

PART 6 RESULTING CONTRACT CLAUSES

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

1. A. SECURITY REQUIREMENT

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

B. CONTRACT FINANCIAL SECURITY

1. The supplier must provide to Canada one of the following contract financial securities within 10/TEN calendar days after the date of contract award:
 - a. a certified cheque to the Receiver General for Canada in the amount of 10/TEN percent of the contract price; or
 - b. an irrevocable standby letter of credit as defined in clause E0008C in the amount of 10/TEN percent of the contract price.
2. If Canada does not receive the required financial security within the specified period, Canada may terminate the contract for default pursuant to its default provision.

SACC Clause E0008C Security Deposit Definition 2012-07-16

2. STATEMENT OF WORK

To provide all labour, materials, tools, equipment, supervision and transportation necessary for **JANITORIAL SERVICES for 19 WING CFB COMOX** and the surrounding area on a scheduled and on an "as and when requested" basis for **for a ONE/01 year period with an option to extend for two (2) x one (1) additional year(s)** in accordance with the details outlined herein and with Annex "A" Statement of Work attached herein.

3. TASK AUTHORIZATION

3.1 MINIMUM WORK GUARANTEE

1. In this clause: "Maximum Contract Value" means the amount specified in the "Limitation of Expenditure" clause set out in the Contract; and

"Minimum Contract Value" means: 10% of the Maximum Contract Value

2. Canada's obligation under the Contract is to request Work in the amount of the Minimum Contract Value or, at Canada's option, to pay the Contractor at the end of the Contract in accordance with paragraph . In the event that Canada does not request work in the amount of the Minimum Contract Value during the period of the Contract, Canada must pay the Contractor the difference between the Minimum Contract Value and the cost of the Work requested.
4. Canada will have no obligation to the Contractor under this clause if Canada terminates the Contract in whole or in part for default.

3.2 Canada's Obligation - Portion of the Work - 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.

Task Authorization - Department of National Defence : The administration of the Task Authorization process will be carried out by DND, CFB Esquimalt, BCEO. This process includes monitoring, controlling and reporting on expenditures of the contract with task authorizations to the Contracting Authority.

Task Authorization Process: 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.

3.3 Task Authorization Process:

1. The Project Authority will provide the Contractor with a description (Statement of Work) of the task using the DND 626 Task Authorization Form provided as Annex "D".
2. The Task Authorization (TA) will contain the details of the activities to be performed, a description of the deliverables, and a schedule indicating completion dates for the major activities or submission dates for the deliverables. The TA will also include the applicable basis (bases) and methods of payment as specified in the Contract.
3. The Contractor must provide the Project Authority, within five (5) calendar days of its receipt, the proposed total estimated cost for performing the task and a breakdown of that cost, established in accordance with the Basis of Payment specified in the Contract.
4. The Contractor must not commence work until a TA signed 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.

4. STANDARD CLAUSES AND CONDITIONS

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

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

5. TERM OF CONTRACT

The period of the Contract is from **01 JAN 2013 to 31 DEC 2013**

5.1 OPTION TO EXTEND THE CONTRACT

The Contractor grants to Canada the irrevocable option to extend the term of the Contract by up to **TWO/02** additional **ONE/01** year periods 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 thirty (30) 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.

6. AUTHORITIES

- 6.1 Contracting Authority: The Contracting Authority for the Contract is:

Don Mathewson
 Supply Team Leader
 Public Works and Government Services Canada
 Pacific Region Acquisitions
 Victoria, BC V8W 2Z4
 Telephone: (250)363- 0585
 Facsimile: (250)363-0395
 E-mail: don.mathewson@pwgsc.gc.ca

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

Site Authority: The Site Authority for the Contract is:

6.2 Site Authority: Nigel Pollard

The Site 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 Site Authority; however the Site Authority has no authority to authorize changes to the scope of the Work. Changes to the scope of the Work can only be made through a contract amendment issued by the Contracting Authority.

7. BASIS OF PAYMENT

7.1 Task Authorization Limit

The Project Authority may authorize individual task authorizations **up to a limit of \$5,000.00**, 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.

7.2 Limitation of Expenditure - cumulative Total of all Task Authorizations

1. Canada's total liability to the Contractor under the Contract for all approved Task Authorizations (TAs), inclusive of any revisions, **must not exceed the sum of \$TO BE DETERMINED**. Customs duties are included as applicable and the Goods and Services Tax or Harmonized Sales Tax is extra, if applicable.

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.

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,

(c) as soon as the Contractor considers that the sum is inadequate for the completion of the Work required in all approved TAs, inclusive of any revisions,

whichever comes first.

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.

7.3 Multiple Payments

Canada will pay the Contractor on a monthly basis for work performed during the month covered by the invoice in accordance with the payment provisions of the Contract. Canada will pay the Contractor upon completion and

delivery of the work described in each individual DND626 Task Authorization Form units in accordance with the payment provisions of the Contract, if:

- (a) an accurate and complete invoice and any other documents required by the Contract have been submitted in accordance with the invoicing instructions provided in the Contract;
- (b) all such documents have been verified by Canada;
- (c) the Work performed has been accepted by Canada.

7.4 CPI PRICE ADJUSTMENT : At the time of the exercise of each option, the rates in the Basis of Payment (Annex B) will be increased or decreased by multiplying the rates by the percentage change in "The Consumer Price Index, major components, selected sub-groups and special aggregates, provinces, Whitehorse and Yellowknife, not seasonally adjusted" ("CPI") for the appropriate province for the 12 month period ending two months before the expiration date of the current period of the contract ("period"). The CPI which shall be used is published in Statistics Canada Catalogue no. 62-001-X, tables 9-1 to 9-12, for the appropriate province all-items CPI of the period as described above.

Consumer Price Index for Canada is published by Statistics Canada and is available at:

* <http://www5.statcan.gc.ca/bsolc/olc-cel/olc-cel?catno=62-001-X&chropt=1&lang=eng> ; or

* <http://www.statcan.gc.ca/subjects-sujets/cpi-ipc/cpi-ipc-eng.htm> ; or <http://cansim2.statcan.ca> , Table 326-0020."

8. INVOICING INSTRUCTIONS

1. The Contractor must submit invoices in accordance with the section entitled "Invoice Submission" of the general conditions. Invoices cannot be submitted until all work identified in the invoice is completed.
2. Invoices must be distributed as follows:
 - a) The original and one (1) copy must be forwarded to the following address** for certification and payment.

Dept. of National Defence
19 Wing CFB Comox
Box 1000 Station Main
Lazo, BC V0R 2K0
ATTN: Contracts Office

** (mail is to be sent to the Contracts office and **NOT be addressed to the Site Authority** by name)

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

9. 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.

10. APPLICABLE LAWS

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

11. PRIORITY OF DOCUMENTS

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

- (a) the Articles of Agreement;
- (b) the general conditions 2035 (2012-07-16) General Conditions - Higher Complexity - Services
- (c) Annex "A", Statement of Work;
- (d) Annex "B", Basis of Payment;
- (e) Annex "C", Security Requirements Check List;
- (f) the signed Task Authorizations;
- (g) the Contractor's bid dated _____ (insert date of bid)

12. INSURANCE

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

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

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

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 \$2,000,000.00 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

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- (i) compensation (WSIB) or similar program)
- (j) 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.
- (q) Sudden and Accidental Pollution Liability (minimum 120 hours): To protect the Contractor for liabilities arising from damages caused by accidental pollution incidents.
- (r) Litigation Rights: Pursuant to subsection 5(d) of the Department of Justice Act, S.C. 1993, c. J-2, s.1, if a suit is instituted for or against Canada which the Insurer would, but for this clause, have the right to pursue or defend on behalf of Canada as an Additional Named Insured under the insurance policy, the Insurer must promptly contact the Attorney General of Canada to agree on the legal strategies by sending a letter, by registered mail or by courier, with an acknowledgment of receipt to:

Senior General Counsel,
 Civil Litigation Section,
 Department of Justice
 234 Wellington Street, East Tower
 Ottawa, Ontario K1A 0H8

A copy of the letter must be sent to the Contracting Authority. Canada reserves the right to co-defend any action brought against Canada. All expenses incurred by Canada to co-defend such actions will be at Canada's expense. If Canada decides to co-defend any action brought against it, and Canada does not agree to a proposed settlement agreed to by the Contractor's insurer and the plaintiff(s) that would result in the settlement or dismissal of the action against Canada, then Canada will be responsible to the Contractor's insurer for any difference between the proposed settlement amount and the amount finally awarded or paid to the plaintiffs (inclusive of costs and interest) on behalf of Canada

Annex "A"**Statement of Work****19 Wing Canadian Forces Base Comox Janitorial Specification**

- 1.0 The work of this contract comprises of the supply of all labour, material, tools, equipment and supplies to accomplish the janitorial services listed herein, **including the supply of toilet tissue, paper hand towels, liquid hand soap, urinal deodorant blocks, hand sanitizer, plastic garbage bags and sani-bags (WASHROOMS ONLY) & , plastic garbage bags (OFFICES ONLY).**
- 1.1 The Contractor shall adhere to all safety measures respecting personnel, environmental and fire hazards recommended by National, Provincial and Municipal codes and/or prescribed by the authorities having jurisdiction concerning the equipment, work habits and procedures. In the event of a conflict between any of the provisions the most stringent provision shall apply.
- 1.2 The Contractor shall ensure that all equipment used to perform the work is in a state of good repair. The SITE AUTHORITY reserves the right to have equipment judged to be unsafe, not suitable or defective repair. The SITE AUTHORITY reserves the right to have equipment judged to be unsafe, not suitable or defective taken out of service. The Contractor shall be responsible to supply suitable replacement equipment.
- 1.3 All materials are to be handled in such a manner as to not present a danger to building occupants or members of the public.
- 1.4 Wet floor signage is to be placed at every entrance when floors are wet.
- 1.5 All materials and chemicals are to be labelled in accordance with (WHMIS) the "Workplace Hazardous Materials Information System". Data sheets are to be made available. All employees working on site must have training in WHMIS. The Contractor is to provide WHMIS refresher courses as required.
- 1.6 Appropriate precautions must be taken during cleaning operations to minimize the chance of contracting disease. All employees working on site **must have received training in the procedures for dealing with human and animal waste;** for example, H-antivirus precautions must be followed. Hantavirus (found in mouse droppings) must be protected against.
- 2.0 The site of this work will be building number 110, Canadian Scottish Regiment (Princess Mary's) and other various buildings, as required, at Canadian Forces Base Comox. There is also a requirement to clean playgrounds located at the corner of Oceanspray Rd. and Hardhack St, Salmonberry Dr. and Trillium PL, and along Broom Lane. Other locations may be added in the future.

2.1 **B-110 Cleaning Requirements:****B-110, Weekly Areas for Cleaning once per week on WED between 0800-1500**

Room	Description	Area	Floor
1	Small Office	9x8=72sq' = 6.70 M2	Terrazzo
2	Orderly Room	11x11=121sq' = 11.25 M2	Terrazzo
3	HQ Office	14x13=182sq' = 16.91 M2	Terrazzo
4	Recruiting Office	11x8=88sq' = 8.18 M2	Terrazzo
5	QM Office and store rm	20x12=240sq' = 22.30 M2	Terrazzo
6	Large Class Room	25x16=400sq' = 37.16 M2	Terrazzo
7	Small Class Room	16x12=192sq' = 17.84 M2	Terrazzo
8	Assembly Area	40x20=800sq' = 74.32 M2	Terrazzo
9	Lounge Area	20x12=240sq' = 22.30 M2	Terrazzo
10	Men's Room	9x8=72sq' = 6.7 M2	Terrazzo
	1 Toilet, 2 Sinks w/counter-top, 1 Urinal, and 2 showers		
11	Ladies room	6x8=48sq' = 4.46 M2	Terrazzo
	1 Toilet, 1 Sink on stand, and 1 Shower		
12	Hallways	66x3=198sq' = 18.39 M2	Terrazzo
Total SQ' =		2653 sq ft = 246.47 M2	

Room numbers are not numbered as such in the building.

As indicated, all floor surfaces are Terrazzo (smooth finished composite concrete).

- 2.1.1 The work of this contract includes all light duty and heavy duty interior building cleaning.
- 2.1.2 The Contractor will be responsible for sweeping and mopping floors, dusting and polishing furniture, replenishing stocks of **toilet tissue, paper hand towels, liquid hand soap, urinal deodorant blocks, hand sanitizer, plastic garbage bags and sani-bags (WASHROOMS ONLY) & , plastic garbage bags (OFFICES ONLY)**., cleaning windows inside, wiping down walls monthly, and taking out garbage
- 2.1.3 Payment for this contract will be based on the Contractor's demonstrated ability to consistently meet the requirements of the work listed herein.
- 2.1.4 The Contractor, will be required to apply for a DND picture I.D. pass, for each employee, required to work on site. Employees will be required to carry a DND pass on them at all times when working on site, and are required to produce passes when requested by Military Police, Commissionaires, Security Guards and persons of authority.
- 2.1.5 The Contractor, will ensure DND picture I.D. passes are returned to the I.D. section as specified, upon termination of this contract or termination of an employee.
- 2.1.6 The contractor will ensure that all employees working on site have been trained in WHMIS procedures, and comply with all WHMIS regulations regarding use, handling and storage of cleaning supplies.
- 2.1.7 The contractor will maintain MSDS information for all cleaning chemicals used on site, in the form of a booklet or suitably bound, and will be ready to present it if/as requested by the Project Authority or his designated representative.
- 2.1.8 The Contractor, when possible, will use Eco-friendly (goods considered to inflict minimal or no harm to the environment) cleaning products.
- 2.1.9 The Contractor will observe and enforce all safety regulations required by the Canada Labour Code part 2, Work Place Health and Safety, and Workers Compensation.

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- 2.1.10 The Contractor shall ensure all employees have adequate personal protection to guard them from all hazards to which they may be exposed.
- 2.1.11 The Contractor will observe and enforce all fire regulations as set down by the Base Fire Chief, and shall not store any flammable substances on site.
- 2.1.12 The Contractor's employees will observe and follow the Base Recycling Program as instructed by the Project Authority.
- 2.1.13 There is no assigned janitorial closet space. Contractor must carry the required equipment and materials with them.
- 2.1.14 Snow removal is not part of this contract.
- 2.1.15 The Contractor, while moving around the site, shall observe posted signage regarding speed limits, parking areas, restricted areas and temporary loading zones.
- 2.1.16 Cleaning Results Expected - It is the purpose of this section to illustrate that the areas of responsibility described herein; are to be kept in a clean, tidy and sanitary condition.
- 2.1.17 Hard Flooring - All hard flooring (vinyl, tile, terrazzo, etc) shall be kept in a bright, attractive as possible condition, free and clear of accumulated dirt and grime, boot scuffs, rubber marks and liquid stains. Sweep, dry mop or vacuum as required using floor cleaner or disinfectant as required. Burnishing, scrub & finishing and stripping and re-finishing will be performed as required. It is accepted that floors will degrade in appearance between heavy floor finishing.
- 2.1.18 Windows and Doors – The Contractor shall maintain window glass within the building perimeter, including entrances and sidelights in a clean, dust and streak free condition, free of fingerprints and smudges. The inside of perimeter window shall be cleaned of dirt and cob webs as per schedule. Doors and jambs are to be kept free of finger marks and boot marks.
- 2.1.19 Washrooms - All interior and exterior surfaces of fixtures, wash basins, bathtubs, shower, toilet seats, bases, Toilet bowls, flush tanks and exposed piping shall be cleaned, disinfected and free of spots, stains, finger marks, soap scum, odours, mildew and mould. Chrome, brass or similar surfaces are to be clean, bright and free of finger marks, spots and stains. Mirrors and frames shall be clean and polished, free of finger marks, streaks and stains. Showers and tubs are to be clean and disinfected, surfaces and fixtures should be smooth with no soap build-up, drains shall be free of hair and other debris, shower floors shall be clean of soap scum and body & hair cleaning products to maintain a slip free surface. Floor drains shall be regularly flushed with fresh water to prevent smells of sewer gas from entering. Waste receptacles & sani-bag bins shall be emptied daily and kept free of finger marks, smudges and odours. **All contractor supplied toilet tissue, paper hand towels, liquid hand soap, urinal deodorant blocks, hand sanitizer, plastic garbage bags and sani-bags (WASHROOMS ONLY) & , plastic garbage bags (OFFICES ONLY)** shall have an adequate supply of product for the following days use. Horizontal surfaces shall be kept clean and dust free, also exhaust ventilation grills shall be kept free of dust and lint, especially in shower areas.
- 2.1.20 Building Entrances - Entrances, foyers, waiting areas, stairways and corridors shall be kept in a clean tidy condition. Windows in entrance doors, transoms and sidelights (interior & exterior) shall be kept clean and free of fingerprints, smudges and dust. Entrance mats shall be kept clean of sand, dirt and debris.
- 2.1.21 Walls - Walls shall be kept clean and spot free. Baseboards, alarm bells, hose cabinets, picture frames, crests and mementos mounted on walls shall be kept dust free. Picture glass shall be kept free of fingerprints and streaks.

- 2.1.22 Dusting - Dust shall not be allowed to accumulate on horizontal ledges, pictures & frames, awards, memorabilia, window ledges, exposed piping / conduit on walls, alarm bells, etc. It shall also not be allowed to accumulate under desks, on or under, or around furniture.

2.2 **Playground Weekly Cleaning Requirements:**

Oceanspray Rd. and Hardhack St, Salmonberry Dr. and Trillium PL, and along Broom Lane.

Other locations may be added in the future

Playground Equipment – Clean exterior playground areas **WED 0800-1500 weekly**. This includes but may not be limited to:

- a.) Wiping down all playground equipment with anti-microbial cleaner (must provide MSDS Sheet),
- b.) Emptying garbage cans and replacing bag, wiping down garbage cans and benches,
- c.) Pickup and disposal of litter in the playground areas.

3. **Optional Cleaning Requirements ON A TASK AUTHORIZATION BASIS**

Special Interior Cleaning – Clean building interiors contaminated with animal droppings on an as and when requested basis. Appropriate precautions must be taken during cleaning operations to minimize the chance of contracting disease. All employees working on site must have received training in the procedures for dealing with animal waste; procedures outlined in WorkSafe BC Publication – A Hantavirus Exposure Control Program for Employers and Workers must be followed. http://www.worksafebc.com/publications/health_and_safety/by_topic/assets/pdf/hantavirus.pdf

- 3.1 Regular Interior Cleaning – Clean building interiors as per Scope of Work outlined in para's 3.0 to 13.6 at various locations at 19 WING Comox.
- 3.2 Emergency Cleaning – Provide cleaning services in response to unforeseen emergencies such as floods on an a Task Based Authorization basis.

4. **DEFINITIONS**

4.1 **SITE AUTHORITY:** The term "SITE AUTHORITY", where it appears in these specifications, shall mean the Wing Construction Engineering Officer or his designated representative of the WCEO Contracts Office, who will make regular inspections and be available to ensure the specifications are observed.

4.2 **WORK:** The furnishing of all labor, materials and equipment to carry out and properly perform all (but not limited to) light and heavy duty interior building cleaning, floor stripping, scrubbing, and finishing, and window washing services as set out herein. The work of this contract does not include cleaning service to controlled access areas/buildings being serviced by Wing cleaning staff. The Contractor will not be required to clean the following areas, unless specified herein; exercise equipment, electrical and telecommunication closets, heating and ventilating rooms, storage rooms, interior of trophy and display cases, behind bars, office equipment, coffee boats, kitchen equipment, microwaves, fridges, ranges, personal property, work stations, cubicle walls, removing books from bookcases, replacement of fluorescent tubes and incandescent bulbs, indoor rifle range areas, workshops, garages, and hangers.

4.3 **CONTRACTOR:** The person, entity or entities named in the Contract to supply goods, services, or both to Canada.

4.4 **CONTRACT COORDINATOR:** The Site Authority who will make periodic inspections and will be available to give advice and direction to ensure the specifications are observed and assist with the interpretation of the specifications as related to cleaning standards and level of service.

4.5 **EXTRA WORK:** The furnishing of all labor, material and equipment to carry out and properly perform services over and above those specified herein. The Contractor shall not perform services in excess of those specified herein without prior approval of the Site Authority.

5. **SUB-CONTRACTORS:** No sub-contracting permitted without the written consent of the Site Authority.

6. **SITE AUTHORITY:** The Site Authority shall have the following rights;
- 6.1 Authority to decide whether any part of the work has been performed to the level of quality specified in the proposed Contract;
- 6.2 Authority to question, accept or reject the quality and quantity of any labor or material used in the execution of the work;
- 6.3 Authority to define the Contractor's area of responsibilities within the Contract;
- 6.4 Authority to question the timing or scheduling of the various phases of the work.
- 6.5 Authority to increase or decrease the scope of work in accordance with the terms and conditions, or eliminate areas as required; and are we working on a percentage basis here? Of dollar value? Of sqm?
- 6.6 Authority to inspect, accept or reject work done by the contractor.
7. **SCHEDULE:** Hours of work shall be as outlined in para 2.1 B-110, Weekly Areas for Cleaning or as directed by the Site Authority.
8. **FREQUENCY:** The work shall be done in accordance with para 2.1 B-110, Weekly Areas for Cleaning. Frequency of cleaning may be increased, decreased, or otherwise changed in specified areas as requested by the Site Authority. Increase or decrease would normally be caused by the amount of usage, weather conditions, temporary closure, demolition, renovation, etc. The access hours may be changed due to operational requirements, however adequate lead time will be given to the contractor.
9. **CO-OPERATION WITH OTHER WORKERS:** The Contractor will co-operate fully with other contractors or workers sent onto the site of the work by the Site Authority.
10. **STANDARD OF WORK:** All work referred to in this contract must be carried out in a first class manner.
11. **MATERIALS AND EQUIPMENT CONTRACTOR PROVIDED:** The Contractor shall provide all tools, equipment and materials required to safely carry out and properly perform the janitorial service specified herein including all necessary machines, vacuums, brushes, mops, pails squeegee, etc. The contractor shall supply all detergents, cleaning materials, sealers, waxes, etc. Only those cleaning supplies intended for use on the surface to be cleaned are to be used as per the manufacturer's instructions.
- 11.1 Equipment and materials may include, but are not limited to the following:
- Ladders;
 - Scrubbing machines and steam cleaning unit;
 - Mops;
 - Polisher;
 - Vacuums, brooms and dust mops;
 - Small tools and hammers, wrenches and screwdrivers;
 - Synthetic detergent, general purpose powder;
 - Synthetic detergent, general purpose liquid;
 - Paste wax;
 - Water emulsion wax;
 - Tri-sodium phosphate;
 - Remover, for water-emulsion type floor wax;
 - Sweeping compound, oil base;
 - Sweeping compound, water base B; and
 - Power washers.

11.2 All materials such as soaps, detergent, cleaning materials, waxes, sealers, must be biodegradable, phosphate-free, odorless, low-odor, low volatile organic compounds (VOC) products for all general purpose cleaning and comply with the latest issue of the Canadian General Standards Board specifications or meet the intent of the current specification. Cleaning agents and materials must be of the best industrial quality and meet the Environmental Choice Program Certification ("Eco-Logo") criteria or equivalent. These products must be supplied at no extra cost.

11.3 The use of strong detergents or abrasive cleaners is not acceptable and any such agents found on site at 19 WING Comox will be confiscated and there will be no compensation. Damage resulting from the use or misuse of such agents or materials shall be assessed against the Contractor and shall be deducted from monies due the Contractor by the Crown. It is the responsibility of the Contractor to ensure that cleaning products will not cause damage to the surface being cleaned or to the environment in and/or around 19 WING Comox.

11.4 All cleaning materials and the methods used must be suitable to the application intended and follow the manufacturer's recommendations. Use of products other than those approved by the Site Authority will be subject to random sampling and laboratory testing at the Contractor's expense. A Material Safety Data Sheet (MSDS) and sufficient product information to permit an assessment must accompany all requests for approval. An up to date MSDS file shall be maintained for all controlled products used by the contractor. This file shall be kept on site and shall be easily accessible to contractor's employees and the Site Authority.

11.4.1 MSDS Contact Person (Contractor) Provide notification to building management of any cleaning products used in the building. This shall include a list of all chemicals that may be used. It shall also include the name, address, and phone number of the contact person in the building; a statement that the contact person maintains the product labels and Material Safety Data Sheets (MSDSs) of each product used in the building; and information that the label or MSDSs are available for review upon request. The contact person shall be available for information and comment.

11.5 The Contractor shall supply only new or recently restored to good condition, floor polishers. Special attention will be given to keep dust to an absolute minimum.

11.6 The Contractor shall supply all required equipment in new or good condition that is necessary to safely and efficiently perform the work. All of the contractor's equipment shall be clearly labeled with the Company Name.

11.7 The Contractor must ensure that all mobile equipment (i.e. barrels, utility carts, etc.) will be equipped with resilient bumpers and non-marking wheels and castors.

11.8 Equipment used on a daily basis will usually remain in the building. Storage space (if available) will be allocated by the Site Authority. Equipment maintenance and repairs shall be at the Contractor's expense. Major repairs to the equipment must be performed offsite.

11.9 All equipment used for cleaning operations must be certified for use in the application intended. All of the equipment is subject to inspection by the Site Authority at any time. If any equipment is found to be defective, it shall be removed by the contractor from the work site and replaced/repared with in twenty-four (24) hours.

11.10 Specialized equipment, used periodically by the Contractor shall not be stored in any of the buildings without the prior approval of the Site Authority.

11.11 The Contractor shall not use the facilities of the site for storage of materials or equipment for use elsewhere, nor shall other operations of the Contractor be directed from Department property.

11.12 The Contractor shall ensure that highly visible "Wet Floor" signs are utilized when floors pose a potential slipping hazard in accordance with industry norms.

11.13 The Contractor shall purchase and supply the following products: toilet tissue, paper hand towels, liquid hand soap, urinal deodorant blocks, hand sanitizer, plastic garbage bags and sani-bags (WASHROOMS ONLY) & , plastic garbage bags (OFFICES ONLY).

12. WORKPLACE HAZARDOUS MATERIALS INFORMATION SYSTEM (W.H.M.I.S.): It is mandatory that the Contractor complies with W.H.M.I.S. (criteria). W.H.M.I.S. is a Canada-wide, federally imposed legislation system to classify and label products used in the workplace. The program requires that workers are informed and knowledgeable about the potential health effects of hazardous materials in their work environment and how they can be handled and disposed of safely. The legislation states that all chemicals must be labelled by a mark, sign, tag, sticker, etc., and that the M.S.D.S. must be provided for all materials controlled by WHMIS.

12.1 Use of flammable cleaning material shall be at the Site Authority's approval only and shall be removed from premises at the end of each workday. Storage of hazardous material must comply with WHMIS criteria.

12.2 All Cleaning Service Providers and their personnel shall be trained in the proper handling of chemicals, proper cleaning procedures and the proper use and maintenance of any cleaning equipment in use in accordance with WHMIS procedures and regulations and manufacturer specifications. The contractor must provide proof of WHMIS training for staff when requested.

12.3 The contractor shall, act at all times in adherence to WHMIS, and use environmentally preferred materials (EcoLogo or Green Seal Certified) as per the annexes identified herein;

12.3.1 Furnish a complete written material list that includes statement of the origin, composition and/or manufacturer of any or all materials used in the work. If requested, the Contractor may be required to provide samples of materials from his stock for testing purposes. It is the intent of this contract to use environmentally friendly products and materials. All cleaning products that may enter the sewer system must be compatible for use with a Septic Treatment Plant System and the contractor must demonstrate this in his material list submission;

12.3.2 Provide Material Safety Data Sheets (MSDS) in compliance with WHMIS regulations or any material labeled as potentially hazardous, which is brought into the building by the Contractor. The site authority may refuse entry of such material without provision of appropriate MSDS sheets. MSDS sheets shall be kept up to date and prominently displayed in areas where such material is stored by the Contractor and include their company's environmental policy. This policy which should include the process for cleaning material disposal, types of products, certifications and their Risk Management Plan etc. This item will be a consideration in tender evaluations. It is the intent of 19 WING Comox that this be a "Green" environmentally sensitive and responsible contract.

12.4 Special Needs & Sensitivities: Cleaning Service Providers shall request facility managers to identify building occupants with special needs or sensitivities (to dust, chemicals, noise levels, etc.) and have a process in place to work with management, cleaning staff, and the individual(s) to mitigate the problem.

12.5 Reporting Cleaning Opportunities: Cleaning Service Providers shall provide information to facility managers that define opportunities for building occupants to reduce the need for more intensive cleaning processes or treatments (e.g., reporting spills and making attempts to reduce clutter in personal spaces)

12.6 Reporting Pests and other cleaning issues. Cleaning Service Providers shall communicate to the management or owners of the building the presence of pests and any maintenance issues discovered while performing cleaning operations

13. TELEPHONE: Contractor shall maintain a telephone (manned continuously) from 0600 to 2200 hours Monday to Friday. The Contractor shall also provide an emergency telephone number (or numbers). Use of paging device is acceptable; however, if undue delays develop in response time to calls the use of paging devices will be discontinued. Telephone answering machines are not an acceptable substitute for a paging or manned telephone service.

14. **SUPERVISION:** The Contractor shall provide competent supervision of the work at all times through a dedicated representative as follows:

Working Supervisor, on site during normal working hours as specified herein. Working Supervisor must commit 20% of time to training, guidance, instruction and supervisory responsibilities. The Supervisor must have delegated authority to make commitments on behalf of the Contractor. Authorized alternates shall, in the absence of the Working Supervisor, have the same level of delegated authority.

The Working Supervisor and/or alternate must be able to communicate effectively in English, both written and oral to protect worker health and safety by complying with safety, security and WHIMS regulations.

The Working Supervisor or alternate will report to the Site Authority on a daily basis (timing by mutual agreement) to review schedules, for briefing on special projects and to resolve any areas of potential conflict.

The Site Authority unless requested to do so by the Contractor, or unless necessary to maintain order and discipline, shall not interfere With Contractor's staff in the performance of their duties and shall deal only with the Contractor or designated representative.

15. **OPERATING/SHIFT SCHEDULE:** The Contractor, within ten (10) days of award of contract, shall submit a proposed shift schedule showing the exact number of days and the labor distribution required to cover the cleaning schedule. Labor distribution will specify the number of workers and the number of hours nominally required to clean each site. Any change or deviation from the agreed upon schedule must be approved by the Site Authority. Proposed shift schedules must be submitted in writing.

16. **HOURS OF WORK:**

a) Work shall commence as determined by the Site Authority at the start-up meeting upon award;

b) Working hours may be changed at the request of the Contractor and approval of the Site Authority, or at the direction of Site Authority;

c) Weekends: Scheduled on an as requested basis and are considered between 0001 hrs Saturday to 2400 hrs Sunday.

e) Statutory holidays are not included in days of work unless otherwise stipulated. Statutory holidays would be priced as working a weekend day. Statutory holidays are defined as:

New Years day - January 1

Family Day – Second Monday in February

Good Friday - Friday preceding Easter

Victoria Day - Monday preceding May 24

Canada Day - July 1

BC Day - First Monday in August

Labour Day - First Monday in September

Thanksgiving - second Monday in October

Remembrance Day - November 11

Christmas Day - December 25

17. **SERVICES PROVIDED** (where space is available): Storage space in buildings covered by the contract. Electricity, hot and cold water as required in the execution of the services specified herein shall be provided by 19 WING Comox at no charge to the Contractor.

18. **LITTER:**

If at any time, litter collected during the course of this contract cannot be placed in the appropriate container, it shall be transported to the nearest suitable container and the situation reported to the Site Authority no later than next day between the hours 0730 & 1200.

Litter shall be transported by the Contractor in a covered container.

Litter spilled or left outside the collection container shall be cleaned up by the Contractor immediately, or cleaned up at the expense of the Contractor, to the satisfaction of the Site Authority.

Collection containers shall be kept covered at all times.

19 WING Comox recycles waste paper, cardboard, and mixed containers. It shall be the Contractor's responsibility to place recycled materials from the indoor collection points into the appropriate outdoor

containers **The janitorial contractor MAY be responsible for any extra costs** incurred by DND if the cleaners deposit waste into the wrong container and the garbage contractor needs to sort the garbage before collecting it.

19. **CLEANLINESS & HYGIENE:**

Janitor storage closets shall be kept clean, neat and tidy at all times.

Dusters and mops, both wet and dry shall be thoroughly cleaned after each use to avoid odors and hygiene problems.

All cleaning staff shall ensure that their personal hygiene and/or perfumes are of a level as not to offend building occupants.

20. **STAFFING REQUIREMENTS:** The contractor shall ensure that the staffing requirements are met throughout the life of the contract.

a) **NON-PERMANENT RESIDENT (CDN COMPANIES):** The contractor is responsible for compliance with the immigration requirements applicable to non-permanent residents entering Canada to work on a temporary basis in fulfillment of the Contract. In some instances, employment authorization necessary to enter Canada cannot be issued with prior approval of a Canada Employment Centre (CEC). A CEC should always be contacted as soon as the decision to bring in a non-permanent resident is made. The Contractor will be responsible for all costs incurred as a result of non-compliance with immigration requirements.

b) **NON-PERMANENT RESIDENT (FOREIGN COMPANIES):** The Contractor shall ensure that non-permanent residents intending to work in Canada on a temporary basis in fulfillment of the Contract, who are neither Canadian citizens nor United States nationals, receive all appropriate documents and instructions relating to Canadian immigration requirements and secure all required employment authorizations prior to their arrival at the Canadian port of entry. The Contractor shall ensure the United States nationals having such intentions receive all appropriate documents and instructions in that regard prior to their arrival at the Canadian port of entry. Such documents may be obtained at the appropriate Canadian Embassy / Consulate in the Contractor's country. The Contractor will be responsible for all costs incurred as a result of non-compliance with immigration requirements.

c) **REPLACEMENT OF PERSONNEL:** The Contractor shall provide the services of those person(s) named in its proposal, and any additional employees necessary to perform the Work and provide the services required under this Contract, unless the Contractor is unable to do so for reasons beyond the control of the Contractor. Should the Contractor, at any time, be unable to provide the employees named above, the Contractor shall be responsible for providing replacements who shall be of similar ability and attainment and who shall be acceptable to the Technical Authority and the Contracting Officer. In such cases, the Contractor shall notify in writing, both the Technical Authority and the Contracting Officer and provide:

- i) the reason for the removal of the named employee(s) from the Work;
- ii) the name of the proposed replacement(s);
- iii) an outline of the qualifications and experience of the candidate(s); and
- iv) accepted security clearance certification(s), as applicable.

Such notice shall be sent at least thirty (30) days in advance of the date on which any replacement is to commence work. Any change to the terms and conditions of the contract which results from a replacement of personnel shall be effected by a contract amendment.

d) **COMMUNICATION:** Contractor's employees must have a working knowledge of the English language, both oral and written. This is essential as staff is required to fully comprehend WHMIS, Safety SOP's, fire orders, and interaction with 19 WING Comox staff.

21.1 Notwithstanding the foregoing, the Contractor is required to perform the Work and provide the services in accordance with the terms of the contract.

22. **SECURITY:** Following 19 WING Comox security regulations, picture ID is required to enter DND property; it is to be carried at all times and produced upon request. The Contractor shall present a list of all employees who will be working on site, to the Site Authority.

a) The Contractor and contractor's employees shall be responsible for securing all doors and windows in work areas when vacating the building.

- b) Keys for each building will be made available to the Contractor. The Contractor shall designate employees who will be responsible for signing out keys and returning them at the end of the shift.
- c) AT NO TIME, WILL KEYS BE TAKEN OFF DND PROPERTY.
- d) Keys entrusted to the Contractor must be controlled and kept secure at all times.
- e) All doors, which must be unlocked to gain entry during working hours, must be kept locked during the performance of the janitorial service.
- f) Contractor shall be responsible for the cost to re-key a building or room to which keys, while in the possession of the Contractor or Contractor's employees have been lost.
- g) Contractor will ensure DND picture ID passes are returned to the ID section at the main gate, upon termination of this contract or termination of an employee.

22.1 Performance Report: The quality of the Contractor's performance will be assessed through the Site Authority's inspections in conjunction with the terms, conditions and specifications of the Cleaning Standards in conjunction with the Cleaning Schedules. The site authority has the authority to conduct unscheduled inspections at his/her discretion.

22.2 In the event that the contractor fails to perform any of the work in accordance with the specifications, the site authority will require, within 48 hours a written response outlining corrective action taken which shall be submitted to the site authority and PWGSC.

22.3 Penalty: Failure to Rectify: When the contractor fails to perform any aspect of the service and, if after verbal and written notification by PWGSC this failure isn't corrected within 48 hours of notification, or if the same complaint is made twice or more within a period of 30 days, the contractor agrees to pay Her Majesty 10% of the monthly rate for service. The aforesaid amount is agreed to be a fair and reasonable estimate of such damages or loss.

22.4 Contractors are advised that the performance remedy WILL be enforced without exception. The following shall constitute proof of failure to provide the level of service defined and will be cause for termination of the contract:

- a) The necessity to file a written notice of failure to perform on more than 3 occasions during the period of the contract; or
- b) The necessity to apply liquidated damages more than twice during the period of the contract.

22.5 TERMINATION

In addition to any other right to terminate set out in the General Conditions forming part of the contract, the Minister shall have the right to terminate this agreement on giving 30 days notice to the contractor, such notice to be sufficient if given by registered mail.

23. ENERGY CONSERVATION: Contractor shall limit energy consumption by turning lights out upon completion of an area

24. EMERGENCY AND FIRE ALARM SYSTEM AT 19 WING Comox: All of the Base buildings have a Fire Alarm System. In the event of an alarm being sounded, vacate the building by using the nearest safe fire exit and gather at the building fire muster area. The contractor must ensure that all employees know where the nearest fire exit is at all times and where the muster area is to report to.

25. FIRE SAFETY: All litter waste papers and sweepings shall be picked up in an approved container. All litter waste papers and sweepings so collected shall be removed from the work site and placed in the appropriate waste disposal bin.

Janitor rooms and storage closets shall be kept clean, neat and tidy at all times. Mops and dusters that have been treated with furniture polish, wax or oil shall be kept in closed metal containers to prevent spontaneous combustion. All mops shall be stored in a suspended position to allow free circulation of air around the mop heads.

Hot plates must not be used on base, electric appliances must not be used in rooms in which cleaning material or equipment is kept.

Care shall be taken when collecting combustible or flammable material, i.e. contents of cigarette stands, sand pails, etc. Combustible or flammable material shall be collected in appropriate metal containers.

All buildings are designated as NO SMOKING AREAS. Smoking is prohibited in buildings and is only allowed in certain areas of the base. No smoking signs are to be strictly adhered to.

Damages caused because of lack of due care and observation of fire safety measures by Contractor's Employees, will be "made good" by the Contractor or assessed against the Contractor and deducted from monies owed by the Crown.

25.1 Employees must be familiar with the locations of exit routes, fire alarm pull stations, fire extinguishers and the nearest muster station to their work area. Staff members should establish, for themselves, a primary and alternate route leading to ground levels, and also assist others who may not be familiar with the site.

26. FIRE PROCEDURES:

- a) If a fire is discovered, activate alarm by pulling fire alarm box.
- b) When the fire alarm sounds, close doors and windows behind you and evacuate the building immediately.
- c) Leave by the nearest safe exit and proceed to your designated muster station. Report your presence to the fire warden.
- d) Remain at the muster station until all alarms are silenced and you are instructed to return to work. Muster stations are located as per the building Fire Plan.

27. FIRE PREVENTION GUIDELINES: Within your work area you should;

- a) Know the locations of alarms, exits, and extinguishers.
- b) Have identified two exit routes.
- c) Be prepared to assist in an emergency by co-operating with others, and ensuring that visitors and others know how to protect themselves.
- d) Report blocked exits, inoperative fire doors, missing extinguishers, dangerous or defective equipment to the Wing Safety Officer or Chief Fire Warden.
- e) If you smell smoke or gas, pull the closest alarm and proceed to nearest exit.

28. STAFFING LEVELS

It is the contractor's responsibility to employ sufficient number of employees to ensure that all of the buildings listed are cleaned to the level specified.

29. CLEANING PRACTICES: It is the purpose of this section to identify the different methods and levels of cleaning practices and to make known the expected standard of quality.

30. DEFINITION OF TERMS

30.1 The definition of terms and quality standards described in this document for janitorial services core tasks and optional tasks must be strictly adhered to. All inspections made by the client will be rated according to these quality standards.

30.2 Routine Cleaning means cleaning operations which are specified to be performed monthly or more frequently such as weekly or daily.

30.3 Scheduled Operations means cleaning operations which are specified to be performed less frequently than monthly such as every two months, three times a year, quarterly, semi-annually or annually.

30.4 Project Cleaning means cleaning operations which are specified to be performed only when ordered by the client.

30.5 Flight of Stairs includes steps and risers situated between two floor levels including landing(s).

30.6 Materials include, but are not limited to, toilet tissue, paper hand towels, hand soap, deodorant blocks, hand sanitizer, plastic bags and sani-bags, as required for the performance of the work, in addition to the supplies necessary for the physical cleaning of the building(s)

30.7 Trash includes the contents of ashtrays, waste receptacles, sand urns and sani-cans. Also paper clips, paper, mop strings, pins, staples and discarded items on the floor or furniture.

30.8 High Traffic Areas includes entrance lobbies, elevator lobbies, corridors and traffic aisles in open office space.

31. QUALITY STANDARDS: The Supplier must meet the following standards: Please make sure this list is matching your actual requirements and is duplicated in the other appropriate sections.

- a) Cleaning: General
 - i. All surfaces and objects specified in the contract must be free of dust, stains, spills, debris and soil immediately after cleaning operation.
 - ii. Machinery and equipment must not block a passageway, or present a trip hazard.
 - iii. Caution signs must be placed adjacent to the affected area on all approaches.
 - iv. Furnishings moved by cleaners must be relocated to their original location.
- b) Spot Cleaning
 - i. All affected areas must be clear of stains, streaks and soil.
 - ii. All over-spray from spray applicators must be wiped clean from all surfaces.
- c) Sweeping
 - i. All floor areas including open areas and flooring around furniture legs and into corners be free of dirt and litter.
- d) Cleaning with a Hose
 - i. All areas must be clean of dirt, mud and debris with no water ponding as a result of the cleaning with a hose.
 - ii. Equipment is removed and stored immediately after use.
- e) Dust Mopping
 - i. All floor areas including open areas and flooring around furniture legs and into corners must be free of debris and dust film.
- f) Damp Mopping
 - i. Floor areas including open areas and flooring around furniture legs and into corners must be clean and free of surface stains, soil, mop streaks, loose mop strands and water spotting.
 - ii. The supplier must sweep or dry mop the area immediately before damp mopping.
 - iii. The supplier must start damp mopping with clean water and mop.
 - iv. Walls, baseboards and other surfaces must be free of splash marks.
- g) Wash Floors
 - i. All standards outlined in "Damp Mopping" apply.
 - ii. In addition, surfaces must be rinsed free of cleaning solution after floors are washed.
 - iii. All areas must be free of dirt, stains, splashing, cleaning chemical and water accumulations as well as scuff marks.
- h) Machine Scrubbing
 - i. All areas must be free of dirt, stains, scuff marks, splashing, cleaning chemical and water accumulations.
 - ii. Corners and other areas not accessible to a mechanical floor scrubber must be scrubbed manually.
- j) Spray Buffing
 - i. Following spray buffing, all areas must present an overall appearance of cleanliness, have a bright shine through out and be free of debris and dust.
 - ii. Spills, scuffs and stains must be removed prior to spray buffing.

-
- k) Scrub and Refinish
- i. Supplier must apply all performance standards as with "Machine Scrubbing".
 - ii. In addition, supplier must apply one coat of finish compatible with existing finish.
 - iii. As a result of the "Scrub and Refinish", all areas must present an overall appearance of cleanliness free of scuffs and stains, have a bright shine and be free of debris and dust once the "Scrub and Refinish" is complete.
- l) Strip and Refinish
- i. Supplier must apply all performance standards as with "Scrub and Refinish".
 - ii. All old finish must be removed and all residual stripper chemical cleaned away.
 - iii. New finish must be applied to all portions of the floors.
 - iv. Refinish must include 2 coats of finishing material (wax, etc.).
 - v. All areas must be clean and clear of all stains, blemishes and dirt, and have a consistent shine free of scrapes and marks once the "Strip and Refinish" is complete.
- m) Vacuuming
- i. All carpet surfaces must have an overall appearance of cleanliness and must be free of visible dust, dirt and grit.
 - ii. A power head must be used. Vacuums must be 2 motor design (1 for suction, 1 for power head).
- n). Stain Removal
- i. All carpets and walk-away mats must have no visible stains or discoloration after stain removal operation.
 - ii. Where stain removal involves wetting of a hard surface floor, caution signs must be in place around affected work area.
- o) Damp Wiping
- i. Surfaces must be free of dust, stains, streaks and water spotting following damp wiping.
 - ii. Wiping cloths must be rinsed frequently and free of stains and odors.
 - iii. Feather dusters are not acceptable.
- p) Glass and Mirror Cleaning
- i. All glass must be clean on both sides and free of streaks and finger marks.
 - ii. Adjacent areas including frames, casing and ledges must be free of water spotting, splash marks and streaks.
- q) High dusting
- i. All surfaces must be free of dust.
 - ii. High dusting must be effected using either damp rag wiping or vacuuming. The method will be specified by the client.
 - iii. Dust must be contained and prevented from floating freely in the air during operation.
- r) Clean and Disinfect
- i. Client-approved, commercial disinfectant cleaner must be used.
 - ii. Manufacturer's instructions must be followed for best results.
 - iii. All surfaces cleaned and disinfected must be rinsed clean of residual disinfectant.

32. EMERGENCY CLEANING: Extra cleaning shall only be authorized by the Site Authority. Any changes to the scope of work must be authorized by PWGSC.

Annex "A1"	EVALUATION CRITERIA
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1. EVALUATION PROCEDURES

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

MANDATORY EVALUATION CRITERIA

The Bid must be compliant with the requirements and specifications outlined herein including,

- MANDATORY EVALUATION CRITERIA
- MANDATORY GREEN PRODUCTS EVALUATION CRITERIA
- RATED EVALUATION CRITERIA

**FAILURE TO DO SO MAY RESULT IN YOUR BID BEING DEEMED NON-RESPONSIVE
AND NO FURTHER EVALUATION WILL OCCUR**

MANDATORY EVALUATION CRITERIA	MET
PREVIOUS EXPERIENCE: Supplier possesses 2 consecutive years of janitorial services experience within the last 5 years on contracts of similar size and scope to the requirement identified in the solicitation. Similar in size and scope is defined as : <ul style="list-style-type: none"> - A space that is a minimum of 50% of the size (m2) and - A space of similar use or type (e.g. office space, lab space) 	YES no <small>See table below</small>
REFERENCES: The contractor must provide written references from the two/2 customers (including for the previous experience) that clearly state the contractor has a good track record in providing janitorial services of a similar scope. For each reference, list the name of the customer and key contact information. References will be verified.	YES no
ALL employees working on site must have received training in the procedures for dealing with animal waste; procedures outlined in WorkSafe BC Publication – A Hantavirus Exposure Control Program for Employers and Workers must be followed. http://www.worksafebc.com/publications/health_and_safety/by_topic/assets/pdf/hantavirus.pdf	YES no
All employees working on site must have training in WHMIS.	YES no
A minimum of 80% of the total products supplied by the Contractor must be in accordance with the specifications of the Product Standards Certification, described in the above section. See Mandatory Green Products Evaluation.	YES no
SECURITY - CLEARANCES By contract start date, all resources must have the required security clearances (DOS or FCS) to access the site.	YES no

The following tables are provided for your convenience. However, should you require additional space you may also submit the information in other formats containing the same information.

Company> Previous Experience: **Supplier possesses 2 consecutive years of janitorial services experience within the last 5 years on contracts of similar size and scope to the requirement identified in the solicitation** and provide the following information for each.

CONTRACT:	
Brief description of work	
Location (address)	
Location size cleaned (min 50% of 246 m2 = 123 m2)	
Location type (e.g. office space, lab space, etc)	
Time Frame (from/to) minimum 2 consecutive years	
\$ Value / month	
Number of FT/PT personnel	
Current point of contact (customer name and phone #)	

MANDATORY GREEN PRODUCTS EVALUATION CRITERIA

1. BACKGROUND: For purposes of this RFP, the minimum standards established for the performance of these products must be in accordance with The Environmental ChoiceM Program (ECP), Environment Canada's EcoLogo program, or the Green Seal as used in the United States of America, or other internationally recognized certification.

Green Seal Standard for Industrial and Institutional Cleaners (GS-37), www.greenseal.org/standards/gs37.pdf, and the Green Seal Standard for Industrial and Institutional Floor-Care Products (GS40), www.greenseal.org/standards/gs40.pdf, wherever possible. A list of certified cleaners meeting these standards is available at www.greenseal.org/certproducts.htm#cleaners.

Canada's Environmental Choice Program certifies products based on strict environmental standards, as per the PRC-097 standard (see below) . A list of janitorial cleaners qualified under these standards can be found at the following website: <http://www.environmentalchoice.com>:

Under PRC-097, certified cleaners must:

- Meet or exceed government and industry safety and performance standards;
- Meet the requirements of all applicable government acts, bylaws and regulations including the Fisheries Act and the Canadian Environmental Protection Act;
- Clean common hard surfaces effectively;
- Not require poison labeling under the Hazardous Products Act;
- Be accompanied by detailed instructions for proper use to maximize product performance and minimize waste;
- Be labeled for use with tepid water when diluted;
- Not be formulated with phosphates, NTA, EDTA, APEOs, organic ingredients which are bioaccumulating or potentially bioaccumulating;
- Not contain chemicals which are proven or probable carcinogens;
- Not contain halogenated organic solvents or butoxy-ethanol;
- Not use ethylene oxide in the manufacture of the whole formula or any component of it;
- Not contain volatile organic compounds (VOCs) exceeding 0.05% by weight;
- Be readily biodegradable under both aerobic and anaerobic conditions;
- Be nontoxic to aquatic life by whole formulation short-term sensitive toxicity tests;
- Have a calculated oral rat toxicity of LD50 > 5000 mg/kg by whole formulation test;

- Demonstrate minimum potential for introduction of endocrine disrupting by-products into the receiving environment, through complete absence of detectable recalcitrant metabolites formed during biodegradation tests;
- Demonstrate low potential for skin irritancy; and
- Be listed with a recognized environmental health organization as a product not harmful to people suffering from environmental illness, including, inter alia, the Envirodesic™ Certification Program, the Canadian Lung Association, the Asthma Society of Canada, and the Environmental Illness Society of Canada.

2. CONTRACTOR SUPPLIED - CLEANING PRODUCTS MATRIX INSTRUCTIONS

A minimum of 80% of the total products supplied by the Contractor must be in accordance with the specifications of the Product Standards Certification, described in the above section. Bidders must complete the matrix and list all the chemicals and cleaning products that will be used in the performance of the contract.

Bidders must be able to provide products that meet Canada's Environmental Choice Program , or Green Seal's standards for Industrial and Institutional Cleaners (GS-37) or Industrial and Institutional Floor-Care Products (GS-40), or recognized International equivalent. Examples of these categories include, but are not limited to the following:

- General Purpose Cleaners
- Glass Cleaners
- Carpet Shampoos
- Floor Care: Finishes and Strippers
- Bathroom Cleaners
- Cleaners/Degreasers
- Floor Cleaners

2.1 Bidders must identify all janitorial products intended to be used in providing janitorial services to the Base, by: product name, manufacturer name, part # and purpose/use. Bidders must state if the product meets or does not meet Canadian Environmental Certification requirements. Note: the USA Green Seal is also acceptable.

	<i>ITEM Description Incl. Mfr Name</i>	<i>MSDS Incl.</i>		<i>Enviro Choice CAN</i>		<i>Green Seal (Optional) USA</i>	
<i>Col. A</i>	<i>Column B.</i>	<i>Col. C</i> <i>Col. D</i>		<i>Col. E</i> <i>Col. F</i>		<i>Col. G</i> <i>Col. H</i>	
#	EXAMPLE						
1	DUSTBANE, ORBIT part # 69280 PURPOSE: Floor finish	Yes		Yes			
	<i>ITEM Description Incl. Mfr Name</i>	<i>MSDS Incl.</i>		<i>Enviro Choice CAN</i>		<i>Green Seal (Optional) USA</i>	
		YES	NO	YES	NO	YES	NO
<i>Col. A</i>	<i>Column B.</i>	<i>Col. C</i>	<i>Col. D</i>	<i>Col. E</i>	<i>Col. F</i>	<i>Col. G</i>	<i>Col. H</i>
1							
2							
3							
4							
5							
6							
7							
8							
9							
10							
<i>If more lines/information is being provided please attach a separate sheet in the same format.</i>							

Solicitation No. - N° de l'invitation

W0133-12N003/A

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur

vic220

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

File No. - N° du dossier

CCC No./N° CCC - FMS No/ N° VME

W0133-12N003

VIC-2-35061

CALCULATIONS	
Step 1 From Column C or E or G add the Total number of environmentally approved products supplied by the contractor: =	
Step 2 From Column B, add the Total number of all cleaning products supplied by the contractor =	
Step 3 % of Environmentally approved products Step 1 ÷ Step 2 = _____% *	
* MUST BE EQUAL TO OR GREATER THAN 80% OVERALL OR YOUR BID WILL BE DEEMED NON-RESPONSIVE AND NO FURTHER EVALUATION WILL OCCUR	

RATED EVALUATION CRITERIA

UNLESS OTHERWISE STATED ALL INFORMATION REQUESTED AND REQUIRED TO EVALUATE THE BID MUST BE INCLUDED IN YOUR BID RESPONSE. FAILURE TO DO SO MAY RESULT IN YOUR BID BEING CONSIDERED NON-RESPONSIVE AND NO FURTHER EVALUATION WILL OCCUR.

RATED EVALUATION CRITERIA	MAX PTS
<p>OVERALL ORGANIZATION: Provide a staffed company organization chart (up to 2 pts) for this specific requirement that meets the Statement of Work.</p> <p>This should identify the roles and responsibilities of:</p> <ol style="list-style-type: none"> 01. On-site Working Supervisor (up to 6 pts) 02. Individual employee positions (up to 4 pts) 03. Overall Contract Manager (up to 3 pts) 	15
<p>EDUCATION/TRAINING/CERTIFICATIONS > On-site Working Supervisor ONLY Information must include all related education/training/certifications obtained.</p> <p>Specifically:</p> <ol style="list-style-type: none"> 01. Janitorial Services Certification from a recognized institution (up to 3 pts) 02. Health & Safety (up to 5 pts) 03. First-Aid (up to 2 pts) 04. other related** education/training/certification related to janitorial services. (up to 5 pts) <p><i>** Note: Points will be awarded for Contractor's in house training programs, which address each of the above items. Contractors must be able to provide copies of their in-house course program/outlines or list of training materials (i.e. books/videos) as supporting documentation to obtain these points within 48 hours upon request</i></p>	15
<p>EXPERIENCE> On-site Working Supervisor ONLY ></p> <p>Indicate number of years of their:</p> <ol style="list-style-type: none"> a) Overall Janitorial experience. (up to 02 pts per year to a maximum of 06 pts) b) On-site Janitorial Supervisory experience, (up to 03 pts per year to a max 09 pts). 	15
<p>MINIMUM EXPERIENCE/EDUCATION/TRAINING/CERTIFICATIONS > All other On-site Janitorial Staff ONLY. Information must include all related education/training/certifications obtained.</p> <p>Bidders must identify the minimum requirements that On-Site Janitorial staff have or will have prior to working on this contract</p>	10

Specifically: 05. Janitorial Experience (up to 4 pts) 06. Health & Safety/ First-Aid (up to 2 pts) 07. other related** education/training/certification related to janitorial services. (up to 4 pt) <i>** Note: Points will be awarded for Contractor's in house training programs, which address each of the above items. Contractors must be able to provide copies of their in-house course program/outlines or list of training materials (i.e. books/videos) as supporting documentation to obtain these points within 48 hours upon request</i>	
MAXIMUM POINTS AVAILABLE	55
OVERALL POINTS REQUIRED TO PASS @ 70%*	38.5*
* MUST BE EQUAL TO OR GREATER THAN 70% OVERALL OR YOUR BID WILL BE DEEMED NON-RESPONSIVE AND NO FURTHER EVALUATION WILL OCCUR	

Annex A1	BEST VALUE SELECTION
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BEST VALUE SELECTION RANKING : For the purpose of ranking all compliant bids, the following ratio will factor into the technical/managerial (rated criteria) evaluation and the price component to establish a total percentage score:

TECHNICAL/MANAGEMENT - 70% + PRICE - 30%

01. Contractor selection will be based on the assessed "Best Value" to the Crown as determined by the highest overall total score as calculated by a ratio of 70% for the Technical/Management portion and 30% for the Price Component portion. Neither the qualifying bidder which scores the highest volume of rated points, nor the one which contains the lowest aggregate cost, will necessarily be awarded a Contract.

02. CRITERIA EVALUATION: All proposals received will be evaluated for their content according to the Mandatory and Rated Criteria herein.

MANDATORY: In order to be considered compliant, **the bid must meet all MANDATORY requirements herein including 80% for Green Products** . Bids not meeting all of the mandatory requirements will be given no further consideration.

RATED: Once the mandatory requirements have all been met, the Bidder **must score at least 70% of the maximum points available overall subject to point rating**. Bids which fail to achieve these scores will be considered technically unacceptable and will be given no further consideration.

03. PRICE COMPONENT EVALUATION: The lowest priced "technically acceptable" bid will score the maximum 30% allocated in the Contractor Ranking section in Annex "B" Basis of Payment. Each subsequent proposal will be pro-rated accordingly. The evaluation total for the price component will be by overall lowest aggregate total in accordance with Annex "B" herein. The lowest aggregate price will be calculated with the extended totals for each item for each year.

04. The bid which scores the highest combined point score for both merit and cost, will be recommended for a Contract. After the bid closing date, no amendment to offers will be accepted unless it is to clarify a particular point.

Example for Calculation of Technical and Price

Company	Price per Zone	Technical Points Achieved (must have achieved 70%)
A.	\$80,000.00	90

Solicitation No. - N° de l'invitation

W0133-12N003/A

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VIC-2-35061

CCC No./N° CCC - FMS No/ N° VME

B.	\$70,000.00	86
C.	\$65,000.00	75

Formula for calculating points:

	Price	Technical	Overall Score
A.	\$65K x 30% = 24.3 \$80K	90 points x 70% = 63	87.3
B.	\$65K x 30% = 27.9 \$70K	86 points x 70% = 60.2	88.1
C.	\$65K x 30% = 30.0 \$65K	75 points x 70% = 52.5	82.5

In this instance, Company B has achieved the highest score overall.

ANNEX B – BASIS OF PAYMENT

Evaluation of Price : The price of the bid will be evaluated in Canadian dollars, the Goods and Services Tax or the Harmonized Sales Tax excluded, FOB destination, Canadian customs duties and excise taxes included.

OPTION INCREASES: At the time of the exercise of each option, the rates in the Basis of Payment (Annex B) will be increased or decreased by multiplying the rates by the percentage change in "The Consumer Price Index, major components, selected sub-groups and special aggregates, provinces, Whitehorse and Yellowknife, not seasonally adjusted" ("CPI") for the appropriate province for the 12 month period ending two months before the expiration date of the current period of the contract ("period"). The CPI which shall be used is published in Statistics Canada Catalogue no. 62-001-X, tables 9-1 to 9-12, for the appropriate province all-items CPI of the period as described above.

Consumer Price Index for Canada is published by Statistics Canada and is available at:

* <http://www5.statcan.gc.ca/bsolc/olc-cel/olc-cel?catno=62-001-X&chprog=1&lang=eng> ; or

* <http://www.statcan.gc.ca/subjects-sujets/cpi-ipc/cpi-ipc-eng.htm> ; or

* <http://cansim2.statcan.ca> ,Table 326-0020."

	Estimated/ Total	YR 01	YR 02 option	YR 03 option	12 MO	EXTENSION A x (b+c+d) x e = f
	A	B	C	D	E	F
FIRM B110 – cleaning	247 m ² /mo	\$ m ² /mo	\$ m ² /mo	\$ m ² /mo	12 MO	\$
FIRM Play grounds (3 current)	3 ea	\$ /mo	\$ /mo	\$ /mo	12 MO	\$
FIRM MISC. MATERIAL*	\$250.00/mo	+ %	+ %	+ %	12 MO	\$
AS AND WHEN REQUESTED/TASKED						
OPTIONAL Play grounds (2 potential) when and if identified	2 ea	\$ /hr	\$ /hr	\$ /hr	12 MO	\$
GENERAL CLEANER ** regular Mon-Fri 0800-1600 (\$/hr)	10 hrs/mo	\$ /hr	\$ /hr	\$ /hr		
GENERAL CLEANER** for hours outside Mon-Fri 0800-1600 (\$/hr) (stats/emergency/weekends)	05 hrs /mo	\$ /hr	\$ /hr	\$ /hr	12 MO	\$
BIOHAZARD CLEANER *** regular Mon-Fri 0800-1600 (\$/hr)	05 hrs/mo	\$ /hr	\$ /hr	\$ /hr	12 MO	\$
BIOHAZARD CLEANER *** for hours outside Mon-Fri 0800-1600 (\$/hr) (stats/emergency/weekends)	01 hrs/mo	\$ /hr	\$ /hr	\$ /hr	12 MO	\$
Scrub & refinish floor regular Mon-Fri 0800-1600 (\$/M2)	60 M2 /mo	\$ m ²	\$ m ²	\$ m ²	12 MO	\$
Scrub & refinish floor for hours outside Mon-Fri 0800-1600 (stats/emergency/weekends) (\$/M2)	50 M2 /mo	\$ m ²	\$ m ²	\$ m ²	12 MO	\$
Strip & finish floor regular Mon-Fri 0800-1600 (\$/M2)	60 M2 /mo	\$ m ²	\$ m ²	\$ m ²	12 MO	\$
Strip & finish floor for hours outside Mon-Fri 0800-1600 (stats/emergency/weekends) (\$/M2)	50 M2 /mo	\$ m ²	\$ m ²	\$ m ²	12 MO	\$
Machine scrub floor regular Mon-Fri 0800-1600 (\$/M2)	60 M2 /mo	\$ m ²	\$ m ²	\$ m ²	12 MO	\$
Machine scrub floor for hours outside Mon-Fri 0800-1600 (stats/emergency/weekends) (\$/M2)	50 M2 /mo	\$ m ²	\$ m ²	\$ m ²	12 MO	\$
Carpet Steam clean & extraction regular M-F 0800-1600 (\$/M2)	60 M2 /mo	\$ m ²	\$ m ²	\$ m ²	12 MO	\$
Carpet Steam clean & extraction for hours outside Mon-Fri 0800-1600 (stats/emergency/weekends) (\$/M2)	50 M2 /mo	\$ m ²	\$ m ²	\$ m ²	12 MO	\$
EVALUATION TOTAL						

* MISC. MATERIAL: (except free issue) shall be charged at the laid down invoice prices (copies of invoices must be provided upon request) plus a mark-up of _____%

Materials may include, but are not limited to, toilet tissue, paper hand towels, hand soap, deodorant blocks, hand sanitizer, plastic bags and sani-bags, as required for the performance of the work

** General Cleaner: Duties as and when tasked include but are not limited to, the following:

Floor cleaning

Vacuuming Carpet and Upholstery

Dusting

Waste disposal

Other duties normally associated with janitorial services

Solicitation No. - N° de l'invitation

W0133-12N003/A

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur

vic220

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

W0133-12N003

File No. - N° du dossier

VIC-2-35061

CCC No./N° CCC - FMS No/ N° VME

***** Biohazard Cleaner: Duties as and when tasked include** the janitorial services necessary that follow the WorkSafe BC Publication – A Hantavirus Exposure Control Program for Employers and Workers.
http://www.worksafebc.com/publications/health_and_safety/by_topic/assets/pdf/hantavirus.pdf

VENDOR INFORMATION	
Company Name	
Physical Address	
Mailing Address	
Telephone Number	
Fax Number	
Company Website	
PBN	
Service Contact Name	
Telephone Number(s)	
E-mail(s)	
Back up / alternate for above:	
Telephone Number(s)	
E-mail(s)	
Accounting/ Invoicing Contact Name	
Back up / alternate for above:	
Telephone Number(s)	
E-mail(s)	

Annex "C"	Security Requirements Check List - attached
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Annex "D" DND 626 Task Authorization Form provided as Annex "D".

**TASK AUTHORIZATION
AUTORISATION DES TÂCHES**

<p>All invoices/progress claims must show the reference Contract and Task numbers. Toutes les factures doivent indiquer les numéros du contrat et de la tâche.</p>		Contract no. – N° du contrat
		Task no. – N° de la tâche
Amendment no. – N° de la modification	Increase/Decrease – Augmentation/Réduction	Previous value – Valeur précédente
To – À	<p>TO THE CONTRACTOR</p> <p>You are requested to supply the following services in accordance with the terms of the above reference contract. Only services included in the contract shall be supplied against this task.</p> <p>Please advise the undersigned if the completion date cannot be met. Invoices/progress claims shall be prepared in accordance with the instructions set out in the contract.</p> <p>À L'ENTREPRENEUR</p> <p>Vous êtes prié de fournir les services suivants en conformité des termes du contrat mentionné ci-dessus. Seuls les services mentionnés dans le contrat doivent être fournis à l'appui de cette demande.</p> <p>Prière d'aviser le signataire si la livraison ne peut se faire dans les délais prescrits. Les factures doivent être établies selon les instructions énoncées dans le contrat.</p>	
Delivery location – Expédié à		
Delivery/Completion date – Date de livraison/d'achèvement	<p>_____</p> <p>Date for the Department of National Defence pour le ministère de la Défense nationale</p>	
Contract item no. N° d'article du contrat	Services	Cost Prix
	GST/HST TPS/TVH	
	Total	
<p>APPLICABLE ONLY TO PWGSC CONTRACTS: The Contract Authority signature is required when the total value of the DND 626 exceeds the threshold specified in the contract.</p> <p>NE S'APPLIQUE QU'AUX CONTRATS DE TPSGC : La signature de l'autorité contractante est requise lorsque la valeur totale du formulaire DND 626 est supérieure au seuil précisé dans le contrat.</p>		
<p>_____</p> <p>for the Department of Public Works and Government Services pour le ministère des Travaux publics et services gouvernementaux</p>		

Instructions for completing DND 626 - Task Authorization

Contract no.

Enter the PWGSC contract number in full.

Task no.

Enter the sequential Task number.

Amendment no.

Enter the amendment number when the original Task is amended to change the scope or the value.

Increase/Decrease

Enter the increase or decrease total dollar amount including taxes.

Previous value

Enter the previous total dollar amount including taxes.

To

Name of the contractor.

Delivery location

Location where the work will be completed, if other than the contractor's location.

Delivery/Completion date

Completion date for the task.

for the Department of National Defence

Signature of the DND person who has delegated **Authority** for signing DND 626 (level of authority based on the dollar value of the task and the equivalent signing authority in the PAM 1.4). **Note:** the person signing in this block ensures that the work is within the scope of the contract, that sufficient funds remain in the contract to cover this task and that the task is affordable within the Project/Unit budget.

Services

Define the requirement briefly (attach the SOW) and identify the cost of the task using the contractor's quote on the level of effort. The Task must use the basis of payment stipulated in the contract. If there are several basis of payment then list here the one(s) that will apply to the task quote (e.g. milestone payments; per diem rates/labour category hourly rates; travel and living rates; firm price/ceiling price, etc.). All the terms and conditions of the contract apply to this Task Authorization and cannot be ignored or amended for this task. Therefore it is not necessary to restate these general contract terms and conditions on the DND 626 Task form.

Cost

The cost of the Task broken out into the individual costed items in **Services**.

GST/HST

The GST/HST cost as appropriate.

Total

The total cost of the task. The contractor may not exceed this amount without the approval of DND indicated on an amended DND 626. The amendment value may not exceed 50% (or the percentage for amendments established in the contract) of the original value of the task authorization. The total cost of a DND 626, including all amendments, may not exceed the funding limit identified in the contract.

Applicable only to PWGSC contracts

This block only applies to those Task Authorization contracts awarded by PWGSC. The contract will include a specified threshold for DND sole approval of the DND 626 and a percentage for DND to approve amendments to the original DND 626. Tasks that will exceed these thresholds must be passed to the PWGSC Contracting Authority for review and signature prior to authorizing the contractor to begin work.

Note:

Work on the task may not commence prior to the date this form is signed by the DA Authority - for tasks within the DND threshold; and by both DND and PWGSC for those tasks over the DND threshold.

Instructions pour compléter le formulaire DND 626 - Autorisation des tâches

N° du contrat

Inscrivez le numéro du contrat de TPSGC en entier.

N° de la tâche

Inscrivez le numéro de tâche séquentiel.

N° de la modification

Inscrivez le numéro de modification lorsque la tâche originale est modifiée pour en changer la portée.

Augmentation/Réduction

Inscrivez le montant total de l'augmentation ou de la diminution, y compris les taxes.

Valeur précédente

Inscrivez le montant total précédent, y compris les taxes.

À

Nom de l'entrepreneur.

Expédié à

Endroit où le travail sera effectué, si celui-ci diffère du lieu d'affaires de l'entrepreneur.

Date de livraison/d'achèvement

Date d'achèvement de la tâche.

pour le ministère de la Défense nationale

Signature du représentant du MDN auquel on a délégué le **pouvoir d'approbation** en ce qui a trait à la signature du formulaire DND 626 (niveau d'autorité basé sur la valeur de la tâche et le signataire autorisé équivalent mentionné dans le MAA 1.4). **Nota :** la personne qui signe cette attache de signature confirme que les travaux respectent la portée du contrat, que suffisamment de fonds sont prévus au contrat pour couvrir cette tâche et que le budget alloué à l'unité ou pour le projet le permet.

Services

Définissez brièvement le besoin (joignez l'ET) et établissez le coût de la tâche à l'aide de la soumission de l'entrepreneur selon le niveau de difficulté de celle-ci. Les modalités de paiement stipulées dans le contrat s'appliquent à la tâche. Si plusieurs d'entre elles sont prévues, énumérez ici celle/celles qui s'appliquera/ont à la soumission pour la tâche à accomplir (p.ex. acompte fondé sur les étapes franchies; taux quotidien ou taux horaire établi selon la catégorie de main-d'œuvre; frais de déplacement et de séjour; prix fixe ou prix plafond; etc.). Toutes les modalités du contrat s'appliquent à cette autorisation de tâche et ne peuvent être négligées ou modifiées quant à la tâche en question. Il n'est donc pas nécessaire de répéter ces modalités générales afférentes au contrat sur le formulaire DND 626.

Prix

Mentionnez le coût de la tâche en le répartissant selon les frais afférents à chaque item mentionné dans la rubrique **Services**.

TPS/TVH

Mentionnez le montant de la TPS/TVH, s'il y a lieu.

Total

Mentionnez le coût total de la tâche. L'entrepreneur ne peut dépasser ce montant sans l'approbation du MDN, formulaire DND 626 modifié à l'appui. Le coût de la modification ne peut pas être supérieur à 50 p. 100 du montant initial prévu dans l'autorisation de tâche (ou au pourcentage prévu dans le contrat pour les modifications). Le coût total spécifié dans le formulaire DND 626, y compris toutes les modifications, ne peut dépasser le plafond de financement mentionné dans le contrat.

Ne s'applique qu'aux contrats de TPSGC

Le présent paragraphe s'applique uniquement aux autorisations de tâche accordées par TPSGC. On inscrira dans le formulaire DND 626 un plafond précis qui ne pourra être approuvé que par le MDN et un pourcentage selon lequel le MDN pourra approuver des modifications au formulaire DND 626 original. Les tâches dont le coût dépasse ces plafonds doivent être soumises à l'autorité contractante de TPSGC pour examen et signature avant qu'on autorise l'entrepreneur à débiter les travaux.

Nota :

Les travaux ne peuvent commencer avant la date de signature de ce formulaire par le responsable du MDN, pour les tâches dont le coût est inférieur au plafond établi par le MDN, et par le MDN et TPSGC pour les tâches dont le coût dépasse le plafond établi par le MDN.



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Contract Number / Numéro du contrat

W0133-12-N003

Security Classification / Classification de sécurité

SECURITY REQUIREMENTS CHECK LIST (SRCL)

LISTE DE VÉRIFICATION DES EXIGENCES RELATIVES À LA SÉCURITÉ

PART A - CONTRACT INFORMATION / PARTIE A - INFORMATION CONTRACTUELLE		
1. Originating Government Department or Organization / Ministère ou organisme gouvernemental d'origine	DND	2. Branch or Directorate / Direction générale ou 19 Wing CE
3. a) Subcontract Number / Numéro du contrat de sous-traitance		3. b) Name and Address of Subcontractor / Nom et adresse du sous-traitant
4. Brief Description of Work / Brève description du travail SOA to provide janitorial services to 19 Wing CFB Comox, Seal Bay Armoury and HMCS Quadra.		
5. a) Will the supplier require access to Controlled Goods? Le fournisseur aura-t-il accès à des marchandises contrôlées?		<input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui
5. b) Will the supplier require access to unclassified military technical data subject to the provisions of the Technical Data Control Regulations? Le fournisseur aura-t-il accès à des données techniques militaires non classifiées qui sont assujetties aux dispositions du règlement sur le contrôle des données techniques?		<input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui
6. Indicate the type of access required / Indiquer le type d'accès requis?		
6. a) Will the supplier and its employees require access to Protected and/or Classified information or assets? Le fournisseur ainsi que les employés auront-ils accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS? (Specify the level of access using the chart in Question 7.c) (Préciser le niveau d'accès en utilisant le tableau qui se trouve à la question 7.c)		<input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui
6. b) Will the supplier and its employees (e.g. cleaners, maintenance personnel) require access to restricted access areas? No access to PROTECTED and/or CLASSIFIED information or assets is permitted. Le fournisseur et ses employés (p.ex. nettoyeurs, personnel d'entretien) auront-ils accès à des zones d'accès restreintes? L'accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS n'est pas autorisé.		<input type="checkbox"/> No / Non <input checked="" type="checkbox"/> Yes / Oui
6. c) Is this a commercial courier or delivery requirement with no overnight storage? S'agit-il d'un contrat de messagerie ou de livraison commerciale sans entreposage de nuit?		<input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui
7. a) Indicate the type of information that the supplier will be required to access / Indiquer le type d'information auquel le fournisseur devra avoir accès.		
Canada <input type="checkbox"/>	NATO / OTAN <input type="checkbox"/>	Foreign / Étranger <input type="checkbox"/>
7. b) Release restrictions / Restrictions relatives à la diffusion		
No release restrictions / Aucune restriction relative à la diffusion <input type="checkbox"/> Not releasable / À ne pas diffuser <input type="checkbox"/> Restricted to: / Limite à: <input type="checkbox"/> Specify country(ies): / Préciser le(s) pays:	All NATO countries / Tous les pays de l'OTAN <input type="checkbox"/> Restricted to: / Limite à: <input type="checkbox"/> Specify country(ies): / Préciser le(s) pays:	No release restrictions / Aucune restriction relative à la diffusion <input type="checkbox"/> Restricted to: / Limite à: <input type="checkbox"/> Specify country(ies): / Préciser le(s) pays:
7. c) Level of information / Niveau d'information		
PROTECTED A / PROTÉGÉ A <input type="checkbox"/>	NATO UNCLASSIFIED / OTAN NON CLASSIFIÉ <input type="checkbox"/>	PROTECTED A / PROTÉGÉ A <input type="checkbox"/>
PROTECTED B / PROTÉGÉ B <input type="checkbox"/>	NATO RESTRICTED / NATO DIFFUSION RESTREINTE <input type="checkbox"/>	PROTECTED B / PROTÉGÉ B <input type="checkbox"/>
PROTECTED C / PROTÉGÉ C <input type="checkbox"/>	NATO CONFIDENTIAL / NATO CONFIDENTIEL <input type="checkbox"/>	PROTECTED C / PROTÉGÉ C <input type="checkbox"/>
CONFIDENTIAL / CONFIDENTIEL <input type="checkbox"/>	NATO SECRET / NATO SECRET <input type="checkbox"/>	CONFIDENTIAL / CONFIDENTIEL <input type="checkbox"/>
SECRET / SECRET <input type="checkbox"/>	COSMIC TOP SECRET / COSMIC TRÈS SECRET <input type="checkbox"/>	SECRET / SECRET <input type="checkbox"/>
TOP SECRET / TRÈS SECRET <input type="checkbox"/>		TOP SECRET / TRÈS SECRET <input type="checkbox"/>
TOP SECRET (SIGINT) / TRÈS SECRET (SIGINT) <input type="checkbox"/>		TOP SECRET (SIGINT) / TRÈS SECRET (SIGINT) <input type="checkbox"/>

TBS/SCT 350-103(2004/12)

Security Classification / Classification de sécurité

Canada



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Gouvernement
du Canada

Contract Number / Numéro du contrat

W0133-12-N003

Security Classification / Classification de sécurité

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

8. Will the supplier require access to PROTECTED and/or CLASSIFIED COMSEC information or assets?
Le fournisseur aura-t-il accès à des renseignements ou à des biens COMSEC désignés PROTÉGÉS et/ou CLASSIFIÉS? No / Non Yes / Oui
If Yes, indicate the level of sensitivity:
Dans l'affirmative, indiquer le niveau de sensibilité:

9. Will the supplier require access to extremely sensitive INFOSEC information or assets?
Le fournisseur aura-t-il accès à des renseignements ou à des biens INFOSEC de nature extrêmement délicate? No / 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 FIABILITÉ | <input type="checkbox"/> CONFIDENTIAL
CONFIDENTIEL | <input type="checkbox"/> SECRET
SECRET | <input type="checkbox"/> TOP SECRET
TRÈS SECRET |
| <input type="checkbox"/> TOP SECRET (SIGINT)
TRÈS SECRET (SIGINT) | <input type="checkbox"/> NATO
CONFIDENTIAL | <input type="checkbox"/> NATO SECRET
NATO SECRET | <input type="checkbox"/> COSMIC TOP SECRET
COSMIC TRÈS SECRET |
| <input type="checkbox"/> SITE ACCESS
ACCÈS AUX
EMPLACEMENTS | <input type="checkbox"/> NATO
CONFIDENTIEL | | |

Special comments :
Commentaires spéciaux :

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

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

PART B – PERSONNEL (SUPPLIER) / PARTIE B – PERSONNEL (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 No / Non Yes / Oui

INFORMATION TECHNOLOGY (IT) MEDIA / SUPPORT RELATIF A 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



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 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 response 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 DIPLOMIE RESTREINTE	NATO CONFIDENTIAL / NATO CONFIDENTIEL	NATO SECRET	COSMIC TOP SECRET / COSMIC TRÈS SECRET	PROTECTED / PROTÉGÉ			CONFIDENTIAL	SECRET	TOP SECRET / TRÈS SECRET		
											A	B	C					
Information / Assets / Renseignements / Biens	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Production	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
IT Media / Support TI	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
IT Link / Lien électronique	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

12. a) Is the description of the work contained within this SRCL PROTECTED and/or CLASSIFIED?
 La description de travail visé par la présente LVERS est-elle de nature PROTÉGÉ 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 PROTÉGÉ 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 W0133-12-N003
Security Classification / Classification de sécurité

PART D - AUTHORIZATION / PARTIE D - AUTORISATION			
13. Organization Project Authority / Chargé de projet de l'organisme Name (print) - Nom (en lettres moulées) Major T.K. Pink		Title - Titre WCEO	Signature <i>Travis Pink</i>
Telephone No. - No de téléphone (250) 339-8211 ext 8543	Facsimile No. - No de télécopieur 250-339-8182	E-mail address - Adresse courriel travis.pink@forces.gc.ca	Date
14. Organization Security Authority / Responsable de la sécurité de l'organisme Name (print) - Nom (en lettres moulées) Dawn Murray - CFMP GP HQ - Industrial Security SRCL Team Lead Tel: 613-949-1036 / Fax: 613-949-1065		Title - Titre	Signature <i>Dawn Murray</i>
Telephone No. - No de téléphone	Facsimile No. - No de télécopieur	E-mail address - Adresse courriel	Date 14 May 2012
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?			<input checked="" type="checkbox"/> No <input type="checkbox"/> Yes
16. Procurement Officer / Agent d'approvisionnement Name (print) - Nom (en lettres moulées)		Title - Titre	Signature
Telephone No. - No de téléphone	Facsimile No. - No de télécopieur	E-mail address - Adresse courriel	Date
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. - No de téléphone	Facsimile No. - No de télécopieur	E-mail address - Adresse courriel	Date 13-JUNE-2012

Jacques Saumur
 Contract Security Officer, Contract Security Division
 Jacques.Saumur@tpsgc-pwgsc.gc.ca
 Tel/Tél - 613-948-1732 / Fax/Télec - 613-954-4171