

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

## **REQUEST FOR PROPOSAL DEMANDE DE PROPOSITION**

### **Proposal To: Public Works and Government Services Canada**

We hereby offer to sell to Her Majesty the Queen in right of Canada, in accordance with the terms and conditions set out herein, referred to herein or attached hereto, the goods, services, and construction listed herein and on any attached sheets at the price(s) set out therefor.

### **Proposition aux: Travaux Publics et Services Gouvernementaux Canada**

Nous offrons par la présente de vendre à Sa Majesté la Reine du chef du Canada, aux conditions énoncées ou incluses par référence dans la présente et aux annexes ci-jointes, les biens, services et construction énumérés ici sur toute feuille ci-annexée, au(x) prix indiqué(s).

### **Comments - Commentaires**

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### **THIS DOCUMENT CONTAINS A SECURITY REQUIREMENT**

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<b>Title - Sujet</b> Janitorial Services - Hugh Cairns	
<b>Solicitation No. - N° de l'invitation</b> W2585-121213/A	<b>Date</b> 2012-11-30
<b>Client Reference No. - N° de référence du client</b> W2585-121213	
<b>GETS Reference No. - N° de référence de SEAG</b> PW-\$STN-191-4573	
<b>File No. - N° de dossier</b> STN-2-35066 (191)	<b>CCC No./N° CCC - FMS No./N° VME</b>
<b>Solicitation Closes - L'invitation prend fin at - à 02:00 PM on - le 2013-01-18</b>	<b>Time Zone Fuseau horaire</b> Central Standard Time CST
<b>F.O.B. - F.A.B.</b> <b>Plant-Usine:</b> <input type="checkbox"/> <b>Destination:</b> <input checked="" type="checkbox"/> <b>Other-Autre:</b> <input type="checkbox"/>	
<b>Address Enquiries to: - Adresser toutes questions à:</b> Gerstmar, Denise	<b>Buyer Id - Id de l'acheteur</b> stn191
<b>Telephone No. - N° de téléphone</b> (306) 975-8912 ( )	<b>FAX No. - N° de FAX</b> (306) 975-5397
<b>Destination - of Goods, Services, and Construction:</b> <b>Destination - des biens, services et construction:</b> Department of National Defence Hugh Cairns Armoury 930 Idylwyld Drive North Saskatoon SK S7L 0Z6	

**Instructions: See Herein**

**Instructions: Voir aux présentes**

### **Vendor/Firm Name and Address**

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

### **Issuing Office - Bureau de distribution**

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

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

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## PART 1 - GENERAL INFORMATION

### 1. Security Requirement

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

### 2. Statement of Work

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

### 3. Debriefings

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

## PART 2 - BIDDER INSTRUCTIONS

### 1. Standard Instructions, Clauses and Conditions

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

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

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

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

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

Delete: sixty (60) days

Insert: one hundred and twenty (120) days

#### 1.1 SACC Manual Clauses

B1000T Condition of Material 2007-11-30

### 2. Submission of Bids

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

#### 2.1 Improvement of Requirement During Solicitation Period

Should bidders consider that the specifications or Statement of Work contained in the bid solicitation could be improved technically or technologically, bidders are invited to make suggestions, in writing, to the Contracting Authority named in the bid solicitation. Bidders must clearly outline the suggested improvement as well as the reason for the suggestion. Suggestions that do not restrict the level of competition nor favour a particular bidder will be given consideration provided they are submitted to the Contracting Authority at least fifteen (15) days before the bid closing date. Canada will have the right to accept or reject any or all suggestions.

### 3. Enquiries - Bid Solicitation

All enquiries must be submitted in writing to the Contracting Authority no later than fifteen(15) calendar days before the bid closing date. Enquiries received after that time may not be answered.

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

### 4. Applicable Laws

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

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

### 5. Optional Site Visit

It is recommended that the Bidder or a representative of the Bidder visit the work site. Arrangements have been made for a tour of the work site. **The site visit will be held on Monday January 7, 2013, at 1:30pm at the Hugh Cairns Armoury (980 Idylwyld Dr, Saskatoon SK). Bidders are requested to communicate with the Contracting Authority two (2)day(s) before the scheduled visit to confirm attendance and provide the name(s) of the person(s) who will attend.** Bidders may be requested to sign an attendance form. Bidders who do not attend or send a representative will not be given an alternative appointment but they will not be precluded from submitting a bid. 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

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)  
 Section III: Certifications (one (1) hard 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) (<http://www.tpsgc-pwgsc.gc.ca/ecologisation-greening/achats-procurement/politique-policy-eng.html>). To assist Canada in reaching its objectives, bidders should:

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

#### Section I: Technical Bid

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

#### Section II: Financial Bid

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

#### 1.1 Exchange Rate Fluctuation

C3011T Exchange Rate Fluctuation 2010-01-11

#### Section III: Certifications

Bidders must submit the certifications required under Part 5.

## PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

### 1. Evaluation Procedures

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

### 1.2 Financial Evaluation

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

### 2. Basis of Selection

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

Lowest evaluated price will be calculated as follows;

Item 1.1 + Item 1.2 + Item 1.3 + Item 1.4 + Item 1.5 + Item 1.6 + Item 1.7 + Item 1.8 + Item 1.9 + Item 1.10 + Item 1.11 + Item 1.12 + Item 2.1 + Item 2.2 + Item 2.3 + Item 2.4 + Item 2.5 + Item 2.6 + Item 2.7 + Item 2.8 + Item 2.9 + Item 2.10 + Item 2.11 + Item 2.12 + Item 3.1 + Item 3.2 + Item 3.3 + Item 3.4 + Item 3.5 + Item 3.6 + Item 3.7 + Item 3.8 + Item 3.9 + Item 3.10 + Item 3.11 + Item 3.12

### 3. Security Requirement

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

## PART 5 - CERTIFICATIONS

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

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

### 1. Mandatory Certifications Required Precedent to Contract Award

#### 1.1 Code of Conduct and Certifications - Related documentation

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

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

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

### 2. Additional Certifications Precedent to Contract Award

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

## 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;
- 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.

#### **Work Force Reduction Program**

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

If so, the Bidder must provide the following information:

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

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

#### **Certification**

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

## PART 6 - RESULTING CONTRACT CLAUSES

### 1. Security Requirement

#### SECURITY REQUIREMENT FOR CANADIAN SUPPLIER: PWGSC FILE # 12-1213

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 provisions of the:
  - (a) Security Requirements Check List and security guide (if applicable), attached at Annex B;
  - (b) Industrial Security Manual (Latest Edition).

### 2. Statement of Work

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

### 3. Standard Clauses and Conditions

All clauses and conditions identified in the Contract by number, date and title are set out in the *Standard Acquisition Clauses and Conditions Manual*

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

#### 3.1 General Conditions

2010C(2012-11-19), General Conditions - Services (Medium Complexity) apply to and form part of the Contract.

### 4. Term of Contract

#### 4.1 Period of the Contract

The Work is to be performed during the period of issuance of the Contract to 31 January 2014.

#### 4.2 Option to Extend the Contract

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

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

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## 5. Authorities

### 5.1 Contracting Authority

The Contracting Authority for the Contract is:

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

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

### 5.2 Project Authority

The Project Authority for the Contract is:

***To be determined.***

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

### 5.3 Contractor's Representative

Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Address: \_\_\_\_\_  
Telephone: \_\_\_\_\_  
Facsimile: \_\_\_\_\_  
E-mail address: \_\_\_\_\_

## 6. Payment

### 6.1 Basis of Payment

See Annex C - Basis of Payment

### 6.2 Limitation of Price

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

**6.3 Monthly Payment**SACC *Manual* clause H1000C - Monthly Payment 2008-05-12**6.4 SACC Manual Clauses**

A9117C T1204 - Direct Request by Customer Department 2007-11-30

C0710C Time and Contract Price Verification 2007-11-30

**7. Invoicing Instructions**

7.1 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.

7.2 Invoices must be distributed as follows:

- a. The original and one (1) copy must be forwarded to the address shown on page 1 of the Contract for certification and payment
- b. One (1) copy must be forwarded to the Contracting Authority identified under the section entitled "Authorities" of the Contract.

**8. Certifications****8.1 Compliance**

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

**9. Applicable Laws**

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

**10. Priority of Documents**

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

- (a) the Articles of Agreement;
- (b) the general conditions 2010C - Services (Medium Complexity) (2012-11-19);
- (c) Annex A, Statement of Work;
- (d) Annex B, Security Requirements Check List;
- (e) Annex C, Basis of Payment;
- (f) Annex D, Maps;
- (g) the Contractor's bid dated \_\_\_\_\_ (insert date of bid)

**11. Defence Contract**SACC *Manual* clause A9006C - Defence Contract 2012-07-16**12. SACC Manual Clauses**

A9062C Canadian Forces Site Regulations 2011-05-16

B7500C Excess Goods 2006-06-16

G1005C Insurance 2008-05-12

**13. Contract Financial Security**

1. The Contractor must provide one of the following contract financial securities within fourteen (14) calendar days after the date of contract award:
  - (a) a performance bond form PWGSC-TPSGC 505 in the amount of 50 percent of the Contract Price; or
  - (b) a security deposit as defined in clause E0008C in the amount of 10 percent of the Contract Price.

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

2. Security deposits in the form of government guaranteed bonds with coupons attached will be accepted only if all coupons that are unmatured, at the time the security deposit is provided, are attached to the bonds. The Contractor must provide written instructions concerning the action to be taken with respect to coupons that will mature while the bonds are pledged as security, when such coupons are in excess of the security deposit requirement.
3. If Canada does not receive the required financial security within the specified period, Canada may terminate the Contract for default pursuant to the Contract default provisions

Solicitation No. - N° de l'invitation

W2585-121213/A

Amd. No. - N° de la modif.

File No. - N° du dossier

STN-2-35066

Buyer ID - Id de l'acheteur

stn191

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

W2585-121213

CCC No./N° CCC - FMS No/ N° VME

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**ANNEX "A"**  
**STATEMENT OF WORK**

**DEPARTMENT OF NATIONAL DEFENCE**

**SPECIFICATIONS**

**SERVICE CONTRACT – JANITORIAL SERVICES**

**FOR**

**HUGH CAIRNS ARMOURY**

**SASKATOON, SASKATCHEWAN**

DCE 12-1213

Solicitation No. - N° de l'invitation

W2585-121213/A

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**1 SCOPE OF WORK**

- .1 Department of Supply and Services contract documents Shall be read in conjunction with this specification and shall apply to, and govern, all phases of the work covered.

**2. CONDITION FOR MAINTAINING CONTRACT**

- .1 The contractor shall provide sufficient cleaners to maintain the areas in an acceptable state of cleanliness.
- .2 The minimum age of cleaners shall be eighteen (18) years of age, the contractor shall not allow his employees to bring children to work areas.
- .3 The contractor shall not sub-contract out cleaning.
- .4 - The contractor shall be responsible for ensuring that physical and visual exterior check is made to ensure that all doors and windows are locked immediately after leaving the building.  
- Recurring security infractions arising from failure to carry out this check will be cause for immediate termination of this contract.
- .5 The contractor shall ensure that all venetian blinds and cloth blinds are left in the quarter to one-half closed position during silent hours.
- .6 Exit and outside security lights only to be left on during silent hours unless otherwise designated.
- .7 - The contractor will only take direction from the engineer.  
- The contractor shall direct all personnel to the Engineer who will deal with any requests or complaints about Cleaning services.

**3 SITE OF WORK**

- .1 The building listed herein are situated in the City of Saskatoon.
- .2 Building to be done is:  
HUGH CAIRNS ARMOURY  
980 Idylwyld Dr  
Saskatoon SK

**4 DEFINITION**

- .1 The "Engineer" means the Detachment Construction Engineering Officer or his authorized representative.



**5 WORK INCLUDED****A GENERAL**

- .1 The work under this contract comprises the furnishing of all Labour, material, and equipment required to complete the Cleaning services indicated for the building as listed in Annex A.

**B SPECIAL RESPONSIBILITIES**

- .1 The contractor shall perform all services in an efficient, thorough, and professional manner to the satisfaction of the Engineer and in accordance with this agreement and Specification.
- .2 Cleaning staff will not disturb papers on desks.
- .3 Cleaning staff will not open drawers or cabinets.
- .4 Report to the Construction Engineering Section any malfunction of electrical, heating or plumbing equipment, or of any damages to the building.
- .5 The contractor shall sign for and be responsible for all keys required for the performance of their work.
- .6 The cleaning staff is responsible to clean/clear the sidewalk to the building for a distance of 3 M in from all entrances and exits.
- .7 Cleaning staff shall restrict their smoking habits to designated areas and under no circumstances shall intoxicants be permitted in any area.
- .8 Cleaning staff shall replace incandescent light bulbs that are located 3 meters or under in height from floor level.

**6 FREQUENCY OF CLEANING**

- .1 - Frequency of cleaning may be increased or decreased to specified areas as deemed necessary because of increase or decrease in usage, weather conditions, temporary closure, or demolition of a specified area.  
- Bidders are, therefore, to include unit price costs in their tenders for the various types of cleaning of areas to form a basis for negotiation if such an eventuality should arise.

**7 WORK NOT INCLUDED**

- .1 Exterior side of glazing or exterior perimeter walls, except where noted.
- .2 Cleaning of computers, typewriters, teletypes, or any like machines and the table, stand or supports.
- .3 Areas excluded as indicated on marked record plans.
- .4 The mechanical, electrical, and transformer rooms are not included in this contract.
- .5 Supply or storage rooms.

**8 MATERIAL AND EQUIPMENT**

- .1 - All materials such as but not limited to, toilet paper, hand soap, paper toweling, sanibags, deodorant blocks, soap detergents, scouring materials, cleaning waxes, sealers shall be supplied by contractor and where applicable must comply with the latest specification of the Canadian General Specification Boards, or equal.  
 - All materials and methods must be suitable for the intended and shall not be harmful such surfaces.  
 - All materials shall be subject to Government Laboratory tests of samples taken from materials delivered to the site.  
 - Requests for acceptance of non-specified equipment or material shall be submitted in writing to Detachment Construction Engineering Officer, Canadian Forces Detachment Dundurn, Saskatchewan. SOK 1K0. The request must be supported with sufficient product information to enable the Engineer to make an assessment.
- .2 The contractor shall supply all scrubbing machines, polishers, vacuums, ladders, etc., required to provide a complete janitorial service.

**9 MATERIAL SUPPLIED BY DND**

- .1 Sand required for sanding sidewalks and entrance steps.
- .2 Incandescent bulbs.

**10 IDENTIFICATION**

- .1 Contractor is responsible to acquire temporary identification cards for his employees. When employment is ceased, the contractor shall turn in I.D. cards within 48 hours.

**11 SUPERVISION**

- .1 The contractor or his representative shall give personal and constant supervision to the work and be available on the site during the working day for consultation with the Engineer.
- .2 The contractor or his representative shall make themselves available for a site meeting with the site authority once per week between 0800 and 1630 hours.
- .3 The contractor or his representative shall conduct an inspection of the work site to ensure his personnel are performing their duties to the terms and conditions of the contract.

**12 SCHEDULES**

- .1 The contractor shall submit a proposed labour distribution and shift schedule to the Engineer showing the exact days that the cleaning schedule will be carried out. Any change or deviation by the contractor must be approved by the Engineer.

**13 SERVICE PROVIDED**

- .1 Locked storage space in buildings covered by the contract will be provided where space is available.
- .2 Electricity, hot and cold water required by the contractor in the execution of janitorial services will be provided by DND without charge.

**14 TELEPHONE**

- .1 To facilitate contact between the contractor and the Engineer, the contractor shall maintain a telephone manned continuously during normal work hours, 0800 to 1630 hours Monday to Friday, where he is to supply the Engineer with an emergency telephone number or numbers for direct emergency contact.

**15. INSPECTIONS**

- .1 - Throughout the duration of their contract, the site authority's authorized representative shall conduct "as required" inspection tours of all facilities included under the terms of this contract.  
 - The contractor, or his authorized representative, shall accompany the site authority's representative on each inspection on one days notice.

**16. RELATED TASKS**

- .1 When desks or other office furniture must be moved to facilitate shampooing carpet or other work under this contract, such movement of furniture shall be the contractor's responsibility including notification of occupants a week in advance to allow moving and storage time for papers, equipment and supplies.

**17. DISPOSAL OF WASTES**

- .1 All garbage to be collected in industrial type garbage bags.  
 .2 Burying of rubbish and waste materials on site is not permitted.  
 .3 Disposal of waste of volatile materials such as mineral spirits, oil or solvents into waterways, storm or sanitary sewers is prohibited.  
 .4 All litter, waste paper and sweepings shall be deposited in a metal container provided outside the building by DND.

**18. PERSONNEL**

- .1 - Supply list of names, addresses and phone numbers of cleaning staff employees to the site authority.  
 - Keep this list Current.

**19 MISHAPS**

- .1 The contractor shall be responsible to repair or replace windows or other items damaged by his employees in the course of their janitorial duties.  
 .2 It is the contractor's responsibility at time of contract award to examine the surfaces which are to be maintained in order to ascertain their condition and to bring to the site authority's attention, in writing, any defective surfaces.

**20 PAYMENT TO THE CONTRACTOR**

- .1 - The contractor will submit invoices monthly.  
 - Payment will be made upon certification by the Inspector that the work has been performed in accordance with the specification.  
 - Certification that wages have been paid in accordance with The schedule to Labour Conditions must accompany the Invoices.

**21 FIRE SAFETY PLAN**

- .1 Contractors and their personnel shall be familiar with this section and its requirements.

**22 FIRE DEPARTMENT BRIEFING**

- .1 The Engineer shall co-ordinate arrangements for the Contractor to be briefed on Fire Safety at their pre-work conference by the Fire Chief before any work is commenced.

**23 REPORTING FIRES**

- .1 Know the location of nearest fire alarm box and telephone, including the emergency phone number.
- .2 Report immediately all fire incidents to the Fire Department as follows:
  - A. Activate nearest fire alarm box; or
  - B. Telephone 911
- .3 Person activating fire alarm box shall remain at the box to direct Fire Department to scene of fire, name or number of building, and be prepared to verify the location.

**24 PERSONNEL SAFETY**

- .1 Contractor to ensure that ALL CLEANING STAFF AT THIS FACILITY are Work Place Hazardous Material Information System (WHMIS) trained before starting work on DND promises.

**25 INTERIOR AND EXTERIOR PROTECTION AND ALARM SYSTEM**

- .1 Fire protection and alarm system shall not be:
  - A. obstructed in any way
  - B. shut off; or left inactive at the end of a working day or shift without modification and authorization from the Fire Chief.

**26 RUBBISH AND WASTE MATERIALS**

- .1 Rubbish and waste materials are to be kept to a minimum.
- .2 The burning of rubbish is prohibited.
- .3
  - Contents of ashtrays and all smoking material shall be deposited in a metal container equipped with a self closing, tight fitting metal lid.
  - These materials will not be picked up or dumped in the same containers as litter.
- .4 All rubbish shall be removed from the work site at the end of the work day or shift or as directed.
- .5
  - Janitor rooms and storage closets shall be kept clean, neat and tidy at all times.
  - Mops and dusters that have been contaminated with furniture polish, wax or oil, shall be kept in closed metal containers to prevent spontaneous combustion.

---

## 27 FLAMMABLE LIQUIDS

- .1 The handling, storage, and use of flammable liquids are to be governed and guided by the current National Fire Code of Canada.
- .2
  - Flammable liquids such as varsol and paint thinner, may be kept for ready use in quantities not exceeding 45 litres provided they are store in approved safety cans bearing the underwriter's Laboratory of Canada or Factory Mutual Seal of Approval.
  - Storage of quantities of flammable liquids exceeding 45 litres for work purposes, requires written permission of the Fire Chief.
- .3 Transfer of flammable liquids is prohibited within buildings.
- .4 Transfer of flammable liquids shall not be carried out in the vicinity of open flames or any type of heat producing devices.
- .5 Flammable liquids having flash point below 38° such as naptha or gasoline shall not be used as solvents or cleaning agents.
- .6
  - Flammable waste liquids for disposal shall be stored in approved containers located in a safe ventilated area.
  - Quantities are to be kept to a minimum and there shall be no burning or dumping permitted.

## 28 QUESTION OR CLARIFICATION

- .1 Any question or clarification of Fire Safety in addition to the above requirements shall be directed to and cleared by the Base Fire Chief through the Engineer.

## 1 SCOPE OF WORK GENERAL

- .1
  - All cleaning materials must be in accordance with the Canadian General Specifications Board and outlined in C-98-009-002/mf-002.
  - All materials shall be subject to Government laboratory tests of samples taken from Materials delivered to site.
- .2 Materials and equipment required but not limited to, for the performance of the contract such as mopping tanks, scrubbing machines, floor machine, vacuum cleaners, brooms, mops (wet and dry), ladders, dusting cloths, pails, scrub brushes, cloths, scrapers, soaps, scouring materials, detergents, spray deodorants, disinfectants, polishing materials such as waxes and applicators, deodorant block, toilet/paper towels, hand soap shall be supplied by the contractor.

## 2 MANUFACTURER'S INSTRUCTION

- .1 Unless otherwise specified, comply with manufacturer's latest printed instructions for materials and installation methods.
- .2
  - Notify the Engineer in writing of any conflict between these specifications and the manufacturer's instructions.
  - The Engineer will designate which document is to be followed.

## 3 DELIVERY AND STORAGE

- .1 Deliver, store and maintain packaged material and equipment with manufacturer's seals and labels intact.
- .2
  - Prevent damage, adulteration and soiling of material and equipment during delivery, handling and storage.
  - Immediately remove rejected material and equipment from Site.
- .3 Store materials and equipment in accordance with suppliers instructions, any equipment not in top working condition shall be repaired or removed from the site within 24 hours.

## 4 SITE OF WORK

- .1 The work under this section covers the furnishing of all labour, materials, tools and equipment necessary to carry out the janitorial services to HUGH CAIRNS ARMOURY
- .2 In addition to the staff required for general cleaning in the Armoury maintain a staff as follows:
  - a. day shift shall consist of sufficient staff for the cleaning of washrooms, hallways, offices, stores, lounges;
  - b.
    - cleaning staff shall be on site continuously during hours of cleaning.
    - Cleaning shall be done from 0800 hrs to 1600hrs Monday to Friday .
    - a member of the cleaning staff shall be on site continuously during that time or when designated by Engineer.

## 5 EXTERIOR

- .1 All ornamental iron work, metal entrance doors and push bars of the buildings shall be kept polished and thoroughly cleaned.
- .2 Keep glass in entrance doors clean on both sides.
- .3 Keep entrances, sidewalks and lawn clear of debris, such as paper, cartons, refuse and, etc.
- .4 Remove slush and sand accumulations around entrances to maintain a clean and tidy appearance.
- .5 Sidewalk and landing shall be swept clean.
- .6 Entrances, including emergency exits, and sidewalks shall be kept free of snow and ice accumulation and sanded or chemically treated to provide safe footing to a distance of 3 meters from building.

## 6. FLOORS-VINYL

- .1
  - Floors to be swept using a dust control method.
  - Damp or spot mop to remove marks from coffee spillage, smudges or other stains or gum, etc.
- .2
  - Floors to be stripped, completely removing the existing floor finish.
  - Floor finish accumulations under furniture, radiators, in corners and on baseboards, to be removed.
  - Floors to be rinsed with clear water and two coats of non-slip finish applied and buffed after each coat.
- .3 Care to be taken to not allow cleaning solutions to seep under furniture legs, file cabinets and partitions.

## 7 FLOORS – CONCRETE

- .1 One coat of an approved sealant shall be applied , no waxing shall be permitted
- .2 Floors shall be washed and scrubbed with an abrasive to remove all stains and other accumulated surface dirt.
- .3 Floors shall be swept using a dust control method.

## 8 FLOORS – TERRAZZO, MOSAIC AND QUARRY TILE

- .1 Floors shall be maintained by dusting and damp mopping.
- .2
  - No waxing shall be permitted.
  - Only approved sealer shall be applied.

## 9. FLOORS - HARDWOOD

- .1
  - Floors shall be swept using dust control method.
  - Use clean water for washing, or spot damp mopping to clean coffee marks, or other stains or when stripping floors and as per Annex A page 3

#### 10. CARPETS, RUGS AND DRAPES

- .1 - Rugs and carpets to be spot cleaned and vacuumed.  
- Where spots cannot be removed by normal means, they shall be reported to the site authority.
- .2 Carpets shall be steam cleaned twice (2) per year.
- .3 Carpet shall be cleaned by the hot water extraction (steam cleaning) method using a non-foaming low residue detergent.
- .4 The water and detergent solution shall be applied under pressure with a self contained, motor driven, truck mounted unit.
- .5 - Gum shall be removed by quick freezing it with dry ice and striking it sharply with a hammer or other instrument.  
- Scrape area where gum was removed and clean off any residue with a dry cleaning solvent.
- .6 Allow sufficient drying time after cleaning prior to replacing furniture.
- .7 Drapes, curtains shall be vacuumed.

#### 11 CEILINGS

- .1 Ceilings to be spot washed as necessary to give a clean and neat appearance at all times.
- .2 Thoroughly wash once a year.

#### 12 MISCELLANEOUS

- .1 High ledges over 3 meters, tops of partitions, pipes and other high areas to be dusted.
- .2 Notice boards, interior of hose cabinets and display show cases to be cleaned, glass to be kept clean.
- .3 Stainless steel or polished metal borders around cabinets and notice boards to be dusted and cleaned.
- .4 Air intake grills, air diffusers and metal work to be vacuumed and washed.
- .5 Door knobs, push bars, kick plates, railings, doors and other surfaces shall be cleaned and polished.
- .6 All water fountains to be washed and disinfected (odour of disinfectant must not be objectional).
- .7 Metal door frames throughout the building to be cleaned of finger marks.
- .8 Fire extinguishers to be kept cleaned and polished.
- .9 All window stools/ledges to be dusted and damp wiped.
- .10 Blackboards shall be cleaned with a dry cloth or chamois.



### 13. ENTRANCES AND LOBBIES

- .1 Floors to be swept, washed and reconditioned, stripping and refinished as per Annex A.
- .2 Mats to be removed and cleaned on both sides daily.
- .3 Entrance to lobby to be kept free from debris so that they always present a favourable appearance.
- .4 Glass doors to be cleaned daily on both sides, and all glass windows in entrances to be washed once a week on both sides.
- .5 Furniture in the lobby is to be cleaned as office furniture.

### 14. STAIRS AND LANDINGS

- .1 Sweep using a dust control method daily.
- .2
  - Hand railings, baseboards and all ledges to be dusted daily.
  - Vertical grill coils to be dusted weekly.

### 15. WASHROOMS

- .1 Floors to be swept using a dust control method and washed.
- .2 Floors, baseboards, ledges and corners to be kept clean.
- .3
  - All washroom fixtures, related exposed piping, facets, mirrors, and shelves to be cleaned and disinfected daily.
  - Deodorant blocks and powered air fresheners shall be supplied by the contractor.
  - All dispensers and receptacles will be dusted and cleaned daily.
- .4 Walls. Partitions and doors to be kept free of finger marks, smudges, to be dusted and washed.
- .5 Waste paper to be emptied as frequently during the day as required.
- .6 All toilet bowls and urinals shall be descaled.
- .7 All showers shall be washed, disinfected and hair cleaned out of drains.
- .8 Shower curtains shall be washed as required.
- .9 Soap containers, toilet paper and linen and paper towels dispensers to be replenished daily.
- .10 Washrooms to be patrol cleaned and serviced by day staff at mid morning and mid afternoon.

### 16. VENETIAN BLINDS

- .1 Venetian blinds shall be dusted and washed.

## 17. WALLS AND PARTITIONS

- .1 Interior walls, partitions, ledges and mouldings, etc. to be spot cleaned of finger marks, etc.
- .2 Baseboards to be dusted and shall be kept free of mop streaks, wax accumulation or splash marks.
- .3 Ceramic tile walls shall be washed.
- .4 Walls, columns and frames shall be dusted and washed and wiped dry.

## 18. COUNTERS

- .1 Counter tops to be dusted, washed and polished

## 19. INTERIOR GLASS

- .1 Interior glass on doors shall be spot cleaned and/or washed.
- .2 Interior glass partitions/walls to be spot cleaned and/or washed.
- .3 Glass on showcases to be spot cleaned and/or washed.
- .4 All mirrors throughout the building to be kept cleaned and polished.

## 20. WINDOW CLEANING

- .1 The frequency of window cleaning is shown in Annex A.
- .2
  - The extent of window cleaning shall include interior glass only except as noted otherwise.
  - Sills and stools are to be cleaned to the extent of removing splashing and staining from the work and to leave them dry.
- .3 Cleaning: Glass – the removal of all dirt that detracts from the appearance of transparency of the glazing over its full exposed area.

## 21. LIGHT FIXTURES

- .1 Fixtures: Incandescent, exposed or recessed to 3 meters height – remove cover, vacuum and wash interior, wash cover glass and replace.
- .2 Relamping:
  - a.
    - Burnt out incandescent bulbs in indoor fixtures, are to be replaced as they occur.
    - This applies to all areas of the building, where the contractor is responsible for cleaning.
    - Bulbs to be supplied by DND upon request.
  - b. Any special equipment necessary for spot relamping of fixtures is to be supplied by the contractor.

## 22. FURNITURE AND FIXTURES

- .1
  - Cleared office furniture to be dusted on horizontal surfaces daily using a dust control method.
  - Glass topped furniture to be kept free of finger marks and stains.
- .2 Exposed vertical surfaces of furniture to be dusted.
- .3
  - Executive office furniture to be dusted on horizontal surfaces daily using a dust control method.
  - Glass topped furniture to be kept free of finger marks. This furniture to be cleaned and polished.
- .4
  - Bookcases shall be dusted. The books are not to be removed.
  - Glass doors shall be cleaned on both sides.
- .5
  - Upholstered furniture to be vacuumed.
  - Leather furniture to be dusted and damp wiped and polished.
- .6
  - Top of lockers shall be dusted.
  - Vertical surfaces of lockers to be kept free of finger marks.

## 23. WASTE RECEPTACLES

- .1 Waste paper baskets to be emptied and dusted and/or washed and disinfected.

## 24. CONTRACTOR'S SPACE

- .1 All floors shall be clean.
- .2 All fixtures and walls shall be free of dust and stains.
- .3 Mop pails/trucks shall be empty and free of odours.
- .4 There shall be no waste paper, garbage or empty containers in the janitor closets.
- .5 Slop sinks shall be cleaned and disinfected daily.

GENERAL SERVICES		D A I L Y	W E E K L Y	M O N T H L Y	Y E A R L Y	O T H E R S
1.	Empty Wastebaskets	X				
2.	Dispose of trash by placing in bags and removing to garbage shed	X				
3.	Empty and damp clean ashtrays	X				
4.	Wash all wastebaskets (in rotation)		X			
5.	Clean and sanitize telephones		X			
6.	Dust and spot clean all furniture including desks, chairs, & tables	X				
7.	Clean and polish furniture and bright metal		X			
8.	Clean and sanitize drinking fountains	X				
9.	Spot clean reception lobby glass including front door	X				
10	Spot clean interior glass in partitions and doors	X				
11	Clean entire glass interior in partitions, doors, lobby and windows		X			
12	Glass doors to be cleaned both sides	X				
13	Remove fingerprints from front doors, frames, light switches, kick and push plates, handles and railings	X				
14	Clean counter tops		X			
15	Low dust on all horizontal surfaces under 3m		X			
16	High dust above hand height all horizontal surfaces over 3m				X	
17	Vacuum fabric furniture			X		
18	Damp wipe plastic and leather furniture		X			
19	Wood paneled surfaces to be oiled after cleaning				X	
20	Snow removal of 3 meters at all exits	X				
21	Ceiling and wall to a height of 3m to be washed thoroughly				X	
22	Glass windows in entrances to be washed on both sides		X			
23	Tops of lockers to be dusted		X			

WASHROOM SERVICES		D A I L Y	W E E K L Y	M O N T H L Y	Y E A R L Y	O T H E R S
1.	Clean, sanitize, and polish all vitreous fixtures including toilet bowls, urinals, and basins	X				
2.	Clean and polish all chrome fittings	X				
3.	Remove spots from wall and counter area adjacent to hand basins		X			
4.	Clean and sanitize all toilet seats	X				
5.	Clean and polish all glass and mirrors	X				
6.	Empty all containers, insert liners as required	X				
7.	Wash and sanitize all containers		X			
8.	Wash and sanitize floors	X				
9.	Remove fingerprints from doors, frames, light switches, kick and push plates, handles, etc		X			
10	Refill all dispensers to normal limits – napkins, soap, tissues, towel, liners, seat holders, etc		X			
11	Dust and spot clean metal partitions		X			
12	Wash and sanitize metal partitions			X		
13	Shower stalls to be washed, disinfected and hair cleaned out of drains	X				

EATING AREA SERVICES		D A I L Y	W E E K L Y	M O N T H L Y	Y E A R L Y	O T H E R S
1.	Wash and sanitize table tops	X				
2.	Clean, polish, and refill napkin holders		X			
3.	Empty and sanitize all containers			X		
4.	Wash and sanitize chairs			X		
5.	Wash and sanitize kitchen floor	X				
6.	Damp clean seats and backs of chairs		X			

FLOOR SERVICES RESILIENT		D A I L Y	W E E K L Y	M O N T H L Y	Y E A R L Y	O T H E R S
1.	Dust mop	X				
2.	Remove all scuff marks	X				
3.	Damp mop (spot clean) as and when required	X				
4.	Wash	X				
5.	Spray buff traffic areas		X			
6.	Spray buff entire area and restore finish (rewax and buff)			X		
7.	Clean baseboards			X		

FLOOR SERVICES HARD WOOD		D A I L Y	W E E K L Y	M O N T H L Y	Y E A R L Y	O T H E R S
1.	Dust mop	X				
2.	Remove all scuff marks	X				
3.	Damp mop (spot clean) as and when required	X				
4.	Wash	X				
7.	Clean baseboards			X		

CARPET SERVICES		D A I L Y	W E E K L Y	M O N T H L Y	Y E A R L Y	O T H E R S
1.	Corrective care vacuum	X				
2.	Preventive care vacuum	X				
3.	Inspect for spots – remove if possible		X			
4.	Full shampoo or steam April & Nov – 3 <sup>rd</sup> week					S / A

MISCELLANEOUS SERVICES		D A I L Y	W E E K L Y	M O N T H L Y	Y E A R L Y	O T H E R S
1.	Clean stairwells (wash)		X			
2.	Clean stairwells (sweep)	X				
3.	Clean inside windows			X		
4.	Replace burned out lights. Supplies to be furnished by client					A / R
5.	Damp wipe artificial plants				X	
6	Radiator and/or convector covers to be removed and convectors Vacuumed . Co-ordinate with heating staff				X	

DAILY SERVICES WILL BE PERFORMED FIVE TIMES PER WEEK  
EXCLUDING STATUTORY HOLIDAYS

HOURS OF OPERATION WILL BE BETWEEN 0800 – 1600 HOURS

IN CASE OF AFTER HOURS EMERGENCY CONTACT DUTY ENGINEER – 492-2135 – EXT 4229

#### GENERAL PROCEDURES

LEAVE NOTICE ON ANY OBSERVED IRREGULARITIES, IE, DEFECTIVE PLUMBING,  
UNLOCKED DOOR, LIGHTS LEFT ON

TURN OFF LIGHTS EXCEPT THOSE TO BE LEFT ON

CLOSE WINDOWS AND LOCK DOORS

### FACILITIES DESCRIPTION

BUILDING	VENETIAL BLINDS (CM)	TOILETS	SINKS	URINALS	SHOWER STALLS	ARMOURY
HUGH CAIRNS ARMOURY	39 blinds Various sizes	6	13	5	2	2222 sq Meters



**ANNEX "B"**  
**SECURITY REQUIREMENTS CHECK LIST**

See attached.

## **ANNEX “C” BASIS OF PAYMENT**

Note : Hugh Cairns Armoury will be shut down and no cleaning services will be required for the period of December 17, 2012 to January 2, 2013 inclusive. Prices noted for the month of December should be adjusted accordingly. Allow for the same timeframe for closure of the Hugh Cairns Armoury for Option Year 1 and Option Year 2.

### **1. Year 1 - 01 February 2013 to 31 January 2014**

- |     |                                      |               |
|-----|--------------------------------------|---------------|
| 1.  | Firm monthly rate for February 2013  | \$_____/month |
| 2.  | Firm monthly rate for March 2013     | \$_____/month |
| 3.  | Firm monthly rate for April 2013     | \$_____/month |
| 4.  | Firm monthly rate for May 2013       | \$_____/month |
| 5.  | Firm monthly rate for June 2013      | \$_____/month |
| 6.  | Firm monthly rate for July 2013      | \$_____/month |
| 7.  | Firm monthly rate for August 2013    | \$_____/month |
| 8.  | Firm monthly rate for September 2013 | \$_____/month |
| 9.  | Firm monthly rate for October 2013   | \$_____/month |
| 10. | Firm monthly rate for November 2013  | \$_____/month |
| 11. | Firm monthly rate for December 2013  | \$_____/month |
| 12. | Firm monthly rate for January 2014   | \$_____/month |

**2. Option Year 1 - 01 February 2014 to 31 January 2015**

- |     |                                      |               |
|-----|--------------------------------------|---------------|
| 1.  | Firm monthly rate for February 2014  | \$_____/month |
| 2.  | Firm monthly rate for March 2014     | \$_____/month |
| 3.  | Firm monthly rate for April 2014     | \$_____/month |
| 4.  | Firm monthly rate for May 2014       | \$_____/month |
| 5.  | Firm monthly rate for June 2014      | \$_____/month |
| 6.  | Firm monthly rate for July 2014      | \$_____/month |
| 7.  | Firm monthly rate for August 2014    | \$_____/month |
| 8.  | Firm monthly rate for September 2014 | \$_____/month |
| 9.  | Firm monthly rate for October 2014   | \$_____/month |
| 10. | Firm monthly rate for November 2014  | \$_____/month |
| 11. | Firm monthly rate for December 2014  | \$_____/month |
| 12. | Firm monthly rate for January 2015   | \$_____/month |

**3. Option Year 2 - 01 February 2015 to 31 January 2016**

- |     |                                      |               |
|-----|--------------------------------------|---------------|
| 1.  | Firm monthly rate for February 2015  | \$_____/month |
| 2.  | Firm monthly rate for March 2015     | \$_____/month |
| 3.  | Firm monthly rate for April 2015     | \$_____/month |
| 4.  | Firm monthly rate for May 2015       | \$_____/month |
| 5.  | Firm monthly rate for June 2015      | \$_____/month |
| 6.  | Firm monthly rate for July 2015      | \$_____/month |
| 7.  | Firm monthly rate for August 2015    | \$_____/month |
| 8.  | Firm monthly rate for September 2015 | \$_____/month |
| 9.  | Firm monthly rate for October 2015   | \$_____/month |
| 10. | Firm monthly rate for November 2015  | \$_____/month |
| 11. | Firm monthly rate for December 2015  | \$_____/month |
| 12. | Firm monthly rate for January 2016   | \$_____/month |

**4. HOURLY RATE TO PERFORM ADDITIONAL DUTIES - YEAR ONE:**

Firm hourly rate to perform additional duties, \$\_\_\_\_\_/hour  
As and when requested by Site Authority, from  
01 February 2013 to 31 January 2014.

**5. HOURLY RATE TO PERFORM ADDITIONAL DUTIES - OPTION YEAR ONE:**

Firm hourly rate to perform additional duties, \$\_\_\_\_\_/hour  
as and when requested by Site Authority, from  
01 February 2014 to 31 January 2015.

**6. HOURLY RATE TO PERFORM ADDITIONAL DUTIES - OPTION YEAR TWO:**

Firm hourly rate to perform additional duties, \$\_\_\_\_\_/hour  
as and when requested by Site Authority, from  
01 February 2015 to 31 January 2016.

**7. Bidder must provide the names of proposed staff to be assigned to this site and estimated hours of work per week:**

<b><u>Name</u></b>	<b><u>Est. Hours per WEEK</u></b>
<i>Example - Cleaner #1</i>	<i>40</i>
_____	_____
_____	_____
_____	_____
_____	_____

**Please note the following mandatory item from Appendix A - DCE 12-1213 when calculating item 7 above:**

**4. SITE OF WORK**

- .1 The work under this section covers the furnishing of all labour, materials, tools and equipment necessary to carry out the janitorial services to Hugh Cairns Armoury.
- .2 In addition to the staff required for general cleaning in the Armoury Contractor shall maintain a staff as follows:
  - a. Day shift shall consist of sufficient staff for the cleaning of washrooms, hallways, offices, stores, lounges
  - b. Cleaning of Hugh Cairns Armoury, shall be done from 0800 hours to 1630 hours Monday to Friday.
  - c. Day shift cleaning staff assigned to this location as per item a) above shall be onsite continuously during the hours identified in item b) above, **without exception**.

**Special Requirements**

1. GST to be shown as a separate item on invoice.
2. GST registration number to be shown on invoice.

## **ANNEX D MAPS**

See attached.



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SECURITY REQUIREMENTS CHECK LIST (SRCL)  
LISTE DE VÉRIFICATION DES EXIGENCES RELATIVES À LA SÉCURITÉ (LVERS)

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



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

5. Will the supplier require access to PROTECTED and/or CLASSIFIED COMSEC information or assets?  
Le fournisseur aura-t-il accès à des renseignements ou à des biens COMSEC désignés PROTÉGÉS et/ou CLASSIFIÉS?  
If Yes, indicate the level of sensitivity.

☒ No  
Non ☐ Yes  
Oui

Dans l'affirmative, indiquer le niveau de sensibilité.

6. 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?  
If Yes, indicate the level of sensitivity.

☒ 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)**

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



RELIABILITY STATUS  
COTE DE FIABILITE



CONFIDENTIAL  
CONFIDENTIEL



SECRET  
SECRET



TOP SECRET  
TRÈS SECRET



TOP SECRET - SIGINT  
TRÈS SECRET - SIGINT



NATO CONFIDENTIAL  
NATO CONFIDENTIEL



NATO SECRET  
NATO SECRET



COSMIC TOP SECRET  
COSMIC TRÈS SECRET



SITE ACCESS  
ACCÈS AUX EMPLACEMENTS

Special comments

Commentaires spéciaux: Enhanced Reliability Required

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.

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

☒ No  
Non ☐ Yes  
Oui  
☐ No  
Non ☐ Yes  
Oui

**PART C - SAFEGUARDS (SUPPLIER) / PARTIE C - MESURES DE PROTECTION (FOURNISSEUR)**

**INFORMATION / ASSETS / RENSEIGNEMENTS / BIENS**

11. a) Will the supplier be required to receive and store PROTECTED and/or CLASSIFIED information or assets on its site or premises?  
Le fournisseur sera-t-il tenu de recevoir et d'entreposer sur place des renseignements ou des biens PROTÉGÉS et/ou CLASSIFIÉS?

☒ No  
Non ☐ Yes  
Oui

11. b) Will the supplier be required to safeguard COMSEC information or assets?  
Le fournisseur sera-t-il tenu de protéger des renseignements ou des biens COMSEC?

☒ No  
Non ☐ Yes  
Oui

**PRODUCTION**

11. c) Will the production (manufacture, and/or repair and/or modification) of PROTECTED and/or CLASSIFIED material or equipment occur at the supplier's site or premises?  
Les opérations du fournisseur serviront-elles à la production (fabrication et/ou réparation et/ou modification) de matériel PROTÉGÉ et/ou CLASSIFIÉ?

☒ No  
Non ☐ Yes  
Oui

**INFORMATION TECHNOLOGY (IT) MEDIA / SUPPORT RELATIF À LA TECHNOLOGIE DE L'INFORMATION (TI)**

11. d) Will the supplier be required to use its IT systems to electronically process, produce or store PROTECTED and/or CLASSIFIED information or data?  
Le fournisseur sera-t-il tenu d'utiliser ses propres systèmes informatiques pour traiter, produire ou stocker électroniquement des renseignements ou des données PROTÉGÉS et/ou CLASSIFIÉS?

☒ No  
Non ☐ Yes  
Oui

11. e) Will there be an electronic link between the supplier's IT systems and the government department or agency?  
Existera-t-il d'un lien électronique entre le système informatique du fournisseur et celui du ministère ou de l'agence gouvernementale?

☒ No  
Non ☐ Yes  
Oui





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

For users completing this form manually use the summary chart below to indicate the category(ies) and level(s) of safeguarding required at the supplier's site(s) or premises.

Les utilisateurs qui remplissent le formulaire manuellement doivent utiliser le tableau récapitulatif ci-dessous pour indiquer, pour chaque catégorie, les niveaux de sauvegarde requis aux installations du fournisseur.

For users completing the form online (via the Internet) the summary chart is automatically populated by your responses to previous questions.

Dans le cas des utilisateurs qui remplissent le formulaire en ligne (par Internet), les réponses aux questions précédentes sont automatiquement saisies dans le tableau récapitulatif.

**SUMMARY CHART / TABLEAU RÉCAPITULATIF**

Category / Catégorie	PROTECTED / PROTÉGÉ			CLASSIFIED / CLASSIFIÉ			NATO					COMSEC				
	A	S	C	CONFIDENTIAL / CONFIDENTIEL	SECRET	TOP SECRET / TRÈS SECRET	NATO RESTRICTED / NATO DIFFUSION RESTRICTED	NATO CONFIDENTIAL / NATO CONFIDENTIEL	NATO SECRET	NATO TOP SECRET / NATO TRÈS SECRET		PROTECTED / PROTÉGÉ	CONFIDENTIAL / CONFIDENTIEL	SECRET	TOP SECRET / TRÈS SECRET	
												A	S	C		
Information / Informations																
Personnel / Personnel																
Equipment / Équipements																
Facilities / Installations																
Other / Autres																

12. a) Is the description of the work contained within this SRCL PROTECTED and/or CLASSIFIED?

La description de travail visé par la présente LVERQ est-elle de nature PROTÉGÉE et/ou CLASSIFIÉE?

☒ No / Non ☐ Yes / Oui

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

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

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

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

☒ No / Non ☐ Yes / Oui

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

Dans l'affirmative, classifiez le présent formulaire en indiquant le niveau de sécurité dans la case indiquée

« Classification de sécurité » au haut et au bas du formulaire et indiquer qu'il y a des pièces jointes (p. ex. SECRET avec des pièces jointes).





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**PART D - AUTHORIZATION / PARTIE D - AUTORISATION**

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

Name (print) - Nom (en lettres moulées)

MWO Larose

Title - Titre

DCEO

Signature

Telephone No. - N° de téléphone

4205

Facsimile No. - N° de télécopieur

E-mail address - Adresse courriel

Date

OCT 29 2012

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

Title - Titre

Signature

Telephone No. - N° de téléphone

306-975-5397

Facsimile No. - N° de télécopieur

E-mail address - Adresse courriel

Date

7 Nov 2012

15. Are additional instructions to Security Guide, Security Classification Order attached?

Des instructions supplémentaires (p. ex. Guide de sécurité, Guide de classification de la sécurité) sont-elles jointes?

☐ No

☐ Yes

☐ Oui

16. Procurement Officer / Agent d'approvisionnement

Name (print) - Nom (en lettres moulées)

Denise Gerstmar

Title - Titre

Supply officer

Signature

Telephone No. - N° de téléphone

306-975-5912

Facsimile No. - N° de télécopieur

306-975-5397

E-mail address - Adresse courriel

denise.gerstmar@pwc-pwc.gc.ca

Date

Nov 26, 2012

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

Name (print) - Nom (en lettres moulées)

Whitney Bail

Title - Titre

Contract Security Officer, Contract Security Division

Signature

Telephone No. - N° de téléphone

306-975-5397

Facsimile No. - N° de télécopieur

306-975-5397

E-mail address - Adresse courriel

whitney.bail@pwc-pwc.gc.ca

Date

2012-11-10

TSB/ECT 350-108/0064(12)

Security Classification / Classification de sécurité

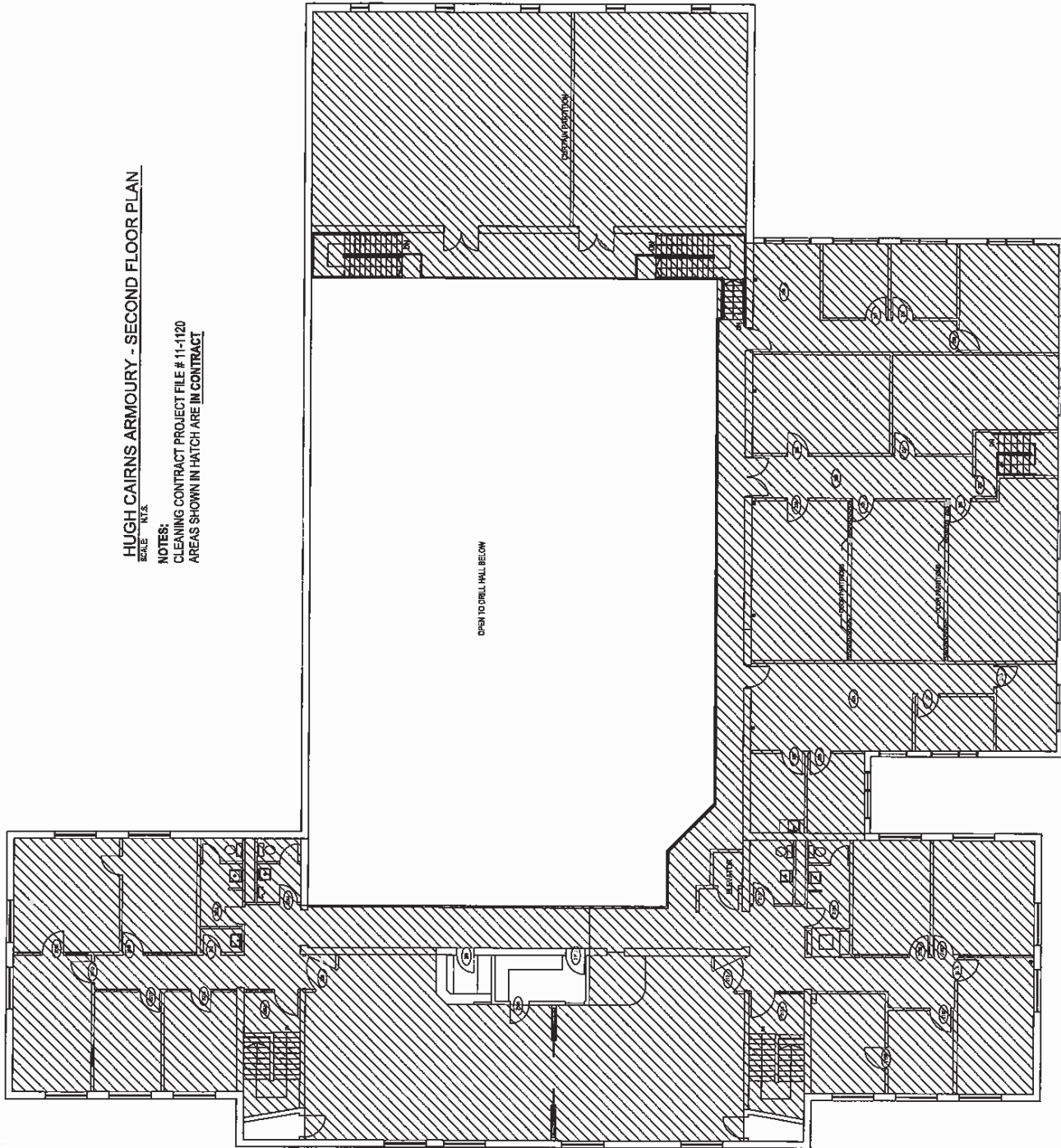
UNCLAS

Canada

HUGH CAIRNS ARMOURY - SECOND FLOOR PLAN

SCALE: N/A

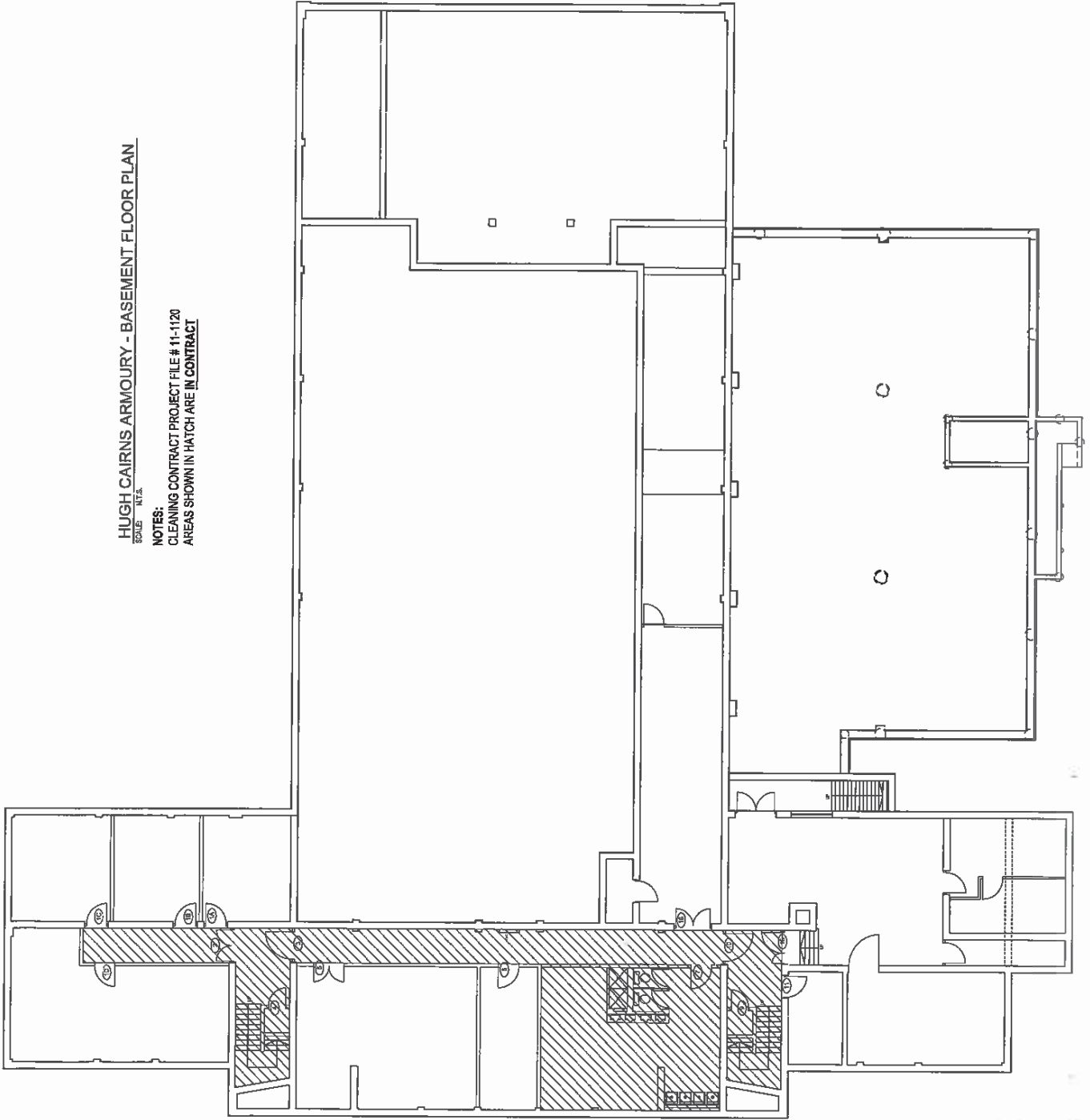
NOTES:  
CLEANING CONTRACT PROJECT FILE #11-1120  
AREAS SHOWN IN HATCH ARE IN CONTRACT



HUGH CAIRNS ARMOURY - BASEMENT FLOOR PLAN

SCALE: N.T.S.

NOTES:  
CLEANING CONTRACT PROJECT FILE # 11-1120  
AREAS SHOWN IN HATCH ARE IN CONTRACT



HUGH CAIRNS ARMOURY - GROUND FLOOR PLAN

SCALE: N.T.S.

NOTES:  
CLEANING CONTRACT PROJECT FILE # 11-1120  
AREAS SHOWN IN HATCH ARE IN CONTRACT

