

RETURN BIDS TO:
RETOURNER LES SOUMISSIONS À:
**Public Works and Government Services / Travaux
publics et services gouvernementaux**
Kingston Procurement
Des Acquisitions Kingston
86 Clarence Street, 2nd floor
Kingston
Ontario
K7L 1X3
Bid Fax: (613) 545-8067

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 Belleville, ON - Cleaning Services	
Solicitation No. - N° de l'invitation EQ754-130282/A	Date 2012-09-20
Client Reference No. - N° de référence du client R.029084.002	
GETS Reference No. - N° de référence de SEAG PW-\$KIN-615-5928	
File No. - N° de dossier KIN-2-38088 (615)	CCC No./N° CCC - FMS No./N° VME
Solicitation Closes - L'invitation prend fin at - à 02:00 PM on - le 2012-10-12	Time Zone Fuseau horaire Eastern Daylight Saving Time EDT
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: Denbeigh, Andrew	Buyer Id - Id de l'acheteur kin615
Telephone No. - N° de téléphone (613) 536-4995 ()	FAX No. - N° de FAX (613) 545-8067
Destination - of Goods, Services, and Construction: Destination - des biens, services et construction: HRSDC 45 LAHR DRIVE BELLEVILLE, ONTARIO K8N 3B0 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 / Travaux publics et
services gouvernementaux
Kingston Procurement
Des Acquisitions Kingston
86 Clarence Street, 2nd floor
Kingston
Ontario
K7L 1X3

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

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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

Public Works and Government Services Canada (PWGSC) requires Janitorial and Waste Removal Services, including all labour, material and equipment, for the Human Resources and Skills Development Canada (HRSDC) office located at 45 Lahr Drive, Belleville, Ontario, Canada. The services must be provided in accordance with Annex "A" - Statement of Work attached hereto.

Period of the resulting Contract will be from 01 November 2012 to 31 October 2013 with Canada having the irrevocable option of extending the Contract for two (2) additional six (6) month periods.

3. Debriefings

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

PART 2 - BIDDER INSTRUCTIONS

1. Standard Instructions, Clauses and Conditions

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

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

The 2003 (2012-07-11) Standard Instructions - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the bid solicitation.

The text under Subsection 4 of Section 01 - Code of Conduct and Certifications - Bid 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) (<http://www.tpsgc-pwgsc.gc.ca/app-acq/forms/formulaire-forms-eng.html>) 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 - Bid 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 eighty (180) days

2. Submission of Bids

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

3. 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 **4 October 2012 at 1:30pm.**

Location of Mandatory Site Visit:

All Bidder's Representatives that will be attending the Mandatory Site Visit will meet the Contracting Authority and the Project Authority at 45 Lahr Drive, Belleville, Ontario, Canada.

Bidders must communicate with the Contracting Authority no later than 3 days before the scheduled visit to confirm attendance and provide the names of the person(s) who will attend. 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.

4. Enquiries - Bid Solicitation

All enquiries must be submitted in writing to the Contracting Authority no later than five (5) 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.

5. Applicable Laws

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

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

PART 3 - BID PREPARATION INSTRUCTIONS

1. Bid Preparation Instructions

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

Section I: Technical Bid (one (1) hard 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>). To assist Canada in reaching its objectives, bidders are encouraged to:

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

Section I: Technical Bid

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

Section II: Financial Bid

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

1.1 Exchange Rate Fluctuation

C3011T (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

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

1.1 Technical Evaluation

1.1.1 Mandatory Technical Criteria

ANY BID WHICH FAILS TO MEET THE FOLLOWING MANDATORY TECHNICAL CRITERIA WILL BE DEEMED NON-COMPLIANT AND WILL RECEIVE NO FURTHER CONSIDERATION.

- a) The bidder or its authorized representative must attend the entire Mandatory Site Visit and sign the Attendance Form held by the Contract Authority at the site visit (as per Part 2, Section 3 - Mandatory Site Visit)

1.2 Financial Evaluation

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.

- (a) To be responsive the Bidder must:

- 1) Provide unit pricing for all of the items in Annex "B" -Basis of Payment.
- 2) Not alter the format of the Basis of Payment in Annex "B" except for the inclusion of unit prices.

- (b) The Bidder's unit prices, for all pricing periods, will be added to calculate the Bidder's total evaluated price.

2. Basis of Selection

- 2.1 A bid must comply with the requirements of the bid solicitation and meet all mandatory technical criteria to be declared responsive. The responsive bid with the lowest evaluated price will be recommended for award of a contract.

3. Security Requirement

1. Before award of a contract, the following conditions must be met:
 - (a) the Bidder must hold a valid organization security clearance as indicated in Part 6 - Resulting Contract Clauses;
 - (b) the Bidder's proposed individuals requiring access to classified or protected information, assets or sensitive work site(s) must meet the security requirement as indicated in Part 6 - Resulting Contract Clauses;
 - (c) the Bidder must provide the name of all individuals who will require access to classified or protected information, assets or sensitive work sites.
2. Bidders are reminded to obtain the required security clearance promptly. Any delay in the award of a contract to allow the successful bidder to obtain the required clearance will be at the entire discretion of the Contracting Authority.
3. For additional information on security requirements, bidders should consult the "[Security Requirements for PWGSC Bid Solicitations - Instructions for Bidders](http://www.tpsgc-pwgsc.gc.ca/app-acq/lc-pl/lc-pl-eng.html#a31)" (<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 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, 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) (<http://www.tpsgc-pwgsc.gc.ca/app-acq/forms/formulaires-forms-eng.html>) 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 - over \$25,000 and below \$200,000

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

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

The Bidder or the member of the joint venture

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

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

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

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

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

2.2 Former Public Servant Certification

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

Definitions

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

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

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

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

Former Public Servant in Receipt of a Pension

Is the Bidder a FPS in receipt of a pension as defined above? YES () NO ()

If so, the Bidder must provide the following information:

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

Work Force Reduction Program

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

If so, the Bidder must provide the following information:

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

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

Certification

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

2.3 Canadian Content

2.3.1 Canadian Content Certification

This procurement is conditionally limited to Canadian services.

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

Failure to provide this certification completed with the offer will result in the services offered being treated as non-Canadian services.

The Offeror certifies that:

- () the services offered are Canadian services as defined in paragraph 4 of clause A3050T.

For more information on how to determine the Canadian content for a mix of goods, a mix of services or a mix of goods and services, consult Annex 3.6.(9), Example 2, of the *Supply Manual*.

2.3.2 Canadian Content Definition

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

PART 6 - RESULTING CONTRACT CLAUSES

1. 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 provisions of the:
 - (a) Security Requirements Check List, attached at Annex "C".
 - (b) Industrial Security Manual (Latest Edition).

2. Statement of Work

Public Works and Government Services Canada (PWGSC) requires Janitorial and Waste Removal Services, including all labour, material and equipment, for the Human Resources and Skills Development Canada (HRSDC) office located at 45 Lahr Drive, Belleville, Ontario, Canada. The services must be provided in accordance with Annex "A" - Statement of Work attached hereto.

3. Standard Clauses and Conditions

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

3.1 General Conditions

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

4. Term of Contract

4.1 Period of the Contract

The period of the Contract is from 01 November 2012 to 31 October 2013 inclusive.

4.2 Option to Extend the Contract

The Contractor grants to Canada the irrevocable option to extend the term of the Contract by up to two (2) additional six (6) month period(s) under the same conditions. The Contractor agrees that, during the extended period of the Contract, it will be paid in accordance with the applicable provisions as set out in the Basis of Payment.

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

5. Authorities

5.1 Contracting Authority

The Contracting Authority for the Contract is:

Name: Andrew Denbeigh
Title: Intern Officer
Public Works and Government Services Canada
Acquisitions Branch
Directorate: Acquisitions Kingston
86 Clarence Street, 2nd Floor
Kingston, Ontario K7L 1X3

Telephone : 613 536-4995
Facsimile: 613 545-8067
E-mail address: andrew.denbeigh@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 Technical Authority

The Technical Authority for the Contract is: (***Canada will insert information at time of contract award***)

The Technical 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 Technical Authority, however the Technical 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 (*Canada will insert information at time of contract award***)**

6. Payment

6.1 Basis of Payment - Firm Price

In consideration of the Contractor satisfactorily completing all of its obligations under the Contract, the Contractor will be paid a firm price, as specified in Annex "B" - Basis of Payment for a cost of \$ (Canada will insert information at time of award). Customs duties are included and Goods and Services Tax or Harmonized Sales Tax is extra, if applicable.

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

6.2 Limitation of Price

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

6.3 Monthly Payment

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

6.4 SACC Manual Clauses

SACC Manual clause A9117C (2007-11-30) T1204 - Direct Request by Customer Department

7. Invoicing Instructions

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

2. Invoices must be distributed as follows:

- (a) The original and one (1) copy must be forwarded to the address shown on page 1 of the Contract for certification and payment.

8. Certifications

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

8.2 SACC Manual Clauses

SACC Manual clause A3060C (2008-05-12) Canadian Content Certification

9. Applicable Laws

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

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) 2010C (2012-07-16) General Conditions - Services (Medium Complexity);
- (c) Annex "A" - Statement of Work;
- (d) Annex "B" - Basis of Payment;
- (e) Annex "C" - Security Requirements Check List;
- (f) Annex "D" - Insurance Requirements
- (g) the Contractor's bid dated _____. (*Canada will insert information at time of award*)

11. Insurance Requirements

The Contractor must comply with the insurance requirements specified in Annex "D" - Insurance Requirements. The Contractor must maintain the required insurance coverage for the duration of the Contract. Compliance with the insurance requirements does not release the Contractor from or reduce its liability under the Contract.

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

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

12. SACC Manual Clauses

SACC Manual clause A9068C (2010-01-11) Government Site Regulations

Solicitation No. - N° de l'invitation

EQ754-130282/A

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R.029084.002

Amd. No. - N° de la modif.

File No. - N° du dossier

KIN-2-38088

Buyer ID - Id de l'acheteur

kin615

CCC No./N° CCC - FMS No/ N° VME

ANNEX "A"
Statement of Work

Project Title:

BELLEVILLE, ONTARIO
45 LAHR DRIVE

BUILDING CLEANING OPERATIONS
AND WASTE REMOVAL

Project Number:

R.029084.002

Solicitation No. - N° de l'invitation

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CCC No./N° CCC - FMS No/ N° VME

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Section 1 - General Instructions

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| 1 | Description of Work | 1. Provide sufficient and suitable labour, supplies and equipment to perform routine and periodic cleaning operations and waste removal described in Section 2, Scope of Work. Work must be completed to the satisfaction of the Task Authority (T.A.) and/or the designated representative. |
| 2 | Minimum Standards | 1. Execute work to meet or exceed: <ol style="list-style-type: none"> 1. Rules and regulations of authorities having jurisdiction. 2. Applicable Federal, Provincial and Municipal Regulations, Codes and Acts. 3. Equipment or product manufacturer's recommendations, instruction manuals and/or leaflets. 4. Canada Occupational Safety and Health Regulations. 5. WHMIS Legislation - Workplace Hazardous Materials Information System. |
| 3 | Schedule of Work | 1. Contractor shall carry out routine work during occupant's work hours, 7:00am to 3:30 pm per below schedule description:

Monday, Wednesday, Friday one week, Tuesday and Thursday the next week. This pattern is repeated every two weeks.

<u>NOTE:</u> Snow removal, as described in the Scope of Work, shall be done on cleaning days (as required), before occupants arrive at 7:00am, except on recognized Statutory holidays.

2. <u>Recognized Holidays include:</u> New Years Day, Good Friday, Easter Monday, Victoria Day, Canada Day, Labour Day, Thanksgiving Day, Christmas Day and Boxing Day. Family Day is not a recognized Statutory Holiday.

3. <u>Routine Cleaning:</u> Cleaning operations which are specified to be performed every other day, weekly, or monthly, as detailed in the Scope of Work.

4. <u>Periodic Cleaning:</u> Cleaning operations which are specified as periodic in the scope of work section, and for which a schedule which must be approved by the T.A. and/or designated representative before commencement of Work. Periodic cleaning shall be carried out outside of the occupant's business hours. Periodic cleaning may be carried out during occupant's |

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- business hours only with the approval of the T.A.
5. Within 15 days of award of contract, work schedules for all work under the contract will be provided by the Contractor to the T.A. in writing. These work schedules will indicate the number of personnel and scheduling of services.
- The schedules that are submitted will be reviewed and evaluated by the T.A. Once the submitted schedules have been accepted, they will be countersigned by the T.A. and the Contractor. Any changes to the schedules must be submitted in writing to the T.A. one week prior to the effective date for change. No change to the schedule will be made without written consent of the T.A.
- 4 Work Force
1. The Contractor must provide sufficient and suitable personnel to perform routine and periodic cleaning operations. On-site cleaners and supervisor must be fluent in speaking, reading and writing the English language.
- Only trained people directly employed and supervised by the contractor are to be employed to do the work.
- If work force proves to be unsuitable, the Contractor shall employ additional staff as may be required to fulfill the terms of the contract. Do not permit any person previously removed from the work to return to the work site as an employee of the Contractor without the written consent of the TA.
2. The Contractor must keep an up to date list of all its employees performing work under this Contract and any lists developed and or updated by the Contractor will be made available for the review, approval and signature (when requested) of the T.A.
- 5 Uniforms
1. Staff shall wear suitable uniforms (matching shirt and trousers, or duster coat (smock)) with the company's name or crest affixed to the shirt or duster coat (smock).
- 6 Supplies, Tools and Equipment
1. The Contractor shall supply suitable and sufficient supplies, tools and equipment necessary to execute the work to the satisfaction of the T.A.
2. Equipment used to perform the work must be in good repair. Take out of service any equipment that is unsafe, not suitable or

defective. Provide suitable replacement equipment while repairs are made.

3. Supplies must include light bulbs and fluorescent tubes, walkway mats, cleansers, sealers, waxes, toilet tissue (2-ply - *must contain 20-60% recycled content*), paper hand towels (brown, unbleached, single fold), liquid soap (unscented), deodorant cakes, sani-bags and poly garbage bags (*must contain 10-100% post-consumer material*). Products shall meet the standards referred to in section 7 below and be appropriate for their employment in their respective locations, by approval of the T.A.

7 Toxic Substances/ 1. Chemicals

Toxic Substances Management Policy (TSMP)

- a) Do not provide products which contain substances declared toxic under the Canadian Environmental Protection Act (CEPA). See list on web site:
http://www.ec.gc.ca/CEPARRegistry/the_act/schedules_1.cfm
- b) Do not provide products which contain substances named on Environment Canada's Priority Substance List 1 (PSL 1). See list on web site:
http://www.ec.gc.ca/CEPARRegistry/subs_list/PSL1.cfm
- c) Do not provide products which contain substances named on Environment Canada's Priority Substance List 2 (PSL 2). See list on web site:
http://www.ec.gc.ca/CEPARRegistry/subs_list/PSL2.cfm

2. Environmental Choice Program (ECP): All chemicals that are used at the facility shall be low odour and environmentally friendly. Provide products bearing the "Ecologo" of Environment Canada's ecolabelling program.

3. The on-site hazardous material co-ordinator or the occupant's representative must be advised when controlled products are to be brought into Crown-occupied facilities. The Contractor shall ensure that all controlled products are identified to the occupant. Materials Safety Data Sheets (MSDS) for controlled products must be kept on-site and provided to the T.A. And the building occupant.

4. All containers brought into Crown owned or occupied facilities containing controlled

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- products must be labelled in accordance with WHMIS regulations.
5. Submit Material Safety Data Sheets (MSDS) for all cleaning supplies to the Technical Authority (T.A.).
 6. Provide samples of materials when requested for testing to ensure that all materials used meet Canadian General Standards Board (CGSB) specifications.
 7. Where controlled products are to be used in Crown occupied facilities, the T.A. will have the authority to review all work to be performed, and where applicable, stop contract work related to the use of controlled products until safety and health concerns are resolved.
 8. Contractor shall ensure that where substances classified as controlled products under the Controlled Products Regulations are to be used in Crown occupied facilities, the Contractor shall ensure that his/her employees receive appropriate training in accordance with Provincial/Federal Regulations and the Workplace Hazardous Materials Information System (WHMIS).
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| 8 | Co-operation and Protection | <ol style="list-style-type: none"> 1. Perform work with minimum disturbance to occupants, and normal use of premises. 2. Protect existing work from damage. 3. Comply with non-smoking restrictions. |
| 9 | Safety | <ol style="list-style-type: none"> 1. Strictly adhere to Federal, Provincial and Municipal regulations and codes concerning the equipment, work habits and procedures. 2. Equipment used to perform the work shall be in good repair. The T.A. reserves the right to have equipment it judges unsafe, not suitable or defective, taken out of service. The Contractor shall supply suitable replacement equipment until satisfactory repairs are made. 3. Contractor must conform to all occupational health and safety regulations. 4. Sufficient "CAUTION" - WET FLOOR" signs shall be used during floor cleaning operations. |
| 10 | Inspections | <ol style="list-style-type: none"> 1. Work must be completed to the satisfaction of the T.A. or the designated representative. |

The work will be inspected regularly by the T.A. and unsatisfactory conditions will be reported to the Contractor's representative by means of a written communication. This unsatisfactory performance will be given immediate attention by the Contractor and the Contractor must indicate, in writing, his actions to rectify the unsatisfactory conditions to the T.A., within 24 hours. Results of the work done which, in the opinion of the T.A., are not acceptable will be considered unsatisfactory and these operations must be redone in part or in whole until the T.A. is satisfied.

The Contractor's supervision team will inspect all work areas monthly and provide inspection reports along with the Monthly Invoice.

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| 11 | Log | 1. | Contractor shall maintain a log in the building in which is recorded on a daily basis all of the work performed other than the normal day to day cleaning. Make the log available for inspection by the T.A. |
| 12 | Meetings | 1. | Contractor shall attend all meetings required by the T.A. |
| 13 | Electronic Communications | 1. | Contractor to supply e-mail address as an alternative communication method with National Service Call Centre (NSCC), the T.A., and/or the designated representative. |

Section 2 - Scope of Work

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| 1 | General | <ol style="list-style-type: none"> 1. Contractor shall provide all necessary labour, equipment and materials to clean and maintain the premises in accordance with these specifications to the satisfaction of the Task Authority (T.A.) and/or the designated representative. 2. It is the responsibility of the Contractor to employ such personnel as needed to ensure full delivery of these services and to correct deficiencies which may be brought to the T.A.'s attention. 3. The T.A. reserves the right to refuse access to the premises for personnel who do not hold the appropriate security clearance. |
| 2 | Routine Cleaning | <p><u>NOTE:</u> Perform the "Every Other Day" tasks of routine cleaning according to the following schedule:</p> <p>Monday, Wednesday, Friday one week
Tuesday and Thursday the next week</p> <p>This pattern is repeated every two weeks throughout the contract term.</p> |
| A | Every Other Day | <ol style="list-style-type: none"> 1. Dispose of all waste paper and garbage away from the site or in designated area. Recycle paper, cardboard, cans, and glass. Contractor shall pay all municipal charges which may be levied for waste removal from site. 2. Sweep floor using a dust control method. <ol style="list-style-type: none"> a) Keep front and dock area clear of dust, dirt and debris. 3. Wash floor and spray buff to remove traffic marks and restore shine. 4. Vacuum and spot clean carpets and walk-off mats. <ol style="list-style-type: none"> a) Contractor shall be responsible to provide walk-off mats of suitable size at all entrances and as required for adequate safety. Contractor shall change these mats as required to maintain quality and appearance. During winter months employ special care to remove moisture and slush so as to ensure safe conditions. 5. Clean furniture, including vinyl and leatherette upholstered furniture, fixtures, filing cabinets, equipment, counter, kitchen cabinet |

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- and lockers to remove finger marks, smudges, stains and dust.
6. Clean window sills, baseboards, radiators, ledges, partitions, and telephones.
 7. Clean all doors, door glass, side panel glass and transom glass.
 8. Wash and disinfect washroom floors, fixtures and mirrors with a germicidal detergent (Quaternary ammonium) to control the spread of germs, bacteria and odour.
 9. Replenish paper towels, toilet tissue, soap and deodorant blocks on a continuous basis. Spot clean floor and fixtures as required.
 10. Washroom sani-cans, if required, shall be emptied, washed, and sani-bag replaced.
 11. Notify the T.A. if plumbing work is required, such as plugged toilets and drains and leaky taps.
 12. Empty all waste baskets into containers ready for disposal.
 13. Spot clean walls and ceilings, doors, door frames, kick plates, ledges and light switches.
 14. Replace burnt out fluorescent tubes, exterior Halogen lights and light bulbs, including exit light bulbs.
 15. Clean Janitor's closet as per corresponding areas in the building.
 16. Kitchenette:
 - a) Wash and disinfect all refuse receptacles and surrounding areas, and replace liner of receptacles.
 - b) Replenish all dispensers.
 - c) Clean and disinfect all sinks, faucets, exposed shelving, dispensers, valves and pipes.
 - d) Wash and disinfect counter tops and table tops.
 17. Keep all recycling depot areas neatly organized at all times.
 18. Wash and disinfect all water fountains.
 19. Close and lock all windows and doors and turn off lights as required when cleaning is completed.

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| | | 20. | Pick up and remove all litter and debris from exterior grounds, entrances and exits. |
| | | 21. | Remove slush and sand accumulation from paved and concrete areas, including municipal sidewalks, walkways, steps at entrances and exits as required to ensure safe conditions at all times. |
| | | 22. | Contractor shall sweep concrete and paved walkways to maintain the exterior space in a neat and tidy condition. Hose down walkways and steps when necessary. |
| B | Weekly | 1. | Clean interior and exterior metal work where applicable. |
| | | 2. | Vacuum upholstered furniture. |
| | | 3. | Remove and clean foot grilles, clean recess pans and keep drains clear. |
| | | 4. | Dust and wash the glass and clean aluminum borders around directories, notice boards and display cases. |
| | | 5. | Clean and polish handrails. |
| | | 6. | Sweep warehouse concrete floors using dust control method. Wash floors as needed. |
| | | 7. | Wash steps. |
| | | 8. | Sweep down exterior of building, under eaves and canopies to remove cobwebs, flies, and other debris. |
| C | Monthly | 1. | Wash and disinfect waste cans and receptacles. |
| | | 2. | Clean, wax and polish furniture and counter tops. |
| | | 3. | De-scale toilet bowls and urinals. |
| | | 4. | Dust vertical and venetian blinds. Vacuum fabric vertical blinds where required. |
| | | 5. | Steam clean walkway mats. Steam clean more often during inclement weather. Provide replacement mats during steam cleaning. |
| | | 6. | Recondition resilient floors on a full floor basis to remove traffic marks and soil build-up with a light scrub. Rinse floors with |

clear water. Apply one (1) coat of a non-slip floor finish to the dry, clean floor. Employ all safe work practices during this procedure.

7. Wash all interior glazed surfaces including glass partitions and draft deflectors.
8. Vacuum air grilles and deflectors and clean debris from floor air vents.
9. Keep fire extinguishers and cabinets clean and polished.
10. Wash filing cabinets and lockers.

3 Periodic Cleaning

NOTE: Schedule for all periodic cleaning must be approved by T.A. before commencement of work.

1. Floors: Strip floors on a full floor basis to remove all existing floor finish and all impurities with a heavy scrub. During this operation remove discoloured floor finish and accumulations under furniture, radiators, in corners, along and on baseboards. Rinse floor with clear water. Apply three (3) coats of a non-slip, buffable floor finish to the dry, clean floor. Perform this operation once (1) per year during the month of May. Notify T.A. to make arrangements for inspection of finished work. Provide schedule for approval at least two (2) weeks prior to commencement of work.
 - a) Take care not to allow cleaning solution to seep under filing cabinets and partitions. Move all desks, chairs, waste baskets, etc., out of the area or to one side prior to stripping to ensure complete floor coverage. Relocate furniture and equipment to exact original location.
2. Concrete floors: Strip concrete floors on a full floor basis once (1) per year and reseal concrete floors using approved sealer only. Provide schedule for approval at least two (2) weeks prior to commencement of work.
3. Windows:
 - a) Wash windows two (2) times per year, during the months of April and October.
 - b) The extent of window cleaning shall include both sides of exterior glass, all sash, sills and metal work.

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- c) Remove all dirt and stains that detract from the appearance or transparency of the glazing over its full exposed area.
 - d) Leave surfaces clean, dry and streak-free.
 - e) Provide schedule for approval at least two weeks prior to commencement of work.
4. Light fixtures: Wash office area bulbs, light fixtures and light covers once (1) per year during the month of March.
- a) Incandescent: Remove cover, if applicable, and wash. Remove bulbs and clean. Wash pan; dry and polish; reassemble. EXIT LIGHTS included.
 - b) Fluorescent: Remove shield, if applicable, and wash. Clean acrylic shield using antistatic procedure; remove tubes and clean; wash all exposed surfaces of the pan; dry and polish; reassemble.
 - c) Spot clean as required; remove insects as required.
5. Carpets: Using the extraction method, steam clean carpets once (1) per year in the month of May. Provide schedule to T.A. at least two (2) weeks prior to commencement of work.
6. Blinds: Clean vertical blinds once (1) per year during the month of April.
7. Walls: Dust and wash office walls once (1) per year in the month of November.
8. Ceilings: Wash ceilings once (1) per year in the month of March.
9. Washroom ceilings: Wash washroom ceilings twice (2) per year in the months of April and November.
10. Acoustic ceilings: Vacuum acoustic ceilings once (1) per year during the month of March.
11. Upholstered chairs: Shampoo upholstered chairs once (1) year in June.
12. Upholstered, acoustical partition screens: Vacuum, spot clean and shampoo as required twice (2) per year. Keep metal frames clean.

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| | | 13. | <u>Air grilles, air diffusers, floor air vents and metal work:</u> Wash four (4) times per year during the months of January, April, July and October. |
| 4 | Snow Removal | 1. | Clear and remove snow, slush and ice from entrances and exits, walkways, sidewalks, including municipal sidewalks, steps, ramp, loading docks and access routes to parking and trucking areas to ensure the safety of pedestrians. The Contractor must supply and use ice melter (<i>salt should be used at a minimum especially around vegetation and where it could run off into a water body or the storm sewer; urea is a less damaging product for melting snow</i>) and sand, as needed, to fulfill these requirements. |
| | | 2. | Conduct snow operations according to the "every other day" schedule, excluding statutory holidays. |
| | | 3. | Walkways, sidewalk and steps must be cleared of snow, ice and slush before 7:00 a.m. and throughout the day as required. |
| | | 4. | Maintain at the site in a container acceptable to T.A. and in an area designated by T.A. a sufficient amount of ice melting supplies and sand at all times. |
| 5 | Garbage Removal | 1. | The Contractor shall be responsible for all costs for garbage removal, including providing a 6 yd. garbage container and removing the garbage from the site. |
| | | 2. | The Contractor shall dump all collected garbage into the container. The Contractor shall be responsible for managing this container, keeping it locked and ensuring its contents are removed from the site on a weekly basis and that the container is cleaned and disinfected when the garbage is emptied from it. |
| | | 3. | The garbage container shall be placed in a spot designated by the T.A. |

Section 3 - Glossary of Terms and Quality Standards

1. GLOSSARY OF TERMS AND DETAILED DESCRIPTION

1. Routine Cleaning

Cleaning operations which are specified to be performed every other day, weekly or monthly.

2. Periodic Cleaning

Cleaning operations which are specified as periodic in the Scope of Work section, and for which there is a schedule which must be approved by the Departmental Representative before commencement of work.

3. Materials / Supplies

Consist of items such as light bulbs and fluorescent tubes, toilet tissue, paper hand towels, hand soap, deodorant cakes, 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 buildings.

4. Debris

Consists of the contents of waste receptacles, waste baskets, sani-cans and refuse in fire hose cabinets.

5. Litter

Consists of paper clips, paper, mop strings, pins, staples and other items discarded on floor and carpeting.

QUALITY STANDARDS

2. GLOSSARY OF TERMS AND DESCRIPTION OF OPERATION

1. Exterior Cleaning

Consists of patrolling sidewalks, driveways, lawn area, loading docks, entrance and other areas and picking up paper and all other debris.

2. Sweeping Exterior

Consists of removing loose, dry surface soil.

3. Hosing

Consists of washing by spraying with water under pressure from a garden hose.

4. Snow Removal

Consists of clearing snow, slush, ice accumulation, sand or gravel from all designated areas and spreading ice melter and sand.

5. Sweeping

Consists of removing loose, dry surface soil. Where surface is not subject to damage by solvents, use a solvent-based, treated sweeping compound dust cloth or dust mop. Where surface is subject to damage by solvents, use a wax-based, treated sweeping compound dust cloth or dust mop. Dust cloths or dust mops to be treated the day before they are to be used to ensure no streaks are left on the floor.

QUALITY STANDARDS

Designated areas shall be free of paper and all other debris after policing.

Sidewalks, walkways, entrances, steps and other designated areas shall be clean after sweeping.

Sidewalks, walkways, entrances, steps and other designated areas shall be clean after hosing.

All designated areas shall be free from snow and ice accumulation and sanded or treated to provide safe footing.

There shall be no dirt, trash or other matter left in corners, behind or under free-standing radiators, under furniture or behind doors. Floors shall be free of dust film; there shall be no dirt left where sweepings are picked up. Furniture and equipment shall be relocated to where it was prior to the sweeping operation.

2. GLOSSARY OF TERMS AND DESCRIPTION OF OPERATION

6. Damp and Wet Mopping

Consists of applying neutral detergent solution to the floor agitating it with a mop, removing the solution, rinsing the floor and picking up the rinse water. In washrooms, the rinsing operation is performed using a germicidal solution.

7. Machine Scrub

Consists of applying a spray buff solution on a swept floor, approximately 45.72 cm ahead of the floor machine. Care must be taken so that no solution splashes against furniture, doors and baseboards. While the machine operates, the spray buffing pad abrades black marks and irregularities. When the working face of the pad becomes loaded, turn the pad over or replace it with a clean pad. Spray buffing is continued until all traffic marks are removed and shine restored. Floor shall be swept after spray buffing has been completed.

8. Polish or Buff Floors

Consists of covering the full floor area with a machine or brush or pad to restore surface shine.

9. Scrubbing/Stripping

Consists of removing the top layer or layers of floor finish, using either the wet or dry scrub method. When using the wet scrub or wet strip method, use a minimum amount of solution and rinse the floor twice before applying sealer or finish. When using the dry

QUALITY STANDARDS

There shall be no surface dirt or stains visible following the floor mopping operation. Walls, baseboards and other surfaces shall be free of water marks, splashing and scars from equipment. The floor shall be free of streaks and base mop strands. Water or other cleaning solution shall not have been allowed to collect under furniture legs and cabinets.

There shall be no surface dirt or stains visible following the scheduled scrubbing operation. There shall be no wax or finish buildup on the floor surface. Furniture (excluding the file cabinets) shall be moved for complete floor coverage. Walls, baseboards and other surfaces shall be free of water marks and scars from equipment splashing.

There shall be neither dust nor dirt left on the floor after a polish or buff operation. Walls, baseboards and other surfaces shall be free of marks from equipment and the floor should present an overall appearance of cleanliness.

There shall be no surface dirt or stains visible following the scheduled scrubbing operation. There shall be no wax or finish buildup on the floor surface. Furniture (excluding file cabinets) shall be moved for complete floor coverage. Walls, baseboards and other

2. GLOSSARY OF TERMS AND DESCRIPTION OF OPERATION

scrub method, damp mop the floor twice before applying sealer or finish. Baseboards to be cleaned after each scheduled operation to remove streaks and splashes.

10. Strip and Refinish

Consists of moving furniture, sweeping the floor, stripping using either the wet or dry method to remove all layers of finish.

Applying a minimum of one coat of water base sealer and three coats of self-polishing, non-slip, metal interlocked floor finish except in corridors, entrances and lobbies where four coats are applied. The floor sealer is applied up to the baseboards. The floor finish is applied up to 30.48 cm from the baseboards except for the last coat which is applied right up to the baseboards. Each coat of finish to be laid in the opposite direction from the previous coat. Complete the operation by cleaning the baseboards.

11. Strip/Reseal Unpainted Concrete

Consists of sweeping, stripping and applying one coat of an approved sealer up to the baseboards.

12. Vacuuming

Consists of removing dust, dirt and litter, using an upright or canister type vacuum cleaner capable of having a crevice tool attached to clean in corners and along baseboards.

QUALITY STANDARDS

surfaces shall be free of water marks, splashing, and scars from equipment.

The floor shall be free of streaks, mop strand marks, skipped areas and other evidence of improper application.

The floor shall be clean and bright looking including in corners and under furniture.

There shall be no residue on walls, baseboards, furniture and other surfaces.

Chairs, waste paper baskets, etc., shall not be placed on desks or tables during cleaning operations.

There shall be no surface dirt or stains visible following the scheduled operation. Walls, baseboards and other surfaces shall be free of water marks, splashing, and scars from equipment.

Carpets and rugs shall be clean and free from dirt, dust and other debris. Nap on rugs should be laid in one direction.

T-mats shall be clean and carpet or rug area around and under T-mats shall be free of dust and dirt.

2. GLOSSARY OF TERMS AND DESCRIPTION OF OPERATION

13. Stain Removal - Carpets

Consists of identifying the type of stain by look, feel or odour, and the removal using the appropriate remover in accordance with instructions in commercially available spot remover kits.

14. Vacuuming Walkway Mats

Consists of removing dirt, sand, slush or water, using a wet and dry industrial type vacuum cleaner with the appropriate floor tools.

15. Salt/Stain Removal - Walkway Mats

Consists of vacuuming, flooding salt stain with water and allowing to stand for ten minutes, vacuuming up water and repeating operation as many times as necessary until stain is removed.

16. Cleaning Foot Grilles and Recessed Pans

Consists of removing all dirt and debris from the surface and between the bars of the foot grille and cleaning the recessed pan and drain.

QUALITY STANDARDS

Bare floors around rugs shall be clean. No dirt shall be left in corners, under furniture, behind doors or radiators.

Upholstered furniture shall be free from dust, dirt and other debris.

All furniture and equipment moved during the cleaning operation shall be returned to its original location.

There shall be no stain visible and no discolouration of the carpet after stain removal operation.

Walkway mats shall be clean and free of dust, dirt, sand, slush, salt and water after vacuuming operation. Floor area under the mat shall be free of dust and dirt and present a clean appearance.

There shall be no salt stain visible and no discolouration of the walkway mat after salt stain removal operation. Floor area under the mat shall be free of dust and dirt and present a clean appearance.

Foot grilles and recessed pans shall be free of dirt and debris after scheduled cleaning.

2. GLOSSARY OF TERMS AND DESCRIPTION OF OPERATION

17. Cleaning Notice Boards and Fire Hose Cabinets

Consists of dusting display cases and notice boards, spot cleaning or washing sash and glass; dusting and washing interiors of fire hose cabinets and washing both sides of cabinet door glass.

18. Glass Cleaning

Consists of washing all designated glass surfaces with a detergent solution and wiping dry with a clean cloth.

19. Shampooing Walkway Mats

Consists of vacuuming, stain removal and shampooing using either a machine agitated dry foam or jet extractor method. Hose washing may only be used if specified by the manufacturer and in accordance with their instructions.

20. Dusting

Consists of removing loose dirt, dust and cobwebs using an untreated dust mop or vacuum cleaner with appropriate attachments.

QUALITY STANDARDS

Notice boards and fire hose cabinets including glass shall be clean.

Glass shall be clean on both sides and free of streaks and smears.

Sash, sill, stools and floors shall be clean and free of water marks.

Items move during the cleaning operation shall have been replaced to their original location.

There shall be no stain visible and no discolouration of the walkway mat. The floor area under the mat shall be free of dust and dirt, and present a clean appearance after shampooing operation.

There shall not be any dust or dust streaks on desks or other furniture.

Glass tops on desks and tables shall be clean and free of finger marks and stains.

All pictures, plaques, etc., shall be free of dust. Corners and crevices shall be free of dust.

<u>2. GLOSSARY OF TERMS AND DESCRIPTION OF OPERATION</u>	<u>QUALITY STANDARDS</u>
<p><u>21. Metal Cleaning</u> Consists of polishing with an approved metal polish on door knobs, push bars, kick plates, railings and other metal surfaces to remove stains and restore shine.</p>	<p>Radiators, window stools, door ledges, frames, louvres, baseboards and partition ledges shall be free of dust.</p>
<p><u>22. Cleaning Washroom Fixtures</u> Consists of washing with a germicidal detergent all surfaces of wash basins, taps, exposed piping, flush tanks, toilet seats, toilet bowls and urinals to disinfect and remove dust, dirt spots and stains.</p>	<p>Door knobs, push bars, kick plates, railways, doors and other surfaces shall be clean and polished.</p>
<p><u>23. Cleaning and Servicing of Sanitary Receptacles</u> Consists of removing and replacing used bag. The receptacle is to be washed with a germicidal detergent to remove spots, stains, finger marks and odour.</p>	<p>All surfaces of wash basins, taps and all exposed piping shall be free of dust, dirt, spots and stains.</p>
<p><u>24. Patrol Cleaning</u> Consists of picking up litter, wiping up spillage, cleaning tables, counter tops, all washroom fixtures; polishing mirrors, emptying waste receptacles in designated areas and replenishing empty dispensers. This work is in addition to the regular routine cleaning.</p>	<p>All surfaces of flush tank toilet seats, bowls and urinals shall be disinfected.</p>
<p></p>	<p>Plumbing fixtures shall be free of stains, soap buildup, dust and mold.</p>
<p></p>	<p>All sanitary receptacles shall be emptied and a disposal bag replaced if required.</p>
<p></p>	<p>All sanitary receptacles shall be free of odour, spots, stains and finger marks.</p>
<p></p>	<p>Floors shall be free of litter and there shall be no surface dirt or stains visible. Tables, counter tops and wall washroom fixtures shall be free of dust, dirt, spots and stains. Waste receptacles shall be empty and clean. Washroom supplies shall be replaced if required.</p>

<u>2. GLOSSARY OF TERMS AND DESCRIPTION OF OPERATIONS</u>	<u>QUALITY STANDARDS</u>
<p><u>25. Spot Clean</u> Consists of removing finger marks, smudges, stains and graffiti from dispensers, walls, stall partitions, doors, shelves, mirrors and ledges, using a moistened cloth followed by a dry cloth.</p> <p><u>26. Empty Waste Receptacles</u> Consists of emptying waste receptacles and replacing dirty plastic bags. All refuse is to be placed in a designated fireproof space.</p> <p><u>27. Cleaning Vinyl and Leatherette Upholstery</u> Consists of removing soil marks and stains using approved cleaner.</p> <p><u>28. Cleaning Drinking Foundations</u> Consists of washing and disinfecting all surfaces. The odour of the disinfectant must not be objectionable.</p> <p><u>29. High Level Cleaning</u> Consists of dusting wall hung clocks, tops of lockers, overhead pipes, glass covered clocks, pictures, plaques, tops of partitions, wall or ceiling ventilators and exhaust fans.</p>	<p>All dispensers, shelves, shelf brackets and ledges shall be free of finger marks, dust and stains.</p> <p>All mirrors shall be clean.</p> <p>Walls, stall partitions and doors shall be free of dust, hand marks, pencil marks, water breaks, mop marks; fittings shall be free of mold.</p> <p>All paper and garbage receptacles shall be emptied, plastic bags shall be replaced if required and the exterior surface wiped clean.</p> <p>There shall be no surface dirt, soil marks or stains visible following the scheduled cleaning.</p> <p>All surfaces shall be free of spots, stains and streaks.</p> <p>All fountains shall be disinfected.</p> <p>Clocks, tops of lockers, overhead pipes, pictures, plaques, partition tops, wall or ceiling ventilators and exhaust fans shall be free of dust after scheduled high cleaning. Metal and glass surfaces shall be clean and free of streaks and stains.</p>

2. GLOSSARY OF TERMS AND DESCRIPTION OF OPERATION

30. Dusting Vertical Blinds

Consists of dusting both sides of the slats and adjoining window frame area.

31. Vacuuming Acoustic Ceiling Tiles

Consists of removing dust, loose dirt and cobwebs, using a vacuum cleaner equipped with the appropriate attachments.

32. Vacuuming Air Grilles and Air Diffusers

Consists of removing dust, loose dirt and cobwebs, using a vacuum cleaner equipped with a wand and brush attachment, or wipe with damp sponge and dry with clean cloth.

33. Washing Air Grilles and Air Diffusers

Consists of applying a detergent solution with a cloth to remove dust and dirt, and drying with a clean cloth.

34. Cleaning Light Fixtures

Consists of dry wiping all tubes, bulbs and shields to remove accumulated dust and insects; washing all light fixtures including bulbs.

35. Cleaning Garbage Rooms

Consists of sweeping the floor to remove debris or litter and washing the floor and the garbage cans with a disinfectant solution.

QUALITY STANDARDS

Both sides of slats shall be clean and free of dust.

Window frames and adjoining area shall be free of dust.

Ceiling tiles shall be free of loose dirt, dust and cobwebs after scheduled vacuuming operation.

Air grilles and air diffusers shall be free of dust, loose dirt and cobwebs after scheduled vacuuming operation.

After washing, air grilles and air diffusers shall present a clean surface free of dirt, grime, stains and soap or water streaks.

Light fixtures shall be free of dust, dirt, stains and soap or water streaks after scheduled washing. No after marks shall appear on furniture or on the floor.

Floors shall be clean and free of debris.

Waste paper and garbage shall be properly stored in the designated fireproof space.

2. GLOSSARY OF TERMS AND DESCRIPTION OF OPERATION

36. Contractor's Space and Janitor

Closets

Consists of sweeping, washing, scrubbing and refinishing the floor, washing walls and shelves and disinfecting sinks. The area is to be kept free of debris; mops are to be washed clean before storing; all other equipment is to be kept clean; cleaning supplies are to be neatly stored.

37. Manually Clean

"Manually clean" shall mean the removal by hand of all debris not removed by vacuum cleaning.

38. Degreasing

"Degreasing" shall mean the removal of all grease and petroleum byproducts found on all surfaces.

39. Cleanable Ceiling Area

Surfaces shall include, but not be limited to, the following undernoted items, unless specifically excluded in the Specifications:

Fluorescent fixtures, mercury vapour fixtures, air ducts, electrical cables and conduit or other casings, sprinkler pipes, air vents and grilles, structural steel work and columns, pipes and ducts, metal and concrete ceiling surfaces, truss work, struts, hangers, small heat detectors, all pipings, steel plate platforms, all support columns, beams and

QUALITY STANDARDS

Empty garbage containers shall be clean and free of odours.

All floors shall be clean.

All fixtures and walls shall be free of dust and stains.

Mop pails/trucks shall be empty and free of odours.

There shall be no waste paper, garbage or empty containers in the janitor closets.

2. GLOSSARY OF TERMS AND DESCRIPTION OF OPERATION

relating steel supporting equipment, overhead public address units, electrical junction and panel boxes, pipe expansion joints, humidifier and steam nozzles, pipe valves.

Items included are those items either connected to the ceiling surfaces or below ceiling surface to the specified metres above floor level, except wall areas, for each of the designated section areas for High Level Cleaning.

40. Cleanable Wall Area

Surfaces shall include but not be limited to the following undernoted items, unless specifically excluded in the Specifications:

Air ducts, electrical cables and conduit or other casings, air vents and grilles, metal and concrete wall surfaces, hangers, steel support equipment, pipes.

Items included are those wall surfaces and items directly connected and affixed **along** wall surface areas.

41. Equipment, Accessories, Fixtures

May be such items as clocks, pictures, shelving, typewriters, cabinets, flag stands, photocopiers, facsimiles, coat racks/stands, bookcases, telephones, etc.

QUALITY STANDARDS

ANNEX "B"**BASIS OF PAYMENT****Pricing Instructions:**

Pricing herein shall be applicable for the period specified. All prices herein are firm net prices in Canadian Funds including Canadian customs duties, excise taxes, **excluding H.S.T.**

The Contract will be awarded to the responsive bidder whose bid is the lowest evaluated price (1A + 1B + 1C = evaluated price).

1A Total Price for First Year (1 November 2012 - 31 October 2013)

Item #	Description	Qty	Firm Unit Price
001	Janitorial and Waste Removal Services, as per Annex "A" - Statement of Work	1 Year	\$_____ / year

1B Option - First 6 Month Period (1 November 2013 - 30 April 2014)

Item #	Description	Qty	Firm Unit Price
002	Janitorial and Waste Removal Services, as per Annex "A" - Statement of Work	6 Month Option	\$_____/6 month option

1C Option - Second 6 Month Period (1 May 2014-31 October 2014)

Item #	Description	Qty	Firm Unit Price
003	Janitorial and Waste Removal Services, as per Annex "A" - Statement of Work	6 Month Option	\$_____/6 month option

Solicitation No. - N° de l'invitation

EQ754-130282/A

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur

kin615

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

File No. - N° du dossier

CCC No./N° CCC - FMS No/ N° VME

R.029084.002

KIN-2-38088

ANNEX “C”
Security Requirement Check List

(see electronic attachment)

ANNEX "D"

Insurance Requirements

1. Commercial General Liability Insurance

1. The Contractor must obtain Commercial General Liability Insurance, and maintain it in force throughout the duration of the Contract, in an amount usual for a contract of this nature, but for not less than \$1,000,000 per accident or occurrence and in the annual aggregate.
2. The Commercial General Liability policy must include the following:
 - a. Additional Insured: Canada is added as an additional insured, but only with respect to liability arising out of the Contractor's performance of the Contract. The interest of Canada should read as follows: Canada, as represented by Public Works and Government Services Canada.
 - b. Bodily Injury and Property Damage to third parties arising out of the operations of the Contractor.
 - c. Products and Completed Operations: Coverage for bodily injury or property damage arising out of goods or products manufactured, sold, handled, or distributed by the Contractor and/or arising out of operations that have been completed by the Contractor.
 - d. Personal Injury: While not limited to, the coverage must include Violation of Privacy, Libel and Slander, False Arrest, Detention or Imprisonment and Defamation of Character.
 - e. Cross Liability/Separation of Insureds: Without increasing the limit of liability, the policy must protect all insured parties to the full extent of coverage provided. Further, the policy must apply to each Insured in the same manner and to the same extent as if a separate policy had been issued to each.
 - f. Blanket Contractual Liability: The policy must, on a blanket basis or by specific reference to the Contract, extend to assumed liabilities with respect to contractual provisions.
 - g. Employees and, if applicable, Volunteers must be included as Additional Insured.
 - h. Employers' Liability (or confirmation that all employees are covered by Worker's compensation (WSIB) or similar program)
 - i. Broad Form Property Damage including Completed Operations: Expands the Property Damage coverage to include certain losses that would otherwise be excluded by the standard care, custody or control exclusion found in a standard policy.
 - j. Notice of Cancellation: The Insurer will endeavour to provide the Contracting Authority thirty (30) days written notice of policy cancellation.
 - k. If the policy is written on a claims-made basis, coverage must be in place for a period of at least 12 months after the completion or termination of the Contract.
 - l. Owners' or Contractors' Protective Liability: Covers the damages that the Contractor becomes legally obligated to pay arising out of the operations of a subcontractor.

- m. Non-Owned Automobile Liability - Coverage for suits against the Contractor resulting from the use of hired or non-owned vehicles.
- n. Sudden and Accidental Pollution Liability (minimum 120 hours): To protect the Contractor for liabilities arising from damages caused by accidental pollution incidents.
- o. 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 acknowledgement of receipt.

For the province of Quebec, send to:

Director Business Law Directorate,
Quebec Regional Office (Ottawa),
Department of Justice,
284 Wellington Street, Room SAT-6042,
Ottawa, Ontario, K1A 0H8

For other provinces and territories, send 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.

2. Environmental Impairment Liability Insurance

1. The Contractor must obtain Contractors Pollution 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 \$500,000 per accident or occurrence and in the annual aggregate.
2. 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.
3. The Contractors Pollution 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 as additional insured should read as follows: Canada, represented by Public Works and Government Services Canada.

-
- b. Notice of Cancellation: The Insurer will endeavour to provide the Contracting Authority thirty (30) days written notice of policy cancellation.
 - c. Separation of Insureds: 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.
 - d. 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.
 - e. Incidental Transit Extension: The policy must extend to losses arising from any waste, products or materials transported, shipped, or delivered via any transportation mode to a location beyond the boundaries of a site at which the Contractor or any entity for which the Contractor is legally liable is performing or has performed the operations described in the contract.

For the province of Quebec, send to:
Director Business Law Directorate,
Quebec Regional Office (Ottawa),
Department of Justice,
284 Wellington Street, Room SAT-6042,
Ottawa, Ontario, K1A 0H8

For other provinces and territories, send 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.



Government of Canada
Gouvernement du Canada

Contract Number / Numéro du contrat

EQ754-130282

Security Classification / Classification de sécurité
UNCLASSIFIED

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		Public Works and Government Services Canada	2. Branch or Directorate / Direction générale ou Direction PTP
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 Cleaning 45 Lahr Dr. Belleville			
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"/>		All NATO countries Tous les pays de l'OTAN <input type="checkbox"/>	
Not releasable À ne pas diffuser <input type="checkbox"/>			
Restricted to: / Limité à: <input type="checkbox"/>		Restricted to: / Limité à: <input type="checkbox"/>	
Specify country(ies): / Préciser le(s) pays:		Specify country(ies): / Préciser le(s) pays:	
7. c) Level of information / Niveau d'information			
PROTECTED A PROTÉGÉ A <input type="checkbox"/>		NATO UNCLASSIFIED NATO NON CLASSIFIÉ <input type="checkbox"/>	
PROTECTED B PROTÉGÉ B <input type="checkbox"/>		NATO RESTRICTED NATO DIFFUSION RESTREINTE <input type="checkbox"/>	
PROTECTED C PROTÉGÉ C <input type="checkbox"/>		NATO CONFIDENTIAL NATO CONFIDENTIEL <input type="checkbox"/>	
CONFIDENTIAL CONFIDENTIEL <input type="checkbox"/>		NATO SECRET NATO SECRET <input type="checkbox"/>	
SECRET SECRET <input type="checkbox"/>		COSMIC TOP SECRET COSMIC TRÈS SECRET <input type="checkbox"/>	
TOP SECRET TRÈS SECRET <input type="checkbox"/>			
TOP SECRET (SIGINT) TRÈS SECRET (SIGINT) <input type="checkbox"/>			
		PROTECTED A PROTÉGÉ A <input type="checkbox"/>	
		PROTECTED B PROTÉGÉ B <input type="checkbox"/>	
		PROTECTED C PROTÉGÉ C <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"/>	



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 ☐ Yes
Non 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 ☐ Yes
Non 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
NATO CONFIDENTIEL | <input type="checkbox"/> NATO SECRET
NATO SECRET | <input type="checkbox"/> COSMIC TOP SECRET
COSMIC TRÈS SECRET |
| <input type="checkbox"/> SITE ACCESS
ACCÈS AUX EMPLACEMENTS | | | |

Special comments:

Commentaires spéciaux : _____

NOTE: If multiple levels of screening are identified, a Security Classification Guide must be provided.

REMARQUE : Si plusieurs niveaux de contrôle de sécurité sont requis, un guide de classification de la sécurité doit être fourni.

10. b) May unscreened personnel be used for portions of the work?
Du personnel sans autorisation sécuritaire peut-il se voir confier des parties du travail? ☒ No ☐ Yes
Non Oui

If Yes, will unscreened personnel be escorted?

Dans l'affirmative, le personnel en question sera-t-il escorté?

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

PRODUCTION

11. c) Will the production (manufacture, and/or repair and/or modification) of PROTECTED and/or CLASSIFIED material or equipment occur at the supplier's site or premises?
Les installations du fournisseur serviront-elles à la production (fabrication et/ou réparation et/ou modification) de matériel PROTÉGÉ et/ou CLASSIFIÉ? ☒ No ☐ Yes
Non 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 ☐ Yes
Non 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 ☐ Yes
Non 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 required at the supplier's site(s) or premises.

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

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

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

SUMMARY CHART / TABLEAU RÉCAPITULATIF

Category Catégorie	PROTECTED PROTÉGÉ			CLASSIFIED CLASSIFIÉ			NATO				COMSEC					
	A	B	C	CONFIDENTIAL	SECRET	TOP SECRET	NATO RESTRICTED	NATO CONFIDENTIAL	NATO SECRET	COSMIC TOP SECRET	PROTECTED PROTÉGÉ			CONFIDENTIAL	SECRET	TOP SECRET
				CONFIDENTIEL		TRÈS SECRET	NATO DIFFUSION RESTREINTE	NATO CONFIDENTIEL		COSMIC TRÈS SECRET	A	B	C	CONFIDENTIEL		TRÈS SECRET
Information / Assets Renseignements / Biens																
Production																
IT Media / Support TI																
IT Link / Lien électronique																

12. a) Is the description of the work contained within this SRCL PROTECTED and/or CLASSIFIED?
La description du travail visé par la présente LVERS est-elle de nature PROTÉGÉE et/ou CLASSIFIÉE?

☒ No
Non

☐ Yes
Oui

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

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

12. b) Will the documentation attached to this SRCL be PROTECTED and/or CLASSIFIED?
La documentation associée à la présente LVERS sera-t-elle PROTÉGÉE et/ou CLASSIFIÉE?

☒ No
Non

☐ Yes
Oui

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

Dans l'affirmative, classifiez le présent formulaire en indiquant le niveau de sécurité dans la case intitulée « Classification de sécurité » au haut et au bas du formulaire et indiquer qu'il y a des pièces jointes (p. ex. SECRET avec des pièces jointes).