

RETURN BIDS TO:
RETOURNER LES SOUMISSIONS À:
**Bid Receiving Public Works and Government
Services Canada/Réception des soumissions
Travaux publics et Services gouvernementaux
Canada**
PO Box 1408, Room 100
167 Lombard Ave.
Winnipeg
Manitoba
R3C 2Z1
Bid Fax: (204) 983-0338

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 South Junction - Janitorial		
Solicitation No. - N° de l'invitation 47780-160171/A	Date 2012-10-26	
Client Reference No. - N° de référence du client CBSA		
GETS Reference No. - N° de référence de SEAG PW-\$WPG-205-8248		
File No. - N° de dossier WPG-2-35209 (205)	CCC No./N° CCC - FMS No./N° VME	
Solicitation Closes - L'invitation prend fin at - à 02:00 PM on - le 2012-12-07		Time Zone Fuseau horaire Central Standard Time CST
F.O.B. - F.A.B. Plant-Usine: <input type="checkbox"/> Destination: <input checked="" type="checkbox"/> Other-Autre: <input type="checkbox"/>		
Address Enquiries to: - Adresser toutes questions à: Beaudette, Monique		Buyer Id - Id de l'acheteur wpg205
Telephone No. - N° de téléphone (204) 983-6676 ()		FAX No. - N° de FAX (204) 983-7796
Destination - of Goods, Services, and Construction: Destination - des biens, services et construction: CANADA BORDER SERVICES AGENCY Port of South Junction P.O. Box 61 South Junction Manitoba R0A 1Y0 Canada		

Instructions: See Herein

Instructions: Voir aux présentes

Vendor/Firm Name and Address

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

Issuing Office - Bureau de distribution

Public Works and Government Services Canada - Western
Region
PO Box 1408, Room 100
167 Lombard Ave.
Winnipeg
Manitoba
R3C 2Z1

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

TABLE OF CONTENTS

PART 1 - GENERAL INFORMATION

- 1.0 Introduction
- 2.0 Summary
- 3.0 Debriefings

PART 2 - BIDDER INSTRUCTIONS

- 1.0 Standard Instructions, Clauses and Conditions
- 2.0 Submission of Bids
- 3.0 Enquiries - Bid Solicitation
- 4.0 Applicable Laws
- 5.0 Improvement of Requirement During Solicitation Period

PART 3 - BID PREPARATION INSTRUCTIONS

- 1.0 Bid Preparation Instructions

PART 4 - EVALUATION PROCEDURES

- 1.0 Evaluation Procedures
- 2.0 Basis of Selection

PART 5 - CERTIFICATIONS

- 1.0 Certifications Precedent to Contract Award

PART 6 - SECURITY AND INSURANCE REQUIREMENTS

- 1.0 Security Requirement
- 2.0 Insurance Requirements

PART 7 - RESULTING CONTRACT CLAUSES

- 1.0 Statement of Work
- 2.0 Standard Clauses and Conditions
- 3.0 Security Requirement
- 4.0 Term of Contract
- 5.0 Authorities
- 6.0 Payment
- 7.0 Invoicing Instructions
- 8.0 Certifications

Solicitation No. - N° de l'invitation

47780-160171/A

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur

wpg205

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

File No. - N° du dossier

CCC No./N° CCC - FMS No/ N° VME

CBSA

WPG-2-35209

9.0 Applicable Laws

10.0 Priority of Documents

11.0 Insurance Requirements

12.0 SACC Manual Clauses

LIST OF ANNEXES:

ANNEX A	Statement of Work
ANNEX B	Basis of Payment
ANNEX C	Security Requirement Check List
ANNEX D	Insurance Requirements
ANNEX E	PWGSC-TPSGC 572, Task Authorization Form

PART 1 - GENERAL INFORMATION

1.0 Introduction

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

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

The Annexes include the Statement of Work, the Basis of Payment, Security Requirements, Insurance Requirements, and Form PWGSC-TPSGC 572 Task Authorization

2.0 Summary

For the supply of all labour, materials, tools, equipment, transportation and supervision necessary for the for building cleaning (71.27m2) and grounds maintenance (0.56 hectares) on a scheduled and "as and when requested" basis for Canadian Border Services Agency (CBSA), Customs Port Windygates, Windygates, Manitoba as detailed in the Statement of Work (included herein as Annex A). The period of the Contract is from date of Contract award to November 30, 2014 inclusive, with Canada retaining an irrevocable option to extend the Contract for two (2) additional one (1) year periods.

There is a security requirement associated with this requirement. For additional information, consult Part 6 - Security, Financial and Other Requirements, and Part 7 - Resulting Contract Clauses. 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](#) Web site.

The requirement is subject to the provisions of the North American Free Trade Agreement (NAFTA).

3.0 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

1.0 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(<http://ccua-sacc.tpsgc-pwgsc.gc.ca/pub/acho-eng.jsp>) Manual issued by Public Works and Government Services Canada.

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

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

Delete: sixty (60) days

Insert: one hundred and twenty (120) days

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/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.

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.

2.0 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.

3.0 Enquiries - Bid Solicitation

All enquiries must be submitted in writing to the Contracting Authority no later than seven (7) 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.

4.0 Applicable Laws

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

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.

5.0 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 seven (7) days before the bid closing date. Canada will have the right to accept or reject any or all suggestions.

PART 3 - BID PREPARATION INSTRUCTIONS

1.0 Bid Preparation Instructions

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

Section I: Financial Bid (1 hard copy)

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

Section I: Financial Bid

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

Section II: Certifications

Bidders must submit the certifications required under Part 5.

PART 4 - EVALUATION PROCEDURES

1.0 Evaluation Procedures

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

1.1 Financial Evaluation

SACC Manual Clause A0222T (2010-01-11), Evaluation of Price

2.0 Basis of Selection

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

PART 5 - CERTIFICATIONS

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

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

1. 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.

1.1. Code of Conduct Certifications

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.

1.2 Federal Contractors Program - Certification

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

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

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

- (a) [] The Bidder or the member of the joint venture
- (b) [] 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;
- (c) [] is not subject to the FCP, being a regulated employer under the Employment Equity Act, S.C. 1995, c. 44;
- (d) [] 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;
- (e) [] 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.

1.3. 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 to the Canada Pension Plan Act, R.S., 1985, c. C-8.

1.4 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.

A contract for the services of a FPS who has been retired for less than one year and who is in receipt of a pension as defined above is subject to a fee reduction (abatement formula) as required by Treasury Board Policy.

1.5 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 - SECURITY AND INSURANCE REQUIREMENTS

1.0 Security Requirements

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 7 - 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 7 - 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 Web site.

2.0 Insurance Requirements

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

If the information is not provided in the bid, the Contracting Authority will so inform the Bidder and provide the Bidder with a time frame within which to meet the requirement. Failure to comply with the request of the Contracting Authority and meet the requirement within that time period will render the bid non-responsive

PART 7 - RESULTING CONTRACT CLAUSES

1.0 Statement of Work

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

1.1 Task Authorization

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

1.1.1 Task Authorization Process

1. The Project Authority will provide the Contractor with a description of the task using the PWGSC 572, Task Authorization Form.
2. The Task Authorization (TA) will contain the details of the activities to be performed, a description of the deliverables, and a schedule indicating completion dates for the major activities or submission dates for the deliverables. The TA will also include the applicable basis (bases) and methods of payment as specified in the Contract.
3. The Contractor must provide the Project Authority, within two (2) calendar days of its receipt, the proposed total estimated cost for performing the task and a breakdown of that cost, established in accordance with the Basis of Payment specified in the Contract.
4. The Contractor must not commence work until a TA authorized by the Project Authority has been received by the Contractor. The Contractor acknowledges that any work performed before a TA has been received will be done at the Contractor's own risk.

1.1.2 Task Authorization Limit

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

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

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

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

1.1.4 Periodic Usage Reports - Contracts with Task Authorization

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

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

The data must be submitted on a quarterly basis to the Contracting Authority.
The quarterly periods are defined as follows:

1st quarter: December 1 to February 28;
2nd quarter: March 1 to May 31;
3rd quarter: June 1 to August 31; and
4th quarter: September 1 to November 30.

The data must be submitted to the Contracting Authority no later than seven (7) calendar days after the end of the reporting period.

Reporting Requirement- Details

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

For each authorized task:

- (i) the authorized task number or task revision number(s);
- (ii) a title or a brief description of each authorized task;
- (iii) the total estimated cost specified in the authorized Task Authorization (TA) of each task, GST or HST extra;
- (iv) the total amount, GST or HST extra, expended to date against each authorized task;
- (v) the start and completion date for each authorized task; and
- (vi) the active status of each authorized task, as applicable.

For all authorized tasks:

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

2.0 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 (<http://ccua-sacc.tpsgc-pwgsc.gc.ca/pub/acho-eng.jsp>) Manual issued by Public Works and Government Services Canada.

2.1 General Conditions

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

The text under Subsection 04 of Section 41 - Code of Conduct and Certifications - Contract of 2035 2012-07-16) referenced above is replaced by:

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

3.0 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 and security guide (if applicable), attached at Annex C ;
 - (b) Industrial Security Manual (Latest Edition).

4.0 Term of Contract

4.1 Period of the Contract

The period of the Contract is from date of award to 30 November 2014 inclusive.

4.2 Option to Extend the Contract

The Contractor grants to Canada the irrevocable option to extend the term of the Contract by up to two (2) additional one (1) year period(s) 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 three (3) 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.

5.0 Authorities

5.1 Contracting Authority

The Contracting Authority for the Contract is:

Monique Beaudette
Supply Officer
Public Works and Government Services Canada
Western Region
Acquisitions Section
Suite 100-167 Lombard Avenue
P.O. Box 1408
Winnipeg, MB R3C 2Z1

Telephone: (204) 983-6676

Facsimile: (204) 983-7796

E-mail address: monique.beaudette@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: TBD

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

6.0 Payment

6.1 Basis of Payment - Firm Price

For the Work described in the Statement of Work in Annex A and relating to Scheduled Services:

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

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

6.1.1 Limitation of Price

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

6.1.2 Basis of Payment - Limitation of Expenditure - Task Authorizations

The Contractor will be reimbursed for the costs reasonably and properly incurred in the performance of the Work specified in the authorized Task Authorization (TA), as determined in accordance with the Basis of Payment in Annex B, to the limitation of expenditure specified in the authorized TA. Canada's liability to the Contractor under the authorized TA must not exceed the limitation of expenditure specified in the authorized TA. Customs duties are included and Goods and Services Tax or Harmonized Sales Tax is extra, if applicable.

No increase in the liability of Canada or in the price of the Work specified in the authorized TA resulting from any design changes, modifications or interpretations of the Work will be authorized or paid to the Contractor unless these design changes, modifications or interpretations have been authorized, in writing, by the Contracting Authority before their incorporation into the Work.

6.1.2.1 Limitation of Expenditure

1. Canada's total liability to the Contractor under the Contract must not exceed \$ TBD. Customs duties are included and Goods and Services Tax or Harmonized Sales Tax is extra, if applicable.
2. No increase in the total liability of Canada or in the price of the Work resulting from any design changes, modifications or interpretations of the Work, will be authorized or paid to the Contractor unless these design changes, modifications or interpretations have been approved, in writing, by the Contracting Authority before their incorporation into the Work. The Contractor must not perform any work or provide any service that would result in Canada's total liability being exceeded before obtaining the written approval of the Contracting Authority. The Contractor must notify the Contracting Authority in writing as to the adequacy of this sum:
 - (a) when it is 75 percent committed, or
 - (b) four (4) months before the contract expiry date, or
 - (c) as soon as the Contractor considers that the contract funds provided are inadequate for the completion of the Work,

whichever comes first.
3. If the notification is for inadequate contract funds, the Contractor must provide to the Contracting Authority a written estimate for the additional funds required. Provision of such information by the Contractor does not increase Canada's liability.

6.2 Monthly Payment

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

6.3 SACC Manual Clauses

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

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

C0711C (2008-05-12), Time Verification

7.0 Invoicing Instructions

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

Each invoice must be supported by:

- (a) a copy of the release document and any other documents as specified in the Contract;
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.

8.0 Certifications

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

9.0 Applicable Laws

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

10.0 Priority of Documents

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

- (a) the Articles of Agreement;
- (b) the general conditions 2035 (2012-07-11) General Conditions - Higher Complexity - Services;
- (c) Annex A, Statement of Work;
- (d) Annex B, Basis of Payment;
- (e) Annex C, Security Requirements;
- (f) Annex D, Insurance Requirements;
- (g) the signed Task Authorizations (including all of its annexes, if any); and
- (h) the Contractor's bid dated _____.

11.0 Insurance Requirements

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

12.0 SACC Manual Clauses

A9068C Government Site Regulations 2010-01-11

STATEMENT OF WORK**Annex A****A. Daily Service Schedule:**

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

1. Sweep all floors and vacuum all carpets throughout the office, spot clean as necessary.
2. Wash and disinfect all washroom fixtures, accessories, hardware and floors/walls immediately surrounding fixtures, clean mirrors and wipe water splashes off partitions and walls.
3. Replenish paper towels, toilet tissue, liquid anti-bacterial hand soap, and deodorant blocks in washrooms and replenish paper towels and liquid anti-bacterial hand soap in staff kitchen.
4. Empty all waste baskets and garbage receptacles and replace plastic liners as required (when soiled or torn). Place waste in CBSA provided temporary exterior storage container. Remove and dispose of said waste at the local municipal landfill on **Saturday of each week from 10:00 to 18:00 hours** and pay all associated cost(s). **The Contractor shall utilize the services of local recycling depots/programs where available to dispose of paper, cardboard, glass bottles/jars, tin/aluminum cans, plastics, etc. Upon request, on-site recycling sorting bins/containers shall be provided by CBSA to facilitate any recycling initiative undertaken by the Contractor.**
5. Clean all entrance doors and glass, both sides.
6. Dust all horizontal surfaces, furniture, fixtures, ledges, counters sills, filing cabinets, baseboards, baseboard heaters etc., (and writing desks if cleared).
7. Spot clean all walls, doors, window glass, frames, counters, cabinets, furniture and fixtures, including around light switches as required.
8. ***When required***, replace burned out light bulbs and fluorescent tubes. Wash the fixture and lens

when replacing bulbs or tubes. This includes all interior and exterior light fixtures of the CBSA office, **and the garage / shed (if applicable) but excluding the canopy***.

***Canopy lamp servicing to be arranged through CBSA Facility Officer.**
9. ***When required***, clean light fixture lenses of accumulated dirt and insects.
10. Clean/wash exterior examination table.

B. Weekly Cleaning Duties:

1. Wash all hard surface floors including entrances, kitchen, and all areas with resilient rubber and vinyl floor covering. **NOTE:** Inclement weather conditions and other circumstances may at times necessitate additional floor cleaning. The Contractor shall do so without additional cost to the Crown and without specifically requested.
2. Clean telephones, calculators and dust in high places.
3. Wash counter tops.
4. Wash, disinfect and wipe dry all kitchen and bathroom waste receptacles.

C. Monthly Cleaning Duties:

1. Damp wipe vertical surfaces, including ledges of desks and counters. Where applicable, use furniture polish on wooden desks.
2. Clean all baseboards.
3. Clean microwave oven.
4. Replace air filter(s) in furnace. **Filter(s) shall be replaced on the first day of each month** and must be of a high efficiency, pleated design, having a minimum allergen/contaminant removal rating of 92%.
5. Wash, wax and polish hard surface floors including entrances, kitchen and all areas with resilient rubber and sheet vinyl floor covering – **see attached “ Amtico Marathon “ rubber flooring maintenance data sheets (1 page).**
6. Dust/vacuum window coverings (where applicable).
7. Dust all wood paneling and walls.
8. Clean exterior and interior surfaces of all windows facing the canopy.
9. Clean/wash exterior air conditioner condensing unit to remove grass clippings, vegetation fluff, debris, etc. from coil. This service shall be performed as necessary from May to October.
10. **Where applicable**, to maintain optimum performance of the water conditioning equipment, provides all elements, filters, and chemical additives in full accordance with equipment manufacturer's specifications.
11. Service electronic “Mantis” fly control units (2) by providing and installing sticky board refills as required.

12. **Where applicable**, to maintain optimum performance of the bottled water dispenser, follows attached bottled water dispenser maintenance instructions. (1 page)
13. Sweep/vacuum floor throughout the 2nd storey of the building, including the stairs. Wash (damp mop) 2nd floor and stairs as required, or when requested by CBSA.
14. Dust all horizontal surfaces, furnishings, fixtures, ledges, sills, baseboards, railings, and shelving on the 2nd floor, including the stairway.
15. Start and run back-up generator per instructions maintained at CBSA office. Top up fuel after every 3rd start-up.

D. Quarterly Cleaning Duties:

1. Wash and disinfect washroom walls and partitions.
2. Clean ceiling fans (washroom exhaust).
3. Service the furnace humidifier by thoroughly cleaning and removing mineral deposits from all internal components and by changing humidifier pad bi-monthly from September to April. The Contractor shall be responsible for starting the humidifier up on the first day of September and taking it off line at the end of April.
4. Clean oven and refrigerator. 24 hours notice will be given prior to cleaning fridge.

E. Semi-Annual Cleaning Duties:

1. Wash all exterior and interior window surfaces in the months of May and October.
2. Wash all exterior signs and walls of CBSA Office and outbuildings in the months of May and October.
3. Clean bookcases/shelves in the months of May and October. Where applicable, use furniture polish on wood bookcases/shelves. The Contractor shall remove and subsequently replace binders, books, etc. from shelving as necessary to complete this service.
4. Clean all air vents, diffusers and grills in the months of March and November.

5. By obtaining the services of a commercial carpet-cleaning contractor equipped with a truck-mounted cleaning plant, thoroughly clean all carpeted areas by hot water extraction method and apply carpet stain protection and anti-static treatment. **This service shall be provided in the months of May and November at no additional cost to CBSA.**

NOTE: Inclement weather conditions and other circumstances may at times necessitate additional

carpet cleaning. **The Contractor shall be responsible for initiating and making advance arrangements with the CBSA Area Superintendent for additional carpet cleaning. The Contractor shall invoice CBSA for such additional service(s) at a rate negotiated with and subsequently approved by the CBSA Facility Officer prior to commencement of additional carpet cleaning.**

6. Strip hard surface floor covering of old wax and re-wax (all areas).
7. **"As Applicable"** provide and install an adequate amount of flax straw on sewage line and septic tank(s) and field in the month October to prevent winter freeze-up. Remove and dispose of straw off site by the first week of May. Where applicable, install/remove Crown-provided insulated tarps in place of straw.
8. Sweep basement on a required / requested basis. **(Provide dust control measures)**

F. Annual Cleaning Duties:

1. Clean bond cabinet/room under supervision of CBSA personnel (if applicable).
2. Clean all window coverings.
3. Wash all light fixtures, including light bulbs and fluorescent tubes once a year in the month of October.
4. Dust and wash walls and ceilings (where applicable) in the month of April.
5. Clean exterior and interior surfaces of kitchen cabinets. (CBSA personnel are responsible for the removal and subsequent replacing of the contents of the cabinets.)
6. Clean/flush out accumulated debris from all eaves troughs and downspouts on CBSA Office and out building(s) where applicable. This service shall be performed during the month of October.
7. Provide and install new fluorescent tubes in the "Mantis" electronic fly control units (2) in the month of May.
8. Wash basement floor in the month of May.
9. Clean exterior and interior of utility storage shed in the month of October.

H. Grounds Upkeep:

1. *Removal of snow and ice from the approaches and sidewalks to the building and under the canopy, including parking area. (note areas on diagram) once daily as required. Snow and ice removal shall be completed promptly to eliminate any safety hazards and facilitate normal office operations. Contractor shall be responsible for monitoring accumulations at site. If the CBSA Superintendent requests subsequent snow and ice removal in a given day, the Contractor shall submit additional invoicing. When inclement weather conditions warrant, the Contractor shall provide, apply and maintain at no additional cost, safety sand on all ice covered paved areas until said ice build up can be satisfactorily removed. **The use of de-icing salt is prohibited unless prior approval is obtained from Canada Border Services Agency (CBSA).**

*The contractor shall supply all labour, material and equipment to provide this service efficiently and without delay.

2. **As required/requested** provides grounds maintenance including the sweeping and/or washing (hosing down) of walkways and paved areas as well as the removal and disposal of road grit, papers and other debris.
3. Annual pruning of dead branches on surrounding trees and shrubs.
4. Cut grass and maintain lawns and flower beds (weed, cultivate, till, edge and water) in immediate area of the office as required.

NOTE: -The maintenance of the lawns shall include control of weeds, trimming of curbed areas and removal of grass cuttings if it has notably accumulated.

- The grass shall be maintained at a height of 6.5 centimeters and shall not exceed a height of 10 centimeters before cutting.

-The application of fertilizers shall be at the department's request, arranged by the cleaning contractor and subsequent invoice to the department.

5. At the request of the **CBSA Facility Officer**, the Contractor shall provide and plant bedding plants during the month of May or June (subject to suitable weather). This service shall be invoiced as additional related work to the char service contract at the price agreed upon between the Crown and the Contractor prior to the start of said work.

I. Additional Requirements:

1. **The Contractor shall schedule and perform all duties and services specified in this contract during the regular working hours of the CBSA office (time(s) subject to the approval of the CBSA Area Superintendent).**
2. The Contractor shall provide and post in a readily visible and accessible area of the CBSA office, copies of the Material Safety Data (MSD) sheets for all cleaning supplies used and/or stored on site (these sheets are available from product suppliers upon request).

-
3. **The Contractor shall provide all material and supplies, labour, equipment and tools required to fully perform the duties outlined in this contract.** All equipment used to perform the work shall be maintained in good repair and is subject to inspection/approval by **CBSA** at anytime during the contract. (**Where available**, on site storage of equipment, supplies, etc, **is** subject to the approval of the CBSA Area Superintendent).
 4. To facilitate payment for services, the Contractor shall forward along with their monthly invoice, the **CBSA** fully endorsed service verification sheets.
 5. The CBSA building and grounds will be subjected to regular and ongoing inspections by **CBSA** representatives to ensure that service levels provided under this contract meet Crown expectations.
 6. The Contractor shall report any required maintenance repair items to the CBSA Area Superintendent. **The Contractor is not responsible for the repairing, or arranging for the repair of Crown owned buildings and equipment.**
 7. Upon the request of **CBSA**, the Contractor and their employees/designates shall wear a **CBSA** provided photo identification card at all times while performing the duties outlined in this statement of work.
 8. On occasion, the Contractor may be asked by local CBSA staff to return later during that same workday to complete their duties, due to **CBSA** operational requirements. (i.e.: seizure, investigation, meetings, health and safety concerns, etc.)
 9. **As required:** remove any rodents found in traps and dispose of safely.

MAINTENANCE of “AMTICO” MARATHON CLASSIC RUBBER FLOOR TILE

First Cleaning After Commercial Installation:

1. After installation, wait 48 hours before proceeding with the stripping. During manufacturing this product is covered with a releasing agent. This releasing agent ***MUST*** be removed.
2. To remove the releasing agent, use a polisher (150 to 175 R.P.M.) with fibre or nylon brushes. Prepare a mixture of Blue Label and water (5 cups of Blue Label per 4.5 litres of warm or cold water). Spread it evenly over the floor and wait 15 to 20 minutes before proceeding with the stripping.
3. Once this is completely done, use a vacuum or a mop to absorb the residue.
4. Rinse with a solution of cold water and ordinary vinegar (1 ounce of vinegar per 4.5 litres of water). Use a vacuum or mop to absorb the water.
IMPORTANT: If the first stripping is not done correctly, the releasing agent will remain on the floor and the coats of Platinum Label sealer will not adhere.
5. Apply two thin crossed coats of Platinum Label sealer with a sponge or waxing mop. Let dry before applying the second coat.
6. Proceed to spray buff with a solution of 20% Platinum Label and 80% cold water in a vaporizer. Use a polisher (175 R.P.M.) with a fibre or nylon brush.

Regular Cleaning:

Remove surface dust and soil particles by daily sweeping or vacuuming. If necessary, clean with wet mop, using Green Label floor cleaner (follow instructions on label). Do not use powder or high sudsing detergent. For heavily soiled floors, proceed to spray buff using a mixture of 20% Green Label and 80% cold water in a vaporizer. Clean with a fibre or nylon brush or an autoscouring machine equipped with washing brushes.

Then proceed to spray buff with a solution of 20% Platinum Label and 80% cold water in a vaporizer. Use a polisher (175 R.P.M.) with a fibre or nylon brush.

Marathon Classic rubber flooring contains built-in waxes. The more the floor is buffed, the better the appearance. If a high gloss is desired, apply Silver Label floor finish at full strength that will give rubber flooring a brighter sheen than its normal wax finish.

Hard-set finishes will scratch or powder under heavy traffic. A thorough cleaning and stripping is necessary for the acrylic finish such as Silver Label to bond with the tile's surface. These installations and care recommendations are provide as assistance only. The flooring manufacturer does not assume any responsibility for actual work performed. The warranty extends only to the quality and performance of the Marathon classic rubber flooring.

Periodical Cleaning:

If the floor must be thoroughly cleaned, follow the recommendations outlined under ***“First Cleaning”*** section.

Precautions:

To avoid scratches, do not clean with floor pads or any other industrial equipment. Do not apply thick coats of sealer.

Ensure that the tile stud is completely protected by the sealer. To spread the sealer, use an applicator, preferably a roller or a mop.

Do not operate machine over 175 R.P.M. **Do not use high-speed machines on rubber flooring.**

BOTTLED WATER DISPENSER MAINTENANCE

Cleaning the water cooler:

1. Unplug cord from electrical outlet of cooler.
2. Remove empty bottle.
3. Drain water from stainless steel reservoir(s) through faucet(s).
4. Prepare a disinfecting solution by adding one-tablespoon (15 mL) household bleach to one Imperial gallon (4.5 L) of water solution. (This solution should not contain less than 100 ppm available chlorine.) **OR** Some companies suggest using one part vinegar to three parts water solution to clean the reservoir of scale before cleaning with bleach.

Check your manual.

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

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

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

Drip Tray (located under faucets):

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

Replacing Bottle:

1. Wash hands with soap and warm water before handling. If you choose to use clean protective gloves (ex. latex), discard or disinfect after each use and prior to reuse.

NOTE: Protective gloves should never replace proper hand washing and hygiene.

2. Wipe the top and neck of the new bottle with a paper towel dipped in household bleach solution (1 tablespoon (15 mL) of bleach, 1 gallon (4.5 L) of water). Rubbing alcohol may also be used, but must be completely evaporated before placing the bottle in the cooler
3. Remove cap from new bottle.
4. Place new bottle on cooler.

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

CBSA OFFICE Month of _____

Weekly Services (verify service by noting completion dates and initial)

Service	Week 1	Week 2	Week 3	Week 4	Inspectors initials
Wash Floors					
Clean telephone, calculators, high dusting					
Wash Counter tops					
Wash & disinfect waste receptacles					

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

Service	Date Completed	Inspectors initials
Clean desks & counters		
Clean baseboards		
Replace furnace filter(s)		
Wash/wax hard surface flooring areas		
Dust/vacuum window coverings, wood panels/walls		
Clean exterior & interior of windows facing canopy		
Clean microwave oven		
Clean A/C condensing unit as required, May to October		
Service water conditioning equipment (if applicable)		

Service bottled water equipment (if applicable)		
Service "Mantis" fly control units (2) by providing and installing sticky board refills as required.		
Start up and run generator per instructions maintained at CBSA office. Top up fuel every 3rd start-up.		

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

Service	Date completed /initials	Date completed /initials	Date completed /initials	Date completed /initials
Wash/disinfect all washroom walls	Jan.	Apr.	Jul.	Oct.
Clean ceiling fans	Jan.	Apr.	Jul.	Oct.
Service humidifier	Sept.	Nov.	Feb.	Apr.
Clean oven and fridge	Sept.	Nov.	Feb.	Apr.
Clean air vents, diffusers and grills	March		November	
Wash all windows and exterior signs & walls	May		October	
Clean bookcases/shelves	May		October	
Carpet cleaning	May		November	
Strip hard surface floors and re-wax (all areas)	May		October	
Sewage line, tank and field, cover and remove (if applicable)	May		October	
Sweep and hose down garage	May		October	
Clean window coverings	April			
Dust/wash walls & ceiling	April			

Solicitation No. - N° de l'invitation

47780-160171/A

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

CBSA

Amd. No. - N° de la modif.

File No. - N° du dossier

WPG-2-35209

Buyer ID - Id de l'acheteur

wpg205

CCC No./N° CCC - FMS No/ N° VME

Tree pruning	April
Clean Kitchen cabinets	May
Clean Bond Cabinet/room	May
Wash/disinfect basement floor	May
Provide new fluorescent tubes for "Mantis" units	May
Clean light fixtures	October
Clean eaves troughs	October
Clean exterior/interior shed	October

Solicitation No. - N° de l'invitation

47780-160171/A

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur

wpg205

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

File No. - N° du dossier

CCC No./N° CCC - FMS No/ N° VME

CBSA

WPG-2-35209

CBSA OFFICE

Month of _____

Daily Services (verify service by noting completion dates and initial)

Date Service	M O N	T U E	W E D	T H U	F R I	S A T	S U N		M O N	T U E	W E D	T H U	F R I	S A T	S U N	
Sweeping/ Vacuum																
Washroom & Shower Service																
Waste Removal																
Entrance Doors & Glass																
Dusting																
Spot Cleaning																
*Note as required/ requested items below																
Inspectors Initials																

*As required / requested duties -snow removal/replacing bulbs/grass cutting /etc.

BASIS OF PAYMENT**Annex B**

It is **MANDATORY** that Bidders submit firm prices/rates for the period of the proposed Contract for all items listed hereafter. **This section, when completed, will be considered as the Bidder's financial proposal.**

Bidders shall provide bids as per unit of issue requested. It is the responsibility of the bidder to provide conversion to the unit of issue requested. Failure to do so will render the bid non-responsive without further consideration.

Should there be an error in the extended pricing of the Bidder's proposal, the unit pricing shall prevail and the extended pricing shall be corrected in the evaluation. Any errors in the quantities of the Bidder's proposal shall be changed to reflect the quantities stated in the RFP.

The quantities specified below are provided for evaluation purposes only.

Rates quoted must remain firm for the period of the Contract. Rates MUST include ALL costs associated with providing the service in accordance with the Statement of Work, Annex A attached herein. GST, if applicable, is to be shown as a separate item on any resulting invoice. Payment will be made in accordance with the following pricing.

(Note: no additional charges will be allowed for travel to the site)

Parts will be supplied FOB Destination including all delivery charges. The following definitions have been used to arrive at the figures noted:

- i) MARK-UP - The difference between the Contractor's laid-down cost for product and resale price to the Crown. Mark-up includes applicable internal cost allocation by the Contractor such as material handling and general and administrative (G&A) expenses plus profit.
- ii) LAID-DOWN COST - The cost incurred by a vendor to acquire a specific product or service for resale to the government. This includes but is not limited to the supplier's invoice price (less trade discounts), plus any applicable charges for incoming transportation, foreign exchange, customs duty and brokerage.

MATERIAL AND REPLACEMENT PARTS

(except free issue) shall be charged at the Contractor's laid-down cost, plus a mark-up of ____% not to exceed the Manufacturer's suggested retail price. Cost must be supported by copies of the Contractor's paid invoices being submitted with invoice

PRICING SCHEDULE 1: CONTRACT PERIOD PRICING: Date of award to November 30, 2014

Firm All Inclusive Unit Pricing, F.O.B. Destination, G.S.T. (if applicable) Extra					
Item No.	Description	Qty.	Unit of Issue	Unit Price	Extended Price
1. ROUTINE SERVICES					
a)	All inclusive lot price for the provision of monthly maintenance as described in the Statement of Work attached hereto as Annex A.	24	month	\$	\$
2. AS AND WHEN REQUESTED SERVICES					
a)	Firm call out rate for additional janitorial services	12	call out	\$	\$
b)	Firm hourly rate for additional janitorial services	12	hour	\$	\$
c)	Firm call out rate for grounds maintenance (planting, application of fertilizer....) (to include travel, mileage, fuel and 1 hour of grounds maintenance services)	12	call out	\$	\$
d)	Firm hourly rate for grounds maintenance (planting, application of fertilizer....)	12	hour	\$	\$
e)	Firm Lot Rate for additional snow and ice removal services	10	lot	\$	\$
f)	Firm Lot Rate for additional carpet cleaning service	2	lot	\$	\$
g)	MATERIAL AND REPLACEMENT PARTS (except free issue) shall be charged at the Contractor's laid-down cost, plus a mark-up of _____ % not to exceed the Manufacturer's suggested retail price. Cost must be supported by copies of the Contractor's paid invoices being submitted with invoice. (estimated value \$1000)				
	Subtotal (i):				\$

PRICING SCHEDULE 2: OPTION YEAR ONE PRICING: December 1, 2014 to November 30, 2015

Firm All Inclusive Unit Pricing, F.O.B. Destination, G.S.T. (if applicable) Extra					
Item No.	Description	Qty.	Unit of Issue	Unit Price	Extended Price
1. ROUTINE SERVICES					
a)	All inclusive lot price for the provision of monthly maintenance as described in the Statement of Work attached hereto as Annex A.	12	month	\$	\$
2. AS AND WHEN REQUESTED SERVICES					
a)	Firm call out rate for additional janitorial services	12	call out	\$	\$
b)	Firm hourly rate for additional janitorial services	12	hour	\$	\$
c)	Firm call out rate for grounds maintenance (planting, application of fertilizer....) (to include travel, mileage, fuel and 1 hour of grounds maintenance services)	12	call out	\$	\$
d)	Firm hourly rate for grounds maintenance (planting, application of fertilizer....)	12	hour	\$	\$
e)	Firm Lot Rate for additional snow and ice removal services	10	lot	\$	\$
f)	Firm Lot Rate for additional carpet cleaning service	2	lot	\$	\$
g)	MATERIAL AND REPLACEMENT PARTS (except free issue) shall be charged at the Contractor's laid-down cost, plus a mark-up of _____% not to exceed the Manufacturer's suggested retail price. Cost must be supported by copies of the Contractor's paid invoices being submitted with invoice. (estimated value \$1000)				
	Subtotal (ii):				\$

PRICING SCHEDULE 3: OPTION YEAR 2 PRICING: December 1, 2015 to November 30, 2016

Firm All Inclusive Unit Pricing, F.O.B. Destination, G.S.T. (if applicable) Extra					
Item No.	Description	Qty.	Unit of Issue	Unit Price	Extended Price
1. ROUTINE SERVICES					
a)	All inclusive lot price for the provision of monthly maintenance as described in the Statement of Work attached hereto as Annex A.	12	month	\$	\$
2. AS AND WHEN REQUESTED SERVICES					
a)	Firm call out rate for additional janitorial services	12	call out	\$	\$
b)	Firm hourly rate for additional janitorial services	12	hour	\$	\$
c)	Firm call out rate for grounds maintenance (planting, application of fertilizer....) (to include travel, mileage, fuel and 1 hour of grounds maintenance services)	12	call out	\$	\$
d)	Firm hourly rate for grounds maintenance (planting, application of fertilizer....)	12	hour	\$	\$
e)	Firm Lot Rate for additional snow and ice removal services	10	lot	\$	\$
f)	Firm Lot Rate for additional carpet cleaning service	2	lot	\$	\$
g)	MATERIAL AND REPLACEMENT PARTS (except free issue) shall be charged at the Contractor's laid-down cost, plus a mark-up of _____% not to exceed the Manufacturer's suggested retail price. Cost must be supported by copies of the Contractor's paid invoices being submitted with invoice. (estimated value \$1000)				
	Subtotal (iii):				\$

TOTAL EVALUATED PRICE: Subtotal (i) + (ii) + (iii)= \$ _____

SECURITY REQUIREMENTS**Annex C**

Reference attached PDF Document titled, "*Annex C - Security Requirements*" attached herein.

INSURANCE REQUIREMENTS**Annex D****Commercial General Liability Insurance**

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

Solicitation No. - N° de l'invitation

47780-160171/A

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur

wpg205

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

File No. - N° du dossier

CCC No./N° CCC - FMS No/ N° VME

CBSA

WPG-2-35209

- (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.

PWGSC 572, TASK AUTHORIZATION FORM

Annex E

Reference attached PDF Document titled, "*Annex E - PWGSC - 572 TA Form*" attached herein.

ANNEX E
TASK AUTHORIZATION USAGE FORM

The Contractor must provide quarterly Task Authorization (TA) usage reports . The Contractor agrees that it is their responsibility to implement a system for tracking TAs under this Contract for the purposes of providing usage reports. This is to ensure that the Limitation of Expenditure indicated for "as and when requested" Work under this Contract is not exceeded.

Each Task Authorization Usage Report must include all the completed TAs for goods and services supplied under this Contract.

Task Authorization Usage Report Submission Schedule:

REPORT DUE	WORK PERIOD START DATE	WORK PERIOD END DATE
15 March	01 December	28 February
15 June	01 March	31 May
15 September	01 June	31 August
15 December	01 September	30 November

The Contractor must provide information on each completed TA using the following format:

TA NUMBER	TA DOLLAR VALUE (GST INCLUDED)	CUMULATIVE TA DOLLAR VALUE (GST INCLUDED)	COMMENTS
Total Dollar Value of TAs for this Period:			
Accumulated TAs to Date (Cumulative Dollar Value + Period Dollar Value):			

[] Check this box if you are submitting a NIL **REPORT** (We have not done any business with Canada under this Contract, for this period).

Please send all reports to the attention of the Contracting Authority:

Name: Monique Beaudette
E-mail: monique.beaudette@pwgsc-tpsgc.gc.ca
Fax: (204)983-7796



Government of Canada
Gouvernement du Canada

Contract Number / Numéro du contrat

47780 16 0171

Security Classification / Classification de sécurité

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		2. Branch or Directorate / Direction générale ou Direction
Canada Border Services Agency		Fixed Infrastructure for Southern Manitoba District
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 Janitorial Services Contract/CHAR for South Junction, MB POE		
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
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 <input type="checkbox"/> Yes
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 <input type="checkbox"/> Yes
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 <input checked="" type="checkbox"/> Yes
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 <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"/>
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"/>	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: <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:	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 A PROTÉGÉ A <input type="checkbox"/>
PROTECTED B PROTÉGÉ B <input type="checkbox"/>	NATO RESTRICTED NATO DIFFUSION RESTREINTE <input type="checkbox"/>	PROTECTED B PROTÉGÉ B <input type="checkbox"/>
PROTECTED C PROTÉGÉ C <input type="checkbox"/>	NATO CONFIDENTIAL NATO CONFIDENTIEL <input type="checkbox"/>	PROTECTED C PROTÉGÉ C <input type="checkbox"/>
CONFIDENTIAL CONFIDENTIEL <input type="checkbox"/>	NATO SECRET NATO SECRET <input type="checkbox"/>	CONFIDENTIAL CONFIDENTIEL <input type="checkbox"/>
SECRET SECRET <input type="checkbox"/>	COSMIC TOP SECRET COSMIC TRÈS SECRET <input type="checkbox"/>	SECRET SECRET <input type="checkbox"/>
TOP SECRET TRÈS SECRET <input type="checkbox"/>		TOP SECRET TRÈS SECRET <input type="checkbox"/>
TOP SECRET (SIGINT) TRÈS SECRET (SIGINT) <input type="checkbox"/>		TOP SECRET (SIGINT) TRÈS SECRET (SIGINT) <input type="checkbox"/>

TBS/SCT 350-103(2004/12)

Security Classification / Classification de sécurité

Canada



Government of Canada
Gouvernement du Canada

Contract Number / Numéro du contrat

47780 16 0171

Security Classification / Classification de sécurité

PART A (continued) / PARTIE A (suite)

8. Will the supplier require access to PROTECTED and/or CLASSIFIED COMSEC information or assets?

Le fournisseur aura-t-il accès à des renseignements ou à des biens COMSEC désignés PROTÉGÉS et/ou CLASSIFIÉS?

☒ No ☐ 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 : Cleaner to be escorted while in restricted access areas

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



Government
of Canada

Gouvernement
du Canada

Contract Number / Numéro du contrat

47780 16 0171

Security Classification / Classification de sécurité

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

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

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

SUMMARY CHART / TABLEAU RÉCAPITULATIF

Category Catégorie	PROTECTED PROTÉGÉ			CLASSIFIED CLASSIFIÉ			NATO				COMSEC					
	A	B	C	CONFIDENTIAL CONFIDENTIEL	SECRET	TOP SECRET TRÈS SECRET	NATO RESTRICTED	NATO CONFIDENTIAL	NATO SECRET	COSMIC TOP SECRET COSMIC TRÈS SECRET	PROTECTED PROTÉGÉ			CONFIDENTIAL	SECRET	TOP SECRET TRÈS SECRET
							NATO DIFFUSION RESTREINTE	NATO CONFIDENTIEL			A	B	C			
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 indiquez qu'il y a des pièces jointes (p. ex. SECRET avec des pièces jointes).