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**Bid Receiving Public Works and Government
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PO Box 1408, Room 100
167 Lombard Ave.
Winnipeg
Manitoba
R3C 2Z1
Bid Fax: (204) 983-0338

SOLICITATION AMENDMENT MODIFICATION DE L'INVITATION

The referenced document is hereby revised; unless otherwise indicated, all other terms and conditions of the Solicitation remain the same.

Ce document est par la présente révisé; sauf indication contraire, les modalités de l'invitation demeurent les mêmes.

Comments - Commentaires

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

Title - Sujet Janitorial Services - Shilo B	
Solicitation No. - N° de l'invitation W0118-12S39B/A	Amendment No. - N° modif. 001
Client Reference No. - N° de référence du client W0118-12S39B	Date 2013-01-25
GETS Reference No. - N° de référence de SEAG PW-\$WPG-080-8409	
File No. - N° de dossier WPG-2-35279 (080)	CCC No./N° CCC - FMS No./N° VME
Solicitation Closes - L'invitation prend fin at - à 02:00 PM on - le 2013-03-11	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: Almonte, Cathleen	Buyer Id - Id de l'acheteur wpg080
Telephone No. - N° de téléphone (204) 984-6664 ()	FAX No. - N° de FAX (204) 983-7796
Destination - of Goods, Services, and Construction: Destination - des biens, services et construction:	

Instructions: See Herein

Instructions: Voir aux présentes

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

Solicitation No. - N° de l'invitation

W0118-12S39B/A

Amd. No. - N° de la modif.

001

Buyer ID - Id de l'acheteur

wpg080

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

W0118-12S39B

File No. - N° du dossier

WPG-2-35279

CCC No./N° CCC - FMS No/ N° VME

Amendment No. 001 is hereby issued to modify Solicitation No. W0118-12S39B/A as follows:

INSERT: the attached Annexes

If your bid has already been forwarded and you wish to revise the same, this revision should reach the Bid Receiving Unit identified before the closing date. The bid number and closing date are to be clearly identified.

ALL OTHER TERMS AND CONDITIONS REMAIN THE SAME.



DEPARTMENT OF NATIONAL DEFENCE

SPECIFICATION

FOR

JANITORIAL SERVICES

AT

CANADIAN FORCES BASE SHILO

SHILO, MANITOBA

Design Officer/Engineering Officer

SO 39B

2012-12-05

National Defence	List of Contents	Section	00000
Spec No. 39B		Page	1
CFB Shilo, MB		2012-12-05	

<u>Section</u>	<u>Title</u>	<u>Pages</u>
Division 01	General Requirements	
01001	GENERAL INSTRUCTIONS	11
01711	JANITORIAL CLEANING	8

ANNEXES

- A OFFICE CLEANING INSTRUCTIONS
- B WASHROOM AND CANTEEN/COFFEE ROOM CLEANING INSTRUCTIONS
- C BUILDING G-4 (742 COMM SQUADRON)
- D BUILDING G-400 (BASE MAINTENANCE)
- E BUILDING N-132 (POL)
- F BUILDING N-133 (1RCHA)
- G BUILDING G-4 (ARENA - SEASONAL)
- H BUILDING Q-101 (BASE TRANSPORT)
- I BUILDING Q-121 (SIMULATION CENTRE)
- J BUILDING C-103 (WATC)
- K SNOW REMOVAL

1 GENERAL

- .1 PWGCS Contract Documents shall be read in conjunction with this Specification.

2 DESCRIPTION OF WORK

- .1 Work under this Contract covers the furnishing of all labour, materials, equipment and supervision required for the janitorial service, snow removal and project cleaning to Various Base Buildings at Canadian Forces Base Shilo, Manitoba.
- .2 Work included by this Contract but is not necessarily confined to the following:
- .1 Cleaning Instructions - Office Cleaning Instructions.
 - .2 Cleaning Instructions - Washroom Cleaning Instructions.
 - .3 Cleaning Instructions - Building G-4 731 Comm Squadron.
 - .4 Cleaning Instructions - Building G-400 Base Maintenance.
 - .5 Cleaning Instructions - Building N-132 POL.
 - .6 Cleaning Instructions - Building N-133 1RCHA.
 - .7 Cleaning Instructions - Building G-4 Gunner Arena (Seasonal).
 - .8 Cleaning Instructions - Building Q-101 Base Transport
 - .9 Cleaning Instructions - Building Q-121
 - .10 Cleaning Instructions - Building C103 Comm Reserve Building.
 - .11 Snow Removal.

3 DEFINITIONS

- .1 Reference to Engineer or Project Authority shall be construed as that person responsible for overlooking the contract's inspection and progress.
- .2 This person shall be designated at the time of contract award or pre-commencement startup meeting.

4 CODES AND STANDARDS

- .1 Throughout the various sections and subsections of the Specification, reference is made to domestic, national and international standards. These standards shall be considered an integral part thereof and shall be read in conjunction with the drawings and specification as if they were reproduced herein. The Contractor shall, therefore,

be fully familiar with their contents and requirements. The latest editions of all standards shall be applicable whether or not a specifically dated edition is mentioned.

- .2 Materials used and method of work under this contract shall be in strict accordance with Public Health Act, CFP 213, CF Health Manual, Chapter 4, CFAO 34-38, Manitoba Regulations - Child Day Care Standards Act and Construction Engineering Technical Order (CETO) C-98-009-002/MF-002 dated 1985-04-22, for Janitorial Maintenance. These standards, although not provided as part of this Specification, form part of this Specification.
- .3 Materials and workmanship must conform to or exceed applicable standards of Canadian General Standards Board (CGSB), Canadian Standards Association (CSA), American Society for Testing and Materials (ASTM) and other referenced organizations.
- .4 Conform to latest edition of dated referenced standards, as reaffirmed or revised to date of Tendered Specification. Standards or codes not dated shall be deemed the edition in force on date of this Specification.
- .5 Meet or exceed requirements of:
 - .1 Contract documents, specifications or scopes of work.
 - .2 specified standards, codes and referenced documents.

5 SHILO'S "ENVIRONMENTAL" POLICY

- .1 In accordance with Canadian Forces Base Shilo's "Environmental" policy, the Contractor shall propose "environmentally safe" products for those materials listed. The Contractor shall submit product data and Material Safety Data Sheets (MSDS) for all "environmentally safe" products as requested by Engineer. All materials listed and "environmentally safe" material shall be approved by the Engineer prior to use.

6 DOCUMENTS REQUIRED

- .1 Maintain at Contractor's office and at job site, one of each of the following:
 - .1 Contract drawings.
 - .2 Specifications.
 - .3 Modifications to Contract
 - .4 List of cleaning products accepted and approved by Engineer.
 - .5 MSDS clearly printed and current for cleaning

products.

.6 Copy of approved work schedule.

.7 Manufacturers' installation and application instructions.

.8 Field tests.

7 EXAMINATIONS,
PLANS,
SPECIFICATIONS AND
SITE OF WORK

- .1 The submission of a bid shall be considered as evidence that the bidder has made an investigation of the work areas and has become familiar with the site and conditions to be encountered in performing the work and the requirements of the plans and Specifications.

8 CONTRACTOR'S USE
OF SITE

- .1 Use of site will be in co-operation with the Engineer, the Contractor will not have exclusive and complete use for the execution of the work:
- .1 Movement around site shall be subject to restrictions imposed by Engineer.
- .2 Access to the site shall be subject to restrictions imposed by Engineer.
- .3 Access to the site shall be gained by contacting the Engineer.
- .4 Routes of entry and exit to the site shall be as set forth by the Engineer.
- .5 Do not unreasonably encumber site with materials or equipment.
- .6 No equipment that could cause damage to existing floors and other surfaces to be allowed.
- .7 The building will be occupied and in use throughout the contract period. As well, heating and other services are contained within the proposed work area and shall be protected and maintained in use. The Contractor shall allow the occupant free access to the contract area for whatever purpose at all times without penalty by the occupant for delays resulting from such access or necessary work on occupant's part.
- .8 Obtain and pay for use of additional storage or work areas.

9 ON-SITE
SUPERVISION

- .1 Contractor will designate a competent and qualified supervisor to be on site at all times during work, capable of and having authority to speak on his behalf on day to day routine matters and to act upon Engineer's instructions.
- .2 Supervisor shall not be changed without Engineer's permission or alternatively at his request.

10 PERSONNEL
QUALIFICATIONS

- .3 The Contractor's supervisor shall be accessible to Contract Inspector and building users daily in the performance of his duties.
- .1 The Contractor shall supply a list of names and work site locations of the cleaning staff to the Engineer. It shall be the Contractor's responsibility to keep this current at all times.
- .2 All cleaning staff shall carry visible picture identification card worn at all times during work hours, issued by the Contractor. Personnel without cards shall be requested to leave the building. Upon termination of services, the identification cards shall be returned to the Contractor.
- .3 The Contractor shall maintain a staff of properly trained personnel experienced in all cleaning procedures including Supervisor.
- .4 Upon receiving notice in writing from the Engineer that a member of the Contractor's personnel is considered unsatisfactory, no longer employ that member at the premises covered by this Agreement.
- .5 The Contractor shall be responsible for all actions of his employees.

11 SECURITY

- .1 Where security has been reduced by work of Contract, provide temporary means to maintain security.
- .2 Supervisor shall draw and control required keys to access areas to be cleaned.
- .3 Contractor shall be responsible for security of buildings which will be worked on after hours.
- .4 All windows and doors shall be closed and locked prior to vacating building (includes windows and doors left open by others).
- .5 Only one door shall be used as an entrance/exit. This door shall be indicated by the Engineer.

12 COMMENCEMENT OF
WORK

- .1 The Contractor shall not commence work without first attending the pre-commencement startup meeting.

	.2	After pre-commencement startup meeting, the Contractor shall be responsible for giving ample notification to the occupant of his intent to begin work.
	.3	Movement around the site and the immediate area of work shall be subject to restrictions as laid down by the location and as specified by the Engineer.
<u>13 INTERFERENCE</u>	.1	Execute work with least possible interference or disturbance to occupants, public and normal use of premises. Arrange with Engineer to facilitate execution of work.
<u>14 EXTRA WORK</u>	.1	Extra work for which payment may be claimed must be authorized in writing by PWGSC prior to the commencement of work.
<u>15 MAKING GOOD</u>	.1	Refer to PWGSC Contractual Clause: "Damage to or Loss of Crown Property".
<u>16 REGULATIONS</u>	.1	Refer to PWGSC Contractual Clause: "Site Regulations".
<u>17 HOURS OF WORK</u>	.1	The Contractor shall comply with the work schedule as stipulated in the Annexes. Any deviation from these stipulated hours of work shall be approved in writing by the occupant, the Engineer or his representative, prior to inception.
<u>18 PROPOSED WORK SCHEDULE</u>	.1	Submit a proposed labour distribution schedule, day and evening shifts included, for Engineer's approval showing how janitorial services will be carried out and the number of personnel required in accordance with this Specification and Annexes.
	.2	Interim reviews of work progress based on work schedule will be conducted as decided by Engineer and schedule updated by Contractor in conjunction with and to the approval of the Engineer.
<u>19 INSPECTION</u>	.1	The Engineer shall conduct inspection tours of all facilities at his discretion. The Contractor or his

National Defence	GENERAL INSTRUCTIONS	Section 01001
Spec No. 39B		Page 6
CFB Shilo, MB		2012-12-05

authorized representative can be asked to accompany the Engineer on each inspection.

- .2 The Contractor shall provide a phone number where the Engineer can contact him anytime during normal working hours. Voice mail is recommended.
- .3 Supervisor shall carry a personal cellular phone or pager for emergency contact to be supplied by Contractor.

20 REMOVAL OF MATERIAL AND EQUIPMENT

- .1 The Contractor shall not remove any salvageable materials or hardware from the job site without written permission from the Engineer.
- .2 All structures, materials and equipment affixed to the work areas are the property of the occupant/Engineer.

21 ASBESTOS DISCOVERY

- .1 Demolition of asbestos can be hazardous to health. Should material resembling asbestos be encountered in course of demolition work, stop work and notify Engineer immediately. Do not proceed until written instructions have been received from Engineer.

22 BUILDING SMOKING ENVIRONMENT

- .1 There shall be **NO SMOKING within any Base buildings at any time.**

23 PRODUCT DATA AND SAMPLES

- .1 This paragraph specifies general requirements and procedures for Contractors' submissions of product data and samples to Engineer for review. Additional specific requirements for submissions are specified in Tendered Specification.
- .2 Do not proceed with work until relevant submissions are reviewed by Engineer.
- .3 Contractor's responsibility for errors and omissions in submission is not relieved by Engineer's review of submissions.
- .4 Notify engineer, in writing at time of submission, identifying deviations from requirements of Contract Documents stating reasons for deviations.
- .5 Contractor's responsibility for deviations in

submission from requirements of Contract documents is not relieved by Engineer's review of submission, unless Engineer gives written acceptance of specific deviations.

- .6 Make any changes in submissions which Engineer may require consistent with Contract Documents and resubmit as directed by Engineer.
- .7 Notify Engineer in writing when resubmitting any revisions other than those requested by Engineer.
- .8 Coordinate each submission with requirements of work and Contract Documents. Individual submissions will not be reviewed until all related information is available.
- .9 Allow 5 days for Engineer's review of each submission.
- .10 Accompany submissions with transmittal letter containing:
 - .1 Date.
 - .2 Contractor's name and address including Supplier/Manufacturer.
 - .3 Identification and quantity of each product data and sample.
 - .4 Other pertinent data.
- .11 After Engineer's review, distribute copies.
- .12 Product data: manufacturer's catalogue sheets, brochures, literature, performance charts and diagrams, used to illustrate standard manufactured products:
 - .1 Submit 2 copies of product data.
 - .2 Sheet size: 215 x 280 mm.
 - .3 Delete information not applicable to project.
 - .4 Supplement standard information to provide details applicable to project.
 - .5 Cross-reference product data information to applicable portions of Contract Documents.
- .13 Samples: examples of materials, equipment, quality, finishes, workmanship:
 - .1 Where colour, pattern or texture is criterion, submit full range of samples.
 - .2 Reviewed and accepted samples will become standard of workmanship and material against which installed work will be verified.

- .1 Storage space in existing cleaners' rooms may be provided where available.

FACILITIES

25 SAFETY REQUIREMENTS

- .1 Observe construction safety measures of National Building Code 2005 Part 8, Provincial Government, Workers'/Workmen's compensation board and municipal authority provided that in any case of conflict or discrepancy more stringent requirements shall apply.
- .2 WHMIS:
 - .1 Comply with requirements of Workplace Hazardous Materials Information System (WHMIS) regarding use, handling, storage, and disposal of hazardous materials; and regarding labeling and provision of Material Safety Data Sheets (MSDS) acceptable to Engineer, Labour Canada and Health and Welfare Canada.
 - .2 Deliver copies of MSDS to Engineer on delivery of materials.
- .3 Safety Signs:
 - .1 Place wherever required at work sites.
- .4 Safety personnel and responsibility:
 - .1 The Contractor shall supply competent personnel to implement their safety program and ensure the DND, Federal and Provincial safety and health standards are being complied with.
 - .2 The Contractor will report to the Engineer and jurisdictional authorities any accident or incident involving Contractor, DND or public personnel and/or property arising from the Contractor's execution of work.

26 FIRE SAFETY REQUIREMENTS

- .1 Contractor shall be aware of the location of nearest fire alarm box and telephone, including the emergency phone number.
- .2 Report immediately all fire incidents to the Fire Department as follows:
 - .1 activate nearest fire alarm box; or
 - .2 telephone:
 - .1 **PMQ Area 911**
 - .2 **Base Area 911**
- .3 Persons activating fire alarm box will remain near or in the vicinity of the box to direct fire department to scene of fire.
- .4 When reporting a fire by telephone, give location of fire, name or number of building and be prepared to verify the location.

27 CLEANING
MATERIALS

- .5 Direct any questions or clarification on Fire Safety in addition to above requirements to Fire Department.
- .1 All cleaning materials shall be in accordance with the Canadian Government Specifications Board (CGSB).
- .2 Materials and equipment required for the performance of this contract such as mopping tanks, scrubbing machines, floor machines, vacuum cleaners, brooms, mops (dry and wet), ladders, scaffolding, dusting cloths, pails, scrub brushes, cloths, scrapers, soaps, scouring materials, detergents, spray deodorants, disinfectants, polishing materials (waxes and applicators), deodorant blocks, toilet paper, paper towels, hand soap, garbage bags, shovels, ice scrapers, deicing salts and any other materials as may be required shall be supplied by the Contractor.
- .3 All cleaning materials and equipment shall be approved by Engineer prior to use.
- .4 All cleaning machinery and equipment shall be maintained at the highest standard of efficiency and appearance.
- .5 The Contractor shall replace any machinery or equipment immediately that the Engineer has deemed as not presentable or serviceable. Replacement items shall be approved by the Engineer prior to use.
- .6 The Contractor shall supply "walk-off slush mats" for all common entrances of each building. Mats shall be surface mounted turfmats, Model TM-400-RM or an approved equal, in standard sizes to suit entrance. These mats shall be cleaned twice weekly and replaced every two months.
- .7 Deicing salts shall be non-corrosive to the surface on which it is applied. Submit samples to Engineer for his approval in accordance to Section 01001 - Paragraph 23 - Product Data and Samples.

PART 1 - GENERAL

1.1 DESCRIPTION
OF WORK

- .1 The work under this Section covers the furnishing of all labor, materials, equipment, transportation and supervision required to carry out janitorial services and project cleaning as per this Section and attached Annexes for the following buildings:
 - .1 G400 Base Maintenance.
 - .2 G4 Gunner Arena (Seasonal).
 - .3 G4 731 Comm Squadron (East End).
 - .4 N132 POL Facility.
 - .5 N133 1RCHA.
 - .6 Q101 Base Transport.
 - .7 Q121 Comm Reserve Building.
 - .8 C103 Comm Reserve Training (Only as requested).
 - .9 Snow Removal.
- .2 In addition to the staff required for general cleaning, maintain a staff as follows:
 - .1 Day shift and night shift shall consist of a thorough cleaning with sufficient staff to perform the duties as specified in Annexes.
- .3 Cleaning of office buildings shall be as follows:
 - .1 Hours of work in office buildings as directed by Engineer.

PART 2 - PRODUCTS

2.1 GENERAL

- .1 The Contractor shall supply all cleaning materials and equipment as required to provide janitorial services at no extra cost to DND.

2.2 STANDARD OF
ACCEPTANCE

- .1 CHEMSOL BY NEOCHEM
- .2 NEOX BY NEOCHEM

National Defence	JANITORIAL CLEANING	Section 01711
Spec No. 39B		Page 2
CFB Shilo, MB		2012-12-05

- .3 STAINLESS BY NEOCHEM
- .4 WASHROOM MASTER BY NEOCHEM
- .5 RENEW BY NEOCHEM
- .6 SPOT SOLV BY NEOCHEM
- .7 HANSOL MULTI-THERM (DE ICER)

2.3 CLEANING

- .1 General:
 - .1 Vacuum cleaners, floor polishers and scrubbing machines shall meet commercial/industry standards.
 - .2 Demonstrate to Engineer, each type of machine's maximum cleaning ability. Such demonstrations shall become the standard of workmanship throughout the contract period.
- .2 Vacuum Cleaners:
 - .1 Two (2) motor commercial/industrial vacuum containing enclosed or top-fill bag.
 - .2 304 mm to 406 mm (12" to 16") head.
 - .3 Filters to be approved by Engineer.

PART 3 - EXECUTION

3.1 FLOORS

- .1 Flooring:
 - .1 Floors shall be swept using an approved sweeping compound.
 - .2 Floors shall be scrubbed clean/spot cleaned to remove marks, coffee spillage, gum, smudges and other stains.
 - .3 The compete floor surface including under furniture, radiators, in corners and on base boards shall be completely stripped removing the existing floor finish.
 - .4 The floor shall be rinsed with clean water and two to four coats of non-slip finish applied and buffed after each coat where applicable.
 - .5 Care shall be taken not to allow cleaning solutions to seep under furniture, filing cabinets, partitions, floor outlets, etc. Protect, move and replace such items in clean-up.
 - .6 Care shall be taken not to splatter cleaning solutions onto furniture, filing cabinets,

baseboards or other items. Clean-up such items.

.7 Specialized flooring shall be cleaned in accordance with manufacturer's written specifications.

.8 Mondo Rubber flooring shall be cleaned in accordance with manufacturer's written specifications.

.2 Carpets and rugs/mats:

.1 Carpets and rugs shall be spot cleaned and vacuumed with approved carpet vacuum.

.2 Notify Engineer spots/stains that cannot be removed by normal means.

.3 All floors, Vinyl tile, sheet vinyl, Mondo (Safety), terrazzo, to be stripped and refinished as per manufacture specifications. This procedure will be scheduled by the Engineer and can be added to or deleted at any given time according to the usage of the buildings.

3.2 CEILINGS

.1 Cleaning of ceilings shall only be done by project cleaning as directed by Engineer.

3.3 WALLS,
PARTITIONS, PIPING
AND DUCT DIFFUSERS

.1 Interior walls, partitions, ledges, molding, piping and duct diffusers etc., shall be spot cleaned of finger marks, smudges and dust.

.2 Baseboards, radiator covers and washroom fixtures shall be kept free of mop streaks, wax accumulation and splash marks at all times.

.3 Washrooms shall be cleaned as stated in Annex "B".

.4 Walls, columns and frames shall be dusted, spot washed and wiped dry.

3.4 WINDOWS

.1 Clean interior surfaces of interior panes only.

.2 Glass that is painted over shall be considered as wall area for cleaning purposes.

3.5 INTERIOR
GLASS

.1 Glass or interior doors, side glass, and partitions shall be cleaned in Annexes as identified.

.2 All mirrors shall be cleaned and polished weekly.

3.6 FURNITURE AND FIXTURES

- .1 Cleared office furniture and open office concept partitions shall be dusted on all horizontal surfaces vacuumed on vertical surfaces.
- .2 Glass topped office furniture shall be kept free of finger marks and stains.
- .3 Office furniture which is cluttered with paper or materials shall not be cleaned when occupant is not present. Contractor shall request occupant to move such articles which impede work.
- .4 Exposed vertical surfaces of furniture shall be dusted and wiped.
- .5 Boardroom and executive office furniture shall be dusted, cleaned and polished on horizontal and vertical surfaces.
- .6 Bookcases shall be dusted but books are not to be removed.
- .7 Display cabinet glass doors shall be cleaned on both sides.
- .8 Upholstered furniture shall be vacuumed.
- .9 Upholstered furniture shall be shampooed on project clean and cleaned to remove spots and stains weekly or as directed by the Engineer.
- .10 Leather/vinyl furniture shall be dusted, damp wiped, and polished weekly.
- .11 Tops of lockers and filing cabinets shall be dusted. Vertical surfaces shall be kept free of finger prints and smudges. The inside of empty lockers shall be kept clean.

3.7 WASHERS, DRYERS AND MISCELLANEOUS APPLIANCES

- .1 Cleared clothes washers and dryers shall be washed completely; interior and exterior - once weekly.
- .2 Use of DND owned equipment is not authorized without written consent of the Engineer.

3.8 ENTRANCES AND LOBBIES

- .1 Clean floors as stated in paragraph 3.1.
- .2 Mats/grates shall be removed and cleaned on both sides.

	.3	Mats/grates pans shall be swept out twice weekly.
	.4	Lobbies shall be free from all debris so that it is kept in a presentable appearance.
	.5	Glass doors and side glass shall be cleaned on both sides of finger prints and smudges.
	.6	Furniture shall be cleaned as stated in paragraph 3.6.
<u>3.9 STAIR WELLS AND LANDINGS</u>	.1	Stairs and landings shall be swept using an approved sweeping compound and cleaned as stated in paragraph 3.1.
	.2	Hand railings, balustrades, baseboards and all horizontal surfaces shall be dusted weekly.
	.3	Walls shall be cleaned as stated in paragraphs 3.2 and 3.3.
<u>3.10 VENETIAN BLIND DRAPES AND CURTAINS</u>	.1	Venetian blinds shall be dusted monthly and washed both sides on project cleaning.
	.2	Drapes and curtains shall be vacuumed monthly.
<u>3.11 SHELIVING</u>	.1	Shelving shall be dusted, washed and polished once weekly.
<u>3.12 WASTE PAPER BASKETS</u>	.1	Waste paper baskets shall be emptied, wiped and/or washed and disinfected twice weekly unless otherwise noted in special instructions.
	.2	Garbage cans and paper receptacles located throughout the building shall be emptied twice weekly and washed and disinfected as required.
	.3	All waste paper baskets, garbage cans and paper receptacles shall have poly (plastic) bag liners of correct size replaced.
<u>3.13 MISCELLANEOUS SURFACES</u>	.1	Exterior of notice boards, hose cabinets and display show cases shall be cleaned. Glass shall be cleaned.

National Defence	JANITORIAL CLEANING	Section 01711
Spec No. 39B		Page 6
CFB Shilo, MB		2012-12-05

- .2 Stainless steel or polished metal borders around cabinets, notice boards and the like shall be dusted and cleaned.
- .3 Radiator and convectors shall be vacuumed and cleaned.
- .4 Exposed surfaces of air intake grills, air diffusers and surface metal work shall be vacuumed and washed.
- .5 All water fountains shall be washed and disinfected. The disinfectant shall not have an undesirable smell or an ill-flavored taste. Due to infectious diseases, fountains shall be cleaned at least daily or as directed by Engineer.
- .6 Doors and door frames in their entirety throughout the building shall be spot cleaned weekly.
- .7 Fire extinguishers shall be dusted weekly.

3.14 Cleaners Room

- .1 All floors shall be clean.
- .2 All fixtures, ceilings and walls shall be free from dust and stains.
- .3 Mop pails shall be emptied, cleaned and free of odor.
- .4 There shall be no waste paper, garbage or empty chemical containers in the janitor closets.
- .5 Slop sinks shall be cleaned and disinfected daily.
- .6 Copy of this specification shall be posted in each janitor closet and Contractor's office for Contractor's personnel to better understand the job requirements.
- .7 Copy of current Material Safety and Data Sheets shall be posted in all storage rooms, janitors closets, and the Contractor's office at all times.
- .8 Contractor shall draw-up and post in the janitor's room a daily/weekly/monthly cleaning routine for employees, site authorities and Engineer.
- .9 The Engineer shall inspect all storage areas for safety, neatness, fire hazards, etc., at any time without notice.
- .10 Sign in/out sheets for each employees shall be kept

in each janitorial closet.room.

3.15 EXTERIOR
CLEANING

- .1 All ornamental iron work, metal entrance doors, push bars, kick plates, etc., shall be kept thoroughly cleaned and polished. Compatible spray on lacquer type finished may be used to protect shine on brass. Submit product data and sample to Engineer for his approval in accordance with Section 01001 - General Instructions.
- .2 Glass on entrance doors and side lights shall be cleaned on both sides once weekly.
- .3 Remove slush and sand accumulations around entrances to maintain a clean and presentable appearance.
- .4 Entrances, steps and landings shall be swept as required of sand in spring/summer/autumn and snow in autumn/winter/spring.
- .5 Snow removal to be in accordance with annex for snow clearing.
- .6 Entrance steps and landings shall be kept free of ice by chemical or physical means on an as required basis.

OFFICE CLEANING INSTRUCTIONS

1. SERVICES ON A TWICE WEEKLY BASIS:

- Waste baskets and receptacles shall be emptied, damp wiped and returned.

2. SERVICES ON A WEEKLY BASIS:

- Tile/lino floors shall be swept, washed/scrubbed removing all marks and rinsed with a clear water.
- Tile/lino floors shall be buffed/spray buffed and vacuumed / dust mopped.
- Carpets shall be vacuumed and spot cleaned.
- All cleared desks, file cabinets, tables, etc, shall be dusted and/or damp wiped.
- Bookcases shall be dusted. Do not remove books.
- Dust and spot clean all ledges, pictures, plaques, doors and door frames, walls, window frames, switch plates, etc.
- Clean all interior glass, i.e. Doors, windows, mirrors.
- Baseboards shall be washed.

3. SERVICES ON A MONTHLY BASIS:

- Vacuum drapery.
- Dust blinds (this includes Venetian, verticals and rolled).
- Dust ceiling fans and all supply/return air grilles.

4. SERVICES ON A TWICE YEARLY BASIS:

- To be determined by Engineer.
- Tiles/lino including safety flooring to be stripped and refinished as per manufacturers instructions.

5. SPECIAL INSTRUCTIONS:

- Sensitive items such as computers, typewriters, video equipment, etc, are not to be touched.
- Conference/meeting rooms are to be considered offices for cleaning purposes.
- In offices where there are partitions, these are to be dusted and vacuumed twice per month.

WASHROOM CLEANING INSTRUCTIONS

1. SERVICES ON A DAILY BASIS:

- Complete interior surfaces of all toilets and urinals shall be cleaned using a non-acid bowl cleaner.
- Complete exterior surfaces of all toilets and urinals shall be cleaned using a germicidal detergent.
- Sinks, bathtubs and/or showers shall be cleaned and disinfected.
- Taps and faucets shall be cleaned and polished.
- Mirrors shall be cleaned and polished.
- Soap dishes shall be thoroughly cleaned.
- Walls, and partitions shall be spot washed, i.e. around sinks, urinals, toilets, doors and door frames, etc.
- Waste receptacles shall be emptied and damp wiped and a clean plastic bag of the appropriate size put in each receptacle.
- Each of the dispensers for towels, toilet tissue, sanitary napkins, soap, etc, shall be washed, dried and then refilled with the appropriate supplies.
- Floors shall be swept washed/scrubbed removing all marks and rinsed..

2. SERVICES ON A WEEKLY BASIS:

- Dust and spot clean all ledges, window frames, towel racks, exposed piping and tops and outsides of lockers.
- All walls and partitions shall be washed.

3. SERVICES ON A MONTHLY BASIS:

- Interior surfaces of toilets and urinals shall be cleaned with a mild acid bowl cleaner to prevent build up of stains and deposits.

4. SERVICES ON A THREE TIMES YEARLY BASIS:

- All walls, light fixtures, exhaust fans, etc. shall be cleaned.
- To be determined by Engineer.
- Floors shall be scrubbed/stripped and refinished as per manufacturers written instructions.

5. SPECIAL INSTRUCTIONS:

- All products used for cleaning shall be of the type used for the control of bacteria, etc, as hygiene is of the greatest importance.
- It is understood that not all washrooms are the same and only those statements that apply are to be considered.
- Drinking fountains are to be considered an extension of washrooms and cleaned to the same standard daily.
- Contractor shall supply and maintain shower curtains of proper sizes for all showers that require same. Shower curtains to be cleaned as required to present a clean sanitary appearance and shall be replaced as required.

NOTE: WASHROOM CLEANING SHALL INCLUDE LOCKER ROOMS, SHOWER ROOMS, CHANGE ROOMS, ETC.

CANTEEN/COFFEE ROOM CLEANING INSTRUCTIONS

1. SERVICES ON A DAILY BASIS:

- Tile/lino floors shall be swept, washed/scrubbed removing all marks and rinsed with clear water.
- Carpet shall be vacuumed and spot cleaned.
- All tables and chairs shall be dusted and/or damp wiped.
- Taps and faucets shall be cleaned and polished.
- Sinks shall be cleaned and disinfected.
- Walls and counters around sink area to be wiped and spot cleaned.
- Waste receptacles shall be emptied, damp wiped, and a clean plastic bag of the appropriate size put in each receptacle.

CLEANING INSTRUCTIONS

BUILDING G4 – 742 COMM SQUADRON

DAY CLEANING BETWEEN 0730 HRS AND 1600 HRS

ALL WASHROOMS SHALL BE DONE IN ACCORDANCE WITH WASHROOM INSTRUCTIONS

ALL WASHROOMS SHALL BE DONE IN ACCORDANCE WITH OFFICE INSTRUCTIONS

SERVICES ON A DAILY BASIS:

- Sweep all hallways, entrances and foyers using a treated dust mop.
- Door mats vacuumed and spot cleaned.
- Wash all hallways, entrances and foyers.

SERVICES ON A TWICE PER WEEK BASIS:

- Waste baskets and receptacles shall be emptied, damp wiped and returned.

SERVICES ON A WEEKLY BASIS:

- Dust and spot clean all ledges, pictures, plaques, doors and door frames, walls, window frames, switch plates, etc., in hallways, entrances and foyers.
- Clean all interior glass, i.e. doors, windows and mirrors.
- Buff or spray buff all tile/lino floors removing scuff marks.
- Baseboards shall be washed.

SERVICES ON A MONTHLY BASIS:

- Vacuum drapery.
- Dust blinds (this includes Venetian, verticals and rolled).

SERVICES ON A TWICE YEARLY BASIS:

- To be determined by Engineer.
- Strip and refinish all tile/lino floors as per manufactures written instructions.

SPECIAL INSTRUCTIONS:

- Locker room considered part of washroom.

CLEANING INSTRUCTIONS

BUILDING G400 – BASE MAINTENANCE

DAY CLEANING BETWEEN 0730 HRS AND 1600 HRS

WASHROOMS CLEANED IN ACCORDANCE WITH WASHROOM INSTRUCTIONS

OFFICES CLEANED IN ACCORDANCE WITH OFFICE INSTRUCTIONS

SERVICES ON A DAILY BASIS:

- Sweep all hallways, entrances, foyers and open office area using a treated dust mop.
- Wash Station shall be cleaned in accordance with washroom instructions.
- Doors mats shall be vacuumed and spot cleaned.
- Wash all hallways, entrances and foyers and open office area.

SERVICES ON A TWICE PER WEEK BASIS:

- Waste baskets and receptacles shall be emptied, damp wiped and returned.

SERVICES ON A WEEKLY BASIS:

- Dust and spot clean ledges, pictures, plaques, doors and door frames, walls, window frames, switch plates, etc., in hallways foyers and open office area.
- Clean all interior glass, i.e. doors, windows and mirrors.
- Buff/spray buff all tile/lino floors removing scuff marks..
- Baseboards shall be washed.

SERVICES ON A MONTHLY BASIS:

- Vacuum drapery.
- Dust blinds (this includes Venetian, verticals and rolled).

SERVICES ON A TWICE YEARLY BASIS:

- To be determined by Engineer.
- Tile/lino floors shall be stripped and refinished as per manufacturer's instructions.

CLEANING INSTRUCTIONS

BUILDING N132 – POL

DAY CLEANING BETWEEN 0730 HRS AND 1600 HRS

WASHROOMS CLEANED IN ACCORDANCE WITH WASHROOM INSTRUCTIONS

OFFICES CLEANED IN ACCORDANCE WITH OFFICE INSTRUCTIONS

SERVICES ON A DAILY BASIS:

- Sweep and wash all floors
- Vacuum walk off mats.

SERVICES ON TWICE PER WEEK BASIS:

- Wash/scrub front entrance and office removing all scuff marks.

SERVICES ON A WEEKLY BASIS:

- Buff/spray buff front entrance removing scuff marks.
- Dust and spot-clean ledges, pictures, plaques, doors and door frames, walls, window frames, switch plates, etc., in front entrance.
- Clean all interior glass, i.e. doors, windows and mirrors.
- Baseboards shall be washed.

SERVICES ON A TWICE YEARLY BASIS:

- To be determined by Engineer.
- Tile shall be stripped and refinished as per manufacturer's written instructions

CLEANING INSTRUCTIONS

BUILDING N133 – 1RCHA

DAY CLEANING FROM 0730 HRS TO 1600 HRS AND EVENING CLEANING BETWEEN 1600 HRS AND 2400 HRS

ALL WASHROOMS SHALL BE CLEANED IN ACCORDANCE WITH WASHROOM INSTRUCTIONS

ALL OFFICES SHALL BE CLEANED IN ACCORDANCE WITH OFFICE INSTRUCTIONS

SERVICES ON A DAILY BASIS:

- Sweep all hallways, foyers and open office areas using treated dust mop.
- Clean wash stations in accordance with washroom instructions.
- Doors mats shall be vacuumed.
- Wash all hallways, foyers and open office areas.

SERVICES ON A TWICE PER WEEK BASIS:

- Waste baskets and receptacles shall be emptied, damp wiped and returned.

SERVICES ON A WEEKLY BASIS:

- Dust and spot clean all ledges, pictures, plaques, doors and door frames, walls, window frames, switch plates, etc in hallways.
- Clean all interior glass i.e. doors, windows and mirrors.
- Buff or spray buff all tile/lino floors removing scuff marks.
- Spray buff rubber floor (non-slip) as per manufacturer instructions.
- Baseboards shall be washed.
- Clean classrooms in accordance with office instructions.

SERVICES ON A MONTHLY BASIS:

- Vacuum drapery.
- Dust blinds (this includes Venetian, verticals and rolled).

SERVICES ON A TWICE YEARLY BASIS:

- To be determined by Engineer.
- Tiled/lino floors to be stripped and refinished including rubber safety tile

SPECIAL INSTRUCTIONS:

- Display cases which have been designated the responsibility of the Contractor shall be cleaned on a weekly basis.
- Rubber tile (safety) shall be cleaned to manufacturers instructions (Mondo rubber flooring).
- Day cleaners will be responsible for all office and washroom cleaning.
Evening cleaners will be responsible for all common areas; hallways, stairways, entrances, classrooms, and canteen.

CLEANING INSTRUCTIONS

BUILDING G4 – GUNNER ARENA (Seasonal)

DAY CLEANING BETWEEN 0730 HRS AND 1600 HRS

ALL WASHROOMS SHALL BE DONE IN ACCORDANCE WITH WASHROOM INSTRUCTIONS

ALL WASHROOMS SHALL BE DONE IN ACCORDANCE WITH OFFICE INSTRUCTIONS

SERVICES ON A DAILY BASIS:

- Sweep all hallways, entrances and foyers using a treated dust mop.
- Door mats vacuumed and spot cleaned.
- Wash all hallways, entrances and foyers.

SERVICES ON A TWICE PER WEEK BASIS:

- Waste baskets and receptacles shall be emptied, damp wiped and returned.

SERVICES ON A WEEKLY BASIS:

- Dust and spot clean all ledges, pictures, plaques, doors and door frames, walls, window frames, switch plates, etc., in hallways, entrances and foyers.
- Clean all interior glass, i.e. doors, windows and mirrors.
- Buff or spray buff all tile/lino floors removing scuff marks.
- Baseboards shall be washed.

SERVICES ON A MONTHLY BASIS:

- Vacuum drapery.
- Dust blinds (this includes Venetian, verticals and rolled).

SERVICES ON A TWICE YEARLY BASIS:

- To be determined by Engineer.
- Strip and refinish all tile/lino floors as per manufactures written instructions.

SPECIAL INSTRUCTIONS:

- Locker room considered part of washroom.

CLEANING INSTRUCTIONS

BUILDING Q101 – Base Transport

DAY CLEANING BETWEEN 0730 HRS AND 1600 HRS

ALL WASHROOMS SHALL BE DONE IN ACCORDANCE WITH WASHROOM INSTRUCTIONS

ALL WASHROOMS SHALL BE DONE IN ACCORDANCE WITH OFFICE INSTRUCTIONS

SERVICES ON A DAILY BASIS:

- Sweep all hallways, entrances and foyers using a treated dust mop.
- Door mats vacuumed and spot cleaned.
- Wash all hallways, entrances and foyers.

SERVICES ON A TWICE PER WEEK BASIS:

- Waste baskets and receptacles shall be emptied, damp wiped and returned.

SERVICES ON A WEEKLY BASIS:

- Dust and spot clean all ledges, pictures, plaques, doors and door frames, walls, window frames, switch plates, etc., in hallways, entrances and foyers.
- Clean all interior glass, i.e. doors, windows and mirrors.
- Buff or spray buff all tile/lino floors removing scuff marks.
- Baseboards shall be washed.

SERVICES ON A MONTHLY BASIS:

- Vacuum drapery.
- Dust blinds (this includes Venetian, verticals and rolled).

SERVICES ON A TWICE YEARLY BASIS:

- To be determined by Engineer.
- Strip and refinish all tile/lino floors as per manufactures written instructions.

SPECIAL INSTRUCTIONS:

- Locker room considered part of washroom.

CLEANING INSTRUCTIONS

BUILDING Q121

DAY CLEANING BETWEEN 0730 HRS AND 1600 HRS

ALL WASHROOMS SHALL BE DONE IN ACCORDANCE WITH WASHROOM INSTRUCTIONS

ALL WASHROOMS SHALL BE DONE IN ACCORDANCE WITH OFFICE INSTRUCTIONS

SERVICES ON A DAILY BASIS:

- Sweep all hallways, entrances and foyers using a treated dust mop.
- Door mats vacuumed and spot cleaned.
- Wash all hallways, entrances and foyers.

SERVICES ON A TWICE PER WEEK BASIS:

- Waste baskets and receptacles shall be emptied, damp wiped and returned.

SERVICES ON A WEEKLY BASIS:

- Dust and spot clean all ledges, pictures, plaques, doors and door frames, walls, window frames, switch plates, etc., in hallways, entrances and foyers.
- Clean all interior glass, i.e. doors, windows and mirrors.
- Buff or spray buff all tile/lino floors removing scuff marks.
- Baseboards shall be washed.

SERVICES ON A MONTHLY BASIS:

- Vacuum drapery.
- Dust blinds (this includes Venetian, verticals and rolled).

SERVICES ON A TWICE YEARLY BASIS:

- To be determined by Engineer.
- Strip and refinish all tile/lino floors as per manufactures written instructions.

SPECIAL INSTRUCTIONS:

- Locker room considered part of washroom.

CLEANING INSTRUCTIONS

BUILDING C103 – WATC BUILDING

DAY CLEANING BETWEEN 0730 HRS AND 1600 HRS

ALL WASHROOMS SHALL BE DONE IN ACCORDANCE WITH WASHROOM INSTRUCTIONS

ALL WASHROOMS SHALL BE DONE IN ACCORDANCE WITH OFFICE INSTRUCTIONS

SERVICES ON A DAILY BASIS:

- Sweep all hallways, entrances and foyers using a treated dust mop.
- Door mats vacuumed and spot cleaned.
- Wash all hallways, entrances and foyers.

SERVICES ON A TWICE PER WEEK BASIS:

- Waste baskets and receptacles shall be emptied, damp wiped and returned.

SERVICES ON A WEEKLY BASIS:

- Dust and spot clean all ledges, pictures, plaques, doors and door frames, walls, window frames, switch plates, etc., in hallways, entrances and foyers.
- Clean all interior glass, i.e. doors, windows and mirrors.
- Buff or spray buff all tile/lino floors removing scuff marks.
- Baseboards shall be washed.

SERVICES ON A MONTHLY BASIS:

- Vacuum drapery.
- Dust blinds (this includes Venetian, verticals and rolled).

SERVICES ON A TWICE YEARLY BASIS:

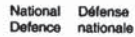
- To be determined by Engineer.
- Strip and refinish all tile/lino floors as per manufactures written instructions.

SPECIAL INSTRUCTIONS:

- Locker room considered part of washroom.
- Employee in this building will have a Level I Reliability and Security Clearance screening.

SNOW REMOVAL

- 1. SNOW REMOVAL TO INCLUDE SNOW IN AUTUMN/WINTER/SPRING FROM LANDING, STEPS AND 1200MM BEYOND STEPS ONTO SIDEWALKS WHERE DESIGNATED ON THE ATTACHED BUILDING PLANS MARKED AS "SR".**
- 2. REMOVAL OF SNOW SHALL BE COMPLETED TO COINCIDE WITH NORMAL HOURS OF OPERATION AS DIRECTED BY ENGINEER.**
- 3. CONTRACTOR IS RESPONSIBLE FOR SUPPLY AND APPLICATION OF ICE MELT MATERIAL TO AREAS WHERE SNOW IS CLEARED AS REQUIRED AND/OR AS DIRECTED BY ENGINEER.**



All invoices/progress claims must show the reference Contract and Task numbers. Toutes les factures doivent indiquer les numéros du contrat et de la tâche.		Contract no. - N° du contrat
		Task no. - N° de la tâche
Amendment no. - N° de la modification	Increase/Decrease - Augmentation/Réduction	Previous value - Valeur précédente
To - À	TO THE CONTRACTOR You are requested to supply the following services in accordance with the terms of the above reference contract. Only services included in the contract shall be supplied against this task. Please advise the undersigned if the completion date cannot be met. Invoices/progress claims shall be prepared in accordance with the instructions set out in the contract. À L'ENTREPRENEUR Vous êtes prié de fournir les services suivants en conformité des termes du contrat mentionné ci-dessus. Seuls les services mentionnés dans le contrat doivent être fournis à l'appui de cette demande. Prière d'aviser le signataire si la livraison ne peut se faire dans les délais prescrits. Les factures doivent être établies selon les instructions énoncées dans le contrat.	
Delivery location - Expédiez à	Date	for the Department of National Defence pour le ministère de la Défense nationale
Delivery/Completion date - Date de livraison/d'achèvement		
Contract item no. N° d'article du contrat	Services	Cost Prix
		GST/HST TPS/TVA
		Total

APPLICABLE ONLY TO PWGSC CONTRACTS: The Contract Authority signature is required when the total value of the DND 626 exceeds the threshold specified in the contract.

NE S'APPLIQUE QU'AUX CONTRATS DE TPSGC : La signature de l'autorité contractante est requise lorsque la valeur totale du formulaire DND 626 est supérieure au seuil précisé dans le contrat.

for the Department of Public Works and Government Services
pour le ministère des Travaux publics et services gouvernementaux

**Instructions for completing
DND 626 - Task Authorization**

Contract no.
Enter the PWGSC contract number in full.

Task no.
Enter the sequential Task number.

Amendment no.
Enter the amendment number when the original Task is amended to change the scope or the value.

Increase/Decrease
Enter the increase or decrease total dollar amount including taxes.

Previous value
Enter the previous total dollar amount including taxes.

To
Name of the contractor.

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

Delivery/Completion date
Completion date for the task.

for the Department of National Defence

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

Services

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

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

GST/HST
The GST/HST cost as appropriate.

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

Applicable only to PWGSC contracts

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

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

**Instructions pour compléter le formulaire
DND 626 - Autorisation des tâches**

N° du contrat
Inscrivez le numéro du contrat de TPSGC en entier.

N° de la tâche
Inscrivez le numéro de tâche séquentiel.

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

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

Valeur précédente
Inscrivez le montant total précédent, y compris les taxes.

À
Nom de l'entrepreneur.

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

Date de livraison/d'achèvement
Date d'achèvement de la tâche.

pour le ministère de la Défense nationale

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

Services

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

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

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

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

Ne s'applique qu'aux contrats de TPSGC

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

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

ANNEX "E"
TASK AUTHORIZATION USAGE REPORT

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 January	01 October	31 December
15 April	01 January	31 March
15 July	01 April	30 June
15 October	01 July	30 September

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):			

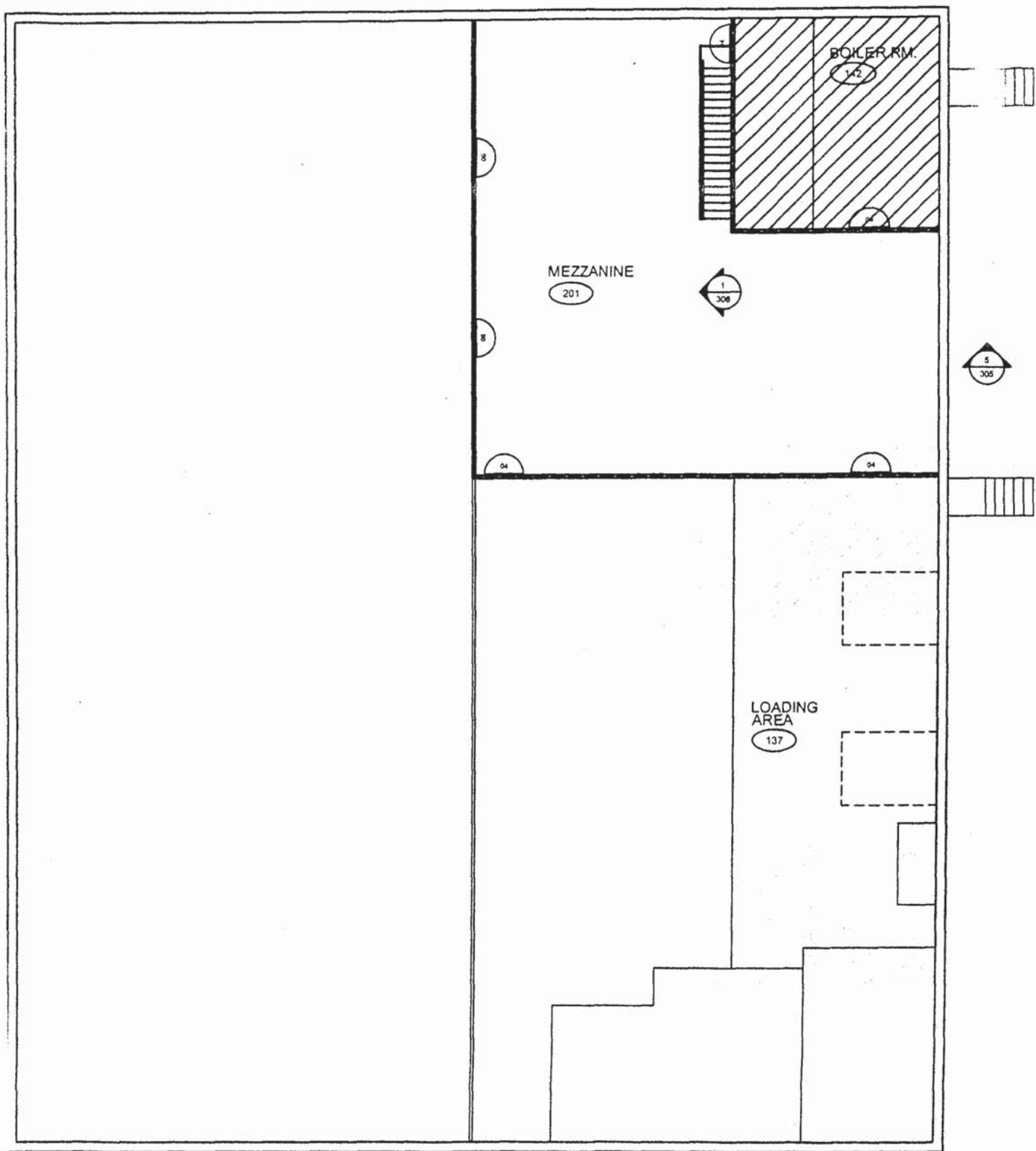
[] Check this box if you are submitting a NIL **REPORT** (We have not done any business with Canada under this Contract, for this period).

SEND TO:

wst-pa-mb@pwgsc.gc.ca

Or

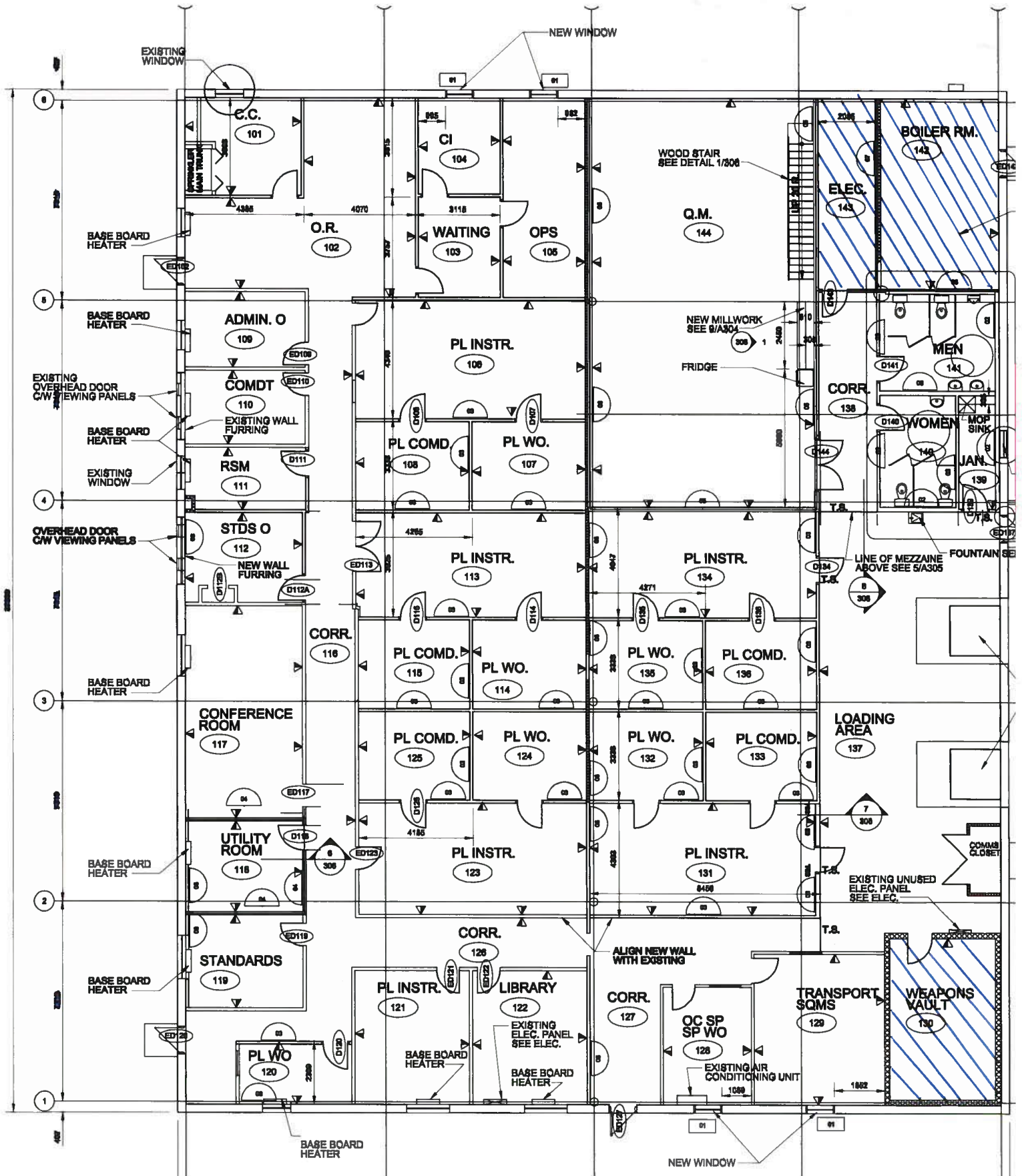
Facsimile: (204) 983-7796



C103 2nd Floor

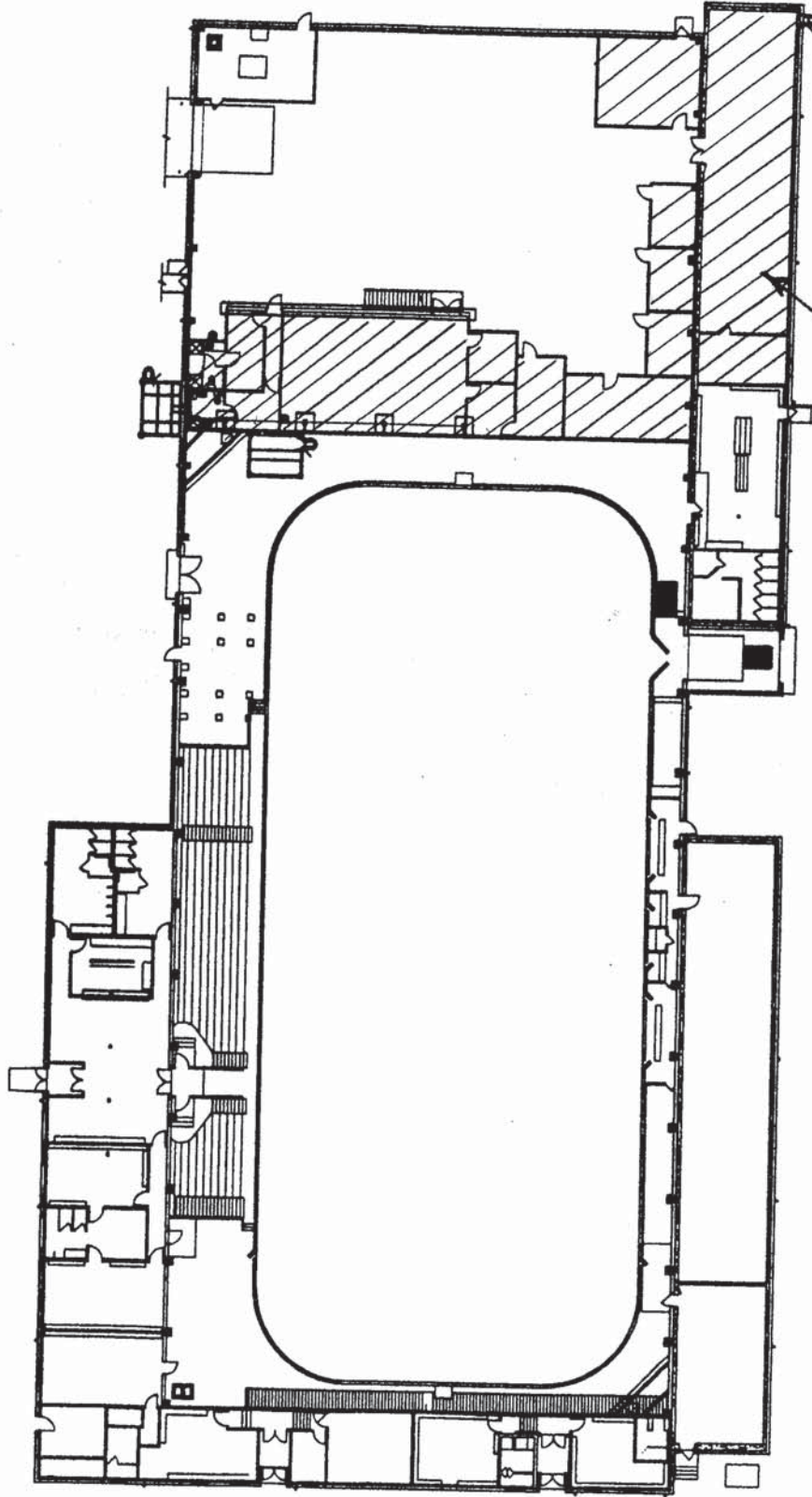
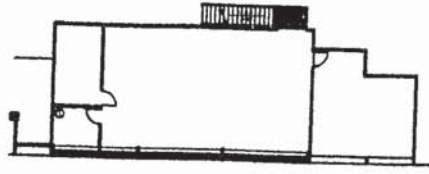
NO CLEANING

Note: No cleaning in
Rm 130, 142, 143



C-103

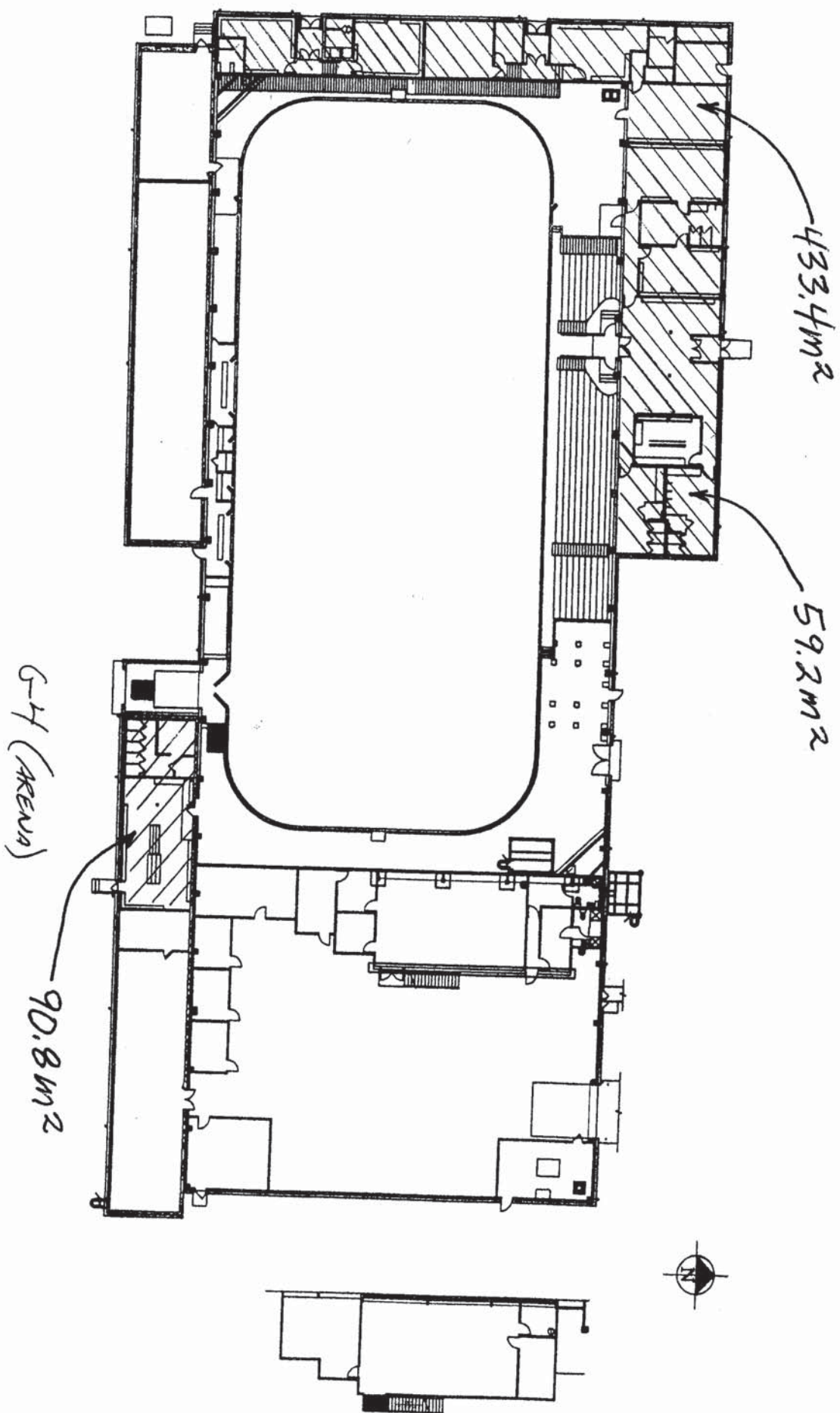
1006.4 m²



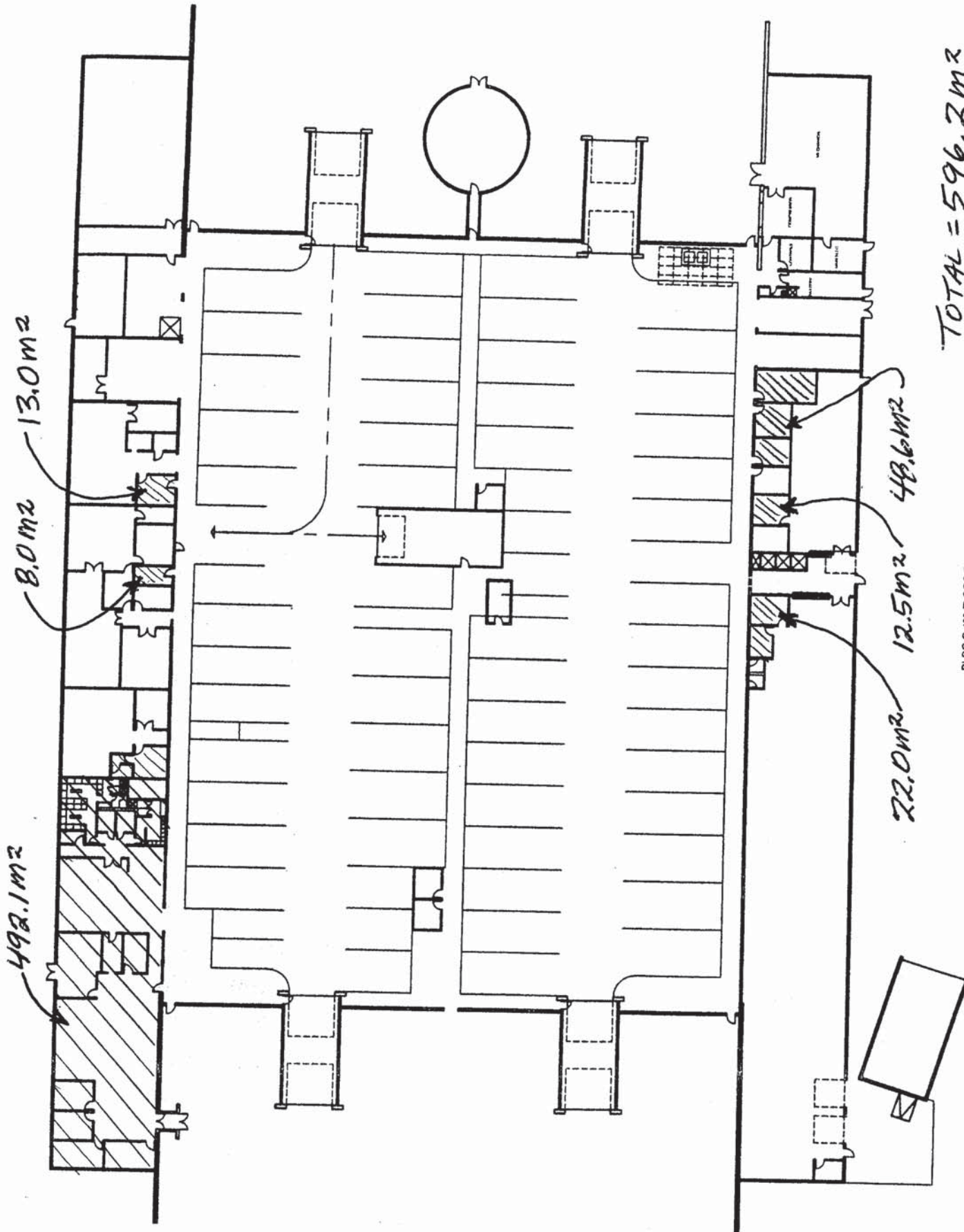
456.1 m²

G-4 (731)

TOTAL = 456.1 m²

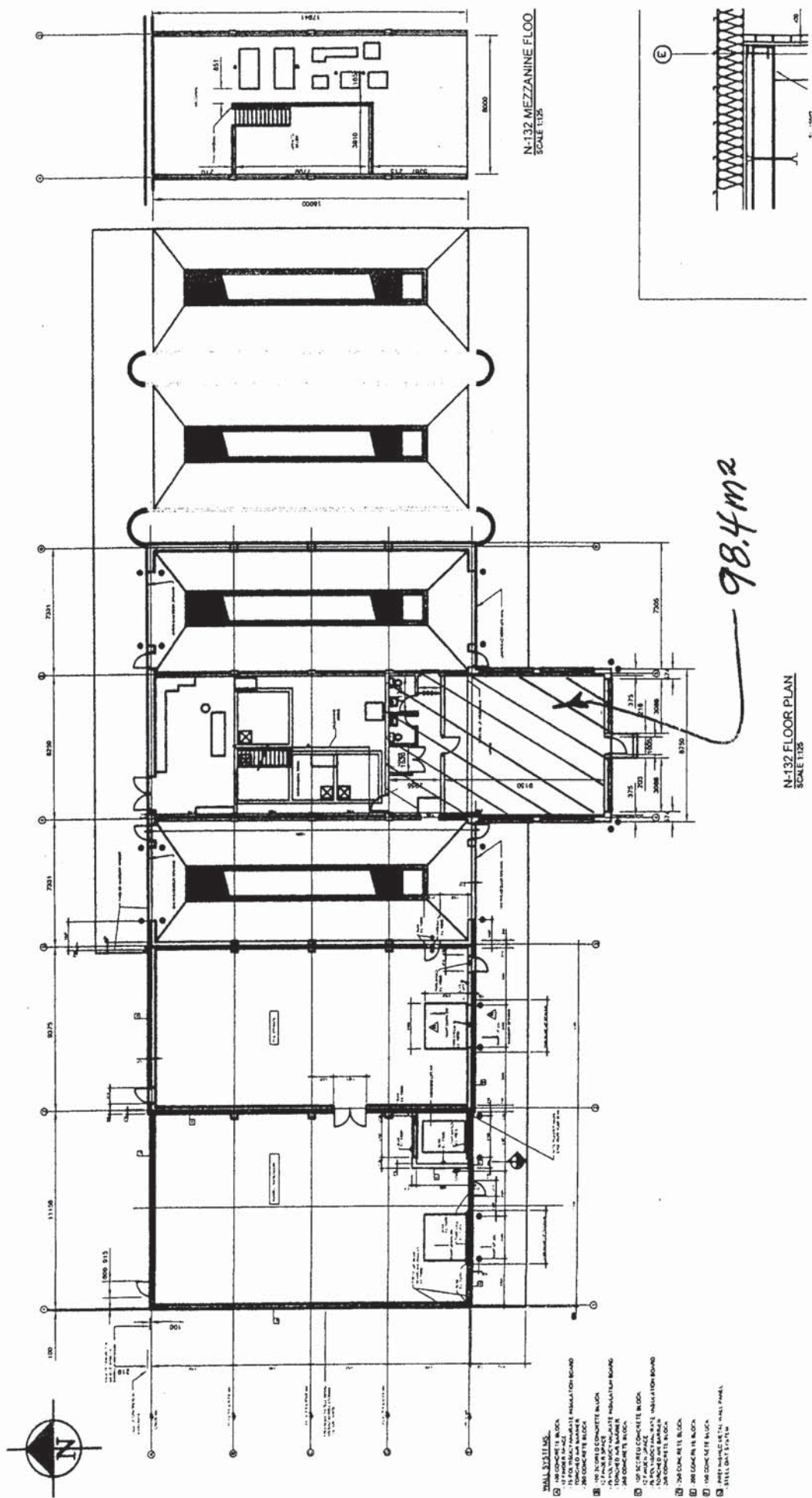


TOTAL = 583.4m²

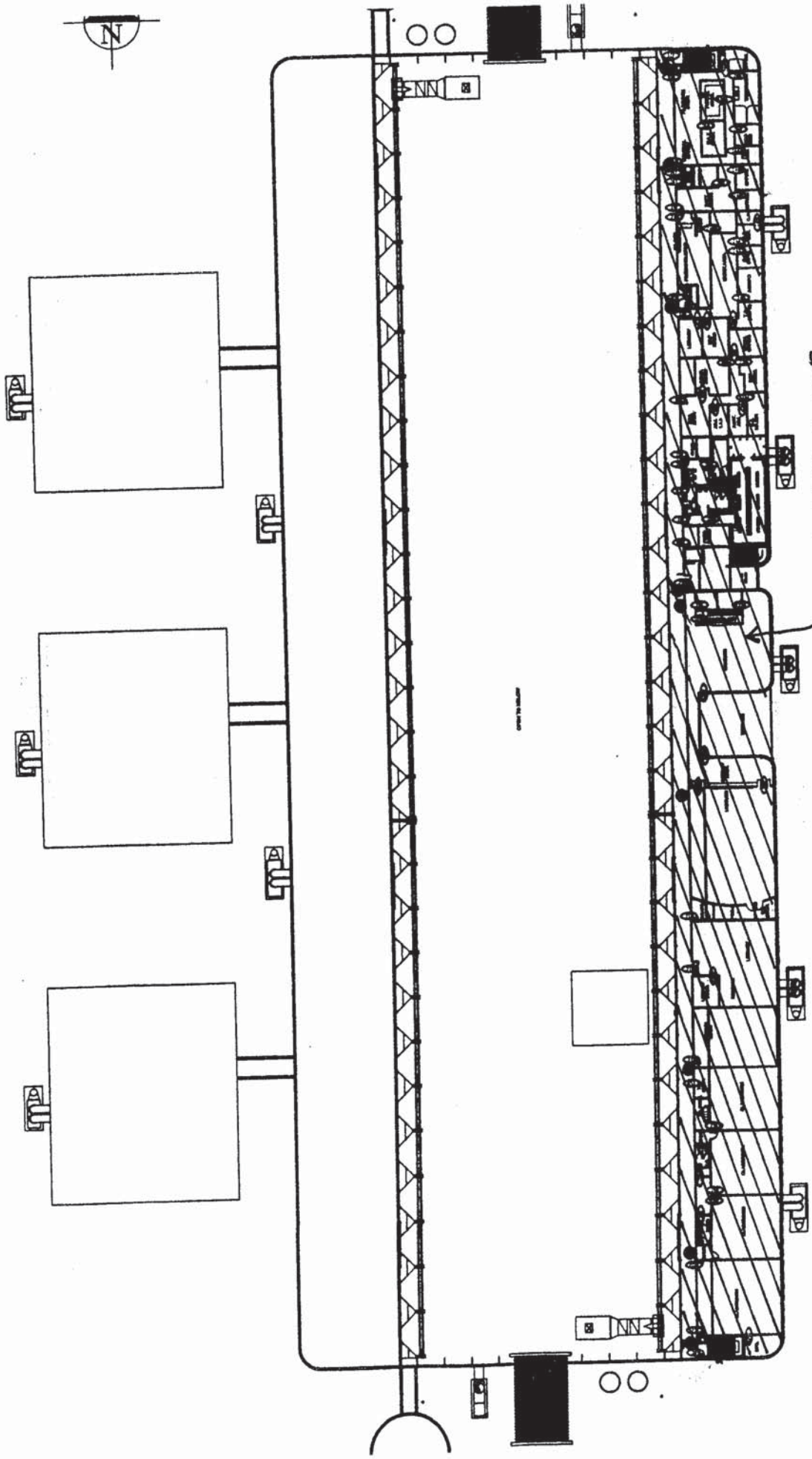


BLDG G-400 FLOOR PLAN

TOTAL = 596.2 m²



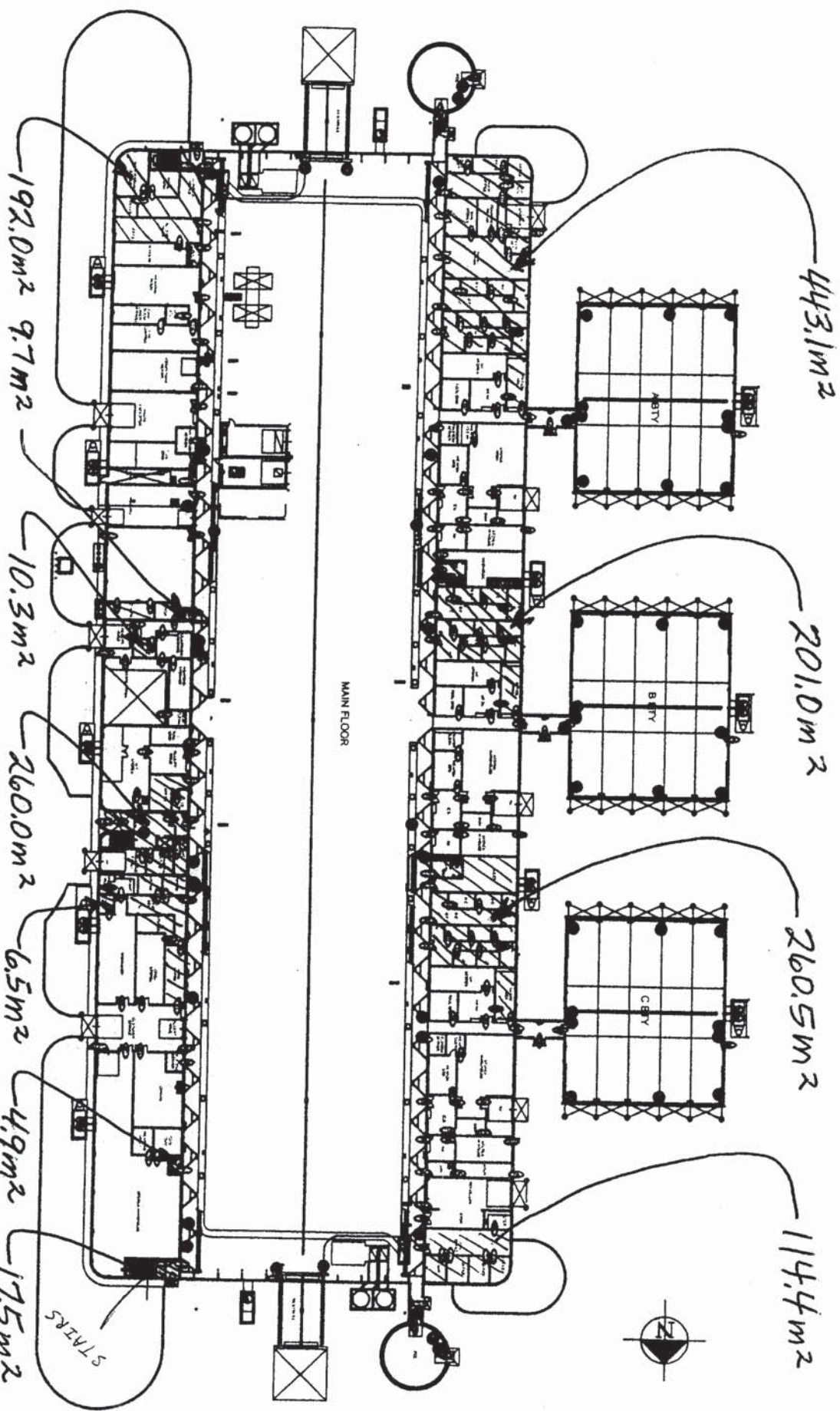
Total = 98.4m²



2428.2 m²

W133
2nd Floor

TOTAL = 2428.2 m²



N 133 Main Floor

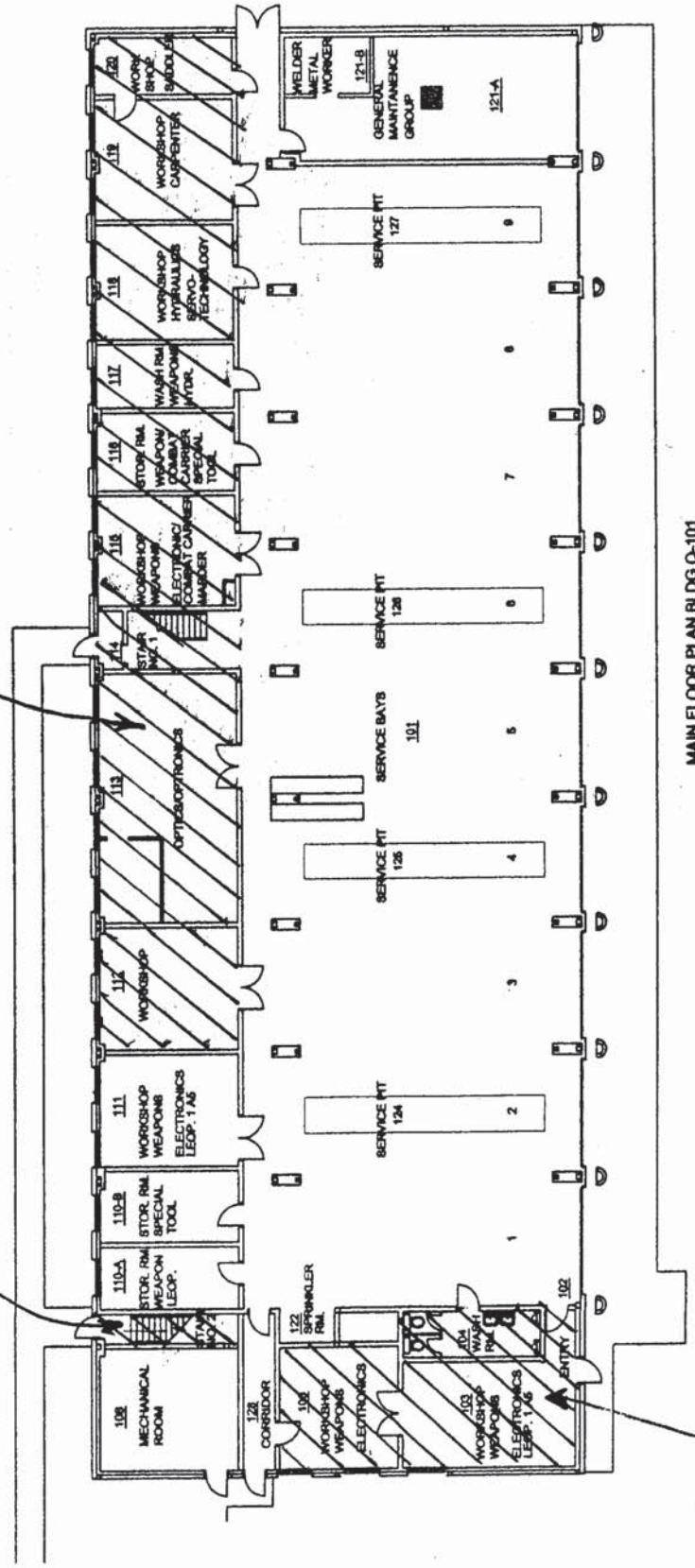
TOTAL = 1519.9 m²



261.8 m²

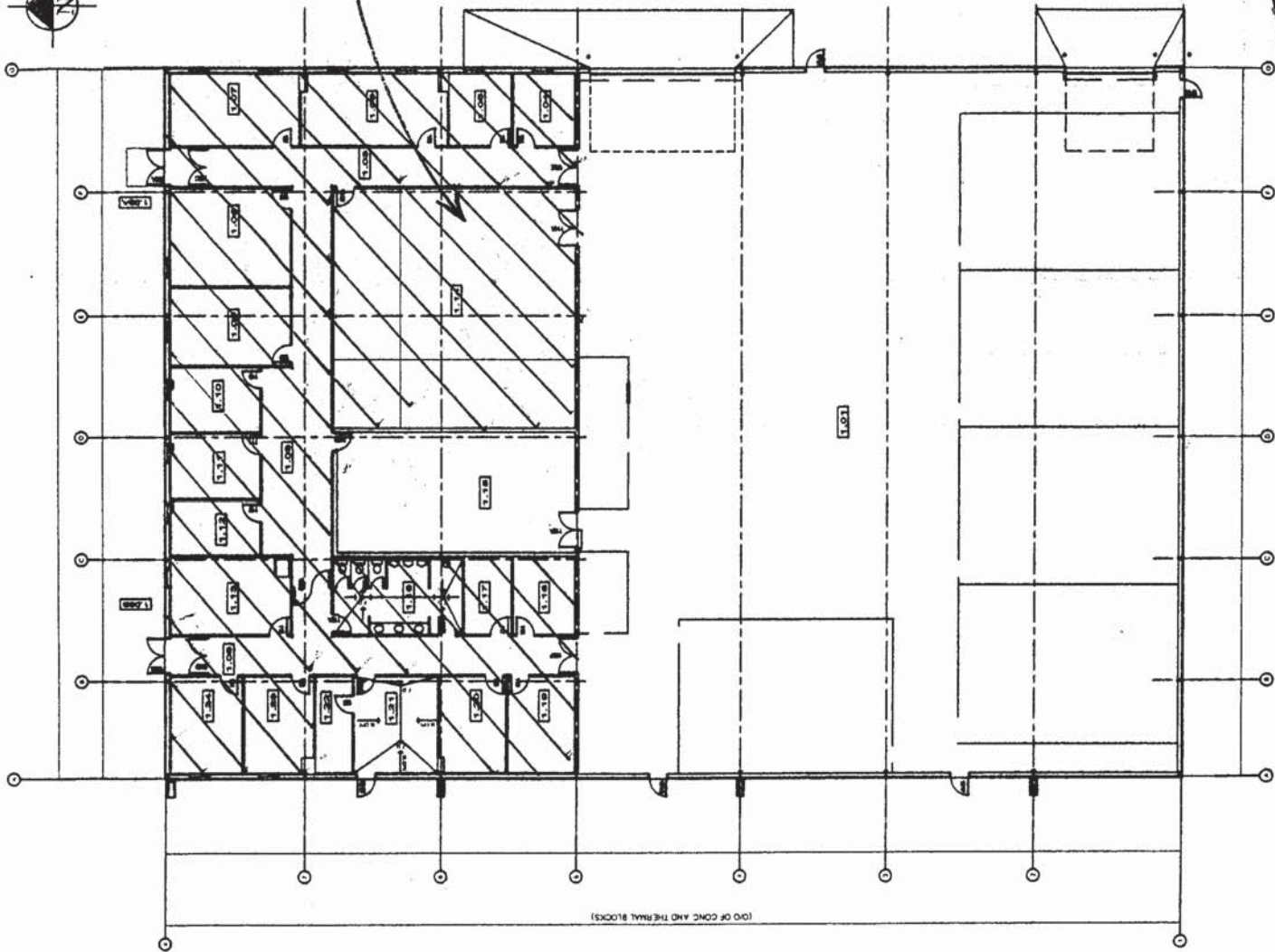
7.4 m²

76.4 m²



MAIN FLOOR PLAN BLDG Q-101

TOTAL = 345.6 m²



627.0m²

TOTAL = 627.0m²