

**RETURN BIDS TO:  
RETOURNER LES SOUMISSIONS À:**

**Bid Receiving  
PWGSC  
33 City Centre Drive  
Suite 480  
Mississauga  
Ontario  
L5B 2N5  
Bid Fax: (905) 615-2095**

**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**

<b>Title - Sujet</b> Janitorial Services	
<b>Solicitation No. - N° de l'invitation</b> 23126-130097/A	<b>Date</b> 2012-11-20
<b>Client Reference No. - N° de référence du client</b> 23126-130097	
<b>GETS Reference No. - N° de référence de SEAG</b> PW-\$TOR-302-6094	
<b>File No. - N° de dossier</b> TOR-2-35096 (302)	<b>CCC No./N° CCC - FMS No./N° VME</b>
<b>Solicitation Closes - L'invitation prend fin</b> <b>at - à 02:00 PM</b> <b>on - le 2013-01-03</b>	
<b>Time Zone</b> Fuseau horaire Eastern Standard Time EST	
<b>F.O.B. - F.A.B.</b> <b>Plant-Usine:</b> <input type="checkbox"/> <b>Destination:</b> <input checked="" type="checkbox"/> <b>Other-Autre:</b> <input type="checkbox"/>	
<b>Address Enquiries to: - Adresser toutes questions à:</b> Berends, Robert	<b>Buyer Id - Id de l'acheteur</b> tor302
<b>Telephone No. - N° de téléphone</b> (905) 615-2465 ( )	<b>FAX No. - N° de FAX</b> (905) 615-2060
<b>Destination - of Goods, Services, and Construction:</b> <b>Destination - des biens, services et construction:</b> DEPARTMENT OF NATURAL RESOURCES 1219 QUEEN ST E. SAULT STE MARIE Ontario P6A2E5 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  
Ontario Region  
33 City Centre Drive  
Suite 480  
Mississauga  
Ontario  
L5B 2N5

<b>Delivery Required - Livraison exigée</b> 2012-10-01	<b>Delivery Offered - Livraison proposée</b>
<b>Vendor/Firm Name and Address</b> <b>Raison sociale et adresse du fournisseur/de l'entrepreneur</b>	
<b>Telephone No. - N° de téléphone</b> <b>Facsimile No. - N° de télécopieur</b>	
<b>Name and title of person authorized to sign on behalf of Vendor/Firm</b> <b>(type or print)</b> <b>Nom et titre de la personne autorisée à signer au nom du fournisseur/ de l'entrepreneur (taper ou écrire en caractères d'imprimerie)</b>	
<b>Signature</b>	<b>Date</b>

Solicitation No. - N° de l'invitation

23126-130097/A

Amd. No. - N° de la modif.

File No. - N° du dossier

TOR-2-35096

Buyer ID - Id de l'acheteur

tor302

CCC No./N° CCC - FMS No/ N° VME

23126-130097

---

Please see attached Request for Proposal.

## TABLE OF CONTENTS

### **PART 1 - GENERAL INFORMATION**

1. Introduction
2. Summary
3. Debriefings

### **PART 2 - BIDDER INSTRUCTIONS**

1. Standard Instructions, Clauses and Conditions
2. Submission of Bids
3. Enquiries - Bid Solicitation
4. Applicable Laws

### **PART 3 - BID PREPARATION INSTRUCTIONS**

1. Bid Preparation Instructions

### **PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION**

1. Evaluation Procedures
2. Basis of Selection

### **PART 5 - CERTIFICATIONS**

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

### **PART 6 - SECURITY AND INSURANCE REQUIREMENTS**

1. Security Requirement

### **PART 7 - RESULTING CONTRACT CLAUSES**

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

#### **List of Annexes:**

Annex A	Statement of Work
Annex B	Basis of Payment
Annex C	Security Requirements Check List
Annex D	Insurance Requirements
Annex E	Form PWGSC-TPSGC 572 Task Authorization
Annex F	Ontario Labour Legislation

## **PART 1 - GENERAL INFORMATION**

### **1. 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, Financial and Other Requirements: includes specific requirements that must be addressed by bidders; and
- 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, the Security Requirements Checklist, the Insurance Requirements, the Task Authorization Form 572, and Ontario Labour Legislation.

### **2. Summary**

The Department of Natural Resources Canada (NRCan) has a requirement for the supply of labour, material, equipment and consumables required to provide Janitorial Services at its location in Sault Ste. Marie, Ontario. There is a firm requirement for the general cleaning services. Project cleaning will be completed on an 'as and when requested' basis using the Task Authorization process.

The period of the Contract is for three years with 2 one-year options.

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.

Pursuant to section 01 of Standard Instructions 2003 and 2004, Bidders must submit a complete list of names of all individuals who are currently directors of the Bidder. Furthermore, as determined by the Special Investigations Directorate, Departmental Oversight Branch, each individual named on the list may be requested to complete a Consent to a Criminal Record Verification form.

The requirement is subject to the provisions of the World Trade Organization Agreement on Government Procurement (WTO-AGP), the North American Free Trade Agreement (NAFTA), and the Agreement on Internal Trade (AIT).

### **3. Debriefings**

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

## **PART 2 - BIDDER INSTRUCTIONS**

### **1. Standard Instructions, Clauses and Conditions**

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

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

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

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](http://www.tpsgc-pwgsc.gc.ca/app-acq/forms/formulaire-forms-eng.html) - PWGSC-TPSGC 229) (<http://www.tpsgc-pwgsc.gc.ca/app-acq/forms/formulaire-forms-eng.html>) for any or all individuals named in the aforementioned list within a specified delay. Failure to provide such Consent Forms within the delay will result in the bid being declared non-responsive.

The text under Subsection 5 of Section 01 - Code of Conduct and Certifications - Bid of 2003 referenced above is replaced by:

The Bidder must diligently maintain the list up-to-date by informing Canada in writing of any change occurring during the validity period of the bid, and must also provide Canada, when requested, with the corresponding Consent Forms. The Bidder will also be required to diligently maintain the list and when requested, provide Consent Forms during the period of any contract arising from this bid solicitation.

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

Delete: sixty (60) days

Insert: ninety (90) days

### **2. Submission of Bids**

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

Due to the nature of the bid solicitation, bids transmitted by facsimile to PWGSC will not be accepted.

### **3. Enquiries - Bid Solicitation**

All enquiries must be submitted in writing to the Contracting Authority no later than 12 calendar days before the bid closing date. Enquiries received after that time may not be answered.

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

#### **4. Applicable Laws**

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

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

#### **5. Ontario Labour Legislation**

1. In accordance with the requirements of section 77(1) of the *Employment Standards Act, 2000*, S.O. 2000, c. 41, the following information concerning each employee of the previous supplier providing services at the premises is attached:
  - a. the employee's job classification or job description;
  - b. the wage rate actually paid to the employee;
  - c. a description of the benefits, if any, provided to the employee including the cost of each benefit and the benefit period to which the cost relates;
  - d. the number of hours that the employee works in a regular work day and in a regular work week, or if the employee's hours of work vary from week to week, the number of the employee's non-overtime hours for each week that the employee worked during the thirteen (13) weeks before the date of the request for information;
  - e. the date on which the employer hired the employee;
  - f. any period of employment attributed to the employer under section 10 of the Act;
  - g. the number of weeks that the employee worked at the premises during the twenty-six (26) weeks before the request date. The 26-week period must be calculated without including any period during which the provision of services at the premises was temporarily discontinued, or during which the employee was on leave of absence under Part XIV of the Act;
  - h. a statement indicating whether either of the following subparagraphs applies to the employee:
    - i. The employee's work, before the request date, included the provision of services at the premises, but the employee did not perform his or her job duties primarily at those premises during the thirteen (13) weeks before the request date.
    - ii. The employee's work included the provision of services at the premises, but the employee was not actively at work immediately before the request date, and did not perform his or her job duties primarily at the premises during the most recent thirteen (13) weeks of active employment.
2. The name, residential address and telephone number of each employee as they appear in the previous employer's records will be provided to the successful Bidder after contract award.

3. In addition to the above information, a copy of either the collective agreement, union certificate, or pending union application(s) regarding these employees at the premises is also attached, if applicable.
4. Bidders must use the information referred to in subparagraphs 1.(a) to 1.(h) and paragraph 3 (if applicable) only for the purposes of preparing their bids and complying with the Act. Bidders must not disclose such information except as may be authorized by Canada in writing.
5. The enclosed information concerning the employees of the previous employer providing services at the premises has been received from the previous employer and Canada does not warrant its accuracy or completeness. Canada will not be responsible for any damage or loss which may result from use of or reliance upon any of this information.
6. Bidders who require clarification or further information may contact the Contracting Authority.

### **PART 3 - BID PREPARATION INSTRUCTIONS**

#### **1. Bid Preparation Instructions**

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

Section I: Technical Bid (4 hard copies)

Section II: Financial Bid (1 hard copy)

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

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

#### **Section I: Technical Bid**

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

The technical bid should address clearly and in sufficient depth the points that are subject to the evaluation criteria against which the bid will be evaluated. Simply repeating the statement contained in

the bid solicitation is not sufficient. In order to facilitate the evaluation of the bid, Canada requests that bidders address and present topics in the order of the evaluation criteria under the same headings. To avoid duplication, bidders may refer to different sections of their bids by identifying the specific paragraph and page number where the subject topic has already been addressed.

**Section II: Financial Bid**

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

**Section III: Certifications**

Bidders must submit the certifications required under Part 5.

**PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION**

**1. Evaluation Procedures**

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

**1.1 Technical Evaluation**

**1.1.1 Mandatory Technical Criteria**

1. The Site Supervisor must be available at all times during the day and evening shifts for the Project Authority to contact to communicate cleaning requirements. It is acceptable to have the same individual designated as the day shift site supervisor and the evening shift supervisor. Additionally, it is acceptable to have the same individual designated as the site supervisor and the day cleaner.

Bidders must provide the name(s) of the Site Supervisor dedicated to each shift:

Site Supervisor Day Shift: \_\_\_\_\_

Site Supervisor Evening Shift: \_\_\_\_\_

2. Bidders must provide the name of a management representative of the cleaning contracting company. This individual must be different from the Supervisor and will be responsible for inspecting the buildings on a monthly basis and attending monthly meetings with the Project Authority.

Management Representative: \_\_\_\_\_

**1.1.2 Point Rated Technical Criteria**

Bidders are advised to address each area in sufficient depth to show clearly how effectively the work will be completed. Bidders must obtain the required minimum acceptable score in each section of the technical evaluation criteria. Failure to do so will result in the bid being declared non-compliant. Each bid will be evaluated against the criteria listed below.

## Part 1 - Corporate Experience

**36 points max. – (12 points max. per example) *Minimum Acceptable Score: 24 Points***

***Definition of similar*** - for the purpose of evaluation similar means the extent of comparability in terms of scope, magnitude, operating environment and business sector.

The bidder must provide three (3) examples of work sites they have been contracted to provide janitorial services. The examples should detail similar operations, currently or previously managed by the bidder's firm and must include the following six items of information:

1) Name and location of organization for whom work was done.

***(max. 2 points):***

***0- No information submitted***

***1- Partial Information submitted***

***2- Full Information submitted***

2) Type of operating environment, i.e. office, care/medical, laboratory facility etc.

***(max. 2 points):***

***0- No information submitted***

***1- Partially similar (i.e. offices but no laboratory space)***

***2- Directly Similar (i.e. office and lab space)***

3) Length of time your firm has provided service for the named organization.

***(max. 2 points):***

***0- No information submitted***

***1- 2 years or less***

***2- 2 years or more***

4) Type(s) of service provided and the extent of service provided.

***(max. 2 points):***

***0- No information submitted***

***1- Limited/partial janitorial services (i.e. vacuuming, emptying trash)***

***2- Full janitorial services (as above but with carpet cleaning, floor scrubbing /waxing, window cleaning, snow removal at exterior doors etc.)***

5) Population supported/served.

*(max. 2 points):*

*0- No information submitted*

*1- 100 or less*

*2- 101 or more*

6) Square footage of housekeeping and/or volume of housekeeping services, as applicable to organization supported.

*(max. 2 points):*

*0- No information submitted*

*1- 10,000 square metres or less*

*2- 10,001 square metres or more*

## **Part 2 - QUALITY ASSURANCE**

***Maximum: 11 Points / Minimum Acceptable Score: 8 Points***

Bidder should demonstrate their commitment towards a quality organization and their method of maintaining and improving quality services. A detailed description of the Quality Assurance Program currently employed by the Bidder should be provided as follows:

1) Acknowledgement of a formal (documented) quality program in place at the company.

*(max. 2 points):*

*0- No information submitted*

*1- Informal quality program in place*

*2- Formal quality program in place*

2) Overview of quality program describing the methodologies used to maintain a high quality of work.

*(max. 3 points):*

*0- No information submitted*

*1- Weak management controls*

*2- Some management control but just adequate for scope of work*

*3- Good to superior management controls likely to ensure identification and resolution of quality issues*

3) Sample of quality program forms/reports/logs used by the contractor.

*(max. 3 points):*

*0- No information submitted*

*1- Weak control forms*

*2- Some control forms but just adequate for scope of work*

*3- Good to superior controls over identification and resolution of quality issues*

4) Resolution of Problems- Provide a detailed description of how the Contractor identifies and subsequently resolves contentious issues related to the quality of services.

*(max. 3 points):*

*0- No information submitted*

*1- Little capability to meet performance requirements*

*2- Minimum acceptable capability, should meet minimum performance*

*3- Good to Superior capability, should ensure effective results*

### **Part 3 – PERSONNEL PLAN**

**24 points max.- Minimum Acceptable Score: 17 Points**

The bidder should demonstrate that sufficient staff would be provided on an on-going basis to meet all requirements detailed in the SOW. The Site Supervisor must be available at all times during the day and evening shifts for the Project Authority to contact to communicate cleaning requirements. It is acceptable to have the same individual designated as the day shift site supervisor and the evening shift supervisor. Additionally, it is acceptable to have the same individual designated as the site supervisor and the day cleaner.

The bidder should provide the following information:

1) Detailed resume for:

i) Management Representative

ii) Site Supervisor Day Shift

iii) Site Supervisor Evening Shift

The resume should show, for each person, educational background, training, relevant work experience, supervisory role in janitorial services etc.

**(max. points per resume)**

*0 to 4 points- limited qualifications and little related experience - less than 2 years*

*5 to 6 points- some qualifications and related experience 2 years or more*

*7 to 8 points- good to extensive qualifications and related experience more than 2 years*

## **1.2 Financial Evaluation**

**1.2.1** The Offer must submit prices in accordance with Annex B, Basis of Payment.

**1.2.2** The price used in the Financial Evaluation will be calculated in accordance with Annex B, Basis of Payment. Firm rates will be established for all items for the 3 firm years and the two optional years. The aggregate of the extended prices derived from the firm and option years and estimated cost of project work be used as the bid evaluation price.

## **2. Basis of Selection**

1. To be declared responsive, a bid must:

- a. comply with all the requirements of the bid solicitation;
- b. meet all mandatory technical evaluation criteria; and
- c. obtain the required minimum points for the technical evaluation criteria which are subject to point rating.

2. Bids not meeting (a) or (b) or (c) will be declared non-responsive. Neither the responsive bid that receives the highest number of points nor the one that proposed the lowest price will necessarily be accepted. The responsive bid with the lowest evaluated price per point 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. Code of Conduct Certifications - Certifications Required Precedent to Contract Award**

**1.1** Bidders should provide, with their bid or promptly thereafter, a complete list of names of all individuals who are currently directors of the Bidder. If such a list has not been received by the time the evaluation of bids is completed, the Contracting Authority will inform the Bidder of a time frame within which to provide the information. Bidders must submit the list of directors before contract award, failure to provide such a list within the required time frame will render the bid non-responsive.

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

### **2. Certifications Precedent to Contract Award**

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

## 2.1 Federal Contractors Program - Certification

1. The Federal Contractors Program (FCP) requires that some suppliers, including a supplier who is a member of a joint venture, bidding for federal government contracts, valued at \$200,000 or more (including all applicable taxes), make a formal commitment to implement employment equity. This is a condition precedent to contract award. If the Bidder, or, if the Bidder is a joint venture and if any member of the joint venture, is subject to the FCP, evidence of its commitment must be provided before the award of the Contract.

Suppliers who have been declared ineligible contractors by Human Resources and Skills Development Canada (HRSDC) are no longer eligible to receive 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.

2. If the Bidder does not fall within the exceptions enumerated in 3.(a) or (b) below, or does not have a valid certificate number confirming its adherence to the FCP, the Bidder must fax (819-953-8768) a copy of the signed form LAB 1168, Certificate of Commitment to Implement Employment Equity, to the Labour Branch of HRSDC.
3. The Bidder, or, if the Bidder is a joint venture the member of the joint venture, certifies its status with the FCP, as follows:

The Bidder or the member of the joint venture

- a. ( ) is not subject to the FCP, having a workforce of less than 100 full-time or part-time permanent employees, and/or temporary employees having worked 12 weeks or more in Canada;
- b. ( ) is not subject to the FCP, being a regulated employer under the *Employment Equity Act*, S.C. 1995, c. 44;
- c. ( ) is subject to the requirements of the FCP, having a workforce of 100 or more full-time or part-time permanent employees, and/or temporary employees having worked 12 weeks or more in Canada, but has not previously obtained a certificate number from HRSDC (having not bid on requirements of \$200,000 or more), in which case a duly signed certificate of commitment is attached;
- d. ( ) is subject to the FCP, and has a valid certificate number as follows: \_\_\_\_\_ (e.g. has not been declared an ineligible contractor by HRSDC).

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

## 2.2 Former Public Servant Certification

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

### Definitions

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

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

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

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

### Former Public Servant in Receipt of a Pension

Is the Bidder a FPS in receipt of a pension as defined above? **Yes** ( ) **No** ( )

If so, the Bidder must provide the following information:

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

### Work Force Reduction Program

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

If so, the Bidder must provide the following information:

- a. name of former public servant;

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

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

### **Certification**

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

### **2.3 Status and Availability of Resources**

The Bidder certifies that, should it be awarded a contract as a result of the bid solicitation, every individual proposed in its bid will be available to perform the Work as required by Canada's representatives and at the time specified in the bid solicitation or agreed to with Canada's representatives. If for reasons beyond its control, the Bidder is unable to provide the services of an individual named in its bid, the Bidder may propose a substitute with similar qualifications and experience. The Bidder must advise the Contracting Authority of the reason for the substitution and provide the name, qualifications and experience of the proposed replacement. For the purposes of this clause, only the following reasons will be considered as beyond the control of the Bidder: death, sickness, maternity and parental leave, retirement, resignation, dismissal for cause or termination of an agreement for default.

If the Bidder has proposed any individual who is not an employee of the Bidder, the Bidder certifies that it has the permission from that individual to propose his/her services in relation to the Work to be performed and to submit his/her résumé to Canada. The Bidder must, upon request from the Contracting Authority, provide a written confirmation, signed by the individual, of the permission given to the Bidder and of his/her availability

### **2.4 Education and Experience**

SACC Manual clause A3010T (2010-08-16) Education and Experience

## **PART 6 - SECURITY REQUIREMENTS**

### **1. Security Requirement**

- 1. Before award of a contract, the following conditions must be met:
  - (a) the Bidder must hold a valid organization security clearance as indicated in Part 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.

## **PART 7 - RESULTING CONTRACT CLAUSES**

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

### **1. Statement of Work**

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

### **1.2 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.

#### **1.2.1 Task Authorization Process**

##### **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.

##### **Task Authorization Process:**

1. The Project Authority will provide the Contractor with a description of the task using the Task Authorization" form specified in Annex E.
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 5 calendar days of its receipt, the proposed total estimated cost for performing the task and a breakdown of that cost, established in accordance with the Basis of Payment specified in the Contract.

4. The Contractor must not commence work until a TA 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.

### **1.2.2 Task Authorization Limit**

The Project Authority may authorize individual task authorizations up to a limit of \$5000.00, Goods and Services Tax or Harmonized Sales Tax included, inclusive of any revisions.

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

### **1.2.3 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.

### **1.2.4 Periodic Usage Reports - Contracts with Task Authorizations**

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 A. 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: January 1 to March 31;

2nd quarter: April 1 to June 30;

3rd quarter: July 1 to September 30;

4th quarter: October 1 to December 31.

The data must be submitted to the Contracting Authority no later than 30 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.

#### **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:**

**HST**

- 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. Standard Clauses and Conditions**

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

**2.1 General Conditions**

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

The text under Subsection 4 of Section 27 - Code of Conduct and Certifications - Contract of 2010C 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. Security Requirement**

1. The Contractor/Offeror must, at all times during the performance of the Contract/Standing Offer, 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/Offeror 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/Offeror 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. Term of Contract**

#### 4.1 Period of the Contract

The period of the Contract is from 1 February 2014 to 31 January December 2016 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 2 additional one year periods under the same conditions. The Contractor agrees that, during the extended period of the Contract, it will be paid in accordance with the applicable provisions as set out in the Basis of Payment.

Canada may exercise this option at any time by sending a written notice to the Contractor at least 30 calendar days before the expiry date of the Contract. The option may only be exercised by the Contracting Authority, and will be evidenced for administrative purposes only, through a contract amendment.

### 5. Authorities

#### 5.1 Contracting Authority

The Contracting Authority for the Contract is:

Robert Berends  
Supply Specialist  
Public Works and Government Services Canada  
Acquisitions Branch  
33 City Centre Drive, Suite 480C  
Mississauga, Ontario  
L5B 2N5  
Telephone: 905-615-2465  
Facsimile: 905-615-2060  
E-mail address: [Robert.berends@pwgsc.gc.ca](mailto:Robert.berends@pwgsc.gc.ca)

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

#### 5.2 Project Authority

The Project Authority for the Contract is:

Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Organization: \_\_\_\_\_  
Address: \_\_\_\_\_

Telephone : \_\_\_\_\_  
Facsimile: \_\_\_\_\_  
E-mail address: \_\_\_\_\_

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: \_\_\_\_\_  
Organization: \_\_\_\_\_  
Address: \_\_\_\_\_

Telephone : \_\_\_\_\_  
Facsimile: \_\_\_\_\_  
E-mail address: \_\_\_\_\_

## 6. Payment

### 6.1 Basis of Payment – Firm Price - For the work described in the Statement of Work, in Annex A.

In consideration of the Contractor satisfactorily completing its obligations under the Contract, the Contractor will be paid a firm price for a cost of \$\_\_\_\_\_. 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.

### 6.2 Basis of Payment – Firm Price - Task Authorization

In consideration of the Contractor satisfactorily completing all of its obligations under the authorized Task Authorization (TA), the Contractor will be paid the firm unit prices in accordance with the basis of payment, in Annex B, as specified in the authorized TA. Customs duties are included and Goods and Services Tax or Harmonized Sales Tax is extra, if applicable.

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

### 6.3 Limitation of Expenditure - Cumulative Total of all Task Authorizations

1. Canada's total liability to the Contractor under the Contract for all authorized Task Authorizations (TAs), inclusive of any revisions, must not exceed the sum of \$\_\_\_\_\_. Customs duties are included and the Goods and Services Tax or Harmonized Sales Tax is extra, if applicable.
2. No increase in the total liability of Canada will be authorized or paid to the Contractor unless an increase has been approved, in writing, by the Contracting Authority.
3. The Contractor must notify the Contracting Authority in writing as to the adequacy of this sum:
  - a. when it is 75 percent committed, or
  - b. four (4) months before the contract expiry date, or
  - c. as soon as the Contractor considers that the sum is inadequate for the completion of the Work required in all authorized TAs, inclusive of any revisions,

whichever comes first.

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

#### **6.4 Monthly Payment**

H1008C (2008-05-12) Monthly Payment

#### **6.5 SACC Manual Clauses**

A9117C (2007-11-030) T1204 - Direct Request by Customer Department

C0711C (2008-05-12) Time Verification

#### **7. Invoicing Instructions**

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

#### **8. Certifications**

- 8.1 Compliance 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. Applicable Laws**

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

#### **10. Priority of Documents**

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

- (a) the Articles of Agreement;
- (b) the general conditions 2010C (2012-11-19) General Conditions - Medium Complexity;
- (c) Annex A, Statement of Work;
- (d) Annex B, Basis of Payment;
- (e) Annex C, Security Requirements Check List;
- (f) Annex D, Insurance Requirements;
- (g) Annex E, Form PWGSC-TPSGC 572 Task Authorization;
- (h) the signed Task Authorizations (including all of its annexes, if any);
- (i) the Contractor's bid dated \_\_\_\_\_.

#### **11. 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. Ontario Labour Legislation**

SACC Manual Clause A0075C (2010-01-11) Ontario Labour Legislation

## ANNEX A

### STATEMENT OF WORK

#### INDEX

#### SECTION A: GENERAL

1. East Wing, West Wing and Administration Wings
2. H Corridor/Link and Header House
3. Building A
4. Building B
5. Building G
6. Building M
7. Building J
8. Building H
9. Building I

#### SECTION B: RESPONSIBILITIES

1. Drawings
2. Cleaning staff
3. Day shift attendant
4. Samples
5. Supplies
6. Damage
7. Project Work
8. Safety
9. Accidents

10. Recycling
11. Security

### **SECTION C: CLEANING SPECIFICATIONS**

1. Minimum Personnel Schedule
2. Exterior
3. Stairwells
4. Floors – Resilient- Rooms
5. Floors – Resilient- Corridors
6. Floors – Concrete
7. Floors - Quarry Tile
8. Floors - Entrances and Lobbies
9. Floors – Annually in April
10. Floors- Washrooms
11. Rugs and Carpets
12. Elevators
13. Ceilings
14. Walls and Partitions
15. Interior Glass
16. Washrooms
17. Waste and Refuse
18. Furniture and Fixtures
19. Miscellaneous Building Items
20. Window Cleaning

### **Appendix A - Drawings**

## **Section A: General**

The Contractor must supply the labour, material and equipment to perform all regular cleaning services, project cleaning services and related work in accordance with these specifications in a manner satisfactory to the Project Authority.

The Contractor must have a designated Supervisor on-site at all times for day and evening shifts.

All work described in this SOW will be considered 'Regular Cleaning Duties'. New work items requested by the Project Authority on an 'as and when requested basis' will be considered 'Project Work'.

Project work will be completed on an 'as and when requested' basis using the Task Authorization process.

### **1. East Wing, West Wing, and Administration Wings**

- 1.1 Provide full cleaning services (including daily, weekly, monthly, annual and project cleaning) in the main laboratory complex including the Administration Wing, East Wing and West Wing.
- 1.2 Provide snow removal services from exit doors and related areas as described in Section C, 2.2.
- 1.3 The following areas are exempt from requiring cleaning services except as noted:
  - a) All service corridors (interior hallways where piping, conduit, ducts run vertical from floor to floor);
  - b) West Wing mechanical penthouse area, except: full cleaning services must be provided in the corridor between the elevator and the penthouse doors and garbage and cardboard must be removed nightly.
  - c) East Wing mechanical penthouse area, except: full cleaning services must be provided in the penthouse office (D506A), meeting room (D507A) and washroom (D502A), the penthouse elevator, stairway, lobby, hallway and room D501A.
  - d) Mechanical areas except garbage and cardboard must be removed nightly.

2. **H Corridor/Link and Header House**

- 2.1 Provide full cleaning services (including daily, weekly, monthly, annual and project cleaning) in the H Corridor/Link and Header House (including Rooms H104, H106, H108, H111, H112).
- 2.2 Remove garbage bags and cardboard nightly.
- 2.3 Provide snow removal services from exit doors and related areas as described in Section C, 2.2.
- 2.4 Modified Cleaning- H Corridor/Link and Header House  
Room/Areas H101, H102, H103, H105, H107, H109, H113, H114, H115 and Header House  
Common Corridor extending through to receiving doors  
Sweep floors once per week  
Semi annually deep clean tiled, wax and polish

3. **Building A**

**NOTE: Building A houses a quarantine and insect rearing/production facility and certain areas are off limits to cleaning staff, and not regularly cleaned. See Appendix A, Drawings, for detailed indication of restricted areas.**

- 3.1 The following portions of Building A outside of the quarantine/restricted zones are to be cleaned.  
Provide full cleaning services, including:
- a) atrium (including high beams), shelves, trusses and architectural details
  - b) atrium stairs
  - c) corridors
  - d) elevators
  - e) washrooms
  - f) cleaners rooms
  - g) basement stairs
  - h) workrooms

- i) offices
- j) meeting rooms
- k) kitchenette areas

Remove garbage bags and cardboard nightly from all areas described. This includes any garbage bags placed into the hallways outside of quarantine.

### 3.2 Modified Cleaning- Building A:

#### a) Electrical Rooms

Sweep/vacuum and damp mop once per week to control dust/dirt. Spot clean heavier stains as required to remove.

#### b) Basement:

Sweep/vacuum and damp mopped once per week to control dust/dirt. Spot clean heavier stains as required to remove.

Remove garbage bags and cardboard.

### 3.3 Snow Removal

Provide snow removal services from exit doors and related areas as described in Section C, 2.2.

## 4. **Building B**

### 4.1 The following portions of Building B are to be cleaned.

Provide full cleaning services, including:

- a) Interior and exterior of Building B entrance area
- b) Stairways
- c) Washroom, office, cleaner's room, and central open area on first floor. (Header House area)
- d) Walkways/alcoves between greenhouse vestibules, but not the interior of the actual greenhouse vestibules.

Collect, remove, breakdown and place cardboard boxes in the cardboard recycling bin outside of door 15

Other areas are to be cleaned periodically by the day cleaner as requested by the Project Authority.

### 4.2 Modified Cleaning- Building B

The second floor of B Building must only be cleaned when requested by Project Authority.

**4.3 Snow Removal**

Provide snow removal services from exit doors and related areas as described in Section C, 2.2.

**5. Building G**

**5.1 Provide full cleaning services, including:**

- a) Interior and exterior of Building G entrance areas.
- b) Washroom, offices, meeting room, cleaner's room.

Remove garbage bags and cardboard nightly.

**5.2 Provide snow removal services from exit doors and related areas as described in Section C, 2.2.**

**6. Building M**

**6.1 Provide full cleaning services, including:**

All washrooms, locker rooms and shower areas in room areas M110, M115.

Note: The washroom and shower areas have a textured tile floor which has a rough, non-slip texture. A suitable method of cleaning this surface such as a steam cleaner must be employed by the contractor to ensure suitable cleanliness is maintained. The special equipment required for this floor surface must be obtained and used by the contractor

Remove garbage bags and cardboard nightly.

**6.2 Modified Cleaning- Building M:**

Coast Guard areas- Room M117, Room M118

Modified cleaning services - Sweep floors once per week

polishing - Semi annual deep cleaning for the tiled floor then waxing and

- Remove garbage bags and cardboard nightly.

**6.3 Provide snow removal services from exit doors and related areas as described in Section C, 2.2.**

7. **Building J**

No cleaning.

7.1 **Snow Removal**

Provide snow removal services from exit doors and related areas as described in Section C, 2.2.

8. **Building H**

No cleaning.

8.1 **Snow Removal**

Provide snow removal services from exit doors and related areas as described in Section C, 2.2.

9. **Building I**

No cleaning.

9.1 **Snow Removal**

Provide snow removal services from exit doors and related areas as described in Section C, 2.2.

## **Section B: Responsibilities**

### **1. Drawings**

See Appendix A attached.

### **2. Cleaning Staff**

- 2.1** All employees of the Contractor who are assigned to work at the Great Lakes Forestry Centre must be bonded.
- 2.2** Hours of work for the night cleaning staff must be from 1700 until 2100 hours, a minimum of 4 nights per week - Monday, Tuesday, Wednesday, and Friday. In addition to meeting the mandatory minimum, the Contractor must staff accordingly to accomplish all of the required work during this time period.

**Note: Night cleaning staff is not to start until at least 17:00. No earlier start times will be allowed. The intent is to avoid overlap with building occupants use of space and cleaning activities.**

- 2.3** All of the daily cleaning work specified throughout this contract (that is, complete cleaning service) must be completed on Monday, Wednesday and Friday.

- 2.4** On Tuesday evenings the following is required as a minimum:

Clean and restock all washrooms in all buildings

Empty and remove all garbage from buildings

Spot clean all common areas

Clean lobby (main floor and level one)

Spot mop labs

Spot Vacuum Carpeted offices

Clean cafeteria

Clean conference room (A103), board rooms and meeting rooms

Spot clean building A, B, G, and M

- 2.5 Project cleaning must be performed at specific times mutually acceptable to the Project Authority and the contractor, and not necessarily at the times stated in section 12.2. A proposed schedule of the project work described herein must be submitted to the Project Authority within 30 days upon request.
- 2.6 The Project Authority may request some scheduled work to be done on a day shift for safety, security and other reasons.
- 2.7 To ensure good communications and prompt response to service request, the day shift cleaning attendant must wear a portable two way radio, which will be supplied by the Natural Resources Canada (NRC). This two way radio will be assigned to the contractor, and loss or damage to the equipment will be the contractor's responsibility. The two way radio must be worn by the contractor's night supervisor in the evening to permit immediate contact with the Commissionaire on duty, and must be retained in the charger on site when not in use.

Additionally, the contractor must provide the day shift cleaning attendant with a cellular phone/device that is equipped to receive both phone calls and emails. The intent is for emailed requests to be monitored and received by the day shift attendant. The associated phone/email account/address and related costs will be the contractor's responsibility.

- 2.8 Cleaners must be permanent employees of the contractor unless otherwise approved by the Project Authority.
- 2.9 Provide sufficient labour in addition to the day shift attendant to perform routine night cleaning and project cleaning services. Schedule and perform these operations to minimize inconvenience to the occupants, and so the building is cleaned thoroughly in accordance with these specifications.
- 2.10 The Contractor must provide additional cleaning staff within twenty four hours of notification by site supervisor for emergencies.
- 2.11 The contractor must report required repairs of architectural, mechanical, and electrical systems to the Project Authority. Notify the shift engineer when emergency repairs are required. Notify the Commissionaire in place of the shift engineer outside of core hours. Notify the Commissionaire of non-mechanical emergencies.
- 2.12 The contractor must provide a designated supervisor. If separate from the designated supervisor, a team lead must be indentified for all evening and project work.

- 2.13 All cleaning contract personnel must sign the Contractors Log Book at the Commissionaires desk when entering and leaving.

3. **Day Shift Cleaner**

- 3.1 Provide a day shift cleaner to patrol and clean as required.

a) Washrooms, including the penthouse (D502A) and Quarantine Area 1.

b) Exterior areas.

c) Cafeteria, including tables after morning break and immediately after lunch. The cleaning of the cafeteria must be carried out after the morning and lunch break, and must not begin before 13:00 to avoid disruption to the staff.

d) Entrances

e) Lobbies

f) Stairways

g) Conference rooms

h) Library

i) Board rooms and meeting rooms

j) Elevators

k) Corridors

l) Receive emails generated by the [glfc.cleaning@nrcan.gc.ca](mailto:glfc.cleaning@nrcan.gc.ca) account which will provide notifications of spot cleaning items requiring attention.

m) Other areas as required. Collect and discard garbage, and perform special cleaning services such as washroom flooding, spills, broken glass, and other miscellaneous work that may be periodically requested by the Project Authority. Check conditions throughout the building and ensure that the contract specifications are satisfied. The first task each morning, other than priority requests, is to ensure that washrooms are cleaned, and that depleted washroom supplies are replenished. This is to include providing refills for the existing hand sanitizer stations distributed throughout the building common areas (hallways, washrooms etc.)

- 3.2 Hours of work: The day cleaner must start at 6:30 on Monday and Friday and at 08:00 hours on Tuesday, Wednesday, and Thursday.

4. **Samples**

- 4.1 Samples of material from the Contractors stock may be requested by Natural Resources Canada for testing to ensure that materials meet the Canadian Government Standards Board (CGSB) specifications.

5. **Supplies**

- 5.1 The contractor must supply all materials tools and equipment necessary to execute the work satisfactorily including toilet tissue, paper hand towels, hand soap (liquid and bars), hand sanitizer refills, deodorant cakes, sanitary bags, and poly garbage bags.

6. **Damage**

- 6.1 The Contractor is responsible for any damage to the building's structure, furniture and plants resulting from actions by the contractor's staff. The Contractor's staff must not use spray cleaning materials in the vicinity of plants, and avoid the use of cleaning materials that leave an oily film. Care must be taken when transporting cleaning chemicals to avoid any drips or spills that may cause damage to flooring materials.

- 6.2 The contractor's staff must use care when unplugging plugs from wall receptacles.

7. **Log Book**

- 7.1 A log book must be maintained for:

- 1) Regular Cleaning items done at a frequency of less than once per week (i.e. monthly, bi-annually, annually etc.)
- 2) Project Work done on an 'as and when requested' basis using the Task Authorization process.

For each work item entered, record the date and room numbers or areas where the cleaning work was completed, and a description of the work completed.

- 7.2 The log book must be maintained by the Contractor and retained by the Commissionaire. It is not to leave the premises.

8. **Safety**

- 8.1 The Contractor will be fully responsible at all times for the safety of their staff when working on Natural Resources Canada property. The Contractor's must provide its staff proper safety instructions and WHIMS training.
- 8.2 The Contractor must report to the Project Authority any conditions which he or his employees regard as unsafe, and the contractor and his employees are to avoid activities associated with such unsafe conditions until the matter is resolved.
- 8.3 For safety reasons the contractor's personnel must wear leather gloves when handling refuse from all laboratories.
- 8.4 When the contractor's personnel are emptying trash containers they are permitted to empty the container of materials that fall easily into a larger trash container. At no time will cleaning staff touch or remove trash with their hands, this includes a glove wearing hand. If material does not fall easily out of the small, in room trash container, the plastic bag lining the container must be removed and discarded and a new plastic bag put in place. If there is any type of organic material or debris present in the plastic bag, the bag must be disposed of and a new bag put in the place.

**The intent is to prevent the spread of infection and must be given priority of over the desire to recycle garbage bags. Touching waste with a bare or gloved hand and then moving on to another location spreads dirt and disease. This type of action is strictly prohibited.**

- 8.5 Multiple, strategically located wet floor signs and strobes must be used during floor washing, stripping and waxing operations to fully demark areas of activity. **It is imperative that no floor washing, stripping and waxing operations occur unless the previously mentioned indicators have been deployed at all entry points into the zone being cleaned.**
- 8.6 Floor washing, stripping and waxing must be scheduled to occur at a time when building occupancy is at a minimum whenever possible
- 8.7 A management representative of the Contractor must attend WHIMS training at NRCan.

8.8 The Contractor must annually complete the required Chemical Inventory form for the rooms assigned to the contractor for storage of cleaning materials. In addition the contractor must maintain a list of cleaning chemicals onsite. MSDS sheets for each chemical must be provided to the Project Authority.

9. **Accidents**

9.1 Accidents and hazardous occurrences must be reported in the writing to the Project Authority on Natural Resources Canada forms.

10. **Recycling**

10.1 The Contractor must collect all waste paper from recycling boxes/cartons in the offices and rooms in the Administration Wing every Thursday evening. At the same time collect recyclable paper from all photocopy rooms and terminal/printer rooms.

10.2 The Contractor must collect all other recyclable paper from all labs and offices throughout the complex on last Friday of every month.

10.3 The Contractor must collect cardboard boxes throughout the facility, breakdown and place in the recycling bin Outside of Door 15 each night.

11. **Security**

11.1 Only employees of the Contractor are allowed into the buildings. A current card file listing of employees must be kept by the Commissionaire and updated by the Contractor as required.

11.2 The cleaning staff must arrange their work so that doors are left unlocked for a minimal time. Each office and laboratory door will be closed after completion of the daily/nightly cleaning activities in each room. Doors with locksets must be locked.

## **Section C: Cleaning Specifications**

### **1. Minimum Cleaning Personnel Schedule**

#### **1.1 Day Shift**

Monday	06:30 until 13:30 hours	1 person
Tuesday	08:00 until 13:30 hours	1 person
Wednesday	08:00 until 13:30 hours	1 person
Thursday	08:00 until 13:30 hours	1 person
Friday	06:30 until 13:30 hours	1 person

#### **1.2 Evening Shift**

Monday	17:00 until 21:00 hours	5 persons
Tuesday	17:00 until 20:30 hours	3 persons
Wednesday	17:00 until 20:30 hours	5 persons
Thursday	Off	
Friday	17:00 until 20:30 hours	5 persons

### **2. Exterior**

**2.1** Polish metal work, metal entrance doors and push bars each night.

**2.2** As required, clear snow, slush and ice from all entrances, exits, sidewalks and steps, including buildings A, B, G, H, I, J, and M including the truck dock ramp at building J, and the West Wing elevator truck dock and elevating lift. The main entrance sidewalk must be cleared from the building to the paved roadway. At all entrances snow and ice must be cleared so the doors open freely, and for a distance of 10 feet from the building. The width of the path must be at least equal to the width between wing walls on either side of the doors, or equivalent, for fire escape purposes. Clear the brick walk way between door 23 of the West Wing and the adjacent barrier free parking lot. (Note: This walkway is used several times daily by a wheelchair confined employee and must be clear to bare pavement before 07:30 hours, again before noon, and again before 16:00 hours on weekdays, including Thursdays. Apply sand, and salt when and where necessary, to ensure the safety of staff and the public. The contractor must supply all material and equipment including shovels, sand, salt and storage containers for same. The work must be

completed by 07:30 hours each morning, including weekends, and additionally during the day as required.

**2.3** Daily remove paper, sand, cans, cigarette butts, and other debris from all entrances, exits, sidewalks, and steps and from highly visible surrounding areas. The main entrance sidewalk must be swept from the building to the paved roadway. The entire paved area surrounded by the GLFC Building M, the East Wing, and the south-west corner of the West Wing must be swept as required so there is no unwanted debris in the area. Empty garbage containers and clean exterior ashtrays.

**2.4** Empty trash cans at door 20, SW corner of West Wing and Door 4, Cafeteria.

### **3.0 Stairwells**

**3.1** Daily sweep steps and landings using a dust control method and wash. Spot clean including the engraved areas of stair treads. Remove gum residue.

**3.2** Daily clean and polish hand railings, dust baseboards, ledges and air convector cabinets.

**3.4** Annually, in April, treads, risers and landings must be stripped and waxed.

### **4. Resilient Floors - Rooms**

**4.1** Cleaned daily.

**4.2** Annually, in April, strip and wax.

### **5. Resilient Floors– Corridors**

**5.1** Weekly Cleaning schedule:

East wing

Monday	B corridor
Tuesday	One side of C corridor
Wednesday	Second Side of C corridor, H Link
Friday	D corridor

West wing

Monday	E corridor
Tuesday	One side of F corridor
Wednesday	Second side of F corridor
Friday	G corridor

5.2 Annually, in April, strip and wax.

6. **Floors – Concrete**

6.1 East Wing Lower level 1 painted concrete floor must be cleaned.

7. **Floors - Quarry Tile**

7.1 Daily sweep, spot-clean and polish.

7.2 Weekly, clean floors

7.3 Annually, in April, strip and wax.

8. **Floors - Entrances and Lobbies**

8.1 Daily vacuumed mats and floors.

8.2 Annually, in April, strip and wax.

9. **Floors – Annually in April**

9.1 Floors must be stripped on a full floor basis to remove all existing floor finish and impurities with a heavy scrub. During this operation discoloured floor finish and accumulations under furniture, radiators, in corners, along and on baseboards, etc, must be removed. Floors must be rinsed with clear water, apply one coat of sealer and a minimum of three coats of non-slip floor finish/wax to the dry, clean floor, to obtain a shiny finish.

When undertaking floor stripping/waxing operations, where furniture and/or fixtures must be temporarily relocated, the contractor is responsible for sketching, labelling or otherwise determining the original location of the items, so that they are replaced in the same location.

9.2 Advise the Project Authority prior to commencement of floor waxing operations.

i) Tentative schedules must be provided to the GLFC Project Authority 10 days in advance of work commencing so they may be posted electronically at least one week before the work commences.

ii) The contractor must post a notice on the door of each room one week in advance, and then again one day before the room is to be stripped/washed and waxed to provide notification to the room's occupant.

9.3 Care must be taken not to allow cleaning solution to seep under furniture legs, filing cabinets and partitions.

9.4 Lab equipment must not to be moved by the cleaning staff. Chairs must be moved to the hall and not put on lab benches. Chairs must be replaced by the cleaning staff later.

10. **Floors - Washrooms**

10.1 Clean daily, and as required using a germicidal detergent.

10.2 Clean daily, Building M area washrooms, locker rooms and shower areas have a textured tile floors and a standard mop cannot be used. The Contractor must steam clean these floors.

10.3 In April, July, October and January, floors must be stripped waxed.

11. **Rugs and Carpets**

11.1 Vacuumed and spot cleaned daily.

11.2 Weekly- All carpeted hallways, offices and entry mats must be full vacuumed once per week (not just spot cleaned). The scheduled night for this work must be Wednesday unless adjusted in writing by the Project Authority. The plastic carpet protector deployed at a desk to protect the carpet and permit ease of chair rolling must be considered part of the carpeted floor and must be vacuumed on the same basis as the carpet in that area.

11.3 Annually, in May, all carpets must be steam cleaned.

11.4 Annually, in October, non-slip mats must be steam cleaned.

12. **Stairways- Hardwood and Tile plus Building 'A' Level 1 and 2 Office Floors**

12.1 Daily spot clean and sweep tile and hardwood floors. Use water sparingly.

13. **Main Lobby Vestibule**

13.1 When the boot brush machine in the Main Lobby vestibule is in position (November 1 to March 31), the sand holding pan must be checked nightly and emptied when greater than half full.

12. **Elevators**

12.1 Clean floors daily.

12.2 Daily, polish handrails, metal work, and baseboard. Clean doors, frames, walls and control panels.

12.3 Daily, clean recesses, door track and metal strip faces using metal scraper or brush.

12.4 Semi-Annually, strip and wax floors.

12.5 Annually, in May, clean light fixtures and ceiling grills.

### 13. Ceilings

13.1 Daily spot clean ceilings and truss work.

13.2 Semi-annually clean washroom and cafeteria ceilings.

### 14. Walls & Partitions

14.1 Daily spot clean Interior walls, partitions, ledges and mouldings.

14.2 Daily clean baseboards so they are kept free of mop streaks, finish, dirt, and wax accumulation and splash.

14.3 Daily spot clean uncovered pipes in the cafeteria kitchen area.

14.4 Semi-annually wash walls, partitions, columns, woodwork, and uncovered pipes in all washrooms, the cafeteria kitchen area, and cafeteria washroom.

### 15. Interior Glass

15.1 Daily spot clean interior glass doors and interior glass partitions.

15.2 Daily clean and polish all mirrors.

16. **Washrooms**

16.1 Daily clean all washrooms and refill all supplies.

16.2 Nightly, body contact points in washrooms such as water taps, receptacles, dispenser's door plates, hand rails (in the handicap accessible washroom stalls) and flush vales must be disinfected. Abrasives are not to be used.

16.2 Weekly de-scale all toilet bowls and urinals.

16.3 Weekly wash and disinfect refuse receptacles.

16.4 Annually wash grilles and louvers.

17. **Waste & Refuse**

17.1 Daily, replace and dispose of poly garbage bags into the bulk disposal units. Provide new poly bags of correct size. Wash and disinfect containers, garbage cans, and waste baskets when dirt or debris is visible on the interior or exterior surfaces.

**NOTE: Refer to Section B, 8.3 and 8.4 for additional trash handling instructions**

In Building 'A', the green garbage bags from the Insect Production and Quarantine Laboratory (IPQL) insect rearing rooms must be tied up and placed in the corridors by GLFC personnel, who provide new garbage bags in these rooms. The cleaners must only remove and discard the tied bags which have been placed in the hallway.

17.2 Daily, carefully collect and dispose of broken glass, syringes, and other sharps, from special sharps containers. Tie off plastic bags containing sharps and dispose of them in closed sharps cartons for safety reasons.

17.3 Follow recycling of paper and cardboard instructions as per Section B, 10.1, 10.2 and 10.3

18. **Furniture & Fixtures**

18.1 Daily spot clean furniture.

18.2 Daily clean all units of sorting racks, tables, lock boxes, lockers, counter tops, empty shelving and letter cases.

18.3 Daily clean lunchroom tables, counter, sinks, and related equipment.

18.4 Daily vacuum and spot clean upholstered furniture, leather, vinyl, and leatherette.

19. **Miscellaneous Building Items**

19.1 Daily spot clean all other areas such as acoustical partition screens, air intake grilles, door grilles, air diffusers, metal work, door frames, door kick plates, hand plates, water fountains, radiators and convectors, stainless steel borders around cabinets and notice boards, and window sills.

19.2 Quarterly clean glass notice boards, interior of hose cabinets and display showcases.

19.3 Annually clean air intake and exhaust grilles, door grilles, and air diffusers.

20. **Window Cleaning**

20.1 Yearly, in July, clean interior windows in all buildings and areas. Clean exterior of Building B and G. Clean interior of skylights.

**Appendix A – Drawings**

**See attached.**

**ANNEX B**  
**BASIS OF PAYMENT**

*Note: text shown in italics will not be included in any resulting Contract.*

*The Bidder must provide pricing for all items and the format of the Pricing must not be altered except for the addition of numbers in all of the blank spaces.*

*The Estimated Usage provided in the pricing tables below is for evaluation purposes only and will not be included in any resulting Contract. The extended price for each item will be calculated by multiplying the firm and estimated usage values by the Bidder's corresponding unit price. The evaluation price will be the aggregate of all the extended prices for all items for the firm period and the 2 option years and the estimated cost of Project Work. Payment will be calculated on the actual usage.*

The prices are inclusive in Canadian dollars. Transportation charges, Customs duties and Excise taxes are included, and Goods and Services Tax or Harmonized Sales Tax is extra, if applicable.

**1) Firm Requirement**

			Year 1 (Period is from January 1, 2013 to December 31, 2013)		Year 2 (Period is from January 1, 2014 to December 31, 2014)		Year 3 (Period is from January 1, 2015 to December 31, 2015)	
Building name	Cleaning area	Number of months per period	Firm monthly rate	Extended price per period	Firm monthly rate	Extended price per period	Firm monthly rate	Extended price per period
Administration, East Wing, West Wing, H Link and Headerhouse	15559 m2	12	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
Building A	758 m2	12	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
Building B	109 m2	12	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
Building G	38 m2	12	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
Building H (door snow removal only)	N/A	12	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
Building I (door snow removal only)	N/A	12	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
Building J (door snow removal only)	N/A	12	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
Building M	158 m2	12	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
			Total Price for Year-1: \$ _____		Total Price for Year-2: \$ _____		Total Price for Year-3 \$ _____	

**2) Project Work – For Firm Requirement Period – 3 years**

Description	Unit of measure	Estimated usage per year	Firm Hourly Rate for firm year-1	Extended estimate cost for firm year-1	Firm Hourly Rate for firm year-2	Extended estimate cost for firm year-2	Firm Hourly Rate for firm year-3	Extended estimate cost for firm year-3
Cleaner for Project Work	Hourly	200	\$_____	\$_____	\$_____	\$_____	\$_____	\$_____
Supervisor for Project Work	Hourly	100	\$_____	\$_____	\$_____	\$_____	\$_____	\$_____
			Total Cost and Limitation of Expenditure for Year-1: \$_____		Total Cost and Limitation of Expenditure for Year-2: \$_____		Total Cost and Limitation of Expenditure for Year-3: \$_____	

**3) Optional Service Years**

			Year 1 (Period is from January 1, 2016 to December 31, 2016)		Year 2 (Period is from January 1, 2017 to December 31, 2017)	
Building name	Cleaning area	Number of months per period	Firm monthly rate	Extended price per period	Firm monthly rate	Extended price per period
Administration, East Wing, West Wing, H Link and Headerhouse	15559 m2	12	\$_____	\$_____	\$_____	\$_____
Building A	758 m2	12	\$_____	\$_____	\$_____	\$_____
Building B	109 m2	12	\$_____	\$_____	\$_____	\$_____
Building G	38 m2	12	\$_____	\$_____	\$_____	\$_____
Building H (door snow removal only)	N/A	12	\$_____	\$_____	\$_____	\$_____
Building I (door snow removal only)	N/A	12	\$_____	\$_____	\$_____	\$_____
Building J (door snow removal only)	N/A	12	\$_____	\$_____	\$_____	\$_____
Building M	158 m2	12	\$_____	\$_____	\$_____	\$_____
			Total Price for Year-1: \$_____		Total Price for Year-2: \$_____	

**4) Project Work – For Optional Service Years – 2 years**

Description	Unit of measure	Estimated usage per year	Firm Hourly Rate for option year-1	Extended estimate cost for option year-1	Firm Hourly Rate for option year-2	Extended estimate cost for option year-2
Cleaner for Project Work	Hourly	200	\$ _____	\$ _____	\$ _____	\$ _____
Supervisor for Project Work	Hourly	100	\$ _____	\$ _____	\$ _____	\$ _____
			Total Cost and Limitation of Expenditure for Year-1: \$ _____		Total Cost and Limitation of Expenditure for Year-2: \$ _____	

**5) Additions/Deletions (*Bidder must complete below*)**

It is understood and agreed that, in the event that portions of a building are added or deleted from the requirement for service, the net monthly rate for the affected building will be adjusted based on the following calculation:

$$\text{Total No. of square meters added or deleted} \times \$ \text{_____ /square meter} = \text{net reduction/increased in the monthly rate for the affected building.}$$

**ANNEX C**

**SECURITY REQUIREMENTS CHECK LIST**  
(see attached)

## ANNEX D

### INSURANCE REQUIREMENTS

#### 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.
  - k. If the policy is written on a claims-made basis, coverage must be in place for a period of at least 12 months after the completion or termination of the Contract.
  - l. Owners' or Contractors' Protective Liability: Covers the damages that the Contractor becomes legally obligated to pay arising out of the operations of a subcontractor.
  - m. Non-Owned Automobile Liability - Coverage for suits against the Contractor resulting from the use of hired or non-owned vehicles.
  - q. Sudden and Accidental Pollution Liability (minimum 120 hours): To protect the Contractor for liabilities arising from damages caused by accidental pollution incidents.
  - r. Litigation Rights: Pursuant to subsection 5(d) of the *Department of Justice Act*, S.C. 1993, c. J-2, s.1, if a suit is instituted for or against Canada which the Insurer would, but for this clause, have the right to pursue or defend on behalf of Canada as an Additional Named Insured under the insurance policy, the Insurer must promptly contact the Attorney General of Canada to agree on the legal strategies by sending a letter, by registered mail or by courier, with an acknowledgement of receipt.

For the province of Quebec, send to:

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

For other provinces and territories, send to:

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

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

### **Automobile Liability Insurance**

1. The Contractor must obtain Automobile 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.
2. The policy must include the following:
  - a. Third Party Liability - \$2,000,000 Minimum Limit per Accident or Occurrence
  - b. Accident Benefits - all jurisdictional statutes
  - c. Uninsured Motorist Protection
  - d. Notice of Cancellation: The Insurer will endeavour to provide the Contracting Authority thirty (30) days written notice of cancellation.

**ANNEX E**

**TASK AUTHORIZATION FORM PWGSC-TPSGC 572**

**See attached.**

ANNEX F

ONTARIO LABOUR LEGISLATION

Current Contract Employee Information

Job Classification	Hourly Rate	Benefits	Average Weekly Hours	# of weeks worked in 26 week period
Cleaner	\$10.25	No	14	26
Heavy Duty Cleaner	\$11.00	No	15	7
Heavy Duty Cleaner	\$11.00	No	15	7
Cleaner	\$10.25	No	26	26
Cleaner	\$10.25	No	18	26
Site Supervisor	\$15.00	No	40	26
Cleaner	\$10.25	No	14	26

# APPENDIX A

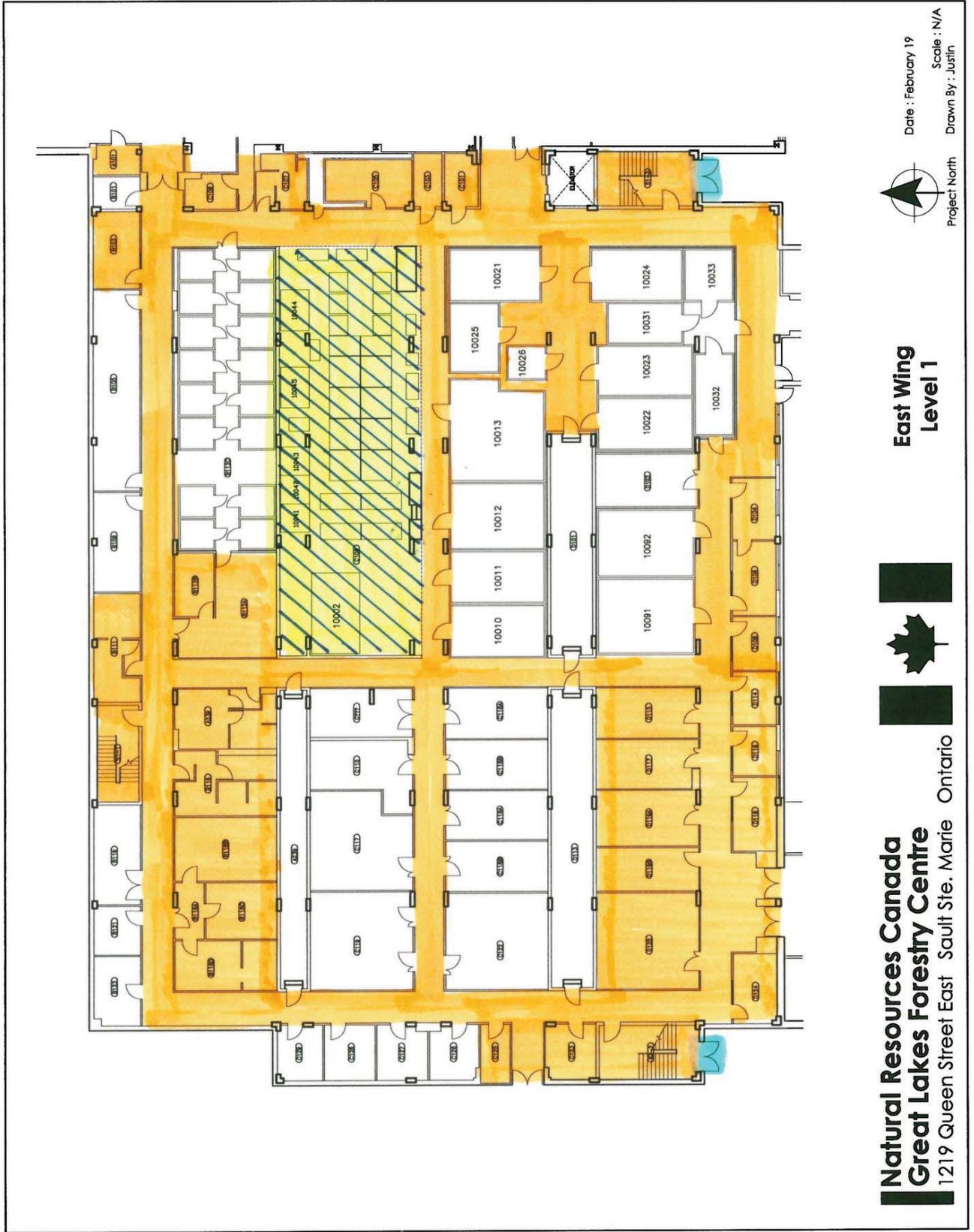
## DRAWINGS

1. Site Plan
2. East Wing Level 1
3. East Wing Level 2
4. East Wing Level 3
5. East Wing Level 4
6. East Wing Level 5
7. H Corridor/Link and Header House
8. West Wing Level 1
9. West Wing Level 2
10. West Wing Level 3
11. West Wing Level 4
12. Building A Basement
13. Building A Level 1
14. Building A Level 2
15. Building B Level 1
16. Building B Level 2
17. Building G
18. Building M
19. Building J
20. Building H
21. Building I

**Floor Plan Shading Legend**

	Full cleaning (i.e. all daily, weekly, monthly, annual cleaning as described in the contract requirements)
	Modified Cleaning
	(No Shading) No Scheduled Cleaning Required
	Doors Requiring Snow Removal
	Penthouse Trash Can Locations



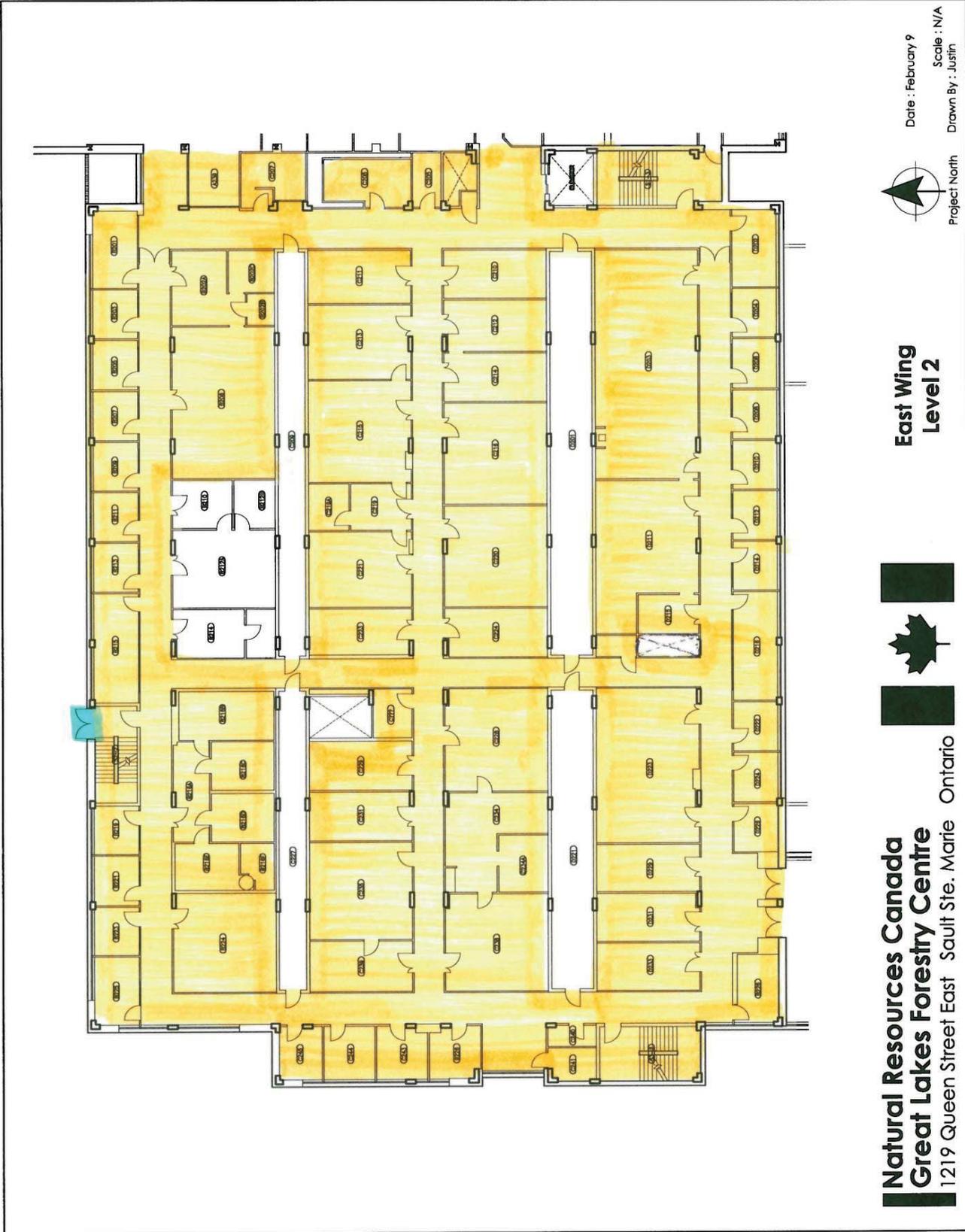


Date : February 19  
 Scale : N/A  
 Drawn By : Justin  
 Project North

**East Wing  
 Level 1**



**Natural Resources Canada  
 Great Lakes Forestry Centre**  
 1219 Queen Street East Sault Ste. Marie Ontario



Date : February 9  
 Scale : N/A  
 Drawn By : Justin

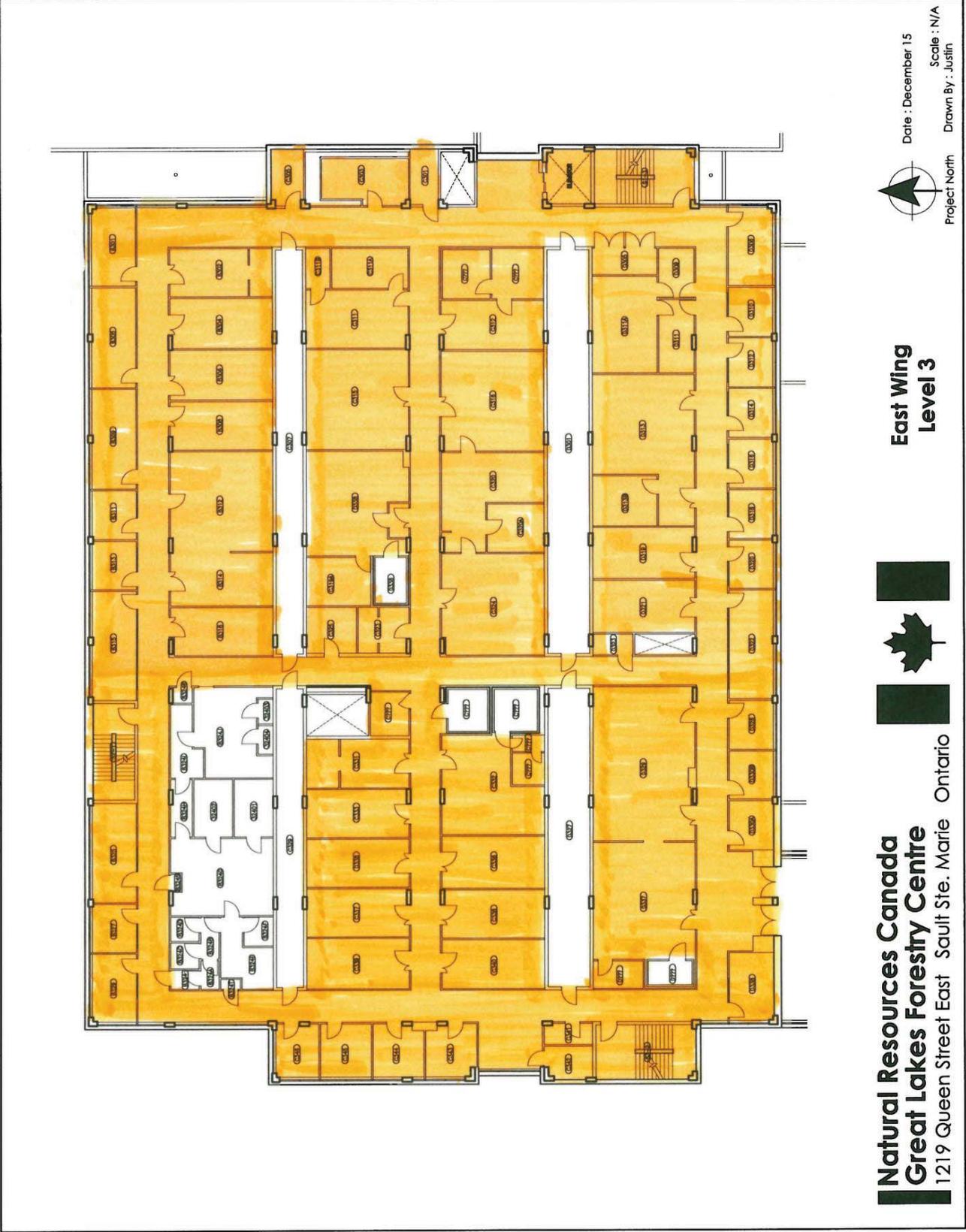


Project North

## East Wing Level 2



**Natural Resources Canada**  
**Great Lakes Forestry Centre**  
 1219 Queen Street East Sault Ste. Marie Ontario

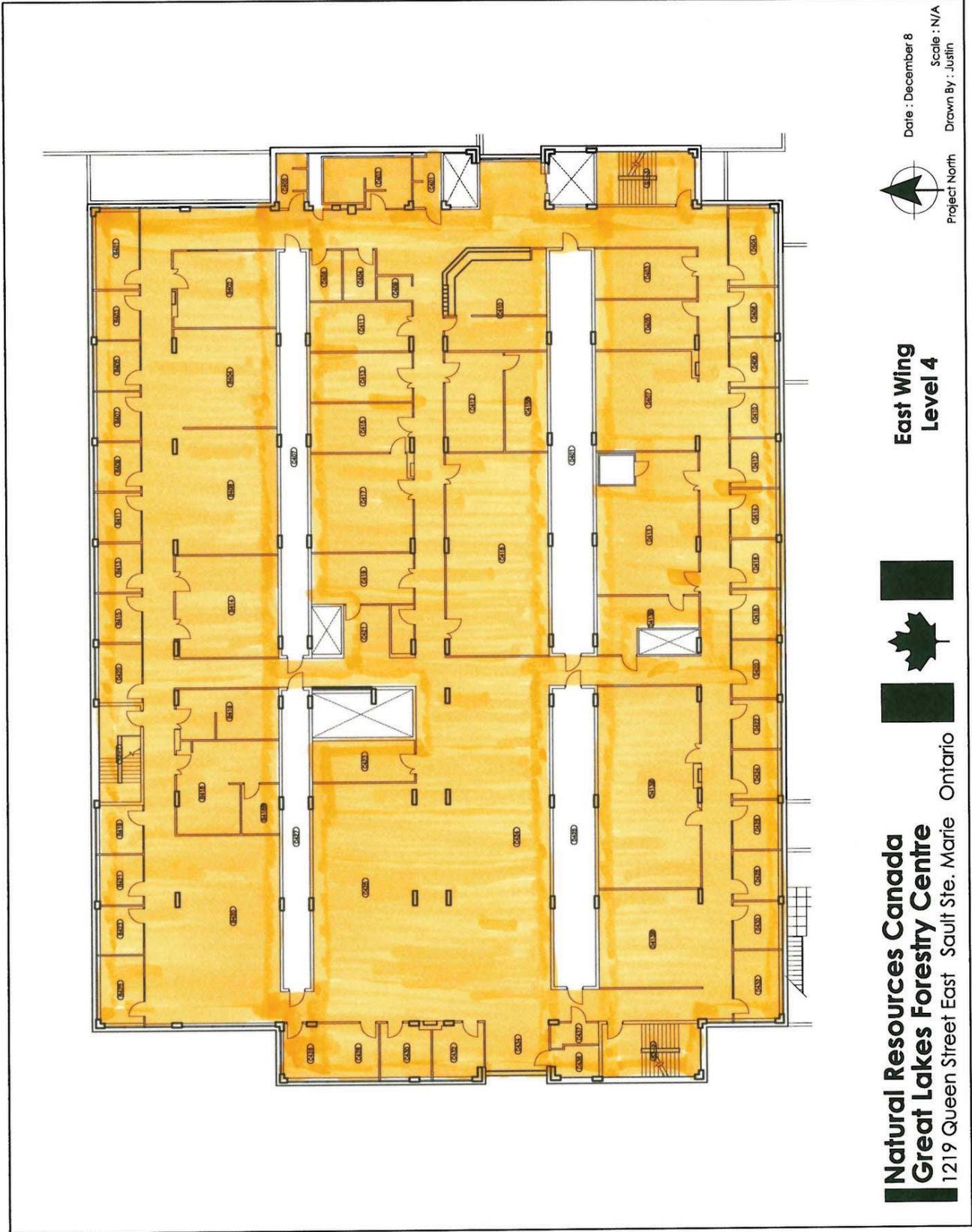


Date : December 15  
 Scale : N/A  
 Project North  
 Drawn By : Justin

**East Wing  
 Level 3**



**Natural Resources Canada  
 Great Lakes Forestry Centre**  
 1219 Queen Street East Sault Ste. Marie Ontario



Date : December 8  
 Scale : N/A  
 Drawn By : Justin



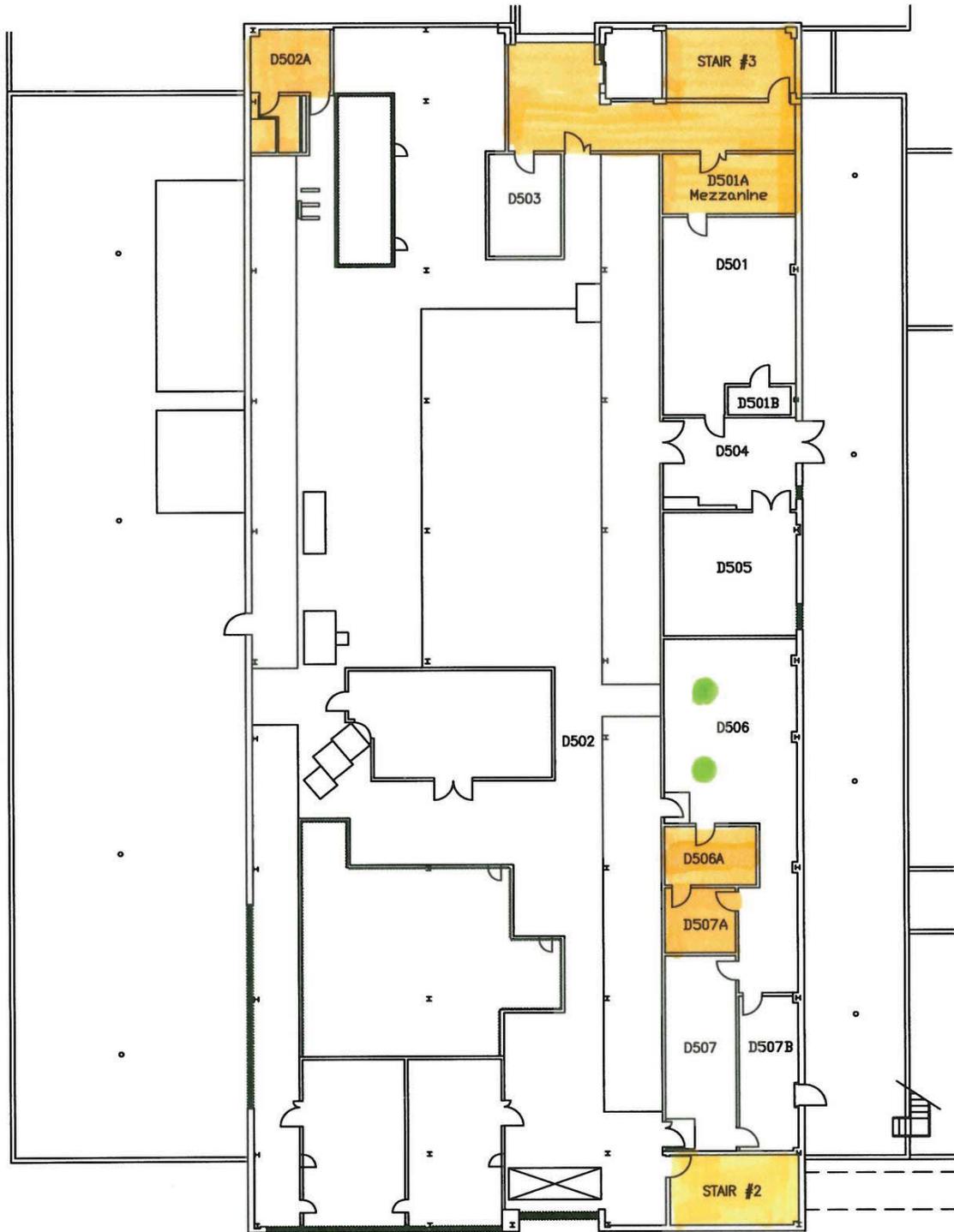
Project North

**East Wing  
 Level 4**



**Natural Resources Canada  
 Great Lakes Forestry Centre**  
 1219 Queen Street East Sault Ste. Marie Ontario

NATURAL RESOURCES CANADA – GREAT LAKES FORESTRY CENTRE  
1219 QUEEN STREET EAST SAULT STE. MARIE ONTARIO



EAST WING LEVEL FIVE



EAST WING LEVEL FIVE

NATURAL RESOURCES CANADA – GREAT LAKES FORESTRY CENTRE

1219 QUEEN STREET EAST SAULT STE. MARIE ONTARIO

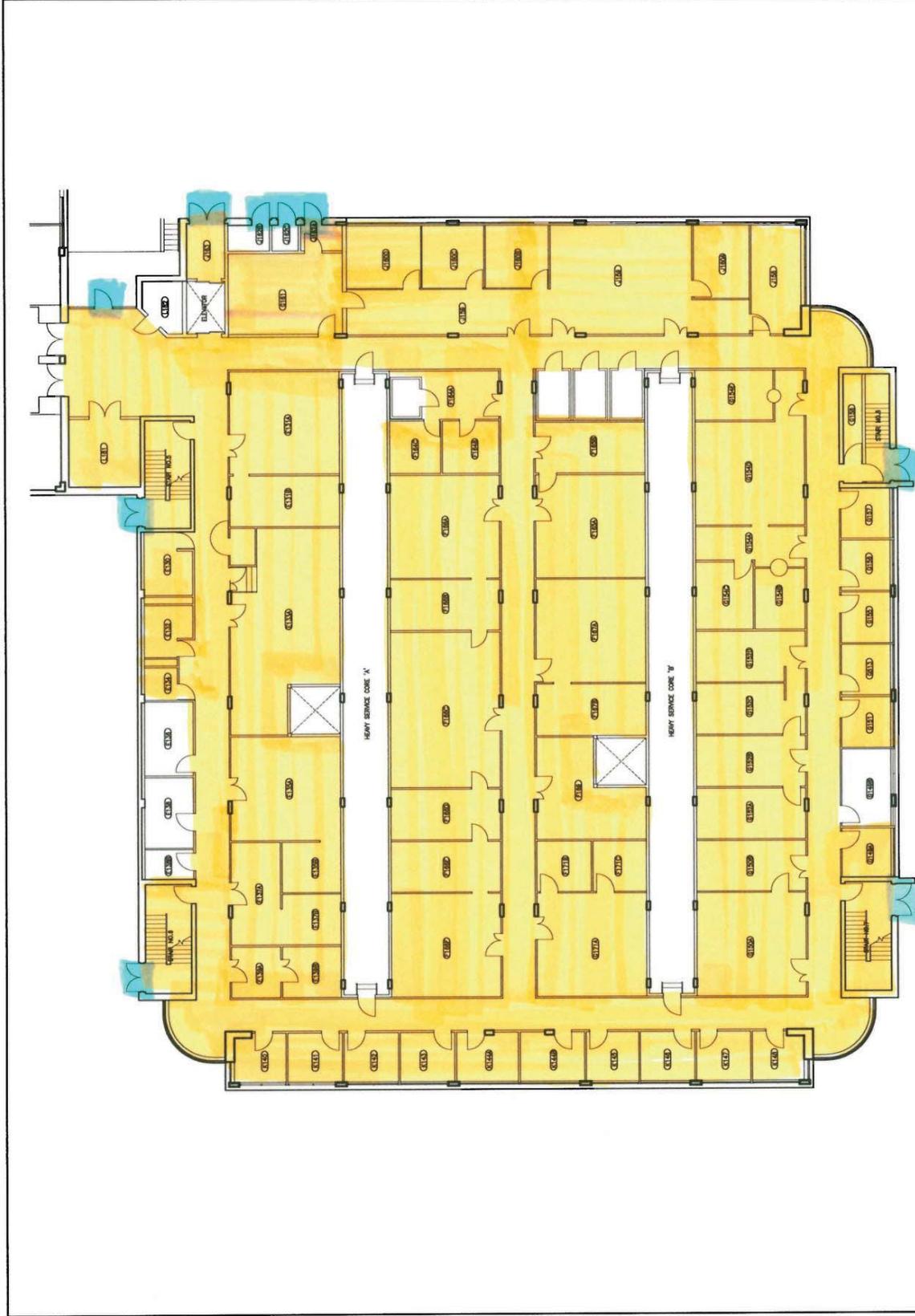
ADDITIONAL HORN STROBES

15 Jan 2003



GREENHOUSES LEVEL ONE

GREENHOUSES LEVEL ONE



**Natural Resources Canada**  
**Great Lakes Forestry Centre**

1219 Queen Street East Sault Ste. Marie Ontario

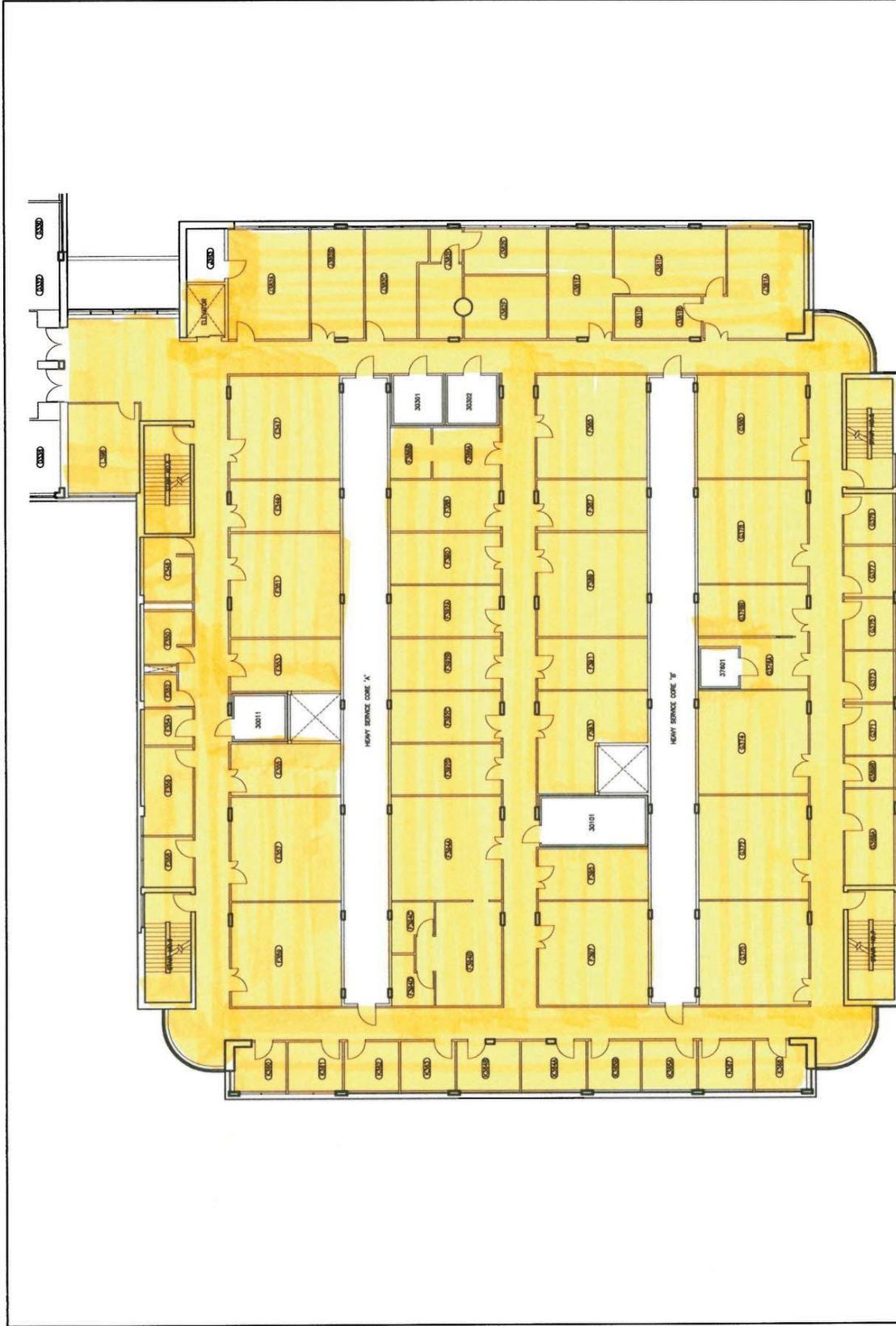


**West Wing**  
**Level 1**



Date : February 19  
 Scale : N/A  
 Drawn By : Justin






**Natural Resources Canada**  
**Great Lakes Forestry Centre**  
 1219 Queen Street East Sault Ste. Marie Ontario

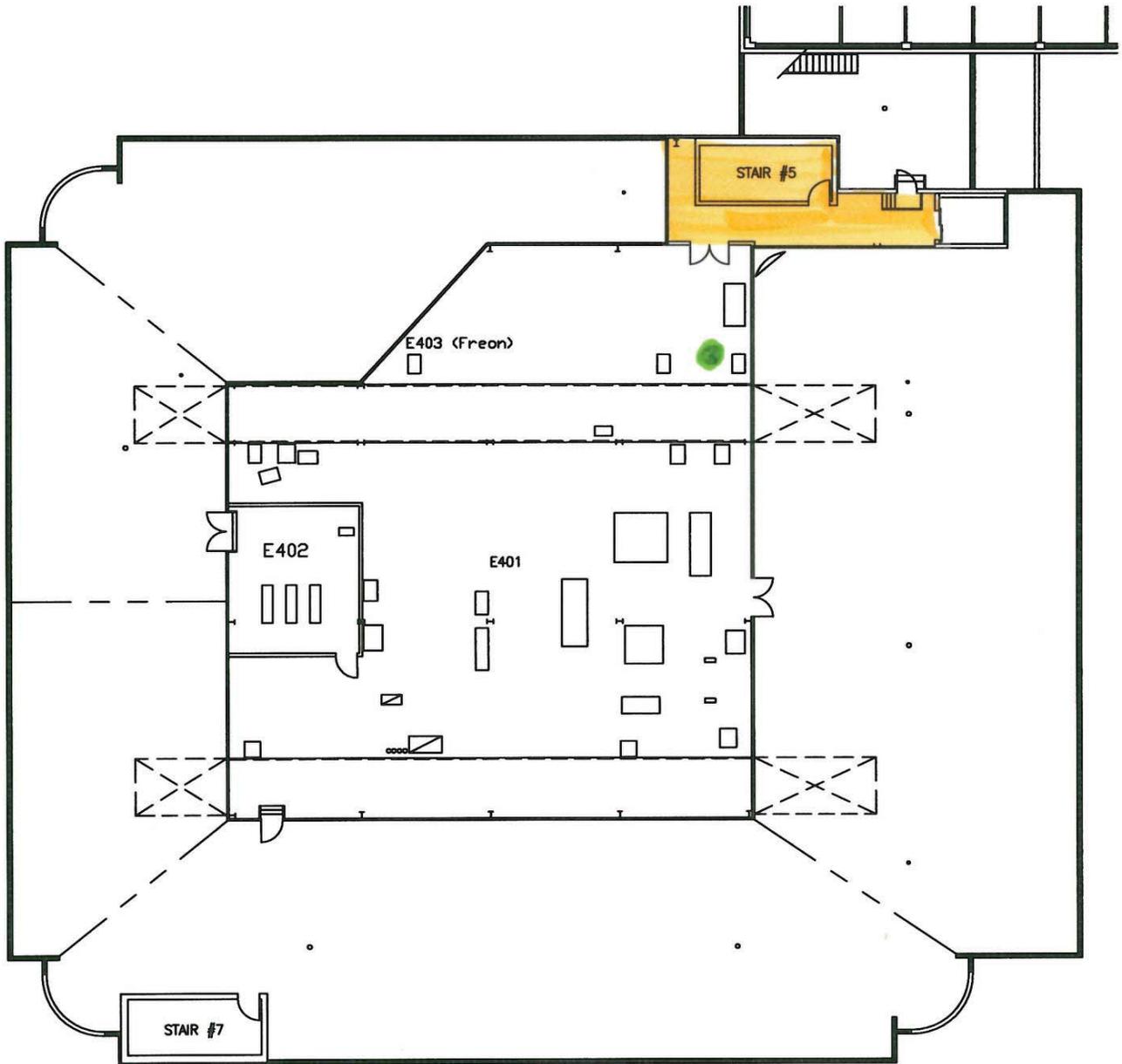


**West Wing**  
**Level 3**



Date : December 16  
 Scale : N/A  
 Project North  
 Drawn By : Justin

NATURAL RESOURCES CANADA – GREAT LAKES FORESTRY CENTRE  
1219 QUEEN STREET EAST SAULT STE. MARIE ONTARIO



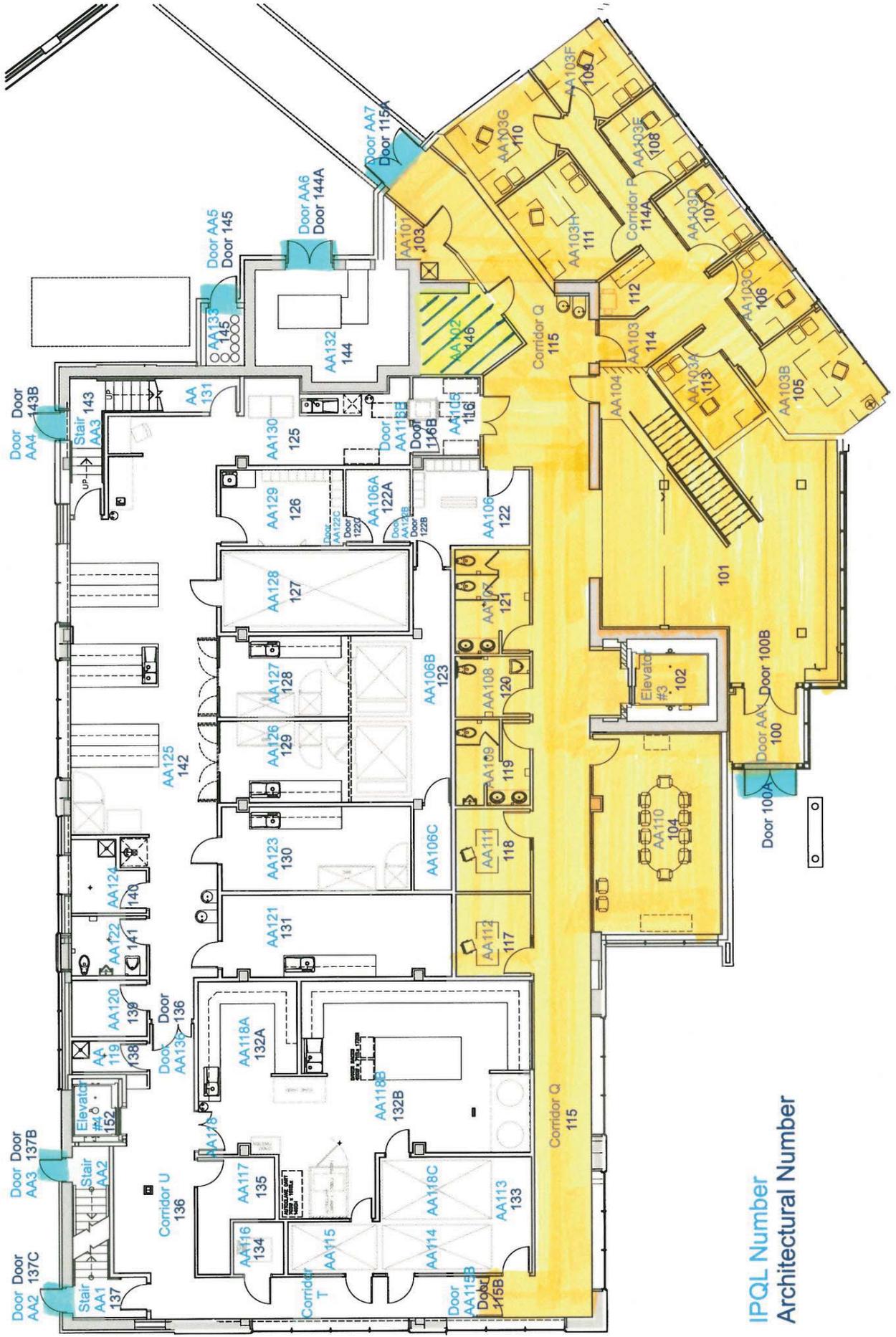
WEST WING LEVEL FOUR



WEST WING LEVEL FOUR

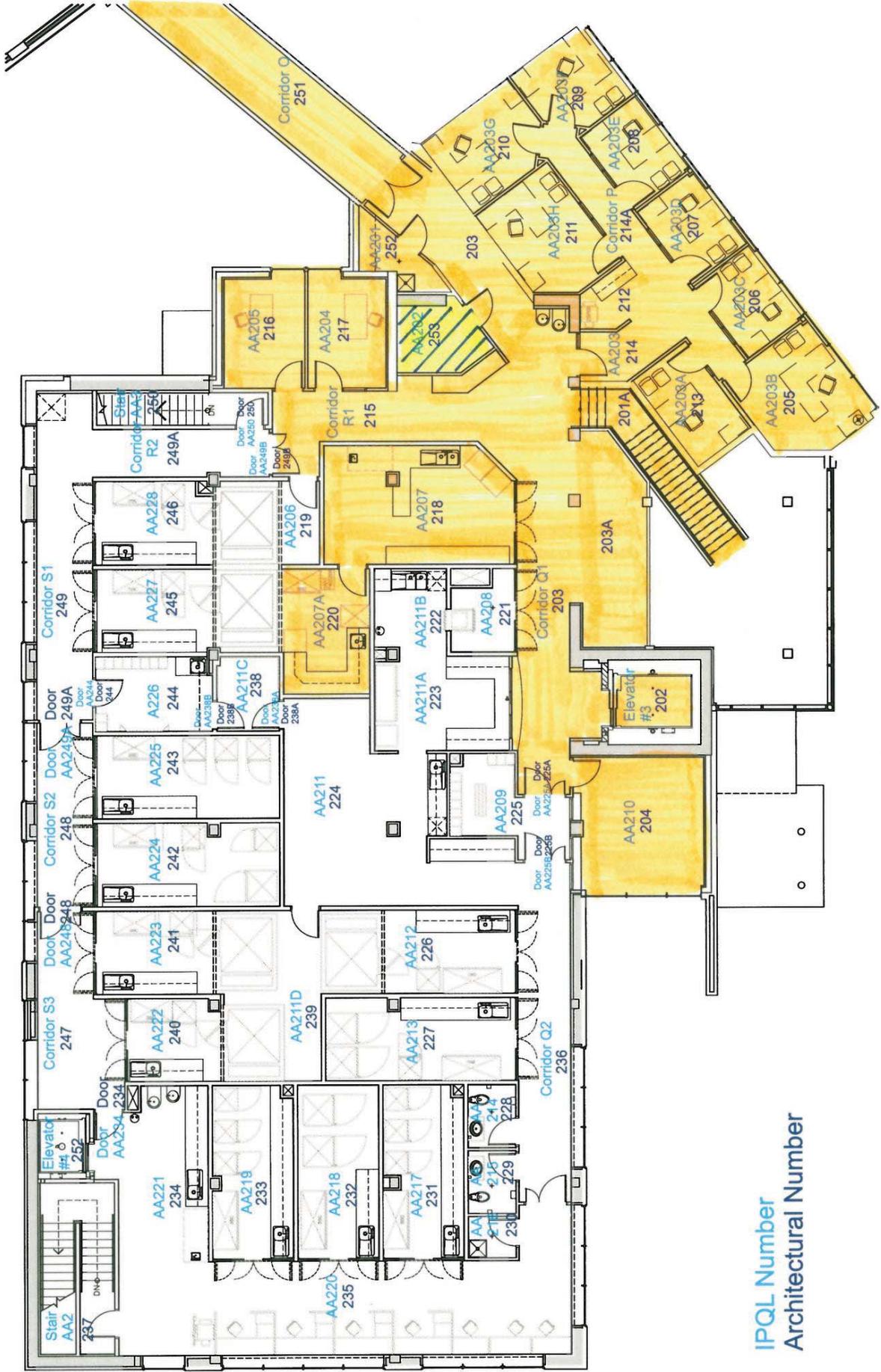


# IPQL Level 1



IPQL Number  
Architectural Number

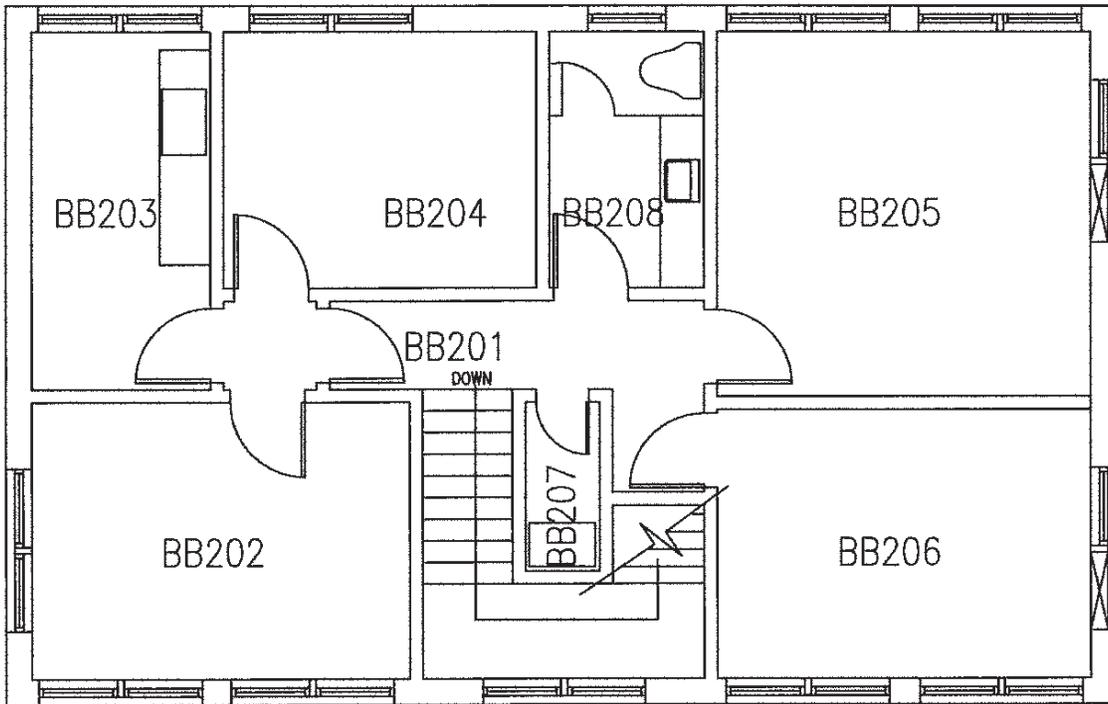
# IPQL Level 2



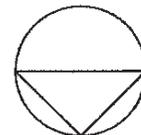
IPQL Number  
Architectural Number



ARCHITECTURAL FLOOR PLANS  
**BUILDING 'B'**  
AT THE  
GREAT LAKES FORESTRY CENTRE  
1219 QUEEN STREET EAST SAULT STE. MARIE ONTARIO



Note: Radiators are not shown.



PROJECT NORTH

LEVEL TWO

DO NOT SCALE DRAWING

LEVEL TWO



THIS DOCUMENT IS THE PROPERTY OF MCT CONSULTING ENGINEERS. IT IS TO BE USED ONLY FOR THE PROJECT AND SITE SPECIFICALLY IDENTIFIED HEREIN. IT IS NOT TO BE REPRODUCED, COPIED, OR TRANSMITTED IN ANY FORM OR BY ANY MEANS, ELECTRONIC OR MECHANICAL, INCLUDING PHOTOCOPYING, RECORDING, OR BY ANY INFORMATION STORAGE AND RETRIEVAL SYSTEM, WITHOUT THE WRITTEN PERMISSION OF MCT CONSULTING ENGINEERS. ALL RIGHTS ARE RESERVED. THE USER OF THIS DOCUMENT AGREES TO HOLD MCT CONSULTING ENGINEERS HARMLESS FROM AND AGAINST ALL CLAIMS, DAMAGES, LOSSES AND EXPENSES, INCLUDING REASONABLE ATTORNEY'S FEES, THAT MAY BE ASSERTED AGAINST OR INCURRED BY MCT CONSULTING ENGINEERS AS A RESULT OF THE USER'S USE OF THIS DOCUMENT.

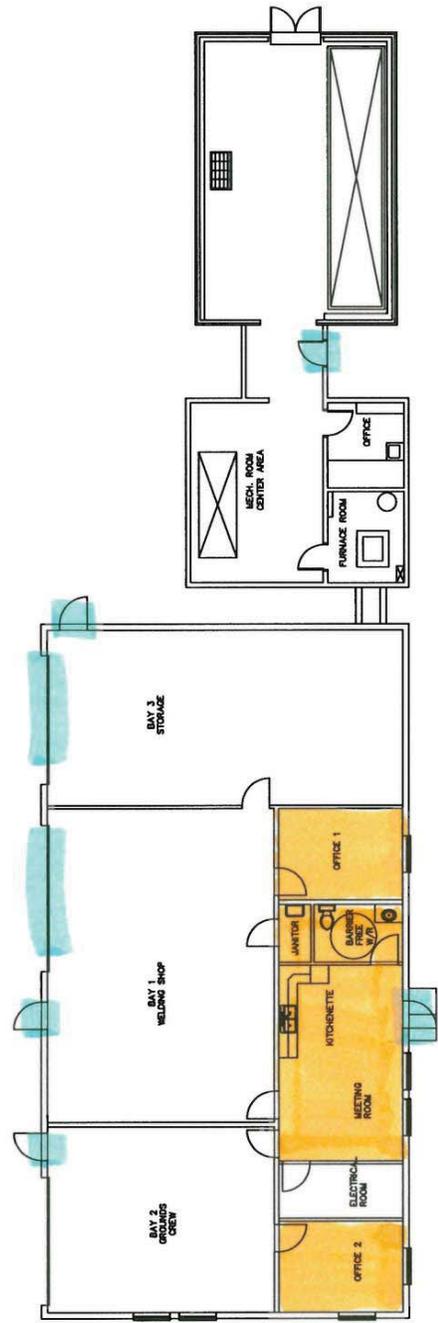
REV.	DESCRIPTION	DATE

PROJECT DESCRIPTION:  
GREAT LAKES FORESTRY CENTRE  
BUILDING 'G' WORKSHOP  
SAULT STE. MARIE, ONTARIO

DRAWING DESCRIPTION:  
ARCHITECTURAL  
BUILDING 'G'  
FLOOR PLAN

SCALE:	1:150	DATE:	--
DRAWN BY:	--	CHECKED BY:	--
PROJECT NO.:	--	FILE NO.:	--

SHEET NO.	A1	REV.	0
	1		1



**BUILDING 'G' - FLOOR PLAN**



Public Works and  
Infrastructure  
Department  
Services Administration  
2008/03/17



**FIRE RATING LEGEND**  
 --- 1 HOUR FIRE RESISTANCE  
 --- 2 HOUR FIRE RESISTANCE  
 --- 3 HOUR FIRE RESISTANCE

**NEW PLAN**  
 A. MAINTENANCE AND STORAGE BUILDING  
 B. CHEMICAL STORAGE BUILDING  
 C. DFO - 500 TONS TRUCK FLOOR

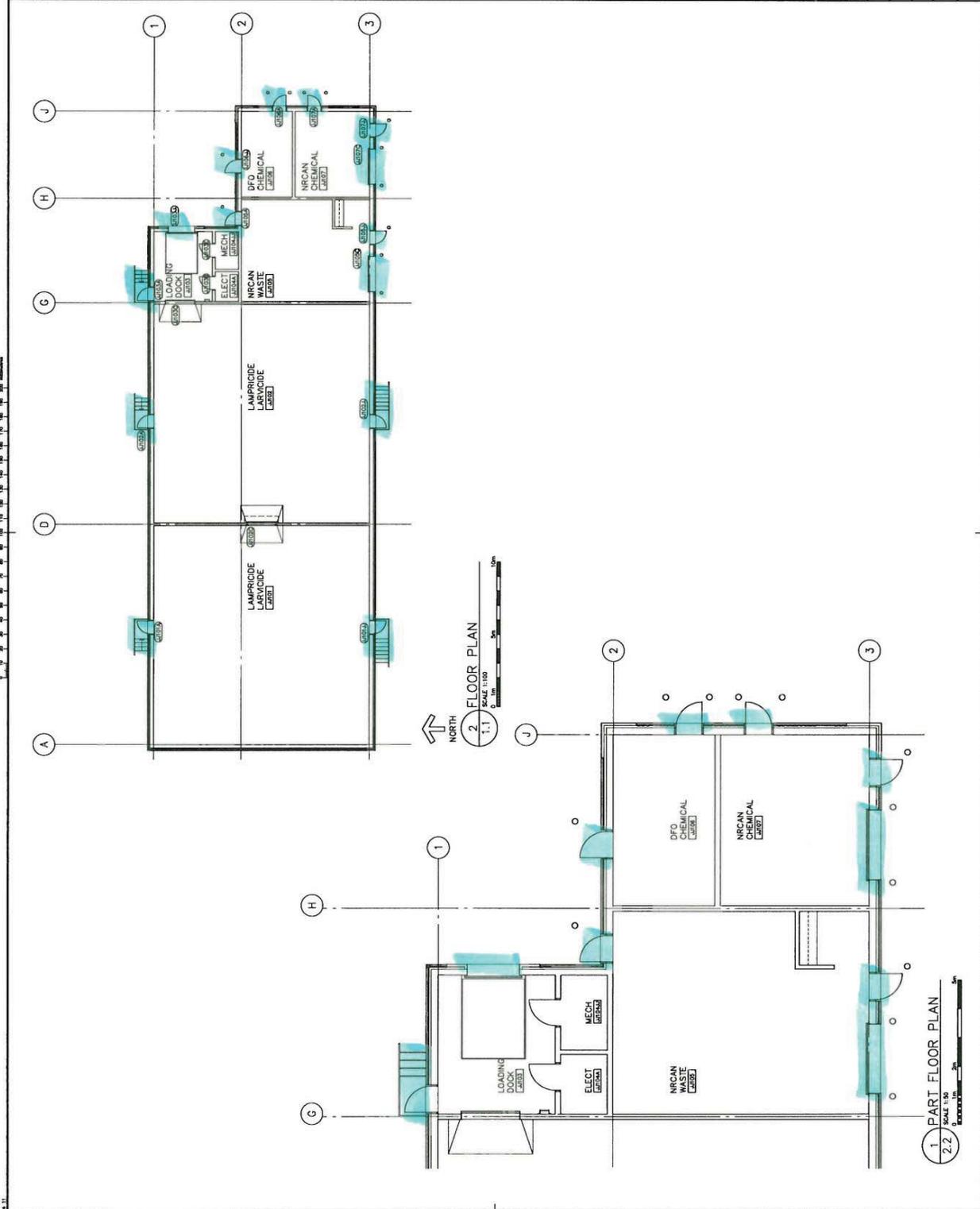
NO.	REVISION	DATE
01	ISSUED FOR TENDER	2008/03/17
02		
03		

Do not scale drawings.  
 Dimensions shall be taken from the original drawings.  
 All dimensions are in millimeters unless otherwise specified.

**SAULT STE. MARIE ONTARIO**  
 1218 OWEN STREET EAST  
 NEW DFO FACILITY

**CHEMICAL STORAGE BUILDING FLOOR PLAN**

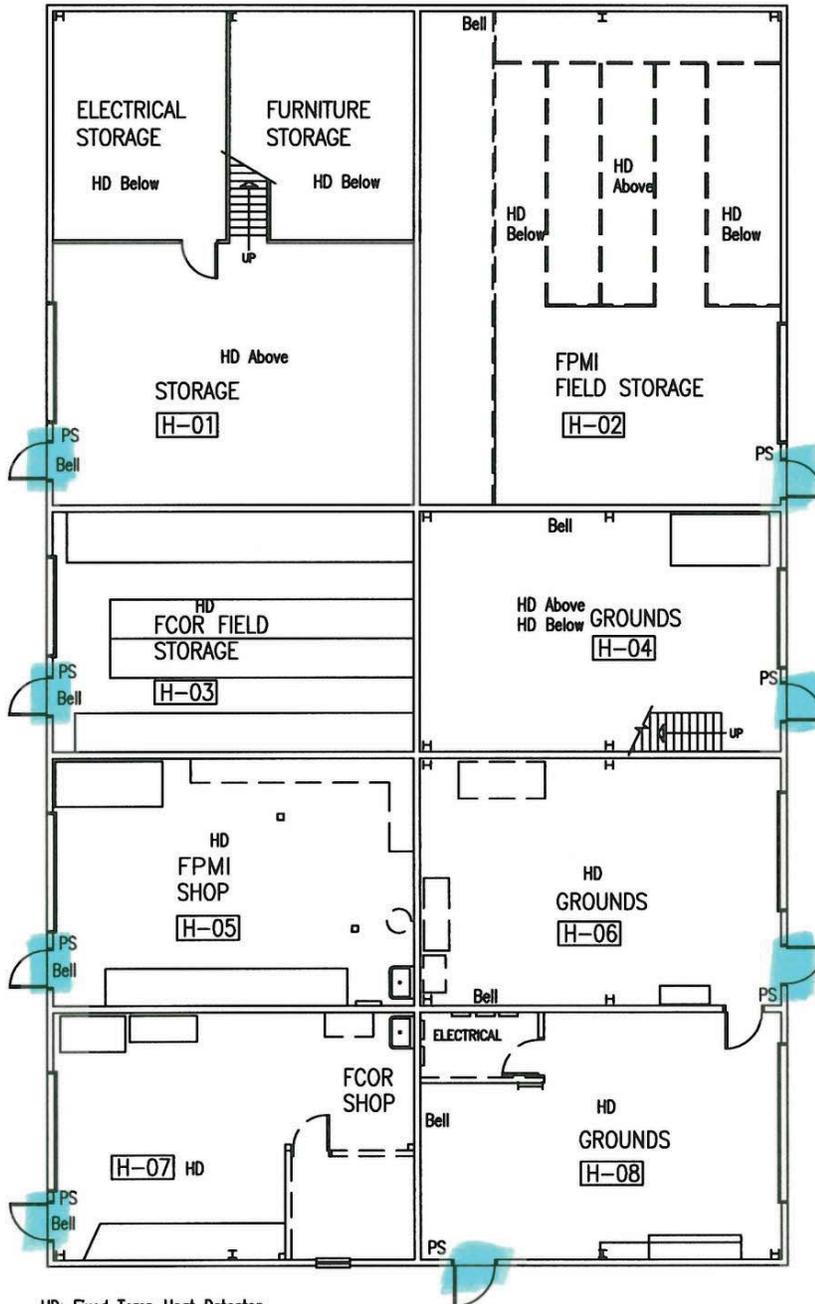
Drawn by: K.L.M.  
 Checked by: H. METCALOVSKE  
 Approved by: G. MCKENZIE  
 Date: 2008/03/17  
 Job No: 307783  
 Client: A2.2



**2. FLOOR PLAN**  
 SCALE 1:10

**1. PART FLOOR PLAN**  
 SCALE 1:10

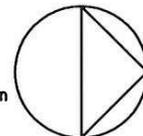
ARCHITECTURAL FLOOR PLANS  
**BUILDING 'H'**  
 AT THE  
 GREAT LAKES FORESTRY CENTRE  
 1219 QUEEN STREET EAST SAULT STE. MARIE ONTARIO



HD: Fixed Temp Heat Detector  
 PS: Pull Station  
 Bell: Fire Alarm Bell

Building H Panel supplies Building H; Building E, Building F and Building I

Building F contains 2 - Fixed Temp HD's; 2 Pull Stations and horn  
 All Explosion Proof.



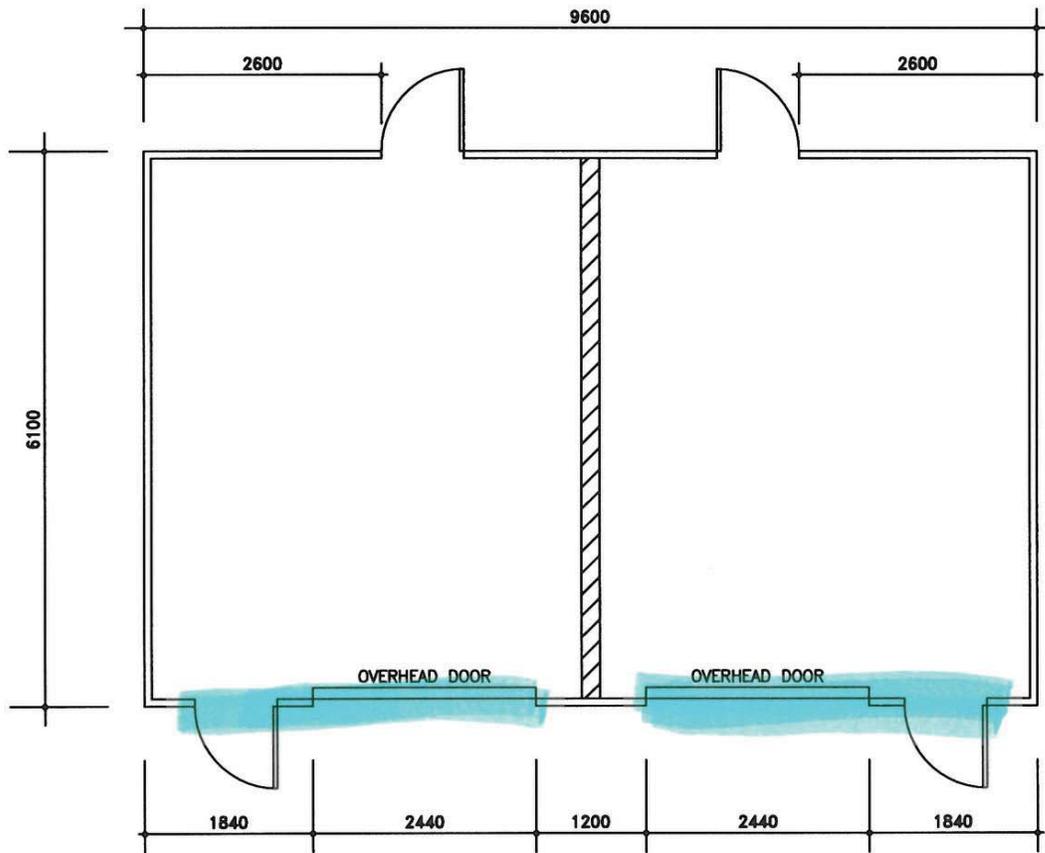
PROJECT NORTH

LEVEL 1 (FLOOR PLAN)

DO NOT SCALE DRAWING

LEVEL 1 (FLOOR PLAN)

ARCHITECTURAL FLOOR PLANS  
BUILDING 'I'  
AT THE  
GREAT LAKES FORESTRY CENTRE  
1219 QUEEN STREET EAST SAULT STE. MARIE ONTARIO



FLOOR PLAN  
BUILDING 'I'

DO NOT SCALE DRAWING



FLOOR PLAN BUILDING 'I'

SRCL 12-109



Government of Canada / Gouvernement du Canada

Contract Number / Numéro du contrat

23126-130097

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?
If Yes indicate the level of sensitivity
Dans l'affirmative, indiquer le niveau de sensibilité

Yes/No checkboxes for question 8

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?

Yes/No checkboxes for question 9

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

- RELIABILITY STATUS COTE DE FIABILITÉ
CONFIDENTIAL CONFIDENTIEL
SECRET SECRET
TOP SECRET - SIGINT TRES SECRET - SIGINT
NATO CONFIDENTIAL NATO CONFIDENTIEL
NATO SECRET NATO SECRET
COSMIC TOP SECRET COSMIC TRES SECRET
SITE ACCESS ACCES AUX EMPLACEMENTS

Special comments

Commentaires spéciaux :

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

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

10 b) May unscreened personnel be used for portions of the work?
Du personnel sans autorisation sécuritaire peut-il se voir confier des parties du travail?

Yes/No checkboxes for question 10 b)

If Yes, will unscreened personnel be escorted?
Dans l'affirmative, le personnel en question sera-t-il escorté?

Yes/No checkboxes for question 10 b) sub-question

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?

Yes/No checkboxes for question 11 a)

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?

Yes/No checkboxes for question 11 b)

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?

Yes/No checkboxes for question 11 c)

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?

Yes/No checkboxes for question 11 d)

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?

Yes/No checkboxes for question 11 e)

SRCL 12-109



Government of Canada / Gouvernement du Canada

Contract Number / Numéro du contrat 23126-130097
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	NRCan	2. Branch or Directorate / Direction générale ou Direction SSO/Centra/GLFC
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 Provision of janitorial services at GLFC, 1219 Queen Street East, Sault Ste Marie, ON		
5 a) Will the supplier require access to Controlled Goods? Le fournisseur aura-t-il accès à des marchandises contrôlées?	<input checked="" type="checkbox"/> No Non	<input type="checkbox"/> Yes Oui
5 b) Will the supplier require access to unclassified military technical data subject to the provisions of the Technical Data Control Regulations? Le fournisseur aura-t-il accès à des données techniques militaires non classifiées qui sont assujetties aux dispositions du Règlement sur le contrôle des données techniques?	<input checked="" type="checkbox"/> No Non	<input type="checkbox"/> Yes Oui
6. Indicate the type of access required / Indiquer le type d'accès requis		
6 a) Will the supplier and its employees require access to PROTECTED and/or CLASSIFIED information or assets? (Specify the level of access using the chart in Question 7 c) (Préciser le niveau d'accès en utilisant le tableau qui se trouve à la question 7 c)	<input checked="" type="checkbox"/> No Non	<input type="checkbox"/> Yes Oui
6 b) Will the supplier and its employees (e.g. cleaners, maintenance personnel) require access to restricted access areas? No access to PROTECTED and/or CLASSIFIED information or assets is permitted. Le fournisseur et ses employés (p. ex. nettoyeurs, personnel d'entretien) auront-ils accès à des zones d'accès restreintes? L'accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS n'est pas autorisé.	<input type="checkbox"/> No Non	<input checked="" type="checkbox"/> Yes Oui
6 c) Is this a commercial courier or delivery requirement with no overnight storage? S'agit-il d'un contrat de messagerie ou de livraison commerciale sans entreposage de nuit?	<input checked="" type="checkbox"/> No Non	<input type="checkbox"/> Yes Oui
7 a) Indicate the type of information that the supplier will be required to access / Indiquer le type d'information auquel le fournisseur devra avoir accès		
Canada <input type="checkbox"/>	NATO / OTAN <input type="checkbox"/>	Foreign / Étranger <input type="checkbox"/>
7 b) Release restrictions / Restrictions relatives à la diffusion		
No release restrictions Aucune restriction relative à la diffusion <input type="checkbox"/>	All NATO countries Tous les pays de l'OTAN <input type="checkbox"/>	No release restrictions Aucune restriction relative à la diffusion <input type="checkbox"/>
Not releasable A 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 <input type="checkbox"/>	NATO UNCLASSIFIED <input type="checkbox"/>	PROTECTED A <input type="checkbox"/>
PROTEGE A <input type="checkbox"/>	NATO NON CLASSIFIÉ <input type="checkbox"/>	PROTÉGÉ A <input type="checkbox"/>
PROTECTED B <input type="checkbox"/>	NATO RESTRICTED <input type="checkbox"/>	PROTÉGÉ B <input type="checkbox"/>
PROTÉGÉ B <input type="checkbox"/>	NATO DIFFUSION RESTREINTE <input type="checkbox"/>	PROTÉGÉ C <input type="checkbox"/>
PROTECTED C <input type="checkbox"/>	NATO CONFIDENTIAL <input type="checkbox"/>	CONFIDENTIAL <input type="checkbox"/>
PROTÉGÉ C <input type="checkbox"/>	NATO SECRET <input type="checkbox"/>	CONFIDENTIEL <input type="checkbox"/>
CONFIDENTIAL <input type="checkbox"/>	NATO TRÈS SECRET <input type="checkbox"/>	SECRET <input type="checkbox"/>
CONFIDENTIEL <input type="checkbox"/>	COSMIC TOP SECRET <input type="checkbox"/>	SECRET <input type="checkbox"/>
SECRET <input type="checkbox"/>	COSMIC TRÈS SECRET <input type="checkbox"/>	TOP SECRET <input type="checkbox"/>
SECRET <input type="checkbox"/>		TRÈS SECRET <input type="checkbox"/>
TOP SECRET <input type="checkbox"/>		TOP SECRET (SIGINT) <input type="checkbox"/>
TRÈS SECRET <input type="checkbox"/>		TRÈS SECRET (SIGINT) <input type="checkbox"/>
TOP SECRET (SIGINT) <input type="checkbox"/>		
TRÈS SECRET (SIGINT) <input type="checkbox"/>		

1BS/SCT 350 103(2004/12)

Security Classification / Classification de sécurité

Canada

SRCL 12-109



Government of Canada / Gouvernement du Canada

Contract Number / Numéro du contrat <b>23126-130097</b>
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(ies) and level(s) of safeguarding required at the supplier's site(s) or premises  
 Les utilisateurs qui remplissent le formulaire manuellement doivent utiliser le tableau récapitulatif ci-dessous pour indiquer, pour chaque catégorie, les niveaux de sauvegarde requis aux installations du fournisseur

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

**SUMMARY CHART / TABLEAU RÉCAPITULATIF**

Category / Catégorie	PROTECTED / PROTÉGÉ			CLASSIFIED / CLASSIFIÉ			NATO				COMSEC					
	A	B	C	CONFIDENTIAL / CONFIDENTIEL	SECRET	TOP SECRET / TRÈS SECRET	NATO RESTRICTED / NATO DIFFUSION RESTREINTE	NATO CONFIDENTIAL / NATO CONFIDENTIEL	NATO SECRET	COSMIC TOP SECRET / COSMIC TRÈS SECRET	PROTECTED / PROTÉGÉ			CONFIDENTIAL / CONFIDENTIEL	SECRET	TOP SECRET / TRÈS SECRET
											A	B	C			
Information / Assets / Informations / biens / Production																
IT Media / Support / IT / média / Support technique																

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).

SRCL 12 - 109



Government of Canada / Gouvernement du Canada

Contract Number / Numéro du contrat 23126-13 0097
Security Classification / Classification de sécurité

PART D - AUTHORIZATION / PARTIE D - AUTORISATION			
<b>13. Organization Project Authority / Chargé de projet de l'organisme</b>			
Name (print) - Nom (en lettres moulées) Chuck Rowswell		Title - Titre Head Regional Property & Facility Mgmt	Signature <i>C Rowswell</i>
Telephone No - N° de téléphone 705-541-5572	Facsimile No - N° de télécopieur 705-541-5700	E-mail address - Adresse courriel crowswell@nrcan.gc.ca	Date June 20, 2012
<b>14. Organization Security Authority / Responsable de la sécurité de l'organisme</b>			
Name (print) - Nom (en lettres moulées) WOLF SCHMUECK		Title - Titre HEAD, ASSET PROTECTION	Signature <i>W. Schmuck</i>
Telephone No - N° de téléphone 613-944-5127	Facsimile No - N° de télécopieur	E-mail address - Adresse courriel WSCHMUECK@NRCAN.GC.CA	Date 22 June 12
15. Are there additional instructions (e.g. Security Guide, Security Classification Guide) attached? Des instructions supplémentaires (p. ex. Guide de sécurité, Guide de classification de la sécurité) sont-elles jointes?			<input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui
<b>16. Procurement Officer / Agent d'approvisionnement</b>			
Name (print) - Nom (en lettres moulées) ROBERT BERENDS		Title - Titre SUPPLY OFFICER	Signature <i>R Berends</i>
Telephone No - N° de téléphone 905-615-2465	Facsimile No - N° de télécopieur 905-615-2060	E-mail address - Adresse courriel Robert.berends@pwgsc.gc.ca	Date July 11/12.
<b>17. Contracting Security Authority / Autorité contractante en matière de sécurité</b>			
Name (print) - Nom (en lettres moulées)		Title - Titre	Signature
Telephone No - N° de téléphone	Facsimile No - N° de télécopieur	E-mail address - Adresse courriel	Date

SECURITY AGREEMENT

12-109

PART I

Natural Resources Canada

AND

THE CANADIAN INDUSTRIAL SECURITY DIRECTORATE (CISD) OF  
PUBLIC WORKS & GOVERNMENT SERVICES CANADA (PWGSC)

HEREBY AGREE THAT

THE CANADIAN INDUSTRIAL SECURITY DIRECTORATE (CISD)

SHALL BE RESPONSIBLE FOR ALL SECURITY ASPECTS OF REQUISITION NUMBER 23126-130097 OF  
THE SUPPLIER IN PART II OF THIS AGREEMENT.

DESCRIPTION:

**Janitorial Services**

CISD/PWGSC  
SERVICES CANADA (PWGSC)

\_\_\_\_\_  
Signature Date

\_\_\_\_\_  
Name: (Print Block Letters)

\_\_\_\_\_  
Position

\_\_\_\_\_  
Email address

Natural Resources Canada  
(To be completed by client department)

W. Schmueck 22 JUNE 2012  
Signature Date

**WOLF SCHMUECK**  
Name: (Print Block Letters)

**Head, Asset Protection**  
Position

**wolf.schmueck@nrca.gc.ca**  
Email address

.../2



SECURITY REQUIREMENT CLAUSE FOR \_\_\_\_\_ FILE #