

**RETURN BIDS TO:  
RETOURNER LES SOUMISSIONS À:**  
**Bid Receiving Public Works & Government  
Services Canada/Réception des soumissions Travaux  
publics et Services gouvernementaux Canada**  
**1713 Bedford Row**  
**Halifax, N.S./Halifax, (N.E.)**  
**B3J 1T3**  
**Halifax**  
**Bid Fax: (902) 496-5016**

## 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><br>JANITORIAL SERVICES - BIO  |   |
| <b>Solicitation No. - N° de l'invitation</b><br>E0225-132873/A   | <b>Date</b><br>2013-05-23   |
| <b>Client Reference No. - N° de référence du client</b><br>20132873  |   |
| <b>GETS Reference No. - N° de référence de SEAG</b><br>PW-\$PWA-104-4989   |   |
| <b>File No. - N° de dossier</b><br>PWA-2-68124 (104)   | <b>CCC No./N° CCC - FMS No./N° VME</b>  |
| <b>Solicitation Closes - L'invitation prend fin</b><br><b>at - à 02:00 PM</b><br><b>on - le 2013-07-03</b>   | <b>Time Zone</b><br><b>Fuseau horaire</b><br>Atlantic Daylight Saving<br>Time ADT |
| <b>F.O.B. - F.A.B.</b><br><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><br>Nowakowski, Leanne  | <b>Buyer Id - Id de l'acheteur</b><br>pwa104                                      |
| <b>Telephone No. - N° de téléphone</b><br>(902) 496-5377 ( )   | <b>FAX No. - N° de FAX</b><br>(902) 496-5016                                      |
| <b>Destination - of Goods, Services, and Construction:</b><br><b>Destination - des biens, services et construction:</b><br>DEPARTMENT OF PUBLIC WORKS AND GOVERNMENT SERVICES CANADA<br>SEE HEREIN<br>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**

Real Property Contracting  
1713 Bedford Row  
P.O. Box 2247/C.P.2247  
Halifax, N.S./Halifax, (N.E.)  
B3J 3C9  
Halifax

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

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Solicitation No. - N° de l'invitation

E0225-132873/A

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur

pwa104

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

20132873

File No. - N° du dossier

PWA-2-68124

CCC No./N° CCC - FMS No/ N° VME

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**List of Annexes:**

|              |  |
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| Annex A      | Statement of Work                            |
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| Attachment 1 | Financial Proposal (attached excel document) |

## **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: 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, Mandatory Technical Criteria and Personnel Security Information.

### **2. Summary**

Public Works and Government Services Canada requires janitorial services for the Bedford Institute of Oceanography in Dartmouth, Nova Scotia.

The period of the Contract is from August 1 2013 to July 31, 2014 inclusive with the option for four (4) additional one (1) year periods under the same conditions.

There is a security requirement associated with this requirement. For additional information, consult Part 6 - Security Requirements, and Part 7 - Resulting Contract Clauses. Bidders should consult the "Security Requirements for PWGSC Bid Solicitations - "Instructions for Bidders" document on the Departmental Standard Procurement Documents Web site."

(<http://www.tpsgc-pwgsc.gc.ca/app-acq/lc-pl/lc-pl-eng.html#a31>)

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 and related documentation.

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 issued by Public Works and Government Services Canada.

(<https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual>)

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

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

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

Delete: sixty (60) days

Insert: 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. Former Public Servant**

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, 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**

As per the above definitions, is the Bidder a FPS in receipt of a pension? **Yes ( ) No ( )**

If so, the Bidder must provide the following information, for all FPS in receipt of a pension, as applicable:

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

By providing this information, Bidders agree that the successful Bidder's status, with respect to being a former public servant in receipt of a pension, will be reported on departmental websites as part of the published proactive disclosure reports in accordance with Contracting Policy Notice: 2012-2 and the Guidelines on the Proactive Disclosure of Contracts.

### **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 Applicable Taxes.

## **4. Enquiries - Bid Solicitation**

All enquiries must be submitted in writing to the Contracting Authority no later than seven (7) calendar days before the bid closing date. Enquiries received after that time may not be answered.

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

## **5. Applicable Laws**

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

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.

## **6. Optional Site Visit**

It is recommended that the Bidder or a representative of the Bidder visit the work site. Arrangements have been made for a tour of the work site. The site visit will be held on June 13, 2013 at 10am at the front entrance of the Bedford Institute of Oceanography, 1 Challenger Drive, Dartmouth, NS. Bidders must communicate with the Contracting Authority no later than two (2) day(s) before the scheduled visit to confirm attendance and provide the name(s) of the person(s) who will attend.

Bidders who do not confirm attendance and provide the name(s) of the person(s) who will attend as required will not be allowed access to the site. Bidders will be requested to sign an attendance form. Bidders who do not attend or send a representative will not be given an alternative appointment but they will not be precluded from submitting a bid. Any clarifications or changes to the bid solicitation resulting from the site visit will be included as an amendment to the bid solicitation.

## **7. Workers Compensation Certification- Letter of Good Standing**

The Bidder must have an account in good standing with the applicable provincial or territorial Workers' Compensation Board.

The Bidder must provide, within ten (10) days following a request from the Contracting Authority, a certificate or letter from the applicable Workers' Compensation Board confirming the Bidder's good standing account. Failure to comply with the request may result in the bid being declared non-responsive.

# **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 (two (2) hard copies).

Section II: Financial Bid (one (1) hard copy and one (1) soft copy on CD, DVD or a portable USB device which will not be returned).

Section III: Certifications (one (1) hard copy).

If there is a discrepancy between the wording of the soft copy and the hard copy, the wording of the hard copy will have priority over the wording of the soft copy.

Prices must appear in the financial bid only. No prices must be indicated in any other section of the bid.

Canada requests that bidders follow the format instructions described below in the preparation of their bid:

- (a) use 8.5 x 11 inch (216 mm x 279 mm) paper;
- (b) use a numbering system that corresponds to the bid solicitation.

In April 2006, Canada issued a policy directing federal departments and agencies to take the necessary steps to incorporate environmental considerations into the procurement process Policy on Green Procurement.

(<http://www.tpsgc-pwgsc.gc.ca/ecologisation-greening/achats-procurement/politique-policy-eng.html>).

To assist Canada in reaching its objectives, bidders should:

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

## **Section I: Technical Bid**

In their technical bid, bidders should demonstrate their understanding of the requirements contained in the bid solicitation and explain how they will meet these requirements. Bidders should demonstrate their capability 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 Annex B, Basis of Payment. The total amount of Goods and Services Tax or Harmonized Sales Tax must be shown separately, if applicable.

- 1.2 Exchange Rate Fluctuation**

C3011T (2010-01-11), Exchange Rate Fluctuation



### Section III: Certifications

Bidders must submit the certifications required under Part 5.

## PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

### 1. Evaluation Procedures

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

#### 1.1 Technical Evaluation

##### 1.1.1. Mandatory Criteria

| Item | Mandatory Requirement  | Met | Not Met |
|------|--|-----|---------|
| 1    | Contractor's qualifications in accordance with Annex F, Mandatory Technical Criteria                   |     |         |
| 2    | Working On-site Supervisor(s) qualifications in accordance with Annex F, Mandatory Technical Criteria; |     |         |
| 3    | Submission of prices and rates in accordance with Annex B, Basis of Payment.                           |     |         |
| 4    | Complete list of proposed personnel, Annex G.  |     |         |

#### 1.2 Financial Evaluation

The Total Cost will be evaluated in Canadian dollars, the Goods and Services Tax or the Harmonized Sales Tax excluded. The unit price will govern in establishing the extended price.

##### 1.2.1 Mandatory Financial Criteria

Offerors must submit their financial bid in accordance with Annex B, Basis of Payment.

### 2. Basis of Selection

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

## PART 5 - CERTIFICATIONS

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

Compliance with the certifications bidders provide to Canada is subject to verification by Canada during the bid evaluation period (before award of a contract) and after award of a contract. The Contracting

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

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

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

By submitting a bid, the Bidder certifies that the Bidder and its affiliates are in compliance with the provisions as stated in Section 01 Code of Conduct and Certifications - Bid of Standard Instructions 2003. The related documentation therein required will assist Canada in confirming that the certifications are true.

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

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

### **2.1 Federal Contractors Program - Certification**

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 Status and Availability of Resources**

A3005T (2010-08-16) Status and Availability of Resources

## **PART 6 - SECURITY REQUIREMENTS**

### **1. Security Requirement**

1. At the date of bid closing, 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.

3. For additional information on security requirements, bidders should consult the "Security Requirements for PWGSC Bid Solicitations - Instructions for Bidders" document on the Departmental Standard Procurement Documents Web site.  
(<http://www.tpsgc-pwgsc.gc.ca/app-acq/lc-pl/lc-pl-eng.html#a31>)

## **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.

## 1.1 Optional Goods and/or Services

The Contractor grants to Canada the irrevocable option to acquire the goods, services or both described at Annex A, Statement of Work of the Contract under the same conditions and at the prices and/or rates stated in the Contract. The option may only be exercised by the Contracting Authority and will be evidenced, for administrative purposes only, through a contract amendment.

The Contracting Authority may exercise the option at any time before the expiry of the Contract by sending a written notice to the Contractor.

## 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 Technical Authority will provide the Contractor with a description of the task using the Task Authorization form *PWGSC - TPSGC 572 Task Authorization*.

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 Technical Authority, within two (2) calendar days of its receipt, the proposed total estimated cost for performing the task and a breakdown of that cost, established in accordance with the Basis of Payment specified in the Contract.

4. The Contractor must not commence work until a TA authorized by the Technical 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 Technical Authority may authorize individual task authorizations up to a limit of \$5,000.00, 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 Technical 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. 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 semiannual basis to the Contracting Authority. The semiannual periods are defined as follows:

1st period: May 1 to October 31;

2nd period: November 1 to April 30;

The data must be submitted to the Contracting Authority no later than ten (10) calendar days after the end of the reporting period.

##### **Reporting Requirement- Details**

A detailed and current record of all authorized tasks must be kept for each contract with a task authorization process. This record must contain:

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, GST / HST extra;
- iv. the total amount, GST or HST extra, expended to date against each authorized task; and
- v. the start and completion date for each authorized task.

For all authorized tasks:

- i. the total amount, GST or HST extra, expended to date against all authorized TAs.

#### **1.2.5 Task Authorization - Department of National Defence**

The administration of the Task Authorization process will be carried out by Formation Construction Engineering, National Defence. This process includes monitoring, controlling and reporting on expenditures of the contract with task authorizations to the Contracting Authority.

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

### **2.1 General Conditions**

2035 (2013-04-25), General Conditions - Higher Complexity - Services, apply to and form part of the Contract.

### **3. Security Requirement**

1. The Contractor must, at all times during the performance of the Contract, hold a valid Designated Organization Screening (DOS), issued by the Canadian Industrial Security Directorate (CISD), Public Works and Government Services Canada (PWGSC).
2. The Contractor personnel requiring access to sensitive work site(s) must EACH hold a valid RELIABILITY STATUS, granted or approved by CISD/PWGSC.
3. Subcontracts which contain security requirements are NOT to be awarded without the prior written permission of CISD/PWGSC.
4. The Contractor must comply with the provisions of the:
  - (a) Security Requirements Check List and security guide (if applicable), attached at Annex C; and
  - (b) Industrial Security Manual (Latest Edition).

### **4. Term of Contract**

#### **4.1 Period of the Contract**

The period of the Contract is from August 1, 2013 to July 31, 2014 inclusive.

#### **4.2 Option to Extend the Contract**

The Contractor grants to Canada the irrevocable option to extend the term of the Contract by up to four (4) additional one (1) 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 fifteen (15) calendar days before the expiry date of the Contract. The option may only be exercised by the Contracting Authority, and will be evidenced for administrative purposes only, through a contract amendment.

### **5. Authorities**

#### **5.1 Contracting Authority**

The Contracting Authority for the Contract is:

Name: Leanne Nowakowski  
Title: Supply Officer  
Public Works and Government Services Canada  
Acquisitions Branch  
Address: 1713 Bedford Row  
Halifax, NS B3J 3C9  
  
Telephone: (902) 496-5733  
Facsimile: (902) 496-5016  
E-mail address: leanne.nowakowski@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 Technical Authority

The Technical Authority for the Contract is: **to be announced upon contract award.**

Name: \_\_\_\_\_

Title: \_\_\_\_\_

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

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

Telephone: \_\_\_\_-\_\_\_\_-\_\_\_\_

Facsimile: \_\_\_\_-\_\_\_\_-\_\_\_\_

E-mail address: \_\_\_\_\_

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

## 5.3 Contractor's Representative

Name: \_\_\_\_\_

Title: \_\_\_\_\_

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

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

Telephone: \_\_\_\_-\_\_\_\_-\_\_\_\_

Facsimile: \_\_\_\_-\_\_\_\_-\_\_\_\_

E-mail address: \_\_\_\_\_

## 6. Proactive Disclosure of Contracts with Former Public Servants

By providing information on its status, with respect to being a former public servant in receipt of a Public Service Superannuation Act (PSSA) pension, the Contractor has agreed that this information will be reported on departmental websites as part of the published proactive disclosure reports, in accordance with Contracting Policy Notice: 2012-2 of the Treasury Board Secretariat of Canada.

## 7. Payment

### 7.1 Basis of Payment - Firm Price, Firm Unit Price(s) or Firm Lot Price(s)

In consideration of the Contractor satisfactorily completing all of its obligations under the Contract, the Contractor will be paid a firm unit price, as specified in Annex B, Basis of Payment for a cost of \$\_\_\_\_\_. Customs duties are included and Goods and Services Tax or Harmonized Sales Tax is extra, if applicable.

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

## **7.2 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 \$5,000.00. Customs duties and the Goods and Services Tax or Harmonized Sales Tax are included, 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.

## **7.3 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.

## **7.4 Monthly Payment**

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

## **7.5 Single Payment**

SACC Manual clause H1000C (200805-12) Single Payment

## **8. 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.

When applicable, each invoice must be supported by:



- a. the Task Authorization Number;
- b. copy of time sheets to support the time claimed;
- c. a copy of the invoices, receipts, vouchers for all direct expenses.

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.

## **9. Certifications**

### **9.1 Compliance**

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

## **10. Applicable Laws**

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

## **11. Priority of Documents**

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

- (a) the Articles of Agreement;
- (b) the general conditions 2035 (2013-04-25), General Conditions - Higher Complexity - Services;
- (c) Annex A, Statement of Work;
- (d) Annex B, Basis of Payment;
- (e) Annex C, Security Requirements Check List;
- (f) Annex D, Insurance Requirements;
- (g) the signed Task Authorizations (including all of its annexes, if any);
- (h) the Contractor's bid dated \_\_\_\_\_.

## **12. 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.

### **13. Financial Security**

1. The Contractor must provide one of the following contract financial securities within ten (10) calendar days after the date of contract award:

- a. a performance bond form PWGSC-TPSGC 505 in the amount of fifteen (15) percent of the Contract Price; or
- b. a performance bond form PWGSC-TPSGC 505 and a labour and material payment bond form PWGSC-TPSGC 506, each in the amount of fifteen (15) percent of the Contract Price; or
- c. a labour and material payment bond form PWGSC-TPSGC 506 in the amount of fifteen (15) percent of the Contract Price; or
- d. a security deposit as defined in clause E0008C in the amount of fifteen (15) percent of the Contract Price.

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

2. Security deposits in the form of government guaranteed bonds with coupons attached will be accepted only if all coupons that are unmaturing, at the time the security deposit is provided, are attached to the bonds. The Contractor must provide written instructions concerning the action to be taken with respect to coupons that will mature while the bonds are pledged as security, when such coupons are in excess of the security deposit requirement.

3. If Canada does not receive the required financial security within the specified period, Canada may terminate the Contract for default pursuant to the Contract default provision.

#### **13.1 Security Deposit Definition**

*SACC Manual* clause E0008C (2012-07-16) Security Deposit Definition

### **14. SACC Manual Clauses**

A0285 (2007-05-25), Workers Compensation

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## **Annex A - Statement of Work**

Attached.

## Annex B - Basis of Payment

### 1.0 General Instructions

Offerors must complete and submit both a hard and soft copy of the attached excel file, Attachment 1 - Financial Proposal. Please do not re-create your own spreadsheet, or edit items in the spreadsheet provided. An example of the spreadsheet can be found at Annex B1 - Example Financial Proposal.

Bidders must provide a firm unit price in Canadian dollars, the Goods and Services Tax or the Harmonized Sales Tax excluded. Should the resulting contract have to be reduced due to a shop or section no longer requiring cleaning services (either due to down sizing or demolition etc.), the contract may be reduced by the cost per month to the end of the contract period. This would be done in writing by the Contracting Officer.

The Financial Evaluation Total will be used for evaluation purposes only and does not represent a commitment on the part of Canada.

### 2.0 Consumer Price Index

At the time of the exercise of optional years four and five, the rates for the previous year in the Basis of Payment (Annex B) will be increased or decreased by multiplying the rates by the percentage change in *"The Consumer Price Index, major components, selected sub-groups and special aggregates, provinces, Whitehorse and Yellowknife, not seasonally adjusted"* ("CPI") for the appropriate province for the 12 month period ending two months before the expiration date of the current period of the contract. The CPI which shall be used is published in Statistics Canada Catalogue no. 62-001-X, tables 9-1 to 9-12, for the appropriate province all-items CPI of the period as described above.

Consumer Price Index for Canada is published by Statistics Canada and is available at:

- <http://www5.statcan.gc.ca/bsolc/olc-cel/olc-cel?catno=62-001-X&chprog=1&lang=eng> ; or
- <http://www.statcan.gc.ca/subjects-sujets/cpi-ipc/cpi-ipc-eng.htm> ; or
- <http://cansim2.statcan.ca> , Table 326-0020."

### 3.0 Detailed Instructions

This Basis of Payment contains FIVE (5) tables, one for the contract year and each of the four (4) option years. The first three (3) years (tables 1, 2, and 3) do not allow for any escalation of prices beyond those submitted in your bid. The rates for the fourth and fifth years will be adjusted to respond to changes in the labour rates using the Consumer Price Index. In order to accommodate those future adjustments please follow the instructions below when filling out your price proposals.

3.1 The unit pricing must comprise the furnishing of all labour, materials, tools, equipment and transportation necessary for complete and satisfactory janitorial services as specified herein.

3.2 The financial proposal must include a unit price for all items (1 - 13) for each of the five years.

3.3 Prices provided for all items in Years four and five must be the same as those provided in Year three. The pricing for Years four and five will be adjusted to reflect price increases or decreases (beyond the original quoted prices) using the Consumer Price Index.

**Example: After the first three (3) years:**

The prices (unit rates) shown in Year 3, will be adjusted prior to contract amendment award for the two (2) remaining option years - year 4 and year 5. The amount of the adjustment will be based on a percentage increase (decrease) of the current years price by using the "Unadjusted CPI for Nova Scotia" (Consumer Price Index) for the 12 months ending May 31st of that year.

<http://www.statcan.gc.ca/start-debut-eng.html>

Year three unit rate for unscheduled work is \$10.00 per hour. The CPI as of May 31, 2015 is 3.9 percent.

$10.00 * 3.9 \% = 0.39$ . Therefore the unit rate for unscheduled work for year four will be \$10.39.

Year four unit rate for unscheduled work is \$10.39 per hour. The CPI as of May31, 2016 is 2.8 percent.

$10.39 * 2.8 \% = 0.29$ . Therefore, the unit rate for unscheduled work for year five will be \$10.68.

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## **Annex B1 - Example Financial Proposal**

Attached.

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### **Annex C - Security Requirements Check List**

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.*
  - n. Sudden and Accidental Pollution Liability (minimum 120 hours): To protect the Contractor for liabilities arising from damages caused by accidental pollution incidents.*



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o. **Litigation Rights:** Pursuant to subsection 5(d) of the *Department of Justice Act*, S.C. 1993, c. J-2, s.1, if a suit is instituted for or against Canada which the Insurer would, but for this clause, have the right to pursue or defend on behalf of Canada as an Additional Named Insured under the insurance policy, the Insurer must promptly contact the Attorney General of Canada to agree on the legal strategies by sending a letter, by registered mail or by courier, with an acknowledgement of receipt.

For the province of Quebec, send to:

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

For other provinces and territories, send to:

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

### **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.

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## **Annex E - Form PWGSC-TPSGC 572 Task Authorization**

Attached.

## Annex F - Mandatory Technical Criteria

### 1. Contractor's Experience and Past Performance

The bidder must provide evidence of its experience and past performance by referencing two (2) projects or contracts satisfactorily rendered for a minimum of twelve (12) consecutive months within the past five (5) years, wherein the range of janitorial services provided are similar to those described in this Request for Proposal (RFP).

Please provide the information in the format shown below and submit a separate table for each project.

|  |  |
|--|--|
| <b>PROJECT/CONTRACT REFERENCE NO. 1</b>  |  |
| Name of client organization or Company   | Name: _____  |
| Name and title of client contact   | Name: _____<br>Title: _____                                |
| Telephone and facsimile number of client contact                                   | Phone No.: _____<br>Fax No.: _____                         |
| Approximate size in square meters of the cleanable area of the project or contract | _____ square meters  |
| Location/site of the project or contract:  | _____<br>_____   |
| Value of the project or contract   | \$ _____   |
| Performance period of the project or contract (indicate month and year)            | From: Month _____ Year _____<br>To: Month _____ Year _____ |
| Description of Project or Contract: _____<br>_____<br>_____<br>_____<br>_____      |  |

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|  |   |
|--|---|
| <b>PROJECT/CONTRACT REFERENCE NO. 2</b>  |   |
| Name of client organization or Company   | Name: _____   |
| Name and title of client contact   | Name: _____<br>Title: _____   |
| Telephone and facsimile number of client contact                                       | Phone No.: _____<br>Fax No.: _____                                  |
| Approximate size in square meters of the cleanable area of the project or contract     | _____ square meters   |
| Location/site of the project or contract:  | _____<br>_____  |
| Value of the project or contract   | \$ _____  |
| Performance period of the project or contract (indicate month and year)                | From: Month _____ Year _____<br>To: Month _____ Year _____<br>_____ |
| Description of Project or Contract: _____<br>_____<br>_____<br>_____<br>_____<br>_____ |   |

## 2. Working On-site Supervisor's Expertise and Experience

a) Identify below the Contractor's Working On-site Supervisor(s) who will be assigned to this Contract. It is Mandatory that the Working On-site Supervisor(s) has a minimum of two (2) consecutive years experience in a supervisory role in the field of janitorial services.

Name of Working On-Site Supervisor(s): \_\_\_\_\_

b) The bidder must provide evidence of its experience and satisfactory performance of the Working On-site Supervisor(s). Do so by referencing one (1) or more projects or contracts for clients of a duration of a minimum of six (6) consecutive months (total experience must add up to 2 consecutive years), within the past five (5) years, in providing supervisory janitorial services in a range comparable in size and complexity to those described in the Request for Proposal (RFP).

Please provide information in the format shown below and submit a separate table for each Supervisor.

|  |  |
|--|--|
| <b>REFERENCE NO. _____ : Working On-site Supervisor Name: _____</b>                |  |
| Name of client organization or Company   | Name: _____  |
| Name and title of client contact   | Name: _____<br>Title: _____                                |
| Phone and facsimile number of client contact                                       | Phone No.: _____<br>Fax No.: _____                         |
| Approximate size in square meters of the cleanable area of the project or contract | _____ square meters  |
| Location/site of the project or contract:  | _____  |
| Value of the project or contract   | \$ _____   |
| Performance period of the project or contract. (indicate month and year)           | From: Month _____ Year _____<br>To: Month _____ Year _____ |
| Description of Project or contract:<br>_____<br>_____                              |  |
| Responsibilities of the individuals:<br>_____<br>_____<br>_____<br>_____           |  |





Public Works and  
Government Services  
Canada

Travaux publics et  
Services gouvernementaux  
Canada

**PUBLIC WORKS AND  
GOVERNMENT SERVICES CANADA  
ASSET AND FACILITIES MANAGEMENT SERVICES  
BUILDING CLEANING  
MAINTENANCE SERVICE CONTRACT SPECIFICATION  
FOR  
DEPARTMENT OF FISHERIES AND OCEANS  
BEDFORD INSTITUTE OF OCEANOGRAPHY  
DARTMOUTH, NOVA SCOTIA**

**Canada**

|   |   |              |
|---|---|--------------|
| Public Works and<br>Government Services Canada<br>Atlantic Region | Maintenance Services<br>Service Contract<br>Cleaning Services | <b>Index</b> |
|---|---|--------------|

**Description:** Building Cleaning

**Location:** Bedford Institute of Oceanography  
Dartmouth, NS

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**Definitions**

|   |   |
|---|---|
| As Required                                 | Frequencies are subject to change at any time without warning in order to maintain the established cleaning standard. When the frequency of a cleaning operation is "As Required (AR)", the final decision as to when this service shall be carried out will be made by the Client with the approval of the PWGSC Representative. |
| Building                                    | See 'Facility'  |
| Clean                                       | For the width and breadth of the surface in question, it shall be free of foreign matter down to the original surface or last protective coating.   |
| Cleaning Staff                              | See cleaner - Annex "B".  |
| Cleaning Supervisor                         | See 'Cleaning Working Supervisor' - See Annex "B".  |
| Client                                      | Department of Fisheries and Oceans on behalf of PWGSC and/or its representatives.   |
| Complete and satisfactory cleaning services | The continual janitorial, cleaning and minor maintenance procedures as specified in this document to the satisfaction of the Client and the PWGSC Representative.   |
| Contract Area                               | The area to be serviced under this contract is the Bedford Institute of Oceanography, Dartmouth, NS.  |
| Contractor                                  | The janitorial/cleaning service contract holder or any representative thereof.  |
| Duty Coordinator                            | A PWGSC employee assigned on a rotating basis whose responsibility is to coordinate after-hours jobs.   |
| Entity                                      | Includes any individual or group that is responsible for a 'Function.'  |
| Facility                                    | The complex of buildings so named the Bedford Institute of Oceanography.  |
| Facility Support Officer                    | A Department of Fisheries and Oceans Representative who oversees the day-to-day operations of the Facility on behalf of the client department.  |
| Function                                    | An event hosted through either Public or Non-Public Funds.  |
| Hot Work                                    | Any work where flame is used or a source of ignition may be produced.   |
| Inspector                                   | The Cleaning Contract Inspector that acts on behalf of the PWGSC Representative to oversee janitorial service delivery.   |
| Janitorial Staff                            | See 'The Contractor'.   |

|                           |   |
|---------------------------|---|
| Litter                    | Any discarded material foreign to the environment including but not limited to the following: <ul style="list-style-type: none"> <li>• Paper</li> <li>• Bottles</li> <li>• Wood</li> <li>• Leaves</li> <li>• Plastic/paper bags</li> <li>• Cloth</li> <li>• Beverage</li> <li>• Broken glass</li> <li>• Scattered bricks and stones</li> <li>• Pieces of metal</li> <li>• Empty containers</li> <li>• Cigarette butts (outside smoking areas)</li> </ul>  |
| Normal Working Days/Hours | As defined in Section 4 Paragraph 4.2 & 8   |
| PWGSC                     | Public Works and Government Services Canada   |
| Site Manager              | The employee of the Contractor who is designated by the Contractor to act as a liaison person between the PWGSC Representative and the Contractor for the purposes of: <ul style="list-style-type: none"> <li>a) decision-making in matters of priority in the execution of the cleaning duties;</li> <li>b) supervising to ensure that the cleaning tasks are performed in accordance with the contract specifications;</li> <li>c) overseeing the conduct/deportment of the Contractor's employees;</li> <li>d) daily inspections of the facilities; and</li> <li>e) shall wear a distinctive uniform.</li> </ul> |
| Supervisor                | See "Working Supervisor" - See Annex "B".   |
| WHMIS                     | Workplace Hazardous Materials Information System  |
| Working Supervisor        | A Contractor representative who may be assigned , janitorial or cleaning duties combined with supervisory duties.   |

1. **Description of Work** .1 Scope of work under this 1 year Contract comprises the furnishing of all labour, materials, tools, supervision and equipment necessary for complete and satisfactory cleaning/janitorial services as specified herein located at Bedford Institute of Oceanography, Dartmouth, Nova Scotia.  
.2 This Contract consists of one (1) year with three (3) one (1) year options.
  
2. **Inspection** .1 The Contractor shall notify the PWGSC Representative when each major operation listed in the Schedule of Operations is completed. Arrangements will be made to inspect the work to decide whether or not it is acceptable.
  
3. **Buildings** .1 Areas to be cleaned at Bedford Institute of Oceanography, Dartmouth, NS, include, but are not limited to the following:
  - .1 Polaris Building 3,688.65 m<sup>2</sup>
  - .2 Vansteenburg Building 5,886.43 m<sup>2</sup>
  - .3 Murray Building 5,009.22 m<sup>2</sup>
  - .4 Holland Building 5,594.15 m<sup>2</sup>
  - .5 Strickland Building 3,349.17 m<sup>2</sup>
  - .6 Fish Lab Building 4,108.24 m<sup>2</sup>
  - .7 Vulcan Building & Guard House 6,758.40 m<sup>2</sup>
  - .8 Argo Building 756.75 m<sup>2</sup>
  - .9 Bungalow Building 111.69 m<sup>2</sup>
  - .10 Katherine Ellis Building 7,000.00 m<sup>2</sup>
  
4. **Examination of Premises** .1 All parties tendering should examine the site of the proposed work prior to submitting their tenders, become thoroughly acquainted with same and obtain any and all information that may be necessary to properly execute contract.
  
5. **Codes and Legislated Requirements** .1 The following codes and standards in effect at the time of award are subject to change/revision. The latest editions of each must be enforced during the term of the contract:
  - .1 Canada Labour Code, Part II.
  - .2 National Building Code of Canada.
  - .3 National Plumbing Code.
  - .4 Canada Occupational Safety and Health Section of Part II of the Canada Labour Code.
  - .5 National Fire Code.
  - .6 Canadian Construction and Canada Labour Safety Codes; Provincial Government, Workers' Compensation Board; and Municipal Statutes and Authorities.
  - .7 Canadian Electrical Code, Part 1, CSA C22.1.
  - .8 Canadian Environmental Protection Act.
  - .9 Safety Code for Window Cleaning Operations, CAN/CSA-Z91.
  - .10 Fall - Arresting Devices and Vertical Lifelines CAN/CSA Z259.2.1.

- .11 Safety Belts and Lanyards CAN/CSA Z259.1.
  - .12 Provincial Occupational Health & Safety Act.
  - .13 The Contractor is responsible to be familiar with the relevant Codes and Standards and to ensure that all work undertaken on behalf of the Department of Public Works and Government Services is completed in a safe manner.
  - .14 Materials and workmanship must conform to or exceed applicable standards of Canadian Government Specifications Board (CGSB), Canadian Standards Association (CSA), American Society for Testing Materials (ASTM) and referenced organizations.
  - .15 The Contractor can obtain addresses for codes and standards from PWGSC Representative upon request.
  - .16 In the event of a conflict between any of the above codes or standards the most stringent shall apply.
  - .17 These standards shall be considered an integral part of the specifications and shall be read in conjunction with the drawings and specifications. The Contractor shall be fully familiar with their contents and requirements as related to the work and materials specified.
- 6. Materials and Equipment**
- .1 All materials used in the work must conform to Canadian General Standards Board Standards.
  - .2 The Contractor must, on request, furnish a complete written statement of the origin, composition and/or manufacturer of any or all materials supplied by him/her for use in the work and he/she may be required to provide samples of materials from his/her stock for testing purposes.
  - .3 Equipment and materials to be CSA certified and manufactured to standard quoted. Vacuum cleaners to be new or in new condition, be equipped with a power nozzle and have a filtration system capable of trapping 99% of the dust (i.e. Hepa or Microtex filter). A wet/dry vacuum cleaner is to be kept on site in each building for cleaning mats and accidental spills. These vacuum cleaners shall have an air flow of not less than 100 cfm and a noise level of less than 70 dB.
  - .4 Where there is no alternative to supplying equipment which is not CSA certified, obtain special written approval from an independent testing agency recognized by the Provincial Department of Labour. Pay cost for obtaining approval.
  - .5 Use only materials, equipment and products that are environmentally friendly and scent free, and have been approved by the PWGSC Representative for work under this Contract.
  - .6 Unless otherwise specified, comply with manufacturer's latest printed instructions for materials and installation methods.

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|  | .7  | Deliver, store and maintain materials with manufacturer's seals and labels intact.   |
|  | .8  | Store materials in accordance with manufacturer's and supplier's instructions.   |
|  | .9  | Do not store materials on-site without Maintenance superintendent's approval.  |
|  | .10 | Floor buffer/stripper machine shall remain on-site, in good working order, for the duration of this contract.  |
|  | .11 | The Department of Public Works and Government Services Canada accepts no responsibility for materials or equipment stored on-site.   |
| <b>7. Workforce Qualifications</b>     | .1  | The Contractor must provide proof that employees, including supervisors, are WHMIS trained. Employees must be retrained in accordance with Provincial and Federal standards as required.                                 |
|  | .2  | The Contractor must provide proof that employees have received training in fall protection if the employees are required to work off of an unprotected work surface higher than 2.8 meters.                              |
|  | .3  | The Contractor must have one person with Standard First Aid/CPR on site while employees are required to work. The Contractor must provide proof of employees that are trained in accordance with Provincial standards.   |
| <b>8. Conversion of Floor Covering</b> | .1  | There will be no adjustment to the Contract amount where the existing floor covering is converted to another type during the term of the Contract.   |
| <b>9. Space Assigned</b>               | .1  | The PWGSC Representative shall provide the Contractor with such space as is considered necessary by the PWGSC Representative for the performance of the Contractor's duties.   |
|  | .2  | The Contractor must not list, publicize or use the address or telephone numbers on site in any fashion for business purposes. The Contractor shall supply staff with cell phone.   |
|  | .3  | The Department will not be responsible for damage to the Contractor's supplies, material or equipment in the building nor for employees' personal belongings brought into the building while employed by the Contractor. |
|  | .4  | The Contractor must supply all devices deemed necessary to store, handle and transport the Contractor's equipment and supplies.  |

- .5 All space assigned to Contractor for supplies and material must have updated Material Safety Data Sheets (MSDS) on entrydoor. This is to remain on site at all times.
- 10. Personnel**
- .1 The Contractor will provide the PWGSC Representative with a list of all people working on the premises, complete with a copy of their licences, where applicable, and will update the list immediately when personnel changes.
- 11. Site Security**
- .1 Site security is the responsibility of the Contractor who shall erect temporary site enclosures, barricades, fencing to prevent unauthorized entry, pilferage and vandalism.
- .2 Any work that may disrupt the operations of the occupying clients will be carried out after normal building operational hours. For all work carried out after normal building operational hours, the Departmental Representative will determine acceptable building security.
- .3 After normal business hours, security at some or all facilities may require the presence of an officer from the Canadian Corps of Commissionaires.
- .4 All security requirements deemed necessary by PWGSC and/or by the facility client will be the responsibility of the Contractor.
- 12. Security Clearance**
- .1 The required security clearance level for this Contract is **Reliability Status**.
- .2 It is the Contractor's responsibility to initiate the security screening required for the personnel and the Contractor will not have access to the work site until the resources (i.e.: "personnel") have the necessary clearance.
- .3 The Canadian and International Industrial Security Directorate (CIISD) of Public Works and Government Services Canada (PWGSC) is responsible for administering the Industrial Security Program in Canada.
- .4 The Contractor shall follow the instructions at the website: <http://www.ciisd.gc.ca/text/ps/pss-e.asp>, which includes all necessary forms.
- 13. Access to Buildings**
- .1 Only those employees whose names appear on the Contractor's security clearance list will be allowed access to the site of work. No other persons accompanying employees will be allowed on-site.

- .2 All cleaning staff employed by the Contractor, regardless of hours of work **must sign IN and OUT**; and enter the times of arrival and departure in registers or on sheets so provided at the security guard's control desk or other designated area. In the event of a dispute and the absence of other evidence, the register will be regarded as evidence of hours of work. **Failure to sign "OUT" will render the entry invalid.**
- 14. Security - Keys**
- .1 All keys entrusted to the Contractor during the fulfillment of his/her Contract must be signed OUT and returned each day and kept fully protected and secure at all times.
- .2 Keys must not be removed from the site at any time.
- .3 **Duplication of keys is strictly prohibited.**
- 15. Log**
- .1 A log book **must** be maintained in the facility by the Contractor, in which he/she shall record on a daily basis, all of the work performed other than the normal day-to-day cleaning. This log book shall always be made available for review by a PWGSC Representative.
- .2 The Contractor will log any activities they were unable to complete or perform as a result of refused access.
- .3 The Contractor will post a cleaning schedule in each building for Operations and Frequencies.
- 16. Quality Standards**
- .1 The Quality Standards (see Section 6), where applicable, must be adhered to strictly. Inspections made by the PWGSC Representative will be based on these standards.
- 17. Contractor Responsibilities**
- .1 The Contractor must maintain and provide PWGSC with current phone, fax and pager numbers to be able to provide response to requests for service from the local PWGSC Representative and/or the National Service Call Centre (NSCC) 1-800-463-1850 on a twenty-four (24) hour, seven (7) day per week basis. This involves ensuring that cellular phones and pagers are of a type that can be contacted from the National Service Call Centre in Toronto. If the request for service is from the NSCC, the Contractor must, immediately upon completion of the service, report back to the NSCC describing the action taken to correct the problem.
- .2 The Contractor must provide service during specified regular working hours, silent hours and weekends.
- .3 The Contractor will advise the PWGSC Representative of the telephone number at which he/she or his/her representative may be contacted at any time.

- .4 The Contractor must not refuse any call for service requested by a PWGSC Representative and the time lapse between call out and start of work must **not exceed one (1) hour**. After this time, if not responsive, the PWGSC Representative may call in another contractor to complete the work.
- .5 Contractor prior to commencement of work, must report to the commissionaires desk to log in.
- .6 The Contractor will be notified, on award of the Contract, the name and phone number of the PWGSC Representative.
- .7 Cost of emergency services must be included in the Contract amount.
- .8 The Contractor must supply the on site "Work Supervisor" with a cell phone to permit immediate access to services if and when required.



- 1. Compliance Requirements**
  - .1 Comply with the Canada Labour Code Part II and the Canada Occupational Health and Safety Regulations.
  - .2 Comply with the Provincial Occupational Health and Safety Act and supporting Occupational General Safety Regulations as amended from time to time.
  - .3 Observe and enforce construction safety measures required by the following statutes and authorities:
    - .1 The National Building Code of Canada, Part 8.
    - .2 The National Fire Code of Canada.
    - .3 Provincial Workers Compensation Board.
    - .4 Municipal Statutes and Ordinances.
- 2. Submittals**
  - .1 Prior to Award The successful Contractor is to provide within seven (7) calendar days after closing:
    - .1 Documentation indicating that the Contractor has successfully completed a recognized current (within the last three (3) years) EXTERNAL SAFETY AUDIT. This audit to be performed by an independent company/person qualified to conduct safety audits.
    - .2 Certification letter of good standing from Worker's Compensation Board.
    - .3 Signed statement by Owner of company that the company will maintain Worker's Compensation Board coverage for the life of the Standing Offer Agreement (SOA) / Service Contract (SC), including sub-contractor.
  - .2 Before Work Begins The successful Contractor is to provide documentation:
    - .1 A copy of the company's site-safety plan.
    - .2 The Contractor and his/her personnel must adhere to the Federal Government 'NO SMOKING' Policy while in Federal facilities and/or Scent Free Policy if applicable.
    - .3 All sub-contractors shall adhere to the above qualifications.
- 3. Training**
  - .1 Before Work Begins The successful Contractor is to provide documentation:
    - .1 Certification of training for safety for all personnel that will be involved with the Standing Offer Agreement/Service Contract. Updated list complete with licenses shall be kept on site including personnel changes.
    - .2 Training for workers must include (but not limited to)
      - .1 Safe operation of tools and equipment.
      - .2 Proper wearing and use of personal protective equipment (PPE).
      - .3 Safe work practices and procedures of their given work tasks or function.
      - .4 Site conditions and minimum site safety rules.

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| <b>4. Disciplinary Procedures for Safety Violations</b> | <p>.1</p> <p>.2</p> <p>.3</p> <p>.4</p> <p>.5</p> <p>.6</p> | <p>Contractors must have their own written disciplinary procedures for violation or noncompliance of work site safety rules and regulations.</p> <p><b>First Violation:</b> Verbal warning issued to the Contractor for the first violation of a safety regulation, rules, policy and procedures. (Violation will be documented on contract file, copy to Contractor and PWGSC).</p> <p><b>Second Violation:</b> Written warning to Contractor for second violation of a safety regulation, rules, policy and procedures. (Violation will be documented on contract file, copy to Contractor and PWGSC).</p> <p><b>Third Violation:</b> A third violation of a safety regulation, rules, policy and procedures may result in the termination of the contract with a recommendation to the Contracting Authority that the Contractor be denied access to future SOA/SC(s). (Documented to contract file, copies to Contractor and PWGSC).</p> <p><b>Serious Violation:</b> For a serious violation of a safety regulation, rules, policy and procedures as deemed by a Regulator, Project Manager or Safety Officer a recommendation will be made to the Contracting Authority to immediately terminate the SOA/SC(s). (Violation documented on contract file, copies to Contractor and PWGSC). May result in that the Contractor being denied access to future contracts.</p> <p><b>Charges Laid or Guilty Determination by Courts:</b> Infractions of safety regulations, rules, policy and procedures that result in charges being laid by a Regulator against the Contractor or the Contractor being found guilty by the courts may result in that Contractor being denied access to future contracts.</p> |
| <b>5. Asbestos</b>                                      | <p>.1</p> <p>.2</p>   | <p>Within the confines of the site, the provision of products containing fibrous asbestos materials is prohibited.</p> <p>Demolition or disturbance of spray or trowel-applied asbestos can be hazardous to health. Should material resembling spray or trowel-applied asbestos be encountered in course of work, stop work and notify PWGSC Representative immediately. Do not proceed until written instructions have been received from the PWGSC Representative.</p>  |
| <b>6. Fastening Devices Explosive Actuated</b>          | <p>.1</p>   | <p>Explosive actuated devices must not be used, until approved by the PWGSC Representative.</p>   |

- 7. Hot Work**
- .1 All hot work activity, as defined in "Definitions" of this specification, is to take place with written permission from the PWGSC Representative via a Hot Work Permit.
  - .2 The ventilation system in the area of any Hot Work activity is to be isolated to prevent migration of fumes/smoke and to reduce any possible spread of fire to other areas of the facility.
  - .3 Contractor is to employ an employee trained in the use of fire extinguishers as fire watch during any Hot Work for a minimum of 60 minutes after activity has ceased.
- 8. Confined Spaces**
- .1 All work in confined spaces must be carried out in compliance with the Canada Occupational Safety and Health Regulations, Part XI.
  - .2 The Contractor to provide and maintain all equipment as required by any person to enter and/or perform work in a safe manner, in compliance with the Canada Occupational Safety and Health Regulations, Part XI.
  - .3 The Contractor to provide and maintain training, as required by the Canada Occupational Safety and Health Regulations, Part XI.
    - .1 The Contractor and/or his employees shall provide proof of training and qualifications when requested by the PWGSC Representative.
  - .4 The Contractor to provide the PWGSC Representative with a copy of an "Entry Permit" for each and every entry into the confined space to ensure compliance with the Canada Occupational Safety and Health Regulations, Part XI.
  - .5 The Contractor to have a hazard assessment of the confined space performed.
    - .1 The Contractor to provide the PWGSC Representative with a copy of the hazard assessment.
- 9. Fall Protection**
- .1 All work carried out above the mandatory height restrictions, from unguarded structure and/or scaffolding, must be done in compliance with the Canada Occupational Safety and Health Regulations, Part XII, Section 12.10.
  - .2 The components of a fall protection system shall meet the standards as outlined in the Canada Occupational Safety and Health Regulations, Part XII, Section 12.10 (2).
  - .3 The Contractor is to ensure fall protection equipment is maintained, inspected and tested by a qualified person as required by the Canada Occupational Safety and Health Regulations, Part XII, Section 12.3.

**10. Safety**

- .1 The Contractor must adhere to all safety measures respecting personnel and fire hazards recommended by National and Provincial codes and/or prescribed by the authorities having jurisdiction concerning the equipment, work habits and procedures.
- .2 In particular, the Contractor must comply with the WHMIS legislation which requires the employer to provide detailed worker education about potential health effects of hazardous materials in their work environment and how they can be handled and disposed of safely. All containers holding product deemed under WHMIS to be hazardous must bear correct WHMIS label(s).
- .3 The Contractor must ensure that all equipment used to perform the work is in a state of good repair. The PWGSC Representative reserves the right to have equipment judged to be unsafe, not suitable or defective taken out of service. The Contractor must be responsible to supply suitable replacement equipment.
- .4 Deliver, store and maintain packaged material and equipment with manufacturer's seals and labels intact.
- .5 Store material and equipment in accordance with supplier's instructions.
- .6 Contractor must not place mop pails, mops, brooms, soap or other equipment where it is hazardous to personnel movement.
- .7 Contractor is not permitted to use ladders, scaffolds, until these have been inspected and found safe to use. Contractor shall be instructed that this equipment is to be used in the approved manner.
- .8 At times of inclement weather, entrance ways, lobbies, etc., are to be monitored by day staff and kept free of hazards; i.e. wet floor, slush, sand, salt, etc.

**11. Safety Plan**

- .1 The Contractor must provide a copy of their company's Occupational Health and Safety Policy and Program. It must meet the requirements of the Provincial Occupational Health and Safety Acts. The PWGSC Representative shall instruct the Contractor where the Federal Standards apply.
- .2 The Contractor must perform site hazard assessments to establish site specific safe work practice procedures for the safety and well being of his / her employees. Copies must be made available to PWGSC Representative upon request.
- .3 All copies of the formal Hazard Assessments conducted by the Contractor throughout the duration of the work must be retained

and made available to the PWGSC Representative immediately upon request.

- .4 It is the Contractor's responsibility to be familiar with all applicable Safety Acts, Regulations, Codes and contract requirements. These must be identified and addressed in the Safety Plan, by identifying Standard Operating Procedures (SOP) and safe work practices (SWP) which incorporate clear and specific control measures, applicable rules, procedures and practices, all of which shall become mandatory.
- .5 Post the Safety Plan at a common location on the site visible to all workers and persons accessing the site. Ensure that all employees, including sub-contractors' personnel, are advised of such Safety Plan and of the posted location.
- .6 The Contractor must ensure all workers and authorized persons entering the work site are notified of and abide by the posted Safety Plan, safety rules, procedures, safe work practices and applicable Safety Acts, Regulations, and codes. Any person not complying with these shall not be permitted on the site.
- .7 The contractor must ensure that all applicable personal protective equipment (PPE) is used.
- .8 The PWGSC Representative shall coordinate arrangements for the Contractor to be briefed on site safety within fourteen (14) days of award of Standing Offer Agreement/Service Contract.

**12. Product Approvals**

- .1 The Contractor shall ensure that all controlled products used in the performance of the work are classified and labeled according to the Workplace Hazardous Materials Information System (WHMIS).
- .2 The Contractor shall submit for approval the Material Safety Data Sheets (MSDS) for all controlled products that will be used in the performance of this work.
- .3 No controlled products are to be brought on-site without prior approved Material Safety Data Sheets (MSDS).
- .4 Material Safety Data Sheets (MSDS) to remain on-site at all times.
- .5 The Contractor is to:
  - .1 supply a copy of MSDS sheets for Building(s) WHMIS station;
  - .2 mark the MSDS Book with their company name;
  - .3 maintain and update these MSDS as required;
  - .4 install in all janitorial rooms on back of door.
- .6 All products shall be of Environmentally-Friendly (Green), scent-free. These products shall be supplied with no extra cost to the contract and be subject to the final approval of the PWGSC Representative.

**13. Disposal of  
Wastes**

- .1 Do not bury rubbish and waste materials on site unless approved by PWGSC Representative.
- .2 Do not dispose of waste or volatile materials, such as mineral spirits, oil or paint thinner into waterways, storm or sanitary sewers.

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| <b>1.</b> | <b>Environmental</b>      | .1 | All work is to be performed in accordance with the Federal Environmental Protection Act and the Provincial Environmental Acts and Regulations. |
| <b>2.</b> | <b>Disposal of Wastes</b> | .1 | Do not bury rubbish and waste materials on site unless approved by PWGSC Representative.   |
|           |                           | .2 | Do not dispose of waste or volatile materials, such as mineral spirits, oil or paint thinner into waterways, storm or sanitary sewers.         |
| <b>3.</b> | <b>Open Fire</b>          | .1 | Fires on site are not permitted.   |



- 1. Supplies**
  - .1 The Contractor is responsible to supply all tools, equipment, and supervision for the total cleaning contract. PWGSC shall supply paper towel, 2-ply towel tissue, liquid and bar hand soap, sani-bags, and the Contractor supplies shall include, but are not restricted to: garbage bags, liquid germicidal soap, rubber gloves, operating gloves, glass cleaner, cleaning detergents, scouring materials, strippers, wax and sealers. The Contractor shall replenish all cleaning materials as required. All Contractor supplies MUST be first quality and approved by the PWGSC Representative.
  - .2 It must be the Contractor's responsibility to ensure that all supplies are maintained at appropriate levels in sufficient advance of requirements.
  - .3 The Contractor must supply an acceptable commercial quality wet/dry vacuum as described in Section # 1, Item 6.3.
- 2. Uniforms**
  - .1 All cleaning personnel employed under this contract must be uniformed as follows:
    - .1 **Heavy Duty Cleaners** - Industrial type matching shirt and trousers or coveralls with the company name or crest affixed to the shirt or coveralls.
  - .2 Picture ID's must be worn while on-site. This must be located attached in a visual place on the uniform.
- 3. Building Security Locking & Unlocking**
  - .1 All doors to rooms, offices, labs, etc. which must be unlocked by the Contractor's employees, must be locked immediately upon leaving.
- 4. Building Cleaning Operations**
  - .1 **Cleaning**
    - .1 Cleaning (including all vacuuming and use of cleaning agents) to take place during working hours (08:00-16:30) Monday to Friday. There are few specified areas that require cleaning when staff are present.
    - .2 **Schedule Operations**

Scheduled operations will be performed Monday through Friday between 08:00 hours to 16:30 hours.
    - .3 Prior to award of Contract, the Contractor will submit his/her plan of operation in writing to conform with the routine cleaning, scheduled operations and special cleaning conditions.
    - .4 Heavy cleaning (stripping, waxing, carpet shampooing) to be done after hours and closure of areas or hallways need 48 hour notice. The Contractor shall coordinate all heavy cleaning through the PWGSC Representative who shall advise the client.
    - .5 The Contractor shall maintain a minimum of one (1) cleaning staff on site during the schedule operations (08:00 - 16:30) Monday to Friday.

- 5. Daytime Staff**
- .1 The Contractor will quote an hourly rate for additional labour on an as and when required basis for such services as furniture moving, special cleanups, etc.
  - .2 All persons employed as Daytime staff are to have authority to carry out directions given to them by the PWGSC Representative.
  - .3 The Contractor must equip his superintendent with a pager or similar communicating device so he may be contacted by the PWGSC Representative during the work day. An after-hours number for call outs shall be supplied.
- 6. Excluded Areas**
- .1 The following do not form part of this cleaning contract:
    - .1 Warehouses
- 7. Special Cleaning Conditions, Etc.**
- .1 One male and one female cleaner will be required for the cleaning and patrol of washrooms.
  - .2 Monthly cleaning of floors in the cafeteria, kitchen and dish washing area, as described in Annex A.
  - .3 Bi-monthly - cleaning of walls in kitchen, range hoods and exterior kitchen equipment.
- 8. Contract Staff**
- .1 The Contractor will quote an hourly rate for additional labour on an as and when required basis for such services as furniture moving, special cleanups, etc.
  - .2 All contract cleaning staff are to have authority to carry out directions coordinated through the PWGSC Representative and Cleaning Supervisor.
  - .3 The Contractor shall equip his superintendent with a cell phone so he may be contacted by the PWGSC Representative during the work day and after normal schedule operation hours.
- 9. Excluded Areas**
- .1 The following do not form part of this cleaning contract:
    - .1 Cleaning of exterior windows, except all entrances.
    - .2 Office machines and personal property of occupants.
    - .3 Plants.

## GLOSSARY OF TERMS

### BUILDING CLEANING

| CATEGORY & TYPE | OPERATION                            | DETAILED INFORMATION   |
|-----------------|--------------------------------------|--|
| <b>Flooring</b> |                                      |  |
| ALL             | Sweeping                             | Consists of removing loose, dry surface soil. <b>Where surface is not subject to damage by solvents</b> , use a solvent based, treated sweeping compound, dust cloth or dust mop. <b>Where surface is subject to damage by solvents</b> , use a wax based, treated sweeping compound, dust cloth or dust mop. Dust cloths and dust mops to be treated the day before they are to be used to ensure no streaks are left on the floor.   |
| MOST            | Spray Buffing<br>(Spray Clean)       | Consists of spraying a spray buff on a swept floor, approximately 50 centimetres ahead of the floor machine. Care must be taken that no solution splashes against furniture, doors and baseboards. While the machine operates, the spray buffing pad abrades black marks and irregularities. When the working face of the pad becomes loaded, turn the pad over or replace with a clean pad. Spray buffing is continued until all traffic marks are removed and shine restored. Floor shall be swept after spray buffing has been completed.   |
| MOST            | Wet or Dry Scrub<br>(Semi-Stripping) | Consists of removing the top layer or layers of floor finish using either the wet (use minimum amount of water) or dry scrub method of the application of two (2) coats of a self-polishing, non-slip metal interlocked floor finish to the dry, clean floor. Complete operation by cleaning baseboards.   |
| MOST            | Wash                                 | Consists of applying a neutral detergent solution to the floor, agitating it with a mop, removing the solution, rinsing the floor and picking up the rinse water.<br><b>Note:</b> <ol style="list-style-type: none"><li>1. Floor sealer to be applied up to the baseboards.</li><li>2. Floor finishes to be applied up to 30 centimetres from the baseboards except for the last coat which will be applied right up to the baseboards.</li><li>3. Each coat of finish to be laid in the opposite direction from the previous coat.</li><li>4. Baseboards to be cleaned after each scheduled operation to remove streaks and splashes.</li><li>5. When using either the Wet scrub or Wet strip method, use a minimum amount of solution.</li></ol> |

6. When using a Dry scrub or Dry strip method, damp mop the floor before applying sealer or finish.
7. When using the Wet scrub or Wet strip method, rinse the floor twice before applying sealer or finish.

## Resilient

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|--|------------------|--|
| - Offices<br>- Washrooms<br>- Laboratories | Strip & Refinish | Consists of moving furniture, sweeping floor, stripping by using either the Wet or Dry method to remove all layers of finish. Apply a minimum of one (1) coat of a water base sealer and three coats of a self-polishing, non-slip, metal interlocked floor finish. Complete operation by cleaning baseboards. |
| - Corridors<br>- Entrances<br>- Lobbies    | Strip & Refinish | Same as for Offices EXCEPT that four coats of self-polishing, non-slip metal interlocked floor finish will be applied.   |
| ALL  | Polish or Buff   | Consists of covering the full floor area with a machine or brush or pad to restore surface shine.  |
| ALL  | Damp Mop         | Consists of applying a clean mop, well wrung out in clean water to remove surface dirt and spillage.   |

## Terrazzo, Quarry Tile, Unpainted Concrete

|                       |                  |   |
|-----------------------|------------------|---|
| ENTRANCES AND LOBBIES | Strip & Refinish | Same as for Resilient floors.   |
| WASHROOMS             | Machine Scrub    | As above EXCEPT rinse with a germicidal solution.   |
| WASHROOMS             | Wash             | Consists of applying a neutral detergent solution to the floor, agitating it with a mop, removing the solution, rinsing with a germicidal solution and picking up the rinse solution.   |
| WASHROOMS             | Strip & Refinish | Consists of sweeping floor, stripping using either the Wet or Dry strip method to remove all layers of finish. Applying a minimum of one coat of a water base sealer and two coats of a self-polishing, non-slip, metal interlocked floor finish. |
| WASHROOMS             | Patrol Cleaning  | Consists of picking up litter, wiping hand basins including wall surrounds and shelves above, polishing mirrors, wiping up spillage and replenishing empty dispensers.  |

## Unpainted Concrete

|      |                |  |
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| MOST | Strip & Reseal | Consists of sweeping, stripping and applying one coat of an approved sealer. |
|------|----------------|--|

|                                      |                    |   |
|--------------------------------------|--------------------|---|
| RUGS & CARPETING                     | Vacuum             | Consists of removing dust, dirt and litter using an upright or canister type vacuum cleaner, capable of having a crevice tool attached to clean in corners and along baseboards.  |
|                                      | Stain Remover      | Consists of identifying the type of stain by look, feel or odour and the removal using the appropriate remover in accordance with instructions in commercially available spot remover kits.                                   |
| WALK-AWAY MATS                       | Vacuum             | Consists of removing sand, slush or water using a wet and dry industrial type vacuum cleaner equipped with the appropriate floor tools.   |
|                                      | Salt Stain Remover | Consists of vacuuming, flooding salt stain with water and allowing to stand for ten minutes, vacuuming up water and repeating operation as many times as necessary until stain is removed.                                    |
|                                      | Shampoo            | Consists of vacuuming, stain removal and shampooing using either a machine agitated dry foam or jet extractor method. Hose washing may be used only if specified by the manufacturer and in accordance with his instructions. |
| WALLS                                | Dust               | Consists of removing loose dirt, dust and cobwebs using an untreated dust mop or vacuum cleaner with appropriate attachments.   |
|                                      | Spot Clean         | Consists of removing fingerprints, smudges, stains and graffiti using a moistened cloth followed by a dry cloth.  |
| CEILINGS<br>(Soft acoustical tile)   | Vacuum             | Consists of removing loose dirt, dust and cobwebs using a vacuum cleaner equipped with the appropriate attachments.   |
| DRAPES                               | Vacuum             | Consists of removing loose dust using a vacuum cleaner, back rake with wand and drape attachment and covering all surfaces on both sides.   |
| VINYL &<br>LEATHERETTE<br>UPHOLSTERY | Clean & Polish     | Consists of removing soil marks and stains using an approved cleaner.   |
| AIR GRILLS<br>AIR DIFFUSERS          | Vacuum             | Consists of removing dust and dirt using a vacuum cleaner equipped with a wand and brush attachment or wipe with a damp sponge and dry with a clean cloth.  |

|                      |              |   |
|----------------------|--------------|---|
|                      | Wash         | Consists of applying a detergent solution with a cloth to remove dust and dirt and drying with a clean cloth.   |
| LUNCH &<br>REST ROOM | Patrol Clean | Consists of cleaning up spillage, clearing off rubbish from all furniture, tables, chairs, sinks, etc., damp wiping of sinks, counters and fixtures, emptying and cleaning of ash trays, picking up debris from floor, emptying garbage cans and waste receptacles.   |
| CHALKBOARDS          | Dry Clean    | Consists of removing all chalk and erasers from trough, cleaning the chalkboard using a large soft cloth, chamois or a No. 1106 "Hygieia" chalkboard cleaner. Fold the cloth or chamois to fit the hand and starting from the top of the board and working from left to right, clean the entire board. Using a separate cloth, clean the chalk trough, replace chalk and erasers in chalk trough.   |
|                      | Washing      | Consists of removing all chalk and erasers from trough. Using a dry cloth, remove excess chalk dust from board and trough. Using a sponge or cloth partially wrung out, apply clear water to board, use squeegee to remove excess wash water, clean trough, dry board using clean dry cloth (do not let air dry), dry trough; WHEN board is dry. Cover chalkboard surface with the broad side of a piece of white chalk. Rub chalk dust into surface with a felt brush or dry cloth. Remove all loose dust from surface of board with a dry chamois. Dust trough and replace chalk and erasers. |

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**1. EXTERIOR**

|  |    |  |
|--|----|--|
| <b>Area Policing<br/>(Litter Pickup)</b> | .1 | Sidewalks, driveways, lawn areas, loading docks, entrances and other areas within 6 metres of the building, should be free of paper and other debris after policing. |
| <b>Sweeping</b>                          | .2 | Sidewalks, loading docks, entrances and other designated areas should be clean after scheduled sweeping.   |
| <b>Ash Tray or Urn</b>                   | .3 | Ash tray or urn should be empty, clean and in place.   |
| <b>Entrances</b>                         | .4 | After washing exterior walls and soffits, a clean surface free from grime, soap and water streaks should be presented.   |

**2. FLOOR MAINTENANCE**

|                                 |    |   |
|---------------------------------|----|---|
| <b>Sweeping</b>                 | .1 | There should be no dirt, trash nor other matter left in corners, behind nor under free standing radiators, under furniture, behind nor under other movable items, nor behind doors. |
|                                 | .2 | Floors should be free of dust film.   |
|                                 | .3 | There should be no dirt left where sweepings were picked up.  |
| <b>Damp and Wet<br/>Mopping</b> | .1 | All mopped areas should be clean and free of surface stains, mop streaks and loose mop strands.   |
|                                 | .2 | Walls, baseboards and other surfaces should be free of watermarks and splashings.   |
|                                 | .3 | Water or other cleaning solution should not have been allowed to collect under furniture legs and cabinets.   |
| <b>Spray Buffing</b>            | .1 | There should be neither dust nor dirt left on the floor after spray buffing.  |
|                                 | .2 | There should be no muddying or rippling effect caused by over spraying.   |
|                                 | .3 | The floor should present an overall appearance of cleanliness.  |
|                                 | .4 | Baseboards and equipment should be free of spray residue.   |

**Scrubbing/  
Cleaning**

- .1 There should be no surface dirt or stains visible following the scheduled scrubbing operation.
- .2 There should be no wax or finish buildup on the floor surface following the stripping operation.
- .3 The furniture (excluding file cabinets) should have been moved for complete floor coverage.
- .4 Walls, baseboards and other surfaces should be free of watermarks, splashings and scars from equipment.

**Finishing  
(Application of  
Wax or Floor  
Finish)**

- .1 The floor should be free of streaks, mop strands, marks, skipped areas and other evidence of improper application.
- .2 The floor should be clean and bright looking including in corners and under furniture.
- .3 There should be no residue on walls, baseboards, furniture and other surfaces.
- .4 Furniture and equipment should be relocated to where it was prior to the waxing operation.

**Miscellaneous**

- .1 Chairs, wastepaper baskets, etc. should not be placed on desks or tables during cleaning operations.

**3. CARPETS AND RUGS**

**Vacuuming and/or  
Carpet Sweeping**

- .1 Carpets and rugs should be clean and free from dust, dirt and other debris. Nap on rugs should be laid in one direction.
- .2 T-Mats should be clean and carpet or rug area around and under T-mats should be free of dust and dirt.
- .3 Floor area under immediate edge of rugs should be free of dirt and dust.
- .4 Base floors around rugs should be clean. No dirt should be left in corners, under furniture, behind doors or radiators.
- .5 All furniture and equipment moved during the cleaning operation should be returned to its original location.

#### **4. LOBBY, ENTRANCE AND CORRIDOR CLEANING**

|  |    |   |
|--|----|---|
| <b>Sweeping</b>                        | .1 | See section 6 Paragraph.2.  |
| <b>Damp and Wet Mopping</b>            | .1 | See section 6 Paragraph.2   |
| <b>Spray Buffing</b>                   | .1 | See section 6 Paragraph.2.  |
| <b>Scrubbing/<br/>Stripping</b>        | .1 | See section 6 Paragraph.2.  |
| <b>Finishing</b>                       | .1 | See section 6 Paragraph.2.  |
| <b>Dusting</b>                         | .1 | Lobby furniture should be free of dust, fingerprints and stains.                                    |
|  | .2 | Baseboards, radiators, grills, window stools and other fixtures should be free of dust.             |
| <b>Walls</b>                           | .1 | Walls should be free of fingerprints, smudges and any other defacing marks.                         |
| <b>Drinking Fountains</b>              | .1 | See Paragraph 8   |
| <b>Glass Doors and<br/>Side Lights</b> | .1 | There should be no streaks or smears on glass and the door frame should be clean.                   |
|  | .2 | There should be no water on the floor, sills or stools.   |
| <b>Polishing</b>                       | .1 | Doorknobs, push bars, kick plates, railings, doors and other surfaces should be clean and polished. |
| <b>Miscellaneous</b>                   | .1 | Foot grills and recessed pans should be free of dirt and debris after scheduled cleaning.           |
|  | .2 | Walkoff mats should be clean and dry.   |
|  | .3 | Lobby and entrances should be free of debris.   |
|  | .4 | Notice boards and interior of fire-hose cabinets including glass should be clean.                   |

**5. ROOM CLEANING**

|   |    |   |
|---|----|---|
| <b>Trash Removal</b>                    | .1 | All wastepaper receptacles should be empty, clean and in place.   |
| <b>Sweeping</b>                         | .1 | See section 6 Paragraph.2.  |
| <b>Dusting</b>                          | .1 | There should not be any dust or dust streaks on desks or other office furniture.                                |
|   | .2 | Glass tops on desks and tables should be clean and free of fingerprints and stains.                             |
|   | .3 | All pictures, plaques, etc. should be free of dust.   |
|   | .4 | Corners and crevices should be free of dust.  |
|   | .5 | Radiators, window stools, door ledges, frames, louvres, baseboards and partition ledges should be free of dust. |
| <b>Spot Cleaning</b>                    | .1 | Walls, doors, door frames, door and partition glass should be free of fingerprints.                             |
| <b>Damp Wiping</b>                      | .1 | Mirrors and all other glass should be clean and free of dust, dirt streaks and spots.                           |
| <b>Vacuuming and/or Carpet Sweeping</b> | .1 | See section 6 Paragraph.3.  |

**6. WASHROOM CLEANING AND SERVICING**

|                             |    |  |
|-----------------------------|----|--|
| <b>Trash Removal</b>        | .1 | All paper and garbage receptacles should have been emptied, plastic bags should have been replaced, if required, and the exterior surface wiped clean. |
| <b>Supplies</b>             | .1 | All dispensers of supplies should be filled.   |
| <b>Sanitary Receptacles</b> | .1 | All sanitary receptacles should be empty and a disposal bag replaced, if required.   |
|                             | .2 | All sanitary receptacles should be free of odour, spots, stains and fingerprints removed.  |

|   |    |   |
|---|----|---|
| <b>Fixtures</b>   | .1 | All surfaces of wash basins and all exposed piping should be free of dust, dirt spots and stains.   |
|   | .2 | All surfaces of flush tank toilet seats, bowls and urinals should have been disinfected.  |
|   | .3 | Plumbing fixtures should be free of stains, soap buildup, dust and mould.   |
| <b>Dispensers, Walls, Stall Partitions, Doors, Shelves, Mirrors, Ledges</b> | .1 | All dispensers, shelves, shelf brackets and ledges should be free of fingerprints, dust and stains.   |
|   | .2 | All mirrors should be clean.  |
|   | .3 | Walls, stall partitions and doors should be free of dust, hand marks, pencil marks, water streaks, mop marks and fittings should be free of mould.                                    |
| <b>Floors</b>   | .1 | Floors, including corners should be free of dirt, dust, marks, paper and mop strings, water and mop marks. Baseboards and coves should be clean. Floors should have been disinfected. |
| <b>Sweeping</b>   | .1 | See section 6 Paragraph.2.  |
| <b>Damp and Wet Mopping</b>   | .1 | See section 6 Paragraph.2.  |
| <b>Scrubbing/ Stripping</b>   | .1 | See section 6 Paragraph.2.  |
| <b>Finishing</b>  | .1 | See section 6 Paragraph.2.  |

## 7. STAIRWAY CLEANING

|  |    |   |
|--|----|---|
| <b>Vacuuming/ Dusting</b>                    | .1 | Stair landings, treads and corners of stair treads should be free of dirt, dust streaks and debris. |
|  | .2 | Stair railings, ledges, door mouldings, radiators, window stools and grills should be free of dust. |
| <b>Cleaning, Polishing and Wall Spotting</b> | .1 | Glass, wood and metal surfaces should be clean and free of all marks and dirt.                      |
|  | .2 | Handrails, doorknobs and other surfaces should be clean and polished where applicable.              |
|  | .3 | Walls up to a standing height should be free of all marks.  |

|            |                              |  |   |
|------------|------------------------------|--|---|
|            | <b>Mopping and Stripping</b> | .1                                     | Stair landings, treads, risers, walls and baseboards should be clean and free of watermarks and splashings from cleaning and finishing solutions. |
| <b>8.</b>  | <b>DRINKING FOUNTAINS</b>    | .1                                     | The porcelain, metal and/or enamel surfaces should be clean and free of stains.   |
|            |                              | .2                                     | All other surfaces should be free of spots, stains and streaks.   |
|            |                              | .3                                     | All fountains should have been disinfected.   |
| <b>9.</b>  | <b>ELEVATOR CLEANING</b>     | .1                                     | Floors, including corners, threshold plates and door tracks should be clean.  |
|            |                              | .2                                     | Floors should be polished and free of slippage.   |
|            |                              | .3                                     | Walk-off mats (when in place) should be clean and dry. The floor thereunder should be clean and dry.  |
|            |                              | .4                                     | Walls should be free of dust, finger or splash marks, streaking and watermarks.   |
|            |                              | .5                                     | Hand rails and baseboards should be clean and polished.   |
|            |                              | .6                                     | Doors and frames should be free of fingerprints, etc.   |
| <b>10.</b> | <b>HIGH CLEANING</b>         | (On completion of Scheduled Operation) |   |
|            | <b>Clocks</b>                | .1                                     | Glass should be clean and free of streaks.  |
|            |                              | .2                                     | Edges should be wiped free of dust.   |
|            | <b>Lockers</b>               | .1                                     | Tops should be free of dust.  |
|            | <b>Pictures and Plaques</b>  | .1                                     | Glass should be clean and free of streaks.  |
|            |                              | .2                                     | Frames should be free of dust.  |
|            | <b>Tops of Partitions</b>    | .1                                     | Should be free of dust.   |
|            | <b>Venetian Blinds</b>       | .1                                     | Both sides of slats should be clean and free of dust.   |

- |   |    |  |
|---|----|--|
|   | .2 | Window frames and adjoining area should be free of dust.                                 |
| <b>Wall or Ceiling Ventilator</b>                 | .1 | Should be free of dust.  |
|   | .2 | Framework around ventilator should have been wiped clean.                                |
| <b>Exhaust Fans</b>                               | .1 | Wall area around fan should be free of dust.   |
| <b>11. WINDOW, PARTITION AND SHOW CASE</b>        |    | (On completion of Schedule Operation)  |
| <b>Glass Cleaning</b>                             | .1 | Glass should be clean and free of streaks.   |
|   | .2 | Sash, sill and stool should be clean and free of watermarks.                             |
|   | .3 | Items moved during the cleaning operation should have been replaced to original location |
| <b>12. GARBAGE ROOMS</b>                          | .1 | Floors should be clean and free of debris.   |
|   | .2 | Wastepaper and garbage should be properly stored in the designated fireproof space.      |
|   | .3 | Empty garbage and recycling containers should be clean and free of odours.               |
| <b>13. CONTRACTOR'S SPACE AND JANITOR CLOSETS</b> | .1 | All floors should be clean.  |
|   | .2 | All fixtures and walls should be free of dust and stains.                                |
|   | .3 | Mop pails/trucks should be empty and free of odours.                                     |
|   | .4 | There should be no wastepaper, garbage or empty containers in the Janitor Closets.       |

| Area                           | Item   | Cleaning Operation                               | Daily | Weekly | Monthly | 3 Months | 6 Months | Yearly | Other |
|--------------------------------|--|--|-------|--------|---------|----------|----------|--------|-------|
| Exterior Surfaces<br>- General | Ornamental metal work, metal entrance doors & push bars                                      | Clean and Polish                                 |       | X      |         |          |          |        |       |
|                                | Steps, landings for entrances doors  | Clean steps, and landings                        |       | X      |         |          |          |        |       |
|                                | Aluminium fittings, signs, name plates, plaques, latches, pull handles, push and kick plates | Clean and Polish                                 |       | X      |         |          |          |        |       |
|                                | Grounds cleaning   | Pick up litter within 6m of building             |       | X      |         |          |          |        |       |
| Exterior Surfaces              | Window glass & sashes in all entrances   | Clean both sides                                 |       | X      |         |          |          |        |       |
|                                | Name plates, plaques, latches, pull handles, push and kick plates                            | Clean and Polish                                 |       | X      |         |          |          |        |       |
| Interior Services<br>-General  | High ledges under 2.8 m, tops of cabinets, partitions, doors, exposed pipes, etc.            | Dust and wipe                                    |       | X      |         |          |          |        |       |
|                                | Fire extinguishers   | Damp wipe  |       |        | X       |          |          |        |       |
|                                | Radiators  | Dust and damp , wipe behind & underneath         |       |        | X       |          |          |        |       |
|                                | Walls, partitions and baseboards   | Spot clean, dust.                                |       | X      |         |          |          |        |       |
|                                |  | Wash, vacuum fabric.                             |       |        |         |          |          | X      |       |
|                                | Ledges and mouldings   | Dust   |       | X      |         |          |          |        |       |
|                                | Ceiling air diffusers, air intake grills   | Vacuum   |       |        | X       |          |          |        |       |
|                                |  | Wash   |       |        |         |          |          | X      |       |
|                                | Door, & Door frames  | Clean & damp wipe                                |       |        | X       |          |          |        |       |
|                                | Door kick plates, hand plates, door knobs and latches  | Clean, damp wipe & disinfect                     |       |        | X       |          |          |        |       |
|                                | Door grills  | Polish   |       |        | X       |          |          |        |       |
|                                |  | Vacuum   |       |        | X       |          |          |        |       |
|                                |  | Wash   |       |        |         |          |          | X      |       |
|                                | Drinking fountains & owned water coolers   | Clean, wash and disinfect with odourless product |       | X      |         |          |          |        |       |
|                                | Pictures, murals, clocks   | Clean  |       |        | X       |          |          |        |       |



| Area                   | Item  | Cleaning Operation   | Daily | Weekly | Monthly | 3 Months | 6 Months | Yearly | Other                                |
|------------------------|---|--|-------|--------|---------|----------|----------|--------|--------------------------------------|
|                        | Counters  | Damp wipe & polish   | X     |        |         |          |          |        |                                      |
|                        | Counter facings, metal wickets, glass and wood partitions                 | Clean  |       | X      |         |          |          |        |                                      |
|                        | Dry garbage   | Remove from building, and place in exterior receptacles            | X     |        |         |          |          |        |                                      |
|                        |   | Dust & wash containers   |       |        |         |          | X        |        | March and December                   |
|                        | Hallway recycling centres (recyclables, compost, cardboard, etc)          | Remove from building and place in appropriate exterior receptacles | X     |        |         |          |          |        | As required                          |
|                        | Windows and glass partitions including fire doors (windows interior only) | Spot clean & remove all foreign substances                         | X     |        |         |          |          |        |                                      |
|                        | Walls   | Wash both sides of glass   |       |        | X       |          |          |        |                                      |
|                        |   | Spot clean   |       |        |         |          |          |        | As required                          |
|                        | Carpets   | Vacuum and pick up litter  |       | 2X     |         |          |          |        | Twice per week Tuesday and Thursday  |
|                        |   | Spot clean, report spots that require special clean products       |       | X      |         |          |          |        | Report to PWGSC Representative.      |
|                        |   | Steam clean  |       |        |         |          |          | X      |                                      |
|                        | Window blinds & drapes (Air conditioned Bldg.)                            | Remove dust  |       |        |         |          | X        |        | June and December                    |
|                        | Drapes  | Vacuum   |       |        |         | X        |          |        | April, June and December             |
|                        | Floors  | Sweep  |       | X2     |         |          |          |        | Twice per week                       |
|                        |   | Damp mop to remove spillages                                       |       |        |         |          |          |        | As required                          |
|                        |   | Remove gum and other foreign residue (including salt)              | X     |        |         |          |          |        |                                      |
| Garbage/Recycle Kiosks |   | Machine scrub floors   |       |        | X       |          |          |        |                                      |
|                        |   | Wash floors  |       |        |         |          |          |        |                                      |
|                        |   | Empty & transport organics   | X     |        |         |          |          |        | Supply & install green garbage bags. |
|                        |   | Empty & transport recyclables                                      | X     |        |         |          |          |        | Supply & install clear garbage bags. |
|                        |   | Paper  | X     |        |         |          |          |        | Supply & install clear garbage bags. |
|                        |   | Regular waste  | X     |        |         |          |          |        | Supply & install green garbage bags. |
|                        |   | Coordinate pick-up & ensure  |       | X      |         |          |          |        | And as required                      |

| Area                | Item  | Cleaning Operation  | Daily | Weekly | Monthly | 3 Months | 6 Months | Yearly | Other                  |
|---------------------|---|---|-------|--------|---------|----------|----------|--------|------------------------|
| Computer Room(s)    |   | contents are emptied & returned to storage area                   |       |        |         |          |          |        |                        |
|                     |   | Wash & disinfect  |       |        |         |          |          |        | As required by PWGSC.  |
|                     | General   | Garbage removal   | X     |        |         |          |          |        |                        |
| Janitor Rooms       | Floors  | Vacuum floor, dust horizontal surfaces,                           |       | X      |         |          |          |        |                        |
|                     |   | Damp mop floor using a germicidal solution                        |       | X      |         |          |          |        |                        |
|                     | Air diffusers                                     | Clean and dry wipe  |       |        |         |          |          | X      |                        |
|                     | Floors  | Sweep and wet mop   |       | X      |         |          |          |        |                        |
|                     | Sinks   | Wash & disinfect  |       | X      |         |          |          |        |                        |
|                     | Mops  | Washed clean and stored   |       | X      |         |          |          |        |                        |
|                     | Equipment & supplies                              | Keep clean & stored neatly  |       | X      |         |          |          |        |                        |
| Multi-purpose areas | Walls & shelves                                   | Wash  |       |        |         | X        |          |        |                        |
|                     | Material Safety Data Sheets                       | Maintain & update   |       |        | X       |          |          |        |                        |
|                     | Terrazzo, marble or resilient floors              | Wet scrub and refinish  |       |        |         |          |          | X      |                        |
|                     |   | Sweep, mop and remove foreign residue & spills                    |       | X2     |         |          |          |        | Twice per week         |
| Stairs and Landings |   | Strip, wax, reseal and refinish                                   |       |        |         |          |          | X      |                        |
|                     | General cleaning                                  | Sweep, mop and keep clean of litter & foreign residue             |       | X      |         |          |          |        |                        |
|                     |   | Dust handrails, vertical grills, baseboards, stringers and ledges |       | X      |         |          |          |        |                        |
|                     |   | Damp wipe   |       | X      |         |          |          |        |                        |
|                     | Handrails   | Wipe and Polish   |       | X      |         |          |          |        |                        |
|                     | Terrazzo, marble or resilient surfaces            | Strip & refinish  |       |        |         |          |          | X      |                        |
| Elevators           | Floors  | Sweep, mop and keep clean of litter                               |       | X      |         |          |          |        | And as needed          |
|                     | Walls, ceiling and light fixtures                 | Wash  |       | X      |         |          |          |        |                        |
|                     | Door and door frames                              | Wash  |       | X      |         |          |          |        |                        |
|                     | Door sill and track grooves in cab & all landings | Scrape, vacuum clean  | X     |        |         |          |          |        |                        |
| Entrances, Lobbies, | Floors  | Strip and refinish  |       |        |         |          |          |        | July and December      |
|                     | Floors  | Sweep, mop, vacuum & keep   |       | X      |         |          | X        |        | And as required during |

| Area                                | Item                                | Cleaning Operation  | Daily | Weekly | Monthly | 3 Months | 6 Months | Yearly | Other                                    |
|-------------------------------------|-------------------------------------|---|-------|--------|---------|----------|----------|--------|--|
| Vestibules & Foyers                 |                                     | clean of litter   |       |        |         |          |          | Yearly | Functions                                |
|                                     |                                     | Spray buff  |       | X      |         |          |          |        | And additional damp mopping as necessary |
|                                     |                                     | Wax   |       |        |         |          |          | X      |  |
|                                     |                                     | Remove salt, sand and water   | X     |        |         |          |          |        |  |
|                                     | Walls                               | Spot clean  |       | X      |         |          |          |        |  |
|                                     | Foot grills, recessed pans and mats | Clean, wash, vacuum & remove foreign residue  |       | X      |         |          |          |        |  |
|                                     | Doors & Glass Doors                 | Clean, wash and Polish inside and out   |       | X      |         |          |          |        |  |
|                                     |                                     | Clean door frames and clean, wash, disinfect all contact surfaces (knobs/push plates) |       | X      |         |          |          |        |  |
|                                     | Entrance Mats                       | Vacuum  | X     |        |         |          |          |        |  |
|                                     |                                     | Spot clean  |       |        |         |          |          |        | As required                              |
| Corridors, Halls & Elevator Lobbies |                                     | Wet vac   |       |        |         |          |          |        | As required                              |
|                                     |                                     | Clean   |       |        |         |          |          |        | As required depending on weather         |
|                                     |                                     | Removed or rolled up to complete floor cleaning operation                             |       | X      |         |          |          |        |  |
|                                     |                                     | Vacuum & remove salt stains   |       |        |         |          |          |        | As required                              |
|                                     |                                     | Shampoo   |       |        |         |          |          | X      |  |
|                                     | Foot grills, recessed pans & drains | Remove, clean out & reinstall   |       |        |         |          |          | X      |  |
|                                     | Glass windows and metal surrounds   | Clean both sides  |       | X      |         |          |          |        |  |
|                                     | Floors                              | Sweep and mop   |       | X2     |         |          |          |        | Twice per week                           |
|                                     |                                     | Buff  |       | X      |         |          |          |        |  |
|                                     |                                     | Damp mop to remove spillages or salt.   | X     |        |         |          |          |        | And as required                          |
| Furniture and fixtures              |                                     | Spray buff  |       | X      |         |          |          |        |  |
|                                     |                                     | Strip, fefinish and wax   |       |        |         |          |          | X      |  |
|                                     | Horizontal surfaces                 | Dust  |       | X      |         |          |          |        |  |
|                                     | Boardroom & executive furniture     | Wash, dust & remove finger marks and stains   |       | X      |         |          |          |        |  |

| Area      | Item  | Cleaning Operation   | Daily | Weekly | Monthly | 3 Months | 6 Months | Yearly                    | Other             |
|-----------|---|--|-------|--------|---------|----------|----------|---------------------------|-------------------|
| Offices   | Mirrors, windows and glass doors                                    | Clean and polish   |       | X      |         |          |          |                           |                   |
|           | Empty stacks and shelves  | Dust   |       |        |         |          |          | Every second week         |                   |
|           | Pictures & Wall hangings  | Dust (exclude paintings & art objects)                               |       |        |         |          |          | Every second week         |                   |
|           | Walls and / or  | Spot clean   |       |        |         |          |          | As required               |                   |
|           | Vertical surfaces   | Dust and remove stains   |       |        |         |          |          | As required               |                   |
|           | Free standing screens   | Vacuum   |       |        |         |          | X        |                           |                   |
|           | Boardroom & executive furniture                                     | Clean & polish   |       | X      |         |          |          |                           |                   |
|           | Lockers, storage cabinets.  | Dust tops  |       |        |         |          |          | Every second week         |                   |
|           | Upholstered furniture   | Vacuum   |       |        | X       |          |          |                           |                   |
|           | Bookcase and storage cabinet  | Clean & polish   |       |        | X       |          |          |                           |                   |
|           | Leather products in executive offices, boardrooms and waiting areas | Clean using approved leather, vinyl & leatherette upholstery product |       |        |         | X        |          |                           | July and December |
|           | Upholstered free standing screens                                   | Vacuum   |       |        |         |          | X        |                           |                   |
|           | Venetian blinds & drapes  | Vacuum   |       |        |         |          | X        |                           |                   |
|           | Carpets, flooring, and rugs   | Spot clean and sweep,  |       | X      |         |          |          |                           |                   |
|           |   | Mop or vacuum traffic lanes  |       | X2     |         |          |          | Twice per week            |                   |
|           |   | Steam clean or strip & wax   |       |        |         |          | X        |                           |                   |
|           | Furniture   | Vacuum upholstered furniture   |       | X      |         |          |          |                           |                   |
|           | Bookcases   | Dust and damp wipe horizontal and vertical surfaces                  |       | X      |         |          |          |                           |                   |
| Washrooms |   | Dust exposed areas including ends of books                           |       | X      |         |          |          |                           |                   |
|           |   | Clean and Polish glass doors   |       | X      |         |          |          |                           |                   |
|           | Sign-in checklist sheet, on inside of door                          | Supply and sign sheet as completed                                   | X2    |        |         |          |          | Twice daily a.m. and p.m. |                   |
|           | Washrooms patrol  | Plumbing repairs required - notify PWGSC                             |       |        |         |          |          | As required               |                   |
|           | Floors  | Scrub and disinfect germicidal detergent                             | X     |        |         |          |          |                           |                   |
|           |   | Flush floor drains   |       | X      |         |          |          |                           |                   |
|           |   | Wash and disinfect drain covers                                      |       | X      |         |          |          |                           |                   |
|           |   | Machine scrub with germicidal solution                               |       | X      |         |          |          |                           |                   |
|           |   | Strip, refinish & wax  |       |        |         |          | X        |                           | July and December |

| Area | Item  | Cleaning Operation  | Daily | Weekly | Monthly | 3 Months | 6 Months | Yearly            | Other        |
|------|---|---|-------|--------|---------|----------|----------|-------------------|--------------|
|      | Toilet seats                                    | Clean both sides & disinfect with germicidal detergent                              | X     |        |         |          |          |                   |              |
|      | Toilet bowls                                    | Descalc<br>Replenish toilet paper as required                                       | X     | X      |         |          |          |                   |              |
|      | Urinals   | Remove screens, clean drains, replace, descale                                      |       |        | X       |          |          |                   |              |
|      | Drains  | Pour a pail of clean water  |       | X      |         |          |          |                   |              |
|      | Intake/Exhaust vents                            | Clean and polish  |       |        | X       |          |          |                   |              |
|      |   | Vacuum  |       |        | X       |          |          |                   |              |
|      |   | Remove grill and clean  |       |        |         |          | X        |                   |              |
|      | Showers   | Remove foreign matter   | X     |        |         |          |          |                   |              |
|      |   | Wipe down using disinfectant and rinse with water                                   |       | X      |         |          |          |                   |              |
|      |   | Scrub floor using disinfectant  |       |        | X       |          |          |                   |              |
|      |   | Report any leaks or stoppages   | X     |        |         |          |          |                   |              |
|      |   | Polish handles, shower heads  |       |        | X       |          |          |                   |              |
|      |   | Replace shower curtains   |       |        |         |          |          |                   | As requested |
|      |   | Steam clean shower stalls   |       |        |         | X        |          | July and December |              |
|      |   | Damp wash and disinfect with germicidal detergent, replenish empty dispensers.      | X     |        |         |          |          |                   |              |
|      |   | Empty, wash, disinfect and replace bags   | X     |        |         |          |          |                   |              |
|      |   | Damp wash both sides germicidal detergent   |       | X      |         |          |          |                   |              |
|      | Exposed piping                                  | Damp wash with germicidal detergent   |       | X      |         |          |          |                   |              |
|      |   | Wash and disinfect & remove graffiti  |       | X      |         |          |          | And as required   |              |
|      | Waste paper                                     | Remove and discard  | X     |        |         |          |          |                   |              |
|      | Soap, toilet paper, sani-bags, paper towel, etc | Replenish sufficient quality supplies as required                                   | X     |        |         |          |          | And as required   |              |
|      | Refuse receptacles                              | Wash and disinfect (Contractor shall supply plastic liners, in which case washing & | X     |        |         |          |          |                   |              |

| Area | Item                                   | Cleaning Operation                       | Daily | Weekly | Monthly | 3 Months | 6 Months | Yearly | Other |
|------|--|--|-------|--------|---------|----------|----------|--------|-------|
|      |  | disinfecting need only be done monthly.) |       |        |         |          |          |        |       |
|      | Sinks                                  | Clean & Disinfect                        | X     |        |         |          |          |        |       |
|      | Bathroom Counters, shelves, and ledges | Clean and Disinfect                      | X     |        |         |          |          |        |       |
|      | Mirrors                                | Clean & Polish                           | X     |        |         |          |          |        |       |
|      | Walls                                  | Wash & spot clean                        |       | X      |         |          |          |        |       |

| Area                   | Item   | Cleaning Operation  | Daily | Weekly | Monthly | 3 Months | 6 Months | Yearly            | Other |
|------------------------|--|---|-------|--------|---------|----------|----------|-------------------|-------|
|                        | Inventory / Damages                              | Report unserviceable or missing inventory. Note damages and evidence of smoking . |       |        |         |          |          | As required       |       |
| Lunchrooms, Rest areas | Patrol   | Check for additional required cleaning  | X     |        |         |          |          |                   |       |
|                        | Carpets and rugs                                 | Spot clean  | X     |        |         |          | X        | July and December |       |
|                        | Walls, doors, partitions & exterior of cupboards | Vacuum  |       |        |         |          |          |                   |       |
|                        |  | Spot clean  |       | X      |         |          |          | As required       |       |
|                        |  | Wash  |       |        |         |          |          | X                 |       |
|                        | Floors   | Sweep and wash  | X2    |        |         |          |          | Twice per week    |       |
|                        |  | Wet scrub and refinish  |       |        | X       |          |          |                   |       |
|                        |  | Spray buff  |       | X      |         |          |          |                   |       |
|                        |  | Strip and Refinish  |       |        |         |          |          | X                 |       |
|                        | Furniture  | Vacuum upholstered furniture  |       | X      |         |          |          |                   |       |
|                        |  | Vertical dust   |       | X      |         |          |          |                   |       |
|                        |  | Horizontal dust   |       | X      |         |          |          |                   |       |
|                        |  | Clean and Polish  |       | X      |         |          |          |                   |       |
|                        | Garbage cans & paper receptacles                 | Empty & replace plastic bags  | X     |        |         |          |          | And As required   |       |
|                        | Soap, linen, paper towels.                       | Replenish   | X     |        |         |          |          |                   |       |
|                        | Furniture, tables chairs                         | Wash  |       | X      |         |          |          |                   |       |
|                        | Counter, sinks                                   | Wash with anti-bacterial cleaner  | X     |        |         |          |          |                   |       |
| Meeting Rooms          | Floors   | Vacuum and dust   |       | X      |         |          |          |                   |       |

Note: The successful Contractor shall submit the attached daily, weekly, monthly, yearly time schedule sheets to correspond with the Annex A cleaning schedule.

### Daily Cleaning Schedule

| Time     | Number of<br>Cleaners | Description |
|----------|-----------------------|-------------|
| 12:00 am |                       |             |
| 1:00 am  |                       |             |
| 2:00 am  |                       |             |
| 3:00 am  |                       |             |
| 4:00 am  |                       |             |
| 5:00 am  |                       |             |
| 6:00 am  |                       |             |
| 7:00 am  |                       |             |
| 8:00 am  |                       |             |
| 9:00 am  |                       |             |
| 10:00 am |                       |             |
| 11:00 am |                       |             |
| 12:00 pm |                       |             |
| 1:00 pm  |                       |             |
| 2:00 pm  |                       |             |
| 3:00 pm  |                       |             |
| 4:00 pm  |                       |             |
| 5:00 pm  |                       |             |
| 6:00 pm  |                       |             |
| 7:00 pm  |                       |             |
| 8:00 pm  |                       |             |
| 9:00 pm  |                       |             |
| 10:00 pm |                       |             |
| 11:00 pm |                       |             |

\_\_\_\_\_  
Contractor's signature

\_\_\_\_\_  
PWGSC Representative's  
signature



[illegible]

BIO Clean.lwp

### 12 Months Cleaning Schedule

| Date      | Number of Cleaners | Description |
|-----------|--------------------|-------------|
| January   |                    |             |
|           |                    |             |
| February  |                    |             |
|           |                    |             |
| March     |                    |             |
|           |                    |             |
| April     |                    |             |
|           |                    |             |
| May       |                    |             |
|           |                    |             |
| June      |                    |             |
|           |                    |             |
| July      |                    |             |
|           |                    |             |
| August    |                    |             |
|           |                    |             |
| September |                    |             |
|           |                    |             |
| October   |                    |             |
|           |                    |             |
| November  |                    |             |
|           |                    |             |
| December  |                    |             |
|           |                    |             |

\_\_\_\_\_  
Contractor's signature

\_\_\_\_\_  
PWGSC Representative's  
signature

### **Cleaning Supervisor Work Description**

Title: Cleaning Supervisor

Mission: To deliver cleaning services, ensuring occupant satisfaction.

Liaises with: The PWGSC Representative and Facility Support Officer.

#### **Miscellaneous Requirements**

- Supervisor must have extensive knowledge of appropriate cleaning requirements, standards, material and equipment.
- Supervisor must have knowledge of safety procedures and policies, organizational and interpersonal skills and a general knowledge of WHMIS.

#### **Primary Function**

- The supervisor will oversee the performance of the building's cleaning staff and will be the primary liaison person with the Facility Support Officer and/or the PWGSC Representative.
- This supervisor may be assigned cleaning duties combined with supervisory duties. The Cleaning Supervisor must be given the flexibility required to ensure subordinates accomplish assigned duties within the time allowed/expected.
- The Cleaning Supervisor will be responsible for the coordination and overall standard of cleanliness for the entire complex.

#### **Responsibilities**

- Liaise with front desk staff on a daily basis with regards to departure and check-in list.
- Routinely carry out random room inspections on cleaning staff to ensure high standards of cleanliness are met.
- Complete inspection monthly report and pass to the PWGSC Representative.
- Accompany PWGSC Representative for monthly inspection for action and filing.
- Report any damage or missing items/shortages to the PWGSC Representative on a daily basis.
- Ensure all Janitorial stations are clean and well stocked.
- Provide hospitable, recognition and courteous, efficient and accurate services through actions, responses, decisions and communication that exceeds the anticipated and expressed expectations of all guests and personnel.
- Conduct daily quality assurance inspections with special emphasis on hygiene and cleanliness of public areas and common areas/ rooms.
- Coordinate and follow up on relative instructions to the PWGSC Representative and personnel.
- Report all Lost & Found items to front desk, ensuring satisfaction to Lost & Found requests.
- Ensure the daily accuracy of Time Sheets and the Time Log.
- Manage staffing levels, preparing work schedules in accordance with workload levels and accurately anticipating service needs.
- Conduct morning and afternoon information briefs with cleaning staff in order to advise them of the day's activities and workload and to obtain feedback from the staff.
- Maintain excellent 2-way communications with staff; follow up with the PWGSC Representative, other PWGSC staff and other supervisors.
- Make every effort to address and rectify Client complaints.

Cleaning Supervisor (cont'd)

- Be fully conversant and compliant at all times with all safety regulations referenced in this document, and to report on all incidents, accidents, near misses and safety hazards.
- Effectively respond to all reasonable additional assignments as determined by the PWGSC Representative.
- Assist in maintaining all Facility properly by reporting all maintenance requirements observed daily during shift.
- Develop and maintain up-to-date knowledge of floor stripping and waxing, buffing, window cleaning, carpet shampooing and upholstery cleaning and other related duties as assigned.
- Develop and maintain knowledge of the proper usage of all cleaning supplies as outlined in the WHMIS legislation and to maintain supplies and equipment with care ensuring minimum wastage, correct usage and storage, and optimum cleanliness of equipment.
- Ensure environmental procedures for waste disposal/recycling are adhered to in accordance with Environmental Policy.
- Coordinate with Contractor head office for proper billing of functions.
- Report deficiencies and complaints to the PWGSC Representative.
- Accompany PWGSC Representative for monthly inspections.
- 

\_\_\_\_\_  
Contractor

\_\_\_\_\_  
Date

\_\_\_\_\_  
PWGSC Representative

\_\_\_\_\_  
Date

### Cleaner Work Description

Title: Cleaner

Mission: To maximize satisfaction while performing assigned cleaning tasks to maintain rooms, public areas and back of house areas ensuring the cleanliness of these areas meets the established standards of the PWGSC Representative.

Responsible to: Cleaning Supervisor

#### Responsibilities

- As required, provide service as per the contract specifications.
- Carry out daily cleaning duties as detailed on the worksheet for the scheduled shift.
- Develop and maintain up-to-day knowledge of floor stripping and waxing, buffing, window cleaning, carpet shampooing, upholstery cleaning and other related duties as assigned.
- Develop and maintain knowledge of the proper usage of all cleaning supplies as outlined in the WHMIS legislation and to maintain supplies and equipment with care ensuring minimum of wastage, correct usage and storage, and optimum cleanliness of equipment.
- Develop and maintain an excellent working relationship with the PWGSC Representative and personnel.
- Ensure efficient Lost and Found service by identifying, recording, reporting and delivering all found items to the Commissioner's desk.
- Assist in maintaining all property by reporting all maintenance needs observed during shift to Supervisors.
- Be cross-trained in all areas of the cleaning Department and be available to work flexible shifts including evenings or weekends as required.
- Develop confidence through an increasing ability to make appropriate decisions to gain the loyalty of satisfied and dissatisfied of staff.
- Exceed the anticipated and expressed expectations of all staff and guests.
- Develop and maintain a thorough knowledge of all service facilities and features of the facilities.
- Be fully conversant and compliant at all times with all safety regulations referenced in this document, and to report on all incidents, accidents, near misses and safety hazards.
- Respond to all reasonable additional assignments determined by the Cleaning Supervisor or PWGSC Facility support officer.
- Report deficiencies and guest complaints to the Cleaning Supervisor and PWGSC Representative

Light Duty Cleaner - dusts, vacuums, duties include full cleaning services to designated offices, cleans washrooms, showers, tubs, sinks, windows, blackboards, furniture, floors and walls.

Heavy Duty Cleaner - same duties as a Light Duty Cleaner plus stripping, waxing, scrubbing and buffing of floors. Removes garbage to outdoor storage. Applies ice remover, sand/or salt mixtures provided by the client when and where required.

Additional Miscellaneous Labour - includes moving furniture, setting up rooms for various uses, recycling material pickup and other general tasks.

|                     |               |                               |               |
|---------------------|---------------|-------------------------------|---------------|
| _____<br>Contractor | _____<br>Date | _____<br>PWGSC Representative | _____<br>Date |
|---------------------|---------------|-------------------------------|---------------|

### Contractor's Checklist

| Check<br>(✓) | Item              | Description  |
|--------------|-------------------|--|
|              | Sec.1 Par 15      | Contractor has daily log book on site  |
|              | Sec 1 Par 6.3     | Equipment Wet/dry Vacuum cleaner Hepa or Microtex filter                                       |
|              | Sec. 1 Par 6.5    | Cleaning Products are environmentally friendly & Scent free                                    |
|              | Sec.1 Par 7.1     | Training- All employees are WHMIS certificated   |
|              | Sec. 1 Par 7.2    | Training- Employees working over 2.8 metres have fall protection                               |
|              | Sec 1 Par 7.3     | Training- Minimum of one employee on-site is First Aid/CPR certificated                        |
|              | Sec.1 Par 10      | Staff list of all personnel c/w Enhanced Reliability Security Clearance                        |
|              | Sec. 1 Par 10     | List of Replacement staff c/w Enhanced Reliability Security Clearance                          |
|              | Sec. 1 Par 15.1   | Copy of monthly Contractor's report to be given to PWGSC Representative                        |
|              | Sec. 1 Par 15.3   | Cleaning schedule to be posted in each building for Operations and Frequencies                 |
|              | Sec. 1 Par 17.8   | Contractor working cleaning supervisor on site to have cell phone                              |
|              | Sec 2 Par 2.1.1   | Contractor Meets requirements of OH&S External safety audit/ Last 3 yrs.                       |
|              | Sec 2 Par 2.1.2   | Contractor has letter of good standing with Worker's Compensate Board                          |
|              | Sec 2 Par 2.1.3   | Contractor owner has signed statement to maintain WCB for life of contract                     |
|              | Sec 2 Par 2.2.1   | Contractor has site safety plan  |
|              | Sec 2 Par 2.2.2   | Contractor following No Smoking Policy on federal building-site                                |
|              | Sec 2 Par 2.4     | Copy of Contractor's written disciplinary procedures for safety violations                     |
|              | Sec 2 Par 2.3.2.1 | Employees have safety operation training for tools & equipment                                 |
|              | Sec 2 Par 3.1.2.2 | Employees wearing and have been trained on proper use of Personal Protective Equipment         |
|              | Sec 2 Par 3.1.2.3 | Employees are trained in practices and procedures for tasks                                    |
|              | Sec 2 Par 3.1.2.4 | Contractor provides minimum site safety rules  |
|              | Sec 2 Par 12.2    | Contractor provide MSDS sheets for products used on-site for approval                          |
|              | Sec 2 Par 12.5.4  | Contractor shall supply MSDS sheets for janitorial rooms door                                  |
|              | Sec 4 Par 2.1.1   | Contractor shall supply Heavy Duty Cleaners matching shirt & trousers c/w company name         |
|              | Sec 4 Par 2.2     | Picture ID worn while on site  |
|              | Annex A notes     | Daily, weekly ,monthly schedule filled out to maintain tasks on Annex A                        |
|              | Annex A notes     | 3mths,6 mths,yearly schedule filled out to maintain tasks on Annex A                           |
|              | Sec. 1 Par 6.10   | Equipment-Commercial Combination Stripper/ polisher two speed or burnishing machine is on site |

**E0225-132873 - Janitorial Services, B.I.O**

Please insert a firm unit rate in all cells that are yellow.

Year One (August 1, 2013 - July 31, 2014 )

| Item                                      | Description   | Unit of Measure | Price per Unit | Estimated Quantity | Firm Price (Price x Qty) |
|---|---|-----------------|----------------|--------------------|--------------------------|
| 1   | Polaris Building - 3,688.65 m <sup>2</sup>                                | Monthly         |                | 12                 | \$0.00                   |
| 2   | Vansteenburg Building - 5,886.43 m <sup>2</sup>                           | Monthly         |                | 12                 | \$0.00                   |
| 3   | Murray Building - 5,009.22 m <sup>2</sup>                                 | Monthly         |                | 12                 | \$0.00                   |
| 4   | Holland Building - 5,594.15 m <sup>2</sup>                                | Monthly         |                | 12                 | \$0.00                   |
| 5   | Strickland Building - 3,349.17 m <sup>2</sup>                             | Monthly         |                | 12                 | \$0.00                   |
| 6   | Fish Lab Building - 4,108.24 m <sup>2</sup>                               | Monthly         |                | 12                 | \$0.00                   |
| 7   | Vulcan Building and Guard House - 6,758.40 m <sup>2</sup>                 | Monthly         |                | 12                 | \$0.00                   |
| 8   | Argo Building - 756.75 m <sup>2</sup>                                     | Monthly         |                | 12                 | \$0.00                   |
| 9   | Bungalow Building - 111.69 m <sup>2</sup>                                 | Monthly         |                | 12                 | \$0.00                   |
| 10  | Katherine Ellis Building - 7,000 m <sup>2</sup>                           | Monthly         |                | 12                 | \$0.00                   |
|   | <b>Unscheduled Work per Task Authorization</b>                            |                 |                |                    |                          |
| 11  | Cleaner / Labourer  | -               | -              | -                  | -                        |
| -   | Regular Hours - 0630 hrs to 1700 hrs Monday to Friday                     | Hourly          |                | 15                 | \$0.00                   |
| -   | Outside Regular Hours - Monday to Friday, weekends and Statutory Holidays | Hourly          |                | 10                 | \$0.00                   |
| 12  | Supervisor  | -               | -              | -                  | -                        |
| -   | Regular Hours - 0630 hrs to 1700 hrs Monday to Friday                     | Hourly          |                | 15                 | \$0.00                   |
| -   | Outside Regular Hours - Monday to Friday, weekends and Statutory Holidays | Hourly          |                | 10                 | \$0.00                   |
| 13  | Materials (if required)   | Mark-up         |                | \$100.00           | \$0.00                   |
| <b>Total evaluated price for Year One</b> |   |                 |                |                    | <b>\$0.00</b>            |



E0225-132873 - Janitorial Services, B.I.O

Please insert a firm unit rate in all cells that are yellow.

Year Two (August 1, 2014 - July 31, 2015)

| Item                               | Description   | Unit of Measure | Price per Unit | Estimated Quantity | Firm Price (Price x Qty) |
|------------------------------------|---|-----------------|----------------|--------------------|--------------------------|
| 1                                  | Polaris Building - 3,688.65 m <sup>2</sup>                                | Monthly         |                | 12                 | \$0.00                   |
| 2                                  | Vansteenburg Building - 5,886.43 m <sup>2</sup>                           | Monthly         |                | 12                 | \$0.00                   |
| 3                                  | Murray Building - 5,009.22 m <sup>2</sup>                                 | Monthly         |                | 12                 | \$0.00                   |
| 4                                  | Holland Building - 5,594.15 m <sup>2</sup>                                | Monthly         |                | 12                 | \$0.00                   |
| 5                                  | Strickland Building - 3,349.17 m <sup>2</sup>                             | Monthly         |                | 12                 | \$0.00                   |
| 6                                  | Fish Lab Building - 4,108.24 m <sup>2</sup>                               | Monthly         |                | 12                 | \$0.00                   |
| 7                                  | Vulcan Building and Guard House - 6,758.40 m <sup>2</sup>                 | Monthly         |                | 12                 | \$0.00                   |
| 8                                  | Argo Building - 756.75 m <sup>2</sup>                                     | Monthly         |                | 12                 | \$0.00                   |
| 9                                  | Bungalow Building - 111.69 m <sup>2</sup>                                 | Monthly         |                | 12                 | \$0.00                   |
| 10                                 | Katherine Ellis Building - 7,000 m <sup>2</sup>                           | Monthly         |                | 12                 | \$0.00                   |
|                                    | Unscheduled Work per Task Authorization                                   |                 |                |                    |                          |
| 11                                 | Cleaner / Labourer  | -               | -              | -                  | -                        |
| -                                  | Regular Hours - 0630 hrs to 1700 hrs Monday to Friday                     | Hourly          |                | 15                 | \$0.00                   |
| -                                  | Outside Regular Hours - Monday to Friday, weekends and Statutory Holidays | Hourly          |                | 10                 | \$0.00                   |
| 12                                 | Supervisor  | -               | -              | -                  | -                        |
| -                                  | Regular Hours - 0630 hrs to 1700 hrs Monday to Friday                     | Hourly          |                | 15                 | \$0.00                   |
| -                                  | Outside Regular Hours - Monday to Friday, weekends and Statutory Holidays | Hourly          |                | 10                 | \$0.00                   |
| 13                                 | Materials (if required)   | Mark-up         |                | \$100.00           | \$0.00                   |
| Total evaluated price for Year Two |   |                 |                |                    | \$0.00                   |



**E0225-132873 - Janitorial Services, B.I.O**

Please insert a firm unit rate in all cells that are yellow.

**Year Three (August 1, 2015 - July 31, 2016)**

| Item  | Description   | Unit of Measure | Price per Unit | Estimated Quantity | Firm Price (Price x Qty) |
|---|---|-----------------|----------------|--------------------|--------------------------|
| 1   | Polaris Building - 3,688.65 m <sup>2</sup>                                | Monthly         |                | 12                 | \$0.00                   |
| 2   | Vansteenburg Building - 5,886.43 m <sup>2</sup>                           | Monthly         |                | 12                 | \$0.00                   |
| 3   | Murray Building - 5,009.22 m <sup>2</sup>                                 | Monthly         |                | 12                 | \$0.00                   |
| 4   | Holland Building - 5,594.15 m <sup>2</sup>                                | Monthly         |                | 12                 | \$0.00                   |
| 5   | Strickland Building - 3,349.17 m <sup>2</sup>                             | Monthly         |                | 12                 | \$0.00                   |
| 6   | Fish Lab Building - 4,108.24 m <sup>2</sup>                               | Monthly         |                | 12                 | \$0.00                   |
| 7   | Vulcan Building and Guard House - 6,758.40 m <sup>2</sup>                 | Monthly         |                | 12                 | \$0.00                   |
| 8   | Argo Building - 756.75 m <sup>2</sup>                                     | Monthly         |                | 12                 | \$0.00                   |
| 9   | Bungalow Building - 111.69 m <sup>2</sup>                                 | Monthly         |                | 12                 | \$0.00                   |
| 10  | Katherine Ellis Building - 7,000 m <sup>2</sup>                           | Monthly         |                | 12                 | \$0.00                   |
|   | <b>Unscheduled Work per Task Authorization</b>                            |                 |                |                    |                          |
| 11  | Cleaner / Labourer  | -               | -              | -                  | -                        |
| -   | Regular Hours - 0630 hrs to 1700 hrs Monday to Friday                     | Hourly          |                | 15                 | \$0.00                   |
| -   | Outside Regular Hours - Monday to Friday, weekends and Statutory Holidays | Hourly          |                | 10                 | \$0.00                   |
| 12  | Supervisor  | -               | -              | -                  | -                        |
| -   | Regular Hours - 0630 hrs to 1700 hrs Monday to Friday                     | Hourly          |                | 15                 | \$0.00                   |
| -   | Outside Regular Hours - Monday to Friday, weekends and Statutory Holidays | Hourly          |                | 10                 | \$0.00                   |
| 13  | Materials (if required)   | Mark-up         |                | \$100.00           | \$0.00                   |
| <b>Total evaluated price for Year Three</b> |   |                 |                |                    | <b>\$0.00</b>            |

**E0225-132873 - Janitorial Services, B.I.O**

**Year Four (August 1, 2016 - July 31, 2017 )**

| Item                                       | Description   | Unit of Measure | Price per Unit | Estimated Quantity | Firm Price (Price x Qty) |
|--|---|-----------------|----------------|--------------------|--------------------------|
| 1  | Polaris Building - 3,688.65 m <sup>2</sup>                                | Monthly         | \$0.00         | 12                 | \$0.00                   |
| 2  | Vansteenburg Building - 5,886.43 m <sup>2</sup>                           | Monthly         | \$0.00         | 12                 | \$0.00                   |
| 3  | Murray Building - 5,009.22 m <sup>2</sup>                                 | Monthly         | \$0.00         | 12                 | \$0.00                   |
| 4  | Holland Building - 5,594.15 m <sup>2</sup>                                | Monthly         | \$0.00         | 12                 | \$0.00                   |
| 5  | Strickland Building - 3,349.17 m <sup>2</sup>                             | Monthly         | \$0.00         | 12                 | \$0.00                   |
| 6  | Fish Lab Building - 4,108.24 m <sup>2</sup>                               | Monthly         | \$0.00         | 12                 | \$0.00                   |
| 7  | Vulcan Building and Guard House - 6,758.40 m <sup>2</sup>                 | Monthly         | \$0.00         | 12                 | \$0.00                   |
| 8  | Argo Building - 756.75 m <sup>2</sup>                                     | Monthly         | \$0.00         | 12                 | \$0.00                   |
| 9  | Bungalow Building - 111.69 m <sup>2</sup>                                 | Monthly         | \$0.00         | 12                 | \$0.00                   |
| 10   | Katherine Ellis Building - 7,000 m <sup>2</sup>                           | Monthly         | \$0.00         | 12                 | \$0.00                   |
|  | <b>Unscheduled Work per Task Authorization</b>                            |                 |                |                    |                          |
| 11   | Cleaner / Labourer  | -               | -              | -                  | -                        |
| -  | Regular Hours - 0630 hrs to 1700 hrs Monday to Friday                     | Hourly          | \$0.00         | 15                 | \$0.00                   |
| -  | Outside Regular Hours - Monday to Friday, weekends and Statutory Holidays | Hourly          | \$0.00         | 10                 | \$0.00                   |
| 12   | Supervisor  | -               | -              | -                  | -                        |
| -  | Regular Hours - 0630 hrs to 1700 hrs Monday to Friday                     | Hourly          | \$0.00         | 15                 | \$0.00                   |
| -  | Outside Regular Hours - Monday to Friday, weekends and Statutory Holidays | Hourly          | \$0.00         | 10                 | \$0.00                   |
| 13   | Materials (if required)   | Mark-up         | 0.00%          | \$100.00           | \$0.00                   |
| <b>Total evaluated price for Year Four</b> |   |                 |                |                    | <b>\$0.00</b>            |

**E0225-132873 - Janitorial Services, B.I.O**

**Year Five (August 1, 2017 - July 31, 2018)**

| Item                                       | Description   | Unit of Measure | Price per Unit | Estimated Quantity | Firm Price (Price x Qty) |
|--|---|-----------------|----------------|--------------------|--------------------------|
| 1  | Polaris Building - 3,688.65 m <sup>2</sup>                                | Monthly         | \$0.00         | 12                 | \$0.00                   |
| 2  | Vansteenburg Building - 5,886.43 m <sup>2</sup>                           | Monthly         | \$0.00         | 12                 | \$0.00                   |
| 3  | Murray Building - 5,009.22 m <sup>2</sup>                                 | Monthly         | \$0.00         | 12                 | \$0.00                   |
| 4  | Holland Building - 5,594.15 m <sup>2</sup>                                | Monthly         | \$0.00         | 12                 | \$0.00                   |
| 5  | Strickland Building - 3,349.17 m <sup>2</sup>                             | Monthly         | \$0.00         | 12                 | \$0.00                   |
| 6  | Fish Lab Building - 4,108.24 m <sup>2</sup>                               | Monthly         | \$0.00         | 12                 | \$0.00                   |
| 7  | Vulcan Building and Guard House - 6,758.40 m <sup>2</sup>                 | Monthly         | \$0.00         | 12                 | \$0.00                   |
| 8  | Argo Building - 756.75 m <sup>2</sup>                                     | Monthly         | \$0.00         | 12                 | \$0.00                   |
| 9  | Bungalow Building - 111.69 m <sup>2</sup>                                 | Monthly         | \$0.00         | 12                 | \$0.00                   |
| 10   | Katherine Ellis Building - 7,000 m <sup>2</sup>                           | Monthly         | \$0.00         | 12                 | \$0.00                   |
|  | <b>Unscheduled Work per Task Authorization</b>                            |                 |                |                    |                          |
| 11   | Cleaner / Labourer  | -               | -              | -                  | -                        |
| -  | Regular Hours - 0630 hrs to 1700 hrs Monday to Friday                     | Hourly          | \$0.00         | 15                 | \$0.00                   |
| -  | Outside Regular Hours - Monday to Friday, weekends and Statutory Holidays | Hourly          | \$0.00         | 10                 | \$0.00                   |
| 12   | Supervisor  | -               | -              | -                  | -                        |
| -  | Regular Hours - 0630 hrs to 1700 hrs Monday to Friday                     | Hourly          | \$0.00         | 15                 | \$0.00                   |
| -  | Outside Regular Hours - Monday to Friday, weekends and Statutory Holidays | Hourly          | \$0.00         | 10                 | \$0.00                   |
| 13   | Materials (if required)   | Mark-up         | 0.00%          | \$100.00           | \$0.00                   |
| <b>Total evaluated price for Year Five</b> |   |                 |                |                    | <b>\$0.00</b>            |

**Summary Table**

|                                   |        |
|-----------------------------------|--------|
| Year One Evaluated Total          | \$0.00 |
| Year Two Evaluated Total          | \$0.00 |
| Year Three Evaluated Total        | \$0.00 |
| Year Four Evaluated Total         | \$0.00 |
| Year Five Evaluated Total         | \$0.00 |
| Grand Total of bid for evaluation | \$0.00 |





E0225-132473

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<br>Ministère ou organisme gouvernemental d'origine<br>Public Works & Government Services Canada   |  | 2. Branch or Directorate / Direction générale ou Direction<br>AFMS                             |  |
| 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<br>Cleaning Contract for BIO   |  |  |  |
| 5. a) Will the supplier require access to Controlled Goods?<br>Le fournisseur aura-t-il accès à des marchandises contrôlées?   |  | <input checked="" type="checkbox"/> No<br>Non <input type="checkbox"/> Yes<br>Oui              |  |
| 5. b) Will the supplier require access to unclassified military technical data subject to the provisions of the Technical Data Control Regulations?<br>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<br>Non <input type="checkbox"/> Yes<br>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?<br>Le fournisseur ainsi que les employés auront-ils accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS?<br>(Specify the level of access using the chart in Question 7. c)<br>(Préciser le niveau d'accès en utilisant le tableau qui se trouve à la question 7. c)                                     |  | <input checked="" type="checkbox"/> No<br>Non <input type="checkbox"/> Yes<br>Oui              |  |
| 6. b) Will the supplier and its employees (e.g. cleaners, maintenance personnel) require access to restricted access areas?<br>No access to PROTECTED and/or CLASSIFIED information or assets is permitted.<br>Le fournisseur et ses employés (p.ex. nettoyeurs, personnel d'entretien) auront-ils accès à des zones d'accès restreintes?<br>L'accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS n'est pas autorisé. |  | <input type="checkbox"/> No<br>Non <input checked="" type="checkbox"/> Yes<br>Oui              |  |
| 6. c) Is this a commercial courier or delivery requirement with no overnight storage?<br>S'agit-il d'un contrat de messagerie ou de livraison commerciales sans entreposage de nuit?   |  | <input checked="" type="checkbox"/> No<br>Non <input type="checkbox"/> Yes<br>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<br>Aucune restriction relative à la diffusion <input type="checkbox"/>   |  | All NATO countries<br>Tous les pays de l'OTAN <input type="checkbox"/>                         |  |
| Not releasable<br>À ne pas diffuser <input type="checkbox"/>   |  | No release restrictions<br>Aucune restriction relative à la diffusion <input type="checkbox"/> |  |
| Restricted to: / Limité à: <input type="checkbox"/>  |  | Restricted to: / Limité à: <input type="checkbox"/>  |  |
| Specify country(ies): / Préciser le(s) pays:   |  | Specify country(ies): / Préciser le(s) pays:   |  |
| 7. c) Level of information / Niveau d'information  |  |  |  |
| PROTECTED A<br>PROTÉGÉ A <input type="checkbox"/>  |  | NATO UNCLASSIFIED<br>NATO NON CLASSIFIÉ <input type="checkbox"/>                               | PROTECTED A<br>PROTÉGÉ A <input type="checkbox"/>                    |
| PROTECTED B<br>PROTÉGÉ B <input type="checkbox"/>  |  | NATO RESTRICTED<br>NATO DIFFUSION RESTREINTE <input type="checkbox"/>                          | PROTECTED B<br>PROTÉGÉ B <input type="checkbox"/>                    |
| PROTECTED C<br>PROTÉGÉ C <input type="checkbox"/>  |  | NATO CONFIDENTIAL<br>NATO CONFIDENTIEL <input type="checkbox"/>                                | PROTECTED C<br>PROTÉGÉ C <input type="checkbox"/>                    |
| CONFIDENTIAL<br>CONFIDENTIEL <input type="checkbox"/>  |  | NATO SECRET<br>NATO SECRET <input type="checkbox"/>  | CONFIDENTIAL<br>CONFIDENTIEL <input type="checkbox"/>                |
| SECRET<br>SECRET <input type="checkbox"/>  |  | COSMIC TOP SECRET<br>COSMIC TRÈS SECRET <input type="checkbox"/>                               | SECRET<br>SECRET <input type="checkbox"/>                            |
| TOP SECRET<br>TRÈS SECRET <input type="checkbox"/>   |  |  | TOP SECRET<br>TRÈS SECRET <input type="checkbox"/>                   |
| TOP SECRET (SIGINT)<br>TRÈS SECRET (SIGINT) <input type="checkbox"/>   |  |  | TOP SECRET (SIGINT)<br>TRÈS SECRET (SIGINT) <input type="checkbox"/> |





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

8. Will the supplier require access to PROTECTED and/or CLASSIFIED COMSEC information or assets?  
Le fournisseur aura-t-il accès à des renseignements ou à des biens COMSEC désignés PROTÉGÉS et/ou CLASSIFIÉS? ☒ No ☐ Yes  
If Yes, indicate the level of sensitivity:  
Dans l'affirmative, indiquer le niveau de sensibilité :

9. Will the supplier require access to extremely sensitive INFOSEC information or assets?  
Le fournisseur aura-t-il accès à des renseignements ou à des biens INFOSEC de nature extrêmement délicate? ☒ No ☐ Yes

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  
TRÈS SECRET

☐ TOP SECRET - SIGINT  
TRÈS SECRET - SIGINT

☐ NATO CONFIDENTIAL  
NATO CONFIDENTIEL

☐ NATO SECRET  
NATO SECRET

☐ COSMIC TOP SECRET  
COSMIC TRÈS SECRET

☐ SITE ACCESS  
ACCÈS AUX EMPLACEMENTS

Special comments:  
Commentaires spéciaux :

NOTE: If multiple levels of screening are identified, a Security Classification Guide must be provided.  
REMARQUE: Si plusieurs niveaux de contrôle de sécurité sont requis, un guide de classification de la sécurité doit être fourni.

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

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

☐ No ☐ Yes  
☐ Non ☐ Oui

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

**INFORMATION / ASSETS / RENSEIGNEMENTS / BIENS**

11. a) Will the supplier be required to receive and store PROTECTED and/or CLASSIFIED information or assets on its site or premises?  
Le fournisseur sera-t-il tenu de recevoir et d'entreposer sur place des renseignements ou des biens PROTÉGÉS et/ou CLASSIFIÉS? ☒ No ☐ Yes

11. b) Will the supplier be required to safeguard COMSEC information or assets?  
Le fournisseur sera-t-il tenu de protéger des renseignements ou des biens COMSEC? ☒ No ☐ Yes

**PRODUCTION**

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

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

11. d) Will the supplier be required to use its IT systems to electronically process, produce or store PROTECTED and/or CLASSIFIED information or data?  
Le fournisseur sera-t-il tenu d'utiliser ses propres systèmes informatiques pour traiter, produire ou stocker électroniquement des renseignements ou des données PROTÉGÉS et/ou CLASSIFIÉS? ☒ No ☐ Yes

11. e) Will there be an electronic link between the supplier's IT systems and the government department or agency?  
Disposera-t-on d'un lien électronique entre le système informatique du fournisseur et celui du ministère ou de l'agence gouvernementale? ☒ No ☐ Yes



**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<br>Catégorie                          | PROTECTED<br>PROTÉGÉ |   |   | CLASSIFIED<br>CLASSIFIÉ      |        |                           | NATO   |                   |             |   | COMSEC               |   |   |                              |        |                           |
|--|----------------------|---|---|------------------------------|--------|---------------------------|--|-------------------|-------------|---|----------------------|---|---|------------------------------|--------|---------------------------|
|  | A                    | B | C | Confidential<br>Confidentiel | Secret | Top Secret<br>Très Secret | NATO Restricted<br>NATO Diffusion Restreinte | NATO Confidential | NATO Secret | COSMIC Top Secret<br>COSMIC Très Secret | Protected<br>Protégé |   |   | Confidential<br>Confidentiel | Secret | Top Secret<br>Très Secret |
|  |                      |   |   |                              |        |                           |  |                   |             |   | A                    | B | C |                              |        |                           |
| Information / Assets<br>Renseignements / Biens |                      |   |   |                              |        |                           |  |                   |             |   |                      |   |   |                              |        |                           |
| Production                                     |                      |   |   |                              |        |                           |  |                   |             |   |                      |   |   |                              |        |                           |
| IT Media<br>Support TI                         |                      |   |   |                              |        |                           |  |                   |             |   |                      |   |   |                              |        |                           |
| IT Link<br>Lien électronique                   |                      |   |   |                              |        |                           |  |                   |             |   |                      |   |   |                              |        |                           |

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

☒ No  
Non ☐ Yes  
Oui

If Yes, classify this form by annotating the top and bottom in the area entitled "Security Classification".  
Dans l'affirmative, classifiez le présent formulaire en indiquant le niveau de sécurité dans la case intitulée.

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

☒ No  
Non ☐ Yes  
Oui

If Yes, classify this form by annotating the top and bottom in the area entitled "Security Classification" and indicate with attachments (e.g. SECRET with Attachments).  
Dans l'affirmative, classifiez le présent formulaire en indiquant le niveau de sécurité dans la case intitulée « Classification de sécurité » au haut et au bas du formulaire et indiquer qu'il y a des pièces jointes (p. ex. SECRET avec des pièces jointes).



## Task Authorization Autorisation de tâche

**Instruction for completing the form PWGSC - TPSGC 572 - Task Authorization**  
(Use form DND 626 for contracts for the Department of National Defence)

**Contract Number**

Enter the PWGSC contract number.

**Contractor's Name and Address**

Enter the applicable information

**Security Requirements**

Enter the applicable requirements

**Total estimated cost of Task (Applicable taxes extra)**

Enter the amount

**Instruction pour compléter le formulaire PWGSC - TPSGC 572 - Autorisation de tâche**  
(Utiliser le formulaire DND 626 pour les contrats pour le ministère de la Défense)

**Numéro du contrat**

Inscrire le numéro du contrat de TPSGC.

**Nom et adresse de l'entrepreneur**

Inscrire les informations pertinentes

**Exigences relatives à la sécurité**

Inscrire les exigences pertinentes

**Coût total estimatif de la tâche (Taxes applicables en sus)**

Inscrire le montant

**For revision only**

**TA Revision Number**

Enter the revision number to the task, if applicable.

**Total Estimated Cost of Task (Applicable taxes extra) before the revision**

Enter the amount of the task indicated in the authorized TA or, if the task was previously revised, in the last TA revision.

**Increase or Decrease (Applicable taxes extra), as applicable**

As applicable, enter the amount of the increase or decrease to the Total Estimated Cost of Task (Applicable taxes extra) before the revision.

**Aux fins de révision seulement**

**Numéro de la révision de l'AT**

Inscrire le numéro de révision de la tâche, s'il y a lieu.

**Coût total estimatif de la tâche (Taxes applicables en sus) avant la révision**

Inscrire le montant de la tâche indiquée dans l'AT autorisée ou, si la tâche a été révisée précédemment, dans la dernière révision de l'AT.

**Augmentation ou réduction (Taxes applicables en sus), s'il y a lieu**

S'il y a lieu, inscrire le montant de l'augmentation ou de la réduction du Coût total estimatif de la tâche (Taxes applicables en sus) avant la révision.

**1. Required Work: Complete sections A, B, C, and D, as required.**

**A. Task Description of the Work required:**

Complete the following paragraphs, if applicable. Paragraph (a) applies only if there is a revision to an authorized task.

(a) Reason for revision of TA, if applicable: Include the reason for the revision; i.e. revised activities; delivery/completion dates; revised costs. Revisions to TAs must be in accordance with the conditions of the contract. See Supply Manual 3.35.1.50 or paragraph 6 of the Guide to Preparing and Administering Task Authorizations.

(b) Details of the activities to be performed (include as an attachment, if applicable)

(c) Description of the deliverables to be submitted (include as an attachment, if applicable).

(d) Completion dates for the major activities and/or submission dates for the deliverables (include as an attachment, if applicable).

**1. Travaux requis : Remplir les sections A, B, C et D, au besoin.**

**A. Description de tâche des travaux requis :**

Remplir les alinéas suivants, s'il y a lieu : L'alinéa (a) s'applique seulement s'il y a révision à une tâche autorisée.

(a) Motif de la révision de l'AT, s'il y a lieu : Inclure le motif de la révision c.-à.-d., les activités révisées, les dates de livraison ou d'achèvement, les coûts révisés. Les révisions apportées aux AT doivent respecter les conditions du contrat. Voir l'article 3.35.1.50 du Guide des approvisionnements ou l'alinéa 6 du Guide sur la préparation et l'administration des autorisations de tâches.

(b) Détails des activités à exécuter (joindre comme annexe, s'il y a lieu).

(c) Description des produits à livrer (joindre comme annexe, s'il y a lieu).

(d) Les dates d'achèvement des activités principales et (ou) les dates de livraison des produits (joindre comme annexe, s'il y a lieu).



---

**B. Basis of Payment:**

Insert the basis of payment or bases of payment that form part of the contract that are applicable to the task description of the work; e.g. firm lot price, limitation of expenditure, firm unit price

**C. Cost of Task:****Insert Option 1 or 2:****Option 1:**

Total estimated cost of Task (GST/HST extra): Insert the applicable cost elements for the task determined in accordance with the contract basis of payment; e.g. Labour categories and rates, level of effort, Travel and living expenses, and other direct costs.

**Option 2:**

Total cost of Task (GST/HST extra): Insert the firm unit price in accordance with the contract basis of payment and the total estimated cost of the task.

**D. Method of Payment**

Insert the method(s) of payment determined in accordance with the contract that are applicable to the task; i.e. single payment, multiple payments, progress payments or milestone payments. For milestone payments, include a schedule of milestones.

**B. Base de paiement :**

Insérer la base ou les bases de paiement qui font partie du contrat qui sont applicables à la description du travail à exécuter : p. ex., prix de lot ferme, limitation des dépenses et prix unitaire ferme.

**C. Coût de la tâche :****Insérer l'option 1 ou 2****Option 1 :**

Coût total estimatif de la tâche (TPS/TVH en sus) Insérer les éléments applicables du coût de la tâche établies conformément à la base de paiement du contrat. p. ex., les catégories de main d'œuvre, le niveau d'effort, les frais de déplacement et de séjour et autres coûts directs.

**Option 2 :**

Coût total de la tâche (TPS/TVH en sus) : Insérer le prix unitaire ferme conformément à la base de paiement du contrat et le coût estimatif de la tâche.

**D. Méthode de paiement**

Insérer la ou les méthode(s) de paiement établit conformément au contrat et qui sont applicable(s) à la tâche; c.-à.-d., paiement unique, paiements multiples, paiements progressifs ou paiements d'étape. Pour ces derniers, joindre un calendrier des étapes.

---

**2. Authorization(s):**

The client and/or PWGSC must authorize the task by signing the Task Authorization in accordance with the conditions of the contract. The applicable signatures and the date of the signatures is subject to the TA limits set in the contract. When the estimate of cost exceeds the client Task Authorization's limits, the task must be referred to PWGSC.

**3. Contractor's Signature**

The individual authorized to sign on behalf of the Contractor must sign and date the TA authorized by the client and/or PWGSC and provide the signed original and a copy as detailed in the contract.

**2. Autorisation(s) :**

Le client et (ou) TPSGC doivent autoriser la tâche en signant l'autorisation de tâche conformément aux conditions du contrat. Les signatures et la date des signatures appropriées sont assujetties aux limites d'autorisation de tâche établies dans le contrat. Lorsque l'estimation du coût dépasse les limites d'autorisation de tâches du client, la tâche doit être renvoyée à TPSGC.

**3. Signature de l'entrepreneur**

La personne autorisée à signer au nom de l'entrepreneur doit signer et dater l'AT, autorisée par le client et (ou) TPSGC et soumettre l'original signé de l'autorisation et une copie tel que décrit au contrat.

---



## Task Authorization Autorisation de tâche

Contract Number - Numéro du contrat

|  |  |
|--|--|
| Contractor's Name and Address - Nom et l'adresse de l'entrepreneur | Task Authorization (TA) No. - N° de l'autorisation de tâche (AT)   |
|  | Title of the task, if applicable - Titre de la tâche, s'il y a lieu  |
|  | Total Estimated Cost of Task (Applicable taxes extra)<br>Coût total estimatif de la tâche (Taxes applicables en sus)<br>\$ |

Security Requirements: This task includes security requirements

Exigences relatives à la sécurité : Cette tâche comprend des exigences relatives à la sécurité

☐

No - Non

☐

Yes - Oui

If YES, refer to the Security Requirements Checklist (SRCL) included in the Contract  
Si OUI, voir la Liste de vérification des exigences relative à la sécurité (LVERS) dans le contrat

### For Revision only - Aux fins de révision seulement

|  |  |   |
|--|--|---|
| TA Revision Number, if applicable<br>Numéro de révision de l'AT, s'il y a lieu | Total Estimated Cost of Task (Applicable taxes extra) before the revision<br>Coût total estimatif de la tâche (Taxes applicables en sus) avant la révision<br>\$ | Increase or Decrease (Applicable taxes extra), as applicable<br>Augmentation ou réduction (Taxes applicables en sus), s'il y a lieu<br>\$ |
|--|--|---|

**Start of the Work for a TA : Work cannot commence until a TA has been authorized in accordance with the conditions of the contract.**

**Début des travaux pour l'AT : Les travaux ne peuvent pas commencer avant que l'AT soit autorisée conformément au contrat.**

### 1. Required Work: - Travaux requis :

|  |  |
|--|--|
| A. Task Description of the Work required - Description de tâche des travaux requis | See Attached - Ci-joint <input type="checkbox"/> |
| B. Basis of Payment - Base de paiement   | See Attached - Ci-joint <input type="checkbox"/> |
| C. Cost of Task - Coût de la tâche   | See Attached - Ci-joint <input type="checkbox"/> |
| D. Method of Payment - Méthode de paiement   | See Attached - Ci-joint <input type="checkbox"/> |



Contract Number - Numéro du contrat

## 2. Authorization(s) - Autorisation(s)

By signing this TA, the authorized client and (or) the PWGSC Contracting Authority certify(ies) that the content of this TA is in accordance with the conditions of the contract.

The client's authorization limit is identified in the contract. When the value of a TA and its revisions is in excess of this limit, the TA must be forwarded to the PWGSC Contracting Authority for authorization.

En apposant sa signature sur l'AT, le client autorisé et (ou) l'autorité contractante de TPSGC atteste(nt) que le contenu de cette AT respecte les conditions du contrat.

La limite d'autorisation du client est précisée dans le contrat. Lorsque la valeur de l'AT et ses révisions dépasse cette limite, l'AT doit être transmise à l'autorité contractante de TPSGC pour autorisation.

\_\_\_\_\_  
Name and title of authorized client - Nom et titre du client autorisé à signer

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
PWGSC Contracting Authority - Autorité contractante de TPSGC

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

## 3. Contractor's Signature - Signature de l'entrepreneur

\_\_\_\_\_  
Name and title of individual authorized - to sign for the Contractor  
Nom et titre de la personne autorisée à signer au nom de l'entrepreneur

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date