

**RETURN BIDS TO:  
RETOURNER LES SOUMISSIONS À:**  
**Public Works and Government Services Canada**  
**Telus Plaza North/Plaza Telus Nord**  
**10025 Jasper Ave./10025 ave. Jaspe**  
**5th floor/5e étage**  
**Edmonton**  
**Alberta**  
**T5J 1S6**  
**Bid Fax: (780) 497-3510**

## REQUEST FOR PROPOSAL DEMANDE DE PROPOSITION

### Proposal To: Public Works and Government Services Canada

We hereby offer to sell to Her Majesty the Queen in right of Canada, in accordance with the terms and conditions set out herein, referred to herein or attached hereto, the goods, services, and construction listed herein and on any attached sheets at the price(s) set out therefor.

### Proposition aux: Travaux Publics et Services Gouvernementaux Canada

Nous offrons par la présente de vendre à Sa Majesté la Reine du chef du Canada, aux conditions énoncées ou incluses par référence dans la présente et aux annexes ci-jointes, les biens, services et construction énumérés ici sur toute feuille ci-annexée, au(x) prix indiqué(s).

### Comments - Commentaires

<b>Title - Sujet</b> Janitorial Services	
<b>Solicitation No. - N° de l'invitation</b> W0127-10NS22/A	<b>Date</b> 2012-05-04
<b>Client Reference No. - N° de référence du client</b> W0127-10-NS22	
<b>GETS Reference No. - N° de référence de SEAG</b> PW-\$EDM-022-9404	
<b>File No. - N° de dossier</b> EDM-0-32761 (022)	<b>CCC No./N° CCC - FMS No./N° VME</b>
<b>Solicitation Closes - L'invitation prend fin</b> <b>at - à 02:00 PM</b> <b>on - le 2012-06-18</b>	
<b>Time Zone</b> <b>Fuseau horaire</b> Mountain Standard Time MST	
<b>F.O.B. - F.A.B.</b> <b>Plant-Usine:</b> <input type="checkbox"/> <b>Destination:</b> <input checked="" type="checkbox"/> <b>Other-Autre:</b> <input type="checkbox"/>	
<b>Address Enquiries to: - Adresser toutes questions à:</b> Bogus-edm, Dolan	
<b>Buyer Id - Id de l'acheteur</b> edm022	
<b>Telephone No. - N° de téléphone</b> (780) 497-3546 ( )	<b>FAX No. - N° de FAX</b> (780) 497-3510
<b>Destination - of Goods, Services, and Construction:</b> <b>Destination - des biens, services et construction:</b> DEPARTMENT OF NATIONAL DEFENCE JOINT TASK FORCE NORTH (EVANS BUILDING) 4816-49TH STREET YELLOWKNIFE NORTHWEST TERRITORIES X1A 2R3 Canada	

**Instructions: See Herein**

**Instructions: Voir aux présentes**

### Vendor/Firm Name and Address

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

### Issuing Office - Bureau de distribution

Public Works and Government Services Canada  
Telus Plaza North/Plaza Telus Nord  
10025 Jasper Ave./10025 ave Jasper  
5th floor/5e étage  
Edmonton  
Alberta  
T5J 1S6

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

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**List of Annexes:**

Annex "A"	Statement of Work
Annex "B"	Quality Standards
Annex "C"	Cleaning Frequency Chart
Annex "D"	Basis of Payment
Annex "E"	Workers' Compensation Board Mandatory Health and Safety
Annex "F"	DND 626, Task Authorization Form
Annex "G"	Insurance Requirements
Annex "H"	Aboriginal Opportunities Consideration

## 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, if applicable, and the basis of selection;
- Part 5 Certifications: includes the certifications to be provided;
- Part 6 Security, Financial and Other Requirements: includes specific requirements that must be addressed by bidders; and
- Part 7 Resulting Contract Clauses: includes the clauses and conditions that will apply to any resulting contract.

The Annexes include the Statement of Work, the Quality Standards, the Cleaning Frequency Chart, the Basis of Payment, the Workers' Compensation Board Mandatory Health and Safety, DND 626 Task Authorization Form, Insurance Requirements and the Aboriginal Opportunities Consideration.

### 2. Summary

#### Requirement

The provision of all labour, products and materials, tools, equipment, transportation and supervision necessary to provide Janitorial services to the Department of National Defence, Yellowknife, Northwest Territories.

#### Term of Contract

##### Period of the Contract

The Work is to be performed during the period of date of award for one year.

#### Option to Extend the Contract

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

Canada may exercise this option at any time by sending a written notice to the Contractor at least ten (10) 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.

#### Comprehensive Land Claims Agreement (CLCA)

The requirements of the Tlicho, Comprehensive Land Claims Agreement will apply to the proposed procurement, bidders will be requested to maximize involvement of local Inuit groups within the CLCA, and surrounding communities.

The benefits that apply to this procurement are contained in: Sections 26.3.1, 26.3.1 (a) and 26.4.1 of the Tlicho Agreement and Annex A, Sheet 26-3 (page 435) of the Tlicho Agreement Implementation Plan.

The requirement is subject to a preference for Canadian goods and/or services.

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### **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.

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

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

The 2003 (2012-03-02) 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: one hundred and eighty (180) days

### 2. Submission of Bids

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

#### 2.1 Canadian General Standards Board - Standards

A copy of the CGSB Standards referred to in the bid solicitation are available and may be purchased from:

Canadian General Standards Board Sales Centre  
Place du Portage III, 6B1  
11 Laurier Street  
Gatineau, Québec

Telephone: (819) 956-0425 or 1-800-665-CGSB (Canada only)

Fax: (819) 956-5644

E-mail: [ncr.cgsb-ongc@pwgsc.gc.ca](mailto:ncr.cgsb-ongc@pwgsc.gc.ca)

CGSB Website: <http://www.tpsgc-pwgsc.gc.ca/ongc-cgsb/index-eng.html> .

### 3. Enquiries - Bid Solicitation

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

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

**4. Applicable Laws**

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

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

**5. Improvement of Requirement During Solicitation Period**

Should bidders consider that the specifications or Statement of Work contained in the bid solicitation could be improved technically or technologically, bidders are invited to make suggestions, in writing, to the Contracting Authority named in the bid solicitation. Bidders must clearly outline the suggested improvement as well as the reason for the suggestion. Suggestions that do not restrict the level of competition nor favour a particular bidder will be given consideration provided they are submitted to the Contracting Authority at least seven days before the bid closing date. Canada will have the right to accept or reject any or all suggestions.

**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 May 29th, 2012, at 9:00 AM at the Department of National Defence, Construction Engineering Services, Joint Task Force North, P.O. Box 6666, Station Main, Yellowknife, NT. Bidders are requested to communicate with the Contracting Authority five (5) day(s) before the scheduled visit to confirm attendance and provide the name(s) of the person(s) who will attend. Bidders may 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.

## PART 3 - BID PREPARATION INSTRUCTIONS

### 1. Bid Preparation Instructions

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

- Section I: Financial Bid (Two (2) hard copies)  
 Section II: Certifications (Two (2) hard copies)

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

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

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

In April 2006, Canada issued a policy directing federal departments and agencies to take the necessary steps to incorporate environmental considerations into the procurement process Policy on Green Procurement (<http://www.tpsgc-pwgsc.gc.ca/ecologisation-greening/achats-procurement/politique-policy-eng.html>). To assist Canada in reaching its objectives, bidders are encouraged to :

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

#### Section I: Financial Bid

- 1.1 Bidders must submit their financial bid in accordance with the Basis of Payment in Annex "D". The total amount of Goods and Services Tax or Harmonized Sales Tax must be shown separately, if applicable.
- 1.2 Bidders may demonstrate their compliance/commitment with the criteria in Annex "H" by providing substantial information describing completely and in detail how the requirement is met or addressed. In order to be considered in the Evaluation process, this information must be submitted with the bid. Bidders must provide with their Financial bid, a document indicating clearly how the criteria are met.

Refer to Annex "H", Aboriginal Opportunities Consideration for more information.

#### 1.3 SACC Manual Clauses

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

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

### 1.1 Financial Evaluation

#### 1.1.1 Mandatory Financial Criteria

- 1.1.1.1 SACC Manual Clause A0220T (2007-05-25), Evaluation of Price

#### 1.1.2 Point Rated Financial Criteria

- 1.1.2.1 The point-rated financial criteria are shown in Annex H, Aboriginal Opportunities Consideration (AOC).

- 1.1.2.2 Points will be assigned by the evaluator(s), based on the information in the bid.

#### 1.1.3 Financial Evaluation

- 1.1.3.1 Unit Prices quoted in Annex "D" will be multiplied by the estimated usage / weighting factor shown, for each of the items in the Basis of Payment.

- 1.1.3.2 The results of the calculations in 1.1.3.1, above will be added together to obtain the bid price.

- 1.1.3.3 The bid price will be reduced by a percentage equivalent to the AOC points assigned in 1.1.2.2, above, to obtain the evaluated price.

### 2. Basis of Selection

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

## PART 5 - CERTIFICATIONS

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

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

### 1. Certifications Precedent to Contract Award and Certifications Required with the Bid

Bidders must submit the certifications as provided below:

#### 1.1 Certifications Precedent to Contract Award

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

##### 1.1.1 Federal Contractors Program - Certification

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

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

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

The Bidder or the member of the joint venture

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

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

<http://www.hrsdc.gc.ca/eng/labour/equality/fcp/index.shtml>

### 1.1.2 Former Public Servant Certification

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

#### 1.1.2.1 Definitions

For the purposes of this clause,

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

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

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

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

#### 1.1.2.2 Former Public Servant in Receipt of a Pension

Is the Bidder a FPS in receipt of a pension as defined above?

YES ( ) NO ( )

If so, the Bidder must provide the following information:

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

**1.1.2.3 Work Force Reduction Program**

Is the Bidder a FPS who received a lump sum payment pursuant to the terms of a work force reduction program?

YES ( ) NO ( )

If so, the Bidder must provide the following information:

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

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

**1.1.2.4 Certification**

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

**1.1.3 Workers' Compensation**

At the request of the Contracting Authority, the Contractor must provide to the Contracting Authority, within the time period stated in the request, evidence of compliance with workers' compensation legislation applicable to the place of the Work, including payments due thereunder [as further detailed in Annex "E"]. Failure to comply with the request of the Contracting Authority and to provide the above documents within the required time period will render the bid non-responsive.

**1.2 Certifications Required with the Bid**

Bidders must submit the following duly completed certifications with their bid.

**1.2.1 Canadian Content Certification**

This procurement is conditionally limited to Canadian services.

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

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

The Bidder certifies that:

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

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

**1.2.2 SACC Manual Clause**

A3050T (2010-01-11), Canadian Content Definition

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## **PART 6 - INSURANCE REQUIREMENTS**

### **1. Insurance Requirements**

The Bidder must provide a letter from an insurance broker or an insurance company licensed to operate in Canada stating that the Bidder, if awarded a contract as a result of the bid solicitation, can be insured in accordance with the Insurance Requirements specified in Part 7, Article 14.

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

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

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 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 Task Authorization Process**

**1.2.1** The Project Authority will provide the Contractor with a description of the task using the DND 626, Task Authorization Form.

**1.2.2** 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.

**1.2.3** The Contractor must provide the Project Authority, within five (5), calendar days of its receipt, the proposed total estimated cost for performing the task and a breakdown of that cost, established in accordance with the Basis of Payment specified in the Contract.

**1.2.4** The Contractor must not commence work until a TA authorized by the Project Authority has been received by the Contractor. The Contractor acknowledges that any work performed before a TA has been received will be done at the Contractor's own risk.

#### **1.3 Task Authorization Limit**

The Project Authority may authorize individual task authorizations up to a limit of \$25,000.00, 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 Contracting Authority before issuance.

#### **1.4 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.

### 1.5 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 quarterly basis to the Contracting Authority.

The quarterly periods are defined as follows:

- 1st quarter: April 1 to June 30;
- 2nd quarter: July 1 to September 30;
- 3rd quarter: October 1 to December 31; and
- 4th quarter: January 1 to March 31.

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 (TA) of each task, GST or HST extra;
- (iv) the total amount, GST or HST extra, expended to date against each authorized task;
- (v) the start and completion date for each authorized task; and
- (vi) the active status of each authorized task, as applicable.

For all authorized tasks:

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

### 1.2.6 Task Authorization - Department of National Defence

The administration of the Task Authorization process will be carried out by the Project Authority. 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* (<http://ccua-sacc.tpsgc-pwgsc.gc.ca/pub/acho-eng.jsp>) Manual issued by Public Works and Government Services Canada.



**2.1 General Conditions**

2035 (2012-03-02), General Conditions - Higher Complexity - Services, apply to and form part of the Contract.

**3. Term of Contract****3.1 Period of the Contract**

The Work is to be performed during the period of date of award for one year.

**3.2 Option to Extend the Contract**

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

Canada may exercise this option at any time by sending a written notice to the Contractor at least ten (10) 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.

**4. Authorities****4.1 Contracting Authority**

The Contracting Authority for the Contract is:

Name: Dolan Bogus

Title: Supply Specialist

Public Works and Government Services Canada

Acquisitions Branch

Directorate: Western Region

Address: 5th Floor, 10025 Jasper Ave., Edmonton, AB T5J 1S6

Telephone: 780-497-3546

Facsimile: 780-497-3510

E-mail address: Dolan.Bogus@pwgsc-tpsgc.gc.ca

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

**4.2 Project Authority**

*(To be Provided at Contract Award)*

The Project Authority for the Contract is:

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

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

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

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

\_\_\_\_\_

\_\_\_\_\_

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

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

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

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

#### 4.3 Contractor's Representative

*(To be provided by bidder)*

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

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

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

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

\_\_\_\_\_

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

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

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

#### 5. Payment

##### 5.1 Basis of Payment

##### 5.1.1 For the Work described in Items 1. -1.3 in Annex "D", "Scheduled Work":

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

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

##### 5.1.2 For the Work described in Items 2.1 - 5.1 in Annex "D", "Unscheduled Work":

The Contractor will be reimbursed for the costs reasonably and properly incurred in the performance of "As and When Requested" Requirements, as determined in accordance with the Basis of Payment in Annex "D", to a limitation of expenditure of \$\_\_\_\_\_ (*Amount to be insterted at Contract award*). Customs duties are included and Goods and Services Tax or Harmonized Sales Tax is extra, if applicable.

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

5.2.1 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 \$\_\_\_\_\_ (*Amount to be insterted at Contract award*). Customs duties are included and the Goods and Services Tax or Harmonized Sales Tax is extra, if applicable.

5.2.2 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.

5.2.3 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.

**5.2.4** 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.

### **5.3 Method of Payment**

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

### **5.4 SACC Manual Clauses**

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

C0705C (2010-01-11), Discretionary Audit

### **5.5 Time Verification**

SACC Manual clause C0710C Time and Contract Price Verification (2007-11-30)

SACC Manual clause C0711C Time Verification (2008-05-12)

### **5.6 Contractor Performance**

**5.6.1** Where a complaint of non-performance or substandard Work in relation to the Quality Standards at Annex "B" has been received and validated by the Project Authority, the Contractor will be notified the same day or at the next daily meeting (depending on the time the complaint has been received) with written or facsimile confirmation to follow.

**5.6.2** Where the Scheduled Work (whether done daily, weekly, monthly, quarterly, semi-annually or annually) identified as substandard has not been corrected within the time specified in the notice to the Contractor, a portion of the contract price will be deducted as follows:

- a) Invoice will be deducted for each day of the default based on the firm monthly rate per m<sup>2</sup> quoted in Annex "D".

Number of Days x Number of square metres x Rate per square metre (prorated from the monthly rate)

**5.6.3** Nothing in this Article must be interpreted as limiting the rights and remedies which Canada may otherwise have under the Contract for non-performance or substandard performance of the Work.

## 6. Invoicing Instructions

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

Each invoice must be supported by:

- (a) a copy of time sheets to support the time claimed;
- (b) a copy of the release document and any other documents as specified in the Contract;
- (c) a copy of the invoices, receipts, vouchers for all direct expenses, and all travel and living expenses;
- (d) a copy of the monthly progress report
- (e) a copy of each Task Authorization form for Work completed in the month being invoiced.

**6.2** 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.

## 7. Certifications

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

## 7.2 SACC Manual Clauses

A3060C Canadian Content Certification (2008-05-12)

## 8. Applicable Laws

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

## 9. Priority of Documents

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

- (a) the Articles of Agreement;
- (b) the general conditions 2035 (2012-03-02), General Conditions - Higher Complexity - Services;
- (c) Annex A, Statement of Work;
- (d) Annex B, Quality Standards;
- (e) Annex C, Cleaning Frequency Chart;
- (f) Annex D, Basis of Payment;
- (g) Annex E, Workers' Compensation Board Mandatory Health and Safety
- (h) Annex F, DND 626, Task Authorization Form;
- (i) Annex G, Insurance Requirements;
- (j) the signed Task Authorizations (including all of its annexes, if any);
- (k) the Contractor's bid dated \_\_\_\_\_

**10. Defence Contract**

SACC Manual clause A9006C (2008-05-12) Defence Contract

**11. SACC Manual Clauses**

A9062C Canadian Forces Site Regulations (2011-05-16)

B1501C Electrical Equipment (2006-06-16)

**12. Foreign Nationals (Canadian Contractor)**

SACC Manual clause A2000C (2006-06-16) Foreign Nationals (Canadian Contractor)

**13. Contract Financial Security**

**13.1** The Contractor must provide one of the following contract financial securities within 15 calendar days after the date of contract award:

- a. a performance bond (form PWGSC-TPSGC 505) in the amount of 10 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 10 percent of the Contract Price; or
- c. a labour and material payment bond (form PWGSC-TPSGC 506) in the amount of 10 percent of the Contract Price; or
- d. a security deposit as defined in clause E0008C in the amount of 10 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.

**13.2** Security deposits in the form of government guaranteed bonds with coupons attached will be accepted only if all coupons that are unmatured, 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.

**13.3** 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.

**13.4** SACC Manual clause E008C (2011-05-16) Security Deposit Definition

**14. Insurance Requirements****14.1 Insurance Requirements**

L'entrepreneur doit respecter les exigences en matière d'assurance prévues à l'annexe G . L'entrepreneur doit maintenir la couverture d'assurance exigée pendant toute la durée du contrat. Le respect des exigences en matière d'assurance ne dégage pas l'entrepreneur de sa responsabilité en vertu du contrat, ni ne la diminue.

L'entrepreneur est responsable de décider si une assurance supplémentaire est nécessaire pour remplir ses obligations en vertu du contrat et pour se conformer aux lois applicables. Toute assurance supplémentaire souscrite est à la charge de l'entrepreneur ainsi que pour son bénéfice et sa protection.

L'entrepreneur doit faire parvenir à l'autorité contractante, dans les dix (10) jours suivant la date d'attribution du contrat, un certificat d'assurance montrant la couverture d'assurance et confirmant que la police d'assurance conforme aux exigences est en vigueur. L'assurance doit être souscrite auprès d'un assureur autorisé à faire affaire au Canada. L'entrepreneur doit, à la demande de l'autorité contractante, transmettre au Canada une copie certifiée de toutes les polices d'assurance applicables.

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**Annex "A"**

**Statement of**

**Work**

A portion of the work is scheduled and a portion of the work is unscheduled, "As and when Requested" Work. "As and when Requested" Work must be authorized in according to the Task Authorization process in Part 7, Article 1.2.

Refer to the Statement of Work W0127-NS22 - SOW - E, attached to this document.

The following forms part of the Statement of Work:

**Warning Signs**

Portable warning signs and guide ropes must be used by the Contractor to identify areas undergoing cleaning operations where danger may exist for Department of National Defence personnel or the general public. The size and type of these signs must be appropriate for the area in which they are used and must be supplied by the Contractor.

**Annex "B"****Quality****Standards****1. Cleaning: General**

- 1.1 All surfaces and objects specified in the contract shall be free of dust, stains, spills, debris and soil immediately after cleaning operation.
- 1.2 Machinery and equipment shall not block a passageway, or present a trip hazard.
- 1.3 Where required, caution signs shall be placed adjacent to the affected area on all approaches.
- 1.4 Furnishings moved by cleaners shall be relocated to their original location.

**2. Spot Cleaning**

- 2.1 All affected areas shall be clear of stains, streaks and soil.
- 2.2 All over-spray from spray applicators shall be wiped clean from all surfaces.

**3. Sweeping**

- 3.1 All Floor areas including open areas and flooring around furniture legs and into corners shall be free of dirt and litter.

**4. Hosing**

- 4.1 All areas are clean of dirt, mud and debris with no water ponding.
- 4.2 Equipment is removed and stored immediately after use.

**5. Dust Mopping**

- 5.1 All Floor areas including open areas and flooring around furniture legs and into corners shall be free of debris and dust film.

**6. Damp Mopping**

- 6.1 Floor areas including open areas and flooring around furniture legs and into corners shall be clean and free of surface stains, soil, mop streaks, loose mop strands and water spotting.
- 6.2 Walls, baseboards and other surfaces shall be free of splash marks.
- 6.3 Start with clean water and mop.
- 6.4 Sweep or dry mop immediately before damp mopping.

**7. Wash Floors**

- 7.1 All standards outlined in paragraph 6., Damp Mopping shall apply.
- 7.2 Surfaces are rinsed free of cleaning solution.
- 7.3 All areas shall be free of dirt, stains, splashing, cleaning chemical and water accumulations as well as scuff marks.

**8. Machine Scrub**

- 8.1 All areas shall be free of dirt, stains, scuff marks, splashing, cleaning chemical and water accumulations.
- 8.2 Corners and other areas not accessible to a floor scrubber shall be scrubbed.

**9. Spray Buffing**

- 9.1 All areas shall present an overall appearance of cleanliness, have a bright shine through out and be free of debris and dust.
- 9.2 Spills, scuffs and stains shall be removed prior to spray buffing.



**10. Scrub and Refinish**

- 10.1 Apply all performance standards as with "Machine Scrubbing".
- 10.2 Apply one coat of finish compatible with existing.
- 10.3 All areas present an overall appearance of cleanliness free of scuffs and stains, have a bright shine and be free of debris and dust.

**11. Strip and Refinish**

- 11.1 Apply all performance standards as with Scrub and Refinish
- 11.2 All old finish is removed and all residual stripper chemical cleaned away.
- 11.3 All areas shall be clean and clear of all stains, blemishes and dirt, and have a consistent shine free of scrapes and marks.
- 11.4 New finish covers all portions of the floors.
- 11.5 Refinish to include 2 coats of finishing material (wax, etc.)

**12. Vacuuming**

- 12.1 All carpet surfaces shall present an overall appearance of cleanliness and shall be free of visible dust, dirt and grit.
- 12.2 A power head or equivalent equipment shall be used. Vacuums must be 2 motor design (1 for suction, 1 for powerhead or equivalent to powerhead).

**13. Stain Removal**

- 13.1 All carpets, walk-away mats and upholstered furniture shall have no visible stains or discoloration after stain removal operation.
- 13.2 Where stain removal involves wetting of a hard surface floor, caution signs shall be positioned.

**14. Hot Water Extraction**

- 14.1 All carpets, walk-away mats and upholstered furniture shall be clean and free of accumulated dust and dirt and stain.
- 14.2 Areas shall be cleaned to walls and corners.

**15. Damp Wiping**

- 15.1 Surfaces shall be free of dust, stains, streaks and water spotting.
- 15.2 Wiping cloths shall be rinsed frequently and free of stains and odours. Feather dusters are not acceptable.

**16. Glass and Mirror Cleaning**

- 16.1 All glass shall be clean on both sides and free of streaks and finger marks.
- 16.2 Adjacent areas including frames, casing and ledges shall be free of water spotting, splash marks and streaks.

**17. High dusting**

- 17.1 All surfaces shall be free of dust.
- 17.2 Either Damp rag wiping or vacuuming shall be specified by the Project Authority.
- 17.3 Dust contained and prevented from floating freely in the air during operation.

**18. Clean and Disinfect**

- 18.1 An approved, commercial disinfectant cleaner shall be used.
- 18.2 Manufacturer's instructions shall be followed for best results.
- 18.3 All affected surfaces shall be rinsed clean of residual disinfectant.

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**19. Garbage (waste) Containers**

- 19.1 Empty waste containers daily.
- 19.2 Replace can liners as needed.
- 19.3 Damp wipe waste containers once per month.

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**Annex "C"**

**Cleaning Frequency**

**Chart**

Refer to the Cleaning Frequency Chart W0127-NS22 - CFC - E, attached to this document.

**Annex "D"****Basis of Payment**

- Prices are in Canadian dollars.
- Prices include all costs related to providing the service described in the Statement of Work (Annex A), such as the cost of supervision, supplies, equipment, etc.
- Prices remain firm for the period of the Contract and option years.
- GST is not included in the unit prices but will be added to any invoice issued against the Contract as a separate item.
- Extra work/emergency work must be pre-approved by the Project Authority and will cover services that are not included in the scheduled work.
- Estimated usages are for evaluation purposes only. Actual usage may vary from estimates shown.

**YEAR ONE**

Item	Description	Firm Monthly Rate (A)	Cleanable Area in square metres (B)	Rate per Square Metre per Month (A/B)	Estimated Number of Months (C)	Annual Extended Rate (A x C)
1.0	SCHEDULED WORK: all-inclusive monthly rate for scheduled services described in Annex "A":					
1.1	Monthly rate for all daily, weekly, monthly, quarterly, annual tasks described.	\$ _____ /month	_____ m <sup>2</sup>	\$ _____ /m <sup>2</sup> /mo	12 months	\$ _____
2.0	UNSCHEDULED WORK; work that arises from time-to-time, such as emergency clean-ups, and work that has been identified as upon request in the Statement of Work, Annex "A":					
Item	Description	Firm Unit Price (A)		Estimated Usage (B)	Extended Price (A x B)	
2.1	During regular working hours	\$ _____ /hour		10 hours	\$ _____	
2.2	Outside regular working hours	\$ _____ /hour		2 hours	\$ _____	
2.3	Weekends and statutory holidays	\$ _____ /hour		4 hours	\$ _____	
2.4	Additional steam cleaning of carpets, over and above the scheduled steam cleaning	\$ _____ /m <sup>2</sup> .		100 m <sup>2</sup>	\$ _____	
3.0	AREA TO BE ADDED / DELETED:					
3.1	In the case of the addition or elimination of cleanable space, the change in the amount of space of the contract shall be calculated using the firm (monthly) rate per m2 identified above, and in accordance with the following formula:  The firm monthly rate per m2 for Scheduled Cleaning operations shall be multiplied by twelve months divided by two hundred and fifty working days. This amount shall be multiplied by the additional or eliminated m2. The ensuing amount shall then be multiplied by the number of days the additional space will be cleaned or eliminated. The resulting amount shall then constitute the sum by which the contract shall be increased or decreased.					

Item	Description	Firm Monthly Rate (A)	Cleanable Area in square metres (B)	Rate per Square Metre per Month (A/B)	Estimated Number of Months (C)	Annual Extended Rate (A x C)
<b>Total Estimated Cost Contract Period of Year 1 :</b>						\$

**YEAR TWO**

Item	Description	Firm Monthly Rate (A)	Cleanable Area in square metres (B)	Rate per Square Metre per Month (A/B)	Estimated Number of Months (C)	Annual Extended Rate (A x C)
1.0	SCHEDULED WORK: all-inclusive monthly rate for scheduled services described in Annex "A":					
1.1	Monthly rate for all daily, weekly, monthly, quarterly, annual tasks described.	\$_____ /month	_____ m <sup>2</sup>	\$_____ /m <sup>2</sup> /mo	12 months	\$_____
2.0	UNSCHEDULED WORK; work that arises from time-to-time, such as emergency clean-ups, and work that has been identified as upon request in the Statement of Work, Annex "A":					
Item	Description	Firm Unit Price (A)		Estimated Usage (B)	Extended Price (A x B)	
2.1	During regular working hours	\$_____/hour		10 hours	\$_____	
2.2	Outside regular working hours	\$_____/hour		2 hours	\$_____	
2.3	Weekends and statutory holidays	\$_____/hour		4 hours	\$_____	
2.4	Additional steam cleaning of carpets, over and above the scheduled steam cleaning	\$_____/m <sup>2</sup> .		100 m <sup>2</sup>	\$_____	
3.0	AREA TO BE ADDED / DELETED:					
3.1	In the case of the addition or elimination of cleanable space, the change in the amount of space of the contract shall be calculated using the firm (monthly) rate per m2 identified above, and in accordance with the following formula:  The firm monthly rate per m2 for Scheduled Cleaning operations shall be multiplied by twelve months divided by two hundred and fifty working days. This amount shall be multiplied by the additional or eliminated m2. The ensuing amount shall then be multiplied by the number of days the additional space will be cleaned or eliminated. The resulting amount shall then constitute the sum by which the contract shall be increased or decreased.					
	Total Estimated Cost Contract Period of Year 2 :					\$

**YEAR THREE**

Item	Description	Firm Monthly Rate (A)	Cleanable Area in square metres (B)	Rate per Square Metre per Month (A/B)	Estimated Number of Months (C)	Annual Extended Rate (A x C)		
<b>1.0</b>	<b>SCHEDULED WORK: all-inclusive monthly rate for scheduled services described in Annex "A":</b>							
1.1	Monthly rate for all daily, weekly, monthly, quarterly, annual tasks described.	\$ _____ /month	_____ m <sup>2</sup>	\$ _____ /m <sup>2</sup> /mo	12 months	\$ _____		
<b>2.0</b>	<b>UNSCHEDULED WORK; work that arises from time-to-time, such as emergency clean-ups, and work that has been identified as upon request in the Statement of Work, Annex "A":</b>							
Item	Description	Firm Unit Price (A)		Estimated Usage (B)	Extended Price (A x B)			
<b>2.1</b>	During regular working hours	\$ _____ /hour		10 hours	\$ _____			
<b>2.2</b>	Outside regular working hours	\$ _____ /hour		2 hours	\$ _____			
<b>2.3</b>	Weekends and statutory holidays	\$ _____ /hour		4 hours	\$ _____			
<b>2.4</b>	Additional steam cleaning of carpets, over and above the scheduled steam cleaning	\$ _____ /m <sup>2</sup> .		100 m <sup>2</sup>	\$ _____			
<b>3.0</b>	<b>AREA TO BE ADDED / DELETED:</b>							
<b>3.1</b>	<p>In the case of the addition or elimination of cleanable space, the change in the amount of space of the contract shall be calculated using the firm (monthly) rate per m2 identified above, and in accordance with the following formula:</p> <p>The firm monthly rate per m2 for Scheduled Cleaning operations shall be multiplied by twelve months divided by two hundred and fifty working days. This amount shall be multiplied by the additional or eliminated m2. The ensuing amount shall then be multiplied by the number of days the additional space will be cleaned or eliminated. The resulting amount shall then constitute the sum by which the contract shall be increased or decreased.</p>							
	<b>Total Estimated Cost Contract Period of Year 3 :</b>					\$ _____		

---

**Annex "E"****Health And****Safety****1. EMPLOYER/CONTRACTOR**

**1.1** The Contractor must, for the purposes of the Safety Act and Regulations, Northwest Territories or Nunavut, and for the duration of the Work of the Contract, act as the Employer on the work site.

**2. HEALTH AND SAFETY PROGRAM**

**2.1** The Contractor must provide and maintain, for the duration of the Contract, one of the following:

**2.1.1** A Certificate of Recognition (COR) or Registered Safety Plan (RSP) acceptable to the Authority Having Jurisdiction (AHJ);

**2.1.2** A health and safety policy and program, as required by the respective provincial/territorial Occupational Health and Safety Act, unless none is required by law or the Contractor is exempt (has ten (10) or less employees), in which case the Contractor must still provide evidence to Canada of a system to manage health and safety.

**2.2** Where the Contractor provides information pursuant to 2.1.2 above, it must also complete and provide to the Contracting Authority the Declaration as found in this Annex.

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### **WCB DECLARATION**

DATE: \_\_\_\_\_

CONTRACTOR NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Please indicate the applicable option:

[ ] A) The Contractor is exempt from the Northwest Territories Safety Act and Regulations requirement to have a formalized Health and Safety Policy and Program or Nunavut equivalent, on the basis that the Contractor does not at the present time employ more than ten (10) full time employees, including those required on all current contracts for all clients.

Current number of full time employees: \_\_\_\_\_

**OR**

[ ] B) The Contractor complies with the Northwest Territories Safety Act and Regulations requirement to have a formalized Health and Safety Policy and Program or Nunavut equivalent, on the basis that the Contractor does employ more than ten (10) full time employees, including those required on all current projects for all clients.

Current number of full time employees: \_\_\_\_\_

\_\_\_\_\_  
NAME OF AUTHORIZED CONTRACTOR SIGNING OFFICER (please print)

\_\_\_\_\_  
TITLE OF AUTHORIZED CONTRACTOR SIGNING OFFICER

\_\_\_\_\_  
SIGNATURE



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**ANNEX "F"**

**DND 626, Task Authorization**

**Form**

Refer to the Task Authorization Form W0127-NS22 - TA - E, attached to this document.

**Annex "G"****Insurance Requirements****1.0 Commercial General Liability Insurance**

**1.1** 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.

**1.2** 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.

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Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur

edm022

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

W0127-10-NS22

File No. - N° du dossier

EDM-0-32761

CCC No./N° CCC - FMS No/ N° VME

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**Annex "H" -**

**Aboriginal Opportunities**

**Consideration**

**BONUS POINTS:**

The following optional bonus points for Aboriginal benefits allow the Offeror to provide a plan for considerations of local and/or Regional Aboriginal citizens and communities in the identified Comprehensive Land Claim Areas.

An outline of the approach and methodology of the Aboriginal Opportunities Consideration must be detailed in the proposal,

These bonus points will ONLY be applied in consideration of the CLCA described in Part 2 of the Basis of Payment at Annex "B".

**A) ABORIGINAL OPPORTUNITIES CONSIDERATION**

<b>ABORIGINAL OPPORTUNITIES</b>	<b>Point Value</b>	<b>Score</b>
<b>Offices:</b>  Offeror has an office located in the TlicheComprehensive Land Claim Area:	<b>2</b>	
<b>Training and Development:</b>  Offeror has provided an undertaking of a commitment with respect to delivery of training and/or development programs for local and/or regional Aboriginal citizens.  This will be evaluated based on the following criteria: Innovation Long-term Socio-Economic Benefit/Impact Marketable Training/Skills  Some ideas include but are not limited to: Apprenticeship Programs Summer employment for College/University students Scholarship funds Partnerships with Training Organizations (i.e. Colleges, Universities, ECO Canada, Mine Training Society)	<b>2</b>	
<b>Community Development:</b>  Offeror has provided an undertaking of a commitment with respect to delivery of a community development program for local and/or regional Aboriginal citizens.  This will be evaluated based on the following criteria: Innovation Long-term Socio-economic Benefit/Impact Alignment with the Communities' development Plan  Some ideas include but are not limited to: Grants Infrastructure Equipment	<b>2</b>	
<b>Labour Recruitment:</b> Offeror provided a plan demonstrating the proposed approach to recruitment and employment of local and/or regional Aboriginal Labor.	<b>2</b>	

<p>The plan should include the proposed methods of recruitment, consultations with the Aboriginals and any local and/or regional Aboriginal citizens currently in employ with the firm.</p> <p>This will be evaluated based on the following criteria:</p> <p>Innovation</p> <p>Level of effort/consultation</p> <p>Socio-Economic Benefit/Impact</p> <p>Level of employment (i.e. Laborer vs. Engineer)</p> <p>Length of employment (i.e. Short term vs. permanent, Full time vs. Part time)</p>		
<p><b>Sub-contractors/Suppliers:</b> Offeror provided a plan demonstrating the proposed approach to utilizing local and/or regional Aboriginal Subcontractors or Suppliers.</p> <p>The Plan should include but not be limited to:</p> <p>Potential Suppliers (including the Prime Contractor if applicable)</p> <p>List of existing available local and/or regional Aboriginal subs (If applicable)</p> <p>Consultation with local and/or regional Aboriginal Subcontractors/Suppliers</p>	2	
<b>MAXIMUM TOTAL POINTS AVAILABLE</b>	<b>10</b>	

The points obtained from the Aboriginal Opportunities Consideration (AOC) will be applied to the Assessed Offer Price in the following manner:

**Point Scale:**

10 points	= 5.0% reduction in price for evaluation purposes only
9 points	= 4.5% reduction in price for evaluation purposes only
8 points	= 4.0% reduction in price for evaluation purposes only
7 points	= 3.5% reduction in price for evaluation purposes only
6 points	= 3.0% reduction in price for evaluation purposes only
5 points	= 2.5% reduction in price for evaluation purposes only
4 points	= 2.0% reduction in price for evaluation purposes only
3 points	= 1.5 % reduction in price for evaluation purposes only
2 points	= 1.0% reduction in price for evaluation purposes only
1 points	= 0.5% reduction in price for evaluation purposes only
0 points	= 0.0% reduction in price for evaluation purposes only

**Example:**

Evaluated Price from the Basis of Payment - \$100,000.00

Points Scored from the Aboriginal Opportunity Consideration - 10 (5% reduction)

Total Evaluated Price = \$95,000.00

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AS	As Requested
D	Daily (3, 5, or 7 days a week as per building requirements)
W	Weekly
M	Monthly
Q	Quarterly
S	Semi- annually
A	Annually

## Appendix B

	AS	D	W	M	Q	S	A
<b><u>1 GENERAL BUILDINGS:</u></b> Forward Operating Location (FOL) and Personnel Administration Building (PAB), Yellowknife Airport Zone							
<b><i>Exterior Service Required</i></b>							
1 Emergency Cleaning	X						
2 Empty Garbage Cans		X					
<b><i>Interior Service Required</i></b>							
.1 Notice Boards – Dust			X				
.2 Dust and wipe high ledges, tops of partitions, exposed pipes to a height of ten (8) feet							
.3 Hose Cabinets, Display cases							
- Spot Clean		X					
- Wash and polish			X				
<b><u>2 GENERAL BUILDINGS: Cont'd</u></b>							
.4 Radiators:							
- Dust and damp wipe			X				
- Wash				X			
.5 Ceiling air diffusers, air intake grills:							
- Vacuum				X			
- Wash				X			
.6 Door kick-plates and hand plates:							
- Clean and polish			X				
.7 Clean steps, rubber mats and door grate		X					



	AS	D	W	M	Q	S	A
.8 Door Grills:							
- Vacuum			X				
- Wash				X			
.9 Water Dispensers:							
- Wash		X					
- Disinfect		X					
.10 Venetian Blinds:							
- Wash					X		
- Dust			X				
.11 Pictures, Murals and Clocks:							
- Clean			X				
.12 Windows:							
- Interior – spot clean with Window Cleaner			X				
.13 Light Fixtures:							
- Vacuum					X		
.14 Waste Baskets at entrances and interior smoking areas:							
- Clean thoroughly	X						
.15 Dry garbage and recyclable refuse shall be picked up from the cleaning areas and placed in the proper disposal area.		X					
.16 Carpets:							
- Clean thoroughly with vacuum			X				
<b><u>.3 ENTRANCES AND LOBBIES:</u></b>							
.1 Floors:							
- Sweep		X					
- Damp mop		X					
- Spray wax and buff				X			
- Deep Scrub (remove all dirt), seal if necessary, wax						X	
.2 Walls, Door Frames, Glass Doors and Glass:							
- Spot clean		X					
- Wash				X			
.3 Foot Grills, Recessed Pans and Mats:							
- Clean and vacuum			X				

	AS	D	W	M	Q	S	A
<b><u>.4 STAIRS:</u></b>							
- Sweep		X					
- Wash			X				
.1 Handrails:							
- Wipe and polish		X					
.2 Stairwell walls							
- Spot clean		X					
<b><u>.5 WASHROOMS:</u></b>							
1. Floors:							
- Sweep, damp mop and disinfect		X					
.2 Wash and disinfect toilet seats, bowls, urinals, wash basins, water taps, mirrors, receptacles and shelves:		X					
- Wash and disinfect <b><u>NOTE</u></b> : toilet seats are to be washed top and bottom		X					
.3 Walls up to 10ft							
- Dust and spot clean		X					
- Wash monthly				X			
.4 Remove waste paper		X					
.5 Replenish soap, toilet paper and paper towel		X					
.6 Wash waste paper container				X			
.7 Showers:							
- Shower stalls to be washed (scrubbed) and disinfected		X					
<b><u>.6 OFFICES, LOUNGES, CAFETERIA AND REC ROOM:</u></b>							
.1 Carpets and Rugs							
- Vacuum and spot clean			X				
- Steam clean						X	
.2 Walls:							
- Dust and spot clean		X					
- Wash				X			
.3 Floors:							

	AS	D	W	M	Q	S	A
- Sweep		X					
- Damp mop		X					
- Spray wax and Buff				X			
- Deep Scrub (remove all dirt), seal if necessary, wax						X	
.4 Furniture:							
- Dust			X				
- Polish with spray type cleaner example Pledge			X				
.5 Showers:							
- Shower stalls to be washed (scrubbed) and disinfected		X					
.6 Daily used Lockers:							
- Dust the tops of lockers			X				
- Damp wipe outside of lockers			X				
<b><u>.7 SPECIAL INSTRUCTIONS FOR PAB QUARTERS</u></b>							
All interior of building cleaning will be as described in APPENDIX B GENERAL BUILDINGS, except along with the following special requirements for: PAB Quarters							
- Cleaning Sleeping Rooms on Check out	X						



**DEPARTMENT OF NATIONAL DEFENCE**

**JANITORIAL SERVICES**

**TRANSIENT QUARTERS, MFRC and MINI-GYM**

**JOINT TASK FORCE NORTH**  
**YELLOWKNIFE, N.T.**

**STATEMENT OF WORK**

Job No: **10NS22**

Date: **2 Nov 2010**

## **1. PART 1 - GENERAL INSTRUCTIONS AND REQUIREMENTS**

### **1.1 General**

- 1.1.1 PWGSC Contract Documents shall be read in conjunction with this specification and shall have precedence over this specification.

### **1.2 Scope of Work**

- 1.2.1 This contract is for the supply of all labour, materials, products and equipment required to perform janitorial services and related work at DND buildings in Yellowknife, in the locations and buildings specified in paragraph 3.1 in Part 3. Also, see the Appendixes for a detailed listing of areas and tasks in each location.

### **1.3 Standard of Work**

- 1.3.1 Work shall be done in accordance with the applicable sections of the Canadian General Standards Board, and to a scope and intensity as required to maintain both the appearance and actual cleanliness of an area to the Engineer's satisfaction.
- 1.3.2 The Engineer shall decide if work is being performed satisfactorily, using the Quality Standards, attached hereto. (Kitchens and medical clinic areas require a higher standard of cleanliness than offices, and offices higher than loading bays and storage rooms).

### **1.4 Definitions**

- 1.4.1 Engineer - the CE O&M Officer or his/her authorized representative at JTFN HQ Yellowknife.
- 1.4.2 Work Day - a workday under this contract shall be contained between 07h00 and 23h00. The Contractor shall propose in writing the regular workday for each site/building. The workday need not be the same for all sites/buildings, nor for each day of the week. Also, DND will require that some sites/buildings have all or part of the work done during the AM and/or PM, due to restricted or no access after normal business hours. The selection of workdays by the Contractor (once approved by the Engineer) forms the basis of the "Approved Work Schedule".
- 1.4.3 Approved Work Schedule - the regular hours of work and the areas done during those regular hours. The Schedule shall list all work to be completed (daily, weekly, monthly, etc.). The Schedule shall be prepared in writing within 30 days of award by the Contractor, and approved by the Engineer, provided it meets DND requirements under this contract.
- 1.4.4 Routine Work - Work done as per the Contractor's normal workday, as defined under the Approved Work Schedule. Such work shall be included in the flat rate for the site/building.
- 1.4.5 After-hours work - Work requested by DND with at least 48 hours notice, that is to be done outside the normal Contractor workday (as determined under the Approved Work Schedule). Such work shall be charged at the applicable After-hours hourly rate.
- 1.4.6 Emergency Work - work requested by DND with less than 48 hours notice. Such work shall be charged at the applicable Emergency hourly rate.

1.4.7 Extra Work - work done at any time during the workday that requires additional staff to complete in the time allocated by DND. (For example, if DND requires that the Messes be cleaned in 1 hour vice the 2 hours that might be in the Contractor's Approved Work Schedule, the Contractor would likely need to bring in twice as many personnel to accomplish the work in the time allotted). Such work shall be charged on a person-hour basis during Routine Work hours, or at the After-hours rate or the Emergency Work rate if applicable.

1.4.8 Clean – the removal of dirt or contaminating matter from an object or surface.

1.4.8.1 Spot Cleaning - cleaning of an area by removing obvious dirt, stains, marks, minor debris (paper clips, paper punch-outs, etc.) and the like, so that the area appears to the Engineer on first glance as clean as it would if it had just been thoroughly cleaned using washing/ scrubbing/ vacuuming.

1.4.8.2 Scrub – means to agitate a surface in an appropriate method to remove unwanted surface accumulation.

1.4.8.3 Wash – means to scrub with clean water with an approved / appropriate cleaning solution.

1.4.9 Normal Business Day (NBD)

1.4.9.1 DND's Normal Business Day: 07:30 to 16:30 Monday to Friday (excluding statutory holidays).

1.4.9.2 Contractors' Normal Business Day: this is defined by the Approved Work Schedule. It is comprised of the timings selected by the Contractor as needed to perform all the scheduled tasks, provided that those timings shall be contained within 07:30 and 23:30 every day of the week (including statutory holidays). For clarity, the Contractor's NBD is fixed by the Approved Work Schedule, and shall be varied only with written approval of the Engineer.

1.4.9.3 Quarterly – means every three (3) months.

1.4.9.4 Semi-annually – means twice a year (every six months).

## **1.5 Calculation of Charges**

1.5.1 Normal monthly charges include all work covered by the Approved Work Schedule.

1.5.2 Based on the Contractor's Approved Work Schedule, the After-hours rate (or the Emergency rate, if applicable) is chargeable when work is requested by DND in the part of the workday that is not part of the Contractor's normal workday, or when additional work is requested that results in the Contractor requiring their personnel to work outside the Approved Work Schedule times in order to complete all the work required on that day (including the routine work). This means that, for example, the After-hours rate (or the Emergency rate) could be chargeable for work done in the morning, if the Contractor's normal workday for that site/building is the afternoon and/or evening.

1.5.3 The following shall not result in additional charges to DND:

1.5.3.1 Work done during times that are a result of changes to the Approved Work Schedule that were requested by the Contractor, and

1.5.3.2 Work done outside the normal hours of the Approved Work Schedule that DND did not request be done outside the normal Approved Work Schedule hours.

**1.6 Changes to the Scope of Work**

- 1.6.1 Work may be added to (or removed from) this contract via written notice to the Contractor, without necessarily causing a renegotiation of the terms of this contract. Any renegotiation of the terms of the Contract will be done by PWGSC on behalf of DND.
- 1.6.2 Changes to the Approved Work Schedule may be initiated by the Engineer or the Contractor, and must be accepted in writing by the other party to be valid.

**1.7 Contractor Transportation**

- 1.7.1 The Contractor is responsible for the provision of transportation of all Contractor personnel to, from, and between all sites and buildings.

**1.8 Contractor's On-site Representative**

- 1.8.1 The Contractor shall appoint on-site personnel who shall be able to make binding on-site decisions on the Contractor's behalf within one hour of being asked for a decision. Such personnel shall be on-site at all times during scheduled work.

**1.9 Security Requirements for Contractor**

- 1.9.1 Contractor and Contractor's personnel shall abide by all security regulations of JTFN HQ Yellowknife. (Regulations which affect the Contractor's ability to perform the work under this contract will be considered under Changes to the Scope of Work, para 1.6 above).
- 1.9.2 All Contractor personnel who are employed in the DND facilities a Criminal Record Check (CRC) as a minimum (obtainable via the RCMP) before commencing work at any site. The obtaining of the CRC and any costs associated with obtaining the CRC, are the Contractor's responsibility. A copy of the CRC documentation of each employee must be forwarded to the Engineer.

**1.10 Personnel Requirements for Contractor**

- 1.10.1 The Contractor shall provide a current list of all personnel, including part time, who are or may be employed in DND facilities. The list shall include the full name, address, and telephone number of all listed personnel.
- 1.10.2 The Contractor's employee list shall include at least one backup person (to cover for illness, vacation, extra workload). Such personnel will be so identified on the list, so that DND may contact them in the event the Contractor and/or the Contractor's On-site Representative cannot be contacted on a particular day.

**1.11 Substandard Performance by Contractor Personnel**

- 1.11.1 The Contractor shall, at the request of the Engineer, remove Contractor personnel from the site who, in the opinion of the Engineer, are incompetent or who have been conducting themselves improperly.
- 1.11.2 Costs and adjustments to workforce as a result of such personnel removal are the responsibility of the Contractor, and no additional charges shall be attributed to DND as a result of such removal.

## **2. PART 2 - GENERAL JANITORIAL REQUIREMENTS**

### **2.1 Specific Scope of Work**

- 2.1.1 (See paragraph 3.1 in Part 3 for the specific sites covered by this Specification)
- 2.1.2 Part 3 (the Appendixes) also contains a detailed listing of areas and tasks in each location.

### **2.2 Work Schedule**

- 2.2.1 The Contractor shall provide to the Engineer within 30 days after contract award a draft Work Schedule, based on the routine work needed, and the normal business day selected by the Contractor (subject to limitations set out in this contract). Once approved by the Engineer, this draft Work Schedule becomes the Approved Work Schedule.
- 2.2.2 The Engineer is the approval authority for any and all changes to the Approved Work Schedule. Problems encountered by the Contractor in following the schedule shall be reported to the Engineer as soon as possible.

### **2.3 Hours of Work**

- 2.3.1 All work under this contract shall be completed between 07h00 and 23h00, in accordance with the Approved Work Schedule, which itself incorporates the limitations detailed in Part 3 (the Appendixes).
- 2.3.2 Lunchrooms areas, canteens/cafeteria, and other areas designated for food consumption are not to be cleaned from 11h00 to 13h00 (11 AM to 1 PM) during normal business days.

### **2.4 Detailed Cleaning Lists**

- 2.4.1 The Annexes list in detail the work that is to be done, and when it is to be done (periodicity). Note that the Annexes are not necessarily all-inclusive. Items may be added to (or removed from) the lists without necessitating a renegotiation of the terms of this contract.

### **2.5 Documents**

- 2.5.1 The Engineer will maintain the following at each building/ site:
  - 2.5.1.1 Copy of Approved Work Schedule;
  - 2.5.1.2 Building Sign-In Log
- 2.5.2 The Contractor will maintain the following at each building/ site:
  - 2.5.2.1 Material Safety Data Sheets (MSDS); and
  - 2.5.2.2 Current listing of all Contractor personnel who work, or may work, at the building / site.

### **2.6 Access to Work Site**

- 2.6.1 The Contractor shall be subject to any orders the Engineer may impose, such as restricting access to specific buildings during certain hours, whether temporarily or for the duration of the contract.



- 2.6.2 The Contractor is not required to clean areas that are not available for cleaning on any one particular workday, if the area is not available due to reasons beyond the Contractor's control. The Contractor will notify the Engineer immediately that an area is not available (this notification does not apply to offices; the Contractor is not required to advise the Engineer which offices could not be cleaned because their doors were locked). The Contractor will suggest to the Engineer when the work can be done.
- 2.6.3 In the event of a locked building, the Contractor shall advise the Engineer immediately, to ensure that the Contractor is not held responsible for the work not being done in that building.
- 2.6.4 Work not done due to actions by DND (e.g. locked buildings, locked offices/rooms/doors, continuous use of Mess facility, etc.) will not be deducted from the normal monthly charges, unless:
- 2.6.4.1 the work could reasonably have been accomplished at other times (between 07h00 and 23h00, with due consideration for additional charges based on the Contractor's Approved Work Schedule), and
- 2.6.4.2 the work was requested to be done during those other times by DND, and
- 2.6.4.3 the work was not done as requested.

## **2.7 Notification of Required Work**

- 2.7.1 The Contractor shall perform changes to workload or work scheduling when advised by DND, not less than 48 hours in advance of the time requested by DND for the change. Additional charges, if any, shall be in accordance with the terms of this contract. (For example, DND requests the Messes be cleaned during a time that is outside the Contractor's NBD, thus the work is defined as After Hours Work, per 1.4.5. Also possible would be work done during the Contractor's NBD, but in half the normally allotted time, and would therefore be considered as Extra Work, per 1.4.7.)
- 2.7.2 The Contractor shall perform changes to workload or work scheduling advised less than 48 hours in advance at a time of day selected by the Contractor. Additional charges may apply in accordance with the terms of this contract.

## **2.8 Emergency Work**

- 2.8.1 The Contractor shall be on call 24/7/365 to provide emergency janitorial services, and shall be prepared to respond to emergency call-outs with four hours notice.
- 2.8.2 Only the Engineer can authorize emergency work.

## **2.9 Extra Work**

- 2.9.1 Charges for extra work shall be in accordance with the terms and conditions of this contract.
- 2.9.2 Only the Engineer can authorize Extra work.

**2.10 Inspections**

- 2.10.1 Throughout the duration of this contract, the Engineer may conduct periodic inspection of all facilities covered under this contract. If requested by the Engineer and with at least one days' notice, the Contractor shall accompany the Engineer. Should the work be considered as unsatisfactory to meet the standard, the Contractor must correct the faults as recorded and at the same time continue to provide the normal Contract requirements. A re-inspection by the Engineer will occur to ensure that the building has been brought up to standard.

**2.11 Storage**

- 2.11.1 The Engineer will allocate storage rooms or areas in each building (if available) for the Contractor's exclusive use, for the storage of Contractor equipment, products and materials.

**2.12 Products and Materials**

- 2.12.1 The Contractor shall supply all products and materials required to perform the work required under this contract.
- 2.12.2 Products and materials shall meet or exceed applicable standards of the Canadian General Standards Board (CGSB), Canadian Standards Association (CSA), American Society for Testing and Materials (ASTM) and other applicable reference standards.
- 2.12.3 All products and materials shall have MSDS/WHMIS information (if applicable) available at the building/site, and a copy of the MSDS/WHMIS information shall be provided to the Engineer.
- 2.12.4 DND shall provide water and electricity free of charge to the Contractor for the work required under this contract.

**2.13 Equipment and Machinery**

- 2.13.1 All equipment and machinery used shall comply with the applicable governing standard (CGSB, CSA, ASTM or other applicable reference standard).
- 2.13.2 All cleaning machinery and equipment shall be properly maintained to manufacturer's standards or better. The Contractor shall immediately replace any equipment that the Engineer deems is improperly maintained, or deems is not functioning properly and safely.

**2.14 Related Tasks**

- 2.14.1 When desks or other office furniture must be moved to facilitate work under this contract, such movement shall be the Contractor's responsibility, including notification to occupants in advance (by posting notices, approved by the Engineer). After cleaning, all items that were moved must be replaced to their original position.
- 2.14.2 Burned-out incandescent light bulbs to a height of less than 2.5 meters (approx. 8 feet) shall be replaced with light bulbs of equivalent type and equal wattage.

## **2.15 Special Requirements**

- 2.15.1 Carpet, Rugs, Drapes. In addition to periodic cleaning (as per Part 3), rugs, carpets and drapes shall be spot cleaned. Where spots or stains cannot be removed by normal means, they shall be reported to the Engineer in writing.
- 2.15.2 Kitchen and Washrooms. Floors and walls in kitchen areas and all washroom surfaces shall be cleaned with a germicidal soap cleaning solution.

## **3 PART 3 - SITE-SPECIFIC DETAILS**

### **3.1 Specific Scope of Work**

- 3.1.1 The scope of work under this contract is limited to the provision of the services stated at paragraph 1.2 of Part 1 for the DND Facilities located at:
  - 3.1.1.1 Appendix A - the Aspen Apartments building (Transient Quarters) at 5205- 51st Street (19 units total),
  - 3.1.1.2 Appendix B – the Military Family Resource Centre (MFRC) at 5124- 54<sup>th</sup> Street, and
  - 3.1.1.3 Appendix C – the Multiplex Mini-Gym Mezzanine at 41 Kam Lake Road

### **3.2 Appendix A - Transient Quarters (TransQ, or TransQtrs)**

#### **3.2.1 Background**

- 3.2.1.1 As of November 2010, JTFN HQ controls 18 one-bedroom, and 1 two-bedroom apartment, located at the Aspen apartment building at 5204 - 51st Street, Yellowknife.
- 3.2.1.2 The apartments are fully furnished and are used by transient DND personnel. The occupants could be in the quarters anywhere from one night to over six months.

#### **3.2.2 Limitations on Hours of Work**

- 3.2.2.1 Cleaning shall respect the approved schedule; at Part 2 paragraphs 2.2, as well as any time restrictions imposed by the landlord or the City, whichever of the three is the more limiting.

#### **3.2.3 Addendums to Part 2**

##### **3.2.3.1 Addendum to 2.7 Notification of Required Work**

- 3.2.3.1.1 DND will periodically and when requested by the Contractor, prepare a cleaning requirements schedule for use by the Contractor. The schedule will, at a minimum, delineate which units will be empty on what days, and when each unit is needed for next occupancy.
- 3.2.3.1.2 The Contractor will be given a minimum of 48-hours notice of a cleaning requirement. The Contractor shall be allotted a minimum of 24 hours for each TransQ accommodation that is vacated, plus 12 hours for each unit over one unit that is vacated during a contiguous period of days, rounded up to the next full day. (For example, if six units are vacated over a period of three days, the Contractor will be required to clean all the units within a four-day period, beginning on the day of the first vacancy).

**3.2.3.2 Addendum to 2.9 - Inspections**

3.2.3.2.1 DND will inspect cleaned units after being notified by the Contractor in writing that cleaning has been completed. The Contractor's notification shall be via fax, or via an appropriately formatted note (typed or legibly hand-written), and in the case of the note, shall be date- and time-stamped in the presence of the Contractor's site representative, by the JTFN HQ MPSS staff (i.e. "mailroom staff").

3.2.3.2.2 Once so notified, failure by DND to inspect the unit before it is occupied, automatically waives DND's right to adjust the charges based on the state of cleanliness of the unit in question.

**3.2.3.3 Addendum to 2.14 - Special Requirements**

3.2.3.3.1 Linen and laundry (bath towels, kitchen towels, washcloths) for the TransQ shall be cleaned by a commercial laundry service, which is not in this contract.

3.2.3.3.2 The Contractor will deposit dirty laundry and linens into bags and take downstairs to a designated storage area. The Contractor will pick up clean linen and laundry from the same location.

3.2.3.3.3 TransQ linen shall be provided by DND to the Contractor. The Contractor is responsible for the care of the laundry and linen, and for returning to DND any needing replacement.

3.2.3.3.4 The Contractor shall not replace any damaged, soiled, or worn-out linen or laundry, nor use any other means other than specified above, to have the laundry and linen cleaned.

**3.2.4 Areas**

3.2.4.1 Aspen Apartment ("Plywood Plaza") one bedroom units (18 units @ 43 m<sup>2</sup>) = 774 m<sup>2</sup>

3.2.4.2 Aspen Apartment ("Plywood Plaza") two bedroom units (1 unit @ 59 m<sup>2</sup>) = 59 m<sup>2</sup>

**3.2.5 Approximate Number of personnel occupying TransQ**

3.2.5.1 Any day of the week - no one to all units fully occupied.

**3.2.6 Fixtures and Appliances****3.2.6.1 Aspen Apartments (for 19 units; listing is for one typical unit)****3.2.6.1.1 Bathroom Fixtures**

3.2.6.1.1.1 Toilets - 1

3.2.6.1.1.2 Bathtubs (with shower head) - 1

3.2.6.1.1.3 Sinks - 1

**3.2.6.1.2 Kitchen Appliances**

3.2.6.1.2.1 Stoves - 1

3.2.6.1.2.2 Refrigerators - 1

3.2.6.1.2.3 Sinks - 1

3.2.6.1.2.4 Microwaves - 1

3.2.6.1.2.5 Coffee Makers - 1

3.2.6.1.2.6 Toasters - 1

### **3.2.7 Listing of Cleaning Requirements**

#### **3.2.7.1 Weekly (if the room is occupied) and after each customer check out, according to the schedule prepared by DND (in accordance with Part 2, Paragraph 2.1)**

- 3.2.7.1.1 Dust and wipe high and low ledges, tops of refrigerator, stove fan, microwave and appliances
- 3.2.7.1.2 Dust and wipe down furniture, pictures, murals, clocks, electronics, and phones
- 3.2.7.1.3 Clean and polish door kick plates, hand plates, and doorknobs
- 3.2.7.1.4 Dust Venetian blinds
- 3.2.7.1.5 Replace dirty bedding, towels, floor mats
- 3.2.7.1.6 Wash thoroughly shower, tub, sink, and toilet
- 3.2.7.1.7 Wash kitchen sink
- 3.2.7.1.8 Mop linoleum flooring in kitchen and bathroom
- 3.2.7.1.9 Vacuum carpet in living room and bedroom, also under furniture (moving as required)

#### **3.2.7.2 Upon Checkout**

- 3.2.7.2.1 All duties listed in 3.2.7.1 as well as the following:
- 3.2.7.2.2 Wipe mattress top
- 3.2.7.2.3 Wash and put away any dirty dishes
- 3.2.7.2.4 Wash/clean interior and exterior of fridge, stove and cupboards
- 3.2.7.2.5 Change bedding; launder soiled bedding, towels, and floor mats (shower curtains if necessary)

#### **3.2.7.3 Weekly (if the room has not been occupied since last cleaning)**

- 3.2.7.3.1 Dust and wipe all ledges, tops of refrigerator, stove fan, microwave and appliances
- 3.2.7.3.2 Dust and wipe down furniture, pictures, murals, clocks, electronics, and phones
- 3.2.7.3.3 Dust Venetian blinds

#### **3.2.7.4 Monthly**

- 3.2.7.4.1 Wash window ledges
- 3.2.7.4.2 Wash down doors, door frames and around light switches
- 3.2.7.4.3 Polish all wood furniture
- 3.2.7.4.4 Wash thoroughly all waste paper and kitchen refuse containers
- 3.2.7.4.5 Clean stove top and oven
- 3.2.7.4.6 Clean fridge
- 3.2.7.4.7 Vacuum blinds
- 3.2.7.4.8 Clean shelving in the storage room
- 3.2.7.4.9 Dust light fixtures

#### **3.2.7.5 Quarterly**

- 3.2.7.5.1 Wash baseboards
- 3.2.7.5.2 Clean inside of cupboards

#### **3.2.7.6 Bi-annually**

- 3.2.7.6.1 Vacuum and wash air diffusers, air intake grills.

**3.2.7.7 Annually**

- 3.2.7.7.1 Wash entire walls to 8 feet including radiators
- 3.2.7.7.2 Wash ceilings in bathroom and kitchen
- 3.2.7.7.3 Steam clean all carpets (arrange dates with Engineer)

**3.3 Appendix B - Military Family Resource Centre (MFRC)****3.3.1 Limitations on Hours of Work**

- 3.3.1. The Approved Work Schedule shall schedule all routine work in the areas defined below to be completed before 08h30 or after the evening programs are completed, Monday to Friday.

**3.3.2 Areas**

- 3.3.2.1 1st Floor - 105.2 m<sup>2</sup>
- 3.3.2.2 Basement - 70.1 m<sup>2</sup>

**3.3.3 Approximate Number of personnel occupying MFRC**

- 3.3.3.1 Monday to Friday - 4 regular staff, plus various numbers of visitors and clients, including small day care.
- 3.3.3.2 Saturday, Sunday, and Statutory Holidays - no one, to more than a dozen people, occasionally.

**3.3.4 Fixtures and Appliances****3.3.4.1 Bathroom Fixtures**

- 3.3.4.1.1 Toilets - 2
- 3.3.4.1.2 Clothes Washer - 1
- 3.3.4.1.3 Clothes Dryer - 1
- 3.3.4.1.4 Showers - 1
- 3.3.4.1.5 Sinks - 2

**3.3.4.2 Kitchen Appliances**

- 3.3.4.2.1 Stoves - 2
- 3.3.4.2.2 Refrigerators - 2
- 3.3.4.2.3 Sinks - 2
- 3.3.4.2.4 Microwaves - 2
- 3.3.4.2.5 Coffee Makers - 1
- 3.3.4.2.6 Toaster - 1
- 3.3.4.2.7 Dishwashers - 2

**3.3.5 Listing of Cleaning Periodicity****3.3.5.1 Daily**

- 3.3.5.1.1 Empty waste baskets (replace garbage bag as needed)
- 3.3.5.1.2 Remove all garbage to outside bin
- 3.3.5.1.3 Vacuum carpets, and spot-clean where needed
- 3.3.5.1.4 Sweep and damp-mop non-carpeted flooring (includes stairwell)
- 3.3.5.1.5 Clean and disinfect bathrooms (toilet seats, basins, change table, taps, mirrors, floor, etc.)

- 3.3.5.1.6 Replenish bathroom supplies (soap, hand towels, toilet paper, etc.)
- 3.3.5.1.7 Wash kitchen sink, top of stove, and counter tops
- 3.3.5.1.8 Clean interior of microwave
- 3.3.5.1.9 Snow Removal: shovel sidewalks from building to city sidewalk in front and back before 08h00.

**3.3.5.2 Quasi-Daily (in addition to above Daily, and done three times per week, normally on Tue, Thu and Sat or Sun)**

- 3.3.5.2.1 Clean rubber mats and door grates
- 3.3.5.2.2 Damp-wipe handrails
- 3.3.5.2.3 Wash window ledges (during summer)
- 3.3.5.2.4 Spot-clean all vertical surfaces (e.g. walls, doors and frames, windows, mirrors)
- 3.3.5.2.5 Damp-wipe exterior of cupboards, and top surfaces and edges of shelving
- 3.3.5.2.6 Damp-wipe exterior of all kitchen appliances (fridge, stove, toaster, microwave, etc.)

**3.3.5.3 Weekly**

- 3.3.5.3.1 Dust notice boards, office desks (do not move anything on desk!)
- 3.3.5.3.2 Damp wipe high ledges, tops of partitions, pipes (less than 8-feet in height)
- 3.3.5.3.3 Dust pictures, murals, wall clocks
- 3.3.5.3.4 Clean exterior of display cases
- 3.3.5.3.5 Wash doors and door frames
- 3.3.5.3.6 Wash stairwell treads and risers (vertical part of stairs)
- 3.3.5.3.7 Polish all natural wood furniture

**3.3.5.4 Monthly**

- 3.3.5.4.1 Scrub-down washroom walls and ceilings
- 3.3.5.4.2 Wash inside and outside of waste containers in washrooms and kitchen
- 3.3.5.4.3 Clean inside of refrigerator (Arrange with occupants to have all contents removed by occupants before cleaning. Contractor shall give 48 hours written notice, left in a conspicuous location, preferably on the refrigerator next to the door handle)

**3.3.5.5 Quarterly**

- 3.3.5.5.1 Wash all walls (including baseboards)
- 3.3.5.5.2 Dust exterior of light fixtures (under 8-feet in height; no disassembly of fixture)
- 3.3.5.5.3 Clean inside cupboards (Arrange with occupants to have all contents removed by occupants before cleaning. Contractor shall give 1 week written notice, left in a conspicuous location, preferably on the cupboard door)
- 3.3.5.5.4 Clean interior of stove, range hood, and filters
- 3.3.5.5.5 Clean behind and under fridge and stove
- 3.3.5.5.6 Steam clean the carpet in Main area on the main floor.

**3.3.5.6 Annually**

- 3.3.5.6.1 Clean inside freezer (defrost and disinfect; arrange with occupants to have all contents removed by occupants before cleaning. Contractor shall give 1 week written notice, left in a conspicuous location, preferably on the freezer where the main handle is located.).
- 3.3.5.6.2 Steam clean the carpets in offices and the basement.

### **3.4 Appendix C – Multiplex Mini-Gym Mezzanine**

**3.4.1 Areas:** Mezzanine including office area, small landing and 30 stairs leading to gym floor, 30 pieces of exercise equipment and two mirror covered walls @3m<sup>2</sup> each

3.4.1.1 Mezzanine – 78m<sup>2</sup>

#### **3.4.2 Fixtures and Appliances**

3.4.2.1 Exercise Equipment

3.4.2.1.1 Various types – 30 pieces

#### **3.4.3 Approximate Number of personnel occupying mini gym**

3.4.3.1 Monday to Friday – Average use, 30+ people

3.4.3.2 Saturday, Sunday, and Statutory Holidays – Average use, 20+ people

#### **3.4.4 Listing of Cleaning Periodicity**

##### **3.4.4.1 Daily**

3.4.4.1.1 Wash and polish water fountains

3.4.4.1.1 Empty waste baskets and replace plastic garbage bags as needed

3.4.4.1.2 Deposit dry garbage and refuse into outside refuse bin

3.4.4.1.3 Sweep, disinfect and damp mop flooring including stairwells and landings

3.4.4.1.4 Spot clean all vertical surfaces (walls, doors, inside windows) and all floors and counters

3.4.4.1.5 Wash handrails in the stairwells using a damp/wet rag soaked in antibacterial soap

3.4.4.1.6 Replenish exercise equipment cleaning supplies (spray cleaner, hand towels)

3.4.4.1.7 Dust and wipe down exercise room equipment (including book stands)

3.4.4.1.8 Clean and polish mirrors

##### **3.4.4.2 Weekly**

3.4.4.2.1 Dust notice boards, office desk (do not move anything on desk)

3.4.4.2.2 Dust and wipe high ledges, tops of partitions, and exposed pipes to 2.5m high

3.4.4.2.3 Dust and wipe window ledges and heating radiators

3.4.4.2.4 Buff all waxed, linoleum floors

3.4.4.2.5 Clean display cases

3.4.4.2.6 Clean/dust murals pictures, and clocks

3.4.4.2.7 Wash stairwell treads, risers and ledges

3.4.4.2.8 Clean and polish metal surface guards on walls, door handles, push-plates and kick-plates

3.4.4.2.9 Clean, disinfect and polish all exercise equipment

3.4.4.2.10 Clean windows in office

##### **3.4.4.3 Quarterly**

3.4.4.3.1 Wash, scrub, wax and polish all linoleum based floors

3.4.4.3.2 Wash all walls, including baseboards

3.4.4.3.3 Dust exterior of light fixtures (under 2.5m in height; no disassembly of fixture)

##### **3.4.4.4 Bi-annually**

3.4.4.4.1 Strip, seal, wax, and polish waxed floors



# TASK AUTHORIZATION AUTORISATION DES TÂCHES

All invoices/progress claims must show the reference Contract and Task numbers. Toutes les factures doivent indiquer les numéros du contrat et de la tâche.		Contract no. – N° du contrat	
		Task no. – N° de la tâche	
Amendment no. – N° de la modification		Increase/Decrease – Augmentation/Réduction	
Previous value – Valeur précédente			
To – À		<b>TO THE CONTRACTOR</b> You are requested to supply the following services in accordance with the terms of the above reference contract. Only services included in the contract shall be supplied against this task. Please advise the undersigned if the completion date cannot be met. Invoices/progress claims shall be prepared in accordance with the instructions set out in the contract. <b>À L'ENTREPRENEUR</b> Vous êtes prié de fournir les services suivants en conformité des termes du contrat mentionné ci-dessus. Seuls les services mentionnés dans le contrat doivent être fournis à l'appui de cette demande. Prière d'aviser le signataire si la livraison ne peut se faire dans les délais prescrits. Les factures doivent être établies selon les instructions énoncées dans le contrat.	
Delivery location – Expédiez à			
Delivery/Completion date – Date de livraison/d'achèvement			
		_____ Date for the Department of National Defence pour le ministère de la Défense nationale	
Contract item no. N° d'article du contrat	Services	Cost Prix	
		GST/HST TPS/TVH	
		Total	
<b>APPLICABLE ONLY TO PWGSC CONTRACTS:</b> The Contract Authority signature is required when the total value of the DND 626 exceeds the threshold specified in the contract. <b>NE S'APPLIQUE QU'AUX CONTRATS DE TPSGC :</b> La signature de l'autorité contractante est requise lorsque la valeur totale du formulaire DND 626 est supérieure au seuil précisé dans le contrat.			
_____ for the Department of Public Works and Government Services pour le ministère des Travaux publics et services gouvernementaux			

## Instructions for completing DND 626 - Task Authorization

### Contract no.

Enter the PWGSC contract number in full.

### Task no.

Enter the sequential Task number.

### Amendment no.

Enter the amendment number when the original Task is amended to change the scope or the value.

### Increase/Decrease

Enter the increase or decrease total dollar amount including taxes.

### Previous value

Enter the previous total dollar amount including taxes.

### To

Name of the contractor.

### Delivery location

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

### Delivery/Completion date

Completion date for the task.

### for the Department of National Defence

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

### Services

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

### Cost

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

### GST/HST

The GST/HST cost as appropriate.

### Total

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

### Applicable only to PWGSC contracts

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

### Note:

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

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

### N° du contrat

Inscrivez le numéro du contrat de TPSGC en entier.

### N° de la tâche

Inscrivez le numéro de tâche séquentiel.

### N° de la modification

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

### Augmentation/Réduction

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

### Valeur précédente

Inscrivez le montant total précédent, y compris les taxes.

### À

Nom de l'entrepreneur.

### Expédiez à

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

### Date de livraison/d'achèvement

Date d'achèvement de la tâche.

### pour le ministère de la Défense nationale

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

### Services

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

### Prix

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

### TPS/TVH

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

### Total

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

### Ne s'applique qu'aux contrats de TPSGC

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

### Nota :

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