

**RETURN BIDS TO:
RETOURNER LES SOUMISSIONS À:**
**Bid Receiving Public Works and Government
Services Canada/Réception des soumissions
Travaux publics et Services gouvernementaux
Canada**
Pacific Region
401 - 1230 Government Street
Victoria, B.C.
V8W 3X4
Bid Fax: (250) 363-3344

REQUEST FOR PROPOSAL DEMANDE DE PROPOSITION

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

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

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

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

Comments - Commentaires

Title - Sujet Janitorial Services	
Solicitation No. - N° de l'invitation 23145-130635/A	Date 2013-07-18
Client Reference No. - N° de référence du client 23145-130635	
GETS Reference No. - N° de référence de SEAG PW-\$VIC-220-6264	
File No. - N° de dossier VIC-3-36051 (220)	CCC No./N° CCC - FMS No./N° VME
Solicitation Closes - L'invitation prend fin at - à 02:00 PM on - le 2013-08-30	Time Zone Fuseau horaire Pacific Daylight Saving Time PDT
F.O.B. - F.A.B. Plant-Usine: <input type="checkbox"/> Destination: <input checked="" type="checkbox"/> Other-Autre: <input type="checkbox"/>	
Address Enquiries to: - Adresser toutes questions à: Mathewson (Vic220), Don	Buyer Id - Id de l'acheteur vic220
Telephone No. - N° de téléphone (250) 363-0585 ()	FAX No. - N° de FAX (250) 363-3344
Destination - of Goods, Services, and Construction: Destination - des biens, services et construction: DEPARTMENT OF NATURAL RESOURCES 506 WEST BURNSIDE RD VICTORIA British Columbia V8Z1M5 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 - Pacific
Region
401 - 1230 Government Street
Victoria, B. C.
V8W 3X4

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

Solicitation No. - N° de l'invitation

23145-130635/A

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur

vic220

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

23145-130635

File No. - N° du dossier

VIC-3-36051

CCC No./N° CCC - FMS No/ N° VME

please see the following documents

Solicitation No. - N° de l'invitation 23145-130635/A
 Buyer ID - Id de l'acheteur vic220
 Client Ref. No. - N° de réf. du client 23145-130635

Amd. No. - N° de la modif.

PART 1 - GENERAL INFORMATION 1. Security 2. Summary 3. Communications Notifications 4. Debriefings PART 2 - BIDDER INSTRUCTIONS 1. Standard Instructions, Clauses and Conditions 2. Submission of Bids 3. Enquiries - Bid Solicitation 4. Applicable Laws 5. Mandatory Site Visit PART 3 - BID PREPARATION INSTRUCTIONS 1. Bid Preparation Instructions PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION 1. Evaluation Procedures 2. Rated Technical/Managerial Evaluation 3. Price Component Evaluation 4. Basis of Selection/Contractor Ranking PART 5 - CERTIFICATIONS 1. Certifications Required with the Bid 2. Certifications Precedent to Contract Award	PART 6 - RESULTING CONTRACT CLAUSES 1. Requirement 2. Standard Clauses and Conditions 3. Security Requirement 4. Term of Contract 5. Authorities 6. Payment 7. Invoicing Instructions 8. Certifications 9. SACC Manual Clauses 10. Applicable Laws 11. Priority of Documents 12. Insurance List of Annexes: Annex "A" Statement of Work Annex "A1" Evaluation Criteria Annex "B" Basis of Payment Annex "C" Security Requirements Check List Annex "D" PWGSC-TPSGC 572 Task Authorization Form
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PART 1 GENERAL INFORMATION

1. SECURITY REQUIREMENT : THERE IS A SECURITY REQUIREMENT ASSOCIATED WITH THIS REQUIREMENT. Bidders should consult the (<http://www.tpsgc-pwgsc.gc.ca/app-acq/lc-pl/lc-pl-eng.html#a31>) document on the Departmental Standard Procurement Documents Web site.

2. SUMMARY: PLEASE SEE ANNEX A

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

PART 2 BIDDER INSTRUCTIONS

1. STANDARD INSTRUCTIONS, CLAUSES AND CONDITION: All instructions, clauses and conditions identified in the bid solicitation by number, date and title are set out in the (<http://ccua-sacc.tpsgc-pwgsc.gc.ca/pub/acho-eng.jsp>) Manual issued by Public Works and Government Services Canada.

The 2003 (2013-06-01) 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 twenty (120) days

2. SUBMISSION OF BIDS : Bids must be submitted only to Public Works and Government Services Canada (PWGSC) Bid Receiving Unit by the date, time and place indicated on page 1 of the bid solicitation. **Due to the nature of the bid solicitation, bids transmitted by facsimile to PWGSC will not be accepted**

3.0 ENQUIRIES - BID SOLICITATION : All enquiries must be submitted in **writing** to the Contracting Authority **no later than 10/TEN 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 **British Columbia**.

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. MANDATORY SITE VISIT : It is mandatory that the Bidder or a representative of the Bidder visit the work site. Arrangements have been made for site visit to be held on:

THURS 12 SEP 13 @ 10:30 am. Meet at Visitor Entrance at 506 West Burnside Rd, Victoria, BC. Security Safety issues will be dealt with when visitors arrive.

Bidders are **requested** to communicate, **IN WRITING**, with the Contracting Authority no later than **SEVEN (07) calendar day(s) before the scheduled visit to confirm attendance and provide the full names of the (maximum of) TWO/02 person(s) who will attend**. This is to meet security and transportation requirements. Bidders will be required to sign an attendance form. Bidders should confirm in their bids that they have attended the site visit. Bidders who do not attend or send a representative will not be given an alternative appointment and their bids will be rejected as non-compliant. Any clarifications or changes to the bid solicitation resulting from the site visit will be included as an amendment to the bid solicitation.

06. OPTIONAL BIDDERS CONFERENCE: A bidders' conference will be held at the **same address above** on:

THURS 12 SEP 13 @ 13:00 pm. Meet at Visitor Entrance at 506 West Burnside Rd, Victoria, BC. Security Safety issues will be dealt with when visitors arrive.

The scope of the requirement outlined in the bid solicitation will be reviewed during the conference and questions will be answered. It is recommended that bidders who intend to submit a bid attend or send a representative. Bidders are requested to communicate with the Contracting Authority before the conference to confirm attendance. Bidders should provide, in writing, to the Contracting Authority, the names of the person(s) who will be attending and a list of issues they wish to table at least **SEVEN (07) calendar day(s)** before the scheduled conference. Any clarifications or changes to the bid solicitation resulting from the bidders' conference will be included as an amendment to the bid solicitation. Bidders who do not attend will not be precluded from submitting a bid.

PART 3 BID PREPARATION INSTRUCTIONS

1. BID PREPARATION INSTRUCTIONS : Bids should be submitted in the format requested. If the Bidder feels that the terms and conditions of this solicitation will restrict it unnecessarily in any way, it should be stated so in the submission. Any deviations from the stipulated conditions should be given in detail with an explanation as to why they are being proposed. Canada requests that bidders provide their bid **in separately bound sections** as follows:

Section I: Technical Bid: - one (2) hard copies;
Section II: Financial Bid: - one (1) hard copy;
Section III: Certifications - one (1) hard copy;

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

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

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

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

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

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

The technical bid should address clearly and in sufficient depth the points that are subject to the evaluation criteria against which the bid will be evaluated. Simply repeating the statement contained in the bid solicitation is not sufficient. In order to facilitate the evaluation of the bid, Canada requests that bidders address and present topics in the order of the evaluation criteria under the same headings. To avoid duplication, bidders may refer to different sections of their bids by identifying the specific paragraph and page number where the subject topic has already been addressed.

Section II: Financial Bid : Bidders must submit their financial bid in accordance with Annex "B" Basis of Payment. The total amount of Goods and Services Tax or Harmonized Sales Tax must be shown separately, if applicable.

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

Section III: Certifications

Bidders must submit the certifications required under Part 5.

PART 4 EVALUATION PROCEDURES AND BASIS OF SELECTION - PLEASE SEE ANNEX A1

1. BEFORE AWARD OF A CONTRACT, the following conditions must be met:

- (a) the Bidder must hold a valid organization security clearance as indicated in Part 6 - Resulting Contract Clauses;
- (b) the Bidder's proposed individuals requiring access to classified or protected information, assets or sensitive work site(s) must meet the security requirement as indicated in Part 6 - Resulting Contract Clauses;
- (c) the Bidder must provide the name of all individuals who will require access to classified or protected information, assets or sensitive work sites.

2. BIDDERS ARE REMINDED TO OBTAIN THE REQUIRED

SECURITY CLEARANCE PROMPTLY. Any delay in the award of a contract to allow the successful bidder to obtain the required clearance will be at the entire discretion of the Contracting Authority.

3. For additional information on security requirements, bidders should consult the "Security Requirements for PWGSC Bid Solicitations - Instructions for Bidders"

(<http://www.tpsgc-pwgsc.gc.ca/app-acq/lc-pl/lc-pl-eng.html#a31>) document on the Departmental Standard Procurement Documents Website.

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. MANDATORY CERTIFICATIONS REQUIRED PRECEDENT TO CONTRACT AWARD

1.1 Code of Conduct and Certifications - Related documentation : By submitting a bid, the Bidder certifies as per section 01 of Standard Instructions 2003, for himself and his affiliates, to be in compliance with the Code of Conduct and Certifications clause of the Standard instructions. The related documentation therein required will help Canada in confirming that the certifications are true.

1.2 Federal Contractors Program for Employment Equity - Bid Certification: By submitting a bid, the Bidder certifies that the Bidder, and any of the Bidder's members if the Bidder is a Joint Venture, is not named on the Federal Contractors Program (FCP) for employment equity "[FCP Limited Eligibility to Bid](http://www.labour.gc.ca/eng/standards_equality/eq/emp/fcp/list/inelig.shtml)" list (http://www.labour.gc.ca/eng/standards_equality/eq/emp/fcp/list/inelig.shtml) available from [Human Resources and Skills Development Canada \(HRSDC\) - Labour's](#) website.

Canada will have the right to declare a bid non-responsive if the Bidder, or any member of the Bidder if the Bidder is a Joint Venture, appears on the "[FCP Limited Eligibility to Bid](http://www.labour.gc.ca/eng/standards_equality/eq/emp/fcp/list/inelig.shtml)" list at the time of contract award.

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

2.1 Federal Contractors Program - Certification : 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.

2.2 FORMER PUBLIC SERVANT CERTIFICATION

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

Definitions: For the purposes of this clause,

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

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

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

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

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.

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.

Certification

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

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

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

2.5 EDUCATION AND EXPERIENCE: The Bidder certifies that all the information provided in the résumés and supporting material submitted with its bid, particularly the information pertaining to education, achievements, experience and work history, has been verified by the Bidder to be true and accurate. Furthermore, the Bidder warrants that every individual proposed by the Bidder for the requirement is capable of performing the Work described in the resulting contract.

2.6 WORKERS COMPENSATION CERTIFICATION -LETTER OF GOOD STANDING: The Bidder must have an account in good standing with the applicable provincial or territorial Worker's Compensation Board. The Bidder must provide, within five (5) days following a request from the Contracting Authority, a certificate or letter from the applicable Worker's Compensation Board confirming the Bidder's good standing account. Failure to comply with the request may result in the bid being declared non-responsive.

2.7 CONTRACT FINANCIAL SECURITY

1. The supplier must provide to Canada one of the following contract financial securities **within 10/TEN calendar days after the date of contract award**:

- a. a certified cheque to the Receiver General for Canada in the amount of 10/TEN percent of the contract price; or
- b. an irrevocable standby letter of credit as defined in clause E0008C in the amount of 10/TEN percent of the contract price.

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

SACC Clause E0008C Security Deposit Definition 2011-05-16

PART 6 RESULTING CONTRACT CLAUSES

1. A. SECURITY REQUIREMENT

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

B. CONTRACT FINANCIAL SECURITY

1. The supplier must provide to Canada one of the following contract financial securities within 10/TEN calendar days after the date of contract award:
 - A. a certified cheque to the Receiver General for Canada in the amount of **10/TEN percent of the contract price***; or
 - B. an irrevocable standby letter of credit as defined in clause E0008C in the amount of **10/TEN percent of the contract price***.
2. If Canada does not receive the required financial security within the specified period, Canada may terminate the contract for default pursuant to its default provision.
** this value will only be based on the 3 year firm face value of the contract (excluding taxes) but will be kept for the length of the contract, including any exercised options.*
SACC Clause E0008C Security Deposit Definition 2012-07-16

2. STATEMENT OF WORK PLEASE SEE ANNEX A

3. TASK AUTHORIZATION

3.1 MINIMUM WORK GUARANTEE

1. In this clause: "Maximum Contract Value" means the amount specified in the "Limitation of Expenditure" clause set out in the Contract; and
"Minimum Contract Value" means: 10% of the Maximum Contract Value
2. Canada's obligation under the Contract is to request Work in the amount of the Minimum Contract Value or, at Canada's option, to pay the Contractor at the end of the Contract in accordance with paragraph
3. In the event that Canada does not request work in the amount of the Minimum Contract Value during the period of the Contract, Canada must pay the Contractor the difference between the Minimum Contract Value and the cost of the Work requested.
4. Canada will have no obligation to the Contractor under this clause if Canada terminates the Contract in whole or in part for default.

3.2 Canada's Obligation - Portion of the Work - 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.

Task Authorization : The administration of the Task Authorization process will be carried out by Pacific Agri-Food Research Centre. This process includes monitoring, controlling and reporting on expenditures of the contract with task authorizations to the Contracting Authority.

Task Authorization Process: 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.

4. STANDARD CLAUSES AND CONDITIONS

All clauses and conditions identified in the Contract by number, date and title are set out in the (<http://ccua-sacc.tpsgc-pwgsc.gc.ca/pub/acho-eng.jsp>) Manual issued by Public Works and Government Services Canada.

2035 (2013-07-10) General Conditions - Higher Complexity - Services, apply to and form part of the Contract.

5. TERM OF CONTRACT

The period of the Contract is from **01 NOVEMBER 2013 to 31 OCTOBER 2016**

5.1 OPTION TO EXTEND THE CONTRACT

The Contractor grants to Canada the irrevocable option to extend the term of the Contract by up to **TWO/02** additional **ONE/01** year periods under the same conditions. The Contractor agrees that, during the extended period of the Contract, it will be paid in accordance with the applicable provisions as set out in the Basis of Payment. Canada may exercise this option at any time by sending a written notice to the Contractor at least thirty (30) calendar days before the expiry date of the Contract. The option may only be exercised by the Contracting Authority, and will be evidenced for administrative purposes only, through a contract amendment.

6. AUTHORITIES

6.1 Contracting Authority: The Contracting Authority for the Contract is:

Don Mathewson
Supply Team Leader
Public Works and Government Services Canada
Pacific Region Acquisitions
Victoria, BC V8W 2Z4
Telephone: (250)363- 0585
Facsimile: (250)363-0395
E-mail: don.mathewson@pwgsc.gc.ca

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

6.2 Site Authority: Site Authority: The Site Authority for the Contract is:

Doug Moffat

Maintenance Supervisor, Building and Property Services / Batments et Services de propriete
Pacific Forestry Centre / Centre de foresterie du Pacifique
Telephone / Téléphone : (250) 298-2506 Fax / Télécopieur : (250) 363-0790
Cell / Cellulaire : (250) 213-3457
Email / Courriel : dmoffat@nrcan.gc.ca

The Site 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 Site Authority; however the Site 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.

7. BASIS OF PAYMENT

7.1 Task Authorization Limit

The Site Authority may authorize individual task authorizations **up to a limit of \$3,000.00**, 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.

7.2 Limitation of Expenditure - cumulative Total of all Task Authorizations

1. Canada's total liability to the Contractor under the Contract for all approved Task Authorizations (TAs), inclusive of any revisions, **must not exceed the sum of \$15,000.00 per year**. Customs duties are included as applicable and the Goods and Services Tax or Harmonized Sales Tax is extra, if applicable.
2. No increase in the total liability of Canada will be authorized or paid to the Contractor unless an increase has been approved, in writing, by the Contracting Authority.
3. The Contractor must notify the Contracting Authority in writing as to the adequacy of this sum:
 - (a) when it is 75 percent committed, or
 - (b) four (4) months before the contract expiry date,
 - (c) as soon as the Contractor considers that the sum is inadequate for the completion of the Work required in all approved TAs, inclusive of any revisions, whichever comes first.

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

7.3 Multiple Payments

Canada will pay the Contractor on a monthly basis for work performed during the month covered by the invoice in accordance with the payment provisions of the Contract. Canada will pay the Contractor upon completion and delivery of the work described in each individual PWGSC 572 Task Authorization Form units in accordance with the payment provisions of the Contract, if:

- (a) an accurate and complete invoice and any other documents required by the Contract have been submitted in accordance with the invoicing instructions provided in the Contract;
- (b) all such documents have been verified by Canada;
- (c) the Work performed has been accepted by Canada.

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

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

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

8. INVOICING INSTRUCTIONS – EMAIL OR FAX ONLY

All invoices submitted to Natural Resources Canada (NRCan) must include the following information for processing

- *Invoice date*
- *Invoice number*
- *Amount due (required currency specified)*
- *If prepaid by credit card, ensure that the invoice clearly indicated "Paid by Credit Card"*
- *Valid NRCan reference number (normally the purchase order number). This number is 10 numeric digits long or 9 alphanumeric digits*

If you are unsure which NRCan reference number to include on your invoice, please contact the departmental representative listed on the purchase order or contract. Should any of the information required for processing the payment be missing, the supplier's invoice will be returned at the discretion of NRCan and will remain unpaid until valid payment referencing is provided. All invoices must be submitted using one of the following methods (only one copy of the invoice should be sent to the department):

1) Email (preferred method): Invoicing@NRCan.gc.ca

Note:

1. Departmental contact (project authority) identified in the contract can be cc'd on the email.
2. Suppliers are required to use PDF file format, as other formats are not compatible with and are not recognized by our systems.
3. PDF file name should not contain signs such as #, \$, % etc.
4. Only one invoice per PDF file can be recognized by our systems (an email can contain multiple PDF attachments). All supporting documents should be included within the invoice PDF file.
5. An automatic reply will be sent as notification that their e-mail has been received (and should be kept for reference on any later payment inquiries).
6. This e-mail address is to be used only for submitting invoices. ***Inquiries regarding payment status should be sent by e-mail to: Payments@nrcan.gc.ca.***

2) Fax: 613-947-0987 (in the National Capital Region) 1-877-94 7-0987 (toll-free)

Note:

• Suppliers sending invoices by fax are required to use the highest quality settings available, as low quality copies will not be accepted as valid for payment processing. The Invoice is required to be the first page and any supporting documents on the following pages. No fax cover sheet is required.

• This fax number is to be used only for submitting invoices. ***Inquiries regarding payment status should be sent by e-mail to: Payments@nrcan.gc.ca.***

**Note: NRCan can no longer accept invoices by courier or regular mail.
We appreciate your willingness to support our Green Initiative.**

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

10. APPLICABLE LAWS : The Contract must be interpreted and governed, and the relations between the parties determined, by the laws in force in **TO BE DETERMINED**

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

- (a) the Articles of Agreement;
- (b) the general conditions 2035 (2013-07-10) General Conditions - Higher Complexity - Services
- (c) Annex "A", Statement of Work;
- (d) Annex "B", Basis of Payment;
- (e) Annex "C", Security Requirements Check List;
- (f) the signed Task Authorizations;
- (g) the Contractor's bid dated _____ (insert date of bid)

12. INSURANCE : The Contractor must comply with the insurance requirements specified herein. The Contractor must maintain the required insurance coverage for the duration of the Contract. Compliance with the insurance requirements does not release the Contractor from or reduce its liability under the Contract. The Contractor is responsible for deciding if additional insurance coverage is necessary to fulfill its obligation under the Contract and to ensure compliance with any applicable law. Any additional insurance coverage is at the Contractor's expense, and for its own benefit and protection.

The Contractor must forward to the Contracting Authority within ten (10) days after the date of award of the Contract, a Certificate of Insurance evidencing the insurance coverage and confirming that the insurance policy complying with the requirements is in force. Coverage must be placed with an Insurer licensed to carry out business in Canada. The Contractor must, if requested by the Contracting Authority, forward to Canada a certified true copy of all applicable insurance policies.

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 \$2,000,000.00 per accident or occurrence and in the annual aggregate.

2. The Commercial General Liability policy **must include the following:**

- (a) **Additional Insured: Canada is added as an additional insured**, but only with respect to liability arising out of the Contractor's performance of the Contract. The interest of Canada should read as follows: Canada, as represented by Public Works and Government Services Canada.
- (b) Bodily Injury and Property Damage to third parties arising out of the operations of the Contractor.
- (c) Products and Completed Operations: Coverage for bodily injury or property damage arising out of goods or products manufactured, sold, handled, or distributed by the Contractor and/or arising out of operations that have been completed by the Contractor.
- (d) Personal Injury: While not limited to, the coverage must include Violation of Privacy, Libel and Slander, False Arrest, Detention or Imprisonment and Defamation of Character.
- (e) Cross Liability/Separation of Insureds: Without increasing the limit of liability, the policy must protect all insured parties to the full extent of coverage provided. Further, the policy must apply to each Insured in the same manner and to the same extent as if a separate policy had been issued to each.

(f) Blanket Contractual Liability: The policy must, on a blanket basis or by specific reference to the Contract, extend to assumed liabilities with respect to contractual provisions..

(g) Employees and, if applicable, Volunteers must be included as Additional Insured.

(h) Employers' Liability (or confirmation that all employees are covered by Worker's compensation (WSIB) or similar program)

(i) Broad Form Property Damage including Completed Operations: Expands the Property Damage coverage to include certain losses that would otherwise be excluded by the standard care, custody or control exclusion found in a standard policy.

(j) Notice of Cancellation: The Insurer will endeavour to provide the Contracting Authority thirty (30) days written notice of policy cancellation.

(k) If the policy is written on a claims-made basis, coverage must be in place for a period of at least 12 months after the completion or termination of the Contract.

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

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

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

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

ANNEX "A" - STATEMENT OF WORK

1. GENERAL: For the provision of all labour, supervision, material, equipment and transportation required for JANITORIAL SERVICES as scheduled or on an "as and when requested" basis for the Pacific Forestry Centre in Victoria, BC for the period of 01 NOV 2013 to 31 OCT 2014 with the option to renew for 2 x 1 year periods.

2. SITE OF WORK Buildings listed herein are situated within:
Pacific Forestry Research Centre
506 West Burnside Road. Victoria. B.C.

3. SITE VISIT: See details herein.

4. CONTRACTORS RESPONSIBILITIES: It is the Contractor's responsibility to examine the surfaces which are to be maintained, ascertain their condition and bring, to the Site Authority's attention any defective surfaces or areas requiring repair. This must be done in writing and within ten (10) days of award of contract.

The Contractor shall provide and maintain adequate and suitable means of saving the building and contents from damage or defacement during the progress of the work; i.e., drop cloths, tarpaulins, etc.

5. DEFINITIONS

SITE AUTHORITY : The term "SITE AUTHORITY", where it appears in these specifications, shall mean Facilities Manager or an authorized representative.

Solicitation No. - N° de l'invitation
Buyer ID - Id de l'acheteur
Client Ref. No. - N° de réf. du client

23145-130635/A
vic220
23145-130635

Amd. No. - N° de la modif.

WORK: The furnishing of all labor, materials and equipment to carry out and properly perform the services as set out herein.

CONTRACTOR: The individual, partnership, sole proprietorship, or corporation executing the proposed contract.

CONTRACT SUPERVISOR: A Departmental representative (Site Authority) who will make periodic inspections and will be available to give advice to ensure the specifications are observed as well as to assist with interpretation of the specifications as related to cleaning standards and level of service.

EXTRA WORK: The finishing of all labor, materials and equipment to carry out and properly perform services over and above those specified herein. The Contractor shall not perform services in excess of those specified herein without prior approval of the Site Authority.

6. SUB-CONTRACTORS No sub-contracting permitted.

7. SITE AUTHORITY The Site Authority shall have the following rights;

- .1 authority to decide whether any part of the work has been performed to the level of quality specified in the proposed Contract; and
- .2 authority to question, accept or reject the quality and quantity of any labor or material used in the execution of the work; and
- .3 authority to define the Contractor's area of responsibilities within the proposed Contract; and
- .4 authority to question the timing or scheduling of the various phases of the work.

8. SCHEDULE: Schedule of buildings and types of areas to be cleaned is outlined herein.

9. FREQUENCY: The work shall be done in accordance with the cleaning schedule. Frequency of cleaning may be increased or decreased in specified areas as requested by the Site Authority. Increase or decrease would normally be caused by the amount of usage, weather conditions, temporary closure, demolition, renovation, etc.

10. MAJOR CARPET CLEANING: Major carpet cleaning shall be on wall-to-wall carpets only, at the frequencies specified herein. The method of cleaning shall be spin and/or steam clean, by hot/cold water application and extraction.

- 11. WORK NOT INCLUDED, unless otherwise specified**
- .1 Servicing of light fixtures
 - .2 Kitchens - cleaning of the kitchen area
 - .3 Exterior side of glazing on exterior perimeter walls
 - .4 Cleaning of computers, typewriters, teletypes or similar equipment.
 - .5 Areas included or excluded as indicated on the marked record plans.
 - .6 Major carpet cleaning - see herein

PART 2 - MATERIALS

12. MATERIALS and SUPPLIES:

12.1 For this contract, the contractor will purchase and distribute the following; all toilet paper, paper towels, hand soap, urinal pads, compostable bags, plastic garbage bags, sanitary napkins, tampons and sani-bags.

12.2 NOTE: the following information on quantities is a rough estimate prepared by using previous years usage. However, Pacific Forestry Centre, Victoria, B.C. assumes no responsibility for this information and it is to be considered for reference only.

12.3 Tampons and sanitary napkins are dispensed through coin operated dispensers. Contractor is responsible for maintaining adequate stock, reporting equipment malfunctions and collecting funds. These funds are kept by the contractor.

ITEM DESCRIPTION	QUANTITY
Toilet Paper	70 cases > 48 rolls per case > 100 2ply sheets per roll
Jumbo Toilet Paper	4 cases > 6 rolls per case > 2000 foot single ply sheets per roll
22x24 Plastic Bags	14 cases with 1000 bags per case

30x38 Plastic Bags	24 cases with 500 bags per case
35x50 Plastic Bags	12 cases with 200 bags per case
42x48 Plastic Bags	1 cases with 200 bags per case
Sani Bags	3 cases with 500 bags per case
Urinal Disinfectant	20 cases with 50 per case - REFILL
Hand Soap (Hands Free)	60 cases, 2 units per case - REFILL
Hand Soap (Hands Free)	1 case, 12 units per case - REFILL
Tampons	2 cases, 200 pieces per case
Sanitary Napkins	2 cases, 200 pieces per case

13. MATERIALS AND EQUIPMENT The Contractor shall provide all tools, equipment and materials required to carry out and properly perform the janitorial service specified herein. Equipment and materials may include, but are not limited to the following:

- .1 Ladders
- .2 Scrubbing machines and steam cleaning unit.
- .3 Mops
- .4 Polisher
- .5 Vacuums, brooms and dust mops
- .6 Small tools and hammers, wrenches and screwdrivers
- .7 Shovels
- .8 Disposal bags
- .9 Synthetic detergent, general purpose powder CGSB 2-GP-115M.
- .10 Synthetic detergent, general purpose liquid CGSB 2-GP-107M.
- .11 Paste wax CGSB 25-GP2B
- .12 Water emulsion wax CGSB 2-CP-16M
- .13 Tri-sodium phosphate CGSB 2-GP31B
- .14 Remover, for water-emulsion type floor wax CGSB 2-GP-10M
- .15 Cleaning powder (non abrasive), general purpose CGSB 2-GP-9M
- .16 Metal polish CGSB 25-GP-6B
- .17 Sweeping compound, oil base CGSB 25-GP-1211
- .18 Sweeping compound, wax base CGSB 25-GP-13B
- .19 Polish furniture liquid silicone type CGSB 25-GP-10M

MATERIALS: All materials such as soaps, detergent, cleaning materials, waxes, sealers, must be biodegradable, phosphate free, odorless/low odor, low volatile organic compound products for all general purpose cleaning and must comply with the latest issue of the Canadian General Standards Board specifications or meet the intent of the current specification. Cleaning agents and materials must be of best industrial quality.

The use of strong detergents or abrasive cleaners is not acceptable and any such agents found on site at the Pacific Forestry Centre (PFC.) will be confiscated and there will be no compensation. Damage resulting from the use or misuse of such agents or materials shall be assessed against the Contractor and shall be deducted from monies due the Contractor by the Crown. It is the responsibility of the Contractor to ensure that cleaning products will not cause damage to the surface being cleaned.

MATERIALS: All cleaning materials and the methods used must be suitable to the application intended. Use of products other than those approved by the Site Authority will be subject to random sampling and laboratory testing at the Contractor's expense. All such requests for approval must be accompanied by Material Safety Data Sheets (MSDS) and sufficient product information to permit assessment.

EQUIPMENT: The Contractor must ensure that all mobile equipment (i.e. Barrels, utility carts, etc.) will be equipped with resilient bumpers and non marking wheels and castors.

Equipment used on a daily basis will usually remain in the building, storage space (if available) will be allocated by the Site Authority.

Equipment maintenance and repairs shall be at Contractor's expense.

All equipment used for cleaning operations must be in good condition, certified for use in the application intended and CSA/ULC approved. Equipment is subject to inspection by the Site Authority at any time. If

equipment is found to be defective, it shall be removed from the work site and replaced/repared within twenty-four (24) hours.

Specialized equipment, used periodically by the Contractor shall not be stored in any of the buildings without prior approval of the Site Authority.

The Contractor shall not use the facilities of the site for storage of materials or equipment for use elsewhere, nor shall other operations of the Contractor be directed from Department property.

14. **WORKPLACE HAZARDOUS MATERIALS INFORMATION SYSTEMS (W.H.M.I.S.):** It is mandatory that the Contractor comply with W.H.M.I.S. (criteria). W.H.M.I.S. is a Canada-wide, federally imposed legislation system to classify and label products used in the workplace. The program requires that workers are informed and knowledgeable about the potential health effects of hazardous materials in their work environment and how they can be handled and disposed of safely. The legislation states that all chemicals must be labeled by a mark, sign, tag, sticker, etc., and that M.S.D.S. must be provided for all hazardous materials.

Use of flammable cleaning material shall be with the Site Authority's approval only and shall be removed from premises at the end of each work day. Storage of hazardous material must comply with WHMIS criteria.

15. **TELEPHONE:** Contractor shall maintain a telephone (manned continuously) during ordinary working hours (0800 to 1630 hours) Monday to Friday. The Contractor shall also provide an emergency telephone number (or numbers). Use of paging device is acceptable; however, if undue delays develop in response time to calls the use of paging devices will be discontinued. Telephone answering machines are not an acceptable substitute for a paging or manned telephone service.

Contractor's employees shall have limited access to telephones while on site. All usage must be approved by the Building Commissionaire and calls shall be made in the presence of the Building Commissionaire (emergencies excepted).

16. **SUPERVISION:** The Contractor shall provide competent supervision of the work at all times through dedicated representative as follows:

1. Working Supervisor, on site during normal working hours as specified herein. Working Supervisor must commit 20% of time to training, guidance, instruction and supervisory responsibilities. The Supervisor must have delegated authority to make commitments on behalf of the Contractor.
2. Authorized alternate, who in the absence of the Working Supervisor will have the same level of delegated authority.
3. The Working Supervisor and/or alternate must be able to communicate effectively in English, both written and oral.

The Working Supervisor or alternate will report to the Site Authority on a daily basis (timing by mutual agreement) to review schedules, for briefing on special projects and to resolve any areas of potential conflict.

The Site Authority, unless requested to do so by the Contractor, or unless necessary to maintain order and discipline, shall not interfere With Contractor's staff in the performance of their duties and shall deal only with the Contractor or designated representative.

17. **OPERATING/SHIFT SCHEDULE:** The Contractor, within ten (10) days of award of contract, shall submit a proposed shift schedule showing the exact number of days and the labor distribution required to cover the cleaning schedule. Labor distribution will specify the number of workers and the number of hours nominally required to clean each site. Any change or deviation from the agreed upon schedule must be approved by the Site Authority. Proposed shift schedules must be submitted in writing.

18. **HOURS OF WORK** Work shall take place between 0800 hours and 2000 hours, in accordance with the approved schedule, except where noted under "PERIOD OF WORK" or "SPECIAL AREAS AND VARIATIONS", Janitorial Cleaning Services (Interior and Exterior Services and Frequencies).

Vacuuming to take place after 1630 hours.
Working hours may be changed at the request of the Site Authority.

Days of cleaning: five (5) days per week: Monday to Friday unless otherwise stated.

19. SERVICES PROVIDED (where space is available): Locked storage space in buildings covered by the contract. Electricity, hot and cold water as required in the execution of janitorial services specified herein shall be provided by P.F.R.C. at no charge to the Contractor.

20. FIRE SAFETY: All litter, waste papers and sweepings shall be picked up in a container equipped with a well-fitted lid. All litter, waste papers and sweepings so collected shall be removed from the work site and placed in containers provided in the loading dock area.

Janitor rooms and storage closets shall be kept clean, neat and tidy at all times. Mops and dusters that have been treated with furniture polish, wax or oil shall be kept in closed metal containers to prevent spontaneous combustion.

All mops shall be stored in a suspended position to allow free circulation of air around the mop heads.

Hot plates or electric utensils must not be used in rooms in which cleaning equipment is kept.

Care shall be taken when collecting combustible, or flammable material, i.e., contents of ash trays, cigarette stands, sand pails, etc. Combustible or flammable material shall be collected in appropriate metal containers.

PFC is a NO SMOKING AREA. Smoking prohibitions and other posted signs shall be strictly adhered to.

Damages caused because of lack of due care and observation of fire safety measures by Contractor's Employees, will be "made good" by the Contractor or assessed against the Contractor and deducted from monies due the Crown.

21. LITTER: If at any time, litter collected during the course of this contract cannot be placed in the appropriate container in the loading dock area, it shall be transported to the nearest suitable container and the situation reported to the Site Authority no later than next day between the hours 0800 & 1200.

Litter shall be transported by the Contractor in a covered container.

Litter spilled or left outside the collection container shall be cleaned up by the Contractor immediately, or cleaned up at the expense of the Contractor, to the satisfaction of the Site Authority.

Collection containers shall be kept covered at all times.

PFC recycles waste paper. It shall be the Contractor's responsibility to sort this recyclable material and place it in the appropriate containers which will be located in the loading dock area.

22. CLEANLINESS & HYGIENE: Janitor rooms and storage closets shall be kept clean, neat and tidy at all times. Dusters and mops, both wet and dry shall be thoroughly cleaned daily to avoid odours and hygiene problems. The cloth or brush used for the cleaning of toilets and urinals shall not be used for any other purposes.

Color coded cleaning cloths - for the purpose of hygiene and ease of identification the Contractor will supply the following colored dusting cloths:

RED OR PINK -	for cleaning toilets and urinals
BLUE OR GREEN -	for cleaning sinks, countertops, and wiping down tables
WHITE OR YELLOW -	for all other general dusting duty

23. INSPECTION OF WORK: Inspection of the work site shall be conducted by the Site Authority or a designated representative and the Contractor or a designated representative, once a week (more often when required in the opinion of the Site Authority or the Contractor). The overall performance and the quality of work will be assessed using the Cleaning Standards in conjunction with the Cleaning Schedules. The designated day of inspection will be determined by mutual agreement between the Contractor and the Site Authority.

Deficiencies are to be recorded in a Contractor Performance Report. Unsatisfactory Performance Report (UPR). Copies of this report shall be distributed to the Contractor, the Site Authority and PWGSC.

24. UNIFORMS: Contractor shall make suitable uniforms available to all staff in sufficient quantities to permit a change at least twice a week. Personnel employed as Cleaners must be suitably uniformed as follows: Industrial type shirt and pants with company name or crest affixed to the shirt.

25. STAFFING REQUIREMENTS: The contractor shall ensure that the following staffing requirements are met throughout the life of the contract.

A) NON-PERMANENT RESIDENT (CDN COMPANIES): Contractor is responsible for compliance with the immigration requirements applicable to non-permanent residents entering Canada to work on a temporary basis in fulfilment of the Contract. In some instances, employment authorization necessary to enter Canada cannot be issued with prior approval of a Canada Employment Centre (CEC). A CEC should always be contacted as soon as the decision to bring in a non-permanent resident is made. The Contractor will be responsible for all costs incurred as a result of non-compliance with immigration requirements.

B) NON-PERMANENT RESIDENT (FOREIGN COMPANIES): The Contractor shall ensure that non-permanent residents intending to work in Canada on a temporary basis in fulfilment of the Contract, who are neither Canadian citizens nor United States nationals, receive all appropriate documents and instructions relating to Canadian immigration requirements and secure all required employment authorizations prior to their arrival at the Canadian port of entry. The Contractor shall ensure the United States nationals having such intentions receive all appropriate documents and instructions in that regard prior to their arrival at the Canadian port of entry. Such documents may be obtained at the appropriate Canadian Embassy / Consulate in the Contractor's country. The Contractor will be responsible for all costs incurred as a result of non-compliance with immigration requirements.

C) REPLACEMENT OF PERSONNEL : The Contractor shall provide the services of those person(s) named in its proposal, and any additional employees necessary to perform the Work and provide the services required under this Contract, unless the Contractor is unable to do so for reasons beyond the control of the Contractor.

Should the Contractor, at any time, be unable to provide the employees named above, the Contractor shall be responsible for providing replacements who shall be of similar ability and attainment and who shall be acceptable to the Technical Authority and the Contracting Officer. In such cases, the Contractor shall notify in writing , both the Technical Authority and the Contracting Officer and provide:

- (a) the reason for the removal of the named employee(s) from the Work;
- (b) the name of the proposed replacement(s);
- (c) an outline of the qualifications and experience of the candidate(s); and
- (d) accepted security clearance certification(s), as applicable.

Such notice shall be sent at least thirty (30) days in advance of the date on which any replacement is to commence work. Any change to the terms and conditions of the contract which results from a replacement of personnel shall be effected by a contract amendment.

Notwithstanding the foregoing, the Contractor is required to perform the Work and provide the services in accordance with the terms of the contract.

26. SECURITY: ***PLEASE SEE ATTACHED SECURITY REQUIREMENTS CHECKLIST***

- a. The Contractor shall present a list of all employees who will be working on site, to the Head, Building and Property Services.
- b. The Contractor and contractor's employees shall be responsible for securing all doors and windows in work areas when vacating the building.
- c. Keys for each building will be made available to the Contractor. The Contractor shall designate employees who will be responsible for signing out keys and returning them at the end of the shift.
- d. AT NO TIME WILL KEYS BE TAKEN OFF PFC PROPERTY
- e. Keys entrusted to the Contractor must be kept secure at all times.
- f. All doors which must be unlocked to gain entry during working hours, must be kept locked during the performance of the janitorial service.
- g. Contractor shall be responsible for the cost to re-key a building or room to which keys, while in the possession of the Contractor or Contractor's employees, have been lost.
- h. While working in laboratories and office areas, Contractor's employees must be visible at all times. Doors shall be left open while cleaning and closed when the task is completed.
- i. Contractor's employees must sign in and out at all times.

Contract Performance and Enforcement

27. PERFORMANCE REMEDY: **Performance Report** The quality of the Contractor's performance will be assessed through the Site Authority's inspections in conjunction with the Operations and Frequencies Schedule, Operations and Quality Standards and Glossary of Terms and Quality Standards. Operations not identified on the Building Services Inspection Report as being below standard may not have been checked, however, those identified are below standard and must receive immediate and continued attention.

Contract Enforcement: Bidders shall be aware that this contract will be enforced in the following manner to ensure satisfactory performance or else the speedy removal of the Contractor for default of contract under the terms of the Contract.

- a. Repeated poor performance or any serious deficiency in specified contract performance will be considered a default of contract.
- b. Poor or deficient performance will result in verbal or written reports, which will result in a first letter of notification to the Contractor. A first serious default will result in a first letter of notification to the Contractor.
- c. If the default is not immediately corrected, the Site Authority may contract another Contractor to rectify the default and deduct the cost from payment due, or the Site Authority may deduct monies relating to the default for the service not rendered. If the Contract is bonded with a Performance Bond, a copy of the first letter of default will be forwarded to the Bonding Company.
- d. Any first letter of poor performance or serious default will also notify the Contractor that continuous poor performance or a second serious default of any kind will automatically commence action to take the work out of the Contractor's hands in accordance with the terms of the Contract.
- e. Continuous poor performance or a second default by the Contractor will result in a second letter from the Site Authority giving notice of the default. This second letter will also be the final notice that the Contractor will receive prior to termination.
- f. If repeated poor performance or a second default occurs a termination letter will be sent to the Contractor; all payments will immediately cease; and the work of the Contract will be taken out of the hands of the Contractor.

There will be no "action steps" as outlined above for very serious poor performance or abandonment of the contract or bankruptcy, etc. The Site Authority will, in these very serious situations, immediately commence to take the work out of the Contractor's hands in accordance with the term of the Contract.

ALL PERFORMANCE EVALUATIONS AND ANY RESULTANT ACTIONS MUST BE CLEARED THROUGH THE CONTRACTING AUTHORITY IDENTIFIED HEREIN PRIOR TO ANY ACTIONS BEING TAKEN.

28. DISPENSERS: All paper towel, toilet paper and soap dispensers will be filled and serviced daily by the Contractor. Extra paper products. shall be left in each area.

29. PLASTIC LINERS/ GARBAGE BAGS: The Contractor shall provide plastic liners for all waste containers and replace them as per the cleaning schedule. Contractor will also supply garbage bags used in performance of proposed contract.

30. OUTSIDE AREAS The Contractor shall sweep, hose down and pick-up all waste and litter from stairs, landings, walkways, entrances, exits, patio and decks as per the Cleaning Schedule.

31. ENERGY CONSERVATION: Contractor shall limit energy consumption by employing the following:

- .1 Schedule the cleaning of complete floors rather than individual rooms or areas and lighting only the areas that are being cleaned.
- .2 Turn lights out upon completion of an area.

32. CHAIRS ON TABLES The practice of placing chairs and other small objects of furniture or waste containers on desktops, counter tops and the like, WILL NOT BE TOLERATED. Continuation of this practice shall be cause for written complaint. Refer to Performance Remedy.

33. STRIPPING AND WAXING FLOOR: Additional stripping and waxing will be required as requested by the Site Authority. This will be classified as extra work.

34. EMERGENCY CLEANING: Refer to Extra Work. Extra cleaning shall be authorized by the Site Authority. Changes to the scope of work shall be authorized by PWGSC.

35. COMMUNICATION: Contractor's employees must have a working knowledge of the English language, both oral and written.

36. WORK INCLUDED: The work under this contract comprises the furnishing of all labor, materials and supervision, transportation and equipment required to carry out and properly perform the cleaning services at the frequencies indicated for the various buildings listed for the period.

37. BUILDING DESCRIPTION:

FLOOR	DESCRIPTION	MAJOR FUNCTION	FIRST FLOOR	MAJOR FUNCTION
Ground	-Entrance Lobby	-Cafeteria	-Mezzanine	-Centre Stairwell, Old Wing
	-Atrium	-Publication Display Room	-Hallways	-Heritage Room in Library
	-Conference Room		-Window areas at end of hallways in New Wing	-Entrance to Library
Second & Third	-Hallways	-Meeting Rooms	-Board Room, New Wing	-Reading Areas, Library
	-Window Areas	Conversation Areas, New Wing	-Meeting Room, Old Wing	

	# Offices	# Labs & Work Areas	# Washrooms	SQ. Meters
Ground Floor	6	6	6	11300
1st Floor	50	29	5	
2nd Floor	51	25	4	
3rd Floor	40	32	4	
meeting rooms	8	0	0	
Header-house Annex Mtce Wing	3 0 5	8 0 0	2 2 1	890 410 150
TOTALS	155	92	19	12,750

FLOOR TYPE	AREAS approx M ²	FLOOR TYPE	AREAS approx M ²
Carpet	2,400	Sectional	300
Cement	3,900	Terrazzo	700
Linoleum	4,500	Tile	900

FLOOR SURFACES	
Washrooms and Showers	Terrazzo and tile.
Maintenance Wing	Cement, painted; vinyl tile.
Ground Floor	Cement, approx. 1/2 painted, vinyl tile, terrazzo, quarry tile.
Penthouses	Cement.
1st, 2nd, 3rd Floors	Terrazzo; vinyl - tile; carpet; sheet vinyl; trowelled seamless.
Library	Carpets.
Header-house	Corridor - painted cement; offices and labs, vinyl tile.
Annex	Carpet.
Computer Suite	Laminate.
All Stairways	Terrazzo and rubber.

INTERIOR AND EXTERIOR SERVICES AND FREQUENCIES

The work shall be done in accordance with this specification, using best industry standards and techniques of the trade. On completion of the daily work covered under this proposed contract, all cleaning materials, tools and equipment shall be properly stored in places and space provided, or removed from the building when space for storage is not available. All debris, litter and waste material shall be removed from the building. All waste shall be placed in the appropriate waste receptacle.

ANNEX "A2" - SCHEDULE OF SERVICES

Abbr.	Schedule of Services to be Provided	Abbr.	Schedule of Services to be Provided
AR	as requested	1 x M	Once per month
1 x D	Once per day	1 x 3M	Once every 3 months
2 x W	Twice per week	1 x 6M	Once every 6 months
1 x W	Once per week	1 x 12M	Once every 12 months/ Once a year

SPECIAL AREAS AND VARIATIONS

Laboratory Benching and Equipment: Laboratory benching shall be cleaned when surfaces are clear of material and accessible. Installed equipment such as cupboards, desks, refrigerators, ovens, etc. shall be dusted and externally cleaned on all accessible surfaces. Extreme care shall be exercised to avoid damage or interference with experiments in progress.

Interior Glass Surfaces: Windows, doors and partitions are to be considered as part of the proposed contract. See herein.

Special Finishes There are many areas that have exotic wood finished walls, floors and furniture. These surfaces have been finished with polyurethane varnishes and will require a light mopping or dusting to maintain their distinct beauty

Waste Disposal

- Non-burnables including styro-chips are to be deposited in the commercial receptacle on the dock. Daily.
- Recyclable paper is to be collected from marked boxes on each floor and deposited in bins on the loading dock marked as "newspapers and flat cardboard, computer paper, and white bond/manilla. Daily.

Photo Rooms are to be cleaned at a time to be arranged with the Building Manager.

DESCRIPTION	SERVICE REQ'D	AR	1X /day	2X /wk	1X /wk	1X /mo	1X /3mo	1X /6mo	1X /12m
Interior & ext glass in doors & side window panels of entr/exits	Spot clean		X						
	wash				X				
Interior & exterior door mats, foot grills and mat recess	clean				X				
Notice boards	dust				X				
Up to 3 m H ledges, partitions, doors frame tops, exposed pipes	dust & wipe						X		
Hose cabinets, display cases	dust				X				
	clean & polish						X		
Door knobs	clean & polish				X				
Radiators	dust				X				
	Damp wipe							X	
Doors, kick and push/pull plates	spot clean		X						
	polish						X		
Door & wall grills	vacuum					X			

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	wash							X	
Drinking fountains	clean & disinfect		X						
Pictures, mural and clocks	dust				X				
Glass surfaces, interior glazed partitions and glass door panels	spot clean		X						
	wash				X				
Plastic floor protectors	sweep & dampmop		Xs			Xd			
	remove to clean underneath							X	
Light fixtures - see herein					X			X	
Garbage/waste receptacles R=Recycle containers Replace liners <i>as required</i>	Empty/ wet waste		X	XR					
	wash & dry							X	
Sand urns/ash trays exterior Replace sand <i>as required</i>	remove butts & garbage 1xday		X						
Chalkboards, ledges and frames	dust & wipe		X						
Elevators - internal surfaces	damp mop/vacuum		X						
	damp wipe				X				
Fire extinguishers	dust					X			
Air diffusers and grills	clean					X			
Above 3 m H ledges, partitions, pipes excl. working laboratories	dust					X			
Venetian Blinds (wash1x12M)	Dust & Wash						Xd		Xw
B. Floors Lino tile, mastipave, concrete, cement terrazzo, ceramic tile, marble	sweep		X						
	wash & damp mop				X				
	strip & wax						Xw	Xs	
Carpet & rugs See herein for further details	spot clean		X						
	vacuum		X						
C. WALLS	spot clean		X						
To a height of 3 metres	wash							X	
Sills, ledges and shelves	dust				X				
Dados, door frames, base- boards & window frames	Dust & Wash				X				
DESCRIPTION Furniture & Fixtures	SERVICE REQ'D	AR	1X /day	2X /wk	1X /wk	1X /mo	1X /3mo	1X /6mo	1X /12 mo
Chairs, all surfaces	Dust				X				
	damp wipe, wash						X		
	vacuum upholstery						X		
Desk tops, desk ledges and legs	dust		X						

	dust and polish				X				
File cabinets, lockers, tables, bookshelves, credenzas, etc.	dust			X					
	damp wipe				X				
Floors	wash & disinfect		X						
Toilet bowls & seats, urinals, washbasins, water taps, receptacles, dispensers, shelves, counters & flush valves	wash & disinfect		X						
Walls	wash & disinfect				X				
Partitions and modesty panels	wash & disinfect		X						
Waste receptacles	wash & disinfect		X						
	replace liners		As required						
Sanitary disposal bin	Empty, wash, disinfect & replace liners		X						
Dispensers, soap, paper towels, toilet paper & waxed Sani- bags	replenish		X						
Showers	wash & disinfect		X						
Shower curtains	wash & disinfect					X			
	remove/scrub/replace							X	
Deodorant blocks	replace		as required						
Mirrors	wash & polish		X						
Stairs									
Handrails	wash				X				
risers, stringers, ledges and baseboards	wash					X			
Treads and landings	sweep		X						
	germicidal wash and damp mop					X			
	Wax + (wax&strip)					X			(X)
Cafeteria									
Floors, carpets and rugs	Sweep / vacuum/ spot clean		X						
corlon/linoleum	Sweep/spot clean		X						
	wash & damp mop				X				
	Remove rubber burns				X				
	Buff & wax				X				
	Wax & strip							X	
Walls, kitchen range fume hood & Ceilings - kitchen .SS equip, SS shelves & SS counter-tops	Spot clean			X					
	Wash to 3m h							X	

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Furniture - chairs, all horizontal and vertical surfaces	Dust /spot clean		X						
	damp wipe,Wash				X				
	vacuum				X				
Table tops	wash		X						
Microwave ovens (3)	Clean		x						
Exterior Service									
Ornamental metal, handrails and railings	Clean				X				
Glass in doors and sidelights of entrances and exits	Remove finger smudges		X						
	Clean					X			
Door mats and mat recess	Sweep/vacuum		X						
Covered entrances and exits	Sweep		X						
entrances & exits steps& stairs	Sweep		X						
Paths, patios, ramps, balconys, decks and verandas	Sweep		X						

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AREA	SPECIAL CLEANING AREAS INSTRUCTIONS:						
44/45	Not to be entered unless requested by Site Authority.						
1 st , 2 nd , 3 rd	Thoroughly clean food fridges (3) once per month.						
57	Swept Daily, mop weekly						
58	Quarantine Room. <i>Not to be entered unless requested by Site Authority.</i>						
65	Floor to be swept weekly. Waste containers to be emptied daily. <i>Counters not to be touched.</i>						
68/70	Swept Daily						
	Flush floor drains monthly with half gallon of water and ammonia in all washrooms & rooms						
rms>	57	64		69	70	71	73
73	Flush floor drains monthly. Benches not to be dusted.						
74	Swept daily.						
78	Ground Floor Corridor Swept Daily						
95	Swept Daily						
rms>	104	105	106	107	114	116	118
rms>	Do not enter		176		176		
290	Do not dust benches.						
rms>	Do not clean counters or sinks.			310	311	312	
320	Sweep floor and empty waste only.						
320/1	Empty waste paper only.						
322	Do not clean counters or sinks.						
rms>	Mop daily	328	329	330			
	Annex Building						
Washr ooms	Clean daily						
Floors	Vacuum weekly						
rms>	Vacuum daily	26	27	28			
	Header House						
Washr ooms	Clean daily						
Floors	Mop daily, Wash weekly						
HO5	Do not dust benches.						
H14	Do not enter.						

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TERM	DESCRIPTION OF OPERATION	QUALITY STANDARD
Sweeping	Consists of removing loose, dry surface soil. Where surface is not subject to damage by solvent, use a solvent based, treated sweeping compound, dust cloth or dust mop. Where surface is subject to damage by solvents, use a wax based, treated sweeping compound, dust cloth or dust mop. Dust cloths and dust mops to be treated the day before they are to be used, to ensure no streaks are left on the floor.	There should be no dirt, trash or other matter left in corners, behind or under free standing radiators, under furniture or behind doors. Floors should be free of dust film, there should be no dirt left where sweepings were picked up and furniture and equipment should be relocated to where it was prior to the sweeping operation
Damp and Wet Mopping	Consists of applying neutral detergent solution to the floor, agitating it with a mop removing the solution, rinsing the floor and wiping up the rinse water. In washrooms, the rinsing operation is performed using a germicidal solution	The mopped area should be clean and free of surface stains, mop streaks and loose mop strands. Walls baseboards and other surfaces should be free of watermarks and splashing. Water or other cleaning solutions should be allowed to collect under furniture legs and cabinets
Wash Floor	Consists of applying a neutral detergent solution to the floor, agitating it with a mop, removing the solution, rinsing the floor and picking up the rinse water. In washrooms, the rinsing operation is performed using a germicidal solution	There should be no surface dirt or stains visible following the floor washing operation. Walls, baseboards and other surfaces should be free of watermarks, splashing and scars from equipment. The floor should be free of streaks, loose mop strands and water or other cleaning solutions should be allowed to collect under furniture legs and cabinets
Machine Scrub	Consists of applying a neutral detergent solution to the floor, agitating it with a machine and brush or pad, picking up solution, rinsing with clear water and picking up the rinse water. In washrooms, the rinsing operation is performed using a germicidal solution	There should be no surface dirt or stains visible following the scrubbing operation. There should be no wax or finish build-up on the floor surface. Furniture (excl file cabinets) should be moved for complete floor coverage. Walls, baseboards and other surfaces should be free of watermarks, splashing and scars from equipment.
Spray Buffing	Consists of spraying a spray buff on a swept floor, approximately 50 centimeters ahead of the floor machine. Care must be taken that no solution is splashed against furniture, doors and baseboards. While the machine operates, the spray buffing pad abrades black marks and irregularities. When the working face of the pad becomes loaded, turn the pad over or replace with a clean pad. Spray buffing is continued until all traffic marks are removed and shine restored Floor shall be swept after spray buffing has been completed.	
Polish or Buff Floors	Consists of covering the full floor area with a machine or brush or pad to restore surface shine.	There should be no dust or dirt left on the floor after a polish or buff operation. Walls baseboards and other surfaces should be free of marks from equipment and the floor should present an overall appearance of cleanliness.
Scrubbing Stripping	Consists of removing the top layer or layers of floor finish, using either the wet or dry scrub method. When using the wet scrub or wet strip method, use a minimum amount of solution and rinse the floor twice before applying sealer or finish. When using the dry scrub or dry strip method, damp mop the floor twice before applying sealer or finish. Baseboards to be cleaned after each operation to remove streaks and splashes.	There should be no surface dirt or stains visible following the scrubbing operation. There should be no wax or finish build-up on the floor surface. Furniture (excluding file cabinets) should be moved for complete floor coverage. Walls, baseboards and other surfaces should be free of watermarks, splashing and scars from equipment.
Strip Refinish	Consists of moving furniture, sweeping floor, stripping using either the wet or dry method to remove all layers of finish. Applying a minimum of one coat of a water base sealer and three coats of self polishing non-slip, metal interlocked floor finish, (except in corridors, entrances and lobbies where four coats are applied). The floor sealer is applied to the baseboards. The floor finish is applied to 50 centimeters from the baseboards except for the last coat which is applied right to the baseboards. Each coat of finish to be laid in the opposite direction from the previous coat.	Furniture should be relocated to where it was prior to the operation.
Strip & Reseal unpainted Concrete	Consists of sweeping, stripping and applying one coat of an approved sealer to the baseboards	There should be no surface dirt or stains visible following the operation. Walls, baseboards and other surfaces should be free of watermarks, splashing and scars from equipment.
Vacuuming and/or Carpet Sweeping	Consists of removing dust, dirt and litter using an upright or canister type vacuum cleaner, capable of having a crevice tool attached to clean in corners and along baseboards.	Carpet and rugs should be clean and free from dust, dirt and other debris. Nap on rugs should be laid in one direction. T mats should be clean and carpet or rug area around and under T mats should be free of dust and dirt. Floor area under immediate edge of rugs should be free of dirt and dust. Bare floors around rugs should be clean. No dirt should be left in corners, under furniture, behind doors or radiators. Upholstered furniture should be free from dust, dirt and other debris. All furniture and equipment moved during the cleaning operation should be returned to its original location.
Stain Removal Carpet	Consists of identifying the type of stain by look, feel or odour and the removal using the appropriate remover in accordance with commercial spot remover kit Instructions.	There should be no stain visible and no discoloration of the carpet after stain removal operation.
Vacuuming Walk Away Mats	Consists of removing sand, slush or water, using a wet and dry industrial type vacuum cleaner, equipped with the appropriate floor tools.	Walk-away-mats should be clean and free of dust, dirt, sand, slush, salt and water after vacuuming. Floor area under the mat should be free of dust and dirt and present a clean appearance.
Salt/Stain Removal Walk Away Mats	Consists of vacuuming, flooding salt stain with water and allowing to stand for ten minutes, vacuuming up water and repeating operation as many times necessary until stain is removed..	There should be no salt stain visible and no discoloration of the walk away-mat after salt stain removal operation. Floor area under the mat should be free of dust and dirt and present a clean appearance..
Cleaning Floor Grills	Consists of removing all dirt and debris from the surface and between the bars of foot grilles; removing the foot grille and cleaning the recessed pan and drain	Foot grilles and recessed pans should be free of dirt and debris after scheduled cleaning.
Cleaning Notice Boards and Fire Hose Cabinets	Consists of dusting display cases and notice boards, spot cleaning or washing sash and glass; dusting and washing interior of fire hose cabinets and washing both sides of cabinet door glass.	Notice boards and fire hose cabinets, including glass, should be clean.
Glass Cleaning	Consists of washing glass surfaces with a detergent solution and wiping dry with a clean cloth	Glass should be clean on both sides and free of streaks and smears. Sash, sill, stools and floors should be clean and

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		free of water marks. Items moved during the cleaning operation should be replaced to original location..
Cleaning Stairways and Landings.	Consists of sweeping,dusting, mopping and stripping; spot cleaning walls and polishing handrails, doorknobs and other metal surfaces where applicable.	Stair landings, treads and corners of stair treads should be free of dirt, dust streaks and debris. Stair railings, ledges, door mouldings, radiators, window stools and grilles should be free of dust. Stair landings, treads, risers, walls and baseboards should be clean and free of water marks and splashing from cleaning and finishing solutions. Handrailings, doorknobs and other metal surf aces should be clean and polished..
Elevator Cleaning.	Consists of polishing interior metalwork, dusting and removing finger marks, smudges, and stains f rom doors, door frames and walls including the control panel. Scraping and vacuuming doorsill/track grooves in the cab and on each landing. Sweeping, damp mopping, spray buffing, stripping and refinishing non-carpeted floors. Vacuuming spot cleaning and shampooing carpeted floors.	Floors, incl. corners, threshold plates & door tracks should be clean and polished. Walk-off mats (when in place) should be clean and dry. The floor thereunder should be clean and dry. Carpeted floors should be free of dust, dirt and debris. Walls should be free of dust, finger or splash marks, streaking & water marks. Handrails & baseboards should be clean & polished.
Escalator and Moving Walk Cleaning	Consists of damp wiping treads, landings or tread ways. Wiping handrails and waxing. Cleaning metal paneling and glass. Vacuuming treads, risers, landings or tread ways as applicable.	Landings and treads should be free of loose dirt, dust streaks, gum or any other substance. Walls should be free of finger marks and other smudges. Handrails should be clean. Wood and metal surfaces should be clean and polished.
Cleaning Walk Away Mats.	Consists of vacuuming, stain removal and shampooing, using either a machine agitated dry foam or jet extractor methods. Hose washing may only be used if specified by the manufacture and in accordance with the Instructions.	There should be no stains visible and no discoloration of the walk away-mat. The floor area under the mat should be free of dust, dirt and present a clean appearance after cleaning operations.
Cleaning Walk Away Mats.	Consists of vacuuming, stain removal and shampooing, using either a machine agitated dry foam or jet extractor methods. Hose washing may only be used if specified by the manufacture and in accordance with the Instructions.	There should be no stains visible and no discoloration of the walk away-mat. The floor area under the mat should be free of dust, dirt and present a clean appearance after cleaning operations.
Dusting	Consists of removing loose dirt, dust and cobwebs using an untreated dust mop or vacuum cleaner with appropriate attachments	There should not be any dust or dust streaks on desks or other furniture. Glass tops on desks and tables should be clean and free of finger marks and stains. All pictures, plaques, etc., should be free of dust. Corners and crevices should be free of dust. Radiators, window stools, door ledges, frames, louveres, baseboards and partition ledges should be free of dust
Metal Cleaning	Consists of polishing with an approved metal polish doorknobs, push bars, kick plates, railings and other metal surfaces to remove stains and restore the shine.	Doorknobs, push bars, kick plates, railing, doors and other surfaces should be clean and polished
Clean/Service Sanitary Receptacle	Consists of removing used sanitary bag and replacing with a new bag. The receptacle is to be washed with a germicidal detergent to remove spots, stains, finger marks and odour..	All sanitary receptacles should be empty and a disposal bag replaced if required. All sanitary receptacles should be free of odour, spots, stains and finger marks.
Cleaning Washroom Fixtures	See herein. Consists of washing with a germicidal detergent all surfaces of wash basins, taps, exposed piping, flush tanks, toilet seats, toilet bowls and urinals to disinfect and remove dust, dirt, spots and stains.	All surfaces of wash basins, taps, and all exposed piping should be free of dust, dirt, spots and stains. All surfaces of flush tank toilet seats, bowls and urinals should be disinfected. Plumbing fixtures should be free of stains, soap build up, dust and mould
Patrol Cleaning	Consists of picking up litter, wiping up spillage; cleaning tables, counter tops, all washroom fixtures; polishing mirrors, emptying and cleaning ashtrays, emptying waste receptacles in designated areas and replenishing empty dispensers. This work is in addition to the regular routine cleaning.	Floors should be free of litter and there should be no surface dirt or stains visible. Tables, counter tops and all washroom fixtures should be free of dust, dirt and stains. Ashtrays and waste receptacles should be empty and clean. Washroom supplies should be replaced as applicable.
Spot Clean Dispensers, Walls, Stall Partitions, Doors Shelves, Mirrors & Ledges	Consists of removing finger marks, smudges, stains and graffiti using a moistened cloth followed by a dry cloth.	All dispensers, shelves, shelf brackets and ledges should be free of finger marks, dust and stains. All mirrors should be clean. Walls, stall partitions and doors should be free of dust, hand marks, pencil marks, water streaks, mop marks and fittings should be free of mould. Walls, up to a standing height, should be free of all marks.
Empty Waste Receptacles	Consists of emptying waste receptacles and replacing dirty plastic bags; ashtrays are to be emptied into a separate metal container and wiped clean. All refuse is to be placed in a designated fireproof space..	All paper and garbage receptacles should be emptied, plastic bags should be replaced, if required, and the exterior surface wiped clean. All ashtrays should be empty, clean and in place.
Cleaning Drinking Fountains	Consists of washing and disinfecting all surfaces. The odour of the disinfectant must not be objectionable.	The porcelain, metal and/or enamel surfaces should be clean and free of stains. All other surfaces should be free of spots, stains and streaks. All fountains should be disinfected.
High Cleaning	Consists of dusting wall hung clocks, overhead pipes, glass covered pictures, plaques, tops of partitions, wall or ceiling ventilators and exhaust fans; cleaning the glass on wall hung clocks, pictures or plaques.	Clocks, tops of lockers, overhead pipes, pictures, plaques, partition tops, wall or ceiling ventilators & exhaust fans should be free of dust after scheduled high cleaning. Metal & glass surfaces should be clean and free of streaks or stains
Dusting/ Vacuuming Venetian Blinds	Consists of dusting or vacuuming both sides of the slats and adjoining window frame area.	Both sides of slats should be clean and free of dust. Window frames and adjoining area should be free of dust.
Vacuuming Air Grilles Air Diffusers.	Consists of removing dust, dirt and cobwebs using a vacuum cleaner, equipped with a wand and brush attachment, or, wipe with a damp sponge and dry with a clean cloth.	Air -Grilles and air diffusers should be free of dust, loose dirt and cobwebs after vacuuming operation.
Wash Air Grilles Air Diffusers.	Consists of applying a detergent solution with a cloth to remove dust and dirt and drying with a clean cloth.	After washing, air grilles and air diffusers should present a clean surface, free of dirt, grime, stains and soap or water streaks.

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Cleaning Garbage Rooms	Consists of sweeping the floor to remove debris or litter and washing the floor and the garbage cans with a disinfectant solution.	Floors should be clean and free of debris. Waste paper and garbage should be properly stored in the designated fireproof Space. Empty garbage containers should be clean and free of odours
Contractors Space and Janitors Closet	Consists of sweeping, washing, scrubbing and refinishing the floor. Washing walls and shelves and disinfecting sinks. The area is to be kept free of debris, mops are to be washed clean before storing and all other equipment is to be kept clean. Cleaning supplies are to be neatly stored.	All floors should be clean. All fixtures and walls should be free of dust and stains. Mop pails/trucks should be empty and free of odours. There should be no waste paper, garbage or empty containers in the Janitor Closets.
Radiator Enclosures	Consists of removing dirt, dust and cobwebs using a vacuum cleaner equipped with a wand and brush attachment, or wipe with a damp sponge and dry with a clean cloth. Grill to be removed and II radiator fins, wall and rear of cover to be cleaned. Replace enclosure cover..	All radiator enclosures should be free of dust, loose dirt and cobwebs after vacuuming operation.
Carpet Shampooing Hot Water Extraction	See herein. Areas and all carpets-use a pile lifter, pre-spray. Team clean traffic areas. (NB - The equipment is to be approved by the SA before work commences. Protection shall be placed under furniture where it comes in contact with wet carpet.	Prior to cleaning, carpets should be dry vacuumed and pile lifted to remove matting. Raise pile to permit deep cleaning of individual tufts. When extracting, avoid use of excess water and prevent unnecessary soaking of backings. Ensure deep imbedded dirt is removed. After carpet cleaning and final vacuum, the carpet pile should be left in its natural position, using additional brushing as necessary. Upon completion of tasks, the carpeted areas should present a uniform overall clean appearance with no damp or wet areas or spots, no streaking and be free of dirt. Walls, baseboards and other adjacent surfaces shall be free of water marks, splashing or scarring from equipment. Replace furniture and equipment moved for cleaning to original locations.

WASHROOM MAINTENANCE PROCEDURES		
AREA	FREQUENCY	SERVICE
ENTIRE	DAILY	Entire washroom incl. partitions, walls and other areas to be thoroughly cleaned, using germicidal, fungicidal detergent on all surfaces.
	MONTHLY	All high surfaces, light fixtures, door frames, etc., to be dusted or washed with a germicidal, fungicidal detergent solution.
CLEANING FIXTURES	DAILY	interior surfaces of all toilets and urinals must be cleaned, utilizing a non acid bowl cleaner;
		exterior surfaces of toilets and urinals must be washed with a germicidal detergent solution. Sinks, bathtubs, and shower areas to be cleaned with a non-acid bowl cleaner.
	MONTHLY & more often if required	to remove build-up of stains, iron deposits or hard-water salts, clean all interior surfaces with an acid based cleaner. Ensure proper ventilation while using acid based products
DISPENSERS	DAILY	Each dispenser for towels, toilet tissue, sanitary napkins, soap, etc. will be inspected and washed with the appropriate solution of germicidal detergent, dried and then refilled with the appropriate supplies
WASTE RECEPTACLES	DAILY	All waste receptacles will be emptied. The obvious contact surfaces to be washed daily with a germicidal, fungicidal detergent and at least once per week, the interior and exterior surfaces of the waste receptacles to be washed with a germicidal, fungicidal detergent. The appropriate sanitary liner to be placed in each waste receptacle
GLASS	DAILY	All glass and mirror surfaces to be cleaned utilizing the appropriate prepared solution of glass cleaner dispensed from a spray bottle, then dried and polished
FLOOR	DAILY	Maintenance of washroom floors to follow the parameters previously established in the floor maintenance section. It is recommended that washroom floor be sealed and maintained with an interlocked acrylic floor finish.
		After picking up all large refuse from the floor area, the floor must be wet cleaned utilizing a germicidal solution
SHOWER ROOMS MAINTENANCE PROCEDURES		
AREA	FREQUENCY	SERVICE
ENTIRE	DAILY	To minimize damage or corrosion to surface & fixture finishes, the following maintenance methods are given for finishes in shower rooms
The use of strong detergents or abrasives is not permitted as results will not be effective and may cause damage to finishes.		Ceramic tiles (floors & walls): Regular cleaning using warm water and a mild germicidal, fungicidal detergent; light scrubbing only recommended;
		Shower partitions: General cleaning using "Formica" cleaner or similar; cleaning of stains using a household bleach applied to the surface for a maximum of five (5) minutes and thorough rinsing; and
		Column showers: Cleaning of stainless steel with approved stainless steel cleaner.
Advise all janitorial staff of correct maintenance methods. Post a copy of Cleaning Standards and Procedures in all janitorial areas.		

MAJOR CARPET CLEANING

1. SCOPE OF WORK: The work under this proposed contract shall comprise the furnishing of all labour, materials and equipment necessary to clean wall-to-wall carpets in specified areas by forced hot water/rapid method extraction.

2. WORK EXCLUDED: The movement of large heavy furniture items or special equipment, such as:

- .1 Photocopiers and like machines
- .2 Filing cabinets
- .3 Bulk storage cabinets
- .4 Metal safes; and
- .5 China and display cabinets

Cleaning of carpets shall be carried out up to and around these objects.

3. CLEANING MATERIALS: Cleaning materials shall be as recommended by the manufacturer of the equipment being used. Cleaning materials shall be as specified for individual cleaning purposes and use of cleaning materials in specific sequences shall follow procedures as laid out by manufacturer. Cleaning materials must be compatible with the material being cleaned and the procedure to be followed.

4. METHOD OF WORK Determine what is to be cleaned as follows;

- .1 Type of carpet;
 - .2 Previous treatment and possibility of excess detergent from other normal janitorial services;
 - .3 Problem areas, traffic, stains, damaged areas;
 - .4 Note sources of water waste and electric power;
 - .5 Plan work so there will be no traffic on newly cleaned carpets;
 - .6 Furniture - note location of furniture and minimize the number of moves. When placing furniture on newly cleaned carpet, use foil or non-staining furniture legs on points of contact;
 - .7 Coordinate cleaning date and times. Newly cleaned carpet requires time to dry. Drying time varies with residual dampness, heat of building, ventilation and external relative humidity. Carpet must be dry before normal traffic functions can be allowed to resume;
 - .8 Routine cleaning - furniture should be moved away from walls to clean first.
- Pre-spray and special area products - wait one (1) hour (or recommend time). Proceed with carpet cleaning. Do not deviate from manufacturer's instruction.
- .9 Chairs are NOT to be placed on desk during the cleaning operation.

5. SUGGESTED EQUIPMENT: A truck mounted hot water injection/extraction unit to be used where access is available. The min.size of equipment selected to satisfy carpet maintenance needs is as follows:

EQUIPMENT	RECOMMENDED	
Power Supply	Truck, 23 HP engine	
Operating Range	2200/2400 RPM	
Working Heat Range	1750F to 2100F	
Hose Length	Truck, 250' to 400'	Portable, 25'
Water Pressure	Truck, 100 to 150 PSI at 400 ft.	Portable, 50 to 100 PSI at 25 ft.
Vacuum Motor Level	12 to 15" mercury	
PH Factor Range	8.5 to 10.5 maximum	

Truck must be self-contained and must be capable of meeting the criteria specified above and have the following features as well:

MUST BE CAPABLE OF: - exceeding 400 ft. hose length if necessary - must be capable of maintaining working heat range of 1750F to 2100F at maximum range of 400ft.
- controlling and maintaining heat at a consistent level (+ 50F of optimum temp range of 1750F to 2100F)
- maintaining constant PSI of 100 to 150 at maximum range of hose (400 ft.)

Portable unit must meet above criteria as well, with the exception of the maximum length of hose - 25 feet is acceptable.

METHOD OF CLEANING: Forced hot water and rapid vacuum extraction (12 to 15"/ Mercury dead blocked)

- Must be capable of removing approximately 90% of water used in cleaning process. Carpets should dry in approximately 1 to 3 hours after cleaning and be ready to accept traffic.
- PH Factor must not exceed 10.5 at any point in the cleaning process.

Bacteria /Micro-organisms/Yeasts/Molds - cleaning process should be capable of removing micro-organisms from carpets. Proof of ability is requested. Manufacturer's test results and laboratory literature will be considered satisfactory proof of ability. Advertising literature will not be considered acceptable.

6. CLEANUP: When a normal working day follows completion of the shift of work covered, the equipment and cleaning agents shall be removed and stored by the Contractor when a normal working day follows. On completion of each section of work, the Contractor shall remove the equipment and cleaning agents from the work site.

ANNEX "A1" - EVALUATION

The following forms/information must be fully completed/provided and returned
with your bid.

*Failure to do so may result in your bid being considered non-responsive
AND NO FURTHER EVALUATION WILL OCCUR*

Mandatory 01. SECURITY CLEARANCES

SECURITY CLEARANCES BY CONTRACT START DATE ALL RESOURCES MUST HAVE THE REQUIRED SECURITY CLEARANCES (DOS OR FCS) TO ACCESS THE SITE.

SECURITY CLEARANCES by CISD

Bidder currently registered and holds a valid Designated Organization Screening (DOS)	YES <input type="radio"/> No <input type="radio"/> in process <input type="radio"/>
# of personnel to be assigned to this contract	# full time # part time (< 30 hrs/wk)
# of personnel currently holding a valid RELIABILITY STATUS, granted or approved by CISD/PWGSC	# full time # part time (< 30 hrs/wk)
# of personnel still to obtain a valid RELIABILITY STATUS, granted or approved by CISD/PWGSC PRIOR to contract start date.	# full time # part time (< 30 hrs/wk)

BIDDERS ARE REMINDED TO OBTAIN THE REQUIRED SECURITY CLEARANCE PROMPTLY.

M 02. BIDDERS ORGANIZATION

FOR THIS REQUIREMENT IDENTIFY THE STRUCTURE AND CONTENT FOR THE FOLLOWING:

OVERALL ORGANIZATION

A company organization chart that identifies: Positions relevant to this requirement. Reporting structure/chain of command	YES <input type="radio"/> included and attached
--	---

ROLES AND RESPONSIBILITIES OF ORGANIZATION PERSONNEL

Bidders must identify the **MINIMUM ROLES AND RESPONSIBILITIES** required of each main position.

Manager	<input type="radio"/> roles & responsibilities outlined in bid
On-Site Working Supervisor (OSWS)	<input type="radio"/> roles & responsibilities outlined in bid
On-site janitorial employee positions	<input type="radio"/> roles & responsibilities outlined in bid
Other positions relating to this requirement	<input type="radio"/> roles & responsibilities outlined in bid

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TRANSITION PLAN	
The bidder must explain in detail how it would accomplish the transition from the existing provider, including but not limited to:	
<input type="radio"/> a time line from contract award to contract start	<input type="radio"/> orientation of staff
<input type="radio"/> coordinating with existing provider for equipment and materials removal	<input type="radio"/> members of transition team and their roles and responsibilities

M 03. BIDDERS PREVIOUS EXPERIENCE	
BIDDERS MUST HAVE 02/TWO CONSECUTIVE YEARS EXPERIENCE (WITHIN THE LAST 5 YEARS) ON AT LEAST 02/TWO CONTRACTS THAT ARE OF A SIMILAR SIZE AND SCOPE* TO THE REQUIREMENT IDENTIFIED IN THIS SOLICITATION. EACH MUST INCLUDE WRITTEN REFERENCES FROM THOSE CONTRACTS IDENTIFIED.	
THIS REQUIREMENT	23145-130635
TOTAL SQUARE METERS> Size	12,750 m2
TYPE OF SPACE USE OR TYPE > Scope	Office X Lab X Other X
*SIMILAR SIZE & SCOPE is defined as :	
SIZE> A space that is a minimum of 50% of the size (m2) and SCOPE> A space of similar use or type (e.g. office space, lab space)	
SIZE> Total Square meters	m2
Total sqm is>	Standalone <input type="radio"/> or Concurrent* <input type="radio"/>
SCOPE> Space use/ type	Office <input type="radio"/> Lab <input type="radio"/> Open <input type="radio"/> Combination <input type="radio"/> Other
space use / type is>	Standalone <input type="radio"/> or Concurrent* <input type="radio"/>
*Concurrent ` If the bidder is proposing multiple contracts to meet this mandatory criteria, those contracts must be concurrent (occurring within the same 2 consecutive year period).	
TIME & VALUE	
Minimum 02/two consecutive years	Mo /yr TO Mo /yr
Value per year of contract	\$ / year
REFERENCES	
REFERENCES: The bid must include written references from a minimum of two/2 customers relating to the contracts identified that clearly state the bidder has a good track record in providing janitorial services of a similar scope. Each reference must also identify the name and key contact information of the customer. References will be verified.	
Client Business Name / Location	
Point of Contact Name	
Point of Contact phone/cell	
Point of Contact email/fax	
Letters of Reference attached?	<input type="radio"/> included and attached
THIS TEMPLATE IS FOR ONE CONTRACT. Bidders must duplicate forms/information for each contract submitted to meet this mandatory criteria. This template (excl. references) may also apply to the M04. individual personnel requirements.	

M 04. INDIVIDUAL PERSONNEL REQUIREMENTS	
BIDDERS SHOULD SUBMIT RESUMES FOR EACH INDIVIDUALS POSITION, AS APPLICABLE. Please ensure that resumes match the information provided in your bid.	
MANAGER	
EXPERIENCE	
Minimum 02 years of MANAGERIAL experience (within the last 05 years) on Janitorial Contract(s) of a similar size and scope to this requirement	<input type="radio"/> included and attached (see note M04 below)
EDUCATION/TRAINING/CERTIFICATIONS	
Managerial based Education/Training/Certification from a recognized institution OR minimum 05 years of Managerial experience	<input type="radio"/> included and attached
ON-SITE WORKING SUPERVISOR (OSWS)	
EXPERIENCE	
Minimum 02 years of OSWS Supervisory experience (within the last 05 years) on Janitorial Contract(s) of a similar size and scope to this requirement	<input type="radio"/> included and attached (see note M04 below)
CERTIFICATIONS** <input type="radio"/> the OSWS must have the following prior to contract start date. Copies may be provided with your bid.	
<input type="radio"/> First Aid Certification (BC Workplace Level 1 or equivalent)	<input type="radio"/> Carpet Care Certification
<input type="radio"/> WHMIS Certification	<input type="radio"/> Restroom Care Certification
<input type="radio"/> Health and Safety Certification	<input type="radio"/> Green Cleaning Certification
<input type="radio"/> Floor Care Certification	<input type="radio"/> Hantavirus Exposure Control Certification
NOTE M04* The bidder must provide the exact same forms/information as in Mandatory 02 (excluding references). This will identify the assigned Managers/OSWS Experience. If the Manager/OSWS named is the same as that listed for Mandatory 02 that must be clearly identified.	
**FOR OSWS CERTIFICATIONS : Bidder's in-house training programs, which address each of the above items, may be acceptable. HOWEVER should PWGSC require supporting documentation of those program/outlines or list of training materials (i.e. books/videos) they must be provided within 48 hours upon request.	

ON-SITE JANITORIAL STAFF	
ALL ON-SITE JANITORIAL STAFF (TO BE ASSIGNED AND/OR HIRED) MUST MEET ALL THE MINIMUM REQUIREMENTS IDENTIFIED BELOW PRIOR TO WORKING ON THIS CONTRACT	
Minimum 06 month overall Janitorial experience (within the last 01 year)	YES <input type="radio"/> No <input type="radio"/>
CERTIFICATIONS** <input type="radio"/> staff must have the following prior to contract start date. Copies may be provided with your bid.	
<input type="radio"/> WHMIS Certification	<input type="radio"/> Carpet Care Certification
<input type="radio"/> Health and Safety Certification	<input type="radio"/> Restroom Care Certification
<input type="radio"/> Floor Care Certification	<input type="radio"/> Green Cleaning Certification
<input type="radio"/> Hantavirus Exposure Control Certification	
** FOR On-Site Janitorial Staff CERTIFICATIONS : Bidder's in-house training programs, which address each of the above items, may be acceptable. HOWEVER should PWGSC require supporting documentation of those program/outlines or list of training materials (i.e. books/videos) they must be provided within 48 hours upon request.	

OVERALL STAFF PLANS
BIDDERS <u>MUST PROVIDE DETAILS OF THEIR BACK UP STAFF PLANS TO ENSURE THEY CAN MEET THE REQUIREMENTS</u>

M 05. GREEN PRODUCTS

FOR THIS REQUIREMENT IDENTIFY THE PRODUCTS AND MATERIALS THAT WILL BE UTILIZED FOR THIS CONTRACT (SEE MATRIX AFTER THIS SECTION)

1. BACKGROUND: For purposes of this RFP, the minimum standards established for the performance of these products must be in accordance with The Environmental Choice Program (ECP), Environment Canada's EcoLogo program, or the Green Seal as used in the United States of America, or other internationally recognized certification.

Green Seal Standard for Industrial and Institutional Cleaners (GS-37), www.greenseal.org/standards/gs37.pdf, and the Green Seal Standard for Industrial and Institutional Floor-Care Products (GS40), www.greenseal.org/standards/gs40.pdf, wherever possible. A list of certified cleaners meeting these standards is available at www.greenseal.org/certproducts.htm#cleaners.

Canada's Environmental Choice Program certifies products based on strict environmental standards, as per the PRC-097 standard (see below). A list of janitorial cleaners qualified under these standards can be found at the following website: <http://www.environmentalchoice.com>:

Under PRC-097, certified cleaners must:

- Meet or exceed government and industry safety and performance standards;
- Meet the requirements of all applicable government acts, bylaws and regulations including the Fisheries Act and the Canadian Environmental Protection Act;
- Clean common hard surfaces effectively;
- Not require poison labeling under the Hazardous Products Act;
- Be accompanied by detailed instructions for proper use to maximize product performance and minimize waste;
- Be labeled for use with tepid water when diluted;
- Not be formulated with phosphates, NTA, EDTA, APEOs, organic ingredients which are bioaccumulating or potentially bioaccumulating;
- Not contain chemicals which are proven or probable carcinogens;
- Not contain halogenated organic solvents or butoxy-ethanol;
- Not use ethylene oxide in the manufacture of the whole formula or any component of it;
- Not contain volatile organic compounds (VOCs) exceeding 0.05% by weight;
- Be readily biodegradable under both aerobic and anaerobic conditions;
- Be nontoxic to aquatic life by whole formulation short-term sensitive toxicity tests;
- Have a calculated oral rat toxicity of LD50 > 5000 mg/kg by whole formulation test;
- Demonstrate minimum potential for introduction of endocrine disrupting by-products into the receiving environment, through complete absence of detectable recalcitrant metabolites formed during biodegradation tests;
- Demonstrate low potential for skin irritancy; and
- Be listed with a recognized environmental health organization as a product not harmful to people suffering from environmental illness, including, inter alia, the Envirodesic™ Certification Program, the Canadian Lung Association, the Asthma Society of Canada, and the Environmental Illness Society of Canada.

2. CONTRACTOR SUPPLIED - CLEANING PRODUCTS MATRIX INSTRUCTIONS

A minimum of 80% of the total products supplied by the Contractor must be in accordance with the specifications of the Product Standards Certification, described in the above section. Bidders must complete the matrix and list all the chemicals and cleaning products that will be used in the performance of the contract.

Bidders must be able to provide products that meet Canada's Environmental Choice Program, or Green Seal's standards for Industrial and Institutional Cleaners (GS-37) or Industrial and Institutional Floor-Care Products (GS-40), or recognized International equivalent. Examples of these categories include, but are not limited to the following:

General Purpose Cleaners	Bathroom Cleaners	Glass Cleaners	Cleaners/Degreasers
Carpet Shampoos	Floor Cleaners	Floor Finishes & Strippers	

2.1 Bidders must identify all janitorial products intended to be used in providing janitorial services to the Base, by: product name, manufacturer name, part # and purpose/use. Bidders must state if the product meets or does not meet Canadian Environmental Certification requirements. Note: the USA Green Seal is also acceptable.

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ITEM Description Incl. Mfr Name		MSDS Incl.		Enviro Choice CAN		Green Seal (Optional) USA	
Col. A	Column B.	Col. C	Col. D	Col. E	Col. F	Col. G	Col. H
#	EXAMPLE	YES	NO	YES	NO	YES	NO
1	DUSTBANE, ORBIT part # 69280 PURPOSE: Floor finish	Yes		Yes			
2	BIOBAG, 33 g Bio-degradeable trash bag. Part# 18, 32 x43	Yes		Yes			
ITEM Description Incl. Mfr Name		MSDS Incl.		Enviro Choice CAN		Green Seal (Optional) USA	
		YES	NO	YES	NO	YES	NO
Col. A	Column B.	Col. C	Col. D	Col. E	Col. F	Col. G	Col. H
1							
2							
3							
4							
5							
6							
7							
8							
9							
10							
If more lines/information is being provided please attach a separate sheet in the same format.							

CALCULATIONS	
Step 1 From Column C or E or G add the Total number of environmentally approved products supplied by the contractor: =	
Step 2 From Column B, add the Total number of all cleaning products supplied by the contractor =	
Step 3 % of Environmentally approved products Step 1 ÷ Step 2 = ____% *	
* MUST BE EQUAL TO OR GREATER THAN 80% OVERALL OR YOUR BID WILL BE DEEMED NON-RESPONSIVE AND NO FURTHER EVALUATION WILL OCCUR	

A bid must comply with all requirements of the bid solicitation to be declared responsive. The responsive bid with the lowest evaluated price (EVAL SUB A +B) will be recommended for award of the contract.

ANNEX "B" - PRICING

PRICE: Is in Canadian dollars, the Goods and Services Tax (GST) or the Harmonized Sales Tax (HST) excluded, FOB destination for goods, shipping charges included, Customs duties and Excise taxes included. NOTE: Pricing must be an all-inclusive price for the provision of all labour, supervision, material, equipment, transportation and profit required for Janitorial Services as scheduled or on an as and when requested basis. No other charges will be allowed.

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

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

* <http://www5.statcan.gc.ca/bsolc/olc-cel/olc-cel?catno=62-001-X&chropt=1&lang=eng> ; or

* <http://www.statcan.gc.ca/subjects-sujets/cpi-ipc/cpi-ipc-eng.htm> ; or <http://cansim2.statcan.ca> , Table 326-0020."

BLDG	m ²	Year 01 \$/m ² /mo	Year 02 \$/m ² /mo	Year 03 \$/m ² /mo	Option Yr 04 \$/m ² /mo	Option Yr 05 \$/m ² /mo	Extension
.	A	B	C	D	E	F	A x (B+C+D+E+F)
PRICES ARE TO BE per M2 per MONTH							
Main bldg-ground	11,300	\$ /m ² /mo	\$	\$	\$	\$	\$ /mo
Header-house	890	\$	\$	\$	\$	\$	\$ /mo
Annex	410	\$	\$	\$	\$	\$	\$ /mo
Mtce Wing	150	\$	\$	\$	\$	\$	\$ /mo
						Subtotal	\$ /mo
Subtotal X 12 months = EVALUATION SUBTOTAL A							\$ lot
For other work outside the scope of the contract "as requested" by PWGSC- TPSGC 572 Task Authorization Form							
BLDG	qty/yr	Year 01 \$/m ² /mo	Year 02 \$/m ² /mo	Year 03 \$/m ² /mo	Option Yr 04 \$/m ² /mo	Option Yr 05 \$/m ² /mo	Extension
.	A	B	C	D	E	F	A x (B+C+D+E+F)
General Cleaner*	100 hr	\$ /hr	\$ /hr	\$ /hr	\$ /hr	\$ /hr	\$ lot
Carpet (steam)	4800 m ²	\$ /m ²	\$ /m ²	\$ /m ²	\$ /m ²	\$ /m ²	\$ lot
Floor strip & refinish	200 m ²	\$ /m ²	\$ /m ²	\$ /m ²	\$ /m ²	\$ /m ²	\$ lot
Floor burnishing	200 m ²	\$ /m ²	\$ /m ²	\$ /m ²	\$ /m ²	\$ /m ²	\$ lot
Floor scrub & refinish	200 m ²	\$ /m ²	\$ /m ²	\$ /m ²	\$ /m ²	\$ /m ²	\$ lot
Misc. Mat'ls**	Estimated \$12,800/yr	+ _____%	+ _____%	+ _____%	+ _____%	+ _____%	\$ lot
EVALUATION SUBTOTAL B							\$ lot

* GENERAL CLEANER * **regular** Mon-Fri 0800-1600 (\$/hr)

** MISC. MATERIAL: (except free issue) shall be charged at the laid down invoice prices (copies of invoices must be provided upon request) plus a mark-up of (percent identified above)

Materials may include, but are not limited to, the contractor provided items identified herein.

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ANNEX "C" - SECURITY REQUIREMENTS CHECK LIST (SRCL)

PLEASE SEE ATTACHED

ANNEX "D" - PWGSC- TPSGC 572 Task Authorization Form

PLEASE SEE ATTACHED

Task Authorization Process:

1. The Project Authority will provide the Contractor with a description (Statement of Work) of the task using the PWGSC- TPSGC 572 Task Authorization Form provided as Annex "D".
2. The Task Authorization (TA) will contain the details of the activities to be performed, a description of the deliverables, and a schedule indicating completion dates for the major activities or submission dates for the deliverables. The TA will also include the applicable basis (bases) and methods of payment as specified in the Contract.
3. The Contractor must provide the Project Authority, within 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.
COSTS NOT SPECIFIED IN THE CONTRACT CANNOT BE INCLUDED.
4. The Contractor must not commence work UNTIL A TA SIGNED 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.

NRCAN SECURITY
SRCL REF # 13-065



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SECURITY REQUIREMENTS CHECK LIST (SRCL)

LISTE DE VÉRIFICATION DES EXIGENCES RELATIVES À LA SÉCURITÉ (LVERS)

PART A - CONTRACT INFORMATION / PARTIE A - INFORMATION CONTRACTUELLE

1. Originating Government Department or Organization / Ministère ou organisme gouvernemental d'origine NRCAN		2. Branch or Directorate / Direction générale ou Direction CFS	
3. a) Subcontract Number / Numéro du contrat de sous-traitance		3. b) Name and Address of Subcontractor / Nom et adresse du sous-traitant	
4. Brief Description of Work / Brève description du travail Janitorial work.			
5. a) Will the supplier require access to Controlled Goods? Le fournisseur aura-t-il accès à des marchandises contrôlées?		<input checked="" type="checkbox"/> No <input type="checkbox"/> Yes Non Oui	
5. b) Will the supplier require access to unclassified military technical data subject to the provisions of the Technical Data Control Regulations? Le fournisseur aura-t-il accès à des données techniques militaires non classifiées qui sont assujetties aux dispositions du Règlement sur le contrôle des données techniques?		<input checked="" type="checkbox"/> No <input type="checkbox"/> Yes Non Oui	
6. Indicate the type of access required / Indiquer le type d'accès requis			
6. a) Will the supplier and its employees require access to PROTECTED and/or CLASSIFIED information or assets? Le fournisseur ainsi que les employés auront-ils accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS? (Specify the level of access using the chart in Question 7. c) (Préciser le niveau d'accès en utilisant le tableau qui se trouve à la question 7. c)		<input checked="" type="checkbox"/> No <input type="checkbox"/> Yes Non Oui	
6. b) Will the supplier and its employees (e.g. cleaners, maintenance personnel) require access to restricted access areas? No access to PROTECTED and/or CLASSIFIED information or assets is permitted. Le fournisseur et ses employés (p. ex. nettoyeurs, personnel d'entretien) auront-ils accès à des zones d'accès restreintes? L'accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS n'est pas autorisé.		<input type="checkbox"/> No <input checked="" type="checkbox"/> Yes Non Oui	
6. c) Is this a commercial courier or delivery requirement with no overnight storage? S'agit-il d'un contrat de messagerie ou de livraison commerciale sans entreposage de nuit?		<input checked="" type="checkbox"/> No <input type="checkbox"/> Yes Non Oui	
7. a) Indicate the type of information that the supplier will be required to access / Indiquer le type d'information auquel le fournisseur devra avoir accès			
Canada <input type="checkbox"/>	NATO / OTAN <input type="checkbox"/>	Foreign / Étranger <input type="checkbox"/>	
7. b) Release restrictions / Restrictions relatives à la diffusion			
No release restrictions Aucune restriction relative à la diffusion <input type="checkbox"/>	All NATO countries Tous les pays de l'OTAN <input type="checkbox"/>	No release restrictions Aucune restriction relative à la diffusion <input type="checkbox"/>	
Not releasable À ne pas diffuser <input type="checkbox"/>			
Restricted to: / Limité à: <input type="checkbox"/>	Restricted to: / Limité à: <input type="checkbox"/>	Restricted to: / Limité à: <input type="checkbox"/>	
Specify country(ies): / Préciser le(s) pays:	Specify country(ies): / Préciser le(s) pays:	Specify country(ies): / Préciser le(s) pays:	
7. c) Level of information / Niveau d'information			
PROTECTED A PROTÉGÉ A <input type="checkbox"/>	NATO UNCLASSIFIED NATO NON CLASSIFIÉ <input type="checkbox"/>	PROTECTED A PROTÉGÉ A <input type="checkbox"/>	
PROTECTED B PROTÉGÉ B <input type="checkbox"/>	NATO RESTRICTED NATO DIFFUSION RESTREINTE <input type="checkbox"/>	PROTECTED B PROTÉGÉ B <input type="checkbox"/>	
PROTECTED C PROTÉGÉ C <input type="checkbox"/>	NATO CONFIDENTIAL NATO CONFIDENTIEL <input type="checkbox"/>	PROTECTED C PROTÉGÉ C <input type="checkbox"/>	
CONFIDENTIAL CONFIDENTIEL <input type="checkbox"/>	NATO SECRET NATO SECRET <input type="checkbox"/>	CONFIDENTIAL CONFIDENTIEL <input type="checkbox"/>	
SECRET SECRET <input type="checkbox"/>	COSMIC TOP SECRET COSMIC TRÈS SECRET <input type="checkbox"/>	SECRET SECRET <input type="checkbox"/>	
TOP SECRET TRÈS SECRET <input type="checkbox"/>		TOP SECRET TRÈS SECRET <input type="checkbox"/>	
TOP SECRET (SIGINT) TRÈS SECRET (SIGINT) <input type="checkbox"/>		TOP SECRET (SIGINT) TRÈS SECRET (SIGINT) <input type="checkbox"/>	



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PART A (continued) / PARTIE A (suite)

8. Will the supplier require access to PROTECTED and/or CLASSIFIED COMSEC information or assets?
Le fournisseur aura-t-il accès à des renseignements ou à des biens COMSEC désignés PROTÉGÉS et/ou CLASSIFIÉS? ☒ No ☐ Yes
Non Oui

If Yes, indicate the level of sensitivity:

Dans l'affirmative, indiquer le niveau de sensibilité :

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

Short Title(s) of material / Titre(s) abrégé(s) du matériel :

Document Number / Numéro du document :

PART B - PERSONNEL (SUPPLIER) / PARTIE B - PERSONNEL (FOURNISSEUR)

10. a) Personnel security screening level required / Niveau de contrôle de la sécurité du personnel requis

- | | | | |
|---|---|---|--|
| <input checked="" type="checkbox"/> RELIABILITY STATUS
COTE DE FIABILITÉ | <input type="checkbox"/> CONFIDENTIAL
CONFIDENTIEL | <input type="checkbox"/> SECRET
SECRET | <input type="checkbox"/> TOP SECRET
TRÈS SECRET |
| <input type="checkbox"/> TOP SECRET - SIGINT
TRÈS SECRET - SIGINT | <input type="checkbox"/> NATO CONFIDENTIAL
NATO CONFIDENTIEL | <input type="checkbox"/> NATO SECRET
NATO SECRET | <input type="checkbox"/> COSMIC TOP SECRET
COSMIC TRÈS SECRET |
| <input type="checkbox"/> SITE ACCESS
ACCÈS AUX EMPLACEMENTS | | | |

Special comments:

Commentaires spéciaux :

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

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

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

If Yes, will unscreened personnel be escorted?
Dans l'affirmative, le personnel en question sera-t-il escorté? ☐ No ☐ Yes
Non Oui

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

INFORMATION / ASSETS / RENSEIGNEMENTS / BIENS

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

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

PRODUCTION

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

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

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

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



Government of Canada
Gouvernement du Canada

Contract Number / Numéro du contrat

23145-13-0635

Security Classification / Classification de sécurité

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

For users completing the form manually use the summary chart below to indicate the category(ies) and level(s) of safeguarding required at the supplier's site(s) or premises.

Les utilisateurs qui remplissent le formulaire manuellement doivent utiliser le tableau récapitulatif ci-dessous pour indiquer, pour chaque catégorie, les niveaux de sauvegarde requis aux installations du fournisseur.

For users completing the form online (via the Internet), the summary chart is automatically populated by your responses to previous questions.

Dans le cas des utilisateurs qui remplissent le formulaire en ligne (par Internet), les réponses aux questions précédentes sont automatiquement saisies dans le tableau récapitulatif.

SUMMARY CHART / TABLEAU RÉCAPITULATIF

Category Catégorie	PROTECTED PROTÉGÉ			CLASSIFIED CLASSIFIÉ			NATO				COMSEC					
	A	B	C	CONFIDENTIAL CONFIDENTIEL	SECRET	TOP SECRET TRÈS SECRET	NATO RESTRICTED NATO DIFFUSION RESTREINTE	NATO CONFIDENTIAL NATO CONFIDENTIEL	NATO SECRET	COSMIC TOP SECRET COSMIC TRÈS SECRET	PROTECTED PROTÉGÉ			CONFIDENTIAL	SECRET	TOP SECRET
											A	B	C			
Information / Assets Renseignements / Biens Production																
IT Media / Support TI																
IT Link / Lien électronique																

12. a) Is the description of the work contained within this SRCL PROTECTED and/or CLASSIFIED?

La description du travail visé par la présente LVERS est-elle de nature PROTÉGÉE et/ou CLASSIFIÉE?

☒ No
Non ☐ Yes
Oui

If Yes, classify this form by annotating the top and bottom in the area entitled "Security Classification".

Dans l'affirmative, classifiez le présent formulaire en indiquant le niveau de sécurité dans la case intitulée « Classification de sécurité » au haut et au bas du formulaire.

12. b) Will the documentation attached to this SRCL be PROTECTED and/or CLASSIFIED?

La documentation associée à la présente LVERS sera-t-elle PROTÉGÉE et/ou CLASSIFIÉE?

☒ No
Non ☐ Yes
Oui

If Yes, classify this form by annotating the top and bottom in the area entitled "Security Classification" and indicate with attachments (e.g. SECRET with Attachments).

Dans l'affirmative, classifiez le présent formulaire en indiquant le niveau de sécurité dans la case intitulée « Classification de sécurité » au haut et au bas du formulaire et indiquez qu'il y a des pièces jointes (p. ex. SECRET avec des pièces jointes).



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du Canada

Contract Number / Numéro du contrat

23145-13-0635

Security Classification / Classification de sécurité

PART D - AUTHORIZATION / PARTIE D - AUTORISATION

13. Organization Project Authority / Chargé de projet de l'organisme

Name (print) - Nom (en lettres moulées)

Doug Moffat

Title - Titre

Facilities Manager

Signature

Telephone No. - N° de téléphone
250-298-2506

Facsimile No. - N° de télécopieur
250-363-0790

E-mail address - Adresse courriel
dmoffat@nrcan.gc.ca

Date
March 12 2013

14. Organization Security Authority / Responsable de la sécurité de l'organisme

Name (print) - Nom (en lettres moulées)

WOLF SCHMUECK

Title - Titre

Signature

Telephone No. - N° de téléphone

Facsimile No. - N° de télécopieur

E-mail address - Adresse courriel

Date
15 MAR 2013

15. Are there additional instructions (e.g. Security Guide, Security Classification Guide) attached?

Des instructions supplémentaires (p. ex. Guide de sécurité, Guide de classification de la sécurité) sont-elles jointes?

☐ No
Non

☐ Yes
Oui

16. Procurement Officer / Agent d'approvisionnement

Name (print) - Nom (en lettres moulées)

Title - Titre

Signature

Telephone No. - N° de téléphone

Facsimile No. - N° de télécopieur

E-mail address - Adresse courriel

Date

17. Contracting Security Authority / Autorité contractante en matière de sécurité

Name (print) - Nom (en lettres moulées)

Roxanne Antille

Title - Titre

Signature

Contract Security Officer, Contract Security Division

Roxanne.Antille@tpsgc-pwsc.gc.ca

Tel/Tél - 613-957-6168 / Fax/Télec - 613-954-4171

Telephone No. - N° de téléphone

Facsimile No. - N° de télécopieur

E-mail address - Adresse courriel

Date

April 3/13

Wolf Schmueck, CPP
Head, Asset Protection

Wolf.Schmueck@NRCan.gc.ca

Security, Safety & Emergency Mgmt Div.

Div. de la gestion de la sécurité, de la santé et des urgences

Natural Resources Canada / Ressources naturelles Canada

Tel / Tél 613-944-5127

W. L
15 MAR 2013

Task Authorization Autorisation de tâche

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

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

Contract Number

Enter the PWGSC contract number.

Numéro du contrat

Inscrire le numéro du contrat de TPSGC.

Contractor's Name and Address

Enter the applicable information

Nom et adresse de l'entrepreneur

Inscrire les informations pertinentes

Security Requirements

Enter the applicable requirements

Exigences relatives à la sécurité

Inscrire les exigences pertinentes

Total estimated cost of Task (Applicable taxes extra)

Enter the amount

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

Inscrire le montant

For revision only

Aux fins de révision seulement

TA Revision Number

Enter the revision number to the task, if applicable.

Numéro de la révision de l'AT

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

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

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

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

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

Increase or Decrease (Applicable taxes extra), as applicable

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

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

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

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

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

A. Task Description of the Work required:

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

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

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

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

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

A. Description de tâche des travaux requis :

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

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

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

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

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

B. Basis of Payment:

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

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

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

Option 2:

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

D. Method of Payment

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

B. Base de paiement :

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

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

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

Option 2 :

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

D. Méthode de paiement

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

2. Authorization(s):

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

3. Contractor's Signature

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

2. Autorisation(s) :

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

3. Signature de l'entrepreneur

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



Task Authorization Autorisation de tâche

Contract Number - Numéro du contrat

Contractor's Name and Address - Nom et l'adresse de l'entrepreneur	Task Authorization (TA) No. - N° de l'autorisation de tâche (AT)
	Title of the task, if applicable - Titre de la tâche, s'il y a lieu
	Total Estimated Cost of Task (Applicable taxes extra) Coût total estimatif de la tâche (Taxes applicables en sus) \$
Security Requirements: This task includes security requirements Exigences relatives à la sécurité : Cette tâche comprend des exigences relatives à la sécurité <input type="checkbox"/> No - Non <input type="checkbox"/> Yes - Oui If YES, refer to the Security Requirements Checklist (SRCL) included in the Contract Si OUI, voir la Liste de vérification des exigences relative à la sécurité (LVERS) dans le contrat	

For Revision only - Aux fins de révision seulement

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

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

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

1. Required Work: - Travaux requis :

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

Contract Number - Numéro du contrat

2. Authorization(s) - Autorisation(s)

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

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

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

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

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

Signature

Date

PWGSC Contracting Authority - Autorité contractante de TPSGC

Signature

Date

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

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

Signature

Date