

**RETURN BIDS TO:**  
**RETOURNER LES SOUMISSIONS À:**  
Bid Receiving Public Works and Government  
Services Canada/Réception des soumissions  
Travaux publics et Services gouvernementaux  
Canada  
Room 1650, 635 8th Ave. S.W.  
Calgary  
Alberta  
T2P 3M3

**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**

"There is a Security Requirement associated with this requirement".

<b>Title - Sujet</b> Janitorial - Cormack Armoury	
<b>Solicitation No. - N° de l'invitation</b> W3537-13E001/A	<b>Date</b> 2013-08-08
<b>Client Reference No. - N° de référence du client</b> DND	
<b>GETS Reference No. - N° de référence de SEAG</b> PW-\$CAL-104-6105	
<b>File No. - N° de dossier</b> CAL-2-35114 (104)	<b>CCC No./N° CCC - FMS No./N° VME</b>
<b>Solicitation Closes - L'invitation prend fin</b> <b>at - à 02:00 PM</b> <b>on - le 2013-09-20</b>	<b>Time Zone</b> <b>Fuseau horaire</b> Mountain Daylight Saving Time MDT
<b>F.O.B. - F.A.B.</b> <b>Plant-Usine:</b> <input type="checkbox"/> <b>Destination:</b> <input checked="" type="checkbox"/> <b>Other-Autre:</b> <input type="checkbox"/>	
<b>Address Enquiries to: - Adresser toutes questions à:</b> Margaret Twomey	<b>Buyer Id - Id de l'acheteur</b> cal101
<b>Telephone No. - N° de téléphone</b> (403) 292-4450 ( )	<b>FAX No. - N° de FAX</b> (403) 292-5786
<b>Destination - of Goods, Services, and Construction:</b> <b>Destination - des biens, services et construction:</b> DEPARTMENT OF NATIONAL DEFENCE Cormack Armoury 4402-55 St Red Deer Alberta 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/Travaux  
publics et Services gouvernementaux Canada  
Room 1650, 635 8th Ave. S.W.  
Calgary  
Alberta  
T2P 3M3

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

## TABLE OF CONTENTS

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

1. Introduction
2. Summary
3. Debriefings

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

1. Standard Instructions, Clauses and Conditions
2. Submission of Bids
3. Former Public Servant
4. Enquiries - Bid Solicitation
5. Applicable Laws
6. Optional Site Visit

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

1. Bid Preparation Instructions

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

1. Evaluation Procedures
2. Basis of Selection

### **PART 5 - CERTIFICATIONS**

1. Mandatory Certifications Required Precedent to Contract Award
2. Additional Certifications Precedent to Contract Award and Certifications Required with the Bid

### **PART 6 - SECURITY, FINANCIAL AND OTHER REQUIREMENTS**

1. Security Requirement
2. Insurance Requirements
3. WHMIS Certificate
4. Contract Financial Security

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

1. Statement of Work
2. Standard Clauses and Conditions
3. Security Requirement
4. Term of Contract
5. Authorities
6. Proactive Disclosure of Contracts with Former Public Servants
7. Payment
8. Invoicing Instructions
9. Certifications
10. Applicable Laws
11. Priority of Documents
12. Nationals (Canadian Contractor)

Solicitation No. - N° de l'invitation

W3537-13E001/A

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

DND

Amd. No. - N° de la modif.

File No. - N° du dossier

CAL-2-35114

Buyer ID - Id de l'acheteur

ca1104

CCC No./N° CCC - FMS No/ N° VME

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- 13. Insurance
- 14. SACC Manual Clauses

**List of Annexes:**

Annex "A" Statement of Work  
Annex "B" Basis of Payment  
Annex "C" Security Requirements Check List  
Annex "D" DND 626 Task Authorization Form

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CAL-2-35114

Buyer ID - Id de l'acheteur

ca1104

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

DND

CCC No./N° CCC - FMS No/ N° VME

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## **NOTICE**

### **Security**

This notice is to advise ALL interested bidders that in order to be awarded a contract which contains a security requirement, the successful bidder MUST hold a valid Security Clearance granted or approved by PWGSC Canadian Industrial Security Directorate (CISD) at the level indicated in this solicitation document. Should the bidder not currently hold a valid Security Clearance or require the level to be upgraded, PWGSC will sponsor the bidder. Please submit your written request with the following information to the Contracting Authority listed in this document by facsimile or by e-mail:

- Legal Company Name
- Mailing address
- Surname and given name of contact person
- Telephone number of contact person
- Title of contact person
- Facsimile number
- E-mail address of contact person
- Procurement Business Number
- Preferred Language of correspondence
- Level of Security Required

Additional information on PWGSC security can be found on the following web site:  
<http://ssi-iss.tpsgc-pwgsc.gc.ca/> or by dialing 1-866-368-4646 (Toll free).

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## JANITORIAL SERVICES

### PART 1 - GENERAL INFORMATION

#### 1. Introduction

The bid solicitation is divided into seven parts plus attachments and annexes, as follows:

- Part 1 General Information: provides a general description of the requirement;
- Part 2 Bidder Instructions: provides the instructions, clauses and conditions applicable to the bid solicitation;
- Part 3 Bid Preparation Instructions: provides bidders with instructions on how to prepare their bid;
- Part 4 Evaluation Procedures and Basis of Selection: indicates how the evaluation will be conducted, the evaluation criteria that must be addressed in the bid, and the basis of selection;
- Part 5 Certifications: includes the certifications to be provided;
- Part 6 Security, Financial and Other Requirements: includes specific requirements that must be addressed by bidders; and
- Part 7 Resulting Contract Clauses: includes the clauses and conditions that will apply to any resulting contract.

The Annexes include the Statement of Work, the Basis of Payment, the Security Requirements Checklist, the Insurance Requirements, the Task Authorization Form 626

#### 2. Summary

For the provision of Janitorial Services including all labour, materials, equipment, tools, transportation and supervision necessary for Department of National Defence, Cormack Armoury, Red Deer, AB.

There is a security requirement associated with this requirement. For additional information, consult Part 6 - Security, Financial and Other Requirements, and Part 7 - Resulting Contract Clauses. Bidders should consult the "Security Requirements for PWGSC Bid Solicitations - Instructions for Bidders" (<http://www.tpsgc-pwgsc.gc.ca/app-acq/lc-pl/lc-pl-eng.html#a31>) document on the Departmental Standard Procurement Documents Web site.

Period of the contract will be from date of award to 31 October, 2014 with an option to extend for an additional one year period.

The requirement is subject to the North American Free Trade Agreement (NAFTA) and the Agreement on Internal Trade (AIT).

For services requirements, Bidders in receipt of a pension or a lump sum payment must provide the required information as detailed in article 3 of Part 2 of the bid solicitation.

Bidders must provide a list of names, or other related information as needed, pursuant to section 01 of Standard Instructions 2003.

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### 3. Debriefings

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

## PART 2 - BIDDER INSTRUCTIONS

### 1. Standard Instructions, Clauses and Conditions

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

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

The 2003 (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 eighty (180)

### 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.

### 3. Former Public Servant

Contracts awarded to 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 before contract award.

#### Definitions

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

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

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

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

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

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

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

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

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

#### **Work Force Adjustment Directive**

Is the Bidder a FPS who received a lump sum payment pursuant to the terms of the Work Force Adjustment Directive? 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 adjustment program.

For all contracts awarded during the lump sum payment period, the total amount of fees that may be paid to a FPS who received a lump sum payment is \$5,000, including Applicable Taxes.

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

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

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

## 5. Applicable Laws

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

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

## 6. Optional Site Visit

It is recommended that the Bidder or a representative of the Bidder visit the work site. Arrangements have been made for a tour of the work site. The site visit will be held on **August 27, 2013, at 11:00 AM MDT**, at 4402-55th Street, Red Deer, AB.

Bidders are requested to communicate with the Contracting Authority five (3) days before the scheduled visit to confirm attendance and provide the name(s) of the person(s) who will attend. Bidders may be requested to sign an attendance form. Bidders who do not attend or send a representative will not be given an alternative appointment but they will not be precluded from submitting a bid. Any clarifications or changes to the bid solicitation resulting from the site visit will be included as an amendment to the bid solicitation.

## PART 3 - BID PREPARATION INSTRUCTIONS

### 1. Bid Preparation Instructions

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

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

**Section I: Technical Bid**

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

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

**Section II: Financial Bid**

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

**1.2 Exchange Rate Fluctuation**

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

**Section III: Certifications**

Bidders must submit the certifications required under Part 5.

**PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION****1. Evaluation Procedures**

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

**1.1 Technical Evaluation****1.1.1 Mandatory Technical Criteria**

Failure to meet any of the following mandatory requirements at solicitation closing will render your submission non-compliant and given no further consideration

- a) Compliance with the terms and conditions contained in this document
- b) Provision of Pricing as requested ( see Annex B- Basis of Payment)
- c) Ability to perform the full scope of work described ( See Annex A - Statement of Work)

## 1.2 Financial Evaluation

The total evaluated bid will be evaluated by multiplying the bidder's quoted price by the estimated usage to arrive at a total line item price.

All line items total for all periods (including option years) will be added together to arrive at the total aggregate bid price.

### 1.2.1 Mandatory Financial Criteria

*SACC Manual* Clause A0220T (2013-04-25), Evaluation of Price

## 2. Basis of Selection

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

## PART 5 - CERTIFICATIONS

Bidders must provide the required certifications and documentation to be awarded a contract.

The certifications provided by bidders to Canada are subject to verification by Canada at all times. Canada will declare a bid non-responsive, or will declare a contractor in default, if any certification made by the Bidder is found to be untrue whether during the bid evaluation period or during the contract period.

The Contracting Authority will have the right to ask for additional information to verify the Bidder's certifications. Failure to comply with this request will also render the bid non-responsive or will constitute a default under the Contract.

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

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

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

#### 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_equity/eq/emp/fcp/list/inelig.shtml)" list ([http://www.labour.gc.ca/eng/standards\\_equity/eq/emp/fcp/list/inelig.shtml](http://www.labour.gc.ca/eng/standards_equity/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" 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 Status and Availability of Resources

#### 2.1.1 SACC Manual clause A3005T ( 2010-08-16) Status and Availability of Resources

## PART 6 - SECURITY, FINANCIAL AND OTHER REQUIREMENTS

### 1. Security Requirement

1.1 Before award of a contract, the following conditions must be met:

- (a) the Bidder must hold a valid organization security clearance as indicated in Part 7-Resulting Contract Clauses;
- (b) the Bidder's proposed individuals requiring access to classified or protected information, assets or sensitive work site(s) must meet the security requirement as indicated in Part 7-Resulting Contract Clauses;
- (c) the Bidder must provide the name of all individuals who will require access to classified or protected information, assets or sensitive work sites.

1.2. 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.

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

### 2. Insurance Requirements

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

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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.

## 2.1 Commercial General Liability Insurance

- 2.1.1. The Contractor must obtain Commercial General Liability Insurance, and maintain it in force throughout the duration of the Contract, in an amount usual for a contract of this nature, but for not less than \$2,000,000 per accident or occurrence and in the annual aggregate.
- 2.1.2 The Commercial General Liability policy must include the following:
- (a) Additional Insured: Canada is added as an additional insured, but only with respect to liability arising out of the Contractor's performance of the Contract. The interest of Canada should read as follows: Canada, as represented by Public Works and Government Services Canada.
  - (b) Bodily Injury and Property Damage to third parties arising out of the operations of the Contractor.
  - (c) Products and Completed Operations: Coverage for bodily injury or property damage arising out of goods or products manufactured, sold, handled, or distributed by the Contractor and/or arising out of operations that have been completed by the Contractor.
  - (d) Personal Injury: While not limited to, the coverage must include Violation of Privacy, Libel and Slander, False Arrest, Detention or Imprisonment and Defamation of Character.
  - (e) Cross Liability/Separation of Insureds: Without increasing the limit of liability, the policy must protect all insured parties to the full extent of coverage provided. Further, the policy must apply to each Insured in the same manner and to the same extent as if a separate policy had been issued to each.
  - (f) Blanket Contractual Liability: The policy must, on a blanket basis or by specific reference to the Contract, extend to assumed liabilities with respect to contractual provisions.
  - (g) Employees and, if applicable, Volunteers must be included as Additional Insured.
  - (h) Employers' Liability (or confirmation that all employees are covered by Worker's compensation (Workplace Safety Insurance Board) 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.

## 2.2 Automobile Liability Insurance

- 2.2.1. The Contractor must obtain Automobile Liability Insurance, and maintain it in force throughout the duration of the Contract, in an amount usual for a contract of this nature, but for not less than \$2,000,000 per accident or occurrence.
- 2.2.2 The policy must include the following:

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

**3. A copy of WHMIS certification for all individuals that will be on site.**

**4. Contract Financial Security**

**4.1. The Contractor must provide one of the following contract financial securities within **FOURTEEN (14) calendar days** after the date of contract award:**

- (a) certified cheque to the Receiver General of Canada in the amount of 10% of the Contract Price
- (b) an irrevocable Standby letter of credit in the amount of 10% of the Contract Price - Sample of letter attached at Annex H.

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

**4.3. SACC Manual clause E0008C (2011-05-16) Financial Security Definition**

**PART 7 - RESULTING CONTRACT CLAUSES**

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

**1. Statement of Work**

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

**1.2 Task Authorization**

The Work or a portion of the Work to be performed under the Contract will be on an "as and when requested basis" using a Task Authorization (TA). The Work described in the TA must be in accordance with the scope of the Contract.

**1.2.1 Task Authorization Process**

1. The Project will provide the Contractor with a description of the task using the DND 626, Task Authorization Form" .
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, within 5 calendar days of its receipt, the proposed total estimated cost for performing the task and a breakdown of that cost, established in accordance with the Basis of Payment specified in the Contract.
4. The Contractor must not commence work until a TA authorized by the Project has been received by the Contractor. The Contractor acknowledges that any work performed before a TA has been received will be done at the Contractor's own risk.

### 1.2.2 Task Authorization Limit

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

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

### 1.2.3 Canada's Obligation - Portion of the Work - Task Authorizations

Canada's obligation with respect to the portion of the Work under the Contract that is performed through task authorizations is limited to the total amount of the actual tasks performed by the Contractor

### 1.2.4 Task Authorization - Department of National Defence

The administration of the Task Authorization process will be carried out by \_\_\_\_TBD\_\_\_\_\_. This process includes monitoring, controlling and reporting on expenditures of the contract with task authorizations to the Contracting Authority.

## 2. Standard Clauses and Conditions

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

### 2.1 General Conditions

2035 (2013-06-27), General Conditions - Higher Complexity - Services, apply to and form part of the Contract.

## 3. Security Requirement

- 3.1. 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).
- 3.2. The Contractor/Offeror personnel requiring access to sensitive work site(s) must EACH hold a valid RELIABILITY STATUS, granted or approved by CISD/PWGSC.
- 3.3. Subcontracts which contain security requirements are NOT to be awarded without the prior written permission of CISD/PWGSC.
- 3.4. The Contractor/Offeror must comply with the provisions of the:

- (a) Security Requirements Check List and security guide, attached at Annex C;  
 (b) Industrial Security Manual (Latest Edition).

#### 4. Term of Contract

##### 4.1 Period of the Contract

The period of the contract is from date of award to 31 October 2014, with an option to extend for an additional one year period.

##### 4.2 Option to Extend the Contract

The Contractor grants to Canada the irrevocable option to extend the term of the Contract by up to One additional One year period(s) under the same conditions (01 November, 2014 to 31 October, 2015) 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 15 calendar days before the expiry date of the Contract. The option may only be exercised by the Contracting Authority, and will be evidenced for administrative purposes only, through a contract amendment.

#### 5. Authorities

##### 5.1 Contracting Authority

The Contracting Authority for the Contract is:

Name: Margaret Twomey  
 Title: Supply Specialist  
 Organization: Public Works and Government Services Canada  
 Address: 1650-635,8th Ave SW  
 Calgary, AB  
 T2P 3M3

Phone: (403) 292-4450  
 Fax: (403) 292-5786  
 Email: margaret.twomey@pwgsc-tpsgc.gc.ca

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

##### 5.2 Project Authority

The Project Authority for the Contract is:TBD

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

Solicitation No. - N° de l'invitation

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur

W3537-13E001/A

ca1104

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

File No. - N° du dossier

CCC No./N° CCC - FMS No/ N° VME

DND

CAL-2-35114

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

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

### 5.3 Contractor's Representative

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

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

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

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

## 7. Payment

### 7.1 Basis of Payment

For the Work described in Section One of the statement of work of the Statement of Work in Annex A :

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

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

### 7.2 Limitation of Expenditure - Task Authorizations

The Contractor will be reimbursed for the costs reasonably and properly incurred in the performance of the Work specified in the authorized Task Authorization (TA), as determined in accordance with the Basis of Payment in Annex B to the limitation of expenditure specified in the authorized TA.

Canada's liability to the Contractor under the authorized TA must not exceed the limitation of expenditure specified in the authorized TA. Customs duties are included and Goods and Services Tax or Harmonized Sales Tax is extra, if applicable.

No increase in the liability of Canada or in the price of the Work specified in the authorized TA resulting from any design changes, modifications or interpretations of the Work will be authorized or paid to the Contractor unless these design changes, modifications or interpretations have been authorized, in writing, by the Contracting Authority before their incorporation into the Work.

### 7.3 Limitation of Price

SACC Manual clause C6000C (2011-05-16) Limitation of Price

### 7.4 Monthly Payment

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

### 7.5 Discretionary Audit

SACC Manual Clause C0705C (2010-01-11) Discretionary Audit

### 7.6 Time Verification

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

### 7.7 Taxes- Foreign Based Contractor

SACC Manual Clause C2000C (2007-11-30) Taxes - Foreign-based Contractor

## 8. Invoicing Instructions

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

Each invoice must be supported by:

a copy of time sheets to support the time claimed;

## 9. Certifications

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

## 10. Applicable Laws

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

## 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 (2013-06-27) 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 (including all of its annexes, if any) ;
  - (g) the Contractor's bid dated TBD

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

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

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

SACC Manual Clause A2001C (2006-06-16) Foreign Nationals (Foreign Contractor)

**13. Insurance Requirements**

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.

**14. SACC Manual Clauses**

SACC Manual Clause A9062C (2011-05-16) Canadian Forces Site Regulations

SACC Manual Clause E0008C (2012-07-16) Financial Security Definition

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## **ANNEX A STATEMENT OF WORK**

### **SECTION ONE**

#### **HOURS OF WORK/SCHEDULE**

Hours of work for contract cleaning staff are dependent on the normal occupancy of the building. As this is NOT a 24 hour port cleaning will take place on Saturdays, Sundays and some Statutory Holidays(only on as and when requested) between the hours of 0600 hrs and 1800 hrs.

The Site Authority may request certain scheduled work to be done on a shift for safety, security and other reasons. For such work the Site Authority will notify the Contractor at least 48 hours in advance.

#### **LOG BOOKS**

A log book shall be maintained by the Contractor. The log shall contain the e-mail address, fax and phone numbers of company representatives that are responsible for handling any issues that arise and who are also responsible for taking corrective action.

The emails or faxes will be used to record the date and room/area in which deficiencies are noted. Deficiencies may include broken stair treads, broken/leaking taps, etc and are to be reported to the Site Authority.

#### **ACCIDENTS**

The Contractor and their employees shall not be considered as being Government employees and therefore shall not come within the provisions of the Government Employees Compensation Act and shall not be eligible for any of the benefits provided by the Crown under this act.

#### **EXCLUDED AREAS**

The following areas will not be included in the areas of cleaning:

Queens Room

#### **DAMAGES**

The contractor shall be fully responsible for any damage to the structure, furniture, equipment, plants and countertops.

- A. Do not use spray cleaning materials in the vicinity of plants.
- B. Do not use cleaning materials that leave an oily film

#### **SITE AUTHORITY**

The site authority for this contract shall be:

#### **SAFETY**

All safety measures respecting personnel fire hazards recommended by National and Provincial codes and/or prescribed authorities have jurisdiction shall be observed at all times.

## SECURITY

All Contractor personnel must be security cleared before employees will be permitted to access the facilities. It is the responsibility of the Contractor to ensure security clearances are completed. Forms for security clearances will be provided by Public Works and Government Services Canada. Lack of security cleared personnel will not be an acceptable excuse if work is not performed in accordance with the terms set forth.

## INSPECTIONS

On completion of periodic cleaning operations, inspections shall be made by the departmental representatives, who shall decide whether or not the work is satisfactory.

## CANCELLATION CLAUSE

The agreement will terminate at the end of the specified agreement date, or unless both parties agree to a new specified date, or unless one party is in default of performing the terms and conditions of the set agreement.

- |   |                                |    |  |
|---|--------------------------------|----|--|
| 1 | <u>Description of Work</u>     | .1 | Scope of Work:<br>.1 Cleaning Red Deer Armoury (4,219.7 m2)<br>.2 Frequencies – Section 2  |
|   |                                | .2 | Grounds and public areas are to be kept free from accumulation of waste materials and rubbish.   |
|   |                                | .3 | Work under this contract covers furnishing of all labour, material, equipment and supervision required to clean the exterior and interior of the Red Deer Armoury              |
|   |                                | .4 | Prevent the accumulation of wastes that create hazardous conditions. Remove debris and materials from janitor storage daily.   |
|   |                                | .5 | Conduct cleaning and disposal operations to comply with local ordinances and anti-pollution laws.  |
|   |                                | .6 | Store all volatile wastes in covered metal receptacles and remove from premises. Provide adequate ventilation during use of volatile or noxious substances.                    |
|   |                                | .7 | Amendments to Schedules of Work may be made by mutual consent of National Defence and the contractor. Cleaning, extra to the frequencies must be approved by National Defence. |
| 2 | <u>Materials and Equipment</u> | .1 | Use new material and equipment unless otherwise specified.   |
|   |                                | .2 | Contractor will use only cleaning materials recommended by the manufacturer of the surface to be cleaned and as  |

recommended by the cleaning material manufacturer.

- .3 All materials and methods must be suitable for the surface to be cleaned and must not be harmful to this surface.
- .4 Unless otherwise specified, cleaning materials must comply with manufacturers latest printed instruction for materials and installation methods.
- .5 The Contractor shall, where available, use materials listed in the Canadian General Standards Board (CGSB) Qualified Products Lists.
- .6 All cleaning materials; soap, detergents, scouring materials, cleaners, wax, and sealers etc. must comply with Canadian General Standards Board (CGSB) Qualified Products Lists.
- .7 Requests for "acceptance" of materials in addition to those presently established as acceptable by this contract document shall be submitted to National Defence.
- .8 The following materials, or equivalent, are acceptable for use on this contract:

#### CLEANING COMPOUNDS

- .1 Scouring powder: to CGSB 2-GP-9m, Type B
- .2 Toilet Bowl Cleaning compound, liquid acid: to Can/CGSB- 2. 46-MB7
- .3 Toilet Bowl Cleaning compound, granular acid: to CAN CGSB -2.47-M87
- .4 Glass cleaner: to CAN/CGSB-2.55-M85
- .5 Floor finish remover, non-ammonia: to CAN/CGSB-2.60-M86
- .6 General purpose detergent to CAN/CGSB-2 - GP-107M
- .7 General-purpose powder cleaning compound: to CGSB-2 - GP-141Ma
- .8 Detergent, germicidal, general purpose liquid, Phenolic Type 1: to CAN/CGSB-2.160-M87
- .9 Detergent, quaternary, ammonia type 2 : CAN/CGSB-2.160-M87
- .10 Detergent, unbuil liquid, concentrated nonionic: to CAN/CGSB-2. 175-M86

#### POLISHES

- .1 Metal polish: to CAN/CGSB-25.06-M88
- .2 Furniture polish: to CAN/CGSB-25.10-M88
- .3 Sweeping compound, oil base: to CAN/CGSB-25.12-M88
- .4 Absorbent material, oil & water: to CAN/CGSB-25.14-M89

- 
- .5 Sealer, water base Type 2: CAN/CGSB-25.20-M88
  - .6 Floor polish, water emulsion, non-buffable: to CAN/CGSB-25.21-M89
  - .9 The Contractor shall on request furnish a complete written statement of the origin, composition and /or manufacture of any or all materials supplied by him for use in the work. He/she may be required to provide samples of materials from existing stock for testing purposes.
  - .10 The Contractor will supply all commercial, vacuum cleaners, or products required to perform the work as mentioned in Section 2 unless stated otherwise. Equipment must be clean and in good repair.
  - .11 The Contractor is to provide ALL paper and sanitary products listed on the (CGSB) qualified products list but not limited to the following:
    - .1 Paper towels, toilet tissue and soap for washroom dispensing equipment.
    - .2 Plastic waste bags.
    - .3 Sanitary supplies (for women's washrooms).
    - .4 Deodorant urinal screens.
    - .5 Bags for recyclable waste.
  - .12 All hazardous materials, cleaning compounds, etc. are to be stored and handled in such a manner as to prevent danger to federal employees or members of the Public.
  - .13 All materials and chemicals are to be labeled in accordance with the Workplace Hazardous Materials Information System (WHMIS)
  - .14 The following chemical is prohibited from use in this contract:
    - .1 Trichloroethane also known as methyl chloroform.  
Any and all cleaning agents containing these chemicals are PROHIBITED.
  - 3 Workmanship, Staffing and Supervision
    - .1 Contractor shall provide sufficient personnel and supervision to ensure that schedules of work for the building is complete by the end of each working day. Persons skilled in janitorial cleaning methods, equipped with modern, good condition, scrubbing machines, polishers, vacuums, ladders, snow shovels, etc.
    - .2 Any cleaning personnel not acceptable to National Defence due to incompetence, improper conduct, security risk or an inability to communicate will be removed from the site and replaced forthwith.

- 
- .3 Work shall be performed in strict accordance with the very best trade practices. Mediocre or inferior work shall be replaced by work of superior first class quality without cost to the building owner.
  - .4 The Contractor shall furnish a list of the names of all company employees used for this contractor and shall inform National Defence of all changes to the list.
  - .5 Armouries are operational seven (7) days per week as well as most evenings and holidays. The Contractor must ensure standby staff is available for vacation leave, sick leave or other days off by regular staff.
  - .6 A supervisor will be provided, with authority to receive for the contractor, any orders or communication in respect to the contract. The supervisor shall be equipped with a pager or similar communication device, available to contact, during the workday, after hours and/or on weekends, unless arranged otherwise.
  - .7 The Contractor's supervisor will co-ordinate operations in accordance with the schedule and to the satisfaction of National Defence.
  - .8 Financial Security will be required.
  - .9 Weekend work is not included and is extra to the contract.
  - .10 National Defence will establish priorities as necessary to ensure that all cleaning duties are performed to maintain the building at its highest standard of cleanliness while maintaining training and operational requirements.

#### 4 Safety

- .1 The Contractor shall adhere to all fire and safety measures as recommended by National and Provincial codes and / or as prescribed by the authorities having jurisdiction, concerning equipment, work habits and procedures.
- .2 The Contractor shall ensure that all equipment used to perform the work is in a state of good repair. National Defence reserves the right to have equipment judged to be unsafe, not suitable or defective, taken out of service. The contractor shall be responsible for supplying suitable replacement equipment.
- .3 The work must be carried out in compliance with all applicable laws dealing with occupational health and safety and the Contractor and Contractor's employees must observe all security regulations and procedures applicable to the work site; in particular the following:
  - .1 Canada Labour Code

.2 Workplace Hazardous Materials Information System (WHMIS)

5 WHMIS

- .1 Comply with the requirements of WHMIS regarding the use, handling, storage, disposal of hazardous materials; labeling and provision of material safety data sheets acceptable to authorities having jurisdiction.
- .2 Deliver copies of WHMIS data sheets to the PWGSC representative on delivery of materials.
- .3 Contractor shall ensure that his employees are adequately trained in WHMIS, Occupational Safety and Fire Safety and if necessary shall provide training in languages other than English.

6 Contractors use of Site

- .1 Use of site subject to the following;
  - .1 National Defence shall assign access to the work site.
  - .2 Movement around the site is subject to:
    - a) other restrictions defined by National Defence.
    - b) troop movements.

7 Spaced Assigned

- .1 The Department will provide the contractor with such space as is considered necessary for the performance of the Contractors duties without undue inconvenience.

8 Building Security

- .1 Only those employees whose names appear on the Contractor's payroll will be allowed access to the work site. Other persons accompanying employees will not be allowed on the site.
- .2 All cleaning staff, including the site supervisor may require Government of Canada, security clearances to the enhanced level.
- .3 The Contractor's cleaning staff shall be subject to questioning and search of cleaning material in relation to security by National Defence designated staff.
- .4 All keys entrusted to the Contractor for the fulfillment of this contract must be fully protected at all times. Lost or misplaced keys will result in re-keying the building locks at the contractor's expense. A list of key holders will be provided to National Defence.
- .5 Doors shall be locked and unlocked at times facilitating the work of occupants.
- .6 Entry to locked or off-limit rooms will be restricted unless otherwise directed by or a designated representative. In some instances cleaners may require supervision by Base staff. Excluded areas include railed off space, utility and

mechanical rooms.

- 9 Fire Safety**
- .1 Contractor and all company personnel shall be familiar with Fire Safety requirements of the facility.
  - .2 Flammable liquids such as cleaning solvents may be kept ready for use in quantities not to exceed 4.5 litres, provided they are stored in approved safety cans bearing the Underwriters' Laboratory of Canada or Factory Mutual seal of approval.
  - .3 Greasy or oily rags of materials subject to spontaneous combustion shall be deposited and kept in an approved metal receptacle and removed from the work site at the end of the workday.
  - .4 Smoking is prohibited in crown-owned buildings.
- 10 Building Operations**
- .1 Report plumbing, electrical or structural repairs sighted during the cleaning operation, to National Defence.
- 11 General**
- .1 The Contractor must not list, publicize or use in any fashion for business purposes, the address of a building owned by the Government of Canada. A telephone may be installed at the expense of the contractor but must be unlisted and must not, under any circumstance, appear in any telephone directory or be advertised as a business telephone.
  - .2 The Department will not be responsible for any damage to the Contractor's supplies, materials or equipment in the building nor to the contractor's employees personal belongings brought into the building.
- Description of Work**
- .1 Work under this contract covers furnishing of all labour, material, equipment and supervision required to clean the exterior and interior of the Red Deer Armoury.
  - .2 Work is to be carried out Monday through Friday from 07:00 a.m. to 4:00 p.m. Weekends and extra cleaning are to be invoiced separately.
- Exterior**
- 1 **General**
    - .1 As Required
      - .1 Emergency cleaning.
      - .2 Pick up litter adjacent to the building.
      - .3 Clean loading platforms, steps, walkways, landings and stairways.
      - .4. Remove snow and ice a distance of three meters (10 feet) around building, clearing sidewalks, walkways, steps, stairways, landings, entrances, exits and all

other areas used by pedestrian traffic. Complete snow and ice removal by 07:30 hours each day. Sand and de-ice as required.

.2 Daily

- .1 Clean entrance glass, sashes, sidelights and transom glass on both sides.
- .2 Clean and polish metal fittings, ornamental work, entrance doors, push bars and bright work.

**Interior**

1 General

.1 As Required

- .1 Emergency cleaning.
- .2 Clean and polish cleared off furniture on request.

.2 Daily

- .1 Wash and disinfect water fountains.
- .2 Empty wastepaper baskets, garbage cans and waste receptacles. Plastic bags, when dirty or torn are to be replaced with new bags of correct size.
- .3 Clean all glass doors, partitions, panels and directory boards.
- .4 Remove finger marks, smudges, and stains from walls, doors and partitions.

.3 Weekly

- .1 Disinfect public telephones and booth.
- .2 Clean and polish metal fittings, ornamental work, entrance doors, push bars and bright work.
- .3 Damp wipe windowsills and radiators, remove debris from behind and underneath.
- .4 Wash boot trays and/or shelves.
- .5 Clean and polish boardroom and executive furniture.

.4 Quarterly

- .1 Clean counter facings, metal wickets and partitions.
- .2 Dust empty stacks and shelves.
- .3 Dust tops of lockers and storage cabinets.

.5 Annually

- .1 Dust or vacuum ledges, tops of partitions, pipes and other high locations.
- .2 Damp wipe fire extinguishers.
- .3 Vacuum upholstered furniture including sides of cushions and cushion bed.
- .4 Clean all leather, vinyl, and leatherette furniture in executive offices, boardrooms and waiting areas.

2 Floor Surfaces

.1 Daily

- .1 Remove spots, stains and soil from walls.
- .2 Damp mop or vacuum floors in entrances, entrance stairs, mats and landings.

- .2 Weekly
  - .1 Sweep office area floors.
  - .2 Vacuum carpet on a full floor basis.
  - .3 Clean entrance mat, surface and between bars of foot grill and recess pan.
- .3 Quarterly
  - .1 Spray buff resilient floors.
  - .2 Wash handrails, vertical grilles, stringers and ledges on stairs and landings.
- .4 Annually
  - .1 Strip and refinish on a full floor basis.
  - .2 Steam clean carpets.
- .5 On Request
  - .1 Sweep and wash storage space.
- 3 Drill Floors
  - .1 Daily
    - .1 Sweep full floor.
  - .2 Weekly
    - .1 Machine scrub floor.
- 4 Washrooms/  
Locker Rooms
  - .1 Daily
    - .1 Wash floors with a germicidal detergent.
    - .2 Remove all trash from strainers in urinals.
    - .3 Clean mirrors dispensers, doorplates, flush valves, exterior of refuse receptacles, sani-cans and metal containers.
    - .4 Reline sani-cans and refuse receptacles.
    - .5 Disinfect toilet seats, bowls, urinals, water taps, showers and washbasins.
    - .6 Spot clean walls, partitions, doors and lockers to remove marks and graffiti.
    - .7 Replenish soap, toilet paper and hand towels.
  - .2 Weekly
    - .1 De-scale toilet bowls and urinals.
    - .2 Replace deodorant screen in urinals.
    - .3 Pour a pail of water into floor drain to maintain water level in trap.
  - .3 Annually
    - .1 Wash all walls and ceilings.
    - .2 Strip and refinish floors.
- 5 Messes and,  
Lunch Rooms
  - .1 Daily
    - .1 Damp wipe all furniture, tables and chairs.
    - .2 Sweep and wash floors.
    - .3 Replenish soap and hand towels.

- 
- |   |                      |    |   |
|---|----------------------|----|---|
|   |                      | .4 | Empty and wash garbage cans and receptacles, insert new plastic bags. |
|   |                      | .5 | Spot clean all walls, doors, partitions and cupboard fronts.          |
|   |                      | .2 | <u>Weekly</u>   |
|   |                      | .1 | Spray buff resilient floor.   |
|   |                      | .3 | <u>Quarterly</u>  |
|   |                      | .1 | Strip and refinish floors.  |
|   |                      | .4 | <u>Annually</u>   |
|   |                      | .1 | Wash walls.   |
| 6 | Cadet and Band Areas | .1 | <u>Daily</u>  |
|   |                      | .1 | Clean washrooms as specified in 4 Washrooms.                          |
|   |                      | .2 | <u>As Required (Approx. 3 times per week)</u>                         |
|   |                      | .1 | Sweep floors.   |
|   |                      | .2 | Empty waste receptacles and re-line.                                  |
|   |                      | .3 | Spot clean and dust horizontal surfaces.                              |
|   |                      | .3 | <u>Annually</u>   |
|   |                      | .1 | Scrub and refinish on a full floor basis.                             |

## **SECTION TWO**

### **DEFINITION OF TERMS**

The definition of terms and quality standards described in this document for janitorial services core tasks and optional tasks must be strictly adhered to. All inspections made by the client will be rated according to these quality standards.

Routine Cleaning means cleaning operations which are specified to be performed monthly or more frequently such as weekly or daily.

Scheduled Operations means cleaning operations which are specified to be performed less frequently than monthly such as every two months, three times a year, quarterly, semi-annually or annually.

Project Cleaning means cleaning operations which are specified to be performed only when ordered by the client.

Flight of Stairs includes steps and risers situated between two floor levels including landing(s). Materials include, but are not limited to, toilet tissue, paper hand towels, hand soap, deodorant blocks, hand sanitizer, plastic bags and sani-bags, as required for the performance of the work, in addition to the supplies necessary for the physical cleaning of the building(s).

Trash includes the contents of ashtrays, waste receptacles, sand urns and sani-cans. Also paper clips, paper, mop strings, pins, staples and discarded items on the floor or furniture.

High Traffic Areas includes entrance lobbies, elevator lobbies, corridors and traffic aisles in open office space.

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## QUALITY STANDARDS

The Supplier must meet the following standards:

### 1. Cleaning: General

- a. All surfaces and objects specified in the contract must be free of dust, stains, spills, debris and soil immediately after cleaning operation.
- b. Machinery and equipment must not block a passageway, or present a trip hazard.
- c. Caution signs must be placed adjacent to the affected area on all approaches.
- d. Furnishings moved by cleaners must be relocated to their original location.

### 2. Spot Cleaning

- a. All affected areas must be clear of stains, streaks and soil.
- b. All over-spray from spray applicators must be wiped clean from all surfaces.

### 3. Sweeping

- a. All floor areas including open areas and flooring around furniture legs and into corners be free of dirt and litter.

### 4. Cleaning with a Hose

- a. All areas must be clean of dirt, mud and debris with no water ponding as a result of the cleaning with a hose.
- b. Equipment is removed and stored immediately after use.

### 5. Dust Mopping

- a. All floor areas including open areas and flooring around furniture legs and into corners must be free of debris and dust film.

### 6. Damp Mopping

- a. Floor areas including open areas and flooring around furniture legs and into corners must be clean and free of surface stains, soil, mop streaks, loose mop strands and water spotting.
- b. The supplier must sweep or dry mop the area immediately before damp mopping.
- c. The supplier must start damp mopping with clean water and mop.
- d. Walls, baseboards and other surfaces must be free of splash marks.

### 7. Wash Floors

- a. All standards outlined in "Damp Mopping" apply.
- b. In addition, surfaces must be rinsed free of cleaning solution after floors are washed.
- c. All areas must be free of dirt, stains, splashing, cleaning chemical and water accumulations as well as scuff marks.

### 8. Machine Scrubbing

- a. All areas must be free of dirt, stains, scuff marks, splashing, cleaning chemical and water accumulations.
- b. Corners and other areas not accessible to a mechanical floor scrubber must be scrubbed manually.

### 9. Vacuuming

- a. All carpet surfaces must have an overall appearance of cleanliness and must be free of visible dust, dirt and grit.
- b. A power head must be used. Vacuums must be 2 motor design (1 for suction, 1 for power head).

**10. Stain Removal**

- a. All carpets and walk-away mats must have no visible stains or discoloration after stain removal operation.
- b. Where stain removal involves wetting of a hard surface floor, caution signs must be in place around affected work area.

**11. Hot Water Extraction**

- a. All carpets and walk-away mats must be clean and free of accumulated dust and dirt and stain as a result of Hot Water Extraction.
- b. Areas must be cleaned to walls and corners.

**12. Damp Wiping**

- a. Surfaces must be free of dust, stains, streaks and water spotting following damp wiping.
- b. Wiping cloths must be rinsed frequently and free of stains and odors.
- c. Feather dusters are not acceptable.

**13. Glass and Mirror Cleaning**

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

**14. High dusting**

- a. All surfaces must be free of dust.
- b. High dusting must be effected using either damp rag wiping or vacuuming. The method will be specified by the client.
- c. Dust must be contained and prevented from floating freely in the air during operation.

**15. Clean and Disinfect**

- a. Client-approved, environmentally friendly, commercial disinfectant cleaner must be used.
- b. Manufacturer's instructions must be followed for best results.
- c. All surfaces cleaned and disinfected must be rinsed clean of residual disinfectant.

**Scope of Work****1. Entrance**

- A. Daily Vacuum walk away mats.
- B. Clean entrances and lobbies daily
- i. Keep free of debris
- ii. Clean furniture and office furniture.
- iii. Mats are to be removed or rolled up to complete floor cleaning operations.
- iv. Clean both sides of door glass.
- v. Clean surface and between bars of floor grills.
- vi. Sweep, wash and buff floors. Provide additional damp mopping of floors during inclement weather.

**2. Washrooms: Public and staff daily**

- A. Public washrooms
- i. Remove gum and other foreign residue.
- ii. Sweep all floors
- iii. Damp mop with a germicidal solution and/or manufacturer's instructions.
- iv. Remove all trash from strainers in basin or urinals.
- v. Wash toilet seats (both sides) bowls, urinals, washbasins and underside of washbasins using a germicidal detergent.

- vi. Clean and disinfect all water taps, dispensers, door plates, flush valves and the exterior of wastepaper and refuse containers.
- vii. Clean flush tanks, shelves, high ledges, mirrors, window stools and exposed piping.
- viii. Spot clean walls, partitions and doors to remove finger marks and other marks.
- ix. Empty sanitary containers, wash, disinfect and replace bags.
- x. Empty all wastepaper receptacles.
- xi. Empty refuse receptacles and insert new plastic bags.
- xii. Replenish soap containers, toilet paper, linen and paper dispensers.

### 3. Daily or as and when requested

- i. Wash both sides of partitions and partition doors and the ceramic walls enclosed by the partitions using a germicidal detergent.
- ii. De-scale toilet bowls and urinals.
- iii. Place one 4 oz deodorant block in each urinal.
- iv. Damp wipe counters daily.
- v. Clean counter facings as required.

### 4. Furniture and fixtures

Mandatory: papers and files left on furniture shall not be disturbed. Request tenant to remove papers and files from surface in order to clean work surface.

Daily:

- i. Dust horizontal surfaces.
- ii. Dust telephones
- iii. Dust and remove finger marks and stains from work surface areas.
- iv. Spot clean outside surfaces of lockers, storage and filing cabinets.
- v. Spot clean bookcase glass doors.
- vi. Dust empty stacks and shelves.
- vii. Dust pictures and wall hanging (excluding paintings and art objects)

### 5. Waste Receptacles

Mandatory: Replace when dirty or torn, plastic bags of correct size in wastepaper baskets, garbage cans and waste receptacles

- i. Daily empty garbage cans and waste receptacles.

### 6. Doors, Door Frames, Etc.

Daily

- i. Clean finger marks from doors and door frames
- ii. Dust door grills

### 7. Emergency Fire Equipment

Daily

- i. Dust wall hung equipment

### 8. Water Fountains

Daily

- i) Wash and disinfect. Odour of disinfectant must not be objectionable.

### 9. Walls, Partitions and Baseboards

Daily

- i) Remove finger marks, smudges and stains from painted walls and partitions.
- ii) Dust baseboards, ledges and mouldings.

**10. Floor Resilient**

Mandatory: Chairs, wastepaper baskets, etc., must not be placed on desks, tables or work benches during cleaning operations. Care must be taken not to allow cleaning solution to seep under furniture legs, file cabinets or partitions.

Daily:

- i) Sweep all floors
- ii) Remove gum and foreign residue
- iii) Damp mop or wipe all floors to remove spillage salt, (sodium and calcium chloride)

**11. Carpeting and Rugs**

Daily

- i) Vacuum on a full floor basis all carpeting and rugs in heavy traffic areas such as reception or waiting areas and corridors.
- ii) Dust bases of screen systems.

**12. Stairs and landings**

Daily

- i) Sweep stairs and landings
- ii) Remove gum and foreign residue
- iii) Dust hand rails, vertical grills, baseboards and stringers.

**13. Interior Glass**

Daily

- i) Spot clean all glass doors, glass in fire doors, glass partitions and/or glass panels in partitions.

**14. Light Fixtures**

Daily

- i) Remove insect from lens as required.

**15. Snow removal**

- i) Remove snow up to 10 feet from front of building, entrance ways, bays and off of immediate front entranceway steps when required.

**16. Supplies**

- i) All supplies required will be supplied by the contractor and must meet environmental standards. There is no storage space for equipment so the contractor will be responsible for bringing their equipment/cleaning supplies for each cleaning. A small shelf can be provided for small cleaning products at the site.

17. Do not clean computer terminals. The responsible Officer should clean their own terminals.

18. Ensure all maintenance items that are of a Health and Safety nature are promptly repaired i.e. same day turnaround.

19. Report all concerns through the respective on-site Manager. Do not deal directly with on site personnel other than the Manager on duty. Promptly alert Cleaning Supervisor of potential issues that will escalate to the district and/or regional level.

20. If on-site Manager(s) makes unreasonable demands, please inform the Property Manager and do not deal with the issue directly.

21. Refrain from personnel comments. Avoid interference in Customs and/or Immigrations day to day operational functions/ situations unless the building security or structure is placed at risk when performing daily cleaning tasks.

## **Environmental Considerations**

### **1. Cleaning Products**

Cleaning products must be biodegradable, phosphate-free, odorless, low-odor, low volatile organic compounds (VOC) products for all general-purpose cleaning. All cleaning products used must meet the Environmental Choice Program Certification ("Eco-Logo") criteria or equivalent. These products must be supplied at no extra cost.

### **2. Paper Products**

All hygienic paper products must contain a minimum of 10% post-consumer recycled fibres or equivalent. All products used must meet the Environmental Choice Program Certification ("Eco-Logo") criteria or equivalent. These products must be supplied at no extra cost.

### **3. Delivery of Services**

Janitorial services must occur during office working hours to minimize the number of hours overhead lighting is in use. Office working hours are to be defined in contract documents.

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

All prices are in Canadian Dollars. GST if applicable is extra

**1. Period ONE: From Date of Award to October 31, 2014**

Item	Description	Firm Monthly Rate (A)	Cleanable Area in square metres (B)	Rate per Square Metre per Month (A/B)	Weighting factor in Months (C)	Annual Extended Rate (A x C)
<b>I</b>	<b>SCHEDULED WORK: all-inclusive monthly rate for scheduled services described in Annex "A":</b>					
1	Monthly rate	\$ _____ /month	4,219.7 m <sup>2</sup>	\$ _____ /m <sup>2</sup> /mo	12 months	\$ _____
<b>II</b>	<b>UNSCHEDULED WORK: Work that arises from time-to-time, such as emergency clean-ups, and Statutory Holidays. Work that has been identified as upon request in the Statement of Work, Annex "A":</b>					
Item	Description	Firm Unit Price (A)		Estimated Usage (B)	Extended Price (A x B)	
1	As and when requested work	\$ _____ /hour		10 hours/mo	\$ _____	

**2. Option Period One: From November 01, 2014 to October 31, 2015**

Item	Description	Firm Monthly Rate (A)	Cleanable Area in square metres (B)	Rate per Square Metre per Month (A/B)	Weighting factor in Months (C)	Annual Extended Rate (A x C)
<b>I</b>	<b>SCHEDULED WORK: all-inclusive monthly rate for scheduled services described in Annex "A":</b>					
1	Monthly rate (weekends Only)	\$ _____ /month	4,219.7 m <sup>2</sup>	\$ _____ /m <sup>2</sup> /mo	12 months	\$ _____
<b>II</b>	<b>UNSCHEDULED WORK: Work that arises from time-to-time, such as emergency clean-ups, and Statutory Holidays. Work that has been identified as upon request in the Statement of Work, Annex "A":</b>					

Solicitation No. - N° de l'invitation

W3537-13E001/A

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

DND

Amd. No. - N° de la modif.

File No. - N° du dossier

CAL-2-35114

Buyer ID - Id de l'acheteur

cal104

CCC No./N° CCC - FMS No/ N° VME

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Item	Description	Firm Unit Price (A)	Estimated Usage (B)	Extended Price (A x B)
1	As and when requested work	\$_____ /hour	10 hours/mo	\$_____

Solicitation No. - N° de l'invitation

W3537-13E001/A

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

DND

Amd. No. - N° de la modif.

File No. - N° du dossier

CAL-2-35114

Buyer ID - Id de l'acheteur

ca1104

CCC No./N° CCC - FMS No/ N° VME

## **ANNEX C**

### **SECURITY REQUIREMENTS CHECK LIST (SRCL)**

**Attached as PDF**

Solicitation No. - N° de l'invitation

W3537-13E001/A

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

DND

Amd. No. - N° de la modif.

File No. - N° du dossier

CAL-2-35114

Buyer ID - Id de l'acheteur

ca1104

CCC No./N° CCC - FMS No/ N° VME

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**ANNEX D**

**DND 626 TASK AUTHORIZATION FORM**

Attached as PDF.



Government of Canada / Gouvernement du Canada

Contract Number / Numéro du contrat W3537-13E001
Security Classification / Classification de sécurité

SECURITY REQUIREMENTS CHECK LIST (SRCL)  
LISTE DE VÉRIFICATION DES EXIGENCES RELATIVES À LA SÉCURITÉ (LVERS)

PARTIE A - CONTRACT INFORMATION / PARTIE A - INFORMATION CONTRACTUELLE		
1. Originating Government Department or Organization / Ministère ou organisme gouvernemental d'origine	National Defence	2. Branch or Directorate / Direction générale ou Direction Engineering Services
3. a) Subcontract Number / Numéro du contrat de sous-traitance N/A	3. b) Name and Address of Subcontractor / Nom et adresse du sous-traitant N/A	
4. Brief Description of Work / Brève description du travail Janitorial Services for the the daily cleaning of Cormack Armoury, Red Deer, Alberta.		
5. a) Will the supplier require access to Controlled Goods? Le fournisseur aura-t-il accès à des marchandises contrôlées?		<input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui
5. b) Will the supplier require access to unclassified military technical data subject to the provisions of the Technical Data Control Regulations? Le fournisseur aura-t-il accès à des données techniques militaires non classifiées qui sont assujetties aux dispositions du Règlement sur le contrôle des données techniques?		<input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui
6. Indicate the type of access required / Indiquer le type d'accès requis		
6. a) Will the supplier and its employees require access to PROTECTED and/or CLASSIFIED information or assets? 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 / Non <input type="checkbox"/> Yes / Oui
6. b) Will the supplier and its employees (e.g. cleaners, maintenance personnel) require access to restricted access areas? No access to PROTECTED and/or CLASSIFIED information or assets is permitted. Le fournisseur et ses employés (p. ex. nettoyeurs, personnel d'entretien) auront-ils accès à des zones d'accès restreintes? L'accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS n'est pas autorisé.		<input type="checkbox"/> No / Non <input checked="" type="checkbox"/> Yes / Oui
6. c) Is this a commercial courier or delivery requirement with no overnight storage? S'agit-il d'un contrat de messagerie ou de livraison commerciale sans entreposage de nuit?		<input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui
7. a) Indicate the type of information that the supplier will be required to access / Indiquer le type d'information auquel le fournisseur devra avoir accès		
Canada <input type="checkbox"/>	NATO / OTAN <input type="checkbox"/>	Foreign / Étranger <input type="checkbox"/>
7. b) Release restrictions / Restrictions relatives à la diffusion		
No release restrictions / Aucune restriction relative à la diffusion <input type="checkbox"/>	All NATO countries / Tous les pays de l'OTAN <input type="checkbox"/>	No release restrictions / Aucune restriction relative à la diffusion <input type="checkbox"/>
Not releasable / 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 SÉCRET <input type="checkbox"/>	CONFIDENTIAL / CONFIDENTIEL <input type="checkbox"/>
SECRET / SÉCRET <input type="checkbox"/>	COSMIC TOP SECRET / COSMIC TRÈS SÉCRET <input type="checkbox"/>	SECRET / SÉCRET <input type="checkbox"/>
TOP SECRET / TRÈS SÉCRET <input type="checkbox"/>		TOP SECRET / TRÈS SÉCRET <input type="checkbox"/>
TOP SECRET (SIGINT) / TRÈS SÉCRET (SIGINT) <input type="checkbox"/>		TOP SECRET (SIGINT) / TRÈS SÉCRET (SIGINT) <input type="checkbox"/>

TBS/SCT 350-103(2004/12)

Security Classification / Classification de sécurité

Canada



Government of Canada / Gouvernement du Canada

Contract Number / Numéro du contrat  
W3537-13E001

Security Classification / Classification de sécurité

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

8. Will the supplier require access to PROTECTED and/or CLASSIFIED COMSEC information or assets?  
Le fournisseur aura-t-il accès à des renseignements ou à des biens COMSEC désignés PROTÉGÉS et/ou CLASSIFIÉS?  No / Non  Yes / 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 / Non  Yes / 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<br>COTE DE FIABILITÉ | <input type="checkbox"/> CONFIDENTIAL<br>CONFIDENTIEL           | <input type="checkbox"/> SECRET<br>SECRET           | <input type="checkbox"/> TOP SECRET<br>TRÈS SECRET               |
| <input type="checkbox"/> TOP SECRET - SIGINT<br>TRÈS SECRET - SIGINT        | <input type="checkbox"/> NATO CONFIDENTIAL<br>NATO CONFIDENTIEL | <input type="checkbox"/> NATO SECRET<br>NATO SECRET | <input type="checkbox"/> COSMIC TOP SECRET<br>COSMIC TRÈS SECRET |
| <input type="checkbox"/> SITE ACCESS<br>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 / Non  Yes / Oui  
If Yes, will unscreened personnel be escorted?  
Dans l'affirmative, le personnel en question sera-t-il escorté?  No / Non  Yes / 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 / Non  Yes / 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 / Non  Yes / 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 / Non  Yes / 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 / Non  Yes / 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 / Non  Yes / Oui

TBS/SCT 350-103(2004/12)

Security Classification / Classification de sécurité





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

For users completing the form manually use the summary chart below to indicate the category(ies) and level(s) of safeguarding required at the supplier's site(s) or premises.  
 Les utilisateurs qui remplissent le formulaire manuellement doivent utiliser le tableau récapitulatif ci-dessous pour indiquer, pour chaque catégorie, les niveaux de sauvegarde requis aux installations du fournisseur.

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

**SUMMARY CHART / TABLEAU RÉCAPITULATIF**

Category / Catégorie	PROTECTED / PROTÉGÉ			CLASSIFIED / CLASSIFIÉ			NATO				COMSEC						
	A	B	C	CONFIDENTIAL / CONFIDENTIEL	SECRET	TOP SECRET / TRÈS SECRET	NATO RESTRICTED / NATO DIFFUSION RESTREINTE	NATO CONFIDENTIAL / NATO CONFIDENTIEL	NATO SECRET	COSMIC TOP SECRET / COSMIC TRÈS SECRET	PROTECTED / PROTÉGÉ			CONFIDENTIAL / CONFIDENTIEL	SECRET	TOP SECRET / TRÈS SECRET	
												A	B				C
Information / Assets / 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).

## TASK AUTHORIZATION AUTORISATION DES TÂCHES

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

## Instructions for completing DND 626 - Task Authorization

### Contract no.

Enter the PWGSC contract number in full.

### Task no.

Enter the sequential Task number.

### Amendment no.

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

### Increase/Decrease

Enter the increase or decrease total dollar amount including taxes.

### Previous value

Enter the previous total dollar amount including taxes.

### To

Name of the contractor.

### Delivery location

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

### Delivery/Completion date

Completion date for the task.

### for the Department of National Defence

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

### Services

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

### Cost

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

### GST/HST

The GST/HST cost as appropriate.

### Total

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

### Applicable only to PWGSC contracts

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

### Note:

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

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

### N° du contrat

Inscrivez le numéro du contrat de TPSGC en entier.

### N° de la tâche

Inscrivez le numéro de tâche séquentiel.

### N° de la modification

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

### Augmentation/Réduction

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

### Valeur précédente

Inscrivez le montant total précédent, y compris les taxes.

### À

Nom de l'entrepreneur.

### Expédié à

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

### Date de livraison/d'achèvement

Date d'achèvement de la tâche.

### pour le ministère de la Défense nationale

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

### Services

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

### Prix

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

### TPS/TVH

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

### Total

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

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

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

### Nota :

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