



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

Bid Receiving/Réception des sousmissions
Royal Canadian Mounted Police (RCMP)
Procurement & Contracting Services
Place 123, Room 203
12315 Stony Plain Road
Edmonton, AB T5N 3Y8

INVITATION TO TENDER

APPEL D'OFFRES

Tender to:

Royal Canadian Mounted Police

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.

Soumission aux: Gendarmerie royale du Canada

Nous offrons par la présente de vendre à Sa Majesté I 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: - Commentaries :

THIS DOCUMENT CONTAINS A SECURITY REQUIREMENT

LE PRÉSENT DOCUMENT COMPORTE UNE EXIGENCE EN MATIÈRE DE SÉCURITÉ

Title – Sujet Janitorial Services – RCMP Saskatoon Central District		Date November 28, 2013
Solicitation No. – N° de l'invitation M5000-14-3882/A		
Client Reference No. - No. De Référence du Client N/A		
GETS Reference No. - No. De Référence du SEAG PW-13-00541623		
Solicitation Closes – L'invitation prend fin		
At / à :	2:00 PM	MST (Mountain Standard Time) HNR (heure normale de Rocheuses)
On / le :	January 9, 2014	
Destination of Goods and Services – Destinations des biens et services Royal Canadian Mounted Police Saskatoon Central District 400 Brand Place Saskatoon, SK S7J 5L6		
Instructions See herein — Voir aux présentes		
Address Inquiries to – Adresser toute demande de renseignements à Chris, Procurement Officer		
Telephone No. – No. de téléphone 780-341-3039		Facsimile No. – No. de télécopieur

COMPLETE BELOW IN FULL - REMPLISSEZ CI-DESSOUS EN ENTIER	
Vendor/Firm Name, Address and Representative – Raison sociale, adresse et représentant du fournisseur/de l'entrepreneur:	
GST or Business # - GST ou de nombre D'affaires nombre : _____	
If not applicable - Si non applicable Provide SIN # - Fournir le numéro d'assurance sociale (NAS) : _____	
Telephone No. – No. de téléphone	Facsimile No. – No. de télécopieur
Name and title of person authorized to sign on behalf of Vendor/Firm (type or print) – Nom et titre de la personne autorisée à signer au nom du fournisseur/de l'entrepreneur (taper ou écrire en caractères d'imprimerie)	
Signature	Date



TABLE OF CONTENTS

PART 1 - GENERAL INFORMATION

1. Security Requirement
2. Statement of Work
3. Debriefings
4. Procurement Ombudsman

PART 2 - BIDDER INSTRUCTIONS

1. Standard Instructions, Clauses and Conditions
2. Submission of Bids
3. Enquiries - Bid Solicitation
4. Applicable Laws
5. 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
3. Security Requirement

PART 5 - CERTIFICATIONS

1. Mandatory Certifications Required Precedent to Contract Award
2. Additional Certifications Precedent to Contract Award
3. Insurance Requirements

PART 6 - RESULTING CONTRACT CLAUSES

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

List of Annexes:

- | | |
|--------------|--|
| Annex A | Statement of Work |
| Appendix A-1 | Standard Operating Procedure |
| Annex B | Insurance Requirements |
| Annex C | Certifications Precedent to Contract Award |
| Annex D | Basis of Payment |
| Annex E | Bidder's Information |



PART 1 - GENERAL INFORMATION

1. Security Requirement

There is a security requirement associated with the requirement. For additional information, consult Part 4 - Evaluation Procedures and Basis of Selection, and Part 6 - Resulting Contract Clauses.

2. Statement of Work

The Work to be performed is detailed under Article 2 of the resulting contract clauses.

3. Debriefings

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.

4. Procurement Ombudsman

The Office of the Procurement Ombudsman (OPO) was established by the Government of Canada to provide an independent avenue for suppliers to raise complaints regarding the award of contracts under \$25,000 for goods and under \$100,000 for services. You have the option of raising issues or concerns regarding the solicitation, or the award resulting from it, with the OPO by contacting them by telephone at 1-866-734-5169 or by e-mail at boa.opo@boa.opo.gc.ca. You can also obtain more information on the OPO services available to you at their website at www.opo-boa.gc.ca



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

Revision to Departmental Name: As this solicitation is issued by RCMP, any reference to Public Works and Government Services Canada or PWGSC or its Minister contained in any term, condition or clause of this solicitation, including any individual SACC clauses incorporated by reference, will be interpreted as reference to RCMP or its Minister.

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.

Section 01 – Code of Conduct and Certification – Bid of 2003 referenced above is amended as follows:

Delete subsection 1.4 and 1.5 in their entirety.

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

Delete: sixty (60) days

Insert: one hundred and eighty (180) days

2. Submission of Bids

Bids must be submitted only to RCMP Bid Receiving Unit by the date, time and place indicated on page 1 of the bid solicitation.

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

The Royal Canadian Mounted Police (RCMP) will not assume responsibility for bids or amendments directed to any other location.



3. Enquiries - Bid Solicitation

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

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

4. Applicable Laws

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

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

5. 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 Thursday, December 19, 2013, at 10 a.m.. Bidders are requested to communicate with the Contracting Authority five (5) 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: Financial Bid (one hard copy, Annex D)

Bidders must submit their financial bid in accordance with the Basis of Payment. The total amount of Applicable Taxes must be shown separately.

Section II: Certifications (one hard copy, Annex C)

Bidders must submit the certifications required under Part 5.

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

PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

1. Evaluation Procedures

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

1.1. Financial Evaluation

The total evaluated price will be calculated in the following method as referred to at Annex D, the Basis of Payment:

1. The firm monthly rate provided by the bidder will be multiplied by the term to achieve an extended price for each line item.
2. The sum of all the line items for each table will equal the Total Extended Price.
3. The Total Extended Price for Table 1 will be multiplied by 90% (0.90) to equal the Total Table One Price
4. The Total Extended Price for Table 2 will be multiplied by 10% (0.10) to equal the Total Table Two Price
5. The sum of each Total Table Price based on the above (including: Table 1 and 2) will equal the Total Evaluated Price.

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 a contract.

3. Security Requirement

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

- (a) the Bidder must hold a "Reliability Status Security Clearance", as indicated in Part 6 - Resulting Contract Clauses;
- (b) the Bidder's proposed individuals requiring access to classified or protected information, assets or sensitive work site(s) must meet the security requirement as indicated in Part 6 - Resulting Contract Clauses;
- (c) the Bidder must provide the name of all individuals who will require access to classified or protected information, assets or sensitive work sites. Fingerprinting may be required. This information must be provided within three business days of request.



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 the Standard Instructions identified in this solicitation. 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" list (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 in Annex "C" 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.



3. Insurance Requirements

Upon request of the Contracting Authority, the Bidder must provide a letter from an insurance broker or an insurance company licensed to operate in Canada stating that the Bidder, if awarded a contract as a result of the bid solicitation, can be insured in accordance with the Insurance Requirements specified in Annex "B".

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



PART 6 - RESULTING CONTRACT CLAUSES

1 Security Requirement

- 1.1 The following security requirement (SRCL and related clauses) applies and form part of the Contract.

All persons working on site must hold a valid “**Reliability Status Security Clearance**” issued by RCMP Departmental Security.

Only those employees whose names appear on the Contractor’s payroll and have met the security clearance requirements will be allowed access to the site of the work.

2. Statement of Work

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

3. 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](https://buyandsell.gc.ca/policy-and-guidelines/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.

Revision to Departmental Name: As this contract is issued by RCMP, any reference to Public Works and Government Services Canada or PWGSC or its Minister contained in any term, condition or clause of this contract, including any individual SACC clauses incorporated by reference, will be interpreted as reference to RCMP or its Minister.

3.1 General Conditions

2010C (2013-06-27), General Conditions - Services (Medium Complexity) apply to and form part of the Contract.

Section 27 - Code of Conduct and Certifications - Contract of 2010C referenced above is amended as follows:

Delete subsection 27.4 in its entirety.

4. Term of Contract

4.1 Period of the Contract

The period of the Contract is from date of award for a **twenty-four (24) month 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 **three (3) additional twelve (12) month periods** under the same terms and conditions. The Contractor agrees that during the extended period of the Contract, it will be paid in accordance with the applicable provisions as set out in the Basis of Payment.

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

4.3 Termination on Thirty Days Notice

- 1 Canada reserves the right to terminate the Contract at any time in whole or in part by giving thirty (30) calendar days written notice to the Contractor.
- 2 In the event of such termination, Canada will only pay for costs incurred for services rendered and accepted by Canada up to the date of the termination. Despite any other provision of the Contract, there will be no other costs that will be paid to the Contractor as a result of the termination.

5. Authorities

5.1 Contracting Authority

The Contracting Authority for the Contract is:

Chris Moschansky – Procurement & Contracting Officer
Royal Canadian Mounted Police - Procurement & Contracting Services Unit
Telephone: 780-341-3039
Facsimile: 780-454-4523
E-mail address: chris.moschansky@rcmp-grc.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 Site Authority

The Site Authority for the Contract is:
(The Site Authority will be indicated at Contract Award)

Name: _____
Title: _____
Telephone : _____
Facsimile: _____
E-mail address: _____

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

5.3 Contractor's Representative

The Contractor's Representative responsible for general enquiries and delivery follow-up is: (The Contractor's Representative will be identified at Contract Award)

Name: _____
Telephone No. _____
Facsimile No. _____
E-mail address: _____

6. Payment

6.1 Basis of Payment

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

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



6.2 Monthly Payment

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

Canada will pay the Contractor on a monthly basis for work performed during the month covered by the invoice in accordance with the payment provisions of the Contract if:

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

7. Invoicing Instructions

The Contractor must submit invoices in accordance with the information required in Section 10 of 2010C (2013-06-27), General Conditions - Services (Medium Complexity).

An invoice must be submitted to Detachment Commander on the first working day of the following month. Payment for services rendered will be made within 30 days from receipt of a properly completed invoice.

The address where the invoices are to be sent to, will be indicated at Contract Award.

8. Certifications

8.1 Compliance

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

9. Applicable Laws

The Contract must be interpreted and governed, and the relations between the parties determined, by the laws in force in the Province of _____. (*Insert the name of the province*)



10. Priority of Documents

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

- (a) the Articles of Agreement;
- (b) 2010C (2013-06-27) General Conditions - Services (Medium Complexity);
- (c) Annex A, Statement of Work
- (d) Annex D, Basis of Payment
- (e) the Contractor's bid dated _____, as amended on _____

11. Procurement Ombudsman

11.1 Dispute Resolution Services

The parties understand that the Procurement Ombudsman appointed pursuant to Subsection 22.1(1) of the *Department of Public Works and Government Services Act* will, on request, and consent of the parties, to participate in an alternative dispute resolution process to resolve any dispute between the parties respecting the interpretation or application of a term or condition of this contract and their consent to bear the cost of such process, provide to the parties a proposal for an alternative dispute resolution process to resolve their dispute.

The Office of the Procurement Ombudsman may be contacted by telephone at 1-866-734-5169 or by e-mail at boa.opo@boa.opo.gc.ca.

11.2 Contract Administration

The parties understand that the Procurement Ombudsman appointed pursuant to Subsection 22.1(1) of the *Department of Public Works and Government Services Act* will review a complaint filed by [*the supplier or the contractor or the name of the entity awarded this contract*] respecting administration of this contract if the requirements of Subsection 22.2(1) of the *Department of Public Works and Government Services Act* and Sections 15 and 16 of the *Procurement Ombudsman Regulations* have been met, and the interpretation and application of the terms and conditions and the scope of the work of this contract are not in dispute.

The Office of the Procurement Ombudsman may be contacted by telephone at 1-866-734-5169 or by e-mail at boa.opo@boa.opo.gc.ca.

12. SACC Manual Clauses

A9068C (2010-01-11), Government Site Regulations

The Contractor must comply with all regulations, instructions and directives in force on the site where the Work is performed.



ANNEX "A"

JANITORIAL SERVICES

PART ONE - GENERAL REQUIREMENT

SECURITY REQUIREMENTS

All personnel used in the execution of the Contract must be in possession at all times of personal identification acceptable to the R.C.M.P. and must wear such identification.

HOURS OF WORK

Cleaning of the Saskatoon Area Building will be carried out between the hours of 07:00 and 21:30 hours.

There must be one member of the cleaning staff on duty and in the building, or on the grounds, from 07:30 to 15:30 hours daily, except Saturdays and Sundays, and they must be available when required for any special duties as called for by the Service Site Authority (note time change for winter months identified in Special Requirements /Snow removal).

The areas that require seven (7) day cleaning are the entire Provost area. The times of cleaning are governed by the NCO i/c Provost. Extra cleaning may be requested by the NCO if the need arises. Cell use is at discretion of owner and all cells will be disinfected daily.

STAFF REQUIREMENTS

The Contractor must provide a working supervisor at all times cleaning staff are in the building. No supervisor is required to be in the building during the Saturday and Sunday hours specified. This supervisor shall ensure all aspects of the contract specifications are being performed and will also be available for consultation with the Service Site Authority when required.

The Supervisor is responsible for ensuring the cleaning staff know and use proper maintenance practices and procedures.

The Contractor shall ensure that hours of work and number of staff are adequate to properly carry out the terms of the Contract and shall be determined in accordance with the requirements of the RCMP.

WORKFORCE

The Contractor will provide the RCMP with complete details of the Work Force to be employed to carry out the work and be prepared to accommodate changes, if required by reason of poor work performance, disciplinary problems or loss of Security/Reliability Clearance.

The Contractor must have additional Security Cleared Personnel available at all times to fill in for personnel absent for any reason.



ACCEPTANCE/INSPECTION

All work carried out under the Contract must be performed to the satisfaction of the Service Site Authority. Should the work or any portion thereof not be satisfactory, the Service Site Authority will have the right to require its correction or cancel the Contract. Failure to carry out the cleaning requirements as called for in the Service Contract Specifications will be deemed as cause for cancellation of the Contract.

The building must be maintained clean and to hygienic standards as set out in the cleaning specifications.

The Contractor must notify the Service Site Authority, when each major operation listed on the Schedule of Operations is completed. Arrangements will be made to inspect the work to decide whether or not it is acceptable.

EQUIPMENT, TOOLS & MATERIALS

The Contractor shall supply all labour, tools, equipment, materials, transportation and supervision as necessary to execute the work satisfactorily, including 2-ply toilet tissue, paper hand towels, hand soaps, urinal screens, garbage bags (for garbage containers and for shredding equipment), sani-bags, and salt to melt the ice at entrances to the building (toilet paper, hand towels to be provided for all washrooms, Provost fingerprint room, Provost kitchen area, and fitness room – employee kitchen(s) to be excluded). The RCMP will supply all light bulbs and fluorescent tubes.

The Contractor may, at his/her discretion, change the type of toilet paper supplied, provided he/she supply and install the necessary dispensers, (these will become RCMP Property).

The contractor shall supply disinfectant chemicals and dispenser for cleaning of fitness equipment, contractor is not responsible to clean bodily contact areas of equipment. Centre pull towel dispenser (Merfin / Tork or equivalent) is located in the fitness room.

All materials used in the work shall conform to Canadian General Standards Board (C.G.S.B.) standards and must be approved for use by the Service Site Authority.

The Contractor will, on request, furnish a complete written statement of the origin, composition and/or manufacturer of any or all materials supplied by him for use in the work and he may be required to provide samples of materials from his stock for testing purposes.

SAFETY

The Contractor will adhere to all safety measures respecting personnel and fire hazards recommended by national and provincial codes, and/or prescribed by the authorities having jurisdiction concerning the equipment, work habits and procedures.

The Contractor will ensure that all equipment used to perform the work is in a state of good repair. The RCMP reserves the right to have equipment judged to be unsafe, not suitable or defective and taken out of service.

CONVERSION OF FLOOR COVERING

There will be no adjustment to the Contract amount where the existing floor covering is converted to another type of floor during the term of the Contract.



SPACE ASSIGNED

The RCMP will provide the Contractor with such space as is considered necessary for the performance of the Contractor's duties without undue inconvenience.

The Contractor must not list, publicize, or use in any fashion, for business purposes, the address of a building owned or leased by the RCMP. A telephone may be installed at the expense of the Contractor but must be unlisted and not appear in telephone directories or advertised as a business telephone.

The RCMP will not be responsible for damage to the Contractor's supplies, materials, or equipment in the building nor the Contractor's employees personal belongings brought into the building.

EMPLOYEE REGISTER

The Contractor must ensure all cleaning staff regardless of hours of work, sign IN and OUT, and enter the times of arrival and departure in registers or on sheets provided at the security guard's control desk or other designated area. This register is to be used as a basis of payment of labour.

SECURITY KEYS

All keys entrusted to the Contractor for fulfillment of the Contract, will be fully protected at all times and will be controlled by the R.C.M.P.

LOG

A log will be maintained in the building by the Contractor in which he/she will record on a daily basis all of the work performed other than the normal day to day cleaning. The log shall be made available for inspection by the Service Site Authority as required.

QUALITY STANDARDS

The Quality Standards, where applicable, Shall be strictly adhered to. Inspections made by the Service Site Authority will be based on these standards.

LICENSING

The services will be performed in accordance with existing provincial and municipal regulations and by-laws.

CONTRACTOR STATUS

The parties understand and agree that this is a Contract for the performance of services and it is understood and agreed that the supplier of these services is engaged as an independent Contractor and not as an employee, servant, or agent of the Crown. It is further understood and agreed that the Contractor will make his own arrangements for income tax, unemployment insurance, hospital and medical insurance, worker's compensation, and any other payments for provision of fringe benefits he/she so requires.

DISPUTES

All disputes, concerns, or communication problems will be resolved through the Contracting Authority.



ANNEX "A" JANITORIAL SERVICES

PART TWO - GLOSSARY OF TERMS

GENERAL

The following "Glossary of Terms" is provided as a guideline for the Contractor when performing the work detailed in this specification.

OPERATIONS

Flooring Resilient

General

- a) apply sealer up to the baseboards.
- b) apply floor finishes up to 30 cm from the baseboards except for the last coat which will be applied right up to the baseboard.
- c) lay each coat of finish in the opposite direction from the previous coat.
- d) clean baseboards after each scheduled operation to remove streaks and splashes.
- e) when using either the wet scrub or wet strip method, use a minimum amount of solution.
- f) when using the dry scrub or dry strip method, damp mop and rinse the floor twice before applying sealer or finish.

Sweeping

Consists of removing loose dry surface soil. Where the surface is not subject to damage by solvents, use a solvent based treated sweeping compound, dust cloth or dust mop. Where surface is subject to damage by solvents, use a wax based treated sweeping compound, dust cloth or dust mop. Treat dust cloths and dust mops the day before they are to be used to ensure no streaks are left on the floor.

Spray Buffing

Consists of spraying a spray buff on a swept floor, approximately 45 cm ahead of the floor machine. Care must be taken that no solution splashes against furniture, doors and baseboards. While the machine operates the spray buffing pad removes black marks and irregularities. When the working face of the pad becomes loaded, turn the pad over or replace with a clean pad. Spray buffing is continued until all traffic marks are removed and shine restored. Floor shall be swept after spray buffing has been completed.

Wet or dry scrub (Semi-Stripping)

Consists of removing the top layers of floor finish, using either the wet (use minimum amount of water) or dry scrub method and the application of two (2) coats of a self-polishing non-slip, metal interlocked floor finish to the dry, clean floor. Complete operation by cleaning baseboards.

Wash

Consists of applying a neutral detergent solution to the floor, stripping using either the Wet or Dry method to remove all layers of finish. Applying a minimum of one coat of a water base sealer and three coats of a self-polishing, non-slip, metal interlocked floor finish. Complete operation by cleaning baseboards.



Strip and Refinish

Consists of moving furniture, sweeping floor, stripping using either the wet or dry method to remove all layers of finish. Applying a minimum of one (1) coat of a water base sealer and three coats of a self-polishing, non-slip, metal interlocked floor finish. Complete operation by cleaning baseboards.

Polish or Buff

Consists of covering the full floor area with a machine or brush or pad to restore surface shine.

Damp Mop

Consists of applying a clean mop, well wrung out in clean water to remove surface dirt and spillage.

Machine Scrub

Consists of applying a neutral detergent solution, agitating with a machine and brush or pad picking up solution, rinsing with clear water and picking up rinse water.

Flooring Rugs and Carpeting

Vacuum

Consists of removing dust, dirt and litter using an upright or canister type vacuum cleaner, capable of having a crevice tool attached to clean corners and along baseboards.

Stain Removed

Consists of identifying the type of stain by look, feel or odour and the removal using the appropriate remover in accordance with instructions, in commercially available spot remover kits.

Flooring Walk Away Mats

Vacuum

Consists of removing sand, slush or water using a wet and dry industrial type vacuum cleaner, equipped with the appropriate floor tools.

Salt Stain Removal

Consists of vacuuming, flooding salt stain with water and allowing to stand for ten minutes, vacuuming up water and repeating operation as many times as necessary until stain is removed.

Steam Cleaning

Consists of vacuuming, a stain removal and cleaning using a jet extractor method. Hose washing may only be used if specified by the manufacturer and in accordance with his instructions.

Walls

Dust

Consists of removing loose dirt, dust and cobwebs using an untreated dust mop or vacuum cleaner with appropriate attachments. Contractor must ensure tool and method used minimizes the transfer of dust (feather dusters are not recommended).

Spot Clean

Consists of removing finger marks, smudges, stains and graffiti using a moistened cloth followed by a dry cloth.



Ceiling, Soft Acoustical Tile

Vacuum

Consists of removing loose dirt, dust cobwebs using a vacuum cleaner equipped with appropriate attachments.

Drapes

Vacuum

Consists of removing loose dirt using a vacuum cleaner, back rake with wand and drape attachment, and covering all surfaces on both sides.

Vinyl and Upholstery

Clean and Polish

Consists of removing soil Leatherette marks and stains using an approved cleaner.

Air Diffuser

Vacuum

Consists of removing dust and dirt Grilles, using a vacuum cleaner equipped with a wand and brush attachment or wipe with a damp sponge and dry with a clean cloth

Wash

Consists of applying detergent solution with a cloth to remove dust and dirt, and drying with a clean cloth.

Miscellaneous

Damp Wipe

Consists of removing dust and dirt using a clean, damp cloth.



**ANNEX "A"
JANITORIAL SERVICES**

PART THREE – BUILDING CLEANING

GENERAL

The hours during which this work is to be performed are to be governed by the requirements of the occupants of the premises and with the least inconvenience to them.

The time and day of the week for the specified service shall be scheduled and completed under arrangement with and to the satisfaction of the Service Site Authority.

Inclement weather conditions and other circumstances will at times, necessitate additional cleaning. The Contractor will do so without additional cost, on being specifically requested.

CLEANING FREQUENCY CODES

The following cleaning frequency codes shall apply to this building service contract:

D	Daily
W	Weekly
TW	Twice Weekly
E2W	Every Second Week
M	Monthly
E2M	Every Second Month
E3M	Every Third Month
E6M	Every Sixth Month
A	Annually
AR	As Required

Schedule of Operation

Complete all work indicated on the schedule of operations attached to the specification within three months of the contract start date. Submit a completed form with each billing throughout the term of the contract and indicate the dates of all work completed during that billing period.

Type of Cleaning

The cleaning specification is divided into distinct areas of locations to be cleaned, ie: walls, floors, ceilings, etc. Each specified location is then further classified by type, ie: floors, tile, wood, vinyl, etc., and what is required to be done for that particular type.

Throughout the specification, "key" words such as .sweep, vacuum, dust, etc. will be used. For our exact definition of what is required for each of these functions, refer to the Glossary of Terms.



Inspection

The building shall be inspected by the Service Site Authority from time to time to ensure the work is being performed in keeping with the contractual agreement and to the satisfaction of the R.C.M.P.

Floors - General

Do not place chairs, waste paper baskets, etc., on desks, tables or work benches during cleaning operations.

Do not allow cleaning solutions to seep under furniture legs, filing cabinets, etc.

Specific areas requiring special operations are detailed under Special Requirements.

Furniture and equipment should be relocated to where it was prior to cleaning the floors.

No dirt should be left in corners, under furniture, behind doors or radiators.

All floor areas should be clean and free of surface stains, dust fibers, watermarks, etc,

Advise the Service Site Authority of spots on any flooring that cannot be removed by normal means and any damage to or lifting of flooring.

Floor - Resilient Tile or Vinyl

- a) sweep entire floor area. D
- b) remove gum, and other foreign residue. D
- c) damp mop, or wipe all floors to remove spillage, salt, etc. D
- d) spray buff in front and behind counters, in desk wells and traffic lanes. W
- e) strip and refinish on a full floor basis. A

Floor - Epoxy or Quarry Tile

- a) remove gum and other foreign residue. D
- b) damp mop all floors to remove spillage, etc. D
Note: tor washroom, use a germicidal solution. D
- c) wash an buff all floors. W
- d) machine scrub all floors. E3M
- e) strip and reseal all floors. A

Floor - Concrete

- a) sweep entire floor area. W
- b) remove gum and other foreign residue. AR
- c) damp mop to remove spillage. AR
- d) wash all floors. M



Floor - Carpeting

- a) vacuum on a full floor basis, all carpeting in heavy traffic areas such as reception or waiting areas and corridors. D
- b) vacuum traffic lanes and desk wells in general working area and private offices. Remove litter from remainder of area and sweep exposed flooring around rugs. D
- c) clip loose threads during vacuuming. AR
- d) vacuum all carpeting on full floor basis. W
- e) vacuum all walk-way mats. D

Walls - Painted

- a) remove fingermarks, smudges and stains from painted walls and partitions. D
- b) dust baseboards, ledges and mouldings. D

Walls - Vinyl or Carpeted

- a) spot clean fabric and carpeted walls, columns, screens and partitions. AR
- b) dust baseboards, ledges and mouldings. D
- c) vacuum walls, columns and partitions. M

Ceilings - Acoustical

- a) spot clean acoustic tile. AR
- b) vacuum loose dirt, dust and cobwebs. AR

Ceilings - Painted

- a) spot clean ceiling. AR
- b) vacuum loose dirt, dust and cobwebs. AR
- c) wash all ceilings. A

Washroom Fixtures - General

Blocked toilets, sinks, urinals and drains are to be cleaned immediately by use of a plunger.

If plumbing work is necessary, notify the Service Site Authority.

Service any patented deodorizing devices according to the specification prepared by the manufacturer.

Washroom Fixtures - Sinks & Drains

- a) wash sinks and underside of sinks with a germicidal solution. D
- b) clean and disinfect all water taps. D
- c) pour a pail of clean water into floor drains. M

Washroom Fixtures - Toilets & Urinals

- a) remove any gum and other foreign residue from strainers in base of urinals. D
- b) wash toilet seats (both sides), bowls and urinals with germicidal solution. D
- c) clean and disinfect all flush valves. D
- d) descale toilet bowls and urinals. W
- e) place one (1) urinal screen in each urinal. AR



Washroom Fixtures - Dispensers & Receptacles

- a) empty all wastepaper receptacles. D
- b) empty refuse receptacles and insert new plastic bag. D
- c) empty sani-cans, wash, disinfect and replace bags. D
- d) clean and disinfect the exterior of wastepaper receptacles. W
- e) replenish soap containers, toilet paper, linen and paper towel dispensers. AR
- f) clean shelves, high ledges, mirrors, window stools, exposed piping, etc. W

Washroom Fixtures - Showers

- a) remove all pieces of soap and other foreign matter. D
- b) wipe down walls and scrub floors, duct boards using a cleaner disinfectant and rinse with clear water. D
- c) report any stoppages or leaks. D
- d) wash down walls, and scrub floors using a soap less detergent containing "sequestering agents" to remove soap scum and rinse with clear water. D
- e) polish handles, shower heads and other fixtures. D

Furniture & Fixtures

Note: Papers and files left on furniture shall not be disturbed by the cleaning staff.

- a) dust and remove stains from horizontal surfaces. D
- b) dust telephones and intercom instruments. D
- c) dust and remove finger marks and stains from glass topped furniture and boardroom, and executive office furniture. D
- d) spot clean outside surfaces of lockers, storage and filing cabinet. D
- e) spot clean bookcase glass doors. D
- f) dust empty stacks and shelves. W
- g) dust pictures and wall hangings, excluding paintings and art objects. W
- h) dust tops of lockers and storage cabinets. W
- i) dust and remove stains from vertical surfaces. W
- j) vacuum upholstered furniture. W
- k) clean, using an approved cleaner, all leather vinyl and leatherette upholstered furniture in executive offices, board rooms and waiting areas. M
- l) vacuum upholstered free standing screens. M

Stairs & Landings

- a) sweep stairs and landings. D
- b) remove gum and other foreign residue. D
- c) dust hand rails, vertical grilles, baseboards, stringers and ledges. W
- d) vacuum carpet stairs and landings. W
- e) damp mop stairs and landings. AR
- f) strip and refinish terrazzo, marble or resilient surfaces. M
- g) remove cobwebs. AR



Entrances & Lobbies

- a) clean both sides of doors with glass and sidelights. D
- b) clean surface and between bars of foot grille. D
- c) remove gum and other foreign residue. D
- d) sweep, wash and buff floors. Provide additional mopping of flooring during inclement weather. D
- e) sweep, spray buff and resweep floors. W
- f) clean both sides of glass windows and metal surrounds. D
- g) scrub floors. M
- h) remove cobwebs around doors, light fixtures, soffit and fascia. AR

Venetian Blinds

- a) dust venetian blinds. M

Drapes

- a) vacuum all drapes complete building. E6M

Interior Glass

The following areas are excluded: 2nd floor glass railing, “exterior” side of pinhead glass on 2nd floor, interior only of 3 skylights (exterior can be cleaned from roof).

- a) spot clean all glass in fire doors; glass partitions and/or glass panels in partitions. D
- b) wash both sides of glass doors and glass in fire doors. D
- c) clean all interior glass in interior windows and side lights. E3M

Counters

- a) damp wipe and polish. D
- b) clean counter facings, metal wicket glass and wood partitions. W

Doors. Door Frames. etc.

- a) clean finger marks from doors and door frames. D
- b) dust door grills. W
- c) clean non metallic kick and hand plates using a detergent solution. D
- d) clean metal push bars, kick and hand plates using the appropriate cleaner. D
- e) wash door grills. D

Waste, recycling and shredding receptacles

- a) empty and damp wipe exterior of waste paper baskets. D
 - b) empty garbage cans and waste receptacles. D
 - c) wash and disinfect garbage cans and waste receptacles including the metal liner. W
 - d) wash and disinfect wastepaper baskets. W
 - e) supply and replace when dirty or torn. plastic bags of correct size in wastepaper baskets, garbage cans and waste receptacles. AR
 - f) cardboard and bags of recycling material ready for disposal are to be picked up and placed in the blue bin for recycling. AR
 - g) bags of shredding material ready for disposal are to be picked up and placed at the designated area. AR
- (note: contractor is not responsible to empty shredding equipment)



Emergency Fire Equipment

- a) spot clean cabinet door glass. W
- b) dust wall hung equipment. W
- c) clean interior of hose cabinet. W
- d) clean both sides of cabinet door glass. W

Relamping

- a) replace burnt out tubes, incandescent and mercury vapour bulbs. AR
- b) dry wipe tubes and bulbs shielding to remove accumulated dust, cobwebs, and insects when making replacements. AR
- c) wash interior and exterior of light fixtures when re-lamping. AR

Water Fountains

- a) wash and disinfect. Odour of disinfectant must not be objectionable. D

Miscellaneous

- a) damp wipe window stools and draft deflectors. D
- b) dust open radiators, remove debris from behind and underneath. W
- c) dust display cases and spot clean glass. W
- d) clean exterior sash of notice boards and wash glass. M
- e) clean exposed radiator and convactor covers. M
- f) vacuum all air intake grills and air diffusers. M
- g) dust or vacuum ledges, tops of partitions, pipes and other high areas including tops of hanging light fixtures and conduit 1.8 metres or more above floor level. E6M

Note: the frequency of high dusting may be modified depending on the structure, utilization and architectural features of the building.

Building Operations

Report any and all maintenance repairs required to the building, heating system, plumbing, electrical or water systems to the Services Site Authority.

Steam Cleaning Rugs

To be done under separate Contract on a full floor basis as arranged by the Service Site Authority.

- a) spot cleaning of the carpets are the responsibility of this Contract. AR

Special Requirements - Garages

Keep entrance viewing mirrors clean at all times.

Apply an absorbent compound to oil and grease spills, and remove as quickly as possible.

Remove accumulated slush and water on floors in entrances, and trucking areas on a continuing basis in inclement weather.



- a) clean both sides of windows in garage doors. **W**
- b) sweep and scrape floor to remove all foreign matter and remove all debris. **AR**
- c) clean all office space in accordance with the "building cleaning specifications" **D**
- d) remove grease and oil stains from floor with a degreasing compound. **D**
- e) wash garage floor on a full floor basis, more frequently if requested by building manager. **M**

Special Requirements - Cell Area (refer to appendix: Standard Operating Procedure)

To be cleaned and disinfected once daily.

Times to be arranged with Contractor or Supervisor N.C.O. in Charge, Provost Section.

The cleaning hours may fluctuate as this is controlled by prisoner movement each day.

One cleaning is also required each day on weekends.

Special cleaning may be requested by the N.C.O. in Charge or the Service Site Authority.

Provide a cleaning log for cell area. Log must be approved in writing by R.C.M.P.

- a) interior of all cell rooms are to be washed down. **E6M**

Special Requirements - Window Cleaning

The extent of window cleaning will include both sides of inner and outer glass, draft deflectors, sidelights and window framing, storm sash and screens.

Leave all surfaces dry and free of streak marks.

- a) glass - remove all dirt that detracts from the appearance or transparency of the glazing over its full exposed area (approximately June 1 and September 30). **E6M**
- b) metal - clean off dirt by use of detergents or approved metal cleaners and subsequent rinsing. Do not use abrasive cleaners. Report defects in the metal or coatings to the Service Site Authority. **E6M**
- c) wood - clean by damp wiping. Washing with detergent and subsequent rinsing are allowed if necessary. Report defects as above. **E6M**
- d) cobwebs: remove cobwebs in and around the building entrances, inclusive of the east main office floor windows. **AR**

Special Requirements - Electronic Data Areas & Radio Room

Flooring - plastic laminated tiles. This flooring contains "anti-static" properties and is not to be sealed, waxed or have a floor finish applied to it.

The vacuum cleaner used in this area will be of the industrial canister type equipped with a three-prong grounded plug and non-metallic floor tools.

Note: Immediately remove malfunctioning equipment from the area and replace so that the extremely sensitive nature of the computer equipment is not affected.



- | | |
|--|----|
| a) vacuum entire floor area paying particular attention to the area around the base of the equipment baseboards and corners. | AR |
| b) remove dust from furniture and shelving. | D |
| c) remove refuse and wastepaper. | D |
| d) supply and replace burnt out bulbs, tubes, dust interior of fixtures and wipe off tubes. | AR |
| e) wash and disinfect refuse and waste paper containers. | W |
| f) wash doors and frames. | W |
| g) clean room air diffusers. | M |

Special Requirements - Snow Removal (Foot Traffic)

Areas in question include reception/public entrance, employee entrance, emergency exits, loading dock area, and entrance doors next to South garage overhead doors.

Clear snow, slush, ice, accumulated sand or gravel from building entrances, exits, steps, sidewalks, to ensure the safety of the public and RCMP employees, and the unhindered flow of traffic.

Spread non-tracking ice melt on entry walkways as needed.

Where snow cleaning/removal is not completed by 0630 hours daily and a hazardous condition exists, the RCMP reserves the right to have the snow cleared/removed by others and all costs involved Will be deducted from the Contractor's monthly billing.

The Contractor shall supply all labour, materials and equipment as needed to fulfill these conditions and shall if necessary make arrangements for any emergencies at his/her own expense.

Special Requirements – excluded work on an as required basis to be done on separate contract

Steam Cleaning Rugs

To be done under separate Contract on a full floor basis as arranged by the Service Site Authority.

Window Cleaning

- dusting and cleaning of 2nd floor glass partitions and railing
- cleaning of exterior of 2nd floor pinhead glass
- cleaning of interior of skylights

Elevated floor tiles

-lift and vacuum all elevated floor tiles, vacuum and dust the secondary underlay and supporting railings only in areas where access can be granted (rooms # 144.1, 144.2, 145.2, 145.3, 145.4, 158)

Schedule of Operations

A copy of the Schedule of Operations form properly filled out MUST accompany every monthly statement. The schedule will be made available to the Contractor.

Invoices will not be paid unless the "schedule" form is received and properly made out showing the area of work completed during the month covered by the invoice.

Adjustments to the monthly invoice will be made by the R.C.M.P. for:

- work not completed satisfactorily
- work not completed on schedule



APPENDIX A-1 Standard Operating Procedure (SOP)

Title: Cleaning of RCMP Cellblocks and Detention Areas

Scope: This SOP covers the procedures for cleaning and sanitation to ensure a safe environment for all staff and inmates.

Note: Individuals engaged in cleaning of cellblocks and detention areas should be aware of the potential for contact with infectious diseases and follow safe cleaning procedures as required.

Note: This SOP is intended to provide general guidelines for cleaning. The Unit Commander may be required to modify procedures to meet the level of cleaning services deemed necessary for their unit.

Procedure:

1. Awareness:

Persons working in detention areas should be aware that appropriate immunization for vaccine-preventable disease to reduce the risk of exposure to communicable diseases is available and should be obtained. For more information on immunization, consult the 'Canadian Immunization Guide'.

2. General safeguards for cleaning cellblocks and detention areas:

- a) Wear personal protective equipment and clothing as directed by your employer.
- b) Know the potential hazards and safe handling practices for all cleaning and disinfecting products and equipment you use.
- c) Follow procedures and safe work practices as directed by your employer.
- d) Use cleaning products according to the supplier's recommendation to ensure proper and safe application.
- e) Consider all biological waste as infectious.

3. Routine Cleaning:

Note:

The Unit Commander will determine the frequency and methods of cleaning and disinfecting according to: type of surfaces or areas to be cleaned; amount of soiling; number of people and degree of activity in the area; and risk to employees, visitors, custodial staff and persons in custody.



- a) Keep all cells, secure interview rooms, prisoner/visitor rooms, patrol corridor, breath test analysis and telephone access rooms, washrooms and other holding areas and guardroom counter free of garbage and debris.
- b) Check and dispose of feminine napkins in biohazard containers mounted in the cellblock daily or as necessary.
- c) Remove, as per schedule, visible dust and dirt from cells, secure interview rooms, prisoner/visitor rooms, breath test analysis and telephone access rooms, washrooms, patrol corridor, other holding areas and guardroom counter using appropriate equipment and detergent and use a brush, sponge or mop to remove stains. Routinely sanitize all areas using appropriate disinfectant and dedicated cleaning equipment.
- d) Clean and sanitize bunks and mattresses as required (and after each use when practicable) with appropriate products and recommended procedures.
- e) Clean floor drain grills and vent grills to keep them clear.
- f) Clean/wipe all camera covers (plexiglass), where they exist.
- g) Report all spills, accidents, incidents, etc. to your on site supervisor or the Unit Commander, as applicable.

4. Cleaning of Feces and Bodily Fluids

Note:

All individuals who may come in contact with feces and bodily fluids must be properly trained to ensure they understand potential hazards, take necessary precautions, and use proper chemicals for clean-up.

- a) Restrict access to area.
- b) Wear appropriate personal protective equipment for the situation, such as gloves, face shield, safety boots or protective shoe covers, and gown or apron.
- c) Collect clothes, linen and material soiled with feces and bodily fluids with minimum agitation and put in appropriate sealed, labeled bio-hazard, leak proof container.
- d) Remove feces and bodily fluids with disposable towels before disinfecting.
- e) Wash thoroughly and then sanitize area, including bunks and mattresses with appropriate equipment and solution and allow to dry.
- f) Dispose of all contaminated articles as per municipal or provincial disposal regulation/protocols and use disposal equipment or if reusable, decontaminate equipment used for clean-up, such as buckets and mops.
- g) Remove protective equipment before leaving the location of the spill and wash hands thoroughly with warm water and soap, after removing gloves.
- h) Shower and change as soon as possible if clothing was contaminated and dispose of clothes accordingly.



References:

Janitorial Contract (SERVICE CONTRACT/SPECIFICATION - CUSTODIAL MAINTENANCE)

Treasury Board of Canada Secretariat

Procedures for Liaison with Private Contractors - Jurisdiction

<http://www.tbs-sct.gc.ca/pol/doc-eng.aspx?id=12563§ion=text>

Saskatchewan Occupational Health and Safety Act

Part II (6) General Duties of Contractors

<http://www.qp.gov.sk.ca/documents/English/Statutes/Statutes/O1-1.pdf>

RCMP Occupational Safety Manual

Chapter 6 - Biological Occupational Exposures

NK"<http://infoweb.rcmp-grc.gc.ca/rcmpmanuals/eng/osm/osm6/osm6.htm>

"<http://infoweb.rcmp-grc.gc.ca/rcmpmanuals/eng/osm/osm6/osm6.htm>

Canadian Centre for Occupational Health and Safety (CCOHS)

Canada's National Occupational Health & Safety Resource -Sanitation and Infection Control for Cleaning staff http://www.ccohs.ca/oshanswers/hsprograms/cleaning_staff.html

Public Health Agency of Canada

Infection Control Guidelines - Hand Washing, Cleaning, Disinfection and Sterilization in Health Care

<http://www.phac-aspc.gc.ca/publicat/ccdr-rmtc/98pdf/cdr24s8e.pdf>



ANNEX “B” INSURANCE REQUIREMENTS

The Contractor must comply with the insurance requirements specified in Annex “B”. 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.

COMMERCIAL GENERAL LIABILITY INSURANCE REQUIREMENTS

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



- g. Employees and, if applicable, Volunteers must be included as Additional Insured.
- h. Employers' Liability (or confirmation that all employees are covered by Worker's compensation (WSIB) or similar program)
- i. Broad Form Property Damage including Completed Operations: Expands the Property Damage coverage to include certain losses that would otherwise be excluded by the standard care, custody or control exclusion found in a standard policy.
- j. Notice of Cancellation: The Insurer will endeavour to provide the Contracting Authority thirty (30) days written notice of policy cancellation.
- k. If the policy is written on a claims-made basis, coverage must be in place for a period of at least 12 months after the completion or termination of the Contract.
- l. Sudden and Accidental Pollution Liability (minimum 120 hours): To protect the Contractor for liabilities arising from damages caused by accidental pollution incidents.
- m. Litigation Rights: Pursuant to subsection 5(d) of the [Department of Justice Act](#), S.C. 1993, c. J-2, s.1, if a suit is instituted for or against Canada which the Insurer would, but for this clause, have the right to pursue or defend on behalf of Canada as an Additional Named Insured under the insurance policy, the Insurer must promptly contact the Attorney General of Canada to agree on the legal strategies by sending a letter, by registered mail or by courier, with an acknowledgement of receipt.

Send to:

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

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



ANNEX "C" 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.

C.1 Former Public Servant Certification

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

If so, the Bidder must provide the following information:

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

A contract for the services of a FPS who has been retired for less than one year and who is in receipt of a pension as defined above is subject to a fee reduction (abatement formula) as required by Treasury Board Policy.

Work Force Reduction Program

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

If so, the Bidder must provide the following information:

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

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

Certification

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



Definitions

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

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

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

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



**ANNEX “D”
BASIS OF PAYMENT**

Please Note:

Annex “D” must be completed in its entirety, including the option years and rate per hour pricing, or the tender/bid will be considered non-responsive and will not be evaluated.

- Prices are firm.
- Firm Prices are in Canadian Dollars.
- Prices do not include GST, however GST will be added as a separate item, if applicable, on any invoice issued as a result of a Contract.
-

(Evaluation of Price is defined in Part 4, Section 1.1, Financial Evaluation)

Bidder’s Pricing

Table 1

Item	Description	Monthly Rate	Term	Extended Price
1	Janitorial Services – 24 month term	\$ _____/month	X 24 months =	\$ _____
2	Janitorial Services – 1 st twelve (12) month option period	\$ _____/month	X 12 months =	\$ _____
3	Janitorial Services – 2 nd twelve (12) month option period	\$ _____/month	X 12 months =	\$ _____
4	Janitorial Services – 3 rd twelve (12) month option period	\$ _____/month	X 12 months =	\$ _____
TABLE 1: Total Extended Price with Options:				\$ _____
Total Extended Price \$ _____ x .90 = \$ _____ (Table 1 Total)				

**Firm, all inclusive rate per hour (on a required basis, after normal working hours).
The evaluation will be based on an estimated usage of 10 hours/month.**



Table 2

Item	Description	Hourly Rate	Est. Usage	Term	Extended Price
1	Janitorial Services – 24 month term	\$_____/hour	X 10 hours =	X 24 months =	\$_____
2	Janitorial Services – 1 st twelve (12) month option period	\$_____/hour	X 10 hours =	X 12 months =	\$_____
3	Janitorial Services – 2 nd twelve (12) month option period	\$_____/hour	X 10 hours =	X 12 months =	\$_____
4	Janitorial Services – 3 rd twelve (12) month option period	\$_____/hour	X 10 hours =	X 12 months =	\$_____
TABLE 2: Total Extended Price:					\$_____
Total Extended Price \$ _____ x .10 = \$ _____ (Table 2 Total)					

Table 1 Total \$ _____ + Table 2 Total \$ _____ = Total Evaluated Price \$ _____



ANNEX "E"
BIDDER'S INFORMATION

General Enquiries / Delivery Follow-up

Please enter name and telephone number of the person responsible for general enquiries and delivery follow-up:

Legal Business Name: _____

Telephone Number: _____

Address: _____

City/Province: _____

Postal Code: _____

Fax Number: _____

E-mail Address: _____

GST# _____

or

Business# _____

Please note:

If you do not have a GST# or Business# your SIN # is required below.

SIN# _____