

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

## **REQUEST FOR PROPOSAL**

## **DEMANDE DE PROPOSITION**

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

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

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

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

### **Comments - Commentaires**

Security Requirement

<b>Title - Sujet</b> Janitorial - Forestry Centre	
<b>Solicitation No. - N° de l'invitation</b> 23137-140171/A	<b>Date</b> 2013-11-29
<b>Client Reference No. - N° de référence du client</b> 23137-140171	
<b>GETS Reference No. - N° de référence de SEAG</b> PW-\$EDM-100-10023	
<b>File No. - N° de dossier</b> EDM-3-36157 (100)	<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 2014-01-13</b>	<b>Time Zone</b> <b>Fuseau horaire</b> Mountain Standard Time MST
<b>F.O.B. - F.A.B.</b> <b>Plant-Usine:</b> <input type="checkbox"/> <b>Destination:</b> <input type="checkbox"/> <b>Other-Autre:</b> <input type="checkbox"/>	
<b>Address Enquiries to: - Adresser toutes questions à:</b> Fisher, Andrew	<b>Buyer Id - Id de l'acheteur</b> edm100
<b>Telephone No. - N° de téléphone</b> (780) 497-3649 ( )	<b>FAX No. - N° de FAX</b> (780) 497-3510
<b>Destination - of Goods, Services, and Construction:</b> <b>Destination - des biens, services et construction:</b> DEPARTMENT OF NATURAL RESOURCES 5320 - 122ND ST EDMONTON Alberta T6H3S5 Canada	

**Instructions: See Herein**

**Instructions: Voir aux présentes**

### **Vendor/Firm Name and Address**

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

### **Issuing Office - Bureau de distribution**

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

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

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## **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: Statement of Work, Quality Standards, Basis of Payment, Security Requirements Check List, Insurance Requirements, Mandatory and Point-Rated Technical Evaluation Criteria, Form PWGSC-TPSGC 572 F Authorization, and Usage Reports.

### **2. Summary**

This requirement is for the provision of all labour, materials (other than those specifically stated as provided by Canada), tools, equipment, transportation and supervision necessary to provide Janitorial Services at the Northern Forestry Centre, Edmonton, Alberta for Natural Resources Canada for 3 years after contract award.

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> document on the Departmental Standard Procurement Documents Web site.

The requirement is subject to the provisions of the World Trade Organization Agreement on Government Procurement (WTO-AGP), the North American Free Trade Agreement (NAFTA), and the Agreement on Internal Trade (AIT).

### **3. Debriefings**

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: (120) days

### **2. Submission of Bids**

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

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

### 3. 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 (7) calendar days before the bid closing date. Enquiries received after that time may not be answered.

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

#### 5. Applicable Laws

Any resulting contract must be interpreted and governed, and the relations between the parties determined, by the laws in force in 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. Improvement of Requirement During Solicitation Period**

Should bidders consider that the specifications or Statement of Work contained in the bid solicitation could be improved technically or technologically, bidders are invited to make suggestions, in writing, to the Contracting Authority named in the bid solicitation. Bidders must clearly outline the suggested improvement as well as the reason for the suggestion. Suggestions that do not restrict the level of competition nor favour a particular bidder will be given consideration provided they are submitted to the Contracting Authority at least 15 days before the bid closing date. Canada will have the right to accept or reject any or all suggestions.

## **7. Mandatory Site Visit**

It is mandatory that the Bidder or a representative of the Bidder visit the work site. Arrangements have been made for site visit to be held on December 18th at 9:00 AM. Bidders must communicate with the Contracting Authority no later than 1 day before the scheduled visit to confirm attendance and provide the names of the person(s) who will attend. Bidders will be required to sign an attendance form. Bidders should confirm in their bids that they have attended the site visit. Bidders who do not attend or send a representative will not be given an alternative appointment and their bids will be rejected as non-compliant. Any clarifications or changes to the bid solicitation resulting from the site visit will be included as an amendment to the bid solicitation.

## **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 (4 hard copies)

Section II: Financial Bid (1 hard copy)

Section III: Certifications (1 hard copy)



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

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

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

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

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

(<http://www.tpsgc-pwgsc.gc.ca/ecologisation-greening/achats-procurement/politique-policy-eng.html>). To assist Canada in reaching its objectives, bidders should:

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

## **Section I: Technical Bid**

In their technical bid, bidders should demonstrate their understanding of the requirements contained in the bid solicitation and explain how they will meet these requirements. Bidders should demonstrate their 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 "C"

## 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

Mandatory and point rated technical evaluation criteria are included in Annex "E".

#### 1.2 Financial Evaluation

- a) Proposed prices must be submitted in accordance with the Basis of Payment, Annex "C"
- b) For each of the three years shown in Annex "C", Section 1, Scheduled Work, the firm monthly rates (A) will be multiplied by the Weighting Factor in months (C) to obtain the extended rates for each item.
- c) For each of the three years shown in Annex "C", Section II, Unscheduled Work, the Firm Unit Prices (A) will be multiplied by the Estimated Usages (B) to obtain the extended rates for each item.
- d) Results of the calculations in 1.2 b) and c) above will be added together to obtain the total evaluated price.

### 2. Basis of Selection

2.1 To be declared responsive, a bid must:

- (a) comply with all the requirements of the bid solicitation; and
- (b) meet all mandatory technical evaluation criteria; and

- (c) obtain the required minimum points for the technical evaluation criteria which are subject to point rating.
- 2.2 Bids not meeting (a) or (b) or (c) will be declared non-responsive. The responsive bid with the lowest evaluated price will be recommended for award of a contract.

## **PART 5 - CERTIFICATIONS**

Bidders must provide the required certifications and 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 Education and Experience**

##### **1.2.1 SACC Manual clause A3010T (2010-08-16) Education and Experience**

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

### **1. Security Requirement**

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;

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- (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;
2. Bidders are reminded to obtain the required security clearance promptly. Any delay in the award of a contract to allow the successful bidder to obtain the required clearance will be at the entire discretion of the Contracting Authority.
3. For additional information on security requirements, bidders should consult the "Security Requirements for PWGSC Bid Solicitations - Instructions for Bidders" (<http://www.tpsgc-pwgsc.gc.ca/app-acq/lc-pl/lc-pl-eng.html#a31>) document on the Departmental Standard Procurement Documents website.

## **2. Insurance Requirements**

The Contractor must comply with the insurance requirements specified in Annex E . 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.

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## 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 Technical Authority will provide the Contractor with a description of the task using the "Task Authorization Form for non-DND clients" *or* "DND 626, Task Authorization Form" *or* "Task Authorization" form specified in Annex G.
2. The Task Authorization (TA) will contain the details of the activities to be performed, a description of the deliverables, and a schedule indicating completion dates for the major activities or submission dates for the deliverables. The TA will also include the applicable basis (bases) and methods of payment as specified in the Contract.
3. The Contractor must provide the Technical Authority within 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 Technical Authority has been received by the Contractor. The Contractor acknowledges that any work performed before a TA has been received will be done at the Contractor's own risk.

##### 1.2.2 Task Authorization Limit

The Technical Authority may authorize individual task authorizations up to a limit of \$20,000.00, Applicable Taxes included, inclusive of any revisions.

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

### **1.2.3 Minimum Work Guarantee - All the Work - Task Authorizations**

1. In this clause,

"Maximum Contract Value" means the amount specified in the "Limitation of Expenditure" clause set out in the Contract; and

"Minimum Contract Value" means 10%.

2. Canada's obligation under the Contract is to request Work in the amount of the Minimum Contract Value or, at Canada's option, to pay the Contractor at the end of the Contract in accordance with paragraph 3. In consideration of such obligation, the Contractor agrees to stand in readiness throughout the Contract period to perform the Work described in the Contract. Canada's maximum liability for work performed under the Contract must not exceed the Maximum Contract Value, unless an increase is authorized in writing by the Contracting Authority.
3. In the event that Canada does not request work in the amount of the Minimum Contract Value during the period of the Contract, Canada must pay the Contractor the difference between the Minimum Contract Value and the total cost of the Work requested.
4. Canada will have no obligation to the Contractor under this clause if Canada terminates the Contract in whole or in part for default.

### **1.2.4 Periodic Usage Reports - Contracts with Task Authorizations**

The Contractor must compile and maintain records on its provision of services to the federal government under authorized Task Authorizations issued under the Contract.

The Contractor must provide this data in accordance with the reporting requirements detailed below or in Annex "H ". If some data is not available, the reason must be indicated. If services are not provided during a given period, the Contractor must still provide a "nil" report.

The data must be submitted on a quarterly to the Contracting Authority.

The quarterly periods are defined as follows:

1st quarter: April 1 to June 30;

2nd quarter: July 1 to September 30;

3rd quarter: October 1 to December 31; and

4th quarter: January 1 to March 31.

The data must be submitted to the Contracting Authority no later than 15 calendar days after the end of the reporting period.

## 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

1. The Contractor/Offeror must, at all times during the performance of the Contract/ Standing Offer, hold a valid Designated Organization Screening (DOS), issued by the Canadian Industrial Security Directorate (CISD), Public Works and Government Services Canada (PWGSC).

2. The Contractor/Offeror personnel requiring access to **PROTECTED** information, assets or sensitive work site(s) must **EACH** hold a valid **RELIABILITY STATUS**, granted or approved by CISD/PWGSC.

3. The Contractor/Offeror **MUST NOT** remove any **PROTECTED** information or assets from the identified work site(s), and the Contractor/Offeror must ensure that its personnel are made aware of and comply with this restriction.

4. Subcontracts which contain security requirements are **NOT** to be awarded without the prior written permission of CISD/PWGSC.

5. The Contractor/Offeror must comply with the provisions of the:

(a) Security Requirements Check List and security guide (if applicable), attached at Annex D Industrial

(b) Security Manual (Latest Edition).

## **4. Term of Contract**

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

The work is to be performed during the period of 3 years from April 1, 2014.

## **5. Authorities**

### **5.1 Contracting Authority**

The Contracting Authority for the Contract is:

Name: Drew Fisher

Title: Procurement Student

Public Works and Government Services Canada

Acquisitions Branch

Directorate: Western Region

Address: 8<sup>th</sup> Floor, 10025 Jasper Ave, Edmonton AB T5J 1S6

Telephone: (780) 497-3649

Facsimile: (780) 497-3510

E-mail address: Andrew.Fisher2@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**

#### **To be named at contract award**

The Project Authority for the Contract is:

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

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

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

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

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

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

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



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

### 5.3 Contractor's Representative

The Contractors Representative for the Contract is:

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

In consideration of the Contractor satisfactorily completing all of its obligations under the authorized Task Authorization (TA), the Contractor will be paid a firm price for a cost of \$ (to be determined) as specified in the authorized TA. Customs duties are included and Applicable Taxes are extra.

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

### 7.2 Limitation of Expenditure

1. Canada's total liability to the Contractor under the Contract must not exceed \$ (to be determined). Customs duties are included and Applicable Taxes are extra.

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2. No increase in the total liability of Canada or in the price of the Work 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 approved, in writing, by the Contracting Authority before their incorporation into the Work. The Contractor must not perform any work or provide any service that would result in Canada's total liability being exceeded before obtaining the written approval of the Contracting Authority. The Contractor must notify the Contracting Authority in writing as to the adequacy of this sum:
    - a. when it is 75 percent committed, or
    - b. four (4) months before the contract expiry date, or
    - c. as soon as the Contractor considers that the contract funds provided are inadequate for the completion of the Work, whichever comes first.
  3. If the notification is for inadequate contract funds, the Contractor must provide to the Contracting Authority a written estimate for the additional funds required. Provision of such information by the Contractor does not increase Canada's liability.

### **7.3 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 SACC Manual Clauses**

A9117C (2007-11-30), T1204 - Direct Request by Customer Department  
C6000C (2011-05-16), Limitation of Price

### **7.6 Time Verification**

C0711C (2008-05-12), Time Verification

## **8. Invoicing Instructions**

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

Each invoice must be supported by:

- 
- a. a copy of time sheets to support the time claimed;
  - b. a copy of the release document and any other documents as specified in the Contract;
  - c. a copy of the invoices, receipts, vouchers for all direct expenses, and all travel and living expenses;
  - d. a copy of the monthly progress report.
2. Invoices must be distributed as follows:
    - a. The original and one (1) copy must be forwarded to the address shown on page 1 of the Contract for certification and payment.
    - b. One (1) copy must be forwarded to the Contracting Authority identified under the section entitled "Authorities" of the Contract.
    - c. one (1) copy must be forwarded to the consignee.

## **9. Certifications**

### **9.1 Compliance**

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

## **10. Applicable Laws**

The Contract must be interpreted and governed, and the relations between the parties determined, by the laws in force in 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, General Conditions - Higher Complexity - Services (2013-06-27)
  - (c) Annex "A", Statement of Work;
  - (d) Annex "B", Quality Standards;
  - (e) Annex "C", Basis of Payment;
  - (f) Annex "D", Security Requirements Check List;
  - (g) Annex "E" Insurance Requirements
  - (h) Annex "F" Mandatory and Point-Rated Technical Evaluation Criteria
  - (i) Annex "G" Form PWGSC-TPSGC 572 F Authorization
  - (j) Annex "H" Usage Reports
  - (k) the Contractor's bid dated \_\_\_\_\_ (to be completed at time of contract award)

## **12. Defence Contract**

*SACC Manual* clause A9006C(2012-07-16) Defence Contract

## **13. Foreign Nationals (Canadian Contractor)**

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

## **14. Foreign Nationals (Foreign Contractor)**

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

## **15. Insurance Requirements**

The Contractor must comply with the insurance requirements specified in Annex E. 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.

## 16. Contract Financial Security

The Contractor must provide one of the following contract financial securities within 10 calendar days after the date of contract award:

*a performance bond form PWGSC-TPSGC 505 in the amount of 10 percent of the Contract Price; or*

*a performance bond form PWGSC-TPSGC 505 and a labour and material payment bond form PWGSC-TPSGC 506, each in the amount of 10 percent of the Contract Price; or*

*a labour and material payment bond form PWGSC-TPSGC 506 in the amount of 10 percent of the Contract Price; or*

*a security deposit as defined in clause E0008C in the amount of 10 percent of the Contract Price.*

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

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

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

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## ANNEX A

### STATEMENT OF WORK

- A portion of the Work under this Contract will be unscheduled, additional or emergency services on an as and when requested basis.

- As and when requested Work must be pre-approved by the Project Authority and authorized in writing by means of task authorizations in accordance with Part 7, Article 1.2.

Please refer to the Natural Resources Canada, Northern Forestry Centre Specifications and Cleaning Schedule, following.

**Natural Resources Canada  
NORTHERN FORESTRY CENTRE  
5320 - 122 STREET  
EDMONTON, ALBERTA  
T6H 3S5  
SPECIFICATIONS**

#### **1.1 General**

#### **1.2 Scope of Work**

- a) The Contractor must perform all necessary janitorial services to maintain the interior of this structure (estimated at approximately 5,800 m<sup>2</sup> of vinyl asbestos tile, 455 m<sup>2</sup> of quarry or ceramic tile, 1200 m<sup>2</sup> of carpeted areas and 950 m<sup>2</sup> of concrete surfaces) in a clean and sanitary condition including:
  - i) the provision of a person or persons to represent the Contractor in dealing with the Project or an authorized representative.
  - ii) the provision of adequate supervision and staff to carry out cleaning duties in accordance with the frequencies and specifications laid down. The Supervisor must be on site for at least two (2) hours/day.
- b) The performance of the Work covers all areas of carpeted, quarry tile, vinyl asbestos tile, ceramic tile, and concrete floors throughout the laboratory with the exception of specific areas such as boiler rooms, equipment rooms, electrical rooms, cold rooms etc., which are specifically mentioned under clause 1.7.

#### **1.4 Contractors Equipment**

The Contractor must provide and maintain all necessary wet and dry vacuum cleaners, push brooms, mops, pails, dusters, stepladders and floor polishers required for the execution of this contract. All equipment must remain on site for the term of the Contract. All equipment, i.e., electrical floor polisher, vacuum cleaners (must be CSA approved), must be in good repair to prevent any power failure within the particular circuit which is being used at the time.

## **1.5 Contractors Supplies**

- a) The Contractor must supply all materials such as detergents, soaps, cleansers, waxes and polishes necessary to clean and preserve the finished surfaces.
- b) All materials such as soaps, detergents, cleansers, deodorants, disinfectants, waxes and polishes, etc. must comply with the latest specifications of the Canadian Specification Board, or be of at least equal recognized, acceptable commercial specialties. The materials must be suitable for the intended surfaces and must not be harmful to such surfaces.

## **1.6 Government Furnished Materials**

- a) Forestry Canada must provide to the Contractor all necessary washroom and lavatory supplies required. These supplies must be issued from stores in bulk.
- b) The Contractor must be responsible for the custody of such supplies issued, and must ensure that all receptacles for soap, toilet tissue, towels, etc. are adequately maintained and are stocked prior to the start of each working day.
- c) Any piece of washroom equipment, i.e., soap dispenser, water line, etc. that is found not to work properly is to be reported in the Janitors Attendance Book, so that it can be repaired the following day by the Maintenance Department of the building.

## **1.7 Areas Not Included**

- a) Specific areas of this structure are not included for purposes of this Contract. The specific areas include greenhouses, boiler room, equipment rooms, cold rooms, header house, penthouse, conditioning rooms, telephone rooms and the kitchen whose operation and maintenance is the responsibility of others.
- b) These areas include rooms numbered B003 to B005, B014, B016 to B019, B023 to B032, B041, B045, B048, B052, B054, B057, B058, B063, B064 to B076, B086, B097, B099, M002, M063, M119, M123 to M127, M133 to M135, 2033, 2058A, 3031, P001 to P003.

## 1.8 **Schedule of Operations**

- a) The following schedule of operations is considered to be the minimum required to maintain the building in a clean, neat, sanitary and presentable appearance.
- b) The Contractor is advised that, due to field research and related matters, the staffing and use of laboratories and offices is not constant, therefore, with approval of the Manager Management Services, or his nominee, the schedule may be varied under such conditions.
- c) Likewise, in periods of inclement weather, the schedule of cleaning of main entries will need to be accelerated to offset the tracking of dirt into the Building.
- d) All offices, laboratories, and major areas of employment must be cleaned during working hours, on a five days per week basis exclusive of holidays, starting at 07:30 hours daily.
- e) The storeroom M122 and office B103 are to be cleaned every Thursday.
- f) The following rooms B077, B078, B080, B081, B082, will be cleaned on request only. Doors will be opened by Maintenance staff when required.
- g) All entrances, plus the hallways next to it, should be cleaned daily from Monday to Friday.
- h) Floors

Note: Pertaining to subsections i) and ii) these floors must be swept and mopped every second working day. The main reception area and main entrances are to be swept and mopped on a daily basis.

### i) **Office Areas and Laboratories**

- a) All floors to be swept using a dust control method (compound not to be used).
- b) All floors to be damp-mopped with clean water and buffed.
- c) Cove base to be washed and polished once every seven days.
- d) All floors to be washed with warm water, using a non-alkaline detergent once every seven days.



- e) All floors to be stripped completely, removing all wax every twelve months. All wax accumulations under furniture, radiators and on baseboards must be removed. The floors must be rinsed with clean warm water. After complete scrubbing, two coats of wax must be applied and each coat is to be buffed after it has dried. This work is to be done between 1800 and 0600 hours.
- f) Corners are to be kept free of dirt, dust and dirty water marks at all times.
- g) Care must be taken not to allow cleaning solution to seep under furniture, legs, file cabinets and partitions.
- h) The above operations may be required to be more frequent than specified, depending on traffic conditions or special requests. Schedule changes must be approved by the Project Authority or his authorized representative.

ii) **Floors in Corridors**

- a) All floors to be swept using a dust control method (compound not to be used).
- b) All floors to be damp-mopped with clean water and buffed.
- c) All floors to be washed as per section (i) (d) above.
- d) All floors to be stripped and re-waxed as per section (i) above.

iii) **Floors - Ceramic Tile, Marble Tile, Quarry Tile, and Terrazo.**

- a) All floors must be swept daily using dust control methods (Compound NOT to be used).
- b) All floors must be damp-mopped daily to remove all dirt and foreign substances.
- c) All floors must be washed and scrubbed with abrasive cleaner to remove all stains and other accumulated dirt.

iv) **Concrete Floors**

Concrete floors must be cleaned daily using a dust control method. Power vacuum cleaners are recommended. Concrete floors in storage areas will be swept only on request but not more frequently than once per week.

v) **Carpeted Floors**

All carpeted floors are to be vacuumed every second day. All soiled areas are to be spot cleaned as required.

vi) **Furniture**

- a) All office desks and furniture are to be dusted daily on horizontal surfaces, using a dust control method.
- b) All exposed vertical surfaces of furniture to be dusted once every seven days.
- c) All boardroom, executive and conference room furniture must be polished every seven days.
- d) All chalk trenches to be cleaned daily.
- e) All office furniture is to be polished every 7 days.
- f) All bookcases to be dusted every 30 days. Books are not to be removed.
- g) All laboratory furniture, service strips, etc. will be dusted once every seven days with hand dusters to which a dust absorption agent has been added.

**DO NOT INTERFERE WITH EXPERIMENTS IN PROGRESS AND REPORT IMMEDIATELY ANY ACCIDENTAL BREAKAGE OF LABORATORY EQUIPMENT.**

- h) Damp-wipe once every seven days all exposed surfaces of laboratory benching, refrigerators, ovens, fuse cabinets etc.

J) **Walls and Partitions**

- i) All interior walls in corridors, offices and laboratories must be vacuumed every 30 days using heavy duty shop type vacuums with appropriate nozzle. Clean out all corners, fin vector recesses, window ledges, etc.

- ii) All ceramic walls in washrooms, metal partitions, etc. must be washed daily using a mild detergent.
- iii) Spot clean all finger marks, etc. daily.

K) **Doors and Doorframes**

- i) All doors and doorframes will be damp-wiped once every seven days.
- ii) Hand and finger marks will be removed daily.
- iii) Door grills will be vacuumed once every 30 days at the time of the cleaning of the office and laboratory walls.

L) **Windows and Verticals**

- i) All windows must be washed from the interior and exterior in the months of April and first part of October.
- ii) All windows of the lobby and all entry ways are to be kept clean at all times.
- iii) Window sills are to be dusted daily and washed once every seven days.
- iv) All verticals (244 in total) must be vacuumed with proper nozzle in the months of April and October.

M) **Entrances**

- i) The exterior area of all entry ways to be swept clean daily. Empty trash cans and ashtrays daily.
- ii) Vestibule area of entrances to swept or vacuumed on a daily basis. Sweep under mats on a once a week basis.

N) **Stairs**

- i) All stairs to be swept and mopped nightly, using dust control method (compound not to be used).  
All plastic risers must be washed every seven (7) days.

- ii) Hand railings to be dusted daily; vertical rails to be dusted once every seven days. Wooden handrails are to be washed from all sides once every thirty (30) days.

- iii) All vinyl wall coverings in the main stairwell to be washed every four (4) weeks using a mild soap detergent.

O) **Waste Paper Baskets**

- i) Waste paper baskets are to be emptied daily and put back in their original position afterwards.
- ii) Outside surfaces of waste paper baskets to be dusted once every seven days.
- iii) Waste paper and laboratory wastes must be placed in the respective receptacle provided in the courtyard adjacent to the greenhouses.

P) **Washrooms, Showers, Toilets, Sinks**

- i) All toilets, seats, urinals, slop sinks, etc. must be cleaned and sanitized daily.
- ii) All body contact points, such as toilet seats, taps, soap and tissue towel dispensers, door hardware, etc. must be damp-wiped and disinfected daily.
- iii) Sani-cans are to be emptied, washed and disinfected daily. Sani-bags are to be replaced when necessary.
- iv) All toilet bowls and urinals are to be descaled weekly, using an approved descaler.
- v) Soap dispensers, toilet paper and towel dispensers are to be refilled daily.
- vi) All laboratory stainless steel sinks are to be cleaned daily, including taps and faucets.

Q) **Laboratories**

- i) All laboratory trim such as stainless steel electrical outlet covers, air, gas, hot and cold water, vacuum and gooseneck units must be damp wiped weekly in conjunction with the cleaning of service strips covered under 1.8 (i) (vi). Polish with dry cloth or paper towels. All liquid soap dispensers must be checked and filled daily.

R) **Elevators**

- i) Both elevators are to be vacuumed daily. Vacuum all door track recesses daily.
- ii) Damp wipe interior walls and all landing entry doors once every seven days.
- iii) Remove all hand and finger marks from entry doors and frames and hardware nightly.

S) **Lights**

After completing the cleaning of the respective rooms and or hallways the lights must be shut off at that time!

1.9 **Regulations**

- a) The Contractor is advised that all Contractor personnel reporting for duty will be required to register on entry and leaving the building in the janitor book.
- b) Security will be provided by the Corps of Commissionaires. All instances of accident, breakage, fire, damage, will be reported to the Facility Manager in writing.
- c) The maintenance staff will assist the Contractor in getting access to all locked rooms which are on the cleaning list.
- d) The Project Authority or his authorized representative , will be the liaison person for this work and will be responsible for ensuring compliance with these specifications.
- e) Frequent inspections, with respect to quality of services, will be conducted by Project Authority or his authorized representative to ascertain that the janitorial work is done in accordance with the specifications of this Contract.

- 
- f) Failure to comply with any part of the aforementioned work schedule could result in termination of this Contract.

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## CLEANING SCHEDULE

### AREAS NOT INCLUDED IN THE CLEANING

Greenhouses, boiler room, equipment rooms, cold rooms, header house, penthouse, conditioning rooms, telephone rooms and the kitchen whose operation and maintenance is the responsibility of others

Rooms numbered: B003 to B005, B014, B016 to B019, B023 to B032, B041, B045, B048, B052, B054, B057, B058, B063, B064 to B076, B086, B097, B099, M002, M063, M119, M123 to B127, M133 to M135, 2033, 2058A, 3031, P001 to P003.

### AREAS INCLUDED IN THE CLEANING

#### DAILY

ALL OFFICES, LABORATORIES, AND MAJOR AREAS OF EMPLOYMENT MUST BE CLEANED DURING WORKING HOURS, ON A FIVE DAY PER WEEK BASIS EXCLUSIVE TO HOLIDAYS BETWEEN 7:30 AM and 5:00 PM DAILY.

Stripping and waxing will be done after business hours between 6 PM and Midnight Monday to Friday or on weekends.

ON REQUEST ONLY THE CONTRACTOR WILL CLEAN ROOMS B077, B080, B081, B082, M122 and B103 every Thursday. B074, B076 will be cleaned once a week.

All Contractor personnel will sign in at the reception desk and sign out when leaving as part of building safety requirements. [does this belong to the previous sentence or does it pertain to the following items? If so, link the sentences together as suggested above.]

Supervisor must be on site for at least two hours

**All entrances, plus the hallways** next to the floors need to be cleaned.

**Main reception area and main entrances** are to be swept and mopped

**All floors corners** are to be kept free of dirt, dust and dirty water marks at all times

Care must be taken not to allow cleaning solution to seep under furniture, legs, file cabinets and partitions,

**All ceramic tile, marble tile, quarry tile and terrazzo** must be swept using dust control method as well as damp-mopped mechanically or otherwise to remove all dirt and foreign substances. All floors must be washed and scrubbed with abrasive cleaner to remove all stains, chewing gum or other debris.

**Concrete floors** must be cleaned. Concrete floors in storage areas will be swept only on request but not more frequently than once per week.

**All office** desks and furniture are to be dusted on horizontal surfaces.

**In washrooms** all ceramic walls, metal partitions, etc. must be washed using a mild detergent

**In washrooms** hand and finger marks will be removed from mirrors, all visible surfaces.

**The lobby and all entry way** windows are to be kept clean at all times

Windowsills are to be dusted

**The exterior area of all entry ways** to be swept clean, empty trash cans and ashtrays as well

**Vestibule area** of entrances to be swept or vacuumed.

**All stairs** to be swept and mopped using dust control method

**All stairs** handrails in the stairs to be dusted

**Office** waste baskets are to be emptied and put back in their original position afterwards

**Office** waste paper and laboratory wastes must be placed in the receptacle provided in the courtyard adjacent to the greenhouses

**Recycled paper** bins to be emptied in appropriate bin outside

**In the washrooms** all toilets, seats, urinals, sinks, etc. must be cleaned and sanitized

**In the washrooms** all body contact points, such as toilet seats, taps, soap and tissue towel dispensers, door hardware, etc. must be damp-wiped and disinfected

**In the washrooms** sani-cans are to be emptied, washed and disinfected, sani-bags are to be replaced when necessary

**In the washrooms** soap dispensers toilet paper and towel dispensers are to be refilled properly so the paper towels are dispensed properly.

**All laboratory** stainless steel sinks are to be cleaned including taps and faucets

**In the laboratories** all liquid soap dispensers must be checked and filled

**Both elevators** are to be vacuumed as well as door track recesses

**In the elevators** remove all hand and finger marks from entry doors and frames.

After completing the cleaning of the **respective rooms and or hallways** the lights must be shut off where appropriate



**EVERY SECOND DAY**

**All floors** to be swept and damp mopped with clean water and buffed.

**All carpeted floors** are to be vacuumed and all soiled areas are to be spot cleaned as required.

**WEEKLY****Monday**

Cove base to be washed

All floors to be washed with warm water, using a non-alkaline detergent

**Tuesday**

All exposed vertical surfaces of furniture to be dusted

All boardroom, executive and conference room furniture must be polished

All office furniture to be polished.

**Wednesday**

All laboratory furniture, service strips, etc. will be dusted with hand dusters to which a dust absorption agent has been added

***DO NOT INTERFERE WITH EXPERIMENTS IN PROGRESS AND REPORT IMMEDIATELY ANY ACCIDENTAL BREAKAGE OF LABORATORY EQUIPMENT***

Damp wipe all exposed surfaces of laboratory benching, refrigerators, ovens, fuse cabinets, etc.

All doors and doorframes will be damp-wiped

Windowsills are to be cleaned

**Thursday**

Underneath the mats to be swept

In the stairs all plastic risers must be washed

Vertical rails in the stairs to be dusted

Outside surfaces of waste paper baskets to be dusted

B103 & M122 to be cleaned. Same tasks as office floors @ furniture.

### **Friday**

All toilet bowls and urinals are to be descaled using an approved descaler in the washrooms

All laboratory trim such as stainless steel electrical outlet covers, air, gas, hot and cold water, vacuum and gooseneck units must be damp wiped. Polish with dry cloth or paper towels

Damp wipe interior walls and all landing entry doors of the elevators

## **MONTHLY**

### **1<sup>st</sup> week of the month**

All interior walls in corridors, offices and laboratories must be vacuumed using heavy-duty shop type vacuums with appropriate nozzle. Clean out all corners, fin vector recesses, window ledges, etc.

### **2<sup>nd</sup> week of the month**

All bookcases to be dusted. Books are not to be removed.

Door grills will be vacuumed at the time of the cleaning of the office and laboratory walls

### **3<sup>rd</sup> week of the month**

Wooden handrails in the stairs are to be washed from all sides

All vinyl wall coverings in the main stairwell to be washed using a mild soap detergent

All office areas, corridors and laboratories floors to be damp-mopped with clean water and buffed

### **4<sup>th</sup> week of the month**

All ceramic tile, marble tile, quarry tile and terrazzo must be washed with abrasive cleaner to remove all stains and other accumulated dirt

## **Once a Year**

**All floors to be scrubbed (striped) completely, removing all wax.** All wax accumulation under furniture, radiators and on baseboards must be removed. The floors must be rinsed with clean

warm water. After complete scrubbing, two coats of wax must be applied and each coat is to be buffed after is has dried. This work to be completed between the hours of 1800 and 0600.

### **Month of April**

All windows must be washed from the interior and exterior

All verticals (244 in total) must be vacuumed with proper nozzle

### **Month of October**

All windows must be washed from the interior and exterior

All verticals (244 in total) must be vacuumed with proper nozzle

## **ANNEX B**

### **Quality 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.     Where required, 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 must be free of dirt and litter.
4.     Hosing
  - a.     All areas are clean of dirt, mud and debris with no water ponding.
  - 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.     Walls, baseboards and other surfaces must be free of splash marks.
  - c.     Start with clean water and mop.
  - d.     Sweep or dry mop immediately before damp mopping.

7. Wash Floors

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

8. Machine Scrub

- 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 floor scrubber must be scrubbed.

9. Spray Buffing

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

10. Scrub and Refinish

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

11. Strip and Refinish

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

12. Vacuuming

- a. All carpet surfaces must present 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 powerhead).

13. Stain Removal

- a. All carpets, walk-away mats and upholstered furniture 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 positioned.

14. Hot Water Extraction

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

15. Damp Wiping:

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

16. 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.

17. High dusting

- a. All surfaces must be free of dust.
- b. Either Damp rag wiping or vacuuming must be specified by the Project Authority.
- c. Dust contained and prevented from floating freely in the air during operation.

18. Clean and Disinfect

- a. An approved, commercial disinfectant cleaner must be used.
- b. Manufacturer's instructions must be followed for best results.
- c. All affected surfaces must be rinsed clean of residual disinfectant.

19. Garbage (waste) Containers

- a. Empty waste containers daily.
- b. Replace can liners as needed.
- c. Damp wipe waste containers once per month.

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## ANNEX C

### BASIS OF PAYMENT

- Prices are in Canadian dollars.
- Prices include all costs related to providing the service described in the Statement of Work (Annex A), such as the cost of supervision, supplies, equipment, etc.
- Firm monthly rates are all-inclusive for Scheduled services (Daily, weekly, monthly, annually, etc., as described in the Statement of Work).
- Prices remain firm for the period of the Contract and option years.
- GST is not included in the unit prices but will be added to any invoice issued against the Contract as a separate item.
- A portion of the Work is Scheduled and a portion of the Work is Unscheduled (As and When Requested). Unscheduled Work will be requested with a written Task Authorization.
- Estimated usages are for evaluation purposes only. Actual usage may vary from estimates shown.

<b>C</b>	<b>Contract Year 1 : (subject to security requirements)</b>					
<b>I</b>	<b>SCHEDULED WORK: all-inclusive monthly rate for scheduled services described in Annex A:</b>					
<b>Item</b>	<b>Description</b>	<b>Firm Monthly Rate (A)</b>	<b>Cleanable Area in square metres (B)</b>	<b>Rate per Square Metre per Month (A/B)</b>	<b>Weighting factor in Months (C)</b>	<b>Annual Extended Rate (A x C)</b>
1	Monthly rate for all daily, weekly, monthly, quarterly, annual tasks described.	\$_____/month	8405 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 Work that has been identified as upon request in the Statement of Work, Annex A:</b>					
<b>Item</b>	<b>Description</b>	<b>Firm Unit Price (A)</b>		<b>Estimated Usage (B)</b>	<b>Extended Price (A x B)</b>	
1	During regular working hours	\$_____/hour		10 hours	\$_____	
2	Outside regular working hours	\$_____/hour		15 hours	\$_____	
3	Weekends and statutory holidays	\$_____/hour		20 hours	\$_____	
4	Additional steam cleaning of carpets, over and above the scheduled steam cleaning	\$_____/m <sup>2</sup> .		200 m <sup>2</sup>	\$_____	
<b>III</b>	<b>AREA TO BE ADDED / DELETED:</b>					
1	<p>In the case of the addition or elimination of cleanable space, the change in the amount of space of the Contract shall be calculated using the firm (monthly) rate per m<sup>2</sup> identified above, and in accordance with the following formula:</p> <p>The firm monthly rate per m<sup>2</sup> for Scheduled Cleaning operations shall be multiplied by twelve months divided by two hundred and fifty working days. This amount shall be multiplied by the additional or eliminated m<sup>2</sup>. The ensuing amount shall then be multiplied by the number of days the additional space will be cleaned or eliminated. The resulting amount shall then constitute the sum by which the Contract shall be increased or decreased.</p>					



<b>B</b>	<b>Contract Year 2: (subject to security requirements)</b>					
<b>I</b>	<b>SCHEDULED WORK: all-inclusive monthly rate for scheduled services described in Annex A:</b>					
<b>Item</b>	<b>Description</b>	<b>Firm Monthly Rate (A)</b>	<b>Cleanable Area in square metres (B)</b>	<b>Rate per Square Metre per Month (A/B)</b>	<b>Weighting factor in Months (C)</b>	<b>Annual Extended Rate (A x C)</b>
1	Monthly rate for all daily, weekly, monthly, quarterly, annual tasks described.	\$_____ /month	8405 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 Work that has been identified as upon request in the Statement of Work, Annex A:</b>					
<b>Item</b>	<b>Description</b>	<b>Firm Unit Price (A)</b>		<b>Estimated Usage (B)</b>	<b>Extended Price (A x B)</b>	
1	During regular working hours	\$_____ /hour		10 hours	\$_____	
2	Outside regular working hours	\$_____ /hour		15 hours	\$_____	
3	Weekends and statutory holidays	\$_____ /hour		20 hours	\$_____	
4	Additional steam cleaning of carpets, over and above the scheduled steam cleaning	\$_____ /m <sup>2</sup> .		200 m <sup>2</sup>	\$_____	
<b>III</b>	<b>AREA TO BE ADDED / DELETED:</b>					
1	<p>In the case of the addition or elimination of cleanable space, the change in the amount of space of the Contract shall be calculated using the firm (monthly) rate per m2 identified above, and in accordance with the following formula:</p> <p>The firm monthly rate per m2 for Scheduled Cleaning operations shall be multiplied by twelve months divided by two hundred and fifty working days. This amount shall be multiplied by the additional or eliminated m2. The ensuing amount shall then be multiplied by the number of days the additional space will be cleaned or eliminated. The resulting amount shall then constitute the sum by which the Contract shall be increased or decreased.</p>					

C	Contract Year 3 : (subject to security requirements)					
I	SCHEDULED WORK: all-inclusive monthly rate for scheduled services described in Annex A:					
Item	Description	Firm Monthly Rate (A)	Cleanable Area in square metres (B)	Rate per Square Metre per Month (A/B)	Weightin g factor in Months (C)	Annual Extended Rate (A x C)
1	Monthly rate for all daily, weekly, monthly, quarterly, annual tasks described.	\$_____/month	8405 m <sup>2</sup>	\$_____/m <sup>2</sup> /mo	12 months	\$_____
II	UNSCHEDULED WORK: Work that arises from time-to-time, such as emergency clean-ups, and Work that has been identified as upon request in the Statement of Work, Annex A:					
Item	Description	Firm Unit Price (A)		Estimate d Usage (B)	Extended Price (A x B)	
1	During regular working hours	\$_____/hour		10 hours	\$_____	
2	Outside regular working hours	\$_____/hour		15 hours	\$_____	
3	Weekends and statutory holidays	\$_____/hour		20 hours	\$_____	
4	Additional steam cleaning of carpets, over and above the scheduled steam cleaning	\$_____/m <sup>2</sup> .		200 m <sup>2</sup>	\$ _____	
III	AREA TO BE ADDED / DELETED:					
1	In the case of the addition or elimination of cleanable space, the change in the amount of space of the Contract shall be calculated using the firm (monthly) rate per m2 identified above, and in accordance with the following formula:  The firm monthly rate per m2 for Scheduled Cleaning operations shall be multiplied by twelve months divided by two hundred and fifty working days. This amount shall be multiplied by the additional or eliminated m2. The ensuing amount shall then be multiplied by the number of days the additional space will be cleaned or eliminated. The resulting amount shall then constitute the sum by which the Contract shall be increased or decreased.					

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<b>Years</b>	<b>Year 1</b>	<b>Year 2</b>	<b>Year 3</b>	<b>Total Evaluated Price</b>
<b>Year Total (\$)</b>	<b>\$ _____</b>	<b>\$ _____</b>	<b>\$ _____</b>	<b>\$ _____</b>

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## **ANNEX D**

### **SECURITY REQUIREMENTS CHECK LIST**

- Please see Security Requirements Check List (SRCL) form attached to this document

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## ANNEX E

### INSURANCE REQUIREMENTS

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. The Commercial General Liability policy must include the following:

- A) Additional Insured: Canada is added as an additional insured, but only with respect to liability arising out of the Contractor's performance of the Contract. The interest of Canada should read as follows: Canada, as represented by Public Works and Government Services Canada.
- B) Bodily Injury and Property Damage to third parties arising out of the operations of the Contractor.
- C) Products and Completed Operations: Coverage for bodily injury or property damage arising out of goods or products manufactured, sold, handled, or distributed by the Contractor and/or arising out of operations that have been completed by the Contractor.
- D) Personal Injury: While not limited to, the coverage must include Violation of Privacy, Libel and Slander, False Arrest, Detention or Imprisonment and Defamation of Character.
- E) Cross Liability/Separation of Insureds: Without increasing the limit of liability, the policy must protect all insured parties to the full extent of coverage provided. Further, the policy must apply to each Insured in the same manner and to the same extent as if a separate policy had been issued to each.
- F) Blanket Contractual Liability: The policy must, on a blanket basis or by specific reference to the Contract, extend to assumed liabilities with respect to contractual provisions.
- G) Employees and, if applicable, Volunteers must be included as Additional Insured.
- H) Employers' Liability (or confirmation that all employees are covered by Worker's compensation (WSIB) or similar program)
- I) Broad Form Property Damage including Completed Operations: Expands the Property Damage coverage to include certain losses that would otherwise be excluded by the standard care, custody or control exclusion found in a standard policy.
- J) Notice of Cancellation: The Insurer will endeavour to provide the Contracting Authority thirty (30) days written notice of policy cancellation.

- K) If the policy is written on a claims-made basis, coverage must be in place for a period of at least 12 months after the completion or termination of the Contract.
- L) Owners' or Contractors' Protective Liability: Covers the damages that the Contractor becomes legally obligated to pay arising out of the operations of a subcontractor.
- M) Non-Owned Automobile Liability - Coverage for suits against the Contractor resulting from the use of hired or non-owned vehicles.
- Q) Sudden and Accidental Pollution Liability (minimum 120 hours): To protect the Contractor for liabilities arising from damages caused by accidental pollution incidents,
- R) Litigation Rights: Pursuant to subsection 5(d) of the *Department of Justice Act*, S.C. 1993, c. J-2, s.1, if a suit is instituted for or against Canada which the Insurer would, but for this clause, have the right to pursue or defend on behalf of Canada as an Additional Named Insured under the insurance policy, the Insurer must promptly contact the Attorney General of Canada to agree on the legal strategies by sending a letter, by registered mail or by courier, with an acknowledgement of receipt.

For the province of Quebec, send to:

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

For other provinces and territories, send to:

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

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.

## 2.0 Automobile Liability Insurance

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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. The policy must include the following:

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

## ANNEX F

### Mandatory and Point-Rated Technical Evaluation

Refer to the Mandatory and Point-Rated Evaluation Criteria table attached to this document.

The following rating guidelines will be used in the technical evaluation.

#### RATINGS:

Excellent 9-10 Exceptional. Should ensure extremely effective performance.

Very Good 8 Above average and more than adequate for effective performance.

Good 7 Average and should be adequate for effective performance.

Fair 6 Just acceptable and should meet minimum performance requirements.

Unsatisfactory 0-5 Unacceptable. Insufficient for Performance Requirements.

#### METHOD OF EVALUATION: TECHNICAL BID

Each bid must meet the mandatory requirement set out in the evaluation criteria. Bids that fail to meet this requirement will be given no further consideration.

Each point-rated technical evaluation criterion has a number allotment (WEIGHT) that reflects its importance in bid submissions. Each item in the point-rated section will be given a RATING ranging from 0 to 10, based on the degree to which their bid satisfies the criterion. The rating guide above explains the meaning of each rating.

For each of the technical criterion, the WEIGHT will be multiplied by the RATING to arrive at a SCORE.

Each bid must meet the minimum SCORE shown in each section. The minimum score is **70 %** of the maximum points available for sections 2.2 and 2.3 of the technical evaluation. The minimum score is **60%** of the maximum points available for sections 2.1; 2.4; and 2.5 of the technical evaluation.

Each bid must meet the minimum overall score of **60%** of the maximum total points overall.



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## **ANNEX G**

### **TASK AUTHORIZATION FORM PWGSC-TPSGC 572**

See Attached Forms

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## ANNEX H USAGE REPORTS

Return to:

ATTN.: Drew Fisher

Public Works and Government Services Canada

Acquisitions Branch

Facsimile: (780) 497-3510

Telephone: (780) 497-3649

Email: Andrew.Fisher2@pwgsc-tpsgc.gc.ca

### Annual Usage Report Schedule:

1st quarter: April 1 to June 30;

2nd quarter: July 1 to September 30;

3rd quarter: October 1 to December 31;

4th quarter: January 1 to March 31.

### REPORT ON THE VOLUME OF BUSINESS WITH FEDERAL GOVERNMENT DEPARTMENTS AND AGENCIES

SUPPLIER:

STANDING OFFER NO:

DEPARTMENT OR AGENCY:

REPORTING PERIOD:

Item No.	Call-Up/contract No. Description	Value of the Call-Up/Contract	GST/HST
(A) Total Dollar Value Call-ups for this reporting period:			
(B) Accumulated Call-Up totals to date:			
(A+B) Total Accumulated Call-Ups:			

**NIL REPORT:** We have not done any business with the federal government for this period [    ]

PREPARED BY:

NAME:

TELEPHONE NO.:

SIGNATURE:

DATE: