

RETURN BIDS TO:
RETOURNER LES SOUMISSIONS À:
Public Works Government Services Canada-
Bid Receiving / Réception des soumissions
189 Prince William Street
Room 421
Saint John
New Brunswick
E2L 2B9

INVITATION TO TENDER

APPEL D'OFFRES

**Tender 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.

Soumission 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 et sur toute feuille ci-annexée, au(x) prix indiqué(s).

Comments - Commentaires

Vendor/Firm Name and Address
Raison sociale et adresse du
fournisseur/de l'entrepreneur

Issuing Office - Bureau de distribution

Public Works Government Services Canada- Bid
Receiving / Réception des soumissions
189 Prince William Street
Room 421
Saint John
New Bruns
E2L 2B9

Title - Sujet Janitorial #6 Various Training Area	
Solicitation No. - N° de l'invitation W0105-14E038/A	Date 2014-01-06
Client Reference No. - N° de référence du client W0105-14E038	GETS Ref. No. - N° de réf. de SEAG PW-\$PWB-020-3361
File No. - N° de dossier PWB-3-36104 (020)	CCC No./N° CCC - FMS No./N° VME
Solicitation Closes - L'invitation prend fin at - à 02:00 PM on - le 2014-02-19	
Time Zone Fuseau horaire Atlantic Standard Time AST	
F.O.B. - F.A.B. Plant-Usine: <input type="checkbox"/> Destination: <input type="checkbox"/> Other-Autre: <input type="checkbox"/>	
Address Enquiries to: - Adresser toutes questions à: Donovan, Janine PWB	Buyer Id - Id de l'acheteur pwb020
Telephone No. - N° de téléphone (506) 636-5347 ()	FAX No. - N° de FAX (506) 636-4376
Destination - of Goods, Services, and Construction: Destination - des biens, services et construction: Janitorial #6 Various Training Area CFB Gagetown OROMOCTO New Brunswick E2V4J5 Canada	

Instructions: See Herein

Instructions: Voir aux présentes

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

**JANITORIAL #6
CLEARN VARIOUS TRAINING AREA BUILDINGS
CFB GAGETOWN, OROMOCTO, NEW BRUNSWICK**

TABLE OF CONTENTS

PART 1 - GENERAL INFORMATION

1. Requirement
2. Debriefings

PART 2 - BIDDER INSTRUCTIONS

1. Standard Instructions, Clauses and Conditions
2. Submission of Bids
3. Enquiries - Bid Solicitation
4. Applicable Laws
5. Insurance Requirements
6. Workers Compensation Certification - Letter of Good Standing
7. Bid Financial Security **MANDATORY REQUIREMENT**
8. Security Deposit Definition
9. Security Deposit
10. Mandatory Site Visit - **MANDATORY REQUIREMENT**

PART 3 - BID PREPARATION INSTRUCTIONS

1. Bid Preparation Instructions

PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

1. Evaluation Procedures and Basis of Selection

PART 5 - CERTIFICATIONS

1. Mandatory Certifications Required Precedent to Contract Award
2. Additional Certifications Precedent to Contract Award

PART 6 - RESULTING CONTRACT CLAUSES

1. Requirement
2. Standard Clauses and Conditions
3. Term of Contract
4. Authorities
5. Payment
6. Invoicing Instructions
7. Certifications
8. Applicable Laws
- 9.. Priority of Documents
10. SACC Manual Clauses
11. Insurance Requirements

Solicitation No. - N° de l'invitation

W0105-14E038/A

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur

pwb020

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

W0105-14E038

File No. - N° du dossier

PWB-3-36104

CCC No./N° CCC - FMS No/ N° VME

- 12. Financial Security - **MANDATORY REQUIREMENT**
- 13. Security Deposit Definition
- 14. Contract Financial Security

List of Annexes:

- Annex A: Evaluation Criteria and Basis of Selection
- Annex B: Basis of Payment
- Annex C: Insurance Requirements
- Annex D: Complete List of Each Individual Who is Currently on the Bidder's Board of Directors
- Annex E: Specification

PART 1 - GENERAL INFORMATION

1. Requirement

The Department of National Defence (DND) has a requirement for the furnishing of all cleaning materials, labour, tools, equipment, supervision, travel and profit required to provide janitorial services for routine cleaning in various training area buildings at CFB Gagetown, Oromocto, New Brunswick. The Service Contract is required for the period from April 1, 2014 to March 31, 2015 with an option to extend for two additional one year periods. The services must be provided in accordance with the Specification attached at Annex "E".

This agreement is subject to the provisions of the Agreement on Internal Trade, the World Trade Organizations Agreement on Government Procurement, the North American Free Trade Agreement and the Canada-Peru, Canada-Colombia and Canada-Panama Free Trade Agreements.

2. Debriefings

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

PART 2 - BIDDER INSTRUCTIONS

1. Standard Instructions, Clauses and Conditions

All instructions, clauses and conditions identified in the bid solicitation by number, date and title are set out in the *Standard Acquisition Clauses and Conditions*

(<https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual>)
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.

1.1 SACC Manual Clauses (by reference)

A0220T - Evaluation of Price (2013-04-25)

2. Submission of Bids

Tenders shall be received at the office designated for the receipt of tenders, on or before the date and time set for tender closing. Late tenders will be returned unopened.

- (a) Bids must be complete and submitted on prescribed tender form;
- (b) Include the tender call number/project number and description of proposed work;
- (c) Include the closing date and time;

NOTE: BIDS BY FACSIMILE WILL NOT BE ACCEPTED.

Only incorrect handling by the Department of Public Works and Government Services will excuse the delay of responses transmitted by facsimile. Misrouting, traffic volume, weather disturbances, or any cause for the late receipt of such responses are not acceptable.

Bid Receiving
Public Works and Government Services Canada
Room 421
189 Prince William Street
Saint John, New Brunswick
E2L 2B9

NOTE: THIS IS NOT A PUBLIC OPENING

Revision of Bid

1. A bid submitted in accordance with these instructions may be revised by letter or facsimile provided the revision is received at the office designated for the receipt of bids, on or before the

date and time set for the closing of the solicitation. The letter or facsimile shall be on the Bidder's letterhead or bear a signature that identifies the Bidder.

2. A revision to a bid that includes unit prices must clearly identify the change(s) in the unit price(s) and the specific item(s) to which each change applies.
3. A letter or facsimile submitted to confirm an earlier revision shall be clearly identified as a confirmation.
4. Failure to comply with any of the above provisions shall result in the rejection of the non-compliant revision(s) only. The bid shall be evaluated based on the original bid submitted and all other compliant revision(s).

3. Enquiries - Bid Solicitation

All enquiries must be submitted in writing to the Contracting Authority no later than 5 (five) 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 New Brunswick.

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. Insurance Requirements

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

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.

6. Workers Compensation Certification - Letter of Good Standing

The Bidder must have an account in good standing with the applicable provincial or territorial Workers' Compensation Board.

The Bidder must provide, within seven (7) days following a request from the Contracting Authority, a certificate or letter from the applicable Workers' Compensation Board confirming the Bidder's good standing account. Failure to comply with the request may result in the bid being declared non-responsive.

7. Bid Financial Security E0004T (2011-05-16)

1. Bidders must provide bid financial security consisting of:
 - a) a security deposit as defined in clause E0008T, or
 - b) a bid bond form PWGSC-TPSGC 504, which must be accepted as security by one of the bonding companies listed in *Treasury Board Contracting Policy, Appendix L, Acceptable Bonding Companies*.
2. Security deposits in the form of government guaranteed bonds with coupons attached will be accepted only if all coupons that are unmatured, at the time the security deposit is provided, are attached to the bonds. Bidders 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.
3. If the financial security is in the form of a bill of exchange or a government guaranteed bond and:
 - a) the year one (1) bid price is \$250,000 or less, the amount of the security deposit must represent ten (10%) percent of the year one (1) bid price (April 01, 2014 until March 31, 2015); or
 - b) the year one (1) bid price exceeds \$250,000, the amount of the security deposit must be \$25,000.00 plus five (5%) percent of the amount by which the year one (1) bid price (April 1, 2014 until March 31, 2015) exceeds \$250,000, to a maximum of \$250,000.00 .
4. If the financial security is a bid bond, the amount of the bond must represent ten (10%) percent of the bid price.
5. Bidders who provide a security deposit as bid financial security must submit their bid under seal (does not apply in Quebec).

8. Security Deposit Definition E0008T (2012-07-16)

1. "security deposit" means

-
- (a) a bill of exchange that is payable to the Receiver General for Canada and certified by an approved financial institution or drawn by an approved financial institution on itself; or
 - (b) a government guaranteed bond; or
 - (c) an irrevocable standby letter of credit, or
 - (d) such other security as may be considered appropriate by the Contracting Authority and approved by Treasury Board;
2. "approved financial institution" means
- (a) any corporation or institution that is a member of the Canadian Payments Association;
 - (b) a corporation that accepts deposits that are insured by the Canada Deposit Insurance Corporation or the "Régie de l'assurance-dépôts du Québec" to the maximum permitted by law;
 - (c) a credit union as defined in paragraph 137(6) of the Income Tax Act;
 - (d) a corporation that accepts deposits from the public, if repayment of the deposits is guaranteed by a Canadian province or territory; or
 - (e) the Canada Post Corporation.
3. "government guaranteed bond" means a bond of the Government of Canada or a bond unconditionally guaranteed as to principal and interest by the Government of Canada that is:
- (a) payable to bearer;
 - (b) accompanied by a duly executed instrument of transfer of the bond to the Receiver General for Canada in accordance with the Domestic Bonds of Canada Regulations;
 - (c) registered in the name of the Receiver General for Canada.
4. "irrevocable standby letter of credit"
- (a) means any arrangement, however named or described, whereby a financial institution (the "Issuer"), acting at the request and on the instructions of a customer (the "Applicant"), or on its behalf,
 - (i) will make a payment to or to the order of Canada, as the beneficiary;
 - (ii) will accept and pay bills of exchange drawn by Canada;
 - (iii) authorizes another financial institution to effect such payment, or accept and pay such bills of exchange; or
 - (iv) authorizes another financial institution to negotiate, against written demand(s) for payment, provided that the conditions of the letter of credit are complied with.
 - (b) must state the face amount which may be drawn against it;
 - (c) must state its expiry date;

- (d) must provide for sight payment to the Receiver General for Canada by way of the financial institution's draft against presentation of a written demand for payment signed by the authorized departmental representative identified in the letter of credit by hisher office;
- (e) must provide that more than one written demand for payment may be presented subject to the sum of those demands not exceeding the face amount of the letter of credit;
- (f) must provide that it is subject to the International Chamber of Commerce (ICC) Uniform Customs and Practice (UCP) for Documentary Credits, 2007 Revision, ICC Publication No. 600. Pursuant to the ICC UCP, a credit is irrevocable even if there is no indication to that effect; and
- (g) must be issued (Issuer) or confirmed (Confirmor), in either official language, by a financial institution that is a member of the Canadian Payments Association and is on the letterhead of the Issuer or Confirmor. The format is left to the discretion of the Issuer or Confirmor.

9. Security Deposit E0003T (2011-05-16)

1. Canada will hold the security deposit as security to entry into a contract. If a successful bidder refuses to enter into contract, the amount of the security deposit will be forfeited to Canada or a demand for payment will be made against the letter of credit by Canada. The amount forfeited or payment demand will not exceed the difference between the bid price and the amount of the Contract awarded by Canada for the requirement.
2. Canada will return all non-forfeited security deposits to unsuccessful bidders after contract award, and to the successful Bidder upon receipt of the required contract financial security. If no contract is awarded, Canada will return all security deposits at the expiration of the bid validity period, including any extension.

10. Mandatory Site Visit A9040T (2007-05-25)

Details to follow by addendum.

PART 3 - BID PREPARATION INSTRUCTIONS

1. Bid Preparation Instructions

Price must not appear in any other area of the bid except in the **Financial Bid**.

It is required that the bids follow the response format/instructions as detailed below:

Section I: Technical Bid

No Technical Bid required as part of this requirement.

Section II: Financial Bid

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

Section III: Certifications

Bidders must submit the certification required under Part 5.

Solicitation No. - N° de l'invitation

W0105-14E038/A

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur

pwb020

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

W0105-14E038

File No. - N° du dossier

PWB-3-36104

CCC No./N° CCC - FMS No/ N° VME

PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

1. Evaluation Procedures and Basis of Selection

Bids will be evaluated in accordance with the **Evaluation Criteria and Basis of Selection** specified in **Annex "A"** and **Basis of Payment** specified in **Annex "B"**. Bids will be assessed in accordance with the entire requirement of the bid solicitation including the technical and financial evaluation criteria.

PART 5 - CERTIFICATIONS

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

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

1. Mandatory Certifications Required Precedent to Contract Award

1.1 Code of Conduct and Certifications - Related documentation

By submitting a bid, the Bidder certifies, for himself and his affiliates, to be in compliance with the Code of

Conduct and Certifications clause of the Standard instructions. The related documentation hereinafter mentioned will help Canada in confirming that the certifications are true. By submitting a bid, the Bidder certifies that it is aware, and that its affiliates are aware, that Canada may request additional information, certifications, consent forms and other evidentiary elements proving identity or eligibility. Canada may also verify the information provided by the Bidder, including the information relating to the acts or convictions specified herein, through independent research, use of any government resources or by contacting third parties. Canada will declare non-responsive any bid in respect of which the information requested is missing or inaccurate, or in respect of which the information contained in the certifications is found to be untrue, in any respect, by Canada. The Bidder and any of the Bidder's affiliates, will also be required to remain free and clear of any acts or convictions specified herein during the period of any contract arising from this bid solicitation.

Bidders who are incorporated, including those bidding as a joint venture, must provide with their bid or promptly thereafter a complete list of names of all individuals who are currently directors of the Bidder. Bidders bidding as sole proprietorship, including those bidding as a joint venture, must provide the name of the owner with their bid or promptly thereafter. Bidders bidding as societies, firms, partnerships or associations of persons do not need to provide lists of names. If the required names have not been received by the time the evaluation of bids is completed, Canada will inform the Bidder of a time frame within which to provide the information. Failure to comply will render the bid non-responsive. Providing the required names is a mandatory requirement for contract award.

Canada may, at any time, request that a Bidder provide properly completed and Signed Consent Forms (Consent to a Criminal Record Verification form- PWGSC-TPSGC 229) (<http://www.tpsgc-pwgsc.gc.ca/app-acq/forms/formulaires-forms-eng.html>) for any or all individuals aforementioned within the time specified. Failure to provide such Consent Forms within the time period provided will result in the bid being declared non-responsive.

2. Additional Certifications Precedent to Contract Award

The certifications listed below should be completed and submitted with the bid, but may be submitted afterwards. If any of these required certifications is not completed and submitted as requested, the Contracting Authority will so inform the Bidder and provide the Bidder with a time frame within which to

meet the requirement. Failure to comply with the request of the Contracting Authority and meet the requirement within that time period will render the bid non-responsive.

2.1 Former Public Servant - Competitive Requirements A3025T (2013-07-10)

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.

PART 6 - RESULTING CONTRACT CLAUSES

1. Requirement

The Department of National Defence (DND) has a requirement for the furnishing of all cleaning materials, labour, tools, equipment, supervision, travel and profit required to provide janitorial services for routine cleaning in various training area buildings at CFB Gagetown, Oromocto, New Brunswick. The Service Contract is required for the period from April 1, 2014 to March 31, 2015 with an option to extend for two additional one year periods. The services must be provided in accordance with the Specification attached at Annex "E".

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*

(<https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual>)

Manual issued by Public Works and Government Services Canada.

2.1 General Conditions

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

3. Term of Contract

3.1 Period of the Contract

The work is to be performed from April 1, 2014 to March 31, 2015.

3.2 Option to Extend the Contract

The Contractor grants to Canada the irrevocable option to extend the term of the Contract by up to two (2) additional one (1) year period(s) under the same conditions. The Contractor agrees that, during the extended period of the Contract, it will be paid in accordance with the applicable provisions as set out in the Basis of Payment.

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

4. Authorities

4.1 Contracting Authority

The Contracting Authority for the Contract is:

Name: Janine Donovan
Title: Supply Specialist
Organization: Public Works and Government Services Canada
Acquisitions Branch
Directorate: Real Property Contracting
Address: 189 Prince William Street
Saint John, New Brunswick
E2L 2B9
Telephone: (506) 636-5347
Facsimile: (506) 636-4376
E-mail address: janine.donovan@pwgsc.gc.ca

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

4.2 Project Authority - Will be made available at time of award

The Project Authority for the Contract is:

Name:
Title:
Organization:
Address:
Telephone :
Facsimile:
E-mail address:

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

4.3 Contractor's Representative

Name:
Title:
Organization:
Address:
Telephone:
Fax:
E-mail:

5. Payment

Basis of payment is in accordance with Annex "B" and section 12, Payment Period, of the 2010C (2013-06-27), General Conditions - Services (Medium Complexity).

5.1 Monthly Payment

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

6. Invoicing Instructions

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

7. Certifications

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

8. Applicable Laws

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

9. Priority of Documents

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

- (a) the Articles of Agreement;
- (b) 2010C (2013-06-27);
- (c) Specification (Annex "E") and annexes;
- (d) Any Amendment issued or any allowable bid revision received before the date and time set for solicitation closing;
- (e) the Contractor's bid dated _____

10. SACC Manual Clauses

SACC Manual Clause A0285C (2007-05-25) Worker's Compensation
 SACC Manual Clause A2000C (2006-06-16) Foreign Nationals (Canadian Contractor)
 SACC Manual Clause A2001C (2006-06-16) Foreign Nationals (Foreign Contractor)

11. Insurance Requirements

The Contractor must comply with the insurance requirements specified in Annex "C". 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 seven (7) days after request from the Contracting Authority and prior to award of Service 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.

12. Financial Security **E0005C (2011-05-16)**

1. The Contractor must provide the Contracting Authority with financial security within **fourteen (14)** calendar days after the date of contract award. The financial security must be in the form of a security deposit as defined in clause E0008C in the amount of \$_____ for the entire contract period, including any extension.

2. If, for any reason, Canada does not receive the security deposit in the amount set out above within the specified period, the Contractor will be in default. Canada may, at its discretion, retain the bid financial security and accept another bid, reject all bids or issue a new bid solicitation.

3. If the security deposit is in the form of government guaranteed bonds with coupons, all coupons that are unmatured at the time the security deposit is provided must be 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.

4. If the security deposit is in the form of a bill of exchange, Canada will deposit the bill of exchange in an open account in the Consolidated Revenue Fund. Bills of exchange that are deposited to the credit of the Consolidated Revenue Fund will bear simple interest, calculated on the basis of the rates which are in effect during the period the deposit is held.

These rates are published monthly by the Department of Finance and are set to be equal to the average yield on 90-day Treasury Bills, less 1/8 of 1 percent. Interest will be paid annually or, when the security deposit is returned to the Contractor, if earlier. The Contractor may, however, request Canada to hold and not cash the bill of exchange, in which case no interest will become payable.

5. Canada may convert the security deposit to the use of Canada if any circumstance exists which would entitle Canada to terminate the Contract for default, but any such conversion will not constitute termination of the Contract.

6. When Canada so converts the security deposit:

(a) the proceeds will be used by Canada to complete the Work according to the conditions of the Contract, to the nearest extent that it is feasible to do so and any balance left will be returned to the Contractor on completion of the warranty period; and

(b) if Canada enters into a contract to have the Work completed, the Contractor will:

- (i) be considered to have irrevocably abandoned the Work; and
- (ii) remain liable for the excess cost of completing the Work if the amount of the security deposit is not sufficient for such purpose. "Excess cost" means any amount over and above the amount of the Contract Price remaining unpaid together with the amount of the security deposit.

7. If Canada does not convert the security deposit to the use of Canada before completion of the contract period, Canada will return the security deposit to the Contractor within a reasonable time after such date.

8. If Canada converts the security deposit for reasons other than bankruptcy, the financial security must be reestablished to the level of the amount stated above so that this amount is continued and available until completion of the contract period.

13. Security Deposit Definition E0008C (2012-07-16)

1. "security deposit" means

- (a) a bill of exchange that is payable to the Receiver General for Canada and certified by an approved financial institution or drawn by an approved financial institution on itself; or
- (b) a government guaranteed bond; or
- (c) an irrevocable standby letter of credit, or
- (d) such other security as may be considered appropriate by the Contracting Authority and approved by Treasury Board;

2. "approved financial institution" means

- (a) any corporation or institution that is a member of the Canadian Payments Association;
- (b) a corporation that accepts deposits that are insured by the Canada Deposit Insurance Corporation or the Régie de l'assurance-dépôts du Québec to the maximum permitted by law;
- (c) a credit union as defined in paragraph 137(6) of the Income Tax Act;
- (d) a corporation that accepts deposits from the public, if repayment of the deposits is guaranteed by a Canadian province or territory; or
- (e) the Canada Post Corporation.

-
3. "government guaranteed bond" means a bond of the Government of Canada or a bond unconditionally guaranteed as to principal and interest by the Government of Canada that is:
- (a) payable to bearer;
 - (b) accompanied by a duly executed instrument of transfer of the bond to the Receiver General for Canada in accordance with the Domestic Bonds of Canada Regulations;
 - (c) registered in the name of the Receiver General for Canada.
4. "irrevocable standby letter of credit"
- (a) means any arrangement, however named or described, whereby a financial institution (the "Issuer"), acting at the request and on the instructions of a customer (the "Applicant"), or on its behalf,
 - (i) will make a payment to or to the order of Canada, as the beneficiary;
 - (ii) will accept and pay bills of exchange drawn by Canada;
 - (iii) authorizes another financial institution to effect such payment, or accept and pay such bills of exchange; or
 - (iv) authorizes another financial institution to negotiate, against written demand(s) for payment, provided that the conditions of the letter of credit are complied with.
 - (b) must state the face amount which may be drawn against it;
 - (c) must state its expiry date;
 - (d) must provide for sight payment to the Receiver General for Canada by way of the financial institution's draft against presentation of a written demand for payment signed by the authorized departmental representative identified in the letter of credit by his/her office;
 - (e) must provide that more than one written demand for payment may be presented subject to the sum of those demands not exceeding the face amount of the letter of credit;
 - (f) must provide that it is subject to the International Chamber of Commerce (ICC) Uniform Customs and Practice (UCP) for Documentary Credits, 2007 Revision, ICC Publication No. 600. Pursuant to the ICC UCP, a credit is irrevocable even if there is no indication to that effect; and
 - (g) must be issued (Issuer) or confirmed (Confirmer), in either official language, by a financial institution that is a member of the Canadian Payments Association and is on the letterhead of the Issuer or Confirmer. The format is left to the discretion of the Issuer or Confirmer.

Solicitation No. - N° de l'invitation

W0105-14E038/A

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur

pwb020

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

File No. - N° du dossier

CCC No./N° CCC - FMS No/ N° VME

W0105-14E038

PWB-3-36104

ANNEX "A"

EVALUATION CRITERIA AND BASIS OF SELECTION

ANNEX "A"**EVALUATION CRITERIA AND BASIS OF SELECTION**

Bids received will be assessed in accordance with the entire requirement of the bid solicitation.

1. Mandatory Criteria

1. Submission of firm prices/rates for one (1) year including two (2) option years in accordance with Invitation to Tender.
2. A duly completed and signed Invitation to Tender including all Addenda.
3. Within seven (7) days of request from contracting authority and prior to award of Service Contract, provide proof that Bidder has an account in good standing with the Provincial Workers Compensation Board/Commission.
4. Within seven days of request from Contracting Authority and prior to award of the Service Contract, Contractor must provide proof of \$2 Million General Liability Insurance.
5. Bidder must provide, upon request from the Contracting Authority, a list of equipment. Equipment is subject to inspection and approval by the Department of National Defence (DND) prior to award of Service Contract.
6. Bidders must provide Bid Financial Security when submitting a bid. Failure to do so shall render the bidder's proposal as non-responsive.
7. The Contractor must provide Contract financial security within 14 calendar days after the date of contractor award.
8. The contract will be a Janitorial Contracting Company with a minimum of three (3) years proven Janitorial Contract experience. Proof must be provided within seven (7) days of request from Contracting Authority and prior to award of Service Contract.

2. 2007/05/07 A0069T Basis of Selection - Mandatory Requirements Only

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

Solicitation No. - N° de l'invitation

W0105-14E038/A

Amd. No. - N° de la modif.

File No. - N° du dossier

PWB-3-36104

Buyer ID - Id de l'acheteur

pwb020

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

W0105-14E038

CCC No./N° CCC - FMS No/ N° VME

ANNEX "B"

BASIS OF PAYMENT

ANNEX "B"
BASIS OF PAYMENT

The following requirement must be strictly adhered to: **Failure to do so shall render the bidder's proposal as non-responsive.**

It is mandatory that the bidders submit firm rates for the Period of the Service Contract for all items listed hereafter. Unit Price Tables, will be considered as the bidder's Financial Proposal.

Each item specified in the Unit Price Tables, includes wages, traveling time and costs, allowances, supervision, liabilities as employer, insurance, and the use of all tools, tackle, etc., overhead, profit, and all other liabilities whatsoever.

The prices inserted in the Unit Price Tables, includes all applicable federal, provincial and municipal taxes. However, they do not include any amount for the Goods and Services Tax (GST)/Harmonized Sales Tax (HST). The appropriate GST/HST amounts will be paid by Her Majesty to the Offeror in addition to the amount paid against the amount of the contract.

Solicitation No. - N° de l'invitation W0105-14E038/A	Amd. No. - N° de la modif.	Buyer ID - Id de l'acheteur pwb020
Client Ref. No. - N° de réf. du client W0105-14E038	File No. - N° du dossier PWB-3-36104	CCC No./N° CCC - FMS No/ N° VME

W0105-14E038

The estimated quantity entered in column four for each item is an estimate only for service as and when required and does not infer all the quantities for that item will be utilized or that the quantities may not be exceeded.

NOTE: TENDERS WILL BE EVALUATED ON THE TOTAL BID FOR THE FIRST TERM OF THE CONTRACT PLUS THE OPTION YEARS. HOWEVER, ANY CONTRACT AWARD WILL BE FOR THE TERM OF APRIL 1, 2014 TO MARCH 31, 2015.

Item	Class of Service	Unit of Measure	Estimated Quantity	A			B			C		
				Term			Option Year			Option Year		
				April 1, 2014 to March 31, 2015	Price per Unit	Total	April 1, 2015 to March 31, 2016	Price per Unit	Total	April 1, 2016 to March 31, 2017	Price per Unit	Total
1	Daily routine clean at the frequencies listed in Annex E of the specification with the hours listed in Annex A of the Specification	Hours	10,400									
2	Provision of an on-site supervisor	Hours	2,080									
3	On demand cleaning, conducted at request of Engineer	Hours	2,000									
4	On demand stripping, sealing and waxing, conducted at request of Engineer	Hours	2,000									

Item	Class of Service	Unit of Measure	Estimated Quantity	A			B			C		
				Term			Option Year			Option Year		
				April 1, 2014 to March 31, 2015			April 1, 2015 to March 31, 2016			April 1, 2016 to March 31, 2017		
				Price per Unit	Total		Price per Unit	Total		Price per Unit	Total	
5	On Demand unit price for replacing broken Toilet Paper Dispensers, above and beyond degradation that occurs from normal wear and tear from daily use	Each	25									
6	On Demand unit price for replacing broken Paper Towel Dispensers, above and beyond degradation that occurs from normal wear and tear from daily use	Each	25									
7	On Demand unit price for replacing broken Hand Soap Dispensers, above and beyond degradation that occurs from normal wear and tear from daily use	Each	10									

Solicitation No. - N° de l'invitation
W0105-14E038/A

Amd. No. - N° de la modif.
pwb020

Buyer ID - Id de l'acheteur
pwb020

Client Ref. No. - N° de réf. du client
W0105-14E038

File No. - N° du dossier
PWB-3-36104

CCC No./N° CCC - FMS No/ N° VME

Item	Class of Service	Unit of Measure	Estimated Quantity	A			B			C		
				Term	April 1, 2014 to March 31,	Price per Unit	Option Year	April 1, 2015 to March 31,	Price per Unit	Option Year	April 1, 2016 to March 31,	Price per Unit
8	On Demand unit price for replacing broken Hand Sanitizer Dispensers, above and beyond degradation that occurs from normal wear and tear from daily use.	Each	10	2015			2016			2017		
				Total			Total			Total		

TOTAL FOR FIRST TERM AND OPTION YEARS

\$ A \$ B \$ C

GRAND TOTAL FOR FIRST TERM AND OPTION YEARS

\$ A, B and C

Solicitation No. - N° de l'invitation

W0105-14E038/A

Amd. No. - N° de la modif.

File No. - N° du dossier

PWB-3-36104

Buyer ID - Id de l'acheteur

pwb020

CCC No./N° CCC - FMS No/ N° VME

ANNEX "C"

INSURANCE REQUIREMENTS

ANNEX "C"

INSURANCE REQUIREMENTS

Commercial General Liability Insurance

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 the Department of National Defence.
 - (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.
- (n) Sudden and Accidental Pollution Liability (minimum 120 hours): To protect the Contractor for liabilities arising from damages caused by accidental pollution incidents.

Solicitation No. - N° de l'invitation

W0105-14E038/A

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur

pwb020

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

File No. - N° du dossier

CCC No./N° CCC - FMS No/ N° VME

W0105-14E038

PWB-3-36104

ANNEX "D" Complete List of Each Individual Who is Currently on the Board of Directors

NOTE TO BIDDERS

WRITE DIRECTORS SURNAMES AND GIVEN NAMES IN BLOCK LETTERS

Solicitation No. - N° de l'invitation

W0105-14E038/A

Amd. No. - N° de la modif.

File No. - N° du dossier

PWB-3-36104

Buyer ID - Id de l'acheteur

pwb020

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

W0105-14E038

CCC No./N° CCC - FMS No/ N° VME

ANNEX "E"

SPECIFICATION



**DEPARTMENT OF NATIONAL DEFENCE
5 ENGINEER SERVICES SQUADRON
5 ENGINEER SERVICES UNIT
CFB GAGETOWN**

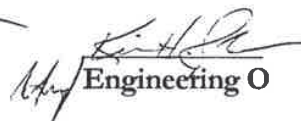
SPECIFICATION

**SERVICE CONTRACT
JANITORIAL #6
CLEAN VARIOUS TRAINING AREA BUILDINGS
CFB GAGETOWN
01 APRIL 2014 TO 31 MARCH 2015
WITH THE OPTION TO RENEW TWO-ONE YEAR PERIODS**


Designed by


Fire Inspector


Project O


Engineering O

PF No:

Job No: L-G2-9900/1628

Date: 2013-06-27

<u>Section</u>	<u>Title</u>	<u>Pages</u>
<u>Division 00 - Procurement and Contracting Requirements</u>		
00 21 13	Instructions to Bidders	9
<u>Division 01 - General Requirements</u>		
01 11 00	Summary of Work	4
01 35 30	Health and Safety	2
01 35 35	DND Fire Safety Requirements	4
01 35 43	Environmental Protection	1
01 45 00	Quality Control	2
<u>Division 10 - Specialties</u>		
10 27 00	Janitorial Maintenance	3
10 28 10	Material and Products	4
<u>List of Annexes</u>		
Annex A	Building List	2
Annex B	Sign in SOP	1
Annex C	Daily Work Report	1
Annex D	Daily Sign in Sheet	1
Annex E	Frequencies	6
Annex F	DELETED	
Annex G	Inspection Sheet	2

- 1.1 Description of Work .1 Work specified in this Service Contract covers the furnishing of all cleaning materials, labour, tools, equipment, supervision, travel and profit, required to provide janitorial services for routine cleaning in various Training Area buildings at CFB Gagetown as directed and specified herein.
- 1.2 Duration of Contract .1 The period of this Service Contract is from 01 April 2014 to 31 March 2015 with the option to renew two-one year periods.
- 1.3 Engineer .1 The Engineer, as defined and stated in this specification will be the Commanding Officer 5 Engineer Services Unit or a designated representative. The address of the Engineer is:
- Contracts Office
5 Engineer Services Unit
Building B18
CFB/ASU Gagetown
PO Box 17000 Stn Forces
Oromocto, NB. E2V 4J5
- Tel: (506) 422-2000 Ext 2677
Fax: (506) 422-1248
- 1.4 Contractor .1 The Contractor will be a Janitorial Contracting Company with a minimum of three years proven Janitorial Contracting experience. **Proof** must be provided upon request from the Engineer prior to the award of the contract.
- 1.5 Site Visit .1 All Contractors will attend a **mandatory site visit prior** to tendering and familiarize themselves with the premises and the work to be performed. Contractors shall become thoroughly acquainted with existing conditions, compile necessary information for the proper accessing and execution of the contract.
-

1.6 Liability Insurance

- .1 The Contractor shall provide proof of Liability Insurance for the amount of Two Million dollars (\$2,000,000.00) to PWGSC prior to award of this Service Contract.

1.7 Definitions

- .1 Full Time Supervisor means a person who does not do any hands-on cleaning.
- .2 Working Supervisor means supervisor who will be assigned cleaning duties combined with supervisory duties. A working supervisor will not be assigned daily routine cleaning, rather weekly or longer frequency tasks which would provide supervisor with flexibility needed to assure subordinates accomplish assigned duties.
- .3 Garbage means any non-recyclable material foreign to the environment.
- .4 Disinfect means wash clean using germicidal solution.
- .5 Complete and satisfactory service means the continual cleaning and maintenance procedures as specified in Section 01015 and/or to the complete satisfaction of the Engineer.
- .6 Clean shall mean that for width and breadth of the referred surface, it shall be free of foreign matter down to the original surface or last protective coating.
- .7 Occurrence Report is a written report submitted to the Engineer by the Contractor to report problems or incidents that arise over which the Contractor has no control.
- .8 Time Sheets mean a written record of employee name, date and hours of commencement and cessation of work, plus employee's signature for each day recorded.
- .9 WHMIS means Workplace Hazardous Materials Information System.
- .10 Specified Hours of Work means actual hours of work excluding mandatory lunch breaks.

1.8 Security
Clearances

- .1 The Contractor shall maintain an up to date roster of all employees involved in the Service Contract including managers, supervisors and labourers. This roster shall be provided to the Engineer within 10 working days at the start of the contract and when any changes occur there after.
- .2 The Contractor shall provide proof of the information contained within the roster to the Engineer upon demand. The Engineer reserves the right to have removed from the site those personnel who do not meet security requirements, as laid down by the Military Police Section.

1.9 Contractor
Passes

- .1 All Contractor employees will carry an authorized Contractor Pass while employed on DND property. Such passes will be produced on demand to Military Police, Commissionaires, Security Guards and persons in authority.
- .2 The Contractor will complete an application form for each employee. The Contractor will accompany the employee to the Military Police Identification Section located at Building F-19 for issuance of pass.
- .3 A photocopy of employee passes is to be provided to the Engineer.
- .4 The Contractor will ensure Contractor passes are recovered from employees who cease to be employed on DND property. Such passes shall be returned to the Military Police Identification Section located in Building F-19 by the Contractor.

1.10 Site Access

- .1 While within the confines of property belonging to the Department of National Defence the contractor and their employees, shall be subject to the standing orders as laid down by the Authority of that facility.

1.11 Materials

- .1 **All materials required to maintain the buildings listed in Annex A will be supplied by the contractor. See Section 10 27 00 for**

1.11 Materials
(Cont'd)

- .1 (Cont'd)
the types of material/products required.

1.12 Site
Supervision

- .1 One full time on-site supervisor is to be provided for the duration of this Service Contract.
- .2 The Contractor's on-site supervisor must have the competence, experience, and qualifications required to discharge the assigned responsibilities. The on-site supervisor is responsible for all work performed on all shifts. The on-site supervisor must be fully appraised of all technical requirements of this specification and be in possession of all documents. The on-site supervisor must be in possession of a cell phone for ease of contact for the Engineer.
- .3 The on-site supervisor is responsible for all building Janitorial service activities, specifically the following:
- .1 Planning and organizing Janitorial services. On-site supervisors are to assign Janitorial personnel to specific duty schedules, based upon the times indicated in Annex A. This duty schedule will be submitted to the Engineer ten days prior to the start of the contract, and maintained/updated throughout the duration of the contract;
 - .2 Ensuring that the daily Janitorial tasks are done;
 - .3 Ensuring the quality of work;
 - .4 Providing the Janitorial services, supplies, equipment and combustible in an efficient manner;
 - .5 The on-site supervisor or approved delegated representative must be present on site during normal working hrs 0730-1600. For all absences the Contractor or on-site supervisor must appoint another person to act in their capacity and must inform the Engineer in writing;
 - .6 The on-site supervisor must not be part of the cleaning team or be a replacement for absent personnel;
 - .7 The on-site supervisor must visit each building under his/her control daily to ensure quality of work; and
 - .8 The on-site supervisor is to conduct a thorough inspection of all

1.12 Site
Supervision
(Cont'd)

.3 (Cont'd)

.8 (Cont'd)

buildings no less than once every two weeks. The on-site supervisor will fill out an inspection sheet for every building inspected. The Inspection sheet is located in Annex G. The on-site supervisor shall complete an average of three to five building inspections per day. Completed inspection sheets must be submitted to the Engineer by no later than the end of the month in which the inspections were completed.

.4 The supervisor will be responsible for maintaining the cleaning product inventory in each individual cleaning storage room in each individual building. It is the supervisors responsibility to ensure there is enough product in each building.

1.13 Janitorial
Personnel

.1 All employees of the Contractor working at CFB Gagetown will have a valid WHMIS course and all certificates will be provided to the Engineer prior to the start of the contract.

.2 Janitorial personnel must be competent in their assigned tasks. They must know the areas to be cleaned, the cleaning tasks, the frequency of tasks, the day and time that tasks are to be completed, the proper cleaning chemicals to be used, and the proper techniques to be used. Must wear company assigned personnel protective equipment as per section 01 35 30 and follow the Contractor's assigned safe working procedures.

.3 Janitorial personnel must sign in and out using the assigned attendance system every time the enter a building of their responsibility. Janitorial personnel are to follow the assigned duty schedule provided by the on-site supervisor. Assigned work is to be completed within the assigned times as per Annex A. Times indicated in Annex A are "time on tasks" only, scheduling of work breaks is to be taken into account by the on-site supervisor when completing their duty schedule. For all Janitorial personnel absences the Contractor or on-site supervisor must appoint another person to complete the

- 1.13 Janitorial Personnel (Cont'd) .3 (Cont'd)
assigned work within the assigned times indicated in Annex A.
- .4 Janitorial personnel must ensure their assigned equipment and cleaning closets are maintained as stated in Annex E, Frequencies.
- 1.14 Uniforms .1 While on site, all of the Contractors's personnel must wear a Contractor's badge provided by the Engineer, and uniform that will be provided by the Contractor at no expense to the Engineer. The uniform must be a properly sized shirt or blouse that fully covers the midriff. The uniform must be consistent for all personnel with the exception of management personnel that must wear a contrasting color for identification purposes. The uniform must have the company logo. The uniform may have the yellow ribbon and support your troops logo tastefully located if the contractor desires. The uniform must be in good repair. The Engineer will approve the suitability of the uniform colours and tailoring. The uniforms must be worn properly and consistently. Janitorial personnel shall maintain professional appearance at all times. Pants must be in good repair and worn properly. Full length pants and close toed shoes are mandatory. No sandals, pyjama or sweat pant-type pants are acceptable. The wearing of head wear will be strictly prohibited. Jewelry and other accessories should be worn so as not to hinder the health and safety of the worker. Accessories are to be in good taste.
- 1.15 Standard of Work .1 The Contractor will carry out services at the minimum frequencies as detailed within this specification. They will, on award of contract, place the building in first class condition without delay and maintain it in that condition during the period of the contract employing the best standard practice of the trade.
-

1.16 Services
Provided

- .1 Storage space for cleaning material and equipment at CFB Gagetown will be provided by DND.
 - .1 Store and maintain materials with labels intact and in original containers.
 - .2 Maintain storage facility in a neat and tidy condition at all times.
 - .3 Storage areas are to be locked when not in use.
 - .4 Containers are to bear WHMIS labels.
- .2 Electricity and hot water required by the contractor for the execution of janitorial services will be provided by the department without charge.
- .3 Supply of temporary services by DND is subject to DND requirements and may be discontinued by the Engineer at any time without notice, without acceptance of any liability for damage or delay caused by such withdrawal of temporary services.

1.17 Duty
Schedule

- .1 The Contractor shall submit, for routine cleaning within 10 working days of commencing work, a proposed shift schedule to the Engineer. The schedule will indicate at which time and building personnel will be cleaning.
- .2 Once approved, no changes will be made to the schedule without Prior approval from the Engineer.

1.18 Basis of
Payment

- .1 The work under this Service Contract will be paid on a hourly rate basis. The Contractor will submit an hourly rate as per Annex A. This rate will include the cost of labour, equipment, material, products, profit, and transportation (travel to and from the contractors base of operation will be included in the rates provided).
- .2 For daily routine cleaning, at the frequencies listed in Annex E, with the hours listed in Annex A:
The Estimated Annual Hours for regular cleaners are - 10400 hours.

1.18 Basis of
Payment
(Cont'd)

- .3 For the provision of an on-site Supervisor,
The Estimated Annual Hours for on-site Supervisor are - 2080 hours.
- .4 For On demand cleaning, conducted only at the request of the Engineer
The Estimated Annual Hours for on demand cleaning are - 2000 hours.
- .5 For On demand stripping, sealing and waxing, conducted only at the request of the Engineer
The Estimated Annual Hours for on demand stripping and waxing are - 2000 hours.
- .6 On Demand Dispenser Replacement
.1 On Demand unit price for replacing broken Toilet Paper Dispensers, above and beyond degradation that occurs from normal wear and tear from daily use. Dispensers are to meet the specifications outlined in section 10 28 10. All tools, equipment and material will be supplied by the Contractor. Broken Dispensers will be removed and replaced by the contractor. **Estimated quantity: 25.**
.2 On Demand unit price for replacing broken Paper Towel Dispensers, above and beyond degradation that occurs from normal wear and tear from daily use. Dispensers are to meet the specifications outlined in section 10 28 10. All tools, equipment and material will be supplied by the Contractor. Broken Dispensers will be removed and replaced by the contractor. **Estimated quantity: 25.**
.3 On Demand unit price for replacing broken Hand Soap Dispensers, above and beyond degradation that occurs from normal wear and tear from daily use. Dispensers are to meet the specifications outlined in section 10 28 10. All tools, equipment and material will be supplied by the Contractor. Broken Dispensers will be removed and replaced by the contractor. **Estimated quantity: 10.**
.4 On Demand unit price for replacing broken Hand Sanitizer Dispensers, above and beyond degradation that occurs from normal wear and tear from daily use. Dispensers are to meet the specifications outlined in section 10 28 10. All tools, equipment and materials will be supplied by the Contractor. Broken Dispensers will be removed and replaced by the Contractor. **Estimated quantity: 10.**
- .7 The amount of estimated hours indicated in this specification may increase or decrease as

- 1.18 Basis of Payment (Cont'd) .7 (Cont'd)
deemed necessary by the Engineer. These quantities are not guaranteed and the Contractor will have no claim for the loss of anticipated profits as a result of these estimated quantities.
- 1.19 Contractor's use of site .1 Do not unreasonably encumber site with materials or equipment.
.2 Move stored products or equipment which interfere with operations of Engineer or other Contractors.
.3 Contractor is to assure their staff enter only areas assigned to them for servicing.
.4 The Contractor may request through the Engineer for the use of an on-site office space to facilitate the administrative work of the on-site supervisor. The Engineer reserves the right to withdraw the use of of this space at any time. The office space must be located within a building that is maintained by the Contractor.
- 1.20 Building Security .1 The Contractor is to instruct staff to lock windows and doors to offices and buildings when the employee is the last person to leave.
- 1.21 Energy Conservation .1 All non essential lights shall be turned off when work is complete.
- 1.22 Protection of Property .1 The Contractor undertakes and agrees to comply with all Base Standing Orders or other regulations in force on site where work is to be performed relating to the safety of persons on the site or the protection of property against loss or damage from any and all causes including fire.

1.1 Description of Work

- .1 The Contractor shall provide all labour, material and equipment necessary for a complete and satisfactory Janitorial cleaning service to buildings at CFB Gagetown and to complete the services and frequencies indicated, to include Routine Cleaning, and On-Demand Cleaning when requested by the Engineer, unless otherwise specifically stated.
- .2 It is the Contractor's responsibility through adequate use of an on-site supervisor to ensure all cleaning is complete based in the frequencies listed in Annex E of this specification, prior to departure from the work site for each work shift.
- .3 Routine cleaning consists of entrance ways, hallways, offices, stairways, restrooms, shower rooms, locker rooms, pools and deck areas, and other common areas, exterior and interior areas of work as listed Annex E, Frequencies.
- .4 On Demand Cleaning as defined in Section 00 21 13 is performed on an irregular basis when requested by the Engineer, in accordance with the annual estimated quantities also listed in Section 00 21 13 , and can consist of the following:
 - .1 Construction clean-ups;
 - .2 Emergency clean-ups (ie water damage); or
 - .3 Anything not covered under the list of frequencies, Annex E.

1.2 Work Not Included

- .1 The following rooms, types of rooms and service areas are excluded from this Contract, unless otherwise specifically stated:
 - .1 Electrical transformer and switch rooms;
 - .2 Heating/ventilation utility rooms;
 - .3 Storage rooms;
 - .4 Interior of trophy and display cases;
 - .5 Bars and storage areas of dry canteen;
 - .6 Restricted areas and rooms;
 - .7 office equipment and personal property of occupants;
 - .8 Removal of books from bookcases;
 - .9 Replacement of fluorescent tubes and incandescent bulbs;
 - .10 Indoor rifle range areas; and
 - .11 Workshops, garages and hangers.

1.3 Materials

- .1 All materials required to maintain the buildings listed in Annex A will be supplied by the contractor. See Section 10 27 00 for the types of material and products that are required.

1.4 Service and Frequency

- .1 The Contractor shall determine the number of Janitorial Personnel required to maintain the buildings listed in Annex A, at the hours specified in Annex A, and that are required to meet the minimum frequencies listed in Annex E. The Contractor shall inform the Engineer of the number of his/her personnel on award of the contract.
- .2 See detailed list of frequencies in Annex E. These frequencies are the minimum amount of work/tasks that are required to be completed in a 12 hour period.

1.5 Performance of Work

- .1 The contractor's personnel must not under any circumstances disturb or be disturbed by the occupants of the building or DND personnel. If problems of this kind arise, the Engineer must be notified. The intent of this requirement is for the supervisors to be responsible for and in the fore front in coordinating access for their assigned duties.
- .2 During the winter season, from 01 November to 31 March, the contractor must clean all entrances and entrance ways, in all areas listed as any routine frequency in the contract. The contractor must keep the floors clean and free of Salt, dirt and debris. The contractor will need to adjust its routes to cover the winter work load. No additional compensation will be paid under this contract for this extra cleaning work load in the winter season.

1.6 Time Sheets for Routine Cleaning

- .1 Each of the contractors personnel must, on entering and leaving the work site, sign the daily attendance log. Any of the Contractor's personnel who leave the worksites before the end of their specified work period (for whatever reason) must sign the log again. The acceptable log is attached at Annex D. Should the Engineer discover that the contractor's

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| 1.6 Time Sheets
for Routine
Cleaning
(Cont'd) | .1 | (Cont'd)
personnel have left the base area without signing out or they have signed out at time later than their actual departure time, that person will be considered as absent for the entire day. |
| | .2 | CFB Gagetown is an operational/Training base and the contractor must have the capability to manage significant increases/decreases in the service to many operational requirements. |
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| 1.7 Time Sheets
For On demand
Cleaning | .1 | If there is On Demand Cleaning being done between the regular work hrs of 0730 and 1600 hrs Monday to Friday, employees are to be directed to sign in/out at Building B-18 Contracts office. |
| | .2 | If On Demand Cleaning is being done outside of regular working hrs, employees are to be directed to sign in/out at the Base Fire Hall Building G-3 |
| | .3 | Time Sheets for On Demand Cleaning will be submitted with invoice. No payment will be made without time sheets. |
| | .4 | Sign in will comply with the contracts sign in SOP attached as Annex B. |
| | .5 | On demand work report will be given to the Engineer on completion of work. Report will be signed by the supervisor in charge. Report attached as Annex C. |
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| 1.8 Statutory
Holidays | .1 | Statutory holidays are not included in days of work for buildings unless otherwise stipulated. The Engineer <u>will not</u> pay for Statutory Holidays where <u>services</u> have not been provided. Statutory holidays are defined as:
.1 New Year's Day.
.2 Good Friday.
.3 Easter Monday.
.4 Victoria Day.
.5 Canada Day.
.6 New Brunswick Day.
.7 Labour Day.
.8 Thanksgiving.
.9 Remembrance Day.
.10 Christmas Day. |
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1.8 Statutory .1 (Cont'd)
Holidays .11 Boxing Day.
(Cont'd)

1.9 End of .1 At the end of the contract, the contractor
Contract must leave the premises in an impeccable
condition. Payment of the final claim is
subject to the Engineer's inspection of
premises. The Engineer must provide a final
inspection report to the contractor at the end
of the Contract period. Should the contractor
be unable or not willing to rectify any
deficiencies stated in the final inspection
report within 15 days of issuance of report,
the Engineer will arrange for another
Contractor to correct those deficiencies and
deduct those costs from final payment to the
contractor.

- 1.1 Safety Measures .1 Observe and enforce safety regulations required by the Canada Labour Code Part 2; Provincial Government; WorkSafeNB, Municipal Statutes and Authorities.
- .2 In event of conflict between any provisions of above authorities, the most stringent provision will apply.
- .3 DND and the CAF are committed to providing a harrassment free workplace. Any and all harrassment must be reported.
- .4 The Contractor will ensure that employees have sufficient Personal Protective Equipment to guard them from all hazards to which they may be exposed.
- .5 The Contractor is responsible for providing a first aid kit in each building they are responsible for, to be used by their personnel. The Contractor must not rely on the use of DND first aid kits.
- .6 In the event of a serious accident, the Contractor is responsible for taking steps to obtain immediate treatment for injured person(s). The base uses 911 emergency phone system. The Contractor must post, in cleaning closets/storage rooms, the civic address of the building and ensure that its personnel are aware of it. The Contractor is to immediately report all accidents/incidents to the Engineer.
- .7 The Contractor must immediately inform the Engineer of all incidents involving external visits from investigative agencies, which may or may not result in directive change.
- 1.2 WHMIS .1 Comply with regulations regarding Workplace Hazardous Materials Information System (WHMIS) regarding use, handling, storage and disposal of hazardous materials; and regarding labelling and provision of material safety data sheets acceptable to Human Resources and Skills Development Canada and Health Canada.

- 1.3 WHMIS Training .1 The Contractor must provide proof that all staff working on site have received WHMIS training prior to the employees commencing work.
- 1.4 Precautions for the use of Chemicals .1 The intermixing of various maintenance chemicals is strongly prohibited. This practice can produce unsafe conditions for personnel, and create negatives effects on equipment and facilities.
- .2 Exposure of maintenance chemical products to freezing temperatures or lower will significantly reduce the effectiveness of the products.
- .3 Never pour a maintenance product back into the original container. This is especially important for floor sealers, floor waxes, and floor finishes.
- 1.5 Precautions for the use of equipment .1 Keep equipment out of traffic lanes. Do not place mops, pails, brooms, maintenance supplies, or other equipment where anyone may fall over them. Keep all equipment clear of fire exits or doorways.
- .2 Warn all personnel walking on floors that are wet, that such floors are slippery. Safety/caution signs or barricades to warn people will be used. These will be placed at intersections, and/or the start of the hallway or work area. They will be in the centre of the hall/room/work area so as to be obvious that the signs are currently in use and are serving as a warning.

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- 1.1 Fire Safety Plan.1 The Contractor and their personnel will be familiar with this section as well as The National Fire Code of Canada, latest edition and applicable building fire orders which are posted in all DND buildings.
- 1.2 Reporting Fires .1 Know the location of nearest fire alarm box and telephone, including the emergency phone number.
- .2 Report immediately all fire incidents to the Fire Department as follows:
- .1 Activate the nearest internal fire alarm pull station; or
- .2 Telephone: **Dial 911**; and
- .3 Depart building to a safe area for that building.
- .3 When reporting a fire by telephone, give the location of the fire, name or number of building and be prepared to verify the location.
- 1.3 Interior and Exterior Fire Protection and Alarm Systems .1 Fire protection and alarm systems shall not be:
- .1 Obstructed,
- .2 Shut-off; or
- .3 Left inactive at the end of a working day or shift without notification and authorization from the Fire Chief or his representative.
- .2 Fire hydrants, standpipes and hose systems shall not be used for other than fire fighting purposes unless authorized by the Fire Chief.
- 1.4 Fire Extinguishers .1 DND shall supply fire extinguishers as scaled by the Fire Chief to protect the site in an emergency.
- 1.5 Blockage of Roadways .1 The Fire Chief shall be advised of any work that would impede fire apparatus response. This includes violation of minimum overhead clearance, as prescribed by the Fire Chief, erecting of barricades and the digging of trenches.
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- 1.6 Use of Tobacco Policy .1 Tobacco products are NOT permitted in DND buildings.
- 1.7 Rubbish and Waste Materials .1 Rubbish and waste materials are to be kept to a minimum.
- .2 The burning of rubbish is prohibited unless approved by the Fire Chief.
- .3 Removal:
.1 All rubbish shall be removed from the work site at the end of the work day or shift or as directed.
- .4 Storage:
.1 Extreme care is required where it is necessary to store oily waste in work areas to ensure maximum possible cleanliness and safety.
.2 Greasy or oily rags or materials subject to spontaneous combustion shall be deposited and kept in an approved receptacle and removed as required in 8.3.1.
- 1.8 Flammable Liquids .1 The handling, storage and use of flammable liquids are to be governed by the current National Fire Code of Canada.
- .2 Flammable liquids such as gasoline, kerosene, naphtha may be kept for ready use in quantities not exceeding 45 litres provided they are stored in approved safety cans bearing the Underwriter's Laboratory of Canada or Factory Mutual seal of approval. Storage of quantities of flammable liquids exceeding 45 litres for work purposes, requires the permission of the Fire Chief.
- .3 Transfer of flammable liquids is prohibited within buildings.
- .4 Transfer of flammable liquids shall not be carried out in the vicinity of open flame or any type of heat-producing devices.
- .5 Flammable liquids having a flash point below 38°C such as naphtha or gasoline shall not be used as solvents or cleaning agents.
- .6 Flammable waste liquids, for disposal, shall be stored in approved containers located in a
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1.8 Flammable
Liquids
(Cont'd)

- .6 (Cont'd)
safe ventilated area. Quantities are to be kept to a minimum and the Fire Department is to be notified when disposal is required.

1.9 Hazardous
Substances

- .1 If the work entails the use of any toxic or hazardous materials, chemicals and/or explosives, or otherwise creates a hazard to life, safety or health, work shall be in accordance with the National Fire Code of Canada.
- .2 The Fire Chief is to be advised, and a "Hot Work" permit issued in all cases involving welding, burning or the use of blow torches and salamanders, in buildings or facilities. special precautions are necessary to safeguard life and property from damage by fire or explosives.
- .3 Wherever work is being carried out in dangerous or hazardous areas involving the use of heat, fire watchers, equipped with sufficient fire extinguishers shall be provided. The determination of dangerous or hazardous areas along with the level of precaution necessary for fire Watch shall be at the discretion of the Fire Chief. Contractors are responsible for providing fire watch service for their work on a scale established and in conjunction with the Fire Chief at the pre-work conference.
- .4 Where flammable liquids, such as lacquers or urethanes are to be used, proper ventilation shall be assured and all sources of ignition are to be eliminated. The Fire Chief is to be informed prior to and at the cessation of such work.

1.10 Questions and/
or Clarification

- .1 Any questions or clarification on Fire Safety in addition to the above requirements shall be directed to and cleared through the Fire Chief.

1.11 Fire
Inspections

- .1 The Fire Chief shall be allowed unrestricted access to the site.
- .2 The Contractor shall co-operate with the Fire chief during routine inspections of the work site.
- .3 The Contractor shall immediately remedy all unsafe fire situations identified by the Fire Chief.

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- 1.1 General .1 The Contractor will take all reasonable steps to ensure that they and their employees have complied with all pertinent legislation and have protected the environment.
- 1.2 Disposal of Wastes .1 Do not bury rubbish or waste on site. All wastes must be disposed of in designated containers.
- .2 All potential hazardous wastes must be disposed of in a proper manner.
- 1.3 Spill Protection .1 The Contractor must have adequate clean up materials for any potential hazardous materials used in the completion of the work (ie. fuels, oils, lubricants, etc).
- .2 In the event of a spill the Contractor will immediately take corrective action to clean up the material.
- .3 In the event of a spill of over one litre of a hazardous material, the Contractor will immediately inform proper local authorities and then immediately call the CFB Gagetown firehall, Tel (506)422-2106 and take necessary remedial action.
- 1.4 Cleaning Materials .1 CFB Gagetown's Janitorial Services are to be provided using the approved Green Cleaning Services along with recycling measures.
- .2 The Contractor must conform with the recycling practices at CFB Gagetown.
- .3 The Contractor may place cardboard packing in the approved recycling dumpsters provided by DND.
- .4 All plastic containers that are supplied by the Contractor are to be removed from CFB Gagetown once they are emptied. Under no circumstances are plastic containers to be placed in garbage containers owned by DND. It will be acceptable for the Contractor to store the empty plastic containers in the cleaning closets and remove them from site once a week.
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- 1.1 Quality Control .1 The contractor must provide a quality control process in compliance with the standards of this requirement. The objective of the quality control procedures is to ensure that all tasks, deliverables and submittals in this requirement are monitored to meet the set objectives.
- .2 The quality control process must include monitoring Janitorial personnel performance, management performance, cleaning tasks (routine/On demand), site operations, security, safety. The intent of the quality control requirement is to ensure there is no oversight not only of the cleaning tasks but all requirements of this contract.
- .3 The Contractor is responsible for the supervision of its personnel and is responsible to ensure that the supervisor has in place and is complying with all supervision quality assurance, training, safety, reporting and any other deliverables listed in this specification and the contract.
- .4 The Contractor must establish an inspection procedure that complies with this requirement. All areas will be inspected no less than bi-weekly.
- .5 The Contractor must carry out jointly with the Engineer inspections that are requested by the Engineer.
- 1.2 Inspection of routine Janitorial Services By The Engineer .1 The Engineer must be responsible for the detail and frequency of their inspections of the contractors Routine Janitorial Services. In addition, inspections will include as a minimum: compliance inspections, fire inspections, preventive medicine inspections and environmental inspections. The Engineer or designate, must be the sole judge of the quality of services provided and must have the right to note any deficiencies it considers appropriate. These deficiencies must be corrected by the contractor within 48 hrs, not with standing any Janitorial maintenance activities outlined in this specification.

- 1.3 Due Diligence Inspections .1 The Engineer may also complete due diligence safety inspections of the contractor's work practices. If the Engineer notices small infractions they will bring it to the attention of the supervisor. For larger issues they will inform WorkSafeNB. This will include the Engineer ensuring the contractor has a documented and approved workplace safety program.
- 1.4 Communication .1 The contractor's personnel must communicate with their chain of command. Only On-site management personnel will communicate with the Engineer. The contractor's personnel must not take instruction from or communicate with unauthorized DND/CF members. Daily contact between the supervisors or cleaners and the building occupants of the spaces being cleaned must be restricted to pleasantries and co-ordination of access to the space for the cleaning purposes. For any and all issues beyond this, the contractor's personnel must be instructed to politely direct the DND/CF member to contact the Engineer.

1.1 Contract
Specific Requirement

- .1 The buildings listed in Annex A range from training facilities to accommodations buildings. These buildings are all located throughout the CFB Gagetown Training Area. The Training Area supports the operational and training requirements for various units at CFB Gagetown and the Canadian Armed Forces as a whole. These buildings often receive surges in usage at particular times of the year. Cleaning frequency and duty schedules need to reflect these peaks in usage. See Annex E for the frequencies for daily cleaning of these spaces.
- .2 Some of these buildings have a very high potential for transmitting communicable diseases due to high usage (including the various abolition facilities, the PV Hospital and the PV Kitchen). Special care must be taken to ensure contact points, showers, washrooms, and change rooms/locker rooms receive the highest level of cleaning at the hours indicated in Annex A.
- .3 Due to the fact that the buildings listed in Annex A are all located throughout the CFB Gagetown Training Area, the Contractor is to provide a All Wheel Drive vehicle of sufficient size, to transport Janitorial personnel to the various buildings listed in Annex A. This vehicle is to be equipped with winter tires from the months of 01 November to 30 April. Travel time to and from buildings is not included in the times indicated in Annex A. As stated in section 00 21 13 "Instructions to Bidders", sub-section 1.13 "Janitorial Personnel" paragraph .3. The Contractor will only be paid for time on task.
- .4 Building PC 105 - PV Field Hospital: This is a medical facility. As such this building does not operate like the others listed. This building is listed separately in Annex E.

1.2 Equipment

- .1 All equipment will be inspected by the Engineer prior to the award of the contract and on a continuing basis during the period of the contract.
- .2 All equipment will be of industrial quality and in like-new condition at the beginning of the contract. Equipment will be maintained in

1.2 Equipment
(Cont'd)

- .2 (Cont'd)
like-new condition for the duration of the contract.
- .3 All equipment that is unclean, unsanitary, unserviceable, or otherwise found unacceptable by the Engineer, will be removed from CFB Gagetown and immediately be replaced.
- .4 The Contractor will supply adequate quantities of brooms, mops, dusters, and other cleaning devices for each building listed in Annex A, or as deemed necessary by the Engineer, and shall be maintained to adequately support cleaning services.
- .5 The Contractor will have on-site:
 - .1 Cart mount buckets C/W squeegee in sufficient numbers to cover off for each building listed.
 - .2 Cleaning carts for janitorial personnel will be supplied in each building listed, in sufficient numbers to coincide with the numbers of cleaners.
 - .3 Wet/dry canister vacuum with an adaptable power head hook up. Maximum noise level (db) 60-70 in sufficient numbers to cover off for each building listed.
 - .4 Floor maintainer/auto scrubber, minimum working width 50 cm. Auto scrubbers shall be new or in like-new condition. Shall be self propelled c/w the appropriate brushes, pads and other features, as recommended by the manufacturer of the floor surface being cleaned. The Contractor must provide sufficient numbers of floor machines to be able to cover the buildings listed.
 - .5 Floor machines, dual speed, 50 cm, 175 RPM low 300 RPM high. Floor machines shall be new or in like-new condition. Shall be self propelled c/w the appropriate brushes, pads and other features, as recommended by the manufacturer of the floor surface being cleaned. The Contractor must provide sufficient numbers of floor machines to be able to cover the buildings listed.

1.3 Maintenance
Techniques

- .1 In general, observe the following rules to avoid damage to building components and furnishings:
 - .1 Never use a cleaning solution stronger than necessary to remove the soils

1.3 Maintenance
Techniques
(Cont'd)

- .1 (Cont'd)
- .2 Use the least amount of cleaning solution necessary to accomplish the task
- .3 Leave cleaning solution on the surface only long enough to loosen the soils. *NOTE: exception for using germicidal detergent solution which must be left in contact with the surface for sufficient time to control the microbes presents.
- .4 Change cleaning solution frequently. Dirty solutions will not clean surfaces. This applies to cleaning solutions and rinse water
- .5 Wash, rinse and dry one small area at a time. This reduces the time that the water stands on the surface
- .6 Do not splash on, or allow cleaning solution to seep under furniture, baseboards, or equipment
- .7 Do not spill cleaning solution on surfaces not to be cleaned. Wipe off any spillage immediately with a clean cloth
- .8 Avoid use of steel wool, scouring powder, or abrasives to remove the soils unless absolutely necessary. When used, take care to prevent damage to the surface cleaned.

1.1 General

- .1 All material/products and product dispensers, required to maintain the buildings listed within this specification will be supplied by the Contractor. Costs are to be included in the price of routine cleaning, as indicated in Section 00 21 13.
- .2 All Janitorial materials/products and product dispensers will be approved by the Engineer prior to the award of the contract.
- .3 All material/products will be environmentally responsible products and must conform to Environmental Choice Standards (EcoLogo) or Green Seal Standards.
- .4 All chemical products must be Ready to Use (RTU).
- .5 The Contractor will be responsible to replenish all material/products consumed in buildings, such as paper towel, toilet paper, hand soap, hand sanitizer, sani-bags, urinal pucks, and garbage/recycling bags on a daily or on an as required basis.
- .6 The Contractor must provide a full list of the cleaning products intended for use along with the MSDS (WHMIS) sheets and technical data sheets. MSDS sheets will be supplied in both official languages and will be placed in all cleaning closets used by the Contractor. MSDS sheets will always be up to date.
- .7 The Contractor will be responsible to provide all product dispensers. On award of this Service Contract, the Contractor will remove all existing dispensers that belong to DND, and replace them with the Contractor's own product dispensers. All of the dispensers that are removed by the Contractor will be returned to the Engineer. Annex A includes a list of dispenser types and their locations. The only exceptions will be for the standard size bathroom toilet paper dispensers. These dispensers will remain.
- .8 The Contractor is responsible for covering all costs associated with the removal and installation of dispensers. This includes the costs of all labour, material, tools and equipment, as well as the costs of the dispensers themselves.

1.1 General
(Cont'd)

- .9 The Contractor is responsible for maintaining all product dispensers in good working order. Replacement of dispensers due to normal wear and tear from regular use will be covered by the Contractor. DND will only cover the cost of replacing broken dispensers from abnormal or excessive wear and tear. Broken dispensers will be replaced on an on demand basis, at the approval of the Engineer.

1.2 Acceptability of.
Material/Products

- .1 All Janitorial materials/products and product dispensers will be approved by the Engineer prior to the award of the contract. Any substitutions of materials/products or product dispensers made by the Contractor, will require the approval of the Engineer.
- .2 Requests for acceptance of materials/products that differ from those specified herein, must be submitted in writing to the Engineer. The request must be supported with sufficient product information to enable the Engineer to make an assessment.
- .3 The Contractor will not make any change in the design and/or installation of equipment and/or to materials, once they have been approved by the Engineer, without prior written approval of the Engineer.
- .4 If, in an emergency, the contractor installs materials other than those specified, they will be replaced with specified material before claiming payment, but no claim for other than specified material will be made.
- .5 All manufactured articles, materials, and equipment will be applied, installed, connected and used as specified by the manufacturer.
- .6 Prohibited products:
.1 Products likely to damage furniture or other property
.2 Abrasive powders
.3 Paradichlorobenzene deodorant blocks
.4 Unless authorized in writing by the Engineer, no products containing acid will be used.

1.3 Material Storage

- .1 The weekly minimum amount of material required to properly replenish consumable products and to maintain each individual building shall be stored on site in the storage rooms in each individual building.
- .2 Storage rooms shall be maintained in accordance with this specification.

1.4 Dispensers

- .1 Toilet Paper: Coreless jumbo roll tissue dispenser, single or double roll capacity.
- .2 Paper Towel: Hand-lever or touchless towel dispenser.
- .3 Hand Soap: Wall mounted, plastic moulded, in a neutral colour, pump/manually activated or automatic dispenser.
- .4 Hand Sanitizer: Wall mounted, plastic moulded, in a neutral colour, pump/manually activated or automatic dispenser.

1.5 Materials/ Products

- .1 Coreless jumbo roll bathroom tissue: White, 2 ply, minimum 40% post consumer waste. Minimum 1000 ft per roll.
- .2 Standard size bathroom tissue: White, 2ply, minimum 40% post consumer waste.
- .3 Paper towel: Neutral, high capacity hard roll paper towel, 1 ply, minimum 40% post consumer waste. Minimum 600 ft per roll.
- .4 Hand Soap: Liquid or foaming, fragrance free and dye free hand soap. Must meet Environmental Choice Program, Certification Criteria Document CCD-146 or Green Seal Standards GS-37. Must be ready to use with no dilution required.
- .5 Hand Sanitizer: Antibacterial, fragrance free and dye free hand sanitizer. Must be ready to use with no dilution required.
- .6 Garbage/Recycle Bags: All garbage bag sizes listed may vary by up to 1.27cm (1/2") in width and/or length. The width is listed as the first measurement with the length the second and indicated as width (W) and length (L).

1.5 Materials/
Products
(Cont'd)

.6 Garbage/Recycle Bags:(Cont'd)

- .1 Small black garbage bags: Must be 1mm in thickness, 55.9cm (W) X 60.9cm (L) (22"X24").
- .2 Medium black garbage bags: Must be 1.5mm thickness, or extra strong, and 66cm (W) X 91.4cm (L) (26"X36").
- .3 Large black garbage bags: Must be 1.5mm thickness, or extra strong, and 88.9cm (W) X 127cm (L) (35"X50").
- .4 Small clear recycling bags: Must be 1.5mm in thickness, or extra strong, and 55.9cm (W) X 60.9cm (L) (22"X24").
- .5 Medium clear recycling bags: Must be 1.5mm thickness, or extra strong, and 66cm (W) X 91.4cm (L) (26"X36").
- .6 Large clear recycling bags: Must be 1.5mm thickness, or extra strong, and 88.9cm (W) X 127cm (L) (35"X50").

- .7 Urinal pucks and screen combination: Must be Environmental Choice Program Certification Criteria Document CCD-165 or Green Seal Standards GS-37.
- .8 Wax Sanitary Bags: Must be able to fit existing holders.

Building #	Building Description	m2	Hours
LW 3	CFSME	200	1
LW 4	CFSME	731	3
MA 22	Ammo	200	1
MA 23	Ammo	200	1
MA 36	Ammo	300	2
PC 25	PV Shower Facility		6
PC 33	PV Kitchen		1
PC 42	PV Gatehouse		1
PC 43	PV Accommodation		2
PC 44	PV Accommodation		2
PC 100	PV Accommodation		1
PC 101	PV Accommodation		1
PC 102	PV Accommodation		1
PC 104	PV Accommodation		1
PC 105	PV Hospital		3
PC 316	PV Washrooms/Showers		2
PC 317	PV Washrooms/Showers		2
SW6	CFSME	200	1
SW8	CFSME	400	2
SW10	CFSME	100	1
T A1	CE	232	1
Amiens	Range Shack	170	1
Mons	Range Shack	170	1
Riecwald	Range Shack	170	1
Vimy	Range Shack	170	1
TOTAL:	25 Buildings (5 cleaners)		40

Building #	Building Description	Dispensers			
		PT	TP	Soap	Sanitizer
LW 3	CFSME	3	3	3	0
LW 4	CFSME	3	4	4	3
MA 22	Ammo	1	1	1	1
MA 23	Ammo	2	2	2	1
MA 36	Ammo	1	1	1	1
PC 25	PV Shower Facility	6	42	17	0
PC 33	PV Kitchen	0	0	2	0
PC 42	PV Gatehouse	1	1	1	0
PC 43	PV Accommodation	0	0	10	0
PC 44	PV Accommodation	0	0	10	0
PC 100	PV Accommodation	0	0	0	0
PC 101	PV Accommodation	0	0	0	0
PC 102	PV Accommodation	0	0	0	0
PC 104	PV Accommodation	0	0	0	0
PC 105	PV Hospital	0	0	0	0
PC 316	PV Washrooms/Shower	0	0	10	0
PC 317	PV Washrooms/Shower	0	0	10	0
SW6	CFSME	3	5	3	1
SW8	CFSME	4	4	3	3
SW10	CFSME	1	1	1	1
T A1	CE	3	3	3	0
Amiens	Range Shack	3	2	3	0
Mons	Range Shack	3	2	3	0
Riecwald	Range Shack	3	2	3	0
Vimy	Range Shack	3	2	3	0
TOTAL:	25 Buildings	40	75	93	11

Contracts Sign-In SOP

This SOP will apply to all contractors that have been awarded a Standing Offer Agreement or a Service Contract, 3 ASG Eng Branch, that stipulates hourly rates for labour. This is to provide accurate recording of the hours worked by contractor employees including the date the work was completed; quantity of hours; employee names; employee trades; work completed; and job site locations.

- A representative of the contractor who will be working on site that day will visit the Contracts Office at the start of the work day and sign himself in and specify all contractor employees working on Base and the location(s) of work. The same representative will visit the Contracts Office at the conclusion of the work or at the end of the work day and sign himself and all contractor employees out by indicating what time of day they are leaving. As explained in each specification, if the contractor works after regular working hours, there is a sign out sheet at the Base Fire Hall.
- The contractor or their representative is responsible to provide a daily service report or job sheet for each job site where work was performed that day to the Contracts Manager that identifies the name and trade of each contractor employee at that job site that day, the hours worked and a description of the work completed. The job sheet is to indicate the job site, the contract number and the requisition number that the work was requested under.
- Each day, the contractor, or their representative on the job site, is to contact the Contracts Manager responsible for their contract and arrange an appropriate time for a site visit when the Contracts Manager can verify the work to date and the Contractor can ask any questions they may have. Each Contracts Manager will provide a cell phone number or the Contractor can call the Contracts Office at (506) 422-2000 ext 2677.

A sample copy of a job sheet is attached. All Contractor Companies will be required to complete and deliver these daily job sheets or an existing company job sheet that contains the info in the sample job sheet attached, to the Contracts Manager responsible for each job site. This can be done by the representative that is signing in each day or can be faxed to the Contracts office at (506) 422-1248.

This procedure will speed the payment process as the verification of hours worked and work completed will be documented prior to submitting your invoice. Many Contractors provide this information now in this format as it is part of their own company's record keeping. Your co-operation is appreciated in the manner.

Job Site Bldg No: _____
Contractor: _____
Representative: _____

Date: _____
 Contract No. _____
 Requisition No. _____
 Contracts Manager: _____

[illegible][illegible]

Details of Work Completed:

[illegible]

Contractor Representative Signature:

Bldg Number

[illegible]

Serial	Interior Service Required	Frequency								
		As Required	Daily	Twice/Wk	Weekly	Twice/Mth	Monthly	3 Months	6 Months	Annually
1.	<u>General</u> a. Emergency cleaning; b. General cleaning maintenance; c. Dust notice boards and wipe high ledges, tops of cabinets, partitions, doors, exposed pipes, etc.; d. Hose cabinets, display areas: (1) Spot clean; (2) Wash and polish; e. Radiators: (1) Dust and damp wipe; (2) Wash; f. Ceiling air diffusers, air intake grills: (1) Vacuum; (2) Wash; g. Door grill: (1) Vacuum; (2) Wash; h. Water Dispensers: (1) Wash; (2) Disinfect; i. Vacuum Venetian Blinds; j. Pictures, murals, clocks – clean; k. Counters – clean; l. Waste paper baskets & containers: (1) Emptied; (2) Dusted and washed; m. Dry garbage to be removed from building and placed in dumpsters outside building; n. Wash windows and glass partitions; and o. Wash Mirrors.	X X X 								

Serial	Interior Service Required	Frequency								
		As Required	Daily	Twice/Wk	Weekly	Twice/Mth	Monthly	3 Months	6 Months	Annually
	(1) Spot clean; (2) Wash and polish; and e. Door frames – clean			X X	X					
3.	<u>MAIN Entrances, Lobbies, Vestibules & Foyers</u> a. Floors: (1) Sweep; (2) Wash; (3) Removal of salt, sand and water; b. Walls: (1) Spot clean; (2) Wash; c. Foot grills and recessed pans (1) Clean and vacuum; (2) Pressure wash; d. Glass (inside and out): (1) Spot clean; (2) Wash and polish; and e. Door frames – clean	X	X X X X						X	X
4.	<u>Stairs and Stairwells</u> a. Stairs: (1) Sweep; (2) Wash; b. Wipe and polish handrails; c. Interior Glass: (1) Spot clean; (2) Wash and polish; d. Stairwell – clean; and e. Stairwell door frames – clean	X			X X X X X					
5.	<u>Libraries and Conferences Rooms</u> a. Carpets and Rugs: (1) Spot clean; (2) Spot vacuum; (3) Thorough vacuum; b. Walls: (1) Dust; (2) Spot clean; (3) Wash; c. Floors: (1) Dust and sweep; (2) Wash, (3) Spot removal;	X X				X X				
		X			X	X		X		

Serial	Interior Service Required	Frequency								
		As Required	Daily	Twice/Wk	Weekly	Twice/Mth	Monthly	3 Months	6 Months	Annually
	d. Furniture: (1) Vacuum upholstered furniture; (2) Dust and damp wipe (horiz.); (3) Dust and damp wipe (vert.); (4) Polish, e. Bookcases: dust exposed areas; and f. Empty garbage.				X	X		X		
6.	<u>Offices</u> a. Carpets and Rugs: (1) Spot clean; (2) Spot vacuum; (3) Thorough vacuum; b. Walls: (1) Dust; (2) Spot clean; (3) Wash; c. Floors: (1) Dust and sweep; (2) Wash, (3) Spot removal; (4) Vacuum; d. Furniture: (1) Vertical dust; (2) Horizontal dust; (3) Wash, polish, and/or vacuum (as req'd) e. Bookcases: (1) Dust exposed areas; (2) Dust exposed ends of books; (3) Clean and polish glass doors; f. Waste paper baskets: (1) Emptied, and (2) Dusted and washed	X X X X				X X X X X X X X X			X	
7.	<u>Washrooms/Toilet Rooms and Showers</u> a. Floors (including shower areas) scrubbed and disinfected; b. Toilet seats, bowls, urinals, wash basins to be cleaned and disinfected; c. Body contact points such as water taps, receptacles, dispensers, door plates, toilet seats and flush valves, etc. to be disinfected; d. Dust and clean flush tanks, dispensers, receptacles, mirrors, shelves and exposed piping; e. Empty, wash, disinfect sani-cans and replace bags; f. Damp wash toilet partitions;		X X X X X X X							

Serial	Interior Service Required	Frequency								
		As Required	Daily	Twice/Wk	Weekly	Twice/Mth	Monthly	3 Months	6 Months	Annually
	g. Wash and disinfect walls, floor drains and floor drain covers; h. Remove waste paper; i. De-scale toilet bowls and urinals; j. Soap dispensers, shower dispensers, toilet paper, sani-bags, paper towel, and urinal drip systems dispensers to be replenished; k. Refuse receptacles to be washed and disinfected, and l. Shower stall walls and floors scrubbed and disinfected.		X X X X X X							
8.	<u>Corridors, Hallways, and Common Areas</u> a. Floors: (1) Sweep/dry mop; (2) Wash; (3) Spot clean; b. Carpets: (1) Thorough vacuum; (2) Spot clean; c. Walls: (1) Spot clean; and (2) Wash. d. Interior Glass: (1) Spot clean; (2) Wash and polish; e. Door frames – clean; and f. Empty garbage.	 X X X X X	 X X X X X		 X					
9.	<u>Locker/Change Rooms/Dressing Rooms</u> (see listings for “Washrooms/Toilet Rooms and Showers” for the washroom/toilet room and shower <i>areas within</i> the locker rooms. All other areas in locker room as per below): a. Floors: (1) Sweep; (2) Wash; (3) Spot clean; b. Walls: (1) Spot clean; (2) Dust, and (3) Wash. c. Empty garbage; and d. Clean benches.	 X X X	 X X X X X				 X		 X	

Serial	Interior Service Required	Frequency								
		As Required	Daily	Twice/Wk	Weekly	Twice/Mth	Monthly	3 Months	6 Months	Annually
10.	<u>UNIT Lunchrooms, Kitchenettes, Canteens and Lounges</u> a. Floors: (1) Sweep; (2) Wash; (3) Spot clean; b. Walls: (1) Spot clean, and (2) Wash. c. Counters: damp wipe and disinfect; d. Sinks and faucets: clean and disinfect; and e. Empty garbage.	X	X		X					
11.	<u>CANEX Lunchrooms, Kitchenettes, Canteens and Lounges</u> a. Floors: (1) Sweep; (2) Wash; (3) Spot clean; b. Walls: (1) Spot clean, and (2) Wash. c. Empty garbage.	X	X		X					
12.	<u>Training/Lecture Rooms and Theatres</u> a. Floors: (1) Sweep; (2) Wash; (3) Spot clean; b. Carpets and Rugs: (1) Spot clean; (2) Spot vacuum; (3) Thorough vacuum; c. Walls: (1) Spot clean; (2) Dust; (3) Wash; d. Furniture: (1) Vertical dust; (2) Horizontal dust; (3) Wash and/or vacuum e. Empty garbage.	X			X X					
13.	<u>Exceptions for PC 105 – PV Field Hospital</u> f. Treatment Rooms: (1) Empty garbage; (2) Sweep and mop floors; (3) Dust and spot clean;	X	X X							

Serial	Interior Service Required	Frequency								
		As Required	Daily	Twice/Wk	Weekly	Twice/Mth	Monthly	3 Months	6 Months	Annually
	(4) Clean sinks and mirrors (where applicable); g. Hallways and Entrances: (1) Clean all windows and glass (in and out); (2) Sweep and mop floors; (3) Wash; (4) Vacuum matts; (5) Clean kick plates on doors; (6) Clean and vacuum foot grills and recessed pans; (7) Pressure wash foot grills and recessed pans; (8) Clean and disinfect fountains; (9) Empty garbage; i. Reception and Orderly Rooms (1) Empty garbage; (2) Sweep and mop floors; (3) Dust and spot clean; (4) Clean glass (where applicable); (5) Vacuum matts (where applicable); k. Staff changing rooms: (1) Empty garbage; (2) Sweep and mop floors; (3) Clean washrooms/toilet rooms, and showers; m. Offices (see listings for "Offices") n. Washrooms/toilet rooms and showers (see listings for "Washrooms/Toilet Rooms and Showers")	X	X X X X X X X X X X X X X X		X	X			X	

National Defence
Job No. L-G2-9900/1628
CFB Gagetown, N.B

Janitorial Inspection Form

Annex G
Page 1 of 2
2013-06-27

Building: _____ Date: _____ / _____ /2013 Hours: _____ : _____ A.M. / P.M.

DESCRIPTION	S	U	REMARKS	CORRECTED DATE
<u>MAIN & SECOND ENTRANCE</u>				
Door Glass/Frames				
Walls				
Carpets or tile floor				
Dusting (High/Low)				
Mirror				
Windows				
<u>HALLWAY</u>				
Door Glass/Frames				
Walls				
Floor				
Dusting (High/Low)				
Mirror				
Windows				
Garbage emptied				
<u>WASHROOMS & LAUNDRY ROOMS</u>				
Door Glass & Frames				
Walls				
Floor				
Urinal				
Toilet bowls / exterior				
Sink (exterior)				
Counters				
Mirrors				
Dusting (High/Low)				
Soap & Paper towel Dispensers				
Showers				
Washers & Dryers				
Garbage emptied				
Windows & Ledges				
<u>OFFICE AREAS</u>				
Walls				
Floors				
Windows & Ledges				
Heaters				
Garbage emptied				
Dusting				
<u>COMMON AREA</u>				
Walls				
Floors				
Windows & Ledges				
Heaters				
Garbage emptied				
Dusting				
<u>JANITORIAL STORAGE</u>				
Cleanliness				
Equipment clean & serviceable				
M.S.D.S. Sheets				
Daily duties listed				
Contact number listed				
<u>OTHER ROOMS</u>				

Employee name: _____ Signature: _____
Supervisor name: _____ Signature: _____
Inspector name: _____ Signature: _____

National Defence
Job No. L-G2-9900/1628
CFB Gagetown, N.B

Janitorial Inspection Form

Annex G
Page 2 of 2
2013-06-27

ADDITIONAL COMMENTS:

Employee name: _____
Supervisor name: _____
Inspector name: _____

Signature: _____
Signature: _____
Signature: _____