



**REQUEST FOR PROPOSALS (RFP) : 01B30-14-001
For : Food Research and Development Centre (FRDC)**

PILOT PLANT EQUIPMENT WASHING

Bids will be received until 2:00 p.m. EST (Eastern Standard Time) on

March 5, 2014 , at the following address:

Proposal will be received at :

Agriculture and Agri-Food Canada

Corporate Management Branch

Assets Management Team

Tender reception office

3600, Casavant Blvd, West

Saint-Hyacinthe, QC

J2S 8E3

**Note : Proposals received at a location other than the one
stated above will be rejected.**

*(En cas de différences d'interprétation entre les versions anglaise
et française, la version française prévaudra / In case of differences of interpretation
between the English and French versions, the French version will prevail)*



TABLE OF CONTENTS

TABLE OF CONTENTS.....	2
PART I – INSTRUCTIONS FOR BIDDERS	3
1. Context.....	3
2. Inquiries	3
3. Receipt of Bids.....	3
4. Mandatory Site Visit	3
5. Acceptable Bids	3
6. Changes to Bids	4
7. Presentation of Bids	4
8. Evaluation of Bids.....	4
9. Mandatory Requirements.....	4
PART II - STATEMENT OF WORK	6
A. GENERAL.....	6
1. Nature of Work	6
2. Work Schedule.....	6
3. Responsibilities of the Contractor.....	6
4. Contractor’s Employees.....	7
5. Restricted Access	7
6. Term of Contract.....	7
7. Terms of Payment	7
8. Estimate of Work	8
9. Value of Contract.....	8
10. Insurance.....	8
11. Security Clearance	9
12. Permits and Regulations.....	9
13. Quality Control	9
14. Renewal	9
15. Termination.....	9
16. Change in Services.....	9
B. MATERIALS AND EQUIPMENT	11
1. Cleaning Products and Equipment.....	11
C. QUALITY STANDARDS.....	11
1. General.....	11
2. Training for Contractor’s Employees.....	11
APPENDIX A – AAFC GENERAL CONDITIONS	12
SCHEDULE B - Equipment to be Maintained – FRDC.....	13
SCHEDULE C - Bid Form.....	46
SCHEDULE D - Work Order	47
FORM A – EMPLOYMENT EQUITY PROGRAMS	48
FORM B – WORK FORCE REDUCTION PROGRAM	49
FORM C - Sous-traitance / Subcontracting.....	51



PART I – INSTRUCTIONS FOR BIDDERS

1. Context

Agriculture and Agri-Food Canada's Food Research and Development Centre (hereinafter referred to as "the Centre") in St-Hyacinthe, Quebec, requires the services of a contractor to wash pilot plant equipment as specified in Part II – Statement of Work.

2. Inquiries

Inquiries regarding this call for tenders shall be made in writing and sent only to the Contracting Authority identified below as early as possible in the bidding period and not later than five working days before the end of the bidding period to give the Centre sufficient time to answer the questions.

It should be noted that the Contracting Authority will not, under any circumstances, delay the scheduled closing date as a result of a late inquiry from an interested contractor.

Contracting Authority:	Mélanie Maheu	Telephone:	450-768-3220
	3600 Casavant Boulevard West	Fax:	450-773-2888
	St-Hyacinthe, QC J2S 8E3	E-mail:	melanie.maheu@agr.gc.ca

3. Receipt of Bids

Sealed bids will be received until 2:00 p.m. EST (Eastern Standard Time) on March 5, 2014 , at the following address:

Agriculture and Agri-Food Canada
Food Research and Development Centre
3600 Casavant Boulevard West
St-Hyacinthe, QC
Canada J2S 8E3

The Department is not required to accept the lowest bid or all or part of any bid.

4. Mandatory Site Visit

It is mandatory that the Bidder or a representative of the Bidder visit the work site. Arrangements have been made for a site visit will be held on February 10, 2014 at 14h30 in the Food Research & Development Center at 3600, Casavant Boulevard West, St-Hyacinthe, Quebec, Canada. Bidders should communicate with the Contracting Authority no later than three (3) calendar days before the scheduled visit to confirm attendance and provide the names of the attendee(s) who will attend. Bidders must attend the mandatory site visit in order to bid on this solicitation process. Bidders will be required to sign an attendance form. Bidders should confirm in their bids that they have attended the site visit. Bidders who do not attend or send a representative will not be given an alternative appointment and their bids will be rejected as non-compliant. Any clarifications or changes to the bid solicitation resulting from the site visit will be included as an amendment to the bid solicitation. Late arrivals will not be accepted once the meeting has commenced.

5. Acceptable Bids

- a) Bids will not be accepted by fax or other electronic means.
- b) Bids received after the closing date and time will not be considered.



- c) Bids that do not meet the mandatory requirements will be rejected.
- d) Incomplete bids may be rejected.

6. Changes to Bids

Bidders may change their bids by fax, e-mail or regular mail, provided the changes are received before the closing date and time for bids.

7. Presentation of Bids

Contractors shall submit their bids in triplicate in a sealed envelope bearing the words "**Bid – Confidential**" and the project reference number "01B30-2014-001."

Bids shall be in two parts submitted under separate cover:

- 7.1 A technical part containing all the information, documents, guarantees and certifications identified and required in this call for tenders in order to meet all the mandatory requirements set out in section 9 of this part.
- 7.2 Schedule C, "Bid Form," duly completed and signed by two authorized representatives of the Contractor proposing a firm hourly rate for pilot plant equipment washing and other work. This rate shall include all aspects of the services to be provided, including all costs and expenses related to satisfactory delivery of the services and all of the usual bid risks, obligations and liabilities, overhead and all other applicable expenses, as well as profit.

8. Evaluation of Bids

Bids will be evaluated in two stages as follows:

- 8.1 Technical compliance – meeting the mandatory requirements
All of the mandatory requirements must be met for a bidder's bid to be acceptable. Bids that do not fully meet the mandatory requirements will be immediately rejected.

Bidders are advised to address the requirements in the order given and to provide sufficient details. If any element is not mentioned in a bidder's bid, the bid will be deemed to not meet the mandatory requirements and will be rejected.

- 8.2 Evaluation of monetary bid

Bidders must be sure to complete and sign Schedule C.

9. Mandatory Requirements

- 9.1 Description of bidder's company

- 9.1.1 Bidders must provide a description of their company that specifically includes the following information:

- a) a brief history;
- b) organizational structures;
- c) places of business;
- d) services provided;
- e) number of employees;
- f) overview of current clientele;
- g) volume of business.

- 9.1.2 Bidders must provide the name, telephone number and address of all employees who will be assigned to the project, as well as those of the account manager.



9.2 Bidder's experience

Bidders must describe one to three similar contracts that they have already completed (or that they have been working on for at least a year) with industry or government. For each contract given as a reference, bidders shall include the following information in their bid:

- a) name of the company;
- b) address of the company;
- c) name and telephone number of the contact person.

9.2.2 Bidders shall also include in the description of these contracts any information and details needed to show that each of the contracts meets the following requirement :

The Contractor must show that it has already cleaned and disinfected equipment used in processing food.

9.3 Sub-contracting

If necessary, the bidder shall complete and sign Schedule D and identify any sub-contractors it plans to use under this contract.

9.4 Insurance certificates

9.4.1 Where none of the services will be assigned to a sub-contractor, the bidder shall include with its bid the required insurance certificates covering all of the conditions requested in section 9.1 of Part II-A of this document or a duly signed letter to the Centre from its insurance company stating that if the bidder is awarded the contract, the insurance company will provide the coverage requested in that section.

9.4.2 Where some of the services will be assigned to a sub-contractor, the bidder shall include in its bid a duly signed letter to the Centre from its insurance company stating that if the bidder is awarded the contract, the insurance company will provide the coverage requested in section 9.2 of Part II-A of this document.



PART II - STATEMENT OF WORK

A. GENERAL

1. Nature of Work

The Contractor shall clean the equipment used in the pilot plant facilities of the Food Research and Development Centre located at 3600 Casavant Boulevard West in Saint-Hyacinthe. Some general maintenance of the facilities will also be required.

Schedule B attached identifies the equipment to be maintained and the types of maintenance required for each piece of equipment. Schedule B also indicates the time that will be allotted for each type of maintenance and on which payment for the Contractor's services will be based. This allotment of time is based on the average time it takes an employee to perform the particular task.

Further to the special budget grant for the renewal of our pilot plant equipment fleet, other equipment will be added to the list and AAFC will supply all the information has described in Schedule B to the contractor for the new equipment.

2. Work Schedule

2.1 The work shall be carried out between 5:00 p.m. and 6:00 a.m. Monday to Saturday. No work will be done on the following statutory holidays:

- | | | | |
|---|-----------------------------------------------------------------------------------------------|---|--------------------|
| - | January 1 and 2 | - | July 1 |
| - | Good Friday or Easter Monday | - | Labour Day |
| - | Victoria Day | - | Thanksgiving |
| - | June 24 | - | December 25 and 26 |
| - | Any other statutory holiday declared by the Government of Canada or the Government of Quebec. | | |

When a statutory holiday falls on a weekend, it is moved to the following Monday.

2.2 Early each afternoon, AAFC will inform the Contractor by telephone whether the Contractor is to report to its facilities to clean equipment. At the beginning of each shift, the Centre's representative will identify for the Contractor the equipment that requires maintenance and the work to be done during the shift and will give the Contractor a copy of the "Work Order" form (see Schedule D).

2.3 The assignment will assume that one person will be doing the work. The Contractor will be free to use two or more people and do the work in less time.

2.4 The work shall be done in accordance with the instructions, requirements and constraints set out in Schedule B.

2.5 The Contractor's employees shall be particularly careful not to disturb the Centre's employees or employees of client companies who may be on the premises.

3. Responsibilities of the Contractor

3.1 Environmental protection

The Contractor is responsible for complying in its work area with federal and provincial statutes and any regulations and policies applied by the Centre regarding the quality of the workplace and environmental protection, more specifically the protection of soil and groundwater, surface water, sanitary and storm



sewers, and air quality. The Contractor must notify the Centre immediately of any event it causes or observes that might have an impact on the environment.

3.2 Lost or found objects

The Contractor must immediately bring to the Centre's reception desk any objects found by its employees.

3.3 Other

The Contractor will be held liable for damage to or loss of buildings, equipment or the contents thereof caused during regular cleaning, where the damage can be attributed to the use of any detergent by the Contractor or the Contractor's employees or any other damage caused by the Contractor's employees, such as use of an unauthorized product, misuse of a product, improper handling of equipment, or incorrect disassembly or assembly of a machine. Damaged products and equipment will be replaced with new products as needed that are comparable to the existing products and equipment in terms of type, quality and workmanship. The Contractor will be responsible for rectifying the situation.

4. Contractor's Employees

4.1 The Contractor's personnel must obtain valid reliability clearance.

4.1.1 If an employee is unable to report for work for any reason, including illness or vacation, the Contractor shall provide a replacement immediately and at its own expense.

4.1.2 Replacement employees must have the skills required for the position in question.

4.1.3 The Contractor must provide the replacement employee with all pertinent information about the position and must give the replacement employee the necessary training. AAFC will provide initial training and reserves the right to validate any subsequent training to ensure that it is adequate.

4.2 The Contractor shall at all times supervise its employees and the work being done by designating to perform that task a person who shall be approved by the Centre and shall report to the Centre's project manager.

4.3 The Contractor shall assign qualified employees to the contract. The Centre's project manager may ask the Contractor's supervisor to replace any employee who does not meet the requirements of this contract because of incompetence, safety risk or inappropriate conduct.

5. Restricted Access

The Contractor and its employees shall not, under any circumstances, enter restricted areas designated by the Centre's project manager.

6. Term of Contract

The contract will be awarded for an initial period of three (3) years and may be renewed in accordance with section 14.

7. Terms of Payment

Payment will be made by the Centre on presentation of a detailed monthly invoice indicating the contract reference number, the number of hours worked in the month and the hourly rate prescribed in the contract. The number of hours indicated shall be justified by a copy of each work order (Schedule D) given to the Contractor during the period covered by the invoice.



The Contractor will be free to assign more than one employee to a task or complete the requested tasks in less time than the time indicated in Schedule B. However, the amount billed to the Centre shall be based on the time allotted in Schedule B and the tasks assigned daily to the Contractor on the form in Schedule D

8. Estimate of Work

The Centre guarantees a minimum of 20 hours of work a week.

9. Value of Contract

The Centre anticipates that the services to be provided will require an average of 35 hours of work a week. The amount of any contract issued as a result of this call for tenders will therefore be based on a projected cost for one year based on the hourly rate indicated in the bid from the successful bidder and 35 hours of work a week for the first year of the contract. For the subsequent years, the number of hours will be assessed on the basis of what happened in the previous year.

It should be noted that this amount will be the maximum expenditure and will not bind or obligate the Centre to spend all of that amount or to request more than 20 hours of work a week.

10. Insurance

The Contractor must obtain and maintain the following insurance coverage at its own expense for the term of the contract:

10.1 If no services are assigned to a sub-contractor by the Contractor

10.1.1 Civil liability insurance covering the liability of the Contractor and its employees, representatives and agents for injuries, including death, and physical damage, with a combined limit of \$1,000,000.00 or more per incident. This insurance will include "Her Majesty the Queen in right of Canada" as an additional insured party and will provide reciprocal and contractual liability coverage.

10.1.2 The insurance referred to herein must include a clause under which the Centre will be given 60 days' written notice of any change to or cancellation of insurance coverage.

10.2 If any services are assigned to a sub-contractor by the Contractor

10.2.1 Wrap-up civil liability insurance covering the liability of the Contractor, the sub-contractors and their respective employees, agents and representatives and anyone directly or indirectly employed who is assigned to deliver a service or parts thereof. This insurance will provide a combined limit of \$1,000,000.00 or more per incident will include "Her Majesty the Queen in right of Canada" as an additional insured party and will provide reciprocal and contractual liability coverage.

10.2.2 The insurance referred to herein must include a clause under which the Centre will be given 60 days' written notice of any change to or cancellation of insurance coverage.

10.2.3 Before the services begin, the Contractor will provide the Centre with a dated insurance certificate signed by an authorized representative of its insurers issued to "Her Majesty the Queen in right of Canada" and compliant with the requirements of this section.



11. Security Clearance

11.1 At the Centre's request, the Contractor will provide or undertake to ensure that every person under the Contractor's control for purposes of execution of the contract provides the information needed to obtain the required security clearances and obtains reliability clearance. Clearance may include fingerprinting. Without this reliability clearance, the person may not work at the Centre.

11.2 Every employee of the Contractor assigned to the contract shall be personally covered by a bond of \$10,000.00 or more.

That coverage, whether provided by a fidelity bond, a "3D" policy (diversion, destruction, disappearance) or otherwise, will include a "definition of insured property" endorsement that will protect the Centre's property should the Contractor become liable for a loss.

12. Permits and Regulations

The Contractor must comply with the federal, provincial and municipal statutes, regulations and by-laws applicable to the services to be provided and must obtain at its own expense any certificates and permits that may be required.

13. Quality Control

13.1 The Centre reserves the right to inspect or have a third party inspect, at the Centre's convenience, one or more pieces of equipment selected by the Centre. If the quality is unacceptable, the Contractor will not be paid and will have to redo the work at its own expense within 24 hours.

13.2 If the Contractor does not comply with a direction from the Centre's project manager, breaches or fails to comply with the terms of the contract, becomes insolvent or commits an act of bankruptcy, the Centre may deduct from the monthly payment the projected cost of any scheduled work not carried out at the time of the inspection, terminate the contract on such date as it considers appropriate, or take the measures it believes are necessary to correct the Contractor's fault. The Contractor shall reimburse the Centre for any costs, expenses and damages incurred or sustained by the Centre because of or to rectify the Contractor's fault. In that instance, the Contractor will not be released from its legal or contractual obligations regarding the services provided.

13.3 Financial capacity

If so requested, the Contractor shall ensure that appropriate financial records are available to a representative of the Centre or his or her agent for evaluation at any time.

14. Renewal

The Centre will have the option of renewing the contract for an additional period of one (1) year on the same terms as the initial contract. If it wishes to exercise that option, the Centre shall give the Contractor written notice to that effect no later than 30 calendar days before the date on which the current contract expires.

15. Termination

15.1 Notwithstanding any other provision in the contract, the Centre may terminate the contract on giving the Contractor at least 30 calendar days' notice.

15.2 The Contractor will not be entitled to direct or indirect damages, compensation for lost profit or any other compensation as a result of such termination.

16. Change in Services



Agriculture and
Agri-Food Canada

Agriculture et
Agroalimentaire Canada

In the event of additional or unanticipated needs, the hourly rate shown in Schedule C (bid form) will apply.



B. MATERIALS AND EQUIPMENT

1. Cleaning Products and Equipment

Cleaning products and equipment other than clothing and personal protective equipment will be supplied by the Centre. The Contractor shall comply with the Centre's dress code.

The following is a list of some of the products that will be used:

- mild soap
- oven soap
- acid soap
- caustic soap
- enzyme soap
- chlorine
- degreaser.

C. QUALITY STANDARDS

1. General

- 1.1 The work set out in the table in Schedule B will not be accepted unless it meets the quality standards prescribed in these specifications and the Centre is satisfied.

The purpose of these quality standards is to ensure that the equipment is clean, sanitary and hygienic at all times.

2. Training for Contractor's Employees

At the start of the contract, the Centre will provide initial training on each of the machines as needed. The cost of this training will be covered by the Department. The Contractor shall ensure that at least one member of its crew has received the Centre's training. AAFC will provide training to a maximum of five replacement employees over the term of the contract.



Agriculture and
Agri-Food Canada

Agriculture et
Agroalimentaire Canada

APPENDIX A – AAFC GENERAL CONDITIONS



APPENDIX A

GENERAL CONDITIONS

GC1. INTERPRETATION

- 1.1 In the contract,
- 1.1 "Applicable Taxes" means the Goods and Services Tax (GST), the Harmonized Sales Tax (HST), and any provincial tax, by law, payable by Canada such as, the Quebec Sales Tax (QST) as of April 1, 2013;
 - 1.2 "Canada", "Crown", "Her Majesty" or "the Government" means Her Majesty the Queen in right of Canada; "Contractor" means the person, entity or entities named in the Contract to supply goods, services or both to Canada;
 - 1.3 "Minister" means the Minister of Agriculture and Agri-Food Canada or anyone authorized;
 - 1.4 "Party" means Canada, the Contractor, or any other signatory to the contract and "Parties" means all of them;
 - 1.5 "Work" unless otherwise expressed in the Contract, means everything that is necessary to be done, furnished or delivered by the Contractor to perform the Contractor's obligations under the Contract.

GC2. Powers of Canada

All rights, remedies and discretions granted or acquired by Canada under the Contract or by law are cumulative, not exclusive.

GC3. General Conditions

The Contractor is an independent contractor engaged by Canada to perform the Work. Nothing in the Contract is intended to create a partnership, a joint venture or an agency between Canada and the other Party or Parties. The Contractor must not represent itself as an agent or representative of Canada to anyone. Neither the Contractor nor any of its personnel is engaged as an employee or agent of Canada. The Contractor is responsible for all deductions and remittances required by law in relation to its employees.

GC4. Conduct of the Work

- 4.1 The Contractor represents and warrants that:
- (a) It is competent to perform the Work;
 - (b) It has the necessary qualifications, including knowledge, skill and experience, to perform the Work, together with the ability to use those qualifications effectively for that purpose; and
 - (c) It has the necessary personnel and resources to perform the Work.
- 4.2 Except for government property specifically provided for in the Contract, the Contractor shall supply everything necessary for the performance of the Work, including all the resources, facilities, labor and supervision, management, services, equipment, materials, drawings, technical data, technical assistance, engineering services, inspection and quality assurance procedures, and planning necessary to perform the Work.

- 4.3 The Contractor shall:
- (a) Carry out the Work in a diligent and efficient manner;
 - (b) Apply as a minimum, such quality assurance tests, inspections and controls consistent with those in general usage in the trade and that are reasonably calculated to ensure the degree of quality required by the Contract; and
 - (c) Ensure that the Work:
 - (1) is of proper quality, material and workmanship;
 - (2) Is in full conformity with the Statement of Work; and
 - (3) Meets all other requirements of the Contract.
- 4.4 Notwithstanding acceptance of the Work or any part thereof, the Contractor warrants that the Work shall be of such quality as to clearly demonstrate that the Contractor has performed the Work in accordance with the undertaking in subsection 4.3.

GC5. Inspection and Acceptance

- 5.1 The Work will be subject to inspection by Canada. Should any part of the Work whether it be a report, document, good or service not be in accordance with the Contract or not be done to the satisfaction of the Canada, as submitted, Canada will have the right to reject it or require its correction at the sole expense of the Contractor before making payment.
- 5.2 The Contractor will be in default of the Contract if the Work is rejected by Canada or if he fails to correct the Work within a reasonable delay.

GC6. Amendments and Waivers

- 6.1 No design change, modification to the Work, or amendment to the Contract shall be binding unless it is incorporated into the Contract by written amendment or design change memorandum executed by the authorized representatives of Canada and of the Contractor.
- 6.2 While the Contractor may discuss any proposed changes or modifications to the scope of the Work with the representatives of Canada, Canada shall not be liable for the cost of any such change or modification until it has been incorporated into the Contract in accordance with subsection 6.1.
- 6.3 No waiver shall be valid, binding or affect the rights of the Parties unless it is made in writing by, in the case of a waiver by Canada, the Contracting Authority and, in the case of a waiver by the Contractor, the authorized representative of the Contractor.
- 6.4 The waiver by a Party of a breach of any term or condition of the Contract shall not prevent the enforcement of that term or condition by that Party in the case of a subsequent breach, and shall not be deemed or construed to be a waiver of any subsequent breach.

GC7. Time of the Essence

It is essential that the Work be performed within or at the time stated in the Contract.

GC8. Excusable delay

- 8.1 Any delay by the Contractor in performing the Contractor's obligations under the Contract which occurs without any fault or neglect on the part of the Contractor its subcontractors, agents or employees or is caused by an event beyond the control of the Contractor, and which could not have been avoided by the Contractor without incurring unreasonable cost through the use of work-around plans including alternative sources or other means, constitutes an excusable delay.

- 8.2 The Contractor shall give notice to the Minister immediately after the occurrence of the event that causes the excusable delay. The notice shall state the cause and circumstances of the delay and indicate the portion of the Work affected by the delay. When requested to do so by the Minister, the Contractor shall deliver a description, in a form satisfactory to the Minister, of work-around plans including alternative sources and any other means that the Contractor will utilize to overcome the delay and Endeavour to prevent any further delay. Upon approval in writing by the Minister of the work-around plans, the Contractor shall implement the work around plans and use all reasonable means to recover any time lost as a result of the excusable delay.
- 8.3 Unless the Contractor complies with the notice requirements set forth in the Contract, any delay that might have constituted an excusable delay shall be deemed not to be an excusable delay.
- 8.4 If an excusable delay has continued for thirty (30) days or more, Canada may, by giving notice in writing to the Contractor, terminate the Contract. In such a case, the Parties agree that neither will make any claim against the other for damages, costs, expected profits or any other loss arising out of the termination or the event that contributed to the excusable delay. The Contractor agrees to repay immediately to Canada the portion of any advance payment that is unliquidated at the date of the termination.
- 8.5 Unless Canada has caused the delay by failing to meet an obligation under the Contract, Canada will not be responsible for any cost incurred by the contractor or any subcontractors or agents as a result of an excusable delay.
- 8.6 If the Contract is terminated under this section, Canada may require the Contractor to deliver to Canada, in the manner and to the extent directed by Canada, any completed parts of the Work not delivered and accepted before the termination and anything that the Contractor has acquired or produced specifically to perform the Contract. Canada will pay the Contractor:
- (a) The value, of all completed parts of the Work delivered to and accepted by Canada, based on the Contract price, including the proportionate part of the Contractor's profit or fee included in the Contract price; and
 - (b) The cost to the Contractor that Canada considers reasonable in respect of anything else delivered to and accepted by Canada.
- 8.7 The total amount paid by Canada under the Contract to the date of termination and any amounts payable under this subsection must not exceed the Contract price.

GC9. Termination of convenience

- 9.1 Notwithstanding anything in the Contract, the Minister may, by giving notice to the Contractor, terminate or suspend the Contract immediately with respect to all or any part or parts of the Work not completed.
- 9.2 All Work completed by the Contractor to the satisfaction of Canada before the giving of such notice shall be paid for by Canada in accordance with the provisions of the Contract and, for all Work not completed before the giving of such notice, Canada shall pay the Contractor's costs as determined under the provisions of the Contract in an amount representing a fair and reasonable fee in respect of such Work.
- 9.3 In addition to the amount which the Contractor shall be paid under section GC9.2, the Contractor shall be reimbursed for the Contractor's cost of and incidental to the cancellation of obligations incurred by the Contractor pursuant to such notice and obligations incurred by or to which the Contractor is subject with respect to the Work.
- 9.4 The Contractor shall have no claim for damages, compensation, loss of profit, allowance or otherwise by reason of or directly or indirectly arising out of any action taken or notice given by Canada under the provisions of section GC9 except as expressly provided therein.
- 9.5 Upon termination of the Contract under section GC9.1, Canada may require the Contractor to deliver and transfer title to Canada, in the manner and to the extent directed by Canada, any finished Work which has not been delivered prior to such termination and any material, goods or Work-in-progress which the Contractor specifically acquired or produced for the fulfillment of the Contract.

GC10. Termination due to Default of Contractor

- 10.1 Canada may by notice to the Contractor, terminate the whole or any part of the Contract:
- a) If the Contractor fails to perform any of the Contractor's obligations under the Contract or in Canada's view, so fails to make progress so as to endanger performance of the Contract in accordance with its terms;
 - b) To the extent permitted under law, if the Contractor becomes bankrupt or insolvent, or a receiving order is made against the Contractor, or an assignment is made for the benefit of creditors, or if an order is made or resolution passed for the winding up of the Contractor, or if the Contractor takes the benefit of a statute relating to bankrupt or insolvent debtors; or
 - c) If the Contractor makes a false declaration under GC 37 or GC 38 or fails to comply with the terms set out in GC 16.3 or GC 39.
- 10.2 Upon termination of the Contract under section GC10, the Contractor shall deliver to Canada any finished Work which has not been delivered and accepted prior to such termination, together with materials and Work-in-progress relating specifically to the Contract and all materials, texts and other documents supplied to the Contractor in relation to the Contract.
- 10.3 Subject to the deduction of any claim which Canada may have against the Contractor arising under the Contract or out of termination, payment will be made by Canada to the Contractor for the value of all finished Work delivered and accepted by Canada, such value to be determined in accordance with the rate(s) specified in the Contract, or, where no rate is specified, on a proportional basis.
- 10.4 If the contract is terminated pursuant to GC 10.1(c), in addition to any other remedies that may be available against the Contractor, the Contractor will immediately return any advance payments.

GC11. Suspension of Work

- 11.1 The Minister may at any time, by written notice, order the Contractor to suspend or stop the Work or part of the Work under the Contract. The Contractor must immediately comply with any such order in a way that minimizes the cost of doing so.

GC12. Extension of Contract

- 12.1 Where the Minister determines that additional work of the same nature as the Work described in this Contract is required, the Contractor shall do such work and where required the term of the Contract shall be extended accordingly and confirmed in writing between the parties.
- 12.2 Payment for the work described in subsection 1 shall be calculated and paid on the same basis as in section GC12 and where required prorated.
- 12.3 Where the Minister has determined that the Contractor shall be paid expenses related to the Work described in section GC12.1, the type of expenses and amounts shall be confirmed in writing between the parties.

TERMS OF PAYMENT

GC13. Method of Payment

- 13.1 Payment in the case of progress payments:
- a) Payment by Canada to the Contractor for the Work shall be made within thirty (30) days following the date on which a claim for progress payment is received according to the terms of the Contract; and
 - b) If the Minister has any objection to the form of the claim for payment or the substantiating documentation, shall, within fifteen (15) days of its receipt, notify the Contractor in writing of the nature of the objection.

13.2 Payment in the case of payment on completion:

- a) Payment by Canada to the Contractor for the Work shall be made within thirty (30) days following the date on which the Work is completed or on which a claim for payment and substantiating documentation are received according to the terms of the Contract, whichever date is the later;
- b) If the Minister has any objection to the form of the claim for payment or the substantiating documentation, shall, within fifteen (15) days of its receipt, notify the Contractor in writing of the nature of the objection.

GC14. Basis of Payment

- 14.1 A claim in the form of an itemized account certified by the Contractor with respect to the accuracy of its contents shall be submitted to the Minister.
- 14.2 Travel and other expenses, where allowed by the Contract, shall be paid in accordance with Treasury Board Guidelines and Directives, certified by the Contractor as to the accuracy of such claim.

GC15. Interest on Overdue Accounts

15.1 For the purposes of this clause:

- (a) "Average Rate" means the simple arithmetic mean of the bank rates in effect at 4:00 p.m. Eastern Standard Time each day during the calendar month which immediately precedes the calendar month in which payment is made;
- (b) "Bank rate" means the rate of interest established from time to time by the Bank of Canada as the minimum rate at which the Bank of Canada makes short term advances to members of the Canadian Payments Association;
- (c) "Date of payment" means the date of the negotiable instrument drawn by the Receiver General for Canada and given for payment of an amount due and payable;
- (d) an amount is "due and payable" when it is due and payable by Canada to the Contractor in accordance with the terms of the Contract; and
- (e) An amount becomes "overdue" when it is unpaid on the first day following the day upon which it is due and payable.

15.2 Canada shall be liable to pay to the Contractor simple interest at the Average Rate plus 3 percent per annum on any amount that is overdue from the date such amount becomes overdue until the day prior to the date of payment, inclusive. Interest shall be paid without notice from the Contractor except in respect of payment which is less than thirty (30) days overdue. No interest will be payable or paid in respect of payment made within such thirty (30) days unless the Contractor so requests after payment has become due.

15.3 Canada shall not be liable to pay interest in accordance with this clause if Canada is not responsible for the delay in paying the Contractor.

15.4 Canada shall not be liable to pay interest on overdue advance payments.

GC16. Records to be kept by Contractor

16.1 The Contractor must keep proper accounts and records of the cost of performing the Work and of all expenditures or commitments made by the Contractor in connection with the Work, including all invoices, receipts and vouchers. The Contractor must retain records, including bills of lading and other evidence of transportation or delivery, for all deliveries made under the Contract.

16.2 If the Contract includes payment for time spent by the Contractor, its employees, representatives, agents or subcontractors performing the Work, the Contractor must keep a record of the actual time spent each day by each individual performing any part of the Work.

- 16.3 Unless Canada has consented in writing to its disposal, the Contractor must retain all the information described in this section for six (6) years after it receives the final payment under the Contract, or until the settlement of all outstanding claims and disputes, whichever is later. During this time, the Contractor must make this information available for audit, inspection and examination by the representatives of Canada, who may make copies and take extracts. The Contractor must provide all reasonably required facilities for any audit and inspection and must furnish all the information as the representatives of Canada may from time to time require to perform a complete audit of the Contract.
- 16.4 The amount claimed under the Contract, calculated in accordance with the Basis of Payment provision in the Articles of Agreement, is subject to government audit both before and after payment is made. If an audit is performed after payment, the Contractor agrees to repay any overpayment immediately on demand by Canada. Canada may hold back, deduct and set off any credits owing and unpaid under this section from any money that Canada owes to the Contractor at any time (including under other Contracts). If Canada does not choose to exercise this right at any given time, Canada does not lose this right.

GC17. Invoice Submission

- 17.1 Invoices must be submitted in the Contractor's name. The Contractor must submit invoices for each delivery or shipment; invoices must only apply to the Contract. Each invoice must indicate whether it covers partial or final delivery.
- 17.2 Invoices must show:
- (a) the date, the name and address of the client department, item or reference numbers, deliverable and/or description of the Work, contract number, Client Reference Number (CRN), Procurement Business Number (PBN), and financial code(s);
 - (b) details of expenditures (such as item, quantity, unit of issue, unit price, fixed time labour rates and level of effort, subcontracts, as applicable) in accordance with the Basis of Payment, exclusive of Applicable Taxes;
 - (c) deduction for holdback, if applicable;
 - (d) the extension of the totals, if applicable; and
 - (e) if applicable, the method of shipment together with date, case numbers and part or reference numbers, shipment charges and any other additional charges.
- 17.3 Applicable Taxes must be specified on all invoices as a separate item along with corresponding registration numbers from the tax authorities. All items that are zero-rated, exempt or to which Applicable Taxes do not apply, must be identified as such on all invoices.
- 17.4 By submitting an invoice, the Contractor certifies that the invoice is consistent with the Work delivered and is in accordance with the Contract.

GC18. Right of Set off

Without restricting any right of set off given by law, the Minister may set off against any amount payable to the Contractor under the Contract, any amount payable to Canada by the Contractor under the Contract or under any other current contract. Canada may, when making a payment pursuant to the Contract, deduct from the amount payable to the Contractor any such amount payable to Canada by the Contractor which, by virtue of the right of set off, may be retained by Canada.

GC19. Assignment

- 19.1 The Contract shall not be assigned in whole or in part by the Contractor without the prior written consent of Canada and an assignment made without that consent is void and of no effect.
- 19.2 An assignment of the Contract does not relieve the Contractor from any obligation under the Contract or impose any liability upon Canada.

GC20. Subcontracting

- 20.1 The Contractor must obtain the consent in writing of the Minister before subcontracting.
- 20.2 Subcontracting does not relieve the Contractor from any of its obligations under the Contract or impose any liability upon Canada to a subcontractor.
- 20.3 In any subcontract, the Contractor will bind the subcontractor by the same conditions by which the contractor is bound under the Contract.

GC21. Indemnification

- 21.1 The Contractor shall indemnify and save harmless Canada from and against all claims, losses, damages, costs, expenses, actions and other proceedings, made, sustained, brought, prosecuted, threatened to be brought or prosecuted, in any manner based upon, occasioned by or attributable to any injury to or death of a person or damage to or loss of property arising from any willful or negligent act, omission or delay on the part of the Contractor, the Contractor's servants, subcontractors or agents in performing the Work or as a result of the Work.
- 21.2 The Contractor's liability to indemnify or reimburse Canada under the Contract shall not affect or prejudice Canada from exercising any other rights under law.

GC22. Confidentiality

The Contractor shall treat as confidential, during as well as after performance of the Work, any information to which the Contractor becomes privy as a result of acting under the Contract. The Contractor shall use its best efforts to ensure that its servants, employees, agents, subcontractors or assigned observe the same standards of confidentiality.

GC23. Indemnification - Copyright

The Contractor shall indemnify Canada from and against all costs, charges, expenses, claims, actions, suits and proceedings for the infringement or alleged infringement of any copyright resulting from the performance of the Contractor's obligations under the Contract, and in respect of the use of or disposal by Canada of anything furnished pursuant to the Contract.

GC24. Indemnification - Inventions, etc.

The Contractor shall indemnify Canada from and against all costs, charges, expenses, claims, actions, suits and proceedings for the use of the invention claimed in a patent, or infringement or alleged infringement of any patent or any registered industrial design resulting from the performance of the Contractor's obligations under the Contract, and in respect of the use of or disposal by Canada of anything furnished pursuant to the Contract.

GC25. Ownership of Copyright

- 25.1 Anything that is created or developed by the Contractor as part of the Work under the Contract in which copyright subsists belongs to Canada. The Contractor must incorporate the copyright symbol and either of the following notices, as appropriate:
- © HER MAJESTY THE QUEEN IN RIGHT OF CANADA (year)
 - or
 - © SA MAJESTÉ LA REINE DU CHEF DU CANADA (année).
- 25.2 At the request of the Minister, the Contractor must provide to Canada, at the completion of the Work or at such other time as the Minister may require a written permanent waiver of Moral Rights, in a form acceptable to the Minister, from every author that contributed to the Work. If the Contractor is an author, the Contractor permanently waives the Contractor's Moral Rights.

GC26. Taxes

26.1 Municipal Taxes

Municipal Taxes do not apply.

26.2 Federal government departments and agencies are required to pay Applicable Taxes.

26.3 Applicable Taxes will be paid by Canada as provided in the Invoice Submission section. It is the sole responsibility of the Contractor to charge Applicable Taxes at the correct rate in accordance with applicable legislation. The Contractor agrees to remit to appropriate tax authorities any amounts of Applicable Taxes paid or due.

26.4 The Contractor is not entitled to use Canada's exemptions from any tax, such as provincial sales taxes, unless otherwise specified by law. The Contractor must pay applicable provincial sales tax, ancillary taxes, and any commodity tax, on taxable goods or services used or consumed in the performance of the Contract (in accordance with applicable legislation), including for material incorporated into real property.

26.5 In those cases where Applicable Taxes, customs duties, and excise taxes are included in the Contract Price, the Contract Price will be adjusted to reflect any increase, or decrease, of Applicable Taxes, customs duties, and excise taxes that will have occurred between bid submission and contract award. However, there will be no adjustment for any change to increase the Contract Price if public notice of the change was given before bid submission date in sufficient detail to have permitted the Contractor to calculate the effect of the change.

26.6 Tax Withholding of 15 Percent

Pursuant to the *Income Tax Act*, 1985, c. 1 (5th Supp.) and the Income Tax Regulations, Canada must withhold 15 percent of the amount to be paid to the Contractor in respect of services provided in Canada if the Contractor is a non-resident, unless the Contractor obtains a valid waiver. The amount withheld will be held on account for the Contractor in respect to any tax liability which may be owed to Canada.

GC27. International Sanctions

27.1 Persons in Canada, and Canadians outside of Canada, are bound by economic sanctions imposed by Canada. As a result, the Government of Canada cannot accept delivery of goods or services that originate, either directly or indirectly, from the countries or persons subject to economic sanctions.

Details on existing sanctions can be found at:
<http://www.dfait-maeci.gc.ca/trade/sanctions.en.asp>.

27.2 The Contractor must not supply to the Government of Canada any goods or services which are subject to economic sanctions.

27.3 The Contractor must comply with changes to the regulations imposed during the period of the Contract. The Contractor must immediately advise Canada if it is unable to perform the Work as a result of the imposition of economic sanctions against a country or person or the addition of a good or service to the list of sanctioned goods or services. If the Parties cannot agree on a work around plan, the Contract will be terminated for convenience in accordance with section GC9.

GC28. T1204 Government Service Contract Payment

28.1 Pursuant to regulations made pursuant to paragraph 221 (1)(d) of the *Income Tax Act*, payments made by departments and agencies to Contractors under applicable services Contracts (including Contracts involving a mix of goods and services) must be reported on a T1204 Government Service Contract Payment. To enable client departments and agencies to comply with this requirement, Contractors are required to provide information as to their legal name and status, business number, and/or Social Insurance Number or other supplier information as applicable, along with a certification as to the completeness and accuracy of the information.

GC29. Successors and Assigns

The Contract shall enure to the benefit of and be binding upon the parties hereto and their lawful heirs, executors, administrators, successors and assigns as the case may be.

GC30. Conflict of Interest and Values and Ethics Codes for the Public Service

The Contractor acknowledges that individuals who are subject to the provisions of the *Conflict of Interest Act*, 2006, c. 9, s. 2, the Conflict of Interest Code for Members of the House of Commons, any applicable federal values and ethics code or any applicable federal policy on conflict of interest and post-employment shall not derive any direct benefit resulting from the Contract unless the provision or receipt of such benefit is in compliance with such legislation and codes.

GC31. No Bribe

The Contractor declares that no bribe, gift, benefit, or other inducement has been or will be paid, given, promised or offered directly or indirectly to any official or employee of Canada or to a member of the family of such a person, with a view to influencing the entering into the Contract or the administration of the Contract.

GC32. Errors

Notwithstanding any other provision contained in this Contract, no amount shall be paid to the Contractor based on the cost of Work incurred to remedy errors or omissions for which the Contractor or his servants, agents or subcontractors are responsible, and such errors or omissions shall be remedied at the Contractor's cost, or, at the option of Canada, the Contract may be terminated and in that event the Contractor shall receive payment only as determined under section GC10.

GC33. Performance

The failure of Canada to require performance by the Contractor of any provision of this Contract shall not affect the right of Canada thereafter to enforce such provision, nor shall the waiver by Canada of any breach of any term of the Contract be taken or held to be a waiver of any further breach of the same or any other term or condition.

GC34. Gender

Whenever the singular or masculine is used throughout this Contract, it shall be construed as including the plural, feminine, or both whenever the context and/or the parties hereto so require.

GC35. Survival

All the Parties' obligations of confidentiality, representations and warranties set out in the Contract as well as any other the provisions, which by the nature of the rights or obligations might reasonably be expected to survive, will survive the expiry or termination of the Contract.

GC36. Severability

If any provision of the Contract is declared by a court of competent jurisdiction to be invalid, illegal or unenforceable, that provision will be removed from the Contract without affecting any other provision of the Contract.

GC37. Contingency Fees

The Contractor certifies that it has not, directly or indirectly, paid or agreed to pay and agrees that it will not, directly or indirectly, pay a contingency fee for the solicitation, negotiation or obtaining of the Contract to any person, other than an employee of the Contractor acting in the normal course of the employee's duties. In this section, "contingency fee" means any payment or other compensation that depends or is calculated based on a degree of success in soliciting, negotiating or obtaining the Contract and "person" includes any individual who is required to file a return with the registrar pursuant to section 5 of the *Lobbying Act*, 1985, c. 44 (4th Supplement).

GC38. Criminal Offense

The Contractor declares that the contractor has not been convicted of an offence, other than an offence for which a pardon has been granted, under section 121, 124 or 418 of the Criminal Code.

GC39. Public Disclosure

- 39.1 The Contractor consents, in the case of a contract that has a value in excess of \$10,000, to the public disclosure of basic information - other than information described in any of paragraphs 20(1)(a) to (d) of the *Access to Information Act* - relating to the contract.
- 39.2 The contractor consents, in the case of a contract with a former public servant in receipt of a Public Servant Superannuation (PSSA) pension, that the contractor'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 described in 39.1.

GC40. Notice

Any notice under the Contract must be in writing and may be delivered by hand, courier, mail, facsimile or other electronic method that provides a paper record of the text of the notice. It must be sent to the Party for whom it is intended at the address stated in the Contract. Any notice will be effective on the day it is received at that address. Any notice to Canada must be delivered to the Minister.

GC41. Accuracy

The Contractor represents and warrants that the information submitted with its bid is accurate and complete. The Contractor acknowledges that the Minister has relied upon such information in entering into this Contract. This information may be verified in such manner as the Minister may reasonably require.

GC42. Dispute Resolution Services

The parties understand that the Procurement Ombudsman appointed pursuant to subsection 22.1 (1) of the *Department of Public Works and Government Services Act* will, on request of a party, provide a proposal for an alternative dispute resolution process to resolve any dispute arising between the parties respecting the interpretation or application of a term or condition of this contract. The parties may consent to participate in the proposed alternative dispute resolution process and to bear the cost of such process. The Office of the Procurement Ombudsman may be contacted by telephone at 1-866-734-5169 or by email at boa.opo@boa.opo.gc.ca.

GC43. Contract Administration

The parties understand that the Procurement Ombudsman appointed pursuant to Subsection 22.1 (1) of the *Department of Public Works and Government Services Act* will review a complaint filed by the contractor respecting administration of this contract if the requirements of Subsection 22.2 (1) of the *Department of Public Works and Government Services Act* and Section 15 and 16 of the *Procurement Ombudsman Regulations* have been met, and the interpretation and application of the terms and conditions and the scope of the work of this contract are not in dispute. The Office of the Procurement Ombudsman may be contacted by telephone at 1-866-734-5169 or by email at boa.opo@boa.opo.gc.ca.

GC44. Entire Agreement

The Contract constitutes the entire agreement between the Parties relative to the subject procurement and supersedes all previous negotiations, communications and other agreements, whether written or oral, unless they are incorporated by reference in the Contract. There are no terms, covenants, representations, statements or conditions relative to the subject procurement binding on the Parties other than those contained in the Contract.



SCHEDULE B - Equipment to be Maintained – FRDC

Evaluation Criteria

Cleanliness will be determined by visual inspection; absence of deposits, colour and shine of surfaces for each item and piece of equipment to be cleaned.

Machine number	Total time allotted to maintain the machine hrs/min	Types of maintenance to be carried out (on request)				Types of washing						Additional information	
		Wash	Disassemble	Rinse	Assemble	Hand	C.I.P.	Running	Soak	Pressure	Foaming		
Soap room	1.5 hours												Fill up the various kinds of soap, clean the support and the floor of the room.
Tidying	3 hours a week												The following list is not exhaustive: storing replacement parts, tubing and pipes, reassembling equipment, returning equipment to the storeroom, putting equipment parts in the designated storage locations and rolling up the hoses. This work shall be done between 4 p.m. on Friday and 8 a.m. on Monday.
Set up rooms													Set up tables in the meeting rooms in accordance with the plans provided.
Miscellaneous													The Contractor shall be authorized to bill 30 minutes per project per presence for the



Machine number	Total time allotted to maintain the machine hrs/min	Types of maintenance to be carried out (on request)				Types of washing						Additional information		
		Wash	Disassemble	Rinse	Assemble	Hand	C.I.P.	Running	Soak	Pressure	Foaming			
parts														
A-125 A-126 B- 159 A	10 hours	X		X		X				X				washing of small items such as covers, spatulas, fittings and pipes, and for cleaning of the work area.
A-141 A-151 A-161 A-171	2 hours	X		X		X				X				Wash the floor with a mop, pressure washer or automatic scrubber as needed.
A-107 A-108	2 hours	X		X		X				X				Wash the ceiling and walls using window washing accessories. Wash the floor with a mop, pressure washer or automatic scrubber as needed.
AG-**	5 minutes	X				X				X				Wash the floor, counters and equipment in the room.
B-105 B-110	Number of hours to be determined on the basis of cleanliness	X		X		X				X				Cloth wash with mild soap like Diton B. Wash floor, ceiling, wall, cabinets and counters in the room. Wash with degreasing soap. Disinfect.

Machine number	Total time allotted to maintain the machine hrs/min	Types of maintenance to be carried out (on request)				Types of washing						Additional information		
		Wash	Disassemble	Rinse	Assemble	Hand	C.I.P.	Running	Soak	Pressure	Foaming			
BA-**	5 minutes	X		X		X				X				Cloth wash with mild soap like Diton B.
Bi-**	2 minutes	X		X		X		X		X				Hand wash or use automatic washer. Depending on amount of dirt, use caustic or acid soap.
BO-01	1 hour	X		X		X				X				Hand wash with oven cleaner. Wash the outside.
BO-04	45 minutes	X		X		X				X				Clean with mild soap.
BO-05	30 minutes	X		X		X				X				Wash with mild soap. Scrape dough off felt.
BO-07	30 minutes	X	X	X		X				X				Wash parts of machine and stand.
BO-08 BO-09 BO-10	30 minutes	X	X	X		X				X				Wash parts of machine and stand.
BO-11	30 minutes	X	X	X		X				X				Wash parts of machine and stand.



Machine number	Total time allotted to maintain the machine hrs/min	Types of maintenance to be carried out (on request)				Types of washing						Additional information	
		Wash	Disassemble	Rinse	Assemble	Hand	C.I.P.	Running	Soak	Pressure	Foaming		
BO-12	MIXER-BLENDER 10 minutes	X	X	X	X	X							Wash parts of machine and stand.
BO-13	DOUGH HOMOGENIZER 1 hour	X	X	X	X	X							Wash parts of machine and stand.
BO-14 BO-27	SIEVE AGITATOR WITH SIEVE 30 minutes	X	X	X		X							Wash parts of machine and stand.
BO-16	DOUGH KNEADER (VMI) 30 minutes	X		X		X							Wash parts of machine and stand.
BO-17	2-PLATE OVEN 30 minutes	X		X		X							Wash with mild soap or oven soap as the case may be.
BO-18	VOLUMETER 15 minutes	X		X		X							Clean with mild soap.



Machine number	Total time allotted to maintain the machine hrs/min	Types of maintenance to be carried out (on request)				Types of washing						Additional information	
		Wash	Disassemble	Rinse	Assemble	Hand	C.I.P.	Running	Soak	Pressure	Foaming		
BO-20	BREAD SLICER 15 minutes	X		X		X							Mild soap. Sweep up residue.
BO-21	DOUGH MOULDER 15 minutes	X		X		X							Wash with mild soap. Scrape dough off felt.
BO-22	PICARD REVOLVING OVEN 1 hour	X		X		X							Brush and vacuum the plates and the bottom of the oven. Wash the outside with mild soap.
BO-23	DOUGH PROOFER 1 hour	X		X		X							Take out the shelf and wash it with mild soap. Wash the inside and outside with mild soap.
BO-24	NATIONAL MIXER 30 minutes	X		X		X							Wash parts of machine and stand.
BO-25	DOUGH ROUNDER 30 minutes	X		X		X							Wash the inside and outside with mild soap. Oil the screw.

Machine number	Total time allotted to maintain the machine hrs/min	Types of maintenance to be carried out (on request)				Types of washing						Additional information		
		Wash	Disassemble	Rinse	Assemble	Hand	C.I.P.	Running	Soak	Pressure	Foaming			
BO-26	1 hour 30 minutes	X	X	X		X								Wash the machine and accompanying parts with mild soap, then store the parts in the cabinet.
BO-28	45 minutes	X		X		X								Brush and vacuum the plates and the bottom of the oven. Wash the outside with mild soap.
BO-29	1 hour	X		X		X								Brush and vacuum the plates and the bottom of the oven. Wash the outside with mild soap.
BO-32	15 minutes	X		X		X								Vacuum the moulds and wash the bottom container with mild soap.
BT-01	4 hours 30 minutes	X	X	X	X	X								Cover the motors and computer fully before starting to wash.
BT-02	3 hours	X	X	X	X	X								Cover the motors and computer fully before starting to wash.



Machine number	Total time allotted to maintain the machine hrs/min	Types of maintenance to be carried out (on request)				Types of washing						Additional information		
		Wash	Disassemble	Rinse	Assemble	Hand	C.P.P.	Running	Soak	Pressure	Foaming			
BT-03 BT-04	1 hour 30 minutes	X	X	X	X	X			X					
BT-06 BT-07 BT-08	1 hour 30 minutes	X	X	X	X	X			X					Cover the motors and computer fully before starting to wash.
BT-10	3 hours 30 minutes	X	X	X	X	X			X					Wash the outside of the machine and the stand thoroughly.
BT-11 and BT-19	15 minutes	X		X		X			X					Fragile parts. Be careful not to damage them while handling.
BT-13 and BT-14	15 minutes	X		X		X			X					Mild soap.
BT-17	1 hour 30 minutes	X		X		X			X					Wash while running. Wash the outside with mild soap.

Machine number	Total time allotted to maintain the machine hrs/min	Types of maintenance to be carried out (on request)				Types of washing						Additional information	
		Wash	Disassemble	Rinse	Assemble	Hand	C.I.P.	Running	Soak	Pressure	Foaming		
BT-21	15 minutes	X		X		X							Vacuum the inside of the oven. Wash the outside with mild soap.
BT-22	15 minutes	X		X		X							Vacuum the inside of the oven. Wash the outside with mild soap.
BT-23	15 minutes	X		X		X							Vacuum the inside of the oven. Wash the outside with mild soap.
BT-24	1 hour	X		X		X							Wash the inside with strong caustic soap. Wash the outside and the cart with mild soap.
BT-25 and BT-26	1 hour 30 minutes	X	X	X	X	X							Wash the inside of the walls, the workspace and the outside. Rinse and disinfect the inside, followed with a final rinse.
BT-27	1 hour	X	X	X	X	X							Fragile parts.

Machine number	Total time allotted to maintain the machine hrs/min	Types of maintenance to be carried out (on request)				Types of washing						Additional information	
		Wash	Disassemble	Rinse	Assemble	Hand	C.I.P.	Running	Soak	Pressure	Foaming		
BT-31	1 hour 30 minutes	X	X	X	X	X			X				Fragile parts. Handle with care.
CG-02	1 hour	X	X	X	X	X			X			X	Wash inside with degreasing soap. Wash cart. Wash outside.
CG-04	30 minutes	X		X		X			X				Mild soap.
CO-01	2 hours	X	X	X	X	X			X	X			Always check water level during washing because the solution evaporates.
CO-02	2 hours	X	X	X	X	X			X	X			Always check water level during washing because the cleaning solution evaporates.
EM-02	15 minutes	X		X		X			X				Wash the inside, outside and parts with mild soap.



Machine number	Total time allotted to maintain the machine hrs/min	Types of maintenance to be carried out (on request)				Types of washing						Additional information		
		Wash	Disassemble	Rinse	Assemble	Hand	C.I.P.	Running	Soak	Pressure	Foaming			
EM-03	15 minutes	X		X		X								Wash the inside, outside and parts with mild soap.
EM-04	15 minutes	X		X		X								Wash the inside, outside and parts with mild soap.
EM-05	10 minutes	X		X		X								Wash the inside, outside and parts with mild soap.
EM-08	10 minutes	X		X		X								Wash the inside, outside and parts with mild soap.
EM-09	30 minutes	X	X	X	X	X			X					Remove the piston and clean the inside of the valve. Check for small metal ridges.
ENT-01	5 minutes	X		X		X								Wash the inside and outside with mild soap.

Machine number	Total time allotted to maintain the machine hrs/min	Types of maintenance to be carried out (on request)				Types of washing						Additional information		
		Wash	Disassemble	Rinse	Assemble	Hand	C.T.P.	Running	Soak	Pressure	Foaming			
EP-01 and EP-02	2 hours	X	X	X	X	X	X							Always use a high-flow pump. Assemble with rigid tubing.
FL-01	2 hours	X	X	X		X			X	X				Wash parts and machine with mild soap. Soak filters if necessary, then rinse and disinfect.
FL-03	1 hour	X	X	X	X	X			X					
FL-04	30 minutes	X		X		X			X					Wash the bottom of the kettle. Close the steam vent tightly.
FL-05	1 hour	X	X	X	X	X			X					Remove the agitator arms and clean the thermometer. Close the steam vent tightly.
FL-06	1 hour	X	X	X	X	X			X					Remove the agitator arms. Close the steam vent tightly.



Machine number	Total time allotted to maintain the machine hrs/min	Types of maintenance to be carried out (on request)				Types of washing						Additional information	
		Wash	Disassemble	Rinse	Assemble	Hand	C.I.P.	Running	Soak	Pressure	Foaming		
FL-15	30 minutes	X	X	X		X			X	X			
FL-16	30 minutes	X		X		X							Dispose of used oil in the designated place. Ask the technician in charge.
FO-02	45 minutes	X		X		X							
FO-03 FO-04 FO-17	45 minutes	X	X	X		X			X				Wash with degreaser.
FO-06	45 minutes	X	X	X		X			X				Wash with degreaser, then acid. Be careful of rotary blades.
FO-07	30 minutes	X		X		X			X				Wash with degreaser, then acid. The moulds also have to be washed.



Machine number	Total time allotted to maintain the machine hrs/min	Types of maintenance to be carried out (on request)				Types of washing						Additional information		
		Wash	Disassemble	Rinse	Assemble	Hand	C.I.P.	Running	Soak	Pressure	Foaming			
FO-08	20 minutes	X		X		X								Wash with degreaser, then with acid.
FO-09	20 minutes	X		X		X								Wash with degreaser, then with acid.
FO-10	5 minutes	X	X	X	X	X								
FO-11, FO-12	5 minutes	X	X	X	X	X								
FO-13, FO-14	2 minutes	X		X		X								
FO-15	1 hour	X	X	X	X	X		X						Be careful of the blades. Carefully follow the instructions for reinstalling the blades.



Machine number	Total time allotted to maintain the machine hrs/min	Types of maintenance to be carried out (on request)				Types of washing						Additional information		
		Wash	Disassemble	Rinse	Assemble	Hand	C.I.P.	Running	Soak	Pressure	Foaming			
FO-16	2 minutes	X		X		X								
FO-20	30 minutes	X		X		X								Wash with degreaser, then acid. The moulds also have to be washed.
FO-21 FO-22	30 minutes	X		X		X								Wash with degreaser, then acid.
FO-23 FO-24	30 minutes	X		X		X			X					Wash with degreaser, then acid.
FO-25	30 minutes	X		X		X								Wash with degreaser, then acid. The moulds also have to be washed.
FO-26	2 hours 30 minutes	X	X	X	X	X			X				X	Wash with degreaser, then acid.



Machine number	Total time allotted to maintain the machine hrs/min	Types of maintenance to be carried out (on request)				Types of washing						Additional information		
		Wash	Disassemble	Rinse	Assemble	Hand	C.I.P.	Running	Soak	Pressure	Foaming			
FO-27 FO-28	15 minutes	X		X		X								
FO-29	20 minutes	X		X		X					X			Rinse the machine thoroughly to remove all salt residue.
FO-30	15 minutes	X		X		X								Wash the inside with mild soap, rinse well and wipe up any drops of water.
FO-31	15 minutes	X		X		X								Mild soap.
FO-32	30 minutes	X	X	X	X	X								Use a degreaser and acid.
FO-33	15 minutes	X		X		X								Mild soap.



Machine number	Machine description	Total time allotted to maintain the machine hrs/min	Types of maintenance to be carried out (on request)				Types of washing						Additional information						
			Wash	Disassemble	Rinse	Assemble	Hand	C.I.P.	Running	Soak	Pressure	Foaming							
FO-35	LAMINAR FLOW HOOD	1 hour 30 minutes	X	X	X	X	X												
FO-36	CHECK VALVE (1½" DIAMETER)	1 hour	X		X		X												Wash the inside of the walls, the workspace and the outside. Rinse and disinfect the inside, followed with a final rinse.
FR-02	WESTFALIA CENTRIFUGE (SMALL)	1 hour 30 minutes	X	X	X	X	X					X							
FR-03	AUTOMATIC DESLUDGER CENTRIFUGE (300 L/H)	4 hours	X	X	X	X	X					X	X	X					It may be necessary to soak some parts longer and use the pressure washer (see appendix).
FR-08	CENTRIFUGAL DECANTER	2 hours	X	X	X	X	X					X	X	X					
GR-01	SUPERCritical FLUID SYSTEM	30 minutes	X		X		X												Wash the outside with mild soap.



Machine number	Total time allotted to maintain the machine hrs/min	Types of maintenance to be carried out (on request)				Types of washing						Additional information	
		Wash	Disassemble	Rinse	Assemble	Hand	C.P.P.	Running	Soak	Pressure	Foaming		
GR-08	2 hours 30 minutes	X	X	X	X	X		X	X	X			The exchangers have to be dismantled.
HU-05	30 minutes	X		X		X							Vacuum all surfaces. Do not use water on inside surfaces.
HU-08	45 minutes	X	X	X		X		X					Wash the outside with mild soap.
HU-15	40 minutes	X	X	X		X							Soak the filters in a cleaning solution. Rinse well.
IR-01	2 hours 30 minutes	X		X		X							Be careful not to drop any of the cleaning solution in the pool.
LA-01A LA-01B	45 minutes	X	X	X		X				X			Remember to turn off the compressor.

Machine number	Total time allotted to maintain the machine hrs/min	Types of maintenance to be carried out (on request)				Types of washing						Additional information		
		Wash	Disassemble	Rinse	Assemble	Hand	C.I.P.	Running	Soak	Pressure	Foaming			
LA-02	30 minutes	X	X	X	X	X								
LA-03	10 minutes	X		X		X								Wash the outside with mild soap and drain the water from the tank.
LA-05 LA-06	45 minutes	X		X		X								Wash the inside and outside with mild soap.
LA-07	45 minutes	X	X	X	X	X				X				The parts of the head are very fragile. Be very careful.
LA-08	45 minutes	X	X	X	X	X								Do not spray water full force inside the incubator.
LA-09	45 minutes	X		X		X				X				



Machine number	Total time allotted to maintain the machine hrs/min	Types of maintenance to be carried out (on request)				Types of washing						Additional information	
		Wash	Disassemble	Rinse	Assemble	Hand	C.P.P.	Running	Soak	Pressure	Foaming		
LA-10	5 minutes	X		X		X							Wash with mild soap. Do not use water at full force.
LA-13	2 hours	X		X		X					X		
LA-14	2 hours 30 minutes	X	X	X	X	X				X			
LA-15	1 hour	X		X						X			
LA-16	1 hour 45 minutes	X		X		X				X			Because the flow through the machine is low, recirculation has to be longer.
LA-17	1 hour	X	X	X		X							Never use chlorine, soap or disinfectant in this machine.



Machine number	Total time allotted to maintain the machine hrs/min	Types of maintenance to be carried out (on request)				Types of washing						Additional information	
		Wash	Disassemble	Rinse	Assemble	Hand	C.I.P.	Running	Soak	Pressure	Foaming		
L-A-18	1 hour	X	X	X		X							Never use chlorine, soap or disinfectant in this machine.
LB-49	45 minutes	X	X	X		X							Mild soap.
ME-02	1 hour	X	X	X	X	X							
ME-03	45 minutes	X	X	X	X	X							
ME-05	30 minutes	X	X	X	X	X					X		
ME-07	1 hour 30 minutes	X	X	X	X	X					X		



Machine number	Total time allotted to maintain the machine hrs/min	Types of maintenance to be carried out (on request)				Types of washing						Additional information	
		Wash	Disassemble	Rinse	Assemble	Hand	C.I.P.	Running	Soak	Pressure	Foaming		
ME-11	20 minutes	X	X	X	X	X							
MF-01	1 hour 15 minutes	X		X		X							Washing and sanitation procedures may be modified depending on the Centre's needs.
MF-02	1 hour 15 minutes	X		X		X							Washing and sanitation procedures may be modified depending on the Centre's needs.
MO-01	4 hours	X	X	X	X	X							Wash the components and parts of the machine, the counters, the cabinets and the hood with mild soap. Acid wash some surfaces to remove rust.
NE-01	15 minutes	X		X		X							Washing and sanitation procedures may be modified depending on the Centre's needs.
NF-01	1 hour 15 minutes	X		X		X							Washing and sanitation procedures may be modified depending on the Centre's needs.

Machine number	Total time allotted to maintain the machine hrs/min	Types of maintenance to be carried out (on request)				Types of washing						Additional information	
		Wash	Disassemble	Rinse	Assemble	Hand	C.I.P.	Running	Soak	Pressure	Foaming		
LA-01	20 minutes	X		X		X							Outside only with mild soap.
POC-** POD-** POP-** POV-**	20 minutes	X	X	X	X	X							
RED-** RES-** REN-**	20 minutes	X	X	X	X	X							
SE-01	10 hours	X	X	X	X	X	X	X	X	X			It may be necessary to repeat this procedure to ensure thorough washing. As well, some parts will have to be hand washed.
SE-02	30 minutes	X		X		X							Always wash with very hot water.
SE-03	1 hour 15 minutes	X		X		X					X		Wash trays with mild soap. Vacuum the chamber. Use as little water as possible in the chamber. Foam wash the outside.



Machine number	Total time allotted to maintain the machine hrs/min	Types of maintenance to be carried out (on request)				Types of washing						Additional information		
		Wash	Disassemble	Rinse	Assemble	Hand	C.I.P.	Running	Soak	Pressure	Foaming			
SE-04	5 hours	X	X	X	X	X	X							
SE-05	1 hour	X		X		X								
SE-06	30 minutes	X	X	X	X	X								
SE-07	30 minutes	X		X		X								Wash outside with mild soap.
SE-08	1 hour	X		X		X								Wash outside with mild soap.
SE-09	30 minutes	X	X	X	X	X								

Machine number	Total time allotted to maintain the machine hrs/min	Types of maintenance to be carried out (on request)				Types of washing						Additional information	
		Wash	Disassemble	Rinse	Assemble	Hand	C.I.P.	Running	Soak	Pressure	Foaming		
SE-10	BALL BED DRYER 2 hours 30 minutes	X	X	X	X	X							
ST-02	TWIN-SCREW EXTRUDER 5 hours	X	X	X	X	X			X	X			All parts must be oiled and stored.
TR-05	HAMMER MILL 30 minutes	X		X		X				X			
TR-07	RIETZ DISINTEGRATOR 1 hour	X	X	X	X	X				X			
TR-08	QUADRO CRUSHER 30 minutes	X	X	X	X	X				X			
TR-13	FINE GRINDING MILL 3 hours	X	X	X	X	X							Clean the filters thoroughly with a sweeper and compressed air spray. Do not wash with water at full force. Use the sweeper for the inside.

Machine number	Total time allotted to maintain the machine hrs/min	Types of maintenance to be carried out (on request)				Types of washing						Additional information		
		Wash	Disassemble	Rinse	Assemble	Hand	C.I.P.	Running	Soak	Pressure	Foaming			
TR-14	GAULIN 250 L/H HOMOGENIZER 1 hour 30 minutes	X	X	X		X				X				
TR-15	RANNIE MOBILE HOMOGENIZER 45 minutes	X		X		X				X				
TT-02	ASEPTIC CABINET 30 minutes	X		X		X								
TT-04	INDIRECT AND DIRECT UHT STERILIZER 2 hours	X	X	X	X	X				X				Because the flow through the machine is low, recirculation has to be longer.
TT-05	TUBULAR HEAT EXCHANGER 45 minutes	X		X		X				X				
TT-07	ASEPTIC SCRAPPED- SURFACE SYSTEM 1 hour 30 minutes	X		X		X				X				



Machine number	Total time allotted to maintain the machine hrs/min	Types of maintenance to be carried out (on request)				Types of washing						Additional information		
		Wash	Disassemble	Rinse	Assemble	Hand	C.I.P.	Running	Soak	Pressure	Foaming			
UF-01	KOCH ULTRAFILTRATION UNIT 1 hour 30 minutes	X		X		X		X						Washing and sanitation procedures may be modified depending on the Centre's needs.
UF-02	ROMICON 6-MEMBRANE ULTRAFILTRATION UNIT 1 hour 30 minutes	X		X		X		X						Washing and sanitation procedures may be modified depending on the Centre's needs.
UF-03	ROMICON ULTRAFILTRATION UNIT (SMALL) 1 hour	X		X		X		X						Washing and sanitation procedures may be modified depending on the Centre's needs.
UF-04	ROMICON 1- OR 2-MEMBRANE ULTRAFILTRATION UNIT 1 hour 15 minutes	X		X		X		X						Washing and sanitation procedures may be modified depending on the Centre's needs.
UF-05	ULTRAFILTRATION UNIT (PLEX TANK) 1 hour	X		X		X		X						Washing and sanitation procedures may be modified depending on the Centre's needs.
VI-01	DYNO TRAY SEALER 1 hour													



Machine number	Total time allotted to maintain the machine hrs/min	Types of maintenance to be carried out (on request)				Types of washing						Additional information		
		Wash	Disassemble	Rinse	Assemble	Hand	C.P.	Running	Soak	Pressure	Foaming			
VI-02	MEAT CHOPPER-GRINDER 1 hour 30 minutes	X	X	X	X	X								
VI-03	CL FERMENTATION AND DRYING UNIT 45 minutes	X		X		X								
VI-04	URSHEL HIGH-SPEED CHOPPER 1 hour 30 minutes	X	X	X	X	X			X					Very sharp blades. Handle with care.
VI-05	SMOKING AND COOKING UNIT 45 minutes	X		X		X								
VI-06	MEAT TUMBLER (SCANIRO) 30 minutes	X	X	X	X	X				X				
VI-07	DOUBLE ACTION MIXER 45 minutes	X	X	X	X	X				X				

Machine number	Total time allotted to maintain the machine hrs/min	Types of maintenance to be carried out (on request)				Types of washing						Additional information	
		Wash	Disassemble	Rinse	Assemble	Hand	C.I.P.	Running	Soak	Pressure	Foaming		
VI-08	2 hours	X	X	X	X	X		X					
VI-09	45 minutes	X	X	X	X	X		X					
VI-10	2 hours	X	X	X	X	X		X					
VI-11	1 hour	X	X	X	X	X		X		X			
VI-12	45 minutes	X	X	X	X	X		X					
VI-13	1 hour 30 minutes	X	X	X	X	X							Very sharp blades. Handle with care.



Machine number	Total time allotted to maintain the machine hrs/min	Types of maintenance to be carried out (on request)				Types of washing						Additional information		
		Wash	Disassemble	Rinse	Assemble	Hand	C.T.P.	Running	Soak	Pressure	Foaming			
VI-14	15 minutes	X		X		X								
VI-16	30 minutes	X		X		X					X			
VI-17	1 hour 15 minutes	X		X		X								Very sharp blade. Handle with care.
VI-18	2 hours 30 minutes	X		X		X					X			
VI-22	1 hour	X		X		X					X			
VI-23	1 hour 15 minutes	X		X		X					X			



Machine number	Machine description	Total time allotted to maintain the machine hrs/min	Types of maintenance to be carried out (on request)				Types of washing						Additional information	
			Wash	Disassemble	Rinse	Assemble	Hand	C.I.P.	Running	Soak	Pressure	Foaming		
VI-24	CL STYROFOAM TRAY PACKAGING MACHINE	30 minutes	X		X		X							
VI-25	STIRRING AND HEATING PLATE	5 minutes	X		X		X							
VI-26	VACUUM PUMP	15 minutes	X		X		X							
VI-27	PRES-VIDE STEP VCM-12 CL COOKER-CUTTER	1 hour 15 minutes	X	X	X	X	X			X				
VI-29	SQUARE POLYPROPYLENE VAT	10 minutes	X		X									
VI-30	STEPHAN MICROCUT EMULSIFIER	1 hour 30 minutes	X	X	X	X	X							



CLEANING CONTRACT – GENERAL INFORMATION

Types of maintenance to be performed

Specifies the various tasks to be carried when doing maintenance on a machine

The tasks are:

- WASH:** Clean and remove residue from a machine. Done using various soaps, processes and equipment.
- RINSE:** Rinse the machine with water. To be done before washing in order to remove as much residue as possible and thus make cleaning easier. Also done after washing to remove the cleaning solution.
- DISASSEMBLE:** Separate the parts of a machine to permit more effective cleaning. Also applies when two or more machines that were connected for testing or cleaning have to be separated. In many cases, the parts have to be disassembled in a specific order and care has to be taken to ensure that the components of the machine are not damaged.
- ASSEMBLE:** Assemble the various parts of a machine. In many cases, the parts have to be assembled in a specific order and care has to be taken to ensure that the components of the machine are not damaged. Applies also when two or more machines have to be connected for cleaning.
- DISINFECT:** Treat a machine with a product in order to remove contaminants. Various products and processes are used.
- RELATED TASKS:** Maintenance of some machines or facilities entails very specific tasks. These are included in related tasks. Examples include oiling parts, drying parts with compressed air and cleaning the machine with a sweeper.

Related tasks also include:

- rolling up hoses;
- returning to the box the tools that were used in doing maintenance on the machines;
- storing pipes, hoses, adaptors, metal parts, boilers and cleaning materials in their proper place;
- washing walls, ceilings, floors, counters, tables, carts and shelves used in tests at the plant;
- washing floors with a power scrubber, mop or pressure washer;
- other tasks.



CLEANING CONTRACT – GENERAL INFORMATION

Types of washing to be done

Specifies the procedures used to clean machines.

The types of washing are:

- HAND:** Hand washing with a brush, scrub pad and cloth.
- C.I.P.:** C.I.P. is a system that allows a cleaning fluid to be flushed through a machine.
- RUNNING:** Some complex machines have to be running when they are being cleaned so that the cleaning solution can circulate.
- SOAK:** Parts with too much caked-on residue have to be soaked so that they can be properly cleaned.
- PRESSURE:** Electric device that sprays water under pressure. Useful when small particles are stuck to or caught in parts.
- FOAM:** Device used to spray a foam cleaner onto machines. Makes it easier to clean large surfaces.



SCHEDULE C - Bid Form

Bid

I/We, the undersigned, hereinafter referred to as "the Contractor," agree that the submission of this bid constitutes *prima facie* proof that we examined the site where the services are to be rendered and the conditions under which the said services are to be rendered at the time and in manner indicated in these bid documents.

I/We also carefully examined the tender documents published by Agriculture and Agri-Food Canada and propose to provide Her Majesty the Queen in right of Canada, represented by the Minister of Agriculture and Agri-Food, hereinafter referred to as "the Minister," with the labour and other resources needed to safely and professionally clean pilot equipment and wash floors at the Food Research and Development Centre located at 3600 Casavant Boulevard West, Saint-Hyacinthe, Quebec, Canada, at the following hourly rate:

\$ _____ per hour to clean the pilot equipment

in Canadian dollars. This price includes all related costs and all applicable fees and all applicable taxes. This price is firm for 60 days following the date on which the bids are opened.

Made at _____ this ____ day of _____ 2014.

Name and address of company:

Name of bidder:

Position of bidder:

Signature of bidder:

Name of witness:

Signature of witness:



SCHEDULE D - Work Order

Equipment to be cleaned

SIGPI Project # _____

Machine Number	Additional Comments

Ordered by: _____

Date: _____



FORM A – EMPLOYMENT EQUITY PROGRAMS

1. Under the Federal Contractors Program, certain companies bidding for federal contracts valued at \$200,000 and over must officially undertake to implement an employment equity program before their bids can be accepted. If the bidder is subject to the program, the proof of its undertaking must be provided with granting of the contract.
 - a) The program does not apply when:
 - () The value of the contract is less than \$200,000;
 - () The organization has less than 100 permanent full-time or part-time employees nationwide;
 - () The organization is governed by the federal government;

(As applicable, please check the appropriate box above)
 - b) If the above-mentioned exceptions do not apply to the bidder, it shall comply with the requirements of the program. Accordingly, it shall submit a duly signed certificate of undertaking (see the reference below) or its certification number as follows: _____ which shall confirm its adherence to the program.
2. In all cases, the bidder shall produce the necessary proof upon request, if this is not included with its bid. In no case shall a contract be awarded to an organization which does not satisfy the requirements of the Federal Contractors Program in terms of employment equity, unless it is exempted.

NOTE:

- The Federal Contractors Program in terms of employment equity applies only to bidders established within Canada.
- The undertaking certification, the application criteria of the Federal Contractors Program and general information are available at the Web site of Public Works and Government Services Canada at the following address: <http://www.tpsgc.gc.ca/sacc/choice-e.html>.

Signature

Date



FORM B – WORK FORCE REDUCTION PROGRAM

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

Definitions

For the purposes of this clause,

"former public servant" means a 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 and includes:

- (a) an individual;
- (b) an individual who has incorporated;
- (c) a partnership made up 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 Public Service.

"pension" means a pension payable pursuant to the *Public Service Superannuation Act*, R.S. 1985, c. P-36, as indexed pursuant to the *Supplementary Retirement Benefits Act*, R.S. 1985, c. S-24.

Former Public Servant in Receipt of a Pension

Is the Consultant a FPS in receipt of a pension as defined above?

YES () NO ()

If so, the Consultant must provide the following information:

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

Work Force Reduction Program

Is the Consultant a FPS who received a lump sum payment pursuant to the terms of a work force reduction program? YES () NO ()

If so, the Consultant must provide the following information:

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



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

Certification

By submitting the proposal, the Proposer certifies that the information submitted by the Consultant in response to the above requirements is accurate and complete.

Nom of the Consultant: _____

Signature: _____

Date: _____



FORM C - Sous-traitance / Subcontracting

If there is to be no subcontracting, proposer must confirm it on Form C and sign.

Si aucun sous-traitant ne sera utilisé, l'offrant doit le confirmer sur ce formulaire et le signer.

Contractor's list of subcontractors

It is my/our intention to employ the following subcontractors whom I/we believe, following investigation, to be reliable and competent for the performance of the portion of services being subcontracted. All other services will be performed by me/us.

Liste des sous-traitants de L'entrepreneur

J'ai (nous avons) l'intention de faire appel aux sous-traitants suivants qui, je crois (nous croyons), après avoir effectué une enquête, sont dignes de confiance et compétents pour l'exécution des travaux sous-traités. Je (nous) assurerai tous les autres services.

Name of company/ Nom de l'entreprise	Services to be subcontracted/ Services donnés en sous-traitance	Number of years that you are associated with that subcontractor/ Nombre d'années en association avec ce sous-traitant	Years of experience of subcontractor in the field/ Nombre d'années d'expérience du sous-traitant dans ce domaine	Portion of the contract (%) / Portion du contrat (%)

Je m'engage (nous nous engageons) à ne pas confier d'autres services en sous-traitance à des personnes ou à des sociétés, à moins d'obtenir l'autorisation écrite du ministre de l'Agriculture

It is agreed that I (we) shall not subcontract with any other individual or organization or for any other work, without the consent of the Minister of Agriculture

Nom/Name

Poste/Position

Signature

Date



Agriculture and
Agri-Food Canada

Agriculture et
Agroalimentaire Canada