

**RETURN BIDS TO:  
RETOURNER LES SOUMISSIONS À:**  
**Bid Receiving Public Works and Government  
Services Canada/Réception des soumissions  
Travaux publics et Services gouvernementaux  
Canada**  
**1713 Bedford Row  
Halifax, N.S./Halifax, (N.É.)  
B3J 1T3  
Bid Fax: (902) 496-5016**

## REQUEST FOR PROPOSAL DEMANDE DE PROPOSITION

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

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

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

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

**Comments - Commentaires**

**THIS DOCUMENT CONTAINS A SECURITY  
REQUIREMENT**

<b>Title - Sujet</b> JANITORIAL SERVICES - PICTOU	
<b>Solicitation No. - N° de l'invitation</b> W010C-14C375/A	<b>Date</b> 2014-05-09
<b>Client Reference No. - N° de référence du client</b> W010C-14-C375	
<b>GETS Reference No. - N° de référence de SEAG</b> PW-\$HAL-219-9267	
<b>File No. - N° de dossier</b> HAL-3-71267 (219)	<b>CCC No./N° CCC - FMS No./N° VME</b>
<b>Solicitation Closes - L'invitation prend fin at - à 02:00 PM on - le 2014-06-23</b>	<b>Time Zone Fuseau horaire</b> Atlantic Daylight Saving Time ADT
<b>F.O.B. - F.A.B.</b> <b>Plant-Usine:</b> <input type="checkbox"/> <b>Destination:</b> <input checked="" type="checkbox"/> <b>Other-Autre:</b> <input type="checkbox"/>	
<b>Address Enquiries to: - Adresser toutes questions à:</b> Richard, Linda K.	<b>Buyer Id - Id de l'acheteur</b> hal219
<b>Telephone No. - N° de téléphone</b> (902) 496-5261 ( )	<b>FAX No. - N° de FAX</b> (902) 496-5016
<b>Destination - of Goods, Services, and Construction: Destination - des biens, services et construction:</b> DEPARTMENT OF NATIONAL DEFENCE FORMATION CONSTRUCTION ENGINEERING BLDG. 7, WILLOW PK, BOX 99000 HALIFAX NOVA SCOTIA B3K 5X5 Canada	

**Instructions: See Herein**

**Instructions: Voir aux présentes**

**Vendor/Firm Name and Address**

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

**Issuing Office - Bureau de distribution**

Acquisitions  
1713 Bedford Row  
Halifax, N.S./Halifax, (N.É.)  
B3J 3C9

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

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Amd. No. - N° de la modif.

File No. - N° du dossier

HAL-3-71267

Buyer ID - Id de l'acheteur

hal219

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

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The solicitation clauses and conditions are contained in the attached documentation.

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**TITLE: JANITORIAL SERVICES - PICTOU ARMOURY**

## **PART1 - GENERAL INFORMATION**

### **1. Introduction**

The bid solicitation is divided seven parts plus attachments and annexes, as follows: Part 1

General Information: provides a general description of the requirement;

Part 2 Bidder Instructions: provides the instructions, clauses and conditions applicable to the bid solicitation;

Part 3 Bid Preparation Instructions: provides bidders with instructions on how to prepare their bid;

Part 4 Evaluation Procedures and Basis of Selection: indicates how the evaluation will be conducted, the evaluation criteria that must be addressed in the bid, and the basis of selection;

Part 5 Certifications: includes the certifications to be provided;

Part 6 Security, Financial and Other Requirements: includes specific requirements that must be addressed by bidders; and

Part 7 Resulting Contract Clauses: includes the clauses and conditions that will apply to any resulting contract.

The Annexes include the Statement of Work, the Basis of Payment, the Security Requirements Checklist, and the Insurance Requirements.

### **2. Summary**

The Work under this requirement comprises the furnishing of all labour, material, tools, equipment and transportation required for the complete and satisfactory janitorial service for the Department of National Defence's Pictou Armoury, 31 Union Street, Pictou, Nova Scotia. The Contractor must furnish all managerial, administrative and direct labour personnel, as well as all equipment and materials necessary to provide complete and satisfactory janitorial service for all buildings in the manner described in the specification outlined in Annex A.

The Standing Offer is for a period of two years, 1 July 2014 to June 30, 2016, with three (3) option years of one-year duration.

There is a security requirement associated with this requirement. For additional information, consult Part 6 - Security, Financial and Other Requirements, and Part 7 - Resulting Contract Clauses. For more information on personnel and organization security screening or security clauses, bidders should refer to the Canadian Industrial Security Directorate (CISD), Industrial and Security Program of Public Works and Government Services Canada (<http://ssi-iss.tpsgc-pwgsc.gc.ca/index-eng.html>) website".

Bidders must provide a list of name, or other related information as needed, pursuant to section 01 of Standard Instructions 2003 and 2004.

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

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

### **3. Debriefings**

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

## **PART 2 - BIDDER INSTRUCTIONS**

### **1. Standard Instructions, Clauses and Conditions**

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

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

The [2003](#) (2014-03-01) Standard Instructions - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the bid solicitation.

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

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

### **3. Former Public Servant**

Contracts awarded to former public servants (FPS) in receipt of a pension or of a lump sum payment must bear the closest public scrutiny, and reflect fairness in the spending of public funds. In order to comply with Treasury Board policies and directives on contracts awarded to FPS, bidders must provide the information required below before contract award. If the answer to the questions and, as applicable the information required 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 with Canada's request and meet the requirement within the prescribed time frame will render the bid non-responsive.

#### **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:

- i. an individual;

- ii. an individual who has incorporated;
- iii. a partnership made of former public servants; or
- iv. 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:

- i. name of former public servant;
- ii. 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:

- i. name of former public servant;
- ii. conditions of the lump sum payment incentive;
- iii. date of termination of employment;
- iv. amount of lump sum payment;
- v. rate of pay on which lump sum payment is based;
- vi. period of lump sum payment including start date, end date and number of weeks;
- vii. number and amount (professional fees) of other contracts subject to the restrictions of a work force adjustment program.

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

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

All enquiries must be submitted in writing to the Contracting Authority no later than **five** (5) 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 question(s) or may request that the Bidder do so, so that the proprietary nature of the question(s) is eliminated and the enquiry can be answered to all bidders. Enquiries not submitted in a form that can be distributed to all bidders may not be answered by Canada.

#### **5. Applicable Laws**

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

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 acceptable to the bidders.

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

#### **1. Bid Preparation Instructions**

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

Section I: Technical Bid (2 hard  
Section II: Financial Bid (1 hard copy)  
Section III: (1 hard copy)

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

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

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

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

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

- 1) use 8.5 x 11 inch (216 mm x 279 mm) paper containing fibre certified as originating



from a sustainably-managed forest and containing minimum 30% recycled content; and

- 2) use an environmentally-preferable format including black and white printing instead of colour printing, printing double sided/duplex, using staples or clips instead of cerlox, duotangs or binders.

## **Section I: Technical Bid**

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

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

## **Section II: Financial Bid**

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

## **Section III: Certifications**

Bidders must submit the certifications required under Part 5.

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

## **1. Evaluation Procedures**

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

## **1.1 Technical Evaluation**

### **1.1.1. Mandatory Technical Criteria**

Item	Mandatory Requirement	Met	Not Met
1	Contractor must bid to meet the mandatory person-hours requirements identified in Annex A, Section 01 1100 para 1.7.1		
2	Submission of prices and rates in accordance with Annex B, Basis of Payment		

## **1.2 Financial Evaluation**

### **1.2.1 Mandatory Financial Criteria**

Offerors must submit their financial bid in accordance with Annex B Basis of Payment.

## **2. Basis of Selection**

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

## **PART 5 - CERTIFICATIONS**

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

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

The Contracting Authority will have the right to ask for additional information to verify the Bidder's certifications. Failure to comply and to cooperate with any request or requirement imposed by the Contracting Authority may render the bid non-responsive or constitute a default under the Contract.

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

#### **1.1 Integrity Provisions - Associated Information**

By submitting a bid, the Bidder certifies that the Bidder and its Affiliates are in compliance with the provisions as stated in Section 01 Integrity Provisions - Bid of Standard Instructions [2003](#). The associated information required within the Integrity Provisions will assist Canada in confirming that the certifications are true.

#### **1.2 Federal Contractors Program for Employment Equity - Bid Certification**

By submitting a bid, the Bidder certifies that the Bidder, and any of the Bidder's members if the Bidder is a Joint Venture, is not named on the Federal Contractors Program (FCP) for employment equity "[FCP Limited Eligibility to Bid](#)" list ([http://www.labour.gc.ca/eng/standards\\_equity/eq/emp/fcp/list/inelig.shtml](http://www.labour.gc.ca/eng/standards_equity/eq/emp/fcp/list/inelig.shtml)) available from [Employment and Social Development Canada \(ESDC\) - Labour's](#) website.

Canada will have the right to declare a bid non-responsive if the Bidder, or any member of the Bidder if the Bidder is a Joint Venture, appears on the "[FCP Limited Eligibility to Bid](#)" list at the time of contract award.

##### **1.1.2 Federal Contractors Program for Employment Equity - Bid Certification**

By submitting a bid, the Bidder certifies that the Bidder, and any of the Bidder's members if the Bidder is a Joint Venture, is not named on the Federal Contractors Program (FCP) for employment equity "[FCP Limited Eligibility to Bid](#)" list

([http://www.labour.gc.ca/eng/standards\\_equity/eq/emp/fcp/list/inelig.shtml](http://www.labour.gc.ca/eng/standards_equity/eq/emp/fcp/list/inelig.shtml)) available from Employment and Social Development Canada (ESDC) - Labour's website.

Canada will have the right to declare a bid non-responsive if the Bidder, or any member of the Bidder if the Bidder is a Joint Venture, appears on the "FCP Limited Eligibility to Bid" list at the time of contract award.

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

### **1. Security Requirement**

1. At the date of bid closing, the following conditions must be met:
  - (a) the Bidder must hold a valid organization security clearance as indicated in Part 7 - Resulting Contract Clauses;
  - (b) the Bidder's proposed individuals requiring access to classified or protected information, assets or sensitive work must meet the security requirement as indicated in Part 7 - Resulting Contract Clauses;
  - (c) the Bidder must provide the name of all individuals who will require access to classified or protected information, assets or sensitive work sites;
2. For additional information on security requirements, bidders should refer to the Canadian Industrial Security Directorate (CISD), Industrial Security Program of Public Works and Government Services Canada (<http://ssi-iss.tpsgc-pwgsc.gc.ca/index-eng.html>) website.

### **2. 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 D**.

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

## **PART 7 - CONTRACT CLAUSES**

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

### **1. Statement of Work**

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

## 1.1 Optional Goods and/or Services

The Contractor grants to Canada the irrevocable option to acquire the goods, services or both described at **Annex A** of the Contract under the same conditions and at the prices and/or rates stated in the Contract. The option may only be exercised by the Contracting Authority and will be evidenced, for administrative purposes only, through a contract amendment.

The Contracting Authority may exercise the option at any time before the expiry of the Contract by sending a written notice to the Contractor.

## 1.2 Task Authorization

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

### 1.2.1 Task Authorization Process

1. The Project Authority will provide the Contractor with a description of the task using the "Task Authorization" form specified in Annex E .
2. The Task Authorization (TA) will contain the details of the activities to be performed, a description of the deliverables, and a schedule indicating completion dates for the major activities or submission dates for the deliverables. The TA will also include the applicable basis(bases) and methods of payment as specified in the Contract.
3. The Contractor must provide the Project Authority, within 3 calendar days of its receipt, the proposed total estimated cost for performing the task and a breakdown of that cost, established in accordance with the Basis of Payment specified in the Contract.
4. The Contractor must not commence work until a TA authorized by the Project Authority has been received by the Contractor. The Contractor acknowledges that any work performed before a TA has been received will be done at the Contractor's own risk.

### 1.2.2 Task Authorization Limit

The Project Authority may authorize individual task authorizations up to a limit of \$2,300.00, Applicable Taxes included, inclusive of any revisions.

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

## 2. Standard Clauses and Conditions

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

## 2.1 General Conditions

[2035](#) (2014-03-01), General Conditions - Higher Complexity - Services, apply to and form part of the Contract.

## 3. Security Requirement

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

1. The Contractor/Offeror must, at all times during the performance of the Contract, hold a valid **Designated Organization Screening (DOS)**, issued by the Canadian Industrial Security Directorate (CISD), Public Works and Government Services Canada (PWGSC).
2. The Contractor/Offeror personnel requiring access to sensitive work site(s) must **EACH** hold a valid **RELIABILITY STATUS**, granted or approved by CISD/PWGSC.

Until the security screening of the Contractor personnel required by this Contract has been completed satisfactorily by the CISD, PWGSC, the Contractor personnel **MAY NOT ENTER** sites without **an escort**.

3. Subcontracts which contain security requirements are **NOT** to be awarded without the prior written permission of CISD/PWGSC.
4. The Contractor/Offeror must comply with the provisions of the:
  - (a) Security Requirements Check List and security guide attached at Annex C.
  - (b) Industrial Security Manual (latest edition).

## 4. Term of Contract

### 4.1 Period of the Contract

The period of the Contract is from *July 1, 2014 to June 30, 2016*.

### 4.2 Option to Extend the Contract

The Contractor grants to Canada the irrevocable option to extend the term of the Contract by up to three (3) additional one (1) year periods 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 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.

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## **5. Authorities**

### **5.1 Contracting Authority**

The Contracting Authority for the Contract is:

Name: Linda Richard  
Title: Supply Officer  
Public Works and Government  
Services Canada  
1713 Bedford Row  
Halifax, NS B3J 3M9  
Telephone: (902) 496-5261  
Facsimile: (902) 496-5016  
E-mail: linda.k.richard@pwgsc-tpsgc.gc.ca

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

### **5.2 Technical Authority**

The Technical Authority for the Contract is: (To be named upon award of contract)

Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Organization: \_\_\_\_\_  
Address: \_\_\_\_\_  
Telephone: \_\_\_\_-\_\_\_\_-\_\_\_\_  
Facsimile: \_\_\_\_-\_\_\_\_-\_\_\_\_  
E-mail: \_\_\_\_\_.

The Technical Authority named above 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 Technical Authority, however the Technical Authority has no authority to authorize changes to the scope of the Work. Changes to the scope of the Work can only be made through a contract amendment issued by the Contracting Authority.

### **5.3 Contractor's Representative (Please complete)**

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

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**hal219**  
CCC No./N° CCC – FMS No./N° VME

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

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

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

## 7. Payment

### 7.1 Basis of Payment

In consideration of the Contractor satisfactorily completing all of its obligations under the Contract, the Contractor will be paid a firm price, as specified in Annex B for a cost of \$ \_\_\_\_\_ insert the amount at contract award). Customs duties are included and Applicable Taxes are extra.

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

### 7.2 Limitation of Price

*SACC Manual* clause [C6000C](#) (2011-05-16) Limitation of Price

### 7.3 Monthly Payment

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

### 7.4 SACC Manual Clauses

*SACC Manual* clause [A9117C](#) (2007-11-30) T1204 - Direct Request by Customer Department

## 8. Invoicing Instructions

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

The original and one (1) copy must be forwarded to the following address for certification and payment.

Department of National Defence  
FCE, CFS Debert

Attn. Mr. Calvin George  
P.O. Box 249  
Debert, Nova Scotia B0M 1G0

## **9. Certifications**

### **9.1 Compliance**

The continuous compliance with the certifications provided by the Contractor in its bid and the ongoing cooperation in providing associated information are conditions of the Contract. Certifications are subject to verification by Canada during the entire period of the Contract. If the Contractor does not comply with any certification, failsto provide the associated information, or if it is determined that any certification made by the Contractor in its bid is untrue, whether made knowingly or unknowingly, Canada has the right, pursuant to the default provision of the Contract, to terminate the Contract for default.

## **10. Applicable Laws**

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

## **11. Priority of Documents**

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

- (a) the Articles of Agreement;
- (b) [2035](#) (2014-03-01), General Conditions - Higher Complexity - Services
- (c) Annex A, Statement of Work;
- (d) Annex B, Basis of Payment;
- (e) Annex C, Security Requirements Check List;
- (f) Annex D, Insurance Requirements;
- (g) the signed Task Authorizations;
- (g) the Contractor's bid dated \_\_\_\_\_, (*insert date of bid*)

## **12. Insurance**

The Contractor must comply with the insurance requirements specified in Annex D . The Contractor must maintain the required insurance coverage for the duration of the Contract. Compliance with the insurance requirements does not release the Contractor from or reduce its liability under the Contract.

The Contractor is responsible for deciding if additional insurance coverage is necessary to fulfill its obligation under the Contract and to ensure compliance with any applicable law. Any additional insurance coverage is at the Contractor's expense, and for its own benefit and protection.

The Contractor must forward to the Contracting Authority within ten (10) days after the date of award of the Contract, a Certificate of Insurance evidencing the insurance coverage and confirming that the insurance policy complying with the requirements is in force. For Canadian-based Contractors, coverage must be placed with an Insurer licensed to carry out business in Canada, however, for Foreign-based Contractors, coverage must be placed with an Insurer with an A.M. Best Rating no less than "A-". The Contractor must, if requested by the Contracting Authority, forward to Canada a certified true copy of all applicable insurance policies.



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## **ANNEX ‘A’ REQUIREMENT**

**Please see attached “Janitorial Contract Specifications and  
Service Agreement for Pictou Armoury - 2013-12-05”**

## **ANNEX 'B'**

### **BASIS OF PAYMENT**

#### **1.0 General Instructions**

Bidders must provide a firm unit price in Canadian dollars, the Goods and Services Tax or the Harmonized Sales Tax excluded. Should the resulting contract have to be reduced due to a building or section no longer requiring cleaning services (either due to down-sizing or demolition, etc.), the contract may be reduced by the cost per month to the end of the contract period. This would be done in writing by the Contracting Officer.

The Financial Evaluation Total will be used for evaluation purposes only and does not represent a commitment on the part of Canada.

#### **2.0 Consumer Price Index**

At the time of the exercise of option years 1, 2 and 3, the rates for the previous year in the Basis of Payment (Annex B) will be increased or decreased by multiplying the rates by the percentage change in *"The Consumer Price Index, major components, selected sub-groups and special aggregates, provinces, Whitehorse and Yellowknife, not seasonally adjusted"* ("CPI") for the appropriate province for the 12 month period ending two months before the expiration date of the current period of the contract. The CPI which shall be used is published in Statistics Canada Catalogue no. 62-001-X, tables 9-1 to 9-12, for the appropriate province all-items CPI of the period as described above.

Consumer Price Index for Canada is published by Statistics Canada and is available at:  
<http://www5.statcan.gc.ca/bsolc/olc-cel/olc-cel?catno=62-001-X&chropt=1&lang=eng>; or  
<http://www.statcan.gc.ca/subjects-sujets/cpi-ipc/cpi-ipc-eng.htm>; or  
<http://cansim2.statcan.ca>, Table 326-0020.

#### **3.0 Detailed Instructions**

The Basis of Payment contains FIVE (5) tables, one for each contract year, and one for each of the three (3) option years. The first two (2) year tables (tables 1 and 2) do not allow for any escalation of prices beyond those submitted in your bid. The rates for option years 1, 2, and 3 will be adjusted to respond to changes in the labour rates using the Consumer Price Index. In order to accommodate those future adjustments, please follow the instructions below when filling out your price proposals.

- 3.1 The unit pricing must comprise the furnishing of all labour, materials, tools, equipment and transportation necessary for complete and satisfactory janitorial services as specified herein.
- 3.2 The financial proposal must include a unit price for all items for each of the five years.
- 3.3 Prices provided for all items in option years 1, 2, and 3 must be the same as those provided in year 2. The pricing for option years 1, 2, and 3 will be adjusted to reflect price increases or decreases (beyond the original quoted prices) using the Consumer Price Index.

#### **Example: After the first two (2) years:**

The prices (unit rates) shown in year 2 will be adjusted prior to contract amendment award for the three remaining option years, option year 1, option year 2 and option 3. The amount of the adjustment will be based on a percentage increase (decrease) of the current year's price using the "Unadjusted CPI for Nova Scotia" (Consumer Price Index) for the 12 months ending May 31 of that year.

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**Table 1. Contract Period 1: July 1, 2014 to June 30, 2015**

For the provision of Janitorial Services in accordance with Annex A - Requirement.

Item	Building	Unit of Measure	Price per unit	Quantity (in months)	Total Firm Price (unit price x quantity)
1	PA3 Pictou Armoury	Per Month	\$	12	\$

In the event where additional work is necessary, bidders are asked to submit the following firm unit price which will be used to determine the cost of additional work. Additional work must be approved, in writing, by the Contracting Authority. The following estimated quantity is for evaluation purposes only.

Item	Description	Unit of Measure	Price per unit	Estimated Quantity	Total Firm Price (unit price x quantity)
2	Additional work, if required	Per Hour	\$	100 hours	\$

**Table 2. Contract Period 2: July 1, 2015 to June 30, 2016**

For the provision of Janitorial Services in accordance with Annex A - Requirement.

Item	Building	Unit of Measure	Price per unit	Quantity (in months)	Total Firm Price (unit price x quantity)
1	PA3 Pictou Armoury	Per Month	\$	12	\$

In the event where additional work is necessary, bidders are asked to submit the following firm unit price which will be used to determine the cost of additional work. Additional work must be approved, in writing, by the Contracting Authority. The following estimated quantity is for evaluation purposes only.

Item	Description	Unit of Measure	Price per unit	Estimated Quantity	Total Firm Price (unit price x quantity)
2	Additional work, if required	Per Hour	\$	100 hours	\$

**Table 3. Option Year 1: July 1, 2016 to June 30, 2017**

For the provision of Janitorial Services in accordance with Annex A - Requirement.

Item	Building	Unit of Measure	Price per unit	Quantity (in months)	Total Firm Price (unit price x quantity)
1	PA3 Pictou Armoury	Per Month	\$	12	\$

In the event where additional work is necessary, bidders are asked to submit the following firm unit price which will be used to determine the cost of additional work. Additional work must be approved, in writing, by the Contracting Authority. The following estimated quantity is for evaluation purposes only.

Item	Description	Unit of Measure	Price per unit	Estimated Quantity	Total Firm Price (unit price x quantity)
2	Additional work, if required	Per Hour	\$	100 hours	\$

**Table 4. Option Year 2: July 1, 2017 to June 30, 2018**

For the provision of Janitorial Services in accordance with Annex A - Requirement.

Item	Building	Unit of Measure	Price per unit	Quantity (in months)	Total Firm Price (unit price x quantity)
1	PA3 Pictou Armoury	Per Month	\$	12	\$

In the event where additional work is necessary, bidders are asked to submit the following firm unit price which will be used to determine the cost of additional work. Additional work must be approved, in writing, by the Contracting Authority. The following estimated quantity is for evaluation purposes only.

Item	Description	Unit of Measure	Price per unit	Estimated Quantity	Total Firm Price (unit price x quantity)
2	Additional work, if required	Per Hour	\$	100 hours	\$

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**Table 5. Option Year 3: July 1, 2018 to June 30, 2019**

For the provision of Janitorial Services in accordance with Annex A - Requirement.

Item	Building	Unit of Measure	Price per unit	Quantity (in months)	Total Firm Price (unit price x quantity)
1	PA3 Pictou Armoury	Per Month	\$	12	\$

In the event where additional work is necessary, bidders are asked to submit the following firm unit price which will be used to determine the cost of additional work. Additional work must be approved, in writing, by the Contracting Authority. The following estimated quantity is for evaluation purposes only.

Item	Description	Unit of Measure	Price per unit	Estimated Quantity	Total Firm Price (unit price x quantity)
2	Additional work, if required	Per Hour	\$	100 hours	\$

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## **ANNEX ‘C’ SECURITY REQUIREMENTS**

*Please see attached.*

## **ANNEX D INSURANCE REQUIREMENTS**

### **1. 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 Public Works and Government Services Canada.
  - b. Bodily Injury and Property Damage to third parties arising out of the operations of the Contractor.
  - c. Products and Completed Operations: Coverage for bodily injury or property damage arising out of goods or products manufactured, sold, handled, or distributed by the Contractor and/or arising out of operations that have been completed by the Contractor.
  - d. Personal Injury: While not limited to, the coverage must include Violation of Privacy, Libel and Slander, False Arrest, Detention or Imprisonment and Defamation of Character.
  - e. Cross Liability/Separation of Insureds: Without increasing the limit of liability, the policy must protect all insured parties to the full extent of coverage provided. Further, the policy must apply to each Insured in the same manner and to the same extent as if a separate policy had been issued to each.
  - f. Blanket Contractual Liability: The policy must, on a blanket basis or by specific reference to the Contract, extend to assumed liabilities with respect to contractual provisions.
  - g. Employees and, if applicable, Volunteers must be included as Additional Insured.
  - h. Employers' Liability (or confirmation that all employees are covered by Worker's compensation (WSIB) or similar program)
  - i. Broad Form Property Damage including Completed Operations: Expands the Property Damage coverage to include certain losses that would otherwise be excluded by the standard care, custody or control exclusion found in a standard policy.
  - j. Notice of Cancellation: The Insurer will endeavour to provide the Contracting Authority thirty (30) days written notice of policy cancellation.
  - k. If the policy is written on a claims-made basis, coverage must be in place for a period of at least 12 months after the completion or termination of the Contract.
  - l. Owners' or Contractors' Protective Liability: Covers the damages that the Contractor becomes legally obligated to pay arising out of the operations of a subcontractor.
  - m. Non-Owned Automobile Liability - Coverage for suits against the Contractor resulting from the use of hired or non-owned vehicles.
  - n. Sudden and Accidental Pollution Liability (minimum 120 hours): To protect the Contractor for liabilities arising from damages caused by accidental pollution incidents.
  - o. Litigation Rights: Pursuant to subsection 5(d) of the [Department of Justice Act](#), S.C. 1993, c. J-2, s.1, if a suit is instituted for or against Canada which the Insurer would, but for this clause, have the right to pursue or defend on behalf of Canada as an Additional Named Insured under the insurance policy, the Insurer must promptly contact the Attorney General of Canada to agree on the legal strategies by sending a letter, by registered mail or by courier, with an acknowledgement of receipt.

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For the province of Quebec, send to:

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

For other provinces and territories, send to:

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

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

## **2. Automobile Liability Insurance**

1. The Contractor must obtain Automobile Liability Insurance, and maintain it in force throughout the duration of the Contract, in an amount usual for a contract of this nature, but for not less than \$2,000,000 per accident or occurrence.
2. The policy must include the following:
  - a) Third Party Liability - \$2,000,000 Minimum Limit per Accident or Occurrence
  - b) Accident Benefits - all jurisdictional statutes
  - c) Uninsured Motorist Protection
  - d) Notice of Cancellation: The Insurer will endeavour to provide the Contracting Authority thirty (30) days written notice of cancellation.



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**ANNEX E**  
**TASK AUTHORIZATION FORM PWGSC-TPSGC 572**

Please see attached

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## **ANNEX F**

### **LIST OF DIRECTORS**

Bidders must submit with their bid, by the bid solicitation closing date:

- (a) a complete list of names of all individuals who are currently directors of the Bidder;

**Directors:** (Please print clearly)

<b>NAME</b>	<b>NAME</b>

Department of National Defence



Janitorial Contract Specifications  
and Service Agreement  
for

**Pictou Armoury**

CFB Halifax, NS

Job No.W010C-14-C375

2013-12-05

<u>Section</u>	<u>Title</u>	<u>Pages</u>
<u>Division 01 - General Requirements</u>		
01 11 00	General Instructions	11
01 35 30	Health and Safety Requirements	6
01 35 35	DND Fire Safety Requirements	4
01 35 43	Environmental Procedures	2
01 61 00	Material and Equipment	4
01 70 00.00	Annex A MARLANT Solid Waste Management Program	2
01 70 00.01	Annex B Cleaning Standards	2
01 70 00.02	Annex C Cleaning Schedule	5
01 70 00.03	Annex D Inspection Report	1
01 70 00.04	Annex E Sample Invoice	1

## PART 1 - GENERAL

- 1.1 DEFINITIONS .1 **As Required:** Frequencies are subject to change at any time without warning in order to maintain the established cleaning standard. When the frequency of a cleaning operation is "As Required (AR)", the final decision as to when this service must be carried out with the approval of the Janitorial Administrator.
- .2 **CGSB:** Canadian General Standards Board
- .3 **Clean:** For the width and breadth of the surface in question, it must be free of foreign matter down to the original surface or last protective coating.
- .4 **Complete and Satisfactory Janitorial Service:** The continual janitorial, housekeeping, laundry and minor maintenance procedures as specified in this document to the satisfaction of the Client and the Janitorial Administrator.
- .5 **Duty Coordinator:** A BCE employee assigned on a rotating basis whose responsibility is to coordinate after-hours jobs.
- .6 **Inspector:** The Janitorial Contract Inspector that acts on behalf of the Janitorial Administrator to oversee janitorial service delivery.
- .7 **Litter:** Any discarded material foreign to the environment including but not limited to the following:
- .1 paper;
  - .2 beverage containers;
  - .3 bottles;
  - .4 broken glass;
  - .5 wood;
  - .6 scattered bricks and stones;
  - .7 leaves;
  - .8 pieces of metal;
  - .9 plastic/paper bags;
  - .10 empty containers; and
  - .11 cloth.
- .8 **MAAL:** Minimum Acceptable Appearance Level(See Annex B).

- 
- 1.1 DEFINITIONS  
(Cont'd)
- .9 **Supervisor:** See "Working Supervisor".
- .10 **WHMIS:** Workplace Hazardous Materials Information System
- .11 **Working Supervisor:** A Contractor representative who may be assigned janitorial duties combined with supervisory duties.
- 1.2 DESCRIPTION  
OF WORK
- .1 Work of this Contract comprises the furnishing of all labour, material, tools, equipment and transportation required for the complete and satisfactory janitorial service as specified herein.
- .2 The Contract bid will be based upon the Contractor providing sufficient resources as defined above to achieve and maintain the cleaning standard given in Annex B.
- .1 The Janitorial Administrator estimated the manpower resources and minimum amount of work(person-hours) required to maintain the established standard of cleanliness.
- 1.3 JANITORIAL  
ADMINISTRATOR
- .1 All reference to the Janitorial Administrator in this specification, is to be understood, that the Janitorial Administrator is representing the Base Construction Engineering Officer(BCEO).
- .2 The address of the Janitorial Administrator is:
- .3 The Janitorial Administrator will provide the Contractor with a list of his/her authorized representatives at the pre-job meeting.
- 1.4 WORK INCLUDED
- .1 The Contractor must furnish all managerial, administrative and direct labour personnel, as well as all equipment and materials necessary to provide complete and satisfactory janitorial service for all buildings in the manner described in this specification.
- .2 Snow and ice removal as prescribed in Section 01 11 00 General Instructions.
- .3 **Light shades:** Light shades must be washed on a yearly basis up to and including a height of 3.05m(10 ft). All light shades are to be cleaned of insects and dust on a quarterly basis.
-

1.4 WORK INCLUDED .4  
(Cont'd)

**Glass surfaces:** For purposes of this paragraph the word glass will also refer to Plexiglas or other materials used as a substitute for glass.

- .1 Glass in all doors must be cleaned on both sides.
- .2 All ground level glass at entrances(e.g. lobbies, foyers, etc.) will be cleaned on both exterior and interior surfaces.
- .3 All glass wholly located within a building(e.g. office windows or glass partitions) must be serviced on both sides.
- .4 Exterior facing windows must have interior surfaces cleaned.
- .5 Inward facing side of exterior storm windows must be cleaned.

.5 **Entrances:** At times of inclement weather, the Contractor must routinely patrol heavy traffic areas such as entranceways, lobbies and stairs and keep them clear of hazards such as litter, water, snow, ice, slush, sand, and salt.

.6 **Classrooms:** Classrooms require cleaning on a flexible basis. The Supervisor will coordinate cleaning efforts with the classroom users to minimize the impact on operations.

.7 **Whiteboards:** Whiteboards are only to be cleaned at the request of building occupants. It is the occupant's responsibility to place a sign on the board(s) to be cleaned. Whiteboards will not be washed, but cleaned with a dry chamois.

.8 **Hand Sanitizer:** All wall mounted hand sanitizer dispensers must be replenished as required with solution provided by unit.

.9 **Corridors:** Only one half of the length of any corridor is to be washed at a time to enable commuting on the other side of the floor which is dry.

1.5 WORK NOT INCLUDED .1

The following will be excluded from this Contract:

- .1 building control, machinery or electronics rooms;
- .2 emptying of cigarette butt receptacles;
- .3 workshop or storage areas(except janitorial storage areas);
- .4 interior of trophy and display cases;
- .5 interior of refrigerators and microwaves ovens;

1.5 WORK NOT  
INCLUDED  
(Cont'd)

- .1 (Cont'd)
- .6 indoor games equipment(e.g. billiards tables);
- .7 NPF operated facilities;
- .8 removal of books from bookcases;
- .9 replacement of fluorescent tubes;
- .10 galleys;
- .11 dining rooms;
- .12 rented vending machines or water coolers covered by other service agreements;
- .13 desks of facility/staff;
- .14 office equipment, workstations(including computers etc.) and personal property of occupants; and
- .15 disaster recovery services such as:
  - .1 water damage restoration;
  - .2 fire damage restoration;
  - .3 oil leak/spill clean up;
  - .4 odour removal.

1.6 SPECIAL  
INSTRUCTIONS

- .1 **Telephones:** Telephones are not to be cleaned under this Contract and are not to be disconnected for any reason. Any costs associated with loss of telephone service, equipment repairs or re-programming of telephones attributed to the Contractor will be borne by the Contractor as determined by the Base Telecom Officer.
- .2 **Electrical outlets(Computers):** Electrical outlets dedicated to or associated with computer equipment will not be used to provide electrical power for cleaning equipment.
- .3 **Washrooms:** All washrooms must be serviced twice daily - early morning and after lunch hour.
- .4 **Carpets:** All carpets located in office areas must be vacuumed once per week with a maximum of eight(8) days in-between.
- .5 **Corridors:** Corridors will be buffed/spray buffed once per week(e.g. Thursdays).



1.6 SPECIAL  
INSTRUCTIONS  
(Cont'd)

- .6 **Desk-Side and Office Garbage Containers:** The Contractor will empty the desk-side and office garbage containers in areas where no hallway sorting stations have been installed. Occupants will be responsible for the correct separation of recyclables. Where recycling stations have been installed, occupants will be responsible to placement in the appropriate centralized sorting stations.

1.7 LOCATIONS OF  
JOB SITES AND AREAS  
TO BE SERVICED

- .1 The following building at Pictou Armoury located at 31 Union St, Pictou, NS is to be serviced, the cleanable area in square meters:
- .1 Bldg PA3 - 1,382.00m<sup>2</sup>
- .2 Total area: 1,382.00m<sup>2</sup>
- .3 **Mandatory daily person-hours:**
- .1 **Pictou Armoury:**
- .1 Monday - Friday(8.0 hours).
- .4 **Total daily mandatory person-hours:**
- .1 Monday - Friday: 8.0 hours.
- .5 Building available hours are from 0700-1630.

1.8 NORMAL  
WORKING HOURS

- .1 The Contractor will provide service, Monday to Friday with the following exceptions:
- .1 Federal statutory holidays.
- .2 In the event of snowfall, shift start times may need to be altered to accommodate snow/ice-clearing activities. Refer to Section 01 11 00 General Instructions.
- .3 At buildings where signing a logbook is required to gain entry, the in/out times inscribed therein must reflect the actual cleaning start and end times.

1.9 SNOW/ICE  
REMOVAL

- .1 The Contractor will be responsible seven(7) days per week for removing snow and ice from entrance ways, fire exits sufficiently to allow Property Services to clear any remaining snow and ice as described below.
- .2 During normal working hours as defined in Section 01 11 00 General Instructions, the Contractor will be responsible for clearing ice and snow from main entrances, fire escapes and

1.9 SNOW/ICE  
REMOVAL  
(Cont'd)

- .2 (Cont'd)  
their associated steps, landings and walkways in accordance with the following points:
- .1 Main entrances must be cleared of snow and ice by 0700, primary fire escape routes by 0730, and secondary fire escape routes by 0800. Thereafter, these areas must be checked and re-cleared as needed every two(2) hours or after the accumulation of five(5) centimetres, whichever occurs first.
  - .2 Snow and ice removal is to be complete to the adjacent sidewalk, roadway or parking lot and as directed by the Janitorial Administrator.
  - .3 The Contractor must spread salt/urea and/or sand as necessary and as directed by the Janitorial Administrator to prevent and remove snow and ice build-up.
- .3 In the event of snowfall, shift start times may need to be altered to accommodate snow/ice-clearing activities.
- .4 The cleaning standard specified in Annex B must not be compromised by snow/ice clearing efforts.
- .1 Janitorial Staff normally assigned to a building must be capable of handling routine snow/ice removal in addition to performing their normal daily cleaning duties to the specified cleaning standard(Annex B).
  - .2 The Contractor will estimate an allowance for the minimum additional resources(personnel and equipment) required to conduct snow/ice removal related to five(5) heavy snowfalls per year, and must incorporate this amount into the contract bid.
  - .3 The Contractor may employ personnel separate from the normal janitorial staff for snow/ice removal so long as they meet the security requirements described in this document.

1.10 SITE ACCESS  
AND KEYS

- .1 Access to the site is under the direction of the Department of National Defence(DND). All visitors entering areas where a daily pass is issued will be aware of the possible requirement for search as a condition of issue.
- .2 While within the confines of Canadian Forces Base(CFB) Halifax, all employees and representatives of the Contractor must comply with all of the Standing Orders as promulgated by Base Authorities. The Janitorial Administrator will provide copies of relevant Standing Orders as required.

1.10 SITE ACCESS  
AND KEYS  
(Cont'd)

- .3 Except as noted below, Contractor staff must not hold or be given access to keys for any MARLANT building.
- .1 Contractor may be granted temporary access to keys for certain rooms that require cleaning after normal working hours(e.g. due to occupant's requests). The keys must be returned upon completion of the work.
- .2 Contractors should not be expected or relied upon to open any building for CF/DND personnel.

1.11 PRE-JOB  
MEETING

- .1 Immediately upon receipt of award of Contract, the successful Contractor will contact Janitorial Administrator(722-1826 or cellular 402-0001) to arrange a pre-job meeting prior to commencement of any work.
- .2 The Janitorial Administrator will provide a list of authorized representatives.

1.12 CONTRACTOR  
PASSES

- .1 All Contractor employees will carry an authorized Contractor Pass on their persons when employed on DND property. Such passes will be produced on demand to Military Police, Commissionaires, Security Guards and persons in authority.
- .1 In order to obtain a Contractor's pass, the Contractor must have an approved Visitor Clearance Request(VCR) and up to date security clearance for each employee. The Janitorial Administrator will not sign the forms until proof of VCR and security clearance have been completed.
- .2 The Contractor will complete application forms for Contractor passes for each individual and submit them to the Janitorial Administrator for approval signature. The Contractor will accompany the employee to the Dockyard Identification Section for issuance of passes.
- .2 The Contractor will ensure Contractor passes are recovered from employees who cease to be employees of the company or who cease to be employed on DND property. Such passes must be immediately returned to the Identification Pass office.
- .3 Vehicle passes will be issued in sufficient quantities to provide the Contractor vehicle access for delivery of materials and equipment. Vehicle passes will not generally be issued to individual Contractor employees.

- 
- 1.13 PARKING .1 Parking space will be made available on site for Contractor vehicles to drop off equipment and supplies. The Contractor will maintain and administer this space as directed.
- 1.14 STAFF COMPETENCE AND CONDUCT .1 The Contractor must not employ anyone unfit or unskilled for the intended duties.
- .2 All employees must be in good general health, and physically capable of performing all assigned duties.
- .3 Disorderly conduct, use of abusive or offensive language, quarrelling, intimidation by words, actions, or fighting, and participation in any activity that interferes with MARLANT operations must not be condoned.
- .4 The Janitorial Administrator reserves the right to require the dismissal from the site any workers deemed, unproductive, incompetent, careless, insubordinate or otherwise objectionable.
- .5 In disputes regarding the fitness of employees, the Janitorial Administrator's decision is final.
- 1.15 SUPERVISION .1 The Contractor will provide the Janitorial Administrator with the name of the authorized Supervisor(s) containing the following items:
- .1 full name;
- .2 contact numbers(cellular phone, pager, etc.)
- .2 The Contractor will provide a Supervisor with a means by which the Janitorial Administrator will have direct and immediate communications to the Supervisor. Acceptable methods include pagers and cellular phones.
- .3 When a cleaning task that is infrequently performed(e.g. 3 months, 6 months, yearly) is to be carried out, the Supervisor must give personal and supervision to the work as it is being performed to ensure it is done safely and correctly.
- .4 It is the Supervisor's responsibility to ensure all work is completed to the quality standard specified herein prior to departure from the worksite.
-

1.16 QUALITY  
AND INSPECTION

- .1 The Contractor is responsible to ensure the quality of the work meets the Minimum Acceptable Appearance Level(MAAL) specified in Annex B - Cleaning Standard.
- .2 Supervisors will conduct routine daily quality assurance inspections and ensure deficiencies are rectified in a timely manner.
- .3 The Janitorial Administrator must conduct periodic Contractor performance evaluation inspections to assess the quality of work and verify compliance with the Cleaning Standard.
  - .1 The inspector must conduct inspections or other personnel so authorized by the Janitorial Administrator.
  - .2 All aspects of this Contract are subject to audit/verification/inspection at any time.
- .4 There will be zero tolerance of sub-standard washroom services.
- .5 In disputes regarding the quality of workmanship, the Janitorial Administrator's decision is final.

1.17 USE OF  
WORKSITE

- .1 The Janitorial Administrator will brief the Contractor on use of the worksite.
- .2 The Contractor must not unreasonably encumber the worksite with supplies or equipment, and must move such items that interfere with the operations of the Janitorial Administrator or other Contractors.
- .3 The Contractor must turn off all non-essential lights upon completion of work.
- .4 Upon completion of work in an area that was secure at the commencement of such work, the Contractor's staff must close and lock all windows and doors, and return any keys that were signed out to perform the work.

1.18 CODES AND  
STANDARDS

- .1 The Contractor must meet the requirements of Contract documents, specified standards, codes and referenced documents. The Contractor must ensure that all employees understand and comply with all regulations outlined in this specification at all times when employed within the confines of CFB Halifax, NS.
- .2 Contractor Site Supervisors and staff must be conversant with MARLANT Recycling Procedures as outlined in Annex A.

1.19 SIGNS AND  
NOTICES

- .1 Safety and instruction signs and notices such as wet floor signs must be in both official languages(English and French) and conspicuously placed while in use.
- .2 Wet floor signs must be collapsible and conform to latest version of "Signs and Symbols for the Workplace".

1.20 WORKSITE  
IRREGULARITIES

- .1 The Contractor must notify the Janitorial Administrator of irregularities in the worksite such as:
  - .1 mechanical, electrical, or structural defects;
  - .2 vandalism or cases of wilful neglect by building occupants; or
  - .3 any other situations beyond the scope of work.
- .2 In the case of vandalism or wilful neglect by building occupants, the Janitorial Administrator will determine the most suitable course of action to rectify the situation.
  - .1 In these cases, the Janitorial Administrator reserves the right to recoup all expenses incurred through rectification of the situation from the Unit or individual(s) responsible.

1.21 UNIFORMS

- .1 All Contractor cleaning staff must wear uniforms while at the worksite; uniforms will be provided at the expense of the Contractor.
- .2 Employee uniforms must be identical and bear the company name in a prominent location. They may be industrial type shirts, knee-length duster coats, or heavyweight T-shirts, so long as they are maintained in good condition and professional appearance.
- .3 Supervisors' uniforms must identify them as such.

1.22 SERVICE CALLS

- .1 The Contractor will provide a 24-hour "call-in" service as and when requested by the Janitorial Administrator, in which case the Contractor must report to the worksite within two(2) hours of being called.
- .2 The Contractor must notify the Janitorial Administrator of the telephone number at which the Contractor or his/her representative may be contacted at all times.
- .3 The Contractor must report service calls executed outside normal working hours to the Janitorial Administrator immediately on the next working day.

1.22 SERVICE CALLS  
(Cont'd)

- .4 The Janitorial Administrator will advise the Contractor of those personnel authorized to request emergency service, typically a Duty Engineer.
- .5 Services undertaken at the request of unauthorized persons will be done at the Contractor's risk, with regards to payment. That is, the Janitorial Administrator assumes no financial responsibility for payment of said services.

PART 2 - PRODUCTS

Not used.

PART 3 - EXECUTION

Not used.

## PART 1 - GENERAL

### 1.1 CONSTRUCTION SAFETY MEASURES

- .1 Observe and enforce construction safety measures by complying with the requirements of the following statutes and authorities:
  - .1 Canada Labour Code Part II and the Canada Occupational Health and Safety Regulations.
  - .2 The Nova Scotia Occupational Health and Safety Act and supporting Occupational General Safety Regulations as amended from time to time.
  - .3 Most recent amendments to the National Building Code of Canada, Part 8 and National Fire Code of Canada.
- .2 Refer to Section 01 35 35, DND Fire Safety Requirements.
- .3 Janitorial Administrator will provide a copy of any relevant special written instructions to be followed.
- .4 **Before Work Begins**
  - .1 Bidder/Tender to provide documentation if requested by the Crown, indicating all safety training attained for each person who will be involved with the Contract.
- .5 The following disciplinary measures will be taken for any violations of safety under this Contract:
  - .1 **First Violation:** Verbal warning issued to the contractor for the first violation of a safety regulation(Violation will be documented on Contract file, copy to Contractor, DCC or PWGSC).
  - .2 **Second Violation:** Written warning to contractor for second violation of a safety regulation(Violation will be documented on Contract file, copy to Contractor, DCC or PWGSC).
  - .3 **Third Violation:** A third violation of a safety regulation may result in the termination of the Contract with a recommendation to the Contracting Authority that the Contractor be denied access to Base Construction Engineering Contracts (Documented to Contract file, copies to Contractor, DCC or PWGSC).
  - .4 **Serious Violation:** For a serious violation of a safety regulation as deemed by a regulator, project manager or safety officer a recommendation will be made to the Contracting Authority to immediately terminate the Contract/Standing Offer(Violation documented on Contract file, copies to Contractor, DCC or PWGSC).



1.1 CONSTRUCTION  
SAFETY MEASURES  
(Cont'd)

- .5 (Cont'd)  
.5 **Charges Laid or Guilty Determination by Courts:**  
Infractions of safety regulations that result in charges being laid by a regulator against the contractor or the contractor being found guilty by the courts may result in that Contractor being denied access to Base Construction Engineering Contracts.

1.2 HAZARD  
ASSESSMENTS

- .1 Contractor must implement and carry out a health and safety hazard assessment program as part of the Work. Program to include:
- .1 **Initial Hazard Assessment:** Carried out upon notification of Contract award and/or prior to commencement of Work.
- .2 **On-going Hazard Assessments:** Performed during the progress of Work identifying new or potential health risks and safety hazards not previously known. As a minimum, hazards assessments must be carried out when:
- .1 new sub-trade work, new sub-contractor(s) or new workers arrive at the site to commence another portion of the Work;
- .2 the scope of Work has been changed;
- .3 work conducted in confined spaces;
- .4 potential hazard or weakness in current health and safety practices are identified by the Engineer.
- .2 Hazard assessments will be project and site specific, based on review of Contract documents and site.
- .3 Each hazard assessment to be made in writing. Keep copies of all assessments on site for duration of Work. Upon request, make available to Engineer.
- .4 The Contractor must notify the Engineer of suspected hazardous material during work and not apparent from drawings, specifications, or report pertaining to work(e.g. lead, asbestos etc.). Do not disturb such material pending instructions from the Engineer. The Engineer will make the necessary arrangements for testing the material as required.

1.3 ASBESTOS  
PRODUCTS &  
ASBESTOS ACTIVITY

- .1 Within the confines of the Base, the provision of new products containing fibrous asbestos materials is prohibited.
- .2 Demolition or disturbance of spray or trowel-applied asbestos can be hazardous to health. Should material resembling spray or trowel-applied asbestos be encountered in course of work, stop work and notify Janitorial Administrator immediately. Do not proceed until written instructions have been received from Janitorial Administrator.

1.4 HAZARDOUS  
MATERIAL SPILL

- .1 The Contractor or sub-contractors must report to the DND fire hall and the Engineer for any incident or spill involving hazardous materials(HAZMAT).
- .2 In the event of a hazardous material spill, the following procedures for initial actions must be followed:
  - .1 ensure safety of all personnel;
  - .2 assess spill hazards and risks;
  - .3 ventilate area if release is indoors and remove all sources of ignition;
  - .4 stop the spill if safely possible(e.g. shut off pump, replace cap, tip drum upward, patch leaking hole etc.).
  - .5 no matter the volume is, contact the DND fire hall and provide the following information:
    - .1 time of the spill;
    - .2 location;
    - .3 special considerations:
      - .1 personal safety;
      - .2 environmental.
    - .4 type and amount of spill;
    - .5 person reporting the spill:
      - .1 name;
      - .2 company; and
      - .3 telephone number.
  - .6 contain the spill;

- 
- 1.4 HAZARDOUS MATERIAL SPILL (Cont'd)
- .2 (Cont'd)
- .5 (Cont'd)
- .7 isolate the area as required;
- .8 contact the Engineer; and
- .9 clean up minor spills using appropriate protective equipment and supplies.
- 1.5 FASTENING DEVICE EXPLOSIVE ACTUATED
- .1 Explosive actuated devices must not be used.
- 1.6 HOT WORK
- .1 All hot work activity is to take place with Janitorial Administrator's approval and written permission from the Base Fire Chief(Hot work permit). Hot work permits and fire-watch requirements will be provided by the Dockyard Fire Hall at 427-3500.
- .2 The ventilation system in the area of any hot work activity is to be isolated to prevent migration of fumes/smoke and to reduce any possible spread of fire to other areas of the facility.
- .3 Contractor is to employ an employee trained in the use of fire extinguishers as fire watch during any hot work for a minimum of 30 minutes after activity has ceased.
- 1.7 CONFINED SPACES
- .1 All work in confined spaces will be carried out in compliance with the Canada Occupational Safety and Health Regulations, Part XI.
- .2 The Contractor to provide and maintain all equipment as required by any person to enter and/or perform work in a safe manner, in compliance with the Canada Occupational Safety and Health Regulations, Part XI.
- .3 The Contractor to provide and maintain training, as required by the Canada Occupational Safety and Health Regulations, Part XI.
- .1 The Contractor and/or his/her employees must provide proof of training and qualifications when requested by the Janitorial Administrator.
- .4 The Contractor to provide the Janitorial Administrator with a copy of an "Entry Permit" for each and every entry into the confined space to ensure compliance with the Canada Occupational Safety and Health Regulations, Part XI.
-

1.7 CONFINED SPACES .5  
(Cont'd)

The Contractor to have a hazard assessment of the confined space performed.

- .1 The Contractor to provide the Janitorial Administrator with a copy of the hazard assessment.

1.8 FALL PROTECTION .1

All work carried out above the mandatory height restrictions, from unguarded structure and/or scaffolding, will be done in compliance with the Canada Occupational Safety and Health Regulations, Part XII, Section 12.10.

- .2 The components of a fall protection system must meet the standards as outlined in the Canada Occupational Safety and Health Regulations, Part XII, Section 12.10(2).
- .3 The Contractor is to ensure fall protection equipment is maintained, inspected and tested by a qualified technician as required by the Canada Occupational Safety and Health Regulations, Part XII, Section 12.3.

1.9 ARC FLASH .1

The Contractor is to ensure all electrical equipment such as switchboards, panelboards, motor control centres and meter socket enclosures be marked to warn persons of potential electric shock and arc flash hazards. This labeling is required for all new & modified installations.

- .2 The warning label must also include information regarding "arc flash hazard category(0 to 4)" and the "Flash Protection Boundary" as defined in NFPA 70E. All projects specifications must include short circuit study and flash hazard analysis.
- .3 In accordance with the CSA Standards Z462-12 Workplace Electrical Safety, Contractors are required to perform a shock and flash hazard analysis to select the appropriate PPE to wear. Electrical Contractors are required arc-rated personal protective equipment while troubleshooting and diagnostic testing that cannot be performed unless the electrical conductor or circuit part is energized. All Contractor work practices must protect each employee from arc flash and from contact with live parts directly with any part of the body or indirectly through some other conductive object.

1.10 SAFETY .1

The Contractor must perform site hazard assessments to establish site specific safe work practice procedures for the safety and well being of his/her employees. Copies will be made available to Department of National Defence upon request.

1.10 SAFETY  
(Cont'd)

- .2 All copies of the formal hazard assessments conducted by the Contractor throughout the duration of the work will be retained and made available to the Janitorial Administrator immediately upon request.
- .3 It is the Contractor's responsibility to be familiar with all applicable safety acts, regulations, codes and Contract requirements. These must be identified and addressed in the safety plan, by identifying Standard Operating Procedures(SOP) and safe work practices(SWP) which incorporate clear and specific control measures, applicable rules, procedures and practices, all of which will become mandatory.
- .4 The Contractor must ensure all workers and authorized persons entering the work site are notified of and abide by the posted safety plan, safety rules, procedures, safe work practices and applicable safety acts, regulations, and codes. Any person not complying with these will not be permitted on the site.
- .5 Must ensure that all applicable personal protective equipment(PPE) is used.
- .6 The Janitorial Administrator will coordinate arrangements for the Contractor to be briefed on site safety within fourteen(14) days of award of Contract.

PART 2 - PRODUCTS

Not used.

PART 3 - EXECUTION

Not used.

PART 1 - GENERAL

1.1 EMERGENCY  
REPORTING

- .1 Telephone numbers:
  - .1 from Base phone: dial 9-1-1;
  - .2 from cell phone: 427-3333.

1.2 FIRE SAFETY  
ENFORCEMENT

- .1 Within the confines of the Base, the prescription and enforcement of mandatory fire safety measures will be exercised under the authority of the Base Fire Chief.
- .2 Comply with and enforce compliance by all Contractor personnel with all requirements of this specification section, and with the most recent edition of the National Building Code of Canada(NBCC) and the National Fire Code of Canada(NFC),including all subsequent revisions issued by the National Research Council of Canada.
- .3 The Janitorial Administrator reserves the right to require the dismissal from site of persons deemed careless or otherwise in violation of the fire safety requirements.

1.3 FIRE SAFETY  
BRIEFING

- .1 Prior to commencement of work under this Contract, the Janitorial Administrator will arrange a meeting of all parties concerned to review and clarify requirements for fire safety measures. This may involve a briefing by the Base Fire Chief.
- .2 The Janitorial Administrator will provide direction for reporting of fire including the emergency telephone number for fire reporting and location of fire alarms within or adjacent to work area.

1.4 FIRE WATCH

- .1 For hot work activity, the Contractor will provide the service of fire-watch persons on a scale and schedule as prescribed by the Dockyard Fire Hall at the time of issuance of the hot work permit.

1.5 FIRE  
EXTINGUISHERS

- .1 Provide and maintain in operational condition fire extinguishers as prescribed by the Base Fire Chief.

1.6 SMOKING  
PRECAUTIONS

- .1 In accordance with these fire safety requirements particular to the work area and site, the Janitorial Administrator and Base Fire Chief will designate hazardous areas as well as non-restricted areas where smoking may be permitted.
- .2 Smoking is prohibited in all buildings.
- .3 In all other areas, exercise care and comply with written or oral directives of the Janitorial Administrator for the use of smoking materials.

1.7 REPORTING FIRE  
INCIDENTS

- .1 Report immediately all fire incidents as follows:
  - .1 activate nearest fire alarm, or
  - .2 dial 9-1-1 or designated number given at the time of briefing; and
  - .3 telephone Janitorial Administrator.
- .2 Persons activating fire alarm must remain at the alarm to direct the Fire Department to the scene of the fire.
- .3 When reporting a fire by telephone, give location of fire, name and number of building and be prepared to direct the Fire Department to the scene of the fire.

1.8 INTERIOR AND  
EXTERIOR FIRE  
PROTECTION AND  
ALARM SYSTEM

- .1 Notify Base Fire Chief at least 48 hours prior to scheduling any work that may require fire alarm and/or protection systems to be:
  - .1 obstructed in any way;
  - .2 shut-off; and/or
  - .3 left inactive at the end of a working day or shift.
- .2 Do not commence any such work until Janitorial Administrator confirms approval and direction by the Base Fire Chief.
- .3 Fire hydrants, standpipes and hose systems must not be used for other than fire fighting purposes unless authorized by the Engineer and the Base Fire Chief.

1.9 BLOCKAGE OF  
ACCESS FOR FIRE  
FIGHTING APPARATUS

- .1 Obtain approval of the Janitorial Administrator and Base Fire Chief 24 hours prior to commencing any work that by any means would impede access for fire fighting apparatus. Immediately notify the Janitorial Administrator of any infringement on minimum vertical or horizontal clearances either inside or outside buildings, as prescribed by the Base Fire Chief.

1.10 RUBBISH AND  
WASTE MATERIALS

- .1 Storage:
  - .1 Where it is necessary to store oily waste in work areas exercise extreme care to ensure maximum possible safety and cleanliness.
  - .2 Greasy or oily rags or materials subject to spontaneous combustion must be deposited and kept in a receptacle approved by the Base Fire Chief and removed as directed by the Janitorial Administrator.
- .2 The burning of rubbish is prohibited.
- .3 Removal:
  - .1 All rubbish must be removed from the work site at the end of the work day or shift or as directed by the Janitorial Administrator.

1.11 FLAMMABLE  
LIQUIDS

- .1 The handling, storage and use of flammable liquids are to be governed and guided by the requirements established by the Base Fire Chief and in accordance with the approved fire safety plan.
- .2 Indoor storage of flammable liquids must not exceed thirty(30) litres provided that they are stored in areas and containers approved by the Base Fire Chief.
- .3 The Janitorial Administrator reserves the right to require removal from the site any storage containers not acceptable to the Base Fire Chief.
- .4 The Janitorial Administrator will not permit indoor storage of quantities of flammable liquids exceeding thirty(30) litres for on-site work purposes, without the written permission of the Base Fire Chief.
- .5 Transfer of flammable liquids within buildings is prohibited.
- .6 Transfer of flammable liquids will not be carried out in the vicinity of open flames or any type of heat producing devices.



1.11 FLAMMABLE  
LIQUIDS  
(Cont'd)

- .7 Flammable liquids having a flash point below twenty-two(22) degrees C such as naphtha or gasoline will not be used as solvents or cleaning agents.
- .8 Flammable waste liquids, for disposal, must be stored in approved containers located in a safe ventilated area. Quantities are not to exceed thirty(30) litres. Dumping or burning of flammable liquids on site is prohibited.

1.12 HAZARDOUS  
SUBSTANCES

- .1 Exercise special precautions necessary to safeguard life and property from damage by fire or explosives.
- .2 If the work entails the use of any toxic or hazardous materials, chemicals or explosives, or otherwise creates a hazard to life, safety or health, work will be in accordance with the most recent edition of the requirements of the National Fire Code of Canada, and measures prescribed by the Base Fire Chief.

PART 2 - PRODUCTS

Not used.

PART 3 - EXECUTION

Not used.

## PART 1 - GENERAL

- 1.1 DEFINITIONS .1 **Environmental Pollution and Damage:** Presence of chemical, physical, biological elements or agents which adversely affect human health and welfare; unfavourably alter ecological balances of importance to human life; affect other species of importance to humankind; or degrade environment aesthetically, culturally and/or historically.
- .2 **Environmental Protection:** Prevention/control of pollution and habitat or environment disruption during construction. Control of environmental pollution and damage requires consideration of land, water, and air; biological and cultural resources; and includes management of visual aesthetics; noise; solid, chemical, gaseous, and liquid waste; radiant energy and radioactive material as well as other pollutants.
- 1.2 GENERAL .1 Contractors must take all reasonable steps to ensure they and their employees comply with all pertinent legislation to protect the environment.
- .2 The Janitorial Administrator will provide the Contractor with copies of MARLANT and BCE Environmental Standard Operating Procedures(SOPs) as required.
- .3 All relevant information pertaining to the MARLANT Solid Waste Management Program may be found in Annex A.
- 1.3 DISPOSAL OF WASTES .1 The Contractor will ensure that the disposal of all cleaning waste or by-products is carried out in accordance with all applicable product-specific instructions such as WHMIS.
- .2 The Contractor must not dispose of volatile materials such as mineral spirits, oil or paint thinner into waterways, storm or sanitary sewers.
- .3 The burning or burying of rubbish and/or waste materials on-site is prohibited.
- .4 Disposal of bio-hazardous waste will be carried out in accordance with:
- .1 CCME-EPC-WM-42E February 1992 - Guidelines for the Management of Biomedical Waste in Canada.

- 1.4 SPILL RESPONSE .1 In the event of a spill of any potentially hazardous materials, the Contractor will proceed as follows:
- .1 Report the spill to the CFB Halifax Fire Department(See Section 01 35 35 DND Fire Requirements);
  - .2 Notify the Janitorial Administrator for directions on how to proceed; and
  - .3 Initiate clean-up in accordance with MARLANT and BCE Environmental Standard Operating Procedures(SOPs) if it is safe to do so.

PART 2 - PRODUCTS

Not used.

PART 3 - EXECUTION

Not used.

## PART 1 - GENERAL

### 1.1 GENERAL REQUIREMENTS

- .1 Only the use of Janitorial Administrator approved materials and equipment will be permitted.
- .2 The Contractor must provide and use equipment of industrial design and quality, performing to typical industry standards and for which replacement parts are readily available.
- .3 The Contractor will deliver copies of Material Safety Data Sheets(MSDS) for all proposed products to the Janitorial Administrator at least seven(7) days prior to the Contract start date.
- .4 The Contractor must have all of the necessary equipment and materials specified in this document in place prior to the Contract start date.

### 1.2 MANUFACTURER'S INSTRUCTIONS

- .1 The Contractor will, unless otherwise directed by the Janitorial Administrator , comply with manufacturer's latest printed instructions for materials and equipment use.
- .2 The Contractor will notify the Janitorial Administrator in writing of any conflict between this specification and manufacturer's instructions. The Janitorial Administrator will determine which document is to be followed.

### 1.3 STORAGE AND DELIVERY OF MATERIALS

- .1 Storage will only be in areas approved by the Janitorial Administrator.
- .2 Where space permits, the Janitorial Administrator will provide a central, secure location within the Contract area for the storage of up to one month's supply of cleaning products and replenishment materials.
- .3 Where possible, the Janitorial Administrator will provide sufficient storage areas within the individual buildings for a minimum of one week's supply of cleaning products and replenishment materials.
- .4 The Contractor will ensure that all containers holding products deemed under WHMIS to be hazardous bear correct WHMIS labelling.
- .5 The Contractor will deliver, store and maintain packaged material in accordance with supplier's instructions and with manufacturer's seals and labels intact.

1.3 STORAGE AND  
DELIVERY OF  
MATERIALS  
(Cont'd)

- .6 The Contractor must prevent damage, adulteration and spoiling of cleaning materials during delivery, handling and storage. Rejected material must be immediately removed from the site.
- .7 Entrance doors to cleaning supply storage areas will bear the following items:
  - .1 Correct WHMIS signage, provided by and installed at the expense of the Contractor; and  
  
An up-to-date set of Material Safety Data Sheets permanently affixed to the storage room door.
- .8 The Contractor must keep storage areas clean and free from clutter at all times.
- .9 Storage areas are to be closed and locked when not being immediately used, but must not be closed while persons are inside.

1.4 SUPPLY  
REQUIREMENTS

- .1 The Contractor will provide all materials including but not limited to the following:
  - .1 toilet tissue(two ply);
  - .2 hand towel(roll or multi-fold)
  - .3 liquid germicidal soap;
  - .4 liquid hand soap;
  - .5 gloves, reusable or disposable(e.g. latex, vinyl, nitrile rubber)
  - .6 heavy duty, clear plastic bags for shredded paper, recyclables, and dry garbage; and
  - .7 sani-bags.
- .2 All material and cleaning supplies must be environmentally friendly/or green.
- .3 The estimated monthly usage of the major supply items is shown below:

**Supply Item - Minimum Monthly Requirement**

toilet tissue - 240 rolls  
paper hand towel - 168 rolls  
liquid hand soap - 20 litres

1.4 SUPPLY  
REQUIREMENTS  
(Cont'd)

- .4 The Contractor will ensure that all supplies are maintained at appropriate levels in sufficient advance of requirements.
- .5 In the event that actual use exceeds the estimates shown above, the Janitorial Administrator will supply the necessary amount of materials to make up any shortages.
- .6 Salt or urea for steps and landings will be supplied on site by DND.

1.5 EQUIPMENT  
REQUIREMENTS

- .1 All equipment will be provided by Contractor as needed and agreed upon by Janitorial Administrator.
  - .1 All equipment will be located and used as directed by Janitorial Administrator.
  - .2 Floor machines must be dual speed capable.
  - .3 All vacuums must be equipped with Hepa filters.
- .2 The following equipment is required for the building:
  - .1 **PA3:**
    - .1 one(1) 350 RPM floor machine; and
    - .2 one(1) wet/dry type vacuum equipped with power head and wands for wet pick-up.
  - .3 All equipment will be of industrial type and quality, and will be in fully satisfactory operating condition at all times while on site. All equipment must be maintained in like-new appearance.
  - .4 The Janitorial Administrator may order the removal from the worksite any unsuitable, unserviceable or unsafe equipment at any time without warning. The Contractor will replace at its own expense any unsuitable, unserviceable or unsafe equipment within twenty-four(24) hours of it becoming unserviceable or being deemed unsuitable.

## PART 2 - PRODUCTS

### 2.1 STANDARDS/ ACCEPTABILITY

- .1 All cleaning materials such as soaps, detergents, scouring materials, cleaners, waxes and sealers must comply with the Canadian General Standards Board (CGSB) Specifications and must be certified Ecologo or Green Seal.
- .2 The Contractor must use odourless or low-odour, environmentally friendly (fully biodegradable) products free of preservatives where possible for all general purpose cleaning.
- .3 Prior to the Contract start date, the Contractor must submit to the Janitorial Administrator a list of proposed products that includes the following information:
  - .1 product name and supplier;
  - .2 MSDS;
  - .3 performance, description and test data; and
  - .4 manufacturer's instructions.
- .4 The Contractor will also submit the aforementioned information to the Janitorial Administrator for approval when a change in product is desired or required.

## PART 3 - EXECUTION

Not used.

## **Annex A – MARLANT Solid Waste Management Program**

### **1.0 Contact:**

1.1 For information contact the Solid Waste Manager at cellular 497-1686.

### **2.0 Desk-Side Units and Office Garbage Containers**

2.1 Office personnel are responsible for the correct separation of their own solid waste and its subsequent placement in the appropriate centralized sorting stations located in the hallways.

### **3.0 Hallway Sorting Stations**

3.1 All hallway sorting stations will contain clear bags at all times.

3.2 The hallway sorting stations will be **emptied daily** (sometimes more than once per day) and the entire container (inside and out) will be kept clean at all times by the janitorial staff.

3.3 The contents of the hallway sorting station will be placed into the appropriate waste containers located outside of the buildings.

3.4 Refundables are the property of the Department of National Defence and **will not** be collected for individual gain.

### **4.0 Compost Containers**

4.1 Compost containers will be placed at all lunchrooms and will be emptied daily into the green carts located outside of the buildings (no plastic bags allowed in the green carts).

### **5.0 Corrugated Cardboard**

5.1 Boxes will be broken down by the owner and removed to the centralized hallway sorting stations. The Contractor will remove the broken down boxes from the hallway sorting stations to the recycling container on the outside of the buildings and marked "CARDBOARD".

5.2 The owner will be responsible to remove the styrofoam and other packing materials from the boxes and place into the garbage of the hallway sorting station.



## 6.0 **Shredding Machines**

- 6.1 Clear bags are to be placed in the shredding machines by the janitorial staff and when full taken to the recycling container on the outside of the buildings marked *"MIXED PAPER"*.

## 7.0 **Further Instruction**

- 7.1 The Contractor will empty the desk-side and office garbage containers in areas where no hallway sorting stations have been installed. Owner is responsible for the correct separation of the recyclable materials. Where hallway sorting stations are in place, the owner is responsible for the correct separation of their own solid waste and its subsequent placement in the appropriate centralized sorting stations
- 7.2 Contractor staffing is responsible for removing all waste material (garbage, cardboard, mixed paper, refundables and recyclables) **daily** from the hallway centralized sorting stations and placing in the appropriate containers located outside of the buildings.
- 7.3 Contractor staffing is responsible for ensuring that the lids of the garbage, compost and recycling bins are closed after use.

## 8.0 **Bag Specifications**

- 8.1 Clear, extra strong bags(min 3 mil thickness) will be used for all waste streams.

## Annex B – Cleaning Standard

### 1.0 Minimum Acceptable Appearance Levels (MAAL)

1.1 BCE has committed to provide a high level of service to its customers. These Appearance Levels are the standard against which contract areas will be inspected and assessed. The overall Minimum Acceptable Appearance Level (MAAL) has been established at Level 2.5, a compromise between Levels 2 and 3 representing a clean, tidy environment maintainable through a program of both proactive and reactive maintenance. Regardless of the MAAL, washrooms and locker rooms must be maintained at Level 1 at all times.

Appearance Level	Physical Description / Defects
Level 1 - Orderly Spotlessness	<ul style="list-style-type: none"> <li>Floors and base mouldings shine/carpets vacuumed clean; no build-up in corners or along walls.</li> <li>All surfaces clean and no dust, dirt, streaks or marks.</li> <li>Washroom fixtures and tile gleam. Supplies are adequate.</li> <li>Trash containers hold only daily waste, are clean &amp; odour-free.</li> <li>Exterior steps and walkways swept clean; no sign of litter on ground.</li> </ul>
Level 2 - Ordinary Tidiness	<ul style="list-style-type: none"> <li>Floors and base mouldings shine/carpets vacuumed clean; no build-up in corners but two days of dust, dirt, and stains may be seen.</li> <li>All vertical and horizontal surfaces are clean but marks, dust and fingerprints noticeable up close.</li> <li>Washroom fixtures and tile gleam &amp; are odour-free.</li> <li>Trash containers hold only daily waste, are clean and odour-free.</li> <li>Exterior steps and walkways swept clean; grounds free of litter.</li> </ul>
Level 3 - Casual Inattention	<ul style="list-style-type: none"> <li>Floors are swept/vacuumed clean, but on close observation have stains. A build-up of dirt/floor finish in corners and along walls is visible.</li> <li>Dull spots and/or matted carpet in walking lanes. Streaks &amp; splashes on base moulding.</li> <li>Vertical &amp; horizontal surfaces have obvious dust, dirt, smudges.</li> <li>Trash containers have daily waste but are clean and odour-free.</li> <li>Exterior steps and walkways dusty; some litter may be found on closer inspection.</li> </ul>
Level 4 – Moderate Dinginess	<ul style="list-style-type: none"> <li>Floors are swept or vacuumed clean, but dull, dingy and stained. Noticeable build-up of dirt, floor finish, in corners and along walls.</li> <li>Dull path and/or obviously matted carpet in walking lanes. Base moulding is dull, dingy with streaks or splashes.</li> <li>All surfaces have conspicuous dust, dirt, smudges.</li> <li>Trash containers hold old trash. They are stained, marked and smell sour.</li> <li>Noticeable dirt build-up on exterior steps and walkways; obvious litter.</li> </ul>
Level 5 – Unkempt Neglect	<ul style="list-style-type: none"> <li>Floors are dull, dirty, dingy. Conspicuous build-up of dirt.</li> <li>Surfaces have major accumulation of dust, dirt.</li> <li>Washroom fixtures and tile have obvious lack of attention. Supplies are depleted.</li> <li>Trash containers over-flowing and smell sour.</li> <li>Exterior steps and walkways encrusted with dirt; litter noticeable all around.</li> </ul>

Table 1 – Definition of Appearance Levels

## 2.0 **Typical Inspection Areas**

2.1 The building areas that will typically be evaluated include but are not limited to the following:

- classrooms
- washrooms
- gym & fitness
- hallways & stairwells
- offices
- lounges
- cafeterias or lunchrooms
- kitchens
- ancillary areas
- exterior and grounds
- laundry rooms
- accommodations

2.2 The areas shown in Annex D - Inspection Report (Contractor Performance Evaluation) are generic in nature. The form may be amended from time to time to facilitate more effective inspections.

## Annex C – Cleaning Schedule

Area	Item	Cleaning Operation	Daily	Weekly	Monthly	3 Mos	6 Mos	Yearly	As Req'd	Other
Exterior Services - General	Exterior signs and light fixtures	Clean					X			
	Window wells and airways	Clean			X					
	Ornamental metal	Clean and polish			X					
	Steps and landings	Clean steps and landings	X							
	Name plates, plaques, latches, pull handles, push and kick plates	Clean and polish		X						
	Snow and ice removal	Perform IAW Sec 01 11 00							X	
	Salting and sanding	Perform IAW Sec 01 11 00							X	
	Walkways & inner courtyard area to roadways	Sweep and keep clean of litter	X						X	
	Notice boards	Dust		X						
	High ledges, tops of cabinets, partitions, doors, exposed pipes, etc.	Dust and wipe up to 10 feet		X						
Interior Services - General	Hose cabinets, display area	Spot clean		X						Tue, Thu
	Fire extinguishers	Wash and polish			X					
	Radiators	Dust/damp wipe		X						
		Dust and damp wipe		X						
		Wash								
	Ceiling	Vacuum					X			
		Wash						X		
	Ceiling air diffusers, air intake grills	Vacuum			X					
		Wash								
	Door kick plates, hand plates and latches	Clean		X			X			Tue, Thu
		Polish		X						
	Door grills	Vacuum		X						
		Wash					X			
	Drinking fountains & owned water coolers	Wash	X							
		Disinfect			X					
	Pictures, murals, clocks	Clean		X						
	Counters	Damp wipe		X						

Area	Item	Cleaning Operation	Daily	Weekly	Monthly	3 Mos	6 Mos	Yearly	As Req'd	Other	
Entrances, Lobbies, Vestibules & Foyers		Clean		X							
	Dry garbage	Remove from building and place in exterior receptacle	X								
		Dust and wash containers								X	
		Remove from building and place in appropriate exterior receptacles	X								
	Hallway recycling centres (recyclables, compost, cardboard, etc)	Clean		X							Tue, Thu
		Windows and glass partitions									
		Windows in entry areas of building								X	
	Sport fitness equipment			X							
	Chalkboards	Clean with a dry chamois(Do not wash)								Occupant's request	
	Light fixtures	Remove insects and debris and wash the fixture IAW Sec 01 11 00						X			
	Hard floors	Sweep and keep clean of litter	X								
		Wash and spray buff	X								
		Strip and refinish								X	As determined by JA
		Remove salt, sand and water	X						X		
Walls	Spot clean							X			
	Wash							X			
	Clean and vacuum								X		
	Spot clean inside and out								X		
	Clean			X						Tue, Thu	
Corridors and Halls	Hard Floors	Sweep and damp mop	X								
		Buff or spray buff		X							Tue, Thu
		Wash							X		
		Spot clean	X								
		Strip and refinish							X		As determined by JA
	Carpets	Vacuum			X						Tue, Thu
		Spot clean								X	
		Steam clean									
										X	As determined




Area	Item	Cleaning Operation	Daily	Weekly	Monthly	3 Mos	6 Mos	Yearly	As Req'd	Other
Washrooms, Showers		Shield areas	X							
		Vacuum upholstered furniture		X						
	Furniture	Dust and damp wipe horizontal and vertical surfaces		X						
		Polish			X					
	Bookcases	Dust exposed areas including ends of books		X						
		Clean and polish glass doors		X						
	Floors (including shower area)	Scrub and disinfect	X							
	Toilet seats, bowls, urinals, wash basins	Clean and disinfect	X							
	Body contact points (e.g. water taps, receptacles, dispensers, door plates, toilet seats and flush valves, etc.)	Clean, disinfect and shine	X							
	Flush tanks, dispensers, receptacles, mirrors, shelves and exposed piping	Dust and clean	X							
Locker Rooms	Sani-cans	Empty, wash, disinfect and replace bags	X							
	Toilet partitions	Damp wash	X							
	Walls, floor drains, and floor drain covers	Wash and disinfect	X						X	
	Remove waste paper	Remove and discard in exterior receptacle	X							
	Soap dispensers, toilet papers, sani-bags, paper towel dispensers	Replenish supplies	X					X		
	Refuse receptacles (may be lined)	Wash and disinfect (Contractor may supply plastic liners, in which case washing & disinfecting need only be done monthly.)	X							
	Shower stall walls and floors	Scrub and disinfect	X							
		Strip and refinish						X	As determined by JA	
	Floors	Machine scrub.						X		
		Sweep, wash and disinfect	X							
Classrooms, Lounges & TV Rooms		Spot clean						X		
	Walls	Dust		X						
		Wash						X		
		Spot clean							X	
	Carpets and rugs	Vacuum	X							
	Steam clean					X			As determined	

Area	Item	Cleaning Operation	Daily	Weekly	Monthly	3 Mos	6 Mos	Yearly	As Req'd	Other
		Spot clean							X	by JA
		Wash						X		
	Walls	Spot clean							X	
		Sweep	X							
		Wash	X							
	Hard floors	Spot clean							X	
		Strip and refinish							X	As determined by JA
		Vacuum upholstered furniture		X						
	Furniture (other than tables):	Dust horizontal and vertical surfaces		X						
		Clean and polish		X						
Lunchrooms, Kitchens		Move to facilitate cleaning							X	
	Tables	Clean	X							
	Tables	Clean	X							
		Spot clean							X	
		Sweep	X							
		Spot clean	X							
		Damp mop and spray buff	X							
	Hard floors									
		Strip and refinish							X	As determined by JA
	Carpets	Steam clean				X			X	As determined by JA
		Spot clean							X	
	Walls	Wash						X		
		Spot clean							X	
	Counters, sinks and faucets	Clean and disinfect	X							



## Annex D – Inspection Report(Contractor Performance Evaluation)

	Building Areas											The undersigned Contractor Representative has participated in and concurs with the inspection Avg OAL score. In accordance with Annex B – Cleaning Standard, it is understood that a score that is below the Minimum Acceptable Appearance Level (MAAL) may result in the application of a Non-Compliance (NC) Reduction against the Basic Monthly Building Charge for the building in question. It is understood and agreed that the reduction of any monthly payment by way of NC Reductions will not in any way affect other rights and remedies of the Crown as contained in this contract or in the general conditions referred to herein.			
	Classrooms	Washrooms / Locker Rooms	Hallways & Stairwells	Offices	Lobby / Common Areas	Lounges / Lunchrooms	Elevators	Cafeteria / Kitchen	Ancillary & Janitorial	Gymnasium / Fitness Rooms	Exterior & Grounds		Transient Rooms		
	Observed Appearance Level (OAL)														
	Item	Bldg											Avg OAL	Inspection Remarks	
	1														
	2														
	3														
	4														
	5														
	6														
	7														
	8														
	9														
10															
11															
12															

Contractor Rep:

Date:

Signature:

Contract Inspector:

Date:

Signature:

## Annex E – Sample Invoice

# Spiffy-Clean Ltd.

123 Anystreet  
Halifax, NS B9B 9B9  
Ph: (902) 454-XXXX  
Fax: (902) 454-YYYY

**Note:**

Invoice style may vary and other details may be added as needed, but information shown herein is mandatory.

**Customer(Bill to):**

Accounts Payable  
Base Construction Engineering  
Maritime Forces Atlantic  
PO Box 99000 Stn Forces  
Willow Park #7  
Halifax, NS B3K 5X5

For Janitorial Services performed under Contract No. **C375 Pictou Armoury**

during the month of \_\_\_\_\_ 2014.

Building No. and Name	Basic Monthly Bldg Charge
PA3 Pictou Armoury	0.00
Total Basic Monthly Charges	<b>0.00</b>
HST	
1% Discount	
Total Invoice Amount	
HST Total	



## Task Authorization Autorisation de tâche

Contract Number - Numéro du contrat

Contractor's Name and Address - Nom et l'adresse de l'entrepreneur	Task Authorization (TA) No. - N° de l'autorisation de tâche (AT)
	Title of the task, if applicable - Titre de la tâche, s'il y a lieu
	Total Estimated Cost of Task (Applicable taxes extra) Coût total estimatif de la tâche (Taxes applicables en sus) \$

Security Requirements: This task includes security requirements

Exigences relatives à la sécurité : Cette tâche comprend des exigences relatives à la sécurité

☐ No - Non

☐ Yes - Oui

If YES, refer to the Security Requirements Checklist (SRCL) included in the Contract

Si OUI, voir la Liste de vérification des exigences relative à la sécurité (LVERS) dans le contrat



### For Revision only - Aux fins de révision seulement

TA Revision Number, if applicable Numéro de révision de l'AT, s'il y a lieu	Total Estimated Cost of Task (Applicable taxes extra) before the revision Coût total estimatif de la tâche (Taxes applicables en sus) avant la révision \$	Increase or Decrease (Applicable taxes extra), as applicable Augmentation ou réduction (Taxes applicables en sus), s'il y a lieu \$
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**Start of the Work for a TA : Work cannot commence until a TA has been authorized in accordance with the conditions of the contract.**

**Début des travaux pour l'AT : Les travaux ne peuvent pas commencer avant que l'AT soit autorisée conformément au contrat.**

### 1. Required Work: - Travaux requis :

A. Task Description of the Work required - Description de tâche des travaux requis	See Attached - Ci-joint <input type="checkbox"/>
B. Basis of Payment - Base de paiement	See Attached - Ci-joint <input type="checkbox"/>
C. Cost of Task - Coût de la tâche	See Attached - Ci-joint <input type="checkbox"/>
D. Method of Payment - Méthode de paiement	See Attached - Ci-joint <input type="checkbox"/>

Contract Number - Numéro du contrat

## 2. Authorization(s) - Autorisation(s)

By signing this TA, the authorized client and (or) the PWGSC Contracting Authority certify(ies) that the content of this TA is in accordance with the conditions of the contract.

The client's authorization limit is identified in the contract. When the value of a TA and its revisions is in excess of this limit, the TA must be forwarded to the PWGSC Contracting Authority for authorization.

En apposant sa signature sur l'AT, le client autorisé et (ou) l'autorité contractante de TPSGC atteste(nt) que le contenu de cette AT respecte les conditions du contrat.

La limite d'autorisation du client est précisée dans le contrat. Lorsque la valeur de l'AT et ses révisions dépasse cette limite, l'AT doit être transmise à l'autorité contractante de TPSGC pour autorisation.

\_\_\_\_\_  
Name and title of authorized client - Nom et titre du client autorisé à signer

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
PWGSC Contracting Authority - Autorité contractante de TPSGC

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

## 3. Contractor's Signature - Signature de l'entrepreneur

\_\_\_\_\_  
Name and title of individual authorized - to sign for the Contractor  
Nom et titre de la personne autorisée à signer au nom de l'entrepreneur

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date