

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

**Bid Receiving - PWGSC / Réception des  
soumissions - TPSGC**  
**11 Laurier St. / 11, rue Laurier**  
**Place du Portage, Phase III**  
**Core 0A1 / Noyau 0A1**  
**Gatineau, Québec K1A 0S5**  
**Bid Fax: (819) 997-9776**

**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**

<b>Title - Sujet</b> National Sanitation and Warewashing		
<b>Solicitation No. - N° de l'invitation</b> 21120-143555/A		<b>Date</b> 2014-06-04
<b>Client Reference No. - N° de référence du client</b> 21120-14-2013555		
<b>GETS Reference No. - N° de référence de SEAG</b> PW-\$\$HS-634-65203		
<b>File No. - N° de dossier</b> hs634.21120-143555	<b>CCC No./N° CCC - FMS No./N° VME</b>	
<b>Solicitation Closes - L'invitation prend fin at - à 02:00 PM on - le 2014-07-15</b>		<b>Time Zone Fuseau horaire</b> Eastern Daylight Saving Time EDT
<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> Paquin, Benoit		<b>Buyer Id - Id de l'acheteur</b> hs634
<b>Telephone No. - N° de téléphone</b> (819) 956-3966 ( )		<b>FAX No. - N° de FAX</b> (819) 956-5227
<b>Destination - of Goods, Services, and Construction: Destination - des biens, services et construction:</b>  Specified Herein Précisé dans les présentes		

**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**

Industrial Vehicles & Machinery Products Division  
11 Laurier St./11, rue Laurier  
7B1, Place du Portage, Phase III  
Gatineau  
Québec  
K1A 0S5

<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>	

Solicitation No. - N° de l'invitation

21120-143555/A

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur

hs634

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

21120-14-2013555

File No. - N° du dossier

hs63421120-143555

CCC No./N° CCC - FMS No/ N° VME

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## **PART 1 - GENERAL INFORMATION**

### **1. Introduction**

The bid solicitation is divided into seven parts (7) 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 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 Pricing, the Mandatory Technical Evaluation Criteria and the Federal contractors program for employment equity - certification.

### **2. Summary**

Correctional Services of Canada (CSC) has a requirement for a National Sanitation & Warewashing Program for 49 kitchens positioned throughout Canada in accordance with Annex A - Statement of Work, Annex B - Pricing, Annex C - Form, Annex D - Mandatory Technical Evaluation Criteria, Annex E - Federal contractors program for employment equity – certification

The attached statement of work (SOW) defines the work effort required to perform the contract. The works include, but not limited to installation, deliveries, maintenance, reports, etc.

The work under this requirement will be carried out for a three (3) years period from the effective date of contract, with an option to extend the contract for two (2) additional periods of one (1) year each.

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).

There is a Federal Contractors Program (FCP) for employment equity requirement associated with this procurement; see Part 5 - Certifications, Part 7 - Resulting Contract Clauses and the annex named [Federal Contractors Program for Employment Equity - Certification](#).

### **3. Debriefings**

Bidders may request a debriefing on the results of the bid solicitation process. Bidders should make the request to the Contracting Authority within fifteen (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.

**Subsection 05.4 of 2003**, Standard Instructions - Goods or Services - Competitive Requirements, is amended as follows:

**Delete:** sixty (60) days  
**Insert:** ninety (90) days

### 2. Submission of Bids

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

### 3. Enquiries - Bid Solicitation

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

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

### 4. Applicable Laws

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

Bidders may, at their discretion, substitute the applicable laws of a Canadian province or territory of their choice without affecting the validity of their bid, by deleting the name of the Canadian province or territory specified and inserting the name of the Canadian province or

territory of their choice. If no change is made, it acknowledges that the applicable laws specified are acceptable to the bidders.

## **5. Improvement of Requirement During Solicitation Period**

Should bidders consider that the specifications, Statement of Work or Purchase Description contained in the bid solicitation could be improved technically or technologically, bidders are invited to make suggestions, in writing, to the Contracting Authority named in the bid solicitation. Bidders must clearly outline the suggested improvement as well as the reason for the suggestion. Suggestions that do not restrict the level of competition nor favour a particular bidder will be given consideration provided they are submitted to the Contracting Authority at least seven (7) calendar days before the bid closing date. Canada will have the right to accept or reject any or all suggestions.

## **6. Bidders' Conference**

A bidders' conference will be held at the following location on Thursday June 19, 2014.

Public Works and Government Services Canada  
Place du Portage, Phase III, Tower B,  
11 Laurier Street  
Gatineau, Quebec  
K1A 0S5

The conference will begin at 09:00 am and last until 12:00 pm. The scope of the requirement outlined in the bid solicitation will be reviewed during the conference and questions will be answered. It is recommended that bidders who intend to submit a bid attend or send a representative.

Bidders are requested to communicate with the Contracting Authority before the conference to confirm attendance. Bidders should provide, in writing, to the Contracting Authority, the names of the person(s) who will be attending and a list of issues they wish to table at least five (5) working days before the scheduled conference.

Any clarifications or changes to the bid solicitation resulting from the bidders' conference will be included as an amendment to the bid solicitation. Bidders who do not attend will not be precluded from submitting a bid.

## **7. Environmental Considerations**

Canada is committed to greening its supply chain. In April 2006, Canada issued a policy directing federal departments and agencies to take the necessary steps to acquire products and services that have a lower impact on the environment than those traditionally acquired. Environmental performance considerations include, among other things: the reduction of greenhouse gas emissions and air contaminants; improved energy and water efficiency; reduced waste and support reuse and recycling; the use of renewable resources; reduced hazardous waste; and reduced toxic and hazardous substances. In accordance with the Policy on Green Procurement, for this solicitation:



The successful bidder will be requested, after contract award, to provide all correspondence including (but not limited to) documents, reports and invoices in electronic format unless otherwise specified by the Contracting Authority, the Project Authority or the Procurement Authority, thereby reducing printed material.

Bidders should recycle (shred) unneeded copies of non-classified/secure documents (taking into consideration the Security Requirements).

Product components used in performing the services should be recyclable and/or reusable, whenever possible.

## **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 (one (1) hard copy) and one (1) soft copy on CD, DVD, USB flash drive)
- Section II: Financial Bid (one (1) hard copy) and one (1) soft copy on CD, DVD, USB flash drive)
- Section III: Certifications (one (1) hard copy)
- Section IV: Additional Information (one (1) hard copy)

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

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

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

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

In April 2006, Canada issued a policy directing federal departments and agencies to take the necessary steps to incorporate environmental considerations into the procurement process Policy on Green Procurement (<http://www.tpsgc-pwgsc.gc.ca/ecologisation-greening/achats-procurement/politique-policy-eng.html>). To assist Canada in reaching its objectives, bidders should:

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

#### **Section I: Technical Bid**

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

Bidders must submit their financial bid in accordance with the Basis of Payment specified in Part 7 and Annex B - Pricing. The total amount of Applicable Taxes must be shown separately.

### **1. SACC Manual Clauses**

<b>SACC Reference</b>	<b>Title</b>	<b>Date</b>
C3011T	Exchange Rate Fluctuation	2013-11-06

## **Section III: Certifications**

Bidders must submit the certifications required under Part 5.

## **Section IV: Additional Information**

### **1. Additional Information**

Canada requests that bidders submit the following information:

#### **1.1 Delivery for Client Managed Inventory (CMI) and Chemical Supply Only (CSO)**

While delivery is requested within seven (7) calendar days, the best delivery that could be offered is:

Region Atlantic A2 : \_\_\_\_\_ **weeks/calendar days** from the reception of the purchase order.  
Region Québec A1 : \_\_\_\_\_ **weeks/calendar days** from the reception of the purchase order.  
Region Ontario A1 : \_\_\_\_\_ **weeks/calendar days** from the reception of the purchase order.  
Region Ontario A2 : \_\_\_\_\_ **weeks/calendar days** from the reception of the purchase order.  
Region Prairies A1 : \_\_\_\_\_ **weeks/calendar days** from the reception of the purchase order.  
Region Prairies A2 : \_\_\_\_\_ **weeks/calendar days** from the reception of the purchase order.  
Region Prairies A3 : \_\_\_\_\_ **weeks/calendar days** from the reception of the purchase order.  
Region Pacific : \_\_\_\_\_ **weeks/calendar days** from the reception of the purchase order.

#### **1.2 Supplier Contact**

Canada requests that Bidders provide information for the contact person responsible for the project:

Name: \_\_\_\_\_  
Telephone No: \_\_\_\_\_  
Facsimile No: \_\_\_\_\_  
E-mail address: \_\_\_\_\_

## **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**

Bids must be completed in full and provide all technical information requested in the bid solicitation to enable a full and complete evaluation.

##### **1.1.1 Mandatory Technical Evaluation Criteria**

Bids must meet all Mandatory Technical Evaluation Criteria as detailed in Annex D - Mandatory Technical Evaluation Criteria

Bidder must complete the technical information requested in Annex B - Pricing in accordance with the instructions found therein.

#### **1.2 Financial Evaluation**

Bidders must submit, with their bid, the completed Excel spreadsheet, Annex B - Pricing, included in the Request for Proposal package and provide a soft copy of it.

##### **1.2.1 Mandatory Financial Evaluation Criteria**

Bidder must complete in full Annex B Pricing in accordance with the instructions found therein

The prices of the bid must be in Canadian dollars, Delivered Duty Paid at destination, Incoterms 2000, Canadian Custom Duties and Excise Taxes included where applicable and, Applicable Taxes extra.

##### **1.2.2 Aggregate Price Determination**

The evaluated aggregate price of the bid will be determined in accordance with Annex B – Pricing.

### **2. Basic of Selection**

A bid must comply with the requirements of the bid solicitation and meet all mandatory technical and financial evaluation criteria to be declared responsive. The responsive bid with the lowest evaluated aggregate 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.

Canada will also have the right to terminate the Contract for default if a Contractor, or any member of the Contractor if the Contractor is a Joint Venture, appears on the "[FCP Limited Eligibility to Bid](#)" list during the period of the Contract.

The Bidder must provide the Contracting Authority with a completed annex [Federal Contractors Program for Employment Equity - Certification](#), before contract award. If the Bidder is a Joint Venture, the Bidder must provide the Contracting Authority with a completed annex Federal Contractors Program for Employment Equity - Certification, for each member of the Joint Venture.

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

### **1. Financial Requirement**

<b>SACC Reference</b>	<b>Title</b>	<b>Date</b>
A9033T	Financial Capability	2012-07-16

### **2. Insurance Requirement**

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 Part 7.

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 - RESULTING CONTRACT CLAUSES**

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

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

#### **1.2 implementation schedule**

The Contractor must provide, within five (5) business days after Contract award, the implementation schedule to the Contracting Authority and the Project Authority for review and acceptance.

The implementation schedule must include, but not be limited to: start and completion date for the installation of all required equipment at each facility.

#### **1.3 Notification**

The Contractor must notify the Project Authority, in writing, when the installation of all the required equipment has been completed for each facility.

#### **1.4 Work Categories**

The Work is summarized into three (3) main categories as follows:

##### **1.4.1 Category 1 - Vendor Managed Inventory (VMI)**

The VMI must be a turnkey solution and must include but not be limited to the installation and maintenance of the dosing/dispensing equipment, the chemicals delivery, the record keeping, and the management of the products required.

##### **1.4.2 Category 2 - Client Managed Inventory (CMI)**

The CMI must include but not be limited to the installation and maintenance of the dosing/dispensing equipment, the chemicals delivery and the record keeping. Correctional Services of Canada (CSC) will be responsible for the inventory management and to order the chemicals on an as and when required basis using a Purchase Order (PO).

##### **1.4.3 Category 3 - Chemical Supply Only (CSO)**

For the CSO, CSC will be responsible for the inventory management and ordering the chemicals on an as and when required basis using a Purchase Order (PO). No dispensing or dosing equipment is required.

### **1.5 Periodic Usage Reports**

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

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

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

The quarterly periods are defined as follows:

1st quarter: April 1 to June 30;  
2nd quarter: July 1 to September 30;  
3rd quarter: October 1 to December 31; and  
4th quarter: January 1 to March 31.

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

The reporting requirement includes, but is not limited to, the following information:

- 1a. Contract Number;
  - 1b. Contract Title;
  - 1c. Purchase Order Number
  - 1d. Invoice date and number
  - 1e. Location of delivery
  - 1f. Reporting Period (Quarter and Per Fiscal Year);
  - 1g. Total Number of Orders and associated value (Applicable taxes included) for the Reporting Period (Quarter);
  - 1h. Total Number of Orders and associated value (Applicable taxes included) (Per Fiscal Year)
  - 1i.; Total Number of Orders and associated value (Applicable taxes included) (For the duration of the Contract)
- 
- 2a. Item number;
  - 2b. Total Number of Item ordered (Per Quarter and Per Fiscal Year);
  - 2c. Total Number of Item ordered (Per Location of Delivery);
  - 2d. Total Number of Item ordered (Per Identified user);

The data must be submitted to the Contracting Authority no later than fifteen (15) calendar days after the end of the reporting period. An electronic version of the form in Excel spreadsheet format is available from the Contracting Authority upon request.

## **1.6 Minimum Work Guarantee**

1. "Maximum Contract Value" means the sum specified in Contract clause 7.2 Limitation of Expenditure and "Minimum Contract Value" means a fixed amount of \$500,000.00.

2. Canada's obligation under the Contract is to request Work in the amount of the Minimum Contract Value or, at Canada's option, to pay the Contractor at the end of the Contract in accordance with paragraph 3. In consideration of such obligation, the Contractor agrees to stand in readiness throughout the Contract period to perform the Work described in the Contract. Canada's maximum liability for work performed under the Contract must not exceed the Maximum Contract Value, unless an increase is authorized in writing by the Contracting Authority.



3. In the event that Canada does not request work in the amount of the Minimum Contract Value during the period of the Contract, Canada must pay the Contractor the difference between the Minimum Contract Value and the total cost of the Work requested.

4. Canada will have no obligation to the Contractor under this clause if Canada terminates the Contract in whole or in part for default.

### **1.7 Product (Chemical) Performance**

All products (chemicals) performance must be in accordance with Annex B – Pricing.

### **1.8 Equipment Repair**

Any defective equipment must be returned to a fully serviceable condition or replaced within two (2) business days following notification of the defect.

### **1.9 Waste and Hazardous Waste Disposal**

The Contractor must handle, transport and dispose of any waste and any hazardous waste removed or uncovered in the performance of the Work in accordance with any applicable law.

## **2. Security Requirement**

### **2.1 Institutional access CPIC clearance request**

Contractor personnel must be escorted in specific areas of the institution/site as and where required by Correctional Service Canada personnel or their authorized representatives. CSC has developed very stringent internal policies to ensure that the security of institutional operations is not compromised.

The Contractor must submit, for each personnel having access to a CSC institution/site, a completed "Institutional access CPIC clearance request" (CSC/SCC 1279 (R 05 12)) for verification, by CSC, of identity/information through the Canadian Police Information Centre (CPIC). Contractor personnel that do not have the CPIC clearance (approval) may be denied access to any institution/site or part thereof

Contractor personnel must adhere to institutional requirements for the conduct of searches by Correctional Service Canada, prior to admittance to the institution/site. Correctional Service Canada reserves the right to deny access to any institution/site or part thereof to any Contractor personnel, at any time.

### **2.2 CSC Site Regulations**

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

### **2.3 Identification Badge**

Any person assigned to the performance of any part of the Work that is performed on government premises must wear in a conspicuous place the identification badge issued to that person by Canada.

### **3. Standard Clauses and Conditions**

All instructions, clauses and conditions identified in the Contract by number, date and title are set out in the *Standard Acquisition Clauses and Conditions* Manual issued by Public Works and Government Services Canada.

#### **3.1 General Conditions**

2010A (2014-03-01) General Conditions - Goods (Medium Complexity), apply to and form part of the Contract.

### **4. Term of Contract**

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

The period of the Contract is from date of Contract to **to be inserted by PWGSC** inclusive.

#### **4.2 Option to Extend the Contract**

The Contractor grants to Canada the irrevocable option to extend the contract period by up to two (2) additional periods of one (1) year under the same terms and conditions. The Contractor agrees that, during the extended period of the Contract, it will be paid in accordance with the applicable provisions as set out in the Basis of Payment. Canada may exercise this option at any time by sending a written notice to the Contractor at least thirty (30) calendar days before the Contract expiry date. The option may only be exercised by the Contracting Authority, and will be evidenced for administrative purposes only, through a contract amendment.

#### **4.3 Delivery**

##### **4.3.1 Delivery for Category 1**

The Contractor must make the delivery in accordance with Annex A – Statement of Work.

##### **4.3.2 Delivery for Category 2 and Category 3**

The Contractor must make the delivery as follows upon receipt of an authorized Purchase Order (PO).

Region Atlantic A2 : within **to be inserted by PWGSC** weeks/calendar days from the reception of the purchase order.

Region Québec A1 : within **to be inserted by PWGSC** weeks/calendar days from the reception of the purchase order.

Region Ontario A1 : within **to be inserted by PWGSC** weeks/calendar days from the reception of the purchase order.

Region Ontario A2 : within **to be inserted by PWGSC** weeks/calendar days from the reception of the purchase order.

Region Prairies A1 : within **to be inserted by PWGSC** weeks/calendar days from the reception of the purchase order.

Region Prairies A2 : within **to be inserted by PWGSC** weeks/calendar days from the reception of the purchase order.

Region Prairies A3 : within **to be inserted by PWGSC** weeks/calendar days from the reception of the purchase order.

Region Pacific : within **-to be inserted by PWGSC** weeks/calendar days from the reception of the purchase order.

## **5. PO for Categories 2 and Category 3**

The Work for Categories 2 and 3 to be performed under the Contract will be on an "as and when requested basis" using a Purchase Order (PO). The Work described in the PO must be in accordance with the scope of the Contract.

### **5.1 Identified Users**

The Identified User authorized to release Purchase Order against the Contract is: Food Services Division, National Head Quarter, Correctional Service of Canada.

### **5.2 Instrument**

The purchase of the goods will be authorized or confirmed by the Identified User(s) using CSC Purchase Order form or an electronic version.

### **5.3 Authority and Limit**

CSC may authorize Purchase Order inclusive of any revisions up to a limit of \$10,000.00, Applicable Taxes included.

Any PO where the total value of which would exceed that limit or any revision to a previously authorized PO that would increase the PO total value above that limit must be authorized by the Contracting Authority before issuance to the Contractor.

### **5.4 Authorization**

The Contractor must not commence Work until a PO, inclusive of any revisions, has been authorized and issued in accordance with the Contract. Only Work detailed in the PO must be performed. The Contractor acknowledges that Work performed before a PO, inclusive of any revisions, has been authorized and issued in accordance with the Contract will be done at the Contractor's own risk and expense;

The PO inclusive of any revisions must only be for products identified in annex B – Pricing.

### **5.5 Content**

For each PO or revision of a previously authorized PO, CSC will provide to the Contractor a PO containing as a minimum:

- a) Description of the item and/or its ref number;

- b) The quantity requested;
- c) The unit price for each item;
- d) The address of delivery.
- e) Delivery Date

## **6. Authorities**

### **6.1 Contracting Authority**

The Contracting Authority for the Contract is:

Benoit Paquin

Supply Officer

Public Works and Government Services Canada

Acquisitions Branch

LEFTD - HS Division

Place du Portage, Phase III, 7B1

Gatineau, Quebec K1A 0S5

Telephone: 819-956-3951

Facsimile: 819-956-5227

E-mail address: benoit.paquin@pwgsc-tpsgc.gc.ca

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

### **6.2 Procurement Authority**

The Procurement Authority for the contract is:

**to be inserted by PWGSC**

DLP \_\_\_\_\_

National Defence Headquarters

Mgen. George R. Pearkes Building

101 Colonel By Drive

Ottawa, Ontario K1A 0K2

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

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

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

The Procurement Authority is the representative of the department or agency for whom the Work is being carried out under the Contract. The Procurement Authority is responsible for the implementation of tools and processes required for the administration of the Contract. The Contractor may discuss administrative matters identified in the Contract with the Procurement Authority however the Procurement Authority has no authority to authorize changes to the scope of the Work. Changes to the scope of Work can only be made through a contract amendment issued by the Contracting Authority.

### **6.3 Project Authority**

The Project Authority for the Contract is:

**to be inserted by PWGSC**

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

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

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

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

#### **6.4 Contractor's Representative**

The Contractor's Representative for the Contract is:

Name: **to be inserted by PWGSC**

Telephone No. \_\_\_\_\_

Facsimile No. \_\_\_\_\_

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

### **7. Payment**

#### **7.1 Basis of Payment - Firm Price**

In consideration of the Contractor satisfactorily completing all of its obligations under the Contract, the Contractor will be paid firm prices, in Canadian dollars, Delivered Duty Paid at destination, Incoterms 2000, Canadian Custom Duties, Excise Taxes included where applicable and Applicable Taxes extra.

#### **7.2 Limitation of Expenditure**

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

2. No increase in the total liability of Canada or in the price of the Work resulting from any design changes, modifications or interpretations of the Work, will be authorized or paid to the Contractor unless these design changes, modifications or interpretations have been approved, in writing, by the Contracting Authority before their incorporation into the Work. The Contractor must not perform any work or provide any service that would result in Canada's total liability being exceeded before obtaining the written approval of the Contracting Authority. The Contractor must notify the Contracting Authority and the Procurement Authority in writing as to the adequacy of this sum:

- a. when it is 75 percent committed, or
- b. four (4) months before the contract expiry date, or
- c. as soon as the Contractor considers that the contract funds provided are inadequate for the completion of the Work,

whichever comes first.

3. If the notification is for inadequate contract funds, the Contractor must provide to the Contracting Authority a written estimate for the additional funds required. Provision of such information by the Contractor does not increase Canada's liability.

### **7.3 Monthly Payment**

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

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

## **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. The Contractor is requested to provide invoices in electronic format unless otherwise specified by the Contracting Authority or Procurement Authority, thereby reducing printed material.

3. The Contractor must submit invoices on its own form, and must include the following information:

- a) Date
- b) Name and address of the consignee(s)
- c) Contract number, serial number and purchase order number from CSC
- d) Details of items delivered
- e) Supporting documentation such as, but not limited to way bill with PO number, name of the person who signed the document, date of delivery, detail of items delivered, etc.

4. Invoices must be distributed as follows: the original must be forwarded or emailed to the Procurement Authority identified under the section entitled "Authorities" of the Contract for acceptance and payment.

## **9. Certifications**

### **9.1 Compliance**

Compliance with the certifications and related documentation provided by the Contractor in its bid is a condition of the Contract and subject to verification by Canada during the term of the Contract. If the Contractor does not comply with any certification, provide the related

documentation or if it is determined that any certification made by the Contractor in its bid is untrue, whether made knowingly or unknowingly, Canada has the right, pursuant to the default provision of the Contract, to terminate the Contract for default.

## **9.2 Federal Contractors Program for Employment Equity - Default by the Contractor**

The Contractor understands and agrees that, when an Agreement to Implement Employment Equity (AIEE) exists between the Contractor and Employment and Social Development Canada (ESDC)-Labour, the AIEE must remain valid during the entire period of the Contract. If the AIEE becomes invalid, the name of the Contractor will be added to the "[FCP Limited Eligibility to Bid](#)" list. The imposition of such a sanction by ESDC will constitute the Contractor in default as per the terms of the Contract.

## **10. Applicable Laws**

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

## **11. Priority of Documents**

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

- a. the Articles of Agreement;
- b. the 2010A (2014-03-01) General Conditions - Goods (Medium Complexity);
- c. Annex A - Statement of Work; including all of its appendix;
- d. Annex B - Pricing;
- e. Annex C - Forms;
- f. the Contractor's bid dated (**To be inserted by PWGSC**).

## **12. SACC Manual Clauses**

<b>SACC Reference</b>	<b>Title</b>	<b>Date</b>
B7500C	Excess Goods	2006-06-16
D2025C	Wood Packaging Materials	2013-11-06
D3015C	Dangerous Goods/Hazardous Products	2007-11-30

## **13. Preservation/Packaging/Packing/Marking**

Preservation, packaging, packing and marking shall be in accordance with the Contractor's standard domestic commercial practice to ensure safe delivery at destination.

The goods delivered must not exceed the standard packaging detailed in annex B – Pricing.

## **14. Dangerous Goods/Hazardous Products**

1. The Contractor must mark dangerous goods/hazardous products material which is classed as dangerous / hazardous as follows:

- a) shipping container - in accordance with the [Transportation of Dangerous Goods Act](#), 1992, c. 34; and



- b) immediate product container - in accordance with the [Hazardous Products Act](#), R.S., 1985, c. H-3.

2. The Contractor must provide bilingual Material Safety Data Sheets as follows:

- a) one (1) copy to be enclosed with the shipment.

3. The Contractor will be responsible for any damages caused by improper packaging, labelling or carriage of goods/products.

4. The Contractor must ensure they adhere to all levels of regulations regarding dangerous goods/hazardous products as set forth by federal, provincial and municipal laws and by-laws.

5. The Contractor must contact the consignee at least 48 hours before shipping dangerous goods/hazardous products in order to schedule a receiving time.

#### **15. Insurance Requirements**

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

The Contractor is responsible to decide 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 will be at the Contractor's expense, and for its own benefit and protection.

The Contractor must forward to the Contracting Authority within ten (10) calendar days after the date of award of the Contract a Certificate of Insurance including details of the insurance coverage, exclusions, deductibles and conditions and confirming that the insurance policy complying with the requirements is in force. The Contractor must, if requested by the Contracting Authority, forward to Canada a certified true copy of all applicable insurance policies.

#### **16. 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 \$2,000,000.00, per accident or occurrence and in the annual aggregate.

2. The Commercial General Liability policy must include the following:

- a. Additional Named Insured: Canada is added as an additional named insured, but only with respect to liability arising out of the performance of the Contract. The interest of Canada as additional insured should read as follows: Canada, represented by CSC and/or 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.

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.

## **17. 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.
  - e. Liability for Physical Damage to Non-owned Automobiles: Ontario OPCF 27 or 27B / Quebec: QEF #27 / Other Provinces: SEF#27

## **18. Cleanup of Site**

The Contractor must maintain the Work and its site in a tidy condition and free from an accumulation of waste material and debris.

The Contractor must remove all surplus materials and any waste products and debris from the site of the Work.

## **19. Shipping Instructions**

1. The Contractor must ship the goods prepaid DDP - Delivered Duty Paid (... named place of destination). Unless otherwise directed, delivery must be made by the most economical means. Shipping charges must be shown as a separate item on the Contractor's invoice. The Contractor is responsible for all delivery charges, administration, costs and risks of transport and customs clearance, including the payment of customs duties and Applicable Taxes.

2. The Contractor must deliver the goods to CSC by appointment only. The Contractor or its carrier must arrange delivery appointments with the contact person at the appropriate location in accordance with Appendix A1. The consignee may refuse shipments when prior arrangements have not been made.

## **20. Meeting**

The Contractor must be responsible for the drafting and promulgation of the agenda and minutes for the meeting. Meetings will be convened to review technical, contractual and procedural requirements, and will be held at Federal Government Facilities, the Contractor's facilities or via teleconference, at Canada's discretion, with representatives of the Contractor, CSC and Public Works and Government Services Canada. All meetings must be at no additional cost to Canada.

### **20.1 Meeting following Contract Award**

The Contractor must contact the Contracting Authority to schedule the meeting within three (3) calendar days after contract award. The meeting must take place within ten (10) days after contract award.

### **20.2 Progress Meetings**

Progress Meetings will take place as and when required, at Canada's discretion.

## **21. Reports**

The Contractor must provide all reports requested as detailed in Annex A - Statement of Work.

## **22. Close-Out Responsibilities**

At contract expiry, all equipments installed by the contractor at any CSC facility will become Canada's property, at no additional cost to Canada.

For the VMI, the Contractor must, upon request from Canada, remove any surplus products (chemical) from CSC's facility at no additional cost to Canada. The Contractor must reimburse Canada for the surplus products removed.

### **23. Environmental Considerations**

Canada is committed to greening its supply chain. In April 2006, Canada issued a policy directing federal departments and agencies to take the necessary steps to acquire products and services that have a lower impact on the environment than those traditionally acquired. Environmental performance considerations include, among other things: the reduction of greenhouse gas emissions and air contaminants; improved energy and water efficiency; reduced waste and support reuse and recycling; the use of renewable resources; reduced hazardous waste; and reduced toxic and hazardous substances. In accordance with the Policy on Green Procurement:

The Contractor is requested to provide all correspondence including (but not limited to) documents and reports in electronic format unless otherwise specified by the Contracting Authority, the Technical Authority or the Procurement Authority, thereby reducing printed material.

The Contractor should recycle (shred) unneeded copies of non-classified/secure documents (taking into consideration the Security Requirements).

Product components used in performing the services should be recyclable and/or reusable, whenever possible.

Statement of Work (SOW)  
For  
National Sanitation and Warewashing Program

## 1. Scope

### 1.1 Objective

The Correctional Services of Canada (CSC) Food Services has a requirement for the supply and delivery of sanitation & warewashing program, chemicals, dosing/dispensing equipment and maintenance.

A Vendor Managed Inventory (VMI) service will apply to five (5) production kitchens and 27 finishing kitchens across the country. (Category 1)

A Client Managed Inventory (CMI) service will apply to seven (7) finishing kitchens across the country. (Category 2)

Ten (10) other kitchens across the country will be allowed to order sanitation & warewashing chemical products through the Chemical Supply Only (CSO) portion of the contract. (Category 3)

### 1.2 Background

CSC Food Services requests a National Sanitation & Warewashing program to ensure value and economical cost in providing kitchen cleaning chemical products with proper dosing/dispensing equipment. With a National Program CSC Food Services will have a better control on chemical purchase for all its kitchen and will minimize the number of chemical purchase across the country.

### 1.3 Terminology

VMI: Vendor Managed Inventory

CMI: Client Managed Inventory

CSO: Chemical Supply Only

CFIA: Canadian Food Inspection Agency

WHMIS: Workplace Hazardous Materials Information System

MSDS: Material Safety Data Sheet

CSC: Correctional Services of Canada

## 2. Reference Documents

All products and equipment must be in accordance with the legislation in force in Canada such as, but not limited to: WHMIS, electrical building code, health and safety, CFIA, Health Canada, etc.

## 3. Requirements

### 3.1 VMI for production kitchen (Category 1)

The Contractor must implement a Sanitation & Warewashing Program, specific to each VMI production kitchen, in accordance with the directives detailed herein.

The VMI for production kitchen must be a turnkey solution and must include but not be limited to the installation and maintenance of the dosing/dispensing equipment, the chemicals delivery, the record keeping, and the management of the products required for the location listed at Appendix A-1.

Implementation of the VMI for the production kitchen must be the priority for the Contractor. The Contractor must proceed, within 20 calendar days after contract award, with the implementation of the Program to the production kitchen already built. A meeting following contract award will be held in accordance with the contract.

Table 1 : Anticipated opening dates for the production kitchen facilities

Region	Site	Opening (forecast)
Atlantic	Westmorland	December 2014
Québec	Sainte-Anne-des-Plaines	February 2015
Ontario	Bath	September 2014
Prairie	Bowden institution	December 2014
Pacific	Matsqui	July 2014

For the Production kitchen not already built, the Contractor must proceed with the implementation of the Program within 30 calendar days from the written confirmation of the Contracting Authority.

#### 3.1.1 Scope of work

The Contractor must supply and install all equipment and maintain it in a fully serviceable condition. The Contractor must manage the chemicals inventory at each location and ensure that the appropriate level of chemicals is on site at all time.

The Production kitchens have a chemical room to accommodate the large volume of chemical products required. The chemical room can accommodate up to six (6) 205 l drums. The Contractor must ensure proper storage while the drums are in use such as, but not limited to retention trap, labeling, etc. The drums while in used must only be in the chemical room.

The multipurpose cleaner will be used for: Cart washing, floor washing, pot washing and as hard surface cleaner. The quaternary solution sanitizer will be used for: pot washing sanitizer, general sanitizer and at the chill tanks. The antimicrobial will be used: for microbial control for the processing of fruits, vegetables and meat (to reduce 99.9% of the pathogens like E. coli, Listeria and Salmonella) and for in process cleaning of food service equipment such as cook chill kettles between batches, as well as end of day cleaning and sanitization.

The Contractor must identify each distribution point in a janitor closet for the following application: floor washing, hard surface cleaner and sanitizer.

The Contractor must identify each distribution point by the sink for the following application: pot washing sanitizer, pot washing, hard surface cleaner and antimicrobial.

The Contractor must install the required dosing/dispensing equipment by the dishwasher for the following application: Solid dish detergent and solid rinse additive.

The chemical products should be concentrated in order to be used with dosing/dispensing equipment. If possible, the same product should be used for as many applications as possible and/or be used at different dilution to minimize the number and the amount of chemicals.

The Contractor must use chlorine-free detergent. This restriction does not apply to location with hard water.

The chemicals required are detailed at the Appendix A-2.

### **3.1.2 Tasks**

The Contractor must, for each production kitchen:

- 1) Supply and install non electric, water powered, proportional water chemical dispensers equivalent to “Dosatron”;
- 2) Supply and install dosing/dispensing equipments for solid detergent and solid rinse additive. The dosing/dispensing equipment must have a rack counter for the rinse cycle in order to keep a record of the consumption. The equipment installation must be secure;
- 3) Supply and install all connectors required to link the equipment supplied by the Contractor to the distribution network already installed by CSC;
- 4) Clearly identify with colors code and/or pictograms each distribution point along with a description of the chemicals in both official languages as required;
- 5) Maintain in a fully serviceable condition all equipment supplied and installed by the Contractor;
- 6) Proceed, as required, with the preventive maintenance of all supplied and installed equipment by the Contractor;
- 7) Ensure accurate dilutions of all equipment installed by the Contractor;
- 8) Proceed with the verification of the main source of water in order to optimize the efficacy of the chemicals (water hardness, pH, etc.);
- 9) Manage the chemicals inventory at each location and ensure that the appropriate level of chemicals is on site at all time.

### **3.1.3 Deliverables**

- 1) The Contractor must provide a complete sanitation program specific to each production kitchen listed at the Appendix A-1.

- 2) A booklet with current MSDS for each chemicals for each location;
- 3) A user guide for the use, and the safety of the equipment installed and the chemicals provided.
- 4) The Contractor must provide a quarterly report for each location to the Project Authority in an electronic format within five (5) business days of the end of the reporting period. The end of the reporting period are : March 31, June 30, September 30 and December 31.

The report must include but not be limited to the date, the results and the status of each verification of the following:

- a) The dishwasher water temperature from washing tank and the rinse cycle;
  - b) The concentration of the dishwasher detergent and the rinse additive;
  - c) The general condition of the dishwasher curtains and spray arms;
  - d) The Inspection of sample of washed trays plates and utensils;
  - e) The consumption of each product used since the last visit;
  - f) The visual inspection of each container of chemicals in inventory and every equipment installed by the Contractor;
  - g) The preventive maintenance of the equipment installed by the Contractor;
  - h) The maintenance and repair of the equipment installed by the Contractor ;
  - i) Contractor should provide any recommendation.
- 5) The Contractor must provide all documents and deliver all services :
    - a. In English at each location in Canada except the province of Québec and New Brunswick
    - b. In both official languages at each location in the province of Québec and New Brunswick

### **3.1.5 Support Provided by Canada**

CSC will provide the inline network made of Chemical Resistant polyvinyl Chloride (CPVC) from the chemical room to the necessary locations in the building. Each distribution point of the chemicals will be equipped with water faucets installed by CSC at the termination end of the network. CSC will be responsible for the inline network.

The Contractor will be authorised to store up to one (1) pallet of chemical products in a common storage area. The Contractor must ensure proper packaging for safe storage.

### **3.2 Requirements for VMI for finishing kitchen**

The Contractor must implement a Sanitation & Warewashing Program, specific to each VMI finishing kitchen, in accordance with the directives detailed herein.

The VMI for finishing kitchen must be a turnkey solution and must include but not be limited to the installation and maintenance of the dosing/dispensing equipment, the chemicals delivery, the record keeping, and the management of the products required for the location listed at Appendix A-1.



Implementation of the VMI for the finishing kitchen must be a priority for the Contractor. The Contractor must proceed, within 40 calendar days after contract award, with the implementation of the Program to the finishing kitchen. A meeting following the contract award will be held in accordance with the contract.

### **3.2.1 Scope of work**

The Contractor must supply and install all equipment and maintain it in a fully serviceable condition. The Contractor must manage the chemicals inventory at each location and ensure that the appropriate level of chemicals is on site at all time.

The finishing kitchen does not have the inline network and the chemical room like the production kitchen to accommodate drums (205 l).

The Contractor must install the required dosing/dispensing equipment in a janitor closet (or appropriate area) for the following application: floor washing, hard surface cleaner and sanitizer.

The Contractor must install the required dosing/dispensing equipment by the sink in the dish area for the following application: pot washing sanitizer and pot washing.

The Contractor must install the required dosing/dispensing equipment by the dishwasher for the following application: Solid dish detergent and solid rinse additive.

The chemicals should be concentrated in order to be used with dosing/dispensing equipment. If possible, the same product should be used for as many applications as possible and/or be used at different dilution to minimize the number and the amount of chemicals.

The Contractor must use chlorine-free detergent. This restriction does not apply to location with hard water.

### **3.2.2 Tasks**

The Contractor must, for each finishing kitchen:

- 1) Supply and install non electric, water powered, proportional water chemical dispensers and dilution equipment connections to the water faucet;
- 2) Supply and install dosing/dispensing equipments for solid detergent and solid rinse additive. The dosing/dispensing equipment must have a rack counter for the rinse cycle in order to keep a record of the consumption. The equipment installation must be secure;
- 3) Clearly identify with colors code and/or pictograms each distribution point along with a description of the chemicals in both official languages as required;
- 4) Maintain in a fully serviceable condition all equipment supplied and installed by the Contractor;
- 5) Proceed, as required, with the preventive maintenance of all supplied and installed equipment by the Contractor;

- 6) Ensure accurate dilutions of all equipment installed by the Contractor;
- 7) Proceed with the verification of the main source of water in order to optimize the efficacy of the chemicals (water hardness, pH, etc.);
- 8) Manage the chemicals inventory at each location and ensure that the appropriate level of chemicals is on site at all time.

### **3.2.3 Deliverables:**

- 1) The Contractor must provide a complete sanitation program specific to each finishing kitchen listed at the Appendix A-1.
- 2) A booklet with current MSDS for each chemicals for each location.
- 3) A user guide for the use, and the safety of the equipment installed and the chemicals provided.
- 4) The Contractor must provide a quarterly report for each location to the Project Authority in an electronic format within five (5) business days of the end of the reporting period. The end of the reporting period are : March 31, June 30, September 30 and December 31.

The report should include but not limited to the date, the results and the status of each verification of the following:

- a) The dishwasher water temperature from washing tank and the rinse cycle;
  - b) The concentration of the dishwasher detergent and the rinse additive;
  - c) The general condition of the dishwasher curtains and spray arms;
  - d) The Inspection of sample of washed trays plates and utensils;
  - e) The consumption of each product used since the last visit;
  - f) The visual inspection of each container of chemicals in inventory and every equipment installed by the Contractor;
  - g) The preventive maintenance of the equipment installed by the Contractor;
  - h) The maintenance and repair of the equipment installed by the Contractor ;
  - i) Contractor should provide any recommendation.
- 5) The Contractor must provide all documents and deliver all services :
    - a. In English at each location in Canada except the province of Québec and New Brunswick
    - b. In both official languages at each location in the province of Québec and New Brunswick

### **3.2.4 Support Provided by Canada**

Water faucets will be installed by CSC to hook up dispensers for the Contractor in the janitor closet and in the dish area for the pot sink soap and pot sink sanitizer. The dishwasher will be in place to adapt the detergent and rinse additive

The Contractor will be authorised to store up to two (2) pallet of chemicals product in a common storage area. It is the Contractor responsibility to ensure proper packaging for safe storage

## **3.3 Requirements for CMI (Category 2)**

The Contractor must implement a Sanitation & Warewashing Program, specific to each CMI kitchen, in accordance with the directives detailed herein.

The Contractor is responsible for the installation of the dispensing/dosing equipment and its maintenance and the delivery of the chemicals. CSC will be responsible for the inventory management and to order the chemicals on an as and when required basis.

The Contractor must proceed within 50 calendar days after contract award, with the implementation of the Program to the CMI kitchen. A meeting following the contract award will be held in accordance with the contract.

### **3.3.1 Scope of work**

The Contractor must supply and install all equipment and maintain it in a fully serviceable condition.

The Contractor must install the required dosing/dispensing equipment in a janitor closet (or appropriate area) for the following application: multipurpose purpose cleaner, floor maintenance and hard surface cleaner and sanitizer.

The Contractor must install the required dosing/dispensing equipment by the sink in the dish area for the following application: pot washing sanitizer, pot washing.

The Contractor must install the required dosing/dispensing equipment by the dishwasher for the following application: Solid dish detergent and solid rinse additive.

The chemicals should be concentrated in order to be used with dosing/dispensing equipment. If possible, the same product should be used for as many applications as possible and/or be used at different dilution to minimize the number and the amount of chemicals.

The Contractor must use chlorine-free detergent. This restriction does not apply to location with hard water.

The chemicals required are detailed at the Appendix A-2.

### **3.3.2 Tasks**

The Contractor must, for each CMI kitchen:

- 1) Supply and install non electric, water powered, proportional water chemical dispensers and dilution equipment connections to the water faucet;
- 2) Supply and install dosing/dispensing equipments for solid detergent and solid rinse additive. The dosing/dispensing equipment must have a rack counter for the rinse cycle in order to keep a record of the consumption. The equipment installation must be secure;

- 3) Clearly identify with colors code and/or pictograms each distribution point along with a description of the chemicals in both official languages as required;
- 4) Maintain in a fully serviceable condition all equipment supplied and installed by the Contractor;
- 5) Proceed, as required, with the preventive maintenance of all supplied and installed equipment by the contractor;
- 6) Ensure accurate dilutions of all equipment installed by the Contractor;
- 7) Proceed with the verification of the main source of water in order to optimize the efficacy of the chemicals (water hardness, pH, etc.);

### 3.3.3 Deliverables

- 1) The Contractor must provide a complete sanitation program specific to each CMI kitchen listed at the Appendix A-1.
- 2) A booklet with current MSDS for each chemicals for each location;
- 3) A user guide for the use, and the safety of the equipment installed and the chemicals provided.
- 4) The Contractor must provide a quarterly report for each location to the Project Authority in an electronic format within five (5) business days of the end of the reporting period The end of the reporting period are : March 31, June 30, September 30 and December 31.

The report must include but not limited to the date, the results and the status of each verification of the following:

- a) The dishwasher water temperature from washing tank and the rinse cycle.
  - b) The concentration of the dishwasher detergent and the rinse additive.
  - c) The general condition of the dishwasher curtains and spray arms.
  - d) The Inspection of sample of washed trays plates and utensils.
  - e) The visual inspection of every equipment installed by the Contractor
  - f) The preventive maintenance of the equipment installed by the Contractor
  - g) The maintenance and repair of the equipment installed by the Contractor
  - h) Contractor should provide any recommendation.
- 5) The Contractor must deliver the chemicals on an as and when required basis upon receipt of a Purchase Order.
  - 6) The Contractor must provide all documents and deliver all services :
    - a. In English at each location in Canada except the province of Québec and New Brunswick
    - b. In both official languages at each location in the province of Québec and New Brunswick

### 3.3.4 Support Provided by Canada

Water faucets will be installed by CSC to hook up dispensers for the Contractor in the janitor closet (or appropriate area) and in the dish area for the pot sink soap and pot sink sanitizer. The dishwasher will be in place to adapt the detergent and rinse additive

## 3.4 Requirements for CSO (Category 3)

For these facilities CSC will be responsible for the inventory management and ordering the chemicals on an as and when required basis. No dispensing or dosing equipment is required.

#### **3.4.1 Scope of work**

The Contractor must provide the chemicals for the following application: pot sink soap, hard surface cleaner, and sanitizer

The chemicals should be concentrated. If possible, the same product should be used for as many applications as possible and/or be used at different dilution to minimize the number and the amount of chemicals.

The Contractor must use chlorine-free detergent. This restriction does not apply to location with hard water.

The chemicals required are detailed at the Appendix A-2.

#### **3.4.2 Deliverables**

- 1) The Contractor must provide to each CSO listed at the Appendix A-1 the following documents, but not be limited to:
  - a) A booklet with current Material Safety Data Sheet (MSDS) for each chemicals for each location;
  - b) A user guide for the use, and the safety of the equipment installed and the chemicals provided.
- 2) The Contractor must deliver the chemicals on an as and when required basis upon receipt of a Purchase Order in accordance with the contract.

Table 1 : VMI Production kitchen per region

Region	Geographic Area	Site	Address	City	Province	Postal Code
Atlantic A1	Dorchester	Westmorland/Penitentiary Institution	4902 Main Street	Dorchester	New Brunswick	E4K 2Y9
Ontario A1	Kingston	Bath Institution	5775 Bath Rd.	Bath	Ontario	K0H 1G0
Pacific	Abbotsford	Matsqui Institution	33344 King Road	Abbotsford	British Columbia	V2S 4P3
Prairie A3	Southern Alberta	Bowden Institution and Annex	Highway #2	Innisfail	Alberta	T4G 1V1
Québec A1	Mirabel	Sainte-Anne-des-Plaines Institution	244 Montée Gagnon	Sainte-Anne-des-Plaines	Québec	J0N 1H0

Table 2 : VMI Finishing kitchen per region

Region	Geographic Area	Site	Address	City	Province	Postal Code
Atlantic A1	Dorchester	Dorchester	4902 Main Street	Dorchester	New Brunswick	E4K 2Y9
Atlantic A1	Renoue	Atlantic Institution	13175 Route 8	Renous	New Brunswick	E9E 2E1
Atlantic A2	Springhill	Springhill Institution	330 McGee Street	Springhill	Nova Scotia	B0M 1X0
Ontario A1	Campbellford	Warkworth Institution	County Road #29	Campbellford	Ontario	K0K 3K0
Ontario A1	Kingston	Millhaven Institution	Highway 33	Bath	Ontario	K0H 1G0
Ontario A1	Kingston	Collins Bay Institution	1455 Bath Road	Kingston	Ontario	K7L 4V9
Ontario A1	Kingston	Joyceville Institution	Highway 15	Kingston	Ontario	K7L 4X9
Ontario A1	Kingston	Frontenac Institution	1455 Bath Road	Kingston	Ontario	K7L 5E6
Pacific	Abbotsford	Pacific Institution	33344 King Road	Abbotsford	British Columbia	V2S 4P4
Pacific	Agassiz	Kent Institution	4732 Cemetery Road	Agassiz	British Columbia	V0M 1A0
Pacific	Agassiz	Mountain Institution	4732 Cemetery Road	Agassiz	British Columbia	V0M 1A0
Pacific	Mission	Mission Institution	8751 Stave Lake Street	Mission	British Columbia	V2V 4L8
Prairie A1	Winnipeg	Stony Mountain Institution	Highway #7	Winnipeg	Manitoba	R3C 3W8

Prairie A2	Prince Albert	Saskatchewan Penitentiary	15th Street West	Prince Albert	Saskatchewan	S6V 5R6
Prairie A2	Saskatoon	Regional Psychiatric Centre	2520 Central Avenue North	Saskatoon	Saskatchewan	S7K 3X5
Prairie A3	Edmonton	Edmonton Institution	21611 Meridian Street	Edmonton	Alberta	T5J 3H7
Prairie A3	Southern Alberta	Drumheller Institution and Annex	Highway #9	Drumheller	Alberta	T0J 0Y0
Prairie A4	Grand Cache	Grande Cache Institution	Hoppe Avenue	Grande Cache	Alberta	T0E 0Y0
Québec A1	Donnacona	Donnacona Institution	1537 Highway 138	Donnacona	Québec	G3M 1C9
Québec A1	Eastern Township	Cowansville Institution	400 Fordyce Avenue	Cowansville	Québec	J2K 3G6
Québec A1	Eastern Township	Drummond Institution	2025 Jean-de-Brébeuf Blvd.	Drummondville	Québec	J2B 7Z6
Québec A1	La Macaza	La Macaza Institution	321 Chemin de l'Aéroport	La Macaza	Québec	J0T 1R0
Québec A1	Laval	Federal Training Centre	6099 Lévesque Boulevard East	Laval	Québec	H7C 1P1
Québec A1	Laval	Montée Saint-François Institution	600 Montée Saint-François	Laval	Québec	H7C 1S5
Québec A1	Mirabel	Regional Reception Centre	246 Montée Gagnon	Sainte-Anne-des-Plaines	Québec	J0N 1H0
Québec A1	Mirabel	Archambault Institution	242 Montée Gagnon	Sainte-Anne-des-Plaines	Québec	J0N 1H0
Québec A2	Port-Cartier	Port-Cartier Institution	Chemin de l'Aéroport	Port-Cartier	Québec	G5B 2W2

Table 3 : CMI kitchen per region

Region	Geographic Area	Site	Address	City	Province	Postal Code
Atlantic A2	Truro	Nova Institution for Women	180 James Street	Truro	Nova Scotia	B2N 6R8
Ontario A1	Kingston	Pittsburgh Institution (SGMPP)	Highway 15, No. 3766	Kingston	Ontario	K7L 5E5
Ontario A1	Kitchener	Grand Valley Institution for Women	1575 Homer Watson Blvd.	Kitchener	Ontario	N2P 2C5
Ontario A2	Gravenhurst	Fenbrook Institution	2000 Beaver Creek Drive	Gravenhurst	Ontario	P1P 1Y2
Pacific	Abbotsford	Fraser Valley Institution for Women	33344 King Road	Abbotsford	British Columbia	V2S 6J5
Prairie A3	Edmonton	Edmonton Institution for Women	11151-178th Street	Edmonton	Alberta	T5S 2H9
Québec A1	Lanaudière	Joliette institution for woman	400, rue Marsolais,	Joliette	Québec	J6E 8V4

Table 4 : CSO kitchen per region

Region	Geographic Area	Site	Address	City	Province	Postal Code
Ontario A2	Gravenhurst	Beaver Creek Institution (SGMPP)	1575 Homer Watson Blvd.	Kitchener	Ontario	N2P 2C5
Pacific		Kwikw̓exwelhp Healing Village		Harrison Mills	British Columbia	V0M 1L0
Pacific		Ferndale Institution	33737 Dewdney Trunk Road	Mission	British Columbia	V2V 4L8
Pacific		William Head Institution	6000 William Head Road	Victoria	British Columbia	V9C 0B5
Prairie A1	Winnipeg	Rockwood Institution	Highway #7	Winnipeg	Manitoba	R3C 3W8
Prairie A2	Duck Lake	Willow Cree Healing Centre		Duck Lake	Saskatchewan	S0K 1J0
Prairie A2	Maple Creek	Okimaw Ohci Healing Lodge		Maple Creek	Saskatchewan	S0N 1N0
Prairie A2	Prince Albert	River Band Institution	15th Street West	Prince Albert	Saskatchewan	S6V 5S4
Prairie A3	Edmonton	Grierson Centre	9530 – 101 st Avenue (Basement)	Edmonton	Alberta	T5H 0B3
Prairie A3	Hobbama	Pé Sákástew Centre	Highway #2A	Hobbema	Alberta	T0C 1N0

Table 5 : Contact Person per region

To be inserted at contract award
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## Chemical Products Requirement

### 1. Solid dish detergent for hard water

Automatic rack conveyor solid dish detergent, low phosphorus, (high temperature sanitization). Hard water: More than, 121 mg/l (7.1 gpg).

This product must be CFIA (Canadian Food Inspection Agency) approved.

Used in: VMI and CMI

Certification: Not required

### 2. Solid dish detergent soft to moderate water hardness conditions

Automatic rack conveyor solid dish detergent, low phosphorus, chlorine-free for. (High temperature sanitization), Soft to moderate water: Up to 120 mg/l (7gpg).

This product must be CFIA approved.

Used in: VMI and CMI

Certification: Not required

### 3. Solid rinse additive

For Automatic rack conveyor. Phosphate-free.

This product must be CFIA approved.

Used in: VMI and CMI

Certification: Not required

### 4. Pot Sink Soap

Must be biodegradable, low phosphorus, low phosphate.

Used in: VMI, CMI, CSO.

Certification: Not required

### 5. Pot Sink Soap

Must be biodegradable, low phosphorus, low phosphate.

Used in: VMI Production only

Certification: Not required

**6. Sanitizer**

For pot sink and for hard surface. Final concentration must be at least 100ppm.

Used in: VMI, CMI, CSO.

Certification: Not required

**7. Sanitizer**

For pot sink, for the chill tanks and for hard surface. Final concentration must be at least 100ppm.

Used in: VMI Production only

Certification: Not required

**8. Delimer**

For the removal of lime deposits in a dishwasher

Used in: VMI, CMI, CSO.

Certification: Not required

**9. Multipurpose cleaner**

For general cleaning, could also be used for carts wash, hard surface, floor cleaning and walk behind scrubbers. If compatible, this product could be use for pot washing at different dilution to limit the amount of chemical.

Used in: VMI, CMI, CSO.

Certification: ecologo or green seal

**10. Multipurpose cleaner**

For general cleaning, could also be used for carts wash, hard surface, floor cleaning and walk behind scrubbers. If compatible, this product could be use for pot washing at different dilution to limit the amount of chemical at production kitchen.

Used in: VMI Production only

Certification: ecologo or green seal

**11. Floor degreaser/cleaner**

For floor cleaning.

Used in: VMI, CMI, CSO.

Certification: ecologo or green seal

**12. Oven cleaner**

Liquid griddle/oven cleaner ready to use from the bottle. (no aerosol). Must be biodegradable.

Used in: VMI, CMI, CSO.

Certification: Not required

**13. Antimicrobial**

For microbial control for the processing of fruits, vegetables and meat ( to reduce 99.9% of the pathogens like E. coli, Listeria and Salmonella) and for in process cleaning of food service equipment such as Cook Chill Kettles between batches, as well as end of day cleaning and sanitization

This product must be CFIA approved.

Used in: VMI Production only

Certification: Not required

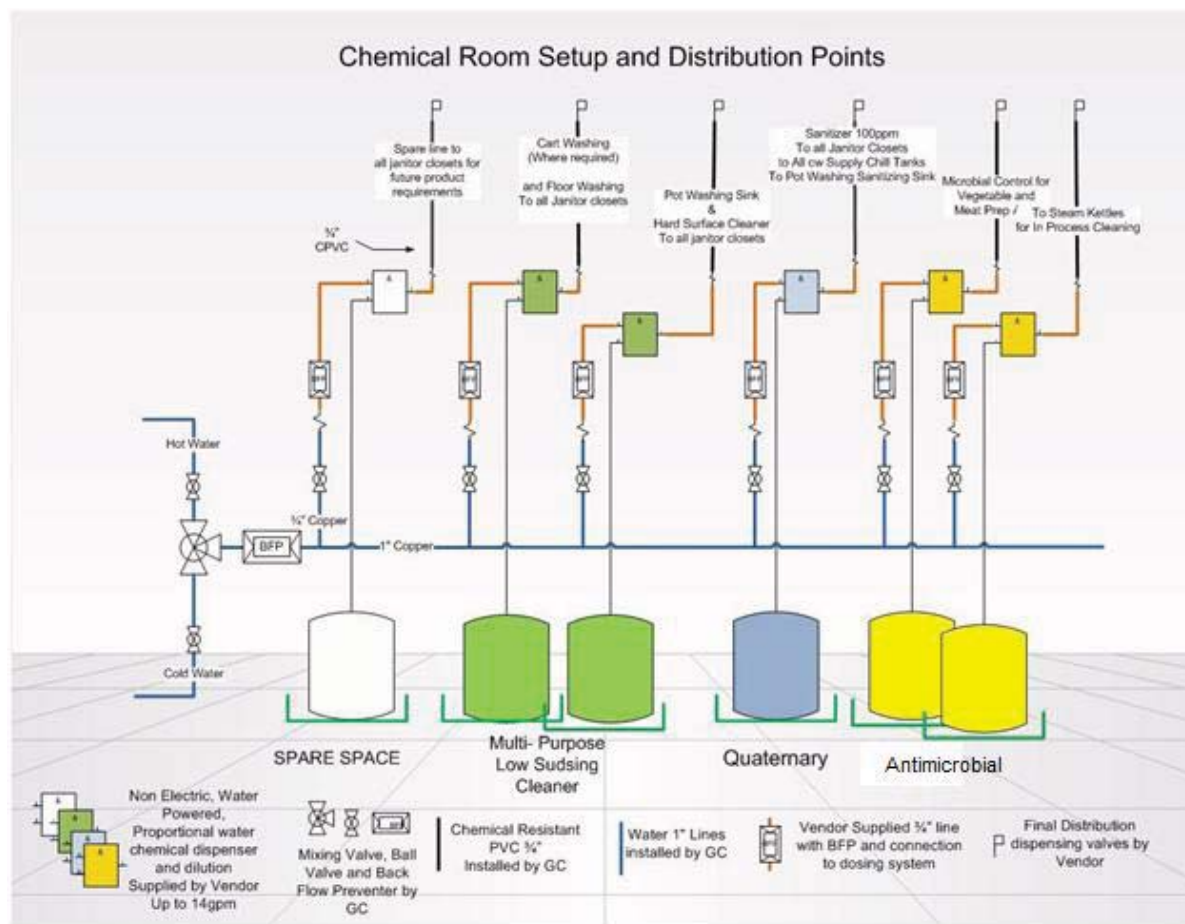
**14. Hose Nozzle**

Impact resistant, to provide foam from the detergent with the multipurpose cleaner.

### Estimatif de la consommation des produits sanitaires de 2012

Region	pénitencier	estimatif de la population	savon en litre pour Lave-vaisselle	rince en litre pour lave-vaisselle	savon machine en kg (si pas en liquide)	rince machine en kg (si pas liquide)	Pot sink Soap en litre	Pot sink quaternary sanitizer for cold water use	Hard surface light cleaner for routine cleaning	Hard surface sanitizer en litre	Floor degreaser/cleaner en litre	Liquid griddle/ oven cleaner	Deliming/détartreur	peracetic acid/ acide peracetique
Atlantic	Springhill	435			672	190		200		300	300			
Atlantic	Dorchester/SHEPODY	480			150	40	350		25	200			250	
Atlantic	Atlantic Institution	236			200	34				160		180	170	
Atlantic	ÉTAB. WESTMORLAND	266												190
Atlantic	NOVA POUR FEMMES	62												
Québec	Cowansville	552	220	150			3000		240	80	240	50		
Québec	Drummond	435					3000			300	200			
Québec	La Macaza	298			650	24	200		200	160	180	200	200	
Québec	Centre Fédéral de formation	430	500	200			300	50	240	300	200	200	40	
Québec	Établissement Saint-Anne-Des-Plaines	177	540	250			180	60	200	100	120	220	384	380
Québec	Archambault	470	100	80					60	60	100		30	
Québec	É.M.S.F	237	450	225			1700	40	200	120	1700	150		
Québec	centre régional de reception	400	855	494			150	40	200	100	100			
Québec	Donnacona	315	250	120			150	50						
Québec	Port-Cartier	230	200	10			125	45						
Québec	Joliette pour femme	82	150	80			150	40						
Ontario	Grand Valley institution for Woman (SGMP)	170	200	200			200			50			32	
Ontario	Frontenac	214			220	100	200	40	170	200		50	100	
Ontario	Fenbrook (SGMP)	531	285	285										
Ontario	Warkworth	594	480	250			800	50	160	250	250		385	
Ontario	Millhaven	700			400	60			50	100	200		1600	





Annex B – Pricing is a separate Excel file available on Buy&Sell.

<b>Correctional Service Canada / Service correctionnel Canada</b>		<b>ACCÈS À UN ÉTABLISSEMENT DEMANDE DE VÉRIFICATION DU DOSSIER AU CIPC</b>		<b>PROTECTED / PROTÉGÉ B</b> <b>ONCE COMPLETED / UNE FOIS REMPLI</b>	
<b>INSTITUTIONAL ACCESS CIPC CLEARANCE REQUEST</b>		<b>ACCÈS À UN ÉTABLISSEMENT DEMANDE DE VÉRIFICATION DU DOSSIER AU CIPC</b>		<b>PUT AWAY ON FILE – CLASSER AU DOSSIER</b> ADMINISTRATIVE OR OPERATIONAL FILE DOSSIER ADMINISTRATIF OU OPÉRATIONNEL ▶ Original = 3170-12	
▶ PLEASE PRINT INFORMATION CLEARLY - VEUILLEZ ÉCRIRE EN LETTRES MOULÉES					
<b>Institution – Établissement</b>		<b>Request received / Demande reçue le</b>		<b>Date (YYAA-MM-DJ)</b>	
<b>PUT AWAY ON FILE / CLASSER AU DOSSIER</b>		<b>3170-12</b>			
<b>A. PERSONAL INFORMATION – RENSEIGNEMENTS PERSONNELS</b>					
Surname / Nom de famille		Full name (no nicknames or initials) / Nom au complet (pas de surnoms ou d'initiales)		Maiden name (if applicable) / Nom de jeune fille (s'il y a lieu)	
Date of birth / Date de naissance (YYAA-MM-DJ)		Place of birth – Lieu de naissance / City/Town – Ville ou municipalité		Province/State – Province ou état / Country – Pays	
<b>B. PHYSICAL DESCRIPTION – DESCRIPTION PHYSIQUE</b>					
<input type="checkbox"/> Male / Homme <input type="checkbox"/> Female / Femme		Height – Grandeur		Weight – Poids	
				Eye color – Couleur des yeux	
				Hair color / Couleur des cheveux	
<b>C. ADDRESS – ADRESSÉ</b>					
Street – Rue		City/Town – Ville ou municipalité		Province	
				Postal Code – Code postal	
				Telephone number – Numéro de téléphone / Home – Domicile / Work – Bureau	
Representing (name of company/organization) – Représente (nom de la compagnie ou de l'organisation)					
<b>D. GENERAL INFORMATION – RENSEIGNEMENTS GÉNÉRAUX</b>					
1. Have you ever been convicted of a criminal offence for which you have not been granted a pardon, or an offence for which you have been granted a pardon and such a pardon has been revoked? / Avez-vous déjà été reconnu coupable d'une infraction criminelle pour laquelle on ne vous a pas octroyé un pardon ou d'une infraction pour laquelle on vous a octroyé un pardon qui a été révoqué?					
				<input type="checkbox"/> Yes / Oui <input type="checkbox"/> No / Non	
2. Do you personally know of any person incarcerated in a correctional facility? / Connaissez-vous personnellement une personne qui est incarcérée dans un établissement correctionnel?					
If so, provide names - Si oui, fournir son nom				<input type="checkbox"/> Yes / Oui <input type="checkbox"/> No / Non	
3. Do you have any reason to believe coming into contact with this person could pose a risk to your or their personal safety? / Avez-vous des raisons de croire que le fait d'entrer en contact avec cette personne pourrait présenter un risque pour votre sécurité personnelle ou la sienne?					
				<input type="checkbox"/> Yes / Oui <input type="checkbox"/> No / Non	
4. Are you related/associated to an inmate or on an inmate's visiting list? / Êtes-vous apparenté ou associé à un détenu ou inscrit sur la liste des visiteurs d'un détenu?					
				<input type="checkbox"/> Yes / Oui <input type="checkbox"/> No / Non	
If you have answered YES to any of the above, please explain below. – Si vous avez répondu OUI à une des questions ci-dessus, veuillez fournir une explication ci-après.					
<b>E. SIGNATURE (When sections A to E are filled out completely, please return the completed form to the Institution for approval.)</b> (Une fois que les sections A à E ont été remplies, veuillez retourner le formulaire dûment rempli à l'établissement aux fins d'approbation.)					
In making this application, I hereby give the Correctional Service of Canada my consent to use the information provided on this form to conduct such inquiries with police authorities as may be necessary to ascertain my suitability. Finally, I acknowledge that the Correctional Service of Canada has no responsibility for any harm that may come to me in the course of my activities, except where such harm is a direct result of negligence on the part of an employee(s) of the Service. NOTE: Access may be denied for submitting false information. Passes may be issued for those receiving clearance and approval.			En soumettant la présente demande, j'autorise le Service correctionnel du Canada à se servir des renseignements fournis dans le formulaire afin de mener, auprès des services de police, toute enquête jugée nécessaire pour vérifier mon admissibilité. Par ailleurs, je consens que le Service correctionnel du Canada ne peut être tenu responsable d'un préjudice subi dans le cadre de mes activités sauf si ce préjudice est directement attribuable à la négligence d'un ou de plusieurs employés du Service. NOTA: Tout demandeur qui fournit de faus renseignements peut se voir refuser l'accès à l'établissement. Un laissez-passez peut être émis aux demandeurs dont la demande d'accès est approuvée.		
Applicant's signature – Signature du demandeur			Date (YYAA-MM-DJ)		
<b>F. FOR OFFICE USE ONLY – RÉSERVÉ AU SCC</b> Reason for clearance – Motif justifiant la demande d'accès					
Department making the request (please print) / Unité qui soumet la demande (en lettres mouluées s.v.p.)			Signature of Division Head / Signature du chef de la division		
			Date (YYAA-MM-DJ)		
<input type="checkbox"/> No criminal record / Aucun casier judiciaire		<input type="checkbox"/> A possible criminal record #: / Numéro du casier judiciaire:		Last entry: / Dernière entrée:	
<input type="checkbox"/> An outstanding warrant/charge held by: / Auteurs du mandat non exécuté/accusation en instance:					
<b>SIGNATURES</b>					
<input type="checkbox"/> Approved / Approuvée		<input type="checkbox"/> Not approved / Non approuvée		The individual has been advised. – Le demandeur a été informé de la décision.	
Security Intelligence Officer / Agent de renseignements de sécurité		Institutional Head / Directeur de l'établissement		By: / Par:	
Date (YYAA-MM-DJ)		Date (YYAA-MM-DJ)		Visit Review Board / Comité des visites	
				Date (YYAA-MM-DJ)	



## MANDATORY TECHNICAL EVALUATION CRITERIA

MANDATORY TECHNICAL EVALUATION CRITERIA	Bidders should indicate where the information can be found in their bid
<p><b>M.1</b> The Bidder must demonstrate that the Project Manager (PM) has a minimum of five (5) years of experience as PM with two (2) of those years being related to Annex A.</p> <p>The experience must be within the last eight (8) years before the closing date of the Request for Proposal.</p>	
<p><b>M.2</b> The Bidder must demonstrate it has at least three (3) years of experience within the last five (5) years before the closing date of the Request for Proposal, in providing and delivering chemical products and maintenance related to annex A for Major Clients.</p> <p>Major Clients are defined as having at least ten (10) business locations.</p> <p>The Bidder must provide the list of Major Clients along with start and end dates of the contracts.</p>	
<p><b>M.3</b> The Bidder must demonstrate it has at least three (3) years of experience within the last five (5) years before the closing date of the Request for Proposal, in providing and delivering chemical products and maintenance related to annex A Across Canada.</p> <p>Across Canada is defined as at least five (5) Canadian Provinces/Territories.</p> <p>The Bidder must provide the list of locations and clients.</p>	
<p><b>M.4</b> The Bidder must submit a sample of a site Maintenance Program for multiple facilities contracts.</p>	

## ANNEX E

### Federal Contractors Program for Employment Equity – Certification

I, the Bidder, by submitting the present information to the Contracting Authority, certify that the information provided is true as of the date indicated below. The certifications provided to Canada are subject to verification at all times. I understand that Canada will declare a bid non-responsive, or will declare a contractor in default, if a certification is found to be untrue, whether during the bid evaluation period or during the contract period. Canada will have the right to ask for additional information to verify the Bidder's certifications. Failure to comply with any request or requirement imposed by Canada may render the bid non-responsive or constitute a default under the Contract.

For further information on the Federal Contractors Program for Employment Equity visit [Employment and Social Development Canada \(ESDC\)-Labour's](#) website.

Date: \_\_\_\_\_ (YYYY/MM/DD) (If left blank, the date will be deemed to be the bid solicitation closing date.)

Complete both A and B.

A. Check only one of the following:

- ☐ A1. The Bidder certifies having no work force in Canada.
- ☐ A2. The Bidder certifies being a public sector employer.
- ☐ A3. The Bidder certifies being a [federally regulated employer](#) being subject to the [Employment Equity Act](#).
- ☐ A4. The Bidder certifies having a combined work force in Canada of less than 100 employees (combined work force includes: permanent full-time, permanent part-time and temporary employees [temporary employees only includes those who have worked 12 weeks or more during a calendar year and who are not full-time students]).
- A5. The Bidder has a combined workforce in Canada of 100 or more employees; and
  - ☐ A5.1. The Bidder certifies already having a valid and current [Agreement to Implement Employment Equity](#) (AIEE) in place with ESDC-Labour.

**OR**

- ☐ A5.2. The Bidder certifies having submitted the [Agreement to Implement Employment Equity](#) (LAB1168) to ESDC-Labour. As this is a condition to contract award, proceed to completing the form Agreement to Implement Employment Equity (LAB1168), duly signing it, and transmit it to ESDC-Labour.

B. Check only one of the following:

- ☐ B1. The Bidder is not a Joint Venture.

**OR**

- ☐ B2. The Bidder is a Joint Venture and each member of the Joint Venture must provide the Contracting Authority with a completed annex Federal Contractors Program for Employment Equity - Certification. (Refer to the Joint Venture section of the Standard Instructions)