

RETURN BIDS TO:
RETOURNER LES SOUMISSIONS À:
**Bid Receiving Public Works and Government
Services Canada/Réception des soumissions
Travaux publics et Services gouvernementaux
Canada**
#910, 410-22nd Street East
Saskatoon
Sask.
S7K 5T6
Bid Fax: (306) 975-5397

REQUEST FOR PROPOSAL DEMANDE DE PROPOSITION

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

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

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

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

Comments - Commentaires

THIS DOCUMENT CONTAINS A SECURITY
REQUIREMENT

Title - Sujet Janitorial - Wildlife Research Cent	
Solicitation No. - N° de l'invitation KW405-140025/A	Date 2014-06-24
Client Reference No. - N° de référence du client KW405-140025	
GETS Reference No. - N° de référence de SEAG PW-\$STN-190-4699	
File No. - N° de dossier STN-4-37007 (190)	CCC No./N° CCC - FMS No./N° VME
Solicitation Closes - L'invitation prend fin at - à 02:00 PM on - le 2014-08-05	Time Zone Fuseau horaire Central Standard Time CST
F.O.B. - F.A.B. Plant-Usine: <input type="checkbox"/> Destination: <input checked="" type="checkbox"/> Other-Autre: <input type="checkbox"/>	
Address Enquiries to: - Adresser toutes questions à: Mack, Wayne	Buyer Id - Id de l'acheteur stn190
Telephone No. - N° de téléphone (306) 975-4004 ()	FAX No. - N° de FAX (306) 975-5397
Destination - of Goods, Services, and Construction: Destination - des biens, services et construction: Environment Canada Prairie and Northern Wildlife Research Centre 115 Perimeter Road Saskatoon, SK S7N 0X4	

Instructions: See Herein

Instructions: Voir aux présentes

Vendor/Firm Name and Address

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

Issuing Office - Bureau de distribution

Public Works and Government Services Canada/Réception
des soumissions Travaux publics et Services
gouvernementaux Canada
#910, 410 - 22nd Street East
Saskatoon
Sask.
S7K 5T6

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

Solicitation No. - N° de l'invitation

KW405-140025/A

Amd. No. - N° de la modif.

File No. - N° du dossier

STN-4-37007

Buyer ID - Id de l'acheteur

stn190

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

KW405-140025

CCC No./N° CCC - FMS No/ N° VME

- The solicitation document is attached as a PDF -

TABLE OF CONTENTS

TITLE: JANITORIAL SERVICES – SASKATOON, SK

PART 1 - GENERAL INFORMATION

1. Security Requirement
2. Statement of Work
3. Debriefings
4. Trade Agreements

PART 2 - BIDDER INSTRUCTIONS

1. Standard Instructions, Clauses and Conditions
2. Submission of Bids
3. Former Public Servant
4. Enquiries - Bid Solicitation
5. Applicable Laws

PART 3 - BID PREPARATION INSTRUCTIONS

1. Bid Preparation Instructions

PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

1. Evaluation Procedures
2. Basis of Selection

PART 5 - CERTIFICATIONS

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

PART 6 - RESULTING CONTRACT CLAUSES

1. Security Requirement
2. Statement of Work
3. Standard Clauses and Conditions
4. Term of Contract
5. Authorities
6. Proactive Disclosure of Contracts with Former Public Servants
7. Payment
8. Invoicing Instructions
9. Certifications
10. Applicable Laws
11. Priority of Documents
12. SACC Manual Clauses
13. Contract Financial Security
14. Security Deposit Definition
15. Commercial General Liability Insurance

List of Annexes:

- | | |
|---------|----------------------------------|
| Annex A | Statement of Work |
| Annex B | Basis of Payment |
| Annex C | Security Requirements Check List |

PART 1 - GENERAL INFORMATION

1. Security Requirement

1. Before award of a contract, the following conditions must be met:
 - (a) the Bidder must hold a valid organization security clearance as indicated in Part 6 - Resulting Contract Clauses;
 - (b) the Bidder's proposed individuals requiring access to classified or protected information, assets or sensitive work site(s) must meet the security requirement as indicated in Part 6 - Resulting Contract Clauses;
 - (c) the Bidder must provide the name of all individuals who will require access to classified or protected information, assets or sensitive work sites;
2. Bidders are reminded to obtain the required security clearance promptly. Any delay in the award of a contract to allow the successful bidder to obtain the required clearance will be at the entire discretion of the Contracting Authority.
3. For additional information on security requirements, bidders should refer to the Canadian Industrial Security Directorate (CISD), Industrial Program of Public Works and Government Services Canada (<http://ssi-iss.tpsgc-pwgsc.gc.ca/index-eng.html>) website.

2. Statement of Work

The Work to be performed is detailed under Article 2 of the resulting contract clauses.

3. Debriefings

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

4. Trade Agreements

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).

PART 2 - BIDDER INSTRUCTIONS

1. Standard Instructions, Clauses and Conditions

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

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

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

Subsection 5.4 of 2003, Standard Instructions - Goods or Services - Competitive Requirements, is amended as follows:

Delete: sixty (60) days

Insert: one-hundred and eighty (180) 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.

2.1 Mandatory Site Visit

It is mandatory that the Bidder or a representative of the Bidder visit the work site. Arrangements have been made for site visit to be held on **Tuesday July 15, 2014 at 2:00 pm CST** at Environment Canada 115 Perimeter Road Saskatoon, SK. Bidders must communicate with the Contracting Authority no later than five (5) days before the scheduled visit to confirm attendance and provide the names of the person(s) who will attend. Bidders will be required to sign an attendance form. Bidders should confirm in their bids that they have attended the site visit. Bidders who do not attend or send a representative will not be given an alternative appointment and their bids will be rejected as non-compliant. Any clarifications or changes to the bid solicitation resulting from the site visit will be included as an amendment to the bid solicitation.

3. Former Public Servant

Former Public Servant - Competitive Requirements

Contracts awarded to former public servants (FPS) in receipt of a pension or of a lump sum payment must bear the closest public scrutiny, and reflect fairness in the spending of public funds. In order to comply with Treasury Board policies and directives on contracts awarded to FPS, bidders must provide the information required below before contract award. If the answer to the questions and, as applicable the information required have not been received by the time the evaluation of bids is completed, Canada will inform the Bidder of a time frame within which to provide the information. Failure to comply with Canada's request and meet the requirement within the prescribed time frame will render the bid non-responsive.

Definitions

For the purposes of this clause, "*former public servant*" is any former member of a department as defined in the *Financial Administration Act*, R.S., 1985, c. F-11, a former member of the Canadian Armed Forces or a former member of the Royal Canadian Mounted Police. A former public servant may be:

- a. an individual;
- b. an individual who has incorporated;
- c. a partnership made of former public servants; or
- d. a sole proprietorship or entity where the affected individual has a controlling or major interest in the entity.

"*lump sum payment period*" means the period measured in weeks of salary, for which payment has been made to facilitate the transition to retirement or to other employment as a result of the implementation of various programs to reduce the size of the Public Service. The lump sum payment period does not include the period of severance pay, which is measured in a like manner.

"*pension*" means a pension or annual allowance paid under the *Public Service Superannuation Act* (PSSA), R.S., 1985, c.P-36, and any increases paid pursuant to the *Supplementary Retirement Benefits Act*, R.S., 1985, c.S-24 as it affects the PSSA. It does not include pensions payable pursuant to the *Canadian Forces Superannuation Act*, R.S., 1985, c.C-17, the *Defence Services Pension Continuation Act*, 1970, c.D-3, the *Royal Canadian Mounted Police Pension Continuation Act*, 1970, c.R-10, and the *Royal Canadian Mounted Police Superannuation Act*, R.S., 1985, c.R-11, the *Members of Parliament Retiring Allowances Act*, R.S., 1985, c.M-5, and that portion of pension payable to the *Canada Pension Plan Act*, R.S., 1985, c.C-8.

Former Public Servant in Receipt of a Pension

As per the above definitions, is the Bidder a FPS in receipt of a pension? **Yes** () **No** ()

If so, the Bidder must provide the following information, for all FPS in receipt of a pension, as applicable:

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

By providing this information, Bidders agree that the successful Bidder's status, with respect to being a former public servant in receipt of a pension, will be reported on departmental websites as part of the published proactive disclosure reports in accordance with Contracting Policy Notice: 2012-2 and the Guidelines on the Proactive Disclosure of Contracts.

Work Force Adjustment Directive

Is the Bidder a FPS who received a lump sum payment pursuant to the terms of the Work Force Adjustment Directive? **Yes** () **No** ()

If so, the Bidder must provide the following information:

- a. name of former public servant;
- b. conditions of the lump sum payment incentive;
- c. date of termination of employment;
- d. amount of lump sum payment;

- e. rate of pay on which lump sum payment is based;
- f. period of lump sum payment including start date, end date and number of weeks;
- g. number and amount (professional fees) of other contracts subject to the restrictions of a work force adjustment program.

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

4. Enquiries - Bid Solicitation

All enquiries must be submitted in writing to the Contracting Authority no later than fifteen (15) calendar days before the bid closing date. Enquiries received after that time may not be answered.

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

5. Applicable Laws

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

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.

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 (1 hard copy)

Section II: Financial Bid (1 hard copy)

Section III: Certifications (1 hard copy)

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

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

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

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

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

Section I: Technical Bid

In their technical bid, bidders should explain and demonstrate how they propose to meet the requirements and how they will carry out the Work.

Section II: Financial Bid

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

1.1 Exchange Rate Fluctuation

C3011T (2013-11-06), Exchange Rate Fluctuation

Section III: Certifications

Bidders must submit the certifications required under Part 5.

PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

1. Evaluation Procedures

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

1.1 Financial Evaluation

The price for each line item will be multiplied by 12 to arrive at a total for the line item. Each line item total will be added together to arrive at the Evaluated Price, as follows:

(Price for item #1 in the Basis of Payment x 12) + (Price for item #2 in the Basis of Payment x 12)
+ (Price for item #3 in the Basis of Payment x 12) = Evaluated Price

SACC Manual Clause A0222T (2013-04-25), Evaluation of Price

2. Basis of Selection

2.1 Basis of Selection - Mandatory Technical Criteria

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

PART 5 - CERTIFICATIONS

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

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

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

1. Certifications Required Precedent to Contract Award

1.1 Integrity Provisions - Associated Information

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

1.2 Federal Contractors Program for Employment Equity - Bid Certification

By submitting a bid, the Bidder certifies that the Bidder, and any of the Bidder's members if the Bidder is a Joint Venture, is not named on the Federal Contractors Program (FCP) for employment equity "FCP Limited Eligibility to Bid" list (http://www.labour.gc.ca/eng/standards_equity/eq/emp/fcp/list/inelig.shtml) 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.

2. Additional Certifications Required Precedent to Contract Award

The certifications listed below should be completed and submitted with the bid, but may be submitted afterwards. If any of these required certifications is not completed and submitted as requested, the Contracting Authority will inform the Bidder of a time frame within which to provide the information. Failure to comply with the request of the Contracting Authority and to provide the certifications within the time frame provided will render the bid non-responsive.

2.1 WHMIS Certification

Bidders must certify that all staff have WHMIS Certification. Proof of such must be submitted as requested.

PART 6 - RESULTING CONTRACT CLAUSES

1. Security Requirement

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

Security Requirement

1. The Contractor/Offeror must, at all times during the performance of the Contract/Standing Offer, hold a valid Designated Organization Screening (DOS), issued by the Canadian Industrial Security Directorate (CISD), Public Works and Government Services Canada (PWGSC).
2. The Contractor/Offeror personnel requiring access to sensitive work site(s) must EACH hold a valid RELIABILITY STATUS, granted or approved by CISD/PWGSC. Until the security screening of the Contractor personnel required by this Contract has been completed satisfactorily by the CISD, PWGSC, the Contractor personnel **MAY NOT ENTER** sites **without an escort**.
3. Subcontracts which contain security requirements are NOT to be awarded without the prior written permission of CISD/PWGSC.
4. The Contractor/Offeror must comply with the provisions of the:
 - (a) Security Requirements Check List and Security Guide (if applicable), attached at Annex C;
 - (b) Industrial Security Manual (Latest Edition).

2. Statement of Work

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

3. Standard Clauses and Conditions

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

3.1 General Conditions

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

4. Term of Contract

4.1 Period of the Contract

The period of the Contract is from date of Contract award to 31 October 2015 inclusive

4.2 Option to Extend the Contract

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

Canada may exercise this option at any time by sending a written notice to the Contractor at least fifteen (15) calendar days before the expiry date of the Contract. The option may only be exercised by the Contracting Authority, and will be evidenced for administrative purposes only, through a contract amendment.

5. Authorities

5.1 Contracting Authority

The Contracting Authority for the Contract is:

Wayne Mack

Supply Specialist

Public Works and Government Services Canada

Acquisitions Branch

910 – 410 22nd Street East

Saskatoon, SK S7K 5T6

Telephone: 306-975-4004

Facsimile: 306-975-5397

E-mail address: wayne.mack@pwgsc.gc.ca

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

5.2 Project Authority

The Project Authority for the Contract is: TO BE DETERMINED

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

5.3 Contractor's Representative

Name: _____

Title: _____

Telephone: ____ - ____ - ____

Facsimile: ____ - ____ - ____

E-mail address: _____

6. Proactive Disclosure of Contracts with Former Public Servants

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

7. Payment

7.1 Basis of Payment

See Annex 'B' - Basis of Payment

7.2 Limitation of Price

SACC Manual clause C6000C (2011-05-16) Limitation of Price

7.3 SACC Manual Clauses

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

7.4 SACC Manual Clauses

A9117C	T1204 - Direct Request by Customer Department	2007-11-30
--------	---	------------

C2000C	Taxes - Foreign-based Contractor	2007-11-30
--------	----------------------------------	------------

8. Invoicing Instructions

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

2. Invoices must be distributed as follows:

(a) The original and one (1) copy must be forwarded to the address shown on page 1 of the Contract for certification and payment.

(b) One (1) copy must be forwarded to the Contracting Authority identified under the section entitled "Authorities" of the Contract.

9. Certifications

9.1

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

10. Applicable Laws

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

11. Priority of Documents

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

- (a) the Articles of Agreement;
- (b) the general conditions 2010C (2014-03-01);
- (c) Annex A, Statement of Work;
- (d) Annex B, Basis of Payment
- (e) Annex C, Security Requirements Check List ;
- (f) the Contractor's bid dated _____

12. SACC Manual Clauses

SACC Manual clause A9068C (2010-01-11) Government Site Regulations

13. Contract Financial Security

1. The Contractor must provide one of the following contract financial securities within thirty (30) calendar days after the date of contract award:
 - a. a security deposit as defined in clause E0008C in the amount of 20 percent of the Contract Price.
2. If Canada does not receive the required financial security within the specified period, Canada may terminate the Contract for default pursuant to the Contract default provision

14. Security Deposit Definition

1. "security deposit" means
 - a. a bill of exchange that is payable to the Receiver General for Canada and certified by an approved financial institution or drawn by an approved financial institution on itself; or
 - b. an irrevocable standby letter of credit;
2. "approved financial institution" means
 - a. any corporation or institution that is a member of the Canadian Payments Association;
 - b. a corporation that accepts deposits that are insured by the Canada Deposit Insurance Corporation or the Régie de l'assurance-dépôts du Québec to the maximum permitted by law;
 - c. a credit union as defined in paragraph 137(6) of the Income Tax Act;
 - d. a corporation that accepts deposits from the public, if repayment of the deposits is guaranteed by a Canadian province or territory; or
 - e. the Canada Post Corporation.
3. "irrevocable standby letter of credit"
 - a. means any arrangement, however named or described, whereby a financial institution (the "Issuer"), acting at the request and on the instructions of a customer (the "Applicant"), or on its behalf,
 - i. will make a payment to or to the order of Canada, as the beneficiary;
 - ii. will accept and pay bills of exchange drawn by Canada;
 - iii. authorizes another financial institution to effect such payment, or accept and pay such bills of exchange; or
 - iv. authorizes another financial institution to negotiate, against written demand(s) for payment, provided that the conditions of the letter of credit are complied with.
 - b. must state the face amount which may be drawn against it;
 - c. must state its expiry date;
 - d. must provide for sight payment to the Receiver General for Canada by way of the financial institution's draft against presentation of a written demand for payment signed by the authorized departmental representative identified in the letter of credit by his/her office;
 - e. must provide that more than one written demand for payment may be presented subject to the sum of those demands not exceeding the face amount of the letter of credit;
 - f. must provide that it is subject to the International Chamber of Commerce (ICC) Uniform Customs and Practice (UCP) for Documentary Credits, 2007 Revision, ICC Publication No. 600. Pursuant to the ICC UCP, a credit is irrevocable even if there is no indication to that effect; and
 - g. must be issued (Issuer) or confirmed (Confirmer), in either official language, by a financial institution that is a member of the Canadian Payments Association and is on the letterhead of the Issuer or Confirmer. The format is left to the discretion of the Issuer or Confirmer.

15. Commercial General Liability Insurance

1. The Contractor must obtain Commercial General Liability Insurance, and maintain it in force throughout the duration of the Contract, in an amount usual for a contract of this nature, but for not less than \$2,000,000 per accident or occurrence and in the annual aggregate.
2. The Commercial General Liability policy must include the following:
 - a. Additional Insured: Canada is added as an additional insured, but only with respect to liability arising out of the Contractor's performance of the Contract. The interest of Canada should read as follows: Canada, as represented by Public Works and Government Services Canada.
 - b. Bodily Injury and Property Damage to third parties arising out of the operations of the Contractor.
 - c. Products and Completed Operations: Coverage for bodily injury or property damage arising out of goods or products manufactured, sold, handled, or distributed by the Contractor and/or arising out of operations that have been completed by the Contractor.
 - d. Personal Injury: While not limited to, the coverage must include Violation of Privacy, Libel and Slander, False Arrest, Detention or Imprisonment and Defamation of Character.
 - e. Cross Liability/Separation of Insureds: Without increasing the limit of liability, the policy must protect all insured parties to the full extent of coverage provided. Further, the policy must apply to each Insured in the same manner and to the same extent as if a separate policy had been issued to each.
 - f. Blanket Contractual Liability: The policy must, on a blanket basis or by specific reference to the Contract, extend to assumed liabilities with respect to contractual provisions.
 - g. Employees and, if applicable, Volunteers must be included as Additional Insured.
 - h. Employers' Liability (or confirmation that all employees are covered by Worker's compensation (WSIB) or similar program)
 - i. Broad Form Property Damage including Completed Operations: Expands the Property Damage coverage to include certain losses that would otherwise be excluded by the standard care, custody or control exclusion found in a standard policy.
 - j. Notice of Cancellation: The Insurer will endeavour to provide the Contracting Authority thirty (30) days written notice of policy cancellation.
 - k. If the policy is written on a claims-made basis, coverage must be in place for a period of at least 12 months after the completion or termination of the Contract.

ANNEX "A"

STATEMENT OF WORK

To supply all materials/supplies, equipment, labour and supervision necessary to provide janitorial services for Environment Canada, Prairie and Northern Wildlife Research Centre (PNWRC), Saskatoon, Saskatchewan, as detailed herein, during the period of the contract, from date of contract award to 31 October 2015.

The Contractor grants to Canada the irrevocable option to extend the term of the Contract by two (2) periods of one (1) year each, from 01 November 2015 to 31 October 2016 and from 01 November 2016 to 31 October 2017, under the same terms and conditions. Canada may exercise this option at any time by sending a notice to the Contractor at least 15 calendar days prior to the Contract expiry date.

Contractor's Working Supervisor and Cleaning Staff

The Contractor will exercise competent supervision of the work at all times through a superintendent who must be acceptable to PNWRC and have authority to receive on behalf of the Contractor any communications relating to the work. Any superintendent and workmen not acceptable to the PNWRC by reason of incompetence, improper conduct or being a security risk will be removed from the site of the work and replaced forthwith.

The Contractor will provide adequate coverage in the event that assigned personnel are unable to provide services to PNWRC.

Parking

The PNWRC has limited contractor parking on site. PNWRC reserves the right to charge for on site parking if required at the same rate as staff.

SMOKING IS PROHIBITED IN ALL FEDERAL BUILDINGS.

Health and Safety

Supply all equipment, labour, materials, supplies and supervision necessary to ensure that all Health and Safety issues are addressed and followed. The Contractor shall ensure that all persons working on the site adhere to all safety measures respecting personnel "Health and Safety" and "Fire" Hazards recommended by national, federal, provincial, municipal and/or prescribed by the authorities having jurisdiction concerning the tools, equipment, work habits, codes, laws, regulations and/or procedures when working on Federal Property and to ensure that they also follow the appropriate site safety and security procedures contained within this contract, to perform the duties in accordance with the scope of work, for the Janitorial Services at Prairie and Northern Wildlife Research Centre (PNWRC), 115 Perimeter Road, Saskatoon, SK S7N 0X4, during the contract period. The staff working full time on site shall read the "Fire & Emergency Planning Manual" located in Room 267 and sign the "PNWRC Fire Orders and Signature Sheet" form supplied by Property Management Site Authority (on-site representative) indicating they understand the contents.

All Contractor staff shall abide by all health and safety procedures set in place at PNWRC for the protection of themselves and all building occupants.

Health and Safety procedures set in place at PNWRC are a high priority and shall be strictly enforced. The Contractor shall ensure they have reviewed the requirements.

The Contractor shall ensure that the site supervisor is trained and has sufficient knowledge for all the Health and Safety requirements required by law and as set out by PNWRC and/or detailed in the contract. The Contractor is ultimately responsible for all the Health and Safety of his employees and others for the work they are performing.

Portable warning signs and guide ropes must be used by the Contractor to identify areas undergoing cleaning operations where danger may exist for PNWRC personnel, tenants or the general public. The size and type of these signs must be appropriate for the area in which they are used and must be supplied by the Contractor.

Conflicting Information

In the event of conflicting information regarding the frequency of service, instructions, definitions or procedures in the specifications, the most stringent shall apply, unless approved differently in writing after the fact from Property Management (PM) Site Authority.

Deficiencies

The Contractor shall ensure that the company Manager/Supervisor and all staff are well aware of the frequencies in which the services detailed in these specifications are required to be completed. The Site Authority or delegate shall, at his/her option, perform monthly inspections with or without the company manager/supervisor. A summarized report of any deficiencies, requirements and corrective actions shall be summated to the Company for immediate action. This report may be submitted directly to the Company Manager, site Supervisor or Head Office. The Company shall have five (5) working day to submit a written action plan with dates when such deficiencies shall be corrected.

It is agreed that the Contractor shall provide a high standard of workmanship of cleanliness and sanitation.

Hours of Work:

Cleaning operations will commence each night at 3.15PM starting with rooms 201, 213, 214, 215 and 252. Contractor personnel require an escort provided by PNWRC to clean these rooms, the work must be completed prior to 4:00 pm.

Floor washing in hallways and common areas, or vacuuming of carpets should not commence until after 4:30 p.m. on regular work days, Monday – Friday (except in specified rooms above). At all times, all wet/damp floors must be sufficiently marked as to prevent any slipping/falling accidents.

The Contractor's staff must not inconvenience in any way any government employee who might be working in the building during the evening.

NOTE: The hours of access to building may change due to security requirements, but shall not institute an increase in price and the Contractor shall be advised a minimum 7 days in advance to any such changes in writing.

The Contractor will provide adequate coverage in the event that assigned personnel are unable to provide services to PNWRC.

Federally recognized Statutory Holidays are as follows:

New Year's Day (January 1)
Good Friday (March or April – Friday before Easter Sunday)
Easter Monday (March or April – Monday after Easter Monday)
Victoria Day (May – Monday preceding May 25th)
Canada Day (July 1)
Civic Holiday (First Monday in August)
Labour Day (First Monday in September)
Thanksgiving (Second Monday in October)
Remembrance Day (November 11)
Christmas (December 25 – or directly following if on a weekend)
Boxing Day (December 26 – or directly following if on a weekend)

Federal Government Buildings are open for Family Day in February. This is a provincial holiday not federal. Janitorial services will be required on that day.

Inspection:

On completion of all major operations, inspections will be made by the PM site authority, who will decide whether or not the work is satisfactory.

Supplies:

The Contractor will supply all supervision, materials, tools, and equipment necessary to execute the work satisfactory, detergents, deodorizers, disinfectants, polishes, wax, spot removers, two-ply toilet tissue, paper towels, soaps, hand sanitizers, sanitary napkins/tampons*, air fresheners, urinal blocks, batteries (4 – D batteries/paper dispenser), sidewalk snow and ice melt/de-icer, sand (shall be torpedo or screenings fine sand), and other supplies deemed necessary by Site Authority for the execution of the Contract. Supplies subject to approval by PM Site Authority.

Where ever possible Environmentally Friendly products should be used.

*The Contractor shall maintain sanitary napkin disposal units, including the supply of sanitary napkins and tampons. Any monies from the sale of these products shall be the Contractors, and PNWRC shall not be responsible should any go missing for any reason.

Cooperation with other Contractors:

The Contractor understands that the work is subject to interruption or interference when other Contractors or workmen are engaged to work on the site, and the PNWRC will give them as much notice as possible of any such interruption or interference.

Staff Requirements

There must be a supervisor responsible for the work underway on site at all times to direct other janitorial workers and report and Health and Safety issues to the Site Authority.

The Contractor's Site authority, Supervisor(s) and workers must be fully conversant in English in both written and spoken form.

The Contractors supervisor is responsible for ensuring the cleaning staff know and use proper maintenance practices, procedures and/or trained in the use of all facilities, equipment and supplies. They will also use the same in the most efficient and effective manner in order to maintain an acceptable high level of cleanliness.

The Contractor shall supply sufficient, security cleared, staff to ensure that all services and frequencies are adhered to at all times. The Contractor shall have sufficient additional staff security cleared in the event that one of the on-site persons is unable to carry out his/her duties as expected by their employer. In the event personnel have not been previously security cleared or security of building is compromised ex. Necessary to leave building doors open after hours, costs of commissionaires to provide security will be bore by the contractor.

Light, Heat, Power and Water

Her Majesty will supply all heat, light, power, hot and cold water as may be required for the work.

Access to Building

Only those employees who have received security clearance from Public Works and Government Services Canada, Canadian Industrial Security Directorate, and whose names appear on the Contractor's payroll will be allowed access to the work site. This list is to be revised as changes occur and provided to the Site Authority a minimum of 48 hours prior to any changes. Any person(s) who leave the employment of the Contractor shall immediately be reported to the Site Authority or Security desk by phone with a written letter to follow within two (2) working days. No other person accompanying employees will be allowed on site without the approval, in advance, from the Site Authority. Under no circumstances shall any visitor of their staff be allowed into the building after normal work hours.

All employees of the Contractor shall be bonded.

Security

Employees of the Contractor SHALL NOT:

- (a) Disturb papers or personal effects anywhere within the building.
- (b) Open drawers, cabinets, boxes, bags or any such items.
- (c) Use telephones, photocopiers, radios or any and all items which do not belong to them or their company.
- (d) Tamper with personal or department property.
- (e) Use or occupy any office/room except for the duties required in the contract.
- (f) Sit in any office for a rest period.

NOTE: Any Contractor's staff found to have violated the above shall not be allowed access to the property/building and the Contractor shall replace such employees with other suitable staff who meet the requirements.

Security Keys

All keys entrusted to the Contractor for the fulfillment of his contract are to be fully protected at all times. No keys for the facility shall be duplicated.

NOTE: Locking and unlocking of door rules must be strictly followed. Doors will be left as found.

Communication Book

A Communication Book will be provided by PM Site Authority to allow the Contractor and their employee(s) a means to relay issues with the site authority.

Cleaning Log

A sample Cleaning Log is provided herein. These logs will be filled out daily and submitted to the site authority on a weekly basis.

STANDARD PRACTICES AND FREQUENCIES

All materials used in the work shall conform to Canadian General Standards Board List of Qualified Products.

1. GENERAL PROCEDURES

- .1 Ensure all doors (interior and exterior main building and out buildings) are closed, locked, (except lunchroom, kitchen & bathrooms) and lights are out on departure.
- .2 Report any irregularities noticed in the building or matters needing attention or maintenance to PNWRC Site Authority
- .3 A corn broom, push broom, mop, sponge and pail with squeegee and dustpan will be supplied by the Contractor for use of the staff for daytime spills, breakage, etc. as well as an adequate supply of light bulbs, fluorescent and tubes, and paper products
- .4 The Contractor shall, on request, furnish a complete written statement of the origin, composition and/or manufacturer of any or all materials supplied by him/her for use in the work and he may be required to provide samples of materials from his stock for testing purposes. The contractor shall supply two (2) MSDS (Material Safety Data Sheets) for all materials/products brought in to PNWRC. One copy to be kept in a binder in the janitorial room and the other to be given to PM Site Authority.
- .5 Vacuum cleaners used during occupancy hours must not have a sound level above 49dB(A). Cleaning equipment is not to be plugged in to any computer equipment or scientific equipment power outlet. Use hallway plugs only.
- .6 All materials used in the work shall conform to Canadian General Standards Board List of Qualified Products.

2. EXTERIOR

.1 General

Where applicable, the Contractor shall:

- .1 Keep polished and thoroughly cleaned all ornamental iron work, metal entrance doors and push bars in the building.
- .2 Keep glass in entrance doors and entrance clean on both sides.
- .3 Keep the main and all service entrances, including sidewalks, handicapped parking lot stalls [front entrance], storage building and loading bays clear of snow and debris such as paper, cartons, refuse cans, leaves, grass, etc.
- .4 Remove slush and sand accumulations around all entrances to maintain a clean and tidy appearance.
- .5 Within 10 feet of the building, keep steps, sidewalks and all entrances leading to the building and outbuildings, clear of snow, slush and ice, and accumulated sand and/or salt, to ensure the safety of the general public and the staff entering the building. Sand or gravel must be spread over dangerous surfaces. Entire walk areas shall be kept safe and clean. This includes cleaning/clearing road machine grading "snow/ice piles" on sidewalks and in front of walkways to access the roadway. Snow removal shall start at 7:00 a.m. each applicable

- morning, or earlier, to ensure safe entry to the building, starting at the front door, then the south side door, other door entrances, walkways, fire exits etc. and compound areas last. Where required make one pass to allow a "safe path" to the building first and then continue complete cleaning requirements.
- .6 The de-icer must not be harmful to plants, grass or cement and will be distributed at all entrances to both buildings when required in winter time to keep entrances and steps free of ice. De-icer to be supplied by Contractor.

.2 Daily

- .1 Inspect loading platforms daily, sweep as required and keep clear of debris.

3. CARE FOR: ARCHITECTURAL ALUMINUM IN FRONT ENTRANCE

.1 General

- .1 To remove light surface soil, flush the surface with water using moderate pressure. If soil still persists clean surface with brush and water. A mild detergent cleaner may be used as well.
- .2 To remove heavy surface soil, hand scrub with palm-size nylon abrasive cleaning pad with a mild detergent. Rinse with clean water. NEVER use aggressive alkaline or acid cleaners.
- .3 Clean when shaded.

4. FLOORS - OFFICE AREAS, LABS AND CORRIDORS (LINO FLOOR):

.1 General

- .1 Stripping and waxing of floors.
- .1 Hallways, stairwells, entrances, kitchen, lunchroom, administration office, labs and computer room - to be done twice per year. Once in June/July and again in December/January to coincide with slow traffic periods.
- .2 All offices to be done once per year, over the course of the year. (1/2 in June/July, remainder in Dec/Jan to coincide with slow traffic periods).
- The timing of stripping/waxing will be co-ordinated between the site authority, office occupant and contractor.

NOTES: All floor finish accumulations under furniture, radiators, in corners and on baseboards are to be removed.

Floors to be rinsed with clear water and a minimum of two [2] coats of non-slip floor finish applied and buffed after each coat.

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

.2 Daily

- .1 Sweep all floors using a dust control method.
- .2 Damp mop to remove marks from coffee spillage, smudge or other stains, gum etc.
- .3 Wash and spray buff all floors in high traffic areas (hallways, stairwells, entrances, kitchen, lunchroom, administration office).
- .4 Damp mop all office floors.

.3 Weekly

- .1 Wash and spray buff all office floors.

5. FLOOR - MARBLE OR CERAMIC TILE:

.1 Daily

- .1 Damp mop stairwell near staff parking lot
- .2 Wash washroom floors (except washroom across from room 267)
- .3 Wash with clean mop, soap, water and rinse the following floors - front entrance foyer and stairs, elevator, upper and lower building links and upstairs washroom (across from room 267)

.2 Monthly

- .1 Wash and scrub all marble and ceramic tile with an abrasive to remove all stains and other surface dirt. Reseal with an approved sealant after scrubbing.
- .2 Apply a proper non shiny sealant to the following floors - front entrance foyer and stairs, elevator, upper and lower building links and upstairs washroom (across from room 267)

.3 Twice per year

- .1 Strip and re-wax the following floors - front entrance foyer and stairs, elevator, upper and lower building links and upstairs washroom (across from room 267)

6. ENTRANCES AND LOBBIES:

.1 General

- .1 Entrances and lobbies to be kept free from debris.
- .2 Elevator interior and exterior to be kept free of marks (recommended cleaner – window cleaner), floor to be kept clear of debris.

.2 Daily

- .1 Sweep and wash floors.
- .2 Remove and clean mats on both sides.
- .3 Clean glass doors on both sides.
- .4 Inspect elevator interior, exterior and floor, clean as required.
- .5 Foyer Furniture to be dusted daily using a dust control method and kept free of marks.

.3 Twice per week

- .1 Clean boot racks (November to March).

.4 Weekly

- .1 Clean boot racks (April to October).
- .2 Wash all glass windows in entrance on both sides.
- .3 Sweep and wash elevator floor

.5 Monthly

- .1 Refinish floors with proper non shiny sealant.
- .2 Scrub and refinish elevator floor.
- .3 Foyer furniture to be cleaned/polished.

7. STAIRS:

.1 General

- .1 Ensure all mop marks or water stains on wall or staircase are removed promptly.
- .2 All hand railings, baseboards and ledges to be kept clean and free of marks.
- .3 All walls are to be spot-cleaned as required.

.2 Daily

- .1 Wash all stairs.

.3 Monthly

- .1 Dust all vertical grill coils.
- .2 Polish wood banister in rear south new wing.

.4 Every six months

- .1 Strip and refinish all treads and landings.

8. WASHROOMS:

.1 General

- .1 Try to unplug blocked toilets, sinks, urinals and drains immediately using a plunger and, notify the Building and Property Management or Site Authority if unsuccessful. Post notice on item that it is "Out of Order" until repaired.
- .2 Metal bathroom accessories, ie grab bars, etc. to be kept free of marks. Do not use abrasive cleaners; use stainless steel cleaners.

.2 Daily

- .1 Wash and disinfect all washroom floors.
- .2 Clean and disinfect all toilet seats (both sides), bowls, urinals (including urinal screens) and wash basins.
- .3 Clean and disinfect all body contact points - such as, water taps, receptacles and dispensers, door plates and flush valves.
- .4 Inspect, dust and clean, all flush tanks, dispensers, receptacles, mirrors, shelves, high ledges and all exposed piping.
- .5 Inspect and keep free of marks all washroom walls, partitions and doors.
- .6 Remove all waste paper.
- .7 Inspect daily, replenish as required, all soap containers, toilet paper and paper towel dispensers.
- .8 Clean washroom door kick plates and hand plates using appropriate cleaning solution

.3 Weekly

- .1 Clean and disinfect all shower components, including walls, taps, floors.
- .2 Descale all toilet bowls and urinals.
- .3 Wash and disinfect all refuse receptacles, poly (plastic) bags of correct sized to be used and supplied by the Contractor and disposed of when dirty.

.4 Monthly

- .1 Wash all washroom walls, partitions and doors.

.5 Every three months

- .1 Strip and apply one coat of an approved sealant to all marble and ceramic washroom floors. Baseboards, ledges and corners are to be kept clean.

.6 Yearly

- .1 Wash all washroom ceilings.

9. VENETIAN BLINDS:

.1 Monthly

- .1 All venetian and vertical blinds to be kept free of marks spot cleaned and dusted.

10. RUGS, CARPETS:

.1 Daily

- .1 Vacuum rugs and carpets in foyer.
- .2 Inspect carpet in Room 266. Vacuum two-three times per week

.2 Weekly

- .1 Vacuum Rooms 214, 215, 251, 252, 259, 261 and 267A. Spot clean as needed.

.3 Every 3 Months

- .1 Steam cleaning/shampooing of carpets in Rooms 214, 215, 251, 252, 259, 261, 266 and 267A and rugs in Room 101 and entrances, and as requested.

11. BASEMENT:

.1 General

- .1 Storage area [Room 169 and 100] in basement to be kept clean.

.2 Twice per year

- .1 Wash floor in Storage area [Room 169 and 100].

12. WALLS AND PARTITIONS:

.1 General

- .1 Inspect baseboards daily and keep free of mop streaks, splash marks and wax accumulation.

.2 Daily

- .1 Inspect interior walls, partitions and ledge mouldings, spot clean as required, keep free of marks.

.3 Monthly

- .1 Dust all walls, partitions, columns, woodwork and uncovered pipes.

.4 Yearly

- .1 Wash all walls, partitions, columns, woodwork and uncovered pipes.

13. COUNTERS:

.1 General

- .1 Keep all counter top facings free from dust.
- .2 Counter tops to be cleaned with water and a mild soap used for hands and dishes.

Do not use cleaners containing abrasives or alkalis. Stains may be removed with an exposure to hypochloric bleach such as Clorox.

.2 Daily

- .1 Wash and polish counter tops in Room 267.

.3 Twice per Week

- .1 Wash and polish all counter tops.

14. INTERIOR GLASS:

.1 General

- .1 Mirrors throughout the building are to be kept cleaned and polished.

.2 Daily

- .1 Clean all interior glass doors.

.3 Weekly

- .1 Wash all interior glass doors.
- .2 Inspect and clean all interior glass partitions

.4 Every three months

- .1 Wash all interior glass partitions.

15. DELETED

16. LIGHT FIXTURES:

.1 General - Relamping

- .1 Burnt out bulbs [extended hours] and tubes [compact fluorescent], both indoor and outdoor are to be promptly replaced. This applies to all areas of the office building and storage buildings.
- .2 Any special equipment necessary for spot relamping of bulbs and tubes is to be supplied by the Contractor. Relamping of bulbs and tubes to be supplied by the Contractor.

.2 Every six months - Fixtures

- .1 Remove cover of incandescent recessed fixtures (3 pot lights in Room 267), vacuum and wash interior, wash cover glass and replace.
- .2 Remove shield of all fluorescent fixtures, wash exposed pan, wash acrylic shield using anti-static procedure.

17. FURNITURE AND FIXTURES:

.1 General

- .1 Glass topped furniture to be kept free of finger marks and stains
- .2 Conference Room (266), Executive Office (251) and lobby furniture to be kept free of finger marks.

.2 Daily

- .1 Dust horizontal surfaces of all cleared office furniture using a dust control method.
- .2 Dust all leather upholstered furniture.

.3 Weekly

- .1 Dust exposed vertical surfaces of furniture.
- .2 Clean and polish furniture in Conference Room (266), Executive Office (251) and lobby. Important -- Conference tables are to be treated the same as the counters; cleaned with warm water and mild soap.
- .3 Vacuum upholstered furniture.
- .4 Polish glass topped furniture.

.4 Monthly

- .1 Clean and polish all office furniture (includes all exposed vertical surfaces).
- .2 Clean both sides of glass doors on bookcases.
- .3 Damp wipe all leather upholstered furniture.
- .4 Dust empty shelving.
- .5 Dust bookcases (the books are not to be removed).

18. KITCHEN AND LUNCH ROOMS:

.1 Daily

- .1 Wash all tables, counters, cupboard doors and all other vertical surfaces in kitchen and lunch rooms.
- .2 Wash and disinfect all sinks in kitchen.

.2 Every three months

- .1 Wash cupboards, refrigerator and stove in kitchen.
- .2 Move appliances and wash floors underneath.

.3 Every six months

- .1 Clean fan, filter and all grease from hood above stove.
- .2 Defrost refrigerator and wash interior.

19. WASTE RECEPTACLES:

.1 General

- .1 Cardboard to be broken down and placed in recycle container.

.2 Daily

- .1 Empty and dust all waste paper baskets.
- .2 Empty all garbage cans and paper receptacles located throughout the building.

.3 Every two weeks

- .1 Wash and disinfect all waste paper baskets, garbage cans and paper receptacles located throughout the building.

20. CONTRACTOR'S SPACE:

.1 General

- .1 To be kept clean at all times and serviced as per corresponding area in the building.

21. UTILITY ROOM (JANITOR CLOSETS):

.1 General

- .1 Rooms are to be kept free of debris and all equipment and material stored neatly.
- .2 NOTE: Fire prevention practices are to be strictly adhered to.

.2 Daily

- .1 Sweep and inspect all utility room floors.
- .2 Wash and disinfect all utility room sinks.

.3 Weekly

- .1 Clean and wash utility room floors.

.4 Monthly

- .1 Inspect and spot clean all utility room walls.

.5 Every 3 Months

- .1 Clean and wash all utility room walls.

22. FREIGHT RECEIVING ROOM:

.1 General

- .1 Doors to be washed free from marks.
- .2 Pick up garbage and refuse, store in bags or containers and dispose of in red Loraas bin by compound.

.2 Daily

- .1 Inspect freight receiving room.
- .2 Pick up waste paper daily.
- .3 Break down cardboard boxes and place in green cardboard recycle bin by compound.

.3 Twice per week

- .1 Sweep freight receiving room floor, using a dust control method.

.4 Every 3 months

- .1 Wash receiving room floor.

23. BOILER ROOM:

.1 Daily

- .1 Inspect and remove garbage from boiler rooms.

.2 Weekly

- .1 Sweep both boiler room floors.

.3 Every three months

- .1 Wash boiler room floors.

24. STORAGE BUILDING:

.1 General

- .1 The storage building is located in the vehicle compound adjacent to the main office building.

.2 Daily

- .1 Inspect paper towels, replenish as required.

.3 Weekly

- .1 Inspect and sweep all floors, except floors in locked cubicles.
- .2 Dust or vacuum all walls, cabinets, counters, cupboards and other exposed surfaces throughout the storage building.
- .3 Clean sink and remove stains.

.4 Every three months

- .1 Scrub all storage building floors.

25 MISCELLANEOUS:

.1 General

- .1 Glass on notice boards and display show cases to be kept clean.
- .2 All brass and metal doors frames are to be kept free of marks.
- .3 Clean and polish all fire extinguishers. Interior of hose cabinets to be kept clean.
- .4 Floor Grills may be removed and hosed down to remove dirt. Otherwise, normal vacuuming is all that is required for cleaning carpet surfaces.

.2 Daily

- .1 Inspect all paper towel and soap dispensers; fill as required.
- .2 Wash and disinfect all water fountains, keep water fountains free of marks. Odour of disinfectant must not be objectionable.

.3 Weekly

- .1 Clean all door kick plates and hand plates using appropriate cleaning solution.
- .2 Wash, disinfect and remove stains from all sinks in labs and library.
- .3 Dust all window sills and draft deflectors.

.4 Monthly

- .1 Dust high ledges, tops of partitions and other high areas.
- .2 Clean notice boards and display show cases.
- .3 Dust all door grills.
- .4 Clean and polish all brass and metal door frames.

- .5 Damp wipe all window sills and draft deflectors.
- .6 Wipe all door signage with a damp cloth as required. Do not use any abrasive – filled cleaner on plastic surface.
- .7 Pour sufficient water down all sewer drains on main and lower floors of the building to prevent backup of sewer gas in the building (may be required more frequently).

.5 Every three months

- .1 Vacuum and wash all air intake grills and air diffusers [old wing].

.6 Every six months

- .1 Wash all door grills with mild soap solution.

Other Service to be Performed

The occasional cleaning of vacant areas, or any additional cleaning, or changing frequencies of cleaning requirements resulting from moves, repairs, alterations, etc., because cleaning may be prudent due to the space being empty or unoccupied, may also be required from time to time outside the normal frequency specified.

Cleaning is to be done around equipment, furniture, etc., and nothing is to be moved by the Contractor or their staff except in the kitchen area, lunch room or the conference/seminar rooms unless specifically approved by Site Authority. This also applies to moving books, papers, files or other objects on desk tops, bookcases, file cabinets, (except wastebaskets) etc. In conference/seminar rooms, the chairs will be arranged appropriately when cleaning is complete.

NOTE: When waxing and/or stripping floors or steam cleaning carpeting, moving of office furniture may be required to provide a good and acceptable finished product/service. This moving of furniture shall be approved by the Site Authority in advance of the work. In some cases it may be required to move furniture out of room/area for a proper job (chairs, coat trees, stools, etc.). The moving of this furniture shall be done by the Cleaning Contractor unless otherwise arranged and agreed to by the Site Authority, in advance of the work.

Any work done on floor that will create dust such as polishing or buffing in rooms containing computer equipment shall always have prior approval before starting the procedure.

The Contractor is responsible for emptying the recycling paper disposal containers in the area provided. Recycling paper will be picked up in offices and labs and deposited in central recycling paper container. Care must be taken to ensure only recycling paper is taken. Ensure any and all paper not in the recycle container is approved by the area/room occupant prior to any removal.

The Contractor is required to supply the extra large heavy duty plastic garbage bags to fit the recyclable paper containers.

Special Cleaning Requirements

During inclement weather, high traffic areas, such as entrance ways, main foyer, stairs, hall corridors and stairwells and any other areas deemed necessary by Site Authority may require accelerated cleaning to neutralize the effects of tracking dirt, snow, grit, etc., into these areas.

Solicitation No. - N° de l'invitation
KW405-140025/A

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur
stn190

Client Ref. No. - N° de réf. du client
KW405-140025

File No. - N° du dossier
STN-4-37007

CCC No./N° CCC - FMS No./N° VME

Building Operations

Report any and all maintenance repairs required to the building, heating system, plumbing, electrical or water systems to the On-site Authority as they are found or noticed.

Notices, Orders, Etc.

Any notice, order, decision, direction or communication given or required to be given by the Site Authority under this contract, in writing or verbal, shall be deemed to have been received by the Contractor on the day it was delivered in person to the Contractor, supervisor, or left at the Contractor's site office or janitorial cleaning room. If it is mailed to the Contractor's address indicated on the tender and acceptance, shall be deemed received the day after mailing.

Call back may be required for emergency cleaning due to flooding, etc.

Call back for unsatisfactory cleaning deemed by the Site Authority.

Definition of Quality Standard Terms

1. Replenishing of Paper and Soap products

All paper and soap dispensers shall have an adequate supply of materials for normal daily activities.

2. Sweeping

All areas shall be free of trash and soil.

3. Damp Mopping

All areas shall be clean and free of surface stains, mop streaks and loose mop strands. Walls, baseboards and other surfaces shall be free of watermarks and splashing.

4. Wash Floors

All areas shall be free of dirt, stains, mop strands, splashing and cleaning solution.

5. Spray Buffing

All areas shall present an overall appearance of cleanliness, have a bright resilient shine and be dust free.

6. Strip and Refinish

All areas shall present an overall appearance of cleanliness, a deep clean look and a crisp even shine and be free of scrapes and marks.

7. Strip and Reseal

All areas shall present a clean appearance and shall be free of dirt, hair, debris, stains and marks.

8. Vacuuming

.1 Carpet

All carpet surfaces shall present an overall appearance of cleanliness and shall be free of dust, dirt and soil.

.2 Upholstered Furniture

Upholstered furniture shall be free of dust, dirt and other debris.

9. Stain Removal

All carpets and upholstered furniture shall have no visible stains and no discoloration after stain removal operation.

10. Cleaning of Floor Grills

All foot grills and recess pans shall present a clean appearance and be free of dirt, soil and trash.

11. Cleaning of Notice Boards and Fire Hose Cabinets

All notice boards and fire hose cabinets, including glass, shall be free of dust and stains.

12. Glass Cleaning

All glass shall be clean on both sides and free of streaks and finger marks.

13. Cleaning of Stairways, Landings, Lobbies and Entrances

All areas shall present an overall appearance of cleanliness and be free of dirt, dust, streaks and trash.

14. Elevator Cleaning

All elevator cab surfaces shall be free of dust, marks and soil. Walls, ceilings, floors, handrails and doors shall be free of soil film, producing a freshly washed appearance.

15. Dusting

.1 Furniture, Fixtures and Equipment

All surfaces shall be free of dust, streaks and finger marks.

.2 Venetian Blinds

All surfaces shall be free of dust, cobwebs, water marks and loose soil.

16. Cleaning of Washrooms

All washrooms shall have a clean scent and no odour at all. All surfaces shall be free of stains, water marks, scale and shall be clean and bright.

All waste and sanitary receptacles shall be empty, clean, disinfected as required and all dispensers replenished.

17. Waste Receptacles

All waste receptacles shall be empty and the exterior surface wiped clean and disinfected as required.

18. Cleaning of Drinking Fountains

All surfaces shall be free of spots, stains and streaks. Odour of disinfectant must not be objectionable.

19. Cleaning of Light Fixtures

All light fixtures shall be free of dust, dirt, stains or streaks.

20. Cleaning of Garbage Containers

All empty garbage containers shall be clean and free of odours.

21. Contractor Space and Janitor Closets

All surfaces shall be free of waste paper, garbage, dust, stains and free of odours.

Solicitation No. - N° de l'invitation
KW405-140025/A

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur
stn190

Client Ref. No. - N° de réf. du client
KW405-140025

File No. - N° du dossier
STN-4-37007

CCC No./N° CCC - FMS No./N° VME

Sample Cleaning Log

_____ **CHECK LIST**

Date: _____

Task	Sun	Mon	Tues	Wed	Thurs	Fri	Sat

Solicitation No. - N° de l'invitation
KW405-140025/A

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur
stn190

Client Ref. No. - N° de réf. du client
KW405-140025

File No. - N° du dossier
STN-4-37007

CCC No./N° CCC - FMS No./N° VME

Annex `B` - Basis of Payment

All rates are GST extra.

Date of contract award to 31 October 2015

1) Firm all inclusive monthly rate \$ _____/month

Option Periods:

Option Year 1: 01 November 2015 to 31 October 2016

2) Firm all inclusive monthly rate \$ _____/month

Option Year 2: 01 November 2016 to 31 October 2017

3) Firm all inclusive monthly rate \$ _____/month

Total Square Metres:

Building – 1118 m2, workshop and storage – 285.4 m2 = 1,403.4 m2

A Firm monthly rate per m2 will be calculated by dividing the monthly rate by 1,403.4m2 (the Total Square Metres).

Solicitation No. - N° de l'invitation
KW405-140025/A

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur
stn190

Client Ref. No. - N° de réf. du client
KW405-140025

File No. - N° du dossier
STN-4-37007

CCC No./N° CCC - FMS No./N° VME

ANNEX "C"

SECURITY REQUIREMENTS CHECK LIST

-See PDF attached-

ANNEX C



Government of Canada
Gouvernement du Canada

Contract Number / Numéro du contrat

KW405-14-0025

Security Classification / Classification de sécurité
UNCLASSIFIED

SECURITY REQUIREMENTS CHECK LIST (SRCL) LISTE DE VÉRIFICATION DES EXIGENCES RELATIVES À LA SÉCURITÉ (LVERS)

PART A - CONTRACT INFORMATION / PARTIE A - INFORMATION CONTRACTUELLE		
1. Originating Government Department or Organization / Ministère ou organisme gouvernemental d'origine		2. Branch or Directorate / Direction générale ou Direction ARPSD
3. a) Subcontract Number / Numéro du contrat de sous-traitance	3. b) Name and Address of Subcontractor / Nom et adresse du sous-traitant	
4. Brief Description of Work / Brève description du travail Janitorial Cleaning Services		
5. a) Will the supplier require access to Controlled Goods? Le fournisseur aura-t-il accès à des marchandises contrôlées?		<input checked="" type="checkbox"/> No Non <input type="checkbox"/> Yes Oui
5. b) Will the supplier require access to unclassified military technical data subject to the provisions of the Technical Data Control Regulations? Le fournisseur aura-t-il accès à des données techniques militaires non classifiées qui sont assujetties aux dispositions du Règlement sur le contrôle des données techniques?		<input checked="" type="checkbox"/> No Non <input type="checkbox"/> Yes Oui
6. Indicate the type of access required / Indiquer le type d'accès requis		
6. a) Will the supplier and its employees require access to PROTECTED and/or CLASSIFIED information or assets? Le fournisseur ainsi que les employés auront-ils accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS? (Specify the level of access using the chart in Question 7. c) (Préciser le niveau d'accès en utilisant le tableau qui se trouve à la question 7. c)		<input checked="" type="checkbox"/> No Non <input type="checkbox"/> Yes Oui
6. b) Will the supplier and its employees (e.g. cleaners, maintenance personnel) require access to restricted access areas? No access to PROTECTED and/or CLASSIFIED information or assets is permitted. Le fournisseur et ses employés (p. ex. nettoyeurs, personnel d'entretien) auront-ils accès à des zones d'accès restreintes? L'accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS n'est pas autorisé.		<input type="checkbox"/> No Non <input checked="" type="checkbox"/> Yes Oui
6. c) Is this a commercial courier or delivery requirement with no overnight storage? S'agit-il d'un contrat de messagerie ou de livraison commerciale sans entreposage de nuit?		<input checked="" type="checkbox"/> No Non <input type="checkbox"/> Yes Oui
7. a) Indicate the type of information that the supplier will be required to access / Indiquer le type d'information auquel le fournisseur devra avoir accès		
Canada <input type="checkbox"/>	NATO / OTAN <input type="checkbox"/>	Foreign / Étranger <input type="checkbox"/>
7. b) Release restrictions / Restrictions relatives à la diffusion		
No release restrictions Aucune restriction relative à la diffusion <input type="checkbox"/>	All NATO countries Tous les pays de l'OTAN <input type="checkbox"/>	No release restrictions Aucune restriction relative à la diffusion <input type="checkbox"/>
Not releasable À ne pas diffuser <input type="checkbox"/>		
Restricted to: / Limité à: <input type="checkbox"/>	Restricted to: / Limité à: <input type="checkbox"/>	Restricted to: / Limité à: <input type="checkbox"/>
Specify country(ies): / Préciser le(s) pays:	Specify country(ies): / Préciser le(s) pays:	Specify country(ies): / Préciser le(s) pays:
7. c) Level of information / Niveau d'information		
PROTECTED A PROTÉGÉ A <input type="checkbox"/>	NATO UNCLASSIFIED NATO NON CLASSIFIÉ <input type="checkbox"/>	PROTECTED A PROTÉGÉ A <input type="checkbox"/>
PROTECTED B PROTÉGÉ B <input type="checkbox"/>	NATO RESTRICTED NATO DIFFUSION RESTREINTE <input type="checkbox"/>	PROTECTED B PROTÉGÉ B <input type="checkbox"/>
PROTECTED C PROTÉGÉ C <input type="checkbox"/>	NATO CONFIDENTIAL NATO CONFIDENTIEL <input type="checkbox"/>	PROTECTED C PROTÉGÉ C <input type="checkbox"/>
CONFIDENTIAL CONFIDENTIEL <input type="checkbox"/>	NATO SECRET NATO SECRET <input type="checkbox"/>	CONFIDENTIAL CONFIDENTIEL <input type="checkbox"/>
SECRET SECRET <input type="checkbox"/>	COSMIC TOP SECRET COSMIC TRÈS SECRET <input type="checkbox"/>	SECRET SECRET <input type="checkbox"/>
TOP SECRET TRÈS SECRET <input type="checkbox"/>		TOP SECRET TRÈS SECRET <input type="checkbox"/>
TOP SECRET (SIGINT) TRÈS SECRET (SIGINT) <input type="checkbox"/>		TOP SECRET (SIGINT) TRÈS SECRET (SIGINT) <input type="checkbox"/>

TBS/SCT 350-103(2004/12)

Security Classification / Classification de sécurité
UNCLASSIFIED

Canada



Government
of Canada

Gouvernement
du Canada

Contract Number / Numéro du contrat

KW405-14-0025

Security Classification / Classification de sécurité
UNCLASSIFIED

PART A (continued) / PARTIE A (suite)

8. Will the supplier require access to PROTECTED and/or CLASSIFIED COMSEC information or assets?

Le fournisseur aura-t-il accès à des renseignements ou à des biens COMSEC désignés PROTÉGÉS et/ou CLASSIFIÉS?

☒ No ☐ Yes
Non Oui

If Yes, indicate the level of sensitivity:

Dans l'affirmative, indiquer le niveau de sensibilité :

9. Will the supplier require access to extremely sensitive INFOSEC information or assets?

Le fournisseur aura-t-il accès à des renseignements ou à des biens INFOSEC de nature extrêmement délicate?

☒ No ☐ Yes
Non Oui

Short Title(s) of material / Titre(s) abrégé(s) du matériel :

Document Number / Numéro du document :

PART B - PERSONNEL (SUPPLIER) / PARTIE B - PERSONNEL (FOURNISSEUR)

10. a) Personnel security screening level required / Niveau de contrôle de la sécurité du personnel requis



RELIABILITY STATUS
COTE DE FIABILITÉ



CONFIDENTIAL
CONFIDENTIEL



SECRET
SECRET



TOP SECRET
TRÈS SECRET



TOP SECRET- SIGINT
TRÈS SECRET - SIGINT



NATO CONFIDENTIAL
NATO CONFIDENTIEL



NATO SECRET
NATO SECRET



COSMIC TOP SECRET
COSMIC TRÈS SECRET



SITE ACCESS
ACCÈS AUX EMPLACEMENTS

Special comments:

Commentaires spéciaux :

NOTE: If multiple levels of screening are identified, a Security Classification Guide must be provided.

REMARQUE : Si plusieurs niveaux de contrôle de sécurité sont requis, un guide de classification de la sécurité doit être fourni.

10. b) May unscreened personnel be used for portions of the work?

Du personnel sans autorisation sécuritaire peut-il se voir confier des parties du travail?

☐ No ☒ Yes
Non Oui

If Yes, will unscreened personnel be escorted?

Dans l'affirmative, le personnel en question sera-t-il escorté?

☐ No ☒ Yes
Non Oui

PART C - SAFEGUARDS (SUPPLIER) / PARTIE C - MESURES DE PROTECTION (FOURNISSEUR)

INFORMATION / ASSETS / RENSEIGNEMENTS / BIENS

11. a) Will the supplier be required to receive and store PROTECTED and/or CLASSIFIED information or assets on its site or premises?

Le fournisseur sera-t-il tenu de recevoir et d'entreposer sur place des renseignements ou des biens PROTÉGÉS et/ou CLASSIFIÉS?

☒ No ☐ Yes
Non Oui

11. b) Will the supplier be required to safeguard COMSEC information or assets?

Le fournisseur sera-t-il tenu de protéger des renseignements ou des biens COMSEC?

☒ No ☐ Yes
Non Oui

PRODUCTION

11. c) Will the production (manufacture, and/or repair and/or modification) of PROTECTED and/or CLASSIFIED material or equipment occur at the supplier's site or premises?

Les installations du fournisseur serviront-elles à la production (fabrication et/ou réparation et/ou modification) de matériel PROTÉGÉ et/ou CLASSIFIÉ?

☒ No ☐ Yes
Non Oui

INFORMATION TECHNOLOGY (IT) MEDIA / SUPPORT RELATIF À LA TECHNOLOGIE DE L'INFORMATION (TI)

11. d) Will the supplier be required to use its IT systems to electronically process, produce or store PROTECTED and/or CLASSIFIED information or data?

Le fournisseur sera-t-il tenu d'utiliser ses propres systèmes informatiques pour traiter, produire ou stocker électroniquement des renseignements ou des données PROTÉGÉS et/ou CLASSIFIÉS?

☒ No ☐ Yes
Non Oui

11. e) Will there be an electronic link between the supplier's IT systems and the government department or agency?

Disposera-t-on d'un lien électronique entre le système informatique du fournisseur et celui du ministère ou de l'agence gouvernementale?

☒ No ☐ Yes
Non Oui



PART C - (continued) / PARTIE C - (suite)

For users completing the form manually use the summary chart below to indicate the category(ies) and level(s) of safeguarding required at the supplier's site(s) or premises.
Les utilisateurs qui remplissent le formulaire manuellement doivent utiliser le tableau récapitulatif ci-dessous pour indiquer, pour chaque catégorie, les niveaux de sauvegarde requis aux installations du fournisseur.

For users completing the form online (via the Internet), the summary chart is automatically populated by your responses to previous questions.
Dans le cas des utilisateurs qui remplissent le formulaire en ligne (par Internet), les réponses aux questions précédentes sont automatiquement saisies dans le tableau récapitulatif.

SUMMARY CHART / TABLEAU RÉCAPITULATIF

Category Catégorie	PROTECTED PROTÉGÉ			CLASSIFIED CLASSIFIÉ			NATO				COMSEC					
	A	B	C	CONFIDENTIAL CONFIDENTIEL	SECRET	TOP SECRET TRÈS SECRET	NATO RESTRICTED NATO DIFFUSION RESTREINTE	NATO CONFIDENTIAL	NATO SECRET	COSMIC TOP SECRET COSMIC TRÈS SECRET	PROTECTED PROTÉGÉ			CONFIDENTIAL	SECRET	TOP SECRET TRÈS SECRET
											A	B	C			
Information / Assets Renseignements / Biens Production																
IT Media / Support TI																
IT Link / Lien électronique																

12. a) Is the description of the work contained within this SRCL PROTECTED and/or CLASSIFIED?

La description du travail visé par la présente LVERS est-elle de nature PROTÉGÉE et/ou CLASSIFIÉE?

☒ No ☐ Yes
Non Oui

If Yes, classify this form by annotating the top and bottom in the area entitled "Security Classification".

Dans l'affirmative, classifiez le présent formulaire en indiquant le niveau de sécurité dans la case intitulée « Classification de sécurité » au haut et au bas du formulaire.

12. b) Will the documentation attached to this SRCL be PROTECTED and/or CLASSIFIED?

La documentation associée à la présente LVERS sera-t-elle PROTÉGÉE et/ou CLASSIFIÉE?

☒ No ☐ Yes
Non Oui

If Yes, classify this form by annotating the top and bottom in the area entitled "Security Classification" and indicate with attachments (e.g. SECRET with Attachments).

Dans l'affirmative, classifiez le présent formulaire en indiquant le niveau de sécurité dans la case intitulée « Classification de sécurité » au haut et au bas du formulaire et indiquer qu'il y a des pièces jointes (p. ex. SECRET avec des pièces jointes).



Government of Canada
Gouvernement du Canada

Contract Number / Numéro du contrat

KW405-14-0025

Security Classification / Classification de sécurité
UNCLASSIFIED

PART D - AUTHORIZATION / PARTIE D - AUTORISATION

13. Organization Project Authority / Chargé de projet de l'organisme

Name (print) - Nom (en lettres moulées)	Title - Titre	Signature
Popoff, Fiona	Property Services Officer	
Telephone No. - N° de téléphone 306-975-6806	Facsimile No. - N° de télécopieur 306-975-5143	E-mail address - Adresse courriel fiona.popoff@ec.gc.ca
		Date 2014/03/07

14. Organization Security Authority / Responsable de la sécurité de l'organisme

Name (print) - Nom (en lettres moulées)	Title - Titre	Signature
Leek, Gordon	Gordon G. Leek Manager, Regional Security - PNR	
Telephone No. - N° de téléphone 403-292-6528	Facsimile No. - N° de télécopieur 403-292-5314	E-mail address - Adresse courriel gordon.leek@ec.gc.ca
		Date 12 MARCH 14

15. Are there additional instructions (e.g. Security Guide, Security Classification Guide) attached?
Des instructions supplémentaires (p. ex. Guide de sécurité, Guide de classification de la sécurité) sont-elles jointes? ☐ No / Non ☐ Yes / Oui

16. Procurement Officer / Agent d'approvisionnement

Name (print) - Nom (en lettres moulées)	Title - Titre	Signature
Telephone No. - N° de téléphone	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel
		Date

17. Contracting Security Authority / Autorité contractante en matière de sécurité

Name (print) -	Signature
Paul Lepinski	
Telephone No.	courriel
Agent à la Sécurité des contrats Contract Security Officer Secteur de la Sécurité industrielle Industrial Security Sector Paul.Lepinski@tpsgc-pwgsc.gc.ca Téléphone : 613 957-1294	Date 03-APR-2014