

RETURN BIDS TO:
RETOURNER LES SOUMISSIONS À:
PWGSC/TPSGC Acquisitions
1045 Main Street
1st Floor, Lobby C
Unit 108
Moncton, NB E1C 1H1
Bid Fax: (506) 851-6759

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.
Ce document contient une condition de sécurité.

Title - Sujet Cleaning Services		
Solicitation No. - N° de l'invitation 51019-145025/A	Date 2014-06-25	
Client Reference No. - N° de référence du client 51019-145025		
GETS Reference No. - N° de référence de SEAG PW-\$MCT-006-4863		
File No. - N° de dossier MCT-3-36154 (006)	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 Atlantic Daylight Saving Time ADT
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: Bourque, Annette		Buyer Id - Id de l'acheteur mct006
Telephone No. - N° de téléphone (506) 851-2325 ()		FAX No. - N° de FAX (506) 851-6759
Destination - of Goods, Services, and Construction: Destination - des biens, services et construction: DEPARTMENT OF VETERANS AFFAIRS Director Canada Remembers P.O.BOX 7700 JCB IB 304 CHARLOTTETOWN Prince Edward Island C1A8M9 Canada		

Instructions: See Herein

Instructions: Voir aux présentes

Vendor/Firm Name and Address

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

Issuing Office - Bureau de distribution

NB / PEI Division - Moncton Acquisitions Office
1045 Main Street
1st Floor, Lobby C
Unit 108
Moncton, NB E1C 1H1

Delivery Required - Livraison exigée 2014-07-01	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

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PART 1 - GENERAL INFORMATION

1. Introduction

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

- Part 1 General Information: provides a general description of the requirement;
- Part 2 Bidder Instructions: provides the instructions, clauses and conditions applicable to the bid solicitation;
- Part 3 Bid Preparation Instructions: provides bidders with instructions on how to prepare their bid;
- Part 4 Evaluation Procedures and Basis of Selection: indicates how the evaluation will be conducted, the evaluation criteria that must be addressed in the bid, and the basis of selection;
- Part 5 Certifications: includes the certifications to be provided;
- Part 6 Security, Financial and Other Requirements: includes specific requirements that must be addressed by bidders; and
- Part 7 Resulting Contract Clauses: includes the clauses and conditions that will apply to any resulting contract.

The Annexes include:

Annex "A"	Statement of Work
Annex "B"	Basis of Payment
Annex "C"	Security Requirements Check List
Annex "D"	Technical Evaluation Criteria
Annex "E"	Site Visit Certification

2. Summary

- (i) Request for proposal for the provision of cleaning services to Veterans Affairs Canada. The successful bidder will be required to provide all labour, supervision and expertise necessary to provide cleaning services at the Canadian National Vimy Memorial and the Beaumont-Hamel Newfoundland Memorial in France. VAC will provide regular working tools (e.g. brooms, vacuum cleaner), except for 'security' tools. The Contractor will be responsible for providing personal protective equipment (e.g. overalls, jackets for inclement weather, shoes) as required. The

Contractor is also responsible for providing the necessary training to staff when required (e.g. when there are changes in legislation related to working conditions, health and safety).

- (ii) The services will be provided during the period from 01 July 2014, or date of award, to 30 June 2015, with options to renew for up to 4 additional one year periods.
- (iii) There is a security requirement associated with this requirement. For additional information, consult Part 6 - Security, Financial and Other Requirements, and Part 7 - Resulting Contract Clauses. Bidders should consult the "[Security Requirements for PWGSC Bid Solicitations - Instructions for Bidders](http://www.tpsgc-pwgsc.gc.ca/app-acq/lc-pl/lc-pl-eng.html#a31) (<http://www.tpsgc-pwgsc.gc.ca/app-acq/lc-pl/lc-pl-eng.html#a31>) document on the [Departmental Standard Procurement Documents](#) website."
- (iv) bidders must provide a list of names, or other related information as needed, pursuant to section 01 of Standard Instructions 2003.
- (v) For services requirements, Bidders in receipt of a pension or a lump sum payment must provide the required information as detailed in article 3 of Part 2 of the bid solicitation.
- (vi) 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).

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.

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 twenty (120) days

1.1 SACC Manual Clauses

SACC Reference	Section	Date
C9000T	Pricing	2010/08/16

2. Submission of Bids

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

3. Former Public Servant

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 ten (10) 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.

5. Applicable Laws

Any resulting contract must be interpreted and governed, and the relations between the parties determined, by the laws in force in **Prince Edward Island**.

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.

6. Mandatory Site Visit

It is mandatory that the Bidder or a representative of the Bidder visit the work sites. Arrangements have been made for site visits to be held as follows:

Thursday, July 10th, 2014 at 10:00 (CET) Central European Time
Vimy Ridge National Historic Site of Canada
Route départementale 55, 62580 Vimy, France.

and

Thursday, July 10, 2014 at 13:00 (CET)
Beaumont-Hamel Newfoundland Memorial
Rue de l'église (route D73), 80300 Beaumont-Hamel, France

Bidders must communicate with the Contracting Authority 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 - Annex E. 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.

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 (4 hard copies)
Section II: Financial Bid (2 hard copies)
Section III: Certifications (1 hard copies)

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

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 in a thorough, concise and clear manner for carrying out the work.

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

Section II: Financial Bid

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

1.2 Exchange Rate Fluctuation

C3010T (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 and France will evaluate the bids.

1.1 Technical Evaluation

Mandatory technical evaluation criteria are included in Annex "D".

1.2 Financial Evaluation

The evaluated cost/total bid price will be the total estimated cost detailed in Annex B, Basis of Payment. The total estimated cost will be the total of the initial period plus the option periods for an overall total.

1.2.1 SACC Manual Clause

A0222T (2013/04/25), Evaluation of Price

2. Basis of Selection

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 documentation 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, if any certification made by the Bidder is found to be untrue whether 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 with this request will also render the bid non-responsive or will constitute a default under the Contract.

1. Mandatory Certifications Required Precedent to Contract Award

1.1 Code of Conduct and Certifications - Related documentation

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 related documentation therein required 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](http://www.labour.gc.ca/eng/standards_equity/eq/emp/fcp/list/inelig.shtml)" list (http://www.labour.gc.ca/eng/standards_equity/eq/emp/fcp/list/inelig.shtml) available from [Human Resources and Skills Development Canada \(HRSDC\) - 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 Precedent to Contract Award

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

2.1 Status and Availability of Resources

The Bidder certifies that, should it be awarded a contract as a result of the bid solicitation, every individual proposed in its bid will be available to perform the Work as required by Canada's representatives and at the time specified in the bid solicitation or agreed to with Canada's representatives. If for reasons beyond its control, the Bidder is unable to provide the services of an individual named in its bid, the Bidder may propose a substitute with similar qualifications and experience. The Bidder must advise the Contracting Authority of the reason for the substitution and provide the name, qualifications and experience of the proposed replacement. For the purposes of this clause, only the following reasons will be considered as beyond the control of

the Bidder: death, sickness, maternity and parental leave, retirement, resignation, dismissal for cause or termination of an agreement for default.

If the Bidder has proposed any individual who is not an employee of the Bidder, the Bidder certifies that it has the permission from that individual to propose his/her services in relation to the Work to be performed and to submit his/her résumé to Canada. The Bidder must, upon request from the Contracting Authority, provide a written confirmation, signed by the individual, of the permission given to the Bidder and of his/her availability. Failure to comply with the request may result in the bid being declared non-responsive.

Signature

Date

2.2 Education and Experience

The Bidder certifies that all the information provided in the résumés and supporting material submitted with its bid, particularly the information pertaining to education, achievements, experience and work history, has been verified by the Bidder to be true and accurate. Furthermore, the Bidder warrants that every individual proposed by the Bidder for the requirement is capable of performing the Work described in the resulting contract.

Signature

Date

2.3 Certification of mandatory site visits

The certification must be attached with your bid document - Annex E.

PART 6 - SECURITY, FINANCIAL AND OTHER REQUIREMENTS

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 7 - 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 7 - Resulting Contract Clauses;
 - (c) the Bidder must provide the name of all individuals who will require access to classified or protected information, assets or sensitive work sites.
2. 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 consult the "Security Requirements for PWGSC Bid Solicitations - Instructions for Bidders" (<http://www.tpsgc-pwgsc.gc.ca/app-acq/lc-pl/lc-pl-eng.html#a31>) document on the Departmental Standard Procurement Documents website.

2. Financial Capability

SACC Manual clause A9033T (2012/07/16) Financial Capability

3. Insurance Requirements

The Bidder must provide a letter from an insurance broker or an insurance company licensed to operate in Canada stating that the Bidder, if awarded a contract as a result of the bid solicitation, can be insured in accordance with the Insurance Requirements specified in Part 7, Item 14.

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

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

1. Statement of Work

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

2. Standard Clauses and Conditions

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

(<https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual>) issued by Public Works and Government Services Canada.

2.1 General Conditions

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

3. Security Requirement

SECURITY REQUIREMENT FOR FRENCH SUPPLIER:

1. The Foreign recipient Contractor shall, at all times during the performance of the Contract, hold a valid Facility Security Clearance, issued by the NSA/DSA of FRANCE, at the equivalent level of CONFIDENTIEL DEFENSE, in accordance with the National Policies of FRANCE. All CLASSIFIED information / assets accessed by the Foreign recipient Contractor shall NOT be safeguarded at the Foreign recipients sites.
2. CLASSIFIED information/assets shall be released only to Foreign recipient Contractor personnel, who have a need-to-know for the performance of the Contract and who have a Personnel Security Clearance at the level of CONFIDENTIEL DEFENSE, granted by their respective NSA/DSA, in accordance with the National Policies of FRANCE.
3. CLASSIFIED information/assets provided or generated pursuant to this Contract shall not be further provided to a third party Foreign recipient Subcontractor unless:
 - a. written assurance is obtained from the third-party Foreign recipient's NSA/DSA to the effect that the third-party Foreign recipient Subcontractor has been approved for access to CLASSIFIED information by the third-party Foreign recipient's NSA/DSA; and
 - b. written consent is obtained from the NSA/DSA of FRANCE, if the third-party Foreign recipient Subcontractor is located in a third country.
4. Subcontracts which contain security requirements are NOT to be awarded without the prior written permission of their respective NSA/DSA, in accordance with the National Policies of FRANCE.
5. The Foreign recipient Contractor shall not disclose the CLASSIFIED information to a third party government, person, firm, or representative thereof, without the prior written consent of the

Government of Canada. Such consent shall be sought through the recipient's National Security Authority/Designated Security Authority (NSA/DSA). The Canadian DSA is the Director International Industrial Security Directorate (IIISD), Public Works and Government Services Canada (PWGSC).

6. The Foreign recipient Contractor shall not use the CLASSIFIED information/assets for any purpose other than for the performance of the Contract without the prior written approval of the Government of Canada. This approval must be obtained by contacting the Canadian DSA.
7. The Foreign recipient Contractor visiting Canadian Government or industrial facilities, under this contract, will submit a Request for Visit form to Canada DSA, through their respective NSA/DSA.
8. The Foreign recipient Contractor shall immediately report to its respective NSA/DSA all cases in which it is known or there is reason to suspect that CLASSIFIED information/assets furnished to or generated by the Foreign recipient Contractor, pursuant this Contract, have been lost or disclosed to unauthorized persons.
9. The Foreign recipient Contractor shall comply with the provisions of the Bilateral Industrial Security Memorandum of Understanding between FRANCE and Canada, in relation to equivalencies.
10. The Foreign recipient Contractor must comply with the provisions of the Security Requirements Check List attached at Annex C.

The FOREIGN recipient Contractor must use the below table of equivalency in conjunction with the above paragraphs, in accordance with the National Policies of FRANCE and in accordance with the provisions of the Bilateral Industrial Security Memorandum of Understanding between FRANCE and Canada, in relation to the equivalencies of CLASSIFIED information/ assets.

FRANCE & CANADA TABLE OF SECURITY CLEARANCE EQUIVALENCY	
CANADA	FRANCE
CONFIDENTIAL	CONFIDENTIAL DEFENSE

4. Term of Contract

4.1 Period of the Contract

The period of the Contract is from 01 July 2014, or date of award to 30 June 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 four (4) additional periods of one (1) year each 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 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:

Name: Annette Bourque
 Title: Supply Specialist
 Public Works and Government Services Canada
 Acquisitions Branch

Address: 1045 Main Street, Unit 108
 Moncton, New Brunswick
 E1C 1H1

Telephone: (506) 851-2325
 Facsimile: (506) 851-6759
 E-Mail: annette.bourque@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.

5.2 Project Authority

The Project Authority for the Contract is:

Details will be provided in any resulting contract

Name: _____
 Title: _____

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.

5.3 Contractor's Representative (bidder please complete)

Name: _____
 Title: _____
 Organization: _____

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

Basis of Payment - Limitation of Expenditure

The Contractor will be reimbursed for the costs reasonably and properly incurred in the performance of the Work, _____ as determined in accordance with the Basis of Payment in Annex "B", to a limitation of expenditure of \$ _____. Customs duties are included and Applicable Taxes are extra.

7.2 Limitation of Expenditure

1. Canada's total liability to the Contractor under the Contract must not exceed \$ _____. Customs duties are included and Applicable Taxes are extra.
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 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 SACC Manual Clauses

SACC Reference	Section	Date
H1001C	Multiple Payments	2008/05/12
A9117C	T1204 - Director Request by Customer	2007/11/30

	Department	
C2000C	Taxes - Foreign-based Contractors	2007/11/30
C0710C	Time and Contract Price Verification	2007/11/30

8. Invoicing Instructions

- 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.

Each invoice must be supported by:

- a copy of time sheets to support the time claimed;
- a copy of the release document and any other documents as specified in the Contract;
- a copy of the invoices, receipts, vouchers for all direct expenses, and all travel and living expenses;
- a copy of the monthly progress report (if applicable).

- Invoices must be distributed as follows:
The original and one (1) copy must be forwarded to the address shown on page 1 of the Contract for certification and payment.

9. Certifications

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.

10. Applicable Laws

The Contract must be interpreted and governed, and the relations between the parties determined, by the laws in force in **Prince Edward Island**.

NOTE: Your attention is particularly drawn to the Article in regards to the Taking Over of Personnel included in the French Collective Tariff Agreement, which has to be adhered to.

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.

- the Articles of Agreement;
- 2035 (2014/03/01), General Conditions - Higher Complexity - Services;
- Annex A, Statement of Work;
- Annex B, Basis of Payment;

- (e) Annex C, Security Requirements Check List;
- (f) the Contractor's bid dated _____ (*insert date of bid*) (*If the bid was clarified or amended, insert at the time of contract award.*"), as clarified on _____ " **or** ", as amended on _____ " and insert date(s) of clarification(s) or amendment(s)).

12. SACC Manual Clauses

SACC Reference	Section	Date
A9068C	Government Site Regulations	2010/01/11

13. Foreign Nationals (Canadian Contractor)

SACC Manual clause A2000C(2006/06/16) Foreign Nationals (Canadian Contractor) **OR**

13. Foreign Nationals (Foreign Contractor)

SACC Manual clause A2001C(2006/06/16) Foreign Nationals (Foreign Contractor)

14. Insurance - Specific 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 does not release the Contractor from or reduce its liability under the Contract.

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

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

14.1 Commercial General Liability Insurance

1. The Contractor must obtain Commercial General Liability Insurance, and maintain it in force throughout the duration of the Contract, in an amount usual for a contract of this nature, but for not less than \$2,000,000 per accident or occurrence and in the annual aggregate.
2. The Commercial General Liability policy must include the following:
 - (a) Additional Insured: Canada is added as an additional insured, but only with respect to liability arising out of the Contractor's performance of the Contract. The interest of Canada should read as follows: Canada, as represented by Public Works and Government Services Canada.

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

ANNEX “A” STATEMENT OF WORK

Background

Veterans Affairs Canada (VAC) operates 14 memorial sites in Europe, two of which are the Canadian National Vimy Memorial and the Beaumont-Hamel Newfoundland Memorial. In order to maintain these two sites and sustain daily operations, VAC relies on the services of a local agency for cleaning services.

Provision of Materials/Training

The Contractor will be required to provide all labour, supervision and expertise necessary to provide cleaning services at the Canadian National Vimy Memorial and the Beaumont-Hamel Newfoundland Memorial in France. VAC will provide regular working tools (e.g. brooms, vacuum cleaner), except for 'security' tools. The Contractor will be responsible for providing personal protective equipment (e.g. overalls, jackets for inclement weather, shoes) as required. The Contractor is also responsible for providing the necessary training to staff when required (e.g. when there are changes in legislation related to working conditions, health and safety).

As the Canadian National Vimy Memorial and the Beaumont-Hamel Newfoundland Memorial are both national historic sites and are culturally significant, there are certain restrictions that apply to ongoing work. The Project Authority will outline these restrictions and the contractor will be required to comply.

All staff must possess the minimum level of training and/or experience as detailed in the “Suitability and Required Competencies” sections in each work description. Should a requirement for additional training be identified by VAC, responsibility for the provision and cost of the training will be determined prior to delivery.

Work Schedules

All personnel will be expected to complete their work before, after or during core business hours (Monday – Friday, 08 h 00 – 17 h 30, local time). Some overtime may be expected, particularly in preparation for and/or following special events and ceremonies taking place on site. It will be necessary for services to be provided on public holidays, with exceptions (e.g. Christmas) to be determined by VAC. Public holidays will be observed in accordance with French law. Back up personnel for holiday and sick leave periods will be required. It is the responsibility of the Contractor to ensure that all shifts are covered and that back up personnel are in place to cover sick leave and annual holidays for the cleaning staff.

Payment will be paid for actual hours worked (vacation and sick leave hours are not considered hours worked) as verified by the Senior Manager, Commemorative Sites, responsible for each of the sites.

The following are the anticipated requirements per site (excluding overtime). The number of staff, as well as the number of hours per position may be subject to change:

Vimy

1. One cleaner for 34.2 hours per week to a maximum of 1778.4 hours per year
2. One cleaner for 9.6 hours per week to a maximum of 499.2 hours per

Beaumont-Hamel

1. One cleaner for 25.5 hours per week to a maximum of 1326 hours per year

ANNEX “A” STATEMENT OF WORK

Contract Duration

The initial contract duration will be for a one-year (12-month) period with four options to extend by one year each for a maximum of five years total

Security Requirements

Since all personnel may be required to work in areas that are restricted from the public (i.e. VAC offices), security clearances must be obtained. VAC reserves the right to reject and/or terminate personnel based on findings from, or incomplete, security reliability checks.

Location of Work

Personnel may be required to work at both sites on a regular or occasional basis.

Specific Tasks Required

The specific tasks required to be completed as a minimum are outlined below, however, the lists are not exhaustive.

A - ROUTINE TASKS

Under the responsibility of the Senior Manager, Commemorative Sites, Vimy and the Senior Manager, Commemorative Sites, Beaumont-Hamel, responsible for each of the sites, the work consists of thoroughly cleaning floors, walls, furniture, equipment, displays and ceilings in the following locations:

Vimy

- Washrooms at the Memorial and at the tunnel
- Guide kiosks (including kitchen and washrooms)
- Visitor Centre
- Offices and adjoining washrooms
- Displays and their contents in tunnel, kiosks and Visitor Centre
- Employee dining room, washrooms and work shop

Beaumont-Hamel

- Visitor Centre (includes exhibit area, toilets, office area, kitchen)

Other Duties – both locations

- Ensure a continuous supply of soap and toilet paper in the washrooms
- Clean the interior window sashes and windows

B - PERIODIC TASKS

Cleaning staff also perform the following duties:

- Define annual or quarterly needs in sanitation products and prepare purchase orders with the Administrative Assistant
- Alert maintenance staff and the Administrative Assistant in the event of problems with washroom facilities or visitor complaints of such.

ANNEX "A"
STATEMENT OF WORK

Vimy

- On the Vimy site, as needed, sort and store guide uniforms when they return from dry cleaning, keeping an up-to-date inventory of uniforms and their condition;
- As required, basic cleaning of the guides' quarters after they leave

Suitability and Competencies (Personnel)

Independent

Thorough

Efficient

Organizational skills

Teamwork

Comfortable in contact with the public

Punctuality

Personnel must have a minimum two years experience in the provision of professional cleaning services

Annex "B"
Basis of Payment

You will be paid your costs reasonably and properly incurred for the performance of the work as follows:

For the period from 01 July 2014, or date of contract award, to 30 June 2015:

1)	Canadian National Vimy Memorial Labour at the following firm hourly rates-	
	Cleaners-	
	_____ € per hour for an estimated 1778.4 hours (Monday to Friday) per year	_____ €
	_____ € per hour for an estimated 499.2 hours (Saturday and Sunday) per year	_____ €
	As and when requested:	
	_____ € per hour for Sunday Day time	
	_____ € per hour for Sundays Night time	
	_____ € per hour for Holidays Day time	
	_____ € per hour for Holidays Night time	
	_____ € per hour for Holidays Sunday Day time	
	_____ € per hour for Sundays Night time	
	Total Estimated budget:	1 000,00€
TOTAL ESTIMATED COST (VIMY)		_____ €

2)	Beaumont-Hamel Newfoundland Memorial Labour at the following firm hourly rates-	
	Cleaners-	
	_____ € per hour for an estimated 1326.0 hours (Monday to Saturday) per year	_____ €
	As and when requested hours:	
	_____ € per hour for Sunday Day time	
	_____ € per hour for Sundays Night time	
	_____ € per hour for Holidays Day time	
	_____ € per hour for Holidays Night time	
	_____ € per hour for Holidays Sunday Day time	
	_____ € per hour for Sundays Night time	
	Total Estimated budget:	1 000,00€
TOTAL ESTIMATED COST (Beaumont-Hamel)		_____ €

TOTAL ESTIMATED COST FOR 2014/15:	_____ €
--	---------

Annex "B"
Basis of Payment

For the option period from 01 July 2015 to 30 June 2016:

1)	Canadian National Vimy Memorial Labour at the following firm hourly rates-	
	Cleaners-	
	_____ € per hour for an estimated 1778.4 hours (Monday to Friday) per year	_____ €
	_____ € per hour for an estimated 499.2 hours (Saturday and Sunday) per year	_____ €
	As and when requested hours:	
	_____ € per hour for Sunday Day time	
	_____ € per hour for Sundays Night time	
	_____ € per hour for Holidays Day time	
	_____ € per hour for Holidays Night time	
	_____ € per hour for Holidays Sunday Day time	
	_____ € per hour for Sundays Night time	
	Total Estimated Budget:	1 000,00€
TOTAL ESTIMATED COST (VIMY)		_____ €

2)	Beaumont-Hamel Newfoundland Memorial Labour at the following firm hourly rates-	
	Cleaners-	
	_____ € per hour for an estimated 1326.0 hours (Monday to Saturday) per year	_____ €
	As and when requested hours:	
	_____ € per hour for Sunday Day time	
	_____ € per hour for Sundays Night time	
	_____ € per hour for Holidays Day time	
	_____ € per hour for Holidays Night time	
	_____ € per hour for Holidays Sunday Day time	
	_____ € per hour for Sundays Night time	
	Total Estimated Budget:	1 000,00€
TOTAL ESTIMATED COST (Beaumont-Hamel)		_____ €

TOTAL ESTIMATED COST FOR 2015/16:	_____ €
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Annex "B"
Basis of Payment

For the option period from 01 July 2016 to 30 June 2017:

1)	Canadian National Vimy Memorial Labour at the following firm hourly rates-	
	<u>Cleaners-</u>	
	_____ € per hour for an estimated 1778.4 hours (Monday to Friday) per year	_____ €
	_____ € per hour for an estimated 499.2 hours (Saturday and Sunday) per year	_____ €
	As and when requested hours:	
	_____ € per hour for Sunday Day time	
	_____ € per hour for Sundays Night time	
	_____ € per hour for Holidays Day time	
	_____ € per hour for Holidays Night time	
	_____ € per hour for Holidays Sunday Day time	
	_____ € per hour for Sundays Night time	
	Total Estimated Budget:	1 000,00€
TOTAL ESTIMATED COST (VIMY)		_____ €

2)	Beaumont-Hamel Newfoundland Memorial Labour at the following firm hourly rates-	
	<u>Cleaners-</u>	
	_____ € per hour for an estimated 1326.0 hours (Monday to Saturday) per year	_____ €
	As and when requested hours:	
	_____ € per hour for Sunday Day time	
	_____ € per hour for Sundays Night time	
	_____ € per hour for Holidays Day time	
	_____ € per hour for Holidays Night time	
	_____ € per hour for Holidays Sunday Day time	
	_____ € per hour for Sundays Night time	
	Total Estimated Budget:	1 000,00€
TOTAL ESTIMATED COST (Beaumont-Hamel)		_____ €

TOTAL ESTIMATED COST FOR 2016/17:	_____ €
--	---------

Annex "B"
Basis of Payment

For the option period from 01 July 2017 to 30 June 2018:

1)	Canadian National Vimy Memorial Labour at the following firm hourly rates-	
	<u>Cleaners-</u>	
	_____ € per hour for an estimated 1778.4 hours (Monday to Friday) per year	_____ €
	_____ € per hour for an estimated 499.2 hours (Saturday and Sunday) per year	_____ €
	As and when requested hours:	
	_____ € per hour for Sunday Day time _____ € per hour for Sundays Night time _____ € per hour for Holidays Day time _____ € per hour for Holidays Night time _____ € per hour for Holidays Sunday Day time _____ € per hour for Sundays Night time Total Estimated Budget:	1 000,00€
TOTAL ESTIMATED COST (Beaumont-Hamel)		_____ €

2)	Beaumont-Hamel Newfoundland Memorial Labour at the following firm hourly rates-	
	<u>Cleaners-</u>	
	_____ € per hour for an estimated 1326.0 hours (Monday to Saturday) per year	_____ €
	As and when requested hours:	
	_____ € per hour for Sunday Day time _____ € per hour for Sundays Night time _____ € per hour for Holidays Day time _____ € per hour for Holidays Night time _____ € per hour for Holidays Sunday Day time _____ € per hour for Sundays Night time Total Estimated Budget:	1 000,00€
TOTAL ESTIMATED COST (Beaumont-Hamel)		_____ €

TOTAL ESTIMATED COST FOR 2017/18:	_____ €
--	---------

Annex "B"
Basis of Payment

For the option period from 01 July 2018 to 30 June 2019:

1)	Canadian National Vimy Memorial Labour at the following firm hourly rates-	
	Cleaners-	
	_____ € per hour for an estimated 1778.4 hours (Monday to Friday) per year	_____ €
	_____ € per hour for an estimated 499.2 hours (Saturday and Sunday) per year	_____ €
	As and when requested hours:	
	_____ € per hour for Sunday Day time	
	_____ € per hour for Sundays Night time	
	_____ € per hour for Holidays Day time	
	_____ € per hour for Holidays Night time	
	_____ € per hour for Holidays Sunday Day time	
	_____ € per hour for Sundays Night time	
	Total Estimated Budget:	1 000,00€
TOTAL ESTIMATED COST (VIMY)		_____ €

2)	Beaumont-Hamel Newfoundland Memorial Labour at the following firm hourly rates-	
	Cleaners-	
	_____ € per hour for an estimated 1326.0 hours (Monday to Saturday) per year	_____ €
	As and when requested hours:	
	_____ € per hour for Sunday Day time	
	_____ € per hour for Sundays Night time	
	_____ € per hour for Holidays Day time	
	_____ € per hour for Holidays Night time	
	_____ € per hour for Holidays Sunday Day time	
	_____ € per hour for Sundays Night time	
	Total Estimated Budget	1 000,00€
TOTAL ESTIMATED COST (Beaumont-Hamel)		_____ €

TOTAL ESTIMATED COST FOR 2018/19:	_____ €
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Grand Total of all periods will be used for bid evaluation purposes:	_____ €
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NOTES:

- 1) If applicable, the Value Added Tax @ 19.6% shall be shown as a separate item.

Annex "B"

Basis of Payment

- 2) Payment will be paid for actual hours worked (vacation and sick leave hours are not considered hours worked) as verified by the Project Authority
- 3) Should the Mandatory Social Benefits payable by the Contractor on behalf of its employees be changed by the French Government, the Contractor must supply a copy of the applicable French Government document promulgating the changes. An amendment will be issued only if the cost of social benefits changes by more than 2%.
- 4) PRICE READJUSTMENT: The amount of the contract shall be firm and fixed for the first year. It shall be readjusted at least two months prior to each contract year end subject to approval by the Contracting Authority. The readjustment of the rates shall be calculated in accordance with the increases to the *Salaire Minimum Interprofessionnelle de Croissance* (S.M.I.C.) as published in the *Bulletin Officiel de l'INSEE*.

Annex "C"



Government of Canada
Gouvernement du Canada

Contract Number/Numéro du contrat

51019 - 14 5025

Security Classification/Classification de sécurité

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		Veterans Affairs Canada		2. Branch or Directorate/Direction générale ou Direction		PCC Branch, Commemoration Division	
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							
Cleaning services for the Canadian National Vimy Memorial and the Beaumont-Hamel Newfoundland Memorial sites in France							
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 checked="" 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 checked="" 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 checked="" 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 checked="" type="checkbox"/>		All NATO countries Tous les pays de l'OTAN		<input type="checkbox"/>	
Not releasable À ne pas diffuser		<input type="checkbox"/>				<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 :			
7. c) Level of information/Niveau d'information							
PROTECTED A PROTÉGÉ A		<input type="checkbox"/>		NATO UNCLASSIFIED NATO NON CLASSIFIÉ		<input type="checkbox"/>	
PROTECTED B PROTÉGÉ B		<input checked="" type="checkbox"/>		NATO RESTRICTED NATO DIFFUSION RESTREINTE		<input type="checkbox"/>	
PROTECTED C PROTÉGÉ C		<input type="checkbox"/>		NATO CONFIDENTIAL NATO CONFIDENTIEL		<input type="checkbox"/>	
CONFIDENTIAL CONFIDENTIEL		<input type="checkbox"/>		NATO SECRET NATO SECRET		<input type="checkbox"/>	
SECRET SECRET		<input type="checkbox"/>		COSMIC TOP SECRET COSMIC TRÈS SECRET		<input type="checkbox"/>	
TOP SECRET TRÈS SECRET		<input type="checkbox"/>				<input type="checkbox"/>	
TOP SECRET (SIGINT) TRÈS SECRET (SIGINT)		<input type="checkbox"/>				<input type="checkbox"/>	
						PROTECTED A PROTÉGÉ A	
						PROTECTED B PROTÉGÉ B	
						PROTECTED C PROTÉGÉ C	
						CONFIDENTIAL CONFIDENTIEL	
						SECRET SECRET	
						TOP SECRET TRÈS SECRET	
						TOP SECRET (SIGINT) TRÈS SECRET (SIGINT)	

TBS/SCT 350-103 (2004/12)

Security Classification/Classification de sécurité

Canada



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?
If yes, indicate the level of sensitivity:
Dans l'affirmative, indiquer le niveau de sensibilité :

☒ No
Non ☐ Yes
Oui

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
Non ☐ Yes
Oui

Short Titles(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
Non ☐ Yes
Oui

If yes, will unscreened personnel be escorted?
Dans l'affirmative, le personnel en question sera-t-il escorté?

☒ No
Non ☐ Yes
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
Non ☐ Yes
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
Non ☐ Yes
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
Non ☐ Yes
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
Non ☐ Yes
Oui

11. e) Will there be an electronic link between the supplier's IT systems and the government 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
Non ☐ Yes
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 user 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 CONFIDENTIEL	NATO SECRET	COSMIC TOP SECRET COSMIC TRÈS SECRET	PROTECTED PROTÉGÉ			CONFIDENTIAL CONFIDENTIEL	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
Non ☐ Yes
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
Non ☐ Yes
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

51019-14-9025

Security Classification/Classification de sécurité

PART D - AUTHORIZATION/PARTIE D - AUTORISATION

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

Name (print) - Nom (en lettres moulées)

André Levesque

Title - Titre

DG Commemoration

Signature

André Levesque

Telephone No. - N° de téléphone

902-566-8026

Facsimile No. - N° de télécopieur

902-566-7056

E-mail address - Adresse courriel

Date

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

Name (print) - Nom (en lettres moulées)

Heather MacInnis

Pers Secur O / Agent secur pers
VAC / ACC

Signature

Heather MacInnis

Telephone No. - N° de téléphone

902-566-7167

Facsimile No. - N° de télécopieur

902-368-0517

E-mail address - Adresse courriel

heather.macinnis@vac-acc.gc.ca

Date

FEB 04 2014

15. Are there additional instruction (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)

Annette Bourque

Title - Titre

Supply Specialist

Signature

Annette Bourque

Telephone No. - N° de téléphone

(506) 851-2325

Facsimile No. - N° de télécopieur

(506) 851-6759

E-mail address - Adresse courriel

annette.bourque@paysc.gc.ca

Date

MAR 3 / 2014

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

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

ANNEX « D »
EVALUATION CRITERIA

The MANDATORY REQUIREMENTS

It is understood by the parties submitting offers that to be considered valid, an offer MUST meet all of the following mandatory requirements. Proposals must be supported by proper and adequate detail, particularly where supporting evidence is required by a mandatory item. Those not meeting all of these mandatory requirements will be given no further consideration.

ATTENTION BIDDERS: WRITE BESIDE THE CRITERIA BELOW THE RELEVANT PAGE NUMBER(S) FROM YOUR PROPOSAL WHICH ADDRESS THE ISSUE.

MANDATORY REQUIREMENTS		PAGE #	FOR EVALUATION PURPOSES		
			MET	NOT MET	COMMENTS
1(a)	The Bidder must demonstrate that their firm has a minimum of five (5) years experience in the provision of professional cleaning services to at least three (3) other clients.				
1(b)	The Bidder must also demonstrate that their proposed personnel has at least two (2) years experience in the provision of professional cleaning services.				
2	In support of the information provided for item 1 (a) the bidder must provide <u>the name, address and contact information</u> for <u>at least 3 other clients</u> . The evaluation team reserves the right to contact any reference provided.				
3.	The Bidder must provide a contingency plan for work undertaken at the site including the number of back-up employees and response time.				



Public Works and Government
Services Canada

Travaux publics et Services
gouvernementaux Canada

Moncton Acquisitions Office
1045 Main Street, Unit 108
Lobby C, 1st Floor
Moncton, N.B. E1C 1H1

Bureau des acquisitions de Moncton
1045, rue Main, unité 108
Foyer C, 1er étage
Moncton (N.-B.) E1C 1H1

Annex "E"

Certification of mandatory site visits

Solicitation Number: 51019-145025A
Date of visits:
Time of visits: 10:00 (CET) Vimy Ridge National Historic Site of Canada 13:00 (CET) Beaumont-Hamel Newfoundland Memorial
Place of visits: Vimy Ridge National Historia Site of Canada Route départemental 55, 62580 Vimy, France Beaumont-Hamel Newfoundland Memorial Rue de l'église (route D73), 80300 Beaumont-Hamel, France

Firm:

This is to confirm and certify that the above mentioned firm was in attendance at the referenced mandatory site visits.

For the Customer Department: Veterans Affairs Canada

Authorized representative: _____

Title: _____

Signature: _____

This certification MUST be attached with your bid document.