



RETURN BIDS TO :
RETOURNER LES SOUMISSIONS À :
Bid Receiving - Réception des soumissions:

Regional Contracting Specialist
Correctional Service Canada
Regional Headquarters – Prairies
2313 Hanselman Place
Saskatoon, Saskatchewan
S7L 6A9

**REQUEST FOR PROPOSAL
DEMANDE DE PROPOSITION**

Proposal to: Correctional Service 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 therefore.

Proposition à: Service Correctionnel du 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 appendices 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” « LE PRÉSENT DOCUMENT COMPORTE UNE EXIGENCE RELATIVE À LA SÉCURITÉ »

**Vendor/Firm Name and Address —
Raison sociale et adresse du fournisseur/de
l'entrepreneur :**

Telephone # — N° de Téléphone :

Fax # — No de télécopieur :

Email / Courriel : _____

GST # or SIN or Business # — N° de TPS
ou NAS ou N° d'entreprise :

Title — Sujet: Janitorial Services	
Solicitation No. — N° de l'invitation 53900-14-2027831	Date: 2014-08-12
Client Reference No. — N° de Référence du Client	
GETS Reference No. — N° de Référence de SEAG 53900-14-2027831	
Solicitation Closes — L'invitation prend fin at / à : 10:00am CST on / le : September 30, 2014	
F.O.B. — F.A.B. Plant – Usine: Destination: Other-Autre: Edmonton Institution, Edmonton, Alberta	
Address Enquiries to — Soumettre toutes questions à: Regional Contracting Specialist Nancy Baessler	
Telephone No. – N° de téléphone: 306-975-8921	Fax No. – N° de télécopieur: 306-975-6238
Destination of Goods, Services and Construction: Destination des biens, services et construction: Edmonton Institution 21611 Meridian Street Edmonton, Alberta	
Instructions: See Herein Instructions : Voir aux présentes	
Delivery Required — Livraison exigée : See herein	Delivery Offered – Livraison proposée : Voir aux présentes
Name and title of person authorized to sign on behalf of Vendor/Firm Nom et titre du signataire autorisé du fournisseur/de l'entrepreneur	
Name / Nom Title / Titre	
Signature Date	
(Sign and return cover page with bid proposal / Signer et retourner la page de couverture avec la proposition)	



TABLE OF CONTENTS

PART 1 - GENERAL INFORMATION

1. Security Requirement
2. Statement of Work
3. Revision of Departmental Name
4. Debriefings
5. Procurement Ombudsman

PART 2 - BIDDER INSTRUCTIONS

1. Standard Instructions, Clauses and Conditions
2. Submission of Bids
3. Communications – Solicitation Period
4. Applicable Laws

PART 3 - BID PREPARATION INSTRUCTIONS

1. Bid Preparation Instructions
2. Section I: Technical Bid
3. Section II: Financial Bid
4. Section III: Certifications

PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

1. Evaluation Procedures
2. Basis of Selection
3. Security Requirement
4. Insurance

PART 5 - CERTIFICATIONS

1. Certifications 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. Payment
7. Invoicing Instructions
8. Certifications
9. Applicable Laws
10. Priority of Documents
11. Insurance Requirements
12. Ownership Control
13. Closure of Government Facilities
14. Tuberculosis Testing
15. Compliance with CSC Policies
16. Health and Labour Conditions
17. Dispute Resolution Services
18. Contract Administration



Correctional Service
Canada

Service correctionnel
Canada

19. Privacy

List of Annexes:

Annex A – Statement of Work

Annex B – Proposed Basis of Payment

Annex C – Security Requirements Check List

Annex D – Evaluation Criteria



PART 1 - GENERAL INFORMATION

1. Security Requirement

There is a security requirement associated with the requirement. For additional information, consult Part 4 - Evaluation Procedures and Basis of Selection and Part 6 - Resulting Contract Clauses.

2. Statement of Work

The work to be performed is detailed under Article 2 of Part 6 – Resulting Contract clauses.

3. Revision of Departmental Name

As this bid solicitation is issued by Correctional Service Canada (CSC), any reference to Public Works and Government Services Canada (PWGSC) or its Minister contained in full text or by reference in any term, condition or clause of this document, or any resulting contract, must be interpreted as a reference to CSC or its Minister.

4. Debriefings

After contract award, 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.

5. Procurement Ombudsman

The Office of the Procurement Ombudsman (OPO) was established by the Government of Canada to provide an independent avenue for suppliers to raise complaints regarding the award of contracts under \$25,000 for goods and under \$100,000 for services. You have the option of raising issues or concerns regarding the solicitation, or the award resulting from it, with the OPO by contacting them by telephone at 1-866-734-5169 or by e-mail at boa-opo@boa-opo.gc.ca. You can also obtain more information on the OPO services available to you at their website at www.opo-boa.gc.ca.



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

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

The 2003 2014-06-26 Standard Instructions - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the bid solicitation.

Subsection 1.4 and 1.5 of 2003, Standard Instructions - Goods or Services - Competitive Requirements, does not form part of and not apply to the bid solicitation. All other subsections of '01 Integrity Provisions – Bid', form part of and apply to the bid solicitation.

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

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

2. Submission of Bids

Bids must be submitted only to Correctional Service Canada (CSC) by the date, time and place indicated on page 1 of the bid solicitation.

Due to the nature of the bid solicitation, bids transmitted by facsimile or email to CSC will not be accepted.

3. Communications – Solicitation Period

All enquiries must be submitted in writing to the Contracting Authority no later than five (5) business 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.

4. Applicable Laws

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

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



Correctional Service
Canada

Service correctionnel
Canada

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

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

Section I: Technical Bid: **three (3) hard copies**
Section II: Financial Bid: **one (1) hard copy**
Section III: Certifications: **one (1) hard copy**

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

Bidders are requested to submit their Financial Bid in an envelope separate from their technical proposal.

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

- i. use 8.5 x 11 inch (216 mm x 279 mm) paper;
- ii. 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) (<http://www.tpsgc-pwgsc.gc.ca/ecologisation-greening/achats-procurement/politique-policy-eng.html>). To assist Canada in reaching its objectives, bidders are encouraged to:

- i. use paper containing fibre certified as originating from a sustainably-managed forest and/or containing minimum 30% recycled content; and
- ii. 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.

2. 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.

3. Section II: Financial Bid

Bidders must submit their financial bid in accordance with the pricing schedule detailed in **Annex B - Proposed Basis of Payment**. The total amount of Goods and Services Tax (GST) or Harmonized Sales Tax (HST) must be shown separately, if applicable.



See Annex B – Proposed Basis of Payment for the Pricing Schedule format.

3.1 Exchange Rate Fluctuation

SACC Manual clause C3011T 2010-01-11 Exchange Rate Fluctuation

4. Section III: Certifications

Bidders must submit the certifications required under **Part 5 - Certifications**.



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 CSC will evaluate the bids.

1.1 Technical Evaluation

1.1.1 Mandatory Technical Criteria

Proposals will be evaluated to determine if they meet all mandatory requirements outlined in **Annex D – Evaluation Criteria**. Proposals not meeting all mandatory criteria will be declared non-responsive and will be given no further consideration.

1.2 Financial Evaluation

SACC Manual Clause A0220T 2014-06-26 Evaluation of Price

Proposals containing a financial bid other than the one requested at **Article 3. Section II: Financial Bid** of **PART 3 – BID PREPARATION INSTRUCTIONS** will be declared non-compliant.

Note to Bidders: Table Totals will be calculated using the formula that follows the corresponding table in **Annex B – Proposed Basis of Payment**.

2. Basis of Selection

SACC Manual Clause A0031T 2010-08-16

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.

3. Security Requirement

3.1 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.

3.2 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.

3.3 For additional information on security requirements, bidders should consult the "[Security Requirements for PWGSC Bid Solicitations - Instructions for Bidders](http://www.tpsgc-)" (<http://www.tpsgc->



pwgsc.gc.ca/app-acq/lc-pl/lc-pl-eng.html#a31) document on the Departmental Standard Procurement Documents Website.

4. Insurance Requirement

The Bidder must provide a letter from an insurance broker or an insurance company licensed to operate in Canada stating that the Bidder, if awarded a contract as a result of the bid solicitation, can be insured in accordance with the Insurance Requirements specified in article 11 of PART 6 – RESULTING CONTRACT CLAUSES.

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 5 - CERTIFICATIONS

Bidders must provide the required certifications to be awarded a contract. Canada will declare a bid non-responsive if the required certifications are not completed and submitted as requested.

Compliance with the certifications bidders provided to Canada is subject to verification by Canada during the bid evaluation period (before award of a contract) and after award of a contract. The Contracting Authority will have the right to ask for additional information to verify bidders' compliance with the certifications before award of a contract. The bid will be declared non-responsive if any certification made by the Bidder is untrue, whether made knowingly or unknowingly. Failure to comply with the certifications or to comply with the request of the Contracting Authority for additional information will also render the bid non-responsive.

1. Certifications Required with the Bid

Bidders must submit the following duly completed certifications with their bid.

1.1 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](http://www.hrsdc.gc.ca) 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](http://www.labour.gc.ca/eng/standards_equity/eq/emp/fcp/list/inelig.shtml)" list at the time of contract award.

1.2 Former Public Servant Certification

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 with FPS, bidders must provide the information required below before contract award. If the answers 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 as defined above?
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 a 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.

1.3 Status and Availability of Resources

SACC Manual clause A3005T (2010-08-16) Status and Availability of Resources



Correctional Service
Canada

Service correctionnel
Canada

Certification:

By submitting a bid, the Bidder certifies that the information submitted by the Bidder in response to the above requirements is accurate and complete.



PART 6 - RESULTING CONTRACT CLAUSES

1. 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.
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 work to be performed is detailed under Article 2 of Part 6 – Resulting Contract clauses.

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

As this Contract is issued by Correctional Service Canada (CSC), any reference to Public Works and Government Services Canada (PWGSC) or its Minister contained in full text or by reference in any term, condition or clause of this document must be interpreted as a reference to CSC or its Minister.

3.1 General Conditions

2010C 2014-06-26 Conditions - Services (Medium Complexity), apply to and form part of the Contract.

Subsection 27.4 of 2010C, General Conditions – Services (Medium Complexity), will not form part of the Contract. All other subsections of ‘2010C 27 Integrity Provisions – Contract’, will form part of the Contract.

3.3 Replacement of Specific Individuals

1. If specific individuals identified in the Contract to perform the Work, the Contractor must provide the services of those individuals unless the Contractor is unable to do so for reasons beyond its control.
2. If the Contractor is unable to provide the services of any specific individual identified in the Contract, it must provide a replacement with similar qualifications and experience. The replacement must meet the criteria used in the selection of the Contractor and be acceptable to Canada. The Contractor must, as soon as possible, give notice to the Contracting Authority of the reason for replacing the individual and provide:



- a. The name, qualifications and experience of the proposed replacement; and
 - b. Proof that the proposed replacement has required security clearance granted by Canada, if applicable.
3. The Contractor must not, in any event, allow performance of the Work by unauthorized replacement persons. The Contracting Authority may order that a replacement stop performing the Work. In such a case, the Contractor must immediately comply with the order and secure a further replacement in accordance with subsection 2. The fact that the Contracting Authority does not order that a replacement stop performing the work does not release the Contractor from its responsibility to meet the requirements of the Contract.

4. Term of Contract

4.1 Period of the Contract

The Work is to be performed during the period of November 1, 2014 to October 31, 2016.

4.2 Option to Extend the Contract

The Contractor grants to Canada the irrevocable option to extend the term of the Contract by up to three (3) additional one-year period(s) 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 thirty (30) 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:

Name: Nancy Baessler
Title: Regional Contracting Specialist
Correctional Service Canada
Branch/Directorate: Regional Headquarters – Prairies
Telephone: (306) 975-8921
Facsimile: (306) 975-6238
E-mail address: 501Contracts@csc-scc.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:

Name: (XXX)
Title: (XXX)
Correctional Service Canada
Branch/Directorate: (XXX)



Telephone: (XXX)
Facsimile: (XXX)
E-mail address: (XXX)

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.

[Fill in at contract award only.]

5.3 Contractor's Representative

The Authorized Contractor's Representative is:

Name: _____
 Title: _____
 Company: _____
 Address: _____

Telephone: _____ - _____ - _____
 Facsimile: _____ - _____ - _____
 E-mail address: _____

6. Payment

6.1 Basis of Payment

SACC Manual clause C0214C 2013-04-25, Basis of Payment Firm Hourly Rates.

6.2 Limitation of Price

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

6.3 SACC Manual Clauses

SACC Manual clause A9117C 2007-11-30, T1204 - Direct Request by Customer Department
SACC Manual clause C0710C 2007-11-30, Time and Contract Price Verification
SACC Manual clause C0705C 2010-01-11, Discretionary Audit

6.4 Monthly Payments

SACC Manual clause H1008C 2008-05-12, Monthly Payments.

7. 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:
3. The original and one (1) copy must be forwarded to the address shown on page 1 of the Contract for certification and payment.



8. Certifications

8.1 Certification of Compliance

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

9. Applicable Laws

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

10. 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) 2010C 2014-06-26, General Conditions - Services (Medium Complexity), (d) Annex A,
- (c) Statement of Work;
- (d) Annex B, Basis of Payment;
- (e) Annex C, Security Requirements Check List;
- (f) the Contractor's bid dated _____ (to be inserted at contract award)

11. Insurance – Specific Requirements

The Contractor must comply with the insurance requirements specified in below. 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. Coverage must be placed with an Insurer licensed to carry out business in Canada. The Contractor must, if requested by the Contracting Authority, forward to Canada a certified true copy of all applicable insurance policies.

12. Ownership Control

Where the Contractor will have access to any and all personal and confidential information belonging to Canada, CSC staff or inmates for the performance of the work, the following will apply:

- (a) The Contractor warrants that it is not under ownership control of any non-resident entity (ie. Individual, partnership, joint venture, corporation, limited liability company, parent company, affiliate or other).
- (b) The Contractor shall advise the Minister of any change in ownership control for the duration of the contract.



- (c) The Contractor acknowledges that the Minister has relied on this warranty in entering into this Contract and that, in the event of breach of such warranty, or in the event that the Contractor's ownership control becomes under a non-resident entity, the Minister shall have the right to treat this Contract as being in default and terminate the contract accordingly.
- (d) For the purposes of this clause, a non-resident entity is any individual, partnership, joint venture, corporation, limited liability company, parent company, affiliate or other residing outside of Canada.

13. Closure of Government Facilities

- 13.1 Contractor personnel are employees of the Contractor and are paid by the Contractor on the basis of services rendered. Where the Contractor or the Contractor's employees are providing services on government premises pursuant to this Contract and the said premises become non accessible due to evacuation or closure of government facilities, and consequently no Work is being performed as a result of the closure, Canada will not be liable for payment to the Contractor for the period of closure.
- 13.2 Contractors working at CSC sites should be aware that they may be faced with delay or refusal of entry to certain areas at certain times even if prior arrangements for access may have been made. Contractors are advised to call in advance of travel to ensure that planned access is still available.

14. Tuberculosis Testing

- 14.1 It is a condition of this contract that the Contractor or any employees of the Contractor who require entry into a Correctional Service of Canada Institution to fulfill the conditions of the contract may, at the sole discretion of the Warden, be required to provide proof of and results of a recent tuberculin test for the purpose of determining their TB infection status.
- 14.2 Failure to provide proof of and results of a tuberculin test may result in the termination of the contract.
- 14.3 All costs related to such testing will be at the sole expense of the Contractor.

15. Compliance with CSC Policies

- 15.1 The Contractor agrees that its officers, servants, agents and subcontractors will comply with all regulations and policies in force at the site where the work covered by this contract is to be performed.
- 15.2 Unless otherwise provided in the contract, the Contractor shall obtain all permits and hold all certificates and licenses required for the performance of the Work.
- 15.3 Details on existing CSC policies can be found at: www.csc-scc.gc.ca or any other CSC web page designated for such purpose.

16. Health and Labour Conditions

- 16.1 In this section, "Public Entity" means the municipal, provincial or federal government body authorized to enforce any laws concerning health and labour applicable to the performance of the Work or any part thereof.



- 16.2 The Contractor shall comply with all laws concerning health and labour conditions applicable to the performance of the Work or part thereof and shall also require compliance of same by all its subcontractors when applicable.
- 16.3 The Contractor upon any request for information or inspection dealing with the Work by an authorized representative of a Public Entity shall forthwith notify the Project Authority or Her Majesty.
- 16.4 Evidence of compliance with laws applicable to the performance of the Work or part thereof by either the Contractor or its subcontractor shall be furnished by the Contractor to the Project Authority or Her Majesty at such time as the Project Authority or Her Majesty may reasonably request."

17. Dispute Resolution Services

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

18. Contract Administration

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

19. Privacy

- 19.1 The Contractor acknowledges that Canada is bound by the Privacy Act, R.S.C. 1985, c. P-21, with respect to the protection of personal information as defined in that Act. The Contractor shall keep private and confidential any such personal information collected, created or handled by the Contractor under the Contract, and shall not use, copy, disclose, dispose of or destroy such personal information except in accordance with this clause and the delivery provisions of the Contract.
- 19.2 All such personal information is the property of Canada, and the Contractor shall have no right in or to that information. The Contractor shall deliver to Canada all such personal information in whatever form, including all copies, drafts, working papers, notes, memoranda, reports, data in machine-readable format or otherwise, and documentation which have been made or obtained in relation to this Contract, upon the completion or termination of the Contract, or at such earlier time as the Minister may request. Upon delivery of the personal information to Canada, the Contractor shall have no right to retain that information in any form and shall ensure that no record of the personal information remains in the Contractor's possession.

Annex A – Statement of Work

The Correctional Service Canada has a requirement to obtain professional janitorial services, including bio-hazardous cleaning services, in a federal maximum security penitentiary setting. The work will involve the following:

1.1 Background

Edmonton Institution is a maximum security Federal Government Institution located in the Northeast corner of Edmonton on highway 15, within city limits. It houses a population of approximately 300 offenders.

Edmonton Institution presently has two new buildings under construction, which are forecast to be ready for occupancy during the summer of 2014. A cleaning schedule cannot as yet be specified for these two buildings, but we tentatively estimate an additional 12 hours per week will be required to service these two new areas.

1.2 Objectives:

To provide an aesthetically pleasing atmosphere in Edmonton Institution while maintaining a sanitary environment by using recognized industry standards for cleaning in an institutional setting.

1.3 Tasks:

The contractor must provide janitorial services between the regular hours of 07:00hrs and 22:00hrs, defined in the Tasks, five days a week, Monday through Friday.

The Contractor shall be responsible to supply services on the holidays that fall during the regular work week.

The Contractor shall provide competent, qualified and trained service providers. Each service provider shall meet industry standards and be certified in but not limited to WHMIS and Bio Hazard cleanup. The contractor **must provide proof of certification at the request of the project authority.**

The Project Authority will ensure the cleaning from the service provider is in compliance with the Statement of Work by using either the attached Schedules or via checklists, which will be provided for the areas.

The janitorial services shall include general cleaning, spring cleaning and bio hazardous material clean up on an on-call as-needed basis.

Bio Hazardous cleaning may be required, throughout the Institution, on an as needed basis and may take priority over regular cleaning services as authorized by the Project Authority.

For urgent cleaning requests outside the regular working hours, the Contractor will respond within a two hour time limit and shall provide the necessary security cleared personnel (minimum 2 person team). Minimum call back rate will be 3 hours per person.

The areas for **General Cleaning** are as follows:

- A. PRINCIPAL ENTRANCE, LOWER & UPPER LEVEL, INCLUDING STAFF Gym(s) (approximately 2500 sq. ft.): Main level (5 days per week, Monday to Friday) Upper Level, including Stairwells and Staff Training (once per week)
- B. ADMINISTRATION BUILDING (6000 sq.ft.): (5 days per week, Monday to Friday)
- C. WEAPONS RANGE (750 sq. ft.): (Weekly from April 01 to November 30.)

- D. EXECUTIVE SERVICES, ADJACENT / ADJOINING OFFICE AREAS, CORRECTIONAL SUPERVISOR'S OFFICE AND MAIN LOBBY AREA (4150 sq. ft.): (5 days per week, Monday to Friday)
- E. FRONT HALLWAY, CHAPEL, TEAM ROOM, PSYCHOLOGY (6 rooms), 2 CONTROL HALLWAY, WASHROOMS, and SEGREGATION HALLWAY AND OFFICES (5649sq.ft): (5 days per week, Monday to Friday)
- F. BACK HALLWAY, WASHROOM & PROGRAM ROOM (by CORCAN, Institutional Services, Works & Engineering and School) (6289 sp. ft): (5 days per week, Monday to Friday)
- G. HEALTH CARE AREA and FACILITIES (1702sq. ft): (5 days per week, Monday to Friday)
- H. GI BUILDING: PRINCIPAL ENTERANCE, LOWER AND UPPER LEVELS, INCLUDING STAFF OFFICES AND WASHROOMS , COMMON AREAS(approximately 2600 sq. Ft.) Main and Upper levels (5 days per week, Monday to Friday) Stairwells (once per week)
- I. GO BUILDING: PRINCIPAL ENTERANCE, LOWER AND UPPER LEVEL, INCLUDING STAFF OFFICES AND WASHROOMS , COMMON AREAS(approximately 850 sq. Ft.) Main and Upper levels (5 days per week, Monday to Friday) Stairwells and Staff Training Gym (once per week)

The areas for **Spring Cleaning** are as follows:

Spring Cleaning will consist of approximately 200 man hours and will only be carried out on some or all of the areas that are listed below on an as and when requested basis by the Project Authority. The Contractor will be required to supply all equipment and cleaning chemicals necessary for the Spring Cleaning.

- A. TOWERS (4 Areas) Includes disinfecting and cleaning of walls, counters, floors, stairs and windows and bathrooms
- B. Sub Controls (10 areas) includes cleaning of bathrooms, walls, ceilings, floors stairs and windows and counters qty 6 have two levels. Areas are Principal Entrance, #1 control, Health Care, #2 control, #3 control, D&S, A&B, C&D, E&F & G&H.
- C. Unit Office Areas (9 areas) includes cleaning of bathrooms, walls, ceilings, windows, counters and floors in A, B, C, D, E, F, G, H and Disassociation Units
- D. Tunnels and Stairs, (1 area) full cleaning of tunnels and stairs including high dusting, scrubbing and mopping of floors and stairs, mechanical scrubbers should be used
- E. Catwalks (2 areas) and Mechanical Rooms (3 areas) includes full cleaning, including bathrooms, windows plus steam cleaning of carpets.

Tasks

- The Contractor will provide the services of one (1) service provider, between the hours of 07:00hrs and 12:00hrs AND the services of one (1) service provider, between the hours of 13:00hrs and 16:00hrs. Two (2) service providers will be needed between the hours of 18:00hrs and 22:00hrs for a total of 16 hours per day.
- Cleaning is to be performed on a continual basis, also unforeseen cleaning as necessary.
- Refuse from buildings will be removed and placed in garbage containers provided.

- The Chief Institutional Services will be the on-site project authority ensuring that the work is fully satisfactory and in accordance with the contract. The contractor or his representative shall give personal, constant, competent, supervision to the work, and must allow sufficient time to ensure that the work is performed to meet the requirement listed below.
- The cleaning requirements and time for each area shall be scheduled by the Project Authority while consulting with the Contractor.
- All cleanups will involve the proper procedures to decontaminate, disinfect and clean up different affected areas of the Institution.
- Cleanups may include but are not limited to food products, broken televisions, burnt clothing, chemical agents and bio hazardous materials such as blood and excrement etc., normally caused by the nature of the maximum security Institutional environment.
- General cleaning standards will be required as listed in Tasks Schedule A.
- Spring cleaning standards will be required as listed in Tasks Schedule B.
- Health Care cleaning standards will be required as listed in Tasks Schedule C.
- Bio Hazard cleaning standards will be required as listed in Tasks Schedule D.

Edmonton Institution Shall Provide

All cleaning equipment such as mopping tanks, scrubbing machines, polishing machines, vacuum cleaners, brooms, mops (wet and dry), ladders, dusting cloths, soaps, scouring materials such as waxes and applicators, sanitary supplies, towels, toilet paper, toilet soap, hot / cold water, garbage bags, etc., shall be supplied by the Edmonton Institution. The Contractor or his employee will be required to pick up the necessary supplies, once per week, from Institutional Services, located in the main prison.

The Contractor Shall Provide

The Contractor shall provide material and supplies required for bio-hazard cleanup, as well as PPE (Personal Protective Equipment) for use by the Contractor or his employee.

TASKS SCHEDULE A

General cleaning standards:

Floors:

Floor materials include linoleum, floor tile and carpet.

Floors are to be kept free from spots, smudges, gum and other stains as well as floor finish accumulations under radiators, in corners and along baseboards;

Floors are to be swept or vacuumed daily using dust control method;

Floors are to be buffed monthly;

Floor area to be stripped and refinished twice, annually or as required;

Office floors to be stripped to remove existing floor finish twice a year or as required and all floor finish accumulations to be removed. Floors to be rinsed with clear water and two coats of non-slip floor finish applied and buffed after each coat unless a non-buffable floor finish is used;

Floors to be damp-mopped daily

Carpets are to be vacuumed weekly or as required and steam cleaned twice per year or as required. Runner carpets are to be vacuumed daily and steam cleaned as required.

Entrances and Lobbies:

Glass in entrance doors to be cleaned as required on both sides to remove all marks and smudges;

Door kick-plates and hand-plates to be washed daily using an appropriate solution and kept free of marks;

All areas to be kept free from debris so that a favourable appearance is presented at all times,

All door grills to be dusted once per month and washed with mild soap solution twice per year,

Floors to be swept washed and reconditioned daily, scrubbed and refinished monthly;

Mats to be removed and cleaned on both sides nightly;

All areas are to be kept free from debris so that favourable appearance is presented at all times.

Washrooms:

Interior walls and partitions are to be kept clean from finger marks, smudges, etc. daily. Walls to be dusted every six months and spot-washed daily;

Baseboards to be dusted daily, and shall be kept free of mop streaks, wax accumulations and splash marks;

Toilet seats (both sides), bowls, showers, urinals and washbasins to be cleaned and disinfected daily;

Body contact points such as water taps, receptacles, dispensers, door plates and flush valves to be disinfected daily;

Flush tanks, dispensers, receptacles, mirrors, shelves, ledges and all exposed piping to be dusted and cleaned daily;

Walls, partitions and doors to be dusted daily and washed monthly or as required to keep them free from finger marks, smudges, etc.;

All dispensers are to be filled daily and all waste paper to be removed daily;

Walls, Doors and Partitions:

Interior walls, Doors and partitions are to be kept free from finger marks, smudges, etc., daily. Walls to be dusted every six months and spot washed daily;

Baseboards to be dusted daily and shall be kept free of mop streaks, wax accumulations and splash marks;

Ceilings to be dusted or vacuumed annually;

Windows:

Window areas are to be cleaned inside and outside as required. The inside and outside windowsills are to be wiped weekly from April 01 to Oct. 30.

Furniture:

Office furniture to be dusted on horizontal surfaces weekly;

Exposed vertical surfaces of furniture to be dusted weekly;

Tops of lockers to be dusted weekly and vertical surfaces kept free of finger marks;

Waste paper baskets to be emptied and dusted daily washed and disinfected monthly;

Stairwells:

Stairs to be swept weekly, using a dust control method and washed;

Hand railings, baseboards and all ledges to be dusted and washed weekly, to keep free from spots, stains and scuffs. Vertical grill coils to be dusted;

Floor areas are to be stripped and refinished annually.

Miscellaneous:

High ledges, tops of partitions, pipes and other high areas to be dusted monthly;

Radiators and converter enclosures are to be removed and vacuum cleaned on both sides annually;

Air intake grills, diffusers and metal work to be vacuumed monthly and washed out four times a year;

Fire extinguishers to be kept clean;

All mirrors throughout the building to be kept cleaned and polished;

Venetian blinds to be dusted monthly.

Removal of graffiti, unauthorized stickers, decals etc. from walls, windows doors, furniture etc. as required.

TASKS SCHEDULE B

Spring cleaning standards:

Floors:

Floor materials include linoleum & floor tile to be thoroughly mopped & scrubbed etc floor stripper and finish is NOT to be applied, carpets are to be vacuumed and steam cleaned.

Washrooms:

Toilet seats (both sides), bowls, showers, urinals and washbasins to be cleaned and disinfected.

Body contact points such as water taps, receptacles, dispensers, door plates and flush valves to be disinfected.

Flush tanks, dispensers, receptacles, mirrors, shelves, ledges and all exposed piping to be dusted and cleaned

Walls, partitions and doors to be washed

Walls, Doors and Partitions

Walls, doors, ceilings, partitions to be washed and cleaned;

Windows:

Window areas are to be cleaned.

Furniture:

Tops of lockers to be dusted

Stairwells:

Stairs to be swept & washed

Hand railing, baseboards and all ledges to be dusted and washed

Floor area to be scrubbed and washed - NO Finish is required.

Miscellaneous:

High ledges, tops of partitions, pipes and other high areas to be washed

Radiators and converter enclosures to be removed and vacuum cleaned both sides,

Air intake grills, diffusers and metal work to be vacuumed and washed out,

Fire extinguishers to be cleaned;

All mirrors throughout cleaned and polished;

Venetian blinds to be dusted.

Graffiti, unauthorized stickers, decals etc are to be removed from walls, windows, doors, furniture etc., if present.

TASKS SCHEDULE C

Health Care cleaning standards:

Surfaces, objects, furnishings and equipment are cleaned with hospital grade cleaning and disinfecting products provided by CSC unless otherwise indicated.

Trauma Room (Daily unless otherwise indicated)

Sink cleaned/low level disinfected

Stretcher cleaned/low level disinfected

Equipment (BP machine, ECG machine) low level disinfected

Floors swept and low level disinfected

Garbage removed

Soap dispenser filled as needed.

Paper towel filled as needed.

Hand sanitizer filled as needed.

High touch areas (i.e. counters, door knobs, light switches) cleaned and low level disinfected.

Walls cleaned and low level disinfected as needed.

Janitor's room (Daily unless otherwise indicated)

Floor cleaned and low level disinfected

High Touch area (ex. Counters, door knobs, fridge and ice machine outer surfaces) cleaned and low level disinfected

Garbage removed from institution.

Fridge and ice machine cleaned and low level disinfectant as needed.

Walls cleaned and low level disinfected as needed.

Washrooms (Daily unless otherwise indicated)

Urinal, Toilet, Sink, and faucet cleaned and low level disinfected (including stain removal)

Garbage Removed

Floor swept and cleaned and low level disinfected

Soap, paper towel, and toilet paper checked daily, and replenished as needed

High Touch area (ex. Counters, door knobs, fridge handle) cleaned and low level disinfected.

Walls and surfaces cleaned and low level disinfected as needed

Floors

Strip seal and wax floors as requested by Chief Health Services

Health Services offices and general purpose areas (daily unless otherwise indicated)

Floors swept and cleaned and low level disinfected

Counters and sinks cleaned and low level disinfected.

High touch areas (door knobs, counters, keyboards, telephone, safe handles, methadone pill bottle shredder handles etc.)

Garbage removed

Soap, Paper, hand sanitizers checked daily, and refilled as needed

Windows cleaned and low level disinfected as needed

Walls cleaned and low level disinfected as needed

Chairs cleaned and low level disinfected as needed

Rotating schedule

Doctor's Exam Room (Wednesday and Friday), in addition to daily cleaning

- Exam table and Exam cart cleaned and low level disinfected

Dentist's Office (Thursdays), in addition to daily cleaning

- Chair cleaned and low level disinfected

X Ray Room (Thursday, or after clinic), in addition to daily cleaning

- Stretcher used for x ray cleaned and low level disinfected

Optometrist space (after clinic), in addition to daily cleaning

- Chair cleaned and low level disinfected

Health Services Inmate cells When requested by Chief Health Services

High touch areas (toilet handle, door handle, and faucet) cleaned and low level disinfected.

Toilet, sink, faucets, shower, cleaned and low level disinfected.

Floor swept and cleaned and low level disinfected.

Bed cleaned and low level disinfected.

Walls cleaned and low level disinfected as needed.

Linens removed.

Garbage removed.

Mattress cleaned and low level disinfected as needed.

Ledges cleaned and low level disinfected.

TASKS SCHEDULE D

Bio Hazardous cleaning standards:

All bio hazardous cleanups must be completed as per industry standards.

Ensure the cleanup is done in a manner that eliminates all contaminants from the affected area.

The Contractor will ensure that contaminated items for disposal are properly bagged and removed to our bio hazardous storage container located in the Health Care Department.

The Contractor shall supply all supplies and cleaning agents required for biohazardous cleanups.

TASKS SCHEDULE E

Constraints

The service provider must be able to obtain security clearance prior to the commencement of any work authorized by the Project Authority.

The Contractor will be held responsible for all damage, which may occur to the building contents or equipment during regular cleaning due to faulty operation or neglect on the part of his employees.

The service provider will be required to "Sign In" at the main gate before the commencement of their shift and will be required to "Sign Out" at the main gate at the end of their shift.

If it is necessary to replace any personnel, the selected Contractor must give two weeks advance notice to the Project Authority. The replacement must be competent and qualified as per the requested criteria set out in the Statement of Work.

The Contractor will only be working in secured areas and will be monitored by Correctional Officers/ Staff.

The Contractor should be aware that the number of calls outside the regular working hours may vary extensively. Edmonton Institution has no way of knowing how many call up services may be required in a given period.

1.4 Deliverables:

To perform the work as specified in Schedule A.

The contractor must sign in and out in the logbook located at the principal entrance and the project authority will ascertain that hours billed correspond to hours worked as recorded in the logbook.. The Contractor or his employee will be required to give a "monthly report", on what work was completed, at the end of each month, to the Chief Institutional Services.

The Contractor will provide a separate invoice for all work completed outside the regular working hours and shall attach the work authorization form (chit) that will be provided by the Project Authority or his designate prior to commencing the work.

1.5 Location of work:

- a. The Contractor must perform the work at Edmonton Institution, 21611 Meridian Street.
- b. Travel. No travel is anticipated for performance of the work under this contract.

1.6 Language of Work:

The contractor must perform all work in English.

ANNEX B – Proposed Basis of Payment

1.0 Contract Period

The Contractor will be paid in accordance with the following Basis of Payment for Work performed pursuant to this Contract.

For the provision of services as described in Annex A - Statement of Work, the Contractor shall be paid the all inclusive firm per diem rate(s) below in the performance of this Contract, **HST or GST extra**. Regular hours are those specified under s. 1.3 Tasks in Annex A.

Financial Proposal Table B.1		
	<u>Year 1</u> November 1 2014 to October 31 2015	<u>Year 2</u> November 1 2015 to October 31 2016
All-inclusive fixed hourly rate for regular hours [per person]	\$ _____	\$ _____
All-inclusive fixed hourly rate for outside regular hours [per person]	\$ _____	\$ _____

2.0 Options to Extend the Contract Period:

Subject to the exercise of the option to extend the Contract period in accordance with Article 4.2_ of the original contract, Options to Extend Contract, the Contractor shall be paid the firm all inclusive Per Diem rate(s), in accordance with the following table, **GST or HST extra**, to complete all Work and services required to be performed in relation to the Contract extension.

The Contractor shall advise the Project Authority when 75% of the Contract's financial limitation is reached. This financial information can also be requested by the project Authority on an as-requested basis.

Financial Proposal Table B.2			
	<u>Option Year 1</u>	<u>Option Year 2</u>	<u>Option Year 3</u>
	November 1 2016 to October 31 2017	November 1 2017 to October 31 2018	November 1 2018 to October 31 2019
All-inclusive fixed hourly rate for regular hours [per person]	\$ _____	\$ _____	\$ _____
All-inclusive fixed hourly rate for outside regular hours [per person]	\$ _____	\$ _____	\$ _____

3.0 Selection Method:

Contract will be awarded based on meeting all the mandatory requirements and the lowest overall cost.

Lowest average cost per hour is based on the following table:

The lowest overall bid will be determined as follows:

Average Rate over 5 years for Regular Hours x 90% = Overall Regular Hourly Rate

Average Rate over 5 years for Outside Hours x 10% = Overall Outside Hourly Rate

Overall Regular hours + Overall Outside hours = Bidder's Overall Rate

4.0 HST or GST

- (a) All prices and amounts of money in the contract are exclusive of Goods and Services Tax (GST) or Harmonized Sales Tax (HST), as applicable, unless otherwise indicated. The GST or HST, whichever is applicable, is extra to the price herein and will be paid by Canada.
- (b) The estimated HST or GST of \$<To Be Inserted at Contract Award> is included in the total estimated cost shown on page 1 of this Contract. The estimated GST or HST to the extent applicable will be incorporated into all invoices and progress claims and shown as a separate item on invoices and progress claims. All items that are zero-rated, exempt, or to which the GST or HST does not apply, are to be identified as such on all invoices. The Contractor agrees to remit to Canada Revenue Agency (CRA) any amounts of GST or HST paid or due.

Annex C – Security Requirement Check List



Government of Canada / Gouvernement du Canada

Contract Number / Numéro du contrat 53900-14-2027831
Security Classification / Classification de sécurité

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

SRCL p. 1 of 4

1. Originating Government Department or Organization / Ministère ou organisme gouvernemental d'origine		2. Branch or Directorate / Direction générale ou Direction	
CSC		EDMONTON MAX	
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 SERVICES AT EDMONTON INSTITUTION			
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 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 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"/>	



Government of Canada / Gouvernement du Canada

Contract Number / Numéro du contrat 53900-14-2027831
Security Classification / Classification de sécurité

SRCL p. 2 of 4

PART 8 - CONTINUING PARTIAL ACCESS

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 10 - PERSONNEL SCREENING LEVEL / NIVEAU DE CONTRÔLE DE LA SÉCURITÉ DU PERSONNEL (FOURNISSEUR)

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

- | | | | |
|---|---|---|--|
| <input checked="" type="checkbox"/> RELIABILITY STATUS
COTE DE FIABILITÉ | <input type="checkbox"/> CONFIDENTIAL
CONFIDENTIEL | <input type="checkbox"/> SECRET
SECRET | <input type="checkbox"/> TOP SECRET
TRÈS SECRET |
| <input type="checkbox"/> TOP SECRET - SIGINT
TRÈS SECRET - SIGINT | <input type="checkbox"/> NATO CONFIDENTIAL
NATO CONFIDENTIEL | <input type="checkbox"/> NATO SECRET
NATO SECRET | <input type="checkbox"/> COSMIC TOP SECRET
COSMIC TRÈS SECRET |
| <input type="checkbox"/> 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 11 - SAFEGUARDS SUPPLIER / PARTIE 11 - 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



Government of Canada / Gouvernement du Canada

SRCL p. 3 of 4

Contract Number / Numéro du contrat	53900-14-2027831
Security Classification / Classification de sécurité	

PART C (continued) / ANNEXE 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 CONFIDENTIEL	NATO SECRET	COMSEC TOP SECRET / COMSEC TRÈS SECRET	PROTECTED / PROTÉGÉ			CONFIDENTIAL / CONFIDENTIEL	SECRET	TOP SECRET / TRÈS SECRET
											A	B	C			
Information / Assets / Renseignements / Biens / Production																
IT Media / Support IT / 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 indiquez qu'il y a des pièces jointes (p. ex. SECRET avec des pièces jointes).



Annex D "Evaluation Criteria"

1.0 Technical Evaluation:

The following elements of the proposal will be evaluated and scored in accordance with the following evaluation criteria.

Mandatory Technical Criteria

BIDDERS MUST MEET THE FOLLOWING MANDATORY REQUIREMENTS.

Please check yes or no to the following:

- a) There will be a mandatory site visit on **Thursday, September 4, 2014 at 9:00am.**

Bidder has attended and met this requirement: YES NO

- b) Must be able to provide janitorial services as outlined in the Statement of Work.

Bidder is able to meet this requirement: YES NO

- c) The Contractor must be able to provide competent, qualified personnel that are trained in WHMIS and Biohazard Cleanup.

Bidder is able to meet this requirement: YES NO

- d) The contractor must be able to provide proof of certification in Biohazard Cleanup.

Bidder is able to meet this requirement: YES NO

- e) The contractor must have a current Business License for the Edmonton area.

Bidder is able to meet this requirement: YES NO

- f) The contractor must have a minimum of two years experience in offering janitorial services.

Bidder is able to meet this requirement: YES NO

- g) The contractor must provide two references that pertain to past performance in providing janitorial services.

Bidder is able to meet this requirement: YES NO

References attached: YES

- h) The Contractor must be able to provide service providers that can obtain security clearance upon contract award.

Bidder is able to meet this requirement: YES NO



2.0 Evaluation Criteria:

- 1 In addressing the mandatory technical evaluation criteria, the Bidder should supplement the information supplied in response to the mandatory technical evaluation criteria with details outlining the depth and extent of the relevant experience, qualifications and specialized expertise of the proposed resource(s). All claims with regard to resource experience, qualifications or expertise must be substantiated through the provision of detailed project descriptions of how, when and where the claimed experience, qualifications or expertise were gained. Unsubstantiated claims of experience, qualifications or expertise will not be considered by the evaluation team during evaluation.
- 2 Proposals should include a résumé for each of the proposed resources, which support the skills/expertise being offered. Names and telephone number of business references should be provided which can substantiate the work experience claimed. The Bidder should indicate the location in the proposed resource's résumé of supporting information to substantiate relevant experience for each mandatory technical evaluation criteria.
- 3 Experience obtained after bid closing will not be considered.
- 4 For evaluation purposes,
 - (a) "where" means the name of the employer as well as the position/title held by the proposed resource;
 - (b) "when" means the start date and end date (e.g. from January, 2000 to March, 2002) of the period during which the proposed resource acquired the qualification/experience; and
 - (c) "how" means a clear description of the activities performed and the responsibilities assigned to the proposed resource under this position and during this period.
- 5 Furthermore, Bidders are also advised that the month(s) of experience listed for a project or experience whose timeframe overlaps that of another referenced project or experience will only be counted once. For example: Project 1 timeframe is July 2001 to December 2001; Project 2 timeframe is October 2001 to January 2002; the total months of experience for these two project references is seven (7) months.
- 6 In order to facilitate evaluation of proposals, it is recommended that bidders address, in their proposal, the mandatory and rated criteria in the order in which they appear below, using the numbering outlined below.
- 7 It is imperative that the proposal address each of these criteria to demonstrate that the requirements are met.