

**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**

<b>Title - Sujet</b> Janitorial Services	
<b>Solicitation No. - N° de l'invitation</b> W0105-15E013/A	<b>Date</b> 2014-10-30
<b>Client Reference No. - N° de référence du client</b> W0105-15E013	
<b>GETS Reference No. - N° de référence de SEAG</b> PW-\$MCT-018-4912	
<b>File No. - N° de dossier</b> MCT-4-37057 (018)	<b>CCC No./N° CCC - FMS No./N° VME</b>
<b>Solicitation Closes - L'invitation prend fin</b> <b>at - à 02:00 PM</b> <b>on - le 2014-11-17</b>	
<b>Time Zone</b> <b>Fuseau horaire</b> Atlantic Daylight Saving Time ADT	
<b>F.O.B. - F.A.B.</b> <b>Plant-Usine:</b> <input type="checkbox"/> <b>Destination:</b> <input checked="" type="checkbox"/> <b>Other-Autre:</b> <input type="checkbox"/>	
<b>Address Enquiries to: - Adresser toutes questions à:</b> Martin, Lisa M.	<b>Buyer Id - Id de l'acheteur</b> mct018
<b>Telephone No. - N° de téléphone</b> (506) 851-7811 ( )	<b>FAX No. - N° de FAX</b> (506) 851-6759
<b>Destination - of Goods, Services, and Construction:</b> <b>Destination - des biens, services et construction:</b> DEPARTMENT OF NATIONAL DEFENCE Contracts, 5 Engineer Svcs Unit BLDG B-18, PO Box 17000 Stn. Forces OROMOCTO New Brunswick E2V4J5 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

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

Solicitation No. - N° de l'invitation

W0105-15E013/A

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur

mct018

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

W0105-15E013

File No. - N° du dossier

MCT-4-37057

CCC No./N° CCC - FMS No/ N° VME

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## **TABLE OF CONTENTS**

### **PART 1 - GENERAL INFORMATION**

1. Requirement
2. Debriefings

### **PART 2 - BIDDER INSTRUCTIONS**

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

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

1. Bid Preparation Instructions

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

1. Evaluation Procedures
2. Basis of Selection

### **PART 5 – CERTIFICATIONS**

1. Certifications Required Precedent to Contract Award

### **PART 6 - RESULTING CONTRACT CLAUSES**

1. Security Requirement
2. Requirement
3. Standard Clauses and Conditions
4. Term of Contract
5. Authorities
6. Proactive Disclosure of Contracts with Former Public Servants
7. Payment
8. Invoicing Instructions
9. Certifications
10. Applicable Laws
11. Priority of Documents
12. Defence Contract
13. SACC Manual Clauses
14. Insurance - Specific Requirements

#### **List of Annexes:**

Specification – Job No: L-G82/1-0301/68

Annex A Service and Frequency

Annex B Basis of Payment

Annex C Mandatory Technical Criteria

## **PART 1 - GENERAL INFORMATION**

### **1. Requirement - Bid**

The requirement is detailed under Article 2 of the resulting contract clauses.

*(Derived from - Provenant de: B4008T, 2014/06/26)*

### **2. 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) (<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 (2014/09/25) Standard Instructions - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the bid solicitation.

#### **1.1 SACC Manual Clauses**

<b>SACC Reference</b>	<b>Section</b>	<b>Date</b>
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.

#### **2.1 Improvement of Requirement During Solicitation Period**

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

*(Derived from - Provenant de: A9076T, 2007/05/25)*

### **3. Former Public Servant - Competitive - Bid**

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.

*(Derived from - Provenant de: A3025T, 2014/06/26)*

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

All enquiries must be submitted in writing to the Contracting Authority no later than six (6) calendar days before the bid closing date. Enquiries received after that time may not be answered.

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

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

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

Bidders may, at their discretion, substitute the applicable laws of a Canadian province or territory of their choice without affecting the validity of their bid, by deleting the name of the Canadian province or territory specified and inserting the name of the Canadian province or territory of their choice. If no change is made, it acknowledges that the applicable laws specified are acceptable to the bidders.

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

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

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

**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 explain and demonstrate how they propose to meet the requirements and how they will carry out the Work.

**Section II: Financial Bid**

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

**Section III: Certifications**

Bidders must submit the certifications required under Part 5.

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

**1. Evaluation Procedures**

- (a) Bids will be assessed in accordance with the entire requirement of the bid solicitation including the technical and financial evaluation criteria.
- (b) An evaluation team composed of representatives of Canada will evaluate the bids.
- (c) The evaluation team will determine first if there are two (2) or more bids with a valid Canadian Content certification. In that event, the evaluation process will be limited to the bids with the certification; otherwise, all bids will be evaluated. If some of the bids with a valid certification are declared non-responsive, or are withdrawn, and less than two responsive bids with a valid certification remain, the evaluation will continue among those bids with a valid certification. If all bids with a valid certification are subsequently declared non-responsive, or are withdrawn, then all the other bids received will be evaluated.

**1.1 Technical Evaluation**

**1.1.1 Mandatory Technical Criteria**

Mandatory Technical Criteria as specified in Annex "C "

**1.2 Financial Evaluation**

<b>SACC Reference</b>	<b>Section</b>	<b>Date</b>
A0220T	Evaluation of Price - Bid	2014/06/26

- 1.2.1** The evaluated cost/bid price will be based on the aggregate of all the extended prices for all of the line items detailed at Annex B – Basis of Payment.

**2. Basis of Selection**

<b>SACC Reference</b>	<b>Section</b>	<b>Date</b>
A0031T	Basis of Selection - Mandatory Technical Criteria	2010/08/16

**PART 5 - CERTIFICATIONS**

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

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

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

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

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

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

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

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

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

## **2. Workers Compensation Certification - Letter of Good Standing**

The Bidder must have an account in good standing with the applicable provincial or territorial Workers' Compensation Board.

The Bidder must provide, within 5 days following a request from the Contracting Authority, a certificate or letter from the applicable Workers' Compensation Board confirming the Bidder's good standing account. Failure to comply with the request may result in the bid being declared non-responsive.

*(Derived from - Provenant de: A0285T, 2012/07/16)*

### **3.1 Canadian Content Certification**

#### **3.1.1 SACC Manual clause A3050T (2010/01/11) Canadian Content Definition**

##### **Canadian Content Certification**

This procurement is limited to Canadian services.

The Bidder certifies that:

( ) the service offered is a Canadian service as defined in paragraph 2 of clause A3050T.



*(Derived from – Provenant de: A3055T, 2010/01/11)*

## **PART 6 - RESULTING CONTRACT CLAUSES**

### **1. Security Requirement**

There is no security requirement applicable to this Contract.

### **2. Requirement - Contract**

The Contractor must provide Janitorial Services in accordance with the Specification at Job No: L-G82/1-0301/68.

*(Derived from - Provenant de: B4008C, 2014/06/26)*

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

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

#### **3.1 General Conditions**

2010C (2014/09/25), General Conditions - Services (Medium Complexity) apply to and form part of the Contract.

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

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

The period of the Contract is from 1 April 2015 to 31 March 2016 inclusive.

*(Derived from - Provenant de: A9022C, 2007/05/25)*

### **5. Authorities**

#### **5.1 Contracting Authority**

The Contracting Authority for the Contract is:

Name: Lisa Martin  
Title: Contracting Officer  
Public Works and Government Services Canada  
Acquisitions Branch  
Address: 1045 Main Street, Unit 108  
Moncton, New Brunswick  
E1C 1H1

Telephone: (506) 851-7811  
Facsimile: (506) 851-6759  
E-mail address: [lisa.m.martin@pwgsc-tpsgc.gc.ca](mailto:lisa.m.martin@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**

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: \_\_\_\_\_

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

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

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

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

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

*(Derived from - Provenant de: A3025C, 2013/03/21)*

## **7. Payment**

### **7.1 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 \$\_\_\_\_\_ (insert the amount at contract award). Customs duties are included and Applicable Taxes are extra.

*(Derived from - Provenant de: C0206C, 2013/04/25)*

### **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.

*(Derived from - Provenant de: C6001C, 2013/04/25)*

### **7.3 SACC Manual Clauses**

<b>SACC Reference</b>	<b>Section</b>	<b>Date</b>
A9117C	T1204 - Direct Request by Customer Department	2007/11/30
H1008C	Monthly Payment	2008/05/12

### **8. Invoicing Instructions**

1. The Contractor must submit invoices in accordance with the section entitled "Invoice Submission" of the general conditions. Invoices cannot be submitted until all work identified in the invoice is completed.
2. Invoices must be distributed as follows:
  - (a) The original and one (1) copy must be forwarded to the address shown on page 1 of the Contract for certification and payment.

*(Derived from - Provenant de: H5001C, 2008/12/12)*

### **9. Certifications**

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

#### **9.1 SACC Manual Clauses**

<b>SACC Reference</b>	<b>Section</b>	<b>Date</b>
A0285C	Workers Compensation	2007/05/25
A3060C	Canadian Content Certification	2008/05/12

### **10. Applicable Laws**

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

#### **11. Priority of Documents**

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

- (a) the Articles of Agreement;
- (b) the general conditions 2010C (2014/09/25), General Conditions - Services (Medium Complexity);
- (c) Specification – Job No: L-G82/1-0301/68
- (d) Annex A, Service and Frequency
- (e) Annex B, Basis of Payment
- (f) the Contractor's bid dated \_\_\_\_\_

#### **12. Defence Contract**

SACC Manual clause A9006C (2012/07/16) Defence Contract

#### **13. SACC Manual Clauses**

<b>SACC Reference</b>	<b>Section</b>	<b>Date</b>
A9039C	Salvage	2008/05/12
A9062C	Canadian Forces Site Regulations	2011/05/16
C0711C	Time Verification	2008/05/12

#### **14. Insurance - Specific Requirements**

The Contractor must comply with the insurance requirements specified 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. 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.

*(Derived from - Provenant de: G1001C, 2013/11/06)*

#### **Commercial General Liability Insurance**

1. The Contractor must obtain Commercial General Liability Insurance, and maintain it in force throughout the duration of the Contract, in an amount usual for a contract of this nature, but for not less than \$2,000,000 per accident or occurrence and in the annual aggregate.

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

*(Derived from - Provenant de: G2001C, 2014/06/26)*

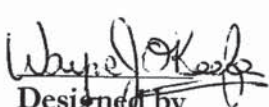


W0105-15E013/A

**DEPARTMENT OF NATIONAL DEFENCE  
5 ENGINEER SERVICES SQUADRON  
5 ENGINEER SERVICES UNIT  
5 CDSB GAGETOWN**

**SPECIFICATION**

SERVICE CONTRACT  
JANITORIAL SERVICES  
GRAND FALLS ARMOURY, GRAND FALLS, NB  
EDMUNDSTON ARMOURY, EDMUNDSTON, NB  
01 APRIL 2015 TO 31 MARCH 2016  
WITH NO OPTION YEARS

  
Designed by

  
Fire Inspector

  
Project O

  
Engineering O

PF No:

Job No: L-G82/1-0301/68

Date: 2014-06-02

National Defence	Index	Section 00 01 11
Job No.L-G82/1-0301/68		Page 1
5 CDSB Gagetown, N.B.		2014-06-02

<u>Section</u>	<u>Title</u>	<u>Pages</u>
<u>Division 00 - Procurement and Contracting Requirements</u>		
00 21 13	Instructions to Bidders	11
<u>Division 01 - General Requirements</u>		
01 35 30	Health and Safety Requirements	2
01 35 35	DND Fire Safety Requirements	3
01 35 43	Environmental Procedures	1
<u>Annexes</u>		
Annex A	Service and Frequency	7

National Defence	Instructions to Bidders	Section 00 21 13
Job No.L-G82/1-0301/68		Page 1
5 CDSB Gagetown, N.B.		2014-06-02

## PART 1 - GENERAL

<u>1.1 Description of Work</u>	.1	The work under this Service Contract covers the furnishing of all labour, supervision, tools, equipment, cleaning materials, cleaning products, and product dispensers required to provide Janitorial Services for routine daily cleaning at Grand Falls Armoury and Edmundston Armoury as directed and specified herein.
	.2	Grand Falls Armoury is located at 576 Madawaska Road, Grand Falls, NB.
	.3	Edmundston Armoury is located at 145 Martin Street, Edmundston, NB.
<u>1.2 Duration of Contract</u>	.1	This Service Contract will extend from 01 April 2015 to 31 March 2016 with no option years.
<u>1.3 References</u>	.1	Canada Labour Code Part II.
	.2	The New Brunswick Occupational Health and Safety Act, 1991.
	.3	The Canadian Electrical Code, CSA C22.1-12.
<u>1.4 Qualifications</u>	.1	The Contractor will be an established Janitorial Contracting Company with a minimum of (2) two years proven Janitorial Contracting Experience. Proof of such must be provided to PWGSC prior to award of this Service Contract.
<u>1.5 Engineer</u>	.1	The Engineer, as defined and stated in this specification will be the Commanding Officer 5 Engineer Services Unit or a designated representative. The address of the Engineer is:  Contracts Office 5 Engineer Services Unit Building B18 5 CDSB Gagetown PO Box 17000 Station Forces Oromocto, NB E2v 4J5



National Defence	Instructions to Bidders	Section 00 21 13
Job No.L-G82/1-0301/68		Page 2
5 CDSB Gagetown, N.B.		2014-06-02

- 1.5 Engineer .1 (Cont'd)  
Tel. (506) 422-2677  
Fax. (506) 422-1248
- 1.6 Liability Insurance .1 The Contractor shall provide proof of liability insurance in the amount of Two Million Dollars (\$2,000,000.00) to PWGSC before the award of this Service Contract.
- 1.7 Documents Required .1 Maintain at the job site, one copy each of the following:  
.1 specifications;  
.2 addenda; and  
.3 up to date MSDS sheets.
- 1.8 Contractor's Use of site .1 Use of site is limited to areas of work and storage.  
.2 The Contractor is to ensure their staff enter only areas assigned to them for routine janitorial service.  
.3 Do not unreasonably encumber the site with materials or equipment.
- 1.9 Power and Water .1 Electricity and hot water required by the Contractor for the execution of janitorial services will be provided by the Department without charge.  
.2 Connect equipment to existing power supply in accordance with Canadian Electrical Code, CSA C22.1-12.
- 1.10 Codes and Standards .1 Perform work to and enforce safety measures in accordance with the Canadian Labour Code Part II and the New Brunswick Occupational Health and Safety Act.  
.2 Contractor must be registered with the WorkSafeNB. Proof of such must be provided to PWGSC prior to award of this Service Contract.  
.3 Services will be performed in accordance with existing Federal, Provincial and Municipal

National Defence	Instructions to Bidders	Section 00 21 13
Job No.L-G82/1-0301/68		Page 3
5 CDSB Gagetown, N.B.		2014-06-02

1.10 Codes and Standards (Cont'd)	.3	(Cont'd) Regulations and by-laws. The Contractor will be responsible for any charges imposed by such regulations and by-laws.
	.4	Comply with the requirements of Workplace Hazardous Materials Information System (WHMIS) regarding use, handling, storage and disposal of hazardous materials; and labelling and provision of Material Safety Data Sheets acceptable to Human Resources and Skills Development Canada and Health Canada.
	.5	The Contractor undertakes and agrees to comply with all Standing Orders or other regulations in force on site where work is to be performed relating to the safety of persons on the site or the protection of property against loss or damage from any and all causes including fire.
	.6	Work to meet or exceed requirements of specified standards, codes and referenced documents. In event of conflict between any provisions of above authorities, the most stringent provision will apply.
1.11 Coordination of Work	.1	Work will be coordinated in a manner to disrupt the occupants as little as possible. The Contractor will arrange the work in co-ordination with the Engineer and the building occupants.
1.12 Site Supervision	.1	The Contractors is responsible, through adequate the use of a non working supervisor, to ensure all cleaning is complete to the satisfaction of the Engineer and as specified in Annex A.
1.13 Uniform	.1	The Employee shall wear an industrial type shirt or other acceptable uniform. The uniform worn by the employee performing cleaning services must bear the companies name in a prominent location.

National Defence	Instructions to Bidders	Section 00 21 13
Job No.L-G82/1-0301/68		Page 4
5 CDSB Gagetown, N.B.		2014-06-02

1.14 Work Not Included	.1	The following rooms, service areas, and items are excluded from this contract, unless specifically stated: .1 Electrical and Communication rooms; .2 Heating/ventilation utility rooms; .3 Interior of trophy and display cases; .4 Bar and storage areas of messes; .5 Restricted areas and rooms; .6 Office equipment and personal property of occupants; and .7 Removal of books from bookcases.
1.15 Window Cleaning	.1	Complete interior and exterior window cleaning will be carried out under a separate contract, however, all window glass, glass partitions and door glass are to be cleaned to a maximum reach, without the aid of step ladders. Note: Windows in the exterior walls of the building shall include the inner glass surface of the inner window only.
1.16 Materials	.1	<b>All cleaning materials, cleaning products, and product dispensers required to maintain the Grand Falls Armoury and Edmundston Armoury will be supplied by Contractor.</b>
	.2	Cleaning chemicals will be environmentally responsible products and must conform to Environmental Choice Standards (EcoLogo) or Green Seal standard.
	.3	The Contractor must provide to the Engineer a full list of the cleaning products, materials and product dispensers intended for use on this Service Contract. The list must include the corresponding MSDS (WHMIS) sheets and Technical Data Sheets for each product.
	.4	The Contractor must provide to the Engineer a full list of the paper products, garbage bags and soaps intended for use on this Service Contract. The list must include the corresponding MSDS (WHMIS) sheets and Technical Data Sheets for each product, as applicable.
	.5	The Contractor must provide to the Engineer a full list of the products dispensers intended for use on this Service Contract. The list must include the corresponding technical data sheet for each dispenser.

National Defence	Instructions to Bidders	Section 00 21 13
Job No.L-G82/1-0301/68		Page 5
5 CDSB Gagetown, N.B.		2014-06-02

1.16 Materials (Cont'd)	.6	Product categories that will be accepted under the Environmental Choice (EcoLogo) Program are as follows: .1 CCD-110 - Cleaning and Degreasing Compounds; .2 CCD-146 - Hard Surface Cleaners; .3 CCD-147 - Floor Care; .4 CCD-148 - Carpet and Upholstery; and .5 CCD-166 - Disinfectants and Cleaners.
	.7	Product categories that will be accepted under the Green Seal Program are as follows: .1 GS-34 - Degreasers .2 GC-37 - Cleaning Products for Industrial and Institutional use, and .3 GS-40 - Floor care products for Industrial and Institutional use.
	.8	Chemical products must be ready to use (RTU).
	.9	Prohibited products: .1 abrasive powder ie: Comet; .2 paradichlorobenzene deodorant blocks; and .3 products containing acids.
	.10	Toilet Paper dispenser will be: coreless jumbo roll tissue dispenser, single or double roll capacity.
	.11	Paper Towel dispenser will be: hand-lever or touchless towel dispenser.
	.12	Hand Soap dispenser will be: wall mounted, plastic molded, in a neutral colour, pump/manually activated or automatic dispenser.
	.13	Hand Sanitizer dispenser will be: wall mounted, plastic molded, in a neutral colour, pump/manually activated or automatic dispenser.
	.14	Coreless jumbo roll bathroom tissue will be: white, 2 ply, minimum 40% post consumer waste. Minimum 1000 ft per roll.
	.15	Paper towel will be: neutral, high capacity hard roll paper towel, 1 ply, minimum 40% post consumer waste. Minimum 600 ft per roll.
	.16	Hand Soap will be: liquid or foaming, fragrance free and dye free hand soap. Must meet Environmental Choice Program, Certification Criteria Document CCD-146 or

National Defence	Instructions to Bidders	Section 00 21 13
Job No.L-G82/1-0301/68		Page 6
5 CDSB Gagetown, N.B.		2014-06-02

1.16 Materials  
(Cont'd)

- .16 Hand Soap will be:(Cont'd)  
Green Seal Standards GS-37. Must be ready to use with no dilution required.
- .17 Hand Sanitizer will be: antibacterial, fragrance free and dye free hand sanitizer. Must be ready to use with no dilution required.
- .18 Garbage/Recycle Bags will be:
  - .1 Small green garbage bags: Must be 1mm in thickness, 55.9cm (W) X 60.9cm (L) (22"X24");
  - .2 Medium green garbage bags: Must be 1.5mm thickness, or extra strong, and 66cm (W) X 91.4cm (L) (26"X36"); and
  - .3 Large green garbage bags: Must be 1.5mm thickness, or extra strong, and 88.9cm (W) X 127cm (L) (35"X50").
- .19 Urinal pucks and screen combination must be: Environmental Choice Program Certification Criteria Document CCD-165 or Green Seal Standards GS-37.
- .20 Wax Sanitary Bags must be able to fit existing holders.
- .21 The Contractor will be responsible to replenish all material and products consumed such as paper towel, toilet paper, hand soap, hand sanitizer, sani-bags, urinal pucks, and garbage/recycling bags on a daily or as required basis.
- .22 The Contractor will be responsible to supply and install new product dispensers at the site at the outset of this Contract to the satisfaction on the Engineer. Within (5) five working days from the start of this Service Contract the Contractor will remove all existing product dispensers and replace them with their own. All dispensers removed by the Contractor will be labeled returned to the Engineer.
- .23 The Contractor is responsible for maintaining all product dispensers in good working order. Replacement of dispensers due to normal wear and tear will be the responsibility of the Contractor. Replacement of dispensers due to abuse will be the responsibility of DND. Broken dispensers will be replaced on an as required basis, subject to the approval of the Engineer.

National Defence	Instructions to Bidders	Section 00 21 13
Job No.L-G82/1-0301/68		Page 7
5 CDSB Gagetown, N.B.		2014-06-02

1.16 Materials (Cont'd)	.24	All manufactured articles, materials, and equipment will be applied, installed and connected as specified by the manufacturer.
	.25	The weekly minimum amount of material required to properly replenish consumable products and to maintain each individual building shall be stored on site in the storage rooms in each individual building.
	.26	No substitutions or changes of Cleaning Products, Materials and Dispensers will be accepted, unless prior approval is obtained from the Engineer.
1.17 Material Storage	.1	Store and maintain materials with labels intact and in original containers.
	.2	Storage shall be in those areas approved by the Engineer.
	.3	Maintain storage facility in a neat and tidy condition at all times.
	.4	Storage areas containing hazardous materials shall have entrance door markings as required by WHMIS.
	.5	Containers are to bear WHMIS labels as required.
	.6	MSDS Sheets for products used on this Service Contract must be in both official languages, placed in all storage areas and kept up to date by the Contractor.
	.7	Storage areas are to be locked when not in use. The Contractor is responsible for the security of his Equipment and Materials.
	.8	Storage space will be provided by the Department.
1.18 Equipment Required	.1	The Contractor will supply cleaning equipment as listed in this paragraph.
	.2	The following equipment is considered minimum and will be held at each site at all times.
	.1	Two mobile utility janitorial carts;
	.2	Two 25 litre bucket c/w 75mm casters and mop ringer;

National Defence	Instructions to Bidders	Section 00 21 13
Job No.L-G82/1-0301/68		Page 8
5 CDSB Gagetown, N.B.		2014-06-02

1.18 Equipment  
Required

(Cont'd)

- .2 (Cont'd)
  - .3 One dry canister vacuum c/w adaptable power head hook-up. Maximum noise level (db) 60-70, and
  - .4 One dual speed floor polisher 480mm @ 170-300 RPM.
- .3 In addition to the equipment listed above, one 500mm automatic floor scrubber will be used for floor cleaning at the Grand Falls Armoury and Edmundston Armoury on a daily basis for the duration of this Contract. Note: The auto scrubber shall be self propelled powered by rechargeable sealed gel batteries and c/w appropriate brushes, pads and other features, as recommended by the manufacturer of the floor surface to be cleaned. Contractor shall present supporting data, that equipment is suitable when requested by the Engineer.
- .4 Quantities of brooms, mops, dusters and other devices, as deemed necessary by the Engineer shall be maintained to adequately support cleaning services, and are to be replaced when found defective, worn or unserviceable.
- .5 All equipment will be "new" or "like new" of industrial quality at the beginning of the contract and will be maintained in like-new condition for the duration of the contract.
- .6 All equipment will be maintained in a clean and sanitary condition.
- .7 All equipment will be inspected by the Engineer after the award of the Contract and on a continuing basis during the period of the contract.
- .8 Equipment fueled by propane or gasoline are not permitted inside DND buildings.
- .9 Any equipment found unacceptable by the Engineer, will be removed from the site and immediately replaced with a piece suitable to the Engineer.

1.19 Service and  
Frequency

- .1 Annex A is a list of exterior and interior services and the minimum frequency required. Services listed are general and shall apply to all buildings.

National Defence  
Job No.L-G82/1-0301/68  
5 CDSB Gagetown, N.B.

Instructions to Bidders

Section 00 21 13  
Page 9  
2014-06-02

1.19 Service and  
Frequency  
(Cont'd)

- .2 Frequencies as indicated in Annex A are subject to change as directed by the Engineer. When frequency of work is indicated "as required", the Engineer will make the final decision as to when this service is required.
- .3 The Contractor, on award of the Service Contract, shall place the building in first class condition.

1.20 Quantities and  
Basis for Payment

- .1 The work performed under this Service Contract will be paid for on an hourly basis. The Contractor will accept the payment as full consideration for everything furnished and done by them in respect to the work.
- .2 The Contractor will submit prices for the following in accordance with the specification. Such prices will include supervision, expenses, tools, equipment, cleaning materials, cleaning products, and product dispensers, transportation (travel time to and from the contractors base of operation will be included in the rates provided) and profit.
  - .1 Hourly rate for a cleaning person to perform daily general cleaning duties for the work specified herein at the Grand Falls Armoury. **Estimated quantity 1560 hours.**
  - .2 Hourly rate for a cleaning person to perform daily general cleaning duties for the work specified herein at the Edmundston Armoury. **Estimated quantity 1560 hours.**
- .3 The quantities described in para 1.20.2 may increase or decrease and are used only as a guide for tendering. The quantities are not guaranteed and the Contractor will have no claim for loss of anticipated profits as a result of these estimated quantities.
- .4 Time charged and contract price may be verified by Government Audit before or after payment is made under the terms of this Service Contract.
- .5 The Contractor will provide service during regular working hours on an eight (8) hour per day, five (5) days per week basis between the hours of 0730hrs to 1600hrs Monday to Friday inclusive.



National Defence	Instructions to Bidders	Section 00 21 13
Job No.L-G82/1-0301/68		Page 10
5 CDSB Gagetown, N.B.		2014-06-02

1.20 Quantities and .6  
Basis for Payment  
(Cont'd)

- .6 The Contractor will advise the Engineer of the telephone number or location at which they or their representative may be contacted at all times.
- .7 The Contractor, upon receipt of an Acceptance of Tender, will be advised by the Engineer in writing of the names of persons authorized to request service. Work undertaken at the request of others, such as building occupants, will be entirely at the Contractor's risk with regard to payment.
- .8 The Contractor will submit one invoice monthly covering all charges. The invoice will identify the type of service provided, the total hours worked and the hourly rate. The Contractor's invoice shall reference the Contract, work order and requisition numbers. Each site included in this Contract will be identified as a different line item on the invoice.
- .9 The Contractor shall maintain daily time sheets for each employee for attendance verification. Time sheets shall:
- .1 indicate the time the employee commenced and ceased work;
  - .2 be signed by the employee; and
  - .3 be considered the property of DND and remain at the work site orderly room at all times.
- .10 Copies of daily time sheets are to be submitted with each monthly invoice to verify conformity to hours of work.

1.21 Statutory  
Holidays

- .1 Statutory holidays are not included in days of work and will not be paid, unless otherwise stipulated. Statutory holidays are defined as:
- .1 New Years Day;
  - .2 Good Friday;
  - .3 Easter Monday;
  - .4 Victoria Day;
  - .5 Canada Day;
  - .6 New Brunswick Day;
  - .7 Labour Day;
  - .8 Thanksgiving;
  - .9 Remembrance Day;
  - .10 Christmas Day; and
  - .11 Boxing day.

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National Defence	Instructions to Bidders	Section 00 21 13
Job No.L-G82/1-0301/68		Page 11
5 CDSB Gagetown, N.B.		2014-06-02

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- 1.22 Security Clearance
- .1 The Contractor shall maintain an up-to-date roster of all employees involved in this contract including managers, supervisors, operators and labourers. This roster must be made available to the Engineer upon request.
  - .2 The Contractor shall provide proof of the information contained within the roster to the Engineer upon request. The Engineer reserves the right to have removed from the site those personnel who do not meet security requirements as laid down by the Military Police Section.
  - .3 Security procedures require, that when requested by the Engineer, the Contractor will provide to the Engineer at no cost to DND, a copy of a Canadian Police Certificate for Employment for each employee who will work on this Service Contract.

National Defence	Health and Safety	Section 01 35 30
Job No.L-G82/1-0301/68	Requirements	Page 1
5 CDSB Gagetown, N.B.		2014-06-02

## PART 1 - GENERAL

- |  |        |   |
|--|--------|---|
| <u>1.1 References</u>                  | .1     | Canada Labour Code, Part II, Canada Occupational Safety and Health Regulations.   |
|  | .2     | Province of New Brunswick Occupational Health and Safety Act, 1991.   |
|  | .3     | National Building Code of Canada, 2010.   |
| <br><u>1.2 Regulatory Requirements</u> | <br>.1 | <br>Do work in accordance with the safety measures of the National Building Code of Canada 2010, the Canada Labour Code Part II, the New Brunswick Occupational Health and Safety Act and WorkSafeNB provided that in any case of conflict or discrepancy the more stringent requirements shall apply.  |
| <br><u>1.3 Responsibility</u>          | <br>.1 | <br>Contractor is responsible for the health and safety of all persons on site. Contractor is also responsible for the protection of property, persons and the environment on or adjacent to the site in so far as the work may affect these.   |
|  | .2     | Contractor and all contractor's employees are to comply with all safety requirements specified in the Contract Documents as well as all applicable federal, provincial and local statutes, regulations, ordinances and with Contractor's site-specific Health and Safety Plan.  |
|  | .3     | As outlined in the Canada Labour Code Part II, the Contractor is responsible to provide a site-specific Health and Safety Plan that includes a Confined Space Entry Procedure in the event that work is deemed by the Engineer to be in a confined space. Work is not to begin until this Health and Safety Plan is submitted and approved by the Engineer. |
|  | .4     | 5 CDSB Gagetown 5 Engineer Services Unit employs a Lock Out/Tag Out program to prevent work related injuries due to electrical or mechanical systems being energized while personnel are working in or around these systems. The Contractor must respect these locks and tags when encountered. Do not  |

National Defence	Health and Safety	Section 01 35 30
Job No.L-G82/1-0301/68	Requirements	Page 2
5 CDSB Gagetown, N.B.		2014-06-02

- 1.3 Responsibility .4  
(Cont'd)
- (Cont'd)
- forcibly remove these locks and/or tags at any time. If the Contractor requires that these be removed to perform work, a request is to be made to the Engineer for such removal.
- .5 As per the Canada Labour Code PartII, it is the Contractor's responsibility to employ their own Lock Out/Tag Out program to ensure that equipment is not energized by other personnel while they are working in or around equipment.
- .6 It is the Contractor's responsibility to ensure that all their employees are provided all Personal Protective Equipment (PPE) necessary to perform all work. Hard hats and safety glasses are to worn at all times.
- 1.4 Unforeseen Hazards .1 Should any unforeseen or peculiar safety-related factor, hazard, or condition become evident during performance of work, the Contractor must have procedures in place to facilitate the Employee's Right to Refuse Work in accordance with Acts and Regulations of New Brunswick. The Contractor is to advise the Engineer verbally and in writing of any employee who exercises this right.
- 1.5 Correction of Non-Compliance .1 Immediately address health and safety non-compliance issues identified by authority having jurisdiction or by Engineer.
- .2 Provide Engineer with written report of action taken to correct non-compliance of health and safety issues identified.
- .3 Engineer may stop work if non-compliance of health and safety regulations is not corrected.
- 1.6 Work Stoppage .1 Give precedence to safety and health of public and site personnel and protection of environment over cost and schedule considerations for work.

National Defence	DND Fire Safety Requirements	Section 01 35 35
Job No.L-G82/1-0301/68		Page 1
5 CDSB Gagetown, N.B.		2014-06-02

## PART 1 - GENERAL

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|--|----|--|
| <u>1.1 Reporting Fires</u>   | .1 | Know location of nearest fire alarm box and telephone, including emergency phone number.   |
|  | .2 | Report immediately all fire incidents to Fire Department as follows:   |
|  | .1 | telephone 911.   |
|  | .3 | When reporting fire by telephone, give location of fire, name or number of building and be prepared to verify the location.  |
| <u>1.2 Interior and Exterior Fire Protection and Alarm Systems</u> | .1 | Fire protection and alarm system will not be:  |
|  | .1 | obstructed;  |
|  | .2 | shut-off; and  |
|  | .3 | left inactive at end of working day or shift without authorization from Fire Chief.  |
|  | .2 | Fire hydrants, standpipes and hose systems will not be used for other than fire-fighting purposes unless authorized by Fire Chief.   |
| <u>1.3 Fire Extinguishers</u>                                      | .1 | Supply fire extinguishers, as scaled by Fire Chief, necessary to protect work in progress and contractor's physical plant on site.   |
| <u>1.4 Blockage of Roadways</u>                                    | .1 | Advise Fire Chief of any work that would impede fire apparatus response. This includes violation of minimum overhead clearance, as prescribed by Fire Chief, erecting of barricades and digging of trenches. |
| <u>1.5 Smoking Precautions</u>                                     | .1 | Observe smoking regulations at all times.  |
| <u>1.6 Rubbish and Waste Materials</u>                             | .1 | Rubbish and waste materials are to be kept to a minimum.   |
|  | .2 | Burning of rubbish is prohibited.  |

National Defence	DND Fire Safety Requirements	Section 01 35 35
Job No.L-G82/1-0301/68		Page 2
5 CDSB Gagetown, N.B.		2014-06-02

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|---|---|
| <p>1.6 Rubbish and Waste Materials<br/>(Cont'd)</p> <hr/> | <p>.3 Removal:<br/>.1 Remove all rubbish from work site at end of work day or shift or as directed.</p> <p>.4 Storage:<br/>.1 Store oily waste in approved receptacles to ensure maximum cleanliness and safety.<br/>.2 Deposit greasy or oily rags and materials subject to spontaneous combustion in approved receptacles and remove.</p>   |
| <p>1.7 Flammable and Combustible Liquids</p> <hr/>        | <p>.1 Handling, storage and use of flammable and combustible liquids are to be governed by the current National Fire Code of Canada.</p> <p>.2 Flammable and combustible liquids such as gasoline, kerosene and naphtha will be kept for ready use in quantities not exceeding 45 litres provided they are stored in approved safety cans bearing Underwriters' Laboratory of Canada or Factory Mutual seal of approval. Storage of quantities of flammable and combustible liquids exceeding 45 litres for work purposes requires permission of Fire Chief.</p> <p>.3 Transfer of flammable and combustible liquids is prohibited within buildings or jetties.</p> <p>.4 Transfer of flammable and combustible liquids will not be carried out in vicinity of open flames or any type of heat-producing devices.</p> <p>.5 Flammable liquids having a flash point below 38° C such as naphtha or gasoline will not be used as solvents or cleaning agents.</p> <p>.6 Flammable and combustible waste liquids, for disposal, will be stored in approved containers located in a safe ventilated area. Quantities are to be kept to a minimum and Fire Department is to be notified when disposal is required.</p> |
| <p>1.8 Hazardous Substances</p> <hr/>                     | <p>.1 Work entailing use of toxic or hazardous materials, chemicals and/or explosives, or otherwise creating hazard to life, safety or health, will be in accordance with National Fire Code of Canada.</p>   |
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National Defence		Section 01 35 43
Job No.L-G82/1-0301/68	Environmental Procedures	Page 1
5 CDSB Gagetown, N.B.		2014-06-02

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PART 1 - GENERAL

- 1.1 General .1 Contractor will take all reasonable steps to ensure that they and their employees have complied with all pertinent legislation and have protected the environment.
- 1.2 Fires .1 Fires and burning of rubbish on site not permitted.
- 1.3 Disposal of Wastes .1 Do not bury rubbish and waste materials on site unless approved by Engineer.
- .2 Do not dispose of waste or volatile materials, such as mineral spirits, oil or paint thinner into waterways, storm or sanitary sewers.
- 1.4 Spill Protection .1 The Contractor must have adequate clean up materials for any potential hazardous materials used in the completion of the work (ie. Foams, fuels, oils, lubricants, etc).



Serial	Interior and Exterior Service Required	Frequency									
		As Req'd	Twice/Day	Daily	Twice/Wk	Weekly	Twice/Mth	Monthly	3 Months	6 Months	Annually
1.	<b><u>General</u></b>										
	a. Emergency cleaning;	X									
	b. Dust notice boards;					X					
	c. Dust and wipe high ledges, tops of cabinets, partitions, doors, exposed pipes, etc.;					X					
	d. Hose cabinets, display areas: (1) spot clean; (2) wash and polish;			X			X				
	e. Radiators: (1) dust and damp wipe; (2) wash;					X		X			
	f. Ceiling air diffusers, air intake grills: (1) vacuum; (2) wash;						X			X	
	g. Door grill: (1) vacuum; (2) wash;					X				X	
	h. Water Dispensers: (1) wash; (2) disinfect;			X X							
	i. Blinds: (1) Vacuum; (2) Wash;						X				X
	j. Pictures, murals, clocks - clean;					X					
	k. Counters - clean;			X							
	l. Waste paper baskets & containers (other than washrooms): (1) Emptied; (2) dusted and washed;			X				X			

National Defence

Annex A

Job No. L-G82/1-301/68

Service and Frequency

Page 2

5 CDSB Gagetown, NB

2014-06-02

		Frequency									
Serial	Interior and Exterior Service Required	As Req'd	Twice/Day	Daily	Twice/Wk	Weekly	Twice/Mth	Monthly	3 Months	6 Months	Annually
	m. Dry garbage to be removed from building and placed in litter bins outside building;			X							
	n. Wash windows and glass partitions; and	X				X					
	o. Wash Mirrors.	X				X					
2.	<b><u>Entrances, Lobbies, Vestibules &amp; Foyers</u></b>										
	a. Floors: (1) Sweep; (2) Wash; (3) Spray buff; (4) Removal of salt, sand and water; (5) Strip, seal and wax;	X		X X X		X					X
	b. Walls: (1) Spot clean; (2) Wash;	X							X		
	c. Foot grills and recessed pans - clean and vacuum;	X				X					
	d. Mats: (1) Vacuum; (2) Clean;	X		X		X					
	e. Glass doors and side glass (inside and out): (1) Spot clean; (2) Wash and polish;			X	X						
	f. Door frames - clean, and			X							
	g. Areas to be policed and kept free of litter, salt, sand and water.			X							
3.	<b><u>Stairs and Stairwell</u></b>										
	a. Sweep;			X							



Serial	Interior and Exterior Service Required	Frequency									
		As Req'd	Twice/Day	Daily	Twice/Wk	Weekly	Twice/Mth	Monthly	3 Months	6 Months	Annually
5.	<b><u>Washrooms (Main Building and Garage), Toilet Rooms, Showers</u></b>										
	a. Floors (including shower areas) scrubbed and disinfected;	X		X							
	b. Toilet seats, bowls, urinals, wash basins to be cleaned and disinfected;	X		X							
	c. Body contact points such as water taps, receptacles, dispensers, door plates, toilet seats and flush valves, etc. to be disinfected;	X		X							
	d. Dust and clean flush tanks, dispensers, receptacles, mirrors, shelves and exposed piping;			X							
	e. Empty, wash, disinfect sani-cans and replace bags;			X							
	f. Damp wash toilet partitions;			X							
	g. Wash and disinfect walls, floor drains and floor drain covers;			X							
	h. Remove waste paper;			X							
	i. De-scale toilet bowls and urinals;			X							
	j. Soap dispensers, shower dispensers, toilet paper, sani-bags, paper towel, and urinal drip system dispensers to be replenished;	X									
	k. Refuse receptacles to be washed and disinfected, and			X							
	l. Shower stall walls and floors scrubbed and disinfected.			X							

Serial	Interior and Exterior Service Required	Frequency									
		As Req'd	Twice/Day	Daily	Twice/Wk	Weekly	Twice/Mth	Monthly	3 Months	6 Months	Annually
6.	<b><u>Corridors and Halls</u></b>  a. Floors: (1) sweep/dry mop; (2) wash and spray buff; (3) spot removal; and (4) strip, seal and wax.	X		X							X
	b. Carpets: (1) thorough vacuum; (2) spot clean;	X		X							
	c. Walls: (1) spot clean, and (2) wash.	X						X			
7.	<b><u>Locker and Dressing Rooms</u></b>  a. Floors: (1) Sweep; (2) Wash and spray buff; (3) Spot clean; (4) Strip, seal and wax;	X		X							X
	b. Walls: (1) spot clean; (2) dust, and (3) wash.	X					X		X		
8.	<b><u>Lunchrooms, Kitchenettes and Lounges</u></b>  a. Floors: (1) sweep; (2) wash and spray buff; (3) spot clean; (4) strip, seal and wax;	X		X							X

Serial	Interior and Exterior Service Required	Frequency									
		As Req'd	Twice/Day	Daily	Twice/Wk	Weekly	Twice/Mth	Monthly	3 Months	6 Months	Annually
	b. Walls: (1) spot clean; (2) wash;	X							X		
	c. Counters: (1) damp wipe and disinfect;			X							
	d. Sinks and faucets: (1) clean and disinfect;			X							
	e. Ranges and refrigerators: (1) damp wipe exterior surfaces; (2) clean under and behind; (3) clean interiors of refrigerators when empty when requested, and (4) clean interiors of ranges.	X X			X			X			
9.	<b><u>Training and Lecture Rooms</u></b>										
	a. Floors: (1) sweep; (2) wash and buff; (3) spot clean; (4) strip, seal and wax;	X X X		X X X							X
	b. Carpets and Rugs: (1) spot clean; (2) spot vacuum; (3) thorough vacuum;	X			X	X					
	c. Walls: (1) spot clean; (2) dust; (3) wash;	X			X	X					



**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 date of award of April 1, 2015 to March 31, 2016**

<b>Item No.</b>	<b>Description</b>	<b>Unit of Issue</b>	<b>*Est. Qty</b>	<b>Unit Price</b>	<b>Extended Price</b>
1	Rate for a cleaning person to perform daily general cleaning duties at the Grand Falls Armoury.	per hour	1560		
2	Rate for a cleaning person to perform daily general cleaning duties at the Edmundston Armoury.	per hour	1560		

**Note:**

**\*Quantities are estimates and are to be used for evaluation purposes only.**



**Annex C**  
**Technical Evaluation Criteria**

**Mandatory Evaluation Criteria**

1. Technical Offers MUST meet all of the following mandatory requirements. Proposals must be supported by proper and adequate detail, particularly where a mandatory item requires supporting evidence. Those not meeting all of these mandatory requirements will be given no further consideration.
2. The mandatory evaluation criteria are:

**ATTENTION BIDDER : WRITE THE RELEVANT PAGE NUMBER(S) FROM YOUR TECHNICAL OFFER WHICH ADDRESSES THE ISSUE BESIDE THE CRITERIA BELOW.**

<u>Criteria</u>	Cross Reference to Proposal (page #)	FOR EVALUATION PURPOSES	
		MET / NOT MET	COMMENTS
The contractor must be an established Janitorial Contracting Company with a minimum of (2) years proven Janitorial Contracting Experience.  <b>Supporting documentation describing the exact nature of the experience must be provided at time of bid closing.</b>			