

RETURN BIDS TO:
RETOURNER LES SOUMISSIONS À:
Bid Receiving Public Works and Government
Services Canada/Réception des soumissions
Travaux publics et Services gouvernementaux
Canada
Room 100,
167 Lombard Ave.
Winnipeg
Manitoba
R3B 0T6
Bid Fax: (204) 983-0338

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

Title - Sujet Janitorial Services	
Solicitation No. - N° de l'invitation T5013-140003/B	Date 2014-11-03
Client Reference No. - N° de référence du client T5013-140003	
GETS Reference No. - N° de référence de SEAG PW-\$WPG-011-9225	
File No. - N° de dossier WPG-4-37059 (011)	CCC No./N° CCC - FMS No./N° VME
Solicitation Closes - L'invitation prend fin at - à 02:00 PM on - le 2014-12-15	
Time Zone Fuseau horaire Central Standard Time CST	
F.O.B. - F.A.B. Plant-Usine: <input type="checkbox"/> Destination: <input checked="" type="checkbox"/> Other-Autre: <input type="checkbox"/>	
Address Enquiries to: - Adresser toutes questions à: Palmer, Adele	Buyer Id - Id de l'acheteur wpg011
Telephone No. - N° de téléphone (204) 983-1512 ()	FAX No. - N° de FAX (204) 983-7796
Destination - of Goods, Services, and Construction: Destination - des biens, services et construction: Churchill Airport PO Box 1059 Churchill, Manitoba R0B 0E0	

Instructions: See Herein

Instructions: Voir aux présentes

Vendor/Firm Name and Address

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

Issuing Office - Bureau de distribution

Public Works and Government Services Canada - Western
Region
Room 100
167 Lombard Ave.
Winnipeg
Manitoba
R3B 0T6

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

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This bid solicitation cancels and supersedes previous bid solicitation number(s) T5013-140003/A, dated September 9, 2014 with a closing date of October 20, 2014 at 14:00 Central Daylight Savings Time. A debriefing or feedback session will be provided upon request to bidders/offerors/suppliers who bid on the previous solicitation.

Some suppliers will be invited directly.

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PART 1 - GENERAL INFORMATION

1.1 Security Requirements

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 requirements as indicated in Part 6 - Resulting Contract Clauses;
 - (c) the Bidder must provide the name of all individuals who will require access to classified or protected information, assets or sensitive work sites;
2. Bidders are reminded to obtain the required security clearance promptly. Any delay in the award of a contract to allow the successful bidder to obtain the required clearance will be at the entire discretion of the Contracting Authority.
3. For additional information on security requirements, bidders should refer to the [Industrial Security Program \(ISP\)](http://ssi-iss.tpsgc-pwgsc.gc.ca/index-eng.html) of Public Works and Government Services Canada (<http://ssi-iss.tpsgc-pwgsc.gc.ca/index-eng.html>) website.

1.2 Statement of Work

To provide all labour and supervision to complete and perform janitorial services for Transport Canada. Services are for the Churchill Airport, located in Churchill, Manitoba, as further described in Annex A, Statement of Work.

The period of the Contract will be for 2 years from Contract award, with Canada retaining the irrevocable option to extend the Contract by one (1) additional one-year period.

There is a security requirement associated with this requirement. For additional information, consult Part 6 - Security Requirements, and Part 7 - Resulting Contract Clauses. For more information on personnel and organization security screening or security clauses, bidders should refer to the [Canadian Industrial Security Directorate \(CISD\), Industrial and Security Program](http://ssi-iss.tpsgc-pwgsc.gc.ca/index-eng.html) of Public Works and Government Services Canada (<http://ssi-iss.tpsgc-pwgsc.gc.ca/index-eng.html>) website.

1.3 Debriefings

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

1.4 Trade Agreements

The requirement is subject to the provisions of the North American Free Trade Agreement (NAFTA), and the Agreement on Internal Trade (AIT).

PART 2 - BIDDER INSTRUCTIONS

2.1 Standard Instructions, Clauses and Conditions

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

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

The 2003 (2014-09-25) Standard Instructions - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the bid solicitation.

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

Delete: 60 days

Insert: 90 days

2.2 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.

2.3 Former Public Servant

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

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- 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;

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- 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.

2.4 Enquiries - Bid Solicitation

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

Bidders should reference as accurately as possible the numbered item of the bid solicitation to which the enquiry relates. Care should be taken by bidders to explain each question in sufficient detail in order to enable Canada to provide an accurate answer. Technical enquiries that are of a proprietary nature must be clearly marked "proprietary" at each relevant item. Items identified as "proprietary" will be treated as such except where Canada determines that the enquiry is not of a proprietary nature. Canada may edit the 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.

2.5 Applicable Laws

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

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

3.1 Bid Preparation Instructions

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

Section I: Technical Bid (1 hard copy)

Section II: Financial Bid (1 hard copy)

Section III: Certifications (1 hard copy)

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

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

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

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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 should:

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

Section I: Technical Bid

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

Section II: Financial Bid

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

3.1.1 Exchange Rate Fluctuation

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

Section III: Certifications

Bidders must submit the certifications required under Part 5.

PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

4.1 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.

4.1.1 Technical Evaluation

All bidders should submit the following Technical Criteria with their bid:

- Bidders **should** record whether they meet (Yes) or not meet (No) the specifications.
- Bidders **should** provide documentation and should cross reference where each of the Technical Criteria below can be found within the documentation.

Item	Technical Criteria	Yes	No	Bidder's Cross Reference
1.	Experience – The proposed personnel carrying out the work under this Contract should have experience performing similar services detailed in Annex A – Statement of Work. The Bidder should provide examples of similar services for the proposed personnel.			
2.	References – The Bidder should provide two (2) references (janitorial or other) for the proposed personnel.			

4.1.2 Financial Evaluation

SACC Manual Clause A0220T (2014-06-26), Evaluation of Price

4.2 Basis of Selection

4.2.1 *SACC Manual* Clause A0069T (2007-05-25), Basis of Selection

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

PART 5 - CERTIFICATIONS

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

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

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

5.1 Certifications Precedent to Contract Award

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

5.1.1 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.

5.1.2 Federal Contractors Program for Employment Equity - Bid Certification

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

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

5.1.3 Additional Certifications Precedent to Contract Award

5.1.3.1 Education and Experience

5.1.3.1.1 *SACC Manual* clause [A3010T](#) (2010-08-16) Education and Experience

PART 6 - RESULTING CONTRACT CLAUSES

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

6.1 Security Requirements

6.1.1 The following security requirements (SRCL and related clauses provided by ISP) apply and form part of the Contract.

1. The Contractor must, at all times during the performance of the Contract, 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 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 must comply with the provisions of the:
 - a) Security Requirements Check List and Security Guide (if applicable), attached at Annex "C";

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b) Industrial Security Manual (Latest Edition).

6.2 Statement of Work

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

6.3 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.

6.3.1 General Conditions

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

6.4 Term of Contract

6.4.1 Period of the Contract

The period of the contract is for two (2) years from date of contract award.

6.4.2 Option to Extend the Contract

The Contractor grants to Canada the irrevocable option to extend the term of the Contract by up to one (1) additional one-year period 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 (3) 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.

6.5 Authorities

6.5.1 Contracting Authority

The Contracting Authority for the Contract is:

Adèle Palmer
Supply Specialist
Public Works and Government Services Canada
Western Region
Acquisitions Section
Suite 100-167 Lombard Avenue
Winnipeg, MB R3B 0T6

Telephone: (204) 983-1512
Facsimile: (204) 983-7796

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E-mail address: adele.palmer@pwgsc-tpsgc.gc.ca

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

6.5.2 Project Authority

The Project Authority for the Contract is: **TBD**

Name: _____
Title: _____
Organization: _____
Address: _____

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

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

6.5.3 Contractor's Representative

Name: _____
Title: _____
Organization: _____
Address: _____
Telephone: _____
Facsimile: _____
E-mail address: _____

6.6 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.

6.7 Payment

6.7.1 Basis of Payment – Firm Price

In consideration of the Contractor satisfactorily completing all of its obligations under the Contract, the Contractor will be paid a firm price as specified in Annex B for a cost of \$TBD. Customs duties are included and Applicable Taxes are extra.

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Canada will not pay the Contractor for any design changes, modifications or interpretations of the Work, unless they have been approved, in writing, by the Contracting Authority before their incorporation into the Work.

6.7.2 Limitation of Price

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

6.7.3 Monthly Payment

SACC Manual Clause H1008C (2011-05-16) Monthly Payment

6.7.4 SACC Manual Clauses

A9117C (2007-11-30), T1204 – Direct Request by Customer Department
C2000C (2007-11-30), Taxes – Foreign Based Contractor

6.8 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.

Each invoice must be supported by:

- a. a copy of time sheets to support the time claimed;
 - b. a copy of the release document and any other documents as specified in the Contract;
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.

6.9 Certifications

6.9.1 Compliance

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.

6.10 Applicable Laws

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

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6.11 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) Annex A, Statement of Work;
- (d) Annex B, Basis of Payment;
- (e) Annex C, Security Requirements;
- (f) Annex D, Insurance Requirements;
- (g) the Contractor's bid dated _____.

6.12 SACC Manual Clauses

A9068C (2010-01-11), Government Site Regulations
A9039C (2008-05-12), Salvage

6.13 Insurance Requirements

The Contractor must comply with the insurance requirements specified in Annex D. 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.

ANNEX "A"

STATEMENT OF WORK

PART I - OVERVIEW

1 Description

- 1.1 Provide all labour and supervision for janitorial services at the Churchill Airport, located in Churchill, Manitoba.

2 Equipment, Materials and Supplies

- 2.1 Transport Canada will supply all equipment, materials and supplies required to fulfill services required in this Statement of Work.

3 Responsibility for Damage to the Building and Its Contents

- 3.1 Any damage resulting from misuse of any agents or materials shall be assessed against the contractor.
- 3.2 It is the contractor's responsibility at the time of contract award to examine the surfaces, which are to be maintained in order to ascertain their condition and to bring to the Manager's attention, in writing, any defective surfaces.

4 Supervision

- 4.1 The contractor or their designated representative shall provide supervision to the work and shall be available as required from 08:00 AM to 04:30 PM Monday to Friday and each weekend, and at such other times as the supervisory requirements demand.

5 Keys

- 5.1 The contractor and his employees shall be required to obtain keys for Restricted Areas from the Airport Manager. The contractor and his employees must comply with all rules pertaining to the security of work areas. The rules are located in the Churchill Airport Administration Office, and can be viewed at anytime.

6 Lost and Found Articles

- 6.1 Lost and found articles shall be turned over to the Airport Manager or to such other official as may be designated by the Airport Manager.

7 Services Provided by the Department

- 7.1 The Department of Transport will supply power, heat and water, required; storage

facilities will also be provided. It is the contractor's responsibility to exercise full management control over the supplies issued by the department and to conduct an inventory of supplies on a monthly basis.

8 Fire Safety

- 8.1 Waxes, floor finishes, polishes and cleaning materials are very susceptible to spontaneous ignition. All such materials shall be stored in metal containers with self-closing, tight fitting metal lids until materials can be used or safely disposed of.
- 8.2 Storage closets shall be kept clean, neat and tidy at all times.
- 8.3 All waxes, polishing oils, etc., shall be kept tightly sealed and stored in separate shelving from rags and other cleaning materials.
- 8.4 All floor mops shall be stored in a suspended position to allow free air circulation around heads of mops.
- 8.5 Smoking is only permitted in designated smoking areas, located outside of the building.
- 8.6 The use of hot plates or other electrical appliances is prohibited in cleaning equipment rooms.

9 Accident Prevention and Occupational Safety

- 9.1 The contractor shall comply with any applicable safety regulations, standards and rules prescribed by the appropriate federal and provincial authorities and in the event of any inconsistencies between such regulations, standards and rules and the provisions of the Statement of Work; the provisions of the Statement of Work shall prevail.

10 Storage Space

- 10.1 The contractor shall store all supplies, materials and equipment in storage areas designated by the Airport Manager. The contractor shall keep these areas neat and clean at all times in accordance with all applicable fire regulations.

11 Garbage Storage

- 11.1 All dry garbage must be securely contained in plastic bags, or steel cans with appropriate lids and stored in designated pick-up areas. Storage area floors must be kept free of litter at all times.

12 Access

- 12.1 Under no circumstances shall any of the contractor's personnel, vehicles or equipment enter or move upon any runways, taxiways, aprons, or any other paved or unpaved surfaces of the Airport, or beyond the prescribed limits of the work areas under the

contract without the consent of the Airport Manager.

13 Hours for Cleaning

- 13.1 The hours during which cleaning may be performed at Churchill Airport and occupancy of buildings included in this contract are as follows:
- 13.1.1 Air Terminal Building:
Public Rooms, airline offices, cargo areas, all washrooms and vestibules
8:30- 1630 hrs - Monday to Sunday inclusive
- 13.1.2 Maintenance Garage:
Monday to Sunday inclusive
16:30 – until completion of tasks - described under Part II
- 13.2 The contractor will be issued pass keys to the buildings and will be responsible to ensure at all times other than the published hours of operations that the buildings are secure during cleaning operations and on leaving the buildings. The contractor shall not permit entry of unauthorized persons into the buildings during any period outside of normal operating hours.

PART II - DESCRIPTION OF SERVICES AND METHODS OF CLEANING

A. DESCRIPTION OF SERVICE

1. Spot Cleaning

- 1.1 This service consists of the removal of all defacing matter from surfaces, scuff marks at desk areas, spots, smudges, stains, scuff marks and traffic lanes in all areas of the buildings.

2. Pick-up Service

- 2.1 This service consists of removing debris from floors and other horizontal surfaces and waste receptacles.

3. Litter Pick-up (Exterior)

- 3.1 This service consists of picking up all litter within five (5) feet from the exterior surfaces of footing walls of a building. If steps/ramps lead to a building or encompass it in part or whole, litter pick-up on these areas shall be included. Litter shall also be picked up in flowerbeds and planters adjoining buildings.

4. Snow Removal, Sweeping and Ice Control

- 4.1 This service consists of snow, ice, and debris removal from all sidewalks, building entrances and ramps/stairs. This service will extend only five (5) feet onto the apron airside and five (5) feet from the buildings groundside, and must be done daily before scheduled flight times. Scheduled flight times are between 8:30 and 16:30 daily.

5. Clean

- 5.1 As used in this Statement of Work shall mean that after a cleaning procedure has been completed, the surface shall be neutral, soil and residue free.

6. Air Handling Units - Grilles - Supply and Return

- 6.1 As used in this Statement of Work includes window air conditioning units, induction units, heating convectors and forced flow heating units, wall mounted radiators, floor, wall and ceiling mounted force flow heating units. The grilles are located on the ceiling. They must be removed, washed and then reinstalled.

B. METHOD OF CLEANING

1. Sidewalks, Footpaths, Raised Areas of Cement, Entrances, Exits and Ramps

1.1 Sweeping

Hand or mechanical brooms or vacuum pick-ups shall be used. The debris shall be placed in lidded metal or suitable containers and taken to the designated areas of disposal.

1.2 Snow and Ice Removal

Snow must be removed from the paved walks and building entrance without delay. When necessary, sanding shall be carried out to prevent slippery conditions.

2. Care of Floors

2.1 Dust Mopping

A dust control method shall be used in all dust mopping operations by using either a non-oil retardant on clean dust mops, or disposable dust mop cloths. Sweeping compounds containing oils, abrasives or other harmful substances shall not be used. Power vacuum equipment may be used in lieu of dust mopping. All areas of floors shall be dust mopped or vacuumed, including areas under furniture.

2.2 Damp Mopping

This operation shall be preceded by dust mopping. Clean cool water shall be used for damp mopping. A small amount of detergent may be added. Mop swirls on floor from dirty mops and water shall not be acceptable. Buffing shall follow mopping where a buffable floor finish is used. NOTE: When damp mopping in washrooms use germicidal agent.

2.3 Wash or Wet Mop and Rinse

This operation shall be preceded by dust mopping. Clean, cool or warm water shall be used. A small amount of detergent may be added. Residue shall be picked up and the surface rinsed. A small amount of compatible floor finish may be added to the rinse water. If more than one rinsing is required, the building supervisor shall direct the contractor to do so. Buffing shall be done where a buffable finish is used.

2.4 **Scrubbing and Refinishing**

This operation shall be preceded by dust removal. Warm water to which the recommended amount of detergent has been added shall be used. Power scrubbing equipment will be used, either using a scrubbing brush or suitable synthetic pad. Solutions shall be permitted time to work its chemical action on floor surfaces. All residues shall be picked up and floor rinsed until clean. Floor finish, either one or two coats, shall be applied and buffed if recommended by the manufacturer, or a non-buffable finish may be used.

2.5 **Stripping and Refinishing**

This shall consist of the complete removal of all floor finish and other residues. When rinsed, floors shall be neutral. Two or more coats of floor finish shall be applied and buffed if recommended by the manufacturer. Furniture, including cabinets and file cabinets, shall be removed for this operation unless tenant request otherwise, and these areas stripped and refinished with the remainder of the area. Soil and residue shall be removed from the baseboards and all other vertical surfaces, including furniture legs and bases, while it is still soluble.

2.6 **Buffing**

This shall be performed by mechanical means using either a lamb's wool, felt or the correct synthetic pad.

2.7 **Spray Buffing**

Spray buffing will be permitted in lieu of washing, finishing and buffing in office area. Spray buffing shall be done in other areas only with the permission of the Airport Manager. If spray buffing in other areas does not maintain the standards of cleanliness required in Department of Transport buildings, the Airport Manager will direct the contractor to return to the frequencies of wash, wet mop and rinse, and scrub and refinish as specified. When spray buffing is used, unless equipment and methods of cleaning used by the contractor indicate otherwise, either vacuuming or dust mopping and dusting of furniture shall follow spray buffing.

3. **Miscellaneous Floor Cleaning**

- 3.1 Traffic lanes and worn areas of floor finish will be removed and/or repaired as they occur, either by scrubbing, finish buffing, or by spray buffing.
- 3.2 Sealing of floor shall be done with an approved penetrating floor sealer. It will be applied after floors are stripped. Two (2) applications shall be applied, carefully following manufacturer's recommendations.
- 3.3 Corners shall be kept free of dirt, dust and watermarks at all times. Cleaning solutions shall not be allowed to seep under furniture, partitions, etc. Petroleum base waxes shall not be used on asphalt floor.
- 3.4 Portable warning signs and guide ropes shall be used by the contractor to identify areas undergoing major cleaning operations where danger may exist for staff or the general public. Supplied by Transport Canada.

3.5 Department of Transport carpeted areas shall be spot cleaned of spillage, stains, and marks.

4. Walls and Ceilings

4.1 Walls shall be washed with warm water and detergent as recommended by the manufacturer. Walls, etc., shall be rinsed with warm clear water. At the conclusion of the cleaning operation, there shall be no visible soil, streaks or other discoloration on the finish.

5. Windows and Glass Surfaces

5.1 Windows shall be washed with a non-streaking agent, alcohol solution may be used. Window washing operations shall include all adjacent metal surfaces such as mullions, frames, sills, etc., and window screens where they are installed.

6. Door Mats and Mat Recesses

6.1 Door mats shall be removed where applicable, and cleaned using detergent. A stiff bristle brush may be used to remove encrusted dirt. Mats shall be well cleaned.

6.2 Minimum amount of water shall be used in the cleaning of non-removable pneumatic mats to prevent electrical shorting of operating mechanisms or other breakdowns.

7. Waste Receptacles

7.1 Waste receptacles shall be damp wiped after each emptying. They will be washed completely as required in the Statement of Work with warm water to which a germicidal agent has been added.

8. Ash Urns and Ash Trays Exterior of Buildings

8.1 All ash urns and ashtrays must be emptied daily.

9. Furniture

9.1 This material may be washed or damp wiped using warm water and a germicidal agent. It will be wiped dry. Suitable furniture cleaner, liquid or spray may be used as alternative methods of cleaning. Care must be taken to wipe all cleaner residues from surfaces.

10. Washroom Cleaning

10.1 Washbasins, toilet tanks and urinals shall be thoroughly washed with warm water, added detergents to be used exactly as specified by the manufacturer. Special attention shall be paid to cleaning the undersides of the seats and rims of the toilet bowls. Toilet bowls and urinals shall be descaled at least weekly, the descalant applied in such a way as to avoid damages to the fixtures, etc. Spray deodorants shall be used as required.

NOTE: Use germicidal agent.

11. Non-Washable Ceilings

11.1 These ceilings shall be vacuumed. This work must have prior approval by the Airport Manager.

12. Miscellaneous

- 12.1 Cleaning works of art is included in this Statement of Work, except where instructed otherwise. Advertising displays are also included.

13. Finishes (General)

All surfaces listed hereunder shall be cleaned by damp wiping with a soft cloth or chamois. The cleaning solution, except where otherwise indicated, shall be clear water to which germicidal agent/or another non-harmful cleaner has been added. The surface must always be properly rinsed and dried. Acid, abrasive and other cleaning materials may be used provided adequate care is taken not to damage the treated surface. The particular type of cleaner which may be used for each surface is indicated below:

- 13.1 Stainless Steel
Cleaning solution: use a properly buffered weak acid detergent.
Stubborn dirt marks; use a mild abrasive cleaning compound.
- 13.2 Aluminium
Cleaning solution: use a buffered silicate.
Stubborn dirt marks; use a mild abrasive cleaner (such as 00 steel wool) in conjunction with a non-etching chemical cleaner. Very stubborn dirt marks; pumice in conjunction with buffered phosphoric acid.
- 13.3 Anodized Aluminium
No abrasive or acid cleaner permitted.
- 13.4 Porcelain
Cleaning Solution: Stubborn dirt marks; a mild abrasive or properly buffered acid cleaner.
- 13.5 Concrete
Bristle scrub brush may be used. Stubborn dirt marks; abrasive, solvent, or acid cleaner.
- 13.6 Painted Surface
Stubborn dirt marks; mild abrasive or properly buffered alkaline cleaner.
- 13.7 Glazed Brick and/or Ceramic
A medium scrub brush may be used. Stubborn dirt marks; buffered acid cleaner.
- 13.8 Terrazzo, Mosaic, Polished Stone, Marble
Cleaning solutions; water to which a neutral liquid cleaner has been added. The cleaning agent must be free from alcohols, acid, salts and strong alkalines.
- 13.9 Cut Stone, Stucco
A medium stiff brush may be used with clear water.
- 13.10 Vinyl Wall Surfaces
Cleaning and maintenance of these surfaces shall be as indicated in the Technical Service Bulletin published by Fabriloid Division, Canadian Industries Limited.

NOTE: Germicidal agent shall be used in all washing procedures.

PART III**CHURCHILL AIRPORT - AREA CATEGORIES****1 General Information**

- 1.1 The statement of services and frequencies indicated for the various categories shall be followed by the contractor at all times. Contractors are advised that the building included in the contract must present a neat and tidy appearance during the hours of occupancy.

If areas or frequencies of services are either deleted or not carried out by the contractor in accordance with the Statement of Work, this will be brought to the attention of the contracting authority and documented.

2 Determination of Cost

In the case of the addition or elimination of cleanable space, the change in the amount of space of the contract shall be calculated using the firm (monthly) rate per m² identified in Annex "B" – Basis of Payment, and in accordance with the following formula:

The firm monthly rate per m² for Routine and Scheduled Cleaning operations shall be multiplied by twelve months divided by two hundred and fifty working days. This amount shall be multiplied by the additional or eliminated m². The ensuing amount shall then be multiplied by the number of days the additional space will be cleaned or eliminated. The resulting amount shall then constitute the sum by which the contract shall be increased or decreased.

3 Building G19 Maintenance Garage**2.1 Main Floor East Side**

Room No.	Description	Category	Area M ²
0103	TC Office (MRM office)	Office Light	30.800
0104	Washroom Woman's	Public	4.340
0105B	TC Office (computer room)	Office Light	16.597
0105C	TC Office (MDO office)	Office Light	15.719
0106	Hallways including stairway	Public	39.425
0107	TC Office (APM office)	Office Light	14.415
0108	Washroom Men's	Public	9.145
0109	Laundry	Office light	10.500

2.2 Main Floor East Side - (Mobile Shop)

Room No.	Description	Category	Area M ²
0105	Office	Office Light	9.000
Modular unit	Office	Office Light	10.237

2.3 Main Floor West Side (Trades Shops)

Room No.	Description	Category	Area M ²
0126	TC Office (electrical shop)	Office Light	9.150

Solicitation No. - N° de l'invitation
T5013-140003/B

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur
wpg011

Client Ref. No. - N° de réf. du client
T5013-140003

File No. - N° du dossier

CCC No./N° CCC - FMS No./N° VME
WPG-4-37059

0128	TC Office (carp shop)	Office Light	7.840
0130	TC Office (plumbing shop)	Office Light	10.392

2.4 Second Floor East Side

Room No.	Description	Category	Area M²
0201	Hallway	Public	17.077
0202	Staff Lunchroom	Office Light	36.966
0203	Emergency Control Centre	Office Light	35.488
0204	Radio Room	Office Light	3.311
0209	Map Room	Office Light	31.351
0210	Training Room	Office Light	22.00

4 Air Terminal Building

Room No.	Description	Category	Area M²
0101	Public Area	Public	462.768
0102	Baggage room	Office Light	52.438
Baggage Carousel	Public		26.407
0103	Vestibule	Public	15.545
0104	Briefing Room	Office Light	39.582
0105	Mechanical Room	Office – Heavy (#1 only)	116.227
0106	Airline Office	Office Light	16.660
0107	Enplaning – Baggage Room	Office Light	73.400
0108	Airline Office	Office Light	16.748
0109	Washroom	Public	18.931
0110	Washroom	Public	15.963
0111	Washroom	Public	6.502
0112	Vestibule	Public	7.893
0113	Vestibule	Public	7.893
0115	Corridor	Public	12.337
Counters-area behind ticket counters		Office Light	29.310
Ticket counter – Includes front, top and back		Office Light	

PART IV

SPECIFIED SERVICES AND FREQUENCIES

1 Cleaning

- 1.1 As required (any time) and specifically before regularly scheduled flights, clean all surfaces interior and exterior of buildings, exterior landings, stairs, steps including balconies and covered walks (includes snow removal) a distance of five (5) feet onto the apron airside and five (5) feet from the buildings without sidewalks groundside. This is required - a minimum of twice per day Monday – Sunday inclusive.
- 1.2 Replenish toilet supplies.
- 1.3 All carpeted areas: spot and stain removal.

2 Daily

- 2.1 Glass Surfaces - Interior and Exterior
 - 2.1.1 Entrances, exits and vestibules: spot clean
 - 2.1.2 Public Areas: spot clean
 - 2.1.3 Interior partitions and doors: spot clean
- 2.2 Public Areas (Except Washrooms)
 - 2.2.1 Water fountains: remove foreign matter - clean and disinfect
 - 2.2.2 Floors: damp mop and buff
 - 2.2.3 Floors, carpeted areas (elevators, halls, lobbies, hallways, etc.): complete vacuuming
 - 2.2.4 Walls, doors, door hardware (including kick plates), vestibules, stairways and baseboards: spot clean
 - 2.2.5 Metal surfaces (including stainless steel): spot clean
 - 2.2.6 Furniture: dust and/or damp mop, replace according to lay out plan
 - 2.2.7 Counter tops: spot clean
 - 2.2.8 Telephones: disinfect
 - 2.2.9 Pick-up litter
 - 2.2.10 All ash urns and ashtrays must be emptied daily.
 - 2.2.11 All garbage cans must be emptied daily and the garbage cans cleaned.
- 2.3 Public Washrooms (including adjoining vestibules and powder rooms)
 - 2.3.1 Spray deodorant
 - 2.3.2 Urinals, toilets, wash basins, faucets, mirrors, shelving, dispensers, and exposed pipes: clean and disinfect (where applicable)
 - 2.3.3 Waste Receptacles: empty and damp wipe
 - 2.3.4 Floors: damp mop (add germicidal detergent to water)
 - 2.3.5 Walls and other vertical surfaces (walls, toilet partitions, doors, door hardware): spot clean
 - 2.3.6 Ledges and mouldings: damp wipe
 - 2.3.7 Replenish toilet supplies
 - 2.3.8 Pick-up litter and spot clean

2.3.9 A minimum of three (3) times per day Monday – Sunday inclusive 0900/1200/1500

2.4 Office Areas - Heavy Traffic

- 2.4.1 Water Coolers: wash and disinfect
- 2.4.2 Floors (including corridors and stairs): remove spillage and stains - vacuum or dust mop - damp mop
- 2.4.3 Floors, carpeted areas: complete thorough vacuuming
- 2.4.4 Wall and other vertical surfaces (ledges, moulding, woodwork, window stools, radiator covers, etc.): dust
- 2.4.5 Door hardware, name plates and signs: spot clean
- 2.4.6 Furniture: dust and/or damp wipe
- 2.4.7 Waste Receptacles: empty and damp wipe if necessary

2.5 Office Areas - Light Traffic

- 2.5.1 General Services
 - 2.5.1.1 Empty and remove waste from wastebaskets
 - 2.5.1.2 Wash and disinfect water coolers
 - 2.5.1.3 Spot clean walls and partitions, remove spillage and stains on floor
 - 2.5.1.4 Floors, (including corridors and stairs): vacuum or dust mop
 - 2.5.1.5 Floors; carpeted areas: thorough vacuum traffic lanes
 - 2.5.1.6 Walls and other vertical surfaces (ledges, moulding, woodwork, window stools, radiator covers, etc.): dust
 - 2.5.1.7 Door hardware, name plates and signs: spot clean
 - 2.5.1.8 Furniture: dust and/or damp wipe

2.6 Staff Washrooms (including adjoining vestibules and powder rooms)

- 2.6.1 Waste receptacles: spot clean
- 2.6.2 Walls and other vertical surfaces: spot clean
- 2.6.3 Walls, toilet partitions and doors, door hardware: spot clean
- 2.6.4 Ledges and mouldings: dust
- 2.6.5 Floors: damp mop (add germicidal detergent to water)
- 2.6.6 Clean and disinfect - urinals, toilets, wash basins, faucets, mirrors - shelving, dispensers, exposed pipe

2.7 Baggage Carts

- 2.7.1 Collect baggage carts from parking lot prior to and after plane departure.

3 Twice Weekly: (Tuesday and Thursday)

3.1 Public Areas

- 3.1.1 Handrails, telephones, coin lockers, dispensing machines, exterior display cabinets, baggage conveyers and weigh scales: spot clean

3.2 Office Areas - Light Traffic

- 3.2.1 Floors: buff or, if carpeted, vacuum
- 3.2.2 Waste receptacles: wash and disinfect

4 Weekly

4.1 Public Areas (except washrooms)

- 4.1.1 Floors: remove mats - clean (including recess) and replace
- 4.1.2 Walls: dust upper sections (above 8 feet)
- 4.1.3 Counter tops: clean
- 4.1.4 Interior of Coin lockers: (where applicable and when accessible) clean
- 4.1.5 Venetian Blinds: dust
- 4.1.6 Clean art work and/or advertising signs

4.2 Public Washroom

- 4.2.1 Floors: Wash - NOTE: flooring-adjoining urinals to be thoroughly cleaned at all frequencies.

4.3 Office Areas - Heavy Traffic

- 4.3.1 Floors: wash, apply finish and buff.
- 4.3.2 Walls: low sections (8 feet high) dust

4.4 Office Areas - Light Traffic

- 4.4.1 Walls: lower section (8 feet high) dust
- 4.4.2 Carpeted Floors: vacuum complete area

4.5 Staff Washrooms

- 4.5.1 Floors: wash
- 4.5.2 Lockers, cabinets, furniture: damp wipe

4.6 Cargo and Baggage Rooms

- 4.6.1 Floors: wash
- 4.6.2 Lockers, cabinets, furniture: damp wipe

5 Every Two Weeks

5.1 Glass Surfaces

- 5.1.1 Entrances, exits, vestibules, interior partitions and doors: wash
- 5.1.2 Public Areas (except washrooms)
 - 5.1.2.1 Waste receptacles: wash and disinfect
 - 5.1.2.2 Floors: wash, apply finish and buff
 - 5.1.2.3 Telephone and surrounding area: clean
 - 5.1.2.4 Handrails: clean
 - 5.1.2.5 Miscellaneous (coin lockers, dispensing machines, exterior fire hose and display cabinets, baggage conveyers and

5.1.2.6 weighing scales): clean
Interior of coin lockers (where applicable and accessible):
Clean and disinfect

5.1.3 Public Washrooms (including adjoining vestibules and powder rooms)

5.1.3.1 Waste receptacles: clean and polish

5.1.4 Office Areas - Light Traffic

5.1.4.1 Floors: wash, apply finish and buff

6 Monthly

6.1 Glass Surfaces (interior and exterior)

6.2 Public Areas: wash

6.3 Public Areas (except washrooms)

6.3.1 Waste receptacles: clean and polish

6.3.2 Metal surfaces (including stainless steel): polish

6.3.3 Floors (carpeted area): steam clean (water injection)

6.3.4 Furniture (including vinyl upholstery): clean and polish

6.4 Public Washrooms (including adjoining vestibules and powder rooms)

6.4.1 Toilet partitions, doors, door hardware: wash and/or polish

6.5 Office Areas - Heavy Traffic

6.5.1 Door hardware, name plates and signs: clean and polish

6.5.2 Furniture (including vinyl upholstery): clean and polish

6.5.3 Floors (all carpet areas): steam clean (water injection)

6.6 Office Areas - Light Traffic

6.6.1 Door hardware, name plates and signs: clean and polish

6.6.2 Furniture and furnishings: clean and polish

6.7 Staff Washrooms (including adjoining vestibules and powder rooms)

6.7.1 Toilet partition and doors: wash

7 Every Two Months

7.1 Public Areas (except washrooms)

7.1.1 Pictures: take down and clean thoroughly

7.2 Public Washrooms (including adjoining vestibules and powder rooms)

7.2.1 Walls: wash and disinfect

7.3 Staff Washrooms (including adjoining vestibules and powder rooms)

7.3.1 Walls: wash and disinfect

8 Every Three Months

- 8.1 Public Areas (except washrooms)
 - 8.1.1 Floors: strip, refinish and buff
 - 8.1.2 Walls: dust (upper sections above 8 feet)
- 8.2 Office Areas - Heavy Traffic
 - 8.2.1 Floors: strip, refinish and buff
 - 8.2.2 Walls: dust (upper sections above 8 feet)
- 8.3 Office Areas - Light Traffic
 - 8.3.1 Floors: strip, refinish and buff
 - 8.3.2 Walls: dust (upper sections above 8 feet)
 - 8.3.3 Air vents and grilles: vacuum
- 8.4 Staff Washrooms (including adjoining vestibules and powder rooms)
 - 8.4.1 Air vents and grilles: vacuum

9 Every Four Months

- 9.1 Exterior signs and lighting fixtures: clean - spring, summer, fall
- 9.2 Public Areas (except washrooms)
 - 9.2.1 Interior of fire hose cabinets: clean
- 9.3 Public Washrooms (including adjoining vestibules and powder rooms)
 - 9.3.1 Ceilings: wash or, if acoustic tile vacuum
 - 9.3.2 Air vents and grilles: vacuum
- 9.4 Staff Washrooms (including adjoining vestibules and powder rooms)
 - 9.4.1 Ceilings: wash or, if acoustic tile vacuum

10 Every Five Months

- 10.1 Office Areas - Light Traffic
 - 10.1.1 Floors (all carpeted floor areas): steam clean (water injection)
- 10.2 Upholstered Furniture
 - 10.2.1 Steam clean (including stain removal) of all upholstered furniture throughout buildings.

11 Every Six Months

- 11.1 Glass Surface (all other windows): wash
NOTE: Window washing operations to include all adjacent metal surfaces such as mullions, frames, sills, etc., and all window screens.
- 11.2 Cargo and Baggage Rooms
 - 11.2.1 Walls: dust complete
- 11.3 Storage Areas
Walls (ledges, mouldings, woodwork, exposed pipe, etc.): dust

11.3.1 Floors: vacuum or dust mop, wash, apply finish and buff

11.4 Vacant Areas

11.4.1 Floors: vacuum or dust mop, damp mop floors

11.4.2 Walls (ledges, mouldings, window stools, pipes, etc.): dust

12 Janitor Rooms

12.1 No schedule of cleaning is stated. However, it is required that these rooms be kept clean and tidy at all times. Empty cleaning containers must be disposed of and not allowed to accumulate. In addition, all rooms must be kept locked when not occupied by cleaning staff. There will be no smoking in janitor's room.

13 Carpet Maintenance

13.1 Daily Maintenance shall include a thorough vacuuming according to areas as follows, and steam cleaning (water injection) according to the following frequency:

13.1.1 Heavy Traffic Areas

13.1.1.1 Daily maintenance shall include complete, thorough vacuuming of all heavy traffic areas such as: lobbies, corridors, hallways, 24-hour Aeradio rooms, etc.

13.1.1.2 Carpet Steam Cleaning (water injection) - to be carried out ONCE PER QUARTER (Dec, Mar, Jun, Sep)

13.1.2 Light Traffic Areas

13.1.2.1 (Such as 8-hr offices) - shall receive thorough vacuuming of traffic lanes daily and vacuuming of complete carpet areas once per week.

13.1.2.2 Carpet Steam Cleaning (water injection) to be carried out once every six (6) months.

13.1.2.3 Spot Removal All Areas (including upholstered furniture) - spillage or spots shall be removed from carpets as quickly as possible and these spots should be blotted up, not rubbed. Any good spot remover according to type of stain is acceptable, providing no damage or discolouration results to carpet fibre.

14 Summary

14.1 Heavy Traffic Areas (entire area): vacuumed daily and steam cleaned monthly

14.2 Light Traffic Areas: traffic lanes vacuumed daily and entire carpet thoroughly vacuumed weekly and steam-cleaned every six (6) months.

14.3 Spots should be cared for as soon as possible.

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ANNEX "B"

BASIS OF PAYMENT

It is **MANDATORY** that Bidders submit firm prices/rates for the period of the proposed Contract for all items listed hereafter. **This section, when completed, will be considered as the Bidder's financial proposal.**

Bidders shall provide bids as per unit of issue requested. It is the responsibility of the bidder to provide conversion to the unit of issue requested. Failure to do so will render the bid non-responsive without further consideration.

Should there be an error in the extended pricing of the Bidder's proposal, the unit pricing shall prevail and the extended pricing shall be corrected in the evaluation. Any errors in the quantities of the Bidder's proposal shall be changed to reflect the quantities stated in the RFP.

Rates quoted must remain firm for the period of the Contract. Rates MUST include ALL costs associated with providing the service in accordance with the Statement of Work, Annex A attached herein. GST, if applicable, is to be shown as a separate item on any resulting invoice. Payment will be made in accordance with the following pricing. No additional charges will be allowed for travel to the site.

PRICING SCHEDULE: ROUTINE CLEANING

Firm all inclusive rates for Routine Cleaning operations as described in Annex A – Statement of Work.

Firm Unit Pricing, F.O.B. Destination, Applicable Taxes Extra					
Contract Year 1					
Building	Area to be Cleaned in m ²	Firm Monthly Rate per m ²	Firm Monthly Rate	No. of Months	Firm Annual Rate
Building G19 Maintenance Garage	333.753 m ²	\$ _____	\$ _____	12	\$ _____
Air Terminal Building	918.604 m ²	\$ _____	\$ _____	12	\$ _____
Subtotal (i)					\$ _____

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Firm Unit Pricing, F.O.B. Destination, Applicable Taxes Extra					
Contract Year 2					
Building	Area to be Cleaned in m²	Firm Monthly Rate per m²	Firm Monthly Rate	No. of Months	Firm Annual Rate
Building G19 Maintenance Garage	333.753 m ²	\$ _____	\$ _____	12	\$ _____
Air Terminal Building	918.604 m ²	\$ _____	\$ _____	12	\$ _____
Subtotal (ii)					\$ _____

Firm Unit Pricing, F.O.B. Destination, Applicable Taxes Extra					
Option Year 1					
Building	Area to be Cleaned in m²	Firm Monthly Rate per m²	Firm Monthly Rate	No. of Months	Firm Annual Rate
Building G19 Maintenance Garage	333.753 m ²	\$ _____	\$ _____	12	\$ _____
Air Terminal Building	918.604 m ²	\$ _____	\$ _____	12	\$ _____
Subtotal (iii)					\$ _____

TOTAL EVALUATED PRICE: Subtotal (i) + Subtotal (ii) Subtotal (iii) = \$ _____

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ANNEX "C"

SECURITY REQUIREMENTS CHECK LIST

Reference attached PDF Document.

ANNEX "D"

INSURANCE REQUIREMENTS

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.

For the province of Quebec, send to:

Director Business Law Directorate,
Quebec Regional Office (Ottawa),
Department of Justice,
284 Wellington Street, Room SAT-6042,
Ottawa, Ontario, K1A 0H8

For other provinces and territories, send to:

Senior General Counsel,
Civil Litigation Section,
Department of Justice

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234 Wellington Street, East Tower
Ottawa, Ontario K1A 0H8

A copy of the letter must be sent to the Contracting Authority. Canada reserves the right to co-defend any action brought against Canada. All expenses incurred by Canada to co-defend such actions will be at Canada's expense. If Canada decides to co-defend any action brought against it, and Canada does not agree to a proposed settlement agreed to by the Contractor's insurer and the plaintiff(s) that would result in the settlement or dismissal of the action against Canada, then Canada will be responsible to the Contractor's insurer for any difference between the proposed settlement amount and the amount finally awarded or paid to the plaintiffs (inclusive of costs and interest) on behalf of Canada.

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APPENDIX 1 TO ANNEX "A"

PLANS AND DIAGRAMS

Drawing "A"	Air Terminal Building
Drawing "B"	G-19 Maintenance Garage - Admin Offices etc
Drawing "C"	G-19 Maintenance Garage - Mobile Shop Office
Drawing "D"	G-19 Maintenance Garage - Main Level - Trades Offices
Drawing "E"	G-19 Maintenance Garage - Second Level

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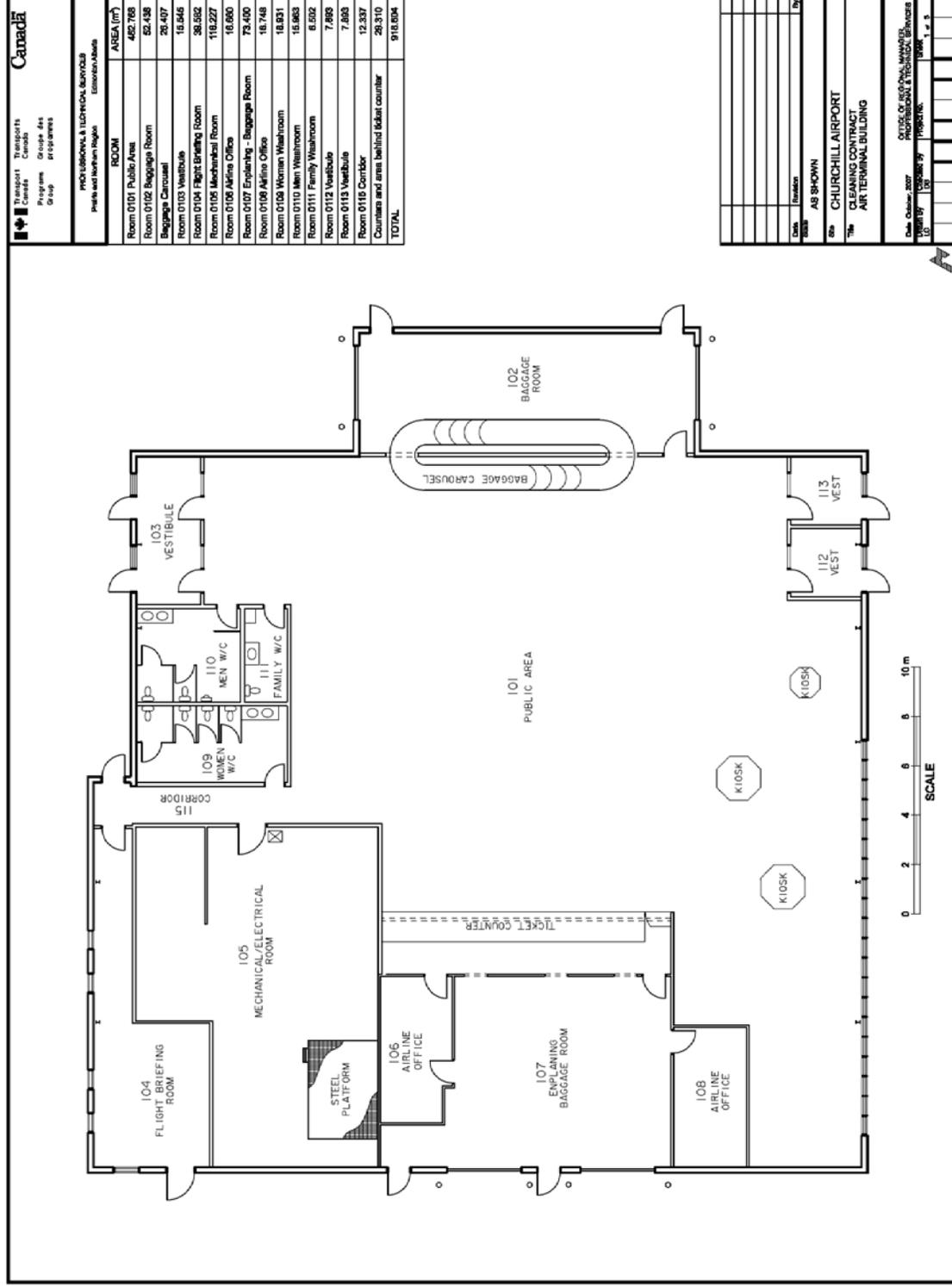
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ROOM	AREA (m ²)
Room 0101 Public Area	492.768
Room 0102 Baggage Room	52.338
Baggage Carousel	20.407
Room 0103 Vestibule	18.646
Room 0104 Flight Briefing Room	36.692
Room 0105 Mechanical Room	119.227
Room 0106 Airline Office	16.800
Room 0107 Explaining - Baggage Room	73.400
Room 0108 Airline Office	18.748
Room 0109 Women Washroom	16.831
Room 0110 Men Washroom	15.863
Room 0111 Family Washroom	6.502
Room 0112 Vestibule	7.898
Room 0113 Vestibule	7.898
Room 0116 Corridor	12.337
Counters and area behind ticket counter	28.310
TOTAL	918.604

Code	Description	Qty
AS SHOWN		
CHURCHILL AIRPORT		
CLEANING CONTRACT		
AIR TERMINAL BUILDING		

Scale: 1:500
 Date: 10/10/2013
 Drawn by: [Name]
 Checked by: [Name]
 Title: CHURCHILL AIRPORT CLEANING CONTRACT AIR TERMINAL BUILDING
 Project No.: [Number]
 Revision: [Number]

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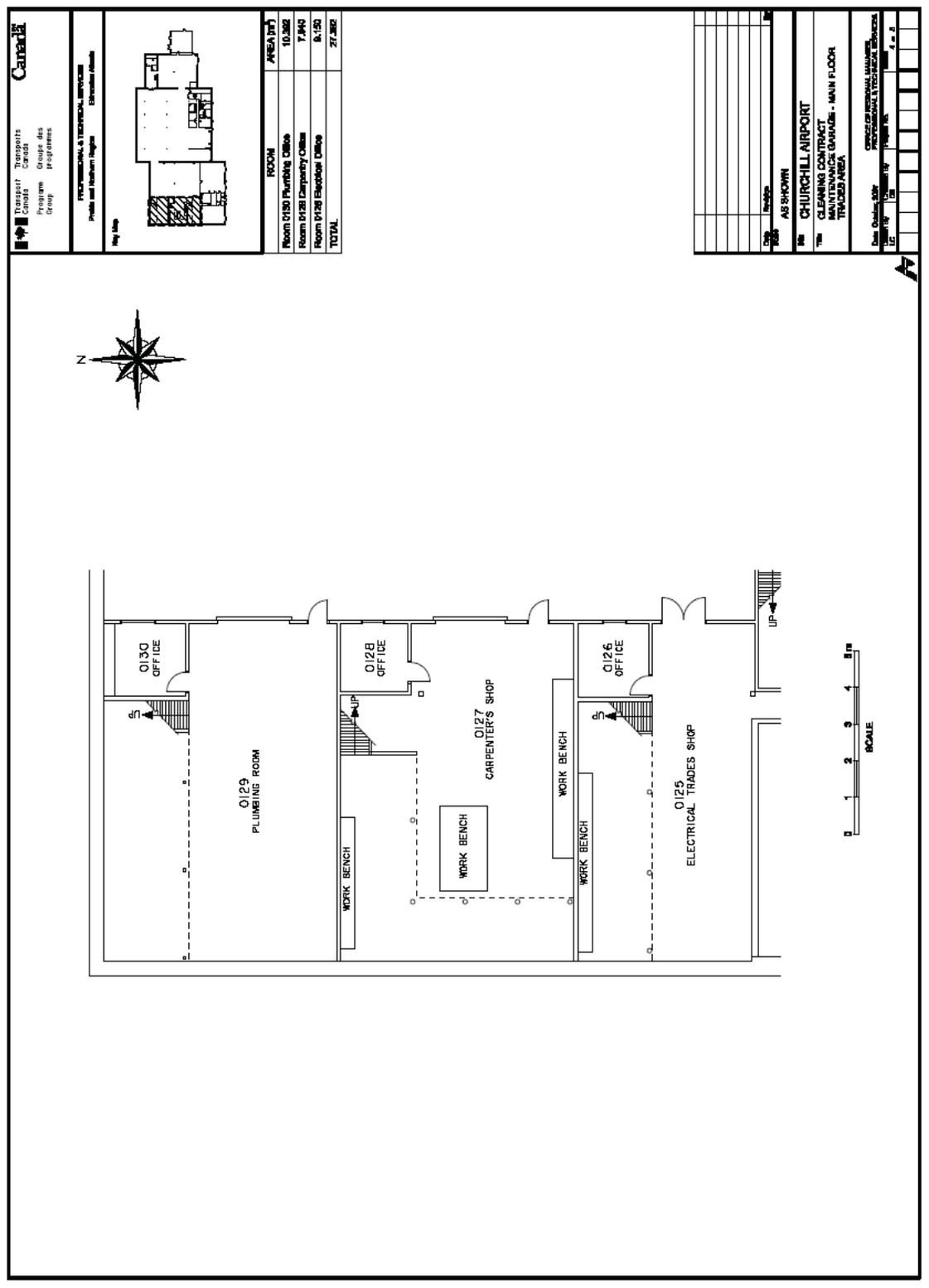
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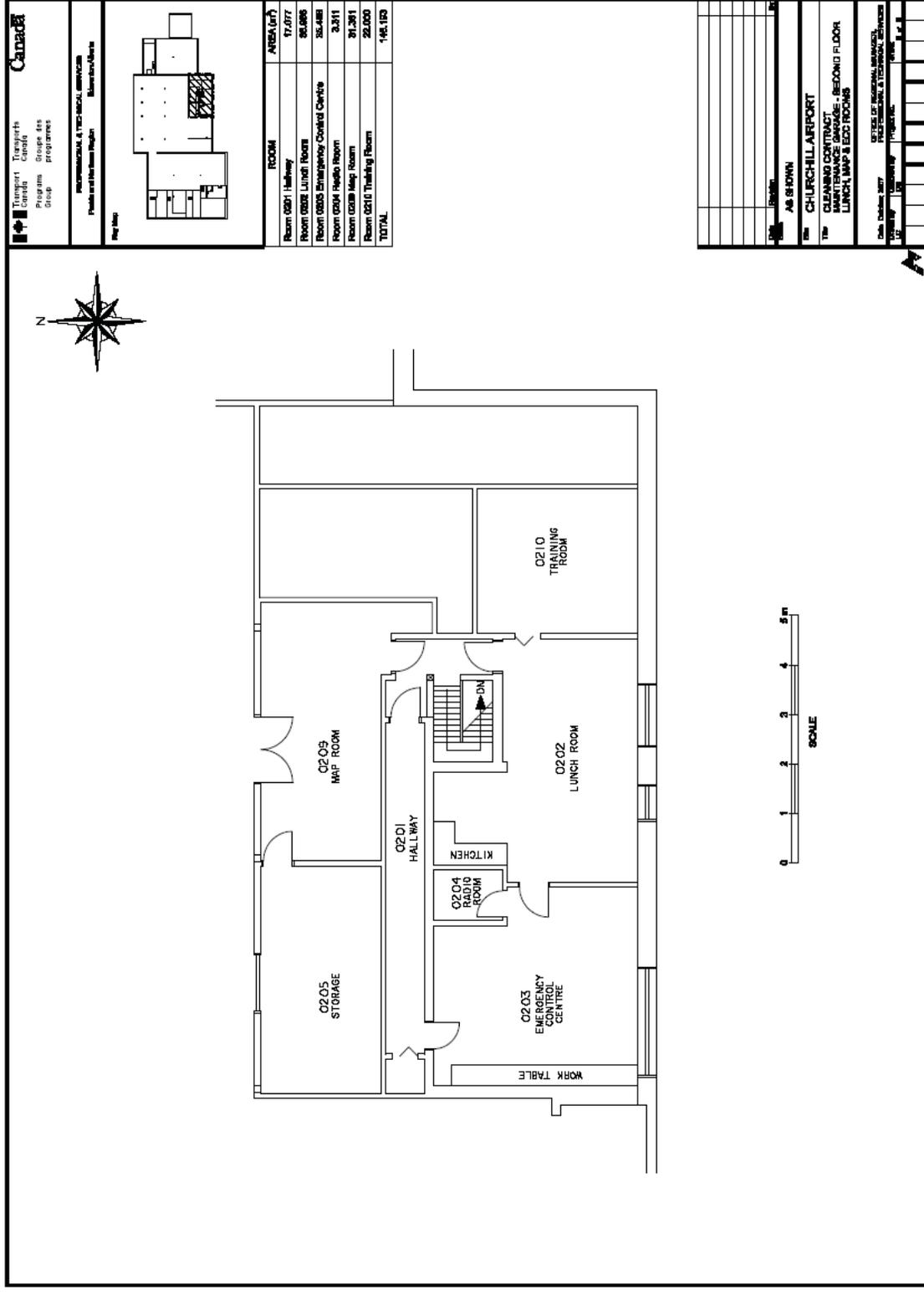
Amd. No. - N° de la modif.
wpg011

Buyer ID - Id de l'acheteur
wpg011

Client Ref. No. - N° de réf. du client
T5013-140003

File No. - N° du dossier

CCC No./N° CCC - FMS No./N° VME
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Solicitation No. - N° de l'invitation
T5013-140003/A

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur
wpg011

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

CCC No./N° CCC - FMS No./N° VME
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Government of Canada

Gouvernement du Canada

Contract Number / Numéro du contrat

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Security Classification / Classification de sécurité

UNCLASSIFIED

SECURITY REQUIREMENTS CHECK LIST (SRCL)

LISTE DE VÉRIFICATION DES EXIGENCES RELATIVES À LA SÉCURITÉ (LVERS)

PART A - CONTRACT INFORMATION / PARTIE A - INFORMATION CONTRACTUELLE		
1. Originating Government Department or Organization / Ministère ou organisme gouvernemental d'origine Transport Canada		2. Branch or Directorate / Direction générale ou Direction PNR Programs - Churchill Airport
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 ATB and G-19 building at Churchill Airport.		
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 checked="" 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"/>



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PART A (continued) / PARTIE A (suite)

8. Will the supplier require access to PROTECTED and/or CLASSIFIED COMSEC information or assets?
Le fournisseur aura-t-il accès à des renseignements ou à des biens COMSEC désignés PROTÉGÉS et/ou CLASSIFIÉS? No / Non Yes / 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 / Non Yes / Oui

Short Title(s) of material / Titre(s) abrégé(s) du matériel :
Document Number / Numéro du document :

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

10. a) Personnel security screening level required / Niveau de contrôle de la sécurité du personnel requis
- | | | | |
|---|---|---|--|
| <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 / Non Yes / Oui
If Yes, will unscreened personnel be escorted?
Dans l'affirmative, le personnel en question sera-t-il escorté? No / Non Yes / Oui

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

- INFORMATION / ASSETS / RENSEIGNEMENTS / BIENS**
11. a) Will the supplier be required to receive and store PROTECTED and/or CLASSIFIED information or assets on its site or premises?
Le fournisseur sera-t-il tenu de recevoir et d'entreposer sur place des renseignements ou des biens PROTÉGÉS et/ou CLASSIFIÉS? No / Non Yes / Oui
11. b) Will the supplier be required to safeguard COMSEC information or assets?
Le fournisseur sera-t-il tenu de protéger des renseignements ou des biens COMSEC? No / Non Yes / Oui

- PRODUCTION**
11. c) Will the production (manufacture, and/or repair and/or modification) of PROTECTED and/or CLASSIFIED material or equipment occur at the supplier's site or premises?
Les installations du fournisseur serviront-elles à la production (fabrication et/ou réparation et/ou modification) de matériel PROTÉGÉ et/ou CLASSIFIÉ? No / Non Yes / Oui

- INFORMATION TECHNOLOGY (IT) MEDIA / SUPPORT RELATIF À LA TECHNOLOGIE DE L'INFORMATION (TI)**
11. d) Will the supplier be required to use its IT systems to electronically process, produce or store PROTECTED and/or CLASSIFIED information or data?
Le fournisseur sera-t-il tenu d'utiliser ses propres systèmes informatiques pour traiter, produire ou stocker électroniquement des renseignements ou des données PROTÉGÉS et/ou CLASSIFIÉS? No / Non Yes / Oui
11. e) Will there be an electronic link between the supplier's IT systems and the government 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 / Non Yes / Oui



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

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

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

SUMMARY CHART / TABLEAU RÉCAPITULATIF

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

12. a) Is the description of the work contained within this SRCL PROTECTED and/or CLASSIFIED?
La description du travail visé par la présente LVERS est-elle de nature PROTÉGÉE et/ou CLASSIFIÉE? No / Non Yes / Oui
- If Yes, classify this form by annotating the top and bottom in the area entitled "Security Classification".
Dans l'affirmative, classifiez le présent formulaire en indiquant le niveau de sécurité dans la case intitulée « Classification de sécurité » au haut et au bas du formulaire.
12. b) Will the documentation attached to this SRCL be PROTECTED and/or CLASSIFIED?
La documentation associée à la présente LVERS sera-t-elle PROTÉGÉE et/ou CLASSIFIÉE? No / Non Yes / Oui
- If Yes, classify this form by annotating the top and bottom in the area entitled "Security Classification" and indicate with attachments (e.g. SECRET with Attachments).
Dans l'affirmative, classifiez le présent formulaire en indiquant le niveau de sécurité dans la case intitulée « Classification de sécurité » au haut et au bas du formulaire et indiquez qu'il y a des pièces jointes (p. ex. SECRET avec des pièces jointes).



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PART D - AUTHORIZATION / PARTIE D - AUTORISATION

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

Name (print) - Nom (en lettres moulées) Jarrett O'Connor	Title - Titre A/ Airport Manager - Churchill Airport	Signature
Telephone No. - N° de téléphone 204-675-8868	Facsimile No. - N° de télécopieur 204-675-2523	E-mail address - Adresse courriel jarrett.o'connor@tc.gc.ca
		Date APRIL 29/14

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

Name (print) - Nom (en lettres moulées) M. SUTHERLAND	Title - Titre Chief IM/IT Security	Signature
Telephone No. - N° de téléphone 613-992-5531	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel michael.sutherland@tc.gc.ca
		Date 5 MAY '14

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

16. Procurement Officer / Agent d'approvisionnement

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

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

Name Paul Lepinski	Signature
Telep Agent à la Sécurité des contrats Contract Security Officer Secteur de la Sécurité industrielle Industrial Security Sector Paul.Lepinski@tpsgc-pwgsc.gc.ca Téléphone : 613 957-1294	Date 06-JUN-2014