

RETURN BIDS TO:
RETOURNER LES SOUMISSIONS À:
Public Works Government Services Canada-
Bid Receiving / Réception des soumissions
189 Prince William Street
Room 405
Saint John
New Brunswick
E2L 2B9

INVITATION TO TENDER
APPEL D'OFFRES

**Tender 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.

**Soumission 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 et sur toute feuille ci-annexée, au(x) prix indiqué(s).

Comments - Commentaires

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

Issuing Office - Bureau de distribution
Public Works Government Services Canada- Bid
Receiving / Réception des soumissions
189 Prince William Street
Room 405
Saint John
New Bruns
E2L 2B9

Title - Sujet Charlottetown Armouries Janitorial	
Solicitation No. - N° de l'invitation W0105-15E002/A	Date 2015-01-09
Client Reference No. - N° de référence du client W0105-15E002	GETS Ref. No. - N° de réf. de SEAG PW-\$PWB-101-3542
File No. - N° de dossier PWB-4-37061 (101)	CCC No./N° CCC - FMS No./N° VME
Solicitation Closes - L'invitation prend fin at - à 02:00 PM on - le 2015-02-23	
Time Zone Fuseau horaire Atlantic Standard Time AST	
F.O.B. - F.A.B. Plant-Usine: <input type="checkbox"/> Destination: <input type="checkbox"/> Other-Autre: <input type="checkbox"/>	
Address Enquiries to: - Adresser toutes questions à: Lomax, Sandra	Buyer Id - Id de l'acheteur pwb101
Telephone No. - N° de téléphone (506) 636-4362 ()	FAX No. - N° de FAX (506) 636-4376
Destination - of Goods, Services, and Construction: Destination - des biens, services et construction: HMCS Queen Charlotte Queen Charlotte Armoury Brighton Compound Support Detachment Summerside Armoury Charlottetown Prince Edward Island Canada	

Instructions: See Herein

Instructions: Voir aux présentes

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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**JANITORIAL SERVICES
HMCS QUEEN CHARLOTTE, QUEEN CHARLOTTE
ARMOURY AND BRIGHTON COMPOUND, CHARLOTTETOWN, PEI**

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List of Annexes:

- Annex A: Evaluation Criteria and Basis of Selection
- Annex B: Basis of Payment
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PART 1 - GENERAL INFORMATION

1.1 Requirement

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 HMCS Queen Charlotte Naval Reserve, Queen Charlotte Armoury, Brighton Compound, Support Detachment and Summerside Armoury as directed and specified herein:

The Service Contract is required for the period from April 1, 2015 to March 31, 2016 with an option to extend for two additional, one year periods. The services must be provided in accordance with the Specification attached at Annex "E".

This agreement is subject to the provisions of the Agreement on Internal Trade, the World Trade Organizations Agreement on Government Procurement, the North American Free Trade Agreement and the Canada-Peru, Canada-Colombia and Canada-Panama Free Trade Agreement.

1.2 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 from receipt of the results of the bid solicitation process. The debriefing may be in writing, by telephone or in person.

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.

2.1.1 SACC Manual Clauses

A0220T - Evaluation of Price (2014-06-26)

2.2 Submission of Bids

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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.

Late tenders will be returned unopened.

- (a) Bids must be complete and submitted on prescribed tender form;
- (b) Include the tender call number/project number and description of proposed work;
- (c) Include the closing date and time;
- (d) Must be received prior to bid closing time and at the designated place and facsimile number - FACSIMILE NUMBER IS (506-636-4376).

NOTE: FACSIMILE BIDS

Only incorrect handling by the Department of Public Works and Government Services will excuse the delay of responses transmitted by facsimile. Misrouting, traffic volume, weather disturbances, or any cause for the late receipt of such responses are not acceptable.

**Bid Receiving
Public Works and Government Services Canada
Room 421
189 Prince William Street
Saint John, New Brunswick
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NOTE: THIS IS NOT A PUBLIC OPENING

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 FPSs, 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.

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"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 FPSs 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.

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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 five (5) 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 Prince Edward Island.

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

2.6 Insurance Requirements – G1007T (2011-05-16)

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

If the information is not provided in the bid, the Contracting Authority will so inform the Bidder and provide the Bidder with a time frame within which to meet the requirement. Failure to comply with the request of the Contracting Authority and meet the requirement within that time period will render the bid non-responsive.

2.7 Workers Compensation Certification - Letter of Good Standing – A0285T (2012-07-16)

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

The Bidder must provide, within seven (7) 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.

PART 3 - BID PREPARATION INSTRUCTIONS

3.1 Bid Preparation Instructions

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

It is required that the bids follow the response format/instructions as detailed below:

Section I: Technical Bid

No Technical Bid required as part of this requirement.

Section II: Financial Bid

Bidders must submit their financial bid in accordance with Annex "B" 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

4.1 Evaluation Procedures and Basis of Selection

Bids will be evaluated in accordance with the **Evaluation Criteria and Basis of Selection** specified in **Annex "A"** and **Basis of Payment** specified in **Annex "B"**. Bids will be assessed in accordance with the entire requirement of the bid solicitation including the technical and financial evaluation criteria.

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

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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

The Contractor will be an established Janitorial Contracting Company with a minimum of (2) two years proven Janitorial Contracting Experience. Proof will be required within seven (7) days of request from Contracting Authority and prior to award of the Service Contract.

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 There is no security requirement applicable to this Contract.

6.2 Requirement

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

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>) 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.

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6.4 Term of Contract

6.4.1 Period of the Contract

The Work is to be performed during the period of April 1, 2015 to March 31, 2016.

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 two (2) additional one (1) year period(s) under the same conditions. The Contractor agrees that, during the extended period of the Contract, it will be paid in accordance with the applicable provisions as set out in the Basis of Payment.

Canada may exercise this option at any time by sending a written notice to the Contractor at least thirty (30) calendar days before the expiry date of the Contract. The option may only be exercised by the Contracting Authority, and will be evidenced for administrative purposes only, through a contract amendment.

6.5 Authorities

6.5.1 Contracting Authority

The Contracting Authority for the Contract is:

Name: Sandra Lomax
Title: Supply Officer
Organization: Public Works and Government Services Canada
Acquisitions Branch
Directorate: Real Property Contracting
Address: 189 Prince William Street
Saint John, New Brunswick
E2L 2B9
Telephone: (506) 636-4362
Facsimile: (506) 636-4376
E-mail address: sandra.lomax@pwgsc.gc.ca

6.5.2 Project Authority

The Project Authority for the Contract is: *Will be made available at time of award*

Name:
Title:
Organization:
Address:

Telephone :
Facsimile:
E-mail address:

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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

Basis of payment is in accordance with Annex "B" and section 12, Payment Period, of the 2010C (2014-09-25), General Conditions - Services (Medium Complexity).

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 (2008-05-12) Monthly Payment

6.8 Invoicing Instructions

The Contractor must submit invoices in accordance with the information required in section 10, Invoice Submission, of the 2010C (2014-09-25), General Conditions - Services (Medium Complexity).

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 Prince Edward Island

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)
- (c) Annex E, Requirement;
- (d) the Contractor's bid dated _____

6.12 Defence Contract

SACC *Manual* clause [A9006C](#) 2012-07-16) Defence Contract

6.13 Insurance Requirements

The Contractor must comply with the insurance requirements specified in Annex "C". 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 seven (7) days after request from the Contracting Authority and prior to award of Service Contract, a Certificate of Insurance evidencing the insurance coverage and confirming that the insurance policy complying with the requirements is in force. Coverage must be placed with an Insurer licensed to carry out business in Canada. The Contractor must, if requested by the Contracting Authority, forward to Canada a certified true copy of all applicable insurance policies.

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ANNEX "A" EVALUATION CRITERIA AND BASIS OF SELECTION

Bids received will be assessed in accordance with the entire requirement of the bid solicitation.

1. Mandatory Criteria

1. Submission of firm prices/rates for one (1) year including two (2) option years in accordance with Invitation to Tender.
2. A duly completed and signed Invitation to Tender including all Addenda.
3. Within seven (7) days of request from contracting authority and prior to award of Service Contract, provide proof that Bidder has an account in good standing with the Provincial Workers Compensation Board/Commission.
4. Within seven (7) days of request from Contracting Authority and prior to award of the Service Contract, Contractor must provide proof of \$2 Million General Liability Insurance.
5. The contractor will be an established Janitorial Contracting Company with a minimum of (2) years proven Janitorial Contracting Experience. Proof of such must be provided to PWGSC prior to award of this Service Contract.

2. 2007/05/07 A0069T Basis of Selection - Mandatory Requirements Only

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.

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ANNEX "B"
BASIS OF PAYMENT

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ANNEX "B" BASIS OF PAYMENT

The following requirement must be strictly adhered to: **Failure to do so shall render the bidder's proposal as non-responsive.**

It is mandatory that the bidders submit firm rates for the Period of the Service Contract for all items listed hereafter. Unit Price Tables, will be considered as the bidder's Financial Proposal.

Each item specified in the Unit Price Tables, includes wages, traveling time and costs, allowances, supervision, liabilities as employer, insurance, and the use of all tools, tackle, etc., overhead, profit, and all other liabilities whatsoever.

The prices inserted in the Unit Price Tables, includes all applicable federal, provincial and municipal taxes. However, they do not include any amount for the Goods and Services Tax (GST)/Harmonized Sales Tax (HST). The appropriate GST/HST amounts will be paid by Her Majesty to the Offeror in addition to the amount paid against the amount of the contract.

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W0105-15001/A
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W0105-15001

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W0105-15E002

The estimated quantity entered in column four for each item is an estimate only for service as and when required and does not infer all the quantities for that item will be utilized or that the quantities may not be exceeded.

NOTE: TENDERS WILL BE EVALUATED ON THE TOTAL BID FOR THE FIRST TERM OF THE CONTRACT PLUS THE OPTION YEARS. HOWEVER, ANY CONTRACT AWARD WILL BE FOR THE TERM OF APRIL 1, 2015 TO MARCH 31, 2016.

Item	Class of Service	Unit of Measure	Estimated Quantity	Term		Option Year		Option Year					
				April 1, 2015 to March 31, 2016	April 1, 2016 to March 31, 2017	April 1, 2016 to March 31, 2017	April 1, 2017 to March 31, 2018	Price Per Unit	Total	Price Per Unit	Total		
1.	Hourly rate for daily general cleaning duties for the work specified at HMCS Queen Charlotte Naval Reserve	Hours	2080										
2.	Hourly rate for a cleaning person to perform daily general cleaning duties for the work specified at the Queen Charlotte Armoury	Hours	2080										
3.	Hourly rate for a cleaning person to perform daily general cleaning duties for work specified at the Brighton Compound	Hours	1040										
4.	Hourly rate for cleaning person to perform daily general cleaning duties for the work specified at Support Detachment	Hours	1040										

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Item	Class of Service	Unit of Measure	Estimated Quantity	A Term		B Option Year		C Option Year						
				April 1, 2015 to March 31, 2016	Price Per Unit	Total	April 1, 2016 to March 31, 2017	Price Per Unit	Total	April 1, 2017 to March 31, 2018	Price Per Unit	Total		
5.	Hourly rate for a cleaning person to perform daily general cleaning duties for the work specified at the Summerside Armoury	Hours	2080											

Total For First Term and Option Years \$ _____ \$ _____ \$ _____

GRAND TOTAL FOR FIRST TERM AND OPTION YEARS \$ _____
 A, B and C

ANNEX "C"

INSURANCE REQUIREMENTS

ANNEX "C" INSURANCE REQUIREMENTS

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 Department of National Defence
 - 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.
 - p. Litigation Rights: Pursuant to subsection 5(d) of the [Department of Justice Act](#), S.C. 1993, c. J-2, s.1, if a suit is instituted for or against Canada which the Insurer would, but for this clause, have the right to pursue or defend on behalf of Canada as an Additional Named Insured under the insurance policy, the Insurer must promptly contact the Attorney General of Canada to agree on the legal strategies by sending a letter, by registered mail or by courier, with an acknowledgement of receipt.

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

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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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**ANNEX "D" Complete List of Each Individual Who is Currently on the Board of
Directors**

***NOTE TO BIDDERS
WRITE DIRECTORS SURNAMES AND GIVEN NAMES IN BLOCK LETTERS***

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ANNEX "E"

SPECIFICATION

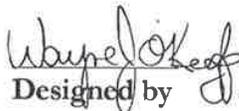


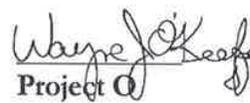
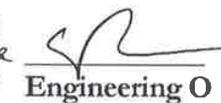
**DEPARTMENT OF NATIONAL DEFENCE
5 ENGINEER SERVICES SQUADRON
5 ENGINEER SERVICES UNIT
5 CDSB GAGETOWN**

SPECIFICATION

**SERVICE CONTRACT
JANITORIAL SERVICES**

HMCS QUEEN CHARLOTTE, QUEEN CHARLOTTE
ARMOURY AND BRIGHTON COMPOUND,
CHARLOTTETOWN, PE
SUPPORT DETACHMENT, WEST ROYALTY, PE
SUMMERSIDE ARMOURY, SLEMON PARK, PE
01 APRIL 2015 TO 31 MARCH 2016
WITH AN OPTION TO RENEW TWO-ONE YEAR PERIODS


Designed by  Fire Inspector


Project O  Engineering O

PF No:
Job No: L-C135-9900/38

Date: 2014-05-27

<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

PART 1 - GENERAL

- 1.1 Description of Work
- .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 HMCS Queen Charlotte Naval Reserve, Queen Charlotte Armoury, Brighton Compound, Support Detachment and Summerside Armoury as directed and specified herein.
- .2 HMCS Queen Charlotte Naval Reserve is located at 210 Water Street Parkway, Charlottetown, PE.
- .3 Queen Charlotte Armoury is located at 3 Haviland Street, Charlottetown, PEI.
- .4 Brighton Compound is located at 129 Brighton Road, Charlottetown, PE.
- .5 Support Detachment is located at 88 Watts Ave, West Royalty Industrial Park, Charlottetown PE.
- .6 Summerside Armoury is located at Bldg 64, 10 Parkway Dr, Slemon Park, Summerside, PE.
- 1.2 Duration of Contract
- .1 This Service Contract will extend from 01 April 2015 to 31 March 2016 with two, one-year option to renew.
- 1.3 References
- .1 Canada Labour Code Part II.
- .2 The Prince Edward Island Occupational Health and Safety Act.
- .3 The Canadian Electrical Code, CSA C22.1-12.
- 1.4 Qualifications
- .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.
-

- 1.5 Engineer .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 Stn Forces
Oromocto, NB E2V 4J5
- 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 Prince Edward Island Occupational Health and Safety Act.
- .2 Contractor must be registered with the Workers Compensation Board of Prince Edward Island. 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 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.
- 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 **All cleaning materials, cleaning products, and product dispensers required to maintain the HMCS Queen Charlotte Naval Reserve, Queen Charlotte Armoury, Brighton Compound, Support Detachment and Summerside Armoury will be supplied by Contractor.**
- .2 Cleaning chemicals will be environmentally responsible products and must conform to Environmental Choice Standards (EcoLogo) or Green Seal standard.
 - .3 All Cleaning Products, Materials and Dispensers used on this Service Contract must be approved by the Engineer prior to award of this Contract.
 - .4 The Contractor must provide to the Engineer a full list of the cleaning products intended for use on this Service Contract. The list must include the corresponding MSDS (WHMIS)
-

1.16 Materials
(Cont'd)

- .4 (Cont'd)
sheets and Technical Data Sheets for each product.
- .5 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.
- .6 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.
- .7 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.
- .8 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.
- .9 Chemical products must be ready to use (RTU).
- .10 Prohibited products:
 - .1 abrasive powder ie: Comet;
 - .2 paradichlorobenzene deodorant blocks; and
 - .3 products containing acids.
- .11 Toilet Paper dispenser will be: coreless jumbo roll tissue dispenser, single or double roll capacity.
- .12 Paper Towel dispenser will be: hand-lever or touchless towel dispenser.
- .13 Hand Soap dispenser will be: wall mounted, plastic moulded, in a neutral colour, pump/manually activated or automatic dispenser.

1.16 Materials
(Cont'd)

- .14 Hand Sanitizer dispenser will be: wall mounted, plastic moulded, in a neutral colour, pump/manually activated or automatic dispenser.
- .15 Coreless jumbo roll bathroom tissue will be: white, 2 ply, minimum 40% post consumer waste. Minimum 1000 ft per roll.
- .16 Paper towel will be: neutral, high capacity hard roll paper towel, 1 ply, minimum 40% post consumer waste. Minimum 600 ft per roll.
- .17 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 Green Seal Standards GS-37. Must be ready to use with no dilution required.
- .18 Hand Sanitizer will be: antibacterial, fragrance free and dye free hand sanitizer. Must be ready to use with no dilution required.
- .19 Garbage/Recycle Bags will be:
 - .1 Small clear garbage bags: Must be 1mm in thickness, 55.9cm (W) X 60.9cm (L) (22"X24");
 - .2 Medium clear garbage bags: Must be 1.5mm thickness, or extra strong, and 66cm (W) X 91.4cm (L) (26"X36"); and
 - .3 Large clear garbage bags: Must be 1.5mm thickness, or extra strong, and 88.9cm (W) X 127cm (L) (35"X50").
- .20 Urinal pucks and screen combination must be: Environmental Choice Program Certification Criteria Document CCD-165 or Green Seal Standards GS-37.
- .21 Wax Sanitary Bags must be able to fit existing holders.
- .22 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.
- .23 The Contractor will be responsible to supply and install new product dispensers at each site at the outset of this Contract to the satisfaction on the Engineer. Within (5) five working days from the start of this Service

1.16 Materials
(Cont'd)

- .23 (Cont'd)
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.
- .24 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.
- .25 All manufactured articles, materials, and equipment will be applied, installed and connected as specified by the manufacturer.
- .26 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.
- .27 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.
-

1.17 Material
Storage
(Cont'd)

- .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 cart;
 - .2 Two 25 litre bucket c/w 75mm casters and mop ringer;
 - .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 HMCS Queen Charlotte Naval Reserve, Queen Charlotte Armoury, and Summerside 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.

- 1.18 Equipment Required (Cont'd)
- .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.
- .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 HMCS Queen Charlotte Naval Reserve. **Estimated quantity 2080 hours.**
- .2 Hourly rate for a cleaning person to perform daily general cleaning duties for the work specified herein at the Queen Charlotte Armoury. **Estimated quantity 2080 hours.**
- .3 Hourly rate for a cleaning person to perform daily general cleaning duties for the work specified herein at the Brighton Compound. **Estimated quantity 1040 hours.**
-

1.20 Quantities and .2
Basis for Payment
(Cont'd)

(Cont'd)

.4 Hourly rate for a cleaning person to perform daily general cleaning duties for the work specified herein at the Support Detachment. **Estimated quantity 1040 hours.**

.5 Hourly rate for a cleaning person to perform daily general cleaning duties for the work specified herein at the Summerside Armoury. **Estimated quantity 2080 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.
- .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.

- 1.20 Quantities and .9 The Contractor shall maintain daily time
Basis for Payment sheets for each employee for attendance
(Cont'd) 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 .1 Statutory holidays are not included in days
Holidays of work and will not be paid, unless otherwise stipulated. Statutory holidays are defined as:
- .1 New Years Day;
 - .2 Islander Day;
 - .3 Good Friday;
 - .4 Easter Monday;
 - .5 Victoria Day;
 - .6 Canada Day;
 - .7 Civic Holiday;
 - .8 Gold Cup Parade Day;
 - .9 Labour Day;
 - .10 Thanksgiving;
 - .11 Remembrance Day;
 - .12 Christmas Day; and
 - .13 Boxing day.
- 1.22 Security .1 The Contractor shall maintain an up-to-date
Clearance 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.
-

PART 1 - GENERAL

- 1.1 References
- .1 Canada Labour Code, Part 2, Canada Occupational Health and Safety Regulations.
 - .2 The Prince Edward Island Health and Safety Act.
 - .3 National Building Code of Canada, 2010.
- 1.2 Regulatory Requirements
- .1 Do work in accordance with the safety measures of the National Building Code of Canada 2010, the Canada Labour Code Part 2, the Prince Edward Island Occupational Health and Safety Act and the Workers Compensation Board of Prince Edward Island provided that in any case of conflict or discrepancy the more stringent requirements shall apply.
- 1.3 Responsibility
- .1 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 2, 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
-

- 1.3 Responsibility .4 (Cont'd)
(Cont'd)
- locks and tags when encountered. Do not 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 Part 2, 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 Prince Edward Island. 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.
-

PART 1 - GENERAL

- 1.1 Reporting Fires .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.
- 1.2 Interior and Exterior Fire Protection and Alarm Systems .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.
- 1.3 Fire Extinguishers .1 Supply fire extinguishers, as scaled by Fire Chief, necessary to protect work in progress and contractor's physical plant on site.
- 1.4 Blockage of Roadways .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.
- 1.5 Smoking Precautions .1 Observe smoking regulations at all times.
- 1.6 Rubbish and Waste Materials .1 Rubbish and waste materials are to be kept to a minimum.
- .2 Burning of rubbish is prohibited.
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- 1.6 Rubbish and Waste Materials (Cont'd)
- .3 Removal:
 - .1 Remove all rubbish from work site at end of work day or shift or as directed.
 - .4 Storage:
 - .1 Store oily waste in approved receptacles to ensure maximum cleanliness and safety.
 - .2 Deposit greasy or oily rags and materials subject to spontaneous combustion in approved receptacles and remove.
- 1.7 Flammable and Combustible Liquids
- .1 Handling, storage and use of flammable and combustible liquids are to be governed by the current National Fire Code of Canada.
 - .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.
 - .3 Transfer of flammable and combustible liquids is prohibited within buildings or jetties.
 - .4 Transfer of flammable and combustible liquids will not be carried out in vicinity of open flames or any type of heat-producing devices.
 - .5 Flammable liquids having a flash point below 38° C such as naphtha or gasoline will not be used as solvents or cleaning agents.
 - .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.
- 1.8 Hazardous Substances
- .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.
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1.8 Hazardous
Substances
(Cont'd)

- .2 Obtain from Fire Chief a "Hot Work" permit for work involving welding, burning or use of blow torches and salamanders, in buildings or facilities.
- .3 When Work is carried out in dangerous or hazardous areas involving use of heat, provide fire watchers equipped with sufficient fire extinguishers. Determination of dangerous or hazardous areas along with level of protection necessary for Fire Watch is at discretion of the Fire Chief. Contractors are responsible for providing fire watch service for work on a scale established and in conjunction with Fire Chief at pre-work conference.
- .4 Where flammable liquids, such as lacquers or urethanes are to be used, proper ventilation will be assured and all sources of ignition are to be eliminated. Fire Chief is to be informed prior to and at cessation of such work.

1.9 Questions
and/or
Clarification

- .1 Direct any questions or clarification on Fire Safety in addition to above requirements to Fire Chief through the Engineer.

1.10 Fire
Inspection

- .1 Site inspections by Fire Chief will be coordinated through Engineer.
- .2 Allow Fire Chief unrestricted access to work site.
- .3 Co-operate with Fire Chief during routine fire safety inspection of work site.
- .4 Immediately remedy all unsafe fire situations observed by Fire Chief.

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.	<u>General</u>										
	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			

Serial	Interior and Exterior Service Required	Frequency									
		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.	<u>Entrances, Lobbies, Vestibules & Foyers</u>										
	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
	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.	<u>Stairs and Stairwell</u>										
	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
	b. Wash, and			X							
	c. Handrails - wash.			X							
4.	<u>Offices</u>										
	a. Carpets and Rugs: (1) spot clean; (2) spot vacuum; (3) thorough vacuum;	X X			X						
	b. Walls: (1) dust; (2) spot clean; (3) wash;				X X					X	
	c. Floors: (1) dust and sweep; (2) wash and spray buff; (3) spot removal; (4) vacuum; (5) strip, seal and wax;				X X X	X					X
	d. Furniture: (1) vertical dust; (2) horizontal dust; (3) wash; (4) polish; (5) vacuum;	X X X			X X						
	e. Bookcases: (1) dust exposed areas; (2) dust exposed ends of books; (3) clean and polish glass doors;				X X X						
	f. Waste paper baskets: (1) Emptied, and (2) dusted and washed.			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
5.	<u>Washrooms (Main Building and Garage), Toilet Rooms, Showers</u>										
	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
	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.	<u>Training and Lecture Rooms</u>										
	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					

