



Fisheries and Oceans
Canada

Pêches et Océans
Canada

Contract/File No. F5211-140377

Contract Services
301 Bishop Drive
Fredericton NB
E3C 2M6

January 29, 2015

Subject: Request for Proposal F5211-140377
Janitorial Services: 270 & 280 Southside Road, Canadian Coast Guard Base St. John's, NL

You are invited to submit one (1) signed copy of a proposal to provide services to Fisheries and Oceans Canada. Proposals will be accepted until 2:00 PM Atlantic Time, Tuesday, March 10, 2015. Proposals must be signed and emailed to DFOtenders-soumissionsMPO@dfo-mpo.gc.ca and addressed:

TENDER SUBMISSION

F5211-140377 Janitorial Services: 270 & 280 Southside Road, Canadian Coast Guard Base St. John's, NL

Any bid received after that time will be considered late. Fax submissions will not be accepted. The onus is on the bidder to ensure that the bid is delivered on time to the location designated.

Tender documents **MUST** be downloaded from www.buyandsell.gc.ca . Those 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 any resulting contract.

For further information, please contact the Contracting Authority, Kenneth Fortner by email at DFOtenders-soumissionsMPO@dfo-mpo.gc.ca

SECURITY REQUIREMENTS

All contractors working under this contract must hold a valid Designated Organization Screening (DOS) and the proposed resources must hold a valid "Reliability" status or higher issued by the Canadian and International Industrial Security Directorate (CIISD) of Public Works and Government Services Canada (PWGSC).

MANDATORY SITE VISIT

A mandatory site visit is to be held on Thursday, February 12, 2015 at 10:00am local time at 280 Southside Road, Canadian Coast Guard Base St. John's, NL.

Mandatory attendance is required for the site visit as the two (2) drawings referenced in the Statement of Work (SOW) will be handed out to all attendees.

Contact for mandatory site visit is the Project Authority: Brian Cooper, (709) 772-4631, email: Brian.Cooper@dfo-mpo.gc.

The successful respondent will be expected to enter into a contract in accordance with the enclosed documents. Your proposal should be in sufficient detail to form the basis of a contractual agreement and to permit technical evaluation based on the enclosed criteria.

All questions regarding this request for proposals should be submitted in writing, no later than Wednesday, March 4th, 2015. The department may not be able to respond to questions submitted after that date.

Fisheries and Oceans Canada will not necessarily accept the lowest or any proposal submitted.

Regards



Kenneth Fortner
Fisheries and Oceans Canada
Contract Services

Janitorial Services: 270 & 280 Southside Road, Canadian Coast Guard Base St. John's, NL

1. Letter of Invitation
2. Offer of Services / Contract Form
3. Instructions to Tenderers
4. Terms of Payment
5. Statement of Work
6. General Conditions – Manual Services
7. Evaluation Criteria
8. Insurance Conditions
9. Certifications
10. F-1 Personnel Identification Form –(PIF)
11. Security Requirement Checklist – SRCL

Fisheries and Oceans Canada

Bid Closing Date: Tuesday, March 10, 2015
Time: 2 pm (14:00 Hours) Atlantic Time
Contract/File No: F5211-140377

OFFER OF SERVICES/CONTRACT FORM

REQUEST FOR PROPOSALS FOR:

**JANITORIAL SERVICES: 270 & 280 SOUTHSIDE ROAD, CANADIAN COAST GUARD BASE
ST. JOHN'S, NL**

1. PROPOSAL SUBMITTED BY:

(Complete Name and Address)

2. PERFORMANCE OF WORK

The Undersigned (hereinafter referred to as "the Contractor") hereby offers to Her Majesty the Queen in Right of Canada, (hereinafter referred to as "Her Majesty") as represented herein by the Minister of Fisheries and Oceans (hereinafter referred to as "the Minister") to furnish all necessary labour, supplies, superintendence, plant, tools, appliances, equipment, supplies and other accessories, services and facilities necessary to assist in the performance of the services.

3. CONTRACT DOCUMENTS

The Contractor hereby undertakes to perform and complete the work at the place and in the manner set out in accordance with the following documents which, upon acceptance of the Offer of Services / Contract Form, will form part of the contract:

1. This Offer of Services / Contract Form duly completed and signed;
2. Document attached hereto or referenced entitled "Statement of Work";
3. Document attached hereto or referenced entitled "General Conditions";
4. Document attached hereto or referenced entitled "Insurance Conditions";
5. Document attached hereto or referenced entitled "Terms of Payment";

4. DISCREPANCIES

In the event of discrepancies, inconsistencies, or ambiguities of wording of these documents, the wording of the document that first appears on the above list shall prevail over the wording of a document subsequently appearing on the list.

5. CONTRACT PERIOD

April 1st, 2015 to March 31, 2016

5.1 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 periods 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 15 calendar days before the Contract expiry date. The option may only be exercised by the Contracting Authority, and will be evidenced for administrative purposes only, through a contract amendment.

6. TENDERED PRICES

1. SERVICES AND ASSOCIATED COSTS

For the provision of all manual services, including all associated costs necessary to carry out the required work. All cost proposals shall include prices for each year or it will be assumed the prices remain the same.

Initial Contract Period: 01 April, 2015 to 31 March, 2016 (366 days)

SHIFT	ESTIMATED HOURS	COST PER HOUR	TOTAL (NUMBER OF HOURS X COST)
Day Shift, Monday to Friday 0900-1700 (1 person)	2000	\$	\$
Evening Shift, Monday to Friday 1600-2400 (2 persons)	4000 (2000 x 2)	\$	\$
Saturday and Sunday (4 hours per day)	420	\$	\$
Statutory Holiday (4 hours per day)	44	\$	\$
		Total Maximum Cost Initial Contract Period = A	\$

First Option Period: 01 April, 2016 to 31 March, 2017 (365 days)

SHIFT	ESTIMATED HOURS	COST PER HOUR	TOTAL (NUMBER OF HOURS X COST)
Day Shift, Monday to Friday 0900-1700 (1 person)	1992	\$	\$
Shift, Monday to Friday 1600-2400 (2 persons)	3984 (1992 x 2)	\$	\$
Saturday and Sunday (4 hours per day)	420	\$	\$
Statutory Holiday (4 hours per day)	44	\$	\$
		Total Maximum Cost First Option Period = B	\$

Second Option Period: 01 April, 2017 to 31 March, 2018 (365 days)

SHIFTS:	ESTIMATED HOURS	COST PER HOUR	TOTAL (NUMBER OF HOURS X COST)
Day Shift, Monday to Friday 0900-1700 (1 person)	1992	\$	\$
Evening Shift, Monday to Friday 1600-2400 (2 persons)	3984 (1992 x 2)	\$	\$
Saturday and Sunday (4 hours per day)	420	\$	\$
Statutory Holiday (4 hours per day)	44	\$	\$
		Total Maximum Cost Second Option Period = C	\$

**TOTAL MAXIMUM COST INCLUDING OPTION PERIODS (A + B + C) \$ _____
(HST Extra)**

NOTE:

**ESTIMATED NUMBER OF HOURS USED FOR BID CALCULATION PROVIDED.
ACTUAL COST WILL BE BASED ON ACTUAL HOURS WORKED.**

7. **FEDERAL GOODS AND SERVICES/HARMONIZED SALES TAX**

GST/HST is excluded from the prices(s)/rates quoted herein. Any amount to be levied against Her Majesty in respect of the GST/HST as is applicable is to be shown separately on all invoices for goods supplied or services provided and will be paid by the Government of Canada. The Contractor agrees to remit any GST/HST as is applicable, paid or due to Canada Customs and Revenue Agency.

8. **SUBMISSION**

The Contractor submits herewith the following:

- a) Offer of services/contract form (duly completed and signed)
- b) Proposal
- c) Certifications – Former Public Servant Certification

9. **IRREVOCABLE OFFER**

The Contractor submits the Total Estimated Tendered Price listed in Article 6 on the full understanding that this Total Estimated Tendered Price represents an irrevocable offer by the Contractor. Furthermore, the Contractor hereby certifies that the tendered prices are based on the Contractor's most preferred rates.

10. **NO EXPRESS COLLABORATION**

The Contractor warrants that there has been no express or implied collaboration, action in concert, arrangement, agreement or exchange of preferred information, which would in any way defeat the objectives of the tendering process between the Contractor, its officers, employees or agents and any other person, in respect of the proposal hereby submitted or the preparation of such proposal and the calculations and considerations on which such proposal was prepared and submitted, and the Contractor hereby agrees that, for the purposes of this Article alone, the Contractor shall stand in a fiduciary relationship to Her Majesty.

11. **CONTRACT**

The Contractor agrees that, in the event of acceptance of this proposal by the Minister, such acceptance shall affect a contract between the Contractor and the Minister and this Offer of Services/Contract Form and attachments shall collectively constitute the contract entered into between the Parties.

12. **RIGHTS OF THE MINISTER**

"Conditional" proposals will not be accepted. Any Contractor submitting alternate bids will be disqualified and proposals so submitted will be rejected. Notwithstanding anything contained in the Request for Proposals, the Minister shall have no obligation to accept the lowest cost proposal or any other proposal and reserves the right to consider matters which, although not set out herein, are, in the opinion of the Minister or his Departmental officials, relevant for their purposes, and the Minister and his officials shall be entitled to exercise discretion in the choice of a suitable contractor.

13. REPLACEMENT OF PERSONNEL

- 14.1** When specific persons have been named in the Contract as the persons who must perform the Work, the Contractor shall provide the services of the persons so named unless the Contractor is unable to do so for reasons beyond its control.
- 14.2** If, at any time, the Contractor is unable to provide the services of any specific person named in the Contract, it shall provide a replacement person who is of similar ability and attainment.
- 14.3** The Contractor shall, before replacing any specific person named in the Contract, provide notice in writing to the Minister containing:
- a) The reason for the removal of the named person from the Work;
 - b) The name, qualifications and experience of the proposed replacement person; and,
 - c) Proof that the person has the required security clearance granted by Canada, if applicable.
- 14.4** The Contractor shall not, in any event, allow performance of the Work by unauthorized replacement persons and acceptance of a replacement person by the Technical Authority and the Contracting Authority shall not relieve the Contractor from responsibility to meet the requirements of the Contract.
- 14.5** The Minister may order the removal from the Work of any such replacement person and the Contractor shall immediately remove the person from the Work and shall, in accordance with subsection 2 and paragraphs 3.(b) and (c), secure a further replacement.
- 14.6** The fact that the Minister does not order the removal of a replacement person from the Work shall not relieve the Contractor from its responsibility to meet the requirements of the Contract.

14. ADDENDUM

The Contractor agrees that the following addenda issued by the Department of Fisheries and Oceans, have been received by them and have been considered in their proposal.

ADDENDUM NO.	DATE
_____	_____
_____	_____

This _____ day of _____, 2015.

Contractor's signature _____

15. CONTRACTOR'S ADDRESS

For purposes of or incidental to the contract, the Contractor's address shall be that which is indicated in Article 1.

16. DEPARTMENTAL PERSONNEL

For the purposes of or incidental to the contract and for information during the bidding process the **Contracting Authority** shall be:

Kenneth Fortner
 Materiel and Procurement Services | Services du matériel et des acquisitions
 Fisheries and Oceans Canada | Pêches et Océans Canada
Kenneth.Fortner@dfo-mpo.gc.ca

Project Authority:

17. SUPPLEMENTARY CONTRACTOR INFORMATION

Pursuant to paragraph 221 (1)(d) of the Income Tax Act, payments made by departments and agencies under applicable services contracts (including contracts involving a mix of goods and services) must be reported on a T4-A supplementary slip.

To enable the Department of Fisheries and Oceans to comply with this requirement, the Contractor hereby agrees to provide the following information which it certifies to be correct, complete, and fully discloses the identification of this Contractor:

18.1 The legal name of the entity or individual, as applicable (the name associated with the Social Insurance Number (SIN) or Business Number (BN), as well as the address and the postal code:

18.2 The status of the contractor (individual, unincorporated business, corporation or partnership:

18.3 For individuals and unincorporated businesses, the contractor's SIN and, if applicable, the BN, or if applicable, the Goods and Services Tax (GST)/Harmonized Sales Tax (HST) number:

18.4 For corporations, the BN, or if this is not available, the GST/HST number. If there is no BN or GST/HST number, the T2 Corporation Tax number must be shown:

The following certification signed by the contractor or an authorized officer:

"I certify that I have examined the information provided above and that it is correct and complete"

Signature

Print Name of Signatory

18. SIGNATURE FOR OFFER OF SERVICES

This offer of service is executed on behalf of the Contractor or other person(s) legally authorized to bind the incorporated company, partnership or the sole proprietor/individual owner as is applicable.

SIGNED, SEALED AND DELIVERED THIS _____ DAY OF _____ 2015.

In the Presence of

For the Contractor

Signature of Witness

Incorporated Company OR

Signature of Witness

Partnership OR

Signature of Witness

Sole Proprietorship / Individual Owner

ACCEPTANCE UPON AWARD

This contract is executed on behalf of Her Majesty the Queen in Right of Canada by their duly authorized officers / agents.

Accepted on behalf of Her Majesty the Queen in right of Canada this _____ day of _____, 2015.

Signature of Witness

For the Minister of Fisheries and Oceans

Position

INSTRUCTIONS TO TENDERERS

1. DEFINITIONS

In the Request for Proposal

- 1.1. The terms Proposal, tender and proposal may be used interchangeably.
- 1.2. "Minister" includes a person acting for, or if the office is vacant, in place of the Minister of Fisheries and Oceans and the Minister's successors in the office, and the Minister's or their representatives appointed for the purpose of the Request for Proposal.
- 1.3. "Tender Closing Time" refers to the hour and minute expressed in the local time of the Tendering Office, after which no further tenders will be accepted.

2. TENDER CLOSING

- 2.1. Electronic tenders will be received at the Tendering Office until the Tender Closing Time stipulated in the Request for Proposal. Tenders received after Closing Time will not be considered and will be returned unopened.
- 2.2. Notwithstanding the foregoing, the Department of Fisheries and Oceans reserves the right to postpone tender closing, at which time all tenderers will be advised formally of the new date and time.

3. TENDER OPENING

In the case of a Public Tender Opening

- 3.1. Tenders are opened in public at a location specified in the Request for Proposal as soon as possible after closing time unless specific instructions to the contrary regarding tender opening are included in the Request for Proposal.
- 3.2. Where only one tender is received, the Department reserves the right not to disclose the amount of the tender at the public opening. The amount of the tender will be made public if a contract is awarded

4. OFFICIAL TENDER FORMAT

- 4.1. Tenders must be properly executed and submitted as instructed. Tenders not submitted in the format provided will not be considered.

5. REVISION OF TENDERS

- 5.1. Tenders may be revised provided that revisions are received before the Tender Closing Time. Any change resulting in an increase in the tender price must be supported by a suitable increase in the tender security, if applicable.

6. TENDER SECURITY

- 6.1. If specified in the Request for Proposal, the tenderer will provide tender security, at the tenderer's own cost, in accordance with the document entitled Tender Security Requirements.
- 6.2. All tender securities will be returned except that of the successful tenderer, which will be retained until the successful tenderer has provided contract security in accordance with Article 8 below.

7. CONTRACT SECURITY

- 7.1. If specified in the Request for Proposal, the successful tenderer will provide contract security, at the tenderer's own cost, within fourteen (14) days of contract award in accordance with the Document entitled Contract Security Requirements.
- 7.2. Where contract security is a requirement, all tenders must be accompanied by evidence from a bank, financial institution or a surety company that the required contract security will be provided upon notification of contract award to the successful tenderer.

8. INSURANCE

- 8.1. If specified in the Request for Proposal, the successful tenderer will be required to provide contract insurance, at the tenderer's own cost, within fourteen (14) days of contract award in accordance with the document entitled Insurance Conditions.
- 8.2. Where insurance is a requirement, all tenders must be accompanied by confirmation from the tenderer's insurance company that the required insurance will be available upon contract award.

9. FEDERAL CONTRACTORS PROGRAM FOR EMPLOYMENT EQUITY

- 9.1. The Federal Contractors Program for Employment Equity applies to contracts for the provision of all goods and services, but not to the purchase or lease of real property or to construction contracts. Where a tender for the provision of goods or services is valued at \$200,000 or more and the tenderer's organization employs 100 or more permanent full-time or permanent part-time employees, it is **mandatory** that the requirements contained in the attached documentation on the Federal Contractors Program for Employment Equity be met or the tender will not be considered.

10. TENDER VALIDITY PERIOD

- 10.1. Unless otherwise specified in the Request for Proposal, tenders are to remain firm and in effect for a period of sixty (60) days following the Tender Closing Time.
- 10.2. Notwithstanding Article 10.1, in the event the Minister deems it necessary to extend the sixty (60) day period for acceptance of tenders for a further sixty (60) day period, the Minister shall, prior to the expiration of such period, notify the tenderer by written notice to that effect, whereupon the tenderer shall have five (5) days from the date of receipt of such written notice to, in writing, either accept the requested extension as referred to in the Ministerial notice or withdraw its tender.
- 10.3. In the event tender security was provided and in the event of withdrawal of tender as herein provided, the Tender Security Deposit shall be reimbursed or returned without penalty or interest. In the event the tenderer accepts the requested extension, the acceptance period shall be extended as referred to in the Ministerial notice. In the event the tenderer does not respond to the Ministerial notice hereinabove referred to, the tenderer shall be conclusively deemed to have accepted the extension referred to in the Ministerial notice.

11. INCOMPLETE TENDERS

- 11.1. Incomplete or conditional tenders will be rejected.
- 11.2. Tenders that omit any mandatory requirements specified in the Request for Proposal will be rejected.
- 11.3. In the event that tender security is required and is not provided with the tender, the tender will be rejected.

12. REFERENCES

- 12.1. The Department of Fisheries and Oceans reserves the right, before awarding the contract, to require the successful tenderer to submit such evidence of qualifications as it may deem necessary, and will consider evidence concerning the financial, technical and other qualifications and abilities of the tenderer.

13. LOWEST TENDER NOT NECESSARILY ACCEPTED

- 13.1. The lowest or any tender will not necessarily be accepted

14. RIGHTS OF CANADA

14.1. Canada reserves the right to:

- (a) reject any or all bids received in response to the bid solicitation;
- (b) enter into negotiations with bidders on any or all aspects of their bids;
- (c) accept any bid in whole or in part without negotiations;
- (d) cancel the bid solicitation at any time;
- (e) reissue the bid solicitation;
- (f) if no responsive bids are received and the requirement is not substantially modified, reissue the bid solicitation by inviting only the bidders who bid to resubmit bids within a period designated by Canada; and,
- (g) negotiate with the sole responsive Bidder to ensure best value to Canada.

TERMS OF PAYMENT

1. DEFINITION

- 1.1 Progress payment is a payment made by or on behalf of Her Majesty after the performance of the part of the Contract in respect of which payment is made but before the performance of the whole contract.

2. BASIS OF PAYMENT

- 2.1 In consideration of the Contractor meeting all obligations under the terms and conditions of this Contract, the Contractor shall receive payment in accordance with Article 6 of the OFFER OF SERVICES/CONTRACT FORM.

3. METHOD OF PAYMENT

- 3.1 Payment to the Contractor shall be made monthly upon completion of work to the satisfaction of the Departmental Representative and upon submission of an invoice.
- 3.2 Neither a progress report nor a payment by Her Majesty shall be construed as evidence that the work or any part thereof is complete, is satisfactory or is in accordance with the Contract.
- 3.3 Delay by Her Majesty in making payment when it becomes due or payable pursuant to the Contract or Terms of Payment shall be deemed not to be a breach of the Contract.
- 3.4 In the event that the Contract is terminated pursuant to General Condition 21 of the General Conditions, the Contractor shall have no claim against Her Majesty except to be paid for services performed up to the date of the said termination, less any sums previously paid on account. In the event of termination, Her Majesty will as soon as practicable under the circumstances, pay to the Contractor the amount, if any, payable to the Contractor.

4. INVOICE ADDRESS

Except if otherwise specified in the Terms of Payment or in any other document that is part of this contract, payment will be made on presentation of one or more detailed invoice, depending on circumstances, after acceptance of the works by the Project Authority.

The invoice(s) shall be or emailed to DFO Accounts Payable, at the email address indicated in below:

Email: DFOinvoicing-MPOfacturation@DFO-MPO.GC.CA

Please indicate if you wish to be paid by cheque or MasterCard.

5. LIMITATION OF EXPENDITURE

The Contractor shall not perform any work or provide any service that would cause the total liability of Canada to be exceeded, unless an increase is authorized by the Contracting Authority.

STATEMENT OF WORK

INDEX

DESCRIPTION

PART I--- GENERAL CONDITIONS
PART 2--- MATERIALS & EQUIPMENT
PART 3--- EXECUTION

APPENDIX "A"	Janitorial Time Sheet Form
APPENDIX "B"	Janitorial Service Report Form
APPENDIX "C"	Appliance Quarterly Report
APPENDIX "D"	Evaluation Criteria

TO BE PROVIDED AT MANDATORY SITE VISIT:

<u>DRAWING NO.</u>	<u>TITLE</u>	<u>DATE</u>
01N1001A45901	SOUTHSIDE BASE BUILDING FLOOR PLANS	October 08, 2010
01N1001A45902	BUOY MAINTENANCE FACILITY LEVEL ONE FLOOR PLAN	October 08, 2010

PART 1 - GENERAL CONDITIONS

1.1 Scope of Work

- .1 The scope of work shall include the supply of all janitorial services to the Southside Base which includes the **Base Building, and Buoy Maintenance Facility (BMF)**. The following outlines the areas, time frame, and other conditions necessary for the satisfactory execution of the Work.
- .2 The following list represents those areas where janitorial services are **required**; and are outlined on the drawings that will be provided at mandatory site visit.
 - .1 All Areas identified on drawings as Type A.
 - .2 All Areas identified on drawings as Type B.
 - .3 All Areas identified on drawings as Type C.
 - .4 All Washroom/locker rooms identified on drawings. (16 Washrooms in total).
 - .5 All Kitchen/lunchroom facilities located in the following areas: First Floor Commissionaires Office, Mezzanine Floor, Second Floor Technicians Area, Third Floor Regional Operations Centre, and Buoy Maintenance Facility (multi-purpose room); all complete with refrigerators, ranges, microwaves, ovens and sinks.
 - .6 All three elevator including passenger, freight, and passenger/service.
 - .7 All Stairways Type 1, 2 & 3 including landings.
 - .8 Miscellaneous items.
- .3 The following list represents areas where janitorial services are **not required** and are outlined on the drawings.
 - .1 **BASE BUILDING FIRST FLOOR:** Rooms, 117;130;140; 141; 142; 143; 144; 145; 146; 147; 149; 151; 152; 153; 154; 157; 158, 160,
 - .2 **BASE BUILDING MEZZANINE FLOOR:** Bin #'s 1: 2: 3: 4: 5: & 6.
 - .3 **BASE BUILDING SECOND FLOOR:** Rooms, 260; 262; & 264.
 - .4 **BASE BUILDING FOURTH FLOOR:** Rooms: 409: 413; 417;418; 421 & Electrical Rooms
 - .5 **BUOY MAINTENANCE FACILITY LEVEL ONE:** Rooms: 104,108, 112,

114, 115, 117, 118, 119, 120, 121, 122, 126, 127, 128, 129 & 131

.6 **BUOY MAINTENANCE FACILITY LEVEL TWO:** All Areas

1.2 Definitions

For the purpose of this specification, the following terms shall be used:

- .1 The **Department** shall be considered to be Department of Fisheries and Oceans, as represented by a duly appointed official of the Department to be made known to the Contractor.
- .2 The **Contractor** shall be considered the successful bidder, including any and all persons employed by the Contractor for the satisfactory completion of the Work and all terms binding on the Contract.
- .3 The **Work** shall be considered to be the supply of janitorial services for the Southside Base as outlined in the Scope of Work.
- .4 The **Facilities Manager (FM)** refers to that individual representing the responsibility officer, and charged with the responsibility for the inspection and laying out of the Work. He shall be the contact between the Department and the Contractor, all correspondence between these parties shall be made through the **FM**.
- .5 Where the work required is referred to as **Daily**, the Contractor shall provide janitorial services as outlined every day of the calendar year unless otherwise stated. A day is referred as (24) twenty-four hour period starting at 00:01hrs. - 24:00 hrs.
- .6 Where the work required is referred to as **Weekly**, the Contractor shall provide janitorial service as outlined which includes all **Daily** janitorial services. A week is referred as a (7) seven day period starting at 00:01hrs. Monday and ending at 24:00 hrs on Sunday.
- .7 Where the work required is referred to as **Monthly**, the Contractor shall provide janitorial service as outlined which includes all **Daily** janitorial services. A month is referred any calendar month within any calendar year.
- .8 Where the work required is referred to as **Quarterly**, the Contractor shall provide janitorial service as outlined which includes all **Daily** janitorial service. A quarterly is referred as any (3) three consecutive months within a calendar year starting with the first day of the month.
- .9 Where the work required is referred to as **Semi-Annually**, the Contractor shall provide janitorial service as outlined. A semi-annually janitorial service is referred

as any (6) six consecutive months starting with the first day of the contract.

- .10 Where the work required is referred to as **Winter months** denotes October to May inclusive, **Summer months** denotes June to September inclusive.
- .11 Where instructions reads **spot clean, dust, or clean and polish**, denotes all janitorial services shall be performed up to heights of 2.44m above ground floor level.
- .12 Where instructions reads **tiled floors** all janitorial services shall include sheet vinyl, resilient tile, quarry tile, terrazzo tile, and ceramic tile.
- .13 Where instructions reads **carpets** all janitorial services shall include carpet mats and permanent laid carpet.

1.3 Time and Area of Work

- .1 Janitorial services shall be provided to all specified areas, **five (5) days per week**, Monday through Friday inclusive, every week of the calendar year unless otherwise noted. **No janitorial services are required in these areas on designated Federal Holidays.**

NOTE: Janitorial services that are required during weekdays, Monday through Friday shall have the following requirements:

- 1) **The contractor shall have one (1) personnel working from 0900hrs to 1700hrs and two (2) personnel working a minimum of eight (8) hours each starting at 1600hrs to 2400hrs.**

Note: Areas to be cleaned from 0900hrs to 1700hrs are as follows and these areas shall also be kept free of water and soil at all times:

- 1) **Security Lobby, Commissionaire's Office (Rooms 100 & 101)**
- 2) **All interior stairways and steps**
- 3) **All Hallways and Bathrooms to be "spot Cleaned".**

- .2 Janitorial services shall be provided to the following areas listed **seven (7) days per week**, Monday through Sunday inclusive, every day of the calendar year. These areas operate on a 24 hour basis and services must be provided as per the above schedule at all times during the year. **Janitorial services are also required in these areas on designated Federal Holidays.**

- .1) **First Floor Security lobby/ Commissionaire's office (Rooms 100 & 101)**
- .2) **Third Floor Regional Operation Centre (Room 326)**
- .3) **Third Floor Regional Operation Centre kitchen / lunchroom (Room 324)**

- .4) Third Floor Washrooms (Rooms 327 & 329)

NOTE: Janitorial services that are required in the areas above during Weekends (Saturday & Sunday) and on designated Federal Holidays, a minimum of four (4) hours per day shall be required. Contractor to determine the number of personnel required.

- .3 Unless specifically arranged in advance with the **FM**, all janitorial services during the **summer months**, as identified in section 1.2.10, shall be performed as per section 1.3. The time frame schedule must be submitted to the **FM** for approval.
- .4 Unless specifically arranged in advance with the **FM**, all janitorial services during the **winter months**, as identified in section 1.2.10, shall be performed as per section 1.3. The time frame schedule must be submitted to the **FM** for approval.
- .5 The contractor shall provide two (2) days advance notice to the **FM** prior to any quarterly work. Quarterly denotes at intervals of three (3) months within the periods; (April - June), (July - September), (October - December), and (January - March). The contractor shall select a time frame during the first quarter when the work shall be performed. The work shall then be repeated every third month following that time frame. The **FM** may revise the quarterly intervals based on contract award date.

1.4 Identification of Personnel

- .1 The Contractor shall submit to the departmental representative, picture/company identification, names and addresses of all individuals who will be performing the work. This list shall be submitted prior to any individuals working on the premises. The **FM** is to be notified of any changes in this list during the life of the Contract.
- .2 The Contractor and their employee's will be required to carry valid picture/company identification when visiting or working on departmental property. This identification shall be visible at all times. Failure to comply shall mean refusal to enter the premises.

1.5 Security Requirements

- .1 It is a condition that, prior to performance of any obligation under any contract resulting from this RFP, the Contractor and sub-contractors and their employees assigned to the performance of such contract will be security cleared by the federal government at the Reliability level.
- .2 DFO will require valid reliability security clearance for all personnel directly involved in delivery of the services prior to commencement of this contract or the exercising of any option years.

1.6 Special Conditions

- .1 All equipment provided by the contractor shall be specifically designed for commercial use. It shall be in safe operating condition and intended for the task for which it is used. The **FM** has a right to reject unsafe or poor quality equipment.
- .2 A copy of Material Safety Data Sheets (**MSDS**) for all products used and stored must be submitted to the **FM** and a copy kept in the janitorial storage rooms. These products are subject to approval of **FM**. The **FM** has a right to refuse certain products. Any damage resulting from the use or misuse of such material will be assessed against the Contractor.
- .3 A monthly time sheet, as shown in Appendix "A" shall be filled out and returned to **FM**.
- .4 A monthly service sheet, as shown in Appendix "B" shall be filled out and returned to **FM**.
- .5 A Quarterly service sheet, as shown in Appendix "C" shall be filled out and returned to **FM**.
- .6 Failure to provide time sheets, monthly service sheet, quarterly service sheets, **MSDS** sheets, and personnel identification list; may result in contract payments being held until proper documentation are received.
- .7 At the beginning of each cleaning shift, cleaning personnel will sign in at Commissionaire's Office, and keys will be received from the Commissionaire. At the end of the shift, cleaning personnel will be required to sign out and deposit the aforementioned keys with the Commissionaire.
- .8 When an area is completed and unless otherwise instructed by the **FM**, the Contractor will leave the area in the following condition:

Washrooms - lights off, windows closed.

Kitchens - lights off, windows closed.

Stairways - windows closed.
- .9 Contractor is also responsible for disposal of all items which are marked "**GARBAGE**", weighing twenty five pounds or less not placed in a refuse container. See Clause 3.10.5
- .10 Contractor is responsible to provide safety signs (e.g. **WET FLOOR, WAXED FLOOR**) where applicable, or upon request of **FM**.
- .11 Contractor is responsible to provide and make clearly visible, signs indicating ("**JANITORS WORKING INSIDE**") when washrooms are being cleaned.

1.7 Insurance Requirements

- .1 The Contractor must hold current and valid insurance for Service Contracts, throughout the entire term of the contract as well as any exercised option periods.
- .2 Proof of Insurance must be provided prior to contract award.

1.8 Requirements

The contractor is required to maintain such Mandatory requirements throughout the entire term of the contract as well as any exercised option periods.

- .1 a Municipal/Provincial Business license;
- .2 valid WCB Assessments and Clearance Letter;
- .3 Reliability Status for proposed personnel; and
- .4 WHMIS training for proposed personnel

PART 2 - MATERIALS AND EQUIPMENT

2.1 Cleaning Equipment and Supplies

- .1 All equipment and supplies required for the discharge of janitorial services as set forth in this Scope of Work shall be supplied by the Contractor. Any costs incurred for the procurement and operation of all such equipment and supplies shall be considered to be included in the bid price.
- .2 The Contractor shall provide materials of a disposable nature necessary for the maintenance of a hygienic and neat workplace. The Contractor shall provide in sufficient quantities to satisfactorily carry out the Work:
 - .1 Toilet tissue shall be of the roll type as follows:
 - a) T-Pull 2 ply Grade A, Size 2 3/8" x 1125' (or equivalent)
 - .2 Paper hand towel shall be of the roll type as follows:
 - a) A-Tork 2-ply, size 10" x 965' (or equivalent)
 - b) M-Tork 1-ply, size 9" x 984' (or equivalent)

- .3 Liquid Tender Care Hand Soap
- .4 Deodorant blocks (4oz per block)
- .5 Waste paper basket liners shall be as follows:
 - a) Garbage Bags – size 20”x 22” (Minimum 1.25mil.)
 - b) Garbage Bags – size 30”x 38” (Minimum 2mil.)
 - c) Garbage Bags – size 35”x 50” (Minimum 2mil.)
- .6 Refuse container liners
- .7 Sanitary napkins disposable liners
- .8 Battery operated air fresheners & refills
- .9 Dispensers for hand towels and toilet tissue shall be as follows:
 - a) A-Tork or equivalent
 - b) M-Tork or equivalent
 - c) T-Box or equivalent

NOTE: All products to fit existing dispensers on site. If contractors request that the dispensers be changed, all cost, including the repairs of the walls from the changeover will be at the expense of the contractor.

All other materials are also supplied by the Contractor and are considered to be included in the bid price.

- .3 The Contractor shall ensure that sufficient materials are in his/her possession to satisfactorily carry out the Work.
- .4 Only first quality materials are to be used and it is the contractor's sole responsibility to ensure that all such products are completely suitable for and/or compatible with the service for which they are intended.

2.2 Janitors Rooms

- .1 Four (4) janitor rooms identified on the drawings have been designated for storage of equipment and supplies for the duration of the Contract. These janitors' rooms are located on the Mezzanine Floor (main janitor's room), Second Floor of the Technicians Shops, Third Floor near Regional Operations Centre, and Room 105 in the Buoy Maintenance Facility. These rooms are at the disposal of the Contractor and must be maintained in a tidy manner at all times, as approved by **FM**. No refuse is to be stored in these areas. All four janitors' rooms are to be cleaned thoroughly and will be inspected by the **FM** during the Contract period.

PART 3 - EXECUTION

3.1 Type "A" Areas

- .1 **Daily:** Vacuum carpets; sweep and wash tiled floors with warm water and non-alkaline cleaning solution, remove any marks or blemishes; dust using an approved dust control method all horizontal and vertical surfaces including office furniture, empty shelving, bookcases (do not remove books), chairs and leatherette upholstered furniture; spot clean walls, partitions, window ledges, moldings, baseboards, heaters, clocks, telephones, trays, light switches, door hardware, fire extinguishers, and emergency lights etc.. with an approved cleaner; remove refuse and replace wastepaper basket liners if necessary; remove and clean mats on both sides, clean mat recess; clean glass as per Sections 3.10.2 and 3.10.3.
- .2 **Weekly:** Remove and clean on both sides any carpet runners/mats, clean under runner/mat and replace; clean and polish all furniture such as desks, chairs, tables, cabinets, etc. with an approved cleaner; buff tiled floors (semi-weekly during winter months), vacuum and clean all floor running tracks on passenger elevator entrances.
- .3 **Monthly:** Apply anti-static compound to carpeted floors as per manufacturer's instructions; apply one (1) coat of non-yellowing floor wax and buff tiled floors. **Note: The following areas are exempt from waxing, buffing and sealers on floors.**
 - 1.) BASE BUILDING
 - a. Second Floor SEW Workshop (Room 258)
 - 2.) BUOY MAINTENANCE FACILITY
 - a. Male Washroom/Locker Room (Room 109)
 - b. Female Washroom/Locker Room (R00m 106)
 - c. Barrier Free Washroom. (Room 110)
- .4 **Quarterly:** Steam clean all carpeted areas; dry foam clean computer access floor with cut pile carpet located in the Regional Operational Centre as per manufacturer's instructions; apply anti-static compound as per manufacturer's instructions; spot clean carpet immediately as per manufacturer's instructions; strip old wax on tiled floors, rinse with clean, clear water, apply two (2) coats on non-yellowing floor wax, buffing between coats; apply two (2) coats of non-yellowing floor sealer.

NOTE: Co-ordinate quarterly cleaning in the technical shop areas on the Second Floor, east end of building with the (FM) as to minimize disruption to work performed by technicians. Extra care must be exercised to prevent damage to equipment in these areas.

3.2 Type "B" Areas

- .1 **Daily:** Sweep and wash tiled or concrete floors with warm water and non-alkaline cleaning solution, remove any marks or blemishes; dust using an approved dust control method all horizontal and vertical surfaces including office furniture, empty shelving, bookcases (do not remove books), chairs and leatherette upholstered furniture; spot clean walls, partitions, window ledges, moldings, baseboards, heaters, clocks, telephones, trays, light switches, door hardware, fire extinguishers, and emergency lights etc.. with an approved cleaner; remove refuse and replace wastepaper basket liners if necessary; remove and clean mats on both sides, clean mat recess; clean all glass as per Sections 3.10.2 and 3.10.3.

3.3 Type "C" Areas

- .1 **Semi-Annually:** Sweep metal steps; sweep and wash concrete floors with warm water and non-alkaline cleaning solution, remove any marks or blemishes; dust using an approved dust control method all horizontal and vertical surfaces; spot clean walls, partitions, window ledges, moldings, baseboards, heaters, light switches, door hardware, fire extinguishers, and emergency lights etc.. with an approved cleaner; remove and clean mats on both sides, clean mat recess; and clean all glass as per Sections 3.10.2 and 3.10.3.

3.4 Washroom / Locker Rooms

- .1 **Daily:** Sweep and wash tiled or concrete floors with a non-alkaline detergent and warm water; dust using an approved dust control method shelves, exposed piping, waste receptacles; check and replenish all toilet paper, hand towel, hand soap dispensers, deodorant blocks, and sanitary napkins liner; wash, descale and disinfect toilet bowls, urinals, shower stalls, body contact points including sinks, faucets, flush valves, hand soap dispensers, towel dispensers, refuse containers, and door contact points; spot clean walls, partitions, mirrors, window ledges, moldings, baseboards, heaters, light switches, door hardware, emergency lights, etc.. with an approved cleaner; remove refuse and replace refuse container liners; wash and disinfect refuse containers; and clean all interior glass as per Section 3.10.2.
- .2 **Weekly:** Buff tiled floors (semi-weekly during winter months)
- .3 **Monthly:** Apply one (1) coat of non-yellowing floor wax and buff tiled floors.
- .4 **Quarterly:** Strip old wax on tiled floors, rinse with clean water; apply two (2) coats of non-yellowing floor wax, buffing between coats; apply two (2) coats of non-yellowing sealer; dust and wash exterior surfaces of lockers.

3.5 Kitchens / Lunchrooms (includes multi-purpose room in BMF)

- .1 **Daily:** Vacuum carpet area; sweep and wash tiled or concrete floors; dust using an approved dust control method all horizontal and vertical surfaces; clean and remove stains with a damp cloth: counter tops, cupboard doors, splash panels, table tops, chairs, tops of electric appliances, vending machines, and interior of microwave ovens; spot clean walls, tables, chairs, heaters, fire extinguishers, and emergency lights; remove any stains and thoroughly clean drip pans on ranges and range hoods; wash and disinfect sinks and taps; remove refuse and replace refuse container liners; clean all interior glass as per Section 3.10.2.
- .2 **Weekly:** Buff tiled floors (semi-weekly during winter months).
- .3 **Monthly:** Apply anti-static compound to carpeted floors as per manufacturer's instructions; apply one (1) coat of non-yellowing floor wax and buff tiled floors.
- .4 **Quarterly:** Strip wax on tiled floors, rinse with warm water, apply two (2) coats of non-yellowing floor wax and buff, between coats; apply two (2) coats on non-yellowing floor sealer; wash interior of refrigerators and disinfect all interior parts; clean and remove stains on range hoods and range interiors including oven racks with an approved cleaner; clean interior and exterior of cupboards.

3.6 Elevators

- .1 **Daily:** Vacuum carpets; sweep and wash tiled floors with warm water and non-alkaline cleaning solution, remove any marks or blemishes; dust using an approved dust control method all horizontal and vertical surfaces; spot clean walls, partitions, moldings, door hardware, etc.. with an approved cleaner; remove and clean mats on both sides, clean mat recess and clean all floor running tracks on passenger elevator entrances.
- .2 **Weekly:** Buff tiled floors (semi-weekly during winter months)
- .3 **Monthly:** Apply one (1) coat of non-yellowing floor wax and buff tiled floors.
- .4 **Quarterly:** Strip old wax on tiled floors, rinse with clean, clear water, apply two (2) coats on non-yellowing floor wax, buffing between coats; apply two (2) coats of non-yellowing floor sealer.

3.7 Stairway Type 1 - (includes landings)

- .1 **Daily:** Sweep and wash tiled floors with warm water and non-alkaline cleaning solution, remove any marks or blemishes; dust using an approved dust control method all horizontal and vertical surfaces; spot clean walls, partitions, window ledges, moldings, baseboards, heaters, light switches, door hardware, fire extinguishers, and emergency lights etc.. with an approved cleaner; clean glass as per Sections 3.10.2 and 3.10.3.
- .2 **Weekly:** Buff tiled floors (semi-weekly during winter months).

- .3 **Monthly:** Apply one (1) coat of non-yellowing floor wax and buff tiled floors.
- .4 **Quarterly:** Strip old wax on tiled floors, rinse with clean, clear water, apply two (2) coats on non-yellowing floor wax, buffing between coats; apply two (2) coats of non-yellowing floor sealer.

3.8 Stairway Type 2 - (includes landings)

- .1 **Weekly:** Sweep tiled floors; dust using an approved dust control method all horizontal and vertical surfaces; spot clean walls, partitions, window ledges, moldings, baseboards, heaters, light switches, door hardware, fire extinguishers, and emergency lights etc.. with an approved cleaner; clean glass as per Sections 3.10.2 and 3.10.3.
- .2 **Quarterly:** Sweep and wash tiled floors with warm water using a non-alkaline detergent removing any marks or blemishes.
- .3 **Semi-Annually:** Sweep and wash tiled floors with warm water using a non-alkaline detergent; buff tiled floors and apply one (1) coat of non-yellowing floor sealer.

3.9 Stairway Type 3 - (includes landings)

- .1 **Daily:** Sweep and wash concrete floors with warm water using a non-alkaline detergent removing any marks or blemishes; dust using an approved dust control method all horizontal and vertical surfaces; spot clean walls, partitions, window ledges, moldings, baseboards, heaters, light switches, door hardware, fire extinguishers, and emergency lights etc.. with an approved cleaner; clean glass as per Sections 3.10.2 and 3.10.3.

3.10 Miscellaneous Items

- .1 Refuse containers within the Building shall be emptied daily and washed thoroughly once a month, except those in washrooms as per 3.5.1.
- .2 All accessible interior glass surfaces, including but not limited to glass doors, mirrors, glass panels in doors, partitions and the interior surfaces of structural windows shall to be cleaned and polished on a daily basis.
- .3 All accessible exterior surface of structural glass in main lobby and all exit doors throughout Base Building and Buoy Maintenance Facility shall be cleaned and polished on a daily basis.
- .4 Clean weekly all exterior ashtrays located outside Base Building and as outlined on attached drawings.
- .5 Sanitary bins will be located on the Coast Guard premises for the disposal of garbage. The contractor shall remove all refuse from the Base Building at the end of each cleaning shift and dispose of it to nearest sanitary bin.

- .6 The exterior surface and floor mats of all the water cooler/fountains shall be wash daily.
- .7 Clean and disinfect all interior and exterior parts of refrigerators on a quarterly basis in the following areas. Room 107, 213, 234, 305, 407 and Mezzanine. floor
- .8 Clean and disinfect all interior and exterior parts of microwaves on a daily basis in the following areas. Room 107, 112, 234, 247, 305, 324, 321,407 and Mezzanine floor.

APPENDIX "A"
MONTHLY REPORT
JANITORIAL TIME SHEET FORM

MONTH:

DAY	CLEANERS INITIALS	HOURS WORKED	TOTAL HOURS
01			
02			
03			
04			
05			
06			
07			
08			
09			
10			
11			
12			
13			
14			
15			
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21			
22			
23			
24			
25			
26			
27			
28			
29			
30			
31			
EXAMPLE	AB + CD	6 + 6	12

APPENDIX "B"

Monthly Report

Janitorial Service Report Form

Monthly Wax Floor - MWF
 Quarterly Strip and Wax Floor - QSWF
 Quarterly Steam Clean Carpets - QSCC
 Insert Date of Service After X

AREA OF JANITORIAL SERVICE	MWF	QSWF	QSCC
First Floor Main Entrance Stairway Type 1	X	X	
First Floor Main Entrance Security Lobby	X	X	
First Floor Main Entrance Passenger Elevator	X	X	
First Floor Commissionaires Office/Lunchroom	X	X	
First Floor Main Entrance Telephone Room	Sweep and Wash--X		
First Floor Coat Room	X	X	
First Floor Museum Exhibit Space	X	X	
First Floor Office 112			X
First Floor Office 113			X
First Floor Corridor near 112 & 113	X	X	
First Floor Central Stairway Type 3	Sweep and Wash--X		
First Floor Office 101			X
First Floor Office 102			X
First Floor Office 103			X
First Floor Office 104			X
First Floor Office 105			X
First Floor Office 106			X
First Floor Office 107			X
First Floor Office 108			X
First Floor Office 109			X
First Floor Office 110			X
First Floor Office 111			X
First Floor Barrier Free Washroom	X	X	

APPENDIX "B"

Monthly Report

Janitorial Service Report Form

Monthly Wax Floor - MWF
 Quarterly Strip and Wax Floor - QSWF
 Quarterly Steam Clean Carpets - QSCC
 Insert Date of Service After X

AREA OF JANITORIAL SERVICE	MWF	QSWF	QSCC
First Floor Female Washroom	X	X	
First Floor Passenger/Service Elevator	X	X	
First Floor Corridor near Room 102 -111			X
First Floor Building Maintenance Shop	Sweep and Wash--X		
First Floor Building Maintenance Shop Office	Sweep and Wash--X		
First Floor Main Electrical Room	Sweep and Wash--X		
First Floor Truck Bay Washroom	Sweep and Wash--X		
First Floor Carpenter Shop Washroom	Sweep and Wash--X		
First Floor Carpenter Shop Offices (2 IN TOTAL)	X	X	
First Floor Carpenter Shop Kitchen/Lunchroom	X	X	
First Floor Stairway (Two-Type 3 Shop Areas)	Sweep and Wash--X		
Mezzanine Floor Kitchen/Lunchroom	X	X	
Mezzanine Floor Barrier Free Washroom	X	X	
Mezzanine Floor Female Washroom	X	X	
Mezzanine Floor Corridor	X	X	
Mezzanine Floor Boardroom			X
Mezzanine Floor Archives & Library			X
Mezzanine Floor Office			X
Mezzanine Floor Janitors Room	Sweep and Wash--X		
Second Floor Corridor			X
Second Floor Room 200			X
Second Floor Room 201			X
Second Floor Room 202			X
Second Floor Room 203			X

APPENDIX "B"

Monthly Report

Janitorial Service Report Form

Monthly Wax Floor - MWF
 Quarterly Strip and Wax Floor - QSWF
 Quarterly Steam Clean Carpets - QSCC
 Insert Date of Service After X

AREA OF JANITORIAL SERVICE	MWF	QSWF	QSCC
Second Floor Room 204			X
Second Floor Room 205			X
Second Floor Room 206			X
Second Floor Room 207			X
Second Floor Room 208			X
Second Floor Room 209			X
Second Floor Room 210			X
Second Floor Room 211			X
Second Floor Room 212			X
Second Floor Room 212A			X
Second Floor Room 213			X
Second Floor Room 214	X	X	
Second Floor Room 215			X
Second Floor Room 215A			X
Second Floor Room 216			X
Second Floor Room 217			X
Second Floor Room 218			X
Second Floor Room 219			X
Second Floor Room 219A			X
Second Floor Room 220			X
Second Floor Male Washroom	X	X	
Second Floor Room 221			X
Second Floor Room 222			X
Second Floor Room 223			X

APPENDIX "B"

Monthly Report

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Monthly Wax Floor - MWF
 Quarterly Strip and Wax Floor - QSWF
 Quarterly Steam Clean Carpets - QSCC
 Insert Date of Service After X

AREA OF JANITORIAL SERVICE	MWF	QSWF	QSCC
Second Floor Room 224			X
Second Floor Room 225			X
Second Floor Room 226			X
Second Floor Room 227			X
Second Floor Room 228			X
Second Floor Room 229			X
Second Floor Room 230			X
Second Floor Lan Room 232			X
Second Floor Room 231			X
Second Floor Emergency Stairway Type 2	X	X	
Second Floor Barrier Free Washroom	X	X	
Second Floor Female Washroom	X	X	
Second Floor Room 233	X	X	
Second Floor Room 236			X
Second Floor Room 238			X
Second Floor Room 240			X
Second Floor Room 242			X
Second Floor Room 244			X
Second Floor Kitchen/Lunchroom	X	X	
Second Floor Male Washroom/ Locker Room	X	X	
Second Floor Janitors Room	Sweep and Wash--X		
Second Floor Office 246	X	X	
Second Floor Office 248	X	X	
Second Floor Mechanics Room	X	X	

APPENDIX "B"

Monthly Report

Janitorial Service Report Form

Monthly Wax Floor - MWF
 Quarterly Strip and Wax Floor - QSWF
 Quarterly Steam Clean Carpets - QSCC
 Insert Date of Service After X

AREA OF JANITORIAL SERVICE	MWF	QSWF	QSCC
Second Floor Light Shop	X	X	
Second Floor Operational Aids Shop	X	X	
Second Floor SEW Workshop	X	X	
Second Floor Library	X	X	
Second Floor Office 235			X
Second Floor Office 237	X	X	
Second Floor Technician Area Corridor	X	X	
Third Floor Corridor			X
Third Floor Room 301			X
Third Floor Room 301A			X
Third Floor Room 302			X
Third Floor Room 303			X
Third Floor Room 304			X
Third Floor Room 305			X
Third Floor Room 306			X
Third Floor Room 307			X
Third Floor Room 307A			X
Third Floor Room 308			X
Third Floor Room 309			X
Third Floor Room 310			X
Third Floor Room 311			X
Third Floor Room 312			X
Third Floor Room 313			X
Third Floor Room 313A			X

APPENDIX "B"

Monthly Report

Janitorial Service Report Form

Monthly Wax Floor - MWF
 Quarterly Strip and Wax Floor - QSWF
 Quarterly Steam Clean Carpets - QSCC
 Insert Date of Service After X

AREA OF JANITORIAL SERVICE	MWF	QSWF	QSCC
Third Floor Room 314			X
Third Floor Room 315			X
Third Floor Room 316			X
Third Floor Room 317			X
Third Floor Room 317A			X
Third Floor Room 318			X
Third Floor Room 319			X
Third Floor Room 320			X
Third Floor Room 322			X
Third Floor Room 324			X
Third Floor Male Washroom	X	X	
Third Floor Female Washroom	X	X	
Third Floor Janitors Room	X	X	
Third Floor Room 326			X
Third Floor Room 328			X
Third Floor Room 330			X
Third Floor Room 332			X
Third Floor Regional Operational Centre			X
Third Floor ROC Kitchen/Lunchroom	X	X	
Third Floor Emergency Stairway Type 2	X	X	
Fourth Floor Corridor	X	X	X
Fourth Floor Room 401			X
Fourth Floor Room 402			X
Fourth Floor Room 402A			X

APPENDIX "B"

Monthly Report

Janitorial Service Report Form

Monthly Wax Floor - MWF
 Quarterly Strip and Wax Floor - QSWF
 Quarterly Steam Clean Carpets - QSCC
 Insert Date of Service After X

AREA OF JANITORIAL SERVICE	MWF	QSWF	QSCC
Fourth Floor Library			X
Fourth Floor Room 403			X
Fourth Floor Room 404			X
Fourth Floor Room 406			X
Fourth Floor Room 408			X
Fourth Floor Room 408A			X
Fourth Floor Room 408B			X
Fourth Floor Room 408C			X
Fourth Floor Telecom Workshop	Sweep and Wash--X		
Fourth Floor Male Washroom	X	X	
Fourth Floor Female Washroom	X	X	
Fourth Floor Room 412			X
Fourth Floor Room 413			X
Fourth Floor LAN Room	X	X	
Fourth Floor Room 414			X
Fourth Floor Room 415			X
Fourth Floor Room 416			X
Fourth Floor Room 417			X
Fourth Floor Room 418			X
Fourth Floor Room 419			X
Fourth Floor Room 420			X
Fourth Floor Room 421			X
Buoy Maintenance Facility (BMF) Office 104			X
BMF Janitors Room	Sweep and Wash--X		

APPENDIX "B"

Monthly Report

Janitorial Service Report Form

Monthly Wax Floor - MWF
 Quarterly Strip and Wax Floor - QSWF
 Quarterly Steam Clean Carpets - QSCC
 Insert Date of Service After X

AREA OF JANITORIAL SERVICE	MWF	QSWF	QSCC
BMF Office 103			X
BMF Corridor	X	X	
BMF Male Washroom/Locker Room	X	X	
BMF Female Washroom/Locker Room	X	X	
BMF Barrier Free Washroom	X	X	
BMF Kitchen/Lunchroom	X	X	X
BMF Mechanical Room	Sweep and Wash--X		
BMF Office 113			X
BMF Electrical Room 114	Sweep and Wash--X		
BMF Pump Room 115	Sweep and Wash--X		
BMF Boiler Room 116	Sweep and Wash--X		
BMF Office 123			X
BMF Office 124			X
BMF Office 130			X
BMF Room 125	Sweep and Wash--X		
BMF Corridor	Sweep and Wash--X		
BMF Area 126 - 128	Sweep\Wash Electric Scrubber--X		
BMF West Stairway & Hallway	Sweep and Wash--X		
BMF East Stairway & Hallway	Sweep and Wash--X		
BMF Level Two Corridor	Sweep and Wash--X		

APPLIANCE QUARTERLY REPORT

Quarterly clean interior and exterior - QCIE

DATE:

AREA OF JANITORIAL SERVICE	QCIE
First Floor Carpenter Shop Refrigerator	X
First Floor Carpenter Shop Range	X
Mezzanine Floor Lunchroom Refrigerator	X
Mezzanine Floor Lunchroom Range	X
Mezzanine Floor Misc. Stores Refrigerator	X
Mezzanine Floor Misc. Stores Range	X
Second Floor Technician's Lunchroom Refrigerator	X
Second Floor Technician's Lunchroom Range	X
Second Floor Technician's Lunchroom Microwave	X
Third Floor Regional Operations Centre Lunchroom Refrigerator	X
Third Floor Regional Operations Centre Lunchroom Range	X
Third Floor Regional Operations Centre Lunchroom Microwave	X
Buoy Maintenance Facility Lunchroom Refrigerator	X
Buoy Maintenance Facility Lunchroom Range	X
Buoy Maintenance Facility Lunchroom Range	X

General Conditions – Manual Services (i.e. Cleaning, window washing, snow or garbage removal, maintenance)

- 01 Interpretation
- 02 Powers of Canada
- 03 Status of the Contractor
- 04 Conduct of the Work
- 05 Subcontracts
- 06 Time of the Essence
- 07 Excusable Delay
- 08 Inspection and Acceptance of the Work
- 09 Invoice Submission
- 10 Taxes
- 11 Payment Period
- 12 Interest on Overdue Accounts
- 13 Audit
- 14 Compliance with Applicable Laws
- 15 Liability
- 16 Government Property
- 17 Amendment
- 18 Assignment
- 19 Suspension of the Work
- 20 Default by the Contractor
- 21 Termination for Convenience
- 22 Right of Set-off
- 23 Conflict of Interest and Values and Ethics Codes for the Public Service
- 24 Contingency Fees
- 25 International Sanctions
- 26 Code of Conduct and Certifications
- 27 Harassment in the Workplace
- 28 Entire Agreement

29 The Code of Conduct for Procurement

01 Interpretation

In the Contract, unless the context otherwise requires:

"Articles of Agreement" means the clauses and conditions set out in full text to form the body of the Contract; it does not include these general conditions, any supplemental general conditions, annexes, the Contractor's bid or any other document;

"Canada", "Crown", "Her Majesty" or "the Government" means Her Majesty the Queen in right of Canada as represented by the Minister of Fisheries and Oceans and any other person duly authorized to act on behalf of the Minister;

"Contract" means the Articles of Agreement, these general conditions, any supplemental general conditions, annexes and any other document specified or referred to as forming part of the Contract, all as amended by agreement of the Parties from time to time;

"Contracting Authority" means the person designated by that title in the Contract, or by notice to the Contractor, to act as Canada's representative to manage the Contract;

"Contractor" means the person, entity or entities named in the Contract to supply goods, services or both to Canada;

"Contract Price" means the amount stated in the Contract to be payable to the Contractor for the Work, exclusive of Goods and Services Tax and Harmonized Sales Tax;

"Government Property" means anything supplied to the Contractor by or on behalf of Canada for the purposes of performing the Contract and anything acquired by the Contractor in any manner in connection with the Work, the cost of which is paid by Canada under the Contract;

"Party" means Canada, the Contractor, or any other signatory to the Contract and "Parties" means all of them;

"Work" means all the activities, services, goods, equipment, matters and things required to be done, delivered or performed by the Contractor under the Contract.

02 Powers of Canada

All rights, remedies, powers and discretions granted or acquired by Canada under the Contract or by law are cumulative, not exclusive.

03 Status of the Contractor

The Contractor is an independent contractor engaged by Canada to perform the Work. Nothing in the Contract is intended to create a partnership, a joint venture or an agency between Canada and the other Party or Parties. The Contractor must not represent itself as an agent or representative of Canada to anyone. Neither the Contractor nor any of its personnel is engaged as an employee or agent of Canada. The Contractor is responsible for all deductions and remittances required by law in relation to its employees.

04 *Conduct of the Work*

1. The Contractor represents and warrants that:
 - a. it is competent to perform the Work;
 - b. it has everything necessary to perform the Work, including the resources, facilities, labour, technology, equipment, and materials; and
 - c. it has the necessary qualifications, including knowledge, skill, know-how and experience, and the ability to use them effectively to perform the Work.

2. The Contractor must:
 - a. perform the Work diligently and efficiently;
 - b. except for Government Property, supply everything necessary to perform the Work;
 - c. use, as a minimum, quality assurance procedures, inspections and controls generally used and recognized by the industry to ensure the degree of quality required by the Contract;
 - d. select and employ a sufficient number of qualified people;
 - e. perform the Work in accordance with standards of quality acceptable to Canada and in full conformity with the specifications and all the requirements of the Contract;
 - f. provide effective and efficient supervision to ensure that the quality of workmanship meets the requirements of the Contract.

05 *Subcontracts*

The Contractor may subcontract the supply of goods or services that are customarily subcontracted by the Contractor. Subcontracting does not relieve the Contractor from any of its obligations under the Contract or impose any liability upon Canada to a subcontractor. In any subcontract, the Contractor agrees to bind the subcontractor by the same conditions by which the Contractor is bound under the Contract, unless the Contracting Authority agrees otherwise.

06 *Time of the Essence*

It is essential that the Work be performed within or at the time stated in the Contract.

07 *Excusable Delay*

1. A delay in the performance by the Contractor of any obligation under the Contract that is caused by an event that:
 - a. is beyond the reasonable control of the Contractor;
 - b. could not reasonably have been foreseen;
 - c. could not reasonably have been prevented by means reasonably available to the Contractor; and
 - d. occurred without the fault or neglect of the Contractor,

will be considered an "Excusable Delay" if the Contractor advises the Contracting Authority of the occurrence of the delay or of the likelihood of the delay as soon as the Contractor becomes aware of it. The Contractor must also advise the Contracting Authority, within fifteen (15) working days, of all the circumstances relating to the delay and provide to the Contracting Authority for approval a clear work around plan explaining in detail the steps that the Contractor proposes to take in order to minimize the impact of the event causing the delay.

2. Any delivery date or other date that is directly affected by an Excusable Delay will be postponed for a reasonable time that will not exceed the duration of the Excusable Delay.
3. However, if an Excusable Delay has continued for thirty (30) days or more, the Contracting Authority may, by giving notice in writing to the Contractor, terminate the Contract. In such a case, the Parties agree that neither will make any claim against the other for damages, costs, expected profits or any other loss arising out of the termination or the event that contributed to the Excusable Delay. The Contractor agrees to repay immediately to Canada the portion of any advance payment that is unliquidated at the date of the termination.
4. Unless Canada has caused the delay by failing to meet an obligation under the Contract, Canada will not be responsible for any costs incurred by the Contractor or any of its subcontractors or agents as a result of an Excusable Delay.

08 *Inspection and Acceptance of the Work*

All the Work is subject to inspection and acceptance by Canada. Inspection and acceptance of the Work by Canada does not relieve the Contractor of its responsibility for defects or other failures to meet the requirements of the Contract. Canada will have the right to reject any work that is not in accordance with the requirements of the Contract and require its correction or replacement at the Contractor's expense.

09 Invoice Submission

1. Invoices must be submitted in the Contractor's name. The Contractor must submit invoices for each delivery or shipment; invoices must only apply to the Contract. Each invoice must indicate whether it covers partial or final delivery.
2. Invoices must show:
 - a. the date, the name and address of the client department, item or reference numbers, deliverable and/or description of the Work, contract number and financial code(s);
 - b. details of expenditures in accordance with the Basis of Payment, exclusive of Goods and Services Tax (GST) or Harmonized Sales Tax (HST) (such as item, quantity, unit of issue, unit price, fixed time labour rates and level of effort, subcontracts, as applicable);
 - c. deduction for holdback, if applicable;
 - d. the extension of the totals, if applicable; and
 - e. if applicable, the method of shipment together with date, case numbers and part or reference numbers, shipment charges and any other additional charges.
3. If applicable, the GST or HST must be specified on all invoices as a separate item. All items that are zero-rated, exempt or to which the GST or HST does not apply, must be identified as such on all invoices.
4. By submitting an invoice, the Contractor certifies that the invoice is consistent with the Work delivered and is in accordance with the Contract.

10 Taxes

1. Municipal Taxes

Municipal Taxes do not apply.

2. Provincial Taxes

- a. Excluding legislated exceptions, federal government departments and agencies are not required to pay any sales tax payable to the province in which the taxable goods or services are delivered. This exemption has been provided to federal government departments and agencies under the authority of one of the following:
 - i. Provincial Sales Tax (PST) Exemption Licence Numbers, for the provinces of:

British Columbia PST-1000-5001

Manitoba 390-516-0

- ii. for Quebec, Saskatchewan, the Yukon Territory, the Northwest Territories and Nunavut, an Exemption Certification, which certifies that the goods or services purchased are not subject to the provincial/territorial sales and consumption taxes because they are purchased by the federal government with Canada funds for the use of the federal government.
 - b. Currently, in Alberta, the Yukon Territory, the Northwest Territories and Nunavut, there is no general PST. However, if a PST is introduced in Alberta, the Yukon Territory, the Northwest Territories or Nunavut, the sales tax exemption certificate would be required on the purchasing document.
 - c. Federal departments must pay the HST in the participating provinces of Newfoundland and Labrador, Nova Scotia, New Brunswick, Ontario and Prince Edward Island.
 - d. The Contractor is not exempt from paying PST under the above Exemption Licence Numbers or Exemption Certification. The Contractor must pay the PST on taxable goods or services used or consumed in the performance of the Contract (in accordance with applicable provincial legislation), including material incorporated into real property.
3. Changes to Taxes and Duties

If there is any change to any tax or duty payable to any level of government in Canada after the bid submission date that affects the costs of the Work to the Contractor, the Contract Price will be adjusted to reflect the increase or decrease in the cost to the Contractor. However, there will be no adjustment for any change that increases the cost of the Work to the Contractor if public notice of the change was given before bid submission date in sufficient detail to have permitted the Contractor to calculate the effect of the change on its cost. There will be no adjustment if the change takes effect after the date required by the Contract for delivery of the Work.

4. GST or HST

The estimated GST or HST, if applicable, is included in the total estimated cost on page 1 of the Contract. The GST or HST is not included in the Contract Price but will be paid by Canada as provided in the Invoice Submission section above. The Contractor agrees to remit to Canada Revenue Agency any amounts of GST and HST paid or due.

5. Tax Withholding of 15 Percent

Pursuant to the *Income Tax Act*, 1985, c. 1 (5th Supp.) and the *Income Tax Regulations*, Canada must withhold 15 percent of the amount to be paid to the Contractor in respect

of services provided in Canada if the Contractor is a non-resident unless the Contractor obtains a valid waiver. The amount withheld will be held on account for the Contractor in respect to any tax liability which may be owed to Canada.

11 *Payment Period*

1. Canada's standard payment period is thirty (30) days. The payment period is measured from the date an invoice in acceptable form and content is received in accordance with the Contract or the date the Work is delivered in acceptable condition as required in the Contract, whichever is later. A payment is considered overdue on the 31st day following that date and interest will be paid automatically in accordance with the section 13.
2. If the content of the invoice and its substantiating documentation are not in accordance with the Contract or the Work is not in acceptable condition, Canada will notify the Contractor within fifteen (15) days of receipt. The 30-day payment period begins upon receipt of the revised invoice or the replacement or corrected Work. Failure by Canada to notify the Contractor within fifteen (15) days will only result in the date specified in subsection 1 to apply for the sole purpose of calculating interest on overdue accounts.

12 *Interest on Overdue Accounts*

1. For the purpose of this section:

"Average Rate" means the simple arithmetic mean of the Bank Rates in effect at 4:00 p.m. Eastern Time each day during the calendar month immediately before the calendar month in which payment is made;

"Bank Rate" means the rate of interest established from time to time by the Bank of Canada as the minimum rate at which the Bank of Canada makes short term advances to members of the Canadian Payments Association;

"date of payment" means the date of the negotiable instrument drawn by the Receiver General for Canada to pay any amount under the Contract;

an amount becomes "overdue" when it is unpaid on the first day following the day on which it is due and payable according to the Contract.

2. Canada will pay to the Contractor simple interest at the Average Rate plus 3 percent per year on any amount that is overdue, from the date that amount becomes overdue until the day before the date of payment, inclusive. The Contractor is not required to provide notice to Canada for interest to be payable.
3. Canada will pay interest in accordance with this section only if Canada is responsible for the delay in paying the Contractor. Canada will not pay interest on overdue advance payments.

13 Audit

The amount claimed under the Contract is subject to government audit both before and after payment is made. The Contractor must keep proper accounts and records of the cost of performing the Work and keep all documents relating to such cost for six (6) years after it receives the final payment under the Contract.

14 Compliance with Applicable Laws

1. The Contractor must comply with all laws applicable to the performance of the Contract. The Contractor must provide evidence of compliance with such laws to Canada at such times as Canada may reasonably request.
2. The Contractor must obtain and maintain at its own cost all permits, licenses, regulatory approvals and certificates required to perform the Work. If requested by the Contracting Authority, the Contractor must provide a copy of any required permit, license, regulatory approvals or certificate to Canada.

15 Liability

The Contractor is liable for any damage caused by the Contractor, its employees, subcontractors, or agents to Canada or any third party. Canada is liable for any damage caused by Canada, its employees or agents to the Contractor or any third party. The Parties agree that no limitation of liability or indemnity provision applies to the Contract unless it is specifically incorporated in full text in the Articles of Agreement. Damage includes any injury to persons (including injury resulting in death) or loss of or damage to property (including real property) caused as a result of or during the performance of the Contract.

16 Government Property

The Contractor must take reasonable and proper care of all Government Property while it is in its possession or subject to its control. The Contractor is responsible for any loss or damage resulting from its failure to do so other than loss or damage caused by ordinary wear and tear.

17 Amendment

To be effective, any amendment to the Contract must be done in writing by the Contracting Authority and the authorized representative of the Contractor.

18 Assignment

1. The Contractor must not assign the Contract without first obtaining the written consent of the Contracting Authority. Any assignment made without that consent is void and will have no effect. The assignment will be effective upon execution of an assignment agreement signed by the Parties and the assignee.
2. Assignment of the Contract does not relieve the Contractor from any obligation under the Contract and it does not impose any liability upon Canada.

19 *Suspension of the Work*

The Contracting Authority may at any time, by written notice, order the Contractor to suspend or stop the Work or part of the Work under the Contract. The Contractor must immediately comply with any such order in a way that minimizes the cost of doing so.

20 *Default by the Contractor*

1. If the Contractor is in default in carrying out any of its obligations under the Contract, the Contracting Authority may, by giving written notice to the Contractor, terminate for default the Contract or part of the Contract. The termination will take effect immediately or at the expiration of a cure period specified in the notice, if the Contractor has not cured the default to the satisfaction of the Contracting Authority within that cure period.
2. If the Contractor becomes bankrupt or insolvent, makes an assignment for the benefit of creditors, or takes the benefit of any statute relating to bankrupt or insolvent debtors, or if a receiver is appointed under a debt instrument or a receiving order is made against the Contractor, or an order is made or a resolution passed for the winding down of the Contractor, the Contracting Authority may, to the extent permitted by the laws of Canada, by giving written notice to the Contractor, immediately terminate for default the Contract or part of the Contract.
3. If Canada gives notice under subsection 1 or 2, the Contractor will have no claim for further payment except as provided in this section. The Contractor will be liable to Canada for all losses and damages suffered by Canada because of the default or occurrence upon which the notice was based, including any increase in the cost incurred by Canada in procuring the Work from another source. The Contractor agrees to repay immediately to Canada the portion of any advance payment that is unliquidated at the date of the termination.

21 *Termination for Convenience*

1. At any time before the completion of the Work, the Contracting Authority may, by giving notice in writing to the Contractor, terminate for convenience the Contract or part of the Contract. Once such a notice of termination for convenience is given, the Contractor must comply with the requirements of the termination notice. If the Contract is terminated in part only, the Contractor must proceed to complete any part of the Work that is not affected by the termination notice. The termination will take effect immediately or, as the case may be, at the time specified in the termination notice.
2. If a termination notice is given pursuant to subsection 1, the Contractor will be entitled to be paid, for costs that have been reasonably and properly incurred to perform the Contract to the extent that the Contractor has not already been paid or reimbursed by Canada. The Contractor will be paid:
 - a. on the basis of the Contract Price, for all completed work that is inspected and accepted in accordance with the Contract, whether completed before, or after the

termination in accordance with the instructions contained in the termination notice;

- b. the Cost to the Contractor plus a fair and reasonable profit for all work terminated by the termination notice before completion; and
 - c. all costs incidental to the termination of the Work incurred by the Contractor but not including the cost of severance payments or damages to employees whose services are no longer required, except wages that the Contractor is obligated by statute to pay.
3. Canada may reduce the payment in respect of any part of the Work, if upon inspection, it does not meet the requirements of the Contract.
 4. The total of the amounts, to which the Contractor is entitled to be paid under this section, together with any amounts paid, due or becoming due to the Contractor must not exceed the Contract Price. The Contractor will have no claim for damages, compensation, loss of profit, allowance arising out of any termination notice given by Canada under this section except to the extent that this section expressly provides. The Contractor agrees to repay immediately to Canada the portion of any advance payment that is unliquidated at the date of the termination.

22 *Right of Set-off*

Without restricting any right of set-off given by law, Canada may set-off against any amount payable to the Contractor under the Contract, any amount payable to Canada by the Contractor under the Contract or under any other current contract. Canada may, when making a payment pursuant to the Contract, deduct from the amount payable to the Contractor any such amount payable to Canada by the Contractor which, by virtue of the right of set-off, may be retained by Canada.

23 *Conflict of Interest and Values and Ethics Codes for the Public Service*

The Contractor acknowledges that individuals who are subject to the provisions of the *Conflict of Interest Act*, 2006, c. 9, s. 2, the Conflict of Interest Code for Members of the House of Commons, the Values and Ethics Code for the Public Service or all other codes of values and ethics applicable within specific organizations cannot derive any direct benefit resulting from the Contract.

24 *Contingency Fees*

The Contractor certifies that it has not, directly or indirectly, paid or agreed to pay and agrees that it will not, directly or indirectly, pay a contingency fee for the solicitation, negotiation or obtaining of the Contract to any person, other than an employee of the Contractor acting in the normal course of the employee's duties. In this section, "contingency fee" means any payment or other compensation that depends or is calculated based on a degree of success in soliciting, negotiating or obtaining the Contract and "person" includes any individual who is

required to file a return with the registrar pursuant to section 5 of the *Lobbying Act*, 1985, c. 44 (4th Supplement).

25 *International Sanctions*

1. Persons in Canada, and Canadians outside of Canada, are bound by economic sanctions imposed by Canada. As a result, the Government of Canada cannot accept delivery of goods or services that originate, either directly or indirectly, from the countries or persons subject to [economic sanctions](#).
2. The Contractor must not supply to the Government of Canada any goods or services which are subject to economic sanctions.
3. The Contractor must comply with changes to the regulations imposed during the period of the Contract. The Contractor must immediately advise Canada if it is unable to perform the Work as a result of the imposition of economic sanctions against a country or person or the addition of a good or service to the list of sanctioned goods or services. If the Parties cannot agree on a work around plan, the Contract will be terminated for the convenience of Canada in accordance with section 21.

26 *Code of Conduct and Certifications*

1. The Contractor agrees to comply with the [Code of Conduct for Procurement](#) and to be bound by its terms. Furthermore, in addition to the [Code of Conduct for Procurement](#), the Contractor must comply with the terms set out in this section.
2. The Contractor certifies that except for those offences where a criminal pardon has been obtained or leniency granted, neither the Contractor nor any of the Contractor's parent, subsidiaries or other affiliates has ever been convicted or is the subject of outstanding criminal charges subsequent to September 1, 2010 in respect of any of the following:
 - a. payment of a contingency fee to a person to whom the [Lobbying Act](#) (1985, c. 44 (4th Supp.)) applies;
 - b. corruption, collusion, bid-rigging or any other anti-competitive activity in the procurement process.
3. The Contractor certifies that except for those offences where a criminal pardon has been obtained, neither the Contractor nor any of the Contractor's parent, subsidiaries or other affiliates has ever been convicted or is the subject of outstanding criminal charges in respect of any of the following:
 - a. section 121 (*Frauds on the government and Contractor subscribing to election fund*), section 124 (*Selling or Purchasing Office*), section 380 (*Fraud committed against Her Majesty*) or section 418 (*Selling defective stores to Her Majesty*) of the *Criminal Code of Canada*, or

- b. paragraph 80(1)(d) (*False entry, certificate or return*), subsection 80(2) (*Fraud against Her Majesty*) or section 154.01 (*Fraud against Her Majesty*) of the *Financial Administration Act*.
4. For the purpose of this section, business concerns, organizations or individuals are Contractor's affiliates if, directly or indirectly:
 - a. either one controls or has the power to control the other, or
 - b. a third party has the power to control both.

Indicia of control, include, but are not limited to, interlocking management or ownership, identity of interests among family members, shared facilities and equipment, common use of employees, or a business entity created following the charges or convictions contemplated in this section which has the same or similar management, ownership, or principal employees as the Contractor that is charged or convicted, as the case may be.

5. In circumstances pursuant to subsections 2 and 3, where the Contractor or any of the Contractor's parent, subsidiaries or other affiliates has obtained a criminal pardon or is granted leniency in relation to such offences, the Contractor must provide a certified copy of confirming documentation from the National Parole Board or the Competition Bureau of Canada.
6. If the Contractor or any of the Contractor's parent, subsidiaries or other affiliates does not remain free and clear of any charges or convictions mentioned at subsections 2 and 3 during the period of the Contract, Canada reserves the right, pursuant to the default provision of the Contract, to terminate the Contract for default.

27 *Harassment in the Workplace*

1. The Contractor acknowledges the responsibility of Canada to ensure, for its employees, a healthy work environment, free of harassment. A copy of the [*Policy on the Prevention and Resolution of Harassment in the Workplace*](#), which is also applicable to the Contractor, is available on the Treasury Board Web site.
2. The Contractor must not, either as an individual, or as a corporate or unincorporated entity, through its employees or subcontractors, harass, abuse, threaten, discriminate against or intimidate any employee, contractor or other individual employed by, or under contract with Canada. The Contractor will be advised in writing of any complaint and will have the right to respond in writing. Upon receipt of the Contractor's response, the Contracting Authority will, at its entire discretion, determine if the complaint is founded and decide on any action to be taken.

28 *Entire Agreement*

The Contract constitutes the entire and only agreement between the Parties and supersedes all previous negotiations, communications and other agreements, whether written or oral, unless they are incorporated by reference in the Contract. There are no terms, covenants, representations, statements or conditions binding on the Parties other than those contained in the Contract.

29 *The Code of Conduct for Procurement*

1. The Contractor confirms that it has read the Code of Conduct for Procurement and agrees to be bound by its terms.
2. The office of the Procurement Ombudsman (OPO) was established by the Government of Canada to provide an independent avenue for suppliers to raise complaints regarding the award of contracts under \$25,000.00 for Goods and under \$100,000.00 for Services. You have the option of raising issues or concerns regarding the solicitation, or the award resulting from it,. With the OPO by contacting them by telephone at 1-866-734-5169 or by e-mail at boa.opo@boa.opo.gc.ca. You can also obtain more information on OPO services available to you on their website at www.opo-boa.gc.ca.
3. For further information, the Contractor may refer to the following PWGSC site:

<http://www.tpsgc-pwgsc.gc.ca/app-acq/cndt-cndct/contexte-context-eng.html>.

EVALUATION CRITERIA - MANDATORY REQUIREMENTS:

Proposals will be evaluated in accordance with the mandatory evaluation criteria as detailed herein. Bidders' Proposals must clearly demonstrate that they meet all Mandatory Requirements for the proposal to be considered for further evaluation. Proposals not meeting the mandatory criteria will be excluded from further consideration.

The proponent must include the following table in their proposal, indicating that their proposal meets the mandatory criteria, and providing the proposal page number or section that contains information to verify that the criteria has been met.

No.	Mandatory Criteria	Meets Criteria (✓)	Does Not Meet Criteria (x)	Proposal Page No.
M1	Bidder must provide a copy of a valid local Municipal/Provincial Business license.			
M2	Bidder must provide Certification letter of good standing from the Worker's Compensation Board.			
M3	Bidder must provide proof of that all contractors working under this contract must hold a valid Designated Organization Screening (DOS) and the proposed resources must hold a valid "Reliability" status or higher issued by the Canadian and International Industrial Security Directorate (CIISD) of Public Works and Government Services Canada (PWGSC) on the date of bid closing.			
M4	Bidder must supply names of individuals who will be performing the assigned work			
M5	Bidder must provide proof the company has a minimum of three (3) years' experience in the field of janitorial service.			
M6	Bidder must provide proof that all proposed personnel have WHMIS training effective on date of bid closing.			

Basis of Selection - Lowest Evaluated Price

1. A bid must comply with the requirements of the bid solicitation and meet all mandatory evaluation criteria to be declared responsive.
2. The responsive bid with the lowest evaluated price will be recommended for award of a contract. In the event two or more responsive bids have the same lowest evaluated price, the proposal with the most experience in Mandatory Criteria M5 will be recommended for award of a contract.

**INSURANCE CONDITIONS
SERVICE CONTRACTS**

The Vendor shall, at the Vendor's own expense, provide and maintain insurance as indicated hereunder:

1. Indemnification

The issuance coverage required by the provisions of these Insurance Conditions shall in no way limit the Vendor's responsibility under the indemnification section of the General Conditions of the contract. Any additional coverage the Vendor may deem necessary to fulfill obligations under the indemnity section shall be at the Vendor's own discretion and expense.

2. Period of Insurance

The insurance coverage shall be in effect from the date of contract award and shall be maintained until the contract work is completed.

3. Proof of Insurance

Within fourteen (14) days after acceptance of the Vendor's tender, the Vendor shall deposit with the Buyer, a Certificate of Insurance or certified true copies of all contracts of insurance maintained by the Vendor pursuant to the requirements of these Insurance Conditions.

4. Notification

Each insurance policy shall contain a provision that thirty (30) days prior written notice shall be given to Her Majesty in the event of any material change in, cancellation of, or expiration of coverage.

5. Insured

Each insurance policy shall insure the Vendor, and shall include as an Additional Named Insured, Her Majesty the Queen in right of Canada as represented by the Minister of Fisheries and Oceans.

6. Payment of deductible

The amount of the deductible, if any, shall be borne by the Vendor.

7. Public Liability and Property Damage Insurance

- 7.1. The Vendor shall, concurrently with the execution of this contract, place and maintain at all times during the execution of the work covered by this contract, sufficient public liability and property damage insurance against personal injury and loss or damage to the property so as to fully cover the Vendor's liability to any firm, person, association, or corporation, resulting from or attributable to the execution of the work.

The Minimum Acceptable Amount is \$1,000,000.00.

- 7.2. The policy shall be issued with a deductible amount of not more than \$500.00 per occurrence applying to property damage claims only.

8. Third party liability for vehicles and equipment owned, leased, used or operated by the Vendor

The Vendor shall provide an endorsement to the public liability and property damage insurance policy to include third party liability insurance for vehicles and equipment owned, leased, used or operated by the Vendor.

Minimum acceptable amount is \$1,000,000.00.

9. Tenants Legal Liability Insurance (where applicable)

The Vendor shall provide an endorsement to the public liability and property damage insurance policy to provide coverage for premises under the Vendor's care, custody and control in a **minimum amount of \$500,000.00.**

CERTIFICATIONS

1. CERTIFICATION OF AVAILABILITY AND STATUS OF PERSONNEL

Availability of Personnel:

The Bidder certifies that, should it be authorized to provide services under any Contract resulting from this RFP, the persons proposed in its bid will be available to commence performance of the work within a reasonable time from Contract award, or within the time specified in the RFP, and will remain available to perform the work in relation to the fulfillment of the requirement. Any proposed substitution after the proposal has been submitted but before issuance of Contract may result in the re-evaluation of the proposal. Once the Contract is issued, proposed substitutes must achieve the same rated qualifications score (or greater) as the original resource at a rate no higher than the original resource being replaced and will be subject to approval by the project authority.

Signature

Date

2. STATUS OF PERSONNEL:

If the Bidder has proposed any person in fulfillment of this requirement who is not an employee of the Bidder, the Bidder hereby certifies that it has written permission from such person (or the employer of such person) to propose the services of such person in relation to the work to be performed in fulfillment of this requirement and to submit such person's résumé to the Contracting Authority. As well, the Bidder hereby certifies that the proposed person is aware that overtime may be required and is willing to comply. During the proposal evaluation, the Bidder must upon the request of the Contracting Authority provide a copy of such written permission, in relation to any or all non-employees proposed. If the Bidder fails to comply with such a request, its proposal will be considered non-compliant.

Signature

Date

3. FORMER PUBLIC SERVANT CERTIFICATION

Former Public Servants Certification

Contracts with 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 spending public funds. In order to

comply with Treasury Board policies and directives on contracts with FPS, bidders must provide the information required below.

Definitions

For the purposes of this clause,

"former public servant" means a 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 and includes:

- a) an individual;
- b) an individual who has incorporated;
- c) a partnership made up of former public servants; or
- d) a sole proprietorship or entity where the affected individual has a controlling or major interest in the entity.

"Lump sum payment period" means the period measured in weeks of salary, for which payment has been made to facilitate the transition to retirement or to other employment as a result of the implementation of various programs to reduce the Public Service.

"Pension" means a pension payable pursuant to the Public Service Superannuation Act, R.S., 1985, c. P-36 as indexed pursuant to the Supplementary Retirement Benefits Act, R.S., 1985, c. S-24.

Former Public Servant in Receipt of a Pension

Is the Bidder a FPS in receipt of a pension as defined above? **YES () NO ()**

If so, the Bidder must provide the following information:

- a) name of former public servant,; and
- b) date of termination of employment or retirement from the Public Service.

Work Force Reduction Program

Is the Bidder a FPS who received a lump sum payment pursuant to the terms of a work force reduction program? **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;, and
- g) number and amount (professional fees) of other contracts subject to the restrictions of a work force reduction 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.

Signature

Date

4. CERTIFICATE OF INDEPENDENT BID DETERMINATION:

I, the undersigned, in submitting the accompanying bid or tender (hereinafter "bid") to:

(Corporate Name of Recipient of this Submission)

for:

(Name and Number of Bid and Project)

in response to the call or request (hereinafter "call") for bids made by:

(Name of Tendering Authority)

do hereby make the following statements that I certify to be true and complete in every respect:

I certify, on behalf of:

(Corporate Name of Bidder or Tenderer [hereinafter "Bidder"])

that:

- i) I have read and I understand the contents of this Certificate;
- ii) I understand that the accompanying bid will be disqualified if this Certificate is found not to be true and complete in every respect;
- iii) I am authorized by the Bidder to sign this Certificate, and to submit the accompanying bid, on behalf of the Bidder;
- iv) each person whose signature appears on the accompanying bid has been authorized by the Bidder to determine the terms of, and to sign, the bid, on behalf of the Bidder;

- v) for the purposes of this Certificate and the accompanying bid, I understand that the word “competitor” shall include any individual or organization, other than the Bidder, whether or not affiliated with the Bidder, who:
 - (a) has been requested to submit a bid in response to this call for bids;
 - (b) could potentially submit a bid in response to this call for bids, based on their qualifications, abilities or experience;

- vi) the Bidder discloses that (check one of the following, as applicable):
 - (a) the Bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with, any competitor;
 - (b) the Bidder has entered into consultations, communications, agreements or arrangements with one or more competitors regarding this call for bids, and the Bidder discloses, in the attached document(s), complete details thereof, including the names of the competitors and the nature of, and reasons for, such consultations, communications, agreements or arrangements;

- vii) in particular, without limiting the generality of paragraphs (6)(a) or (6)(b) above, there has been no consultation, communication, agreement or arrangement with any competitor regarding:
 - (a) prices;
 - (b) methods, factors or formulas used to calculate prices;
 - (c) the intention or decision to submit, or not to submit, a bid; or
 - (d) the submission of a bid which does not meet the specifications of the call for bids; except as specifically disclosed pursuant to paragraph (6)(b) above;

- viii) in addition, there has been no consultation, communication, agreement or arrangement with any competitor regarding the quality, quantity, specifications or delivery particulars of the products or services to which this call for bids relates, except as specifically authorized by the Tendering Authority or as specifically disclosed pursuant to paragraph (6)(b) above;

- ix) the terms of the accompanying bid have not been, and will not be, knowingly disclosed by the Bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening, or of the awarding of the contract, whichever comes first, unless otherwise required by law or as specifically disclosed pursuant to paragraph (6)(b) above.

(Printed Name and Signature of Authorized Agent of Bidder)

(Position Title)

(Date)



Fisheries and Oceans
Canada

Pêches et Océans
Canada

**F-1 PERSONNEL IDENTIFICATION FORM (PIF)
DEPARTMENT OF FISHERIES AND OCEANS CANADA**

Contract / file number:	F5211-140377
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PROJECT TITLE:

Company Name:	
Address:	
Telephone number:	
Fax number:	
PWGSC file or Certificate #:	

Professional Services (Add second page if more space needed, please print clearly)

Resource Person working on this project	Date of birth YYY/MM/DD	PWGSC file or certificate #	Security Level	Expiry Date:	Meet / Does not met	Comments
CONTRACT - START DATE:			END DATE:			

Supervisor's/Manager's signature: _____ **Date:** _____

(For Official Use)

Company Clearance	Required	Security Level	Meet / Does not Meet / Comments (Official Use Only)
Designated Organization Screening			
Facility Security Clearance			
Document Safeguarding Capability			

For Use at Fisheries and Oceans Canada Authorization of Contracting Security Authority

- I approve
- I do not approve based on:

Organization Security Authority:

Print name: _____ **Signature:** _____

Date: _____

PART A - CONTRACT INFORMATION / PARTIE A - INFORMATION CONTRACTUELLE

1. Originating Government Department or Organization Ministère ou organisme gouvernemental d'origine Fisheries & Oceans Canada		2. Branch or Directorate / Direction générale ou Direction Real Property, Safety & Security	
3. a) Subcontract Number / Numéro du contrat de sous-traitance NIL		3. b) Name and Address of Subcontractor / Nom et adresse du sous-traitant	
4. Brief Description of Work - Brève description du travail Janitorial contract for the cleaning of the Southside Base, 280 Southside Road, St. John, NL			
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? No access to PROTECTED and/or CLASSIFIED information or assets is permitted. (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 commerciales 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 type="checkbox"/>		NATO / OTAN <input type="checkbox"/>	
Foreign / Étranger <input type="checkbox"/>			
7. b) Release restrictions / Restrictions relatives à la diffusion			
No release restrictions Aucune restriction relative à la diffusion <input type="checkbox"/> Not releasable À ne pas diffuser <input type="checkbox"/> Restricted to: / Limité à : <input type="checkbox"/> Specify country(ies): / Préciser le(s) pays :	All NATO countries Tous les pays de l'OTAN <input type="checkbox"/> Restricted to: / Limité à : <input type="checkbox"/> Specify country(ies): / Préciser le(s) pays :	No release restrictions Aucune restriction relative à la diffusion <input type="checkbox"/> Restricted to: / Limité à : <input type="checkbox"/> Specify country(ies): / Préciser le(s) pays :	
7. c) Level of information / Niveau d'information			
PROTECTED A PROTÉGÉ A <input type="checkbox"/> PROTECTED B PROTÉGÉ B <input type="checkbox"/> PROTECTED C PROTÉGÉ C <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 UNCLASSIFIED NATO NON CLASSIFIÉ <input type="checkbox"/> NATO RESTRICTED NATO DIFFUSION RESTREINTE <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"/>	PROTECTED A PROTÉGÉ A <input type="checkbox"/> PROTECTED B PROTÉGÉ B <input type="checkbox"/> PROTECTED C PROTÉGÉ C <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"/>	

Security Classification / Classification de sécurité

PART A (continued) / PARTIE A (suite)

8. Will the supplier require access to PROTECTED and/or CLASSIFIED COMSEC information or assets?
Le fournisseur aura-t-il accès à des renseignements ou à des biens COMSEC désignés PROTÉGÉS et/ou CLASSIFIÉS?
If Yes, indicate the level of sensitivity:
Dans l'affirmative, indiquer le niveau de sensibilité : No / Non Yes / Oui
9. Will the supplier require access to extremely sensitive INFOSEC information or assets:
Le fournisseur aura-t-il accès à des renseignements ou à des biens INFOSEC de nature extrêmement délicate? No / Non Yes / Oui
- Short 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

Security Classification / Classification de sécurité

For users completing the form manually use the summary chart below to indicate the category(ies) and level(s) of safeguarding required at the supplier's site(s) or premises.

Les utilisateurs qui remplissent le formulaire manuellement doivent utiliser le tableau récapitulatif ci-dessous pour indiquer, pour chaque catégorie, les niveaux de sauvegarde requis aux installations du fournisseur.

For users completing the form online (via the Internet), the summary chart is automatically populated by your responses to previous questions.

Dans le cas des utilisateurs qui remplissent le formulaire en ligne (par Internet), les réponses aux questions précédentes sont automatiquement saisies dans le tableau récapitulatif.

SUMMARY CHART / TABLEAU RÉCAPITULATIF

Category Catégorie	PROTECTED PROTÉGÉ			CLASSIFIED CLASSIFIÉ			NATO				COMSEC					
	A	B	C	Confidential Confidentiel	Secret	Top Secret Très Secret	NATO Restricted NATO Diffusion Restreinte	NATO Confidential NATO Confidentiel	NATO Secret	COSMIC Top Secret COSMIC Très Secret	Protected Protégé			Confidential Confidentiel	Secret	Top Secret Très Secret
											A	B	C			
Information / Assets Renseignements / Biens	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Production	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
IT Media Support TI	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
IT Link Lien électronique	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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.

12. b) Will the document attached to this SRCL be PROTECTED and/or CLASSIFIED?
La documentation associée à la présente LVERS sera-t-elle PROTÉGÉE et/ou CLASSIFIÉE? No / Non Yes / Oui

If Yes, classify this form by annotating the top and bottom in the area entitled "Security Classification" and indicate with attachments (e.g. SECRET with Attachments).
Dans l'affirmative, classifiez le présent formulaire en indiquant le niveau de sécurité dans la case intitulée « Classification de sécurité » au haut et au bas du formulaire et indiquer qu'il y a des pièces jointes (p. ex. SECRET avec des pièces jointes).

Security Classification / Classification de sécurité

PART D - AUTHORIZATION / PARTIE D - AUTORISATION			
13. Organization Project Authority / Chargé de projet de l'organisme			
Name (print) - Nom (en lettres moulées) Brian Cooper		Title - Titre Facilities Manager	Signature <i>Brian Cooper</i>
Telephone no. - N° de téléphone (709) 772-4534	Facsimile - Télécopieur (709) 772-3097	E-mail address - Adresse courriel brian.cooper@dfo-mpo.gc.ca	Date 2014-10-28
14. Organization Security Authority / Responsable de la sécurité de l'organisme			
Name (print) - Nom (en lettres moulées) Elaine Rollis		Title - Titre Regional Security Officer	Signature <i>E. Elaine Rollis</i>
Telephone no. - N° de téléphone 709-772-4373	Facsimile - Télécopieur 709-772-8258	E-mail address - Adresse courriel Elaine.Rollis@dfo-mpo.gc.ca	Date Oct-28/14
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?			<input type="checkbox"/> No / Non <input checked="" type="checkbox"/> Yes / Oui
16. Procurement Officer / Agent d'approvisionnement			
Name (print) - Nom (en lettres moulées)		Title - Titre	Signature
Telephone no. - N° de téléphone	Facsimile - Télécopieur	E-mail address - Adresse courriel	Date
17. Contracting Security Authority / Autorisé contractante en matière de sécurité			
Name (print) - Nom (en lettres moulées)		Title - Titre	Signature
Telephone no. - N° de téléphone	Facsimile - Télécopieur	E-mail address - Adresse courriel	Date

See Annex A for Security Clause

ANNEX A

Security Clause:

The Contractor must, at all times during the performance of the contracts hold a valid Designated Organization Screening (DOS), issued by the Canadian Industrial Security Directorate (CISD), Public Works and Government Services Canada (PWGSC).

The Contractor's personnel, at all times during the performance of the contract, maintain a valid Reliability Status granted by Canadian Industrial Security Directorate (CISD), Public Works and Government Services Canada (PWGSC) and approved by Fisheries and Oceans Canada.

The Contractor and/or its personnel MUST NOT remove any PROTECTED and/or CLASSIFIED information or assets from the identified work site(s).

The Contractor and/or its personnel MUST NOT use its IT systems to electronically process, produce or store PROTECTED and/or CLASSIFIED information or data.

Subcontracts which contain security requirements are NOT to be awarded without the prior written permission of Fisheries and Oceans Canada.

The contractor and its personnel must comply with the provisions of the:

- Security Requirement Check List completed for this contract; and
- the Industrial Security Manual (Latest Edition).

