

**RETURN BIDS TO:  
RETOURNER LES SOUMISSIONS À:**

**Bid Receiving - PWGSC / Réception des  
soumissions - TPSGC**  
**11 LaurierSt./ 11, rue Laurier**  
**Place du Portage, Phase III**  
**Core 0A1 / Noyau 0A1**  
**Gatineau**  
**Québec**  
**K1A 0S5**  
**Bid Fax: (819) 997-9776**

**REQUEST FOR PROPOSAL  
DEMANDE DE PROPOSITION**

**Proposal To: Public Works and Government  
Services Canada**

We hereby offer to sell to Her Majesty the Queen in right of Canada, in accordance with the terms and conditions set out herein, referred to herein or attached hereto, the goods, services, and construction listed herein and on any attached sheets at the price(s) set out therefor.

**Proposition aux: Travaux Publics et Services  
Gouvernementaux Canada**

Nous offrons par la présente de vendre à Sa Majesté la Reine du chef du Canada, aux conditions énoncées ou incluses par référence dans la présente et aux annexes ci-jointes, les biens, services et construction énumérés ici sur toute feuille ci-annexée, au(x) prix indiqué(s).

**Comments - Commentaires**

**THIS REQUIREMENT CONTAINS A SECURITY  
REQUIREMENT**

**CE DOCUMENT CONTIENT UNE CONDITION DE  
SÉCURITÉ**

**Vendor/Firm Name and Address**

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

**Issuing Office - Bureau de distribution**

**Maintenance & Professional Consulting Services Division  
(FK)**  
**11 Laurier St./ 11, rue Laurier**  
**3C2, Place du Portage, Phase III**  
**Gatineau**  
**Québec**  
**K1A 0S5**

<b>Title - Sujet</b> FITNESS EQUIPMENT CLEANING	
<b>Solicitation No. - N° de l'invitation</b> EJ196-150921/A	<b>Date</b> 2015-02-03
<b>Client Reference No. - N° de référence du client</b> 20150921	
<b>GETS Reference No. - N° de référence de SEAG</b> PW-\$\$FK-279-66691	
<b>File No. - N° de dossier</b> fk279.EJ196-150921	<b>CCC No./N° CCC - FMS No./N° VME</b>
<b>Solicitation Closes - L'invitation prend fin at - à 02:00 PM on - le 2015-03-17</b>	<b>Time Zone Fuseau horaire</b> Eastern Standard Time EST
<b>F.O.B. - F.A.B.</b> <b>Plant-Usine:</b> <input type="checkbox"/> <b>Destination:</b> <input type="checkbox"/> <b>Other-Autre:</b> <input type="checkbox"/>	
<b>Address Enquiries to: - Adresser toutes questions à:</b> Ladouceur, Joanne	<b>Buyer Id - Id de l'acheteur</b> fk279
<b>Telephone No. - N° de téléphone</b> (819) 956-6647 ( )	<b>FAX No. - N° de FAX</b> (819) 956-3600
<b>Destination - of Goods, Services, and Construction: Destination - des biens, services et construction:</b> <div>Specified Herein Précisé dans les présentes</div>	

**Instructions: See Herein**

**Instructions: Voir aux présentes**

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

---

## **TABLE OF CONTENTS**

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

- 1.1 Introduction
- 1.2 Summary
- 1.3 Debriefings

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

- 2.1 Standard Instructions, Clauses and Conditions
- 2.2 Submission of Bids
- 2.3 Former Public Servant
- 2.4 Enquiries
- 2.5 Applicable Laws
- 2.6 Mandatory Site Visit
- 2.7 Ontario Labour Legislation

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

- 3.1 Bid Preparation Instructions
  - Section I: Technical Bid
  - Section II: Financial Bid
  - Section III: Certifications
  - Section IV: Additional Information

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

- 4.1 Evaluation Procedures
- 4.2 Basis of Selection

### **PART 5 - CERTIFICATIONS**

- 5.1 Certifications Precedent to Contract Award
- 5.2 Education and Experience
- 5.3 Status and Availability of Resources

### **PART 6 - SECURITY REQUIREMENT**

- 6.1 Security Requirements
- 6.2 Employee Information for Security

### **PART 7 - RESULTING CONTRACT CLAUSES**

- 7.1 Statement of Work
- 7.2 Standard Clauses and Conditions
- 7.3 Security Requirements
- 7.4 Term of Contract
- 7.5 Authorities
- 7.6 Payment
- 7.7 Invoicing Instructions - Maintenance Services
- 7.8 Certifications
- 7.9 Applicable Laws
- 7.10 Priority of Documents
- 7.11 SACC Manual Clauses
- 7.12 Insurance Requirements
- 7.13 Contract Financial Security
- 7.14 Cellular Phones and/or Pagers
- 7.15 Site Regulations

Solicitation No. - N° de l'invitation

EJ196-150921/A

Amd. No. - N° de la modif.

File No. - N° du dossier

fk279EJ196-150921

Buyer ID - Id de l'acheteur

fk279

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

20150921

CCC No./N° CCC - FMS No/ N° VME

---

## 7.16 Pre-commencement Meeting

Solicitation No. - N° de l'invitation

EJ196-150921/A

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur

fk279

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

20150921

File No. - N° du dossier

fk279EJ196-150921

CCC No./N° CCC - FMS No/ N° VME

---

**List of Appendices:**

Appendix "A" Scheduled Cleaning Operations (attached to Appendix "B")

Appendix "B" Statement of Work

Appendix "C" Security Requirements Check List (SRCL)

Appendix "D" Complete List of Names of all individuals who are currently Directors of the Bidder.

Appendix "E" Information on Incumbent Employees

**NOTICE****Security**

This notice is to advise ALL interested bidders that in order to be awarded a contract which contains a security requirement, all bidders MUST hold a valid Security Clearance granted or approved by PWGSC Canadian Industrial Security Directorate (CISD) at the level indicated in this solicitation document. Should the bidder not currently hold a valid Security Clearance or require the level to be upgraded, PWGSC will sponsor the bidder. Please submit your written request with the following information to Joanne Ladouceur by facsimile 819-956-3600 or by e-mail to Joanne.Ladouceur@tpsgc-pwgsc.gc.ca .

- Legal Company Name
- Mailing address
- Surname and given name of contact person
- Telephone number of contact person
- Title of contact person
- Facsimile number
- E-mail address of contact person
- Procurement Business Number
- Preferred Language of correspondence
- Level of Security Required

Additional information on PWGSC security can be found on the following web site  
:<http://ssi-iss.tpsgc-pwgsc.gc.ca/> or by dialing 1-866-368-4646 (Toll free).

## **PART 1 - GENERAL INFORMATION**

### **1.1 Introduction**

The bid solicitation is divided into seven parts plus attachments and appendices, as follows:

- Part 1 General Information: provides a general description of the requirement;
- Part 2 Bidder Instructions: provides the instructions, clauses and conditions applicable to the bid solicitation;
- Part 3 Bid Preparation Instructions: provides bidders with instructions on how to prepare their bid;
- Part 4 Evaluation Procedures and Basis of Selection: indicates how the evaluation will be conducted, the evaluation criteria that must be addressed in the bid, and the basis of selection;
- Part 5 Certifications: includes the certifications to be provided;
- Part 6 Security Requirement; includes specific requirements that must be addressed by bidders; and
- Part 7 Resulting Contract Clauses: includes the clauses and conditions that will apply to any resulting contract.

### **The Appendices include:**

- Appendix "A" Scheduled Cleaning Operations (attached to Appendix "B")
- Appendix "B" Statement of Work
- Appendix "C" Security Requirements Check List (SRCL)
- Appendix "D" Complete List of Names of all individuals who are currently Directors of the Bidder.
- Appendix "E" Information on Incumbent Employees

### **1.2 Summary**

- (i) To provide Fitness Equipment Cleaning including all labour, material and equipment for *Public Works and Government Services Canada (PWGSC)*, located at twenty-one (21) various Department of National Defence (DND) locations in Ottawa, Ontario and Gatineau, Quebec, Canada. The services must be provided in accordance with the Statement of Work attached at Appendix "B".
- (ii) The period of any resulting Contract shall be for a period of one (1) year plus up to four (4) additional consecutive twelve (12) month periods, under the same conditions.

Canada may exercise this option at any time by sending a written notice to the Contractor two (2) months 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.

At the time of the exercising of each option year (starting with option year 3) the rates in the Basis of Payment will be increased or decreased by multiplying the rates by the percentage change in "The Consumer Price Index", major components, selected sub-groups and special aggregates, provinces, Whitehorse and Yellowknife, not seasonally adjusted" ("CPI") for the appropriate province for the 12 month period ending two months before the expiration date of the current period of the contract ("period"). The CPI which shall be used is published in

Statistics  
all-items CPI of

Canada Catalogue no. 62-001-X, tables 9-1 to 9-12, for the appropriate province  
the period as described above.

Consumer Price Index for Canada is published by Statistics Canada and is available at:

- <http://www5.statcan.gc.ca/bsolc/olc-cel/olc-cel?catno=62-001-X&chroptg=1&lang=eng> ;
- or
- <http://www.statcan.gc.ca/subjects-sujets/cpi-ipc/cpi-ipc-eng.htm> ; or
- <http://cansim2.statcan.ca> , Table 326-0020

- (iii) There are security requirements associated with this requirement. For additional information, consult Part 6 - Security Requirement, and Part 7 - Resulting Contract Clauses. For more information on personnel and organization security screening or security clauses, bidders should refer to the Industrial Security Program (ISP) of Public Works and Government Services Canada (<http://ssi-iss.tpsgc-pwgsc.gc.ca/index-eng.html>) website.
- (iv) There is a mandatory site visit associated with this requirement, Consult Part 2 - Bidder Instructions.
- (v) As per the Integrity Provisions under section 01 of Standard Instructions 2003 and 2004, bidders must provide a list of all owners and/or Directors and other associated information as required. Refer to section 4.21 of the Supply Manual for additional information on the Integrity Provisions.
- (vi) For services requirements, Bidders must provide the required information as detailed in article 2.3 of Part 2 of the bid solicitation, in order to comply with Treasury Board policies and directives on contracts awarded to former public servants.
- (vii) The requirement is subject to the provisions of the World Trade Organization Agreement on Government Procurement (WTO-AGP), the North American Free Trade Agreement (NAFTA), and the Agreement on Internal Trade (AIT).

### 1.3 Debriefings

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

## **PART 2 - BIDDER INSTRUCTIONS**

### **2.1 Standard Instructions, Clauses and Conditions**

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

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

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

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

Delete: sixty (60) days

Insert: one hundred and twenty (120) days

### **2.2 Submission of Bids**

Bids must be submitted only to Public Works and Government Services Canada (PWGSC) Bid Receiving Unit by the date, time and place indicated on page 1 of the bid solicitation.

### **2.3 Former Public Servant - Competitive Bid**

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 the spending of public funds. In order to comply with Treasury Board policies and directives on contracts with FPS, bidders must provide the information required below before contract award. If the answer to the questions and, as applicable the information required have not been received by the time the evaluation of bids is completed, Canada will inform the Bidder of a time frame within which to provide the information. Failure to comply with Canada's request and meet the requirement within the prescribed time frame will render the bid non-responsive.

#### **Definitions**

For the purposes of this clause, "former public servant" is any former member of a department as defined in the Financial Administration Act, R.S., 1985, c. F-11, a former member of the Canadian Armed Forces or a former member of the Royal Canadian Mounted Police. A former public servant may be:

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

"lump sum payment period" means the period measured in weeks of salary, for which payment has been made to facilitate the transition to retirement or to other employment as a result of the implementation of various programs to reduce the size of the Public Service. The lump sum payment period does not include the period of severance pay, which is measured in a like manner.

"pension" means, a pension or annual allowance paid under the Public Service Superannuation Act (PSSA), R.S., 1985, c. P-36, and any increases paid pursuant to the Supplementary Retirement Benefits



Act, R.S., 1985, c. S-24 as it affects the PSSA. It does not include pensions payable pursuant to the *Canadian Forces Superannuation Act*, R.S., 1985, c. C-17, the *Defence Services Pension Continuation Act*, 1970 c. D-3, the *Royal Canadian Mounted Police Pension Continuation Act*, 1970, c. R-10, and the *Royal Canadian Mounted Police Superannuation Act*, R.S., 1985, c. R-11, the *Members of Parliament Retiring Allowances Act*, R.S., 1985, c. M-5, and that portion of pension payable to the *Canada Pension Plan Act*, R.S., 1985, c. C-8.

### Former Public Servant in Receipt of a Pension

As per the above definitions, is the Bidder a FPS in receipt of a pension? **YES ( ) NO ( )**

If so, the Bidder must provide the following information, for all FPS in receipt of a pension, as applicable:

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

By providing this information, Bidders agree that the successful Bidder's status, with respect to being a former public servant in receipt of a pension, will be reported on departmental websites as part of the published proactive disclosure reports in accordance with Contracting Policy Notice: 2012-2 and the Guidelines on the Proactive Disclosure of Contracts.

### Work Force Reduction Program

Is the Bidder a FPS who received a lump sum payment pursuant to the terms of the Work Force Adjustment Directive? **YES ( ) NO ( )**

If so, the Bidder must provide the following information:

- (a) name of former public servant;
- (b) conditions of the lump sum payment incentive;
- (c) date of termination of employment;
- (d) amount of lump sum payment;
- (e) rate of pay on which lump sum payment is based;
- (f) period of lump sum payment including start date, end date and number of weeks;
- (g) number and amount (professional fees) of other contracts subject to the restrictions of a work force adjustment program.

For all contracts awarded during the lump sum payment period, the total amount of fees that may be paid to a FPS who received a lump sum payment is \$5,000, including Applicable Taxes.

## 2.4 Enquiries - Bid Solicitation

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

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

## 2.5 Applicable Laws - Bid

Any resulting contract must be interpreted and governed, and the relations between the parties determined, by the laws in force in the province the work is performed.

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

## 2.6 Mandatory Site Visit

Personnel security screening is required prior to gaining authorized access to the site. Bidders must communicate with the Contracting Authority **no later than February 25, 2015** to confirm attendance and **provide the name(s) and dates of birth of the person(s) who will attend**. Failure to comply with the security requirements will result in the representative(s) being denied access to the site.

It is MANDATORY that the Bidder or a representative of the Bidder visit the work site. Arrangements have been made for the site visit to be held at **455 Boul. De la Carrière, Gatineau, Quebec on March 3, 2015. The site visit will begin at 9:00 am EST at the main entrance.**

Bidders must communicate with the Contracting Authority no later than February 25, 2015 to confirm attendance and provide the name(s) of the person(s) who will attend. Bidders will be required to sign an attendance sheet. Bidders should confirm in their bid that they have attended the site visit. Bidders who do not attend the mandatory site visit or do not send a representative will not be given an alternative appointment and their bid will be declared non-responsive. Any clarifications or changes to the bid solicitation resulting from the site visit will be included as an amendment to the bid solicitation. **A maximum of two (2) representatives per company will be permitted to examine the site.**

## 2.7 Ontario Labour Legislation - Bid

1. In accordance with the requirements of section 77(1) of the *Employment Standards Act, 2000*, S.O. 2000, c. 41, the following information concerning each employee of the previous supplier providing services at the premises is attached:
  - (a) the employee's job classification or job description;
  - (b) the wage rate actually paid to the employee;
  - (c) a description of the benefits, if any, provided to the employee including the cost of each benefit and the benefit period to which the cost relates;
  - (d) the number of hours that the employee works in a regular work day and in a regular work week, or if the employee's hours of work vary from week to week, the number of the employee's non-overtime hours for each week that the employee worked during the thirteen (13) weeks before the date of the request for information;
  - (e) the date on which the employer hired the employee;
  - (f) any period of employment attributed to the employer under section 10 of the Act;
  - (g) the number of weeks that the employee worked at the premises during the twenty-six (26) weeks before the request date. The 26-week period must be calculated without including any

period during which the provision of services at the premises was temporarily discontinued, or during which the employee was on leave of absence under Part XIV of the Act;

(h) a statement indicating whether either of the following subparagraphs applies to the employee:

- (i) The employee's work, before the request date, included the provision of services at the premises, but the employee did not perform his or her job duties primarily at those premises during the thirteen (13) weeks before the request date.
- (ii) The employee's work included the provision of services at the premises, but the employee was not actively at work immediately before the request date, and did not perform his or her job duties primarily at the premises during the most recent thirteen (13) weeks of active employment.

2. The name, residential address and telephone number of each employee as they appear in the previous employer's records will be provided to the successful Bidder after contract award.
3. In addition to the above information, a copy of either the collective agreement, union certificate, or pending union application(s) regarding these employees at the premises is also attached, if applicable.
4. Bidders must use the information referred to in subparagraphs 1.(a) to 1.(h) and paragraph 3 (if applicable) only for the purposes of preparing their bids and complying with the Act. Bidders must not disclose such information except as may be authorized by Canada in writing.
5. The enclosed information concerning the employees of the previous employer providing services at the premises has been received from the previous employer and Canada does not warrant its accuracy or completeness. Canada will not be responsible for any damage or loss which may result from use of or reliance upon any of this information.
6. Bidders who require clarification or further information may contact the local Ontario Ministry of Labour Offices found at <http://www.labour.gov.on.ca/english/feedback/index.php>

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

#### **3.1 Bid Preparation Instructions**

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

- Section I: Technical Bid
- Section II: Financial Bid
- Section III: Certifications
- Section IV: Additional Information

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

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

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

In April 2006, Canada issued a policy directing federal departments and agencies to take the necessary steps to incorporate environmental considerations into the procurement process Policy on Green Procurement

(<http://www.tpsgc-pwgsc.gc.ca/ecologisation-greening/achats-procurement/politique-policy-eng.html>). To assist Canada in reaching its objectives, bidders should:

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

#### **SECTION I: TECHNICAL BID**

The evidence provided by the bidder may be verified by Canada. Failure by the bidder to provide the required evidence or in the event that the evidence cannot be verified shall result in the bidder being disqualified and no further consideration will be given to the bidder. If the Bidder submits references in excess of the stated requirement, only the references up to the identified limit will be assessed.

PWGSC reserves the right to verify information for completeness and accuracy and to confirm reference satisfaction with services provided. In the event where the information cannot be verified or the service found to be unsatisfactory shall result in the proposal being considered non-responsive and no further consideration will be given to the Bidder.

It is the sole responsibility of the Bidder to ensure that it provides a contact that is knowledgeable about the services the Bidder has provided to its customer and who is willing to act as a customer reference. The technical evaluation team will attempt to contact the Bidders customer reference a maximum of three (3) times during the days of the technical evaluation between 8:00 am - 4:00 pm local time. If the customer reference does not provide a reference the Bidders proposal will be deemed non-responsive and receive no further evaluation.

### 3.1.1 Mandatory Contractor's Experience and Past Performance

The bidder must provide evidence of its experience and past performance by referencing one (1) contract satisfactorily rendered for a minimum of **two (2) consecutive years, under the same contract, within the past five (5) years, from the bid closing date**, wherein the range of janitorial services provided are comparable to those described in this Request for Proposal (RFP).

CONTRACT REFERENCE	
Name of client organization or Company	Name: _____
Name and title of client contact	Name: _____ Title: _____
Telephone number and e-mail address of client contact	Phone No.: _____ E-mail: _____
Approximate size in square meters of the cleanable area of the project or contract	_____ square meters
Location/site of the contract:	_____
Value of the contract	\$ _____
Performance period of the contract (indicate month and year)	From: Month _____ Year _____ To: Month _____ Year _____
Description of Contract: _____ _____ _____ _____ _____	

### 3.1.2 Mandatory Supervisor Expertise and Experience

a) Provide the name and the number of years of experience as a Supervisor for the Contractor's Supervisor who will be assigned to this Contract. It is Mandatory that the Supervisor **have a minimum of (3) consecutive years experience**, in a supervisory role in the field of janitorial services.

Name of Supervisor	Years of Experience

b) The bidder must provide evidence of its experience and satisfactory performance of the Supervisor by referencing one (1) contract for clients of a duration of **a minimum of (3) consecutive years, within the past ten (10) years**, in providing janitorial services in a range comparable in size, scope and complexity to those described in the Request for Proposal (RFP).

SUPERVISOR REFERENCE	
Name of client organization or Company	Name: _____
Name and title of client contact	Name: _____ Title: _____
Telephone number and e-mail address of client contact	Phone No.: _____ E-mail.: _____
Approximate size in square meters of the cleanable area of the contract	_____ square meters
Location/site of the contract:	
Value of the contract	\$ _____
Performance period of the contract. (indicate month and year)	From: Month _____ Year _____ To: Month _____ Year _____
Description of contract: _____ _____ _____	
Responsibilities of the individuals: _____ _____ _____ _____	

**SECTION II: FINANCIAL BID****3.1.3 Basis of Pricing**

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

Bidders must submit their financial bid in accordance with the Pricing Schedules detailed below. The total amount of applicable taxes must be shown separately.

It is **MANDATORY** that the bidders submit firm prices/rates for the three (3) years for **all** items listed hereafter (Pricing Schedule 1 and Pricing Schedule 2). The total amount of applicable taxes must be shown separately, if applicable.

**PRICING SCHEDULE 1:**

Firm all inclusive rates for Routine, Scheduled and Patrol Cleaning operations as detailed in the Specifications, Section 2, Fitness Equipment Cleaning Operations.

<b>1.1 105 Hôtel de ville, Gatineau</b>			
<b>Period</b>	<b>Firm Monthly Rate</b>	<b>Number of Months</b>	<b>Firm Annual Rate</b>
Year One (1)	\$_____ x	12 =	\$_____
Option year One (1)	\$_____ x	12 =	\$_____
Option year Two (2)	\$_____ x	12 =	\$_____
<b>1.1 SUB-TOTAL:</b>			<b>\$_____</b>

<b>1.2 1600 Startop, Ottawa</b>			
<b>Period</b>	<b>Firm Monthly Rate</b>	<b>Number of Months</b>	<b>Firm Annual Rate</b>
Year One (1)	\$_____ x	12 =	\$_____
Option year One (1)	\$_____ x	12 =	\$_____
Option year Two (2)	\$_____ x	12 =	\$_____
<b>1.2 SUB-TOTAL:</b>			<b>\$_____</b>

<b>1.3 2 Constellation, Ottawa</b>			
<b>Period</b>	<b>Firm Monthly Rate</b>	<b>Number of Months</b>	<b>Firm Annual Rate</b>
Year One (1)	\$_____ x	12 =	\$_____
Option year One (1)	\$_____ x	12 =	\$_____
Option year Two (2)	\$_____ x	12 =	\$_____
<b>1.3 SUB-TOTAL:</b>			<b>\$_____</b>

<b>1.4 2100 Walkley, Ottawa</b>			
<b>Period</b>	<b>Firm Monthly Rate</b>	<b>Number of Months</b>	<b>Firm Annual Rate</b>
Year One (1)	\$_____ x	12 =	\$_____
Option year One (1)	\$_____ x	12 =	\$_____
Option year Two (2)	\$_____ x	12 =	\$_____
<b>1.4 SUB-TOTAL:</b>			<b>\$_____</b>

<b>1.5 285 Coventry, Ottawa</b>			
<b>Period</b>	<b>Firm Monthly Rate</b>	<b>Number of Months</b>	<b>Firm Annual Rate</b>
Year One (1)	\$_____ x	12 =	\$_____
Option year One (1)	\$_____ x	12 =	\$_____
Option year Two (2)	\$_____ x	12 =	\$_____
<b>1.5 SUB-TOTAL:</b>			<b>\$_____</b>

<b>1.6 400 Cumberland, Ottawa</b>			
<b>Period</b>	<b>Firm Monthly Rate</b>	<b>Number of Months</b>	<b>Firm Annual Rate</b>
Year One (1)	\$_____ x	12 =	\$_____
Option year One (1)	\$_____ x	12 =	\$_____
Option year Two (2)	\$_____ x	12 =	\$_____



<b>1.6 SUB-TOTAL:</b>			<b>\$ _____</b>
<b>1.7 412 Squadron, Building T-58, Ottawa</b>			
<b>Period</b>	<b>Firm Monthly Rate</b>	<b>Number of Months</b>	<b>Firm Annual Rate</b>
Year One (1)	\$ _____ x	12 =	\$ _____
Option year One (1)	\$ _____ x	12 =	\$ _____
Option year Two (2)	\$ _____ x	12 =	\$ _____
<b>1.7 SUB-TOTAL:</b>			<b>\$ _____</b>

<b>1.8 1745 Alta Vista, NDMC. Ottawa</b>			
<b>Period</b>	<b>Firm Monthly Rate</b>	<b>Number of Months</b>	<b>Firm Annual Rate</b>
Year One (1)	\$ _____ x	12 =	\$ _____
Option year One (1)	\$ _____ x	12 =	\$ _____
Option year Two (2)	\$ _____ x	12 =	\$ _____
<b>1.8 SUB-TOTAL:</b>			<b>\$ _____</b>

<b>1.9 241 Boul. Cité des Jeunes, Asticou Center, Gatineau</b>			
<b>Period</b>	<b>Firm Monthly Rate</b>	<b>Number of Months</b>	<b>Firm Annual Rate</b>
Year One (1)	\$ _____ x	12 =	\$ _____
Option year One (1)	\$ _____ x	12 =	\$ _____
Option year Two (2)	\$ _____ x	12 =	\$ _____
<b>1.9 SUB-TOTAL:</b>			<b>\$ _____</b>

<b>1.10 Forces Band, Building 16, Uplands, Ottawa</b>			
<b>Period</b>	<b>Firm Monthly Rate</b>	<b>Number of Months</b>	<b>Firm Annual Rate</b>
Year One (1)	\$ _____ x	12 =	\$ _____
Option year One (1)	\$ _____ x	12 =	\$ _____
Option year Two (2)	\$ _____ x	12 =	\$ _____

<b>1.10 SUB-TOTAL:</b>			<b>\$ _____</b>
<b>1.11 M-23 Photo Unit, Rockcliffe Site, Ottawa</b>			
<b>Period</b>	<b>Firm Monthly Rate</b>	<b>Number of Months</b>	<b>Firm Annual Rate</b>
Year One (1)	\$ _____ x	12 =	\$ _____
Option year One (1)	\$ _____ x	12 =	\$ _____
Option year Two (2)	\$ _____ x	12 =	\$ _____
<b>1.11 SUB-TOTAL:</b>			<b>\$ _____</b>

<b>1.12 3545 Leitrim Road, Bldg. 268, CFS Leitrim, Ottawa</b>			
<b>Period</b>	<b>Firm Monthly Rate</b>	<b>Number of Months</b>	<b>Firm Annual Rate</b>
Year One (1)	\$ _____ x	12 =	\$ _____
Option year One (1)	\$ _____ x	12 =	\$ _____
Option year Two (2)	\$ _____ x	12 =	\$ _____
<b>1.12 SUB-TOTAL:</b>			<b>\$ _____</b>

<b>1.13 7 Bisley, Connaught Range, Ottawa</b>			
<b>Period</b>	<b>Firm Monthly Rate</b>	<b>Number of Months</b>	<b>Firm Annual Rate</b>
Year One (1)	\$ _____ x	12 =	\$ _____
Option year One (1)	\$ _____ x	12 =	\$ _____
Option year Two (2)	\$ _____ x	12 =	\$ _____
<b>1.13 SUB-TOTAL:</b>			<b>\$ _____</b>

<b>1.14 3701 Carling Avenue, DRDC Bldg. 4, Ottawa</b>			
<b>Period</b>	<b>Firm Monthly Rate</b>	<b>Number of Months</b>	<b>Firm Annual Rate</b>
Year One (1)	\$ _____ x	12 =	\$ _____
Option year One (1)	\$ _____ x	12 =	\$ _____
Option year Two (2)	\$ _____ x	12 =	

Solicitation No. - N° de l'invitation

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur

EJ196-150921/A

fk279

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

File No. - N° du dossier

CCC No./N° CCC - FMS No/ N° VME

20150921

fk279EJ196-150921

			\$ _____
<b>1.14 SUB-TOTAL:</b>			\$ _____
<b>1.15 455 Boul. de la Carrière, Louis St-Laurent Building #2, Gatineau</b>			
Period	Firm Monthly Rate	Number of Months	Firm Annual Rate
Year One (1)	\$ _____ x	12 =	\$ _____
Option year One (1)	\$ _____ x	12 =	\$ _____
Option year Two (2)	\$ _____ x	12 =	\$ _____
<b>1.15 SUB-TOTAL:</b>			\$ _____

<b>1.16 615 Booth, MCE, Ottawa</b>			
Period	Firm Monthly Rate	Number of Months	Firm Annual Rate
Year One (1)	\$ _____ x	12 =	\$ _____
Option year One (1)	\$ _____ x	12 =	\$ _____
Option year Two (2)	\$ _____ x	12 =	\$ _____
<b>1.16 SUB-TOTAL:</b>			\$ _____

<b>1.17 101 Colonel By, National Defence Headquarters, Ottawa</b>			
Period	Firm Monthly Rate	Number of Months	Firm Annual Rate
Year One (1)	\$ _____ x	12 =	\$ _____
Option year One (1)	\$ _____ x	12 =	\$ _____
Option year Two (2)	\$ _____ x	12 =	\$ _____
<b>1.17 SUB-TOTAL:</b>			\$ _____

<b>1.18 45 Boul. Sacré-Coeur, QETE Building, Gatineau</b>			
Period	Firm Monthly Rate	Number of Months	Firm Annual Rate
Year One (1)	\$ _____ x	12 =	\$ _____
Option year One (1)	\$ _____ x	12 =	\$ _____

Option year Two (2)	\$_____ x	12 =	\$_____
<b>1.18 SUB-TOTAL:</b>			<b>\$_____</b>
<b>1.19 Transport Section, Hangar 14, Uplands, Ottawa</b>			
<b>Period</b>	<b>Firm Monthly Rate</b>	<b>Number of Months</b>	<b>Firm Annual Rate</b>
Year One (1)	\$_____ x	12 =	\$_____
Option year One (1)	\$_____ x	12 =	\$_____
Option year Two (2)	\$_____ x	12 =	\$_____
<b>1.19 SUB-TOTAL:</b>			<b>\$_____</b>

<b>1.20 101 Golden Rod Street, Building 16, Tunney's Pasture, Ottawa</b>			
<b>Period</b>	<b>Firm Monthly Rate</b>	<b>Number of Months</b>	<b>Firm Annual Rate</b>
Year One (1)	\$_____ x	12 =	\$_____
Option year One (1)	\$_____ x	12 =	\$_____
Option year Two (2)	\$_____ x	12 =	\$_____
<b>1.20 SUB-TOTAL:</b>			<b>\$_____</b>

<b>1.21 110 O'Connor, Ottawa</b>			
<b>Period</b>	<b>Firm Monthly Rate</b>	<b>Number of Months</b>	<b>Firm Annual Rate</b>
Year One (1)	\$_____ x	12 =	\$_____
Option year One (1)	\$_____ x	12 =	\$_____
Option year Two (2)	\$_____ x	12 =	\$_____
<b>1.21 SUB-TOTAL:</b>			<b>\$_____</b>

**PRICING SCHEDULE 2:**

Firm all inclusive prices/rates including overhead, profit and all related costs for additional cleaning, Emergency Cleaning operations not described in Pricing Schedule 1 on an "AS AND WHEN REQUESTED" basis.

**2.1) LABOUR:** Our firm hourly rate per qualified personnel shall be:

	YEAR 1 RATE	OPTION YEAR 1 RATE	OPTION YEAR 2 RATE
i) Regular Hours 7:00 to 20:00, Monday to Friday	\$ _____ /HR	\$ _____ /HR	\$ _____ /HR
Estimated quantity of hours per year:	83	83	83
<b>Extended Price:</b>	\$ _____	\$ _____	\$ _____
<b>2.1 (i) SUB-TOTAL: \$ _____</b>			

	YEAR 1 RATE	OPTION YEAR 1 RATE	OPTION YEAR 2 RATE
ii) Outside Regular Hours Monday to Saturday	\$ _____ /HR	\$ _____ /HR	\$ _____ /HR
Estimated quantity of hours per year:	33	33	33
<b>Extended Price:</b>	\$ _____	\$ _____	\$ _____
<b>2.1 (ii) SUB-TOTAL: \$ _____</b>			

	YEAR 1 RATE	OPTION YEAR 1 RATE	OPTION YEAR 2 RATE
iii) Sunday and Statutory Holidays	\$ _____ /HR	\$ _____ /HR	\$ _____ /HR
Estimated quantity of hours per year:	20	20	20
<b>Extended Price:</b>	\$ _____	\$ _____	\$ _____
<b>2.1 (iii) SUB-TOTAL: \$ _____</b>			

**STATUTORY HOLIDAYS INCLUDE:**

New Year's Day - January 1

Good Friday

Easter Monday

Victoria Day

St. Jean Baptiste - June 24 (Quebec only)

Canada Day - July 1

Civic Holiday - August (Ontario only)

Labour Day

Thanksgiving Day

Remembrance Day - November 11

Christmas Day - December 25

Boxing Day - December 26

During leap years, the Contractor must change its schedule to provide janitorial services on February 29 at no extra cost to Canada.

**2.2) MATERIALS:** Materials will be charged at our laid-down cost plus a mark-up of:

	YEAR 1 RATE	OPTION YEAR 1 RATE	OPTION YEAR 2 RATE
Mark-up	_____ %	_____ %	_____ %
Estimated Expenditure	<b>\$100.00</b>	<b>\$100.00</b>	<b>\$100.00</b>
<b>Extended Price:</b>	<b>\$ _____</b>	<b>\$ _____</b>	<b>\$ _____</b>
<b>2.2 SUB-TOTAL: \$ _____</b>			

\* The Extended Price for materials is calculated by adding the mark-up quoted to the total estimated expenditure (Example: Year 1, \$500.00 estimated expenditure; 10% mark-up quoted = \$500.00 + (\$500.00 x 10%) = \$550.00)

Parts will be supplied FOB Destination including all delivery charges. The following definitions have been used to arrive at the figures as noted:

i) **MARK-UP** - The difference between the Contractor's laid-down cost for product and resale price to Canada. Mark-up includes applicable internal cost allocation by the Contractor such as material handling and general and administrative (G&A) expenses plus profit.

ii) **LAID-DOWN COST** - The cost incurred by a vendor to acquire a specific product or service for resale to the government. This includes but is not limited to the supplier's invoice price (less trade discounts), plus any applicable charges for incoming transportation, foreign exchange, customs duty and brokerage.

**AUTHORIZATION FOR DELIVERY:** The consignee shall request delivery of goods/services identified in Pricing Schedule 2.1 (i), 2.1 (ii), 2.1 (iii) and 2.2 on form GC 227, Call Up Against a Contract.

**Consumer Price Index - Option Year 3 and Option Year 4**

At the time of the exercising of each option year (starting with option year 3), the rates in the Basis of Payment will be increased or decreased by multiplying the rates by the percentage change in "The Consumer Price Index", major components, selected sub-groups and special aggregates, provinces, Whitehorse and Yellowknife, not seasonally adjusted" ("CPI") for the appropriate province for the 12 month period ending two months before the expiration date of the current period of the contract ("period"). The CPI which shall be used is published in Statistics Canada Catalogue no. 62-001-X, tables 9-1 to 9-12, for the appropriate province all-items CPI of the period as described above.

Consumer Price Index for Canada is published by Statistics Canada and is available at:

- <http://www5.statcan.gc.ca/bsolc/olc-cel/olc-cel?catno=62-001-X&chroptg=1&lang=eng> ; or
- <http://www.statcan.gc.ca/subjects-sujets/cpi-ipc/cpi-ipc-eng.htm> ; or
- <http://cansim2.statcan.ca> , Table 326-0020

**Example:**

Pricing Schedule 1, Firm all inclusive rates

Option Year 2 firm pricing is \$2,500.00 per month. The CPI rate as of May 31, 2016 is 3.9%.

\$2,500.00 x 3.9% = \$97.50. Therefore the firm monthly rate for Option Year 3 would be \$2,597.50.

Solicitation No. - N° de l'invitation

EJ196-150921/A

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur

fk279

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

20150921

File No. - N° du dossier

fk279EJ196-150921

CCC No./N° CCC - FMS No/ N° VME

---

Pricing Schedule 2, Labour Rate and Material

Option Year 2 rate for unscheduled work is \$10.00 per hour. The CPI rate as of May 31, 2016 is 3.9%.  $\$10.00 \times 3.9\% = \$0.39$ . Therefore the rate for the unscheduled work for Option Year 3 will be \$10.39 per hour.

**TOTAL ASSESSED PROPOSAL PRICE:**

Sum of Basis of Pricing 1.1 to 1.21 inclusively,

Basis of Pricing 2.1(i), 2.1 (ii), 2.1 (iii) and 2.2: \$\_\_\_\_\_

**IN THE CASE OF ERROR IN THE EXTENSION OF PRICES, THE UNIT PRICE WILL GOVERN.  
CANADA MAY ENTER INTO CONTRACT WITHOUT NEGOTIATION.**

**SECTION III: CERTIFICATIONS**

Bidders must submit the certifications required under Part 5.

---

**SECTION IV: ADDITIONAL INFORMATION****3.3 Contractor's Representative:**

The name and particulars of the person to be contacted for general enquiries and follow-up purposes:

Name: \_\_\_\_\_

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

Cellular Number: \_\_\_\_\_

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

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

**3.3.1 Specific Persons - Supervisor**

The Contractor must provide the services of the following person(s) to perform the Work as stated in the Contract:

Name: \_\_\_\_\_

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

Cellular Number: \_\_\_\_\_

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

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



---

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

### **4.1 Evaluation Procedures**

- (a) Bids will be assessed in accordance with the entire requirement of the bid solicitation including the technical and financial evaluation criteria.
- (b) An evaluation team composed of representatives of Canada will evaluate the bids.

#### **4.1.1 Technical Evaluation Mandatory requirements:**

- 1) Contractor's qualification in accordance with Part 3, Section I: Technical Bid;
- 2) Supervisor qualification in accordance with Part 3, Section I: Technical Bid;
- 3) Submission of a Firm Price/Rate in Canadian funds for all the items listed in the RFP, Part 3, Section II, Financial Bid;

### **4.2 Basis of Selection**

A bid must comply with the requirements of the bid solicitation and meet **all** mandatory technical evaluation criteria to be declared responsive. The responsive bid with the lowest evaluated price will be recommended for award of a contract.

## **PART 5 - CERTIFICATIONS**

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

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

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

### **5.1 Certifications Precedent to Contract Award**

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

#### **5.1.1 Integrity Provisions - Associated Information**

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

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

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

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

### **5.2 Education and Experience**

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

### **5.3 Status and Availability of Resources**

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

## **PART 6 - SECURITY REQUIREMENT**

### **6.1 Security Requirements**

1. Before award of a contract, the following conditions must be met:
  - (a) the Bidder must hold a valid organization security clearance as indicated in Part 7 - Resulting Contract Clauses;
  - (b) the Bidder's proposed individuals requiring access to classified or protected information, assets or sensitive work site(s) must meet the security requirements as indicated in Part 7 - Resulting Contract Clauses;
  - (c) the Bidder must provide the name of all individuals who will require access to classified or protected information, assets or sensitive work sites.
2. Bidders are reminded to obtain the required security clearance promptly. Any delay in the award of a contract to allow the successful bidder to obtain the required clearance will be at the entire discretion of the Contracting Authority.
3. For additional information on security requirements, bidders should refer to the Industrial Security Program (ISP) of Public Works and Government Services Canada (<http://ssi-iss.tpsgc-pwgsc.gc.ca/index-eng.html>) website.

### **6.2 Employee Information for Security**

The Bidder should specify the following information regarding employees proposed in Part 3, Section I (Technical Bid) to provide services against any resulting contract:

**If there is not sufficient space in the table please attach a list to this document with the requested information for the proposed employees.**

<b>PROPOSED EMPLOYEES</b>		
<b>Legal Name (First and Last) (Please Print Clearly)</b>	<b>DATE OF BIRTH Day / Month / Year</b>	<b>Security ID Number</b>
Supervisor:		
Employee:		
Employee:		
Employee:		
Employee:		
Employee:		
Employee:		
Employee:		
Employee:		
Employee:		

## **PART 7 - RESULTING CONTRACT CLAUSES**

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

### **7.1 Statement of Work**

To provide Fitness Equipment Cleaning including all labour, material and equipment for Public Works and Government Services Canada (PWGSC), located at various Department of National Defence (DND) locations in Ottawa, Ontario and Gatineau, Quebec, Canada. The services must be provided in accordance with the Statement of Work attached at Appendix "B".

#### **7.1.1 Mandatory Response Time**

It is a mandatory requirement of this contract that the Company authorized representative be personally available to attend meetings and to respond to inquiries within 24 hours of the Technical Authority's or the Contracting Authorities request. Also in accordance with Statement of Work, Section 1, Special Conditions, clause 2.4, it is mandatory to provide an Emergency response and on site service within one (1) hour of receiving a call 24 hours a day, 7 days a week.

### **7.2 Standard Clauses and Conditions**

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

#### **7.2.1 General Conditions**

**2035 (2014-09-25)** Conditions - Higher Complexity Services, apply to and form part of the Contract.

### **7.3. Security Requirements**

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

#### **SECURITY REQUIREMENT FOR CANADIAN SUPPLIER:**

1. The Contractor/Offeror must, at all times during the performance of the Contract/Standing Offer, hold a valid Designated Organization Screening (DOS), issued by the Canadian Industrial Security Directorate (CISD), Public Works and Government Services Canada (PWGSC).
2. The Contractor/Offeror personnel requiring access to sensitive work site(s) must EACH hold a valid RELIABILITY STATUS, granted or approved by CISD/PWGSC.
3. Subcontracts which contain security requirements are NOT to be awarded without the prior written permission of CISD/PWGSC.
4. The Contractor/Offeror must comply with the provisions of the:
  - (a) Security Requirements Check List and security guide (if applicable), attached at Appendix C;
  - (b) Industrial Security Manual (Latest Edition).

**7.3.1** The Company Security Officer (CSO) must ensure through the Industrial Security Program (ISP) that the Contractor and individual(s) hold a valid security clearance at the required level.

## 7.4 Term of Contract

### 7.4.1 Period of Contract

The period of the Contract is from \_\_\_\_\_ to \_\_\_\_\_ inclusive. (1 year period)

### 7.4.2 Option to Extend Contract

The Contractor grants to Canada the irrevocable option to extend the term of the Contract by up to four (4) ADDITIONAL CONSECUTIVE TWELVE (12) MONTH PERIODS each 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 two (2) months 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.

\*\*\*\*\*At the time of the exercising of each option year (starting with option year 3), the rates in the Basis of Payment will be increased or decreased by multiplying the rates by the percentage change in "The Consumer Price Index", major components, selected sub-groups and special aggregates, provinces, Whitehorse and Yellowknife, not seasonally adjusted" ("CPI" ) for the appropriate province for the 12 month period ending two months before the expiration date of the current period of the contract ("period"). The CPI which shall be used is published in Statistics Canada Catalogue no. 62-001-X, tables 9-1 to 9-12, for the appropriate province all-items CPI of the period as described above.

Consumer Price Index for Canada is published by Statistics Canada and is available at:

- <http://www5.statcan.gc.ca/bsolc/olc-cel/olc-cel?catno=62-001-X&chprog=1&lang=eng> ; or
- <http://www.statcan.gc.ca/subjects-sujets/cpi-ipc/cpi-ipc-eng.htm> ; or
- <http://cansim2.statcan.ca> , Table 326-0020

## 7.5 Authorities

### 7.5.1 Contracting Authority

The Contracting Authority for the Contract is:

Joanne Ladouceur  
Public Works and Government Services Canada  
Real Property Contracting Directorate  
3C2, 11 Laurier Street, Place du Portage, Phase III  
Gatineau, Québec K1A 0S5

Telephone Number: 819-956-6647  
Facsimile Number: 819- 956-3600  
Joanne.Ladouceur@pwgsc-tpsgc.gc.ca

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

### 7.5.2 Technical Authority

The Technical Authority for the Contract is :

**WILL BE PROVIDED AT CONTRACT AWARD.**

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

### 7.5.3 Contractor's Representative

The name and particulars of the person to be contacted for general enquiries and follow-up purposes:

Name: \_\_\_\_\_

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

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

Cellular: \_\_\_\_\_

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

### 7.5.4 Specific Person(s) - Supervisor

The Contractor must provide the services of the following person(s) to perform the Work as stated in the Contract:

Supervisor Name: \_\_\_\_\_

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

Cellular Number: \_\_\_\_\_

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

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

## 7.6 Payment

### 7.6.1 Basis of Payment - Firm Prices and "As and When"

In consideration of the Contractor satisfactorily completing all of its obligations under the Contract, the Contractor will be paid firm prices, in accordance with General Conditions 2035 16 (2014-09-25) Payment Period. Applicable taxes are extra, if applicable.

- a) Firm rates shall be paid in accordance with **Pricing Schedule 1** in twelve (12) payments at the end of each month.
- b) "As and When Requested" Work  
Any costs incurred for **Extra Work** in accordance with **Pricing Schedule 2 shall be paid on an 'as and when requested' basis in accordance with the Statement of Work, Appendix B**, after completion, inspection and acceptance of the work performed.

Canada's total liability to the Contractor under the "as and when requested" portion of the Contract must not exceed **(to be determined)**. Applicable Taxes are extra, if applicable.

The Contractor shall not be obliged to perform any work or provide any service that would cause the total liability of Canada to be exceeded without the prior written approval of the Contracting Authority. The Contractor shall notify the Contracting Authority in writing as to the adequacy of the sum when:

- (a) it is 75 percent committed, or
- (b) if the Contractor considers that the said sum may be exceeded, the Contractor must promptly notify the contracting Authority.

whichever comes first.

In the event that the notification refers to inadequate funds, the Contractor shall provide to the Contracting Authority, in writing, an estimate for the additional funds required. Provision of such notification and estimate for the additional funds does not increase Canada's liability.

No increase in the total liability of Canada or in the price of the Work resulting from any design changes, modifications or interpretations of specifications, made by the Contractor, will be authorized or paid to the Contractor unless such changes, modifications or interpretations, have been approved, in writing, by the Contracting Authority, prior to their incorporation into the Work.

#### 7.6.2 Basis of Pricing

The Basis of Pricing will be inserted at contract award as per winning bid submitted in accordance with Part 3 Section II Financial Bid - Basis of Pricing of this solicitation.

At the time of the exercising of each option year (starting with option year 3), the rates in the Basis of Payment will be increased or decreased by multiplying the rates by the percentage change in "The Consumer Price Index", major components, selected sub-groups and special aggregates, provinces, Whitehorse and Yellowknife, not seasonally adjusted" ("CPI" ) for the appropriate province for the 12 month period ending two months before the expiration date of the current period of the contract ("period"). The CPI which shall be used is published in Statistics Canada Catalogue no. 62-001-X, tables 9-1 to 9-12, for the appropriate province all-items CPI of the period as described above.

Consumer Price Index for Canada is published by Statistics Canada and is available at:

- <http://www5.statcan.gc.ca/bsolc/olc-cel/olc-cel?catno=62-001-X&chroptg=1&lang=eng> ; or
- <http://www.statcan.gc.ca/subjects-sujets/cpi-ipc/cpi-ipc-eng.htm> ; or
- <http://cansim2.statcan.ca> , Table 326-0020

#### 7.6.3 Limitation of Expenditure

The Contractor will supply the goods and services under the Contract to an estimated total expenditure not exceeding \$ (to be determined) (**applicable taxes excluded**) of which \$ (to be determined) (**applicable taxes excluded**) is for goods and/or services enumerated or described in Basis of Pricing, Pricing Schedule I and \$ (to be determined) (**applicable taxes excluded**) is for additional goods and/or services that may be requested on an "as and when requested" basis at the prices and or rates set out in Pricing Schedule 2.

#### 7.6.4 SACC Manual Clauses

H1008C (2008-05-12) Monthly Payment

A9116C (2007-11-30) T1204 - Information Reporting by Contractor

A9117C (2007-11-30) Direct Request by Customer Department

C0710C (2007-11-30) Time and Contract Price Verification

## 7.7 Invoicing Instructions

All invoices are to be mailed as per page one (1) of this contractual document and must include the following before any payments can be processed. All taxes are to be listed as separate items. Failure to submit the correct information may result in the rejection of invoice for processing.

- i. company name and address;
- ii. contract number;
- iii. description of routine, schedule and patrol cleaning;
- iv. description of additional cleaning and emergency cleaning operations with support documents, as appropriate, and value;
- v. name of the person who requested the service;
- vi. Goods and Services Tax/Harmonized Tax as a separate line item;
- vii. Client Reference Number;
- viii. Procurement Business Number.

## 7.8 Certifications

### 7.8.1 Compliance

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

## 7.9 Applicable Laws

This Contract must be interpreted and governed, and the relations between the parties determined, by the laws in force in the province the work is performed.

## 7.10 Priority of Documents

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

- (a) the Articles of Agreement;
- (b) the general conditions 2035, **(2014-09-25)**;
- (c) Appendix "A" Scheduled Cleaning Operations;
- (d) Appendix "B" Statement of Work;
- (e) Appendix "C" Security Requirements Check List (SRCL);
- (f) the Contractor's bid dated \_\_\_\_\_ (**insert date of bid**), as amended \_\_\_\_\_ (**insert date(s) of amendment(s) if applicable**)

## 7.11 SACC Manual Clauses

A0075C (2014-11-27) Ontario Labour Legislation - Contract (*applies in Ontario only*)  
A2000C (2006-06-16) Foreign Nationals (Canadian Contractor).  
A7017C (2008-05-12) Replacement of Specific Individuals

## 7.12 Insurance Requirements

### 7.12.1 Insurance Requirements

The Contractor must comply with the insurance requirements specified in the **following article 7.12.2 Commercial General Liability Insurance**. The Contractor must maintain the required insurance



coverage for the duration of the Contract. Compliance with the insurance requirements does not release the Contractor from or reduce its liability under the Contract.

The Contractor is responsible for deciding if additional insurance coverage is necessary to fulfill its obligation under the Contract and to ensure compliance with any applicable law. Any additional insurance coverage is at the Contractor's expense, and for its own benefit and protection.

The Contractor must forward to the Contracting Authority within ten (10) days after the date of award of the Contract, a Certificate of Insurance evidencing the insurance coverage and confirming that the insurance policy complying with the requirements is in force. Coverage must be placed with an Insurer licensed to carry out business in Canada. The Contractor must, if requested by the Contracting Authority, forward to Canada a certified true copy of all applicable insurance policies.

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

1. The Contractor must obtain Commercial General Liability Insurance, and maintain it in force throughout the duration of the Contract, in an amount usual for a contract of this nature, but for not less than \$2,000,000 per accident or occurrence and in the annual aggregate.
2. The Commercial General Liability policy must include the following:
  - (a) Additional Insured: Canada is added as an additional insured, but only with respect to liability arising out of the Contractor's performance of the Contract. The interest of Canada should read as follows: Canada, as represented by Public Works and Government Services Canada.
  - (b) Bodily Injury and Property Damage to third parties arising out of the operations of the Contractor.
  - (c) Products and Completed Operations: Coverage for bodily injury or property damage arising out of goods or products manufactured, sold, handled, or distributed by the Contractor and/or arising out of operations that have been completed by the Contractor.
  - (d) Personal Injury: While not limited to, the coverage must include Violation of Privacy, Libel and Slander, False Arrest, Detention or Imprisonment and Defamation of Character.
  - (e) Cross Liability/Separation of Insureds: Without increasing the limit of liability, the policy must protect all insured parties to the full extent of coverage provided. Further, the policy must apply to each Insured in the same manner and to the same extent as if a separate policy had been issued to each.
  - (f) Blanket Contractual Liability: The policy must, on a blanket basis or by specific reference to the Contract, extend to assumed liabilities with respect to contractual provisions.
  - (g) Employees and, if applicable, Volunteers must be included as Additional Insured.
  - (h) Employers' Liability (or confirmation that all employees are covered by Worker's compensation (WSIB) or similar program)
  - (i) Broad Form Property Damage including Completed Operations: Expands the Property Damage coverage to include certain losses that would otherwise be excluded by the standard care, custody or control exclusion found in a standard policy.

- (j) Notice of Cancellation: The Insurer will endeavour to provide the Contracting Authority thirty (30) days written notice of policy cancellation.
- (k) If the policy is written on a claims-made basis, coverage must be in place for a period of at least 12 months after the completion or termination of the Contract.
- (l) Non-Owned Automobile Liability - Coverage for suits against the Contractor resulting from the use of hired or non-owned vehicles.

### 7.13 Contract Financial Security

1. The Contractor must provide one of the following contract financial securities within 14 calendar days after the date of contract award:
  - (a) A certified cheque payable to the Receiver General for Canada in the amount of **20** percent of the firm contract price;
  - (b) an irrevocable standby letter of credit as defined in clause E0008C in the amount of **20** percent of the firm contract price.
2. If Canada does not receive the required financial security within the specified period, Canada may terminate the Contract for default pursuant to the Contract default provision.

Any bond must be accepted as security by one of the bonding companies listed in Treasury Board Contracting Policy, [Appendix L](#), Acceptable Bonding Companies (<http://www.tbs-sct.gc.ca/pol/doc-eng.aspx?id=14494&section=text#appL>).

#### 7.13.1 Security Deposit Definition

1. "security deposit" means
  - i. a bill of exchange that is payable to the Receiver General for Canada and certified by an approved financial institution or drawn by an approved financial institution on itself; or
  - ii. a government guaranteed bond; or
  - iii. an irrevocable standby letter of credit, or
  - iv. such other security as may be considered appropriate by the Contracting Authority and approved by Treasury Board;
2. "approved financial institution" means
  - i. any corporation or institution that is a member of the Canadian Payments Association;
  - ii. a corporation that accepts deposits that are insured by the Canada Deposit Insurance Corporation or the Régie de l'assurance-dépôts du Québec to the maximum permitted by law;
  - iii. a credit union as defined in paragraph 137(6) of the *Income Tax Act*;
  - iv. a corporation that accepts deposits from the public, if repayment of the deposits is guaranteed by a Canadian province or territory; or
  - v. the Canada Post Corporation.
3. "government guaranteed bond" means a bond of the Government of Canada or a bond unconditionally guaranteed as to principal and interest by the Government of Canada that is:
  - i. payable to bearer;

ii. accompanied by a duly executed instrument of transfer of the bond to the Receiver General for Canada in accordance with the Domestic Bonds of Canada Regulations ;

iii. registered in the name of the Receiver General for Canada.

4. "irrevocable standby letter of credit"

- i. means any arrangement, however named or described, whereby a financial institution (the "Issuer"), acting at the request and on the instructions of a customer (the "Applicant"), or on its behalf,
  - a. will make a payment to or to the order of Canada, as the beneficiary;
  - b. will accept and pay bills of exchange drawn by Canada;
  - c. authorizes another financial institution to effect such payment, or accept and pay such bills of exchange; or
  - d. authorizes another financial institution to negotiate, against written demand(s) for payment, provided that the conditions of the letter of credit are complied with.
- ii. must state the face amount which may be drawn against it;
- iii. must state its expiry date;
- iv. must provide for sight payment to the Receiver General for Canada by way of the financial institution's draft against presentation of a written demand for payment signed by the authorized departmental representative identified in the letter of credit by his/her office;
- v. must provide that more than one written demand for payment may be presented subject to the sum of those demands not exceeding the face amount of the letter of credit;
- vi. must provide that it is subject to the International Chamber of Commerce (ICC) Uniform Customs and Practice (UCP) for Documentary Credits, 2007 Revision, ICC Publication No. 600. Pursuant to the ICC UCP, a credit is irrevocable even if there is no indication to that effect; and
- vii. must be issued (Issuer) or confirmed (Confirmer), in either official language, by a financial institution that is a member of the Canadian Payments Association and is on the letterhead of the Issuer or Confirmer. The format is left to the discretion of the Issuer or Confirmer.

#### 7.14 Cellular Phones and/or Pagers

The Contractor's Foreman or Site Supervisor shall be equipped with a cellular phone and/or pager at all times. All expenses including installation, air time, activating fees, and the cost of the phones/pagers themselves, shall be the responsibility of the Contractor. The Contractor shall maintain an uninterrupted communication service.

#### 7.15 Canadian Forces Site Regulations

The Contractor must comply with all standing orders or other regulations, instructions and directives in force on the site where the Work is performed.

#### 7.16 Pre-Commencement Meeting

A pre-commencement meeting is mandatory for the Contractor prior to commencing any work and minutes of the meeting shall be taken. The time and place of this meeting will be determined by the Departmental Representative.

The Contractor is to supply the Departmental Representative with a copy of his safety policy as required by the applicable Provincial Occupational Safety and Health Regulations.

Solicitation No. - N° de l'invitation

EJ196-150921/A

Amd. No. - N° de la modif.

File No. - N° du dossier

fk279EJ196-150921

Buyer ID - Id de l'acheteur

fk279

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

20150921

CCC No./N° CCC - FMS No/ N° VME

---

Solicitation No. - N° de l'invitation

EJ196-150921/A

Amd. No. - N° de la modif.

File No. - N° du dossier

fk279EJ196-150921

Buyer ID - Id de l'acheteur

fk279

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

20150921

CCC No./N° CCC - FMS No/ N° VME

---

## **APPENDIX “A”**

### **SCHEDULED CLEANING OPERATIONS (attached to the Statement of Work)**

#### **STATEMENT OF WORK NO. EJ196-150921**

Solicitation No. - N° de l'invitation

EJ196-150921/A

Amd. No. - N° de la modif.

File No. - N° du dossier

fk279EJ196-150921

Buyer ID - Id de l'acheteur

fk279

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

20150921

CCC No./N° CCC - FMS No/ N° VME

---

## **APPENDIX "B"**

### **STATEMENT OF WORK NO. EJ196-150921**

Solicitation No. - N° de l'invitation

EJ196-150921/A

Amd. No. - N° de la modif.

File No. - N° du dossier

fk279EJ196-150921

Buyer ID - Id de l'acheteur

fk279

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

20150921

CCC No./N° CCC - FMS No/ N° VME

---

## **APPENDIX “C”**

### **SECURITY REQUIREMENTS CHECK LIST (SRCL)**

Solicitation No. - N° de l'invitation

EJ196-150921/A

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur

fk279

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

20150921

File No. - N° du dossier

fk279EJ196-150921

CCC No./N° CCC - FMS No/ N° VME

---

## **APPENDIX 'D'**

### **COMPLETE LIST OF NAMES OF ALL INDIVIDUALS WHO ARE CURRENTLY DIRECTORS OF THE BIDDER**

#### **DIRECTORS:**

---

---

---

---



Solicitation No. - N° de l'invitation

EJ196-150921/A

Amd. No. - N° de la modif.

File No. - N° du dossier

fk279EJ196-150921

Buyer ID - Id de l'acheteur

fk279

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

20150921

CCC No./N° CCC - FMS No/ N° VME

---

## **APPENDIX 'E'**

### **INFORMATION ON INCUMBENT EMPLOYEES**

**PUBLIC WORKS AND  
GOVERNMENT SERVICES  
CANADA**

**TENDER AND CONTRACT**

**Fitness Equipment Cleaning Specification  
Various DND Buildings (21)**

**105 Hôtel de ville, Gatineau  
1600 Startup, Ottawa  
2 Constellation, Ottawa  
2100 Walkley, Ottawa  
285 Coventry, Ottawa  
400 Cumberland, Ottawa  
412 Squadron Trailers, Ottawa  
1745 Alta Vista, NDMC, Ottawa  
241 Boul. Cité des Jeunes, Asticou Center, Gatineau  
Forces Band Building 16, Uplands, Ottawa  
M-23 Photo Unit, Rockliffe Site, Ottawa  
3545 Leitrim Rd, Building 268 CFS Leitrim, Ottawa  
7 Bisley, Connaught Range, Ottawa  
3701 Carling Ave., DRDC Building 4, Ottawa  
455 Boul. De la Carrière, Louis St-Laurent #2 Building, Gatineau  
615 Booth, MCE, Ottawa  
National Defense Head Quarters , 101 Colonel By, Ottawa  
45 Boul. Sacré-Coeur, QETE building, Gatineau  
Transport Section Hangar 14 Uplands, Ottawa  
101 Golden Rod Street, Building 16 Tunney's Pasture, Ottawa  
110 O'Connor, Ottawa**

**Specifications number: EJ196-150921**

**Public Works and Government Services Canada  
Janitorial Services  
Cleaning Specifications**

**Index**

This document is the document referred to as “Specifications, numbered **EJ196-150921** and dated **July 2014** .

<b>Section 1</b>	<b>Special conditions</b>
------------------	---------------------------

- |     |  |
|-----|--|
| 1.  | Definition of terms & quality standard |
| 2.  | Fitness Equipment Cleaning Operations  |
| 3.  | Staffing                               |
| 4.  | Health & safety                        |
| 5.  | Security                               |
| 6.  | Cleaning products & equipment          |
| 7.  | Uniforms                               |
| 8.  | Log book                               |
| 9.  | Light, heat, power and water           |
| 10. | Elevator services                      |
| 11. | Additional special conditions          |

<b>Section 2</b>	<b>Operations and frequencies</b>
------------------	-----------------------------------

- |    |           |
|----|-----------|
| 1. | Equipment |
| 2. | Annex “A” |

<p align="center"><b>Public Works and Government Services Canada</b>  <b>Janitorial Services</b>  <b>Cleaning Specifications</b></p>	<p><b>Special conditions</b></p>
--	----------------------------------

<b>Section 1</b>	<b>Special conditions</b>
------------------	---------------------------

### **1. Definition of terms and quality standards**

1. Any quality assurance inspection report, which does not meet the Technical Authority requirements of the janitorial services specification, for any part of the building may result in the application of corrective measures.

### **2. Fitness Equipment Cleaning Operations**

#### **1. General**

1. The services shall be inspected by the Technical Authority periodically to decide whether or not it is acceptable. The contractor may be invited to attend these inspections by giving a short notice to its representative on site. Attendance at inspections by the contractor's representative is recommended but not mandatory.
2. When days of the week specified in section 2 falls on a holiday, the contractor shall perform the operations the first working day thereafter.

#### **2. Equipment cleaning operations**

1. Cleaning shall be performed between the hours of **07:00 and 20:00 hours**, as per Annex "A".

#### **3. Equipment cleaning pricing**

1. Pricing will be based on the quantity of equipment for each site.
2. Annex "A", identifies quantity of equipment for each site.

#### **4. Additional and emergency cleaning services**

1. The cost of additional cleaning and emergency cleaning operations shall be negotiated on a case by case basis.
2. Emergency (on call) cleaning means:  
The contractor must be prepared to respond to emergency calls 24 hours a day, 7 days a week and be on site within 1 hour of notification.

**Public Works and Government Services Canada  
Janitorial Services  
Cleaning Specifications  
conditions**

**Special**

**3. Staffing**

1. The contractor shall provide all the staff necessary to perform all services as specified in section 2 for these specifications.
2. The contractor shall designate a cleaner to report to the Technical Authority or telephone **819-775-4450**, to receive complaints and any other instructions at **07:00 and 15:00 hours** daily, during working days.
3. The non working on-site supervisor shall be on site during working hours and shall be in full charge of the operations of the contractor in the performance of the services and shall be authorized to accept any notice, consent, order, direction, decision or other communication on behalf of the contractor that may be given under the contract. The supervisor shall liaise daily with the Technical Authority and shall be capable of communicating in English or French.
4. If the non working on-site supervisor is absent from the site during working hours, the contractor shall have one of its employees on site to represent him. This employee shall be authorized to attend inspections and to receive inspection reports on behalf of the contractor, to ensure that unsatisfactory performance situations are corrected and to take immediate action regarding emergencies and other cleaning requirements.
5. The non working on-site supervisor shall be equipped with a cellular phone and a pager. All expenses including installation, air time, activating fees and the phones/pagers themselves, shall be at the expense of the contractor. An uninterrupted communication service is mandatory.
6. The contractor shall provide a job description for the non working on-site supervisor and/or working on-site supervisor, if requested by the Technical Authority.

**4. Health & safety**

1. The contractor shall adhere to all health and safety measures pertaining to accident prevention and fire hazards recommended by national and provincial codes and/or prescribed by the authorities having jurisdiction concerning the equipment, work habits and procedures. In addition, adequate training of personnel assigned to perform operations such as relamping, use of chemicals etc... is also required.

**Public Works and Government Services Canada**  
**Janitorial Services**  
**Cleaning Specifications**  
**conditions**

**Special**

2. The contractor shall ensure that all equipment used to perform the services is in a state of good repair. The Technical Authority reserves the right to have equipment judged to be unsafe, not suitable or defective taken out of service. The contractor shall be responsible to supply suitable replacement equipment within one working day.
3. The contractor shall perform the work in compliance with the Canada labor code - part II, or relevant provincial/territorial occupational health and safety act and regulations, the national fire code; and applicable provincial/territorial act and regulations and applicable municipal regulations. The most stringent shall apply.

**5. Security**

1. Cleaners tasked with these duties shall hold a minimum **“Reliability Status”** level of clearance and carry DND Photo identification. Any instances where access to a facility for regularly scheduled cleaning is denied shall be reported to the Technical Authority.
2. Only those employees whose names appear on the contractor’s payroll and meet the conditions specified in this contract shall be allowed access to the work site. No other persons accompanying employees shall be allowed on site.
3. All cleaning staff employed by the contractor, regardless of hours of work, shall sign in and out and enter the times of arrival and departure in registers or on sheets to be provided at the security guards control desk or other designated area. In the event of a dispute and the absence of other evidence, the register shall be regarded as evidence of hours of work. Failure to sign “out” shall render the entry invalid.
4. All personnel employed in the performance of the services shall comply with security requirements for the facility. They shall be provided with an identification pass which shall be worn and visible at all times.
5. No audio/visual equipment or cameras are permitted on the work site.
6. The contractor’s cleaning staff may be subject to questioning in relation to security matters.
7. All keys or key cards entrusted to the contractor for the fulfillment of its contract must be fully protected at all times.

8. All doors to rooms, private or general offices, etc. which shall be unlocked by the contractor's employees, shall be re-locked upon completion of the performance of their duties.

<b>Public Works and Government Services Canada</b>
<b>Janitorial Services</b>
<b>Cleaning Specifications</b>
<b>Special conditions</b>

#### **6. Cleaning products & equipment**

1. The contractor shall supply all cleaning products and equipment required to carry out the services as mentioned in Section 2 and **shall use only products that are environmentally friendly.**
2. All cleaning products shall be suitable for the surfaces intended, used in the manner specified by the manufacturer and brought onto the premises in the manufacturer's original unopened container. The Technical Authority may instruct the contractor to discontinue the use of any product judged not suitable and to substitute another mutually satisfactory product.
3. The contractor shall ensure that all cleaning products used in the facilities are classified and labeled according to the workplace hazardous materials information systems (WHMIS).
4. A binder with the copies of the material safety data sheets (MSDS) shall be kept on the premises and updated when new cleaning products are purchased. This binder shall be made available to the Technical Authority upon request.

#### **7. Uniforms**

1. All cleaning personnel employed in this building shall be uniformed as follows:
  1. Industrial type matching shirt and trousers, coveralls or duster coat. The company name or crest to be affixed to the shirt, coveralls or coat.
  2. Clean uniforms shall be worn at all times.
  3. Failure to provide the required uniforms may result in a reduction of the contractor's monthly payments. Employees not properly uniformed may be deemed unsuitable and excluded from the premises.

#### **8. Log book**

1. A log book shall be provided by the Technical Authority in each building. The log book shall be located **on site** and shall be made available for inspection by the Technical Authority.
2. The Contractor shall be responsible to record all cleaning performed.

**Public Works and Government Services Canada  
Janitorial Services  
Cleaning Specifications  
conditions**

**Special**

**9. Light, heat, power and water**

1. Canada shall supply all light, heat, power and hot/cold water reasonably required for the performance of the work.

**10. Elevator services**

1. Where applicable, the contractor shall be permitted the use of elevators, escalators, conveyors and dumbwaiters and shall be responsible for their safe operation.

**11. Additional special conditions**

**NOTE:** Clause 11 takes precedence over clauses 1 to 10, (**Section 1**). In addition to the services detailed in clauses 1 to 10, perform the following tasks:

1. **Reference to clause 3 (Staffing)**
  1. Delete “non working on-site supervisor” and replace with “Supervisor”. The “Supervisor is not required to be on-site, but must be responsible for the performance of the contract.



**Public Works and Government Services Canada**

**Janitorial Services**

**Cleaning Specifications  
frequencies**

**Operations and**

**Section 2**

**Operations and frequencies**

**1. Equipment:**

- 1 Vacuum and damp wipe all equipment using the proper germicidal cleaner.
- 2 Do not wipe the guiding rods of the Muscular Strength equipment.
- 3 When cleaning fans, remove fan cover and damp wipe blades.
- 4 Damp wipe mats with the proper cleaning solution.

**Annex “A” to Section 2**  
**Fitness equipment inventory / Cleaning schedule**

Floor	Address	Muscular Strength Equipmen †	Cardio/all types	Fans	Mats	Cleaning periods	From/to
<b>Basement</b>	105 Hôtel de ville	0	5	2	0	Evening	18 to 22hrs
<b>Ground</b>	1600 Startop	19	30	2	19	Evening	18 to 22hrs
<b>Second Floor</b>	2 Constellation	17	14	2	10	Evening	18 to 22hrs
<b>Basement</b>	2100 Walkley	17	8	2	1	Evening	18 to 22hrs
<b>Basement</b>	285 Coventry	27	35	2	18	Evening	18 to 22hrs
<b>Ground</b>	400 Cumberland	17	17	2	10	Evening	18 to 22hrs
<b>Second Floor</b>	412 Squadron Trailers	6	5	2	1	Evening	18 to 22hrs
<b>Ground</b>	241 B. Cité des jeunes	20	20	3	10	Evening	18 to 22hrs
<b>Ground</b>	Bldg 16 Uplands	6	4	2	6	Day	7 to 15hrs
<b>Second Floor</b>	M23Rockliffe	20	7	2	3	Day	7 to 15hrs
<b>Ground</b>	3545 Leitrim	16	28	3	30	Evening	18 to 22hrs
<b>Ground</b>	7 Bisley	19	13	2	11	Evening	18 to 22hrs
<b>Ground</b>	3701 Carling bldg 4	20	8	3	19	Evening	18 to 22hrs
<b>Ground</b>	455 BDLC	21	26	3	16	Evening	18 to 22hrs
<b>5TH Floor</b>	101 Colonel By	31	44	4	30	Day	7 to 15hrs
<b>Basement</b>	45 B. Sacré-Coeur	12	8	2	21	Evening	18 to 22hrs
<b>Ground</b>	Hangar 14 Uplands	10	6	2	2	Saturda y	7 to 15hrs
<b>Ground</b>	Golden Rod bldg 16 Tunney's	18	14	3	11	Saturda y	7 to 15hrs
<b>Basement</b>	615 Booth	23	12	3	1	Day	7 to 15hrs
<b>Ground</b>	1745 Alta Vista	16	25	4	15	Evening	18 to 22hrs
<b>Second Floor</b>	110 O'Connor	26	26	4	20	Evening	18 to 22hrs
<b>Total Fitness (21)</b>		<b>361</b>	<b>355</b>	<b>54</b>	<b>254</b>		



Government  
of Canada

Gouvernement  
du Canada

RECEIVED

AOût 25 2014

Contract Number / Numéro du contrat

EJ196 15 0921

Security Classification / Classification de sécurité  
UNCLASSIFIED

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

PART A - CONTRACT INFORMATION / PARTIE A - INFORMATION CONTRACTUELLE

1. Originating Government Department or Organization / Ministère ou organisme gouvernemental d'origine		Public Works and Government Services Canada	2. Branch or Directorate / Direction générale ou Direction RPS/MOA
3. a) Subcontract Number / Numéro du contrat de sous-traitance		3. b) Name and Address of Subcontractor / Nom et adresse du sous-traitant	
4. Brief Description of Work / Brève description du travail Fitness Equipment Cleaning			
5. a) Will the supplier require access to Controlled Goods? Le fournisseur aura-t-il accès à des marchandises contrôlées?			<input checked="" type="checkbox"/> No Non <input type="checkbox"/> Yes Oui
5. b) Will the supplier require access to unclassified military technical data subject to the provisions of the Technical Data Control Regulations? Le fournisseur aura-t-il accès à des données techniques militaires non classifiées qui sont assujetties aux dispositions du Règlement sur le contrôle des données techniques?			<input checked="" type="checkbox"/> No Non <input type="checkbox"/> Yes Oui
6. Indicate the type of access required / Indiquer le type d'accès requis			
6. a) Will the supplier and its employees require access to PROTECTED and/or CLASSIFIED information or assets? Le fournisseur ainsi que les employés auront-ils accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS? (Specify the level of access using the chart in Question 7. c) (Préciser le niveau d'accès en utilisant le tableau qui se trouve à la question 7. c)			<input checked="" type="checkbox"/> No Non <input type="checkbox"/> Yes Oui
6. b) Will the supplier and its employees (e.g. cleaners, maintenance personnel) require access to restricted access areas? No access to PROTECTED and/or CLASSIFIED information or assets is permitted. Le fournisseur et ses employés (p. ex. nettoyeurs, personnel d'entretien) auront-ils accès à des zones d'accès restreintes? L'accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS n'est pas autorisé.			<input type="checkbox"/> No Non <input checked="" type="checkbox"/> Yes Oui
6. c) Is this a commercial courier or delivery requirement with no overnight storage? S'agit-il d'un contrat de messagerie ou de livraison commerciale sans entreposage de nuit?			<input checked="" type="checkbox"/> No Non <input type="checkbox"/> Yes Oui
7. a) Indicate the type of information that the supplier will be required to access / Indiquer le type d'information auquel le fournisseur devra avoir accès			
Canada <input type="checkbox"/>	NATO / OTAN <input type="checkbox"/>	Foreign / Étranger <input type="checkbox"/>	
7. b) Release restrictions / Restrictions relatives à la diffusion			
No release restrictions Aucune restriction relative à la diffusion <input type="checkbox"/>	All NATO countries Tous les pays de l'OTAN <input type="checkbox"/>	No release restrictions Aucune restriction relative à la diffusion <input type="checkbox"/>	
Not releasable À ne pas diffuser <input type="checkbox"/>			
Restricted to: / Limité à: <input type="checkbox"/>	Restricted to: / Limité à: <input type="checkbox"/>	Restricted to: / Limité à: <input type="checkbox"/>	
Specify country(ies): / Préciser le(s) pays:	Specify country(ies): / Préciser le(s) pays:	Specify country(ies): / Préciser le(s) pays:	
7. c) Level of information / Niveau d'information			
PROTECTED A PROTÉGÉ A <input type="checkbox"/>	NATO UNCLASSIFIED NATO NON CLASSIFIÉ <input type="checkbox"/>	PROTECTED A PROTÉGÉ A <input type="checkbox"/>	
PROTECTED B PROTÉGÉ B <input type="checkbox"/>	NATO RESTRICTED NATO DIFFUSION RESTREINTE <input type="checkbox"/>	PROTECTED B PROTÉGÉ B <input type="checkbox"/>	
PROTECTED C PROTÉGÉ C <input type="checkbox"/>	NATO CONFIDENTIAL NATO CONFIDENTIEL <input type="checkbox"/>	PROTECTED C PROTÉGÉ C <input type="checkbox"/>	
CONFIDENTIAL CONFIDENTIEL <input type="checkbox"/>	NATO SECRET NATO SECRET <input type="checkbox"/>	CONFIDENTIAL CONFIDENTIEL <input type="checkbox"/>	
SECRET SECRET <input type="checkbox"/>	COSMIC TOP SECRET COSMIC TRÈS SECRET <input type="checkbox"/>	SECRET SECRET <input type="checkbox"/>	
TOP SECRET TRÈS SECRET <input type="checkbox"/>		TOP SECRET TRÈS SECRET <input type="checkbox"/>	
TOP SECRET (SIGINT) TRÈS SECRET (SIGINT) <input type="checkbox"/>		TOP SECRET (SIGINT) TRÈS SECRET (SIGINT) <input type="checkbox"/>	





Government  
of Canada

Gouvernement  
du Canada

Contract Number / Numéro du contrat

EJ196 15 0921

Security Classification / Classification de sécurité  
UNCLASSIFIED

**PART A (continued) / PARTIE A (suite)**

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

If Yes, indicate the level of sensitivity:

Dans l'affirmative, indiquer le niveau de sensibilité :

9. Will the supplier require access to extremely sensitive INFOSEC information or assets?  
Le fournisseur aura-t-il accès à des renseignements ou à des biens INFOSEC de nature extrêmement délicate? ☒ No ☐ Yes  
Non Oui

Short Title(s) of material / Titre(s) abrégé(s) du matériel :

Document Number / Numéro du document :

**PART 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<br>COTE DE FIABILITÉ | <input type="checkbox"/> CONFIDENTIAL<br>CONFIDENTIEL           | <input type="checkbox"/> SECRET<br>SECRET           | <input type="checkbox"/> TOP SECRET<br>TRÈS SECRET               |
| <input type="checkbox"/> TOP SECRET-- SIGINT<br>TRÈS SECRET -- SIGINT       | <input type="checkbox"/> NATO CONFIDENTIAL<br>NATO CONFIDENTIEL | <input type="checkbox"/> NATO SECRET<br>NATO SECRET | <input type="checkbox"/> COSMIC TOP SECRET<br>COSMIC TRÈS SECRET |
| <input type="checkbox"/> SITE ACCESS<br>ACCÈS AUX EMPLACEMENTS              |   |   |  |

Special comments:

Commentaires spéciaux :

Only security screened personnel must be utilized.

NOTE: If multiple levels of screening are identified, a Security Classification Guide must be provided.

REMARQUE : Si plusieurs niveaux de contrôle de sécurité sont requis, un guide de classification de la sécurité doit être fourni.

10. b) May unscreened personnel be used for portions of the work?  
Du personnel sans autorisation sécuritaire peut-il se voir confier des parties du travail? ☒ No ☐ Yes  
Non Oui

If Yes, will unscreened personnel be escorted?  
Dans l'affirmative, le personnel en question sera-t-il escorté? ☒ No ☐ Yes  
Non Oui

**PART 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 ☐ Yes  
Non Oui
11. b) Will the supplier be required to safeguard COMSEC information or assets?  
Le fournisseur sera-t-il tenu de protéger des renseignements ou des biens COMSEC? ☒ No ☐ Yes  
Non Oui

**PRODUCTION**

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

**INFORMATION TECHNOLOGY (IT) MEDIA / SUPPORT RELATIF À LA TECHNOLOGIE DE L'INFORMATION (TI)**

11. d) Will the supplier be required to use its IT systems to electronically process, produce or store PROTECTED and/or CLASSIFIED information or data?  
Le fournisseur sera-t-il tenu d'utiliser ses propres systèmes informatiques pour traiter, produire ou stocker électroniquement des renseignements ou des données PROTÉGÉS et/ou CLASSIFIÉS? ☒ No ☐ Yes  
Non Oui
11. e) Will there be an electronic link between the supplier's IT systems and the government department or agency?  
Disposera-t-on d'un lien électronique entre le système informatique du fournisseur et celui du ministère ou de l'agence gouvernementale? ☒ No ☐ Yes  
Non Oui



Government of Canada  
Gouvernement du Canada

Contract Number / Numéro du contrat

EJ196 15 0921

Security Classification / Classification de sécurité  
UNCLASSIFIED

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

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

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

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

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

**SUMMARY CHART / TABLEAU RÉCAPITULATIF**

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

12. a) Is the description of the work contained within this SRCL PROTECTED and/or CLASSIFIED?  
La description du travail visé par la présente LVERS est-elle de nature PROTÉGÉE et/ou CLASSIFIÉE?

☒ No  
Non ☐ Yes  
Oui

If Yes, classify this form by annotating the top and bottom in the area entitled "Security Classification".

Dans l'affirmative, classifiez le présent formulaire en indiquant le niveau de sécurité dans la case intitulée « Classification de sécurité » au haut et au bas du formulaire.

12. b) Will the documentation attached to this SRCL be PROTECTED and/or CLASSIFIED?  
La documentation associée à la présente LVERS sera-t-elle PROTÉGÉE et/ou CLASSIFIÉE?

☒ No  
Non ☐ Yes  
Oui

If Yes, classify this form by annotating the top and bottom in the area entitled "Security Classification" and indicate with attachments (e.g. SECRET with Attachments).

Dans l'affirmative, classifiez le présent formulaire en indiquant le niveau de sécurité dans la case intitulée « Classification de sécurité » au haut et au bas du formulaire et indiquez qu'il y a des pièces jointes (p. ex. SECRET avec des pièces jointes).



NOTE: This form is to be used with respect to the Successor Employer provisions of the contract.  
NOTA: Cette formule doit être utilisée en rapport avec les dispositions du contrat relatives à l'employeur qui succède.

INFORMATION ON INCUMBENT EMPLOYEES  
RENSEIGNEMENTS SUR LES EMPLOYÉS TITULAIRES D'UN POSTE

1. Company name - Nom de l'entreprise: **ABILITY INTERNATIONAL**  
2. Address - Adresse: **684 Churchhill Ave. South**  
3. Tel. no. - N° de tél: **(604) 272-3324**  
4. Fax no. - N° de télécopieur: **(604) 272-2215**  
5. Workplace address - Adresse du lieu de travail: **FITNESS EQUIPMENT LOCATION**  
6. Contract no. - N° du contrat: **2013/10/07**

10. Date of hire: **2013/10/07**  
11. Period of employment: **From 2013/10/07 To Present**  
12. Wage rates - Taux de traitement: **\$ 11.50**

13. Cost and period of each benefit: **Y-A M D-J Y-A M D-J Y-A M D-J**  
14. Job classification or description - Classification ou description des tâches: **cleaner**  
15. Number of weeks worked at premises during the 26 weeks preceding the date of request for information: **5 WK**  
16. Number of hours worked in regular/non-over-time work week: **34**  
17. If hours of work vary from week to week, number of non-over-time hours for each week worked during the 13 weeks preceding the request for information: **34**  
18. Statement (check as applicable):  
a) The employee is actively employed at the premises but his/her job duties were not primarily performed at the premises during his/her most recent 13 weeks of active employment. ☐  
b) The employee is employed but not actively employed at the premises, but his/her job duties were not primarily performed at the premises during his/her most recent 13 weeks of active employment. ☐  
c) The employee is not employed at the premises, but his/her job duties were not primarily performed at the premises during his/her most recent 13 weeks of active employment. ☐

19. If applicable, check one of the boxes: - Cochez une des cases s'il y a lieu:  
a) The employee is actively employed at the premises but his/her job duties were not primarily performed at the premises during his/her most recent 13 weeks of active employment. ☐  
b) The employee is employed but not actively employed at the premises, but his/her job duties were not primarily performed at the premises during his/her most recent 13 weeks of active employment. ☐  
c) The employee is not employed at the premises, but his/her job duties were not primarily performed at the premises during his/her most recent 13 weeks of active employment. ☐

20. Information provided on this form is: **Original**  
21. Name of authorized company representative - Nom du représentant autorisé de l'entreprise: **CHRYL WILK**

1. PWGSC - TPSCG 5116 (05/2004)  
2. Bidder(s) - Soumissionnaire(s)  
3. Successful Bidder - Soumissionnaire retenu  
4. Current Contractor - Entrepreneur actuel



NOTE: This form is to be used with respect to the Successor Employer provisions of the contract.  
NOTA: Cette formule doit être utilisée en rapport avec les dispositions du contrat relatives à l'employeur qui succède.

1. Company name - Nom de l'entreprise: **Ability Janitorial Services**  
2. Address - Adresse: **884 Churchill Ave. South**  
3. Tel. no. - N° de tél.: **(615) 722-3564**  
4. Fax no. - N° de télécopieur: **(615) 722-2215**  
5. Workplace address - Adresse du lieu de travail: **MINNESOTA (VARIOUS LOCATIONS)**  
6. Contract no. - N° du contrat: **1111111111**

List below all your employees working at this workplace and give each employee, in box 7, a separate number, if more space is required for any of these items, attach additional pages and make reference to the employees, separate number and to the item number.  
Dressez la liste de tous les employés travaillant à cet endroit et donnez à chacun, dans la case 7, un numéro distinct. Joignez au besoin des feuilles supplémentaires pour rapporter lequel de ces items et faites mention du numéro distinct de l'employé et du numéro de l'item.

10. Date of hire Date d'embauche	11. Period of employment Période d'emploi	14. Job classification or description Classification ou description des tâches	16. Number of hours worked in regular non-overtime work week Nombre d'heures travaillées dans une semaine régulière sans surtemps
2010/05/13	From 2010/05/13 To PRESENT	cleaner	4 1/2 hrs/wk

10. Date of hire Date d'embauche	11. Period of employment Période d'emploi	14. Job classification or description Classification ou description des tâches	16. Number of hours worked in regular non-overtime work week Nombre d'heures travaillées dans une semaine régulière sans surtemps
2010/11/01	From 2010/11/01 To PRESENT	cleaner	5 1/2 hrs/wk

19. If applicable, check one of the boxes - Cochez une des cases s'il y a lieu:

<input type="checkbox"/> Copy of collective agreement Copie de la convention collective annexée.	<input type="checkbox"/> Copy of union certificate attached Copie de l'accréditation syndicale annexée.	<input type="checkbox"/> Copy of pending union application(s) attached Copie de la (des) demande(s) d'adhésion syndicale annexée(s).	<input checked="" type="checkbox"/> Original Original	<input type="checkbox"/> Revised Révisé	<input type="checkbox"/> Modified Modifié	Dated - En date du Y-A M D-J	Signature	Date Y-A M D-J
---	--	---	--	--	--	---------------------------------	-----------	----------------

1 - PWGSC - TPSGC White copy - Copie blanche  
2 - Bidder(s) - Soumissionnaire(s) Pink copy - Copie rose  
3 - Successful Bidder - Soumissionnaire retenu Yellow copy - Copie jaune  
4 - Current Contractor - Entrepreneur actuel Buff copy - Copie chamais



NOTE: This form is to be used with respect to the Successor Employer provisions of the contract.  
NOTA: Cette formule doit être utilisée en rapport avec les dispositions du contrat relatives à l'employeur qui succède.

INFORMATION ON INCUMBENT EMPLOYEES  
RENSEIGNEMENTS SUR LES EMPLOYÉS TITULAIRES D'UN POSTE

Page 1 of 1

1. Company name - Nom de l'entreprise: **Apity Tentorial Services**  
 2. Address - Adresse: **884 Church Hill Ave South**  
 3. Tel. no. - N° de tél: **(605) 722-3504**  
 4. Fax no. - N° de télécopieur: **(605) 722-2215**  
 5. Workplace address - Adresse du lieu de travail: **FITNESS EQUIP. (WORKOUTS LOCALITY)**  
 6. Contract no. - N° du contrat: **2014 10, 22**

List below all your employees working at this workplace and give each employee, in box 7, a separate number. If more space is required for any of these items, attach additional pages and make reference to the employees' separate number and to the item number.  
 Dresser la liste de tous les employés travaillant à cet endroit et donnez à chacun, dans la case 7, un numéro distinct. Joignez au besoin des feuilles supplémentaires pour rapporter lequel de ces items et faites mention du numéro distinct de l'employé et du numéro de l'item.

10. Date of hire Date d'embauche	11. Period of employment Période d'emploi	14. Job classification or description Classification ou description des tâches	16. Number of hours worked in regular non-overtime work week Nombre d'heures travaillées dans une semaine régulière sans sursurtemps
2010/05/15	Week 1: Semaine 1: Week 2: Semaine 2: Week 3: Semaine 3: Week 4: Semaine 4: Week 5: Semaine 5: Week 6: Semaine 6: Week 7: Semaine 7: Week 8: Semaine 8: Week 9: Semaine 9: Week 10: Semaine 10: Week 11: Semaine 11: Week 12: Semaine 12: Week 13: Semaine 13:	ROAD SUPERVISOR	20/WK

10. Date of hire Date d'embauche	11. Period of employment Période d'emploi	14. Job classification or description Classification ou description des tâches	16. Number of hours worked in regular non-overtime work week Nombre d'heures travaillées dans une semaine régulière sans sursurtemps
2010/06/02	Week 1: Semaine 1: Week 2: Semaine 2: Week 3: Semaine 3: Week 4: Semaine 4: Week 5: Semaine 5: Week 6: Semaine 6: Week 7: Semaine 7: Week 8: Semaine 8: Week 9: Semaine 9: Week 10: Semaine 10: Week 11: Semaine 11: Week 12: Semaine 12: Week 13: Semaine 13:	CLEANER SPOT	

10. Date of hire Date d'embauche	11. Period of employment Période d'emploi	14. Job classification or description Classification ou description des tâches	16. Number of hours worked in regular non-overtime work week Nombre d'heures travaillées dans une semaine régulière sans sursurtemps
2010/06/02	Week 1: Semaine 1: Week 2: Semaine 2: Week 3: Semaine 3: Week 4: Semaine 4: Week 5: Semaine 5: Week 6: Semaine 6: Week 7: Semaine 7: Week 8: Semaine 8: Week 9: Semaine 9: Week 10: Semaine 10: Week 11: Semaine 11: Week 12: Semaine 12: Week 13: Semaine 13:	CLEANER SPOT	

19. If applicable, check one of the boxes: - Cochez une des cases s'il y a lieu:

<input type="checkbox"/> Copy of collective agreement Copie de la convention collective annexée.	<input type="checkbox"/> Copy of union certificate attached Copie de l'accréditation syndicale annexée.	<input type="checkbox"/> Copy of pending union application(s) attached Copie de la (des) demande(s) d'adhésion syndicale annexée(s).	<input checked="" type="checkbox"/> Original Original	<input type="checkbox"/> Revised Révisé	<input type="checkbox"/> Modified Modifié	<input type="checkbox"/> Dated - En date du Y-A M D-J	<input type="checkbox"/> Signature Signature	<input type="checkbox"/> Date Y-A M D-J
---	--	---	--	--	--	--	---	--

1 - PWGSC - TPSCG White copy - Copie blanche  
 2 - Bidder(s) - Soumissionnaire(s) Pink copy - Copie rose  
 3 - Successful Bidder - Soumissionnaire retenu Yellow copy - Copie jaune  
 4 - Current Contractor - Entrepreneur actuel Buff copy - Copie chambré