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## **PART 1 - GENERAL INFORMATION**

### **1. Security Requirement**

There is a security requirement associated with the requirement. For additional information, consult Part 4 - Evaluation Procedures and Basis of Selection and Part 6 - Resulting Contract Clauses.

### **2. Statement of Work**

See Statement of Work at Annex A.

### **3. Revision of Departmental Name**

As this bid solicitation is issued by Correctional Service Canada (CSC), any reference to Public Works and Government Services Canada (PWGSC) or its Minister contained in full text or by reference in any term, condition or clause of this document, or any resulting contract, must be interpreted as a reference to CSC or its Minister.

### **4. Debriefings**

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

### **5. Procurement Ombudsman**

The Office of the Procurement Ombudsman (OPO) was established by the Government of Canada to provide an independent avenue for suppliers to raise complaints regarding the award of contracts under 25,000 \$ for goods and under 100,000 \$ for services. You have the option of raising issues or concerns regarding the solicitation, or the award resulting from it, with the OPO by contacting them by telephone at 1-866-734-5169 or by e-mail at [boa-opo@boa.opo.gc.ca](mailto:boa-opo@boa.opo.gc.ca). You can also obtain more information on the OPO services available to you at their website at [www.opo-boa.gc.ca](http://www.opo-boa.gc.ca).

### **6. Set-aside for Comprehensive Land Claims Agreement(s) Beneficiaries**

This procurement is set aside from the international trade agreements under the provision each has for set-asides for small and minority businesses.

### **7. Set-aside under the Federal Government's Procurement Strategy for Aboriginal Business (PSAB)**

This procurement is set aside from the international trade agreements under the provision each has for set-asides for small and minority businesses.



## PART 2 - BIDDER INSTRUCTIONS

### 1. Standard Instructions, Clauses and Conditions

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

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

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

**Subsection 1.4 and 1.5 of 2003, Standard Instructions - Goods or Services - Competitive Requirements, does not form part of and not apply to the bid solicitation. All other subsections of « 01 Integrity Provisions – Bid », form part of and apply to the bid solicitation.**

### 2. Submission of Bids

**Subsection 5.2 d. of 2003, Standard Instructions - Goods or Services - Competitive Requirements, is amended as follows:**

REMOVE: send its bid only to Public Works and Government Services Canada (PWGSC) Bid Receiving Unit specified on page 1 of the bid solicitation or to the address specified in the bid solicitation. The facsimile number and related instructions for bids transmitted by facsimile are provided on page 1;

INSERT: send its bid only to Correctional Service of Canada (CSC) Bids Office specified on page 1 of the bid solicitation or to the address specified in the bid solicitation. The facsimile number and related instructions for bids transmitted by facsimile are provided on page 1.

Bids must be submitted only to CSC by the date, time and place indicated on page 1 of the bid solicitation.

**Due to the nature of the bid solicitation, bids transmitted by facsimile or email to CSC will not be accepted.**

The following information shall be written on the bid envelope:

- Bid number
- Name of the Contracting and Procurement Regional Officer
- Closing Date

### 3. Enquiries - Bid Solicitation

All enquiries must be submitted in writing to the Contracting Authority no later than **three (3) days** business 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 questions or may request that the Bidder do so, so that the proprietary nature of the question is eliminated, and the enquiry can be answered with copies to all bidders. Enquiries not submitted in a form that can be distributed to all bidders may not be answered by Canada.



### 3.1 Mandatory site visit

It is mandatory that the Bidder or a representative of the Bidder visit the work site. Arrangements have been made for site visit to be held on **March 4, 2015 at 13:00 pm**, at the following address: Correctional Service Canada, La Macaza Institution, 321 Chemin de l'Aéroport, La Macaza (QC) J0T 1R0.

Anyone who will attend the site visit is subject to a prior security check. The supplier must complete form CSC/SCC 1279 "Institutional Access CPIC Clearance Request" and fax **at 819-275-2738, no later than February 23, 2015.**

Bidders who do not confirm attendance and provide the name(s) of the person(s) who will attend as required will not be allowed access to the site. Bidders will be requested to sign an attendance form. **Bidders who do not attend or send a representative will not be given an alternative appointment but they will not be precluded from submitting a bid.**

### 4. Applicable Laws

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

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



## PART 3 - BID PREPARATION INSTRUCTIONS

### 1. Bid Preparation Instructions

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

Section I: Technical Bid: **one (1) hard copy**

Section II: Financial Bid: **one (1) hard copy**

Section III: Certifications: **one (1) hard copy**

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

In April 2006, Canada issued a policy directing federal departments and agencies to take the necessary steps to incorporate environmental considerations into the procurement process [Policy on Green Procurement](http://www.tpsgc-pwgsc.gc.ca/ecologisation-greening/achats-procurement/politique-policy-eng.html) (<http://www.tpsgc-pwgsc.gc.ca/ecologisation-greening/achats-procurement/politique-policy-eng.html>). To assist Canada in reaching its objectives, bidders are encouraged to:

- i. use paper containing fibre certified as originating from a sustainably-managed forest and/or containing minimum 30% recycled content; and
- ii. 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.

### 2. Section I: Technical Bid

In their technical bid, bidders should demonstrate their understanding of the requirements contained in the bid solicitation and explain how they will meet these requirements (see annex D). Bidders should demonstrate their capability in a thorough, concise and clear manner for carrying out the work.

The technical bid should address clearly and in sufficient depth the points that are subject to the evaluation criteria against which the bid will be evaluated. Simply repeating the statement contained in the bid solicitation is not sufficient. In order to facilitate the evaluation of the bid, Canada requests that bidders address and present topics in the order of the evaluation criteria (annex D) under the same headings. To avoid duplication, bidders may refer to different sections of their bids by identifying the specific paragraph and page number where the subject topic has already been addressed.

### 3. Section II: Financial Bid

Bidders must submit their financial bid in accordance with the pricing schedule detailed in **Annex B - Basis of Payment**. The total amount of Goods and Services Tax (GST) or Harmonized Sales Tax (HST) must be shown separately, if applicable.

See Annex B – Basis of Payment for the Pricing Schedule format (if applicable).

#### 3.1 Exchange Rate Fluctuation

Manual clause C3011T (2013-11-06) - Exchange Rate Fluctuation

### 4. Section III: Certifications

Bidders must submit the certifications required under **Part 5 - Certifications**.



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

### **1. Evaluation Procedures**

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

#### **1.1 Technical Evaluation**

##### **1.1.1 Mandatory Technical Criteria**

Proposals will be evaluated to determine if they meet all mandatory requirements outlined in **Annex D – Evaluation Criteria**. Proposals not meeting all mandatory criteria will be declared non-responsive and will be given no further consideration.

#### **1.2 Financial Evaluation**

Proposals containing a financial bid other than the one requested at **Article 3. Section II: Financial Bid of PART 3 – BID PREPARATION INSTRUCTIONS** will be declared non-compliant.

#### **Pricing Review**

Bidders are advised that a review of the proposed pricing may be required by Canada. Detailed supporting data may be requested by Canada to verify the proposed rates and other charges.

In the event of an error in extension or addition of prices, the unit price will prevail.

### **2. Basis of Selection**

The contract will be awarded to the responsive bid with the total bid price will be the lowest. Please note that for the purposes of evaluation, the total bid price will be calculated by adding the fixed hourly rates for the duration of the contract and option years. In case of a tie at the lowest total price between bidders, the contract will be awarded to the tenderer with the most experience as cleaning services in Canada (curriculum vitae).

The awarding of the contract is conditional on meeting the budget ceiling established for this contract.

### **3. Security Requirement**

3.1 Before award of a contract, the following conditions must be met:

- (a) the Bidder must hold a valid organization security clearance as indicated in Part 6 - Resulting Contract Clauses;
- (b) the Bidder's proposed individuals requiring access to classified or protected information, assets or sensitive work site(s) must meet the security requirement as indicated in **Part 6 - Resulting Contract Clauses**;
- (c) the Bidder must provide the name of all individuals who will require access to classified or protected information, assets or sensitive work sites.

3.2 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.





3.3 For additional information on security requirements, bidders should consult the "[Security Requirements for PWGSC Bid Solicitations - Instructions for Bidders](http://www.tpsgc-pwgsc.gc.ca/app-acq/lc-pl/lc-pl-eng.html#a31)" (<http://www.tpsgc-pwgsc.gc.ca/app-acq/lc-pl/lc-pl-eng.html#a31>) document on the Departmental Standard Procurement Documents Website.

#### **4. Insurance Requirement**

The Bidder must provide a letter from an insurance broker or an insurance company licensed to operate in Canada stating that the Bidder, if awarded a contract as a result of the bid solicitation, can be insured in accordance with the Insurance Requirements specified in clause 11 of Part 6, Resulting Contract Clauses.

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



## PART 5 - CERTIFICATIONS

Bidders must provide the required certifications to be awarded a contract. Canada will declare a bid non-responsive if the required certifications are not completed and submitted as requested.

Compliance with the certifications bidders provide to Canada is subject to verification by Canada during the bid evaluation period (before award of a contract) and after award of a contract. The Contracting Authority will have the right to ask for additional information to verify bidders' compliance with the certifications before award of a contract. The bid will be declared non-responsive if any certification made by the Bidder is untrue, whether made knowingly or unknowingly. Failure to comply with the certifications or to comply with the request of the Contracting Authority for additional information will also render the bid non-responsive.

### 1. Certifications Required with the Bid

Bidders must submit the following duly completed certifications with their bid.

#### 1.1 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](http://www.labour.gc.ca/eng/standards_equality/eq/emp/fcp/list/inelig.shtml)" list ([http://www.labour.gc.ca/eng/standards\\_equality/eq/emp/fcp/list/inelig.shtml](http://www.labour.gc.ca/eng/standards_equality/eq/emp/fcp/list/inelig.shtml)) available from [Human Resources and Skills Development Canada \(HRSDC\) - 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.

Canada will also have the right to terminate the Contract for default if a Contractor, or any member of the Contractor if the Contractor is a Joint Venture, appears on the "[FCP Limited Eligibility to Bid](#)" list during the period of the Contract.

The Bidder must provide the Contracting Authority with a completed annex [Federal Contractors Program for Employment Equity - Certification](#), before contract award. If the Bidder is a Joint Venture, the Bidder must provide the Contracting Authority with a completed annex [Federal Contractors Program for Employment Equity - Certification](#), for each member of the Joint Venture.

#### 1.2 Former Public Servant Certification

Contracts with former public servants (FPS) in receipt of a pension or of a lump sum payment must bear the closest public scrutiny, and reflect fairness in 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.

##### 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, in the context of the fee abatement formula, 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

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

If so, the Bidder must provide the following information:

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

### Work Force Reduction Program

Is the Bidder a FPS who received a lump sum payment pursuant to the terms of a work force reduction program? **YES** (  ) **NO** (  ).

If so, the Bidder must provide the following information:

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

For all contracts awarded during the lump sum payment period, the total amount of fees that may be paid to a FPS who received a lump sum payment is \$5,000, including the Goods and Services Tax or Harmonized Sales Tax.

**Note to Bidders:** Bidders are advised that a contract issued to a FPS in receipt of a pension under the *Public Service Superannuation Act* (PSSA) will be identified as such on the CSC Departmental Proactive Disclosure of Contracts internet site.

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

### 1.3 Status and Availability of Resources

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

#### **Certification:**

By submitting a bid, the Bidder certifies that the information submitted by the Bidder in response to the above requirements is accurate and complete.



## PART 6 - RESULTING CONTRACT CLAUSES

### 1. Site Security Requirement

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 Annexe C;
  - b) Industrial Security Manual (Latest Edition).
  - c)

### 2. Statement of Work

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

### 3. Standard Clauses and Conditions

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

As this Contract is issued by CSC, any reference to PWGSC or its Minister contained in full text or by reference in any term, condition or clause of this document must be interpreted as a reference to CSC or its Minister.

#### 3.1 General Conditions

SACC Manual clause 2010C (2014-03-01), General Conditions - Services (Medium Complexity), apply to and form part of the Contract.

**Subsection 27.4 of 2010C, General Conditions – Services (Medium Complexity), will not form part of the Contract. All other subsections of ‘2010C 27 Code of Conduct and Certifications – Contract’, will form part of the Contract.**

### 4. Term of Contract

#### 4.1 Period of the Contract

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

#### 4.2 Option to Extend the Contract

The Contractor grants to Canada the irrevocable option to extend the term of the Contract by up to **two (2) additional one (1) year periods** under the same conditions. The Contractor agrees that, during the extended period of the Contract, it will be paid in accordance with the applicable provisions as set out in the Basis of Payment.



**5. Authorities**

**5.1 Contracting Authority**

The Contracting Authority for the Contract is:

Name: **Martine Pilon**  
Title: Contracting and Procurement Regional Officer  
Correctional Service Canada  
Branch/Directorate: Material Resources Division  
Telephone: 450-661-9550, Ext. 3299  
E-mail address: [martine.A.pilon@csc-scc.gc.ca](mailto:martine.A.pilon@csc-scc.gc.ca)

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

**5.2 Project Authority** *(To be completed at the contract award)*

The Project Authority for the Contract is:

Name:  
Title:  
Correctional Service Canada  
Branch/Directorate:  
Telephone:  
Facsimile:  
E-mail address:

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

**5.3 Contractor's Representative** *(To be completed at the contract award)*

The Authorized Contractor's Representative is:

Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Company: \_\_\_\_\_  
Address: \_\_\_\_\_  
Telephone: \_\_\_\_\_-\_\_\_\_\_  
Facsimile: \_\_\_\_\_-\_\_\_\_\_  
E-mail address: \_\_\_\_\_

**6. Payment**

**6.1 Basis of Payment**

The rate quoted in Annex B includes all that is necessary to carry out the work in accordance with the expected services. This includes: the costs and administrative expenses, profit, transportation labor, and / or any other expenses necessary for the provision of services.



In consideration of the Contractor satisfactorily completing its obligations under the Contract, the Contractor will be paid firm prices in accordance with the Basis of Payment found within Annex B. Customs duties are included, and Goods and Services Tax or Harmonized Sales Tax (GST/HST) is extra, if applicable.

## 6.2 Limitation of Expenditure (*firm part*)

Canada's total liability to the Contractor under the Contract must not exceed \$ *(to be determined at contract award)*. Customs duties are "included" and Applicable Taxes are extra.

No increase in the total liability of Canada or in the price of the Work resulting from any design changes, modifications or interpretations of the Work, will be authorized or paid to the Contractor unless these design changes, modifications or interpretations have been approved, in writing, by the Contracting Authority before their incorporation into the Work. The Contractor must not perform any work or provide any service that would result in Canada's total liability being exceeded before obtaining the written approval of the Contracting Authority. The Contractor must notify the Contracting Authority in writing as to the adequacy of this sum:

- a. when it is 75 percent committed, or
- b. four (4) months before the contract expiry date, or
- c. as soon as the Contractor considers that the contract funds provided are inadequate for the completion of the Work, whichever comes first.

If the notification is for inadequate contract funds, the Contractor must provide to the Contracting Authority a written estimate for the additional funds required. Provision of such information by the

## 6.3 Financial limitation for additional work and work with unforeseen fixed costs (*variable part*)

A distinct order will be prepared by the technical authority on site for additional work and work with unforeseen fixed costs. The total cost to Canada resulting from work orders must not exceed the sum of *(to be determined at contract award)*, (Goods and Services Tax or Harmonized Sales Tax excluded) unless otherwise authorized in writing by the Contract Authority.

The Contractor must not perform any work or services or supply any articles in response to work orders which would cause the total cost to Canada to exceed the said sum, unless an increase is so authorized by the Contract Authority

## 6.4 Manual Clauses

SACC Manual clause A9117C (2007-11-30), T1204 - Direct Request by Customer Department

SACC Manual clause C0710C (2007-11-30), Time and Contract Price Verification

SACC Manual clause C0705C (2010-01-11), Discretionary Audit

## 6.5 Travel and Living Expenses

There are no travel and living expenses associated with the Contract, other than those included in ANNEX B – Basis of payment.

## 6.6 Direct deposit request

All new suppliers have to sign up for Direct Deposit to receive their payment. All « **IFMMS Supplier Record Requests / Revisions** » CSC / SCC 1400-03 (R-2014-06) form, must be sent to [GEN-QUE307Fournisseurs@CSC-SCC.GC.CA](mailto:GEN-QUE307Fournisseurs@CSC-SCC.GC.CA)



## 7. Invoicing Instructions

The Contractor must submit invoices in accordance with the information required in section 10, of the 2010C. (2013-03-21) General Conditions – Services (Medium Complexity).

## 8. Certifications

### 8.1 Certification of Compliance

Compliance with the certifications provided by the Contractor in its bid is a condition of the Contract and subject to verification by Canada during the term of the Contract. If the Contractor does not comply with any certification or it is determined that any certification made by the Contractor in its bid is untrue, whether made knowingly or unknowingly, Canada has the right, pursuant to the default provision of the Contract, to terminate the Contract for default.

## 9. Applicable Laws

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

## 10. Priority of Documents

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

- a) the Articles of Agreement;
- b) the General Conditions 2010C (2014-09-25) General Conditions - Services (Medium Complexity),
- c) Annex A, Statement of Work;
- d) Annex B, Basis of Payment;
- e) Annex C, Security Requirements Check List;
- f) Contractor's bid dated \_\_\_\_\_ *(to be determined at contract award)*,

## 11. Insurance Requirements

The Contractor must comply with the insurance requirements specified in below. The Contractor must maintain the required insurance coverage for the duration of the Contract. Compliance with the insurance requirements does not release the Contractor from or reduce its liability under the Contract.

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

The Contractor must forward to the Contracting Authority within ten (10) days after the date of award of the Contract, a Certificate of Insurance evidencing the insurance coverage and confirming that the insurance policy complying with the requirements is in force. 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.

### 11.1 Commercial General Liability Insurance

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



- a. Additional Insured: Canada is added as an additional insured, but only with respect to liability arising out of the Contractor's performance of the Contract. The interest of Canada should read as follows: Canada, as represented by Public Works and Government Services Canada.
- b. Bodily Injury and Property Damage to third parties arising out of the operations of the Contractor.
- c. Products and Completed Operations: Coverage for bodily injury or property damage arising out of goods or products manufactured, sold, handled, or distributed by the Contractor and/or arising out of operations that have been completed by the Contractor.
- d. Personal Injury: While not limited to, the coverage must include Violation of Privacy, Libel and Slander, False Arrest, Detention or Imprisonment and Defamation of Character.
- e. Cross Liability/Separation of Insureds: Without increasing the limit of liability, the policy must protect all insured parties to the full extent of coverage provided. Further, the policy must apply to each Insured in the same manner and to the same extent as if a separate policy had been issued to each.
- f. Blanket Contractual Liability: The policy must, on a blanket basis or by specific reference to the Contract, extend to assumed liabilities with respect to contractual provisions.
- g. Employees and, if applicable, Volunteers must be included as Additional Insured.
- h. Employers' Liability (or confirmation that all employees are covered by Worker's compensation (WSIB) or similar program)
- i. Broad Form Property Damage including Completed Operations: Expands the Property Damage coverage to include certain losses that would otherwise be excluded by the standard care, custody or control exclusion found in a standard policy.
- j. Notice of Cancellation: The Insurer will endeavour to provide the Contracting Authority thirty (30) days written notice of policy cancellation.
- k. If the policy is written on a claims-made basis, coverage must be in place for a period of at least 12 months after the completion or termination of the Contract.
- l. Owners' or Contractors' Protective Liability: Covers the damages that the Contractor becomes legally obligated to pay arising out of the operations of a subcontractor.
- m. Litigation Rights: Pursuant to subsection 5(d) of the [Department of Justice Act](#), S.C. 1993, c. J-2, s.1, if a suit is instituted for or against Canada which the Insurer would, but for this clause, have the right to pursue or defend on behalf of Canada as an Additional Named Insured under the insurance policy, the Insurer must promptly contact the Attorney General of Canada to agree on the legal strategies by sending a letter, by registered mail or by courier, with an acknowledgement of receipt.

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

For other provinces and territories, send to:





Senior General Counsel,  
Civil Litigation Section,  
Department of Justice  
234 Wellington Street, East Tower  
Ottawa, Ontario K1A 0H8

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

## **12. Ownership Control**

Where the Contractor will have access to any and all personal and confidential information belonging to Canada, CSC staff or inmates for the performance of the work, the following will apply:

- (a) The Contractor warrants that it is not under ownership control of any non-resident entity (ie. Individual, partnership, joint venture, corporation, Limited Liability Company, parent company, affiliate or other).
- (b) The Contractor shall advise the Minister of any change in ownership control for the duration of the contract.
- (c) The Contractor acknowledges that the Minister has relied on this warranty in entering into this Contract and that, in the event of breach of such warranty, or in the event that the Contractor's ownership control becomes under a non-resident entity, the Minister shall have the right to treat this Contract as being in default and terminate the contract accordingly.
- (d) For the purposes of this clause, a non-resident entity is any individual, partnership, joint venture, corporation, Limited Liability Company, parent company, affiliate or other residing outside of Canada.

## **13. Closure of Government Facilities**

13.1 Contractor personnel are employees of the Contractor and are paid by the Contractor on the basis of services rendered. Where the Contractor or the Contractor's employees are providing services on government premises pursuant to this Contract and the said premises become non accessible due to evacuation or closure of government facilities, and consequently no Work is being performed as a result of the closure, Canada will not be liable for payment to the Contractor for the period of closure.

13.2 Contractors working at CSC sites should be aware that they may be faced with delay or refusal of entry to certain areas at certain times even if prior arrangements for access may have been made. Contractors are advised to call in advance of travel to ensure that planned access is still available.

## **14. Tuberculosis Testing**

14.1 It is a condition of this contract that the Contractor or any employees of the Contractor who require entry into a Correctional Service of Canada Institution to fulfill the conditions of the contract may, at the sole discretion of the Warden, be required to provide proof of and results of a recent tuberculin test for the purpose of determining their TB infection status.

14.2 Failure to provide proof of and results of a tuberculin test may result in the termination of the contract.

14.3 All costs related to such testing will be at the sole expense of the Contractor.



## 15. Compliance with CSC Policies

- 15.1 The Contractor agrees that its employees and subcontractors will comply with all regulations and policies in force at the site where the work covered by this contract is to be performed.
- 15.2 Unless otherwise provided in the contract, the Contractor shall obtain all permits and hold all certificates and licenses required for the performance of the Work.
- 15.3 Details on existing CSC policies can be found at: [www.csc-scc.gc.ca](http://www.csc-scc.gc.ca) or any other CSC web page designated for such purpose.

## 16. Health and Labour Conditions

- 16.1 In this section, "Public Entity" means the municipal, provincial or federal government body authorized to enforce any laws concerning health and labour applicable to the performance of the Work or any part thereof.
- 16.2 The Contractor shall comply with all laws concerning health and labour conditions applicable to the performance of the Work or part thereof and shall also require compliance of same by all its subcontractors when applicable.
- 16.3 The Contractor upon any request for information or inspection dealing with the Work by an authorized representative of a Public Entity shall forthwith notify the Project Authority or Her Majesty.
- 16.4 Evidence of compliance with laws applicable to the performance of the Work or part thereof by either the Contractor or its subcontractor shall be furnished by the Contractor to the Project Authority or Her Majesty at such time as the Project Authority or Her Majesty may reasonably request."

## 17. Identification Protocol Responsibilities

The Contractor must ensure that the Contractor and each of its agents, representatives or subcontractors (referred to as Contractor Representatives for the purposes of this clause) comply with the following self-identification requirements:

- 17.1 During the performance of any Work at a Government of Canada site, the Contractor and each Contractor Representative must be clearly identified as such at all times;
- 17.2 During attendance at any meeting, the Contractor or Contractor Representatives must identify themselves as such to all meeting participants;
- 17.3 If the Contractor or a Contractor Representative requires the use of the Government of Canada's e-mail system in the performance of the Work, then the individual must clearly identify him or herself as the Contractor or an agent or subcontractor of the Contractor in all electronic mail in the signature block as well as under the e-mail account Properties. This identification protocol must also be used in all other correspondence, communication, and documentation; and
- 17.4 If Canada determines that the Contractor is not complying with any of the obligations stated in this article, Canada will advise the Contractor and request that the Contractor implement, without delay, appropriate corrective measures to eliminate recurrence of the problem.

## 18. Dispute Resolution Services

The parties understand that the Procurement Ombudsman appointed pursuant to Subsection 22.1(1) of the *Department of Public Works and Government Services Act* will, on request, and consent of the parties for both the process and to bear the cost of such process, assist in an alternative dispute resolution process to resolve any dispute between the parties respecting the interpretation or applicable of a term and condition of this contract. The Office of Procurement Ombudsman may be contacted by telephone at 1-866-734-5169 or by e-mail at [boa.opo@boa.opo.c.ca](mailto:boa.opo@boa.opo.c.ca).



## 19. Contract Administration

The parties understand that the Procurement Ombudsman appointed pursuant to Subsection 22.1(1) of the *Department of Public Works and Government Services Act* will review a complaint filed by ( *the supplier or the contractor or the name of the entity awarded this contract*) respecting administration of this contract if the requirements of Subsection 22.2(1) of the *Department of Public Works and Government Services Act* and Sections 15 and 16 of the *Procurement Ombudsman Regulations* have been met, and the interpretation and the application of the terms and conditions and the scope of work of this contract are not in dispute. The Office of Procurement Ombudsman may be contacted by telephone at 1-866-734-5169 or by e-mail at [boa.opo@boa.opo.c.ca](mailto:boa.opo@boa.opo.c.ca).



## ANNEX A – STATEMENT OF WORK

### 1. DESCRIPTION OF THE WORK – HOUSEKEEPING SERVICE

Provide cleaning (maintenance) service for the main entrance, administration, the detention area control post and the MCCP (security control post), the Training Centre, building M-02, located outside the perimeter, provide maintenance service only of the sanitary facilities and at school (3 classroom).

Upon request, additional cleaning will be done, during the day or at night, at the firing range and Tower 4 (+/- 2 hours – about 5 times yearly). This maintenance will have to be done within 24 hours of receiving the request from the authorized official, namely the institutional services supervisor or substitute.

The institution provides the cleaning products and equipment (vacuum cleaner, broom, etc.).

The Contractor shall do the cleaning (maintenance) in the following sectors **THREE (3) TIMES A WEEK** (Mondays, Wednesdays, Fridays) **in the evening**

#### MAIN ENTRANCE (CONTROL POST) AND MCCP

- Sweep the floors;
- Wash the floors;
- Polish the floors, as required;
- Wax the floors and strip them if necessary;
- Vacuum the carpets;
- Wash and disinfect the basement toilets;
- Wash the main entrance control post's windows;
- Dust off and wash the counter in the main entrance control post and in the MCCP in the basement;
- Empty the garbage cans and take out the garbage;
- Disinfect the door handles;
- Replace the garbage bags.

#### ADMINISTRATION

- Wash the men's and women's showers in the administration building basement;
- Wash and disinfect the men's and women's toilets;
- Sweep the floors in the basement corridor and showers;
- Wash the floors in the basement corridor and showers;
- Empty the garbage cans and take out the garbage.

#### DETENTION AREA

- Sweep the control post and toilet floors;
- Wash the control post and toilet floors;
- Wash and disinfect the toilets;
- Wash the insides of the windows in the detention area control post;
- Empty the garbage cans;
- Wash the microwave oven;
- Dust off the dinette control center counters.

#### BUILDING M-02 – TRAINING CENTRE

- Sweep the floors in the corridor, training room, dining room and the two (2) toilets;
- Wash the floors in the corridor, training room, dining room and toilets (2);
- Wash and disinfect the toilet;
- Empty the garbage cans and take out the garbage;
- Clean the window sills and make sure they are insect-free.



The Contractor shall do the maintenance in the following sectors **TWO (2) TIMES A WEEK**, Tuesday and Thursday **in the evening**

**MAIN ENTRANCE (CONTROL POST) AND MCCP**

- Wash and disinfect the basement toilets;
- Empty the toilet garbage cans and take out the garbage.
- Replace the garbage bags.

**ADMINISTRATION (BASEMENT)**

- Wash the men's and women's showers in the administration building basement;
- Wash and disinfect the men's and women's toilets;
- Sweep the floors in the showers;
- Wash the floors in the showers;
- Empty the garbage cans in the men's and women's bathrooms and take out the garbage.

**ADMINISTRATION (GROUND FLOOR)**

- Wash the toilets.

**DETENTION AREA**

- Sweep the toilet floor;
- Wash the toilet floor;
- Empty the garbage cans.

**BUILDING M-02**

- Sweep the floors in the two (2) toilets (men's and women's);
- Wash the floors in the two (2) toilets (men's and women's);
- Wash and disinfect the toilets;
- Empty the garbage cans and take out the garbage.

The Contractor shall do the maintenance in the following sectors **ONE (1) TIME A WEEK**, (Sunday), **daytime**

**MCCP**

- Wash and disinfect the basement toilets;
- Empty the toilet garbage cans and take out the garbage.
- Replace the garbage bags.

**DETENTION AREA**

- Sweep the toilet floor;
- Wash the toilet floor;
- Empty the garbage cans.

The Contractor shall do the maintenance in the following sectors **ONE (1) TIME A WEEK**, (Wednesday) **in the evening**

**SCHOOL**

- Sweep the toilet floor;
- Wash the toilet floor;
- Dusting offices.



## VARIABLE PART

The Contractor shall do the maintenance in the following sectors **UPON REQUEST DURING THE DAY OR EVENING** (+/- 2 hours – about 5 times yearly) within 24 hours of the service call, and will be paid at the hourly rate

### FIRING RANGE AND TOWER NO. 4

- Sweep the floors;
- Wash the floors;
- Wash and disinfect the toilets;
- Empty the garbage cans.

## 2. DESCRIPTION OF THE WORK

The Contractor shall provide the names of the employees who can perform the work and who will have previously provided certain personal information so that the Correctional Service of Canada can do a security check.

The employees who have received their security clearance shall present themselves at the main entrance (reception) and will be issued an identity card at each visit. They must return this card to the reception desk when they leave.

The designated individuals must submit to the regular searches at the main entrance according to the procedures set out in our policies.

They must also refrain from bringing prohibited and unauthorized items into the institution as stipulated in our policies (e.g.: cell phones, pagers, USB keys, laptops, tools, tobacco products, etc.).

## 3. AREAS TO CLEAN/MAINTAIN

The Contractor shall maintain all the physical locations described in these housekeeping specifications. Also, the Contractor shall provide the manpower needed to carry out the work described in these specifications and in the contract documents.

### 3.1 MANAGING CONTRACTOR EMPLOYEES

The Contractor is wholly responsible for managing contractor employees.

The Contractor is responsible for giving contractor employees training in the work procedures.

The Contractor takes full responsibility for the contractor employees' actions during the performance of the contract.

The Contractor must meet his/her obligations concerning contractor employees' occupational health and safety.

### 3.2 SITE CONDITIONS

At the time the contract is awarded, the Contractor must have already seen and accepted the condition of the building to be maintained. It is clearly understood that the manager will not pay the Contractor any additional amount of money should the previous Contractor have been negligent or committed any errors in maintaining the site.

Should the Contractor notice any abnormalities or defects, he/she must notify the manager in writing within 30 days of being awarded the contract, so as to avoid being held responsible later.



### **3.3 EMPLOYEE INTEGRITY**

Upon the signing of the contract, the Contractor shall provide a complete list of the contractor employees who underwent the necessary security screening and who will be assigned to carry out the contract work. A valid copy of each employee's security certificate must be included.

The Contractor is responsible for keeping an up-to-date list of his/her employees with a security clearance, for the purposes of verification by the Security Service. All Contractor employees who must have access to "Protected" information or assets or to institution work sites to which access is regulated, must have a valid Reliability Status, granted or approved by the Correctional Service of Canada's Security Division. Any employee not meeting the security standards will be refused access to the institution, and any resulting costs shall be borne by the Contractor.

The Contractor must ensure that no authorization is given to any contractor employee to take from the building any item, including found ones, not belonging to the employee.

In addition, the manager reserves the right to search any parcel or container belonging to a contractor employee as well as the latter's equipment and storage facilities (lockers or changing rooms) on the building premises. The Security Service manager or authorized official shall perform these searches.

Only those tasks specified herein may be carried out at the worksite by the Contractor or the contractor employees.

The Contractor must ensure that contractor employees comply with the regulations concerning the confidential nature of building-related and any other written or verbal information.

### **3.4 WORKFORCE**

#### **3.4.1 Competency**

The Contractor shall provide all the qualified workers needed to do the work properly, and shall comply with regulations throughout the duration of the contract. The Contractor shall be given a list of the regulations if necessary.

Upon signing the contract, the Contractor shall give the manager a complete list of the workers assigned to the contract. This list is subject to approval by the manager, who reserves the right and the privilege to request that the list be revised. In addition, the Contractor shall notify the manager of any changes to this list.

#### **3.4.2 Instructions**

Any questions about technical aspects of the work must be discussed and resolved with the manager.

#### **3.4.3 Contact with users**

Contractor employees must under no circumstances communicate with inmates or disturb the building occupants or CSC employees. The manager must be told about any problems that arise in this respect; the same hold true if contractor employees are disturbed.

### **3.5 WORK METHODS**

#### **3.5.1 General information**

The Contractor shall use the cleaning methods he/she feels are the most appropriate for doing the work, with the exception of when cleaning the floors (resilient surfaces), which as a general rule should be buffed.



If alkaline cleaning products must be used for the work, precautionary measures must be taken to ensure that upon completion of the work the surfaces cleaned are pH neutral. For general, thorough carpets cleaning, the contractor employees must plan on allowing sufficient time for the carpets to dry completely.

### **3.5.2 Restrictions**

Contractor employees must not move any papers, documents or items left on desks or other furniture. Under no circumstances shall contractor employees be allowed to open desk drawers, filing cabinets or other furniture.

Contractor employees are expressly forbidden to place chairs, paper baskets and other items on the desks or tables, unless having previously covered these with an appropriate protective fabric. Under no circumstance may contractor employees climb up on office furniture items such as tables, chairs, filing cabinets, etc. to perform the work or for any other purposes. Also, contractor employees may under no circumstances be authorized to use for their own purposes the telephones or other items left on the desks. Electrical, computer and telephone equipment must never be disconnected.

### **3.5.3 Opening entrance doors is forbidden**

The contractor employees must never open the entrance doors for anyone whatsoever. The employees shall refer anyone presenting themselves at the entrance to the building manager.

## **3.6 FOUND OBJECTS**

The contractor employees shall give any objects found to the supervisor, who shall hand these over to the officer in charge of the building's security.

## **3.7 BREAKAGES AND DEFECTS**

### **3.7.1 Breakages**

The Contractor shall notify the manager or designated representative as quickly as possibly of any damages caused accidentally or not by the contractor employees.

### **3.7.2 Defects**

While doing the cleaning work, the contractor employees shall note any equipment or building defects and notify the supervisor. Depending on the seriousness of the defect, the supervisor shall in turn notify the building manager as soon as possible.

During winter, the Contractor shall promptly notify the building manager if any office has a window left open, thus causing the location to be unusually cold.

### **3.7.3 Procedures**

The Contractor must be sure that building activities are not interrupted, and therefore must carry out the sanitary maintenance on a schedule that does not affect the smooth running of building activities. The Contractor must comply with the manager's specified procedures and requirements for performing the sanitary maintenance within the specialized services.

### **3.7.4 Security inspection**

The manager representing the Correctional Service of Canada is permitted at all times to inspect where the Contractor is working and the equipment being used. The manager shall be authorized to make any recommendations deemed appropriate, and the Contractor shall immediately comply with and carry out these recommendations, notwithstanding the maintenance activities set out in the technical specifications.





## **4. STANDARDIZED SANITARY MAINTENANCE DIRECTIONS**

### **4.1 QUALITY MANAGEMENT**

#### **4.1.1 Introduction**

Once awarded the contract, the Contractor must provide the quality services as stipulated in the following standardized directions. The quality management process outlined below is aimed at ensuring follow-up of the work carried out in order to meet the stated objectives. This process will be implemented progressively, with a one-month breaking-in period in force at the start of the contract.

This mechanism also precisely sets out the protocol to follow when the Contractor does not adhere to the contractual quality-of-service agreements.

#### **4.1.2 Quality control for routine and monthly work**

The manager shall inspect the work locations in accordance with the quality control form, alone or together with the Contractor, (depending on what the manager agreed to). The frequency of the inspections is entirely up to the manager. The manager shall give the Contractor the inspection results.

#### **4.1.3 Non-compliant results**

The Contractor shall be considered to be in default if the manager's quality control report shows results that do not meet the tolerance levels. If it is a first instance of default, the Contractor will be given a written notice from the manager stipulating the adjustments to be made in order to meet the tolerance levels. No penalty shall be applied; however, the remedial work will have to be carried out within 48 hours. In the event that all the remedial work requested was not done properly within the time limit set, the Contractor will then receive a non-compliance notice by fax or mail from the manager indicating the type of penalty that will be imposed in the current month's bill. In addition, the Contractor will have to correct the faults within 48 hours.

## **4.2 STANDARDS DEFINITION**

The manager and the Contractor undertake to base the quality assessment on the standardized directions in force.

### **4.2.1 Floor maintenance**

- Sweeping or dusting with a mop and removal of spots/stains.
- No dirt or debris is to be left in the corners, behind or underneath the radiators, under the furniture or behind the doors.
- There must be no layer of dust left on the floor.
- The areas swept must be free of dust, residues and stains (calcium, coffee, soft drinks, scuff marks, etc.).
- Cleaning grooved areas (foot grille, doorsills, etc.).

### **4.2.2 Wet and damp mopping**

- All areas mopped must be clean, stain-free and without mop streaks or loose mop strands.
- Walls, baseboards and other surfaces must be free of water or splash marks.
- There must be no water or other cleaning liquid remaining under the feet of furniture or metal filing cabinets.
- Boot mats must be washed at the same time.

### **4.2.3 Floor stain removal**

- Remove all stains, dirt or residues (calcium, coffee, soft drinks, scuff marks, etc.) from surfaces.
- All stains that resist normal cleaning procedures must be removed with an appropriate stain remover. The manufacturer's recommended techniques must be followed. The products used must not affect surface finishes.



#### **4.2.4 Spray buffing**

- There must be no dust or dirt on the floors.
- There must be no marks or streaks from excessive spraying.
- The floor must look clean.
- There must be no splash marks caused by spraying on the baseboards, equipment and furniture.
- Boot trays must be cleaned at the same time.

#### **4.2.5 Finishing (application of floor finishes)**

- There must be no loose strands on the floor.
- The floor must be clean and shiny, including in the corners and under the furniture.
- There must be no splash marks on the walls, baseboards, furniture and other surfaces.
- Furniture must be put back in their original position after the work is finished.
- At least three coats of wax must be applied.

#### **4.2.6 Vacuum cleaning**

- Rugs and carpets must be clean and free of dust, dirt, stains or other debris.
- Mats must be dust- and dirt-free.
- The floor right next to carpet edges must be dust- and dirt-free.
- Floors around carpets must be clean. No dirt must be left in the corners, under furniture or behind doors.

#### **4.2.7 Miscellaneous**

- Chairs, wastepaper baskets and other containers must not be placed on the desks or tables during cleaning.
- All furniture and equipment must be put back in their original position.

#### **4.2.8 Walls**

- There must be no dirt, grime or other marks left on the walls.

#### **4.2.9 Glass doors and glass panels**

- There must be no streaks or smears on the glass and all the frames must be clean.
- There must be no water left on the sills or edges.

#### **4.2.10 Polishing metal surfaces**

- Push bars, protective plates, railings, doors and other metal surfaces must be clean and polished.

#### **4.2.11 Trash collection**

- Trash cans and wastepaper baskets must be emptied and the insides cleaned.
- Garbage bags must be replaced. Trash containers' outside surfaces must be clean.

#### **4.2.12 Dusting**

- Dust off and clean the desks and other office furniture.
- Use a vacuum cleaner to remove dust and dirt from the chairs and armchairs.
- Use a rag to wipe off the glass desktops and tabletops.
- Dust off all engravings, plaques, horizontal and other surfaces.
- Dust off and clean the radiators, window sills, doorsills, framed pictures, blinds, baseboards and partition edges.
- Dust off the ventilation grills.

#### **4.2.13 Removing spots/stains**

- Walls, doors, framed pictures and glass partitions must be immaculate.

#### **4.2.14 Damp wiping**

- Mirrors and glass items must be wiped clean with a damp cleaning cloth.

#### **4.2.15 Toilets, bathrooms and showers**

- Trash removal



- Trash and wastepaper baskets must be emptied, garbage bags replaced as necessary and the containers' inside and outside surfaces properly wiped.

- **Provisions**

- All dispensers must be refilled.

- **Sanitary equipment**

- Washbasins and exposed plumbing must be dust-, dirt-free and spotless.
- Urinals and toilet handles, seats, and tanks must be thoroughly cleaned.
- The plumbing fixtures and the counters must be spotless, dust-free and without any traces of soap or mildew.

- **Dispensers, walls, toilet stall partitions, doors, shelves, mirrors and window sills**

- All dispensers, shelves, sills and shelf brackets must be dust-free, spotless and without marks.
- All mirrors must be clean.
- The walls, stall divisions and doors must be dust-free, without marks, graffiti or mop streaks on them, and the plumbing connections must be mildew-free.

#### 4.2.16 Floors

- The floors must be maintained as described in the sections "Floor maintenance" and "Disinfecting areas in which diseases can spread"
- **Cleaning and polishing**
  - Glass, wood and metal surfaces must be clean, dirt-free and without marks.
  - The walls must be without marks up to eye level.
  - Frames, windows and the adjacent surfaces must be dust-free.

#### 4.2.17 Ventilator fans and air diffusers

- Ventilator fans and air diffusers must be dusted.
- The ventilator frame must be properly cleaned.

#### 4.2.18 Exhaust ventilator

- The ventilator wall surface must be dust-free.

#### 4.2.19 Wall-ceiling junction

- There must be no spider webs at the junction of the walls and ceiling.

#### 4.2.20 Cleaning windows, partitions and glass panels

- The frames, sills and edges must be clean and without marks.
- Items displaced during cleaning must be put back in place.

#### 4.2.21 Storage areas

- All the floors must be clean.
- All equipment and walls must be dust-free and spotless.
- The mop buckets and carts must be empty, clean and odour-free.
- No papers, trash or trashcans are to be left in the product and equipment storage room.

#### 4.2.22 Disinfecting areas in which diseases can spread

Areas such as, but not limited to bathrooms, showers, and lockers must be well-treated hygienically by cleaning and disinfecting them with a germicidal detergent. The floors, walls, shower curtains, soap holders, floor grill drainage tiles and non-slip mats must be free of soap, debris, residues and any other dirt. A disinfecting solution shall be poured down the floor drains to control odours and the bacteria that develop there.



## **5. SPECIAL CONDITIONS**

### **5.1 QUALIFIERS**

The technical specifications are to be considered as merely a basic amount of information for ensuring cleanliness of the premises. The tasks and the frequency of their execution define the required quality of the work.

Notwithstanding the specifications and the task frequency, the Contractor is responsible for maintaining all the premises in a state of cleanliness in accordance with current standards. The Contractor shall modify the work routes according to the seasons and in the event of sector reorganization. During such reorganization, a reduction in the amount of work could be expected; after the reorganization, however, extra work may have to be done to thoroughly clean the premises prior to staff moving in.

Except if an exceptional situation arises, no payment will be made for temporary extra work (due to reorganization, construction, repairs).

### **5.2 WORK SCHEDULE, ATTENDANCE AND TIME SHEETS**

If the manager so requires, the Contractor with five days' notice shall change the contractor employee work schedule and shifts.

Each contractor employee shall sign the daily attendance sheet upon entering and leaving the building.

Any contractor employee who leaves the work site for any reason whatever must sign the attendance sheet, indicating the departure time. The employee has to sign the sheet again if returning to work.

### **5.3 WORK FOLLOW-UP**

The Contractor shall carry out, with the manager, any inspection that the latter has requested.

### **5.4 CHECKING DOORS, WINDOWS, AND FAUCETS**

At all times the Contractor shall take the necessary measures to ensure no door or window remains open or unlocked when the contractor employee is absent (unless the manager expressly makes an exception). The Contractor shall follow all the manager's instructions.

### **5.5 WASTE**

#### **Non-recyclable waste**

The Contractor must collect and take all non-recyclable waste to the waste management centre decided on by the manager. As far as the collection and disposal of services' waste is concerned, it is the Contractor's responsibility to check with the services concerned and comply with their schedules.

#### **Recyclable waste**

The Contractor must empty all the recycling containers daily, and take the recyclable waste to the locations specified by the manager.

### **5.6 CLEANING PRODUCTS, SANITARY PROVISIONS, AND GARBAGE BAGS**

#### **5.6.1 Cleaning products**

The Contractor must use the materials and products that good cleaning procedures necessitate.

The Contractor shall supply the maintenance products and the workforce needed to do cleaning and housekeeping.



In each sector there will be cleaning provisions available for the Contractor, as well as toilet paper, brown paper, garbage bags, hand soap for the dispensers, and the mats supplied by the Correctional Service of Canada.

All cleaning product containers must be individually labelled.

#### **5.6.1.1 Prohibited use**

No acid product may be used unless authorized by the manager;

#### **5.6.1.2 Cleaning products-related regulations and legislation**

The Contractor must comply with internal and governmental legislation and regulations governing occupational health and safety. Each product used or stored on the premises must be clearly identified and have its own material safety data sheet. The Contractor must ensure that all contractor employees have received occupational health and safety training in order to satisfy the WHMIS-related requirements.



**ANNEX B – BASIS OF PAYMENT**

**1.0 Contract Period**

The Contractor will be paid in accordance with the following Basis of Payment for Work performed pursuant to this Contract.

For the provision of services as described in Annex A - Statement of Work, the Contractor will be paid the all inclusive firm per hourly rate(s) below in the performance of this Contract, HST or GST extra.

**FIRM PART: April 1<sup>ST</sup> 2015 TO march 31<sup>TH</sup> 2016**

<b>FIRM PART CLEANING SERVICES</b>	
The Contractor shall do the cleaning maintenance in the following sectors <b>THREE (3) times a week</b> (Mondays, Wednesdays & Fridays) <b>IN THE EVENING</b> . Main Entrance, Administration, Detention and M-2 Building	
The Contractor shall do the cleaning maintenance in the following sectors <b>TWO (2) times a week</b> (Tuesdays & Thursdays) <b>IN THE EVENING</b> .	
The Contractor shall do the cleaning maintenance in the following sectors <b>ONE (1) time a week</b> (Sunday) <b>DAYTIME</b> . MCCP & Detention and Wednesday <b>IN THE EVENING SCHOOL</b> (3 classroom).	
_____ \$ MONTHLY	_____ \$ ANNUAL TOTAL
<b>VARIABLE PART - ON CALL</b>	
Upon request, additional cleaning will be done, during the day or at night, at the firing range and Tower 4 (+/- 2 hours – about 5 times yearly). This maintenance will have to be done within 24 hours of receiving the request from the authorized official, namely the institutional services supervisor or substitute.	
10 HOURS APPROX.	\$ _____ / HOUR

**Hourly rates:**

ONLY those services actually rendered shall be paid for. Hourly rates apply to on-site productive work time, which includes but is not limited to mobilization, demobilization and clean-up. Hourly rates do not apply to meal times or unauthorized breaks. No payment shall be made for travel time to the site. In other words, time paid shall be calculated based on arrival and departure times at the institution.

**Expenses:**

ONLY those expenses invoiced at the above bid rates shall be paid. Bid rates include EVERYTHING that is necessary to perform the work in accordance with expected services. This includes but is not limited to administration fees and expenses; profit; transportation of labour, equipment and materials; and any other necessary service delivery expenses.



**2.0 Options to Extend the Contract Period:**

Subject to the exercise of the option to extend the Contract period in accordance with Article <To Be Inserted at Contract Award> of the original contract, Options to Extend Contract, the Contractor will be paid the firm all inclusive Per Diem rate(s), in accordance with the following table, GST or HST extra, to complete all Work and services required to be performed in relation to the Contract extension.

The Contractor must advise the Project Authority when 75% of the Contract's financial limitation is reached. This financial information can also be requested by the project Authority on an as-requested basis.

**Option #1: April 1<sup>ST</sup> 2016 TO march 31<sup>TH</sup> 2017**

<b>FIRM PART CLEANING SERVICES</b>	
The Contractor shall do the cleaning maintenance in the following sectors <b>THREE (3) times a week</b> (Mondays, Wednesdays & Fridays) <b>IN THE EVENING</b> . Main Entrance, Administration, Detention and M-2 Building	
The Contractor shall do the cleaning maintenance in the following sectors <b>TWO (2) times a week</b> (Tuesdays & Thursdays) <b>IN THE EVENING</b> .	
The Contractor shall do the cleaning maintenance in the following sectors <b>ONE (1) time a week</b> (Sunday) <b>DAYTIME</b> . MCCP & Detention and Wednesday <b>IN THE EVENING SCHOOL</b> (3 classroom).	
_____ \$ MONTHLY	_____ \$ ANNUAL TOTAL
<b>VARIABLE PART - ON CALL</b>	
Upon request, additional cleaning will be done, during the day or at night, at the firing range and Tower 4 (+/- 2 hours – about 5 times yearly). This maintenance will have to be done within 24 hours of receiving the request from the authorized official, namely the institutional services supervisor or substitute.	
10 HOURS APPROX.	\$ _____ / HOUR

**Option #2: April 1<sup>ST</sup> 2017 TO march 31<sup>TH</sup> 2018**

<b>FIRM PART CLEANING SERVICES</b>	
The Contractor shall do the cleaning maintenance in the following sectors <b>THREE (3) times a week</b> (Mondays, Wednesdays & Fridays) <b>IN THE EVENING</b> . Main Entrance, Administration, Detention and M-2 Building	
The Contractor shall do the cleaning maintenance in the following sectors <b>TWO (2) times a week</b> (Tuesdays & Thursdays) <b>IN THE EVENING</b> .	
The Contractor shall do the cleaning maintenance in the following sectors <b>ONE (1) time a week</b> (Sunday) <b>DAYTIME</b> . MCCP & Detention and Wednesday <b>IN THE EVENING SCHOOL</b> (3 classroom).	
_____ \$ MONTHLY	_____ \$ ANNUAL TOTAL
<b>VARIABLE PART - ON CALL</b>	
Upon request, additional cleaning will be done, during the day or at night, at the firing range and Tower 4 (+/- 2 hours – about 5 times yearly). This maintenance will have to be done within 24 hours of receiving the request from the authorized official, namely the institutional services supervisor or substitute.	
10 HOURS APPROX.	\$ _____ / HOUR

**Hourly rates:**

ONLY those services actually rendered shall be paid for. Hourly rates apply to on-site productive work time, which includes but is not limited to mobilization, demobilization and clean-up. Hourly rates do not apply to meal times or unauthorized breaks. No payment shall be made for travel time to the site. In other words, time paid shall be calculated based on arrival and departure times at the institution.

**Expenses:**

ONLY those expenses invoiced at the above bid rates shall be paid. Bid rates include EVERYTHING that is necessary to perform the work in accordance with expected services. This includes but is not limited to administration fees and expenses; profit; transportation of labour, equipment and materials; and any other necessary service delivery expenses.



### **3.0 HST or GST**

All prices and amounts of money in the contract are exclusive of Goods and Services Tax (GST) or Harmonized Sales Tax (HST), as applicable, unless otherwise indicated. The GST or HST, whichever is applicable, is extra to the price herein and will be paid by Canada.





ANNEX C – SECURITY REQUIREMENT CHECK LIST (SRCL)

Government of Canada / Gouvernement du Canada

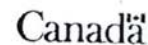
Contract Number / Numéro du contrat <b>21301-15-2115215</b>
Security Classification / Classification de sécurité

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 <b>Service correctionnel du Canada</b>	2. Branch or Directorate / Direction générale ou Direction <b>Services de gestion</b>	
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 Entretien ménager des différents secteurs sécuritaires pour Établissement La Macaza		
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"/> <b>N/A</b>	NATO / OTAN <input type="checkbox"/>	Foreign / Étranger <input type="checkbox"/>
7 b) Release restrictions / Restrictions relatives à la diffusion	All NATO countries / Tous les pays de l'OTAN <input type="checkbox"/>	No release restrictions / Aucune restriction relative à la diffusion <input type="checkbox"/>
No release restrictions / Aucune restriction relative à la diffusion <input type="checkbox"/> <b>N/A</b>	Restricted to / Limité à <input type="checkbox"/>	Restricted to / Limité à <input type="checkbox"/>
Not releasable / À ne pas diffuser <input type="checkbox"/>	Specify country(ies) / Préciser le(s) pays :	Specify country(ies) / Préciser le(s) pays :
Restricted to / Limité à <input type="checkbox"/>	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"/>
		TRÈS SECRET (SIGINT) / TRÈS SECRET (SIGINT) <input type="checkbox"/>

TBS/SCT 350-103(2004/12)

Security Classification / Classification de sécurité
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**PART A (continued) / PARTIE A (suite)**

8 Will the supplier require access to PROTECTED and/or CLASSIFIED COMSEC information or assets?  
Le fournisseur aura-t-il accès à des renseignements ou à des biens COMSEC désignés PROTÉGÉS et/ou CLASSIFIÉS?  
If Yes, indicate the level of sensitivity.  
Dans l'affirmative, indiquer le niveau de sensibilité :

 No / Non  
 Yes / Oui

9 Will the supplier require access to extremely sensitive INFOSEC information or assets?  
Le fournisseur aura-t-il accès à des renseignements ou à des biens INFOSEC de nature extrêmement délicate?

 No / Non  
 Yes / Oui

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

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

10 a) Personnel security screening level required / Niveau de contrôle de la sécurité du personnel requis

<input checked="" type="checkbox"/> RELIABILITY STATUS COTE DE FIABILITÉ	<input type="checkbox"/> CONFIDENTIAL CONFIDENTIEL	<input type="checkbox"/> SECRET SECRET	<input type="checkbox"/> TOP SECRET TRÈS SECRET
<input type="checkbox"/> TOP SECRET - SIGINT TRÈS SECRET - SIGINT	<input type="checkbox"/> NATO CONFIDENTIAL NATO CONFIDENTIEL	<input type="checkbox"/> NATO SECRET NATO SECRET	<input type="checkbox"/> COSMIC TOP SECRET COSMIC TRÈS SECRET
<input type="checkbox"/> SITE ACCESS ACCÈS AUX EMPLACEMENTS			

Special comments:  
Commentaires spéciaux :

NOTE: If multiple levels of screening are identified, a Security Classification Guide must be provided.  
REMARQUE: Si plusieurs niveaux de contrôle de sécurité sont requis, un guide de classification de la sécurité doit être fourni.

10 b) May unscreened personnel be used for portions of the work?  
Du personnel sans autorisation sécuritaire peut-il se voir confier des parties du travail?  
If Yes, will unscreened personnel be escorted?  
Dans l'affirmative, le personnel en question sera-t-il escorté?

 No / Non  
 Yes / Oui

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

**INFORMATION / ASSETS / RENSEIGNEMENTS / BIENS**

11 a) Will the supplier be required to receive and store PROTECTED and/or CLASSIFIED information or assets on its site or premises?  
Le fournisseur sera-t-il tenu de recevoir et d'entreposer sur place des renseignements ou des biens PROTÉGÉS et/ou CLASSIFIÉS?

 No / Non  
 Yes / Oui

11 b) Will the supplier be required to safeguard COMSEC information or assets?  
Le fournisseur sera-t-il tenu de protéger des renseignements ou des biens COMSEC?

 No / Non  
 Yes / Oui

**PRODUCTION**

11 c) Will the production (manufacture, and/or repair and/or modification) of PROTECTED and/or CLASSIFIED material or equipment occur at the supplier's site or premises?  
Les installations du fournisseur serviront-elles à la production (fabrication et/ou réparation et/ou modification) de matériel PROTÉGÉ et/ou CLASSIFIÉ?

 No / Non  
 Yes / Oui

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

11 d) Will the supplier be required to use its IT systems to electronically process, produce or store PROTECTED and/or CLASSIFIED information or data?  
Le fournisseur sera-t-il tenu d'utiliser ses propres systèmes informatiques pour traiter, produire ou stocker électroniquement des renseignements ou des données PROTÉGÉS et/ou CLASSIFIÉS?

 No / Non  
 Yes / Oui

11 e) Will there be an electronic link between the supplier's IT systems and the government department or agency?  
Disposera-t-on d'un lien électronique entre le système informatique du fournisseur et celui du ministère ou de l'agence gouvernementale?

 No / Non  
 Yes / Oui

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Security Classification / Classification de sécurité

**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 / CONFIDENTIEL	SECRET	TOP SECRET / TRÈS SECRET	NATO RESTRICTED / NATO DIFFUSION RESTREINTE	CONFIDENTIAL / CONFIDENTIEL	NATO SECRET	COMSEC TOP SECRET / COMSEC TRÈS SECRET	PROTECTED / PROTÉGÉ	A	B	C	CONFIDENTIAL	SECRET	TOP SECRET / TRÈS SECRET
Information / Assets / Renseignements / Biens / Production																	
IT Media / Support IT / Liens électroniques																	

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





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**PART D - AUTHORIZATION / PARTIE D - AUTORISATION**

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

Name (print) - Nom (en lettres moulées) Marie-Claude Laporte	Title - Titre Chef int., Services en établissement	Signature <i>M. Laporte</i>
Telephone No. - N° de téléphone 819-275-2315 poste 7091	Facsimile No. - N° de télécopieur 819-275-2738	E-mail address - Adresse courriel marie-claude.laporte@csc-scc.gc.ca
		Date 2014-11-04

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

Name (print) - Nom (en lettres moulées) Robe L. (T) 613-944-6655 / 1-813-947-4438	Title - Titre Security Analyst	Signature <i>[Signature]</i>
Telephone No. - N° de téléphone 613-944-6655	Facsimile No. - N° de télécopieur 1-813-947-4438	E-mail address - Adresse courriel [unclear]@csc-scc.gc.ca
		Date NOV 12 2014

15. Are there additional instructions (e.g. Security Guide, Security Classification Guide) attached?  
Des instructions supplémentaires (p. ex. Guide de sécurité, Guide de classification de la sécurité) sont-elles jointes?

No /  Yes  
Non / Oui

**16 Procurement Officer / Agent d'approvisionnement**

Name (print) - Nom (en lettres moulées) Ariane Martine	Title - Titre Chief Admin. Contracts	Signature <i>Ariane Martine</i>
Telephone No. - N° de téléphone 450-661-9350	Facsimile No. - N° de télécopieur 450-664-6626	E-mail address - Adresse courriel [unclear]@csc-scc.gc.ca
		Date 2014-11-04

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

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

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Security Classification / Classification de sécurité
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Canada



## ANNEX D – EVALUATION CRITERIA

### 1.0 Technical Evaluation:

#### 1.1 The following elements of the proposal will be evaluated in accordance with the following evaluation criteria.

- Mandatory Technical Criteria

It is **imperative** that the proposal **address each of these criteria** to demonstrate that the requirements are met.

#### 1.2 LISTING EXPERIENCE WITHOUT PROVIDING ANY SUBSTANTIATING DATA TO SUPPORT WHERE AND HOW SUCH EXPERIENCE WAS OBTAINED WILL RESULT IN THE STATED EXPERIENCE NOT BEING CONSIDERED FOR EVALUATION PURPOSES.

1.3 All experience must be strictly work-related. Time spent during education and/or training will not be considered, unless otherwise indicated.

1.4 Experience must be demonstrated through a history of past projects, either completed or on-going.

1.5 References must be provided for each project/employment experience.

- I. Where the stated experience was acquired within a Canadian Federal Government Department or Agency **as a Public Servant**, the reference must be a Public Servant who had a supervisory role over the proposed resource during the stated employment.
- II. Where the stated experience was acquired within a Canadian Federal Government Department or Agency **as a consultant**, the reference must be the Public Servant who was identified as the Project Authority of the project on which the proposed resource acquired the experience.
- III. References must be presented in this format:
  - a. Name
  - b. Organization
  - c. Current Phone Number
  - d. Email address if available

### 1.6 Response Format

- I. In order to facilitate evaluation of proposals, it is recommended that bidders' proposals address the mandatory criteria in the order in which they appear in the Evaluation Criteria and using the numbering outlined.
- II. Furthermore, Bidders are also advised that the month(s) of experience listed for a project or experience whose timeframe overlaps that of another referenced project or experience will only be counted once. For example: Project 1 timeframe is July 2001 to December 2001; Project 2 timeframe is October 2001 to January 2002; the total months of experience for these two project references is seven (7) months.
- III. For any requirements that specify a particular time period (e.g., 2 years) of work experience, CSC will disregard any information about experience if the technical bid does not include the required month and year for the start date and end date of the experience claimed.
- IV. CSC will also only evaluate the duration that the resource actually worked on a project or projects (from his or her start date to end date), instead of the overall start and end date of a project or a combination of projects in which a resource has participated.



**MANDATORY TECHNICAL CRITERIA – \_\_\_\_\_**

#	Mandatory Technical Criteria	Met/Not Met
# 1	The Contractor shall demonstrate that is has a minimum of two (2) years' experience in cleaning services. Please provide the name of the references and their information.	



**INSTITUTIONAL ACCESS  
CPIC CLEARANCE REQUEST**

**ACCÈS À UN ÉTABLISSEMENT  
DEMANDE DE VÉRIFICATION  
DU DOSSIER AU CIPC**

PUT AWAY ON FILE – CLASSER AU DOSSIER  
ADMINISTRATIVE OR OPERATIONAL FILE  
DOSSIER ADMINISTRATIF OU OPÉRATIONNEL  
▶ Original = 3170-12

▶ PLEASE PRINT INFORMATION CLEARLY - VEUILLEZ ÉCRIRE EN LETTRES MOULÉES

<b>Institution – Établissement</b>	<b>Request received / Demande reçue le</b> _____	<b>Date (YYAA-MM-DJ)</b> _____
<b>PUT AWAY ON FILE / CLASSER AU DOSSIER</b>		<b>▶ 3170-12</b>

**A. PERSONAL INFORMATION – RENSEIGNEMENTS PERSONNELS**

<b>Surname / Nom de famille</b> _____	<b>Full name (no nicknames or initials) / Nom au complet (pas de surnoms ou d'initiales)</b> _____	<b>Maiden name (if applicable) / Nom de jeune fille (s'il y a lieu)</b> _____
<b>Date of birth / Date de naissance (YYAA-MM-DJ)</b> _____	<b>Place of birth – Lieu de naissance / City/Town – Ville ou municipalité</b> _____	<b>Province/State – Province ou état</b> _____
<b>Country – Pays</b> _____		

**B. PHYSICAL DESCRIPTION – DESCRIPTION PHYSIQUE**

<input type="checkbox"/> Male / Homme	<input type="checkbox"/> Female / Femme	<b>Height – Grandeur</b> _____	<b>Weight – Poids</b> _____	<b>Eye color – Couleur des yeux</b> _____	<b>Hair color / Couleur des cheveux</b> _____
---------------------------------------	---	--------------------------------	-----------------------------	---	---

**C. ADDRESS – ADRESSE**

<b>Street – Rue</b> _____	<b>City/Town – Ville ou municipalité</b> _____	<b>Province</b> _____	<b>Postal Code - Code postal</b> _____	<b>Telephone number – Numéro de téléphone / Home – Domicile / Work – Bureau</b> _____
<b>Representing (name of company/organization) – Représente (nom de la compagnie ou de l'organisation)</b> _____				

**D. GENERAL INFORMATION – RENSEIGNEMENTS GÉNÉRAUX**

1. Have you ever been convicted of a criminal offence for which you have not been granted a pardon, or an offence for which you have been granted a pardon and such a pardon has been revoked? Avez-vous déjà été reconnu coupable d'une infraction criminelle pour laquelle on ne vous a pas octroyé un pardon ou d'une infraction pour laquelle on vous a octroyé un pardon qui a été révoqué?	<input type="checkbox"/> Yes / Oui	<input type="checkbox"/> No / Non
2. Do you personally know of any person incarcerated in a correctional facility? / Connaissez-vous personnellement une personne qui est incarcérée dans un établissement correctionnel? _____	<input type="checkbox"/> Yes / Oui	<input type="checkbox"/> No / Non
3. Do you have any reason to believe coming into contact with this person could pose a risk to your or their personal safety? / Avez-vous des raisons de croire que le fait d'entrer en contact avec cette personne pourrait présenter un risque pour votre sécurité personnelle ou la sienne ? _____	<input type="checkbox"/> Yes / Oui	<input type="checkbox"/> No / Non
4. Are you related/associated to an inmate or on an inmate's visiting list? / Êtes-vous apparenté ou associé à un détenu ou inscrit sur la liste des visiteurs d'un détenu?	<input type="checkbox"/> Yes / Oui	<input type="checkbox"/> No / Non

If you have answered YES to any of the above, please explain below. – Si vous avez répondu OUI à une des questions ci-dessus, veuillez fournir une explication ci-après.

**E. SIGNATURE (When sections A to E are filled out completely, please return the completed form to the institution for approval.)**

**(Une fois que les sections A à E ont été remplies, veuillez retourner le formulaire dûment rempli à l'établissement aux fins d'approbation.)**

In making this application, I hereby give the Correctional Service of Canada my consent to use the information provided on this form to conduct such inquiries with police authorities as may be necessary to ascertain my suitability. Finally, I acknowledge that the Correctional Service of Canada has no responsibility for any harm that may come to me in the course of my activities, except where such harm is a direct result of negligence on the part of an employee(s) of the Service.

**NOTE: Access may be denied for submitting false information.** Passes may be issued for those receiving clearance and approval.

En soumettant la présente demande, j'autorise le Service correctionnel du Canada à se servir des renseignements fournis dans le formulaire afin de mener, auprès des services de police, toute enquête jugée nécessaire pour vérifier mon admissibilité. Par ailleurs, je conviens que le Service correctionnel du Canada ne peut être tenu responsable d'un préjudice subi dans le cadre de mes activités sauf si ce préjudice est directement attribuable à la négligence d'un ou de plusieurs employés du Service.

**NOTA: Tout demandeur qui fournit de faux renseignements peut se voir refuser l'accès à l'établissement.** Un laissez-passez peut être émis aux demandeurs dont la demande d'accès est approuvée.

<b>Applicant's signature – Signature du demandeur</b> _____	<b>Date (YYAA-MM-DJ)</b> _____
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**F. FOR OFFICE USE ONLY – RÉSERVÉ AU SCC**

<b>Reason for clearance – Motif justifiant la demande d'accès</b> _____	<b>Signature of Division Head / Signature du chef de la division</b> _____
<b>Department making the request (please print) / Unité qui soumet la demande (en lettres moulées s.v.p.)</b> _____	<b>Date (YYAA-MM-DJ)</b> _____

<input type="checkbox"/> No criminal record / Aucun casier judiciaire	<input type="checkbox"/> A possible criminal record #: / Numéro du casier judiciaire possible : _____	<b>Last entry: / Dernière entrée :</b> _____
<input type="checkbox"/> An outstanding warrant/charge held by: / Auteur du mandat non exécuté/accusation en instance : _____		

**SIGNATURES**

<input type="checkbox"/> Approved / Approuvée	<input type="checkbox"/> Not approved / Non approuvée	<b>The individual has been advised. – Le demandeur a été informé de la décision.</b>	
<input type="checkbox"/> Yes / Oui	<input type="checkbox"/> No / Non	<b>By: / Par :</b> _____	<b>Date (YYAA-MM-DJ)</b> _____
<b>Security Intelligence Officer / Agent de renseignements de sécurité</b> _____	<b>Date (YYAA-MM-DJ)</b> _____	<b>Institutional Head / Directeur de l'établissement</b> _____	<b>Date (YYAA-MM-DJ)</b> _____
<b>Visit Review Board / Comité des visites</b> _____	<b>Date (YYAA-MM-DJ)</b> _____		

