



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

Courier To:

Bid Receiving/Réception des soumissions
Royal Canadian Mounted Police (RCMP)
Procurement & Contracting Services
Bid Receiving Unit,
5th Floor, 10065 Jasper Avenue NW
Edmonton, AB T5J 3B1

INVITATION TO TENDER

APPEL D'OFFRES

Tender to:

Royal Canadian Mounted Police

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

Soumission à: Gendarmerie royale du Canada

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

Comments: - Commentaires:

THIS DOCUMENT CONTAINS A SECURITY REQUIREMENT

LE PRÉSENT DOCUMENT COMPORTE UNE EXIGENCE EN MATIÈRE DE SÉCURITÉ

Title – Sujet Janitorial Services –		Date
RCMP Iqaluit Headquarters Building and RCMP Iqaluit Air Services Hanger		February 27, 2015
Solicitation No. – N° de l’invitation M5000-15-2118/A		
Client Reference No. - N° de référence du client N/A		
GETS Reference No. - N° de référence du SEAG PW-15-00674177		
Solicitation Closes – L’invitation prend fin		
At /à :	2:00 PM	MDT (Mountain Daylight Time) HAR (heure avancée de Rocheuses)
On / le :	March 17, 2015	
Destination of Goods and Services – Destinations des biens et services Royal Canadian Mounted Police RCMP “V” Division 960 Federal Road P.O. Box 1570 Iqaluit, Nunavut X0A 0H0		
Instructions See herein — Voir aux présentes		
Address Inquiries to – Adresser toute demande de renseignements à Donna Cormier, Procurement Officer		
Telephone No. – N° de téléphone 780-670-8623		Facsimile No. – N° de télécopieur 780-454-4523

COMPLETE BELOW IN FULL - REMPLISSEZ CI-DESSOUS EN ENTIER	
Vendor/Firm Name, Address and Representative – Raison sociale, adresse et représentant du fournisseur/de l’entrepreneur:	
GST or Business # - N° de TPS ou d’entreprise :	

If not applicable – Si inapplicable Provide SIN # - Fournir le numéro d’assurance sociale (NAS) :	

Telephone No. – N° de téléphone	Facsimile No. – N° de télécopieur
Name and title of person authorized to sign on behalf of Vendor/Firm (type or print) – Nom et titre de la personne autorisée à signer au nom du fournisseur/de l’entrepreneur (taper ou écrire en caractères d’imprimerie)	

Signature	Date



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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

The Work to be performed is detailed under Article 2 of the resulting contract clauses.

3. Comprehensive Land Claim Agreements

As final destination for this service will be in Iqaluit, NU, this procurement is subject to the Nunavut Land Claims Agreement (1993).

This requirement is exempt from the Trade Agreements – Art. 1802 of the AIT states that the AIT does not apply to any measure adopted or maintained with respect to the Aboriginal people. This is a complete exclusion from the AIT. Thus any procurement measures, such as reserving a procurement for aboriginal businesses or including bid criteria favoring aboriginal content, are all exempt from the AIT procurement rules in Chapter 5 of the AIT.

4. Debriefings

Bidders may request a debriefing on the results of the bid solicitation process. Bidders should make the request to the Contracting Authority within 15 working days 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. You can also obtain more information on the OPO services available to you at their website at www.opo-boa.gc.ca



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>) issued by Public Works and Government Services Canada.

Revision to Departmental Name: As this solicitation is issued by RCMP, any reference to Public Works and Government Services Canada or PWGSC or its Minister contained in any term, condition or clause of this solicitation, including any individual SACC clauses incorporated by reference, will be interpreted as reference to RCMP or its Minister.

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

The 2003 (2013-06-01) Standard Instructions - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the bid solicitation.

Section 01 – Code of Conduct and Certification – Bid of 2003 referenced above is amended as follows:

Delete subsection 1.4 and 1.5 in their entirety.

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

Delete: sixty (60) days

Insert: one hundred and eighty (180) days

2. Submission of Bids

Bids must be submitted only to RCMP Bid Receiving Unit 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 to RCMP will not be accepted.

The Royal Canadian Mounted Police (RCMP) will not assume responsibility for bids or amendments directed to any other location.



3. Enquiries - Bid Solicitation

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

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

4. Applicable Laws

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

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.

5. Optional Site Visit

It is recommended that the Bidder or a representative of the Bidder visit the work site. Arrangements have been made for a tour of the work site. The site visit will be held on Tuesday, March 10, 2015, at 10:00 a.m. Bidders are requested to communicate with the Contracting Authority five (5) days before the scheduled visit to confirm attendance and provide the name(s) of the person(s) who will attend. Bidders may 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. Any clarifications or changes to the bid solicitation resulting from the site visit will be included as an amendment to the bid solicitation.



PART 3 - BID PREPARATION INSTRUCTIONS

1. Bid Preparation Instructions

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

Section I: Financial Bid (one (1) hard copy, Annex D)

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

Section II: Certifications (one (1) hard copy, Annex B)

Bidders must submit the certifications required under Part 5.

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

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

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

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

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



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 financial evaluation criteria.
- (b) An evaluation team composed of representatives of Canada will evaluate the bids.

1.1. Financial Evaluation

The price of the bid will be evaluated in Canadian dollars, Applicable Taxes excluded, DDP Delivered Duty Paid, Canadian customs duties and excise taxes included.

2. Basis of Selection

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

3. Security Requirement

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

- (a) the Bidder must hold a “**Reliability Status 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. Fingerprinting may be required. This information must be provided within three business days of request.



PART 5 - CERTIFICATIONS

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

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

The Contracting Authority will have the right to ask for additional information to verify the Bidder's certifications. Failure to comply with this request will also render the bid non-responsive or will constitute a default under the Contract.

1. Mandatory Certifications Required Precedent to Contract Award

1.1 Code of Conduct and Certifications - Related documentation

By submitting a bid, the Bidder certifies that the Bidder and its affiliates are in compliance with the provisions as stated in the Standard Instructions identified in this solicitation. The related documentation therein required will assist Canada in confirming that the certifications are true.

1.2 Federal Contractors Program for Employment Equity - Bid Certification

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

2. Additional Certifications Precedent to Contract Award

The certifications listed in Annex "B" should be completed and submitted with the bid, but may be submitted afterwards. If any of these required certifications is not completed and submitted as requested, the Contracting Authority will 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.



3. Insurance Requirements

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

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



PART 6 - RESULTING CONTRACT CLAUSES

1 Security Requirement

- 1.1 The following security requirement (SRCL and related clauses) applies and form part of the Contract.

All persons working on site must hold a valid “**Reliability Status Security Clearance**” issued by RCMP Departmental Security.

Only those employees whose names appear on the Contractor’s payroll and have met the security clearance requirements will be allowed access to the site of the work.

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>) issued by Public Works and Government Services Canada.

Revision to Departmental Name: As this contract is issued by RCMP, any reference to Public Works and Government Services Canada or PWGSC or its Minister contained in any term, condition or clause of this contract, including any individual SACC clauses incorporated by reference, will be interpreted as reference to RCMP or its Minister.

3.1 General Conditions

2010C (2013-06-27), General Conditions - Services (Medium Complexity) apply to and form part of the Contract.

Section 27 - Code of Conduct and Certifications - Contract of 2010C referenced above is amended as follows:

Delete subsection 27.4 in its entirety.

4. Term of Contract

4.1 Period of the Contract

The period of the Contract is from date of Contract for a **twelve (12) month period**.



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 twelve (12) month periods** under the same terms and conditions. The Contractor agrees that during the extended period of the Contract, it will be paid in accordance with the applicable provisions as set out in the Basis of Payment.

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

4.3 Termination on Thirty Days Notice

- 1 Canada reserves the right to terminate the Contract at any time in whole or in part by giving thirty (30) calendar days written notice to the Contractor.
- 2 In the event of such termination, Canada will only pay for costs incurred for services rendered and accepted by Canada up to the date of the termination. Despite any other provision of the Contract, there will be no other costs that will be paid to the Contractor as a result of the termination.

5. Authorities

5.1 Contracting Authority

The Contracting Authority for the Contract is:

Donna Cormier – Procurement & Contracting Officer
Royal Canadian Mounted Police - Procurement & Contracting Services Unit
Telephone: 780-670-8623
Facsimile: 780-454-4523
E-mail address: donna.cormier@rcmp-grc.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 Site Authority

The Site Authority for the Contract is:
(The Site Authority will be indicated at Contract Award)

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

The Site 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 Site Authority, however the Site 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

The Contractor's Representative responsible for general enquiries and delivery follow-up is: (The Contractor's Representative will be identified at Contract Award)

Name: _____
Telephone No. _____
Facsimile No. _____
E-mail address: _____

6. Proactive Disclosure of Contracts with Former Public Servants

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

7. Payment

7.1 Basis of Payment

In consideration of the Contractor satisfactorily completing all of its obligations under the Contract, the Contractor will be paid a firm price as specified in "Annex "D" for a cost of \$_____. Customs duties are "included" and Goods and Services Tax or Harmonized Sales Tax is extra, if applicable.

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



7.2 Monthly Payment

SACC Manual clause H1008C (2008-05-12) Monthly Payment

Canada will pay the Contractor on a monthly basis for work performed during the month covered by the invoice in accordance with the payment provisions of the Contract if:

- a. an accurate and complete invoice and any other documents required by the Contract have been submitted in accordance with the invoicing instructions provided in the Contract;
- b. all such documents have been verified by Canada;
- c. the Work performed has been accepted by Canada.

7.3 Time Verification

Time charged and the accuracy of the Contractor's time recording system are subject to verification by Canada, before or after payment is made to the Contractor. If verification is done after payment, the Contractor must repay any overpayment, at Canada's request.

8. Invoicing Instructions

The Contractor must submit invoices in accordance with the information required in Section 10 of 2010C (2013-06-27), General Conditions - Services (Medium Complexity).

An invoice must be submitted to Detachment Commander on the first working day of the following month. Payment for services rendered will be made within 30 days from receipt of a properly completed invoice.

The address where the invoices are to be sent to, will be indicated at Contract Award.

9. Certifications

9.1 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.

10. Applicable Laws

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



11. Priority of Documents

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

- (a) the Articles of Agreement;
- (b) 2010C (2013-06-27) General Conditions - Services (Medium Complexity);
- (c) Annex A, Statement of Work
- (d) Annex C, Insurance Requirements
- (e) Annex D, Basis of Payment
- (f) the Contractor's bid dated _____, as amended on _____

12. Procurement Ombudsman

12.1 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, to participate in an alternative dispute resolution process to resolve any dispute between the parties respecting the interpretation or application of a term or condition of this contract and their consent to bear the cost of such process, provide to the parties a proposal for an alternative dispute resolution process to resolve their dispute.

The Office of the Procurement Ombudsman may be contacted by telephone at 1-866-734-5169 or by e-mail at boa.opo@boa.opo.gc.ca.

12.2 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 application of the terms and conditions and the scope of the work of this contract are not in dispute.

The Office of the Procurement Ombudsman may be contacted by telephone at 1-866-734-5169 or by e-mail at boa.opo@boa.opo.gc.ca.

13. SACC Manual Clauses

A9068C (2010-01-11), Government Site Regulations

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



14. Insurance – Specific Requirements

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

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

The Contractor must forward to the Contracting Authority within ten (10) days after the date of award of the Contract, a Certificate of Insurance evidencing the insurance coverage and confirming that the insurance policy complying with the requirements is in force. For Canadian-based Contractors, coverage must be placed with an Insurer licensed to carry out business in Canada, however, for Foreign-based Contractors, coverage must be placed with an Insurer with an A.M. Best Rating no less than “A-”. The Contractor must, if requested by the Contracting Authority, forward to Canada a certified true copy of all applicable insurance policies.

All references to the Certificate of Insurance (form PWGSC-TPSGC 357) <http://www.tpsgc-pwgsc.gc.ca/app-acq/forms/documents/357.pdf> in the instructions, general terms, conditions and clauses identified in the Invitation to Tender (ITT) by number, date and title, and set out in the Standard Acquisition Clauses and Conditions Manual (<http://ccua-sacc.tpsgc-pwgsc.gc.ca/pub/acho-eng.jsp>) are to be replaced with the “RCMP CERTIFICATE OF INSURANCE / ATTESTATION D’ASSURANCE - GRC”.



ANNEX "A" JANITORIAL SERVICES GENERAL REQUIREMENT

Part One – Standard Practices and Frequency

This is a contract for the performance of janitorial services and the contractor is engaged under the contract as an independent contractor for the sole purpose of providing janitorial services. Neither the contractor nor any of the contractor's personnel is engaged by the contract as an employee, servant or agent of Her Majesty. The contractor agrees to be solely responsible for any and all payments and/or deductions required to be made including those required for Canada Pension Plan, Employment Insurance, Worker's Compensation or Income Tax.

Hours of Work

Hours to work of the cleaning staff depend upon the normal occupancy hours of the building, and are to be determined by the proposed janitorial contractor and the Royal Canadian Mounted Police (RCMP) Detachment Commander upon contract award. It excludes married and single living quarters.

1. The work described in these specifications is for the cleaning and maintenance of the RCMP Iqaluit Headquarters building and RCMP Iqaluit Air Services Hangar.
2. Regular routine cleaning personnel skilled in operating and maintaining mechanized cleaning equipment are required:
 - Headquarters:** Monday through Friday, except the Provost area and listed Main Floor rooms, which shall be routinely cleaned seven days a week.
 - Air Services Hangar (located at the Iqaluit Airport):** Twice weekly (Tuesdays and Thursdays), except exterior snow and slush removal which shall be cleaned seven days a week as required. Only the office and male/female washrooms are included in the service contract. The hangar, workshops and mechanical areas are excluded.
3. Hours of work of cleaning staff are to commence after 7:00 hours until 17:00 hours for the office areas, and are to be determined by the proposed janitorial Contractor and the RCMP Site Authority prior to contract award.

Scheduled Cleaning Operations

1. Scheduled/periodic operations in Part Three - Standard Practices and Frequency will be performed between 7:00 hours - 17:00 hours or weekends with approval from the RCMP Site Authority.
2. The Contractor shall provide additional cleaning staff to perform all scheduled/periodic work.

Absenteeism

The Contractor is to ensure that there is sufficient security cleared replacement staff who can perform the required duties should the regular staff be absent during the daily work schedule.



Weather

Inclement weather conditions and other circumstances will at times necessitate additional cleaning of entry ways and high traffic areas inside and/or outside the building as per Annex A. The Contractor must comply without additional cost, when performance is required during normal working hours.

Conversion of Floor Coverings

There will be no adjustment to the contract amount where the existing floor covering is converted to another type during the term of the Contract.

Performance

All cleaning shall be performed to the satisfaction of the RCMP Site Authority or their designated representative and will be inspected from time to time during this contract.

Safety

1. The Contractor shall adhere to all safety measures respecting personnel and fire hazards recommended by National and Provincial codes and/or prescribed by the Authorities having jurisdiction concerning the equipment, work habits and procedures.
2. The Contractor shall ensure that all equipment used to perform the work is in a state of good repair. The RCMP reserves the right to have equipment judged to be unsafe, not suitable or defective and taken out of service. The Contractor is responsible to supply suitable replacement equipment.
3. The Contractor shall provide disposable rubber/latex gloves and disinfectant for the protection of the cleaning staff when requested to clean-up human body fluids.
4. All damp mopping must be done in a manner to prevent any excess water left accumulating on the floor. Once the mopping has been completed in an area, the floor should be identified with bilingual signage of a wet condition and removed when the floor has fully dried.

Space Assigned

1. The RCMP will provide the Contractor with such space as is considered necessary by the RCMP for the performance of the Contractor's duties without undue inconvenience.
2. The Contractor must not list, publicize or use any fashion, for business purposes, the address of a building, nor reference to the RCMP. A telephone may be installed at the expense of the Contractor but must be unlisted and must not, under any circumstances, appear in a telephone directory or advertised as business telephone.
3. The RCMP will not be responsible for damage to the Contractor's supplies, materials, or equipment in the building nor to the Contractor's employee's personal belongings brought into the building.



Access to Building

1. Only those employees whose names appear on the Contractor's payroll and have met the Security Requirements will be allowed access to the site of the work.
2. All cleaning staff employed by the Contractor, regardless of hours of work, must sign IN and OUT and enter the times of arrival and departure in registries or on sheets so provided at designated areas.

Security - Cards

All magnetic access cards entrusted to the Contractor for the fulfillment of this contract must be fully protected at all times.

Log

A log will be maintained in the building by the Contractor in which he/she shall record and date all the completed scheduled/periodic work performed. The log shall be made available for inspection by the RCMP Site Authority as required.

Materials and Equipment Supplied by the Contractor

1. The Contractor shall supply and replace all cleaning material, tools and equipment necessary to execute the work satisfactory, including but not limited to:
 - a. two (2) ply toilet tissue
 - b. paper towels
 - c. liquid hand soap (pouch pack to accommodate existing dispensers), bar soap is not permitted
 - d. air deodorant refills (to accommodate existing dispensers) all dispensers shall be replenished once per month (or as required)
 - e. sani-bags and plastic bags
 - f. sanitary napkins and tampons for the existing dispensing machine
 - g. special natural organic enzyme urinal tablets to be used as directed by the manufacturer (the product shall be non-acid and non-caustic)
 - h. all washrooms air freshener refills including batteries to accommodate existing dispensers
 - i. step ladder and plungers as required
 - j. vacuum cleaner (s) as required
 - k. cleaning solutions
 - l. garbage bags
 - m. industrial-grade entry mats
 - n. sand & ice melt
2. The Contractor must use fragrance free and low toxicity environmentally friendly products (use products displaying the Ecologo certification). Products containing 1,1,1, trichloromethane (also known as methyl chloroform) shall not be used on these premises.

All waxes and cleaners are to be free of ammonia, and Environmentally Friendly.



Materials to be supplied by the RCMP will include:

1. replacement fluorescent and incandescent lamps equipment.
2. light bulbs
3. furnace filters

Materials and WHMIS Compliance

1. Samples of Controlled Products may be required for testing to ensure that all materials used meet the Canadian General Standards Board Qualified Products criteria.
2. The Contractor shall ensure that where substances classified as controlled products under the Control Products Regulations are to be used in Crown-owned facilities, the Contractor shall ensure that his employees received appropriate training per Provincial/Federal Regulations and the Workplace Hazard Materials Information System (WHMIS)
3. The Contractor shall install WHMIS Class Symbol Charts including Material Safety Data Sheets (MSDS) of controlled products in all Janitor Rooms/Closets.
4. Where controlled products are to be used at Federal occupied facilities the Officer in Charge or designate will have the authority to review all work to be performed, and where applicable, stop contract work related to the use of controlled products until safety and health concerns are resolved.
5. The On-site RCMP Site Authority must be advised by the authorized Contractor when controlled products are to be brought into Crown-owned or occupied facilities.
6. All containers brought into Crown-owned facilities containing controlled products must be labeled in accordance with WHMIS regulations.
7. The Contractor shall ensure that no down-the-drain disposal for controlled waste liquids will occur. MSDS instructions for product disposal must be followed at all times.

Cleaning Exclusion

1. Art objects
2. Live plants
3. Souvenirs and paraphernalia

Garbage Removal Exclusion

1. Construction material and debris
2. Furniture and equipment crating, including computer crates
3. Obsolete furniture and equipment

Building Operations

Report any and all maintenance repairs required to the building, heating system, plumbing electrical or water systems to the RCMP Site Authority.



Emergency Calls

The Contractor shall maintain and provide the RCMP Site Authority with an emergency twenty four (24) hour, seven day a week telephone number.

Recycling Program

No recycling program currently exists in Nunavut.

Employee Uniforms

For security, identification, hygiene and aesthetic reasons, the Contractor shall ensure that all employees wear at all times when working under this contract, a neat and clean uniform identifying Contractor's name.

Inspections

1. The RCMP Site Authority will periodically inspect any and/or all areas identified in Part Two and Part Three of this Contract.
2. The Contractor shall comply with Annex "A" Part One, Two and Three which identifies the general requirements, routine cleaning and periodic work to be performed under this contract.
3. The Contractor must notify the RCMP Site Authority when each major operation listed on the Schedule of Operations in Part Three - Standard Practices and Frequency is completed. Arrangements will be made to inspect the work to decide whether or not it is acceptable.



General

The contractor shall promptly report to the RCMP:

- a) every instance involving hazardous materials, situations or occurrences;
- b) water and/or fire related instances, including those of a minor nature;
- c) any and all damage or injury to property and/or people;
- d) repairs and maintenance related to life and safety systems, other than regular cyclical repairs and maintenance; and
- e) any other instances that are or could potentially become a liability to the RCMP or which may require follow up and/or action by the RCMP.

Contractor's Space, Utility Room (Janitorial Closets)

To be kept clean at all times and serviced as per corresponding area in the building. To be kept free of debris. All equipment and materials are to be stored neatly.

Note: Fire prevention practices are to be strictly adhered to.



GENERAL REQUIREMENT

Part Two – Standard Practices and Frequency – Routine Work Schedule

Codes for Cleaning Frequency:

Daily (5 days per week)	D
Daily (7 days per week)	D7
Weekly.....	W
Monthly.....	M
As required.....	AR
On Request	OR
On Request Weekly with Supervision	ORWS

A. Exterior

- | | |
|--|----|
| 1. Ensure that steps, entrances and sidewalks to the building are clear of snow and ice, and apply sand/ice melt as required (in a 5 ft. radius from entrance ways – See Annex “A” General Requirement Part 1, Weather.) | AR |
| 2. Remove slush and sand accumulations around entrances to maintain a clean and tidy appearance | AR |
| 3. Remove slush and sand accumulations at front entrance only to maintain a clean and tidy appearance. | D7 |
| 4. Broom sweep front and back entrance area, empty garbage and clean astray. | W |
| 5. Clean all metalwork - sash and sills, light and wind deflectors, doors, push bars, air intake grills and panels. | W |
| 6. Completely clean glass sidelights and transom around entrance doors including metal frames. | W |
| 7. Remove hanging icicles and advise RCMP Site Authority of the need for removal of icicles higher than 8 feet from the ground. | AR |

B. Interior (General)

This specification defines the areas to be cleaned by location for the duration of the contract and is subject to additions or deletions.

1. All Entrances, Vestibules and Lobbies

NOTE: All hard floor surfaces to be maintained per manufacturer's instructions.

- | | |
|---|----|
| 1. Clean both sides of all door glass and side lights. | D5 |
| 2. Spot clean all walls, light switches and doors/frames. | D5 |
| 3. Dust all fixtures and accessories. | D5 |
| 4. Empty all waste receptacles and remove trash to designated area. | D5 |
| 5. Wash all waste receptacles. | M |
| 6. Clean/wash mail receivers. | M |
| 7. Dust all wall surfaces and ledges (below 2.8m) and entrance canopy and ledges (above 2.8m) | M |
| 8. Dust mop all hard surface floors with treated dust mop. | D5 |



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|-----|--|----|
| 9. | Damp mop all stains and spills off hard surface floor. | D5 |
| 10. | Wash hard surface floors during inclement weather. | AR |
| 11. | Using a floor polisher, spray buff all hard surface floor areas. | W |
| 12. | Machine scrub all hard surface floors areas and refinish. | M |
| 13. | Vacuum all mats and remove stains. | D5 |
| 14. | Empty boot cleaner trays at entrance ways and garbage bay. | AR |

2. Waiting and Reception Areas

NOTE: All carpets to be maintained as per manufacturer's instructions.

- | | | |
|-----|---|----|
| 1. | Spot clean walls, light switches and doors/frames. | W |
| 2. | Spot clean partitions glass. | D5 |
| 3. | Dust all low reach areas (below 2.8m) | W |
| 4. | Dust/damp wipe reception counter including ledges. | D5 |
| 5. | Dust/polish all furniture, fixtures and accessories. | D5 |
| 6. | Vacuum fabric covered office furniture. | M |
| 7. | Damp wipe all public telephones with germicidal cleaner. | D5 |
| 8. | Empty all waste receptacles and replace liner as necessary. | D5 |
| 9. | Wash all waste receptacles. | M |
| 10. | Clean, polish and sanitize all drinking fountains. | D5 |
| 11. | Clean and polish all bright metalwork. | M |
| 12. | Clean emergency fire equipment. | M |
| 13. | Dust all picture frames. | W |
| 14. | Dust/clean all coat racks. | W |
| 15. | Dust mop all hard surface floor areas. | D5 |
| 16. | Damp mop all spills and stains off hard surface floors. | D5 |
| 17. | Using floor polisher, spray buff all hard surface floors areas. | W |
| 18. | Vacuum carpets on full floor basis. | W |
| 19. | Vacuum carpeted traffic lanes. | D5 |

3. General Private Offices

- | | | |
|----|---|----|
| 1. | Spot clean walls, light switches and door frames. | W |
| 2. | Spot clean partition glass. | D5 |
| 3. | Dust all low reach areas (below 2.8m). | W |
| 4. | Dust all horizontal surfaces and ledges. | D5 |
| 5. | Clean/polish all metal fixtures and accessories. | W |
| 6. | Clean all boots trays. | M |



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|-----------|---|----|
| 7. | Vacuum fabric covered office furniture. | M |
| 8. | Empty all waste receptacles and replace liner as necessary. | D5 |
| 9. | Empty all waste receptacles and replace liner as necessary on main floor general office area. | D7 |
| 10. | Wash all waste receptacles. | M |
| 11. | Clean, polish and sanitize drinking fountains. | D5 |
| 12. | Clean, polish and sanitize drinking fountains on main floor general office area. | D7 |
| 13. | Clean and polish all metal work. | M |
| 14. | Clean emergency fire equipment. | M |
| 15. | Dust all picture frames. | W |
| 16. | Dust/Clean all coat racks. | W |
| 17. | Damp mop all spills and stains off hard surface floors. | D5 |
| 18. | Damp mop all spills and stains off hard surface floors on main floor general office area. | D7 |
| 19. | Dust mop all hard surface floor areas. | D5 |
| 20. | Dust mop all hard surface floor areas on main floor general office area. | D7 |
| 21. | Using floor polisher, spray buff all hard surface floor areas. | W |
| 22. | Vacuum carpets on full floor basis. | W |
| 23. | Vacuum carpeted traffic lanes. | D5 |
| 24. | Vacuum carpeted traffic lanes on main floor general office area. | D7 |
| 25. | Damp mop all T-mats. | W |
| 26. | Dust/clean all baseboards and baseboard heaters. | M |
| 27. | Dust/clean computers and electronic equipment surface – no cleaning products used for cleaning electronics. | W |
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| 4. | Elevator | |
| 1. | Clean/polish all bright work (panels, hand rails, etc.) | D5 |
| 2. | Spot cleaning doors and walls. | D5 |
| 3. | Sweep and damp mop floors. | D5 |
| 4. | Vacuum and spot clean mats. | D5 |
| 5. | Vacuum/clean door racks. | W |
|
 | | |
| 5. | Corridors and Halls | |
| 1. | Spot clean walls, light switches and doors/frames. | W |
| 2. | Spot clean partition glass. | D5 |
| 3. | Dust all low reach areas (below 2.8m). | W |
| 4. | Dust all horizontal surfaces and ledges. | D5 |
| 5. | Clean/polish all metal fixtures and accessories. | W |



6. Clean all boot trays. M
7. Clean all notice and identification boards. M
8. Dust/clean all baseboards. W
9. Empty all waste receptacles and replace liner as necessary. D5
10. Empty all waste receptacles and replace liner as necessary on main floor general office area. D7
11. Wash all waste receptacles. M
12. Clean emergency fire equipment. M
13. Dust mop all hard surface floor areas. D5
14. Damp mop all spills and stains off hard floor surfaces. D5
15. Damp mop all spills and stains off hard floor surfaces on main floor general office area. D7
16. Spray buff all hard surface floor areas. W
17. Vacuum all carpeted areas. Spot clean all stains. D5
18. Vacuum all carpeted areas. Spot clean all stains on main floor general office area. D7

6. Conference Rooms & Community Policing Room

1. Spot clean walls, light switches and door frames. W
2. Spot clean partition glass. D5
3. Dust all low reach areas (2.8m) W
4. Dust all horizontal surfaces. D5
5. Clean/polish furniture, fixtures and accessories. W
6. Vacuum all fabric covered chairs. M
7. Clean all leather and vinyl covering furniture. M
8. Damp wipe all telephone with germicidal cleaner. D5
9. Damp wipe all telephone with germicidal cleaner in the Community Policing Room. D7
10. Empty all waste receptacles and replace liner as necessary. D7
11. Empty all waste receptacles and replace liner as necessary in the Community Policing Room. D7
12. Vacuum all carpeted areas on a full floor basis. Spot clean all stains. D5
13. Vacuum all carpeted areas on a full floor basis. Spot clean all stains in the Community Policing Room. D7
14. Clean sinks and exterior of cabinet. D5
15. Clean sinks and exterior of cabinet in the Community Policing Room. D7

7. Washrooms & Showers (Including Public & Prison Facilities)

a) Washrooms

1. Clean and sanitize fixture, mirrors, counters, polish, and chrome. D5
2. Clean and sanitize fixture, mirrors, counters, polish, chrome on main floor and provost area only. D7



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3. Empty all waste receptacles. D5
 4. Empty all waste receptacles on main floor and provost area only. D7
 5. Wash and disinfect all waste receptacles. W
 6. Refill all dispensers. D5
 7. Refill all dispensers on main floor and provost area only. D7
 8. Wash all partitions on both sides. M
 9. Clean and disinfect all toilets and urinals. D5
 10. Clean and disinfect all toilets and urinals on main floor and provost area only. D7
 11. Descale toilets and urinals using an organic acid type bowl cleaner. W
 12. Spot clean all walls, light switches and doors/frames. W
 13. Using damp cloth dust all horizontal surfaces. W
 14. Wash all hard surface floors using a germicidal detergent. D5
 15. Wash all hard surface floors using a germicidal detergent on main floor and provost area only. D7
 16. Clean all baseboards of mop splash marks. D5
 17. Clean all baseboard of mop splash marks on main floor and provost area only. D7
 18. Polish all stainless steel and chrome surfaces. D5
 19. Polish all stainless steel and chrome surfaces on main floor and provost area only. D7
 20. Replace air freshener refills. M

b) Showers

21. Disinfect clean/remove soap scum from all shower stall walls and floors. W
22. Clean/polish all chrome and glass. D5
23. Wash/disinfect hard surfaces floors. D5

8. Lockers

1. Wash exterior of lockers, using germicidal cleaner. M
2. Dust tops of all lockers. M

9. Light Fixtures

1. Replace all burnt out fluorescent and incandescent lamps. AR

10. Stairways

NOTE: Resilient sheet flooring to be maintained as per manufacturer's instruction.

1. Spot clean all walls, light switches and door/frames. D5
2. Spot clean all partition glass. D5



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|------------|---|------|
| 3. | Empty all waste receptacles and remove waste to designated area. | D5 |
| 4. | Clean emergency fire equipment and cabinets. | M |
| 5. | Dust mop all hard surfaces floors with treated dust mop. | D5 |
| 6. | Sweep/wash all stairs and landings. | W |
| 7. | Vacuum carpets/mats on full floor basis, remove spots. | D5 |
| 8. | Dust stills and ledges. | W |
| 9. | Clean Railings. | W |
|
 | | |
| 11. | Storage Rooms (active) | |
| 1. | Spot clean walls, light switches and door/frames. | OR |
| 2. | Dust mops hard surface floor area. | OR |
| 3. | Damp mop hard surface floor area. | OR |
| 4. | Machine scrub hard surface floor areas. | OR |
|
 | | |
| 12. | Storage Rooms (Security) | |
| 1. | Spot clean walls, light switches and door/frames. | OR |
| 2. | Dust all low reach areas (below 2.8m). | OR |
| 3. | Dust mop hard surface floor areas. | OR |
| 4. | Damp mop hard surface floor areas. | OR |
| 5. | Machine scrub hard surface floor areas. | OR |
|
 | | |
| 13. | Interview Rooms | |
| 1. | Spot clean walls, light switches and doors. | W |
| 2. | Spot clean partition glass. | D5 |
| 3. | Dust all low reach areas (2.8m) | W |
| 4. | Dust/damp wipe all horizontal surfaces. | D5 |
| 5. | Clean/polish furniture, fixtures and accessories. | W |
| 6. | Vacuum all fabric covered chairs. | M |
| 7. | Clean all leather and vinyl covered furniture. | M |
| 8. | Damp wipe all telephones with germicidal cleaner. | D7 |
| 9. | Empty all waste receptacles and replace liner as necessary. | D7 |
| 10. | Vacuum all carpeted areas on full floor basis. Spot clean any stains. | D7 |
|
 | | |
| 14. | Exhibit Rooms | |
| 1. | Spot clean walls, light switches and doors. | ORWS |
| 2. | Vacuum hard surface floor. | ORWS |



3. Damp mop hard surface floors ORWS

15. Visitors/Prisoners Interview Rooms

1. Spot clean walls, light switches and doors. D5
2. Dust horizontal surfaces. W
3. Empty waste receptacles and replace liners. D5
4. Wash/disinfect waste receptacles. W
5. Sweep/wash/disinfect hard surfaces floors. D5
6. Machine scrub hard surface floors. W
7. Damp wipe all telephones with germicidal cleaner. D5

16. Prison Cells (Female, Male & Juvenile)

NOTE: Machine scrub hard surface floors as per manufacturer's instructions.

1. Spot clean walls and doors. D7
2. Wash/disinfect tables and chairs. D7
3. Wash/disinfect bunks and frames. D7
4. Empty waste receptacles and replace liner. D7
5. Wash/disinfect waste receptacles. D7
6. Clean/disinfect toilet D7
7. Sweep, wash/disinfect hard surface floors. D7
8. Machine scrub hard surface floors. W

17. Exercise Rooms

1. Spot clean walls, light switches and doors. W
2. Empty waste receptacles. D5
3. Sweep and damp mop floors. D5
4. Machine scrub hard surface floors. W

18. Garage and Secure Bay

1. Spot clean light switches, doors/frames and glass. W
2. Clean overhead doors. M
3. Empty waste receptacles. D5
4. Sweep floors using an oil absorbent sweeping compound. D5
5. Wash hard surface floors, using a de-greaser solution. W



19. Janitor Room & Utility Closet

- | | |
|---|----|
| 1. Rooms/closets to be kept free of debris and empty containers. | D7 |
| 2. Equipment to be kept clean, in good repair and stored neatly. | D7 |
| 3. Sweep and wash floors. | D7 |
| 4. Spot clean walls and doors. Keep shelves neat and tidy. | D7 |
| 5. Clean and disinfect sinks. | D7 |
| 6. Wash clean all wet mops before storing. Mops shall be free of odour. | D7 |
| 7. Ensure all mop pails are emptied and free of odour. | D7 |

20. Miscellaneous

- | | |
|---|---|
| 1. Clean all fire extinguishers. | M |
| 2. Clean all notice boards and display cases. | M |
| 3. Clean and polish all stain less steel, door hardware, kick plates, protection plates, water fountains, etc., (do not use oil based cleaners) | M |

21. Mechanical and Electrical Rooms (2"d Floor)

- | | |
|-------------------------------|---|
| 1. Sweep and damp mop floors. | W |
|-------------------------------|---|

22. Venetian Blinds

- | | |
|------------------------------|---|
| 1. Dust all Venetian blinds. | W |
|------------------------------|---|



Part Three – Standard Practices and Frequency – Schedule of Periodic Work

The Contractor shall comply with the following Schedule of Operations which identifies the periodic work to be performed under this contract.

Inspections

The Contractor must notify the RCMP Site Authority when each major operation listed on the Schedule of Operations is completed.

Arrangements will be made to inspect the work to decide whether or not it is acceptable.

1. Schedule of Operations

Requirement	Schedule
1. Wash all washroom walls	January, April, July, October
2. Vacuum all upholstered chairs	Monthly
3. Machine scrub all concrete floor surfaces	February, May, August, November
4. Scrub and refinish all resilient flooring	February, May, August, November
5. Vacuum all drapes and vertical/horizontal blinds	March, June, September, December
6. Wash both sides of all interior partitions	March, June, September, December

2. Services Performed on Request Basis Only

The periodic work listed below is not included in the base contract amount and shall be performed in whole or in part as need basis requested by the RCMP Site Authority. The price for the "request basis only" work will be negotiated under separate cover. The work may not necessarily be carried out by the incumbent Contractor. Payment will be made upon satisfactory completion of the work and on receipt of invoice.

Requirement	Schedule
1. Stripping and refinishing of resilient flooring (minimum of three (3) coats of floor finish)	On Request
2. Stripping and sealing of painted concrete floor (minimum two (2) coats of sealer)	On Request
3. Stripping and sealing of ceramic tile floor surfaces (minimum two (2) coats of sealer)	On Request
4. Carpet cleaning using the hot water extraction method including rotary scrubbing on heavy traffic lanes	On Request
5. Washing of painted and vinyl covered walls (washrooms excluded)	On Request
6. Cleaning of light fixtures - fluorescent 2 tubes (4 feet)	On Request



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- | | |
|---|------------|
| 7. Cleaning of light fixtures - fluorescent 4 tubes (4 feet) | On Request |
| 8. Cleaning of light fixtures - fluorescent – round (2 feet) | On Request |
| 9. Cleaning of light fixtures - globes | On Request |
| 10. Cleaning of light fixtures – pot lights | On Request |
| 11. Cleaning of upholstered chairs (seat & back) | On Request |
| 12. Cleaning of upholstered chairs (seat only) | On Request |
| 13. High dusting (all areas above 2.8m)
(Price to be On Request, negotiated at time of request.) | On Request |



APPENDIX A-1 Standard Operating Procedure (SOP)

Title: Cleaning of RCMP Cellblocks and Detention Areas

Scope: This SOP covers the procedures for cleaning and sanitation to ensure a safe environment for all staff and inmates.

Note: Individuals engaged in cleaning of cellblocks and detention areas should be aware of the potential for contact with infectious diseases and follow safe cleaning procedures as required.

Note: This SOP is intended to provide general guidelines for cleaning. The Unit Commander may be required to modify procedures to meet the level of cleaning services deemed necessary for their unit.

Procedure:

1. Awareness:

Persons working in detention areas should be aware that appropriate immunization for vaccine-preventable disease to reduce the risk of exposure to communicable diseases is available and should be obtained. For more information on immunization, consult the 'Canadian Immunization Guide'.

2. General safeguards for cleaning cellblocks and detention areas:

- a) Wear personal protective equipment and clothing as directed by your employer.
- b) Know the potential hazards and safe handling practices for all cleaning and disinfecting products and equipment you use.
- c) Follow procedures and safe work practices as directed by your employer.
- d) Use cleaning products according to the supplier's recommendation to ensure proper and safe application.
- e) Consider all biological waste as infectious.

3. Routine Cleaning:

Note:

The Unit Commander will determine the frequency and methods of cleaning and disinfecting according to: type of surfaces or areas to be cleaned; amount of soiling; number of people and degree of activity in the area; and risk to employees, visitors, custodial staff and persons in custody.

- a) Keep all cells, secure interview rooms, prisoner/visitor rooms, patrol corridor, breath test analysis and telephone access rooms, washrooms and other holding areas and guardroom counter free of garbage and debris.



- b) Check and dispose of feminine napkins in biohazard containers mounted in the cellblock daily or as necessary.
- c) Remove, as per schedule, visible dust and dirt from cells, secure interview rooms, prisoner/visitor rooms, breath test analysis and telephone access rooms, washrooms, patrol corridor, other holding areas and guardroom counter using appropriate equipment and detergent and use a brush, sponge or mop to remove stains. Routinely sanitize all areas using appropriate disinfectant and dedicated cleaning equipment.
- d) Clean and sanitize bunks and mattresses as required (and after each use when practicable) with appropriate products and recommended procedures.
- e) Clean floor drain grills and vent grills to keep them clear.
- f) Clean/wipe all camera covers (plexiglass), where they exist.
- g) Report all spills, accidents, incidents, etc. to your on site supervisor or the Unit Commander, as applicable.

4. Cleaning of Feces and Bodily Fluids

Note:

All individuals who may come in contact with feces and bodily fluids must be properly trained to ensure they understand potential hazards, take necessary precautions, and use proper chemicals for clean-up.

- a) Restrict access to area.
- b) Wear appropriate personal protective equipment for the situation, such as gloves, face shield, safety boots or protective shoe covers, and gown or apron.
- c) Collect clothes, linen and material soiled with feces and bodily fluids with minimum agitation and put in appropriate sealed, labeled bio-hazard, leak proof container.
- d) Remove feces and bodily fluids with disposable towels before disinfecting.
- e) Wash thoroughly and then sanitize area, including bunks and mattresses with appropriate equipment and solution and allow to dry.
- f) Dispose of all contaminated articles as per municipal or provincial disposal regulation/protocols and use disposal equipment or if reusable, decontaminate equipment used for clean-up, such as buckets and mops.
- g) Remove protective equipment before leaving the location of the spill and wash hands thoroughly with warm water and soap, after removing gloves.
- h) Shower and change as soon as possible if clothing was contaminated and dispose of clothes accordingly.



References:

Janitorial Contract (SERVICE CONTRACT/SPECIFICATION - CUSTODIAL MAINTENANCE)

Treasury Board of Canada Secretariat

Procedures for Liaison with Private Contractors - Jurisdiction

<http://www.tbs-sct.gc.ca/pol/doc-eng.aspx?id=12563§ion=text>

Canadian Centre for Occupational Health and Safety (CCOHS)

Canada's National Occupational Health & Safety Resource -Sanitation and Infection Control for Cleaning staff http://www.ccohs.ca/oshanswers/hsprograms/cleaning_staff.html

Public Health Agency of Canada

Infection Control Guidelines - Hand Washing, Cleaning, Disinfection and Sterilization in Health Care

<http://www.phac-aspc.gc.ca/publicat/ccdr-rmtc/98pdf/cdr24s8e.pdf>



ANNEX "B" CERTIFICATIONS PRECEDENT TO CONTRACT AWARD

The certifications listed below should be completed and submitted with the bid, but may be submitted afterwards. If any of these required certifications is not completed and submitted as requested, the Contracting Authority will 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.

B.1 Former Public Servant Certification

Is the Bidder a FPS in receipt of a pension as defined below? **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.

A contract for the services of a FPS who has been retired for less than one year and who is in receipt of a pension as defined above is subject to a fee reduction (abatement formula) as required by Treasury Board Policy.

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.

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.



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 to the [Canada Pension Plan Act](#), R.S., 1985, c. C-8.



ANNEX "C" INSURANCE REQUIREMENTS

All references to the Certificate of Insurance (form PWGSC-TPSGC 357) <http://www.tpsgc-pwgsc.gc.ca/app-acq/forms/documents/357.pdf> in the instructions, general terms, conditions and clauses identified in the Invitation to Tender (ITT) by number, date and title, and set out in the Standard Acquisition Clauses and Conditions Manual (<http://ccua-sacc.tpsgc-pwgsc.gc.ca/pub/acho-eng.jsp>) are to be replaced with the "RCMP CERTIFICATE OF INSURANCE / ATTESTATION D'ASSURANCE - GRC".

COMMERCIAL GENERAL LIABILITY INSURANCE REQUIREMENTS

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



- j. Notice of Cancellation: The Insurer will endeavour to provide the Contracting Authority thirty (30) days written notice of policy cancellation.
- k. If the policy is written on a claims-made basis, coverage must be in place for a period of at least 12 months after the completion or termination of the Contract.
- l. 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.

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.



ANNEX “D”
BASIS OF PAYMENT

Please Note:

Annex “D” must be completed in its entirety or the tender/bid will be considered non-responsive and will not be evaluated.

- Prices are firm.
- Firm Prices are in Canadian Dollars.
- Prices do not include GST, however GST will be added as a separate item, if applicable, on any invoice issued as a result of a Contract.

Bidder’s Pricing

Item	Description	Rate	Term	Extended Price
1	Janitorial Services – Initial 12 month term Inclusive rate per month, excluding GST	\$ _____/month	X 12 months=	\$ _____
2	Janitorial Services – 1 st twelve (12) month option period Inclusive rate per month, excluding GST	\$ _____/month	X 12 months=	\$ _____
3	Janitorial Services – 2 nd twelve (12) month option period Inclusive rate per month, excluding GST	\$ _____/month	X 12 months=	\$ _____
Total Extended Price including Options:				\$ _____



ANNEX "E"
BIDDER'S INFORMATION

General Enquiries / Delivery Follow-up

Please enter name and telephone number of the person responsible for general enquiries and delivery follow-up:

Legal Business Name: _____

Telephone Number: _____

Address: _____

City/Province: _____

Postal Code: _____

Fax Number: _____

E-mail Address: _____

GST# _____

or

Business# _____

Please note:

If you do not have a GST# or Business# your SIN # is required below.

SIN# _____