

**RETURN BIDS TO:**  
**RETOURNER LES SOUMISSIONS À:**  
**Bid Receiving Public Works and Government  
Services Canada/Réception des soumissions  
Travaux publics et Services gouvernementaux  
Canada**  
**Pacific Region**  
**401 - 1230 Government Street**  
**Victoria, B.C.**  
**V8W 3X4**  
**Bid Fax: (250) 363-3344**

**REQUEST FOR PROPOSAL**  
**DEMANDE DE PROPOSITION**

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

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

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

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

**Comments - Commentaires**

<b>Title - Sujet</b> Janitorial	
<b>Solicitation No. - N° de l'invitation</b> T7061-140014/A	<b>Date</b> 2015-03-04
<b>Client Reference No. - N° de référence du client</b> T7061-140014	
<b>GETS Reference No. - N° de référence de SEAG</b> PW-\$VIC-220-6685	
<b>File No. - N° de dossier</b> VIC-4-37120 (220)	<b>CCC No./N° CCC - FMS No./N° VME</b>
<b>Solicitation Closes - L'invitation prend fin</b> <b>at - à 02:00 PM</b> <b>on - le 2015-04-24</b>	
<b>Time Zone</b> <b>Fuseau horaire</b> Pacific Daylight Saving Time PDT	
<b>F.O.B. - F.A.B.</b> <b>Plant-Usine:</b> <input type="checkbox"/> <b>Destination:</b> <input checked="" type="checkbox"/> <b>Other-Autre:</b> <input type="checkbox"/>	
<b>Address Enquiries to: - Adresser toutes questions à:</b> Mathewson (Vic220), Don	<b>Buyer Id - Id de l'acheteur</b> vic220
<b>Telephone No. - N° de téléphone</b> (250) 363-0585 ( )	<b>FAX No. - N° de FAX</b> (250) 363-3344
<b>Destination - of Goods, Services, and Construction:</b> <b>Destination - des biens, services et construction:</b> DEPARTMENT OF TRANSPORT SANDSPIT AIRPORT P.O.BOX 439 SANDSPIT BRITISH COLUMBIA V0T1T0 CANADA	

**Instructions: See Herein**

**Instructions: Voir aux présentes**

**Vendor/Firm Name and Address**

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

**Issuing Office - Bureau de distribution**

Public Works and Government Services Canada - Pacific  
Region  
401 - 1230 Government Street  
Victoria, B. C.  
V8W 3X4

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

Solicitation No. - N° de l'invitation

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Amd. No. - N° de la modif.

File No. - N° du dossier

VIC-4-37120

Buyer ID - Id de l'acheteur

vic220

CCC No./N° CCC - FMS No/ N° VME

T7061-140014

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PLEASE SEE ATTACHED DOCUMENT

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## **PART 1 GENERAL INFORMATION**

1. **SECURITY:** There is **NO** security requirement associated with this requirement.
2. **SUMMARY:** To provide all labour, supervision and transportation necessary for **JANITORIAL AND RELATED SERVICES for TRANSPORT CANADA, SANDSPIT AIRPORT, SANDSPIT, BC** on a scheduled and on an "as and when requested" basis, **for a ONE/01 year period with an option to extend for 2 x one (1) additional year(s)** in accordance with the details outlined herein and with Annex "A" Statement of Work attached herein.
3. **DEBRIEFINGS:** Bidders may request a debriefing on the results of the bid solicitation process. Bidders should make the request to the Contracting Authority within 15 working days of receipt of the results of the bid solicitation process. The debriefing may be in writing, by telephone or in person

## **PART 2 BIDDER INSTRUCTIONS**

1. **STANDARD INSTRUCTIONS, CLAUSES AND CONDITION:** All instructions, clauses and conditions identified in the bid solicitation by number, date and title are set out in the (<http://ccua-sacc.tpsgc-pwgsc.gc.ca/pub/acho-eng.jsp>) Manual issued by Public Works and Government Services Canada.

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

The 2003 (2014-03-01) Standard Instructions - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the bid solicitation.

Subsections 04 and 05 of Section 01 Integrity Provisions - Bid of the Standard Instructions 2003 incorporated by reference above are deleted in their entirety and replaced with the following:

4. Bidders who are incorporated or who are a sole proprietorship, including those bidding as a joint venture, have already provided a list of names of all individuals who are directors of the Bidder, or the name of the owner, at the time of submitting an arrangement under the Request for Supply Arrangement (RFSA). These bidders must diligently inform Canada in writing of any changes affecting the list of directors during this procurement process as well as during the contract period.

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5. Canada may, at any time, request that a bidder provide properly completed and Signed Consent Forms (Consent to a Criminal Record Verification form - PWGSC-TPSGC 229) for any or all individuals mentioned above within a specified time frame. Failure to provide such consent forms and associated information within the time frame provided, or failure to cooperate to the verification process, will result in the bid being declared non-responsive.

Subsection 5.4 of 2003, Standard Instructions - Goods or Services - Competitive Requirements, is amended as follows: **Delete: sixty (60) days Insert: one hundred and twenty (120) days**

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

Due to the nature of the bid solicitation, bids transmitted by facsimile to PWGSC will not be accepted

**3.0 ENQUIRIES - BID SOLICITATION: All enquiries must be submitted in writing to the Contracting Authority no later than 10/TEN 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 **British Columbia**.

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 can be made for a tour of the work site by contacting 250-637-1149

Appointments must be made and completed at least 2 weeks prior to bid close and are only available between 0900-1700 Monday to Friday.

## PART 3 BID PREPARATION INSTRUCTIONS

**1. BID PREPARATION INSTRUCTIONS** : Bids should be submitted in the format requested. If the Bidder feels that the terms and conditions of this solicitation will restrict it unnecessarily in any way, it should be stated so in the submission. Any deviations from the stipulated conditions should be given in detail with an explanation as to why they are being proposed. Canada requests that bidders provide their bid **in separately bound sections** as follows:

Section I:	Technical Bid:	- one (1) hard copies;
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.

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

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(<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 :

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

Section I: Technical Bid : 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. Bidders should demonstrate their capability as applicable, and describe their approach 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 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.

Section II: Financial Bid : Bidders must submit their financial bid in accordance with Annex "B" Basis of Payment. The total amount of Goods and Services Tax or Harmonized Sales Tax must be shown separately, if applicable.

1.1 Exchange Rate Fluctuation C3011T (2010-01-11), Exchange Rate Fluctuation

Section III: Certifications : Bidders must submit the certifications required under Part 5.

## **PART 4 EVALUATION PROCEDURES AND BASIS OF SELECTION - PLEASE SEE ANNEX AA**

### **PART 5 CERTIFICATIONS**

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

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

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

#### **1. CERTIFICATIONS REQUIRED PRECEDENT TO CONTRACT AWARD.**

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

Bidders who are incorporated, including those bidding as a joint venture, must provide a complete list of names of all individuals who are currently directors of the Bidder. Bidders bidding as sole proprietorship, including those bidding as a joint venture, must provide the name of the owner. Bidders bidding as societies, firms, or partnerships do not need to provide lists of names.

If the required names have not been received by the time the evaluation of bids is completed, Canada will inform the Bidder of a time frame within which to provide the information. Failure to provide the names within the time frame specified will render the bid non-responsive. Providing the required names is a mandatory requirement for contract award.

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Name	Title

**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](http://www.labour.gc.ca/eng/standards_equity/eq/emp/fcp/list/inelig.shtml)) available from [Employment and Social Development Canada \(ESDC\) - Labour's](#) website.

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

## 2. Additional Certifications Required Precedent to Contract Award

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

**2.1 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.

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;

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(b) date of termination of employment or retirement from the Public Service.

**2.2 STATUS AND AVAILABILITY OF RESOURCES :** The Bidder certifies that, should it be awarded a contract as a result of the bid solicitation, every individual proposed in its bid will be available to perform the Work as required by Canada's representatives and at the time specified in the bid solicitation or agreed to with Canada's representatives. If for reasons beyond its control, the Bidder is unable to provide the services of an individual named in its bid, the Bidder may propose a substitute with similar qualifications and experience. The Bidder must advise the Contracting Authority of the reason for the substitution and provide the name, qualifications and experience of the proposed replacement. For the purposes of this clause, only the following reasons will be considered as beyond the control of the Bidder: death, sickness, maternity and parental leave, retirement, resignation, dismissal for cause or termination of an agreement for default.

If the Bidder has proposed any individual who is not an employee of the Bidder, the Bidder certifies that it has the permission from that individual to propose his/her services in relation to the Work to be performed and to submit his/her résumé to Canada. The Bidder must, upon request from the Contracting Authority, provide a written confirmation, signed by the individual, of the permission given to the Bidder and of his/her availability. Failure to comply with the request may result in the bid being declared non-responsive.

**2.3 EDUCATION AND EXPERIENCE:** The Bidder certifies that all the information provided in the résumés and supporting material submitted with its bid, particularly the information pertaining to education, achievements, experience and work history, has been verified by the Bidder to be true and accurate. Furthermore, the Bidder warrants that every individual proposed by the Bidder for the requirement is capable of performing the Work described in the resulting contract.

**2.4 WORKERS COMPENSATION CERTIFICATION -LETTER OF GOOD STANDING:** The Bidder must have an account in good standing with the applicable provincial or territorial Worker's Compensation Board.

The Bidder must provide, within five (5) days following a request from the Contracting Authority, a certificate or letter from the applicable Worker's Compensation Board confirming the Bidder's good standing account. Failure to comply with the request may result in the bid being declared non-responsive.

## PART 6 RESULTING CONTRACT CLAUSES

### 1A. SECURITY REQUIREMENT

There is **NO** security requirement associated with this requirement.

### 1B. FINANCIAL SECURITY REQUIREMENT

1. The Contractor must provide one of the following contract financial securities within **10/TEN** calendar days after the date of contract award:
  - a. a performance bond form [PWGSC-TPSGC 505](#) in the amount of **10/TEN** percent of the Contract Price; or
  - b. a performance bond form [PWGSC-TPSGC 505](#) and a labour and material payment bond form [PWGSC-TPSGC 506](#), each in the amount of **10/TEN** percent of the Contract Price; or
  - c. a labour and material payment bond form [PWGSC-TPSGC 506](#) in the amount of **10/TEN** percent of the Contract Price; or
  - d. a security deposit as defined in clause [E0008C](#) in the amount of **10/TEN** percent of the Contract Price.

Any bond must be accepted as security by one of the bonding companies listed in [Treasury Board Contracting Policy, Appendix L](#), Acceptable Bonding Companies.

**NOTE:** this **10/TEN** percent value will only be based on the firm face value of the contract (excluding taxes) but will be kept for the length of the contract, including any exercised options.

2. Security deposits in the form of government guaranteed bonds with coupons attached will be accepted only if all coupons that are unmaturing, at the time the security deposit is provided, are attached to the bonds. The Contractor must provide written instructions concerning the action to be taken with respect to coupons that will mature while the bonds are pledged as security, when such coupons are in excess of the security deposit requirement.

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3. If Canada does not receive the required financial security within the specified period, Canada may terminate the Contract for default pursuant to the Contract default provision.

SACC Clause E0008C Security Deposit Definition 2012-07-16

2. **SUMMARY:** To provide all labour, supervision and transportation necessary for **JANITORIAL AND RELATED SERVICES for TRANSPORT CANADA, SANDSPIT AIRPORT, SANDSPIT, BC** on a scheduled and on an "as and when requested" basis, **for a ONE/01 year period with an option to extend for 2 x one (1) additional year(s)** in accordance with the details outlined herein and with Annex "A" Statement of Work attached herein.

### 3. STANDARD CLAUSES AND CONDITIONS

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

2035 (2014-06-26) General Conditions - Higher Complexity - Services, apply to and form part of the Contract.

### 4. TERM OF CONTRACT

The period of the Contract is from : **01 JUL 2015 to 30 JUN 2016**

#### 4.1 OPTION TO EXTEND THE CONTRACT

The Contractor grants to Canada the irrevocable option to extend the term of the Contract by up to **TWO/02** additional **ONE/01** year periods under the same conditions. The Contractor agrees that, during the extended period of the Contract, it will be paid in accordance with the applicable provisions as set out in the Basis of Payment.

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

### 5. AUTHORITIES

#### 5.1 CONTRACTING AUTHORITY: The Contracting Authority for the Contract is:

Don Mathewson  
Public Works and Government Services Canada  
Telephone: (250)363- 0585  
Facsimile: (250)363-0395  
E-mail: don.mathewson@pwgsc.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.

**In the event you are unable to contact the above noted Authority, please contact:  
PAC.VICCA@tpsgc-pwgsc.gc.ca.**

#### 5.2 SITE/TECHNICAL AUTHORITY: The Site Authority for the Contract is:

ROBERT ELLS  
Phone: 1-250-637-5313  
EMAIL: robert.ells@tc.gc.ca

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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 ADMINISTRATIVE AUTHORITY

ROBERT ELLS

Phone: 1-250-637-5313

EMAIL: [robert.ells@tc.gc.ca](mailto:robert.ells@tc.gc.ca)

## 6. BASIS OF PAYMENT

### 6.1 BASIS OF PAYMENT - LIMITATION OF EXPENDITURE

The Contractor will be reimbursed for the costs reasonably and properly incurred in the performance of the Work, as determined in accordance with the Basis of Payment in Annex "B" , to a limitation of expenditure of **\$TO BE DETERMINED**. Customs duties are included and Goods and Services Tax or Harmonized Sales Tax is EXTRA, as applicable.

### 6.2 LIMITATION OF EXPENDITURE

1. Canada's total liability to the Contractor under this Contract shall not exceed **\$TO BE DETERMINED**. Customs duties are included and Goods and Services Tax or Harmonized Sales Tax is EXTRA, as applicable.

2. 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 specifications, will be authorized or paid to the Contractor unless such design changes, modifications or interpretations have been approved, in writing, by the Contracting Authority prior to their incorporation into the Work.

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

- (a) it is 75 percent committed, or
- (b) four (4) months prior to the Contract expiry date, or
- (c) if the Contractor considers that the funds provided are inadequate for the completion of the Work, whichever comes first.

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

### 6.3 CPI PRICE ADJUSTMENT

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

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

\* <http://www5.statcan.gc.ca/bsolc/olc-cel/olc-cel?catno=62-001-X&chroprg=1&lang=eng> ; or

\* <http://www.statcan.gc.ca/subjects-sujets/cpi-ipc/cpi-ipc-eng.htm> ; or <http://cansim2.statcan.ca> ,Table 326-0020."

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## 7. INVOICING INSTRUCTIONS

1. The Contractor must submit invoices in accordance with the section entitled "Invoice Submission" of the general conditions. Invoices cannot be submitted until all work identified in the invoice is completed.
2. Invoices must be distributed as follows:
  - a) The original and one (1) copy must be forwarded to the following address\*\* for certification and payment.

Sandspit Airport  
PO Box 439  
Sandspit, BC  
V0T 1T0  
ATTN: Robert Ells

**8. CERTIFICATIONS :** 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 **TO BE DETERMINED**

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

- (a) the Articles of Agreement;
- (b) the general conditions 2035 (2014-03-01) - Higher Complexity - Services
- (c) Annex "A", Statement of Work;
- (d) Annex "B", Basis of Payment;
- (e) the Contractor's bid dated *TO BE DETERMINED*

**12. INSURANCE :** The Contractor must comply with the insurance requirements specified herein. 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.

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 \$2,000,000.00 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.

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- (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 acknowledgment of receipt 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

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ANNEX "A1" - SPECIFICATION - GENERAL
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SANDSPIT AIRPORT, SANDSPIT BC
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## A. GENERAL

**1. Description of work :** The Contractor shall supply all labour and supervision required to provide janitorial and related services to Transport Canada, Sandspit Airport, Sandspit B.C. for the period of the contract. The work shall be performed in a professional and diligent manner, to the satisfaction of the Site Representative.

**Where the Site Representative is mentioned it is understood that this includes his/her authorized representative as confirmed by the original Site Representative identified herein.**

**Bidders and the contractors employees must have the necessary training and/or experience to perform the work identified herein and be capable of carrying out the work as detailed in the Statement of Work associated Quality Standards and Janitorial Services documents. This includes the ability to operate the machinery and equipment provided.**

**For health and safety reasons all cleaning staff must possess a good knowledge of all services required herein and be able to read and communicate in English fluently**

**IT IS THE RESPONSIBILITY OF THE CONTRACTOR TO ENSURE THAT THERE ARE A SUFFICIENT NUMBER OF EMPLOYEES TO COMPLETE THE WORK HEREIN AND ARRANGE FOR A REPLACEMENT TO PERFORM THE CLEANING DUTIES IN THEIR ABSENCE DUE TO VACATION, ILLNESS, ETC. CONTRACTOR SHALL BE RESPONSIBLE FOR THE PAYMENT ETC. OF HIS/HER REPLACEMENT STAFF. CONTRACTOR SHALL NOT BE ABSENT WITHOUT AN ALTERNATE TO PERFORM THE CLEANING.**

**2. Work Schedule :** Work shall be performed SEVEN /07 days per week 365 days per year between the hours of 1600-2400

**However, additional work (such as snow clearance identified herein) may be requested at any time by the Site Authority. A log book shall be kept on site in which all scheduled work completion dates are recorded.** Routine cleaning will be timed to not interrupt flight arrivals/departures and will commence after a flight has arrived and cleared the terminal. Schedules are to be agreed with the site representative. A logbook or time clock may be used to indicate start and finish times for each custodian. It is a condition of this contract that all hours on site are spent solely on the abovementioned facility.

Statutory holidays **ARE INCLUDED IN DAYS OF WORK.** Statutory holidays would be priced as working a weekend day. Statutory holidays are defined as:

New Years day - January 1  
Good Friday - Friday preceding Easter  
Easter Monday – Monday following Easter  
Victoria Day - Monday preceding May 24  
Canada Day - July 1  
Labour Day - First Monday in September  
Thanksgiving - second Monday in October  
Remembrance Day - November 11  
Christmas Day - December 25  
Boxing Day - December 26

**Bidders must also take into consideration any other holidays that will impact their pricing (i.e. BC Family Day – Second Monday in February & BC Day - First Monday in August)**

2.1 COMMUNICATIONS: It is imperative that communications, between the Contractor, Custodians and Site Personnel, be kept open. It is a requirement of this contract that the Contractor contact the Site Representative quarterly to ascertain if service level is consistent to requirements. The frequency may be increased by request of the Site Representative if an ongoing problem is identified. This requirement is based on the necessity for a high level of cleaning services and fast adjustment of any deficiencies found.

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**2.2 Mandatory Response Time:** It is a mandatory requirement of this contract that the Company authorized representative be personally available to attend meetings and to respond to inquires within 24 hours of the Technical Authority's or the Contracting Authorities request. **Also it is mandatory to provide an Emergency response and on site service within one (1) hour of receiving a call 24 hours a day, 7 days a week.** Transportation of Contractor's employees to, from and around the site is the contractor's responsibility at all times.

**3. Areas to be cleaned:** Areas to be cleaned under this contract include: all public areas, lunch room, washroom, general office area, storage areas, outside grounds including inspection areas, stairwells basement, upstairs storage areas and holding cells.

## 3.1 Quality Control

.1 All work shall be carried out to the satisfaction of the Site Authority. Inspections made by the Site Authority will be based on the specifications herein.

.2 The Contractor or his/her representative shall be available for discussion regarding any deficiencies in workmanship or materials.

.3 The Contractor shall be fully responsible for any damage to the structure, furniture, equipment which is caused by the contractor's work activities.

.4 The Contractor shall advise the Site Authority in advance of any major cleaning tasks such as floor scrubbing and carpet cleaning.

**4. Equipment:** Transport Canada shall provide all required equipment, such as vacuums, floor polishers, mops, brooms, dusters, cleaning rags, pails, plungers, dustpans, ladders, etc., required for acceptable completion of the work. The Contractor is to report any unserviceable equipment to the Site Representative. Restroom cleaning materials, (cleaning cloths, etc.) are to be identified clearly and used solely for these separate areas for hygiene reasons.

**4.1 Supplies:** Transport Canada shall provide all required janitorial supplies, such as floor finish, stain removers, cleaning solutions, disinfectants, etc., as needed for the acceptable completion of the work. Transport Canada shall supply all required consumable items such as, plastic garbage bags, paper towels, toilet tissue, hand soap, road sand/ice melter., deodorant cakes,. It is the responsibility of the Contractor to advise Transport Canada what supplies are required and to request them via email to insure supplies do not run out.

Damage resulting from the use or misuse of such agents or materials shall be assessed against the Contractor and shall be deducted from monies due the Contractor by the Crown. It is the responsibility of the Contractor to ensure that cleaning products will not cause damage to the surface being cleaned or to the environment in and/or around CBSA Pleasant Camp.

**5. WORKPLACE HAZARDOUS MATERIALS INFORMATION SYSTEM (W.H.M.I.S.):** It is mandatory that the Contractor complies with W.H.M.I.S. (criteria). W.H.M.I.S. is a Canada-wide, federally imposed legislation system to classify and label products used in the workplace. The program requires that workers are informed and knowledgeable about the potential health effects of hazardous materials in their work environment and how they can be handled and disposed of safely. The legislation states that all chemicals must be labelled by a mark, sign, tag, sticker, etc., and that the M.S.D.S. must be provided for all materials controlled by WHMIS.

Use of flammable cleaning material shall be at the Site Authority's approval only and shall be removed from premises at the end of each workday. Storage of hazardous material must comply with WHMIS criteria.

All Cleaning Service Providers and their personnel shall be trained in the proper handling of chemicals, proper cleaning procedures and the proper use and maintenance of any cleaning equipment in use in accordance with WHMIS procedures and regulations and manufacturer specifications. **The contractor must provided proof of WHMIS training for staff when requested.**

**6. Reporting** The Contractor shall report promptly notify to the Site Representative, **in writing**:

- a) needed repairs and/or damage to fixtures, building **and/or fixtures, fittings, electrical outlets and the like.** .
- b) the presence of pests and any maintenance issues discovered while performing cleaning operations

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**7. Lost and Found:** The Contractor shall immediately return any found article on the site property to the Site Representative or his/her designated representative on site. The Contractor shall instruct all employees that gratuities are not to be accepted or solicited for any reason from any source.

**8. Garbage Storage:** All dry garbage must be contained in plastic bags, or steel cans with appropriate lids, and stored in designated pick up areas. Storage areas shall be kept free of litter at all times. Any authorised storage should be done in a safe manner and should be clean, dry materials, bagged and ready for suitable disposal. Materials that can be recycled are to be kept separate by the type of materials, packaged as required and disposed of at the final collection point(s) on the site designated by the Site Representative, and will conform to Government standards of disposal.

**9. Storage Space:** The contractor shall store all supplies, material, and equipment in storage areas and custodial closets designated by the Site Authority. Contractor shall keep these areas neat and clean at all times in accordance with fire regulation. Cleaning equipment must be kept clean and in good repair. Contractor shall comply with all WHMIS regulations. All waxes, polishing oils, etc. shall be kept tightly sealed and stored in separate shelves from rags and other cleaning materials. All floor mops shall be stored in a suspended position to allow free air circulation around head of mops. **Fire prevention practices shall be strictly adhered to. Flammable materials shall be stored in approved containers.**

**10. Safety:** All ladders, scaffolding, or other janitorial equipment not otherwise accessible for the required cleaning operation shall be moved into the areas where they are required, placed or shifted as necessary, and removed from the areas as necessary. This shall be done in such a manner as to provide maximum safety to persons and property and cause the least possible interference with normal usage of such areas by the public and on site personnel. All waxes, polishing oils, etc. shall be kept tightly sealed and stored in separate shelving from rags and other cleaning materials. All floor mops shall be stored in a suspended position to allow free air circulation around head of mops.

### 11. Security

11A. Security and Safety Briefings: The Contractor and all employees will be required to attend an Airport Safety and Security briefing before commencing work at the airport.

11B. Security: All secure areas are to be left as such upon completion of the work, windows shut, lights turned off at the end of the day. Lost security passes, gate clickers or keys will be deducted from invoices due to the Contractor at cost for rekeying or a fee of \$50.00 for lost passes or gate clickers.

The Contractor is responsible for locking up the building at night.

11C. SECURITY/ACCESS: Security passes, gate clickers and keys to all site areas are to be given only to authorized Contractor personnel. Security passes, access cards and keys are to be kept secure at all times.

Keys are not, under any circumstance, to be loaned, transferred, given possession of, misused, modified or altered. Further to this, the Contractor and their employees are not to cause, allow or contribute to the making of any unauthorized copies of any keys.

Violation of this agreement may result in penalty under the Canadian Aviation Security Regulations.

All keys, security passes and gate clickers are to be immediately returned to Transport Canada in the Sandspit Airport Office, when they are no longer required or when requested to do so by the Airport Manager.

**12. FIRE SAFETY:** All litter, waste papers and sweepings shall be picked up in a container equipped with a well-fitted lid. All litter, waste papers and sweepings so collected shall be removed from the work site and placed in highways container.

Janitor rooms and storage closets shall be kept clean, neat and tidy at all times. Mops and dusters that have been treated with furniture polish, wax or oil shall be kept in closed metal containers to prevent spontaneous combustion.

All mops shall be stored in a suspended position to allow free circulation of air around the mop heads.

Hot plates or electric utensils must not be used in rooms in which cleaning equipment is kept.

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Care shall be taken when collecting combustible, or flammable material, i.e., contents of ash trays, cigarette stands, sand pails, etc. Combustible or flammable material shall be collected in appropriate metal containers.

This site is designated a NO SMOKING AREA. Smoking prohibitions and posted signs shall be strictly adhered to.

Damages caused because of lack of due care and observation of fire safety measures by Contractor's Employees, will be "made good" by the Contractor or assessed against the Contractor and deducted from monies due the Crown.

**13. CLEANLINESS & HYGIENE:** Janitor rooms and storage closets shall be kept clean, neat and tidy at all times. Dusters and mops, both wet and dry shall be thoroughly cleaned daily to avoid odours and hygiene problems. The cloth or brush used for the cleaning of toilets and urinals shall not be used for any other purposes.

Color coded cleaning cloths - for the purpose of hygiene and ease of identification the Contractor will supply the following colored dusting cloths:

RED OR PINK -	for cleaning toilets and urinals
BLUE OR GREEN -	for cleaning sinks, countertops, and wiping down tables
WHITE OR YELLOW -	for all other general dusting duty

**14. STAFFING REQUIREMENTS:** The contractor shall ensure that the following staffing requirements are met throughout the life of the contract.

A) Non-Permanent Resident (Cdn Companies): contractor is responsible for compliance with the immigration requirements applicable to non-permanent residents entering Canada to work on a temporary basis in fulfilment of the Contract. In some instances, employment authorization necessary to enter Canada cannot be issued with prior approval of a Canada Employment Centre (CEC). A CEC should always be contacted as soon as the decision to bring in a non-permanent resident is made. The Contractor will be responsible for all costs incurred as a result of non-compliance with immigration requirements.

B) Non-Permanent Resident (Foreign Companies): The Contractor shall ensure that non-permanent residents intending to work in Canada on a temporary basis in fulfilment of the Contract, who are neither Canadian citizens nor United States nationals, receive all appropriate documents and instructions relating to Canadian immigration requirements and secure all required employment authorizations prior to their arrival at the Canadian port of entry. The Contractor shall ensure the United States nationals having such intentions receive all appropriate documents and instructions in that regard prior to their arrival at the Canadian port of entry. Such documents may be obtained at the appropriate Canadian Embassy / Consulate in the Contractor's country. The Contractor will be responsible for all costs incurred as a result of non-compliance with immigration requirements.

C) Replacement of Personnel : The Contractor shall provide the services of those person(s) named in its proposal, and any additional employees necessary to perform the Work and provide the services required under this Contract, unless the Contractor is unable to do so for reasons beyond the control of the Contractor.

Should the Contractor, at any time, be unable to provide the employees named above, the Contractor shall be responsible for providing replacements who shall be of similar ability and attainment and who shall be acceptable to the Technical Authority and the Contracting Officer. In such cases, the Contractor shall notify in writing , both the Technical Authority and the Contracting Officer and provide:

- (a) the reason for the removal of the named employee(s) from the Work;
- (b) the name of the proposed replacement(s);
- (c) an outline of the qualifications and experience of the candidate(s); and
- (d) accepted security clearance certification(s), as applicable.

Such notice shall be sent at least thirty (30) days in advance of the date on which any replacement is to commence work. Any change to the terms and conditions of the contract which results from a replacement of personnel shall be effected by a contract amendment.

Notwithstanding the foregoing, the Contractor is required to perform the Work and provide the services in accordance with the terms of the contract.

**The Contractor shall present a list of all employees who will be working on site, to the Site Authority.**

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<b>Contract Performance and Enforcement</b>
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**INSPECTION OF WORK:** Inspection of the work site shall be conducted by the Site Authority or a designated representative and the Contractor or a designated representative periodically (more often when required in the opinion of the Site Authority or the Contractor). The overall performance and the quality of work will be assessed using the Cleaning Standards in conjunction with the Cleaning Schedules. The designated day(s) of inspection will be determined by mutual agreement between the Contractor and the Site Authority.

Deficiencies are to be recorded and shall be distributed to the Contractor, the Site Authority and PWGSC.

**PERFORMANCE REMEDY: Performance Report** The quality of the Contractor's performance will be assessed through the Site Authority's inspections in conjunction with the Operations and Frequencies Schedule, Operations and Quality Standards and Glossary of Terms and Quality Standards. Operations not identified on the Building Services Inspection Report as being below standard may not have been checked, however, those identified are below standard and must receive immediate and continued attention.

**CONTRACT ENFORCEMENT:** Bidders shall be aware that this contract will be enforced in the following manner to ensure satisfactory performance or else the speedy removal of the Contractor for default of contract under the terms of the Contract.

- a. Repeated poor performance or any serious deficiency in specified contract performance will be considered a default of contract.
- b. Poor or deficient performance will result in verbal or written reports, which will result in a first letter of notification to the Contractor. A first serious default will result in a first letter of notification to the Contractor.
- c. **If the default is not immediately corrected, the Site Authority MAY contract another Contractor to rectify the default and deduct the cost from payment due, or the Site Authority may deduct monies relating to the default for the service not rendered. If the Contract is bonded with a Performance Bond, a copy of the first letter of default will be forwarded to the Bonding Company.**
- d. Any first letter of poor performance or serious default will also notify the Contractor that continuous poor performance or a second serious default of any kind will automatically commence action to take the work out of the Contractor's hands in accordance with the terms of the Contract.
- e. Continuous poor performance or a second default by the Contractor **MAY** result in a second letter from the Site Authority giving notice of the default. This second letter **MAY** also be the final notice that the Contractor will receive prior to termination.
- f. If repeated poor performance or a second default occurs a termination letter will be sent to the Contractor; all payments will immediately cease; and the work of the Contract will be taken out of the hands of the Contractor.

There will be no "action steps" as outlined above for very serious poor performance or abandonment of the contract or bankruptcy, etc. The Site Authority will, in these very serious situations, immediately commence to take the work out of the Contractor's hands in accordance with the term of the Contract.

**ALL PERFORMANCE EVALUATIONS AND ANY RESULTANT ACTIONS MUST BE CLEARED THROUGH THE CONTRACTING AUTHORITY IDENTIFIED HEREIN PRIOR TO ANY ACTIONS BEING TAKEN.**

<b>ANNEX "A2" - CLEANING SPECIFICATION - SCHEDULED WORK</b>
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WASHROOMS	frequency
1 Empty washroom waste containers and replace liners	D
2 Using germicidal solution, thoroughly clean all sinks, including underside and pipes, Wipe and polish all chrome fixtures	D
3 Replenish all washroom supplies	D
4 Dust all horizontal surfaces	D
5 Spot clean all stains and spills on all horizontal and vertical surfaces with germicidal solution	D
6 Spot clean all architectural metals	D
7 Using germicidal solution, thoroughly clean all toilets and urinals, inside and out, including all chrome fixture	D
8 Damp mop floors using germicidal solution	D
9 Damp mop floors using all purpose detergent	D
10 Using germicidal solution, wipe walls and partitions around toilets, urinals and sinks	W
11 Clean mirrors	D

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12 Descale toilets and urinals using an organic non-acid bowl cleaner	3 X WK
13 Wash all garbage containers using germicidal detergent	D
14 Strip, wax and buff floors using machine	2 X YR
15 Clean all ceiling vents	2 X YR
16 Dust and damp wipe all light fixtures	2 X YR
17 Remove graffiti using appropriate cleaner (as required)	As required (AR)
<b>ENTRANCE VESTIBULES</b>	
1 Vacuum all entrance door threshold jllates	D
2 Mop up all stains and spills	D
3 Dust mop all hard floors with treated dust mop	D
4 Damp mop entire hard surface area	D
5 Using a damp cloth, dust all horizontal and vertical surfaces, including parking voucher desk	D
6 Pick up litter and debris	D
7 Clean both sides of all entrance glass doors	2 X WK
8 Clean all ceiling vents	2 X YR
9 Dust and damp wipe all light fixtures	2 X YR
<b>AIR TERMINAL BUILDING, OPERATION ROOMS AND OFFICES</b>	
1 Pickup litter and debris	D
2 Remove all recycling, garbage and flattened cardboard left by airport tenants	D
3 Spot clean all horizontal and vertical surfaces, Including light switches, plugs and doors, removing fingerprints, smudges and stains	D
4 Empty all waste receptacles, wipe soiled containers and replace liners	D
5 Clean and polish drinking fountain, removing watermarks, scaled and splashed surfaces on front and sides	D
6 Dust all horizontal and vertical surfaces Including edges and windowsills	W
7 Vacuum all console tops	W
8 Vacuum or wipe all operating and staff chairs	W
9 Mop up all stains and spills	AR/D
10 Dust mop all hard surface floors with treated dust mop	D
11 Damp mop entire hard surface area between the coffee shop and the airline check-in counters to the first passenger seating area (all other floor areas)	D
12 Spot clean all partition and door glass	W
13 Dust all televisions and other screens as directed	D
14 Damp wipe all telephones with germicidal solution, Including ear and mouth	W
15. Spot clean carpet areas using a carpet spot remover	D
16 Damp wipe/polish any boardroom/meeting room tables	AR/D
17 Using tank or backpack vacuum, detail clean all edges	W
18 Vacuum and/or sweep all carpeted and concreted/vinyl areas from wall to wall completely	D
19 Vacuum all vertical blinds	W
20 Dust/vacuum high and low areas (pictures, clocks, partition tops, etc)	M
21 Clean all ceiling and air handling unit vents	2 X YR
22 Dust and damp wipe all light fixtures	2 X YR
23 Strip, wax and buff floors using machine	2 X YR
24 Dust and damp wipe all ceiling fans, beams and upper windows	YEARLY
<b>BAGGAGE/CARGO WAREHOUSE/AIRSIDE HALLWAY AREAS</b>	
1 Pickup litter and debris	D
2 Remove all recycling, garbage and flattened cardboard left by airport tenants	D
3 Empty all waste receptacles, wipe soiled containers and replace liners	W
4 Dust all horizontal and vertical surfaces Including edges and windowsills	M
5 Mop up all stains and spills	AR/D
6 Sweep mop all hard surface floors	W
7 Wet mop all hard surface floors	M

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8 Spot clean all partition and door glass	D
9 Using tank or backpack vacuum, detail clean all edges	M
10 Dust/vacuum high and low areas (pictures, clocks, partition tops, etc)	M
11 Clean all ling vents	2 X YR
12 Dust and damp wipe all light fixtures	2 X YR
<b>OUTSIDE OF AIRPORT TERMINAL BUILDING</b>	
1 Empty garbage containers and clean/sanitize lid/flap	D
2 Empty "Safe smoker Cigarette Receptacles"	BW
3 Keep sidewalks and doorways swept clear of leaves and debris	W
4 Keep garden areas clear of.garbage	D
<b>AIRPORT TERMINAL BUILDING WINDOW MAINTENANCE</b>	
1 Interior and exterior building windows must be cleaned thoroughly (both sides) using a window brush and squeegee mop	BW
2 High traffic areas such as the arrivals area windows and doors	AR
<b>CLEANING OF CARPETED AREAS IN AIRPORT TERMINAL BUILDING</b>	
1 Vacuum carpets thoroughly	D
2 Spot clean any stained areas	AR
3 Steam clean and re--texture carpeting	2 X YR
<i>Note: Special care must be taken due to electronic/electrical equipment running under the flooring. Consult with site representative prior to commencing</i>	
<b>INDOOR PLANT</b>	
1 Water approximately 10 plants	AR / W
<b>COMBINED SERVICES BUILDING (OFFICE, EMERGENCY COORDINATION CENTRE / LUNCHROOM DOWN AND UPSTAIRS HALLWAYS AND STAIRWELLS</b>	
1 Empty all waste receptacles, wipe soiled containers and replace liners.	2 X W
2 Collect recycling, garbage and flattened cardboard and keep areas free of litter and debris	2 X W
3 Using a damp cloth, spot clean all horizontal and vertical surfaces including light switches, plugs and doors,removing fingerprints,smudges and stains·	W
4 Dust all horizontal and vertical surfaces.Including edges and windowsills	W
5 Mop up all stains and spills	2 X W
6 Dust mop all hard surface floors with treated dust mop	2 X W
7 Damp mop entire hard surface area	W
8 Damp mop stairwells and upstairs hallways	BM
9 Washroom tasks as listed above	2 xW
10 Clean entrance door, office and lunchroom/Emergency Control. Centre windows Inside and out	M
11 Clean all ceiling vents	2 X YR
12 Dust and damp wipe all light fixtures	2 X YR
13 Strip, wax and buff floors using machine	2 X YR
<b>Notes:</b>	
<ol style="list-style-type: none"> <li>1. The areas in the CSB that are excluded are the upstairs rooms, maintenance and carpentry workshops.</li> <li>2. Please record all Items that require maintenance In the "General Maintenance Log" book which Is kept in the Transport Canada administration office</li> <li>3. Please bring all "Lost and Found" Items to the Transport Canada administration office and record In the Log Book</li> </ol>	

**SNOW & ICE:** As requested by the Site Authority, the Contractor is to remove snow and ice from building entrances, steps, landings and sidewalks (within 10 feet of the entrance doors) to ensure the safety of the public and crown employees. Apply sand and/or ice melter as required and/or as directed to correct slip hazard.

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### ANNEX "A3" - CLEANING SPECIFICATION - TERM DEFINITIONS/STANDARDS OF ACCEPTANCE

TERM	DESCRIPTION OF OPERATION	QUALITY STANDARD
Area Policing:	Consists of patrolling sidewalks, driveways, lawn areas, loading docks, entrance, and other areas and picking up paper and all other debris.	Designated areas shall be free of paper and all other debris after policing
Sweeping Exterior:	Consists of removing loose, dry surface soil.	Sidewalks, loading docks, entrances, and other designated areas shall be clean after sweeping
Hosing Sidewalks:	Consists of washing sidewalks by spraying with water under pressure from a garden hose.	Sidewalks and other designated areas shall be clean after hosing.
Sweeping	Consists of removing loose, dry surface soil. Where surface is not subject to damage by solvent, use a solvent based, treated sweeping compound, dust cloth or dust mop. Where surface is subject to damage by solvents, use a wax based, treated sweeping compound, dust cloth or dust mop. Dust cloths and dust mops to be treated the day before they are to be used, to ensure no streaks are left on the floor.	There should be no dirt, trash or other matter left in corners, behind or under free standing radiators, under furniture or behind doors. Floors should be free of dust film, there should be no dirt left where sweepings were picked up and furniture and equipment should be relocated to where it was prior to the sweeping operation
Damp and Wet Mopping	Consists of applying neutral detergent solution to the floor, agitating it with a mop removing the solution, rinsing the floor and wiping up the rinse water. In washrooms, the rinsing operation is performed using a germicidal solution	The mopped area should be clean and free of surface stains, mop streaks and loose mop strands. Walls baseboards and other surfaces should be free of watermarks and splashing. Water or other cleaning solutions should be allowed to collect under furniture legs and cabinets
Wash Floor	Consists of applying a neutral detergent solution to the floor, agitating it with a mop, removing the solution, rinsing the floor and picking up the rinse water. In washrooms, the rinsing operation is performed using a germicidal solution	There should be no surface dirt or stains visible following the floor washing operation. Walls, baseboards and other surfaces should be free of watermarks, splashing and scars from equipment. The floor should be free of streaks, loose mop strands and water or other cleaning solutions should be allowed to collect under furniture legs and cabinets
Cleaning Walk Away Mats.	Consists of vacuuming, stain removal and shampooing, using either a machine agitated dry foam or jet extractor methods. Hose washing may only be used if specified by the manufacture and in accordance with the Instructions.	There should be no stains visible and no discoloration of the walk away-mat. The floor area under the mat should be free of dust, dirt and present a clean appearance after cleaning operations.
Vacuuming Walk Away Mats	Consists of removing sand, slush or water, using a wet and dry industrial type vacuum cleaner, equipped with the appropriate floor tools.	Walk-away-mats should be clean and free of dust, dirt, sand, slush, salt and water after vacuuming. Floor area under the mat should be free of dust and dirt and present a clean appearance.
Salt/Stain Removal Walk Away Mats	Consists of vacuuming, flooding salt stain with water and allowing to stand for ten minutes, vacuuming up water and repeating operation as many times necessary until stain is removed..	There should be no salt stain visible and no discoloration of the walk away-mat after salt stain removal operation. Floor area under the mat should be free of dust and dirt and present a clean appearance..
Glass Cleaning	Consists of washing glass surfaces with a detergent solution and wiping dry with a clean cloth	Glass should be clean on both sides and free of streaks and smears. Sash, sill, stools and floors should be clean and free of water marks. Items moved during the cleaning operation should be replaced to original location..
Cleaning Stairways and Landings.	Consists of sweeping, dusting, mopping and stripping; spot cleaning walls and polishing handrails, doorknobs and other metal surfaces where applicable.	Stair landings, treads and corners of stair treads should be free of dirt, dust streaks and debris. Stair railings, ledges, door mouldings, radiators, window stools and grilles should be free of dust. Stair landings, treads, risers, walls and baseboards should be clean and free of water marks and splashing from cleaning and finishing solutions. Handrailings, doorknobs and other metal surfaces should be clean and polished..
Dusting	Consists of removing loose dirt, dust and cobwebs using an untreated dust mop or vacuum cleaner with appropriate attachments	There should not be any dust or dust streaks on desks or other furniture. Glass tops on desks and tables should be clean and free of finger marks and stains. All pictures, plaques, etc., should be free of dust. Corners and crevices should be free of dust. Radiators, window stools, door ledges, frames,

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		louvres, baseboards and partition ledges should be free of dust
Metal Cleaning	Consists of polishing with an approved metal polish doorknobs, push bars, kick plates, railings and other metal surfaces to remove stains and restore the shine.	Doorknobs, push bars, kick plates, railing, doors and other surfaces should be clean and polished
Cleaning Washroom Fixtures	See herein. Consists of washing with a germicidal detergent all surfaces of wash basins, taps, exposed piping, flush tanks, toilet seats, toilet bowls and urinals to disinfect and remove dust, dirt, spots and stains.	All surfaces of wash basins, taps, and all exposed piping should be free of dust, dirt, spots and stains. All surfaces of flush tank toilet seats, bowls and urinals should be disinfected. Plumbing fixtures should be free of stains, soap build up, dust and mould
Spot Clean Dispensers , Walls, Stall Partitions, Doors Shelves, Mirrors & Ledges	Consists of removing finger marks, smudges, stains and graffiti using a moistened cloth followed by a dry cloth.	All dispensers, shelves, shelf brackets and ledges should be free of finger marks, dust and stains. All mirrors should be clean. Walls, stall partitions and doors should be free of dust, hand marks, pencil marks, water streaks, mop marks and fittings should be free of mould. Walls, up to a standing height, should be free of all marks.
Empty Waste Receptacles	Consists of emptying waste receptacles and replacing dirty plastic bags; ashtrays are to be emptied into a separate metal container and wiped clean. All refuse is to be placed in a designated fireproof space..	All paper and garbage receptacles should be emptied, plastic bags should be replaced, if required, and the exterior surface wiped clean. All ashtrays should be empty, clean and in place.
Recycling Bins (Green Boxes or equiv if applicable):	Empty blue boxes once a week into separate container and take over to recycling tent & sort.	We have a designated recycling area and each office has blue recycle bins for paper/cardboard, cans etc..
Dusting/ Vacuuming Blinds	Consists of dusting or vacuuming both sides of the slats and adjoining window frame area.	Both sides of slats should be clean and free of dust. Window frames and adjoining area should be free of dust.
Vacuuming Air Grilles Air Diffusers.	Consists of removing dust, dirt and cobwebs using a vacuum cleaner, equipped with a wand and brush attachment, or, wipe with a damp sponge and dry with a clean cloth.	Air -Grilles and air diffusers should be free of dust, loose dirt and cobwebs after vacuuming operation.
Contractors Space and Janitors Closet	Consists of sweeping, washing, scrubbing and refinishing the floor. Washing walls and shelves and disinfecting sinks. The area is to be kept free of debris, mops are to be washed clean before storing and all other equipment is to be kept clean. Cleaning supplies are to be neatly stored.	All floors should be clean. All fixtures and walls should be free of dust and stains. Mop pails/trucks should be empty and free of odours. There should be no waste paper, garbage or empty containers in the Janitor Closets.
Cleaning Vinyl & Leatherette Upholstery:	Consists of removing soil marks and stains using an approved cleaner.	There shall be no dirt, soil marks, or stains visible following the scheduled cleaning.

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<b>ANNEX "AA" - EVALUATION AND BASIS OF SELECTION</b>
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**EVALUATION OF BID:** 1. Canada will evaluate bids received based on, but not be limited to, the following factors:

- a) compliance with the terms and conditions of this solicitation;
- b) compliance with the specifications.
- c) assessment of all technical documentation and information for technical compliance;

2. Canada reserves the right to reject any bid which does not comply with all the mandatory requirements of this solicitation.

3. A bidder may be required to demonstrate to Canada's satisfaction that it is capable of successfully completing the Work in accordance with this solicitation.

4. The release of any information provided to Canada in response to this solicitation will be subject to the provisions of the Access to Information and Privacy Acts of Canada.

5. Within 72 hours of notification, the successful contractor or shall forward to the contracting authority either a certified true copy of the insurance policy or the certificate of insurance containing reasonable detail of the insurance coverage, exclusions, deductibles and conditions applying to such policies and confirming that the insurance is in force to meet these requirements. Failure of the successful contractor to forward the required certification shall render the bid non responsive.

The following forms/information must be fully completed/provided and returned **with your bid**. Failure to do so may result in your bid being considered non-responsive **AND NO FURTHER EVALUATION WILL OCCUR**

The following information should be provided  
and returned **with your bid**  
***BUT must be provided within 2 business days  
upon request.***

Failure to do so may result in your bid being considered non-responsive

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01. ON SITE JANITORIAL STAFF EXPERIENCE
<p><b>All on site janitorial staff must have at least 6 months recent janitorial experience</b> cleaning in a commercial capacity. This includes being able to operate the machinery and equipment necessary to perform the work identified herein.</p>
<p><b>Please circle response YES or NO</b></p>
<p><b>All on site janitorial staff must have WHMIS certification</b> in addition to any certifications or training necessary to perform the work identified herein.</p>
<p><b>Please circle response YES or NO</b></p>
<p>Further information may be requested to confirm.</p>

02. BIDDERS PREVIOUS EXPERIENCE	
<p><b>BIDDERS MUST HAVE 01/ONE CONSECUTIVE YEAR EXPERIENCE (WITHIN THE LAST 5 YEARS) ON AT LEAST 01/ONE CONTRACT THAT IS OF A SIMILAR SIZE AND SCOPE* TO THE REQUIREMENT IDENTIFIED IN THIS SOLICITATION.</b></p>	
<b>THIS REQUIREMENT</b>	<b>T7061-140014</b>
<b>TOTAL SQUARE METERS&gt; Size</b>	<p><b>1,583 m2 TOTAL</b> 424.70 m2 carpet 1,155 m2 non-carpet</p>
<b>TYPE OF SPACE USE OR TYPE &gt; Scope</b>	<b>Office X Other X</b>
<b>*SIMILAR SIZE &amp; SCOPE</b> <i>is defined as :</i>	
<p><i>SIZE&gt; A space that is a minimum of 50% of the size (m2) and</i> <i>SCOPE&gt; A space of similar use or type (e.g. office space, lab space)</i></p>	
<b>Please circle responses</b>	
SIZE> Total Square meters	<b>+ Over 791 m2 or - Under 791 m2</b>
<i>Total sqm is&gt;</i>	Standalone or Concurrent*
SCOPE> Space use/ type	Office Open Combination Other
<i>space use / type is&gt;</i>	Standalone or Concurrent*
<p><i>*Concurrent - If the bidder is proposing multiple contracts to meet this mandatory criteria, those contracts must be concurrent (occurring within the same 2 consecutive year period).</i></p>	
<b>TIME &amp; VALUE</b>	
Minimum 01/one year within last 05/five years	Mo ___ /yr TO Mo ___ /yr
Value per year of contract	\$ ___ / year
Further information may be requested to confirm.	

**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 the contract.**

<b>ANNEX "B" - BASIS OF PAYMENT / EVALUATION</b>
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**EVALUATION OF PRICE:** The price of bids will be evaluated in Canadian dollars, the Goods and Services Tax (GST) or the Harmonized Sales Tax (HST) excluded. NOTE: Pricing must be an all-inclusive price for the provision of all labour, supervision required for Janitorial Services. No other charges will be allowed.

**CPI PRICE ADJUSTMENT :** At the time of the exercise of each option, the rates in the Basis of Payment (Annex B) will be increased or decreased by multiplying the rates by the percentage change in "The Consumer Price Index, major components, selected sub-groups and special aggregates, provinces, Whitehorse and Yellowknife, not

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seasonally adjusted("CPI") for the appropriate province for the 12 month period ending two months before the expiration date of the current period of the contract ("period"). The CPI which shall be used is published in Statistics Canada Catalogue no. 62-001-X, tables 9-1 to 9-12, for the appropriate province all-items CPI of the period as described above. Consumer Price Index for Canada is published by Statistics Canada and is available at:

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

<b>JANITORIAL</b>	<b>estimate</b>	<b>\$/mo YEAR 01</b>	<b>\$/mo OPTION YEAR 02</b>	<b>\$/mo OPTION YEAR 03</b>	<b>Extension</b>
	A	B	C	D	A x (B+C+D)
Scheduled Cleaning	12 mo	\$ /mo	\$ /mo	\$ /mo	\$
Add'l miscellaneous cleaning	20 hrs per year	\$ /hr	\$ /hr	\$ /hr	\$
<b><i>As and when requested snow and ice removal services during hours 0600-2400</i></b>					
Snow and ice removal	20 hrs per year	\$ /hr	\$ /hr	\$ /hr	\$
<b>EVALUATION TOTAL</b>					<b>\$</b>

VENDOR INFORMATION	
<b>Company Name</b>	
<b>Physical Address</b>	
<b>Mailing Address</b>	
<b>Telephone Number</b>	
<b>Fax Number</b>	
<b>Company Website</b>	
<b>PBN</b>	
<b>Service Contact Name</b>	
<b>Telephone Number(s)</b>	
<b>E-mail(s)</b>	
<b>Back up / alternate for above:</b>	
<b>Telephone Number(s)</b>	
<b>E-mail(s)</b>	
<b>Accounting/ Invoicing Contact Name</b>	
<b>Back up / alternate for above:</b>	
<b>Telephone Number(s)</b>	
<b>E-mail(s)</b>	