Public Works and Government Services Canada

Travaux publics et Services gouvernementaux Canada

RETURN BIDS TO:
RETOURNER LES SOUMISSIONS À:

Bid Receiving Public Works and Government Services Canada/Réception des soumissions Travaux publics et Services gouvernementaux Canada
Room 100,
167 Lombard Ave.
Winnipeg
Manitoba
R3B 0T6
Bid Fax: (204) 983-0338

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

Title - Sujet
Janitorial Services

Solicitation No. - N° de l'invitation	**Date**
W0118-15S39A/A	2015-03-27

Client Reference No. - N° de référence du client
W0118-15S39A

GETS Reference No. - N° de référence de SEAG
PW-$WPG-080-9434

File No. - N° de dossier	**CCC No./N° CCC - FMS No./N° VME**
WPG-4-37340 (080)	

Solicitation Closes - L'invitation prend fin
at - à 02:00 PM
on - le 2015-05-11

Time Zone
Fuseau horaire
Central Daylight Saving Time CDT

F.O.B. - F.A.B.
Plant-Usine: ☐ **Destination:** ☑ **Other-Autre:** ☐

Address Enquiries to: - Adresser toutes questions à:	**Buyer Id - Id de l'acheteur**
Almonte, Cathleen	wpg080

Telephone No. - N° de téléphone	**FAX No. - N° de FAX**
(204) 984-6664 ( )	(204) 983-7796

Destination - of Goods, Services, and Construction:
Destination - des biens, services et construction:
DEPARTMENT OF NATIONAL DEFENCE
CFB SHILO
SHILO
Manitoba
R0K2A0
Canada

Instructions: See Herein

Instructions: Voir aux présentes

Vendor/Firm Name and Address
Raison sociale et adresse du fournisseur/de l'entrepreneur

Delivery Required - Livraison exigée	**Delivery Offered - Livraison proposée**
See Herein	

Vendor/Firm Name and Address
Raison sociale et adresse du fournisseur/de l'entrepreneur

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**

Issuing Office - Bureau de distribution
Public Works and Government Services Canada - Western Region
Room 100
167 Lombard Ave.
Winnipeg
Manitoba
R3B 0T6

Canada

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PART 1 - GENERAL INFORMATION

1.1 Introduction

The bid solicitation is divided into six parts plus attachments and annexes, as follows:

Part 1 General Information: provides a general description of the requirement;

Part 2 Bidder Instructions: provides the instructions, clauses and conditions applicable to the bid solicitation;

Part 3 Bid Preparation Instructions: provides bidders with instructions on how to prepare their bid;

Part 4 Evaluation Procedures and Basis of Selection: indicates how the evaluation will be conducted, the evaluation criteria that must be addressed in the bid, and the basis of selection;

Part 5 Certifications: includes the certifications to be provided; and

Part 6 Resulting Contract Clauses: includes the clauses and conditions that will apply to any resulting contract.

The Annexes include the Statement of Work, the Basis of Payment, , the Insurance Requirements, the DND 626 Task Authorization Form and any other annexes.

1.2 Summary

To provide janitorial services, snow removal and project cleaning to various buildings, including all labour, materials, equipment, tools, transportation and supervision necessary for the Department of National Defence, Canadian Forces Base (CFB) Shilo, Shilo, Manitoba as detailed in the Statement of Work (attached hereto as Annex A). The period of the Contract is from 01 June 2015 to 31 May 2016 inclusive with Canada retaining an irrevocable option to extend the Contract for an additional two (2) consecutive one (1) year periods. Work shall be completed in accordance with the Statement of Work and terms and conditions specified herein.

As per the Integrity Provisions under section 01 of Standard In*structions* 2003 *and* 2004, bidders must provide a list of all owners and/or Directors and other associated information as required. Refer to section 4.21 of the *Supply Manual* for additional information on the Integrity Provisions.

For services requirements, Bidders must provide the required information as detailed in article 2.3 of Part 2 of *the bid solicitation*, in order to comply with Treasury Board policies and directives on contracts awarded to former public servants.

The requirement is subject to the provisions of the World Trade Organization Agreement on Government Procurement (WTO-AGP), the North American Free Trade Agreement (NAFTA), and the Agreement on Internal Trade (AIT).

1.3 Debriefings

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

PART 2 - BIDDER INSTRUCTIONS

2.1 Standard Instructions, Clauses and Conditions

All instructions, clauses and conditions identified in the bid solicitation by number, date and title are set out in the *Standard Acquisition Clauses and Conditions Manual* (https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual) issued by Public Works and Government Services Canada.
Bidders who submit a bid agree to be bound by the instructions, clauses and conditions of the bid solicitation and accept the clauses and conditions of the resulting contract.

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

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

Delete: 60 days
Insert: 120 days

2.1.1 *SACC* Manual Clauses

B3000T (2006-06-16), Equivalent Products
B1000T (2014-06-26), Condition of Material - Bid

2.2 Submission of Bids

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

DUE TO THE NATURE OF THE BID SOLICITATION, BIDS TRANSMITTED BY FACSIMILE TO PWGSC WILL NOT BE ACCEPTED.

2.3 Former Public Servant

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

Definitions

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

a. an individual;

b. an individual who has incorporated;

c. a partnership made of former public servants; or

d. a sole proprietorship or entity where the affected individual has a controlling or major interest in the entity.

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

"pension" means a pension or annual allowance paid under the *Public Service Superannuation Act* (PSSA), R.S., 1985, c.P-36, and any increases paid pursuant to the *Supplementary Retirement Benefits Act*, R.S., 1985, c.S-24 as it affects the PSSA. It does not include pensions payable pursuant to the *Canadian Forces Superannuation Act*, R.S., 1985, c.C-17, the *Defence Services Pension Continuation Act*, 1970, c.D-3, the *Royal Canadian Mounted Police Pension Continuation Act* , 1970, c.R-10, and the *Royal Canadian Mounted Police Superannuation Act*, R.S., 1985, c.R-11, the *Members of Parliament Retiring Allowances Act* , R.S., 1985, c.M-5, and that portion of pension payable to the *Canada Pension Plan Act*, R.S., 1985, c.C-8.

Former Public Servant in Receipt of a Pension

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

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

a. name of former public servant;

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

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

Work Force Adjustment Directive

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

If so, the Bidder must provide the following information:

a. name of former public servant;

b. conditions of the lump sum payment incentive;

c. date of termination of employment;

d. amount of lump sum payment;

e. rate of pay on which lump sum payment is based;

f. period of lump sum payment including start date, end date and number of weeks;

g. number and amount (professional fees) of other contracts subject to the restrictions of a work force adjustment program.

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

2.4 Enquiries - Bid Solicitation

All enquiries must be submitted in writing to the Contracting Authority no later than 10 calendar days before the bid closing date. Enquiries received after that time may not be answered.

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

2.5 Applicable Laws

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

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

2.6 Mandatory Site Visit

It is mandatory that the Bidder or a representative of the Bidder visit the work site. Arrangements have been made for the site visit to be held at CFB Shilo, Shilo, Manitoba on 17 April 2015. The site visit will begin at 10:30 a.m., in Building P101.

Bidders must communicate with the Contracting Authority no later than 14 April 2015, 02:00 p.m. to confirm attendance and provide the name(s) of the person(s) who will attend. Bidders will be required to sign an attendance sheet. Bidders should confirm in their bid that they have attended the site visit. Bidders who do not attend the mandatory site visit or do not send a representative will not be given an alternative appointment and their bid will be declared non-responsive. Any clarifications or changes to the bid solicitation resulting from the site visit will be included as an amendment to the bid solicitation

PART 3 - BID PREPARATION INSTRUCTIONS

3.1 Bid Preparation Instructions

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

Section I: Technical Bid (3 hard copies)
Section II: Financial Bid (1 hard copy)
Section III: Certifications (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 (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.

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 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

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

3.1.2 Exchange Rate Fluctuation

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

3.1.3 *SACC Manual* Clauses

Section III: Certifications

Bidders must submit the certifications required under Part 5.

PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

4.1 Evaluation Procedures

(a) Bids will be assessed in accordance with the entire requirement of the bid solicitation including the technical and financial evaluation criteria.

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

4.1.1 Technical Evaluation

Point rated technical evaluation criteria are included in **Annex F.**

4.1.2 Financial Evaluation

4.1.2.1 Mandatory Financial Criteria

SACC Manual Clause A0220T (2014-06-26), Evaluation of Price

4.2 Basis of Selection

4.2.1 Basis of Selection – Minimum Point Rating

1. To be declared responsive, a bid must:

    a. comply with all the requirements of the bid solicitation;

    b. meet all mandatory criteria; and

    c. obtain the required minimum points for the technical evaluation which are subject to point rating.

2. Bids not meeting (a) or (b) or (c) will be declared non-responsive. The responsive bid with the lowest evaluated price will be recommended for award of a contract.

PART 5 - CERTIFICATIONS

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

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

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

5.1 Certifications Precedent to Contract Award

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

to comply with the request of the Contracting Authority and to provide the certifications within the time frame specified will render the bid non-responsive.

5.1.1 Integrity Provisions - Associated Information

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

5.1.2 Federal Contractors Program for Employment Equity - Bid Certification

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

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

5.1.3 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.

5.1.4 Education and Experience

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

PART 6 - RESULTING CONTRACT CLAUSES

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

6.1 Statement of Work

The Contractor must perform the Work in accordance with the Statement of Work at Annex A and the Contractor's technical bid entitled TBD, dated TBD.

6.1.1 Task Authorization

The Work or a portion of the Work to be performed under the Contract will be on an "as and when requested basis" using a Task Authorization (TA). The Work described in the TA must be in accordance with the scope of the Contract.

6.1.1.1 Task Authorization Process

1. The Technical Authority will provide the Contractor with a description of the task using the "DND 626, Task Authorization Form" specified in **Annex D**.

2. The Task Authorization (TA) will contain the details of the activities to be performed, a description of the deliverables, and a schedule indicating completion dates for the major activities or submission dates for the deliverables. The TA will also include the applicable basis (bases) and methods of payment as specified in the Contract.

3. The Contractor must provide the Technical Authority, within **2 calendar days** of its receipt, the proposed total estimated cost for performing the task and a breakdown of that cost, established in accordance with the Basis of Payment specified in the Contract.

4. The Contractor must not commence work until a TA authorized by the Technical Authority has been received by the Contractor. The Contractor acknowledges that any work performed before a TA has been received will be done at the Contractor's own risk.

6.1.1.2 Task Authorization Limit

The Technical Authority may authorize individual task authorizations up to a limit of $TBD, Applicable Taxes included, inclusive of any revisions.

Any task authorization to be issued in excess of that limit must be authorized by the Contracting Authority before issuance.

6.1.1.3 Canada`s Obligation – Portion of the Work – Task Authorizations

Canada's obligation with respect to the portion of the Work under the Contract that is performed through task Authorizations is limited to the total amount of the actual tasks performed by the Contractor.

6.1.1.4 Periodic Usage Reports - Contracts with Task Authorizations

The Contractor must compile and maintain records on its provision of services to the federal government under authorized Task Authorizations issued under the Contract.

The Contractor must provide this data in accordance with the reporting requirements detailed below or in **Annex "E"**. If some data is not available, the reason must be indicated. If services are not provided during

a given period, **the Contractor must still provide a "nil" report.**

The data must be submitted on a quarterly basis to the Contracting Authority.

The quarterly periods are defined as follows:

1st quarter: April 1 to June 30;
2nd quarter: July 1 to September 30;
3rd quarter: October1 to December 31; and
4th quarter: January 1 to March 31.

The data must be submitted to the Contracting Authority no later than 10 calendar days after the end of the reporting period.

Reporting Requirement- Details

A detailed and current record of all authorized tasks must be kept for each contract with a task authorization process. This record must contain:

For each authorized task:

i. the authorized task number or task revision number(s);

ii. a title or a brief description of each authorized task;

iii. the total estimated cost specified in the authorized Task Authorization (TA) of each task, exclusive of Applicable Taxes;

iv. the total amount, exclusive of Applicable Taxes, expended to date against each authorized task;

v. the start and completion date for each authorized task; and

vi. the active status of each authorized task, as applicable.

For all authorized tasks:

i. the amount (exclusive of Applicable Taxes) specified in the contract (as last amended, as applicable) as Canada's total liability to the contractor for all authorized TAs; and

ii. the total amount, exclusive of Applicable Taxes, expended to date against all authorized TAs.

6.1.1.5 Task Authorization – Department of National Defence

The administration of the Task Authorization process will be carried out by the Technical Authority. This process includes monitoring, controlling and reporting on expenditures of the contract with task authorizations to the Contracting Authority.

6.2 Standard Clauses and Conditions

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

6.2.1 General Conditions

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

6.3 Security Requirements

There is no security requirement applicable to this Contract.

6.4.1 Period of the Contract

The period of the Contract is from 01 June 2015 to 31 May 2016 inclusive.

6.4.2 Option to Extend the Contract

The Contractor grants to Canada the irrevocable option to extend the term of the Contract by up to two (2) additional one (1) year period(s) 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.

6.5 Authorities

6.5.1 Contracting Authority

The Contracting Authority for the Contract is:

Cathleen Almonte, *B. Comm. (Hons.)*
Supply Specialist
Public Works and Government Services Canada
Western Region
Acquisitions Section
Suite 100-167 Lombard Avenue
Winnipeg, MB R3B 0T6

Telephone: (204) 984-6664 Facsimile: (204) 983-7796
E-mail address: *cathleen.almonte@pwgsc-tpsgc.gc.ca*

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

6.5.2 Technical Authority

The Technical Authority for the Contract is: TBD

The Technical 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 Technical Authority; however, the Technical Authority has no authority to authorize changes to the scope of the Work. Changes to the scope of the Work can only be made through a contract amendment issued by the Contracting Authority.

6.5.3 Contractor's Representative

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

6.6 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.

6.7 Payment

6.7.1 Basis of Payment – Firm Price

For the Work described in the Statement of Work and relating to Scheduled Services in Annex A and **Pricing Schedule 1**:

In consideration of the Contractor satisfactorily completing its obligations under the Contract, the Contractor will be paid a firm price for the cost of $TBD. Customs duties are included and Applicable Taxes are extra.

For the firm price portion of the Work only, 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.

6.7.1.1 Limitation of Price

SACC Manual Clause 6C000C (2011-05-16), Limitation of Price

6.7.2 Basis of Payment – Limitation of Expenditure – Task Authorizations

For the Work described in the Statement of Work and relating to **Pricing Schedule 2**: The Contractor will be reimbursed for the costs reasonably and properly incurred in the performance of the Work specified in the authorized Task Authorization (TA), as determined in accordance with the Basis of Payment in Annex, to the limitation of expenditure specified in the authorized TA.

Canada's liability to the Contractor under the authorized TA must not exceed the limitation of expenditure specified in the authorized TA. Customs duties are included and Applicable Taxes are extra.

No increase in the liability of Canada or in the price of the Work specified in the authorized TA resulting from any design changes, modifications or interpretations of the Work will be authorized or paid to the Contractor unless these design changes, modifications or interpretations have been authorized, in writing, by the Contracting Authority before their incorporation into the Work.

6.7.2.1 Limitation of Expenditure – Cumulative Total of all Task Authorizations

1. Canada's total liability to the Contractor under the Contract for all authorized Task Authorizations (TAs), inclusive of any revisions, must not exceed the sum of $ TBD . Customs duties are included and Applicable Taxes are extra.

2. No increase in the total liability of Canada will be authorized or paid to the Contractor unless an increase has been approved, in writing, by the Contracting Authority.

3. The Contractor must notify the Contracting Authority in writing as to the adequacy of this sum:

    a. when it is 75 percent committed, or

    b. four (4) months before the contract expiry date, or

    c. as soon as the Contractor considers that the sum is inadequate for the completion of the Work required in all authorized TAs, inclusive of any revisions,

    whichever comes first.

4. If the notification is for inadequate contract funds, the Contractor must provide to the Contracting Authority, a written estimate for the additional funds required. Provision of such information by the Contractor does not increase Canada's liability.

6.7.2.2 Canada`s Obligation – Portion of the Work – Task Authorizations

SACC Manual clause B9031C (2011-05-16), Canada`s Obligation – Portion of the Work – Task Authorizations

6.7.3 Monthly Payments

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

6.7.4 SACC Manual Clauses

A9117C (2007-11-30), T1204 – Direct Request by Customer Department
C2000C (2007-11-30), Taxes – Foreign-based Contractor

6.7.5 Discretionary Audit

C0705C (2010-01-11), Discretionary Audit

6.7.6 Time Verification

C0710C (2007-11-30), Time and Contract Price Verification
C0504C (2014-06-26), Overtime – Fixed Time Rate

6.8 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.

    Each invoice must be supported by:

a. a copy of the release document and any other documents as specified in the Contract;

2. Invoices must be distributed as follows:

a. The original and one (1) copy must be forwarded to the address shown on page 1 of the Contract for certification and payment.

b. One (1) copy must be forwarded to the Contracting Authority identified under the section entitled "Authorities" of the Contract.

6.9 Certifications

6.9.1 Compliance

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

6.10 Applicable Laws

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

6.11 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) the general conditions 2035 (2014-09-25) General Conditions – Higher Complexity – Services;
(c) Annex A, Statement of Work;
(d) Annex B, Basis of Payment;
(e) Annex C, Insurance Requirements;
(f) the signed Task Authorizations (including all of its annexes, if any);
(g) the Contractor's bid dated _____.

6.12 Defence Contract

SACC Manual clause A9006C (2012-07-16) Defence Contract

6.13 Insurance 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.

6.14 *SACC Manual* Clauses

A9062C (2011-05-16), Canadian Forces Site
B7500C (2006-06-16) Excess Goods
B1501C (2006-06-16), Electrical Equipment
A9039C (2008-05-12), Salvage
D5328C (2014-06-26), Inspection and Acceptance
B1006C (2014-06-26) Condition of Material - Contract

6.15 Contract Financial Security

1. The Contractor must provide one of the following contract financial securities within fifteen (15) calendar days after the date of contract award:

    a. a performance bond form PWGSC-TPSGC 505 in the amount of 10 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 5 percent of the Contract Price; or

    c. a labour and material payment bond form PWGSC-TPSGC 506 in the amount of 10 percent of the Contract Price; or

    d. a security deposit as defined in clause E0008C in the amount of 10 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.

2. Security deposits in the form of government guaranteed bonds with coupons attached will be accepted only if all coupons that are unmatured, 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.

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.

6.16 *SACC Manual* Clauses

E0008C (2014-09-25), Security Deposit Definition - Contract

6.17 Performance Bonds

In order to ensure that funds will be available to complete the Work in accordance with the conditions of the Contract, the Contractor must, within 15 calendar days after the date of contract award, provide to the Contracting Authority a duly executed performance bond form PWGSC-TPSGC 505. The

performance bond must be 10 percent of the Contract Price and must be accepted as security by one of the bonding companies listed in *Treasury Board Contracting Policy, Appendix L*, Acceptable Bonding Companies.

If Canada does not receive the performance bond within the specified period, Canada may terminate the Contract for default pursuant to the default provision of the Contract.

6.18 Labour and Material Bond

1. In order to provide funds for labour, services and material, the Contractor must, within 15 calendar days after the date of contract award, provide to the Contracting Authority a duly executed labour and material payment bond form PWGSC-TPSGC 506. The labour and material bond must be 10 percent of the Contract Price and must be accepted as security by one of the bonding companies listed in *Treasury Board Contracting Policy, Appendix L, Acceptable Bonding Companies*.

2. The Contractor must post a copy of the bond in a plainly visible place where any of the Work is performed.

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

ANNEX "A"

Statement of Work

Reference attached PDF document titled, "*Annex A*".

ANNEX "B"

Basis of Payment

It is **MANDATORY** that Bidders submit firm prices/rates for the period of the proposed Contract for all items listed hereafter. **This section, when completed, will be considered as the Bidder's financial proposal.**

Bidders shall provide bids as per unit of issue requested. It is the responsibility of the bidder to provide conversion to the unit of issue requested. Failure to do so will render the bid non-responsive without further consideration.

Should there be an error in the extended pricing of the Bidder's proposal, the unit pricing shall prevail and the extended pricing shall be corrected in the evaluation. Any errors in the quantities of the Bidder's proposal shall be changed to reflect the quantities stated in the RFP.

Rates quoted must remain firm for the period of the Contract. Rates MUST include ALL costs associated with providing the service in accordance with the Statement of Work, Annex A attached herein. GST, if applicable, is to be shown as a separate item on any resulting invoice. Payment will be made in accordance with the following pricing.

NOTE: no additional charges will be allowed for travel to the site

PRICING SCHEDULE 1: ROUTINE/SCHEDULED CLEANING

Firm all inclusive rates for Routine/Scheduled Cleaning operations.

Firm Unit Pricing, F.O.B. Destination, GST (if applicable) Extra						
Item No.	**Description**	**Cleanable Area**	**Firm Monthly Rate per m^2**	**Firm Monthly Rate**	**No. of Months**	**Firm Annual Rate**
A	**Contract Period: 01 June 2015 – 31 May 2016**					
1	R4-36 Meteorological Building	237 m^2	$ _____/ m^2 =	$ _____ x	12 =	$
2	R4-34 Range Control	364 m^2	$ _____/ m^2 =	$ _____ x	12 =	$
3	L-110 WO/Sgt Mes Accommodations	79.58 m^2	$ _____/ m^2 =	$ _____ x	12 =	$
4	L-103 Temporary Accommodations	945.5 m^2	$ _____/ m^2 =	$ _____ x	12 =	$
5	L-142 French Language School Area	496.4 m^2	$ _____/ m^2 =	$ _____ x	12 =	$
					Subtotal (i):	**$**
B	**Option Year 1: 01 June 2016 – 31 May 2017**					
6	R4-36 Meteorological Building	237 m^2	$ _____/ m^2 =	$ _____ x	12 =	$
7	R4-34 Range Control	364 m^2	$ _____/ m^2 =	$ _____ x	12 =	$
8	L-110 WO/Sgt Mes Accommodations	79.58 m^2	$ _____/ m^2 =	$ _____ x	12 =	$
9	L-103 Temporary Accommodations	945.5 m^2	$ _____/ m^2 =	$ _____ x	12 =	$
10	L-142 French Language School	496.4 m^2	$ _____/ m^2 =	$ _____ x	12 =	$

	Area					
					Subtotal (ii):	**$**
C	**Option Year 2: 01 June 2017 – 31 May 2018**					
11	R4-36 Meteorological Building	237 m^2	$ _____/ m^2 =	$ _____ x	12 =	$
12	R4-34 Range Control	364 m^2	$ _____/ m^2 =	$ _____ x	12 =	$
13	L-110 WO/Sgt Mes Accommodations	79.58 m^2	$ _____/ m^2 =	$ _____ x	12 =	$
14	L-103 Temporary Accommodations	945.5 m^2	$ _____/ m^2 =	$ _____ x	12 =	$
15	L-142 French Language School Area	496.4 m^2	$ _____/ m^2 =	$ _____ x	12 =	$
					Subtotal (iii):	**$**

PRICING SCHEDULE 2: "AS AND WHEN REQUESTED" SERVICES

TASK AUTHORIZATIONS

Additional services and project cleaning may be required on an "as and when requested" basis and authorized by the Technical Authority. The work requested must be for the buildings defined herein and the type of services defined in the Statement of Work.

The quantities specified below are provided for evaluation purposes only.

Firm all inclusive prices/rates including overhead, profit and all related costs for "as and when requested" services in addition to the work described in Pricing Schedule 1.

Firm Unit Pricing, F.O.B. Destination, GST (if applicable) Extra					
Task No.		**Contract Period**	**Option Year 1**	**Option Year 2**	**Subtotals**
1	**Stripping and refinishing of floors**				
	Unit Price	$_____/$m^2$	$_____/$m^2$	$_____/$m^2$	----
	Estimated Qty.	1800 m^2	1800 m^2	1800 m^2	----
	Extended Price	$	$	$	**$**
2	**Carpet Cleaning**				
	Unit Price	$_____/$m^2$	$_____/$m^2$	$_____/$m^2$	----
	Estimated Qty.	2400 m^2	2400 m^2	2400 m^2	----
	Extended Price	$	$	$	**$**
3	**Hourly Rate during regular working hours (Monday – Friday) for additional cleaning services**				
	Unit Price	$_____/hr	$_____/hr	$_____/hr	----
	Estimated Qty.	80 hours	80 hours	80 heures	----
	Extended Price	$	$	$	**$**
4	**Emergency cleaning for water damage from plumbing or building failure during regular working hours (Monday – Friday)**				
	Unit Price	$_____/hr	$_____/hr	$_____/hr	----
	Estimated Qty.	20 hours	20 hours	20 hours	----
	Extended Price	$	$	$	**$**
				Subtotal (iv):	**$**

TOTAL EVALUATED PRICE: Subtotal (i) + (ii) + (iii) + (iv) = $ _____

Determination of Cost

In the case of the addition or elimination of cleanable space, the change in the amount of space of the contract shall be calculated using the firm (monthly) rate per m^2 identified in the Pricing Schedules above and in accordance with the following formula:

The firm monthly rate per m^2 for Routine and Scheduled Cleaning operations shall be multiplied by twelve months divided by two hundred and fifty working days. This amount shall be multiplied by the additional or eliminated m^2. The ensuing amount shall then be multiplied by the number of days the additional space will be cleaned or eliminated. The resulting amount shall then constitute the sum by which the contract shall be increased or decreased.

ANNEX "C"

Insurance Requirements

1.0 Commercial General Liability Insurance

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

2. The Commercial General Liability policy must include the following:

   a. Additional Insured: Canada is added as an additional insured, but only with respect to liability arising out of the Contractor's performance of the Contract. The interest of Canada should read as follows: Canada, as represented by Public Works and Government Services Canada.

   b. Bodily Injury and Property Damage to third parties arising out of the operations of the Contractor.

   c. Products and Completed Operations: Coverage for bodily injury or property damage arising out of goods or products manufactured, sold, handled, or distributed by the Contractor and/or arising out of operations that have been completed by the Contractor.

   d. Personal Injury: While not limited to, the coverage must include Violation of Privacy, Libel and Slander, False Arrest, Detention or Imprisonment and Defamation of Character.

   e. Cross Liability/Separation of Insureds: Without increasing the limit of liability, the policy must protect all insured parties to the full extent of coverage provided. Further, the policy must apply to each Insured in the same manner and to the same extent as if a separate policy had been issued to each.

   f. Blanket Contractual Liability: The policy must, on a blanket basis or by specific reference to the Contract, extend to assumed liabilities with respect to contractual provisions.

   g. Employees and, if applicable, Volunteers must be included as Additional Insured.

   h. Employers' Liability (or confirmation that all employees are covered by Worker's compensation (WSIB) or similar program)

   i. Broad Form Property Damage including Completed Operations: Expands the Property Damage coverage to include certain losses that would otherwise be excluded by the standard care, custody or control exclusion found in a standard policy.

j. Notice of Cancellation: The Insurer will endeavour to provide the Contracting Authority thirty (30) days written notice of policy cancellation.

k. If the policy is written on a claims-made basis, coverage must be in place for a period of at least 12 months after the completion or termination of the Contract.

ANNEX "D"

DND 626 TASK AUTHORIZATION FORM

Reference attached PDF document titled, "Annex D".

ANNEX "E"

TASK AUTHORIZATION USAGE

Reference attached PDF document titled, "Annex E".

ANNEX "F"

TECHNICAL EVALUATION

1.0 Point Rated Technical Criteria

The proposals will be evaluated on the basis of the following criteria, therefore, bidders are advised to address each area in sufficient depth to show clearly how effectively the work could be done. Proposals which do not give sufficient information will be considered to be non-responsive. All bidders are requested to submit the following information in support of meeting the evaluation criteria. It is recommended that your proposal be submitted following the format below. Your technical proposal should include, but not necessarily be limited to, the following points:

1.1 ORGANIZATION AND MANAGEMENT

Maximum: 45 Points / Minimum Acceptable Score: 27 Points

Demonstrate that the Contractor shall provide all the staff necessary to perform all services as specified in the Statement of Work - Annex A, as it pertains to: the team's organization, services to be managed, and proof of the Contractor's resources and capacity to provide additional resources, if and when needed.

What the Contractor should provide but not be limited to:

a) Overall Contractor's Organization: (max. 10 points)

- An organization chart for the Contractor.
- Key personnel position title and length of time with the Contractor as they relate to assigned roles and responsibilities.

b) Team assigned to this Contract: (max. 5 points)

- An outline indicating the number of personnel that would be utilized to carry out the services. The number of personnel should be broken down to reflect the number of superintendents, supervisor(s)/cleaners, day cleaners, evening cleaners and weekend cleaners.

c) Monitoring of Contractor's Staff (max. 15 points)

- A detailed description of the Contractor's intended methods to supervise and monitor the staff to ensure the work performance adheres to the Quality Standards specified in the Request for Proposal. This should include the number of hours for the working Supervisor(s).

d) Absenteeism of Contractor's Staff (max. 15 points)

- A detailed narrative of how you would remedy the situation if the quality of janitorial services that you are providing to the client diminished due to a high level of absenteeism (staffing approach).

1.2 HEALTH & SAFETY

Maximum: 35 Points / Minimum Acceptable Score: 21 Points

A demonstration that the Contractor shall adhere to all health and safety measures pertaining to accident prevention and fire hazards recommended by National and Provincial codes and/or prescribed by the authorities having jurisdiction concerning the equipment, work habits, and procedures. In addition, adequate training of personnel assigned to perform operations such as relamping, use of chemicals, etc. is also required in relation to the measures the Contractor takes to maintain a healthy and safe working environment, the type of training the Contractor is providing to its employees, and the number of employees trained in specific programs.

The Contractor should provide but not be limited to:

a) Programs (max. 15 points)

- A detailed description of the Health and Safety Program or Practices currently in place, including training and monitoring of staff performance necessary to maintain a healthy and safe working environment and adhere to all health and safety measures pertaining to accident prevention and fire hazards recommended by National and Provincial codes and/or prescribed by the authorities having jurisdiction concerning the equipment, work habits, and procedures.

b) Health and Safety Training (max. 10 points)

- Provide name(s) of supervisor(s) and employee(s) and type of training they have completed related to Health and Safety (e.g. Health and Safety, WHMIS, First Aid, other).

c) Emergency Cleanups (max. 10 points)

- A detailed plan for the response to emergency cleanups (ex. spills).

1.3 MATERIALS & EQUIPMENT

Maximum: 30 Points / Minimum Acceptable Score: 18 Points

A demonstration that the Contractor shall supply all equipment, materials, or products required to carry out the Services as outlined in the Statement of Work, Annex A, as it pertains to the type and quantity of equipment the Contractor has available to carry out the services, the type of material or products that the Contractor will use to carry out the services, and the preferred use of quality materials and products considered environmentally friendly.

The Contractor should provide but not be limited to:

a) Equipment List (max. 15 points)

- A list of mechanical equipment, including specifications (i.e. make and model number and/or performance capabilities, etc.) the Contractor will have available to carry out the services. For example: vacuums, floor machines, carpet extractors, etc. Include age of equipment (not used for assessment but for information purposes only) and quantities.

b) Materials and Products List: (max. 15 points)

- A list of the materials or products, including the brand name and/or manufacturer,your firm intends to use to carry out the services. Indicate if they are environmentally friendly.

1.4 QUALITY ASSURANCE

Maximum: 45 Points / Minimum Acceptable Score: 27 Points

A demonstration that quality standards described herein shall be strictly adhered to as it relates to the Contractor's commitment towards a quality organization and the contractors method of maintaining and improving quality services.

The Contractor should provide but not be limited to:

a) Quality Assurance (QA) Program (max. 20 points)

- A detailed description of the Quality Assurance Program currently employed by the Contractor, including the employee involvement.

b) Quality Assurance Training (max. 10 points)

- Provide detailed description of QA Training and any other courses attended outside the organization given to employees to ensure quality service delivery.

c) Resolution of Problems (max. 15 points)

- A detailed description of how the Contractor resolves contentious issues related to the quality of services.

1.5 CONTRACTOR'S EXPERIENCE AND PAST PERFORMANCE

Maximum: 40 Points / Minimum Acceptable Score: 24 Total Points and 12 Points per Reference

A demonstration that the Contractor has the ability to successfully carry out and manage the responsibilities as outlined in the Statement of Work - Annex A as it relates to evidence that the Contractor has a good track record, has experience in janitorial services, and has proven past performance in this field of work.

The Contractor should provide but not be limited to:

a) Project Reference 1 (max. 20 points)
Project Reference 2 (max. 20 points)

Evidence of the Contractor's experience and past performance will be assessed on a submission of two (2) contracts or projects rendered for at least six (6) consecutive months within the past three (3) years, wherein the range of janitorial services provided are comparable to those described in this Request for Proposal (RFP). References may be a combination of PWGSC contracts and/or other industry contracts. The references must be verifiable.

If the Bidder submits references in excess of the stated requirement above, only the references up to the identified limit will be assessed. If the referenced project does not occur within the past three (3) years, it will not be assessed and will receive 0 points for that Project Reference.
For each reference provided, the Bidder should address the information contained in the following:

- Name of client organization or company

- Name, title, telephone number and/or facsimile number of contact
- Provide a detailed description of Project or Contract
- Approximate size in square meters of the cleanable area of the project/contract
- Location of the project or contract
- Dollar value of the project or contract
- Performance period of the project or contract

1.6 SUPERVISOR(S) EXPERTISE AND EXPERIENCE
Maximum: 40 Points / Minimum Acceptable Score: 24 Points

A demonstration that the Contractor has in its employ, or access to, Supervisor(s) with the expertise to effectively supervise the work outlined in the Statement of Work, Annex A as it pertains to the working Supervisor's janitorial service experience & proven past performance, and a contingency plan to be followed if performance is deemed below quality standards by its senior personnel.

The Contractor should provide but not be limited to:

a) Supervisor's Experience and Project Reference (max. 25 points)

A list of the Contractor's working Supervisor(s) who will be assigned to this Contract, including the name and number of years of experience as Supervisor(s) in janitorial services.

Evidence of the experience and satisfactory performance of the working Supervisor(s) listed above, by referencing two (2) projects/contracts rendered for at least six (6) consecutive months within the past three (3) years, for providing janitorial services in a range comparable in size, scope and complexity to those outlined in the Statement of Work - Annex A. The references must be verifiable.

If the Bidder submits references in excess of the stated requirement above, only the references up to the identified limit will be assessed. If the referenced project does not occur within the past three (3) years, it will not be assessed and will receive 0 points for that Project Reference.

For each reference provided, the Bidder should address the information contained in the following:

- Name of client organization or company
- Name, title, telephone number and/or facsimile number of the contact
- Provide a detailed description of Project or contract including the performance period of the project/contract
- Approximate size in square meters of the cleanable area of the project/contract
- Provide a detailed description of the responsibilities of the individuals
- Location of the project/contract
- Dollar value of the project/contract

b) Supervisor's Performance (max. 15 points)

- A detailed narrative of how your firm would identify the factors that would indicate that the On-site Supervisor is not performing his/her duties adequately and what your firm would do to remedy the situation.

DEPARTMENT OF NATIONAL DEFENCE

SPECIFICATION

FOR

JANITORIAL SERVICES

AT

CANADIAN FORCES BASE SHILO

SHILO, MANITOBA

_____

Design Officer

SO 39A **2015-03-04**

Section	Title	Pages
Division 01		
01001	GENERAL INSTRUCTIONS	12
01711	JANITORIAL CLEANING	8

APPENDIXES

"A" Office and Classroom Cleaning Instructions
"B" Washroom Cleaning Instructions
"C" Canteen / Coffee Room Cleaning Instructions
"D" Hallway and Stairway Cleaning Instructions
"E" Bedroom Unoccupied Rooms Cleaning Instructions
"F" Snow Removal
"G" Cleaning Instructions - Building R4-36 Meteorological Building
"H" Cleaning Instructions - Building R4-34 Range Control
"I" Cleaning Instructions – Building L-110 WO/Sgt Mess Accommodations
"J" Cleaning Instructions - Building L-103 Temporary Accommodations
"K" Cleaning Instructions - Building L-142 French Language School Area

1 GENERAL

.1 PWGCS Contract Documents shall be read in conjunction with this Specification.

2 DESCRIPTION OF WORK

.1 Work under this Contract covers the furnishing of all labour, materials, equipment, transportation and supervision required for the office, classroom and washroom cleaning, snow removal and project cleaning to various buildings at Canadian Forces Base Shilo, Manitoba.

.2 Work included by this Contract but is not necessarily confined to the following:

.1 Cleaning Instructions - Office and Classroom Cleaning Instructions;
.2 Cleaning Instructions - Washroom Cleaning Instructions;
.3 Cleaning Instructions – Canteen Coffee Room Cleaning Instructions;
.4 Cleaning Instructions – Bedroom Unoccupied Room Cleaning Instructions;
.5 Cleaning Instructions – Hallway Stairways Cleaning Instructions;
.6 Snow Removal;
.7 Cleaning Instructions – Building R4-36;
.8 Cleaning Instructions – Building R4-34;
.9 Cleaning Instructions – Building L110;
.10 Cleaning Instructions – Building L103;
.11 Cleaning Instructions – Building L110;
.12 Cleaning Instructions – Building L142;

3 DEFINITIONS

.1 Reference to Engineer or Project Authority must be construed as that person responsible for overlooking the contract's inspection and progress.

.2 This person must be designated at the time of contract award or pre-commencement startup meeting.

4 CODES AND STANDARDS

.1 Throughout the various sections and subsections of the Specification, reference is made to domestic, national and international standards. These standards must be considered an integral part thereof and must be read in conjunction with the drawings and specification as if they were reproduced herein. The Contractor must, therefore,

be fully familiar with their contents and requirements. The latest editions of all standards must be applicable whether or not a specifically dated edition is mentioned.

.2 Materials used and method of work under this contract must be in strict accordance with Public Health Act; Canadian Forces Health Manual (CFHM) - Canadian Forces Publication (CFP) 213; CFHM, Chapter 4; Canadian Forces Adiministrative Orders 34-38, Manitoba Regulations - Child Day Care Standards Act and Construction Engineering Technical Order (CETO) C-98-009-002/MF-002 dated 1985-04-22, for Janitorial Maintenance. These standards, although not provided as part of this Specification, form part of this Specification.

.3 Materials and workmanship must conform to or exceed applicable standards of Canadian General Standards Board (CGSB), Canadian Standards Association (CSA), American Society for Testing and Materials (ASTM) and other referenced organizations.

.4 Conform to latest edition of dated referenced standards, as reaffirmed or revised to date of Tendered Specification. Standards or codes not dated must be deemed the edition in force on date of this Specification.

5 SHILO'S "ENVIRONMENTAL" POLICY

.1 In accordance with Canadian Forces Base Shilo's "Environmental" policy, the Contractor must propose "environmentally safe" products for those materials listed. The Contractor must submit product data and Material Safety Data Sheets (MSDS)for all "environmentally safe" products as requested by Engineer. All materials listed and "environmentally safe" material must be approved by the Engineer prior to use.

6 CONTRACTOR'S USE OF SITE

.1 Use of site will be in co-operation with the Engineer, the Contractor will not have exclusive and complete use for the execution of the work:
.1 Movement and access around building must be subject to restrictions imposed by Engineer.
.2 No equipment that could cause damage to existing floors and other surfaces to be allowed.
.3 The building will be occupied and in use throughout the contract period. The Contractor must allow the occupant free access to the contract area for the building's normal daily activites at all

times.

7 ON-SITE SUPERVISION

.1 Contractor will designate an experienced supervisor with a minimum of one year supervisory experience to be on site at all times during work, capable of and having authority to speak on his behalf on day to day routine matters and to act upon Engineer's instructions.

.2 Contractor must notify Engineer to changes in Supervisor positions.

.3 The Contractor's supervisor must be accessible to Contract Inspector and building users in the performance of his duties.

8 PERSONNEL QUALIFICATIONS

.1 The Contractor must supply a list of names and work site locations of the cleaning staff to the Engineer. It must be the Contractor's responsibility to keep this current at all times.

.2 All cleaning staff must carry visible picture identification card worn at all times during work hours, issued by the Contractor. Personnel without cards must be requested to leave the building. Upon termination of services, the identification cards must be returned to the Contractor.

.3 The Contractor must maintain a staff of properly trained personnel experienced in all cleaning procedures including Supervisor.

.4 The Contractor must be responsible for all actions of its employees.

9 SECURITY

.1 Supervisor must draw and control required keys to access areas to be cleaned.

.2 All windows and doors must be closed and locked prior to vacating building (includes windows and doors left open by others).

.3 Only one door must be used as an entrance/exit. This door must be indicated by the Engineer.

10 COMMENCEMENT OF WORK

.1 The Contractor must not commence work without first attending the pre-commencement startup meeting.

.2 After pre-commencement startup meeting, the Contractor must be responsible for giving ample notification to the occupant of his intent to begin work.

.3 Movement around the site and the immediate area of work must be subject to restrictions as laid down by the location and as specified by the Engineer.

11 EXTRA WORK

.1 Extra work (Project Cleaning) for which payment may be claimed must be authorized in writing by DND and/or PWGSC prior to the commencement of the extra work by using the PWGSC "Task Authorization" form.

12 MAKING GOOD

.1 Refer to PWGSC Contractual Clause: "Damage to or Loss of Crown Property".

13 REGULATIONS

.1 Refer to PWGSC Contractual Clause: "Site Regulations".

14 HOURS OF WORK

.1 The Contractor must comply with the work schedule as stipulated in the Annexes. Any deviation from these stipulated hours of work must be approved in writing by the occupant, the Engineer or his representative, prior to inception.

15 PROPOSED WORK SCHEDULE

.1 Submit a proposed labour distribution schedule, day and evening shifts included, for Engineer's approval showing how janitorial services will be carried out and the number of personnel required in accordance with this Specification and Annexes.

.2 Interim reviews of work progress based on work schedule will be conducted as decided by Engineer and schedule updated by Contractor in conjunction with and to the approval of the Engineer.

16 INSPECTION

.1 The Engineer must conduct inspection tours of all facilities at his discretion. The Contractor or his authorized representative can be asked to accompany the Engineer on each inspection.

.2 The Contractor must provide a phone number where the Engineer can contact the supervisor anytime during normal working hours. Voice mail is recommended.

.3 Supervisor must carry a personal cellular phone or pager for emergency contact to be supplied by Contractor.

17 REMOVAL OF MATERIAL AND EQUIPMENT

.1 The Contractor must not remove any salvageable materials or hardware from the job site without written permission from the Engineer.

18 ASBESTOS DISCOVERY

.1 Expsosure to asbestos can be hazardous to health. Should material resembling asbestos be encountered in course of, stop work and notify Engineer immediately. Do not proceed until written instructions have been received from Engineer.

19 BUILDING SMOKING ENVIRONMENT

.1 There must be N**O SMOKING within any Base buildings at any time**.

20 PRODUCT DATA AND SAMPLES

.1 This paragraph specifies general requirements and procedures for Contractors' submissions of product data and samples to Engineer for review.

.2 Notify Engineer, in writing at time of submission, identifying deviations from requirements of Contract Documents stating reasons for deviations.

.3 Contractor's responsibility for deviations in submission from requirements of Contract documents is not relieved by Engineer's review of submission, unless Engineer gives written acceptance of specific deviations.

.4 Make any changes in submissions which Engineer may require consistent with Contract Documents and resubmit as directed by Engineer.

.5 Allow 5 days for Engineer's review of each submission.

.6 Product data: manufacturer's catalogue sheets, brochures, literature, performance charts and diagrams, used to illustrate standard manufactured products:

.1 Submit 2 copies of product data.
.2 Sheet size: 215 x 280 mm.

.3 Delete information not applicable to project.
.4 Supplement standard information to provide details applicable to project.
.5 Cross-reference product data information to applicable portions of Contract Documents.

.7 Samples: examples of materials, equipment, quality, finishes, workmanship:
.1 Where colour, pattern or texture is criterion, submit full range of samples.
.2 Reviewed and accepted samples will become standard of workmanship and material against which installed work will be verified.

21 TEMPORARY FACILITIES

.1 Storage space in existing cleaners' rooms may be provided where available.

22 SAFETY REQUIREMENTS

.1 Observe construction safety measures of National Building Code 2010 Part 8, Provincial Government, Workers'/Workmen's compensation board and municipal authority provided that in any case of conflict or discrepancy more stringent requirements must apply.

.2 WHMIS:
.1 Comply with requirements of Workplace Hazardous Materials Information System (WHMIS) regarding use, handling, storage, and disposal of hazardous materials; and regarding labeling and provision of Material Safety Data Sheets (MSDS)acceptable to Engineer, Labour Canada and Health and Welfare Canada.
.2 Deliver copies of MSDS to Engineer on delivery of materials.

.3 Safety Signs:
.1 Place wherever required at work sites.

.4 Safety personnel and responsibility:
.1 The Contractor must supply personnel to implement their safety program and ensure the DND, Federal and Provincial safety and health standards are being complied with.
.2 The Contractor will report to the Engineer and jurisdictional authorities any accident or incident involving Contractor, DND or public personnel and/or property arising from the Contractor's execution of work.

23 FIRE SAFETY

.1 Contractor must be aware of the location of nearest

REQUIREMENTS

fire alarm box and telephone, including the emergency phone number.

.2 Report immediately all fire incidents to the Fire Department as follows:
.1 activate nearest fire alarm box or call 911. (all areas of the Base)

.3 Persons activating fire alarm box will remain near or in the vicinity of the box to direct fire department to scene of fire.

.4 When reporting a fire by telephone, give location of fire, name or number of building and be prepared to verify the location.

.5 Direct any questions or clarification on Fire Safety in addition to above requirements to Fire Department.

24 CLEANING MATERIALS

.1 All cleaning materials must be in accordance with the Canadian Government Specifications Board (CGSB).

.2 Materials and equipment required for the performance of this contract such as mopping tanks, scrubbing machines, floor machines, vacuum cleaners, brooms, mops (dry and wet), ladders, scaffolding, dusting cloths, pails, scrub brushes, cloths, scrapers, soaps, scouring materials, detergents, spray deodorants, disinfectants, polishing materials (waxes and applicators), deodorant blocks, toilet paper, paper towels, hand soap, garbage bags, shovels, ice scrapers, deicing salts and any other materials as may be required must be supplied by the Contractor.

.3 All cleaning machinery and equipment must be well maintained and sufficient to perform the work.

.4 The Contractor must replace any machinery or equipment immediately that the Engineer has deemed as serviceable.

.5 The Contractor must supply "walk-off slush mats" for all common entrances of each building. Mats must be surface mounted turfmats, Model TM-400-RM or an approved equal, in standard sizes to suit entrance. These mats must be cleaned twice weekly and replaced every two months.

.6 Deicing salts must be non-corrosive to the surface on which it is applied. Submit samples to Engineer for approval.

PART 1 - GENERAL

1.1 DESCRIPTION OF WORK

.1 The work under this Section covers the furnishing of all labor, materials, equipment and supervision required to carry out washroom and office cleaning services as per this section and attached Annexes.

.2 Contractor must provide sufficient staff to perform the duties as specified in the Annexes.

.3 Cleaning of the building must be during normal working hours.

.4 Project cleaning must be implemented as directed by the Engineer on an as required basis in all buildings. A scope of work will include a complete and detailed cleaning of all areas from which a quote from the Contractor will be solicited. Upon evaluation and acceptance of quote by the Engineer. Contractor will receive written direction to proceed. The schedule for project cleaning must be determined by the Engineer.

PART 2 - PRODUCTS

2.1 GENERAL

.1 The Contractor must supply all cleaning materials and equipment as required to, provide janitorial services at no extra cost to DND.

2.3 CLEANING

.1 General:

.1 Vacuum cleaners, floor polishers and scrubbing machines must meet

commercial/industry standards.
.2 Demonstrate to Engineer, each type of machine's maximum cleaning ability. Such demonstrations must become the standard of workmanship throughout the contract period.

.2 Vacuum Cleaners:
.1 Two (2) motor commercial/industrial vacuum containing enclosed or top-fill bag.
.2 304 mm to 406 mm (12" to 16") head.

PART 3 - EXECUTION

3.1 FLOORS .1 Flooring;
.1 Floors must be swept using an approved sweeping compound.
.2 Floors must be scrubbed clean/spot cleaned to remove marks, coffee spillage, gum, smudges and other stains.
.3 The complete floor surface including under furniture, radiators, in corners and on base boards must be completely stripped removing the existing floor finish.
.4 The floor must be rinsed with clean water and two to four coats of non-slip finish applied and buffed after each coat where applicable.
.5 Care must be taken not to allow cleaning solutions to seep under furniture, filing cabinets, partitions, floor outlets, etc. Protect, move and replace such items in clean-up.
.6 Care must be taken not to splatter cleaning solutions onto furniture, filing cabinets, baseboards or other items. Clean-up such items.
.7 Specialized flooring must be **cleaned in accordance with manufacturer's written** specifications.
.8 Mondo Rubber flooring must be **cleaned** in accordance with **manufacturer's written** specifications.

.2 Carpets and rugs/mats:
.1 Carpets and rugs must be spot cleaned and vacuumed with approved carpet vacuum.
.2 Notify Engineer spots/stains that cannot be removed by normal means.

.3 All floors, Vinyl tile, sheet vinyl, Mondo (Safety), terrazzo, to be stripped and refinished as per manufacture specifications. This procedure will be scheduled by the Engineer and can be added to or deleted at any given time according to the usage of the buildings.

3.2 CEILINGS

.1 Cleaning of ceilings must only be done by project cleaning as directed by Engineer.

3.3 WALLS, PARTITIONS, PIPING AND DUCT DIFFUSERS

.1 Interior walls, partitions, ledges, molding, piping and duct diffusers etc., must be spot cleaned of finger marks, smudges and dust.

.2 Baseboards, radiator covers and washroom fixtures must be kept free of mop streaks, wax accumulation and splash marks at all times.

.3 Washrooms must be cleaned as stated in Appendix "B".

.4 Walls, columns and frames must be dusted, spot washed and wiped dry.

3.4 WINDOWS

.1 Clean interior surfaces of interior panes only.

.2 Glass that is painted over must be considered as wall area for cleaning purposes.

3.5 INTERIOR GLASS

.1 Glass or interior doors, side glass, and partitions must be cleaned in Annexes as identified.

.2 All mirrors must be cleaned and polished weekly.

3.6 FURNITURE AND FIXTURES

.1 Cleared office furniture and open office concept partitions must be dusted on all horizontal surfaces and vacuumed on vertical surfaces.

.2 Glass topped office furniture must be kept free of finger marks and stains.

.3 Office furniture which is cluttered with paper or materials **must not be cleaned when occupant is not present. Contractor must request occupant to move such articles which impede work.**

.4 Exposed vertical surfaces of furniture must be dusted and wiped.

.5 Boardroom and executive office furniture must be dusted, cleaned and polished on horizontal and vertical surfaces.

.6 Bookcases must be dusted but books are not to be removed.

.7 Display cabinet glass doors must be cleaned on both sides.

.8 Upholstered furniture must be vacuumed.

.9 Upholstered furniture must be shampooed on project clean and cleaned to remove spots and stains weekly or as directed by the Engineer.

.10 Leather/vinyl furniture must be dusted, damp wiped, and polished weekly.

.11 Tops of lockers and filing cabinets must be dusted. Vertical surfaces must be kept free of finger prints and smudges. The inside of empty lockers must be kept clean.

3.7 WASHERS, DRYERS AND MISCELLANEOUS APPLIANCES

.1 Cleared clothes washers and dryers must be washed completely; interior and exterior - once weekly.

.2 Use of DND owned equipment is not authorized without written consent of the Engineer.

3.8 ENTRANCES AND LOBBIES

.1 Clean floors as stated in paragraph 3.1.

.2 Mats/grates must be removed and cleaned on both sides.

.3 Mats/grates pans must be swept out twice weekly.

.4 Lobbies must be free from all debris so that it is kept in a presentable appearance.

.5 Glass doors and side glass must be cleaned on both sides of finger prints and smudges.

.6 Furniture must be cleaned as stated in paragraph 3.6.

3.9 STAIR WELLS AND LANDINGS

.1 Stairs and landings must be swept using an approved sweeping compound and cleaned as stated in paragraph 3.1.

.2 Hand railings, balustrades, baseboards and all horizontal surfaces must be dusted weekly.

.3 Walls must be cleaned as stated in paragraphs 3.2 and 3.3.

3.10 VENETIAN BLIND DRAPES AND CURTAINS

.1 Venetian blinds must be dusted monthly and washed both sides on project cleaning.

.2 Drapes and curtains must be vacuumed monthly.

3.11 SHELVING

.1 Shelving must be dusted, washed and polished once weekly.

3.12 WASTE PAPER BASKETS

.1 Waste paper baskets must be emptied, wiped and/or washed and disinfected twice weekly unless otherwise noted in special instructions.

.2 Garbage cans and paper receptacles located throughout the building must be emptied twice weekly and washed and disinfected as required.

.3 All waste paper baskets, garbage cans and paper receptacles must have poly (plastic) bag liners of correct size replaced.

3.13 MISCELLANEOUS SURFACES

.1 Exterior of notice boards, hose cabinets and display show cases must be cleaned. Glass must be cleaned.

.2 Stainless steel or polished metal borders around cabinets, notice boards and the like must be dusted and cleaned.

.3 Radiator and convectors must be vacuumed and cleaned.

.4 Exposed surfaces of air intake grills, air

diffusers and surface metal work must be vacuumed and washed.

.5 All water fountains must be washed and disinfected. The disinfectant must not have an undesirable smell or an ill-flavored taste. Due to infectious diseases, fountains must be cleaned at least daily or as directed by Engineer.

.6 Doors and door frames in their entirety throughout the building must be spot cleaned weekly.

.7 Fire extinguishers must be dusted weekly.

3.14 CLEANERS' ROOMS STORAGE CONTRACTOR'S OFFICES

.1 All floors must be clean.

.2 All fixtures, ceiling and walls must be free of dust and stains.

.3 Mop pails must be emptied, cleaned and free of odor.

.4 There must be no waste paper, garbage or empty chemical containers in the janitor closets.

.5 Slop sinks must be cleaned and disinfected daily.

.6 Copy of this specification must be posted in each janitor closet and Contractor's office for Contractor's personnel to better understand the job requirements.

.7 Copy of current Material Safety Data Sheets (MSDS) must be posted in all storage rooms, janitors closets, and the Contractor's office at all times.

.8 Contractor must draw-up and post in the janitor's room a daily/weekly/monthly cleaning routine for employees, site authorities and Engineer.

.9 The Engineer must inspect all storage areas for safety, neatness, fire hazards, etc., at any time without notice.

.10 Sign in/out sheets for each employees must be kept in each janitorial closet room.

3.15 EXTERIOR CLEANING

.1 All ornamental iron work, metal entrance doors, push bars, kick plates, etc., must be kept thoroughly cleaned and polished. Compatible spray on lacquer type finished may be used to protect shine on brass. Submit product data and sample to Engineer for his approval in accordance to Section 01001 General Instructions - Paragraph 23 - Product Data and Samples.

.2 Glass on entrance doors and side lights must be cleaned on both sides once weekly.

.3 Remove slush and sand accumulations around entrances to maintain a clean and presentable appearance.

.4 Entrances, steps and landings must be swept as required of sand in spring/summer/autumn and snow in autumn/winter/spring.

.5 Snow removal to include snow in autumn/winter/spring from landings, steps and 1200mm beyond steps onto sidewalks where designated on building plans for all buildings.

.6 Entrance steps and landings must be kept free of ice by chemical or physical means on an as required basis.

Appendix “A”
SO-39A
2015-03-04

OFFICE AND CLASSROOM CLEANING INSTRUCTIONS

1. SERVICES ON A TWICE WEEKLY BASIS:

- Waste baskets and receptacles shall be emptied, damp wiped and returned.

2. SERVICES ON A WEEKLY BASIS:

- Tile/lino floors shall be swept, washed/scrubbed removing all marks and rinsed with clear water.
- Tile/lino floors shall be buffed/spray buffed and vacuumed / dust mopped.
- Carpets shall be vacuumed and spot cleaned.
- All cleared desks, file cabinets, tables, etc, shall be dusted and/or damp wiped.
- Bookcases shall be dusted. Do not remove books.
- Dust and spot clean all ledges, pictures, plaques, doors and door frames, walls, window frames, switch plates, etc.
- Clean all interior glass, i.e. Doors, windows, mirrors.
- Baseboards must be damp wiped.

3. SERVICES ON A MONTHLY BASIS:

- Vacuum drapery.
- Dust blinds (this includes Venetian, verticals and rolled).
- Dust ceiling fans and all supply/return air grilles.

4. SERVICES ON A TWICE YEARLY BASIS:

- To be determined by Engineer.
- Tiles/lino including safety flooring to be stripped and refinished as per manufacturers instructions.

5. SPECIAL INSTRUCTIONS:

- Sensitive items such as computers, typewriters, video equipment, etc, are not to be touched.
- Conference/meeting rooms are to be considered offices for cleaning purposes.
- In offices where there are partitions, these are to be dusted and vacuumed twice per month.

Appendix “B”
SO-39A
2015-03-04

WASHROOM CLEANING INSTRUCTIONS

1. SERVICES ON A DAILY BASIS:

- Complete interior surfaces of all toilets and urinals shall be cleaned using a non-acid bowl cleaner.
- Complete exterior surfaces of all toilets and urinals shall be cleaned using a germicidal detergent.
- Sinks, bathtubs and/or showers shall be cleaned and disinfected.
- Taps and faucets shall be cleaned and polished.
- Mirrors shall be cleaned and polished.
- Soap dishes shall be thoroughly cleaned.
- Walls, and partitions shall be spot washed, i.e. around sinks, urinals, toilets, doors and door frames, etc.
- Waste receptacles shall be emptied and damp wiped and a clean plastic bag of the appropriate size put in each receptacle.
- Each of the dispensers for towels, toilet tissue, sanitary napkins, soap, etc, shall be washed, dried and then refilled with the appropriate supplies.
- Floors shall be swept, washed/scrubbed removing all marks and rinsed.

2. SERVICES ON A WEEKLY BASIS:

- Dust and spot clean all ledges, window frames, towel racks, exposed piping and tops and outsides of lockers.
- All walls and partitions shall be washed.

3. SERVICES ON A MONTHLY BASIS:

- Interior surfaces of toilets and urinals shall be cleaned with a mild acid bowl cleaner to prevent build up of stains and deposits.

4. SERVICES ON A THREE TIMES YEARLY BASIS:

- All walls, light fixtures, exhaust fans, etc. shall be cleaned.
- To be determined by Engineer.
- Floors shall be scrubbed/stripped and refinished as per manufacturers written instructions.

5. SPECIAL INSTRUCTIONS:

- All products used for cleaning shall be of the typed used for the control of bacteria, etc, as hygiene is of the greatest importance.

- It is understood that not all washrooms are the same and only those statements that apply are to be considered.

- Drinking fountains are to be considered an extension of washrooms and cleaned to the same standard daily.

- Contractor shall supply and maintain shower curtains of proper sizes for all showers that require same. Shower curtains to be cleaned as required to present a clean sanitary appearance and shall be replaced as required.

NOTE: WASHROOM CLEANING SHALL INCLUDE LOCKER ROOMS, SHOWER ROOMS, CHANGE ROOMS, ETC.

Appendix “C”
SO-39A
2015-03-04

CANTEEN/COFFEE ROOM CLEANING INSTRUCTIONS

1. SERVICES ON A DAILY BASIS:

- Tile/lino floors shall be swept, washed/scrubbed removing all marks and rinsed with clear water.
- Carpet shall be vacuumed and spot cleaned.
- All tables and chairs shall be dusted and/or damp wiped.
- Taps and faucets shall be cleaned and polished.
- Sinks shall be cleaned and disinfected.
- Walls and counters around sink area to be wiped and spot cleaned.
- Waste receptacles shall be emptied, damp wiped, and a clean plastic bag of the appropriate size put in each receptacle.

Appendix “D”
SO-39A
2015-03-04

Hallway and Stairway Cleaning Instructions

Daily Cleaning Instructions

1. Cleaning: General

a. All surfaces and objects specified in the contract must be free of dust, stains, spills, debris and soil immediately after cleaning operation.
b. Machinery and equipment must not block a passageway, or present a trip hazard.
c. Caution signs must be placed adjacent to the affected area on all approaches.
d. Furnishings moved by cleaners must be relocated to their original location.

2. Spot Cleaning

a. All affected areas must be clear of stains, streaks and soil.
b. All over-spray from spray applicators must be wiped clean from all surfaces.

3. Sweeping

a. All floor areas including open areas and flooring around furniture legs and into corners be free of dirt and litter.

4. Dust Mopping

a. All floor areas including open areas and flooring around furniture legs and into corners must be free of debris and dust film.

5. Damp Mopping

a. Floor areas including open areas and flooring around furniture legs and into corners must be clean and free of surface stains, soil, mop streaks, loose mop strands and water spotting.
b. The supplier must sweep or dry mop the area immediately before damp mopping.
c. The supplier must start damp mopping with clean water and mop.
d. Walls, baseboards and other surfaces must be free of splash marks.

6. Vacuuming

a. All carpet surfaces must have an overall appearance of cleanliness and must be free of visible dust, dirt and grit.
b. A power head must be used. Vacuums must be 2 motor design (1 for suction, 1 for power head).

7. Glass and Mirror Cleaning

a. All glass must be clean on both sides and free of streaks and finger marks.
b. Adjacent areas including frames, casing and ledges must be free of water spotting, splash marks and streaks.

Weekly Cleaning Instructions

1. Wash Floors

a. All standards outlined in ‘’Damp Mopping’’ apply.
b. In addition, surfaces must be rinsed free of cleaning solution after floors are washed.
c. All areas must be free of dirt, stains, splashing, cleaning chemical and water accumulations as well as scuff marks.

2. Spray Buffing

a. Following spray buffing, all areas must present an overall appearance of cleanliness, have a bright shine through out and be free of debris and dust.
b. Spills, scuffs and stains must be removed prior to spray buffing.

3. Stain Removal

a. All carpets and walk-away mats must have no visible stains or discoloration after stain removal operation.
b. Where stain removal involves wetting of a hard surface floor, caution signs must be in place around affected work area.

4. High dusting

a. All surfaces must be free of dust.

b. High dusting must be effected using either damp rag wiping or vacuuming. The method will be specified by the client.
c. Dust must be contained and prevented from floating freely in the air during operation.

Twice Yearly Cleaning Instructions

1. Strip and Refinish

a. All old finish must be removed and all residual stripper chemical cleaned away.
b. New finish must be applied to all portions of the floors.
c. Refinish must include 2 coats of finishing material (wax, etc.).
d. All areas must be clean and clear of all stains, blemishes and dirt, and have a consistent shine free of scrapes and marks once the ‘’Strip and Refinish’’ is complete.

Appendix “E”
SO-39A
2015-03-04

Bedroom – Unoccupied Rooms Cleaning Instructions

Daily – Unoccupied Rooms

1. Cleaning: General

a. All surfaces and objects specified in the contract must be free of dust, stains, spills, debris and soil immediately after cleaning operation.
b. Machinery and equipment must not block a passageway, or present a trip hazard.
c. Caution signs must be placed adjacent to the affected area on all approaches.
d. Furnishings moved by cleaners must be relocated to their original location.

2. Spot Cleaning

a. All affected areas must be clear of stains, streaks and soil.
b. All over-spray from spray applicators must be wiped clean from all surfaces.

3. Sweeping

a. All floor areas including open areas and flooring around furniture legs and into corners be free of dirt and litter.

4. Dust Mopping

a. All floor areas including open areas and flooring around furniture legs and into corners must be free of debris and dust film.

5. Damp Mopping

a. Floor areas including open areas and flooring around furniture legs and into corners must be clean and free of surface stains, soil, mop streaks, loose mop strands and water spotting.
b. The supplier must sweep or dry mop the area immediately before damp mopping.
c. The supplier must start damp mopping with clean water and mop.
d. Walls, baseboards and other surfaces must be free of splash marks.

6. Vacuuming

a. All carpet surfaces must have an overall appearance of cleanliness and must be free of visible dust, dirt and grit.
b. A power head must be used. Vacuums must be 2 motor design (1 for suction, 1 for power head).

Weekly – Unoccupied Rooms

7. Wash Floors

a. All standards outlined in ‘’Damp Mopping’’ apply.
b. In addition, surfaces must be rinsed free of cleaning solution after floors are washed.
c. All areas must be free of dirt, stains, splashing, cleaning chemical and water accumulations as well as scuff marks.

8. Spray Buffing

a. Following spray buffing, all areas must present an overall appearance of cleanliness, have a bright shine through out and be free of debris and dust.
b. Spills, scuffs and stains must be removed prior to spray buffing.

9. Glass and Mirror Cleaning

a. All glass must be clean on both sides and free of streaks and finger marks.
b. Adjacent areas including frames, casing and ledges must be free of water spotting, splash marks and streaks.

10. Clean and Disinfect of Sink and Vanity

a. Client-approved, commercial disinfectant cleaner must be used.
b. Manufacturer's instructions must be followed for best results.
c. All surfaces cleaned and disinfected must be rinsed clean of residual disinfectant.

11. Stain Removal

a. All carpets and walk-away mats must have no visible stains or discoloration after stain removal operation.

b. Where stain removal involves wetting of a hard surface floor, caution signs must be in place around affected work area.

12. High dusting

a. All surfaces must be free of dust.

b. High dusting must be affected using either damp rag wiping or vacuuming. The method will be specified by the client.

c. Dust must be contained and prevented from floating freely in the air during operation.

Monthly
Unoccupied Rooms – No room to be done more than twice per year.

13. Strip and Refinish

a. Supplier must apply all performance standards as with “Scrub and Refinish”.

b. All old finish must be removed and all residual stripper chemical cleaned away.

c. New finish must be applied to all portions of the floors.

d. Refinish must include 2 coats of finishing material (wax, etc.).

e. All areas must be clean and clear of all stains, blemishes and dirt, and have a consistent shine free of scrapes and marks once the ‘’Strip and Refinish’’ is complete.

Appendix “F”
SO-39A
2012-03-04

SNOW REMOVAL

1. Snow removal to include snow in autumn / winter / spring from landing, steps and 1200mm beyond steps onto sidewalks where designated on the attached building plans marked as “SR”.

2. Removal of snow shall be completed to coincide with normal hours of operation as directed by Engineer.

3. Contractor is responsible for supply and application of ice melt material to areas where snow is cleared as required and/or as directed by Engineer.

Appendix “G”
SO-39A
2015-03-04

CLEANING INSTRUCTIONS

BUILDING R4-36 METEOROLOGICAL BUILDING

DAY CLEANING BETWEEN 0730 HRS AND 1600 HRS

WASHROOMS TO BE CLEANED IN ACCORDANCE WITH WASHROOM CLEANING INSTRUCTIONS

OFFICES TO BE CLEANED IN ACCORDANCE WITH OFFICE CLEANING INSTRUCTIONS

HALLWAYS AND STAIRWAYS TO BE CLEANED IN ACCORDANCE WITH HALLWAY CLEANING INSTRUCTIONS

1. SERVICES ON A MONTHLY BASIS:

- Vacuum/dust drapery and/or blinds (this includes Venetian, verticals and rolled).

2. SERVICES ON A TWICE YEARLY BASIS:

- To be determined by Engineer.
- Tile/lino floors shall be stripped and refinished as per manufacturer’s instructions.

Appendix "H"
SO-39A
2015-03-04

CLEANING INSTRUCTIONS

BUILDING R4-34 RANGE CONTROL

DAY CLEANING BETWEEN 0730 HRS AND 1600 HRS

WASHROOMS TO BE CLEANED IN ACCORDANCE WITH WASHROOM CLEANING INSTRUCTIONS

OFFICES TO BE CLEANED IN ACCORDANCE WITH OFFICE CLEANING INSTRUCTIONS

HALLWAYS AND STAIRWAYS TO BE CLEANED IN ACCORDANCE WITH HALLWAY CLEANING INSTRUCTIONS

1. SERVICES ON A MONTHLY BASIS:

- Vacuum/dust drapery and/or blinds (this includes Venetian, verticals and rolled).

2. SERVICES ON A TWICE YEARLY BASIS:

- To be determined by Engineer.
- Tile/lino/terrazzo floors shall be stripped and refinished as per manufacturer's written instructions.

3. SPECIAL INSTRUCTIONS:

- It is requested that during the time when there is snow on the ground that there be extra matting put in a portion of the hallway. This area will be indicated by Engineer.

Appendix "I"
SO-39A
2015-03-04

CLEANING INSTRUCTIONS

BUILDING L-110 – WO/SGT'S MESS ACCOMODATIONS

CLEANING HOURS BETWEEN 0730 HRS AND 1600 HRS

WASHROOMS TO BE CLEANED IN ACCORDANCE WITH WASHROOM CLEANING INSTRUCTIONS

BEDROOMS TO BE CLEANED IN ACCORDANCE WITH BEDROOM UNOCCUPIED ROOM CLEANING INSTRUCTIONS

HALLWAY TO BE CLEANED IN ACCORDANCE WITH HALLWAY CLEANING INSTRUCTIONS

1. SERVICES ON A MONTHLY BASIS:

- Vacuum/dust drapery and/or blinds (this includes Venetian, verticals and rolled).

2. SERVICES ON A TWICE YEARLY BASIS:

- To be determined by Engineer.
- Tile/lino/terrazzo floors shall be stripped and refinished as per manufacturer's written instructions.

Annex "I"
SO-39D
2012-08-17

CLEANING INSTRUCTIONS

BUILDING L-110 SGT'S MESS

DAY CLEANING BETWEEN 0730 HRS AND 1600 HRS

WASHROOMS SHALL BE DONE IN ACCORDANCE WITH WASHROOM INSTRUCTIONS

OFFICES SHALL BE DONE IN ACCORDANCE WITH OFFICE INSTRUCTIONS

SERVICES ON A DAILY BASIS:

- Sweep all hallways, entrances stairways.
- Door mats shall be vacuumed and spot cleaned.
- Canteen shall be cleaned daily according to canteen instructions
- Wash all hallways, entrances and stairways.

SERVICES ON A TWICE PER WEEK BASIS:

- Waste baskets and receptacles shall be emptied, damp wiped and returned.

SERVICES ON A WEEKLY BASIS:

- Clean all offices in accordance with **OFFICE INSTRUCTIONS**:
- Dust and spot clean all ledges, pictures, plaques, doors and door frames, walls, window frames, switch plates, etc., in hallways, entrances and foyers.
- Dust display cases including cleaning the glass (exterior only).
- Clean all interior glass, i.e. doors, windows and mirrors.
- Baseboards shall be washed.
- Buff/spray buff all tile/lino/terrazo floors removing scuff marks.

SERVICES ON A MONTHLY BASIS:

- Vacuum drapery.
- Dust blinds (this includes Venetian, verticals and rolled).
- Clean and polish brass kick-plates, push bars and plates.

SERVICES ON A TWICE YEARLY BASIS:

- To be determined by Engineer.
- Hallways, entrances and stairways be stripped and refinished as per manufacturer's instructions.

Appendix "J"
SO-39A
2015-03-04

CLEANING INSTRUCTIONS

BUILDING L-103 – TEMPORARY ACCOMODATIONS (First Floor and all Stairwells to third floor).

CLEANING HOURS BETWEEN 0730 HRS AND 1600 HRS

WASHROOMS TO BE CLEANED IN ACCORDANCE WITH WASHROOM CLEANING INSTRUCTIONS

OFFICES TO BE CLEANED IN ACCORDANCE WITH OFFICE AND CLASSROOM CLEANING INSTRUCTIONS

BEDROOMS TO BE CLEANED IN ACCORDANCE WITH BEDROOM UNOCCUPIED ROOM CLEANING INSTRUCTIONS

HALLWAY TO BE CLEANED IN ACCORDANCE WITH HALLWAY CLEANING INSTRUCTIONS

1. SERVICES ON A DAILY BASIS:

- Dust mop laundry room floor.
- Dust laundry room horizontal surfaces.
- Clean exterior and interior of washing machines and dryers within laundry rooms.
- Waste baskets and receptacles shall be emptied, damp wiped and returned.

2. SERVICES ON A WEEKLY BASIS:

- Laundry room - Tile/lino floors shall be swept, washed/scrubbed removing all marks and rinsed with clear water.

- Laundry room - Tile/lino floors shall be buffed/spray buffed and vacuumed / dust mopped.

- Laundry room - Clean all interior glass, i.e. Doors, windows, mirrors.

3. SERVICES ON A MONTHLY BASIS:

- Vacuum/dust drapery and/or blinds (this includes Venetian, verticals and rolled).
- Pull out washing machines and dryers within laundry rooms and clean floor space underneath.

4. SERVICES ON A TWICE YEARLY BASIS:

- To be determined by Engineer.

- Tile/lino/terrazzo floors shall be stripped and refinished as per manufacturer's written instructions.

Appendix "K"
SO-39A
2015-03-04

CLEANING INSTRUCTIONS

BUILDING L-142 – FRENCH LANGUAGE SCHOOL AREA (one half of the first floor and one half of the second floor)

First floor will be cleaned on Monday, Wednesday and Friday.

Second floor cleaned on Tuesday and Thursday.

DAY CLEANING BETWEEN 0730 HRS AND 1600 HRS

CLASSROOM CLEANING HOURS BETWEEN 1600 HRS AND 2100 HRS

WASHROOMS TO BE CLEANED IN ACCORDANCE WITH WASHROOM CLEANING INSTRUCTIONS

CANTEEN AND COFFEE ROOM TO BE CLEANED IN ACCORDANCE WITH CANTEEN AND COFFEE ROOM CLEANING INSTRUCTIONS

CLASSROOMS TO BE CLEANED IN ACCORDANCE WITH OFFICE AND CLASSROOM CLEANING INSTRUCTIONS

HALLWAY TO BE CLEANED IN ACCORDANCE WITH HALLWAY CLEANING INSTRUCTIONS

1. SERVICES ON A DAILY BASIS:

- Waste baskets and receptacles shall be emptied, damp wiped and returned.

2. SERVICES ON A MONTHLY BASIS:

- Vacuum/dust drapery and/or blinds (this includes Venetian, verticals and rolled).

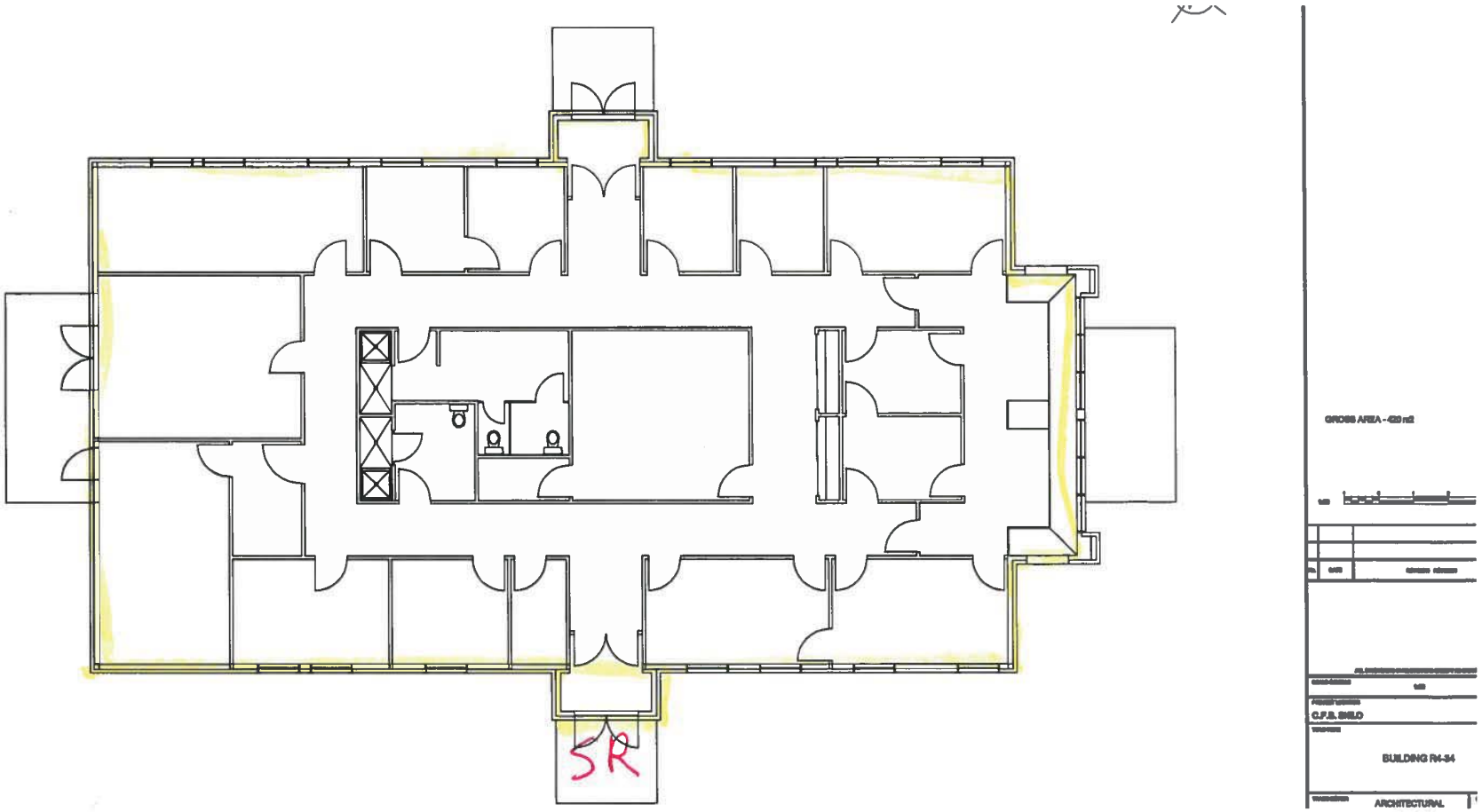
3. SERVICES ON A TWICE YEARLY BASIS:

- To be determined by Engineer.
- Tile/lino/terrazzo floors shall be stripped and refinished as per manufacturer's written instructions.

RH-34

Range Control

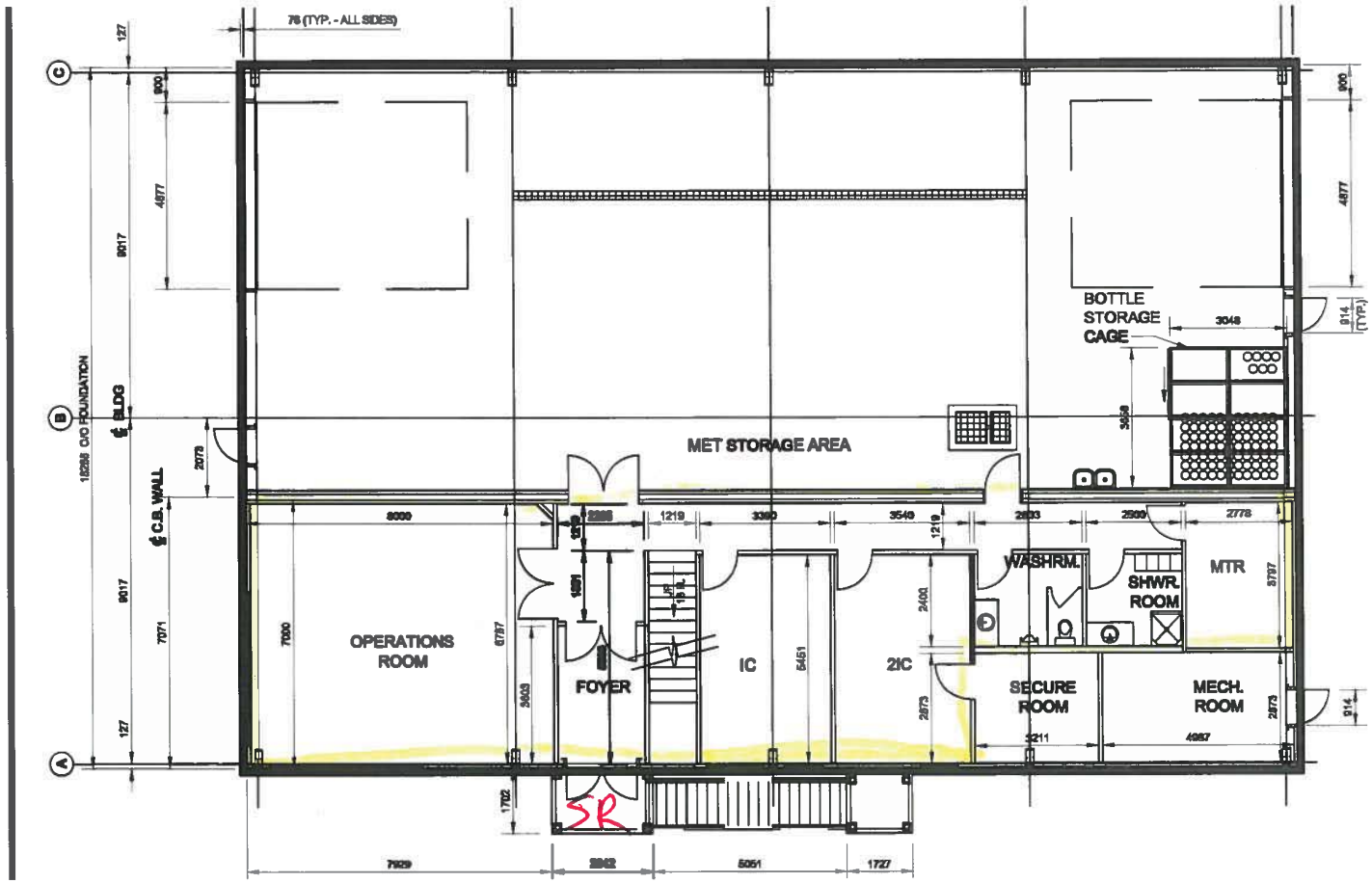
364 m2

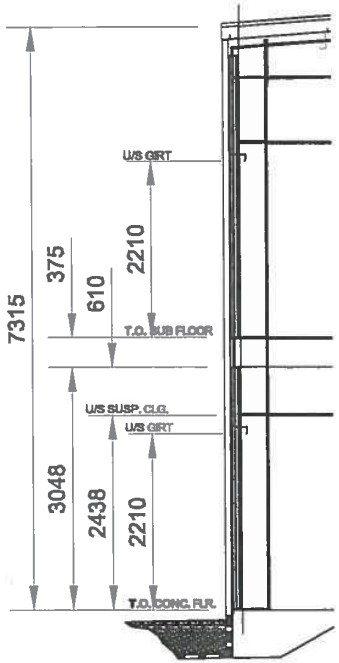


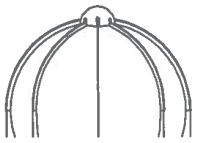
237 m2

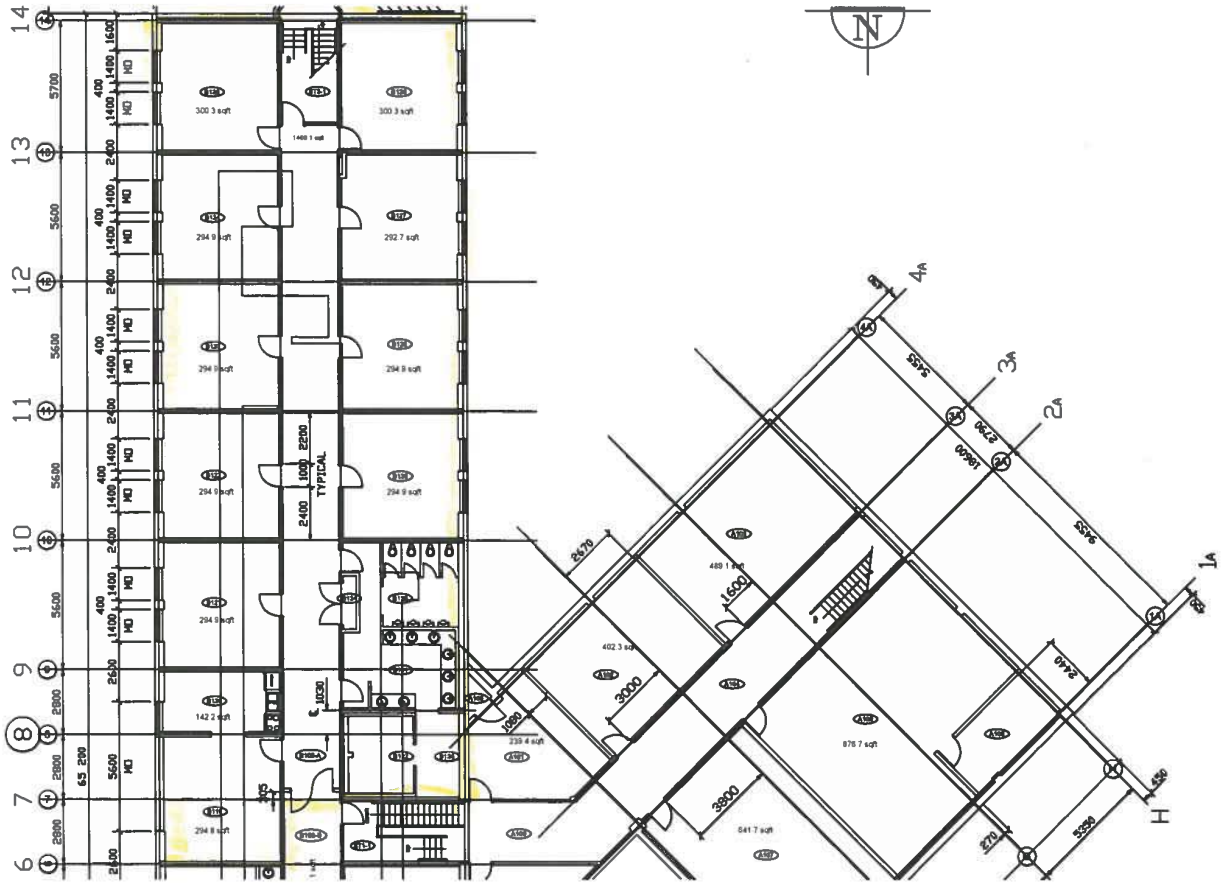
RH-36

Met Building.







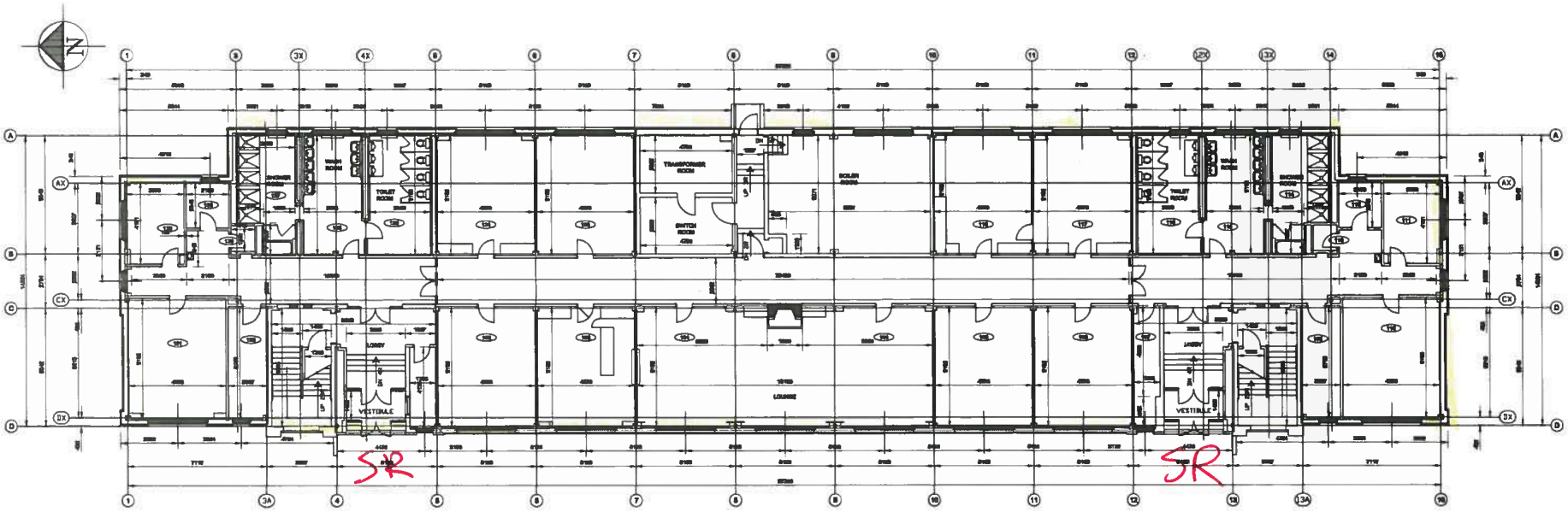


Cleanable Area
496.4 M2

L-142
1st floor

BLDG L-142 LEVEL 2 FLOOR PLAN

Cleanable Area
496.4 m2

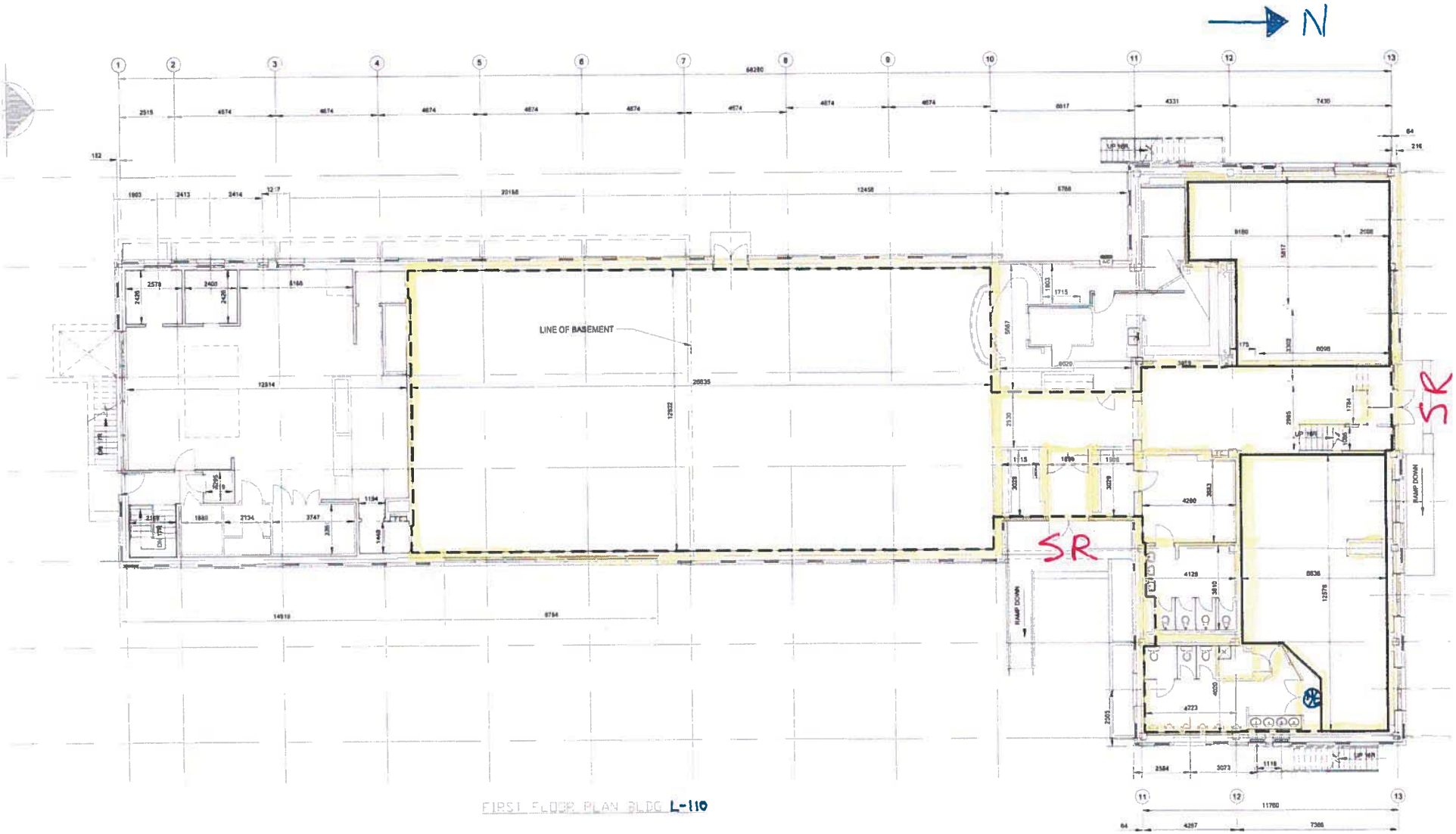


FIRST FLOOR PLAN BLDG L-103

L-103 1st floor

945.5 m2

L-110 2nd Floor 2058m2



L-110 1st floor

832.3 m2

National Defence / Défense nationale

TASK AUTHORIZATION
AUTORISATION DES TÂCHES

All invoices/progress claims must show the reference Contract and Task numbers. Toutes les factures doivent indiquer les numéros du contrat et de la tâche.	Contract no. – N° du contrat W0118-15S39A/001/WPG Task no. – N° de la tâche

Amendment no. – N° de la modification	Increase/Decrease – Augmentation/Réduction	Previous value – Valeur précédente

To – À

Delivery location – Expédiez à

Delivery/Completion date – Date de livraison/d'achèvement

TO THE CONTRACTOR

You are requested to supply the following services in accordance with the terms of the above reference contract. Only services included in the contract shall be supplied against this task.

Please advise the undersigned if the completion date cannot be met. Invoices/progress claims shall be prepared in accordance with the instructions set out in the contract.

À L'ENTREPRENEUR

Vous êtes prié de fournir les services suivants en conformité des termes du contrat mentionné ci-dessus. Seuls les services mentionnés dans le contrat doivent être fournis à l'appui de cette demande.

Prière d'aviser le signataire si la livraison ne peut se faire dans les délais prescrits. Les factures doivent être établies selon les instructions énoncées dans le contrat.

Date

for the Department of National Defence
pour le ministère de la Défense nationale

Contract item no. N° d'article du contrat	Services	Cost Prix
	GST/HST TPS/TVH	
	Total	

APPLICABLE ONLY TO PWGSC CONTRACTS: The Contract Authority signature is required when the total value of the DND 626 exceeds the threshold specified in the contract.

NE S'APPLIQUE QU'AUX CONTRATS DE TPSGC : La signature de l'autorité contractante est requise lorsque la valeur totale du formulaire DND 626 est supérieure au seuil précisé dans le contrat.

for the Department of Public Works and Government Services
pour le ministère des Travaux publics et services gouvernementaux

Design: Forms Management 993-4050
Conception : Gestion des formulaires 993-4062

Instructions for completing DND 626 - Task Authorization

Contract no.
Enter the PWGSC contract number in full.

Task no.
Enter the sequential Task number.

Amendment no.
Enter the amendment number.when the original Task is amended to change the scope or the value.

Increase/Decrease
Enter the increase or decrease total dollar amount including taxes.

Previous value
Enter the previous total dollar amount including taxes.

To
Name of the contractor.

Delivery location
Location where the work will be completed, if other than the contractor's location.

Delivery/Completion date
Completion date for the task.

for the Department of National Defence
Signature of the DND person who has delegated **Authority** for signing DND 626 (level of authority based on the dollar value of the task and the equivalent signing authority in the PAM 1.4). **Note:** the person signing in this block ensures that the work is within the scope of the contract, that sufficient funds remain in the contract to cover this task and that the task is affordable within the Project/Unit budget.

Services
Define the requirement briefly (attach the SOW) and identify the cost of the task using the contractor's quote on the level of effort. The Task must use the basis of payment stipulated in the contract. If there are several basis of payment then list here the one(s) that will apply to the task quote (e.g. milestone payments; per diem rates/labour category hourly rates; travel and living rates; firm price/ceiling price, etc.). All the terms and conditions of the contract apply to this Task Authorization and cannot be ignored or amended for this task. Therefore it is not necessary to restate these general contract terms and conditions on the DND 626 Task form.

Cost
The cost of the Task broken out into the individual costed items in **Services**.

GST/HST
The GST/HST cost as appropriate.

Total
The total cost of the task. The contractor may not exceed this amount without the approval of DND indicated on an amended DND 626. The amendment value may not exceed 50% (or the percentage for amendments established in the contract) of the original value of the task authorization. The total cost of a DND 626, including all amendments, may not exceed the funding limit identified in the contract.

Applicable only to PWGSC contracts
This block only applies to those Task Authorization contracts awarded by PWGSC. The contract will include a specified threshold for DND sole approval of the DND 626 and a percentage for DND to approve amendments to the original DND 626. Tasks that will exceed these thresholds must be passed to the PWGSC Contracting Authority for review and signature prior to authorizing the contractor to begin work.

Note:
Work on the task may not commence prior to the date this form is signed by the DA Authority - for tasks within the DND threshold; and by both DND and PWGSC for those tasks over the DND threshold.

Instructions pour compléter le formulaire DND 626 - Autorisation des tâches

Nº du contrat
Inscrivez le numéro du contrat de TPSGC en entier.

Nº de la tâche
Inscrivez le numéro de tâche séquentiel.

Nº de la modification
Inscrivez le numéro de modification lorsque la tâche originale est modifiée pour en changer la portée.

Augmentation/Réduction
Inscrivez le montant total de l'augmentation ou de la diminution, y compris les taxes.

Valeur précédente
Inscrivez le montant total précédent, y compris les taxes.

À
Nom de l'entrepreneur.

Expédiez à
Endroit où le travail sera effectué, si celui-ci diffère du lieu d'affaires de l'entrepreneur.

Date de livraison/d'achèvement
Date d'achèvement de la tâche.

pour le ministère de la Défense nationale
Signature du représentant du MDN auquel on a délégué le **pouvoir d'approbation** en ce qui a trait à la signature du formulaire DND 626 (niveau d'autorité basé sur la valeur de la tâche et le signataire autorisé équivalent mentionné dans le MAA 1.4). **Nota :** la personne qui signe cette attache de signature confirme que les travaux respectent la portée du contrat, que suffisamment de fonds sont prévus au contrat pour couvrir cette tâche et que le budget alloué à l'unité ou pour le projet le permet.

Services
Définissez brièvement le besoin (joignez l'ET) et établissez le coût de la tâche à l'aide de la soumission de l'entrepreneur selon le niveau de difficulté de celle-ci. Les modalités de paiement stipulées dans le contrat s'appliquent à la tâche. Si plusieurs d'entre elles sont prévues, énumérez ici celle/celles qui s'appliquera/ront à la soumission pour la tâche à accomplir (p.ex. acompte fondé sur les étapes franchies; taux quotidien ou taux horaire établi selon la catégorie de main-d'œuvre; frais de déplacement et de séjour; prix fixe ou prix plafond; etc.). Toutes les modalités du contrat s'appliquent à cette autorisation de tâche et ne peuvent être négligées ou modifiées quant à la tâche en question. Il n'est donc pas nécessaire de répéter ces modalités générales afférentes au contrat sur le formulaire DND 626.

Prix
Mentionnez le coût de la tâche en le répartissant selon les frais afférents à chaque item mentionné dans la rubrique **Services**.

TPS/TVH
Mentionnez le montant de la TPS/TVH, s'il y lieu.

Total
Mentionnez le coût total de la tâche. L'entrepreneur ne peut dépasser ce montant sans l'approbation du MDN, formulaire DND 626 modifié à l'appui. Le coût de la modification ne peut pas être supérieur à 50 p. 100 du montant initial prévu dans l'autorisation de tâche (ou au pourcentage prévu dans le contrat pour les modifications). Le coût total spécifié dans le formulaire DND 626, y compris toutes les modifications, ne peut dépasser le plafond de financement mentionné dans le contrat.

Ne s'applique qu'aux contrats de TPSGC
Le présent paragraphe s'applique uniquement aux autorisations de tâche accordées par TPSGC. On inscrira dans le formulaire DND 626 un plafond précis qui ne pourra être approuvé que par le MDN et un pourcentage selon lequel le MDN pourra approuver des modifications au formulaire DND 626 original. Les tâches dont le coût dépasse ces plafonds doivent être soumises à l'autorité contractante de TPSGC pour examen et signature avant qu'on autorise l'entrepreneur à débuter les travaux.

Nota :
Les travaux ne peuvent commencer avant la date de signature de ce formulaire par le responsable du MDN, pour les tâches dont le coût est inférieur au plafond établi par le MDN, et par le MDN et TPSGC pour les tâches dont le coût dépasse le plafond établi par le MDN.

ANNEX "E"
TASK AUTHORIZATION USAGE REPORT

The Contractor must provide quarterly Task Authorization (TA) usage reports . The Contractor agrees that it is their responsibility to implement a system for tracking TAs under this Contract for the purposes of providing usage reports. This is to ensure that the Limitation of Expenditure indicated for "as and when requested" Work under this Contract is not exceeded.

Each Task Authorization Usage Report must include all the completed TAs for goods and services supplied under this Contract.

Task Authorization Usage Report Submission Schedule:

REPORT DUE	WORK PERIOD START DATE	WORK PERIOD END DATE
10 July	01 April	30 June
10 October	01 July	30 September
10 January	01 October	31 December
10 April	01 January	31 March

Contract No.:	**W0118-15S39A**
Work Period:	

The Contractor must provide information on each completed TA using the following format:

TA NUMBER	TA DOLLAR VALUE (GST INCLUDED)	CUMULATIVE TA DOLLAR VALUE (GST INCLUDED)	COMMENTS
Total Dollar Value of TAs for this Period:			
Accumulated TAs to Date (Cumulative Dollar Value + Period Dollar Value):			

[ ] Check this box if you are submitting a NIL **REPORT** (We have not done any business with Canada under this Contract, for this period).

SEND TO:

cathleen.almonte@pwgsc-tpsgc.gc.ca
Or
Facsimile: (204) 983-7796 Attn: Cathleen Almonte