

**RETURN BIDS TO:**  
**RETOURNER LES SOUMISSIONS À:**  
**Bid Receiving Public Works and Government  
Services Canada/Réception des soumissions  
Travaux publics et Services gouvernementaux  
Canada**  
Government of Canada Building  
101 - 22nd Street East, Suite 110  
Saskatoon  
Sask.  
S7K 0E1  
Bid Fax: (306) 975-5397

**REQUEST FOR PROPOSAL  
DEMANDE DE PROPOSITION**

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

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

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

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

**Comments - Commentaires**

<b>Title - Sujet</b> Accommodation and Janitorial Servc	
<b>Solicitation No. - N° de l'invitation</b> W0121-15DZ01/A	<b>Date</b> 2015-06-25
<b>Client Reference No. - N° de référence du client</b> W0121-15DZ01	
<b>GETS Reference No. - N° de référence de SEAG</b> PW-\$STN-191-4797	
<b>File No. - N° de dossier</b> STN-5-38001 (191)	<b>CCC No./N° CCC - FMS No./N° VME</b>
<b>Solicitation Closes - L'invitation prend fin</b> <b>at - à 02:00 PM</b> <b>on - le 2015-08-10</b>	<b>Time Zone</b> <b>Fuseau horaire</b> Central Standard Time CST
<b>F.O.B. - F.A.B.</b> <b>Plant-Usine:</b> <input type="checkbox"/> <b>Destination:</b> <input type="checkbox"/> <b>Other-Autre:</b> <input type="checkbox"/>	
<b>Address Enquiries to: - Adresser toutes questions à:</b> Gerstmar, Denise	<b>Buyer Id - Id de l'acheteur</b> stn191
<b>Telephone No. - N° de téléphone</b> (306) 241-1018 ( )	<b>FAX No. - N° de FAX</b> (306) 975-5397
<b>Destination - of Goods, Services, and Construction:</b> <b>Destination - des biens, services et construction:</b> Department of National Defence CFB Moose Jaw 15 WIng Moose Jaw Moose Jaw SK S6H 7Z8	

**Instructions: See Herein**

**Instructions: Voir aux présentes**

**Vendor/Firm Name and Address**

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

**Issuing Office - Bureau de distribution**

Public Works and Government Services Canada/Réception  
des souissions Travaux publics et Services  
gouvernementaux Canada  
Government of Canada Building  
101 - 22nd Street East  
Suite 110  
Saskatoon  
Saskatche  
S7K 0E1

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

Solicitation No. - N° de l'invitation

W0121-15DZ01/A

Amd. No. - N° de la modif.

File No. - N° du dossier

STN-5-38001

Buyer ID - Id de l'acheteur

stn191

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

W0121-15DZ01

CCC No./N° CCC - FMS No/ N° VME

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File No. - N° du dossier  
STN-5-38001

N° CCC / CCC No./ N° VME - FMS

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## NOTICE

### Security

This notice is to advise ALL interested bidders that in order to be awarded a contract which contains a security requirement, all bidders MUST hold a valid Security Clearance granted or approved by PWGSC Canadian Industrial Security Directorate (CISD) at the level indicated in this solicitation document.

Should the bidder not currently hold a valid Security Clearance or require the level to be upgraded, PWGSC will sponsor the bidder. Please submit your written request with the following information to the Contracting Authority listed in this document by facsimile or by e-mail:

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

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

## **PART 1 - GENERAL INFORMATION**

### **1.1 Introduction**

The bid solicitation is divided into seven parts plus attachments and 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;
- Part 6 Security, Financial and Other Requirements: includes specific requirements that must be addressed by bidders; and
- Part 7 Resulting Contract Clauses: includes the clauses and conditions that will apply to any resulting contract.

The Annexes include the Statement of Work , the Basis of Payment, Security Requirements, the Security Requirements Checklist, the Federal Contractors Program for Employment Equity - Certification, the Insurance Requirements, DND 626 Task Authorization Form and any other annexes.

## 1.2 Summary

The Department of National Defence (DND), 15 Wing Moose Jaw, Saskatchewan requires a Contractor to provide Janitorial and Accommodation Services for various buildings and the operation of an Accommodation Work Centre which includes the operation of the front desk check-in and check-out, key control and coordination of housekeeping functions in the barracks in accordance with the requirements, specifications, terms and conditions in the attached Request for Proposal (RFP) document.

The period of the Contract is from the date of issuance to August 31, 2016 inclusive with three (3) one year option periods.

There are security requirements associated with this requirement. For additional information, consult Part 6 - Security, Financial and Other Requirements, and Part 7 - Resulting Contract Clauses. For more information on personnel and organization security screening or security clauses, bidders should refer to the [Industrial Security Program \(ISP\)](http://ssi-iss.tpsgc-pwgsc.gc.ca/index-eng.html) of Public Works and Government Services Canada (<http://ssi-iss.tpsgc-pwgsc.gc.ca/index-eng.html>) website.

There is a mandatory site visit associated with this requirement where personnel security screening is required prior to gaining access to sites. Consult Part 2 – Bidder Instructions.”

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

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) (<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

### **2.2 Submission of Bids**

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

### **2.3 Former Public Servant**

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 FPSs, 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 FPSs 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 fifteen (15) 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 Saskatchewan.

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 **The Department of National Defence, 15 Wing Moose Jaw, on Tuesday July 28<sup>th</sup> 2015. The site visit will begin at 11am CST in Building 64 CE 2<sup>nd</sup> Floor**

Personnel security screening is required prior to gaining authorized access to sites. **Bidders must communicate with the Contracting Authority no later than Thursday July 23<sup>rd</sup> 2015 at 3pm CST to confirm attendance and provide the name(s) of the person(s) who will attend.** The Bidder's Company Security Officer (CSO) must ensure that their representatives hold a valid security clearance at the required level for the site visit. Failure to comply with the security requirements will result in the representative(s) being denied access to the site.

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 (one (1) hard copy)

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

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

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

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) (<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 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.

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## **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 (2013-11-06), 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**

**4.1.1.1. Mandatory Technical Criteria**

- (a) Ability to perform the full scope of work as described in Annex A, Statement of Work;
- (b) Provision of pricing as detailed in Annex B, Basis of Payment;
- (c) Personnel Qualifications: The Contractor shall have a minimum two years experience in administration of hotel/accommodation operations.

Compliance: YES \_\_\_\_\_ NO \_\_\_\_\_

Project/Contract Reference #1	
Name of client organization or company	
Project Title:	
Approximate size in square meters of the cleanable area of the project or contract	_____ sq. M
Location/site of the project or contract	
Value of the contract or project	\$ _____
Performance period of the project or contract (indicate month and year)	From: Month: _____ Year: _____ To: Month: _____ Year: _____
Description of Project or Contract:	
_____	
_____	
_____	
_____	
_____	
_____	
_____	
_____	
_____	
_____	

(d) The Contractor shall meet Security Requirements.

**Compliance: YES \_\_\_\_\_ NO \_\_\_\_\_**

(e) The Contractor shall provide the Contract Financial Security Requirements should a Contract be awarded

**Compliance: YES \_\_\_\_\_ NO \_\_\_\_\_**

(f) The Bidder must certify that the quality of service provided will be as per the Quality Standards found at Annex F.

**Compliance: YES \_\_\_\_\_ NO \_\_\_\_\_**

#### **4.1.2 Financial Evaluation**

Proposals will be assessed and accepted on a lowest aggregate basis. Lowest aggregate will be determined by extending and totaling the bid rates for Year One, Year 2, Option Year One, Option Year 2 and Option Year 3.

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

#### **4.2 Basis of Selection**

##### **4.2.1 Mandatory Technical Criteria**

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

*SACC Manual* Clause A0031T (2010-08-16), Basis of Selection – Mandatory Technical Criteria

## **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\\_eq/eq/emp/fcp/list/inelig.shtml](http://www.labour.gc.ca/eng/standards_eq/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.

## **PART 6 - SECURITY, FINANCIAL AND OTHER REQUIREMENTS**

### **6.1 Security Requirements**

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

### **6.2 Insurance Requirements**

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

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

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

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

### **7.1 Statement of Work**

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

#### **7.1.2 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.

##### **7.1.2.1 Task Authorization Process**

###### **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.

###### **Task Authorization Process:**

1. The Project Authority will provide the Contractor with a description of the task using the DND 626, Task Authorization Form specified in Annex E.
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 Project Authority, within five (5) 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 Project 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.

##### **7.1.2.2 Task Authorization Limit**

The Project Authority may authorize individual task authorizations up to a limit of \$25,000.00 , Applicable Taxes included, inclusive of any revisions.

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

##### **7.1.2.4 Canada's Obligation - Portion of the Work - Task Authorizations**

*SACC Manual* Clause B9021C (2011-05-16), Canada's Obligation - Portion of the Work - Task Authorizations

##### **7.1.2.5 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 "G". 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: October 1 to December 31; and
- 4th quarter: January 1 to March 31.

The data must be submitted to the Contracting Authority no later than thirty (30) 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.

#### 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.

#### 7.1.2.6 Task Authorization - Department of National Defence

The administration of the Task Authorization process will be carried out by *the Department of National Defence, 15 Wing Moose Jaw Project Authority*. This process includes monitoring, controlling and reporting on expenditures of the contract with task authorizations to the Contracting Authority.

### 7.2 Standard Clauses and Conditions

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

#### 7.2.1 General Conditions

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

### 7.3 Security Requirements

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

#### 1. SECURITY REQUIREMENT FOR CANADIAN SUPPLIER: PWGSC FILE # W0121-15-DZ01

- 1. The Contractor/Offeror must, at all times during the performance of the Contract/Standing Offer, hold a valid **Designated Organization Screening (DOS)**, issued by the Canadian Industrial Security Directorate (CISD), Public Works and Government Services Canada (PWGSC).
- 2. The Contractor/Offeror personnel requiring access to PROTECTED information, assets or sensitive work site(s) must EACH hold a valid **RELIABILITY STATUS**, granted or

approved by CISD/PWGSC. . Until the security screening of the Contractor personnel required by this Contract has been completed satisfactorily by the CISD, PWGSC, the Contractor personnel **MAY NOT ENTER** sites without an escort.

2. The Contractor/Offeror MUST NOT remove any PROTECTED information or assets from the identified work site(s), and the Contractor/Offeror must ensure that its personnel are made aware of and comply with this restriction.
3. Subcontracts which contain security requirements are NOT to be awarded without the prior written permission of CISD/PWGSC.
4. The Contractor/Offeror must comply with the provisions of the:
  - (a) Security Requirements Check List and security guide (if applicable), attached at Annex C;
  - (b) Industrial Security Manual (Latest Edition).

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

#### **7.4 Term of Contract**

##### **7.4.1 Period of the Contract**

The period of the Contract is from the date of issuance to 31 August 2016 inclusive

##### **7.4.2 Option to Extend the Contract**

The Contractor grants to Canada the irrevocable option to extend the term of the Contract by up to three (3) additional one (1) year period(s) from 01 September 2016 to 31 August 2017 and 01 September 2017 to 31 August 2018 and 01 September 2018 to 31 August 2019 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 fifteen (15) 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.

## 7.5 Authorities

### 7.5.1 Contracting Authority

The Contracting Authority for the Contract is:

Name: Denise Gerstmar  
Title: Acting Supply Specialist  
Public Works and Government Services Canada  
Acquisitions Branch  
Directorate: Western  
Address: 110-101 22<sup>nd</sup> Street East, Saskatoon SK S7K 0E1  
Telephone: 306-241-1018  
Facsimile: 306-975-5397  
E-mail address: denise.gerstmar@pwgsc-tpsgc.gc.ca

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

### 7.5.2 Project Authority

The Project Authority for the Contract is:

#### ***To be determined***

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

### 7.5.3 Contractor's Representative

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

## 7.6 Proactive Disclosure of Contracts with Former Public Servants

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

## **7.7 Payment**

### **7.7.1 Basis of Payment**

In consideration of the Contractor satisfactorily completing all of its obligations under the Contract, the Contractor will be paid firm unit prices, as specified in Annex B – Basis of Payment. Customs duties are included and Applicable Taxes are extra.

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

### **7.7.2 Limitation of Expenditure**

1. Canada's total liability to the Contractor under the Contract must not exceed **\$ TO BE DETERMINED**. Customs duties are included and Applicable Taxes are extra.
2. No increase in the total liability of Canada or in the price of the Work resulting from any design changes, modifications or interpretations of the Work, will be authorized or paid to the Contractor unless these design changes, modifications or interpretations have been approved, in writing, by the Contracting Authority before their incorporation into the Work. The Contractor must not perform any work or provide any service that would result in Canada's total liability being exceeded before obtaining the written approval of the Contracting Authority. The Contractor must notify the Contracting Authority in writing as to the adequacy of this sum:
  - a) when it is 75 percent committed, or
  - b) four (4) months before the contract expiry date, or
  - c) as soon as the Contractor considers that the contract funds provided are inadequate for the completion of the Work, whichever comes first.
3. 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.

### **7.7.3 Monthly Payment**

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

### **7.7.4 SACC Manual Clauses**

A9117C T1204 – Direct Request by Customer Department 2007-11-30

### **7.7.6 Time Verification**

*SACC Manual Clause C0711C (2008-05-12), Time Verification*

## **7.8 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.
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.

## 7.9 Certifications

### 7.9.1 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.

### 7.9.2 Federal Contractors Program for Employment Equity - Default by the Contractor

The Contractor understands and agrees that, when an Agreement to Implement Employment Equity (AIEE) exists between the Contractor and Employment and Social Development Canada (ESDC)-Labour, the AIEE must remain valid during the entire period of the Contract. If the AIEE becomes invalid, the name of the Contractor will be added to the "[FCP Limited Eligibility to Bid](#)" list. The imposition of such a sanction by ESDC will constitute the Contractor in default as per the terms of the Contract.

### 7.10 Applicable Laws

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

### 7.11 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, Security Requirements Check List;
- (f) Annex D, Insurance Requirements;
- (g) Annex E, the signed Task Authorizations (including all of its annexes, if any);
- (h) Annex F, Minimum Cleaning Standards for Janitorial Services Requirements
- (i) the Contractor's bid dated \_\_\_\_\_, (*insert date of bid*)

### 7.12 Defence Contract

SACC Manual clause [A9006C](#) (2012-07-16), Defence Contract

### 7.13 SACC Manual clauses

A9062C	Canadian Forces Site Regulations	2011-05-16
E0008C	Security Deposit Definition – Contract	2014-09-25

#### 7.14 Insurance Requirements

The Contractor must comply with the insurance requirements specified in Annex D. 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

#### 7.15 Contract Financial Security

1. The Contractor must provide one of the following contract financial securities within fourteen (14) calendar days after the date of contract award:
  - a) a performance bond form [PWGSC-TPSGC 505](#) in the amount of **ten (10) percent** of the Contract Price; or
  - b) a security deposit as defined in clause [E0008C](#) in the amount of **ten (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 unmaturing, at the time the security deposit is provided, are attached to the bonds. The Contractor must provide written instructions concerning the action to be taken with respect to coupons that will mature while the bonds are pledged as security, when such coupons are in excess of the security deposit requirement.
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.

##### 7.15.1 SACC Manual clause [E8000C](#) (2014-09-25), Financial Security Definition

## **ANNEX "A"**

### **STATEMENT OF WORK**

The Department of National Defence (DND) 15 Wing Moose Jaw requires Accommodation and Janitorial Service.

#### **1.1 Definitions:**

Long Term Transient – Personnel assigned to 15 Wing Moose Jaw for periods of up to six (6) months.

Permanent – Personnel assigned to 15 Wing Moose Jaw or any of its tenant activities for a period in excess of six (6) months.

Short Term Transient – Personnel on short assignment or those awaiting further transport.

#### **1.2 Purpose**

This contract is for the provision of all labour, materials, tools, equipment, transportation and supervision required to provide billeting, janitorial and steam cleaning services for Non-NFTC buildings at 15 Wing Moose Jaw. These services will be provided as prescribed herein on a daily, weekly, monthly, semi-annually, annually or as required basis.

#### **1.3 Description of Existing Conditions**

The buildings at 15 Wing which are not used by the NFTC program are referred to as Non-NFTC and include the following, for the purposes of this contract:

Building 62 Chapel – includes washroom, office area, common area, kitchenette, chapel, hallway

Building 64 Technical Services – includes washrooms, canteens, offices, conference rooms, lounge, warehouse, computer lab, training room, theatre, stairways and hallways, janitor closets

Hangar 6 – includes washrooms, offices, locker room, hallways, stairwells, janitor closets, classroom, lunch room

Hangar 7 – includes washrooms, offices, common area, lunch room

Building 155 Repair and Disposal - includes office, stairwell and washroom

Building 16 Arena Mezzanine – includes 2 stairwells and eating/viewing area

ELQs and RHS – There are 18 residential units located in the Residential Housing Area. These units are fully furnished and include basement, stairwells, laundry, living room, kitchen and dining room, bedrooms and washroom(s). 17 units, referred to as ELQs (Enhanced Living Quarters) are for long term and permanent occupants. The RHS, referred to as Sunshine House, is used for short term transients

Building 162 – Barrack Block/DND Quarters – includes 128 furnished long term and short term transient suites (which each include kitchenette, living room, closets, bedroom and washroom), two common lounges, communal kitchen and eating area, common laundry rooms, public washrooms, elevator, office, storage rooms, stairwells, entrances.

The average occupancy rate of living quarters from August 2013 to July 2014 was 82%

## **2.0 Applicable Documents**

- 2.1 Canada Labour Code, Part II, Canada Occupational Safety and Health Regulations
- 2.2 PWGSC Janitorial Services National Strategy Nov 11
- 2.3 Food Safety Code of Practice 2014
- 2.4 15 Wing Moose Jaw Standing Order WSO 1-2-8 Fire Orders
- 2.5 15 Wing Moose Jaw Standing Order WSO 1-4-1 Single Quarters Occupancy
- 2.6 15 Wing Moose Jaw Standing Order WSO 2-3-3 Contractor Safety
- 2.7 15 Wing Moose Jaw Standing Order WSO 2-3-5 Asbestos Directives

## **3.0 General**

### **3.1 Hours of Work**

The work shall be performed during 15 Wing normal hours of work 0730 to 1600 hrs Monday to Friday, with the exception of statutory holidays.

Any work performed outside of normal hours must be pre-approved by the Technical Authority or designate.

### **3.2 Security**

The Contractor must, prior to award of contract and during the performance of the contract hold a valid Designated Organization Screening (DOS); issued by the Canadian Industrial Security Directorate (CISD), PWGSC. The Contractor shall ensure that all their employees hold a valid enhanced reliability screening approved by Canadian Industrial Security Directorate (CISD), PWGSC. The proof must be provided before their employee commences work. A completed Security Screening and briefing form is required. Any of the contractor employees who commence work prior to receiving the security clearance shall be escorted by another contractor employee who has a valid security clearance.

### **3.3 Personnel Qualifications**

The Contractor designated individual or at least one subordinate supervisor shall at a minimum, have two years' experience in administration of hotel/accommodations operations and be fluent in the English language.

Contractor personnel shall have WHMIS training. Certification must be submitted to the Technical Authority within two weeks from commencing work.

### **3.4 Health and Safety**

The Contractor employees must ensure practices; procedures and activities are consistent with applicable DND, Federal, and Provincial Safety Codes, standards and objectives including the Occupational Health and Safety Program.

The Contractor shall submit to the Technical Authority, a copy of their Health and Safety program, for review by the General Safety Officer, to ensure compliance to governing regulations.

Contractor must comply with the requirements of the Workplace Hazardous Materials Information System (WHMIS) regarding use, handling, storage and disposal of hazardous materials, and labelling and provision of Material Safety Data Sheets.

The Contractor shall identify a POC to provide co-operation and liaison with DND on health and safety matters. In accordance with the wing standing order regarding contractor safety, the POC will ensure that all employees working on site are fully briefed and have reviewed the 15 Wing contractor safety guide. Each employee will be required to review and acknowledge this guide prior to work commencing. Acknowledgement sheets must be handed in to the Technical Authority.

It is the contractor's responsibility to ensure that all their employees are provided with required Personal Protective Equipment (PPE) necessary to perform the work.

All accidents must be reported to the Technical Authority immediately, and a copy of accident/incident reports submitted within 48 hours.

Should any unforeseen or peculiar safety-related factor, hazard, or condition become evident during the performance of work, it must be reported to the Technical Authority immediately.

If during execution of contract work, workers uncover or disturb suspected asbestos products; work in that area must be stopped and reported to Technical Authority immediately.

Smoking is not permitted in any DND building or facility. Smoking will only be permitted utilizing designated smoking areas located in various locations throughout the Base. Smoking is not permitted in POL Compound or around any flammable liquids

The Contractor employees must read and abide by the 15 Wing Moose Jaw Fire Orders which will be provided by the Technical Authority before commencement of work

The Contractor undertakes and agrees to comply with all DND regulations in force at the worksite where work is to be performed relating to the safety of persons on the site or the protection of property against loss or damage from any and all causes including fire.

### **3.5 Contractor Use of Site**

The Contractor will use the work site only for execution of the work, and is subject to the following:

The Contractor personnel's movement around the site will be subject to restrictions imposed by the Technical Authority;

Keys for all doors to rooms requiring access will be supplied to the Contractor who will acknowledge receipt and responsibility via a signature. Where escorted access is required, no keys will be provided.

The Contractor's resources must not unreasonably encumber the site with materials or equipment;

The Contractor's resources must maintain the work area in a safe and tidy condition, free from accumulation of waste products and debris.

The Contractor's resources must execute the work with the least possible interference or disturbance to occupants and normal use of premises.

Cleaning staff will provide temporary warning signs in locations where work creates a hazardous condition. i.e. "Wet Floors".

Janitorial/Custodial closets/rooms/cabinets will be provided as required for storage of cleaning materials and equipment. These rooms are to be kept tidy at all times

Office space/storage in BB 162 room 102 and 103 will be provided to contractor consisting of 72.20 sq. m.

Electricity and hot water required by the contractor for execution of work will be provided at no charge

The Contractor, his personnel and/or subcontractors must report any malfunction of electrical, heating, plumbing equipment or any damages to the building incurred by execution of work to the Technical Authority immediately.

### **3.6 Equipment**

The Contractor must supply all scrubbing machines, polishers, vacuum cleaners, ladders, etc. required to provide complete janitorial service.

All electrical equipment must be CSA approved.

Contractor must maintain equipment in good working order. Equipment that is not in good order will be considered rejected and must be removed from site.

### **3.7 Materials and Products**

The Contractor is responsible for supplying all cleaning material, and cleaning products for carrying out the work.

All materials such as soaps, detergents, germicides, scouring materials, cleaners, wax and sealers where applicable, must comply with the latest industry standards. Use only materials and methods recommended by manufacturers as suitable for the purpose intended and which are environmentally safe.

Use only cleaning materials recommended by manufacturers for surfaces to be cleaned, and as recommended by cleaning material manufacturer, and in no case will the labels be removed.

The Contractor must supply all toilet paper, paper towels, hand soaps, hand sanitizers, disposal bags etc.. to provide complete sanitation requirements throughout. Contractor is responsible to ensure that the appropriate amount of product is available as reserve

In short - term transient quarters, the Contractor must supply coffee supplies, and minimum toiletry requirements: shampoo, soap, toothpaste, mouthwash, disposable cups, toilet paper and facial tissues.

While rooms are vacant they shall be brought to the above standard a minimum of 24 hours before occupancy

The contractor must provide a list of all products to be used including MSDS sheets for all products to the Technical Authority prior to commencement of contract.

### **3.8 Manufacturers Instructions**

Unless otherwise specified, comply with manufacturer's latest printed instructions for materials and installation/application methods and equipment usage

Notify Technical Authority in writing of any conflict between these specifications and manufacturers instructions.

### **3.9 Delivery and Storage**

Deliver, store and maintain packaged material and equipment with manufacturer's seals and labels intact.

Prevent damage, adulteration and soiling of material and equipment during delivery, handling and storage. Immediately remove rejected material and equipment from site.

Store material and equipment in accordance with suppliers' instructions.

### **3.10 Quality**

All work must be of the highest quality, executed by workers skilled in the respective work for which they are employed. The Contractor must provide sufficient resources for the provision of services as defined in this SOW and in accordance with an approved schedule. It is the responsibility of the Contractor to supply fully trained and qualified resources. All new resources must have a minimum two-week training period under the supervision of a senior cleaner.

The Contractor must not employ any unfit person or anyone unskilled in their respective duties. The work must not be performed by any person who, in the opinion of the Technical Authority, is incompetent, unsuitable or has been conducting himself/herself improperly. Technical Authority reserves the right to request the dismissal from the site, workers deemed incompetent, careless, insubordinate or otherwise objectionable.

If it is determined, by the Technical Authority, that an inadequate job is being done to meet the schedule, the Contractor is required to increase his staff at no additional cost to DND. Inspection and interim reviews of the work progress, based on work schedule, will be conducted by the Technical Authority and the schedule must be updated by Contractor in conjunction with and to the approval of the Technical Authority.

In the case of dispute over quality of work, the final decision rests solely with the Technical Authority.

## **4.0 STATEMENT OF WORK**

**4.1 Billeting Services** - Provide all functions as prescribed herein for billeting services at 15 Wing Moose Jaw for permanent posted and transient personnel residing in barracks/ELQs and a contingency plan to cover emergency requirements.

**4.1.1** Plan, direct and administer the operation of an accommodation/billeting work centre which includes the issuing/control of rooms for students(including FIS instructor students) and coordinating housekeeping functions for all barracks with janitorial services. Housekeeping functions listed in this section are part of the janitorial services required.

Requests for quarters other than students (including FIS instructor students) shall be submitted through the email to [+Rations & Quarters@15 Wing@Moose Jaw](mailto:+Rations & Quarters@15 Wing@Moose Jaw) for approval by WADMINO office.

**4.1.2** The contractor shall provide "Front Desk" service for reception/registration/room allocation/checking out of personnel. Advance notice will be given to Contractor on rotation of transient personnel.

The contractor will man "Front Desk" at all times during work hours. The work hours are Monday to Friday, 0730-1200hrs and 1300-1600 hrs except statutory holidays.

**4.1.3** The contractor will provide caretaker function for unoccupied barrack rooms. Contractor will monitor for leaks and damage caused by climatic conditions. Ensure frost precautions are taken including operation of central heating system by checking once a week.

**4.1.4** The contractor shall report and coordinate access for the repair and maintenance of the barracks as required.

**4.1.5** The contractor shall report and coordinate access for replacement of furniture, appliances and furnishing in transient quarters. The Contractor is to advise the TA if items require repair or replacement, within 2 working days of determining that the item requires repair or replacement.

**4.1.6** The contractor shall maintain a system for control of the keys, their duplication and issue so there is no unauthorized duplication of keys . When replacement keys are required the contractor will notify the Technical Authority within 24 hours.

**4.1.7** The contractor shall arrange with the Technical Authority, or designated representative, a walkthrough of marched out quarters to determine maintenance/upgrade requirements, if any.

## **4.2 Janitorial Services**

### **4.2.1 General**

The Contractor shall provide a complete range of janitorial services to buildings/areas as identified in Annex B including but not limited to: vacuuming carpeted areas, washing/mopping floor, emptying all containers disposing of garbage in appropriate containers, washing interior windows, dusting furniture/furnishings, handrails, door sills, window sills.

The Contractor shall provide weekly housekeeping services to all long term transients and permanent resident suites and enhanced living quarters. Additional cleaning required at march out.

The Contractor shall provide daily housekeeping services to all short term transient suites and residential housing suite

The Contractor shall provide daily cleaning services, in accordance with food safe regulations, to the communal kitchen. This includes monitoring and recording refrigerator and freezer temperatures.

The Contractor shall provide daily cleaning services to the arena mezzanine area five days per week during hockey season and four days per week during off season. A schedule will be provided by the Technical Authority.

NOTE: The following rooms, service areas, and items are excluded from this contract , unless specifically stated: Electrical, mechanical and communication rooms; heating/ventilation utility rooms; interiors of cabinets, display cases, desks; restricted areas and rooms, office equipment and personal property of occupants, removal of books from bookcases.

### **4.2.2 Janitorial Service Standard**

**4.2.2.1 General Areas** –including entry ways, hallways, stairways, offices and boardrooms, elevators, lounges, chapel, living areas, bedrooms

**Corners and/or Thresholds:** must be free of dust, dried soil, finish build- up and debris. These areas must appear visibly and uniformly clean. This includes the elimination of cleaner residue and dried slurry.

**Floors/Carpets and Baseboards:** must be free of dust, soil, gum, spots, stains and debris. Hard surface floors must have multiple coats of a slip-resistant seal and finish applied that result in a consistent high-shine. Floors, carpets and baseboards must be visibly and uniformly clean. This includes the elimination of streaks, dust, lint, cleaner residue, embedded soil and foreign objects. Solutions used in the cleaning operations must not seep under the legs of furniture or cabinets, etc.

**Furniture/Appliances:** must be free of dust and soil. They must be visibly and uniformly clean. This includes the elimination of cleaner residue, streaks and film. Furniture moved for cleaning purposes must be relocated to the approximate position it was in prior to being moved.

**Glass and Metal Work:** must appear streak-free, film free and uniformly clean. This includes the elimination of dust and soil from sills, ledges and heat registers.

**Mirrors:** must be free of dust and soil. Mirrors and surrounding metal frameworks must be streak-free, film-free and uniformly clean.

**Railings, Walls and Doors:** must be free of dust, soil, gum, spots stains and debris. These surfaces must be visibly and uniformly clean. This includes the elimination of film, streaks and cleaner residue. Ceramic tiles and wainscots; and metal kick plates, handles and push plates on doors must be polished dry. This includes such items as wall mounted fire extinguishers, fountains, door grills and wall fixtures, etc.

**Snow Removal:** remove snow to a minimum of 3m away from entrances of buildings and apply ice melt to icy areas, to be completed by 0730hrs.

**Sinks:** must be free of dust, bacteria, soil, cleaner residue and soap film. They must be visibly and uniformly clean and polished-dry. This includes the elimination of streaks, embedded soil, oil, and film and water spots.

**Telephones:** must be free of dust and soil. They must be visibly and uniformly clean, and polished dry. Special attention should be paid to the mouth and ear pieces.

**Tracks:** must be free of dirt and debris. Tracks must be visibly clean. This includes the elimination of standing water from wet cleaning procedures.

**Walk-Away Mats:** must be free of spots, stains, gum, dirt and be uniformly clean. Adjoining walls, doors and floor surfaces must also be free of dust, soil and cleaner residue.

**Waste Containers:** contents must be removed from waste containers and liners replaced. Containers must be visibly and uniformly clean. This includes the elimination of streaks, food particles and the presence of offensive odours emitting from the container. Inside and outside of the container must be cleaned and disinfected, when required. Wastepaper baskets or receptacles, and/or other articles on the floor must not be placed on the desks, tables or cabinets during cleaning operations.

**Windows/ledges :** must be free of dust and soil. Mirrors, windows and surrounding metal frameworks must be streak-free, film-free and uniformly

#### **4.2.2.2 Special Considerations - Restrooms/Kitchen and Eating Areas**

**Special Note:** maintaining a sanitary kitchen and restroom environment that minimizes the possibility of cross infection is considered to be of the highest priority. Sanitation levels will be closely monitored by inspection carried out by Technical Authority.

**All surfaces including hardware:** must be free of dust, soil, bacteria and scale. Bright work (chrome, glass, mirrors and any shiny surface) must appear visibly and uniformly clean, be disinfected and polished to a streak-free shine. This includes the elimination of polish residue.

**Dispensers:** must be free of dust, dried soil, bacteria and soil. These surfaces must be visibly and uniformly clean and disinfected. This includes the elimination of film, streaks, and cleaner residue. Dispensers must be refilled when required with the proper supply item.

**Sinks:** must be free of dust, bacteria, soil, cleaner residue and soap film. They must be visibly and uniformly clean and polished-dry. This includes the elimination of streaks, embedded soil, soil, film and water spots.

**Toilets and Urinals:** must be free of dust, bacteria, soil, organic matter, cleaner residue and scale. These fixtures must be visibly and uniformly clean, be disinfected and polished-dry. This includes the elimination of streaks, film and water spots.

**Partitions:** must be free of dust, soil, and graffiti. Partitions must be visibly and uniformly clean, be disinfected and polished-dry. This includes the elimination of streaks and film.

**Waste Containers:** contents must be removed from waste containers and liners replaced. Inside and outside of the container must be clean and disinfected. Containers must be visibly and uniformly clean. This includes the elimination of steaks, food particles and the presence of offensive odours emitting.

#### 4.2.3 Method of Cleaning

**Floor Surfaces:** Dirt may be removed by sweeping with a brush, broom, dust mop or by vacuuming. Mopping will remove dirt, which cannot be swept up. The following rules must be followed: cleaning must be done using clear water or mild neutral soap mopping solution; a generous amount of water is to be used in the mop pail, but only a minimum amount is to be on the floor. Water is to be changed frequently; mop, rinse and dry small areas of the floor at a time; care must be taken not to splash baseboards or furniture; corners and other areas that cannot be reached with a mop must be cleaned by hand; and furniture that is moved must be relocated to its approximate position upon completion of cleaning (tables, desks, chairs, etc.).

**Waxing:** water emulsion wax must be applied with an ordinary mop or lamb's wool applicator. Wax must be applied in both directions. Ensure mop is free of soap, as soap destroys waterproofing qualities of the wax; Paste wax must be applied with a clean cotton cloth. A thin even coat must be applied uniformly; buffing must be done only after the wax has dried completely. A buffing machine must be used to bring the floor to the desired lustre; and wax must not be applied closer than 6 inches from walls, filing cabinets or other floor mounted fixtures.

**Wax Removal:** paste wax and liquid spirit wax must be removed as per manufacture instructions. Floors must be mopped with a neutral soap solution, rinsed and dried thoroughly before using or applying another treatment; water emulsion wax can be removed readily by mopping with a warm neutral soap or water emulsion wax stripper; and solvents must not be used on asphalt tile, rubber tile, or mastipave floor covering.

**Stain Removal:** adequate precautions must be taken when removing stains to ensure the material is not damaged. Report to the Technical Authority any spots on flooring, which cannot be removed by normal means.

**Linoleum, Asphalt Tile, Rubber Tile and V.A. Tile:** must be cleaned with a mop dampened in clear warm water or a lukewarm neutral soap solution; and a water emulsion wax must only be used on these surfaces.

**Terrazzo, Ceramic or Epoxy Coated Floors:** must be mopped with clear warm water or a mild neutral soap solution; and wax must not be applied.

**Concrete Floors:** mop with clear warm water or a neutral soap solution; and if the floor is not sealed and tends to give off dust, use damp sawdust as a sweeping compound.

**Carpets and Rugs:** vacuum using vacuum cleaner in good working condition and with rug vacuuming attachment as specified, i.e. a power head unless otherwise specified.

**Wall Surfaces:** walls must be cleaned using a neutral soap or a synthetic detergent solution, working from bottom to top to prevent streaking and rinsing from top to bottom with clear water; and a large sponge or a dry soft clean cloth must be used to apply the washing solution and another for rinsing.

**Garbage Removal:** garbage must be removed daily unless otherwise indicated.

**Windows:** windows must be cleaned on the inside with a cloth dampened in clear water and dried with a chamois skin.

**Venetian Blinds:** must be cleaned using a soft sponge dampened in a mild neutral soap solution.

**Washrooms:**

Toilet Bowl and Seat: wash bowl inside and out with a germicidal soap solution; wipe outside of bowl and top and bottom of seat with a damp clean cloth; work toilet brush as far into traps as it will reach. Use toilet brush to wash thoroughly under the rounded inside rim of the toilet bowl; and wipe both tank and cover with clean damp cloth.

**Urinals:** urinals must be washed in the same manner as the toilets; and disinfectant deodorant blocks must not be placed in urinals.

**Wash Bowls/Sinks:** remove dirt and grease with a germicidal soap solution, stains can be removed as per manufactures directions.

**Showers and Tubs:** remove dirt and grease with a germicidal soap solution. Rinse thoroughly.

**Fixtures:** vanities and ledges must be cleaned with a germicidal soap solution, rinse well; mirrors must be cleaned thoroughly and wiped clear with a lint free cloth; waste receptacles, soap dispensers, and partitions are to be cleaned using a germicidal soap solution. Rinse and wipe dry with a clean cloth.

Remove snow, dirt and debris to a minimum of 3m away from entranceways, steps, and sidewalks and apply ice melt to icy areas to be completed by 0730hrs.

**4.2.4 Cleaning Schedule**

Cleaning service frequency is determined in accordance with the cleaning standards in Section 4.2.2 and commensurate with usage and sanitation requirements. The Contractor shall develop and maintain a service schedule that ensures conditions are kept sanitary and clean , in conjunction with Annex C.

The Contractor must provide to Technical Authority, within 10 working days after contract award, the labour distribution and shift schedule, showing the date, time and areas to be cleaned. Changes in schedule shall be provided to the Technical Authority for approval prior to implementation.

**4.2.5 Assessment of Performance**

The Contractor's performance will be assessed regularly. Performance will be reported on the Quality Assurance Form, attached at Annex E

The inspection will be conducted by Technical Authority or their designated representative and a Client Department Manager and will be accompanied by the Contractor's Site Manager

**4.3 Laundry Service**

The Contractor is responsible to provide a laundry service for linens/bedding, towels, face cloths, bath mats, tea towels and dish cloths in permanent, long term transient and short term transient quarters, and for the communal kitchen.

DND will provide the linen/bedding towels, face cloths, bath mats, tea towels and dish cloths.

The linen/bedding and towels are offered for exchange once a week or as required when transients depart or when an occupant moves out of the room.

The washers/dryers in BB162 and ELQs are NOT to be used for this laundry service

[Type text]

#### **4.4 Steam Cleaning**

Contractor to provide steam cleaning services for carpeted areas and fabric upholstered furniture on a semi-annual, annual and an “as and when requested” basis.

For semi-annual and annual services, as per Annex D, the Contractor must provide to the Technical Authority, within 10 working days after contract award, a proposed schedule. Changes in schedule shall be provided to the Technical Authority for approval prior to implementation

All other steam cleaning services will be on a call up basis, as and when required, using a Tasking Authorization (see Section 5) by the WCEO, delegated CE member, or Wing Contracts Officer.

#### **5.0 Additional Services**

On an as and when requested, or emergency basis, additional services may be called up under the contract using a Task Authorization.

The work requested in a tasking authorization must be in accordance with the scope of the Contract.

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### Inventory of Singles Quarters

	Quantity	Location
Permanent or Transient Suites	128	BB 162
1.5 Story c/w basement 3 Bedroom Short Term Transient (Sunshine House)	1	39 Cornell Cres
2 Story c/w basement 4 Bedroom Permanent and Long Term (ELQs)	13	215,216,223,224, 225,227,228,228 230,231,232,233 234 Anson Cres
2 Story c/w basement 4 Bedroom Permanent and Long Term (ELQs)	4	47,48,49,50 Oxford Cres

## Area by Floor Type

Building No	AREA	FLOOR TYPE	SQ Meters
<b>Hangar 6</b>	Washrooms	Tile	62.4
	Offices	Carpet	250
	Offices	Tile	188.83
	Locker Room	Tile	100
	Hallways	Tile	77.6
	Stair wells	Tile	20.4
	Offices	Lino	148
	Lunch room	Lino	82.6
	Classroom	Tile	97
	Classroom Offices	Tile	97
<b>Hangar 7</b>	Washrooms	Tile	26.1
	Offices	Tile	195
	Common Area	Lino	37.8
	Lunch Room	Lino	76
<b>B-62</b>	Main Hall	Linoleum	84.6
	Main Hall	Carpet	95.5
	Entrance	Tile	6.4
	Offices	Carpet	13.7
	Washroom	Tile	4.1
	Chapel Area	Tile	61.2
	Kitchen	Tile	12
<b>B-64</b>	Washrooms	Tile	88.2
	Theatre	Tile	97.36
	Hallways	Tile	408.37
	Cleaners room	Tile	34.19
	Lounge	Carpet	112.96
	Offices	Tile	140.18
	Offices	Carpet	865.26
	Classrooms	Carpet	182.08

	Kitchenette	Carpet	39.44
	Kitchenette	Tile	9.32
	Stair Wells	Tile	48.58
	Warehouse	Tile	204.4
	WTIS Service Area	Tile	80.97
<b>First Floor</b>			
	Suites	Carpet	732.9
	Suites	Sheet Vinyl	657.4
	Suites	Laminate	30.9
	Stair Well	Rubber Tile	20
	Kitchen	Sheet Vinyl	76.4
	Storage/Mechanical	VCT	296.75
	Vestibules	Quarry Tile	32
	Corridor	Carpet	326.1
<b>Second Floor</b>			
	Suites	Carpet	883.4
	Suites	Sheet Vinyl	795.8
	Suites	Laminate	41.2
	StairWell	Rubber Tile	20
	Lounge/Corridor	Carpet	428.35
	Other Rooms	VCT	63.5
<b>Third floor</b>			
	Suites	Carpet	883.4
	Suites	Sheet Vinyl	795.8
	Suites	Laminate	41.2
	StairWell	Rubber Tile	20
	Lounge/Corridor	Carpet	428.35
	Other Rooms	VCT	63.5
<b>Bldg 155</b>			
	Washroom	Tile	4.5
	Office	Lino	82.3
	Stairwell	Lino	5.4
<b>Bldg 16</b>			
	Red Knight Lounge	Tile	226
	Stair Well	Rubber Tile	14.8
	Stair Well	Concrete	6.7

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<b>RHU 39</b>	Living Area	Var	87.7
<b>All ELQs</b>	Living Area	Var	106.6

**Frequency of Janitorial Services / Schedule**

			As required	Occupant Departure	Daily	Weekly	Monthly	Quarterly	Annual
All Areas		Emergency Cleaning	x						
All Buildings - Exterior	<b>Entrances</b>	Keep areas within 3m from building free from refuse	x						
		Remove snow on concrete surfaces within 3 m of all entrances	x						
		Apply ice melt to icy areas within 3 m of all entrances	x						
		Clean doors and windows in main entrances as well as sashes				x			
		Remove dust, debris and cobwebs from outside telephones, light wells and vents						x	
		Clean air intake and exhaust grills						x	
All Buildings - Interior	<b>All Areas</b>								
		Damp wipe all Light Switches and door knobs/handles			x				
	<b>Entrances, Lobbies, Vestibules and Foyers</b>								
		<b>Floors:</b>							
		Sweep and damp mop			x				
		Remove gum and other foreign residue			x				
		Removal of salt, sand and water	x						
		Strip , seal and wax						x	

			As required	Occupant Departure	Daily	Weekly	Monthly	Quarterly	Annual
		<b>Walls/Interior Doors and Frames:</b>							
		Spot Clean	x						
		Dust Pictures, wall hangings, notice board frames					x		
		<b>Mats:</b>							
		Vacuum or sweep			x				
		Clean				x			
		<b>Glass doors or side glass :</b>							
		Spot Clean	x						
		Wash and polish					x		
	<b>Stairways</b>								
		Sweep and damp mop steps, landings			x				
		Wash handrails			x				
		Wash ledges, doors and internal glass					x		
	<b>Corridors and Hallways</b>								
		<b>Floors/Carpets:</b>							
		Sweep and damp mop/Vacuum			x				
		Spray Buff	x						
		Strip , seal and wax							x
		<b>Walls/Interior Doors and Frames</b>							
		Spot Clean	x						
		Dust Pictures, wall hangings, notice board frames					x		
		Descal water fountains				x			

			As required	Occupant Departure	Daily	Weekly	Monthly	Quarterly	Annual
	<b>Offices</b>								
		<b>Floors/Carpets:</b>							
		Spot Clean	x						
		Clean / Vacuum				x			
		Strip Seal and Wax							x
		<b>Walls/Interior Doors and Frames:</b>							
		Spot Clean	x						
		Dust frames of notice boards,wall hangings					x		
		Damp wipe accessible window sills					x		
		Clean whiteboards	x						
		<b>Furnishings and Equipment:</b>							
		Spot clean	x						
		Horizontal and vertical dust				x			
		Clean glass doors and display cases					x		
		<b>Waste Containers:</b>							
		Empty and replace liners			x				
		Damp wipe containers					x		
	<b>Staff Lunchrooms, Kitchenettes , Canteens</b>								
		<b>Floors/Carpets:</b>							
		Spot Clean	x						
		Clean / Vacuum			x				
		Strip Seal and Wax							x
		<b>Walls/Interior Doors and Frames:</b>							
		Spot Clean	x						
		Dust frames of notice boards,wall hangings					x		

			AS required	Occupant Departure	Daily	Weekly	Monthly	Quarterly	Annual
		Damp wipe accessible window sills					x		
		Clean whiteboards	x						
		<b>Counters and Cabinets:</b>							
		Clean and disinfect countertop			x				
		Damp wipe cabinetry handles			x				
		Damp wipe exterior cabinetry surface				x			
		<b>Sinks and faucets:</b>							
		Clean and disinfect			x				
		<b>Appliances:</b>							
		Damp wipe exterior surfaces				x			
		Clean under and behind						x	
		<b>Tables and Chairs:</b>							
		Damp wipe table top			x				
		Damp wipe table legs and chairs				x			
		<b>Waste Containers:</b>							
		Empty containers, replace liners			x				
		Clean and sanitize waste containers	x			x			
	<b>Conference, Training and Lecture Rooms</b>								
		<b>Floors/Carpets:</b>							
		Clean/Vacuum	x						
		Strip, seal and wax							x

			As required	Occupant Departure	Daily	Weekly	Monthly	Quarterly	Annual
		<b>Walls/Interior Doors and Frames</b>							
		Spot Clean	x						
		Dust frames of notice boards and wall hangings					x		
		Damp wipe accessible window sills					x		
		Clean whiteboards	x						
		<b>Furnishings and Equipment:</b>							
		Spot clean	x						
		Horizontal and vertical dust					x		
		<b>Waste Containers:</b>							
		Empty and replace liners	x						
		Damp wipe containers					x		
	<b>Lockers and Dressing Rooms</b>								
		<b>Floors:</b>							
		Sweep and Damp Mop			x				
		Strip , seal and wax							x
		<b>Walls/Interior Doors and Frames</b>							
		Spot Clean			x				
		<b>Furnishings:</b>							
		Spot clean	x						
		Clean / Dust					x		
	<b>B162 Laundry Facilities</b>								
		<b>Floors:</b>							
		Sweep and Damp Mop			x				
		Strip , seal and wax							x

			As required	Occupant Departure	Daily	Weekly	Monthly	Quarterly	Annual
		<b>Walls/Interior Doors and Frames</b>							
		Spot Clean			x				
		<b>Appliances:</b>							
		Check and empty dryer lint traps			x				
		Damp wipe surface				x			
		<b>Waste Containers:</b>							
		Empty containers, replace liners							
		Clean and sanitize waste containers							
	<b>Public Washrooms</b>								
		Clean and Disinfect Floors			X				
		Spot clean walls, interior doors and frames			X				
		Toilet seats, bowls, urinals, wash basins, - Clean and disinfect			X				
		Faucets, receptacles, dispensers, door plates and partition plates and handles, toilets seats, flush valves, flush tanks, counters- Clean and disinfect			X				
		Empty, wash, disinfect sanicans and replace bags			X				
		Damp wash toilet partitions			X				
		Descalc toilet bowls and urinals			x				
		Refuse receptacles emptied, washed and disinfected			X				
		Shower stall walls and floors wiped and disinfected			X				

			As required	Occupant Departure	Daily	Weekly	Monthly	Quarterly	Annual
		Soap dispensers, shower dispensers, toilet paper, sani-bags, paper towels to be replenished	x						
	<b>Building 162 Communal Kitchen</b>								
		<b>Walls/Interior Doors and Frames</b>							
		Spot Clean	x						
		Damp wipe frames of notice boards and wall hangings					x		
		<b>Floors:</b>							
		Wash and Sanitize			x				
		Strip , seal and wax							x
		<b>Counters and Cabinets:</b>							
		Wash and sanitize all sinks and countertops				x			
		Clean inside cupboards and drawers				x			
		<b>Sinks and faucets</b>							
		Clean and disinfect			x				
		<b>Appliances</b>							
		Clean top, inside and outside of fridges				x			
		Clean top, sides and underneath stoves				x			
		Clean fans, including filters				x			
		Wash and sanitize dishwasher				x			
		Clean inside stoves	x						
		<b>Tables and Chairs</b>							
		Wash down tables and chairs				x			

			As required	Occupant Departure	Daily	Weekly	Monthly	Quarterly	Annual
		<b>Waste Containers:</b>							
		Empty containers, replace liners			X				
		Clean and sanitize waste containers	X			X			
		<b>OTHER:</b>							
		Read and record fridge/freezer temps 2 x daily in log book			X				
	<b>B16 Mezzanine</b>								
		<b>Walls/Interior Doors and Frames:</b>							
		Spot Clean	X						
		Damp wipe frames of notice boards and wall hangings					X		
		<b>Floors:</b>							
		Wash and Sanitize			X				
		Strip , seal and wax							X
		<b>Viewing Area Glass:</b>							
		Spot Clean	X						
		Clean				X			
		<b>Furniture and equipment</b>							
		Spot clean	X						
		Horizontal and vertical dust				X			
		<b>Tables and Chairs</b>							
		Clean and sanitize table legs, bases and chairs				X			
		<b>Waste Containers:</b>							
		Empty containers, replace liners			X				
		Clean and sanitize waste containers	X			X			

			As required	Occupant Departure	Daily	Weekly	Monthly	Quarterly	Annual
	<b>Long-term and Permanent Quarters (Suites, ELQs )</b>								
	<i>NOTE: Weekly and monthly services apply when occupied only. Upon move out, all service to be provided plus the additional services as indicated. If vacant for periods exceeding a week, dust and clean up prior to occupancy</i>								
		<b>Walls:</b>							
		Spot Clean				X			
		<b>Floors/Carpets:</b>							
		Sweep and Wash				X			
		Vacuum carpets (move furniture as required)				X			
		<b>Windows:</b>							
		Wash inside windows and dust window ledges				X			
		<b>Kitchen:</b>							
		Clean and sanitize kitchen work area including sink and faucets				X			
		Wipe down outside fridge , stove , microwave				X			
		Clean under and behind appliances					X		
		<b>Bathrooms:</b>							
		Clean and sanitize floors, sinks, toilets, toilet bowls, showers and tubs, faucets				X			
		Clean mirrors				X			

			As required	Occupant Departure	Daily	Weekly	Monthly	Quarterly	Annual
		<b>Furnishings:</b>							
		Dust all furniture, pictures, ornaments and lamps				X			
		Replace bulbs in lamps	X						
		Clean light fixtures						X	
		Vacuum Furniture				X			
		<b>Linen/Towels:</b>							
		Exchange linens (sheets, bath towels, dish cloths, kitchen towels)				X			
		Make beds				X			
		<b>Supplies:</b>							
		Replenish toilet paper - 1 per person + 1 extra				X			
		<b>Waste Containers:</b>							
		Empty all garbage receptacles, wash inside and out, replace plastic bags				X			
		<b>ADDITIONAL SERVICES AFTER OCCUPANTS DEPART:</b>							
		Clean inside fridge, stove and microwave		X					
		Clean inside cupboards, drawers, pantries		X					
		Clean laundry facilities, as applicable		X					
	<b>Short Term Transient Quarters :</b>								
		<b>Walls:</b>							
		Spot Clean	X	X					
		<b>Floors/Carpets:</b>							
		Vacuum/Wash	X	X					

			As required	Occupant Departure	Daily	Weekly	Monthly	Quarterly	Annual
		<b>Windows:</b>							
		Wash inside windows and dust window ledges			X				
		<b>Kitchen:</b>							
		Clean and sanitize kitchen work area including sink and faucets			X				
		Wash outside fridge , stove , microwave (as applicable)			X				
		Clean inside, under and behind appliances		X					
		<b>Bathrooms:</b>							
		Clean and sanitize floors, sinks, toilets, toilet bowls, showers and tubs, faucets			X				
		Clean mirror			X				
		<b>Furnishings</b>							
		Dust all furniture, pictures, ornaments and lamps			X				
		Replace bulbs in lamps	X						
		Clean light fixtures		X					
		<b>Linen/Towels</b>							
		Ensure adequate supply of towels and facecloths and exchange as needed	X		X				
		Make beds			X				
		<b>Waste Containers:</b>							
		Empty all garbage receptacles, wash inside and out, replace plastic bags			X				
		<b>Supplies</b>							
		Replenish toiletries and coffee supplies			X				

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		<i>NOTE: Minimum toiletry requirements: shampoo, soap, toothpaste, mouthwash, disposable cups, toilet paper and facial tissues</i>							
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## Regular Scheduled Steam Cleaning

NOTE: Includes all carpets and furniture containing fabric

### Building 162 (Barrack Block)

Description	Area	Frequency
1 <sup>st</sup> Floor Hallway	319.3 m2	Semi-Annual
2 <sup>nd</sup> Floor Hallway and Lounge	434.6 m2	Semi-Annual
3 <sup>rd</sup> Floor Hallway and Lounge	419.3 m2	Semi-Annual
Suites (all)	20.4 m2	Annual

### Enhanced Living Quarters

Description	Area	Frequency
ELQ's	41.5 m2	Annual

### Building 62 (Chapel) –

Description	Area	Frequency
Office and Chapel area	192.7 m2	Annual

### Building 64 (Technical Services)

Description	Area	Frequency
1 <sup>st</sup> Floor and 2 <sup>nd</sup> Floor offices	846.5 m2	Annual
Snowbird Lounge	158.9 m2	Annual

### Hanger 6 (431 Squadron)

Description	Area	Frequency
Squadron Offices	254.6 m2	Annual

## ANNEX "B" BASIS OF PAYMENT

- Firm pricing
- GST extra (if applicable)
- FOB Destination
- Quantities are for evaluation purposes only.

### Year 1 – from date of Issuance to 31 August 2016

		Quantity	Price	Lot Price	
A	Firm all inclusive monthly rate for Accommodation and Janitorial Services	12 months	\$/month	\$	
B	Firm all inclusive hourly rate to provide Janitorial Services and other related services	10 hours	\$/hour	\$	
C	Additional Janitorial Services "as and when requested"				
1	Firm all inclusive rate to provide annual steam cleaning for Single Quarters and ELQ	A	20.4 m <sup>2</sup>	\$/per room	\$
		B	41.5 m <sup>2</sup>	\$/per ELQ	\$
2	Additional Steam cleaning "as and when requested" this includes: Carpets and furniture containing fabric	2625m <sup>2</sup>	\$/sq ft	\$	
3	chairs no fabric arms	10	\$/each	\$	
4	Chairs with fabric arms	10	\$/each	\$	

**Year 2 – 01 September 2016 to 31 August 2017**

		Quantity	Price	Lot Price	
A	Firm all inclusive monthly rate for Accommodation and Janitorial Services	12 months	\$_____/month	\$_____	
B	Firm all inclusive hourly rate to provide Janitorial Services and other related services	10 hours	\$_____/hour	\$_____	
C	Additional Janitorial Services "as and when requested"				
1	Firm all inclusive rate to provide annual steam cleaning for Single Quarters and ELQ	A	20.4 m <sup>2</sup>	\$_____per room	\$_____
		B	41.5 m <sup>2</sup>	\$_____/per ELQ	\$_____
2	Additional Steam cleaning "as and when requested" this includes: Carpets and furniture containing fabric	2625m <sup>2</sup>	\$_____sq ft	\$_____	
3	chairs no fabric arms	10	\$_____/each	\$_____	
4	Chairs with fabric arms	10	\$_____/each	\$_____	

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**Option Year 1 – 01 September 2017 to 31 August 2018**

		Quantity	Price	Lot Price	
A	Firm all inclusive monthly rate for Accommodation and Janitorial Services	12 months	\$_____/month	\$_____	
B	Firm all inclusive hourly rate to provide Janitorial Services and other related services	10 hours	\$_____/hour	\$_____	
C	Additional Janitorial Services "as and when requested"				
1	Firm all inclusive rate to provide annual steam cleaning for Single Quarters and ELQ	A	20.4 m <sup>2</sup>	\$_____per room	\$_____
		B	41.5 m <sup>2</sup>	\$_____/per ELQ	\$_____
2	Additional Steam cleaning "as and when requested" this includes: Carpets and furniture containing fabric	2625m <sup>2</sup>	\$_____sq ft	\$_____	
3	chairs no fabric arms	10	\$_____/each	\$_____	
4	Chairs with fabric arms	10	\$_____/each	\$_____	

**Option Year 2 – 01 September 2018 to 31 August 2019**

		Quantity	Price	Lot Price	
A	Firm all inclusive monthly rate for Accommodation and Janitorial Services	12 months	\$_____/month	\$_____	
B	Firm all inclusive hourly rate to provide Janitorial Services and other related services	10 hours	\$_____/hour	\$_____	
C	Additional Janitorial Services "as and when requested"				
1	Firm all inclusive rate to provide annual steam cleaning for Single Quarters and ELQ	A	20.4 m <sup>2</sup>	\$_____per room	\$_____
		B	41.5 m <sup>2</sup>	\$_____/per ELQ	\$_____
2	Additional Steam cleaning "as and when requested" this includes: Carpets and furniture containing fabric	2625m <sup>2</sup>	\$_____sq ft	\$_____	
3	chairs no fabric arms	10	\$_____/each	\$_____	
4	Chairs with fabric arms	10	\$_____/each	\$_____	

**Option Year 3 – 01 September 2019 to 31 August 2020**

		Quantity	Price	Lot Price	
A	Firm all inclusive monthly rate for Accommodation and Janitorial Services	12 months	\$_____/month	\$_____	
B	Firm all inclusive hourly rate to provide Janitorial Services and other related services	10 hours	\$_____/hour	\$_____	
C	Additional Janitorial Services "as and when requested"				
1	Firm all inclusive rate to provide annual steam cleaning for Single Quarters and ELQ	A	20.4 m <sup>2</sup>	\$_____per room	\$_____
		B	41.5 m <sup>2</sup>	\$_____/per ELQ	\$_____
2	Additional Steam cleaning "as and when requested" this includes: Carpets and furniture containing fabric	2625m <sup>2</sup>	\$_____sq ft	\$_____	
3	chairs no fabric arms	10	\$_____/each	\$_____	
4	Chairs with fabric arms	10	\$_____/each	\$_____	

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**ANNEX "C"**  
**SECURITY REQUIREMENTS CHECK LIST**

See attached.

## **ANNEX "D"**

### **INSURANCE REQUIREMENTS**

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

1. The Contractor must obtain Commercial General Liability Insurance, and maintain it in force throughout the duration of the Contract, in an amount usual for a contract of this nature, but for not less than \$2,000,000 per accident or occurrence and in the annual aggregate.
2. The Commercial General Liability policy must include the following:
  - a) Additional Insured: Canada is added as an additional insured, but only with respect to liability arising out of the Contractor's performance of the Contract. The interest of Canada should read as follows: Canada, as represented by Public Works and Government Services Canada.
  - b) Bodily Injury and Property Damage to third parties arising out of the operations of the Contractor.
  - c) Products and Completed Operations: Coverage for bodily injury or property damage arising out of goods or products manufactured, sold, handled, or distributed by the Contractor and/or arising out of operations that have been completed by the Contractor.
  - d) Personal Injury: While not limited to, the coverage must include Violation of Privacy, Libel and Slander, False Arrest, Detention or Imprisonment and Defamation of Character.
  - e) Cross Liability/Separation of Insureds: Without increasing the limit of liability, the policy must protect all insured parties to the full extent of coverage provided. Further, the policy must apply to each Insured in the same manner and to the same extent as if a separate policy had been issued to each.
  - f) Blanket Contractual Liability: The policy must, on a blanket basis or by specific reference to the Contract, extend to assumed liabilities with respect to contractual provisions.
  - g) Employees and, if applicable, Volunteers must be included as Additional Insured.
  - h) Employers' Liability (or confirmation that all employees are covered by Worker's compensation (WSIB) or similar program)
  - i) Broad Form Property Damage including Completed Operations: Expands the Property Damage coverage to include certain losses that would otherwise be excluded by the standard care, custody or control exclusion found in a standard policy.
  - j) Notice of Cancellation: The Insurer will endeavour to provide the Contracting Authority thirty (30) days written notice of policy cancellation.
  - k) If the policy is written on a claims-made basis, coverage must be in place for a period of at least 12 months after the completion or termination of the Contract.
  - l) Owners' or Contractors' Protective Liability: Covers the damages that the Contractor becomes legally obligated to pay arising out of the operations of a subcontractor.

- m) Non-Owned Automobile Liability - Coverage for suits against the Contractor resulting from the use of hired or non-owned vehicles.
- n) All Risks Tenants Legal Liability - to protect the Contractor for liabilities arising out of its occupancy of leased premises.
- o) Sudden and Accidental Pollution Liability (minimum 120 hours): To protect the Contractor for liabilities arising from damages caused by accidental pollution incidents.

### **Automobile Liability Insurance**

1. The Contractor must obtain Automobile 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.
2. The policy must include the following:
  - a) Third Party Liability - \$2,000,000 Minimum Limit per Accident or Occurrence
  - b) Accident Benefits - all jurisdictional statutes
  - c) Uninsured Motorist Protection
  - d) Notice of Cancellation: The Insurer will endeavour to provide the Contracting Authority thirty (30) days written notice of cancellation.
  - e) OPCF/SEF/QEF #6a - Permission to Carry Passengers for Compensation or Hire

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**ANNEX "E"**  
**DND 626 TASK AUTHORIZATION FORM**

See attached.

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## **ANNEX "F"**

### **MINIMUM CLEANING STANDARDS FOR JANITORIAL SERVICES REQUIREMENTS**

#### **DEFINITION OF TERMS**

The definition of terms and quality standards described in this document for janitorial services core tasks and optional tasks must be strictly adhered to. All inspections made by the client will be rated according to these quality standards.

**Routine Cleaning** means cleaning operations which are specified to be performed monthly or more frequently such as weekly or daily.

**Scheduled Operations** means cleaning operations which are specified to be performed less frequently than monthly such as every two months, three times a year, quarterly, semi-annually or annually.

**Project Cleaning** means cleaning operations which are specified to be performed only when ordered by the client.

**Flight of Stairs** includes steps and risers situated between two floor levels including landing(s).

**Materials** include, but are not limited to, toilet tissue, paper hand towels, hand soap, deodorant blocks, hand sanitizer, plastic bags and sani-bags, as required for the performance of the work, in addition to the supplies necessary for the physical cleaning of the building(s).

**Trash** includes the contents of ashtrays, waste receptacles, sand urns and sani-cans. Also paper clips, paper, mop strings, pins, staples and discarded items on the floor or furniture.

**High Traffic Areas** includes entrance lobbies, elevator lobbies, corridors and traffic aisles in open office space.

## **QUALITY STANDARDS**

The Supplier must meet the following standards:

### **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. Cleaning with a Hose**

- a. All areas must be clean of dirt, mud and debris with no water ponding as a result of the cleaning with a hose.
- b. Equipment is removed and stored immediately after use.

### **5. 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.

### **6. 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.

### **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. Machine Scrubbing**

- a. All areas must be free of dirt, stains, scuff marks, splashing, cleaning chemical and water accumulations.
- b. Corners and other areas not accessible to a mechanical floor scrubber must be scrubbed manually.

### **9. 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.

**10. Scrub and Refinish**

- a. Supplier must apply all performance standards as with "Machine Scrubbing".
- b. In addition, supplier must apply one coat of finish compatible with existing finish.
- c. As a result of the "Scrub and Refinish", all areas must present an overall appearance of cleanliness free of scuffs and stains, have a bright shine and be free of debris and dust once the "Scrub and Refinish" is complete.

**11. 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.

**12. 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).

**13. 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.

**14. Hot Water Extraction**

- a. All carpets and walk-away mats must be clean and free of accumulated dust and dirt and stain as a result of Hot Water Extraction.
- b. Areas must be cleaned to walls and corners.

**15. Damp Wiping**

- a. Surfaces must be free of dust, stains, streaks and water spotting following damp wiping.
- b. Wiping cloths must be rinsed frequently and free of stains and odors.
- c. Feather dusters are not acceptable.

**16. 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.

**17. 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.

**18. Clean and Disinfect**

- 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.

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**ANNEX "G"**  
**STANDING OFFER USAGE REPORT**

Return to: PWGSC - Acquisitions Branch  
1650 – 635 8<sup>th</sup> Ave SW  
Calgary AB T2P 3M3  
Fax: (403) 292-4886  
Email: [WST PA-CAL@pwgsc-tpsgc.gc.ca](mailto:WST PA-CAL@pwgsc-tpsgc.gc.ca)

**Quarterly Usage Report Schedule:**

1<sup>st</sup> quarter: April 1 to June 30;  
2<sup>nd</sup> quarter: July 1 to September 30;  
3<sup>rd</sup> quarter: October 1 to December 31;  
4<sup>th</sup> quarter: January 1 to March 31.

Supplier: \_\_\_\_\_  
Standing Offer No.: \_\_\_\_\_  
Department or Agency: Department of National Defence – 15 Wing Moose Jaw  
Reporting Period: \_\_\_\_\_

ITEM NO.	CALL-UP/CONTRACT NO. DESCRIPTION	VALUE OF THE CALL-UP/CONTRACT	GST/HST

(A) Total Dollar Value Call-ups for this reporting period:	
(B) Accumulated Call-up Totals to Date:	
(A+B) Total Accumulated Call-ups:	

**NIL REPORT:** We have not done any business with the Federal Government this period: [  ]

**PREPARED BY:**

NAME: \_\_\_\_\_  
PHONE: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

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**ANNEX "H"**  
**15 WING CONSTRUCTION ENGINEERING -**  
**JANITORIAL SERVICES – QUALITY INSPECTION REPORT**

See attached.



Government of Canada /  
Gouvernement du Canada

**RECEIVED**  
FEB 05 2015

Contract Number / Numéro du contrat  
W0121-15-DZ01  
Security Classification / Classification de sécurité  
UNCLAS

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

**PART A - CONTRACT INFORMATION / PARTIE A - INFORMATION CONTRACTUELLE**

1. Originating Government Department or Organization /  
Ministère ou organisme gouvernemental d'origine **DND**      2. Branch or Directorate / Direction générale ou Direction  
**2 CANADIAN AIR DIVISION**

3. a) Subcontract Number / Numéro du contrat de sous-traitance      3. b) Name and Address of Subcontractor / Nom et adresse du sous-traitant

4. Brief Description of Work / Brève description du travail  
**ACCOMODATION SERVICES AND JANITORIAL SERVICES FOR VARIOUS BUILDINGS AT 15 WING MOOSE JAW**

5. a) Will the supplier require access to Controlled Goods?  
Le fournisseur aura-t-il accès à des marchandises contrôlées?       No / Non       Yes / Oui

5. b) Will the supplier require access to unclassified military technical data subject to the provisions of the Technical Data Control Regulations?  
Le fournisseur aura-t-il accès à des données techniques militaires non classifiées qui sont assujetties aux dispositions du Règlement sur le contrôle des données techniques?       No / Non       Yes / Oui

6. Indicate the type of access required / Indiquer le type d'accès requis  
6. a) Will the supplier and its employees require access to PROTECTED and/or CLASSIFIED information or assets?  
Le fournisseur ainsi que les employés auront-ils accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS? (Specify the level of access using the chart in Question 7. c) (Préciser le niveau d'accès en utilisant le tableau qui se trouve à la question 7. c)       No / Non       Yes / Oui

6. b) Will the supplier and its employees (e.g. cleaners, maintenance personnel) require access to restricted access areas? No access to PROTECTED and/or CLASSIFIED information or assets is permitted.  
Le fournisseur et ses employés (p. ex. nettoyeurs, personnel d'entretien) auront-ils accès à des zones d'accès restreintes? L'accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS n'est pas autorisé.       No / Non       Yes / Oui

6. c) Is this a commercial courier or delivery requirement with no overnight storage?  
S'agit-il d'un contrat de messagerie ou de livraison commerciale sans entreposage de nuit?       No / Non       Yes / Oui

7. a) Indicate the type of information that the supplier will be required to access / Indiquer le type d'information auquel le fournisseur devra avoir accès  
Canada       NATO / OTAN       Foreign / Étranger

7. b) Release restrictions / Restrictions relatives à la diffusion

No release restrictions / Aucune restriction relative à la diffusion <input checked="" type="checkbox"/>  Not releasable / À ne pas diffuser <input type="checkbox"/>  Restricted to: / Limité à : <input type="checkbox"/> Specify country(ies): / Préciser le(s) pays :	All NATO countries / Tous les pays de l'OTAN <input type="checkbox"/>    Restricted to: / Limité à : <input type="checkbox"/> Specify country(ies): / Préciser le(s) pays :	No release restrictions / Aucune restriction relative à la diffusion <input type="checkbox"/>    Restricted to: / Limité à : <input type="checkbox"/> Specify country(ies): / Préciser le(s) pays :
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7. c) Level of information / Niveau d'information

PROTECTED A / PROTÉGÉ A <input checked="" type="checkbox"/> PROTECTED B / PROTÉGÉ B <input type="checkbox"/> PROTECTED C / PROTÉGÉ C <input type="checkbox"/> CONFIDENTIAL / CONFIDENTIEL <input type="checkbox"/> SECRET <input type="checkbox"/> TOP SECRET / TRÈS SECRET <input type="checkbox"/> TOP SECRET (SIGINT) / TRÈS SECRET (SIGINT) <input type="checkbox"/>	NATO UNCLASSIFIED / NATO NON CLASSIFIÉ <input type="checkbox"/> NATO RESTRICTED / NATO DIFFUSION RESTREINTE <input type="checkbox"/> NATO CONFIDENTIAL / NATO CONFIDENTIEL <input type="checkbox"/> NATO SECRET <input type="checkbox"/> COSMIC TOP SECRET / COSMIC TRÈS SECRET <input type="checkbox"/>	PROTECTED A <input type="checkbox"/> PROTÉGÉ A <input type="checkbox"/> PROTECTED B <input type="checkbox"/> PROTÉGÉ B <input type="checkbox"/> PROTECTED C <input type="checkbox"/> PROTÉGÉ C <input type="checkbox"/> CONFIDENTIAL <input type="checkbox"/> CONFIDENTIEL <input type="checkbox"/> SECRET <input type="checkbox"/> SECRET <input type="checkbox"/> TOP SECRET <input type="checkbox"/> TRÈS SECRET <input type="checkbox"/> TOP SECRET (SIGINT) <input type="checkbox"/> TRÈS SECRET (SIGINT) <input type="checkbox"/>
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**PART A (continued) / PARTIE A (suite)**

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

No / Non  Yes / Oui

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

No / Non  Yes / Oui

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

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

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

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

Special comments:  
Commentaires spéciaux:

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

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

No / Non  Yes / Oui  
 No / Non  Yes / Oui

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

**INFORMATION / ASSETS / RENSEIGNEMENTS / BIENS**

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

No / Non  Yes / Oui

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

No / Non  Yes / Oui

**PRODUCTION**

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

No / Non  Yes / Oui

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

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

No / Non  Yes / Oui

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

No / Non  Yes / Oui



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Security Classification / Classification de sécurité UNCLAS

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

For users completing the form manually use the summary chart below to indicate the category(ies) and level(s) of safeguarding required at the supplier's site(s) or premises.  
Les utilisateurs qui remplissent le formulaire manuellement doivent utiliser le tableau récapitulatif ci-dessous pour indiquer, pour chaque catégorie, les niveaux de sauvegarde requis aux installations du fournisseur.

For users completing the form online (via the Internet), the summary chart is automatically populated by your responses to previous questions.  
Dans le cas des utilisateurs qui remplissent le formulaire en ligne (par Internet), les réponses aux questions précédentes sont automatiquement saisies dans le tableau récapitulatif.

**SUMMARY CHART / TABLEAU RÉCAPITULATIF**

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

12. a) Is the description of the work contained within this SRCL PROTECTED and/or CLASSIFIED?  
La description du travail visé par la présente LVERS est-elle de nature PROTÉGÉE et/ou CLASSIFIÉE?  No / Non  Yes / Oui

If Yes, classify this form by annotating the top and bottom in the area entitled "Security Classification".  
Dans l'affirmative, classifiez le présent formulaire en indiquant le niveau de sécurité dans la case intitulée « Classification de sécurité » au haut et au bas du formulaire.

12. b) Will the documentation attached to this SRCL be PROTECTED and/or CLASSIFIED?  
La documentation associée à la présente LVERS sera-t-elle PROTÉGÉE et/ou CLASSIFIÉE?  No / Non  Yes / Oui

If Yes, classify this form by annotating the top and bottom in the area entitled "Security Classification" and indicate with attachments (e.g. SECRET with Attachments).  
Dans l'affirmative, classifiez le présent formulaire en indiquant le niveau de sécurité dans la case intitulée « Classification de sécurité » au haut et au bas du formulaire et indiquez qu'il y a des pièces jointes (p. ex. SECRET avec des pièces jointes).



Government of Canada / Gouvernement du Canada

Contract Number / Numéro du contrat W0121-15-DZ01
Security Classification / Classification de sécurité UNCLAS

PART D - AUTHORIZATION / PARTIE D - AUTORISATION			
<b>13. Organization Project Authority / Chargé de projet de l'organisme</b>			
Name (print) - Nom (en lettres moulées) DELLA BENNETT	Title - Titre 15 WING CONTRACTS OFFICER	Signature <i>DELLA BENNETT</i>	
Telephone No. - N° de téléphone 306-694-2228	Facsimile No. - N° de télécopieur 306-694-2801	E-mail address - Adresse courriel della.bennett@forces.gc.ca	Date 15 DEC 2014
<b>14. Organization Security Authority / Responsable de la sécurité de l'organisme</b>			
Name (print) - Nom (en lettres moulées) Sasa Medjovic - Senior Security Analyst	Title - Titre DDSO - Industrial Security	Signature <i>Sasa Medjovic</i>	
Telephone No. - N° de téléphone 306-694-2228	Facsimile No. - N° de télécopieur 306-694-2801	E-mail address - Adresse courriel E-mail: sasa.medjovic@forces.gc.ca	Date 2015-01-12
15. Are there additional instructions (e.g. Security Guide, Security Classification Guide) attached? Des instructions supplémentaires (p. ex. Guide de sécurité, Guide de classification de la sécurité) sont-elles jointes?			<input type="checkbox"/> No / Non <input checked="" type="checkbox"/> Yes / Oui
<b>16. Procurement Officer / Agent d'approvisionnement</b>			
Name (print) - Nom (en lettres moulées) Denise Gerstmar	Title - Titre A1 Supply Specialist	Signature <i>Denise Gerstmar</i>	
Telephone No. - N° de téléphone 306-241-1018	Facsimile No. - N° de télécopieur 306-975-5397	E-mail address - Adresse courriel denise.gerstmar@pwgsc-tps.gc.ca	Date May 6, 2015
<b>17. Contracting Security Authority / Autorité contractante en matière de sécurité</b>			
Name (print) - Nom (en lettres moulées) KARIN MATHANAYAK	Title - Titre CONTRACT SECURITY OFFICER	Signature <i>Karin Mathanayak</i>	
Telephone No. - N° de téléphone 1613-952-6684	Facsimile No. - N° de télécopieur 1613-948-1712	E-mail address - Adresse courriel KARIN.MATHANAYAK@TPSQC-PW95C.GC.CA	Date Feb 10/15

**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  Task no. – N° de la tâche
Amendment no. – N° de la modification	Increase/Decrease – Augmentation/Réduction	Previous value – Valeur précédente
To – À	<b>TO THE CONTRACTOR</b> 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.	
Delivery location – Expédié à	<b>À L'ENTREPRENEUR</b> 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.	
Delivery/Completion date – Date de livraison/d'achèvement	_____ 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
	<b>GST/HST TPS/TVH</b>	
	<b>Total</b>	
<b>APPLICABLE ONLY TO PWGSC CONTRACTS:</b> The Contract Authority signature is required when the total value of the DND 626 exceeds the threshold specified in the contract. <b>NE S'APPLIQUE QU'AUX CONTRATS DE TPSGC :</b> 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		

**15 Wing Construction Engineering - Janitorial Services - Quality Inspection Report**

Building Name: \_\_\_\_\_ Contractor Rep: \_\_\_\_\_

Inspection Date: \_\_\_\_\_ Inspector: \_\_\_\_\_

	Quality Standard				Comments  <i>(see reverse page for additional comments)</i>
	EXCEED	MEETS	DOES NOT MEET	NOT OBSERVED	
1. Exterior					
2. Entrances/Foyers Lobbies / Stairways					
3. Hallways/Corridors					
4. Offices/Conference/ Training					
5. Lunch/Canteens					
6. Washrooms/Lockers					
7. Laundry Facilities					

8.. Communal Kitchen								
9. Arena Mezzanine								
10. Short Term Transient Quarters								
11. Long Term Transient Quarters								
12. Janitorial Closets/Storage								
13. Other (Specify)								

ADDITIONAL COMMENTS:

INSPECTOR SIGNATURE

CONTRACTOR SIGNATURE