

**RETURN BIDS TO:
RETOURNER LES SOUMISSIONS À:**
**Bid Receiving Public Works & Government
Services Canada/Réception des souissions
Travaux publics et Services gouvernementaux
Canada**
**1713 Bedford Row
Halifax, N.S./Halifax,(N.E.)
B3J 1T3
Halifax
Bid Fax: (902) 496-5016**

**REQUEST FOR PROPOSAL
DEMANDE DE PROPOSITION**

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

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

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

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

Comments - Commentaires

Title - Sujet Janitorial Services - CFS St John's	
Solicitation No. - N° de l'invitation W010C-15C389/A	Date 2015-07-02
Client Reference No. - N° de référence du client W010C-15-C389	
GETS Reference No. - N° de référence de SEAG PW-\$PWA-122-5254	
File No. - N° de dossier PWA-5-74012 (122)	CCC No./N° CCC - FMS No./N° VME
Solicitation Closes - L'invitation prend fin at - à 02:00 PM on - le 2015-08-13	
Time Zone Fuseau horaire Atlantic Daylight Saving Time ADT	
F.O.B. - F.A.B. Plant-Usine: <input type="checkbox"/> Destination: <input checked="" type="checkbox"/> Other-Autre: <input type="checkbox"/>	
Address Enquiries to: - Adresser toutes questions à: Chinye (PWA), Chukwudi	Buyer Id - Id de l'acheteur pwa122
Telephone No. - N° de téléphone (902) 496-5476 ()	FAX No. - N° de FAX (902) 496-5016
Destination - of Goods, Services, and Construction: Destination - des biens, services et construction: DEPARTMENT OF NATIONAL DEFENCE WILLOW PARK BLDG 7 BASE CONSTRUCTION ENGINEERING HALIFAX NOVA SCOTIA B3K5X5 Canada	

Instructions: See Herein

Instructions: Voir aux présentes

Vendor/Firm Name and Address

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

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

Issuing Office - Bureau de distribution

Atlantic Region Acquisitions/Région de l'Atlantique
Acquisitions
1713 Bedford Row
Halifax, N.S./Halifax, (N.E.)
B3J 3C9
Halifax
Nova Scot

Solicitation No. - N° de l'invitation

W010C-15C389/A

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

W010C-15-C389

Amd. No. - N° de la modif.

File No. - N° du dossier

PWA-5-74012

Buyer ID - Id de l'acheteur

pwa122

CCC No./N° CCC - FMS No/ N° VME

Attached

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TITLE (*Janitorial Services CFS-St. John's, Newfoundland and Labrador*)

PART 1 - GENERAL INFORMATION

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 I 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, the Security Requirements Checklist, the Federal Contractors Program for Employment Equity - Certification, the Insurance Requirements, DND 626 Task Authorization Form and any other annexes.

2. Summary

Work to be performed under this janitorial services contract comprises of the furnishings of all labour, equipment, materials, tools, supplies and supervision required to provide janitorial cleaning services at CFS St. John's NL in accordance with Annex A-Statement of Work. The locations are as follows: Paddon Building, 155 The Boulevard, St John's NL, MFRC, 145 Churchill Ave, St John's NL, HMC Cabot, 220 Southside Rd, St John's NL and Boat

House, 208 Southside Road St John's NL. This requirement is subject to the provisions of the North American Free Trade Agreement (NAFTA), World Trade Organization- Agreement on Government Procurement (WTO-AGP) Canada-Peru, and Canada-Colombia free trade agreements and the Agreement on Internal Trade AIT.

There is a security requirement associated with this requirement. For additional information, consult Part 6 - Security and Part 7 - Resulting Contract Clauses. For more information on personnel and organization security screening or security clauses, bidders should refer to the Canadian Industrial Security Directorate (CISD), Industrial and Security Program of Public Works and Government Services Canada(<http://ssi-iss.tpsgc-pwgsc.gc.ca/index-eng.html>) website".

bidders must provide a list of names, or other related information as needed, pursuant to section 01 of Standard Instructions 2003 and 2004.

Vii) for services requirements, Bidders in receipt of a pension or a lump sum payment must provide the required information as detailed in article 3 of Part 2 of the bid solicitation.

3. Debriefings

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

PART 2 - BIDDER INSTRUCTIONS

1. Standard Instructions, Clauses and Conditions

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

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

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

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

Delete: sixty (60) days

Insert: ninety (90) days

2. Submission of Bids

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

3. Former Public Servant

Contracts awarded to former public servants (FPS) in receipt of a pension or of a lump sum payment must bear the closest public scrutiny, and reflect fairness in the spending of public funds. In order to comply with Treasury Board policies and directives on contracts awarded to FPS, bidders must provide the information required below before contract award. If the answer to the questions and, as applicable the information required have not been received by the time the evaluation of bids is completed, Canada will inform the Bidder of a time frame within which to provide the information. Failure to comply with Canada's request and meet the requirement within the prescribed time frame will render the bid non-responsive.

Definitions

For the purposes of this clause,

"former public servant" is any former member of a department as defined in the [Financial Administration Act](#), R.S., 1985, c. F-11, a former member of the Canadian Armed Forces or a former member of the Royal Canadian Mounted Police. A former public servant may be:

an individual;
an individual who has incorporated;
a partnership made of former public servants; or
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 as defined above?

YES () NO ()

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

name of former public servant;
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:

name of former public servant;
conditions of the lump sum payment incentive;
date of termination of employment;
amount of lump sum payment;

rate of pay on which lump sum payment is based;
period of lump sum payment including start date, end date and number of weeks;
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.

4. Enquiries - Bid Solicitation

All enquiries must be submitted in writing to the Contracting Authority no later than five (5) calendar days before the bid closing date. Enquiries received after that time may not be answered.

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

5. Applicable Laws

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

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

6. Optional Site Visit

It is recommended 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 115 The Boulevard, St John's, NL, A1C 6B5 on 22 July 2015. The site visit will begin at 0930hrs, Newfoundland, in Construction Engineering Office Room, 3rd Floor. Bidders are requested to communicate with the Contracting Authority no later than 08 July 2015, 1600hrs, Newfoundland to confirm attendance and provide the name(s) of the person(s) who will attend. Bidders may be requested to sign an attendance sheet. Bidders who do not attend or do not send a representative will not be given an alternative appointment but they will not be precluded from submitting a bid. Any clarifications or changes to the bid solicitation resulting from the site visit will be included as an amendment to the bid solicitation.

PART 3 - BID PREPARATION INSTRUCTION

1. Bid Preparation Instructions

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

Section I: Technical Bid (one hard copy)

Section II: Financial Bid (one hard copy)

Section III: Certifications (one 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 as *applicable* and describe their approach in a thorough, concise and clear manner for carrying out the work. The technical bid should address clearly and in sufficient depth the points that are subject to the evaluation criteria against which the bid will be evaluated. Simply repeating the statement contained in the bid solicitation is not sufficient. In order to facilitate the evaluation of the bid, Canada requests that bidders address and present topics in the order of the evaluation criteria under the same headings. To avoid duplication, bidders may refer to different sections of their bids by identifying the specific paragraph and page number where the subject topic has already been addressed.

The evidence provided by the bidder may be verified by Canada. Failure by the bidder to provide the required evidence or in the event that the evidence cannot be verified shall result in the bidder being disqualified and no further consideration will be given to the bidder. If the Bidder submits references in excess of the stated requirement above, only the references up to the identified limit will be assessed.

PWGSC reserves the right to verify information for completeness and accuracy and to confirm reference satisfaction with services provided. In the event where the information cannot be verified or the service found to be unsatisfactory shall result in the proposal being considered non-responsive and no further consideration will be given to the Bidder.

Section II: Financial Bid

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

Section III: Certifications

Bidders must submit the certifications required under Part 5.

PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

1. Evaluation Procedures

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

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

1.1 Technical Evaluation

1.1.1. Mandatory Technical Criteria

Mandatory Contractor's Experience and Past Performance

To be considered responsive, a bid must meet all of the following mandatory evaluation criteria. Bids not meeting all of the mandatory requirements will be given no further consideration.

The bidder must provide evidence of its experience and past performance by referencing three (3) projects or contracts satisfactorily rendered for a minimum of two (2) consecutive years within the past five (5) years (dating back to January 1, 2010), wherein the range of janitorial services provided are comparable to those described in this Request for Proposal (RFP).

A space that is a minimum of 50% of the size (23,447 m².)

Please provide the information in the format shown below and submit a separate table for each Project.

PROJECT/CONTRACT REFERENCE NO. 1	
Name of client organization or Company	Name: _____
Name and title of client contact	Name: _____ Title: _____
Telephone and facsimile number of client contact	Phone No.: _____ Fax No.: _____
Approximate size in square meters of the cleanable area of the project or contract	_____ square meters
Location/site of the project or contract:	_____
Value of the project or contract	\$ _____
Performance period of the project or contract (indicate month and year)	From: Month _____ Year _____ To: Month _____ Year _____
Description of Project or Contract: _____ _____ _____ _____ _____	

PROJECT/CONTRACT REFERENCE NO. 2	
Name of client organization or Company	Name: _____
Name and title of client contact	Name: _____ Title: _____
Telephone and facsimile number of client contact	Phone No.: _____ Fax No.: _____
Approximate size in square meters of the cleanable area of the project or contract	_____ square meters
Location/site of the project or contract:	_____

Value of the project or contract	\$ _____
Performance period of the project or contract (indicate month and year)	From: Month _____ Year _____ To: Month _____ Year _____
Description of Project or Contract: _____ _____ _____ _____ _____ _____ _____	

PROJECT/CONTRACT REFERENCE NO. 3	
Name of client organization or Company	Name: _____
Name and title of client contact	Name: _____ Title: _____
Telephone and facsimile number of client contact	Phone No.: _____ Fax No.: _____
Approximate size in square meters of the cleanable area of the project or contract	_____ square meters
Location/site of the project or contract:	_____
Value of the project or contract	\$ _____
Performance period of the project or contract (indicate month and year)	From: Month _____ Year _____ To: Month _____ Year _____
Description of Project or Contract: _____ _____ _____ _____ _____ _____	

2. Basis of Selection

2.1 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.

PART 5 - CERTIFICATIONS

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

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

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

Certifications Required Precedent to Contract Award

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.

1.2 Federal Contractors Program for Employment Equity - Bid Certification

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

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

2 Additional Certifications Required Precedent to Contract Award

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

2.1 Workers Compensation Certification- Letter of Good Standing

The bidder must have an account in good standing with the applicable provincial or territorial Workers' Compensation Board. The bidder must provide, within seven (7) calendar days following a request from the Contracting Authority, a certificate or letter from the applicable Workers' Compensation Board confirming the bidder's good standing account. Failure to comply with the request will result in the bid being declared non-responsive.

PART 6 - SECURITY AND OTHER REQUIREMENTS

1. Security Requirement

1. At the date of bid closing, 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 requirement 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. For additional information on security requirements, bidders should refer to the [Canadian Industrial Security Directorate \(CISD\), Industrial Security Program](http://ssi-iss.tpsgc-pwgsc.gc.ca/index-eng.html) (<http://ssi-iss.tpsgc-pwgsc.gc.ca/index-eng.html>) website.

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.

1. Statement of Work

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

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.

1.2.1 Task Authorization Process

The Project Authority will provide the Contractor with a description of the task using the "DND 626, Task Authorization Form" specified in Annex E.

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.

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

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.

1.2.2 Task Authorization Limit

The Project Authority may authorize individual task authorizations up to a limit of \$2,300.00, 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.

1.2.3 Canada's Obligation - Portion of the Work - Task Authorizations

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

1.2.4 Periodic Usage Reports - Contracts with Task Authorizations

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

The Contractor must provide this data in accordance with the reporting requirements detailed below or in Annex "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 (14) calendar days after the end of the reporting period.

Reporting Requirement- Details

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

This record must contain:

For each authorized task:

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

a title or a brief description of each authorized task;

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

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

the start and completion date for each authorized task; and

the active status of each authorized task, as applicable.

For all authorized tasks:

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

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

1.2.5 Task Authorization - Department of National Defence

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

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.

2.1 General Conditions

2010C (2014-09-25), General Conditions - Medium Complexity - Services, apply to and form part of the Contract.

3. Security Requirement

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

SECURITY REQUIREMENT FOR CANADIAN SUPPLIER:

PWGSC FILE W010C-15-C389

1. The Contractor/Offeror must, at all times during the performance of the Contract/Standing Offer, hold a valid Designated Organization Screening (DOS), issued by the Canadian Industrial Security Directorate (CISD), Public Works and Government Services Canada (PWGSC).
2. The Contractor/Offeror personnel requiring access to sensitive work site(s) must EACH hold a valid RELIABILITY STATUS, granted or approved by CISD/PWGSC.
3. Subcontracts which contain security requirements are NOT to be awarded without the prior written permission of CISD/PWGSC.
4. The Contractor/Offeror must comply with the provisions of the:
 - (a) Security Requirements Check List and security guide (if applicable), attached at Annex C;
 - (b) Industrial Security Manual (Latest Edition).

4. Term of Contract

4.1 Period of the Contract

The period of the Contract is from September 01, 2015 to August 31, 2017 inclusive.

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) under the same conditions. The Contractor agrees that, during the extended period of the Contract, it will be paid in accordance with the applicable provisions as set out in the Basis of Payment. Canada may exercise this option at any time by sending a written notice to the Contractor at least thirty (30) calendar days before the expiry date of the Contract. The option may only be exercised by the Contracting Authority, and will be evidenced for administrative purposes only, through a contract amendment.

"At the time of the exercise of *each option year (from Option Year 2 - for contracts with 2 year period)*, the rates in the Basis of Payment (Annex B) will be increased or decreased by multiplying the rates by the percentage change in *"The Consumer Price Index, major components, selected sub-groups and special aggregates, provinces, Whitehorse and Yellowknife, not seasonally adjusted"* ("CPI") for the appropriate province for the 12 month period ending two months before the expiration date of the current period of the contract ("period"). The CPI which shall be used is published in Statistics Canada Catalogue no. 62-001-X, tables 9-1 to 9-12, for the appropriate province all-items CPI of the period as described above.

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

<http://www5.statcan.gc.ca/bsolc/olc-cel/olc-cel?catno=62-001-X&chroptg=1&lang=eng>;
<http://www.statcan.gc.ca/daily-quotidien/130823/dq130823a-eng.htm>; or
<http://www5.statcan.gc.ca/cansim/pick-choisir?lang=eng&p2=33&id=3260020>

Example: After the two (2) contract years

If Year 2 unit rate for unscheduled work is \$10.00 per hour. The CPI as of May 31, 2017 is 3.9 percent.

$10.00 \times 3.9\% = 0.39$. Therefore the unit rate for unscheduled work for Option Year one (Table B) will be \$10.39.

If option year 1 unit rate for unscheduled work is \$10.39 per hour. The CPI as of May 31, 2018 is 2.8 percent.

$10.39 \times 2.8\% = 0.29$. Therefore, the unit rate for unscheduled work for Option Year two (Table B) will be

\$10.68.

5. Authorities

5.1 Contracting Authority

The Contracting Authority for the Contract is:

Name: Chukwudi Chinye
Title: Real Property Contracting Officer
Public Works and Government Services Canada
Acquisitions Branch
Address: 1713 Bedford Row, Halifax, NS B3J 3C9
Telephone: 902-496-5476
Facsimile: 902-496-5016

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

5.2 Project Authority

The Project Authority for the Contract is: (To be determined at contract award)

Name: _____
Title: _____
Organization: _____
Address: _____

Telephone: ____ - ____ - ____
Facsimile: ____ - ____ - ____
E-mail address: _____

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

5.3 Contractor's Representative (To be completed by contractor)

Name: _____
Telephone Number: _____
Cellular Number: _____
Facsimile Number: _____

6. Proactive Disclosure of Contracts with Former Public Servants

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

7. Payment

7.1 Basis of Payment - Firm Prices and "As and When"

In consideration of the Contractor satisfactorily completing all of its obligations under the Contract, the Contractor shall be paid firm prices as identified below. Applicable Taxes are extra, if applicable.

a) Firm rates shall be paid in accordance with Annex B-Basis of Payment-Table A-Routine Services in twelve (12) payments at the end of each month.

b) "As and When Requested" Work

Any costs incurred for **Extra Work** in accordance with Annex B-Basis of Payment-Table B-Unscheduled Services shall be paid, on an "as and when requested" basis, in accordance with the Specification, Annex A, after completion, inspection and acceptance of the work performed.

Canada's total liability under the "as and when requested" portion of the Contract shall not exceed **\$10,176.99**. Applicable Taxes are extra, if applicable

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

(a) it is 75 percent committed, or

(b) if the Contractor considers that the said sum may be exceeded, the Contractor must promptly notify the contracting Authority.

whichever comes first.

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

No increase in the total liability of Canada or in the price of the Work resulting from any design changes, modifications or interpretations of specifications, made by the Contractor, will be authorized or paid to the Contractor unless such changes, modifications or interpretations, have been approved, in writing, by the Contracting Authority, prior to their incorporation into the Work.

7.2 Limitation of Expenditure

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

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

when it is 75 percent committed, or

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

as soon as the Contractor considers that the contract funds provided are inadequate for the completion of the Work, whichever comes first.

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

7.3 Monthly Payment

H1008C- Monthly Payment- 2008-05-12

7.4 SACC Manual Clauses

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

7.5 Determination of Cost

Canada may from time to time notify the contractor in writing of any changes to the amount of space to be cleaned. In the case of the addition or elimination of cleanable space, the change in the amount of the contract shall be calculated using the firm monthly rate per m² identified in Pricing Schedule, and in accordance with the following formula:

The firm monthly rate per m² in the contract Basis of Payment for routine and scheduled cleaning operations will be multiplied by twelve months and divided by two hundred and fifty working days. This amount will then be multiplied by the additional or eliminated m². The ensuing amount will then be multiplied by the number of days the additional space will be cleaned or eliminated. The resulting amount will represent the amount by which the contract will be increased or decreased.

7.7 Time Verification

C0711C- Time Verification- 2008-05-12

8. Invoicing Instructions

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.

(a) The original and two (2) copies must be forwarded to the following address for certification and payment.

Base Construction Engineering
Maritime forces Atlantic
Building 7, Willow Park,
P.O.Box 99000, Station Forces
Halifax, NS
B3K 5X5

Each TA invoice must be supported by:

- a) Task Authorization invoices must show the reference Contract and Task numbers.
- (b) a list of all expenses, in accordance with the TA;
- (c) a copy of time sheets to support the time claimed;
- (d) a copy of the invoices, receipts, vouchers for all direct expenses, travel and living expenses;

9. Certifications

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.

10. Applicable Laws

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

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.

the Articles of Agreement;

- a) the general conditions (2010C- 2014-09-25 Services -Medium Complexity);
- b) Annex A, Statement of Work;
- c) Annex B, Basis of Payment;
- d) Annex C, Security Requirements Check List;
- e) Annex D, Insurance Requirements;
- f) Annex F, Complete List of names of all individuals who are currently directors of the Bidder
- g) the signed Task Authorizations (including all of its annexes, if any);
- (h) Annex G, Periodic Usage Reports - Contracts with Task Authorizations
- (i) the Contractor's bid dated _____, (*insert date of bid*) .

12. SACC Manual Clauses

A7017C (2008-05-12) Replacement of Specific Individuals

A2000C Foreign Nationals (Canadian Contractor)

13. Insurance - Specific Requirements

13.1 Insurance – Specific Requirements

The Contractor must comply with the insurance requirements specified in the **following article 13.2 Commercial General Liability Insurance**. The Contractor must maintain the required insurance coverage for the duration of the Contract. Compliance with the insurance requirements does not release the Contractor from or reduce its liability under the Contract.

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

The Contractor must forward to the Contracting Authority within ten (10) days after the date of award of the Contract, a Certificate of Insurance evidencing the insurance coverage and confirming that the insurance policy complying with the requirements is in force. Coverage must be placed with an Insurer licensed to carry out business in Canada. The Contractor must, if requested by the Contracting Authority, forward to Canada a certified true copy of all applicable insurance policies.

13.2 Commercial General Liability Insurance

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) Non-Owned Automobile Liability - Coverage for suits against the Contractor resulting from the use of hired or non-owned vehicles.

14. Contract Financial Security - Janitorial Services

1. The supplier must provide to Canada one of the following contract financial securities within 30 calendar days after the date of contract award:

a certified cheque to the Receiver General for Canada in the amount of 10 percent of the contract price; or
an irrevocable standby letter of credit as defined in clause E0008C in the amount of 10 percent of the contract price.

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

14.1 *SACC Manual* clause E0008C (2014-09-25) Financial Security Definition

15. Canadian Forces Site Regulations

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

ANNEX A

STATEMENT OF WORK

Attached

ANNEX B

BASIS OF PAYMENT

Firm all inclusive rates for Routine, Schedule and Patrol Cleaning operations as detailed in the Statement of Work- Annex A.

There will be no increase or decrease to the contract amount when an existing floor covering is converted to another type.

Contract Years: September 01, 2015 to August 31, 2017

TABLE A-Schedule/Routine and Patrol Cleaning Operations					
Column A	Column B Description of Work	Column C Unit of Measure	Column D Firm Monthly Rate (Firm Monthly Rate per m²)	Column E Number of Months	Column F Firm Annual Rate (Column D*Column E)
1	Paddon Building 18,266m ² (Cleanable Area)	Monthly	\$ _____	24	\$ _____
2	Military Family Resource Centre Building 695m ² (Cleanable Area)	Monthly	\$ _____	24	\$ _____
3	HMCS Cabot (4,280m ² Cleanable Area)	Monthly	\$ _____	24	\$ _____
4	Boat House (206m ² Cleanable Area)	Monthly	\$ _____	24	\$ _____
TOTAL A:					\$ _____ HS T extra

Table B-Unscheduled Work

Contract Years: September 01, 2015 to August 31, 2017

Firm all inclusive prices/rates including overhead, profit and all related costs for additional cleaning, Emergency Cleaning operations not described in Pricing Table A on an "AS AND WHEN REQUESTED" basis.

Column A	Column B Description of work	Column C Unit of Measure	Column D Estimated quantity	Column E Price per unit	Column F Extended price (column D *Column E)
LABOUR: Our firm hourly rate per qualified personnel shall be:					
Regular Hours 07:00 to 17:00, Monday to Friday					
1	Labour /cleaner	Per hour	80	\$ _____	\$ _____
Total (Table B)					\$ _____ Hst extra

Table C**Materials (if required)**

* The Extended Price for materials is calculated by adding the mark-up quoted to the total estimated expenditure
(Example: Year 1, \$500.00 estimated expenditure; 10% mark-up quoted = \$500.00 + (\$500.00 x 10%) = \$550.00)

Contract Years: September 01, 2015 to August 31, 2017

Column A	Column B	Column C	Column D
	Mark up per year	Estimated Expenditure per year	Extended Price
1	_____ %	\$1000	\$ _____
			\$ _____ HST extra

Parts will be supplied FOB Destination including all delivery charges. The following definitions have been used to arrive at the figures as noted:

- i) MARK-UP - The difference between the Contractor's laid-down cost for product and resale price to the Crown. Mark-up includes applicable internal cost allocation by the Contractor such as material handling and general and administrative (G&A) expenses plus profit.
- ii) LAID-DOWN COST - The cost incurred by a vendor to acquire a specific product or service for resale to the government. This includes but is not limited to the supplier's invoice price (less trade discounts), plus any applicable charges for incoming transportation, foreign exchange, customs duty and brokerage.

Total Two Contract Years: Total (Table A)+Total (Table B) +Total (Table C)=\$_____Hst extra
IN THE CASE OF ERROR IN THE EXTENSION OF PRICES, THE UNIT PRICE WILL GOVERN

Firm all inclusive rates for Routine, Schedule and Patrol Cleaning operations as detailed in the Statement of Work-Annex A.

There will be no increase or decrease to the contract amount when an existing floor covering is converted to another type.

Option Year 1: September 01, 2017 to August 31, 2018

TABLE A-Schedule/Routine and Patrol Cleaning Operations					
Column A	Column B Description of Work	Column C Unit of Measure	Column D Firm Monthly Rate (Firm Monthly Rate per m²)	Column E Number of Months	Column F Firm Annual Rate (Column D*Column E)
1	Paddon Building 18,266m ² (Cleanable Area)	Monthly	\$ _____	12	\$ _____
2	Military Family Resource Centre Building 695m ² (Cleanable Area)	Monthly	\$ _____	12	\$ _____
3	HMCS Cabot (4,280m ² Cleanable Area)	Monthly	\$ _____	12	\$ _____
4	Boat House (206m ² Cleanable Area)	Monthly	\$ _____	12	\$ _____
TOTAL A:					\$ _____ HS T extra

Table B-Unscheduled Work

Option Year 1: September 01, 2017 to August 31, 2018

Firm all inclusive prices/rates including overhead, profit and all related costs for additional cleaning, Emergency Cleaning operations not described in Pricing Table A on an "AS AND WHEN REQUESTED" basis.

Column A	Column B Description of work	Column C Unit of Measure	Column D Estimated quantity	Column E Price per unit	Column F Extended price (column D *Column E)
LABOUR: Our firm hourly rate per qualified personnel shall be:					
Regular Hours 07:00 to 17:00, Monday to Friday					
1	Labour /cleaner	Per hour	40	\$ _____	\$ _____
Total (Table B)					\$ _____ Hst extra

Table C**Materials (if required)**

* The Extended Price for materials is calculated by adding the mark-up quoted to the total estimated expenditure
 (Example: Year 1, \$500.00 estimated expenditure; 10% mark-up quoted = \$500.00 + (\$500.00 x 10%) = \$550.00)

Option Year 1: September 01, 2017 to August 31, 2018

Column A	Column B	Column C	Column D
	Mark up per year	Estimated Expenditure per year	Extended Price
1	_____ %	\$500	\$_____
			\$_____ HST extra

Parts will be supplied FOB Destination including all delivery charges. The following definitions have been used to arrive at the figures as noted:

- i) MARK-UP - The difference between the Contractor's laid-down cost for product and resale price to the Crown. Mark-up includes applicable internal cost allocation by the Contractor such as material handling and general and administrative (G&A) expenses plus profit.
- ii) LAID-DOWN COST - The cost incurred by a vendor to acquire a specific product or service for resale to the government. This includes but is not limited to the supplier's invoice price (less trade discounts), plus any applicable charges for incoming transportation, foreign exchange, customs duty and brokerage.

Total Option Year 1: Total (Table A)+Total (Table B) +Total (Table C)=\$_____ HST extra
IN THE CASE OF ERROR IN THE EXTENSION OF PRICES, THE UNIT PRICE WILL GOVERN

Firm all inclusive rates for Routine, Schedule and Patrol Cleaning operations as detailed in the Statement of Work-Annex A.

There will be no increase or decrease to the contract amount when an existing floor covering is converted to another type.

Option Year 2: September 01, 2018 to August 31, 2019

TABLE A-Schedule/Routine and Patrol Cleaning Operations					
Column A	Column B Description of Work	Column C Unit of Measure	Column D Firm Monthly Rate (Firm Monthly Rate per m²)	Column E Number of Months	Column F Firm Annual Rate (Column D*Column F)
1	Paddon Building 18,266m ² (Cleanable Area)	Monthly	\$ _____	12	\$ _____
2	Military Family Resource Centre building (695m ² Cleanable Area)	Monthly	\$ _____	12	\$ _____
3	HMCS Cabot (4,280m ² Cleanable Area)	Monthly	\$ _____	12	\$ _____
4	Boat House (206m ² Cleanable Area)	Monthly	\$ _____	12	\$ _____
TOTAL A:					\$ _____ HST extra

Table B-Unscheduled Work

Option Year 2: September 01, 2018 to August 31, 2019

Firm all inclusive prices/rates including overhead, profit and all related costs for additional cleaning, Emergency Cleaning operations not described in Pricing Table A on an "AS AND WHEN REQUESTED" basis.

Column A	Column B Description of work	Column C Unit of Measure	Column D Estimated quantity	Column E Price per unit	Column F Extended price (column D *Column E)
LABOUR: Our firm hourly rate per qualified personnel shall be:					
Regular Hours 07:00 to 17:00, Monday to Friday					
1	Labour /cleaner	Per hour	40	\$ _____	\$ _____
Total (Table B)					\$ _____ Hst extra

Table C**Materials (if required)**

* The Extended Price for materials is calculated by adding the mark-up quoted to the total estimated expenditure
 (Example: Year 1, \$500.00 estimated expenditure; 10% mark-up quoted = \$500.00 + (\$500.00 x 10%) = \$550.00)

Option Year 2: September 01, 2018 to August 31, 2019

Column A	Column B	Column C	Column D
	Mark up per year	Estimated Expenditure per year	Extended Price
1	_____ %	\$500	\$_____
			\$_____ HST extra

Parts will be supplied FOB Destination including all delivery charges. The following definitions have been used to arrive at the figures as noted:

- i) MARK-UP - The difference between the Contractor's laid-down cost for product and resale price to the Crown. Mark-up includes applicable internal cost allocation by the Contractor such as material handling and general and administrative (G&A) expenses plus profit.
- ii) LAID-DOWN COST - The cost incurred by a vendor to acquire a specific product or service for resale to the government. This includes but is not limited to the supplier's invoice price (less trade discounts), plus any applicable charges for incoming transportation, foreign exchange, customs duty and brokerage.

Total Option Year 2: Total (Table A)+Total (Table B) +Total (Table C)=\$_____Hst extra
IN THE CASE OF ERROR IN THE EXTENSION OF PRICES, THE UNIT PRICE WILL GOVERN

Firm all inclusive rates for Routine, Schedule and Patrol Cleaning operations as detailed in the Statement of Work-Annex A.

There will be no increase or decrease to the contract amount when an existing floor covering is converted to another type.

Option Year 3: September 01, 2019 to August 31, 2020

TABLE A-Schedule/Routine and Patrol Cleaning Operations					
Column A	Column B Description of Work	Column C Unit of Measure	Column D Firm Monthly Rate (Firm Monthly Rate per m²)	Column E Number of Months	Column F Firm Annual Rate (Column D*Column F)
1	Paddon Building 18,266m ² (Cleanable Area)	Monthly	\$ _____	12	\$ _____
2	Military Family Resource Centre building (695m ² Cleanable Area)	Monthly	\$ _____	12	\$ _____
3	HMCS Cabot (4,280m ² Cleanable Area)	Monthly	\$ _____	12	\$ _____
4	Boat House (206m ² Cleanable Area)	Monthly	\$ _____	12	\$ _____
TOTAL A:					\$ _____ HST extra

Table B-Unscheduled Work

Option Year 3: September 01, 2019 to August 31, 2020

Firm all inclusive prices/rates including overhead, profit and all related costs for additional cleaning, Emergency Cleaning operations not described in Pricing Table A on an "AS AND WHEN REQUESTED" basis.

Column A	Column B Description of work	Column C Unit of Measure	Column D Estimated quantity	Column E Price per unit	Column F Extended price (column D *Column E)
LABOUR: Our firm hourly rate per qualified personnel shall be:					
Regular Hours 07:00 to 17:00, Monday to Friday					
1	Labour /cleaner	Per hour	40	\$ _____	\$ _____
Total (Table B)					\$ _____
					Hst extra

Table C**Materials (if required)**

* The Extended Price for materials is calculated by adding the mark-up quoted to the total estimated expenditure
 (Example: Year 1, \$500.00 estimated expenditure; 10% mark-up quoted = \$500.00 + (\$500.00 x 10%) = \$550.00)

Option Year 3: September 01, 2019 to August 31, 2020

Column A	Column B	Column C	Column D
	Mark up per year	Estimated Expenditure per year	Extended Price
1	_____ %	\$500	\$_____
			\$_____ HST extra

Parts will be supplied FOB Destination including all delivery charges. The following definitions have been used to arrive at the figures as noted:

i) MARK-UP - The difference between the Contractor's laid-down cost for product and resale price to the Crown. Mark-up includes applicable internal cost allocation by the Contractor such as material handling and general and administrative (G&A) expenses plus profit.

ii) LAID-DOWN COST - The cost incurred by a vendor to acquire a specific product or service for resale to the government. This includes but is not limited to the supplier's invoice price (less trade discounts), plus any applicable charges for incoming transportation, foreign exchange, customs duty and brokerage.

Total Option Year 3: Total (Table A)+Total (Table B) +Total (Table C)=\$_____Hst extra
IN THE CASE OF ERROR IN THE EXTENSION OF PRICES, THE UNIT PRICE WILL GOVERN

Grand Total =Total (Year 1+ Year 2)+ Total OptionYear1+Total Option Year 2+Total OptionYear 3=\$_____
HST extra

Grand Total: The Grand total amount will be considered during evaluation of all bids tendered.

ANNEX C

SECURITY REQUIREMENTS CHECK LIST

(Attached)

ANNEX "D"
INSURANCE REQUIREMENTS

Automobile Liability Insurance

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.

The policy must include the following:

Third Party Liability - \$2,000,000 Minimum Limit per Accident or Occurrence

Accident Benefits - all jurisdictional statutes

Uninsured Motorist Protection

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

ANNEX “E”

DND 626 TASK AUTHORIZATION FORM

(Attached)

ANNEX F

**COMPLETE LIST OF NAMES OF ALL INDIVIDUALS WHO ARE
CURRENTLY DIRECTORS OF THE BIDDER**

Bidder's List of Directors below: Please provide a list of names of all individuals who are currently Directors in accordance with **PART 5-CERTIFICATION**.

Directors: (Please print clearly)

NAME	NAME	NAME	NAME

Attach additional names on a separate sheet if required.

ANNEX G

Periodic Usage Reports - Contracts with Task Authorizations

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

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

Task Authorization Usage Report Submission Schedule:

REPORT DUE	WORK PERIOD START DATE	WORK PERIOD END DATE
15 January	01 October	31 December

15 April	01 January	31 March
15 July	01 April	30 June
15 October	01 July	30 September

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

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

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

SEND TO:

Chukwudi.chinye@pwgsc.gc.ca

Or

Facsimile: (902)496-5016

Department of National Defence



Janitorial Contract Specifications
and Service Agreement
for

CFS St. John's
St. John's, Newfoundland & Labrador

CFB Halifax, NS

Job No.W010C-15-C389

2014-12-08

<u>Section</u>	<u>Title</u>	<u>Pages</u>
<u>Division 01 - General Requirements</u>		
01 11 00	General Instructions	12
01 35 30	Health and Safety Requirements	6
01 35 35	DND Fire Safety Requirements	4
01 35 43	Environmental Procedures	2
01 61 00	Material and Equipment	5
01 70 00.00	Annex A MARLANT Solid Waste Management Program	2
01 70 00.01	Annex B Cleaning Standards	2
01 70 00.02	Annex C Cleaning Frequency	2
01 70 00.03	Annex D Inspection Report	1
01 70 00.04	Annex E Sample Invoice	1

PART 1 - GENERAL

1.1 DEFINITIONS

- .1 **As Required:** Frequencies are subject to change at any time without warning in order to maintain the established cleaning standard. When the frequency of a cleaning operation is "As Required (AR)", the final decision as to when this service must be carried out with the approval of the Janitorial Administrator.
- .2 **CGSB:** Canadian General Standards Board
- .3 **Clean:** For the width and breadth of the surface in question, it must be free of foreign matter down to the original surface or last protective coating.
- .4 **Complete and Satisfactory Janitorial Service:** The continual janitorial, housekeeping, laundry and minor maintenance procedures as specified in this document to the satisfaction of the Client and the Janitorial Administrator.
- .5 **Duty Coordinator:** A BCE employee assigned on a rotating basis whose responsibility is to coordinate after-hours jobs.
- .6 **Inspector:** The Janitorial Contract Inspector that acts on behalf of the Janitorial Administrator to oversee janitorial service delivery.
- .7 **Litter:** Any discarded material foreign to the environment including but not limited to the following:
 - .1 paper;
 - .2 beverage containers;
 - .3 bottles;
 - .4 broken glass;
 - .5 wood;
 - .6 scattered bricks and stones;
 - .7 leaves;
 - .8 pieces of metal;
 - .9 plastic/paper bags;
 - .10 empty containers; and
 - .11 cloth.

1.1 DEFINITIONS
(Cont'd)

- .8 **MAAL:** Minimum Acceptable Appearance Level (See Annex B).
- .9 **Supervisor:** See "Working Supervisor".
- .10 **WHMIS:** Workplace Hazardous Materials Information System
- .11 **Working Supervisor:** A Contractor representative who may be assigned janitorial duties combined with supervisory duties.

1.2 DESCRIPTION OF
WORK

- .1 Work of this Contract comprises the furnishing of all labour, material, tools, equipment and transportation required for the complete and satisfactory janitorial service as specified herein.
- .2 The Contract bid will be based upon the Contractor providing sufficient resources as defined above to achieve and maintain the cleaning standard given in Annex B and the cleaning frequency rate provided in Annex C.

1.3 JANITORIAL
ADMINISTRATOR

- .1 All reference to the Janitorial Administrator in this specification, is to be understood, that the Janitorial Administrator is representing the Base Construction Engineering Officer (BCEO).
- .2 The Janitorial Administrator will provide the Contractor with a list of his / her authorized representatives at the pre-job meeting.

1.4 WORK INCLUDED

- .1 The Contractor must furnish all managerial, administrative and direct labour personnel, as well as all equipment and materials necessary to provide complete and satisfactory janitorial service for all buildings in the manner described in this specification.
- .2 Cleaning of minor incidents such as toilet overflow, minor spills, etc.

1.5 WORK NOT
INCLUDED

- .1 The following will be excluded from this Contract:
 - .1 building control, machinery or electronics rooms;
 - .2 emptying of cigarette butt receptacles;

1.5 WORK NOT
INCLUDED
(Cont'd)

- .1 (Cont'd)
- .3 workshop or storage areas (except janitorial storage areas);
- .4 interior of trophy and display cases;
- .5 interior of refrigerators and microwaves ovens;
- .6 indoor games equipment (e.g. billiards tables);
- .7 NPF operated facilities;
- .8 removal of books from bookcases;
- .9 replacement of fluorescent tubes;
- .10 galleys;
- .11 dining rooms;
- .12 rented vending machines or water coolers covered by other service agreements;
- .13 desks of facility / staff;
- .14 chalkboards and whiteboards;
- .15 office equipment, workstations (including computers etc.) and personal property of occupants; and
- .16 disaster recovery services such as:
 - .1 water damage restoration;
 - .2 fire damage restoration;
 - .3 oil leak / spill clean up;
 - .4 odour removal.

1.6 SPECIAL
INSTRUCTIONS

- .1 **Telephones:** Telephones are not to be cleaned under this Contract and are not to be disconnected for any reason. Any costs associated with loss of telephone service, equipment repairs or re-programming of telephones attributed to the Contractor will be borne by the Contractor as determined by the Base Telecom Officer.
- .2 **Electrical outlets (Computer):** Electrical outlets dedicated to or associated with computer equipment will not be used to provide electrical power for cleaning equipment.

1.6 SPECIAL
INSTRUCTIONS
(Cont'd)

- .3 **Carpets:** All carpets located in office areas must be vacuumed once per week with a maximum of eight (8) days in-between.
 - .4 **Light shades:** Light shades must be washed on a yearly basis up to and including a height of 3.05 m (10 ft). All light shades are to be cleaned of insects and dust on a quarterly basis.
 - .5 **Glass surfaces:** For purposes of this paragraph the word glass will also refer to Plexiglas or other materials used as a substitute for glass.
 - .1 Glass in all doors must be cleaned on both sides.
 - .2 All ground level glass at entrances (e.g. lobbies, foyers, etc.) will be cleaned on both exterior and interior surfaces.
 - .3 All glass wholly located within a building (e.g. office windows or glass partitions) must be serviced on both sides.
 - .4 Exterior facing windows must have interior surfaces cleaned.
 - .5 Inward facing side of exterior storm windows must be cleaned.
 - .6 **Desk-Side and Office Garbage Containers:** The Contractor will empty the desk-side and office garbage containers in areas where no hallway sorting stations have been installed. Occupants will be responsible for the correct separation of recyclables. Where recycling stations have been installed, occupants will be responsible to placement in the appropriate centralized sorting stations.
 - .7 **Entrances:** At times of inclement weather, the Contractor must routinely patrol heavy traffic areas such as entranceways, lobbies and stairs and keep them clear of hazards such as litter, water, snow, ice, slush, sand, and salt.
 - .8 **Classrooms:** Classrooms require cleaning on a flexible basis. The Supervisor will coordinate cleaning efforts with the facility manager in order to minimize the impact on operations. Floors and desks to be cleaned.
 - .9 **Offices and Conference Rooms:** Cleaned once a week as per Annex C Cleaning Frequency.
 - .10 **Hand Sanitizer:** All wall mounted hand sanitizer dispensers must be replenished as required with solution provided by unit.
-

1.6 SPECIAL
INSTRUCTIONS
(Cont'd)

- .11 **Corridors:** Only one half of the length of any corridor is to be washed at a time to enable commuting on the other side of the floor which is dry. Corridors will be buffed / spray buffed once per week (e.g. Thursdays).
- .12 **Elevators:** Elevator doors are spot cleaned daily inside and out and thoroughly polished weekly. Inside walls are to be spot cleaned daily and washed weekly. Grooves and tracks are vacuumed and cleaned weekly; more often if necessary. Elevator floors must be swept and washed three (3) times per week.
- .13 **Stairwells:** All stairwells must be swept and mopped three (3) times weekly, corners and edges vacuumed weekly, treads and risers scrubbed and demarked weekly. Railing banisters are to be washed and dried weekly.
- .14 **Medical and Dental Clinics Special Requirements:**
 - .1 **Floors:** Floor mopping within the clinic must be damp mopping using a germicidal solution with two bucket rinse system.
 - .2 **Patient Waiting Areas:** All patient waiting areas to be replenished of facial tissues provided by unit. All refuse containers in patient areas must be checked periodically throughout the day and emptied as required. Receptacles are to be wiped down weekly. Seating in patient areas as well as tables are to be wiped down daily with germicidal solution and damp cloth.
 - .3 **Treatment Room:** Daily cleaning of treatment room to include mopping with germicidal solution, spot cleaning walls as required and frequent removal of garbage during the day.
 - .4 **Physician Offices:** Physician offices and triage rooms located within the Care Delivery Units (CDU) are to be cleaned and emptied of garbage at least once daily, first thing in the morning. Offices are to be checked frequently through the day and emptied of garbage as necessary.
 - .5 **Counter Tops, Hand Rails and Door Knobs:** All countertops, hand rails and door knobs will be wiped down with a germicidal solution.
 - .6 **Central Supply Room (CSR):** Personnel cleaning in the CSR must wear appropriate PPE as per CSR regulations. Floors must be swept and mopped daily with a germicidal solution. Spot clean daily in CSR.

1.6 SPECIAL
INSTRUCTIONS
(Cont'd)

- .14 (Cont'd)
- .7 All walls, doors, door frames, door glass, fire extinguisher cabinets, pictures and kick plates must be spot cleaned daily and thoroughly cleaned weekly.
- .15 **Cabins / Dormitories:** As requested by Janitorial Administrator or representative, 17 cabins and three (3) dormitories to be cleaned after students clear rooms. Cabins and dormitories to be cleaned approximately 4 times per year.
- .16 **Gymnasium Floors:** Sweep / vacuum the floors daily and wash once a week with automatic scrub machine. Paddon building gym floor has a Mondosport resilient athletic vinyl flooring and must be cleaned in accordance with the manufacturer's maintenance guidelines.
- .17 **Lunchroom Areas:** Cleaned daily as per Annex C Cleaning Frequency.
- .18 **Messes:** Mess areas are to be cleaned daily. No cleaning in bar areas.
- .19 **Boat House:** Boat house will be cleaned once a week as per Annex C Cleaning Frequency.

1.7 LOCATIONS OF JOB
SITES AND AREAS TO
BE SERVICED

- .1 The following buildings of this specification to be serviced, the cleanable area in square meters required:
- .1 **Paddon Bldg**, 155 The Boulevard, St John's, Nfld - 18,266 m²;
- .2 **MFRC**, 145 Churchill Ave, St John's, Nfld - 695 m²;
- .3 **HMCS Cabot**, 220 Southside Rd, St John's, Nfld - 4,280 m²; and
- .4 **Boat House**, 208 Southside Rd, St John's, Nfld - 206 m².
- .2 Total area: 23,447 m².

1.8 NORMAL WORKING
HOURS

- .1 The Contractor will provide service, Monday to Friday with the following exceptions:
- .1 Federal statutory holidays.
- .2 At buildings where signing a logbook is required to gain entry, the in / out times inscribed therein must reflect the actual cleaning start and end times.

1.8 NORMAL WORKING
HOURS
(Cont'd)

- .3 Buildings available hours are from 0700-1700.

1.9 SITE ACCESS AND
KEYS

- .1 Access to the site is under the direction of the Department of National Defence (DND). All visitors entering areas where a daily pass is issued will be aware of the possible requirement for search as a condition of issue.
- .2 While within the confines of Canadian Forces Station St John's, all employees and representatives of the Contractor must comply with all of the Standing Orders as promulgated by Base Authorities. The Janitorial Administrator will provide copies of relevant Standing Orders as required.
- .3 Except as noted below, Contractor staff must not hold or be given access to keys for any MARLANT building.
- .1 Contractor may be granted temporary access to keys for certain rooms that require cleaning after normal working hours (e.g. due to occupant's requests). The keys must be returned upon completion of the work.
- .2 Contractors may be given keys for janitorial storage areas.
- .4 Contractors should not be expected or relied upon to open any building for CF / DND personnel.

1.10 PRE-JOB MEETING

- .1 Immediately upon receipt of award of Contract, the successful Contractor will contact Janitorial Administrator to arrange a pre-job meeting prior to commencement of any work.
- .2 The Janitorial Administrator will provide a list of authorized representatives.

1.11 PARKING

- .1 Parking space will be made available on site for Contractor vehicles to drop off equipment and supplies. The Contractor will maintain and administer this space as directed.

1.12 STAFF
COMPETENCE AND
CONDUCT

- .1 The Contractor must not employ anyone unfit or unskilled for the intended duties.

1.12 STAFF
COMPETENCE AND
CONDUCT
(Cont'd)

- .2 All employees must be in good general health, free from communicable diseases, and physically capable of performing all assigned duties. Immunization against Hepatitis B is strongly encouraged for those Contractor employees performing functions at the medical and dental clinic of the Paddon building.
- .3 Disorderly conduct, use of abusive or offensive language, quarrelling, intimidation by words, actions, or fighting, and participation in any activity that interferes with MARLANT operations must not be condoned.
- .4 The Janitorial Administrator reserves the right to require the dismissal from the site any workers deemed, unproductive, incompetent, careless, insubordinate or otherwise objectionable.
- .5 In disputes regarding the fitness of employees, the Janitorial Administrator's decision is final.

1.13 SUPERVISION

- .1 The Contractor will provide the Janitorial Administrator with the name of the authorized Supervisor (s) containing the following items:
 - .1 full name;
 - .2 contact numbers (cellular phone, pager, etc.)
- .2 The Contractor will provide a Supervisor with a means by which the Janitorial Administrator will have direct and immediate communications to the Supervisor. Acceptable methods include pagers and cellular phones.
- .3 When a cleaning task that is infrequently performed (e.g. 3 months, 6 months, yearly) is to be carried out, the Supervisor must give personal and supervision to the work as it is being performed to ensure it is done safely and correctly.
- .4 It is the Supervisor's responsibility to ensure all work is completed to the quality standard specified herein prior to departure from the worksite.

1.14 QUALITY AND
INSPECTION

- .1 The Contractor is responsible to ensure the quality of the work meets the Minimum Acceptable Appearance Level (MAAL) specified in Annex B - Cleaning Standard or Annex C Cleaning Frequency.
- .2 Supervisors will conduct routine daily quality assurance inspections and ensure deficiencies are rectified in a timely manner.

1.14 QUALITY AND
INSPECTION
(Cont'd)

- .3 The Janitorial Administrator must conduct periodic Contractor performance evaluation inspections to assess the quality of work and verify compliance with the Cleaning Standard.
 - .1 The inspector must conduct inspections or other personnel so authorized by the Janitorial Administrator.
 - .2 All aspects of this Contract are subject to audit / verification/inspection at any time.
- .4 There will be zero tolerance of sub-standard washroom services.
- .5 In disputes regarding the quality of workmanship, the Janitorial Administrator's decision is final.

1.15 USE OF WORKSITE

- .1 The Janitorial Administrator will brief the Contractor on use of the worksite.
- .2 The Contractor must not unreasonably encumber the worksite with supplies or equipment, and must move such items that interfere with the operations of the Janitorial Administrator or other Contractors.
- .3 The Contractor must turn off all non-essential lights upon completion of work.
- .4 Upon completion of work in an area that was secure at the commencement of such work, the Contractor's staff must close and lock all windows and doors, and return any keys that were signed out to perform the work.

1.16 CODES AND
STANDARDS

- .1 The Contractor must meet the requirements of Contract documents, specified standards, codes and referenced documents. The Contractor must ensure that all employees understand and comply with all regulations outlined in this specification at all times when employed within the confines of CFS St John's, Nfld.
- .2 Contractor Site Supervisors and staff must be conversant with MARLANT Recycling Procedures as outlined in Annex A.

1.17 SIGNS AND
NOTICES

- .1 Safety and instruction signs and notices such as wet floor signs must be in both official languages (English and French) and conspicuously placed while in use.
- .2 Wet floor signs must be collapsible and conform to latest version of "Signs and Symbols for the Workplace".

1.18 WORKSITE
IRREGULARITIES

- .1 The Contractor must notify the Janitorial Administrator of irregularities in the worksite such as:
 - .1 mechanical, electrical, or structural defects;
 - .2 vandalism or cases of wilful neglect by building occupants; or
 - .3 any other situations beyond the scope of work.
- .2 In the case of vandalism or wilful neglect by building occupants, the Janitorial Administrator will determine the most suitable course of action to rectify the situation.
 - .1 In these cases, the Janitorial Administrator reserves the right to recoup all expenses incurred through rectification of the situation from the Unit or individual (s) responsible.

1.19 UNIFORMS

- .1 All Contractor cleaning staff must wear uniforms while at the worksite; uniforms will be provided at the expense of the Contractor.
- .2 Employee uniforms must be identical and bear the company name in a prominent location. They may be industrial type shirts, knee-length duster coats, or heavyweight T-shirts, so long as they are maintained in good condition and professional appearance.
- .3 Supervisors' uniforms must identify them as such.

1.20 SERVICE CALLS

- .1 The Contractor will provide a 24-hour "call-in" service as and when requested by the Janitorial Administrator, in which case the Contractor must report to the worksite within two (2) hours of being called.
- .2 The Contractor must notify the Janitorial Administrator of the telephone number at which the Contractor or his / her representative may be contacted at all times.
- .3 The Contractor must report service calls executed outside normal working hours to the Janitorial Administrator immediately on the next working day.
- .4 The Janitorial Administrator will advise the Contractor of those personnel authorized to request emergency service, typically a Duty Engineer.

1.20 SERVICE CALLS
(Cont'd)

- .5 Services undertaken at the request of unauthorized persons will be done at the Contractor's risk, with regards to payment. That is, the Janitorial Administrator assumes no financial responsibility for payment of said services.

1.21 NOTICE OF
ADDITIONAL
REQUIREMENTS

- .1 Occasionally, a "Task Authorization (DND 626)" will be issued by the Janitorial Administrator to notify the Contractor of additional requirements against this Contract. Whenever possible, 24 hours notice will be given.

.1 All call-ups supported with a DND 626 will be invoiced separately.

- .2 Prior to commencing work, the Contractor must submit a written cost estimate to the Janitorial Administrator that includes the total costs for all work to be performed as requested, exclusive of regular inspections.

- .3 Upon completion of the Work, the Contractor must provide the Janitorial Administrator with an itemized breakdown to illustrate how costs were incurred (labour, materials, attendance, etc.).

- .4 Invoices must be submitted to the Janitorial Administrator.

PART 2 - PRODUCTS

2.1 NOT USED

- .1 Not used.

PART 3 - EXECUTION

3.1 NOT USED

- .1 Not used.

PART 1 - GENERAL

1.1 CONSTRUCTION
SAFETY MEASURES

- .1 Observe and enforce construction safety measures by complying with the requirements of the following statutes and authorities:
 - .1 Canada Labour Code Part II and the Canada Occupational Health and Safety Regulations.
 - .2 The Nova Scotia Occupational Health and Safety Act and supporting Occupational General Safety Regulations as amended from time to time.
 - .3 Most recent amendments to the National Building Code of Canada, Part 8 and National Fire Code of Canada.
- .2 Refer to Section 01 35 35, DND Fire Safety Requirements.
- .3 Janitorial Administrator will provide a copy of any relevant special written instructions to be followed.
- .4 **Before Work Begins**
 - .1 Bidder / Tender to provide documentation if requested by the Crown, indicating all safety training attained for each person who will be involved with the Contract.
- .5 The following disciplinary measures will be taken for any violations of safety under this Contract:
 - .1 **First Violation:** Verbal warning issued to the contractor for the first violation of a safety regulation (Violation will be documented on Contract file, copy to Contractor, DCC or PWGSC).
 - .2 **Second Violation:** Written warning to contractor for second violation of a safety regulation (Violation will be documented on Contract file, copy to Contractor, DCC or PWGSC).
 - .3 **Third Violation:** A third violation of a safety regulation may result in the termination of the Contract with a recommendation to the Contracting Authority that the Contractor be denied access to Base Construction Engineering Contracts (Documented to Contract file, copies to Contractor, DCC or PWGSC).

1.1 CONSTRUCTION
SAFETY MEASURES
(Cont'd)

- .5 (Cont'd)
- .4 **Serious Violation:** For a serious violation of a safety regulation as deemed by a regulator, project manager or safety officer a recommendation will be made to the Contracting Authority to immediately terminate the Contract / Standing Offer (Violation documented on Contract file, copies to Contractor, DCC or PWGSC).
- .5 **Charges Laid or Guilty Determination by Courts:** Infractions of safety regulations that result in charges being laid by a regulator against the contractor or the contractor being found guilty by the courts may result in that Contractor being denied access to Base Construction Engineering Contracts.

1.2 HAZARD
ASSESSMENTS

- .1 Contractor must implement and carry out a health and safety hazard assessment program as part of the Work. Program to include:
 - .1 **Initial Hazard Assessment:** Carried out upon notification of Contract award and/or prior to commencement of Work.
 - .2 **On-going Hazard Assessments:** Performed during the progress of Work identifying new or potential health risks and safety hazards not previously known. As a minimum, hazards assessments must be carried out when:
 - .1 new sub-trade work, new sub-contractor (s) or new workers arrive at the site to commence another portion of the Work;
 - .2 the scope of Work has been changed;
 - .3 work conducted in confined spaces; and / or
 - .4 potential hazard or weakness in current health and safety practices are identified by the Janitorial Administrator.
- .2 Hazard assessments will be project and site specific, based on review of Contract documents and site.
- .3 Each hazard assessment to be made in writing. Keep copies of all assessments on site for duration of Work. Upon request, make available to Janitorial Administrator.

1.2 HAZARD
ASSESSMENTS
(Cont'd)

- .4 The Contractor must notify the Janitorial Administrator of suspected hazardous material during work and not apparent from drawings, specifications, or report pertaining to work (e.g. lead, asbestos etc.). Do not disturb such material pending instructions from the Janitorial Administrator. The Janitorial Administrator will make the necessary arrangements for testing the material as required.

1.3 ASBESTOS
PRODUCTS &
ASBESTOS ACTIVITY

- .1 Within the confines of the Base, the provision of new products containing fibrous asbestos materials is prohibited.
- .2 Demolition or disturbance of spray or trowel-applied asbestos can be hazardous to health. Should material resembling spray or trowel-applied asbestos be encountered in course of work, stop work and notify Janitorial Administrator immediately. Do not proceed until written instructions have been received from Janitorial Administrator.

1.4 HAZARDOUS
MATERIAL SPILL

- .1 The Contractor or sub-contractors must report to the Station Environmental Officer and the Janitorial Administrator for any incident or spill involving hazardous materials (HAZMAT).
- .2 In the event of a hazardous material spill, the following procedures for initial actions must be followed:
 - .1 ensure safety of all personnel;
 - .2 assess spill hazards and risks;
 - .3 ventilate area if release is indoors and remove all sources of ignition;
 - .4 stop the spill if safely possible (e.g. shut off pump, replace cap, tip drum upward, patch leaking hole etc.).
 - .5 no matter the volume is, contact the Station Environmental Officer and provide the following information:
 - .1 time of the spill;
 - .2 location;
 - .3 special considerations:
 - .1 personal safety;
 - .2 environmental.

1.4 HAZARDOUS
MATERIAL SPILL
(Cont'd)

- .2 (Cont'd)
- .5 (Cont'd)
 - .4 type and amount of spill;
 - .5 person reporting the spill:
 - .1 name;
 - .2 company; and
 - .3 telephone number.
 - .6 contain the spill;
 - .7 isolate the area as required;
 - .8 contact the Janitorial Administrator; and
 - .9 clean up minor spills using appropriate protective equipment and supplies.

1.5 FASTENING DEVICE
EXPLOSIVE
ACTUATED

- .1 Explosive actuated devices must not be used.

1.6 HOT WORK

- .1 All hot work activity is to take place with Janitorial Administrator's approval and written permission from the Station Fire Chief (hot work permit). Hot work permits and fire-watch requirements will be provided by the Station Fire Chief.
- .2 The ventilation system in the area of any hot work activity is to be isolated to prevent migration of fumes / smoke and to reduce any possible spread of fire to other areas of the facility.
- .3 Contractor is to employ an employee trained in the use of fire extinguishers as fire watch during any hot work for a minimum of 30 minutes after activity has ceased.

1.7 CONFINED SPACES

- .1 All work in confined spaces will be carried out in compliance with the Canada Occupational Safety and Health Regulations, Part XI and may be carried out according to CSA Z1006 Management of Work in Confined Spaces.

1.7 CONFINED SPACES
(Cont'd)

- .2 The Contractor to provide and maintain all equipment as required by any person to enter and/or perform work in a safe manner, in compliance with the Canada Occupational Safety and Health Regulations, Part XI.
- .3 The Contractor to provide and maintain training, as required by the Canada Occupational Safety and Health Regulations, Part XI.
 - .1 The Contractor and / or his / her employees must provide proof of training and qualifications when requested by the Janitorial Administrator.
- .4 The Contractor to provide the Janitorial Administrator with a copy of an "Entry Permit" for each and every entry into the confined space to ensure compliance with the Canada Occupational Safety and Health Regulations, Part XI.
- .5 The Contractor should use CSA Z1006 for guidelines of management process relating to confined spaces works.
- .6 The Contractor to have a hazard assessment of the confined space performed.
 - .1 The Contractor to provide the Janitorial Administrator with a copy of the hazard assessment.

1.8 FALL PROTECTION

- .1 All work carried out above the mandatory height restrictions, from unguarded structure and / or scaffolding, will be done in compliance with the Canada Occupational Safety and Health Regulations, Part XII, Section 12.10.
- .2 The components of a fall protection system must meet the standards as outlined in the Canada Occupational Safety and Health Regulations, Part XII, Section 12.10 (2).
- .3 The Contractor is to ensure fall protection equipment is maintained, inspected and tested by a qualified technician as required by the Canada Occupational Safety and Health Regulations, Part XII, Section 12.3.

1.9 ARC FLASH

- .1 The Contractor is to ensure all electrical equipment such as switchboards, panelboards, motor control centres and meter socket enclosures be marked to warn persons of potential electric shock and arc flash hazards. This labeling is required for all new & modified installations.

1.9 ARC FLASH
(Cont'd)

- .2 The warning label must also include information regarding "arc flash hazard category (0 to 4)" and the "Flash Protection Boundary" as defined in NFPA 70E. All projects specifications must include short circuit study and flash hazard analysis.
- .3 In accordance with the CSA Standards Z462 Workplace Electrical Safety, electrical Contractors are required to perform a shock and flash hazard analysis to select the appropriate PPE to wear. Electrical Contractors are required arc-rated personal protective equipment while troubleshooting and diagnostic testing that cannot be performed unless the electrical conductor or circuit part is energized. All Contractor work practices must protect each employee from arc flash and from contact with live parts directly with any part of the body or indirectly through some other conductive object.

1.10 SAFETY

- .1 The Contractor must perform site hazard assessments to establish site specific safe work practice procedures for the safety and well being of his / her employees. Copies will be made available to Department of National Defence upon request.
- .2 All copies of the formal hazard assessments conducted by the Contractor throughout the duration of the work will be retained and made available to the Janitorial Administrator immediately upon request.
- .3 It is the Contractor's responsibility to be familiar with all applicable safety acts, regulations, codes and Contract requirements. These must be identified and addressed in the safety plan, by identifying Standard Operating Procedures (SOP) and safe work practices (SWP) which incorporate clear and specific control measures, applicable rules, procedures and practices, all of which will become mandatory.
- .4 The Contractor must ensure all workers and authorized persons entering the work site are notified of and abide by the posted safety plan, safety rules, procedures, safe work practices and applicable safety acts, regulations, and codes. Any person not complying with these will not be permitted on the site.
- .5 Must ensure that all applicable personal protective equipment (PPE) is used.
 - .1 All personnel are required to wear hard hats, in accordance with CSA Z94.1, Industrial Protective Headwear.
 - .2 All personnel are required to wear safety footwear, in accordance with CSA Z195, Protective Footwear.

1.10 SAFETY
(Cont'd)

- .5 (Cont'd)
- .3 All personnel are required to wear eye and face protection, in accordance with CSA Z94.3.1, Selection, Use, and Care of Protective Eyewear.
- .4 When and where noise level is above 85 decibels; all personnel are required to wear hearing protection, in accordance with CAN/CSA Z94.2, Hearing Protection Devices - Performance, Selection, Care and Use.
- .5 Where toxic or noxious gas fumes, or oxygen deficiency or excessive dust may occur, so as to create a hazard to life, safety or health, all personnel are required to wear respiratory protection, in accordance with CSA Z94.4, Selection, Use, and Care of Respirators.
- .6 The Janitorial Administrator will coordinate arrangements for the Contractor to be briefed on site safety within fourteen (14) days of award of Contract.

PART 2 - PRODUCTS

2.1 NOT USED .1 Not used.

PART 3 - EXECUTION

3.1 NOT USED .1 Not used.

PART 1 - GENERAL

1.1 EMERGENCY
REPORTING

- .1 Telephone numbers:
 - .1 from Base phone: dial 9-1-1;
 - .2 from cell phone: designated number given at the time of safety briefing.

1.2 FIRE SAFETY
ENFORCEMENT

- .1 Within the confines of the Station, the prescription and enforcement of mandatory fire safety measures will be exercised under the authority of the Station Fire Chief.
- .2 Comply with and enforce compliance by all Contractor personnel with all requirements of this specification section, and with the most recent edition of the National Building Code of Canada (NBC) and the National Fire Code of Canada (NFC), including all subsequent revisions issued by the National Research Council of Canada.
- .3 The Janitorial Administrator reserves the right to require the dismissal from site of persons deemed careless or otherwise in violation of the fire safety requirements.

1.3 FIRE SAFETY
BRIEFING

- .1 Prior to commencement of work under this Contract, the Janitorial Administrator will arrange a meeting of all parties concerned to review and clarify requirements for fire safety measures. This may involve a briefing by the Station Fire Chief.
- .2 The Janitorial Administrator will provide direction for reporting of fire including the emergency telephone number for fire reporting and location of fire alarms within or adjacent to work area.

1.4 FIRE WATCH

- .1 For hot work activity, the Contractor will provide the service of fire-watch persons on a scale and schedule as prescribed by the Station Fire Chief at the time of issuance of the hot work permit.

1.5 FIRE
EXTINGUISHERS

- .1 Provide and maintain in operational condition fire extinguishers as prescribed by the Station Fire Chief.

1.6 SMOKING
PRECAUTIONS

- .1 In accordance with these fire safety requirements particular to the work area and site, the Janitorial Administrator and Station Fire Chief will designate hazardous areas as well as non-restricted areas where smoking may be permitted.
- .2 Smoking is prohibited in all buildings.
- .3 In all other areas, exercise care and comply with written or oral directives of the Janitorial Administrator for the use of smoking materials.

1.7 REPORTING FIRE
INCIDENTS

- .1 Report immediately all fire incidents as follows:
 - .1 activate nearest fire alarm, or
 - .2 dial 9-1-1 or designated number given at the time of briefing; and
 - .3 telephone Janitorial Administrator.
- .2 Persons activating fire alarm must remain at the alarm to direct the Fire Department to the scene of the fire.
- .3 When reporting a fire by telephone, give location of fire, name and number of building and be prepared to direct the Fire Department to the scene of the fire.

1.8 INTERIOR AND
EXTERIOR FIRE
PROTECTION AND
ALARM SYSTEM

- .1 Notify Station Fire Chief at least 48 hours prior to scheduling any work that may require fire alarm and/or protection systems to be:
 - .1 obstructed in any way;
 - .2 shut-off; and / or
 - .3 left inactive at the end of a working day or shift without authorization from Station Fire Chief.
- .2 Do not commence any such work until Janitorial Administrator confirms approval and direction by the Station Fire Chief.
- .3 Fire hydrants, standpipes and hose systems must not be used for other than fire fighting purposes unless authorized by the Janitorial Administrator and the Station Fire Chief.

1.9 BLOCKAGE OF
ACCESS FOR FIRE
APPARATUS

- .1 Obtain approval of the Janitorial Administrator and Station Fire Chief prior to commencing any work that by any means would impede fire apparatus response. This includes violation of minimum horizontal and vertical clearances either inside or outside buildings, as prescribed by Station Fire Chief.

1.10 RUBBISH AND
WASTE MATERIALS

- .1 Storage:
 - .1 Where it is necessary to store oily waste in work areas exercise extreme care to ensure maximum possible safety and cleanliness.
 - .2 Greasy or oily rags or materials subject to spontaneous combustion must be deposited and kept in a receptacle approved by the Station Fire Chief and removed as directed by the Janitorial Administrator.
- .2 Burning of rubbish is prohibited.
- .3 Removal:
 - .1 Remove rubbish from work site at end of work day or shift or as directed by the Janitorial Administrator.

1.11 FLAMMABLE AND
COMBUSTIBLE LIQUIDS

- .1 Handling, storage and use of flammable liquids and combustible liquids governed by current National Fire Code of Canada and guided by the requirements established by the Station Fire Chief.
- .2 Keep flammable and combustible liquids such as gasoline, kerosene and naphta for ready use in quantities not exceeding 30 litres provided they are stored in approved safety cans bearing Underwriter Laboratory of Canada or Factory Mutual seal of approval. Storage of quantities of flammable and combustible liquids exceeding 30 litres for work purposes requires permission of Station Fire Chief.
- .3 The Janitorial Administrator reserves the right to require removal from the site any storage containers not acceptable to the Station Fire Chief.
- .4 Transfer of flammable and combustible liquids is prohibited within buildings or jetties.
- .5 Transfer of flammable and combustible liquids will not be carried out in the vicinity of open flames or any type of heat-producing devices.

1.11 FLAMMABLE AND
COMBUSTIBLE LIQUIDS
(Cont'd)

- .6 Do not use flammable liquids having flash point below 38 degrees C such as naphta or gasoline as solvents or cleaning agent.
- .7 Store flammable and combustible waste liquids, for disposal, in approved containers located in safe ventilated area. Keep quantities minimum and Station Fire Department is to be notified when disposal is required.

1.12 HAZARDOUS
SUBSTANCES

- .1 Work entailing use of toxic or hazardous materials, chemicals and / or explosives, or otherwise creating a hazard to life, safety or health, in accordance with the most recent edition of the requirements of the National Fire Code of Canada, and measures prescribed by the Station Fire Chief.
- .2 Obtain from Station Fire Chief a hot work permit for work involving welding, burning or use of blowtorches and salamanders, in buildings or facilities.
- .3 When Work is carried out in dangerous or hazardous areas involving use of heat, provide fire watchers equipped with sufficient fire extinguishers. Determination of dangerous or hazardous areas along with level of protection necessary for fire watch service for work on scale established and in conjunction with Station Fire Chief at pre-work meeting.
- .4 Provide ventilation where flammable liquids, such as lacquers or urethanes are used, eliminate sources of ignition. Inform Station Fire Chief prior to and at cessation of such work.

1.13 FIRE INSPECTION

- .1 Co-ordinate site inspections by Station Fire Chief through Janitorial Administrator.
- .2 Allow Station Fire Chief unrestricted access to work site.
- .3 Co-operate with Station Fire Chief during routine fire safety inspection of work site.
- .4 Immediately remedy unsafe fire situations observed by Station Fire Chief.

PART 2 - PRODUCTS

2.1 NOT USED

- .1 Not used.

PART 3 - EXECUTION

3.1 NOT USED .1 Not used.

PART 1 - GENERAL

1.1 DEFINITIONS

- .1 **Environmental Pollution and Damage:** Presence of chemical, physical, biological elements or agents which adversely affect human health and welfare; unfavourably alter ecological balances of importance to human life; affect other species of importance to humankind; or degrade environment aesthetically, culturally and/or historically.
- .2 **Environmental Protection:** Prevention / control of pollution and habitat or environment disruption during construction. Control of environmental pollution and damage requires consideration of land, water, and air; biological and cultural resources; and includes management of visual aesthetics; noise; solid, chemical, gaseous, and liquid waste; radiant energy and radioactive material as well as other pollutants.

1.2 GENERAL

- .1 Contractors must take all reasonable steps to ensure they and their employees comply with all pertinent legislation to protect the environment.
- .2 The Janitorial Administrator will provide the Contractor with copies of MARLANT and BCE Environmental Standard Operating Procedures (SOPs) as required.
- .3 All relevant information pertaining to the MARLANT Solid Waste Management Program may be found in Annex A.

1.3 DISPOSAL OF WASTES

- .1 The Contractor will ensure that the disposal of all cleaning waste or by-products is carried out in accordance with all applicable product-specific instructions such as WHMIS.
- .2 The Contractor must not dispose of volatile materials such as mineral spirits, oil or paint thinner into waterways, storm or sanitary sewers.
- .3 The burning or burying of rubbish and/or waste materials on-site is prohibited.
- .4 Disposal of bio-hazardous waste will be carried out in accordance with:
 - .1 CCME-EPC-WM-42E February 1992 - Guidelines for the Management of Biomedical Waste in Canada.

1.4 SPILL RESPONSE

- .1 In the event of a spill of any potentially hazardous materials, the Contractor will proceed as follows:
- .1 Report the spill to the Station Environmental Officer.
 - .2 Notify the Janitorial Administrator for directions on how to proceed; and
 - .3 Initiate clean-up in accordance with MARLANT and BCE Environmental Standard Operating Procedures (SOPs) if it is safe to do so.

PART 2 - PRODUCTS

2.1 NOT USED

- .1 Not used.

PART 3 - EXECUTION

3.1 NOT USED

- .1 Not used.

PART 1 - GENERAL

1.1 GENERAL
REQUIREMENTS

- .1 Only the use of Janitorial Administrator approved materials and equipment will be permitted.
- .2 The Contractor must provide and use equipment of industrial design and quality, performing to typical industry standards and for which replacement parts are readily available.
- .3 The Contractor will deliver copies of Material Safety Data Sheets (MSDS) for all proposed products to the Janitorial Administrator at least seven (7) days prior to the Contract start date.
- .4 The Contractor must have all of the necessary equipment and materials specified in this document in place prior to the Contract start date.

1.2 MANUFACTURER'S
INSTRUCTIONS

- .1 The Contractor will, unless otherwise directed by the Janitorial Administrator, comply with manufacturer's latest printed instructions for materials and equipment use.
- .2 The Contractor will notify the Janitorial Administrator in writing of any conflict between this specification and manufacturer's instructions. The Janitorial Administrator will determine which document is to be followed.

1.3 STORAGE AND
DELIVERY OF
MATERIALS

- .1 Storage will only be in areas approved by the Janitorial Administrator.
- .2 Where space permits, the Janitorial Administrator will provide a central, secure location within the Contract area for the storage of up to one month's supply of cleaning products and replenishment materials.
- .3 Where possible, the Janitorial Administrator will provide sufficient storage areas within the individual buildings for a minimum of one week's supply of cleaning products and replenishment materials.
- .4 The Contractor will ensure that all containers holding products deemed under WHMIS to be hazardous bear correct WHMIS labelling.
- .5 The Contractor will deliver, store and maintain packaged material in accordance with supplier's instructions and with manufacturer's seals and labels intact.

1.3 STORAGE AND
DELIVERY OF
MATERIALS
(Cont'd)

- .6 The Contractor must prevent damage, adulteration and spoiling of cleaning materials during delivery, handling and storage. Rejected material must be immediately removed from the site.
- .7 Entrance doors to cleaning supply storage areas will bear the following items:
 - .1 Correct WHMIS signage, provided by and installed at the expense of the Contractor; and
An up-to-date set of Material Safety Data Sheets permanently affixed to the storage room door.
- .8 The Contractor must keep storage areas clean and free from clutter at all times.
- .9 Storage areas are to be closed and locked when not being immediately used, but must not be closed while persons are inside.

1.4 SUPPLY
REQUIREMENTS

- .1 The Contractor will provide all materials including but not limited to the following:
 - .1 toilet tissue (two ply);
 - .2 hand towel (roll or multi-fold)
 - .3 liquid germicidal / viricidal disinfectants as approved;
 - .4 liquid hand soap;
 - .5 gloves, reusable or disposable, in sizes to fit all staff and comply with sensitivities and allergies (e.g. latex, vinyl, nitrile rubber);
 - .6 heavy duty, clear plastic bags for shredded paper, recyclables, and dry garbage; and
 - .7 sani-bags.
- .2 All material and cleaning supplies must be environmentally friendly / or green.
- .3 The estimated monthly usage of the major supply items is shown below:
Supply Item - Minimum Monthly Requirements
toilet tissue - 880 rolls, two ply household type
paper hand towel - 330 rolls, 8 in x 205 ft per roll
paper hand towel multi-fold - 110 pks
liquid hand soap - 55 litres
hand soap anti-microbial - 22 litres

1.4 SUPPLY
REQUIREMENTS
(Cont'd)

- .4 The Contractor will ensure that all supplies are maintained at appropriate levels in sufficient advance of requirements.
- .5 In the event that actual use exceeds the estimates shown above, the Janitorial Administrator will supply the necessary amount of materials to make up any shortages.
- .6 Salt or urea for steps and landings will be supplied on site by DND.

1.5 EQUIPMENT
REQUIREMENTS

- .1 All equipment will be provided by Contractor as needed and agreed upon by Janitorial Administrator.
 - .1 All equipment will be located and used as directed by Janitorial Administrator.
 - .2 Floor machines must be dual speed capable.
 - .3 All vacuums must be equipped with Hepa filters.
- .2 The following equipment is required for the buildings:
 - .1 **Paddon Bldg:**
 - .1 four (4) 350 RPM floor machines;
 - .2 one (1) low rpm automatic floor scrubber;
 - .3 four (4) vacuums complete with power head and accessories;
 - .4 one (1) wet / dry pickup vacuum with five (5) gallons capacity or higher, to be shared with all buildings.
 - .2 **MFR:**
 - .1 one (1) 350 RPM floor machine; and
 - .2 one (1) vacuum complete with power head and accessories.
 - .3 **Cabot / Boat House:**
 - .1 two (2) 350 RPM floor machines;
 - .2 one (1) automatic floor scrubber;
 - .3 two (2) vacuums complete with power head and accessories.

- | | | |
|--|----|---|
| <u>1.5 EQUIPMENT
REQUIREMENTS
(Cont'd)</u> | .2 | (Cont'd) |
| | .3 | (Cont'd) |
| | .3 | All equipment will be of industrial type and quality, and will be in fully satisfactory operating condition at all times while on site. All equipment must be maintained in like-new appearance. |
| | .4 | The Janitorial Administrator may order the removal from the worksite any unsuitable, unserviceable or unsafe equipment at any time without warning. The Contractor will replace at its own expense any unsuitable, unserviceable or unsafe equipment within twenty-four (24) hours of it becoming unserviceable or being deemed unsuitable. |

PART 2 - PRODUCTS

- | | | |
|--|----|---|
| <u>2.1 STANDARDS /
ACCEPTABILITY</u> | .1 | All cleaning materials such as soaps, detergents, scouring materials, cleaners, waxes and sealers must comply with the Canadian General Standards Board (CGSB) Specifications and must be certified Ecologo or Green Seal. |
| | .2 | The Contractor must use odourless or low-odour, environmentally friendly (fully biodegradable) products free of preservatives where possible for all general purpose cleaning. |
| | .3 | Prior to the Contract start date, the Contractor must submit to the Janitorial Administrator a list of proposed products that includes the following information: <ul style="list-style-type: none">.1 product name and supplier;.2 MSDS;.3 performance, description and test data; and.4 manufacturer's instructions. |
| | .4 | The Contractor will also submit the aforementioned information to the Janitorial Administrator for approval when a change in product is desired or required. |

PART 3 - EXECUTION

- | | | |
|---------------------|----|-----------|
| <u>3.1 NOT USED</u> | .1 | Not used. |
|---------------------|----|-----------|

Annex A – MARLANT Solid Waste Management Program

1.0 Contact:

1.1 For information contact the Janitorial Administrator.

2.0 Desk-Side Units and Office Garbage Containers

2.1 Office personnel are responsible for the correct separation of their own solid waste and its subsequent placement in the appropriate centralized sorting stations located in the hallways.

3.0 Hallway Sorting Stations

3.1 All hallway sorting stations will contain clear bags at all times.

3.2 The hallway sorting stations will be **emptied daily** (sometimes more than once per day) and the entire container (inside and out) will be kept clean at all times by the janitorial staff.

3.3 The contents of the hallway sorting station will be placed into the appropriate waste containers located outside of the buildings.

3.4 Refundables are the property of the Department of National Defence and **will not** be collected for individual gain.

4.0 Compost Containers

4.1 Compost containers will be placed at all lunchrooms and will be emptied daily into the green carts located outside of the buildings (no plastic bags allowed in the green carts).

5.0 Corrugated Cardboard

5.1 Boxes will be broken down by the owner and removed to the centralized hallway sorting stations. The Contractor will remove the broken down boxes from the hallway sorting stations to the recycling container on the outside of the buildings and marked "CARDBOARD".

5.2 The owner will be responsible to remove the styrofoam and other packing materials from the boxes and place into the garbage of the hallway sorting station.

6.0 **Shredding Machines**

- 6.1 Clear bags are to be placed in the shredding machines by the janitorial staff and when full taken to the recycling container on the outside of the buildings marked *"MIXED PAPER"*.

7.0 **Further Instruction**

- 7.1 The Contractor will empty the desk-side and office garbage containers in areas where no hallway sorting stations have been installed. Owner is responsible for the correct separation of the recyclable materials. Where hallway sorting stations are in place, the owner is responsible for the correct separation of their own solid waste and its subsequent placement in the appropriate centralized sorting stations
- 7.2 Contractor staffing is responsible for removing all waste material (garbage, cardboard, mixed paper, refundables and recyclables) **daily** from the hallway centralized sorting stations and placing in the appropriate containers located outside of the buildings.
- 7.3 Contractor staffing is responsible for ensuring that the lids of the garbage, compost and recycling bins are closed after use.

8.0 **Bag Specifications**

- 8.1 Clear, extra strong bags (min 3 mil thickness) will be used for all waste streams.

Annex B – Cleaning Standard

1.0 Minimum Acceptable Appearance Levels (MAAL)

1.1 BCE has committed to provide a high level of service to its customers. These Appearance Levels are the standard against which contract areas will be inspected and assessed. The overall Minimum Acceptable Appearance Level (MAAL) has been established at Level 2.5, a compromise between Levels 2 and 3 representing a clean, tidy environment maintainable through a program of both proactive and reactive maintenance. Medical and Dental clinic areas will be at Level 2. Regardless of the MAAL, clinical areas in CDU's, treatment rooms and all other patient treatment areas as well as washrooms and locker rooms must be maintained at Level 1 at all times.

Appearance Level	Physical Description / Defects
Level 1 - Orderly Spotlessness	<ul style="list-style-type: none"> Floors and base mouldings shine/carpets vacuumed clean; no build-up in corners or along walls. All surfaces clean and no dust, dirt, streaks or marks. Washroom fixtures and tile gleam. Supplies are adequate. Trash containers hold only daily waste, are clean & odour-free. Exterior steps and walkways swept clean; no sign of litter on ground.
Level 2 - Ordinary Tidiness	<ul style="list-style-type: none"> Floors and base mouldings shine/carpets vacuumed clean; no build-up in corners but two days of dust, dirt, and stains may be seen. All vertical and horizontal surfaces are clean but marks, dust and fingerprints noticeable up close. Washroom fixtures and tile gleam & are odour-free. Trash containers hold only daily waste, are clean and odour-free. Exterior steps and walkways swept clean; grounds free of litter.
Level 3 - Casual Inattention	<ul style="list-style-type: none"> Floors are swept/vacuumed clean, but on close observation have stains. A build-up of dirt/floor finish in corners and along walls is visible. Dull spots and/or matted carpet in walking lanes. Streaks & splashes on base moulding. Vertical & horizontal surfaces have obvious dust, dirt, smudges. Trash containers have daily waste but are clean and odour-free. Exterior steps and walkways dusty; some litter may be found on closer inspection.
Level 4 – Moderate Dinginess	<ul style="list-style-type: none"> Floors are swept or vacuumed clean, but dull, dingy and stained. Noticeable build-up of dirt, floor finish, in corners and along walls. Dull path and/or obviously matted carpet in walking lanes. Base moulding is dull, dingy with streaks or splashes. All surfaces have conspicuous dust, dirt, smudges. Trash containers hold old trash. They are stained, marked and smell sour. Noticeable dirt build-up on exterior steps and walkways; obvious litter.
Level 5 – Unkempt Neglect	<ul style="list-style-type: none"> Floors are dull, dirty, dingy. Conspicuous build-up of dirt. Surfaces have major accumulation of dust, dirt. Washroom fixtures and tile have obvious lack of attention. Supplies are depleted. Trash containers over-flowing and smell sour. Exterior steps and walkways encrusted with dirt; litter noticeable all around.

Table 1 – Definition of Appearance Levels

2.0 **Typical Inspection Areas**

2.1 The building areas that will typically be evaluated include but are not limited to the following:

- classrooms
- washrooms
- gym & fitness
- hallways & stairwells
- offices
- lounges
- cafeterias or lunchrooms
- kitchens
- ancillary areas
- exterior and grounds
- laundry rooms
- accommodations

2.2 The areas shown in Annex D - Inspection Report (Contractor Performance Evaluation) are generic in nature. The form may be amended from time to time to facilitate more effective inspections.

Annex C – Cleaning Frequency

1.0 Cleaning Frequency:

a) Dental and Medical Clinic Areas:

(1) Daily:

- 1) sweep floors with microfiber mop;
- 2) wet mop floors with germicidal solution;
- 3) clean washrooms;
- 4) wipe down counters, railings and knobs with a germicidal solution;
- 5) empty refuse containers;
- 6) wipe down seating and tables in waiting areas with germicidal solution and damp cloth;
- 7) first thing in the morning, clean physician offices including removal of garbage;
- 8) spot clean walls and floors as required;
- 9) if installed, empty hallway sorting stations as per Annex A MARLANT Solid Waste Management;
- 10) replenish supplies as required.

(2) Weekly:

- 1) low dusting;
- 2) wipe down refuse containers in waiting areas;
- 3) hallways to be buffed at least weekly and more often in high traffic areas;
- 4) staff change / shower areas to be power scrubbed;
- 5) sweep and wet mop offices floors with germicidal solution.

(3) Monthly:

- 1) high dusting (up to 10 feet).

(4) Yearly:

- 1) strip and refinish floors as determined by Janitorial Administrator.

b) All Other Areas:

(1) Daily:

- 1) sweep hallways / lunchrooms with microfiber mop;
- 2) dust mop / vacuum gym floors twice a week and as required;
- 3) wet mop hallway / lunchrooms floors;
- 4) sweep and wash floors of entrances / lobbies;
- 5) clean both sides of door glass;
- 6) clean washrooms / showers / locker rooms with germicidal solution;
- 7) clean weight rooms and exercise areas;
- 8) sweep and mop elevators three (3) times weekly;
- 9) spot clean elevators including doors inside and outside;
- 10) sweep and mop stairwells three (3) times weekly;
- 11) wipe tables including lunchrooms;
- 12) clean mess areas;
- 13) empty refuse containers;
- 14) spot clean walls and floors as required;
- 15) clean drinking fountains;
- 16) if installed, empty hallway sorting stations as per Annex A MARLANT Solid Waste Management, remove from building and place in appropriate exterior receptacles;
- 17) replenish supplies as required.

(2) Weekly:

- 1) low dusting;
- 2) hallways to be buffed at least weekly and more often in high traffic areas;
- 3) polish elevator doors;
- 4) vacuum and clean elevator's door grooves / tracks;
- 5) vacuum stairwell corners and edges;
- 6) vacuum carpets;
- 7) wipe toilet partitions;
- 8) sweep offices and conference rooms and wet mop floors;
- 9) wash gym floors using a low rpm (<300) automatic scrub machine and in accordance with the athletic vinyl flooring manufacturer's maintenance guidelines; and
- 10) clean Boat House area.


(3) Monthly:

- 1) high dusting (up to 10 feet);
- 2) clean cabins and dormitories after they have been vacated, approximately 4 times per year;
- 3) clean classrooms as required, to be coordinated with facility manager, wipe desks, sweep and wet mop floors.

(4) Yearly:

- 1) strip and refinish floors as determined by Janitorial Administrator;
- 2) steam clean carpets as determined by Janitorial Administrator.

Annex D – Inspection Report(Contractor Performance Evaluation)

	Building Areas											The undersigned Contractor Representative has participated in and concurs with the inspection Avg OAL score. In accordance with Annex B – Cleaning Standard, it is understood that a score that is below the Minimum Acceptable Appearance Level (MAAL) may result in the application of a Non-Compliance (NC) Reduction against the Basic Monthly Building Charge for the building in question. It is understood and agreed that the reduction of any monthly payment by way of NC Reductions will not in any way affect other rights and remedies of the Crown as contained in this contract or in the general conditions referred to herein.			
	Classrooms	Washrooms / Locker Rooms	Hallways & Stairwells	Offices	Lobby / Common Areas	Lounges / Lunchrooms	Elevators	Cafeteria / Kitchen	Ancillary & Janitorial	Gymnasium / Fitness Rooms	Exterior & Grounds				
	Observed Appearance Level (OAL)														
	Item	Bldg											Avg OAL	Inspection Remarks	
	1														
	2														
	3														
	4														
	5														
	6														
	7														
	8														
	9														
10															
11															
12															

Contractor Rep:

Date:

Signature:

Contract Inspector:

Date:

Signature:

Annex E – Sample Invoice

Spiffy-Clean Ltd.

123 Anystreet
St John's, Nfld B9B 9B9
Ph: (XXX) 454-XXXX
Fax: (XXX) 454-YYYY

Note:

Invoice style may vary and other details may be added as needed, but information shown herein is mandatory.

Customer(Bill to):

Accounts Payable
Base Construction Engineering
Maritime Forces Atlantic
PO Box 99000 Stn Forces
Willow Park #7
Halifax, NS B3K 5X5

For Janitorial Services performed under Contract No. **C389 CFS St John's**
during the month of _____ 2015.

Building No. and Name	Basic Monthly Bldg Charge
Paddon Bldg	0.00
MFRC	0.00
HMCS Cabot	0.00
Boat House	0.00
Total Basic Monthly Charges	0.00
HST	
1% Discount	
Total Invoice Amount	
HST Total	



Government
of Canada

Gouvernement
du Canada

RECEIVED

JAN 23 2015

Contract Number / Numéro du contrat

W010C-15-C389

Security Classification / Classification de sécurité

UNCLASSIFIED

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		2. Branch or Directorate / Direction générale ou Direction MARLANT/BCE
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 TO PROVIDE JANITORIAL SERVICES WITHIN CFS ST JOHN'S - Buildings include Paddon Bldg, Military Family Resource Centre (MFRC), HMCS Cabot and Boat House.		
5. a) Will the supplier require access to Controlled Goods? Le fournisseur aura-t-il accès à des marchandises contrôlées?		<input checked="" type="checkbox"/> No Non <input type="checkbox"/> Yes Oui
5. b) Will the supplier require access to unclassified military technical data subject to the provisions of the Technical Data Control Regulations? Le fournisseur aura-t-il accès à des données techniques militaires non classifiées qui sont assujetties aux dispositions du Règlement sur le contrôle des données techniques?		<input checked="" type="checkbox"/> No Non <input type="checkbox"/> Yes Oui
6. Indicate the type of access required / Indiquer le type d'accès requis		
6. a) Will the supplier and its employees require access to PROTECTED and/or CLASSIFIED information or assets? Le fournisseur ainsi que les employés auront-ils accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS? (Specify the level of access using the chart in Question 7. c) (Préciser le niveau d'accès en utilisant le tableau qui se trouve à la question 7. c)		<input checked="" type="checkbox"/> No Non <input type="checkbox"/> Yes Oui
6. b) Will the supplier and its employees (e.g. cleaners, maintenance personnel) require access to restricted access areas? No access to PROTECTED and/or CLASSIFIED information or assets is permitted. Le fournisseur et ses employés (p. ex. nettoyeurs, personnel d'entretien) auront-ils accès à des zones d'accès restreintes? L'accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS n'est pas autorisé.		<input type="checkbox"/> No Non <input checked="" type="checkbox"/> Yes Oui
6. c) Is this a commercial courier or delivery requirement with no overnight storage? S'agit-il d'un contrat de messagerie ou de livraison commerciale sans entreposage de nuit?		<input checked="" type="checkbox"/> No Non <input type="checkbox"/> Yes Oui
7. a) Indicate the type of information that the supplier will be required to access / Indiquer le type d'information auquel le fournisseur devra avoir accès		
Canada <input type="checkbox"/>	NATO / OTAN <input type="checkbox"/>	Foreign / Étranger <input type="checkbox"/>
7. b) Release restrictions / Restrictions relatives à la diffusion		
No release restrictions Aucune restriction relative à la diffusion <input type="checkbox"/>	All NATO countries Tous les pays de l'OTAN <input type="checkbox"/>	No release restrictions Aucune restriction relative à la diffusion <input type="checkbox"/>
Not releasable À ne pas diffuser <input type="checkbox"/>		
Restricted to: / Limité à: Specify country(ies): / Préciser le(s) pays: <input type="checkbox"/>	Restricted to: / Limité à: Specify country(ies): / Préciser le(s) pays: <input type="checkbox"/>	Restricted to: / Limité à: Specify country(ies): / Préciser le(s) pays: <input type="checkbox"/>
7. c) Level of information / Niveau d'information		
PROTECTED A PROTÉGÉ A <input type="checkbox"/>	NATO UNCLASSIFIED NATO NON CLASSIFIÉ <input type="checkbox"/>	PROTECTED A PROTÉGÉ A <input type="checkbox"/>
PROTECTED B PROTÉGÉ B <input type="checkbox"/>	NATO RESTRICTED NATO DIFFUSION RESTREINTE <input type="checkbox"/>	PROTECTED B PROTÉGÉ B <input type="checkbox"/>
PROTECTED C PROTÉGÉ C <input type="checkbox"/>	NATO CONFIDENTIAL NATO CONFIDENTIEL <input type="checkbox"/>	PROTECTED C PROTÉGÉ C <input type="checkbox"/>
CONFIDENTIAL CONFIDENTIEL <input type="checkbox"/>	NATO SECRET NATO SECRET <input type="checkbox"/>	CONFIDENTIAL CONFIDENTIEL <input type="checkbox"/>
SECRET SECRET <input type="checkbox"/>	COSMIC TOP SECRET COSMIC TRÈS SECRET <input type="checkbox"/>	SECRET SECRET <input type="checkbox"/>
TOP SECRET TRÈS SECRET <input type="checkbox"/>		TOP SECRET TRÈS SECRET <input type="checkbox"/>
TOP SECRET (SIGINT) TRÈS SECRET (SIGINT) <input type="checkbox"/>		TOP SECRET (SIGINT) TRÈS SECRET (SIGINT) <input type="checkbox"/>



Government of Canada
Gouvernement du Canada

Contract Number / Numéro du contrat

W010C-15-C389

Security Classification / Classification de sécurité

UNCLASSIFIED

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? ☒ No ☐ Yes
Non Oui

If Yes, indicate the level of sensitivity:

Dans l'affirmative, indiquer le niveau de sensibilité :

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 ☐ Yes
Non 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 : Escort will be provided as required by law site uss security protocols

NOTE: If multiple levels of screenings 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? ☒ No ☐ Yes
Non Oui

If Yes, will unscreened personnel be escorted?

Dans l'affirmative, le personnel en question sera-t-il escorté?

☒ No ☐ Yes
Non 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 son site des renseignements ou des biens PROTÉGÉS et/ou CLASSIFIÉS? ☒ No ☐ Yes
Non 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 ☐ Yes
Non 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 ☐ Yes
Non 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, store 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 ☐ Yes
Non 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 ☐ Yes
Non Oui



Gouvernement
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du Canada

Contract Number / Numéro du contrat
W010C-15-C389

Security Classification / Classification de sécurité
UNCLASSIFIED

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	TOP SECRET	CONFIDENTIAL	TOP SECRET	CONFIDENTIAL	TOP SECRET	CONFIDENTIAL	TOP SECRET	CONFIDENTIAL	TOP SECRET	CONFIDENTIAL	TOP SECRET
Information / Assets Renseignements / Biens Production	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
IT Media / Support TI	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
IT Link / Lien électronique	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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 indiquer qu'il y a des pièces jointes (p. ex. SECRET avec des pièces jointes).



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W010C-C389

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FAST AUTHORIZATION / AUTORISATION RAPIDE

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

Name (print) - Nom (en lettres moulées)
MWO Brian Bennett

Title - Titre
CONTRACTS 200

Signature

Telephone No. - N° de téléphone
902-722-4906

Facsimile No. - N° de télécopieur
902-722-1847

E-mail address - Adresse courriel
brian.bennett@forces.gc.ca

Date
2 Jan 15

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

Name (print) - Nom (en lettres moulées)
Sasha Medjovic

Title - Titre
VCOS DPM PSC 3-3
NPD OCLAS 01

Signature

Telephone No. - N° de téléphone
(613) 949-1066

Facsimile No. - N° de télécopieur

E-mail address - Adresse courriel
SASHA.MEDJOVIC@forces.gc.ca

Date
2015-01-23

15. Are there additional instructions (e.g. Security Guide, Security Classification Guide) attached?

Des instructions supplémentaires (p. ex. Guide de sécurité, Guide de classification de la sécurité) sont-elles jointes?

☐ No ☒ Yes
☐ Non ☒ Oui

16. Procurement Officer / Agent d'approvisionnement

Name (print) - Nom (en lettres moulées)
CHINYE CHUKWUDI

Title - Titre
SUPPLY OFFICER

Signature

Telephone No. - N° de téléphone
902-496-5476

Facsimile No. - N° de télécopieur
902-496-5016

E-mail address - Adresse courriel
Chinnye.Chukwudi@forces.gc.ca

Date
June 19, 2015

17. Contracting Security Authority / Autorité contractuelle

Name (print) - Nom (en lettres moulées)
Kyla Levesque

Title - Titre
Contract
Security Officer

Signature

Telephone No. - N° de téléphone
613-948-7932

Facsimile No. - N° de télécopieur

E-mail address - Adresse courriel
Kyla.levesque2@pwgsc.gc.ca

Date
30/01/2015

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		TO THE CONTRACTOR You are requested to supply the following services in accordance with the terms of the above reference contract. Only services included in the contract shall be supplied against this task. Please advise the undersigned if the completion date cannot be met. Invoices/progress claims shall be prepared in accordance with the instructions set out in the contract. À L'ENTREPRENEUR Vous êtes prié de fournir les services suivants en conformité des termes du contrat mentionné ci-dessus. Seuls les services mentionnés dans le contrat doivent être fournis à l'appui de cette demande. Prière d'aviser le signataire si la livraison ne peut se faire dans les délais prescrits. Les factures doivent être établies selon les instructions énoncées dans le contrat.	
Delivery location – Expédiez à			
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	
		GST/HST TPS/TVH	
		Total	
APPLICABLE ONLY TO PWGSC CONTRACTS: The Contract Authority signature is required when the total value of the DND 626 exceeds the threshold specified in the contract. NE S'APPLIQUE QU'AUX CONTRATS DE TPSGC : La signature de l'autorité contractante est requise lorsque la valeur totale du formulaire DND 626 est supérieure au seuil précisé dans le contrat.			
_____ for the Department of Public Works and Government Services pour le ministère des Travaux publics et services gouvernementaux			

Instructions for completing DND 626 - Task Authorization

Contract no.

Enter the PWGSC contract number in full.

Task no.

Enter the sequential Task number.

Amendment no.

Enter the amendment number when the original Task is amended to change the scope or the value.

Increase/Decrease

Enter the increase or decrease total dollar amount including taxes.

Previous value

Enter the previous total dollar amount including taxes.

To

Name of the contractor.

Delivery location

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

Delivery/Completion date

Completion date for the task.

for the Department of National Defence

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

Services

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

Cost

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

GST/HST

The GST/HST cost as appropriate.

Total

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

Applicable only to PWGSC contracts

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

Note:

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

Instructions pour compléter le formulaire DND 626 - Autorisation des tâches

N° du contrat

Inscrivez le numéro du contrat de TPSGC en entier.

N° de la tâche

Inscrivez le numéro de tâche séquentiel.

N° de la modification

Inscrivez le numéro de modification lorsque la tâche originale est modifiée pour en changer la portée.

Augmentation/Réduction

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

Valeur précédente

Inscrivez le montant total précédent, y compris les taxes.

À

Nom de l'entrepreneur.

Expédiez à

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

Date de livraison/d'achèvement

Date d'achèvement de la tâche.

pour le ministère de la Défense nationale

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

Services

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

Prix

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

TPS/TVH

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

Total

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

Ne s'applique qu'aux contrats de TPSGC

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

Nota :

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