

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

**SOLICITATION AMENDMENT**  
**MODIFICATION DE L'INVITATION**

The referenced document is hereby revised; unless otherwise  
indicated, all other terms and conditions of the Solicitation  
remain the same.

Ce document est par la présente révisé; sauf indication contraire,  
les modalités de l'invitation demeurent les mêmes.

Comments - Commentaires

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

**Issuing Office - Bureau de distribution**  
Public Works and Government Services  
Canada/Réception des soumissions Travaux publics et  
Services gouvernementaux Canada  
Government of Canada Building  
101 - 22nd Street East  
Suite 110  
Saskatoon  
Saskatche  
S7K 0E1

<b>Title - Sujet</b> Cleaning Services CFB Suffield	
<b>Solicitation No. - N° de l'invitation</b> W0142-15X062/A	<b>Amendment No. - N° modif.</b> 001
<b>Client Reference No. - N° de référence du client</b> W0142-15X062	<b>Date</b> 2015-07-16
<b>GETS Reference No. - N° de référence de SEAG</b> PW-\$STN-202-4801	
<b>File No. - N° de dossier</b> STN-5-38003 (202)	<b>CCC No./N° CCC - FMS No./N° VME</b>
<b>Solicitation Closes - L'invitation prend fin</b> <b>at - à 02:00 PM</b> <b>on - le 2015-08-07</b>	
<b>Time Zone</b> Fuseau horaire Central Standard Time CST	
<b>F.O.B. - F.A.B.</b> <b>Plant-Usine:</b> <input type="checkbox"/> <b>Destination:</b> <input checked="" type="checkbox"/> <b>Other-Autre:</b> <input type="checkbox"/>	
<b>Address Enquiries to: - Adresser toutes questions à:</b> Kowal, Meagan	<b>Buyer Id - Id de l'acheteur</b> stn202
<b>Telephone No. - N° de téléphone</b> (306) 241-1169 ( )	<b>FAX No. - N° de FAX</b> (306) 975-5397
<b>Destination - of Goods, Services, and Construction:</b> <b>Destination - des biens, services et construction:</b>	

Instructions: See Herein

Instructions: Voir aux présentes

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

Solicitation No. - N° de l'invitation

W0142-15X062/A

Amd. No. - N° de la modif.

001

Buyer ID - Id de l'acheteur

stn202

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

W0142-15X062

File No. - N° du dossier

STN-5-38003

CCC No./N° CCC - FMS No/ N° VME

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This amendment is being issued to post the french documents



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

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

Proposal To: Public Works and Government  
Services Canada

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

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

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

**Comments - Commentaires**

<b>Title - Sujet</b> Cleaning Services CFB Suffield	
<b>Solicitation No. - N° de l'invitation</b> W0142-15X062/A	<b>Date</b> 2015-07-15
<b>Client Reference No. - N° de référence du client</b> W0142-15X062	
<b>GETS Reference No. - N° de référence de SEAG</b> PW-\$\$TN-202-4801	
<b>File No. - N° de dossier</b> STN-5-38003 (202)	<b>CCC No./N° CCC - FMS No./N° VME</b>
<b>Solicitation Closes - L'invitation prend fin</b> <b>at - à 02:00 PM</b> <b>on - le 2015-08-07</b>	<b>Time Zone</b> Fuseau horaire Central Standard Time CST
<b>F.O.B. - F.A.B.</b> Plant-Usine: <input type="checkbox"/> Destination: <input checked="" type="checkbox"/> Other-Autre: <input type="checkbox"/>	
<b>Address Enquiries to: - Adresser toutes questions à:</b> Kowal, Meagan	<b>Buyer Id - Id de l'acheteur</b> stn202
<b>Telephone No. - N° de téléphone</b> (306) 241-1169 ( )	<b>FAX No. - N° de FAX</b> (306) 975-5397
<b>Destination - of Goods, Services, and Construction:</b> <b>Destination - des biens, services et construction:</b> DEPARTMENT OF NATIONAL DEFENCE RALSTON AB P.O.BOX 6000 MEDICINE HAT Alberta T1A8K8 Canada	

Instructions: See Herein

Instructions: Voir aux présentes

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

<b>Delivery Required - Livraison exigée</b> See Herein	<b>Delivery Offered - Livraison proposée</b>
<b>Vendor/Firm Name and Address</b> <b>Raison sociale et adresse du fournisseur/de l'entrepreneur</b>	
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<b>Signature</b>	<b>Date</b>

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## **PART 1 - GENERAL INFORMATION**

### **1.1 Introduction**

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

- Part 1 General Information: provides a general description of the requirement;
- Part 2 Bidder Instructions: provides the instructions, clauses and conditions applicable to the bid solicitation;
- Part 3 Bid Preparation Instructions: provides bidders with instructions on how to prepare their bid;
- Part 4 Evaluation Procedures and Basis of Selection: indicates how the evaluation will be conducted, the evaluation criteria that must be addressed in the bid, and the basis of selection;
- Part 5 Certifications: includes the certifications to be provided;
- Part 6 Insurance 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, Quality Standards, the Insurance Requirements, the DND 626 Task Authorization Form, the Task Authorization Usage Report form and the Mandatory Technical Criteria.

### **1.2 Summary**

*For the purposes of this procurement, Canada is acting as AGENT for the British Army Training Unit Suffield in accordance with the "Agreement between the government of Canada and the government of The United Kingdom of Great Britain and Northern Ireland on British Armed Forces' Training in Canada" and the "Memorandum of Understanding between The Department of National Defence of Canada and The Ministry of Defence of the United Kingdom of Great Britain and Northern Ireland concerning British Forces Training at Canadian Forces Base Suffield (the MOU)".*

This contract is for the provision of all Labour, Equipment, Materials, Supervision and Expertise to provide a cleaning service for Service Families Accommodation (SFA) for the Department of National Defence, British Army Training Unit (BATUS), Canadian Forces Base Suffield in Ralston, and for all leaseholds in the Medicine Hat and Calgary areas.

The contract will be from November 1, 2015 to October 31, 2016 with two (2), one (1) year option periods.

The requirement is limited to Canadian goods and/or services.

### **1.3 Debriefings**

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

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## PART 2 - BIDDER INSTRUCTIONS

### 2.1 Standard Instructions, Clauses and Conditions.

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

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

The 2003 (2015-07-03) Standard Instructions - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the bid solicitation.

### 2.2 Submission of Bids

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

### 2.3 Former Public Servant

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

#### Definitions

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

- a. an individual;
- b. an individual who has incorporated;
- c. a partnership made of former public servants; or
- d. a sole proprietorship or entity where the affected individual has a controlling or major interest in the entity.

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

"pension" means a pension or annual allowance paid under the *Public Service Superannuation Act* (PSSA), R.S., 1985, c. P-36, and any increases paid pursuant to the *Supplementary Retirement Benefits Act*, R.S., 1985, c. S-24 as it affects the PSSA. It does not include pensions payable pursuant to the

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*Canadian Forces Superannuation Act*, R.S., 1985, c. C-17, the *Defence Services Pension Continuation Act*, 1970, c. D-3, the *Royal Canadian Mounted Police Pension Continuation Act*, 1970, c. R-10, and the *Royal Canadian Mounted Police Superannuation Act*, R.S., 1985, c. R-11, the *Members of Parliament Retiring Allowances Act*, R.S. 1985, c. M-5, and that portion of pension payable to the *Canada Pension Plan Act*, R.S., 1985, c. C-8.

### **Former Public Servant in Receipt of a Pension**

As per the above definitions, is the Bidder a FPS in receipt of a pension? **Yes ( ) No ( )**

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

- a. name of former public servant;
- b. date of termination of employment or retirement from the Public Service.

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

### **Work Force Adjustment Directive**

Is the Bidder a FPS who received a lump sum payment pursuant to the terms of the Work Force Adjustment Directive? **Yes ( ) No ( )**

If so, the Bidder must provide the following information:

- a. name of former public servant;
- b. conditions of the lump sum payment incentive;
- c. date of termination of employment;
- d. amount of lump sum payment;
- e. rate of pay on which lump sum payment is based;
- f. period of lump sum payment including start date, end date and number of weeks;
- g. number and amount (professional fees) of other contracts subject to the restrictions of a work force adjustment program.

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

### **2.4 Enquiries - Bid Solicitation**

All enquiries must be submitted in writing to the Contracting Authority no later than 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 question(s) or may request that the Bidder do so, so that the proprietary nature of the question(s) is eliminated and the enquiry can be answered to all bidders. Enquiries not submitted in a form that can be distributed to all bidders may not be answered by Canada.

### **2.5 Applicable Laws**

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

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

## **2.6 Mandatory Site Visit**

It is mandatory that the Bidder or a representative of the Bidder visit the work site. Arrangements have been made for the site visit to be held at 8 Detrick Avenue, Ralston, AB on July 29<sup>th</sup>, 2015. The site visit will begin at 1:00pm, CST.

Bidders must communicate with the Contracting Authority no later than **July 24<sup>th</sup>, 2015** to confirm attendance and provide the name(s) of the person(s) who will attend. Bidders will be required to sign an attendance sheet. Bidders should confirm in their bid that they have attended the site visit. Bidders who do not attend the mandatory site visit or do not send a representative will not be given an alternative appointment and their bid will be declared non-responsive. Any clarifications or changes to the bid solicitation resulting from the site visit will be included as an amendment to the bid solicitation

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## **PART 3 - BID PREPARATION INSTRUCTIONS**

### **3.1 Bid Preparation Instructions**

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

Section I: Technical Bid (one (1) hard copy)

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

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

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

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

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

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

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

#### **Section I: Technical Bid**

In their technical bid, bidders should demonstrate their understanding of the requirements contained in the bid solicitation and explain how they will meet these requirements. Bidders should demonstrate their capability in a thorough, concise and clear manner for carrying out the work.

The technical bid should address clearly and in sufficient depth the points that are subject to the evaluation criteria against which the bid will be evaluated. Simply repeating the statement contained in the bid solicitation is not sufficient. In order to facilitate the evaluation of the bid, Canada requests that bidders address and present topics in the order of the evaluation criteria under the same headings. To avoid duplication, bidders may refer to different sections of their bids by identifying the specific paragraph and page number where the subject topic has already been addressed.

#### **Section II: Financial Bid**

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

#### **3.1.2 Exchange Rate Fluctuation**

[C3011T](#) (2013-11-06), Exchange Rate Fluctuation

#### **Section III: Certifications**

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Bidders must submit the certifications required under Part 5.

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## **PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION**

### **4.1 Evaluation Procedures**

- (a) Bids will be assessed in accordance with the entire requirement of the bid solicitation including the technical and financial evaluation criteria.
- (b) An evaluation team composed of representatives of Canada will evaluate the bids.

#### **4.1.1 Technical Evaluation**

##### **4.1.1.1 Mandatory Technical Criteria**

- a) Ability to perform the full scope of work as described in Annex A, Statement of Work;
- b) Provision of pricing as detailed in Annex B, Basis of Payment;
- c) Completion and submission of Annex G, Mandatory Technical Evaluation Criteria.
- d) Bidder must attend the mandatory site visit as detailed in Part 2, 2.6

#### **4.1.2 Financial Evaluation**

The estimated usages/year listed herein are for evaluation purposes only and will not form part of any resulting Contract. Actual usage/year may vary from the amounts shown.

The pricing for each items as listed in Annex B – Basis of Payment will be multiplied by their respective estimated usages/year to arrive at a total price per item. The total price for each item will be added together to arrive at the total Evaluated Price, as follows:

##### **Year #1**

(Price for 1a x 10,320) + (Price for 1b x 2,940) + (Price for 2a x 3,480) + (2b x 1,158) + (3a x 170) + (3b x 160) = A

##### **Option Year #1**

(Price for 4d x 10,320) + (Price for 4e x 2,940) + (Price for 5d x 3,480) + (5e x 1,158) + (6d x 170) + (6e x 160) = B

##### **Option Year #2**

(Price for 7g x 10,320) + (Price for 7h x 2,940) + (Price for 8g x 3,480) + (8h x 1,158) + (9g x 170) + (9h x 160) = C

**Total evaluated price = A + B + C**

### **4.2 Basis of Selection**

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

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

## **PART 5 - CERTIFICATIONS**

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

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

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

### **5.1 Certifications Required with the Bid**

Bidders must submit the following duly completed certifications as part of their bid.

#### **5.1.1 Declaration of Convicted Offences**

As applicable, pursuant to subsection Declaration of Convicted Offences of section 01 of the Standard Instructions, the Bidder must provide with its bid, a completed [Declaration Form](#), to be given further consideration in the procurement process.

### **5.2 Certifications Precedent to Contract Award and Additional Information**

The certifications and additional information listed below should be submitted with the bid but may be submitted afterwards. If any of these required certifications or additional information 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 provide the certifications or the additional information listed below within the time frame specified will render the bid non-responsive.

#### **5.2.1 Integrity Provisions – List of Names**

Bidders who are incorporated, including those bidding as a joint venture, must provide a complete list of names of all individuals who are currently directors of the Bidder.

Bidders bidding as sole proprietorship, as well as those bidding as a joint venture, must provide the name of the owner(s).

Bidders bidding as societies, firms or partnerships do not need to provide lists of names.

#### **5.2.2 Federal Contractors Program for Employment Equity - Bid Certification**

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

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

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Client Ref. No. - N° de réf. du client  
W0142-15X062

Amd. No. - N° de la modif.  
File No. - N° du dossier  
STN-5-38003

Buyer ID - Id de l'acheteur  
stn 202  
CCC No./N° CCC - FMS No./N° VME

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## 5.2.3 Additional Certifications Precedent to Contract Award

### 5.2.3.1 Canadian Content Certification (A3056T)

This procurement is limited to Canadian services.

The Bidder certifies that:

( ) the services offered are Canadian services as defined in paragraph 4 of clause [A3050T](#).

For more information on how to determine the Canadian content for a mix of goods, a mix of services or a mix of goods and services, consult [Annex 3.6\(9\)](#), Example 2, of the [Supply Manual](#).

#### 5.2.3.1.1 SACC Manual clause [A3050T](#) (2014-11-27) Canadian Content Definition

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W0142-15X062/A  
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## **PART 6 - INSURANCE REQUIREMENTS**

### **6.1 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.

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

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

### **7.1 Statement of Work**

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

#### **7.1.2 Task Authorization**

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

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

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

1. The CFB Suffield G4 Procurement Staff with Delegated Authority will provide the Contractor with a description of the task using the DND 626, Task Authorization Form
2. The Task Authorization (TA) will contain the details of the activities to be performed, a description of the deliverables, and a schedule indicating completion dates for the major activities or submission dates for the deliverables. The TA will also include the applicable basis (bases) and methods of payment as specified in the Contract.
3. The Contractor must provide the CFB Suffield G4 Procurement Staff with Delegated Authority, within 48 hours of its receipt, the proposed total estimated cost for performing the task and a breakdown of that cost, established in accordance with the Basis of Payment specified in the Contract.
4. The Contractor must not commence work until a TA authorized by the CFB Suffield G4 Procurement Staff with Delegated Authority has been received by the Contractor. The Contractor acknowledges that any work performed before a TA has been received will be done at the Contractor's own risk.

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

The CFB Suffield G4 Procurement Officer may authorize individual task authorizations up to a limit of \$40,000.00 Applicable Taxes included, inclusive of any revisions.

Any task authorization to be issued in excess of that limit must be authorized by the CFB Suffield G4 Procurement Staff with Delegated Authority and the Contracting Authority before issuance.

##### **7.1.2.3 Minimum Work Guarantee - All the Work - Task Authorizations**

1. In this clause,

"Maximum Contract Value" means the amount specified in the "Limitation of Expenditure" clause set out in the Contract; and

"Minimum Contract Value" means **10% of the Maximum Contract Value**

2. Canada's obligation under the Contract is to request Work in the amount of the Minimum Contract Value or, at Canada's option, to pay the Contractor at the end of the Contract in accordance with paragraph 3. In consideration of such obligation, the Contractor agrees to stand in readiness throughout the Contract period to perform the Work described in the Contract. Canada's maximum liability for work performed under the Contract must not exceed the Maximum Contract Value, unless an increase is authorized in writing by the Contracting Authority.
3. In the event that Canada does not request work in the amount of the Minimum Contract Value during the period of the Contract, Canada must pay the Contractor the difference between the Minimum Contract Value and the total cost of the Work requested.
4. Canada will have no obligation to the Contractor under this clause if Canada terminates the Contract in whole or in part for default.

#### **7.1.2.4 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. 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 15 (fifteen) calendar days after the end of the reporting period.

#### **Reporting Requirement- Details**

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

##### **For each authorized task:**

- i. the authorized task number or task revision number(s);
- ii. a title or a brief description of each authorized task;
- iii. the total estimated cost specified in the authorized Task Authorization (TA) of each task, exclusive of Applicable Taxes;
- iv. the total amount, exclusive of Applicable Taxes, expended to date against each authorized task;
- v. the start and completion date for each authorized task; and
- vi. the active status of each authorized task, as applicable.

##### **For all authorized tasks:**

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

### **7.1.2.5 Task Authorization - Department of National Defence**

The administration of the Task Authorization process will be carried out by CFB Suffield G4 Procurement Staff with Delegated Authority process includes monitoring, controlling and reporting on expenditures of the contract with task authorizations to the Contracting Authority

### **7.2 Standard Clauses and Conditions**

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

#### **7.2.1 General Conditions**

[2035](#) (2015-07-03) General Conditions - Higher Complexity - Services apply to and form part of the Contract.

### **7.3 Security Requirements**

**7.3.1** There is no security requirement applicable to this Contract.

### **7.4 Term of Contract**

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

The period of the Contract is from November 1, 2015 to October 31, 2016.

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

The Contractor grants to Canada the irrevocable option to extend the term of the Contract by up to two (2) additional one (1) year period(s) under the same conditions. The Contractor agrees that, during the extended period of the Contract, it will be paid in accordance with the applicable provisions as set out in the Basis of Payment.

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

### **7.5 Authorities**

#### **7.5.1 Contracting Authority**

The Contracting Authority for the Contract is:

Meagan Kowal  
Supply Specialist  
Public Works and Government Services Canada  
Acquisitions Branch - Western Directorate  
Government of Canada Building  
101, 22nd Street East  
Suite 110  
Saskatoon, SK S7K 0E1

Telephone: 306-241-1169  
Facsimile: 306-975-5397  
Email: [Meagan.kowal@pwgsc-tpsgc.gc.ca](mailto:Meagan.kowal@pwgsc-tpsgc.gc.ca)

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W0142-15X062/A  
Client Ref. No. - N° de réf. du client  
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Amd. No. - N° de la modif.  
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STN-5-38003

Buyer ID - Id de l'acheteur  
stn 202  
CCC No./N° CCC - FMS No./N° VME

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

### 7.5.2 Project Authority

The Project Authority for the Contract is:

TBD

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

### 7.5.3 Contractor's Representative (to be completed by bidder)

Name \_\_\_\_\_

Title \_\_\_\_\_

Address \_\_\_\_\_

Telephone: \_\_\_\_\_

Facsimile: \_\_\_\_\_

E-mail address: \_\_\_\_\_

### 7.6 Proactive Disclosure of Contracts with Former Public Servants

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

### 7.7 Payment

#### 7.7.1 Basis of Payment – Firm Prices – Task Authorizations

In consideration of the Contractor satisfactorily completing all of its obligations under the authorized Task Authorization (TA), the Contractor will be paid the firm prices in accordance with the basis of payment, in Annex B, as specified in the authorized TA. Customs duties are included and Applicable Taxes are extra.

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

#### 7.7.2 Limitation of Expenditure - Cumulative Total of all Task Authorizations

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

2. No increase in the total liability of Canada will be authorized or paid to the Contractor unless an increase has been approved, in writing, by the Contracting Authority.
3. The Contractor must notify the Contracting Authority in writing as to the adequacy of this sum:
  - a. when it is 75 percent committed, or
  - b. four (4) months before the contract expiry date, or
  - c. as soon as the Contractor considers that the sum is inadequate for the completion of the Work required in all authorized TAs, inclusive of any revisions, whichever comes first.
4. If the notification is for inadequate contract funds, the Contractor must provide to the Contracting Authority, a written estimate for the additional funds required. Provision of such information by the Contractor does not increase Canada's liability.

### **7.7.3 Single Payment**

SACC Manual clause [H1000C](#) (2008-05-12), Single Payment

### **7.7.4 SACC Manual Clauses**

A9117C (2007-11-30), T1204-Direct Request by Customer Department

### **7.7.5 Time Verification**

C0711C (2008-05-12), Time Verification

### **7.8 Invoicing Instructions**

1. The Contractor must submit invoices in accordance with the section entitled "Invoice Submission" of the general conditions. Invoices cannot be submitted until all work identified in the invoice is completed.
2. Invoices must be distributed as follows:
  - a) The original and one (1) copy must be forwarded to the address shown on page 1 of the Contract for certification and payment.
  - b) One (1) copy must be forwarded to the Contracting Authority identified under the section entitled "Authorities" of the Contract.

### **7.9 Certifications**

#### **7.9.1 Compliance**

The continuous compliance with the certifications provided by the Contractor in its bid and the ongoing cooperation in providing associated information are conditions of the Contract. Certifications are subject to verification by Canada during the entire period of the Contract. If the Contractor does not comply with

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any certification, fails to provide the associated information, or if it is determined that any certification made by the Contractor in its bid is untrue, whether made knowingly or unknowingly, Canada has the right, pursuant to the default provision of the Contract, to terminate the Contract for default.

### **7.9.2 SACC Manual Clauses**

A3060C (2008-05-12), Canadian Content Certification

### **7.10 Applicable Laws**

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

### **7.11 Priority of Documents**

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

- (a) the Articles of Agreement;
- (b) the general conditions [2035](#) (2015-07-03) Higher Complexity – Services;
- (c) Annex A, Statement of Work
- (d) Annex B, Basis of Payment;
- (e) Annex C, Quality Standards
- (f) Annex D, Insurance Requirements;
- (g) the signed Task Authorizations (including all of its annexes, if any);
- (h) the Contractor's bid dated \_\_\_\_\_, TBD

### **7.12 Defence Contract**

A9006C (2012-07-16), Defence Contract

### **7.13 Foreign Nationals (Canadian Contractor**

SACC *Manual* clause [A2000C](#) (2006-06-16) Foreign Nationals (Canadian Contractor)

### **7.14 Insurance Requirements**

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

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

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

### **7.15 Contract Financial Security (E0007C)**

1. The Contractor must provide one of the following contract financial securities within 10 calendar days after the date of contract award:
  - a. a performance bond form [PWGSC-TPSGC 505](#) in the amount of 50% percent of the Contract Price; or
  - d. a security deposit as defined in clause [E0008C](#) in the amount of 20% percent of the Contract Price.

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

2. Security deposits in the form of government guaranteed bonds with coupons attached will be accepted only if all coupons that are unmaturing, at the time the security deposit is provided, are attached to the bonds. The Contractor must provide written instructions concerning the action to be taken with respect to coupons that will mature while the bonds are pledged as security, when such coupons are in excess of the security deposit requirement.
3. If Canada does not receive the required financial security within the specified period, Canada may terminate the Contract for default pursuant to the Contract default provision

**7.15.1** SACC Manual clause E0008C (2014-09-25), Security Deposit Definition - Contract

#### **7.16 Liquidated Damages D0024C**

1. If the Contractor fails to perform the services within the time specified in the Contract, the Contractor agrees to pay to Canada liquidated damages in the amount of \$ 250.00 for each calendar day of delay. The total amount of the liquidated damages must not exceed 10% percent of the contract price.
2. Canada and the Contractor agree that the amount stated above is their best pre-estimate of the loss to Canada in the event of such a failure, and that it is not intended to be, nor is it to be interpreted as, a penalty.
3. Canada will have the right to hold back, drawback, deduct or set off from and against the amounts of any monies owing at any time by Canada to the Contractor, any liquidated damages owing and unpaid under this section.
4. Nothing in this section must be interpreted as limiting the rights and remedies which Canada may otherwise have under the Contract.

#### **7.17 SACC Manual Clauses**

A9062C (2011-05-16), Canadian Forces Site Regulations

## ANNEX A

### STATEMENT OF WORK

#### 1. Objective

For the purposes of this procurement, Canada is acting as AGENT for the British Army Training Unit Suffield in accordance with the "Agreement Between the Government of Canada and The Government of The United Kingdom of Great Britain and Northern Ireland on British Armed Forces' Training in Canada" and the "Memorandum of Understanding Between The Department of National Defence of Canada and The Ministry of Defence of the United Kingdom of Great Britain and Northern Ireland Concerning British Armed Forces Training at Canadian Forces Base Suffield (the "MOU")."

For the provision of all Labour, Equipment, Materials, Supervision and Expertise to provide a cleaning service for Service Families Accommodation (SFA) for the Department of National Defence, British Army Training Unit (BATUS), Canadian Forces Base Suffield in Ralston, and for all leaseholds in the Medicine Hat and Calgary areas.

#### 2. Background

The British Army Training Unit Suffield (BATUS) Quartermaster's department is responsible for the coordination of the requests for the cleaning of Service Families Accommodation (SFA) for British Armed Forces, Civil Servants and their dependants just prior to their arrival in Canada. The families arrive having been assigned from Europe and in many case soldiers have been away on arduous operational tours. In most cases the families have been travelling for two or more days and will be suffering from a degree of 'jet lag' and possibly away from the UK for the first time. Therefore it is imperative that the houses these families move into are presented on time and to the specified standard of cleanliness.

#### 3. Scope

The Contractor is to clean the interior house, external entry doors and windows of a range of family houses to a defined standard, as per the Quality Standards found at Annex C, within a specified time frame. This is to include basement rooms including furnace and laundry areas, the deep cleaning of carpets (unless stated otherwise in the TA) and soft furnishings, all vents and ducting work and ensuring that all rooms are hygienically cleaned. Attic spaces are not required to be cleaned.

#### 4. Security

There are no security implications as the Contractor is not required to enter any Military Establishment. However in the event that a Contractor requiring access to a Military Establishment i.e. for a meeting, then the Contractor will be met at the main gate and escorted to and from that meeting.

#### 5. Tasks

##### 5.1 General Areas (Hallways, Entries, Alcoves etc Not Otherwise Described)

The Contractor must clean, using appropriate cleaning materials, all general areas shown below in conjunction with specific tasks listed for individual rooms/areas.

- a. The Contractor must clean all windows and window frames and other glass surfaces, inside and out and all surfaces are to be left free of smears.

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- b. The Contractor must clean all mosquito screens which are to be removed, cleaned inside and out, removing insect debris and dust.
  - c. The Contractor must clean all blinds, which are to be washed/dusted, and left grease, dust and lint free.
  - d. The Contractor must wash/wipe down all walls which are to be left smear and lint free.
  - e. The Contractor must clean all floors and wet areas with appropriate cleaning material and leave them smear and lint free.
  - f. The Contractor must clean all carpets to the accepted standards as listed in Annex C – Quality Standards, using a minimum of a Cleanco truck mounted, Direct Drive, 4 GPM, 1000 psi steam unit or equivalent. Thus removing any residual particles that could cause an allergic reaction i.e. pet dander.
  - g. Before placing furniture back onto damp carpet, furnishings should be placed on protective pads to prevent furniture from staining carpet.
  - h. The Contractor must clean all vents, ducting and registers, to the accepted standard as listed in Annex C – Quality Standards, using any of the following systems, leaving them dust and lint free.
    - i. **Hand Cleaning Tools** - "Hand cleaning tools" include simple brushes and a number of pneumatic agitation and cleaning devices.
    - ii. **Vacuum Collection Devices** - create negative pressure within the HVAC system, in order to control the spread of contaminants during the cleaning process. There are two main types of vacuum collection devices: (1) Those mounted on trucks or trailers, and (2) portable units.
    - iii. **Compressed Air Sources** - Many tools and devices used for HVAC system cleaning are pneumatically powered, which requires the use of large amounts of pressure supplied directly to the tools. The most common method of supplying this pressure is through the use of an air compressor.
  - i. The Contractor must vacuum all soft furnishings leaving them dust and lint free, ensuring the removal of any particles that could cause an allergic reaction.
  - j. The Contractor must clean all vertical and horizontal wooden surfaces eg door frames, baseboards etc which are to be left grease, dust and lint free.
  - k. The Contractor must clean all light fittings which are to be left free from insect debris, smears and lint.
  - l. The Contractor is to move all non-fixed furniture enabling the cleaning behind and underneath. The items are then to be replaced back to their original position.

## 5.2 Kitchen

- a. The Contractor must clean all counter-tops, leaving surfaces free from grime, grease, smears and lint
- b. The Contractor must clean all drawers, shelves and cabinets, inside and out, leaving them grime, grease, smears and lint free.

- c. The Contractor must clean the stove extractor fan, leaving it free from grime, grease, smears and lint
- d. The Contractor must clean the stove, inside and out, leaving it free from grime, grease, food debris, smears and lint. This is to include any removable trays or drawers. The stove is to be moved and surrounding floors and walls are to be cleaned and left free from grease, smears and lint.
- e. The Contractor must clean the refrigerator inside and out, leaving it free from grime, grease, food debris, smears and lint. This is to include any removable trays or drawers. The refrigerator is to be moved and surrounding floors and walls are to be cleaned and left free from grease, smear and lint
- f. The Contractor must clean extractor vents which are to be left free from grime, grease, dust and lint.
- g. The Contractor must clean all faucets and sinks, which are to be left free from grime, hard water (lime scale), water spots, smears and lint.
- h. The Contractor must clean all electrical appliances, which are to be left free from grime, hard water (lime scale), water spots, smears and lint. This is also to include any food debris.
- i. Within this contract the term 'stove' also covers a separate oven and cooker top if fitted.
- j. The Contractor is to move all non-fixed furniture enabling the cleaning behind and underneath. The items are then to be replaced back to their original position

#### 5.3 Dining Room

- a. The Contractor must clean all furniture which is to be left free from grime, grease, smears and lint.
- b. The Contractor must clean all furniture drawers and shelves inside and out, including drawer/shelf rails.
- c. The Contractor must clean all glass surfaces, which is to be left free from grime, grease, smears and lint.
- d. The Contractor is to move all non-fixed furniture enabling the cleaning behind and underneath. The items are then to be replaced back to their original position

#### 5.4 Living Room

- a. The Contractor must clean all furniture which is to be left free from grime, grease, smears and lint.
- b. The Contractor must clean all furniture drawers and shelves inside and out, including drawer/shelf rails.
- c. The Contractor must clean all glass surfaces, which is to be left free from grime, grease, smears and lint.
- d. The Contractor must clean fireplaces, removing all dust, cobwebs and lint.

- e. The Contractor is to move all non-fixed furniture enabling the cleaning behind and underneath. The items are then to be replaced back to their original position

#### 5.5 Bathroom, showers and toilets

- a. The Contractor must clean all tiled areas, which are to be left free from grime, hard water (lime scale), water spots, smears and lint.
- b. The Contractor must clean all bath, shower and sink areas, including vanity, medicine and storage cabinets, which are to be left free from grime, hard water (lime scale), water spots, smears and lint.
- c. The Contractor must clean all toilets inside and out, front and back, including toilet lid, seat, tank and any piping. These are to be left free from grime, hard water (lime scale), water spots, smears and lint.
- d. The Contractor must clean the extractor vents which are to be left free from grime, dust and lint.
- e. The Contractor must clean all faucets, shower heads and associated piping, which are to be free from grime, hard water (lime scale), water spots, smears and lint.

#### 5.6 Bedrooms

- a. The Contractor must clean all furniture including bed frames, headboards and box springs, which are to be left free from grime, dust, grease, smears and lint.
- b. The Contractor must clean all furniture drawers and shelves inside and out, including drawer/shelf rails.
- c. The Contractor must clean all glass surfaces, which are to be left free from grime, grease, smears and lint.
- d. The Contractor is to move all non-fixed furniture enabling the cleaning behind and underneath. The items are then to be replaced back to their original position

#### 5.7 Laundry Room/Furnace Room

- a. The Contractor must clean washer, dryer and chest freezer exterior and interior, including behind and underneath.
- b. The Contractor must ensure that the washing machine soap dispenser is clear of washing detergent and fabric softener residue.
- c. The Contractor must ensure that the tumble dryer lint filter is free from lint.
- d. The Contractor is to move all non-fixed furniture enabling the cleaning behind and underneath. The items are then to be replaced back to their original position

#### 5.8 Basement General

- a. The Contractor must sweep/vacuum and mop all floors.

- b. The Contractor must remove dust from all horizontal surfaces eg exposed pipe etc.
- c. The Contractor is to move all non-fixed furniture enabling the cleaning behind and underneath. The items are then to be replaced back to their original position

#### 5.9 Exterior of Property

- a. The Contractor must brush and wipe down external doors, door frames and glassed areas, ensuring that they are free from dust, dirt, cobwebs and adhesive marks.

#### 5.10 Garage

- a. The Contractor must sweep the internal garage floor and around any fitted doors and windows, removing dust and cobwebs.

#### 5.11 Attic Space

- a. The Contractor has no requirement to clean attic spaces.

### **6. Constraints**

Below are noted constraints:

#### 6.1 Time:

- a. Days are described as calendar days less Statutory Holiday.
- b. Cleaning will be completed in a maximum of 2 days per house.
- c. Working hours will be between 8 am to 8 pm.

#### 6.2 Access to properties:

- a. Access to all property will be via the Lock Box system or in consultation with the DIO Housing and Estate Manager.

#### 6.3 Location of properties and approximate quantities subject to change within the life of the contract:

- a. Ralston Village – 140 - Average turnover per year - 70 properties
- b. Medicine Hat area – 40 (this quantity could change up or down at short notice) - Average turnover per year - 20properties.
- c. Calgary area- 4 - Average turnover per year- 2 properties.

#### 6.4Travel:

Due to the distances between Ralston Village, the Medicine Hat area and the Calgary area, travel will be inevitable. Any costs incurred are to be borne by the contractor.

#### 6.5Cleaning Products:

Cleaning products must be biodegradable, phosphate-free, odorless, low-odour, low volatile organic compounds (VOC) products for all general-purpose cleaning. All cleaning products used

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must meet the Environmental Choice Program Certification ("Eco-Logo") criteria or equivalent. These products must be supplied at no extra cost.

6.6 Service Providers:

The contractor is responsible to ensure that all services providers are supplied with MSDS Sheets where necessary and that all services providers hold valid WHMIS certifications. As the service providers may change throughout the duration of the contract, the contractor or a representative must be reachable by the HEM if discussions are required.

6.7 In the unlikely event (after being given the minimum amount of notice) a property is not cleaned to the accepted standard by the contractor and a family arrives, the DIO SD Trg (C) will arrange, at the contractors expense, the following until the house has been cleaned to the accepted standard:

- a. Accommodations for the family and any pets in a 3 star(or equivalent) premises in the local area.
- b. Daily subsistence rate of \$81.67 per day, per person for food using 2015-2016 rates (These are British Army issued and can be amended every 6 months. These rates could also change for 2016-2017, 2017-2018, etc).
- c. Reimbursement for these costs will be in accordance with SACC Manual Clause **D0024C** as listed in the contract.

**7. Government Furnished Properties**

- a. A full list of property addresses and postal codes (where applicable) will be issued to the contractor on acceptance of the contract.
- b. Houses in Ralston Village are fitted with a Lock Box. Lock Box Access will be issued to the contractor on acceptance of the contract.
- c. A map of Ralston Village will be issued to the Contractor on acceptance of the contract.
- d. Access into properties in the Medicine Hat and Calgary areas will be supplied by the Technical Authority after consultation with the Contractor.

**8. Deliverables**

- 8.1 On completion of the clean, the contractor is to leave a signed copy of the completed Cleaning Inspection Checklist, included as Appendix A, in the kitchen (specific location to be clarified once contract has been awarded) stating that the service has been carried out to the specified standard.
- 8.2 A certificate stating that the carpets have been cleaned to the described standard (using the machine or equivalent stated in section 5.1 paragraph (f) of this document), will be left with cleaning check sheet.
- 8.3 A certificate stating that the ducting has been cleaned to the described standard (using the machine or equivalent stated in section 5.1 paragraph (g) of this document), will be left with cleaning check sheet.

**8.4 Format of Deliverables**

- 8.4.1 Cleaning Inspection Checklist, included as Appendix A, is used as a check on behalf of the contractor to indicate that the specific tasks have been completed and for the Technical Authority to 'Accept' or 'Reject' the completed task. If a task has not been completed the appropriate remark(s) are to be made and the contractor informed so that the issue with the task can be rectified.
- 8.4.2 The certificates stating the carpets and ducting/vents have been cleaned can be a form, receipt or letter, which must contain the following information as a minimum:
- a. Full address of property that was cleaned.
  - b. Date cleaning took place.
  - c. The work carried out ie: Main floor Lounge, Dining room: First floor Bedrooms 1 and 2 etc: Basement
  - d. Signature and printed name of contractor.

## 9. Acceptance

9.1 The acceptance of a completed clean of a property will use the following procedure:

- a. Contractor completes the Contractor section of Cleaning Inspection Checklist and signs accordingly.
- b. DIO Housing inspects the property and if no deficiencies are found signs DIO HEM section of Cleaning Inspection Checklist and forwards for payment authority.

9.2 However if deficiencies are found:

- a. The DIO Housing Office informs Contractor of deficiencies and they have 24 hours to rectify the problem.
- b. Contractor rectifies deficiencies and informs DIO Housing Office.
- c. DIO Housing Office re-inspects the property and if no issues remain, the Technical Authority signs off the Check List and forwards to payment authority.
- d. If issues remain, the Contractor will be informed by the Technical Authority and will have to carry out serials a. to c. until deficiencies are rectified, In addition, the Technical Authority will inform LPO CFB Suffield, DIO Housing Commandant BATUS. The DIO Housing will be responsible for finding alternative accommodation for the family with all costs being borne by the Contractor until serials a. to c. have been rectified and inspected.
- e. The Technical Authority will then sign the DIO HEM section of Cleaning Inspection Checklist and forwards for payment authority

## 10. Technical Authority:

To be determined

## 11. Meetings

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11.1 The Contractor, along with all of the service providers (cleaning staff), will be required to attend in person, the mandatory Contractor General Safety Brief which is held at CFB Suffield, once a year and within 8 weeks after contract award with the HEM.

## **12. Language**

All meetings, work, including tasks and deliverables, will be completed in the English language, spoken and written.

## **13. Acronyms**

BATUS - British Army Training Unit Suffield

DRDC - Defence Research and Development Centre

GFE - Government Furnished Equipment

SOW - Statement of Work

HEM - Housing and Estate Manager

SFA - Service Families Accommodation

DIO Trg (C) - Defence Infrastructure Training Canada

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**Appendix A**

**CLEANING INSPECTION CHECKLIST**

Address of SFA/SSFA:.....

Date Cleaned: .....

The following have been completed by the contractor and checked by BATUS HEM

<b>Specific Tasks</b>	<b>Completed</b>	<b>Housing Estate Manager's Remarks</b>
<b>General Areas</b>		
All Windows, Window Frames and Glass surfaces inside and out		
All mosquito screens		
All Blinds		
All Walls		
All Carpets (Certificate to be provided)		
All Ducting, Vents and Registers (Certificate to be provided)		
All Soft Furnishings		
All Vertical and Horizontal Wooded Surfaces		
<b>Kitchen</b>		
Counter tops		
All Drawers, Cupboards and Shelves		
Stove Extractor Fan and Filter		
Stove inside and out, underneath, sides, behind, trays, shelves and drawers		
Refrigerator inside, out, underneath, sides, behind, trays, shelves and drawers		
Extractor Vents		
Taps and Sinks		
All kitchen electrical appliances		
<b>Dining Room</b>		
All wooden furniture		
All drawers and shelves		
All glass surfaces inside and out		
<b>Living Room</b>		
All wooden furniture		
All drawers and shelves		
All glass surfaces inside and out		
<b>Bathrooms, Showers and Toilets</b>		

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Tiled areas		
Floor areas		
Bath, Shower and Sinks		
Tap and Showerheads		
Toilet		
Extractor Fan		
<b>Bedrooms</b>		
All wooden furniture		
All drawers and shelves		
All glass surfaces inside and out		
All bed frames, headboards and box springs		
<b>Laundry and Furnace Room(s)</b>		
All white goods interior and exterior		
Washing machine soap dispenser		
Tumble dryer lint filter		
<b>Basement</b>		
Unfinished		
Sweep and mop floors		
All horizontal surfaces dusted		
All carpets vacuumed		
<b>Garage (if applicable)</b>		
Floor swept		
All horizontal surfaces dusted		
All external entrance doors cleaned		

**CONTRACTORS USE ONLY**

Contractor Signature:..... Print Name: .....  
Date:.....

**HOUSING ESTATE MANAGERS USE ONLY**

Damage to Private/DND Property Yes/No Satisfactory/Unsatisfactory Service Yes/No

Signature:..... Print Name:  
.....Date:.....

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**Annex "B"**

**Basis of Payment**

Bidder must quote firm, all inclusive prices, including all materials, equipment and travel needed to perform the work as detailed in Annex A – Statement of Work. All surcharges (if applicable) must be included in the prices quoted herein.

Prices quoted must be exclusive of GST. GST will be added to the invoices as a separate item

Please note: The estimated usage/year listed herein are for evaluation purposes only and will not form part of any resulting Contract.

**Year 1: November 01, 2015 to October 31, 2016**

**1. Ralston Village:**

**a) Scheduled Clean**

This is a clean where more than 1 week notice has been given. A firm price per square meter of floor space for cleaning inclusive of all labour, materiel, expertise, supervision, travel, expenses and costs. Estimate Usage/Year: 10,320 m2

\$\_\_\_\_\_ / FFP M<sup>2</sup>

**b) Short Notice or a Re-Scheduled Clean**

This is a clean were less than 1 week notice is given. A firm price per square meter of floor space for cleaning inclusive of all labour, materiel, expertise, supervision, travel, expenses and costs. Estimate Usage/Year: 2,940 m2

\$\_\_\_\_\_ / FFP M<sup>2</sup>

**c) When a Task Authorization (TA) specifically details that carpet cleaning is not required (eg. new carpet was installed) the following discount will be applied to the invoice associated with the TA:**

\_\_\_\_\_ %

**2. Medicine Hat Area:**

**a) Scheduled Clean**

This is a clean where more than 1 week notice has been given. A firm price per square meter of floor space for cleaning inclusive of all labour, materiel, expertise, supervision, travel, expenses and costs. Estimate Usage/Year: 3,480 m2

\$\_\_\_\_\_ / FFP M<sup>2</sup>

**b) Short Notice or a Re-Scheduled Clean**

This is a clean were less than 1 week notice is given. A firm price per square meter of floor space for cleaning inclusive of all labour, materiel, expertise, supervision, travel, expenses and costs. Estimate Usage/Year: 1,158 m2

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\$ \_\_\_\_\_ / FFP M<sup>2</sup>

- c) When a Task Authorization (TA) specifically details that carpet cleaning is not required (eg. new carpet was installed) the following discount will be applied to the invoice associated with the TA:

\_\_\_\_\_ %

### 3. Calgary Area:

a) **Scheduled Clean**

This is a clean where more than 1 week notice has been given. A firm price per square meter of floor space for cleaning inclusive of all labour, materiel, expertise, supervision, travel, expenses and costs. Estimate Usage/Year: 170 m2

\$ \_\_\_\_\_ / FFP M<sup>2</sup>

b) **Short Notice or a Re-Scheduled Clean**

This is a clean were less than 1 week notice is given. A firm price per square meter of floor space for cleaning inclusive of all labour, materiel, expertise, supervision, travel, expenses and costs. Estimate Usage/Year: 160 m2

\$ \_\_\_\_\_ / FFP M<sup>2</sup>

- c) When a Task Authorization (TA) specifically details that carpet cleaning is not required (eg. new carpet was installed) the following discount will be applied to the invoice associated with the TA:

\_\_\_\_\_ %

### **Option Year 1: November 01, 2016 to October 31, 2017**

### 4. Ralston Village:

d) **Scheduled Clean**

This is a clean where more than 1 week notice has been given. A firm price per square meter of floor space for cleaning inclusive of all labour, materiel, expertise, supervision, travel, expenses and costs. Estimate Usage/Year: 10,320 m2

\$ \_\_\_\_\_ / FFP M<sup>2</sup>

e) **Short Notice or a Re-Scheduled Clean**

This is a clean were less than 1 week notice is given. A firm price per square meter of floor space for cleaning inclusive of all labour, materiel, expertise, supervision, travel, expenses and costs. Estimate Usage/Year: 2,940 m2

\$ \_\_\_\_\_ / FFP M<sup>2</sup>

- f) When a Task Authorization (TA) specifically details that carpet cleaning is not required (eg. new carpet was installed) the following discount will be applied to the invoice associated with the TA:

\_\_\_\_\_ %

**5. Medicine Hat Area:**

**d) Scheduled Clean**

This is a clean where more than 1 week notice has been given. A firm price per square meter of floor space for cleaning inclusive of all labour, materiel, expertise, supervision, travel, expenses and costs. Estimate Usage/Year: 3,480 m2

\$ \_\_\_\_\_ / FFP M<sup>2</sup>

**e) Short Notice or a Re-Scheduled Clean**

This is a clean were less than 1 week notice is given. A firm price per square meter of floor space for cleaning inclusive of all labour, materiel, expertise, supervision, travel, expenses and costs. Estimate Usage/Year: 1,158 m2

\$ \_\_\_\_\_ / FFP M<sup>2</sup>

- f)** When a Task Authorization (TA) specifically details that carpet cleaning is not required (eg. new carpet was installed) the following discount will be applied to the invoice associated with the TA:

\_\_\_\_\_ %

**6. Calgary Area:**

**d) Scheduled Clean**

This is a clean where more than 1 week notice has been given. A firm price per square meter of floor space for cleaning inclusive of all labour, materiel, expertise, supervision, travel, expenses and costs. Estimate Usage/Year: 170 m2

\$ \_\_\_\_\_ / FFP M<sup>2</sup>

**e) Short Notice or a Re-Scheduled Clean**

This is a clean were less than 1 week notice is given. A firm price per square meter of floor space for cleaning inclusive of all labour, materiel, expertise, supervision, travel, expenses and costs. Estimate Usage/Year: 160 m2

\$ \_\_\_\_\_ / FFP M<sup>2</sup>

- f)** When a Task Authorization (TA) specifically details that carpet cleaning is not required (eg. new carpet was installed) the following discount will be applied to the invoice associated with the TA:

\_\_\_\_\_ %

**Option Year 2: November 01, 2017 to October 31, 2018**

**7. Ralston Village:**

**g) Scheduled Clean**

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This is a clean where more than 1 week notice has been given. A firm price per square meter of floor space for cleaning inclusive of all labour, materiel, expertise, supervision, travel, expenses and costs. Estimate Usage/Year: 10,320 m2

\$\_\_\_\_\_ / FFP M<sup>2</sup>

**h) Short Notice or a Re-Scheduled Clean**

This is a clean where less than 1 week notice is given. A firm price per square meter of floor space for cleaning inclusive of all labour, materiel, expertise, supervision, travel, expenses and costs. Estimate Usage/Year: 2,940 m2

\$\_\_\_\_\_ / FFP M<sup>2</sup>

- i) When a Task Authorization (TA) specifically details that carpet cleaning is not required (eg. new carpet was installed) the following discount will be applied to the invoice associated with the TA:

\_\_\_\_\_ %

**8. Medicine Hat Area:**

**g) Scheduled Clean**

This is a clean where more than 1 week notice has been given. A firm price per square meter of floor space for cleaning inclusive of all labour, materiel, expertise, supervision, travel, expenses and costs. Estimate Usage/Year: 3,480 m2

\$\_\_\_\_\_ / FFP M<sup>2</sup>

**h) Short Notice or a Re-Scheduled Clean**

This is a clean where less than 1 week notice is given. A firm price per square meter of floor space for cleaning inclusive of all labour, materiel, expertise, supervision, travel, expenses and costs. Estimate Usage/Year: 1,158 m2

\$\_\_\_\_\_ / FFP M<sup>2</sup>

- i) When a Task Authorization (TA) specifically details that carpet cleaning is not required (eg. new carpet was installed) the following discount will be applied to the invoice associated with the TA:

\_\_\_\_\_ %

**9. Calgary Area:**

**g) Scheduled Clean**

This is a clean where more than 1 week notice has been given. A firm price per square meter of floor space for cleaning inclusive of all labour, materiel, expertise, supervision, travel, expenses and costs. Estimate Usage/Year: 170 m2

\$\_\_\_\_\_ / FFP M<sup>2</sup>

**h) Short Notice or a Re-Scheduled Clean**

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This is a clean were less than 1 week notice is given. A firm price per square meter of floor space for cleaning inclusive of all labour, materiel, expertise, supervision, travel, expenses and costs. Estimate Usage/Year: 160 m2

\$\_\_\_\_\_ / FFP M<sup>2</sup>

- i) When a Task Authorization (TA) specifically details that carpet cleaning is not required (eg. new carpet was installed) the following discount will be applied to the invoice associated with the TA:  
\_\_\_\_\_ %

**NOTE:**

**Location of Properties and approximate quantities subject to change within the life of the contract:**

Ralston Village – 140 - Average turnover per year - 70 properties

Medicine Hat area – 40 (this quantity could change up or down at short notice) - Average turnover per year – 20 properties

Calgary area – 4 - Average turnover per year - 2 properties

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## ANNEX "C"

### Quality Standards

#### Definition of Terms and Quality Standards:

The Definition of Terms and Quality Standards described must be strictly adhered to. All inspections made by the Departmental Representative will be rated according to these Quality Standards.

#### 1 Definition of Terms:

##### Routine Cleaning

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

##### Scheduled Operations

Cleaning operations which are specified to be performed less frequently than monthly such as every two months, three times a year, quarterly, semi-annually or annually

##### Project Cleaning

Cleaning operations which are specified to be performed only when ordered by the Departmental Representative.

##### Flight of Stairs

Includes steps and risers situated between two floor levels including landing(s)

##### Materials

Materials consist of items such as toilet tissue, paper hand towels, hand soap, deodorant blocks, plastic bags and sani-bags, as required for the performance of the work, in addition to the supplies necessary for the physical cleaning of the building(s).

##### Trash

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

##### High Traffic Areas ( includes)

Entrance lobbies, elevator lobbies, corridors and traffic aisles in open office and laboratory areas.

#### 2 Quality Standards:

##### (a) Cleaning: General

- i) All surfaces and objects specified in the contract shall be free of dust, stains, spills, debris and soil immediately after cleaning operation.
- ii) Machinery and equipment shall not block a passageway, or present a trip hazard.
- iii) Where required, caution signs shall be placed adjacent to the affected area on all approaches.
- iv) Furnishings moved by cleaners shall be relocated to their original location.

##### (b) Spot Cleaning

- i) All affected areas shall be clear of stains, streaks and soil.
- ii) All over-spray from spray applicators shall be wiped clean from all surfaces.

- (c) Sweeping:
- i) All Floor areas including open areas and flooring around furniture legs and into corners shall be free of dirt and litter.
- (d) Hosing
- i) All areas are clean of dirt, mud and debris with no water ponding.
  - ii) Equipment is removed and stored immediately after use.
- (e) Dust Mopping
- i) All Floor areas including open areas and flooring around furniture legs and into corners shall be free of debris and dust film.
- (f) Damp Mopping
- i) Floor areas including open areas and flooring around furniture legs and into corners shall be clean and free of surface stains, soil, mop streaks, loose mop strands and water spotting.
  - ii) Walls, baseboards and other surfaces shall be free of splash marks.
  - iii) Start with clean water and mop.
  - iv) Sweep or dry mop immediately before damp mopping.
- (g) Wash Floors
- i) All standards outlined in paragraph Damp Mopping shall apply.
  - ii) Surfaces are rinsed free of cleaning solution.
  - iii) All areas shall be free of dirt, stains, splashing, cleaning chemical and water accumulations as well as scuff marks.
- (h) Machine Scrub
- i) All areas shall be free of dirt, stains, scuff marks, splashing, cleaning chemical and water accumulations.
  - ii) Corners and other areas not accessible to a floor scrubber shall be scrubbed.
- (i) Spray Buffing
- i) All areas shall present an overall appearance of cleanliness, have a bright shine through out and be free of debris and dust.
  - ii) Spills, scuffs and stains shall be removed prior to spray buffing.
- (j) Scrub and Refinish
- i) Apply all performance standards as with "Machine Scrubbing".
  - ii) Apply one coat of finish compatible with existing.
  - iii) All areas present an overall appearance of cleanliness free of scuffs and stains, have a bright shine and be free of debris and dust.
- (k) Strip and Refinish
- i) Apply all performance standards as with Scrub and Refinish
  - ii) All old finish is removed and all residual stripper chemical cleaned away.

- 
- iii) All areas shall be clean and clear of all stains, blemishes and dirt, and have a consistent shine free of scrapes and marks.
  - iv) New finish covers all portions of the floors.
  - v) Refinish to include 2 coats of finishing material ( wax, etc.)
- (l) Vacuuming
- i) All carpet surfaces shall present an overall appearance of cleanliness and shall be free of visible dust, dirt and grit.
  - ii) A power head shall be used. Vacuums must be 2 motor design (1 for suction, 1 for powerhead).
- (m) Stain Removal
- i) All carpets, walk-away mats and upholstered furniture shall have no visible stains or discoloration after stain removal operation.
  - ii) Where stain removal involves wetting of a hard surface floor, caution signs shall be positioned.
- (n) Hot Water Extraction
- i) All carpets, walk-away mats and upholstered furniture shall be clean and free of accumulated dust and dirt and stain.
  - ii) Areas shall be cleaned to walls and corners.
- (o) Damp Wiping
- i) Surfaces shall be free of dust, stains, streaks and water spotting.
  - ii) Wiping cloths shall be rinsed frequently and free of stains and odours. Feather dusters are not acceptable.
- (p) Glass and Mirror Cleaning
- i) All glass shall be clean on both sides and free of streaks and finger marks.
  - ii) Adjacent areas including frames, casing and ledges shall be free of water spotting, splash marks and streaks.
- (q) High dusting
- i) All surfaces shall be free of dust.
  - ii) Either Damp rag wiping or vacuuming shall be specified by Technical Authority
  - iii) Dust contained and prevented from floating freely in the air during operation.
- (r) Clean and Disinfect
- i) Technical Authority approved, commercial disinfectant cleaner shall be used.
  - ii) Manufacturer's instructions shall be followed for best results.
  - iii) All affected surfaces shall be rinsed clean of residual disinfectant.

## ANNEX D"

### INSURANCE REQUIREMENTS

#### 1. Commercial General Liability Insurance

1. The Contractor must obtain Commercial General Liability Insurance, and maintain it in force throughout the duration of the Contract, in an amount usual for a contract of this nature, but for not less than \$2,000,000 per accident or occurrence and in the annual aggregate.
2. The Commercial General Liability policy must include the following:
  - a. Additional Insured: Canada is added as an additional insured, but only with respect to liability arising out of the Contractor's performance of the Contract. The interest of Canada should read as follows: Canada, as represented by Public Works and Government Services Canada.
  - b. Bodily Injury and Property Damage to third parties arising out of the operations of the Contractor.
  - c. Products and Completed Operations: Coverage for bodily injury or property damage arising out of goods or products manufactured, sold, handled, or distributed by the Contractor and/or arising out of operations that have been completed by the Contractor.
  - d. Personal Injury: While not limited to, the coverage must include Violation of Privacy, Libel and Slander, False Arrest, Detention or Imprisonment and Defamation of Character.
  - e. Cross Liability/Separation of Insureds: Without increasing the limit of liability, the policy must protect all insured parties to the full extent of coverage provided. Further, the policy must apply to each Insured in the same manner and to the same extent as if a separate policy had been issued to each.
  - f. Blanket Contractual Liability: The policy must, on a blanket basis or by specific reference to the Contract, extend to assumed liabilities with respect to contractual provisions.
  - g. Employees and, if applicable, Volunteers must be included as Additional Insured.
  - h. Employers' Liability (or confirmation that all employees are covered by Worker's compensation (WSIB) or similar program)
  - i. Broad Form Property Damage including Completed Operations: Expands the Property Damage coverage to include certain losses that would otherwise be excluded by the standard care, custody or control exclusion found in a standard policy.
  - j. Notice of Cancellation: The Insurer will endeavour to provide the Contracting Authority thirty (30) days written notice of policy cancellation.
  - k. If the policy is written on a claims-made basis, coverage must be in place for a period of at least 12 months after the completion or termination of the Contract.
  - l. Owners' or Contractors' Protective Liability: Covers the damages that the Contractor becomes legally obligated to pay arising out of the operations of a subcontractor.
  - m. Litigation Rights: Pursuant to subsection 5(d) of the [Department of Justice Act](#), S.C. 1993, c. J-2, s.1, if a suit is instituted for or against Canada which the Insurer would, but for this clause, have the right to pursue or defend on behalf of Canada as an Additional Named Insured under the insurance policy, the Insurer must promptly contact the Attorney General of Canada to agree on the legal strategies by sending a letter, by registered mail or by courier, with an acknowledgement of receipt.

**For the province of Quebec, send to:**

*Director Business Law Directorate,  
Quebec Regional Office (Ottawa),  
Department of Justice,*

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*284 Wellington Street, Room SAT-6042,  
Ottawa, Ontario, K1A 0H8*

**For other provinces and territories, send to:**

*Senior General Counsel,  
Civil Litigation Section,  
Department of Justice  
234 Wellington Street, East Tower  
Ottawa, Ontario K1A 0H8*

A copy of the letter must be sent to the Contracting Authority. Canada reserves the right to co-defend any action brought against Canada. All expenses incurred by Canada to co-defend such actions will be at Canada's expense. If Canada decides to co-defend any action brought against it, and Canada does not agree to a proposed settlement agreed to by the Contractor's insurer and the plaintiff(s) that would result in the settlement or dismissal of the action against Canada, then Canada will be responsible to the Contractor's insurer for any difference between the proposed settlement amount and the amount finally awarded or paid to the plaintiffs (inclusive of costs and interest) on behalf of Canada.

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**ANNEX "E"**

**DND 626 TASK AUTHORIZATION FORM**

*(Attached as pdf)*



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**ANNEX G**

**Mandatory Technical Criteria**

The bid must meet ALL the mandatory technical criteria specified below. The Bidder must provide the necessary documentation to support compliance with this requirement.

\*Where the bidder is asked to “certify”, the bidder must sign on the line provided under each item

Bids which fail to meet ALL the mandatory technical criteria specified below and are not certified by the bidder, will be declared non-responsive. Each mandatory technical criterion should be addressed separately.

Item	Description
1.	The Bidder must certify that all services providers will hold a valid WHMIS certification throughout the life of the contract  _____
2.	The Bidder must certify that MSDS sheets will be made available to the services providers were necessary  _____
3.	The Bidder must certify that the quality of services provided will be as per the Quality Standards found at Annex C  _____
4.	The Bidder must certify that they will submit the Contract Financial Security, should a Contract be awarded, as per Part 7, #7.15  _____

5.	The Bidder must have a minimum of 2 years experience providing similar services to those described in the Statement of Work of this solicitation.	
<b>Project/Contract Reference #1</b>		
<b>Name of client organization or company</b>		
<b>Project Title:</b>		
<b>Approximate size in square meters of the cleanable area of the project or contract</b>		_____ sq. M
<b>Location/site of the project or contract</b>		
<b>Value of the contract or project</b>		\$ _____
<b>Performance period of the project or contract (indicate month and year)</b>		From: Month: _____ Year: _____  To: Month: _____ Year: _____
<b>Description of Project or Contract:</b>		
<hr/>		