

**RETURN BIDS TO:**  
**RETOURNER LES SOUMISSIONS À:**  
**Bid Receiving**  
**PWGSC**  
**33 City Centre Drive**  
**Suite 480C**  
**Mississauga**  
**Ontario**  
**L5B 2N5**  
**Bid Fax: (905) 615-2095**

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

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

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

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

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

**Comments - Commentaires**

<b>Title - Sujet</b> Janitorial Services	
<b>Solicitation No. - N° de l'invitation</b> KW405-141665/A	<b>Date</b> 2015-07-16
<b>Client Reference No. - N° de référence du client</b> KW405-141665	
<b>GETS Reference No. - N° de référence de SEAG</b> PW-\$TOR-215-6889	
<b>File No. - N° de dossier</b> TOR-5-38017 (215)	<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 2015-08-26</b>	<b>Time Zone</b> <b>Fuseau horaire</b> Eastern Daylight Saving Time EDT
<b>F.O.B. - F.A.B.</b> <b>Plant-Usine:</b> <input type="checkbox"/> <b>Destination:</b> <input type="checkbox"/> <b>Other-Autre:</b> <input type="checkbox"/>	
<b>Address Enquiries to: - Adresser toutes questions à:</b> Lopez, Maria	<b>Buyer Id - Id de l'acheteur</b> tor215
<b>Telephone No. - N° de téléphone</b> (905) 615-2071 ( )	<b>FAX No. - N° de FAX</b> (905) 615-2060
<b>Destination - of Goods, Services, and Construction:</b> <b>Destination - des biens, services et construction:</b> DEPARTMENT OF THE ENVIRONMENT 867 Lakeshore Road Burlington Ontario L7R4A6 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>	
<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>

**Issuing Office - Bureau de distribution**  
Public Works and Government Services Canada  
Ontario Region  
33 City Centre Drive  
Suite 480  
Mississauga  
Ontario  
L5B 2N5

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## **PART 1 - GENERAL INFORMATION**

### **1.1 Introduction**

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

- Part 1 General Information: provides a general description of the requirement;
- Part 2 Bidder Instructions: provides the instructions, clauses and conditions applicable to the bid solicitation;
- Part 3 Bid Preparation Instructions: provides bidders with instructions on how to prepare their bid;
- Part 4 Evaluation Procedures and Basis of Selection: indicates how the evaluation will be conducted, the evaluation criteria that must be addressed in the bid, and the basis of selection;
- Part 5 Certifications: includes the certifications to be provided; and
- Part 6 Resulting Contract Clauses: includes the clauses and conditions that will apply to any resulting contract.

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

### **1.2 Summary**

To provide janitorial services including all labour, materials, equipment, tools, transportation and supervision necessary for the Environment of Canada, 867 Lakeshore Blvd., Burlington, Ontario as detailed in the Statement of Work (attached hereto as Annex A). The period of the Contract is for three years from contract award with Canada retaining an irrevocable option to extend the Contract for an additional two (2) consecutive one (1) year periods. Work shall be completed in accordance with the Statement of Work and terms and conditions specified herein.

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

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

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

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

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### 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) (<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.

"Subsection 3 of Section 01, Integrity Provisions - Bid of Standard Instructions [2003](#) incorporated by reference above is deleted in its entirety and replaced with the following:

### 3. List of Names

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

Subsection 5.4 of [2003](#), Standard Instructions - Goods or Services - Competitive Requirements, is amended as follows:

Delete: 60 days

Insert: 120 days

#### 2.1.1 SACC Manual Clauses

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

### 2.2 Submission of Bids

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

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

### 2.3 Former Public Servant

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

## Definitions

For the purposes of this clause, "former public servant" is any former member of a department as defined in the [Financial Administration Act](#), R.S., 1985, c. F-11, a former member of the Canadian

Armed Forces or a former member of the Royal Canadian Mounted Police. A former public servant may be:

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

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

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

## Former Public Servant in Receipt of a Pension

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

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

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

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

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## Work Force Adjustment Directive

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

If so, the Bidder must provide the following information:

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

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

### 2.4 Enquiries - Bid Solicitation

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

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

### 2.5 Applicable Laws

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

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 Environment Canada, 867 Lakeshore Blvd. Burlington on August 11, 2015. The site visit will begin at 10:30 a.m..

Bidders must communicate with the Contracting Authority no later than 7 August 2015, 02:00 p.m. to confirm attendance and provide the name(s) of the person(s) who will attend. Bidders will be required to sign an attendance sheet. Bidders should confirm in their bid that they have attended the site visit. Bidders who do not attend the mandatory site visit or do not send a representative will not be given an alternative appointment and their bid will be declared non-responsive. Any clarifications or changes to the bid solicitation resulting from the site visit will be included as an amendment to the bid solicitation

## PART 3 - BID PREPARATION INSTRUCTIONS

### 3.1 Bid Preparation Instructions

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

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

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

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

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

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

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

#### Section I: Technical Bid

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

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

#### Section II: Financial Bid



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

3.1.2 Exchange Rate Fluctuation

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

3.1.3 SACC Manual Clauses

Section III: Certifications

Bidders must submit the certifications required under Part 5.

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

4.1 Evaluation Procedures

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

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

4.1.1 Technical Evaluation

Point rated technical evaluation criteria are included in Annex F.

4.1.2 Financial Evaluation

4.1.2.1 Mandatory Financial Criteria

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

4.2 Basis of Selection

4.2.1 Basis of Selection – Minimum Point Rating

1. To be declared responsive, a bid must:

- a. comply with all the requirements of the bid solicitation;
- b. meet all mandatory criteria; and
- c. obtain the required minimum points for the technical evaluation which are subject to point rating.

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

#### PART 5 – CERTIFICATIONS AND ADDITIONAL INFORMATION

Bidders must provide the required certifications and additional 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 if any certification made by the Bidder is found

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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 will 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](http://www.tpsgc-pwgsc.gc.ca/ci-if/formulaire-form-eng.html) (<http://www.tpsgc-pwgsc.gc.ca/ci-if/formulaire-form-eng.html>), 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](http://www.labour.gc.ca/eng/standards_equity/eq/emp/fcp/list/inelig.shtml)" list ([http://www.labour.gc.ca/eng/standards\\_equity/eq/emp/fcp/list/inelig.shtml](http://www.labour.gc.ca/eng/standards_equity/eq/emp/fcp/list/inelig.shtml)) available from [Employment and Social Development Canada \(ESDC\) - Labour's](#) website.

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

##### 5.2.3 Status and Availability of Resources

The Bidder certifies that, should it be awarded a contract as a result of the bid solicitation, every individual proposed in its bid will be available to perform the Work as required by Canada's representatives and at the time specified in the bid solicitation or agreed to with Canada's representatives. If for reasons beyond its control, the Bidder is unable to provide the services of an individual named in its bid, the Bidder may propose a substitute with similar qualifications and experience. The Bidder must advise the Contracting Authority of the reason for the substitution and provide the name, qualifications and experience of the

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proposed replacement. For the purposes of this clause, only the following reasons will be considered as beyond the control of the Bidder: death, sickness, maternity and parental leave, retirement, resignation, dismissal for cause or termination of an agreement for default.

If the Bidder has proposed any individual who is not an employee of the Bidder, the Bidder certifies that

it has the permission from that individual to propose his/her services in relation to the Work to be performed and to submit his/her résumé to Canada. The Bidder must, upon request from the Contracting Authority, provide a written confirmation, signed by the individual, of the permission given to the Bidder and of his/her availability. Failure to comply with the request may result in the bid being declared non-responsive.

#### 5.2.4 Education and Experience

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

#### 5.25 Financial Capability

SACC Manual clause [A9033T](#) (2012-07-16) Financial Capability

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## PART 6 - RESULTING CONTRACT CLAUSES

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

### 6.1 Statement of Work

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

#### 6.1.1 Task Authorization

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

##### 6.1.1.1 Task Authorization Process

1. The Site Authority will provide the Contractor with a description of the task using the Task Authorization Form" specified in Annex G .
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 Site Authority, within 2 calendar days of its receipt, the proposed total estimated cost for performing the task and a breakdown of that cost, established in accordance with the Basis of Payment specified in the Contract.

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

#### 6.1.1.2 Task Authorization Limit

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

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

#### 6.1.1.3 Canada's Obligation – Portion of the Work – Task Authorizations

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

#### 6.1.1.4 Periodic Usage Reports - Contracts with Task Authorizations

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

The Contractor must provide this data in accordance with the reporting requirements detailed below or in Annex "H". 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 10 calendar days after the end of the reporting period.

#### Reporting Requirement- Details

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

For each authorized task:

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

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

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For all authorized tasks:

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

#### 6.1.1.5 Task Authorization – Environment Canada

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

### 6.2 Standard Clauses and Conditions

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

#### 6.2.1 General Conditions

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

### 6.3 Security Requirements

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.

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

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 E;
  - (b) Industrial Security Manual (Latest Edition).

#### 6.4.1 Period of the Contract

The period of the Contract is from contract award for three (3) years – day-month 2015 to day-month 2018 inclusive.

#### 6.4.2 Option to Extend the Contract

The Contractor grants to Canada the irrevocable option to extend the term of the Contract by up to two (2) additional one (1) year period(s) under the same conditions. The Contractor agrees that, during the

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extended period of the Contract, it will be paid in accordance with the applicable provisions as set out in the Basis of Payment.

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

## 6.5 Authorities

### 6.5.1 Contracting Authority

The Contracting Authority for the Contract is:

Maria Lopez  
Supply Team Leader  
Public Works and Government Services Canada  
Ontario Region  
Acquisitions Section  
Suite 480C-33 City Centre Drive  
Mississauga, ON L 5 B 2 N 5

Telephone: (905) 615 2071 Facsimile: (905) 615 - 2060  
E-mail address: maria.lopez@pwgsc-tpsgc.gc.ca

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

### 6.5.2 Site Authority

The Site Authority for the Contract is: TBD

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

### 6.5.3 Contractor's Representative

Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Telephone: \_\_\_\_\_  
Facsimile: \_\_\_\_\_  
E-mail: \_\_\_\_\_

## 6.6 Proactive Disclosure of Contracts with Former Public Servants

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

## 6.7 Payment

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#### 6.7.1 Basis of Payment – Firm Price

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

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

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

##### 6.7.1.1 Limitation of Price

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

#### 6.7.2 Basis of Payment – Limitation of Expenditure – Task Authorizations

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

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

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

##### 6.7.2.1 Limitation of Expenditure – Cumulative Total of all Task Authorizations

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

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Contractor does not increase Canada's liability.

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#### 6.7.2.2 Canada's Obligation – Portion of the Work – Task Authorizations

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

#### 6.7.3 Monthly Payments

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

#### 6.7.4 SACC Manual Clauses

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

#### 6.7.5 Discretionary Audit

C0705C (2010-01-11), Discretionary Audit

#### 6.7.6 Time Verification

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

#### 6.8 Invoicing Instructions

1. The Contractor must submit invoices in accordance with the section entitled "Invoice Submission" of the general conditions. Invoices cannot be submitted until all work identified in the invoice is completed.

Each invoice must be supported by:

- a. a copy of the release document and any other documents as specified in the Contract;
2. Invoices must be distributed as follows:
    - a. The original and one (1) copy must be forwarded to the address shown on page 1 of the Contract for certification and payment.
    - b. One (1) copy must be forwarded to the Contracting Authority identified under the section entitled "Authorities" of the Contract.

#### 6.9 Certifications

##### 6.9.1 Compliance

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

#### 6.10 Applicable Laws



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

#### 6.11 Priority of Documents

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

- (a) the Articles of Agreement;
- (b) the general conditions 2035 (2015-07-03) General Conditions – Higher Complexity – Services;
- (c) Annex A, Statement of Work;
- (d) Annex B, Basis of Payment;
- (e) Annex C, Contractor Performance Ratings
- (f) Annex D, Insurance Requirements;
- (g) Annex E, Security Requirements Checklist
- (h) the signed Task Authorizations (including all of its annexes, if any);
- (i) the Contractor's bid dated \_\_\_\_\_.

#### 6.12 Defence Contract

N/A

#### 6.13 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.

#### 6.14 SACC Manual Clauses

A0075C(2014-11-27)Ontario Labour  
Legislation

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

#### 6.15 Contract Financial Security

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

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- a. a performance bond form [PWGSC-TPSGC 505](#) in the amount of 20 percent of the Contract Price; or
- b. a performance bond form [PWGSC-TPSGC 505](#) and a labour and material payment bond form [PWGSC-TPSGC 506](#), each in the amount of 10 percent of the Contract Price; or
- c. a labour and material payment bond form [PWGSC-TPSGC 506](#) in the amount of 20 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 unmatured, at the time the security deposit is provided, are attached to the bonds. The Contractor must provide written instructions concerning the action to be taken with respect to coupons that will mature while the bonds are pledged as security, when such coupons are in excess of the security deposit requirement.
3. If Canada does not receive the required financial security within the specified period, Canada may terminate the Contract for default pursuant to the Contract default provision.

#### 6.16 SACC Manual Clauses

E0008C (2011-05-16), Security Deposit Information

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ANNEX "A"

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**Statement of Work**

**SPECIFICATION FOR JANITORIAL CLEANING SERVICES**

**TABLE OF CONTENTS**

1. Site of Work
2. Building Security
3. Site Authority
4. Definitions
5. Areas to be cleaned
6. Materials and Equipment
7. Responsibility for Damage - Building and Contents
8. Supervision and Communication
9. Inspection and Reporting
10. Security
11. Hours of Works
12. Uniforms
13. Financial Considerations
14. Description of Services
15. Methods of Cleaning
16. Specific Locations & Frequency of Cleaning

Appendix "A" – Schedule of Work

Appendix "B" – Protocols for Laboratory Cleaning

Appendix "C" – CCIW/ WTC Floor Plans

Appendix "D" – Daily Cleaning Log

Appendix "E" – General Responsibility and Accountability for Occupations Health & Safety for Contractors

## 1. SITE OF WORK

Environment Canada (EC)  
  
Canada Centre for Inland Waters (CCIW)  
  
& Wastewater Technology Centre (WTC)  
  
867 Lakeshore Road, P.O. Box 5050  
  
Burlington, Ontario, L7R 4A6

## 2. BUILDING SECURITY

The Contractor/Sub Contractors and staff must be security cleared. .

## 3. SITE AUTHORITY

All services shall be performed in the scope of work, and no additional work shall be undertaken without written approval. A designated representative of Property Management will be assigned to oversee the day to day operations.

## 4. DEFINITIONS

In the context of the specifications, the following definitions apply.

Service Site Authority (S.S.A or designate) – means the Environment Canada Manager, Properties Accommodation & Security, Property Management - District 2 or authorized designate

Site Supervisor - means the contractor's representative at the work site.

Deputy - means the Site Supervisor's designate at the work site

EC - means Environment Canada

CGSB - means Canadian General Standards Board

PWGSC - means Public Works and Government Services of Canada

## 5. AREAS TO BE CLEANED

- **CCIW** - Building known as CCIW (Canada Centre for Inland Waters) main building complex with gross floor area of **45,557 m<sup>2</sup>**
- **WTC** - Building known as Wastewater Technology Centre (WTC) with gross floor area of **2,610 m<sup>2</sup>**
- **North Annex** - a two (2) story blocked building, north of Wastewater Technology Building (WTC), with gross floor area of **289 m<sup>2</sup>**
- **Trailer complex #1**, located on south/west side of CCIW with gross floor area of **88 m<sup>2</sup>**

- 
- **Trailer complex #2**, located on south/west side of CCIW with gross floor area of **146 m<sup>2</sup>**
  - **Trailer complex #4 Bluebox**, located on south/west side of CCIW with gross floor area of **232 m<sup>2</sup>**
  - Trailer complex #5 located on south/west side of CCIW with gross floor area of **220 m<sup>2</sup>**
  - CCIW Third (3<sup>rd</sup>) Floors, which are mechanical floors
  - CCIW Eight (8<sup>th</sup>) Floor (Penthouse)
  - WTC Third (3<sup>rd</sup>) Floor (Penthouse)

## 6. MATERIALS AND EQUIPMENT

- Materials and equipment required for the performance of the contract, such as mobile floor machines, "caution - wet floor" cones, all bags including garbage, compost and recycling bags, HEPA vacuum cleaners, brooms, mops (wet and dry), ladders, dusting cloths, pails, scrubbing brushes, cloths, scrapers, soaps, scouring materials, detergents, spray deodorants, disinfectants, polishing materials, such as waxes and applicators, etc., will be supplied by the Contractor. The Contractor is responsible to ensure that adequate supplies are available and on site at all times.
- There are 34 Purell TFX Touch free hand sanitizer dispensers located throughout the CCIW site that require the contractor to supply the refills (1.2 L – 5456-04-CAN00) and batteries as required
- Washroom supplies consisting of toilet paper, hand soap, liquid soap, paper hand towels, deodorizers (pucks) for urinals, deodorizers for wall units, plastic green and clear garbage/compost bags, will be provided by the Contractor.
- All cleaning machinery and equipment shall be maintained.
- The Contractor shall list in his tender document all equipment to be used on site and advise the S.S.A. or designate in writing of any changes made during the contract and receive prior approval from the S.S.A. or designate to implement changes for the duration of this contract.
- Storage space will be provided for the containment of the Contractor's equipment/supplies and the Contractor shall use these facilities exclusively and shall not store equipment or supplies elsewhere on site.
- Electricity and hot water required by the Contractor in the execution of janitorial services will be provided. The contractor shall ensure all lights not designated for safety and security are turned off after cleaning operations are completed.
- The Contractor must use products of an environmental friendly nature (e.g Ecologo certified products).

## 7. RESPONSIBILITY FOR DAMAGE - BUILDINGS AND CONTENTS

- It is the responsibility of the Contractor to ensure that all products are compatible with the surface on which they are applied.
- The Contractor must note any damage discovered during the execution of cleaning routines such as blocked drains, urinals, sinks, toilets, water fountains, etc., (which the Contractor is unable to clear), broken mirrors, windows or other such damage. All damage, requiring maintenance, or other incidents shall be reported immediately to the site authority. The Contractor will also ensure that all mobile equipment, i.e. barrels, utility carts, etc., will be provided with resilient bumpers and approved wheels or castors.
- It is the Contractor's responsibility at time of contract award to examine the surfaces that are to be maintained in order to ascertain their condition and to immediately bring to the S.S.A. or designates attention, in writing, any defective surfaces within 30 days of contract award.
- Flammable cleaning materials and containers in which they are carried or stored are to be used only when essential, subject to the approval of the S.S.A. or designate

## 8. SUPERVISION AND COMMUNICATION

- **The Contractor must provide a Site Supervisor on site during all hours that cleaning services are being provided in this contract.**

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- A responsible person shall be nominated to act as Deputy to the Site Supervisor during periods of his/her absence. This person is to have the authority normally vested with the Site Supervisor to receive and act upon reports and/or requests for cleaning services.
- The Site Supervisor and/or the Deputy will be supplied, by EC with a communication device, so that the S.S.A or designate can have access to him while on site.
- The Site Supervisor and/or the Deputy will be supplied, by the contractor with a communication device, so that the S.S.A or designate can have access to him at all times.
- The Site Supervisor and the Deputy must be fully conversant in English.
- The Site Supervisor and/or the Deputy must report to the S.S.A or designate daily to resolve any problems that may arise and obtain special instruction.

## 9. INSPECTION AND REPORTING

- A work log shall be maintained in the building by the Site Supervisor in which he/she shall record daily the work performed on a daily basis. The log shall be made available to the S.S.A or designate at all times. Buildings will be inspected regularly by the S.S.A. or designate and unacceptable conditions will be reported to both the Site Supervisor and the Contracting Authority. An unacceptable condition must be given immediate attention to rectify. The Site Supervisor is to indicate the corrective action and report back to the S.S.A or designate within 24 hours of notification of the condition.
- A management representative of the cleaning contracting company (but not the Site Supervisor) must inspect the buildings on a monthly basis, and attend quarterly meetings (monthly if necessary) with the S.S.A or designate (or as determined by the S.S.A or designate) to review the operational schedules, work logs and any concerns with the cleaning program.

## 10. SECURITY

- Contract personnel must wear EC Site security identification cards on outer clothing and must be visible at all times while on site.
- Upon termination of contract personnel, the site security identification cards must be returned to the S.S.A. or designate
- Contractor to provide to S.S.A or designate in writing, the names of all employees and a copy of their security clearance. Contractor shall ensure that staff, when commencing work shall sign at the security Desk located near the Main Entrance and sign out after completion of every shift.

## 11. HOURS OF WORK

- Cleaning schedules shall be on a five day a week basis - Monday through Friday excluding holidays, split into 2 shifts commencing at 0600 hrs and ending no later than 2300 hrs.
- Daytime cleaning schedules shall commence at 0600. Washing of floors will be prior to 0800 or after 1600.
- Cleaning on weekends shall be authorized by the S.S.A. or designate
- Sufficient staff must be on site to respond to the core hours, operational needs of the facilities between the hours of 0800 and 1600 hrs.

## 12. UNIFORMS      Cleaning personnel must wear suitable uniforms with company name displayed.

## 13. DESCRIPTION OF SERVICES

### Clean

As used in this specification shall mean that, after a cleaning procedure has been completed, the surface must be residue free.

### **Spot Cleaning**

This service consists of the removal of all defacing matter from surfaces, i.e. scuff marks on floors, on desks and walls, spots, smudges, stains on traffic lanes in all areas of the buildings. This includes carpeted and floor areas, and as requested by S.S.A or designate.

### **Emergency Clean-ups**

Accidents, equipment failures and water seepage will require emergency clean up at any time, day or night, as requested by the

S.S.A. or designate. A contact person's telephone number must be available and a 24-hour/day response is mandatory. If there is no

response within one (1) hour, other available persons will be used; the difference in cost shall be the responsibility of this contractor.

### **Emergency Cleaning – outside of normal work shift (0600 – 2300)**

Consists of any cleaning task of an immediate urgent nature resulting from accidents, or other unforeseen causes, and which are not covered elsewhere in this specification, and as requested and approved by S.S.A or designate. The Site Supervisor must verbally inform the S.S.A or designate the length of time, in hours, to complete emergency cleaning. The S.S.A or designate can give immediate verbal approval at this time. The Site Supervisor must submit a written quote to the S.S.A or designate for this work within 48 hours. A separate invoice must be submitted within 30 days of completion of work.

### **Inclement Weather Cleaning**

During inclement weather, high traffic areas, such as entrance ways, main foyer, main stairs, halls, corridors and stairwells and any other area deemed necessary by S.S.A or designate, may require accelerated cleaning to neutralize the effects of tracking dirt, snow, grit, etc. into these areas.

### **Seminar Setups and Tear-downs**

Special setups and tear-downs of tables, chairs, equipment etc. for conferences, seminars, symposiums, training etc. may be requested by the S.S.A or designate

## **14. METHOD OF CLEANING**

### **Floors**

#### **Laboratory floor sweeping and mopping**

Floor sweeping and mopping will only occur while laboratory personnel are present at all times. At minimum, these personnel must be experienced technologists who are fully trained in spill response procedures. Floor cleaning will be scheduled through the janitorial site supervisor. During a floor cleaning exercise, all chemicals/solvents must be capped or properly stored in a location that would not come into accidental contact with a cleaner when floors are being cleaned. Clutter must also be removed or minimized from floors before janitorial staff commence cleaning them. If a hazard is

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obvious, the janitorial staff will refuse to clean floors. The hazard will be identified with the Laboratory Manager and rectified before the floor can be cleaned. In the event of a spill, trained laboratory personnel are responsible for following spill response protocol for CCIW. Janitorial staffs **are not** to be engaged in cleanup of any kind.

### **Dust Mopping**

A dust control method must be used in all dust mopping operations by using either a non-oil retardant on clean dust mops or disposable dust mop cloths. Sweeping compounds containing oils, abrasives, or other harmful substances must not be used. Power HEPA vacuum equipment can be used in lieu of dust mopping. Floor areas, including areas under furniture, must be fully dust mopped or HEPA vacuumed.

### **Damp Mopping**

Dust mopping must precede this operation. Use clean water for damp mopping. A small amount of detergent can be added. Mop swirls on floors from dirty mops and water are not acceptable. Buffing must follow damp mopping where a buffable floor finish is used.

**NOTE:** When damp mopping, use germicidal agent.

### **Wash or Wet Mop**

Dust mopping must precede this operation. Clean cool or warm water must be used. A small amount of detergent can be added. Residue must be picked up and floor must be rinsed until clean. Add germicidal agent to rinse water. Wet mopping and rinsing must be done in heavily soiled areas.

**NOTE:** This should be done after 1600 hrs unless authorized by the S.S.A or designate

### **Scrubbing and Refinishing**

This operation must be preceded by dust removal. Warm water, to which the recommended amount of detergent has been added, shall be used. Use power scrubbing equipment either having a scrubbing brush or suitable synthetic pad. Solution must be permitted time to work its chemical action on floor surfaces. Residue must be picked up and floor rinsed until clean.

### **Stripping and Refinishing**

This operation consists of the complete removal of all floor finish and other residues. When rinsed, floors must be neutral. A sealer, as recommended by the floor manufacturer and in accordance with CGSB standards, must be applied. Floor finish must be applied and buffed as recommended by the manufacturer. Soil and residue must be removed from the baseboards and all other vertical surfaces, including furniture legs and bases, while it is still solvent.

**NOTE:** Floors to be sealed twice annually after stripping. Floor finish must be applied and buffed as recommended by the manufacturer.

### **Buffing**

This must be performed by mechanical means using a lamb's wool, felt, or an appropriate synthetic pad.

### **Spray Buffing**



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Spray buffing is permitted in lieu of washing, finishing, and buffing in office areas. Spray buffing is not permitted in other areas. Spray buffing is not permitted in other areas unless instructed by the S.S.A or designate. If spray buffing does not maintain set standards of cleanliness required in Department buildings, the S.S.A or designate will direct the Site Supervisor to return to the frequencies of wash, wet mop and rinse, scrub and refinish as specified. When spray buffing is used, unless equipment and methods of cleaning used by the Contractor indicate otherwise, spray buffing must be followed by either vacuuming or dust mopping of furniture.

### **Corners**

Corners and other partially obscured areas must be kept free of dirt, dust and water marks at all times. Contractor must prevent cleaning solutions from sweeping under furniture, partitions, etc. Contractor will not use petroleum base waxes on asphalt tile floor.

### **Warning Signs**

Portable warning signs and guide ropes must be used by the Contractor to identify areas undergoing cleaning operations where danger may exist for staff or the general public. The size and type of these signs shall be appropriate for the area in which they are used and supplied by the contractor.

### **Floors & Baseboards**

- HEPA vacuumed or swept using a dust control method
- washed to remove stains

### **Floors - Hardwood & Vinyl Tile**

- HEPA vacuumed or swept
- buffed using a spray bottle with a water/wax mixture
- washed, scrubbed, wax removed, sealed and re-waxed

### **Floors & Baseboards - Quarry Tile**

- Use no wax; treat with an accolade sealer/finish compound
- Use quarry tile sealer/finish semi-annually

### **Floors - Carpeted**

- Offices to be HEPA vacuumed - weekly
- Hallways to be HEPA vacuumed - weekly
- Director General's area & offices to be HEPA vacuumed - daily
- Conference rooms to be HEPA vacuumed and checked - weekly
- Soiled areas spot clean - monthly

Note: for the purpose of this contract steam cleaning of L205 DG's Boardroom and office areas, North/South Seminar Rooms, Auditorium, and Guest Lounge are to be steam cleaned on a semi annual basis when suggested by the S.S.A or designate

**\*\* All other carpeted areas receive steam cleaning once per year at no extra charge\*\***

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## Floors - Linoleum

Sweep and wash, buff, strip and wax annually in consultation with S.S.A. or designate

### Floor Mats

The contractor shall provide appropriate walkway mats and runners at all entrances and exits of CCIW as determined by S.S.A or designate These mats and runners shall be regularly HEPA vacuumed, shampooed and/or replaced monthly as determined by the S.S.A or designate – areas included are CCIW, WTC and all occupied trailers

### Hallway Floors

- Stains to be removed
- Washed and buffed
- Strip old wax and re-wax annually
- Baseboards and corners to be "hand-cleaned"

**NOTE:** Frequent washing required during inclement weather as determined by S.S.A. or designate. Washing of floors is to be carried out **ONLY** before 0800 and after 1600 except for emergency spot cleaning.

### Stairwells

- Sweep and spot clean
- Railings to be wiped using a detergent
- Main foyer stairs and mall stairs to be washed
- Mezzanine stairs with concrete finish to be swept
- Stairs with vinyl tile finish - steps to be washed and spot cleaned

**NOTE:** Frequent washing required during inclement weather as determined by S.S.A or designate Hand railings to be wiped using a detergent

## Windows/Glass Surfaces/Blinds/Doors

### Interior Glass Surfaces

Windows must be washed with non-streaking agents. Alcohol solution may be used. Window washing operations must include all adjacent metal surfaces such as mullions, frames, sills, etc.

### Glass

Glass panels in doors, glass wall partitions and mirrors are to be checked for fingerprints and smudges to be removed daily.

### Glass Display Cases

Displays shall be dusted and fingerprints removed daily.

### Blinds

Ordinarily, they can be cleaned in place by using a soft sponge dampened in a mild neutral soap solution.

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Turn slats so that they lie flat and clean one side. Then turn slats so that opposite side is out and lies flat and clean with sponge. Wipe with soft clean cloth to prevent soiling. Avoid getting straps wet. Vinyl straps must be cleaned in the same manner as the slats. Non-vinyl straps must be HEPA vacuumed and spot wiped as required. All blinds in the facility will be washed on a semi annual basis.

### **Windows**

Windowsills, ledges and convector covers shall be regularly damp wiped. Venetian blinds and louver drapes shall be damp wiped and all tracks HEPA vacuumed semi-annually.

All exterior glass and windows to be washed semi-annually in the spring and fall, as stated by S.S.A or designate. All interior windows to be washed semi annually, as stated by S.S.A or designate

### **Doors**

Doors, door frames and door hardware to be wiped.

Hand prints, finger marks, and remnants from notices such as tape are to be removed daily. Glass panes in doors are to be cleaned daily.

## **Washrooms**

### **General Cleaning**

Washbasins, toilet tanks and urinals must be thoroughly washed with warm water and detergent mixture, used as specified by the detergent manufacturer. Special care must be taken when cleaning the undersides of the seats and rims of the toilet bowls. Toilet bowls and urinals must be descaled. Apply descalant with care so as to avoid damage to the fixtures, etc.

### **Supplies**

Washrooms must be checked twice daily to ensure toilet paper and paper towel supplies are kept up.

### **Walls and Ceiling**

Walls and floors must be washed with warm water and detergent, as recommended by the manufacturer, and rinsed with warm clean water having a germicidal agent mixture. Upon completion of the cleaning operation, there must be no visible soil, streaks, or other discoloration on the finish.

## **Miscellaneous**

### **Cobwebs**

The Contractor shall ensure that cobwebs and other filaments do not form in ceiling corners, inside windows, on partitions, lighting fixtures, or in any other areas. Ceiling air supply and return air grills to be HEPA vacuumed semi annually.

### **Waste Receptacles in Laboratories**

Waste receptacles must be emptied daily (after 1600 hrs) and damp wiped after each emptying if necessary. Contractor is responsible for supplying and inserting waste bags in all receptacles.

### **Vinyl Upholstered Furniture**

This material may be washed or damp wiped using warm water and a germicidal agent mixture and wiped dry as required. Suitable furniture cleaner, liquid or spray may be used as an alternative method of cleaning. Care must be taken to wipe all cleaner residues from surfaces.

### **Finishes (General)**

Surfaces listed hereunder must be cleaned by damp wiping with a soft cloth or chamois unless otherwise indicated. The cleaning solution will consist of clear water and germicidal agent mixture. Surfaces must always be properly rinsed and dried. Acceptable cleaning materials can be used provided adequate care is taken not to damage the treated surface. The type of cleanser to use on each surface is indicated below.

### **Artificial Plants/Rock Areas**

Artificial plants should be kept dust free. Rock areas under stairs should be HEPA vacuumed and kept dust free.

### **Mezzanine Guard Rails**

Guard rails are to be dusted daily and be washed with a mild detergent weekly.

### **Janitor Closets**

Closets not to be used for kitchenette purposes and must look clean and presentable at all times. Turn lights off when not using the closet, provided light switches are present.

### **Waste and Garbage Disposal from Offices**

**Waste and garbage disposal from laboratories, workshops, washrooms and warehouse areas are in this contract. Collect and dispose of this waste daily. All bags for garbage, compost and recycling supplies by contractor.** Waste and garbage removal from offices, with some exceptions as determined by the S.S.A or designate, is not part of this contract.

### **Waste, Glass and Garbage Disposal from Laboratories**

Laboratory waste (general and glass) must be placed in the hallway by EC staff between 4-6 pm for removal. General waste will be sorted from glass. General waste bags (green in color) must be **tied off** and placed in hallways in bins by lab personnel to be collected by janitorial staff. GLASS (of any kind) **must** be thoroughly cleaned and placed in clear bags provided then the bags will be tied off and placed in hallway in containers (loose glass will not be removed by the contractor). Container bags will be replaced once waste and glass are removed by contractor. **(Please see attached Appendix B, Protocols for lab cleaning and lab waste removal)**

### **Dusting Common User Areas and Office and Laboratory Furniture**

Dusting of common user areas shall be done on a regular basis as determined by the S.S.A or designate. Dusting of office furniture shall be done on a weekly basis. Dusting of laboratory furniture is not part of the requirements. .

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### **Changes in Cleaning Routines**

Any change in established cleaning routines shall be discussed with the S.S.A or designate to ensure that work is or shall be performed.

## **15. SPECIFIED LOCATIONS AND FREQUENCY OF CLEANING**

### **Common areas -Boardrooms/Seminar Rooms/Conference Rooms-18 rooms (Daily)**

- Furniture to be dusted
- Furniture to be waxed and polished
- Chairs HEPA vacuumed
- Carpet to be HEPA vacuumed
- Vinyl floor to be swept
- Polished, stripped and waxed

### **Library (Daily)**

- Vacuum carpeted areas
- Offices and work areas to be swept
- Vinyl tile areas to be buffed
- Dust furniture
- Furniture to be waxed and polished
- Perform additional cleaning as required.

### **Washrooms (53) (Twice Daily to check for stocked supplies and cleanliness)**

- Toilets, seats, urinals, sinks, slop sinks shall be cleaned and sanitized
- All body contact areas such as toilet seats, taps, soap dispensers and door handles shall be wiped and disinfected
- Floors and Baseboards to be washed
- Soap dispensers, toilet tissue and paper towel dispensers shall be refilled
- Clearing of blocked drains, sinks, urinals and toilets as required
- Vacuum exhaust grills in washroom (semi-annually)
- Urinal deodorizers to be replaced as required

### **Guest Lounge (Daily)**

- Area to be cleaned after each use and checked prior to 0800 each day
- Carpet to be HEPA vacuumed
- Furniture to be dusted and upholstery HEPA vacuumed

### **Auditorium (Every two weeks)**

- This area is to be cleaned when not in use and right after use
- Floors shall be HEPA vacuumed and spot cleaned
- Chairs to be HEPA vacuumed and professionally sanitized
- Stage area cleaned & projection room on the second floor to be cleaned

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**Elevators (Daily)**

- Floors to be swept and damp mopped
- Door track recesses to be HEPA vacuumed daily
- Doors and walls to be cleaned and fingerprints removed
- Button panel to be sanitized
- Strip, seal and wax floors of the two (2) passenger elevators semi-annual

**Kitchenettes- 12 (Daily)**

- Floor, sinks , and counters to be washed and garbage removed

**Cafeteria (Daily)**

- Linoleum floor to be swept and damp mopped
- Linoleum floor to be buffed
- Linoleum floor to be stripped and waxed semi-annually
- Entrance doors surface, including glass panes, sanitized and notices attached to the glass removed
- Cafeteria chairs to be washed
- Cafeteria walls to be washed
- Cafeteria tables to be washed
- Floor, sinks, and counters to be washed after 16:00. **NOTE:** Ensure that grease and food particles are removed from the floor. Wash in corners, under counters, refrigerators, stoves and other floor mounted equipment.

**Main Computer Room (Every week)**

- Floor to be cleaned using a damp, well wrung-out mop.
- Waxing is not required.
- The use of brooms and brushes is not permitted in this area.
- Cleaning to be arranged with the S.S.A or designate

**Main Entrance Areas A&L Building (Daily)**

- These entrances need to be in a spotless condition at all times.
- Entrances mats need to be washed and replaced monthly and HEPA vacuumed daily.
- Floors require washing daily.
- Hand prints are to be removed from doors and railings daily.
- Glass panes in doors are to be cleaned daily.

**Workshops, Warehouse, Hydraulics Laboratory and Boiler Room Concrete (Daily)**

- All workshop floors (including Machine Shop) shall be swept daily.
- Warehouse floors (including Water Survey, New Hydraulics lab) are to be swept weekly.
- Boiler Room floors upper and lower to be swept and mopped once a month
- Storage areas are to be swept as instructed by S.S.A or designate Hydraulics Laboratory and Boiler Room Office floors to be swept daily
- H160,H158, and New Hydraulics Lab once a week

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**Executive Core (daily)**

- Vacuum carpeted areas
- Offices and work areas to be swept
- Vinyl tile areas to be buffed
- Dust furniture
- Furniture to be waxed and polished
- Perform additional cleaning as required.

**Appendix "A"****CCIW/WTC****General Building Cleaning & Recycling Schedules****Daily:**

- Clean washrooms in Main Building, North Annex, WTC, Hydraulics and All Trailers
- Sweep and wash all floors in hallways, main mall, main mall stairways, cafeteria seating area (after 1600), entrances and exits in all buildings
- Spot clean Guest lounge L231/L231A
- Spot clean Auditorium L102
- Clean all water fountains
- Kitchenettes clean floor, sinks , and counters to be washed and garbage removed
- Copier rooms to be cleaned
- Polish 4<sup>th</sup>- 7th floor hallways, Mall, 1<sup>st</sup> & 2<sup>nd</sup> floor A&L, R&D, And WTC
- Sweep and mop floors in Finance kitchen L215
- Sweep, mop and polish Ecotox halls, Catwalk, Ecotox, and Ships hallways 2<sup>nd</sup> floor
- Clean all Boardrooms in all buildings
- Clean North and South Seminar Rooms L225
- Clean elevators inside and out in all buildings/vacuum tracks
- Spot clean walls
- Clean all entrances glass and doors (daily as required)
- Sweep Machine Shop W107B/W108
- Pick up bypass in all labs (nightly after 1600)
- Inspect each recycling station daily for fullness, neatness, replacing each full container as required with the exception of compost which are to be emptied everyday to prevent odors and insects
- Washing recycling containers as required
- Take Bypass garbage to outside compactor, take compost materials to refrigerated holding area

**Weekly:**

- Fill floor drains in hallways around the facility to prevent them from drying
- Clean all the ash trays outside of each exist door around the facility and sweep around the area
- Remove and dispose of all the garbage bins outside by exist doors
- Clean spider webs in all the stairwells and the mechanical rooms including the Boiler room

**Monthly:**

Sweep/mop floors and remove garbage including sub stations

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- 
- A&L 8<sup>th</sup> floor
  - A&L 3<sup>rd</sup> floor
  - R&D 3rd floor
  - H246
  - WTC PH
  - Boiler room
  - WTC S200, S209, S211, S221, S223, S224, S106, S108, S109

**Mondays:**

- Sweep and mop Wood Shop office H146/H145, Wind Wave Flume Control Room H143A, Boiler Room/Control Room.
- HEPA vacuum and dust DG Area L206/L206A Boardroom, L204, L205/L205A/L205B, L207 to L211 (Before 8:00 am)
- HEPA vacuum and dust North Annex. (1<sup>st</sup> and 2<sup>nd</sup>)
- HEPA vacuum and dust 7<sup>th</sup> and 6<sup>th</sup> floors offices
- Sweep and mop 7<sup>th</sup> and 6<sup>th</sup> floors offices
- HEPA vacuum and dust all offices on 1<sup>st</sup> floor in Hydrographics
- Sweep and mop offices on 1<sup>st</sup> floor in Hydrographics
- Sweep and mop stairwells in Hydrographics

**Tuesdays:**

- Sweep and mop Library, H240, H241, First floor offices, R145A File Room, Survey Electronics R141 A/B R143A/C, Electronics R144A/B/R132, Dive Shop R140, R139
- HEPA vacuum and dust Library Area L200
- Sweep, wash and dust Nurse Station W106
- Sweep and mop, L461, L463, L465, & L446
- Clean North Guard Shack
- HEPA vacuum, dust, sweep and mop floors W107
- HEPA vacuum and dust 5<sup>th</sup> and 4<sup>th</sup> floor offices
- Sweep and mop 5<sup>th</sup> and 4<sup>th</sup> floor offices
- HEPA vacuum and dust all offices in Ships Wing area 2<sup>nd</sup> floor
- Sweep, mop and dust Ecotox offices and labs W231, W232, W234, W238, W250, W240 weekly
- H158 & H160 every 2<sup>nd</sup> week
- Put compost outside for pick up when pick up company arrives
- Boat Shop offices

**Wednesdays:**

- Sweep, mop and dust Graphic Arts H225
- HEPA vacuum and dust Finance Area after 16:30
- Sweep and mop R&D 2<sup>nd</sup> floor offices (Wed & Thur if necessary)
- HEPA vacuum and dust R&D 2<sup>nd</sup> offices (Wed & Thur if necessary)
- HEPA vacuum, dust and empty garbage in Human Resources L226
- HEPA vacuum and dust 2<sup>nd</sup> floor offices in WTC
- HEPA vacuum, dust, sweep and mop all offices on second floor Hydraulics in the morning



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- DFO Warehouse area

#### **Thursdays:**

- Sweep and mop Calibration Lab R101
- Clean front security desk and wash floor
- Sweep, mop and dust office L101
- Clean Raison Department and offices L104 A/B
- Sweep and mop 1<sup>st</sup> floor R&D offices and (complete second floor offices if necessary)
- HEPA vacuum and dust Water Survey R113
- HEPA vacuum and dust 1<sup>st</sup> floor R&D offices
- HEPA vacuum and dust carpet area only in WTC 1<sup>st</sup> floor
- Rocks under stairs in Main Mall cleaned (twice a year)

#### **Fridays:**

- Sweep and mop CWS-ENF 1<sup>st</sup> floor, and warehouse, Wet lab H140, W.W offices 1<sup>st</sup> & 2<sup>nd</sup> floor, Mail room
- Major clean 6<sup>th</sup> and 7<sup>th</sup> floor Washrooms
- Major clean 4<sup>th</sup> and 5<sup>th</sup> floor washrooms
- Major clean 2<sup>nd</sup> floor Washrooms
- HEPA vacuum and dust BPTS Offices L146A/B/C
- Major clean 2<sup>nd</sup> and 1<sup>st</sup> floor Washrooms
- Dust, sweep and mop W131
- HEPA vacuum, dust, sweep and mop floors in all Warehouse Offices
- HEPA vacuum and dust Trailers 1, 2, 4, & 5, 1<sup>st</sup> floor front hall and offices (L120 – L144, L146, & L150) and BPTS office L122
- Sweep and mop 1<sup>st</sup> & 2<sup>nd</sup> floor offices in WTC
- Major clean of all Washrooms in the facility
- Warehouse stairwell
- Wild Life enforcement
- Finance
- Wet Lab
- All stairwells within facility

#### **Monthly Laboratories (Sweep & Mop):**

- Sweep and Mop Floors Only
- First Thursday of every month on 7<sup>th</sup> and 6<sup>th</sup> floor
- Second Thursday of every month on 5<sup>th</sup> and 4<sup>th</sup> floor
- First Wednesday of every month 2<sup>nd</sup> floor Ecotox
- Third Thursday of every month 1<sup>st</sup> floor Aquaef Lab H160
- Last Friday of every month Main Hydraulics Laboratory

#### **Stairwell WTC**

- Central stairs is clean every Monday
- North stairs is clean every Tuesday
- South stairs is clean every Wednesday

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### **Stairwell Main Building**

- NW is clean on Monday
- NE is clean on Tuesday
- Central is clean on Wednesday
- Central E is clean on Thursday
- SE is clean on Friday

### **Daily Recycling and Composting**

The duties/specifications are to service up to 30 indoor recycling stations at CCIW by:

- Must comply with the recycling program used at the CCIW complex
- inspecting each station daily for fullness, neatness and proper organization, replacing full containers as required with the exception of composting containers which are to be emptied every day to avoid bad odors
- taking all garbage/waste out to the outside compactors, checking its contents for possible contamination and operating the compactor
- taking all cardboard materials to the outside compactors, checking its contents for possible contamination and operating the compactor
- taking all compostable materials to the compost hold refrigerator checking its contents for possible contamination
- contacting S.S.A or designate when compacts warning lights come on indicating compactor is  $\frac{3}{4}$  full and calling Waste Services Wash containers as required
- assisting with the removal of recyclable items during general clean ups
- gathering the cardboard throughout the buildings recycling stations and disposing of in compactor
- supply bins for general office clean up and cardboard boxes for office moves
- keep outside garbage bins at entranceway clean
- sweep and clean up excess trash around the outside compactor and bins
- maintain neatness of the recycling table (located in the warehouse) and disposing of unwanted materials from this table after a two week period

### **FINANCIAL CONSIDERATIONS**

- The Contractor must submit invoices monthly. Payment will be made upon certification by the S.S.A or designate that work has been performed in accordance with this specification.
- Extra work, except for emergency cleaning, must be authorized in writing by S.S.A or designate. A separate monthly invoice must be submitted to S.S.A or designate for this claim. Invoices for extra work completed and not authorized in writing by the Contractor Supervisor and by the S.S.A or designate will not be paid.  
Special rates for emergency responses shall be established

## Appendix "B"

### CCIW/WTC

#### LABORATORY CLEANING AND WASTE REMOVAL PROTOCOLS

##### CANADA CENTRE FOR INLAND WATERS (CCIW)

REVISED 23 MARCH 2010

#### LABORATORY WASTE REMOVAL

- Laboratory waste removal will be carried out between 4-6 pm daily
- Laboratory staff will be responsible for separating glass from general waste and placing each in marked bags supplied by the Contractor (**GREEN for general lab waste and CLEAR for glassware and bottles**)
- Laboratory general waste AND glass products must be in their appropriate separate bags and then placed waste containers outside of laboratory doors. (**NO loose garbage will be picked up at any time**)
- Glass products must be thoroughly rinsed by laboratory personnel before being placed in the clear bags within the container
- Laboratory staff must tie off both the GREEN waste bag and the CLEAR glass disposal bag before placing them in the container. Once tied, the containers will be placed in the hallways outside of the laboratory doors.
- Janitorial staff will remove **tied bags only** from containers and will replace both bags
- Laboratory staff are to dispose of **ALL sharps (i.e. needles, blades, etc) in clearly marked safety containers and taken down to the warehouse for proper disposal**
- Laboratory staff are to ensure that **no contaminated products or sharps (i.e. needles, blades..etc)** of any kind are to be placed in either the glass bags, waste bags or waste containers for disposal.
- Janitorial staff will **NOT REMOVE** waste that is not appropriately tied off in separate bags contained in the waste containers

#### LABORATORY FLOOR SWEEPING AND MOPPING

- All laboratory floor cleaning will be scheduled (schedule to follow and distributed to all laboratory staff)
- Laboratory personnel **must be present** at all times when janitorial staff enter and clean lab floors
- Laboratory personnel **must ensure** that the laboratory is not cluttered in a way to present possible danger to the janitorial staff while they mop the floor with specific equipment.
- Floors must be sweep and/or vacuumed and then mopped thoroughly
- Janitorial staff are to report to their Supervisor if a hazard is present and will remove themselves from the laboratory if not comfortable to proceed to clean.
- Janitorial staff will notify their Supervisor of the reasons why they are not proceeding with a specific lab cleaning as scheduled. The Site Authority or designate will consult with the lab manager on rectifying possible problems within the lab before it is re-scheduled for cleaning.

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**Appendix "C"**

**CCIW/WTC - FLOOR PLANS**

**THIS DOCUMENT WILL BE DISTRIBUTED AS A SEPARATE ATTACHMENT  
TO THE RFP.**

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## Appendix "D"

### OCCUPATION SAFETY & HEALTH FOR CONTRACTORS

#### GENERAL RESPONSIBILITY AND ACCOUNTABILITY FOR OCCUPATIONAL SAFETY AND HEALTH FOR CONTRACTORS WORKING AT THE CANADA CENTRE FOR INLAND WATERS

##### The Contractor Shall:

1. Comply with *Prescribed and Non-Prescribed Standards* (Canada Occupational Safety & Health Regulations, National Fire Code, National Building Code, Hazardous Products Act, Province of Ontario Occupational Health and Safety Act, Ontario Construction Projects Regulation, Ontario Industrial Establishments Regulation, Workplace Hazardous Materials Information System (WHMIS) Regulation, Workplace Safety and Insurance Act, 1997, Ontario Fire Protection and Prevention Act, CCIW fire & Emergency Procedures, CCIW Security Policy, Emergency and Security measures as established by law, Environment Canada and the Canada Centre for Inland Waters (CCIW).
2. Provide a *Written Copy* of their Health and Safety Policy to the Manager, Properties, Accommodation and Security prior to the commencement of any work or undertaking *and* ensure a copy of this policy is posted at a prominent location within the area where work will be carried out.
3. Ensure that the machinery, equipment and tools used by the Contractors employees or the employees of any Sub-Contractor in the course of their work, meet *Prescribed and Non-Prescribed* Federal, Provincial and/or accepted Industry Standards and are safe to use under all conditions of their intended use.
4. Ensure that the activities of the Contractors employees or the employees of any Sub-Contractor granted access to the work site DO NOT endanger the Health and Safety of any employee or any other person granted access to the CCIW.
5. Ensure that every employee of the Contractor and the employees of any Sub-Contractor are adequately *trained and certified or licensed* to conduct their work in accordance with *Prescribed and Non-Prescribed* Federal, Provincial, Municipal or Industrial Standards.
6. Ensure that the operation and maintenance of all electrical equipment shall meet the standards set out in the Canadian Electrical Code and that all testing or work performed on electrical equipment shall be performed by a *qualified* person or and employee under the *direct supervision* of a qualified person.
7. Provide First-Aid Services to their employees and the employees of and Sub-Contractor consistent with the Regulations under the Workers' Compensation Act - First Aid Requirements R.R.O. 1990, Reg. 1101 for the Province of Ontario.
8. Provide every employee of the Contractor and employee of any Sub-Contractor or any other individual worker granted access to the work site with *Prescribed Safety Materials, Equipment, Devices, Tools and Clothing*. And documented training on its intended use shall be forwarded to the S.S.A. or designate.
9. Upon *request*, accompany S.S.A. or designate during periodic site safety inspections and shall *respond, in writing*, to any corrective actions deemed necessary or appropriate to correct any unsafe Act, Equipment, Procedure or Device within a predetermined time frame as established by the S.S.A. or designate.

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10. The Contractor and Sub-Contractor shall not recommence any work until such time as the unsafe Act, Equipment, Procedure or Device has been corrected to the satisfaction of the S.S.A. or designate.
11. The Department, or S.S.A. or designate, Retains the right, where it has reasonable cause to believe that, the use or operation of a machine, or a condition exists that constitutes a danger, or the performance of or activity of an employee of the Contractor or Sub-Contractor, presents a danger to any other worker, Departmental employee or any other person(s) granted access to CCIW; **TO IMMEDIATELY STOP ANY SUCH WORK OR ACTIVITY.**

The parties to the agreement acknowledge that such work stoppage **DOES NOT** constitute a breach of contract.

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## ANNEX "B"

### Basis of Payment

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

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

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

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

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

### PRICING SCHEDULE 1: ROUTINE/SCHEDULED CLEANING

Firm all inclusive rates for Routine/Scheduled Cleaning operations.

Firm Unit Pricing, F.O.B. Destination, GST (if applicable) Extra						
Item No.	Description	Cleanable Area	Firm Monthly Rate per m <sup>2</sup>	Firm Monthly Rate	No. of Months	Firm Annual Rate
A	Contract Period: 01 Nov 2015 – October 31 2018					
1	Canada Centre for Inland Waters (CCIW)	45,557 m <sup>2</sup>	\$ _____ / m <sup>2</sup> =	\$ _____ x	12 =	\$
2	Wastewater Technology Centre (WTC)	2,610 m <sup>2</sup>	\$ _____ / m <sup>2</sup> =	\$ _____ x	12 =	\$
3	North Annex	289 m <sup>2</sup>	\$ _____ / m <sup>2</sup> =	\$ _____ x	12 =	\$
4	Trailer complex #2	146 m <sup>2</sup>	\$ _____ / m <sup>2</sup> =	\$ _____ x	12 =	\$
5	Trailer complex #4 Bluebox	232 m <sup>2</sup>	\$ _____ / m <sup>2</sup> =	\$ _____ x	12 =	\$

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6	Trailer complex #5	220 m <sup>2</sup>	\$ _____ / m <sup>2</sup> =	\$ _____ x	12 =	\$
				Annual Subtotal		
	FIRM REQUIREMENT - Annual Subtotal x 3 YEARS = Subtotal (i):					\$
B	Option Year 1: 01 Nov 2018– October 31 2019					
7	Canada Centre for Inland Waters (CCIW)	45,557 m <sup>2</sup>	\$ _____ / m <sup>2</sup> =	\$ _____ x	12 =	\$
8	Wastewater Technology Centre (WTC)	2,610 m <sup>2</sup>	\$ _____ / m <sup>2</sup> =	\$ _____ x	12 =	\$
9	North Annex	289 m <sup>2</sup>	\$ _____ / m <sup>2</sup> =	\$ _____ x	12 =	\$
10	Trailer complex #2	146 m <sup>2</sup>	\$ _____ / m <sup>2</sup> =	\$ _____ x	12 =	\$
11	Trailer complex #4	232 m <sup>2</sup>	\$ _____ / m <sup>2</sup> =	\$ _____ x	12 =	\$
12	Trailer complex #5	220 m <sup>2</sup>	\$ _____ / m <sup>2</sup> =	\$ _____ x	12 =	\$
	Subtotal (ii):					\$
C	Option Year 2: 01 Nov 2019 – October 31 2020					
13	Canada Centre for Inland Waters (CCIW)	45,557 m <sup>2</sup>	\$ _____ / m <sup>2</sup> =	\$ _____ x	12 =	\$
14	Wastewater Technology Centre (WTC)	2,610 m <sup>2</sup>	\$ _____ / m <sup>2</sup> =	\$ _____ x	12 =	\$
15	North Annex	289 m <sup>2</sup>	\$ _____ / m <sup>2</sup> =	\$ _____ x	12 =	\$
16	Trailer complex #2	146 m <sup>2</sup>	\$ _____ / m <sup>2</sup> =	\$ _____ x	12 =	\$
17	Trailer complex #4 Bluebox	232 m <sup>2</sup>	\$ _____ / m <sup>2</sup> =	\$ _____ x	12 =	\$
18	Trailer complex #5	220 m <sup>2</sup>	\$ _____ / m <sup>2</sup> =	\$ _____ x	12 =	\$
	Subtotal (iii):					\$



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## PRICING SCHEDULE 2: "AS AND WHEN REQUESTED" SERVICES

### TASK AUTHORIZATIONS

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

The quantities specified below are provided for evaluation purposes only.

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

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

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**TOTAL EVALUATED PRICE:** Subtotal (i) + (ii) + (iii) + (iv) = \$ \_\_\_\_\_

#### Determination of Cost

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

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

## ANNEX C

### CONTRACTOR PERFORMANCE RATING

- A. Each building covered under the Contract will be subject to inspection by a representative of DND (hereafter referred to as "Inspector").
- B. Buildings will be thoroughly inspected by the Inspector, twice each month, using a Janitorial inspection Report (JIR). An example of the Janitorial Inspection Report is attached as Annex C - Appendix 1. The Contractor will be provided with a blank copy of all JIR's as applicable to each building under the Contract, within 15 days of award of Contract.
- C. Each item on the JIR, as applicable to the building being inspected, will be assessed and deficiencies noted using the codes identified in the Legend section of the JIR. During inspection, each item included on the JIR will be compared to and rated against the expected outcomes described at 2.3.2 "Specific Task and Outcomes" in Annex A - Statement of Work.
- D. The inspector will assign a score for each item on the JIR, based on the extent to which each item meets the expected outcomes described at "2.3.2 Specific Tasks and Outcomes" in Annex A - Statement of Work.
- E. A total score will be calculated for each building inspected by adding the Inspector's point allocation for each item on the JIR and totaling the assigned points. Each building will be scored on a scale of 100 points. The sum of the assigned points shall represent the overall building score on a scale of 100. An example of calculation to determine the overall building score is attached as Annex C - Appendix 2.
- F. An overall building score of 70 or less, may result in increased frequency of inspection
- G. During the term of the Contract, the Contractor will be provided with a copy of each completed JIR.
- H. A monthly score per building, will be calculated by averaging the sum of the overall scores for all inspections carried out at the building during a one month period.
- I. Adjustments to Payment

The Contractor's Invoice, calculated in accordance with Annex B - Basis of Payment, will be adjusted as follows:

- i. For each building having a monthly score of 90 to 100, the Contractor will be paid the amount stipulated in Annex B - Basis of Payment, for the particular building plus an additional 5%
- ii. For each building having a monthly score of 70 to 89, the Contractor will be paid the amount stipulated in Annex B - Basis of Payment, for that particular building
- iii. For each building having a monthly score of 60 to 69, the Contractor will be paid the amount stipulated in Annex B - Basis of Payment, for that particular building minus 3%

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iv. For each building having a monthly score of 50 to 59, the Contractor will be paid the amount stipulated in Annex B - Basis of Payment, for that particular building minus 5%

v. For each building having a monthly score of 49 and below, the Contractor will be paid the amount stipulated in Annex B - Basis of Payment, for that particular building minus 20%  
Any building not inspected during the month will be deemed to have a monthly score of 75.

Should the Contractor receive a monthly building score of 69 or less, for the same building, in three consecutive months, it will be deemed in default of the Contract in which case Canada may elect to pursue termination of the Contract in accordance with the General Conditions. In addition, if the Contractor receives a monthly building score of 59 or less, on any 8 occasions during any twelve month period, Canada may elect to pursue termination for default by the Contractor.

If the Contractor has any disagreement with its monthly building score, it must submit its complaint, with detailed rationale, in writing, to the Contractor Authority. The Contracting Authority will investigate the disagreement and provide written response to the Contractor in regard to the outcome of the complaint.

The initial thirty (30) calendar days of the Contract will be considered a trial period. During that time, inspections will be completed and building scores calculated, but no Adjustments to Payment will be made to the Contractor's Invoice. The Contractor will be informed of his building scores during the trial period.

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## ANNEX C - Appendix 1 JANITORIAL INSPECTION REPORT

BLDG. # \_\_\_\_\_  
INSPECTED BY: \_\_\_\_\_

DESCRIPTIONS	Weight (points)	A	M	MX	MBS	BS	REMARKS
WASHROOMS	35	31-35	24-30	20-23	14-19	13<	
FLOORS	35	31-35	24-30	20-23	14-19	13<	
ENTRANCES	5	5	4	3	2	1	
STAIRS & RAILINGS	5	5	4	3	2	1	
DOORS / WINDOWS	5	5	4	3	2	1	
FLAT SURFACES / WALLS	5	5	4	3	2	1	
CLEANING EQUIPMENT / ROOM	5	5	4	3	2	1	
REFUSE REMOVAL	5	5	4	3	2	1	
Building Inspection Score	100						
Total							

### LEGEND

- |                    |                      |                         |
|--------------------|----------------------|-------------------------|
| 1. ODOURS          | 11. DEBRIS           | 21. SOAP                |
| 2. STREAKS         | 12. DUST             | 22. DIRT                |
| 3. FILM            | 13. MILDEW           | 23. SCUFF MARKS         |
| 4. HAIR            | 14. FINGERMARK       | 24. WAX BUILDUP         |
| 5. FOREIGN MATTER  | 15. LINT             | 25. DULL FINISH         |
| 6. RUST            | 16. GRIT             | 26. RECYCLABLES REMOVED |
| 7. SCUM            | 17. GREASE           | 27. GARBAGE REMOVED     |
| 8. SCALE           | 18. STAINS           | 28. COBWEBS             |
| 9. MINERAL DEPOSIT | 19. INK/PENCIL MARKS | 29. POWER SCRUBBED      |
| 10. SPILLS         | 20. PAPER PRODUCTS   | 30. VACUUM              |
|                    |                      | 31. LOCKERS             |

A = ABOVE (90-100)  
M = MEETS (70-89)  
MX = MEETS WITH EXCEPTIONS (60-69)  
MBS = marginally below standard (50-59)  
BS = BELOW STANDARD (49 and less)

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**ANNEX C - Appendix 2**  
**JANITORIAL INSPECTION REPORT - Example**

BLDG. # \_\_\_\_\_  
INSPECTED BY: \_\_\_\_\_

DESCRIPTIONS	Weight (points)	A	M	MX	MBS	BS	REMARKS
WASHROOMS	35		30				
FLOORS	35		24				
ENTRANCES	5		4				
STAIRS & RAILINGS	5		4				
DOORS / WINDOWS	5			3			
FLAT SURFACES / WALLS	5			3			
CLEANING EQUIPMENT / ROOM	5		4				
REFUSE REMOVAL	5	5					
Building Inspection Score	100	5	66	6			
Total	77						

**LEGEND**

- |                    |                      |                         |
|--------------------|----------------------|-------------------------|
| 1. ODOURS          | 11. DEBRIS           | 21. SOAP                |
| 2. STREAKS         | 12. DUST             | 22. DIRT                |
| 3. FILM            | 13. MILDEW           | 23. SCUFF MARKS         |
| 4. HAIR            | 14. FINGERMARK       | 24. WAX BUILDUP         |
| 5. FOREIGN MATTER  | 15. LINT             | 25. DULL FINISH         |
| 6. RUST            | 16. GRIT             | 26. RECYCLABLES REMOVED |
| 7. SCUM            | 17. GREASE           | 27. GARBAGE REMOVED     |
| 8. SCALE           | 18. STAINS           | 28. COBWEBS             |
| 9. MINERAL DEPOSIT | 19. INK/PENCIL MARKS | 29. POWER SCRUBBED      |
| 10. SPILLS         | 20. PAPER PRODUCTS   | 30. VACUUM              |
|                    |                      | 31. LOCKERS             |

A = ABOVE (90-100)  
M = MEETS (70-89)  
MX = MEETS WITH EXCEPTIONS (60-69)  
MBS = marginally below standard (50-59)  
BS = BELOW STANDARD (49 and less)

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## **ANNEX D INSURANCE**

### **A. 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.

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.

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

(n) Sudden and Accidental Pollution Liability (minimum 120 hours): To protect the Contractor for liabilities arising from damages caused by accidental pollution incidents.

(o) 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,  
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.

#### **Automobile Liability Insurance**

- A. 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.
- B. 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



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**ANNEX E**  
**SECURITY REQUIREMENT CHECKLIST**

**SEE ATTACHED**

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ANNEX "F"

## TECHNICAL EVALUATION

### 1.0 Point Rated Technical Criteria

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

#### 1.1 ORGANIZATION AND MANAGEMENT

Maximum: 45 Points / Minimum Acceptable Score: 27 Points

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

What the Contractor should provide but not be limited to:

- a) Overall Contractor's Organization: (max. 10 points)
  - An organization chart for the Contractor.
  - Key personnel position title and length of time with the Contractor as they relate to assigned roles and responsibilities.
- b) Team assigned to this Contract: (max. 5 points)
  - An outline indicating the number of personnel that would be utilized to carry out the services. The number of personnel should be broken down to reflect the number of superintendents, supervisor(s)/cleaners, day cleaners, evening cleaners and weekend cleaners.
- c) Monitoring of Contractor's Staff (max. 15 points)
  - A detailed description of the Contractor's intended methods to supervise and monitor the staff to ensure the work performance adheres to the Quality Standards specified in the Request for Proposal. This should include the number of hours for the working Supervisor(s).
- d) Absenteeism of Contractor's Staff (max. 15 points)
  - A detailed narrative of how you would remedy the situation if the quality of janitorial services that you are providing to the client diminished due to a high level of absenteeism (staffing approach).

## 1.2 HEALTH & SAFETY

Maximum: 35 Points / Minimum Acceptable Score: 21 Points

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

The Contractor should provide but not be limited to:

- a) Programs (max. 15 points)
  - A detailed description of the Health and Safety Program or Practices currently in place, including training and monitoring of staff performance necessary to maintain a healthy and safe working environment and adhere to all health and safety measures pertaining to accident prevention and fire hazards recommended by National and Provincial codes and/or prescribed by the authorities having jurisdiction concerning the equipment, work habits, and procedures.
- b) Health and Safety Training (max. 10 points)
  - Provide name(s) of supervisor(s) and employee(s) and type of training they have completed related to Health and Safety (e.g. Health and Safety, WHMIS, First Aid, other).
- c) Emergency Cleanups (max. 10 points)
  - A detailed plan for the response to emergency cleanups (ex. spills).

## 1.3 MATERIALS & EQUIPMENT

Maximum: 30 Points / Minimum Acceptable Score: 18 Points

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

The Contractor should provide but not be limited to:

- a) Equipment List (max. 15 points)
  - A list of mechanical equipment, including specifications (i.e. make and model number and/or performance capabilities, etc.) the Contractor will have available to carry out the services. For example: vacuums, floor machines, carpet extractors, etc. Include age of equipment (not used for assessment but for information purposes only) and quantities.
- b) Materials and Products List: (max. 15 points)

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

#### 1.4 QUALITY ASSURANCE

Maximum: 45 Points / Minimum Acceptable Score: 27 Points

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

The Contractor should provide but not be limited to:

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

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

b) Quality Assurance Training (max. 10 points)

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

c) Resolution of Problems (max. 15 points)

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

#### 1.5 CONTRACTOR'S EXPERIENCE AND PAST PERFORMANCE

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

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

The Contractor should provide but not be limited to:

a) Project Reference 1 (max. 20 points)

Project Reference 2 (max. 20 points)

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

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

- Name of client organization or company

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

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

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

The Contractor should provide but not be limited to:

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

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

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

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

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

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

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

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

Solicitation No. - N° de l'invitation  
KW405-141665  
Client Ref. No. - N° de réf. du client  
KW405-141665

Amd. No. - N° de la modif.  
File No. - N° du dossier  
TOR-5-38017

Buyer ID - Id de l'acheteur  
TOR215  
CCC No./N° CCC - FMS No./N° VME

ANNEX "G"

#### TASK AUTHORIZATION FORM

Reference attached PDF document titled, "Annex G" and also found in <http://publiservice-app.pwgsc.gc.ca/forms/pdf/572.pdf>.

ANNEX "H"  
TASK AUTHORIZATION USAGE REPORT

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

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

Task Authorization Usage Report Submission Schedule:

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

Contract No.:	KW405-141665/001/TOR
Work Period:	

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

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

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

SEND TO:

maria.lopez@pwgsc.gc.ca

Or

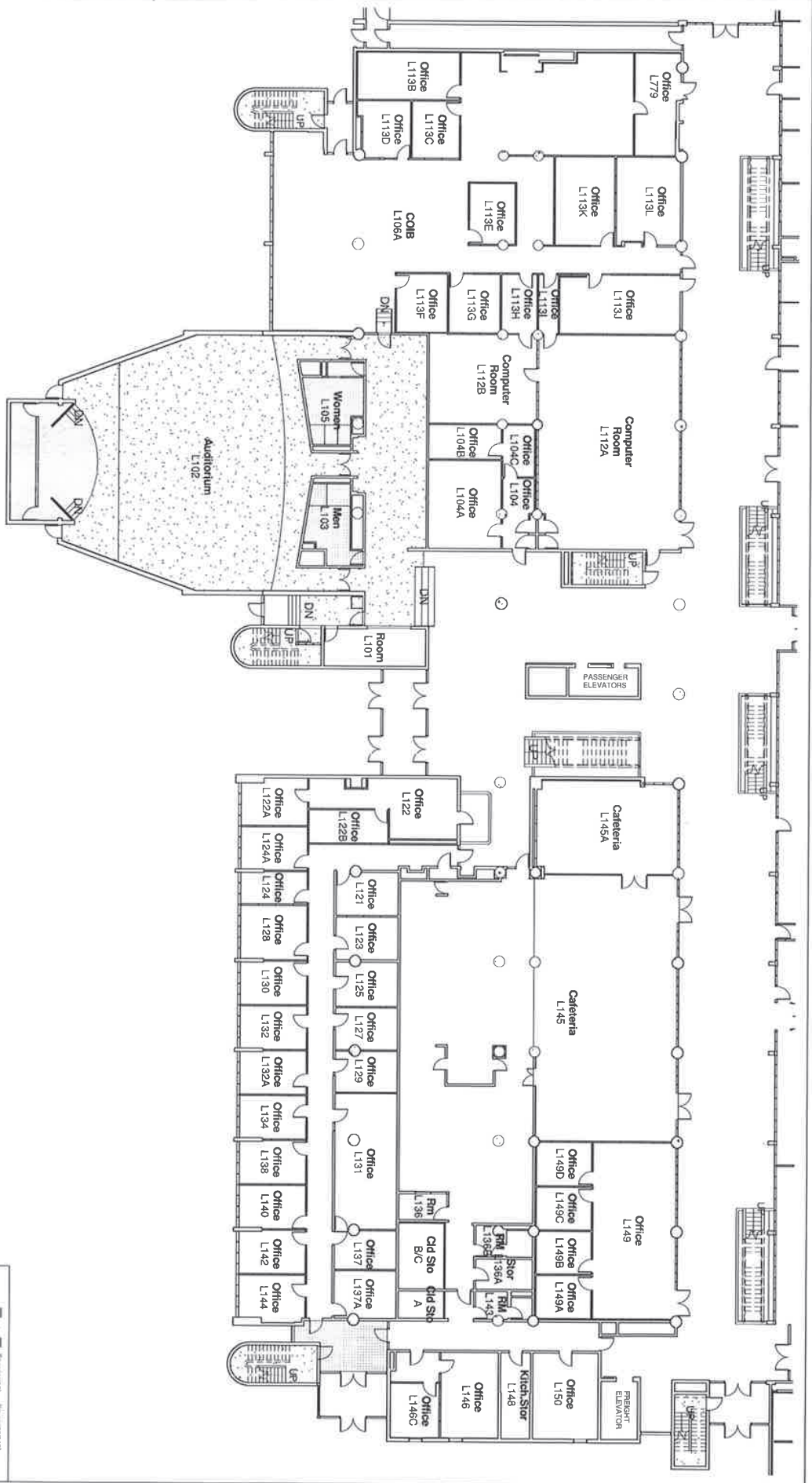
Facsimile: (905) 615-2060 Attn: Maria Lopez

## **Appendix “C”**

**CCIW/WTC**

**Floor Plans**





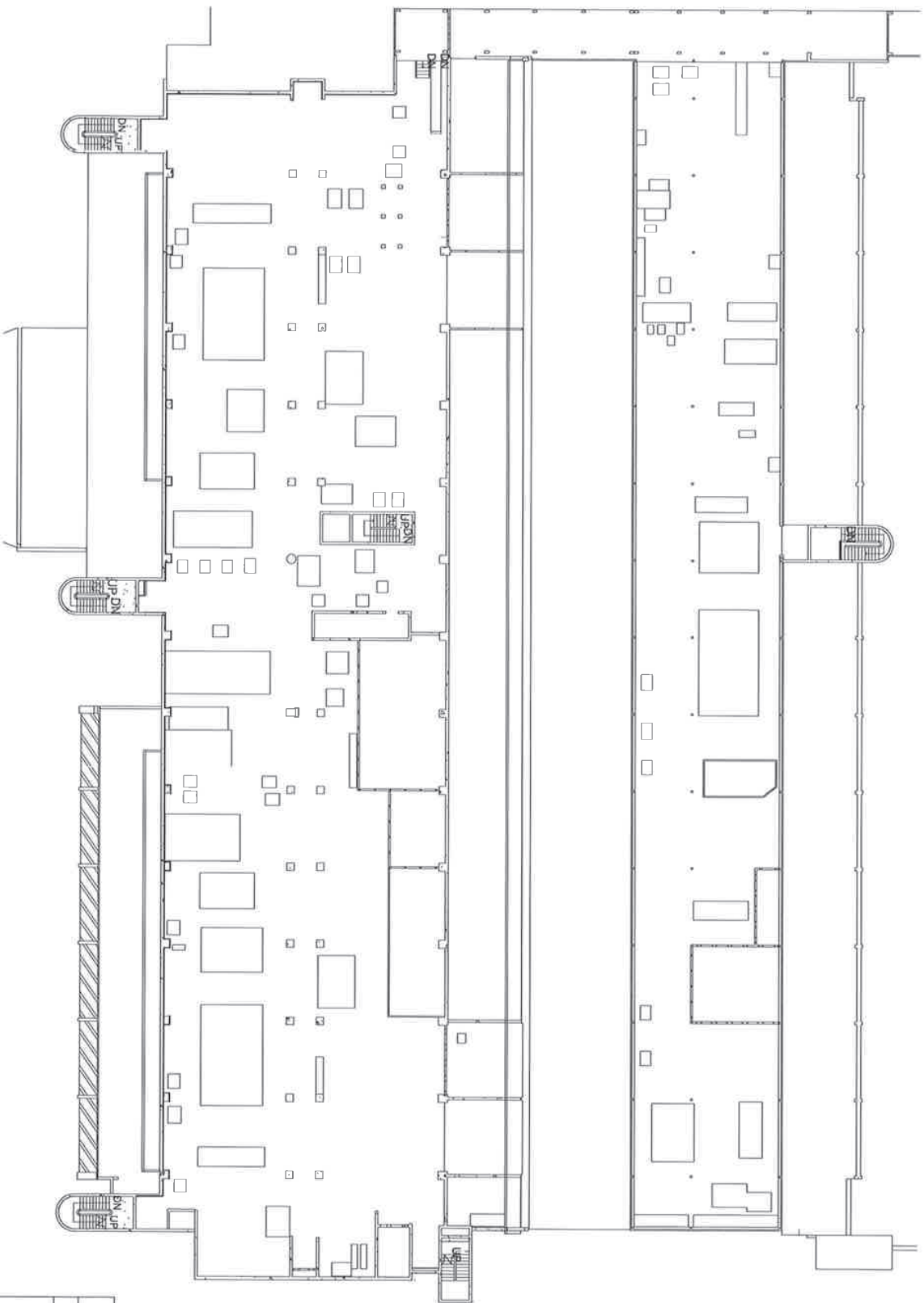


1st Floor R&amp;D

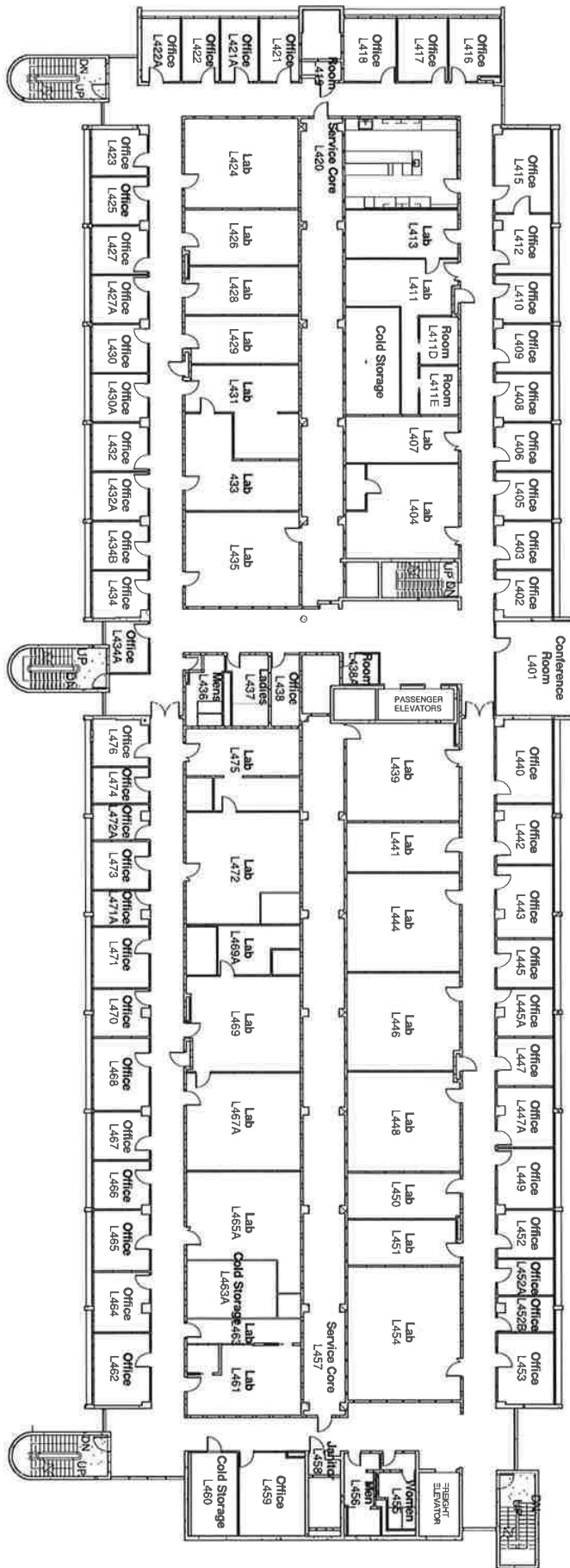


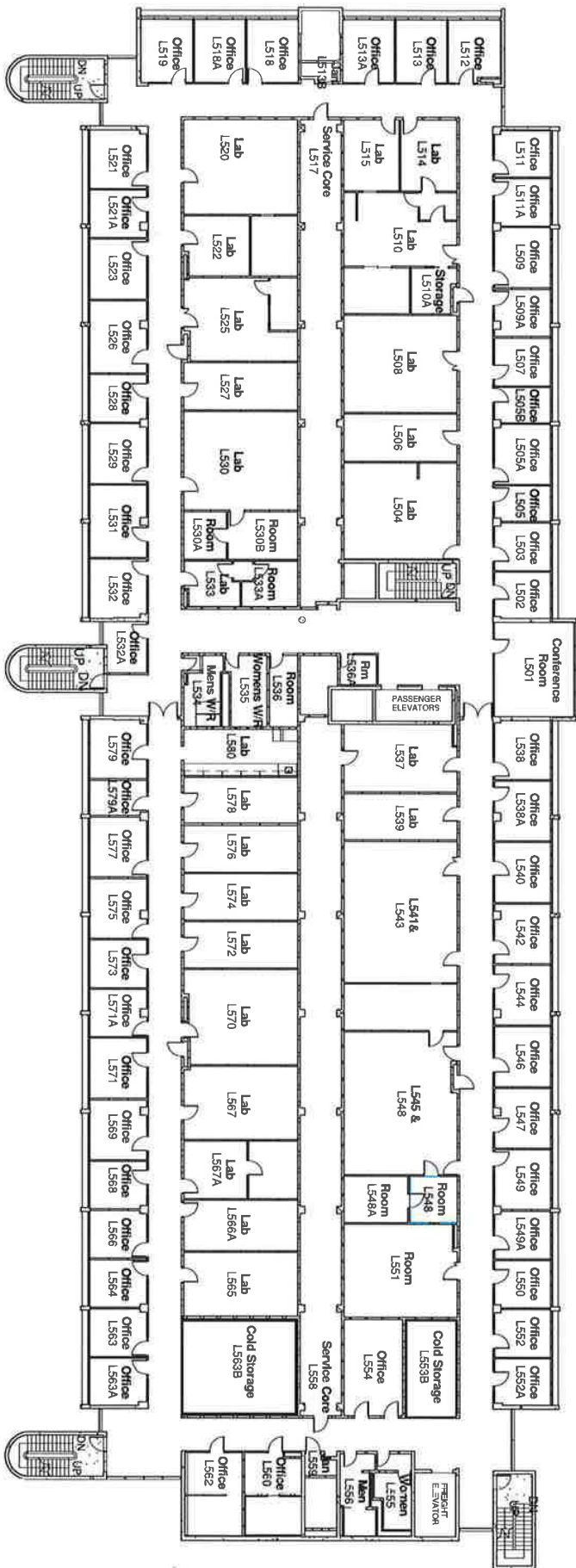


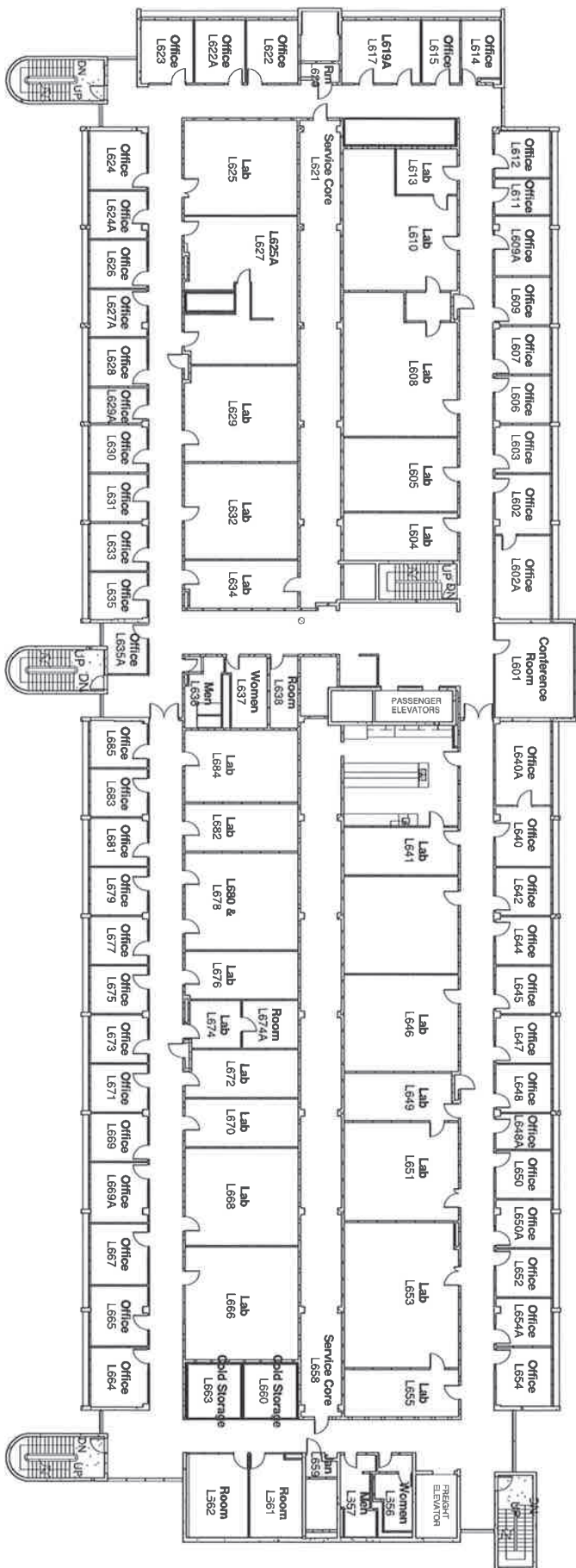
## 2nd Floor R&amp;D



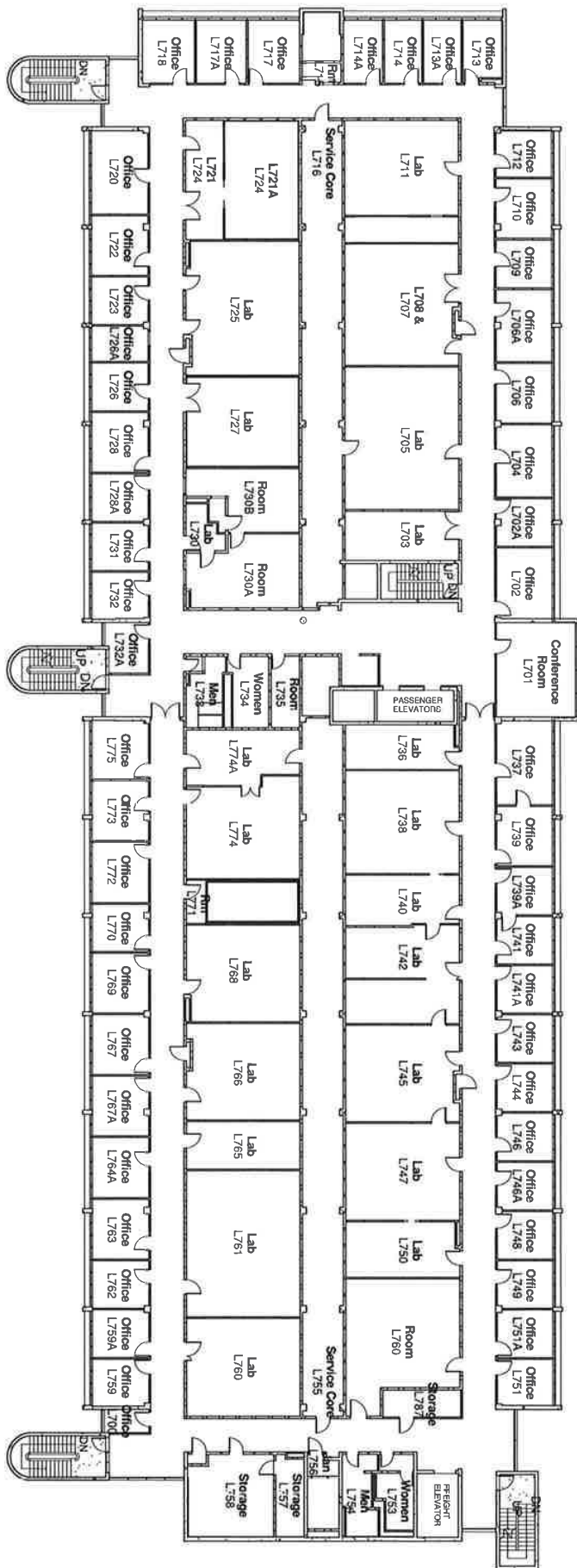


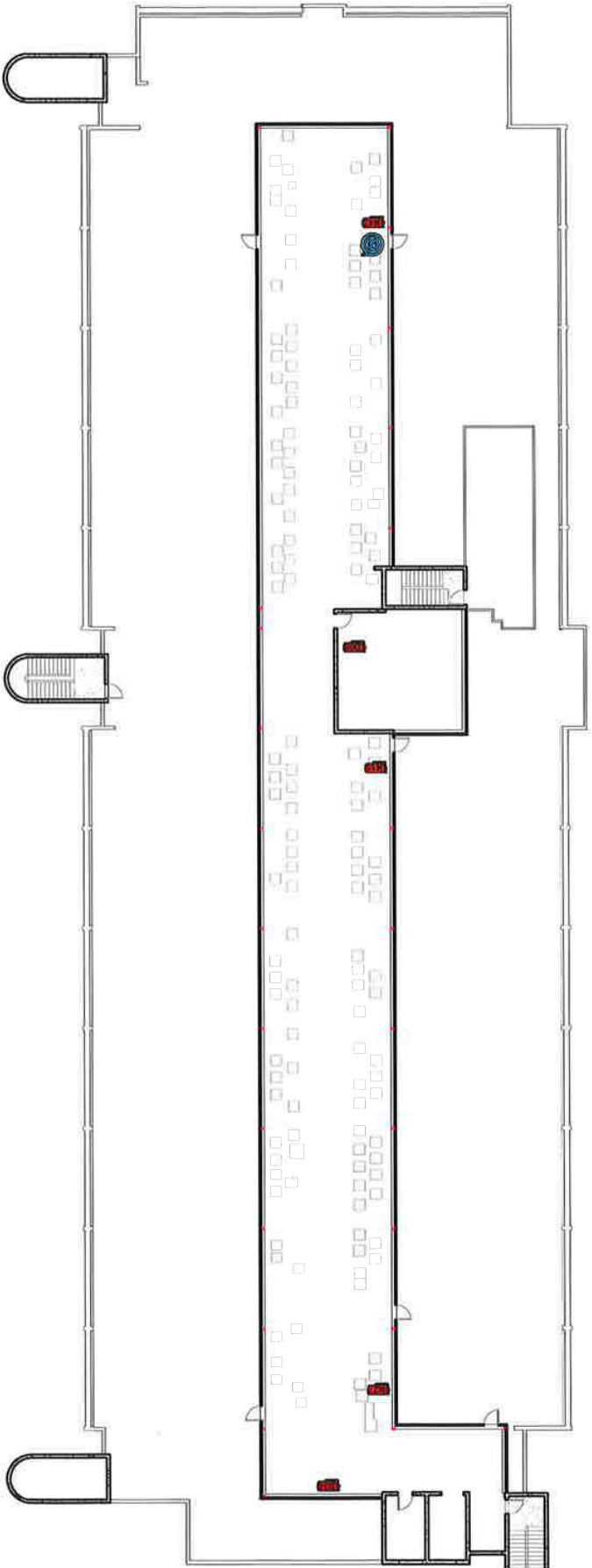












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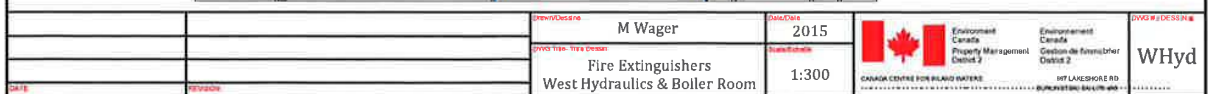


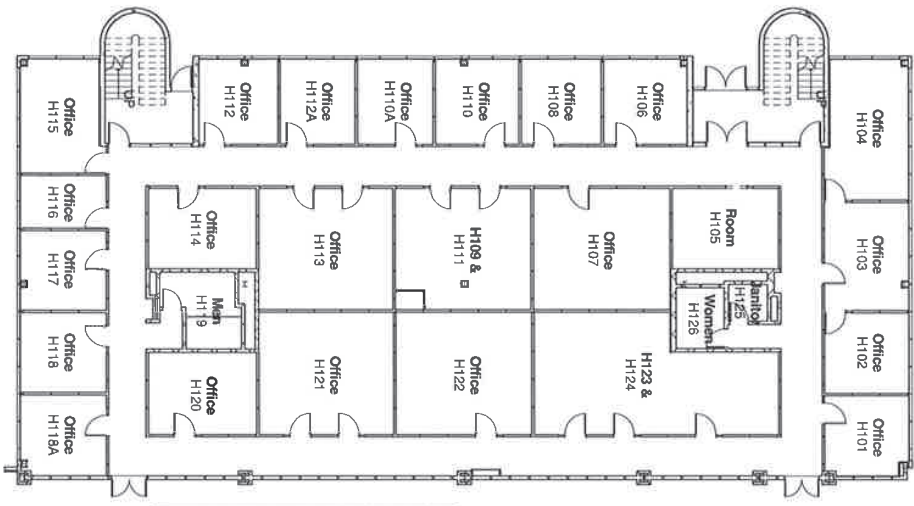
## 2nd Floor Warehouse



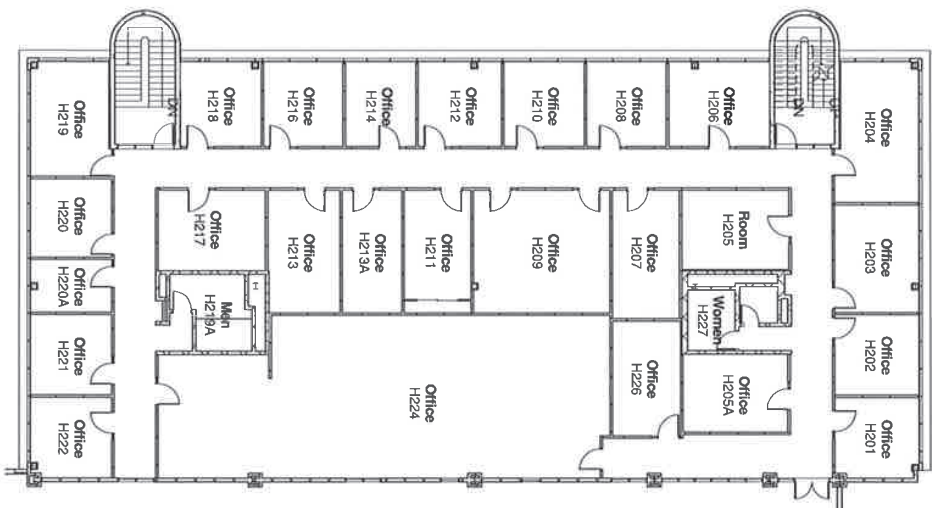

Environment Canada  
 Innovation Canada





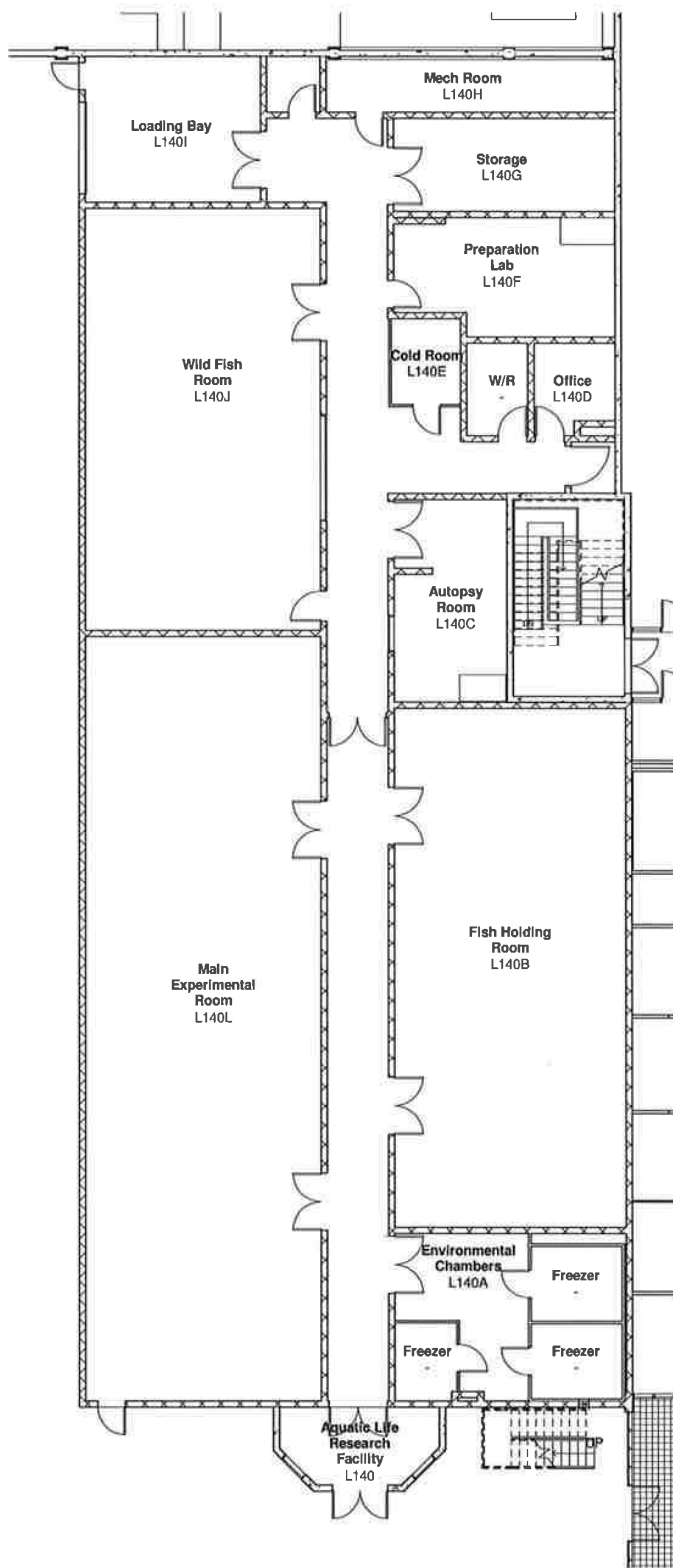


1 1st Floor Hydraulics Offices  
1 : 200



2 2nd Floor Hydraulics Offices  
1 : 200

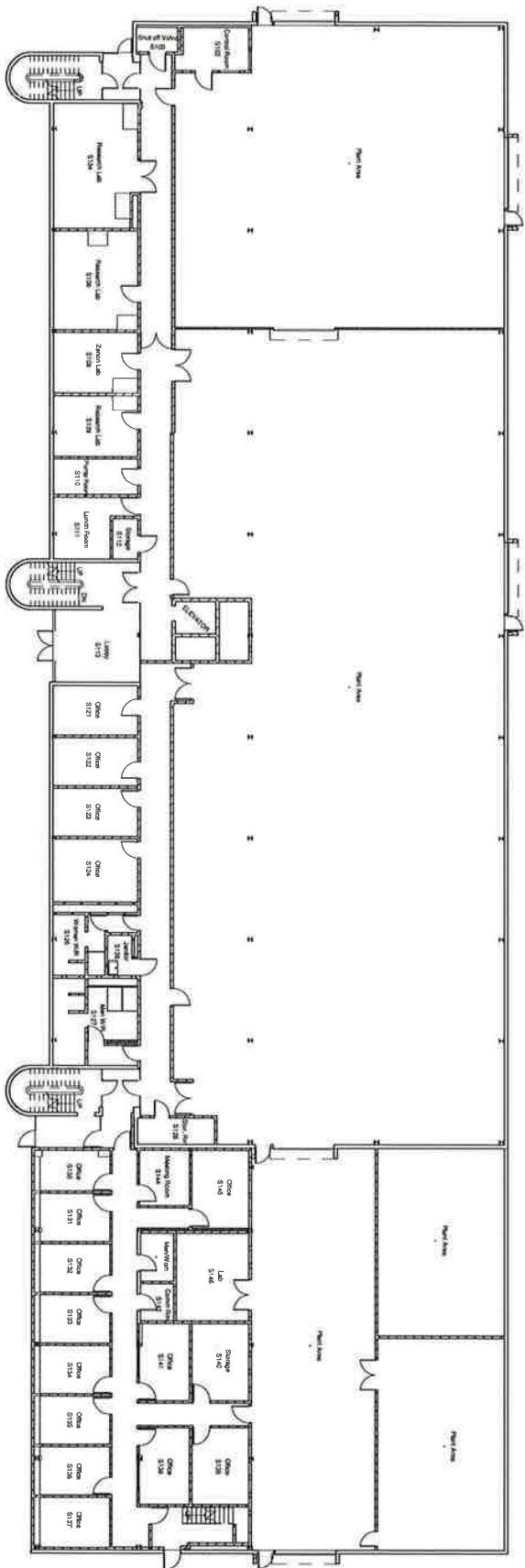


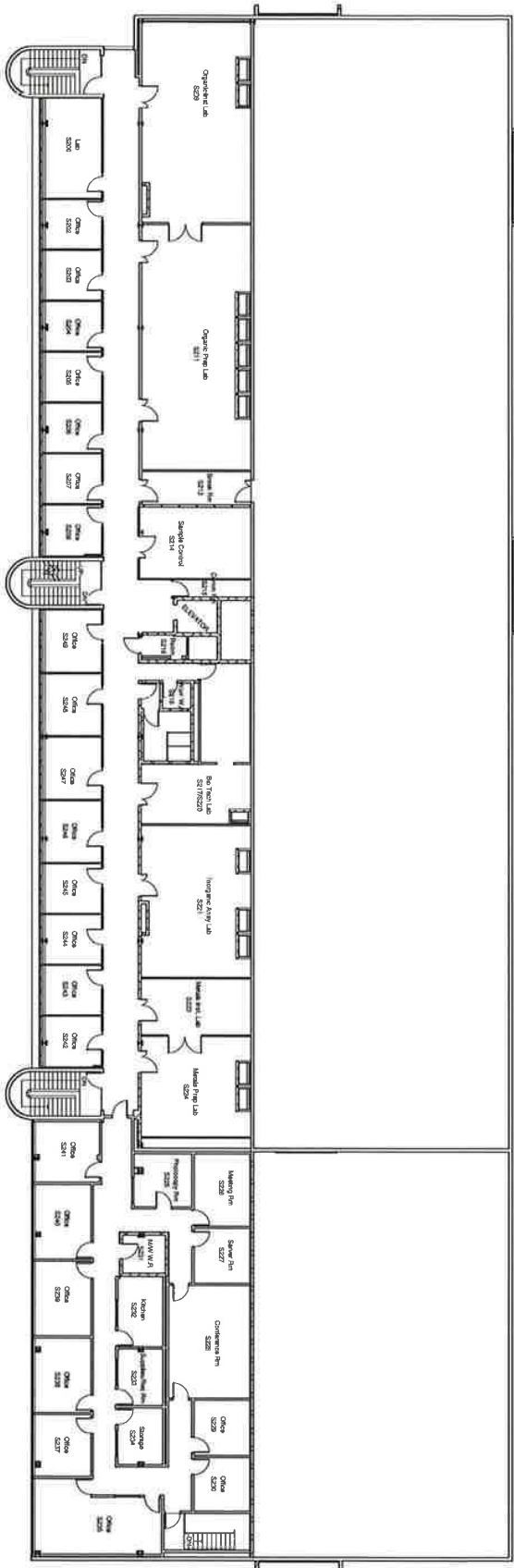


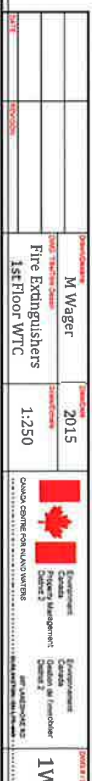
Scale 1 : 150

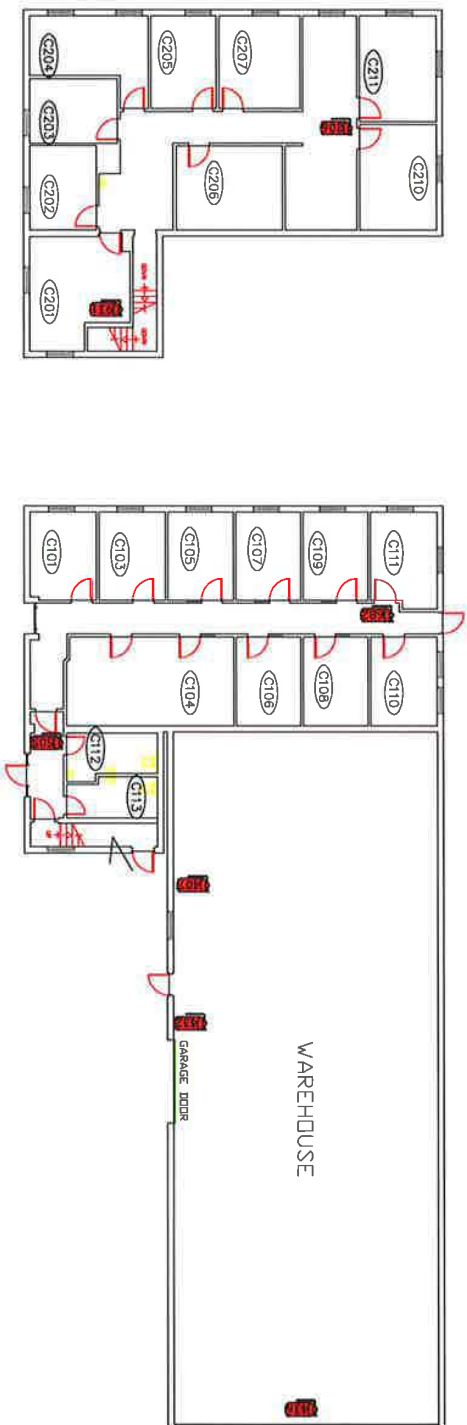
Wet Lab











North Annex

Project/Revision	M. Wager	2015	 Environment Canada Ministry of the Environment and Climate Change 1-800-960-0844
2007 Fire Extinguishers	Fire Extinguishers	1,200	 Environment Canada Ministry of the Environment and Climate Change 1-800-960-0844
Fire Extinguishers	Fire Extinguishers		 Environment Canada Ministry of the Environment and Climate Change 1-800-960-0844
Annex Building	Annex Building		 Environment Canada Ministry of the Environment and Climate Change 1-800-960-0844

Portable offices

#1

#2

#3

#4

2015	2014	2013	2012	2011	2010	2009	2008	2007	2006	2005	2004	2003	2002	2001	2000	1999	1998	1997	1996	1995	1994	1993	1992	1991	1990	1989	1988	1987	1986	1985	1984	1983	1982	1981	1980	1979	1978	1977	1976	1975	1974	1973	1972	1971	1970	1969	1968	1967	1966	1965	1964	1963	1962	1961	1960	1959	1958	1957	1956	1955	1954	1953	1952	1951	1950	1949	1948	1947	1946	1945	1944	1943	1942	1941	1940	1939	1938	1937	1936	1935	1934	1933	1932	1931	1930	1929	1928	1927	1926	1925	1924	1923	1922	1921	1920	1919	1918	1917	1916	1915	1914	1913	1912	1911	1910	1909	1908	1907	1906	1905	1904	1903	1902	1901	1900	1899	1898	1897	1896	1895	1894	1893	1892	1891	1890	1889	1888	1887	1886	1885	1884	1883	1882	1881	1880	1879	1878	1877	1876	1875	1874	1873	1872	1871	1870	1869	1868	1867	1866	1865	1864	1863	1862	1861	1860	1859	1858	1857	1856	1855	1854	1853	1852	1851	1850	1849	1848	1847	1846	1845	1844	1843	1842	1841	1840	1839	1838	1837	1836	1835	1834	1833	1832	1831	1830	1829	1828	1827	1826	1825	1824	1823	1822	1821	1820	1819	1818	1817	1816	1815	1814	1813	1812	1811	1810	1809	1808	1807	1806	1805	1804	1803	1802	1801	1800	1799	1798	1797	1796	1795	1794	1793	1792	1791	1790	1789	1788	1787	1786	1785	1784	1783	1782	1781	1780	1779	1778	1777	1776	1775	1774	1773	1772	1771	1770	1769	1768	1767	1766	1765	1764	1763	1762	1761	1760	1759	1758	1757	1756	1755	1754	1753	1752	1751	1750	1749	1748	1747	1746	1745	1744	1743	1742	1741	1740	1739	1738	1737	1736	1735	1734	1733	1732	1731	1730	1729	1728	1727	1726	1725	1724	1723	1722	1721	1720	1719	1718	1717	1716	1715	1714	1713	1712	1711	1710	1709	1708	1707	1706	1705	1704	1703	1702	1701	1700	1699	1698	1697	1696	1695	1694	1693	1692	1691	1690	1689	1688	1687	1686	1685	1684	1683	1682	1681	1680	1679	1678	1677	1676	1675	1674	1673	1672	1671	1670	1669	1668	1667	1666	1665	1664	1663	1662	1661	1660	1659	1658	1657	1656	1655	1654	1653	1652	1651	1650	1649	1648	1647	1646	1645	1644	1643	1642	1641	1640	1639	1638	1637	1636	1635	1634	1633	1632	1631	1630	1629	1628	1627	1626	1625	1624	1623	1622	1621	1620	1619	1618	1617	1616	1615	1614	1613	1612	1611	1610	1609	1608	1607	1606	1605	1604	1603	1602	1601	1600	1599	1598	1597	1596	1595	1594	1593	1592	1591	1590	1589	1588	1587	1586	1585	1584	1583	1582	1581	1580	1579	1578	1577	1576	1575	1574	1573	1572	1571	1570	1569	1568	1567	1566	1565	1564	1563	1562	1561	1560	1559	1558	1557	1556	1555	1554	1553	1552	1551	1550	1549	1548	1547	1546	1545	1544	1543	1542	1541	1540	1539	1538	1537	1536	1535	1534	1533	1532	1531	1530	1529	1528	1527	1526	1525	1524	1523	1522	1521	1520	1519	1518	1517	1516	1515	1514	1513	1512	1511	1510	1509	1508	1507	1506	1505	1504	1503	1502	1501	1500	1499	1498	1497	1496	1495	1494	1493	1492	1491	1490	1489	1488	1487	1486	1485	1484	1483	1482	1481	1480	1479	1478	1477	1476	1475	1474	1473	1472	1471	1470	1469	1468	1467	1466	1465	1464	1463	1462	1461	1460	1459	1458	1457	1456	1455	1454	1453	1452	1451	1450	1449	1448	1447	1446	1445	1444	1443	1442	1441	1440	1439	1438	1437	1436	1435	1434	1433	1432	1431	1430	1429	1428	1427	1426	1425	1424	1423	1422	1421	1420	1419	1418	1417	1416	1415	1414	1413	1412	1411	1410	1409	1408	1407	1406	1405	1404	1403	1402	1401	1400	1399	1398	1397	1396	1395	1394	1393	1392	1391	1390	1389	1388	1387	1386	1385	1384	1383	1382	1381	1380	1379	1378	1377	1376	1375	1374	1373	1372	1371	1370	1369	1368	1367	1366	1365	1364	1363	1362	1361	1360	1359	1358	1357	1356	1355	1354	1353	1352	1351	1350	1349	1348	1347	1346	1345	1344	1343	1342	1341	1340	1339	1338	1337	1336	1335	1334	1333	1332	1331	1330	1329	1328	1327	1326	1325	1324	1323	1322	1321	1320	1319	1318	1317	1316	1315	1314	1313	1312	1311	1310	1309	1308	1307	1306	1305	1304	1303	1302	1301	1300	1299	1298	1297	1296	1295	1294	1293	1292	1291	1290	1289	1288	1287	1286	1285	1284	1283	1282	1281	1280	1279	1278	1277	1276	1275	1274	1273	1272	1271	1270	1269	1268	1267	1266	1265	1264	1263	1262	1261	1260	1259	1258	1257	1256	1255	1254	1253	1252	1251	1250	1249	1248	1247	1246	1245	1244	1243	1242	1241	1240	1239	1238	1237	1236	1235	1234	1233	1232	1231	1230	1229	1228	1227	1226	1225	1224	1223	1222	1221	1220	1219	1218	1217	1216	1215	1214	1213	1212	1211	1210	1209	1208	1207	1206	1205	1204	1203	1202	1201	1200	1199	1198	1197	1196	1195	1194	1193	1192	1191	1190	1189	1188	1187	1186	1185	1184	1183	1182	1181	1180	1179	1178	1177	1176	1175	1174	1173	1172	1171	1170	1169	1168	1167	1166	1165	1164	1163	1162	1161	1160	1159	1158	1157	1156	1155	1154	1153	1152	1151	1150	1149	1148	1147	1146	1145	1144	1143	1142	1141	1140	1139	1138	1137	1136	1135	1134	1133	1132	1131	1130	1129	1128	1127	1126	1125	1124	1123	1122	1121	1120	1119	1118	1117	1116	1115	1114	1113	1112	1111	1110	1109	1108	1107	1106	1105	1104	1103	1102	1101	1100	1099	1098	1097	1096	1095	1094	1093	1092	1091	1090	1089	1088	1087	1086	1085	1084	1083	1082	1081	1080	1079	1078	1077	1076	1075	1074	1073	1072	1071	1070	1069	1068	1067	1066	1065	1064	1063	1062	1061	1060	1059	1058	1057	1056	1055	1054	1053	1052	1051	1050	1049	1048	1047	1046	1045	1044	1043	1042	1041	1040	1039	1038	1037	1036	1035	1034	1033	1032	1031	1030	1029	1028	1027	1026	1025	1024	1023	1022	1021	1020	1019	1018	1017	1016	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Government  
of Canada

Gouvernement  
du Canada

Contract Number / Numéro du contrat

KW405-14-1665

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? ☒ No ☐ Yes  
Le fournisseur aura-t-il accès à des renseignements ou à des biens COMSEC désignés PROTÉGÉS et/ou CLASSIFIÉS? ☒ 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? ☒ No ☐ Yes  
Le fournisseur aura-t-il accès à des renseignements ou à des biens INFOSEC de nature extrêmement délicate? ☒ 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<br>COTE DE FIABILITÉ | <input type="checkbox"/> CONFIDENTIAL<br>CONFIDENTIEL           | <input type="checkbox"/> SECRET<br>SECRET           | <input type="checkbox"/> TOP SECRET<br>TRÈS SECRET               |
| <input type="checkbox"/> TOP SECRET - SIGINT<br>TRÈS SECRET - SIGINT        | <input type="checkbox"/> NATO CONFIDENTIAL<br>NATO CONFIDENTIEL | <input type="checkbox"/> NATO SECRET<br>NATO SECRET | <input type="checkbox"/> COSMIC TOP SECRET<br>COSMIC TRÈS SECRET |
| <input type="checkbox"/> SITE ACCESS<br>ACCÈS AUX EMPLACEMENTS              |   |   |  |

Special comments:

Commentaires spéciaux :

NOTE: If multiple levels of screening are identified, a Security Classification Guide must be provided.

REMARQUE : Si plusieurs niveaux de contrôle de sécurité sont requis, un guide de classification de la sécurité doit être fourni.

10. b) May unscreened personnel be used for portions of the work? ☐ No ☒ Yes  
Du personnel sans autorisation sécuritaire peut-il se voir confier des parties du travail? ☐ Non ☒ Oui  
If Yes, will unscreened personnel be escorted? ☐ No ☒ Yes  
Dans l'affirmative, le personnel en question sera-t-il escorté? ☐ 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? ☒ No ☐ Yes  
Le fournisseur sera-t-il tenu de recevoir et d'entreposer sur place des renseignements ou des biens PROTÉGÉS et/ou CLASSIFIÉS? ☒ Non ☐ Oui

11. b) Will the supplier be required to safeguard COMSEC information or assets? ☒ No ☐ Yes  
Le fournisseur sera-t-il tenu de protéger des renseignements ou des biens COMSEC? ☒ 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? ☒ No ☐ Yes  
Les installations du fournisseur serviront-elles à la production (fabrication et/ou réparation et/ou modification) de matériel PROTÉGÉ et/ou CLASSIFIÉ? ☒ 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, produce or store PROTECTED and/or CLASSIFIED information or data? ☒ No ☐ Yes  
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? ☒ Non ☐ Oui

11. e) Will there be an electronic link between the supplier's IT systems and the government department or agency? ☒ No ☐ Yes  
Existera-t-il un lien électronique entre le système informatique du fournisseur et celui du ministère ou de l'agence gouvernementale? ☒ Non ☐ Oui

TBS/SCT 350-103(2004/12)

Security Classification / Classification de sécurité

Unclassified

Canada



Government of Canada  
Gouvernement du Canada

Contract Number / Numéro du contrat <b>KW405-14-1665</b>
Security Classification / Classification de sécurité <b>Unclassified</b>

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

<b>PART A - CONTRACT INFORMATION / PARTIE A - INFORMATION CONTRACTUELLE</b>		
1. Originating Government Department or Organization / Ministère ou organisme gouvernemental d'origine <b>DOE</b>		2. Branch or Directorate / Direction générale ou Direction <b>CSB, Property Management</b>
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 <b>To provide janitorial and recycling services in the CCIW facility located in Burlington</b>		
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"/>

TBS/SCT 360-103(2004/12)

Security Classification / Classification de sécurité

**Unclassified**

**Canada**



Government  
of Canada

Gouvernement  
du Canada

Contract Number / Numéro du contrat

KW405-14-1665

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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	SECRET	TOP SECRET	NATO RESTRICTED	NATO CONFIDENTIAL	NATO SECRET	COSMIC TOP SECRET COSMIC TRÈS SECRET	PROTECTED PROTÉGÉ			CONFIDENTIAL	SECRET	TOP SECRET
											A	B	C			
Information / Assets																
Research / Développement																
Production																
IT Media / Support TI																
IT Link / Lien électronique																

12. a) Is the description of the work contained within this SRCL PROTECTED and/or CLASSIFIED?  
La description du travail visé par la présente LVERS est-elle de nature PROTÉGÉE et/ou CLASSIFIÉE?

☒ No  
Non

☐ Yes  
Oui

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

12. b) Will the documentation attached to this SRCL be PROTECTED and/or CLASSIFIED?  
La documentation associée à la présente LVERS sera-t-elle PROTÉGÉE et/ou CLASSIFIÉE?

☒ No  
Non

☐ Yes  
Oui

If Yes, classify this form by annotating the top and bottom in the area entitled "Security Classification" and indicate with attachments (e.g. SECRET with Attachments).

Dans l'affirmative, classifiez le présent formulaire en indiquant le niveau de sécurité dans la case intitulée « Classification de sécurité » au haut et au bas du formulaire et indiquez qu'il y a des pièces jointes (p. ex. SECRET avec des pièces jointes).





Government  
of Canada

Gouvernement  
du Canada

Contract Number / Numéro du contrat

KW405-14-1665

Security Classification / Classification de sécurité

Unclassified

PART D - AUTHORIZATION - PARTIE D - AUTORISATION

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

Name (print) - Nom (en lettres moulées)

Rod Khaled

Title - Titre

Facilities Operator

Signature

Telephone No. - N° de téléphone

905-338-8912

Facsimile No. - N° de télécopieur

905-338-6003

E-mail address - Adresse courriel

rod.khaled@ec.gc.ca

Date

Mar 10/15

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

Name (print) - Nom (en lettres moulées)

Behrooz Amoli

Title - Titre

Security Officer

Signature

Telephone No. - N° de téléphone

(819) 938-4162

Facsimile No. - N° de télécopieur

(819) 934-2225

E-mail address - Adresse courriel

Behrooz.Amoli@ec.gc.ca

Date

March 17, 2015

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

Non

Yes

Oui

16. Procurement Officer / Agent d'approvisionnement

Name (print) - Nom (en lettres moulées)

Maria Lopez

Title - Titre

Supply Team Leader

Signature

Telephone No. - N° de téléphone

905-615-2071

Facsimile No. - N° de télécopieur

905-615-2060

E-mail address - Adresse courriel

maria.lopez@pwgsc.gc.ca

Date

May 2015

17. Contracting Security Authority / Autorité contractante en matière de sécurité

Name (print) - Nom (en lettres moulées)

Title - Titre

Signature

Telephone No. - N° de téléphone

Facsimile No. - N° de télécopieur

E-mail address - Adresse courriel

Date

## Task Authorization Autorisation de tâche

**Instruction for completing the form PWGSC - TPSGC 572 - Task Authorization**  
*(Use form DND 626 for contracts for the Department of National Defence)*

**Instruction pour compléter le formulaire PWGSC - TPSGC 572 - Autorisation de tâche**  
*(Utiliser le formulaire DND 626 pour les contrats pour le ministère de la Défense)*

**Contract Number**

Enter the PWGSC contract number.

**Numéro du contrat**

Inscrire le numéro du contrat de TPSGC.

**Contractor's Name and Address**

Enter the applicable information

**Nom et adresse de l'entrepreneur**

Inscrire les informations pertinentes

**Security Requirements**

Enter the applicable requirements

**Exigences relatives à la sécurité**

Inscrire les exigences pertinentes

**Total estimated cost of Task (Applicable taxes extra)**

Enter the amount

**Coût total estimatif de la tâche (Taxes applicables en sus)**

Inscrire le montant

**For revision only**

**Aux fins de révision seulement**

**TA Revision Number**

Enter the revision number to the task, if applicable.

**Numéro de la révision de l'AT**

Inscrire le numéro de révision de la tâche, s'il y a lieu.

**Total Estimated Cost of Task (Applicable taxes extra) before the revision**

Enter the amount of the task indicated in the authorized TA or, if the task was previously revised, in the last TA revision.

**Coût total estimatif de la tâche (Taxes applicables en sus) avant la révision**

Inscrire le montant de la tâche indiquée dans l'AT autorisée ou, si la tâche a été révisée précédemment, dans la dernière révision de l'AT.

**Increase or Decrease (Applicable taxes extra), as applicable**

As applicable, enter the amount of the increase or decrease to the Total Estimated Cost of Task (Applicable taxes extra) before the revision.

**Augmentation ou réduction (Taxes applicables en sus), s'il y a lieu**

S'il y a lieu, inscrire le montant de l'augmentation ou de la réduction du Coût total estimatif de la tâche (Taxes applicables en sus) avant la révision.

**1. Required Work: Complete sections A, B, C, and D, as required.**

**1. Travaux requis : Remplir les sections A, B, C et D, au besoin.**

**A. Task Description of the Work required:**

Complete the following paragraphs, if applicable. Paragraph (a) applies only if there is a revision to an authorized task.

(a) Reason for revision of TA, if applicable: Include the reason for the revision; i.e. revised activities; delivery/completion dates; revised costs. Revisions to TAs must be in accordance with the conditions of the contract. See Supply Manual 3.35.1.50 or paragraph 6 of the Guide to Preparing and Administering Task Authorizations.

(b) Details of the activities to be performed (include as an attachment, if applicable)

(c) Description of the deliverables to be submitted (include as an attachment, if applicable).

(d) Completion dates for the major activities and/or submission dates for the deliverables (include as an attachment, if applicable).

**A. Description de tâche des travaux requis :**

Remplir les alinéas suivants, s'il y a lieu : L'alinéa (a) s'applique seulement s'il y a révision à une tâche autorisée.

(a) Motif de la révision de l'AT, s'il y a lieu : Inclure le motif de la révision c.-à.-d., les activités révisées, les dates de livraison ou d'achèvement, les coûts révisés. Les révisions apportées aux AT doivent respecter les conditions du contrat. Voir l'article 3.35.1.50 du Guide des approvisionnements ou l'alinéa 6 du Guide sur la préparation et l'administration des autorisations de tâches.

(b) Détails des activités à exécuter (joindre comme annexe, s'il y a lieu).

(c) Description des produits à livrer (joindre comme annexe, s'il y a lieu).

(d) Les dates d'achèvement des activités principales et (ou) les dates de livraison des produits (joindre comme annexe, s'il y a lieu).

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**B. Basis of Payment:**

Insert the basis of payment or bases of payment that form part of the contract that are applicable to the task description of the work; e.g. firm lot price, limitation of expenditure, firm unit price

**C. Cost of Task:****Insert Option 1 or 2:****Option 1:**

Total estimated cost of Task (Applicable taxes extra): Insert the applicable cost elements for the task determined in accordance with the contract basis of payment; e.g. Labour categories and rates, level of effort, Travel and living expenses, and other direct costs.

**Option 2:**

Total cost of Task (Applicable taxes extra): Insert the firm unit price in accordance with the contract basis of payment and the total estimated cost of the task.

**D. Method of Payment**

Insert the method(s) of payment determined in accordance with the contract that are applicable to the task; i.e. single payment, multiple payments, progress payments or milestone payments. For milestone payments, include a schedule of milestones.

**B. Base de paiement :**

Insérer la base ou les bases de paiement qui font partie du contrat qui sont applicables à la description du travail à exécuter : p. ex., prix de lot ferme, limitation des dépenses et prix unitaire ferme.

**C. Coût de la tâche :****Insérer l'option 1 ou 2****Option 1 :**

Coût total estimatif de la tâche (Taxes applicables en sus) Insérer les éléments applicables du coût de la tâche établies conformément à la base de paiement du contrat. p. ex., les catégories de main d'œuvre, le niveau d'effort, les frais de déplacement et de séjour et autres coûts directs.

**Option 2 :**

Coût total de la tâche (Taxes applicables en sus) : Insérer le prix unitaire ferme conformément à la base de paiement du contrat et le coût estimatif de la tâche.

**D. Méthode de paiement**

Insérer la ou les méthode(s) de paiement établit conformément au contrat et qui sont applicable(s) à la tâche; c.-à.-d., paiement unique, paiements multiples, paiements progressifs ou paiements d'étape. Pour ces derniers, joindre un calendrier des étapes.

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**2. Authorization(s):**

The client and/or PWGSC must authorize the task by signing the Task Authorization in accordance with the conditions of the contract. The applicable signatures and the date of the signatures is subject to the TA limits set in the contract. When the estimate of cost exceeds the client Task Authorization's limits, the task must be referred to PWGSC.

**3. Contractor's Signature**

The individual authorized to sign on behalf of the Contractor must sign and date the TA authorized by the client and/or PWGSC and provide the signed original and a copy as detailed in the contract.

**2. Autorisation(s) :**

Le client et (ou) TPSGC doivent autoriser la tâche en signant l'autorisation de tâche conformément aux conditions du contrat. Les signatures et la date des signatures appropriées sont assujetties aux limites d'autorisation de tâche établies dans le contrat. Lorsque l'estimation du coût dépasse les limites d'autorisation de tâches du client, la tâche doit être renvoyée à TPSGC.

**3. Signature de l'entrepreneur**

La personne autorisée à signer au nom de l'entrepreneur doit signer et dater l'AT, autorisée par le client et (ou) TPSGC et soumettre l'original signé de l'autorisation et une copie tel que décrit au contrat.

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## Task Authorization Autorisation de tâche

Contract Number - Numéro du contrat

Contractor's Name and Address - Nom et l'adresse de l'entrepreneur	Task Authorization (TA) No. - N° de l'autorisation de tâche (AT)
	Title of the task, if applicable - Titre de la tâche, s'il y a lieu
	Total Estimated Cost of Task (Applicable taxes extra) Coût total estimatif de la tâche (Taxes applicables en sus) \$
Security Requirements: This task includes security requirements Exigences relatives à la sécurité : Cette tâche comprend des exigences relatives à la sécurité <input type="checkbox"/> No - Non <input type="checkbox"/> Yes - Oui If YES, refer to the Security Requirements Checklist (SRCL) included in the Contract Si OUI, voir la Liste de vérification des exigences relative à la sécurité (LVERS) dans le contrat  ▶	

### For Revision only - Aux fins de révision seulement

TA Revision Number, if applicable Numéro de révision de l'AT, s'il y a lieu	Total Estimated Cost of Task (Applicable taxes extra) before the revision Coût total estimatif de la tâche (Taxes applicables en sus) avant la révision \$	Increase or Decrease (Applicable taxes extra), as applicable Augmentation ou réduction (Taxes applicables en sus), s'il y a lieu \$
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**Start of the Work for a TA : Work cannot commence until a TA has been authorized in accordance with the conditions of the contract.**

**Début des travaux pour l'AT : Les travaux ne peuvent pas commencer avant que l'AT soit autorisée conformément au contrat.**

### 1. Required Work: - Travaux requis :

A.Task Description of the Work required - Description de tâche des travaux requis	See Attached - Ci-joint <input type="checkbox"/>
B. Basis of Payment - Base de paiement	See Attached - Ci-joint <input type="checkbox"/>
C. Cost of Task - Coût de la tâche	See Attached - Ci-joint <input type="checkbox"/>
D. Method of Payment - Méthode de paiement	See Attached - Ci-joint <input type="checkbox"/>

Contract Number - Numéro du contrat

## 2. Authorization(s) - Autorisation(s)

By signing this TA, the authorized client and (or) the PWGSC Contracting Authority certify(ies) that the content of this TA is in accordance with the conditions of the contract.

The client's authorization limit is identified in the contract. When the value of a TA and its revisions is in excess of this limit, the TA must be forwarded to the PWGSC Contracting Authority for authorization.

En apposant sa signature sur l'AT, le client autorisé et (ou) l'autorité contractante de TPSGC atteste(nt) que le contenu de cette AT respecte les conditions du contrat.

La limite d'autorisation du client est précisée dans le contrat. Lorsque la valeur de l'AT et ses révisions dépasse cette limite, l'AT doit être transmise à l'autorité contractante de TPSGC pour autorisation.

\_\_\_\_\_  
Name and title of authorized client - Nom et titre du client autorisé à signer

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
PWGSC Contracting Authority - Autorité contractante de TPSGC

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

## 3. Contractor's Signature - Signature de l'entrepreneur

\_\_\_\_\_  
Name and title of individual authorized - to sign for the Contractor  
Nom et titre de la personne autorisée à signer au nom de l'entrepreneur

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date