



**REQUEST FOR PROPOSAL – COVER SHEET**

TITLE: Janitorial Services, Charlottetown Laboratory  
DATE OF RFP: July 17, 2015

**Contracting Officer:**  
Ashley Bennett

Telephone: (613) 773-7637  
Facimile: (613) 773-7616

**ADDRESS FOR PROPOSAL DELIVERY:**

Canadian Food Inspection Agency  
Bid Receipt Office  
1400 Merivale Road  
Ottawa, Ontario K1A 0Y9

Reference National Procurement and Contracting Service Centre (NPCSC), RFP# H0091

**Solicitation closes at: 14:00 hours local time (Ottawa, Ontario)**  
**On: August 10, 2015**

The Canadian Food Inspection Agency (CFIA) is requesting proposals for services as detailed in Section 3. This is a Request For Proposal (RFP) as distinguished from an Invitation to Tender (ITT). The proposal must set out the means by which the technical, performance, time and other goals and objectives will be met, having regard to any stated requirements. The CFIA will consider entering into a contract with the supplier submitting the most acceptable proposal as determined by the evaluation factors set out in this RFP.

Neither the qualifying proposal which scores the highest points nor the one which contains the lowest cost will necessarily be accepted. The CFIA reserves the right to accept any proposal, as submitted without prior negotiations.

**This Request For Proposal consists of the following:**

- i. This cover page;
- ii. Section: 1 RFP Terms and Conditions;
- iii. Section: 2 Selection Methodology;
- iv. Section: 3 Statement of Work
- v. Section: 4 Financial Proposal;
- vi. Section: 5 Contract Terms and Conditions.
- vii. Annex A: Federal Contractors Program for Employment Equity Certification
- viii. Annex B: Building Cleaning Inspection Checklist
- ix. Annex C: Floor Plan Drawings A1, A2 and A3
- x. Annex D: Safe Working Procedures for Contractors when Working at a CFIA Laboratory

**Contracting Authority:**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date



**Name and address of the Bidder**

**Telephone number:**

**Fax number:**

**Bidder's Signature:** The Bidder's signature indicates acceptance of the terms and conditions governing this Request for Proposal and certifies the content of the attached bidder's proposal. It also constitutes acknowledgement of receipt and acceptance of all documents listed above. The Bidder also recognizes having read and understood every and all terms and conditions in this RFP contained in the documents or incorporated by reference.

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Date**



## TABLE OF CONTENTS

### COVER PAGE

### SECTION 1: RFP TERMS AND CONDITIONS

- 1.0 PURPOSE OF THIS REQUEST FOR PROPOSAL
- 2.0 REVISION OF THE DEPARTMENTAL NAME
- 3.0 PROPOSAL DELIVERY INSTRUCTIONS
- 4.0 BID FORMAT
- 5.0 LOWEST BID
- 6.0 VALIDITY OF BID
- 7.0 LANGUAGE
- 8.0 APPLICABLE LAW
- 9.0 BIDS RECEIVED ON OR BEFORE THE CLOSING DATE AND TIME
- 10.0 PROPOSALS PREPARATION INSTRUCTIONS
  - 10.1 PREPARATION OF TECHNICAL PROPOSAL
  - 10.2 PREPARATION OF FINANCIAL PROPOSAL
- 11.0 ENQUIRIES – SOLICITATION STAGE
- 12.0 CONTRACTING AUTHORITY
- 13.0 PROPOSAL AND PRE-AWARD COST
- 14.0 PROCUREMENT BUSINESS NUMBER
- 15.0 PRICE SUPPORT
- 16.0 RIGHTS OF THE CFIA
  - 16.1 THE CFIA RESERVES THE RIGHT (AT THEIR DISCRETION) TO:
  - 16.2 THE CFIA MAY REJECT A PROPOSAL WHERE ANY OF THE FOLLOWING CIRCUMSTANCES IS PRESENT
- 17.0 FINANCIAL STATEMENTS
- 18.0 AMENDMENT
- 19.0 AVAILABILITY OF PERSONNEL
  - 19.1 WORK FORCE REDUCTION PROGRAMS
- 20.0 STATUS OF PERSONNEL
- 21.0 CERTIFICATION OF EDUCATION AND EXPERIENCE
- 22.0 INDEPENDENT SERVICES
- 23.0 SUBSTANTIATION OF ALLEGATIONS
- 24.0 SECURITY REQUIREMENTS
- 25.0 BIDDERS' CONFERENCE
- 26.0 EMPLOYMENT EQUITY
- 27.0 CONFLICT OF INTEREST

### SECTION 2: SELECTION METHODOLOGY – TECHNICAL EVALUATION

- 1.0 TECHNICAL PROPOSAL
  - 1.1 MANDATORY EVALUATION CRITERIA
  - 1.2 POINT RATED EVALUATION CRITERIA
  - 1.3 CERTIFICATIONS
  - 1.4 BIDDER CLARIFICATIONS
- 2.0 EVALUATION CRITERIA
- 3.0 MANDATORY EVALUATION CRITERIA
- 4.0 POINT RATED EVALUATION CRITERIA
- 5.0 BASIS OF SELECTION
- 6.0 REFERENCE PAGE

### SECTION 3: STATEMENT OF WORK



**SECTION 4: FINANCIAL PROPOSAL**

- 1.0 TERMS OF PAYMENT**
- 2.0 BASIS OF PAYMENT**
- 3.0 METHOD OF PAYMENT**
- 4.0 DIRECT DEPOSIT**

**SECTION 5: CFIA CONTRACT TERMS AND CONDITIONS \*EXAMPLE ONLY\***

- 1.0 DEFINITIONS**
- 2.0 AGREEMENTS**
- 3.0 CFIA REPRESENTATIVES**
- 4.0 CONTRACTOR REPRESENTATIVES**
- 5.0 LEGAL JURISDICTION**
- 6.0 TERMS OF THE SERVICE CONTRACT AND DURATION OF THE WORK**
- 7.0 CONTRACT AMOUNT AND TERMS OF PAYMENT**
  - 7.1 BASIS OF PAYMENT
  - 7.2 METHOD OF PAYMENT
  - 7.3 DIRECT DEPOSIT
  - 7.4 INVOICING INSTRUCTIONS
  - 7.5 INCOME TAX ACT
  - 7.6 ACCEPTANCE OF THE WORK
  - 7.7 PAYMENT DUE DATE
  - 7.8 FINANCIAL ADMINISTRATION ACT
  - 7.9 GST/HST
  - 7.10 CFIA's LIABILITY
  - 7.11 PRICE CERTIFICATION
- 8.0 OWNERSHIP OF COPYRIGHT AND INVENTIONS**
- 9.0 DISPUTE RESOLUTION**
- 10.0 HEALTH AND SAFETY**
- 11.0 SECURITY**
- 12.0 ADDITIONAL CONDITIONS (IF APPLICABLE)**

**ANNEXES:**

- ANNEX A: FEDERAL CONTRACTORS PROGRAM FOR EMPLOYMENT EQUITY CERTIFICATION**
- ANNEX B: BUILDING CLEANING INSPECTION CHECKLIST**
- ANNEX C: FLOOR PLAN DRAWINGS A1, A2 AND A3**
- ANNEX D: SAFE WORKING PROCEDURES FOR CONTRACTORS WHEN WORKING AT A CFIA LABORATORY**



**Section 1**  
**RFP TERMS AND CONDITIONS**

- 1.0 PURPOSE OF THIS REQUEST FOR PROPOSAL (RFP)**  
The purpose of this RFP is to seek proposals for services related to: Janitorial Services at the Charlottetown Laboratory.
- 2.0 REVISION OF THE DEPARTMENTAL NAME**  
In this RFP all references to her Majesty, to the minister of Public Works and Government Services Canada (PWGSC), TO THE Crown, to Canada or to PWGSC shall be interpreted as a reference to the Canadian Food Inspection Agency (CFIA).
- 3.0 PROPOSALS DELIVERY INSTRUCTIONS**  
Proposals submitted by facsimile or other electronic means will not be accepted.
- The proposals **must be received** at the address on the cover date **by the time and date indicated**.
- The Bidder has the sole responsibility for the timely receipt of a proposal by CFIA. Late bids will be returned unopened.
- It is imperative and mandatory that the Bidder use a double sealed envelope system when submitting the bid.
- The envelopes containing the proposals must be properly sealed and identified with the Bidder's name, return address, the RFP reference number (in large bold print) and the RFP closing date and time.
- The Bidder sending proposals by courier are asked to include the RFP reference number on the mailing address label of the courier envelope.
- 4.0 BID FORMAT**  
Proposals submitted in response to this RFP must be accompanied with a signed original of the bid solicitation cover page, duly completed, in accordance with paragraph 10, Proposal Preparation Instructions.
- 5.0 LOWEST BID**  
The lowest or any bid will not necessarily be accepted. In the case of error in the extension of prices, the unit price will govern.
- 6.0 VALIDITY OF BID**  
Bids will remain open for acceptance for a period of not less than **90 days** from the closing date of the bid solicitation, unless otherwise indicated by CFIA in such bid solicitation.
- 7.0 LANGUAGE**  
Bid documents and supporting information may be submitted in either English or French.
- 8.0 APPLICABLE LAW**  
The Contract shall be interpreted and governed, and the relations between the Parties determined, by the laws in force in the Province where the Contract will be performed.
- 9.0 BIDS RECEIVED ON OR BEFORE THE CLOSING DATE AND TIME**  
Bids received on or before the stipulated bid solicitation closing date and time will become the property of CFIA and will not be returned. All bids will be treated as **CONFIDENTIAL**.



## 10.0 PROPOSAL PREPARATION INSTRUCTIONS

It is essential that the elements contained in a proposal be stated in a clear and concise manner. It is the responsibility of the Bidder to obtain clarification of the requirements if necessary, prior to submitting a proposal. Failure to provide complete information as requested will be to the Bidder's disadvantage. Bidders are requested to send their proposal in three (3) separate sections as follows:

<b>Technical Proposal</b>	<b>(4 copies) "<u>with no reference to price</u>"</b>
<b>Financial Proposal</b>	<b>(1 copy)</b>
<b>Certifications</b>	<b>(3 copies)</b>

### 10.1 PREPARATION OF TECHNICAL PROPOSAL

Proposals must be in accordance with the instructions detailed in this document. All Technical Proposals will be evaluated individually based on the selection methodology in section 3.

### 10.2 PREPARATION OF FINANCIAL PROPOSAL

Costs shall not appear in any other area of the proposal except in the Financial Proposal section.

This section of the proposal shall include a cost summary of the services required as detailed in section 4. The total estimated amount of GST or PST is to be shown separately if applicable.

## 11.0 ENQUIRIES – SOLICITATION STAGE

To ensure the integrity of the competitive bid process, enquiries and other communications regarding this procurement, from the issue date of the solicitation up to the closing date, are to be directed **ONLY** to the Contracting Authority named herein. Enquiries and other communications are not to be directed to any other government official(s). Failure to comply with this clause will result in disqualification of your proposal.

Enquiries must be in writing.

Enquiries must be received prior to 15:00 hours, Ottawa time, **four (4) days** prior to the bid closing date to allow sufficient time to provide a response. Enquiries received after this date will not be answered.

## 12.0 CONTRACTING AUTHORITY

The CFIA contracting authority is:

Canadian Food Inspection Agency  
Procurement and Contracting Service Centre  
59 Camelot Drive  
Ottawa, Ontario K1A 0Y9

**Attention:** Ashley Bennett  
**Telephone:** (613) 773-7637  
**Fax:** (613) 773-7615  
**E-Mail:** Ashley.Bennett@inspection.gc.ca

## 13.0 PROPOSAL AND PRE-AWARD COST

No payment shall be made for costs incurred in the preparation and submission of a proposal in response to this RFP.

No cost incurred before receipt of a signed contract or specified written authorization from the Contracting Authority can be charged to any resulting contract.



#### 14.0 PROCUREMENT BUSINESS NUMBER

For procurement purposes, the Government of Canada uses a unique Procurement Business Number (PBN) to identify a company and its branches, divisions, or offices, where appropriate. The PBN is created using the entity's Canada revenue Agency Business Number.

All Canadian suppliers are required to have a PBN prior to contract award in order to receive a CFIA contract. In exceptional circumstances, CFIA may decide to award, at its own discretion, a contract to a supplier without a PBN. Non-Canadian companies are strongly encouraged to obtain a PBN.

Suppliers may register for a PBN in the Supplier Registration Information (SRI) service online at the Buy and Sell internet site at: <https://buyandsell.gc.ca>. In order for suppliers to be sourced by government buyers, they must complete the registration process and activate their account in the SRI service.

For non-Internet registration, contact the Contracts Canada Info Line at 1-800-811-1148 or (819) 956-3440 in the National Capital Area, to obtain the telephone number of the nearest Supplier Registration Agent.

#### 15.0 PRICE SUPPORT

The CFIA reserves the right to obtain price support in conjunction with the offer. Acceptable price support is one or more of the following, as determined by CFIA at the time of the request:

- a) Current published price list;
- b) paid invoices for like items (like quality and quantity) sold to other customers;
- c) price breakdown showing, if applicable, the cost of direct labour, direct materials, purchased items, engineering and plant overheads, general and administrative overhead, transportation, profit, etc.

#### 16.0 RIGHTS OF THE CFIA-ACIA

##### 16.1 THE CFIA RESERVES THE RIGHT (AT THEIR DISCRETION) TO:

- a) Without any cost to CFIA, submit questions or conduct interviews to seek clarification or verify any or all information provided by the Bidder with respect to the RFP. The CFIA will provide 48 hours to allow Bidders to respond.
- b) Reject any or all proposals received in response to this RFP;
- c) Enter into negotiations with one or more Bidders or any or all aspects of its proposal;
- d) Accept any proposal in whole or in part without prior negotiation;
- e) Cancel and/or re-issue this RFP at any time;
- f) Award one or more contracts, if applicable;
- g) Retain all proposals submitted in response to this RFP;
- h) Not accept any deviations from the stated terms and conditions;
- i) Incorporate all or any portion of the Statement of Work, request for Proposal and the successful proposal in any resulting contract;
- j) Not award a contract further to this RFP.

##### 16.2 THE CFIA MAY REJECT A PROPOSAL WHERE ANY OF THE FOLLOWING RECOURSE IS PRESENT:

- a) The Bidder, or any employee or subcontractor included as part of the proposal has been convicted under section 121 ("Frauds on the government & "Contractor subscribing to election fund"), 124 ("Selling or purchasing office") or 418 ("Selling defective stores to her Majesty") of the Criminal Code;
- b) With respect to current or prior transactions with the Government of Canada:
  - i. The Bidder is bankrupt or where, for whatever reason, its activities are rendered inoperable for any extended period.



- ii. Evidence, satisfactory to Canada, of fraud, bribery, fraudulent misrepresentation or failure to comply with any law protecting individuals against any manner or discrimination, has been received with respect to the Bidder, any of its employees or any subcontractor included as part of its proposal;
  - iii. The CFIA has exercised its contractual remedies of suspension or termination for default with respect to a Contract with the Bidder, any of its employees or subcontractor included as part of its proposal or
  - iv. The CFIA determines that the Bidder's performance on other contracts, including the efficiency and workmanship as well as the extent to which the Bidder executed the work in accordance with contractual terms and conditions is sufficiently poor to jeopardize the successful completion of the requirement being bid on.
- c) Where the CFIA intends to reject a proposal pursuant to a provision of 16.2 the Contracting Authority will soon inform the Bidder and provide the Bidder three (3) days within which to make representations, prior to making a final decision on the proposal rejection.

#### **17.0 FINANCIAL STATEMENTS**

In order to confirm a Bidder's financial capability to perform the subject requirement, the CFIA reserves the right to have access, during the bid evaluation phase, to current Bidder financial information. If requested, the financial information to be provided shall include, but not be limited to, the Bidder's most recent audited financial statements or financial statements certified by the Bidder's chief financial officer.

Should the Bidder provide the requested information to the CFIA in confidence while indicating that the disclosed information is confidential, then the CFIA will treat the information in a confidential manner as provided in the Access to Information Act.

In the event that a bid is found to be non-compliant on the basis that the Bidder is considered not to be financially capable of performing the subject requirement, official notification shall be provided to the Bidder.

#### **18.0 AMENDMENT**

No amendments to this RFP shall be deemed valid unless effected by a written amendment issued by the CFIA.

#### **19.0 AVAILABILITY OF PERSONNEL**

The Bidder certifies that, should it be authorized to provide services under any contract resulting from this solicitation, the persons proposed in its bid will be available to commence performance of the work within a reasonable time from contract award, or within the time specified herein, and will remain available to perform the work to the fulfillment of this requirement.

If the Bidder has proposed any person in fulfillment of this requirement who is not an employee of the Bidder, the Bidder hereby certifies that written permission has been obtained from said person (or the employer of said person) to propose the services of said person in relation to the work to be performed in fulfillment of this requirement and to submit said person's resume to the Contracting Authority.

##### **19.1 WORK FORCE REDUCTION PROGRAMS**

As a result of the implementation of various programs to reduce the public service, Bidders must provide information regarding their status as former public servants in receipt of either a lump sum payment or a pension, or both, pursuant to the terms of early Departure Incentive (EDI) Program, the Early Retirement Incentive (ERI) Program, the





Forces Reduction Program, the Executive Employment Program and any other current and future similar programs implemented by the Treasury Board.

Therefore Bidders must make available the following details:

- a) Date and amount of lump sum payment incentives;
- b) Terms and conditions of the lump sum payment incentive (including termination date);
- c) Rate of pay on which the lump sum payment was based;
- d) Whether or not the \$5,000 exemption has been reached.

In the event that a contract is awarded to a former public servant during the period covered by the lump sum payment, the contract fee must be abated (reduced by an amount corresponding to the number of weeks remaining in the Contractor's lump sum payment period after beginning the contract.

This reduction is subject to an exemption of a maximum of \$5,000 (including Goods and Services Tax and of Harmonized Sales Tax, as appropriate) applicable to one or more contracts during the period covered by the lump sum payment.

For the purpose of this solicitation, former public servants are defined as:

- a) An individual
- b) An individual who is incorporated
- c) A partnership made up of former public servants, or
- d) A sole proprietorship or entity where the affected individual has a major interest in the entity.

## **20.0 STATUS OF PERSONNEL**

If the Bidder has proposed any person in fulfillment of this requirement who is not an employee of the Bidder, the Bidder hereby certifies that written permission has been obtained from such person (or the employer of such person) to propose the services of said person in relation to the work to be performed in fulfillment of this requirement and to submit said person's resume to the Contracting Authority.

During the bid evaluation, the Bidder MUST upon the request of the Contracting Authority provide a copy of such written permission, in relation to any or all non-employees proposed. The Bidder agrees that failure to comply with such a request may lead to disqualification of the Bidder's proposal for further consideration.

### **20.1 FORMER FEDERAL PUBLIC SERVANTS**

The Bidder must identify all individuals, officers and employees assigned to the bid/proposal that are former federal public servants in receipt of a pension of any department or agency of the Public Service of Canada.

## **21.0 CERTIFICATION OF EDUCATION AND EXPERIENCE**

The Bidder hereby certifies that all statements made with respect to education and experience are true and that any person proposed by the Bidder to perform the Work or part of the Work is either an employee of the Bidder or under a written agreement to provide services to the Bidder.

The Bidder hereby certifies that all of the information provided in the resumes and supporting material submitted with the proposal, particularly as this information pertains to education achievements, experience and work history, has been verified by the Bidder to be accurate.

Furthermore, the Bidder warrants that the individuals proposed by the Bidder for the requirement are capable of satisfactorily performing the Work described therein.

Should a verification by CFIA disclose untrue statements, the CFIA shall have the right to treat any contract resulting from RFP as being in default and terminate it accordingly.



**22.0 INDEPENDENT SERVICES**

It is understood and agreed that the personnel which will be provided to perform the services set forth in the proposal are and will remain the Bidder's employees or resources providing independent services to the Agency and nothing in this RFP shall be read or construed as constituting such personnel as employees or servants of the Agency.

**23.0 SUBSTANTIATION OF ALLEGATIONS**

The CFIA reserves the right to ask the Bidder to substantiate any claims made in the proposal.

The CFIA reserves the right to verify any allegations or substantiations and to declare the bid non-responsive for any of the following reasons:

- a) Unverifiable or untrue statements;
- b) Unavailability of any person(s) proposed on whose statement of education and experience the CFIA relied upon in determining the successful bidder.

**24.0 SECURITY REQUIREMENTS**

This Security Clearance is required at Bid closing – See cover page for the closing date.

**Security Clearance:**

Reliability: <b>X</b>	Confidential:	Secret:	Top Secret:	Other:
File number, name and date of birth:				

All resources used under any resulting contract must possess a valid Federal Government security clearance at the level "Reliability"

An electronic version of a Security Clearance application is available at the following Treasury Board Secretariat website: [http://www.tbs-sct.gc.ca/tbsf-fsct/tbsf-fsct\\_e.asp#security](http://www.tbs-sct.gc.ca/tbsf-fsct/tbsf-fsct_e.asp#security)

For Reliability clearance please fill in the "Personnel Screening, Consent and Authorization Form" (TBS/SCT 330-23e). For all other clearances, please fill in the "Personnel Screening, Consent and Authorization Form" (TBS/SCT 330-23e) and "Security Clearance Form" (TBS/SCT 330-60e)

**25.0 BIDDERS' CONFERENCE**

<b>Mandatory: X</b>	<b>Non-Mandatory:</b>
<b>Date and Time:</b> July 27th, 2015 at 10:30 am, Charlottetown time	
<b>Address:</b> Charlottetown Laboratory 93 Mount Edward Road Charlottetown, PE C1A 5T1	

A Bidders' conference will be held at Charlottetown Laboratory on July 27th, 2015. The conference will begin at **10:30 am**, in meeting room **UO-08**. Bidders who do not attend are precluded from submitting a bid.

Bidders are requested to communicate with the Contracting Authority prior to the bidders' conference to confirm attendance. Bidders are to provide the Contracting Authority, in writing, the names of its representatives who will be attending and a list of issues that it wishes to table no later than three (3) working days prior to the scheduled bidder's conference.

Bidders, or a representative of the bidder, are requested to attend this conference during which the requirements outlined in this RFP solicitation document will be reviewed and any questions will be answered. In order to fully understand the scope of the requirement, it is recommended that bidders who intend submitting a bid attend or send a representative.

Bidders are advised that any clarifications or changes resulting from the bidders' conference shall be included as an amendment to the RFP solicitation document.



**26.0 FEDERAL CONTRACTORS PROGRAM for EMPLOYMENT EQUITY**

By submitting a bid, the Bidder certifies that the Bidder, and any of the Bidder's members if the Bidder is a Joint Venture, is not named on the Federal Contractors Program (FCP) for employment equity "FCP Limited Eligibility to Bid" list

([http://www.labour.gc.ca/eng/standards\\_equality/eq/emp/fcp/list/inelig.shtml](http://www.labour.gc.ca/eng/standards_equality/eq/emp/fcp/list/inelig.shtml)) available from Human Resources and Skills Development Canada (HRSDC) - Labour's website  
([http://www.labour.gc.ca/eng/standards\\_equality/eq/emp/fcp/index.shtml](http://www.labour.gc.ca/eng/standards_equality/eq/emp/fcp/index.shtml))

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.

**27.0 CONFLICT OF INTEREST**

CFIA has employed the assistance of private sector Bidders in the preparation of this solicitation. Responses to this solicitation from any such bidders or with respect to which such bidders is in any manner directly or indirectly involved will be deemed to be in conflict of interest (real or perceived) and will not be considered. By submitting a bid, the Bidder represents that there is no conflict of interest as stated above.



**Section 2**  
**SELECTION METHODOLOGY**  
**TECHNICAL EVALUATION**

**1.0 TECHNICAL PROPOSAL**

The technical proposal shall address all mandatory and point rated evaluation criteria specified herein.

**1.1 MANDATORY EVALUATION CRITERIA:**

Proposals will be evaluated in accordance with the mandatory evaluation criteria as detailed herein. Bidders are advised to address each requirement in sufficient depth to permit a complete requisite analysis and assessment by the evaluation team. Proposals failing to adequately respond to the mandatory evaluation criteria will be excluded from further consideration. Only proposals found to meet the mandatory evaluation criteria will be evaluated in accordance with the evaluation criteria subject to point rating.

**1.2 POINT RATED EVALUATION CRITERIA:**

The proposal will be evaluated and scored in accordance with specific evaluation criteria as detailed herein. It is imperative that these criteria be addressed in sufficient depth in the proposal to fully describe the bidder's response.

Bidders are advised that only listing experience without providing any supporting data to describe responsibilities, duties and relevance to the requirements will not be considered "demonstrated" for the purpose of this evaluation. The bidder should provide complete details as to where, when (months and years) and how (through which activities/responsibilities) the stated qualifications/experience were obtained.

**1.3 CERTIFICATIONS:**

Bidders must submit the certifications specified in Section 2, of this RFP with their proposal or within two (2) calendar days of a request by the CFIA. Demonstration of compliance with all items in Section 2 is mandatory prior to the issuance of any resulting contract. If the bidder does not provide any required information within the time limit requested, their proposal will be considered non-responsive and will receive no further consideration.

Compliance with the certifications the Bidder provides to Canada is subject to verification by CFIA during the proposal evaluation period (prior to contract awarded) and after contract award. The Contracting Authority shall have the right to ask for additional information to verify the Bidder's compliance to the applicable certification made knowingly, or any failure to comply with certifications or comply with request of the Contracting Authority for additional information will render the proposal non-responsive.

**1.4 BIDDER CLARIFICATIONS:**

The Bidder warrants that clarifications shall be made available upon request within two calendar days of a request by the CFIA. If the bidder does not provide any required information within the time limit requested, its proposal will be considered non-responsive and will receive no further consideration.

**2.0 EVALUATION CRITERIA**

Bidders should use the main headings below under the Mandatory Evaluation Criteria and Point Rated Evaluation Criteria. Bidders are encouraged to make cross-references between sections, so as to limit the number of pages in the offer.



**3.0 MANDATORY EVALUATION CRITERIA**

Bidders must address each mandatory criteria listed below or their bid will be deemed as non-compliant.

Criteria (M)	Mandatory Criteria	Required Supporting Information	Compliant YES/NO
M1	<p>The firm must have a minimum of two (2) years of experience in commercial/institutional cleaning in high cleanliness areas * within the last five (5) years (dating back to June 1, 2010).</p> <p>*high cleanliness areas refers to special purpose buildings such as universities, research centers, laboratories, hospitals or pharmaceutical industry buildings that require specialized attention due to hazardous substances present, risk of contamination and daily cleaning around highly sensitive equipment.</p> <p>The bidder must provide the following:</p> <ul style="list-style-type: none"> <li>• Name of client organization or company;</li> <li>• Name, Title, Telephone number and Fax number of contact;</li> <li>• Description of project or contract;</li> <li>• Location of the project or contract;</li> <li>• Value of the project or contract.</li> <li>• Performance period of the project or contract.</li> </ul> <p>This criterion will be further evaluated in <b>PR1</b>.</p>	<p>Provide commercial/institution names, locations, contract duration, and detailed description of the work.</p>	
M2	<p>The bidder must provide a résumé for each proposed resource including proposed back-up resources for full time employees with equivalent experience. All proposed resources assigned to the site must have a minimum of two (2) years of experience providing a janitorial service of a comparable or greater scope of work.</p> <p>The résumés must include the following:</p> <ul style="list-style-type: none"> <li>• Name of client organization or company;</li> <li>• Name, Title, Telephone number and Fax number of contact;</li> <li>• Description of project or contract;</li> <li>• Location of the project or contract;</li> <li>• Value of the project or contract.</li> <li>• Performance period of the project or contract.</li> </ul>	<p>Provide a résumé for each proposed resource and back-up resources for validation purposes.</p>	



<p><b>M3</b></p>	<p>The firm must provide references for three (3) previous projects within the last five (5) years (dating back to June 1, 2010) of the similar scope and size.</p> <p>The bidder must provide the following:</p> <ul style="list-style-type: none"> <li>• Name of client organization or company;</li> <li>• Name, Title, Telephone number and Fax number of contact;</li> <li>• Description of project or contract;</li> <li>• Approximate size in square meters of the cleanable area;</li> <li>• Location of the project or contract;</li> <li>• Value of the project or contract.</li> <li>• Performance period of the project or contract.</li> </ul> <p>The projects identified in this criterion will be further evaluated at <b>PR2</b>.</p>	<p>Provide examples of projects for which the bidder has provided services of the same scope and size.</p> <p>Each project cited must be supported by client contact information for validation purposes.</p>	
<p><b>M4</b></p>	<p>The Bidders must have an internal quality control manual.</p>	<p>Provide a detailed description of the internal quality control manual including the following:</p> <ul style="list-style-type: none"> <li>• Quality policies and procedures;</li> <li>• Manual updates;</li> <li>• Training and refresher;</li> <li>• Supervision;</li> <li>• Equipment upkeep;</li> <li>• Company self-inspections;</li> <li>• Health and safety strategy.</li> </ul>	
<p><b>M5</b></p>	<p>The Bidders must have proof of the new Globalized Harmonized System Workplace Hazardous Materials Information System (GHS WHMIS) training for all proposed resources.</p>	<p>Provide copies of valid certificates.</p>	
<p><b>M6</b></p>	<p>The proposed resources and back-ups must hold a current, valid security screening at the level of <b>RELIABLE</b> granted by the Canadian and International Industrial Security Directorate (CIISD) of PWGSC at the date and time of proposal submission. If the required resource's clearance is not held by the Contractor, the Contractor must ensure that a valid <b>DUPLICATE</b> security clearance for the proposed resource is obtained. The file number and expiration date must be included in the proposal.</p>	<p>A copy of the security clearance certificate or file number issued by PWGSC Canadian and International Industrial Security Directorate (CIISD) is required.</p>	



**4.0 POINT RATED EVALUATION CRITERIA**

Proposals will be evaluated and scored in accordance with specific evaluation criteria as detailed in this section. A bidder must obtain overall minimum pass mark of <53 points> out of a maximum of <75 points> in order to be considered responsive.

The point rated evaluation criteria of the RFP are:

Criteria #	Point Rated Criteria	Required Supporting Information	Max Points	Candidate Score
PR1	<p>The firm must have a minimum of two (2) years of experience in commercial/institutional cleaning in high cleanliness areas* within the last five (5) years (dating back to June 1, 2010).</p> <p>*high cleanliness areas refers to special purpose buildings such as universities, research centers, laboratories, hospitals or pharmaceutical industry buildings that require specialized attention due to hazardous substances present, risk of contamination and daily cleaning around highly sensitive equipment.</p> <p>&gt;10 years = 15 points &gt;5 years up to 10 years = 10 points &gt;2 years up to 5 years = 5 points &lt;2 years = 0 points</p> <p>The bidder must provide the following:</p> <ul style="list-style-type: none"> <li>• Name of client organization or company;</li> <li>• Name, Title, Telephone number and Fax number of contact;</li> <li>• Description of project or contract;</li> <li>• Location of the project or contract;</li> <li>• Value of the project or contract.</li> <li>• Performance period of the project or contract.</li> </ul>	<p>Provide examples of projects for which the firm has experience in commercial/institutional cleaning in high cleanliness areas.</p> <p>Each project cited must be supported by client contact information for validation purposes.</p>	15 points	
PR2	<p>Bidders are to provide client <b>references</b> for three (3) current customers or previous customers within the last five (5) years. Each reference should be from clients for whom the Bidder provided services for a minimum of two (2) years within the last five (5) years. The following information is to be provided:</p> <ul style="list-style-type: none"> <li>• Name of client organization or company;</li> <li>• Name, Title, Telephone number and Fax number of contact;</li> <li>• Description of project or contract;</li> <li>• Location of the project or contract;</li> <li>• Value of the project or contract.</li> <li>• Performance period of the project or contract.</li> </ul>	<p>[PR.2.1 to PR2.4 total 60 points]</p>	60 points	



PR2.1	<p>On a scale of 1 to 5, how would you rate their service level?</p> <p>*scores are given by client references.</p>	<p>Points awarded according to the following rating scale for each criterion:</p> <p><b>Total 5 points per reference. Total of 3 references.</b></p>	15 points	
PR2.2	<p>Was there ever a time when you had to approach the contractor for instances where the contractual obligations were not met as described in the Statement of Work?</p>	<p>Points awarded according to the following rating scale for each criterion:</p> <p><b>Total 5 points per reference. Total of 3 references.</b></p> <p><b>5 points</b> – The situation was addressed satisfactorily. <b>0 points</b> - The situation was <u>NOT</u> addressed satisfactorily.</p>	15 points	
PR2.3	<p>On a scale of 1 to 5, how would you rate the firm's ability to take instructions and commitment to providing quality service each and every time they worked?</p> <p>*scores are given by client references.</p>	<p>Points awarded according to the following rating scale for each criterion:</p> <p><b>Total 5 points per reference. Total of 3 references.</b></p>	15 points	
PR2.4	<p>On a scale of 1 to 5, how would you rate the company's commitment to good safety practices in the workplace?</p> <p>*scores are given by client references.</p>	<p>Points awarded according to the following rating scale for each criterion:</p> <p><b>Total 5 points per reference. Total of 3 references.</b></p>	15 points	
<b>A minimum pass mark of 53 points is required</b>			<b>75 points</b>	

**5.0 BASIS OF SELECTION**

To be considered responsive, a proposal must:

- a) Meet all the mandatory evaluation criteria of this RFP; and
- b) Obtain an overall minimum pass mark of 53 out of a maximum of 75 points.

Selection of the successful bidder for each position shall be determined on the ratio of technical merit 70% and cost ratio ex: 30% to determine the best value.

The highest technically scored proposal is allocated the maximum points of 70 and the other technical proposals are prorated accordingly. The lowest priced technically responsive proposal is allocated the maximum points of 30 and the other technically responsive proposals are prorated accordingly. The Bidder with the most point (technical merit and cost) is considered as the proposal representing the best value.





**Example of Best Value Determination -  
Highest Combined Rating Technical Merit (70%) and Price (30%)**

Bidder	Bidder A	Bidder B	Bidder C
Technical Points Out of 100%	75%	80%	85%
Priced Quoted	\$79,000	\$63,000	\$76,000

Calculation	(70%)	(30%)	Total	Rank	\$/Pts	Rank
	Technical Points	Price Points				
Bidder A	$\frac{75}{85} \times 70 = 61.76$	$\frac{63}{79} \times 30 = 23.92$	85.68	3	1053	3
Bidder B	$\frac{80}{85} \times 70 = 65.88$	$\frac{63}{63} \times 30 = 30.00$ (lowest cost)	95.88	1	787.5	1
Bidder C	$\frac{85}{85} \times 70 = 70.00$ (highest %)	$\frac{63}{76} \times 30 = 24.87$	94.87	2	894	2

These figures are hypothetical and this is just a sample on how to do the calculations to determine the best cost to the Crown.

**6.0 REFERENCE PAGE - EXAMPLE**

The Bidder must provide the page number for all criteria, example as follows:

**MANDATORY CRITERIA**

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Page number in proposal

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**POINT RATED CRITERIA**

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Page number in proposal

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**Section 3**  
**STATEMENT OF WORK**

**1.0 TITLE:**

Maintenance services- Janitorial Services at the Charlottetown Laboratory (CL).

**2.0 BACKGROUND:**

The Charlottetown Laboratory is currently in its last year of a four year maintenance service contract and we are accepting proposals for a one year initial contract period with four (4) one (1) year option periods. The Charlottetown Laboratory supports plant health testing and research services in support of the Canadian potato industry. The facility also houses the Aquatic Animal Pathogen and Biocontainment Laboratory operated by the Department of Fisheries and Oceans.

**3.0 OBJECTIVE:**

The maintenance service – cleaning must be maintained at the highest possible standard in order to limit cross contamination within the laboratory complex.

**4.0 SCOPE:**

The Contractor is to provide cleaning services on a full time basis as per the description in the Statement of Work Section 3 at the Charlottetown Laboratory.- All work inside the building shall be performed in such times and manner as not to inconvenience the Agency staff. On weekdays all work will be from 4:00<sup>pm</sup> to 10:00<sup>pm</sup>, unless otherwise directed, so that the Contractor may liaison with the Facilities Manager. Cleaning operations will be carried out in such a manner that no more than 25% of the building will be illuminated while cleaning operations are underway during unoccupied hours, i.e., work is to be completed on each floor, or section of floor, and lights switched off in that area, before proceeding to the next floor or section of floor to commence operations in that area. Where individual offices are equipped with light switches, lights are to be turned on when entering to clean the office, and switched off, immediately upon leaving the office to proceed to clean the next office.

Lockable doors to all spaces must be kept locked at all times, even while cleaning is in progress, and must never be propped open.

The Contractor shall maintain on-site supervision to ensure that all requirements of this contract are fulfilled.

The following areas listed are not in this cleaning contract;

- A. High Security Zones (4X washrooms only)
- B. Mechanical Penthouse
- C. Boiler Room
- D. Crawl Space Areas
- E. Greenhouse
- F. Greenhouse Mechanical Room
- G. Header House
- H. Soils Room
- I. Chemical Storage (underground) B0-20, B0-21, B0-22

**5.0 RESOURCE REQUIREMENT:**

The CL has a requirement for two (2) cleaners and two (2) back up cleaners.

**6.0 DELIVERABLES**

**6.1 EXTERIOR**



### 6.1.1 DAILY

- A. Clean and polish outside aluminum fittings, signs, ornamental metal work, metal entrance doors and push bars.
- B. Clean general grounds; litter and garbage on lawn and in parking lots. Sweep and/or hose all paved areas as required.
- C. Clean and empty ashtrays. One located at front entrance, one located at West end loading dock, one located at Potato Receiving Loading Dock.

### 6.1.2 WEEKLY

- A. Clean glass and sashes on both sides in entrance sidelights.

### 6.1.3 MONTHLY

- A. Remove dust, litter and cobwebs from light wells, vent openings and entrance areas.

## 6.2 INTERIOR

### 6.2.1 FLOORS

#### A. GENERAL

- 1. Chairs, wastepaper baskets, etc., must not be placed on desks, table or work benches during cleaning operations.
- 2. Care must be taken not to allow cleaning solutions to seep under furniture legs, file cabinets, cupboards, partitions or lab equipment.
- 3. EXCLUSIONS – Cleaning of laboratory benches, laboratory sinks, stationary and moveable equipment.
- 4. Equipment of any kind is not to be moved without prior authorization from the Facilities Manager.

#### B. RESILIENT

- 1. Remove gum and other foreign residue daily.
- 2. OFFICE AREAS
  - A. Sweep all floors daily.
  - B. Damp mop or wipe all floors to remove dirt, salt, etc. daily.
  - C. Spray buff in front and behind counters in desk wells and traffic lanes weekly.
  - D. Wet or dry scrub and refinish on a full floor basis three times a year.
  - E. Strip and refinish on a full floor basis once a year in the month of April.

#### 3. LABORATORIES

- A. Sweep and damp mop floors daily.
- B. Spray buff traffic areas every two weeks.
- C. Wet or dry scrub and refinish on a full floor basis three times annually.
- D. Strip and refinish on a full floor basis annually.

#### 4. ALL OTHER AREAS

- A. Maintain as per OFFICE AREAS.

#### C. AGGREGATE

- 1. Sweep all floors daily.
- 2. Damp mop to remove dirt daily.
- 3. Wash and buff all floors weekly.
- 4. Machine scrub all floors three times annually.
- 5. Strip and reseal all floors annually.



#### **D. CONCRETE**

1. Sweep all floors using the dust control method daily.
2. Remove gum and other foreign residue daily.
3. Damp mop to remove dirt daily.
4. Wash all floors monthly.

#### **E. CARPETING AND RUGS**

##### **1. GENERAL**

- A. Remove spots and stains from carpeting and rugs daily.
- B. Report to the Facilities Manager spots on carpeting or rugs that cannot be removed by normal means and any damage to or lifting of carpeting.
- C. Clip loose threads during vacuuming operations.
- D. Pick up litter daily.

##### **2. OFFICE AREAS**

- A. Vacuum daily traffic lanes and desk wells in general working areas and private offices.
- B. Vacuum once every week (Friday) all carpeting and rugs on a full floor basis.
- C. Where T mats are in use, remove, vacuum carpet, clean T mat and replace.

##### **3. WALK-AWAY MATS**

- A. Vacuum and remove salt stains from all mats daily.
- B. Shampoo all large mats in place weekly.
- C. Smaller mats are to be removed to a designated area for this same operation.  
Mats will be in place from November 1<sup>st</sup> to April 30<sup>th</sup>.

### **6.2.2 ENTRANCES AND ATRIUM AREA**

#### **A. GENERAL**

1. Keep free of litter.
2. Clean furniture as per office furniture.
3. Mats are to be removed or rolled up to complete floor cleaning operations.

#### **B. DAILY**

1. Clean both sides of door glass.
2. Clean surface and between bars of foot grills. (This applies to all areas of the building).
3. Sweep, wash and buff floors. Provide additional damp mopping of floors if necessary as a result of inclement weather.
4. Clean glass on reception desk.
5. Wipe down reception desk with damp cloth.

#### **C. WEEKLY**

1. Sweep, spray buff and sweep floors.
2. Spot clean walls.

#### **D. MONTHLY**

1. Scrub and refinish floors.

### **6.2.3 STAIRS AND LANDINGS**

#### **A. DAILY**

1. Sweep stairs and landings.
2. Remove gum and other foreign residue.
3. Damp mop stairs and landings.
4. Dust handrails, vertical grills, baseboards, stringers and ledges.



#### **6.2.4 ELEVATOR**

##### **A. DAILY**

1. Clean interior and exterior bright metalwork.
2. Dust interior of cab and remove fingermarks, smudges and stains on doors, door frames and walls including control panels.
3. Scrape and vacuum clean doorsill/track grooves in both the cab and on each landing.
4. Sweep and damp mop floors.
5. Remove gum and other foreign residue.

##### **B. MONTHLY**

1. Remove and wash ceiling light and diffuser.

##### **C. SEMI-ANNUALLY**

1. Wet or dry scrub and refinish floors.

#### **6.2.5 WASHROOMS**

##### **A. GENERAL**

1. Blocked toilets, sinks, urinals and drains are to be cleared immediately by the use of a plunger. If plumbing work is necessary, notify the Facilities Manager.

##### **B. DAILY**

1. Remove gum and other foreign residue.
2. Sweep all floors.
3. Damp mop with a germicidal solution.
4. Dust off tops of partitions.
5. Remove all trash from strainers in base of urinals.
6. Wash both sides of toilet seats, interior and exterior of bowls, urinals, washbasins using a germicidal detergent.
7. Clean and disinfect all water taps, dispensers, door plates, flush valves and exterior of wastepaper and refuse receptacles.
8. Clean flush tanks, shelves, ledges, mirrors and exposed piping.
9. Spot clean walls, partitions and doors to remove finger marks, graffiti and other marks.
10. Empty sani-cans, wash, disinfect, and replace bags.
11. Empty all wastepaper receptacles.
12. Empty refuse receptacles, insert new bags.
13. Replenish soap in containers, toilet paper, linen and paper towel dispensers.
14. Pour a pail of clean water into the floor drains.

##### **C. WEEKLY**

1. Wash on both sides partitions and partition walls and ceramic walls using a germicidal detergent.
2. Descale toilet bowls and urinals.

##### **D. MONTHLY**

1. Machine scrub all floors and rinse with a germicidal solution.
2. Wash and disinfect wastepaper and refuse receptacles including metal containers.

##### **E. SEMI-ANNUALLY**

1. Strip and reseal all floor types.

##### **F. ANNUALLY**

1. Wash ceilings.



**6.2.6 VENETIAN AND VERTICAL BLINDS**

1. Dust Venetian blinds every four months.

**6.2.7 COUNTERS**

**A. DAILY**

1. Damp wipe and polish.

**B. WEEKLY**

1. Clean counter facings, metal wickets, glass and wood partitions.

**6.2.8 GLASS**

**A. DAILY**

1. Spot clean all glass doors, fire doors, balustrade, partitions and/or glass panels in partitions.
2. Remove all foreign substances such as tape, etc.

**B. WEEKLY**

1. Wash both sides of glass doors and glass in fire doors.

**C. SEMI-ANNUALLY**

1. Wash both sides of glass partitions and/or glass panels in partitions.

**6.2.9 FURNITURE AND FIXTURES**

- A.** Papers and files left on furniture shall not be disturbed by the cleaning staff.

**B. DAILY**

1. Dust horizontal surfaces.
2. Dust telephones and intercom instruments.
3. Dust and remove finger marks and stains from vertical and horizontal surfaces of boardroom and executive office furniture.
4. Spot clean finger marks and stains from glass topped furniture.
5. Spot clean outside surfaces of lockers, storage and filing cabinets.
6. Dust empty stacks and shelves.
7. Dust pictures and wall hangings. (Excluding paintings and art objects)

**C. WEEKLY**

1. Dust and remove stains from vertical surfaces.
2. Clean and polish boardroom and executive furniture.
3. Clean interior of public clothes closets.
4. Wash boot trays and/or shelves during inclement weather.

**D. MONTHLY**

1. Vacuum upholstered furniture.

**E. SEMI-ANNUALLY**

1. Clean all leather, vinyl and leatherette upholstered furniture.
2. Dust ledges inside desk wells.

**6.2.10 WASTE RECEPTACLES**

**A. DAILY**

1. Install plastic bags in wastepaper baskets if it is dirty or torn.
2. Empty and damp wipe exterior of wastepaper baskets.
3. Empty garbage cans and waste receptacles.



**B. MONTHLY**

1. Wash and disinfect wastepaper baskets.

**6.2.11 DOORS, DOOR FRAMES, ETC.**

**A. DAILY**

1. Clean fingerprints from doors and door frames.
2. Dust door grills.

**B. MONTHLY**

1. Clean kick and hand plates using a detergent solution.
2. Clean metal push bars, dust doors and frames.
3. Wash door grills.

**6.2.12 EMERGENCY FIRE EQUIPMENT**

**A. EVERY TWO MONTHS**

1. Clean interior of hose bibb cabinet.
2. Clean and/or polish fire extinguishers.
3. Clean both sides of cabinet door glass.
4. Dust all wall hung equipment.

**6.2.13 WATER FOUNTAINS**

**A. DAILY**

1. Wash and disinfect.

**6.2.14 WALLS, PARTITIONS AND BASEBOARDS**

**A. DAILY**

1. Remove finger marks, smudges and stains from painted walls and partitions.
2. Dust baseboards, ledges and mouldings.
3. Wipe all plastic corner protectors and plastic handrail.
4. Wipe exterior of Cold Room F-16.

**6.2.15 JANITOR ROOMS**

**A. DAILY**

1. Sweep and wash floors.
2. Wash and disinfect sinks.
3. All materials to be kept clean and neatly stored.

**B. QUARTERLY**

1. Wash walls, shelves, etc.

**6.2.16 KITCHEN AND LUNCHROOM AREAS**

**A. DAILY**

1. Wash all furniture, tables, chairs, sinks, exterior of fridges, microwaves, etc.
2. Sweep, wash and buff floors.
3. Empty recycling containers.
4. Replenish all soap, paper and/or linen towels in dispensers.
5. Empty, wash and disinfect garbage cans and paper receptacles, replace plastic bags.
6. Spot clean all walls, doors, partitions and exterior of cupboards.



**B. MONTHLY**

1. Wet or dry scrub and refinish floors.
2. Wipe down the interior and exterior of all recycling containers.

**C. ANNUALLY**

1. Strip and refinish floors.

**6.2.17 LOCKER ROOMS**

**A. DAILY**

1. Empty waste receptacles.
2. Dust exposed surfaces of lockers including tops.
3. Sweep floors.
4. Remove gum and other foreign residue.
5. Damp mop floors using a germicidal detergent.

**B. EVERY TWO MONTHS**

1. Wash the exterior of lockers.
2. Wet or dry scrub and refinish floors.

**C. ANNUALLY**

1. Strip and refinish floor.

**6.2.18 SHOWER AREAS**

**A. DAILY**

1. Remove all pieces of soap and foreign matter.
2. Wipe down walls using a cleaning disinfectant and rinse with clear water.
3. Scrub floor and duck boards using a cleaning disinfectant and rinse with clear water.
4. Report any stoppages or leaks to the Facilities Manager.

**B. WEEKLY**

1. Wash walls and shower curtains to remove soap scum and rinse with clear water.
2. Scrub floors to remove soap scum and rinse with clear water.
3. Polish handles, shower heads and other fixtures.

**6.2.19 SNOW REMOVAL**

- A. Clear snow, slush, etc. from entrances, exits, steps, walkways, loading-receiving docks to ensure the safety of the public and Laboratory employees.
- B. Spread sand or ice melter (supplied by the Contractor) over dangerous surfaces.
- C. The Contractor shall supply all labour and equipment as needed to fulfill these conditions, and shall if necessary, make arrangements for any emergencies at his own expense.
- D. Snow removal services shall be completed by 7:15 am during a normal workday and shall be done regularly throughout the day if weather conditions are inclement.
- E. Where snow clearing/removal is not completed and a hazardous condition exists, the Facilities Manager has the right to have this action completed by others and all costs involved shall be deducted from the Janitorial Contractor's payment.

**6.2.20 WASTEPAPER**

- A. All wastepaper and cardboard cartons, unless marked otherwise, remain the property of the CFIA and will not be disposed of.





## 6.2.21 SINKS

### A. DAILY

1. Wash all sinks using a germicidal detergent.
2. Clean and disinfect all water taps, foot and knee controls, dispensers and drain plugs.

**\*Sinks located within the labs are not to be cleaned.**

## 7.0 CONSTRAINTS:

- 7.0.1 Under no circumstance is the Contractor to remove anything from the building without prior approval from the Agency representative. CL is a smoke-free workplace; designated smoking area is located on the West end loading dock.
- 7.0.2 The Contractor must not use any CL equipment such as, but not limited to, fax machines, audio visual equipment, computers, tools, photocopiers, etc. The Contractor is only authorized to use equipment and supplies issued to him/her by the Agency.
- 7.0.3 The Contractor must not remove any papers or boxes on the floor in the lab or office areas. Cleaning must be done around these items.
- 7.0.4 CL will provide all waste disposal services. The Contractor must deposit waste in designated container.
- 7.0.5 The Contractor shall provide a written report to the Agency representative if any damage has occurred to Agency property. The Contractor shall make good any damage at no expense or inconvenience to the Agency.
- 7.0.6 Heavy Duty Cleaners- Must wear industrial type matching shirt and trousers or coveralls. The Company name or crest to be affixed to the shirt or coverall Light Duty Cleaners- Must wear duster coat (Smock) with the company name or crest affixed
- 7.0.7 Clean uniforms shall be provided at least twice weekly. These uniforms are to be purchased and maintained by the Contractor.
- 7.0.8 All Contractors' employees must have completed the new Globalized Harmonized System Workplace Hazardous Materials Information System (GHS WHMIS) training, and show documentation verifying this prior to commencing work under this contract.
- 7.0.9 The employees assigned to this site must be capable of communicating in English. (Oral and Written).
- 7.0.10 The Contractor shall provide a written report to the Facilities Manager immediately after an accident, if one occurs. The report shall state the person(s) involved, date, time, cause and action taken.
- 7.0.11 Only those resources security cleared and designated by the Contractor will be allowed access to the work site. No other persons accompanying employees will be allowed on site.
- 7.0.12 All Contractors are required to have the appropriate security clearance before beginning the contract. Upon completion of this clearance all Contract employees will be require to complete an in-house security request where a photo ID will be taken.
- 7.0.13 CL will then supply the Contractor with two copies of a building master key, as well as security cards for the duration of this contract. These items must be fully protected at all times. Master keys must not leave the building at any time. The Contractor must immediately notify the Facilities Manager if any security cards are lost or stolen.



- 7.0.14 CL shall supply the Contractor with one lockable storage space, on the main level, for storage of equipment and supplies.
- 7.0.15 The Contractor must not list, publicize or use in any fashion, for business purposes, the address of the building owned by the Government of Canada.
- 7.0.16 The Contractor is responsible for the safety of all equipment and supplies store in this space. The Contractor is responsible for the safe and efficient operation of all equipment provided by CL and will be held responsible for any repairs as a result of misuse. All repairs will be carried out to the satisfaction of the Agency and cost of the Contractor.

## **8.0 CFIA Responsibilities:**

- 8.0.1 CL shall provide all supplies and equipment such as, but not limited to, pails, carts, mops, brooms, chemical products, floor finishing products, disinfectants, garbage bags, etc. as required to perform this work. The Contractor will supply floor finishing and polishing equipment, high pressure wash, vacuum cleaners, shovels, scaffolding, ladders, etc.
- 8.0.2 The Contractor shall take care, at all times to protect its employees, the tenant, and all other persons on the premises from any harm and shall comply with all applicable safety standards and regulations recommended by National and provincial codes and/or prescribed by the authorities having jurisdiction.
- 8.0.3 The Contractors shall read, sign and abide by the "Safe Working Procedures for Contractors when Working at a CFIA Laboratory" form included in this Tender. (See Annex D: Safe Working Procedures for Contractors when Working at a CFIA Laboratory)
- 8.0.4 CL (Charlottetown Laboratory) cleaning inspection checklist will be completed by the Facilities Manager on a monthly basis. The contractor must score 75% or greater in the areas assessed to meet the minimum standard acceptable, any areas noted on the checklist are to be corrected immediately by the contractor. If there are two consecutive checklists below 75% or three in a contract year, this may result in the termination of the contract. (See Annex B: Building Cleaning Inspection Checklist)

## **9.0 LANGAUGE OF WORK:**

English essential, as outlined in 6.0.9.

## **10.0 LOCATION OF WORK:**

Canadian Food Inspection Agency  
Charlottetown Laboratory  
93 Mount Edward Road  
Charlottetown, PE C1A 5T1

## **11.0 SECURITY:**

The proposed resources must hold a current, valid security screening at the level of RELIABLE granted by the Canadian and International Industrial Security Directorate (CIISD) of PWGSC at the date and time of proposal submission. If the required resource's clearance is not held by the Contractor, the Contractor must ensure that a valid DUPLICATE security clearance for the proposed resource is obtained. The file number and expiration date must be included in the proposal.

## **12.0 OPTIONS:**

CFIA reserves the right to raise four (4) one (1) year options to extend this contract.

## **13.0 BUDGET CONSTRAINTS:**

CFIA's estimated budget for this requirement is less than \$60,000.00 per year, plus applicable taxes.



**Section 4**  
**FINANCIAL PROPOSAL**

**1.0 TERMS OF PAYMENT**

The Contractor will be paid in accordance with the terms and conditions stated in paragraph 7, Contract Amount & Terms of Payment, CFIA Service Contract Articles of Agreement.

The total estimated amount of GST and HST is to be shown separately. Proposals will be assessed on an FOB destination basis.

**2.0 BASIS OF PAYMENT**

**A. Base Contract Janitorial Service for all day-to-day cleaning as detailed in Section 3.**

The Bidder must provide a firm monthly rate where indicated, all applicable taxes must be shown separately, for the original contract period and for the three option periods indicated in Section 3.

<b>BASE CONTRACT CLEANING SERVICES</b>	<b>FIRM MONTHLY RATE (A)</b>	<b>MONTHS (B)</b>	<b>TAXES (C)</b>	<b>TOTAL (A x B) + C</b>
<b>Initial Contract Period (12 months)</b>	\$	x 12	\$	\$
<b>Option Period 1 (12 months)</b>	\$	x 12	\$	\$
<b>Option Period 2 (12 months)</b>	\$	x 12	\$	\$
<b>Option Period 3 (12 months)</b>	\$	x 12	\$	\$
<b>Option Period 4 (12 months)</b>	\$	x 12	\$	\$
<b>TOTAL VALUE OF CONTRACT:</b>				<b>\$</b>

**B. As and when required cleaning as detailed in Section 3.**

The Bidder must provide a firm hourly rate for all of the extra tasks required on an "as and when" required basis, all applicable taxes must be shown separately for the original contract period and for the two option periods indicated in Section 3.



<b>ADDITIONAL "AS AND WHEN REQUIRED" TASKS</b>	<b>FIRM HOURLY RATE (A)</b>	<b>ESTIMATED NUMBER OF HOURS (B)</b>	<b>TOTAL (TAXES) (C)</b>	<b>TOTAL (A x B) + C</b>
<b>Initial Contract Period (12 months)</b>	\$ /hr	<b>200 hours</b>	\$	\$
<b>Option Period 1 (12 months)</b>	\$ /hr	<b>200 hours</b>	\$	\$
<b>Option Period 2 (12 months)</b>	\$ /hr	<b>200 hours</b>	\$	\$
<b>Option Period 3 (12 months)</b>	\$ /hr	<b>200 hours</b>	\$	\$
<b>Option Period 4 (12 months)</b>	\$ /hr	<b>200 hours</b>	\$	\$
			<b>TOTAL:</b>	\$

**Note:** For evaluation purposes, CFIA will add the firm monthly rates (excluding all applicable taxes) plus an estimated total of 200 hours per year at the given firm hourly rates (excluding all applicable taxes) for the Initial Contract Period and each of the three option years.

\*CFIA's estimated budget for this requirement is less than \$60,000.00 per year, plus applicable taxes.

**3.0 METHOD OF PAYMENT**

CFIA shall make payments according to the following:

Progress payments to be paid on a monthly basis for actual time spent in the performance of the work set out in the SOW in Section 3.

**4.0 DIRECT DEPOSIT**

The Contractor agrees to receive payment through direct deposit to a financial institution. The appropriate form will be provided prior to contract award. You can also obtain the form from the Receiver General's website at [http://www.inspection.gc.ca/DAM/DAM-aboutcfia-sujetacia/STAGING/text-texte/c5692\\_re\\_1385730987670\\_eng.pdf](http://www.inspection.gc.ca/DAM/DAM-aboutcfia-sujetacia/STAGING/text-texte/c5692_re_1385730987670_eng.pdf)

Government of Canada considers privacy and security of utmost importance in the issuance of payments. Any information you provide to the Government of Canada in support of Direct Deposit is protected under the Government of Canada *Privacy Act and Access to Information Act (R.S.C., 1985, c. A-1)*.

Additional information is available at:  
[www.tpsgc-pwgsc.gc.ca/recgen/txt/depot-deposit-eng.html](http://www.tpsgc-pwgsc.gc.ca/recgen/txt/depot-deposit-eng.html)



**Section 5**  
**CFIA CONTRACT TERMS AND CONDITIONS**  
**\*\*\*EXAMPLE CONTRACT ONLY\*\*\***

The Service Contract agreement between the CFIA and the selected bidder will be subject to the following terms and conditions.

**1. DEFINITIONS**

1.1 For the sole purpose of this Service Contract the parties agree that:

“General Conditions” shall mean Public Works and Government Services Canada (PWGSC) 2035- General Conditions - Services, set out in the Standard Acquisition Clauses and Conditions (SACC) Manual issued by the Department of Public Works and Government Services.

**2. AGREEMENT**

2.1 The following documents and any amendments in writing, and approved by the Parties, and relating thereto form the Service Contract between the CFIA and the Contractor:

- 2.1.1 These Articles of Agreement;
- 2.1.2 The General Conditions as defined in section 1.1 above and incorporated by reference in section 2.3;
- 2.1.3 The document attached hereto as Appendix “A” and entitled “Statement of Work”;
- 2.1.4 The request for proposal, where applicable; and
- 2.1.5 The Contractor’s Proposal dated <date> and attached hereto as Appendix “B”.

2.2 In the event of any discrepancies, inconsistencies or ambiguities between or among the wording of the documents, and brought to the attention of one or the other Party in writing, set out in section 2.1, the wording of the document that appears first on the list set out in section 2.1 shall prevail over the wording of a document appearing subsequently on the list set out in section 2.1.

2.3 The General Conditions as defined in section 1.1 are hereby incorporated by reference into and form part of this Service Contract.

OR

The General Conditions as defined in section 1.1 are hereby incorporated by reference into and form part of this Service Contract. The version of the SACC Manual applicable to this Service Contract is the one in effect on the date of the last signature of this Service Contract. The SACC Manual may be viewed on the Department of Public Works and Government Services Canada web site, Internet address: <https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual>

2.4 In the General Conditions, all references to the Minister of PWGSC, to the Crown, to Her Majesty, to Canada, to the Government or to the PWGSC shall be interpreted as a reference to Her Majesty in Right of Canada, as represented by the CFIA, where applicable.

2.5 All appendices and attachments referred to in this Service Contract and/or annexed hereto shall form part of this Service Contract.



**3. CFIA REPRESENTATIVES**

3.1 The representative of the CFIA for the purpose of any issue related to the administration of this Service Contract (Contracting Authority) shall be:

<Contract officer> <phone #>  
or such other person as may be designated by the CFIA.

3.2 The representative of the CFIA for the purpose of any issue related to the Work or any technical aspect of the Work set out in Appendix "A" of this Service Contract (Technical or Project Authority) shall be:

<project authority> <phone #>  
or such other person as may be designated by the CFIA.

**4. CONTRACTOR REPRESENTATIVES**

For the purposes of this Service Contract, the Contractor shall have the work under this Service Contract carried out by <name of person to carry out the Statement of Work> under the direction and control of <if applicable>

**5. LEGAL JURISDICTION**

This Service Contract shall be governed by and interpreted in accordance with the laws in force in the Province of <province>, Canada

**6. TERM OF THE SERVICE CONTRACT AND DURATION OF THE WORK**

6.1 This Service Contract shall come into effect on the date of the last signature to this Service Contract and shall terminate, except where expressly stated otherwise, on the last day for completion of the Work as set out in section 6.2. The parties hereto agree that irrespective of the effective date of the Service Contract, the terms and conditions of this Service Contract shall apply to any Work or part thereof commenced on the <day> day of <month>, 200<year>.

6.2 The Work shall be completed with care, skill, diligence and efficiency and in accordance with all the terms and conditions of this Service Contract no later than the <day> day of <month>, 200<year>.

**7. CONTRACT AMOUNT AND TERMS OF PAYMENT**

**7.1 Basis of Payment - Time and Material**

Subject to the terms and conditions of this Service Contract and in consideration for the Satisfactory performance of the Work, the CFIA shall pay the Contractor a sum not in any circumstances to exceed \$<amount in numbers> plus applicable taxes. The CFIA shall pay the following unit prices not to exceed the quantities specified only for the items stated. Daily fees, if applicable, are based on 7.5 hours. For work performed for a duration of more or less than 7.5 hours a day, the time charges will be protected to cover the actual time worked. There is no allowance for overtime. Fees are inclusive of costs related to administrative and clerical support, supplies, equipment and administrative expenses necessary to accomplish the work.

Travel and other expenses if applicable shall be paid in accordance with Treasury Board Guidelines and Directives, certified by the Contractor as the accuracy of such claim.



## 7.2 Method of Payment

Payment by CFIA shall be made as follows:

One (1) lump sum payment after completion of the Work; or

OR

Invoicing to be paid on monthly basis for actual time spent in the performance of the Work set out in Appendix "A".

## 7.3 Direct Deposit

The Contractor agrees to receive payment through direct deposit to a financial institution. The appropriate form will be provided prior to contract award. You can also obtain the form from the Receiver General's website at [http://www.inspection.gc.ca/DAM/DAM-aboutcfia-sujetacia/STAGING/text-texte/c5692\\_re\\_1385730987670\\_eng.pdf](http://www.inspection.gc.ca/DAM/DAM-aboutcfia-sujetacia/STAGING/text-texte/c5692_re_1385730987670_eng.pdf)

Government of Canada considers privacy and security of utmost importance in the issuance of payments. Any information you provide to the Government of Canada in support of Direct Deposit is protected under the Government of Canada *Privacy Act and Access to Information Act (R.S.C., 1985, c. A-1)*.

Additional information is available at:  
[www.tpsgc-pwgsc.gc.ca/recgen/txt/depot-deposit-eng.html](http://www.tpsgc-pwgsc.gc.ca/recgen/txt/depot-deposit-eng.html)

## 7.4 Invoicing Instructions

The Contractor shall submit invoices on its own forms and shall include therein the date, name and address set out below, a clear description of the Work performed and for which payment is being requested by the invoice, the item number and quantity, reference numbers and the contract file number <contract file number>. The Contractor must submit, along with said invoices, all substantiating documentation. Invoices shall be submitted to the CFIA in three (3) copies to the following address. Failure to comply with the terms and conditions of this section may delay payment by the CFIA of any amount due and payable under this Service Contract.

CFIA  
<Address>

Attention of: <project authority>

## 7.5 Income Tax Act

Pursuant to paragraph 221(1)(d) of the Income Tax Act in force on the effective date of this Service Contract, payments made by the CFIA under this Service Contract must be reported on a T4A supplementary slip. Contractors are, therefore, required to provide on each invoice submitted to the CFIA, the following information:

7.5.1 the legal name of the Contractor; that is, the name associated with the Social Insurance Number or Business Number of the Contractor, as well as the appropriate address and postal

7.5.2 the legal status of the Contractor; that is, without limiting the following, individual, unincorporated business or corporation, limited company .;



7.5.3 for Contractors who are an individual or unincorporated business, the Contractor's Social Insurance Number or, if applicable, the Contractor's Business Number or, if applicable, the Contractor's Goods and Services Tax (GST)/Harmonized Sales Tax (HST) number;

7.5.4 for Contractors who are corporations, the Contractor's Business Number or, if the Business Number is not available, the GST/HST number. If the Contractor has no Business Number or GST/HST number, the T2 Corporation Tax Number must be provided.

**7.6 Acceptance of the Work**

All Work is subject to the approval and acceptance of the CFIA and said approval and acceptance is at the sole and unfettered discretion of the CFIA but shall not be unreasonably withheld. The CFIA shall not make any payment and no amount is due to the Contractor until the Work is approved and accepted by the CFIA.

**7.7 Payment Due Date**

Payment by the CFIA to the Contractor shall be made within thirty (30) calendar days following the date on which the Work is completed and approved by the CFIA or on which a claim for payment and all substantiating documentation are received by the CFIA under the Service Contract, whichever date is later.

**7.8 Financial Administration Act**

In accordance with the Financial Administration Act in force on the effective date of this Service Contract, any payment under this Service Contract is subject to there being an appropriation for the Work hereunder for the fiscal year in which any commitment to pay becomes effective. In the event no such appropriation is made, this Service Contract shall terminate immediately and without any repercussion to either party.

**7.9 GST/HST**

The Goods and Services Tax (GST) and/or the Harmonized Sales Tax (HST) as applicable shall be considered an applicable tax for the purposes of this Service Contract and shall be disclosed and identified as separate items on any invoice or accounting document.

Unless otherwise required by law, the Contractor shall not invoice or collect any ad valorem sales tax levied by the Province in which the taxable goods and/or services required under this Service Contract are delivered to the CFIA. Existing Reciprocal Taxation Agreements, exempting payment of provincial sales tax (PST) shall be superseded by HST legislation.

**7.10 CFIA's Liability**

This Service Contract does not oblige the CFIA to authorize or order any goods or services whatsoever or to spend the estimated expenditure or any money whatsoever except as expressly required herein. Furthermore, the CFIA's liability under this Service Contract shall be limited to the amount set out in section 7.1.

**7.11 Price Certification**

The price charged for the performance of the Work under this Service Contract shall not exceed the lowest price charged any other third party by the Contractor, including the Contractor's most favoured customer or client for like quality and/or quantity of the services and/or goods and the price so charged may be verified by audit by the CFIA before or following any payment by the CFIA under this Service Contract.





- 7.11.1 Any overpayment by the CFIA made as a result of the Contractor's breach of the condition set out herein, shall be immediately due and owing to the CFIA, shall be immediately repaid to the CFIA and until so repaid shall be deemed a debt due to the Crown.
- 7.11.2 In the event that the CFIA has not made a payment, then any amount resulting from the Contractor's breach of the condition set out herein shall be deducted from any payment owed by the CFIA to the Contractor.

## **8. OWNERSHIP OF COPYRIGHT AND INVENTIONS**

- 8.1 All intellectual property, intellectual property rights or other similar property or property rights, in whatever format produced by the Contractor or Contractor representatives in the performance of the Work, hereinafter "Intellectual Property", shall vest in and remain the property of Her Majesty the Queen in Right of Canada, as represented by the CFIA. For greater clarity, all prototypes, including but not limited to those subject to intellectual property protection, and inventions produced, developed or first reduced to practice by the Contractor or Contractor representatives in the performance of the Work shall vest in and remain the property of Her Majesty the Queen in Right of Canada, as represented by the CFIA.
  - 8.1.1 The Contractor shall notify the CFIA in writing of any intellectual property, shall provide full details of the intellectual property and shall account fully to the CFIA in respect of the intellectual property. The Contractor or the Contractor representatives shall have no right or rights in the Intellectual Property except as expressly provided for in this Service Contract. Neither the Contractor nor the Contractor representatives shall divulge or such Intellectual Property other than as required in the performance of the Work under this Service Contract.
  - 8.1.2 The Contractor shall assign, waive, license and fully transfer all Intellectual Property arising from, associated with and related to the Work and this Service Contract in favour of the CFIA with no consideration being paid therefore by the CFIA to the Contractor.
  - 8.1.3 The Contractor shall ensure that the Contractor representatives assign, waive, license and fully transfer all Intellectual Property arising from, associated with and related to the Work and the Service Contract in favour of the CFIA with no consideration being paid therefore by the CFIA to Contractor or to the Contractor representatives.
- 8.2 All Intellectual Property subject to copyright shall bear the following copyright notice once their use is approved by the CFIA:

© 2015 Her Majesty in Right of Canada (Canadian Food Inspection Agency).  
All rights reserved. Use without permission is prohibited.

## **9. DISPUTE RESOLUTION**

- (a) The parties shall first attempt to resolve disputes arising under the terms of this Contract through direct negotiation between their representatives who have authority to settle such disputes within thirty (30) working days of receipt of a written invitation to negotiate. The parties may agree to an extension of the thirty (30) working day period in writing.
- (b) In the event that the parties are unable to resolve the dispute through negotiation as outlined in section 9(a), the parties can agree to submit the dispute to mediation or any such third party assistance process as may be appropriate and agreed upon. Such a



process shall be undertaken within twenty (20) working days from the day of initiation. The parties may agree to an extension of the twenty (20) working-day period in writing. The parties agree to share the cost of mediation equally.

- (c) The parties can agree to submit any outstanding issues remaining from direct negotiation, mediation or any other dispute resolution to binding arbitration pursuant to the Canadian Commercial Arbitration Act, R.S.C. 1996, c. 55.
- (d) The parties shall agree on a single arbitrator within thirty (30) calendar days of the decision to proceed to binding arbitration. In the event that the parties cannot agree on an arbitrator, the parties shall apply to a Justice of the Ontario Court (General Division) in Ottawa to have an arbitrator appointed. The arbitration shall take place in Ottawa.
- (e) The Parties agree to share the cost of arbitration equally. Notwithstanding, the arbitrator shall be authorized to require any party to pay the whole or part of the cost. In such case, payments shall be made in accordance with the award and the award shall be final and shall not be subject to appeal.
- (f) As an alternative to the above standard alternative dispute resolution process mentioned at paragraphs a),b),c),d),e), the parties have the option of raising issues or concerns with this solicitation with the Office of the Procurement Ombudsman.
- (g) The parties understand that the Procurement Ombudsman appointed pursuant to Subsection 22.1(1) of the Department of Public Works and Government Services Act will review a complaint filed by the Contractor respecting administration of this Contract if the requirements of Subsection 22.2(1) of the Department of Public Works and Government Services Act and Section 15 and 16 of the Procurement Ombudsman Regulations have been met, and the interpretation and application of the terms and conditions and the scope of the work of this contract are not in dispute. The Office of the Procurement Ombudsman may be contacted by telephone at 1-866-734-5169 or by email at [boa.opo@boa.opo.gc.ca](mailto:boa.opo@boa.opo.gc.ca).
- (h) The parties understand that the Procurement Ombudsman appointed pursuant to Subsection 22.1(1) of the Department of Public Works and Government Services Act will, on request or consent of the parties, participate in an alternative dispute resolution process to resolve any dispute between the parties respecting the interpretation or application of a term and condition of this contract and their consent to bear the cost of such process, provide to the parties a proposal for an alternative dispute resolution process to resolve their dispute. The Office of the Procurement Ombudsman may be contacted by telephone at 1-866-734-5169 or by email at [boa.opo@boa.opo.gc.ca](mailto:boa.opo@boa.opo.gc.ca).

## 10. HEALTH AND SAFETY

The Contractor shall contact the CFIA's Health and Safety officer or designate at the work site prior to the commencement of the Work under the contract, in order to obtain a copy of CFIA's Occupational Safety & Health Policy, and to determine all specific occupational health and safety policies that apply to the work site. The CFIA's Health and Safety officer shall advise the Contractor of all CFIA's work site specific occupational health and safety policies and procedures that apply prior to the commencement of the Work. The Contractor shall ensure that all of its officer and employees carry out the Work in accordance with all laws for occupational health and safety, the CFIA's Occupational safety & health Policy, and all CFIA work site specific occupational health and safety policies and procedures. In the event that the Contractor, its officers or employees do not comply with the laws, policies and procedures, as required by this condition, the CFIA shall have the exclusive right to terminate this contract.



11. **SECURITY**

The Contractor personnel and subcontractors requiring access to CFIA or federal government information, assets or facilities must EACH hold a valid security clearance granted or approved by the CFIA or the Canadian and International Industrial Security Directorate (CIISD), Public Works and Government Services Canada (PWGSC). The Contractor must submit to the Agency representative a signed copy of form TBS330-47 (Security Screening Certificate and Briefing Form) for each resource or subcontractor. Subcontracts which contain security requirements are NOT to be awarded without the prior written permission of CFIA. For this contract, the Contractor's personnel must have a security clearance at the level of:

- Reliability
- Confidential
- Secret
- Top Secret
- Other: \_\_\_\_\_

12. **ADDITIONAL CONDITIONS (if applicable)**

## ANNEX A

### FEDERAL CONTRACTORS PROGRAM FOR EMPLOYMENT EQUITY - CERTIFICATION

I, the Bidder, by submitting the present information to the Contracting Authority, certify that the information provided is true as of the date indicated below. The certifications provided to Canada are subject to verification at all times. I understand that Canada will declare a bid non-responsive, or will declare a contractor in default, if a certification is found to be untrue, whether during the bid evaluation period or during the contract period. Canada will have the right to ask for additional information to verify the Bidder's certifications. Failure to comply with such request by Canada will also render the bid non-responsive or will constitute a default under the Contract.

For further information on the Federal Contractors Program for Employment Equity visit HRSDC-Labour's website ([http://www.labour.gc.ca/eng/standards\\_equity/eq/emp/fcp/index.shtml](http://www.labour.gc.ca/eng/standards_equity/eq/emp/fcp/index.shtml)).

Date: \_\_\_\_\_ (YYYY/MM/DD) (If left blank, the date will be deemed to be the bid solicitation closing date.)

#### **Complete both A and B.**

##### A. Check only one of the following:

- A1. The Bidder certifies having no work force in Canada.
- A2. The Bidder certifies being a public sector employer.
- A3. The Bidder certifies being a federally regulated employer ([http://www.labour.gc.ca/eng/standards\\_equity/index.shtml](http://www.labour.gc.ca/eng/standards_equity/index.shtml)) being subject to the *Employment Equity Act*.
- A4. The Bidder certifies having a combined work force in Canada of less than 100 employees (combined work force includes: permanent full-time, permanent part-time and temporary employees [*temporary employees only includes those who have worked 12 weeks or more during a calendar year and who are not full-time students*]).
- A5. The Bidder has a combined workforce in Canada of 100 or more employees; and
  - A5.1. The Bidder certifies already having a valid and current Agreement to Implement Employment Equity (AIEE) (<http://www.servicecanada.gc.ca/cgi-bin/search/eforms/index.cgi?app=prfl&frm=lab1168&ln=eng>) in place with HRSDC-Labour.

**< OR >**

- A5.2. The Bidder certifies having submitted the Agreement to Implement Employment Equity (LAB1168) (<http://www.servicecanada.gc.ca/cgi-bin/search/eforms/index.cgi?app=prfl&frm=lab1168&ln=eng>) to HRSDC-Labour. As this is a condition to contract award, proceed to completing the form

Agreement to Implement Employment Equity (LAB1168), duly signing it, and transmit it to HRSDC-Labour.

B. Check only one of the following:

B1. The Bidder is not a Joint Venture.

**< OR >**

B2. The Bidder is a Joint Venture and each member of the Joint Venture must provide the Contracting Authority with a completed annex Federal Contractors Program for Employment Equity - Certification. (Refer to the Joint Venture section of the Standard Instructions)

## ANNEX B

<b>Building Cleaning Inspection Checklist</b>			
RATING: 2 = Cleaning Standards Met 0 = Cleaning Standards Not Met n/a = Cleaning Standards Not Applicable			
Item Inspected	Area/Floor		Comments/Actions
<b>Exterior</b>			
outside entrance			
ashtrays			
litter removal			
snow removal			
<b>Entrance</b>			
floors			
walk-away mats			
walls			
foot grills			
door/door glass			
furniture			
reception desk area			
waste receptacles			
<b>Elevators</b>			
floors			
interior of cab			
door tracks			
landing door tracks			
<b>Stairs and Landing</b>			
stairs			
landings			
hand rails			
stringers			
risers			
doors/frames			
baseboards			
balusters			
glass			
ledges			
<b>Corridors</b>			
floors			
walls			
doors/frames			
baseboards			
water fountains			
office glass			
ledges			
fire extinguishers			
fire hose cabinets			
recycling containers (upper)			
waste receptacles (upper)			
furniture and fixtures			

CL Building Inspection Checklist

<b>Washrooms</b>			
floors			
partitions			
urinals			
toilets			
walls			
doors/frames			
baseboards			
counters			
mirrors			
sinks			
fixtures			
supply replenishment			
waste receptacles			
sani can			
dispensers			
door grills			
<b>Showers</b>			
floors			
walls			
shower door/curtain			
fixtures			
<b>Locker Rooms</b>			
floors			
walls			
mirrors			
waste containers			
exterior of lockers			
doors/frames			
<b>Offices</b>			
floors			
walls			
doors / frames			
baseboards			
waste			
furniture / fixtures			
window ledges			
blinds			
<b>Board Rooms</b>			
floors			
walls			
doors/frames			
baseboards			
tables			
waste receptacles			
cabinets			
chairs			
window ledges			
<b>Laboratories</b>			
floors			
walls			
doors/frames			
baseboards			
waste receptacles			

CL Building Inspection Checklist

<b>Kichen</b>			
floors			
walls			
doors/frames			
baseboards			
counters			
dispensers			
sinks			
furniture			
waste receptacles			
exterior of cupboards			
recycling containers			
ext. appliances			
<b>Janitors Contractor Area</b>			
floors			
shelves			
walls			
fixtures			
slop sink			
General apperance			
doors/frames			
waste receptacles			
<b>Total Score</b>			
<b>Additional Comments:</b>			
<b>Contractors Signature:</b>			
<b>Owners Signature:</b>			



# ANNEX C

## Floor Plan Drawings A1, A2 and A3

General Notes	
1. Intend for Information	Date: 7/7/13
No.	Revision/Status

Carolina Food Inspection Agency  
 53 North Edward Street  
 Charlotte, NC  
 (704) 346-0000

CHARLOTTE FOOD LABORATORY  
 UNDERPINNING LEAD LAYOUT

Drawn: 2013	Sheet: A-1
Date: 08/28/2013	Scale: N/A



INDICATES AREAS NOT INCLUDED IN SCOPE

General Notes

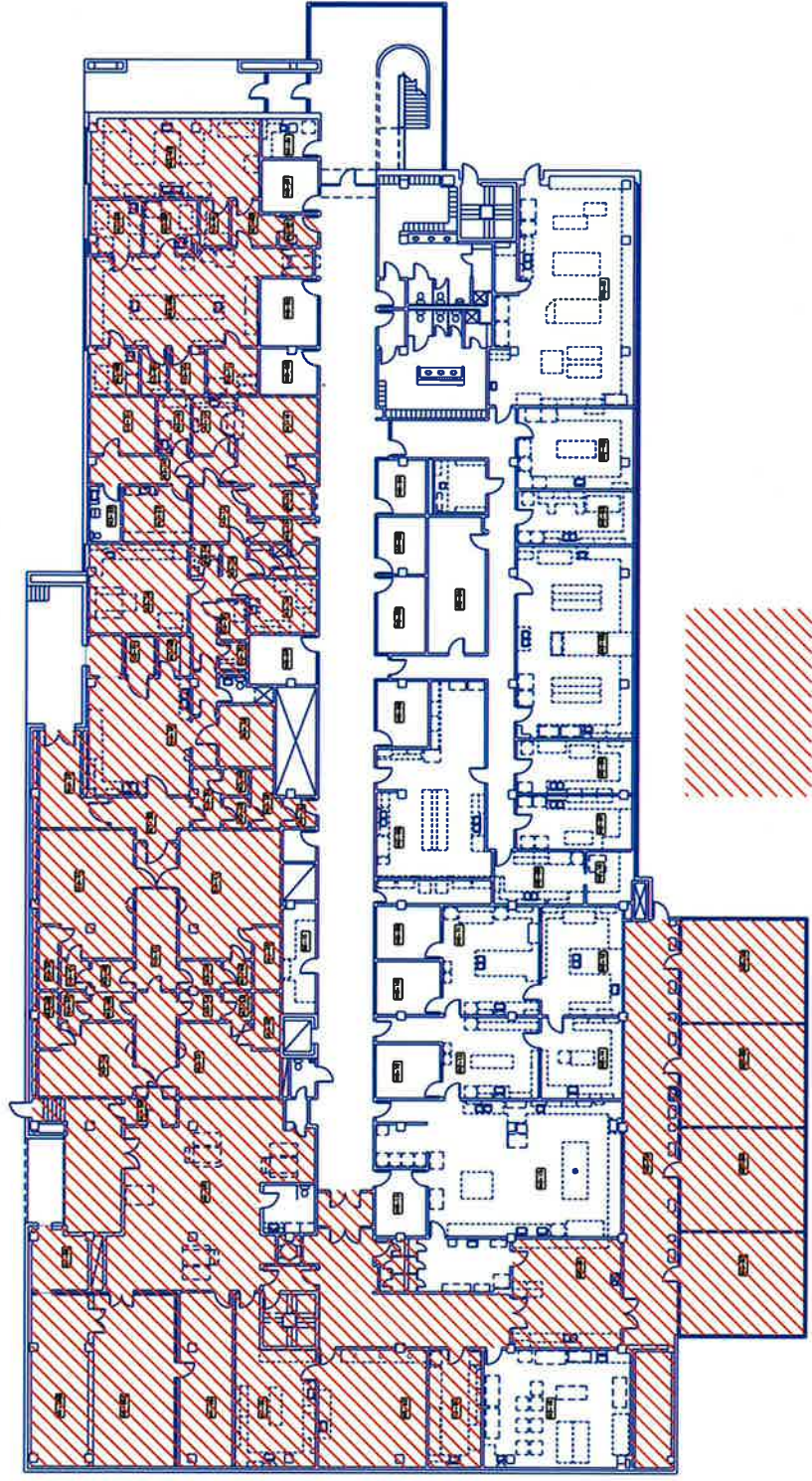
No.	Request for Information	Rev.	Date
1		2/7/25	

See Also and Notes  
Coville Feed Inspection Agency  
333 North College Street  
Charlotte, NC  
704.375.1000

CHARLOTTE NORTH LARGESHADE  
MAIN FLOOR LAYOUT

Class	2025
Rev	
Member	JL 2025
Drawn	MTS

A-2



INDICATES AREAS NOT INCLUDED IN SCOPE

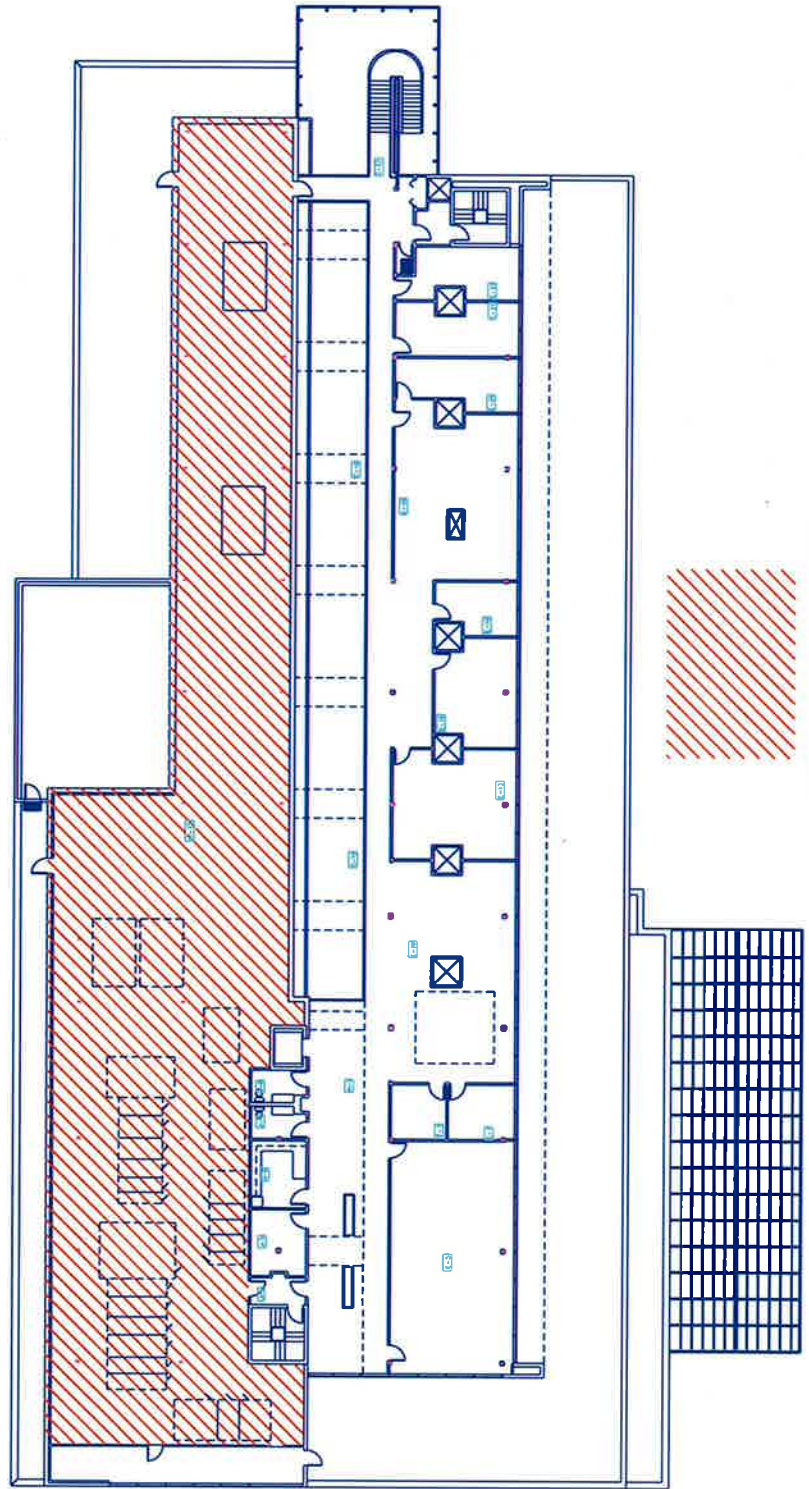
General Notes

No.	Issued for Information	Revised/Amend	Date
1			07/15/2015

Charlottesville Fire Department  
Charlottesville Fire Station 1  
Charlottesville, VA 22902  
(434) 973-1000

CHARLOTTESVILLE LABORATORY  
UPPER FLOOR LAYOUT

Drawn	07/15/2015
Scale	AS SHOWN
Sheet	A-3



INDICATES AREAS NOT INCLUDED IN SCOPE

## ANNEX D

### Safe Working Procedures for Contractors When Working at a CFIA Laboratory

Canadian Food Inspection Agency  
Charlottetown Laboratory  
93 Mount Edward Rd  
Charlottetown PEI  
C1A5T1

*All work in the Facility is to be carried out in a safe and responsible manner as outlined in the following documentation and all work practices shall follow both the Canada Labour Code Part II and the PEI Occupational Health and Safety Act (1991). \* The more stringent code shall prevail and be adhered to.*

#### 1. **Laboratory Safety:**

- *The contractor is obliged to obey all of the Laboratories safety rules (site specific and industry standard). At no time shall the activities of the contractor compromise the safety of the building occupants or the physical contents of the building. It is the contractors responsibility to post sufficient signage warning others of potential hazards from work they may be performing. Maintain all means of egress and fire exits at all times.*
- *Site specific safety rules include the wearing of approved footwear, safety glasses, personal protective equipment, wearing of lab coats when working in laboratory area's and familiarising yourself with biological and chemical hazards that may be present in the work area.*
- *Identify the location of the nearest eyewash / shower unit, if working in a room with one in it, for your personal protection.*

#### 2. **Contractors Responsibility:**

- *It is the contractor's responsibility to provide their employees adequate training for the duties they are performing and that they are properly supervised during such duties while on our site. If your contract and work involves subcontracting any part of the Scope of Work, a representative from the contractors firm must accompany any sub trades and be responsible for their actions at all times while onsite.*

#### 3. **Emergency Response / Fire:**

- *If fire occurs as a result of the work you are performing immediately activate **the nearest fire alarm pull station, call for help, notify the Fire Dept. (Call, 99 - 911), tell them you are at the Canadian Food Inspection Agency, Charlottetown Laboratory, 93 Mount Edward Rd Charlottetown PEI then exit the building.** If the fire can be put out safely without endangering the safety of yourself or the safety of others, attempt to extinguish the fire using the nearest fire extinguisher. Report all fires.*
- ***FIRE ALARMS;** If you hear the fire alarm bells, please proceed to the nearest available exit and proceed to the National flag pole in the circular parking lot where you will wait until clearance is given to enter the facility.*
- *Observe the location of the nearest fire exit, if you are not sure of the location please ask for assistance.*
- *If working with flammable materials please ensure you are aware of the nearest fire extinguisher and fire alarm pull station.*
- *24 hours advance notice is required for taking fire alarm / sprinklers system off line.*

4. **First Aid:**
  - *First Aid stations are located throughout the building, reference the posted Fire Evacuation Plans for exact location. Any hazardous incidents, accidents, near misses, property damage, environmental releases or accidents are to be reported to the Facility Manager or his designated representative immediately.*
  
5. **Laboratories Operations:**
  - *Do not enter the laboratories unless you have been given authorization to do so from the Facility Manager or the Lab Supervisor,( indicated on each room door).*
  - *All "utility" shutdowns (hydro / gas / water / steam / heating / cooling / air / lighting / etc) must be previously arranged for and agreed to by the Facility Manager. Any valves, switches, etc that must be closed or opened from their normal position must be clearly tagged stating (position / source / contact person / date) A minimum of 48 hours written notice is required for utility shutdowns that will effect operations unless mutually agreed upon previously..*
  - *Do not shut off any services that may effect these labs, unless you have received the proper authorization to do so. There are many different tests and projects being carried out in this Laboratory which could be affected by unscheduled power outages, waters shut offs, etc. please be careful when conducting work in or outside of the Facility, if you are not sure if something will be affected by your work, please double check with the Facility Manager*
  - *Gas cylinders, solvents, corrosives etc. are occasionally transported in the corridors by the Laboratory staff, please be careful when transporting items in the corridors.*
  
6. **Welding / Soldering / Open flames / Fumes / Impact tools / X-Ray:**
  - *Advise the responsible site authority when any of the above will be done so that necessary safety precautions may be taken. If inconvenience to programs are expected the work will have to be scheduled for after hours.*
  - *When welding in the Facility please ensure there are no embers simmering in the area before you leave, the area must be watched for a minimum of 30 minutes after welding or torching is completed. A fire extinguisher is to be near by the area where welding or torching is taking place.*
  - *No welding is to be done after 2pm on any day without prior approval from Facility Manager.*
  - *Gas cylinders are to transported inside the facility in a safe and secure manner.*
  - *Hot work permit must be issued by the maintenance department prior to any welding or torching in the building.*
  
7. **Hours of Work and Facility Security:**
  - *All Contractors and their staff must enter at the front door and sign in at the front reception area before commencing work inside the facility, at this time temporary access cards will be issued if required by the Facility Manager or his staff Contractors may keep these cards over the lunch hour or if they leave and will be back the same day. Locked keyed doors will be opened on request by the Facility Manager or his staff if necessary. The hours of work will be from 0700 to 1600 hrs. Monday to Friday, unless specified otherwise. When leaving the building in the evening everyone must exit through the front door after they sign out and return access cards.*
  - *No person shall be permitted on site who has not been signed "in".*
  - *At no time shall contractors staff compromise the security of the building or its occupants. Doors shall not be propped open, contractors are prohibited from allowing unauthorized people access to the building. Contractors are required to remain in the immediate "work area" that they are assigned to and are not permitted to wander throughout the facility.*
  
8. **Miscellaneous Items:**
  - *Lunch room is not for contractors use. Eating and drinking is not permitted in laboratory area 's.*
  - *WHIMIS, The contractor must have on-site and provide to site authority manufacturers WHIMIS sheets for all materials being used on this site, before they are brought on to the property.*
  - *Use of telephones, Contractors are not permitted use of any telephones, (local or long distance) with the only exception being emergency use to call **99-911***
  - *All job site activities must be coordinated with the site authority and all other trades / contractors working on the site.*
  - *Contractors must clean up after themselves daily,(this includes emptying any garbage cans filled by*

- you) this will not be done by the facility staff. Disposal of flammables, corrosives, hazardous waste, etc. are to be done in strict accordance with local and Federal environmental regulations, if you are unaware of the procedure please contact the Facility Manager. Removal of debris and scrap from the hallways and lab areas needs to be done promptly, material is not to be left in the hallways for any length of time, also access to fire exits, extinguishers and safety equipment is to be kept clear at all times. Please avoid the creation of tripping hazards when working, if unavoidable please mark them so they are clearly visible.*
- *Smoking: Canadian Food Inspection agency strictly prohibit's smoking within its facilities, designated smoking areas are located outside of the facility.*
  - *Laboratory Hazardous Substances: Please note that some laboratories may contain the following hazardous substances, follow laboratory protocol specific to the hazard. Wash hands prior to exiting all labs using provided antibacterial hand soap.*
    - *Bio Hazardous Pathogens (Level II organisms)*
    - *Bio Hazardous Pathogens (Level III organisms)*
    - *Radioactive Substances*
    - *Halogenated and Non Halogenated solvents*
    - *Carcinogens*
    - *Acids*
    - *Compressed gases*
  - *Contractors parking: Parking is available for contractors in the visitors parking. Public access and fire routes must be maintained at all times.*
  - *Shipping & Receiving: If you have materials / tools to bring on-site use the shipping receiving entrance at the side of the building. There is four loading docks / dock leveller. It is the contractors responsibility to use your own carts and dollies for transporting materials in a safe manner. Storage of any materials on-site must be authorized by the site authority.*
  - *Washrooms: There is a contractor washroom located on the basement level of the facility.*
11. This documents will be provided if applicable to the work being executed:
- Workman's Compensation Board of Prince Edward Island  
*Prior to award of contract furnish Canadian Food Inspection Agency with a valid copy of your WCB certificate valid for the duration of the contract.*
  - Permits  
*It is the responsibility of the contractor to obtain and pay for all necessary permits in accordance with Federal, Provincial and Municipal bylaws and regulations. \*All permits must be posted on-site prior to starting work and must remain posted until completion.*
  - Contractor Safety Plan  
*Prior to commencing work provide a copy of your companies "safety plan" specific to the work being done on-site for review by CAPH.*
  - Lockouts  
*The CAPH lock-out tag out Standard operating procedure will be used and a copy is attached to this document.*
  - Confined Space Entry  
*It is the responsibility of the contractor to write and submit a Hazardous risk assessment and confined space entry plan to the Facility Manager, prior to entering any identified confined space.*
  - Site Locates  
*It is the contractors responsibility to arrange for all necessary "site locates" before excavating.*
  - Competent Employees's and Subcontractors  
*Any workers being assigned to work at this site must be "competent" in respect to their trade discipline, having complete knowledge of health and safety regulations and acceptable industry trade practices.*
  - Insurance  
*The following insurance information must be submitted if requested: Insurance company, policy number, amount of public liability and property damage coverage (\$1,000,000)*

minimum.

**10. Site Authority / Facility Manager:**

- For the purposes of this document / contract the owners representative / site authority shall be:  
Ken Bryanton, Facility Manager
- If the Facility Manager is unavailable please contact Blair Murphy, Maintenance Planner.

**Note:** It is the General Contractors responsibility to ensure all their employees`s that work on this site along with any Sub-Contractors and their employees that work on this site are fully aware of these documents.

**11. Confidentiality agreement:**

As a contractor of Canadian Food Inspection Agency - Charlottetown Laboratory  
"I agree not to disclose to any person, any confidential information or documentation  
through my employment or affiliation, except with prior written permission of the  
Director of CAPH or as required by law"

**I have read and understood the Safe Working Procedures for Contractors document as above for the  
Charlottetown Laboratory.**

Facility Manager: \_\_\_\_\_ Date: \_\_\_\_\_

Contractor Representative Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Printed Name: \_\_\_\_\_ Company/Affiliation: \_\_\_\_\_