

Solicitation No. - N° de l'invitation  
W0106-15EMQ3/B  
Client Ref. No. - N° de réf. du client  
W0106-15-EMQ3

Amd. No. - N° de la modif.  
File No. - N° du dossier  
MTC-5-38077

Buyer ID - Id de l'acheteur  
mtc250  
CCC No./N° CCC - FMS No./N° VME

This bid solicitation cancels and supersedes previous bid solicitation number W0106-15EMQ3/A dated July 23<sup>rd</sup>, 2015 with a closing of September 9<sup>th</sup>, 2015 at 2:00 pm.

### **Support the use of apprentices**

Through Canada's Economic Action Plan 2013, the Government of Canada proposes to support the employment of apprentices in federal construction and maintenance projects. To support this initiative, a voluntary certification signaling the Contractor's commitment to hire and train apprentices is available at Annex F.

## TABLE OF CONTENTS

### **PART 1 - GENERAL INFORMATION**

1. Introduction
2. Summary
3. Debriefings

### **PART 2 - BIDDER INSTRUCTIONS**

1. Standard Instructions, Clauses and Conditions
2. Submission of Bids
3. Former Public Servant
4. Enquiries - Bid Solicitation
5. Applicable Laws
6. Mandatory Site Visit

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

1. Bid Preparation Instructions
  - Section I Technical Bid
  - Section II Financial Bid
  - Section III Certifications

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

1. Evaluation Procedures
2. Basis of Selection

### **PART 5 - CERTIFICATIONS**

1. Certifications Required Precedent to Contract Award

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

1. Security Requirement
- 2.

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

1. Statement of Work
2. Standard Clauses and Conditions
3. Security Requirement
4. Term of Contract
5. Authorities
6. Proactive Disclosure of Contracts with Former Public Servants
7. Payment
8. Invoicing Instructions
9. Certifications
10. Applicable Laws
11. Priority of Documents
12. SACC Manual Clauses
13. Insurance - Specific Requirements
14. Contract Financial Security
15. Forces Site Regulations
16. Voluntary Reports for Apprentices Employed during the Contract

### **List of Annexes:**

- |           |                                                                                     |
|-----------|-------------------------------------------------------------------------------------|
| Annex "A" | Bid Package                                                                         |
| Annex "B" | Technical Specifications                                                            |
| Annex "C" | Security Requirements Check List                                                    |
| Annex "D" | Complete List of names of all individuals who are currently directors of the Bidder |
| Annex "E" | Federal Contractors Program for Employment Equity - Certification                   |
| Annex "F" | Voluntary Certification to Support the Use of Apprentices                           |

## **PART 1 - GENERAL INFORMATION**

### **1. Introduction**

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

- Part 1 General Information: provides a general description of the requirement;
- Part 2 Bidder Instructions: provides the instructions, clauses and conditions applicable to the bid solicitation;
- Part 3 Bid Preparation Instructions: provides bidders with instructions on how to prepare their bid;
- Part 4 Evaluation Procedures and Basis of Selection: indicates how the evaluation will be conducted, the evaluation criteria that must be addressed in the bid, and the basis of selection;
- Part 5 Certifications: includes the certifications to be provided;
- Part 6 Security, Financial and Other Requirements: includes specific requirements that must be addressed by bidders; and
- Part 7 Resulting Contract Clauses: includes the clauses and conditions that will apply to any resulting contract.

The Annexes include the Bid Package, the Technical Specifications, the Security Requirements Check List, the Complete List of names of all individuals who are currently directors of the Bidder and any other annexes.

### **2. Summary**

To provide Janitorial Services including all labour, material and equipment for the Department of National Defence at the Valcartier Garrison in Courcelette (QC), Canada. The services must be provided in accordance with the Technical Specification attached at Annex "A". The period of the contract is for 2 years with the possibility of 3 optional years

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

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

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

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

Solicitation No. - N° de l'invitation  
W0106-15EMQ3/B  
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MTC-5-38077

Buyer ID - Id de l'acheteur  
mtc250  
CCC No./N° CCC - FMS No./N° VME

There is a Federal Contractors Program (FCP) for employment equity requirement associated with this procurement; see Part 5 - Certifications, Part 7 - Resulting Contract Clauses and the annex named Federal Contractors Program for Employment Equity - Certification.

### **3. Debriefings**

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

## PART 2 - BIDDER INSTRUCTIONS

### 1. Standard Instructions, Clauses and Conditions

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

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

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

The following section 21 is added to 2003, Standard Instructions – Goods or Services – Competitive Requirements:

#### 21 Performance Evaluation

Bidders shall take note that the performance of the Contractor during and upon completion of the work shall be evaluated by Canada. The evaluation shall be based on the quality of workmanship; timeliness of the work; project management; contract management and management of health and safety. Should the Contractor's performance be considered unsatisfactory, the Contractor's bidding privileges on future work may be suspended indefinitely. The form [PWGSC-TPSGC 2913, SELECT – Contractor Performance Evaluation Report Form](http://www.tpsgc-pwgsc.gc.ca/app-acq/forms/2913-eng.html) (<http://www.tpsgc-pwgsc.gc.ca/app-acq/forms/2913-eng.html>) is used to record the performance.

### 2. Submission of Bids

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

Due to the nature of the bid solicitation, bids transmitted by facsimile to PWGSC will not be accepted.

### 3. Former Public Servant

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

#### Definitions

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

- (1) an individual;
- (2) an individual who has incorporated;
- (3) a partnership made of former public servants; or
- (4) a sole proprietorship or entity where the affected individual has a controlling or major interest in the entity.

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

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

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

As per the above definitions, is the Bidder a FPS in receipt of a pension as defined above?

YES ( ) NO ( )

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

- (1) name of former public servant;
- (2) date of termination of employment or retirement from the Public Service.

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

#### **Work Force Adjustment Directive**

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

If so, the Bidder must provide the following information:

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

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

#### **4. Enquiries - Bid Solicitation**

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

Solicitation No. - N° de l'invitation  
W0106-15EMQ3/B  
Client Ref. No. - N° de réf. du client  
W0106-15-EMQ3

Amd. No. - N° de la modif.  
File No. - N° du dossier  
MTC-5-38077

Buyer ID - Id de l'acheteur  
mtc250  
CCC No./N° CCC - FMS No./N° VME

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

## **5. Applicable Laws**

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

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

### **1. Bid Preparation Instructions**

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

Section I: Technical Bid (2 hard copies)  
Section II: Financial Bid (1 hard copy)  
Section III: Certifications (1 hard copy)

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

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

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

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

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

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

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

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

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

See section 2 of the Bid Package – Annex A (attachment)

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

Bidders must submit the certifications required under Part 5.



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

### **1. Evaluation Procedures**

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

#### **1.1 Technical Evaluation**

##### **1.1.1. Mandatory Technical Criteria**

Security Clearance of Designated Organization Screening, at bid closing, in accordance with Part 6, Security Requirements;

Contractor's qualification in accordance with Part 3, Section 1: Technical Bid (**Only one reference is required and will be evaluated. If more than one reference is provided, your bid will be rejected**);

Non Working On-site Operation Manager(s) qualification in accordance with Part 3, Section 1: Technical Bid (**Only one reference is required and will be evaluated. If more than one reference is provided, your bid will be rejected**);

Supervisor's qualification in accordance with Part 3, Section 1: Technical Bid (**Only one reference is required and will be evaluated. If more than one reference is provided, your bid will be rejected**);

Submission of a Firm Price/Rate for all the items listed in Bid Package - Annex A;

**1.1.2 Mandatory Contractor's Experience and Past Performance**

Supplier possesses 2 consecutive years of janitorial services experience within the last 5 years on contracts of similar size and scope to the requirement identified in the solicitation. Similar in size and scope is defined as:

- A space that is a minimum of 50% of the size (7 907.30 m<sup>2</sup>) and
- A space of similar use or type (**Medical centres of any kind, laboratories, research centres, etc.**)

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

**1.2 Mandatory Non-Working On-site Operation Manager(s) Expertise and Experience**

a) A list of the Contractor's non working On-site Operation Manager(s) who will be assigned to this Contract. It is Mandatory that the non working On-site Operation Manager(s) have a minimum of (3) consecutive years experience in a supervisory role in the field of janitorial services.

Name of Non working On-site Operation Manager(s)

b) The bidder must provide evidence of its experience and satisfactory performance of the Non Working On-site Operation Manager(s) by referencing one (1) project or contract for clients of a duration of a minimum of (3) consecutive years, within the past ten (10) years, In providing janitorial services in a range comparable in size (50% of the size), scope and complexity to those described in the Request for Proposal (RFP).

<b>REFERENCE NO. 1: Non Working On-site Operation Manager</b>	
Name of client organization or Company	Name: _____
Name and title of client contact	Name: _____ Title: _____
Phone and facsimile number of client contact	Phone No.: _____ Fax No.: _____
Approximate size in square meters of the cleanable area of the project or contract	_____ square meters
Location/site of the project or contract:	
Value of the project or contract	\$ _____
Performance period of the project or contract. (indicate month and year)	From: Month _____ Year _____ To: Month _____ Year _____
Description of Project or contract:	_____
	_____
Responsibilities of the individuals:	_____
	_____
	_____
	_____

**1.3 Supervisor(s) Expertise and Experience**

a) A list of the Contractor's Supervisor(s) who will be assigned to this Contract. It is Mandatory that the Supervisor(s) have a minimum of (3) consecutive years experience in a supervisory role in the field of janitorial services

Name of supervisor(s)

b) The bidder must provide evidence of its experience and satisfactory performance of the Supervisor(s) by referencing one (1) project or contract for clients of a duration of a minimum of (3) consecutive years, within the past ten (10) years, in providing janitorial services in a range comparable in size (50% of the size), scope and complexity to those described in the Request for Proposal (RFP).

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

Solicitation No. - N° de l'invitation  
W0106-15EMQ3/B  
Client Ref. No. - N° de réf. du client  
W0106-15-EMQ3

Amd. No. - N° de la modif.  
File No. - N° du dossier  
MTC-5-38077

Buyer ID - Id de l'acheteur  
mtc250  
CCC No./N° CCC - FMS No./N° VME

## **2. Basis of Selection**

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

## **PART 5 - CERTIFICATIONS**

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

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

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

### **1. Certifications Required Precedent to Contract Award**

#### **1.1 Integrity Provisions - Associated Information**

By submitting a bid, the Bidder certifies that the Bidder and its Affiliates are in compliance with the provisions as stated in Section 01 Integrity Provisions - Bid of Standard Instructions [2003](#). The associated information required within the Integrity Provisions will assist Canada in confirming that the certifications are true.

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

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

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

Canada will also have the right to terminate the Contract for default if a Contractor, or any member of the Contractor if the Contractor is a Joint Venture, appears on the "[FCP Limited Eligibility to Bid](#)" list during the period of the Contract.

The Bidder must provide the Contracting Authority with a completed annex [Federal Contractors Program for Employment Equity - Certification](#), before contract award. If the Bidder is a Joint Venture, the Bidder must provide the Contracting Authority with a completed annex Federal Contractors Program for Employment Equity - Certification, for each member of the Joint Venture.

### **2. Additional Certifications Required Precedent to Contract Award**

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

## **2.1 Status and Availability of Resources**

The Bidder certifies that, should it be awarded a contract as a result of the bid solicitation, every individual proposed in its bid will be available to perform the Work as required by Canada's representatives and at the time specified in the bid solicitation or agreed to with Canada's representatives. If for reasons beyond its control, the Bidder is unable to provide the services of an individual named in its bid, the Bidder may propose a substitute with similar qualifications and experience. The Bidder must advise the Contracting Authority of the reason for the substitution and provide the name, qualifications and experience of the proposed replacement. For the purposes of this clause, only the following reasons will be considered as beyond the control of the Bidder: death, sickness, maternity and parental leave, retirement, resignation, dismissal for cause or termination of an agreement for default.

If the Bidder has proposed any individual who is not an employee of the Bidder, the Bidder certifies that it has the permission from that individual to propose his/her services in relation to the Work to be performed and to submit his/her résumé to Canada. The Bidder must, upon request from the Contracting Authority, provide a written confirmation, signed by the individual, of the permission given to the Bidder and of his/her availability. Failure to comply with the request may result in the bid being declared non-responsive.

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

### **1. Security Requirement**

1. At the date of bid closing, the following conditions must be met:
  - (a) the Bidder must hold a valid organization security clearance as indicated in Part 7 - Resulting Contract Clauses;
  - (b) the Bidder's proposed individuals requiring access to classified or protected information, assets or sensitive work site(s) must meet the security requirement as indicated in Part 7 - Resulting Contract Clauses;
  - (c) the Bidder must provide the name of all individuals who will require access to classified or protected information, assets or sensitive work sites.
2. For additional information on security requirements, bidders should refer to the [Canadian Industrial Security Directorate \(CISD\), Industrial Security Program](http://ssi-iss.tpsgc-pwgsc.gc.ca/index-eng.html) of Public Works and Government Services Canada (<http://ssi-iss.tpsgc-pwgsc.gc.ca/index-eng.html>) website.



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

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

### **1. Statement of Work**

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

### **2. Standard Clauses and Conditions**

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

#### **2.1 General Conditions**

2010C (2015-07-03), General Conditions - Medium Complexity - Services, apply to and form part of the Contract.

### **3. Security Requirement**

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

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

### **4. Term of Contract**

#### **4.1 Period of the Contract**

The Work is to be performed during the period of December 1<sup>st</sup>, 2015 to November 30<sup>th</sup>, 2017.

## 4.2 Option to Extend the Contract

The Contractor grants to Canada the irrevocable option to extend the term of the Contract by up three (3) additional one (1) year periods under the same conditions. The Contractor agrees that, during the extended period of the Contract, it will be paid in accordance with the applicable provisions as set out in the Basis of Payment.

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

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

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

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

## 5. Authorities

### 5.1 Contracting Authority

Name: Nicolas Cyr  
Title: Supply Specialist  
Public Works and Government Services Canada  
Address: Place Bonaventure, Portal South-East  
800 de la Gauchetiere West, suite 7300  
Montreal (QC), H5A 1L6

Telephone: 514-496-3389  
Facsimile: 514-496-3822  
E-mail address: nicolas.cyr@tpsgc-pwgsc.gc.ca

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

### 5.2 Project Authority

Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Organization: \_\_\_\_\_  
Address: \_\_\_\_\_

Telephone: \_\_\_\_ - \_\_\_\_ - \_\_\_\_  
Facsimile: \_\_\_\_ - \_\_\_\_ - \_\_\_\_  
E-mail address: \_\_\_\_\_

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

### 5.3 Contractor's Representative

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Address: \_\_\_\_\_

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

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

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

### 6. Proactive Disclosure of Contracts with Former Public Servants

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

### 7. Payment

#### 7.1 Basis of Payment - Limitation of Expenditure

The Contractor will be reimbursed for the costs reasonably and properly incurred in the performance of the Work, as determined in accordance with the Basis of Payment in Annex A, to a limitation of expenditure of \$ \_\_\_\_\_ (*insert the amount at contract award*). Customs duties are included and Applicable Taxes are extra.

#### 7.2 Limitation of Expenditure

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

## 8. Invoicing Instructions

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

Each invoice must be supported by:

- a. a copy of time sheets to support the time claimed;
  - b. a copy of the release document and any other documents as specified in the Contract;
  - c. a copy of the invoices, receipts, vouchers for all direct expenses, and all travel and living expenses;
  - d. a copy of the monthly progress report.
2. Invoices must be distributed as follows:
    - a. The original and one (1) copy must be forwarded to the address shown on page 1 of the Contract for certification and payment.
    - b. One (1) copy must be forwarded to the Contracting Authority identified under the section entitled "Authorities" of the Contract.

## 9. Certifications

### 9.1 Compliance

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

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

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

## 10. Applicable Laws

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

## 11. Priority of Documents

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

- (a) the Articles of Agreement;
- (b) the general conditions 2010C (2015-07-03);
- (c) Annex A, Bid Package;
- (d) Annex B, Technical Specifications;
- (e) Annex C, Security Requirements Check List;
- (f) Annex D, Complete List of names of all individuals who are currently directors of the Bidder
- (g) Annex E, Federal Contractors Program for Employment Equity - Certification
- (h) Annex F, Voluntary Certification to Support the Use of Apprentices
- (i) the Contractor's bid dated \_\_\_\_\_

## 12. SACC Manual Clauses

- A7017C (2008-05-12) Replacement of Specific Individuals
- A2000C (2006-06-16) Foreign Nationals (Canadian Contractor)

## 13. Insurance – Specific Requirements

### 13.1 Insurance – Specific Requirements

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

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

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

### 13.2 Commercial General Liability Insurance

1. The Contractor must obtain Commercial General Liability Insurance, and maintain it in force throughout the duration of the Contract, in an amount usual for a contract of this nature, but for not less than \$2,000,000 per accident or occurrence and in the annual aggregate.
2. The Commercial General Liability policy must include the following:
  - (a) Additional Insured: Canada is added as an additional insured, but only with respect to liability arising out of the Contractor's performance of the Contract. The interest of Canada should read as follows: Canada, as represented by Public Works and Government Services Canada.
  - (b) Bodily Injury and Property Damage to third parties arising out of the operations of the Contractor.
  - (c) Products and Completed Operations: Coverage for bodily injury or property damage arising out of goods or products manufactured, sold, handled, or distributed by the Contractor and/or arising out of operations that have been completed by the Contractor.
  - (d) Personal Injury: While not limited to, the coverage must include Violation of Privacy, Libel and Slander, False Arrest, Detention or Imprisonment and Defamation of Character.

- (e) Cross Liability/Separation of Insureds: Without increasing the limit of liability, the policy must protect all insured parties to the full extent of coverage provided. Further, the policy must apply to each Insured in the same manner and to the same extent as if a separate policy had been issued to each.
- (f) Blanket Contractual Liability: The policy must, on a blanket basis or by specific reference to the Contract, extend to assumed liabilities with respect to contractual provisions.
- (g) Employees and, if applicable, Volunteers must be included as Additional Insured.
- (h) Employers' Liability (or confirmation that all employees are covered by Worker's compensation (WSIB) or similar program)
- (i) Broad Form Property Damage including Completed Operations: Expands the Property Damage coverage to include certain losses that would otherwise be excluded by the standard care, custody or control exclusion found in a standard policy.
- (j) Notice of Cancellation: The Insurer will endeavour to provide the Contracting Authority thirty (30) days written notice of policy cancellation.
- (k) If the policy is written on a claims-made basis, coverage must be in place for a period of at least 12 months after the completion or termination of the Contract.
- (l) Non-Owned Automobile Liability - Coverage for suits against the Contractor resulting from the use of hired or non-owned vehicles.

#### **14. Contract Financial Security - Janitorial Services**

1. The supplier must provide to Canada one of the following contract financial securities within 30 calendar days after the date of contract award:
  - (a) a certified cheque to the Receiver General for Canada in the amount of 5 percent of the contract price; or
  - (b) an irrevocable standby letter of credit as defined in clause E0008C in the amount of 10 percent of the contract price.
2. If Canada does not receive the required financial security within the specified period, Canada may terminate the contract for default pursuant to its default provision.

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

#### **15. Canadian Forces Site Regulations**

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

**16. Voluntary Reports for Apprentices Employed during the Contract**

The Contractor should compile and maintain records on the number of apprentices that were hired to work on the contract and their trade specialty.

The Contractor should provide this data in accordance with the format below. If no apprentices were hired during the contract period, the Contractor should still provide a "nil" report.

The data should be submitted to the Contracting Authority 6 months after contract award or at the end of the contract, whichever comes first.

<b>Number of apprentices hired</b>	<b>Trade specialty</b>

(Add lines if needed)

# ANNEX A

## **MINISTER OF NATIONAL DEFENCE 2<sup>nd</sup> CANADIAN DIVISION SUPPORT GROUP**

**BID SOLICITATION FOR SPECIALIZED SERVICES  
No: W0106-15-EMQ/3  
FOR SANITARY MAINTENANCE  
ESTABLISHMENT – 108**

**CENTRE DE SANTÉ 2015**

**<BID PACKAGE>**

**2<sup>nd</sup> Canadian Division Support Base Valcartier  
Housekeeping  
PO Box 1000, Station Forces  
Courcelette, QC  
GOA 4Z0**



***Note: Masculine pronouns used in this document refer to both male and female persons. Similarly, the singular includes the plural and vice versa.***

# INDEX

SECTION 1: Definitions

SECTION 2: Submission requirements  
Bid procedures and evaluation

SECTION 3: <Financial bid> from bidder  
Breakdown of costs associated with the technical specifications  
Summary table of periodic work costs by sector  
Breakdown of periodic work costs by sector  
Price forms for set-rate work

## SECTION 1

## DEFINITIONS

## 1.1 Definitions

In this <bid package>, the terms and expressions, unless it is otherwise indicated or they are incompatible with the context, can be defined as follows:

<**Book of basics**> refers to the general and specific conditions related to the work to be performed in this <contract>.

<**Bid package**> refers to this document, which includes the submission requirements, procedures and bid evaluation as well as the <financial bid>.

<**Contract**> refers to the sanitary maintenance <contract>.

<**Foreman**> refers to the person in charge of all the sanitary maintenance activities in the building. Specifically, he/she is responsible for

- Planning and organizing maintenance activities.
- Ensuring that the work is performed.
- Checking the quality of the work.
- Supplying the service effectively.

<**Bid or proposal request**> refers to the entire document and includes the instructions to bidders and the annexes for which the bidders submit a bid.

<**Technical specification by prototype**> refers to the tasks related to the routine, monthly and periodic work.

<**Contractor**> refers to the person or body who was issued the sanitary maintenance <contract>.

<**FTE**> is an acronym that stands for FULL-TIME EQUIVALENT, which is defined as the number of part-time or full-time personnel work hours equivalent to one person working **40 productive hours** over one work week in order to perform the routine work described in the specifications. The <FTE> is calculated by the <PROPRE software> based on the detailed information on the work to be performed and the spaces to be cleaned.

<**PROPRE software**> refers to the software used by Canada to assess standard times, the production needs required based on the area, the type of floor, and the tasks and task schedule for maintaining the various premises. In addition, it makes it possible to establish financial performance in addition to reaching the requested level of performance.

<**Financial bid**> refers to all prices included by the bidder in section 3 of the <bid package>.

<**Cleaning personnel**> refers to the employees assigned to the heavy duty work associated with the routine and monthly tasks.

<**Maintenance personnel**> refers to the employees assigned to the light duty work associated with the routine and monthly tasks.

<**Prototype**> refers to all of the spaces (premises) with similar or identical functions that require the same type of maintenance at the same cleaning frequencies, unless the specification includes specific instructions by sector and/or space.

<**Flooring**> refers to the floor covering.

<**Bid**> refers to all of the information quoted by the <bidder>, including the technical bid and the <financial bid>.

<**Bidder**> refers to the person or body who submitted the <bid> in the aim of winning the sanitation <contract>.

The <**successful bidder**> refers to the person or body whose <bid> has been retained for the execution of the sanitation <contract>.

<**Surface area**> refers to the floor <surface area>.

<**Supervisor**> refers to the <foreman>'s assistant. He/she is responsible for supervising the regular and annual work teams. The <supervisor> can be part of the work routes, and he/she is responsible for ensuring that the work is executed and that it is of a high quality.

<**Routine and monthly work**> is identified in the <technical specifications by <Prototype>> (section 6.6 in the <book of basics>)

<**Set-rate work**> is identified in section 3, page 6, of the <bid package>.

<**Periodic work**> refers to the tasks associated with the annual work (see the BREAKDOWN OF COSTS ASSOCIATED WITH <PERIODIC WORK> tables)>.

## SECTION 2

### SUBMISSION REQUIREMENTS

### <BID> PROCEDURES AND EVALUATION

- 2.1 In his/her technical <bid>, the <bidder>s must meet all of the mandatory technical requirements of this request for proposal and supply the documentation that proves his/her compliance with those requirements.
- 2.2 The <bidder> must fill out all of the cells of the <bid package> table (section 3, page 2), save for those that are highlighted:
  - ✓ The annual time and cost (see minimum required hours, based on the <PROPRE software>, of the <cleaning personnel> and <maintenance personnel> for the routine and the monthly work).
  - ✓ The annual cost of chemical products and equipment.
  - ✓ The annual cost of sanitary supplies.
  - ✓ The annual time and cost for the <periodic work> planned annually.
  - ✓ Supervision, if applicable.
  - ✓ The cost of the hotel service, if applicable.
- 2.3 The <bidder> is responsible for assessing the work requested in the specification before entering the number of hours in the appropriate box. In addition, the <bidder> must take into account the work assessment to determine the annual usages and must not limit the assessment to the <FTE> or the minimum supervision ratios, as those are minimum requirements.
- 2.4 The <FTE> corresponds to the annual minimum number of work hours (routine, monthly or periodic) that must be performed by the <cleaning personnel> and the <maintenance personnel> on site in order to perform the routine work described in the specification. The <PROPRE software> calculates the <FTE> based on detailed information about the work to be performed and the areas to be cleaned. The software does not account for indirect costs (vacations, sick leave, travel time, meal breaks and any other non-productive time).
- 2.5 The minimum <FTE> is a mandatory financial obligation aimed at ensuring fairness for all <bidder>s and Canada for the entire duration of the requirement in question. The <bidder> is responsible for submitting an adequate number of hours to perform the routine work and adhere to the minimum number of annual <FTE>s for the duration of the <contract>. If the supplier has not specified the number of hours required to perform the routine work in his/her bid, Canada will not grant the bidder extra hours for that purpose.
- 2.6 Concerning the supervision ratio, 15 <FTE>s cannot be counted for a <supervisor> who is supervising 15 people on site. The number of <supervisor>s is determined based on the organizational structure of the supplier's workforce (permanent or part-time personnel, periodic work, hours during the weekend or overtime hours).
- 2.7 The prices quoted in the <financial bid> of the <successful bidder> and the annual cost of chemical products and equipment for the routine and monthly work related to the <technical specification by <prototype>> will be broken down by <prototype> on the basis of the standard times in the <PROPRE software>.
- 2.8 This breakdown, set out in paragraph 2.7 above, will make it possible to properly

adjust the costs in the event of amendments to the <technical specification by <prototype>> of certain <prototype>s based on their unit costs rather than on an average unit cost for the entire establishment, as described in sections 3.2 and 3.3 of the <book of basics>.

## 2.9 **EVALUATION PROCEDURES**

2.9.1 The <bid>s are evaluated based on all of the requirements of the <bid> request, including the technical and financial evaluation criteria.

2.9.2 The <bid>s that do not meet all of the mandatory technical and financial criteria will be deemed non-compliant and given no further consideration.

## 2.10 **TECHNICAL EVALUATION**

### **Mandatory technical criteria**

2.10.1 Supplier possesses 2 consecutive years of janitorial services experience within the last 5 years on contracts of similar size and scope to the requirement indentified in the solicitation. Similar in size and scope is defined as:

- A space that is a minimum of 50% of the size (m2) and;
- A space of similar use or type (e.g. office space, lab space)

## 2.11 **FINANCIAL EVALUATION**

### **Mandatory financial criteria**

2.11.1 The <bidder> must provide all of the required information in the non-highlighted cells of the tables in section 3 of this <bid package>. If any information is omitted, the <bid> will be deemed non-compliant and will not be given any further consideration (if a simple addition or multiplication is omitted, it will not be considered an omission).

The <bidder> must not change the format or distribution units in the table.

2.11.2 The number of hours that the <bidder> writes in section 3, page 2, line 1, under routine and monthly work (<maintenance personnel> and <cleaning personnel>), may exceed but must not be less than the number of <FTE> hours (hours per year).

2.11.3 The number of hours that the <bidder> includes in section 3, page 2, line 5, under <periodic work> (<maintenance personnel> and <cleaning personnel>), must not be less than the number of <FTE> hours (hours per year).

2.11.4 The number of hours that the <bidder> puts in section 3, page 2, line 6,



under supervision and support (<Foreman>), may exceed but must not be less than the number of <foreman> hours (hours per year)

## 2.12 **SELECTION METHOD**

A <bid> must meet all of the requirements of the <bid> request (technical and financial evaluation criteria) to be considered responsive (compliant). The lowest responsive (compliant) <bid> will be recommended for the awarding of the <contract>.

SECTION 3

<FINANCIAL BID> FROM <BIDDER>

BREAKDOWN OF COSTS ASSOCIATED WITH THE  
TECHNICAL SPECIFICATIONS

SUMMARY TABLE OF PERIODIC WORK COSTS BY  
SECTOR

BREAKDOWN OF PERIODIC WORK COSTS BY SECTOR

PRICE FORMS FOR SET-RATE WORK

**<FINANCIAL BID> FROM <BIDDER>  
FOR THE SANITARY MAINTENANCE WORK  
OF CENTRE DE SANTÉ 2015**

On \_\_\_\_\_ 2015

Dear Sir/Madam,

We, the undersigned, undertake to supply "Ecologo-certified" chemical products and the accessories, equipment, supervision and labour required to perform the **sanitary maintenance work** as described in the <technical specification by <prototype>> as well as provide "Ecologo-certified" **sanitary products** and the **<periodic work>** for the above-mentioned establishment for the annual price of (price set out in section 3, page 2, box 9 of the <bid package>):

\_\_\_\_\_dollars and \_\_\_\_\_cents (\$\_\_\_\_\_).

This price does not include any applicable taxes.

We confirm that we have read the <bidder> instructions and the general and specific conditions, and we undertake to adhere to all of the clauses contained therein.

We confirm that we have visited the site and received all of the required information from the 2 CDSB Val representative of the Department of National Defence.

\_\_\_\_\_  
Signature of <bidder>

\_\_\_\_\_  
Name and title  
(please print)

\_\_\_\_\_  
Date

**COST BREAKDOWN**

	<b>&lt;TECHNICAL SPECIFICATION BY &lt;PROTOTYPE&gt;&gt;</b>	<b>PROPRE &lt;FTE&gt; (hours per year, minimum required)</b>	<b>Annual time quoted by the &lt;bidder&gt;</b>	<b>Annual cost</b>
<b>&lt;ROUTINE AND MONTHLY WORK&gt;</b>				
1	Cleaning and maintenance work (see <technical specification by <prototype>> in section 6.6 of the <book of basics>).	<b>9,661</b>		\$
2	<b>ECOLOGO-certified</b> chemical products and cleaning equipment.			\$
3	<b>TOTAL FOR ROUTINE AND MONTHLY WORK</b>			\$

	<b>COST OF SANITARY SUPPLIES</b>	<b>Annual cost</b>
4	Sanitary supplies ( <b>ECOLOGO-certified</b> )	\$

	<b>COST OF &lt;PERIODIC WORK&gt;</b>	<b>PROPRE &lt;FTE&gt; (hours per year, minimum required)</b>	<b>Annual time quoted by the &lt;bidder&gt;</b>	<b>Annual cost</b>
<b>COST OF &lt;PERIODIC WORK&gt;</b>				
5	<Periodic work> Aggregate total of sectors (total of hours and costs indicated at section 3, page 4)	<b>690</b>		\$

	<b>SUPERVISION AND SUPPORT OF ROUTINE AND PERIODIC WORK</b>	<b>PROPRE &lt;FTE&gt; (hours per year, minimum required)</b>	<b>Annual time quoted by the &lt;bidder&gt;</b>	<b>Annual cost</b>
6	<Foreman>	<b>2,080</b>		
7	N/A	<b>S/O</b>		
8	<b>TOTAL FOR SUPERVISION</b>			

9	<b>ANNUAL GRAND TOTAL FOR &lt;CONTRACT&gt; (3+4+5+8)</b>	\$
---	--------------------------------------------------------------	----

Note: For boxes 1 to 9 above,

- (1) The annual costs of the routine and monthly cleaning and maintenance work must include, among others, the wage rates along with the benefits governed by the Decree Respecting Building Service Employees in the Montréal or Québec Region (c. D-2, r.15 or r.16), the additional benefits granted by the employer, the administration fees and expected profits. Notwithstanding the aforementioned, it is the sole and entire responsibility of the contractor to respect, at all times, the above mentioned Decree.
- (2) The annual cost provided for the "*Ecologo-certified*" chemical products and equipment must include, among other things, the administration fees and expected profits.
- (3) The total amount of the <financial bid> of the <successful bidder> (the <contractor>) will be broken down by <prototype> based on the standard times of the <PROPRE software>. That breakdown will later be used in the course of the <contract> to calculate the adjustments required in the event that changes are made to the space measurements or the <technical specification by <prototype>>.
- (4) The annual cost for "*Ecologo-certified*" sanitary supplies must include the expected administration fees and profits.
- (5) The cost of the annual <periodic work> must include, among others, the wage rates along with the benefits governed by the Decree Respecting Building Service Employees in the Montréal or Québec Region (c. D-2, r.15 or r.16), the additional benefits granted by the employer, the administration fees, the expected profits, the "*Ecologo-certified*" chemical products and the housekeeping maintenance equipment. In addition, the CANADA will not be responsible in any way for having said <periodic work> performed in whole or in part. Only the work that is executed and approved by the manager will be covered in accordance with the amount quoted in the breakdown of costs associated with the <periodic work>, by sector. Notwithstanding the aforementioned, it is the sole and entire responsibility of the contractor to respect, at all times, the above mentioned Decree.
- (6-8) The <bidder>s must specify the precise number of hours and total annual supervision costs they require to carry out the routine and periodic work.
- (7) N/A
- (9) The amount must correspond to the one indicated in the first paragraph of the <bidder>'s financial bid in section 3, page 1, of the <bid package>. The amount will be used to evaluate the <bid>, as described in section 2.

**Note: For boxes 1 and 5.**

It is agreed that the hours quoted by the <CONTRACTOR> in the <bid> were evaluated by him/her in accordance with the workload of each regular, monthly and periodic task and based on the <surface area>s identified. In the event that the number of hours is insufficient to perform the tasks, the <CONTRACTOR> will be required to perform the additional hours of work at his/her own expense.

**SUMMARY TABLE****PERIODIC WORK BY SECTOR  
Annual Work**

SECTOR	BUILDING	FLOOR AREA M <sup>2</sup>	TOTAL HOURS	AMOUNT	COST M <sup>2</sup>
		A	B	C	C/A
# 01	Centre de santé 2015	6,521.60			
	Total	6,521.60			

**\*\* The total costing in m<sup>2</sup> will be used as a basis for calculating the new rates if <surface area> adjustments (whether increases or decreases) are required with respect to the <periodic work>.**

**The total cost associated with the sector must be reported in the costs table of the technical specification, in section 3, page 2, item 5 (cost of <periodic work>).**

**The <surface area> of the 1999 <prototype>s is not included in the above total.**

**The <bidder> understands that the <periodic work> indicated in the table must be performed exclusively at Canada's request. The <bidder> accepts the fact that Canada reserves the right to have the said work performed in whole or in part.**

**BREAKDOWN OF ANNUAL WORK COSTS**

**SECTOR: 1 – Centre de santé 2015**

TASKS ASSOCIATED WITH SECTOR PROTOTYPES	Freq **	TIME REQUIRED	HOURLY RATE	AMOUNT
		A	B	A x B
Dust and/or clean high-up accessories and surfaces	1/Y			
Wash walls, ceilings including doors and (exterior of) ventilation grills and/or diffusers	1/Y			
Clean (interior and exterior) permanent lighting fixtures	1/Y			
Thoroughly clean (interior and exterior) furniture and accessories	1/Y			
Thoroughly clean (interior and exterior) storage spaces, such as closets, cabinets, wardrobes or clothing lockers	1/Y			
Scrub and/or strip floor surfaces and apply finishing products as required	1/Y			
<b>TOTAL OF WORK PERFORMED AT THE INTERVALS SPECIFIED IN TECHNICAL SPECIFICATIONS</b> Total amount to be entered on the periodic work summary table (Section 3, page 4)				

**LEGEND: 1/Y=1 X Year**

**PRICE FORM FOR <SET-RATE WORK>****1. Unit price**

In the event that the manager decides to request the performance of additional work not described in the <technical specification by <prototype>, the <bidder> shall charge the unit prices listed below (including labour, supervision and product costs, employee benefits, administrative costs and expected profits).

The manager reserves the right to require that set-rate and additional work be performed during the day, in the evening, at night and on weekends or holidays without the quoted rates being thereby affected.

Stripping and/or scrubbing of floors and <b>application of</b> one (1) coat of sealer and three (4) coats of finish	<b>\$ m<sup>2</sup></b>
Scrubbing of floors <b>without application</b> of sealer and finish	<b>\$ m<sup>2</sup></b>
Shampooing of fabric chairs and armchairs	<b>\$ unit</b>
Cleaning (inside and out) of light fixtures	<b>\$ unit</b>
Cleaning outside of ventilation grates and/or diffusers	<b>\$ unit</b>
Deep cleaning (inside and out) of clothes lockers	<b>\$ unit</b>

**2. Average hourly rate**

The hourly rate quoted below will be used to bill additional work done by the hour and not described in the specifications. Note that the hourly rate billed must include the cost of **Ecologo-certified** products and materials, supervision, the wage rates along with employee benefits governed by the Decree Respecting Building Service Employees in the Montréal or Québec Region (c. D-2, r.15 or r.16), as well as additional employee benefits paid by the employer, administrative expenses and profits. Notwithstanding the aforementioned, it is the sole and entire responsibility of the contractor to respect, at all times, the above mentioned Decree.

The above average hourly rate will be \$\_\_\_\_\_.



## ANNEX B

**MINISTER OF NATIONAL DEFENCE  
2<sup>nd</sup> CANADIAN DIVISION SUPPORT GROUP**

**SPECIALIZED SERVICES CALL FOR BIDS  
No. W0106-15-EMQ/3  
TO PROVIDE SANITARY MAINTENANCE  
ESTABLISHMENT -108**

**CENTRE DE SANTÉ 2015**

### **TECHNICAL SPECIFICATIONS**

**2<sup>nd</sup> Canadian Division Support Base Valcartier  
Housekeeping  
PO Box 1000 Succursale Forces  
Courcelette Qc  
G0A 4Z0**

***NB: For simplification purposes, the masculine pronouns used in this document refer to both male and female persons, as the case may be. Similarly, any singular term may refer to the plural, and vice versa.***

# **INDEX**

SECTION 1: Table of Contents

SECTION 2: Informations for BIDDER

SECTION 3: General Requirements

SECTION 4: Standard Quality Provisions With Respect to  
Sanitary Maintenance

SECTION 5: Specific Terms

SECTION 6: Additional Information

**SECTION 1**  
**TABLE OF CONTENTS**

## TABLE OF CONTENTS

### SECTION 2: INFORMATIONS FOR BIDDER

- 2.1 GENERAL
- 2.2 DEFINITIONS
- 2.3 FORMS
- 2.4 MEASUREMENTS OF FLOOR SURFACES AND IDENTIFICATION OF BUILDING AREA
- 2.5 KNOWLEDGE AND INTERPRETATION
- 2.6 PRICE
- 2.7 INDEXATION

### SECTION 3: GENERAL REQUIREMENTS AND CONDITIONS

- 3.1 BUILDING AREA TO BE MAINTAINED
- 3.2 BREAKDOWN OF QUOTED PRICES FOR ROUTINE AND MONTHLY WORK
- 3.3 ADDITIONS OR REMOVALS
- 3.4 PERIODIC WORK
- 3.5 INVOICING INSTRUCTIONS
- 3.6 CONDITION OF BUILDING AREA
- 3.7 SET-RATE WORK AND ADDITIONAL WORK NOT STIPULATED IN THE SPECIFICATION
- 3.8 REQUIREMENTS AND RESPONSIBILITIES
- 3.9 MANAGEMENT OF CONTRACTOR'S STAFF

- 3.10 REQUIREMENTS AND RESPONSIBILITIES
- 3.11 STAFF INTEGRITY
- 3.12 WORK ACTUALLY PERFORMED
- 3.13 WORK METHODS
- 3.14 FOUND ITEMS
- 3.15 BREAKAGE AND MALFUNCTIONS
- 3.16 AREAS ASSIGNED TO THE CONTRACTOR(for cleaning service products storing)
- 3.17 KEYS
- 3.18 STRIKES AND LOCKOUTS
- 3.19 MISCELLANEOUS

**SECTION 4: STANDARD QUALITY PROVISIONS WITH RESPECT TO SANITARY MAINTENANCE**

- 4.1 QUALITY MANAGEMENT
- 4.2 CONTROL
- 4.3 QUALITY CONTROL OF ANNUAL WORK
- 4.4 DEFINITIONS OF STANDARDS

**SECTION 5: SPECIFIC TERMS**

- 5.1 CLARIFICATION
- 5.2 WINTER SEASON
- 5.3 WORK SCHEDULE, LOGS AND TIME SHEETS
- 5.4 TASKS AND AREAS THAT REQUIRE DAY/EVENING TIME MAINTENANCE
- 5.5 TASKS AND AREAS THAT REQUIRE MAINTENANCE ON WEEKENDS AND STATUTORY HOLIDAYS

- 5.6 WORK MONITORING
- 5.7 CHECKS OF DOORS, WINDOWS AND TAPS
- 5.8 SECURITY
- 5.9 GARBAGE
- 5.10 SET-RATE WORK REQUEST
- 5.11 CLEANING PRODUCTS
- 5.12 EQUIPMENT
- 5.13 INCANDESCENT LIGHT BULBS AND FLUORESCENT TUBES
- 5.14 CONTRACT OBLIGATION TO SUPPLY AND INSTALL WEATHER CARPETS
- 5.15 CLEANING RESTRICTED AREAS
- 5.16 EXTERIOR CLEANING
- 5.17 SPECIAL SANITARY MAINTENANCE
- 5.18 COMMUNICATION

**SECTION 6:**      **ADDITIONAL INFORMATION**

- 6.1 ADDITIONAL INFORMATION REGARDING THE BUILDING
- 6.2 SCALE PLAN OF THE BUILDING
- 6.3 REPORT: AREA BY PROTOTYPE
- 6.4 REPORT: SPACES BY AREA (BUILDING)
- 6.5 AREA BY FLOOR COVERING
- 6.6 TECHNICAL SPECIFICATIONS BY PROTOTYPE

## **SECTION 2**

### **INFORMATIONS FOR BIDDER**



## 2.0 **INFORMATIONS FOR BIDDER**

### 2.1 **GENERAL**

The instructions for BIDDER, the general and specific terms and conditions, the bid documents and the technical specifications are an integral part of this proposal.

### 2.2 **DEFINITIONS**

#### 2.2.1 **Manager**

Manager means the technical authority, who is the Coordinator, Sanitary Management Services, 2 CDSB Val, Department of National Defence, representing the Minister, or his designated representative.

### 2.3 **FORMS**

CONTRACTORS should use the bidding forms prepared by the CANADA for the purpose, complete them legibly and include all the information requested.

### 2.4 **MEASUREMENTS OF FLOOR SURFACES AND IDENTIFICATION OF BUILDING AREA**

Measurements of floor surfaces provided in the document are approximate.

### 2.5 **KNOWLEDGE AND INTERPRETATION**

The BIDDER shall take cognizance of all and every clauses(s) of technical specifications and bid package.

### 2.6 **PRICE**

It is the responsibility of the BIDDER to take into account in their bids the possibility of an amendment to the Decree Respecting Building Service Employees in the Montréal or Québec Region (c. D-2, r.15 or r.16), with regard to either pay or benefits. The CANADA will not, at any time during the year covered by the contract, make any financial adjustment to compensate for such an increase, except under the conditions specified in paragraph 2.7.

### 2.7 **INDEXATION**

The prices bid will be indexed every year, from the first day of an extension to the new contract year as per the corresponding contractual clause.

## **SECTION 3**

### **GENERAL REQUIREMENTS**

### 3.0 **GENERAL REQUIREMENTS**

#### 3.1 **BUILDING AREA TO BE MAINTAINED**

The CONTRACTOR shall undertake to maintain all the physical premises included in the list of spaces. The CONTRACTOR shall undertake to supply all materials, equipment and labour required to carry out the work described in the technical specifications by prototype and the contract documents and all other work that, although not specifically mentioned, may be implicitly understood to form part of the work.

#### 3.2 **BREAKDOWN OF QUOTED PRICES FOR ROUTINE AND MONTHLY WORK**

The prices quoted for routine and monthly maintenance as well as chemical products and equipment set out in the technical specifications by the CONTRACTOR (the winning contractor) will be broken down per prototype based on standard times of PROPRES software under the responsibility of the manager. This breakdown will later be used in the course of the contract to calculate adjustments as necessary should changes be made to the list of areas and/or to the specifications.

**The CANADA will apply the following rules to the breakdown of the successful bid and its financial impact on changes that occur during the term of the contract.**

##### 3.2.1 **Information about the Breakdown Method for Routine and Monthly Work (example: section 3, page 3)**

The purpose of this formula is to ensure equity and a fiscal balance at all times with regard to the prices proposed by the CONTRACTOR in the event that changes are made during the term of the contract. The manager will break down (subdivide) the total amount submitted by the CONTRACTOR for costs associated with routine and monthly maintenance as well as chemical products and equipment listed in the documentation of the present demand:

- area by prototype (m<sup>2</sup>)
- the bid amount (\$/year)

This will be done using PROPRES software that will calculate and present this breakdown by prototype, based entirely on the price bid by the CONTRACTOR. The exercise involves breaking down the global price for routine and monthly maintenance by prototype in order to determine the annual unit cost of each one.

## EXAMPLE

<b>108 – CENTRE DE SANTÉ 2015 CONTRACT PRICE BREAKDOWN BASIC ANALYSIS CONDUCTED June 1st 2013 THIS CONTRACT IS FOR \$50,000.00</b>					
CODE	DESCRIPTION OF PROTOTYPE	AREA		AMOUNT	
0100	VEHICLE SHEDS, HANGARS AND TRAFFIC	73.20 m <sup>2</sup>	0.26%	\$95	0.19%
0150	INDOOR MILITARY EXERCISE ROOMS	2,662.20 m <sup>2</sup>	9.14%	\$3,548	7.10%
1070	TOILETS, BATHROOMS AND/OR SHOWERS	59.44 m <sup>2</sup>	0.20%	\$926	1.85%
1110	UTILITY STORAGE AREAS (eg, stationery)	19.40 m <sup>2</sup>	0.07%	\$29	0.06%
1140	LOUNGES AND REST ROOMS	29.72 m <sup>2</sup>	0.10%	\$180	0.36%
1150	DINING ROOMS	31.58 m <sup>2</sup>	0.11%	\$210	0.42%
1240	EXAMINATION, TREATMENT OR THERAPY ROOMS	20.50 m <sup>2</sup>	0.07%	\$189	0.38%
1311	RECEPTION, ADMISSION AND SECRETARIAL ROOMS	54.20 m <sup>2</sup>	0.19%	\$449	0.90%
1320	OFFICES AND OFFICE SPACE	3,188.17 m <sup>2</sup>	10.95%	\$10,170	20.34%
1340	MEETING ROOMS, CLASSROOMS OR COMPUTER ROOMS	817.24 m <sup>2</sup>	2.81%	2,067\$	4.13%
1390	CAFETERIAS AND SNACK BARS	89.60 m <sup>2</sup>	0.31%	\$942	1.88%
1430	ARCHIVES AND FILM LIBRARIES	15.80 m <sup>2</sup>	0.05%	\$50	0.10%
1510	LIBRARIES	94.74 m <sup>2</sup>	0.33%	\$309	0.62%
1530	GYMNASIUMS AND PALESTRAS	137.10 m <sup>2</sup>	0.47%	\$443	0.87%
1531	SQUASH COURTS	172.00 m <sup>2</sup>	0.59%	\$394	0.79%
1600	LOBBIES, ENTRANCE TUBES AND ENTRANCE HALLS	114.80 m <sup>2</sup>	0.39%	\$673	1.35%
1611	CORRIDORS AND EMERGENCY EXITS	1,157.70 m <sup>2</sup>	3.98%	\$3,828	7.66%
1620	MAIN STAIRS	121.99 m <sup>2</sup>	0.42%	\$650	1.30%
1630	SECONDARY AND EMERGENCY STAIRS	17.40 m <sup>2</sup>	0.06%	\$37	0.07%
1651	TOILETS	540.20 m <sup>2</sup>	1.86%	\$7,480	14.96%
1660	SHOWER ROOMS	36.00 m <sup>2</sup>	0.12%	\$846	1.69%
1681	MESSES, COMMON ROOMS AND KITCHENETTES	3,279.74 m <sup>2</sup>	11.26%	\$12,088	24.18%
1700	<u>Amphitheatres and auditoriums</u>	63.20 m <sup>2</sup>	0.22%	\$320	0.64%
1710	CLOAKROOMS AND LOCKER ROOMS	188.90 m <sup>2</sup>	0.65%	\$1,382	2.76%
1730	HOISTS	4.40 m <sup>2</sup>	0.02%	\$93	0.19%
1740	SANITARY MAINTENANCE ROOMS	132.82 m <sup>2</sup>	0.46%	\$1,883	3.77%
1760	QUARTER MASTERS, DEPOTS AND STORES	223.80 m <sup>2</sup>	0.77%	\$114	0.23%
1820	MECHANICAL AND ELECTRICAL ROOMS	13.00 m <sup>2</sup>	0.04%	\$1	0.00%
1991	SERVICES ON REQUEST (Frequency indicated)	823.78 m <sup>2</sup>	2.83%	\$615	1.23%
1999	SELF-CONTAINED SPACES	14,937.43 m <sup>2</sup>	51.30%	\$0	0.00%
<b>TOTAL</b>		<b>29,120 m<sup>2</sup></b>	<b>100%</b>	<b>\$50,000</b>	<b>100%</b>

In short, this formula allows full compliance with the amount quoted by the CONTRACTOR (the winning BIDDER) and to break it down by prototype in a balanced manner. It also allows for an appropriate adjustment of costs when the list of areas and/or specifications for certain prototypes are amended, using as a basis the standards time of PROPRE software. This applies only to routine and monthly maintenance.

### 3.3 **ADDITIONS OR REMOVALS**

#### 3.3.1 **Preamble**

During the term of the contract, the Manager may make changes to the original maintenance specifications. Although these changes may vary, they have a similar effect on the total price bid for the technical specifications (routine and monthly maintenance) of the contract (upward or downward effect).

It is up to the Manager, with the approval of Public Works and Government Services, to determine the financial impact of the desired changes and to notify the CONTRACTOR accordingly when submitting the new maintenance specifications.

The financial impact is calculated on the basis of the pre-established rules described below. The PROPRES software program is used to make these calculations in a manner equitable to both parties.

The following rules apply to the calculation of contract price adjustments when changes are made in the specifications.

#### 3.3.2 **Size of area to be maintained**

If the Manager wishes to make changes to the size of the area to be maintained, the software will automatically compute the new cost of maintenance for the prototypes concerned and for the overall contract by making a new analysis of the workload expressed in terms of cost, while continuing to comply with the amount quoted initially for the technical specifications (routine and monthly maintenance).

#### 3.3.3 **Change in use made of an area**

In the same way, when the use of a given area changes (example: warehouse changed for washroom), the Manager assigns a new prototype to it and the software will automatically compute the new cost of maintenance of the prototypes concerned and of the overall contract by making a new analysis of the workload expressed in terms of cost.

#### 3.3.4 **Specific changes in the specifications**

The Manager can also request other changes. The change that is the most often requested is a change in the interval between work tasks in the specifications of a prototype.

In such cases, the annual cost of the prototype in question and the overall price stated in the technical specifications (routine and monthly maintenance) of the contract will be readjusted up or down to reflect the change in the maintenance work request.

How is the new price calculated?

The formula used to calculate the new price is very simple because the software works by comparison. It begins by determining the workload in relation to the original specifications which it then compares to the workload related to the new specifications. The result of this comparison makes it possible to identify the variation of the request for maintenance work

and to make the necessary adjustments to the price of the prototype and the overall price of the contract for the technical specifications section.

For example, if the software estimates that the change to the specification will mean a 10% increase in the workload, the price will be automatically increased by 10%. The same principle applies if there is a decrease in the workload.

Workload estimates made by the software are used to weight the importance of each task in the specification and determine the relative impact should any of them be changed. These before and after estimates ensure absolute fairness for both parties when contract costs are adjusted because users cannot intervene in any way to change the criteria used by the software.

The parties also agree that financial adjustments associated with the addition or subtraction of tasks in the specifications take effect only on the 30<sup>th</sup> day of each month.

However, interior work involving space fit-up changes, repairs and maintenance will not be added to the work included in the contract.

### 3.4 **PERIODIC WORK**

3.4.1 In these specifications, PERIODIC work, for which the job description can be found in the bid submission kit, shall be carried out only at the request of the Manager with a purchase order. The successful bidder must have this work carried out by a special team other than the employees assigned to daily tasks.

#### 3.4.2 **Cost of PERIODIC Work**

The successful bidder must include a cost for each annual task associated with each area in the bid submission kit. The costs submitted must include materials, tools, labour, supervision, administration and profits.

#### 3.4.3 **Changes to the Frequency of PERIODIC Work**

The CANADA does not commit in any way to carrying out the PERIODIC work either in whole or in part. However, the Manager could use the annual prices to have certain tasks carried out more than once per year.

#### 3.4.4 **Modification to the Area of PERIODIC Work**

If the Manager wishes to make changes to the surface area to be cleaned, or add new areas, the new maintenance cost of PERIODIC work shall be modified based on the cost per m<sup>2</sup> tendered in the summery table of PERIODIC work included in the bid submission kit.

It is the Manager's responsibility to determine the monetary impact of the desired changes and to notify the CONTRACTOR accordingly.

#### 3.4.5 **Other work**

In cases where the Manager has to have work of any kind carried out, the CONTRACTOR shall in no way hamper the proper execution of this work. He shall comply with the Manager's orders.

#### 3.4.6 **Maintenance of construction zones or work area**

The maintenance of the work area shall be the responsibility of the CONTRACTOR at all times. However, the CONTRACTOR may stop maintaining construction zones or work area only when the instructions are clearly defined by the Manager.

No compensation will be paid for extra work due to construction zones or work area, even with respect to area that are indirectly affected, except if exceptional situations occur.

### 3.5 **INVOICING INSTRUCTIONS**

3.5.1 Payment under this contract shall be made according to the following criteria:

3.5.2 **Payment of work stated in the technical specifications:** Payment for routine and monthly maintenance and for chemical products and equipment listed in the bid's technical specifications shall be made in twelve (12) equal consecutive instalments.

3.5.3 **Invoicing of additional costs:** Additional payment for sanitary supplies shall be paid out in twelve (12) equal consecutive instalments.

3.5.4 **Invoicing of periodic work:** Periodic sanitary maintenance, shall be invoiced on demand according to the requisition number (work order) sent by the Manager. In other words, annual maintenance for an area will only be paid after work has been completed and signed off by the Manager, and only as bid in the breakdown of costs by area for annual work, as listed in the bid submission kit.

3.5.5 An invoice must be submitted at the end of every month, using the contractor's form, and the invoice must contain the following information:

- a. Name and address of company
- b. Contract number
- c. File number
- d. Destination and date of delivery of services
- e. Invoice serial number and date of the day
- f. Cost of services provided under the specifications (breakdown of contract price)
- g. Cost of sanitary products
- h. IPC (If applicable)
- i. Any modification of the contract (if applicable)
- j. Sub-total before GST
- k. Amount of GST
- l. Total of invoice
- m. GST registration number

3.5.5.1 The contractor shall provide with his monthly invoice a list of all employees in this contract.

3.5.6 Invoicing for periodic work includes the information listed in the preceding paragraph as well as the following items:

- a. the requisition number (work order)
- b. the work performed;
- c. the area where the work was performed;
- d. the date the work was performed.

3.5.7 The **original invoice** and the reports must be sent to:  
M. Robert Hunter  
Coordonnateur  
Maintenance Services  
Building 515, room 115  
Valcartier Garrison  
PO Box 1000 – Station Forces  
Courcelette QC G0A 4Z0

### 3.6 **CONDITION OF BUILDING AREA**

When the CONTRACTOR is awarded the contract, he has already seen and accepted the condition of the buildings to be maintained. It is clearly understood that the Manager will not pay the CONTRACTOR any additional money for errors and/or omissions in sanitary maintenance of the premises made by the previous CONTRACTOR.

Should the CONTRACTOR notice abnormalities or defects, he must notify the Manager in writing within thirty (30) days of the contract being awarded to avoid being held responsible later on.

### 3.7 **SET-RATE WORK AND ADDITIONAL WORK NOT STIPULATED IN THE SPECIFICATION**

Only set-rate work and additional work requested in a purchase order by the Manager shall be paid for based on unit prices or rates specified in the bid package. The CONTRACTOR, on the manager request, must provide, with the invoice, a list of hours worked for each employee.

### 3.8 **REQUIREMENTS AND RESPONSIBILITIES**

#### 3.8.1 **CONTRACTOR'S Responsibilities**

3.8.1.1. Further to the principal responsibility of providing sanitary maintenance services for 2 CDSB Val, Department of National Defence, which involves maintaining a standard of quality with respect to the cleanliness of the buildings areas, the CONTRACTOR undertakes, in meeting the terms and conditions of the contract, to do everything in his power to properly discharge this responsibility.



- 3.8.1.2. The CONTRACTOR shall take full responsibility for buildings sanitary maintenance activities in order to maintain the premises in accordance with the terms and conditions of the contract.

3.8.2 **Role of the Foreman**

- 3.8.2.1 The CONTRACTOR'S Foreman shall have the competence, experience, and knowledge required to discharge his responsibilities. He must be proficient in French.
- 3.8.2.2 The Foreman must master the software application of MS Office to answer E-mail etc...
- 3.8.2.3 The Foreman shall, as required, submit a report of sanitary maintenance activities to the Manager.
- 3.8.2.4 The Foreman is responsible for all building sanitary maintenance activities, specifically the following:
- planning and organizing maintenance activities,
  - ensuring that work is done,
  - checking the quality of the work,
  - providing the sanitary maintenance service with supplies in an efficient manner.
- 3.8.2.5 The Foreman must be present on site during normal working hour days between 08h00 to 16h30 , 5 days/week. The foreman shall notify the manager if he plans to be absent more than two hours.
- 3.8.2.6 The Foreman shall not be part of the work procedures or replace absent personnel between 08h00 and 16h30 at all time during the entire contract. In addition, he must sign the same daily attendance register of employees on site, time of arrival and departure.

3.8.3 **Role of the Supervisor**

- 3.8.3.1 Because of the size of the buildings covered by the contract , the CONTRACTOR must appoint and identified a Supervisor on daily shift.
- 3.8.3.2 The Supervisor acts as an assistant to the foreman. He is responsible for supervising the regular work team as well as the PERIODIC work team. He must be able to express himself properly in French.
- 3.8.3.3 The supervisor may be part of the work routes.

3.9 **MANAGEMENT OF CONTRACTOR'S STAFF**

- 3.9.1 The CONTRACTOR shall be solely responsible for the management of his staff.

- 3.9.2 He shall be responsible for providing his staff with training in work methods.
- 3.9.3 The CONTRACTOR shall accept full responsibility for his employees' actions while carrying out the contract.
- 3.9.4 The CONTRACTOR shall meet his occupational safety and health obligations to his employees.
- 3.9.5 The CONTRACTOR agrees that his staff shall respond to and be trained for emergencies in the building.

### 3.10 **REQUIREMENTS AND RESPONSIBILITIES**

#### 3.10.1 **Liaison Officer**

The CONTRACTOR shall designate a member of his corporate management staff as Liaison Officer for the purposes of the contract. This Liaison Officer shall visit the buildings **once a month** and ascertain that services stipulated in the contract are properly carried out. The Liaison Officer shall meet with the Manager once a month and whenever the latter requests a meeting. He must be proficient in French.

### 3.11 **STAFF INTEGRITY**

- 3.11.1 Upon signing the contract, the CONTRACTOR shall provide a complete list of his employees who have undergone the required security check and who are to be assigned to the contract. This list must be accompanied by a copy of the valid security clearance for each of the employees.

It is the CONTRACTOR's responsibility to keep up to date its list of employees with security clearance for security screening purposes.

CONTRACTOR personnel who need to access protected information or assets or institutions with restricted access must **all** hold a current and valid reliability status security clearance, granted or approved by the Canadian and International Industrial Security Directorate (CIISD) of Public Works and Government Services Canada (PWGSC).

For operational reasons, in exceptional circumstances, employees who are waiting for the results of their security screening can be granted access to certain institutions by the manager. For this to happen, the CONTRACTOR must obtain a criminal record check for each employee from the police. The CONTRACTOR must provide the manager with a copy of the certificate and a copy of the security clearance request under way.

Any employee who does not meet security standards will be refused access to the institutions at the CONTRACTOR'S expense.

- 3.11.2 The CONTRACTOR shall ensure that his employees are not given authorization to take anything that does not belong to them, including found items, out of the building

- 3.11.3 In addition, the Manager reserves the right to search all packages or containers belonging to the employees and their equipment and storage areas (lockers or cloakrooms). The Security Services Manager or his authorized personnel shall carry out these searches.
- 3.11.4 Neither the CONTRACTOR nor his employees may perform any tasks in the work area other than those set out in this document.
- 3.11.5 The CONTRACTOR shall ensure that his employees comply with the regulations with respect to confidentiality of building information or any other written or oral information.

### 3.12 **WORK ACTUALLY PERFORMED**

#### 3.12.1. **Evaluation of hours required**

It is agreed that the hours quoted by the CONTRACTOR in the bid were evaluated by him/her in accordance with the workload of each regular, monthly and periodic task and based on the <surface area>s identified. In the event that the number of hours is insufficient to perform the tasks, the CONTRACTOR will be required to perform the additional hours of work at his/her own expense.

Given that this contract is based on performance results, the CONTRACTOR must adhere to all of the activities identified in the specifications. Consequently, the CONTRACTOR must, on a daily basis, divide up all of the hours of work as fairly as possible to meet all of the work requirements.

3.12.2 Given that the prices quoted by the CONTRACTOR are based on the current FTE data presented herein, it is possible that modifications or adjustments could change the number of annual production hours required to perform the work.

As such, the CONTRACTORS accept that the potential changes could increase or decrease the requested price. The new annual price will be calculated based on the method described in section 3.3 of the book of basics. The requested hourly rates cannot be changed.

#### 3.12.3 **Minimum number of on-site personnel**

The CONTRACTOR may exceed the FTE levels set out for on-site personnel but must at all times meet the minimum requirements stated in this clause. The CONTRACTOR must have on site between 7:00 am to 24:00 pm, on Monday to Friday (except on statutory holidays), a minimum number of on-site personnel. The general clauses are in the specifications and include the following:

##### On-site management personnel

**One (1) Foreman** (see para. 3.8.2.5 above)

**One supervisor on site for every 15-person workforce for the cleaning and maintenance work.**

When the routine workload is amended, the manager can increase or decrease the minimum workforce size required for the cleaning and maintenance work. In that event, the technical authority notifies the contractor in writing.

The minimum size of the cleaning and maintenance workforce does not include the contractor's personnel on or off site, ie, management personnel or cleaning and maintenance personnel performing periodic work or additional work authorized through a purchase order. **Under no financial compensation will be allowed to manage the contract. Contract management is the sole responsibility of the contractor.**

The contractor must at all times have an adequate number of supervisors on site (including for night time and weekend teams) to ensure that there is at least one supervisor for every 15 cleaning people.

"Full-time equivalent" (FTE) is defined as the number of part-time or full-time personnel work hours equivalent to one person working **40 productive hours** over one work week on site in order to perform the routine work described in the specifications. When personnel are absent or on holidays, they must be replaced to maintain the required minimum FTE level. Meal breaks are not included in the calculation of the FTE by the contractor. Rest breaks are included in the calculation of the FTE by the contractor when the personnel are on site a sufficient number of continuous hours that they would be entitled to those breaks in accordance with the decree respecting building service employees.

When the contractor is non-compliant with the required minimum on-site personnel levels set for cleaning, maintenance and supervisory personnel, an adjustment may be made. The adjustment will be calculated by multiplying the number of hours of unsatisfactory work for the month by the applicable hourly rate in effect.

#### 3.12.4 **Competence**

The CONTRACTOR shall provide during the term of the contract all of the qualified workers required to properly carry out the work in accordance with the Manager's regulations. If necessary, a list of regulations will be provide to the CONTRACTOR.

When the contract is signed, the CONTRACTOR must submit to the Manager a complete list of employees assigned to the contract. The list shall include the name, social insurance number and address of all of the employees and information on their competency and experience. This list is subject to the Manager's approval. The Manager reserves the right and privilege of requesting a review. The CONTRACTOR shall also inform the Manager of any changes made to this list within the contract period.

#### 3.12.5 **Communication**

The CONTRACTOR shall provide a cellular for the Foreman and the Team Leader, or for the employee in charge of the daytime service if there is no Team Leader. By this obligation, the Manager may be sure that the CONTRACTOR has a person in charge at the work site at all

times to respond to all requests, emergencies or other needs. This person shall also be authorized to take, on behalf of the CONTRACTOR, instructions from the Manager.

The CONTRACTOR must provide a computer for the Foreman to facilitate the communication between himself and the manager.

#### 3.12.6 **Instructions**

Any questions of technical work aspect must be discussed and treated directly with the manager.

#### 3.12.7 **Contact with building users**

The CONTRACTOR's staff shall not under any circumstances disturb the occupants of the buildings or Department of National Defence employees. If problems of this kind arise, the Manager shall be notified. The same applies if the CONTRACTOR's employees are disturbed.

#### 3.12.8 **Uniforms**

All of the CONTRACTOR's employees shall wear uniforms, the colours and tailoring of which shall be approved by the Manager. The type of uniform shall be a smock, coverall or shirt and pants. The employees shall wear identification badges provided by the Manager (if required).

### 3.13 **WORK METHODS**

#### 3.13.1 **General**

The CONTRACTOR shall use whatever cleaning methods he considers most appropriate for his work, except in the case of floor maintenance (resilient surfaces). As a general rule, he shall use the buffing technique to clean the floors.

Floor surfaces must accordingly be swept and washed beforehand. The CONTRACTOR shall also ensure that furniture is dusted after the floors have been buffed. Care shall be taken to ensure that the methods used do not damage the CANADA'S property. The CONTRACTOR shall be responsible for any damage he causes thereto. The Manager reserves the right to require that the cleaning method be changed, if he feels it is inappropriate or detrimental.

The CONTRACTOR shall consult the Manager regarding the cleaning techniques usually used to clean certain surfaces, such as marble, wood panelling, ceramics and wool carpets, and the care of furniture, ornaments and other items.

All work requiring the use of alkaline products shall be done carefully to ensure that no residue is left on the surfaces after cleaning.

When carrying out general, full-scale carpet cleaning, the CONTRACTOR's employees shall allow enough time for the carpets to dry completely. The products and work methods used shall be the responsibility of the CONTRACTOR and in accordance with the manufacturer's recommendations.

When carrying out general cleaning, the CONTRACTOR's employees shall move all furniture (including screens, plants and other items) and put it back in the same place. The CONTRACTOR must take every precaution necessary to prevent rust stains.

### 3.13.2 **Rectification of incomplete or unsatisfactory work**

If through negligence on the part of his regular staff, certain daily tasks are not cleaned or are poorly cleaned in the morning, the CONTRACTOR shall provide, at his own expense, during the day (that same day) at the Manager's request, the necessary staff, over and above the staff that is regularly required, to respond promptly to any complaints received. Following the reception of the Manager's request, the CONTRACTOR is granted three (3) hours in which to respond to the complaint.

### 3.13.3 **Manual and work program**

The CONTRACTOR's foreman shall have in his possession a manual of work methods, such as technical procedures, work plans, a list of equipment and products, and instructions on their use. A copy of this manual shall be given to the Manager no later than 30 days after the awarding of the contract.

#### 3.13.3.1 **DAILY TASKS WORK PLANS**

The CONTRACTOR shall be required to seek the Manager's approval for the work plans **within 30 days following the signing of the contract**. The Manager reserves the right to amend or reject the plans.

#### 3.13.3.2 **Planification for PERIODIC cleaning work**

The CONTRACTOR shall ensure that the PERIODIC work plan is approved by the Manager within 30 days of the signing of the contract. PERIODIC work shall be performed by space, building and/or area in order to facilitate strategic planning.

#### 3.13.3.3 **Performance of PERIODIC work**

Maintenance shall be planned to ensure that all work is completed as soon as possible. Work might be performed on Saturdays and Sundays so as not to disturb operations. The CONTRACTOR shall provide a work force **that differs** from the one that performs day-to-day maintenance.

The Manager **may require** that the work be carried out at other times without any changes to the costs.

The CONTRACTOR shall also make provision for coordinating times with the use of the spaces (key, work schedule, movement of equipment, etc).

#### 3.13.3.4 **PERIODIC Work Report**

In accordance with work programs, the Contractor must inform the Manager in writing that PERIODIC work has been completed as soon as the

said PERIODIC work is completed in order that the Manager may give his approval in writing. All periodic work that is not approved will be considered as having not been carried out and a penalty shall be applied, as the case may be, according to the terms and conditions of the technical specifications.

#### 3.13.4 **New methods**

The Manager may require the CONTRACTOR to use any new, proven sanitary maintenance method that may improve the quality of the work and productivity.

#### 3.13.5 **Restrictions**

The CONTRACTOR's employees shall not move any papers, documents or objects left on desks or other furniture. The CONTRACTOR's employees shall not be allowed under any circumstances to open desk drawers, filing cabinets or other pieces of furniture. Electrical appliances, computer hardware and telephones must never be unplugged.

Placing chairs, wastepaper baskets and other items on the desks and tables is strictly prohibited, unless the desks and tables have been covered with suitable protective cloth coverings beforehand. The CONTRACTOR's employees shall not at any time use the office equipment, such as tables, filing cabinets, chairs and other items as scaffolding to carry out their work or for other purposes. In addition, the employees are not authorized at any time to use the telephones or other objects left on the desks for personal reasons.

##### 3.13.5.1 **Forbidding to unlock doors**

The CONTRACTOR's employees shall not at any time open doors to persons seeking entry. If necessary, they shall refer persons to the building manager.

#### 3.14 **FOUND ITEMS**

The CONTRACTOR's employees shall give all found items to the foreman, who shall give them to the building security officer.

#### 3.15 **BREAKAGE AND MALFUNCTIONS**

##### 3.15.1 **Breakage**

The CONTRACTOR shall promptly notify the Manager or his designated representative of any damage caused accidentally or otherwise by his employees.

##### 3.15.2 **Malfunctions**

During the cleaning activities, the employees shall note malfunctions in the equipment or the building and report them to the foreman. Depending on the seriousness of the defects, the foreman shall report them promptly to the Manager.

In winter, the CONTRACTOR shall promptly notify the Building Manager of any room in which windows have been left open, causing the indoor temperature to drop to unacceptable levels.

### 3.16 **AREAS ASSIGNED TO THE CONTRACTOR (for cleaning service products storing)**

The Manager shall provide the CONTRACTOR with suitable space for storing the necessary machinery and equipment.

The CONTRACTOR shall keep such areas clean and keep containers closed to prevent odours and prevent products, cloths and other supplies from accumulating and becoming a potential fire hazard. He shall keep all inflammable materials in containers approved for storage purposes by the competent authorities. He shall also make provision for and equip, if necessary **and at his own costs**, such areas with shelving, lockers, desks, file cabinets and anything else he deems necessary to make the space functional.

### 3.17 **KEYS**

#### 3.17.1 **Distribution**

The Manager shall provide the CONTRACTOR's employees with all necessary keys to allow them to do their work in a normal fashion. However, the CONTRACTOR shall comply with the Manager's standard administrative practices regarding the use of keys. We will talk about this subject at the time of the visit.

#### 3.17.2 **CONTRACTOR's Responsibility**

Given the importance of keys for security purposes, the CONTRACTOR shall take whatever action is required to protect himself against any loss or theft of keys. He shall be held fully responsible for any negligence resulting in the loss of one or more keys. The CONTRACTOR shall therefore return, at the end of each shift, all bunches of keys to the place designated by the Manager and pick them up from there at the beginning of the shift. However, while the work is being carried out, the CONTRACTOR shall keep extra keys (eg, keys he may have due to the absence of one or more employees or for other reasons) in a locked cabinet. The Manager reserves the right to make such inspections as he deems necessary.

All expenses for the changing of locks as a result of lost keys and all other related expenses shall be borne by the CONTRACTOR.

#### 3.17.3 **Additional keys**

The CONTRACTOR is not authorized under any circumstances to make keys or have additional keys made. The CONTRACTOR shall further maintain strict control over keys to ensure that his employees do not make additional keys.

### 3.18 **STRIKES AND LOCKOUTS**

#### 3.18.1 **The CONTRACTOR and his employees**



In the event of a strike by the CONTRACTOR's employees or a lockout imposed on those employees by the CONTRACTOR, the CONTRACTOR shall, with the assistance of his supervisory staff, provide full services, failing which the CANADA reserves the right to terminate the contract.

### 3.18.2 **CANADA'S employees**

In the event of a strike by CANADA'S employees or a lockout imposed on those employees the Manager may, on giving notice, suspend the activities of the contract or at least substantially reduce the scale thereof.

## 3.19 **MISCELLANEOUS**

### 3.19.1 **Leap Years**

In leap years, the CONTRACTOR shall change his schedule to include February 29, using the hours stipulated in the contract, and shall not receive additional compensation therefor.

### 3.19.2 **Legal Holidays**

During legal holidays mentioned below, the contractor must execute the work required 7 days/week and the tasks assigned for the weekend.

- a. New Year's Day
- b. Good Friday
- c. Easter Monday
- d. Victoria Day
- e. St. John the Baptist
- f. Canada Day
- g. Labour Day
- h. Thanksgiving Day
- i. Remembrance Day
- j. Christmas Day
- k. Boxing Day

### 3.19.3 **Parking**

The CONTRACTOR and his employees shall comply with the parking regulations and amendments in effect on property belonging to the Department of National Defence. A copy will be provide, if necessary.

### 3.19.4 **Services provided by the building**

The Manager shall provide, at his own expense, the following services, for which the successful contractor shall take immediate, full responsibility:

3.19.4.1 All office furniture;

3.19.4.2 A space reserved for the foreman's office and a telephone (if required). Telephone installation and service fees shall be borne by the CONTRACTOR;

- 3.19.4.3 No toilets, changing rooms, showers or dining room facilities will be made available to the employees of the sanitary maintenance service;
- 3.19.4.4 Space reserved for the sanitary maintenance staff inside or near each building maintenance area where they can store carts, equipment and products they need. Such spaces shall be fitted up to facilitate sanitary maintenance work in those areas (as required);
- 3.19.4.5 The necessary keys and access cards to allow the staff to carry out their daily duties. However, the CONTRACTOR shall comply with Department of National Defence administrative standards and regulations. Additional operating procedures will be explained when the contract is signed.

3.19.5 **Rent and fees**

The CANADA shall not require any payment of rent or fees.

3.19.6 **Telephone service**

The successful contractor shall reimburse the CANADA for telephone expenses on a monthly basis, including long distance charges and any other telephone expenses. Any changes shall be subject to the Manager's approval.

3.19.7 **Medical treatment**

The successful contractor is responsible for providing and installing a first aid kit and ocular kit in the sanitary maintenance area assigned to his staff as a precaution in the event of minor accidents. In the event of serious accidents, he is responsible for taking steps to obtain immediate treatment for the injured person or persons, regardless of whether they are his employees or building users.

3.19.8 **Laundry**

The successful contractor shall make arrangements for the cleaning of clothing and personal items (uniforms, clothing, cloths and other items) that he and his employees require to carry out the activities specified in the contract. See details in the additional information.

3.19.9 **Operating procedures**

The successful contractor shall take care not to disrupt building activities. He shall therefore carry out his sanitary maintenance activities according to a schedule that allows building activities to proceed smoothly.

The successful contractor shall comply with the Manager's procedures and requirements in order to carry out his sanitary maintenance activities in special-use areas.

3.19.10 **Inspections of Security**

The CANADA authorized Manager shall have the privilege at all times of inspecting the areas and equipment assigned to the successful contractor. The Manager shall have the right to make any recommendations he considers appropriate. These shall be complied with and followed up immediately by the successful contractor, notwithstanding any sanitary maintenance activities outlined in the technical specifications.

**3.19.11 Cleaning at the end of the contract**

At the end of the contract, the CONTRACTOR must leave the premises in perfectly good order. A quality control will be conducted with the Manager and the CONTRACTOR one month prior to the end of the contract to list any anomalies and take the necessary corrective action. The CONTRACTOR shall be notified in writing of the adjustments he will have to make to meet the tolerance threshold. All corrective work that is not completed will result in a financial penalty as set out at section 4.

## **SECTION 4**

### **STANDARD QUALITY PROVISIONS WITH RESPECT TO SANITARY MAINTENANCE**

#### 4.0 **STANDARD QUALITY PROVISIONS WITH RESPECT TO SANITARY MAINTENANCE**

##### 4.1 **QUALITY MANAGEMENT**

###### 4.1.1 **Preamble**

Once the sanitary maintenance contract has been awarded, the CONTRACTOR shall provide quality services in compliance with the standard provisions outlined below.

The objective of the quality management procedures outlined below is to ensure that the work is monitored to meet the set objectives.

These procedures will be implemented gradually during a one-month breaking-in period at the start of the contract.

This mechanism also sets out specific procedures to be followed in the event the CONTRACTOR fails to comply with his service quality commitments.

###### 4.1.2 **Quality controlled routine and monthly maintenance**

The Manager shall unilaterally, or jointly with the CONTRACTOR (depending on what the Manager have agreed), inspect the premises in accordance with the instructions on the quality control form. The Manager shall be fully responsible for the frequency of the inspections. He shall provide the CONTRACTOR with results of the inspections.

###### 4.1.3 **Tolerance threshold by prototype**

The Manager shall allow the CONTRACTOR a tolerance threshold, according to which he considers the sanitary maintenance work to be in compliance with specified requirements. This tolerance threshold varies from one prototype to another and is determined by their strategic importance. The various tolerance thresholds are outlined in section 4, pages 13 and 14.

###### 4.1.4 **Non-compliant results**

In the event that the results of the Manager's quality control report show non-compliance with the tolerance threshold, the CONTRACTOR shall be considered in non-compliance.

If this is the first instance of non-compliance, the CONTRACTOR shall receive from the Manager written notice setting out the changes required in order to comply with the tolerance thresholds. No penalty will be implemented, but the situation shall be rectified within 48 hours.

If the changes requested are not done within the required time, the CONTRACTOR shall be sent a notice of non-compliance by letter or FAX from the Manager. The notice will state the type of penalty that will be applied to the bill for that month. In addition, the CONTRACTOR shall remedy the shortcomings within 48 hours.

If the penalty is negligible, the Manager reserves the right to decide whether to apply the penalty. However, the CONTRACTOR shall rectify the situation within forty-eight (48) hours.

If the required corrective work is not carried out by the CONTRACTOR within the set time limit, or if he does not meet the standards, a redress process shall be initiated and shall include the hiring of a third party that will carry out the non-compliant work at the expense of the original cleaning CONTRACTOR.

#### 4.1.5 **Non-compliance for routine and monthly maintenance**

The adjustments shall be calculated separately for each prototype deemed non-compliant. The amount of these adjustments is a percentage of the prototype maintenance cost.

The monetary amount of the adjustment is calculated per prototype as follows:  $(1 - (\text{control \% divided by tolerance \%})) \times \text{prototype maintenance cost}$ .

For example, the monthly sanitary maintenance cost of the offices prototype is \$17,000 and the selected service level is \*\*. After inspections (quality control) are carried out that month, the Manager assesses the quality of the sanitary maintenance in the offices at 70%, which is below the applicable tolerance threshold of 75%. The amount of the adjustment will therefore be \$1,133, which is arrived at by calculating:  $(1 - (70\% \text{ divided by } 75\%)) \times \$17,000$ .

To give another example: The monthly maintenance cost for the toilets prototype is \$8,200 and the level of service is \*\*\*. After inspections (quality control) are carried out that month, the Manager assesses the quality of sanitary maintenance in the toilets at 85%, which is below the applicable tolerance threshold of 90%. The amount of the adjustment will therefore be \$455, which is arrived at by calculating:  $(1 - (85\% \text{ divided by } 90\%)) \times \$8,200$ .

The total of adjustments applicable to the various prototypes is the total monthly adjustment.

## 4.2 **CONTROL**

The quality control form is a page of prototype spaces to be inspected. The choice of prototypes and spaces to be inspected is entirely at the Manager's discretion. Each space selected is assessed according to a set of sections and criteria.

A section is defined as a surface, a piece of equipment or an accessory to be cleaned, while a criterion is the state of a section. These sections and criteria vary and are adapted to each space prototype. The outcome of each criterion is based on the inspector's judgment and rated using the following symbols: Y: compliant; N: non-compliant; N/A: not applicable (if the criterion does not apply). The sections are weighted relative to one another, as are the criteria in each section so that more importance is given to dominant elements in the calculation of the results. Two reports will be produced under the quality rating section: an analysis by prototype and an analysis by section, which means that the results are analysed from two different, but complementary, angles.

#### 4.3 **QUALITY CONTROL OF PERIODIC WORK**

4.3.1 The Manager will inspect area after PERIODIC work has been completed either with the CONTRACTOR or alone. The Manager will forward the inspection results to the CONTRACTOR.

#### 4.3.2 **Evaluations of quality control reports for PERIODIC work**

PERIODIC work will be evaluated by sampling quality control reports from various area, spaces and tasks. The Manager will divide the samples according to two (2) criteria; namely, whether they comply or do not comply with the technical specifications.

#### 4.3.3 **Non-compliant PERIODIC work**

In the event that the results of the Manager's quality control report show non-compliance with the tolerance threshold, the CONTRACTOR shall be considered in non-compliance.

If this is the first instance of non-compliance, the Manager shall send a written notice to the CONTRACTOR outlining the work required to meet the tolerance thresholds. No payment for the work shall be made until the corrective measures are deemed compliant. Corrective measures must be completed within seven (7) working days.

If this is a second instance of non-compliance, the Manager will send a notice of non-compliance to the CONTRACTOR by registered mail indicating that unless the CONTRACTOR corrects the problems listed within four (4) working days, a monetary adjustment for non-compliance shall be imposed.

If the CONTRACTOR has not performed the corrective work within the time limit or if the corrective work is non-compliant, the Manager shall send a written notice of non-compliance to the CONTRACTOR by mail or fax stating the type of penalty to be imposed for non-compliance.

#### 4.3.4 **Non-compliance clause**

The penalty shall be calculated separately according to the workload evaluated to rectify the situation that was found non-compliant in the area being inspected. This penalty amount shall be equal to the number of work hours needed multiplied by an hourly rate of \$25.00, which includes supervision, labour, equipment and supplies.

The Manager will evaluate the corrective workload required using certain statements of work performed and the pertinent details.

This financial penalty shall serve to pay for the corrective process that must be undertaken, starting with the hiring of a third party who will carry out the corrective

work. Should the corrective work cost less than originally estimated by the Manager, the amount of the maintenance CONTRACTOR'S penalty will be readjusted.

For example purposes only: Let us say that during the quality control inspection of section 101, the shampoo cleaning of carpeted surfaces was deemed non-compliant. The Manager estimates the corrective workload to be one hundred (100) hours. The adjustment will be calculated as follows:  
100 hours X \$25.00 = \$2,500.00

The total adjustment penalty imposed on the CONTRACTOR will be the sum of all adjustments applied to the various tasks.

#### 4.3.5 **Evaluation form for PERIODIC work**

An example of a quality control report for PERIODIC work can be found in section 4, page 16.

The report will reflect the work required for the area being evaluated.

### 4.4 **DEFINITION OF STANDARDS**

The Manager and the CONTRACTOR shall agree on current standards for quality assessments.

#### 4.4.1 **Maintenance of floors**

- Floors shall be swept or cleaned with mops and stains shall be removed
- Dirt or rubbish shall not be left in corners, behind or under radiators, under furniture or behind doors.
- There shall be no layers of dust on the floors.
- Swept areas shall be free of dust, traces of dirt and stains (road salt, coffee, soft drinks, scuff marks, etc.)
- Grooves shall be cleaned (boot scrapers, thresholds, etc).

#### 4.4.2 **Wet and damp mopping**

- All mopped areas shall be clean, spotless and free of mop strands and mop prints.
- There shall not be water or splash marks on walls, skirting boards and other surfaces.
- There shall not be any water or other cleaning liquid left underneath the feet of furniture or metal filing cabinets.
- Boot trays shall also be cleaned at this time.

#### 4.4.3 **Floor stain removal**

- All stains, dirt or residue (salt stains, coffee, soft drinks, scuff marks, etc.) shall be removed from the floor on a daily basis.



- All stains that resist normal cleaning shall be removed using appropriate stain removers. The manufacturers' stain removal instructions shall be followed. Stain removal products shall not harm finished surfaces.

#### 4.4.4 **Spray buffing**

- There shall not be any dust or dirt on the floors.
- There shall not be any marks or streaks caused by excessive spray buffing.
- The floors shall have a clean appearance.
- There shall not be any spray splashes on the skirting boards, equipment or furniture.

#### 4.4.5 **Brushing and stripping**

- There shall not be any spots on brushed surfaces.
- There shall not be any traces of wax left on floor surfaces after stripping.
- Furniture, except filing cabinets, shall be moved.
- There shall not be any water or splash marks or streaks left by the equipment on walls, skirting boards and other surfaces.

#### 4.4.6 **Floor finishes (application of)**

- Floors shall be free of loose strands.
- Floors, including corners and areas beneath furniture, shall be clean and shiny.
- There shall not be any splash marks on walls, skirting boards, furniture or other surfaces.
- Furniture shall be put back in place after the work is finished.
- The type of wax chosen shall leave the floor slip resistant.
- A minimum of three (3) coats of wax shall be applied.

#### 4.4.7 **Vacuuuming**

- The carpets and rugs shall be clean and free of dust, dirt, stains and other debris.
- Doormats shall be free of dust and dirt.
- Floor areas beneath carpet edges shall be free of dust and dirt.
- Floor areas around carpets shall be clean. Dirt shall not be left in corners, under furniture or behind doors.

#### 4.4.8 **Miscellaneous**

- Chairs, wastepaper baskets and other objects shall not be placed on the desks or tables during the cleaning operation.
- Furniture and equipment shall be put back in place.

#### 4.4.9 **Walls**

There shall not be any marks, dirt or other grime on the walls.

**4.4.10 Glass doors and glass side panels**

- There shall not be any streaks or marks on glass panels and all frames shall be clean.
- There shall not be any water on the sills or ledges.

**4.4.11 Polishing of metal surfaces**

Push bars, protective plates, balustrades, doors and other metal surfaces shall be clean and polished.

**4.4.12 Miscellaneous**

- Boot scrapers and doormat receptacles shall be free of dirt and debris after they have been cleaned.
- Doormats shall be clean and dry.
- Lobbies and entrances shall be free of debris, rubbish and any other dirt accumulation.
- Notice boards, lecterns and the insides of fire hose cabinets, including the glass, shall be clean.
- Boot trays shall be free of dirt and debris and shall be cleaned every time the floors are cleaned.

**4.4.13 Garbage collection**

- Ashtrays and wastepaper baskets shall be emptied, cleaned and put back in place. The bottoms of ashtrays shall be dry before they are put back in place.
- Wastepaper baskets and rubbish containers shall be emptied and the insides cleaned.
- Waste container bags shall be replaced and the outsides of the containers shall be clean.

**4.4.14 Dusting**

- Dust the desks and the rest of the office furniture.
- Remove dust and dirt on chairs and armchairs with a vacuum cleaner.
- Furniture and other hardwood surfaces shall be polished using a water-resistant product that resists finger marks (furniture cleaner/polish)
- Wipe the glass tops of desks and tables with a cloth.
- Dust all engravings, plaques and horizontal and other surfaces.
- Dust radiators, window ledges, doorsills, frames, louvers, skirting boards and partition edges.
- Extract dust from ventilation grills.
- Dust and clean surfaces and accessories more than three (3) metres high off the ground.

**4.4.15 Cleaning of stains**

Walls, doors, frames and partitions shall be immaculate.

#### 4.4.16 **Damp wiping**

Mirrors, ashtrays and other glass objects shall be wiped with a damp cloth.

#### 4.4.17 **Washrooms, baths and showers**

- **Garbage collection**

Wastepaper baskets and waste containers shall be emptied, waste container bags shall be replaced, as necessary, and exterior and interior surfaces shall be wiped appropriately.

- **Supplies**

All dispensers shall be refilled.

- **Sanitary napkin receptacles**

- All waste bags for sanitary napkins shall be replaced.
- All containers must be free of odours, smudges, stains and marks.
- **Patrol**: Inspect the space and take corrective action on all surfaces using the appropriate technique (wall, furniture, floor, sanitary equipment, etc).

- **Sanitary fixtures**

- Sinks and exposed plumbing shall be free of dust, traces of dirt and stains.
- Toilet tanks, toilet seats, toilet bowls and urinals shall be cleaned thoroughly.
- Plumbing accessories as well as counters shall be free of stains, soap accumulation, dust and mildew.
- Baths and showers shall be thoroughly cleaned and disinfected.
- Bath and shower walls must be free of soap residue and shall be cleaned and disinfected.
- Bath and shower curtains shall be cleaned, disinfected and free of soap residue.

- **Dispensers, walls, toilet stall partitions, doors, shelves, mirrors and ledges**

- All dispensers, shelves, ledges and shelf brackets shall be free of smudge marks, dust and stains.
- All mirrors shall be clean.
- Walls, toilet stall partitions, doors and intersections shall be free of dirt, streaks, graffiti and mildew.

#### 4.4.18 **Floors**

Floors shall be maintained as described under the headings "Maintenance of floors" (4.4.1 to 4.4.8) and "Disinfection of areas where there is a high risk of spreading contagious diseases" (4.4.35).

#### 4.4.19 **Cleaning of stairwells**

- **Sweeping and dusting**

- Staircase landings, stair steps and step corners shall be free of dirt, dust, debris and rubbish.
- Stair railings, ledges, mouldings, radiators, windowsills and screens shall be free of dust.

- **Cleaning and polishing**

- Glass, wood and metal surfaces shall be clean and free of any marks or dirt.
- Banisters and other surfaces shall be clean and polished.
- Walls shall be free of marks up to head height.

- **Wiping and stripping**

Staircase landings, stair steps, stair risers, walls and skirting boards shall be clean and free of water and splash marks. The floors shall be maintained as described under the heading Sanitary Maintenance of Floors. (4.4.1 to 4.4.8)

#### 4.4.20 **Sand-filled cylindrical ashtrays**

- **Debris**

- All debris shall be removed from the ashtrays.
- There shall be no debris in the lower part of the ashtrays.

- **Cleaning and polishing**

Inside parts of ashtrays shall be properly cleaned and the chrome parts, including the bases, shall be cleaned and polished.

#### 4.4.21 **Water fountains**

- Porcelain and metal or enamel surfaces shall be clean and spotless.
- All other surfaces shall be free of dirt, stains and streaks.

4.4.22 **Cleaning of elevators**

- Floors, corners, sills and sliding door tracks shall be clean.
- Floors shall be polished and not slippery.
- Floors shall be clean and dry.
- Inner walls shall be free of dust.
- Rails and skirting boards shall be clean and polished.
- Doors and frames shall be free of smudges and other marks.

4.4.23 **Clocks, engravings and plaques**

- Plate glass shall be clean and free of streaks.
- Edges shall be wiped and free of dust.

4.4.24 **Lockers**

- Tops of lockers shall be free of dust.
- Front surfaces shall be free of stains, splash marks and dust.
- Interior of the lockers must be free of dirt, dust or any rubbishes.

4.4.25 **Horizontal or vertical blinds**

- All slats shall be free of dust on both sides.
- Frames, windows and adjacent surfaces shall be free of dust.

4.4.26 **Fans and ventilators**

- Fans and ventilators shall be dusted.
- Fan housings shall be wiped clean.

4.4.27 **Exhaust fans**

Wall surfaces exhaust fans shall be free of dust.

4.4.28 **Areas where walls and ceilings meet**

The intersections between walls and ceilings shall be free of spider webs.

4.4.29 **Cleaning of windows, partitions and plate glass**

- N/A

4.4.30 **Compactor room**

- Floors and walls shall be clean and free of debris and garbage.
- Compactor appliances shall be clean and free of smudge marks.

4.4.31 **Garbage chutes**

- Garbage chutes shall be cleaned once a month according to the Manager's recommendations.
- Garbage chutes shall be cleared of rubbish, boxes, bags and any other objects obstructing the operation of the chutes, when necessary.

4.4.32 **CONTRACTOR's assigned area and storage spaces**

- All floors shall be clean.
- All equipment and walls shall be free of dust and stains.
- Mop pails and carts shall be emptied, cleaned and odour-free.
- There shall not be any papers, garbage or waste containers in the storage area reserved for cleaning products and equipment.
- Damp mops and dust mops must be cleaned at the end of each day.

4.4.33 **Clarification regarding the cleaning of Hotel services.**

S/O

**4.4.34 Light fixtures**

When cleaning light fixtures, the power must be turned off and hands should be dry. Use of metal (eg, aluminium) stepladders is forbidden. Take off the protector cover and clean both sides. Vacuum the light fixture and clean all interior and exterior parts of the equipment with a moist duster (very little water) or a moist sponge. Ensure that bulbs and fluorescent tubes are cool before cleaning. Ensure that all parts are dry before turning the power back on. After cleaning, the equipment must be free of dust, dirt and insects.

**4.4.35 Disinfection of areas where there is a high risk of spreading contagious diseases**

High standards of hygiene must be maintained in areas such as bathrooms, showers, athletic changing rooms, swimming pools, parks, dental clinic and hospital environments, by cleaning and disinfecting with a germicidal detergent. Floors, walls, shower curtains, soap dishes, floor drains and non-slip carpets must be free of soap residue, garbage and any other dirt. A disinfecting solution will be poured into floor drains to control odours and bacteria which flourish there.

**4.4.36 Carpet cleaning  
METHOD**

Cleaning of textile floor surfaces (carpets) shall be performed using appropriate methods; namely, the following: Lift soil using an industrial system, dampen, brush and shampoo using a low speed single-brush system and an industrial strength detergent. Vacuum and remove waste water, rinse thoroughly to speed drying.

**STANDARD**

During cleaning of textile covered floor surfaces (carpets), the surfaces shall be thoroughly dry before repositioning furniture. Moreover, the CONTRACTOR shall take care to slide pieces of cardboard or plastic under metallic furniture legs for a few hours to avoid staining or corrosion caused by residual humidity in recently washed carpet fibres. In addition, no other furniture or accessories shall be placed on this furniture. Upon completion of the work, all items shall be repositioned in their initial location.

**4.4.37 Patrols**

In addition of regular cleaning, in some areas, patrols must be carried out to ensure that cleanliness is being maintained.

The tasks that must be performed during the patrols are as follows:

Check and fill dispensers;

Collect and dispose rubbish;

Clean sanitary accessories and all other surfaces;

Sweep, wash and disinfect all floor surfaces.

**SANITARY MAINTENANCE  
CENTRE DE SANTÉ 2015  
QUALITY CONTROL  
TOLERANCE THRESHOLDS BY PROTOTYPE**

CODE	DESCRIPTION OF PROTOTYPE	THRESHOLD
0100	VEHICLE SHEDS, HANGARS AND TRAFFIC	65%
0101	VEHICLE MAINTENANCE AND REPAIR SHOPS	65%
0110	ARENAS: SEATS AND PASSAGEWAYS	70%
0111	PLAYERS' AND OFFICIALS' ROOMS	80%
0112	CHANGING ROOM SHOWERS/SAUNAS	85%
0130	V.I.P. SUITES	80%
0103A	V.I.P. SUITES (unit price)	85%
0131	BEDROOMS	80%
0131A	BEDROOMS (unite price)	80%
0132	DORMITORIES	75%
0132A	DORMITORIES (unit price)	75%
0133	TRANSIENT ROOM	80%
0133A	TRANSIENT ROOM (unit price)	80%
0150	INDOOR DRILL HALLS	70%
0151	RANGES AND VIRTUAL RANGES	65%
0180	MUSEUMS AND EXHIBITION ROOMS	65%
1010	HOSPITAL ROOMS	85%
1040	HOSPITAL ROOM TOILETS	90%
1070	TOILETS, BATHROOMS AND SHOWERS (7 days)	85%
1070A	TOILETS, BATHROOMS AND SHOWERS (unit price)	85%
1070B	TOILETS, BATHROOMS AND SHOWERS (5 days)	85%
1080	GUARD POSTS	70%
1090	WASHING, UTILITY AND LINEN ROOMS	75%
1110	UTILITY STORAGE AREAS (eg, stationery)	65%
1140	LOUNGES AND REST ROOMS	80%
1140A	LOUNGES AND REST ROOMS (unit price)	80%
1150	DINING ROOMS	85%
1160	GARBAGE CHUTES AND COMPACTOR ROOMS	70%
1170	OPERATING ROOMS	90%
1230	EMERGENCY, MINOR SURGERY AND RECOVERY ROOMS	90%
1240	EXAMINATION, TREATMENT OR THERAPY ROOMS	90%
1290	SPECIALIZED WORKSHOPS	70%
1311	RECEPTION, ADMISSION AND SECRETARIAL ROOMS	80%
1320	OFFICES AND OFFICE SPACES	75%
1321	WORKSHOP OFFICES	70%
1340	MEETING ROOMS, CLASSROOMS OR COMPUTER ROOMS	80%
1370	KITCHENS (Production, distribution and dishwashing)	85%
1380	FREEZERS AND COLD STORAGE	80%
1390	CAFETERIAS AND SNACK BARS	85%
1410	HAIRDRESSING SALONS	75%
1420	CHAPELS	75%
1430	ARCHIVES AND FILM LIBRARIES	75%
1490	PHARMACIES OR DISPENSARIES	85%
1510	LIBRARIES	75%
1530	GYMNASIUMS AND PALESTRAS	75%
1531	SQUASH COURTS	75%
1532	STADIUMS	75%
1533	PHYSICAL EXERCISE ROOMS	80%



1540	SWIMMING POOLS	80%
1551	DAY CARE CENTRES	90%
1600	LOBBIES, ENTRANCE TUBES AND ENTRANCE HALLS	80%
1610	CORRIDORS (7 days)	80%
1611	CORRIDORS AND EMERGENCY EXITS	80%
1620	MAIN STAIRS	70%
1630	SECONDARY AND EMERGENCY STAIRS	65%
1640	ELEVATORS	80%
1650	TOILETS (7 days)	85%
1651	TOILETS	85%
1660	SHOWER ROOMS	85%
1680	MESSES, CLUBS, RECEPTION AND GAMES ROOMS (7 days)	80%
1681	MESSES, CLUBS, RECEPTION AND GAMES ROOMS	80%
1691	WAITING ROOMS	80%
1700	AMPHITHEATRES AND AUDITORIUMS	75%
1710	CLOAKROOMS AND LOCKER ROOMS	80%
1711	ATHLETIC CHANGING ROOMS	85%
1720	SMOKING AREAS	75%
1730	HOISTS	65%
1740	SANITARY MAINTENANCE ROOMS	65%
1750	OUTSIDE BALCONIES AND TERRACES	65%
1751	INDOOR MEZZANINES	80%
1760	QUARTER MASTERS, DEPOTS AND STORES	65%
1770	FACILITIES MAINTENANCE SHOPS	70%
1780	INDOOR PARKING AREAS	65%
1790	FREIGHT RECEIVING AREAS	65%
1810	REFRIGERATED WASTE ROOMS	70%
1820	MECHANICAL AND ELECTRICAL ROOMS	65%
1990	SERVICES ON REQUEST (Frequency not defined)	70%
1991	SERVICES ON REQUEST (Frequency indicated)	65%
1999	SELF CONTAINED SPACES	65%

<b>108 – CENTRE DE SANTÉ 2015</b> <b>Quality Control Inspection Report</b> <b>Inspection: 010613A – created 2013/06/01</b> <b>Prototype: 1651 – WASHROOMS – Page : 1 of 1</b> <b>Area: 01</b>						
<b>Criteria selected</b>	<b>117</b>	<b>118</b>	<b>203</b>	<b>204</b>		
<b>CLEANLINESS AND APPEARANCE OF FLOOR SURFACE</b>						
Sweeping OR vacuuming (debris/dust/other)						
Cleaning or scrubbing						
Polishing						
Protective doormats/carpets/ floor mats						
Foot grills (floor drains)						
<b>CLEANLINESS OF FURNITURE, EQUIPMENT AND ACCESSORIES</b>						
Furniture, equipment and accessories						
Trash cans/recycling bins/ashtrays (interior/exterior)						
Sanitary fixtures (toilets, urinals, sinks)						
Paper towel and soap dispensers, odour controllers						
Cleaning equipment and product storage						
<b>CLEANLINESS OF WALLS, DIVIDERS, DOORS AND WINDOWS</b>						
Walls, dividers and doors						
Wall decorations, trim and fixtures						
Mirrors, glass partitions and glass door inserts						
Drapery, vertical and horizontal blinds						
<b>List the result in the corresponding box:</b> <b>C: compliant; N: non-compliant; blank box: not applicable</b>						
<b>Observations and/or comments:</b>  						

**QUALITY CONTROL OF PERIODIC WORK AND WORK ON REQUEST  
AREA: 01**

WORK REQUIRED FOR EACH AREA PROTOTYPE	Frequency	DATE COMPLETED	INSPECTION		COMMENTS
			COMPLIANT	NON- COMPLIANT	
Dust and/or clean upper accessories and surfaces	1/Y				
Clean light fixtures	1/Y				
Clean walls and ceilings including doors, ventilation grids and cabinets.	1/Y				
Scrub, scour and strip all floor surfaces and apply finishing as required	1/Y				
Shampoo-clean carpeted floors	1/Y				
Deep clean furniture and accessories including the interior of storage areas, such as wardrobes, closets, cabinets or clothing lockers, etc	1/Y				

**LEGEND: 1/Y=1 x year**

**LIST THE RESULT IN THE CORRESPONDING BOX:**

**C = COMPLIANT**

**N = NON- COMPLIANT**

**BLANK BOX = NOT APPLICABLE**

\_\_\_\_\_  
Inspector's signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Contractor signature

\_\_\_\_\_  
Date

## **SECTION 5**

### **SPECIFIC TERMS**

## 5.0 **SPECIFIC TERMS**

### 5.1 **CLARIFICATION**

- 5.1.1 The technical specifications provide merely a minimum data base designed to guarantee the cleanliness of the buildings. The prototypes indicate the purpose of the spaces (toilet, office, conference room, etc). The tasks and their frequency indicate the quality required.
- 5.1.2 Independently of the specifications and frequencies, the CONTRACTOR is responsible for maintaining the premises as a whole in a state of cleanliness which meets normal standards. The CONTRACTOR shall adjust his work plans according to the season and frequent alternations to the spaces concerned. A reduced workload should be anticipated during refitting, while it will be necessary to accommodate a requirement for extra work following the retrofit in order to clean the space thoroughly prior to re-occupation.
- 5.1.3 No compensation will be paid during the term of this contract for a temporary increase in the workload (retrofit, construction, repairs) except if exceptional situation occur.
- 5.1.4 Adjustments will be granted for the following events such as: (ex: strikes, demonstrations, vandalism, flooding, ice storms) based on the hourly rate.

### 5.2 **WINTER SEASON**

- 5.2.1 During the winter season, normally from **November 1st to April 30th**, the CONTRACTOR shall clean, at his cost, all floors in all the area listed in the contract 5 DAYS a week. This obligation is valid even if some prototypes in the technical specifications stipulate that the floors must be washed once a week.
- 5.2.2 By these means, we expect the CONTRACTOR to keep the floors clean and free of salt, dirt and debris.

The CONTRACTOR will need to adjust his routes to cover the winter workload. No compensation will be paid under this contract to compensate for this extra workload.

### 5.3 **WORK SCHEDULE, LOGS AND TIME SHEETS**

- 5.3.1 If the manager requires, the CONTRACTOR shall change the timetable as well as the shifts of his employees on five (5) days' prior notice.
- 5.3.2 Each of the CONTRACTOR's employees shall, on entering and leaving the building, sign the daily attendance log.

Any employee who leaves work for whatever reason shall sign the log and enter his time of departure. If he returns to work, he shall sign the log again.

- 5.3.3 The CONTRACTOR shall plans his work sheets for routine and periodic work be performed days/evening on Monday to Friday.
- 5.3.4 The contractor shall, at the Manager's request submit duplicate copies of this employee's attendance sheets as an attachment to his regular invoices.
- 5.3.5 **Regular schedule Monday to Friday:** Day schedule must begin at 07h00 to finish at 15h30 (one employee) and 10h00 at 18h30 (one employee).
- 5.3.6 **Regular schedule Monday to Friday:** Evening schedule must begin at 16h00 to finish at 24h00 ( 3 employees)
- 5.3.7 On statutory holidays, only work performed 7 days a week or work performed over a weekend are required.

#### 5.4 **TASKS AND AREA THAT REQUIRE DAY/EVENING TIME MAINTENANCE**

See complementary information at section 6.

#### 5.5 **TASKS AND AREA THAT REQUIRE MAINTENANCE ON WEEKENDS AND STATUTORY HOLIDAYS**

See complementary information at section 6.

#### 5.6 **WORK MONITORING**

##### 5.6.1 **By the CONTRACTOR**

- 5.6.1.1 The CONTRACTOR, in the person of his foreman, is responsible for daily inspections of the work to be done.
- 5.6.1.2 The CONTRACTOR shall establish an inspection procedure. He shall produce a written report, using a form. He shall seek the Manager's approval for this inspection procedure and the form to be used with the Manager. All area shall be inspected on a weekly basis.
- 5.6.1.3 The CONTRACTOR shall provide copies of his inspection reports at the Manager's request.
- 5.6.1.4 The CONTRACTOR shall carry out jointly with the Manager such inspections as are requested by the Manager.
- 5.6.1.5 In addition to these daily inspections, the CONTRACTOR, or the liaison officer who is not part of the sanitary maintenance team, shall meet with the Manager every month to discuss the quality of the work and any improvements to be made and draw up a report as stipulated by the provisions of these specifications.

**5.6.2 By building inspectors**

- 5.6.2.1 The building inspectors shall conduct regular inspections in a sampling of areas.
- 5.6.2.2 If the results of these inspections are unsatisfactory, the Manager may require that a joint inspection be carried out to ascertain the quality of the work.
- 5.6.2.3 The Manager, or his representative, shall be the sole judge of the quality of services provided.

**5.6.3 Rectifying reported irregularities**

- 5.6.3.1 If the work has not been carried out as stipulated and the Manager demands that the work be done as stipulated as soon as possible, he may ask the CONTRACTOR to have the staff still present finish the work or ask the CONTRACTOR to promptly bring in staff for this purpose. The CONTRACTOR must be able to send in staff as soon as he has received the request, and no later than three hours after receiving the request.
- 5.6.3.2 While rectifying the situation, the CONTRACTOR shall make a special effort not to disrupt building activities taking place in the sanitary maintenance work area.
- 5.6.3.3 Any work to be done over again shall be performed at the CONTRACTOR's expense.
- 5.6.3.4 At the sole discretion of the Manager, the CONTRACTOR may be granted a period of time in which to do any work that was not done during the regularly scheduled time.

**5.7 CHECKS OF DOORS, WINDOWS AND TAPS**

The CONTRACTOR shall make the necessary arrangements at all times to ensure that no doors or windows are left unbolted or open while an employee is absent (except in special cases as requested by the Manager). Care shall also be taken to ensure that any taps left on are turned off. The CONTRACTOR shall comply with all of the Manager's instructions.

**5.8 SECURITY**

The CONTRACTOR shall make the necessary arrangements to ensure that no doors are left unlocked and no lights left on when the work is finished, unless the premises are occupied by building staff.

Special security measures are in effect in certain areas. The Manager shall instruct the CONTRACTOR as to the procedure to be followed on entering and leaving such areas.

**5.9 GARBAGE**

#### 5.9.1 **Non-recyclable garbage**

All garbage shall be taken daily to the central garbage depot specified by the Manager. It is the CONTRACTOR's responsibility to check with the services concerned and to comply with their schedules for having garbage destroyed or removed from the premises.

The CONTRACTOR shall notify the Manager if he notices that the garbage compactor container is filled to capacity (up to the safety limit) so that it may be emptied promptly.

The CONTRACTOR shall also report to the Manager any breakage or malfunctions he notices in the building sanitary maintenance equipment.

#### 5.9.2 **Recyclable garbage**

The CONTRACTOR shall empty the recyclable garbage recovery containers, daily, and deposit the garbage in the areas specified by the Manager. Cardboard shall be folded and disposed of according to the recycling policy instructions in force.

#### 5.9.3 **Garbage outside containers**

Piles of paper or any other documents that are not inside garbage containers may be removed only if they have "To Be Thrown Out," "Garbage," "Waste," "A jeter," "Vidanges" or "Rebuts" written on them.

### 5.10 **SET-RATE WORK REQUEST**

In his bid, the CONTRACTOR shall provide costs of set-rate work requested in the present proposition. The cost of this work may be shown on a unit basis or calculated in square metres, as described on the cost breakdown form. Such work shall be performed by members of his staff who do not belong to regular sanitary maintenance teams.

The Manager could require that set-rate work and additional work be done on any day, evening, night, weekend or statutory holiday, and this shall not affect the bid rates.

#### 5.10.1 **Billing**

- A work order shall be submitted for any set-rate work.
- It is the CONTRACTOR's responsibility to make sure that set-rate work is carried out promptly, no later than 24 hours after receipt of the request.
- The purchasing office will pay only for work duly authorized by the Manager.
- Set-rate work shall be billed separately from regular work.
- The CONTRACTOR may be required to provide a report of the hours worked by his employees.

### 5.11 **CLEANING PRODUCTS, SANITARY SUPPLIES AND GARBAGE BAGS**

To promote sustainable development, 2 CDSB Val requires that the CONTRACTOR provide and



use cleaning products, sanitary supplies and garbage bags that are environmentally friendly.

These products or product lines must be approved and be ECO-LOGO-certified.

#### 5.11.1 **Cleaning products**

The CONTRACTOR must provide all of the equipment and products required to properly carry out the cleaning duties.

The CONTRACTOR must provide the complete list of ECO-LOGO-certified cleaning products that he intends to use. The products must be accompanied by their material safety data sheets.

All cleaning product containers must be labelled. The Manager reserves the right to have products he deems unsuitable changed. The Manager can also require that certain products be used for specific tasks.

##### 5.11.1.1 **Forbidden products**

- ✓ No acid-based cleaners shall be used unless authorized by the Manager;
- ✓ No products containing abrasive powders shall be used;
- ✓ The Manager must approve all maintenance products before they are used. No substitute products shall be permitted without authorization.

##### 5.11.1.2 **Cleaning product laws and regulations**

- ✓ The CONTRACTOR is expected to comply with the applicable internal and governmental occupational health and safety laws and regulations;
- ✓ All of the products used or stored on-site must be accompanied by their material safety data sheets. The products must be clearly identified;
- ✓ The CONTRACTOR must ensure that all of the employees receive occupational health and safety training in order to meet WHMIS requirements;
- ✓ The CONTRACTOR must keep a clearly identified inventory of the products stored (name of product, manufacturer and quantity of product stored);
- ✓ The CONTRACTOR must have an emergency plan for all product spills;
- ✓ Absorbent products must be available at all times in the event of an emergency. These products must be placed in the main storage area and be clearly identified.

#### 5.11.2 **Provision of sanitary products and dispensers**

The CONTRACTOR must provide and install sanitary products (paper towels, toilet paper, hand soap and odour controllers) that are ECO-LOGO-certified.

The sanitary products must be compatible with the dispensers that are already installed or that may be installed by the CANADA.

In the event the CONTRACTOR does not wish to use the systems already in place, the Manager reserves the right to ask the CONTRACTOR to provide and install new dispensers at the CONTRACTOR'S expense.

#### 5.11.2.1 **Hand soap**

The hand soap in this contract is provided by the health center. However the contractor will have to ensure at all times to supply distributors.

#### 5.11.2.2 **Antibacterial and disinfecting soap**

Should the health center no longer provide hand soap, CONTRACTOR shall provide the locations shown antibacterial hand soap and disinfectants as well as distributors

#### 5.11.2.3 **Dispenser Maintenance**

In the event the soap dispensers become clogged, the CONTRACTOR will clean them. The non-functioning dispensers shall be replace by the CONTRACTOR. No container that has previously served another purpose may be used.

#### 5.11.2.4 **Odour controllers**

N/A

#### 5.11.2.5 **Paper towels**

Paper towels must be of good quality and be ECO-LOGO-certified. The paper must be made of 100% recycled fibres and be made using a chlorine-free bleaching process.

#### 5.11.2.6 **Toilet paper**

The toilet paper must be white, two-ply, and made of 100% recycled fibres. It must be manufactured using a chlorine-free bleaching process and be soft and unscented.

#### 5.11.3 **Garbage bags**

To promote sustainable development, the CONTRACTOR must provide and use garbage and recycling bags that are made of 100% recycled plastic. In addition, the bags must be 100% biodegradable in accordance with OXOBIodegradable standards.

**The garbage and recycling bags must be certified biodegradable in under seven (7) years in a landfill.**

**The CONTRACTOR shall provide documentation from the manufacturer regarding the manufacture of the garbage bags and must provide the certification regarding the biodegradability of the bags.**

**The CONTRACTOR shall receive authorization from the Manager before using the entire range of garbage bags.**

5.11.4 **Non-compliance clause on cleaning products, sanitary supplies and garbage bags**

In the event the CONTRACTOR uses cleaning products, sanitary products and garbage bags that are not ECO-LOGO-certified or uses products that have not been approved by the Manager, the CONTRACTOR shall be considered non-compliant and will be fined.

5.12.4.1 **Calculation of fine for non-compliance with respect to cleaning products, sanitary supplies and garbage bags**

The fine that will be imposed is equivalent to 5% of the regular monthly invoice (total before taxes). This penalty will be applied for every month that the CONTRACTOR is deemed non-compliant.

5.12 **EQUIPMENT**

5.12.1 **Condition of equipment**

The CONTRACTOR's equipment shall be in a good condition and appropriate for the requested work. The Manager reserves the right to refuse all equipment judged unappropriated.

In the event of theft, loss or damage to the equipment, the CONTRACTOR shall replace it.

The CONTRACTOR shall equip all of his items of electrical equipment with seven-metre long power cords with sufficient capacity, ground wires and three-prong plugs. The CONTRACTOR shall ensure that all power cords are in good condition and not frayed.

5.12.2 **Power requirements**

All electrical equipment shall be industrial-grade equipment and run on 115-125 V and a maximum of 15 A. Greater capacity equipment may be used if the necessary electrical circuits are available. This information may be obtained from the Manager. Such equipment must have non-locking type 5-20P plugs for 20 A and 120 V or 6-20P plugs for 20 A and 230 V.

Electrical extension cords shall be three-wire type including ground wire. The wire size shall be determined according to the following table so as to avoid voltage drops.

AMPERAGE	NORMAL VOLTAGE	MAXIMUM DISTANCE	MINIMUM WIRE SIZE
15 A	115-125 V	15 m	NE 14
15 A	115-125 V	30 m	NE 12
20 A	115-125 V	15 m	NE 12
20 A	115-125 V	30 m	NE 10
20 A	230 V	15 m	NE 14
20 A	230 V	30 m	NE 12

5.12.3 **Prohibited**

Machines with combustion engines are prohibited inside the building unless the CONTRACTOR has obtained written authorization from the Manager.

5.13 **INCANDESCENT LIGHT BULBS AND FLUORESCENT TUBES**

In the order to avoid delays and reduce the risk of accidents, employees of the CONTRACTOR must report all defective light fixtures to the person designated by the manager.

5.14 **CONTRACT OBLIGATION TO SUPPLY AND INSTALL WEATHER CARPETS**

Between **November 1 and April 30**, the CONTRACTOR shall provide and install, at his own expense, good quality absorbent carpets with rubber edges in the lobbies, entrances, elevators and other places. The Manager may require additional carpets. In each year of the contract, the carpets shall be new and of a colour selected by the Manager. We estimate at 150 the surface area of carpet to be replaced and installed each year. The installation must be done with two-sided tape.

5.15 **CLEANING RESTRICTED AREA**

The CONTRACTOR, accompanied by a guard or person in charge of the building, shall carry out sanitary maintenance in specified area at the Manager's request.

5.16 **EXTERIOR CLEANING**

The CONTRACTOR, shall remove, as required, all paper, cigarette butts, garbage and other debris from the vicinity of the outside entrances of each sector (2 meters) every morning before 10h00 am.

5.17 **SPECIAL SANITARY MAINTENANCE**

When meetings or conferences are held, the CONTRACTOR, in addition to performing the regular or occasional sanitary maintenance work stipulated in the technical specifications, shall, at the request of the Manager or his authorized representative, carry out sanitary maintenance work required in the areas used for the conferences and meetings.

5.18 **COMMUNICATION**

All of the CONTRACTOR's employees shall be able to communicate fluently in oral French.

# **SECTION 6**

## **ADDITIONAL INFORMATION**

## **ADDITIONAL INFORMATION REGARDING THE BUILDING**

In accordance with Section 2, Paragraph 2.4, the following information is intended as a general guide only.

### **6.1.1 Secteur 01 « Building 109 » \* Day and Evening shift required**

This building of three (3) floors is a health center and is occupied by medical personnel, military, civilian as well as patients.

This area includes the basement, a corridor, a pharmacy and washrooms.

This area includes the first floor corridors, offices, laboratory, pharmacy, treatment rooms, doctors' offices, meeting room, physiotherapy, restrooms, waiting rooms, kitchen, dining room, radiology, surgery room minor, reception, changing rooms, hallways, stairs, elevator, emergency room, recovery room, etc.

This area includes the second floor, corridors, offices, showers, washrooms, therapeutic bathrooms, storage rooms, conference room, restrooms, reception, changing rooms, stairs, elevator, etc.

Therefore, the contractor household / sanitary maintenance department must ensure cleanliness and good appearance of this institution for the benefit of patients, staff and visitors and this at any time.

Also, ensure the safety of the facility to keep the number of bacteria to safe and low levels for the benefit of patients, staff and visitors.

This environment must be kept attractive, clean and healthy while providing effective protection against infection by observing good personal hygiene habits and following the appropriate methods and developed primarily to fight against infections.

On this aspect, the staff hire should have a very good knowledge and experience as well as the training required support by a certificate of competence in the area of housekeeping / health of a health center. On this point, the contract manager reserves the right to accept or reject any candidate and including the foreman of the contract. Moreover, and at any time, the housekeeping staff should wear gloves to perform housekeeping and will have sufficient to make changes regularly.

The housekeeping / health a direct effect on the health, comfort and morale of patients, medical staff, visitors and all employees.

Particular term maintenance

Due to the reason for this building / contract, all door handles, edges of doors, electrical interrupteurs, buttons, elevator buttons, counters should be washed EVERY day. Moreover, in hallways and entrance hall, main staircase doors and door handles and railings should be washed twice a day in the morning and afternoon.

Patrols

Patrols must be carried out between 10.00 and 13.00 every day.

Note: At the level of mandatory electrical appliances (floor and miscellaneous)

A car washer / scrubber batteries is required especially for corridors and / or appropriate surfaces in this sector and it must be brand new start of the contract.

A high-speed polisher (1 500/2000 rev / min) with integrated collection or dust reduction is required for all areas in this sector and it must be brand new start of the contract.

Two polishers at low speed with integrated collection or dust reduction is required for all areas in this sector and they must be brand new start of the contract.

Two vertical or portable vacuums (dorsal) equipped with dual filter high level of filtration efficiency (eg Pro-team) is required in this area and these must be brand new start of the contract.

A washer or shampooineuse carpet must be brand new start of the contract

Two housekeeping carts brand new start of the contract; and

All equipment such as seal, mop, mop, etc ... must be brand new start of the contract

Note: At the hardware level (Rags)

At all times, microfiber rags in three different colors should be used in addition an amount of 200 rags for each of the three colors below should be in stock at all times Health Centre: A directive will be sent in early contract the contractor regarding their use.

Blue - 200

Green - 200

Yellow - 200

Note: At the hardware level (Mops)

Mops should be changed every day

The following quantities must be in stock at all health center:

24 inches - 30

36 inches - 30

Note: At the hardware level (mops heads)

The mops heads should be changed every day

The following quantities must be in stock at all health center:

Heads mops - 30

Cleaning procedure to follow:

It is stipulated that "a complete cleaning after each use" is required for this type of equipment in hospitals. A thorough cleaning includes a hot water cleaning (95 degree celcius) with detergent, rinsing and disinfection with a specific product for this use. The products used must also be designed for use in hospitals. These products have a disinfecting power covering a broad spectrum of microorganisms that can be found in this type of establishment.

When cleaning the lingerie the contractor must respect the rules of handling during transportation and storage. To eliminate cross-contamination.

1. The soiled linen should not be stored, handled and / or transported in the same room as clean underwear.
2. The soiled linen should be identified in bags (cloth bags with plastic bags) and properly closed.

It is therefore mandatory to use a professional laundry service.

Note: At the product level (Detergents / Disinfectants)

- \* The product dispensers must be used and installed in the main health delivery.

To reduce the risk of infections, the products used to clean surfaces shall have disinfectant power wherever possible (required) and provides trusted suppliers.

A gallon of Quaternary (Spectrol) must be available at all times in case of contamination.

The Quad 256 will be used at all times.

Note: At the level of employee shifts

EVENING: As mentioned, the work schedule of the three attendants to begin tonight at 16:00 to 24:00.

UPDATE: As mentioned, an employee from 07:00 to 15:30 and an employee from 10h to 18h30.

Note: In terms of distributors

Installation odor controllers required: not required

Hygienic dispensers Installation: If necessary

Paper distributors Installing hands required: If necessary

Total area of the building: 7,907.30 m<sup>2</sup>

Net total area to service the contract establishment: 6521.60 m<sup>2</sup>

6.1.1.1 Areas excluded from the contract sector

- o Mechanical Rooms
- o Electrical rooms
- o Warehouses
- o Cold room
- o Communication House; and
- o All others not included in the contract spaces.

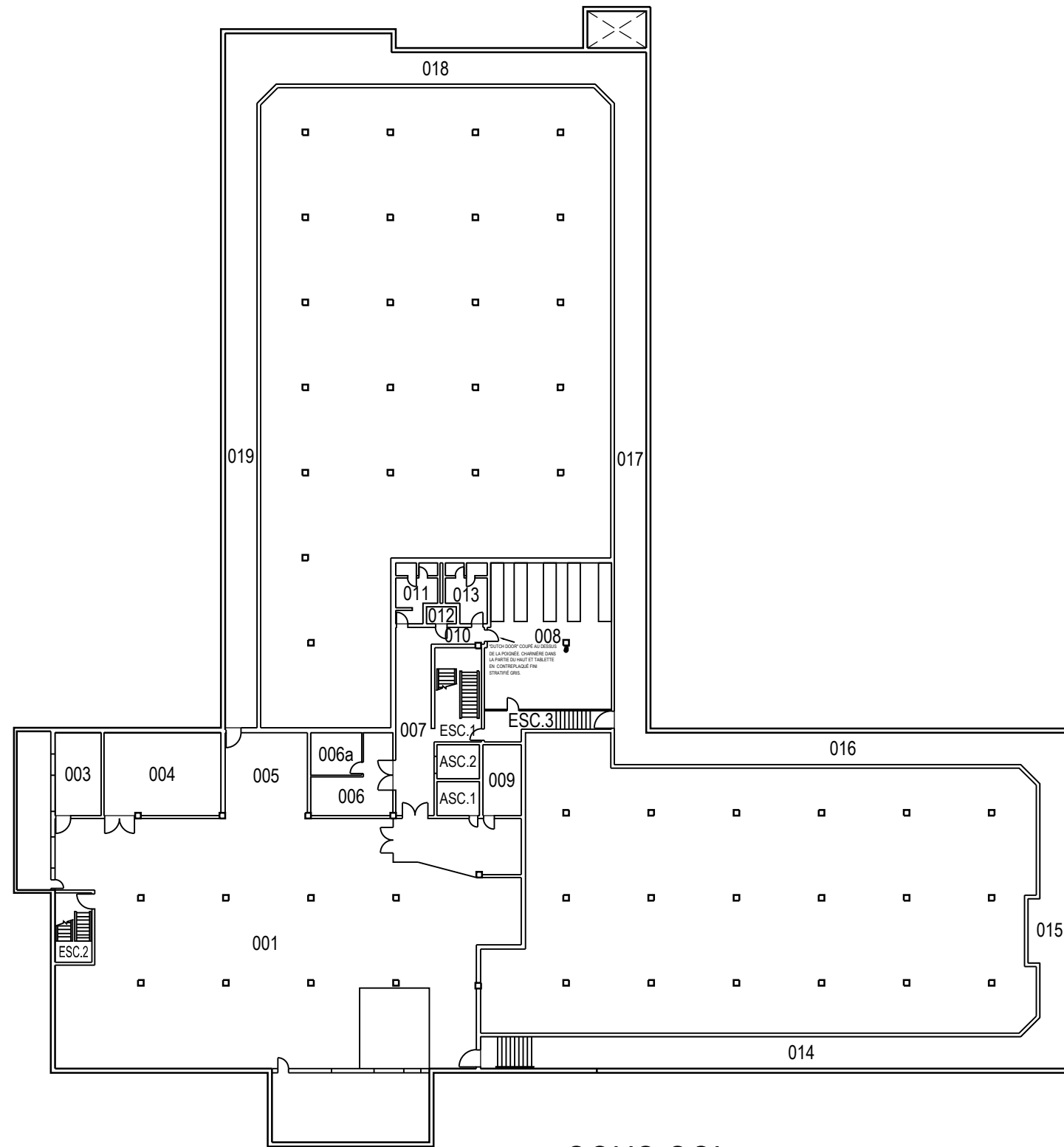
6.1.1.2 Occupancy sector

- Number of staff / worker: 250 / day
- Number of visitors / patients: 150 to 200 / day



W0106-15-EMQ/3

## **6.2 SCALE PLANS OF THE BUILDINGS**



SOUS-SOL

BASE VALCARTIER

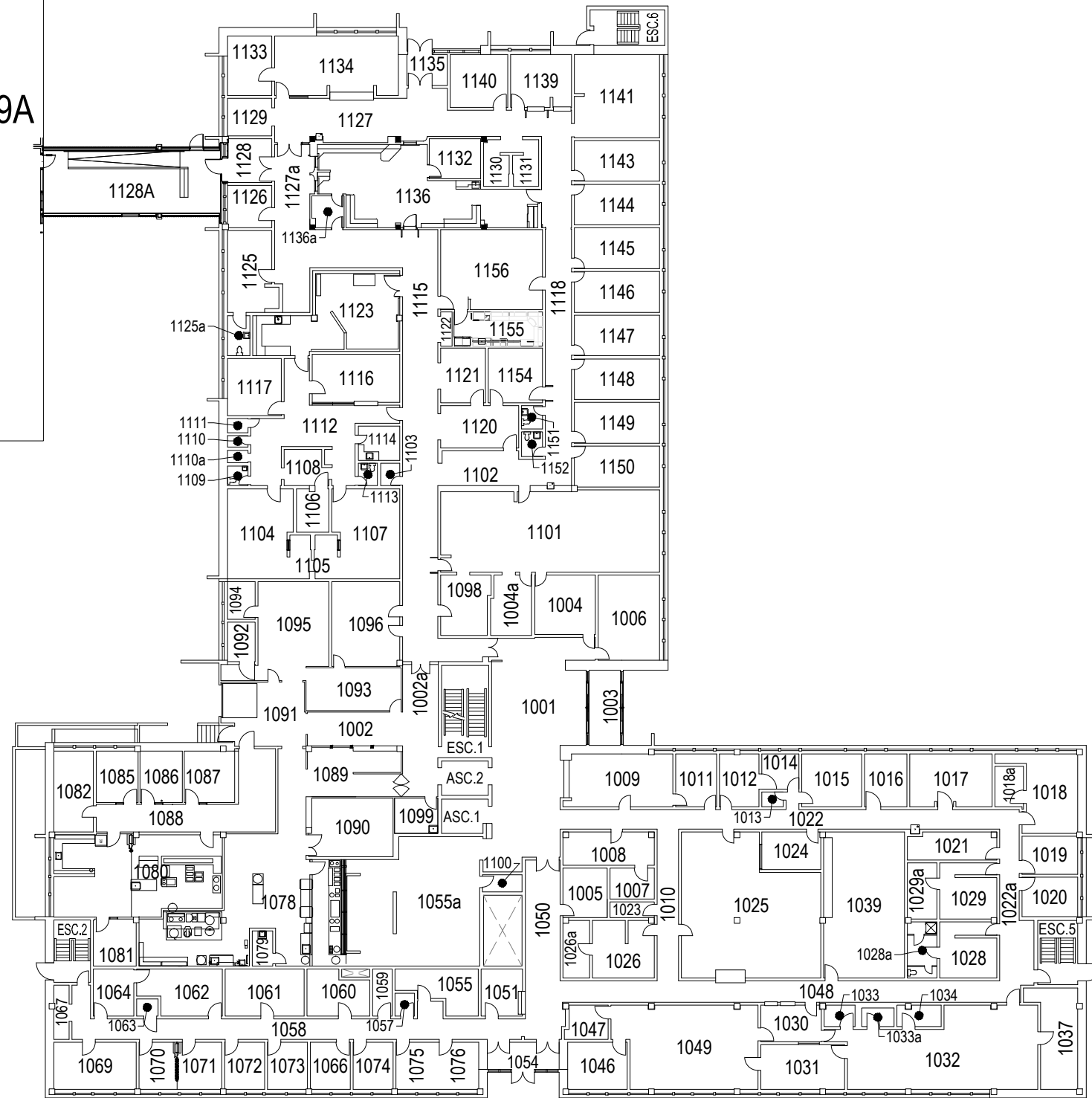
ÉCHELLE  
1:400



ÉDIFICE:

109  
HOPITAL MICHEL-SARRAZIN

VOIR VC-109A



PREMIER PLANCHER

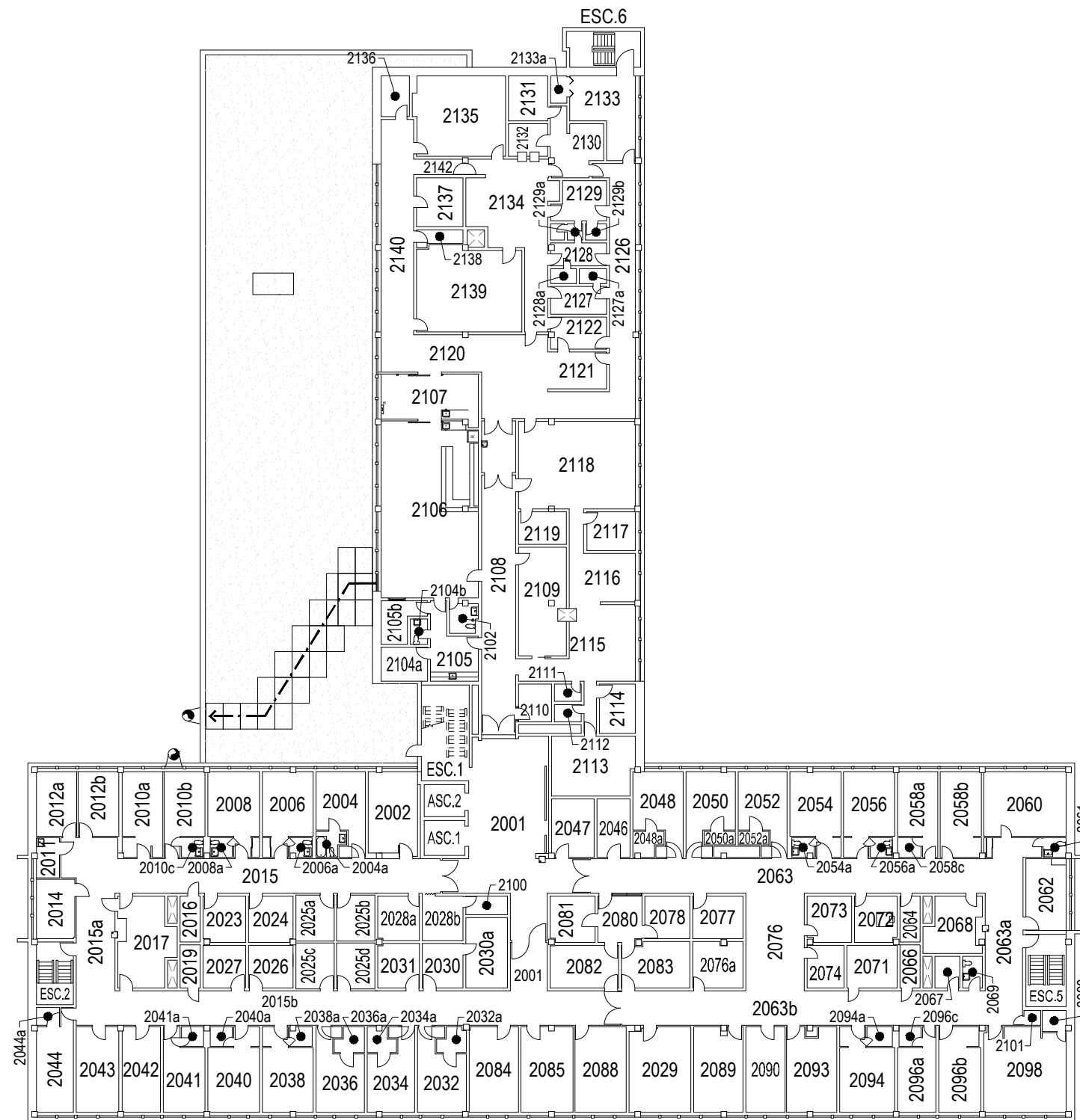
BASE VALCARTIER

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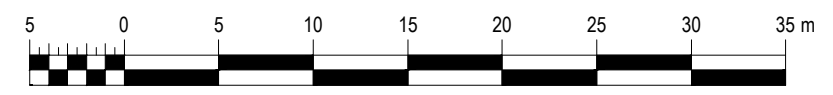
109  
HOPITAL MICHEL-SARRAZIN



DEUXIÈME PLANCHER

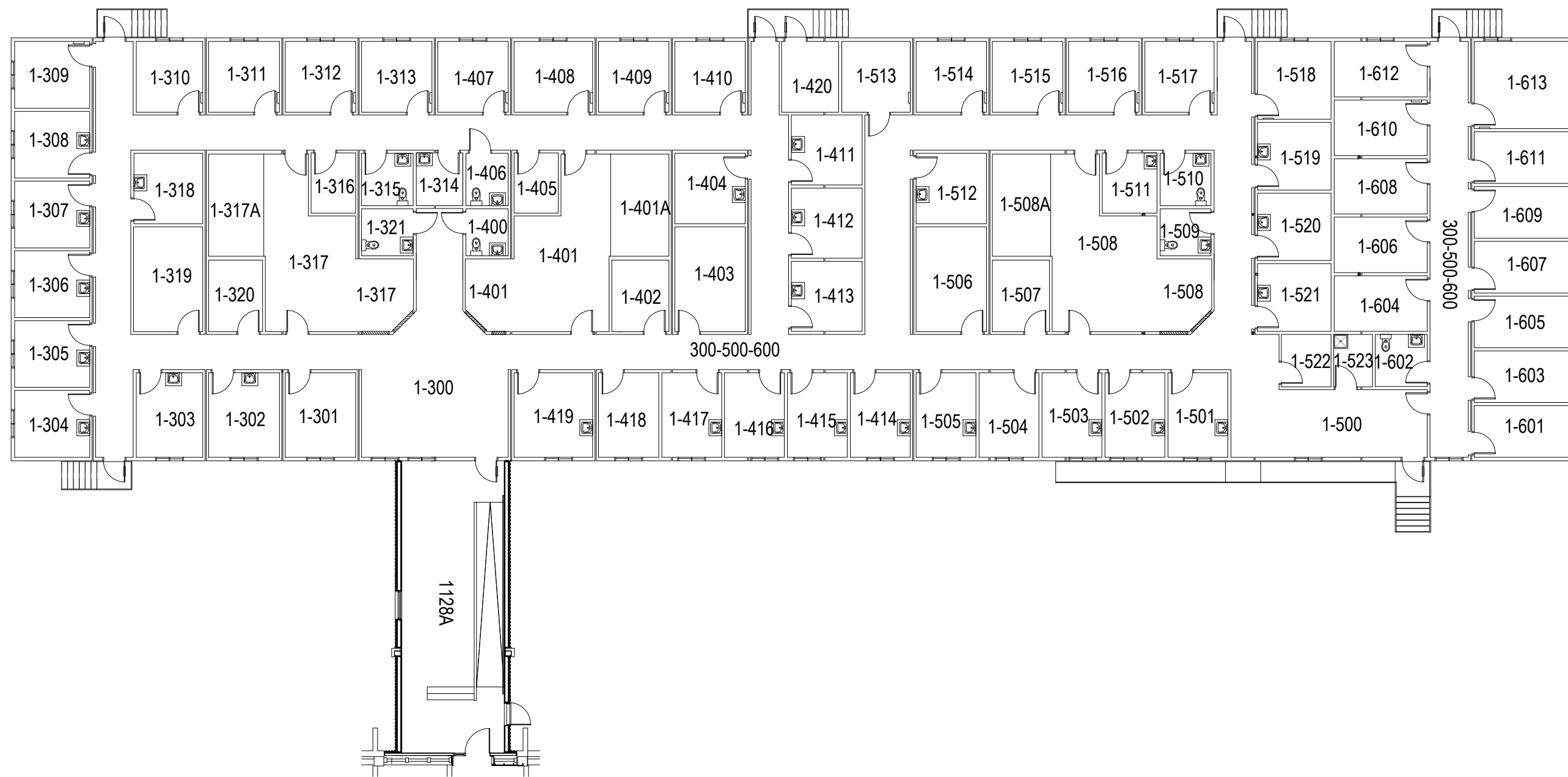
BASE VALCARTIER

ÉCHELLE  
1:400



ÉDIFICE:

109  
HOPITAL MICHEL-SARRAZIN



**PLAN PREMIER PLANCHER**

ÉCHELLE: 1:200

BASE VALCARTIER

1:200



ÉDIFICE:

109A  
EXTENSION HÔPITAL MICHEL-SARRAZIN

REVISION: 2010/11/26

W0106-15-EMQ/3

## **6.3 REPORT : AREA BY PROTOTYPE**

BUILDING ARCHITECTURE  
AREA BY PROTOTYPE (Exclusion)

Prototype	Area (m <sup>2</sup> )	%
1110- UTILITY STORAGE (e.g. stationery)	168.70	2.59
1240M- EXAMINATION, TREATMENT OR THERAPY ROOMS	1,517.10	23.26
1311M- RECEPTION, ADMISSIONS AND SECRETARIAT	176.05	2.70
1320- OFFICES AND OFFICE SPACES	117.30	1.80
1320M- OFFICES AND OFFICE SPACES (Winter)	1,624.65	24.91
1340H- MEETING, TRAINING OR COMPUTER ROOMS (Winter)	144.65	2.22
1430M- ARCHIVE AND MICROFILM LIBRARY ROOMS	36.00	0.55
1490M- PHARMACIES OR MEDECINE PREPARATION	144.90	2.22
1600M- VESTIBULES, TUNNELS AND ENTRANCES	113.60	1.74
1611H- CORRIDORS AND CIRCULATION AREAS (Winter)	1,598.20	24.51
1620M- MAIN STAIRWAYS	70.70	1.08
1640- ELEVATORS	15.90	0.24
1650M- BATHROOMS - PATROL	181.30	2.78
1660- SHOWER ROOMS	2.40	0.04
1681- MESS, LOUNGES AND KITCHENNETTES	338.95	5.20
1691- WAITING ROOMS	144.60	2.22
1710M- CHANGE ROOMS AND LOCKERS ROOMS	75.60	1.16
1740- CLEANING SUPPLIES STORAGE	51.00	0.78
	6,521.60	

BUILDING ARCHITECTURE  
AREA BY PROTOTYPE

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Prototype	Area (m <sup>2</sup> )	%
1999- ZERO-MAINTENANCE SPACES	1,385.70	
	1,385.70	



W0106-15-EMQ/3

## **6.4 REPORT : SPACES BY AREA (BUILDING)**

BUILDING ARCHITECTURE  
SPACES BY FLOOR

Floor : 01- BÂTIMENT #109

Active	Number	Space Description	Proto.	Flr.	Area (m <sup>2</sup> )	Beds	SGW	DGW
✓	001-002	ZERO-MAINTENANCE SPACES	1999	18	588.00			
✓	003	ZERO-MAINTENANCE SPACES	1999	18	19.60			
✓	004	ZERO-MAINTENANCE SPACES	1999	18	49.80			
✓	006	ZERO-MAINTENANCE SPACES	1999	18	34.90			
✓	007-010	CORRIDORS (Winter)	1611H	17	40.00			
✓	008	PHARMACIES	1490M	17	108.90			
✓	009	ZERO-MAINTENANCE SPACES	1999	18	13.90			
✓	011	BATHROOMS - PATROL	1650M	17	10.90			
✓	012	ZERO-MAINTENANCE SPACES	1999	17	2.60			
✓	013	BATHROOMS - PATROL	1650M	17	11.10			
✓	018	ZERO-MAINTENANCE SPACES	1999	18	560.30			
✓	1-300	WAITING ROOMS	1691	50	22.80			
✓	1-301	REATMENT ROOMS	1240M	50	10.90			
✓	1-302	REATMENT ROOMS	1240M	50	10.90			
✓	1-303	REATMENT ROOMS	1240M	50	10.50			
✓	1-304	REATMENT ROOMS	1240M	50	9.30			
✓	1-305	REATMENT ROOMS	1240M	50	9.30			
✓	1-306	REATMENT ROOMS	1240M	50	9.30			
✓	1-307	REATMENT ROOMS	1240M	50	9.30			
✓	1-308	REATMENT ROOMS	1240M	50	9.30			
✓	1-309	REATMENT ROOMS	1240M	50	9.30			
✓	1-310	REATMENT ROOMS	1240M	50	8.70			
✓	1-311	OFFICES (Winter)	1320M	50	9.30			
✓	1-312	OFFICES (Winter)	1320M	50	9.30			
✓	1-313	OFFICES (Winter)	1320M	50	9.30			
✓	1-314	UTILITY STORAGE	1110	50	4.50			
✓	1-315	BATHROOMS - PATROL	1650M	50	3.20			
✓	1-316	REATMENT ROOMS	1240M	50	5.10			

BUILDING ARCHITECTURE  
SPACES BY FLOOR

Floor : 01- BÂTIMENT #109

Active	Number	Space Description	Proto.	Flr.	Area (m <sup>2</sup> )	Beds	SGW	DGW
✓	1-317	SECRETARIAT	1311M	50	29.90			
✓	1-317A	ARCHIVE	1430M	50	12.00			
✓	1-318	REATMENT ROOMS	1240M	50	9.30			
✓	1-319	OFFICES (Winter)	1320M	50	13.90			
✓	1-320	REATMENT ROOMS	1240M	50	7.30			
✓	1-321	BATHROOMS - PATROL	1650M	50	5.10			
✓	1-400	BATHROOMS - PATROL	1650M	50	5.10			
✓	1-401	SECRETARIAT	1311M	50	29.90			
✓	1-401A	ARCHIVE	1430M	50	12.00			
✓	1-402	REATMENT ROOMS	1240M	50	7.30			
✓	1-403	REATMENT ROOMS	1240M	50	13.90			
✓	1-404	REATMENT ROOMS	1240M	50	9.30			
✓	1-405	REATMENT ROOMS	1240M	50	5.10			
✓	1-406	BATHROOMS - PATROL	1650M	50	5.10			
✓	1-407	OFFICES (Winter)	1320M	50	9.30			
✓	1-408	OFFICES (Winter)	1320M	50	10.20			
✓	1-409	REATMENT ROOMS	1240M	50	9.30			
✓	1-410	OFFICES (Winter)	1320M	50	9.30			
✓	1-411	REATMENT ROOMS	1240M	50	10.20			
✓	1-412	REATMENT ROOMS	1240M	50	10.20			
✓	1-413	REATMENT ROOMS	1240M	50	10.20			
✓	1-414	REATMENT ROOMS	1240M	50	9.30			
✓	1-415	REATMENT ROOMS	1240M	50	9.30			
✓	1-416	REATMENT ROOMS	1240M	50	9.30			
✓	1-417	REATMENT ROOMS	1240M	50	9.30			
✓	1-418	REATMENT ROOMS	1240M	50	9.30			
✓	1-419	REATMENT ROOMS	1240M	50	12.20			
✓	1-420	ZERO-MAINTENANCE SPACES	1999	50	7.80			

BUILDING ARCHITECTURE  
SPACES BY FLOOR

Floor : 01- BÂTIMENT #109

Active	Number	Space Description	Proto.	Flr.	Area (m <sup>2</sup> )	Beds	SGW	DGW
✓	1-500	WAITING ROOMS	1691	50	27.20			
✓	1-501	REATMENT ROOMS	1240M	50	9.30			
✓	1-502	REATMENT ROOMS	1240M	50	9.30			
✓	1-503	REATMENT ROOMS	1240M	50	9.30			
✓	1-504	OFFICES (Winter)	1320M	50	9.30			
✓	1-505	REATMENT ROOMS	1240M	50	9.30			
✓	1-506	REATMENT ROOMS	1240M	50	13.90			
✓	1-507	REATMENT ROOMS	1240M	50	7.30			
✓	1-508	SECRETARIAT	1311M	50	29.60			
✓	1-508A	ARCHIVE	1430M	50	12.00			
✓	1-509	BATHROOMS - PATROL	1650M	50	5.10			
✓	1-510	BATHROOMS - PATROL	1650M	50	3.20			
✓	1-511	UTILITY STORAGE	1110	50	5.40			
✓	1-512	REATMENT ROOMS	1240M	50	9.30			
✓	1-513	ZERO-MAINTENANCE SPACES	1999	50	8.70			
✓	1-514	OFFICES (Winter)	1320M	50	9.30			
✓	1-515	OFFICES (Winter)	1320M	50	9.30			
✓	1-516	OFFICES (Winter)	1320M	50	9.30			
✓	1-517	OFFICES (Winter)	1320M	50	9.30			
✓	1-518	OFFICES (Winter)	1320M	50	9.30			
✓	1-519	OFFICES (Winter)	1320M	50	9.30			
✓	1-520	OFFICES (Winter)	1320M	50	9.30			
✓	1-521	OFFICES (Winter)	1320M	50	9.30			
✓	1-522	REATMENT ROOMS	1240M	50	5.00			
✓	1-523	CLEANING SUPPLIES STORAGE	1740	50	3.70			
✓	1-601	OFFICES	1320	50	9.30			
✓	1-602	BATHROOMS - PATROL	1650M	50	5.10			
✓	1-603	OFFICES	1320	50	9.30			

BUILDING ARCHITECTURE  
SPACES BY FLOOR

Floor : 01- BÂTIMENT #109

Active	Number	Space Description	Proto.	Flr.	Area (m <sup>2</sup> )	Beds	SGW	DGW
✓	1-604	OFFICES	1320	50	9.30			
✓	1-605	OFFICES	1320	50	9.30			
✓	1-606	OFFICES	1320	50	9.30			
✓	1-607	OFFICES	1320	50	9.30			
✓	1-608	OFFICES	1320	50	9.30			
✓	1-609	OFFICES	1320	50	9.30			
✓	1-610	OFFICES	1320	50	10.00			
✓	1-611	OFFICES	1320	50	9.30			
✓	1-612	OFFICES	1320	50	9.30			
✓	1-613	OFFICES	1320	50	14.30			
✓	1001	ENTRANCES	1600M	53	56.40			
✓	1002	CORRIDORS (Winter)	1611H	50	16.90			
✓	1002A	CORRIDORS (Winter)	1611H	50	55.40			
✓	1003	ENTRANCES	1600M	18	11.60		6	
✓	1004	OFFICES (Winter)	1320M	53	18.20			
✓	1004A	REATMENT ROOMS	1240M	53	12.00			
✓	1005	OFFICES (Winter)	1320M	50	11.20			
✓	1006	OFFICES (Winter)	1320M	50	26.90		4	
✓	1007	ZERO-MAINTENANCE SPACES	1999	50	7.00			
✓	1008	OFFICES (Winter)	1320M	50	15.00			
✓	1009	OFFICES (Winter)	1320M	50	29.40		1	
✓	1010	CORRIDORS (Winter)	1611H	50	16.50			
✓	1011	OFFICES (Winter)	1320M	50	11.50		2	
✓	1012	OFFICES (Winter)	1320M	50	11.00		2	
✓	1013	BATHROOMS - PATROL	1650M	53	1.60			
✓	1014	OFFICES (Winter)	1320M	50	7.10		2	
✓	1015	OFFICES (Winter)	1320M	50	16.90		3	
✓	1016	OFFICES (Winter)	1320M	50	12.00		2	

BUILDING ARCHITECTURE  
SPACES BY FLOOR

Floor : 01- BÂTIMENT #109

Active	Number	Space Description	Proto.	Flr.	Area (m <sup>2</sup> )	Beds	SGW	DGW
✓	1017	OFFICES (Winter)	1320M	50	23.10		4	
✓	1018	UTILITY STORAGE	1110	50	25.80		4	
✓	1018A	ZERO-MAINTENANCE SPACES	1999	50	4.00			
✓	1019	OFFICES (Winter)	1320M	50	10.70		2	
✓	1020	OFFICES (Winter)	1320M	50	11.20		2	
✓	1021	OFFICES (Winter)	1320M	50	12.60			
✓	1022	CORRIDORS (Winter)	1611H	50	43.30			
✓	1022A	CORRIDORS (Winter)	1611H	50	19.60			
✓	1023	UTILITY STORAGE	1110	53	3.10			
✓	1024	OFFICES (Winter)	1320M	50	11.00			
✓	1025	OFFICES (Winter)	1320M	50	88.30			
✓	1026	CHANGE ROOMS / LOCKERS	1710M	50	17.70			
✓	1026A	BATHROOMS - PATROL	1650M	53	7.70			
✓	1028	CHANGE ROOMS / LOCKERS	1710M	50	15.50			
✓	1028A	BATHROOMS - PATROL	1650M	53	8.40			
✓	1029	CHANGE ROOMS / LOCKERS	1710M	50	15.50			
✓	1029A	BATHROOMS - PATROL	1650M	53	8.40			
✓	1030	SECRETARIAT	1311M	50	11.30			
✓	1031	OFFICES (Winter)	1320M	50	19.00		4	
✓	1032	REATMENT ROOMS	1240M	50	70.90		8	
✓	1033	BATHROOMS - PATROL	1650M	53	3.30			
✓	1033A	CHANGE ROOMS / LOCKERS	1710M	50	3.00			
✓	1034	MESS, LOUNGES	1681	50	4.70			
✓	1037	REATMENT ROOMS	1240M	18	20.30			
✓	1039	REATMENT ROOMS	1240M	50	61.00			
✓	1046	OFFICES (Winter)	1320M	50	14.20		3	
✓	1047	REATMENT ROOMS	1240M	50	7.10			
✓	1048	CORRIDORS (Winter)	1611H	50	49.70			

BUILDING ARCHITECTURE  
SPACES BY FLOOR

Floor : 01- BÂTIMENT #109

Active	Number	Space Description	Proto.	Flr.	Area (m <sup>2</sup> )	Beds	SGW	DGW
✓	1049	REATMENT ROOMS	1240M	50	57.70		6	
✓	1050	CORRIDORS (Winter)	1611H	53	77.10			
✓	1051	SECRETARIAT	1311M	50	9.30			
✓	1054	ENTRANCES	1600M	18	9.90		3	
✓	1055	REATMENT ROOMS	1240M	53	9.30			
✓	1055A	MESS, LOUNGES	1681	53	99.30			
✓	1057	BATHROOMS - PATROL	1650M	53	2.20			
✓	1058	CORRIDORS (Winter)	1611H	50	50.30			
✓	1059	OFFICES (Winter)	1320M	50	4.60			
✓	1060	REATMENT ROOMS	1240M	50	13.20			
✓	1061	REATMENT ROOMS	1240M	50	18.90			
✓	1062	REATMENT ROOMS	1240M	50	18.40			
✓	1063	CLEANING SUPPLIES STORAGE	1740	53	2.00			
✓	1064	REATMENT ROOMS	1240M	50	9.60			
✓	1066	REATMENT ROOMS	1240M	50	9.50		2	
✓	1067	ZERO-MAINTENANCE SPACES	1999	50	4.20			
✓	1069	REATMENT ROOMS	1240M	50	19.50		4	
✓	1070-1071	REATMENT ROOMS	1240M	50	19.00		2	
✓	1072	REATMENT ROOMS	1240M	50	9.50		2	
✓	1073	REATMENT ROOMS	1240M	50	9.50		2	
✓	1074	REATMENT ROOMS	1240M	50	9.50		2	
✓	1075-1076	WAITING ROOMS	1691	50	19.00		2	
✓	1078	MESS, LOUNGES	1681	53	116.80			
✓	1079	ZERO-MAINTENANCE SPACES	1999	53	3.70			
✓	1080	MESS, LOUNGES	1681	53	59.80		8	
✓	1081	OFFICES (Winter)	1320M	11	9.15			
✓	1082	OFFICES (Winter)	1320M	11	17.00		2	
✓	1085	OFFICES (Winter)	1320M	11	11.00			

BUILDING ARCHITECTURE  
SPACES BY FLOOR

Floor : 01- BÂTIMENT #109

Active	Number	Space Description	Proto.	Flr.	Area (m <sup>2</sup> )	Beds	SGW	DGW
✓	1086	OFFICES (Winter)	1320M	11	10.75			
✓	1087	SECRETARIAT	1311M	11	12.65			
✓	1088	CORRIDORS (Winter)	1611H	11	35.60			
✓	1089	CLEANING SUPPLIES STORAGE	1740	53	29.60			
✓	1090	ZERO-MAINTENANCE SPACES	1999	53	24.10			
✓	1091	ENTRANCES	1600M	18	29.30			
✓	1092	ZERO-MAINTENANCE SPACES	1999	50	21.00			
✓	1093	OFFICES (Winter)	1320M	50	12.10		2	
✓	1094	UTILITY STORAGE	1110	50	5.20		2	
✓	1095	OFFICES (Winter)	1320M	50	29.90			
✓	1096	OFFICES (Winter)	1320M	50	27.25			
✓	1098	REATMENT ROOMS	1240M	50	14.70			
✓	1099	OFFICES (Winter)	1320M	53	7.80			
✓	1100	ZERO-MAINTENANCE SPACES	1999	17	3.40			
✓	1101	REATMENT ROOMS	1240M	50	89.20		4	
✓	1102	CORRIDORS (Winter)	1611H	50	51.40			
✓	1103	CLEANING SUPPLIES STORAGE	1740	53	2.20			
✓	1104	REATMENT ROOMS	1240M	11	28.60			
✓	1105	REATMENT ROOMS	1240M	50	9.80			
✓	1106	MESS, LOUNGES	1681	18	7.10			
✓	1107	REATMENT ROOMS	1240M	50	29.10			
✓	1108	REATMENT ROOMS	1240M	50	7.60			
✓	1109	BATHROOMS - PATROL	1650M	53	2.00			
✓	1110	REATMENT ROOMS	1240M	50	1.20			
✓	1110A	REATMENT ROOMS	1240M	50	1.30			
✓	1111	REATMENT ROOMS	1240M	50	1.50			
✓	1112	CORRIDORS (Winter)	1611H	50	41.00			
✓	1113	BATHROOMS - PATROL	1650M	53	2.20			



BUILDING ARCHITECTURE  
SPACES BY FLOOR

Floor : 01- BÂTIMENT #109

Active	Number	Space Description	Proto.	Flr.	Area (m <sup>2</sup> )	Beds	SGW	DGW
✓	1114	REATMENT ROOMS	1240M	50	7.20			
✓	1115	CORRIDORS (Winter)	1611H	50	45.30			
✓	1116	SECRETARIAT	1311M	50	21.30			
✓	1117	OFFICES (Winter)	1320M	50	15.40		2	
✓	1118	CORRIDORS (Winter)	1611H	50	17.80			
✓	1120	OFFICES (Winter)	1320M	50	8.00			
✓	1121	REATMENT ROOMS	1240M	50	12.30			
✓	1122	ZERO-MAINTENANCE SPACES	1999	50	3.00			
✓	1123	REATMENT ROOMS	1240M	50	49.10			
✓	1125	REATMENT ROOMS	1240M	50	18.90		4	
✓	1125A	BATHROOMS - PATROL	1650M	53	4.60		2	
✓	1126	OFFICES (Winter)	1320M	53	9.50		5	
✓	1127	CORRIDORS (Winter)	1611H	50	66.70			
✓	1127A	CORRIDORS (Winter)	1611H	50	28.90			
✓	1128A	WAITING ROOMS	1691	37	55.90		1	
✓	1129	REATMENT ROOMS	1240M	50	8.40		2	
✓	1130	BATHROOMS - PATROL	1650M	53	6.10			
✓	1131	BATHROOMS - PATROL	1650M	53	6.00			
✓	1132	REATMENT ROOMS	1240M	50	10.00			
✓	1133	REATMENT ROOMS	1240M	50	13.30		2	
✓	1134	REATMENT ROOMS	1240M	50	37.30			4
✓	1135	ENTRANCES	1600M	18	6.40			
✓	1136	PHARMACIES	1490M	50	36.00			
✓	1136A	REATMENT ROOMS	1240M	50	4.80			
✓	1139	SECRETARIAT	1311M	50	22.90		2	
✓	1140	REATMENT ROOMS	1240M	50	15.40		6	
✓	1141	WAITING ROOMS	1691	50	19.70		4	
✓	1143	REATMENT ROOMS	1240M	50	17.60		2	

BUILDING ARCHITECTURE  
SPACES BY FLOOR

Floor : 01- BÂTIMENT #109

Active	Number	Space Description	Proto.	Flr.	Area (m <sup>2</sup> )	Beds	SGW	DGW
✓	1144	REATMENT ROOMS	1240M	50	17.60		2	
✓	1145	REATMENT ROOMS	1240M	50	17.60		2	
✓	1146	REATMENT ROOMS	1240M	50	17.60		2	
✓	1147	REATMENT ROOMS	1240M	50	17.60		2	
✓	1148	REATMENT ROOMS	1240M	50	17.60		2	
✓	1149	REATMENT ROOMS	1240M	50	17.60		2	
✓	1150	REATMENT ROOMS	1240M	50	17.50		2	
✓	1151	BATHROOMS - PATROL	1650M	53	2.50			
✓	1152	BATHROOMS - PATROL	1650M	53	2.70			
✓	1154	OFFICES (Winter)	1320M	50	14.90			
✓	1155	OFFICES (Winter)	1320M	53	14.20			
✓	1156	REATMENT ROOMS	1240M	50	41.50			
✓	1158C	ZERO-MAINTENANCE SPACES	1999	50	1.70			
✓	2001	CORRIDORS (Winter)	1611H	50	82.10			
✓	2002	OFFICES (Winter)	1320M	50	20.00		1	
✓	2004	OFFICES (Winter)	1320M	50	18.80		3	
✓	2004A	BATHROOMS - PATROL	1650M	53	3.40			
✓	2006	OFFICES (Winter)	1320M	50	20.00		3	
✓	2006A	BATHROOMS - PATROL	1650M	53	2.00			
✓	2008	OFFICES (Winter)	1320M	50	14.60		3	
✓	2008A	BATHROOMS - PATROL	1650M	53	2.20			
✓	2010A	OFFICES (Winter)	1320M	50	17.30		4	
✓	2010B	OFFICES (Winter)	1320M	50	15.50			
✓	2010C	BATHROOMS - PATROL	1650M	53	2.10			
✓	2011	BATHROOMS - PATROL	1650M	53	2.20			
✓	2012A	OFFICES (Winter)	1320M	50	12.90		4	
✓	2012B	OFFICES (Winter)	1320M	50	13.20			
✓	2014	OFFICES (Winter)	1320M	50	18.00			

BUILDING ARCHITECTURE  
SPACES BY FLOOR

Floor : 01- BÂTIMENT #109

Active	Number	Space Description	Proto.	Flr.	Area (m <sup>2</sup> )	Beds	SGW	DGW
✓	2015	CORRIDORS (Winter)	1611H	50	94.80			
✓	2015A	CORRIDORS (Winter)	1611H	50	17.30			
✓	2015B	CORRIDORS (Winter)	1611H	50	92.20			
✓	2016	OFFICES (Winter)	1320M	53	5.10			
✓	2017	MEETING ROOMS (Winter)	1340H	50	23.30			
✓	2019	CLEANING SUPPLIES STORAGE	1740	53	3.90			
✓	2023	OFFICES (Winter)	1320M	50	10.00			
✓	2024	OFFICES (Winter)	1320M	50	10.50			
✓	2025A	OFFICES (Winter)	1320M	50	8.60			
✓	2025B	OFFICES (Winter)	1320M	50	8.60			
✓	2025C	OFFICES (Winter)	1320M	50	8.50			
✓	2025D	OFFICES (Winter)	1320M	50	8.60			
✓	2026	OFFICES (Winter)	1320M	50	9.40			
✓	2027	OFFICES (Winter)	1320M	50	9.70			
✓	2028A	OFFICES (Winter)	1320M	50	8.90			
✓	2028B	OFFICES (Winter)	1320M	50	9.60			
✓	2029	OFFICES (Winter)	1320M	50	26.00		3	
✓	2030	OFFICES (Winter)	1320M	50	8.80			
✓	2030A	ZERO-MAINTENANCE SPACES	1999	50	13.30			
✓	2031	OFFICES (Winter)	1320M	50	8.30			
✓	2032	OFFICES (Winter)	1320M	50	17.20		2	
✓	2032A	BATHROOMS - PATROL	1650M	53	3.20			
✓	2034	OFFICES (Winter)	1320M	50	16.60		2	
✓	2034A	BATHROOMS - PATROL	1650M	53	3.10			
✓	2036	OFFICES (Winter)	1320M	50	16.80		3	
✓	2036A	BATHROOMS - PATROL	1650M	53	3.30			
✓	2038	OFFICES (Winter)	1320M	50	18.90		3	
✓	2038A	BATHROOMS - PATROL	1650M	53	2.00			

BUILDING ARCHITECTURE  
SPACES BY FLOOR

Floor : 01- BÂTIMENT #109

Active	Number	Space Description	Proto.	Flr.	Area (m <sup>2</sup> )	Beds	SGW	DGW
✓	2040	OFFICES (Winter)	1320M	50	19.30		3	
✓	2040A	BATHROOMS - PATROL	1650M	53	2.00			
✓	2041	OFFICES (Winter)	1320M	50	16.00			
✓	2041A	BATHROOMS - PATROL	1650M	53	2.20			
✓	2042	OFFICES (Winter)	1320M	50	19.10		4	
✓	2043	OFFICES (Winter)	1320M	50	19.00			
✓	2044	OFFICES (Winter)	1320M	50	17.00		4	
✓	2044A	BATHROOMS - PATROL	1650M	53	2.20			
✓	2046	ZERO-MAINTENANCE SPACES	1999	50	9.60			
✓	2047	OFFICES (Winter)	1320M	50	12.40			
✓	2048	OFFICES (Winter)	1320M	50	17.60		2	
✓	2048A	BATHROOMS - PATROL	1650M	53	3.30			
✓	2050	OFFICES (Winter)	1320M	50	17.00		2	
✓	2050A	BATHROOMS - PATROL	1650M	53	2.10			
✓	2052	OFFICES (Winter)	1320M	50	17.00		2	
✓	2052A	BATHROOMS - PATROL	1650M	53	2.10			
✓	2054	OFFICES (Winter)	1320M	50	19.10		2	
✓	2054A	BATHROOMS - PATROL	1650M	53	2.00			
✓	2056	OFFICES (Winter)	1320M	50	19.10		2	
✓	2056A	BATHROOMS - PATROL	1650M	53	2.20			
✓	2058A	OFFICES (Winter)	1320M	50	16.10			
✓	2058B	OFFICES (Winter)	1320M	50	17.00		4	
✓	2058C	BATHROOMS - PATROL	1650M	53	2.30			
✓	2060	MEETING ROOMS (Winter)	1340H	50	27.00		4	
✓	2061	BATHROOMS - PATROL	1650M	53	2.20			
✓	2062	OFFICES (Winter)	1320M	50	14.00		4	
✓	2063	CORRIDORS (Winter)	1611H	50	90.40			
✓	2063A	CORRIDORS (Winter)	1611H	50	17.00			

BUILDING ARCHITECTURE  
SPACES BY FLOOR

Floor : 01- BÂTIMENT #109

Active	Number	Space Description	Proto.	Flr.	Area (m <sup>2</sup> )	Beds	SGW	DGW
✓	2063B	CORRIDORS (Winter)	1611H	50	83.80			
✓	2064	UTILITY STORAGE	1110	53	4.20			
✓	2066	UTILITY STORAGE	1110	53	2.60			
✓	2067	CLEANING SUPPLIES STORAGE	1740	53	3.90			
✓	2068	MEETING ROOMS (Winter)	1340H	50	16.05			
✓	2069	BATHROOMS - PATROL	1650M	53	2.20			
✓	2071	OFFICES (Winter)	1320M	50	11.20			
✓	2072	MESS, LOUNGES	1681	53	8.80			
✓	2073	OFFICES (Winter)	1320M	50	9.20			
✓	2074	OFFICES (Winter)	1320M	50	7.60			
✓	2076	OFFICES (Winter)	1320M	50	33.00			
✓	2076A	OFFICES (Winter)	1320M	50	6.60			
✓	2077	OFFICES (Winter)	1320M	50	6.60			
✓	2078	OFFICES (Winter)	1320M	50	7.10			
✓	2080	SECRETARIAT	1311M	50	9.20			
✓	2081	OFFICES (Winter)	1320M	50	9.40			
✓	2082	OFFICES (Winter)	1320M	50	13.00			
✓	2083	OFFICES (Winter)	1320M	50	14.00			
✓	2084	OFFICES (Winter)	1320M	50	21.20		3	
✓	2085	OFFICES (Winter)	1320M	50	15.40			
✓	2088	OFFICES (Winter)	1320M	50	27.50		3	
✓	2089	OFFICES (Winter)	1320M	50	20.90		3	
✓	2090	OFFICES (Winter)	1320M	50	11.70			
✓	2093	OFFICES (Winter)	1320M	50	25.00		3	
✓	2094	OFFICES (Winter)	1320M	50	20.40		2	
✓	2094A	BATHROOMS - PATROL	1650M	53	2.50			
✓	2096A	OFFICES (Winter)	1320M	50	16.00		4	
✓	2096B	OFFICES (Winter)	1320M	50	18.00			

BUILDING ARCHITECTURE  
SPACES BY FLOOR

Floor : 01- BÂTIMENT #109

Active	Number	Space Description	Proto.	Flr.	Area (m <sup>2</sup> )	Beds	SGW	DGW
✓	2096C	BATHROOMS - PATROL	1650M	53	2.10			
✓	2098	MEETING ROOMS (Winter)	1340H	50	34.40		4	
✓	2098A	BATHROOMS - PATROL	1650M	53	2.60			
✓	2100	ZERO-MAINTENANCE SPACES	1999	50	3.80			
✓	2101	ZERO-MAINTENANCE SPACES	1999	50	1.30			
✓	2102B	BATHROOMS - PATROL	1650M	53	4.10			
✓	2104	BATHROOMS - PATROL	1650M	53	2.20			
✓	2104A	UTILITY STORAGE	1110	50	8.10			
✓	2105	MESS, LOUNGES	1681	53	19.65			
✓	2105B	OFFICES (Winter)	1320M	50	8.30			
✓	2106	REATMENT ROOMS	1240M	11	78.40		4	
✓	2107	REATMENT ROOMS	1240M	11	24.80		4	
✓	2108	CORRIDORS (Winter)	1611H	50	54.30			
✓	2109	REATMENT ROOMS	1240M	16	25.60			
✓	2110	UTILITY STORAGE	1110	50	3.40			
✓	2111	CLEANING SUPPLIES STORAGE	1740	53	2.30			
✓	2112	BATHROOMS - PATROL	1650M	53	2.30			
✓	2113	REATMENT ROOMS	1240M	50	27.60			
✓	2114	OFFICES (Winter)	1320M	16	9.00			
✓	2115	REATMENT ROOMS	1240M	16	31.00		4	
✓	2116	REATMENT ROOMS	1240M	16	19.80		2	
✓	2117	REATMENT ROOMS	1240M	16	8.90		21	
✓	2118-2119	REATMENT ROOMS	1240M	16	58.80		4	
✓	2120	CORRIDORS (Winter)	1611H	50	37.40			
✓	2121	OFFICES (Winter)	1320M	50	9.50			
✓	2122	OFFICES (Winter)	1320M	50	8.80			
✓	2126	CORRIDORS (Winter)	1611H	50	39.80		12	
✓	2127	CHANGE ROOMS / LOCKERS	1710M	50	7.70			

BUILDING ARCHITECTURE  
SPACES BY FLOOR

Floor : 01- BÂTIMENT #109

Active	Number	Space Description	Proto.	Flr.	Area (m <sup>2</sup> )	Beds	SGW	DGW
✓	2127A	BATHROOMS - PATROL	1650M	53	2.00			
✓	2128	CHANGE ROOMS / LOCKERS	1710M	50	6.30			
✓	2128A	BATHROOMS - PATROL	1650M	53	1.90			
✓	2129	CHANGE ROOMS / LOCKERS	1710M	50	9.90			
✓	2129A	BATHROOMS - PATROL	1650M	53	1.70			
✓	2129B	SHOWER ROOMS	1660	53	2.40			
✓	2130	CORRIDORS (Winter)	1611H	50	11.10			
✓	2131	UTILITY STORAGE	1110	50	8.80			
✓	2132	UTILITY STORAGE	1110	16	6.00			
✓	2133	MESS, LOUNGES	1681	50	20.50		4	
✓	2133A	MESS, LOUNGES	1681	50	2.30			
✓	2134	UTILITY STORAGE	1110	16	38.20			
✓	2135	UTILITY STORAGE	1110	50	36.30			
✓	2136	UTILITY STORAGE	1110	16	5.70			
✓	2137	UTILITY STORAGE	1110	16	11.40			
✓	2138	CLEANING SUPPLIES STORAGE	1740	16	3.40			
✓	2139	MEETING ROOMS (Winter)	1340H	16	43.90			
✓	2140	CORRIDORS (Winter)	1611H	50	42.80		12	
✓	2142	CORRIDORS (Winter)	1611H	50	17.20			
✓	300500600	CORRIDORS (Winter)	1611H	50	262.50			
✓	ASC#1	ELEVATORS	1640	53	8.10			
✓	ASC#2	ELEVATORS	1640	53	7.80			
✓	ESC-1	STAIRWAYS	1620M	18	22.10			
✓	ESC-2	STAIRWAYS	1620M	18	22.60			
✓	ESC-5	STAIRWAYS	1620M	17	13.00		1	
✓	ESC-6B	STAIRWAYS	1620M	17	13.00			
390 Spaces					7,907.30	0	292	4

BUILDING ARCHITECTURE  
SPACES BY FLOOR

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390 Spaces

7,907.30

0

292

4



**6.5 FLOOR COVERING BY AREA**

BUILDING ARCHITECTURE  
AREA BY FLOORING (Exclusion)

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Flooring	Area (m <sup>2</sup> )	%
CERAMIC TILES	713.45	10.94
EXPOSED CEMENT	196.90	3.02
LINOLEUM, Tiles ...	227.95	3.50
NON-SKID VINYL	261.70	4.01
PAINTED CEMENT	129.30	1.98
PAINTED WOOD (Plywood)	55.90	0.86
VINYL-COMPOUND TILES	4,936.40	75.69
	<hr/>	
	6,521.60	

BUILDING ARCHITECTURE  
LIST OF FLOORINGS

■ Floor			□ Wall			□ Ceiling		
Code	Description	Group	Code	Description	Group	Code	Description	Group
10	TERRAZZO	1	54	QUARRY TILES	2			
11	LINOLEUM, Tiles ...	1	55	RUBBER TILES	1			
12	VINYL SHEETS WITHOUT FELT BACKING	1	56	CARPET TILES	3			
13	PVC SHEETS WITHOUT CUSHIONED BACKING	1	57	NATURAL WOOD	2			
14	RUBBER SHEETS	1	58	RECONSTITUTED WOOD	2			
15	CARPETS	3	59	MARBLE	1			
16	NON-SKID VINYL	2	60	GRANITES	1			
17	EXPOSED CEMENT	2	61	SLATES	1			
18	PAINTED CEMENT	2	62	ASPHALT TILES	1			
19	METAL	2	63	ARTIFICIAL STONES	2			
20	EPOXY MEMBRANES	2	64	BRICKS	2			
21	URETHANE MEMBRANES	2	65	POLYTRIMETHYLENE TEREPHTHALATE	2			
26	METAL WEEPERS	2	66	MARMOLEUM (no wax)	2			
27	LINOLEUM, Sheets ...	1	67	MARMOLEUM (with wax)	1			
28	METAL PAINT	2	68	RAISED FLOOR (Computing)	2			
29	VARNISHED WOOD (wooden crib)	2	69	ASPHALT	2			
30	WOOD (Plywood)	2	99	TO BE IDENTIFIED	1			
31	CERAMIC (Porous Finish)	2	100	PLANCHER FLOTTANT	2			
32	CERAMIC (Glazed Finish)	2	101	MEMBRANE D'ÉPOXY ANTI-DÉRAPANT	1			
36	VARNISHED WOOD (parquet)	2						
37	PAINTED WOOD (Plywood)	2						
41	CORK, Tiles ...	2						
50	VINYL-COMPOUND TILES	1						
51	VINYL-HOMOGENIOUS TILES	1						
52	VINYL-CONDUCTIVE TILES	2						
53	CERAMIC TILES	2						

W0106-15-EMQ/3

## **6.6 TECHNICAL SPECIFICATIONS BY PROTOTYPE**

## TECHNICAL SPECIFICATION BY PROTOTYPE

Interval #1 - 1 January 2015 To 31 December 2015

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PROTOTYPE : 1110- UTILITY STORAGE (e.g. stationery)

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**ROUTINE TASKS**

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**FREQUENCY**

To offer users of these facilities cooperation in maintaining cleanliness, perform regular maintenance at the intervals suggested herein, unless otherwise specified, if necessary (in brackets):

5 / Week

- B - Empty and clean garbage cans and change bags, as needed;  
Dust and clean furniture, fixtures and other surfaces
- A - Mop, wash and remove stains from floor surfaces  
Vacuum and remove stains from carpeted floor surfaces

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**PERIODIC TASKS**

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**FREQUENCY**

Perform the following tasks at the intervals suggested, on a monthly or yearly basis:

- B - Clean door glass and glass dividers on both sides

4 / Month

## TECHNICAL SPECIFICATION BY PROTOTYPE

Interval #1 - 1 January 2015 To 31 December 2015

PROTOTYPE : 1240M- EXAMINATION, TREATMENT OR THERAPY ROOMS

ROUTINE TASKS	FREQUENCY
To offer clients a service meeting known requirements, perform regular maintenance at the intervals suggested herein, unless otherwise specified, if necessary (in brackets):	5 / Week
B - Empty and clean garbage cans and change bags, as needed; Refill supply dispensers; Dust and clean furniture, fixtures and other surfaces including doors and doorknobs	
A - Mop, wash and remove stains from floor surfaces Vacuum and remove stains from carpeted floor surfaces	
PERIODIC TASKS	FREQUENCY
Perform the following tasks at the intervals suggested, on a monthly or yearly basis:	
A - Clean and polish floor surfaces	4 / Month
A - Dust and/or clean high-up surfaces and fixtures	4 / Month
B - Clean glass on windowed cupboards	4 / Month
B - Clean door glass and glass dividers on both sides	4 / Month
B - Thoroughly clean furniture and fixtures	4 / Month

## TECHNICAL SPECIFICATION BY PROTOTYPE

Interval #1 - 1 January 2015 To 31 December 2015

PROTOTYPE : 1311M- RECEPTION, ADMISSIONS AND SECRETARIAT

ROUTINE TASKS	FREQUENCY
To offer staff cooperation in keeping the area clean, perform regular maintenance at the intervals suggested herein, unless otherwise specified, if necessary (in brackets):	5 / Week
B - Empty and clean garbage cans and change bags, as needed; Clean top of reception counters; Dust and clean furniture, fixtures and other surfaces (1/Week)	
A - Mop and wash floor surfaces Vacuum and remove stains from carpeted floor surfaces	
PERIODIC TASKS	FREQUENCY
Perform the following tasks at the intervals suggested, on a monthly or yearly basis:	
A - Clean and polish floor surfaces	2 / Month
B - Clean cupboards and/or glassed-in bulletin boards	4 / Month
B - Clean door glass and glass dividers on both sides	4 / Month

## TECHNICAL SPECIFICATION BY PROTOTYPE

Interval #1 - 1 January 2015 To 31 December 2015

PROTOTYPE : 1320- OFFICES AND OFFICE SPACES

ROUTINE TASKS	FREQUENCY
To offer users cooperation in keeping the area clean, perform regular maintenance at the intervals suggested herein, unless otherwise specified, if necessary (in brackets):	3 / Week
B - Empty and clean garbage cans and change bags, as needed; Check the facilities' state of cleanliness and take any needed corrective action; Dust and clean furniture, fixtures and other surfaces (1/week)	
A - Mop and remove stains from floor surfaces; Mop and wash floor surfaces (1/Week); Vacuum and remove stains from carpeted floor surfaces	
PERIODIC TASKS	FREQUENCY
Perform the following tasks at the intervals suggested, on a monthly or yearly basis:	
A - Clean and polish floor surfaces	2 / Month
B - Clean door glass and glass dividers on both sides	4 / Month



## TECHNICAL SPECIFICATION BY PROTOTYPE

Interval #1 - 1 January 2015 To 31 December 2015

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 PROTOTYPE : 1320M- OFFICES AND OFFICE SPACES (Winter)

ROUTINE TASKS	FREQUENCY
To offer users cooperation in keeping the area clean, perform regular maintenance at the intervals suggested herein, unless otherwise specified, if necessary (in brackets):	5 / Week
B - Empty and clean garbage cans and change bags, as needed; Check the state of the facility cleanliness and take any necessary corrective action; Clean top of reception counters; Dust and clean furniture, fixtures and other surfaces (1/week) A - Mop and wash floor surfaces Vacuum and remove stains from carpeted floor surfaces	
PERIODIC TASKS	FREQUENCY
Perform the following tasks at the intervals suggested, on a monthly or yearly basis:	
A - Clean and polish floor surfaces	2 / Month
B - Clean door glass and glass dividers on both sides	4 / Month

## TECHNICAL SPECIFICATION BY PROTOTYPE

Interval #1 - 1 January 2015 To 31 December 2015

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PROTOTYPE : 1340H- MEETING, TRAINING OR COMPUTER ROOMS (Winter)

ROUTINE TASKS	FREQUENCY
To offer users cooperation in keeping the area clean, perform regular maintenance at the intervals suggested herein, unless otherwise specified, if necessary (in brackets):	5 / Week
B - Empty and clean garbage cans and change bags, as needed; Wipe and/or clean chalkboards, brushes and chalk-holders; Dust and clean furniture, fixtures and other surfaces (1/Week)	
A - Mop and wash floor surfaces Vacuum and remove stains from carpeted floor surfaces	
PERIODIC TASKS	FREQUENCY
Perform the following tasks at the intervals suggested, on a monthly or yearly basis:	
A - Clean and polish floor surfaces	2 / Month
B - Clean door glass and glass dividers on both sides	4 / Month

## TECHNICAL SPECIFICATION BY PROTOTYPE

Interval #1 - 1 January 2015 To 31 December 2015

PROTOTYPE : 1430M- ARCHIVE AND MICROFILM LIBRARY ROOMS

ROUTINE TASKS	FREQUENCY
To offer users cooperation in keeping the area clean, perform regular maintenance at the intervals suggested herein, unless otherwise specified, if necessary (in brackets):	5 / Week
B - Empty and clean garbage cans and bags, as needed; Clean top of reception counters; Dust, clean the furniture, fixtures and other surfaces (1/week)	
A - Mop, wash and remove stains from floor surfaces Vacuum and remove stains from carpeted floor surfaces	
PERIODIC TASKS	FREQUENCY
Perform the following tasks at the intervals suggested, on a monthly or yearly basis:	
A - Clean and polish floor surfaces	2 / Month
B - Clean door glass and glass dividers on both sides	4 / Month

## TECHNICAL SPECIFICATION BY PROTOTYPE

Interval #1 - 1 January 2015 To 31 December 2015

PROTOTYPE : 1490M- PHARMACIES OR MEDECINE PREPARATION

ROUTINE TASKS	FREQUENCY
To offer users a service meeting known requirements, perform regular maintenance at the intervals suggested herein, unless otherwise specified, if necessary (in brackets):	5 / Week
B - Empty and clean garbage cans and change bags, as needed; Clean top of reception counters; Dust and clean furniture, fixtures and other surfaces (1/Week)	
A - Mop, wash and remove stains from floor surfaces Vacuum and remove stains from carpeted floor surfaces	
PERIODIC TASKS	FREQUENCY
Perform the following tasks at the intervals suggested, on a monthly or yearly basis:	
B - Clean door glass and glass dividers on both sides	4 / Month
A - Clean and polish floor surfaces	2 / Month

## TECHNICAL SPECIFICATION BY PROTOTYPE

Interval #1 - 1 January 2015 To 31 December 2015

PROTOTYPE : 1600M- VESTIBULES, TUNNELS AND ENTRANCES

ROUTINE TASKS	FREQUENCY
To offer users of the area a service meeting known requirements, perform regular maintenance at the intervals suggested herein, unless otherwise specified, if necessary (in brackets):	5 / Week
<ul style="list-style-type: none"> <li>B - Empty and clean garbage cans and change bags, as needed; Clean doors and wall partitions on both sides (5/Week); Dust and clean furniture, fixtures and other surfaces including doors and doorknobs</li> <li>A - Sweep and wash floor surfaces and shoe-scaper grates Vacuum and ensure that the protective mats are properly maintained Clean the shoe-scaper pans (1/Week)</li> </ul>	

PERIODIC TASKS	FREQUENCY
Perform the following tasks at the intervals suggested, on a monthly or yearly basis:	

## TECHNICAL SPECIFICATION BY PROTOTYPE

Interval #1 - 1 January 2015 To 31 December 2015

PROTOTYPE : 1611H- CORRIDORS AND CIRCULATION AREAS (Winter)

ROUTINE TASKS	FREQUENCY
To offer users of the area a service meeting known requirements, perform regular maintenance at the intervals suggested herein, unless otherwise specified, if necessary (in brackets):	5 / Week
B - Empty and clean garbage cans and change bags, as needed; Dust and clean furniture, fixtures and other surfaces (1/Week)	
A - Mop and wash floor surfaces Vacuum and remove stains from carpeted floor surfaces	
PERIODIC TASKS	FREQUENCY
Perform the following tasks at the intervals suggested, on a monthly or yearly basis:	
A - Clean and polish floor surfaces	4 / Month
B - Clean cupboards and/or glassed-in bulletin boards	4 / Month
B - Clean door glass and glass dividers on both sides	4 / Month

## TECHNICAL SPECIFICATION BY PROTOTYPE

Interval #1 - 1 January 2015 To 31 December 2015

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PROTOTYPE : 1620M- MAIN STAIRWAYS

ROUTINE TASKS	FREQUENCY
To offer users of the area a service meeting known requirements, perform regular maintenance at the intervals suggested herein, unless otherwise specified, if necessary (in brackets):	5 / Week
B - Empty and clean garbage cans and change bags, as needed; Dust and clean railings and other surfaces including doors and doorknobs	
A - Sweep and wash floor surfaces Vacuum and remove stains from carpeted floor surfaces	
PERIODIC TASKS	FREQUENCY
Perform the following tasks at the intervals suggested, on a monthly or yearly basis:	
B - Clean door glass and glass dividers on both sides	4 / Month

## TECHNICAL SPECIFICATION BY PROTOTYPE

Interval #1 - 1 January 2015 To 31 December 2015

PROTOTYPE : 1640- ELEVATORS

ROUTINE TASKS	FREQUENCY
To offer users of the area a service meeting known requirements, perform regular maintenance at the intervals suggested herein, unless otherwise specified, if necessary (in brackets):	5 / Week
B - Clean railings, doors, walls and other surfaces	
A - Mop or sweep, wash or remove stains from floor surfaces; Vacuum and remove stains from carpeted floor surfaces	
PERIODIC TASKS	FREQUENCY
Perform the following tasks at the intervals suggested, on a monthly or yearly basis:	
A - Clean elevator rails	4 / Month
A - Wash walls and ceilings including doors and ventilation diffusers	1 / Month



## TECHNICAL SPECIFICATION BY PROTOTYPE

Interval #1 - 1 January 2015 To 31 December 2015

PROTOTYPE : 1650M- BATHROOMS - PATROL

ROUTINE TASKS	FREQUENCY
To offer staff cooperation in maintaining cleanliness, perform regular maintenance at the intervals suggested herein, unless otherwise specified, if necessary (in brackets):	5 / Week
B - REGULAR MAINTENANCE: Thoroughly wash and disinfect floor, walls and divider surfaces; Clean and disinfect shower mats; Empty and clean garbage cans and change bags, as needed; Refill supply dispensers; Clean fixtures and other surfaces including doors and doorknobs	
A - PATROL: In addition to waste disposal, check the state of the facility's cleanliness and take any necessary corrective action (once a day)	
WEEKEND	FREQUENCY
Perform a patrol and regular maintenance as described in the routine above..	0 / Weekend
PERIODIC TASKS	FREQUENCY
Perform the following tasks at the intervals suggested, on a monthly or yearly basis:	
A - Polish or scrub floor surfaces	2 / Month
B - Clean bathroom stalls	1 / Month

## TECHNICAL SPECIFICATION BY PROTOTYPE

Interval #1 - 1 January 2015 To 31 December 2015

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PROTOTYPE : 1660- SHOWER ROOMS

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ROUTINE TASKS

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FREQUENCY

To offer staff cooperation in maintaining cleanliness, perform regular maintenance at the intervals suggested herein, unless otherwise specified, if necessary (in brackets):

5 / Week

- B - Empty and clean garbage cans and change bags, as needed;  
Clean fixtures and other surfaces (1/Week)
- A - Thoroughly wash and disinfect floor surfaces, walls and partitions;  
Clean and disinfect shower mats

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PERIODIC TASKS

---

FREQUENCY

Perform the following tasks at the intervals suggested, on a monthly or yearly basis:

- B - Clean bathroom stalls
- A - Scrub, brush and disinfect floor and wall surfaces as well as shower mats

1 / Month

4 / Month

## TECHNICAL SPECIFICATION BY PROTOTYPE

Interval #1 - 1 January 2015 To 31 December 2015

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 PROTOTYPE : 1681- MESS, LOUNGES AND KITCHENNETTES

ROUTINE TASKS	FREQUENCY
To contribute to the staff's comfort, perform regular maintenance at the intervals suggested herein, unless otherwise specified, if necessary (in brackets):	5 / Week
B - Empty and clean ashtrays; Empty and clean garbage cans and change bags, as needed; Clean tables; Dust and/or clean furniture, accessories such as refrigerators, microwave (inside and outside) and other surfaces (1/Week)	
A - Mop, wash and remove stains from floor surfaces Vacuum and remove stains from carpeted floor surfaces	
PERIODIC TASKS	FREQUENCY
Perform the following tasks at the intervals suggested, on a monthly or yearly basis:	
A - Clean and polish floor surfaces	2 / Month
B - Clean glass on windowed cupboards	4 / Month
B - Clean door glass and glass dividers on both sides	4 / Month

## TECHNICAL SPECIFICATION BY PROTOTYPE

Interval #1 - 1 January 2015 To 31 December 2015

PROTOTYPE : 1691- WAITING ROOMS

ROUTINE TASKS	FREQUENCY
To contribute to the comfort of users, we will perform regular maintenance at the intervals suggested herein, unless otherwise specified, if necessary (in brackets):	5 / Week
B - Empty and clean garbage cans and change bags, as needed; Dust and clean furniture, fixtures and other surfaces (1/Week)	
A - Mop and wash floor surfaces Vacuum and remove stains from carpeted floor surfaces	
PERIODIC TASKS	FREQUENCY
Perform the following tasks at the intervals suggested, on a monthly or yearly basis:	
A - Clean and polish floor surfaces	4 / Month
B - Clean glass on windowed cupboards	4 / Month
B - Clean door glass and glass dividers on both sides	4 / Month

## TECHNICAL SPECIFICATION BY PROTOTYPE

Interval #1 - 1 January 2015 To 31 December 2015

PROTOTYPE : 1710M- CHANGE ROOMS AND LOCKERS ROOMS

ROUTINE TASKS	FREQUENCY
To offer users of these facilities cooperation in maintaining cleanliness, perform regular maintenance at the intervals suggested herein, unless otherwise specified, if necessary (in brackets):	5 / Week
B - Empty and clean garbage cans and change bags, as needed; Dust and clean furniture, fixtures and other surfaces including doors and doorknobs	
A - Mop, wash and remove stains from floor surfaces Vacuum and remove stains from carpeted floor surfaces	
PERIODIC TASKS	FREQUENCY
Perform the following tasks at the intervals suggested, on a monthly or yearly basis:	
A - Clean and polish floor surfaces	2 / Month
B - Clean door glass and glass dividers on both sides	4 / Month
A - Clean top of clothing racks	4 / Month

## TECHNICAL SPECIFICATION BY PROTOTYPE

Interval #1 - 1 January 2015 To 31 December 2015

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PROTOTYPE : 1740- CLEANING SUPPLIES STORAGE

<u>ROUTINE TASKS</u>	<u>FREQUENCY</u>
To project an image of cleanliness, perform regular maintenance at the intervals suggested herein, unless otherwise specified, if necessary (in brackets):	5 / Week
B - Clean dolly, tools and fixtures; Empty and clean garbage cans and change bags, as needed	
A - Wash floors and clean equipment that has been used.	
<u>PERIODIC TASKS</u>	<u>FREQUENCY</u>
Perform the following tasks at the intervals suggested, on a monthly or yearly basis:	
A - Clean door glass and glass dividers on both sides	4 / Month

TECHNICAL SPECIFICATION BY PROTOTYPE

Interval #1 - 1 January 2015 To 31 December 2015

---

PROTOTYPE : 1999- ZERO-MAINTENANCE SPACES

ROUTINE TASKS

---

FREQUENCY

---

Not required

PERIODIC TASKS

---

FREQUENCY

---

Not required

**RECEIVED**  
SEP 08 2014

# ANNEX C



Government of Canada / Gouvernement du Canada

Contract Number / Numéro du contrat W0106-15-EMQ/3
Security Classification / Classification de sécurité NON CLASSIFIÉE

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

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

1. Originating Government Department or Organization / Ministère ou organisme gouvernemental d'origine <b>DÉFENSE NATIONALE</b>	2. Branch or Directorate / Direction générale ou Direction <b>GS 2 DIV CA (Sn Pers Ent Mén)</b>
---------------------------------------------------------------------------------------------------------------------------------------	----------------------------------------------------------------------------------------------------

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

4. Brie description of work / Brève description du travail  
Demande d'émission d'un contrat avec un entrepreneur pour effectuer divers travaux d'entretien ménager pour un contrat au Centre de Santé Valcartier, d'une durée de 5 ans. Début du contrat prévu le 1er décembre 2015.

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

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

6. Indicate the type of access required / Indiquer le type d'accès requis

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

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

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

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

Canada <input type="checkbox"/>	NATO / OTAN <input type="checkbox"/>	Foreign / Étranger <input type="checkbox"/>
---------------------------------	--------------------------------------	---------------------------------------------

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

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

7. c) Level of information / Niveau d'information

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







Contract Number / Numéro du contrat W0106-15-EMQ/3
Security Classification / Classification de sécurité NON CLASSIFIÉE

**PART A (continued) / PARTIE A (suite)**

8. Will the supplier require access to PROTECTED and/or CLASSIFIED COMSEC information or assets?  
Le fournisseur aura-t-il accès à des renseignements ou à des biens COMSEC désignés PROTÉGÉS et/ou CLASSIFIÉS?  No / Non  Yes / Oui  
If Yes, indicate the level of sensitivity:  
Dans l'affirmative, indiquer le niveau de sensibilité :

9. Will the supplier require access to extremely sensitive INFOSEC information or assets?  
Le fournisseur aura-t-il accès à des renseignements ou à des biens INFOSEC de nature extrêmement délicate?  No / Non  Yes / Oui

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

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

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

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

Special comments:  
Commentaires spéciaux :

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

10. b) May unscreened personnel be used for portions of the work?  
Du personnel sans autorisation sécuritaire peut-il se voir confier des parties du travail?  No / Non  Yes / Oui  
If Yes, will unscreened personnel be escorted?  
Dans l'affirmative, le personnel en question sera-t-il escorté?  No / Non  Yes / Oui

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

**INFORMATION / ASSETS / RENSEIGNEMENTS / BIENS**

11. a) Will the supplier be required to receive and store PROTECTED and/or CLASSIFIED information or assets on its site or premises?  
Le fournisseur sera-t-il tenu de recevoir et d'entreposer sur place des renseignements ou des biens PROTÉGÉS et/ou CLASSIFIÉS?  No / Non  Yes / Oui

11. b) Will the supplier be required to safeguard COMSEC information or assets?  
Le fournisseur sera-t-il tenu de protéger des renseignements ou des biens COMSEC?  No / Non  Yes / Oui

**PRODUCTION**

11. c) Will the production (manufacture, and/or repair and/or modification) of PROTECTED and/or CLASSIFIED material or equipment occur at the supplier's site or premises?  
Les installations du fournisseur serviront-elles à la production (fabrication et/ou réparation et/ou modification) de matériel PROTÉGÉ et/ou CLASSIFIÉ?  No / Non  Yes / Oui

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

11. d) Will the supplier be required to use its IT systems to electronically process, produce or store PROTECTED and/or CLASSIFIED information or data?  
Le fournisseur sera-t-il tenu d'utiliser ses propres systèmes informatiques pour traiter, produire ou stocker électroniquement des renseignements ou des données PROTÉGÉS et/ou CLASSIFIÉS?  No / Non  Yes / Oui

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



Contract Number / Numéro du contrat W0106-15-EMQ/3
Security Classification / Classification de sécurité NON CLASSIFIÉE

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

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

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

**SUMMARY CHART / TABLEAU RÉCAPITULATIF**

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

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

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

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

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



Government of Canada  
Gouvernement du Canada

Contract Number / Numéro du contrat W0106-15-EMQ/3
Security Classification / Classification de sécurité NON CLASSIFIÉE

PART D: AUTHORIZATION / PARTIE D: AUTORISATION			
13. Organization Project Authority / Chargé de projet de l'organisme			
Name (print) - Nom (en lettres moulées) Robert Hunter		Title - Titre Coordonnateur Serv Ent Mén, BS 2 DIV	Signature <i>Robert Hunter</i>
Telephone No. - N° de téléphone 418-844-5000 poste 5441	Facsimile No. - N° de télécopieur 418-844-7590	E-mail address - Adresse courriel Hunter.JMR@forces.gc.ca	Date 2 septembre 2014
14. Organization Security Authority / Responsable de la sécurité de l'organisme			
Name (print) - Nom (en lettres moulées) Sasa Medjovic - DSSO - Industrial Security Senior Security Analyst Tel: 613-996-0286		Title - Titre Senior Security Analyst	Signature <i>Sasa Medjovic</i>
Telephone No. - N° de téléphone	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel Email: sasa.medjovic@forces.gc.ca	Date 2014-09-05
15. Are there additional instructions (e.g. Security Guide, Security Classification Guide) attached? Des instructions supplémentaires (p. ex. Guide de sécurité, Guide de classification de la sécurité) sont-elles jointes?			<input type="checkbox"/> No / Non <input checked="" type="checkbox"/> Yes / Oui
16. Procurement Officer / Agent d'approvisionnement			
Name (print) - Nom (en lettres moulées)		Title - Titre	Signature
Telephone No. - N° de téléphone	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel	Date
17. Contracting Security Authority / Autorité contractante en matière de sécurité			
Name (print) - Nom (en lettres moulées) Chrisoula Langis		Title - Titre Contract Security Officer	Signature <i>Chrisoula Langis</i>
Telephone No. - N° de téléphone 613-941-5152	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel Chrisoula.Langis@pwgsc.gc.ca	Date Sept. 27/14



## ANNEX E 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](#).

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 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) in place with HRSDC-Labour.

**OR**

- A5.2. The Bidder certifies having submitted the Agreement to Implement Employment Equity (LAB1168) 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 F**

### **Voluntary Certification to Support the Use of Apprentices**

1. To encourage employers to participate in apprenticeship training, Contractors bidding on construction and maintenance contracts by Public Works and Government Services Canada (PWGSC) are being asked to sign a voluntary certification, signaling their commitment to hire and train apprentices.
2. Canada is facing skills shortages across various sectors and regions, especially in the skilled trades. Equipping Canadians with skills and training is a shared responsibility. In Economic Action Plan (EAP) 2013, the Government of Canada made a commitment to support the use of apprentices in federal construction and maintenance contracts. Contractors have an important role in supporting apprentices through hiring and training and are encouraged to certify that they are providing opportunities to apprentices as part of doing business with the Government of Canada.
3. Through the Economic Action Plan 2013 and support for training programs, the Government of Canada is encouraging apprenticeships and careers in the skilled trades. In addition, the government offers a tax credit to employers to encourage them to hire apprentices. Information on this tax measure administered by the Canada Revenue Agency can be found at: [www.cra-arc.gc.ca](http://www.cra-arc.gc.ca). Employers are also encouraged to find out what additional information and supports are available from their respective provincial or territorial jurisdiction.
4. Signed certifications will be used to better understand contractor use of apprentices on Government of Canada maintenance and construction contracts and may inform future policy and program development.

5. The Contractor hereby certifies the following:

*In order to help meet demand for skilled tradespeople, the Contractor agrees to use, and require its subcontractors to use, reasonable commercial efforts to hire and train registered apprentices, to strive to fully utilize allowable apprenticeship ratios<sup>1</sup> and to respect any hiring requirements prescribed by provincial or territorial statutes.*

The Contractor hereby consents to this information being collected and held by PWGSC, and Employment and Social Development Canada to support work to gather data on the hiring and training of apprentices in federal construction and maintenance contracts.

<sup>1</sup> The journeyman-apprentice ratio is defined as the number of qualified/certified journeymen that an employer must employ in a designated trade or occupation in order to be eligible to register an apprentice as determined by provincial/territorial (P/T) legislation, regulation, policy directive or by law issued by the responsible authority or agency.

*Name:*

*Signature:*

*Company Name:*

*Company Legal Name:*

*Solicitation Number:*

*Optional information to provide:*

*Number of apprentices planned to be working on this contract:*

*Trades of those apprentices:*