



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

REQUEST FOR PROPOSAL DEMANDE DE PROPOSITION

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

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

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

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

Comments - Commentaires

DOCUMENT CONTAINS A SECURITY
REQUIREMENT

Title - Sujet Janitorial, HMCS Unicorn	
Solicitation No. - N° de l'invitation W2585-151503/A	Date 2015-11-23
Client Reference No. - N° de référence du client W2585-151503	
GETS Reference No. - N° de référence de SEAG PW-\$STN-191-4842	
File No. - N° de dossier STN-5-38033 (191)	CCC No./N° CCC - FMS No./N° VME
Solicitation Closes - L'invitation prend fin at - à 02:00 PM on - le 2016-01-08	
Time Zone Fuseau horaire Central Standard Time CST	
F.O.B. - F.A.B. Plant-Usine: <input type="checkbox"/> Destination: <input type="checkbox"/> Other-Autre: <input type="checkbox"/>	
Address Enquiries to: - Adresser toutes questions à: Gerstmar, Denise	
Buyer Id - Id de l'acheteur stn191	
Telephone No. - N° de téléphone (306) 241-1018 ()	FAX No. - N° de FAX (306) 975-5397
Destination - of Goods, Services, and Construction: Destination - des biens, services et construction: Department of National Defence HMCS Unicorn 405 24th Street East Saskatoon SK S7K 0K7	

Instructions: See Herein

Instructions: Voir aux présentes

Vendor/Firm Name and Address

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

Issuing Office - Bureau de distribution

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

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

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NOTICE

Security

This notice is to advise ALL interested bidders that in order to be awarded a contract which contains a security requirement, all bidders **MUST** hold a valid Security Clearance granted or approved by PWGSC Canadian Industrial Security Directorate (CISD) at the level indicated in this solicitation document.

Should the bidder not currently hold a valid Security Clearance or require the level to be upgraded, PWGSC will sponsor the bidder. Please submit your written request with the following information to the Contracting Authority listed in this document by facsimile or by e-mail:

- Legal Company Name
- Mailing address
- Surname and given name of contact person
- Telephone number of contact person
- Title of contact person
- Facsimile number
- E-mail address of contact person
- Procurement Business Number
- Preferred Language of correspondence
- Level of Security Required

Additional information on PWGSC security can be found on the following web site
<http://iss-ssi.pwgsc-tpsgc.gc.ca/form-eng.html> or by dialing 1-866-368-4646 (Toll free).

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PART 1 - GENERAL INFORMATION

1.1 Introduction

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

- Part 1 General Information: provides a general description of the requirement;
- Part 2 Bidder Instructions: provides the instructions, clauses and conditions applicable to the bid solicitation;
- Part 3 Bid Preparation Instructions: provides bidders with instructions on how to prepare their bid;
- Part 4 Evaluation Procedures and Basis of Selection: indicates how the evaluation will be conducted, the evaluation criteria that must be addressed in the bid, and the basis of selection;
- Part 5 Certifications: includes the certifications to be provided;
- Part 6 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 Statement of Work, the Basis of Payment, Security Requirements, the Security Requirements Checklist, the Federal Contractors Program for Employment Equity - Certification, the Insurance Requirements, DND 626 Task Authorization Form and any other annexes.

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1.2 Summary

The Department of National Defence requires the provision of all materials/supplies, equipment, labour and supervision necessary to perform janitorial duties at the HMCS Unicorn located at 405 24th Street East in Saskatoon SK as detailed herein during the period of the contract from the date of issuance to 31 January 2017.

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

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).

There is a mandatory site visit associated with this requirement.

1.3 Debriefings

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

PART 2 - BIDDER INSTRUCTIONS

2.1 Standard Instructions, Clauses and Conditions

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

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

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

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

Delete: 60 days
Insert: 120 days

2.1.1 SACC Manual Clauses

B1000T (2014-06-26), Condition of Material

2.2 Submission of Bids

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

2.3 Former Public Servant

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

Definitions

For the purposes of this clause,

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

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

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

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

Former Public Servant in Receipt of a Pension

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

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

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

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

Work Force Adjustment Directive

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

If so, the Bidder must provide the following information:

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

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

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2.4 Enquiries - Bid Solicitation

All enquiries must be submitted in writing to the Contracting Authority no later than fifteen (15) calendar days before the bid closing date. Enquiries received after that time may not be answered.

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

2.5 Applicable Laws

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

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

2.6 Mandatory Site Visit

It is mandatory that the Bidder or a representative of the Bidder visit the work site. Arrangements have been made for the site visit to be held at **HMCS Unicorn, 405 24th Street East, Saskatoon SK on Wednesday December 9, 2015. The site visit will begin at 1PM CST.**

Bidders must communicate with the Contracting Authority no later than Tuesday December 8, 2015 at 2pm CST to confirm attendance and provide the name(s) of the person(s) who will attend.

Bidders will be required to sign an attendance sheet. Bidders should confirm in their bid that they have attended the site visit. Bidders who do not attend the mandatory site visit or do not send a representative will not be given an alternative appointment and their bid will be declared non-responsive. Any clarifications or changes to the bid solicitation resulting from the site visit will be included as an amendment to the bid solicitation

PART 3 - BID PREPARATION INSTRUCTIONS

3.1 Bid Preparation Instructions

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

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

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

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

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

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

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

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

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

Section I: Technical Bid

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

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

Section II: Financial Bid

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

3.1.2 Exchange Rate Fluctuation

C3011T (2013-11-06), Exchange Rate Fluctuation

Section III: Certifications

Bidders must submit the certifications required under Part 5.

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PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

4.1 Evaluation Procedures

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

4.1.1 Technical Evaluation

Mandatory Technical Criteria

- (a) Ability to perform the full scope of work as described in Annex A, Statement of Work (By submitting a bid, the bidder is stating they can and will perform the work as described in Annex A, Statement of Work.)

Compliance: YES _____ NO _____

- (b) Provision of pricing as detailed in Annex B, Basis of Payment

Compliance: YES _____ NO _____

- (c) The Contractor shall meet Security Requirements.

Compliance: YES _____ NO _____

- (d) The Contractor shall provide the Contract Financial Security Requirements should a Contract be awarded

Compliance: YES _____ NO _____

- (e) The Bidder must certify that the quality of service provided will be as per the Quality Standards found at Annex F.

Compliance: YES _____ NO _____

- (f) The Bidder must provide proof of WHMIS training as per described in the Statement of Work in Annex "A" should a Contract be awarded.

Compliance: YES _____ NO _____

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4.1.2 Financial Evaluation

(Item 1.1 x 15 days) + Item 1.2 + Item 1.3 + Item 1.4 + Item 1.5 + Item 1.6 + Item 1.7 + Item 1.8 + Item 1.9 + Item 1.10 + Item 1.11 + (Item 1.12 x 25 days) + Item 1.13 + (Item 2 x 20 hours) +

Item 3.1 + Item 3.2 + Item 3.3 + Item 3.4 + Item 3.5 + Item 3.6 + Item 3.7 + Item 3.8 + Item 3.9 + Item 3.10 + (Item 3.11 x 25 days) + Item 3.12 + (Item 4 x 20 hours) +

Item 5.1 + Item 5.2 + Item 5.3 + Item 5.4 + Item 5.5 + Item 5.6 + Item 5.7 + Item 5.8 + Item 5.9 + Item 5.10 + (Item 5.11 x 25 days) + Item 5.12 + (Item 6 x 20 hours) +
= Evaluated Price

4.2 Basis of Selection

4.2.1 Mandatory Technical Criteria

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

SACC Manual Clause A0031T (2010-08-16), Basis of Selection – Mandatory Technical Criteria

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PART 5 – CERTIFICATIONS AND ADDITIONAL INFORMATION

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

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

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

5.1 Certifications Required with the Bid

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

5.1.1 Declaration of Convicted Offences

As applicable, pursuant to subsection Declaration of Convicted Offences of section 01 of the Standard Instructions, the Bidder must provide with its bid, a completed [Declaration Form](http://www.tpsgc-pwgsc.gc.ca/ci-if/formulaire-form-eng.html) (<http://www.tpsgc-pwgsc.gc.ca/ci-if/formulaire-form-eng.html>), to be given further consideration in the procurement process.

5.2 Certifications Precedent to Contract Award and Additional Information

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

5.2.1 Integrity Provisions – List of Names

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

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

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

5.2.2 Federal Contractors Program for Employment Equity - Bid Certification

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

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

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PART 6 – SECURITY AND INSURANCE REQUIREMENTS

6.1 Security Requirements

1. Before award of a contract, 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 requirements 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. Bidders are reminded to obtain the required security clearance promptly. Any delay in the award of a contract to allow the successful Bidder to obtain the required clearance will be at the entire discretion of the Contracting Authority.

3. For additional information on security requirements, Bidders should refer to the [Industrial Security Program \(ISP\)](http://ssi-iss.tpsgc-pwgsc.gc.ca/index-eng.html) of Public Works and Government Services Canada (<http://ssi-iss.tpsgc-pwgsc.gc.ca/index-eng.html>) website.

6.2 Insurance Requirements

The Bidder must provide a letter from an insurance broker or an insurance company licensed to operate in Canada stating that the Bidder, if awarded a contract as a result of the bid solicitation, can be insured in accordance with the Insurance Requirements specified in Annex D.

If the information is not provided in the bid, the Contracting Authority will so inform the Bidder and provide the Bidder with a time frame within which to meet the requirement. Failure to comply with the request of the Contracting Authority and meet the requirement within that time period will render the bid non-responsive.

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PART 7 - RESULTING CONTRACT CLAUSES

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

7.1 Statement of Work

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

7.1.1 Task Authorization

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

7.1.1.1 Task Authorization Process

Task Authorization:

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

Task Authorization Process:

1. The Project Authority will provide the Contractor with a description of the task using the "DND 626, Task Authorization Form specified in Annex E
2. The Task Authorization (TA) will contain the details of the activities to be performed, a description of the deliverables, and a schedule indicating completion dates for the major activities or submission dates for the deliverables. The TA will also include the applicable basis(bases) and methods of payment as specified in the Contract.
3. The Contractor must provide the Project Authority, within **5 calendar days** of its receipt, the proposed total estimated cost for performing the task and a breakdown of that cost, established in accordance with the Basis of Payment specified in the Contract.
4. The Contractor must not commence work until a TA authorized by the Project Authority has been received by the Contractor. The Contractor acknowledges that any work performed before a TA has been received will be done at the Contractor's own risk.

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

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

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7.1.1.3 Periodic Usage Reports - Contracts with Task Authorizations

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

The Contractor must provide this data in accordance with the reporting requirements detailed below or in Annex "F". If some data is not available, the reason must be indicated. If services are not provided during a given period, the Contractor must still provide a "nil" report.

The data must be submitted on a quarterly basis to the Contracting Authority.

The quarterly periods are defined as follows:

- 1st quarter: April 1 to June 30;
- 2nd quarter: July 1 to September 30;
- 3rd quarter: October 1 to December 31; and
- 4th quarter: January 1 to March 31.

The data must be submitted to the Contracting Authority no later than thirty (30) calendar days after the end of the reporting period.

Reporting Requirement- Details

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

For each authorized task:

- 1) the authorized task number or task revision number(s);
- 2) a title or a brief description of each authorized task;
- 3) the total estimated cost specified in the authorized Task Authorization (TA) of each task, exclusive of Applicable Taxes;
- 4) the total amount, exclusive of Applicable Taxes, expended to date against each authorized task;
- 5) the start and completion date for each authorized task; and
- 6) the active status of each authorized task, as applicable.

For all authorized tasks:

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

7.1.1.4 Task Authorization - Department of National Defence

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

7.2 Standard Clauses and Conditions

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

7.2.1 General Conditions

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

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7.3 Security Requirements

The following security requirements (*SRCL and related clauses provided by ISP*) apply and form part of the Contract.

SECURITY REQUIREMENT FOR CANADIAN SUPPLIER: PWGSC FILE 15-1503

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).

7.4 Term of Contract

7.4.1 Period of the Contract

The period of the Contract is from the date of issuance to 31 January 2017 inclusive.

7.4.2 Option to Extend the Contract

The Contractor grants to Canada the irrevocable option to extend the term of the Contract by up to TWO (2) additional one year periods under the same conditions, from 01 February 2017 to 31 January 2018 and 01 February 2018 to 31 January 2019. 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 fifteen (15) 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.

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7.5 Authorities

7.5.1 Contracting Authority

The Contracting Authority for the Contract is:

Name: Denise Gerstmar
Title: Acting Supply Specialist
Public Works and Government Services Canada
Acquisitions Branch
Directorate: Western
Address: 201 – 1800 11th Avenue, Regina, Saskatchewan S4P 0H8
Telephone: 306-241-1018
Facsimile: 306-780-5603
E-mail address: denise.gerstmar@pwgsc-tpsgc.gc.ca

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

7.5.2 Project Authority

The Project Authority for the Contract is:

TO BE DETERMINED

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

7.5.3 Contractor's Representative

Name: _____
Title: _____
Company: _____
Address: _____
Telephone: _____
Facsimile: _____
E-mail address: _____

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7.6 Proactive Disclosure of Contracts with Former Public Servants

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

7.7 Payment

7.7.1 Basis of Payment

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

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

7.7.2 Limitation of Expenditure

1. Canada's total liability to the Contractor under the Contract must not exceed \$ TO BE INSERTED AT CONTRACT AWARD. 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.

7.7.3 Monthly Payment

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

7.7.4 SACC Manual Clauses

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

7.7.6 Time Verification

SACC Manual Clause C0711C (2008-05-12), Time Verification

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7.8 Invoicing Instructions

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

Each invoice must be supported by:

- a) a copy of time sheets to support the time claimed;
2. Invoices must be distributed as follows:
 - a) The original and one (1) copy must be forwarded to the address shown on page 1 of the Contract for certification and payment.
 - b) One (1) copy must be forwarded to the Contracting Authority identified under the section entitled "Authorities" of the Contract

7.9 Certifications

7.9.1 Compliance

The continuous compliance with the certifications provided by the Contractor in its bid and the ongoing cooperation in providing additional 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 additional information, or if it is determined that any certification made by the Contractor in its bid is untrue, whether made knowingly or unknowingly, Canada has the right, pursuant to the default provision of the Contract, to terminate the Contract for default.

7.10 Applicable Laws

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

7.11 Priority of Documents

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

- (a) the Articles of Agreement;
- (b) the general conditions 2035 (2015-07-03), Higher Complexity - Services;
- (c) Annex A, Statement of Work;
- (d) Annex B, Basis of Payment;
- (e) Annex C, Security Requirements Check List;
- (f) Annex D, Insurance Requirements;
- (g) the signed Task Authorizations (including all of its annexes, if any);
- (h) the Contractor's bid dated _____, (insert date of bid)

7.12 Defence Contract

SACC Manual clause A9006C (2012-07-17), Defence Contract

7.13 SACC Manual Clauses

A9062C	Canadian Forces Site Regulations	2011-05-16
E0008C	Security Deposit Definition – Contract	2014-09-25

7.14 Insurance Requirements

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

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

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

7.15 Contract Financial Security

1. The Contractor must provide one of the following contract financial securities within fourteen (14) calendar days after the date of contract award:
 - a) a performance bond form [PWGSC-TPSGC 505](#) in the amount of **ten (10) percent** of the Contract Price; or
 - b) a security deposit as defined in clause [E0008C](#) in the amount of **ten (10) percent** of the Contract Price.

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

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

7.15.1 SACC Manual clause [E8000C](#) (2014-09-25), Financial Security Definition

ANNEX "A" STATEMENT OF WORK

To supply all labour, materials, equipment and supervision necessary to provide janitorial services as detailed herein at the HMCS Unicorn, Saskatoon, Saskatchewan during the period from the date of award to 31 December 2016 with two additional one (1) year option years.

All areas in the attached Appendix A - DCE 15-1503 shall be addressed by the Contractor with no exceptions.

In particular, please note the following mandatory items from Appendix A - DCE 15-1503:

1. Section A, Item #14

14. TELEPHONE

- .1 To facilitate contact between the contractor and the Engineer, the contractor shall maintain a valid and operational telephone manned continuously during normal work hours, 0800 to 1630 hours Monday to Friday, where he is to supply the Engineer with an emergency telephone number or numbers for direct emergency contact.

2. Section A, Item #24

24. PERSONNEL SAFETY

- .1 Contractor to ensure all cleaners are Work Place Hazardous Material Information System (WHMIS) trained before starting work on DND premises.
- .2 Proof of WHMIS training must be provided upon request of the Contracting Authority or the Project Authority prior to Contract award.

3. Section B, Item #4

4. SITE OF WORK

- .1 The work under this section covers the furnishing of all labour, materials, tools and equipment necessary to carry out the janitorial services to HMCS Unicorn.
- .2 In addition to the staff required for general cleaning in the Armory Contractor shall maintain a staff as follows:
 - a. Day shift shall consist of sufficient staff for the cleaning of washrooms, hallways, offices, stores, lounges and all daily activities identified in Appendix B;
 - b. Cleaning of HMCS Unicorn, shall be done from 0800 hours to 1630 hours Monday to Friday and when designated by the Engineer.
 - c. Day shift cleaning staff assigned to this location as per item a) above shall be onsite continuously during the hours identified in item b) above, without exception.

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Appendix A

DEPARTMENT OF NATIONAL DEFENCE

SPECIFICATIONS

SERVICE CONTRACT - JANITORIAL SERVICES

FOR

HMCS UNICORN

SASKATOON, SASKATCHEWAN

DCE 15-1503

May 2015

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SECTION A

1. SCOPE OF WORK

- .1 Public Works and Government Services Canada contract documents shall be read in conjunction with this specification and shall apply to, and govern, all phases of the work covered.

2. CONDITIONS FOR MAINTAINING CONTRACT

- .1 The contractor shall provide sufficient cleaners to maintain the areas in an acceptable state of cleanliness.
- .2 The minimum age of cleaners shall be eighteen (18) years of age, the contractor shall not allow his employees to bring children to work areas.
- .3 The contractor shall not sub-contract out cleaning.
- .4 The contractor shall be responsible for ensuring that a physical and visual exterior check is made to ensure that all doors and windows are locked immediately after leaving the building. Recurring security infractions arising from failure to carry out this check will be cause for immediate termination of this contract.
- .5 The contractor shall ensure that all venetian blinds and cloth blinds are left in the quarter to one-half closed position during silent hours.
- .6 Exit and outside security lights only to be left on during silent hours unless otherwise designated.
- .7 The contractor will only take direction from the Engineer. The contractor shall direct all personnel to the engineer who will deal with any requests or complaints about cleaning services.

3. SITE OF WORK

- .1 The building listed herein is situated in the City of Saskatoon.
- .2 Building to be done is HMCS Unicorn

4. DEFINITION

- .1 The "Engineer" means the Department Construction Engineering Officer or his authorized representative.

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5. WORK INCLUDED

a. General

- .1 The work under this contract comprises the furnishing of all labour, material, and equipment required to complete the cleaning services indicated for the building as listed in Appendix B.

b. Special Responsibilities

- .1 The contractor shall perform all services in an efficient, thorough, and professional manner to the satisfaction of the Engineer and in accordance with this agreement and specification.
- .2 Cleaning staff will not disturb papers on desks.
- .3 Cleaning staff will not open drawers or cabinets.
- .4 Report to the Construction Engineering Section any malfunction of electrical, heating or plumbing equipment, or of any damages to the building.
- .5 The contractor shall sign for and be responsible for all keys required for the performance of their work.
- .6 The cleaning staff is responsible to clean/clear the sidewalk to the building for a distance of 3 meters in from all entrances and exits.
- .7 Cleaning staff shall restrict their smoking habits to designated areas and under no circumstances shall intoxicants be permitted in any area.
- .8 Cleaning staff shall replace incandescent light bulbs that are located 3 meters or under in height from floor level.

6. FREQUENCY OF CLEANING

- .1 Frequency of cleaning may be increased or decreased to specified areas as deemed necessary because of increase or decrease in usage, weather conditions, temporary closure, or demolition of a specified area.

7. WORK NOT INCLUDED

- .1 Exterior sides of glazing or exterior perimeter walls, except where noted.
- .2 Cleaning of computers, typewriters, teletypes, or any like machines and the table, stand, or supports.
- .3 Areas excluded as indicated on marked record plans.
- .4 The mechanical, electrical, and transformer rooms are not included in this contract.
- .5 Supply or storage rooms.

8. MATERIAL AND EQUIPMENT

- .1 All materials such as but not limited to, toilet paper, hand soap, paper toweling, sanibags, deodorant blocks, soaps, detergents, scouring materials, cleaning waxes, sealers shall be supplied by contractor and where applicable must comply with the latest specification of the Canadian General Specification Boards, or equal. All materials and methods must be suitable for the intended and shall not be harmful to such surfaces. All materials shall be subject to Government Laboratory tests of samples taken from materials delivered to the site. Requests for acceptance of non-specified equipment or material shall be submitted in writing to Detachment Construction Engineering Officer, Canadian Forces Detachment Dundurn, Saskatchewan, S0K 1K0. The request must be supported with sufficient product information to enable the Engineer to make an assessment.
- .2 The contractor shall supply all scrubbing machines, polishers, vacuums, ladders, etc., required to provide a complete janitorial service.

9. MATERIAL SUPPLIED BY DND

- .1 Sand required for sanding sidewalks and entrance steps.
- .2 Incandescent bulbs.

10. IDENTIFICATION

- .1 Contractor is responsible to acquire temporary identification cards for his employees. When employment has ceased, the contractor shall turn in ID cards within 48 hours.

11. SUPERVISION

- .1 The contractor or his representative shall give personal and constant supervision to the work and be available on the site during the working day for consultation with the Engineer.
- .2 The contractor or his representative shall make themselves available for a site meeting with the site authority once per week between 0800 and 1630 hours.
- .3 The contractor or his representative shall conduct an inspection of the work site to ensure his personnel are performing their duties to the terms and conditions of the contract.

12. SCHEDULES

- .1 The contractor shall submit a proposed labour distribution and shift schedule to the Engineer showing the exact days that the cleaning schedule will be carried out. Any change or deviation by the contractor must be approved by the Engineer.

13. SERVICE PROVIDED

- .1 Locked storage space in buildings covered by the contract will be provided where space is available.
- .2 Electricity, hot and cold water required by the contractor in the execution of janitorial services will be provided by DND without charge.

14. TELEPHONE

- .1 To facilitate contact between the contractor and the Engineer, the contractor shall maintain a valid and operational telephone manned continuously during normal work hours, 0800 to 1630 hours Monday to Friday, where he is to supply the Engineer with an emergency telephone number or numbers for direct emergency contact.

15. INSPECTIONS

- .1 Throughout the duration of their contract, the site authority's authorized representative shall conduct "as required" inspection tours of all facilities included under the terms of this contract. The contractor, or his authorized representative, shall accompany the site authority's representative on each inspection on one days notice.

16. RELATED TASKS

- .1 When desks or other office furniture must be moved to facilitate shampooing carpet or other work under this contract, such movement of furniture shall be the contractor's responsibility including notification of occupants a week in advance to allow moving and storage time for papers, equipment and supplies.

17. DISPOSAL OF WASTES

- .1 All garbage to be collected in industrial type garbage bags.
- .2 Burying of rubbish and waste material on site is not permitted.
- .3 Disposal of waste of volatile materials such as mineral spirits, oil or solvents into waterways, storm or sanitary sewers is prohibited.
- .4 All litter, waste paper and sweepings shall be deposited in a metal container provided outside the building by DND.

18. PERSONNEL

- .1 Supply list of names, addresses and phone numbers of cleaning staff employees to the site authority. Keep this list current.

19. MISHAPS

- .1 The contractor shall be responsible to repair or replace windows or other items damaged by his employees in the course of their janitorial duties.
- .2 It is the contractor's responsibility at time of contract award to examine the surfaces which are to be maintained in order to ascertain their condition and to bring to the site authority's attention, in writing, any defective surfaces.

20. PAYMENT TO THE CONTRACTOR

- .1 The contractor will submit invoices monthly. Payment will be made upon certification by the Inspector that the work has been performed in accordance with the specification. Certification that wages have been paid in accordance with the schedule to labour conditions must accompany the invoices.

21. FIRE SAFETY PLAN

- .1 Contractors and their personnel shall be familiar with this section and its requirements.

22. FIRE DEPARTMENT BRIEFING

- .1 The Engineer shall coordinate arrangements for the contractor to be briefed on Fire Safety at their pre-work conference by the Fire Chief before any work has commenced.

23. REPORTING FIRES

- .1 Know the location of nearest fire alarm box and telephone, including the emergency phone number.
- .2 Report immediately all fire incidents to the Fire Department as follows:
 - a. Activate nearest fire alarm box; or
 - b. Telephone 911
- .3 Person activating fire alarm box shall remain at the box to direct Fire Department to scene of fire, name or number of building, and be prepared to verify the location.

24. PERSONNEL SAFETY

- .1 Contractor to ensure all cleaners are Work Place Hazardous Material Information System (WHMIS) trained before starting work on DND premises.
- .2 Proof of WHMIS training must be provided upon request of the Contracting Authority or the Project Authority prior to Contract award.

25. INTERIOR AND EXTERIOR PROTECTION AND ALARM SYSTEM

- .1 Fire protection and alarm system shall not be:
 - a. Obstructed in any way
 - b. Shut off; or left inactive at the end of a working day or shift without modification and authorization from the Fire Chief.

26. RUBBISH AND WASTE MATERIALS

- .1 Rubbish and waste materials to be kept to a minimum.
- .2 The burning of rubbish is prohibited.
- .3 Contents of ashtrays and all smoking material shall be deposited in a metal container equipped with a self closing, tight fitting metal lid. These materials will not be picked up or dumped in the same containers as litter.
- .4 All rubbish shall be removed from the work site at the end of the work day or shift or as directed.
- .5 Janitor rooms and storage closets shall be kept clean, neat and tidy at all times. Mops and dusters that have been contaminated with furniture polish, wax or oil, shall be kept in closed metal containers to prevent spontaneous combustion.

27. FLAMMABLE LIQUIDS

- .1 The handling, storage, and use of flammable liquids are to be governed and guided by the current National Fire Code of Canada.
- .2 Flammable liquids such as varsol and paint thinner, may be kept for ready use in quantities not exceeding 45 litres provided they are stored in approved safety cans bearing the underwriter's Laboratory of Canada or Factory Mutual Seal of Approval. Storage of quantities of flammable liquids exceeding 45 litres for work purposes, requires written permission of the Fire Chief.
- .3 Transfer of flammable liquids is prohibited within buildings.
- .4 Transfer of flammable liquids shall not be carried out in the vicinity of open flames or any type of heat producing devices.
- .5 Flammable liquids having flash point below 38° such as naptha or gasoline shall not be used as solvents or cleaning agents.
- .6 Flammable waste liquids for disposal shall be stored in approved containers located in a safe ventilated area. Quantities are to be kept to a minimum and there shall be no burning or dumping permitted.

28. QUESTION OR CLARIFICATION

- .1 Any question or clarification of Fire Safety in addition to the above requirements shall be directed to and cleared by the Base Fire Chief through the Engineer.

SECTION B

1. SCOPE OF WORK GENERAL

- .1 All cleaning materials must be in accordance with the Canadian General Specifications Board and outlined in C-98-009-002/mf-002. All materials shall be subject to Government laboratory tests of samples taken from materials delivered to the site.
- .2 Materials and equipment required but not limited to, for the performance of the contract such as mopping tanks, scrubbing machines, floor machine, vacuum cleaners, brooms, mops (wet and dry), ladders, dusting cloths, pails, scrub brushes, cloths, scrapers, soaps, scouring materials, detergents, spray deodorants, disinfectants, polishing materials such as waxes and applicators, deodorant block, toilet/paper towels, hand soap shall be supplied by the contractor.

2. MANUFACTURER'S INSTRUCTION

- .1 Unless otherwise specified, comply with manufacturer's latest printed instructions for materials and installation methods.
- .2 Notify the Engineer in writing of any conflict between these specifications and the manufacturer's instructions. The Engineer will designate which document is to be followed.

3. DELIVERY AND STORAGE

- .1 Deliver, store and maintain packaged material and equipment with manufacturer's seals and labels intact.
- .2 Prevent damage, adulteration and soiling of material and equipment during delivery, handling and storage. Immediately remove rejected material and equipment from the site.
- .3 Store materials and equipment in accordance with suppliers instructions, any equipment not in top working condition shall be repaired or removed from the site within 24 hours.

4. SITE OF WORK

- .1 The work under this section covers the furnishing of all labour, materials, tools and equipment necessary to carry out the janitorial services to HMCS Unicorn.
- .2 In addition to the staff required for general cleaning in the Armory Contractor shall maintain a staff as follows:
 - a. Day shift shall consist of sufficient staff for the cleaning of washrooms, hallways, offices, stores, lounges and all daily activities identified in Appendix B
 - b. Cleaning of HMCS Unicorn, shall be done from 0800 hours to 1630 hours Monday to Friday and when designated by the Engineer.
 - c. Day shift cleaning staff assigned to this location as per item a) above shall be onsite continuously during the hours identified in item b) above, **without exception**.

5. EXTERIOR

- .1 All ornamental iron work, metal entrance doors and push bars of the building shall be kept polished and thoroughly cleaned.
- .2 Keep glass in entrance doors clean on both sides.
- .3 Keep entrances, sidewalks and lawn clear of debris, such as paper, cartons, refuse and etc.
- .4 Remove slush and sand accumulations around entrances to maintain a clean and tidy appearance.
- .5 Sidewalk and landing shall be swept clean.
- .6 Entrances, including emergency exits, and sidewalks shall be kept free of snow and ice accumulation and sanded or chemically treated to provide safe footing to a distance of 3 meters from building.

6. FLOORS - VINYL

- .1 Floors to be swept using a dust control method. Damp or spot mop to remove marks from coffee spillage, smudges or other stains or gum, etc.
- .2 Floors to be stripped, completely removing the existing floor finish. Floor finish accumulations under furniture, radiators, in corners and on baseboards, to be removed.

Floors to be rinsed with clear water and two coats of non-slip finish applied and buffed after each coat.

- .3 Care to be taken to not allow cleaning solutions to seep under furniture legs, file cabinets and partitions.

7. FLOORS - CONCRETE

- .1 One coat of an approved sealant shall be applied, no waxing shall be permitted.
- .2 Floors shall be washed and scrubbed with an abrasive to remove all stains and other accumulated surface dirt.
- .3 Floors shall be swept using a dust control method.

8. FLOORS - TERRAZZO, MOSAIC AND QUARRY TILE

- .1 Floors shall be maintained by dusting and damp mopping.
- .2 No waxing shall be permitted. Only approved sealer shall be applied.

9. FLOORS - HARDWOOD

- .1 Hardwood floors shall be dust mopped then damp mopped daily. Offeror shall clean up all spills throughout the day after daily cleaning. Using water for washing or spot mopping only allowed when absolutely necessary. (ie To clean coffee marks or other stains when stripping floors).

10. CARPETS, RUGS AND DRAPES

- .1 Rugs and carpets to be spot cleaned and vacuumed. Where spots cannot be removed by normal means, they shall be reported to the site authority.
- .2 Carpets shall be steam cleaned twice (2) per year.
- .3 Carpet shall be cleaned by the hot water extraction (steam cleaning) method using a non-foaming low residue detergent.
- .4 The water and detergent solution shall be applied under pressure with a self contained, motor driven, truck mounted unit.
- .5 Gum shall be removed by quick freezing it with dry ice and striking it sharply with a hammer or other instrument. Scrape area where gum was removed and clean off any residue with a dry cleaning solvent.
- .6 Allow sufficient dry cleaning time prior to replacing furniture.
- .7 Drapes, curtains shall be vacuumed.

11. CEILINGS

- .1 Ceilings to be spot washed as necessary to give a clean and neat appearance at all times.

- .2 Thoroughly wash once (1) a year.

12. MISCELLANEOUS

- .1 High ledges over 3 meters, tops of partitions, pipes and other high areas to be dusted.
- .2 Notice boards, interior of hose cabinets and display show cases to be cleaned, glass to be kept clean.
- .3 Stainless steel or polished metal borders around cabinets and notice boards to be dusted and cleaned.
- .4 Air intake grills, air diffusers and metal work to be vacuumed and washed.
- .5 Door knobs, push bars, kick plates, railings, doors and other surfaces shall be cleaned and polished.
- .6 All water fountains to be washed and disinfected (odor of disinfectant must not be objectionable).
- .7 Metal door frames throughout the building to be cleaned of finger marks.
- .8 Fire extinguishers to be kept cleaned and polished.
- .9 All window stools/ledges to be dusted and damp wiped.
- .10 Blackboards shall be cleaned with a dry cloth or chamois.

13. ENTRANCES AND LOBBIES

- .1 Floors to be swept, washed and reconditioned, stripping and refinished as per Appendix A.
- .2 Mats to be removed and cleaned on both sides daily.
- .3 Entrance to lobby to be kept free from debris so that they always present a favorable appearance.
- .4 Glass doors to be cleaned daily on both sides, and all glass windows in entrances to be washed once a week on both sides.
- .5 Furniture in the lobby is to be cleaned as office furniture.

14. STAIRS AND LANDINGS

- .1 Sweep using a dust control method daily.
- .2 Hand railings, baseboards and all ledges to be dusted daily. Vertical grill coils to be dusted daily.

15. WASHROOMS

- .1 Floors to be swept using a dust control method and washed.

- .2 Floors, baseboards, ledges and corners to be kept clean.
- .3 All washroom fixtures, related exposed piping, facets, mirrors, and shelves to be cleaned and disinfected daily. Deodorant blocks and powered air fresheners shall be supplied by contractor. All dispensers and receptacles will be dusted and cleaned daily.
- .4 Walls, partitions and doors to be kept free of finger marks, smudges, to be dusted and washed.
- .5 Waste paper to be emptied as frequently during the day as required.
- .6 All toilet bowls and urinals shall be de-scaled.
- .7 All showers shall be washed, disinfected and hair cleaned out of drains.
- .8 Shower curtains shall be washed as required.
- .9 Soap containers, toilet paper and linen and paper towel dispensers to be replenished daily.
- .10 Washrooms to be patrol cleaned and serviced by day staff at mid morning and mid afternoon.

16. VENETIAN BLINDS

- .1 Venetian blinds shall be dusted and washed.

17. WALLS AND PARTITIONS

- .1 Interior walls, partitions, ledges and moldings, etc., to be spot cleaned of finger marks, etc.
- .2 Baseboards to be dusted and shall be kept free of mop streaks, wax accumulation or splash marks.
- .3 Ceramic tile walls shall be washed.
- .4 Walls, columns and frames shall be dusted and washed and wiped dry.

18. COUNTERS

- .1 Counter tops to be dusted, washed and polished.

19. INTERIOR GLASS

- .1 Interior glass on doors shall be spot cleaned and/or washed.
- .2 Interior glass partitions/walls to be spot cleaned and/or washed.
- .3 Glass on showcases to be spot cleaned and/or washed.
- .4 All mirrors throughout the building to be kept cleaned and polished.

20. WINDOW CLEANING

- .1 The frequency of window cleaning is shown in DCE 12-1207 Appendix A.
- .2 The extent of window cleaning shall include interior glass only except as noted otherwise. Sills and stools are to be cleaned to the extent of removing splashing and staining from the work and to leave them dry.
- .3 Cleaning: Glass - the removal of all dirt that detracts from the appearance of transparency of the glazing over its full exposed area.

21. LIGHT FIXTURES

- .1 Fixtures: Incandescent, exposed or recessed to 3 meters height - remove cover, vacuum and wash interior, wash cover glass and replace.
- .2 Relamping:
 - a. Burnt out incandescent bulbs in indoor fixtures, are to be replaced as they occur. This applies to all areas of the building, where the contractor is responsible for cleaning. Bulbs to be supplied by DND upon request.
 - b. Any special equipment necessary for spot relamping of fixtures is to be supplied by the contractor.

22. FURNITURE AND FIXTURES

- .1 Cleared office furniture to be dusted on horizontal surfaces daily using a dust control method. Glass topped furniture to be kept free of finger marks and stains.
- .2 Exposed vertical surfaces of furniture to be dusted.
- .3 Executive office furniture to be dusted on horizontal surfaces daily using a dust control method. Glass topped furniture to be kept free of finger marks. This furniture to be cleaned and polished.
- .4 Bookcases shall be dusted. The books are not to be removed. Glass doors shall be cleaned on both sides.
- .5 Upholstered furniture to be vacuumed. Leather furniture to be dusted and damp wiped and polished.
- .6 Top of lockers shall be dusted. Vertical surfaces of lockers to be kept free of finger marks.

23. WASTE RECEPTACLES

- .1 Waste paper baskets to be emptied and dusted and/or washed and disinfected.

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24. CONTRACTOR'S SPACE

- .1 All floors shall be clean.
- .2 All fixtures and walls shall be free of dust and stains.
- .3 Mop pails/trucks shall be empty and free of odors.
- .4 There shall be no waste paper, garbage or empty containers in the janitor closets.
- .5 Slop sinks shall be cleaned and disinfected daily.

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APPENDIX B

GENERAL SERVICES	DAILY	WEEKLY	MONTHLY	YEARLY	OTHERS
1. Empty Wastebaskets	X				
2. Dispose of trash by placing in bags and removing to garbage shed	X				
3. Empty and damp clean ashtrays	X				
4. Wash all wastebaskets (In rotation)		X			
5. Clean and sanitize telephones		X			
6. Dust and spot clean all furniture including desks, chairs & tables	X				
7. Clean and polish furniture and bright metal		X			
8. Clean and sanitize drinking fountains	X				
9. Spot clean reception lobby glass including front door	X				
10. Spot clean interior glass in partitions and doors	X				
11. Clean entire glass interior in partitions, doors, lobby and windows		X			
12. Glass doors to be cleaned both sides	X				
13. Remove fingerprints from front doors, frames, light switches, kick and push plates, handles and railings	X				
14. Clean counter tops		X			
15. Low dust on all horizontal surfaces under 3m		X			
16. High dust above hand height all horizontal surfaces over 3m				X	
17. Vacuum fabric furniture			X		
18. Damp wipe plastic and leather furniture		X			
19. Wood paneled surfaces to be oiled after cleaning				X	
20. Snow removal of 3 meters at all exits	X				
21. Ceiling and wall to a height of 3m to be washed thoroughly				X	
22. Glass windows in entrances		X			
23. Tops of lockers to be dusted		X			
24. Boat storage classroom and bathroom		X			

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WASHROOM SERVICES	DAILY	WEEKLY	MONTHLY	YEARLY	OTHERS
1. Clean, sanitize, and polish all vitreous fixtures including toilet bowls, urinals and basins	X				
2. Clean and polish all chrome fittings	X				
3. Remove spots from wall and counter area adjacent to hand basins		X			
4. Clean and sanitize all toilet seats	X				
5. Clean and polish all glass and mirrors	X				
6. Empty all containers, insert liners as required	X				
7. Wash and sanitize all containers		X			
8. Wash and sanitize floors	X				
9. Remove fingerprints from doors, frames, light switches, kick and push plates, handles, etc		X			
10. Refill all dispensers to normal limits - napkins, soap, tissues, towel, liners, seat holders, etc		X			
11. Dust and spot clean metal partitions		X			
12. Wash and sanitize metal partitions			X		
13. Shower stalls to be washed, disinfected and hair cleaned out of drains	X				

EATNG AREA SERVICES	DAILY	WEEKLY	MONTHLY	YEARLY	OTHERS
1. Wash and sanitize table tops	X				
2. Clean, polish and refill napkin holders		X			
3. Empty and sanitize all containers			X		
4. Wash and sanitize chairs			X		
5. Wash and sanitize kitchen floor	X				
6. Damp clean seats and backs of chairs		X			

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FLOOR SERVICES RESILIENT AND HARD WOOD	DAILY	WEEKLY	MONTHLY	YEARLY	OTHERS
1. Dust mop (hardwood and resilient)	X				
2. Remove all scuff marks (hardwood and resilient)	X				
3. Damp mop (spot clean) as and when required (hardwood and resilient)	X				
4. Wash (hardwood and resilient)	X				
5. Spray buff traffic areas (resilient only)		X			
6. Spray buff entire area and restore finish (rewax and buff) (resilient only)			X		
7. Clean baseboards (hardwood and resilient)			X		

CARPET SERVICES	DAILY	WEEKLY	MONTHLY	YEARLY	OTHERS
1. Corrective care vacuum	X				
2. Preventive care vacuum	X				
3. Inspect for spots - remove if possible		X			
4. Full shampoo or stean April & Nov - 3rd week					S/A

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MISCELLANEOUS SERVICES	DAILY	WEEKLY	MONTHLY	YEARLY	OTHERS
1. Clean stairwells (sweep)	X				
2. Clean stairwells (wash)		X			
3. Clean inside windows			X		
4. Replace burned out lights. Supplies to be furnished by client					A/R
5. Damp wipe artificial plants				X	
6. Radiator and/or converter covers to be removed and convectors vacuumed				X	
7. Clean Drapes					As requested
8. Clean Venetian Blinds					As requested

DAILY SERVICES WILL BE PERFORMED FIVE TIMES PER WEEK
EXCLUDING STATUTORY HOLIDAYS

HOURS OF OPERATION WILL BE BETWEEN 0800 - 1630 HOURS

IN CASE OF AFTER HOURS EMERGENCY CONTACT DUTY ENGINEER – TO BE INSERTED AT CONTRACT AWARD

GENERAL PROCEDURES

LEAVE NOTICE ON ANY OBSERVED IRREGULARITIES, IE, DEFECTIVE PLUMBING, UNLOCKED DOOR, LIGHTS LEFT ON

TURN OFF LIGHTS EXCEPT THOSE TO BE LEFT ON

CLOSE WINDOWS AND LOCK DOORS

FACILITIES DESCRIPTION

BUILDING	VENETIAL BLINDS (CM)	TOILETS	SINKS	URINALS	SHOWER STALLS	HC ARMOURY
HMCS UNICORN	5- 91 x 183 12 - 183 x 183	11	20	4	9	2575 m2

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ANNEX "B" BASIS OF PAYMENT

- All prices/rates are GST extra,
- FOB destination
- The estimated quantities are for evaluation purposes only.

Note : HMCS Unicorn will be shut down and no cleaning services will be required at the end of December each year. The project authority will provide the exact dates. Prices noted for the month of December should be adjusted accordingly. Allow for the same timeframe for closure of the HMCS Unicorn for Option Year 1 and Option Year 2.

1. Year 1 - Date of award to 31 December 2016

- | | | |
|---|-----------------------------|---------------|
| 1) Daily Rate for January 2016 | Estimated Quantity: 15 days | \$_____/day |
| 2) Firm monthly rate for February 2016 | | \$_____/month |
| 3) Firm monthly rate for March 2016 | | \$_____/month |
| 4) Firm monthly rate for April 2016 | | \$_____/month |
| 5) Firm monthly rate for May 2016 | | \$_____/month |
| 6) Firm monthly rate for June 2016 | | \$_____/month |
| 7) Firm monthly rate for July 2016 | | \$_____/month |
| 8) Firm monthly rate for August 2016 | | \$_____/month |
| 9) Firm monthly rate for September 2016 | | \$_____/month |
| 10) Firm monthly rate for October 2016 | | \$_____/month |
| 11) Firm monthly rate for November 2016 | | \$_____/month |
| 12) Daily Rate for December 2016 | Estimated Quantity: 25 days | \$_____/day |

2. HOURLY RATE TO PERFORM ADDITIONAL DUTIES – Year One - from Date of Award to 31 January 2017:

Firm hourly rate to perform additional duties, Estimated Quantity: 20 hours \$_____/hour
As and when requested by Site Authority,.

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3. Option Year 1 – 01 February 2017 to 31 January 2018

- | | | |
|---|-----------------------------|----------------|
| 1) Firm monthly rate for February 2017 | | \$ _____/month |
| 2) Firm monthly rate for March 2017 | | \$ _____/month |
| 3) Firm monthly rate for April 2017 | | \$ _____/month |
| 4) Firm monthly rate for May 2017 | | \$ _____/month |
| 5) Firm monthly rate for June 2017 | | \$ _____/month |
| 6) Firm monthly rate for July 2017 | | \$ _____/month |
| 7) Firm monthly rate for August 2017 | | \$ _____/month |
| 8) Firm monthly rate for September 2017 | | \$ _____/month |
| 9) Firm monthly rate for October 2017 | | \$ _____/month |
| 10) Firm monthly rate for November 2017 | | \$ _____/month |
| 12) Daily Rate for December 2017 | Estimated Quantity: 25 days | \$ _____/day |
| 13) Firm monthly rate for January 2018 | | \$ _____/month |

25. HOURLY RATE TO PERFORM ADDITIONAL DUTIES –
Option Year 1 –01 February 2017 to 31 January 2018:

Firm hourly rate to perform additional duties, As and when requested by Site Authority,	Estimated Quantity: 20 hours	\$ _____/hour
--	------------------------------	---------------

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26. Option Year 2 – 01 February 2018 to 31 January 2019

- | | | |
|---|-----------------------------|----------------|
| 1) Firm monthly rate for February 2018 | | \$ _____/month |
| 2) Firm monthly rate for March 2018 | | \$ _____/month |
| 3) Firm monthly rate for April 2018 | | \$ _____/month |
| 4) Firm monthly rate for May 2018 | | \$ _____/month |
| 5) Firm monthly rate for June 2018 | | \$ _____/month |
| 6) Firm monthly rate for July 2018 | | \$ _____/month |
| 7) Firm monthly rate for August 2018 | | \$ _____/month |
| 8) Firm monthly rate for September 2018 | | \$ _____/month |
| 9) Firm monthly rate for October 2018 | | \$ _____/month |
| 10) Firm monthly rate for November 2018 | | \$ _____/month |
| 11) Daily Rate for December 2018 | Estimated Quantity: 25 days | \$ _____/day |
| 12) Firm monthly rate for January 2019 | | \$ _____/month |

27. HOURLY RATE TO PERFORM ADDITIONAL DUTIES
Option Year 1 – 01 January 2018 to 31 December 2018:

Firm hourly rate to perform additional duties, As and when requested by Site Authority,.	Estimated Quantity: 20 hours	\$ _____/hour
---	------------------------------	---------------

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7. Bidder must provide the names of proposed staff to be assigned to this site and estimated hours of work per week:

<u>Name</u>	<u>Est. Hours per WEEK</u>
-------------	----------------------------

<i>Example - Cleaner #1</i>	<i>40</i>
-----------------------------	-----------

_____	_____
_____	_____
_____	_____
_____	_____

Please note the following mandatory item from Appendix A - DCE 9113 when calculating item 7 above:

4. SITE OF WORK

- .1 The work under this section covers the furnishing of all labour, materials, tools and equipment necessary to carry out the janitorial services to HMCS Unicorn.
- .2 In addition to the staff required for general cleaning in the Armory Contractor shall maintain a staff as follows:
 - a) Day shift shall consist of sufficient staff for the cleaning of washrooms, hallways, offices, stores, lounges and all daily activities identified in Appendix B;
 - b) Cleaning of HMCS Unicorn, shall be done from 0800 hours to 1630 hours Monday to Friday and when designated by the Engineer.
 - c) Day shift cleaning staff assigned to this location as per item a) above shall be onsite continuously during the hours identified in item b) above, without exception.

Special Requirements

1. GST to be shown as a separate item on invoice.
2. GST registration number to be shown on invoice.

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ANNEX "C"

SECURITY REQUIREMENTS CHECK LIST

See attached.

ANNEX "D"

INSURANCE REQUIREMENTS

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.

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ANNEX "E"
DND 626 TASK AUTHORIZATION FORM

See attached.

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ANNEX "F" TASK AUTHORIZATION USAGE REPORT

Return to: PWGSC
Acquisitions Branch
1650 – 635 8th Ave SW
Calgary AB T2P 3M3
Fax: (403) 292-4886
Email: WST PA-CAL@pwgsc-tpsgc.gc.ca

Quarterly Usage Report Schedule:

1st quarter: April 1 to June 30;
2nd quarter: July 1 to September 30;
3rd quarter: October 1 to December 31;
4th quarter: January 1 to March 31.

Supplier: _____
Standing Offer No.: _____
Department or Agency: Department of National Defence – Detachment Dundurn
Reporting Period: _____

ITEM NO.	TASK AUTHORIZATION/CONTRACT NO. DESCRIPTION	VALUE OF THE TASK AUTHORIZATION/CONTRACT	GST/HST

(A) Total Dollar Value Task Authorizations for this reporting period:	
(B) Accumulated Task Authorization Totals to Date:	
(A+B) Total Accumulated Task Authorizations:	

NIL REPORT: We have not done any business with the Federal Government this period: []

PREPARED BY:

NAME: _____

PHONE: _____

SIGNATURE: _____ DATE: _____

Solicitation No. - N° de l'invitation
W2585-151503/A

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur
stn191

Client Ref. No. - N° de réf. du client
W2585-151503

File No. - N° du dossier
STN-5-38033

CCC No./N° CCC - FMS No./N° VME

ANNEX "G"

MINIMUM CLEANING STANDARDS FOR JANITORIAL SERVICES REQUIREMENTS

DEFINITION OF TERMS

The definition of terms and quality standards described in this document for janitorial services core tasks and optional tasks must be strictly adhered to. All inspections made by the client will be rated according to these quality standards.

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

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

Project Cleaning means cleaning operations which are specified to be performed only when ordered by the client.

Flight of Stairs includes steps and risers situated between two floor levels including landing(s).

Materials include, but are not limited to, toilet tissue, paper hand towels, hand soap, deodorant blocks, hand sanitizer, plastic bags and sani-bags, as required for the performance of the work, in addition to the supplies necessary for the physical cleaning of the building(s).

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

High Traffic Areas includes entrance lobbies, elevator lobbies, corridors and traffic aisles in open office space.

QUALITY STANDARDS

The Supplier must meet the following standards:

1. Cleaning: General

- a. All surfaces and objects specified in the contract must be free of dust, stains, spills, debris and soil immediately after cleaning operation.
- b. Machinery and equipment must not block a passageway, or present a trip hazard.
- c. Caution signs must be placed adjacent to the affected area on all approaches.
- d. Furnishings moved by cleaners must be relocated to their original location.

2. Spot Cleaning

- a. All affected areas must be clear of stains, streaks and soil.
- b. All over-spray from spray applicators must be wiped clean from all surfaces.

3. Sweeping

- a. All floor areas including open areas and flooring around furniture legs and into corners be free of dirt and litter.

4. Cleaning with a Hose

- a. All areas must be clean of dirt, mud and debris with no water ponding as a result of the cleaning with a hose.
- b. Equipment is removed and stored immediately after use.

5. Dust Mopping

- a. All floor areas including open areas and flooring around furniture legs and into corners must be free of debris and dust film.

6. Damp Mopping

- a. Floor areas including open areas and flooring around furniture legs and into corners must be clean and free of surface stains, soil, mop streaks, loose mop strands and water spotting.
- b. The supplier must sweep or dry mop the area immediately before damp mopping.
- c. The supplier must start damp mopping with clean water and mop.
- d. Walls, baseboards and other surfaces must be free of splash marks.

7. Wash Floors

- a. All standards outlined in "Damp Mopping" apply.
- b. In addition, surfaces must be rinsed free of cleaning solution after floors are washed.
- c. All areas must be free of dirt, stains, splashing, cleaning chemical and water accumulations as well as scuff marks.

8. Machine Scrubbing

- a. All areas must be free of dirt, stains, scuff marks, splashing, cleaning chemical and water accumulations.
- b. Corners and other areas not accessible to a mechanical floor scrubber must be scrubbed manually.

9. Spray Buffing

- a. Following spray buffing, all areas must present an overall appearance of cleanliness, have a bright shine through out and be free of debris and dust.
- b. Spills, scuffs and stains must be removed prior to spray buffing.

10. Scrub and Refinish

- a. Supplier must apply all performance standards as with "Machine Scrubbing".
- b. In addition, supplier must apply one coat of finish compatible with existing finish.
- c. As a result of the "Scrub and Refinish", all areas must present an overall appearance of cleanliness free of scuffs and stains, have a bright shine and be free of debris and dust once the "Scrub and Refinish" is complete.

11. Strip and Refinish

- a. Supplier must apply all performance standards as with "Scrub and Refinish".
- b. All old finish must be removed and all residual stripper chemical cleaned away.
- c. New finish must be applied to all portions of the floors.
- d. Refinish must include 2 coats of finishing material (wax, etc.).
- e. All areas must be clean and clear of all stains, blemishes and dirt, and have a consistent shine free of scrapes and marks once the "Strip and Refinish" is complete.

12. Vacuuming

- a. All carpet surfaces must have an overall appearance of cleanliness and must be free of visible dust, dirt and grit.
- b. A power head must be used. Vacuums must be 2 motor design (1 for suction, 1 for power head).

13. Stain Removal

- a. All carpets and walk-away mats must have no visible stains or discoloration after stain removal operation.
- b. Where stain removal involves wetting of a hard surface floor, caution signs must be in place around affected work area.

14. Hot Water Extraction

- a. All carpets and walk-away mats must be clean and free of accumulated dust and dirt and stain as a result of Hot Water Extraction.
- b. Areas must be cleaned to walls and corners.

15. Damp Wiping

- a. Surfaces must be free of dust, stains, streaks and water spotting following damp wiping.
- b. Wiping cloths must be rinsed frequently and free of stains and odors.
- c. Feather dusters are not acceptable.

16. Glass and Mirror Cleaning

- a. All glass must be clean on both sides and free of streaks and finger marks.
- b. Adjacent areas including frames, casing and ledges must be free of water spotting, splash marks and streaks.

17. High dusting

- a. All surfaces must be free of dust.
- b. High dusting must be effected using either damp rag wiping or vacuuming. The method will be specified by the client.
- c. Dust must be contained and prevented from floating freely in the air during operation.

18. Clean and Disinfect

- a. Client-approved, commercial disinfectant cleaner must be used.
- b. Manufacturer's instructions must be followed for best results.
- c. All surfaces cleaned and disinfected must be rinsed clean of residual disinfectant.

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ANNEX "H"

FLOOR PLAN

See attached.



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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 NATIONAL DEFENCE		2. Branch or Directorate / Direction générale ou Direction CE DUNDURN	
3. a) Subcontract Number / Numéro du contrat de sous-traitance		3. b) Name and Address of Subcontractor / Nom et adresse du sous-traitant	
4. Brief Description of Work / Brève description du travail Provide cleaning services at HMCS Unicorn			
5. a) Will the supplier require access to Controlled Goods? Le fournisseur aura-t-il accès à des marchandises contrôlées?		<input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui	
5. b) Will the supplier require access to unclassified military technical data subject to the provisions of the Technical Data Control Regulations? Le fournisseur aura-t-il accès à des données techniques militaires non classifiées qui sont assujetties aux dispositions du Règlement sur le contrôle des données techniques?		<input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui	
6. Indicate the type of access required / Indiquer le type d'accès requis			
6. a) Will the supplier and its employees require access to PROTECTED and/or CLASSIFIED information or assets? Le fournisseur ainsi que les employés auront-ils accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS? (Specify the level of access using the chart in Question 7. c) (Préciser le niveau d'accès en utilisant le tableau qui se trouve à la question 7. c)		<input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui	
6. b) Will the supplier and its employees (e.g. cleaners, maintenance personnel) require access to restricted access areas? No access to PROTECTED and/or CLASSIFIED information or assets is permitted. Le fournisseur et ses employés (p. ex. nettoyeurs, personnel d'entretien) auront-ils accès à des zones d'accès restreintes? L'accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS n'est pas autorisé.		<input type="checkbox"/> No / Non <input checked="" type="checkbox"/> Yes / Oui	
6. c) Is this a commercial courier or delivery requirement with no overnight storage? S'agit-il d'un contrat de messagerie ou de livraison commerciale sans entreposage de nuit?		<input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui	
7. a) Indicate the type of information that the supplier will be required to access / Indiquer le type d'information auquel le fournisseur devra avoir accès			
Canada <input type="checkbox"/>		NATO / OTAN <input type="checkbox"/>	
Foreign / Étranger <input type="checkbox"/>			
7. b) Release restrictions / Restrictions relatives à la diffusion			
No release restrictions Aucune restriction relative à la diffusion <input type="checkbox"/>		All NATO countries Tous les pays de l'OTAN <input type="checkbox"/>	
Not releasable À ne pas diffuser <input type="checkbox"/>			
Restricted to: / Limité à: Specify country(ies): / Préciser le(s) pays: <input type="checkbox"/>		Restricted to: / Limité à: Specify country(ies): / Préciser le(s) pays: <input type="checkbox"/>	
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"/>	



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PART A (continued) / PARTIE A (suite)

8. Will the supplier require access to PROTECTED and/or CLASSIFIED COMSEC information or assets?

Le fournisseur aura-t-il accès à des renseignements ou à des biens COMSEC désignés PROTÉGÉS et/ou CLASSIFIÉS?

☒ No ☐ Yes
Non Oui

If Yes, indicate the level of sensitivity:

Dans l'affirmative, indiquer le niveau de sensibilité :

9. Will the supplier require access to extremely sensitive INFOSEC information or assets?

Le fournisseur aura-t-il accès à des renseignements ou à des biens INFOSEC de nature extrêmement délicate?

☒ No ☐ Yes
Non Oui

Short Title(s) of material / Titre(s) abrégé(s) du matériel :

Document Number / Numéro du document :

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

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

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

Special comments:

Commentaires spéciaux :

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 ☐ Yes
Non Oui

If Yes, will unscreened personnel be escorted?

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

☒ No ☐ Yes
Non Oui

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

INFORMATION / ASSETS / RENSEIGNEMENTS / BIENS

11. a) Will the supplier be required to receive and store PROTECTED and/or CLASSIFIED information or assets on its site or premises?

Le fournisseur sera-t-il tenu de recevoir et d'entreposer sur place des renseignements ou des biens PROTÉGÉS et/ou CLASSIFIÉS?

☒ No ☐ Yes
Non Oui

11. b) Will the supplier be required to safeguard COMSEC information or assets?

Le fournisseur sera-t-il tenu de protéger des renseignements ou des biens COMSEC?

☒ No ☐ Yes
Non Oui

PRODUCTION

11. c) Will the production (manufacture, and/or repair and/or modification) of PROTECTED and/or CLASSIFIED material or equipment occur at the supplier's site or premises?

Les installations du fournisseur serviront-elles à la production (fabrication et/ou réparation et/ou modification) de matériel PROTÉGÉ et/ou CLASSIFIÉ?

☒ No ☐ Yes
Non Oui

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

11. d) Will the supplier be required to use its IT systems to electronically process, 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 ☐ Yes
Non Oui

11. e) Will there be an electronic link between the supplier's IT systems and the government department or agency?

Disposera-t-on d'un lien électronique entre le système informatique du fournisseur et celui du ministère ou de l'agence gouvernementale?

☒ No ☐ Yes
Non Oui



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

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

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

SUMMARY CHART / TABLEAU RÉCAPITULATIF

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

12. a) Is the description of the work contained within this SRCL PROTECTED and/or CLASSIFIED?

La description du travail visé par la présente LVERS est-elle de nature PROTÉGÉE et/ou CLASSIFIÉE?

☒ No ☐ Yes
Non 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 ☐ Yes
Non 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).



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PART D - AUTHORIZATION / PARTIE D - AUTORISATION

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

Name (print) - Nom (en lettres moulées)

MWO Robar

Title - Titre
DCEO

Signature

Telephone No. - N° de téléphone
4205

Facsimile No. - N° de télécopieur

E-mail address - Adresse courriel

Date
MAY 28 2015

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

Name (print) - Nom (en lettres moulées)

Dawn Murray - DDSO - Industrial Security
SRCL Team Lead

Title - Titre

Signature

Telephone No. - N° de téléphone

Tel: 613-996-9274

Facsimile No. - N° de télécopieur

E-mail address - Adresse courriel

E-mail: dawn.murray@forces.gc.ca

Date
2 June 2015

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

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

☒ No ☐ Yes
Non Oui

16. Procurement Officer / Agent d'approvisionnement

Name (print) - Nom (en lettres moulées)

Denise Gerstmar

Title - Titre

A/Supply Specialist

Signature

Telephone No. - N° de téléphone

(306) 241-1018

Facsimile No. - N° de télécopieur

(306) 975-5397

E-mail address - Adresse courriel

denise.gerstmar@pwgsc-pwgsc.gc.ca

Date
Sept 8, 2015

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

Name (print) - Nom (en lettres moulées)

Anna Kulycka
Contract Security Officer, Contract Security Division

Title - Titre

Signature

Telephone No. - N° de téléphone

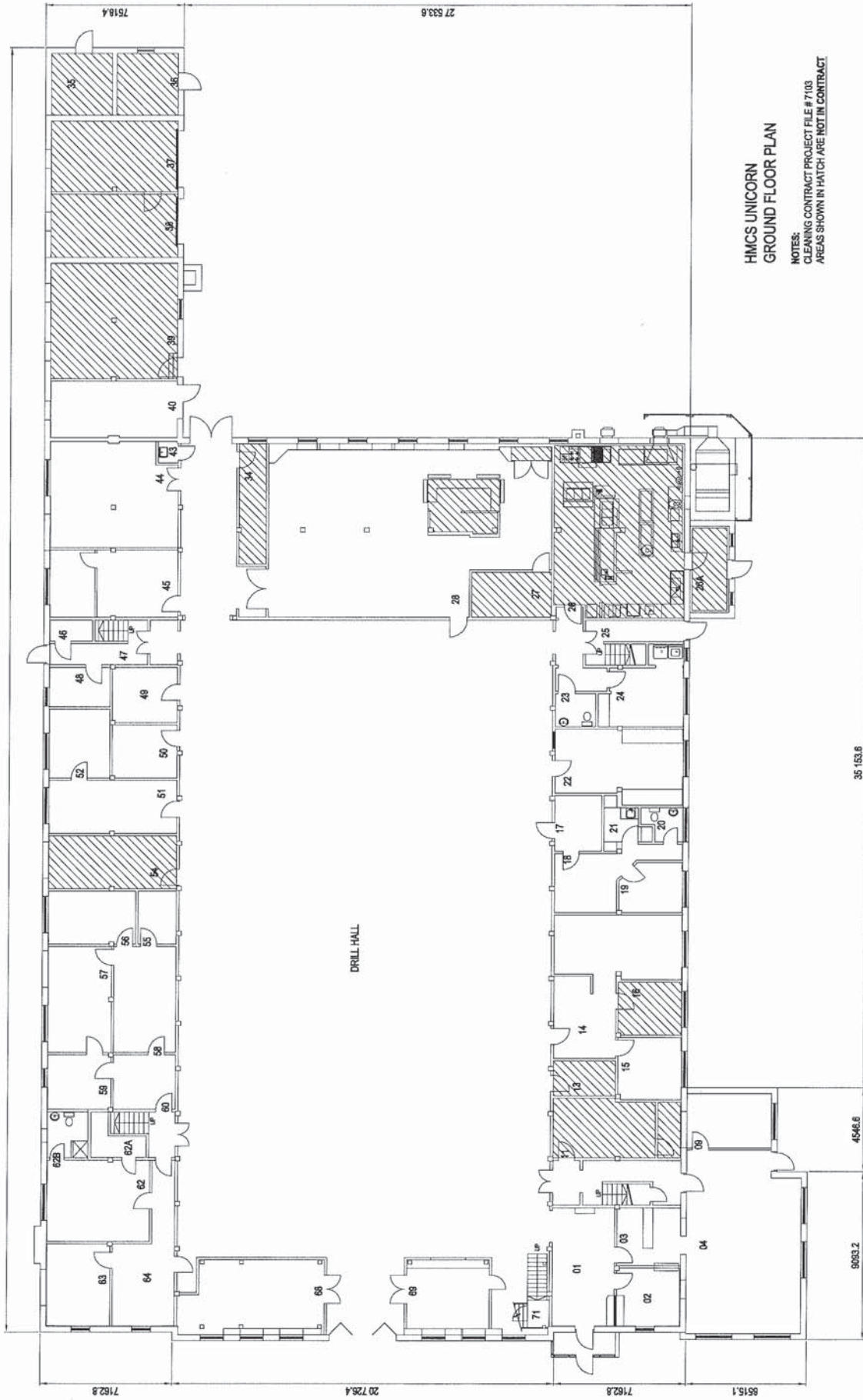
Tel: 613-957-1258

Facsimile No. - N° de télécopieur

Tel: 613-954-4171

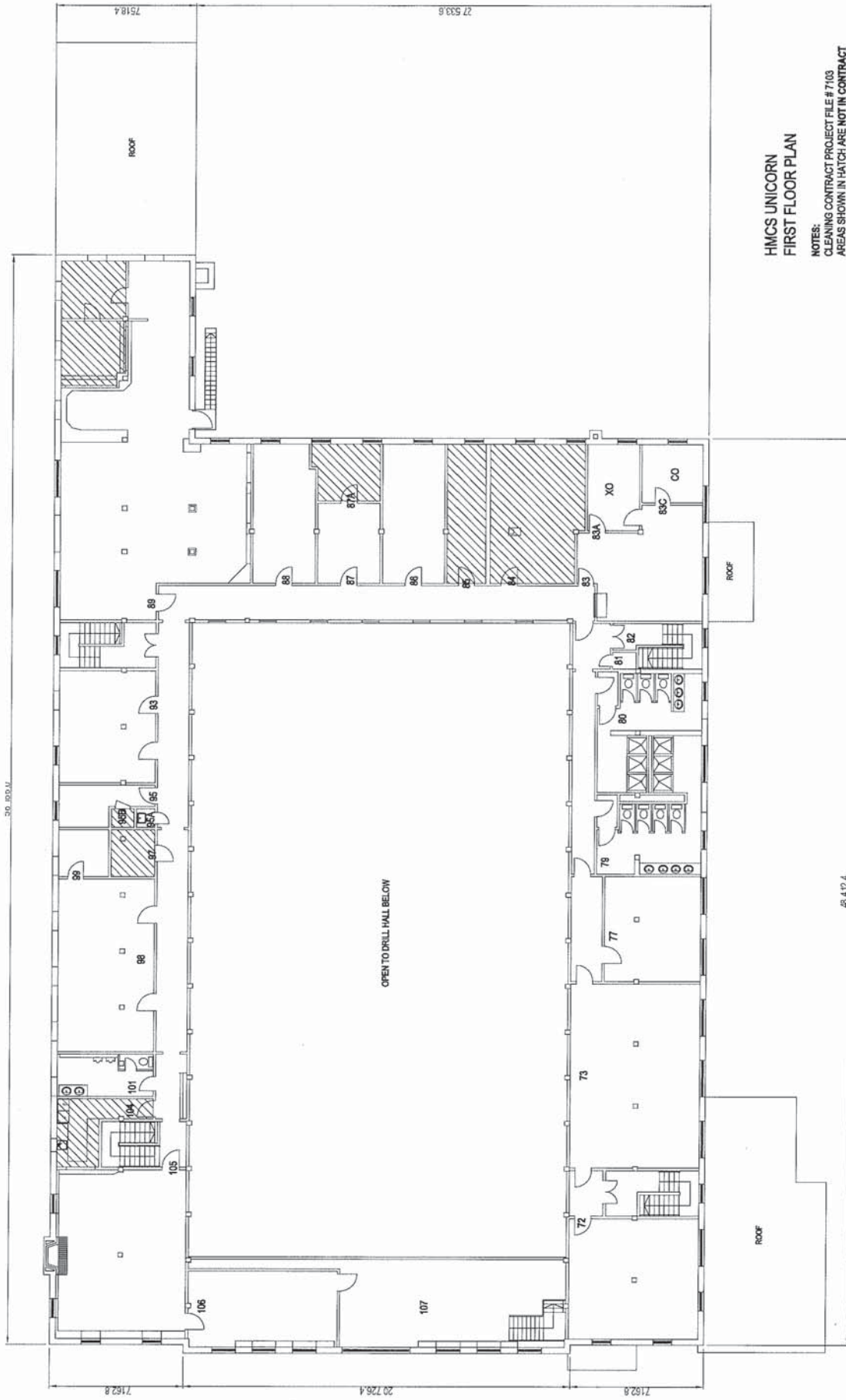
E-mail address - Adresse courriel

Date
July 7, 2015



HMCS UNICORN
GROUND FLOOR PLAN

NOTES:
CLEANING CONTRACT PROJECT FILE #7103
AREAS SHOWN IN HATCH ARE NOT IN CONTRACT



HMCS UNICORN
FIRST FLOOR PLAN

NOTES:
CLEANING CONTRACT PROJECT FILE # 7103
AREAS SHOWN IN HATCH ARE NOT IN CONTRACT