



**RETURN BIDS TO:  
RETOURNER LES SOUMISSIONS À:**

Bid Receiving/Réception des soumissions

Procurement Hub | Centre d'approvisionnement  
Fisheries and Oceans Canada | Pêches et Océans Canada  
301 Bishop Drive | 301 promenade Bishop  
Fredericton, NB E3C 2M6

Email - courriel: [DFOtenders-soumissionsMPO@dfo-mpo.gc.ca](mailto:DFOtenders-soumissionsMPO@dfo-mpo.gc.ca)

**REQUEST FOR PROPOSAL**

**DEMANDE DE PROPOSITION**

Proposal to: Fisheries and Oceans 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 and services listed herein and on any attached sheets at the price(s) set out therefor.

Proposition aux : Pêches et Océans 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 appendices ci-jointes, les biens et les services énumérés ici sur toute feuille ci-annexée, au(x) prix indiqué(s).

Comments: - Commentaires :

THIS DOCUMENT CONTAINS A SECURITY REQUIREMENT

<b>Title – Sujet</b> Janitorial Services at the Fisheries and Oceans, Canadian Coast Guard Base at 28 Waubeek St. Parry Sound, Ontario		<b>Date</b> December 9, 2015
<b>Solicitation No. – N° de l'invitation</b> F5211-150596		
<b>Client Reference No. - No. de référence du client</b> F2301-150117		
<b>Solicitation Closes – L'invitation prend fin</b> At /à : January 20, 2016 at 14:00 Atlantic Time		
<b>F.O.B. – F.A.B</b> Destination	<b>GST – TPS</b> See herein — Voir ci-inclus	<b>Duty – Droits</b> See herein — Voir ci-inclus
<b>Destination of Goods and Services – Destinations des biens et services</b> See herein — Voir ci-inclus		
<b>Instructions</b> See herein — Voir ci-inclus		
<b>Address Inquiries to – Adresser toute demande de renseignements à</b> Kimberly Walker <b>Email – courriel:</b> <a href="mailto:DFOtenders-soumissionsMPO@dfo-mpo.gc.ca">DFOtenders-soumissionsMPO@dfo-mpo.gc.ca</a>		
<b>Delivery Required – Livraison exigée</b> See herein — Voir ci-inclus	<b>Delivery Offered – Livraison proposée</b>	
<b>Vendor Name, Address and Representative – Nom du vendeur, adresse et représentant du fournisseur/de l'entrepreneur:</b>		
<b>Telephone No. – No. de téléphone</b>	<b>Facsimile No. – No. de télécopieur</b>	
<b>Name and title of person authorized to sign on behalf of Vendor (type or print) – Nom et titre de la personne autorisée à signer au nom du fournisseur (taper ou écrire en caractères d'imprimerie)</b>		
<b>Signature</b>	<b>Date</b>	



## TABLE OF CONTENTS

### Table of Contents

<b>PART 1 - GENERAL INFORMATION .....</b>	<b>4</b>
1.1 SECURITY REQUIREMENTS .....	4
1.2 STATEMENT OF WORK .....	4
1.3 DEBRIEFINGS.....	4
1.4 PROCUREMENT OMBUDSMAN.....	4
<b>PART 2 - BIDDER INSTRUCTIONS.....</b>	<b>4</b>
2.1 STANDARD INSTRUCTIONS, CLAUSES AND CONDITIONS.....	4
2.2 SUBMISSION OF BIDS .....	5
2.3 FORMER PUBLIC SERVANT .....	5
2.4 ENQUIRIES - BID SOLICITATION.....	6
2.5 APPLICABLE LAWS.....	7
<b>PART 3 - BID PREPARATION INSTRUCTIONS.....</b>	<b>7</b>
3.1 BID PREPARATION INSTRUCTIONS.....	7
<b>PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION .....</b>	<b>9</b>
4.1 EVALUATION PROCEDURES .....	9
4.2 BASIS OF SELECTION .....	9
<b>PART 5 - CERTIFICATIONS.....</b>	<b>9</b>
5.1 CERTIFICATIONS PRECEDENT TO CONTRACT AWARD AND CERTIFICATIONS REQUIRED WITH THE BID.....	9
<b>PART 6 - RESULTING CONTRACT CLAUSES .....</b>	<b>12</b>
6.1 SECURITY REQUIREMENTS .....	12
6.2 STATEMENT OF WORK .....	12
6.3 STANDARD CLAUSES AND CONDITIONS.....	12
6.4 TERM OF CONTRACT .....	13
6.5 AUTHORITIES .....	13
6.6 PROACTIVE DISCLOSURE OF CONTRACTS WITH FORMER PUBLIC SERVANTS.....	14
6.7 PAYMENT .....	14
6.8 INVOICING INSTRUCTIONS .....	15
6.9 CERTIFICATIONS.....	15
6.10 APPLICABLE LAWS.....	16
6.11 PRIORITY OF DOCUMENTS .....	16
<b>6.12 PROCUREMENT OMBUDSMAN.....</b>	<b>16</b>
<b>6.13 INSURANCE – SPECIFIC REQUIREMENTS G1001C (2013-11-06).....</b>	<b>16</b>
<b>ANNEX "A" STATEMENT OF WORK .....</b>	<b>18</b>
<b>ANNEX "B" BASIS OF PAYMENT .....</b>	<b>26</b>
<b>ANNEX "C" SECURITY REQUIREMENTS CHECK LIST .....</b>	<b>27</b>
<b>ANNEX "C-1" PERSONNEL IDENTIFICATION FORM (PIF).....</b>	<b>30</b>
<b>ANNEX "D" – INSURANCE CONDITIONS.....</b>	<b>31</b>
<b>ANNEX "E" - BILL 7 – ONTARIO EMPLOYMENT SERVICES ACT INFORMATION.....</b>	<b>33</b>



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<b>ANNEX “F” – EVALUATION CRITERIA .....</b>	<b>35</b>
<b>ANNEX “G” - DRAWINGS .....</b>	<b>36</b>



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## **PART 1 - GENERAL INFORMATION**

### **1.1 Security Requirements**

1. At the date of bid closing, the following conditions must be met:
  - (a) the Bidder must hold or be in the process of obtaining a valid organization security clearance as indicated in Part 6 - 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 6 - Resulting Contract Clauses;
  - (c) the Bidder must provide the name of all individuals who will require access to classified or protected information, assets or sensitive work sites;
2. For additional information on security requirements, bidders should refer to the [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.

### **1.2 Statement of Work**

The Work to be performed is detailed under Annex A of the resulting contract clauses.

### **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.

### **1.4 Procurement Ombudsman**

The Office of the Procurement Ombudsman (OPO) was established by the Government of Canada to provide an independent avenue for suppliers to raise complaints regarding the award of contracts under \$25,000 for goods and under \$100,000 for services. You have the option of raising issues or concerns regarding the solicitation, or the award resulting from it, with the OPO by contacting them by telephone at 1-866-734-5169 or by e-mail at [opo-boa@opo-boa.gc.ca](mailto:opo-boa@opo-boa.gc.ca). You can also obtain more information on the OPO services available to you at their website at [www.opo-boa.gc.ca](http://www.opo-boa.gc.ca).

## **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.

Revision to Departmental Name: As this solicitation is issued by Fisheries and Oceans Canada (DFO), any reference to Public Works and Government Services Canada or PWGSC or its Minister contained in any term, condition or clause of this solicitation,



including any individual SACC clauses incorporated by reference, will be interpreted as reference to DFO or its Minister.

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.

Section 01 – Integrity Provisions – Bid of 2003 referenced above is amended as follows:

Delete section 01 in its entirety.

Section 02 – Procurement Business Number – of 2003 referenced above is amended as follows:

Delete section 02 in its entirety.

## **2.2 Submission of Bids**

Bids must be submitted only to Fisheries and Oceans Canada (DFO) Bid Receiving Unit by the date, time and place indicated on page 1 of the bid solicitation.

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

## **2.3 Former Public Servant**

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

### **Definitions**

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

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

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



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

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

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

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

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

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

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

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

If so, the Bidder must provide the following information:

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

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

## **2.4 Enquiries - Bid Solicitation**

All enquiries must be submitted in writing to the Contracting Authority no later than 7 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.



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## 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 **the province or territory where the goods and/or services are to be rendered.**

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.

## PART 3 - BID PREPARATION INSTRUCTIONS

### 3.1 Bid Preparation Instructions

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

**Section I: Technical Bid** (one soft copy in PDF format)

**Section II: Financial Bid** (one soft copy in PDF format)

**Section III: Certifications** (one soft copy in PDF format)

**Section IV: Additional Information** (one soft copy in PDF format)

**Please note that DFO prefers receipt of proposals in soft copy to the email address identified on page one of the solicitation. Emails must not exceed 8 MB (if over the limit Bidders are asked to send additional numbered emails)**

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](#)

**Section I: Technical Bid**

In their technical bid, bidders should explain and demonstrate how they propose to meet the requirements and how they will carry out the Work.

**Section II: Financial Bid**

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

**Section III: Certifications**

Bidders must submit the certifications required under Part 5.

**Section IV: Additional Information**

Your attention is drawn to the fact that all parties working under this contract must provide proof that they have begun the process of obtaining the required security status to the minimum level of "Reliability" or that the proposed resources(s) already possess



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the security status to the level of “**Reliability**” or higher effective on the date of closing of this Request for Proposal.





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## PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

### 4.1 Evaluation Procedures

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

#### 4.1.1 Technical Evaluation

##### 4.1.1.1 Mandatory Technical Criteria

Please see Annex F for details

#### 4.1.2 Financial Evaluation

*SACC Manual* Clause [A0220T \(2014-06-26\)](#), Evaluation of Price - Bid

### 4.2 Basis of Selection

#### 4.2.1 Basis of Selection - Mandatory Technical Criteria

*SACC Manual* Clause [A0031T \(2010-08-16\)](#)

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

## PART 5 - CERTIFICATIONS

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

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

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

### 5.1 Certifications Precedent to Contract Award and Certifications Required with the Bid

#### 5.1.1 Certifications Precedent to Contract Award

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



with the request of the Contracting Authority and to provide the certifications within the time frame provided will render the bid non-responsive.

**5.1.1.1 Federal Contractors Program for Employment Equity - Bid Certification**

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

([http://www.labour.gc.ca/eng/standards\\_equity/eq/emp/fcp/list/inelig.shtm](http://www.labour.gc.ca/eng/standards_equity/eq/emp/fcp/list/inelig.shtm) l) available from [Employment and Social Development Canada \(ESDC\) - Labour's](#) website.

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

**5.1.2 Certifications Required with the Bid**

Bidders must submit the following duly completed certifications with their bid.

**5.1.2.1 Contractor's Representative**

The Contractor's Representative for the Contract is:

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

**5.1.2.2 Supplementary Contractor Information**

Pursuant to paragraph 221 (1)(d) of the Income Tax Act, payments made by departments and agencies under applicable services contracts (including contracts involving a mix of goods and services) must be reported on a T4-A supplementary slip.

To enable the Department of Fisheries and Oceans to comply with this requirement, the Contractor hereby agrees to provide the following information which it certifies to be correct, complete, and fully discloses the identification of this Contractor:

- a) The legal name of the entity or individual, as applicable (the name associated with the Social Insurance Number (SIN) or Business Number (BN), as well as the address and the postal code:

\_\_\_\_\_

- b) The status of the contractor (individual, unincorporated business, corporation or partnership:

\_\_\_\_\_



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- c)** For individuals and unincorporated businesses, the contractor's SIN and, if applicable, the BN, or if applicable, the Goods and Services Tax (GST)/Harmonized Sales Tax (HST) number:
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- d)** For corporations, the BN, or if this is not available, the GST/HST number. If there is no BN or GST/HST number, the T2 Corporation Tax number must be shown:
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**The following certification signed by the contractor or an authorized officer:**

"I certify that I have examined the information provided above and that it is correct and complete"

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Signature

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Print Name of Signatory

**5.1.2.3 Insurance**

The Contractor must provide proof of Insurance, a Certificate of Insurance evidencing the insurance coverage and confirming that the insurance policy complying with the requirements is in force.



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## PART 6 - RESULTING CONTRACT CLAUSES

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

### 6.1 Security Requirements

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

**6.1.1.1 SECURITY REQUIREMENT FOR CANADIAN SUPPLIER:**

1. The Contractor/Offeror must, at all times during the performance of the Contract/Standing Offer/Supply Arrangement, 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 PROTECTED information, assets or sensitive work site(s) must EACH hold a valid **RELIABILITY STATUS**, granted or approved by CISD/PWGSC.
3. The Contractor/Offeror MUST NOT remove any PROTECTED information or assets from the identified work site(s), and the Contractor/Offeror must ensure that its personnel are made aware of and comply with this restriction.
4. Subcontracts which contain security requirements are NOT to be awarded without the prior written permission of the DFO or the CISD/PWGSC.
5. 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).

6.1.1.X To apply for the required level of security status (or if you are uncertain about having the status), you must contact the Regional Security Officer at the Department of Fisheries and Oceans at [Dawn.Timmington@dfo-mpo.gc.ca](mailto:Dawn.Timmington@dfo-mpo.gc.ca) or at 519-333-6347 phone.

6.1.1.X In order for the Department to confirm that your company and all individuals proposed to perform work under this contract meet the required Security Status, you must complete the Personnel Identification Form (Confirmation of Security Status) attached to the original solicitation as Appendix "C-1", providing the name of your company and the full names of individuals and dates of birth of all individuals who will be providing the services.

### 6.2 Statement of Work

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

### 6.3 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\*](#)



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(<https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual>) issued by Public Works and Government Services Canada.

Revision to Departmental Name: As this contract is issued by Fisheries and Oceans Canada (DFO), any reference to Public Works and Government Services Canada or PWGSC or its Minister contained in any term, condition or clause of this contract, including any individual SACC clauses incorporated by reference, will be interpreted as reference to DFO or its Minister.

### **6.3.1 General Conditions**

[2010C \(2015-09-03\)](#), General Conditions - Services (Medium Complexity) apply to and form part of the Contract.

Section 27 – Integrity Provisions – Contract of 2010C referenced above is amended as follows:

Delete section 27 in its entirety.

## **6.4 Term of Contract**

### **6.4.1 Period of the Contract**

The period of the Contract is from March 1, 2016 to February 28, 2017 inclusive

### **6.4.2 Option to Extend the Contract**

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

## **6.5 Authorities**

### **6.5.1 Contracting Authority**

The Contracting Authority for the Contract is:

Name: Kimberly Walker  
Title: Senior Contracting Officer  
Department: Fisheries and Oceans Canada  
Directorate: Materiel and Procurement Services  
Address: 301 Bishop Drive, Fredericton, NB E3C 2M6  
E-mail address: [DFOtenders-soumissionsMPO@dfo-mpo.gc.ca](mailto:DFOtenders-soumissionsMPO@dfo-mpo.gc.ca)

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



**6.5.2 Project Authority**

The Project Authority for the Contract is:

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

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

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

**6.5.3 Contractor's Representative**

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

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

**6.6 Proactive Disclosure of Contracts with Former Public Servants**

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

**6.7 Payment**

**6.7.1 Basis of Payment**

- 6.7.1.1 In consideration of the Contractor satisfactorily completing all of its obligations under the Contract, the Contractor will be paid a firm price of \$ \_\_\_\_\_ (*insert amount at contract award*) and Applicable Taxes are extra.
- 6.7.1.2 All prices and amounts of money in the Contract are exclusive of the Goods and Services Tax (GST) or Harmonized Sales Tax (HST), whichever is applicable, unless otherwise indicated. GST or HST, to the extent applicable, will be incorporated into all invoices and progress claims for goods supplied or work performed and will be paid by Her



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Majesty. The Contractor agrees to remit to Canada Revenue Agency any GST or HST paid or due.

6.7.1.3 Any payment by Her Majesty under this contract is subject to there being an appropriation for the fiscal year in which the payment is to be made.

#### **6.7.2 Limitation of Price**

*SACC Manual* clause [C6000C \(2011-05-16\)](#) Limitation of Price

#### **6.7.3 Monthly Payment**

Canada will pay the Contractor on a monthly basis for work performed during the month covered by the invoice in accordance with the payment provisions of the Contract if:

- a. an accurate and complete invoice and any other documents required by the Contract have been submitted in accordance with the invoicing instructions provided in the Contract;
- b. all such documents have been verified by Canada;
- c. the Work performed has been accepted by Canada.

### **6.8 Invoicing Instructions**

6.8.1 Payments will be made provided that:

6.8.1.1 The invoice(s) must be emailed to DFO Accounts Payable, at the email address indicated below:

Email: [DFOinvoicing-MPOfacturation@DFO-MPO.GC.CA](mailto:DFOinvoicing-MPOfacturation@DFO-MPO.GC.CA)

6.8.1.2 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.

### **6.9 Certifications**

#### **6.9.1 Compliance**

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



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## 6.10 Applicable Laws

The Contract must be interpreted and governed, and the relations between the parties determined, by the laws in force in **the province or territory where the goods and/or services are to be rendered.**

## 6.11 Priority of Documents

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

- (a) the Articles of Agreement;
- (b) the general conditions 2010C (2015-09-03), General Conditions - Services (Medium Complexity);
- (c) Annex A, Statement of Work;
- (d) Annex B, Basis of Payment;
- (e) Annex C, Security Requirements Check List;
- (f) Annex D, Insurance Conditions;

## 6.12 Procurement Ombudsman

6.12.1 The Contractor confirms that it has read the Code of Conduct for Procurement and agrees to be bound by its terms.

6.12.2 The office of the Procurement Ombudsman (OPO) was established by the Government of Canada to provide an independent avenue for suppliers to raise complaints regarding the award of contracts under \$25,000.00 for Goods and under \$100,000.00 for Services. You have the option of raising issues or concerns regarding the solicitation, or the award resulting from it,. With the OPO by contacting them by telephone at 1-866-734-5169 or by e-mail at [opo-boa@opo-boa.gc.ca](mailto:opo-boa@opo-boa.gc.ca). You can also obtain more information on OPO services available to you on their website at [www.opo-boa.gc.ca](http://www.opo-boa.gc.ca).

6.12.3 For further information, the Contractor may refer to the following PWGSC site:

<http://www.tpsgc-pwgsc.gc.ca/app-acq/cndt-cndct/contexte-context-eng.html>

## 6.13 Insurance – Specific Requirements G1001C (2013-11-06)

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





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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.



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## ANNEX "A" STATEMENT OF WORK

### **Title**

Janitorial Services at the Fisheries and Oceans, Canadian Coast Guard Base at 28 Waubeek St. Parry Sound, Ontario.

### **Contracting Period**

March 1, 2016 through to February 28, 2017, with option to renew for 2 additional 1 year periods at the sole discretion of Fisheries and Oceans Canada (DFO)

Option periods if exercised will be March 1, 2017 through to February 28, 2018 and March 1, 2018 through to February 28, 2019

### **Mandatory Site Visit**

Mandatory Site Visit will be held on January 5, 2016 at 10:00am local time at the Department Fisheries and Oceans, Canadian Coast Guard Base, 28 Waubeek St. Parry Sound, Ontario. It is a requirement for all persons wishing to submit a bid on this project to attend this meeting at the site to familiarize themselves fully with the scope of work and the tendering requirements. The Bidder's representative must sign an attendance list and attend the entire site visit, to have their bid submission considered responsive.

### **Buildings at the Facility Include**

- Main Building (includes Admin and Shop Wing)
- Hanger
- Guard House

### **Areas of Work**

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- 1) Guardhouse
- 2) Entrance & Reception
- 3) Administration Floor
- 4) Electronics Workshop
- 5) Board Room & Interview Room
- 6) Hangar Offices & Reception Area
- 7) Base Maintenance Office
- 8) Work shop Offices
- 9) Tech Shop
- 10) Stores Office & Entrance
- 11) Building Entrances
- 12) All Washrooms on site
- 13) All Lunchrooms on site
- 14) All Hallways & Common Areas
- 15) Elevator

### **Buildings**

#### **Main Building: Shop wing:**

- Stores Office = 66 sq. m.
- Environmental Response Office = 51 sq. m.
- Machine Shop Office = 10 sq. m.
- Carpentry Shop Office = 10 sq. m.
- Hallways = 372 sq. m.
- Washrooms = 10 sq. m.

#### **Main Building: 1st floor admin wing:**

- Includes all areas except Fan Room and loading bay - 953 sq. m.



**Main Building; 2nd floor admin wing:**

- Includes entire area - 1000 sq. m.

**Hangar:** Includes offices, hallways and washrooms - 87 sq. m.

**Guard House:** Less than 10 sq. meters

**The level of effort by the contractor to clean this facility properly requires 7 hours' work per day between the hours of 2pm and 9pm.**

**Tasks to be completed regularly**

**Daily**

Floors — Hard Surface

- Sweep floors daily on a full floor basis, using a dust control method
- Damp mop all floors clean of spillage and stains on a full floor
- Extra moping will be performed as required during the winter.

Floors- Carpets and Walkway Mats

- Vacuum and spot clean walkway mats daily using dust control or more often in inclement weather

Floors- Concrete

- Sweep main workshop and mezzanine corridor floors

Walls and Partitions

- Spot clean interior walls and partitions of finger marks

Entrances and Lobbies – (5 entrances, 2 lobbies)

- Keep entrances and lobbies free from dirt and debris so that they always present a favorable condition
- Wash glass doors, including framework in entrances on both sides

Washrooms – (8 in total)

- This applies to washrooms located in Admin. floor (2), Shop floor (4), Hanger (1).
- Clean and disinfect all toilets, urinals, sinks and countertops and resupply paper products and hand soap when required
- Clean all washrooms floors and walls around urinals and toilets
- Clean and disinfect all surfaces to toilets, showers, urinals and washbasins daily.
- Disinfect body contact points in washrooms, such as water taps, receptacles, dispensers, door plates and flush valves daily including floor drains
- Dust and clean flush tanks, dispensers, receptacles, mirror, shelves, counter tops, high ledges and all exposed pipes
- Empty, wash and disinfect sani-cans and replace sani-bags.
- Empty all refuse receptacles and dispose of poly bags daily. Supply correct size of replacement poly bags
- Spot wash washroom walls, partitions and doors free of marks and smudges

Kitchens (3 in total)

- Wash lunchroom / kitchen tables, counters, sinks and related equipment

Furniture and Fixtures

- Dust cleared office and lobby furniture on horizontal surface using a dust control method



- 
- Dust boardroom, and Training Room furniture on vertical and horizontal surfaces
  - Clean vertical surfaces of lockers and cabinets of finger marks and stains
  - Vacuum and spot clean upholstered furniture monthly. Dust leather, vinyl and leatherette-upholstered furniture

#### Interior Glass

- Spot clean all interior glass surfaces
- Spot clean interior glass partitions
- Clean all mirrors

#### Miscellaneous

- Wash and disinfect all water fountains
- Damp wipe all horizontal surfaces in MCTS Centre daily.
- Clean chalkboards and/or whiteboards as per manufacturer's instructions, if all information has been erased

#### Contractor's Space Utility Rooms (Janitor's Closets)

- Keep clean at all times and service as per corresponding area in the building
- Keep utility rooms free of debris and all equipment and materials stored neatly
- Sweep and wash floors and keep drains clear
- Wash and disinfect sinks
- Strictly adhere to fire prevention practices. Store all flammable materials in the approved containers.

#### Garbage and Recycling Collection

- Empty all garbage cans and recycling receptacles daily, maintaining proper separation and storage of all recyclables

#### Stairwells – (2 in total) This includes flights of stairs (the stairs between two floor levels) and landing(s)

- Sweep steps and landings, using a dust control method
- Remove gum residue and other debris/stains

#### Elevators, Passenger – (1 Elevator)

- Sweep and wash floor and vacuum carpets where installed.
- Polish handrails, metal work and baseboards
- Dust and clean the doors and frames of finger marks and smudges
- Clean recesses, door tracks and metal strip faces, using a metal scraper or brush.

#### Weekly

- Vacuum carpets throughout, 3 times a week (Monday, Wednesday and Fridays) – included but not limited to administration offices, conference area, hallways and other normally vacant areas that maybe used occasionally by transient staff
- Vacuum and or damp wipe chairs fabric type dependant
- Wash and disinfect all horizontal surfaces desks / lunchrooms / conference tables/ desks etc.
- Wash and disinfect garbage cans and recycling receptacles weekly
- Wash glass doors insides only, during the months of November, December, January, February, March and April
- Wash glass windows including framework in entrances on both sides, removing tape and adhesives etc. from all surfaces, weekly during the months of May, June, July, August, September and October.
- Wash interior glass doors and partitions in workshop offices weekly
- Wash partitions, doors and walls in cubicles, around urinals and sinks weekly with a germicidal detergent (quaternary ammonium compound)



- Sweep floors, using a dust control method, wash daily, with a germicidal detergent (quaternary ammonium compound) to control the spread of germs, bacteria and odors. Keep baseboards, ledges and corners clean
- Wash interior and exterior glass of windows in Commissionaire's office every two weeks.
- Wash door kick plates biweekly
- Wash steps and landings
- Spray buff hard surface floors to remove all traffic marks and restore shine
- Wipe away fingerprints throughout building
- Clean glass in door windows where needed.
- Spot wash main workshop hallway corridor floors twice (2) per week on Tuesday and Thursday.
- Dust vertical Venetian blinds biweekly.
- Dust windowsills, radiators, convectors, weekly
- Dust baseboards and all ledges weekly
- Dust ledges and moldings weekly (excluding workshops)
- Dust and spot clean baseboards weekly to keep them free of dust, mop streaks, floor finish, dirt and wax accumulation marks.
- Dust and wash countertops (daily) and facings weekly
- Polish weekly boardroom, and Training Room furniture on vertical and horizontal surfaces.
- Dust empty shelving weekly
- Dust bookcases weekly. Do not remove the books. Clean glass doors on both sides weekly
- Dust tops of lockers weekly
- Clean cabinets and notice boards weekly
- Clean and polish hand railings weekly
- Spot clean walls weekly

#### **Monthly**

- Vacuum and spot clean upholstered acoustical partition screens monthly.
- Damp wipe leather, vinyl and leatherette-upholstered furniture monthly
- Wash interior glass doors and partitions monthly
- Dust tops of partitions, high ledges and other high areas monthly
- Clean and defrost fridges in both kitchens monthly
- Polish brass and chrome trim on display cabinet inside building entrance weekly
- De-scale all toilet bowls and urinals monthly
- Dust and wash walls, ceiling and light fixtures monthly

#### **Extra Tasks to be completed**

##### **April and October**

- Wash all windows inside and out
- Clean and dust blinds.

##### **May and November**

- Shampoo carpets
- Strip and wax linoleum or other hard surface floors.

##### **June and October**

- Vacuum and spot clean ceilings twice (2) per year during the first week of June and October.

#### **Miscellaneous / As Required**

- Report any lighting devices that are not functioning properly to the Departmental Representative.



- 
- Do not place chairs, waste paper baskets etc. on desks or tables during cleaning operations
  - Remove all tape and adhesives from glass, frames etc.
  - Replenish as required the paper towels, shredder, garbage bags to checked daily and to be changed or replaced when full
  - Transport to appropriate containers outside of building the following: garbage, waste paper, cardboard cartons (brake down and tie neatly in bundles) and beverage containers
  - Poly garbage bags shall be of correct size.
  - Keep stairwells free from dirt and debris so that they always present a favorable condition.

#### **Environmental Management System**

- The successful contractor will be required to carry out all work in accordance with the Environmental Management System. Upon award of contract, the Contractor shall be required to sign off that they have read and understood the policy, and will work within the limits of the procedures stated therein (such as supplying MSDS, not putting any deleterious substances into the storm drains)

#### **Department Responsibilities**

- The Department will provide locked janitorial storage area for the Contractor. This area is at the disposal of the Contractor and must be maintained in a tidy manner at all times, as approved by Facility Manager (FM) or Project Authority (PA). No refuse is to be stored in this area. The storage area is to be cleaned thoroughly and will be inspected by the FM and or PA during the Contract period.
- The Department will provide electric power and hot and cold water for use by the contractor in the performance of this work.
- The Departmental Representative will retain a copy of monthly sign-in sheet to verify against the invoice submitted

#### **Contractors Responsibilities**

- The contractor will be required to sign in and sign out of the Facility as this will account for the Contractors hours
- The contractor shall notify immediately the project authority or any other Fisheries and Oceans/Coast Guard staff member of any apparent break in or damage to the premises
- The Contractor will supply all cleaning products to carry out the service of this contract. Each product will be approved by the project authority prior to use. The project authority may reject any product, material or supply item used by the Contractor, and request a substitute
- The Contractor will provide the project authority with all Workplace Hazardous Information Sheets (WHMIS) for all products being used along with Material Safety Data Sheets (MSDS)
- The Contractor shall promptly notify the project authority of needed repairs and/or damages to carpet flooring and walls
- The Contractor will follow all Canada Labour Code
- All waxes, polishing oils, etc., shall be kept in tightly sealed containers, and stored in separate shelving from rags and other cleaning materials
- All flammable materials and those subject to spontaneous combustion shall be stored in metal containers with self-closing tight-fitting metal lids until materials can be safely used, in accordance with Dangerous Goods and WHMIS legislation.
- No gasoline, highly flammable cleaning material, or any other highly flammable solvent shall be permitted inside the buildings for cleaning under the terms of this contact
- Smoking by Contractor's staff during the performance of their duties is prohibited
- The Contractor shall be responsible for the locking and security of the buildings once the contractor has finished their services



- The Contractor will report any deficiency with any equipment used by the Contractor which has been supplied.
- “Caution – Wet Floor” signs shall be used during floor cleaning operations in all areas.

### **Cleaning Equipment and Supplies**

All equipment and supplies required for the discharge of janitorial services as set forth in this Scope of Work shall be supplied by the Contractor. Any cost incurred for the procurement and operation of all such equipment and supplies shall be considered to be included in the bid price.

The Contractor shall provide materials of a disposable nature necessary for the maintenance of a hygienic and neat workplace. The Contractor shall provide in sufficient quantities to satisfactorily carry out the Work.

### **Log Service Sheets**

A log services sheets must be maintained by the contractor on a daily basis. Should work requirement not be completed, an explanation will be recorded as to why. The log sheet will be submitted to the Project Authority or representative monthly and or any time it is requested. Entries must be legible.

### **WHMIS & MSDS**

The contractor must provide employees with WHMIS training prior to contract award. Certification must be submitted to Project Authority within 10 days of contract award notification.

A copy of Material Safety Data Sheets (MSDS) for all products used and stored must be submitted to the PA and a copy kept in the janitorial storage rooms. These products are subject to approval by the FM and or PA, and they have the right to refuse certain products. Any damage resulting from the use or misuse of each material will be assessed against the Contractor.

### **Security Requirements**

Your attention is drawn to the fact that all parties working under this contract **must provide proof** that they have at least begun the process of obtaining the required security status to the minimum level of “Reliability” or that the proposed resources(s) already possess the security status to the level of “**Reliability**” or **higher effective on the date of closing of this Request for Proposal**. Compliance with the mandatory security requirements is the sole responsibility of the bidder. The bidder’s “Reliability” status must be issued by the Canadian and International Industrial Security Directorate (CIISD) of Public Works and Government Services Canada (PWGSC) Reliability status is mandatory and must be maintained throughout the Contract period.

### **Insurance**

The Contractor must maintain adequate insurance coverage for the duration of any and all contract work. Compliance with Insurance requirements does not release the Contractor from or reduce its liability under the standing offer nor any related contracts.

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

Upon contract award the successful bidder will be required to supply proof of insurance.

### **Pricing and Basis of Payment**

All costs associated with this project are the responsibility of the contractor and should be reflected in the bid price.

Please complete the pricing table in “Annex A – Offer of Service” section 7.



Payment for services rendered will be made by Her Majesty to the Contractor on monthly intervals upon receipt of an itemized invoice setting out, in detail, the work performed, the progress towards the completion of the tasks/deliverables identified in the contract and the number of person days expended, and the certificate of the Departmental Representative that the invoice is true and exact and that the Contractor has during the period covered by the invoice proceeded with the performance of the work.

Failure to provide services as described in this SOW, monthly time sheets, monthly log service sheets and MSDS sheets with monthly invoice may result in contract payments being delayed until proper documentation has been received. The Project Authority will verify the documentation prior to approving payment monthly.

### **Hours of Work**

Work is to be performed Monday to Friday inclusive by dedicated staff. Work shall commence at 2:00 pm daily. For security reasons the Guard House, Hangar Area and Stores Area is to be cleaned prior to 4:00 pm while staff is still present.

### **Regular Working Hours are from 2:00 pm. to 9:00 p.m. Monday to Friday.**

Work is not to be performed on the following Statutory Holidays observed by the Federal Government: New Year's Day, Good Friday, Easter Monday, Victoria Day, July 1", Municipal holiday (1st Monday in August) Labour Day, Thanksgiving Day, Remembrance Day, Christmas Day and Boxing Day.

The Contractor will be required to provide janitorial services on Family Day (3rd Monday of February) as the Federal Government does not observe this Statutory Holiday. The Commissionaire's logbook will be used to verify the sign in and out times of the contractor's personnel.

Report to the Project Authority all architectural, electrical and mechanical deficiencies that require maintenance or repair.

**NOTE:** Immediately report any damaged covering on pipes, tanks, boilers, etc, to the Project Authority, or other designated representative of Fisheries and Oceans Canada, Canadian Coast Guard Base.

- Maintain security of the building during cleaning and secure (close and lock) all windows and doors on the completion of cleaning.
- In accordance with the Government Policy for Energy Conservation, lighting is to be turned on only in areas being cleaned and turned off on completion of cleaning.
- Janitorial Service Manager shall provide means of communication with the Project Authority at all times.





**Language of Work**

The Language of work for this requirement is English.

**Intellectual Property**

There is no intellectual property being developed for this contract but information collected will belong to DFO.



**ANNEX "B" BASIS OF PAYMENT**

**Professional Services and Associated Costs**

For the provision of all professional services, including all associated costs necessary to carry out the required work

**The level of effort by the contractor to clean this facility properly requires a 7 hour work day between (2pm) 14:00 and (9pm) 21:00.**

**Initial Contract Period March 1, 2016 – February 28, 2017**  
(Cleaner required 5 days a week Mon.–Fri. for 7 hours a day)

All Inclusive Total Monthly cost \$ \_\_\_\_\_ + HST/GST

**1<sup>st</sup> Option Year – March 1, 2017 – February 28, 2018**  
(Cleaner required 5 days a week Mon.–Fri. for 7 hours a day)

All Inclusive Total Monthly cost \$ \_\_\_\_\_ + HST/GST

**2<sup>nd</sup> Option Year – March 1, 2018 – February 28, 2019**  
(Cleaner required 5 days a week Mon.–Fri. for 7 hours a day)

All Inclusive Total Monthly cost \$ \_\_\_\_\_ + HST/GST

Please note: Daily Rate is based on a 7 hour day, Monday through Friday. Payment will be based on the information on the recorded sign in/out sheet. If the contractor does not work a full day the daily rate will be pro-rated.



### ANNEX "C" SECURITY REQUIREMENTS CHECK LIST



Government of Canada  
Gouvernement du Canada

Contract Number / Numéro du contrat F2301-150117
Security Classification / Classification de sécurité <b>UNCLASSIFIED</b>

#### 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 DFO	2. Branch or Directorate / Direction générale ou Direction RPM	
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 JANITORIAL SERVICES FOR THE PARRY SOUND CCG BASE		
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	
5. 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: <input type="checkbox"/>	Restricted to: / Limité à: <input type="checkbox"/>	
Specify country(ies): / Préciser le(s) pays:	Specify country(ies): / Préciser le(s) pays:	
7. c) Level of information / Niveau d'information		
PROTECTED A / PROTÉGÉ A <input type="checkbox"/>	NATO UNCLASSIFIED / NATO NON CLASSIFIÉ <input type="checkbox"/>	PROTECTED A / PROTÉGÉ A <input type="checkbox"/>
PROTECTED B / PROTÉGÉ B <input type="checkbox"/>	NATO RESTRICTED / NATO DIFFUSION RESTREINTE <input type="checkbox"/>	PROTECTED B / PROTÉGÉ B <input type="checkbox"/>
PROTECTED C / PROTÉGÉ C <input type="checkbox"/>	NATO CONFIDENTIAL / NATO CONFIDENTIEL <input type="checkbox"/>	PROTECTED C / PROTÉGÉ C <input type="checkbox"/>
CONFIDENTIAL / CONFIDENTIEL <input type="checkbox"/>	NATO SECRET / NATO SECRET <input type="checkbox"/>	CONFIDENTIAL / CONFIDENTIEL <input type="checkbox"/>
SECRET / SECRET <input type="checkbox"/>	COSMIC TOP SECRET / COSMIC TRÈS SECRET <input type="checkbox"/>	SECRET / SECRET <input type="checkbox"/>
TOP SECRET / TRÈS SECRET <input type="checkbox"/>		TOP SECRET / TRÈS SECRET <input type="checkbox"/>
TOP SECRET (SIGINT) / TRÈS SECRET (SIGINT) <input type="checkbox"/>		TOP SECRET (SIGINT) / TRÈS SECRET (SIGINT) <input type="checkbox"/>

TBS/SCT 350-103(2004/12)

Security Classification / Classification de sécurité





Government of Canada  
Gouvernement du Canada

Contract Number / Numéro du contrat F2301-150117
Security Classification / Classification de sécurité <i>UPLC CLASSIFIED</i>

**PART A (material) / PARTIE A (matériel)**

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

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

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

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

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

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

Special comments:  
Commentaires spéciaux : DFO mgmt will be providing onsite escorting if the required security is not received at the time of contract award

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

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

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

**INFORMATION / ASSETS / RENSEIGNEMENTS / BIENS**

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

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

**PRODUCTION**

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

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

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

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

TBS/SCT 350-103(2004/12)

Security Classification / Classification de sécurité





Contract Number / Numéro du contrat F2301-150117
Security Classification / Classification de sécurité <i>unclassified</i>

**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	COMSEC TOP SECRET COMSEC TRÈS SECRET	PROTECTED PROTÉGÉ			CONFIDENTIAL	SECRET	TOP SECRET TRÈS SECRET	
Information / Assets Renseignements / Biens																	
Production																	
IT Media / Support TI																	
IT Link / Lien électronique																	

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

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

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

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



**ANNEX "C-1" PERSONNEL IDENTIFICATION FORM (PIF)  
DEPARTMENT OF FISHERIES AND OCEANS CANADA**

**Contract / file number:** F5211-150596

**PROJECT TITLE:** JANITORIAL SERVICES – Parry Sound, for Fisheries and Oceans Canada,  
Canadian Coast Guard Base at 28 Waubeek Street, Parry Sound, Ontario.

Company Name:	
Address:	
Telephone number:	
Fax number:	
<b>PWGSC file or Certificate #:</b>	

**Professional Services** (Add second page if more space needed, please print clearly)

Resource Person working on this project	Date of birth YYYY/MM/DD	PWGSC file or certificate #	Security Level	Meet	Does not Meet	Comments

**Contractor's Authorized Signatory (Bidder) :** \_\_\_\_\_

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

**(For Official Use)**

Company Clearance	Required	Security Level	Meet / Does not Meet / Comments (Official Use Only)
Designated Organization Screening			
Facility Security Clearance			
<b>Document Safeguarding Capability</b>			

**For Use at Fisheries and Oceans Canada  
Authorization of Contracting Security Authority**

- I approve
- I do not approve based on:

\_\_\_\_\_

**Contracting Security Authority:** \_\_\_\_\_

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



## ANNEX “D” – INSURANCE CONDITIONS

The Contractor shall, at the Contractor's own expense, provide and maintain insurance as indicated hereunder:

### 1. Definitions

1.1. “Contract” means “Purchase Order”.

1.2. “Buyer” means those departmental organizations or persons who have been given the responsibility for the contracting process within the Department.

### 2. Indemnification

The issuance coverage required by the provisions of these Insurance Conditions shall in no way limit the Contractor's responsibility under the indemnification section of the General Conditions of the contract. Any additional coverage the Contractor may deem necessary to fulfill obligations under the indemnity section shall be at the Contractor's own discretion and expense.

### 3. Period of Insurance

The insurance coverage shall be in effect from the date of contract award and shall be maintained until the contract work is completed.

### 4. Proof of Insurance

Within fourteen (14) days after acceptance of the Contractor's tender, the Contractor shall deposit with the Buyer, a Certificate of Insurance or certified true copies of all contracts of insurance maintained by the Contractor pursuant to the requirements of these Insurance Conditions.

### 5. Notification

Each insurance policy shall contain a provision that thirty (30) days prior written notice shall be given to Her Majesty in the event of any material change in, cancellation of, or expiration of coverage.

### 6. Insured

Each insurance policy shall insure the Contractor, and shall include as an Additional Named Insured, Her Majesty the Queen in right of Canada as represented by the Minister of Fisheries and Oceans.

### 7. Payment of deductible

The amount of the deductible, if any, shall be borne by the Contractor.

### 8. Public Liability and Property Damage Insurance

8.1. The Contractor shall, concurrently with the execution of this contract, place and maintain at all times during the execution of the work covered by this contract, sufficient public liability and property damage insurance against personal injury and loss or damage to the property so as to fully cover the Contractor's liability to any firm, person, association, or corporation, resulting from or attributable to the execution of the work.

**The Minimum Acceptable Amount is \$2,000,000.00.**



8.2. The policy shall be issued with a deductible amount of not more than \$500.00 per occurrence applying to property damage claims only.

9. Third party liability for vehicles and equipment owned, leased, used or operated by the Contractor

The Contractor shall provide an endorsement to the public liability and property damage insurance policy to include third party liability insurance for vehicles and equipment owned, leased, used or operated by the Contractor.

**Minimum acceptable amount is \$2,000,000.00.**

10. Tenants Legal Liability Insurance (where applicable)

The Contractor shall provide an endorsement to the public liability and property damage insurance policy to provide coverage for premises under the Contractor's care, custody and control in a **minimum amount of \$500,000.00.**





## ANNEX "E" - BILL 7 – ONTARIO EMPLOYMENT SERVICES ACT INFORMATION

Information pertaining to "Bill 7" in Ontario – employment services act:

<https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual/5/A/A0075T>

1. In accordance with the requirements of section 77(1) of the *Employment Standards Act*, 2000, S.O. 2000, c. 41, the following information concerning each employee of the previous supplier providing services at the premises is attached:
  - a. the employee's job classification or job description;  
\_\_\_\_\_Janitor\_\_\_\_\_
  - b. the wage rate actually paid to the employee;  
\_\_\_\_\_19.80\_\_\_\_\_
  - c. a description of the benefits, if any, provided to the employee including the cost of each benefit and the benefit period to which the cost relates;  
\_\_\_\_\_none\_\_\_\_\_
  - d. the number of hours that the employee works in a regular work day and in a regular work week, or if the employee's hours of work vary from week to week, the number of the employee's non-overtime hours for each week that the employee worked during the thirteen (13) weeks before the date of the request for information;  
\_\_\_\_\_26 hours per week\_\_\_\_\_
  - e. the date on which the employer hired the employee;  
\_\_\_\_\_July 1, 2012\_\_\_\_\_
  - f. any period of employment attributed to the employer under section 10 of the Act;  
\_\_\_\_\_none\_\_\_\_\_
  - g. the number of weeks that the employee worked at the premises during the twenty-six (26) weeks before the request date. The 26-week period must be calculated without including any period during which the provision of services at the premises was temporarily discontinued, or during which the employee was on leave of absence under Part XIV of the Act;  
\_\_\_\_\_26 weeks\_\_\_\_\_
  - h. a statement indicating whether either of the following subparagraphs applies to the employee:
    - i. The employee's work, before the request date, included the provision of services at the premises, but the employee did not perform his or her job duties primarily at those premises during the thirteen (13) weeks before the request date.
    - ii. The employee's work included the provision of services at the premises, but the employee was not actively at work immediately before the request date, and did not perform his or her job duties primarily at the premises during the most recent thirteen (13) weeks of active employment.
2. The name, residential address and telephone number of each employee as they appear in the previous employer's records will be provided to the successful Bidder after contract award.



\_\_\_\_available once approval by employee\_\_\_\_\_

3. In addition to the above information, a copy of either the collective agreement, union certificate, or pending union application(s) regarding these employees at the premises is also attached, if applicable.

\_\_\_\_none\_\_\_\_\_

4. Bidders must use the information referred to in subparagraphs 1.(a) to 1.(h) and paragraph 3 (if applicable) only for the purposes of preparing their bids and complying with the Act. Bidders must not disclose such information except as may be authorized by Canada in writing.

\_\_\_\_\_

5. The enclosed information concerning the employees of the previous employer providing services at the premises has been received from the previous employer and Canada does not warrant its accuracy or completeness. Canada will not be responsible for any damage or loss which may result from use of or reliance upon any of this information.

\_\_\_\_\_

6. Bidders who require clarification or further information may contact: The Contracting Officer noted above.

\_\_\_\_\_



**ANNEX “F” – EVALUATION CRITERIA**

**MANDATORY REQUIREMENTS:**

Proposals will be evaluated in accordance with the mandatory evaluation criteria as detailed herein. Bidders’ Proposals must clearly demonstrate that they meet all Mandatory Requirements for the proposal to be considered for further evaluation. Proposals not meeting the mandatory criteria will be excluded from further consideration.

The proponent may include the following table in their proposal, indicating that their proposal meets the mandatory criteria, and providing the proposal page number or section that contains information to verify that the criteria has been met.

No.	Mandatory Criteria	Meets Criteria (✓)	Proposal Page No.
M1	Bidder must provide a valid WSIB Assessment / Clearance Certificate.		
M2	Bidder must demonstrate at least 3 years’ experience in the field of commercial janitorial service.		
M3	Bidder must provide proof of Insurance		
M4	Bidder must provide copy of Business License		
M5	Bidder must provide the name of proposed resource(s) personnel performing the regular tasks and the name of the proposed resource(s) personnel performing the Extra Tasks including date of birth.		
M6	Bidder must provide proof / copy that all proposed resource personnel have the required “Reliability Status” clearance at “Reliability Status” or have begun the process of obtaining the required “reliability” clearance issued by the Canadian and International Industrial Security Directorate (CIISD) of Public Works and Government Services Canada (PWGSC) effective on the date of bid closing. Complete E-1 form attached in addition to submitting proof of clearance or letter of application in process from CIISD		
M7	The Bidder must provide proof that their employees have at least 2 years’ experience in the field of janitorial services. (copy of resume or proof of employment)		

**BASIS OF SELECTION:**

The contractor will be selected on the basis of lowest bid, provided they meet all the Mandatory Criteria outlined above.

**COST EVALUATION:**

For the provision of all professional services, including all associated costs necessary to carry out the required work

In the event of a tie, (meaning an identical cost proposal submitted by different bidders, both meeting all of the mandatory criteria above) the contract will be awarded flowing Treasury Board Contracting Policy (subsection 10.8.17)



**ANNEX "G" - DRAWINGS**

Attached