

1. INTRODUCTION

Agriculture and Agri-Food Canada (AAFC) requires Janitorial Services for thirty-two (32) of its buildings. All buildings are located on the Central Experimental Farm (CEF) in Ottawa.

2. OBJECTIVE

The objective of this requirement is to assure janitorial services for 32 of the CEF buildings as per industry standards, thus, maintaining cleanliness and providing decent working conditions for the occupants of those buildings. In order to achieve this objective, all the identified tasks will be scheduled on the required frequency (daily, weekly, monthly, bi-annual, annual and when required or needed).

3. DEFINITION OF TERMS

Buffing: Consists of removing traffic marks and restoring the floor surface shine using a high speed buffer equipped with an appropriate pad and spray solution, the floor must present an even shine and be clean after the buffing.

Carpet shampooing: Consists of using a buffer with an appropriate cleaning solution and pad in order to clean and remove stains to carpeted areas, followed by a static guard. Floor must be vacuumed prior to carpet shampooing. This operation includes moving office items and putting it back to its original location after carpets/rugs are dry and cleaning the T mats. Carpets must look, feel and smell clean after carpet shampooing.

Clean/Cleaning: Consists of removing dirt, debris, litter, spillage, stains, finger marks and any other foreign matters from horizontal and vertical surfaces using appropriate supplies, tools and equipment. (Syn.: mop, sweep, wash)

Debris: Consists of any foreign material that does not belong to a surface such as paperclips, paper, mop strings, pins, staples, gum and other items discarded on floors, furniture or other horizontal surfaces. (Syn.: litter)

Equipment: Refers to the tools required to execute the work.

High traffic areas: Includes entrance lobbies, elevator lobbies, corridors and traffic aisles in open office space.

High dusting: Consists of removing loose dirt on vertical and horizontal surfaces over 1.5 meters high using a damp cloth or an electrostatic duster without exceeding 4 meters high. Only dry dusting to be done in the libraries.

Low dusting: Consists of removing loose dirt on vertical and horizontal surfaces using a damp cloth or an electrostatic duster without exceeding 1.5 meters high. Only dry dusting to be done in the libraries.

Laboratories: All research rooms are considered as part of laboratories, therefore are to be cleaned as laboratory rooms.

Materials: include, but are not limited to, toilet tissue, paper hand towels (rolls and multi-fold), hand soap, 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).

Neutralize: Consists of using water and vinegar to wash floors thoroughly, proceeding with a cold rinse to eliminate stripping solution and old finish residue before applying sealer.

Office items: Consists of items that are standardly part of an office such as chairs, T mats, garbage cans (waste baskets), recycling blue bins, coat racks, fans and other small items department owned, no personal items.

Polishing metal: Consists of removing soil, marks and stains from metal surfaces using an appropriate cleanser, following the manufacturers' directions and making sure no oil residue is left, restoring the metal to its original shine and leaving no smudges or streaks.

Relamping: Consists of replacing burnt fluorescent tubes, compact fluorescent, halogen, LED and conventional light bulbs, dusting covers and lenses and re-install.

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

Scheduled cleaning: 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. Any scheduled cleaning must be scheduled with the Technical Authority.

Project cleaning: Means cleaning operations which are specified to be performed only when ordered by the Technical Authority on an “as and when requested” basis.

Service call(s): Means cleaning operations which are required as a result of accidental circumstances such as, but not limited to, floods, spills and blocked sinks/toilets/drains.

Scrub or scrubbing: Consists of removing top layers of wax on floors, using a low speed buffer along appropriate pad and soap, neutralizing and rinsing the floor and applying two coats of wax or sealer afterwards. This operation includes washing baseboards, moving office items and putting it back to its original location.

Spot clean: Consists of doing a visual inspection of surroundings and clean, sweep or vacuum obvious and/or major dirt/filth/spill.

Stain removal (carpets/rugs): Consists of identifying the type of stain and eliminating it using the appropriate remover solution and/or technic in accordance with instructions in commercially available spot removal kits. There must be no discoloration of the carpet fibers.

Steam clean: Consists of using a jet extractor carpet machine with appropriate detergent to remove dust, dirt and stains from carpeted areas followed by an application of static guard. Floor must be vacuumed prior to steam clean. This operation includes moving office items and putting it back to its original location after carpets/rugs are dry and cleaning the T mats. Carpets must look, feel and smell clean after steam clean.

Stairwells: Vertical structure which includes flight of stairs, risers, banisters, railings, landings, baseboards, walls, doors and glass partitions.

Stripping: Consists of removing layers of floor finish using a low speed buffer equipped with the appropriate pad and stripping solution, neutralizing and rinsing the floor and applying water based sealer and two coats of wax afterwards, when applicable. This operation includes washing baseboards, moving furniture and putting it back to its original location. There must be no wax or sealer build up on surfaces after this operation has been completed.

Supplies: Consists of items necessary for the cleaning of the buildings such as solvents, cleansers, mops, rags, brooms and other cleaning solutions and products.

Sweeping: Consists of removing dust, dirt and debris on floors, steps and landings using a dust control compound when applicable and the proper broom size for the work.

Vacuuming: Consists of removing dust, dirt and debris on floors and surfaces using a vacuum cleaner equipped with the appropriate attachments to reach everywhere.

Wash: Consists of applying, scrubbing and rinsing the appropriate cleaning solution, soap or solvent, on its own or diluted with water using the appropriate cleaning tool (rags, sponges and mops depending on the surface to be cleaned) leaving no dirt residue and streaks on the surfaces. No abrasives to be used.

Water base sealer: Consists of a solvent that is applied to a clean, bare floor. Two coats must be applied, the second in opposite direction after the first one has completely dried.

4. SCOPE OF WORK

The Contractor must supply all labour, tools, equipment, materials and products required to carry out the work as described within the present document, unless stated otherwise.

4.1 Floors

A) UNCARPETED (tiles, cushion tile, ceramic tile, battleship, linoleum, marmoleum, terrazzo, slate, rubber, hardwood, painted and epoxy concrete)

- Daily:**
- Sweep all uncarpeted areas except for the concrete floors.
 - Wash all uncarpeted areas in stairwells, photocopy rooms, washrooms, kitchens, kitchenettes, lunchrooms and main entrances, including Salon A, B, C and Cafeteria seating area of building 20.
 - Spot clean laboratories, offices, workstations and hallway floors.

- Weekly:**
- Wash laboratories, offices, workstations, hallways/corridors, dumbwaiter (building 99), handicap lift (building 20) Herbariums and Libraries (building 49) floors.
 - Sweep and wash concrete floors.

- Monthly:**
- Wash machine shop floor (building 20, room B45)
 - Remove foot grills, clean recessed pan and replace foot grills (buildings 20 and 22).
 - Lift rubber or carpeted mats and clean the floor underneath.

Bi-annual: Scrub rubber flooring in stairwells at buildings 34, 60, 72 and 75.

Annual: Scrub all uncarpeted areas. Buff corridors, hallways and main entrances on the first floors of buildings 20 and 22. Scrubs and buffs must alternate and be completed at six months intervals, where applicable.

The contractor must clean each type of floor according to the manufacturers' specifications. The cost to correct any damage resulting from improper cleaning will be deducted from the monthly payments to the Contractor.

Floor scrub, buffs and strips must be scheduled in advance and approved by the Technical Authority or his delegate. **Burnishing is not allowed.**

B) CARPETED

- Daily:**
- Spot cleaning.
 - Clip loose threads.
 - Remove spills and stains (permanent stains must be logged).

- Weekly:**
- Vacuum all carpeted areas.
 - Use HEPA vacuum for all conference rooms and boardrooms.
 - Use HEPA vacuum for rooms 1089, 1093 and 1121 of building 20.

Annual: - Steam clean all carpeted areas.

- **The use of vacuum equipped with HEPA filtration is required for some areas and locations, therefore, the contractor must have at least five (5) vacuums equipped with HEPA filters on-site at all times. Locations will be indicated by the Technical Authority or in the present Statement of Work.**
- **Steam cleaning must be scheduled in advance and approved by the Technical Authority or his delegate.**

C) ENTRANCE MATS (approx. 182.5 m²)

- Daily:** - Vacuum all entrance mats (November 1st to April 30th).
- Clip loose threads.
- Remove spills and stains (permanent stains must be logged).

- Weekly:** - Vacuum all entrance mats (May 1st to October 31st).
- Steam clean entrance mats of building 20, approx. 16.0 m² (North and South main entrances, November 1st to April 30th)

- Monthly:** - Steam clean all entrance mats (November 1st to April 30th)

4.2 INTERIOR OF BUILDINGS**1. Entrances, Exits, Lobbies and Receptions/security:****Daily:**

- remove all debris/litter
- empty garbage cans and replace liners when required
- clean both sides of door glass and frames
- damp wipe benches, counters and counter top facings
- spot-clean display cases, directory board glass, sidelights and walls
- clean sashes and doors

Weekly:

- low dusting
- polish all metals
- clean display cases and directory board glass

Monthly:

- wash wall intake and exhaust grills
- wash top and bottom of sidelights and frames
- high dusting

2. Hallways and Corridors**Daily:**

- remove all debris/litter
- empty garbage cans and replace liners when required
- monitor recycling blue bins or recycling stations, empty and replace liners when required
- spot-clean sashes, doors, walls, display cases, directory board glass, sidelights and frames
- wash and disinfect water fountains

Weekly:

- low dusting
- clean partition glass on both sides
- dust first aid boxes
- polish all metal

Monthly:

- clean both sides of glass doors of the fire cabinets
- high dusting

3. Elevators

Daily:

- remove all debris/litter
- clean interior and exterior bright metalwork
- spot clean doors, frames, walls, mirrors and control panels

Weekly:

- scrape and vacuum clean doorsill/track grooves in both the cab and on each landing
- polish brass or stainless with appropriate product
- clean mirrors
- clean sensors for the automatic door function using an approved glass cleaner

Monthly:

- wash walls, doors and frames

Buildings 18, 49, 55, 57 and 59: 1 passenger elevator per building

Building 20: 3 passenger and 2 freight elevators

Buildings 21 and 50: 1 freight elevator per building

Building 22: 1 passenger and 1 freight elevators

4. Stairwells

Daily:

- remove all debris/litter
- clean sashes and glass door
- spot-clean walls, sidelights and doors

Weekly:

- low dusting
- dust ceiling corners to remove cobwebs
- wash stringers
- polish all metal surfaces

Monthly:

- wash sidelights on both sides
- wash all wall heaters
- high dusting

5. Salons A, B and C in building 20

Daily:

- remove all debris/litter
- empty garbage cans and recycling bins, replace liners when required
- wash counter, sink and microwave in the kitchenette
- low dusting
- spot-clean chairs and table tops that are setup
- replace chairs and tables properly
- spot-clean exterior of refrigerator, exterior of cup boards, walls and doors

Weekly:

- high dusting
- dust coat racks in cloakroom
- wash garbage cans, recycling blue containers and replace liners

6. Offices, Workstations, Boardrooms and Conference rooms:

Daily:

- remove all debris/litter
- empty garbage cans and replace liners when required
- wipe chairs armrests and place chairs properly
- spot-clean tables, desks, workstations, sashes, doors, bookcase glass
- clean all tables and chairs in rooms 1089, 1093 and 1121 of building 20

Weekly:

- empty blue recycling bins and replace liners when required
- wash exterior of workstation cabinet doors
- low dusting
- dust empty shelves

Monthly:

- high dusting
- damp-wipe recycling blue cans
- wash chair legs, doors, sashes, garbage cans

7. Cafeteria (building 20)

This refers only to the seating area from metal fence (separator) to the main double doors by the microwaves

Daily:

- remove all debris/litter
- empty garbage and recycling blue bins, replace liners when required
- wash tables, chairs and replace properly
- spot-clean sashes, doors, walls up to 1.5 meters and microwaves (2)

Monthly:

- wash inside/outside of garbage cans and doors
- clean sashes on both sides and microwaves (2)

8. Kitchens and Lunchrooms

Daily:

- remove all debris/litter
- empty garbage and replace liners when required
- monitor recycling blue bins, empty and replace liners when required
- wash tables, chairs, counters, sinks and dispensers
- spot-clean exterior of; garbage cans, recycling blue cans, cabinets, refrigerators, microwaves, including backsplashes stove tops/facings, doors, sashes and walls up to 1.5 meters
- replace chairs properly
- replenish hand soap and paper towels

Weekly:

- empty blue recycling blue cans and replace liners when required
- low dusting
- wash inside/outside of garbage cans and partition glass

Monthly:

- high dusting

- wash wall heaters and radiators

9. Washrooms, Locker rooms and Shower Stalls

Daily:

- remove all debris/litter
- clear blocked toilet sinks, urinals and drains using a plunger (immediately), notify the Technical Authority or his delegate if unsuccessful with the plunger
- replenish hand soap, paper towels and toilet paper
- leave one spare roll of paper towel and toilet paper on each dispenser
- empty refuse receptacle and sani-cans, replace liners when required
- wash and disinfect toilets bowls (includes toilet base and exterior of toilet seat), urinals, exterior and interior of washbasins, water taps, shower faucets and counters.
- remove trash from strainers in urinals and replace strainers/pads when required
- clean all mirrors
- polish all metal (fixtures, dispensers, receptacles)
- wash and polish hand and foot plates on doors
- damp-wipe benches and exterior of lockers
- remove all debris/litter from shower floor
- clean drains in shower stalls
- wash and disinfect shower walls with soapless detergent
- remove rubber mat in shower stalls, wash floor and replace mat (building 50)
- spot-clean doors, walls, partitions and sashes

Weekly:

- low dusting
- descale toilet bowls and urinals
- wash partition walls and doors
- pour a pail of clean water into floor drains

Monthly:

- wash and disinfect interior or receptacles
- high dusting
- dust expose pipes

10. Laboratories

Daily:

- remove all debris/litter
- empty garbage and replace liners when required
- spot clean sashes and glass doors

Weekly:

- empty blue recycling bins and replace liners when required

Monthly:

- wash and disinfect garbage cans and replace liners when required
- clean both sides of sashes, glass and doors

11. Freight lobbies

Daily:

- remove all debris/litter
- remove garbage
- spot clean walls

Weekly:

- remove recycling
- complete dusting

12. Libraries (building 20, room 4061 and building 49, rooms 114 & 218)**Daily:**

- remove all debris/litter
- empty garbage cans and replace liners when required
- wipe chairs armrests and place chairs properly
- spot-clean tables, desks, workstations, sashes, doors, bookcase glass, glass desk and chairs

Weekly:

- remove finger marks/stains from exterior of filing cabinets
- empty blue recycling bins and replace liners when required
- wash exterior of workstation cabinet doors
- low dusting (dry dusting only)
- dust empty shelves and any free shelving space. (dry dusting only)

Monthly:

- high dusting which includes canopies, exposed pipes and hanging light fixtures (dry dusting only)
- damp-wipe table legs and recycling blue cans
- wash chair legs, doors, sashes and garbage cans

Yearly

- vacuum with proper attachments vault floor, canopies and any free shelving space using a vacuum equipped with HEPA filters (building 49, internal room "vault" inside room 114 only)

13. Miscellaneous**Monthly:**

- dust all artificial plants, remove litter and wash exterior of containers
- vacuum upholstered sofas, chairs and lounge chairs

Bi-annual:

- vacuum vertical mobile filing cabinet tracks in buildings 18 (40 ft.), 20 (360 ft.), 49 (153 ft.) and 55 (30 ft.).

Annual:

- clean air vents, diffusers, intake and exhaust grills
- damp wipe ceiling fans
- steam clean upholstered sofas, chairs and lounge chairs
- vacuum workstation partition walls
- wash leather/vinyl chairs using an approved product
- dust venetian or vertical blinds

All annual and bi-annual duties must to be scheduled with the Technical Authority or his delegate

4.3 EXTERIOR OF BUILDINGS

Daily:

- remove all debris/litter
- sweep
- remove foreign matters from grills
- clean glass doors and metal frames, both sides
- clean sashes (window in door) and whole doors
- clean knobs, hand and kick plates, push-bars
- spot clean sidelights
- sweep debris/litter & leaves from the intake grill by the south entrance of building 20

Weekly:

- remove spider webs from underside of canopies, roofs, light fixtures and handicapped ramp
- remove dust from vent openings, air intake and exhaust grills
- clean walls parallel to entrance and exit doors
- empty "Butt Stop" containers and wipe exterior

Monthly (May 1st to September 30th):

- wash underside of canopies, roofs, loading dock roofs, doors and platforms in buildings 20 and 22.
- wash both sides of sidelights and metal frames up to 4 meters high
- sweep handicap ramp and clean the glass railings

The above specifications pertain to outside entrances, exits, passageways, porches, steps, concrete platforms, buildings 20 & 22 loading docks, up to 2 meters from walls except for the "Butt Stops" which are included as long as they are located within 12 meters.

4.4 RECYCLING

1. Paper and Cardboard

All wastepaper and cardboard cartons, unless marked otherwise, must be recycled and must not be disposed of as garbage by the Contractor.

All collected paper and cardboard for recycling must be brought and put into the self-contained compactor, located in the courtyard of building 20 on a weekly basis as per the work schedule of each building.

Only the supervisors and/or the day porter will be allowed to operate the compactor and must advise the technical authority or delegate when the unit has reached 75% capacity. The Contractor will be responsible for keeping the area around the compactor in a clean and tidy condition.

2. Plastic, Glass and Metal

All plastic, glass and metal, unless marked otherwise, must be recycled and must not be disposed of as garbage by the Contractor. All collected plastic, glass and metal to be recycled must be brought to building 32 when required.

Clear plastic bags (liners) must be used in all recycling blue bins, containers or recycling centers used for the disposal of plastic, glass and metal. These recycling containers must be spot cleaned on a daily basis. There is one set of recycling center in each building covered by the present. More than one set of bins or recycling centers are present in building 20 (14), building 34 (2), building 55 (3), building 57 (3) and building 59 (3).

The Contractor will be responsible for keeping building 32 in a clean and tidy condition.

3. Fluorescent Light Tubes

Fluorescent light tubes and compact fluorescent lights are considered hazardous waste material and must be recycled separately. All burnt fluorescent and compact fluorescent lights must be placed in the designated containers in building 20.

4.5 RELAMPING

The contractor must provide the required equipment to change burnt light bulbs, fluorescents lights and compact fluorescent lights up to a maximum height of 3.6m (12feet). **All light bulbs, fluorescent lights (neon), halogen lights and compact fluorescent lights will be provided by AAFC.**

The Contractor must verify and replace burnt lights. Burnt lights must be replaced within the following day in cases where the burnt lights have been reported to the Contractor by AAFC, the next Monday when reported on a Friday or the following working day in cases where the following day is a holiday. When deemed urgent to be replaced by AAFC, the Contractor must replace the concerned burnt light(s) immediately. When changing a burnt light, the Contractor must clean the light covers and/or the lenses of the fixtures. The Contractor is not responsible for repairs to light fixtures, other than the covers and lenses.

The Contractor is exempt from relamping:

- Elevator lights
- Emergency lights and exit lights
- Exterior lights
- Personal lamps
- Built-in light fixtures which are part of office furniture
- Lights in display cases or in units
- Lights inside growth cabinets
- Lights inside scientific equipment
- Lights in areas excluded from the Contract (cold rooms, storage areas)
- Explosive proof light fixtures (building 143 and room 1049 of building 20)

5. CLEANING OPERATIONS

Unless specified otherwise, the cleaning operations must be performed as follow:

A) REGULAR HOURS

Monday to Friday between 7:00 am and 11:00 pm.

When a statutory holiday falls on a weekday (Monday to Friday) the operations will resume on the following day.

The Ontario Family Day holiday is not considered a holiday for the purpose of this Contract and the Contractor will be required to provide regular services on that day.

B) SPECIFIC HOURS

1. Salons A, B and C (building 20) must be done between 6:00 pm and 8:00 am every day. The salons must be inspected by the Contractor before 8:00 am every day to assure a minimum cleaning standards.

2. Day buildings:

- Buildings 45, 72, 75, 77, 98, 103, 114, 136, 140 and 144 must be cleaned between 07:00 am and 04:00 pm or as per the following:
 - Building 114 must be cleaned between 10:05 am and 10:25 am
 - Building 72 must be cleaned between 10:30 am and 11:30 am
 - Building 75 must be cleaned between 11:35 am and 12:35 am
- Buildings 20 and 21 between 07:00 am and 04:00 pm for the restricted areas, exceptions, service and emergency calls (Day porter)

3. Evening buildings:

- Buildings 55, 57 and 59 must be cleaned after 05:00 pm
- All remaining buildings must be cleaned after 04:00 pm

All the above Specific Hours schedules are subject to change with short notice.

C) EXCEPTIONS

1. Building 20

1.1 The gymnasium of building 20 (room B51-53) must be cleaned three times a day:

- Spot cleaned at 10:00 am.
- Spot cleaned at 2:00 pm
- Normal routine cleaning (after working hours).

1.2 Building 20, Main entrance lobby (Receptions/Security) must be serviced 7 days a week including holidays:

- Spot cleaning at 10:00 am weekdays
- Spot clean and empty garbage once a day on weekends and holidays

2. Public washrooms of buildings 72A and 85 must be serviced 7 days a week including holidays:

- Once a day: At 1:00 pm (November 1st to March 31st)
- Twice a day: At 10:00 am and 3:00 pm (April 1st to October 31st)

3. Laboratories in rooms 1005, 1007, 1013, 1015, 1017, 1024, 3011, 3013 and 4041 of building 20 must only be cleaned on request from the Technical Authority and will not exceed 12 times per year.

4. Buildings 55, 57 and 59 require daily full cleaning. Therefore spot cleaning is replaced with full cleaning for all cleaning tasks included at articles 4.1 and 4.2 relating to those buildings on a daily basis. Rooms 210 (lunch/meeting room) and 316 (reception) of building 49 also require full daily cleaning.

5. Buildings 26, 54 and 60 B (see floor plans) must only be cleaned four (4) times a year. Each cleaning must be done during the first week of the months of January, April, July and October and includes the following:

- High dusting using a damp cloth.
- Low dusting using a damp cloth.
- Vacuum carpets using HEPA vacuum

- wash and disinfect toilets bowls (includes toilet base and exterior of toilet seat), urinals, exterior and interior of washbasins, water taps and counters (Bldg 54)

6. EXCLUDED AREAS

All areas on provided floor plans that are not hatched or shaded are considered outside the Scope of Work, and as such, are not part of this requirement. In order to facilitate the identification of those areas, see the below:

- Unoccupied basements excepts where indicated (see floor plans)
- Greenhouses, cold rooms and unheated areas
- Indicated storage areas (see floor plans)
- Dark rooms, transformer, mechanical, electrical and boilers rooms
- Garages, tool rooms and carpenter shops (unless specified on floor plans)
- Attics
- Building 20 – rooms B19, B22, B32, B36, B49 and B69
- Building 21 – room 11
- Building 22 – rooms A15, A22 and A23
- Building 49 – room 111
- Building 72 – basement
- Building 140 – interior growth chambers

In case of disparity between this list and the floor plans, the floor plans prevail.

7. EXCLUDED ITEMS

Computers and associated electronic equipment, facsimiles, photocopiers, shredders, personal items, books and papers, artwork, inside display cases and cabinets, tools, coffee or vending machines, dishes, appliances and kitchen cupboards.

8. “AS AND WHEN REQUESTED” CLEANING

Additional, emergency and one-time cleaning may be required in addition to the routine cleaning, scheduled cleaning and service calls.

If the work cannot be performed by the employees during their normal working hours or additional resources are needed, the Contractor may charge AAFC for additional services if detailed justification is provided to the Project Authority and he or she authorizes it in advance.

9. MATERIAL

The Contractor must supply and maintain all tools, equipment, materials and products required to carry out the work as described within the present Statement of Work. All products used in the accomplishment of this requirement must be in accordance with Health and Safety codes. AAFC will promote the use of green products and practices, whenever possible.

Used cleaning products should have a Global Eco-labelling Network (GEN) approved eco-label that confirms both the environmental features and the performance of the product.

General features of environmentally preferable cleaning products used in Janitorial Services delivery include:

- Use of concentrated forms, to reduce volume and weight transported and to reduce packaging;
- Biodegradability;
- Packaging in non-aerosol containers;

- Packaging of cleaning products are recyclable and reusable; Exclusion of toxic ingredients and petrochemical compounds;
- Produce minimal or no irritation to skin, eyes, respiratory system; and
- Exclusion of unnecessary dyes, fragrances and corrosive/highly flammable compounds.

Cleaning equipment should be composed of recyclable parts.

Cleaning equipment should be energy efficient.

Equipment should be designed for easy disassembly.

The products used at the Center must be classified and labelled according to WHMIS.

The Contractor must provide a list of products, materials and equipment used to AAFC for approval.

Only products, materials and equipment approved by AAFC will be allowed for use at the Center.

The list must include:

- Regular 2-ply toilet paper rolls
- Basic 205' Brown Kraft hand towels (except multifold towels: (building 21)
- Regular assorted sized clear bags for recycled materials
- Regular assorted sized black garbage bags
- Soapless detergent containing "sequestering agents"
- Thick and smooth hand soap

AAFC will supply the urinal deodorizer pads, shower curtains and entrance mats.

10. CONTRACTOR'S PERSONNEL

1. All personnel assigned to work at the CEF must be comfortable working in both laboratories as well as farm environments. Fear of insects, rodents, birds or animals, which are commonly found on farms, is not an acceptable excuse for failure to perform the janitorial duties of this contract. Aversion to odours either laboratory or farm is not an acceptable excuse for failure to perform the janitorial duties of this contract.
2. The Technical Authority may ask the Contractor to replace any of its employees not meeting the requirements of this contract, for reasons of competence, behaviour or safety.
3. **All personnel working for the execution of this requirement must hold a valid WHMIS certification or be given WHMIS training by a certified trainer.**
4. The Contractor must keep a minimum of two (2) cleaning persons on-site during day cleaning operations, one Day porter for buildings 20, 21 and 22 and one day cleaner for outside buildings.
5. Day porter: A cleaning person must be designated as the Day porter. The Day porter will be responsible to respond to cleaning service calls or emergencies in buildings 20, 21 and 22 between 07:00 am and 03:00 pm. The Day porter will also be responsible to perform day time cleaning tasks as well as the day cleaning of restricted areas.
6. Day cleaner: A cleaning person must be designated as the Day cleaner. The Day cleaner will be responsible to respond to cleaning service calls or emergencies in outside buildings between 07:00 am and 03:00 pm. The Day cleaner will also be responsible to perform day time cleaning of outside buildings.
7. The Day porter, Day cleaner and supervisors must be equipped with a cellular phone and voicemail so that they can be reached at any time.
8. All personnel working under this requirement must wear industrial type uniforms consisting of matching shirt and trousers, coveralls or duster coat. All uniforms must clearly display the company's name, logo or crest.

11. GENERAL REQUIREMENTS

1. **The Contractor must not proceed to any work outside the scope of work without the prior written approval of the departmental representative or his delegate.**
2. All keys entrusted to the Contractor must be fully protected at all time, not leave the CEF and returned every day, before site departure. **In the event keys are lost while in his custody (signed), the Contractor must pay for expenses incurred for the replacement of all locks and keys affected by the lost.**
3. AAFC will provide the Contractor with an office furnished with a telephone, stock rooms, janitor's closets and designated areas for the duration of this requirement. The telephone must only be used for janitorial business and not be listed or advertised as a business number.
4. The Contractor may install in the provided office, at its own expense, office equipment and supplies such as a computer and printer.
5. AAFC will not be responsible for any loss or damages of the Contractor's equipment, supplies, materials or personal belongings.
6. Due to the large number of buildings at the Farm and the vast area to be covered under the Contract, the Contractor must have two (2) service vehicles capable of transporting a minimum of 4 cleaning staff, the cleaning supplies/equipment, garbage and the recycling. One vehicle must always be on-site during the cleaning hours. AAFC will provide 2 parking spots for the company's service vehicle(s).
7. The Contractor must provide the Technical Authority with a weekly work schedule for all buildings within 45 days from contract award. Once approved by the Technical Authority, the provided weekly work schedule will be posted in each building. Any change to the weekly work schedule must be approved by the Department Representative or his delegate.

12. SPECIAL REQUIREMENTS

1. LABORATORIES:

The cleaning personnel are to take special care when cleaning in a laboratory.

Under no circumstances must the following items be touched: sinks, counters, benches, workstations, desks, whiteboards, chalkboards, waste containers bearing biohazard stickers, refrigerators, tools, incubators and cabinets.

Furthermore, the Contractor and his employees must:

- Learn to recognize radiation warning and chemical hazards as specified by WHMIS.
- NOT touch items that are marked with these signs and symbols.
- NOT touch red or orange refuse bags as they contain hazardous waste.
- Use good personal hygiene. Wash hands after touching walls or items in laboratories.
- NOT eat or drink in the laboratories.

Safety guidelines

1. If the cleaning personnel find something that is broken or spilled in a laboratory, they must immediately leave the area and report it to the personnel in charge of the concerned laboratory and/or security. The Technical Authority shall be notified as well whenever possible.

2. In case of an accident involving the cleaning personnel in a laboratory, they must immediately leave the area and report it to the personnel in charge of the concerned laboratory and/or security. The Technical Authority shall be notified as well whenever possible.
3. In the event that the cleaning personnel detect a smell of gas or other unusual odor, they must immediately leave the area and report it to the personnel in charge of the concerned laboratory and/or security. The Technical Authority shall be notified as well whenever possible.

2. RADIOACTIVE HAZARD

2.1 Safety familiarization briefing

The Contractor and all its employees must attend, in person, a safety familiarization briefing conducted by the Radiation Safety Officer of AAFC before being allowed to provide janitorial services at the Center. Any new or substitute employees of the Contractor must receive the same safety briefings.

The AAFC Radiation Safety Officer will have the right to periodically question the Contractor's cleaning staff on the various safety signs and symbols to ensure their familiarity with the safety procedures.

The Technical Authority or his representative reserves the right to refuse entry to laboratories containing radioactive materials to any cleaning staff displaying the inability to recognize the radioactive signs and symbols.

2.2 Contractor's liability involving radioactive areas

Radioactive material is stored in 20 litres containers with radiation symbols on the lids. These containers must not be touched by the Contractor or its employees. In the event that an employee of the Contractor empties one of these containers in the regular garbage, the Contractor must, at its own expense:

- a) monitor all waste containers in the building to check for residual activity;
- b) if materials with residual radioactivity above the background level are found, properly decontaminate or properly dispose of these materials;
- c) submit a detailed written report to the Technical Authority and the Environment Department of Ontario Government, stating the reason for the improper disposal and the level of radioactivity measured for each container.

2.3 Areas containing radioactive materials

Building 20: Rooms 1010, 1018-1020, 1026, 1028, 2028, 2032, 2032A, 2034, 2036, 2039, 2041, 2044, 2048, 4009, 4012, 4015, 4018, 4020.

Building 21: Rooms 10 and 13

Building 22: Rooms 141 and 332

Building 22: Room 132. This room is equipped with an alarm, if the alarm goes off, no one must enter the room.

Further details to be provided at the Safety familiarization briefing.

13. MINIMUM CLEANING STANDARDS

The 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.

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

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

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). The use of HEPA vacuums will be required at some locations and areas.

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 done 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.

14. INSPECTIONS AND LOGGING

1. The Minimum Cleaning Standards will be verified for compliance by the Technical and/or the Contracting Authority throughout the duration of the Contract. Therefore, random inspections will be conducted. The Contractors on-site manager may be requested to be present during the inspections.
2. The Contractor must maintain an on-site logbook. This logbook will be used to record all requests, complaints, deficiencies or any other situations observed and relevant to the cleaning activities. Corrective actions must also be recorded and the logbook must be available for consultation by the Technical Authority or his representative.
3. The on-site manager must meet daily with the Technical Authority and/or the Contracting Authority so that all be informed and up to date with the cleaning activities.

ANNEX B

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1. Basis of Pricing

The following requirement **MUST** be strictly adhered to: failure to do so shall render the bidder's proposal as non-responsive.

It is **MANDATORY** that the bidders submit firm prices/rates for the two (2) years for **all** items listed hereafter (Pricing Schedule 1 and Pricing Schedule 2).

Price must be submitted without Goods and Services Tax or Harmonized Sales Tax.

PRICING SCHEDULE 1:

Firm all inclusive rates are for Routine, Schedule and Patrol Cleaning operations as detailed in the Statement of Work.

There will be no increase or decrease to the contract amount when an existing floor covering is converted to another type.

The hours of work do not include annual duties describes in the Statement of Work, such as, but not limited to; vents diffusers, chairs, etc.

1.1 BUILDING 12					
Period	A Cleanable Area	B Bidder's Estimated Monthly Hours of Work Required	C Firm Monthly Cost	D Firm Monthly Cost per M ²	E Yearly Cost (C x 12)
Firm Year 1	374.7 m ²	_____ hrs	\$ _____	_____ \$/M ²	\$ _____
Firm Year 2	374.7 m ²	_____ hrs	\$ _____	_____ \$/M ²	\$ _____
				Total Building 12 for 2 years	\$ _____

1.2 BUILDING 18					
Period	A Cleanable Area	B Bidder's Estimated Monthly Hours of Work Required	C Firm Monthly Cost	D Firm Monthly Cost per M ²	E Yearly Cost (C x 12)
Firm Year 1	465.2 m ²	_____ hrs	\$ _____	_____ \$/M ²	\$ _____
Firm Year 2	465.2 m ²	_____ hrs	\$ _____	_____ \$/M ²	\$ _____
				Total Building 18 for 2 years	\$ _____

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1.3 BUILDING 20					
Period	A Cleanable Area	B Bidder's Estimated Monthly Hours of Work Required	C Firm Monthly Cost	D Firm Monthly Cost per M ²	E Yearly Cost (C x 12)
Firm Year 1	20,830.5 m ²	_____ hrs	\$ _____	_____ \$/M ²	\$ _____
Firm Year 2	20,830.5 m ²	_____ hrs	\$ _____	_____ \$/M ²	\$ _____
				Total Building 20 for 2 years	\$ _____

1.4 BUILDING 21					
Period	A Cleanable Area	B Bidder's Estimated Monthly Hours of Work Required	C Firm Monthly Cost	D Firm Monthly Cost per M ²	E Yearly Cost (C x 12)
Firm Year 1	1876.8 m ²	_____ hrs	\$ _____	_____ \$/M ²	\$ _____
Firm Year 2	1876.8 m ²	_____ hrs	\$ _____	_____ \$/M ²	\$ _____
				Total Building 21 for 2 years	\$ _____

1.5 BUILDING 22					
Period	A Cleanable Area	B Bidder's Estimated Monthly Hours of Work Required	C Firm Monthly Cost	D Firm Monthly Cost per M ²	E Yearly Cost (C x 12)
Firm Year 1	3850.9 m ²	_____ hrs	\$ _____	_____ \$/M ²	\$ _____
Firm Year 2	3850.9 m ²	_____ hrs	\$ _____	_____ \$/M ²	\$ _____
				Total Building 22 for 2 years	\$ _____

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1.6 BUILDING 26					
Period	A Cleanable Area	B Bidder's Estimated Monthly Hours of Work Required	C Firm Monthly Cost	D Firm Monthly Cost per M ²	E Yearly Cost (C x 12)
Firm Year 1	173.6 m ²	_____ hrs	\$ _____	_____ \$/M ²	\$ _____
Firm Year 2	173.6 m ²	_____ hrs	\$ _____	_____ \$/M ²	\$ _____
				Total Building 26 for 2 years	\$ _____

1.7 BUILDING 34					
Period	A Cleanable Area	B Bidder's Estimated Monthly Hours of Work Required	C Firm Monthly Cost	D Firm Monthly Cost per M ²	E Yearly Cost (C x 12)
Firm Year 1	821.4 m ²	_____ hrs	\$ _____	_____ \$/M ²	\$ _____
Firm Year 2	821.4 m ²	_____ hrs	\$ _____	_____ \$/M ²	\$ _____
				Total Building 34 for 2 years	\$ _____

1.8 BUILDING 45					
Period	A Cleanable Area	B Bidder's Estimated Monthly Hours of Work Required	C Firm Monthly Cost	D Firm Monthly Cost per M ²	E Yearly Cost (C x 12)
Firm Year 1	58.1 m ²	_____ hrs	\$ _____	_____ \$/M ²	\$ _____
Firm Year 2	58.1 m ²	_____ hrs	\$ _____	_____ \$/M ²	\$ _____
				Total Building 45 for 2 years	\$ _____

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1.9 BUILDING 49					
Period	A Cleanable Area	B Bidder's Estimated Monthly Hours of Work Required	C Firm Monthly Cost	D Firm Monthly Cost per M ²	E Yearly Cost (C x 12)
Firm Year 1	1996.9 m ²	_____ hrs	\$ _____	_____ \$/M ²	\$ _____
Firm Year 2	1996.9 m ²	_____ hrs	\$ _____	_____ \$/M ²	\$ _____
				Total Building 49 for 2 years	\$ _____

1.10 BUILDING 50					
Period	A Cleanable Area	B Bidder's Estimated Monthly Hours of Work Required	C Firm Monthly Cost	D Firm Monthly Cost per M ²	E Yearly Cost (C x 12)
Firm Year 1	895.7 m ²	_____ hrs	\$ _____	_____ \$/M ²	\$ _____
Firm Year 2	895.7 m ²	_____ hrs	\$ _____	_____ \$/M ²	\$ _____
				Total Building 50 for 2 years	\$ _____

1.11 BUILDING 54					
Period	A Cleanable Area	B Bidder's Estimated Monthly Hours of Work Required	C Firm Monthly Cost	D Firm Monthly Cost per M ²	E Yearly Cost (C x 12)
Firm Year 1	249.1 m ²	_____ hrs	\$ _____	_____ \$/M ²	\$ _____
Firm Year 2	249.1 m ²	_____ hrs	\$ _____	_____ \$/M ²	\$ _____
				Total Building 54 for 2 years	\$ _____

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1.12 BUILDING 55					
Period	A Cleanable Area	B Bidder's Estimated Monthly Hours of Work Required	C Firm Monthly Cost	D Firm Monthly Cost per M²	E Yearly Cost (C x 12)
Firm Year 1	1812.2 m ²	_____ hrs	\$ _____	_____ \$/M ²	\$ _____
Firm Year 2	1812.2 m ²	_____ hrs	\$ _____	_____ \$/M ²	\$ _____
				Total Building 55 for 2 years	\$ _____

1.13 BUILDING 57					
Period	A Cleanable Area	B Bidder's Estimated Monthly Hours of Work Required	C Firm Monthly Cost	D Firm Monthly Cost per M²	E Yearly Cost (C x 12)
Firm Year 1	1312.3 m ²	_____ hrs	\$ _____	_____ \$/M ²	\$ _____
Firm Year 2	1312.3 m ²	_____ hrs	\$ _____	_____ \$/M ²	\$ _____
				Total Building 57 for 2 years	\$ _____

1.14 BUILDING 59					
Period	A Cleanable Area	B Bidder's Estimated Monthly Hours of Work Required	C Firm Monthly Cost	D Firm Monthly Cost per M²	E Yearly Cost (C x 12)
Firm Year 1	899.3 m ²	_____ hrs	\$ _____	_____ \$/M ²	\$ _____
Firm Year 2	899.3 m ²	_____ hrs	\$ _____	_____ \$/M ²	\$ _____
				Total Building 59 for 2 years	\$ _____

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1.15 BUILDING 60A					
Period	A Cleanable Area	B Bidder's Estimated Monthly Hours of Work Required	C Firm Monthly Cost	D Firm Monthly Cost per M ²	E Yearly Cost (C x 12)
Firm Year 1	384.2 m ²	_____ hrs	\$ _____	_____ \$/M ²	\$ _____
Firm Year 2	384.2 m ²	_____ hrs	\$ _____	_____ \$/M ²	\$ _____
				Total Building 60A for 2 years	\$ _____

1.16 BUILDING 60B					
Period	A Cleanable Area	B Bidder's Estimated Monthly Hours of Work Required	C Firm Monthly Cost	D Firm Monthly Cost per M ²	E Yearly Cost (C x 12)
Firm Year 1	384.2 m ²	_____ hrs	\$ _____	_____ \$/M ²	\$ _____
Firm Year 2	384.2 m ²	_____ hrs	\$ _____	_____ \$/M ²	\$ _____
				Total Building 60B for 2 years	\$ _____

1.17 BUILDING 72					
Period	A Cleanable Area	B Bidder's Estimated Monthly Hours of Work Required	C Firm Monthly Cost	D Firm Monthly Cost per M ²	E Yearly Cost (C x 12)
Firm Year 1	351.6 m ²	_____ hrs	\$ _____	_____ \$/M ²	\$ _____
Firm Year 2	351.6 m ²	_____ hrs	\$ _____	_____ \$/M ²	\$ _____
				Total Building 72 for 2 years	\$ _____

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1.18 BUILDING 72A					
Period	A Cleanable Area	B Bidder's Estimated Monthly Hours of Work Required	C Firm Monthly Cost	D Firm Monthly Cost per M²	E Yearly Cost (C x 12)
Firm Year 1	39.0 m ²	_____ hrs	\$ _____	_____ \$/M ²	\$ _____
Firm Year 2	39.0 m ²	_____ hrs	\$ _____	_____ \$/M ²	\$ _____
				Total Building 72A for 2 years	\$ _____

1.19 BUILDING 74					
Period	A Cleanable Area	B Bidder's Estimated Monthly Hours of Work Required	C Firm Monthly Cost	D Firm Monthly Cost per M²	E Yearly Cost (C x 12)
Firm Year 1	1174.9 m ²	_____ hrs	\$ _____	_____ \$/M ²	\$ _____
Firm Year 2	1174.9 m ²	_____ hrs	\$ _____	_____ \$/M ²	\$ _____
				Total Building 74 for 2 years	\$ _____

1.20 BUILDING 75					
Period	A Cleanable Area	B Bidder's Estimated Monthly Hours of Work Required	C Firm Monthly Cost	D Firm Monthly Cost per M²	E Yearly Cost (C x 12)
Firm Year 1	513.8 m ²	_____ hrs	\$ _____	_____ \$/M ²	\$ _____
Firm Year 2	513.8 m ²	_____ hrs	\$ _____	_____ \$/M ²	\$ _____
				Total Building 75 for 2 years	\$ _____

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1.21 BUILDING 77					
Period	A Cleanable Area	B Bidder's Estimated Monthly Hours of Work Required	C Firm Monthly Cost	D Firm Monthly Cost per M ²	E Yearly Cost (C x 12)
Firm Year 1	48.1 m ²	_____ hrs	\$ _____	_____ \$/M ²	\$ _____
Firm Year 2	48.1 m ²	_____ hrs	\$ _____	_____ \$/M ²	\$ _____
				Total Building 77 for 2 years	\$ _____

1.22 BUILDING 85					
Period	A Cleanable Area	B Bidder's Estimated Monthly Hours of Work Required	C Firm Monthly Cost	D Firm Monthly Cost per M ²	E Yearly Cost (C x 12)
Firm Year 1	62.4 m ²	_____ hrs	\$ _____	_____ \$/M ²	\$ _____
Firm Year 2	62.4 m ²	_____ hrs	\$ _____	_____ \$/M ²	\$ _____
				Total Building 85 for 2 years	\$ _____

1.23 BUILDING 97					
Period	A Cleanable Area	B Bidder's Estimated Monthly Hours of Work Required	C Firm Monthly Cost	D Firm Monthly Cost per M ²	E Yearly Cost (C x 12)
Firm Year 1	436.6 m ²	_____ hrs	\$ _____	_____ \$/M ²	\$ _____
Firm Year 2	436.6 m ²	_____ hrs	\$ _____	_____ \$/M ²	\$ _____
				Total Building 97 for 2 years	\$ _____

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1.24 BUILDING 98					
Period	A Cleanable Area	B Bidder's Estimated Monthly Hours of Work Required	C Firm Monthly Cost	D Firm Monthly Cost per M²	E Yearly Cost (C x 12)
Firm Year 1	204.1 m ²	_____ hrs	\$ _____	_____ \$/M ²	\$ _____
Firm Year 2	204.1 m ²	_____ hrs	\$ _____	_____ \$/M ²	\$ _____
				Total Building 98 for 2 years	\$ _____

1.25 BUILDING 99					
Period	A Cleanable Area	B Bidder's Estimated Monthly Hours of Work Required	C Firm Monthly Cost	D Firm Monthly Cost per M²	E Yearly Cost (C x 12)
Firm Year 1	625.4 m ²	_____ hrs	\$ _____	_____ \$/M ²	\$ _____
Firm Year 2	625.4 m ²	_____ hrs	\$ _____	_____ \$/M ²	\$ _____
				Total Building 99 for 2 years	\$ _____

1.26 BUILDING 103					
Period	A Cleanable Area	B Bidder's Estimated Monthly Hours of Work Required	C Firm Monthly Cost	D Firm Monthly Cost per M²	E Yearly Cost (C x 12)
Firm Year 1	8.2 m ²	_____ hrs	\$ _____	_____ \$/M ²	\$ _____
Firm Year 2	8.2 m ²	_____ hrs	\$ _____	_____ \$/M ²	\$ _____
				Total Building 103 for 2 years	\$ _____

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1.27 BUILDING 106					
Period	A Cleanable Area	B Bidder's Estimated Monthly Hours of Work Required	C Firm Monthly Cost	D Firm Monthly Cost per M ²	E Yearly Cost (C x 12)
Firm Year 1	245.5 m ²	_____ hrs	\$ _____	_____ \$/M ²	\$ _____
Firm Year 2	245.5 m ²	_____ hrs	\$ _____	_____ \$/M ²	\$ _____
				Total Building 106 for 2 years	\$ _____

1.28 BUILDING 110					
Period	A Cleanable Area	B Bidder's Estimated Monthly Hours of Work Required	C Firm Monthly Cost	D Firm Monthly Cost per M ²	E Yearly Cost (C x 12)
Firm Year 1	178.4 m ²	_____ hrs	\$ _____	_____ \$/M ²	\$ _____
Firm Year 2	178.4 m ²	_____ hrs	\$ _____	_____ \$/M ²	\$ _____
				Total Building 110 for 2 years	\$ _____

1.29 BUILDING 114					
Period	A Cleanable Area	B Bidder's Estimated Monthly Hours of Work Required	C Firm Monthly Cost	D Firm Monthly Cost per M ²	E Yearly Cost (C x 12)
Firm Year 1	78.0 m ²	_____ hrs	\$ _____	_____ \$/M ²	\$ _____
Firm Year 2	78.0 m ²	_____ hrs	\$ _____	_____ \$/M ²	\$ _____
				Total Building 114 for 2 years	\$ _____

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1.30 BUILDING 136					
Period	A Cleanable Area	B Bidder's Estimated Monthly Hours of Work Required	C Firm Monthly Cost	D Firm Monthly Cost per M ²	E Yearly Cost (C x 12)
Firm Year 1	75.8 m ²	_____ hrs	\$ _____	_____ \$/M ²	\$ _____
Firm Year 2	75.8 m ²	_____ hrs	\$ _____	_____ \$/M ²	\$ _____
				Total Building 136 for 2 years	\$ _____

1.31 BUILDING 140					
Period	A Cleanable Area	B Bidder's Estimated Monthly Hours of Work Required	C Firm Monthly Cost	D Firm Monthly Cost per M ²	E Yearly Cost (C x 12)
Firm Year 1	23.8 m ²	_____ hrs	\$ _____	_____ \$/M ²	\$ _____
Firm Year 2	23.8 m ²	_____ hrs	\$ _____	_____ \$/M ²	\$ _____
				Total Building 140 for 2 years	\$ _____

1.32 BUILDING 143					
Period	A Cleanable Area	B Bidder's Estimated Monthly Hours of Work Required	C Firm Monthly Cost	D Firm Monthly Cost per M ²	E Yearly Cost (C x 12)
Firm Year 1	460.7 m ²	_____ hrs	\$ _____	_____ \$/M ²	\$ _____
Firm Year 2	460.7 m ²	_____ hrs	\$ _____	_____ \$/M ²	\$ _____
				Total Building 143 for 2 years	\$ _____

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1.33 BUILDING 144					
Period	A Cleanable Area	B Bidder's Estimated Monthly Hours of Work Required	C Firm Monthly Cost	D Firm Monthly Cost per M²	E Yearly Cost (C x 12)
Firm Year 1	79.7 m ²	_____ hrs	\$ _____	_____ \$/M ²	\$ _____
Firm Year 2	79.7 m ²	_____ hrs	\$ _____	_____ \$/M ²	\$ _____
				Total Building 144 for 2 years	\$ _____

Total for the 32 buildings			
Period	A Cleanable Area	B Bidder's Estimated Hours of Work Required for one (1) year	C Firm Yearly Cost excluding taxes
Firm Year 1	Estimated at 40,361.4 m ²	_____ hrs	\$ _____
Firm Year 2	Estimated at 40,361.4 m ²	_____ hrs	\$ _____
		Total for the 2 years	\$ _____

UNIT PRICING FOR UNSCHEDULED WORK / SCHEDULE 2:

2.1 Our firm all inclusive hourly rate per qualified personnel and our all inclusive unit pricing for a surface base price shall be, excluding GST/HST:

	Category A* Light Duty	Category B* Heavy Duty	\$/m ² Cleaning of Floors (Scrub & Wax)	\$/m ² Cleaning of Carpet	TOTAL
Firm Year 1	\$ /hr	\$ /hr	\$ /hr	\$ /m ²	
Estimate level of effort (For evaluation purpose)	50 hr	50 hr	50 m ²	50 m ²	
TOTAL	\$	\$	\$	\$	\$
Firm Year 2	\$ /hr	\$ /hr	\$ /hr	\$ /m ²	
Estimate number of hour (For evaluation purpose)	50 hr	50 hr	50 m ²	50 m ²	
TOTAL	\$	\$	\$	\$	\$
TOTAL for 2 years					\$

IN THE CASE OF ERROR IN THE EXTENSION OF PRICES, THE UNIT PRICE WILL GOVERN.

AUTHORIZATION FOR DELIVERY: Only the Contracting Authority or his delegate of the Department of Agriculture and Agri-Food shall request delivery of goods/services identified in Pricing Schedule 2.1. All requests to the Contractor must be in writing.

* Definitions:

Cleaners for light work, category A are employees who perform cleaning tasks such as: Collecting garbage, emptying trash cans and small receptacles, removing foreign bodies from fountain drain grids, performing light cleaning, removing spots, cleaning furniture, cleaning equipment and dusting all surfaces that can be reached without a ladder, damp mopping, mop dusting, vacuuming, refilling distributors in the washrooms, cleaning and/or washing the washroom stalls, sinks, chrome fixtures, mirrors and distributors.

Cleaners for heavy work, category B are employees who perform cleaning tasks such as: Emptying, cleaning and /or washing heavy receptacles, sweeping, damp mopping, washing and scrubbing floors, removing and applying floor finishes, washing or vacuuming walls or operating mechanical cleaning equipment and other heavy work including but not limited to cleaning windows.

ANNEX C

RFP 01B46-14-0190
Bid Evaluation Procedure

1. Technical Evaluation - Mandatory Requirements

To be considered responsive, a proposal must comply with all the mandatory requirements stipulated in the RFP documents, including the following:

- 1) Attendance at the mandatory site visit;
- 2) Confirmation that the minimum global Level of Effort for the 32 buildings is 36,000 hours per year (write down your hours in Annex B).

2. Technical Evaluation - Point Rated Technical Criteria

Proposals will be evaluated and scored in accordance with the following criteria. **Points will be awarded based on the degree to which the information/material demonstrates the Bidder's capability to perform and successfully carry-out the requirement** described in this Request For Proposal. It is suggested that these criteria be addressed in sufficient depth in the proposal. Items not addressed will be given a score of zero. Proposals will be evaluated solely on their content. Information referred to, but not provided as a paper copy (such as information on an Internet website) will not be evaluated as it could be changed after the closing date.

2.1 Corporate Experience (90 points)

The proponent should have relevant corporate experience in similar types of janitorial operations. To demonstrate this experience, the proponent is to provide details of three (3) similar operations currently or previously managed by the proponent's firm within the last 5 years as follows:

- Name and location of organization where similar services were performed; including name and phone number of Client's Contract Manager
- Type of operating environment, i.e. factory, office, care/medical facility etc.;
- Length time your firm has provided the services for the named organizations;
- Type(s) and extent of service provided;
- Square footage of area for which service is / was provided;
- Name and phone number of Client's Contract Manager.

2.2 Supervision of Personnel (150 points)

The proponent should have qualified customer-focused supervision of personnel to operate the required services. In order to demonstrate this, the proponent is to provide the following information:

- a) The Bidder should state its proposed methods to supervise its on-site personnel.
- b) The Bidder should include a copy of its corporate and on-site organizational chart. The Organization chart should include a legend that matches the position titles used by the bidder to the following positions: Regional Management Personnel, Site Superintendent, Liaison Officers and Team Leaders.
- c) The contractor shall demonstrate how they manage their staff and subcontractors to ensure times charged for are accurate.
- d) They should demonstrate how they will manage their employee/employer relationships both internally and externally.

2.3 Education and Experience of Proposed Management Personnel

ANNEX C

RFP 01B46-14-0190
Bid Evaluation Procedure

(60 points)

For each of the personnel proposed, as detailed below, the Bidder should:

- State the position and functions that the personnel would perform
 - Provide a resume
 - State their cleaning and management experience
 - State their education level and past cleaning and management training.
- a) Regional Management Personnel: The proposed Regional Management Personnel that the Site Superintendent would report to for the resulting Contract.
- b) Site Superintendent: The proposed personnel that would be the Site Superintendent for the resulting Contract.

2.4 On-site Personnel Selection and Training (120 points)

- a) The Bidder should describe its recruitment program, selection criteria and hiring methods that it proposes to use for its on-site management and janitorial personnel?
- b) The Bidder should describe its recruitment strategy for the current on site personnel;
- c) Outline your company's employee training and orientation program including as a minimum for on-site management and janitorial personnel:
- The annual average number of hours of training per person.
 - A description of the training and orientation of the personnel which will be provided before starting to work on-site and once on-site.
 - The persons or organizations in charge of training your employees.

2.5 Implementation and understanding of the total level of effort (90 points)

The Bidder should explain in detail how it would accomplish the transition from the current contract. This should include details on the level of effort and duration of time required of the Bidder, the current Contractor and the Technical Authority. A schedule for the implementation should be included including the estimated Level of Effort per building on a daily basis in accordance with "Annex A" of the "Maintenance Program".

2.6 Methods of Communication (140 points)

- a) The Bidder should state the proposed methods of communication to inform its on-site personnel of the work they have to carry out. Please include examples.
- b) The Bidder should demonstrate its methods of communication for meetings, training, deficiencies, work direction, performance evaluation, follow up, disciplinary action, dispute resolution and work schedules. They should address how they will deal with confidentiality.

2.7 Quality Control (150 points)

- a) The Bidder should describe its quality control system. This should include:
- Quality control or quality methods guide;
 - Inspection, reporting and follow up procedures;
 - Forms used for quality control.

ANNEX C

RFP 01B46-14-0190
Bid Evaluation Procedure

- b) If the Bidder is ISO certified or is in the process of certification it should briefly describe the stage it is at in the ISO certification process.

2.8 Health and Safety Plan (50 points)

The Bidder should provide the company's Health and Safety Plan. Also, explain issues such as the "Material Safety Data Sheet", disposal of waxes, pick-up of hazardous waste and any other related issues.

Total points for the technical evaluation: 850 points. Required passing mark is 70% for the technical bid evaluation (595/850).

3. Financial Evaluation

- 3.1 The Financial Evaluation will be calculated in accordance with Annex "B", using all item costs and identified quantities, including unit pricing for unscheduled work.
- 3.2 The price of the bid will be evaluated in Canadian dollars, the Goods and Services Tax or the Harmonized Sales Tax excluded FOB destination, Canadian customs duties and excise taxes included.

ANNEX D

EVALUATION GRID	Point allocation	Point obtained
Corporate Experience		/ 210 points
The proponent should have relevant corporate experience in similar types of janitorial operations. To demonstrate this experience, the proponent is to provide details of three (3) similar operations currently or previously managed by the proponent's firm within the last 5 years and meet the following points: Point # 1: Provide the name, address and contact person of the organization where similar services were performed. Point # 2: Particular environment: Laboratory and industrial or agricultural (Messier) Point # 3: Surface area equal to or greater than 20,000 m ² ;		/ 180 points
-The Bidder has not provided sufficient information of an organization that meets at least two of the points mentioned -The Bidder has provided acceptable information from an organization that meets two of the points mentioned -The Bidder has provided acceptable information from two organizations that meets two of the points mentioned -The Bidder has provided acceptable information from three organizations that meets two of the points mentioned -The Bidder has provided acceptable information from an organization that meets the three points mentioned -The Bidder has provided acceptable information from two organizations that meets two of the points mentioned -The Bidder has provided acceptable information from three organizations that meets the three points mentioned	0 points 30 points 60 points 90 points 120 points 150 points 180 points	
Period of time that your organization has provided services for the organizations mentioned in the previous statement.		/ 30 points
-The Bidder has not demonstrated that he had provided the service for at least 4 consecutive years and renewed the contract with any organization. -The Bidder has demonstrated that he has provided the services for at least 4 consecutive years and renewed the contract with one organization. -The Bidder has demonstrated that he has provided the services for at least 4 consecutive years and renewed the contract with 2 organizations. -The Bidder has demonstrated that he has provided the services for at least 4 consecutive years and renewed the contract with 3 organizations.	0 points 10 points 20 points 30 points	
Supervision of Personnel		/ 30 points
The proponent should have qualified customer-focused supervision of personnel to operate the required services. In order to demonstrate this, the proponent is to provide the following information: a) The Bidder should state its proposed methods to supervise its on-site personnel.		/ 30 points
- Unsatisfactory: No details provided on how the Bidder will meet the requirement. - Incomplete or limited explanation of how the Bidder will meet the requirement. - Acceptable and adequate explanation of how the Bidder will meet the requirement. - Excellent Explanation, thorough and specific about how the Bidder will meet the requirement.	0 points 10 points 20 points 30 points	
Education and Experience of Proposed on-site Manager and Supervisor		/ 60 points
On-Site Manager: The proposed on-site Manager that the supervisor would report to for the resulting Contract.		/ 30 points
- Janitorial experience (2 points per year, maximum 10 points) - Management experience (2 points per year, maximum 10 points) - Past training in janitorial or management. (2 points per training, maximum 10 points)	/ 10 points / 10 points / 10 points	
Supervisor: The proposed personnel that would be the supervisor for the resulting Contract.		/ 30 points
- Janitorial experience (2 points per year, maximum 10 points) - Management experience (2 points per year, maximum 10 points) - Past education and training in janitorial or management. (2 points per training or degree, maximum 10 points)	/ 10 points / 10 points / 10 points	

ANNEX D

Personnel Training		/ 120 points
Outline your company's employee training and orientation program including as a minimum for supervisor and janitorial personnel		/ 120 points
- The annual average number of hours of training per person in the last year .(3 points per hour, maximum de 30 points)	/ 30 points	
- The annual minimum number of hours of training per person per year for the duration of the contract .(3 points per hour, maximum de 30 points)	/ 30 points	
- A description of the training and orientation of the personnel which will be provided before starting to work on-site and once on-site.	/ 60 points	
<ul style="list-style-type: none"> • - Unsatisfactory: No details provided on how the Bidder will meet the requirement. (0 points) • - Incomplete or limited explanation of how the Bidder will meet the requirement. (20 points) • - Acceptable and adequate explanation of how the Bidder will meet the requirement. (40 points) • - Excellent Explanation, thorough and specific about how the Bidder will meet the requirement. (60 points) 		
Implementation and understanding of the total level of effort		/ 90 points
The Bidder should explain in detail how it would accomplish the transition from the current contract. This should include details on the level of effort and duration of time required of the Bidder, the current Contractor and the Technical Authority. A schedule for the implementation should be included including the estimated Level of Effort per building on a daily basis in accordance with "Appendix B - Annex A" of the "Maintenance Program".		
- Unsatisfactory: No details provided on how the Bidder will meet the requirement.	0 points	
- Incomplete or limited explanation of how the Bidder will meet the requirement.	30 points	
- Acceptable and adequate explanation of how the Bidder will meet the requirement.	60 points	
- Excellent Explanation, thorough and specific about how the Bidder will meet the requirement.	90 points	
Quality Control		/ 160 points
The Bidder should describe its quality control system. This should include:		
- Quality control or quality methods guide;		/ 150 points
- Inspection, reporting and follow up procedures;		
- Forms used for quality control.		
- Unsatisfactory: No details provided on how the Bidder will meet the requirement.	0 points	
- Incomplete or limited explanation of how the Bidder will meet the requirement.	50 points	
- Acceptable and adequate explanation of how the Bidder will meet the requirement.	100 points	
- Excellent Explanation, thorough and specific about how the Bidder will meet the requirement.	150 points	
ISO certification process.		/ 10 points
The Bidder is not ISO certified	0 points	
The Bidder is in the ISO certification process	5 points	
The Bidder is ISO certified	10 points	
Health and Safety Plan		/ 60 points
The Bidder should provide the company's Health and Safety Plan. Also, explain issues such as the materials being used that have environmentally friendly features and the performance of those products		
- Unsatisfactory: No details provided on how the Bidder will meet the requirement.	0 points	
- Incomplete or limited explanation of how the Bidder will meet the requirement.	20 points	
- Acceptable and adequate explanation of how the Bidder will meet the requirement.	40 points	
- Excellent Explanation, thorough and specific about how the Bidder will meet the requirement.	60 points	
	Maximum	/ 730 points
	Minimum (70%)	/ 511 points

ANNEX D

TOTAL	
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ANNEX E

SRCL #163-022015



Government of Canada / Gouvernement du Canada

Contract Number / Numéro du contrat 01B46-14-0190
Security Classification / Classification de sécurité Unclassified

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 AAFC		2. Branch or Directorate / Direction générale ou Direction CMB
3. a) Subcontract Number / Numéro du contrat de sous-traitance N/A	3. b) Name and Address of Subcontractor / Nom et adresse du sous-traitant N/A	
4. Brief Description of Work / Brève description du travail Janitorial services of 32 buildings for the Central Experimental Farm, Ottawa. Services d'entretien ménager de 32 édifices pour la ferme expérimentale centrale, Ottawa.		
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? (Specify the level of access using the chart in Question 7. c) (Préciser le niveau d'accès en utilisant le tableau qui se trouve à la question 7. c)		<input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui
6. b) Will the supplier and its employees (e.g. cleaners, maintenance personnel) require access to restricted access areas? No access to PROTECTED and/or CLASSIFIED information or assets is permitted. Le fournisseur et ses employés (p. ex. nettoyeurs, personnel d'entretien) auront-ils accès à des zones d'accès restreintes? L'accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS n'est pas autorisé.		<input type="checkbox"/> No / Non <input checked="" type="checkbox"/> Yes / Oui
6. c) Is this a commercial courier or delivery requirement with no overnight storage? S'agit-il d'un contrat de messagerie ou de livraison commerciale sans entreposage de nuit?		<input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui
7. a) Indicate the type of information that the supplier will be required to access / Indiquer le type d'information auquel le fournisseur devra avoir accès		
Canada <input type="checkbox"/>	NATO / OTAN <input type="checkbox"/>	Foreign / Étranger <input type="checkbox"/>
7. b) Release restrictions / Restrictions relatives à la diffusion		
No release restrictions Aucune restriction relative à la diffusion <input type="checkbox"/>	All NATO countries Tous les pays de l'OTAN <input type="checkbox"/>	No release restrictions Aucune restriction relative à la diffusion <input type="checkbox"/>
Not releasable À ne pas diffuser <input type="checkbox"/>		
Restricted to: / Limité à : Specify country(ies): / Préciser le(s) pays : <input type="checkbox"/>	Restricted to: / Limité à : Specify country(ies): / Préciser le(s) pays : <input type="checkbox"/>	Restricted to: / Limité à : Specify country(ies): / Préciser le(s) pays : <input type="checkbox"/>
7. c) Level of information / Niveau d'information		
PROTECTED A <input type="checkbox"/>	NATO UNCLASSIFIED <input type="checkbox"/>	PROTECTED A <input type="checkbox"/>
PROTÉGÉ A <input type="checkbox"/>	NATO NON CLASSIFIÉ <input type="checkbox"/>	PROTÉGÉ A <input type="checkbox"/>
PROTECTED B <input type="checkbox"/>	NATO RESTRICTED <input type="checkbox"/>	PROTECTED B <input type="checkbox"/>
PROTÉGÉ B <input type="checkbox"/>	NATO DIFFUSION RESTREINTE <input type="checkbox"/>	PROTÉGÉ B <input type="checkbox"/>
PROTECTED C <input type="checkbox"/>	NATO CONFIDENTIAL <input type="checkbox"/>	PROTECTED C <input type="checkbox"/>
PROTÉGÉ C <input type="checkbox"/>	NATO CONFIDENTIEL <input type="checkbox"/>	PROTÉGÉ C <input type="checkbox"/>
CONFIDENTIAL <input type="checkbox"/>	NATO SECRET <input type="checkbox"/>	CONFIDENTIAL <input type="checkbox"/>
CONFIDENTIEL <input type="checkbox"/>	NATO SECRET <input type="checkbox"/>	CONFIDENTIEL <input type="checkbox"/>
SECRET <input type="checkbox"/>	COSMIC TOP SECRET <input type="checkbox"/>	SECRET <input type="checkbox"/>
SECRET <input type="checkbox"/>	COSMIC TRÈS SECRET <input type="checkbox"/>	SECRET <input type="checkbox"/>
TOP SECRET <input type="checkbox"/>		TOP SECRET <input type="checkbox"/>
TRÈS SECRET <input type="checkbox"/>		TRÈS SECRET <input type="checkbox"/>
TOP SECRET (SIGINT) <input type="checkbox"/>		TOP SECRET (SIGINT) <input type="checkbox"/>
TRÈS SECRET (SIGINT) <input type="checkbox"/>		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 / 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 :

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



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

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

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

SUMMARY CHART / TABLEAU RÉCAPITULATIF

Category / Catégorie	PROTECTED / PROTÉGÉ			CLASSIFIED / CLASSIFIÉ			NATO				COMSEC							
	A	B	C	CONFIDENTIAL	SECRET	TOP SECRET	NATO RESTRICTED	NATO CONFIDENTIAL	NATO SECRET	COSMIC TOP SECRET / COSMIC TRÈS SECRET	PROTECTED / PROTÉGÉ			CONFIDENTIAL	SECRET	TOP SECRET		
				CONFIDENTIEL		TRÈS SECRET	NATO DIFFUSION RESTREINTE	NATO CONFIDENTIEL			A	B	C	CONFIDENTIEL		TRÈS SECRET		
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"/>	<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"/>	<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"/>	<input type="checkbox"/>	<input type="checkbox"/>

12. a) Is the description of the work contained within this SRCL PROTECTED and/or CLASSIFIED? No / Yes
La description du travail visé par la présente LVERS est-elle de nature PROTÉGÉE et/ou CLASSIFIÉE? 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? No / Yes
La documentation associée à la présente LVERS sera-t-elle PROTÉGÉE et/ou CLASSIFIÉE? 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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01B46-14-0190

Security Classification / Classification de sécurité
Unclassified

PART D - AUTHORIZATION / PARTIE D - AUTORISATION

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

Name (print) - Nom (en lettres moulées) Daniel Lafrenière	Title - Titre Contracts and Projects Officer	Signature <i>[Signature]</i>
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Telephone No. - N° de téléphone 613-759-6876	Facsimile No. - N° de télécopieur 613-759-7005	E-mail address - Adresse courriel daniel.lafreniere@agr.gc.ca	Date 2015-02-20
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14. Organization Security Authority / Responsable de la sécurité de l'organisme

Name (print) - Nom (en lettres moulées) Lise Hévesque-Masson	Title - Titre SLCA Coordinator	Signature <i>[Signature]</i>
---	-----------------------------------	---------------------------------

Telephone No. - N° de téléphone 613-773-1464	Facsimile No. - N° de télécopieur 613-773-1464	E-mail address - Adresse courriel lise.hevesque-masson@agr.gc.ca	Date Feb 20, 2015
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15. Are there additional instructions (e.g. Security Guide, Security Classification Guide) attached? / Des instructions supplémentaires (p. ex. Guide de sécurité, Guide de classification de la sécurité) sont-elles jointes?
 No / Non Yes / Oui

16. Procurement Officer / Agent d'approvisionnement

Name (print) - Nom (en lettres moulées) NICOLAS CYR	Title - Titre spéc. en approvisionnements	Signature
--	--	-----------

Telephone No. - N° de téléphone 514-496-3389	Facsimile No. - N° de télécopieur 514-496-3822	E-mail address - Adresse courriel nicolas.cyr@tpsgc-pwgsc.gc.ca	Date
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17. Contracting Security Authority / Autorité contractante en matière de sécurité

Name (print) - Nom (en lettres moulées)	Title - Titre	Signature <i>[Signature]</i>
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Telephone No. - N° de téléphone	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel	Date 07-OCTOBER-2015
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Jacques Saumur
 Contract Security Officer, Contract Security Division
 Jacques.Saumur@tpsgc-pwgsc.gc.ca
 Tel/Tél - 613-948-1732 / Fax/Télex - 613-954-4171

ANNEX F

BLDG. 12

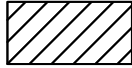
MEDIUM OCCUPANCY

3 WASHROOMS + 1 SHOWER - 17.8 m²
 LUNCHROOM(S) - N/A KITCHENETTE(S) - 5.8 m²
 HALLWAY(S) - 85.9 m² STAIRWELL(S) - 33.0 m²
 FLOORING - 119.3 m² CARPETING - 298.3 m²
 MISC. - 246.6 m² OUTSIDE ENTRANCES - 4.0 m²
 TOTAL AREA TO BE CLEANED = 374.7 m²

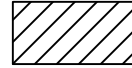
ÉDIFICE 12

OCCUPATION MOYENNE

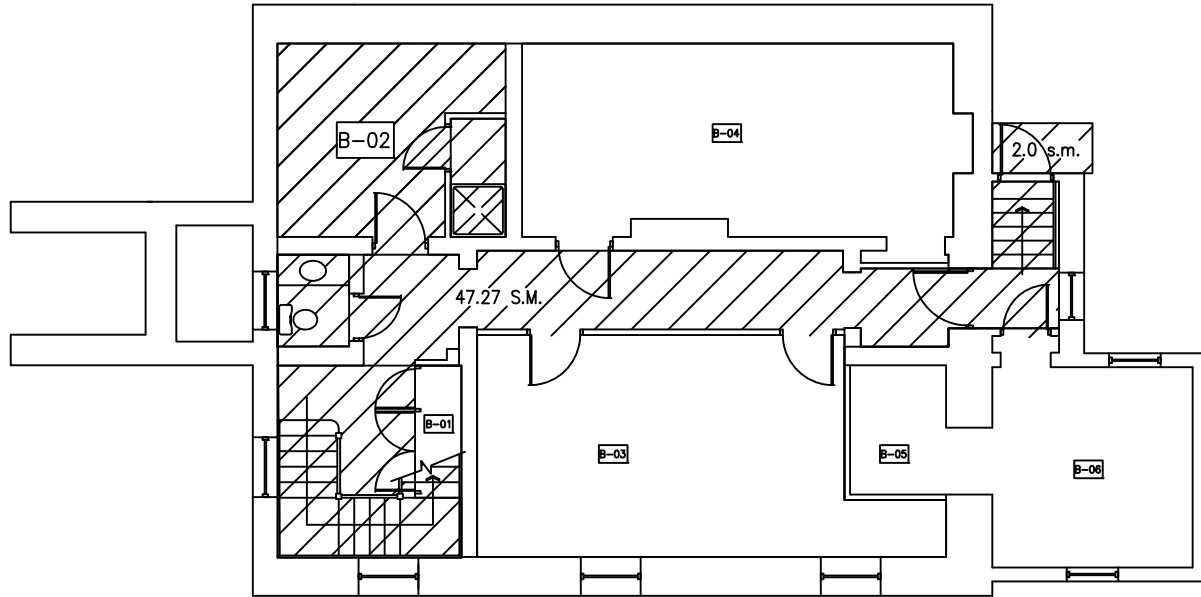
3 SALLES DE TOILETTE + 1 DOUCHE - 17.8 m²
 SALLE A MANGER - N/A CUISINETTE - 5.8 m²
 COULOIR - 85.9 m² ESCALIER - 33.0 m²
 PLANCHER - 119.3 m² TAPIS MUR A MUR - 298.3 m²
 DIVERS - 246.6 m² ENTRÉES EXTÉRIEURES - 4.0 m²
 ZONE ENTIÈRE A NETTOYER = 374.7 m²



INDICATES AREA TO BE CLEANED

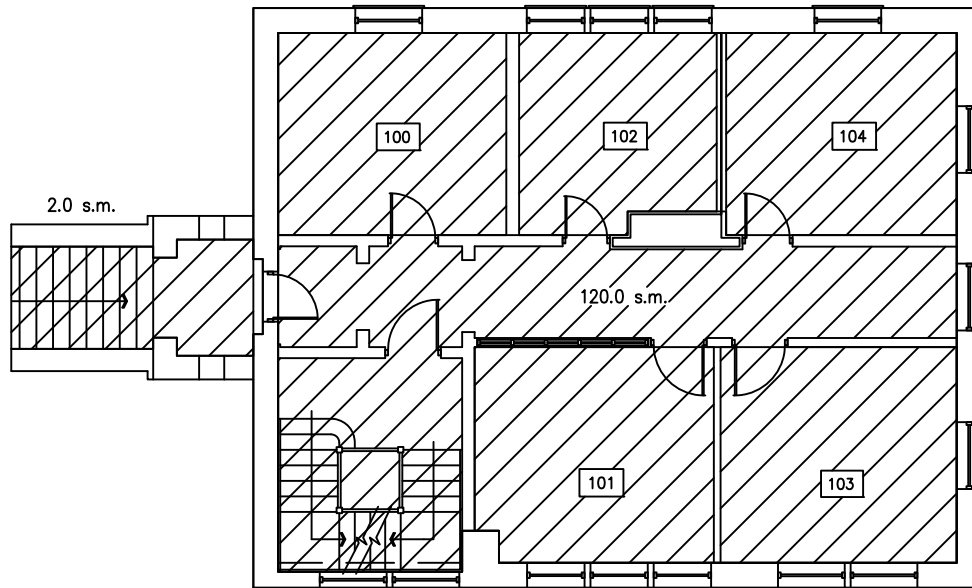


INDIQUE LA ZONE À NETTOYER



BASEMENT FLOOR PLAN

PLAN DU SOUS-SOL

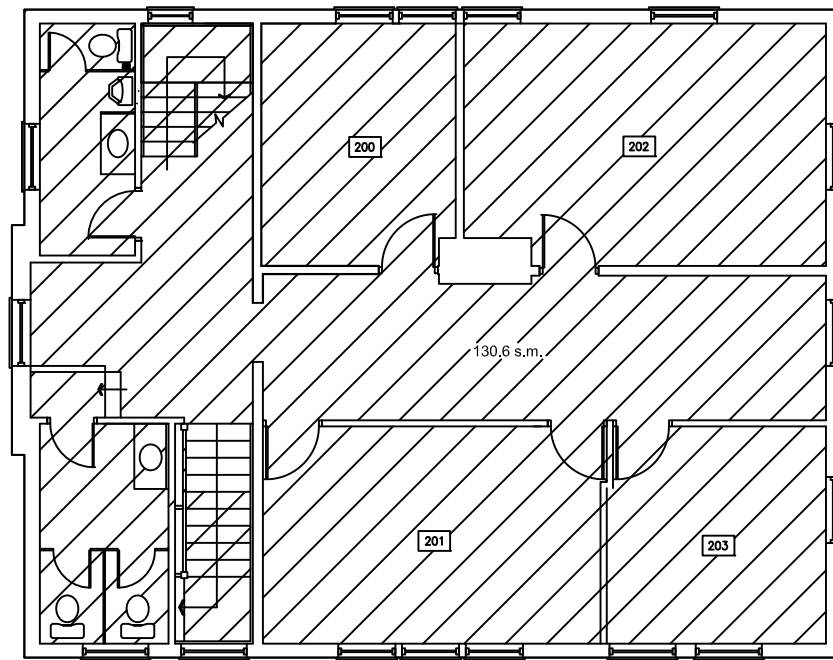


GROUND FLOOR PLAN

PLAN DU REZ-DE-CHAUSSÉE

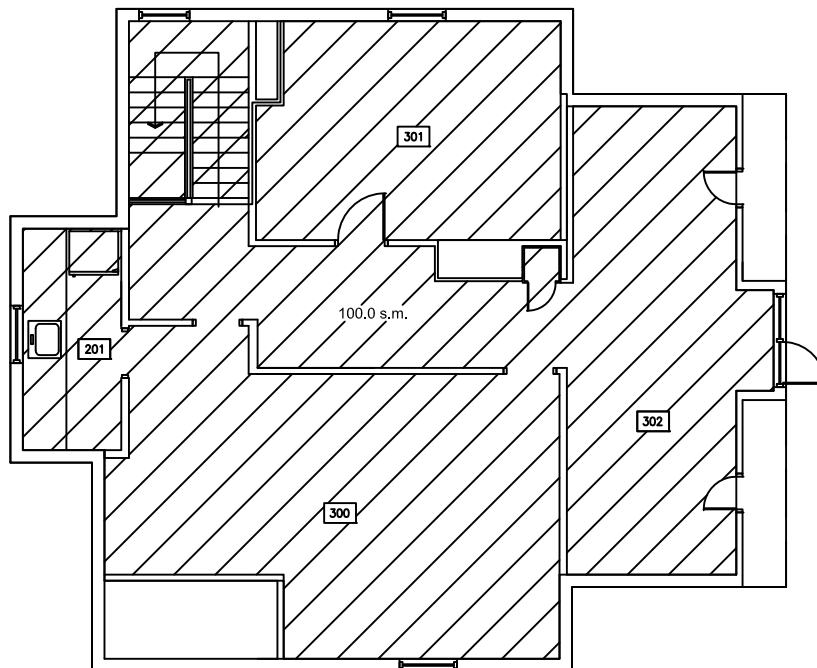
BLDG. 12

ÉDIFICE 12



SECOND FLOOR PLAN

PLAN DU DEUXIÈME ÉTAGE



THIRD FLOOR PLAN

PLAN DU TROISIÈME ÉTAGE

BLDG. 18

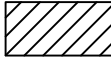
LOW OCCUPANCY

2 WASHROOMS - 18.4 m²
 LUNCHROOM(S) - N/A KITCHENETTE(S) - 13.5 m²
 HALLWAY(S) - 70.5 m² STAIRWELL(S) - 26.3 m²
 FLOORING - 461.2 m² CARPETING - N/A
 MISC. - 55.1 m² OUTSIDE ENTRANCES - 4.0 m²
 TOTAL AREA TO BE CLEANED = 465.2 m²

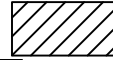
ÉDIFICE 18

OCCUPATION FAIBLE

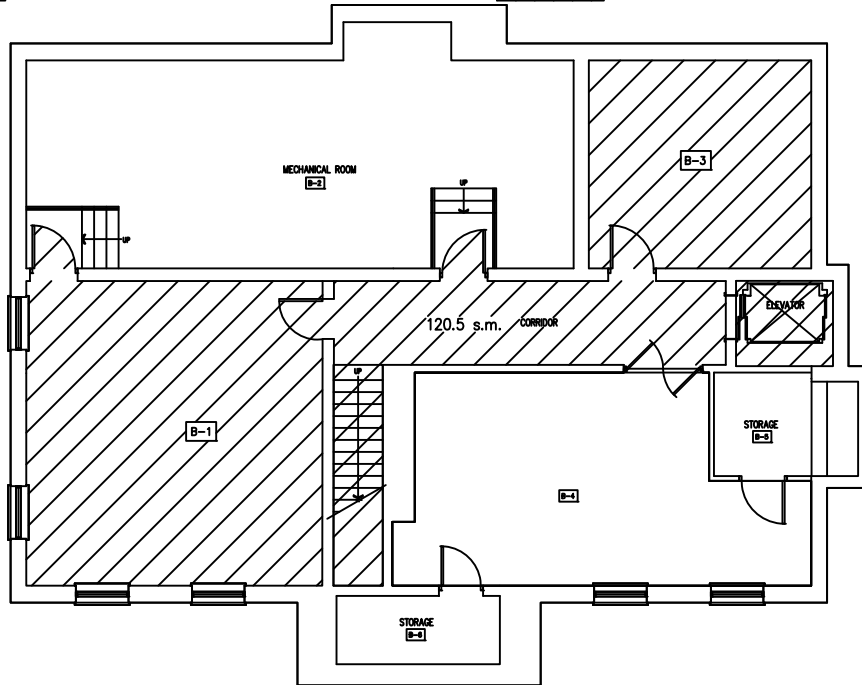
2 SALLES DE TOILETTE - 18.4 m²
 SALLE A MANGER - N/A CUISINETTE - 13.5 m²
 COULOIR - 70.5 m² ESCALIER - 26.3 m²
 PLANCHER - 461.2 m² TAPIS MUR A MUR - N/A
 DIVERS - 55.1 m² ENTRÉES EXTÉRIEURES - 4.0 m²
 ZONE ENTIÈRE À NETTOYER = 465.2 m²



INDICATES AREA TO BE CLEANED

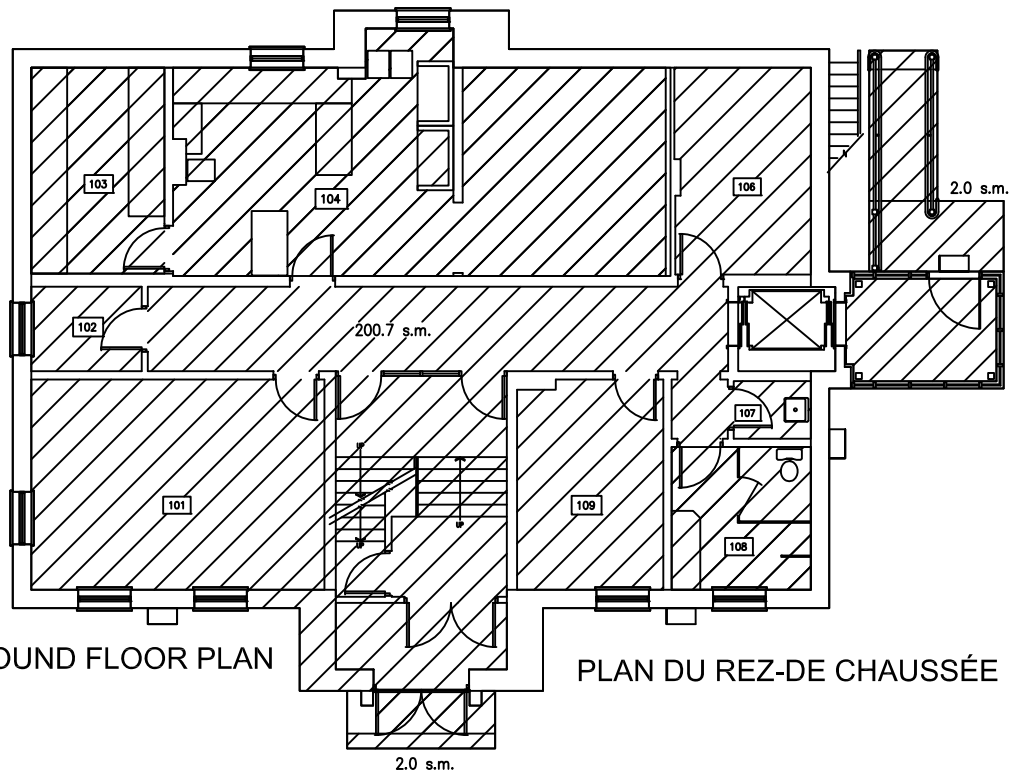


INDIQUE LA ZONE À NETTOYER



BASEMENT FLOOR PLAN

PLAN DU SOUS-SOL

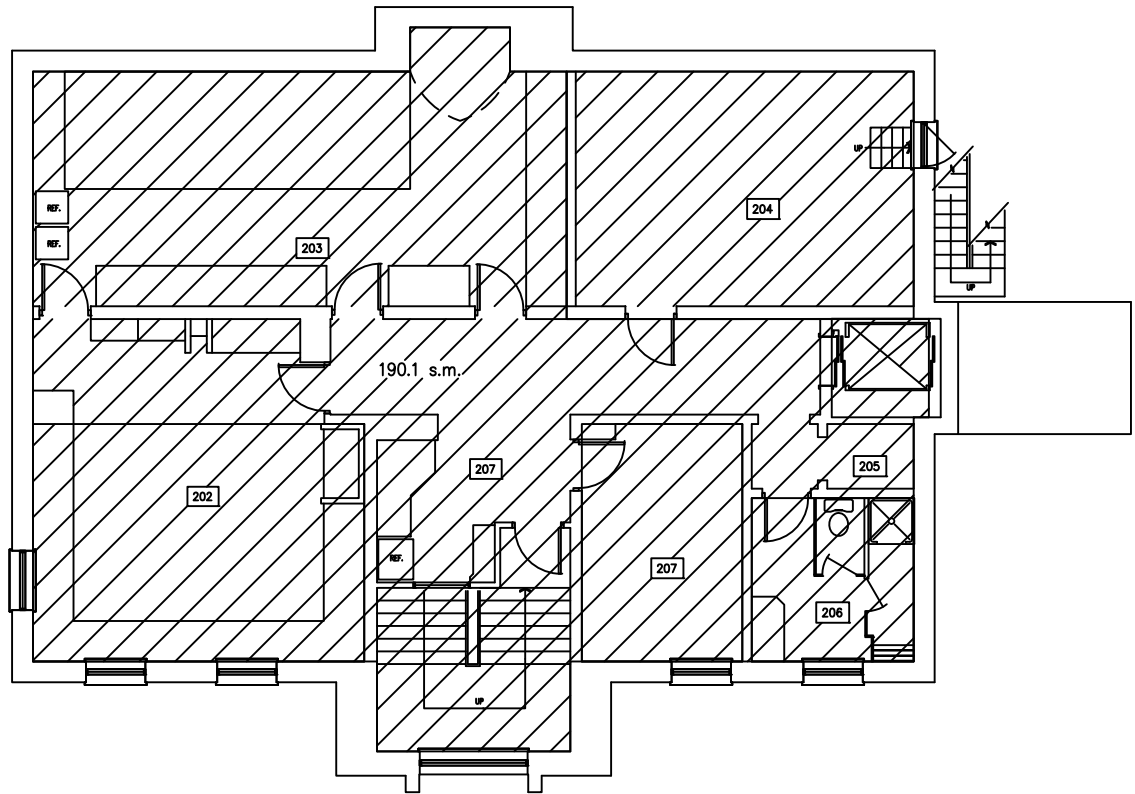


GROUND FLOOR PLAN

PLAN DU REZ-DE CHAUSSÉE

BLDG. 18

ÉDIFICE 18



SECOND FLOOR PLAN

PLAN DU DEUXIÈME ÉTAGE

BLDG. 20

HIGH OCCUPANCY / HIGH TRAFFIC
DAY CLEANING & EVENING CLEANING

25 WASHROOMS - 561.8 m²
LUNCHROOM(S) - 210.0 m² KITCHENETTE(S) - 14.9 m²
HALLWAY(S) - 3,521.3 m² STAIRWELL(S) - 327.7 m²
FLOORING - 18,033.4 m² CARPETING - 2,817.5 m²
MISC. - 15,002.0 m² OUTSIDE ENTRANCES - 18.0 m²
TOTAL AREA TO BE CLEANED = 20,830.5 m²

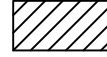


INDICATES AREA TO BE CLEANED

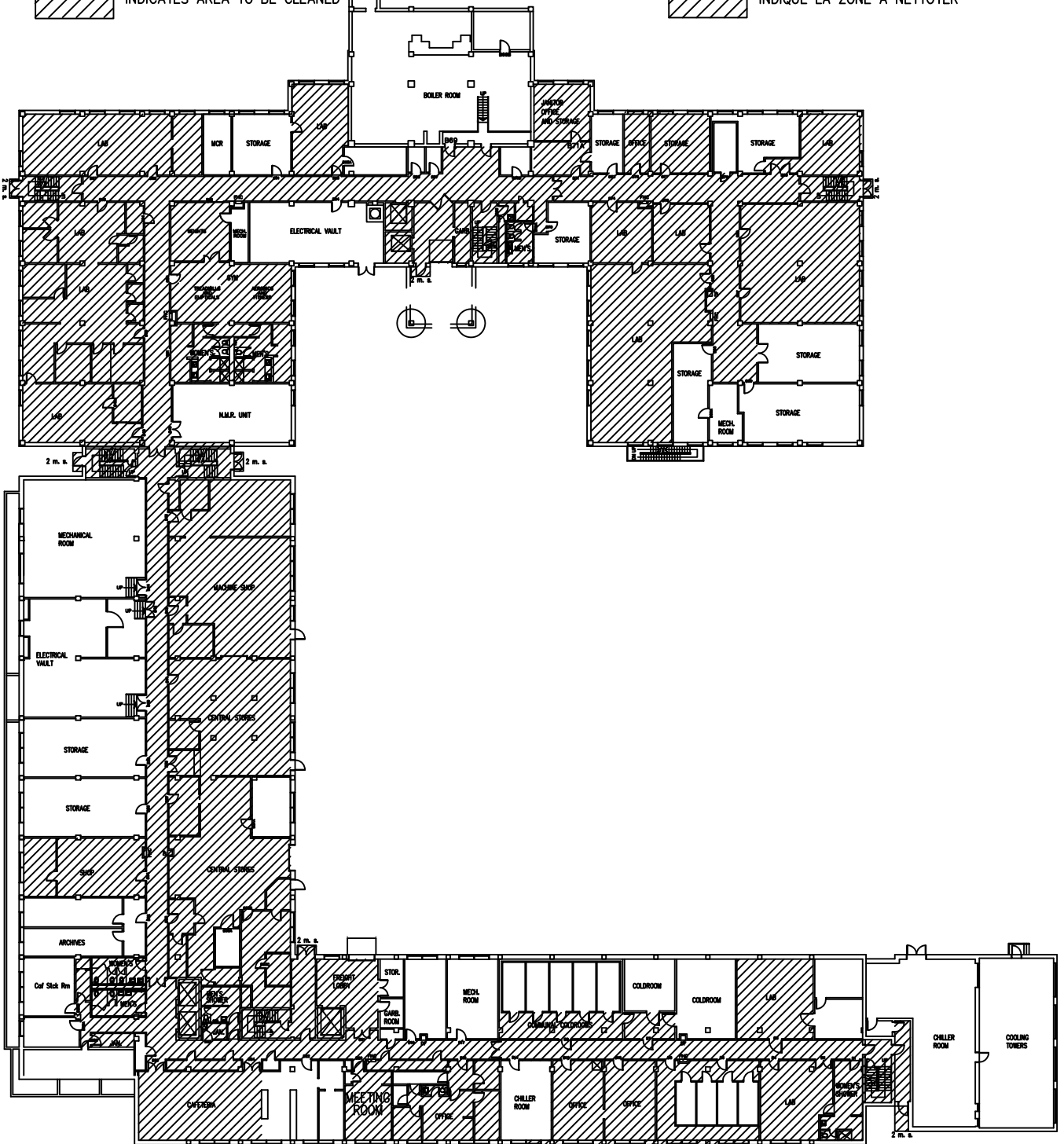
ÉDIFICE 20

OCCUPATION ÉLEVÉE / CIRCULATION ÉLEVÉE
ENTRETIEN DE JOUR & ENTRETIEN DE SOIR

25 SALLES DE TOILETTE - 561.8 m²
SALLE À MANGER - 210.0 m² CUISINETTE - 14.9 m²
CORRIDOR(S) - 3,521.3 m² ESCALIER(S) - 327.7 m²
PLANCHER - 18,033.4 m² TAPIS MUR À MUR - 2,817.5 m²
DIVERS - 15,002.0 m² ENTRÉES EXTÉRIURES - 18.0 m²
ZONE ENTÈRE À NETTOYER = 20,830.5 m²



INDIQUE LA ZONE À NETTOYER

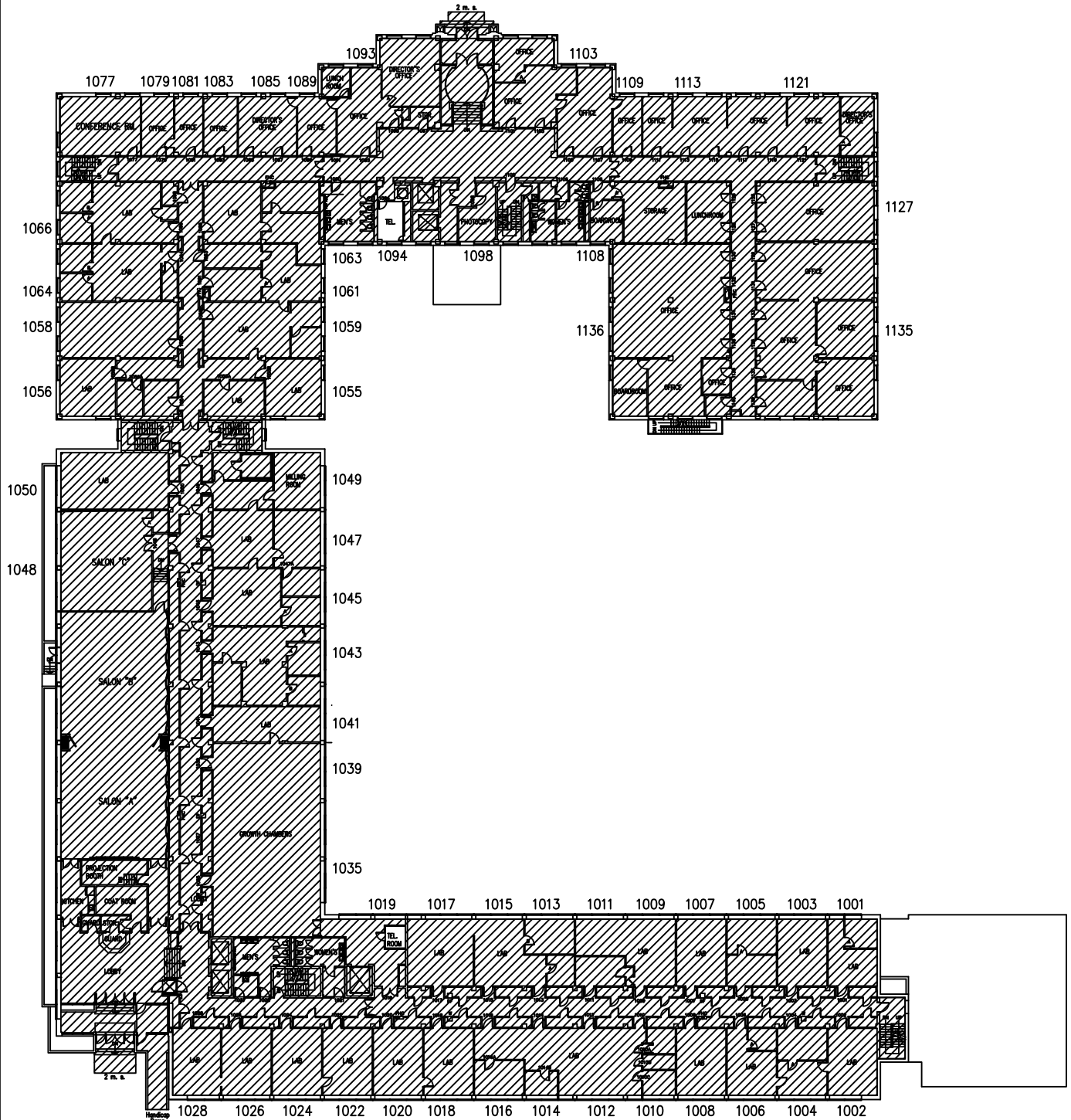


BASEMENT FLOOR PLAN

PLAN DU SOUS-SOL

BLDG. 20

ÉDIFICE 20

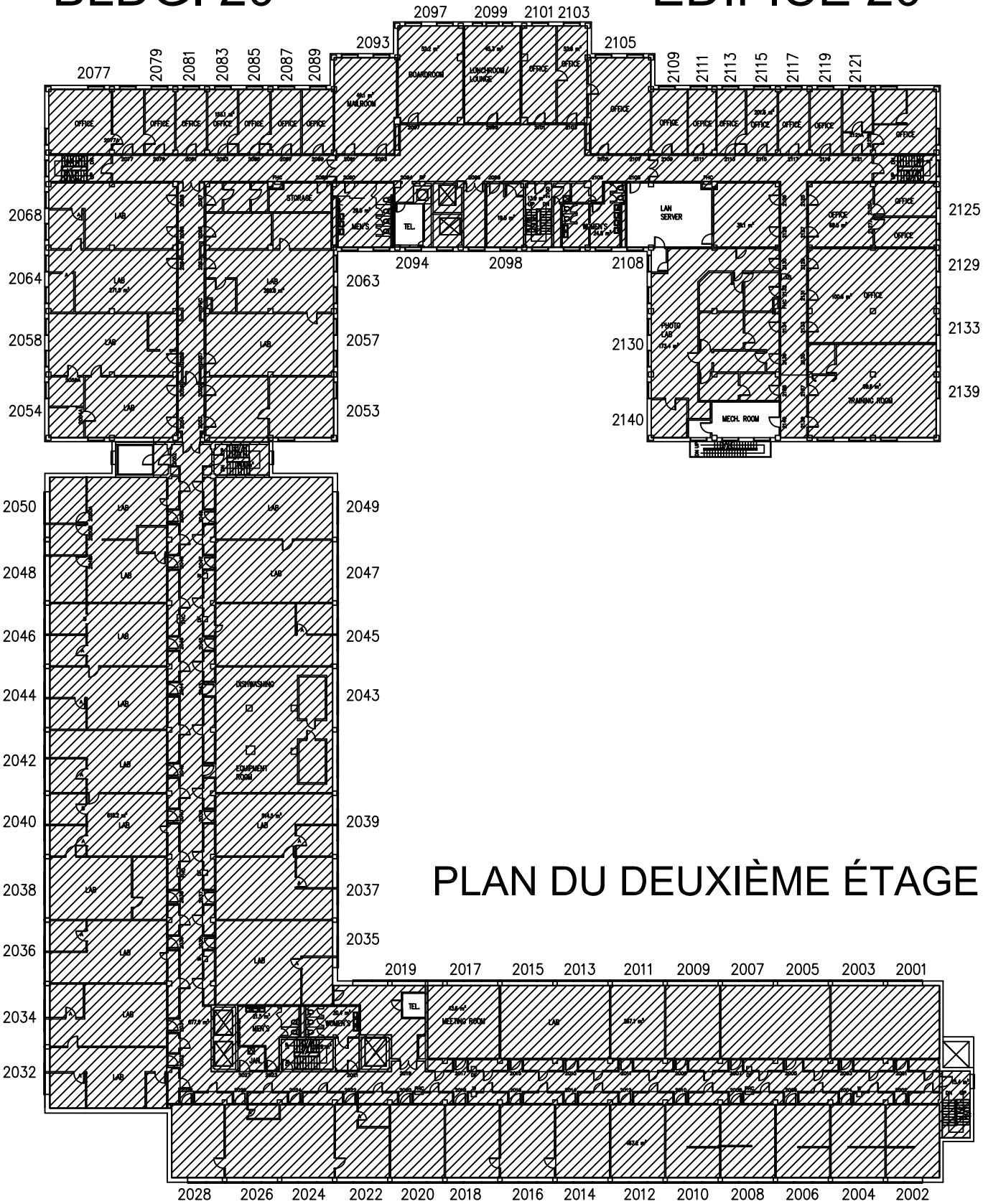


GROUND FLOOR PLAN

PLAN DU REZ DE CHAUSSÉE

BLDG. 20

ÉDIFICE 20

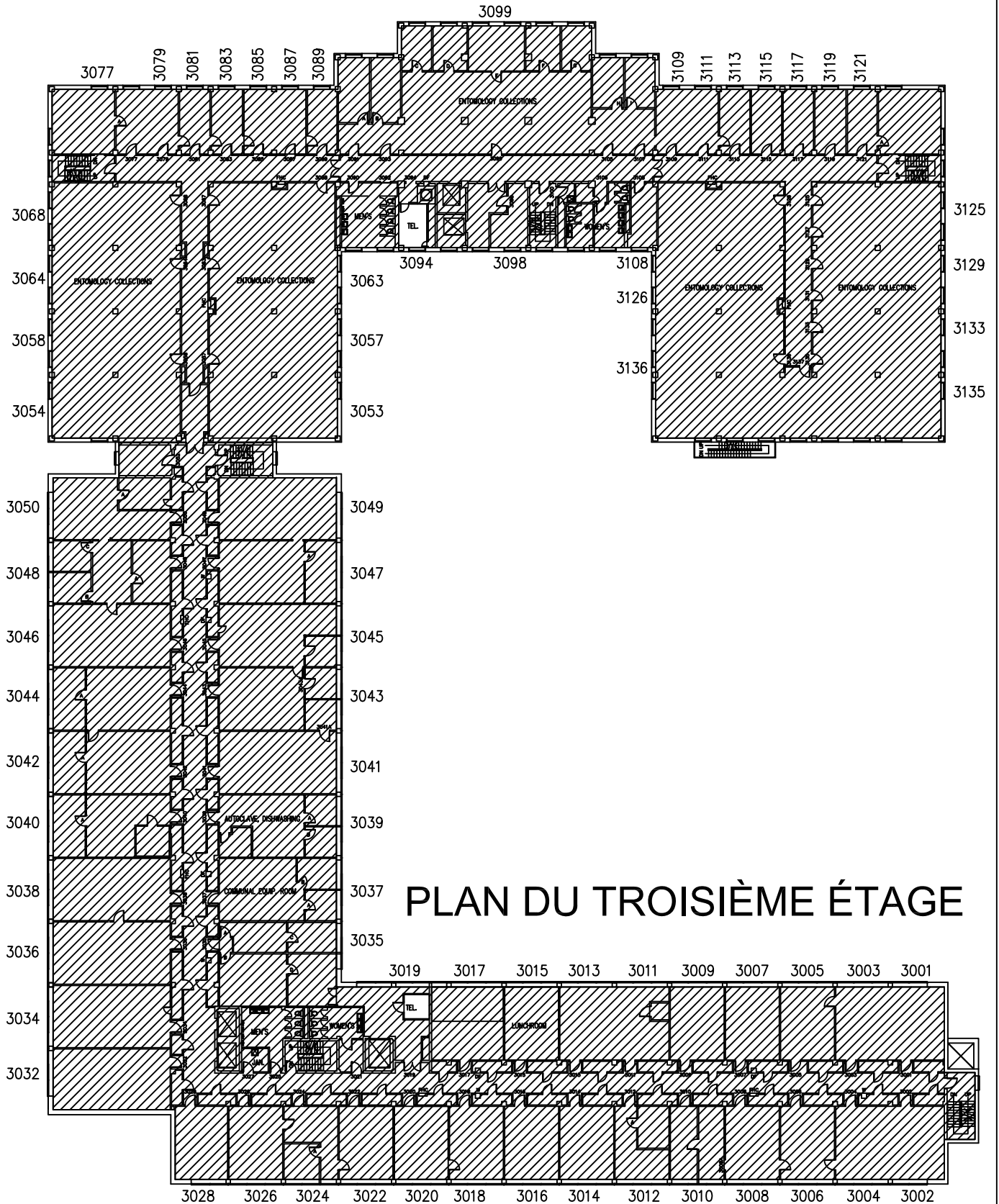


PLAN DU DEUXIÈME ÉTAGE

SECOND FLOOR PLAN

BLDG. 20

ÉDIFICE 20

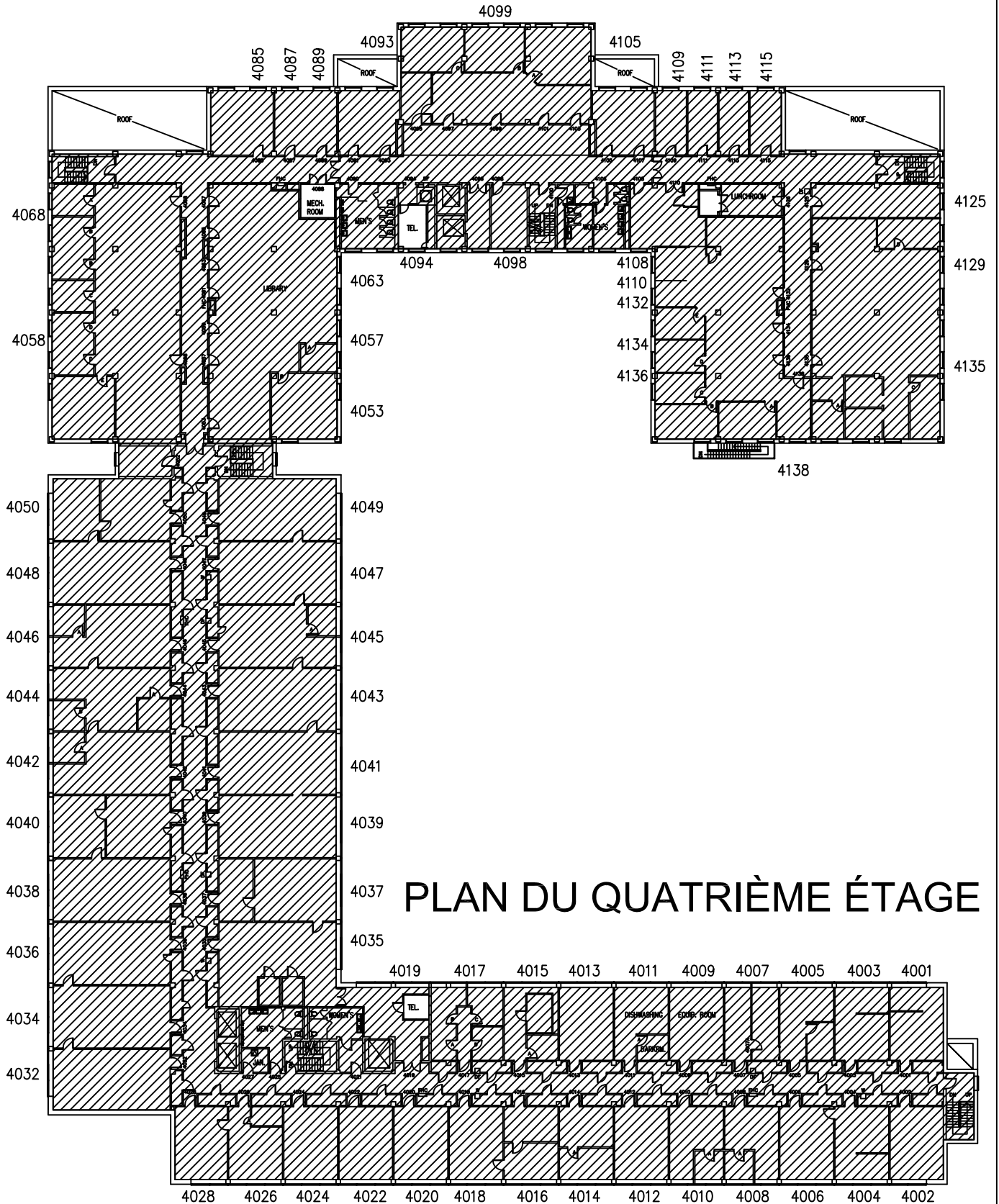


PLAN DU TROISIÈME ÉTAGE

THIRD FLOOR PLAN

BLDG. 20

ÉDIFICE 20



PLAN DU QUATRIÈME ÉTAGE

FOURTH FLOOR PLAN

BLDG. 21

HIGH OCCUPANCY

5 WASHROOMS – 55.5 m²
 LUNCHROOM(S) – 23.0 m² KITCHENETTE(S) – N/A
 HALLWAY(S) – 1,258.9 m² STAIRWELL(S) – 30.4 m²
 FLOORING – 1,868.8 m² CARPETING – N/A
 MISC. – 1,003.9 m² OUTSIDE ENTRANCES – 8.0 m²
 TOTAL AREA TO BE CLEANED = 1,876.8 m²

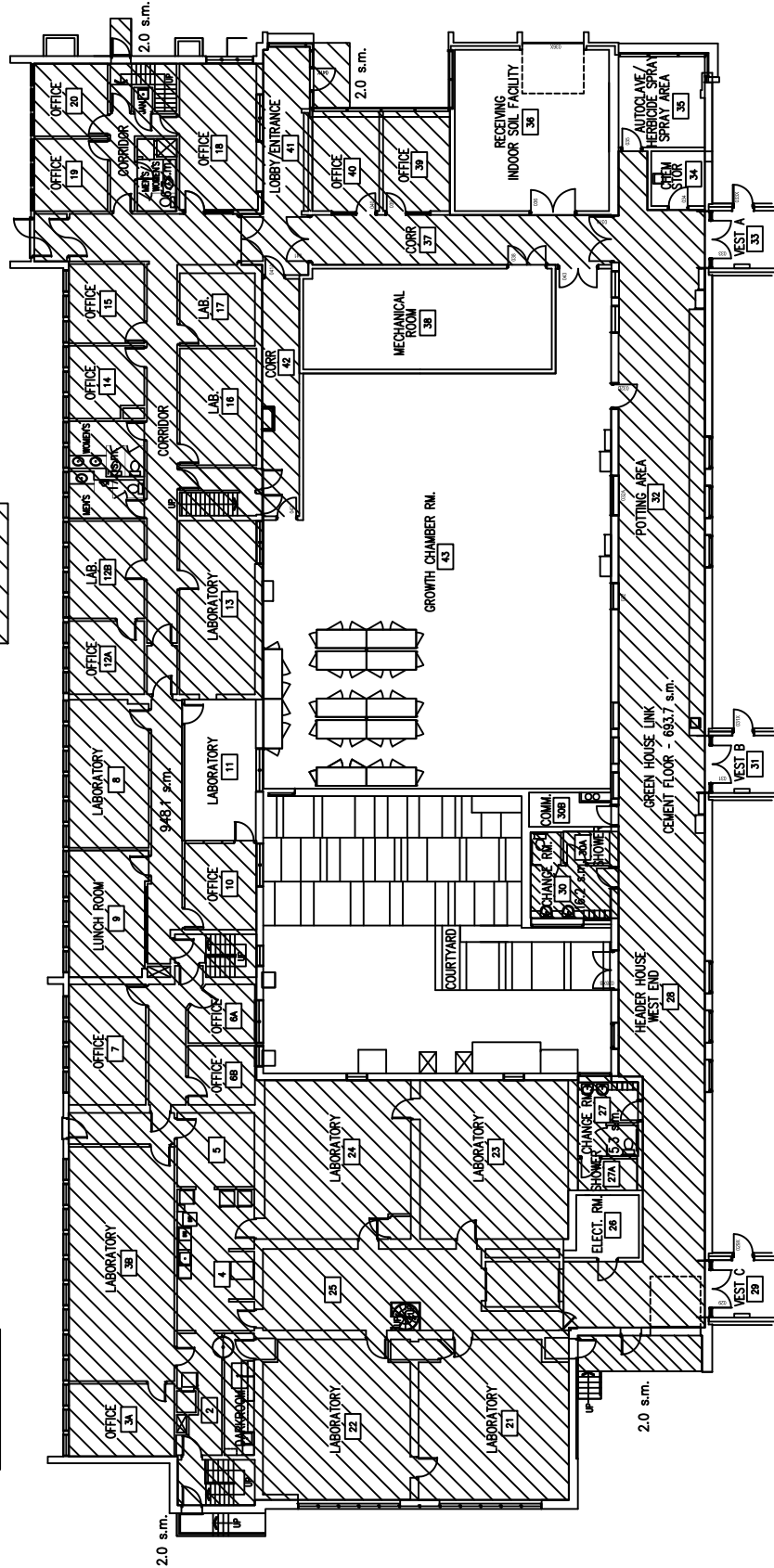
INDICATES AREA TO BE CLEANED

ÉDIFICE 21

OCCUPATION ÉLEVÉE

5 SALLES DE TOILETTE – 55.5 m²
 SALLE À MANGER – 23.0 m² CUISINETTE – N/A
 COULOIR – 1,258.9 m² ESCALIER – 30.4 m²
 PLANCHER – 1,868.8 m² TAPIS MUR À MUR – N/A
 DIVERS – 1,003.9 m² ENTRÉES EXTÉRIEURES – 8.0 m²
 ZONE ENTIÈRE À NETTOYER = 1,876.8 m²

INDIQUE LA ZONE À NETTOYER

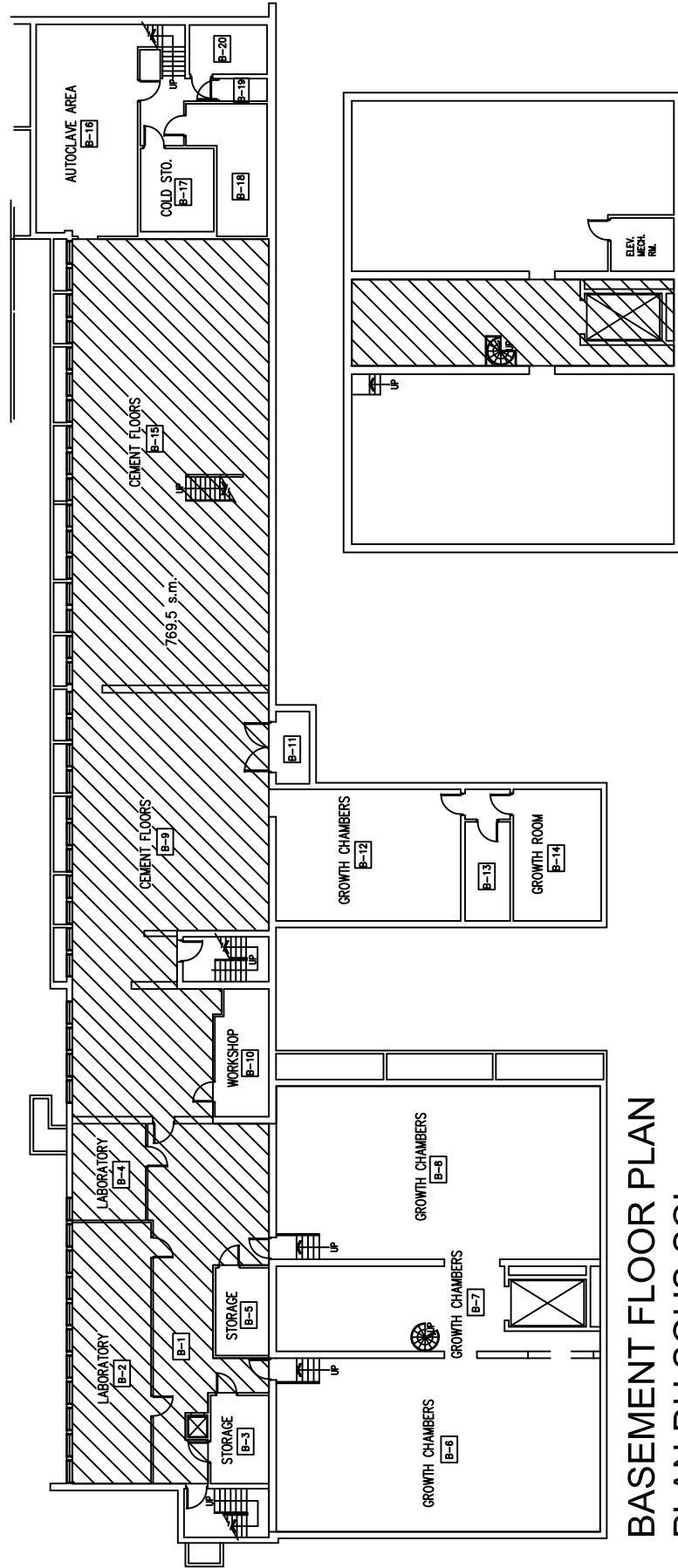


GROUND FLOOR PLAN

PLAN DU REZ-DE-CHAUSSÉE

ÉDIFICE 21

BLDG. 21



SECOND FLOOR PLAN
PLAN DU DEUXIÈME ÉTAGE

BASEMENT FLOOR PLAN
PLAN DU SOUS-SOL

BLDG. 22

HIGH OCCUPANCY

15 WASHROOMS - 29.0 m²
 LUNCHROOM(S) - 60.8 m² KITCHENETTE(S) - N/A
 HALLWAY(S) - 758.4 m² STAIRWELL(S) - 156.7 m²
 FLOORING - 3,490.4 m² CARPETING - 445.1 m²
 MISC. - 2,684.4 m² OUTSIDE ENTRANCES - 10.0 m²
 TOTAL AREA TO BE CLEANED = 3,864.2 m²



INDICATES AREA TO BE CLEANED

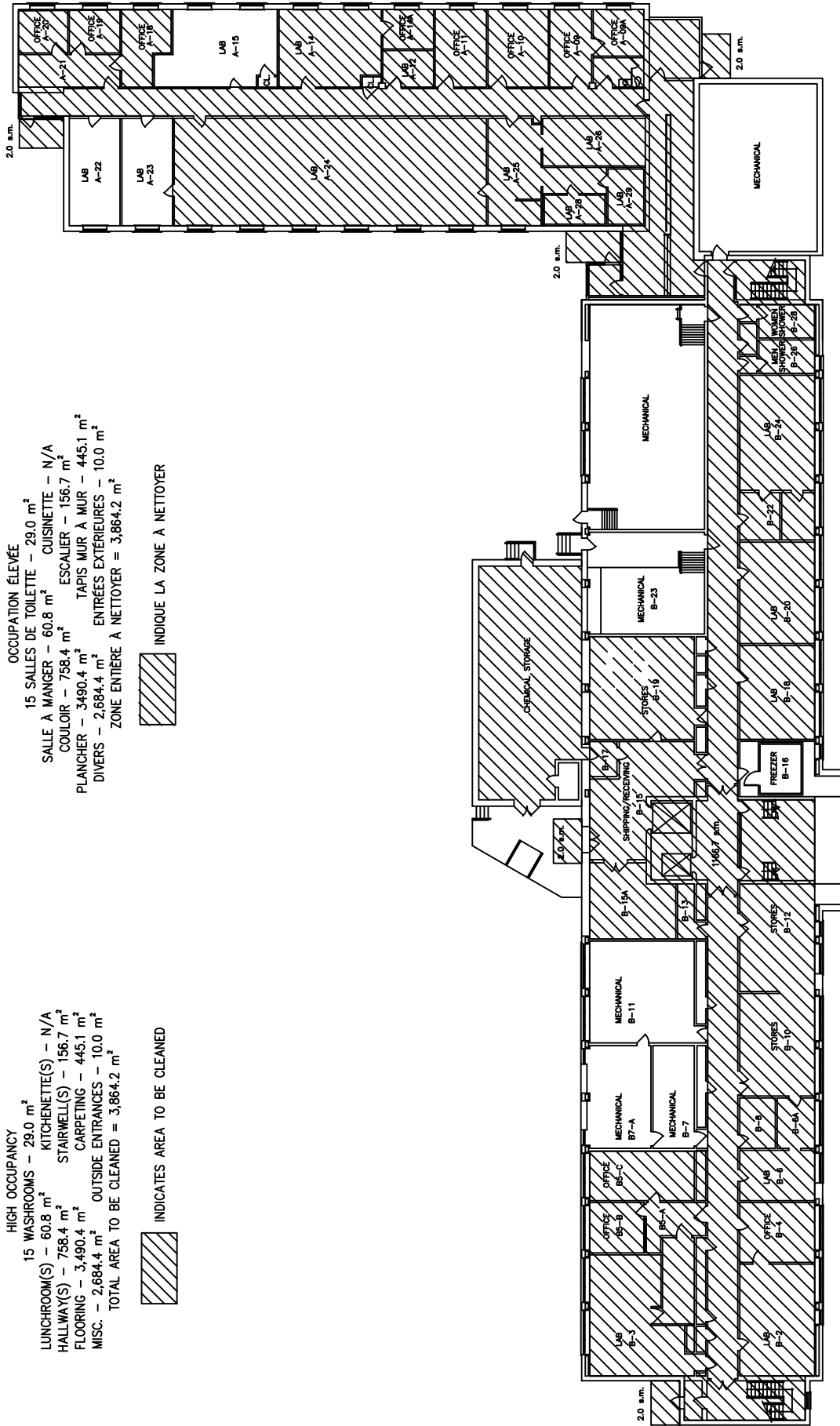
ÉDIFICE 22

OCCUPATION ÉLEVÉE

15 SALLES DE TOILETTE - 29.0 m²
 SALLE À MANGER - 60.8 m² CUISINETTE - N/A
 COULOIR - 758.4 m² ESCALIER - 156.7 m²
 PLANCHER - 3,490.4 m² TAPIS MUR À MUR - 445.1 m²
 DIVERS - 2,684.4 m² ENTRÉES EXTÉRIEURES - 10.0 m²
 ZONE ENTIÈRE À NETTOYER = 3,864.2 m²



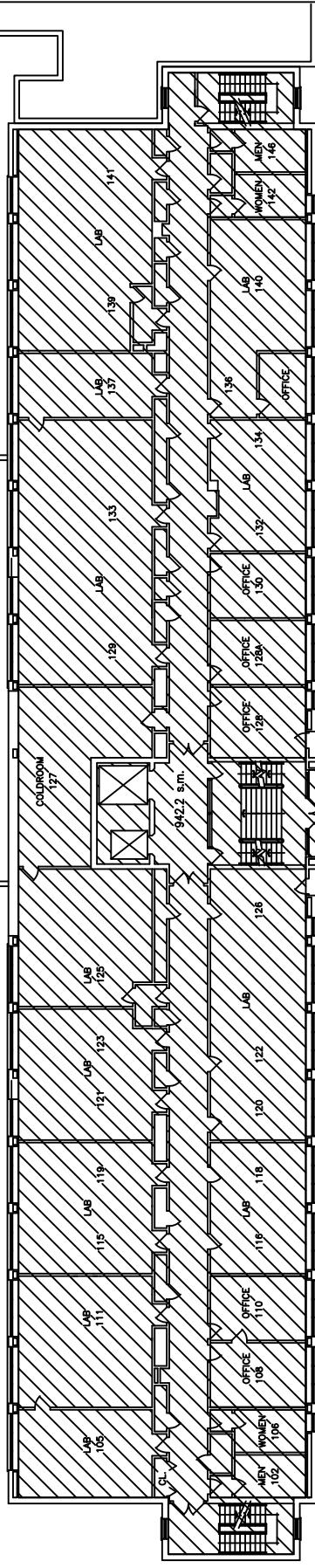
INDIQUE LA ZONE À NETTOYER



BASEMENT FLOOR PLAN PLAN DU SOUS-SOL

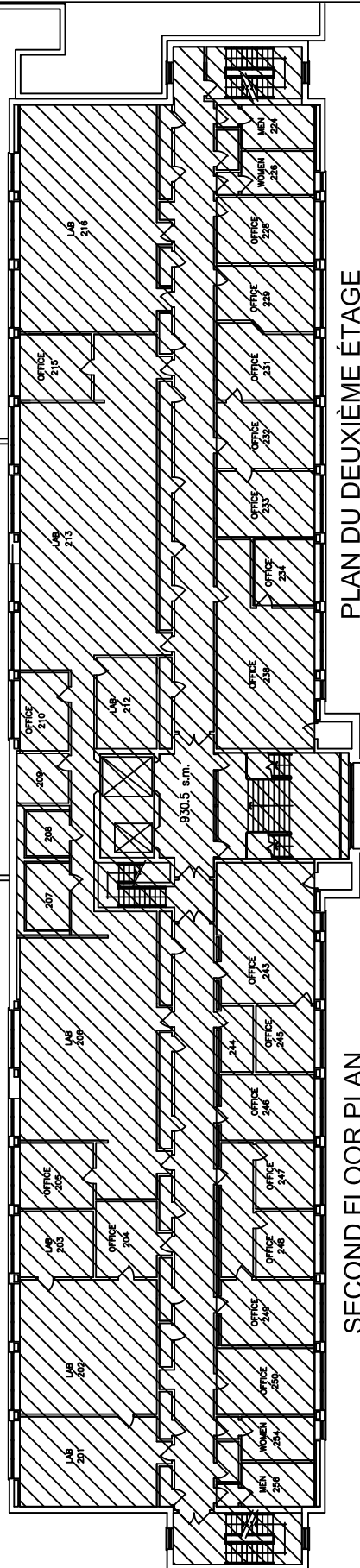
ÉDIFICE 22

BLDG. 22



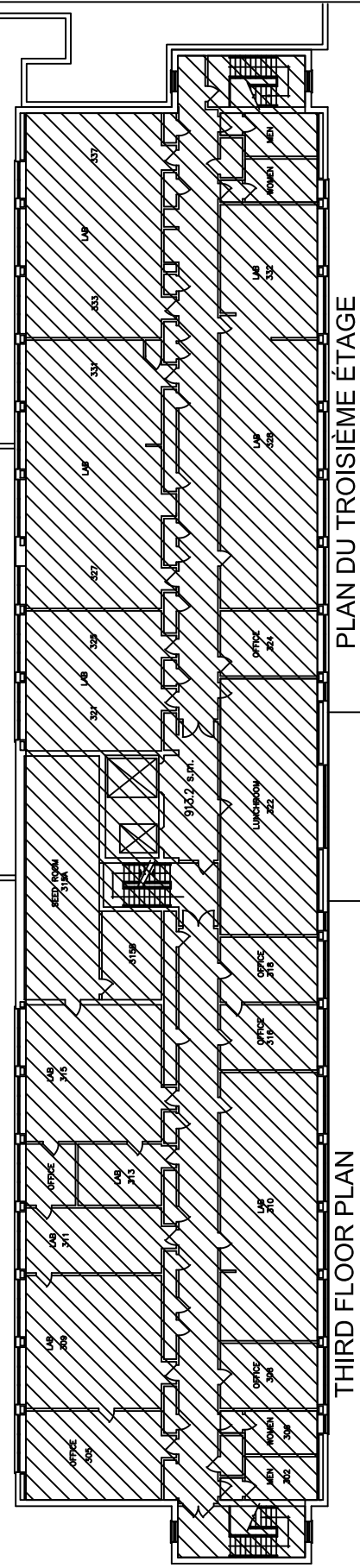
GROUND FLOOR PLAN

PLAN DU REZ-DE-CHAUSSÉE



SECOND FLOOR PLAN

PLAN DU DEUXIÈME ÉTAGE



THIRD FLOOR PLAN

PLAN DU TROISIÈME ÉTAGE

BLDG. 26

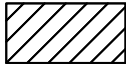
ÉDIFICE 26

HIGH OCCUPANCY / HIGH TRAFFIC

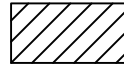
2 WASHROOMS + 1 SHOWER - 8.8 m²
 LUNCHROOM(S) - N/A KITCHENETTE(S) - 6.5 m²
 HALLWAY(S) - 44.0 m² STAIRWELL(S) - 8.9 m²
 FLOORING - 169.6 m² CARPETING - N/A
 MISC. - 101.4 m² OUTSIDE ENTRANCES - 4.0 m²
 TOTAL AREA TO BE CLEANED = 173.6 m²

OCCUPATION ÉLEVÉE / CIRCULATION ÉLEVÉE

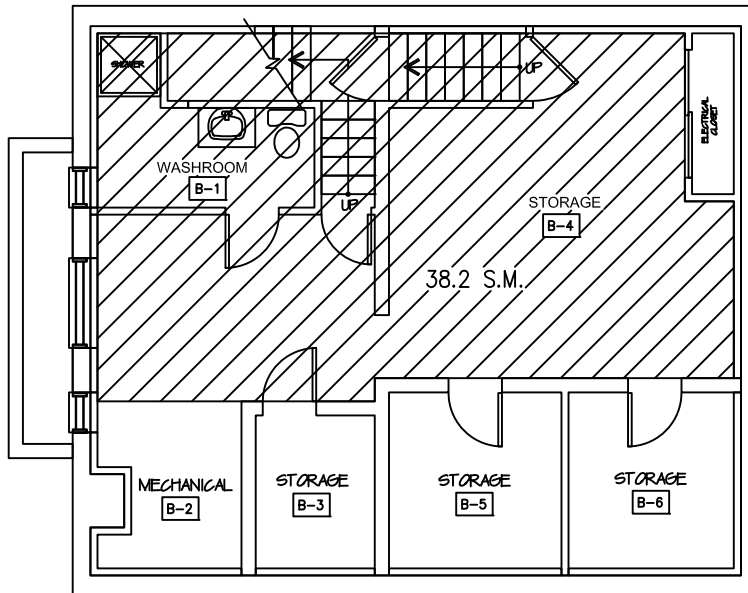
3 SALLES DE TOILETTE + 1 DOUCHE - 8.8 m²
 SALLE A MANGER - N/A CUISINETTE - 6.5 m²
 COULOIR - 44.0 m² ESCALIER - 8.9 m²
 PLANCHER - 169.6 m² TAPIS MUR A MUR - N/A
 DIVERS - 101.4 m² ENTRÉES EXTÉRIURES - 4.0 m²
 ZONE ENTIÈRE A NETTOYER = 173.6 m²



INDICATES AREA TO BE CLEANED

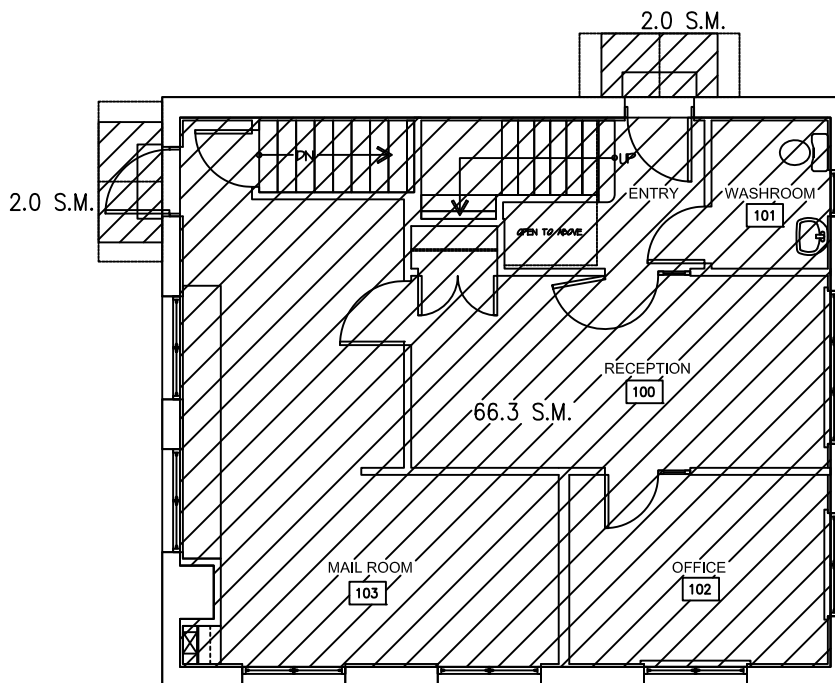


INDIQUE LA ZONE À NETTOYER



BASEMENT FLOOR PLAN

PLAN DU SOUS-SOL

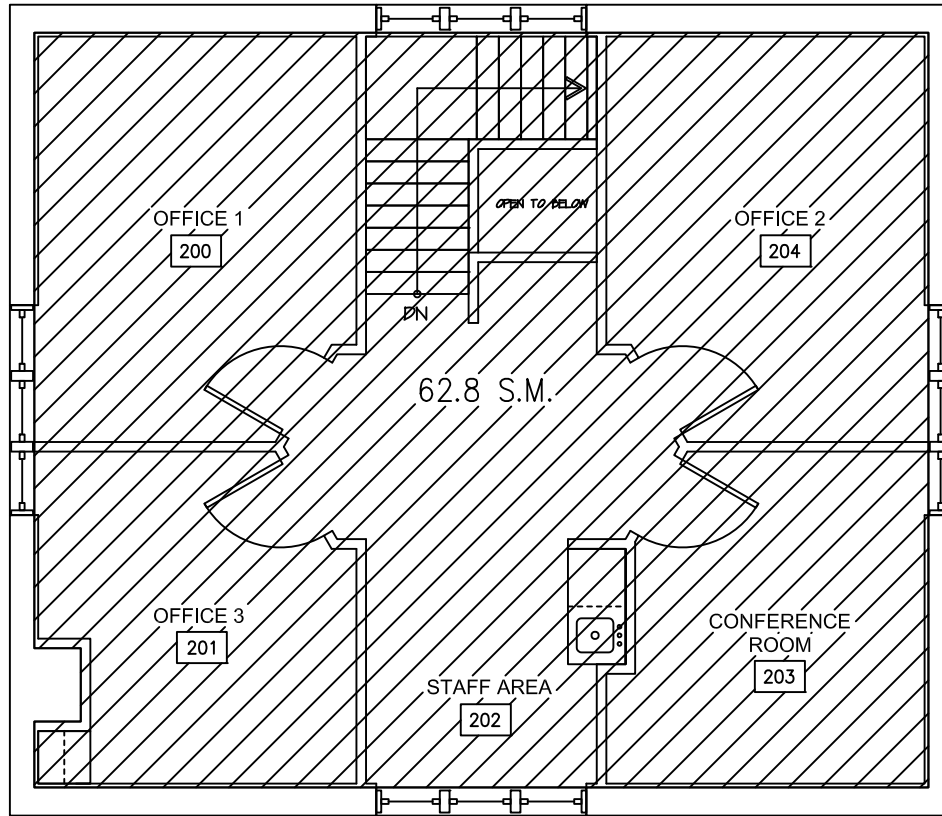


GROUND FLOOR PLAN

PLAN DU REZ-DE-CHAUSSÉE

BLDG. 26

ÉDIFICE 26



SECOND FLOOR PLAN

PLAN DU DEUXIÈME ÉTAGE

BLDG. 34

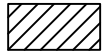
ÉDIFICE 34

HIGH OCCUPANCY

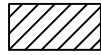
4 WASHROOMS - 31.8 m²
 LUNCHROOM(S) - 37.7 m² KITCHENETTE(S) - N/A
 HALLWAY(S) - 96.2 m² STAIRWELL(S) - 30.8 m²
 FLOORING - 116.5 m² CARPETING - 700.9 m²
 MISC. - 638.7 m² OUTSIDE ENTRANCES - 4.0 m²
 TOTAL AREA TO BE CLEANED = 821.4 m²

OCCUPATION ÉLEVÉE

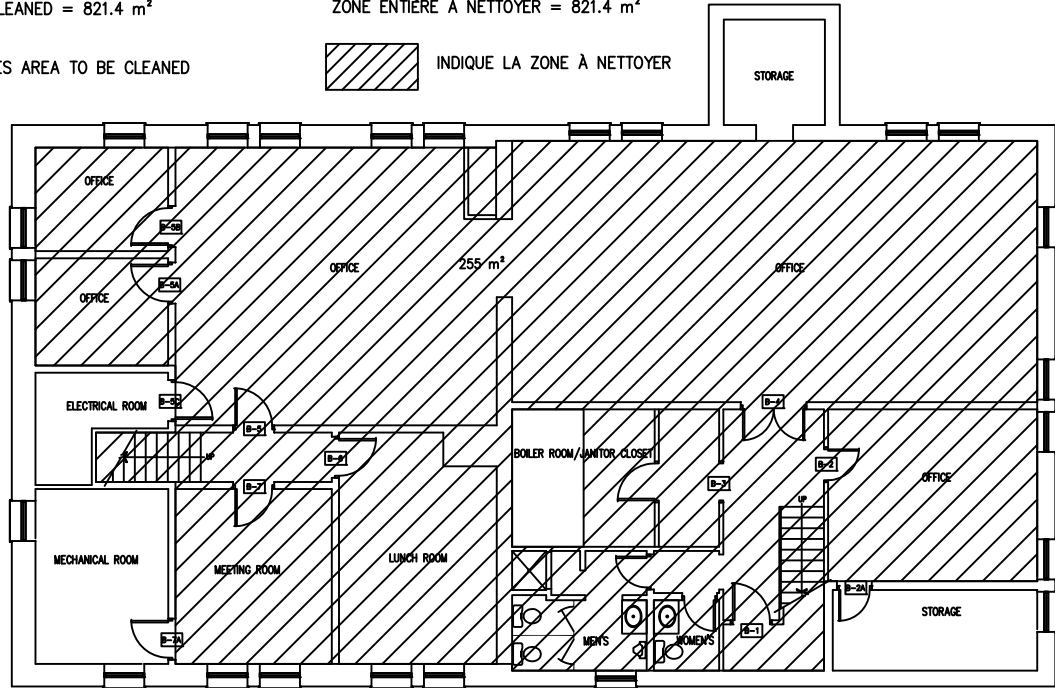
4 SALLES DE TOILETTE - 31.8 m²
 SALLE À MANGER - 37.7 m² CUISINETTE - N/A
 COULOIR - 96.2 m² ESCALIER - 30.8 m²
 PLANCHER - 116.5 m² TAPIS MUR À MUR - 700.9 m²
 DIVERS - 638.7 m² ENTRÉES EXTÉRIEURES - 4.0 m²
 ZONE ENTIÈRE À NETTOYER = 821.4 m²



INDICATES AREA TO BE CLEANED

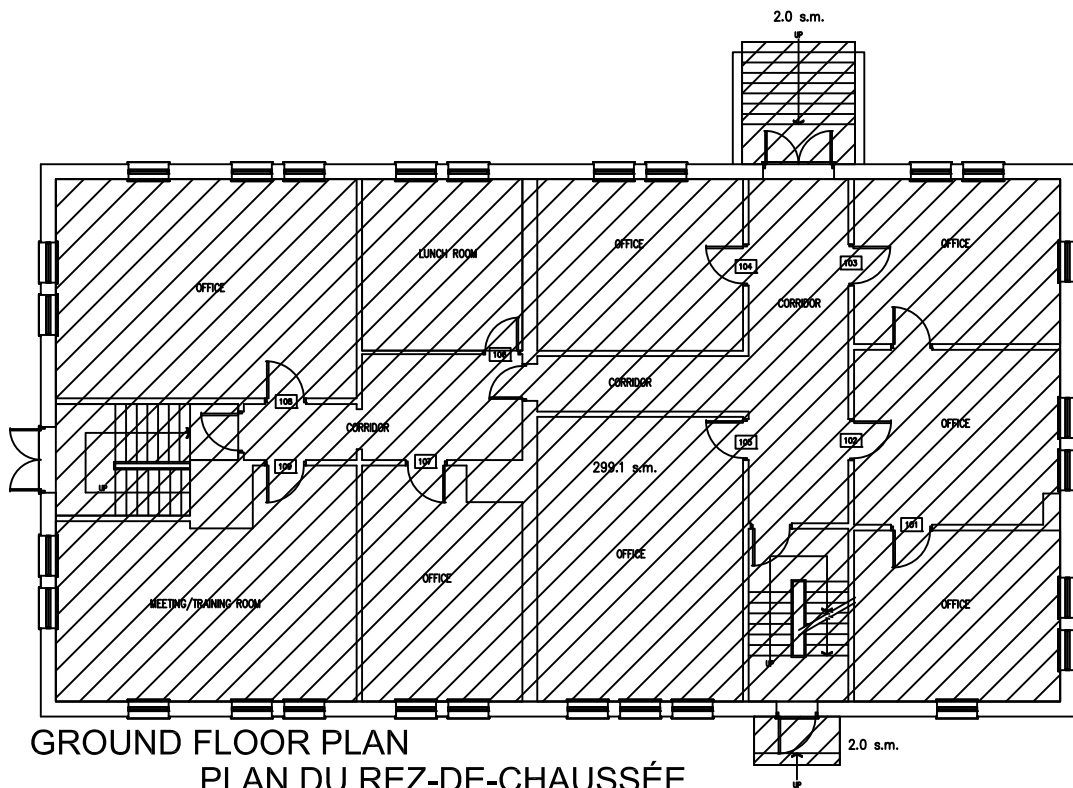


INDIQUE LA ZONE À NETTOYER



BASEMENT FLOOR PLAN

PLAN DU SOUS-SOL

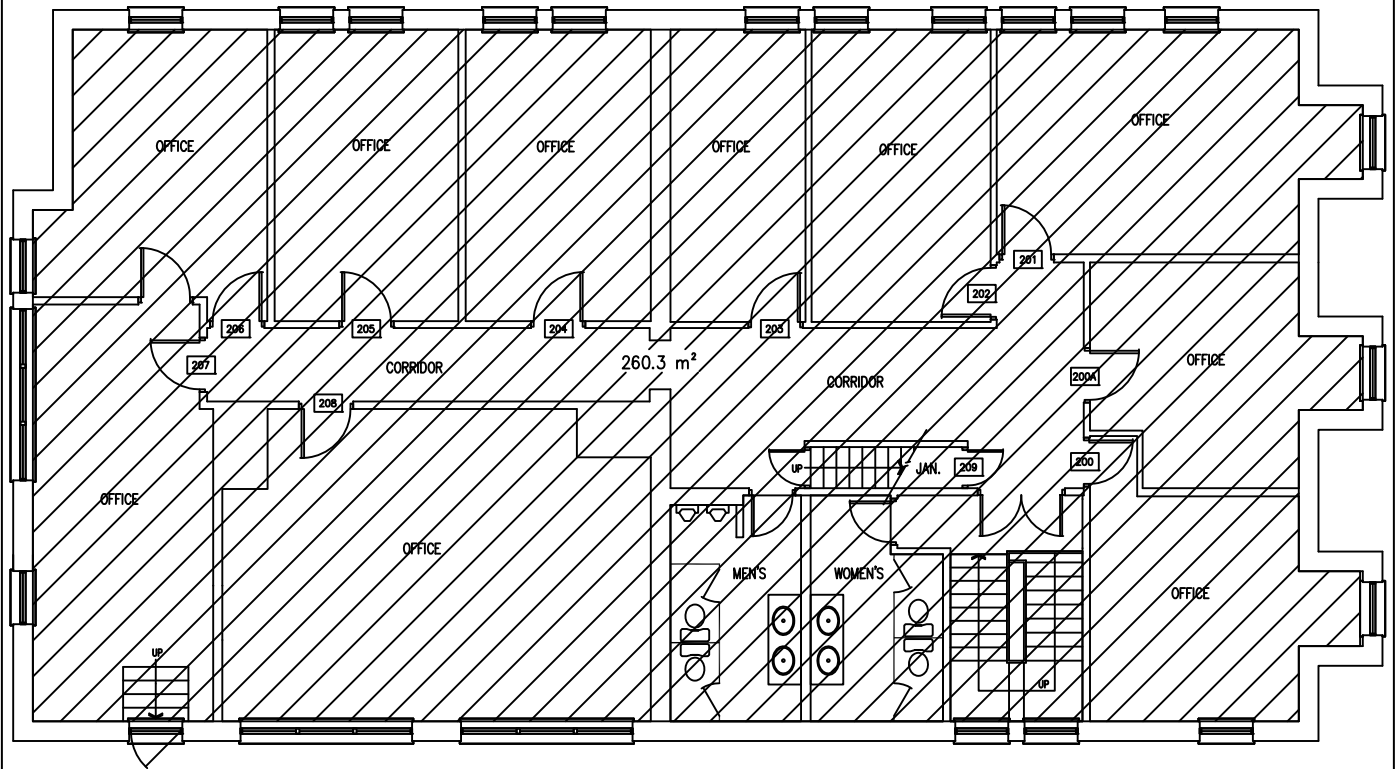


GROUND FLOOR PLAN

PLAN DU REZ-DE-CHAUSSÉE

BLDG. 34

ÉDIFICE 34



SECOND FLOOR PLAN

PLAN DU DEUXIÈME ÉTAGE

BLDG. 45

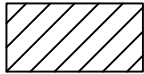
LOW OCCUPANCY

1 WASHROOM - 15.7 m²
 LUNCHROOM(S) - 21.7 m² KITCHENETTE(S) - N/A
 HALLWAY(S) - 3.3 m² STAIRWELL(S) - 5.8 m²
 FLOORING - 56.1 m² CARPETING - N/A
 MISC. - 9.6 m² OUTSIDE ENTRANCE - 2.0 m²
 TOTAL AREA TO BE CLEANED = 58.1 m²

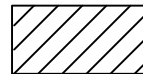
ÉDIFICE 45

OCCUPATION FAIBLE

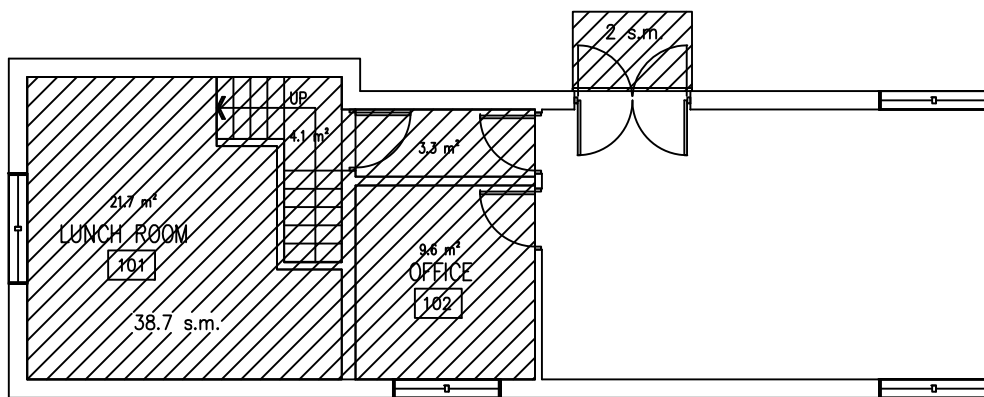
1 SALLE DE TOILETTE - 15.7 m²
 SALLE À MANGER - 21.7 m² CUISINETTE - N/A
 COULOIR - 3.3 m² ESCALIER - 5.8 m²
 PLANCHER - 56.1 m² TAPIS MUR À MUR - N/A
 DIVERS - 9.6 m² ENTRÉES EXTÉRIEURES - 2.0 m²
 ZONE ENTIÈRE À NETTOYER = 58.1 m²



INDICATES AREA TO BE CLEANED

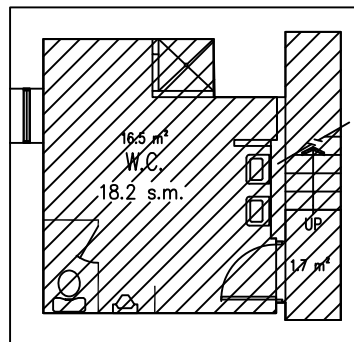


INDIQUE LA ZONE À NETTOYER



GROUND FLOOR PLAN

PLAN DU REZ-DE-CHAUSSÉE



BASEMENT FLOOR PLAN

PLAN DU SOUS-SOL

BLDG. 49

MEDIUM OCCUPANCY

6 WASHROOM – 52.8 m² KITCHENETTE(S) – N/A
 LUNCHROOM(S) – 57.8 m² STAIRWELL(S) – 131.2 m²
 HALLWAY(S) – 346.8 m² CARPETING – 489.4 m²
 FLOORING – 1,499.5 m² OUTSIDE ENTRANCE – 8.0 m²
 MISC. – 661.2 m² TOTAL AREA TO BE CLEANED = 1,996.9 m²



INDICATES AREA TO BE CLEANED

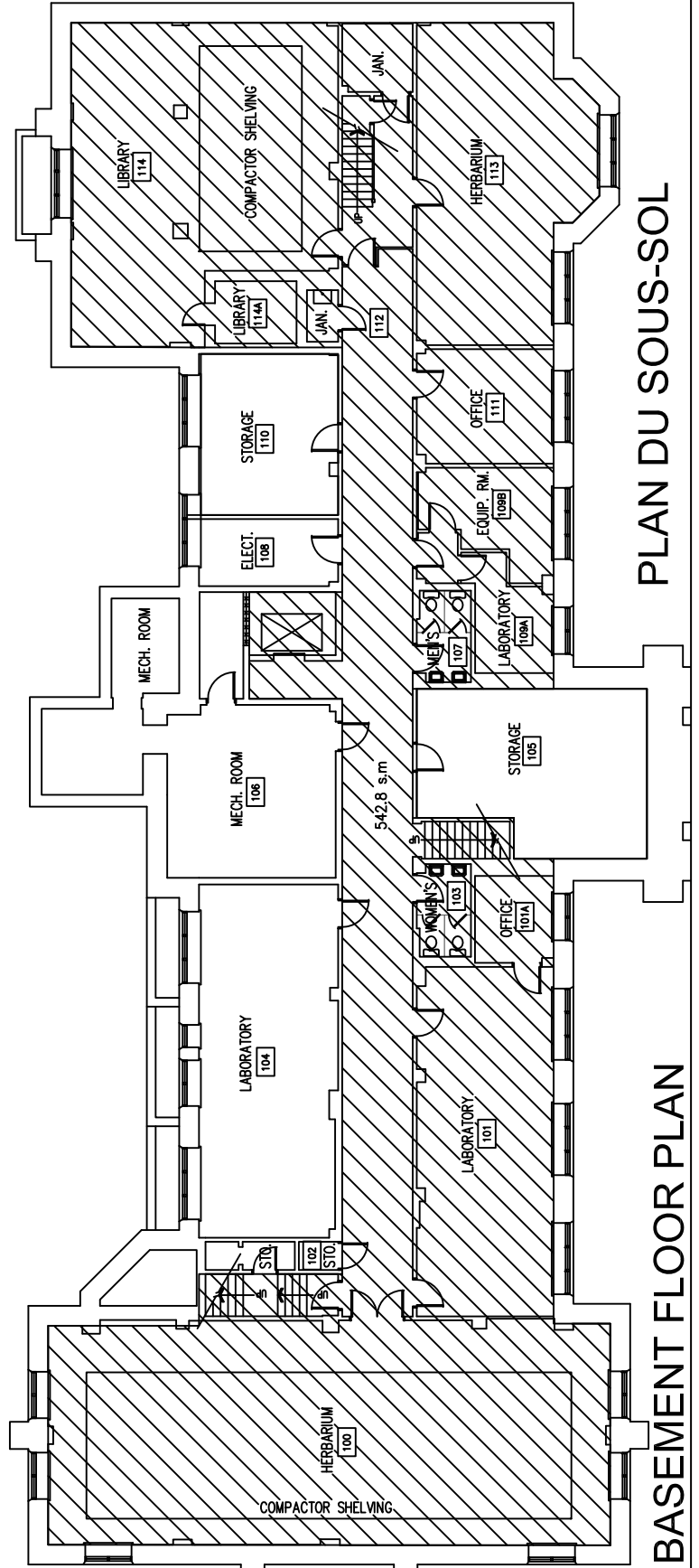
ÉDIFICE 49

OCCUPATION MOYENNE

6 SALLES DE TOILETTE – 52.8 m²
 SALLE A MANGER – 57.8 m² CUISINETTE – N/A
 COULOIR – 346.8 m² ESCALIER – 131.2 m²
 PLANCHER – 1,499.5 m² TAPIS MUR À MUR – 489.4 m²
 DIVERS – 661.2 m² ENTRÉES EXTÉRIEURES – 8.0 m²
 ZONE ENTIÈRE À NETTOYER = 1,996.9 m²



INDIQUE LA ZONE À NETTOYER

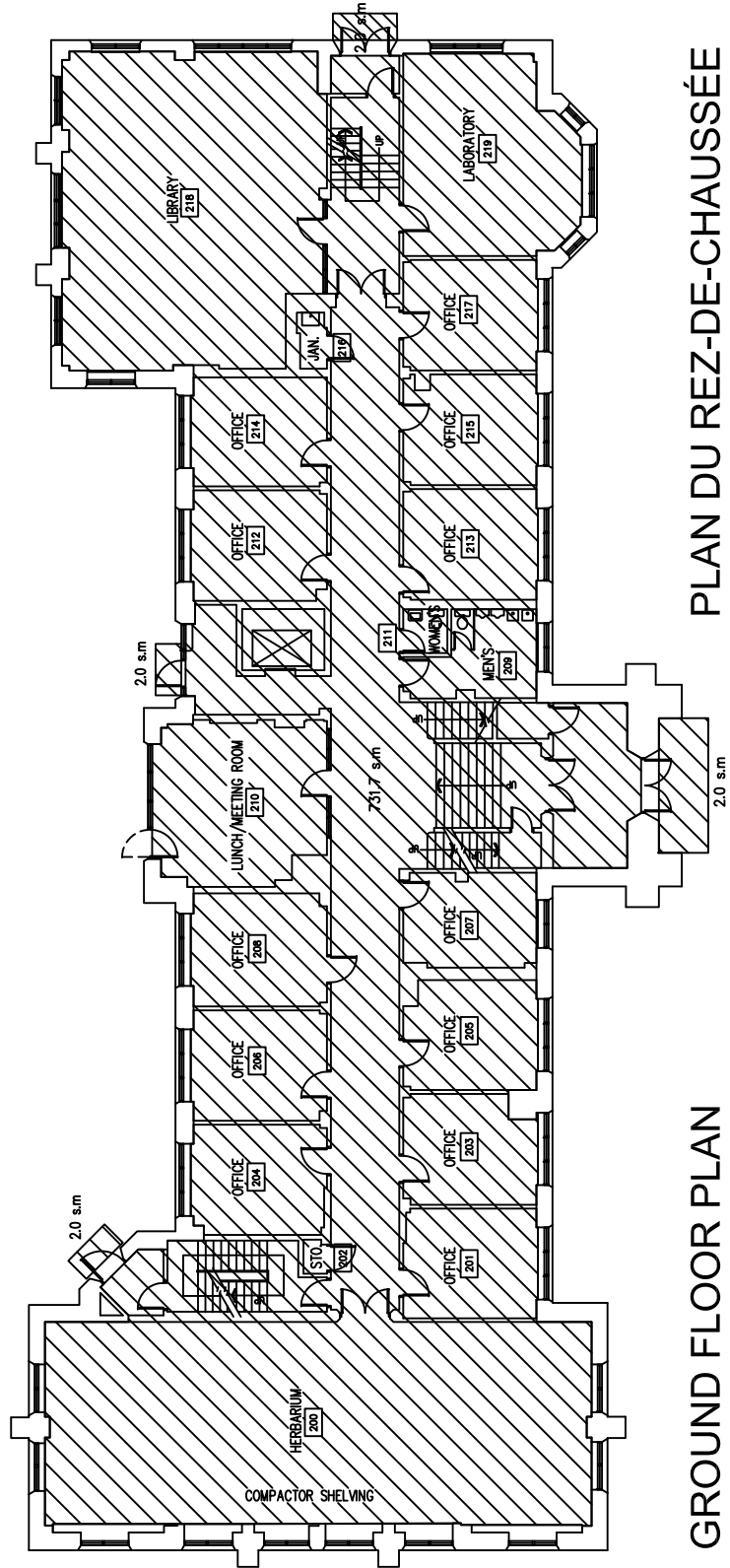


BASEMENT FLOOR PLAN

PLAN DU SOUS-SOL

ÉDIFICE 49

BLDG. 49

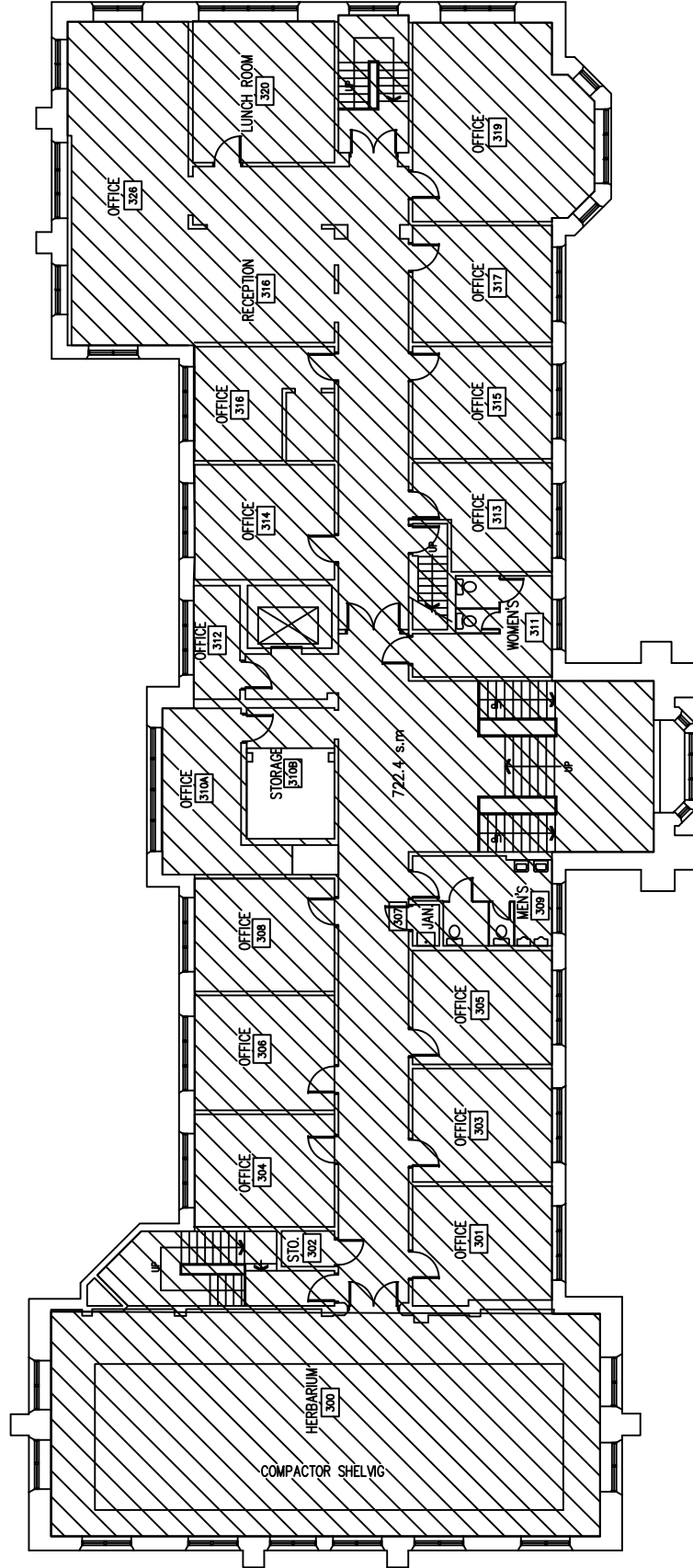


PLAN DU REZ-DE-CHAUSSÉE

GROUND FLOOR PLAN

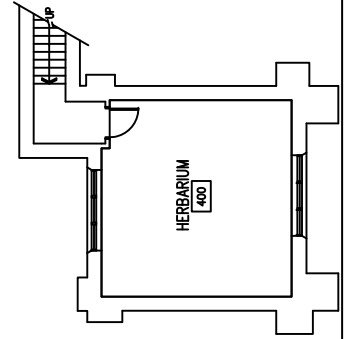
BLDG. 49

ÉDIFICE 49



SECOND FLOOR PLAN

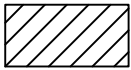
PLAN DU DEUXIÈME ÉTAGE



BLDG. 50

LOW OCCUPANCY

4 WASHROOM - 37.3 m²
 LUNCHROOM(S) - 12.4 m² KITCHENETTE(S) - N/A
 HALLWAY(S) - 408.4 m² STAIRWELL(S) - 24.6 m²
 FLOORING - 893.7 m² CARPETING - N/A
 MISC. - 340.1 m² OUTSIDE ENTRANCE - 2.0 m²
 TOTAL AREA TO BE CLEANED = 895.7 m²



INDICATES AREA TO BE CLEANED

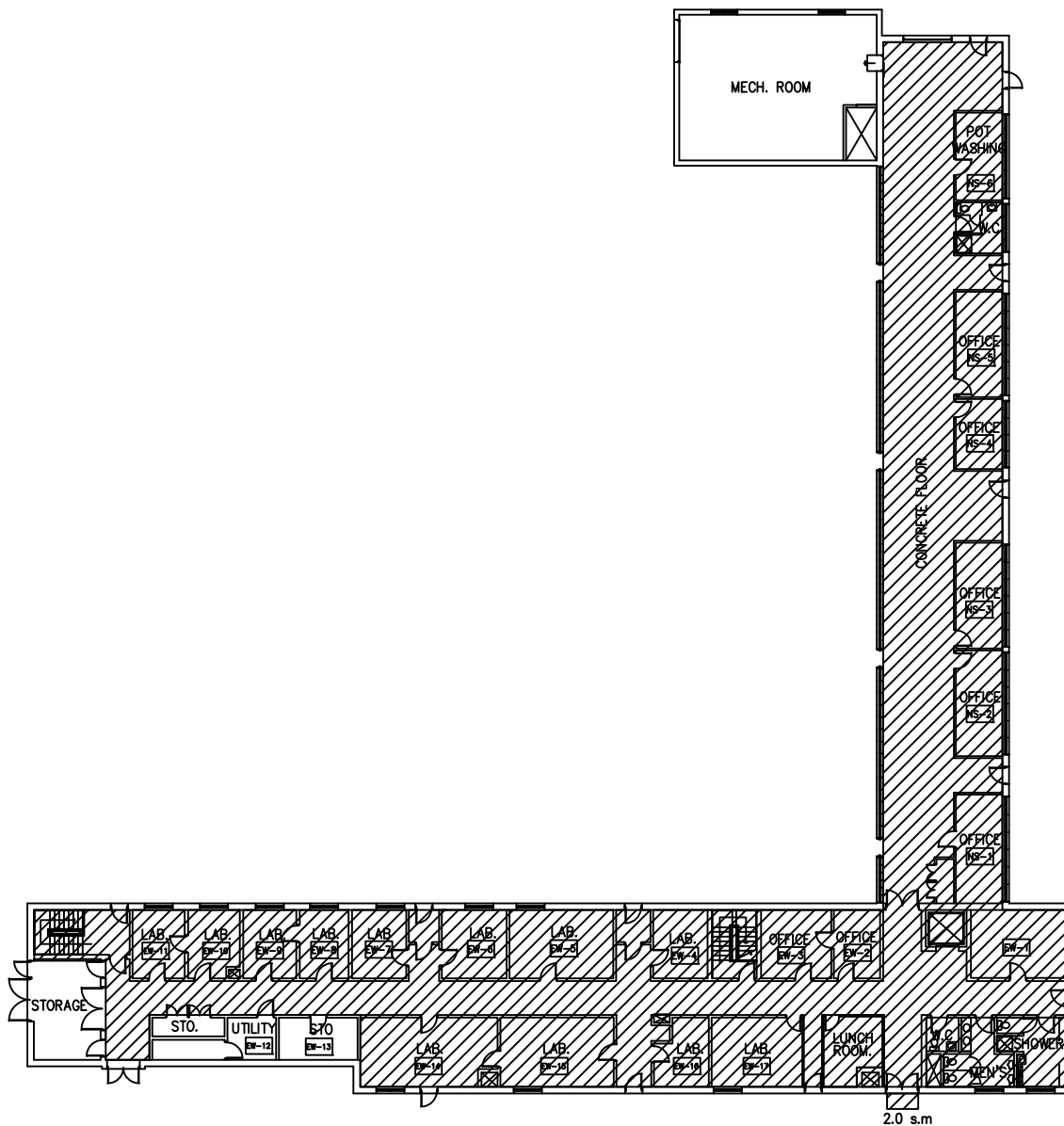
ÉDIFICE 50

OCCUPATION FAIBLE

4 SALLES DE TOILETTE - 37.3 m²
 SALLE À MANGER - 12.4 m² CUISINETTES - N/A
 COULOIR - 408.4 m² ESCALIER - 24.6 m²
 PLANCHER - 893.7 m² TAPIS MUR À MUR - N/A
 DIVERS - 340.1 m² ENTRÉES EXTÉRIEURES - 2.0 m²
 ZONE ENTIÈRE À NETTOYER = 895.7 m²



INDIQUE LA ZONE À NETTOYER

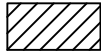


BLDG. 54

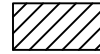
NO OCCUPANCY
3 WASHROOMS - 12.4 m²
LUNCHROOM(S) - N/A KITCHENETTE(S) - N/A
HALLWAY(S) - 39.2 m² STAIRWELL(S) - 4.6 m²
FLOORING - 33.1 m² CARPETING - 216.0 m²
MISC. - N/A OUTSIDE ENTRANCE - N/A
TOTAL AREA TO BE CLEANED = 249.1 m²

ÉDIFICE 54

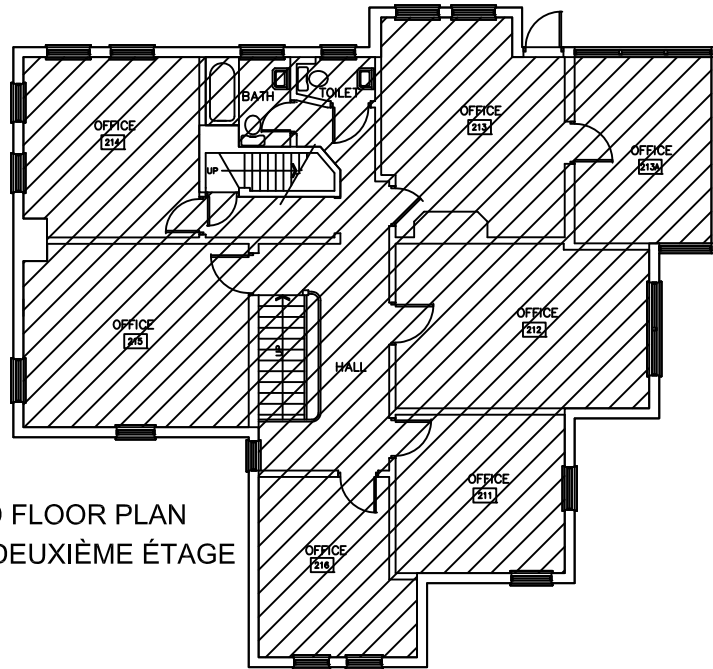
SANS OCCUPATION
3 SALLE DE TOILETTE - 12.4 m²
SALLE À MANGER - N/A CUISINETTE - N/A
COULOIR - 39.2 m² ESCALIER - 4.6 m²
PLANCHER - 33.1 m² TAPIS MUR À MUR - 216.0 m²
DIVERS - N/A ENTRÉES EXTÉRIEURES - N/A
ZONE ENTIÈRE À NETTOYER = 249.1 m²



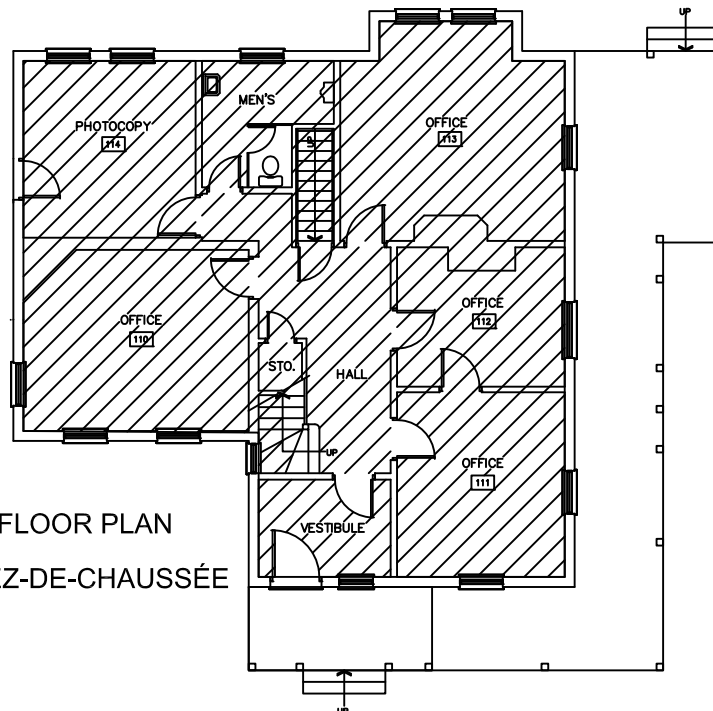
INDICATES AREA TO BE CLEANED



INDIQUE LA ZONE À NETTOYER



SECOND FLOOR PLAN
PLAN DU DEUXIÈME ÉTAGE



GROUND FLOOR PLAN
PLAN DU REZ-DE-CHAUSSÉE

BLDG. 55

HIGH OCCUPANCY

- 6 WASHROOM (V) + 2 SHOWERS – 74.1 m²
- LUNCHROOM(S) (V) – 26.8 m²
- KITCHENETTE(S) – 9.4 m²
- HALLWAY(S) – 280.8 m²
- STAIRWELL(S) – 114.4 m²
- FLOORING – 210.2 m²
- CARPETING – 1609.8 m²
- OUTSIDE ENTRANCE – 8.0 m²
- MISC. – 1,156.3 m²
- ENTRANCES – 11.6 m²

TOTAL AREA TO BE CLEANED = 1,812.2 m²



INDICATES AREA TO BE CLEANED

ÉDIFICE 55

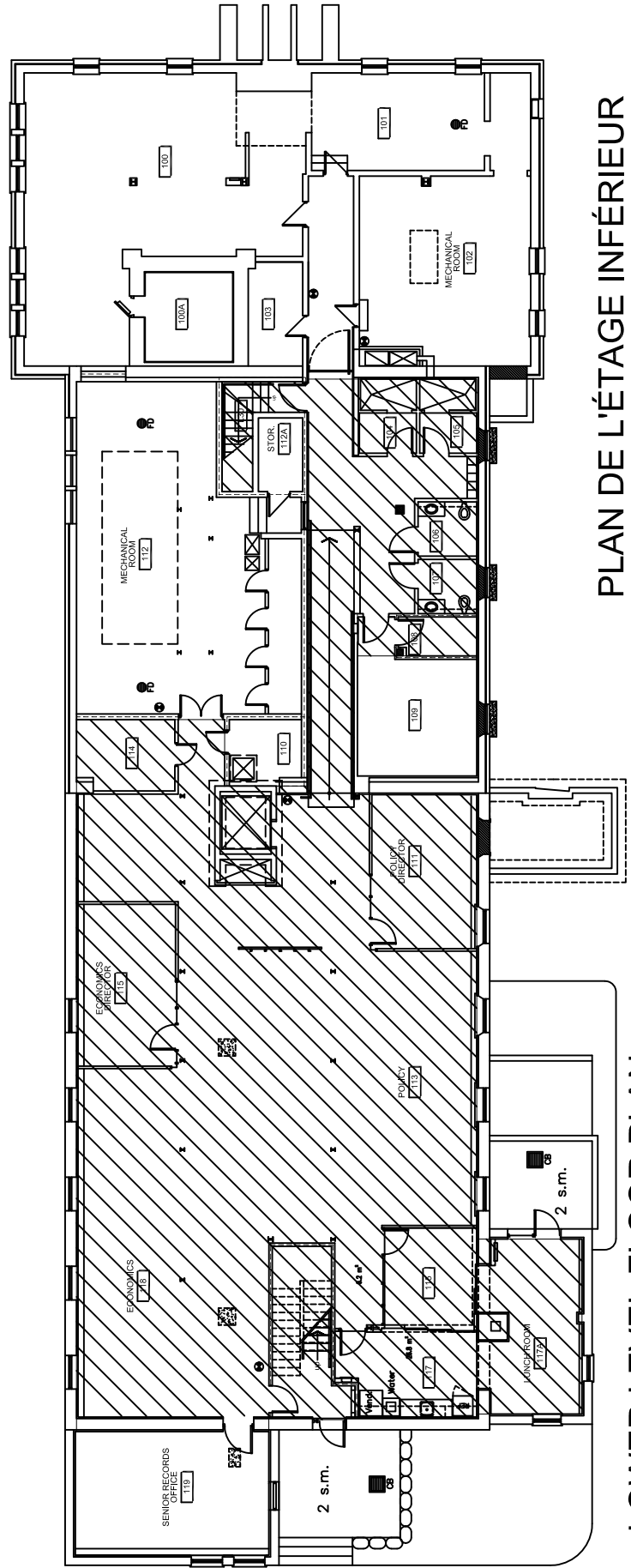
OCCUPATION ÉLEVÉE

- 6 SALLES DE TOILETTE (V) + 2 DOUCHES – 74.1 m²
- SALLE À MANGER (V) – 26.8 m²
- CUISINETTE – 9.4 m²
- COULOIR – 280.8 m²
- ESCALIER – 114.4 m²
- PLANCHER – 210.2 m²
- TAPIS MUR À MUR – 1609.8 m²
- DIVERS – 1,156.3 m²
- ENTRÉES EXTÉRIEURES – 8.0 m²
- ENTRÉE – 11.6 m²

ZONE ENTÈRE À NETTOYER = 1,812.2 m²



INDIQUE LA ZONE À NETTOYER

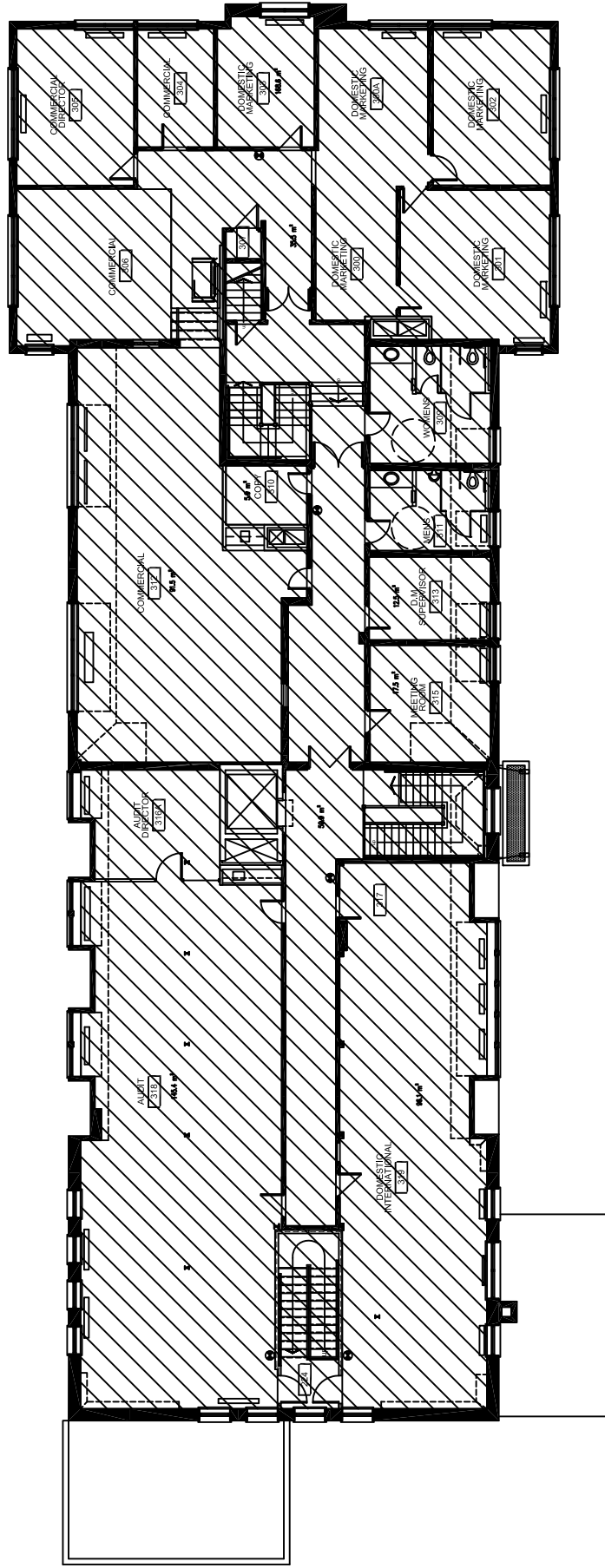


PLAN DE L'ÉTAGE INFÉRIEUR

LOWER LEVEL FLOOR PLAN

BLDG. 55

ÉDIFICE 55



SECOND FLOOR PLAN

PLAN DU DEUXIÈME ÉTAGE

BLDG. 57

ÉDIFICE 57

HIGH OCCUPANCY

OCCUPATION ÉLEVÉE

11 WASHROOMS + 2 SHOWERS - 83.1 m²
 LUNCHROOM(S) - 17.7 m² KITCHENETTE(S) - 27.5 m²
 HALLWAY(S) - 205.3 m² STAIRWELL(S) - 77.6 m²
 FLOORING - 408.8 m² CARPETING - 897.5 m²
 MISC. - 772.9 m² OUTSIDE ENTRANCE - 6.0 m²
 TOTAL AREA TO BE CLEANED = 1312.3 m²

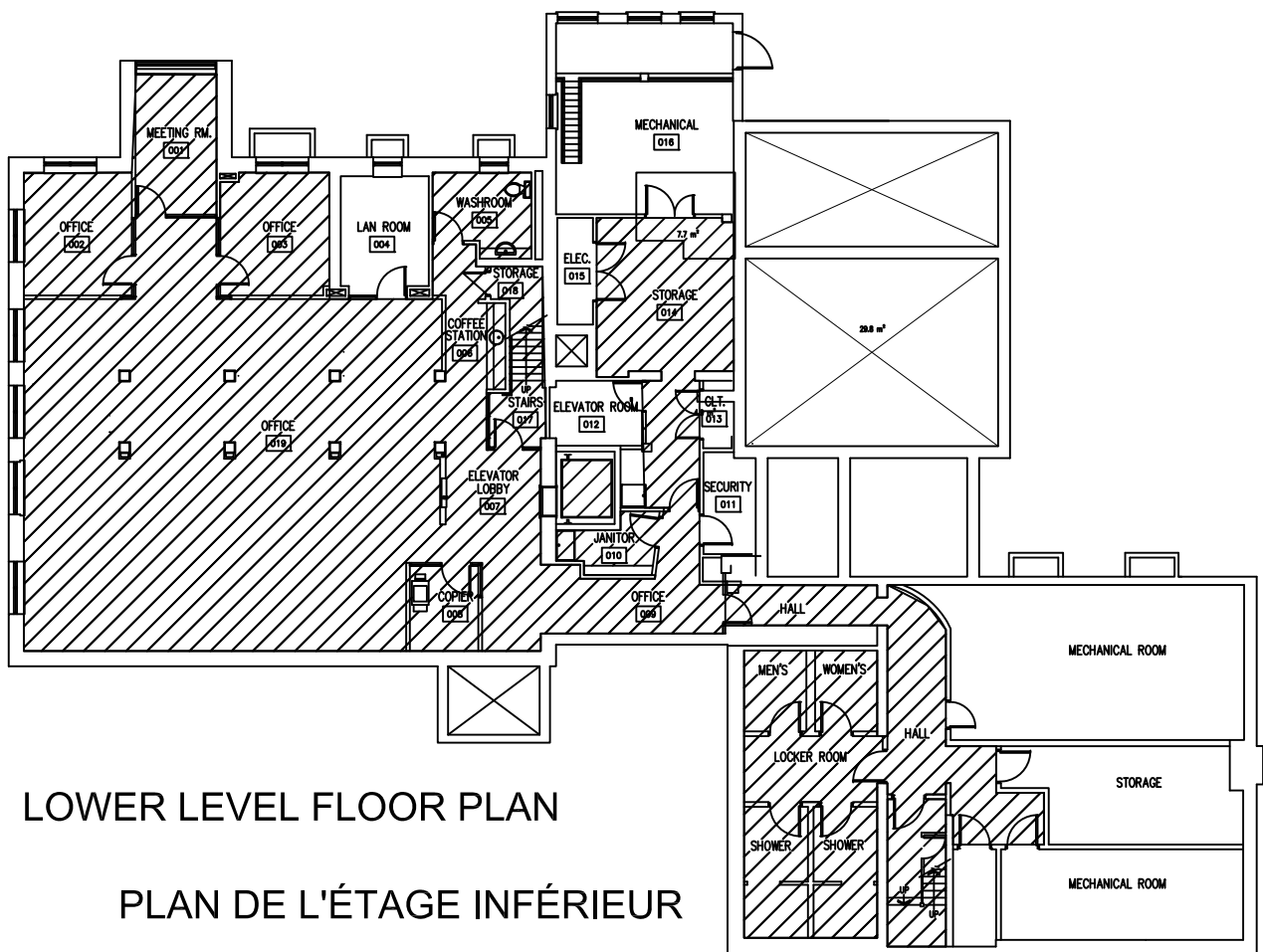
11 SALLES DE TOILETTE + 2 DOUCHE - 83.1 m²
 SALLE À MANGER - 17.7 m² CUISINETTE - 27.5 m²
 COULOIR - 205.3 m² ESCALIER - 77.6 m²
 PLANCHER - 408.8 m² TAPIS MUR À MUR - 897.5 m²
 DIVERS - 772.9 m² ENTRÉES EXTÉRIEURES - 6.0 m²
 ZONE ENTIÈRE À NETTOYER = 1312.3 m²



INDICATES AREA TO BE CLEANED



INDIQUE LA ZONE À NETTOYER

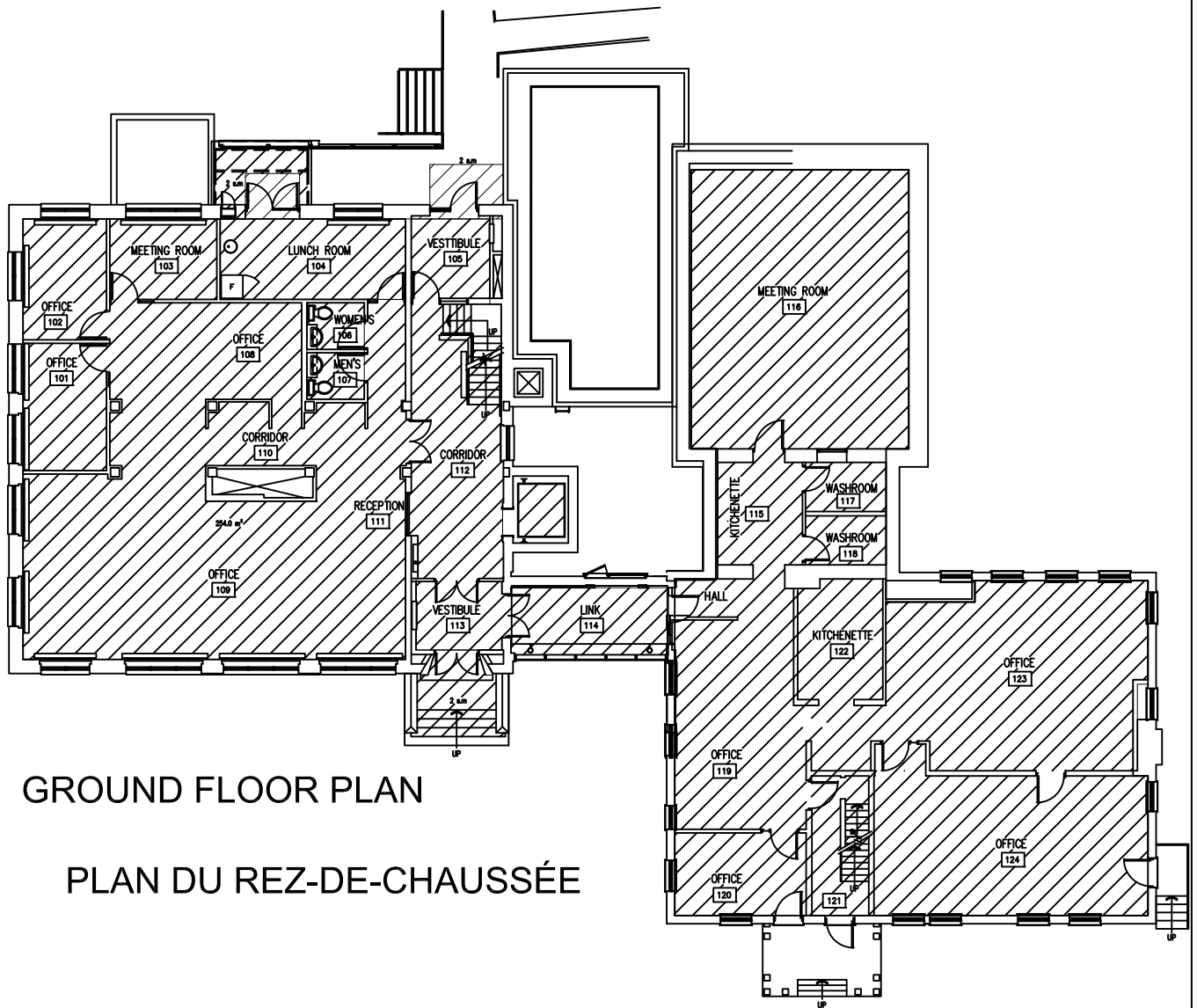


LOWER LEVEL FLOOR PLAN

PLAN DE L'ÉTAGE INFÉRIEUR

BLDG. 57

ÉDIFICE 57

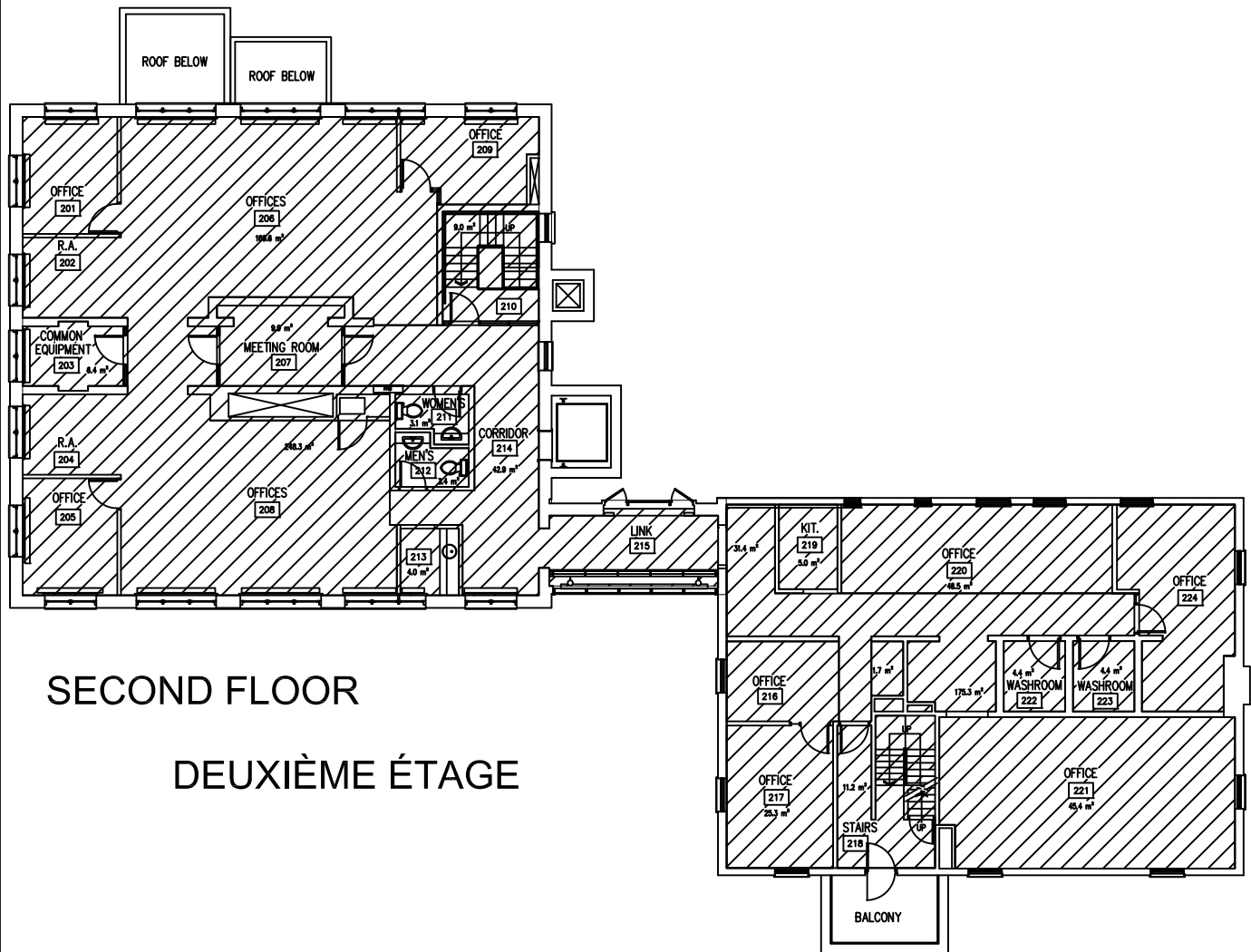


GROUND FLOOR PLAN

PLAN DU REZ-DE-CHAUSSÉE

BLDG. 57

ÉDIFICE 57



BLDG. 59

ÉDIFICE 59

MEDIUM OCCUPANCY

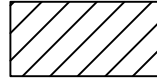
6 WASHROOM - 60.8 m²
 LUNCHROOM(S) - N/A KITCHENETTE(S) - 14.1 m²
 HALLWAY(S) - 255.2 m² STAIRWELL(S) - 39.9 m²
 FLOORING - 220.4 m² CARPETING - 670.9 m²
 MISC. - 489.7 m² OUTSIDE ENTRANCE - 8.0 m²
 TOTAL AREA TO BE CLEANED = 899.3 m²

OCCUPATION MOYENNE

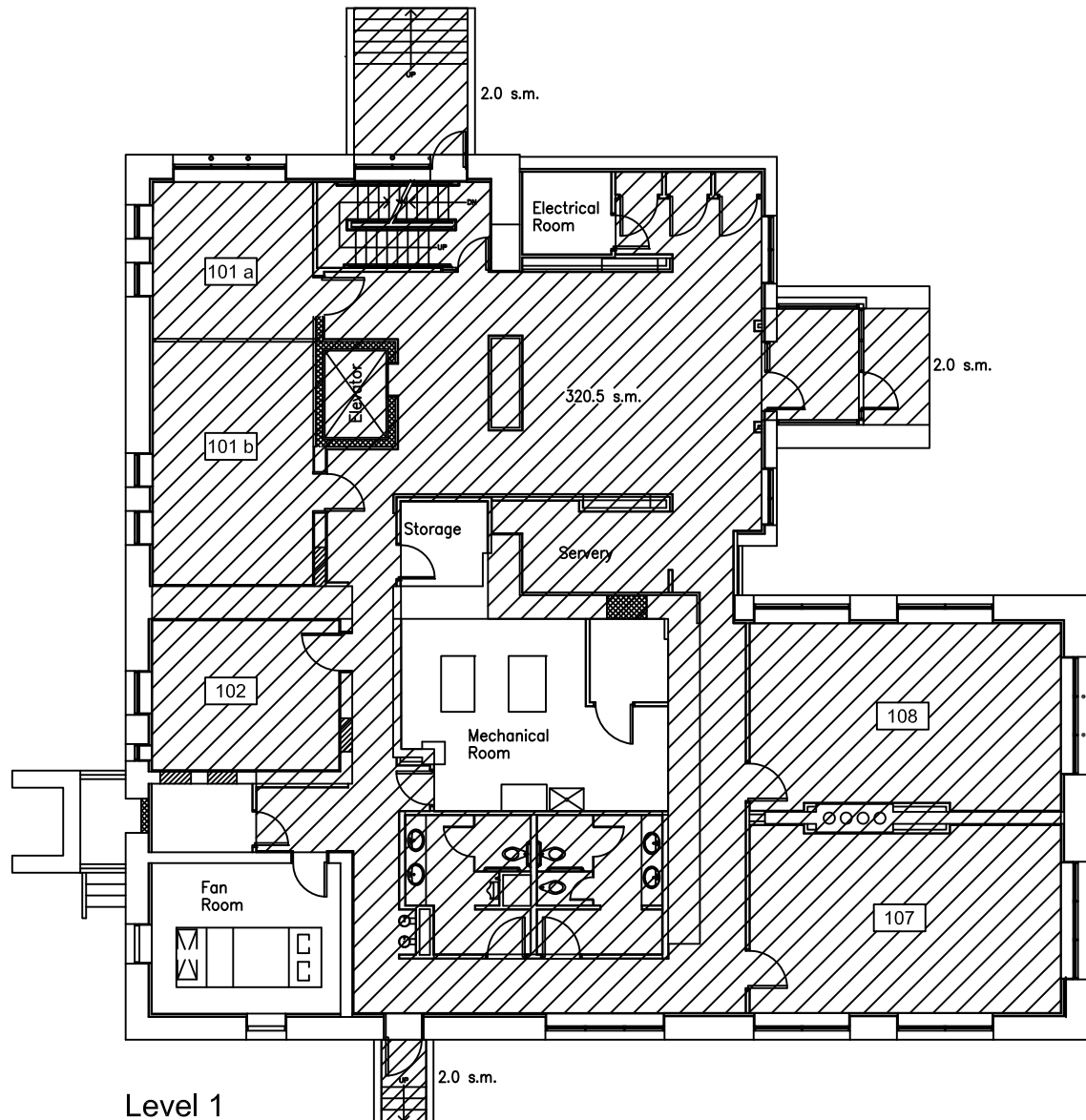
6 SALLES DE TOILETTE - 60.8 m²
 SALLE À MANGER - N/A CUISINETTE - 14.1 m²
 COULOIR - 255.2 m² ESCALIER - 39.9 m²
 PLANCHER - 220.4 m² TAPIS MUR À MUR - 670.9 m²
 DIVERS - 489.7 m² ENTRÉES EXTÉRIEURES - 8.0 m²
 ZONE ENTIÈRE À NETTOYER = 899.3 m²



INDICATES AREA TO BE CLEANED

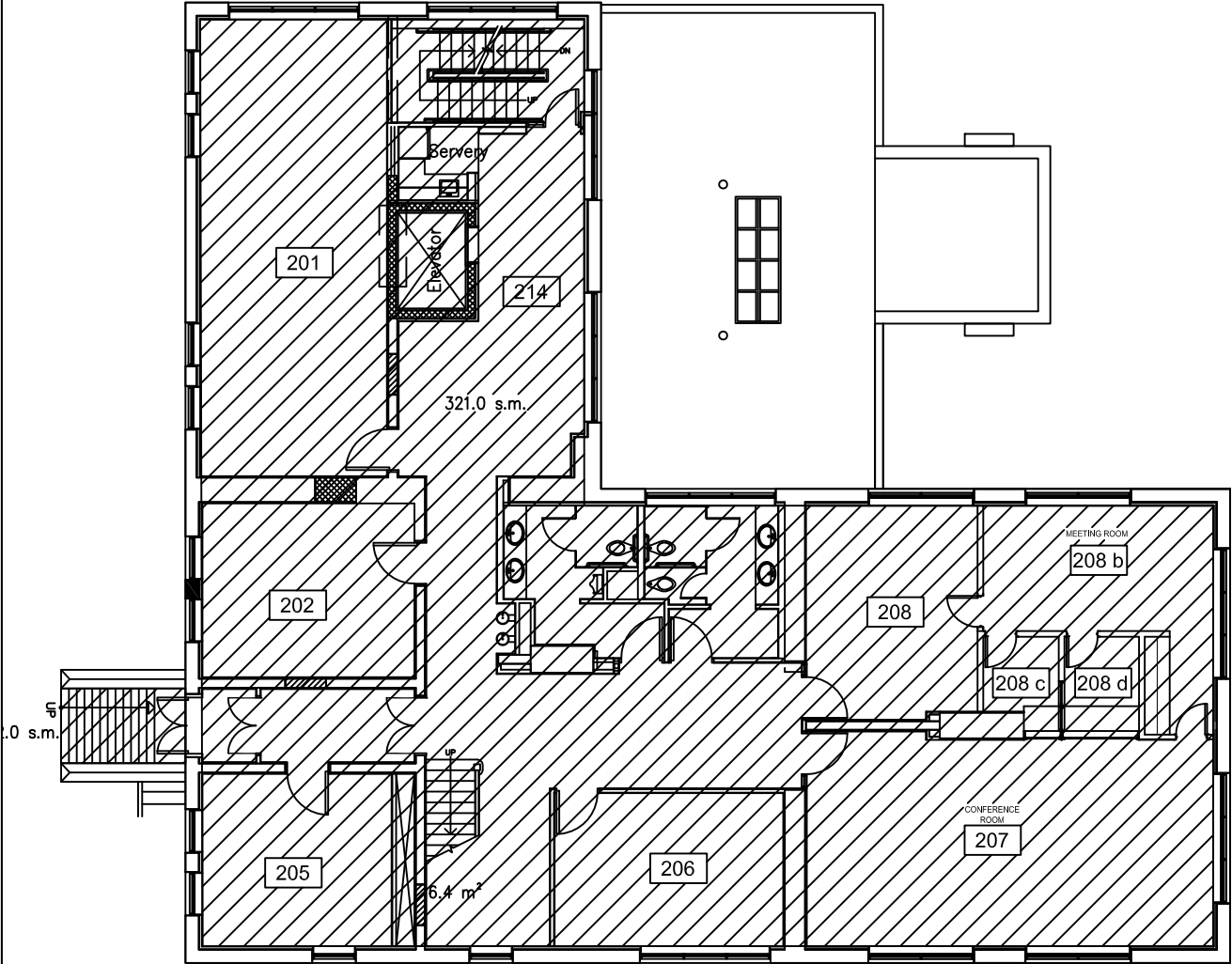


INDIQUE LA ZONE À NETTOYER



BLDG. 59

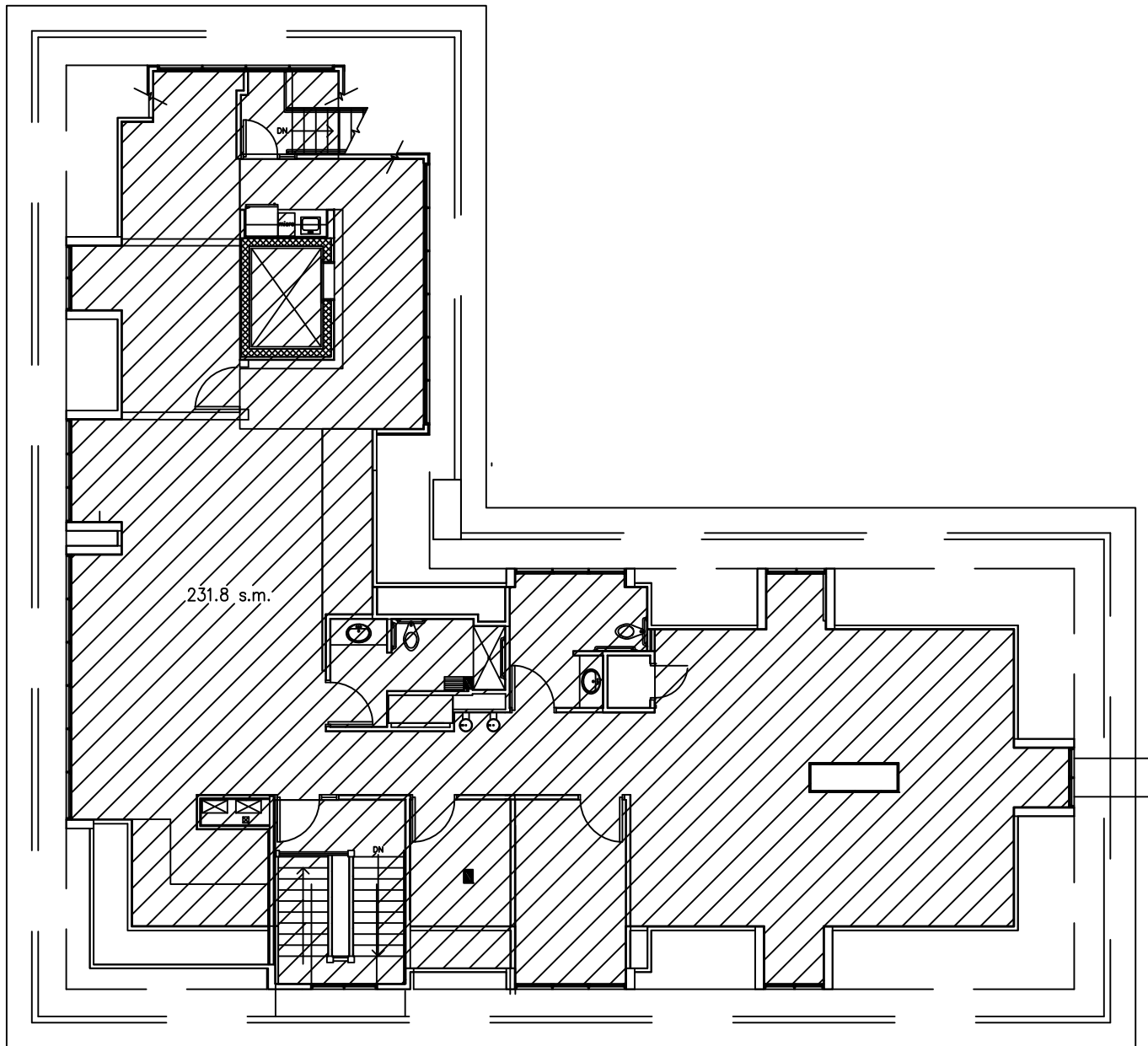
ÉDIFICE 59



Level 2

BLDG. 59

ÉDIFICE 59



Level 3

BLDG. 60A

LOW OCCUPANCY

3 WASHROOMS - 19.5 m²
LUNCHROOM(S) - 32.6 m² KITCHENETTE(S) - N/A
HALLWAY(S) - 54.3 m² STAIRWELL(S) - 5.2 m²
FLOORING - 48.9 m² CARPETING - 211.1 m²
MISC. - 124.0 m² OUTSIDE ENTRANCE - 2.0 m²
TOTAL AREA TO BE CLEANED = 248.7 m²

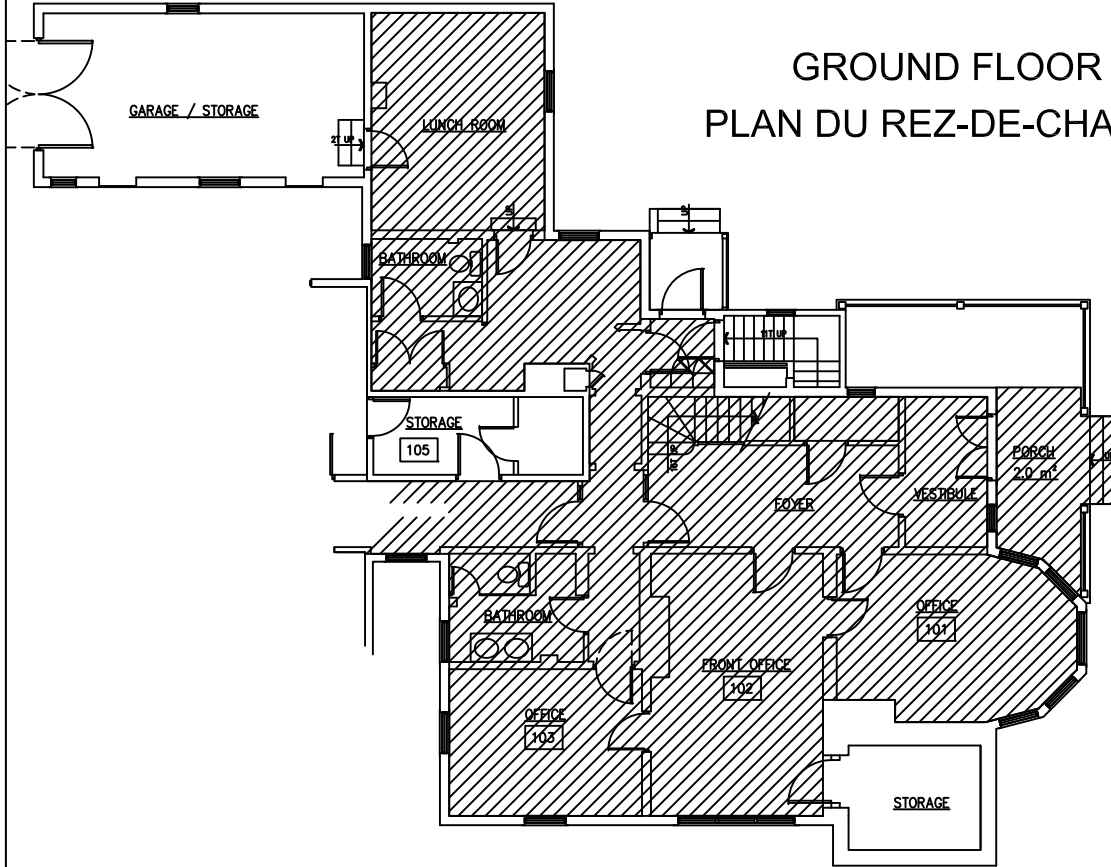
ÉDIFICE 60A

OCCUPATION FAIBLE

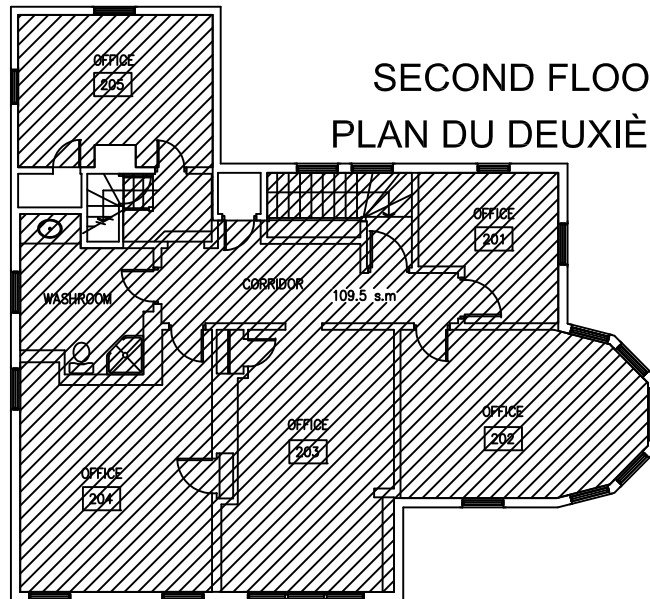
3 SALLES DE TOILETTE - 19.5 m²
SALLE À MANGER - 32.6 m² CUISINETTES - N/A
COULOIR - 54.3 m² ESCALIER - 5.2 m²
PLANCHER - 48.9 m² TAPIS MUR À MUR - 211.1 m²
DIVERS - 124.0 m² ENTRÉES EXTÉRIEURES - 2.0 m²
ZONE ENTIÈRE À NETTOYER = 248.7

 INDICATES AREA TO BE CLEANED

 INDIQUE LA ZONE À NETTOYER



GROUND FLOOR PLAN
PLAN DU REZ-DE-CHAUSSÉE



SECOND FLOOR PLAN
PLAN DU DEUXIÈME ÉTAGE

BLDG. 60 B

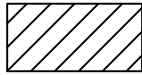
NO OCCUPANCY
(SEE APPENDIX A, "EXCEPTIONS")

WASHROOMS - N/A
LUNCHROOM(S) - N/A KITCHENETTE(S) - N/A
HALLWAY(S) - 25.8 m² STAIRWELL(S) - N/A
FLOORING - N/A CARPETING - 133.5 m²
MISC. - 107.7 m² OUTSIDE ENTRANCE - 2.0 m²
TOTAL AREA TO BE CLEANED = 135.5 m²

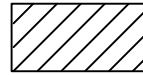
ÉDIFICE 60 B

SANS OCCUPATION
(VOIR APPENDICE A, "EXCEPTIONS")

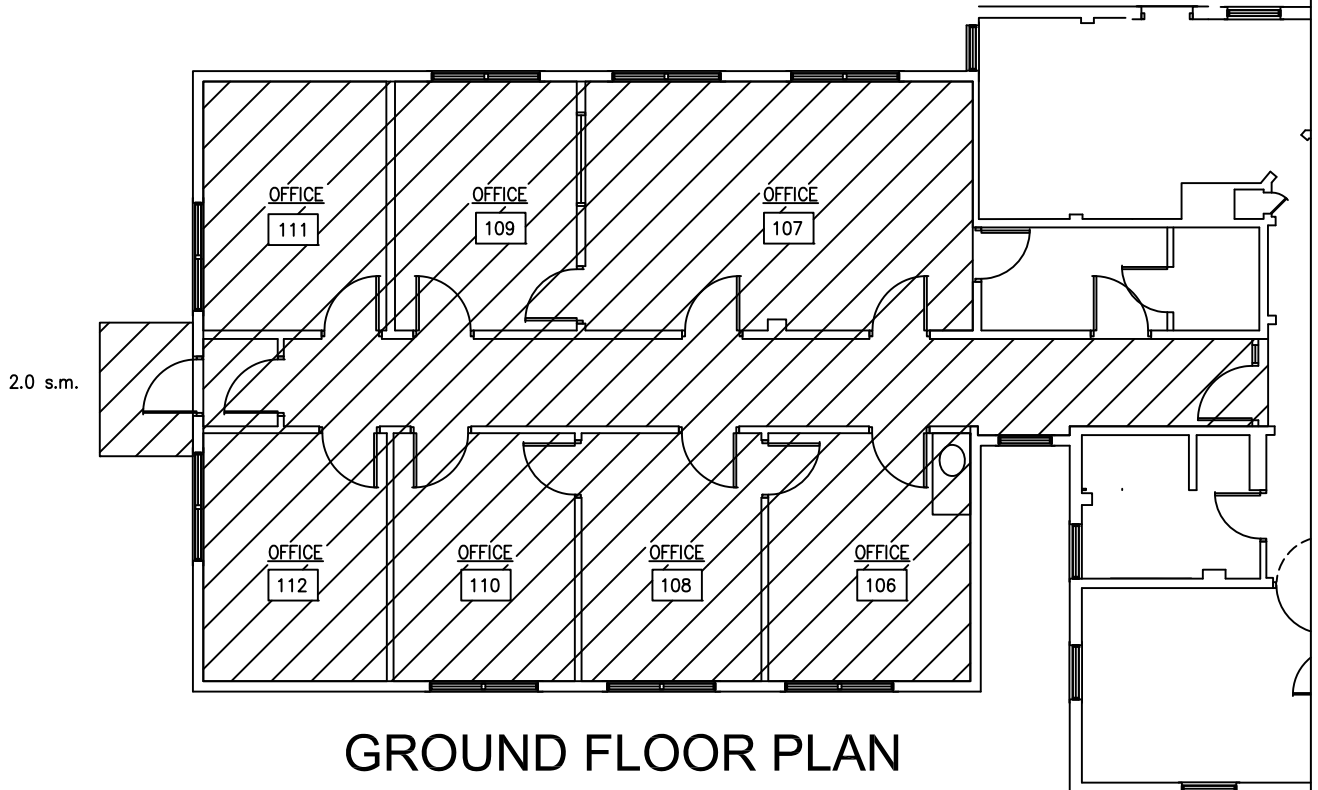
SALLES DE TOILETTE - N/A
SALLE À MANGER - N/A CUISINETTES - N/A
COULOIR - 25.8 m² ESCALIER - N/A
PLANCHER - N/A TAPIS MUR À MUR - 133.5 m²
DIVERS - 104.7 m² ENTRÉES EXTÉRIEURES - 6.0 m²
ZONE ENTIÈRE À NETTOYER = 135.5 m²



INDICATES AREA TO BE CLEANED



INDIQUE LA ZONE À NETTOYER



GROUND FLOOR PLAN

PLAN DU REZ-DE-CHAUSSÉE

BLDG. 72

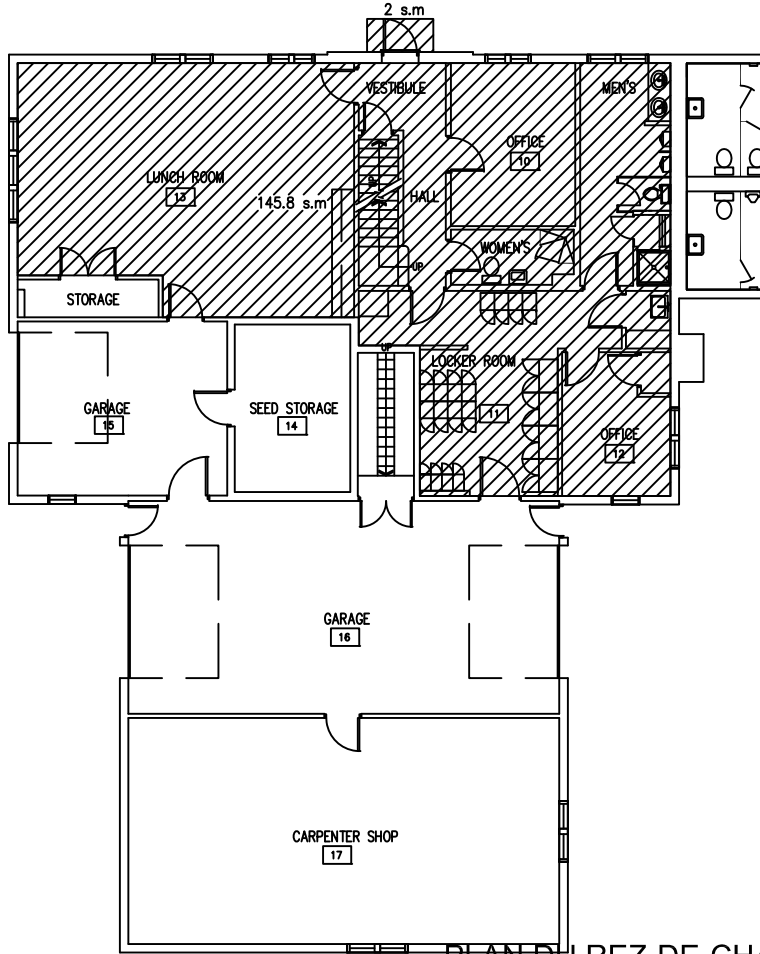
LOW OCCUPANCY
 2 WASHROOMS - 19.7 m²
 LUNCHROOM(S) - 60.4 m² KITCHENETTE(S) - 2.9 m²
 HALLWAY(S) - 38.3 m² STAIRWELL(S) - 5.5 m²
 FLOORING - 349.6 m² CARPETING - N/A
 MISC. - 208.7 m² OUTSIDE ENTRANCE - 2.0 m²
 TOTAL AREA TO BE CLEANED = 351.6 m²

ÉDIFICE 72

OCCUPATION FAIBLE
 2 SALLES DE TOILETTE - 19.7 m²
 SALLE À MANGER - 60.4 m² CUISINETTE - 2.9 m²
 COULOIR - 38.3 m² ESCALIER - 5.5 m²
 PLANCHER - 349.6 m² TAPIS MUR À MUR - N/A
 DIVERS - 208.7 m² ENTRÉES EXTERIEURES - 2.0 m²
 ZONE ENTIÈRE À NETTOYER = 351.6 m²

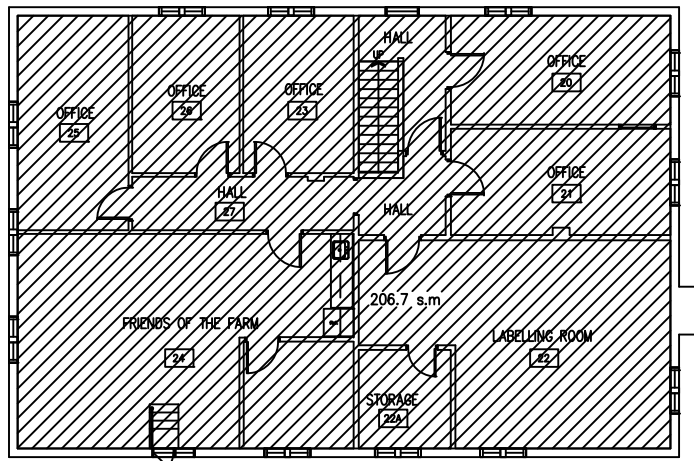
 INDICATES AREA TO BE CLEANED

 INDIQUE LA ZONE À NETTOYER



PLAN DU REZ-DE-CHA

GROUND FLOOR PLAN




SECOND FLOOR PLAN

PLAN DU DEUXIÈME ÉTAGE


BLDG. 72A -PUBLIC WASHROOMS

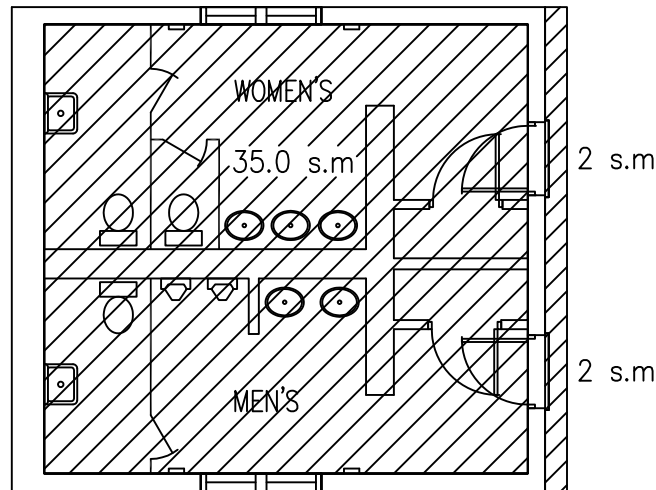
HIGH TRAFFIC
2 WASHROOMS - 35.0 m²
FLOORING - 35.0 m²
OUTSIDE ENTRANCE - 4.0 m²
TOTAL AREA TO BE CLEANED = 39.0 m²

 INDICATES AREA TO BE CLEANED

ÉDIFICE 72A SALLES DE TOILETTE PUBLIQUES

CIRCULATION ÉLEVÉE
2 SALLES DE TOILETTE - 35.0 m²
PLANCHER - 35.0 m²
ENTRÉES EXTÉRIURES - 4.0 m²
ZONE ENTIÈRE À NETTOYER = 39.0 m²

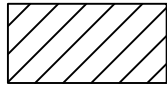
 INDIQUE LA ZONE À NETTOYER



BLDG. 74

LOW OCCUPANCY

7 WASHROOMS - 41.0 m²
 LUNCHROOM(S) - 26.0 m² KITCHENETTE(S) - N/A
 HALLWAY(S) - 138.6 m² STAIRWELL(S) - 72.6 m²
 FLOORING - 211.2 m² CARPETING - 892.7 m²
 MISC. - 892.7 m² OUTSIDE ENTRANCE - 4.0 m²
 TOTAL AREA TO BE CLEANED = 1174.9 m²

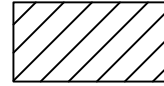


INDICATES AREA TO BE CLEANED

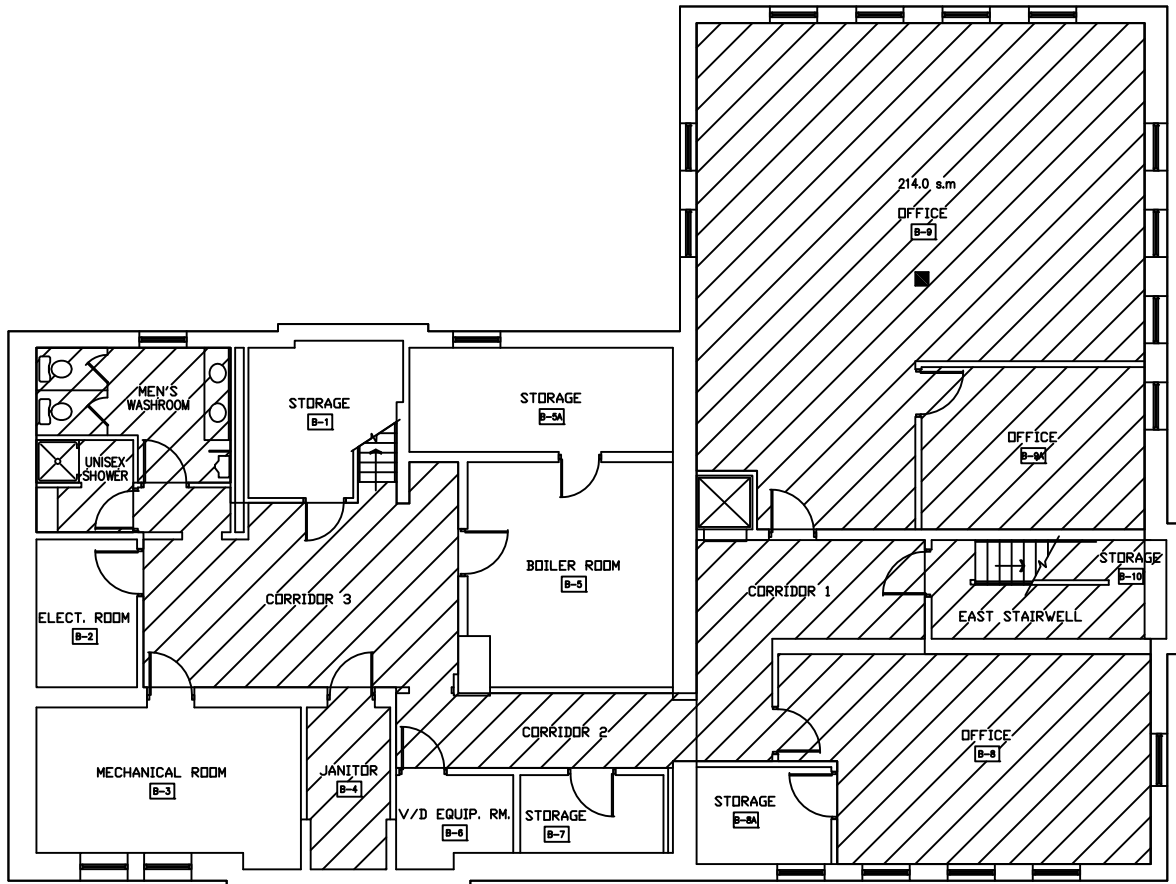
ÉDIFICE 74

OCCUPATION FAIBLE

7 SALLES DE TOILETTE - 41.0 m²
 SALLE À MANGER - 26.0 m² CUISINETTE - N/A
 COULOIR - 138.6 m² ESCALIER - 72.6 m²
 PLANCHER - 211.2 m² TAPIS MUR À MUR - 892.7 m²
 DIVERS - 892.7 m² ENTRÉES EXTÉRIEURES - 4.0 m²
 ZONE ENTIÈRE À NETTOYER = 1174.9 m²



INDIQUE LA ZONE À NETTOYER

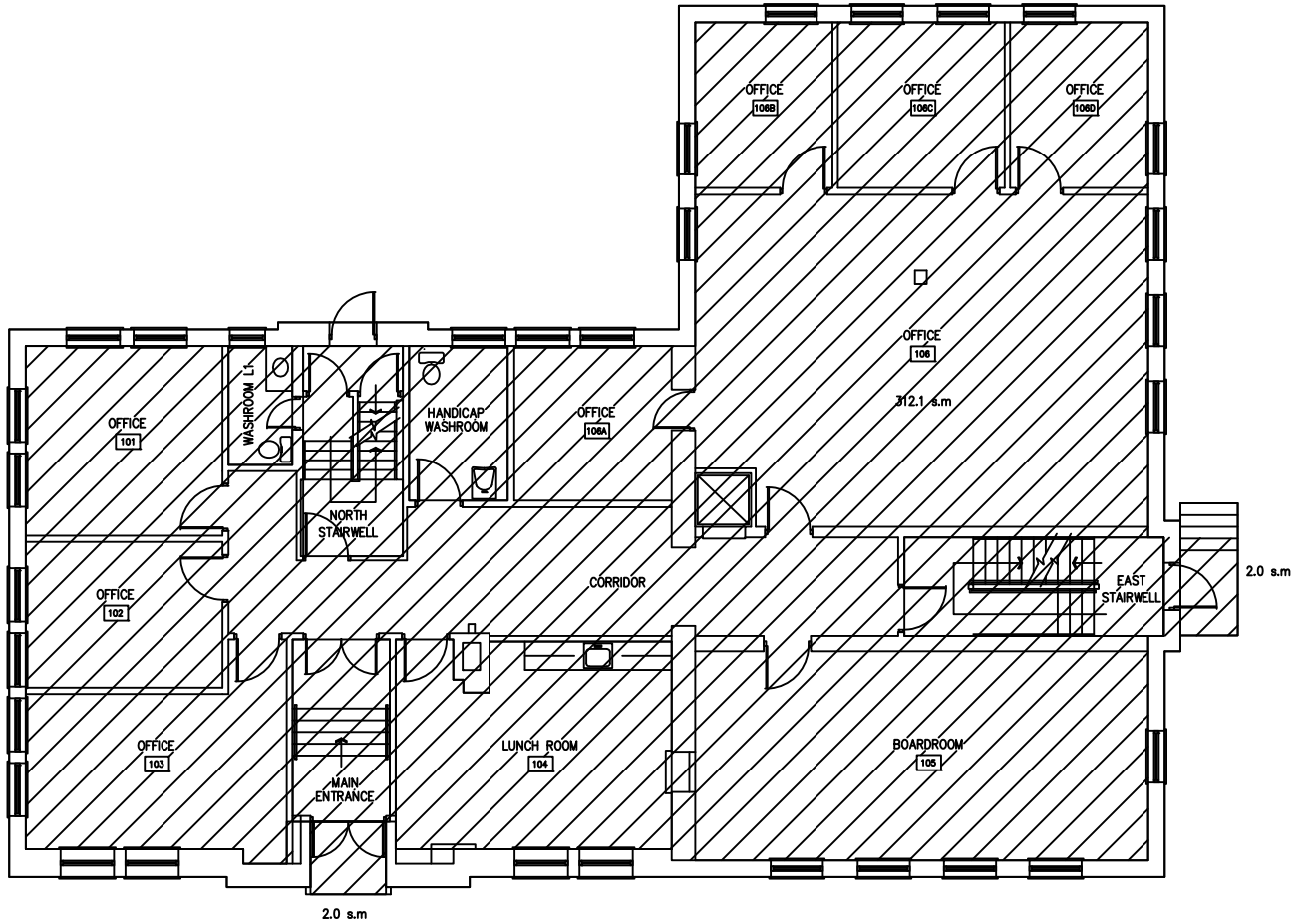


BASEMENT FLOOR PLAN

PLAN DU SOUS-SOL

BLDG. 74

ÉDIFICE 74

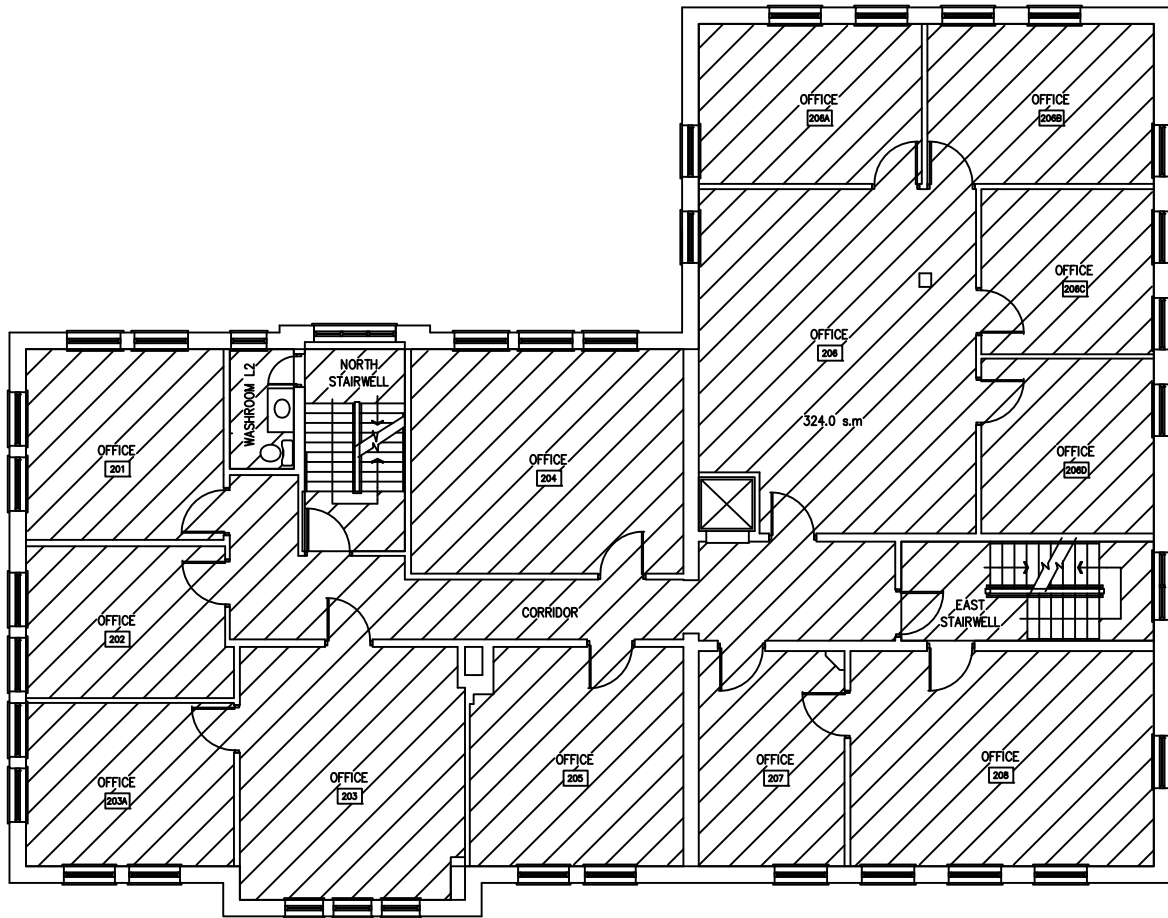


GROUND FLOOR PLAN

PLAN DU REZ-DE-CHAUSSÉE

BLDG. 74

ÉDIFICE 74

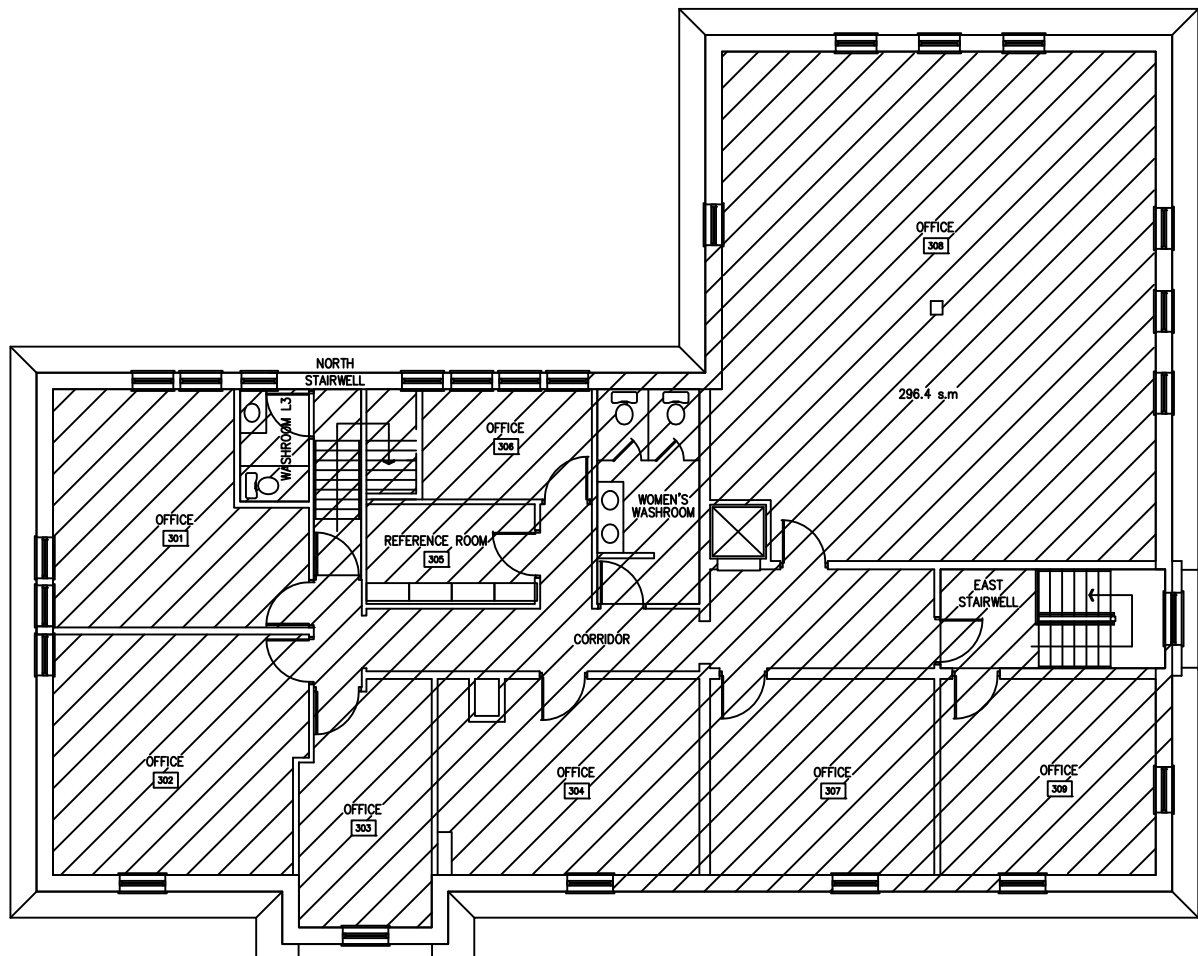


SECOND FLOOR PLAN

PLAN DU DEUXIÈME ÉTAGE

BLDG. 74

ÉDIFICE 74



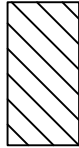
THIRD FLOOR PLAN

PLAN DU TROISIÈME ÉTAGE

BLDG. 75

HIGH OCCUPANCY

4 WASHROOMS - 22.9 m²
LUNCHROOM(S) - N/A KITCHENETTE(S) - 13.4 m²
HALLWAY(S) - 91.7 m² STAIRWELL(S) - 16.7 m²
FLOORING - 285.9 m² CARPETING - 253.9 m²
MISC. - 415.1 m² OUTSIDE ENTRANCE - 4.0 m²
TOTAL AREA TO BE CLEANED = 513.8 m²

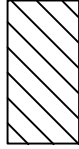


INDICATES AREA TO BE CLEANED

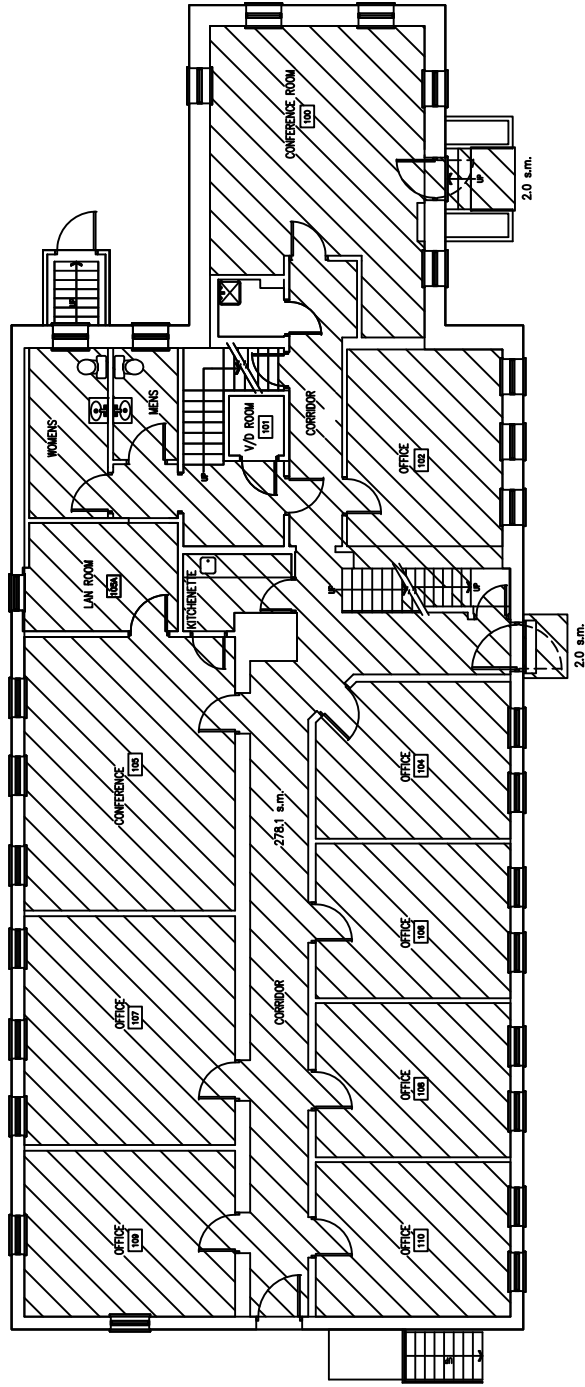
ÉDIFICE 75

OCCUPATION ÉLEVÉE

4 SALLES DE TOILETTE - 22.9 m²
SALLE À MANGER - N/A CUISINETTE - 13.4 m²
COULOIR - 91.7 m² ESCALIER - 16.7 m²
PLANCHER - 285.9 m² TAPIS MUR À MUR - 253.9 m²
DIVERS - 415.1 m² ENTRÉES EXTÉRIURES - 4.0 m²
ZONE ENTIÈRE À NETTOYER = 513.8 m²

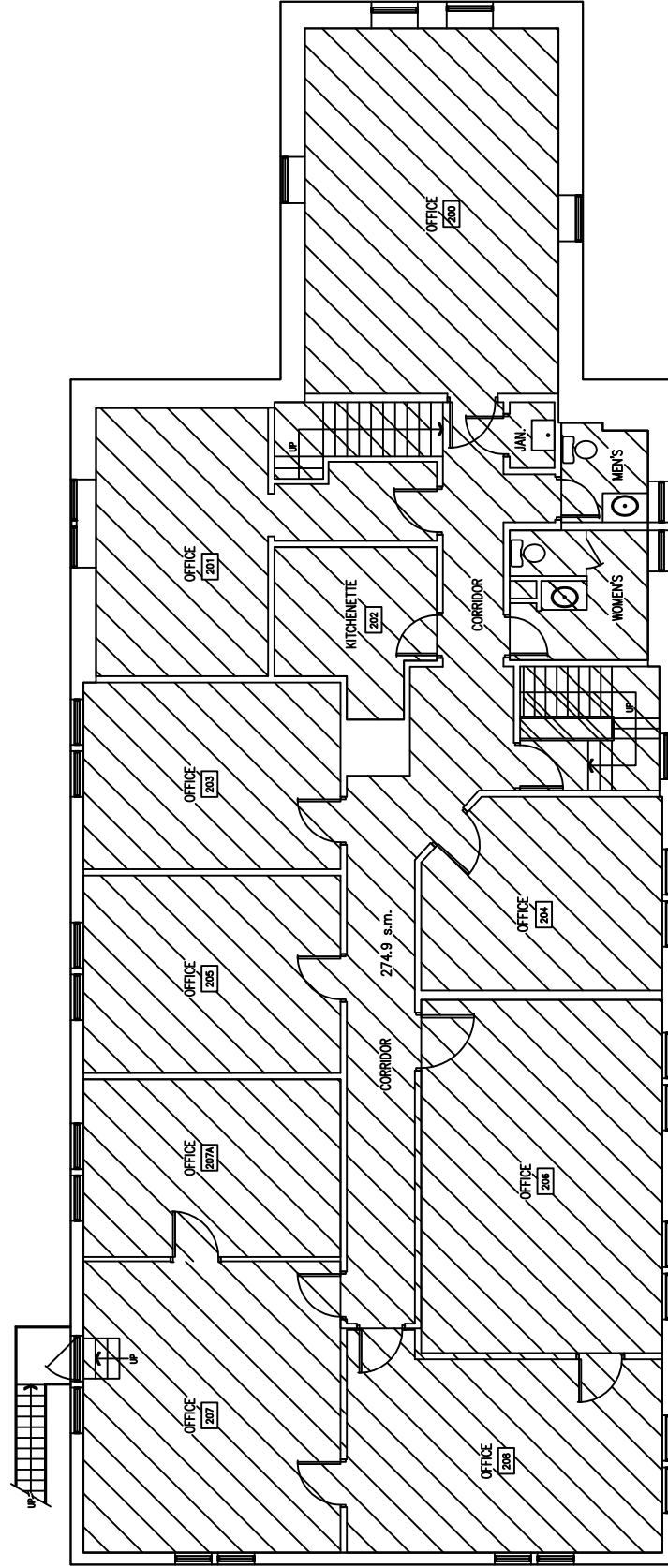


INDIQUE LA ZONE À NETTOYER



ÉDIFICE 75

BLDG. 75



PLAN DU DEUXIÈME ÉTAGE

SECOND FLOOR PLAN

BLDG. 77

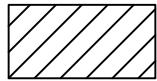
LOW OCCUPANCY – SEASONAL BLDG.
DAY CLEANING

1 WASHROOM & 1 SHOWER – 3.5 m²
LUNCHROOM(S) – 42.6 m² KITCHENETTE(S) – N/A
HALLWAY(S) – N/A STAIRWELL(S) – N/A
FLOORING – 46.1 m² CARPETING – N/A
MISC. – N/A OUTSIDE ENTRANCE – 2.0 m²
TOTAL AREA TO BE CLEANED = 48.1 m²

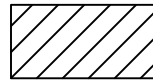
ÉDIFICE 77

OCCUPATION FAIBLE – ÉDIFICE SAISONNIER
ENTRETIEN DE JOUR

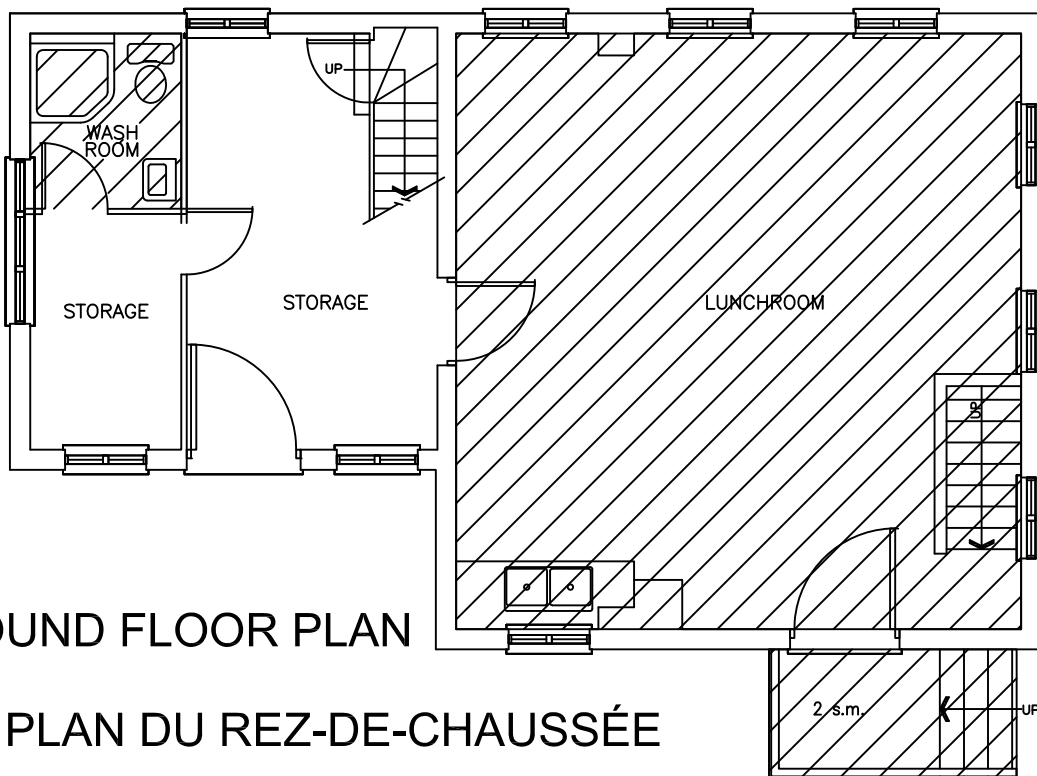
1 SALLE DE TOILETTE & 1 DOUCHE – 3.5 m²
SALLE À MANGER – 42.6 m² CUISINETTE – N/A
COULOIR – N/A ESCALIER – N/A
PLANCHER 46.1 m² TAPIS MUR À MUR – N/A
DIVERS – N/A ENTRÉES EXTÉRIEURES – 2.0 m²
ZONE ENTIÈRE À NETTOYER = 48.1 m²



INDICATES AREA TO BE CLEANED



INDIQUE LA ZONE À NETTOYER



GROUND FLOOR PLAN

PLAN DU REZ-DE-CHAUSSÉE

BLDG. 85 - PUBLIC WASHROOMS

HIGH TRAFFIC
2 WASHROOMS - 51.0 m²
HALLWAY(S) - 5.6 m²
FLOORING - 58.4 m²
OUTSIDE ENTRANCE - 4.0 m²
TOTAL AREA TO BE CLEANED = 62.4 m²



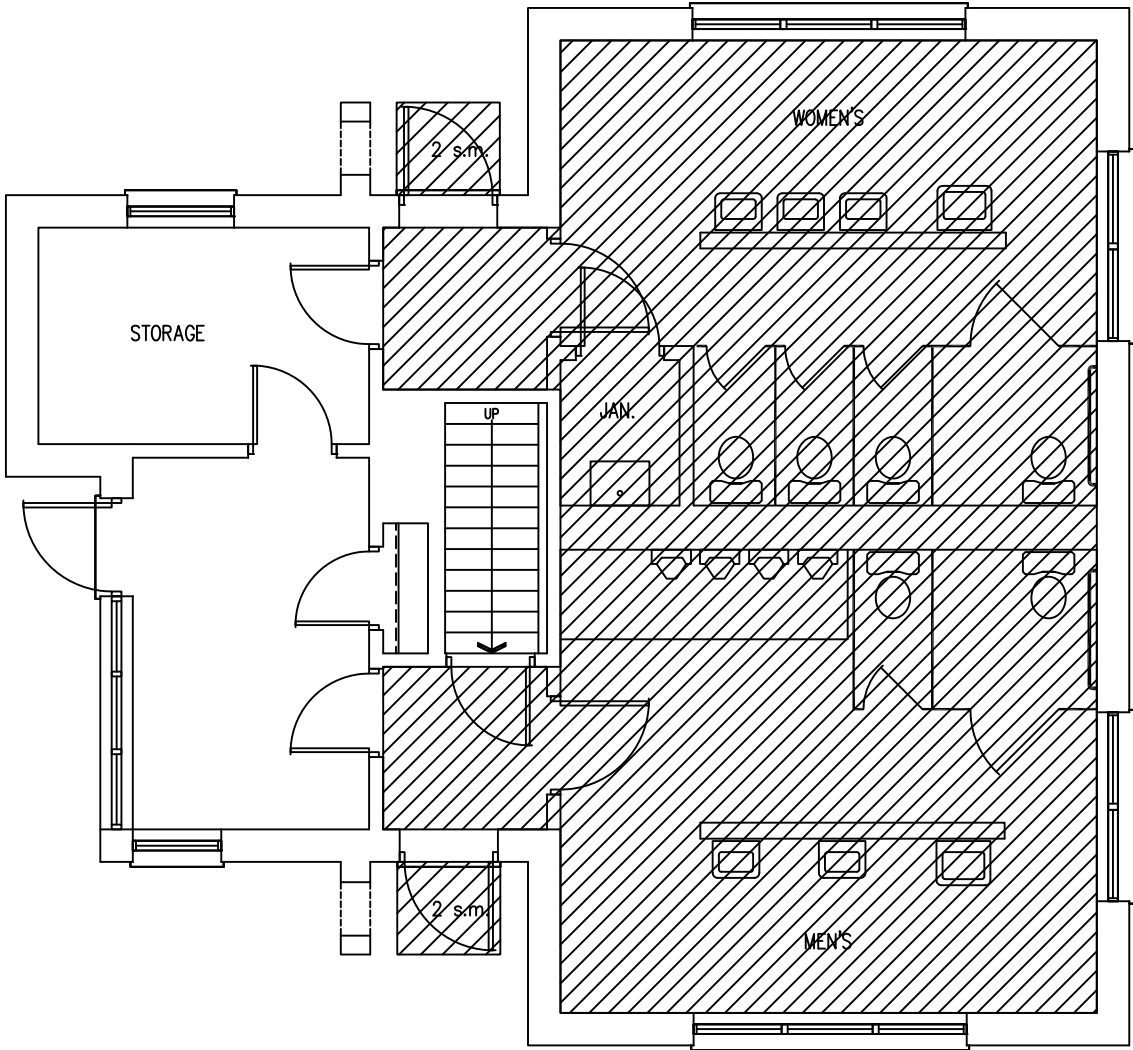
INDICATES AREA TO BE CLEANED

ÉDIFICE 85 SALLES DE TOILETTE PUBLIQUES

CIRCULATION ÉLEVÉE
2 SALLES DE TOILETTE - 51.0 m²
COULOIR - 5.6 m²
PLANCHER - 58.4 m²
ENTRÉES EXTÉRIEURES - 4.0 m²
ZONE ENTIÈRE À NETTOYER = 62.4 m²



INDIQUE LA ZONE À NETTOYER



BLDG. 97

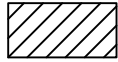
HIGH OCCUPANCY

2 WASHROOMS + 2 SHOWERS - 19.8 m²
 LUNCHROOM(S) - 26.1 m² KITCHENETTE(S) - 1.1 m²
 HALLWAY(S) - 53.1 m² STAIRWELL(S) - 7.7 m²
 FLOORING - 121.7 m² CARPETING - 308.9 m²
 MISC. - 321 m² OUTSIDE ENTRANCE - 6.0 m²
 TOTAL AREA TO BE CLEANED = 436.6 m²

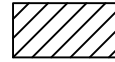
ÉDIFICE 97

OCCUPATION ÉLEVÉE

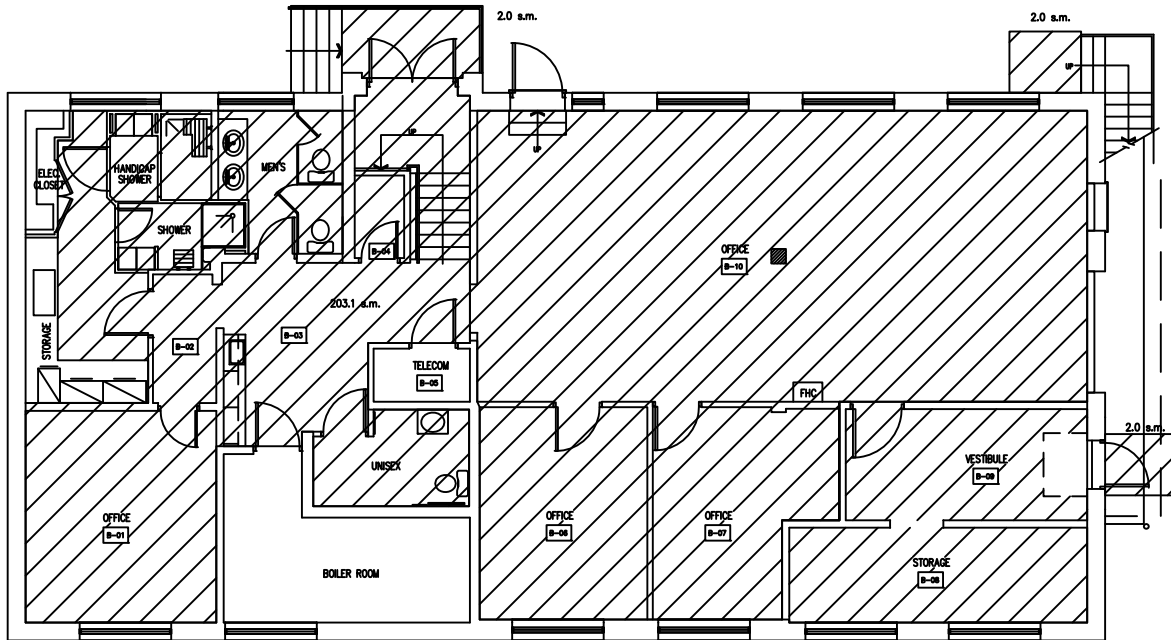
2 SALLES DE TOILETTE + 2 DOUCHES - 19.8 m²
 SALLE À MANGER - 26.1 m² CUISINETTE - 1.1 m²
 COULOIR - 53.1 m² ESCALIER - 7.7 m²
 PLANCHER - 121.7 m² TAPIS MUR À MUR - 308.9 m²
 DIVERS - 321 m² ENTRÉES EXTÉRIEURES - 6.0 m²
 ZONBE ENTIÈRE À NETTOYER = 436.6 m²



INDICATES AREA TO BE CLEANED

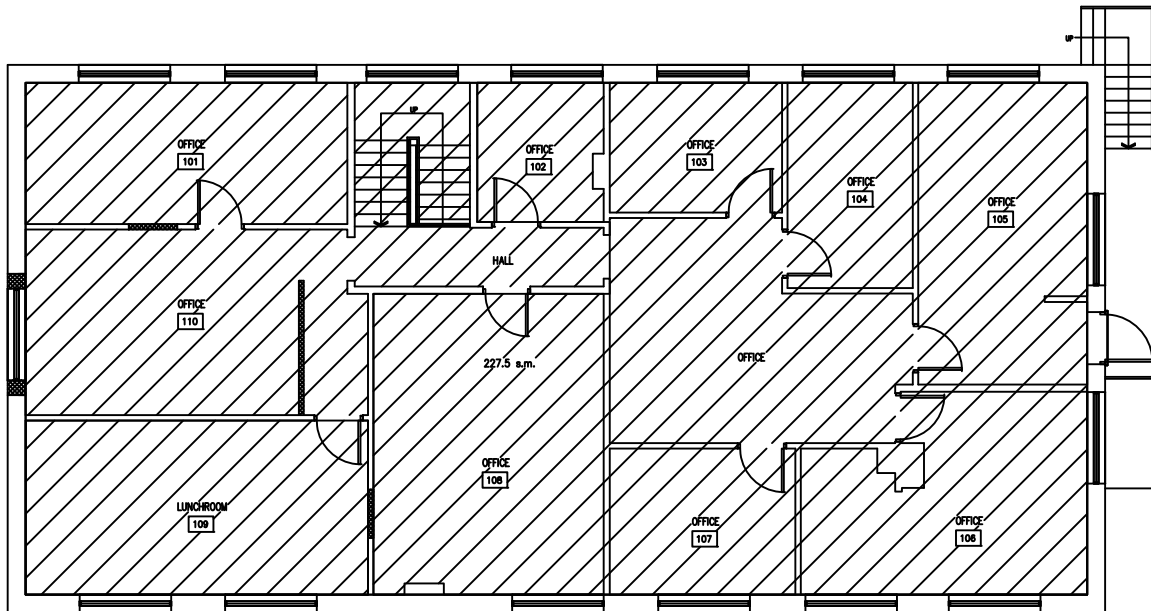


INDIQUE LA ZONE À NETTOYER



BASEMENT FLOOR PLAN

PLAN DU SOUS-SOL



GROUND FLOOR PLAN

PLAN DU REZ-DE-CHAUSSÉE

BLDG. 98

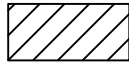
ÉDIFICE 98

LOW OCCUPANCY

2 WASHROOMS - 26.8 m²
 LUNCHROOM(S) - 41.7 m² KITCHENETTE(S) - N/A
 HALLWAY(S) - 49.2 m² STAIRWELL(S) - N/A
 FLOORING - 202.1 m² CARPETING - N/A
 MISC. - 84.4 m² OUTSIDE ENTRANCE - 2.0 m²
 TOTAL AREA TO BE CLEANED = 204.1 m²

OCCUPATION FAIBLE

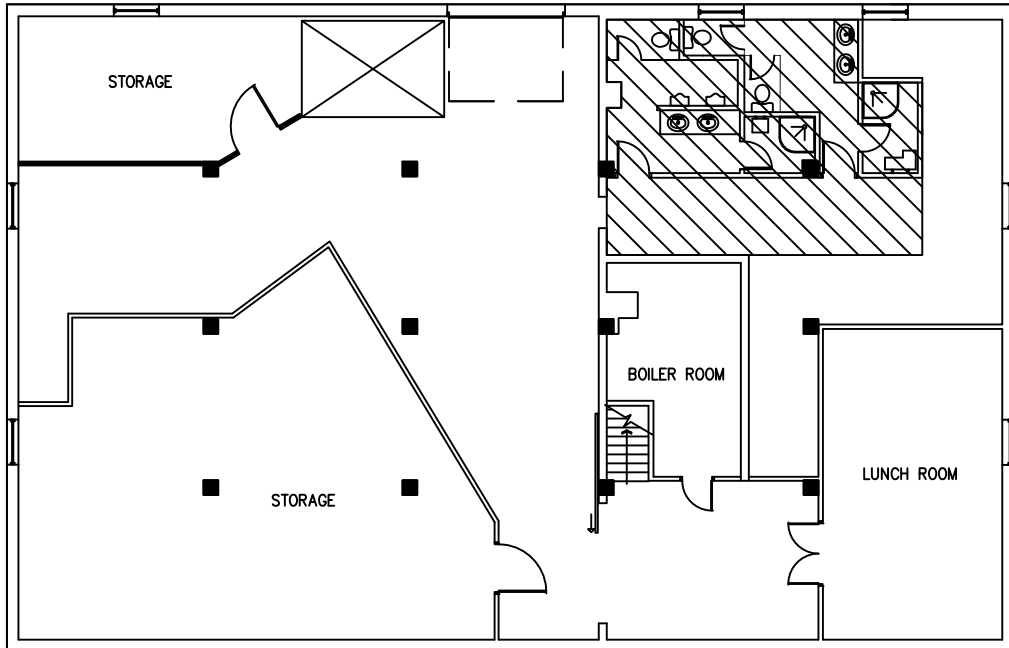
2 SALLES DE TOILETTE - 26.8 m²
 SALLE À MANGER - 41.7 m² CUISINETTE - N/A
 COULOIR - 49.2 m² ESCALIER - N/A
 PLANCHER - 202.1 m² TAPIS MUR À MUR - N/A
 DIVERS - 84.4 m² ENTRÉES EXTÉRIEURES - 2.0 m²
 ZONE ENTIÈRE À NETTOYER = 204.1 m²



INDICATES AREA TO BE CLEANED

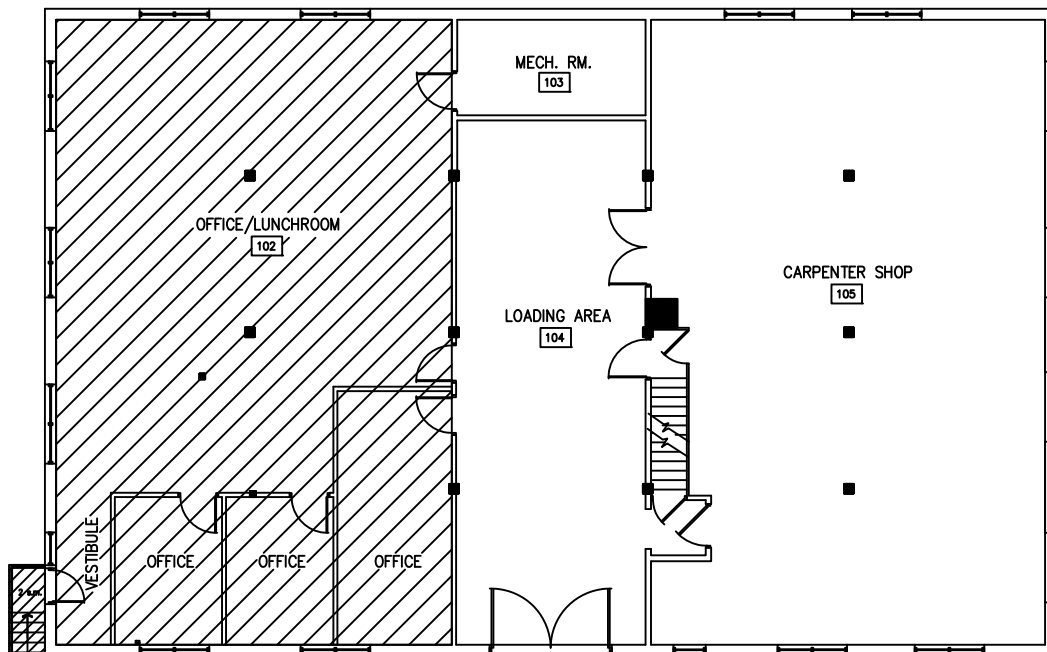


INDIQUE LA ZONE À NETTOYER



BASEMENT FLOOR PLAN

PLAN DU SOUS-SOL



GROUND FLOOR PLAN

PLAN DU REZ-DE-CHAUSSÉE

BLDG. 99

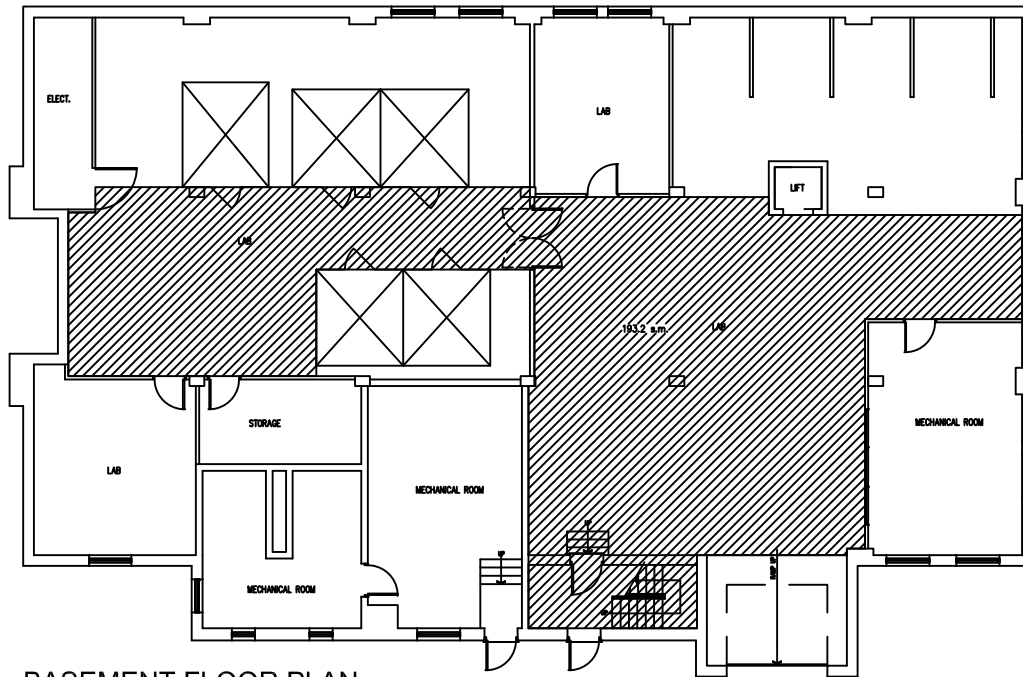
LOW OCCUPANCY
 2 WASHROOMS - 40.2 m²
 LUNCHROOM(S) - 37.3 m² KITCHENETTE(S) - N/A
 HALLWAY(S) - 166.2 m² STAIRWELL(S) - 14.8 m²
 FLOORING - 623.4 m² CARPETING - 118.7 m²
 MISC. - 364.9 m² OUTSIDE ENTRANCE - 2.0 m²
 TOTAL AREA TO BE CLEANED = 625.4 m²

ÉDIFICE 99

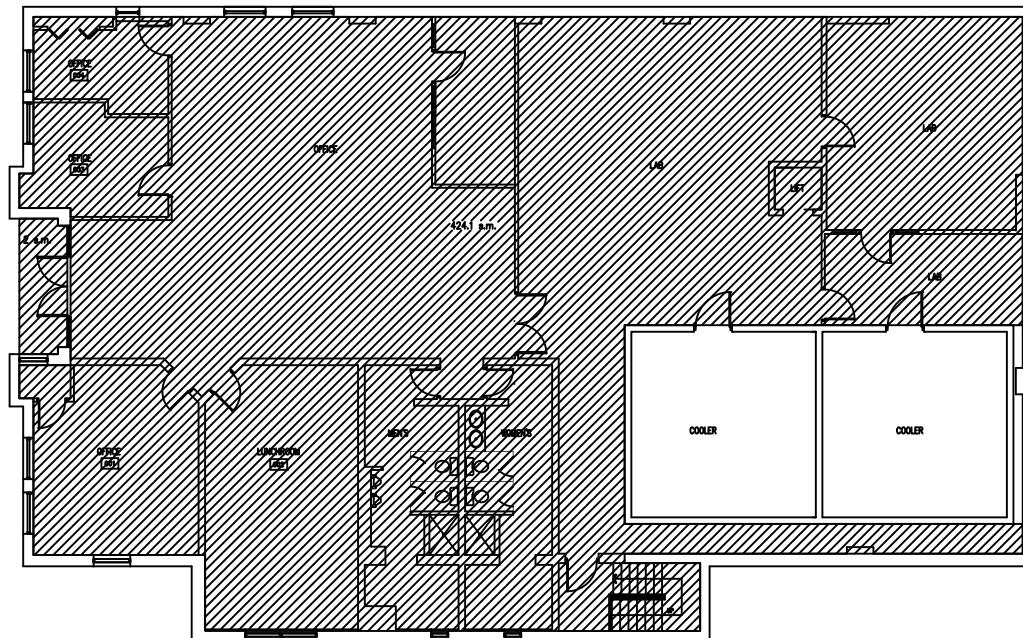
OCCUPATION FAIBLE
 2 SALLES DE TOILETTE - 40.2 m²
 SALLE À MANGER - 37.3 m² CUISINETTE - N/A
 COULOIR - 166.2 m² ESCALIER - 14.8 m²
 PLANCHER - 623.4 m² TAPIS MUR À MUR - 118.7 m²
 DIVERS - 364.9 m² ENTRÉES EXTÉRIEURES - 2.0 m²
 ZONE ENTIÈRE À NETTOYER = 625.4 m²

 INDICATES AREA TO BE CLEANED

 INDIQUE LA ZONE À NETTOYER



BASEMENT FLOOR PLAN
 PLAN DU SOUS-SOL



GROUND FLOOR PLAN
 PLAN DU REZ-DE-CHAUSSÉE

BLDG. 103

LOW OCCUPANCY

1 WASHROOM - 8.2 m²

TOTAL AREA TO BE CLEANED = 8.2 m²

ÉDIFICE 103

OCCUPATION FAIBLE

1 SALLE DE TOILETTE - 8.2 m²

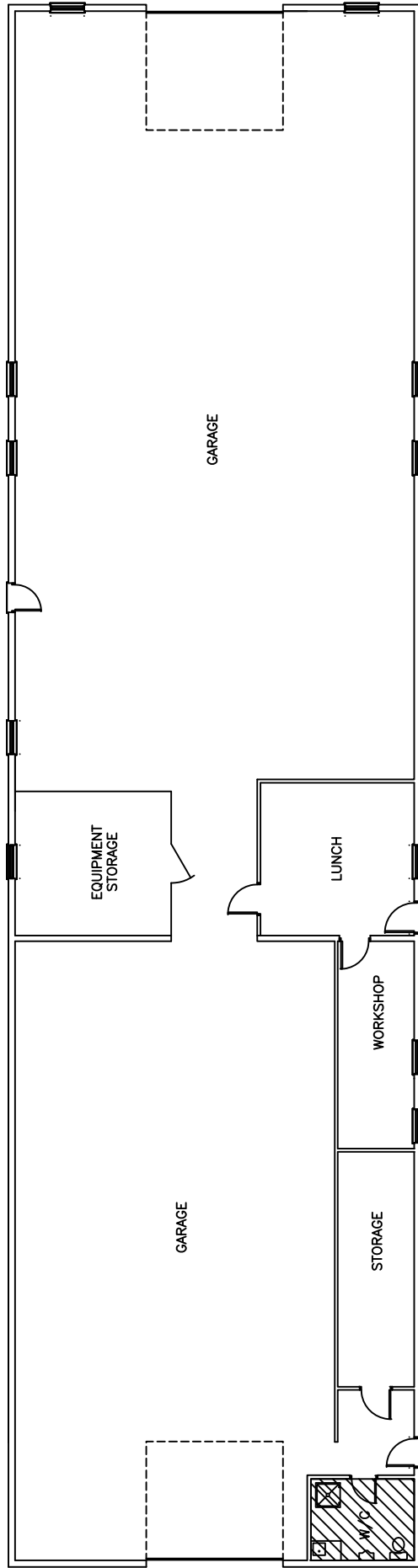
ZONE ENTIERE A NETTOYER = 8.2 m²



INDICATES AREA TO BE CLEANED



INDIQUE LA ZONE A NETTOYER



BLDG. 106

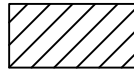
MEDIUM OCCUPANCY

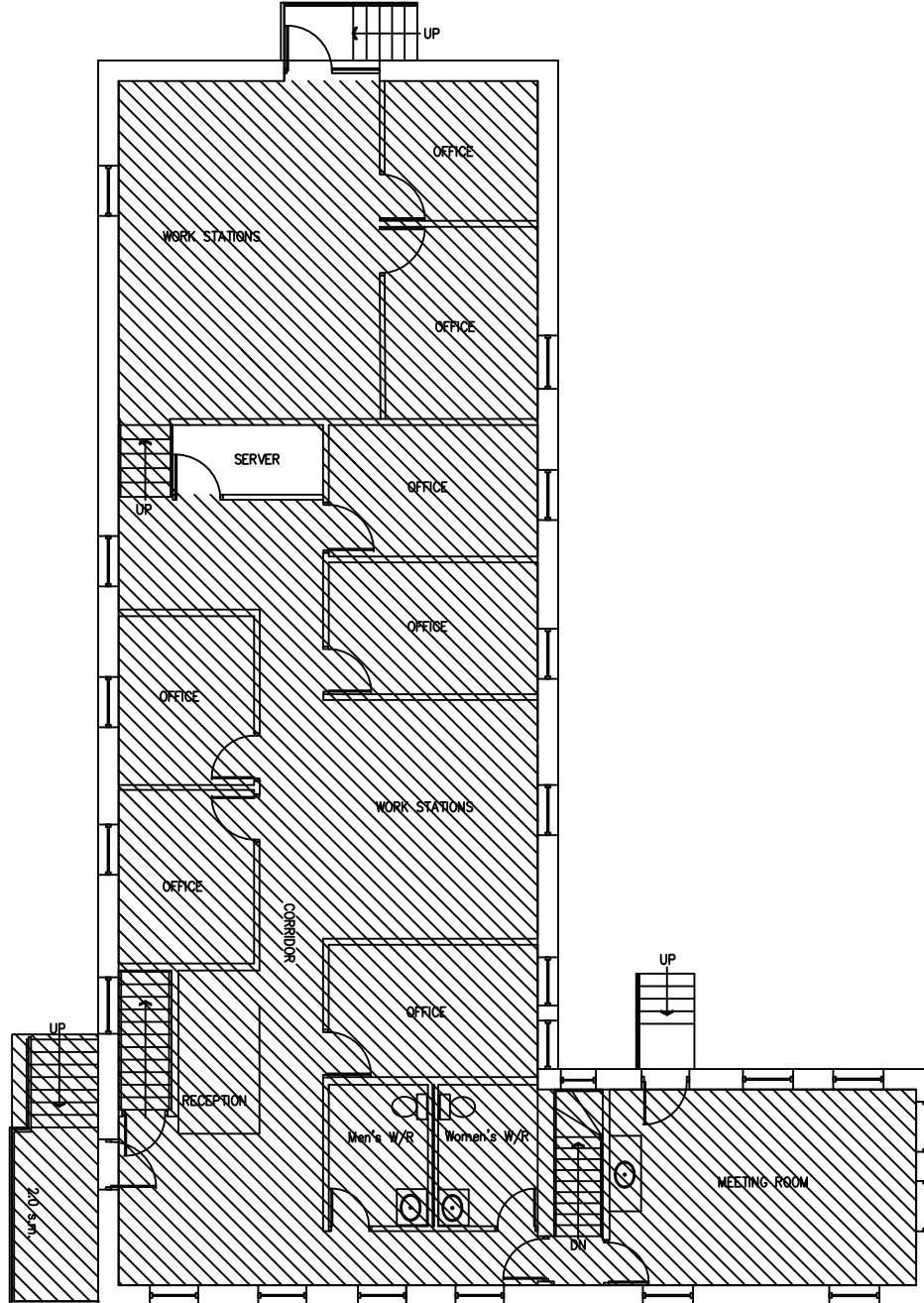
2 WASHROOMS - 14.8 m²
 LUNCHROOM(S) - N/A KITCHENETTE(S) - N/A
 HALLWAY(S) - 87.3 m² STAIRWELL(S) - 8.4 m²
 FLOORING - 245.5 CARPETING - N/A
 MISC. - 131.0 m² OUTSIDE ENTRANCE - 2.0 m²
 TOTAL AREA TO BE CLEANED = 245.5 m²

ÉDIFICE 106

OCCUPATION MOYENNE

2 SALLES DE TOILETTE - 14.8 m²
 SALLE A MANGER - N/A CUISINETTE - N/A
 COULOIR - 87.3 m² ESCALIER - 8.4 m²
 PLANCHER - 245.5 m² TAPIS MUR A MUR - N/A
 DIVERS - 131.0 m² ENTRÉES EXTÉRIEURES - 2.0 m²
 ZONE ENTIERE A NETTOYER = 245.5 m²

 INDICATES AREA TO BE CLEANED
 INDIQUE LA ZONE A NETTOYER

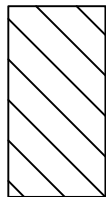


PLAN DU REZ-DE-CHAUSSÉE
 GROUND FLOOR PLAN

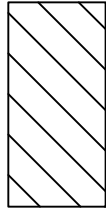
BLDG. 110

LOW OCCUPANCY

1 WASHROOMS – 12.9 m²
 LUNCHROOM(S) – N/A KITCHENETTE(S) – 3.4 m²
 HALLWAY(S) – 19.4 m² STAIRWELL(S) – 5.2 m²
 FLOORING – 176.4 m² CARPETING – N/A
 MISC. – 135.5 m² OUTSIDE ENTRANCE – 2.0 m²
 TOTAL AREA TO BE CLEANED = 178.4 m²



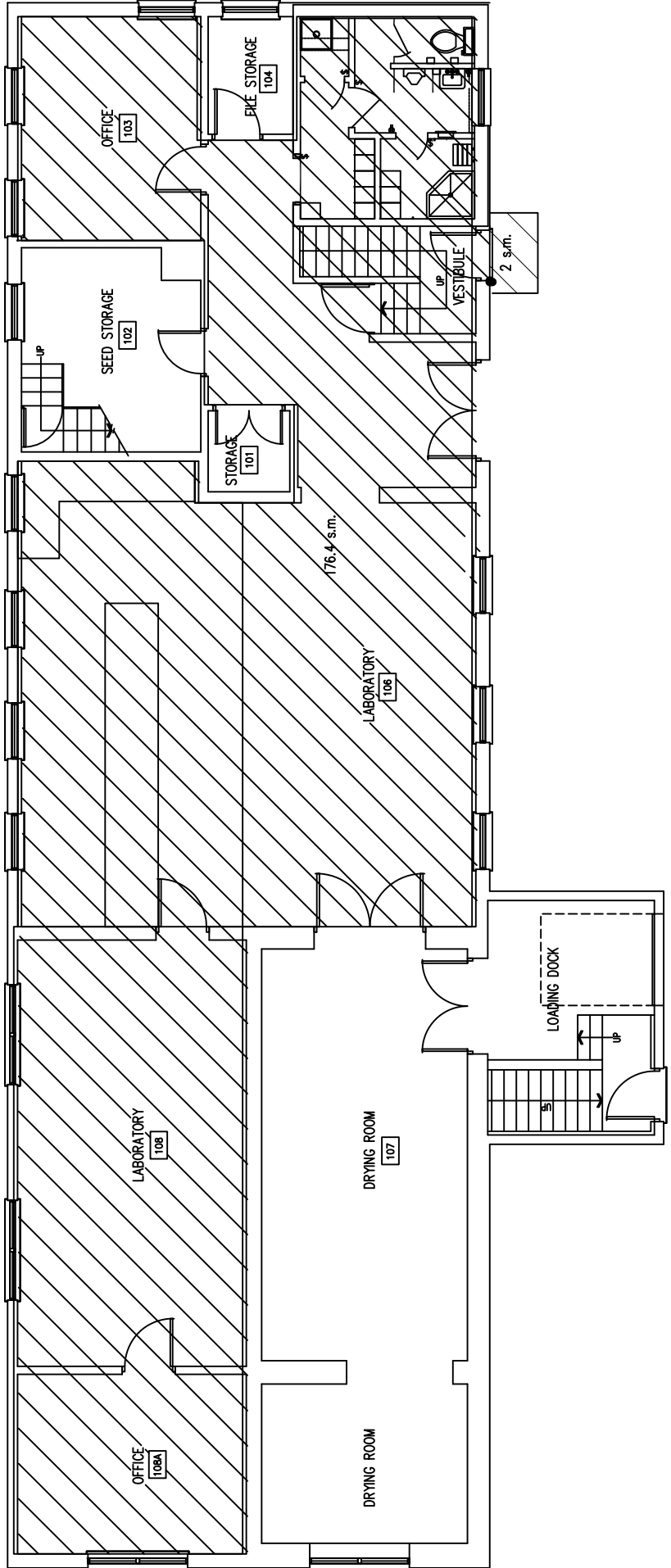
INDIATES AREA TO BE CLEANED



INDIQUE LA ZONE À NETTOYER

OCCUPATION FAIBLE

1 SALLE DE TOILETTE – 12.9 m²
 SALLE À MANGER – N/A CUISINETTE – 3.4 m²
 COULOIR – 19.4 m² ESCALIER – 5.2 m²
 PLANCHER – 176.4 m² TAPIS MUR À MUR – N/A
 DIVERS – 135.5 m² ENTRÉES EXTÉRIEURES – 2.0 m²
 ZONE ENTIÈRE À NETTOYER = 178.4 m²



BLDG. 114

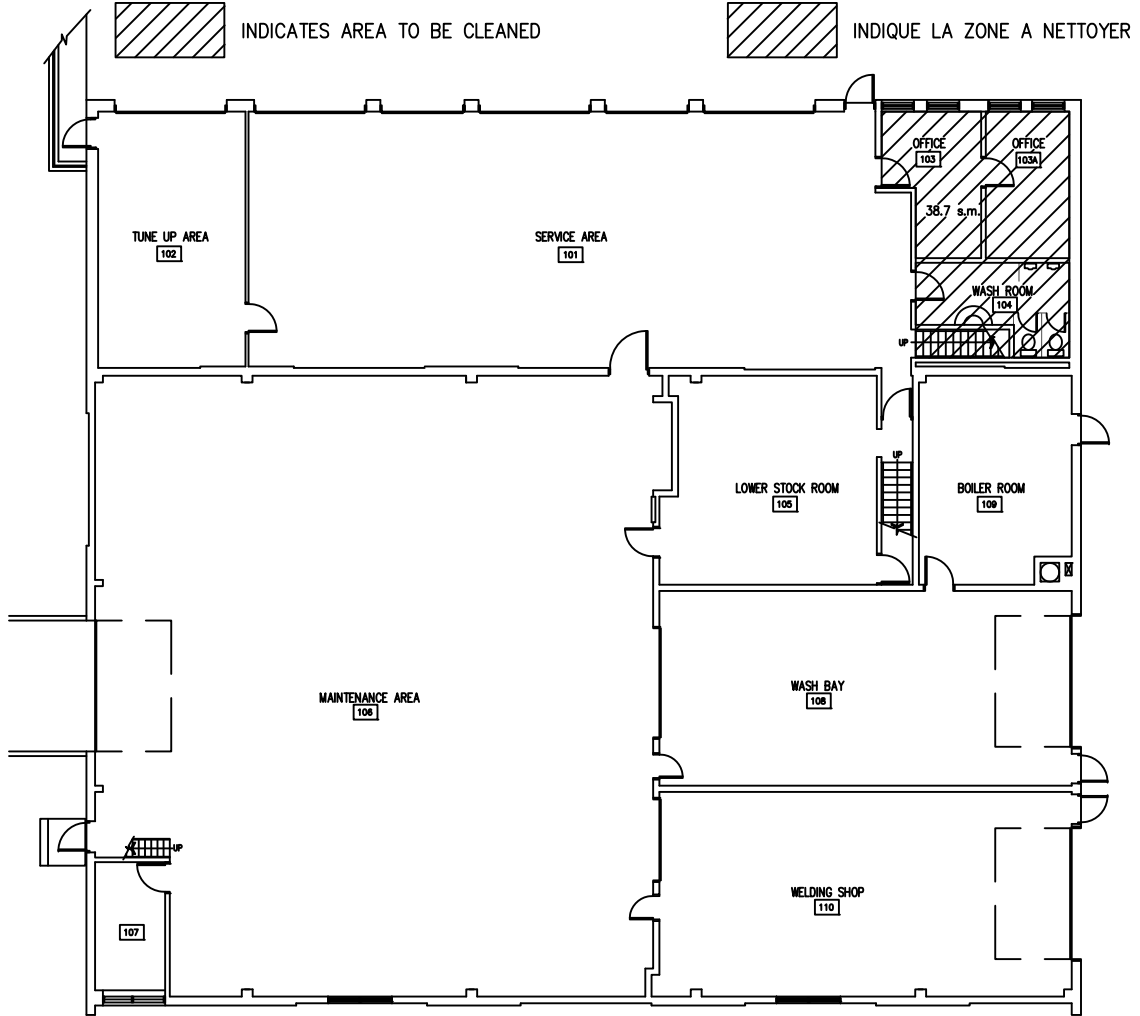
ÉDIFICE 114

LOW OCCUPANCY

1 WASHROOM - 12.1 m²
 LUNCHROOM(S) - 34.7 m² KITCHENETTE(S) - N/A
 HALLWAY(S) - N/A STAIRWELL(S) - 4.6 m²
 FLOORING - 78.0 m² CARPETING - N/A
 MISC. - 26.6 m² OUTSIDE ENTRANCE - N/A
 TOTAL AREA TO BE CLEANED = 78.0 m²

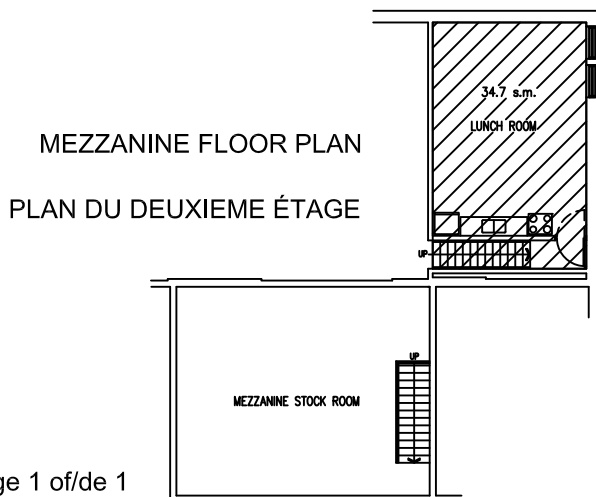
OCCUPATION FAIBLE

1 SALLE DE TOILETTE - 12.1 m²
 SALLE A MANGER - 34.7 m² CUISINETTE - N/A
 COULOIR - N/A ESCALIER - 4.6 m²
 PLANCHER - 78.0 m² TAPIS MUR A MUR - N/A
 DIVERS - 26.6 m² ENTRÉES EXTÉRIEURES - N/A
 ZONE ENTIERE A NETTOYER = 78.0 m²



GROUND FLOOR PLAN

PLAN DU SOUS-SOL



MEZZANINE FLOOR PLAN

PLAN DU DEUXIEME ÉTAGE

BLDG. 136

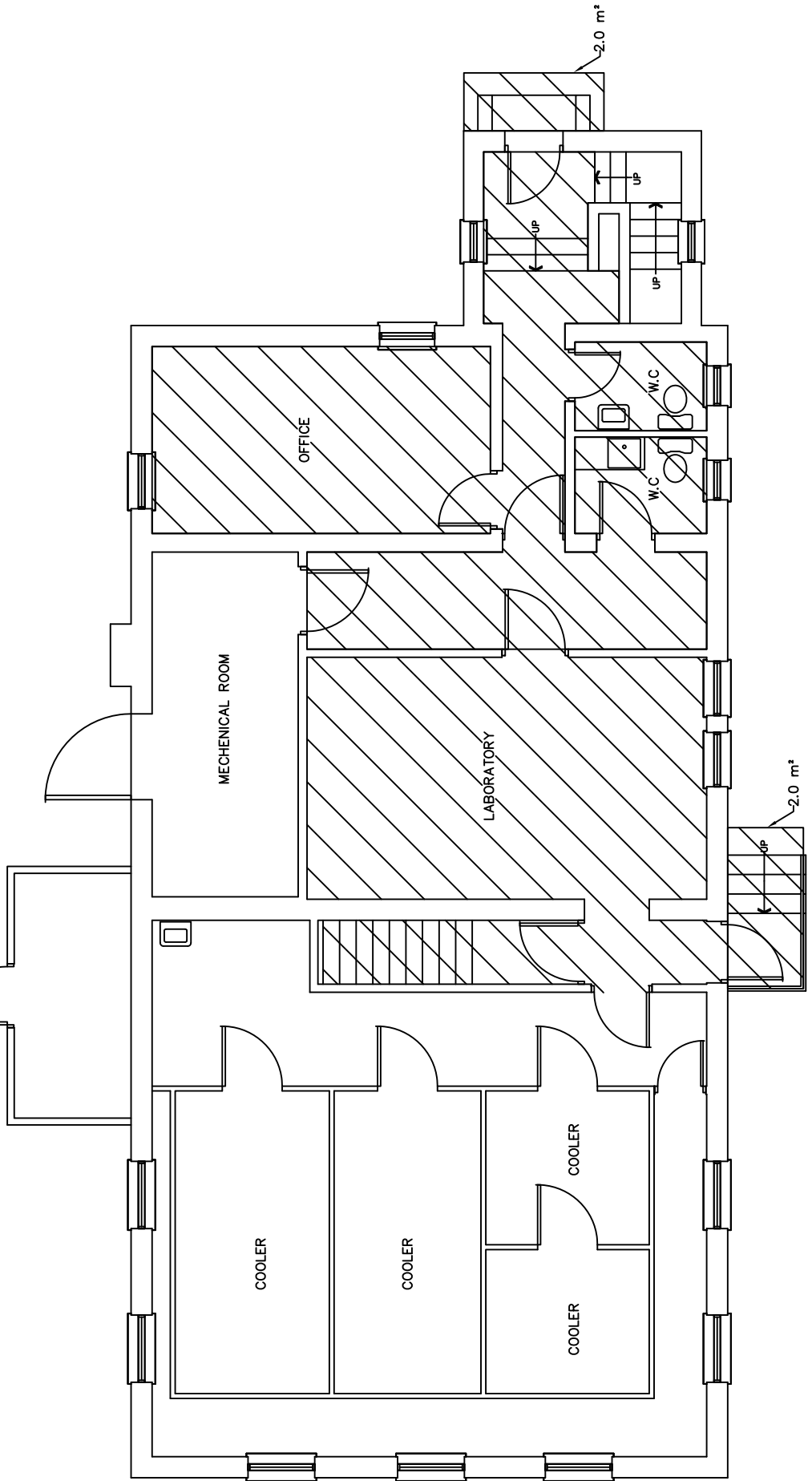
ÉDIFICE 136

LOW OCCUPANCY
 2 WASHROOMS - 6.2 m²
 LUNCHROOM(S) - N/A KITCHENETTE(S) - N/A
 HALLWAYS(S) - 15.5 m² STAIRWELL(S) - 8.9 m²
 FLOORING - 71.8 m² CARPETING - N/A
 MISC. - 40.8 m² OUTSIDE ENTRANCES - 4.0 m²
 TOTAL AREA TO BE CLEANED = 75.8 m²

OCCUPATION FAIBLE
 2 SALLE DE TOILETTE - 6.2 m²
 SALLE À MANGER - N/A CUISINETTE - N/A
 COULOIR - 15.5 m² ESCALIER - 8.9 m²
 PLANCHER - 71.8 m² TAPIS MUR À MUR - N/A
 DIVERS - 40.8 m² ENTRÉES EXTÉRIEURES - 4.0 m²
 ZONE ENTIÈRE À NETTOYER = 75.8 m²

INDICATES AREA TO BE CLEANED

INDIQUE LA ZONE À NETTOYER



BLDG. 140

LOW OCCUPANCY

1 WASHROOM - 4.2 m²
 LUNCHROOM(S) - N/A KITCHENETTE(S) - N/A
 HALLWAY(S) - N/A STAIRWELL(S) - N/A
 FLOORING - 21.8 m² CARPETING - N/A
 MISC. - 17.6 m² OUTSIDE ENTRANCES - 2.0 m²
 TOTAL AREA TO BE CLEANED = 23.8 m²



INDICATES AREA TO BE CLEANED

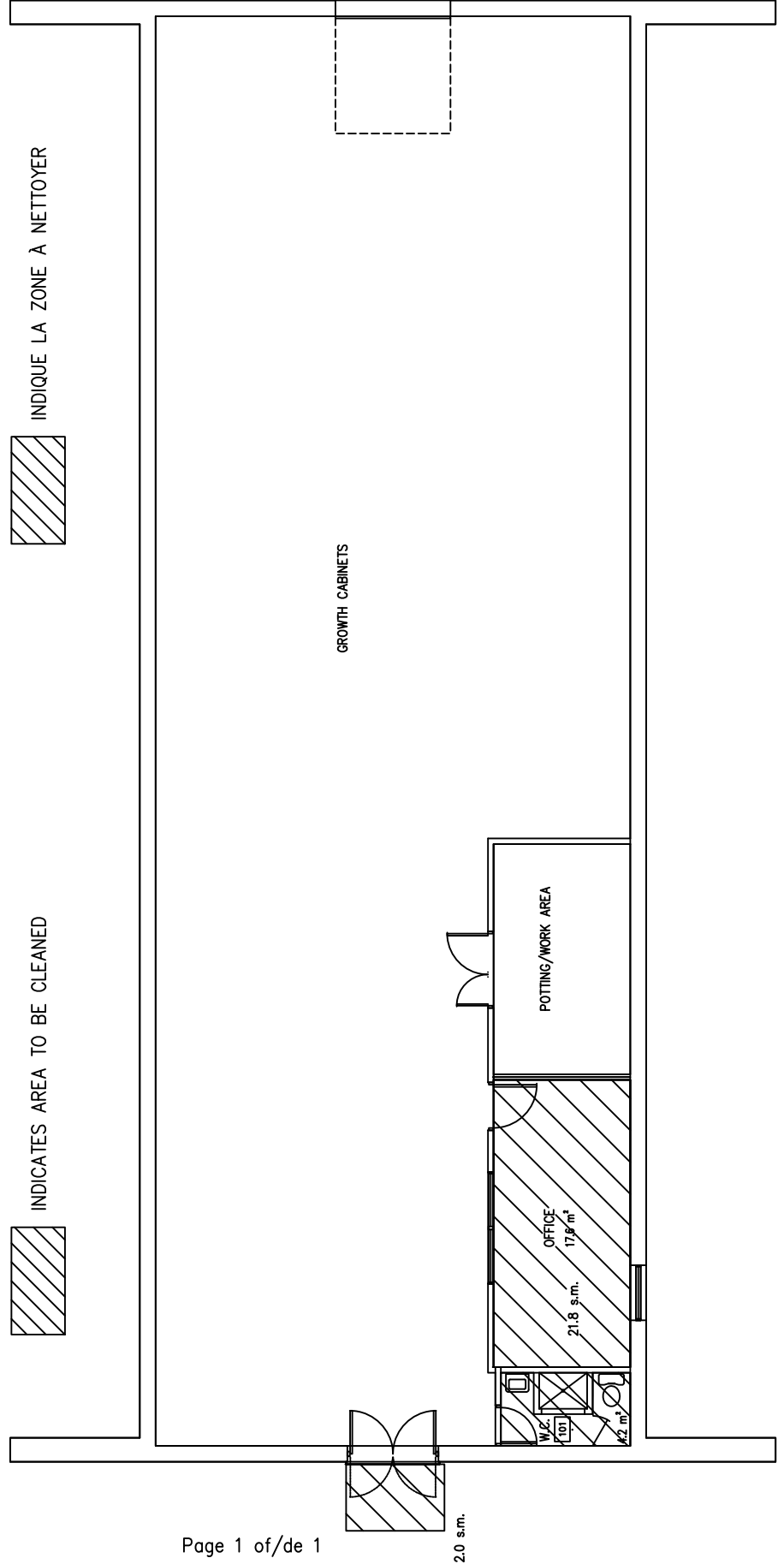
ÉDIFICE 140

OCCUPATION FAIBLE

1 SALLE DE TOILETTE - 4.2 m²
 SALLE À MANGER - N/A CUISINETTE - N/A
 COULOIR - N/A ESCALIER - N/A
 PLANCHER - 21.8 m² TAPIS MUR À MUR - N/A
 DIVERS - 17.6 m² ENTRÉES EXTÉRIEURES - 2.0 m²
 ZONE ENTIÈRE À NETTOYER = 23.8 m²



INDIQUE LA ZONE À NETTOYER



BLDG. 143

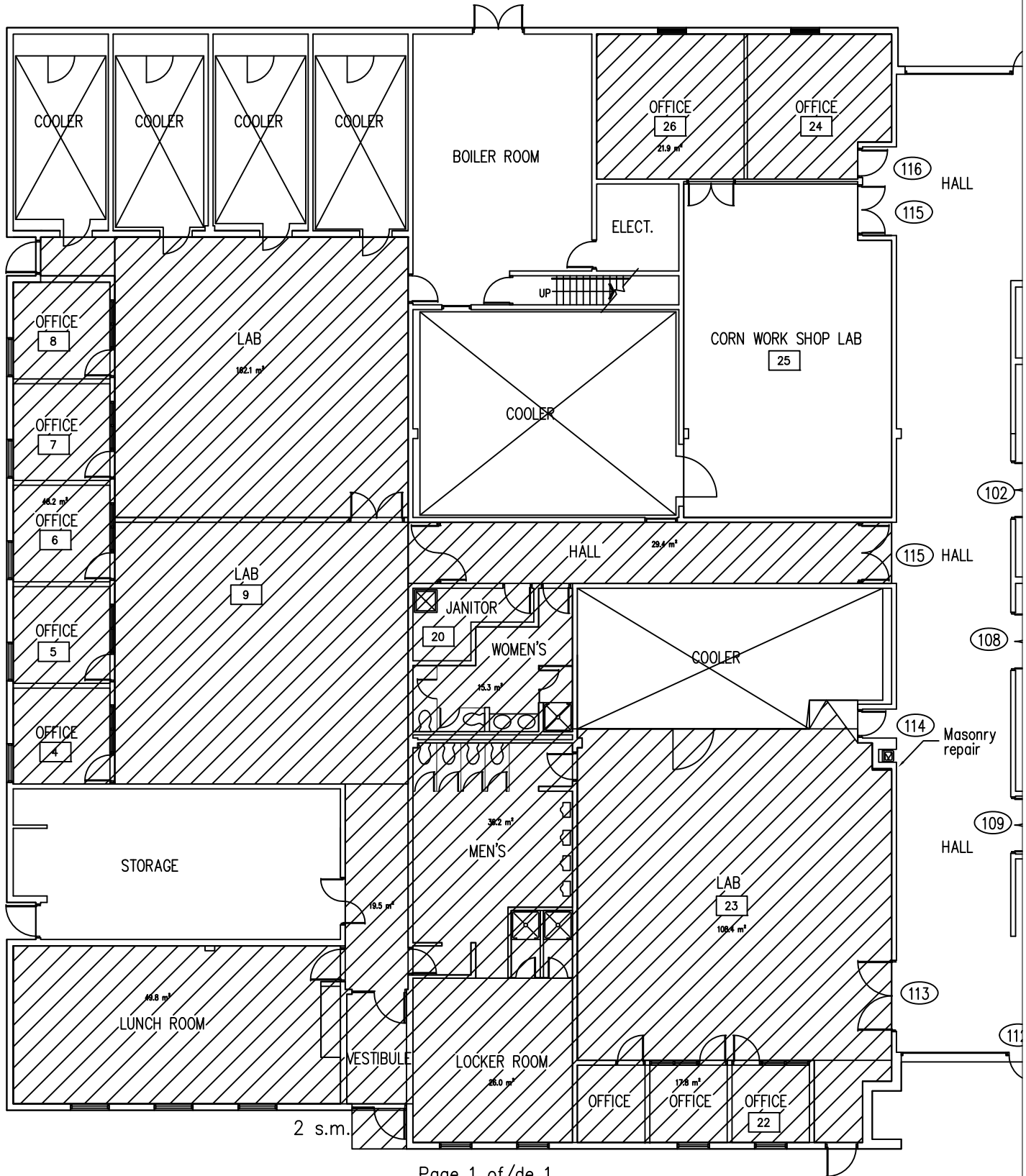
HIGH OCCUPANCY
 2 WASHROOMS + 2 SHOWERS - 77.6 m²
 LUNCHROOM(S) - 49.8 m² KITCHENETTE(S) - N/A
 HALLWAY(S) - 48.9 m² STAIRWELL(S) - N/A
 FLOORING - 458.2 m² CARPETING - N/A
 MISC. - 358.4 m² OUTSIDE ENTRANCES - 2.0 m²
 TOTAL AREA TO BE CLEANED = 460.7 m²

 INDICATES AREA TO BE CLEANED

BLDG. 143

HIGH OCCUPANCY
 2 WASHROOMS + 2 SHOWERS - 77.6 m²
 LUNCHROOM(S) - 49.8 m² KITCHENETTE(S) - N/A
 HALLWAY(S) - 48.9 m² STAIRWELL(S) - N/A
 FLOORING - 458.2 m² CARPETING - N/A
 MISC. - 358.4 m² OUTSIDE ENTRANCES - 2.0 m²
 TOTAL AREA TO BE CLEANED = 460.7 m²

 INDICATES AREA TO BE CLEANED



BLDG. 144

LOW OCCUPANCY
 1 WASHROOM - 7.4 m²
 LUNCHROOM(S) - N/A KITCHENETTE(S) - N/A
 HALLWAY(S) - 2.2 m² STAIRWELL(S) - N/A
 FLOORING - 75.7 m² CARPETING - N/A
 MISC. - 66.1 m² OUTSIDE ENTRANCES - 4.0 m²
 TOTAL AREA TO BE CLEANED = 79.7 m²



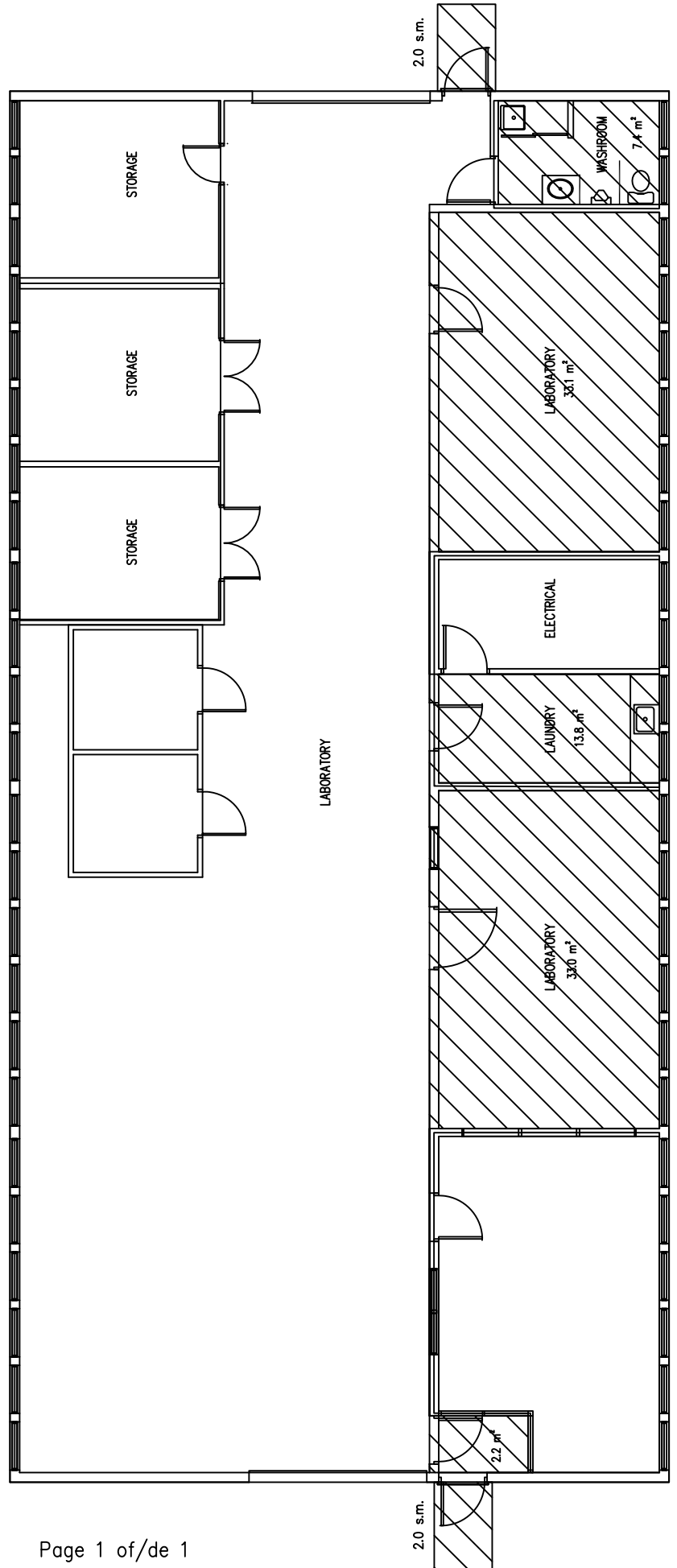
INDICATES AREA TO BE CLEANED

ÉDIFICE 144

OCCUPATION FAIBLE
 1 SALLE DE TOILETTE - 7.4 m²
 SALLE À MANGER - N/A CUISINETTE - N/A
 COULOIR - 2.2 m² ESCALIER - N/A
 PLANCHER - 75.7 m² TAPIS MUR À MUR - N/A
 DIVERS - 66.1 m² ENTRÉES EXTÉRIURES - 4.0 m²
 ZONE ENTIÈRE À NETTOYER = 79.7 m²



INDIQUE LA ZONE À NETTOYER



ANNEX G
FEDERAL CONTRACTORS PROGRAM FOR EMPLOYMENT EQUITY- CERTIFICATION

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

For further information on the Federal Contractors Program for Employment Equity visit [HRSDC-Labour's website](#).

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

Complete both A and B.

A. Check only one of the following:

- A1. The Bidder certifies having no work force in Canada.
- A2. The Bidder certifies being a public sector employer.
- A3. The Bidder certifies being a federally regulated employer being subject to the Employment Equity Act.
- A4. The Bidder certifies having a combined work force in Canada of less than 100 employees (combined work force includes: permanent full-time, permanent part-time and temporary employees [temporary employees only includes those who have worked 12 weeks or more during a calendar year and who are not full-time students]).

A5. The Bidder has a combined workforce in Canada of 100 or more employees; and

- A5.1. The Bidder certifies already having a valid and current Agreement to Implement Employment Equity (AIEE) in place with HRSDC-Labour.

OR

- A5.2. The Bidder certifies having submitted the Agreement to Implement Employment Equity (LAB1168) to HRSDC-Labour. As this is a condition to contract award, proceed to completing the form Agreement to Implement Employment Equity (LAB1168), duly signing it, and transmit it to HRSDC-Labour.

B. Check only one of the following:

- B1. The Bidder is not a Joint Venture.

OR

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

Solicitation No. - N° de l'invitation
01B46-140190/A
Client Ref. No. - N° de réf. du client
01B46-14-0190

Amd. No. - N° de la modif.
File No. - N° du dossier
MTC-5-38242

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

ANNEX I

INFORMATION ON INCUMBENT EMPLOYEES

ANNEX J

Voluntary Certification to Support the Use of Apprentices

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

In order to help meet demand for skilled tradespeople, the Contractor agrees to use, and require its subcontractors to use, reasonable commercial efforts to hire and train registered apprentices, to strive to fully utilize allowable apprenticeship ratios¹ and to respect any hiring requirements prescribed by provincial or territorial statutes.

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

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

Name:
Signature:
Company Name:
Company Legal Name:
Solicitation Number:

Optional information to provide:
Number of apprentices planned to be working on this contract:
Trades of those apprentices: