



RETURN BIDS TO:
RETOURNER LES SOUMISSIONS À:
Travaux publics et Services gouvernementaux
Canada
Place Bonaventure, portail Sud-Est
800, rue de La Gauchetière Ouest
7^{ème} étage
Montréal
Québec
H5A 1L6

INVITATION TO TENDER
APPEL D'OFFRES

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

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

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

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

Comments - Commentaires

Vendor/Firm Name and Address
**Raison sociale et adresse du
fournisseur/de l'entrepreneur**

Issuing Office - Bureau de distribution

Travaux publics et Services gouvernementaux Canada
Place Bonaventure, portail Sud-Est
800, rue de La Gauchetière Ouest
7^{ème} étage
Montréal
Québec
H5A 1L6

Title - Sujet Janitorial Service-Qc Citadelle	
Solicitation No. - N° de l'invitation EE517-160182/A	Date 2016-01-13
Client Reference No. - N° de référence du client R.040774.001	GETS Ref. No. - N° de réf. de SEAG PW-\$MTC-480-13684
File No. - N° de dossier MTC-5-38058 (480)	CCC No./N° CCC - FMS No./N° VME
Solicitation Closes - L'invitation prend fin at - à 02:00 PM on - le 2016-02-24	
Time Zone Fuseau horaire Heure Normale du l'Est HNE	
F.O.B. - F.A.B.	
Plant-Usine: <input type="checkbox"/> Destination: <input checked="" type="checkbox"/> Other-Autre: <input type="checkbox"/>	
Address Enquiries to: - Adresser toutes questions à: Belisle, France	Buyer Id - Id de l'acheteur mtc480
Telephone No. - N° de téléphone (514) 496-3881 ()	FAX No. - N° de FAX (514) 496-3822
Destination - of Goods, Services, and Construction: Destination - des biens, services et construction: MINISTERE DES TRAVAUX PUBLICS ET SERVICES GOUVERNEMENTAUX CANADA ESC 1 -MPO/TRANSPORT CST 1 - DFO/TC 1 COTE DE LA CITADELLE QUEBEC Québec G1R 4V7 Canada	

Instructions: See Herein

Instructions: Voir aux présentes

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

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TITLE: Janitorial Services – Quebec Citadelle

PART 1 - GENERAL INFORMATION

1. Introduction

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

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

2. Summary

Janitorial Services Government House in the grounds of the Quebec Citadelle at 1, Côte de la Citadelle, Quebec city, G1R 3R2. The contract period is for a period of (2) years from the date of issue, with the possibility of three (3) option years to one year each.

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

The requirement is subject to the provisions of the North American Free Trade Agreement (NAFTA), and the Agreement on Internal Trade (AIT)."

3. Debriefings

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

PART 2 - BIDDER INSTRUCTIONS

1. Standard Instructions, Clauses and Conditions

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

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

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

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

21 Performance Evaluation

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

2. Submission of Bids

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

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

3. Former Public Servant

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

Definitions

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

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

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

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

Former Public Servant in Receipt of a Pension

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

YES ()

NO ()

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

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

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

Work Force Adjustment Directive

Is the Bidder a FPS who received a lump sum payment pursuant to the terms of the Work Force Adjustment Directive?

YES ()

NO ()

If so, the Bidder must provide the following information:

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

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

4. Enquiries - Bid Solicitation

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

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

5. Applicable Laws

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

6. Mandatory Site Visit

It is mandatory that the Bidder or a representative of the Bidder visit the work site. Arrangements have been made for the site visit to be held at 1, Côte de la Citadelle, Québec, G1R 3R2 **on February 4, 2016 at 10:00 AM.**

Present yourself at the entrance to the basement, accessible by the door of the winter shelter found left of the private Governor's entrance, go down the stairs and ring. Name of the contact person: Martin Rood.

Bidders must communicate with the Contracting Authority no later than February 2, 2016 to confirm attendance and provide the name(s) of the person(s) who will attend. Bidders will be required to sign an attendance sheet. Bidders should confirm in their bid that they have attended the site visit. Bidders who do not attend the mandatory site visit or do not send a representative will not be given an alternative appointment and their bid will be declared non-responsive. Any clarifications or changes to the bid solicitation resulting from the site visit will be included as an amendment to the bid solicitation.

PART 3 - BID PREPARATION INSTRUCTIONS

1. Bid Preparation Instructions

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

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

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

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

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

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

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

Section I: Technical Bid

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

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

Section II: Financial Bid

Annex "B" to be completed.

Section III: Certifications

Bidders must submit the certifications required under Part 5.

PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

1. Evaluation Procedures

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

1.1 Technical Evaluation

1.1.1 Mandatory Technical Criteria

- Security Clearance of Designated Organization Screening, at bid closing, in accordance with Part 6, Security Requirements;
- Contractor's qualification and past performance in accordance with Part 3, Section 1: Technical Bid. To be completed Part 4 Form.
- Non-Working On-site Operation Manager/Supervisor qualification in accordance with Part 3, Section 1: Technical Bid. To be completed Part 4 Form.
- Submission of a Firm Price/Rate for all the items listed in Bid Package - Annex B;

2. Basis of Selection

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

1.2 Mandatory Contractor's Experience and Past Performance

Complete tables 2 (2 references) below:

- The company must provide evidence (organization chart or equivalent) it has a minimum team (10) employees to provide Janitorial Services.
- Supplier possesses three (3) consecutive years of janitorial services experience within the last 5 years on contracts of similar size and scope to the requirement identified in the solicitation. Similar in size and scope is defined as:
 - A space that is a minimum of the size : **5 000 m²**;
 - A space of similar use or type: **heritage buildings and/or, Hotel and/or, museum and/or office and commercial space.**

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

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PROJECT/CONTRACT REFERENCE NO. 2	
Name of client organization or Company	Name: _____
Name and title of client contact	Name: _____ Title: _____
Telephone and facsimile number of client contact	Phone No.: _____ Fax No.: _____
Approximate size in square meters of the cleanable area of the project or contract	_____ square meters
Number of employees required to service:	_____
Location/site of the project or contract:	_____
Value of the project or contract	\$ _____
Performance period of the project or contract (indicate month and year)	From: Month _____ Year _____ To: Month _____ Year _____
Description of Project or Contract: _____ _____ _____ _____	

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1.3 Mandatory Non-Working On-site Operation Manager/Supervisor Expertise and Experience.

Complete the table below:

- A list of the Contractor's non working On-site Operation Manager/Supervisor who will be assigned to this Contract. It is Mandatory that the non working On-site Operation Manager(s) have a minimum of (3) consecutive years experience in a supervisory role in the field of janitorial services.
- Similar in size and scope is defined as:
 - A space that is a minimum of the size : **5 000 m²**;
 - A space of similar use or type: **Heritage buildings and/or, Hotel and/or, Museum and/or Office and commercial space.**

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

PART 5 – CERTIFICATIONS AND ADDITIONAL INFORMATION

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

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

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

5.1 Certifications Required with the Bid

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

5.1.1 Declaration of Convicted Offences

As applicable, pursuant to subsection Declaration of Convicted Offences of section 01 of the Standard Instructions, the Bidder must provide with its bid, a completed Declaration Form, to be given further consideration in the procurement process.

5.2 Certifications Precedent to Contract Award and Additional Information

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

5.2.1 Integrity Provisions – List of Names

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

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

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

5.2.2 Status and Availability of Resources

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

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

5.2.3 Education and Experience

The Bidder certifies that all the information provided in the résumés and supporting material submitted with its bid, particularly the information pertaining to education, achievements, experience and work history, has been verified by the Bidder to be true and accurate. Furthermore, the Bidder warrants that every individual proposed by the Bidder for the requirement is capable of performing the Work described in the resulting contract.

PART 6 - SECURITY, FINANCIAL AND OTHER REQUIREMENTS

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

PART 7 - RESULTING CONTRACT CLAUSES

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

1. Statement of Work

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

2. Standard Clauses and Conditions

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

2.1 General Conditions

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

3. Security Requirement

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

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

4. Term of Contract

4.1 Period of the Contract

The Work is to be performed during the period of (date of issue) to (2-year period).

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4.2 Option to Extend the Contract

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

Canada may exercise this option at any time by sending a written notice to the Contractor at least 15 calendar days before the expiry date of the Contract. The option may only be exercised by the Contracting Authority, and will be evidenced for administrative purposes only, through a contract amendment.

5. Authorities

5.1 Contracting Authority

Name: France Bélisle
Title: Supply Officer
Public Works and Government Services Canada
Address: Place Bonaventure, Portail South-East
800 de la Gauchetière Street West, suite 7300
Montreal (QC), H5A 1L6
Telephone: 514-496-3881
Facsimile: 514-496-3822
E-mail address: France.belisle@pwgsc.gc.ca

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

5.2 Project Authority (*will be indicated at contract award*)

Name: _____
Title: _____
Organization: _____
Address: _____

Telephone: ____ - ____ - ____
Facsimile: ____ - ____ - ____
E-mail address: _____

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

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mtc480
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5.3 Contractor's Representative

Name: _____

Title: _____

Organization: _____

Address: _____

Telephone: _____ - _____ - _____

Facsimile: _____ - _____ - _____

E-mail address: _____

6. Proactive Disclosure of Contracts with Former Public Servants

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

7. Payment

7.1 Basis of Payment - Limitation of Expenditure

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

7.2 Limitation of Expenditure

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

7.3 Time Verification

Time charged and the accuracy of the Contractor's time recording system are subject to verification by Canada, before or after payment is made to the Contractor. If verification is done after payment, the Contractor must repay any overpayment, at Canada's request.

8. Invoicing Instructions

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

9. Certifications

9.1 Compliance

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

10. Applicable Laws

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

11. Priority of Documents

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

- (a) the Articles of Agreement;
- (b) the general conditions 2010C (2015-09-03), Medium Complexity - Services;
- (c) Annex A, Statement of Work and Buildings Plans
- (d) Annex B, Financial Proposal;
- (e) Annex C, Security Requirements Check List;
- (f) Annex D, Complete List of names of all individuals who are currently directors of the Bidder;
- (g) the Contractor's bid dated _____,

12. Insurance – Specific Requirements

12.1 Insurance

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

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

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

12.2 Commercial General Liability Insurance

1. The Contractor must obtain Commercial General Liability Insurance, and maintain it in force throughout the duration of the Contract, in an amount usual for a contract of this nature, but for not less than \$2,000,000 per accident or occurrence and in the annual aggregate.
2. The Commercial General Liability policy must include the following:
 - (a) Additional Insured: Canada is added as an additional insured, but only with respect to liability arising out of the Contractor's performance of the Contract. The interest of Canada should read as follows: Canada, as represented by Public Works and Government Services Canada.
 - (b) Bodily Injury and Property Damage to third parties arising out of the operations of the Contractor.

-
- (c) Products and Completed Operations: Coverage for bodily injury or property damage arising out of goods or products manufactured, sold, handled, or distributed by the Contractor and/or arising out of operations that have been completed by the Contractor.
- (d) Personal Injury: While not limited to, the coverage must include Violation of Privacy, Libel and Slander, False Arrest, Detention or Imprisonment and Defamation of Character.
- (e) Cross Liability/Separation of Insureds: Without increasing the limit of liability, the policy must protect all insured parties to the full extent of coverage provided. Further, the policy must apply to each Insured in the same manner and to the same extent as if a separate policy had been issued to each.
- (f) Blanket Contractual Liability: The policy must, on a blanket basis or by specific reference to the Contract, extend to assumed liabilities with respect to contractual provisions.
- (g) Employees and, if applicable, Volunteers must be included as Additional Insured.
- (h) Employers' Liability (or confirmation that all employees are covered by Worker's compensation (WSIB) or similar program)
- (i) Broad Form Property Damage including Completed Operations: Expands the Property Damage coverage to include certain losses that would otherwise be excluded by the standard care, custody or control exclusion found in a standard policy.
- (j) Notice of Cancellation: The Insurer will endeavour to provide the Contracting Authority thirty (30) days written notice of policy cancellation.
- (k) If the policy is written on a claims-made basis, coverage must be in place for a period of at least 12 months after the completion or termination of the Contract.
- (l) Non-Owned Automobile Liability - Coverage for suits against the Contractor resulting from the use of hired or non-owned vehicles.

13. Contract Financial Security - Janitorial Services

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

14. SACC Manual clause E0008C (2014-09-25) Financial Security Definition

1. "security deposit" means
 - a. a bill of exchange that is payable to the Receiver General for Canada and certified by an approved financial institution or drawn by an approved financial institution on itself; or
 - b. a government guaranteed bond; or
 - c. an irrevocable standby letter of credit, or
 - d. such other security as may be considered appropriate by the Contracting Authority and approved by Treasury Board;
2. "approved financial institution" means
 - a. any corporation or institution that is a member of the Canadian Payments Association;
 - b. a corporation that accepts deposits that are insured by the Canada Deposit Insurance Corporation or the Régie de l'assurance-dépôts du Québec to the maximum permitted by law;
 - c. a credit union as defined in paragraph 137(6) of the [Income Tax Act](#);
 - d. a corporation that accepts deposits from the public, if repayment of the deposits is guaranteed by a Canadian province or territory; or

e. the Canada Post Corporation.

3. "government guaranteed bond" means a bond of the Government of Canada or a bond unconditionally guaranteed as to principal and interest by the Government of Canada that is:
- a. payable to bearer;
 - b. accompanied by a duly executed instrument of transfer of the bond to the Receiver General for Canada in accordance with the [Domestic Bonds of Canada Regulations](#);
 - c. registered in the name of the Receiver General for Canada.
4. "irrevocable standby letter of credit"
- a. means any arrangement, however named or described, whereby a financial institution (the "Issuer"), acting at the request and on the instructions of a customer (the "Applicant"), or on its behalf,
 - i. will make a payment to or to the order of Canada, as the beneficiary;
 - ii. will accept and pay bills of exchange drawn by Canada;
 - iii. authorizes another financial institution to effect such payment, or accept and pay such bills of exchange; or
 - iv. authorizes another financial institution to negotiate, against written demand(s) for payment, provided that the conditions of the letter of credit are complied with.
 - b. must state the face amount which may be drawn against it;
 - c. must state its expiry date;
 - d. must provide for sight payment to the Receiver General for Canada by way of the financial institution's draft against presentation of a written demand for payment signed by the authorized departmental representative identified in the letter of credit by his/her office;
 - e. must provide that more than one written demand for payment may be presented subject to the sum of those demands not exceeding the face amount of the letter of credit;
 - f. must provide that it is subject to the International Chamber of Commerce (ICC) Uniform Customs and Practice (UCP) for Documentary Credits, 2007 Revision, ICC Publication No. 600. Pursuant to the ICC UCP, a credit is irrevocable even if there is no indication to that effect; and
 - g. must be issued (Issuer) or confirmed (Confirmer), in either official language, by a financial institution that is a member of the Canadian Payments Association and is on the letterhead of the Issuer or Confirmer. The format is left to the discretion of the Issuer or Confirmer.

15. Government Site Regulations

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

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ANNEX "A"

STATEMENT OF WORK AND BUILDINGS PLANS

(Attached)

ANNEX "B"

BASIS OF PAYMENT

(Attached)

ANNEX "C"

SECURITY REQUIREMENTS CHECK LIST

(Attached)

ANNEX A – STATEMENT OF WORK

A. General requirements

1. Signing in and log book

All cleaning staff must record their arrival and departure times on an attendance sheet kept in the departmental representative's office or any other designated area and record all work performed other than the work indicated in Section B (Regular cleaning).

2. Work schedule

- Cleaning shall be carried out between 8 a.m. and 4 p.m., Monday to Friday, or according to the agreement with the departmental representative.
- If cleaning is scheduled to be performed on a statutory holiday, the Contractor shall perform the cleaning tasks on the following business day or in accordance with the departmental representative's directives.

3. Security clearance of staff

All cleaning staff MUST have reliability status to access the facilities. The Contractor is responsible for obtaining security clearance for its employees in accordance with the contract requirements, as indicated on the Security Requirements Check List (SRCL).

4. Inspection

- The work shall be inspected periodically by the departmental representative to determine if it is acceptable. An assessment will be sent to the Contractor concerning the satisfaction of the work.
- When scheduled cleaning is performed, the Contractor shall inform the departmental representative when the work is complete so the departmental representative can immediately check the work and any corrective measures can be taken, if applicable.
- Scheduled cleaning must be performed within the time period requested by the departmental representative and must be carried out between 8 a.m. and 4 p.m., Monday to Friday, or according to the agreement with the departmental representative.

5. Assessment of the costs related to the work

- Ignorance of local conditions shall in no case constitute a valid reason for claiming additional payment.

6. Space reserved for the Contractor

- The departmental representative shall provide the Contractor with the space it has deemed necessary to complete the work under appropriate conditions.

- The departmental representative is not liable for any damage to furniture, materials or equipment belonging to the Contractor while they are in the building or to the Contractor's employees' personal effects.

7. Cleaning products and equipment

- The Contractor is responsible for obtaining the products required to perform cleaning tasks.
- The Contractor shall provide a complete list of all products used. The Contractor shall ensure that all cleaning products used in the workplace are classified and labeled in accordance with the Workplace Hazardous Materials Information System (WHMIS). The Contractor is responsible for providing employees with extensive training on the potential risks of products hazardous to health and on safe handling and disposal.
- A copy of the technical data sheet for all products used in the building must be kept in a binder at the workplace and must be kept up to date when new products are used. The binder shall be made available to the departmental representative upon request.
- The Contractor shall only use certified green products.
- The Contractor shall ensure that all equipment used to perform the work is in a state of good repair. The departmental representative reserves the right to have equipment deemed to be unsafe, not suitable or otherwise defective taken out of service. The Contractor shall be responsible to supply suitable replacement equipment as soon as possible.

8. Change of flooring

There will be no change in the amount of the contract when the flooring in a room is changed.

9. Health and safety

- The Contractor shall comply with all health and safety requirements (pertaining to accident prevention and fire hazards) set forth in national, provincial and municipal codes. For more information, refer to Annex 1, which forms part of this contract.

10. Work uniforms

- All on-site cleaning staff shall wear clean, conservative clothes.
- Non-slip footwear is mandatory.
- Wearing the uniform (similar to those worn in hotels) is mandatory when the Governor General is staying. The uniform (white in colour) must be previously approved by the departmental representative and provided by the Contractor.

B. Regular cleaning

a) Rooms and frequency

All work in this section must be completed in accordance with trade practices. All work performed in addition to regular cleaning tasks shall be carried out at the departmental representative's request. The Contractor may be given 24 hours' notice to increase or decrease staff.

Cleaning needs can vary during a single year. The following is an overview of the current situation to be used as an example:

- . April: 1 time/week (Monday)
- . May to Labour Day: **(2 people)** 2 times/week (Monday–Thursday)
- . After Labour Day to the end of November: 1 time/week (Monday)
- . December, January, February: 1 time/3 weeks (Monday)
- . March: 1 time/2 weeks (Monday)

1) Basic cleaning checklist where the following rooms must be cleaned (see the breakdown of the work to be performed in section B2):

Room #	Room	Check
Restrooms		
S00-11	Basement – Men	
S00-09	Basement – Women	
100-12	Ground floor – Public - men	
100-13	Ground floor – Public - women	
100-25	Ground floor – Kitchen Corridor	
100-19	Ground floor – RCMP Corridor - men	
100-20	Ground floor – RCMP Corridor - women	
109-03	Ground floor – Coordinator's office	
Other rooms		
S-03	Basement – Employee lounge	
S00-01	Basement – Entrance	
132-11 and 12	Ground floor – Guides' lunch room	
Floors – Rooms on the ground floor		
100-22	Kitchen Corridor	
100-16	RCMP Corridor	
100-01 and 02	Private entrance	
100-09 and 11	Public entrance	
Other tasks to be performed or rooms to be cleaned at the departmental representative's request		

2) Regular cleaning checklist

List of rooms that must be cleaned on a regular basis. The rooms on a pink background are already included on the basic cleaning checklist on the previous page. However, in order to use the staff more effectively, each week, the departmental representative shall communicate to the Contractor's employees which of the rooms below should be made a priority each day, which will be determined based on the rooms that require cleaning owing to various activities held in the previous days.

Room #	Room	Check when Complete
ROOMS ON THE GROUND FLOOR		
100-07	Restroom	
109-01	Coordinator's office	
109-03	Restroom connected to the coordinator's office	
100-01	1st foyer; private entrance	
100-02	2nd foyer; private entrance	
100-03	Corridor in front of the stairs	
101-01	Commissionaires' office	
103-01	Québécois lounge	
102	Dining room	
100-11	Foyer	
110	Champlain lounge	
111	Public lobby, including the main staircase	
100-09	Public entrance foyer	
112	Coatroom (ledger)	
100-13	Public restroom - Women	
100-12	Public restroom - Men	
100-22	Corridor leading to the kitchen	
100-25	Restroom	
132-11	Cafeteria	
132-12	Cafeteria	
100-19	Restroom - Women	
100-20	Restroom - Men	
132-9	Corridor behind the cafeteria	
132-10	Corridor behind the cafeteria	
100-16	Corridor leading to the RCMP office	
123	Building technician's office	
122	Vacant office	
121	Vacant office	

Room #	Room	Check when Complete
ROOMS ON THE 2ND FLOOR		
211	Anges lounge	
212	Lobby (piano)	
215	Ballroom	
216	Frontenac lounge	
214	St. Laurent lounge	
ROOMS IN THE BASEMENT		
S00-01	Basement lobby	
S00-02	Stair landing	
S00-03	Stairs to the 1st floor	
S00-04	Corridor between the basement entrance and the employee lounge (S-03)	
S00-11	Restroom - Men	
S00-09	Restroom - Women	
S03	Employee lounge	
S01	Ironing room	
S25	Laundry room	

b) List of tasks to perform by room type

Laundry – on-site washer / dryer

As required, the Contractor shall wash used rags and cloths. Water must be turned on and turned off after each use.

Restrooms

- Clean toilets and urinals (ensure that toilets and urinals are flushed)
- Put cleaning product in toilets
- Clean sinks and counters
- Clean urinals
- Clean mirrors
- Leave water running in shower and bath for approximately five minutes
- Wash floors
- Empty garbage cans
- Restock paper towels, toilet paper and soap

Employee cafeteria

- Clean kitchenette counter
- Sweep and wash floor
- Clean tabletops
- Empty garbage cans and recycling bins
- Dust table legs and other furniture in the room
- Clean kitchen appliances (toaster, microwave, fridge, etc.); *Frequency to be determined*

Entrances, foyers, lobbies, corridors, rooms, lounges, bedrooms, offices

- Vacuum as required/according to the departmental representative's instructions
- Wash the floors in accordance with the type of flooring (wood, granite, ceramic)
- Dust furniture and window sills and ledges
- Empty garbage cans and recycling bins (if required)

C. Special cleaning – announced Governor General stay

Once the Governor General's date of arrival has been confirmed, the following tasks must be completed:

a) Before arrival

- The cleaning tasks on the regular cleaning checklist, section 2b), must be performed throughout the house.
- In all bathrooms, let the hot and cold water run in bathtubs and sinks for a few minutes so there is no yellow water.
- In every room, the Contractor shall:
 - vacuum;
 - dust furniture, baseboards and on top of doorframes;
 - clean bathrooms;
 - prepare bathrooms by ensuring that there is a sufficient quantity of accessories (soap, toilet paper, bathmats, towels, facecloths) except in the private quarter bathrooms, which will be prepared by the Office of the Secretary to the Governor General housekeeping staff;
 - wash all floors in accordance with the type of flooring (e.g. ceramic, hardwood);
 - in rooms where there is a mini fridge, plug in the fridge and close the door;
 - complete the regular cleaning checklist in the RCMP office (#120);
 - prepare all bedrooms (22);
 - remove any obvious stains, if applicable; and
 - clean lights.

b) After arrival

- During the Governor General's stay, the Office of the Secretary to the Governor General housekeeping staff shall supervise the Contractor's staff;
- Wearing the uniform during the Governor General's stay is mandatory as indicated in item 10, Annex A; uniform established at the beginning of the contract;
- Bedrooms must be cleaned every morning; and
- Other services may be requested directly by the Office of the Secretary to the Governor General housekeeping staff (e.g. ironing tablecloths, napkins).

c) After departure

- Unmake all the beds for cleaning;
- Clean all the rooms in the residence as described in section 2b, regular cleaning checklist;
- Do the ironing, if applicable;
- Put away all bathroom accessories;
- Unplug fridges and leave the door open;
- Make the beds once the sheets come back from the cleaner; and
- Perform a thorough cleaning of the kitchen (hoods, ovens, floors, cold rooms – walls and floors).

D. Window cleaning

- Spring
 - The Contractor shall clean the operable windows, inside and outside, in the residence's private quarters; and
 - The windows (inside and outside) in the public area of the residence are not in contract.
- Fall
 - The Contractor shall clean double windows, inside and outside, before they are installed. *Please note that double windows shall be installed by others.*

E. Requested work and separate billing (not in contract)

As required or in special circumstances (e.g. completed renovation project), the departmental representative can request that the Contractor increase staff to perform other cleaning tasks. The tasks are established by the departmental representative (e.g. the Contractor shall clean the operable windows, inside and outside, in the residence's private quarters once double windows are installed).

HEALTH AND SAFETY FOR MAINTENANCE WORK

1. By accepting this proposed contract, the contractor agrees to take on all responsibilities normally assumed by the principal contractor and the employer, pursuant to the *Act Respecting Occupational Health and Safety*, and to supervise all work.
2. The contractor must manage his activities such that the health and safety of his personnel, the occupants of the building or installation, and the public, as well as environmental protection, always take precedence over issues of cost or work scheduling.

In addition, the contractor must respect the whole of the requirements of this specification, in particular:

3. Respect at all times the provisions of the *Act Respecting Occupational Health and Safety*, the *Regulation respecting Occupational Health and Safety*, and the *Safety Code for the Construction Industry*, where applicable.
4. Provide the PWGSC representative with a work safety plan specific to the whole of the activities that can be realized in the building at least 10 days before the beginning of work. The contractor must update his program thereafter if the work differ from the initial forecasts. The PWGSC representative can, according to the reception of the program and constantly during the contract, to require that the program be modified or supplemented for better reflecting the reality of the work environment. The contractor must then make the necessary corrections before the beginning of work.

The work safety program must be based on the hazards identified and must take account of all information and requirements of this specification. The program must be applied throughout the contract and must fulfill the following requirements.

- a) identifies the risks for each category of task to be carried out under the contract and the corresponding preventive measures based on regulatory requirements.
 - b) identifies the person responsible for applying the preventive measures.
 - c) considers the risks that could affect the health and safety of the workers, the occupants of the building or installation, and the public.
 - d) includes a procedure in the event of accident.
 - e) includes an inspection schedule for the work site based on your risk identification.
 - f) identifies repair tasks that could possibly be assigned under this contract.
 - g) includes written commitment from all parties to comply with the prevention program.
5. Prior to use of mechanical equipment, provide the PWGSC representative with a mechanical inspection certificate for machinery used in the work, signed by a competent mechanic (e.g. lift platforms).
 6. For use of equipment for lifting persons or materials, ensure that the inspections required by the standards are met and be able to provide a copy of certificates of inspection upon request of Representative of the Ministry.

7. Provide the PWGSC representative with copies of the training certificates required for work covered in this specification and the work safety plan (e.g. asbestos, lockout, first aid, Health and Safety on Construction Sites, etc.).
8. At least three days prior to using controlled products at the work site, provide the PWGSC representative with material safety data sheets for these products.
9. Make sure of the maintenance and the good condition of the material, the equipment, the tools and the protective gear used to carry out work. Equipment, tools and protective gear which cannot be installed, fitted or used without compromising the health or safety of workers or the public shall be deemed inadequate for the work to be executed. The PWGSC representative reserves the right to prohibit to use of this material of tools considered to be dangerous, defective or not suitable.
10. Inspect the work site and give the inspection grids, pursuant to section 4e) of this document, duly filled out at the PWGSC representative.
11. Regardless of the number of workers, designate one person as responsible for health and safety at the work site, and grant him/her the authority to order a work stoppage and resumption should he/she deem it necessary for health and safety reasons.
12. Follow first aid and first responder standards in compliance with applicable policies and regulations, as well as any other provision of this specification.
13. Ensure that your workers have received the training and information required to carry out the work safely, and that all required safety devices and equipment are available, are in compliance with standards, laws and regulations, and are used by the workers.
14. Make sure you are familiar with the emergency plan for the building or installation, and provide your workers with training and information so they are capable of implementing it.
15. Advise your workers that they have the right to refuse any work that poses a danger to their health or safety.
16. Mark off the work area; control access and barricade as needed.
17. Take all necessary measures to keep the work site clean and orderly for the duration of the work, and at the end of each workday, ensure nothing at the work site represents a safety hazard.
18. When a worker is required to work alone in an isolated place where it is impossible for him/her to obtain help, identify the risks involved and provide the PWGSC representative with a procedure aimed at eliminating these risks and rapidly obtaining help in the event of an emergency.
19. In the event of an unexpected incident, take all necessary measures, including imposing a work stoppage, to protect the health and safety of the workers and the public, and immediately notify the PWGSC representative.

The use of subcontractors is prohibited except with special authorization by the PWGSC representative, who will base his/her decision on the subcontractor's ability to fulfill the requirements of this specification.

SPECIFIC CLAUSES

Cleaning tasks

1. The Contractor shall comply with WHMIS regulations and ensure that the safety data sheets for all hazardous products used are permanently kept in the building where the products are stored and kept up to date whenever products are purchased and that each container, regardless of its size, is properly labelled. The Contractor shall provide the Department with satisfactory proof that all employees have adequately completed WHMIS training.
2. The Contractor shall ensure that incompatible chemicals are stored in such a way that they do not come into contact with each other.
3. The Contractor shall ensure that workers wear appropriate gloves when using cleaning products.
4. The Contractor shall ensure the public's protection against slipping when washing floors.
5. The Contractor shall ensure that workers wear appropriate gloves when cleaning outdoors if there is a risk of coming into contact with biological contaminants (feces, birds' nests, etc.).
6. When cleaning outdoors, the Contractor shall notify the departmental representative of any accumulation of bird or animal feces so the proper requirements can be provided.

Working at heights

1. The Contractor shall ensure that every person who performs work that entails a risk of falling more than 2.4 metres has fall protection.
2. The Contractor shall plan and organize work so as to help eliminate hazards at the source or foster general protection and thus minimize the need to use personal protective equipment. Where personal fall protection is needed, workers shall use a safety harness in accordance with standard CAN-CSA-Z-259.10-M90. Safety belts shall not be used for fall protection.
3. All workers using an elevating platform must have received training to that effect.
4. Workers shall always wear a safety harness when working on a telescoping, articulated or rotating elevating platform.
5. Identify a danger zone wherever equipment for work at heights is used.
6. All people working less than three metres from the edge of a roof must wear a safety harness in accordance with the regulations unless there is a guardrail between 900 mm and 1,100 mm high around the roof perimeter.

Glass and window cleaning

1. In addition to all the health and safety requirements indicated in these specifications, the Contractor shall comply with the following requirements.
2. All work methods used to clean glass and windows and the corresponding hazards and preventive measures shall be included in the Contractor's prevention program.
3. Where PWGSC provides the Contractor with work equipment suspended from permanent anchors, the Contractor shall comply fully with the plans and specifications provided by the departmental representative.
4. Where the Contractor uses suspended work equipment and provides that equipment itself, the Contractor shall submit to the departmental representative the plans and procedures for setting up and taking down the equipment signed and sealed by an engineer. Once the equipment has been installed, the engineer shall also provide certification of compliance with the plans of this equipment.
5. The Contractor shall ensure that window cleaning on all floors above the ground floor of any building is carried out in accordance with the following standards:
 - * CAN/CSA-Z91-02 Health and Safety Code for Suspended Equipment Operations;
and
 - * CAN/CSA-Z271-98 Safety Code for Suspended Elevating Platforms.

Where the health and safety requirements set out in these specifications are more stringent than the standards referred to above, the Contractor shall comply with these specifications.

ANNEX B – BASIS OF PAYMENT

Please indicate hourly and overtime rates in the table below; average area of law building 3500 m².

An estimate of 1,000 hours at the regular hourly rate and 50 hours at the overtime rate has been provided for assessment purposes only, and annually.

Please complete the table below. It will be used as a basis of payment for the contract.

	<i>A*</i>	<i>B</i>	<i>C</i>	<i>D</i>	<i>E</i>	<i>F</i>	<i>G</i>
<i>Contract Year</i>	<i>Regular Hourly Rate</i>	<i>Estimated Number of Hours</i>	<i>Subtotal (A x B)</i>	<i>Overtime Rate</i>	<i>Estimated Number of Hours</i>	<i>Subtotal (D x E)</i>	<i>Total (C + F)</i>
Initial contract (2 years)							
2016–2018	\$	1,000	\$	\$	50	\$	\$
1st option year							
2018–2019	\$	1,000	\$	\$	50	\$	\$
2nd option year							
2019–2020	\$	1,000	\$	\$	50	\$	\$
3rd option year							
2020–2021	\$	1,000	\$	\$	50	\$	\$
TOTAL of all contract years:						\$ _____	

- Firm rates all inclusive for routine cleaning and on request, 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.



Légende:	m2	DESCRIPTION D'ESPACE
	202.8	AUXILIAIRE A
	5.5	COLONNES/CONVECTEURS
	1,267.6	SERVICES D'IMMEUBLE
	281.5	UTILISABLE





Travaux publics et
Services gouvernementaux
Canada

Public Works and
Government Services
Canada

Direction générale des biens immobiliers
Région Québec

Légende:



m2

382.0
8.4

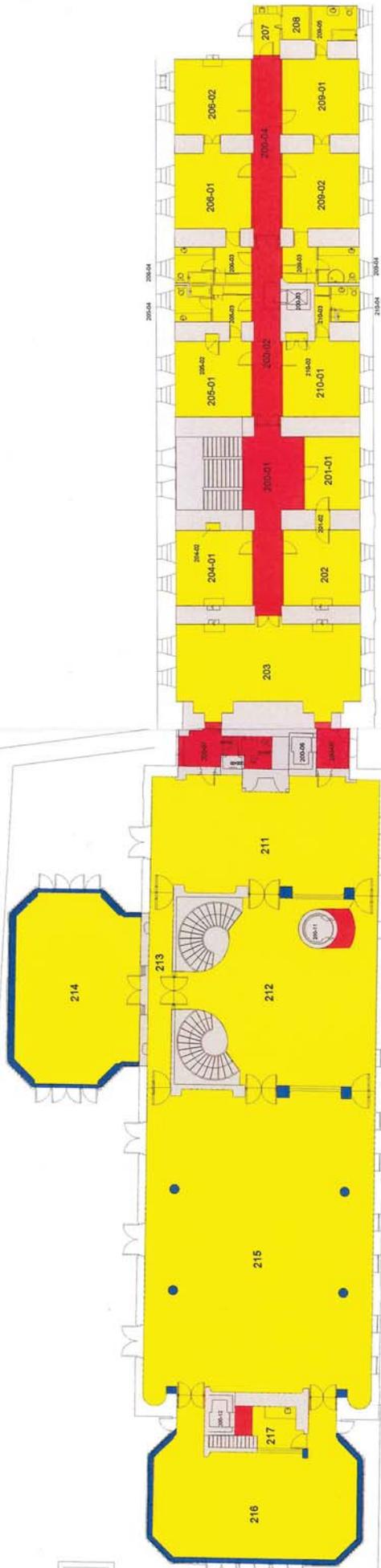
DESCRIPTION D'ESPACE

AUXILIAIRE A
COLONNES/CONVECTEURS



Fleuve Saint-Laurent

Stationnement



Contract Number / Numéro du contrat EE617-160182
Security Classification / Classification de sécurité

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 Travaux publics et Services gouvernementaux Canada	2. Branch or Directorate / Direction générale ou Direction Biens immobiliers	
3. a) Subcontract Number / Numéro du contrat de sous-traitance	3. b) Name and Address of Subcontractor / Nom et adresse du sous-traitant	
4. Brief Description of Work - Brève description du travail Contrat d'entretien ménager à la Résidence du Gouverneur général à la Citadelle de Québec		
5. a) Will the supplier require access to Controlled Goods? Le fournisseur aura-t-il accès à des marchandises contrôlées?	<input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui	
5. b) Will the supplier require access to unclassified military technical data subject to the provisions of the Technical Data Control Regulations? Le fournisseur aura-t-il accès à des données techniques militaires non classifiées qui sont assujetties aux dispositions du Règlement sur le contrôle des données techniques?	<input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui	
6. Indicate the type of access required - Indiquer le type d'accès requis		
6. a) Will the supplier and its employees require access to PROTECTED and/or CLASSIFIED information or assets? Le fournisseur ainsi que les employés auront-ils accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS? (Specify the level of access using the chart in Question 7. c) (Préciser le niveau d'accès en utilisant le tableau qui se trouve à la question 7. c)	<input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui	
6. b) Will the supplier and its employees (e.g. cleaners, maintenance personnel) require access to restricted access areas? No access to PROTECTED and/or CLASSIFIED information or assets is permitted. Le fournisseur et ses employés (p.ex. nettoyeurs, personnel d'entretien) auront-ils accès à des zones d'accès restreintes? L'accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS n'est pas autorisé.	<input type="checkbox"/> No / Non <input checked="" type="checkbox"/> Yes / Oui	
6. c) Is this a commercial courier or delivery requirement with no overnight storage? S'agit-il d'un contrat de messagerie ou de livraison commerciales 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 : <input type="checkbox"/>	Restricted to / Limité à : <input type="checkbox"/>
Specify country(ies) / Préciser le(s) pays :	Specify country(ies) / Préciser le(s) pays :	Specify country(ies) / Préciser le(s) pays :
7. c) Level of information / Niveau d'information		
PROTECTED A PROTÉGÉ A <input type="checkbox"/>	NATO UNCLASSIFIED NATO NON CLASSIFIÉ <input type="checkbox"/>	PROTECTED A PROTÉGÉ A <input type="checkbox"/>
PROTECTED B PROTÉGÉ B <input type="checkbox"/>	NATO RESTRICTED NATO DIFFUSION RESTREINTE <input type="checkbox"/>	PROTECTED B PROTÉGÉ B <input type="checkbox"/>
PROTECTED C PROTÉGÉ C <input type="checkbox"/>	NATO CONFIDENTIAL NATO CONFIDENTIEL <input type="checkbox"/>	PROTECTED C PROTÉGÉ C <input type="checkbox"/>
CONFIDENTIAL CONFIDENTIEL <input type="checkbox"/>	NATO SECRET NATO SECRET <input type="checkbox"/>	CONFIDENTIAL CONFIDENTIEL <input type="checkbox"/>
SECRET SECRET <input type="checkbox"/>	COSMIC TOP SECRET COSMIC TRÈS SECRET <input type="checkbox"/>	SECRET SECRET <input type="checkbox"/>
TOP SECRET TRÈS SECRET <input type="checkbox"/>		TOP SECRET TRÈS SECRET <input type="checkbox"/>
TOP SECRET (SIGINT) TRÈS SECRET (SIGINT) <input type="checkbox"/>		TOP SECRET (SIGINT) TRÈS SECRET (SIGINT) <input type="checkbox"/>

Security Classification / Classification de sécurité
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Contract Number / Numéro du contrat EE517-160182
Security Classification / Classification de sécurité

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?
If Yes, indicate the level of sensitivity:
Dans l'affirmative, indiquer le niveau de sensibilité: No / Non Yes / Oui

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?
Short Title(s) of material / Titre(s) abrégé(s) du matériel: No / Non Yes / Oui
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

Security Classification / Classification de sécurité
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PART C (continued) / PARTIE C (suite)

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

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

SUMMARY CHART / TABLEAU RÉCAPITULATIF

Category / Catégorie	PROTECTED / PROTÉGÉ			CLASSIFIED / CLASSIFIÉ			NATO				COMSEC					
	A	B	C	Confidential / Confidentiel	Secret	Top Secret / Très Secret	NATO Restricted / NATO Diffusion Restreinte	NATO Confidential	NATO Secret	COSMIC Top Secret / COSMIC Très Secret	Protected / Protégé			Confidential / Confidentiel	Secret	Top Secret / Très Secret
											A	B	C			
Information / Assets / Renseignements / Biens																
Production																
IT Media Support TI																
IT Link / Lien électronique																

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

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

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

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

Security Classification / Classification de sécurité
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PART D - AUTHORIZATION / PARTIE D - AUTORISATION			
13. Organization Project Authority / Chargé de projet de l'organisme			
Name (print) - Nom (en lettres moulées) Suzle Robitaille		Title - Titre Gest. des Immeubles et des Installations Int.	Signature <i>Suzle Robitaille</i>
Telephone no. - N° de téléphone (418) 649-2749	Facsimile - Télécopieur (418) 649-2898	E-mail address - Adresse courriel suzle.robitaille@tpsgc.gc.ca	Date 2015-05-06
14. Organization Security Authority / Responsable de la sécurité de l'organisme			
Name (print) - Nom (en lettres moulées) Ian Christie		Title - Titre Directeur des Services administratifs et de sécurité	Signature <i>Ian Christie</i>
Telephone no. - N° de téléphone (613) 998-8763	Facsimile - Télécopieur (613) 998-8778	E-mail address - Adresse courriel ian.christie@gg.ca	Date 2015-05-06
15. Are there additional instructions (e.g. Security Guide, Security Classification Guide) attached? Des instructions supplémentaires (p. ex. Guide de sécurité, Guide de classification de la sécurité) sont-elles jointes?			<input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui
16. Procurement Officer / Agent d'approvisionnement			
Name (print) - Nom (en lettres moulées)		Title - Titre	Signature
Telephone no. - N° de téléphone () -	Facsimile - Télécopieur () -	E-mail address - Adresse courriel	Date
17. Contracting Security Authority / Autorisé contractante en matière de sécurité			
Erin O'Neill Agente à la Sécurité des contrats Contract Security Officer Secteur de la Sécurité industrielle Industrial Security Sector Erin.O'Neill@tpsgc-pwgsc.gc.ca Téléphone : 613 957-1298		Signature <i>Erin O'Neill</i>	Date <i>May 29 2015</i>

Security Classification / Classification de sécurité
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