



RETURN BIDS TO:
RETOURNER LES SOUMISSIONS À:
Bid Receiving Public Works and Government
Services Canada/Réception des soumissions
Travaux publics et Services gouvernementaux
Canada
1713 Bedford Row
Halifax, N.S./Halifax, (N.É.)
B3J 1T3
Nova Scotia
Bid Fax: (902) 496-5016

REQUEST FOR PROPOSAL DEMANDE DE PROPOSITION

Proposal To: Public Works and Government
Services Canada

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

Proposition aux: Travaux Publics et Services
Gouvernementaux Canada

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

Comments - Commentaires

Vendor/Firm Name and Address

Raison sociale et adresse du
fournisseur/de l'entrepreneur

Issuing Office - Bureau de distribution

Atlantic Region Acquisitions/Région de l'Atlantique
Acquisitions
1713 Bedford Row
Halifax, N.S./Halifax, (N.É.)
B3J 3C9
Nova Scot

Title - Sujet Janitorial Services - Halifax Area	
Solicitation No. - N° de l'invitation W6837-165583/A	Date 2016-02-05
Client Reference No. - N° de référence du client W6837-16-5583	
GETS Reference No. - N° de référence de SEAG PW-\$HAL-219-9770	
File No. - N° de dossier HAL-5-75155 (219)	CCC No./N° CCC - FMS No./N° VME
Solicitation Closes - L'invitation prend fin at - à 02:00 PM on - le 2016-03-21	Time Zone Fuseau horaire Atlantic Standard Time AST
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: Richard, Linda K.	Buyer Id - Id de l'acheteur hal219
Telephone No. - N° de téléphone (902) 496-5261 ()	FAX No. - N° de FAX (902) 496-5016
Destination - of Goods, Services, and Construction: Destination - des biens, services et construction: DEPARTMENT OF NATIONAL DEFENCE Real Property Operations Section Real Property Operations Section Halifax Nova Scotia B3K5X5 Canada	

Instructions: See Herein

Instructions: Voir aux présentes

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

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PART 1 - GENERAL INFORMATION

1.1 Introduction

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

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

The Annexes include the Statement of Work, the Basis of Payment, Security Requirements, the Security Requirements Checklist, the Insurance Requirements, Task Authorization Form 572, the Mandatory Technical Criteria, the List of Directors, and Personnel Security Information.

1.2 Summary

- 1.2.1 Work of this Contract comprises the furnishing of all labour, material, tools, equipment, transportation and supervision required for the complete and satisfactory janitorial service as specified herein for various buildings of CFB Halifax, in Halifax, Nova Scotia, including Herring Cove Area (DC Division School), Ferguson's Cove, Halifax Armoury, Royal Artillery Park, Willow Park, and Windsor Park.
- 1.2.2 There are security requirements associated with this requirement. For additional information, consult Part 6 - Security, Financial and Other Requirements, and Part 7 - Resulting Contract Clauses. For more information on personnel and organization security screening or security clauses, bidders should refer to the Industrial Security Program (ISP) of Public Works and Government Services Canada (<http://ssi-iss.tpsgc-pwgsc.gc.ca/index-eng.html>) website".
- 1.2.3 The requirement is subject to the provisions of the World Trade Organization Agreement on Government Procurement (WTO-AGP), the North American Free Trade Agreement (NAFTA), and the Agreement on Internal Trade (AIT).

1.3 Debriefings

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

PART 2 - BIDDER INSTRUCTIONS

2.1 Standard Instructions, Clauses and Conditions

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

2.2 Submission of Bids

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

2.3 Former Public Servant

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

Definitions

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

- a. an individual;
- b. an individual who has incorporated;
- c. a partnership made of former public servants; or

- d. a sole proprietorship or entity where the affected individual has a controlling or major interest in the entity.

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

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

Former Public Servant in Receipt of a Pension

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

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

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

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

Work Force Adjustment Directive

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

If so, the Bidder must provide the following information:

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

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

2.4 Enquiries - Bid Solicitation

All enquiries must be submitted in writing to the Contracting Authority no later than five (5) calendar days before the bid closing date. Enquiries received after that time may not be answered.

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

2.5 Applicable Laws

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

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

PART 3 - BID PREPARATION INSTRUCTIONS

3.1 Bid Preparation Instructions

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

Section I: Technical Bid (2 hard copies)

Section II: Financial Bid (1 hard copy)

Section III: Certifications (1 hard copy)

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

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

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

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

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

Section I: Technical Bid

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

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

Section II: Financial Bid

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

Section III: Certifications

Bidders must submit the certifications required under Part 5.

PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

4.1 Evaluation Procedures

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

4.1.1 Technical Evaluation

1.1.1. Mandatory Technical Criteria

Item	Mandatory Requirement	Met	Did Not Meet
1	Supplier must possess two (2) consecutive years of janitorial services experience within the last five (5) years on contracts of similar size and scope to the requirement identified in the		

	solicitation. Similar in size and scope is defined as: - A space that is a minimum of 50% of the size (m ²) and - A space of similar use or type		
2	Supplier must provide names of proposed personnel and security levels as per Annex H		
3	Submission of prices and rates in accordance with Annex B, Basis of Payment		

4.1.2 Financial Evaluation

4.1.2.1 Mandatory Financial Criteria

See Annex "B" – Basis of Payment

4.2 Basis of Selection

4.2.1 Mandatory Technical Criteria

SACC *Manual* Clause [A0031T](#) (2010-08-16) Basis of Selection – Mandatory Technical Criteria

PART 5 – CERTIFICATIONS AND ADDITIONAL INFORMATION

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

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

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

5.1 Certifications Required with the Bid

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

5.1.1 Declaration of Convicted Offences

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

5.2 Certifications Precedent to Contract Award and Additional Information

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

5.2.1 Integrity Provisions – List of Names

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

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

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

5.2.2 Federal Contractors Program for Employment Equity - Bid Certification

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

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

PART 6 - SECURITY, FINANCIAL AND OTHER REQUIREMENTS

6.1 Security 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 requirements as indicated in Part 7 - Resulting Contract Clauses;
- (c) the Bidder must provide the name of all individuals who will require access to classified or protected information, assets or sensitive work sites;

2. For additional information on security requirements, 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.

6.2 Financial Capability

SACC Manual Clause A9033T (2012-07-16) Financial Capability

6.3 Bid Financial Security

1. Bidders must provide bid financial security consisting of:
 - a. a security deposit as defined in clause E0008T, or
 - b. a bid bond form PWGSC-TPSGC 504, which must be accepted as security by one of the bonding companies listed in Treasury Board Contracting Policy, Appendix L, Acceptable Bonding Companies.
2. Security deposits in the form of government guaranteed bonds with coupons attached will be accepted only if all coupons that are unmaturing, at the time the security deposit is provided, are attached to the bonds. Bidders must provide written instructions concerning the action to be taken with respect to coupons that will mature while the bonds are pledged as security, when such coupons are in excess of the security deposit requirement.
3. If the financial security is in the form of a bill of exchange or a government guaranteed bond and:
 - a. the bid price is \$250,000 or less, the amount of the security deposit must represent ____ (____) percent of the bid price; or
 - b. the bid price exceeds \$250,000, the amount of the security deposit must be \$____ plus ____ (____) percent of the amount by which the bid price exceeds \$250,000, to a maximum of \$____.
4. If the financial security is a bid bond, the amount of the bond must represent ____ (____) percent of the bid price.
5. Bidders who provide a security deposit as bid financial security must submit their bid under seal (does not apply in Quebec).

6.3.1 SACC Manual Clauses

SACC Manual clause E0003T (2014-09-25) Security Deposit – Bid and Contract Financial Security Required

SACC Manual clause E0008T (2014-09-25) Security Deposit Definition – Bid

6.5 Insurance Requirements

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

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

PART 7 - RESULTING CONTRACT CLAUSES

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

7.1 Statement of Work

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

7.1.2 Task Authorization

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

7.1.2.1 Task Authorization Process

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

Task Authorization Process:

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

7.1.2.2 Task Authorization Limit

The Technical Authority may authorize individual task authorizations up to a limit of \$2,300, Applicable Taxes included, inclusive of any revisions.

Any task authorization to be issued in excess of that limit must be authorized by the Technical Authority before issuance.

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

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Canada's obligation with respect to the portion of the Work under the Contract that is performed through task authorizations is limited to the total amount of the actual tasks performed by the Contractor to a maximum of \$11,500 per year.

7.2 Standard Clauses and Conditions

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

7.2.1 General Conditions

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

7.3 Security Requirements

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

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

7.4 Term of Contract

7.4.1 Period of the Contract

The period of the Contract is from April 1, 2016 to March 31, 2018.

7.4.2 Option to Extend the Contract

The Contractor grants to Canada the irrevocable option to extend the term of the Contract by up to three 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 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.

7.5 Authorities

7.5.1 Contracting Authority

The Contracting Authority for the Contract is:

Name: Linda Richard
Title: Supply Officer
Public Works and Government Services Canada
Acquisitions Branch
Address: 1713 Bedford Row
Halifax, NS B3J 1C9

Telephone: (902) 496-5261
Facsimile: (902) 496-5016
E-mail address: linda.k.richard@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.

7.5.2 Project Authority

The Technical Authority for the Contract is: (to be named upon award of contract)

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

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

The Technical 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 Technical Authority; however, the Technical Authority has no authority to authorize changes to the scope of the Work. Changes to the scope of the Work can only be made through a contract amendment issued by the Contracting Authority.

7.5.3 Contractor's Representative (please complete)

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

Telephone: ____-____-_____
Facsimile: ____-____-_____

E-mail address: _____

7.6 Proactive Disclosure of Contracts with Former Public Servants

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

7.7 Payment

7.7.1 Basis of Payment

In consideration of the Contractor satisfactorily completing all of its obligations under the Contract, the Contractor will be paid a *firm price as specified in Annex B, Basis of Payment, for a cost of \$_____*. Customs duties are included and Applicable Taxes are extra.

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

7.7.2 Limitation of Expenditure

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

7.7.3 Monthly Payment

SACC Manual clause H1008C (2008-05-12) Monthly Payment

7.7.4 SACC Manual Clauses

SACC *Manual* clause A9117C (2007-11-30) T1204 – Direct Request by Customer

7.8 Invoicing Instructions

1. The Contractor must submit invoices in accordance with the section entitled "Invoice Submission" of the general conditions. Invoices cannot be submitted until all work identified in the invoice is completed.
2. Invoices must be distributed as follows:
 - a. The original and one (1) copy must be forwarded to the following address for certification and payment.

Each invoice must:

- (a) Specify the contract as 5583 Janitorial Halifax.
- (b) Be itemized by building, showing the following mandatory information for each building:
 - i. Building number and name
 - ii. Basic monthly billing charge (\$/month)
 - iii. Total basic monthly charges
 - iv. GST, and
 - v. Total invoice amount.

An example of an acceptable invoice is shown in Annex E of Annex "A" Statement of Work. The actual design may vary, but the aforementioned information must be included. No invoices will be processed without all of the proper information above.

7.9 Certifications

7.9.1 Compliance

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

7.10 Applicable Laws

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

7.11 Priority of Documents

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

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

7.12 Insurance Requirements

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

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

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

Solicitation No. - N° de l'invitation

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W6837-16-5583

Amd. No. - N° de la modif.

File No. - N° du dossier
HAL-5-75155

Buyer ID - Id de l'acheteur

HAL219

CCC No./N° CCC - FMS No./N° VME

ANNEX "A"

STATEMENT OF WORK

Please see Janitorial Contract Specifications and Service Agreement for Halifax Area, CFB Halifax attached.

ANNEX “B”

BASIS OF PAYMENT

1.0 General Instructions

Bidders must provide a firm unit price in Canadian dollars, the Goods and Services Tax or the Harmonized Sales Tax excluded. Should the resulting contract have to be reduced due to a building or section no longer requiring cleaning services (either due to down-sizing or demolition, etc.), the contract may be reduced by the cost per month to the end of the contract period. This would be done in writing by the Contracting Officer.

The Financial Evaluation Total will be used for evaluation purposes only and does not represent a commitment on the part of Canada.

2.0 Consumer Price Index

At the time of the exercise of option years 1, 2, and 3, the rates for the previous year in the Basis of Payment (Annex B) will be increased or decreased by multiplying the rates by the percentage change in *“The Consumer Price Index, major components, selected sub-groups and special aggregates, provinces, Whitehorse and Yellowknife, not seasonally adjusted”* (“CPI”) for the appropriate province for the 12 month period ending two months before the expiration date of the current period of the contract. The CPI which shall be used is published in Statistics Canada Catalogue no. 62-001-X, tables 9-1 to 9-12, for the appropriate province all-items CPI of the period as described above.

Consumer Price Index for Canada is published by Statistics Canada and is available at:
<http://www5.statcan.gc.ca/bsolc/olc-cel/olc-cel?catno=62-001-X&chropt=1&lang=eng>; or
<http://www.statcan.gc.ca/subjects-sujets/cpi-ipc/cpi-ipc-eng.htm>; or
<http://cansim2.statcan.ca>, Table 326-0020.

3.0 Detailed Instructions

The Basis of Payment contains FIVE (5) tables, one for each contract year, and one for each of the three (3) option years. The first two (2) year tables (tables 1 and 2) do not allow for any escalation of prices beyond those submitted in your bid. The rates for option years 1, 2, and 3 will be adjusted to respond to changes in the labour rates using the Consumer Price Index. In order to accommodate those future adjustments, please follow the instructions below when filling out your price proposals.

- 3.1 The unit pricing must comprise the furnishing of all labour, materials, tools, equipment and transportation necessary for complete and satisfactory janitorial services as specified herein.
- 3.2 The financial proposal must include a unit price for all items for each of the five years.
- 3.3 Prices provided for all items in option years 1, 2, and 3 must be the same as those provided in year 2. The pricing for option years 1, 2, and 3 will be adjusted to reflect price increases or decreases (beyond the original quoted prices) using the Consumer Price Index.

Example: After the first two (2) years:

The prices (unit rates) shown in year 2 will be adjusted prior to contract amendment award for the three remaining option years, option year 1, option year 2 and option 3. The amount of the adjustment will be based on a percentage increase (decrease) of the current year's price using the "Unadjusted CPI for Nova Scotia" (Consumer Price Index) for the 12 months ending May 31 of that year.

YEAR ONE April 1, 2016 to March 31, 2017

	Building	Area	Unit of Measure	Price Per Unit (a)	Estimated Quantity (b)	Extended Price (a x b)
1.	Herring Cove Area (DC Division School)					
.1	DC1 Administration Building	1779 m ²	monthly	\$	12	\$
.2	DC18 Decontamination Centre	229 m ²	monthly	\$	12	\$
.3	DC27 WFE Lab	87 m ²	monthly	\$	12	\$
.4	DC37 Firefighting Facility	735 m ²	monthly	\$	12	\$
2.	Ferguson's Cove					
.1	FC1 Ferguson's Cove	391 m ²	monthly	\$	12	\$
3.	Halifax Armoury					
.1	HA1 Halifax Armoury	3000 m ²	monthly	\$	12	\$
4.	Royal Artillery Park (RA)					
.1	RA1 Officer's Mess	601 m ²	monthly	\$	12	\$
.2	RA2 Residence PMQ	582 m ²	monthly	\$	12	\$
.3	RA3 Cambridge Library	282 m ²	monthly	\$	12	\$
.4	RA6 PMQ	180 m ²	monthly	\$	12	\$
.5	RA10	56 m ²	monthly	\$	12	\$
5.	Willow Park					
.1	WL5 33 Svc BN HQ's	823 m ²	monthly	\$	12	\$
.2	WL6 Supply Warehouse	1054 m ²	monthly	\$	12	\$
.3	WL7 RP Ops Unit (Atlantic)	3056 m ²	monthly	\$	12	\$
.4	WL31 Militia Maintenance	240 m ²	monthly	\$	12	\$
.5	WL51 RP Ops Section (Halifax) shops	231 m ²	monthly	\$	12	\$
.6	WL57 TEME	2144 m ²	monthly	\$	12	\$
6.	Windsor Park					
.1	WP26 Training Centre	1004 m ²	monthly	\$	12	\$
.2	WP38 Daycare	216 m ²	monthly	\$	12	\$
.3	WP61 Normandy Block	2641 m ²	monthly	\$	12	\$
.4	WP62 Heating Plant	118 m ²	monthly	\$	12	\$
.5	WP63 Band/BDF	918 m ²	monthly	\$	12	\$
.6	WP64 Thunderbird Club	1205 m ²	monthly	\$	12	\$
.7	WP92 Military Police	724 m ²	monthly	\$	12	\$
.8	WP106 MFRC Learning Centre	2288 m ²	monthly	\$	12	\$
.9	WP106 MFRC Daycare	538 m ²	monthly	\$	12	\$
.10	WP114 JPSU Centre	500 m ²	monthly	\$	12	\$
.11	WP117T, WP118T, WP119T	234 m ²	monthly	\$	12	\$
.12	16 Mascarene Drive MFRC Unit	139 m ²	monthly	\$	12	\$
TOTAL FIRM PRICE YEAR ONE						\$

In the event where additional work is necessary, bidders are asked to submit the following firm unit price which will be used to determine the cost of the additional work. Additional work must be approved, in writing, by the Contracting Authority. The following estimated quantity is for evaluation purposes only.

Unscheduled Work as Per Task Authorization		Unit of Measure	Price per Unit (c)	Estimated Quantity (d)	Extended Price (c x d)
.38	Cleaner/Labourer				
	Regular Hours - 0630 hrs to 1700 hrs Monday to Friday	hourly	\$	15	\$
	Outside Regular Hours, Monday to Friday, weekends, and Statutory Holidays	hourly	\$	10	\$
.39	Supervisor				
	Regular Hours - 0630 hrs to 1700 hrs Monday to Friday	hourly	\$	15	\$
	Outside Regular Hours, Monday to Friday, weekends, and Statutory Holidays	hourly	\$	10	\$
.40	Materials (if required)	Mark-up		\$100	\$
TOTAL ESTIMATED UNSCHEDULED WORK YEAR ONE					\$

YEAR ONE EVALUATED PRICE

(Total Firm Price + Total Estimated Unscheduled Work):

\$ _____

YEAR TWO April 1, 2017 to March 31, 2018

	Building	Area	Unit of Measure	Price Per Unit (a)	Estimated Quantity (b)	Extended Price (a x b)
1.	Herring Cove (DC Division School)					
.1	DC1 Administration Building	1779 m ²	monthly	\$	12	\$
.2	DC18 Decontamination Centre	229 m ²	monthly	\$	12	\$
.3	DC27 WFE Lab	87 m ²	monthly	\$	12	\$
.4	DC37 Firefighting Facility	735 m ²	monthly	\$	12	\$
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3.	Halifax Armoury					
.1	HA1 Halifax Armoury	3000 m ²	monthly	\$	12	\$
4.	Royal Artillery Park (RA)					
.1	RA1 Officer's Mess	601 m ²	monthly	\$	12	\$
.2	RA2 Residence PMQ	582 m ²	monthly	\$	12	\$
.3	RA3 Cambridge Library	282 m ²	monthly	\$	12	\$
.4	RA6 PMQ	180 m ²	monthly	\$	12	\$
.5	RA10	56 m ²	monthly	\$	12	\$
5.	Willow Park					
.1	WL5 33 Svc BN HQ's	823 m ²	monthly	\$	12	\$
.2	WL6 Supply Warehouse	1054 m ²	monthly	\$	12	\$
.3	WL7 RP Ops Unit (Atlantic)	3056 m ²	monthly	\$	12	\$
.4	WL31 Militia Maintenance	240 m ²	monthly	\$	12	\$
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.6	WL57 TEME	2144 m ²	monthly	\$	12	\$
6.	Windsor Park					
.1	WP26 Training Centre	1004 m ²	monthly	\$	12	\$
.2	WP38 Daycare	216 m ²	monthly	\$	12	\$
.3	WP61 Normandy Block	2641 m ²	monthly	\$	12	\$
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.7	WP92 Military Police	724 m ²	monthly	\$	12	\$
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.9	WP106 MFRC Daycare	538 m ²	monthly	\$	12	\$
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.12	16 Mascarene Drive MFRC Unit	139 m ²	monthly	\$	12	\$
TOTAL FIRM PRICE YEAR TWO						\$

In the event where additional work is necessary, bidders are asked to submit the following firm unit price which will be used to determine the cost of the additional work. Additional work must be approved, in writing, by the Contracting Authority. The following estimated quantity is for evaluation purposes only.

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	Outside Regular Hours, Monday to Friday, weekends, and Statutory Holidays	hourly	\$	10	\$
.40	Materials (if required)	Mark-up		\$100	\$
TOTAL ESTIMATED UNSCHEDULED WORK YEAR TWO					\$

YEAR TWO EVALUATED PRICE**(Total Firm Price + Total Estimated Unscheduled Work):****\$ _____**

OPTION YEAR ONE April 1, 2018 to March 31, 2019

	Building	Area	Unit of Measure	Price Per Unit (a)	Estimated Quantity (b)	Extended Price (a x b)
1.	Herring Cove Area					
.1	DC1 Administration Building	1779 m ²	monthly	\$	12	\$
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6.	Windsor Park					
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.3	WP61 Normandy Block	2641 m ²	monthly	\$	12	\$
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.12	16 Mascarene Drive MFRC Unit	139 m ²	monthly	\$	12	\$
TOTAL FIRM PRICE OPTION YEAR ONE						\$

In the event where additional work is necessary, bidders are asked to submit the following firm unit price which will be used to determine the cost of the additional work. Additional work must be approved, in writing, by the Contracting Authority. The following estimated quantity is for evaluation purposes only.

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	Outside Regular Hours, Monday to Friday, weekends, and Statutory Holidays	hourly	\$	10	\$
.40	Materials (if required)	Mark-up		\$100	\$
TOTAL ESTIMATED UNSCHEDULED WORK OPTION YEAR ONE					\$

OPTION YEAR ONE EVALUATED PRICE

(Total Firm Price + Total Estimated Unscheduled Work):

\$ _____

OPTION YEAR TWO April 1, 2019 to March 31, 2020

	Building	Area	Unit of Measure	Price Per Unit (a)	Estimated Quantity (b)	Extended Price (a x b)
1.	Herring Cove Area					
.1	DC1 Administration Building	1779 m ²	monthly	\$	12	\$
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.11	WP117T, WP118T, WP119T	234 m ²	monthly	\$	12	\$
.12	16 Mascarene Drive MFRC Unit	139 m ²	monthly	\$	12	\$
TOTAL FIRM PRICE OPTION YEAR TWO						\$

In the event where additional work is necessary, bidders are asked to submit the following firm unit price which will be used to determine the cost of the additional work. Additional work must be approved, in writing, by the Contracting Authority. The following estimated quantity is for evaluation purposes only.

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	Outside Regular Hours, Monday to Friday, weekends, and Statutory Holidays	hourly	\$	10	\$
.40	Materials (if required)	Mark-up		\$100	\$
TOTAL ESTIMATED UNSCHEDULED WORK OPTION YEAR TWO					\$

OPTION YEAR TWO EVALUATED PRICE

(Total Firm Price + Total Estimated Unscheduled Work):

\$ _____

OPTION YEAR THREE: April 1, 2020 to March 31, 2021

	Building	Area	Unit of Measure	Price Per Unit (a)	Estimated Quantity (b)	Extended Price (a x b)
1.	Herring Cove Area					
.1	DC1 Administration Building	1779 m ²	monthly	\$	12	\$
.2	DC18 Decontamination Centre	229 m ²	monthly	\$	12	\$
.3	DC27 WFE Lab	87 m ²	monthly	\$	12	\$
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.3	WL7 RP Ops Unit (Atlantic)	3056 m ²	monthly	\$	12	\$
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6.	Windsor Park					
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.10	WP114 JPSU Centre	500 m ²	monthly	\$	12	\$
.11	WP117T, WP118T, WP119T	234 m ²	monthly	\$	12	\$
.12	16 Mascarene Drive MFRC Unit	139 m ²	monthly	\$	12	\$
TOTAL FIRM PRICE OPTION YEAR THREE						\$

In the event where additional work is necessary, bidders are asked to submit the following firm unit price which will be used to determine the cost of the additional work. Additional work must be approved, in writing, by the Contracting Authority. The following estimated quantity is for evaluation purposes only.

Unscheduled Work as Per Task Authorization		Unit of Measure	Price per Unit (c)	Estimated Quantity (d)	Extended Price (c x d)
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.39	Supervisor				
	Regular Hours - 0630 hrs to 1700 hrs Monday to Friday	hourly	\$	15	\$
	Outside Regular Hours, Monday to Friday, weekends, and Statutory Holidays	hourly	\$	10	\$
.40	Materials (if required)	Mark-up		\$100	\$
TOTAL ESTIMATED UNSCHEDULED OPTION YEAR THREE					\$

OPTION YEAR THREE EVALUATED PRICE

(Total Firm Price + Total Estimated Unscheduled Work): \$ _____

TOTAL PRICE (FOR EVALUATION PURPOSES)

	<u>Evaluated Price</u>
Year One	\$
Year Two	\$
Option Year One	\$
Option Year Two	\$
Option Year Three	\$
GRAND TOTAL	\$

Solicitation No. - N° de l'invitation

W6837-165583

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

W6837-16-5583

Amd. No. - N° de la modif.

File No. - N° du dossier
HAL-5-75155

Buyer ID - Id de l'acheteur

HAL219

CCC No./N° CCC - FMS No./N° VME

ANNEX “C”

SECURITY REQUIREMENTS CHECK LIST

Please see Annex C

ANNEX "D"

INSURANCE REQUIREMENTS

1. 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. Owners' or Contractors' Protective Liability: Covers the damages that the Contractor becomes legally obligated to pay arising out of the operations of a subcontractor.
 - m. Non-Owned Automobile Liability - Coverage for suits against the Contractor resulting from the use of hired or non-owned vehicles.
 - n. Sudden and Accidental Pollution Liability (minimum 120 hours): To protect the Contractor for liabilities arising from damages caused by accidental pollution incidents.

- o. Litigation Rights: Pursuant to subsection 5(d) of the *Department of Justice Act*, S.C. 1993, c. J-2, s.1, if a suit is instituted for or against Canada which the Insurer would, but for this clause, have the right to pursue or defend on behalf of Canada as an Additional Named Insured under the insurance policy, the Insurer must promptly contact the Attorney General of Canada to agree on the legal strategies by sending a letter, by registered mail or by courier, with an acknowledgement of receipt.

For the province of Quebec, send to:

Director Business Law Directorate,
Quebec Regional Office (Ottawa),
Department of Justice,
284 Wellington Street, Room SAT-6042,
Ottawa, Ontario, K1A 0H8

For other provinces and territories, send to:

Senior General Counsel,
Civil Litigation Section,
Department of Justice
234 Wellington Street, East Tower
Ottawa, Ontario K1A 0H8

A copy of the letter must be sent to the Contracting Authority. Canada reserves the right to co-defend any action brought against Canada. All expenses incurred by Canada to co-defend such actions will be at Canada's expense. If Canada decides to co-defend any action brought against it, and Canada does not agree to a proposed settlement agreed to by the Contractor's insurer and the plaintiff(s) that would result in the settlement or dismissal of the action against Canada, then Canada will be responsible to the Contractor's insurer for any difference between the proposed settlement amount and the amount finally awarded or paid to the plaintiffs (inclusive of costs and interest) on behalf of Canada.

2. Automobile Liability Insurance

1. The Contractor must obtain Automobile 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.
2. The policy must include the following:
 - a) Third Party Liability - \$2,000,000 Minimum Limit per Accident or Occurrence
 - b) Accident Benefits - all jurisdictional statutes
 - c) Uninsured Motorist Protection
 - d) Notice of Cancellation: The Insurer will endeavour to provide the Contracting Authority thirty (30) days written notice of cancellation.

Solicitation No. - N° de l'invitation

W6837-165583

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

W6837-16-5583

Amd. No. - N° de la modif.

File No. - N° du dossier
HAL-5-75155

Buyer ID - Id de l'acheteur

HAL219

CCC No./N° CCC - FMS No./N° VME

ANNEX “E”

TASK AUTHORIZATION FORM PWGSC-TPSGC 572

Please see Annex E attached.

ANNEX F

MANDATORY TECHNICAL CRITERIA

1. Contractor's Experience and Past Performance

The bidder must provide evidence of its experience and past performance by referencing two (2) projects or contracts satisfactorily rendered for a minimum of twelve (12) consecutive months within the past five (5) years, wherein the range of janitorial services provided are similar to those described in this Request for Proposal (RFP).

Please provide the information in the format shown below and submit a separate table for each project.

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
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:	

Solicitation No. - N° de l'invitation

W6837-165583

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

W6837-16-5583

Amd. No. - N° de la modif.

File No. - N° du dossier

HAL-5-75155

Buyer ID - Id de l'acheteur

HAL219

CCC No./N° CCC - FMS No./N° VME

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
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:	

ANNEX G

LIST OF DIRECTORS

Bidders must submit with their bid, by the bid solicitation closing date:

(a) a complete list of names of all individuals who are currently directors of the Bidder;

Directors: (Please print clearly)

NAME	NAME

ANNEX H

PERSONNEL SECURITY INFORMATION

The Bidder must provide the following information regarding proposed personnel who may provide services against a resulting contract (as per Part 7, Article 3). A minimum of ten (10) cleared employees must be provided including the proposed working supervisor.

	PROPOSED Personnel			
	Legal Name (First, Last)	Date of Birth (Day/Month/Year)	Position	Clearance Number
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				

Department of National Defence



Janitorial Contract Specifications
and Service Agreement
for

Halifax Area

CFB Halifax, NS

Job No.W6837-16-5583

2015-08-12

<u>Section</u>	<u>Title</u>	<u>Pages</u>
<u>Division 01 - General Requirements</u>		
01 11 00	General Instructions	13
01 35 30	Health and Safety Requirements	5
01 35 35	DND Fire Safety Requirements	4
01 35 43	Environmental Procedures	2
01 61 00	Material and Equipment	7
01 70 00.00	Annex A MARLANT Solid Waste Management Program	2
01 70 00.01	Annex B Cleaning Standards	5
01 70 00.02	Annex C Cleaning Frequency	2
01 70 00.03	Annex D Inspection Report	1
01 70 00.04	Annex E Sample Invoice	1

PART 1 - GENERAL

1.1 DEFINITIONS

- .1 As Required: Frequencies are subject to change at any time without warning in order to maintain the established cleaning standard. When the frequency of a cleaning operation is "As Required (AR)", the final decision as to when this service must be carried out with the approval of the Janitorial Administrator.
- .2 CGSB: Canadian General Standards Board.
- .3 Clean: For the width and breadth of the surface in question, it must be free of foreign matter down to the original surface or last protective coating.
- .4 Complete and Satisfactory Janitorial Service: The continual janitorial, housekeeping, laundry and minor maintenance procedures as specified in this document to the satisfaction of the Client and the Janitorial Administrator.
- .5 Duty Coordinator: A Real Property Ops employee assigned on a rotating basis whose responsibility is to coordinate after-hours jobs.
- .6 Flight of Stairs: Includes steps and risers situated between two floor levels including landing (s).
- .7 High Traffic Areas: Includes entrance lobbies, elevator lobbies, corridors and traffic aisles in open office space.
- .8 Inspector: The Janitorial Contract Inspector that acts on behalf of the Janitorial Administrator to oversee janitorial service delivery.
- .9 Litter: Any discarded material foreign to the environment including but not limited to the following:
 - .1 paper;
 - .2 beverage containers;
 - .3 bottles;
 - .4 broken glass;
 - .5 wood;
 - .6 scattered bricks and stones;
 - .7 leaves;
 - .8 pieces of metal;

1.1 DEFINITIONS
(Cont'd)

- .9 (Cont'd)
- .9 plastic / paper bags;
- .10 empty containers; and
- .11 cloth.
- .10 MAAL: Minimum Acceptable Appearance Level (See Annex B).
- .11 Supervisor: See "Working Supervisor".
- .12 WHMIS: Workplace Hazardous Materials Information System
- .13 Working Supervisor: A Contractor representative who may be assigned janitorial duties combined with supervisory duties.

1.2 DESCRIPTION OF
WORK

- .1 Work of this Contract comprises the furnishing of all labour, material, tools, equipment and transportation required for the complete and satisfactory janitorial service as specified herein.
- .2 The Contract bid will be based upon the Contractor providing sufficient resources as defined above to achieve and maintain the cleaning standard given in Annex B and the cleaning frequency rate provided in Annex C.

1.3 JANITORIAL
ADMINISTRATOR

- .1 All reference to the Janitorial Administrator in this specification, is to be understood, that the Janitorial Administrator is representing the Real Property Operations Section (Halifax).
- .2 The Janitorial Administrator will provide the Contractor with a list of his / her authorized representatives at the pre-job meeting.

1.4 WORK INCLUDED

- .1 The Contractor must furnish all managerial, administrative and direct labour personnel, as well as all equipment and materials necessary to provide complete and satisfactory janitorial service for all buildings in the manner described in this specification.
- .2 Snow and ice removal as prescribed in Section 01 11 00 General Instructions.
- .3 Cleaning of minor incidents such as toilet overflow, minor spills etc.

1.5 WORK NOT
INCLUDED

- .1 The following will be excluded from this Contract:

1.5 WORK NOT
INCLUDED
(Cont'd)

- .1 (Cont'd)
- .1 building control, machinery or electronics rooms;
 - .2 emptying of cigarette butt receptacles;
 - .3 workshop or storage areas (except janitorial storage areas);
 - .4 interior of trophy and display cases;
 - .5 interior of refrigerators and microwave ovens;
 - .6 indoor games equipment (e.g. billiards tables);
 - .7 NPF operated facilities;
 - .8 removal of books from bookcases;
 - .9 replacement of fluorescent tubes;
 - .10 galleys;
 - .11 dining rooms;
 - .12 rented vending machines or water coolers covered by other service agreements;
 - .13 desks of facility / staff;
 - .14 chalkboards and whiteboards;
 - .15 office equipment, workstations and personal property of occupants; and
 - .16 disaster recovery services such as:
 - .1 water damage restoration;
 - .2 fire damage restoration;
 - .3 oil leak/spill clean up;
 - .4 odour removal.

1.6 SPECIAL
INSTRUCTIONS

- .1 Telephones:
- .1 Telephones are not to be cleaned under this Contract and are not to be disconnected for any reason. Any costs associated with loss of telephone service, equipment repairs or re-programming of telephones attributed to the Contractor will be borne by the Contractor as determined by the Base Telecom Officer.

1.6 SPECIAL
INSTRUCTIONS
(Cont'd)

- .2 Electrical Outlets (Computers):
 - .1 Electrical outlets dedicated to or associated with computer equipment will not be used to provide electrical power for cleaning equipment.
 - .3 Carpets:
 - .1 All carpets located in office areas must be vacuumed once per week with a maximum of eight (8) days in-between.
 - .4 Corridors:
 - .1 Only one half of the length of any corridor is to be washed at a time to enable commuting on the other side of the floor which is dry.
 - .2 Corridors will be buffed / spray buffed once per week (e.g. Thursdays).
 - .5 Desk-Side and Office Garbage Containers:
 - .1 The Contractor will empty the desk-side and office garbage containers in areas where no hallway sorting stations have been installed. Occupants will be responsible for the correct separation of recyclables. Where recycling stations have been installed, occupants will be responsible to placement in the appropriate centralized sorting stations including composting.
 - .6 Glass Surfaces:
 - .1 For purposes of this paragraph the word glass will also refer to Plexiglas or other materials used as a substitute for glass.
 - .2 Glass in all doors must be cleaned on both sides.
 - .3 All ground level glass at entrances (e.g. lobbies, foyers, etc.) will be cleaned on both exterior and interior surfaces.
 - .4 All glass wholly located within a building (e.g. office windows or glass partitions) must be serviced on both sides.
 - .5 Exterior facing windows must have interior surfaces cleaned.
 - .6 Inward facing side of exterior storm windows must be cleaned.
-

1.6 SPECIAL
INSTRUCTIONS
(Cont'd)

- .7 Entrances:
 - .1 At times of inclement weather, the Contractor must routinely patrol heavy traffic areas such as entranceways, lobbies and stairs and keep them clear of hazards such as litter, water, snow, ice, slush, sand, and salt.
- .8 Classrooms:
 - .1 Classrooms require cleaning on a flexible basis. The Supervisor will coordinate cleaning efforts with the facility manager in order to minimize the impact on operations. Floors and desks to be cleaned.
- .9 Hand Sanitizer:
 - .1 All wall mounted hand sanitizer dispensers must be replenished as required with solution provided by unit.
- .10 Light Shades:
 - .1 Light shades must be washed on a yearly basis up to and including a height of 3.05 m (10 ft). All light shades are to be cleaned of insects and dust on a quarterly basis.

1.7 LOCATIONS OF JOB
SITES AND AREAS

- .1 The buildings of the following locations CFB Halifax area are to be serviced, the cleanable area in square meters:
 - .1 Herring Cove Area (DC Division School):
 - .1 DC1 Administration building - 1,779 m²;
 - .2 DC18 Decontamination Centre - 229 m²;
 - .3 DC27 WFE Lab - 87 m²;
 - .4 DC37 Firefighting Facility - 735 m².
 - .2 Ferguson's Cove:
 - .1 FC1 Ferguson Cove - 391 m².
 - .3 Halifax Armoury:
 - .1 HA1 Halifax Armoury - 3,000 m².
 - .4 Royal Artillery Park (RA):
 - .1 RA1 Officer's Mess - 601 m²;
 - .2 RA2 Residence PMQ - 582 m²;

1.7 LOCATIONS OF JOB
SITES AND AREAS
(Cont'd)

- .1 (Cont'd)
- .4 (Cont'd)
 - .3 RA3 Cambridge library - 282 m²;
 - .4 RA6 PMQ - 180 m².
- .5 Willow Park:
 - .1 WL5 33 Svc BN HQ's - 823 m²;
 - .2 WL6 Supply Warehouse - 1,054 m²;
 - .3 WL7 RP Ops Unit (Atlantic) - 3056 m²;
 - .4 WL31 Militia Maintenance - 240 m²;
 - .5 WL51 RP Ops Section (Halifax) shops - 231 m²;
 - .6 WL57 TEME - 2,144 m².
- .6 Windsor Park:
 - .1 WP26 Training Centre - 1,004 m²;
 - .2 WP38 Daycare - 216 m²;
 - .3 WP61 Normandy Block - 2,641 m²;
 - .4 WP62 Heating Plant - 118 m²;
 - .5 WP63 Band / BDF - 918 m²;
 - .6 WP64 Thunderbird Club - 1,205 m²;
 - .7 WP92 Military Police - 724 m²;
 - .8 WP106 MFRC Learning Centre - 2,288 m²;
 - .9 WP106 MFRC Daycare - 538 m²;
 - .10 WP114 JPSU Centre - 500 m²;
 - .11 WP117T, WP118T, & WP119T - 234 m²;
 - .12 16 Mascarene Drive MFRC Unit - 139 m².
- .2 Total area: 25,939 m²
- .3 For reasons including but not limited to realty rationalization, any buildings or portion thereof may be deleted from this contract at any time with 30 days notice.

1.8 SCHEDULE
REQUIREMENTS

- .1 The Contractor will provide service, Monday to Friday with the following exceptions:
 - .1 Federal statutory holidays.
- .2 The Contractor will provide janitorial services seven (7) days a week including statutory holidays to the following buildings:
 - .1 WP61 Normandy Block;
 - .2 WP106 MFRC Learning Centre;
 - .3 WP114 JPSU Centre.
 - .4 Saturday, Sunday and statutory holidays schedule must consist of all washrooms areas, sweeping of corridors, collection and removal of all garbage, recyclables and compostables.
 - .1 WP106 MFRC Learning Centre will require the large meeting room to be serviced. Requested service by customer contacting Contractor as to when services are required.
- .3 WP106 MFRC Daycare:
 - .1 The cleaner for the daycare will start at 1700.
 - .2 Daycare facilities are to be treated the same as medical facilities.
- .4 16 Mascarene Dr:
 - .1 Cleaner to clean common areas. Cleaner must sign key at WP106 MFRC
- .5 At buildings where signing a logbook is required to gain entry, the in / out times inscribed therein must reflect the actual cleaning start and end times.

1.9 SNOW / ICE
REMOVAL

- .1 The Contractor will be responsible seven (7) days per week for removing snow and ice from entrance ways, fire exits sufficiently to allow Property Services to clear any remaining snow and ice as described below.
- .2 During normal working hours, the Contractor will be responsible for clearing ice and snow from main entrances, fire escapes and their associated steps, landings and walkways in accordance with the following points:

1.9 SNOW / ICE
REMOVAL
(Cont'd)

- .2 (Cont'd)
- .1 Main entrances must be cleared of snow and ice by 0700, primary fire escape routes by 0730, and secondary fire escape routes by 0800. Thereafter, these areas must be checked and re-cleared as needed every two (2) hours or after the accumulation of five (5) centimetres, whichever occurs first.
 - .2 Snow and ice removal is to be complete to the adjacent sidewalk, roadway or parking lot (to a maximum of 10 feet) and as directed by the Janitorial Administrator.
 - .3 The Contractor must spread salt / urea and / or sand as necessary and as directed by the Janitorial Administrator to prevent and remove snow and ice build-up.
- .3 In the event of snowfall, shift start times may need to be altered to accommodate snow / ice-clearing activities.
- .4 The Cleaning Standard specified in Annex B must not be compromised by snow / ice clearing efforts.
- .1 Janitorial Staff normally assigned to a building must be capable of handling routine snow / ice removal in addition to performing their normal daily cleaning duties to the specified cleaning standard (Annex B).
 - .2 The Contractor will estimate an allowance for the minimum additional resources (personnel and equipment) required to conduct snow / ice removal related to five (5) heavy snowfalls per year, and must incorporate this amount into the Contract bid.
 - .3 The Contractor may employ personnel separate from the normal janitorial staff for snow / ice removal so long as they meet the security requirements.
- .5 Units that work outside the normal working hours in buildings covered by this Contract (e.g. Army Reserve units, TEME) are responsible to carry out their own snow / ice removal during after-hours periods.

1.10 SITE ACCESS AND
KEYS

- .1 Access to the site is under the direction of the Department of National Defence (DND). All visitors entering areas where a daily pass is issued will be aware of the possible requirement for search as a condition of issue.

1.10 SITE ACCESS AND
KEYS
(Cont'd)

- .2 While within the confines of CFB Halifax, all employees and representatives of the Contractor must comply with all of the Standing Orders as promulgated by Base Authorities. The Janitorial Administrator will provide copies of relevant Standing Orders as required.
- .3 Except as noted below, Contractor staff must not hold or be given access to keys for any MARLANT building.
 - .1 Contractor may be granted temporary access to keys for certain rooms that require cleaning after normal working hours (e.g. due to occupant's requests). The keys must be returned upon completion of the work.
 - .2 Contractors may be given keys for janitorial storage areas.
- .4 Contractors should not be expected or relied upon to open any building for CF / DND personnel.

1.11 PRE-JOB MEETING

- .1 Immediately upon receipt of award of Contract, the successful Contractor will contact Janitorial Administrator to arrange a pre-job meeting prior to commencement of any work.
- .2 The Janitorial Administrator will provide a list of authorized representatives.

1.12 CONTRACTOR
PASSES

- .1 All Contractor employees will carry an authorized Contractor pass on their persons when employed on DND property. Such passes will be produced on demand to Military Police, Commissionaires, security guards and persons in authority.
 - .1 In order to obtain a Contractor's pass, the Contractor must have an approved Visitor Clearance Request (VCR) and up to date security clearance for each employee. The Janitorial Administrator will not sign the forms until proof of VCR and security clearance have been completed.
 - .2 The Contractor will complete application forms for Contractor passes for each individual and submit them to the Janitorial Administrator for approval signature. The Contractor will accompany the employee to the Dockyard Identification Section for issuance of passes.
- .2 The Contractor will ensure Contractor passes are recovered from employees who cease to be employees of the company or who cease to be employed on DND property. Such passes must be immediately returned to the Identification Pass office.

1.13 PARKING

- .1 In limited areas, a parking space will be made available on site for Contractor vehicles to drop off equipment and supplies. The Contractor will maintain and administer this space as directed.
- .2 The Contractor will have to pay for parking at the following locations:
 - .1 Windsor Park - Halifax, NS;
 - .2 Willow Park - Halifax, NS; and
 - .3 RA Park - Halifax, NS.

1.14 STAFF
COMPETENCE AND
CONDUCT

- .1 The Contractor must not employ anyone unfit or unskilled for the intended duties.
- .2 All employees must be in good general health, and physically capable of performing all assigned duties.
- .3 Disorderly conduct, use of abusive or offensive language, quarrelling, intimidation by words, actions, or fighting, and participation in any activity that interferes with MARLANT operations must not be condoned.
- .4 The Janitorial Administrator reserves the right to require the dismissal from the site any workers deemed, unproductive, incompetent, careless, insubordinate or otherwise objectionable.
- .5 In disputes regarding the fitness of employees, the Janitorial Administrator's decision is final.

1.15 SUPERVISION

- .1 The Contractor will provide the Janitorial Administrator with the name of the authorized Supervisor (s) containing the following items:
 - .1 full name;
 - .2 contact numbers (cellular phone, pager, etc.).
- .2 The Contractor will provide a Supervisor with a means by which the Janitorial Administrator will have direct and immediate communications to the Supervisor. Acceptable methods include pagers and cellular phones.
- .3 When a cleaning task that is infrequently performed (e.g. 3 months, 6 months, yearly) is to be carried out, the Supervisor must give personal and supervision to the work as it is being performed to ensure it is done safely and correctly.

1.15 SUPERVISION
(Cont'd)

- .4 It is the Supervisor's responsibility to ensure all work is completed to the quality standard specified herein prior to departure from the worksite.

1.16 QUALITY AND
INSPECTION

- .1 The Contractor is responsible to ensure the quality of the work meets the Minimum Acceptable Appearance Level (MAAL) specified in Annex B - Cleaning Standard.
- .2 Supervisors will conduct routine daily quality assurance inspections and ensure deficiencies are rectified in a timely manner.
- .3 The Janitorial Administrator must conduct periodic Contractor performance evaluation inspections to assess the quality of work and verify compliance with the Cleaning Standard.
- .1 The inspector must conduct inspections or other personnel so authorized by the Janitorial Administrator.
- .2 All aspects of this Contract are subject to audit / verification / inspection at any time.
- .4 There will be zero tolerance of sub-standard washroom services.
- .5 In disputes regarding the quality of workmanship, the Janitorial Administrator's decision is final.

1.17 USE OF WORKSITE

- .1 The Janitorial Administrator will brief the Contractor on use of the worksite.
- .2 The Contractor must not unreasonably encumber the worksite with supplies or equipment, and must move such items that interfere with the operations of the Janitorial Administrator or other Contractors.
- .3 The Contractor must turn off all non-essential lights upon completion of work.
- .4 Upon completion of work in an area that was secure at the commencement of such work, the Contractor's staff must close and lock all windows and doors, and return any keys that were signed out to perform the work.

1.18 CODES AND
STANDARDS

- .1 The Contractor must meet the requirements of Contract documents, specified standards, codes and referenced documents. The Contractor must ensure that all employees understand and comply with all regulations outlined in this specification at all times when employed within the confines of CFB Halifax, NS.

<u>1.18 CODES AND STANDARDS (Cont'd)</u>	.2	Contractor Site Supervisors and staff must be conversant with MARLANT Solid Waste Management Program as outlined in Annex A.
<u>1.19 SIGNS AND NOTICES</u>	.1	Safety and instruction signs and notices such as wet floor signs must be in both official languages (English and French) and conspicuously placed while in use.
	.2	Wet floor signs must be collapsible and conform to latest version of "Signs and Symbols for the Workplace".
<u>1.20 WORKSITE IRREGULARITIES</u>	.1	The Contractor must notify the Janitorial Administrator of irregularities in the worksite such as: <ul style="list-style-type: none">.1 mechanical, electrical, or structural defects;.2 vandalism or cases of wilful neglect by building occupants; or.3 any other situations beyond the scope of work.
	.2	In the case of vandalism or wilful neglect by building occupants, the Janitorial Administrator will determine the most suitable course of action to rectify the situation. <ul style="list-style-type: none">.1 In these cases, the Janitorial Administrator reserves the right to recoup all expenses incurred through rectification of the situation from the Unit or individual (s) responsible.
<u>1.21 UNIFORMS</u>	.1	All Contractor cleaning staff must wear uniforms while at the worksite; uniforms will be provided at the expense of the Contractor.
	.2	Employee uniforms should be identical and bear the company name in a prominent location. They may be industrial type shirts, knee-length duster coats, or heavyweight T-shirts, so long as they are maintained in good condition and professional appearance.
	.3	Supervisors' uniforms must identify them as such.
<u>1.22 SERVICE CALLS</u>	.1	The Contractor will provide a 24-hour "call-in" service as and when requested by the Janitorial Administrator.
	.2	The Contractor must notify the Janitorial Administrator of the telephone number at which the Contractor or his / her representative may be contacted at all times.

1.22 SERVICE CALLS
(Cont'd)

- .3 The Contractor must report service calls executed outside normal working hours to the Janitorial Administrator immediately on the next working day.
- .4 The Janitorial Administrator will advise the Contractor of those personnel authorized to request emergency service, typically a Duty Engineer.
- .5 Services undertaken at the request of unauthorized persons will be done at the Contractor's risk, with regards to payment. That is, the Janitorial Administrator assumes no financial responsibility for payment of said services.

1.23 NOTICE OF
ADDITIONAL
REQUIREMENTS

- .1 Occasionally, a "Task Authorization (DND 626)" will be issued by the Janitorial Administrator to notify the Contractor of additional requirements against this Contract. Whenever possible, 24 hours notice will be given.
 - .1 All call-ups supported with a DND 626 will be invoiced separately.
- .2 Prior to commencing work, the Contractor must submit a written cost estimate to the Janitorial Administrator that includes the total costs for all work to be performed as requested, exclusive of regular inspections.
- .3 Upon completion of the Work, the Contractor must provide the Janitorial Administrator with an itemized breakdown to illustrate how costs were incurred (labour, materials, attendance, etc.).
- .4 Invoices must be submitted to the Janitorial Administrator.

PART 2 - PRODUCTS

2.1 NOT USED

- .1 Not used.

PART 3 - EXECUTION

3.1 NOT USED

- .1 Not used.

PART 1 - GENERAL

1.1 CONSTRUCTION
SAFETY MEASURES

- .1 Observe and enforce construction safety measures by complying with the requirements of the following statutes and authorities:
 - .1 Canada Labour Code Part II and the Canada Occupational Health and Safety Regulations.
 - .2 The Nova Scotia Occupational Health and Safety Act and supporting Occupational General Safety Regulations as amended from time to time.
 - .3 Most recent amendments to the National Building Code of Canada, Part 8 and National Fire Code of Canada.
- .2 Refer to Section 01 35 35, DND Fire Safety Requirements.
- .3 Janitorial Administrator will provide a copy of any relevant special written instructions to be followed.
- .4 Before Work Begins
 - .1 Bidder / Tender to provide documentation if requested by the Crown, indicating all safety training attained for each person who will be involved with the Contract.
- .5 The following disciplinary measures will be taken for any violations of safety under this Contract.
 - .1 First Violation:
 - .1 Verbal warning issued to the Contractor for the first violation of a safety regulation (Violation will be documented on Contract file, copy to Contractor, Defence Construction Canada (DCC) or PWGSC).
 - .2 Second Violation:
 - .1 Written warning to Contractor for second violation of a safety regulation (Violation will be documented on Contract file, copy to Contractor, DCC or PWGSC).
 - .3 Third Violation:

1.1 CONSTRUCTION
SAFETY MEASURES
(Cont'd)

- .5 (Cont'd)
 - .3 (Cont'd)
 - .1 A third violation of a safety regulation may result in the termination of the contract with a recommendation to the Contracting Authority that the contractor be denied access to Real Property Operations Unit (Atlantic) (Documented to Contract file, copies to Contractor, DCC or PWGSC).
 - .4 Serious Violation:
 - .1 For a serious violation of a safety regulation as deemed by a regulator, project manager or safety officer a recommendation will be made to the Contracting Authority to immediately terminate the Contract / Standing Offer (Violation documented on Contract file, copies to Contractor, DCC or PWGSC).
 - .5 Charges Laid or Guilty Determination by Courts:
 - .1 Infractions of safety regulations that result in charges being laid by a regulator against the Contractor or the Contractor being found guilty by the courts may result in that Contractor being denied access to RP Ops U (A) contracts.

1.2 HAZARD
ASSESSMENTS

- .1 Contractor must implement and carry out a health and safety hazard assessment program as part of the Work. Program to include:
 - .1 Initial Hazard Assessment:
 - .1 Carried out upon notification of Contract award and / or prior to commencement of Work.
 - .2 On-going Hazard Assessments:
 - .1 Performed during the progress of Work identifying new or potential health risks and safety hazards not previously known. As a minimum, hazards assessments must be carried out when:
 - .1 new sub-trade work, new sub-contractor(s) or new workers arrive at the site to commence another portion of the Work;
 - .2 the scope of Work has been changed;

1.2 HAZARD
ASSESSMENTS
(Cont'd)

- .1 (Cont'd)
 - .2 (Cont'd)
 - .3 Work conducted in confined spaces; and / or
 - .4 potential hazard or weakness in current health and safety practices are identified by the Janitorial Administrator.
- .2 Hazard assessments will be project and site specific, based on review of Contract documents and site.
- .3 Each hazard assessment to be made in writing. Keep copies of all assessments on site for duration of Work. Upon request, make available to Janitorial Administrator.
- .4 The Contractor must notify Janitorial Administrator of suspected hazardous material during work and not apparent from drawings, specifications, or report pertaining to work (e.g. lead, asbestos etc.). Do not disturb such material pending instructions from the Janitorial Administrator. The Janitorial Administrator will make the necessary arrangements for testing the material as required.

1.3 ASBESTOS
PRODUCTS &
ASBESTOS ACTIVITY

- .1 Within the confines of the Base, the provision of new products containing fibrous asbestos materials is prohibited.
- .2 Demolition or disturbance of spray or trowel-applied asbestos can be hazardous to health. Should material resembling spray or trowel-applied asbestos be encountered in course of work, stop work and notify Janitorial Administrator immediately. Do not proceed until written instructions have been received from Janitorial Administrator.

1.4 HAZARDOUS
MATERIAL SPILL

- .1 The Contractor or sub-contractors must report to the DND fire hall and the Janitorial Administrator for any incident or spill involving hazardous materials (HAZMAT).
- .2 In the event of a hazardous material spill, the following procedures for initial actions must be followed:
- .1 ensure safety of all personnel;
 - .2 assess spill hazards and risks;
 - .3 ventilate area if release is indoors and remove all sources of ignition;
 - .4 stop the spill if safely possible (e.g. shut off pump, replace cap, tip drum upward, patch leaking hole etc.);

1.4 HAZARDOUS
MATERIAL SPILL
(Cont'd)

- .2 (Cont'd)
- .5 no matter the volume is, contact the DND fire hall and provide the following information:
 - .1 time of the spill;
 - .2 location;
 - .3 special considerations:
 - .1 personal safety;
 - .2 environmental.
 - .4 type and amount of spill;
 - .5 person reporting the spill:
 - .1 name;
 - .2 company; and
 - .3 telephone number.
 - .6 contain the spill;
 - .7 isolate the area as required;
 - .8 contact the Janitorial Administrator; and
 - .9 clean up minor spills using appropriate protective equipment and supplies.

1.5 FASTENING
DEVICES EXPLOSIVE
ACTUATED

- .1 Explosive actuated devices will not be used.

1.6 HOT WORK

- .1 All hot work activity is to take place with Janitorial Administrator's approval and written permission from the Base Fire Chief (hot work permit). Hot work permits and fire watch requirements will be provided by the Dockyard fire hall at 427-3500.
- .2 The ventilation system in the area of any hot work activity is to be isolated to prevent migration of fumes / smoke and to reduce any possible spread of fire to other areas of the facility.
- .3 Contractor is to employ an employee trained in the use of fire extinguishers as fire watch during any hot work for a minimum of 30 minutes after activity has ceased.

1.7 CONFINED SPACES

- .1 All work in confined spaces will be carried out in compliance with the Canada Occupational Safety and Health Regulations, Part XI.
- .2 The Contractor to provide and maintain all equipment as required by any person to enter and/or perform work in a safe manner, in compliance with the Canada Occupational Safety and Health Regulations, Part XI.
- .3 The Contractor to provide and maintain training, as required by the Canada Occupational Safety and Health Regulations, Part XI.
 - .1 The Contractor and / or his / her employees must provide proof of training and qualifications when requested by the Janitorial Administrator.
- .4 The Contractor to provide the Janitorial Administrator with a copy of an "entry permit" for each and every entry into the confined space to ensure compliance with the Canada Occupational Safety and Health Regulations, Part XI.
- .5 The Contractor to have a hazard assessment of the confined space performed.
 - .1 The Contractor to provide the Janitorial Administrator with a copy of the hazard assessment.

1.8 FALL PROTECTION

- .1 All work carried out above the mandatory height restrictions, from unguarded structure and / or scaffolding, will be done in compliance with the Canada Occupational Safety and Health Regulations, Part XII, Section 12.10.
- .2 The components of a fall protection system must meet the standards as outlined in the Canada Occupational Safety and Health Regulations, Part XII, Section 12.10 (2).
- .3 The Contractor is to ensure fall protection equipment is maintained, inspected and tested by a qualified technician as required by the Canada Occupational Safety and Health Regulations, Part XII, Section 12.3.

1.9 ARC FLASH

- .1 The Contractor is to ensure all electrical equipment such as switchboards, panelboards, motor control centres and meter socket enclosures be marked to warn persons of potential electric shock and arc flash hazards. This labeling is required for all new & modified installations.
- .2 The warning label must also include information regarding "arc flash hazard category (0 to 4)" and the "Flash Protection Boundary" as defined in NFPA 70E. All projects specifications must include short circuit study and flash hazard analysis.

1.9 ARC FLASH
(Cont'd)

- .3 In accordance with the CSA Standards Z462 Workplace Electrical Safety, electrical Contractors are required to perform a shock and flash hazard analysis to select the appropriate PPE to wear. Electrical Contractors are now required arc-rated personal protective equipment while troubleshooting and diagnostic testing that cannot be performed unless the electrical conductor or circuit part is energized. All Contractor work practices must protect each employee from arc flash and from contact with live parts directly with any part of the body or indirectly through some other conductive object.

1.10 SAFETY

- .1 It is the Contractor's responsibility to be familiar with all applicable safety acts, regulations, codes and Contract requirements. These must be identified and addressed in the safety plan, by identifying Standard Operating Procedures (SOP) and safe work practices (SWP) which incorporate clear and specific control measures, applicable rules, procedures and practices, all of which will become mandatory.
- .2 The Contractor must ensure all workers and authorized persons entering the work site are notified of and abide by the posted safety plan, safety rules, procedures, safe work practices and applicable safety acts, regulations, and codes. Any person not complying with these will not be permitted on the site.
- .3 Contractor must ensure that all applicable personal protective equipment (PPE) is used.
- .1 All personnel are required to wear hard hats, in accordance with CSA Z94.1, Industrial Protective Headwear.
- .2 All personnel are required to wear safety footwear, in accordance with CSA Z195, Protective Footwear.
- .3 All personnel are required to wear eye & face protection, in accordance with CAN/CSA Z94.3.1, Selection, Use and Care of Protective Eyewear.
- .4 When and where noise level is above 85 decibels; all personnel are required to wear hearing protection, in accordance with CAN/CSA Z94.2, Hearing Protection Devices - Performance, Selection, Use, and Care of Respirators.
- .4 The Janitorial Administrator will coordinate arrangements for the Contractor to be briefed on site safety within fourteen (14) days of award of Contract.

PART 2 - PRODUCTS

2.1 NOT USED .1 Not used.

PART 3 - EXECUTION

3.1 NOT USED .1 Not used.

PART 1 - GENERAL

1.1 EMERGENCY
REPORTING

- .1 Telephone Numbers:
 - .1 Base phone: dial 9-1-1;
 - .2 cell phone: 902-427-3333.

1.2 FIRE SAFETY
ENFORCEMENT

- .1 Within the confines of the Base, the prescription and enforcement of mandatory fire safety measures will be exercised under the authority of the Base Fire Chief.
- .2 Comply with and enforce compliance by all Contractor personnel with all requirements of this specification section, and with the most recent edition of the National Building Code of Canada (NBC) and the National Fire Code of Canada (NFCC), including all subsequent revisions issued by the National Research Council of Canada.
- .3 The Janitorial Administrator reserves the right to require the dismissal from site of persons deemed careless or otherwise in violation of the fire safety requirements.

1.3 FIRE SAFETY
BRIEFING

- .1 Prior to commencement of work under this Contract, the Janitorial Administrator will arrange a meeting of all parties concerned to review and clarify requirements for fire safety measures. This may involve a briefing by the Base Fire Chief.
- .2 The Janitorial Administrator will provide direction for reporting of fire including the emergency telephone number for fire reporting and location of fire alarms within or adjacent to work area.

1.4 FIRE WATCH

- .1 For hot work activity, the Contractor will provide the service of fire watch persons on a scale and schedule as prescribed by the Dockyard fire hall at the time of issuance of the hot work permit.

1.5 FIRE
EXTINGUISHERS

- .1 Supply fire extinguishers, as prescribed by the Base Fire Chief, necessary to protect work in progress and Contractor's physical plant on site.

1.6 SMOKING
PRECAUTIONS

- .1 Smoking not permitted on DND property except in designated smoking areas. This includes smoking in passenger motor vehicles.

1.6 SMOKING
PRECAUTIONS
(Cont'd)

- .2 In accordance with these fire safety requirements particular to the work area and site, the Janitorial Administrator and Base Fire Chief will designate hazardous areas as well as non-restricted areas where smoking may be permitted.
- .3 Smoking is prohibited in all buildings.
- .4 In all other areas, exercise care and comply with written or oral directives of the Janitorial Administrator for the use of smoking materials.

1.7 REPORTING FIRE
INCIDENTS

- .1 Report immediately all fire incidents as follows:
 - .1 activate nearest fire alarm; or
 - .2 dial 9-1-1 or designated number given at the time of briefing; and
 - .3 telephone the Janitorial Administrator.
- .2 Persons activating fire alarm must remain at the alarm to direct the Fire Department to the scene of the fire.
- .3 When reporting a fire by telephone, give location of fire, name and number of building and be prepared to direct Fire Department to the scene of the fire.

1.8 INTERIOR AND
EXTERIOR FIRE
PROTECTION AND
ALARM SYSTEM

- .1 Notify Base Fire Chief at least 48 hours prior to scheduling any work that may require fire alarm and / or protection systems to be:
 - .1 obstructed in any way;
 - .2 shut-off; and / or
 - .3 left inactive at the end of a working day or shift without authorization from Base Fire Chief.
- .2 Do not commence any such work until Janitorial Administrator confirms approval and direction by the Base Fire Chief.
- .3 Fire hydrants, standpipes and hose systems must not be used for other than fire fighting purposes unless authorized by the Janitorial Administrator and the Base Fire Chief.

1.9 BLOCKAGE OF
ACCESS FOR FIRE
FIGHTING APPARATUS

- .1 Advise Base Fire Chief of work that would impede fire apparatus response. This includes violation of minimum overhead clearance, as prescribed by Base Fire Chief, erecting of barricades and digging of trenches.

1.10 RUBBISH AND
WASTE MATERIALS

- .1 Storage:
 - .1 Where it is necessary to store oily waste in work areas exercise extreme care to ensure maximum possible safety and cleanliness.
 - .2 Greasy or oily rags or materials subject to spontaneous combustion must be deposited and kept in a receptacle approved by the Base Fire Chief and removed as directed by the Janitorial Administrator.
- .2 The burning of rubbish is prohibited.
- .3 Removal:
 - .1 Remove rubbish from the work site at end of work day or shift or as directed by the Janitorial Administrator.

1.11 FLAMMABLE
LIQUIDS

- .1 Handling, storage and use of flammable and combustible liquids governed by current National Fire Code of Canada and guided by the requirements established by the Base Fire Chief.
- .2 Keep flammable and combustible liquids such as gasoline, kerosene and naphta for ready use in quantities not exceeding 30 litres provided that they are stored in approved safety cans bearing Underwriters' Laboratory of Canada or Factory Mutual seal of approval. Storage of quantities of flammable and combustible liquids exceeding 30 litres for work purposes requires permission of Base Fire Chief.
- .3 The Janitorial Administrator reserves the right to require removal from the site any storage containers not acceptable to the Base Fire Chief.
- .4 Transfer of flammable and combustible liquids is prohibited within buildings or jetties.
- .5 Transfer of flammable and combustible liquids will not be carried out in the vicinity of open flames or any type of heat producing devices.
- .6 Do not use flammable and combustible liquids having a flash point below 38 degrees C such as naphtha or gasoline as solvents or cleaning agents.
- .7 Store flammable and combustible waste liquids, for disposal, in approved containers located in a safe ventilated area. Keep quantities minimum and Fire Department is to be notified when disposal is required.

1.12 HAZARDOUS
SUBSTANCES

- .1 Work entailing use of toxic or hazardous materials, chemicals and / or explosives, or otherwise creating a hazard to life, safety or health, in accordance with National Fire Code of Canada, and measures prescribed by the Base Fire Chief.
- .2 Obtain from Base Fire Chief a "hot work permit" for work involving welding, burning or use of blowtorches and salamanders, in buildings or facilities.
- .3 When Work is carried out in dangerous or hazardous areas involving use of heat, provide fire watchers equipped with sufficient fire extinguishers. Determination of dangerous or hazardous areas along with level of protection necessary for fire watch is at discretion of Base Fire Chief. Contractors are responsible for providing fire watch service for work on scale established and in conjunction with Base Fire Chief at pre-work conference.
- .4 Provide ventilation where flammable liquids, such as lacquers or urethanes are used, eliminate sources of ignition. Inform Base Fire Chief prior to and at cessation of such work.

1.13 FIRE INSPECTION

- .1 Co-ordinate site inspections by Base Fire Chief through Janitorial Administrator.
- .2 Allow Base Fire Chief unrestricted access to work site.
- .3 Co-operate with Base Fire Chief during routine fire safety inspection of work site.
- .4 Immediately remedy unsafe fire situations observed by Base Fire Chief.

PART 2 - PRODUCTS

2.1 NOT USED

- .1 Not used.

PART 3 - EXECUTION

3.1 NOT USED

- .1 Not used.

PART 1 - GENERAL

1.1 DEFINITIONS

- .1 Environmental Pollution and Damage:
 - .1 Presence of chemical, physical, biological elements or agents which adversely affect human health and welfare; unfavourably alter ecological balances of importance to human life; affect other species of importance to humankind; or degrade environment aesthetically, culturally and/or historically.
- .2 Environmental Protection:
 - .1 Prevention / control of pollution and habitat or environment disruption during construction. Control of environmental pollution and damage requires consideration of land, water, and air; biological and cultural resources; and includes management of visual aesthetics; noise; solid, chemical, gaseous, and liquid waste; radiant energy and radioactive material as well as other pollutants.

1.2 GENERAL

- .1 Contractors must take all reasonable steps to ensure they and their employees comply with all pertinent legislation to protect the environment.
- .2 The Janitorial Administrator will provide the Contractor with copies of MARLANT and RP Ops U (A) Environmental Standard Operating Procedures (SOPs) as required.
- .3 All relevant information pertaining to the MARLANT Solid Waste Management Program may be found in Annex A.

1.3 DISPOSAL OF WASTES

- .1 The Contractor will ensure that the disposal of all cleaning waste or by-products is carried out in accordance with all applicable product-specific instructions such as WHMIS.
- .2 The Contractor must not dispose of volatile materials such as mineral spirits, oil or paint thinner into waterways, storm or sanitary sewers.
- .3 The burning or burying of rubbish and/or waste materials on-site is prohibited.
- .4 Disposal of bio-hazardous waste will be carried out in accordance with:
 - .1 CCME-EPC-WM-42E February 1992 - Guidelines for the Management of Biomedical Waste in Canada.

PART 2 - PRODUCTS

2.1 NOT USED .1 Not used.

PART 3 - EXECUTION

3.1 NOT USED .1 Not used.

PART 1 - GENERAL

1.1 GENERAL
REQUIREMENTS

- .1 Only the use of Janitorial Administrator approved materials and equipment will be permitted.
- .2 The Contractor must provide and use equipment of industrial design and quality, performing to typical industry standards and for which replacement parts are readily available.
- .3 The Contractor will deliver copies of Material Safety Data Sheets (MSDS) for all proposed products to the Janitorial Administrator at least seven (7) days prior to the Contract start date.
- .4 The Contractor must have all of the necessary equipment and materials specified in this document in place prior to the Contract start date.

1.2 MANUFACTURER'S
INSTRUCTIONS

- .1 The Contractor will, unless otherwise directed by the Janitorial Administrator, comply with manufacturer's latest printed instructions for materials and equipment use.
- .2 The Contractor will notify the Janitorial Administrator in writing of any conflict between this specification and manufacturer's instructions. The Janitorial Administrator will determine which document is to be followed.

1.3 STORAGE AND
DELIVERY OF
MATERIALS

- .1 Storage will only be in areas approved by the Janitorial Administrator.
- .2 Where space permits, the Janitorial Administrator will provide a central, secure location within the Contract area for the storage of up to one month's supply of cleaning products and replenishment materials.
- .3 Where possible, the Janitorial Administrator will provide sufficient storage areas within the individual buildings for a minimum of one week's supply of cleaning products and replenishment materials.
- .4 The Contractor will ensure that all containers holding products deemed under WHMIS to be hazardous bear correct WHMIS labelling.
- .5 The Contractor will deliver, store and maintain packaged material in accordance with supplier's instructions and with manufacturer's seals and labels intact.

1.3 STORAGE AND
DELIVERY OF
MATERIALS
(Cont'd)

- .6 The Contractor must prevent damage, adulteration and spoiling of cleaning materials during delivery, handling and storage. Rejected material must be immediately removed from the site.
- .7 Entrance doors to cleaning supply storage areas will bear the following items:
 - .1 correct WHMIS signage, provided by and installed at the expense of the Contractor; and
 - .2 an up-to-date set of Material Safety Data Sheets permanently affixed to the storage room door.
- .8 The Contractor must keep storage areas clean and free from clutter at all times.
- .9 Storage areas are to be closed and locked when not being immediately used, but must not be closed while persons are inside.

1.4 SUPPLY
REQUIREMENTS

- .1 The Contractor will provide all materials including but not limited to the following:
 - .1 toilet tissue;
 - .2 hand towel (roll or multi-fold);
 - .3 liquid germicidal soap;
 - .4 liquid hand soap;
 - .5 gloves, reusable or disposable (e.g. latex, vinyl, nitrile rubber)
 - .6 heavy duty, clear plastic bags for shredded paper, recyclables, and dry garbage; and
 - .7 sani-bags.
- .2 All material and cleaning supplies must be environmentally friendly / or green.
 - .1 Note: Damage Control Division building DC37 require the use of "Spray Nine" cleaner / degreaser only because of the alarm systems.
- .3 The estimated monthly usage of the major supply items is shown below:
 - .1 Damage Control Division / Ferguson's Cove:
 - .1 Supply Item / Estimated Monthly Requirement:

1.4 SUPPLY
REQUIREMENTS
(Cont'd)

- .3 (Cont'd)
 - .1 (Cont'd)
 - .1 toilet tissue / 480 rolls (2 ply);
 - .2 paper hand towel / 240 rolls (standard 8");
 - .3 liquid hand soap / 22 litres (bulk fed).
 - .2 Halifax Armoury:
 - .1 Supply Item / Estimated Monthly Requirement:
 - .1 toilet tissue / 240 rolls (2 ply);
 - .2 paper hand towel / 240 rolls (standard 8");
 - .3 liquid hand soap / 16 litres (bulk fed).
 - .3 Royal Artillery Park:
 - .1 Supply Item / Estimated Monthly Requirement:
 - .1 toilet tissue / 192 rolls (1,000 ft Coreless 2 ply);
 - .2 paper hand towel / 50 rolls (1,000 ft with 1¾ hub);
 - .3 liquid hand soap / 18 litres (bulk fed).
 - .4 Willow Park:
 - .1 Supply Item / Estimated Monthly Requirement:
 - .1 toilet tissue / 48 rolls (1,000 ft Coreless 2 ply);
 - .2 paper towel / 148 rolls (1,000 ft with 1¾ hub);
 - .3 liquid hand soap / 50 litres (bulk fed);
 - .4 EZ foam (WL7) / 12 bags (1,000 ml).
 - .5 Windsor Park:
 - .1 Supply Item / Estimated Monthly Requirement:
 - .1 toilet tissue / 180 rolls (1,000 ft Coreless 2 ply);

1.4 SUPPLY
REQUIREMENTS
(Cont'd)

- .3 (Cont'd)
- .5 (Cont'd)
 - .2 paper towel / 70 rolls (1,000 ft with 1¾ hub);
 - .3 liquid hand soap / 40 litres (bulk fed);
 - .4 multifold towels / 5 boxes (daycare).
- .4 The Contractor will ensure that all supplies are maintained at appropriate levels in sufficient advance of requirements.
- .5 In the event that actual use exceeds the estimates shown above, the Janitorial Administrator will supply the necessary amount of materials to make up any shortages.
- .6 Salt or urea for steps and landings will be supplied on site by DND.

1.5 EQUIPMENT
REQUIREMENTS

- .1 All equipment will be provided by Contractor for each location as needed and agreed upon by Janitorial Administrator.
 - .1 All equipment will be located and used as directed by Janitorial Administrator.
 - .2 Floor machines must be dual speed capable.
 - .3 All vacuums must be equipped with HEPA filters.
- .2 The following equipment is required for the locations:
 - .1 DC School and Ferguson's Cove (equipment to be shared for all buildings):
 - .1 three (3) 350 RPM floor machines;
 - .2 one (1) wet / dry pickup vacuum complete with accessories for wet or dry pickup, five (5) gallon capacity or higher;
 - .3 three (3) vacuums complete with all accessories.
 - .2 Halifax Armoury:
 - .1 one (1) 350 RPM floor machine;
 - .2 one (1) wet / dry pickup vacuum complete with accessories for wet or dry pickup, five (5) gallon capacity or higher;
 - .3 one (1) vacuum complete with all accessories.

1.5 EQUIPMENT
REQUIREMENTS
(Cont'd)

- .2 (Cont'd)
- .2 (Cont'd)
- .3 RA Park (equipment to be shared for all buildings in RA Park):
- .1 two (2) 350 RPM floor machines;
 - .2 one (1) wet / dry pickup vacuum complete with accessories for wet or dry pickup, five (5) gallon capacity or higher;
 - .3 three (3) vacuums complete with all accessories;
 - .4 one (1) vacuum equipped with power head and accessories.
- .4 Willow Park:
- .1 four (4) 350 RPM floor machines;
 - .2 one (1) ultra high speed (minimum 1500 rpm) burnishing machine;
 - .3 one (1) wet/dry pickup vacuum complete with accessories for wet or dry pickup, five (5) gallon capacity or higher;
 - .4 five (5) vacuums: two (2) completely equipped with power head and three (3) with wand and all accessories for edges and stairs, to be shared throughout Willow Park.
 - .5 one (1) hot water extraction carpet cleaner (100 psi at nozzle) complete with beater bar head and wands for edges and stairs, to be made available and used throughout the Halifax Area Contract.
- .5 Windsor Park:
- .1 WP26 (shared with WP64):
 - .1 one (1) 350 RPM floor machine;
 - .2 one (1) vacuum equipped with power head and accessories.
 - .2 WP38:
 - .1 one (1) 350 RPM floor machine;
 - .2 one (1) vacuum.

1.5 EQUIPMENT
REQUIREMENTS
(Cont'd)

- .2 (Cont'd)
- .5 (Cont'd)
- .1 Note: Machines may be used from another building.
- .3 WP61:
- .1 one (1) 350 RPM floor machine;
- .2 one (1) burnishing floor machine;
- .3 two (2) vacuums complete with power head and all accessories.
- .4 WP92:
- .1 one (1) 350 RPM floor machine;
- .2 one (1) vacuum equipped with power head and accessories.
- .5 WP106 (shared with WP63):
- .1 one (1) 350 RPM floor machine;
- .2 one (1) vacuum equipped with power head and accessories.
- .3 one (1) wet / dry pickup vacuum complete with accessories for wet or dry pickup, five (5) gallon capacity or higher.
- .6 WP114:
- .1 one (1) 350 RPM floor machine;
- .2 one (1) vacuum equipped with power head and accessories.
- .3 one (1) wet / dry pickup vacuum complete with accessories for wet or dry pickup, five (5) gallon capacity or higher.
- .3 All equipment will be of industrial type and quality, and will be in fully satisfactory operating condition at all times while on site. All equipment must be maintained in like-new appearance.
- .4 The Janitorial Administrator may order the removal from the worksite any unsuitable, unserviceable or unsafe equipment at any time without warning. The Contractor will replace at its own expense any unsuitable, unserviceable or unsafe equipment within twenty-four (24) hours of it becoming unserviceable or being deemed unsuitable.

PART 2 - PRODUCTS

2.1 STANDARDS/ ACCEPTABILITY

- .1 All cleaning materials such as soaps, detergents, scouring materials, cleaners, waxes and sealers must comply with the Canadian General Standards Board (CGSB) Specifications and must be certified Ecologo or Green Seal.
- .2 The Contractor must use odourless or low-odour, environmentally friendly (fully biodegradable) products free of preservatives where possible for all general purpose cleaning.
- .3 Prior to the Contract start date, the Contractor must submit to the Janitorial Administrator a list of proposed products that includes the following information:
 - .1 product name and supplier;
 - .2 MSDS;
 - .3 performance, description and test data; and
 - .4 manufacturer's instructions.
- .4 The Contractor will also submit the aforementioned information to the Janitorial Administrator for approval when a change in product is desired or required.

PART 3 - EXECUTION

3.1 NOT USED

- .1 Not used.

Annex A – MARLANT Solid Waste Management Program

1.0 Contact:

1.1 For information contact the Janitorial Administrator.

2.0 Desk-Side Units and Office Garbage Containers

2.1 Office personnel are responsible for the correct separation of their own solid waste and its subsequent placement in the appropriate centralized sorting stations located in the hallways.

3.0 Hallway Sorting Stations

3.1 All hallway sorting stations will contain clear bags at all times.

3.2 The hallway sorting stations will be **emptied daily** (sometimes more than once per day) and the entire container (inside and out) will be kept clean at all times by the janitorial staff.

3.3 The contents of the hallway sorting station will be placed into the appropriate waste containers located outside of the buildings.

3.4 Refundables are the property of the Department of National Defence and **will not** be collected for individual gain.

4.0 Compost Containers

4.1 Compost containers will be placed at all lunchrooms and will be emptied daily into the green carts located outside of the buildings (no plastic bags allowed in the green carts).

5.0 Corrugated Cardboard

5.1 Boxes will be broken down by the owner and removed to the centralized hallway sorting stations. The Contractor will remove the broken down boxes from the hallway sorting stations to the recycling container on the outside of the buildings and marked "CARDBOARD".

5.2 The owner will be responsible to remove the styrofoam and other packing materials from the boxes and place into the garbage of the hallway sorting station.

6.0 **Shredding Machines**

- 6.1 Clear bags are to be placed in the shredding machines by the janitorial staff and when full taken to the recycling container on the outside of the buildings marked *"MIXED PAPER"*.

7.0 **Further Instruction**

- 7.1 The Contractor will empty the desk-side and office garbage containers in areas where no hallway sorting stations have been installed. Owner is responsible for the correct separation of the recyclable materials. Where hallway sorting stations are in place, the owner is responsible for the correct separation of their own solid waste and its subsequent placement in the appropriate centralized sorting stations
- 7.2 Contractor staffing is responsible for removing all waste material (garbage, cardboard, mixed paper, refundables and recyclables) **daily** from the hallway centralized sorting stations and placing in the appropriate containers located outside of the buildings.
- 7.3 Contractor staffing is responsible for ensuring that the lids of the garbage, compost and recycling bins are closed after use.

8.0 **Bag Specifications**

- 8.1 Clear, extra strong bags (min 3 mil thickness) will be used for all waste streams.

Annex B – Cleaning Standard

1.0 Minimum Acceptable Appearance Levels (MAAL)

1.1 Real Property Operations Unit (Atlantic) has committed to provide a high level of service to its customers. These Appearance Levels are the standard against which contract areas will be inspected and assessed. The overall Minimum Acceptable Appearance Level (MAAL) has been established at Level 2.5, a compromise between Levels 2 and 3 representing a clean, tidy environment maintainable through a program of both proactive and reactive maintenance. Regardless of the MAAL, washrooms and locker rooms must be maintained at Level 1 at all times.

Appearance Level	Physical Description / Defects
Level 1 - Orderly Spotlessness	<ul style="list-style-type: none"> Floors and base mouldings shine/carpets vacuumed clean; no build-up in corners or along walls. All surfaces clean and no dust, dirt, streaks or marks. Washroom fixtures and tile gleam. Supplies are adequate. Trash containers hold only daily waste, are clean & odour-free. Exterior steps and walkways swept clean; no sign of litter on ground.
Level 2 - Ordinary Tidiness	<ul style="list-style-type: none"> Floors and base mouldings shine/carpets vacuumed clean; no build-up in corners but two days of dust, dirt, and stains may be seen. All vertical and horizontal surfaces are clean but marks, dust and fingerprints noticeable up close. Washroom fixtures and tile gleam & are odour-free. Trash containers hold only daily waste, are clean and odour-free. Exterior steps and walkways swept clean; grounds free of litter.
Level 3 - Casual Inattention	<ul style="list-style-type: none"> Floors are swept/vacuumed clean, but on close observation have stains. A build-up of dirt/floor finish in corners and along walls is visible. Dull spots and/or matted carpet in walking lanes. Streaks & splashes on base moulding. Vertical & horizontal surfaces have obvious dust, dirt, smudges. Trash containers have daily waste but are clean and odour-free. Exterior steps and walkways dusty; some litter may be found on closer inspection.
Level 4 – Moderate Dinginess	<ul style="list-style-type: none"> Floors are swept or vacuumed clean, but dull, dingy and stained. Noticeable build-up of dirt, floor finish, in corners and along walls. Dull path and/or obviously matted carpet in walking lanes. Base moulding is dull, dingy with streaks or splashes. All surfaces have conspicuous dust, dirt, smudges. Trash containers hold old trash. They are stained, marked and smell sour. Noticeable dirt build-up on exterior steps and walkways; obvious litter.
Level 5 – Unkempt Neglect	<ul style="list-style-type: none"> Floors are dull, dirty, dingy. Conspicuous build-up of dirt. Surfaces have major accumulation of dust, dirt. Washroom fixtures and tile have obvious lack of attention. Supplies are depleted. Trash containers over-flowing and smell sour. Exterior steps and walkways encrusted with dirt; litter noticeable all around.

Table 1 – Definition of Appearance Levels

2.0 Typical Inspection Areas

2.1 The building areas that will typically be evaluated include but are not limited to the following:

- classrooms
- washrooms
- gym & fitness
- hallways & stairwells
- offices
- lounges
- cafeterias or lunchrooms
- kitchens
- ancillary areas
- exterior and grounds
- laundry rooms
- accommodations

2.2 The areas shown in Annex D - Inspection Report (Contractor Performance Evaluation) are generic in nature. The form may be amended from time to time to facilitate more effective inspections.

3.0 **Quality Standards:** The supplier must meet the following standards:

3.1 Cleaning: General

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

3.2 Spot Cleaning

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

3.3 Sweeping

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

3.4 Cleaning with a hose

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

3.5 Dust Mopping

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

3.6 Damp Mopping

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

3.7 Wash Floors

- 3.7.1 All standards outlined in "Damp Mopping" apply.
- 3.7.2 In addition, surfaces must be rinsed free of cleaning solution after floors are washed.
- 3.7.3 All areas must be free of dirt, stains, splashing, cleaning chemical and water accumulations.

3.8 Machine Scrubbing

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

3.9 Spray Buffing

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

3.10 Scrub and Refinish

- 3.10.1 Contractor must apply all performance standards as with "Machine Scrubbing".
- 3.10.2 In addition, Contractor must apply one coat of finish compatible with existing finish.
- 3.10.3 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.

3.11 Strip and Refinish

- 3.11.1 Contractor must apply all performance standards as with "Scrub and Refinish".
- 3.11.2 All old finish must be removed and all residual stripper chemical cleaned away.
- 3.11.3 New finish must be applied to all portions of the floors.
- 3.11.4 Refinish must include 2 coats of finishing material (wax, etc.).
- 3.11.5 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.

3.12 Vacuuming

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

3.13 Stain Removal

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

3.14 Hot Water Extraction

- 3.14.1 All carpets and walk-away mats must be clean and free of accumulated dust, dirt and stain as a result of hot water extraction.
- 3.14.2 Areas must be cleaned to walls and corners.

3.15 Damp Wiping

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

3.16 Glass and mirror Cleaning

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

3.17 High Dusting

- 3.17.1 High dusting up to 10 feet.
- 3.17.2 All surfaces must be free of dust.
- 3.17.3 High dusting must be effected using either damp rag wiping or vacuuming. The method will be specified by the client.
- 3.17.4 Dust must be contained and prevented from floating freely in the air during operation.

3.18 Clean and Disinfect

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

Annex C – Cleaning Frequency

1.0 Cleaning Frequency:

a) All Areas:

(1) Daily:

- 1) sweep hallways / lunchrooms with microfiber mop;
- 2) wet mop hallways / lunchrooms floors;
- 3) sweep and wash floors of entrances / lobbies;
- 4) remove salt, sand and water as required;
- 5) clean washrooms / showers / locker rooms with germicidal solution;
- 6) clean weight rooms and exercise areas;
- 7) dust mop / vacuum gym floors twice a week and as required;
- 8) sweep and mop stairwells three (3) times weekly;
- 9) sweep and mop elevators three (3) times weekly;
- 10) spot clean elevators including doors inside and outside;
- 11) empty refuse containers; if installed, empty hallway sorting stations as per Annex A MARLANT Solid Waste Management, remove from building and place in appropriate exterior receptacles;
- 12) wipe tables including lunchrooms;
- 13) clean and disinfect counters, sinks and faucets;
- 14) vacuum or sweep and wash floors in lounges;
- 15) spot clean walls, floors, doors, windows and glass partitions as required;
- 16) clean drinking fountains; and
- 17) replenish supplies as required.

(2) Weekly:

- 1) low dusting;
- 2) hallways / lobbies to be buffed at least weekly and more often in high traffic areas;
- 3) clean interior and exterior glass surfaces
- 4) polish elevators doors;
- 5) vacuum and clean elevator's door grooves / tracks;
- 6) vacuum stairwell corners and edges, wipe and polish handrails;
- 7) vacuum office and conference rooms carpets;
- 8) sweep offices and conference rooms and wet mop hard floors;
- 9) vacuum carpets;
- 10) wipe toilet partitions;
- 11) vacuum upholstered furniture;
- 12) dust exposed areas of bookcases including book ends;
- 13) dust and wash sport fitness equipment;
- 14) clean and polish hardware (e.g. door handles, kick plates, etc.).

(3) Monthly:

- 1) high dusting (up to 10 feet);
- 2) polish ornamental metal;
- 3) dust and damp wipe hose cabinets and fire extinguishers;
- 4) clean classrooms at occupant's request, to be coordinated with facility manager, wipe desks, sweep and wet mop floors;
- 5) clean cabins and dormitories after they have been vacated, approximately 4 times per year;
- 6) wash refuse containers as required.

(4) 6 Monthly:

- 1) clean exterior signs and light fixtures;
- 2) wash door grills;
- 3) dust office walls.

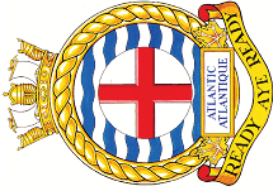
(5) Yearly:

- 1) wash walls.

(6) As Determined by Janitorial Administrator:

- 1) strip and refinish floors as determined by Janitorial Administrator; and
- 2) steam clean carpets as determined by Janitorial Administrator.

Annex D – Inspection Report (Contractor Performance Evaluation)

	Building Areas											<p>The undersigned Contractor Representative has participated in and concurs with the inspection Avg OAL score. In accordance with Annex B – Cleaning Standard, it is understood that a score that is below the Minimum Acceptable Appearance Level (MAAL) may result in the application of a Non-Compliance (NC) Reduction against the Basic Monthly Building Charge for the building in question. It is understood and agreed that the reduction of any monthly payment by way of NC Reductions will not in any way affect other rights and remedies of the Crown as contained in this contract or in the general conditions referred to herein.</p>			
	Classrooms	Washrooms / Locker Rooms	Hallways & Stairwells	Offices	Lobby / Common Areas	Lounges / Lunchrooms	Elevators	Cafeteria / Kitchen	Ancillary & Janitorial	Gymnasium / Fitness Rooms	Exterior & Grounds		Transient Rooms		
	Observed Appearance Level (OAL)												Avg OAL	Inspection Remarks	
	1														
	2														
	3														
	4														
	5														
	6														
	7														
	8														
	9														
	10														
11															
12															

Contractor Rep:

Date:

Signature:

Contract Inspector:

Date:

Signature:

Annex E – Sample Invoice Spiffy-Clean Ltd.

123 Anystreet
Halifax, NS B9B 9B9
Ph: (902) 454-XXXX
Fax: (902) 454-YYYY

Customer(Bill to):

Accounts Payable
Real Property Operations Section (Halifax)
Maritime Forces Atlantic
PO Box 99000 Stn Forces
Willow Park #7
Halifax, NS B3K 5X5

Note:

Invoice style may vary and other details may be added as needed, but information shown herein is mandatory.

For Janitorial Services performed under Contract No. **5583 Halifax Area**
during the month of _____ 2016.

Building No. and Name	Basic Monthly Bldg Charge
DC1 Admin bldg	0.00
DC18 Storage/garage	0.00
DC27 WFE Lab	0.00
DC37 Fire Field Trainer	0.00
FC1 Ferguson's Cove	0.00
HA1 Halifax Armoury	0.00
RA1 Officers' Mess	0.00
RA2 Residence PMQ	0.00
RA3 Cambridge library	0.00
RA6 PMQ	0.00
WL5 33 Svc BN HQ's	0.00
WL6 Supply Warehouse	0.00
WL7 RP Ops Unit (A)	0.00
WL31 Militia Maintenance	0.00
WL51 RP Ops Section (Halifax) shops	0.00
WL57 TEME	0.00
WP26 Training Centre	0.00
WP38 Daycare	0.00
WP61 Normandy Block	0.00
WP62 Heating Plant	0.00
WP63 Band / BDF	0.00
WP64 Thunderbird Club	0.00
WP92 Military Police	0.00
WP106 MFRC Learning Centre	0.00
WP106 MFRC Daycare	0.00
WP114 JPSU Centre	0.00
WP117T, WP118T, WP119T Trailers	0.00
16 Mascarene Drive MFRC Unit	0.00
Total Basic Monthly Charges	0.00
HST	0.00
1% Discount	0.00
Total Invoice Amount	0.00
HST Total	0.00



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SECURITY REQUIREMENTS CHECK LIST (SRCL)

LISTE DE VÉRIFICATION DES EXIGENCES RELATIVES À LA SÉCURITÉ (LVERS)

PART A - CONTRACT INFORMATION / PARTIE A - INFORMATION CONTRACTUELLE		
1. Originating Government Department or Organization / Ministère ou organisme gouvernemental d'origine	2. Branch or Directorate / Direction générale ou Direction	
DND	CFB Halifax	
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 To provide Janitorial services to Damage Control Division, Fergusons Cove, Halifax Armouries, Royal Artillery Park, Willow Park and Windsor Park locations within CFB Halifax - The perform continual janitorial, housekeeping, laundry and minor maintenance procedures as specified in Service Contracts W6837-16-5583 dated 2015-08-12.		
5. a) Will the supplier require access to Controlled Goods? Le fournisseur aura-t-il accès à des marchandises contrôlées?		<input checked="" type="checkbox"/> No Non <input type="checkbox"/> Yes Oui
5. b) Will the supplier require access to unclassified military technical data subject to the provisions of the Technical Data Control Regulations? Le fournisseur aura-t-il accès à des données techniques militaires non classifiées qui sont assujetties aux dispositions du Règlement sur le contrôle des données techniques?		<input checked="" type="checkbox"/> No Non <input type="checkbox"/> Yes Oui
5. Indicate the type of access required / Indiquer le type d'accès requis		
6. a) Will the supplier and its employees require access to PROTECTED and/or CLASSIFIED information or assets? Le fournisseur ainsi que les employés auront-ils accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS? (Specify the level of access using the chart in Question 7. c) (Préciser le niveau d'accès en utilisant le tableau qui se trouve à la question 7. c)		<input checked="" type="checkbox"/> No Non <input type="checkbox"/> Yes Oui
6. b) Will the supplier and its employees (e.g. cleaners, maintenance personnel) require access to restricted access areas? No access to PROTECTED and/or CLASSIFIED information or assets is permitted. Le fournisseur et ses employés (p. ex. nettoyeurs, personnel d'entretien) auront-ils accès à des zones d'accès restreintes? L'accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS n'est pas autorisé.		<input type="checkbox"/> No Non <input checked="" type="checkbox"/> Yes Oui
6. c) Is this a commercial courier or delivery requirement with no overnight storage? S'agit-il d'un contrat de messagerie ou de livraison commerciale sans entreposage de nuit?		<input checked="" type="checkbox"/> No Non <input type="checkbox"/> Yes Oui
7. a) Indicate the type of information that the supplier will be required to access / Indiquer le type d'information auquel le fournisseur devra avoir accès		
Canada <input type="checkbox"/>	NATO / OTAN <input type="checkbox"/>	Foreign / Étranger <input type="checkbox"/>
7. b) Release restrictions / Restrictions relatives à la diffusion		
No release restrictions Aucune restriction relative à la diffusion <input type="checkbox"/>	All NATO countries Tous les pays de l'OTAN <input type="checkbox"/>	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 PROTÉGÉ A <input type="checkbox"/>	NATO UNCLASSIFIED NATO NON CLASSIFIÉ <input type="checkbox"/>	PROTECTED A PROTÉGÉ A <input type="checkbox"/>
PROTECTED B PROTÉGÉ B <input type="checkbox"/>	NATO RESTRICTED NATO DIFFUSION RESTREINTE <input type="checkbox"/>	PROTECTED B PROTÉGÉ B <input type="checkbox"/>
PROTECTED C PROTÉGÉ C <input type="checkbox"/>	NATO CONFIDENTIAL NATO CONFIDENTIEL <input type="checkbox"/>	PROTECTED C PROTÉGÉ C <input type="checkbox"/>
CONFIDENTIAL CONFIDENTIEL <input type="checkbox"/>	NATO SECRET NATO SECRET <input type="checkbox"/>	CONFIDENTIAL CONFIDENTIEL <input type="checkbox"/>
SECRET SECRET <input type="checkbox"/>	COSMIC TOP SECRET COSMIC TRÈS SECRET <input type="checkbox"/>	SECRET SECRET <input type="checkbox"/>
TOP SECRET TRÈS SECRET <input type="checkbox"/>		TOP SECRET TRÈS SECRET <input type="checkbox"/>
TOP SECRET (SIGINT) TRÈS SECRET (SIGINT) <input type="checkbox"/>		TOP SECRET (SIGINT) TRÈS SECRET (SIGINT) <input type="checkbox"/>



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PART A (continued) / PARTIE A (suite)

8. Will the supplier require access to PROTECTED and/or CLASSIFIED COMSEC information or assets?
Le fournisseur aura-t-il accès à des renseignements ou à des biens COMSEC désignés PROTÉGÉS et/ou CLASSIFIÉS? ☒ No ☐ Yes
Non Oui

If Yes, indicate the level of sensitivity:

Dans l'affirmative, indiquer le niveau de sensibilité :

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

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

Document Number / Numéro du document :

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

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

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

Special comments:

Commentaires spéciaux: Escort will be provided as required IAW site USS security protocol.

NOTE: If multiple levels of screening are identified, a Security Classification Guide must be provided.

REMARQUE: Si plusieurs niveaux de contrôle de sécurité sont requis, un guide de classification de la sécurité doit être fourni.

10. b) May unscreened personnel be used for portions of the work?
Du personnel sans autorisation sécuritaire peut-il se voir confier des parties du travail? ☒ No ☐ Yes
Non Oui

If Yes, will unscreened personnel be escorted?

Dans l'affirmative, le personnel en question sera-t-il escorté? ☐ No ☐ Yes
Non Oui

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

INFORMATION / ASSETS / RENSEIGNEMENTS / BIENS

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

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

PRODUCTION

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

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

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

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

TBS/SCT 350-103(2004/12)

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

For users completing the form manually use the summary chart below to indicate the category(ies) and level(s) of safeguarding required at the supplier's site(s) or premises.

Les utilisateurs qui remplissent le formulaire manuellement doivent utiliser le tableau récapitulatif ci-dessous pour indiquer, pour chaque catégorie, les niveaux de sauvegarde requis aux installations du fournisseur.

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

SUMMARY CHART / TABLEAU RÉCAPITULATIF

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

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

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

☒ No
Non

☐ Yes
Oui

If Yes, classify this form by annotating the top and bottom in the area entitled "Security Classification".

Dans l'affirmative, classifiez le présent formulaire en indiquant le niveau de sécurité dans la case intitulée « Classification de sécurité » au haut et au bas du formulaire.

12. b) Will the documentation attached to this SRCL be PROTECTED and/or CLASSIFIED?

La documentation associée à la présente LVERS sera-t-elle PROTÉGÉE et/ou CLASSIFIÉE?

☒ No
Non

☐ Yes
Oui

If Yes, classify this form by annotating the top and bottom in the area entitled "Security Classification" and indicate with attachments (e.g. SECRET with Attachments).

Dans l'affirmative, classifiez le présent formulaire en indiquant le niveau de sécurité dans la case intitulée « Classification de sécurité » au haut et au bas du formulaire et indiquez qu'il y a des pièces jointes (p. ex. SECRET avec des pièces jointes).



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PART D - AUTHORIZATION / PARTIE D - AUTORISATION

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

Name (print) - Nom (en lettres moulées)
MWO Brian Bennett

Title - Titre
Contacts 2 I/C

Signature

Brian Bennett

Telephone No. - N° de téléphone
902 722-4906

Facsimile No. - N° de télécopieur
-

E-mail address - Adresse courriel
brian.bennett@forces.gc.ca

Date
11 Sep 15

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

Name (print) - Nom (en lettres moulées)
Dawn Murray - DDSO - Industrial Security
SRCL Team Lead

Title - Titre

Signature

Dawn Murray

Telephone No. - N° de téléphone
Tel: 613-996-0274

Facsimile No. - N° de télécopieur
E-mail: dawn.murray@forces.gc.ca

E-mail address - Adresse courriel

Date
9 November 2015

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

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

Yes ☒ No ☐
Oui ☒ Non ☐

16. Procurement Officer / Agent d'approvisionnement

Name (print) - Nom (en lettres moulées)

Title - Titre

Signature

LINDA RICHARD

SUPPLY OFFICER

Linda Richard

Telephone No. - N° de téléphone
902-496-5261

Facsimile No. - N° de télécopieur
902-496-5016

E-mail address - Adresse courriel
linda.k.richard@pwgsc-tpsgc.ca

Date
30/Nov/15

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

Name (print) - Nom (en lettres moulées)

Title - Titre

Signature

Roxanne Antille

Contract Security Officer

Roxanne Antille

Telephone No. - N° de téléphone
613 948-2561

Facsimile No. - N° de télécopieur
613 948-1712

E-mail address - Adresse courriel
roxanne.antille@tpsgc-pwgsc.gc.ca

Date
13 Nov 2015



Task Authorization Autorisation de tâche

Contract Number - Numéro du contrat

Contractor's Name and Address - Nom et l'adresse de l'entrepreneur	Task Authorization (TA) No. - N° de l'autorisation de tâche (AT)
	Title of the task, if applicable - Titre de la tâche, s'il y a lieu
	Total Estimated Cost of Task (Applicable taxes extra) Coût total estimatif de la tâche (Taxes applicables en sus) \$
Security Requirements: This task includes security requirements Exigences relatives à la sécurité : Cette tâche comprend des exigences relatives à la sécurité <input type="checkbox"/> No - Non <input type="checkbox"/> Yes - Oui If YES, refer to the Security Requirements Checklist (SRCL) included in the Contract Si OUI, voir la Liste de vérification des exigences relative à la sécurité (LVERS) dans le contrat ▶	

For Revision only - Aux fins de révision seulement

TA Revision Number, if applicable Numéro de révision de l'AT, s'il y a lieu	Total Estimated Cost of Task (Applicable taxes extra) before the revision Coût total estimatif de la tâche (Taxes applicables en sus) avant la révision \$	Increase or Decrease (Applicable taxes extra), as applicable Augmentation ou réduction (Taxes applicables en sus), s'il y a lieu \$
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Start of the Work for a TA : Work cannot commence until a TA has been authorized in accordance with the conditions of the contract.

Début des travaux pour l'AT : Les travaux ne peuvent pas commencer avant que l'AT soit autorisée conformément au contrat.

1. Required Work: - Travaux requis :

A. Task Description of the Work required - Description de tâche des travaux requis	See Attached - Ci-joint <input type="checkbox"/>
B. Basis of Payment - Base de paiement	See Attached - Ci-joint <input type="checkbox"/>
C. Cost of Task - Coût de la tâche	See Attached - Ci-joint <input type="checkbox"/>
D. Method of Payment - Méthode de paiement	See Attached - Ci-joint <input type="checkbox"/>

Contract Number - Numéro du contrat

2. Authorization(s) - Autorisation(s)

By signing this TA, the authorized client and (or) the PWGSC Contracting Authority certify(ies) that the content of this TA is in accordance with the conditions of the contract.

The client's authorization limit is identified in the contract. When the value of a TA and its revisions is in excess of this limit, the TA must be forwarded to the PWGSC Contracting Authority for authorization.

En apposant sa signature sur l'AT, le client autorisé et (ou) l'autorité contractante de TPSGC atteste(nt) que le contenu de cette AT respecte les conditions du contrat.

La limite d'autorisation du client est précisée dans le contrat. Lorsque la valeur de l'AT et ses révisions dépasse cette limite, l'AT doit être transmise à l'autorité contractante de TPSGC pour autorisation.

Name and title of authorized client - Nom et titre du client autorisé à signer

Signature

Date

PWGSC Contracting Authority - Autorité contractante de TPSGC

Signature

Date

3. Contractor's Signature - Signature de l'entrepreneur

Name and title of individual authorized - to sign for the Contractor
Nom et titre de la personne autorisée à signer au nom de l'entrepreneur

Signature

Date