



RETURN BIDS TO:
RETOURNER LES SOUMISSIONS À:
Public Works Government Services Canada- Bid
Receiving / Réception des soumissions
189 Prince William Street
Room 405
Saint John
New Brunswick
E2L 2B9

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

All enquiries are to be submitted in writing to the Contracting Officer, Janine Donovan: Email - janine.donovan@pwgsc.gc.ca or Fax No. (506) 636-4376..

Title - Sujet Janitorial Services, Gagetown	
Solicitation No. - N° de l'invitation W0105-16E021/A	Date 2016-02-10
Client Reference No. - N° de référence du client W0105-16E021	
GETS Reference No. - N° de référence de SEAG PW-\$PWB-020-3820	
File No. - N° de dossier PWB-5-38145 (020)	CCC No./N° CCC - FMS No./N° VME
Solicitation Closes - L'invitation prend fin at - à 02:00 PM on - le 2016-03-22	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: Donovan, Janine PWB	Buyer Id - Id de l'acheteur pwb020
Telephone No. - N° de téléphone (506) 636-5347 ()	FAX No. - N° de FAX (506) 636-4376
Destination - of Goods, Services, and Construction: Destination - des biens, services et construction: DEPARTMENT OF NATIONAL DEFENCE Contracts Office, 5 Engineer Svcs BLDG B-18, 5 CDSB Gagetown OROMOCTO New Brunswick E2V4J5 Canada	

Instructions: See Herein

Instructions: Voir aux présentes

Vendor/Firm Name and Address

Raison sociale et adresse du fournisseur/de l'entrepreneur

Issuing Office - Bureau de distribution

Public Works Government Services Canada- Bid
Receiving / Réception des soumissions
189 Prince William Street
Room 405
Saint John
New Bruns
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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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Annex "B"	Basis of Payment
Annex "C"	Technical Evaluation Criteria
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Janitorial Services 5 CDSB Gagetown

PART 1 - GENERAL INFORMATION

1. Introduction

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

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

The Annexes include the Specification, the Basis of Payment, the Technical Evaluation Criteria, the Security Requirements Checklist, the Federal Contractors Program for Employment Equity - Certification, the Insurance Requirements and Complete List of names of all individuals who are currently directors of the Bidder.

2. Summary

- 2.1 The Department of National Defence has a requirement for the furnishing of all cleaning materials, labour, tools, equipment, supervision, travel and profit required to provide complete janitorial services for the various buildings located at 5 CDSB Gagetown (Base) and the 5 CDSB Gagetown Range and Training area (RTA) located in New Brunswick. The services are required from May 1, 2016 to March 31, 2018 with options to extend for three (3) additional, one (1) year periods.
- 2.2 There is a security requirement associated with this requirement. For additional information, consult Part 6 – Security, Financial and Other Requirements and Part 7 - Resulting Contract Clauses. For more information on personnel and organization security screening or security clauses, bidders should refer to the Industrial Security Program (ISP) of Public Works and Government Services Canada (<http://ssi-iss.tpsgc-pwgsc.gc.ca/index-eng.html>) website.

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- 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)."
- 2.4 The Federal Contractors Program (FCP) for employment equity applies to this procurement; see Part 5 - Certifications, Part 7 - Resulting Contract Clauses and the annex titled *Federal Contractors Program for Employment Equity - Certification*."

3. Debriefings

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

PART 2 - BIDDER INSTRUCTIONS

1. Standard Instructions, Clauses and Conditions

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

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

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

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

Delete: sixty (60) days
Insert: ninety (90) days

2. Submission of Bids

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

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

3. Former Public Servant

Contracts awarded to former public servants (FPS) in receipt of a pension or of a lump sum payment must bear the closest public scrutiny, and reflect fairness in the spending of public funds. In order to comply with Treasury Board policies and directives on contracts awarded to FPS, bidders must provide the information required below before contract award. If the answer to the questions and, as applicable

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the information required have not been received by the time the evaluation of bids is completed, Canada will inform the Bidder of a time frame within which to provide the information. Failure to comply with Canada's request and meet the requirement within the prescribed time frame will render the bid non-responsive.

Definitions

For the purposes of this clause,

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

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

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

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

Former Public Servant in Receipt of a Pension

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

YES () NO ()

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

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

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

Work Force Adjustment Directive

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

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If so, the Bidder must provide the following information:

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

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

4. Enquiries - Bid Solicitation

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

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

5. Applicable Laws

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

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

6. Mandatory Site Visit

It is mandatory that the Bidder or a representative of the Bidder visit the work site. Arrangements have been made for the site visit to be held at 5 CDSB Gagetown on March 1st, 2016 and March 2nd, 2016. The site visit will begin at 8:00 am on March 1st. Interested bidders are to meet at the Contracts Office in Building 18 at 5 CDSB Gagetown.

Bidders must communicate with the Contracting Authority no later than 4:00 pm Friday, February 26th, 2016 to confirm attendance and provide the name(s) of the person(s) who will attend. Bidders will be required to sign an attendance sheet. Bidders should confirm in their bid that they have attended the site visit. Bidders who do not attend the mandatory site visit for the full duration or do not send a

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representative will not be given an alternative appointment and their bid will be declared non-responsive. Any clarifications or changes to the bid solicitation resulting from the site visit will be included as an amendment to the bid solicitation

7. Additional Building Information

Additional Building information is provided in Annex "A" of the specification attached and is only an approximation.

PART 3 - BID PREPARATION INSTRUCTIONS

1. Bid Preparation Instructions

Canada requests that bidders provide their bid in separate sealed envelopes as follows:

Section I: Technical Bid (5 hard copies)

Section II: Financial Bid (1 hard copies)

Section III: Certifications (1 hard copies)

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

The following proposal format information should be implemented when preparing the proposal.

- Submit one (1) bound original plus [six (6)] bound copies of the proposal
- Paper size should be - 216mm x 279mm (8.5" x 11")
- Minimum font size - 11 point Times or equal
- Minimum margins - 12 mm left, right, top, and bottom
- Double-sided submissions are preferred
- One (1) 'page' means one side of a 216mm x 279mm (8.5" x 11") sheet of paper
- 279mm x 432 mm (11" x 17") fold-out sheets for spreadsheets, organization charts etc. will be counted as two pages.

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 (Refer to Annex C – Technical Evaluation Criteria). 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.

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The evidence provided by the bidder may be verified by Canada. Failure by the bidder to provide the required evidence or in the event that the evidence cannot be verified shall result in the bidder being disqualified and no further consideration will be given to the bidder.

PWGSC reserves the right to verify information for completeness and accuracy and to confirm reference satisfaction with services provided. In the event where the information cannot be verified or the service found to be unsatisfactory shall result in the proposal being considered non-responsive and no further consideration will be given to the Bidder.

The maximum number of pages (including text and graphics) to be submitted for the Technical Requirement is forty (40) pages. Consequence of non-compliance: any pages which extend beyond the above page limitation and any other attachments will be extracted from the proposal and will not be forwarded to the Evaluation Board members for evaluation.

Section II: Financial Bid

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

1. Evaluation Procedures

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

2.1 Basis of Selection - Highest Combined Rating of Technical Merit and Price

- 1. To be declared responsive, a bid must:
 - (a) comply with all the requirements of the bid solicitation; and
 - (b) demonstrate compliance with the terms and conditions of the Request for Proposal by signing the front page of the Request for Proposal Document; and
 - (c) obtain the required minimum number of points for each point-rated criterion in Part 1 of Annex C – Technical Evaluation Criteria.
- 2. Bids not meeting (a), (b) and (c) above will be declared non-responsive.

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3. The selection will be based on the highest responsive combined rating of technical merit and price. The ratio will be 60% for the technical merit and 40% for the price.
4. To establish the technical merit score, the overall technical score for each responsive bid will be determined as follows: total number of points obtained / maximum number of points available multiplied by the ratio of 60%
5. To establish the pricing score, each responsive bid will be prorated against the lowest evaluated price and the ratio of 40%.
6. For each responsive bid, the technical merit score and the pricing score will be added to determine its combined rating.
7. Neither the responsive bid obtaining the highest technical score nor the one with the lowest evaluated price will necessarily be accepted. The responsive bid with the highest combined rating of technical merit and price will be recommended for award of a contract.

The table below illustrates an example where all three bids are responsive and the selection of the contractor is determined by a 60/40 ratio of technical merit and price, respectively. The total available points equals 135 and the lowest evaluated price is \$45,000 (45).

Basis of Selection - Highest Combined Rating Technical Merit (60%) and Price (40%)

	<i>Bidder</i>		
	<i>Bidder 1</i>	<i>Bidder 2</i>	<i>Bidder 3</i>
Overall Technical Score	115/135	89/135	92/135
Bid Evaluated Price	\$55,000.00	\$50,000.00	\$45,000.00
Calculations			
Technical Merit Score	$115/135 \times 60 = 51.11$	$89/135 \times 60 = 39.56$	$92/135 \times 60 = 40.89$
Pricing Score	$45/55 \times 40 = 32.73$	$45/50 \times 40 = 36.00$	$45/45 \times 40 = 40.00$
Combined Rating	83.84	75.56	80.89
Overall Rating	1st	3rd	2nd

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

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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.

1. Certifications Required with the Bid

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

1.1. Declaration of Convicted Offences

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

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.

2.1 Integrity Provisions – List of Names

Pursuant to subsection List of Names of section 01 of the Standard Instructions, Bidders who are incorporated or a sole proprietorship, including those bidding as a joint venture, must submit a complete list of names of all individuals who are currently directors of the Bidder, or the name of the owner(s), as applicable. Bidders bidding as societies, firms or partnerships do not need to provide lists 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.

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

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Bidder if the Bidder is a Joint Venture, appears on the "FCP Limited Eligibility to Bid " list at the time of contract award.

Canada will also have the right to terminate the Contract for default if a Contractor, or any member of the Contractor if the Contractor is a Joint Venture, appears on the "FCP Limited Eligibility to Bid" list during the period of the Contract.

The Bidder must provide the Contracting Authority with a completed annex Federal Contractors Program for Employment Equity - Certification, before contract award. If the Bidder is a Joint Venture, the Bidder must provide the Contracting Authority with a completed annex Federal Contractors Program for Employment Equity - Certification, for each member of the Joint Venture.

2.3 Additional Certifications Precedent to Contract Award

2.3.1 Status and Availability of Resources

SACC Manual Clause A3005T (2010-08-16) Status and Availability of Resources

2.3.2 Education and Experience

SACC Manual clause A3010T (2010-08-16) Education and Experience

PART 6 – SECURITY AND FINANCIAL REQUIREMENTS

1. Security Requirement

1. Before award of a contract, the following conditions must be met:
 - (a) the Bidder must hold a valid organization security clearance as indicated in Part 7 - Resulting Contract Clauses;
 - (b) the Bidder's proposed individuals requiring access to classified or protected information, assets or sensitive work site(s) must meet the security requirement as indicated in Part 7 - Resulting Contract Clauses;
 - (c) the Bidder must provide the name of all individuals who will require access to classified or protected information, assets or sensitive work sites.
2. Bidders are reminded to obtain the required security clearance promptly. Any delay in the award of a contract to allow the successful bidder to obtain the required clearance will be at the entire discretion of the Contracting Authority.
3. **For additional information on security requirements, bidders should refer to the Canadian Industrial Security Directorate (CISD), Industrial Security Program of Public Works and Government Services Canada (<http://ssi-iss.tpsgc-pwgsc.gc.ca/index-eng.html>) website.**

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2. Financial Capability

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

PART 7 - RESULTING CONTRACT CLAUSES

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

1. Specification

The Contractor must perform the Work in accordance with the Specification at Annex "A" and the Contractor's technical bid entitled _____, dated _____. (To be completed at contract award).

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.

2.1 General Conditions

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

3. Security Requirement

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

1. The Contractor/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 "D";
 - (b) Industrial Security Manual (Latest Edition).

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4. Term of Contract

4.1 Period of the Contract

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

4.2 Option to Extend the Contract

The Contractor grants to Canada the irrevocable option to extend the term of the Contract by up to three (3) additional one (1) 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 30 calendar days before the expiry date of the Contract. The option may only be exercised by the Contracting Authority, and will be evidenced for administrative purposes only, through a contract amendment.

"At the time of the exercise of each option year the rates in the Basis of Payment (Annex B), Pricing Schedules 2.A, 2.B, 2.C and 2.D 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 ("period"). 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>;
- <http://www.statcan.gc.ca/daily-quotidien/130823/dq130823a-eng.htm>; or
- <http://www5.statcan.gc.ca/cansim/pick-choisir?lang=eng&p2=33&id=3260020>

5. Authorities

5.1 Contracting Authority

The Contracting Authority for the Contract is:

Name: Janine Donovan
Title: Supply Specialist
Public Works and Government Services Canada
Acquisitions Branch
Address: 189 Prince William St., Room 405
Saint John, N.B.
E2L 2B9

Telephone: 506-636-5347
Facsimile: 506-636-4376
E-mail address: Janine.donovan@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.

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5.2 Project Authority

The Project Authority for the Contract is: **This information will be made available upon contract award.**

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

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

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

5.3 Contractor's Representative

Name:
Title:
Telephone:
Facsimile:
E-mail:

6. Proactive Disclosure of Contracts with Former Public Servants

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

7. Payment

7.1 Basis of Payment - Firm Prices and "As and When"

In consideration of the Contractor satisfactorily completing all of its obligations under the Contract, the Contractor shall be paid firm prices as identified below. Applicable Taxes are extra, if applicable.

- a) Firm rates shall be paid in accordance with Pricing Schedules 1.A, 2.A, 2.B and 2.C
- b) "As and When Requested" Work

Any costs incurred for Extra Work in accordance with Pricing Schedules 1.B and 2.D shall be paid, on an "as and when requested" basis, in accordance with the Specification, Annex A, after completion, inspection and acceptance of the work performed.

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Canada's total liability under the "as and when requested" portion of the Contract shall not exceed **(to be determined)**. Applicable Taxes are extra, if applicable

The Contractor shall not be obliged to perform any work or provide any service that would cause the total liability of Canada to be exceeded without the prior written approval of the Contracting Authority. The Contractor shall notify the Contracting Authority in writing as to the adequacy of this sum when:

- (a) it is 75 percent committed, or
- (b) if the Contractor considers that the said sum may be exceeded, the Contractor must promptly notify the contracting Authority.

whichever comes first.

In the event that the notification refers to inadequate funds, the Contractor shall provide to the Contracting Authority, in writing, an estimate for the additional funds required. Provision of such notification and estimate for the additional funds does not increase Canada's liability.

No increase in the total liability of Canada or in the price of the Work resulting from any design changes, modifications or interpretations of specifications, made by the Contractor, will be authorized or paid to the Contractor unless such changes, modifications or interpretations, have been approved, in writing, by the Contracting Authority, prior to their incorporation into the Work.

7.2 Monthly Payment

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

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

7.3 SACC Manual Clauses

A9117C (2007-11-30) T1204 – Direct Request by Customer Department
C2000C (2007-11-30) Taxes – Foreign-based Contractor
C0710C (2007-11-30) Time and Contract Price Verification

7.4 Determination of Cost

Canada may from time to time notify the contractor in writing of any changes to the amount of space to be cleaned. In the case of the addition or elimination of cleanable space, the change in the amount of the contract shall be using the prices identified in the Pricing Schedules for as and when requested work.

7.5 Time Verification

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

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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 address shown on page 1 of the Contract for certification and payment.

9. Certifications

9.1 Compliance

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

9.2 Federal Contractors Program for Employment Equity - Default by the Contractor

The Contractor understands and agrees that, when an Agreement to Implement Employment Equity (AIEE) exists between the Contractor and Employment and Social Development Canada (ESDC)-Labour, the AIEE must remain valid during the entire period of the Contract. If the AIEE becomes invalid, the name of the Contractor will be added to the "FCP Limited Eligibility to Bid" list. The imposition of such a sanction by ESDC will constitute the Contractor in default as per the terms of the Contract.

10. Applicable Laws

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

11. Priority of Documents

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

- (a) the Articles of Agreement;
- (b) the general conditions 2035 (2015-07-03);
- (c) Annex A, Specification;
- (d) Annex B, Basis of Payment
- (e) Annex C; Technical Evaluation Criteria
- (f) Annex D, Security Requirements Check List;

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- (g) Annex E, Federal Contractors Program for Employment Equity - Certification;;
- (h) Annex F, Complete List of names of all individuals who are currently directors of the Bidder
- (i) the Contractor's bid dated _____, as clarified on _____, as amended on _____

12. SACC Manual Clauses

A7017C (2008-05-12) Replacement of Specific Individuals

13. Insurance – Specific Requirements

13.1 Insurance – Specific Requirements

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

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

The Contractor must forward to the Contracting Authority within seven (7) days of request from the Contracting Authority and prior to award of the Service Contract, a Certificate of Insurance evidencing the insurance coverage and confirming that the insurance policy complying with the requirements is in force. Coverage must be placed with an Insurer licensed to carry out business in Canada. The Contractor must, if requested by the Contracting Authority, forward to Canada a certified true copy of all applicable insurance policies.

13.2 Commercial General Liability Insurance

1. The Contractor must obtain Commercial General Liability Insurance, and maintain it in force throughout the duration of the Contract, in an amount usual for a contract of this nature, but for not less than \$2,000,000 per accident or occurrence and in the annual aggregate.
2. The Commercial General Liability policy must include the following:
 - (a) Additional Insured: Canada is added as an additional insured, but only with respect to liability arising out of the Contractor's performance of the Contract. The interest of Canada should read as follows: Canada, as represented by Public Works and Government Services Canada.
 - (b) Bodily Injury and Property Damage to third parties arising out of the operations of the Contractor.
 - (c) Products and Completed Operations: Coverage for bodily injury or property damage arising out of goods or products manufactured, sold, handled, or distributed by the Contractor and/or arising out of operations that have been completed by the Contractor.
 - (d) Personal Injury: While not limited to, the coverage must include Violation of Privacy, Libel and Slander, False Arrest, Detention or Imprisonment and Defamation of Character.

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- (e) Cross Liability/Separation of Insureds: Without increasing the limit of liability, the policy must protect all insured parties to the full extent of coverage provided. Further, the policy must apply to each Insured in the same manner and to the same extent as if a separate policy had been issued to each.
- (f) Blanket Contractual Liability: The policy must, on a blanket basis or by specific reference to the Contract, extend to assumed liabilities with respect to contractual provisions.
- (g) Employees and, if applicable, Volunteers must be included as Additional Insured.
- (h) Employers' Liability (or confirmation that all employees are covered by Worker's compensation (WSIB) or similar program)
- (i) Broad Form Property Damage including Completed Operations: Expands the Property Damage coverage to include certain losses that would otherwise be excluded by the standard care, custody or control exclusion found in a standard policy.
- (j) Notice of Cancellation: The Insurer will endeavour to provide the Contracting Authority thirty (30) days written notice of policy cancellation.
- (k) If the policy is written on a claims-made basis, coverage must be in place for a period of at least 12 months after the completion or termination of the Contract.
- (l) Non-Owned Automobile Liability - Coverage for suits against the Contractor resulting from the use of hired or non-owned vehicles.

14. Contract Financial Security - Janitorial Services

1. The supplier must provide to Canada one of the following contract financial securities within 30 calendar days after the date of contract award:
 - (a) a certified cheque to the Receiver General for Canada in the amount of 20 percent of the contract price; or
 - (b) an irrevocable standby letter of credit as defined in clause E0008C in the amount of 20 percent of the contract price.
2. If Canada does not receive the required financial security within the specified period, Canada may terminate the contract for default pursuant to its default provision.

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

15. Canadian Forces Site Regulations

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

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ANNEX A

SPECIFICATION



DEPARTMENT OF NATIONAL DEFENCE
5 ENGINEER SERVICES SQUADRON
5 ENGINEER SERVICES UNIT
5 CDSB GAGETOWN

SPECIFICATION

SERVICE CONTRACT
JANITORIAL
5 CDSB GAGETOWN
01 APRIL 2016 TO 31 MARCH 2018
WITH THE OPTION TO RENEW
THREE-ONE YEAR PERIODS


Designed by


Fire Inspector


Project O


Engineering O

PF No:

Job No: L-G2-9900/1659

Date: 2015-09-04

<u>Section</u>	<u>Title</u>	<u>Pages</u>
<u>Division 00 - Procurement and Contracting Requirements</u>		
00 21 13	Instructions to Bidders	9
<u>Division 01 - General Requirements</u>		
01 11 00	Summary of Work	13
01 35 30	Health and Safety	2
01 35 35	DND Fire Safety	3
01 35 43	Environmental Protection	1
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<u>ANNEXES</u>		
ANNEX A	List of buildings	4
ANNEX B	Frequencies	17
ANNEX C	Building Types	6
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ANNEX E	List of buildings for Strip, Seal and Wax	2
ANNEX F	Inspection Form	2
ANNEX G	Sign in and Sign out sheet	1

END OF SECTION

1 GENERAL

1.01 DESCRIPTION OF WORK

- .1 Work specified in this Service Contract covers the furnishing of all cleaning materials, labour, tools, equipment, supervision, travel and profit, required to provide complete janitorial services for the various buildings located at 5 CDSB Gagetown (Base) and the 5 CDSB Gagetown Range and Training Area (RTA), as directed and specified herein.
- .2 5 CDSB Gagetown is located South/East of the Town Oromocto, New Brunswick, approximately 20km East of the City of Fredericton, New Brunswick. The RTA extends from the Town Oromocto towards the City of Saint John, New Brunswick.
- .3 The complete and detailed description of work specified herein, is located in Section 01 11 00 "Summary of Work" and supplemented by Annex B "Cleaning Frequencies".

1.02 DURATION OF CONTRACT

- .1 The period of this Service Contract is from 01 April 2016 to 31 March 2018 with the option to renew three-one year periods.

1.03 THE ENGINEER

- .1 The Engineer, as defined and stated in this specification will be the Commanding Officer 5 Engineer Services Unit or a designated representative. The address of the Engineer is:
Contracts Office
Engineer Services Unit
Building B18 5 CDSB Gagetown
PO Box 17000 Stn Forces
Oromocto, N.B. E2V 4J5
Tel: (506) 422-2677
Fax: (506) 422-1248

1.04 CONTRACTOR

- .1 Contractor will be a Janitorial Contracting Company with a minimum five years proven Janitorial Contracting experience on a large scale. References must be provided upon request from Engineer prior to the award of the contract.

1.05 SITE VISIT

- .1 **All Contractors must attend a mandatory site visit prior to tendering and familiarize themselves with the premises and the work to be performed. Contractors shall become thoroughly acquainted with existing conditions, compile necessary information for the proper accessing and execution of the contract.**

1.06 DEFINITIONS

- .1 Operational Manager: a person who is assigned the overall managerial responsibilities for the provision of the services that are specified herein.
- .2 Site Supervisor: a person who is assigned supervisory duties, in a full time capacity. The supervisor does not preform hands-on cleaning.
- .3 Routine Cleaning: the scheduled must contain daily/weekly/semi-annual and annual janitorial services that are required in order to maintain the buildings listed in Annex A at the desired frequencies listed in Annex B.
- .4 On Demand Cleaning: janitorial services that are required above and beyond what is considered routine cleaning. On Demand cleaning is performed only when requested and approved by the Engineer.
- .5 Emergency Cleaning: janitorial services required for the removal of bodily fluids or waste (such as vomit), post construction clean up, post fire or flood cleanup, and any cleaning services deemed (by the Engineer) to be in excess of that which is routine.
- .6 Occurrence Report: a written report submitted to the Engineer by the Contractor to report problems or incidents that arise over which the Contractor has no control.
- .7 Time Sheets: a written record of employee's name, date and hours of commencement and cessation of work, plus employee's signature for each day recorded.
- .8 Normal Working Hours: are Monday to Friday 0730 to 1600.
- .9 After Hours: are any times that fall outside of normal working hours. This includes holidays and weekends.
- .10 Specified hours of work: is the time on task, or the actual hours of janitorial work performed, this excludes mandatory breaks and travel time.
- .11 Garbage: any non-recyclable material foreign to the environment.
- .12 Disinfect: to wash clean using germicidal solution.
- .13 Clean: to make free from and of all dirt, contaminating, and/or foreign matter.
- .14 Neutral Colour: is defined as white, black or beige.
- .15 Materials: are cleaning products, cleaning solutions, cleaning utensils, or cleaning tools, or any item used by the contractor for the purposes of cleaning other than those items which are defined as equipment within this specification.
- .16 Consumable Products: are those materials are used in buildings, by building occupants, that for the purpose of hygiene and cleanliness. They include hand soap, hand sanitizer, toilet paper, paper towel, urinal pucks and screens, wax sanitary napkin disposal bags, garbage bags and recycle bags. May also refer to as products" within this specification.

- .17 Product Dispensers: are manufactured holders, containers, packages or vending devices, used for the purposes of dispensing small amounts of the products that are contained within them. May also be referred to as "dispensers" in this specification.

1.07 SECURITY CLEARANCES

- .1 While within the confines of property belonging to the Department of National Defence the Contractor and their employees, shall be subject to the Standing Orders as laid down by the Authority of that facility.
- .2 The Contractor must maintain an up to date roster of all employees involved in the Service Contract. This roster shall be provided to the Engineer within 10 working days from the start of the contract and updated accordingly, when any changes occur thereafter. This roster of employees is NOT to be confused with the Duty schedule.
- .3 The Contractor shall provide proof of the information contained within the roster to the Engineer upon demand. The Engineer reserves the right to have removed from the site those personnel who do not meet security requirements, as laid down by the Military Police Section.

1.08 CONTRACTOR PASSES

- .1 All Contractor employees will carry an authorized Contractor Pass while employed on DND property. Such passes will be produced on demand to Military Police, Commissionaires, Security Guards and persons in authority.
- .2 The Contractor will complete an application form for each employee. The Contractor will accompany the employee to the Military Police Identification Section located at Building F-19 for issuance of the Contractor pass.
- .3 A photocopy of all Contractor passes will be provided to the Engineer no later than one week from the commencement of this service contract. For all new employees, the Contractor will provide a copy of the Contractor pass to the Engineer no later than one week after that employee commences work. A copy of all "Reliability" security clearance shall be submitted to the Engineer before award of the contract.
- .4 The Contractor will ensure Contractor passes are recovered from all employees who cease to be employed on DND property. Such passes shall be returned to the Military Police Identification Section located in Building F-19 by the Contractor.

1.09 MATERIALS AND EQUIPMENT

- .1 All materials, products, product dispensers and equipment that is required to maintain the buildings listed in Annex A at the frequencies listed in Annex B will be supplied by the Contractor. See Section 01 11 00, Summary of Work, for more detailed requirements. Costs are to be included in the price of routine cleaning, as indicated below in Section 00 21 13, Instructions to Bidders.

1.10 WORK NOT INCLUDED

- .1 The following rooms, and/or types of rooms or service areas are excluded

from this contract, unless otherwise specifically stated or requested:

- .1 Electrical transformer and switch rooms;
- .2 Heating and ventilation utility rooms;
- .3 Storage rooms;
- .4 Interior of trophy and display cases;
- .5 Bars and storage areas of dry canteens;
- .6 Restricted areas and rooms;
- .7 Office equipment and personal property of occupants;
- .8 Removal of books from bookcases;
- .9 Replacement of fluorescent tubes and incandescent bulbs;
- .10 Indoor rifle range areas; and
- .11 Workshops, garages, and hangars.

1.11 STATUTORY HOLIDAYS

- .1 Statutory holidays are not included in days of work for buildings unless otherwise stipulated herein. The Engineer will not pay for Statutory Holidays where services have not been provided. Statutory Holidays are defined as:
 - .1 New Year's Day;
 - .2 Good Friday;
 - .3 Easter Monday;
 - .4 Victoria Day;
 - .5 Canada Day;
 - .6 New Brunswick Day;
 - .7 Labour Day;
 - .8 Thanksgiving Day;
 - .9 Remembrance Day;
 - .10 Christmas Day; and
 - .11 Boxing Day.

1.12 END OF CONTRACT

- .1 At the end of the contract, the Contractor must leave the premises in an impeccable condition. Payment of the final claim is subject to the Engineer's inspection of premises. The Engineer must provide a final inspection report to the Contractor at the end of the contract period. Should the contractor be unable or not willing to rectify any deficiencies stated in the final inspection report within 15 days of issuance of report, the Engineer will arrange for another Contractor to correct those deficiencies and deduct those costs from final payment to the original Contractor.
- .2 At the end of the contract, the Contractor must remove all product dispensers that the Contractor has installed, as specified herein, on a schedule that is to be determined by the Engineer.

2 PRODUCTS

2.01 EQUIPMENT AND MATERIALS

- .1 The Contractor shall submit a complete list of all equipment and materials intended to be used under this service contract, as specified in Section 01 11 00, Summary of Work.

- .2 Where applicable, all submissions for equipment, including product dispensers, shall include the relevant manufacturers specifications.
- .3 Where applicable, all submissions for materials and products, shall include the appropriate Material Safety Data Sheets and any relevant Manufacturers specifications or product information sheets.

2.02 DUTY SCHEDULE

- .1 The Contractor shall submit to the Engineer, within ten days of the start of this Service Contract, a schedule for all routine cleaning. The schedule will at a minimum indicate:
 - .1 The name of the Contractor's personnel that are assigned to service each building;
 - .2 The time each building listed in this specification is to be cleaned; and
 - .3 The supervisor that is responsible for each building.
- .2 The duty schedule must be maintained and properly updated throughout the duration of this contract.
 - .1 All permanent personnel changes must be reported to the Engineer no later than the day to which they will occur, in writing, through the submission of a new duty schedule; and
 - .2 All temporary personnel changes must be reported to the Engineer either in writing, through email, or over the phone, no later than the first day to which they will occur.

3 EXECUTION

3.01 STANDARD OF WORK

- .1 The Contractor will carry out services at the minimum frequencies as detailed within this specification. They will, on award of contract, place the building in first class condition without delay and maintain it in that condition during the period of the contract employing the best standard practises of the trade at all times.
- .2 It is the Contractor's responsibility through adequate use of the operational manager and site supervisors to ensure all cleaning is completed in accordance with this specification, prior to the departure of each work shift.
- .3 The Contractor's personnel must not under any circumstances disturb or be disturbed by the occupants or users of the building they are servicing. This does not mean Contractor personnel cannot interact, in a friendly and professional manner, with the building occupants and users. The intent is to ensure that the Engineer, the operational manager and the supervisors are responsible for coordinating access to janitorial personnel, their assigned duties, and their area of responsibilities, not building occupants or users.
- .4 During the winter season, from 15 October to 15 April, the contractor must clean all entrances and entrance ways, in all areas listed as any routine frequency in the contract. The contractor must keep the floors clean and free of Salt, dirt and debris. The contractor will need to adjust its routes

to cover the winter work load. No additional compensation will be paid under this contract for this extra cleaning work load in the winter season.

- .5 5 CDSB Gagetown is an operational, support, and training base. The Contractor must have the capability to manage significant increases and decreases in the services to respond to operational requirements.

3.02 SERVICES AND FREQUENCY

- .1 The Contractor shall determine the number of janitorial personnel required to maintain the buildings listed in Annex A, at the frequencies listed in Annex B, including any and all building specific requirements that are listed in section 00 11 01, Summary of Work, Sub-section 3, Execution.
- .2 See Section 01 11 00, Summary of Work for details of the cleaning services to be provided under this contract. This summary of work is to be read in conjunction with the detailed list of frequencies in Annex B. These frequencies are the minimum amount of work that is to be completed per day/shift.
- .3 If the Engineer deems that the cleaning standards and frequencies are not being met, the Contractor, at no extra cost to the Engineer, will provide the necessary personnel, equipment, and materials to meet this specification.

3.03 OPERATIONAL MANAGER

- .1 A minimum of one operational manager is to be provided for the duration of this service contract (herein referred to as manager). This manager is the primary point of contact for the Engineer. The manager must be present on site during normal working hours, Monday to Friday 0730 to 1600.
- .2 For all manager absences, the Contractor must appoint another person to act in that capacity. The Contractor must provide the name and contact number of this appointed acting manager to the Engineer no later than the start of the business day (0730) of the absence.
- .3 The manager must have the competence, experience, and qualifications required to discharge the assigned responsibilities.
- .4 The manager must be fully appraised of all of the requirements of this specification and be in possession of all documents.
- .5 The manager must be in possession of a cell phone for ease of contact and communication with the Engineer. The manager must also be available via cell phone after normal hours, on holidays and weekends, or whenever the Contractor has personnel working on the base or in the training area.
- .6 The manager is responsible for all janitorial personnel and all janitorial work performed under this service contract. Duties include, but are not limited to:
 - .1 The co-ordination and planning of all janitorial services. This includes assigning supervisors their responsibilities, and ensuring the Engineer has the contact number for operational manager. It is the manager who is to provide the Engineer with the duty schedule;
 - .2 Ensuring that janitorial services are provided in accordance with

- this specification. This includes overseeing the provision of janitorial supplies, equipment, and consumable products and materials in an efficient manner, and correcting deficiencies immediately; and
- .3 Ensuring the quality of the janitorial services provided. This includes visiting each building in this specification to inspect the quality of work as well as performing personnel reviews.

3.04 SITE SUPERVISORS

- .1 A minimum of five supervisors are to be provided for the duration of this service contract. In addition to these five supervisors, a minimum of one, after hours supervisor is to be provided for the supervision of all after hours cleaning and after hours janitorial staff. Supervisors are the secondary points of contact for the Engineer. A supervisor must be on site any time janitorial personnel are scheduled to work.
- .2 It is up to the discretion of the manager to assign supervisors the buildings and personnel to which they are to oversee.
- .3 All supervisors must be in possession of cell phones for the ease of contact and communication with the Engineer. The manager is to provide the contact numbers of the supervisors to the Engineer, in writing within 10 days of the start of the contract.
- .4 Supervisors are to perform thorough inspections of all buildings they are assigned, no less than once a month. An example of an inspection sheet is located in Annex F. This inspection sheet is to be completed for every building inspected, and once completed the inspection sheet is to be submitted to the Engineer by the end of the month in which the inspections were completed;
- .5 The supervisor will be responsible for maintaining the cleaning product inventory in each individual cleaning storage room in each individual building. It is the supervisors responsibility to ensure there is enough product in each building.

3.05 JANITORIAL PERSONNEL

- .1 All janitorial personnel must be competent in their assigned tasks. They must know the areas to be cleaned, the cleaning tasks, the frequency of tasks, the day and time that tasks are to be completed, the proper cleaning chemicals to be used, and the proper techniques to be used.
- .2 All janitorial personnel must wear company assigned personnel protective equipment as per Section 01 35 30, where applicable.
- .3 All janitorial personnel must follow the Contractor's assigned safe working procedures.
- .4 All Janitorial personnel must sign in and out using the assigned attendance system every time they enter a building of their responsibility. Janitorial personnel are to follow the assigned duty schedule provided by the supervisor. Scheduling of work breaks is to be taken into account by the supervisor when completing their duty schedules. For all Janitorial personnel absences the Contractor or supervisor must appoint another person to complete the assigned work.

- .5 All Janitorial personnel must ensure their assigned equipment and cleaning closets are maintained as stated in Annex B, Frequencies.

3.06 UNIFORMS

- .1 While on site, all of the Contractor's personnel must wear a uniform that will be provided by the Contractor at no expense to the Engineer. At a minimum the uniform must:
 - .1 Have a company logo on it;
 - .2 Be a properly sized shirt or blouse that fully covers the midriff; and
 - .3 Be in good repair.
- .2 Janitorial personnel shall maintain a professional appearance at all times. Although uniform pants are not required, pants must be in good repair, absolutely no pajama or sweat pant-type pants and shorts (cut off jeans Etc.) are acceptable. Close toed shoes are mandatory. The wearing of head wear will be strictly prohibited. Jewelry and other accessories should be worn so as not to hinder the health and safety of the worker.

3.07 SERVICES PROVIDED BY DND

- .1 Storage space for cleaning material and equipment at 5 CDSB Gagetown will be provided by DND. All materials are to be stored with labels intact and in original containers, where applicable. All containers must bear WHMIS labels. Storage spaces are to be maintained in a neat and tidy condition at all times and are to be locked when not in use. Locks are to be provided by the Engineer, who will maintain a copy of all keys issued.
- .2 Electricity and hot water required by the contractor for the execution of janitorial services will be provided by DND without charge.
- .3 Supply of temporary services by DND is subject to DND requirements and may be discontinued by the Engineer at any time without notice, without acceptance of any liability for damage or delay caused by such withdrawal of temporary services.
- .4 Office space will not be provided by DND or temporary office space shall not be permitted on DND property.

3.08 QUANTITY

- .1 The quantities mentioned in Annex "B" Basis of Payment may increase or decrease, and are to be used only as a guide for tendering purposes. The quantities are not guaranteed and the Contractor will have no claim for the loss of anticipated profits as a result of these estimated quantities.

3.09 TIME SHEETS

- .1 Each of the Contractors personnel must on entering and leaving the work site, sign the daily attendance log. Any of the Contractors personnel who leave the work site before the end of their specified work period (for whatever reason) must sign the log again. The acceptable log is attached at Annex G. Should the Engineer discover that the Contractor's personnel have left the base area without signing out or they have signed out at a time later than their actual departure time, that person will be considered

as absent for the entire day.

- .2 If there is On Demand Cleaning being done between the normal work hours of 0730 and 1600 hrs Monday to Friday, employees are to be directed to sign in/out at Building B-18 Contracts office.
- .3 If On Demand Cleaning is being done outside of normal working hrs, employees are to be directed to sign in/out at the Base Fire Hall Building G-3
- .4 Time Sheets for On Demand Cleaning will be submitted with invoice. No payment will be made without time sheets
- .5 Sign in will comply with the contracts sign in SOP attached as Annex G.
- .6 An On Demand work report will be given to the Engineer on completion of work. Report will be signed by the supervisor in charge. Report attached as Annex G.

3.10 CONTRACTOR'S USE OF SITE

- .1 Do not unreasonably encumber site with materials or equipment
- .2 Move stored products or equipment which interferes with operations of Engineer or other Contractors.
- .3 Contractor is to assure their staff enter only areas assigned to them for servicing.

3.11 BUILDING SECURITY

- .1 The Contractor is to instruct staff to lock windows and doors to offices and buildings when the employee is the last person to leave.

3.12 ENERGY CONSERVATION

- .1 All non-essential lights shall be turned off when work is complete.

3.13 PROTECTION OF PROPERTY

- .1 The Contractor undertakes and agrees to comply with all Base Standing Orders or other regulations in force on site where work is to be performed relating to the safety of persons on the site or the protection of property against loss or damage from any and all causes including fire.

END OF SECTION

1 GENERAL

1.01 REFERENCES

- .1 Canada Labour Code.
- .2 Canada Occupational Health and Safety Regulations.
- .3 Hazardous Products Act.
- .4 Controlled Products Act.
- .5 New Brunswick Occupational Health and Safety Act.
- .6 Workplace Hazardous Materials Information System (WHMIS).
- .7 Environmental Choice Standards (Eco Logo).
- .8 Green Seal Standards.

2 PRODUCTS

2.01 REQUIREMENTS

- .1 All Janitorial materials, products, dispensers, and equipment will be approved by the Engineer prior to the award of the contract. Any substitutions will require the approval of the Engineer.
- .2 Requests for acceptance of substitutions for materials, products, dispensers, and equipment must be submitted in writing to the Engineer. The request must be supported with sufficient information from the manufacturer in order to enable the Engineer to make an assessment.
- .3 The Contractor will not make any change in the design and/or installation of dispensers and equipment, nor make modifications to materials and products without the approval of the Engineer.
- .4 If, in an emergency, the Contractor installs/uses materials, products, dispensers, and/or equipment other than that which is specified herein, the Contractor will replace such items, as soon as possible, with those that are specified herein, before claiming any payment. No claim for unapproved or unspecified materials, products, dispensers, or equipment will be supported, unless such items were requested by the Engineer.
- .5 All manufactured materials, products, product dispensers, and equipment will be applied, installed, connected and used as specified by their manufacturer.
- .6 All material/products will be environmentally responsible products and must conform to Environmental Choice Standards (Eco Logo) or Green Seal Standards.
 - .1 Product Categories that will be accepted under the Environmental Choice (Eco Logo) Program are as follows:

- .1 CCD-110, cleaning and degreasing compounds;
- .2 CCD-146, hard surface cleaners;
- .3 CCD-147, floor care;
- .4 CCD-148, carpet and upholstery; and
- .5 CCD-166, disinfectants and cleaners.
- .2 Product categories that will be accepted under the Green Seal Standards are as follows:
 - .1 GS-34, degreasers;
 - .2 GS-37, cleaning products for industrial use; and
 - .3 GS-40, floor care products for industrial use.
- .7 The Contractor will be responsible to replenish all consumable products, such as paper towel, toilet paper, hand soap, hand sanitizer, sani-bags, urinal pucks and screens, and garbage/recycling bags on a daily and/or on an as required/requested basis.
- .8 The Contractor must provide a full list of all of the materials and products intended for use, along with applicable MSDS sheets and technical data sheets, to the Engineer.
- .9 At a minimum the English version of all applicable MSDS sheets must be placed in all of the cleaning closets used by the Contractor. However, MSDS sheets must be available in both official languages (upon request). MSDS sheets must always be kept up to date.
- .10 All containers that hold chemicals and/or hazardous materials will be labelled as per WHMIS. In the event a container holds a chemical or material that does not fall under WHMIS, it must still be labeled as to its contents. At a minimum the container shall be labelled with the generic or common name of the product and its manufacturer.
- .11 The Contractor will be responsible to provide all dispensers. On award of this service contract, the Contractor will install product dispensers following the schedule provided by the Engineer. Annex D includes a list of dispenser types, their locations, and the schedule for their replacement. A representative of the Engineer will be present throughout the replacement process. Dispensers are to be placed as close to existing positions as possible, so as to limit the damage to the surfaces to which they are mounted.
- .12 Exceptions to replacement are:
 - .1 The standard size bathroom toilet paper dispensers; the multi-fold paper towel
 - .2 The multi-fold paper towel dispensers; and
 - .3 The sanitary bag dispensers.
- .13 The Contractor is responsible for covering all costs associated with the installation of dispensers. This includes the costs of all labour, material, tools and equipment, as well as the costs of the dispensers themselves. This cost should be included in the Contractor's unit price submitted for routine cleaning, as per section 00 21 13, Instructions to Bidders, subsection 3.9, Quantities and Basis of Payment.
- .14 The Contractor is responsible for maintaining all dispensers in good working order. Replacement of dispensers due to normal wear and tear from regular use will be covered by the Contractor. DND will only cover the cost of replacing broken dispensers from abnormal or excessive wear and tear. Broken dispensers will be replaced on an on demand basis, only at the approval

of the Engineer at the price submitted for On Demand Dispenser replacement, as per section 00 21 13, Instructions to Bidders, subsection 3.9, Quantities and Basis of Payment.

- .15 Prohibited materials/products:
 - .1 Products likely to damage furniture or other property;
 - .2 Abrasive powders;
 - .3 Paradichlorobenzene deodorant blocks; and
 - .4 Unless authorized in writing by the Engineer, no products containing acid will be used.

2.02 DISPENSERS

- .1 Toilet Paper: Jumbo roll tissue dispenser either single or double roll capacity.
- .2 Paper Towel: Hand-lever or touch-less paper towel dispenser.
- .3 Hand Soap: Wall mounted, plastic moulded, in a neutral colour, pump/manually activated or automatic dispenser.
- .4 Hand Sanitizer: Wall mounted, plastic moulded, in a neutral colour, pump/manually activated or automatic dispenser.

2.03 CONSUMABLE PRODUCTS

- .1 Jumbo roll bathroom tissues: White, 2 ply, minimum 40% post consumer waste. Minimum 1000ft per roll.
- .2 Standard size bathroom tissues: White, 2 ply, minimum 40% post consumer waste.
- .3 Paper towel: Neutral colour, high capacity hard roll paper towel, 1 ply, minimum 40% post consumer waste. Minimum 600ft per roll.
- .4 Multi-fold paper towel: Neutral colour, 1 ply, minimum 40% post consumer waste. minimum 250 sheets per package.
- .5 Hand soap: Liquid or foaming, fragrance free and dye free hand soap. Must meet Eco Logo or Green Seal standards. Must be ready to use with no dilution required.
- .6 Hand sanitizer: Antibacterial, fragrance free and dye free hand sanitizer. Must meet Eco Logo or Green Seal standards. Must be ready to use with no dilution required.
- .7 Garbage and recycle bags: All bag sizes listed may vary up to 1.27cm (1/2") in width and or length. The width is listed as the first measurement with the length the second and indicated as width (W) and length (L):
 - .1 Small black garbage bags: must be 1mm in thickness and 55.9cm (W) X 60.9cm (L) or 22" X 24";
 - .2 Medium black garbage bags: must be 1.5mm in thickness, or extra strong, and 66cm (W) X 91.4 cm (L) or 26" X 36";
 - .3 Large black garbage bags: must be 1.5mm in thickness, or extra strong, and 88.9cm (W) X 127cm (L) or 35" X 50";
 - .4 Small clear or blue recycling bags: must be 1mm in thickness, and 55.9cm (W) X 60.9 cm (L) or 22" X 24";

- .5 Medium clear or blue recycling bags: must be 1.5mm in thickness, or extra strong and 66cm (W) X 91.4cm (L) or 26" X 36";
- .6 Large clear or blue recycling bags: must be 1.5mm in thickness, or extra strong and 88.9cm (W) X 127cm (L) or 35" X 50".
- .8 Urinal puck and screen combination: Must meet Eco Logo or Green Seal standards.
- .9 Wax Sanitary bags: Must be able to fit existing holders/ sanitary bag dispensers.

2.04 EQUIPMENT

- .1 All equipment will be inspected by the Engineer prior to the award of the contract and on a continuing basis during the period of the contract.
- .2 All equipment will be of industrial quality and in like-new condition at the beginning of the contract. Equipment will be maintained in like-new condition for the duration of the contract.
- .3 All equipment that is unclean, unsanitary, unserviceable, or otherwise found unacceptable by the Engineer, will be removed from 5 CDSB Gagetown and immediately replaced.
- .4 Due to the fact that some buildings listed in Annex A are located throughout the 5 CDSB Gagetown Range and Training Area (RTA), the Contractor is to provide an all-wheel drive vehicle of sufficient size, to transport janitorial personnel and equipment (as required) to the various buildings located throughout the RTA. This vehicle is to be equipped with winter tires from the months of 01 November to 30 April.
- .5 The Contractor will have on-site:
 - .1 Brooms, mops, dusters, and other cleaning devices, supplied in sufficient numbers in order to properly provide the cleaning services for the buildings listed in Annex A, at the required frequencies listed in Annex B;
 - .2 Cart mount buckets c/w squeegee in sufficient numbers for each building listed in Annex A, or at a minimum one per floor per cleaner;
 - .3 Cleaning carts for janitorial personnel in each building listed in Annex A or at a minimum one per floor per cleaner;
 - .4 Wet/dry canister vacuums with an adaptable power head hook up and maximum noise level 60-70 dB. Supplied in sufficient numbers throughout the various buildings, in order to properly provide the cleaning services for the buildings listed in Annex A, at the required frequencies listed in Annex B; and
 - .5 In addition, at a minimum the Contractor is to supply:
 - .1 One vacuum for each of the accommodation buildings listed in this specification;
 - .2 One vacuum each for buildings A-47, M-2, H-34, D-17, J-8 and J-9;
 - .3 Two vacuums each for buildings D-57, and J-10; and
 - .4 Four vacuums for J-7.
 - .6 Floor maintainers/auto scrubbers, minimum working width 50cm. The scrubber must have the capacity to complete the entire floor to a dry usable surface within four hours. Shall be self-propelled c/w the appropriate brushes, pads, and other features, as recommended

- by the manufacturer for the floor surface being cleaned. Supplied in sufficient numbers throughout the various buildings, in order to properly provide the cleaning services for the buildings listed in Annex A, at the required frequencies listed in Annex B. In addition, at a minimum the Contractor is to supply:
- .1 One scrubber each for buildings A-47, A-337, M-2, D-59, D-60, G-8, K-92, B-18, J-8 and L-33; and
 - .2 Two scrubbers for D-57, (one per floor, as the second floor contains a running track).
- .7 Floor maintainer/auto scrubber, minimum working width 85cm. The scrubber must have the capacity to complete the entire floor to a dry usable surface within four hours. Shall be self-propelled c/w the appropriate brushes, pads, and other features, as recommended by the manufacturer for the floor surface being cleaned. A minimum of two scrubbers each for J-7 and J-10.
- .8 Floor machines, working width 50cm, dual speed of 75 RPM low and 300 RPM high floater type. Supplied in sufficient numbers throughout the various buildings, in order to properly provide the cleaning services for the buildings listed in Annex A, at the required frequencies listed in Annex B. In addition, at a minimum the Contractor is to supply:
- .1 One machine for each of the accommodation buildings listed in this specification;
 - .2 One machine each for buildings A-47, M-2, H-34, D-17, J-8 and J-9;
 - .3 Two machines each for D-57 and J-10(one per floor); and
 - .4 Four machines for J-7.
- .9 Ride on floor maintainer/auto scrubber, required to clean the field house and indoor track in buildings M-2. The following will be considered minimum requirements:
- .1 Length = 152cm;
 - .2 Height = 127cm;
 - .3 Width/frame (roller to roller) = 74cm;
 - .4 Width/scrub head for 65cm scrub head = 85cm;
 - .5 Width/scrub head for 80cm scrub head = 91cm;
 - .6 Width/rear squeegee for 65cm scrub head = 85cm;
 - .7 width/rear squeegee for 80cm scrub head = 100cm;
 - .8 Brush diameter for 65cm scrub head = 33cm;
 - .9 Brush diameter for 80cm scrub head = 41cm;
 - .10 Scrubbing path width for 65cm scrub head = 65cm;
 - .11 scrubbing path width for 80cm scrub head = 80cm;
 - .12 Solution tank capacity = 110L;
 - .13 Recovery tank capacity = 110L;
 - .14 Operating sound level not to exceed 70dB; and
 - .15 Travel speed = 6.4 km/hr.
- .6 The Contractor will supply a pool vacuum for each pool located at 5 CDSB Gagetown. There are two year round indoor pools located at building M-2 and the one seasonal outdoor pool located at building A-42. The following will be considered minimum requirements:
- .1 Calculated ground speed = 15m/min;
 - .2 Calculated scanning rate = 5.85sqm/min;
 - .3 Suction rate (self controlled) = 300L/min;
 - .4 Weight (w/o cable) = 10.7kg;
 - .5 Input voltage = 115 V AC;
 - .6 Output voltage = 30 V DC Nominal; and
 - .7 Rated output = 115 V AC - 150 W.

- .7 Contractor to supply one portable pool vacuum for each indoor and outdoor pool. The following will be considered minimum requirement:
 - .1 2hp (220V);
 - .2 2" inlet and outlet;
 - .3 55 sq ft. filter at (8000 g/h); and
 - .4 Stainless steel cart and non-marking tires.
- .8 If at any time throughout the contract the Engineer deems that the Contractor does not have, or is not maintaining sufficient amounts of equipment in order to properly provide the services indicated herein, then the Contractor will, at no extra cost to the Engineer, increase the amount of equipment that is on site.

3 EXECUTION

3.01 SUPPLY AND STORAGE

- .1 A minimum of one week's worth of products must be maintained on site, in order to ensure each individual building is maintained accordingly. Products shall be stored in the storage rooms within each individual building.
- .2 Storage rooms shall be maintained in accordance with this specification.

3.02 SERVICES AND FREQUENCIES

- .1 A complete list of the janitorial (cleaning) services to be provided by the Contractor on a routine basis and the frequency to which those services are to be provided are all listed in ANNEX B.

3.03 ACCOMMODATION BUILDINGS

- .1 Accommodation buildings include transient quarters, barrack blocks, VIP housing and Emergency housing. There are a total of 25 barrack blocks located on base, six located in the training area and six houses located off base (but within a 5km radius of the base). All of these buildings contain rooms used for the purposes of living accommodations. Within this specification, accommodation spaces at 5 CDSB Gagetown are divided into three different types, based on the level of interior room cleaning services required, and are as follows:
 - .1 Suites: These rooms have private bathrooms and kitchenettes. Suites will receive hotel-type cleaning services on a daily basis. Interior room cleaning services will include the cleaning of all items provided for convenience.
 - .2 Enhanced: These rooms have private bathrooms. Enhanced rooms will receive hotel-type cleaning services daily.
 - .3 Basic/regular: These rooms may or may not have private bathrooms. Basic/regular rooms will receive interior room cleaning services only upon occupant vacancy.
 - .4 Details in the specific services and frequencies required for each type of room are listed by the room type in Annex B.
- .2 In addition to accommodation spaces, these buildings may also contain offices, conference rooms, hospitality spaces, laundry rooms, common spaces, etc. These spaces will receive the cleaning and frequencies as

indicated in ANNEX B.

- .3 Due to the nature of the operations of these buildings (i.e. room occupancy or vacancy), the exact daily cleaning requirements will vary. It is important that the scheduling of cleaning services is co-ordinated through the 5 CDSB Gagetown Accommodation Section and the Engineer.
- .4 D-59, D-60 and G-8: These are the newest barrack blocks on base. There are 20 suites, 81 enhanced and 500 of basic/regular rooms. Requirements for daily room cleaning will be given to the Contractor by the Engineer or his representative. Unoccupied rooms will be refreshed as required, at a minimum twice a week whilst unoccupied, and always thoroughly cleaned before and after occupancy. These three buildings operate in the same manner as a hotel and therefore the level of cleaning service required is expected to be of the same quality and quantity.
- .5 A-4, A-7, A-9, A-10, A-11, F-3, F-4, F-7, and F-8: The officer and Senior NCO quarters. There are 13 suites and 277 of basic/regular rooms. Requirements for daily room cleaning will be given to the Contractor by the Engineer or his representative. Unoccupied rooms will be refreshed as required, at a minimum twice a week when unoccupied, and always thoroughly cleaned before and after occupancy. These three buildings operate in the same manner as a hotel and therefore the level of cleaning service required is expected to be of the same quality and quantity.
- .6 D-23, D-24, D-25, D-27, H-1, H-3, H-8, H-20, H-21, H-23, L-26 and M-5: The junior NCO/RETS quarters. There is no interior room cleaning requirements in these buildings. All other areas in these buildings will be cleaned as indicated in Annex B, D-27 has shared bathrooms. Bathrooms will be cleaned by the Contractor once a room occupant vacates. The bathrooms that require cleaning will be provided by the Engineer or his designated representative daily.
- .7 18, 20, 25, and 28 Dakota, 26 Laurier, and 57 Restigouche: These buildings are VIP and Emergency housing for military personnel. Cleaning of these buildings is done on demand only, whenever requested and approved by the Engineer. When cleaning is required, the buildings will be serviced as suites and as such, the cleaning services will include the cleaning of all items provided for convenience.
- .8 PC-43, PC-44, PC-100, PC-101, PC-102, PC-104: The barrack blocks located in the training area, in Petersville. These buildings are open/group quarters. Cleaning services will be set as those of common areas, washrooms, corridors, entrances, and laundry rooms will all be cleaned as per the frequencies listed in ANNEX B.

3.04 MEDICAL AND DENTAL BUILDINGS

- .1 There is one main base hospital complex (consisting of two buildings), one field hospital, and one off base clinic. Due to the nature of their operations, special janitorial considerations need to be taken. These buildings require special janitorial staffing as listed herein, and have specific cleaning frequencies as listed in Annex B.
- .2 A-47 and A-337: The main base medical and dental facilities. These buildings contain medical treatment rooms, waiting and reception areas,

a physiotherapy clinic, an imaging clinic, an immunization clinic, a pharmacy, a shipping and receiving area, a storage area, offices, and conference rooms. The cleaning schedule for these buildings will be broken down into two cleaning shifts, a day shift and an evening shift. The day shift will commence no later than 0730. This day shift will be composed of two cleaners: one assigned per building, but they may overlap to assist one another as necessary. The evening shift will commence at 1400 and complete at 2230. The evening shift will be composed of three cleaners: two assigned to building A-47 and one assigned to building A-337, but they may overlap as necessary. These buildings are all open Monday through Friday, 0730 to 1600, but closed on weekends and statutory holidays.

- .3 PC-105: This is the hospital in Petersville, located in the training area. This building is to receive the same cleaning frequencies as any other medical building.
- .4 Mental Health: This building is located off base on Restigouche Rd N. It is a consulting clinic. It is mostly private/consulting offices and reception areas.

3.05 RECREATION BUILDINGS

- .1 Recreation buildings are used for fitness, sports, recreation and leisure activities. They are all open to the public and are used by large numbers of people on a daily basis. These buildings have a high potential for transmitting communicable diseases. Special care must be taken to ensure contact points, showers, washrooms, and change rooms/locker rooms receive the highest level of cleaning. These buildings will also see vast usage fluctuations on a daily and seasonal basis. The co-ordination and scheduling of cleaning tasks needs to reflect these surges in use.
- .2 M-2: The Base gym. This is a recreational facility that is used by the public as well as military members. There is a large indoor track, four gym floors, squash courts, two pools, large locker rooms, saunas, several fitness rooms/studios/spaces, a reception area, classrooms, offices, daycare and a bowling alley. There needs to be three cleaning shifts put in place at the gym, a day shift, an evening and a night shift. These are required in order to cover off the gym 24 hours a day, as certain areas can only be thoroughly cleaned when the facility is closed. Each cleaning shift is to have at a minimum two cleaners on it, and the day and evening shifts must have one female cleaner and one male cleaner, in order to clean the locker rooms while the gym is open. The gym is open 365 days a year, and therefore requires the same scheduling on weekends and most holidays. It is open weekdays from 0530-2200, Saturday and Sunday from 0800-2200, and Holidays from 1200-1700.
- .3 A-42: The outdoor pool. This is a recreational facility that is open to the public as well as the military. There is a single 25m pool, deck area and change rooms (with washrooms). The outdoor pool is seasonal (summer) cleaning only. Its operational time line will be determined based upon seasonal weather conditions. Once opened for the season, the outdoor pool is open from 1200-2100 daily, including holidays and weekends.
- .4 A-15: The base arena. This is a recreational facility that is open to the public as well as military. Cleaners are required in the day and the evening, with the evening shift to end no earlier than 2230. The arena is open seven

days a week, but closes for annual maintenance for approximately one month, once throughout the year (TBD annually, dates will be provided to the Contractor).

- .5 Lindsey Valley: This is a ski lodge. It serves as a warming shelter and gathering area for cross country skiers, with washrooms, changing facilities, and a canteen. Special events are sometimes held in the Lodge when it is open. It is in operation during the winter season only, and it is open Saturdays and Sundays, from 1000 to 1700.

3.06 MESSES AND KITCHEN FACILITIES

- .1 The Messes and the Base kitchen/dining hall are used for dinning and hospitality. They are open to the public, and are used on occasion to host various public functions. These buildings have a high potential for transmitting communicable diseases. Special care must be taken to ensure contact points and washrooms receive the highest level of cleaning. These buildings will see vast usage fluctuations on a daily basis. The co-ordination and scheduling of cleaning tasks needs to reflect these surges in times of use.
- .2 H-33: The Base kitchen/dining hall. Although the daily cleaning of the dining area, food service and food prep areas are not included under routine cleaning, the main entrance and large public washrooms are. There are also offices, corridors, stairwells, etc. Since this is the main dining hall on base, peak hours of operation coincide with meal times. Cleaning schedules need to reflect this. Special attention needs to be given to the washrooms and the front entrance after usage surges. H-33 operates 7 days a week, 365 days a year, therefore cleaning services that are listed as daily in ANNEX B must be maintained as such 7 days a week. H-33 opens as early as 0530 and closes as late as 1900.
- .3 A-4, A-9, D-22, F-2 and F-6: The two Senior NCO Messes, the Junior ranks mess (or Maritime Club) and the two Officers Messes (Respectively). Mess facilities are used for social events and public functions, as well as bar facilities in the evenings. Please note that the bar areas are not included under this service contract, however, common spaces, washrooms, corridors, and offices are. Also, buildings A-4 and A-9 have accommodation spaces located on their second levels. Refer to section 3.3 "Accommodation Buildings".

3.07 ESSENTIAL SUPPORT SERVICES BUILDINGS

- .1 Essential support service buildings operate 24 hours a day, 365 days a year. They provide essential services to 5 CDSB Gagetown and in some cases, to the Town of Oromocto. The co-ordination and scheduling of cleaning tasks needs to reflect the operational needs of these buildings. As such, cleaning frequencies that are listed as daily in ANNEX B, need to be maintained for all operational days of the week (i.e. 7 days a week, 365 days a year, including holidays).
- .2 A-13: The Water Treatment Plant. In addition to operating 24 hours a day 365 days a year, due to the nature of the plant, floors will require daily cleaning, sweeping and mopping, this is to include the pump areas.
- .3 N-117 and C-9: The Waste Water Treatment Plant and the Central Heating Plant

(respectively).

- .4 G-3 and H-17: The Base Fire Hall and the Military Police Headquarters (respectively).
- .5 F-19: The Main Gatehouse.

3.08 PUBLIC BUILDINGS

- .1 Public buildings provide services to members of the military and their dependents, as well as members of the public service and their dependents, and to members of the general public. Due to their public nature and high traffic potential, special janitorial services and/or frequencies may be required.
- .2 Youth Centre: The MFRC Youth Centre. It provides drop in services for teens and youths. This building is located off base on St Lawrence. It contains computer rooms, lounges, and common spaces, as well as offices.
- .3 A-45: The Military Family Resource Centre (MFRC). This building is located off base on St. Lawrence. It contains offices, conference rooms, classrooms, a daycare and the Deployment Support Centre. One cleaner is required to maintain this space daily, Monday to Friday.
- .4 H-5 and H-34: The Language School and Learning Centre (Respectively). These buildings provide educational training for military members and for members of the public service. These buildings will have their classrooms cleaned on a set frequency.
- .5 F-1: The Base Courthouse/Conference Centre. The courthouse floor is carpeted and will be vacuumed and cleaned on a set frequency.
- .6 F-12: The base theatre. The cleaning of the theatre space is not included in this contract, but the washrooms, front entrance, and office spaces are. However, when the theatre is booked for presentations, the theatre space will be required to be cleaned. This will be co-ordinated through the Engineer.
- .7 G1 and G2: The two Base Churches. These buildings contain carpeting that will be vacuumed and cleaned on a set frequency.
- .8 A-5 and A-42: The Base Museum and the Base Post Office.

3.09 DRILL HALLS

- .1 There are three large drill halls on base. The drill floor itself (which is a large open area, similar to a gymnasium floor, that is clearly outlined and delineated within each building) is not included under the scope of routine cleaning in this specification. All other spaces will receive the cleaning services and frequencies as indicated in ANNEX B.
- .2 D-10, D-15, and H-12: Large drill halls. They are used for ceremonies such as Change of Command parades.

3.10 ABOLUTION FACILITIES

- .1 Ablution buildings are large, free standing facilities, which provide places

to perform personal hygiene. Most of these buildings are open on a seasonal basis only. When in operation, these facilities are used by large numbers of people on a daily basis. These buildings have a high potential for transmitting communicable diseases. All ablution facilities will receive the daily cleaning services and frequencies as "washrooms" listed in ANNEX B.

- .2 ablution buildings located on base are: L-27, L-38, L-39, L-337, and L-340.
- .3 ablution buildings located in the training area are: PC-25, PC-316, and PC-317.

3.11 LARGE BUILDING COMPLEXES

- .1 Buildings grouped under this classification are large building complexes. They contain offices, conference rooms, canteens, maintenance bays, supply rooms, classrooms, etc. These buildings will receive the cleaning services and frequencies as indicated in ANNEX B. Due to their large size, these buildings will require single/multiple (as indicated below) full time, day cleaners. Many of these buildings also have specific equipment requirements listed above in subsection 2.5, Equipment.
- .2 B-10: This is the Base supply depot. It will have one full time cleaner.
- .3 B-18 and B-14: This is the 5 ESU complex. It will have one full time cleaner, and a second half-day cleaner.
- .4 D-56, D-57, and D-58: This is the RCR complex. It will have three full time day cleaners, and one half-day cleaner.
- .5 J-1 and J-7: This is the CTC Complex. It will have five full time day cleaners.
- .6 J-8 and J-9: This is the 4 AD Complex. It will have one full time day cleaner.
- .7 J-10: This is the CFSME Complex. It will have two full time day cleaners.
- .8 K-4: This is a large maintenance complex. It will have one half-day cleaner.
- .9 K-92: This is the LAV barn. It will have one full time day cleaner.
- .10 L-4, L-10, L-24, L-32, L-37: These buildings are the 403 Squadron Complex. It will have two full time day cleaners
- .11 L-33: This is the MTSC Complex.

3.12 ADMINISTRATIVE BUILDINGS

- .1 Buildings grouped under this classification provide administrative (Admin) services. There are 28 buildings defined as Admin buildings under this specification. For the most part, they contain offices, washrooms, conference rooms, canteens, stairwells, corridors, etc. These buildings will receive the cleaning services and frequencies as indicated in ANNEX B.
- .2 Admin buildings located off base, but within a 5km radius, are: 3, 5, and 7 Drummond, 49 Inchby, 302 and 304 Mackenzie, and the Canadian Forces Housing Agency (CFHA) building, F-20 (located right outside the main gate).

- .3 Admin buildings located within the base are: A-338, B-71, B-339, B-341, C-15, D-4, D-5, D-17, D-21, H-10, H-16, H-18, H-19, K-20, K-69, K-75, K-79, K-81, K-330, N-310, and N-126.

3.13 SUPPORT BUILDINGS

- .1 Buildings grouped under this classification are used for the purposes of maintenance, storage and supply. There are 34 buildings defined as support buildings under this specification. For the most part they contain large service/garage bays that are not included in the scope of routine cleaning under this specification. However, the offices, washrooms, canteens, etc., located in these buildings are. These buildings will receive the cleaning services and frequencies as indicated in ANNEX B.
- .2 Support buildings are: B-1, B-6, B-7, B-9, B-19, B-45, B-58, C-8, D-9, D-55, H-6, H-7, K-1, K-6, K-8, K-10, K-13, K-14, K-15, K-16, K-17, K-18, K-19, K-38, K-39, K-60, K-61, K-63, K-71, K-73, K-82, L-28, N-104, N-125.

3.14 TRAINING AREA BUILDINGS

- .1 Buildings grouped under this classification are all located in the Range and Training Area (RTA). These buildings include office spaces, canteens, classrooms, maintenance bays, accommodation spaces, ablution facilities, etc. Within this specification there are 25 buildings located in the RTA, however, 1 is a medical building, 6 are accommodation buildings, and 3 are ablution facilities.
- .2 PC-105: This is the Field Hospital in Petersville. See above, subsection 3.4, Medical and Dental Buildings.
- .3 PC-43, PC-44, PC-100, PC-101, PC-102, and PC-104: These are accommodation blocks. See above, subsection 3.3, Accommodation Buildings.
- .4 PC-25, PC-316, and PC-317: These are ablution buildings. See above, subsection 3.10, ablution Buildings.
- .5 RTA buildings are: PC-33, PC-42, LW-3, LW-4, MA-22, MA-23, MA-36, SW-6, SW-8, SW-10, TA-1, Amiens Range Shack, Mons Range Shack, Riechwald Range Shack, and Vimy Range Shack.

3.15 BUILDING WINDOWS

- .1 Windows are to be cleaned inside and outside semi-annually (once in the spring and once in the fall of the year) for buildings listed in "Annex A" with the exception of buildings listed in sub-section 3.15.2. Window glass is to be cleaned the entire length and width of the glass.
- .2 All windows in building F-19 (Main Gate), H-33 (Main Kitchen) and L-4 (Tower) are to be cleaned once a month on a regular basis as listed in "Annex B".
- .3 All window screens will be removed to clean the windows and installed after cleaning by the contractor at no additional charge. Fixed screens will be reported to the Engineer.

3.16 MAINTENANCE TECHNIQUES

- .1 In general observe the following rules to avoid damage to building components and furnishings:
 - .1 Never use a cleaning solution stronger than necessary to remove soils;
 - .2 Use the least amount of cleaning solution necessary to accomplish the task;
 - .3 Leave the cleaning solution on the surface only long enough to loosen the soils *NOTE: exception for using germicidal detergent solution which must be left in contact with the surface for sufficient time to control the microbes present;
 - .4 Change cleaning solutions and rinse water frequently;
 - .5 Wash, rinse, and dry one small area at a time. This reduces the time that the water stands on the surface;
 - .6 Do not splash on, or allow cleaning solution to seep under furniture, baseboards, or equipment;
 - .7 Do not spill cleaning solution on surfaces not to be cleaned. Wipe off any spillage immediately with a clean cloth; and
 - .8 Avoid the use of steel wool, scouring powder, or abrasives to remove the soils unless absolutely necessary. When used, take care to prevent damage to the surface cleaned.

END OF SECTION

1 GENERAL

1.01 SAFETY MEASURES

- .1 Observe and enforce safety regulations required by the Canada Labour Code Part 2; Provincial Government; WorkSafeNB, Municipal Statutes and Authorities.
- .2 In event of conflict between any provisions of above authorities, the most stringent provision will apply
- .3 DND and the CAF are committed to providing a harassment free workplace. Any and all harassment must be reported
- .4 The Contractor will ensure that employees have sufficient Personal Protective Equipment to guard them from all hazards to which they may be exposed
- .5 The Contractor is responsible for providing a first aid kit in each building they are responsible for, to be used by their personnel. The Contractor must not rely on the use of DND first aid kits.
- .6 In the event of a serious accident, the Contractor is responsible for taking steps to obtain immediate treatment for injured person(s). The base uses 911 emergency phone system. The Contractor must post, in cleaning closets/storage rooms, the civic address of the building and ensure that its personnel are aware of it. The Contractor is to immediately report all accidents/incidents to the Engineer
- .7 The Contractor must immediately inform the Engineer of all incidents involving external visits from investigative agencies, which may or may not result in directive change.

1.02 WHMIS

- .1 Comply with regulations regarding Workplace Hazardous Materials Information System (WHMIS) regarding use, handling, storage and disposal of hazardous materials; and regarding labelling and provision of material safety data sheets acceptable to Human Resources and Skills Development Canada and Health Canada.

1.03 WHMIS TRAINING

- .1 The Contractor must provide proof that all staff working onsite have received WHMIS training prior to the employees commencing work.

1.04 PRECAUTIONS FOR THE USE OF CHEMICALS

- .2 The intermixing of various maintenance chemicals is strongly prohibited. This practice can produce unsafe conditions for personnel, and create negatives effects on equipment and facilities.
- .3 Exposure of maintenance chemical products to freezing temperatures or lower will significantly reduce the effectiveness of the products

- .4 Never pour a maintenance product back into the original container. This is especially important for floor sealers, floor waxes, and floor finishes.

1.05 PRECAUTIONS FOR THE USE OF EQUIPMENT

- .5 Keep equipment out of traffic lanes. Do not place mops, pails, brooms, maintenance supplies, or other equipment where anyone may fall over them. Keep all equipment clear of fire exits or doorways.
- .6 Warn all personnel walking on floors that are wet, that such floors are slippery. Safety/caution signs or barricades to warn people will be used. These will be placed at intersections, and/or the start of the hallway or work area. They will be in the centre of the hall/room/work area so as to be obvious that the signs are currently in use and are serving as a warning.

1.06 PRECAUTIONS AROUND POOLS

- .7 M2 and A42 contain pools. For safety reasons, a minimum of two of the Contractor's personnel will always work together in the pool area(s). At no time will one person work alone within this area, if there is a lifeguard on duty, one cleaning person is allowed. This provides a safety person in the event of an accident. Furthermore, the Contractor's personnel working within the pool area must wear a PFD (personal flotation device) and be fully aware of the Contractor's emergency plan.

END OF SECTION

1 GENERAL

1.01 FIRE SAFETY PLAN

- .1 The Contractor and their personnel will be familiar with this section as well as The National Fire Code of Canada, latest edition and applicable building fire orders which are posted in all DND buildings.

1.02 REPORTING FIRES

- .1 Know the location of nearest fire alarm box and telephone, including the emergency phone number
- .2 Report immediately all fire incidents to the Fire Department as follows
 - a. Activate the nearest internal fire alarm pull station; or b. Telephone: Dial 911; and
- .3 Depart building to a safe area for that building.
- .4 When reporting a fire by telephone, give the location of the fire, name or number of building and be prepared to verify the location.

1.03 INTERIOR AND PROTECTION AND ALARMS

- .1 Fire protection and alarm systems shall NOT be:
 - .1 Obstructed;
 - .2 Shut-off; or
 - .3 Left inactive at the end of a working day or shift without notification and authorization from the Fire Chief or his representative.
- .2 Fire hydrants, standpipes and hose systems shall not be used for other than firefighting purposes unless authorized by the Fire Chief.

1.04 FIRE EXTINGUISHERS

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

1.05 BLOCKAGE OF ROADWAYS

- .1 The Fire Chief shall be advised of any work that would impede fire apparatus response. This includes violation of minimum overhead clearance, as prescribed by the Fire Chief, erecting of barricades and the digging of trenches.

1.06 SMOKING POLICY

- .1 Smoking is NOT permitted in DND buildings.

1.07 RUBBISH AND WASTE MATERIAL

- .1 Rubbish and waste materials are to be kept to a minimum
- .2 The burning of rubbish is prohibited unless approved by the Fire Chief.

- .3 All rubbish shall be removed from the work site at the end of the work day or shift or as directed.
- .4 Extreme care is required where it is necessary to store oily waste in work areas to ensure maximum possible cleanliness and safety. Greasy or oily rags or materials subject to spontaneous combustion shall be deposited and kept in an approved receptacle and removed as required in 8.3.1.

1.08 FLAMMABLE LIQUIDS

- .1 The handling, storage and use of flammable liquids are to be governed by the current National Fire Code of Canada
- .2 Flammable liquids such as gasoline, kerosene, naphtha may be kept for ready use in quantities not exceeding 45 litres provided they are stored in approved safety cans bearing the Underwriter's Laboratory of Canada or Factory Mutual seal of approval. Storage of quantities of flammable liquids exceeding 45 litres for work purposes, requires the permission of the Fire Chief
- .3 Transfer of flammable liquids is prohibited within buildings
- .4 Transfer of flammable liquids shall not be carried out in the vicinity of open flame or any type of heat-producing devices
- .5 Flammable liquids having a flash point below 38°C such as naphtha or gasoline shall not be used as solvents or cleaning agents
- .6 Flammable waste liquids, for disposal, shall be stored in approved containers located in a safe ventilated area. Quantities are to be kept to a minimum and the Fire Department is to be notified when disposal is required.

1.09 HAZARDOUS SUBSTANCES

- .1 If the work entails the use of any toxic or hazardous materials, chemicals and/or explosives, or otherwise creates a hazard to life, safety or health, work shall be in accordance with the National Fire Code of Canada.
- .2 The Fire Chief is to be advised, and a "Hot Work" permit issued in all cases involving welding, burning or the use of blow torches and salamanders, in buildings or facilities. Special precautions are necessary to safeguard life and property from damage by fire or explosives
- .3 Wherever work is being carried out in dangerous or hazardous areas involving the use of heat, fire watchers, equipped with sufficient fire extinguishers shall be provided. The determination of dangerous or hazardous areas along with the level of precaution necessary for fire Watch shall be at the discretion of the Fire Chief. Contractors are responsible for providing fire watch service for their work on a scale established and in conjunction with the Fire Chief at the pre-work conference
- .4 Where flammable liquids, such as lacquers or urethanes are to be used, proper ventilation shall be assured and all sources of ignition are to be eliminated. The Fire Chief is to be informed prior to and at the cessation of such work.

1.10 QUESTIONS AND/OR CLARIFICATIONS

- .1 Any questions or clarification on Fire Safety in addition to the above requirements shall be directed to and cleared through the Fire Chief.

1.11 FIRE INSPECTIONS

- .1 The Fire Chief shall be allowed unrestricted access to the site
- .2 The Contractor shall co-operate with the Fire chief during routine inspections of the work site
- .3 The Contractor shall immediately remedy all unsafe fire situations identified by the Fire Chief.

END OF SECTION

1 GENERAL

1.01 GENERAL REQUIREMENT

- .1 The Contractor will take all reasonable steps to ensure that they and their employees have complied with all pertinent legislation and have protected the environment.

1.02 DISPOSAL OF WASTES

- .1 Do not bury rubbish or waste onsite. All wastes must be disposed of in designated containers
- .2 All potential hazardous wastes must be disposed of in a proper manner.

1.03 SPILL PROTECTION

- .1 The Contractor must have adequate clean up materials for any potential hazardous materials used in the completion of the work (ie. fuels, oils, lubricants, etc).
- .2 In the event of a spill the Contractor will immediately take corrective action to clean up the material.
- .3 In the event of a spill of over one litre of a hazardous material, the Contractor will immediately inform proper local authorities and then immediately call the CFB Gagetown firehall, Tel (506)422-2106 and take necessary remedial action.

1.04 CLEANING MATERIALS

- .1 CFB Gagetown's Janitorial Services are to be provided using the approved Green Cleaning Services along with recycling measures.
- .2 The Contractor must conform with the recycling practices at CFB Gagetown
- .3 The Contractor may place cardboard packing in the approved recycling dumpsters provided by DND
- .4 All plastic containers that are supplied by the Contractor are to be removed from CFB Gagetown once they are emptied. Under no circumstances are plastic containers to be placed in garbage containers owned by DND. It will be acceptable for the Contractor to store the empty plastic containers in the cleaning closets and remove them from site once a week.

END OF SECTION

1 GENERAL

1.01 QUALITY CONTROL

- .1 The contractor must provide a quality control process in compliance with the standards of this requirement. The objective of the quality control procedures is to ensure that all tasks, deliverables and submittals in this specification are monitored to meet the set objectives.
- .2 The quality control process must include monitoring Janitorial personnel performance, management performance, cleaning tasks (routine/On demand), site operations, security, and safety. The intent of the quality control requirement is to ensure there is no oversight, not only of the cleaning tasks, but of all of the requirements of this specification.
- .3 The Contractor is responsible for the supervision of its personnel and is responsible to ensure that the supervisor has in place and is complying with all supervision quality assurance, training, safety, reporting and any other deliverables listed in this specification.
- .4 The Contractor must establish an inspection procedure that complies with this specification. All areas will be inspected no less than bi-weekly
- .5 The Contractor must carry out jointly with the Engineer inspections that are requested by the Engineer.

1.02 INSPECTION OF ROUTINE JANITORIAL SERVICES BY THE ENGINEER

- .1 The Engineer is responsible for the detail and frequency of their inspections of the contractors Routine Janitorial Services. In addition, inspections will include as a minimum: compliance inspections, fire inspections, preventive medicine inspections and environmental inspections. The Engineer or designate, will be the sole judge of the quality of services provided and will have the right to note any deficiencies it considers appropriate. These deficiencies must be corrected by the contractor within 48 hrs, notwithstanding any Janitorial maintenance activities outlined in this specification.

1.03 DUE DILIGENCE INSPECTIONS

- .1 The Engineer may also complete due diligence safety inspections of the contractor's work practises. If the Engineer notices small infractions they will bring it to the attention of the supervisor. For larger issues they will inform WorkSafeNB. This will include the Engineer ensuring the contractor has a documented and approved workplace safety program.

1.04 COMMUNICATION

- .1 The contractor's personnel must communicate with their chain of command. Only On-site management personnel will communicate with the Engineer. The contractor's personnel must not take instruction from or communicate with unauthorized DND/CF members. Daily contact between the supervisors or cleaners and the building occupants of the spaces being cleaned must be

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restricted to pleasantries and co-ordination of access to the space for the cleaning purposes. For any and all issues beyond this, the contractor's personnel must be instructed to politely direct the DND/CF member to contact the Engineer.

END OF SECTION

Building List

	Building #	Building Description	m²	Hours
1	18 Dakota	VIP Housing	112	1
2	20 Dakota	VIP Housing	112	1
3	25 Dakota	Emergency Housing	112	1
4	28 Dakota	Emergency Housing	112	1
5	57 Restigouche	Emergency Housing	112	1
6	26 Laurier	Emergency Housing	112	1
7	3 Drummond	JPSU	600	2
8	5 Drummond	JPSU	600	2
9	7 Drummond	JPSU	600	2
10	49 Inchby	JPSU	600	2
11	302 Mackenzie	Base Environment	114	1
12	304 Mackenzie	Base Environment	114	1
13	Mental Health	Mental Health	575	3
14	Youth Center	MFRC youth Center	600	2
15	A 4	Snr NCO mess	930	4
16	A 5	Museum	938	2
17	A 7	Snr NCO Quarters	705	2
18	A 9	Snr NCO mess	1130	4
19	A 10	Snr NCO Quarters	730	2
20	A 11	Snr NCO Quarters	810	3
21	A 13	WTP	1000	4
22	A 15	Arena	734	12
23	A 42	Outdoor pool	468	8
24	A 42	Post Office	110	1
25	A 45	MFRC	1825	8
26	A 47	Medical/Dental	2724	32
27	A 337	Medical/Dental	466	16
28	A 338	JPSU	874	4
29	B 1	4 ESR	600	2
30	B 7	Garage	166	1
31	B 9	Garage	776	2
32	B 10	Base Supply	7000	8
33	B 14	CE R&G	320	1
34	B 18	CE	2107	10
35	B 19	4 ESR	555	2
36	B 45	4 ESR	272	1
37	B 58	RCR	44	1
38	B 71	DCC	477	2
39	B 339	CFSME	522	2
40	B 341	4 ESR	910	2
41	C 15	4 ESR	206	1
42	C 8	Garage	233	1
43	C 9	CHP	190	2
44	D 4	4 ESR	1300	3
45	D 5	Sigs	2324	4
46	D 9	Sigs	200	1
47	D 10	Drill Hall	975	2
48	D 15	Drill Hall	1743	2

Building List

	Building #	Building Description	m²	Hours
49	D 17	3 ASG HQ	1337	4
50	D 21	MSE Safety	1100	2
51	D 22	Maritime Club	1737	6
52	D 23	Barrack Block	1450	8
53	D 24	Barrack Block	1063	8
54	D 25	Barrack Block	1413	16
55	D 27	Barrack Block	1327	5
56	D 55	Sigs	212	1
57	D 56	2 RCR	710	2
58	D 57	2 RCR	8500	20
59	D 58	2 RCR	1150	2
60	D 59	Barrack Block	9684	32
61	D 60	Barrack Block	9866	32
62	F 1	Conference Center	760	2
63	F 2	Officer's Mess	690	4
64	F 3	Officer's Quarters	630	2
65	F 4	Officer's Quarters	645	2
66	F 6	Officer's Mess	715	4
67	F 7	Officer's Quarters	645	2
68	F 8	Officer's Quarters	663	2
69	F 12	Theater	60	2
70	F 18	Officer's Quarters	1730	8
71	F 19	Main gate	250	1
72	F 20	CFHA	416	2
73	G 1	Church	791	2
74	G 2	Church	731	2
75	G 3	Fire hall	344	1
76	G 8	Barrack Block	7940	32
77	H 1	Barrack Block	1338	8
78	H 3	Barrack Block	1297	8
79	H 5	Language School	645	6
80	H 6	Range control	77	1
81	H 7	Storage	230	1
82	H 8	Barrack Block	1094	8
83	H 10	Admin	1240	6
84	H 12	Drill Hall	1635	2
85	H 16	CTC HQ	2280	8
86	H 17	MP	1100	6
87	H 18	Trails & Evaluation	46	1
88	H 19	Trails & Evaluation	1200	6
89	H 20	Barrack Block	1070	8
90	H 21	Barrack Block	1394	8
91	H 23	Barrack Block	1394	8

Building List

	Building #	Building Description	m²	Hours
92	H 33	Kitchen	1055	8
93	H 34	Learning Center	404	4
94	J 1	Inf School Garage	481	2
95	J 7	CTC Complex	20173	36
96	J 8	AD	1428	4
97	J 9	AD	766	3
98	J 10	CFSME	8773	14
99	K 1	Garage	430	2
100	K 4	Maintenance Facility	1189	5
101	K 6	Garage	260	1
102	K 8	Garage	280	1
103	K 10	Garage	720	2
104	K 13	Garage	360	1
105	K 14	Garage	573	1
106	K 15	Garage	34	1
107	K 16	Garage	552	2
108	K 17	Garage	280	1
109	K 18	Garage	224	1
110	K 19	Garage	193	1
111	K 38	QM	322	1
112	K 39	QM	20	1
113	K 60	Wash bay	40	1
114	K 61	Garage	60	1
115	K 63	Garage	60	1
116	K 69	Range control	234	2
117	K 71	QM	100	1
118	K 73	Garage	50	1
119	K 75	Training	248	1
120	K 79	Training	100	1
121	K 81	Forestry	225	2
122	K 82	Garage	3	1
123	K 92	Lav Barn	3673	12
124	K 94	Light Weight Towed Howitzer Building	23	1
125	K 330	Trailer	40	1
126	L 4	Heliport	1981	8
127	L 10	Garage	244	1
128	L 24	Simulator	940	6
129	L 26	RETS Barracks	50	1
130	L 27	RETS Ablution Facility	300	1
131	L 28	QM	10	1
132	L 32	Hanger	480	1
133	L 33	MTSC Complex	3730	7
134	L 37	Met Center	1486	8
135	L 38	RETS Ablution Facility	498	2
136	L 39	RETS Ablution Facility	498	2
137	L 60	POL Services Station	136	2
138	L 62	Commissionaires Hut	30	1

Building List

	Building #	Building Description	m²	Hours
139	L 340	Ablution facility	50	1
140	LV 9	Lindsey Valley	237	1
141	M 2	Gym	10482	40
142	M 5	Militia Trg Barracks	3860	12
143	N 104	QM	45	1
144	N 125	QM	50	1
145	N 310	Cadet HQ	245	2
146	N 117	WWTP	112	2
147	N 126	Music facility	1205	2
148	PC 25	PV Shower Facility	255	6
149	PC 33	PV Kitchen	15	1
150	PC 42	PV Gatehouse	23	1
151	PC 43	PV Accommodation	150	2
152	PC 44	PV Accommodation	150	2
153	PC 100	PV Accommodation	77	1
154	PC 101	PV Accommodation	124	1
155	PC 102	PV Accommodation	125	1
156	PC 104	PV Accommodation	41	1
157	PC 105	PV Hospital	222	3
158	PC 316	PV Washrooms/Showers	237	2
159	PC 317	PV Washrooms/Showers	237	2
160	LW 3	CFSME	200	1
161	LW 4	CFSME	731	3
162	MA 22	Ammo	200	1
163	MA 23	Ammo	200	1
164	MA 36	Ammo	300	2
165	SW 6	CFSME	200	1
166	SW 8	CFSME	400	2
167	SW 10	CFSME	100	1
168	T A1	CE	232	1
169	Amiens	Range Shack	170	1
170	Mons	Range Shack	170	1
171	Riechwald	Range Shack	170	1
172	Vimy	Range Shack	170	1
	Totals		186379.00	725

Service Required	FREQUENCY								
	As Required	Twice Daily	Daily	2 X / Wk	Weekly	2 X / Month	Monthly	Semi-annual	Annually
1. General Routine Cleaning									
a. Emergency/user requested spot cleaning for minor issues;	X								
b. General cleaning maintenance issues (including cleaning flies from lights fixtures);	X								
c. Dust notice boards and wipe high ledges, tops of cabinets, partitions, doors, exposed pipes, etc.;				X					
d. Wash windows and glass partitions;					X				
f. Fire hose cabinets and display cases:					X				
(1) Spot clean;			X						
(2) Dust;					X				
(3) Wash and polish;					X				
e. Radiators:									
(1) Dust and damp wipe;					X				
(2) Wash;					X				
f. Ceiling air diffusers and air intake grill, where reachable:									
(1) Dust;						X			
(2) Vacuum;						X			
(3) Wash;						X			
g. Door grills:									
(1) Vacuum;						X			
(2) Wash;						X			
h. Water dispensers and fountains:									
(1) Wash;			X						
(2) Disinfect;			X						
i. Blinds:									
(1) Dust;						X			
(2) Vacuum;						X			
j. Pictures, murals, clocks, hanging art and displays:									
(1) Dust;						X			
(2) Wipe, wash and/or polish, where applicable;						X			
d. Furniture, including chairs, desks, and bookcases:									
(1) Vacuum upholstered furniture;					X				
(2) Dust exposed surfaces;				X					
(3) Wash or wipe down exposed surfaces;				X					
(4) Polish, where applicable;				X					
k. Counters;									
(1) Dust;			X						
(2) wash or wipe down and make clean;			X						
l. Garbage containers:									
(1) Emptied and bag replaced;			X						
(2) Dusted and washed.					X				

Service Required	FREQUENCY								
	As Required	Twice Daily	Daily	2 X / Wk	Weekly	2 X / Month	Monthly	Semi-annual	Annually
*** Note: Remove garbage from building and place in dumpsters outside building; Daily ***									
2. Entrances, Lobbies, Vestibules & Foyers (other than main)									
a. Floors:									
(1) Sweep;			X						
(2) Wash/mop;				X					
(3) Spray buff;					X				
(4) Remove salt, sand and water;			X						
(5) Vacuum Mats			X						
b. Walls:									
(1) Spot clean;			X						
(2) Wash;					X				
c. Foot grills and recessed pans:									
(1) Clean and vacuum;				X					
(2) Pressure wash;						X			
d. Glass (inside and out):									
(1) Spot clean;			X						
(2) Wash and polish;					X				
e. Door frames:									
(1) Spot clean;			X						
(2) Wash and polish.					X				
3. MAIN Entrances, Lobbies, Vestibules & Foyers									
a. Floors:									
(1) Sweep;			X						
(2) Wash/mop;				X					
(3) Spray buff;						X			
(4) Remove salt, sand and water;			X						
(5) Vacuum Mats			X						
b. Walls:									
(1) Spot clean;			X						
(2) Wash;						X			
c. Foot grills and recessed pans:									
(1) Clean and vacuum;			X						
(2) Pressure wash;						X			
d. Glass (inside and out):									
(1) Spot clean;			X						
(2) Wash and polish;					X				
e. Door frames:									
(1) Spot clean;			X						

Service Required	FREQUENCY								
	As Required	Twice Daily	Daily	2 X / Wk	Weekly	2 X / Month	Monthly	Semi-annual	Annually
(2) Wash and polish.					X				
4. Reception Areas, Common Rooms and Waiting areas									
a. Floors:									
(1) Sweep;			X						
(2) Wash/mop;			X						
(3) Spray buff;						X			
(4) Remove salt, sand and water;			X						
(5) Vacuum Mats			X						
b. Walls:									
(1) Spot clean;			X						
(2) Wash;					X				
d. Furniture, including chairs, desks, and bookcases:									
(1) Vacuum upholstered furniture;					X				
(2) Dust exposed surfaces;			X						
(3) Wash or wipe down exposed surfaces;			X						
(4) Polish, where applicable;					X				
e. Counters;									
(1) Dust;				X					
(2) wash or wipe down and make clean;			X						
f. Garbage containers:									
(1) Emptied and bag replaced;			X						
(2) Dusted and washed.					X				
5. Stairs and Stairwells									
a. Stairs:									
(1) Sweep;				X					
(2) Wash/mop;				X					
b. Landings:									
(1) Sweep;				X					
(2) Wash/mop;				X					
c. Walls:									
(1) Spot clean;			X						
(2) Wash;					X				
d. Handrails;									
(1) Spot clean;			X						
(2) Wash, wipe down and disinfect;			X						
e. Interior glass and mirrors:									
(1) Spot clean;			X						
(2) Wash and polish;					X				
f. Doors:									

Service Required	FREQUENCY								
	As Required	Twice Daily	Daily	2 X / Wk	Weekly	2 X / Month	Monthly	Semi-annual	Annually
(1) Spot clean;			X						
(2) Wash and polish.					X				
6. Libraries and Conferences Rooms									
a. Carpets and Rugs:									
(1) Spot clean;			X						
(2) Spot vacuum;			X						
(3) Thorough vacuum;					X				
b. Walls:									
(1) Spot clean;			X						
(2) Wash;					X				
c. Floors:									
(1) Sweep;			X						
(2) Wash/mop;			X						
(3) Buff;						X			
d. Furniture, including chairs, desks, and bookcases:									
(1) Vacuum upholstered furniture;					X				
(2) Dust exposed surfaces;			X						
(3) Wash or wipe down exposed surfaces;			X						
(4) Polish, where applicable;					X				
e. Counters;									
(1) Dust;				X					
(2) wash or wipe down and make clean;			X						
f. Garbage containers:									
(1) Emptied and bag replaced;			X						
(2) Dusted and washed.					X				
7. Offices									
a. Carpets and Rugs:									
(1) Spot clean;			X						
(2) Spot vacuum;			X						
(3) Thorough vacuum;				X					
b. Walls:									
(1) Spot clean;			X						
(2) Wash;					X				
c. Floors:									
(1) Sweep;			X						
(2) Wash/mop;			X						
(3) Buff;						X			

Service Required	FREQUENCY								
	As Required	Twice Daily	Daily	2 X / Wk	Weekly	2 X / Month	Monthly	Semi-annual	Annually
d. Furniture, including chairs, desks, and bookcases:									
(1) Vacuum upholstered furniture;					X				
(2) Dust exposed surfaces;			X						
(3) Wash or wipe down exposed surfaces;			X						
(4) Polish, where applicable;					X				
e. Counters;									
(1) Dust;					X				
(2) wash or wipe down and make clean;			X						
f. Garbage containers:									
(1) Emptied and bag replaced;			X						
(2) Dusted and washed.					X				
8. Washrooms/Toilet Rooms and Showers									
a. Floors (including shower areas) scrubbed and disinfected;			X						
b. Shower stall walls and floors scrubbed and disinfected;			X						
c. Toilet seats, bowls, urinals, wash basins to be cleaned and disinfected;			X						
d. De-scale toilet bowls and urinals;			X						
e. Dust and clean flush tanks, dispensers, receptacles, mirrors, shelves and exposed piping;			X						
f. Damp wash and disinfect toilet partitions and stall doors;			X						
g. Wash and disinfect walls, floor drains and floor drain covers;			X						
wipe down and disinfect all body contact points such as water taps, receptacles, dispensers, door plates, toilet seats and flush valves, etc;			X						
i. Empty, wash, disinfect sani-cans and replace bags;			X						
j. Remove waste paper and garbage, wash and disinfect refuse receptacles and replace garbage bags;			X						
k. Replenish soap dispensers, shower dispensers, toilet paper, sani-bags, paper towel, and urinal drip systems dispensers;			X						
9. Corridors and Hallways (except for J7/8/9/10 and L33)									
a. Floors:									
(1) Sweep;			X						

Service Required	FREQUENCY								
	As Required	Twice Daily	Daily	2 X / Wk	Weekly	2 X / Month	Monthly	Semi-annual	Annually
(2) Wash/mop;			X						
(3) Buff;						X			
b. Carpets and Rugs:									
(1) Spot clean;	X								
(2) Spot vacuum;	X								
(3) Thorough vacuum;			X						
c. Walls:									
(1) Spot clean;			X						
(2) Wash;					X				
f. Interior glass and mirrors:									
(1) Spot clean;			X						
(2) Wash and polish;					X				
d. Doors:									
(1) Spot clean;			X						
(2) Wash and polish.					X				
10. J7/8/9/10 and L33 Corridors and Halls									
a. FIRST Floors:									
(1) Sweep;			X						
(2) Wash/mop;			X						
(3) Buff;						X			
b. Carpets and Rugs:									
(1) Spot clean;	X								
(2) Spot vacuum;	X								
(3) Thorough vacuum;			X						
c. Walls:									
(1) Spot clean;			X						
(2) Wash;					X				
d. Interior glass and mirrors:									
(1) Spot clean;			X						
(2) Wash and polish;					X				
e. Doors:									
(1) Spot clean;			X						
(2) Wash and polish.					X				
f. SECOND Floors:									
(1) Sweep;			X						
(2) Wash/mop;			X						
(3) Buff;						X			
g. Carpets and Rugs:									
(1) Spot clean;			X						

Service Required	FREQUENCY							
	As Required	Twice Daily	Daily	2 X / Wk	Weekly	2 X / Month	Monthly	Semi-annual Annually
(2) Spot vacuum;			X					
(3) Thorough vacuum;			X					
h. Walls:								
(1) Spot clean;			X					
(2) Wash;					X			
i. Interior glass and mirrors:								
(1) Spot clean;			X					
(2) Wash and polish;				X				
j. Doors:								
(1) Spot clean;			X					
(2) Wash and polish.				X				
11. Locker/Change Rooms/Dressing Rooms (see listings for "Washrooms/Toilet Rooms and Showers" for the washroom/toilet room and shower areas within the locker rooms. All other areas in locker room as per below):								
a. Floors:								
(1) Sweep;		X						
(2) Wash/mop;		X						
(3) Buff;						X		
b. Walls:								
(1) Spot clean;			X					
(2) Wash;					X			
c. Counters:								
(1) Dust;			X					
(2) wash or wipe down and make clean;			X					
d. Benches:								
(1) Dust;			X					
(2) wash or wipe down and make clean;			X					
e. Garbage containers:								
(1) Emptied and bag replaced;			X					
(2) Dusted and washed.					X			
12. UNIT Lunchrooms, Kitchenettes, Canteens and Lounges								
a. Floors:								
(1) Sweep;			X					
(2) Wash/mop;			X					
(3) Buff;						X		

Service Required	FREQUENCY								
	As Required	Twice Daily	Daily	2 X / Wk	Weekly	2 X / Month	Monthly	Semi-annual	Annually
b. Walls:									
(1) Spot clean;			X						
(2) Wash;					X				
c. Counters:									
(1) wash;			X						
(2) Disinfect;			X						
d. Sinks and faucets									
(1) wash;			X						
(2) disinfect;			X						
e. Benches, tables, and chairs:									
(1) wash;			X						
(2) disinfect;			X						
f. Garbage containers:									
(1) Emptied and bag replaced;			X						
(2) Dusted and washed.					X				
13. CANEX Lunchrooms, Kitchenettes, Canteens and Lounges									
a. Floors:									
(1) Sweep;			X						
(2) Wash/mop;			X						
(3) Buff;						X			
b. Walls:									
(1) Spot clean;			X						
(2) Wash;					X				
c. Counters:									
(1) wash;			X						
(2) Disinfect;			X						
d. Sinks and faucets									
(1) wash;			X						
(2) disinfect;			X						
e. Benches, tables, and chairs:									
(1) wash;			X						
(2) disinfect;			X						
f. Garbage containers:									
(1) Emptied and bag replaced;			X						
(2) Dusted and washed.					X				
14. Training/Lecture Rooms and Theatres (Not classrooms)									

Service Required	FREQUENCY							
	As Required	Twice Daily	Daily	2 X / Wk	Weekly	2 X / Month	Monthly	Semi-annual Annually
a. Carpets and Rugs:								
(1) Spot clean;			X					
(2) Spot vacuum;			X					
(3) Thorough vacuum;					X			
b. Walls:								
(1) Spot clean;			X					
(2) Wash;					X			
c. Floors:								
(1) Sweep;			X					
(2) Wash/mop;			X					
(3)Buff;						X		
d. Furniture, including chairs, desks, and bookcases:								
(1) Vacuum upholstered furniture;					X			
(2) Dust exposed surfaces;			X					
(3) Wash or wipe down exposed surfaces;			X					
(4) Polish, where applicable;					X			
e. Counters;								
(1) Dust;			X					
(2) wash or wipe down and make clean;			X					
f. Garbage containers:								
(1) Emptied and bag replaced;			X					
(2) Dusted and washed.					X			
15. Classrooms in A-34, The Learning Centre								
a. Carpets and Rugs:								
(1) Spot clean;			X					
(2) Spot vacuum;			X					
(3) Thorough vacuum;				X				
b. Walls:								
(1) Spot clean;			X					
(2) Wash;					X			
c. Floors:								
(1) Sweep;			X					
(2) Wash/mop;			X					
(3)Buff;						X		
d. Furniture, including chairs, desks, and bookcases:								
(1) Vacuum upholstered furniture;				X				
(2) Dust exposed surfaces;			X					
(3) Wash or wipe down exposed surfaces;			X					
(4) Polish, where applicable;				X				

Service Required	FREQUENCY								
	As Required	Twice Daily	Daily	2 X / Wk	Weekly	2 X / Month	Monthly	Semi-annual	Annually
e. Counters;									
(1) Dust;			X						
(2) wash or wipe down and make clean;			X						
f. Garbage containers:									
(1) Emptied and bag replaced;			X						
(2) Dusted and washed.					X				
16. Basic Bedroom (Only in Specified Buildings)									
a. Floors:									
(1) Sweep;			X						
(2) Wash/Mop;			X						
(3) Spot clean;	X								
(4) Spot Vacuum;	X								
(5) Complete Vacuum.			X						
b. Walls:									
(1) Spot clean;			X						
(2) Wash;					X				
c. Washrooms/toilet rooms and showers (see listings for "Washrooms/Toilet Rooms and Showers").									
			X						
d. Furniture, including chairs, desks, and bookcases:									
(1) Vacuum upholstered furniture;					X				
(2) Dust exposed surfaces and ledges;			X						
(3) Wash or wipe down exposed surfaces;			X						
(4) Polish, where applicable;					X				
e. Beds:									
(1) Exchange linens and place at the foot of the bed;			X						
(2) Dust furniture and all ledges			X						
f. Windows:									
(1) Clean windows;			X						
(2) Dust all ledges.			X						
17. Enhanced Bedroom (Only in Specified Buildings)									
a. Floors:									
(1) Sweep;			X						
(2) Wash/Mop;			X						
(3) Spot clean;	X								
(4) Spot Vacuum;	X								
(5) Complete Vacuum.			X						
b. Walls:									
(1) Spot clean;			X						

Service Required	FREQUENCY								
	As Required	Twice Daily	Daily	2 X / Wk	Weekly	2 X / Month	Monthly	Semi-annual	Annually
(2) Wash;			X						
c. Washrooms/toilet rooms and showers (see listings for "Washrooms/Toilet Rooms and Showers").									
(1) Exchange and replace towels for Suites only (towels supplied by DND accommodations);			X						
(2) Replenish Soap and toiletries for Suites only (supplied by DND accommodations);			X						
d. Furniture, including chairs, desks, and bookcases:									
(1) Vacuum upholstered furniture;			X						
(2) Dust exposed surfaces and ledges;			X						
(3) Wash or wipe down exposed surfaces;			X						
(4) Polish, where applicable;			X						
e. Beds:									
(1) Exchange linens and place at the foot of the bed;			X						
(2) Dust furniture and all ledges;			X						
f. Windows:									
(1) Clean windows;			X						
(2) Dust all ledges;			X						
g. Kitchens/kitchenettes:									
(1) Sweep, wash/mop floors, spot clean, spot vacuum and complete vacuum;			X						
(2) Spot clean and wash walls;			X						
(3) Damp wipe and disinfect counters;			X						
(4) Clean and disinfect sinks and faucets, clean dishes if necessary;			X						
(5) Damp wipe exterior surfaces of ranges, microwaves, and refrigerators, and clean under and behind;			X						
(6) Clean the interior of ranges, microwaves, and refrigerators when empty or requested.			X						
18. VIP Suites/Homes/Emergency Housing (only in Specified Buildings)									
a. Floors:									
(1) Sweep;			X						
(2) Wash/Mop;			X						
(3) Spot clean;			X						
(4) Spot Vacuum;			X						
(5) Complete Vacuum.			X						

Service Required	FREQUENCY								
	As Required	Twice Daily	Daily	2 X / Wk	Weekly	2 X / Month	Monthly	Semi-annual	Annually
b. Walls:									
(1) Spot clean;			X						
(2) Wash;			X						
c. Washrooms/toilet rooms and showers (see listings for "Washrooms/Toilet Rooms and Showers").									
(1) Exchange and replace towels for Suites only (towels supplied by DND accommodations);			X						
(2) Replenish Soap and toiletries for Suites only (supplied by DND accommodations);			X						
d. Furniture, including chairs, desks, and bookcases:									
(1) Vacuum upholstered furniture;			X						
(2) Dust exposed surfaces and ledges;			X						
(3) Wash or wipe down exposed surfaces;			X						
(4) Polish, where applicable;			X						
e. Beds:									
(1) Exchange linens and place at the foot of the bed;			X						
(2) Dust furniture and all ledges;			X						
f. Windows:									
(1) Clean windows;			X						
(2) Dust all ledges;			X						
g. Kitchens/kitchenettes:									
(1) Sweep, wash/mop floors, spot clean, spot vacuum and complete vacuum;			X						
(2) Spot clean and wash walls;			X						
(3) Damp wipe and disinfect counters;			X						
(4) Clean and disinfect sinks and faucets, clean dishes if necessary;			X						
(5) Damp wipe exterior surfaces of ranges, microwaves, and refrigerators, and clean under and behind;			X						
(6) Clean the interior of ranges, microwaves, and refrigerators when empty or requested.			X						
19. Exceptions for M-2, A-42 and A15 The Base Gym, Outdoor Pool and the Arena									
a. Fieldhouse:									
(1) Sweep and machine scrub all floors (night shift);		X							
(2) Empty garbage;			X						
(3) Mop;			X						
(4) Empty reservoir on floor machine;			X						

Service Required	FREQUENCY								
	As Required	Twice Daily	Daily	2 X / Wk	Weekly	2 X / Month	Monthly	Semi-annual	Annually
(5) Replace worn pads on floor machine;	X								
(6) Clean water fountains;			X						
(7) Clean storage shelves;	X								
b. Hardwood Gym floor:									
(1) Dry mop;			X						
(2) Wet mop;			X						
(3) Empty garbage;			X						
c. Cardio and Weight rooms:									
(1) Clean and sanitize equipment;					X				
(2) Sweep and mop floor;			X						
(3) Clean storage shelves;						X			
(4) Empty garbage;			X						
d. Day Care and martial arts room:									
(1) Sweep and mop floor;			X						
(2) Empty garbage;			X						
(3) Clean and sanitize bathrooms;			X						
e. Corridors, Hallways, Common areas, and Entrances: (see listings for "Corridors, Hallways and Common Areas" and "Entrances, Lobbies, Vestibules & Foyers (other than main)" and "MAIN Entrances, Lobbies, Vestibules & Foyers")									
f. Locker/dressing rooms: (see listings for "Washrooms/Toilet Rooms and Showers" for the washroom/toilet room and shower areas within the locker rooms. All other areas in locker room as per below):									
(1) Sweep and wash floors;		X							
(2) Clean walls;				X					
(3) Clean benches;		X							
(4) Dust and wipe down lockers;					X				
(5) Empty garbage;		X							
(6) Wash/replace matts (where applicable);and			X						
(7) Clean floor drains;		X							
g. Offices (see listings for "Offices")									
h. Indoor (and outdoor, when applicable) pool custodian room:									
(1) Sweep;			X						
(2) Wash;			X						
(3) Wash hallways to change rooms;			X						
i. Indoor (and outdoor when applicable) Swimming pool/wading pool;									
(1) Clean pool deck and boards;			X						
(2) Clean scum line off pool;			X						
(3) Empty garbage;			X						

Service Required	FREQUENCY								
	As Required	Twice Daily	Daily	2 X / Wk	Weekly	2 X / Month	Monthly	Semi- annual	Annually
(4) Wash deck with germicide;			X						
(5) Hose down deck and vacuum pool (Safety standards: two pers, life jacket)			X						
j. Outdoor Pool Change room/shower room: (when applicable)(see listings for "Washrooms/Toilet Rooms, Showers" and "locker/change/dressing rooms")									
20. Exceptions for A47 and A337 – 42 Health Services Buildings									
a. Physiotherapy:									
(1) Empty garbage;			X						
(2) Sweep and mop floors;			X						
(3) Dust and spot clean;			X						
(4) Clean washrooms/toilet rooms, showers;			X						
b. Dental:									
(1) Empty garbage;			X						
(2) Sweep and mop floors;			X						
(3) Dust and spot clean;			X						
(4) Clean sinks and mirrors (where applicable);			X						
(5) Clean washrooms/toilet rooms, showers;			X						
c. Pharmacy:									
(1) Empty garbage;			X						
(2) Sweep and mop floors;			X						
(3) Dust and spot clean;			X						
(4) Clean sinks and mirrors (where applicable);			X						
(5) Clean glass (where applicable);			X						
d. X-ray – regular rooms and lab rooms:									
(1) Empty garbage;			X						
(2) Sweep and mop floors;			X						
(3) Dust and spot clean;			X						
(4) Clean sinks and mirrors (where applicable);			X						
(5) Clean glass (where applicable);			X						
e. Surgery Rooms:									
(1) Empty garbage;			X						
(2) Sweep and mop floors;			X						
(3) Dust and spot clean;			X						
(4) Clean sinks and mirrors (where applicable);			X						
f. Treatment Rooms:									
(1) Empty garbage;			X						
(2) Sweep and mop floors;			X						

Service Required	FREQUENCY								
	As Required	Twice Daily	Daily	2 X / Wk	Weekly	2 X / Month	Monthly	Semi-annual	Annually
(3) Dust and spot clean;			X						
(4) Clean sinks and mirrors (where applicable);			X						
g. Hallways and Entrances:									
(1) Clean all windows and glass (in and out);			X						
(2) Sweep and mop floors;			X						
(3) Wash and spray buff;						X			
(4) Vacuum matts;			X						
(5) Clean kick plates on doors;			X						
(6) Clean and vacuum foot grills and recessed pans;			X						
(7) Pressure wash foot grills and recessed pans;						X			
(8) Clean and disinfect fountains;			X						
(9) Empty garbage;			X						
h. Medical Boardrooms:									
(1) Empty garbage;			X						
(2) Sweep and mop floors;			X						
(3) Dust and spot clean;			X						
i. Reception and Orderly Rooms									
(1) Empty garbage;			X						
(2) Sweep and mop floors;			X						
(3) Dust and spot clean;			X						
(4) Clean glass (where applicable);			X						
(5) Vacuum matts (where applicable);			X						
j. Waiting Rooms:									
(1) Empty garbage;			X						
(2) Sweep and mop floors;			X						
(3) Dust and spot clean;			X						
(4) Clean glass (where applicable);			X						
k. Staff changing rooms:									
(1) Empty garbage;			X						
(2) Sweep and mop floors;			X						
(3) Clean washrooms/toilet rooms, showers;			X						
l. Lunchroom/conference room:									
(1) Empty garbage;			X						
(2) Sweep and mop floors;			X						
(3) Dust and spot clean;			X						
m. Offices (see listings for "Offices")									
n. Washrooms/toilet rooms and showers (see listings for "Washrooms/Toilet Rooms and Showers")									

Service Required	FREQUENCY								
	As Required	Twice Daily	Daily	2 X / Wk	Weekly	2 X / Month	Monthly	Semi-annual	Annually
21.Exceptions for PC 105 – PV Field Hospital									
f. Treatment Rooms:									
(1) Empty garbage;			X						
(2) Sweep and mop floors;			X						
(3) Dust and spot clean;			X						
(4) Clean sinks and mirrors (where applicable);			X						
g. Hallways and Entrances:									
(1) Clean all windows and glass (in and out);			X						
(2) Sweep and mop floors;			X						
(3) Wash;			X						
(4) Vacuum matts;			X						
(5) Clean kick plates on doors;			X						
(6) Clean and vacuum foot grills and recessed pans;			X						
(7) Pressure wash foot grills and recessed pans;						X			
(8) Clean and disinfect fountains;			X						
(9) Empty garbage;			X						
i. Reception and Orderly Rooms									
(1) Empty garbage;			X						
(2) Sweep and mop floors;			X						
(3) Dust and spot clean;			X						
(4) Clean glass (where applicable);			X						
(5) Vacuum matts (where applicable);			X						
k. Staff changing rooms:									
(1) Empty garbage;			X						
(2) Sweep and mop floors;			X						
(3) Clean washrooms/toilet rooms, and showers;			X						
l. Lunchroom/conference room:									
(1) Empty garbage;			X						
(2) Sweep and mop floors;			X						
(3) Dust and spot clean;			X						
m. Offices (see listings for "Offices")									
n. Washrooms/toilet rooms and showers (see listings for "Washrooms/Toilet Rooms and Showers")									

Service Required	FREQUENCY								
	As Required	Twice Daily	Daily	2 X / Wk	Weekly	2 X / Month	Monthly	Semi-annual	Annually
22. Exceptions for A-13 and N-117 The Water Treatment Plant (WTP) and the Waste Water Treatment Plant (WWTP).									
a. Pump rooms/areas in WTP:									
(1) Empty garbage			X						
(2) Sweep and mop floors.			X						
(3) Vacuum matts (where applicable);			X						
b. Lab/work area in WWTP:									
(1) Empty garbage;			X						
(2) Sweep and mop floors;			X						
(3) Vacuum matts (where applicable);			X						
c. Corridors, hallways, entrances and common areas: (see listings for "Corridors, Hallways and Common Areas" and "Entrances, Lobbies, Vestibules & Foyers (other then main)" and "MAIN Entrances, Lobbies, Vestibules & Foyers")									
d. Locker/dressing rooms: (see listings for "Locker/Change Rooms/Dressing Rooms")									
e. Offices (see listings for "Offices")									
f. Washrooms/toilet rooms, showers (see listings for "Washrooms/Toilet Rooms, Showers")									
g. Lunchroom/conference room: (see listing for "Lunchrooms, Kitchenettes, Canteens and Lounges")									
23. Strip, Seal and Wax Specified Buildings in Annex E									
a. Floors in offices									X
b. Hallways									X
c. All other rooms									X
24. Clean Windows									
Buildings listed in (Annex A) Except F-18, H-33 & L-4 Tower, Clean entire glass surface inside and outside.								X	
Buildings F-18, H-33 & L-4 Tower Clean entire glass surface inside and outside.						X			

Building Types

Accommodations					
	Building #	Building Description	m ²	Hours	Type
1	18 Dakota	VIP Housing	112	1	Accommodations
2	20 Dakota	VIP Housing	112	1	Accommodations
3	25 Dakota	Emergency Housing	112	1	Accommodations
4	28 Dakota	Emergency Housing	112	1	Accommodations
5	57 Restigouche	Emergency Housing	112	1	Accommodations
6	26 Laurier	Emergency Housing	112	1	Accommodations
7	A 4 ***	Snr NCO mess	930	4	Accommodations / Mess
8	A 7	Snr NCO Quarters	705	2	Accommodations
9	A 9 ***	Snr NCO mess	1130	4	Accommodations / Mess
10	A 10	Snr NCO Quarters	730	2	Accommodations
11	A 11	Snr NCO Quarters	810	3	Accommodations
12	D 23	Barrack Block	1450	8	Accommodations
13	D 24	Barrack Block	1063	8	Accommodations
14	D 25	Barrack Block	1413	16	Accommodations
15	D 27	Barrack Block	1327	5	Accommodations
16	D 59	Barrack Block	9684	32	Accommodations
17	D 60	Barrack Block	9866	32	Accommodations
18	F 3	Officer's Quarters	630	2	Accommodations
19	F 4	Officer's Quarters	645	2	Accommodations
20	F 7	Officer's Quarters	645	2	Accommodations
21	F 8	Officer's Quarters	663	2	Accommodations
22	F 18	Officer's Quarters	1730	8	Accommodations
23	G 8	Barrack Block	7940	32	Accommodations
24	H 1	Barrack Block	1338	8	Accommodations
25	H 3	Barrack Block	1297	8	Accommodations
26	H 8	Barrack Block	1094	8	Accommodations
27	H 20	Barrack Block	1070	8	Accommodations
28	H 21	Barrack Block	1394	8	Accommodations
29	H 23	Barrack Block	1394	8	Accommodations
30	L 26	RETS Barracks	50	1	Accommodations
31	M 5	Militia Trig Barracks	3860	12	Accommodations
32	PC 43	PV Accommodation	150	2	Accommodations
33	PC 44	PV Accommodation	150	2	Accommodations
34	PC 100	PV Accommodation	77	1	Accommodations
35	PC 101	PV Accommodation	124	1	Accommodations
36	PC 102	PV Accommodation	125	1	Accommodations
37	PC 104	PV Accommodation	41	1	Accommodations

Note: * = In more the one building type**

Building Types

Garages					
	Building #	Building Description	m ²	Hours	Type
1	B 1	4 ESR	600	2	Garages
2	B 7	Garage	166	1	Garages
3	B 9	Garage	776	2	Garages
4	B 19	4 ESR	555	2	Garages
5	B 45	4 ESR	272	1	Garages
6	B 58	Paint Shop in w/B 9	44	1	Garages
7	C 8	Garage	233	1	Garages
8	D 9	Sigs	200	1	Garages
9	D 55	Sigs	212	1	Garages
10	H 6	Range Control Storage	77	1	Garages
11	H 7	Storage	230	1	Garages
12	K 1	Garage	430	2	Garages
13	K 6	Garage	260	1	Garages
14	K 8	Garage	280	1	Garages
15	K 10	Garage	720	2	Garages
16	K 13	Garage	360	1	Garages
17	K 14	Garage	573	1	Garages
18	K 15	Garage	34	1	Garages
19	K 16	Garage	552	2	Garages
20	K 17	Garage	280	1	Garages
21	K 18	Garage	224	1	Garages
22	K 19	Garage	193	1	Garages
23	K 38	QM	322	1	Garages
24	K 39	QM	20	1	Garages
25	K 60	Wash bay	40	1	Garages
26	K 61	Garage	60	1	Garages
27	K 63	Garage	60	1	Garages
28	K 71	Range QM	100	1	Garages
29	K 73	Garage	50	1	Garages
30	K 82	Forestry Garage	3	1	Garages
31	K 92	Lav Barn	3673	12	Garages
32	K 94	LWT Howitzer Building	23	1	Garages
33	L 28	QM	10	1	Garages
34	N 104	QM	45	1	Garages
35	N 125	QM	50	1	Garages

Note: *** = In more the one building type

Building Types

Offices					
	Building #	Building Description	m ²	Hours	Type
1	3 Drummond	JPSU	600	2	Offices
2	5 Drummond	JPSU	600	2	Offices
3	7 Drummond	JPSU	600	2	Offices
4	49 Inchby	JPSU	600	2	Offices
5	302 Mackenzie	Base Environment	114	1	Offices
6	304 Mackenzie	Base Environment	114	1	Offices
7	A 338	JPSU	874	4	Offices
8	B 71	DCC	477	2	Offices
9	B 339	CFSME/4 ESR	522	2	Offices
10	B 341	4 ESR	910	2	Offices
11	C 15	4 ESR	206	1	Offices
12	D 4	4 ESR	1300	3	Offices
13	D 5	Sigs	2324	4	Offices
14	D 17	3 ASG HQ	1337	4	Offices
15	D 21	MSE Safety	1100	2	Offices
16	F 20	CFHA	416	2	Offices
17	H 10	Admin	1240	6	Offices
18	H 16	CTC HQ	2280	8	Offices
19	H 18	Trails & Evaluation	46	1	Offices
20	H 19	Trails & Evaluation	1200	6	Offices
21	K 69	Range control	234	2	Offices
22	K 75	Training	248	1	Offices
23	K 79	Training	100	1	Offices
24	K 81	Forestry	225	2	Offices
25	K 330	Range Control Office Trailer	40	1	Offices
26	L 60	POL service Station	136	1	Offices
27	L 62	Commissionaires Hut	30	1	Offices
28	N 310	Cadet HQ	245	2	Offices
29	N 126	Music facility	1205	2	Offices

Note: * = In more the one building type**

Building Types

Complex					
	Building #	Building Description	m ²	Hours	Type
1	B 10	Base Supply	7000	8	Complex
2	B 14	CE R&G	320	1	Complex
3	B 18	CE	2107	10	Complex
4	D 56	2 RCR	710	2	Complex
5	D 57	2 RCR	8500	20	Complex
6	D 58	2 RCR	1150	2	Complex
7	J 1	Inf School Garage	481	2	Complex
8	J 7	CTC Complex	20173	36	Complex
9	J 8	4 AD	1428	4	Complex
10	J 9	4 AD	766	3	Complex
11	J 10	CFSME	8773	14	Complex
12	K 4	Maintenance Facility	1189	5	Complex
13	K 92	Lav Barn	3673	12	Complex
14	L 4	Heliport	1981	8	Complex
15	L 10	Garage	244	1	Complex
16	L 24	Simulator	940	6	Complex
17	L 32	Hangar	480	1	Complex
18	L 33	MTSC Complex	3730	7	Complex
19	L 37	Met Center	1486	8	Complex

RTA					
	Building #	Building Description	m ²	Hours	Type
1	PC 33	PV Kitchen	15	1	RTA
2	PC 42	PV Gatehouse	23	1	RTA
3	LW 3	CFSME	200	1	RTA
4	LW 4	CFSME	731	3	RTA
5	MA 22	Ammo	200	1	RTA
6	MA 23	Ammo	200	1	RTA
7	MA 36	Ammo	300	2	RTA
8	SW 6	CFSME	200	1	RTA
9	SW 8	CFSME	400	2	RTA
10	SW 10	CFSME	100	1	RTA
11	T A1	CE	232	1	RTA
12	Amiens	Range Shack	170	1	RTA
13	Mons	Range Shack	170	1	RTA
14	Riechwald	Range Shack	170	1	RTA
15	Vimy	Range Shack	170	1	RTA

Note: * = In more the one building type**

Building Types

Public					
	Building #	Building Description	m ²	Hours	Type
1	Youth Center	MFRC youth Center	600	2	Public
2	A 5	Museum	938	2	Public
3	A 42	Post Office	110	1	Public
4	A 45	MFRC	1825	8	Public
5	F 1	Conference Center	760	2	Public
6	F 12	Theater	60	2	Public
7	G 1	Church	791	2	Public
8	G 2	Church	731	2	Public
9	H 5	Language School	645	6	Public
10	H 34	Learning Center	404	4	Public

Ablution					
	Building #	Building Description	m ²	Hours	Type
1	L 27	RETS Ablution Facility	300	1	Ablution
2	L 38	RETS Ablution Facility	498	2	Ablution
3	L 39	RETS Ablution Facility	498	2	Ablution
4	L 340	Ablution facility	50	1	Ablution
5	PC 25	PV Shower Facility	255	6	Ablution
6	PC 316	PV Washrooms>Showers	237	2	Ablution
7	PC 317	PV Washrooms>Showers	237	2	Ablution

Essential					
	Building #	Building Description	m ²	Hours	Type
1	A 13	WTP	1000	4	Essential
2	C 9	CHP	190	2	Essential
3	F 19	Main Gate	250	1	Essential
4	G 3	Fire Hall	344	1	Essential
5	H 17	MP	1100	6	Essential
6	L 62	RTA Gate	30	1	Essential
7	N 117	WWTP	112	2	Essential

Medical					
	Building #	Building Description	m ²	Hours	Type
1	Mental Health	Mental Health	575	3	Medical
2	A 47	Medical/Dental	2724	32	Medical
3	A 337	Medical/Dental	466	16	Medical
4	PC 105	PV Hospital	222	3	Medical

Note: *** = In more the one building type

Building Types

Messes					
	Building #	Building Description	m ²	Hours	Type
1	A 4 ***	Snr NCO mess	930	4	Accommodations / Mess
2	A 9 ***	Snr NCO mess	1130	4	Accommodations / Mess
1	D 22	Maritime Club	1737	6	Messes
2	F 2	Officer's Mess	690	4	Messes
3	F 6	Officer's Mess	715	4	Messes
4	H 33	Kitchen	1055	8	Messes

Recreational					
	Building #	Building Description	m ²	Hours	Type
1	A 15	Arena	734	12	Recreational
2	A 42	Outdoor pool	468	8	Recreational
3	LV 9	Lindsey Valley	237	1	Recreational
4	M 2	Gym	10482	40	Recreational

Drill Hall					
	Building #	Building Description	m ²	Hours	Type
1	D 10	Drill Hall	975	2	Drill
2	D 15	Drill Hall	1743	2	Drill
3	H 12	Drill Hall	1635	2	Drill

Note: * = In more the one building type**

	Building #	Building Description	Dispensers				
			PT	TP	*(S) TP	Soap	Sanitizer
1	18 Dakota	VIP Housing	0	0	1	0	0
2	20 Dakota	VIP Housing	0	0	1	0	0
3	25 Dakota	Emergency Housing	0	0	1	0	0
4	28 Dakota	Emergency Housing	0	0	1	0	0
5	57 Restigouche	Emergency Housing	0	0	1	0	0
6	26 Laurier	Emergency Housing	0	0	1	0	0
7	3 Drummond	JPSU	1	0	0	2	1
8	5 Drummond	JPSU	1	0	0	1	1
9	7 Drummond	JPSU	1	0	0	2	0
10	49 Inchby	JPSU	1	0	0	2	1
11	302 Mackenzie	Base Environment	1	1	0	1	0
12	304 Mackenzie	Base Environment	2	1	0	1	0
13	Mental Health	Mental Health	5	4	0	5	2
14	Youth Center	MFRC youth Center	3	3	0	4	1
15	A 4	Snr NCO mess	6	9	0	6	0
16	A 5	Museum	5	4	0	4	0
17	A 7	Snr NCO Quarters	0	0	20	0	0
18	A 9	Snr NCO mess	7	10	0	7	0
19	A 10	Snr NCO Quarters	0	0	20	0	0
20	A 11	Snr NCO Quarters	4	8	0	4	0
21	A 13	WTP	2	1	0	2	2
22	A 15	Arena	11	26	0	13	0
23	A 42	Outdoor pool	2	3	0	2	0
24	A 42	Post Office	1	0	0	1	0
25	A 45	MFRC	15	13	0	17	8
26	A 47	Medical/Dental	59	1	0	69	0
27	A 337	Medical/Dental	30	5	0	31	14
28	A 338	JPSU	2	2	0	3	0
29	B 1	4 ESR	3	5	0	3	1
30	B 7	Garage	3	4	0	3	0
31	B 9	Garage	7	7	0	5	0
32	B 10	Base Supply	8	23	0	10	5
33	B 14	CE R&G	3	4	0	4	0
34	B 18	CE	11	14	0	11	6
35	B 19	4 ESR	3	3	0	2	1
36	B 45	4 ESR	2	3	0	2	2
37	B 58	RCR	2	2	0	3	0
38	B 71	DCC	5	3	0	2	1
39	B 339	CFSME	2	2	0	2	0
40	B 341	4 ESR	2	2	0	2	0
41	C 15	4 ESR	1	1	0	1	0

Numbers of dispensers may not be exact this is only an "**ESTIMATION**"

PT =Paper Towel - TP = Toilet Paper - *(S) = Single Role TP - Soap = Soap - Sanitizer = Hand Sanitizer

	Building #	Building Description	PT	TP	*(S) TP	Soap	Sanitizer
42	C 8	Garage	2	2	0	2	1
43	C 9	CHP	3	3	0	3	1
44	D 4	4 ESR	6	9	0	6	2
45	D 5	Sigs	8	12	0	7	1
46	D 9	Sigs	4	4	0	4	0
47	D 10	Drill Hall	3	4	0	3	0
48	D 15	Drill Hall	1	3	0	3	0
49	D 17	3 ASG HQ	3	6	0	3	3
50	D 21	MSE Safety	4	6	0	4	2
51	D 22	Maritime Club	8	14	0	9	0
52	D 23	Barrack Block	10	26	0	30	0
53	D 24	Barrack Block	6	24	0	6	0
54	D 25	Barrack Block	10	15	0	9	0
55	D 27	Barrack Block	1	1	0	36	0
56	D 55	Sigs	1	1	0	1	0
57	D 56	2 RCR	8	7	0	8	0
58	D 57	2 RCR	37	43	0	42	0
59	D 58	2 RCR	3	4	0	4	0
60	D 59	Barrack Block	4	4	247	4	0
61	D 60	Barrack Block	4	4	254	4	0
62	F 1	Conference Center	3	5	0	3	0
63	F 2	Officer's Mess	3	5	0	2	0
64	F 3	Officer's Quarters	2	6	2	2	0
65	F 4	Officer's Quarters	2	6	2	2	0
66	F 6	Officer's Mess	6	10	0	6	0
67	F 7	Officer's Quarters	0	0	23	0	0
68	F 8	Officer's Quarters	0	0	23	0	0
69	F 12	Theater	4	8	0	4	0
70	F 18	Officer's Quarters	0	0	72	0	0
71	F 19	Main gate	3	2	0	2	0
72	F 20	CFHA	2	6	0	2	0
73	G 1	Church	2	2	0	2	0
74	G 2	Church	2	2	0	2	0
75	G 3	Fire hall	3	2	0	3	0
76	G 8	Barrack Block	4	4	97	4	0
77	H 1	Barrack Block	12	32	0	40	0
78	H 3	Barrack Block	12	32	0	32	0
79	H 5	Language School	4	6	0	4	0
80	H 6	Range control	2	2	0	2	0
81	H 7	Storage	0	1	0	1	0
82	H 8	Barrack Block	7	24	0	35	0
83	H 10	Admin	5	10	0	9	0
84	H 12	Drill Hall	3	3	0	3	0
85	H 16	CTC HQ	14	24	0	7	0
86	H 17	MP	7	7	0	5	0

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PT = Paper Towel - TP = Toilet Paper - *(S) = Single Role TP - Soap = Soap - Sanitizer = Hand Sanitizer

	Building #	Building Description	PT	TP	*(S) TP	Soap	Sanitizer
87	H 18	Trails & Evaluation	3	2	0	2	0
88	H 19	Trails & Evaluation	4	1	3	4	0
89	H 20	Barrack Block	6	24	0	30	0
90	H 21	Barrack Block	14	32	0	36	0
91	H 23	Barrack Block	12	32	0	40	0
92	H 33	Kitchen	14	19	0	15	0
93	H 34	Learning Center	3	3	0	3	0
94	J 1	Inf School Garage	5	10	0	6	0
95	J 7	CTC Complex	50	100	0	60	0
96	J 8	AD	8	11	0	8	0
97	J 9	AD	8	11	0	8	0
98	J 10	CFSME	17	25	0	20	0
99	K 1	Garage	7	6	0	5	2
100	K 4	Maintenance Facility	11	7	0	10	1
101	K 6	Garage	3	5	0	3	0
102	K 8	Garage	2	4	0	2	2
103	K 10	Garage	4	5	0	4	2
104	K 13	Garage	3	6	0	3	2
105	K 14	Garage	4	8	0	5	1
106	K 15	Garage	4	3	0	7	0
107	K 16	Garage	1	8	0	8	1
108	K 17	Garage	4	3	0	3	0
109	K 18	Garage	3	3	0	3	0
110	K 19	Garage	3	3	0	3	0
111	K 38	QM	2	3	0	3	0
112	K 39	QM	0	0	0	0	0
113	K 60	Wash bay	1	1	0	1	0
114	K 61	Garage	1	1	0	2	0
115	K 63	Garage	1	1	0	1	0
116	K 69	Range control	2	2	0	2	3
117	K 71	QM	2	2	0	2	2
118	K 73	Garage	2	2	0	2	0
119	K 75	Training	4	4	0	4	1
120	K 79	Training	2	2	0	3	0
121	K 81	Forestry	2	2	0	2	0
122	K 82	Garage	1	1	0	1	0
123	K 92	Lav Barn	4	10	0	8	0
124	K 94	Light Weight Towed Howitzer Building	3	2	0	3	0
125	K 330	Trailer	1	1	0	1	0
126	L 4	Heliport	5	8	0	5	4
127	L 10	Garage	2	2	0	1	0
128	L 24	Simulator	5	6	0	5	2
129	L 26	RETS Barracks	0	0	0	0	0
130	L 27	RETS Ablution Facility	12	20	0	17	0

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PT = Paper Towel - TP = Toilet Paper - *(S) = Single Role TP - Soap = Soap - Sanitizer = Hand Sanitizer

	Building #	Building Description	PT	TP	*(S) TP	Soap	Sanitizer
131	L 28	QM	1	0	0	0	0
132	L 32	Hanger	4	6	0	3	1
133	L 33	MTSC Complex	14	15	0	14	0
134	L 37	Met Center	4	5	0	3	2
135	L 38	RETS Ablution Facility	9	16	0	23	0
136	L 39	RETS Ablution Facility	9	16	0	23	0
137	L 60	POL Service Station	2	1	2	0	2
138	L 62	Commissionaires Hut	1	1	0	1	0
139	L 340	Ablution facility	14	15	0	11	0
140	LV 9	Lindsey Valley	2	5	0	4	0
141	M 2	Gym	21	20	0	15	0
142	M 5	Militia Trg Barracks	28	76	0	39	0
143	N 104	QM	1	1	0	1	0
144	N 125	QM	0	0	0	0	0
145	N 310	Cadet HQ	2	2	0	2	1
146	N 117	WWTP	3	3	0	3	0
147	N 126	Music facility	5	6	0	7	3
148	PC 25	PV Shower Facility	6	36	0	15	0
149	PC 33	PV Kitchen	2	2	0	2	0
150	PC 42	PV Gatehouse	1	1	0	1	0
151	PC 43	PV Accommodation	4	0	10	8	0
152	PC 44	PV Accommodation	4	0	10	8	0
153	PC 100	PV Accommodation	0	0	0	0	0
154	PC 101	PV Accommodation	0	0	0	0	0
155	PC 102	PV Accommodation	0	0	0	0	0
156	PC 104	PV Accommodation	0	0	0	0	0
157	PC 105	PV Hospital	3	2	0	3	0
158	PC 316	PV Washrooms>Showers	2	0	10	8	0
159	PC 317	PV Washrooms>Showers	2	0	10	8	0
160	LW 3	CFSME	2	2	0	2	0
161	LW 4	CFSME	5	8	0	8	0
162	MA 22	Ammo	1	1	0	1	0
163	MA 23	Ammo	1	1	0	1	0
164	MA 36	Ammo	3	4	0	3	0
165	SW 6	CFSME	3	4	0	3	0
166	SW 8	CFSME	4	6	0	5	0
167	SW 10	CFSME	1	1	0	1	0
168	T A1	CE	2	3	0	2	0
169	Amiens	Range Shack	1	1	0	1	0
170	Mons	Range Shack	1	1	0	1	0
171	Riechwald	Range Shack	1	1	0	1	0
172	Vimy	Range Shack	1	1	0	1	0
	Totals		854	1219	811	1170	88

Numbers of dispensers may not be exact this is only an "**ESTIMATION**"

PT =Paper Towel - TP = Toilet Paper - *(S) = Single Role TP - Soap = Soap - Sanitizer = Hand Sanitizer

Offices				
	Building #	Building Description	m ²	Type
	A 338	JPSU	874	Offices
	B 71	DCC	477	Offices
	D 17	3 ASG HQ	1,337	Offices
	H 10	Admin	1,240	Offices
	H 16	CTC HQ	2,280	Offices
	N 310	Cadet HQ	245	Offices
	N 126	Music facility	1,205	Offices

Complex				
	Building #	Building Description	m ²	Type
	B 18	CE	2,107	Complex
	D 57	2 RCR	8,500	Complex
	J 7	CTC Complex	20,173	Complex
	J 8	4 AD	1,428	Complex
	J 9	4 AD	766	Complex
	J 10	CFSME	8,773	Complex
	K 4	Maintenance Facility	1,189	Complex
	K 92	Lav Barn	3,673	Complex
	L 4	Heliport	1,981	Complex
	L 24	Simulator	940	Complex
	L 33	MTSC Complex	3,730	Complex
	L 37	Met Center	1,486	Complex

RTA				
	Building #	Building Description	m ²	Type
	LW 4	CFSME	731	RTA
	SW 6	CFSME	200	RTA
	SW 8	CFSME	400	RTA

Public				
	Building #	Building Description	m ²	Type
	A 42	Post Office	110	Public
	A 45	MFRC	1,825	Public
	H 34	Learning Center	404	Public

Essential				
	Building #	Building Description	m ²	Type
	F 19	Main Gate	250	Essential
	G 3	Fire Hall	344	Essential
	H 17	MP	1,100	Essential
	L 62	RTA Gate	30	Essential

Medical				
	Building #	Building Description	m ²	Type
	Mental Health	Mental Health	575	Medical
	A 47	Medical/Dental	2,724	Medical
	A 337	Medical/Dental	466	Medical
	PC 105	PV Hospital	222	Medical

Messes				
	Building #	Building Description	m ²	Type
	H 33	Kitchen	1,055	Messes

Recreational				
	Building #	Building Description	m ²	Type
	LV 9	Lindsey Valley	237	Recreational
	M 2	Gym	10,482	Recreational

Total m ²	83,559
----------------------	--------

Building: _____ Date: ____/____/20____ Hours: ____:____ A.M. /P.M.

DESCRIPTION	S	U	REMARKS	CORRECTED DATE
<u>MAIN & SECOND ENTRANCE</u>				
Door Glass/Frames				
Walls				
Carpets or tile floor				
Dusting (High/Low)				
Mirror				
Windows				
<u>HALLWAY</u>				
Door Glass/Frames				
Walls				
Floor				
Dusting (High/Low)				
Mirror				
Windows				
Garbage emptied				
<u>WASHROOMS & LAUNDRY ROOMS</u>				
Door Glass & Frames				
Walls				
Floor				
Urinal				
Toilet bowls / exterior				
Sink (exterior)				
Counters				
Mirrors				
Dusting (High/Low)				
Soap & Paper towel Dispensers				
Showers				
Washers & Dryers				
Garbage emptied				
Windows & Ledges				
<u>OFFICE AREAS</u>				
Walls				
Floors				
Windows & Ledges				
Heaters				
Garbage emptied				
Dusting				
<u>COMMON AREA</u>				
Walls				
Floors				
Windows & Ledges				
Heaters				
Garbage emptied				
Dusting				
<u>JANITORIAL STORAGE</u>				
Cleanliness				
Equipment clean & serviceable				
M.S.D.S. Sheets				
Daily duties listed				
Contact number listed				
<u>OTHER ROOMS</u>				

Employee name: _____ Signature: _____
 Employee name: _____ Signature: _____
 Supervisor name: _____ Signature: _____
 Inspector's name: _____ Signature: _____

ADDITIONAL COMMENTS:

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ANNEX B

BASIS OF PAYMENT

Draft – Basis of Payment

It is **MANDATORY** that Bidders submit firm prices/rates for all the items in each of the Pricing Schedule hereafter. This section, when completed, will be considered as the Bidder's financial proposal.

Should there be an error in the extended pricing of the Bidder's proposal, the unit pricing shall prevail and the extended pricing shall be corrected in the evaluation.

Note: no additional charges will be allowed for travel to and from the site.

Pricing Schedules 1 – Contract Year 1 from May 1, 2016 to March 31, 2017

Pricing Schedule 1.A - Routine Building Cleaning

Pricing is required for routine building cleaning for the buildings specified below. The prices shall include expense, profit, tools, equipment and transportation. Buildings must be cleaned as per the frequencies specified in Annex B of the specification and for the minimum number of hours for each building specified in Annex A of the Specification.

Item	Building Numbers	Building Description	m ²	Firm Monthly Rate per m ²	Firm Monthly Rate	No. of months	Firm Annual Rate
1	J 1	Inf School Garage	481 X	\$ _____ =	\$ _____ X	11 =	\$ _____
2	J 7	CTC Complex	20, 173 X	\$ _____ =	\$ _____ X	11 =	\$ _____
3	J 8 & J 9	AD	2,194 X	\$ _____ =	\$ _____ X	11 =	\$ _____
4	J 10	CFSME	8,773 X	\$ _____ =	\$ _____ X	11 =	\$ _____
5	L 33	MTSC Complex	3,730 X	\$ _____ =	\$ _____ X	11 =	\$ _____
Subtotal for Pricing Schedule 1.A							\$ _____

Pricing Schedule 1.B - As and when requested work

Item	Description of Work	Unit of Measure	Estimated Quantity	Rate per Unit	Total
1	Stripping, sealing and waxing of floors, during regular working hours	Hour	50 X	\$ _____ =	\$ _____
2	Stripping, sealing and waxing of floors outside regular working hours	Hour	50 X	\$ _____ =	\$ _____
3	Carpet cleaning during regular working hours	Hour	25 X	\$ _____ =	\$ _____
4	Carpet cleaning outside regular working hours	Hour	25 X	\$ _____ =	\$ _____
5	Window cleaning and high dusting during regular working hours	Hour	50 X	\$ _____ =	\$ _____
6	Emergency cleaning during regular working hours	Hour	25 X	\$ _____ =	\$ _____

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7	Emergency cleaning, outside regular working hours	Hour	25 X	\$ _____ =	\$ _____
8	Replace toilet paper dispenser*	Unit	25 X	\$ _____ =	\$ _____
9	Replace paper towel dispenser*	Unit	25 X	\$ _____ =	\$ _____
10	Replace soap dispenser*	Unit	10 X	\$ _____ =	\$ _____
11	Replace hand sanitizer dispenser*	Unit	10 X	\$ _____ =	\$ _____
Subtotal for Pricing Schedule 1.B					\$ _____

*Note: Dispensers are to meet the specifications outlined in Specification Section 10 11 00. The prices of the dispenser replacement are to include the provision of all the necessary equipment, including the dispensers themselves, tools, labour and material that is required to complete the replacement. All tools equipment, labour and material will be supplied by the contractor.

Pricing Schedules 2 – Contract Year 2 from April 1, 2017 to March 31, 2018

Pricing Schedule 2.A Routine Building Cleaning

Pricing is required for routine building cleaning for the types of buildings specified below. The prices shall include expense, profit, tools, equipment and transportation. Buildings must be cleaned as per the frequencies specified in Annex B of the specification and for the minimum number of hours for each building specified in Annex A of the Specification.

Item	Building Type	m ²	Firm Rate per m ²	Firm Monthly Rate	No. of months	Firm Annual Rate
1	Accommodations	54,197 X	\$ _____ =	\$ _____ X	12 =	\$ _____
2	Garages	11,727 X	\$ _____ =	\$ _____ X	12 =	\$ _____
3	Offices	19,323 X	\$ _____ =	\$ _____ X	12 =	\$ _____
4	Complexes	65,131 X	\$ _____ =	\$ _____ X	12 =	\$ _____
5	RTA	3,281 X	\$ _____ =	\$ _____ X	12 =	\$ _____
6	Public	6,864 X	\$ _____ =	\$ _____ X	12 =	\$ _____
7	Ablution	2,075 X	\$ _____ =	\$ _____ X	12 =	\$ _____
8	Essential	3,026 X	\$ _____ =	\$ _____ X	12 =	\$ _____
9	Medical	3,987 X	\$ _____ =	\$ _____ X	12 =	\$ _____
10	Messes	6,257 X	\$ _____ =	\$ _____ X	12 =	\$ _____
11	Recreational	11,921 X	\$ _____ =	\$ _____ X	12 =	\$ _____
12	Drill Hall	4,353 X	\$ _____ =	\$ _____ X	12 =	\$ _____
Subtotal for Pricing Schedule 2A						\$ _____

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Pricing Schedule 2.B – Stripping Sealing and Waxing

Pricing below is for stripping, sealing and waxing the floors in the buildings types specified below once per year. The complete building list including building number and description for each building type is specified in Annex E of the Specification.

Item	Building Type	m ²	Rate per m ²	Total Annual Price
1	Offices	7,658 X	\$ _____ =	\$ _____
2	Complexes	54,746 X	\$ _____ =	\$ _____
3	RTAs	1,331 X	\$ _____ =	\$ _____
4	Public	2,339 X	\$ _____ =	\$ _____
Subtotal for Pricing Schedule 2.B				

Pricing Schedule 2.C – Window Cleaning

Item	Description of Work	Frequency	Estimated Quantity	Rate per Unit	Total
1	Cleaning of windows inside and outside for all buildings listed in Annex A of the Specification with the exception of buildings listed in Item 2 of Pricing Schedule 2.	Semi-Annually	2 X	\$ _____ =	\$ _____
2.	Cleaning of windows in building f-19 (Main Gate), H-33 (Main Kitchen and L-4 (Tower).	Monthly	12 X	\$ _____ =	\$ _____
Subtotal for Pricing Schedule 2.C					\$ _____

Pricing Schedule 2.D – As and when requested work

Item	Description of Work	Unit of Measure	Estimated Quantity	Rate per Unit	Total
1	Rate for cleaning for any new or additional buildings as per each type below				
a.	Accommodations	m ²	10,000 X	\$ _____ =	\$ _____
b.	Garages	m ²	500 X	\$ _____ =	\$ _____
c.	Offices	m ²	1,000 X	\$ _____ =	\$ _____
d.	Complex	m ²	1,000 X	\$ _____ =	\$ _____
e.	RTA	m ²	3,00 X	\$ _____ =	\$ _____
f.	Public	m ²	5,000 X	\$ _____ =	\$ _____
g.	Ablution	m ²	2,000 X	\$ _____ =	\$ _____
h.	Essential	m ²	1,000 X	\$ _____ =	\$ _____
i.	Medical	m ²	3,000 X	\$ _____ =	\$ _____

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j.	Messes	m ²	1,000	X	\$ _____ =	\$ _____
k.	Recreational	m ²	5,000	X	\$ _____ =	\$ _____
l.	Drill	m ²	1,000	X	\$ _____ =	\$ _____
2	Stripping, sealing and waxing of floors, during normal working hours	Hour	250	X	\$ _____ =	\$ _____
3	Stripping, sealing and waxing of floors after normal working hours	Hour	250	X	\$ _____ =	\$ _____
4	Carpet cleaning during normal working hours	Hour	100	X	\$ _____ =	\$ _____
5	Carpet cleaning outside normal working hours	Hour	100	X	\$ _____ =	\$ _____
6	Window cleaning and high dusting during normal working hours	Hour	250	X	\$ _____ =	\$ _____
7	Emergency cleaning during normal working hours	Hour	100	X	\$ _____ =	\$ _____
7	Emergency cleaning, outside normal working hours	Hour	100	X	\$ _____ =	\$ _____
8	Replace toilet paper dispenser	Unit	50	X	\$ _____ =	\$ _____
9	Replace paper towel dispenser	Unit	50	X	\$ _____ =	\$ _____
10	Replace soap dispenser	Unit	20	X	\$ _____ =	\$ _____
11	Replace hand sanitizer dispenser	Unit	20	X	\$ _____ =	\$ _____
Subtotal for Pricing Schedule 2.D						

Summary

Subtotal for Pricing Schedule 1.A	\$ _____
	+
Subtotal for Pricing Schedule 1.B	\$ _____
	+
Subtotal for Pricing Schedule 2.A	\$ _____
	+
Subtotal for Pricing Schedule 2.B	\$ _____
	+
Subtotal for Pricing Schedule 2.C	\$ _____
	+
Subtotal for Pricing Schedule 2.D	\$ _____
	=
Total Amount for Evaluation	\$ _____

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ANNEX C TECHNICAL EVALUATION CRITERIA

1. Point Rated Technical Criteria

The proposals will be evaluated on the basis of the following criteria, therefore, bidders are advised to address each area in sufficient depth to show clearly how effectively the work could be done. Proposals must also meet the minimum acceptable score indicated below for each criterion to be considered responsive.

All bidders are requested to submit the following information in support of meeting the evaluation criteria. It is recommended that your proposal be submitted following the format below. Your technical proposal should include, but not necessarily be limited to, the points noted below.

1.1 ORGANIZATION AND MANAGEMENT

Maximum: 25 Points / Minimum Acceptable Score: 15 Points

Demonstrate that the Contractor shall provide all the staff necessary to perform all services as specified in the Statement of Work - Annex A, as it pertains to: the team's organization, services to be managed, and proof of the Contractor's resources and capacity to provide additional resources, if and when needed. What the Contractor should provide, but is not limited to, the following:

a) Overall Contractor's Organization: (max. 10 points)

- An organization chart for the Contractor.
- Key personnel position title and length of time with the Contractor as they relate to assigned roles and responsibilities.

b) Team assigned to this Contract: (max. 15 points)

- An outline indicating the number of personnel that would be utilized to carry out the services. The number of personnel should be broken down to reflect the number of superintendents, supervisor(s)/cleaners, day cleaners, evening cleaners and weekend cleaners.

1.2 HEALTH & SAFETY

Maximum: 25 Points / Minimum Acceptable Score: 15 Points

A demonstration that the Contractor shall adhere to all health and safety measures pertaining to accident prevention and fire hazards recommended by National and Provincial codes and/or prescribed by the authorities having jurisdiction concerning the equipment, work habits, and procedures. In addition, adequate training of personnel assigned to perform operations such as relamping, use of chemicals, etc. is also required in relation to the measures the Contractor takes to maintain a healthy and safe working environment, the type of training the Contractor is providing to its employees, and the number of employees trained in specific programs.

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What the Contractor should provide, but is not limited to, the following:

- a) Programs (max. 10 points)
 - A detailed description of the Health and Safety Program or Practices currently in place, including training and monitoring of staff performance necessary to maintain a healthy and safe working environment and adhere to all health and safety measures pertaining to accident prevention and fire hazards recommended by National and Provincial codes and/or prescribed by the authorities having jurisdiction concerning the equipment, work habits, and procedures.
- b) Health and Safety Training (max. 5 points)
 - Provide name(s) of supervisor(s) and employee(s) and type of training they have completed related to Health and Safety (e.g. Health and Safety, WHMIS, First Aid, other).
- c) Emergency Cleanups (max. 10 points)
 - A detailed plan for the response to emergency cleanups (ex. spills).

1.3 QUALITY ASSURANCE

Maximum: 45 Points / Minimum Acceptable Score: 27 Points

A demonstration that quality standards described herein shall be strictly adhered to as it relates to the Contractor's commitment towards a quality organization and the contractors method of maintaining and improving quality services.

What the Contractor should provide, but is not limited to, the following:

- a) Quality Assurance (QA) Program (max. 20 points)
 - A detailed description of the Quality Assurance Program currently employed by the Contractor, including the employee involvement.
- b) Quality Assurance Training (max. 10 points)
 - Provide detailed description of QA Training and any other courses attended outside the organization given to employees to ensure quality service delivery.
- c) Resolution of Problems (max. 15 points)
 - A detailed description of how the Contractor resolves contentious issues related to the quality of services.

1.4 CONTRACTOR'S EXPERIENCE AND PAST PERFORMANCE

Maximum: 40 Points / Minimum Acceptable Score: 24 Total Points and 12 Points per Reference

A demonstration that the Contractor has the ability to successfully carry out and manage the responsibilities as outlined in the Statement of Work - Annex A as it relates to evidence that the Contractor has a good track record, has experience in janitorial services, and has proven past performance in this field of work.

What the Contractor should provide, but is not limited to, the following:

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- a) Project Reference 1 (max. 20 points)
Project Reference 2 (max. 20 points)

Evidence of the Contractor's experience and past performance will be assessed on a submission of two (2) contracts or projects rendered for at least six (6) consecutive months within the past five (5) years, wherein the range of janitorial services provided are comparable to those described in this Request for Proposal (RFP). References may be a combination of PWGSC contracts and/or other industry contracts. The references must be verifiable.

If the Bidder submits references in excess of the stated requirement above, only the references up to the identified limit will be assessed. If the referenced project does not occur within the past five (5) years, it will not be assessed and will receive 0 points for that Project Reference. Note: References provided cannot be from work performed for the DND at 5 CDSB Gagetown. If a reference project provided is from DND at 5 CDSB Gagetown, it will not be assessed and will receive 0 points for that project reference.

For each reference provided, the Bidder should address the information contained in the following:

- Name of client organization or company
- Name, title, telephone number and/or facsimile number of contact
- Provide a detailed description of Project or Contract
- Approximate size in square meters of the cleanable area of the project/contract
- Location of the project or contract
- Dollar value of the project or contract
- Performance period of the project or contract

1.5 OPERATIONS MANAGER AND NON-WORKING SUPERVISOR(S) EXPERTISE AND EXPERIENCE

Maximum: 80 Points / Minimum Acceptable Score: 48 Points

A demonstration that the Contractor has in its employ, or access to, one operation's manager and five (5) Non-Working Supervisors with the expertise to effectively supervise the work outlined in the Statement of Work, Annex A as it pertains to the working Supervisor's janitorial service experience & proven past performance, and a contingency plan to be followed if performance is deemed below quality standards by its senior personnel.

What the Contractor should provide, but is not limited to, the following:

- a) The Operations Manager Experience and Project Reference (max 10 points)

Evidence of the experience and satisfactory performance of the Operations Manager by referencing two (2) projects/contracts rendered for at least six (6) consecutive months within the past five (5) years, for providing janitorial services in a range comparable in size, scope and complexity to those outlined in the Statement of Work - Annex A. The references must be verifiable.

If the Bidder submits references in excess of the stated requirement above, only the references up to the identified limit will be assessed. If the referenced project does not occur within the past five (5) years, it will not be assessed and will receive 0 points for that Project Reference.

For each reference provided, the Bidder should address the information contained in the following:

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- Name of client organization or company
- Name, title, telephone number and/or facsimile number of the contact
- Provide a detailed description of Project or contract including the performance period of the project/contract
- Approximate size in square meters of the cleanable area of the project/contract
- Provide a detailed description of the responsibilities of the individuals
- Location of the project/contract
- Dollar value of the project/contract

b) The Non-working Supervisor's Experience and Project Reference (max. 25 points)

A list of the Contractor's working Supervisors who will be assigned to this Contract, including the name and number of years of experience as Supervisors in janitorial services.

Evidence of the experience and satisfactory performance of the five non-working Supervisor(s) listed above, by referencing two (2) projects/contracts rendered for at least six (6) consecutive months within the past five (5) years, for providing janitorial services in a range comparable in size, scope and complexity to those outlined in the Statement of Work - Annex A. The references must be verifiable.

If the Bidder submits references in excess of the stated requirement above, only the references up to the identified limit will be assessed. If the referenced project does not occur within the past three (3) years, it will not be assessed and will receive 0 points for that Project Reference.

For each reference provided, the Bidder should address the information contained in the following:

- Name of client organization or company
- Name, title, telephone number and/or facsimile number of the contact
- Provide a detailed description of Project or contract including the performance period of the project/contract
- Approximate size in square meters of the cleanable area of the project/contract
- Provide a detailed description of the responsibilities of the individuals
- Location of the project/contract
- Dollar value of the project/contract

c) Supervisor's Performance (max. 15 points)

- A detailed narrative of how your firm would identify the factors that would indicate that the On-site Supervisor is not performing his/her duties adequately and what your firm would do to remedy the situation.

d) Monitoring of Contractor's Staff (max. 15 points)

- A detailed description of the Contractor's intended methods to supervise and monitor the staff to ensure the work performance adheres to the Quality Standards specified in the Request for Proposal. This should include the number of hours for the working Supervisor(s).

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- e) Absenteeism of Contractor's Staff (max. 15 points)
- A detailed narrative of how you would remedy the situation if the quality of janitorial services that you are providing to the client diminished due to a high level of absenteeism (staffing approach).

Part 2 – Equipment requirements

The bidder should include with their proposal a list of equipment required in accordance with Specification Section 01 11 00, Summary of Work, paragraph 2.04 Equipment. Equipment will be inspected prior to award of Service Contract.

If this information is not submitted with the proposal, the Contracting Authority will inform the Bidder of a time frame within which to provide the information. Failure to provide the information within the time frame specified will render the proposal non-responsive.

Note that the equipment list will not form part of the Technical Page Limitation specified in Part 3 - Bid Preparation Instructions

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ANNEX D

SECURITY REQUIREMENTS CHECK LIST



Government of Canada / Gouvernement du Canada

Contract Number / Numéro du contrat W0105-16E021
Security Classification / Classification de sécurité Unclassified

DEC 14 2015

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 DND	2. Branch or Directorate / Direction générale ou Direction Army
--	--

3. a) Subcontract Number / Numéro du contrat de sous-traitance	3. b) Name and Address of Subcontractor / Nom et adresse du sous-traitant
--	---

4. Brief Description of Work / Brève description du travail
Janitorial Services - 5 CDSB Gagetown

5. a) Will the supplier require access to Controlled Goods? / Le fournisseur aura-t-il accès à des marchandises contrôlées?
 No / Non 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?
 No / Non Yes / Oui

6. Indicate the type of access required / Indiquer le type d'accès requis

6. a) Will the supplier and its employees require access to PROTECTED and/or CLASSIFIED information or assets? / Le fournisseur ainsi que les employés auront-ils accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS?
(Specify the level of access using the chart in Question 7. c) / Préciser le niveau d'accès en utilisant le tableau qui se trouve à la question 7. c)
 No / Non 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.
 No / Non 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?
 No / Non 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 checked="" type="checkbox"/>	NATO / OTAN <input type="checkbox"/>	Foreign / Étranger <input type="checkbox"/>
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7. b) Release restrictions / restrictions relatives à la diffusion

No release restrictions / Aucune restriction relative à la diffusion <input type="checkbox"/> Not releasable / À ne pas diffuser <input type="checkbox"/> Restricted to: / Limité à: <input type="checkbox"/> Specify country(ies): / Préciser le(s) pays:	All NATO countries / Tous les pays de l'OTAN <input type="checkbox"/> Restricted to: / Limité à: <input type="checkbox"/> Specify country(ies): / Préciser le(s) pays:	No release restrictions / Aucune restriction relative à la diffusion <input type="checkbox"/> Restricted to: / Limité à: <input type="checkbox"/> Specify country(ies): / Préciser le(s) pays:
---	--	--

7. c) Level of Information / Niveau d'information

PROTECTED A / PROTÉGÉ A <input type="checkbox"/> PROTECTED B / PROTÉGÉ B <input type="checkbox"/> PROTECTED C / PROTÉGÉ C <input type="checkbox"/> CONFIDENTIAL / CONFIDENTIEL <input type="checkbox"/> SECRET <input type="checkbox"/> TOP SECRET / TRÈS SECRET <input type="checkbox"/> TOP SECRET (SIGINT) / TRÈS SECRET (SIGINT) <input type="checkbox"/>	NATO UNCLASSIFIED / NATO NON CLASSIFIÉ <input type="checkbox"/> NATO RESTRICTED / NATO DIFFUSION RESTREINTE <input type="checkbox"/> NATO CONFIDENTIAL / NATO CONFIDENTIEL <input type="checkbox"/> NATO SECRET <input type="checkbox"/> COSMIC TOP SECRET / COSMIC TRÈS SECRET <input type="checkbox"/>	PROTECTED A / PROTÉGÉ A <input type="checkbox"/> PROTECTED B / PROTÉGÉ B <input type="checkbox"/> PROTECTED C / PROTÉGÉ C <input type="checkbox"/> CONFIDENTIAL / CONFIDENTIEL <input type="checkbox"/> SECRET <input type="checkbox"/> TOP SECRET / TRÈS SECRET <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
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

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

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

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

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

Special comments:

Commentaires spéciaux :

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

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

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

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

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

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

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

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



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

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

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

For users completing the form **online** (via the Internet), the summary chart is automatically populated by your responses to previous questions.

Dans le cas des utilisateurs qui remplissent le formulaire **en ligne** (par Internet), les réponses aux questions précédentes sont automatiquement saisies dans le tableau récapitulatif.

SUMMARY CHART / TABLEAU RÉCAPITULATIF

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

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

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

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

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



Government of Canada / Gouvernement du Canada

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Security Classification / Classification de sécurité Unclassified

PART D - AUTHORIZATION / PARTIE D - AUTORISATION

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

Name (print) - Nom (en lettres moulées) Major N.C. Price	Title - Titre Base Construction Engineering Officer	Signature <i>Nathan Price</i>
Telephone No. - N° de téléphone (506) 422-2000 Ext 2125	Facsimile No. - N° de télécopieur (506) 422-1435	E-mail address - Adresse courriel Nathan.Price@forces.gc.ca
		Date NOV 23 2015

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

Name (print) - Nom (en lettres moulées) Dawn Murray - DSSO - Industrial Security SRCL Team Lead Tel: 613-996-0274	Title - Titre	Signature <i>Dawn Murray</i>
Telephone No. - N° de téléphone	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel
		Date 14 December 15

15. Are there additional instructions (e.g. Security Guide, Security Classification Guide) attached?
Des instructions supplémentaires (p. ex. Guide de sécurité, Guide de classification de la sécurité) sont-elles jointes?

No / Non Yes / Oui

16. Procurement Officer / Agent d'approvisionnement

Name (print) - Nom (en lettres moulées)	Title - Titre	Signature
Telephone No. - N° de téléphone	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel
		Date

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

Name (print) - Nom (en lettres moulées) Chrisoula Langis Contract Security Officer, Contract Security Division Chrisoula.Langis@tpsgc-pwgsc.gc.ca	Title - Titre	Signature <i>Chrisoula Langis</i>
Telephone No. - N° de téléphone Tel: 613-941-9535	Facsimile No. - N° de télécopieur Telec/Fax: 613-964-4174	E-mail address - Adresse courriel
		Date Dec 21/15

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W0105-16E021/A

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur
pwb020

Client Ref. No. - N° de réf. du client
W0105-16E021

File No. - N° du dossier
PWB-5-381145

CCC No./N° CCC - FMS No./N° VME

ANNEX E
FEDERAL CONTRACTORS PROGRAM FOR EMPLOYMENT EQUITY- CERTIFICATION

Remark to Contracting Authority: Insert for requirements made on behalf of a Department or Agency subject to the FCP, estimated at \$1,000,000 **and above**, Applicable Taxes included: (consult Annex 5.1 of the Supply Manual)(See also Part 5 - Certifications and Part 7 - Resulting Contract Clauses)

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

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

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

Complete both A and B.

A. Check only one of the following:

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

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

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

OR

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

B. Check only one of the following:

- B1. The Bidder is not a Joint Venture.

OR

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

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CCC No./N° CCC - FMS No./N° VME

ANNEX F

**COMPLETE LIST OF NAMES OF ALL INDIVIDUALS WHO ARE
CURRENTLY DIRECTORS OF THE BIDDER**