



**Return Bids to :**

**Retourner Les Soumissions à :**

Natural Resources Canada – Ressources  
naturelles Canada  
Bid Receiving Unit – Mailroom  
Unité de réception des soumissions, Salle du  
courrier  
588 rue Booth Street  
Ottawa, Ontario  
K1A 0E4

**Request for Proposal (RFP)  
Demande de proposition (DDP)**

The Bidder offers to provide to Canada the goods,  
services or both listed in the bid solicitation in accordance  
with the conditions set out in the bid solicitation and at the  
prices set out in the bid.

This bid solicitation is issued in accordance with the  
conditions of Supply Arrangement No. .  
Only suppliers who are pre-qualified and have been issued  
a supply arrangement at the time this bid solicitation is  
issued are eligible to bid.

Le soumissionnaire offre de fournir au Canada les biens,  
services ou les deux énumérés dans la demande de  
soumissions aux conditions prévues dans la demande de  
soumissions et aux prix indiqués dans la soumission.

Cette demande de soumissions est émise conformément  
aux conditions de l'arrangement en matière  
d'approvisionnement numéro . Seuls les  
fournisseurs qui sont pré-qualifiés et auxquels un  
arrangement en matière d'approvisionnement a été émis  
au moment où cette demande de soumissions est émise  
peuvent présenter une soumission.

**Comments – Commentaires**

**Issuing Office – Bureau de distribution**

Finance and Procurement Management  
Branch  
Natural Resources Canada  
580 Booth Street, 5th Floor  
Ottawa, Ontario  
K1A 0E4

<b>Title – Sujet</b> Janitorial Services for Resolute Bay, Nunavut	
<b>Solicitation No. – No de l'invitation</b> <b>NRCan-5000021701</b>	<b>Date</b> 23 February 2016
<b>Client Reference No. - N° de reference du client</b> 130428	
<b>Requisition Reference No. - N° de la demande</b> <b>5000021701</b>	
<b>Solicitation Closes – L'invitation prend fin</b> <b>at – à 02:00 PM EST</b> <b>on – le 11 March 2016</b>	
<b>Address Enquiries to: - Adresse</b> toutes questions à: <b>Serge Tshimanga</b>	<b>Buyer ID – Id de l'acheteur</b>
<b>Telephone No. – No de</b> telephone (343) 292-8374	<b>Fax No. – No. de Fax</b> (613) 997-5477
If marked "X" please see the box to the left <input checked="" type="checkbox"/> <b>Acknowledgement copy required</b> S'il ya un "X" ici, s.v.p. voir la boîte à la gauche <b>Accusé de réception requis</b>	
<b>Destination – of Goods, Services and Construction:</b> <b>Destination – des biens, services et construction:</b>	
<b>Security – Sécurité</b> There is a security requirement associated with this solicitation.	
<b>Vendor/Firm Name and Address</b> Raison sociale et adresse du fournisseur/de l'entrepreneur	
<b>Telephone No.:- No. de téléphone:</b> <b>Facsimile No.:- No. de télécopieur:</b>	
<b>Name and Title of person authorized to sign on behalf of Vendor/Firm (type or print)</b> <b>Nom et titre de la personne autorisée à signer au nom du fournisseur/de l'entrepreneur (taper ou écrire en caractères d'imprimerie)</b>	
_____ <b>Signature</b>	_____ <b>Date</b>



**TABLE OF CONTENTS**

**PART 1 - GENERAL INFORMATION ..... 3**

1.1 INTRODUCTION.....3

1.2 SUMMARY .....3

1.3 DEBRIEFINGS.....3

**PART 2 - BIDDER INSTRUCTIONS ..... 4**

2.1 STANDARD INSTRUCTIONS, CLAUSES AND CONDITIONS.....4

2.2 SUBMISSION OF BIDS.....4

2.3 ENQUIRIES - BID SOLICITATION.....5

2.4 APPLICABLE LAWS.....5

2.5 IMPROVEMENT OF REQUIREMENT DURING SOLICITATION PERIOD.....5

2.6 OPTIONAL SITE VISIT.....5

**PART 3 - BID PREPARATION INSTRUCTIONS..... 7**

3.1 BID PREPARATION INSTRUCTIONS .....7

**PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION ..... 9**

4.1 EVALUATION PROCEDURES.....9

4.2 BASIS OF SELECTION.....9

**PART 5 – CERTIFICATIONS AND ADDITIONAL INFORMATION ..... 11**

5.1 CERTIFICATIONS REQUIRED WITH THE BID.....11

5.2 CERTIFICATIONS PRECEDENT TO CONTRACT AWARD AND ADDITIONAL INFORMATION .....11

**PART 6 - SECURITY, FINANCIAL AND OTHER REQUIREMENTS..... 15**

6.1 SECURITY REQUIREMENTS .....15

**PART 7 - RESULTING CONTRACT CLAUSES ..... 16**

7.1 REQUIREMENT .....16

7.2 STANDARD CLAUSES AND CONDITIONS.....16

7.3 SECURITY REQUIREMENTS .....17

7.4 TERM OF CONTRACT .....17

7.5 AUTHORITIES .....17

7.6 PROACTIVE DISCLOSURE OF CONTRACTS WITH FORMER PUBLIC SERVANTS .....18

7.7 PAYMENT .....18

7.8 INVOICING INSTRUCTIONS .....19

7.9 CERTIFICATIONS .....20

7.11 PRIORITY OF DOCUMENTS .....20

7.12 INSURANCE .....20

7.13 CONTRACT ADMINISTRATION .....20

**ANNEX “A” STATEMENT OF WORK..... 22**

**ANNEX “B” BASIS OF PAYMENT ..... 28**

**ANNEX “C” SECURITY REQUIREMENTS CHECK LIST ..... 29**

**ANNEX “D” TO PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION..... 33**



---

## PART 1 - GENERAL INFORMATION

### 1.1 Introduction

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

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

The Annexes include the Statement of Work, the Basis of Payment, Security Requirements, the Security Requirements Checklist, the Federal Contractors Program for Employment Equity – Certification and any other annexes.

### 1.2 Summary

By means of this RFP, NRCan is seeking proposals from bidders for janitorial services for the Natural Resources Canada (NRCan), Polar Continental Shelf Program (PCSP) facility in Resolute Bay, Nunavut.

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

This procurement is within the Nunavut Land Claims area.

There is an **optional** site visit associated with this requirement. Consult Part 2 – Bidder Instructions.

### 1.3 Debriefings

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



## PART 2 - BIDDER INSTRUCTIONS

### 2.1 Standard Instructions, Clauses and Conditions

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

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

The 2003 (2015-07-03) Standard Instructions - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the bid solicitation with the modifications to the text below. If there is a conflict between the provisions of 2003 and this document, this document prevails.

- **In the complete text content (except Section 3) Delete:** Public Works and Government Services Canada” and **Insert:** “Natural Resources Canada.” **Delete:** “PWGSC” and **Insert:** “NRCan”
- **Section 2: Delete:** “Suppliers are required to” and **Insert:** “It is suggested that suppliers”
- **Subsection 1 of Section 8:**  
**Delete:** Unless specified otherwise in the bid solicitation, bids may be submitted by facsimile. The only acceptable facsimile number for responses to bid solicitations issued by PWGSC headquarters is 819-997-9776 or, if applicable, the facsimile number identified in the bid solicitation. The facsimile number for responses to bid solicitations issued by PWGSC regional offices is identified in the bid solicitation  
**Insert:** Unless specified otherwise in the bid solicitation, bids may be submitted by facsimile. The only acceptable facsimile number for responses to bid solicitations is the facsimile number identified in the bid solicitation.
- **Under Subsection 2 of Section 20:** Not applicable

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

Delete: 60 days

Insert: 90 days

### 2.2 Submission of Bids

It is the Bidders responsibility to ensure that proposals are delivered to the following location, by the time and date indicated on page 1 of this RFP document:

Natural Resources Canada  
Bid Receiving Unit - Mailroom  
588 Booth Street, Room 108  
Ottawa, Ontario K1A 0Y7  
Attention: **Serge Tshimanga**

It is requested that the Bidder's name, return address, Request for Proposal Number, and Bid Closing Date appear legibly on the outside of the envelope containing the Bidder's proposal. Failure to do so may result in bids being misdirected. **NRCan will not assume responsibility for proposals directed to any other location.**



The onus is on the Bidder to ensure that the proposal is delivered to the location above. Not complying with the above instructions may result in NRCan's inability to ascertain reception date and/or to consider the bid prior to contract award. Therefore, NRCan reserves the right to reject any proposal not complying with these instructions.

2.2.1 Due to the nature of the bid solicitation, bids transmitted by facsimile or electronic mail to NRCan will not be accepted.

**NRCan will not assume responsibility for proposals directed to any other location.**

The onus is on the Bidder to ensure that the proposal is submitted correctly to the above address. Not complying with the above instructions may result in NRCan's inability to ascertain reception date and/or to consider the bid prior to contract award. Therefore, NRCan reserves the right to reject any proposal not complying with these instructions.

**2.3 Enquiries - Bid Solicitation**

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

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

**2.4 Applicable Laws**

Any resulting contract must be interpreted and governed, and the relations between the parties determined, by the laws in force in \_\_\_\_\_. (*To be determined at contract award*)

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

**2.5 Improvement of Requirement During Solicitation Period**

Should bidders consider that the specifications or Statement of Work contained in the bid solicitation could be improved technically or technologically, bidders are invited to make suggestions, in writing, to the Contracting Authority named in the bid solicitation. Bidders must clearly outline the suggested improvement as well as the reason for the suggestion. Suggestions that do not restrict the level of competition nor favour a particular bidder will be given consideration provided they are submitted to the Contracting Authority at least ten (10) days before the bid closing date. Canada will have the right to accept or reject any or all suggestions.

**2.6 Optional Site Visit**

It is recommended that the Bidder or a representative of the Bidder visit the work site. Arrangements have been made for the site visit to be held during the **1<sup>st</sup> week of March (from February 28<sup>th</sup> to March 4<sup>th</sup>)**.



Bidders are requested to call **(867) 252-3872** to make the necessary arrangements for an appointment to visit the site.

All expenses associated with the site visit are the responsibility of the Bidder. No payment shall be made for costs incurred by the Bidder for the site visit.



## PART 3 - BID PREPARATION INSTRUCTIONS

### 3.1 Bid Preparation Instructions

#### Bid submission options:

##### **HARD COPY:**

It is requested that bidders provide their bid in separately bound sections as follows:

**Section I:** Technical Bid, Certifications and page 1 of the RFP completed – 4 copies.

**Section II:** Financial Bid - 1 copy, **under separate cover**. Prices related to the current solicitation should appear in the financial bid only and should not be indicated in any other section of the bid.

Natural Resources Canada encourages the use of recycled paper and **two-sided printing**. Reduction in the size of documents will contribute to Natural Resources Canada's sustainable development initiatives and reduce waste.

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

- i. use 8.5 x 11 inch (216 mm x 279 mm) paper;
- ii. use a numbering system that corresponds to the bid solicitation;
- iii. include a title page at the front of each volume of the bid that includes the title, date, bid solicitation number, bidder's name and address and contact information of its representative; and
- iv. Include a table of contents.

**Canada's Policy on Green Procurement:** The policy directing federal departments and agencies to take the necessary steps to incorporate environmental considerations into the procurement process See the [Policy on Green Procurement \(http://www.tpsgc-pwgsc.gc.ca/ecologisation-greening/achats-procurement/politique-policy-eng.html\)](http://www.tpsgc-pwgsc.gc.ca/ecologisation-greening/achats-procurement/politique-policy-eng.html). To assist Canada in reaching its objectives, bidders are encouraged to:

- i. use paper containing fibre certified as originating from a sustainably-managed forest and/or containing minimum 30% recycled content; and
- ii. use an environmentally-preferable format including black and white printing instead of colour printing, printing double sided/duplex, using staples or clips instead of cerlox, duotangs or binders.

OR:

##### **ELECTRONIC STORAGE MEDIA:**

Since NRCan is working towards a greener environment by eliminating hard copy file folders, we prefer to have all bids on a CD/DVD or USB. If you wish to submit in this format, please provide the following:

**File I:** Technical Bid, Certifications and page 1 of the RFP completed;

**File II:** Financial Bid - Prices related to the current solicitation should appear in the financial bid only



and should not to be indicated in any other file of the bid.

No payment shall be made for costs incurred by the Bidder in the preparation and submission of a proposal in response to this RFP.

All fees, associated with the transfer of data or of all documents as may be required by NRCan as part of the solicitation process, are the responsibility of the Bidder. No costs incurred by the Bidder before receipt of a signed contract or specified written authorization from the Contracting Authority can be charged to any resulting contract.

### **Technical Bid**

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

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

### **Financial Bid**

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

### **Certifications**

Bidders must submit the certifications required under Part 5.





## **PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION**

### **4.1 Evaluation Procedures**

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

#### **4.1.1 Technical Evaluation**

Mandatory and point rated technical evaluation criteria are included in **Annex D to Part 4**.

#### **4.1.2 Financial Evaluation**

The price of the bid will be evaluated in Canadian dollars, Applicable Taxes excluded, FOB destination, Canadian customs duties and excise taxes included.

### **4.2 Basis of Selection**

Only those bids that are deemed to be responsive (compliant) will be evaluated under the basis of selection:

#### **Highest Combined Rating of Technical Merit and Price**

The responsive (compliant) Bidder with the highest combined rating of technical merit **(70%)** and price **(30%)** will be recommended for award of a contract. See the following example table below.



Example of 70% Technical Merit and 30% Price Determination			
	Bidder 1	Bidder 2	Bidder 3
Technical Points Achieved by Bidder	88	82	76
Price Quoted by Bidder	\$85,000	\$80,000	\$75,000
CALCULATIONS			
	Technical Points Achieved	Rated Price Points Achieved	Total Points Achieved
Bidder 1	$\frac{88 \times 70}{88} = 70.00$	$\frac{75 \times 30}{85} = 26.47$	96.47
Bidder 2	$\frac{82 \times 70}{88} = 65.23$	$\frac{75 \times 30}{80} = 28.13$	93.36
Bidder 3	$\frac{76 \times 70}{88} = 60.46$	$\frac{75 \times 30}{75} = 30.0$	90.46
* Represents the highest technical score			
** Represents the lowest priced proposal			

**Assumption:** Three responsive (compliant) bids have been received. The maximum technical score that can be obtained is 100 points. The highest technical score and lowest bid price receive full rated percentage and other proposals are pro-rated accordingly.

The winner is the Bidder scoring the highest Total Points as a result of applying the Best Value Calculations to the technical bid and the bid price respectively. Based on the above calculations a contract would be awarded to Bidder 1.



---

## PART 5 – CERTIFICATIONS AND ADDITIONAL INFORMATION

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

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

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

### 5.1 Certifications Required with the Bid

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

#### 5.1.1 Declaration of Convicted Offences

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

### 5.2 Certifications Precedent to Contract Award and Additional Information

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

#### 5.2.1 Integrity Provisions – List of Names

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

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

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

#### 5.2.2 Federal Contractors Program for Employment Equity - Bid Certification

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

Canada will have the right to declare a bid non-responsive if the Bidder, or any member of the Bidder if the Bidder is a Joint Venture, appears on the "[FCP Limited Eligibility to Bid](http://www.labour.gc.ca/eng/standards_equity/eq/emp/fcp/list/inelig.shtml)" list at the time of contract award.

#### 5.2.3 Additional Certifications Precedent to Contract Award



### 5.2.3.1 Status and Availability of Resources

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

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

### 5.2.3.2 Rate or Price Certification

The Bidder certifies that the price proposed is not in excess of the lowest price charged anyone else, including the Bidder's most favoured customer, for the like quality and quantity of the goods, services or both.

### 5.2.3.3 Education and Experience

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

### 5.2.3.4 Former Public Servant

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

### Definitions

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

- a. an individual;
- b. an individual who has incorporated;



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

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

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

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

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

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

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

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

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

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

If so, the Bidder must provide the following information:

- a. name of former public servant;
- b. conditions of the lump sum payment incentive;
- c. date of termination of employment;
- d. amount of lump sum payment;
- e. rate of pay on which lump sum payment is based;
- f. period of lump sum payment including start date, end date and number of weeks;



g. number and amount (professional fees) of other contracts subject to the restrictions of a work force adjustment program.

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

#### 5.2.3.4 Aboriginal Designation

An Aboriginal business, which can be:

- i. a band as defined by the Indian Act
- ii. a sole proprietorship
- iii. a limited company
- iv. a co-operative
- v. a partnership
- vi. a not-for-profit organization

in which Aboriginal persons have at least 51 percent ownership and control,

OR

A joint venture consisting of two or more Aboriginal businesses or an Aboriginal business and a non-Aboriginal business(es), provided that the Aboriginal business(es) has at least 51 percent ownership and control of the joint venture.

This is to confirm:

- Our Company is an Aboriginal Firm, as identified above
- Our Company is NOT an Aboriginal Firm

---

Signature of Authorized Representative

---

Date



## **PART 6 - SECURITY, FINANCIAL AND OTHER REQUIREMENTS**

### **6.1 Security Requirements**

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



## PART 7 - RESULTING CONTRACT CLAUSES

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

### 7.1 Requirement

The Contractor must perform the Work in accordance with the Statement of Work at Annex "\_\_\_\_" and the Contractor's technical bid entitled \_\_\_\_\_, dated \_\_\_\_\_. (*to be completed at contract award*)

### 7.2 Standard Clauses and Conditions

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

#### 7.2.1 General Conditions

[2035](#) (2015-09-03), General Conditions - Higher Complexity - Services, apply to and form part of the Contract.

As applicable, replace references to Public Works and Government Services Canada (PWGSC) with Natural Resources Canada (NRCan).

#### 7.2.2 Supplemental General Conditions

The following clauses apply to this contract:

##### 7.2.2.1 Dispute Resolution

###### *Mediation*

If a dispute arising from this contract cannot be settled amicably through negotiation, then the parties agree in good faith to submit the dispute to mediation as administered by the Arbitration and Mediation Institute of Canada Inc. (AMIC). The parties acknowledge receipt of the rules of AMIC. The cost of mediation shall be borne equally by the parties.

###### *Arbitration*

If the parties cannot resolve the dispute through mediation within sixty (60) days, the parties agree to submit the dispute to arbitration pursuant to the Commercial Arbitration Act (Canada). The party requesting such arbitration shall do so by written notice to the other party/parties. The cost of the arbitration and fees of the arbitrator shall be borne equally by the parties. The arbitration shall take place in the city where the contractor carries on business before a single arbitrator to be chosen jointly by the parties. If the parties cannot agree on the choice of arbitrator within thirty (30) days of written notice to submit the dispute to arbitration, each party will choose a representative who will select the arbitrator. The parties may determine the procedure to be followed by the arbitrator in conducting the proceedings, or may ask the arbitrator to do so. The arbitrator shall issue a written award within thirty (30) days of hearing the parties. The award may be entered in any court having jurisdiction and enforced as a judgment of that court.

###### *Meaning of "Dispute"*

The parties agree that the word "dispute" in this clause refers to a dispute of fact or of law, other than a dispute of public law.





The parties understand that the Procurement Ombudsman appointed pursuant to Subsection 22.1(1) of the *Department of Public Works and Government Services Act* will, on request or consent of the parties to participate in an alternative dispute resolution process to resolve any dispute between the parties respecting the interpretation or application of a term and condition of this contract and their consent to bear the cost of such process, provide to the parties a proposal for an alternative dispute resolution process to resolve their dispute. The Office of the Procurement Ombudsman may be contacted by telephone at 1-866-734-5169 or by e-mail at [boa.opo@boa.opo.gc.ca](mailto:boa.opo@boa.opo.gc.ca).

### **7.3 Security Requirements**

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

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

### **7.4 Term of Contract**

#### **7.4.1 Period of the Contract**

The period of the Contract is from **01 April 2016 to 31 March 2017** inclusive.

#### **7.4.2 Option to Extend the Contract**

The Contractor grants to Canada the irrevocable option to extend the term of the Contract by up to two (2) additional one (1) year period(s) under the same conditions. The Contractor agrees that, during the extended period of the Contract, it will be paid in accordance with the applicable provisions as set out in the Basis of Payment.

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

### **7.5 Authorities**

#### **7.5.1 Contracting Authority (to be provided at contract award)**

The Contracting Authority for the Contract is:

Name:  
Title:



Organization: Natural Resources Canada  
 Address: \_\_\_\_\_  
 Telephone: \_\_\_\_-\_\_\_\_-\_\_\_\_\_  
 Facsimile: \_\_\_\_-\_\_\_\_-\_\_\_\_\_  
 E-mail address: \_\_\_\_\_

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

**7.5.2 Project Authority (to be provided at contract award)**

The Project Authority for the Contract is:

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

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

**7.5.3 Contractor's Representative (to be provided at contract award)**

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

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

**7.7 Payment**

**7.7.1 Basis of Payment – Limitation of Expenditure**

The Contractor will be reimbursed for the costs reasonably and properly incurred in the performance of the Work, \_\_\_\_\_ as determined in accordance with the Basis of Payment in Annex B, to a limitation of expenditure of \$ \_\_\_\_\_. Customs duties are \_\_\_\_\_ and Applicable Taxes are extra.

**“Total Estimated Cost”** means the total potential project value inclusive of option periods and taxes (“face value”);

**“Maximum Contract Value”** means the total potential contract value inclusive of all exercised options to date which is the limitation of expenditure amount specified in the "Basis of Payment" clause set out in the Annex B (excluding Applicable Taxes).



**7.7.2 Limitation of Expenditure**

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

**7.7.3 Method of Payment**

**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.

**7.7.4 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.

**7.8 Invoicing Instructions**

Invoices shall be submitted using **one of the following methods:**

<p><u>E-mail:</u>   <a href="mailto:NRCan.invoice_imaging_service_dimagerie_des_factures.RNCan@canada.ca">NRCan.invoice_imaging_service_dimagerie_des_factures.RNCan@canada.ca</a></p>	<p><b>OR</b></p>	<p><u>Fax:</u>           Local NCR region: <b>613-947-0987</b>          Toll-free: <b>1-877-947-0987</b></p>
--	------------------	--



<p><b>Note:</b> Attach "PDF" file. No other formats will be accepted</p>	<p><b>Note:</b> Use highest quality settings available.</p>
--	---

Please do not submit invoices using more than one method as this will not expedite payment.

Invoices and all documents relating to a contract must be submitted on the Contractor's own form and shall bear the following reference numbers: Contract number: \_\_\_\_\_.

**Invoicing Instructions to suppliers:** <http://www.nrcan.gc.ca/procurement/3485>

## 7.9 Certifications

### 7.9.1 Compliance

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

### 7.10 Applicable Laws

The Contract must be interpreted and governed, and the relations between the parties determined, by the laws in force in \_\_\_\_\_. (*to be provided at contract award*)

### 7.11 Priority of Documents

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

- (a) The Articles of Agreement;
- (b) The general conditions [2035](#) (2015-09-03), General Conditions - Higher Complexity - Services;
- (c) Annex A, Statement of Work;
- (d) Annex B, Basis of Payment;
- (e) Annex C, Security Requirements Check List;
- (f) The Contractor's bid dated \_\_\_\_\_.

### 7.12 Insurance

The Contractor is responsible for deciding if insurance coverage is necessary to fulfill its obligation under the Contract and to ensure compliance with any applicable law. Any insurance acquired or maintained by the Contractor is at its own expense and for its own benefit and protection. It does not release the Contractor from or reduce its liability under the Contract.

### 7.13 Contract Administration

The parties understand that the Procurement Ombudsman appointed pursuant to Subsection 22.1(1) of the *Department of Public Works and Government Services Act* will review a complaint filed by [*the supplier or the contractor or the name of the entity awarded this contract*] respecting administration of this contract if the requirements of Subsection 22.2(1) of the *Department of Public Works and Government*



*Services Act* and Sections 15 and 16 of the *Procurement Ombudsman Regulations* have been met, and the interpretation and application of the terms and conditions and the scope of the work of this contract are not in dispute. The Office of the Procurement Ombudsman may be contacted by telephone at 1-866-734-5169 or by e-mail at [boa.opo@boa.opo.gc.ca](mailto:boa.opo@boa.opo.gc.ca).



## ANNEX "A" STATEMENT OF WORK

### SW1. Title

#### Janitorial Services

### SW2. Scope of Work

The Contractor is to provide janitorial services to Natural Resources Canada (NRCan) Polar Continental Shelf Program (PCSP) facilities in Resolute Bay, Nunavut.

### SW3 Objective

The Contractor will be responsible to provide janitorial services for the following areas:

- 3.1 XR-04 **Laboratory Building C:** is a one level scientific research center with an environmental level 2 capacity. The facility is composed of two (2) mudrooms with built-in storage shelving, two (2) wet lab work station, one (1) barrier free area with three (3) dry lab work stations, four (4) laboratory style sinks, and one (1) unisex washroom for a total area of 110m<sup>2</sup>. They are all hard surfaces.
- 3.2 XR-03 **Working Accommodation Building B:** is a two level hangar storage style. First level total floor space is 1,419m<sup>2</sup> and is composed of two (2) secure supply rooms, open space storage shelving, small engine workshop, two (2) small office spaces, a combination of engine repair shop/vehicle maintenance bay, and two (2) vehicle garages. The second floor is a total of 168 m<sup>2</sup> and is used as an operation centre for seven (7) office spaces, two (2) washrooms, one (1) small kitchen / café room area; all hard surfaces
- 3.3 XR-14 **New Working Accommodation Building F:** is a two level hangar storage style. First level total floor space is 1,405 m<sup>2</sup> open space storage shelving, small engine workshop, two (2) small office spaces, two (2) workshops used as a combination of engine repair shop / vehicle maintenance bay, a two (2) vehicle garage. The second floor is a total of 175 m<sup>2</sup> and is used as an operation center with five percent (%) office space, two (2) washrooms, secure store and café room area. They are all hard surfaces.

### SW4. General Requirements

The following is a breakdown of the general work requirements for the objective. The requirements are:

- 4.1. Natural Resources Canada (NRCan) shall provide all equipment, tools, materials, and other items and services necessary to perform the janitorial (housekeeping) services as described in the specifications detailed herein. The required result is to maintain the facility (ies) in such a manner as to provide a clean, healthy and safe work environment for occupants of NRCan building(s).
- 4.2. Thoroughly vacuum all carpeted areas. Move and vacuum under all easily movable objects (chairs, waste receptacles, tables on wheels, typing stands, boxes, etc.). Be sure to replace all items moved. After vacuuming, leave all rugs clean, free from dust balls, dirt and other debris. Prior to vacuuming, broom all edges not reached by vacuum. Straight suction vacuuming is not acceptable. Empty dust and dirt from vacuum cleaner into a plastic trash bag, tie off and remove to a dumpster. As part of the vacuuming process, carpet spot cleaning is required on an ongoing basis.



- 4.3 Thoroughly dust mop all non-carpeted areas. Move and dust mop under all easily movable objects (chairs, waste receptacles, tables on wheels, typing stands, boxes, etc.). Be sure to replace all items moved. A dust control product is provided and will be used at all times when sweeping in the work accommodations building and in all entrances' dusty areas. Place dust and dirt into plastic trash bag, tie off and remove to dumpster.
- 4.4 Dust mopping must be performed with a dust mop. At the stated frequencies, floors must be damp mopped. Prepare the floor by sweeping to remove all visible dirt and debris. The floor area in the open space and workshop areas will then be damp mopped. After sweeping and damp mopping operation, all floors must be clean and free from strings, bristles and dirt streaks. Leave no dirt in corners, behind radiators, under furniture, behind doors, on stairs or landings, under desks, tables and chairs.
- 4.5 Thoroughly damp mop all non-carpeted areas. Move and damp mop under all easily movable objects (chairs, waste receptacles, tables on wheels, typing stands, boxes, etc.). Be sure to replace all items after floor has dried completely. Use a clean cotton mop head that is in good condition. Use clean water at all times (change water often). Mop head must be only damp. No excess water can be left behind. Proper chemicals at proper dilution must be used at all times; chemicals will be provided by NRCan. Finished floor must be clean and streak free.
- 4.6 The floors must be properly prepared, thoroughly swept to remove visible dirt and debris, wads of gum, tar and foreign substances from the floor surfaces. Upon completion of the wet mopping or scrubbing, the floor must be clean and free of dirt, water streaks, mop marks, strings; properly rinsed and dry mopped to present an overall appearance of cleanliness. All surfaces must be dry and corners and cracks clean after the wet mopping or scrubbing. Chairs, wastebaskets and other similar items must not be stacked on desks, tables or window sills, nor used in place of stepladder. All furniture readily movable by one person and intended to be moved frequently must be moved during all floor cleaning operations and replaced in original positions upon completion. Baseboards, walls, furniture and equipment must in no way be splashed, disfigured or damaged during these operations, but rather left in a clean condition.
- 4.7 Carpet runners must be removed from floor to allow for proper cleaning, as needed. Be sure to remove excess water from runner with provided wet pick up vacuum before carpet runners are removed.
- 4.8 After floor has been properly cleaned and is completely dry, replace carpet runners in their original locations.
- 4.9 At the stated frequencies, office spaces and operation room floors must be damp mopped and buffed between regular waxing operations. Prepare the floor by sweeping to remove all visible dirt and debris. The floor area will then be damp mopped and machined buffed to a polished appearance with a high speed buffer.
- 4.10 This tasks consists of using a clean damp cloth or sponge to remove all dirt spots, streaks, from walls, glass and other specified surfaces and then drying to provide a polished appearance. The wetting solution must be the cleaning agent provided by NRCan. When damp wiping in toilet areas, use a multi-purpose disinfectant / deodorizer.
- 4.11 Completely remove all dirt, wax and other foreign substances in returning the floor to its original surface.
- 4.12 Apply a thin coat of sealer with caution to prevent streaking or bleaching of floor surface. This application in preparation for waxing must be according to manufacturer's recommendations. The stripper, sealer and wax products used must be compatible for this activity, and wax must be a maximum of 25% solids.



- 4.13 Apply wax in a thin, even coat and machine buff with a high speed buffer immediately after drying. The number of coats applied will depend on the type and condition of the floor. All waxed surfaces must be maintained so as to provide safe ANTI-SLIP walking conditions. Chairs, wastebaskets and other similar items must not be stacked on desks, tables or window sills, nor used in place of a stepladder. All furniture readily movable by one person and intended to be moved frequently must be moved during all floor cleaning operations and replaced in original position upon completion. Baseboards, walls, furniture and equipment must in no way be splashed, disfigured or damaged during these operations, but rather left in a clean condition.
- 4.14 Empty all containers that are provided for the disposal of waste i.e. waste baskets, torpedo type plastic bags, tie off and remove to dumpster. Dispose of items in waste containers only unless clearly marked for disposal; when in doubt if to be removed, as an NRCan employee for direction. Liners must be used in all waste receptacles and must be changed as needed and no less than once per month. Waste containers in restrooms, break rooms, lunchrooms and conference rooms must be inspected daily and changed as needed.
- 4.15 Clean and disinfect waste receptacles and dispensers inside and outside. Use proper chemicals for surface to be cleaned at proper dilution. After item has been cleaned completely, wipe item with approved "disinfectant" solution and allow to air dry.
- 4.16 Dispensers of all types must be checked daily and filled when necessary (soap, toilet tissue, paper towels, sanitary napkin, etc.)
- 4.17 Completely dust all fixtures, ledges, edges, shelves, exposed pipes, partitions, door frames, tops of file cabinets, etc. Pay particular attention to the tops of these items. A dust cloth or dusting tool, treated with water based dust control chemical, must be used. Areas not cleared by office occupant are not to be dusted.
- 4.18 Thoroughly clean all sinks, including bottom, faucets and spigots, with the provided cleanser. Rinse thoroughly as all cleanser residues must be removed. Then wipe each item with disinfectant solution and allow to air dry.
- 4.19 Thoroughly clean all glass and mirrors using a provided alcohol based glass cleaner. Use a soft, clean cloth. Dry completely. Surfaces should be streak, smear and smudge free. Make sure attached frames, edges and shelves are also cleaned and dried as well as the glass surface. Squeegee may be used, as needed.
- 4.20 Thoroughly clean toilets, toilet seats and urinals with provided acid free bowl cleaner, rinse thoroughly. Wipe each toilet, toilet seat and urinal completely with approved disinfectant solution. Buff dry to a streak, smear and smudge free "shine". Leave seats in a raised position.
- 4.21 Thoroughly clean all walls (including switch and plug covers), doors (including entrance doors inside and outside), partitions and handrails with provided chemicals and proper approved dilution. Rinse thoroughly as needed, then wipe all areas with provided disinfectant solution and allow to air dry.
- 4.22 All disinfectant solutions must be changed after each restroom cleaning. The disinfectant solution used for the damp mopping process is to be emptied down the floor drain in each restroom. This practice will help reduce unpleasant odours coming from the floor drains.
- 4.23 Thoroughly clean all stainless steel (brass) not previously mentioned with provided cleaner and a clean soft cloth. Great care must be taken to follow the grain of the stainless steel at all times when cleaning.





- 4.24 The Project Authority shall assign, as needed, cleanup duties to the Contractor when construction or remodelling has been completed or when an emergency occurs. Cleaning tasks would include: dusting, vacuuming, mopping, carpets extraction, window washing, etc.

#### **SW5 Scheduled Services**

Each building shall have a schedule of periodic cleaning approved by the Site Manager. Both Site Manager and Contractor supervisor will use this schedule. This schedule shall include the following:

- Building name;
- Service to be provided;
- Month in which periodic is to be completed;
- Date when service was completed

#### **SW6 Cleaning Tasks Frequency**

As per attached schedule interpreted and governed with the following conditions:

##### **6.1 Daily Service**

- Touch up heavy traffic areas (including: floors, carpeted and non-carpeted);
- Clean areas as needed throughout the offices, guest rooms and restrooms;
- Tidy common areas such as restrooms, aisle-ways, common rooms and dining room

##### **6.2 Weekly Service**

- Dust high and low, including clocks, all surfaces on which dust gathers;
- Clean all cleared desk and counter top areas with provided desk/counter cleaner;
- Clean baseboards;
- Clean, spray wax and buff all vinyl composite floors
- Thoroughly clean and scrub by agitation (with hand brush or mechanical machine) all ceramic tile surface floors;
- Clean by most appropriate means all lobby furniture;
- Clean bathroom partition walls and doors with germicidal solution, making sure to thoroughly rinse;
- Clean and buff bathroom vinyl composite floors, with special attention to grouting, corners of floors, baseboards and stalls;
- Thoroughly clean, scrub by agitation (with hand brush or mechanical machine) and disinfect all ceramic tile surface floors, with special attention to grouting, corners of floor, baseboards and stalls;
- Spot clean walls around sinks, waste receptacles, behind urinals and toilets and dust radiators, grills, ledges, etc.

##### **6.3 Monthly Service**

- Dust/vacuum window hangings;
- Clean all carpeted areas of heavy traffic showing noticeably greater soil than general area;
- Spot clean walls, doors, etc. removing all cobwebs, fingerprints, smears and stains;
- Clean partition glass and vacuum exposed air bars and heating outlets;
- Wash with germicidal solution bathroom entrance doorways, ledges, etc.;
- Wash all exterior windows inside and outside (weather permitting). **NOTE:** Window cleaning which required the erection of scaffolding must be contracted separately and is not made part of this specification; however, windows reachable by stepladder are included.



## 6.4 Supplementary Tasks

- Move waste paper from centralized locations throughout the office to designated areas once a week or as needed.

## SW7 Health, Safety and Environmental Protection

### 7.1 Damage Reports

In all instances where NRCan property or equipment is damaged, the Contractor shall submit to the Site Manager a full report of the facts and extent of such damage – verbally within the hour, and in writing within 24 hours of the occurrence.

### 7.2 Accident Reports

The Contractor shall comply with Federal and Territorial, Occupational Health and Safety and other regulatory agency requirements for record keeping and reporting of all accidents resulting in death, trauma, or occupational illness. The Contractor shall provide a verbal report to the Site Manager within the hour of occurrence and a written follow-up report to the Site Manager within 24 hours of the occurrence.

### 7.3 Chemical Spills

All chemical spills are to be reported to the Site Manager immediately.

## SW8 Work Conditions

8.1 Materials, tools, etc. shall be confined so as not to unduly encumber the premises.

8.2 The Contractor shall comply with all security regulations and special working conditions as required by NRCan. Access to and egress from the buildings and agency grounds shall be via routes specifically designated by the Site Manager.

## SW9 Employee Conduct

9.1 all contractual employees may be required to carry an agency provided page of “Notice of Work Required” forms and to use them daily or report potentially hazardous conditions and items in need of repair including office lighting, emergency and exit lights, plumbing and water cooler problems, etc. to the Site Manager.

9.2 All lost and found articles recovered by contractual employees must be immediately turned in to the Site Manager.

9.3 Contractual employees will be required to wear clean and neat clothing at all times while on the job.

9.4 Must turn off lights, if applicable, after cleaning is completed in an assigned area.

9.5 Transportation for contractual employees under this Contract will not be provided by NRCan.

## SW10 Quality Control



Inspection by the Site Manager will be conducted on a daily basis for all specifications outlined in this contract. Performance evaluations noting deficiencies in the contract specification will be provided to the Contractor on a regular basis. Upon receiving deficiency notes, the Contractor will:

- 10.1 Correct within 24 hours any deficiencies pertaining to daily, weekly or monthly tasks;
- 10.2 The Site Manager or his/her appointed representative shall make the final decision as to whether or not any cleaning task has been satisfactorily performed; and
- 10.3 If it is determined that the task has not been properly performed as intended, the Contractor must make the necessary changes.

#### **SW11 Record Keeping**

The Contractor must complete a monthly time sheet (provided by NRCan) to the Site Manager showing the names, dates, areas and hours actually worked including starting and quitting times, for all employees used at this facility. This is to be completed by the Contractor's staff on a daily basis. The Site Manager will sign off on these hours and forward by fax to the Contractor and NRCan finance, on a weekly basis, as supporting documentation for actual hours being invoiced by the Contractor.

#### **SW12 Hours of Work/Holidays**

The facility is open and available for work to be performed between the hours of 07:00 am to 20:00 pm, seven (7) days a week during the operational field season, mid-January to mid-September (dates to be confirmed at the beginning of each field season).

The Contractor's proposed individuals are to be located in Resolute Bay, Nunavut for the duration of the contract.

#### **SW13 PCSP Furnished Support**

The Site Manager details will be provided at time of contract award.



**ANNEX “B” BASIS OF PAYMENT**

A	B	C	D (BxC)
Category of Personnel	Per Diem Rate(s)	Estimated Level of Effort/Number of Days Required	Total Costs for Professional Fees
<b>Original period (01 April 2016 to March 31, 2017)</b>			
1. Janitorial Services	\$	240 days	\$
<b>Option Period #1 (April 1, 2017 to March 31, 2018)</b>			
1. Janitorial Services	\$	240 days	\$
<b>Option Period #2 (April 1, 2018 to March 31, 2019)</b>			
1. Janitorial Services	\$	240 days	\$
<b>Sub-Total:</b>			\$

**Note:** Bidders must complete the table above as the financial proposal.

**Firm Per Diem Rate(s) (also known as daily rate)** - The Firm Per Diem Rate(s) is based on 7.5 hours (seven hours and 30 minutes) exclusive of meal breaks with no provision for annual leave, statutory holidays and sick leave. For work performed for a duration of more or less than one (1) day, the daily rate will be prorated accordingly to cover actual time worked.

The Per Diem Rate(s) is ‘all inclusive’ except for travel expenses on project business outside the National Capital Region (that is pre-approved by the NRCan Project Authority), and GST. Charges for expenses which are normally incurred in the provision of services, such as labour for conducting negotiations and providing estimates, resolving contract disputes, tracking time sheets, monthly invoicing, facsimile, copying/printing charges, office supplies, computer hardware and software charges, courier, long distance telephone charges, travel from a personal residence to the NRCan site in the National Capital Region, local travel and the like, must be included in the rates and will not be permitted as additional charges to the contract.

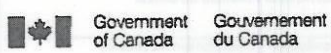


## ANNEX "C" SECURITY REQUIREMENTS CHECK LIST



510-11

16-012



Contract Number / Numéro du contrat <b>130428</b>
Security Classification / Classification de sécurité Reliability Status

**SECURITY REQUIREMENTS CHECK LIST (SRCL)  
LISTE DE VÉRIFICATION DES EXIGENCES RELATIVES À LA SÉCURITÉ (LVERS)**

<b>PART A - CONTRACT INFORMATION / PARTIE A - INFORMATION CONTRACTUELLE</b>		
1. Originating Government Department or Organization / Ministère ou organisme gouvernemental d'origine	Natural Resources Canada	2. Branch or Directorate / Direction générale ou Direction SPOB/PCSP
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 Cleaning Services at the Polar Continental Shelf Program facility in Resolute Bay Nunavut		
5. a) Will the supplier require access to Controlled Goods? Le fournisseur aura-t-il accès à des marchandises contrôlées?		<input checked="" type="checkbox"/> No / Oui <input type="checkbox"/> Yes / Non
5. b) Will the supplier require access to unclassified military technical data subject to the provisions of the Technical Data Control Regulations? Le fournisseur aura-t-il accès à des données techniques militaires non classifiées qui sont assujetties aux dispositions du Règlement sur le contrôle des données techniques?		<input checked="" type="checkbox"/> No / Oui <input type="checkbox"/> Yes / Non
6. Indicate the type of access required / Indiquer le type d'accès requis		
6. a) Will the supplier and its employees require access to PROTECTED and/or CLASSIFIED information or assets? Le fournisseur ainsi que les employés auront-ils accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS? (Specify the level of access using the chart in Question 7. c) (Préciser le niveau d'accès en utilisant le tableau qui se trouve à la question 7. c)		<input checked="" type="checkbox"/> No / Oui <input type="checkbox"/> Yes / Non
6. b) Will the supplier and its employees (e.g. cleaners, maintenance personnel) require access to restricted access areas? No access to PROTECTED and/or CLASSIFIED information or assets is permitted. Le fournisseur et ses employés (p. ex. nettoyeurs, personnel d'entretien) auront-ils accès à des zones d'accès restreintes? L'accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS n'est pas autorisé.		<input type="checkbox"/> No / Oui <input checked="" type="checkbox"/> Yes / Non
6. c) Is this a commercial courier or delivery requirement with no overnight storage? S'agit-il d'un contrat de messagerie ou de livraison commerciale sans entreposage de nuit?		<input checked="" type="checkbox"/> No / Oui <input type="checkbox"/> Yes / Non
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"/>
7. b) Release restrictions / Restrictions relatives à la diffusion		
No release restrictions / Aucune restriction relative à la diffusion <input type="checkbox"/>	All NATO countries / Tous les pays de l'OTAN <input type="checkbox"/>	No release restrictions / Aucune restriction relative à la diffusion <input type="checkbox"/>
Not releasable / À ne pas diffuser <input type="checkbox"/>		
Restricted to: / Limité à: <input type="checkbox"/>	Restricted to: / Limité à: <input type="checkbox"/>	Restricted to: / Limité à: <input type="checkbox"/>
Specify country(ies): / Préciser le(s) pays:	Specify country(ies): / Préciser le(s) pays:	Specify country(ies): / Préciser le(s) pays:
7. c) Level of information / Niveau d'information		
PROTECTED A / PROTÉGÉ A <input type="checkbox"/>	NATO UNCLASSIFIED / NATO NON CLASSIFIÉ <input type="checkbox"/>	PROTECTED A / PROTÉGÉ A <input type="checkbox"/>
PROTECTED B / PROTÉGÉ B <input type="checkbox"/>	NATO RESTRICTED / NATO DIFFUSION RESTREINTE <input type="checkbox"/>	PROTECTED B / PROTÉGÉ B <input type="checkbox"/>
PROTECTED C / PROTÉGÉ C <input type="checkbox"/>	NATO CONFIDENTIAL / NATO CONFIDENTIEL <input type="checkbox"/>	PROTECTED C / PROTÉGÉ C <input type="checkbox"/>
CONFIDENTIAL / CONFIDENTIEL <input type="checkbox"/>	NATO SECRET / NATO SECRET <input type="checkbox"/>	CONFIDENTIAL / CONFIDENTIEL <input type="checkbox"/>
SECRET / SECRET <input type="checkbox"/>	COSMIC TOP SECRET / COSMIC TRÈS SECRET <input type="checkbox"/>	SECRET / SECRET <input type="checkbox"/>
TOP SECRET / TRÈS SECRET <input type="checkbox"/>		TOP SECRET / TRÈS SECRET <input type="checkbox"/>
TOP SECRET (SIGINT) / TRÈS SECRET (SIGINT) <input type="checkbox"/>		TOP SECRET (SIGINT) / TRÈS SECRET (SIGINT) <input type="checkbox"/>

TBS/SCT 350-103(2004/12)

Security Classification / Classification de sécurité Reliability Status
--







Government of Canada  
Gouvernement du Canada

Contract Number / Numéro du contrat

Security Classification / Classification de sécurité  
Reliability Status

16-012

**PART A (continued) / PARTIE A (suite)**

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

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

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

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

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

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

Special comments:  
Commentaires spéciaux: \_\_\_\_\_

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

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

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

INFORMATION / ASSETS / RENSEIGNEMENTS / BIENS

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

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

**PRODUCTION**

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

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

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

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

TBS/SCT 350-103(2004/12)

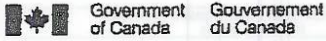
Security Classification / Classification de sécurité  
Reliability Status





5152-01

16-012



Contract Number / Numéro du contrat
Security Classification / Classification de sécurité Reliability Status

**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				CONSEC						
	A	B	C	CONFIDENTIAL CONFIDENTIEL	SECRET	TOP SECRET TRÈS SECRET	NATO RESTRICTED	NATO CONFIDENTIAL	NATO SECRET	COSMIC TOP SECRET COSMIC TRÈS SECRET	PROTECTED PROTÉGÉ			CONFIDENTIAL CONFIDENTIEL	SECRET	TOP SECRET TRÈS SECRET	
											A	B	C				
Information / Assets Renseignements / Biens																	
Production																	
IT Media / Support TI																	
IT Link / Lien électronique																	

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

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

12. b) Will the 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).

TBS/SCT 350-103(2004/12)

Security Classification / Classification de sécurité Reliability Status
--







**ANNEX “D” to PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION**

**1. MANDATORY TECHNICAL CRITERIA**

Item	Mandatory Requirement	Compliant (Yes/No)	Reference to Bidder's Proposal
<b>M1</b>	The Bidder MUST have a minimum of two (2) years experience providing Janitorial Services within the last five (5) years. A minimum of 2 Janitorial services projects and/or contract to be provided with the following for each: <ul style="list-style-type: none"> <li>Name and address of the client organization;</li> <li>The period of time covered by the contract (ex.: from March 2013 to April 2014);</li> <li>Brief description of the services performed;</li> <li>The name, email and telephone number of an individual within the client organization who may be contacted for validation purposes.</li> </ul>	<input type="checkbox"/> Yes <input type="checkbox"/> No	
<b>M2</b>	The Bidder MUST complete Table 1 below.	<input type="checkbox"/> Yes <input type="checkbox"/> No	
<b>M3</b>	The Bidder MUST be certify their capability to provide services seven (7) days a week, as detailed in the Statement of Work.	<input type="checkbox"/> Yes <input type="checkbox"/> No	
<b>M4</b>	The Bidder MUST have a valid WHMIS certification. A copy must be provided.	<input type="checkbox"/> Yes <input type="checkbox"/> No	

Table 1:

The existence of head office, administrative offices or other facilities in the Nunavut Settlement Area.	<p>STREET ADDRESS and telephone (ph) or facsimile number (Fax)</p> <p>Head Office: _____</p> <p>Ph: _____ or Fax: _____</p> <p>Administrative Office: _____</p> <p>Ph: _____ or Fax: _____</p> <p>Other Facilities: _____</p> <p>Ph: _____ or Fax: _____</p>
The employment of “Inuit” labour	<p>Provide Percentage of Inuit employees to be used on the project.</p> <p>Provide the names of the “Inuit” employees. (Please print)</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p>
Engagement of “Inuit Firm” described as Inuit professional services, and/or	<p>Provide the names of the “Inuit Firm” such as the Inuit professional services, and/or Inuit suppliers to be used on the contract.</p> <p>_____</p>



<p>Inuit suppliers that will be utilized in carrying out the work of the contract. "Inuit Firm" as defined in 2) below</p>	<p>_____</p> <p>_____</p>
<p>The undertaking of commitment, under the contract, with respect to on-the-job training or skills development for Inuit.</p>	<p>Provide Training Plans: Description of apprenticeship, or on-the-job program, first aid training plan, etc. Apprenticeship: _____ _____</p> <p>On-the-Job Program: _____ _____</p> <p>First Aid Training Plan, etc.: _____ _____</p>

For the purpose of interpretation:

- 1) "Inuit" shall be a person whose name appears on the most current Inuit Enrollment List created in accordance with the requirement of Article 35-2.1 of the Agreement between the Inuit of the Nunavut Settlement area and Her Majesty the Queen in Right of Canada; and
- 2) "Inuit Firm" shall be a firm, the name of which appears on the most current list of Inuit firms created in accordance with the requirements of Article 24.7.1 of the Agreement between the Inuit of the Nunavut Settlement area and Her Majesty the Queen in Right of Canada; and
- 3) For more information the contents of these lists, please contact:

Nunavut Tunngavik Incorporated Telephone No.: (867) 645-3199  
P.O. Box 280 Facsimile No.: (867) 645-3452  
Rankin Inlet, Nunavut  
X0C 0G0  
<http://www.tunngavik.com>

**2. POINT RATED TECHNICAL CRITERIA**

Point Rated Requirements:				
Item	Requirement	Points Breakdown	Max Points	Illustrated Compliance
R1	The Bidder experience over the minimum required in M1.	1 point per year up to 5	5	
R2	The Bidder proposed individuals are located in Resolute Bay, Nunavut for the duration of the contract.	3 point	3	
R3	The Bidder's employment of "Inuit" as proposed individual.	10-39% Inuit (3 point) 40-59% Inuit (6 points) 60-79% Inuit (9 points) 80-100% Inuit (12 points)	12	
<b>Total Points Available</b>			<b>20</b>	