



RETURN BIDS TO:
RETOURNER LES SOUMISSIONS À:
Bid Receiving Public Works and Government
Services Canada/Réception des soumissions
Travaux publics et Services gouvernementaux
Canada
Room 100,
167 Lombard Ave.
Winnipeg
Manitoba
R3B 0T6
Bid Fax: (204) 983-0338

REQUEST FOR PROPOSAL DEMANDE DE PROPOSITION

Proposal To: Public Works and Government
Services Canada

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

Proposition aux: Travaux Publics et Services
Gouvernementaux Canada

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

Comments - Commentaires

Vendor/Firm Name and Address

Raison sociale et adresse du
fournisseur/de l'entrepreneur

Issuing Office - Bureau de distribution

Public Works and Government Services Canada - Western
Region
Room 100
167 Lombard Ave.
Winnipeg
Manitoba
R3B 0T6

Title - Sujet Janitorial, Shilo	
Solicitation No. - N° de l'invitation W0118-16S39B/A	Date 2016-03-29
Client Reference No. - N° de référence du client W0118-16S39B	
GETS Reference No. - N° de référence de SEAG PW-\$WPG-006-9826	
File No. - N° de dossier WPG-5-38329 (006)	CCC No./N° CCC - FMS No./N° VME
Solicitation Closes - L'invitation prend fin at - à 02:00 PM on - le 2016-05-09	Time Zone Fuseau horaire Central Daylight Saving Time CDT
F.O.B. - F.A.B. Plant-Usine: <input type="checkbox"/> Destination: <input type="checkbox"/> Other-Autre: <input type="checkbox"/>	
Address Enquiries to: - Adresser toutes questions à: Gauthier, Danielle	Buyer Id - Id de l'acheteur wpg006
Telephone No. - N° de téléphone (204) 292-2872 ()	FAX No. - N° de FAX (204) 983-7796
Destination - of Goods, Services, and Construction: Destination - des biens, services et construction: DEPARTMENT OF NATIONAL DEFENCE CFB SHILO SHILO Manitoba R0K2A0 Canada	

Instructions: See Herein

Instructions: Voir aux présentes

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

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PART 1 - GENERAL INFORMATION

1.1 Introduction

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

- Part 1 General Information: provides a general description of the requirement;
- Part 2 Bidder Instructions: provides the instructions, clauses and conditions applicable to the bid solicitation;
- Part 3 Bid Preparation Instructions: provides bidders with instructions on how to prepare their bid;
- Part 4 Evaluation Procedures and Basis of Selection: indicates how the evaluation will be conducted, the evaluation criteria that must be addressed in the bid, and the basis of selection;
- Part 5 Certifications: includes the certifications to be provided;
- Part 6 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, the Insurance Requirements, the DND 626 Task Authorization Form and any other annexes.

1.2 Summary

To provide janitorial services, snow removal and project cleaning to various buildings, including all labour, materials, equipment, tools, transportation and supervision necessary for the Department of National Defence, Canadian Forces Base (CFB) Shilo, Shilo, Manitoba, on a scheduled and as and when requested basis, as detailed in the Statement of Work (attached hereto as Annex A). The period of the Contract is approximately from **1 August 2016 to 31 July 2017** inclusive with Canada retaining an irrevocable option to extend the Contract for an additional two (2) consecutive one (1) year periods. Work shall be completed in accordance with the Statement of Work and terms and conditions specified herein.

As per the Integrity Provisions under section 01 of Standard Instructions [2003](#), bidders must provide a list of all owners and/or Directors and other associated information as required. Refer to section [4.21](#) of the *Supply Manual* for additional information on the Integrity Provisions.

For services requirements, Bidders must provide the required information as detailed in article 2.3 of Part 2 of *the bid solicitation*, in order to comply with Treasury Board policies and directives on contracts awarded to former public servants.

There is a mandatory site visit associated with this requirement. Consult Part 2 – Bidder Instructions.

The requirement is subject to the provisions of the World Trade Organization Agreement on Government Procurement (WTO-AGP), the North American Free Trade Agreement (NAFTA), and the Agreement on Internal Trade (AIT).

1.3 Debriefings

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

PART 2 - BIDDER INSTRUCTIONS

2.1 Standard Instructions, Clauses and Conditions

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

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

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

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

Delete: 60 days
Insert: 120 days

2.2 Submission of Bids

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

2.3 Former Public Servant

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

Definitions

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

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

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

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

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

Former Public Servant in Receipt of a Pension

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

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

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

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

Work Force Adjustment Directive

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

If so, the Bidder must provide the following information:

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

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

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

2.4 Enquiries - Bid Solicitation

All enquiries must be submitted in writing to the Contracting Authority no later than 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 question(s) or may request that the Bidder do so, so that the proprietary nature of the question(s) is eliminated and the enquiry can be answered to all Bidders. Enquiries not submitted in a form that can be distributed to all Bidders may not be answered by Canada.

2.5 Applicable Laws

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

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.

2.6 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 10 days before the bid closing date. Canada will have the right to accept or reject any or all suggestions.

2.7 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 on 6 April 2016. The site visit will begin at 11 AM, at CFB Shilo, building 101, Shilo, Manitoba.

Bidders must communicate with the Contracting Authority no later than **3 business days** to confirm attendance and provide the name(s) of the person(s) who will attend. Bidders will be required to sign an attendance sheet. Bidders should confirm in their bid that they have attended the site visit. Bidders who do not attend the mandatory site visit or do not send a representative will not be given an alternative appointment and their bid will be declared non-responsive. Any clarifications or changes to the bid solicitation resulting from the site visit will be included as an amendment to the bid solicitation.

PART 3 - BID PREPARATION INSTRUCTIONS

3.1 Bid Preparation Instructions

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

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

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

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

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

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

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

Section I: Technical Bid

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

Section II: Financial Bid

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

3.1.2 Exchange Rate Fluctuation

[C3011T](#) (2013-11-06), Exchange Rate Fluctuation

Section III: Certifications

Bidders must submit the certifications required under Part 5.

PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

4.1 Evaluation Procedures

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

4.1.1 Technical Evaluation

4.1.1.1 Mandatory Technical Criteria

- (a) Ability to perform the full scope of work as described in Annex A, Statement of Work;
- (b) Provision of pricing as detailed in Annex B, Basis of Payment.

4.1.2 Financial Evaluation

4.1.2.1 Mandatory Financial Criteria

SACC Manual Clause [A0220T](#) (2014-06-26), Evaluation of Price

4.2 Basis of Selection

4.2.1 Mandatory Technical Criteria

SACC Manual Clause A0069T (2007-05-25) Basis of Selection

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) available from [Employment and Social Development Canada \(ESDC\) - Labour's](#) website.

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

PART 6 - RESULTING CONTRACT CLAUSES

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

6.1 Statement of Work

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

6.1.1 Task Authorization

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

6.1.1.1 Task Authorization Process

1. The Technical Authority will provide the Contractor with a description of the task using the "Task Authorization Form for non-DND clients" or "DND 626, Task Authorization Form" or "Task Authorization" form specified in Annex "D".
2. The Task Authorization (TA) will contain the details of the activities to be performed, a description of the deliverables, and a schedule indicating completion dates for the major activities or submission dates for the deliverables. The TA will also include the applicable basis (bases) and

methods of payment as specified in the Contract.

3. The Contractor must provide the Technical Authority, within 2 calendar days of its receipt, the proposed total estimated cost for performing the task and a breakdown of that cost, established in accordance with the Basis of Payment specified in the Contract.
4. The Contractor must not commence work until a TA authorized by the Technical has been received by the Contractor. The Contractor acknowledges that any work performed before a TA has been received will be done at the Contractor's own risk.

6.1.1.2 Task Authorization Limit

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

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

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

SACC Manual clause [B9031C](#) (2011-05-16), Canada's Obligation - Portion of the Work - Task Authorizations

6.1.1.4 Periodic Usage Reports - Contracts with Task Authorizations

The Contractor must compile and maintain records on its provision of services to the federal government under authorized Task Authorizations issued under the Contract.

The Contractor must provide this data in accordance with the reporting requirements detailed below or in Annex "E". If some data is not available, the reason must be indicated. If services are not provided during a given period, the Contractor must still provide a "nil" report.

The data must be submitted on a quarterly basis to the Contracting Authority.

The quarterly periods are defined as follows:

- 1st quarter: April 1 to June 30;
- 2nd quarter: July 1 to September 30;
- 3rd quarter: October 1 to December 31; and
- 4th quarter: January 1 to March 31.

The data must be submitted to the Contracting Authority no later than 15 calendar days after the end of the reporting period.

Reporting Requirement- Details

A detailed and current record of all authorized tasks must be kept for each contract with a task authorization process. This record must contain:

For each authorized task:

- i. the authorized task number or task revision number(s);
- ii. a title or a brief description of each authorized task;

- iii. the total estimated cost specified in the authorized Task Authorization (TA) of each task, exclusive of Applicable Taxes;
- iv. the total amount, exclusive of Applicable Taxes, expended to date against each authorized task;
- v. the start and completion date for each authorized task; and
- vi. the active status of each authorized task, as applicable.

For all authorized tasks:

- i. the amount (exclusive of Applicable Taxes) specified in the contract (as last amended, as applicable) as Canada's total liability to the contractor for all authorized TAs; and
- ii. the total amount, exclusive of Applicable Taxes, expended to date against all authorized TAs.

6.1.1.5 Task Authorization - Department of National Defence

The administration of the Task Authorization process will be carried out by the Technical Authority. This process includes monitoring, controlling and reporting on expenditures of the contract with task authorizations to the Contracting Authority.

6.2 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.

6.2.1 General Conditions

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

6.3 Security Requirements

6.3.1 There is no security requirement applicable to this Contract.

6.4 Term of Contract

6.4.1 Period of the Contract

The period of the Contract is from one year from date of award.

6.4.2 Option to Extend the Contract

The Contractor grants to Canada the irrevocable option to extend the term of the Contract by up to 2 additional 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 30 calendar days before the expiry date of the Contract. The option may only be exercised by the

Solicitation No. - N° de l'invitation
W0118-16S39B/A
Client Ref. No. - N° de réf. du client
W0118-16S39B

Amd. No. - N° de la modif.
File No. - N° du dossier
WPG-5-38329

Buyer ID - Id de l'acheteur
wpg006
CCC No./N° CCC - FMS No./N° VME

Contracting Authority, and will be evidenced for administrative purposes only, through a contract amendment.

6.5 Authorities

6.5.1 Contracting Authority

The Contracting Authority for the Contract is:

Name: Danielle Gauthier
Title: A/Supply Officer
Public Works and Government Services Canada
Acquisitions Branch
100 - 167 Lombard Avenue
Winnipeg, MB. R3B 0T6

Telephone: 204-292-2872
Facsimile: 204-983-7796
E-mail address: danielle.gauthier@pwgsc-tpsgc.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.

6.5.2 Technical Authority

The Technical Authority for the Contract is: **TBD**

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

6.5.3 Contractor's Representative

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

6.6 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.

6.7 Payment

6.7.1 Basis of Payment – Firm Price

For the Work described in the Statement of Work and relating to Scheduled Services in Annex A and **Pricing Schedule 1:**

In consideration of the Contractor satisfactorily completing its obligations under the Contract, the Contractor will be paid a firm price for the cost of **\$TBD**. Customs duties are included and Applicable Taxes are extra.

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

6.7.1.1 Limitation of Price

SACC Manual Clause C6000C (2011-05-16), Limitation of Price

6.7.2 Basis of Payment – Limitation of Expenditure – Task Authorizations

For the Work described in the Statement of Work and relating to **Pricing Schedule 2:** The Contractor will be reimbursed for the costs reasonably and properly incurred in the performance of the Work specified in the authorized Task Authorization (TA), as determined in accordance with the Basis of Payment in Annex B, to the limitation of expenditure specified in the authorized TA.

Canada's liability to the Contractor under the authorized TA must not exceed the limitation of expenditure specified in the authorized TA. Customs duties are included and Applicable Taxes are extra.

No increase in the liability of Canada or in the price of the Work specified in the authorized TA 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 authorized, in writing, by the Contracting Authority before their incorporation into the Work.

6.7.2.1 Limitation of Expenditure – Cumulative Total of all Task Authorizations

1. Canada's total liability to the Contractor under the Contract for all authorized Task Authorizations (TAs), inclusive of any revisions, must not exceed the sum of **\$ TBD**. Customs duties are included and Applicable Taxes are extra.
2. No increase in the total liability of Canada will be authorized or paid to the Contractor unless an increase has been approved, in writing, by the Contracting Authority.
3. 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 sum is inadequate for the completion of the Work required in all authorized TAs, inclusive of any revisions, whichever comes first.
4. 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.

6.7.3 Monthly Payments

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

6.7.4 SACC *Manual* clause

A9117C (2007-11-30), T1204 – Direct Request by Customer Department

6.7.5 Discretionary Audit

C0705C (2010-01-11), Discretionary Audit

6.7.6 Time Verification

C0710C (2007-11-30), Time and Contract Price Verification

6.8 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.

Each invoice must be supported by:

- a. a copy of the release document and any other documents as specified in the Contract;
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.

6.9 Certifications

6.9.1 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.

6.10 Applicable Laws

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

6.11 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) General Conditions – Higher Complexity – Services;

-
- (c) Annex A, Statement of Work
 - (d) Annex B, Basis of Payment;
 - (e) Annex C, Insurance Requirements;
 - (f) the signed Task Authorizations (including all of its annexes, if any);
 - (g) the Contractor's bid dated TBD.

6.12 Insurance Requirements

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

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

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

6.13 SACC Manual Clauses

A9062C (2011-05-16), Canadian Forces Site
A3015C (2014-06-26) Certifications - Contract

6.14 Inspection and Acceptance

The Technical Authority is the Inspection Authority. All reports, deliverable items, documents, goods and all services rendered under the Contract are subject to inspection by the Inspection Authority or representative. Should any report, document, good or service not be in accordance with the requirements of the Statement of Work and to the satisfaction of the Inspection Authority, as submitted, the Inspection Authority will have the right to reject it or require its correction at the sole expense of the Contractor before recommending payment.

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ANNEX "A" **STATEMENT OF WORK**

Reference attached PDF document titled, "*Appendix A*".

ANNEX "B" **BASIS OF PAYMENT**

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

Bidders shall provide bids as per unit of issue requested. It is the responsibility of the bidder to provide conversion to the unit of issue requested. Failure to do so will render the bid non-responsive without further consideration.

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. Any errors in the quantities of the Bidder's proposal shall be changed to reflect the quantities stated in the RFP.

Rates quoted must remain firm for the period of the Contract. Rates MUST include ALL costs associated with providing the service in accordance with the Statement of Work, Annex A attached herein. GST, if applicable, is to be shown as a separate item on any resulting invoice. Payment will be made in accordance with the following pricing.

NOTE: no additional charges will be allowed for travel to the site

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PRICING SCHEDULE 1: ROUTINE/SCHEDULED CLEANING

Firm all inclusive rates for Routine/Scheduled Cleaning operations.

Firm Unit Pricing, F.O.B. Destination, GST (if applicable) Extra						
Item No.	Description	Cleanable Area	Firm Monthly Rate per m ²	Firm Monthly Rate	No. of Months	Firm Annual Rate
A	Contract Period: 1 August 2016 to 31 July 2017					
A1	G4-742 Comm Squadron	295.5 m ² x	\$ _____ / m ² =	\$ _____ x	12 =	\$ _____
A2	G-400 Base Maintenance	1047.1 m ² x	\$ _____ / m ² =	\$ _____ x	12 =	\$ _____
A3	N-132 POL	93.6 m ² x	\$ _____ / m ² =	\$ _____ x	12 =	\$ _____
A4	N-133 1RCHA incl'g Alert Locker Storage Building	4746.9 m ² x	\$ _____ / m ² =	\$ _____ x	12 =	\$ _____
A5	G-4 Gunner Arena (seasonal)	746 m ² x	\$ _____ / m ² =	\$ _____ x	12 =	\$ _____
A6	Q-101 Base Transport	685.6 m ² x	\$ _____ / m ² =	\$ _____ x	12 =	\$ _____
A7	Q-121	1581.3 m ² x	\$ _____ / m ² =	\$ _____ x	12 =	\$ _____
A8	C103 WATC Building	1084.7 m ² x	\$ _____ / m ² =	\$ _____ x	12 =	\$ _____
	Subtotal (i):					\$ _____

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Firm Unit Pricing, F.O.B. Destination, GST (if applicable) Extra						
Item No.	Description	Cleanable Area	Firm Monthly Rate per m ²	Firm Monthly Rate	No. of Months	Firm Annual Rate
B	Option Period 1: 1 August 2017 to 31 July 2018					
B1	G4-742 Comm Squadron	295.5 m ² x	\$ _____ / m ² =	\$ _____ x	12 =	\$
B2	G-400 Base Maintenance	1047.1 m ² x	\$ _____ / m ² =	\$ _____ x	12 =	\$
B3	N-132 POL	93.6 m ² x	\$ _____ / m ² =	\$ _____ x	12 =	\$
B4	N-133 1RCHA incl'g Alert Locker Storage Building	4746.9 m ² x	\$ _____ / m ² =	\$ _____ x	12 =	\$
B5	G-4 Gunner Arena (seasonal)	746 m ² x	\$ _____ / m ² =	\$ _____ x	12 =	\$
B6	Q-101 Base Transport	685.6 m ² x	\$ _____ / m ² =	\$ _____ x	12 =	\$
B7	Q-121	1581.3 m ² x	\$ _____ / m ² =	\$ _____ x	12 =	\$
B8	C103 WATC Building	1084.7 m ² x	\$ _____ / m ² =	\$ _____ x	12 =	\$
	Subtotal (ii):					\$

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Firm Unit Pricing, F.O.B. Destination, GST (if applicable) Extra						
Item No.	Description	Cleanable Area	Firm Monthly Rate per m ²	Firm Monthly Rate	No. of Months	Firm Annual Rate
C Option Period 2: 1 August 2018 to 31 July 2019						
C1	G4-742 Comm Squadron	295.5 m ² x	\$ _____ / m ² =	\$ _____ x	12 =	\$ _____
C2	G-400 Base Maintenance	1047.1 m ² x	\$ _____ / m ² =	\$ _____ x	12 =	\$ _____
C3	N-132 POL	93.6 m ² x	\$ _____ / m ² =	\$ _____ x	12 =	\$ _____
C4	N-133 1RCHA incl'g Alert Locker Storage Building	4746.9 m ² x	\$ _____ / m ² =	\$ _____ x	12 =	\$ _____
C5	G-4 Gunner Arena (seasonal)	746 m ² x	\$ _____ / m ² =	\$ _____ x	12 =	\$ _____
C6	Q-101 Base Transport	685.6 m ² x	\$ _____ / m ² =	\$ _____ x	12 =	\$ _____
C7	Q-121	1581.3 m ² x	\$ _____ / m ² =	\$ _____ x	12 =	\$ _____
C8	C103 WATC Building	1084.7 m ² x	\$ _____ / m ² =	\$ _____ x	12 =	\$ _____
	Subtotal (iii):					\$ _____

PRICING SCHEDULE 2: PROJECT CLEANING / "AS AND WHEN REQUESTED" SERVICES

TASK AUTHORIZATIONS

Additional services and project cleaning may be required on an "as and when requested" basis and authorized by the Technical Authority. The work requested must be for the buildings defined herein and the type of services defined in the Statement of Work.

The quantities specified below are provided for evaluation purposes only.

Firm all inclusive prices/rates including overhead, profit and all related costs for "as and when requested" services in addition to the work described in Pricing Schedule 1.

Firm Unit Pricing, F.O.B. Destination, GST (if applicable) Extra					
Task No.		Contract Period	Option Year 1	Option Year 2	Subtotals
1	Stripping and refinishing of floors				
	Unit Price	\$_____/m ²	\$_____/m ²	\$_____/m ²	----
	Estimated Qty.	2000 m ²	2000 m ²	2000 m ²	----
	Extended Price	\$	\$	\$	\$
2	Carpet Cleaning				
	Unit Price	\$_____/m ²	\$_____/m ²	\$_____/m ²	----
	Estimated Qty.	3000 m ²	3000 m ²	3000 m ²	----
	Extended Price	\$	\$	\$	\$
3	Hourly Rate during regular working hours (Monday – Friday) for additional cleaning services				
	Unit Price	\$_____/hr	\$_____/hr	\$_____/hr	----
	Estimated Qty.	80 hours	80 hours	80 hours	----
	Extended Price	\$	\$	\$	\$
4	Emergency cleaning for water damage from plumbing or building failure during regular working hours (Monday – Friday)				
	Unit Price	\$_____/hr	\$_____/hr	\$_____/hr	----
	Estimated Qty.	80 hours	80 hours	80 hours	----
	Extended Price	\$	\$	\$	\$
	Subtotal (iv):				\$

TOTAL EVALUATED PRICE: Subtotal (i) + (ii) + (iii) + (iv) = \$ _____

Determination of Cost

In the case of the addition or elimination of cleanable space, the change in the amount of space of the contract shall be calculated using the firm (monthly) rate per m² identified in the Pricing Schedules 1 in accordance with the following formula:

The firm monthly rate per m² for Routine/Scheduled Cleaning operations shall be multiplied by twelve months divided by two hundred and fifty working days. This amount shall be multiplied by the additional or eliminated m². The ensuing amount shall then be multiplied by the number of days the additional space will be cleaned or eliminated. The resulting amount shall then constitute the sum by which the contract shall be increased or decreased.

ANNEX "C" INSURANCE REQUIREMENTS

1.0 Commercial General Liability Insurance

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

ANNEX "D"
DND 626 TASK AUTHORIZATION FORM

Reference attached PDF document titled, "Annex D".

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ANNEX "E"

TASK AUTHORIZATION USAGE

The Contractor must provide quarterly Task Authorization (TA) usage reports. The Contractor agrees that it is their responsibility to implement a system for tracking TAs under this Contract for the purposes of providing usage reports. This is to ensure that the Limitation of Expenditure indicated for "as and when requested" Work under this Contract is not exceeded.

Each Task Authorization Usage Report must include all the completed TAs for goods and services supplied under this Contract.

Task Authorization Usage Report Submission Schedule:

January to March: Report due April 15
April to June: Report due July 15
July to September: Report due October 15
October to December: Report due January 15

Contract No.: W0118-15S39C

Work Period: _____

The Contractor must provide information on each completed TA using the following format:
(an electronic version of this document is available upon request from the contracting authority contact information listed below)

TA NUMBER	TA DOLLAR VALUE (GST INCLUDED)	CUMULATIVE TA DOLLAR VALUE (GST INCLUDED)	COMMENTS
Total Dollar Value of TAs for this Period:			
Accumulated TAs to Date (Cumulative Dollar Value + Period Dollar Value):			

[] Check this box if you are submitting a **NIL REPORT** (We have not done any business with Canada under this Contract, for this period).

SEND TO:

Danielle.gauthier@pwgsc-tpsgc.gc.ca
Or facsimile: (204) 983-7796 Attn: Danielle Gauthier



DEPARTMENT OF NATIONAL DEFENCE

CONTRACT

SPECIFICATION

FOR

JANITORIAL SERVICES

AT

CANADIAN FORCES BASE SHILO

SHILO, MANITOBA

Design Officer/Engineering Officer

2016-01-26

39B

National Defence	List of Contents	Section	00000
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<u>Division 01 - General Requirements</u>	
01001 GENERAL INSTRUCTIONS	7
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ANNEXES

- A OFFICE CLEANING INSTRUCTIONS
- B WASHROOM AND CANTEEN/COFFEE ROOM CLEANING INSTRUCTIONS
- C BUILDING G-4 (742 COMM SQUADRON)
- D BUILDING G-400 (BASE MAINTENANCE)
- E BUILDING N-132 (POL)
- F BUILDING N-133 (1RCHA)
- G BUILDING G-4 (ARENA - SEASONAL)
- H BUILDING Q-101 (BASE TRANSPORT)
- I BUILDING Q-121 (SIMULATION CENTRE)
- J BUILDING C-103 (WATC)
- K SNOW REMOVAL

1 GENERAL

- .1 PWGCS Contract Documents must be read in conjunction with this Specification.

2 DESCRIPTION OF WORK

- .1 Work under this Contract covers the furnishing of all labour, materials, transportation, equipment and supervision required for the janitorial services, snow removal and project cleaning to various Base buildings at Canadian Forces Base Shilo, Manitoba.
- .2 Services required include the following but is not necessarily confined to the locations noted below:
- .1 Cleaning Instructions - Office Cleaning Instructions.
 - .2 Cleaning Instructions - Washroom Cleaning Instructions.
 - .3 Cleaning Instructions - G-4 742 Comm Squadron.
 - .4 Cleaning Instructions - G-400 Base Maintenance.
 - .5 Cleaning Instructions - N132 POL.
 - .6 Cleaning Instructions - N133 1RCHA including Alert Locker Storage Building annex.
 - .7 Cleaning Instructions - G-4 Gunner Arena (seasonal).
 - .8 Cleaning Instructions - Q-101 Base Transport.
 - .9 Cleaning Instructions - Q-121.
 - .10 Cleaning Instructions - C-103 WATC.
 - .11 Snow Removal.

3 DEFINITIONS

- .1 Reference to Engineer or Project Authority will be construed as that person responsible for overlooking the contract's inspection and progress.
- .2 This person will be designated at the time of contract award or pre-commencement startup meeting.

4 CODES AND STANDARDS

- .1 Throughout the various sections and subsections of the Specification, reference is made to domestic, national and international standards. These standards will be considered an integral part thereof and will be read in conjunction with the drawings and specification as if they were reproduced herein. The Contractor will, therefore, be fully familiar with their contents and

requirements. The latest editions of all standards will be applicable whether or not a specifically dated edition is mentioned.

- .2 Materials used and method of work under this contract will be in strict accordance with Public Health Act, CFP 213, CF Health Manual, Chapter 4, CFAO 34-38, Manitoba Regulations - Child Day Care Standards Act and Construction Engineering Technical Order (CETO) C-98-009-002/MF-002 dated 1985-04-22, for Janitorial Maintenance. These standards, although not provided as part of this Specification, form part of this Specification.
- .3 Materials and workmanship must conform to or exceed applicable standards of Canadian General Standards Board (CGSB), Canadian Standards Association (CSA), American Society for Testing and Materials (ASTM) and other referenced organizations.
- .4 Cleaning procedures is to conform to latest edition of dated referenced standards as reaffirmed or revised to date of specification. Standards or codes not dated will be deemed the edition in force on date of this specification.

5 SHILO'S
"ENVIRONMENTAL"
POLICY

- .1 In accordance with Canadian Forces Base Shilo's "Environmental" policy, the Contractor will propose "environmentally safe" products for those materials listed. The Contractor will submit product data and Material Safety Data Sheets (MSDS) for all "environmentally safe" products as requested by Engineer.

6 DOCUMENTS
REQUIRED

- .1 Contractor is to provide and maintain at each cleaner's room, one of each of the following:
 - .1 List of approved cleaning products being used that is stored in a binder with appropriate MSDS sheets.
 - .2 Copy of approved labour distribution schedule.

7 EXAMINATIONS,
PLANS,
SPECIFICATIONS AND
SITE OF WORK

- .1 The submission of a bid will be considered as evidence that the bidder has made an investigation of the work areas and has become familiar with the site and conditions to be encountered in performing the work and the requirements of the specifications.

8 CONTRACTOR'S USE
OF SITE

- .1 Use of site will be in co-operation with the Engineer, the Contractor will not have exclusive and complete use for the execution of the work:
- .1 Movement around site will be subject to restrictions imposed by Engineer.
 - .2 Access to the site will be subject to restrictions imposed by Engineer.
 - .3 Access to the site will be gained by contacting the Engineer.
 - .4 Routes of entry and exit to the site will be as set forth by the Engineer.
 - .5 Do not unreasonably encumber site with materials or equipment.
 - .6 No equipment that could cause damage to existing floors and other surfaces to be allowed.
 - .7 The building will be occupied and in use throughout the contract period. As well, heating and other services are contained within the proposed work area and will be protected and maintained in use. The Contractor will allow the occupant free access to the contract area for whatever purpose at all times without penalty by the occupant for delays resulting from such access or necessary work on occupant's part.

9 ON-SITE
SUPERVISION

- .1 Contractor will designate a supervisor to be on site at all times during work, capable of and having authority to speak on behalf of day to day routine matters and to act upon Engineer's instructions.
- .2 The Contractor's supervisor will be accessible to the Engineer daily.

10 PERSONNEL
QUALIFICATIONS

- .1 The Contractor will supply a list of names and locations of the cleaning resources to the Engineer. It will be the Contractor's

responsibility to keep this current at all times.

- .2 All cleaning resources will carry visible picture identification card worn at all times during work hours, issued by the Contractor. Personnel without cards will be requested to leave the building. Upon termination of services, the identification cards will be returned to the Contractor.
- .3 The Contractor will maintain resources of trained personnel experienced in all cleaning procedures including Supervisor.
- .4 The Contractor will be responsible for all actions of cleaning resources.

11 SECURITY

- .1 Supervisor will draw and control required keys to access areas to be cleaned.
- .2 Contractor will be responsible for security of buildings which will be worked on after hours.
- .3 Only one door will be used as an entrance/exit. This door will be indicated by the Engineer.

12 COMMENCEMENT OF WORK

- .1 The Contractor will not commence without first attending the pre-commencement startup meeting.
- .2 After pre-commencement startup meeting, the Contractor will be responsible for giving 48 hours notification to the occupant of intent to begin cleaning.
- .3 Movement within the building will be subject to restrictions as laid down by the location and as specified by the Engineer.

13 INTERFERENCE

- .1 Execute work with least possible interference or disturbance to occupants, public and normal use of premises.

14 EXTRA WORK

- .1 Extra work (Project Cleaning) for which payment may

be claimed must be authorized in writing by PWGSC prior to the commencement of the extra work by using the PWGSC "Task Authorization" form.

15 MAKING GOOD

- .1 Refer to PWGSC Contractual Clause: "Damage to or Loss of Crown Property".

16 REGULATIONS

- .1 Refer to PWGSC Contractual Clause: "Site Regulations".

17 HOURS OF WORK

- .1 The Contractor will comply with the labour distribution schedule as stipulated in the Appendices. Any deviation from these stipulated hours of cleaning will be approved in writing by the Engineer prior to inception.

18 PROPOSED WORK
SCHEDULE

- .1 Submit a proposed labour distribution schedule, day and evening shifts included, for Engineer's approval showing how janitorial services will be carried out and the number of resources required in accordance with this Specification and Appendices.
- .2 Interim reviews of cleaning progress based on labour distribution schedule will be conducted as decided by Engineer and schedule updated by Contractor in conjunction with and to the approval of the Engineer.

19 INSPECTION

- .1 The Engineer will conduct inspection tours of all facilities at own discretion. The Contractor or designated supervisor can be asked to accompany the Engineer on each inspection.
- .2 The Contractor will provide a phone number for the Engineer to contact Contractor anytime during hours stipulated in Appendices. Voice mail is recommended.
- .3 Supervisor will carry a personal cellular phone or pager for emergency contact purposes.

- | | | |
|--|----|--|
| <u>21 ASBESTOS
DISCOVERY</u> | .1 | Exposure to asbestos can be hazardous to health. Should material resembling asbestos be encountered in course of, stop work and notify Engineer immediately. Do not proceed until written instructions have been received from Engineer. |
| | | |
| <u>22 BUILDING
SMOKING ENVIRONMENT</u> | .1 | There will be NO SMOKING within any Base buildings at any time. |
| | | |
| <u>24 STORAGE
SPACE</u> | .1 | Storage space for Contractor's cleaning supplies will be provided in existing cleaners rooms where available. |
| | .2 | If additional storage space or temporary storage space is required, it will be the Contractor's responsibility to obtain and pay for such space. |
| | | |
| <u>25 SAFETY
REQUIREMENTS</u> | .1 | WHMIS:
.1 Comply with requirements of Workplace Hazardous Materials Information System (WHMIS) regarding use, handling, storage, and disposal of hazardous materials; and regarding labeling and provision of Material Safety Data Sheets (MSDS) acceptable to Engineer, Labour Canada and Health and Welfare Canada.
.2 Deliver copies of MSDS to Engineer on delivery of materials when requested.
.3 MSDS forms are to be kept in a binder at each cleaner's room for each building. |
| | .3 | Safety Signs:
.1 To be supplied by Contractor and placed when required or as directed by Engineer. |
| | .4 | Safety personnel and responsibility:
.1 The Contractor will supply personnel to implement their safety program and ensure the DND, Federal and Provincial safety and health standards are being complied with.
.2 The Contractor will report to the Engineer |

and jurisdictional authorities any accident or incident involving Contractor, DND or public personnel and/or property arising from the Contractor's execution of work.

26 FIRE SAFETY
REQUIREMENTS

- .1 Contractor will be aware of 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:
 - .1 Activate nearest fire alarm box and dial 911.
- .3 Persons activating fire alarm box will remain near or in the vicinity of the box to direct fire department to scene of fire.
- .4 When reporting a fire by telephone, give location of fire, name or number of building and be prepared to verify the location.
- .5 Direct any questions or clarification on Fire Safety in addition to above requirements to Fire Department.

27 CLEANING
MATERIALS

- .1 All cleaning materials will be in accordance with the Canadian Government Specifications Board (CGSB).
- .2 Materials and equipment required for the performance of this contract such as mopping tanks, scrubbing machines, floor machines, vacuum cleaners, brooms, mops (dry and wet), ladders, scaffolding, dusting cloths, pails, scrub brushes, cloths, scrapers, soaps, scouring materials, detergents, spray deodorants, disinfectants, polishing materials (waxes and applicators), deodorant blocks, toilet paper, paper towels, hand soap, garbage bags, shovels, ice scrapers, deicing salts and any other materials as may be required will be supplied by the Contractor.
- .3 All cleaning materials and equipment will be approved by Engineer prior to use.

- .4 The Contractor will replace any machinery or equipment immediately that the Engineer has deemed as not presentable or serviceable.
- .5 The Contractor will supply "walk-off slush mats" for all common entrances of each building. Mats will be surface mounted turfmats, Model TM-400-RM or an approved equal, in standard sizes to suit entrance. These mats will be cleaned twice weekly and replaced every two months.
- .7 Deicing salts will be non-corrosive to the surface on which it is applied. Submit samples to Engineer.

PART 1 - GENERAL

1.1 DESCRIPTION
OF WORK

- .1 Janitorial cleaning under this specification covers the furnishing of all labor, materials, equipment, transportation and supervision required to carry out janitorial services, snow removal and project cleaning at the following buildings:
 - .1 G400 Base Maintenance.
 - .2 G4 Gunner Arena (Seasonal).
 - .3 G4 742 Comm Squadron (East End).
 - .4 N132 POL Facility.
 - .5 N133 1RCHA including Alert Locker Storage Building annex.
 - .6 Q101 Base Transport.
 - .7 Q121 Comm Reserve Building.
 - .8 C103 WATC.
 - .9 Snow Removal.
- .2 In addition to the resources required for general cleaning in the office buildings and quarters, maintain resources as follows:
 - .1 Shifts will consist of a thorough cleaning with sufficient resources to perform the duties as specified in Appendices.
- .3 Cleaning of office buildings will be as follows:
 - .1 Hours of work in office buildings as directed by Engineer.

PART 2 - PRODUCTS

2.1 GENERAL

- .1 The Contractor will supply all cleaning materials and equipment as required to provide janitorial services stated in the specifications.

2.1 CLEANING

- .1 General:
 - .1 Vacuum cleaners, floor polishers and scrubbing machines will meet commercial/industry standards.
 - .2 Demonstrate to Engineer, each type of machine's maximum cleaning ability. Such demonstrations will become the standard of workmanship throughout the Contract period.
- .2 Vacuum Cleaners:

- .1 Two (2) motor commercial/industrial vacuum containing enclosed or top-fill bag.
- .2 304 mm to 406 mm (12" to 16") head.

PART 3 - EXECUTION

3.1 GENERAL

- .1 Floors will be swept using an approved sweeping compound.
- .2 Floors will be scrubbed clean/spot cleaned to remove marks, coffee spillage, gum, smudges and other stains.
- .3 The complete floor surface including under furniture, radiators, in corners and on base boards will be completely stripped removing the existing floor finish.
- .4 The floor will be rinsed with clean water and two to four coats of non-slip finish applied and buffed after each coat where applicable.
- .5 Care and necessary precautions will be taken to not allow cleaning solutions to seep under furniture, filing cabinets, drawing cabinets, partitions, floor outlets, etc. Protect, move and replace such items as required and to the Engineer's approval.
- .6 Care will be taken not to splatter cleaning solutions onto furniture, all cabinets, baseboards or other items. Clean-up such items when directed by Engineer.
- .7 Specialized flooring will be cleaned in accordance with manufacturer's written specifications.
- .8 Mondo Rubber flooring will be cleaned in accordance with manufacturer's written specification.
- .9 Carpets and rugs will be spot cleaned and vacuumed with approved carpet vacuum.
- .10 Notify Engineer spots/stains that cannot be removed by normal means.
- .11 All floors, vinyl composition tile, sheet vinyl, Mondo Rubber, safety flooring and terrazzo are to be stripped and refinished as per manufacture's specifications. This procedure will be scheduled by the Engineer and can be added to or deleted at any given time according to the usage of the buildings.

3.2 CEILINGS

- .1 Cleaning of ceilings will only be done by Project Cleaning as directed by Engineer.

3.3 WALLS, PARTITIONS, PIPING AND DUCT DIFFUSERS

- .1 Interior walls, partitions, ledges, molding, piping and duct diffusers etc., will be spot cleaned of finger marks, smudges and dust.

- .2 Baseboards, radiator covers and washroom fixtures will be kept free of mop streaks, wax accumulation and splash marks at all times.
- .3 Washrooms will be cleaned as stated in Annex "B".
- .4 Walls, columns and frames will be dusted, spot washed and wiped dry.

3.4 WINDOWS

- .1 Clean interior surfaces of interior panes only.
- .2 Glass that is painted over will be considered as wall area for cleaning purposes.

3.5 INTERIOR GLASS

- .1 Glass or interior doors, side glass, and partitions will be cleaned as per Appendices.
- .2 All mirrors will be cleaned and polished weekly.

3.6 FURNITURE AND FIXTURES

- .1 Cleared office furniture and open office concept partitions will be dusted on all horizontal surfaces and vacuumed on vertical surfaces.
- .2 Glass topped office furniture will be kept free of finger marks and stains.
- .3 Office furniture which is cluttered with paper or materials will not be cleaned when occupant is not present. Contractor will request occupant to move such articles which impede work.
- .4 Exposed vertical surfaces of furniture will be dusted and wiped.
- .5 Boardroom and executive office furniture will be dusted, cleaned and polished on horizontal and vertical surfaces.
- .6 Bookcases will be dusted but books are not to be removed.
- .7 Display cabinet glass doors will be cleaned on both sides.
- .8 Upholstered furniture will be vacuumed.
- .9 Upholstered furniture will be shampooed on project clean and cleaned to remove spots and stains weekly or as directed by the Engineer.

- .10 Leather/vinyl furniture will be dusted, damp wiped, and polished weekly.
- .11 Tops of lockers and filing cabinets will be dusted. Vertical surfaces will be kept free of finger prints and smudges. The inside of empty lockers will be kept clean.

3.7 WASHERS,
DRYERS AND
MISCELLANEOUS
APPLIANCES

- .1 Cleared clothes washers and dryers will be washed completely; interior and exterior - once weekly.
- .2 Use of DND owned equipment is not authorized without written consent of the Engineer.

3.8 ENTRANCES AND
LOBBIES

- .1 Clean floors as stated in paragraph 3.1.
- .2 Mats/grates will be removed and cleaned on both sides.
- .3 Mats/grates pans will be swept out twice weekly.
- .4 Lobbies will be free from all debris so that it is kept in a presentable appearance.
- .5 Glass doors and side glass will be cleaned on both sides of finger prints and smudges.
- .6 Furniture will be cleaned as stated in Para 3.6.

3.9 STAIR WELLS
AND LANDINGS

- .1 Stairs and landings will be swept using an approved sweeping compound and cleaned as stated in paragraph 3.1.
- .2 Hand railings, balustrades, baseboards and all horizontal surfaces will be dusted weekly.
- .3 Walls will be cleaned as stated in paragraphs 3.2 and 3.3.

3.10 VENETIAN
BLIND DRAPES AND
CURTAINS

- .1 Venetian blinds will be dusted monthly and washed both sides on project cleaning.
- .2 Drapes and curtains will be vacuumed monthly.

3.11 SHELVING

- .1 Shelving will be dusted, washed and polished once weekly.

3.12 WASTE PAPER BASKETS

- .1 Waste paper baskets will be emptied, wiped and/or washed and disinfected twice weekly unless otherwise noted in special instructions.
- .2 Garbage cans and paper receptacles located throughout the building will be emptied twice weekly and washed and disinfected as required.
- .3 All waste paper baskets, garbage cans and paper receptacles will have poly (plastic) bag liners of correct size replaced.

3.13 MISCELLANEOUS SURFACES

- .1 Exterior of notice boards, hose cabinets and display show cases will be cleaned. Glass will be cleaned.
- .2 Stainless steel or polished metal borders around cabinets, notice boards and the like will be dusted and cleaned.
- .3 Radiator and convectors will be vacuumed and cleaned.
- .4 Exposed surfaces of air intake grills, air diffusers and surface metal work will be vacuumed and washed.
- .5 All water fountains will be washed and disinfected. The disinfectant will not have an undesirable smell or an ill-flavored taste. Due to infectious diseases, fountains will be cleaned at least daily or as directed by Engineer.
- .6 Doors and door frames in their entirety throughout the building will be spot cleaned weekly.
- .7 Fire extinguishers will be dusted weekly.

3.14 CLEANERS' ROOMS STORAGE CONTRACTOR'S OFFICES

- .1 All floors will be clean.
- .2 All fixtures, ceiling and walls will be free of dust and stains.
- .3 Mop pails will be emptied, cleaned and free of odor.

- .4 There will be no waste paper, garbage or empty chemical containers in the janitor closets.
- .5 Slop sinks will be cleaned and disinfected daily.
- .6 Copy of this specification will be posted in each janitor closet and Contractor's office for Contractor's resources to better understand the job requirements.
- .7 Copy of current Material Safety Data Sheets (MSDS) will be posted in all storage rooms, janitors closets, and the Contractor's office at all times.
- .8 Contractor will draw-up and post in the janitor's room a daily/weekly/monthly cleaning routine for resources, site authorities and Engineer.
- .9 The Engineer will inspect all storage areas for safety, neatness, fire hazards, etc., at any time without notice.
- .10 Sign in/out sheets for each resource will be kept in each janitorial closet room.

3.15 EXTERIOR CLEANING

- .1 All ornamental iron work, metal entrance doors, push bars, kick plates, etc., will be kept thoroughly cleaned and polished. Compatible spray on lacquer type finished may be used to protect shine on brass. Submit product data and sample to Engineer for his approval in accordance to Section 01001 General Instructions - Paragraph 23 - Product Data and Samples.
- .2 Glass on entrance doors and side lights will be cleaned on both sides once weekly.
- .3 Remove slush and sand accumulations around entrances to maintain a clean and presentable appearance.
- .4 Entrances, steps and landings will be swept as required of sand in spring/summer/autumn and snow in autumn/winter/spring.
- .5 Snow removal to include snow in autumn/winter/spring from landings, steps and 1200mm beyond steps onto sidewalks where designated on building plans for all buildings.
- .6 Entrance steps and landings will be kept free of ice by chemical or physical means on an as required basis.

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JANITORIAL CLEANING

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OFFICE CLEANING INSTRUCTIONS

1. SERVICES ON A TWICE WEEKLY BASIS:

- Waste baskets and receptacles shall be emptied, damp wiped and returned.

2. SERVICES ON A WEEKLY BASIS:

- Tile/lino floors shall be swept, washed/scrubbed removing all marks and rinsed with a clear water.
- Tile/lino floors shall be buffed/spray buffed and vacuumed / dust mopped.
- Carpets shall be vacuumed and spot cleaned.
- All cleared desks, file cabinets, tables, etc, shall be dusted and/or damp wiped.
- Bookcases shall be dusted. Do not remove books.
- Dust and spot clean all ledges, pictures, plaques, doors and door frames, walls, window frames, switch plates, etc.
- Clean all interior glass, i.e. Doors, windows, mirrors.
- Baseboards shall be washed.

3. SERVICES ON A MONTHLY BASIS:

- Vacuum drapery.
- Dust blinds (this includes Venetian, verticals and rolled).
- Dust ceiling fans and all supply/return air grilles.

4. SERVICES ON A TWICE YEARLY BASIS:

- To be determined by Engineer.
- Tiles/lino including safety flooring to be stripped and refinished as per manufacturers instructions.

5. SPECIAL INSTRUCTIONS:

- Sensitive items such as computers, typewriters, video equipment, etc, are not to be touched.
- Conference/meeting rooms are to be considered offices for cleaning purposes.
- In offices where there are partitions, these are to be dusted and vacuumed twice per month.

WASHROOM CLEANING INSTRUCTIONS

1. SERVICES ON A DAILY BASIS:

- Complete interior surfaces of all toilets and urinals shall be cleaned using a non-acid bowl cleaner.
- Complete exterior surfaces of all toilets and urinals shall be cleaned using a germicidal detergent.
- Sinks, bathtubs and/or showers shall be cleaned and disinfected.
- Taps and faucets shall be cleaned and polished.
- Mirrors shall be cleaned and polished.
- Soap dishes shall be thoroughly cleaned.
- Walls, and partitions shall be spot washed, i.e. around sinks, urinals, toilets, doors and door frames, etc.
- Waste receptacles shall be emptied and damp wiped and a clean plastic bag of the appropriate size put in each receptacle.
- Each of the dispensers for towels, toilet tissue, sanitary napkins, soap, etc, shall be washed, dried and then refilled with the appropriate supplies.
- Floors shall be swept washed/scrubbed removing all marks and rinsed..

2. SERVICES ON A WEEKLY BASIS:

- Dust and spot clean all ledges, window frames, towel racks, exposed piping and tops and outsides of lockers.
- All walls and partitions shall be washed.

3. SERVICES ON A MONTHLY BASIS:

- Interior surfaces of toilets and urinals shall be cleaned with a mild acid bowl cleaner to prevent build up of stains and deposits.

4. SERVICES ON A THREE TIMES YEARLY BASIS:

- All walls, light fixtures, exhaust fans, etc. shall be cleaned.
- To be determined by Engineer.
- Floors shall be scrubbed/stripped and refinished as per manufacturers written instructions.

CLEANING INSTRUCTIONS

BUILDING G4 – 742 COMM SQUADRON

DAY CLEANING BETWEEN 0730 HRS AND 1600 HRS

ALL WASHROOMS SHALL BE DONE IN ACCORDANCE WITH WASHROOM INSTRUCTIONS

ALL WASHROOMS SHALL BE DONE IN ACCORDANCE WITH OFFICE INSTRUCTIONS

SERVICES ON A DAILY BASIS:

- Sweep all hallways, entrances and foyers using a treated dust mop.
- Door mats vacuumed and spot cleaned.
- Wash all hallways, entrances and foyers.

SERVICES ON A TWICE PER WEEK BASIS:

- Waste baskets and receptacles shall be emptied, damp wiped and returned.

SERVICES ON A WEEKLY BASIS:

- Dust and spot clean all ledges, pictures, plaques, doors and door frames, walls, window frames, switch plates, etc., in hallways, entrances and foyers.
- Clean all interior glass, i.e. doors, windows and mirrors.
- Buff or spray buff all tile/lino floors removing scuff marks.
- Baseboards shall be washed.

SERVICES ON A MONTHLY BASIS:

- Vacuum drapery.
- Dust blinds (this includes Venetian, verticals and rolled).

SERVICES ON A TWICE YEARLY BASIS:

- To be determined by Engineer.
- Strip and refinish all tile/lino floors as per manufactures written instructions.

SPECIAL INSTRUCTIONS:

- Locker room considered part of washroom.

CLEANING INSTRUCTIONS

BUILDING G400 – BASE MAINTENANCE

DAY CLEANING BETWEEN 0730 HRS AND 1600 HRS

WASHROOMS CLEANED IN ACCORDANCE WITH WASHROOM INSTRUCTIONS

OFFICES CLEANED IN ACCORDANCE WITH OFFICE INSTRUCTIONS

SERVICES ON A DAILY BASIS:

- Sweep all hallways, entrances, foyers and open office area using a treated dust mop.
- Wash Station shall be cleaned in accordance with washroom instructions.
- Doors mats shall be vacuumed and spot cleaned.
- Wash all hallways, entrances and foyers and open office area.

SERVICES ON A TWICE PER WEEK BASIS:

- Waste baskets and receptacles shall be emptied, damp wiped and returned.

SERVICES ON A WEEKLY BASIS:

- Dust and spot clean ledges, pictures, plaques, doors and door frames, walls, window frames, switch plates, etc., in hallways foyers and open office area.
- Clean all interior glass, i.e. doors, windows and mirrors.
- Buff/spray buff all tile/lino floors removing scuff marks..
- Baseboards shall be washed.

SERVICES ON A MONTHLY BASIS:

- Vacuum drapery.
- Dust blinds (this includes Venetian, verticals and rolled).

SERVICES ON A TWICE YEARLY BASIS:

- To be determined by Engineer.
- Tile/lino floors shall be stripped and refinished as per manufacturer's instructions.

CLEANING INSTRUCTIONS

BUILDING N132 – POL

DAY CLEANING BETWEEN 0730 HRS AND 1600 HRS

WASHROOMS CLEANED IN ACCORDANCE WITH WASHROOM INSTRUCTIONS

OFFICES CLEANED IN ACCORDANCE WITH OFFICE INSTRUCTIONS

SERVICES ON A DAILY BASIS:

- Sweep and wash all floors
- Vacuum walk off mats.

SERVICES ON TWICE PER WEEK BASIS:

- Wash/scrub front entrance and office removing all scuff marks.

SERVICES ON A WEEKLY BASIS:

- Buff/spray buff front entrance removing scuff marks.
- Dust and spot-clean ledges, pictures, plaques, doors and door frames, walls, window frames, switch plates, etc., in front entrance.
- Clean all interior glass, i.e. doors, windows and mirrors.
- Baseboards shall be washed.

SERVICES ON A TWICE YEARLY BASIS:

- To be determined by Engineer.
- Tile shall be stripped and refinished as per manufacturer's written instructions

CLEANING INSTRUCTIONS

BUILDING N133 – 1RCHA

DAY CLEANING FROM 0730 HRS TO 1600 HRS AND EVENING CLEANING BETWEEN 1600 HRS AND 2400 HRS

ALL WASHROOMS SHALL BE CLEANED IN ACCORDANCE WITH WASHROOM INSTRUCTIONS

ALL OFFICES SHALL BE CLEANED IN ACCORDANCE WITH OFFICE INSTRUCTIONS

ALERT LOCKER STORAGE BUILDING TO BE INCLUDED IN CLEANING SERVICES REQUIRED

- Gym floor area and equipment is not be part of cleaning services required.

SERVICES ON A DAILY BASIS:

- Sweep all hallways, foyers and open office areas using treated dust mop.
- Clean wash stations in accordance with washroom instructions.
- Doors mats shall be vacuumed.
- Wash all hallways, foyers and open office areas.

SERVICES ON A TWICE PER WEEK BASIS:

- Waste baskets and receptacles shall be emptied, damp wiped and returned.

SERVICES ON A WEEKLY BASIS:

- Dust and spot clean all ledges, pictures, plaques, doors and door frames, walls, window frames, switch plates, etc in hallways.
- Clean all interior glass i.e. doors, windows and mirrors.
- Buff or spray buff all tile/lino floors removing scuff marks.
- Spray buff rubber floor (non-slip) as per manufacturer instructions.
- Baseboards shall be washed.
- Clean classrooms in accordance with office instructions.

SERVICES ON A MONTHLY BASIS:

- Vacuum drapery.
- Dust blinds (this includes Venetian, verticals and rolled).

CLEANING INSTRUCTIONS

BUILDING G4 – GUNNER ARENA (Seasonal)

DAY CLEANING BETWEEN 0730 HRS AND 1600 HRS

ALL WASHROOMS SHALL BE DONE IN ACCORDANCE WITH WASHROOM INSTRUCTIONS

ALL WASHROOMS SHALL BE DONE IN ACCORDANCE WITH OFFICE INSTRUCTIONS

SERVICES ON A DAILY BASIS:

- Sweep all hallways, entrances and foyers using a treated dust mop.
- Door mats vacuumed and spot cleaned.
- Wash all hallways, entrances and foyers.

SERVICES ON A TWICE PER WEEK BASIS:

- Waste baskets and receptacles shall be emptied, damp wiped and returned.

SERVICES ON A WEEKLY BASIS:

- Dust and spot clean all ledges, pictures, plaques, doors and door frames, walls, window frames, switch plates, etc., in hallways, entrances and foyers.
- Clean all interior glass, i.e. doors, windows and mirrors.
- Buff or spray buff all tile/lino floors removing scuff marks.
- Baseboards shall be washed.

SERVICES ON A MONTHLY BASIS:

- Vacuum drapery.
- Dust blinds (this includes Venetian, verticals and rolled).

SERVICES ON A TWICE YEARLY BASIS:

- To be determined by Engineer.
- Strip and refinish all tile/lino floors as per manufactures written instructions.

SPECIAL INSTRUCTIONS:

- Locker room considered part of washroom.

CLEANING INSTRUCTIONS

BUILDING Q101 – Base Transport

DAY CLEANING BETWEEN 0730 HRS AND 1600 HRS

ALL WASHROOMS SHALL BE DONE IN ACCORDANCE WITH WASHROOM INSTRUCTIONS

ALL WASHROOMS SHALL BE DONE IN ACCORDANCE WITH OFFICE INSTRUCTIONS

SERVICES ON A DAILY BASIS:

- Sweep all hallways, entrances and foyers using a treated dust mop.
- Door mats vacuumed and spot cleaned.
- Wash all hallways, entrances and foyers.

SERVICES ON A TWICE PER WEEK BASIS:

- Waste baskets and receptacles shall be emptied, damp wiped and returned.

SERVICES ON A WEEKLY BASIS:

- Dust and spot clean all ledges, pictures, plaques, doors and door frames, walls, window frames, switch plates, etc., in hallways, entrances and foyers.
- Clean all interior glass, i.e. doors, windows and mirrors.
- Buff or spray buff all tile/lino floors removing scuff marks.
- Baseboards shall be washed.

SERVICES ON A MONTHLY BASIS:

- Vacuum drapery.
- Dust blinds (this includes Venetian, verticals and rolled).

SERVICES ON A TWICE YEARLY BASIS:

- To be determined by Engineer.
- Strip and refinish all tile/lino floors as per manufactures written instructions.

SPECIAL INSTRUCTIONS:

- Locker room considered part of washroom.

CLEANING INSTRUCTIONS

BUILDING Q121

DAY CLEANING BETWEEN 0730 HRS AND 1600 HRS

ALL WASHROOMS SHALL BE DONE IN ACCORDANCE WITH WASHROOM INSTRUCTIONS

ALL WASHROOMS SHALL BE DONE IN ACCORDANCE WITH OFFICE INSTRUCTIONS

SERVICES ON A DAILY BASIS:

- Sweep all hallways, entrances and foyers using a treated dust mop.
- Door mats vacuumed and spot cleaned.
- Wash all hallways, entrances and foyers.

SERVICES ON A TWICE PER WEEK BASIS:

- Waste baskets and receptacles shall be emptied, damp wiped and returned.

SERVICES ON A WEEKLY BASIS:

- Dust and spot clean all ledges, pictures, plaques, doors and door frames, walls, window frames, switch plates, etc., in hallways, entrances and foyers.
- Clean all interior glass, i.e. doors, windows and mirrors.
- Buff or spray buff all tile/lino floors removing scuff marks.
- Baseboards shall be washed.

SERVICES ON A MONTHLY BASIS:

- Vacuum drapery.
- Dust blinds (this includes Venetian, verticals and rolled).

SERVICES ON A TWICE YEARLY BASIS:

- To be determined by Engineer.
- Strip and refinish all tile/lino floors as per manufactures written instructions.

SPECIAL INSTRUCTIONS:

- Locker room considered part of washroom.

CLEANING INSTRUCTIONS

BUILDING C103 – WATC BUILDING

DAY CLEANING BETWEEN 0730 HRS AND 1600 HRS

ALL WASHROOMS SHALL BE DONE IN ACCORDANCE WITH WASHROOM INSTRUCTIONS

ALL WASHROOMS SHALL BE DONE IN ACCORDANCE WITH OFFICE INSTRUCTIONS

SERVICES ON A DAILY BASIS:

- Sweep all hallways, entrances and foyers using a treated dust mop.
- Door mats vacuumed and spot cleaned.
- Wash all hallways, entrances and foyers.

SERVICES ON A TWICE PER WEEK BASIS:

- Waste baskets and receptacles shall be emptied, damp wiped and returned.

SERVICES ON A WEEKLY BASIS:

- Dust and spot clean all ledges, pictures, plaques, doors and door frames, walls, window frames, switch plates, etc., in hallways, entrances and foyers.
- Clean all interior glass, i.e. doors, windows and mirrors.
- Buff or spray buff all tile/lino floors removing scuff marks.
- Baseboards shall be washed.

SERVICES ON A MONTHLY BASIS:

- Vacuum drapery.
- Dust blinds (this includes Venetian, verticals and rolled).

SERVICES ON A TWICE YEARLY BASIS:

- To be determined by Engineer.
- Strip and refinish all tile/lino floors as per manufactures written instructions.

SPECIAL INSTRUCTIONS:

- Locker room considered part of washroom.
- Employee in this building will have a Level I Reliability and Security Clearance screening.

SNOW REMOVAL

- 1. SNOW REMOVAL TO INCLUDE SNOW IN AUTUMN/WINTER/SPRING FROM LANDING, STEPS AND 1200MM BEYOND STEPS ONTO SIDEWALKS WHERE DESIGNATED ON THE ATTACHED BUILDING PLANS MARKED AS "SR".**
- 2. REMOVAL OF SNOW SHALL BE COMPLETED TO COINCIDE WITH NORMAL HOURS OF OPERATION AS DIRECTED BY ENGINEER.**
- 3. CONTRACTOR IS RESPONSIBLE FOR SUPPLY AND APPLICATION OF ICE MELT MATERIAL TO AREAS WHERE SNOW IS CLEARED AS REQUIRED AND/OR AS DIRECTED BY ENGINEER.**

**TASK AUTHORIZATION
AUTORISATION DES TÂCHES**

All invoices/progress claims must show the reference Contract and Task numbers. Toutes les factures doivent indiquer les numéros du contrat et de la tâche.		Contract no. – N° du contrat Task no. – N° de la tâche
Amendment no. – N° de la modification	Increase/Decrease – Augmentation/Réduction	Previous value – Valeur précédente
To – À Delivery location – Expédiez à Delivery/Completion date – Date de livraison/d'achèvement	<p>TO THE CONTRACTOR</p> <p>You are requested to supply the following services in accordance with the terms of the above reference contract. Only services included in the contract shall be supplied against this task.</p> <p>Please advise the undersigned if the completion date cannot be met. Invoices/progress claims shall be prepared in accordance with the instructions set out in the contract.</p> <p>À L'ENTREPRENEUR</p> <p>Vous êtes prié de fournir les services suivants en conformité des termes du contrat mentionné ci-dessus. Seuls les services mentionnés dans le contrat doivent être fournis à l'appui de cette demande.</p> <p>Prière d'aviser le signataire si la livraison ne peut se faire dans les délais prescrits. Les factures doivent être établies selon les instructions énoncées dans le contrat.</p> <div style="text-align: right; margin-top: 20px;"> _____ Date </div> <div style="text-align: right; margin-top: 10px;"> _____ for the Department of National Defence pour le ministère de la Défense nationale </div>	
Contract item no. N° d'article du contrat	Services	Cost Prix
	GST/HST TPS/TVH	
	Total	
<p>APPLICABLE ONLY TO PWGSC CONTRACTS: The Contract Authority signature is required when the total value of the DND 626 exceeds the threshold specified in the contract.</p> <p>NE S'APPLIQUE QU'ÀUX CONTRATS DE TPSGC : La signature de l'autorité contractante est requise lorsque la valeur totale du formulaire DND 626 est supérieure au seuil précisé dans le contrat.</p> <div style="text-align: right; margin-top: 20px;"> _____ for the Department of Public Works and Government Services pour le ministère des Travaux publics et services gouvernementaux </div>		

**Instructions for completing
DND 626 - Task Authorization**

Contract no.
Enter the PWGSC contract number in full.

Task no.
Enter the sequential Task number.

Amendment no.
Enter the amendment number when the original Task is amended to change the scope or the value.

Increase/Decrease
Enter the increase or decrease total dollar amount including taxes.

Previous value
Enter the previous total dollar amount including taxes.

To
Name of the contractor.

Delivery location
Location where the work will be completed, if other than the contractor's location.

Delivery/Completion date
Completion date for the task.

for the Department of National Defence
Signature of the DND person who has delegated Authority for signing DND 626 (level of authority based on the dollar value of the task and the equivalent signing authority in the PAM 1.4). **Note:** the person signing in this block ensures that the work is within the scope of the contract, that sufficient funds remain in the contract to cover this task and that the task is affordable within the Project/Unit budget.

Services
Define the requirement briefly (attach the SOW) and identify the cost of the task using the contractor's quote on the level of effort. The Task must use the basis of payment stipulated in the contract. If there are several basis of payment then list here the one(s) that will apply to the task quote (e.g. milestone payments; per diem rates/labour category hourly rates; travel and living rates; firm price/ceiling price, etc.). All the terms and conditions of the contract apply to this Task Authorization and cannot be ignored or amended for this task. Therefore it is not necessary to restate these general contract terms and conditions on the DND 626 Task form.

Cost
The cost of the Task broken out into the individual costed items in **Services**.

GST/HST
The GST/HST cost as appropriate.

Total
The total cost of the task. The contractor may not exceed this amount without the approval of DND indicated on an amended DND 626. The amendment value may not exceed 50% (or the percentage for amendments established in the contract) of the original value of the task authorization. The total cost of a DND 626, including all amendments, may not exceed the funding limit identified in the contract.

Applicable only to PWGSC contracts
This block only applies to those Task Authorization contracts awarded by PWGSC. The contract will include a specified threshold for DND sole approval of the DND 626 and a percentage for DND to approve amendments to the original DND 626. Tasks that will exceed these thresholds must be passed to the PWGSC Contracting Authority for review and signature prior to authorizing the contractor to begin work.

Note:
Work on the task may not commence prior to the date this form is signed by the DA Authority - for tasks within the DND threshold; and by both DND and PWGSC for those tasks over the DND threshold.

**Instructions pour compléter le formulaire
DND 626 - Autorisation des tâches**

N° du contrat
Inscrivez le numéro du contrat de TPSGC en entier.

N° de la tâche
Inscrivez le numéro de tâche séquentiel.

N° de la modification
Inscrivez le numéro de modification lorsque la tâche originale est modifiée pour en changer la portée.

Augmentation/Réduction
Inscrivez le montant total de l'augmentation ou de la diminution, y compris les taxes.

Valeur précédente
Inscrivez le montant total précédent, y compris les taxes.

À
Nom de l'entrepreneur.

Expédiez à
Endroit où le travail sera effectué, si celui-ci diffère du lieu d'affaires de l'entrepreneur.

Date de livraison/d'achèvement
Date d'achèvement de la tâche.

pour le ministère de la Défense nationale
Signature du représentant du MDN auquel on a délégué le pouvoir d'approbation en ce qui a trait à la signature du formulaire DND 626 (niveau d'autorité basé sur la valeur de la tâche et le signataire autorisé équivalent mentionné dans le MAA 1.4). **Note :** la personne qui signe cette attache de signature confirme que les travaux respectent la portée du contrat, que suffisamment de fonds sont prévus au contrat pour couvrir cette tâche et que le budget alloué à l'unité ou pour le projet le permet.

Services
Définissez brièvement le besoin (joignez l'ET) et établissez le coût de la tâche à l'aide de la soumission de l'entrepreneur selon le niveau de difficulté de celle-ci. Les modalités de paiement stipulées dans le contrat s'appliquent à la tâche. Si plusieurs d'entre elles sont prévues, énumérez ici celle/celles qui s'appliqueront à la soumission pour la tâche à accomplir (p.ex. acompte fondé sur les étapes franchies; taux quotidien ou taux horaire établi selon la catégorie de main-d'œuvre; frais de déplacement et de séjour; prix fixe ou prix plafond; etc.). Toutes les modalités du contrat s'appliquent à cette autorisation de tâche et ne peuvent être négligées ou modifiées quant à la tâche en question. Il n'est donc pas nécessaire de répéter ces modalités générales afférentes au contrat sur le formulaire DND 626.

Prix
Mentionnez le coût de la tâche en le répartissant selon les frais afférents à chaque item mentionné dans la rubrique **Services**.

TPS/TVH
Mentionnez le montant de la TPS/TVH, s'il y a lieu.

Total
Mentionnez le coût total de la tâche. L'entrepreneur ne peut dépasser ce montant sans l'approbation du MDN, formulaire DND 626 modifié à l'appui. Le coût de la modification ne peut pas être supérieur à 50 p. 100 du montant initial prévu dans l'autorisation de tâche (ou au pourcentage prévu dans le contrat pour les modifications). Le coût total spécifié dans le formulaire DND 626, y compris toutes les modifications, ne peut dépasser le plafond de financement mentionné dans le contrat.

Ne s'applique qu'aux contrats de TPSGC
Le présent paragraphe s'applique uniquement aux autorisations de tâche accordées par TPSGC. On inscrira dans le formulaire DND 626 un plafond précis qui ne pourra être approuvé que par le MDN et un pourcentage selon lequel le MDN pourra approuver des modifications au formulaire DND 626 original. Les tâches dont le coût dépasse ces plafonds doivent être soumises à l'autorité contractante de TPSGC pour examen et signature avant qu'on autorise l'entrepreneur à débiter les travaux.

Note :
Les travaux ne peuvent commencer avant la date de signature de ce formulaire par le responsable du MDN, pour les tâches dont le coût est inférieur au plafond établi par le MDN, et par le MDN et TPSGC pour les tâches dont le coût dépasse le plafond établi par le MDN.