



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

## REQUEST FOR PROPOSAL DEMANDE DE PROPOSITION

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

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

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

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

**Comments - Commentaires**

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

**Issuing Office - Bureau de distribution**

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

<b>Title - Sujet</b> Cleaning Services - MacDonald House	
<b>Solicitation No. - N° de l'invitation</b> EP899-162020/A	<b>Date</b> 2016-04-06
<b>Client Reference No. - N° de référence du client</b> EP899-16-2020	
<b>GETS Reference No. - N° de référence de SEAG</b> PW-\$PWA-104-5388	
<b>File No. - N° de dossier</b> PWA-5-74180 (104)	<b>CCC No./N° CCC - FMS No./N° VME</b>
<b>Solicitation Closes - L'invitation prend fin</b> <b>at - à 02:00 PM</b> <b>on - le 2016-05-17</b>	<b>Time Zone</b> <b>Fuseau horaire</b> Atlantic Daylight Saving Time ADT
<b>F.O.B. - F.A.B.</b> <b>Plant-Usine:</b> <input type="checkbox"/> <b>Destination:</b> <input checked="" type="checkbox"/> <b>Other-Autre:</b> <input type="checkbox"/>	
<b>Address Enquiries to: - Adresser toutes questions à:</b> Nowakowski, Leanne	<b>Buyer Id - Id de l'acheteur</b> pwa104
<b>Telephone No. - N° de téléphone</b> (902) 496-5377 ( )	<b>FAX No. - N° de FAX</b> (902) 496-5016
<b>Destination - of Goods, Services, and Construction:</b> <b>Destination - des biens, services et construction:</b> DEPARTMENT OF PUBLIC WORKS AND GOVERNMENT SERVICES CANADA SEE HEREIN HALIFAX NOVA SCOTIA B3J 3C9 Canada	

**Instructions: See Herein**

**Instructions: Voir aux présentes**

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

## TABLE OF CONTENTS

<b>PART 1 - GENERAL INFORMATION .....</b>	<b>2</b>
1.1 STATEMENT OF WORK.....	2
1.2 DEBRIEFINGS .....	2
1.3 TRADE AGREEMENTS .....	2
<b>PART 2 - BIDDER INSTRUCTIONS .....</b>	<b>2</b>
2.1 STANDARD INSTRUCTIONS, CLAUSES AND CONDITIONS .....	2
2.2 SUBMISSION OF BIDS .....	2
2.3 FORMER PUBLIC SERVANT .....	2
2.4 ENQUIRIES - BID SOLICITATION .....	4
2.5 APPLICABLE LAWS.....	4
<b>PART 3 - BID PREPARATION INSTRUCTIONS .....</b>	<b>4</b>
3.1 BID PREPARATION INSTRUCTIONS .....	4
<b>PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION .....</b>	<b>5</b>
4.1 EVALUATION PROCEDURES .....	5
4.2 BASIS OF SELECTION – MANDATORY TECHNICAL CRITERIA .....	5
<b>PART 5 – CERTIFICATIONS AND ADDITIONAL INFORMATION .....</b>	<b>5</b>
5.1 CERTIFICATIONS REQUIRED WITH THE BID .....	6
5.2 CERTIFICATIONS PRECEDENT TO CONTRACT AWARD AND ADDITIONAL INFORMATION.....	6
<b>PART 6 - RESULTING CONTRACT CLAUSES .....</b>	<b>7</b>
6.1 SECURITY REQUIREMENTS .....	7
6.2 STATEMENT OF WORK.....	7
6.4 TERM OF CONTRACT .....	7
6.5 AUTHORITIES .....	7
6.6 PROACTIVE DISCLOSURE OF CONTRACTS WITH FORMER PUBLIC SERVANTS .....	8
6.7 PAYMENT .....	8
6.8 INVOICING INSTRUCTIONS .....	9
6.9 CERTIFICATIONS.....	9
6.10 APPLICABLE LAWS.....	9
6.11 PRIORITY OF DOCUMENTS .....	9
6.12 INSURANCE REQUIREMENTS .....	10
<b>ANNEX A - STATEMENT OF WORK .....</b>	<b>11</b>
<b>ANNEX B – BASIS OF PAYMENT .....</b>	<b>12</b>

## **PART 1 - GENERAL INFORMATION**

### **1.1 Statement of Work**

The Work to be performed is detailed under Article 6.2 of the resulting contract clauses.

### **1.2 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.

### **1.3 Trade Agreements**

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).

## **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. (<https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual>)

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

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

### **2.2 Submission of Bids**

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

### **2.3 Former Public Servant**

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

### **Definitions**

For the purposes of this clause, "former public servant" is any former member of a department as defined in the [Financial Administration Act](#), R.S., 1985, c. F-11, a former member of the Canadian

Armed Forces or a former member of the Royal Canadian Mounted Police. A former public servant may be:

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

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

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

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

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

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

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

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

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

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

If so, the Bidder must provide the following information:

- a. name of former public servant;
- b. conditions of the lump sum payment incentive;
- c. date of termination of employment;

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

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

## **2.4 Enquiries - Bid Solicitation**

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

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

## **2.5 Applicable Laws**

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

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

# **PART 3 - BID PREPARATION INSTRUCTIONS**

## **3.1 Bid Preparation Instructions**

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

- Section I: Technical Bid (one (1) hard copy)
- Section II: Financial Bid (one (1) hard copy)
- Section III: Certifications (one (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 fiber 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 explain and demonstrate how they propose to meet the requirements and how they will carry out the Work.

#### **Section II: Financial Bid**

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

#### **Section III: Certifications**

Bidders must submit the certifications required under Part 5.

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

#### **4.1 Evaluation Procedures**

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

##### **4.1.1 Financial Evaluation**

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

Bidders must submit their financial bid in accordance with Annex B, Basis of Payment.

#### **4.2 Basis of Selection – Mandatory Technical Criteria**

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

### **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 provided 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](#) 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 Security Requirements**

**6.1.1** There is no security requirement applicable to this Contract.

### **6.2 Statement of Work**

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

### **6.3 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.

#### **6.3.1 General Conditions**

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

### **6.4 Term of Contract**

#### **6.4.1 Period of the Contract**

The period of the Contract is from July 1 2016 to June 30 2018.

#### **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 one (3) additional one (1) year period 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 ten (10) 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.

### **6.5 Authorities**

#### **6.5.1 Contracting Authority**

The Contracting Authority for the Contract is:

Name: Leanne Nowakowski  
Title: Supply Specialist  
Public Works and Government Services Canada  
Acquisitions Branch  
Telephone: (902) 496-5377  
Facsimile: (902) 496-5016



E-mail address: [leanne.nowakowski@pwgsc.gc.ca](mailto:leanne.nowakowski@pwgsc.gc.ca)

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

### 6.5.2 Project Authority

The Project Authority for the Contract is: **To be announced upon Contract Award.**

Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Organization: \_\_\_\_\_  
Address: \_\_\_\_\_

Telephone : \_\_\_\_\_  
Facsimile: \_\_\_\_\_  
E-mail address: \_\_\_\_\_

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

### 6.5.3 Contractor's Representative

Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Organization: \_\_\_\_\_  
Address: \_\_\_\_\_

Telephone : \_\_\_\_\_  
Facsimile: \_\_\_\_\_  
E-mail address: \_\_\_\_\_

## 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

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

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

#### **6.7.2 Monthly Payments**

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.

#### **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.
2. Each invoice must be supported by:
  - a. a copy of time sheets to support the time claimed;
3. 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.
  - b. One (1) copy must be forwarded to the Contracting Authority identified under the section entitled "Authorities" of the Contract.

#### **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 Nova Scotia.

#### **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 2010C (2015-09-03), General Conditions - Services (Medium Complexity);
- (d) Annex A, Statement of Work;
- (d) Annex B, Basis of Payment
- (e) Annex C, Security Requirements Check List; and
- (f) the Contractor's bid dated \_\_\_\_\_ or , as amended on \_\_\_\_\_ .

#### **6.12 Insurance Requirements**

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.

## **ANNEX A - STATEMENT OF WORK**

Attached.

## ANNEX B – BASIS OF PAYMENT

The Contractor will be paid a firm unit price in Canadian dollars, the Goods and Services Tax or the Harmonized Sales Tax excluded.

### Contract Period (July 1, 2016 – June 30, 2018)

Description	\$ / Month	Months	Total Cost
For the provision of Janitorial Services in accordance with Annex A, Statement of Work:	\$ _____	X 24	\$ _____

### Optional Period (July 1, 2018 – June 30, 2019)

Description	\$ / Month	Months	Total Cost
For the provision of Janitorial Services in accordance with Annex A, Statement of Work:	\$ _____	X 12	\$ _____

**Total Evaluated Price:**  
**(Contract Period + Optional Period)**

\$ \_\_\_\_\_

**CLEANING SERVICES**

**PWGSC – CBO**

**77 Kings Road, MacDonald House, Sydney, Nova Scotia**

- 1. General**
1. The work described in these specifications is for the cleaning of premises managed by Public Works and Government Services Canada, Cape Breton Operations, known as 77 Kings Road, MacDonald House building Sydney, Nova Scotia . Work shall be performed with minimum disturbance to building occupants.
  2. The space is 605 m<sup>2</sup> of office space including: five single washrooms (5 m<sup>2</sup> each) and three kitchenettes. There is janitorial storage on site.
  3. The services are to be completed between the hours of 4:30pm and 7:00am Monday to Friday, or on Saturday or Sunday at any time. Services are not required on Statutory Holidays, as determined in the Province of NS.
  4. The contractor shall carry out the work hereinafter described in the suite known as Business Cape Breton offices and Upper Level Suite (new addition).

## **2. Scope of Work**

### **Three Times Per Week**

- Vacuum, clean the entire floor area, including any stairways. Remove stains, gum and other foreign material.
- Damp mop all floor areas including hallways and stairways. Re-polish floors as required.
- Vacuum and spot clean carpet areas as they become necessary. Contractor to use reasonable and professional judgment to determine necessity or when requested by tenant or Facility Manager.
- Dust desks, tables, counters, cabinets, chairs, window ledges, telephones, machines, radiators, glass.
- Clean front entrance door glass (both sides) with an approved cleaning solution to prevent from streaking or other visible obstructions.
- Wash and disinfect all washroom and kitchen floors, fixtures, floors and partitions. Clean mirrors, glass.
- Supply, install and replenish paper towels, toilet tissue and soap.
- Empty all waste baskets.

### **Weekly**

- Wash and polish counter tops.
- Spot clean walls as required.
- Dust all air ventilation diffusers.

### **Monthly**

- Scrub all floor areas with electric scrubbers.

### **Quarterly**

- Vacuum, wash, wax, and polish all floors \*
- Wash washroom walls.
- Clean interior of fire hose cabinets.
- Clean and/or polish fire extinguishers
- Clean both sides of cabinet door glass.
- Vacuum and hand clean window blinds and interior door blinds thoroughly.

**\*Note: Inclement weather conditions and other circumstances will, at times, necessitate additional floor cleaning. The Contractor will do so without additional cost or being specifically requested.**

### **Annually**

- Wash all interior walls
- Strip tile floors and reseal with recommended sealer.
- Clean all light fixtures, including light bulbs and fluorescent tubes.
- Convectors, vents and heating and return air grills, must be vacuumed at start of heating season.



- Move furniture and wash or vacuum floors beneath and wall behind.

### **3. Other Duties**

- Report any and all maintenance repairs required to the Facility Manager, such as faulty plumbing, and all other.
- Answer correspondence and complete reports regarding the maintenance and operation of the building, on request of the Facility Manager.
- The contractor is responsible for the security of the building during times occupied by contractor to the extent of ensuring doors and windows are locked and alarm systems set prior to leaving the premises.

### **4. Grounds**

Work to the exterior grounds of the building is not part of the contractor's work.

### **5. Materials & Equipment**

The contractor is to supply all cleaning materials, such as detergent, disinfectants, rags, mops, and buckets. The contractor will supply cleaning equipment such as vacuums, polishers, and all other necessary equipment and material required to adequately perform the work. As the Government of Canada is committed to using low environmental impact building materials in its facilities, the contractor is encouraged to use environmentally-friendly materials with high recycled content and products which are produced with minimal impact on the environment.

The contractor will supply all paper towels, hand soap, toilet paper to be consumed by building tenants.

### **6. Health and Safety**

- The contractor shall comply with laws, ordinances, rules and regulations relating to the work and to the preservation of the Occupational Health and Safety Act and associated regulations under the law in the Province of Nova Scotia prior to the commencement of the Work and throughout the duration of the contract.
- The contractor shall not employ at the location any unfit person or anyone not skilled in the work assigned to them.
- The department/agency has authority to stop the progress of the work in an emergency affecting or threatening the safety of life. He/she has authority to stop the progress of the

work, make changes and order such work extra to the Contract as, in his opinion, may be necessary.

- The contractor shall comply and provide a safety certificate of recognition issued jointly by the Workers' Compensation Board (WCB).
- The contractor shall comply and provide an approved valid letter of good standing from an occupational health and safety organization approved by the WCB. For a list of Workers' Compensation Board approved audit service providers, see [www.wcb.ns.ca](http://www.wcb.ns.ca).
  - The contractor shall provide evidence of an account with the Workers' Compensation Board, coverage under the Worker's Compensation Act, R.S.N.S. and a Clearance letter indicating the contractor and/or subcontractor are in good standing.

## 2. Use of Consistent Categorizations across all Regions

The intent of the JSNS is that it be applied consistently in all regions (including the National Capital Region) for the procurement of janitorial services.

The JSNS will provide a structured approach to meet clients' janitorial services requirements in a consistent manner, while at the same time ensuring maximum competition and access to suppliers. Under the JSNS, clients will be able to develop janitorial services requirements, by selecting appropriate tasks from pre-established "CORE" and "OPTIONAL" task lists.

The lists below identify the "CORE", "OPTIONAL" as well as services considered "EXCLUDED" under the JSNS.

### **CORE TASKS**

- Floor and stairway maintenance:
  - Sweeping
  - Damp and Wet Mopping
  - Spray Buffing
  - Scrubbing / Stripping / Cleaning
  - Application of Wax or Floor Finish
- Carpets and rugs:
  - Vacuuming and / or Carpet Sweeping
- Trash Removal (emptying of small office garbage cans / receptacles)
- Dusting
- Washroom cleaning and servicing
  - Trash removal
  - Empty sanitary receptacles
  - Disinfecting fixtures
  - Replenishing dispensers of supplies
- Drinking fountains cleaning
- Elevator cleaning
- Wall cleaning

### **OPTIONAL TASKS**

- Bulb Replacement – Relamping
- High dusting (>3m)
- Exterior Litter Pickup (within 20' of building areas)
- Exterior Sweeping (within 20' of building areas)
- Exterior ash tray or urn emptied, cleaned and in place
- Snow removal (cleared of snow and ice within 10 feet of entrance doors)
- Light fixture cleaning
- Surface cleaning of overhead pipes
- Interior window cleaning
- Clean up of biological residues (eg. vomit, urine, etc.)
- Carpet Cleaning (i.e. steam cleaning)



## **Annex B - Minimum Cleaning Standards for Janitorial Services Requirements**

## DEFINITION OF TERMS

The definition of terms and quality standards described in this document for janitorial services core tasks and optional tasks must be strictly adhered to. All inspections made by the client will be rated according to these quality standards.

**Routine Cleaning** means cleaning operations which are specified to be performed monthly or more frequently such as weekly or daily.

**Scheduled Operations** means cleaning operations which are specified to be performed less frequently than monthly such as every two months, three times a year, quarterly, semi-annually or annually.

**Project Cleaning** means cleaning operations which are specified to be performed only when ordered by the client.

**Flight of Stairs** includes steps and risers situated between two floor levels including landing(s).

**Materials** include, but are not limited to, toilet tissue, paper hand towels, hand soap, deodorant blocks, hand sanitizer, plastic bags and sani-bags, as required for the performance of the work, in addition to the supplies necessary for the physical cleaning of the building(s).

**Trash** includes the contents of ashtrays, waste receptacles, sand urns and sani-cans. Also paper clips, paper, mop strings, pins, staples and discarded items on the floor or furniture.

**High Traffic Areas** includes entrance lobbies, elevator lobbies, corridors and traffic aisles in open office space.

## QUALITY STANDARDS

The Supplier must meet the following standards:

### 1. **Cleaning: General**

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

### 2. **Spot Cleaning**

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

### 3. **Sweeping**

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

### 4. **Cleaning with a Hose**

- a. All areas must be clean of dirt, mud and debris with no water ponding as a result of the cleaning with a hose.
  - b. Equipment is removed and stored immediately after use.
- 5. Dust Mopping**
- a. All floor areas including open areas and flooring around furniture legs and into corners must be free of debris and dust film.
- 6. Damp Mopping**
- a. Floor areas including open areas and flooring around furniture legs and into corners must be clean and free of surface stains, soil, mop streaks, loose mop strands and water spotting.
  - b. The supplier must sweep or dry mop the area immediately before damp mopping.
  - c. The supplier must start damp mopping with clean water and mop.
  - d. Walls, baseboards and other surfaces must be free of splash marks.
- 7. Wash Floors**
- a. All standards outlined in "Damp Mopping" apply.
  - b. In addition, surfaces must be rinsed free of cleaning solution after floors are washed.
  - c. All areas must be free of dirt, stains, splashing, cleaning chemical and water accumulations as well as scuff marks.
- 8. Machine Scrubbing**
- a. All areas must be free of dirt, stains, scuff marks, splashing, cleaning chemical and water accumulations.
  - b. Corners and other areas not accessible to a mechanical floor scrubber must be scrubbed manually.
- 9. Spray Buffing**
- a. Following spray buffing, all areas must present an overall appearance of cleanliness, have a bright shine through out and be free of debris and dust.
  - b. Spills, scuffs and stains must be removed prior to spray buffing.
- 10. Scrub and Refinish**
- a. Supplier must apply all performance standards as with "Machine Scrubbing".
  - b. In addition, supplier must apply one coat of finish compatible with existing finish.
  - c. As a result of the "Scrub and Refinish", all areas must present an overall appearance of cleanliness free of scuffs and stains, have a bright shine and be free of debris and dust once the "Scrub and Refinish" is complete.
- 11. Strip and Refinish**
- a. Supplier must apply all performance standards as with "Scrub and Refinish".
  - b. All old finish must be removed and all residual stripper chemical cleaned away.
  - c. New finish must be applied to all portions of the floors.
  - d. Refinish must include 2 coats of finishing material ( wax, etc.).

- e. All areas must be clean and clear of all stains, blemishes and dirt, and have a consistent shine free of scrapes and marks once the "Strip and Refinish" is complete.
- 12. Vacuuming**
- a. All carpet surfaces must have an overall appearance of cleanliness and must be free of visible dust, dirt and grit.
  - b. A power head must be used. Vacuums must be 2 motor design (1 for suction, 1 for power head).
- 13. Stain Removal**
- a. All carpets and walk-away mats must have no visible stains or discoloration after stain removal operation.
  - b. Where stain removal involves wetting of a hard surface floor, caution signs must be in place around affected work area.
- 14. Hot Water Extraction**
- a. All carpets and walk-away mats must be clean and free of accumulated dust and dirt and stain as a result of Hot Water Extraction.
  - b. Areas must be cleaned to walls and corners.
- 15. Damp Wiping**
- a. Surfaces must be free of dust, stains, streaks and water spotting following damp wiping.
  - b. Wiping cloths must be rinsed frequently and free of stains and odors.
  - c. Feather dusters are not acceptable.
- 16. Glass and Mirror Cleaning**
- a. All glass must be clean on both sides and free of streaks and finger marks.
  - b. Adjacent areas including frames, casing and ledges must be free of water spotting, splash marks and streaks.
- 17. High dusting**
- a. All surfaces must be free of dust.
  - b. High dusting must be effected using either damp rag wiping or vacuuming. The method will be specified by the client.
  - c. Dust must be contained and prevented from floating freely in the air during operation.
- 18. Clean and Disinfect**
- a. Client-approved, commercial disinfectant cleaner must be used.
  - b. Manufacturer's instructions must be followed for best results.
  - c. All surfaces cleaned and disinfected must be rinsed clean of residual disinfectant.