



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 1650, 635 8th Ave. S.W.
Calgary
Alberta
T2P 3M3
Bid Fax: (403) 292-5786

**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

THIS DOCUMENT CONTAINS A SECURITY
REQUIREMENT

Title - Sujet Janitorial, Hugh Cairns Armoury	
Solicitation No. - N° de l'invitation W2585-151510/A	Date 2016-04-13
Client Reference No. - N° de référence du client W2585-151510	
GETS Reference No. - N° de référence de SEAG PW-\$CAL-134-6456	
File No. - N° de dossier CAL-5-38117 (134)	CCC No./N° CCC - FMS No./N° VME
Solicitation Closes - L'invitation prend fin at - à 02:00 PM on - le 2016-05-24	
Time Zone Fuseau horaire Mountain Daylight Saving Time MDT	
F.O.B. - F.A.B. Plant-Usine: <input type="checkbox"/> Destination: <input checked="" type="checkbox"/> Other-Autre: <input type="checkbox"/>	
Address Enquiries to: - Adresser toutes questions à: Kuzyshyn, Oksana M.	Buyer Id - Id de l'acheteur cal134
Telephone No. - N° de téléphone (403) 613-3037 ()	FAX No. - N° de FAX (403) 292-5786
Destination - of Goods, Services, and Construction: Destination - des biens, services et construction: Department of National Defence 17 Wing Dundurn Detachment Camp Dundurn Dundurn, SK S0K 1K0	

Instructions: See Herein

Instructions: Voir aux présentes

Vendor/Firm Name and Address

**Raison sociale et adresse du
fournisseur/de l'entrepreneur**

Issuing Office - Bureau de distribution

Public Works and Government Services Canada/Travaux
publics et Services gouvernementaux Canada
Room 1650, 635 8th Ave. S.W.
Calgary
Alberta
T2P 3M3

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 Security Requirements

1. Before award of a contract, the following conditions must be met:
 - (a) the Bidder must hold a valid organization security clearance as indicated in Part 6 - Resulting Contract Clauses;
 - (b) the Bidder's proposed individuals requiring access to classified or protected information, assets or sensitive work sites must meet the security requirements as indicated in Part 6 - Resulting Contract Clauses;
 - (c) the Bidder must provide the name of all individuals who will require access to classified or protected information, assets or sensitive work sites;
2. Bidders are reminded to obtain the required security clearance promptly. Any delay in the award of a contract to allow the successful Bidder to obtain the required clearance will be at the entire discretion of the Contracting Authority.
3. For additional information on security requirements, Bidders should refer to the [Industrial Security Program \(ISP\)](http://ssi-iss.tpsgc-pwgsc.gc.ca/index-eng.html) of Public Works and Government Services Canada (<http://ssi-iss.tpsgc-pwgsc.gc.ca/index-eng.html>) website.

1.2 Statement of Work

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

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.

1.4 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) (<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](#) (2016-04-04), Standard Instructions - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the bid solicitation.

Subsection 5.4 of 2003 (2016-04-04), Standard Instructions - Goods or Services - Competitive Requirements, is amended as follows:

Delete: 60 days
Insert: 120 days

2.1.1 **SACC Manual Clauses**

B1000T (2014-06-26), Condition of Material

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 fifteen (15) 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 Alberta.

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 Mandatory Site Visit

It is mandatory that the Bidder or a representative of the Bidder visit the work site. Arrangements have been made for the site visit to be held at the **Hugh Cairns Armoury - 980 IDYLWYLD DR.**, Saskatoon SK on **4 May 2016**. The site visit will begin at **13:00 CST**.

Bidders must communicate with the Contracting Authority no later than 2 May 2016 at 14:00 hrs 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 (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 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 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.

3.1.1 Electronic Payment of Invoices – Bid

If you are willing to accept payment of invoices by Electronic Payment Instruments, complete Annex F - Electronic Payment Instruments, to identify which ones are accepted.

If Annex F - Electronic Payment Instruments is not completed, it will be considered as if Electronic Payment Instruments are not being accepted for payment of invoices.

Acceptance of Electronic Payment Instruments will not be considered as an evaluation criterion.

3.1.2 Exchange Rate Fluctuation

C3011T (2013-11-06), Exchange Rate Fluctuation

Section III: Certifications

Bidders must submit the certifications and additional information required under Part 5.

PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

4.1 Evaluation Procedures

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

4.1.1 Technical Evaluation

4.1.1.1 Mandatory Technical Criteria

The bid must meet **ALL** the mandatory technical criteria specified below. The Bidder must provide the necessary documentation to support compliance with this requirement.

Where the Bidder is asked to “**certify**”, the Bidder must sign on the line provided below each item.

Bids which fail to meet **ALL** the mandatory technical criteria specified below and are not certified by the Bidder, will be declared non-responsive. Each mandatory technical criterion should be addressed separately.

	MANDATORY CRITERIA	COMPLIANCE	
		YES	NO
1.	Materials must comply with latest CGSB C-98-009-002/mf-002 or equivalent.		
2.	Bidders must attend the mandatory site visit as detailed in the bid solicitation.		
3.	Security Clearance of Designated Organization Screening, at bid closing, in accordance with Part 6, Security Requirements.		
4.	Bidder must certify that all cleaning staff will hold a valid WHMIS certification throughout the life of the contract. Signature: _____		
5.	Bidder must certify that MSDS sheets will be made available to the cleaning staff. Signature: _____		
6.	The Bidder must provide evidence of its experience and past performance in accordance with Annex D.		
7.	Submission of a Firm Price/Rate for all items listed in bid solicitation – Annex B		
8.	The Bidder shall provide the Contract Financial Security Requirements should a contract be awarded.		

4.1.2 Financial Evaluation

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

Prices quoted will be multiplied by the estimated usage. This will be performed for all periods and the subtotals will be added together to arrive at the total evaluated bid price.

The pricing for each item as listed in Annex B – Basis of Payment will be multiplied by its respective estimated usage to arrive at an extended price per item. For each year, the total price for each item will be added together to arrive at the Total Evaluated Price, as follows:

$(\text{Sum of A3}) + (\text{Sum of B3}) + (\text{Sum of C3}) + (\text{Sum of D3}) + (\text{Sum of E3}) = \text{Total Evaluated Price}$

4.2 Basis of Selection

4.2.1 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. Unless specified otherwise, 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 Integrity Provisions - Declaration of Convicted Offences

In accordance with the *Ineligibility and Suspension Policy* (<http://www.tpsgc-pwgsc.gc.ca/ci-if/politique-policy-eng.html>), the Bidder must provide with its bid the required documentation, as applicable, 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 – Required Documentation

In accordance with the *Ineligibility and Suspension Policy* (<http://www.tpsgc-pwgsc.gc.ca/ci-if/politique-policy-eng.html>), the Bidder must provide the required documentation, as applicable, to be given further consideration in the procurement process.

5.2.2 Federal Contractors Program for Employment Equity - Bid Certification

By submitting a bid, the Bidder certifies that the Bidder, and any of the Bidder's members if the Bidder is a Joint Venture, is not named on the Federal Contractors Program (FCP) for employment equity "FCP Limited Eligibility to Bid" list available at the bottom of the page of the [Employment and Social Development Canada \(ESDC\) - Labour's website](http://www.esdc.gc.ca/en/jobs/workplace/human_rights/employment_equity/federal_contractor_program.page?&_ga=1.229006812.1158694905.1413548969) (http://www.esdc.gc.ca/en/jobs/workplace/human_rights/employment_equity/federal_contractor_program.page?&_ga=1.229006812.1158694905.1413548969).

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

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

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>) issued by Public Works and Government Services Canada.

6.3.1 General Conditions

2010C (2016-04-04), 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 date of issue to 30 April 2019 inclusive.

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 two (2) additional one (1) year period(s) from 1 May 2019 to 30 April 2020 and 1 May 2020 to 30 April 2021 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 sixty (60) 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:

Oksana Kuzyshyn
Procurement Officer
Public Works and Government Services Canada
Acquisitions Branch, Western Region
Suite 1650, 635 8th Ave SW
Calgary AB T2P 3M3

Telephone: 403-613-3037
Facsimile: 403-292-5786
E-Mail address: oksana.kuzyshyn@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 Project Authority

The Project Authority for the Contract is: **(TBD)**

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 (Bidder to complete)

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

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. 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 SACC Manual Clauses

A9117C T1204 (2207-11-30), Direct Request by Customer Department
C0711C (2008-05-12), Time Verification
H1008C (2008-05-12), Monthly Payment

6.7.3 Electronic Payment of Invoices – Contract (TBD)

The Contractor accepts to be paid using any of the following Electronic Payment Instrument(s):

- a. Visa Acquisition Card;
- b. MasterCard Acquisition Card;
- c. Direct Deposit (Domestic and International);
- d. Electronic Data Interchange (EDI);
- e. Wire Transfer (International Only);
- f. Large Value Transfer System (LVTS) (Over \$25M)

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. 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 and Additional Information

6.9.1 Compliance

Unless specified otherwise, the continuous compliance with the certifications provided by the Contractor in its bid or precedent to contract award, and the ongoing cooperation in providing additional information are conditions of the Contract and failure to comply will constitute the Contractor in default. Certifications are subject to verification by Canada during the entire period of the Contract.

6.10 Applicable Laws

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

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 (2016-04-04) Services (Medium Complexity);
- (c) Annex A, Statement of Work;
- (d) Annex B, Basis of Payment;
- (e) Annex C, Security Requirements Check List;
- (f) Annex D, Mandatory Requirement;
- (g) Annex E, Insurance; and
- (h) the Contractor's bid dated (TBD).

6.12 SACC Manual Clauses

A9062C (2011-05-16), Canadian Forces Site Regulations

B7500C (2006-06-16), Excess Goods

6.13 Contract Financial Security – Janitorial Services

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

6.14 Security Deposit Definition

SACC Manual clause E0008C (2014-09-25), Security Deposit Definition

6.15 Insurance – Specific Requirements

The Contractor must comply with the insurance requirements specified in Annex E. 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.

ANNEX A

STATEMENT OF WORK

1. SCOPE OF WORK

1.1. Department of Supply and Services contract documents shall be read in conjunction with this specification and shall apply to, and govern, all phases of the work covered.

2. CONDITION FOR MAINTAINING CONTRACT

- 2.1. The contractor shall provide sufficient cleaners to maintain the areas in an acceptable state of cleanliness.
- 2.2. The minimum age of cleaners shall be eighteen (18) years of age, the contractor shall not allow his employees to bring children to work areas.
- 2.3. The contractor shall not sub-contract out cleaning.
- 2.4. The contractor shall be responsible for ensuring that a physical and visual exterior check is made to ensure that all doors and windows are locked immediately after leaving the building. Recurring security infractions arising from failure to carry out this check will be cause for immediate termination of this contract.
- 2.5. The contractor shall ensure that all venetian blinds and cloth blinds are left in the quarter to one-half closed position during silent hours.
- 2.6. Exit and outside security lights only to be left on during silent hours unless otherwise designated.
- 2.7. The contractor will only take direction from the engineer.
- 2.8. The contractor shall direct all personnel to the Engineer who will deal with any requests or complaints about cleaning services.

3. SITE OF WORK

- 3.1. The building listed herein are situated in the City of Saskatoon.
- 3.2. Building to be cleaned is:

HUGH CAIRNS ARMOURY
980 Idylwyld Dr
Saskatoon, Saskatchewan

4. DEFINITION

- 4.1. The "Engineer" means the Detachment Construction Engineering Officer or his authorized representative.

5. WORK INCLUDED

5.1. GENERAL

5.1.1. The work under this contract comprises the furnishing of all Labour, material, and equipment required to complete the Cleaning services indicated for the building as listed in Annex A.

5.2. SPECIAL RESPONSIBILITIES

- 5.2.1. The contractor shall perform all services in an efficient, thorough, and professional manner to the satisfaction of the Engineer and in accordance with this agreement and Specification.
- 5.2.2. Cleaning staff will not disturb papers on desks.
- 5.2.3. Cleaning staff will not open drawers or cabinets.
- 5.2.4. Report to the Construction Engineering Section any malfunction of electrical, heating or plumbing equipment, or of any damages to the building.

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- 5.2.5. The contractor shall sign for and be responsible for all keys required for the performance of their work.
 - 5.2.6. The cleaning staff is responsible to clean/clear the sidewalk to the building for a distance of 3 M in from all entrances and exits.
 - 5.2.7. Cleaning staff shall restrict their smoking habits to designated areas and under no circumstances shall intoxicants be permitted in any area.
 - 5.2.8. Cleaning staff shall replace incandescent light bulbs that are located 3 meters or under in height from floor level.
6. FREQUENCY OF CLEANING
- 6.1. Frequency of cleaning may be increased or decreased to specified areas as deemed necessary because of increase or decrease in usage, weather conditions, temporary closure, or demolition of a specified area. Bidders are, therefore, to include unit price costs in their tenders for the various types of cleaning of areas to form a basis for negotiation if such an eventuality should arise.
7. WORK NOT INCLUDED
- 7.1. Exterior side of glazing or exterior perimeter walls, except where noted.
 - 7.2. Cleaning of computers, typewriters, teletypes, or any like machines and the table, stand or supports.
 - 7.3. Areas excluded as indicated on marked record plans.
 - 7.4. The mechanical, electrical, and transformer rooms are not included in this contract.
 - 7.5. Supply or storage rooms.
8. MATERIAL AND EQUIPMENT
- 8.1. All materials such as but not limited to, toilet paper, hand soap, paper toweling, sanibags, deodorant blocks, soaps, detergents, scouring materials, cleaning waxes, sealers shall be supplied by contractor and where applicable must comply with the latest specification of the Canadian General Specification Boards, or equal. All materials and methods must be suitable for the intended and shall not be harmful such surfaces. All materials shall be subject to Government Laboratory tests of samples taken from materials delivered to the site. Requests for acceptance of non-specified equipment or material shall be submitted in writing to Detachment Construction Engineering Officer, Canadian Forces Detachment Dundurn, Saskatchewan. S0K 1K0. The request must be supported with sufficient product information to enable the Engineer to make an assessment.
 - 8.2. The contractor shall supply all scrubbing machines, polishers, vacuums, ladders, etc., required to provide a complete janitorial service.
9. MATERIAL SUPPLIED BY DND
- 9.1. Sand required for sanding sidewalks and entrance steps.
 - 9.2. Incandescent bulbs.
10. IDENTIFICATION
- 10.1. Contractor is responsible to acquire temporary identification cards for his employees. When employment is ceased, the contractor shall turn in I.D. cards within 48 hours.
11. SUPERVISION
- 11.1. The contractor or his representative shall give personal and constant supervision to the work and be available on the site during the working day for consultation with the Engineer.
 - 11.2. The contractor or his representative shall make themselves available for a site meeting with the site authority once per week between 0800 and 1630 hours.
 - 11.3. The contractor or his representative shall conduct an inspection of the work site to ensure his personnel are performing their duties to the terms and conditions of the contract.

12. SCHEDULES

- 12.1. The contractor shall submit a proposed labour distribution and shift schedule to the Engineer showing the exact days that the cleaning schedule will be carried out. Any change or deviation by the contractor must be approved by the Engineer.

13. SERVICE PROVIDED

- 13.1. Locked storage space in buildings covered by the contract will be provided where space is available.
- 13.2. Electricity, hot and cold water required by the contractor in the execution of janitorial services will be provided by DND without charge.

14. TELEPHONE

- 14.1. To facilitate contact between the contractor and the Engineer, the contractor shall maintain a telephone manned continuously during normal work hours, 0800 to 1630 hours Monday to Friday, where he is to supply the Engineer with an emergency telephone number or numbers for direct emergency contact.

15. INSPECTIONS

- 15.1. Throughout the duration of their contract, the site authority's authorized representative shall conduct "as required" inspection tours of all facilities included under the terms of this contract. The contractor, or his authorized representative, shall accompany the site authority's representative on each inspection on one day's notice.

16. RELATED TASKS

- 16.1. When desks or other office furniture must be moved to facilitate shampooing carpet or other work under this contract, such movement of furniture shall be the contractor's responsibility including notification of occupants a week in advance to allow moving and storage time for papers, equipment and supplies.

17. DISPOSAL OF WASTES

- 17.1. All garbage to be collected in industrial type garbage bags.
- 17.2. Burying of rubbish and waste materials on site is not permitted.
- 17.3. Disposal of waste of volatile materials such as mineral spirits, oil or solvents into waterways, storm or sanitary sewers is prohibited.
- 17.4. All litter, waste paper and sweepings shall be deposited in a metal container provided outside the building by DND.

18. PERSONNEL

- 18.1. Supply list of names, addresses and phone numbers of cleaning staff employees to the site authority. Keep this list current.

19. MISHAPS

- 19.1. The contractor shall be responsible to repair or replace windows or other items damaged by his employees in the course of their janitorial duties.
- 19.2. It is the contractor's responsibility at time of contract award to examine the surfaces which are to be maintained in order to ascertain their condition and to bring to the site authority's attention, in writing, any defective surfaces.

20. PAYMENT TO THE CONTRACTOR

- 20.1. The contractor will submit invoices monthly. Payment will be made upon certification by the Inspector that the work has been performed in accordance with the specification. Certification that wages have been paid in accordance with The schedule to Labour Conditions must accompany the invoices.

21. FIRE SAFETY PLAN

21.1. Contractors and their personnel shall be familiar with this section and its requirements.

22. FIRE DEPARTMENT BRIEFING

22.1. The Engineer shall co-ordinate arrangements for the Contractor to be briefed on Fire Safety at their pre-work Conference by the Fire Chief before any work is commenced.

23. REPORTING FIRES

- 23.1. Know the location of nearest fire alarm box and telephone, including the emergency phone number.
- 23.2. Report immediately all fire incidents to the Fire Department as follows:
 - 23.2.1. Activate nearest fire alarm box; or
 - 23.2.2. Telephone 911
- 23.3. Person activating fire alarm box shall remain at the box to direct Fire Department to scene of fire, name or number of building, and be prepared to verify the location.

24. PERSONNEL SAFETY

24.1. Contractor to ensure that ALL CLEANING STAFF AT THIS FACILITY are Work Place Hazardous Material Information System (WHMIS) trained before starting work on DND premises.

25. INTERIOR AND EXTERIOR PROTECTION AND ALARM SYSTEM

- 25.1. Fire protection and alarm system shall not be:
 - 25.1.1. obstructed in any way
 - 25.1.2. shut off; or left inactive at the end of a working day or shift without modification and authorization from the Fire Chief.

26. RUBBISH AND WASTE MATERIALS

- 26.1. Rubbish and waste materials are to be kept to a minimum.
- 26.2. The burning of rubbish is prohibited.
- 26.3. Contents of ashtrays and all smoking material shall be deposited in a metal container equipped with a self-closing, tight fitting metal lid. These materials will not be picked up or dumped in the same containers as litter.
- 26.4. All rubbish shall be removed from the work site at the end of the work day or shift or as directed.
- 26.5. Janitor rooms and storage closets shall be kept clean, neat and tidy at all times. Mops and dusters that have been contaminated with furniture polish, wax or oil, shall be kept in closed metal containers to prevent spontaneous combustion.

27. FLAMMABLE LIQUIDS

- 27.1. The handling, storage, and use of flammable liquids are to be governed and guided by the current National Fire Code of Canada.
- 27.2. Flammable liquids such as varsol and paint thinner, may be kept for ready use in quantities not exceeding 45 litres provided they are store in approved safety cans bearing the underwriter's Laboratory of Canada or Factory Mutual Seal of Approval. Storage of quantities of flammable liquids exceeding 45 litres for work purposes, requires written permission of the Fire Chief.
- 27.3. Transfer of flammable liquids is prohibited within buildings.
- 27.4. Transfer of flammable liquids shall not be carried out in the vicinity of open flames or any type of heat producing devices.
- 27.5. Flammable liquids having flash point below 38° such as naphtha or gasoline shall not be used as solvents or cleaning agents.
- 27.6. Flammable waste liquids for disposal shall be stored in approved containers located in a safe ventilated area. Quantities are to be kept to a minimum and there shall be no burning or dumping permitted.

Solicitation No. - N° de l'invitation
W2585-151510/A
Client Ref. No. - N° de réf. du client
W2585-151510

Amd. No. - N° de la modif.
File No. - N° du dossier
CAL-5-38117

Buyer ID - Id de l'acheteur
cal134
CCC No./N° CCC - FMS No./N° VME

28. QUESTION OR CLARIFICATION

- 28.1. Any question or clarification of Fire Safety in addition to the above requirements shall be directed to and cleared by the Base Fire Chief through the Engineer.

ANNEX A

APPENDIX 1

1. SCOPE OF WORK GENERAL

- 1.1. All cleaning materials must be in accordance with the Canadian General Specifications Board and outlined in C-98-009-002/mf-002. All materials shall be subject to Government laboratory tests of samples taken from Materials delivered to site.
- 1.2. Materials and equipment required but not limited to, for the performance of the contract such as mopping tanks, scrubbing machines, floor machine, vacuum cleaners, brooms, mops (wet and dry), ladders, dusting cloths, pails, scrub brushes, cloths, scrapers, soaps, scouring materials, detergents, spray deodorants, disinfectants, polishing materials such as waxes and applicators, deodorant block, toilet/paper towels, hand soap shall be supplied by the contractor.

2. MANUFACTURER'S INSTRUCTION

- 2.1. Unless otherwise specified, comply with manufacturer's latest printed instructions for materials and installation methods.
- 2.2. Notify the Engineer in writing of any conflict between these specifications and the manufacturer's instructions. The Engineer will designate which document is to be followed.

3. DELIVERY AND STORAGE

- 3.1. Deliver, store and maintain packaged material and equipment with manufacturer's seals and labels intact.
- 3.2. Prevent damage, adulteration and soiling of material and equipment during delivery, handling and storage. Immediately remove rejected material and equipment from Site.
- 3.3. Store materials and equipment in accordance with supplier's instructions, any equipment not in top working condition shall be repaired or removed from the site within 24 hours.

4. SITE OF WORK

- 4.1. The work under this section covers the furnishing of all labour, materials, tools and equipment necessary to carry out the janitorial services to HUGH CAIRNS ARMOURY
- 4.2. In addition to the staff required for general cleaning in the Armoury maintain a staff as follows:
 - 4.2.1. day shift shall consist of sufficient staff for the cleaning of washrooms, hallways, offices, stores, lounges;
 - 4.2.2. cleaning staff shall be on site continuously during hours of cleaning. Cleaning shall be done from 0800 hrs to 1600hrs Monday to Friday .A member of the cleaning staff shall be on site continuously during that time or when designated by Engineer.

5. EXTERIOR

- 5.1. All ornamental iron work, metal entrance doors and push bars of the buildings shall be kept polished and thoroughly cleaned.
- 5.2. Keep glass in entrance doors clean on both sides.
- 5.3. Keep entrances, sidewalks and lawn clear of debris, such as paper, cartons, refuse and, etc.
- 5.4. Remove slush and sand accumulations around entrances to maintain a clean and tidy appearance.
- 5.5. Sidewalk and landing shall be swept clean.
- 5.6. Entrances, including emergency exits, and sidewalks shall be kept free of snow and ice accumulation and sanded or chemically treated to provide safe footing to a distance of 3 meters from building.

6. FLOORS-VINYL
 - 6.1. Floors to be swept using a dust control method. Damp or spot mop to remove marks from coffee spillage, smudges or other stains or gum, etc.
 - 6.2. Floors to be stripped, completely removing the existing floor finish. Floor finish accumulations under furniture, radiators, in corners and on baseboards, to be removed. Floors to be rinsed with clear water and two coats of non-Slip finish applied and buffed after each coat.
 - 6.3. Care to be taken to not allow cleaning solutions to sweep under furniture legs, file cabinets and partitions.

7. FLOORS – CONCRETE
 - 7.1. One coat of an approved sealant shall be applied , no waxing shall be permitted
 - 7.2. Floors shall be washed and scrubbed with an abrasive to remove all stains and other accumulated surface dirt.
 - 7.3. Floors shall be swept using a dust control method.

8. FLOORS – TERRAZZO, MOSAIC AND QUARRY TILE
 - 8.1. Floors shall be maintained by dusting and damp mopping.
 - 8.2. No waxing shall be permitted. Only approved sealer shall be applied.

9. FLOORS - HARDWOOD
 - 9.1. Floors shall be swept using dust control method. Use clean water for washing, or spot damp mopping to clean coffee marks, or other stains or when stripping floors and as per Annex A page 3

10. CARPETS, RUGS AND DRAPES
 - 10.1. Rugs and carpets to be spot cleaned and vacuumed. Where spots cannot be removed by normal means, they shall be reported to the site authority.
 - 10.2. Carpets shall be steam cleaned twice (2) per year.
 - 10.3. Carpet shall be cleaned by the hot water extraction (steam cleaning) method using a non-foaming low residue detergent.
 - 10.4. The water and detergent solution shall be applied under pressure with a self-contained, motor driven, truck mounted unit.
 - 10.5. Gum shall be removed by quick freezing it with dry ice and striking it sharply with a hammer or other instrument. Scrape area where gum was removed and clean off any residue with a dry cleaning solvent.
 - 10.6. Allow sufficient drying time after cleaning prior to replacing furniture.
 - 10.7. Drapes, curtains shall be vacuumed.

11. CEILINGS
 - 11.1. Ceilings to be spot washed as necessary to give a clean and neat appearance at all times.
 - 11.2. Thoroughly wash once a year.

12. MISCELLANEOUS
 - 12.1. High ledges over 3 meters, tops of partitions, pipes and other high areas to be dusted.
 - 12.2. Notice boards, interior of hose cabinets and display show cases to be cleaned, glass to be kept clean.
 - 12.3. Stainless steel or polished metal borders around cabinets and notice boards to be dusted and cleaned.
 - 12.4. Air intake grills, air diffusers and metal work to be vacuumed and washed.
 - 12.5. Door knobs, push bars, kick plates, railings, doors and other surfaces shall be cleaned and polished.

-
- 12.6. All water fountains to be washed and disinfected (odour of disinfectant must not be objectional).
- 12.7. Metal door frames throughout the building to be cleaned of finger marks.
- 12.8. Fire extinguishers to be kept cleaned and polished.
- 12.9. All window stools/ledges to be dusted and damp wiped.
- 12.10. Blackboards shall be cleaned with a dry cloth or chamois.
13. ENTRANCES AND LOBBIES
- 13.1. Floors to be swept, washed and reconditioned, stripping and refinished as per Annex A.
- 13.2. Mats to be removed and cleaned on both sides daily.
- 13.3. Entrance to lobby to be kept free from debris so that they always present a favourable appearance.
- 13.4. Glass doors to be cleaned daily on both sides, and all glass windows in entrances to be washed once a week on both sides.
- 13.5. Furniture in the lobby is to be cleaned as office furniture.
14. STAIRS AND LANDINGS
- 14.1. Sweep using a dust control method daily.
- 14.2. Hand railings, baseboards and all ledges to be dusted daily. Vertical grill coils to be dusted weekly.
15. WASHROOMS
- 15.1. Floors to be swept using a dust control method and washed.
- 15.2. Floors, baseboards, ledges and corners to be kept clean.
- 15.3. All washroom fixtures, related exposed piping, facets, mirrors, and shelves to be cleaned and disinfected daily. Deodorant blocks and powered air fresheners shall be supplied by the contractor. All dispensers and receptacles will be dusted and cleaned daily.
- 15.4. Walls. Partitions and doors to be kept free of finger marks, smudges, to be dusted and washed.
- 15.5. Waste paper to be emptied as frequently during the day as required.
- 15.6. All toilet bowls and urinals shall be descaled.
- 15.7. All showers shall be washed, disinfected and hair cleaned out of drains.
- 15.8. Shower curtains shall be washed as required.
- 15.9. Soap containers, toilet paper and linen and paper towels dispensers to be replenished daily.
- 15.10. Washrooms to be patrol cleaned and serviced by day staff at mid-morning and mid-afternoon.
16. VENETIAN BLINDS
- 16.1. Venetian blinds shall be dusted and washed.
17. WALLS AND PARTITIONS
- 17.1. Interior walls, partitions, ledges and mouldings, etc. to be spot cleaned of finger marks, etc.
- 17.2. Baseboards to be dusted and shall be kept free of mop streaks, wax accumulation or splash marks.
- 17.3. Ceramic tile walls shall be washed.
- 17.4. Walls, columns and frames shall be dusted and washed and wiped dry.
18. COUNTERS
- 18.1. Counter tops to be dusted, washed and polished
19. INTERIOR GLASS
- 19.1. Interior glass on doors shall be spot cleaned and/or washed.
- 19.2. Interior glass partitions/walls to be spot cleaned and/or washed.
- 19.3. Glass on showcases to be spot cleaned and/or washed.

19.4. All mirrors throughout the building to be kept cleaned and polished.

20. WINDOW CLEANING

20.1. The frequency of window cleaning is shown in Annex A.

20.2. The extent of window cleaning shall include interior glass only except as noted otherwise. Sills and stools are to be cleaned to the extent of removing splashing and staining from the work and to leave them dry.

20.3. Cleaning: Glass – the removal of all dirt that detracts from the appearance of transparency of the glazing over its full exposed area.

21. LIGHT FIXTURES

21.1. Fixtures: Incandescent, exposed or recessed to 3 meters height – remove cover, vacuum and wash interior, wash cover glass and replace.

21.2. Relamping:

21.2.1. Burnt out incandescent bulbs in indoor fixtures, are to be replaced as they occur. This applies to all areas of the building, where the contractor is responsible for cleaning. Bulbs to be supplied by DND upon request.

21.2.2. Any special equipment necessary for spot relamping of fixtures is to be supplied by the contractor.

22. FURNITURE AND FIXTURES

22.1. Cleared office furniture to be dusted on horizontal surfaces daily using a dust control method. Glass topped furniture to be kept free of finger marks and stains.

22.2. Exposed vertical surfaces of furniture to be dusted.

22.3. Executive office furniture to be dusted on horizontal surfaces daily using a dust control method. Glass topped furniture to be kept free of finger marks. This furniture to be cleaned and polished.

22.4. Bookcases shall be dusted. The books are not to be removed. Glass doors shall be cleaned on both sides.

22.5. Upholstered furniture to be vacuumed. Leather furniture to be dusted and damp wiped and polished.

22.6. Top of lockers shall be dusted. Vertical surfaces of lockers to be kept free of finger marks.

23. WASTE RECEPTACLES

23.1. Waste paper baskets to be emptied and dusted and/or washed and disinfected.

24. CONTRACTOR'S SPACE

24.1. All floors shall be clean.

24.2. All fixtures and walls shall be free of dust and stains.

24.3. Mop pails/trucks shall be empty and free of odours.

24.4. There shall be no waste paper, garbage or empty containers in the janitor closets.

24.5. Slop sinks shall be cleaned and disinfected daily.

ANNEX A
APPENDIX 2

GENERAL SERVICES		D A I L Y	W E E K L Y	M O N T H L Y	Y E A R L Y	O T H E R S
1.	Empty Wastebaskets	X				
2.	Dispose of trash by placing in bags and removing to garbage shed	X				
3.	Empty and damp clean ashtrays	X				
4.	Wash all wastebaskets (in rotation)		X			
5.	Clean and sanitize telephones		X			
6.	Dust and spot clean all furniture including desks, chairs, & tables	X				
7.	Clean and polish furniture and bright metal		X			
8.	Clean and sanitize drinking fountains	X				
9.	Spot clean reception lobby glass including front door	X				
10.	Spot clean interior glass in partitions and doors	X				
11.	Clean entire glass interior in partitions, doors, lobby and windows		X			
12.	Glass doors to be cleaned both sides	X				
13.	Remove fingerprints from front doors, frames, light switches, kick and push plates, handles and railings	X				
14.	Clean counter tops		X			
15.	Low dust on all horizontal surfaces under 3m		X			
16.	High dust above hand height all horizontal surfaces over 3m				X	
17.	Vacuum fabric furniture			X		
18.	Damp wipe plastic and leather furniture		X			
19.	Wood paneled surfaces to be oiled after cleaning				X	
20.	Snow removal of 3 meters at all exits	X				
21.	Ceiling and wall to a height of 3m to be washed thoroughly				X	
22.	Glass windows in entrances to be washed on both sides		X			
23.	Tops of lockers to be dusted		X			

WASHROOM SERVICES		D A I L Y	W E E K L Y	M O N T H L Y	Y E A R L Y	O T H E R S
1.	Clean, sanitize, and polish all vitreous fixtures including toilet bowls, urinals, and basins	X				
2.	Clean and polish all chrome fittings	X				
3.	Remove spots from wall and counter area adjacent to hand basins		X			
4.	Clean and sanitize all toilet seats	X				
5.	Clean and polish all glass and mirrors	X				
6.	Empty all containers, insert liners as required	X				
7.	Wash and sanitize all containers		X			
8.	Wash and sanitize floors	X				
9.	Remove fingerprints from doors, frames, light switches, kick and push plates, handles, etc		X			
10	Refill all dispensers to normal limits – napkins, soap, tissues, towel, liners, seat holders, etc		X			
11	Dust and spot clean metal partitions		X			
12	Wash and sanitize metal partitions			X		
13	Shower stalls to be washed, disinfected and hair cleaned out of drains	X				

EATING AREA SERVICES		D A I L Y	W E E K L Y	M O N T H L Y	Y E A R L Y	O T H E R S
1.	Wash and sanitize table tops	X				
2.	Clean, polish, and refill napkin holders		X			
3.	Empty and sanitize all containers			X		
4.	Wash and sanitize chairs			X		
5.	Wash and sanitize kitchen floor	X				
6.	Damp clean seats and backs of chairs		X			

FLOOR SERVICES RESILIENT		D A I L Y	W E E K L Y	M O N T H L Y	Y E A R L Y	O T H E R S
1.	Dust mop	X				
2.	Remove all scuff marks	X				
3.	Damp mop (spot clean) as and when required	X				
4.	Wash	X				
5.	Spray buff traffic areas		X			
6.	Spray buff entire area and restore finish (re-wax and buff)			X		
7.	Clean baseboards			X		

FLOOR SERVICES HARD WOOD		D A I L Y	W E E K L Y	M O N T H L Y	Y E A R L Y	O T H E R S
1.	Dust mop	X				
2.	Remove all scuff marks	X				
3.	Damp mop (spot clean) as and when required	X				
4.	Wash	X				
5.	Clean baseboards			X		

CARPET SERVICES		D A I L Y	W E E K L Y	M O N T H L Y	Y E A R L Y	O T H E R S
1.	Corrective care vacuum	X				
2.	Preventive care vacuum	X				
3.	Inspect for spots – remove if possible		X			
4.	Full shampoo or steam April & Nov – 3 rd week					S / A

MISCELLANEOUS SERVICES		D A I L Y	W E E K L Y	M O N T H L Y	Y E A R L Y	O T H E R S
1.	Clean stairwells (wash)		X			
2.	Clean stairwells (sweep)	X				
3.	Clean inside windows			X		
4.	Replace burned out lights. Supplies to be furnished by client					A / R
5.	Damp wipe artificial plants				X	
6.	Radiator and/or convector covers to be removed and convectors Vacuumed . Co-ordinate with heating staff				X	

DAILY SERVICES WILL BE PERFORMED FIVE TIMES PER WEEK EXCLUDING STATUTORY HOLIDAYS

HOURS OF OPERATION WILL BE BETWEEN 0800 – 1600 HOURS

IN CASE OF AFTER HOURS EMERGENCY CONTACT DUTY ENGINEER –492-2135 – EXT 4229

GENERAL PROCEDURES

LEAVE NOTICE ON ANY OBSERVED IRREGULARITIES, IE, DEFECTIVE PLUMBING, UNLOCKED DOOR, LIGHTS LEFT ON

TURN OFF LIGHTS EXCEPT THOSE TO BE LEFT ON

CLOSE WINDOWS AND LOCK DOORS

FACILITIES DESCRIPTION

BUILDING	VENETIAL BLINDS (CM)	TOILETS	SINKS	URINALS	SHOWER STALLS	ARMOURY
HUGH CAIRNS ARMOURY	39 blinds Various sizes	6	13	5	2	2222 sq Meters

ANNEX B

BASIS OF PAYMENT

1. Bidder must quote firm, all inclusive prices, including materials, equipment and travel needed to perform the work as detailed in Annex A – Statement of Work. All surcharges (if applicable) must be included in the prices quoted herein.
2. All prices/rates are GST extra.
3. GST will be added to the invoices as a separate item.
4. FOB destination.
5. Estimated usage is for evaluation purposes only.
6. Extended total is for financial evaluation purposes only.

**A. Year 1 – from date of issuance – 30 April 2017
(A1 x A2 = A3)**

Item	Description	Rate (A1)	Estimated usage (A2)	Extended Total (A3)
1.	A firm price per month to maintain the cleanliness of Hugh Cairns Armoury as identified in Annex A. Cleaning inclusive of all labour, materiel, expertise, supervision, travel, expenses and costs.	\$/month _____	12 months	\$ _____
2.	Hourly rate to perform additional duties, as and when requested by Site Authority.	\$/hour _____	20 hours	\$ _____
Subtotal Year 1 (Sum of A3)				\$ _____

**B. Year 2 – from 1 May 2017 – 30 April 2018
(B1 x B2 = B3)**

Item	Description	Rate (B1)	Estimated usage (B2)	Extended Total (B3)
1.	A firm price per month to maintain the cleanliness of Hugh Cairns Armoury as identified in Annex A. Cleaning inclusive of all labour, materiel, expertise, supervision, travel, expenses and costs.	\$/month _____	12 months	\$ _____
2.	Hourly rate to perform additional duties, as and when requested by Site Authority.	\$/hour _____	20 hours	\$ _____
Subtotal Year 2 (Sum of B3)				\$ _____

C. Year 3 – from 1 May 2018 – 30 April 2019
(C1 x C2 = C3)

Item	Description	Rate (C1)	Estimated usage (C2)	Extended Total (C3)
1.	A firm price per month to maintain the cleanliness of Hugh Cairns Armoury as identified in Annex A. Cleaning inclusive of all labour, materiel, expertise, supervision, travel, expenses and costs.	\$/month _____	12 months	\$ _____
2.	Hourly rate to perform additional duties, as and when requested by Site Authority.	\$/hour _____	20 hours	\$ _____
Subtotal Year 3 (Sum of C3)				\$ _____

D. Option Year 1 – from 1 May 2019 – 30 April 2020
(D1 x D2 = D3)

Item	Description	Rate (D1)	Estimated usage (D2)	Extended Total (D3)
1.	A firm price per month to maintain the cleanliness of Hugh Cairns Armoury as identified in Annex A. Cleaning inclusive of all labour, materiel, expertise, supervision, travel, expenses and costs.	\$/month _____	12 months	\$ _____
2.	Hourly rate to perform additional duties, as and when requested by Site Authority.	\$/hour _____	20 hours	\$ _____
Subtotal Option Year 1 (Sum of D3)				\$ _____

E. Option Year 2 – from 1 May 2020 – 30 April 2021
(E1 X E2 = E3)

Item	Description	Rate (E1)	Estimated usage (E2)	Extended Total (E3)
1.	A firm price per month to maintain the cleanliness of Hugh Cairns Armoury as identified in Annex A. Cleaning inclusive of all labour, materiel, expertise, supervision, travel, expenses and costs.	\$/month _____	12 months	\$ _____
2.	Hourly rate to perform additional duties, as and when requested by Site Authority.	\$/hour _____	20 hours	\$ _____
Subtotal Option Year 2 (Sum of E3)				\$ _____

TOTAL EVALUATED PRICE \$ _____

(Sum of A3) + (Sum of B3) + (Sum of C3) + (Sum of D3) + (Sum of E3) = Total Evaluated Price

Solicitation No. - N° de l'invitation
W2585-151510/A
Client Ref. No. - N° de réf. du client
W2585-151510

Amd. No. - N° de la modif.
File No. - N° du dossier
CAL-5-38117

Buyer ID - Id de l'acheteur
cal134
CCC No./N° CCC - FMS No./N° VME

ANNEX C

SECURITY REQUIREMENTS CHECK LIST

See Attached

ANNEX D

MANDATORY REQUIREMENT

Bidders must reference TWO (2) projects or contracts satisfactorily rendered for a minimum of six (6) consecutive months within the past five (5) years, wherein the range of janitorial services provided are comparable to those described in this Request for Proposal (RFP).

<i>PROJECT/CONTRACT REFERENCE NO. 1</i>	
<i>Name of client organization or company</i>	<i>Name:</i>
<i>Name and title of client contact</i>	<i>Name:</i> <i>Title:</i>
<i>Telephone and facsimile number of client contact</i>	<i>Phone No:</i> <i>Fax No:</i>
<i>Approximate size in square meters of the cleanable area of the project or contract</i>	_____sq. M
<i>Location/site of the project or contract:</i>	
<i>Value of the project or contract</i>	\$
<i>Performance period of the project or contract (indicate month and year)</i>	<i>From: Month: _____ Year _____ To: Month: _____ Year</i>
<i>Description of Project or Contract:</i>	

PROJECT/CONTRACT REFERENCE NO. 2	
<i>Name of client organization or company</i>	<i>Name:</i>
<i>Name and title of client contact</i>	<i>Name:</i> <i>Title:</i>
<i>Telephone and facsimile number of client contact</i>	<i>Phone No:</i> <i>Fax No:</i>
<i>Approximate size in square meters of the cleanable area of the project or contract</i>	_____sq. M
<i>Location/site of the project or contract:</i>	
<i>Value of the project or contract</i>	\$
<i>Performance period of the project or contract (indicate month and year)</i>	<i>From: Month: _____ Year _____ To: Month: _____ Year</i>
<i>Description of Project or Contract:</i>	

ANNEX E

INSURANCE

Commercial General Liability Insurance

1. The Contractor must obtain Commercial General Liability Insurance, and maintain it in force throughout the duration of the Contract, in an amount usual for a contract of this nature, but for not less than \$2,000,000 per accident or occurrence and in the annual aggregate.
2. The Commercial General Liability policy must include the following:
 - a. Additional Insured: Canada is added as an additional insured, but only with respect to liability arising out of the Contractor's performance of the Contract. The interest of Canada should read as follows: Canada, as represented by Public Works and Government Services Canada.
 - b. Bodily Injury and Property Damage to third parties arising out of the operations of the Contractor.
 - c. Products and Completed Operations: Coverage for bodily injury or property damage arising out of goods or products manufactured, sold, handled, or distributed by the Contractor and/or arising out of operations that have been completed by the Contractor.
 - d. Personal Injury: While not limited to, the coverage must include Violation of Privacy, Libel and Slander, False Arrest, Detention or Imprisonment and Defamation of Character.
 - e. Cross Liability/Separation of Insureds: Without increasing the limit of liability, the policy must protect all insured parties to the full extent of coverage provided. Further, the policy must apply to each Insured in the same manner and to the same extent as if a separate policy had been issued to each.
 - f. Blanket Contractual Liability: The policy must, on a blanket basis or by specific reference to the Contract, extend to assumed liabilities with respect to contractual provisions.
 - g. Employees and, if applicable, Volunteers must be included as Additional Insured.
 - h. Employers' Liability (or confirmation that all employees are covered by Worker's compensation (WSIB) or similar program)
 - i. Broad Form Property Damage including Completed Operations: Expands the Property Damage coverage to include certain losses that would otherwise be excluded by the standard care, custody or control exclusion found in a standard policy.
 - j. Notice of Cancellation: The Insurer will endeavour to provide the Contracting Authority thirty (30) days written notice of policy cancellation.
 - k. If the policy is written on a claims-made basis, coverage must be in place for a period of at least 12 months after the completion or termination of the Contract.
 - l. Sudden and Accidental Pollution Liability (minimum 120 hours): To protect the Contractor for liabilities arising from damages caused by accidental pollution incidents.

ANNEX F to PART 3 OF THE BID SOLICITATION

ELECTRONIC PAYMENT INSTRUMENTS

The Bidder accepts any of the following Electronic Payment Instrument(s):

- VISA Acquisition Card;
- MasterCard Acquisition Card;
- Direct Deposit (Domestic and International);
- Electronic Data Interchange (EDI);
- Wire Transfer (International Only);
- Large Value Transfer System (LVTS) (Over \$25M)



Government of Canada

Gouvernement du Canada

Contract Number / Numéro du contrat

15-1510

Security Classification / Classification de sécurité

UNCLAS

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

PART A - CONTRACT INFORMATION / PARTIE A - INFORMATION CONTRACTUELLE

1. Originating Government Department or Organization / Ministère ou organisme gouvernemental d'origine: NATIONAL DEFENCE
DEPARTMENT OF
2. Branch or Directorate / Direction générale ou Direction: CE

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

4. Brief Description of Work / Brève description du travail
Provide cleaning services at Hugh Cairns Armoury

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

5. b) Will the supplier require access to unclassified military technical data subject to the provisions of the Technical Data Control Regulations? Le fournisseur aura-t-il accès à des données techniques militaires non classifiées qui sont assujetties aux dispositions du Règlement sur le contrôle des données techniques? [X] No / Non [] Yes / Oui

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

6. a) Will the supplier and its employees require access to PROTECTED and/or CLASSIFIED information or assets? Le fournisseur ainsi que les employés auront-ils accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS? [X] No / Non [] Yes / Oui

6. b) Will the supplier and its employees (e.g. cleaners, maintenance personnel) require access to restricted access areas? No access to PROTECTED and/or CLASSIFIED information or assets is permitted. Le fournisseur et ses employés (p. ex. nettoyeurs, personnel d'entretien) auront-ils accès à des zones d'accès restreintes? L'accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS n'est pas autorisé. [] No / Non [X] Yes / Oui

6. c) Is this a commercial courier or delivery requirement with no overnight storage? S'agit-il d'un contrat de messagerie ou de livraison commerciale sans entreposage de nuit? [X] No / Non [] Yes / Oui

7. a) Indicate the type of information that the supplier will be required to access / Indiquer le type d'information auquel le fournisseur devra avoir accès
Canada [] NATO / OTAN [] Foreign / Étranger []

7. b) Release restrictions / Restrictions relatives à la diffusion
No release restrictions / Aucune restriction relative à la diffusion []
Not releasable / À ne pas diffuser []
Restricted to: / Limité à: Specify country(ies) / Préciser le(s) pays: []
All NATO countries / Tous les pays de l'OTAN []
No release restrictions / Aucune restriction relative à la diffusion []
Restricted to: / Limité à: Specify country(ies) / Préciser le(s) pays: []

7. c) Level of Information / Niveau d'information
PROTECTED A / PROTÉGÉ A []
PROTECTED B / PROTÉGÉ B []
PROTECTED C / PROTÉGÉ C []
CONFIDENTIAL / CONFIDENTIEL []
SECRET []
TOP SECRET / TRÈS SECRET []
NATO UNCLASSIFIED / NATO NON CLASSIFIÉ []
NATO RESTRICTED / NATO DIFFUSION RESTREINTE []
NATO CONFIDENTIAL / NATO CONFIDENTIEL []
NATO SECRET / NATO SECRET []
COSMIC TOP SECRET / COSMIC TRÈS SECRET []
PROTECTED A / PROTÉGÉ A []
PROTECTED B / PROTÉGÉ B []
PROTECTED C / PROTÉGÉ C []
CONFIDENTIAL / CONFIDENTIEL []
SECRET []
TOP SECRET / TRÈS SECRET []
TOP SECRET (SIGINT) / TRÈS SECRET (SIGINT) []



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PART A (continued) / PARTIE A (suite)

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

If Yes, indicate the level of sensitivity:
Dans l'affirmative, indiquer le niveau de sensibilité :

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

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

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

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

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

Special comments:

Commentaires spéciaux :

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

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

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

INFORMATION / ASSETS / RENSEIGNEMENTS / BIENS

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

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

PRODUCTION

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

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

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

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



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

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

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

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

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

SUMMARY CHART / TABLEAU RÉCAPITULATIF

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

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

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

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

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



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PART D - AUTHORIZATION / PARTIE D - AUTORISATION

13. Organization Project Authority / Chargé de projet de l'organisme			
Name (print) - Nom (en lettres moulées) MWO Morin	Title - Titre DCEO	Signature 	
Telephone No. - N° de téléphone 4205	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel <i>Requiert.morin.2@forces.gc.ca</i>	Date OCT 28 2015
14. Organization Security Authority / Responsable de la sécurité de l'organisme			
Name (print) - Nom (en lettres moulées) Sasa Medjovic - DSSO - Industrial Security Senior Security Analyst	Title - Titre	Signature 	
Telephone No. - N° de téléphone 643-996-2286	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel F-mail: sasa.medjovic@forces.gc.ca	Date 2015-Nov 3
15. Are there additional instructions (e.g. Security Guide, Security Classification Guide) attached? / Des instructions supplémentaires (p. ex. Guide de sécurité, Guide de classification de la sécurité) sont-elles jointes?			<input type="checkbox"/> No / Non <input checked="" type="checkbox"/> Yes / Oui
16. Procurement Officer / Agent d'approvisionnement			
Name (print) - Nom (en lettres moulées) Oksana Kuzyshyn	Title - Titre Procurement Officer	Signature 	
Telephone No. - N° de téléphone 403 613 3037	Facsimile No. - N° de télécopieur 403 292 5786	E-mail address - Adresse courriel	Date 12 April 2016
17. Contracting Security Authority / Autorité contractante en matière de sécurité			
Name (print) - Nom (en lettres moulées) Shalini Kaur	Title - Titre Contract Security Officer	Signature 	
Telephone No. - N° de téléphone 613-948-1636	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel	Date Nov. 5. 2015