



**RETURN BIDS TO:**  
**RETOURNER LES SOUMISSIONS À:**  
**Bid Receiving Public Works and Government  
Services Canada/Réception des soumissions  
Travaux publics et Services gouvernementaux  
Canada**  
**Pacific Region**  
**401 - 1230 Government Street**  
**Victoria, B.C.**  
**V8W 3X4**  
**Bid Fax: (250) 363-3344**

**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**

<b>Title - Sujet</b> Janitorial Services - CFB Comox	
<b>Solicitation No. - N° de l'invitation</b> W6837-164305/A	<b>Date</b> 2016-04-25
<b>Client Reference No. - N° de référence du client</b> W6837-164305	
<b>GETS Reference No. - N° de référence de SEAG</b> PW-\$VIC-251-6971	
<b>File No. - N° de dossier</b> VIC-5-38250 (251)	<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 2016-06-06</b>	<b>Time Zone</b> <b>Fuseau horaire</b> Pacific Daylight Saving Time PDT
<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> Fletcher, Erin	<b>Buyer Id - Id de l'acheteur</b> vic251
<b>Telephone No. - N° de téléphone</b> (250) 363-3612 ( )	<b>FAX No. - N° de FAX</b> (250) 363-0395
<b>Destination - of Goods, Services, and Construction:</b> <b>Destination - des biens, services et construction:</b> DEPARTMENT OF NATIONAL DEFENCE 19 Wing, CFB Comox PO Box 1000, Stn main Lazo BC VOR 2KO Canada	

**Instructions: See Herein**

**Instructions: Voir aux présentes**

**Vendor/Firm Name and Address**

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

**Issuing Office - Bureau de distribution**

Public Works and Government Services Canada - Pacific  
Region  
401 - 1230 Government Street  
Victoria, B. C.  
V8W 3X4

<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/ de l'entrepreneur (taper ou écrire en caractères d'imprimerie)</b>	
<b>Signature</b>	<b>Date</b>

**\*\*\*IMPORTANT\*\*\***

**THIS DOCUMENT CONTAINS A SECURITY REQUIREMENT**

**BEFORE AWARD OF A CONTRACT**, the following conditions must be met:

1.
  - 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 information, assets or sensitive work site(s) must meet the security requirement 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 Canadian Industrial Security Directorate (CISD), Industrial Program of Public Works and Government Services Canada (<http://ssi-iss.tpsgc-pwgsc.gc.ca/index-eng.html> ) website.

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## **PART 1 - GENERAL INFORMATION**

### **1.1 Security Requirements**

There is a security requirement associated with this requirement.

### **1.2 Statement of Work**

To provide all labour, materials, tools, equipment, supervision and transportation necessary for **JANITORIAL SERVICES** for **19 WING CFB COMOX** and the surrounding area on a scheduled and on an "as and when requested" basis for a **ONE/01 year period with an option to extend for TWO (02) x ONE (01) additional year(s)** in accordance with the details outlined herein and with Annex "A" Statement of Work attached herein.

### **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>) 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, Standard Instructions - Goods or Services - Competitive Requirements, is amended as follows:

Delete: 60 days  
Insert: 120 days

### **2.2 Submission of Bids**

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

## 2.3 Former Public Servant

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

### Definitions

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

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

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

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

### Former Public Servant in Receipt of a Pension

As per the above definitions, is the Bidder a FPS in receipt of a pension? <b>Yes</b> ( <input type="checkbox"/> ) <b>No</b> ( <input type="checkbox"/> )
---

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 **TEN/10** calendar days before the bid closing date. Enquiries received after that time may not be answered.

Bidders should reference as accurately as possible the numbered item of the bid solicitation to which the enquiry relates. Care should be taken by Bidders to explain each question in sufficient detail in order to enable Canada to provide an accurate answer. Technical enquiries that are of a proprietary nature must be clearly marked "proprietary" at each relevant item. Items identified as "proprietary" will be treated as such except where Canada determines that the enquiry is not of a proprietary nature. Canada may edit the 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 British Columbia.

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 on:

### **Tuesday, May 10, 2016 at 1000-1200 PDT**

Dept. of National Defence  
19 Wing CFB Comox  
Box 1000 Station Main  
Lazo, BC V0R 2K0

**Bidders are requested to communicate, IN WRITING, with the Contracting Authority no later than SEVEN (07) calendar day(s) before the scheduled visit to confirm attendance and provide the full names of the (maximum of) TWO/02 person(s) who will attend.** This is to meet security and transportation requirements. Bidders will be required to sign an attendance form. Bidders should confirm in their bids that they have attended the site visit. Bidders who do not attend or send a representative will not be given an alternative appointment and their bids will be rejected as non-compliant. Any clarifications or changes to the bid solicitation resulting from the site visit will be included as an amendment to the bid solicitation.

**ANY QUESTIONS REGARDING THE CONTENT OF THE SOLICITATION MUST BE DIRECTED IN WRITING TO THE CONTRACTING AUTHORITY HEREIN.**

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

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

### **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 “E Electronic Payment Instruments, to identify which ones are accepted.

If Annex “E” 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**

Mandatory and point rated technical evaluation criteria are included in Annex “A1”.

#### **4.1.2 Financial Evaluation**

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

## 4.2 Basis of Selection

### 4.2.1 Basis of Selection – Highest Combined Rating of Technical Merit and Price

1. To be declared responsive, a bid must:
  - a. comply with the requirements of the bid solicitation; and
  - b. meet all mandatory criteria; and
  - c. obtain the required minimum of **38.5** points overall for the technical evaluation criteria which are subject to point rating. The rating is performed on a scale of **55** points.
2. Bids not meeting (a) or (b) or (c) will be declared non-responsive.
3. The selection will be based on the highest responsive combined rating of technical merit and price. The ratio will be 70% for the technical merit and 30% for the price.
4. To establish the technical merit score, the overall technical score for each responsive bid will be determined as follows: total number of points obtained / maximum number of points available multiplied by the ratio of 70%.
5. To establish the pricing score, each responsive bid will be prorated against the lowest evaluated price and the ratio of 30%.
6. For each responsive bid, the technical merit score and pricing score will be added to determine its combined rating.
7. Neither the responsive bid obtaining the highest technical score nor the one with the lowest evaluated price will necessarily be accepted. The responsive bid with the highest combined rating of technical merit and price will be recommended for award of a contract.

The table below illustrates an example where all three bids are responsive and the selection of the contractor is determined by a 70/30 ratio of technical merit and price, respectively. The total available points equals 135 and the lowest evaluated price is \$45,000.

### Basis of Selection – Highest Combined Rating of Technical Merit (70%) and Price (30%)

		Bidder 1	Bidder 2	Bidder 3
<b>Overall Technical Score</b>		115/135	89/135	92/135
<b>Bid Evaluated Price</b>		\$55,000.00	\$50,000.00	\$45,000.00
<b>Calculations</b>	<b>Technical Merit Score</b>	$115/135 \times 70 = 59.63$	$89/135 \times 70 = 46.15$	$92/135 \times 70 = 47.70$
	<b>Pricing Score</b>	$45/55 \times 30 = 24.55$	$45/50 \times 30 = 27.00$	$45/45 \times 30 = 30.00$
<b>Combined Rating</b>		84.18	73.15	77.70
<b>Overall Rating</b>		1st	3rd	2nd

## **PART 5 – CERTIFICATIONS AND ADDITIONAL INFORMATION**

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

The certifications provided by Bidders to Canada are subject to verification by Canada at all times. 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](http://www.esdc.gc.ca/en/jobs/workplace/human_rights/employment_equity/federal_contractor_program.page?&_ga=1.229006812.1158694905.1413548969) 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.

#### **5.2.3 Additional Certifications Precedent to Contract Award**

### 5.2.3.1 Education and Experience

5.2.3.1.1 SACC Manual clause [A3010T](#) (2010-08-16), Education and Experience

### 5.2.3.2 Workers Compensation Letter of Good Standing

The Bidder must have an account in good standing with the applicable provincial or territorial Worker's Compensation Board.

The Bidder must provide, within **FIVE/05** calendar days following a request from the Contracting Authority, a certificate or letter from the applicable Worker's Compensation Board confirming the Bidder's good standing account. Failure to comply with the request may result in the bid being declared non-responsive.

### 5.2.3.3 Contract Financial Security

1. The supplier must provide to Canada one of the following contract financial securities within **TEN/10** calendar days after the date of contract award:
  - a. a certified cheque to the Receiver General for Canada in the amount of TEN/10 percent of the contract price\*; or
  - b. an irrevocable standby letter of credit as defined in clause E0008C in the amount of TEN/10 percent of the contract price\*.
2. If Canada does not receive the required financial security within the specified period, Canada may terminate the contract for default pursuant to its default provision. SACC Manual Clause E0008C (2014-09-25), Security Deposit Definition – Contract.

\*This value will only be based on the ONE/01 year firm face value of the Contract (excluding Taxes) but will be kept for the length of the Contract, including any exercised options.

## 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 must, at all times during the performance of the Contract, 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 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 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).

### 6.1.2 Contract Financial Security

1. The supplier must provide to Canada one of the following contract financial securities within **TEN/10** calendar days after the date of contract award:
  - b. a certified cheque to the Receiver General for Canada in the amount of TEN/10 percent of the contract price\*; or
  - c. an irrevocable standby letter of credit as defined in clause E0008C in the amount of TEN/10 percent of the contract price\*.
2. If Canada does not receive the required financial security within the specified period, Canada may terminate the contract for default pursuant to its default provision. *SACC Manual* Clause E0008C (2014-09-25), Security Deposit Definition – Contract.

\*This value will only be based on the ONE/01 year firm face value of the Contract (excluding Taxes) but will be kept for the length of the Contract, including any exercised options.

## 6.2 Statement of Work

To provide all labour, materials, tools, equipment, supervision and transportation necessary for **JANITORIAL SERVICES for 19 WING CFB COMOX** and the surrounding area on a scheduled and on an "as and when requested" basis **for a ONE/01 year period with an option to extend for TWO/02 additional ONE/01 year periods** in accordance with the details outlined herein and with Annex "A" Statement of Work attached herein.

## 6.3 Task Authorization

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

### 6.3.1 Task Authorization Process

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

#### Task Authorization Process:

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

3. The Contractor must provide the Site Authority, within **FIVE/05** calendar days of its receipt, the proposed total estimated cost for performing the task and a breakdown of that cost, established in accordance with the Basis of Payment specified in the Contract.
4. The Contractor must not commence work until a TA authorized by the Site Authority has been received by the Contractor. The Contractor acknowledges that any work performed before a TA has been received will be done at the Contractor's own risk.

### **6.3.2 Task Authorization Limit**

The Site Authority may authorize individual task authorizations up to a limit of **\$5,000.00**, Applicable Taxes included, inclusive of any revisions.

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

### **6.3.3 Canada's Obligation – Portion of the Work – Task Authorizations**

Canada's obligation with respect to the portion of the Work under the Contract that is performed through task authorizations is limited to the total amount of the actual tasks performed by the Contractor.

### **6.3.4 Task Authorization – Department of National Defence**

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

## **6.4 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.

### **6.4.1 General Conditions**

2035 (2016-04-04) General Conditions - Higher Complexity - Services, apply to and form part of the Contract.

## **6.5 Term of Contract**

### **6.5.1 Period of the Contract**

The period of the Contract is for one (01) year period from contract award, not to commence sooner than July 1, 2016.

### **6.5.2 Option to Extend the Contract**

The Contractor grants to Canada the irrevocable option to extend the term of the Contract by up to **TWO/02** additional **ONE/01** year periods under the same conditions. The Contractor agrees that during the extended period of the Contract, it will be paid in accordance with the applicable provisions as set out in the Basis of Payment.

Solicitation No. - N° de l'invitation  
W6837-164305/A  
Client Ref. No. - N° de réf. du client  
W6837-164305

Amd. No. - N° de la modif.  
File No. - N° du dossier  
VIC-235061

Buyer ID - Id de l'acheteur  
VIC 251  
CCC No./N° CCC - FMS No./N° VME

Canada may exercise this option at any time by sending a written notice to the Contractor at least **THIRTY/30** calendar days before the expiry date of the Contract. The option may only be exercised by the Contracting Authority, and will be evidenced for administrative purposes only, through a contract amendment.

## 6.6 Authorities

### 6.6.1 Contracting Authority

The Contracting Authority for the Contract is:

Erin Fletcher  
Supply Officer  
Public Works and Government Services Canada  
Acquisitions Branch  
Pacific Directorate  
401 – 1230 Government Street, Victoria, BC V8W 3X4  
Telephone: (250) 363-3612  
Facsimile: (250) 363-0395  
E-mail: erin.fletcher@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.

In the event you are unable to contact the above noted Authority, please contact: [PAC.VICCA@pwgsc-tpsgc.gc.ca](mailto:PAC.VICCA@pwgsc-tpsgc.gc.ca)

### 6.6.2 Site Authority

The Site Authority for the Contract is: *(to be provided at Contract award)*

The Site 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 Site Authority; however, the Site 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.

### 6.6.3 Contractor's Representative

*(Bidder must complete this section)*

	Name	Telephone & Address	E-mail
Contract Enquiries			
Technical Enquiries			
Invoicing Enquiries			

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## 6.7 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.

## 6.8 Payment

### 6.8.1 Basis of Payment

In consideration of the Contractor satisfactorily completing all of its obligations under the authorized Task Authorization (TA), the Contractor will be paid the firm unit prices in accordance with the Basis of Payment, in Annex B, as specified in the authorized TA. 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 authorized, in writing, by the Contracting Authority before their incorporation into the Work.

### 6.8.2 Task Authorization Limit

The Site Authority may authorize individual task authorizations **up to a limit of \$5,000.00**, Goods and Services Tax included, inclusive of any revisions. Any task authorization to be issued in excess of that limit must be authorized by the Contracting Authority before issuance.

### 6.8.3 Limitation of Expenditure – Cumulative Total of all Task Authorizations

1. Canada's total liability to the Contractor under the Contract for all authorized Task Authorizations (TAs), inclusive of any revisions, must not exceed the sum of \_\_\_\_\_ (**to be determined**). Customs duties are included and Applicable Taxes are extra.
2. No increase in the total liability of Canada will be authorized or paid to the Contractor unless an increase has been approved, in writing, by the Contracting Authority.
3. The Contractor must notify the Contracting Authority in writing as to the adequacy of this sum:
  - a. when it is 75 percent committed, or
  - b. four (4) months before the contract expiry date, or
  - c. as soon as the Contractor considers that the sum is inadequate for the completion of the Work required in all authorized TAs, inclusive of any revisions,whichever comes first.
4. If the notification is for inadequate contract funds, the Contractor must provide to the Contracting Authority, a written estimate for the additional funds required. Provision of such information by the Contractor does not increase Canada's liability.

### 6.8.4 Monthly Payment

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

completion and delivery of the work described in each individual DND 626 Task Authorization Form units 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.

#### 6.8.5 CPI Price Adjustment

At the time of the exercise of each option, the rates in the Basis of Payment (Annex B) will be increased or decreased by multiplying the rates by the percentage change in "The Consumer Price Index, major components, selected sub-groups and special aggregates, provinces, Whitehorse and Yellowknife, not seasonally adjusted" ("CPI") for the appropriate province for the 12 month period ending two months before the expiration date of the current period of the contract ("period"). The CPI which shall be used is published in Statistics Canada Catalogue no. 62-001-X, tables 9-1 to 9-12, for the appropriate province all-items CPI of the period as described above.

Consumer Price Index for Canada is published by Statistics Canada and is available at:

- \* <http://www5.statcan.gc.ca/bsolc/olc-cel/olc-cel?catno=62-001-X&chropt=1&lang=eng> ; or
- \* <http://www.statcan.gc.ca/subjects-sujets/cpi-ipc/cpi-ipc-eng.htm> ; or <http://cansim2.statcan.ca>, Table 326-0020."

#### 6.8.6 Electronic Payment of Invoices – Contract

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

#### 6.9 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 following address\*\* for certification and payment:

Dept. of National Defence  
19 Wing CFB Comox  
Box 1000 Station Main  
Lazo, BC V0R 2K0  
**ATTN: Contracts Office**

\*\* (mail is to be sent to the Contracts office and **NOT be addressed to the Site Authority** by name)

- b. One (1) copy must be forwarded to the Contracting Authority (PWGSC) identified under the section entitled "Authorities" of the Contract.

## **6.10 Certifications and Additional Information**

### **6.10.1 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.

### **6.11 Applicable Laws**

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

### **6.12 Priority of Documents**

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

- a) the Articles of Agreement;
- b) the general conditions 2035 (2016-04-04) General Conditions – Higher Complexity – Services;
- c) Annex “A” Statement of Work;
- d) Annex “B” Basis of Payment;
- e) Annex “C” Security Requirements Check List;
- f) Annex “D” Insurance Requirements;
- g) the signed Task Authorizations;
- h) the Contractor’s bid dated \_\_\_\_\_ (*insert date of bid*).

### **6.13 Insurance Requirements**

The Contractor must comply with the insurance requirements specified in Annex “D”. 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

### 19 Wing Canadian Forces Base Comox Janitorial Specification

- 1.0 The work of this contract comprises of the supply of all labour, material, tools, equipment and supplies to accomplish the janitorial services listed herein, **including the supply of toilet tissue, paper hand towels, liquid hand soap, urinal deodorant blocks, hand sanitizer, plastic garbage bags and sani-bags (WASHROOMS ONLY) & plastic garbage bags (OFFICES ONLY).**
- 1.1 The Contractor shall adhere to all safety measures respecting personnel, environmental and fire hazards recommended by National, Provincial, and Municipal codes and/or prescribed by the authorities having jurisdiction concerning the equipment, work habits and procedures. In the event of a conflict between any of the provisions the most stringent provision shall apply.
- 1.2 The Contractor shall ensure that all equipment used to perform the work is in a state of good repair. The SITE AUTHORITY reserves the right to have equipment judged to be unsafe, not suitable or defective repaired or taken out of service. The Contractor shall be responsible to provide suitable replacement equipment.
- 1.3 All materials are to be handled in such a manner as to not present a danger to building occupants or members of the public.
- 1.4 Wet floor signage is to be placed at every entrance when floors are wet.
- 1.5 All materials and chemicals are to be labelled in accordance with (WHMIS) the "Workplace Hazardous Materials Information System". Data sheets are to be made available. All employees working on site must have training in WHMIS. The Contractor is to provide WHMIS refresher courses as required.
- 1.6 Appropriate precautions must be taken during cleaning operations to minimize the chance of contracting disease. All employees working on site **must have received training in the procedures for dealing with human and animal waste;** for example, H-antivirus precautions must be followed. Hantavirus (found in mouse droppings) must be protected against.
- 2.0 The site of this work will be building number 110, Canadian Scottish Regiment (Princess Mary's) and other various buildings, as required, at Canadian Forces Base Comox. There is also a requirement to clean playgrounds located at the corner of Oceanspray Rd. and Hardhack St, Salmonberry Dr. and Trillium PL, and along Broom Lane. Other locations may be added in the future.
- 2.1 **B-110 Cleaning Requirements:**

#### **B-110, Weekly Areas for Cleaning once per week on WED between 0800-1500**

Room	Description	Area	Floor
1	Small Office	9x8=72sq' = 6.70 M2	Terrazzo
2	Orderly Room	11x11=121sq' = 11.25 M2	Terrazzo
3	HQ Office	14x13=182sq' = 16.91 M2	Terrazzo
4	Recruiting Office	11x8=88sq' = 8.18 M2	Terrazzo
5	QM Office and store rm	20x12=240sq' = 22.30 M2	Terrazzo

6	Large Class Room	25x16=400sq' = 37.16 M2	Terrazzo
7	Small Class Room	16x12=192sq' = 17.84 M2	Terrazzo
8	Assembly Area	40x20=800sq' = 74.32 M2	Terrazzo
9	Lounge Area	20x12=240sq' = 22.30 M2	Terrazzo
10	Men's Room	9x8=72sq' = 6.7 M2	Terrazzo
1 Toilet, 2 Sinks w/counter-top, 1 Urinal, and 2 showers			
11	Ladies room	6x8=48sq' = 4.46 M2	Terrazzo
1 Toilet, 1 Sink on stand, and 1 Shower			
12	Hallways	66x3=198sq' = 18.39 M2	Terrazzo
<b>Total SQ' =</b>		<b>2653 sq. ft. = 246.47 M2</b>	

Room numbers are not numbered as such in the building.  
As indicated, all floor surfaces are Terrazzo (smooth finished composite concrete).

- 2.1.1 The work of this contract includes all light duty and heavy duty interior building cleaning.
- 2.1.2 The Contractor will be responsible for sweeping and mopping floors, dusting and polishing furniture, replenishing stocks of **toilet tissue, paper hand towels, liquid hand soap, urinal deodorant blocks, hand sanitizer, plastic garbage bags and sani-bags (WASHROOMS ONLY) & plastic garbage bags (OFFICES ONLY)**, cleaning windows inside, wiping down walls monthly, and taking out garbage.
- 2.1.3 Payment for this contract will be based on the Contractor's demonstrated ability to consistently meet the requirements of the work listed herein.
- 2.1.4 The Contractor will be required to apply for a DND I.D. pass, for each employee, required to work on site. Employees will be required to carry a DND pass on them at all times when working on site, and are required to produce passes when requested by Military Police, Commissionaires, Security Guards and persons of authority.
- 2.1.5 The Contractor will ensure DND I.D. passes are returned to the I.D. section as specified, upon termination of this contract or termination of an employee.
- 2.1.6 The Contractor will ensure that all employees working on site have been trained in WHMIS procedures, and comply with all WHMIS regulations regarding use, handling, and storage of cleaning supplies.
- 2.1.7 The Contractor will maintain MSDS information for all cleaning chemicals used on site, in the form of a booklet or suitably bound, and will be ready to present it if/as requested by the Site Authority or his designated representative.
- 2.1.8 The Contractor, when possible, will use Eco-friendly (goods considered to inflict minimal or no harm to the environment) cleaning products.
- 2.1.9 The Contractor will observe and enforce all safety regulations required by the Canada Labour Code part 2, Work Place Health and Safety, and Workers Compensation.
- 2.1.10 The Contractor shall ensure all employees have adequate personal protection to guard them from all hazards to which they may be exposed.
- 2.1.11 The Contractor will observe and enforce all fire regulations as set down by the Base Fire Chief, and shall not store any flammable substances on site.

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- 2.1.12 The Contractor's employees will observe and follow the Base Recycling Program as instructed by the Project Authority.
- 2.1.13 There is no assigned janitorial closet space. Contractor must carry the required equipment and materials with them.
- 2.1.14 Snow removal is not part of this contract.
- 2.1.15 The Contractor, while moving around the site, shall observe posted signage regarding speed limits, parking areas, restricted areas and temporary loading zones.
- 2.1.16 Cleaning Results Expected – It is the purpose of this section to illustrate that the areas of responsibility described herein are to be kept in a clean, tidy, and sanitary condition.
- 2.1.17 Hard Flooring – All hard flooring (vinyl, tile, terrazzo, etc.) shall be kept in a bright, attractive as possible condition, free and clear of accumulated dirt and grime, boot scuffs, rubber marks and liquid stains. Sweep, dry mop or vacuum as required using floor cleaner or disinfectant as required. Burnishing, scrub & finishing and stripping and re-finishing will be performed as required. It is accepted that floors will degrade in appearance between heavy floor finishing.
- 2.1.18 Windows and Doors- The Contractor shall maintain window glass within the building perimeter, including entrances and sidelights in a clean, dust and streak free condition, free of fingerprints and smudges. The inside of perimeter window shall be cleaned of dirt and cob webs as per schedule. Doors and jambs are to be kept free of finger marks and boot marks.
- 2.1.19 Washrooms – All interior and exterior surfaces of fixtures, wash basins, bathtubs, shower, toilet seats, bases, Toilet bowls, flush tanks and exposed piping shall be cleaned, disinfected and free of spots, stains, finger marks, soap scum, odours, mildew and mould. Chrome, brass or similar surfaces are to be clean, bright and free of finger marks, spots and stains.
- Mirrors and frames shall be clean and polished, free of finger marks, streaks and stains. Showers and tubs are to be clean and disinfected, surfaces and fixtures should be smooth with no soap build-up, drains shall be free of hair and other debris, shower floors shall be clean of soap scum and body & hair cleaning products to maintain a slip free surface.
- Floor drains shall be regularly flushed with fresh water to prevent smells of sewer gas from entering.
- Waste receptacles & sani-bag bins shall be emptied daily and kept free of finger marks, smudges and odours.
- All contractor supplied toilet tissue, paper hand towels, liquid hand soap, urinal deodorant blocks, hand sanitizer, plastic garbage bags and sani-bags (WASHROOMS ONLY) & plastic garbage bags (OFFICES ONLY) shall have an adequate supply of product for the following days use.
- Horizontal surfaces shall be kept clean and dust free, also exhaust ventilation grills shall be kept free of dust and lint, especially in shower areas.
- 2.1.20 Building Entrances – Entrances, foyers, waiting areas, stairways and corridors shall be kept in a clean tidy condition. Windows in entrance doors, transoms and sidelights (interior & exterior) shall be kept clean and free of fingerprints, smudges and dust. Entrance mats shall be kept clean of sand, dirt and debris.
- 2.1.21 Walls – Walls shall be kept clean and spot free. Baseboards, alarm bells, hose cabinets, picture frames, crests and mementos mounted on walls shall be kept dust free. Picture glass shall be

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kept free of fingerprints and streaks.

- 2.1.22 Dusting – Dust shall not be allowed to accumulate on horizontal ledges, pictures & frames, awards, memorabilia, window ledges, exposed piping / conduit on walls, alarm bells, etc. It shall also not be allowed to accumulate under desks, on or under, or around furniture.

2.2 **Playground Weekly Cleaning Requirements:**

Oceanspray Rd. and Hardhack St., Salmonberry Dr. and Trillium PL, and along Broom Lane.  
**Other locations may be added in the future**

Playground Equipment – Clean exterior playground areas **WED 0800-1500 weekly**. This includes but may not be limited to:

- a.) Wiping down all playground equipment with anti-microbial cleaner (must provide MSDS Sheet),
- b.) Emptying garbage cans and replacing bag, wiping down garbage cans and benches,
- c.) Pickup and disposal of litter in the playground areas.

3.0 **Optional Cleaning Requirements ON A TASK AUTHORIZATION BASIS**

Special Interior Cleaning – Clean building interiors contaminated with animal droppings on an as and when requested basis. Appropriate precautions must be taken during cleaning operations to minimize the chance of contracting disease. All employees working on site must have received training in the procedures for dealing with animal waste; procedures outlined in WorkSafe BC Publication – A Hantavirus Exposure Control Program for Employers and Workers must be followed.

[http://www.worksafebc.com/publications/health\\_and\\_safety/by\\_topic/assets/pdf/hantavirus.pdf](http://www.worksafebc.com/publications/health_and_safety/by_topic/assets/pdf/hantavirus.pdf)

- 3.1 Regular Interior Cleaning – Clean building interiors as per Scope of Work outlined in para's 3.0 to 13.6 at various locations at 19 WING Comox.
- 3.2 Emergency Cleaning – Provide cleaning services in response to unforeseen emergencies such as floods on a Task Based Authorization basis.

4.0 **DEFINITIONS**

- 4.1 SITE AUTHORITY: The term "SITE AUTHORITY", where it appears in these specifications, shall mean the Wing Construction Engineering Officer or his designated representative of the WCEO Contracts Office, who will make regular inspections and be available to ensure the specifications are observed.
- 4.2 WORK: The furnishing of all labor, materials and equipment to carry out and properly perform all (but not limited to) light and heavy duty interior building cleaning, floor stripping, scrubbing, and finishing, and window washing services as set out herein. The work of this contract does not include cleaning service to controlled access areas/buildings being serviced by Wing cleaning staff. The Contractor will not be required to clean the following areas, unless specified herein; exercise equipment, electrical and telecommunication closets, heating and ventilating rooms, storage rooms, interior of trophy and display cases, behind bars, office equipment, coffee boats, kitchen equipment, microwaves, fridges, ranges, personal property, work stations, cubicle walls, removing books from bookcases, replacement of fluorescent tubes and incandescent bulbs, indoor rifle range areas, workshops, garages, and hangers.
- 4.3 CONTRACTOR: The person, entity or entities named in the Contract to supply goods, services,

or both to Canada.

- 4.4 **CONTRACT COORDINATOR:** The Site Authority who will make periodic inspections and will be available to give advice and direction to ensure the specifications are observed and assist with the interpretation of the specifications as related to cleaning standards and level of service.
- 4.5 **EXTRA WORK:** The furnishing of all labor, material and equipment to carry out and properly perform services over and above those specified herein. The Contractor shall not perform services in excess of those specified herein without prior approval of the Site Authority.
- 5.0 **SUB-CONTRACTORS:** No sub-contracting permitted without the written consent of the Site Authority.
- 6.0 **SITE AUTHORITY:** The Site Authority shall have the following rights:
- 6.1 Authority to decide whether any part of the work has been performed to the level of quality in the proposed Contract;
  - 6.2 Authority to question, accept or reject the quality and quantity of any labour or material used in the execution of the work;
  - 6.3 Authority to define the Contractor's area of responsibilities within the Contract;
  - 6.4 Authority to question the timing or scheduling of the various phases of the work;
  - 6.5 Authority to increase or decrease the scope of work in accordance with the terms and conditions, or eliminate areas as required;
  - 6.6 Authority to inspect, accept or reject work done by the Contractor.
- 7.0 **SCHEDULE:** Hours of work shall be as outlined in para 2.1 B-110, Weekly Areas for Cleaning or as directed by the Site Authority.
- 8.0 **FREQUENCY:** The work shall be done in accordance with para 2.1 B-110, Weekly Areas for Cleaning. Frequency of cleaning may be increased, decreased, or otherwise changed in specified areas as requested by the Site Authority. Increase or decrease would normally be caused by the amount of usage, weather conditions, temporary closure, demolition, renovation, etc. The access hours may be changed due to operational requirements, however adequate lead time will be given to the Contractor.
- 9.0 **CO-OPERATION WITH OTHER WORKERS:** The Contractor will co-operate fully with other contractors or workers sent onto the site of the work by the Site Authority.
10. **STANDARD OF WORK:** All work referred to in this contract must be carried out in a first class manner.
11. **MATERIALS AND EQUIPMENT CONTRACTOR PROVIDED:** The Contractor shall provide all tools, equipment and materials required to safely carry out and perform the janitorial service specified herein including all necessary machines, vacuums, brushes, mops, pails, squeegee, etc. The Contractor shall supply all detergents, cleaning materials, sealers, waxes, etc. Only those cleaning supplies intended for use on the surface to be cleaned are to be used as per the manufacturer's instructions.
- 11.1 Equipment and materials may include, but are not limited to the following:

- 
- Ladders;  
Scrubbing machines and steam cleaning unit;  
Mops;  
Polisher;  
Vacuums, brooms and dust mops;  
Small tools and hammers, wrenches and screwdrivers;  
Synthetic detergent, general purpose powder;  
Synthetic detergent, general purpose liquid;  
Paste wax;  
Water emulsion wax;  
Tri-sodium phosphate;  
Remover, for water-emulsion type floor wax;  
Sweeping compound, oil base;  
Sweeping compound, water base B; and  
Power washers.
- 11.2 All materials such as soaps, detergent, cleaning materials, waxes, sealers, must be biodegradable, phosphate-free, odorless, low-odor, low volatile organic compounds (VOC) products for all general purpose cleaning and comply with the latest issue of the Canadian General Standards Board specifications or meet the intent of the current specification. Cleaning agents and materials must be of the best industrial quality and meet the Environmental Choice Program Certification ("Eco-Logo") criteria or equivalent. These products must be supplied at no extra cost.
- 11.3 The use of strong detergents or abrasive cleaners is not acceptable and any such agents found on site at 19 WING Comox will be confiscated and there will be no compensation. Damage resulting from the use or misuse of such agents or materials shall be assessed against the Contractor and shall be deducted from monies due the Contractor by the Crown. It is the responsibility of the Contractor to ensure that cleaning products will not cause damage to the surface being cleaned or to the environment in and/or around 19 WING Comox.
- 11.4 All cleaning materials and the methods used must be suitable to the application intended and follow the manufacturer's recommendations. Use of products other than those approved by the Site Authority will be subject to random sampling and laboratory testing at the Contractor's expense. A Material Safety Data Sheet (MSDS) and sufficient product information to permit an assessment must accompany all requests for approval. An up to date MSDS file shall be maintained for all controlled products used by the contractor. This file shall be kept on site and shall be easily accessible to contractor's employees and the Site Authority.
- 11.4.1 MSDS Contact Person (Contractor) Provide notification to building management of any cleaning products used in the building. This shall include a list of all chemicals that may be used. It shall also include the name, address, and phone number of the contact person in the building; a statement that the contact person maintains the product labels and Material Safety Data Sheets (MSDSs) of each product used in the building; and information that the label or MSDSs are available for review upon request. The contact person shall be available for information and comment.
- 11.5 The Contractor shall supply only new or recently restored to good condition, floor polishers. Special attention will be given to keep dust to an absolute minimum.
- 11.6 The Contractor shall supply all required equipment in new or good condition that is necessary to safely and efficiently perform the work. All of the Contractor's equipment shall be clearly labelled with the Company Name.

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- 11.7 The Contractor must ensure that all mobile equipment (i.e. barrels, utility carts, etc.) will be equipped with resilient bumpers and non-marking wheels and castors.
- 11.8 Equipment used on a daily basis will usually remain in the building. Storage space (if available) will be allocated by the Site Authority. Equipment maintenance and repairs shall be at the Contractor's expense. Major repairs to the equipment must be performed offsite.
- 11.9 All equipment used for cleaning operations must be certified for use in the application intended. All of the equipment is subject to inspection by the Site Authority at any time. If any equipment is found to be defective, it shall be removed by the contractor from the work site and replaced/repared with in twenty-four (24) hours.
- 11.10 Specialized equipment, used periodically by the Contractor shall not be stored in any of the buildings without the prior approval of the Site Authority.
- 11.11 The Contractor shall not use the facilities of the site for storage of materials or equipment for use elsewhere, nor shall other operations of the Contractor be directed from Department property.
- 11.12 The Contractor shall ensure that highly visible "Wet Floor" signs are utilized when floors pose a potential slipping hazard in accordance with industry norms.
- 11.13 The Contractor shall purchase and supply the following products: toilet tissue, paper hand towels, liquid hand soap, urinal deodorant blocks, hand sanitizer, plastic garbage bags and sani-bags (WASHROOMS ONLY) & plastic garbage bags (OFFICES ONLY).**
12. WORKPLACE HAZARDOUS MATERIALS INFORMATION SYSTEM (W.H.M.I.S.): It is mandatory that the Contractor complies with W.H.M.I.S. (criteria). W.H.M.I.S. is a Canada-wide, federally imposed legislation system to classify and label products used in the workplace. The program requires that workers are informed and knowledgeable about the potential health effects of hazardous materials in their work environment and how they can be handled and disposed of safely. The legislation states that all chemicals must be labelled by a mark, sign, tag, sticker, etc., and that the M.S.D.S. must be provided for all materials controlled by WHMIS.
- 12.1 Use of flammable cleaning material shall be at the Site Authority's approval only and shall be removed from premises at the end of each workday. Storage of hazardous material must comply with WHMIS criteria.
- 12.2 All Cleaning Service Providers and their personnel shall be trained in the proper handling of chemicals, proper cleaning procedures and the proper use and maintenance of any cleaning equipment in use in accordance with WHMIS procedures and regulations and manufacturer specifications. The contractor must provide proof of WHMIS training for staff when requested.
- 12.3 The Contractor shall, act at all times in adherence to WHMIS, and use environmentally preferred materials (EcoLogo or Green Seal Certified) as per the annexes identified herein;
- 12.3.1 Furnish a complete written material list that includes statement of the origin, composition and/or manufacturer of any or all materials used in the work. If requested, the Contractor may be required to provide samples of materials from his stock for testing purposes. It is the intent of this contract to use environmentally friendly products and materials. All cleaning products that may enter the sewer system must be compatible for use with a Septic Treatment Plant System and the contractor must demonstrate this in his material list submission;
- 12.3.2 Provide Material Safety Data Sheets (MSDS) in compliance with WHMIS regulations or any material labeled as potentially hazardous, which is brought into the building by the Contractor.

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The site authority may refuse entry of such material without provision of appropriate MSDS sheets. MSDS sheets shall be kept up to date and prominently displayed in areas where such material is stored by the Contractor and include their company's environmental policy. This policy which should include the process for cleaning material disposal, types of products, certifications and their Risk Management Plan etc. This item will be a consideration in tender evaluations. It is the intent of 19 WING Comox that this be a "Green" environmentally sensitive and responsible contract.

- 12.4 Special Needs & Sensitivities: Cleaning Service Providers shall request facility managers to identify building occupants with special needs or sensitivities (to dust, chemicals, noise levels, etc.) and have a process in place to work with management, cleaning staff, and the individual(s) to mitigate the problem.
- 12.5 Reporting Cleaning Opportunities: Cleaning Service Providers shall provide information to facility managers that define opportunities for building occupants to reduce the need for more intensive cleaning processes or treatments (e.g., reporting spills and making attempts to reduce clutter in personal spaces).
- 12.6 Reporting Pests and other cleaning issues. Cleaning Service Providers shall communicate to the management or owners of the building the presence of pests and any maintenance issues discovered while performing cleaning operations.
13. TELEPHONE: Contractor shall maintain a telephone (manned continuously) from 0600 to 2200 hours Monday to Friday. The Contractor shall also provide an emergency telephone number (or numbers). Use of paging device is acceptable; however, if undue delays develop in response time to calls the use of paging devices will be discontinued. Telephone answering machines are not an acceptable substitute for a paging or manned telephone service.
14. SUPERVISION: The Contractor shall provide competent supervision of the work at all times through a dedicated representative as follows:
- Working Supervisor, on site during normal working hours as specified herein. Working Supervisor must commit 20% of time to training, guidance, instruction and supervisory responsibilities. The Supervisor must have delegated authority to make commitments on behalf of the Contractor. Authorized alternates shall, in the absence of the Working Supervisor, have the same level of delegated authority.
- The Working Supervisor and/or alternate must be able to communicate effectively in English, both written and oral to protect worker health and safety by complying with safety, security and WHIMS regulations.
- The Working Supervisor or alternate will report to the Site Authority on a daily basis (timing by mutual agreement) to review schedules, for briefing on special projects and to resolve any areas of potential conflict.
- The Site Authority unless requested to do so by the Contractor, or unless necessary to maintain order and discipline, shall not interfere With Contractor's staff in the performance of their duties and shall deal only with the Contractor or designated representative.
15. OPERATING/SHIFT SCHEDULE: The Contractor, within ten (10) days of award of contract, shall submit a proposed shift schedule showing the exact number of days and the labor distribution required to cover the cleaning schedule. Labor distribution will specify the number of workers and the number of hours nominally required to clean each site. Any change or deviation from the agreed upon schedule must be approved by the Site Authority. Proposed shift schedules must be submitted in writing.

16. HOURS OF WORK:

- a) Work shall commence as determined by the Site Authority at the start-up meeting upon award;
- b) Working hours may be changed at the request of the Contractor and approval of the Site Authority, or at the direction of the Site Authority;
- c) Weekends: Scheduled on an as requested basis and are considered between 0001 hrs. Saturday to 2400 hours Sunday.
- d) Statutory holidays are not included in days of work unless otherwise stipulated. Statutory holidays would be priced as working a weekend day. Statutory holidays are defined as:

New Year's Day – January 1  
Family Day – Second Monday in February  
Good Friday – Friday preceding Easter  
Victoria Day – Monday preceding May 24  
Canada Day – July 1  
BC Day – First Monday in August  
Labour Day – First Monday in September  
Thanksgiving – Second Monday in October  
Remembrance Day – November 11  
Christmas Day – December 25

17. SERVICES PROVIDED (where space is available): Storage space in buildings covered by the contract. Electricity, hot and cold water as required in the execution of the services specified herein shall be provided by 19 WING Comox at no charge to the Contractor.

18. LITTER:

If at any time, litter collected during the course of this contract cannot be placed in the appropriate container, it shall be transported to the nearest suitable container and the situation reported to the Site Authority no later than next day between the hours 0730 & 1200.

Litter shall be transported by the Contractor in a covered container.

Litter spilled or left outside the collection container shall be cleaned up by the Contractor immediately, or cleaned up at the expense of the Contractor, to the satisfaction of the Site Authority.

Collection containers shall be kept covered at all times.

19 WING Comox recycles waste paper, cardboard, and mixed containers. It shall be the Contractor's responsibility to place recycled materials from the indoor collection points into the appropriate outdoor containers **The janitorial contractor MAY be responsible for any extra costs** incurred by DND if the cleaners deposit waste into the wrong container and the garbage contractor needs to sort the garbage before collecting it.

19. CLEANLINESS & HYGIENE:

Janitor storage closets shall be kept clean, neat and tidy at all times.

Dusters and mops, both wet and dry shall be thoroughly cleaned after each use to avoid odors and hygiene problems.

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All cleaning staff shall ensure that their personal hygiene and/or perfumes are of a level as not to offend building occupants.

20. **STAFFING REQUIREMENTS:** The Contractor shall ensure that the staffing requirements are met throughout the life of the contract.
- a) **NON-PERMANENT RESIDENT (CDN COMPANIES):** The contractor is responsible for compliance with the immigration requirements applicable to non-permanent residents entering Canada to work on a temporary basis in fulfillment of the Contract. In some instances, employment authorization necessary to enter Canada cannot be issued with prior approval of a Canada Employment Centre (CEC). A CEC should always be contacted as soon as the decision to bring in a non-permanent resident is made. The Contractor will be responsible for all costs incurred as a result of non-compliance with immigration requirements.
- b) **NON-PERMANENT RESIDENT (FOREIGN COMPANIES):** The Contractor shall ensure that non-permanent residents intending to work in Canada on a temporary basis in fulfillment of the Contract, who are neither Canadian citizens nor United States nationals, receive all appropriate documents and instructions relating to Canadian immigration requirements and secure all required employment authorizations prior to their arrival at the Canadian port of entry. The Contractor shall ensure the United States nationals having such intentions receive all appropriate documents and instructions in that regard prior to their arrival at the Canadian port of entry. Such documents may be obtained at the appropriate Canadian Embassy / Consulate in the Contractor's country. The Contractor will be responsible for all costs incurred as a result of non-compliance with immigration requirements.
- c) **REPLACEMENT OF PERSONNEL:** The Contractor shall provide the services of those person(s) named in its proposal, and any additional employees necessary to perform the Work and provide the services required under this Contract, unless the Contractor is unable to do so for reasons beyond the control of the Contractor. Should the Contractor, at any time, be unable to provide the employees named above, the Contractor shall be responsible for providing replacements who shall be of similar ability and attainment and who shall be acceptable to the Technical Authority and the Contracting Officer. In such cases, the Contractor shall notify in writing, both the Technical Authority and the Contracting Officer and provide:
- i. the reason for the removal of the named employee(s) from the Work;
  - ii. the name of the proposed replacement(s);
  - iii. an outline of the qualifications and experience of the candidate(s); and
  - iv. accepted security clearance certification(s) as applicable.
- Such notice shall be sent at least thirty (30) days in advance of the date on which any replacement is to commence work. Any change to the terms and conditions of the contract which results from a replacement of personnel shall be effected by a contract amendment.
- d) **COMMUNICATION:** Contractor's employees must have a working knowledge of the English language, both oral and written. This is essential as staff is required to fully comprehend WHMIS, Safety SOP's, fire orders, and interaction with 19 WING Comox staff.
21. Notwithstanding the foregoing, the Contractor is required to perform the Work and provide the services in accordance with the terms of the contract.
22. **SECURITY:** Following 19 WING Comox security regulations, picture ID is required to enter DND property; it is to be carried at all times and produced upon request. The Contractor shall present a list of all employees who will be working on site, to the Site Authority.

- a) The Contractor and Contractor's employees shall be responsible for securing all doors and windows in work areas when vacating the building.
  - b) Keys for each building will be made available to the Contractor. The Contractor shall designate employees who will be responsible for signing out keys and returning them at the end of the shift.
  - c) AT NO TIME, WILL KEYS BE TAKEN OFF DND PROPERTY.
  - d) Keys entrusted to the Contractor must be controlled and kept secure at all times.
  - e) All doors, which must be unlocked to gain entry during working hours, must be kept locked during the performance of the janitorial service.
  - f) Contractor shall be responsible for the cost to re-key a building or room to which keys, while in the possession of the Contractor or Contractor's employees have been lost.
  - g) Contractor will ensure DND picture ID passes are returned to the ID section at the main gate, upon termination of this contract or termination of an employee.
- 22.1 Performance Report: The quality of the Contractor's performance will be assessed through the Site Authority's inspections in conjunction with the terms, conditions and specifications of the Cleaning Standards in conjunction with the Cleaning Schedules. The Site Authority has the authority to conduct unscheduled inspections at his/her discretion.
- 22.2 In the event that the Contractor fails to perform any of the work in accordance with the specifications, the Site Authority will require, within 48 hours, a written response outlining corrective action taken which shall be submitted to the Site Authority and PWGSC.**
- 22.3 Penalty: Failure to Rectify: When the contractor fails to perform any aspect of the service and, if after verbal and written notification by PWGSC this failure isn't corrected within 48 hours of notification, or if the same complaint is made twice or more within a period of 30 days, the contractor agrees to pay Her Majesty 10% of the monthly rate for service. The aforesaid amount is agreed to be a fair and reasonable estimate of such damages or loss.
- 22.4 Contractors are advised that the performance remedy WILL be enforced without exception. The following shall constitute proof of failure to provide the level of service defined and will be cause for termination of the contract:
- a) The necessity to file a written notice of failure to perform on more than 3 occasions during the period of the contract; or
  - b) The necessity to apply liquidated damages more than twice during the period of the contract.
- 22.5 TERMINATION
- In addition to any other right to terminate set out in the General Conditions forming part of the contract, the Minister shall have the right to terminate this agreement on giving 30 days' notice to the Contractor; such notice to be sufficient if given by registered mail.
23. ENERGY CONSERVATION: Contractor shall limit energy consumption by turning lights out upon completion of area.
24. EMERGENCY AND FIRE ALARM SYSTEM AT 19 WING Comox: All of the Base buildings have a Fire Alarm System. In the event of an alarm being sounded, vacate the building by using the nearest safe fire exit and gather at the building fire muster area. The contractor must ensure that

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all employees know where the nearest fire exit is at all times and where the muster area is to report to.

25. FIRE SAFETY: All litter waste papers and sweepings shall be picked up in an approved container. All litter waste papers and sweepings so collected shall be removed from the work site and placed in the appropriate waste disposal bin.

Janitor rooms and storage closets shall be kept clean, neat and tidy at all times. Mops and dusters that have been treated with furniture polish, wax or oil shall be kept in closed metal containers to prevent spontaneous combustion.

All mops shall be stored in a suspended position to allow free circulation of air around the mop heads.

Hot plates must not be used on base, electric appliances must not be used in rooms in which cleaning material or equipment is kept.

Care shall be taken when collecting combustible or flammable material, i.e. contents of cigarette stands, sand pails, etc. Combustible or flammable material shall be collected in appropriate metal containers.

All buildings are designated as NO SMOKING AREAS. Smoking is prohibited in buildings and is only allowed in certain areas of the base. No smoking signs are to be strictly adhered to.

Damages caused because of lack of due care and observation of fire safety measures by Contractor's Employees, will be "made good" by the Contractor or assessed against the Contractor and deducted from monies owed by the Crown.

- 25.1 Employees must be familiar with the locations of exit routes, fire alarm pull stations, fire extinguishers and the nearest muster station to their work area. Staff members should establish, for themselves, a primary and alternate route leading to ground levels, and also assist others who may not be familiar with the site.

26. FIRE PROCEDURES:

- a) If a fire is discovered, activate alarm by pulling fire alarm box.
- b) When the fire alarm sounds, close doors and windows behind you and evacuate the building immediately.
- c) Leave by the nearest safe exit and proceed to your designated muster station. Report your presence to the fire warden.
- d) Remain at the muster station until all alarms are silenced and you are instructed to return to work. Muster stations are located as per the building Fire Plan.

27. FIRE PREVENTION GUIDELINES: Within your work area you should:

- a) Know the locations of alarms, exits and extinguishers.
- b) Have identified two exit routes.
- c) Be prepared to assist in an emergency by co-operating with others, and ensuring that visitors and others know how to protect themselves.
- d) Report blocked exits, inoperative fire doors, missing extinguishers, dangerous or defective equipment to the Wing Safety Officer or Chief Fire Warden.
- e) If you smell smoke or gas, pull the closest alarm and proceed to nearest exit.

28. STAFFING LEVELS: It is the contractor's responsibility to employ sufficient number of employees to ensure that all of the buildings listed are cleaned to the level specified.

29. **CLEANING PRACTICES:** It is the purpose of this section to identify the different methods and levels of cleaning practices and to make known the expected standard of quality.
30. **DEFINITION OF TERMS**
- 30.1 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.
- 30.2 Routine cleaning means cleaning operations which are specified to be performed monthly or more frequently such as weekly or daily.
- 30.3 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.
- 30.4 Project Cleaning means cleaning operations which are specified to be performed only when ordered by the client.
- 30.5 Flight of Stairs includes steps and risers situated between two floor levels including landing(s).
- 30.6 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).
- 30.7 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.
- 30.8 High Traffic Areas includes entrance lobbies, elevator lobbies, corridors and traffic aisles in open office space.
31. **QUALITY STANDARDS:** The Supplier must meet the following standards:
- a) **Cleaning: General**
- i. All surfaces and objects specified in the contract must be free of dust, stains, spills, debris and soil immediately after cleaning operation.
  - ii. Machinery and equipment must not block a passageway, or present a trip hazard.
  - iii. Caution signs must be placed adjacent to the affected area on all approaches.
  - iv. Furnishings moved by cleaners must be relocated to their original location.
- b) **Spot Cleaning**
- i. All affected areas must be clear of stains, streaks and soil.
  - ii. All over-spray from spray applicators must be wiped clean from all surfaces.
- c) **Sweeping**
- i. All floor areas including open areas and flooring around furniture legs and into corners be free of dirt and litter.

d) Cleaning with a Hose

- i. All areas must be clean of dirt, mud and debris with no water ponding as a result of the cleaning with a hose.
- ii. Equipment is removed and stored immediately after use.

e) Dust Mopping

- i. All floor areas including open areas and flooring around furniture legs and into corners must be free of debris and dust film.

f) Damp Mopping

- i. 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.
- ii. The supplier must sweep or dry mop the area immediately before damp mopping.
- iii. The supplier must start damp mopping with clean water and mop.
- iv. Walls, baseboards and other surfaces must be free of splash marks.

g) Wash Floors

- i. All standards outlined in "Damp Mopping" apply.
- ii. In addition, surfaces must be rinsed free of cleaning solution after floors are washed.
- iii. All areas must be free of dirt, stains, splashing, cleaning chemical and water accumulations as well as scuff marks.

h) Machine Scrubbing

- i. All areas must be free of dirt, stains, scuff marks, splashing, cleaning chemical and water accumulations.
- ii. Corners and other areas not accessible to a mechanical floor scrubber must be scrubbed manually.

i) Spray Buffing

- i. Following spray buffing, all areas must present an overall appearance of cleanliness, have a bright shine throughout and be free of debris and dust.
- ii. Spills, scuffs and stains must be removed prior to spray buffing.

j) Scrub and Refinish

- i. Supplier must apply all performance standards as with "Machine Scrubbing".
- ii. In addition, supplier must apply one coat of finish compatible with existing finish.
- iii. 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.

k) Strip and Refinish

- i. Supplier must apply all performance standards as with "Scrub and Refinish".
- ii. All old finish must be removed and all residual stripper chemical cleaned away.

- iii. New finish must applied to all portions of the floors.
  - iv. Refinish must include 2 coat of finishing materials (wax, etc.).
  - v. 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 Refinish" is complete.
- l) Vacuuming
- i. All carpet surfaces must have an overall appearance of cleanliness and must be free of visible dust, dirt, and grit.
  - ii. A power head must be used. Vacuums must be 2 motor design (1 for suction, 1 for power head)
- m) Stain Removal
- i. All carpets and walk-away mats must have no visible stains or discoloration after stain removal operation.
  - ii. Where stain removal involves wetting of a hard surface floor, caution signs must be in place around affected work area.
- n) Damp Wiping
- i. Surfaces must be free of dust, stains, streaks and water spotting following damp wiping.
  - ii. Wiping cloths must be rinsed frequently and free of stains and odors.
  - iii. Feather dusters are not acceptable.
- o) Glass and Mirror Cleaning
- i. All glass must be clean on both sides and free of streaks and finger marks.
  - ii. Adjacent areas including frames, casing and ledges must be free of water spotting, splash marks and streaks.
- p) High Dusting
- i. All surfaces must be free of dust.
  - ii. High dusting must be effected using either dap rag wiping or vacuuming. The method will be specified by the client.
  - iii. Dust must be contained and prevented from floating freely in the air during operation.
- q) Clean and Disinfect
- i. Client-approved, commercial disinfectant cleaner must be used.
  - ii. Manufacturer's instructions must be followed for best results.
  - iii. All surfaces cleaned and disinfected must be rinsed cleaned of residual disinfectant.
32. EMERGENCY CLEANING: Extra cleaning shall only be authorized by the Site Authority. Any changes to the scope of work must be authorized by PWGSC.

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VIC-235061

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

**ANNEX "A1"- EVALUATION CRITERIA**

**The bid must be compliant with the requirements and specifications outlined herein including:**

- **MANDATORY EVALUATION CRITERIA**
- **MANDATORY GREEN PRODUCTS EVALUATION CRITERIA**
- **RATED EVALUATION CRITERIA**

**FAILURE TO DO SO MAY RESULT IN YOUR BID BEING DEEMED NON-RESPONSIVE AND NO FURTHER EVALUATION WILL OCCUR**

<b>MANDATORY EVALUATION CRITERIA</b>	<b>CIRCLE YES/NO</b>
<p><b>PREVIOUS EXPERIENCE:</b> Supplier must have 02/two consecutive years of janitorial services experience (within the last 05/five years) on at least 02/two contracts that are of a similar size and scope to the requirement identified in the solicitation.</p> <p>Similar size and scope is defined as:</p> <ul style="list-style-type: none"> <li>• A space that is a minimum of 50% of the size (m2) and</li> <li>• A space of similar use or type (e.g. office space, lab space)</li> </ul>	<p><b>YES</b></p> <p><b>NO</b></p> <p>See table below</p>
<p><b>REFERENCES:</b> The Contractor must provide written references from the 02/two customers (for the previous experience) that clearly state the Contractor has a good track record in providing janitorial services of a similar scope. For each reference, list the name of the customer and key contact information.</p> <p>References will be verified.</p>	<p><b>YES</b></p> <p><b>NO</b></p>
<p>All employees working on site must have received training in the procedures for dealing with animal waste; procedures outlined in WorkSafe BC Publication – A Hantavirus Exposure Control Program for Employers and Workers must be followed.</p> <p><a href="http://www.worksafebc.com/publications/health_and_safety/by_topic/assets/pdf/hantavirus.pdf">http://www.worksafebc.com/publications/health_and_safety/by_topic/assets/pdf/hantavirus.pdf</a></p>	<p><b>YES</b></p> <p><b>NO</b></p>
<p>All employees working on site must have training in WHMIS.</p>	<p><b>YES</b></p> <p><b>NO</b></p>
<p>A minimum of 80% of the total products supplied by the Contractor must be in accordance with the specifications of the Product Standards Certification, described in the above section. See Mandatory Green Products Evaluation.</p>	<p><b>YES</b></p> <p><b>NO</b></p>

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<b>SECURITY CLEARANCES – By Contract start date, all resources must have the required security clearances (DOS or FCS) to access the site.</b>	<b>YES</b>  <b>NO</b>
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The following tables are provided for your convenience; however, should you require additional space you may also submit the information in other formats containing the same information.

**Company > Previous Experience: Supplier possesses 02/two consecutive years of janitorial services experience within the last 05/five years on contracts of similar size and scope to the requirement identified in the solicitation. PROVIDE THE FOLLOWING INFORMATION FOR EACH:**

<b>EXPERIENCE 1</b>	
CONTRACT	
Brief description of work	
Location (address)	
Location size cleaned (min. 50% of 246 m <sup>2</sup> = 123 m <sup>2</sup> )	
Location type (e.g. office space, lab space, etc.)	
Time Frame (from/to) minimum 2 consecutive years	
\$ Value / month	
Number of FT/PT personnel	
Current point of contact (customer name and phone #)	

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<b>EXPERIENCE 2</b>	
CONTRACT	
Brief description of work	
Location (address)	
Location size cleaned (min. 50% of 246 m <sup>2</sup> = 123 m <sup>2</sup> )	
Location type (e.g. office space, lab space, etc.)	
Time Frame (from/to) minimum 2 consecutive years	
\$ Value / month	
Number of FT/PT personnel	
Current point of contact (customer name and phone #)	

<p style="text-align: center;"><b>MANDATORY GREEN PRODUCTS EVALUATION CRITERIA</b></p>
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1. **BACKGROUND:** For purposes of this RFP, the minimum standards established for the performance of these products must be in accordance with The Environmental Choice Program (ECP), Environment Canada's EcoLogo program, or the Green Seal as used in the United States of America, or other internationally recognized certification.

Green Seal Standard for Industrial and Institutional Cleaners (GS-37), [www.greenseal.org/standards/gs37.pdf](http://www.greenseal.org/standards/gs37.pdf), and the Green Seal Standard for Industrial and Institutional Floor-Care Products (GS40), [www.greenseal.org/standards/gs40.pdf](http://www.greenseal.org/standards/gs40.pdf), wherever possible. A list of certified cleaners meeting these standards is available at [www.greenseal.org/certproducts.htm#cleaners](http://www.greenseal.org/certproducts.htm#cleaners).

Canada's Environmental Choice Program certifies products based on strict environmental standards, as per the PRC-097 standard (see below) . A list of janitorial cleaners qualified under these standards can be found at the following website: <http://www.environmentalchoice.com>:

**Under PRC-097, certified cleaners must:**

- Meet or exceed government and industry safety and performance standards;
- Meet the requirements of all applicable government acts, bylaws and regulations including the Fisheries Act and the Canadian Environmental Protection Act;
- Clean common hard surfaces effectively;
- Not require poison labeling under the Hazardous Products Act;
- Be accompanied by detailed instructions for proper use to maximize product performance and minimize waste;
- Be labeled for use with tepid water when diluted;
- Not be formulated with phosphates, NTA, EDTA, APEOs, organic ingredients which are bioaccumulating or potentially bioaccumulating;
- Not contain chemicals which are proven or probable carcinogens;
- Not contain halogenated organic solvents or butoxy-ethanol;
- Not use ethylene oxide in the manufacture of the whole formula or any component of it;
- Not contain volatile organic compounds (VOCs) exceeding 0.05% by weight;
- Be readily biodegradable under both aerobic and anaerobic conditions;
- Be nontoxic to aquatic life by whole formulation short-term sensitive toxicity tests;
- Have a calculated oral rat toxicity of LD50 > 5000 mg/kg by whole formulation test;
- Demonstrate minimum potential for introduction of endocrine disrupting by-products into the receiving environment, through complete absence of detectable recalcitrant metabolites formed during biodegradation tests;
- Demonstrate low potential for skin irritancy; and
- Be listed with a recognized environmental health organization as a product not harmful to people suffering from environmental illness, including, inter alia, the Envirodesic™ Certification Program, the Canadian Lung Association, the Asthma Society of Canada, and the Environmental Illness Society of Canada.

## 2. CONTRACTOR SUPPLIED – CLEANING PRODUCTS MATRIX INSTRUCTIONS

A minimum of 80% of the total products supplied by the Contractor must be in accordance with the specifications of the Product Standards Certification, described in the above section. Bidders must complete the matrix and list all the chemicals and cleaning products that will be used in the performance of the contract.

Bidders must be able to provide products that meet Canada's Environmental Choice Program, or Green Seal's standards for Industrial and Institutional Cleaners (GS-37) or Industrial and Institutional Floor-Care Products (GS-40), or recognized International equivalent. Examples of these categories include, but are not limited to the following:

General Purpose Cleaners  
Glass Cleaners  
Carpet Shampoos  
Floor Care: Finishes and Strippers

Bathroom Cleaners  
Cleaners/Degreasers  
Floor Cleaners

- 2.1 Bidders must identify all janitorial products intended to be used in providing janitorial services to the Base, by: product name, manufacturer name, part # and purpose/use. Bidders must state if the product meets or does not meet Canadian Environmental Certification requirements. Note: the USA Green Seal is also acceptable.

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	ITEM Description Incl. Mfr Name	MSDS Incl.		Enviro Choice CAN		Green Seal (Optional) USA	
Col. A	Column B.	Col. C	Col. D	Col. E	Col. F	Col. G	Col. H
#	<b>EXAMPLE</b>						
1	DUSTBANE, ORBIT part # 69280 PURPOSE: Floor finish	Yes		Yes			
	ITEM Description Incl. Mfr Name	MSDS Incl.		Enviro Choice CAN		Green Seal (Optional) USA	
		YES	NO	YES	NO	YES	NO
Col. A	Column B.	Col. C	Col. D	Col. E	Col. F	Col. G	Col. H
1							
2							
3							
4							
5							
6							
7							
8							
9							
10							
<b>If more lines/information is being provided please attach a separate sheet in the same format.</b>							
CALCULATIONS							
Step 1 From Column <b>C or E or G</b> add the Total number of environmentally approved products supplied by the contractor: =							
Step 2 From Column B, add the Total number of all cleaning products supplied by the contractor =							
Step 3 % of Environmentally approved products Step 1 ÷ Step 2 = % *							
<b>* MUST BE EQUAL TO OR GREATER THAN 80% OVERALL OR YOUR BID WILL BE DEEMED NON-RESPONSIVE AND NO FURTHER EVALUATION WILL OCCUR</b>							

**RATED EVALUATION CRITERIA**

**UNLESS OTHERWISE STATED ALL INFORMATION REQUESTED AND REQUIRED TO EVALUATE THE BID MUST BE INCLUDED IN YOUR BID RESPONSE. FAILURE TO DO SO MAY RESULT IN YOUR BID BEING CONSIDERED NON-RESPONSIVE AND NO FURTHER EVALUATION WILL OCCUR.**

<b>% of points available</b>	<b>Information and content provided is...</b>
UNSATISFACTORY 0-30%	<i>insufficient for any evaluation</i> of the services offered.
POOR 31-59%	<i>insufficient for effective evaluation</i> and is considered not acceptable for meeting the services requirements.
FAIR 60-69%	<i>minimal and is considered to be less than acceptable</i> for meeting the services requirements.
<b>GOOD 70-79%</b>	<b>sufficient for evaluation.</b> Services offered are average and will meet the performance of the requirement.
<b>VERY GOOD 80-90%</b>	<b>more than sufficient</b> for effective evaluation. Services offered are above average and will more than meet the requirement.
<b>EXCELLENT 91-100%</b>	<b>exceptional.</b> Services offered exceed the performance requirements.

<b>RATED EVALUATION CRITERIA</b>	<b>MAX PTS</b>
<p><b>OVERALL ORGANIZATION:</b></p> <p>Provide a staffed company organization chart for this specific requirement that meets the statement of work. (2 pts)</p> <p>This should identify the roles and responsibilities of:</p> <ul style="list-style-type: none"> <li>• On-site Working Supervisor (up to 6 pts)</li> <li>• Individual Employee Positions (up to 4 pts)</li> <li>• Overall Contract Manager (up to 3 pts)</li> </ul>	<b>15</b>

<p><b>EDUCATION/TRAINING/CERTIFICATIONS &gt; ON-SITE WORKING SUPERVISOR ONLY</b></p> <p>Information must include all related education/training/certifications obtained. Specifically:</p> <ol style="list-style-type: none"> <li>1. Janitorial Services Certification from a recognized institution (up to 3 pts)</li> <li>2. Health &amp; Safety (up to 5 pts)</li> <li>3. First Aid &amp; CPR (up to 2 pts)</li> <li>4. Other related** education/training/certification related to janitorial services (up to 5 pts)</li> </ol> <p><b>**Note: Points will be awarded for Contractor's in house training programs, which address each of the above items. Contractors must be able to provide copies of their in-house course program/outlines or a list of training materials (i.e. books/videos) as supporting documentation to obtain these points within 48 hours upon request.</b></p>	<p><b>15</b></p>
<p><b>EXPERIENCE &gt; On-site Working Supervisor ONLY &gt;</b></p> <p>Indicate the number of years of their:</p> <ol style="list-style-type: none"> <li>a) <u>Overall</u> Janitorial experience. (up to 2 pts per year to a maximum of 6 pts)</li> <li>b) <b>On-Site Janitorial</b> <u>Supervisory</u> experience (up to 3 pts per year to a maximum of 9 pts).</li> </ol>	<p><b>15</b></p>
<p><b>MINIMUM EXPERIENCE/EDUCATION/TRAINING/CERTIFICATIONS &gt; All other on-site Janitorial Staff ONLY.</b></p> <p>Information must include all related education/training/certifications obtained. Bidders must identify the minimum requirements that On-Site janitorial staff have or will have prior to working on this contract.</p> <p>Specifically:</p> <ol style="list-style-type: none"> <li>1. Janitorial Experience (up to 2 pts per year to a maximum of 4 pts)</li> <li>2. Health &amp; Safety / First Aid (up to 2 pts)</li> <li>3. Other related** education/training/certification related to janitorial services (up to 4 pts)</li> </ol> <p><b>**Note: Points will be awarded for Contractor's in house training programs, which address each of the above items. Contractors must be able to provide copies of their in-house course program/outlines or a list of training materials (i.e. books/videos) as supporting documentation to obtain these points within 48 hours upon request.</b></p>	<p><b>10</b></p>

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<b>MAXIMUM POINTS AVAILABLE</b>	<b>55</b>
<b>OVERALL POINTS REQUIRED TO PASS AT 70%*</b>	<b>38.5*</b>
<b>*MUST BE EQUAL TO OR GREATER THAN 70% OVERALL OR YOUR BID WILL BE DEEMED NON-RESPONSIVE AND NO FURTHER EVALUATION WILL OCCUR</b>	

**ANNEX "B" - BASIS OF PAYMENT**

Evaluation of Price: The price of the bid will be evaluated in Canadian dollars, the Goods and Services Tax excluded, FOB destination, Canadian customs duties and excise taxes included.

**NOTE:** Pricing shall be inclusive of all direct and indirect expenses incurred in performing the requirement including but not limited to all labour, fringe benefits, overhead, supervision, tools, equipment, materials, parts, manuals, cleaning supplies, personal protective equipment, travel time, travel and living expenses, transportation costs, reports, general and administrative costs, profit required to do the work, all related duties and other costs paid by the Supplier such as additional surcharges, and transportation fees. No other charges will be accepted.

**OPTION INCREASES:** At the time of the exercise of each option, the rates in the Basis of Payment (Annex "B") will be increased or decreased by multiplying the rates by the percentage change in "The Consumer Price Index, major components, selected sub-groups and special aggregates, provinces, Whitehorse and Yellowknife, not seasonally adjusted ("CPI") for the appropriate province for the 12 month period ending two months before the expiration date of the current period of the contract ("period"). The CPI which shall be used is published in Statistics Canada Catalogue no. 62-001-X, tables 9-1 to 9-12, for the appropriate province all-items CPI of the period described above.

Consumer Price Index for Canada is published by Statistics Canada and is available at:

- \*<http://www5.statcan.gc.ca/bsolc/olc-cel/olc-cel?catno=62-001-X&chropg=1&lang=eng>; or
- \*<http://www.statcan.gc.ca/subjects-sujets/cpi-ipc/cpi-ipc-eng.htm>; or
- \*<http://cansim2.statcan.ca>, Table 326-0020."

	Estimated /Total	YR 1	OPTION YR 1	OPTION YR 2	12 MO	EXTENSION A x (B+C+D) x E = F
	A	B	C	D	E	F
<b>FIRM</b> B110 - Cleaning	247 m <sup>2</sup> /mo	\$ m <sup>2</sup> /mo	\$ m <sup>2</sup> /mo	\$ m <sup>2</sup> /mo	12 mo	\$
<b>FIRM</b> Playgrounds (3 current)	3 each	\$ /mo	\$ /mo	\$ /mo	12 mo	\$
<b>FIRM</b> CONSUMABLES*	\$250.00/mo	+ %	+ %	+ %	12 mo	\$
<b>AS AND WHEN REQUESTED/TASKED</b>						
<b>OPTIONAL</b> Playgrounds (2 potential) when and if identified	2 each	\$ /hr	\$ /hr	\$ /hr	12 mo	\$
<b>GENERAL CLEANER**</b> Regular Mon-Fri 0800-1600 (\$/hr)	10 hrs/mo	\$ /hr	\$ /hr	\$ /hr	12 mo	\$
<b>GENERAL CLEANER** for hours outside</b> Mon-Fri 0800-1600 (\$/hr) (stats/emergency/weekends)	05 hrs/mo	\$ /hr	\$ /hr	\$ /hr	12 mo	\$

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BIOHAZARD CLEANER*** <b>regular</b> Mon-Fri 0800-1600 (\$/hr)	05 hrs/mo	\$ /hr	\$ /hr	\$ /hr	12 mo	\$
BIOHAZARD CLEANER*** <b>for hours outside</b> Mon- Fri 0800-1600 (\$/hr) (stats/emergency/ weekends)	01 hrs/mo	\$ /hr	\$ /hr	\$ /hr	12 mo	\$
Scrub & refinish floor <b>regular</b> Mon-Fri 0800- 1600 (\$/m <sup>2</sup> )	60 m <sup>2</sup> /mo	\$ /m <sup>2</sup>	\$ /m <sup>2</sup>	\$ /m <sup>2</sup>	12 mo	\$
Scrub & refinish floor <b>for hours outside</b> Mon-Fri 0800-1600 (stats/emergency/ weekends) (\$/m <sup>2</sup> )	50 m <sup>2</sup> /mo	\$ /m <sup>2</sup>	\$ /m <sup>2</sup>	\$ /m <sup>2</sup>	12 mo	\$
Strip & finish floor <b>regular</b> Mon-Fri 0800- 1600 (\$/m <sup>2</sup> )	60 m <sup>2</sup> /mo	\$ /m <sup>2</sup>	\$ /m <sup>2</sup>	\$ /m <sup>2</sup>	12 mo	\$
Strip & finish floor <b>for hours outside</b> Mon- Fri 0800-1600 (stats/ emergency/weekends) (\$/m <sup>2</sup> )	50 m <sup>2</sup> /mo	\$ /m <sup>2</sup>	\$ /m <sup>2</sup>	\$ /m <sup>2</sup>	12 mo	\$
Machine scrub floor <b>Regular</b> Mon-Fri 0800- 1600 (\$/m <sup>2</sup> )	60 m <sup>2</sup> /mo	\$ /m <sup>2</sup>	\$ /m <sup>2</sup>	\$ /m <sup>2</sup>	12 mo	\$
Machine scrub floor <b>for hours outside</b> Mon-Fri 0800-1600 (stats/emergency/ weekends) (\$/m <sup>2</sup> )	50 m <sup>2</sup> /mo	\$ /m <sup>2</sup>	\$ /m <sup>2</sup>	\$ /m <sup>2</sup>	12 mo	\$
Carpet steam clean & extraction <b>regular</b> Mon-Fri 0800-1600 (\$/m <sup>2</sup> )	60 m <sup>2</sup> /mo	\$ /m <sup>2</sup>	\$ /m <sup>2</sup>	\$ /m <sup>2</sup>	12 mo	\$
Carpet steam clean & extraction <b>for hours outside</b> Mon-Fri 0800- 1600 (stats/emergency /weekends) (\$/m <sup>2</sup> )	50 m <sup>2</sup> /mo	\$ /m <sup>2</sup>	\$ /m <sup>2</sup>	\$ /m <sup>2</sup>	12 mo	\$
<b>EVALUATION TOTAL</b>						\$

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**\*CONSUMABLES (as per Annex "A" 11.13) (except free issue) shall be charged at the laid down invoice prices (copies of invoices must be provided upon request) plus a mark-up of \_\_\_\_\_ %.**

CONSUMABLES may 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. **Cleaning supplies and equipment (as per Annex "A" 11-11.1) are specifically excluded.**

\*\*General Cleaner: Duties as and when tasked include, but are not limited to, the following:

- Floor cleaning
- Vacuuming carpet and upholstery
- Dusting
- Waste disposal
- Other duties normally associated with janitorial services

\*\*\***Biohazard Cleaner: Duties as and when tasked include** the janitorial services necessary that follow the WorkSafe BC Publication – A Hantavirus Exposure Control Program for Employers and Workers.

[http://www.worksafebc.com/publications/health\\_and\\_safety/by\\_topic/assets/pdf/hantavirus.pdf](http://www.worksafebc.com/publications/health_and_safety/by_topic/assets/pdf/hantavirus.pdf)

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<b>VENDOR INFORMATION</b>	
Company Name	
Physical Address	
Mailing Address	
Telephone Number	
Fax Number	
Company Website	
PBN	
Service Contact Name	
Telephone Number(s)	
E-mail(s)	
Back-up / Alternate for above	
Telephone Number(s)	
E-mail(s)	
Accounting/Invoicing Contact Name	
Back-up / Alternate for above	
Telephone Number(s)	
E-mail(s)	

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**ANNEX "C" - SECURITY REQUIREMENTS CHECK LIST**

*(please see attached)*

## ANNEX "D" – INSURANCE REQUIREMENTS

### 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.
  - m. Litigation Rights: Pursuant to subsection 5(d) of the [Department of Justice Act](#), S.C. 1993, c. J-2, s.1, if a suit is instituted for or against Canada which the Insurer would, but for this clause, have the right to pursue or defend on behalf of Canada as an Additional Named Insured under the insurance policy, the Insurer must promptly contact the Attorney General of Canada to agree on

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the legal strategies by sending a letter, by registered mail or by courier, with an acknowledgement of receipt.

For the province of Quebec, send to:

Director Business Law Directorate,  
Quebec Regional Office (Ottawa),  
Department of Justice,  
284 Wellington Street, Room SAT-6042,  
Ottawa, Ontario, K1A 0H8

For other provinces and territories, send to:

Senior General Counsel,  
Civil Litigation Section,  
Department of Justice  
234 Wellington Street, East Tower  
Ottawa, Ontario K1A 0H8

A copy of the letter must be sent to the Contracting Authority. Canada reserves the right to co-defend any action brought against Canada. All expenses incurred by Canada to co-defend such actions will be at Canada's expense. If Canada decides to co-defend any action brought against it, and Canada does not agree to a proposed settlement agreed to by the Contractor's insurer and the plaintiff(s) that would result in the settlement or dismissal of the action against Canada, then Canada will be responsible to the Contractor's insurer for any difference between the proposed settlement amount and the amount finally awarded or paid to the plaintiffs (inclusive of costs and interest) on behalf of Canada.

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## **ANNEX "E" 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);

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**ANNEX "F" – DND 626 TASK AUTHORIZATION**

*(please see attached)*



Government of Canada

Gouvernement du Canada

NOV 12 2015

Contract Number / Numéro du contrat

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Security Classification / Classification de sécurité  
UNCLASS

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

PART A CONTRACT INFORMATION / PARTIE A INFORMATION CONTRACTUELLE		
1. Originating Government Department or Organization / Ministère ou organisme gouvernemental d'origine DND	2. Branch or Directorate / Direction générale ou Direction ADM (IE), RP Ops Grp, RP Ops U (P), Del Comox	
3 a) Subcontract Number / Numéro du contrat de sous-traitance N/A	3. b) Name and Address of Subcontractor / Nom et adresse du sous-traitant N/A	
4. Brief Description of Work / Brève description du travail Provide janitorial services to 19 Wing CFB Comox, Seal Bay Armoury and HMCS Quadra		
5. a) Will the supplier require access to Controlled Goods? Le fournisseur aura-t-il accès à des marchandises contrôlées? <input checked="" type="checkbox"/> No / Non <input type="checkbox"/> 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? <input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui		
6. Indicate the type of access required / Indiquer le type d'accès requis		
6. a) Will the supplier and its employees require access to PROTECTED and/or CLASSIFIED information or assets? Le fournisseur ainsi que les employés auront-ils accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS? (Specify the level of access using the chart in Question 7. c) (Préciser le niveau d'accès en utilisant le tableau qui se trouve à la question 7. c) <input checked="" type="checkbox"/> No / Non <input type="checkbox"/> 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. <input type="checkbox"/> No / Non <input checked="" type="checkbox"/> 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? <input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui		
7. a) Indicate the type of information that the supplier will be required to access / indiquer le type d'information auquel le fournisseur devra avoir accès		
Canada <input type="checkbox"/>	NATO / OTAN <input type="checkbox"/>	
7. b) Release restrictions / Restrictions relatives à la diffusion		
No release restrictions Aucune restriction relative à la diffusion <input type="checkbox"/>	All NATO countries Tous les pays de l'OTAN <input type="checkbox"/>	
Not releasable À ne pas diffuser <input type="checkbox"/>		
Restricted to. / Limité à : <input type="checkbox"/>	Restricted to. / Limité à : <input type="checkbox"/>	
Specify country(ies) / Préciser le(s) pays :	Specify country(ies) / Préciser le(s) pays :	
7. c) Level of information / Niveau d'information		
PROTECTED A <input type="checkbox"/>	NATO UNCLASSIFIED <input type="checkbox"/>	PROTECTED A <input type="checkbox"/>
PROTÉGÉ A <input type="checkbox"/>	NATO NON CLASSIFIÉ <input type="checkbox"/>	PROTÉGÉ A <input type="checkbox"/>
PROTECTED B <input type="checkbox"/>	NATO RESTRICTED <input type="checkbox"/>	PROTÉGÉ B <input type="checkbox"/>
PROTÉGÉ B <input type="checkbox"/>	NATO DIFFUSION RESTREINTE <input type="checkbox"/>	PROTÉGÉ B <input type="checkbox"/>
PROTECTED C <input type="checkbox"/>	NATO CONFIDENTIAL <input type="checkbox"/>	PROTÉGÉ C <input type="checkbox"/>
PROTÉGÉ C <input type="checkbox"/>	NATO CONFIDENTIEL <input type="checkbox"/>	PROTÉGÉ C <input type="checkbox"/>
CONFIDENTIAL <input type="checkbox"/>	NATO SECRET <input type="checkbox"/>	CONFIDENTIAL <input type="checkbox"/>
CONFIDENTIEL <input type="checkbox"/>	NATO SECRET <input type="checkbox"/>	CONFIDENTIEL <input type="checkbox"/>
SECRET <input type="checkbox"/>	COSMIC TOP SECRET <input type="checkbox"/>	SECRET <input type="checkbox"/>
SECRET <input type="checkbox"/>	COSMIC TRÈS SECRET <input type="checkbox"/>	SECRET <input type="checkbox"/>
TOP SECRET <input type="checkbox"/>		TOP SECRET <input type="checkbox"/>
TRÈS SECRET <input type="checkbox"/>		TRÈS SECRET <input type="checkbox"/>
TOP SECRET (SIGINT) <input type="checkbox"/>		TOP SECRET (SIGINT) <input type="checkbox"/>
TRÈS SECRET (SIGINT) <input type="checkbox"/>		TRÈS SECRET (SIGINT) <input type="checkbox"/>

TBS/SCT 350-103(2004/12)

Security Classification / Classification de sécurité  
UNCLASS

Canada



Contract Number / Numéro du contrat WO6837-16-4305
Security Classification / Classification de sécurité UNCLASS

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

8. Will the supplier require access to PROTECTED and/or CLASSIFIED COMSEC information or assets?  
Le fournisseur aura-t-il accès à des renseignements ou à des biens COMSEC désignés PROTÉGÉS et/ou CLASSIFIÉS?  
If Yes, indicate the level of sensitivity.  
Dans l'affirmative, indiquer le niveau de sensibilité:

No / Non  Yes / Oui

9. Will the supplier require access to extremely sensitive INFOSEC information or assets?  
Le fournisseur aura-t-il accès à des renseignements ou à des biens INFOSEC de nature extrêmement délicate?

No / Non  Yes / Oui

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

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

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

<input checked="" type="checkbox"/> RELIABILITY STATUS COTE DE FIABILITÉ	<input type="checkbox"/> CONFIDENTIAL CONFIDENTIEL	<input type="checkbox"/> SECRET SECRET	<input type="checkbox"/> TOP SECRET TRÈS SECRET
<input type="checkbox"/> TOP SECRET- SIGINT TRÈS SECRET - SIGINT	<input type="checkbox"/> NATO CONFIDENTIAL NATO CONFIDENTIEL	<input type="checkbox"/> NATO SECRET NATO SECRET	<input type="checkbox"/> COSMIC TOP SECRET COSMIC TRÈS SECRET
<input type="checkbox"/> SITE ACCESS ACCÈS AUX 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?  
If Yes, will unscreened personnel be escorted?  
Dans l'affirmative, le personnel en question sera-t-il escorté?

No / Non  Yes / Oui  
 No / Non  Yes / Oui

*Unscreened pers may enter access public/reception zone*

*sm*

**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 / CONFIDENTIEL	SECRET	TOP SECRET / TRÈS SECRET	NATO RESTRICTED / NATO DIFFUSION RESTREINTE	NATO CONFIDENTIAL / NATO CONFIDENTIEL	NATO SECRET	COMSEC TOP SECRET / COMSEC TRÈS SECRET	PROTECTED / PROTÉGÉ			CONFIDENTIAL	SECRET	TOP SECRET / TRÈS SECRET
											A	B	C			
Information / Assets / Renseignements / Biens / Production																
IT Media / Support IT / Liens électroniques																

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

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 / Non  Yes / Oui  
 La documentation associée à la présente LVERS sera-t-elle PROTÉGÉE et/ou CLASSIFIÉE?

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



Government of Canada / Gouvernement du Canada

Contract Number / Numéro du contrat WO6837-16-4305
Security Classification / Classification de sécurité UNCLASS

<b>PART D - AUTHORIZATION / PARTIE D - AUTORISATION</b>			
<b>13. Organization Project Authority / Chargé de projet de l'organisme</b>			
Name (print) - Nom (en lettres mouées) Jamie Boone, Capt		Title - Titre RP Ops U (Pacific), Del Comox, RO	Signature 
Telephone No. - N° de téléphone 250-339-8211 8021	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel James.Boone@forces.gc.ca	Date 25 Oct 15
<b>14. Organization Security Authority / Responsable de la sécurité de l'organisme</b>			
Name (print) - Nom (en lettres mouées) Sasa Medjovic - DDSD - Industrial Security Senior Security Analyst		Title - Titre	Signature 
Telephone No. - N° de téléphone 250-339-8211	Facsimile No. - N° de télécopieur 250-339-8286	E-mail address - Adresse courriel E-mail: sasa.medjovic@forces.gc.ca	Date 2015-NOV 12
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
<b>16. Procurement Officer / Agent d'approvisionnement</b>			
Name (print) - Nom (en lettres mouées) Erin Fletcher		Title - Titre Supply Officer	Signature 
Telephone No. - N° de téléphone 250-303-2612	Facsimile No. - N° de télécopieur 250-303-0895	E-mail address - Adresse courriel erin.fletcher@	Date Apr 22, 2016
<b>17. Contracting Security Authority / Autorité contractante en matière de sécurité</b>			
Name (print) - Nom (en lettres mouées) Koranne Antille		Title - Titre Contract Security Officer	Signature 
Telephone No. - N° de téléphone 603 948-2501	Facsimile No. - N° de télécopieur 603 948-1712	E-mail address - Adresse courriel Koranne.Antille@tpsgc-pwgsc.gc.ca	Date NOV 18, 2015

**TASK AUTHORIZATION  
AUTORISATION DES TÂCHES**

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

## Instructions for completing DND 626 - Task Authorization

### Contract no.

Enter the PWGSC contract number in full.

### Task no.

Enter the sequential Task number.

### Amendment no.

Enter the amendment number when the original Task is amended to change the scope or the value.

### Increase/Decrease

Enter the increase or decrease total dollar amount including taxes.

### Previous value

Enter the previous total dollar amount including taxes.

### To

Name of the contractor.

### Delivery location

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

### Delivery/Completion date

Completion date for the task.

### for the Department of National Defence

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

### Services

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

### Cost

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

### GST/HST

The GST/HST cost as appropriate.

### Total

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

### Applicable only to PWGSC contracts

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

### Note:

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

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

### N° du contrat

Inscrivez le numéro du contrat de TPSGC en entier.

### N° de la tâche

Inscrivez le numéro de tâche séquentiel.

### N° de la modification

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

### Augmentation/Réduction

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

### Valeur précédente

Inscrivez le montant total précédent, y compris les taxes.

### À

Nom de l'entrepreneur.

### Expédié à

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

### Date de livraison/d'achèvement

Date d'achèvement de la tâche.

### pour le ministère de la Défense nationale

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

### Services

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

### Prix

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

### TPS/TVH

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

### Total

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

### Ne s'applique qu'aux contrats de TPSGC

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

### Nota :

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