

**RETURN BIDS TO:**  
**RETOURNER LES SOUMISSIONS Á:**

Northern New Brunswick Field Unit  
Kouchibouguac National Park of Canada  
187, Route 117  
Kouchibouguac National Park, NB  
E4X 2P1

REQUEST FOR PROPOSAL  
DEMANDE DE PROPOSITION

Proposal to: Parks Canada Agency  
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 or attached hereto, the supplies and services listed herein or on any attached sheets at the price(s) set out therefore.

Propositions à : l'Agence Parcs 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 articles et les services énumérés ici et sur toute feuille ci-annexée, au(x) prix indiqué(s).

## Comments - Commentaires

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

**Issuing Office – Bureau de distribution**  
Northern New Brunswick Field Unit  
Kouchibouguac National Park of Canada  
186, Route 117  
Kouchibouguac National Park, NB  
E4X 2P1

[illegible]

---

## TABLE OF CONTENTS

### **PART 1 - GENERAL INFORMATION**

- 1.1 Security Requirement
- 1.2 Statement of Work
- 1.3 Debriefings

### **PART 2 - BIDDER INSTRUCTIONS**

- 2.1 Standard Instructions, Clauses and Conditions
- 2.2 Submission of Bids
- 2.3 Enquiries – Bid Solicitation
- 2.4 Applicable Laws

### **PART 3 - BID PREPARATION INSTRUCTIONS**

- 3.1 Bid Preparation Instructions

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

- 4.1 Evaluation Procedures
- 4.2 Basis of Selection

### **PART 5 - CERTIFICATIONS**

- 5.1 Certifications Precedent to Contract Award

### **PART 6 - RESULTING CONTRACT CLAUSES**

- 6.1 Security Requirement
- 6.2 Statement of Work
- 6.3 Standard Clauses and Conditions
- 6.4 Term of Contract
- 6.5 Authorities
- 6.6 Payment
- 6.7 Invoicing Instructions
- 6.8 Certifications
- 6.9 Applicable Laws
- 6.10 Priority of Documents

### **List of Annexes:**

- Annex A Statement of Work
- Annex B Basis of Payment
- Annex C Complete list of each individual who are currently directors and/or owners of the bidder
- Annex D Attestation Form
- Annex E Plan of Kellys Beach Day use Area facilities

## **PART 1 - GENERAL INFORMATION**

### **1.1. Security Requirement**

There is no security requirement associated with the requirement.

### **1.2 Statement of Work**

The requirement, namely: Janitorial Services. Kellys Beach Day Use Area & Diversified Accommodation at the Kouchibouguac National Park of Canada, is detailed under Annex A.

### **1.3 Debriefings**

After contract award, 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 of receipt of the results of the bid solicitation process. The debriefing may be in writing, by telephone or in person.

## **PART 2 - BIDDER INSTRUCTIONS**

### **2.1. Standard Instructions, Clauses and Conditions**

All instructions, clauses and conditions identified in the bid solicitation by number, date and title are set out in the [Standard Acquisition Clauses and Conditions](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>) 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 (2011-05-16) Standard Instructions - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the bid solicitation.

### **2.2 Submission of Bids**

Bids must be submitted only to Parks Canada Agency (PCA) Bid Receiving Unit by the date, time and place indicated on page 1 of the bid solicitation.

### **2.3 Enquiries - Bid Solicitation**

All enquiries must be submitted in writing to the Contracting Authority no later than 3 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 questions or may request that the Bidder do so, so that the proprietary nature of the question is eliminated, and the enquiry can be answered with copies to all bidders. Enquiries not submitted in a form that can be distributed to all bidders may not be answered by Canada.

## **2.4 Applicable Laws**

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

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

## **2.5 Site Visit**

It is recommended that the Bidder or a representative of the Bidder visit the work site. Arrangements can be made for a tour of the work site by contacting the Contracting Authority identified in this document.

# **PART 3 - BID PREPARATION INSTRUCTIONS**

## **3.1 Bid Preparation Instructions**

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

### **Section I: Financial Bid**

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

It is mandatory that bidders submit firm prices/rates for ALL items in the Basis of Payment/financial bid in Annex "B". Should there be an error in calculation, unit prices prevail and the calculation will be corrected in the Total Column.

### **Section II: Certifications**

Bidders must submit the certifications required under Part 5.

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

## **4.1 Evaluation Procedures**

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



## **4.2 Basis of Selection**

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

## **PART 5 - CERTIFICATIONS**

Bidders must provide the required certifications to be awarded a contract. Canada will declare a bid non-responsive if the required certifications are not completed and submitted as requested.

Compliance with the certifications bidders provide to Canada is subject to verification by Canada during the bid evaluation period (before award of a contract) and after award of a contract. The Contracting Authority will have the right to ask for additional information to verify bidders' compliance with the certifications before award of a contract. The bid will be declared non-responsive if any certification made by the Bidder is untrue, whether made knowingly or unknowingly. Failure to comply with the certifications or to comply with the request of the Contracting Authority for additional information will also render the bid non-responsive.

### **5.1 Certifications Precedent to Contract Award**

The certifications listed below should be completed and submitted with the bid, but may be submitted afterwards. If any of these required certifications is not completed and submitted as requested, the Contracting Authority will so inform the Bidder and provide the Bidder with a time frame within which to meet the requirement. Failure to comply with the request of the Contracting Authority and meet the requirement within that time period will render the bid non-responsive.

#### **5.1.1 Integrity Provisions – Associated Information**

By submitting a bid, the Bidder certifies that the Bidder and its Affiliates are in compliance with the provisions as stated in Section 01 Integrity Provisions - Bid of Standard Instructions 2003 (OR insert 2004, as applicable). The associated information required within the Integrity Provisions will assist Canada in confirming that the certifications are true.

#### **5.1.2 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 ([http://www.labour.gc.ca/eng/standards\\_equality/eq/emp/fcp/list/inelig.shtml](http://www.labour.gc.ca/eng/standards_equality/eq/emp/fcp/list/inelig.shtml)) available from Employment and Social Development Canada (ESDC) - Labour's website.

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

## **PARTIE 6 - CLAUSES DU CONTRAT SUBSÉQUENT**

### **6.1 Exigences relatives à la sécurité**

Ce besoin ne comporte aucune exigence relative à la sécurité.

### **6.2 Énoncé des travaux**

L'entrepreneur doit fournir toute la main-d'œuvre, matériel, équipement, outils et fournitures nécessaires pour réaliser les services de conciergerie pour les installations indiquées à l'annexe « A » au parc national du Canada Kouchibouguac.

### **6.3 Clauses et conditions uniformisées**

Toutes les clauses et conditions identifiées dans le contrat par un numéro, une date et un titre, sont reproduites dans le guide des Clauses et conditions uniformisées d'achat (<https://achatsetventes.gc.ca/politiques-et-lignes-directrices/guide-des-clauses-et-conditions-uniformisees-d-achat>) publié par Travaux publics et Services gouvernementaux Canada.

#### **6.3.1 Conditions générales**

2010C (2011-05-16), Conditions générales - services (complexité moyenne) s'appliquent au contrat et en font partie intégrante.

### **6.4 Durée du contrat**

#### **6.4.1 Période du contrat**

La durée du contrat est du 19 mai 2016 au 31 octobre 2016.

### **6.5 Responsables**

#### **6.5.1 Autorité contractante**

L'autorité contractante pour le contrat est :

Daniel Comeau  
Agent, Marchés, approvisionnement et gestion du matériel  
Unité de gestion du nord du Nouveau-Brunswick  
186, route 117  
Parc national Kouchibouguac, (N.-B.)  
E4X 2P1

Téléphone : 506-876-1209  
Télécopieur : 506-876-4802  
Courriel : [daniel.comeau@pc.gc.ca](mailto:daniel.comeau@pc.gc.ca)

L'autorité contractante est responsable de la gestion du contrat, et toute modification doit être autorisée, par écrit par l'autorité contractante. L'entrepreneur ne doit pas effectuer de travaux dépassant la portée du contrat ou des travaux qui n'y sont pas prévus suite à des demandes ou des instructions verbales ou écrites de toute personne autre que l'autorité contractante.

---

### 6.5.2 Project Authority

The Project Authority for the Contract is:

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Organization: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone : \_\_\_\_\_

Facsimile: \_\_\_\_\_

E-mail address: \_\_\_\_\_

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

### 6.5.3 Contractor's Representative

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Organisation: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone : \_\_\_\_\_

Facsimile: \_\_\_\_\_

Email address: \_\_\_\_\_

**Procurement Business Number (PBN) :** \_\_\_\_\_

### Instruction on how to obtain a Procurement Business Number (PBN)

Canadian Bidders are required to have a Procurement Business Number (PBN) before Contract award. Bidders may register for a PBN in the Supplier Registration Information service on line at the Business Access Canada Website at: <https://buyandsell.gc.ca>. For non- Internet registration, Bidders may contact the Business Access Canada InfoLine at 1-800-811-1148 to obtain the telephone number of the nearest Supplier Registration Agent.

## 6.6 Payment

### 6.6.1 Basis of Payment

SACC Manual Clause C0207C (2013/04/25)

Basis of Payment – Firm Price, Firm Unit Price(s) of Firm Lot Price(s)

In consideration of the Contractor satisfactorily completing all of its obligations under the Contract, the Contractor will be paid a firm unit price(s), as specified in Annex "B". Customs duties are included and Applicable Taxes are extra.

---

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

#### **6.6.2 Limitation of Price**

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

#### **6.6.3 Monthly Payment**

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

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

- a. an accurate and complete invoice and any other documents required by the Contract have been submitted in accordance with the invoicing instructions provided in the Contract;
- b. all such documents have been verified by Canada;
- c. the Work performed has been accepted by Canada.

#### **6.7 Invoicing Instructions**

Invoices must be distributed as follows:

- a. Invoices should be submitted to the Contracting Authority named in Section 6.5 of this document.

#### **6.8 Certifications**

Compliance with the certifications provided by the Contractor in its bid is a condition of the Contract and subject to verification by Canada during the term of the Contract. If the Contractor does not comply with any certification or it is determined that any certification made by the Contractor in its bid is untrue, whether made knowingly or unknowingly, Canada has the right, pursuant to the default provision of the Contract, to terminate the Contract for default.

#### **6.9 Applicable Laws**

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

#### **6.10 Priority of Documents**

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

- (a) the Articles of Agreement;
- (b) the general conditions 2010C (2014-09-25);
- (c) Annex A, Statement of Work;
- (d) Annex B, Basis of Payment
- (e) Annex C, Complete list of each individual who are currently directors and/or owners of the bidder
- (f) Annex D, Attestation Form
- (g) Annex E, Plan of Kellys Beach Day Use area facilities



Solicitation No. : 5P131-16-0145  
Date : May 2, 2016

Janitorial Services - Kellys Beach DUA & Diversified  
Accommodation  
Kouchibouguac National Park of Canada

---

- (f) the Contractor's bid dated \_\_\_\_\_ (*insert date of bid*) (*If the bid was clarified or amended, insert at the time of contract award: "*, as clarified on \_\_\_\_\_ "**or** ", as amended on \_\_\_\_\_ " *and insert date(s) of clarification(s) or amendment(s)*)

## **ANNEX "A"**

### **STATEMENT OF WORK**

#### **SECTION 1: GENERAL CLAUSES**

##### **1. LOCATIONS**

- 1.1 The List of Cleaning Locations attached hereto forms part of this specification.

##### **2. CONDITIONS**

- 2.1 All clauses in the general and labour conditions apply to and govern the work under this specification.

##### **3. SCOPE OF WORK**

- 3.1 The Contractor shall supply all labour, material, equipment, tools and supplies necessary to carry out the Janitorial Services for all facilities as shown on the CLEANING SCHEDULE, Section – 3, and as otherwise described in this specification.

##### **4. CLEANING**

- 4.1 Cleaning means the performance of all the cleaning and/or janitorial functions set out in this specification or otherwise required to properly maintain a high standard of clean and sanitary conditions. All work shall be performed in accordance with the best practices of the trade.
- 4.2 The Contractor may close individual public washrooms for a reasonable amount of time for cleaning. This shall be done by posting signs on the exterior doors which state "Closed for Cleaning". These signs shall be bilingual and shall be produced at the Contractor's expense. These signs shall meet park standards in terms of design and appearance.
- 4.3 Policing means the picking up of litter or debris, spot washing, unplugging toilets, replenishing toilet tissue (evenings) or other supplies and generally inspecting a facility for cleanliness.

##### **5. SCHEDULE OF OPERATIONS**

- 5.1 The Contractor shall comply with the attached CLEANING SCHEDULE which specifies the major work to be executed at specific times. All cleaning operations shall be performed within the hours specified for each facility. The Contractor shall not deviate from the schedule for any reason without prior approval of the Project Authority.
- 5.2 Policing shall be performed during and/or after the hours specified for cleaning, in the CLEANING SCHEDULE.

6. WORK FORCE

- 6.1 The Contractor will, at the beginning of the contract and at the beginning of each season, identify the names of the employees who will be on site daily to fulfill the obligations of the contract. Employees performing work in the South Kouchibouguac Campground and Kellys Beach Day Use Area must obtain and maintain a Reliability Security Clearance.

It is understood that should any employee not report to work, it is the responsibility of the contractor to immediately replace that employee with another to fulfill the obligations of the contract.

If for any reason the Contractor is unable to replace an employee for a scheduled shift, an amount representing labour, overhead and profit for one-person day of work will be deducted from the monthly invoice for each such occurrence.

- 6.2 The Contractor shall maintain a sufficient number of qualified staff to provide the service as specified herein and at the frequencies set out in the CLEANING SCHEDULE.

Cleaning supervisor to be on duty a minimum of 40 hours per week. Actual days and hours per day to be scheduled with the Project Authority at the beginning of the season. Notwithstanding this requirement, the Contractor shall have the following minimum numbers of staff on duty for the periods and locations specified:

**Peak Season – June 24 to September 5**

Kellys Day-Use Area – *Change rooms, Bathrooms and Showers*  
minimum 3 cleaning staff from 9:00 am to 10:00 am and  
3:00 pm to 5:00 pm, 7 days per week

South Kouchibouguac Campground – *oTENTiks & All Equipped Camping*  
minimum 3 cleaning staff from 11:00 am to 3:00 pm, 7 days per week (*Check-in  
time at 3:00 pm and Check-out time at 11:00 am*)

**Shoulder Season – May 16 to June 23, September 6 to October 31**

Kellys Day-Use Area – *Change rooms, Bathrooms and Showers*  
minimum 2 cleaning staff from 8:00 am to 10:00 am,  
3 days per week (Wed / Sat / Sun)

South Kouchibouguac Campground – *oTENTiks & All Equipped Camping*  
minimum 2 cleaning staff from 12:00 pm to 3:00 pm, 7 days per week (*Check-in  
time at 3:00 pm and Check-out time at 11:00 am*)

7. UNIFORMS

- 7.1 Personnel employed as cleaners or supervisors for the work of this contract must be dressed in neat and clean uniforms with a name badge. Uniforms must be approved by the Project Authority prior to commencement of the contract.

8. TRAINING

- 8.1 All personnel employed for the work of this contract shall be fully trained by the Contractor in the use of all cleaning materials and equipment. They shall also be trained and comply with WHMIS (Workplace Hazardous Materials Information System). Certificates of WHMIS training are to be provided to Park Project Authority prior to commencement of work.
- 8.2 At the beginning of each season during the life of this contract, the Contractor shall make their staff available for a Park orientation session which will be presented by park personnel.

9. CONDUCT

- 9.1 The Contractor shall ensure that all staff employed for the work of this contract exercise courtesy at all times in their contacts with park visitors and that all inquiries by visitors concerning the park be referred to park staff in accordance with specific instructions to be discussed at the orientation session (item 8.8.2 above).

10. VEHICLES

- 10.1 The Contractor shall ensure that sufficient vehicles are available at all times to carry out the work in accordance with these specifications. As a minimum each cleaning crew and the cleaning services supervisor shall have a vehicle.
- 10.2 Vehicles shall be maintained in a clean, mechanically sound and properly maintained condition. Vehicles shall also be identified as janitorial services vehicles. Such identification to be approved by the Project Authority.
- 10.3 Vehicles with limited or obstructed rear visibility shall be equipped with a back-up alarm.

11. MATERIALS / EQUIPMENT

- 11.1 The Contractor shall supply all materials and supplies including all cleaning materials, disinfectants, polishes, floor finishes, toilet tissue, paper and hand towels, hand soap, deodorants, sani-bags, germicides and pesticides necessary and incidental to the satisfactory execution of the work.
- 11.2 All materials and supplies shall be first quality meeting C.G.S.B. specifications and also complying with WHMIS requirements. Additionally, the Contractor shall endeavour to follow the Government of Canada's Policy on Green Procurement. A copy will be made available to the Contractor.
- 11.3 All equipment utilized by the Contractor under this contract including vacuum cleaners, scrub buckets, mops, brooms, etc. shall be Industrial or Commercial grade.
- 11.4 The Contractor shall make available sufficient equipment and supplies at all times. As a minimum scrub buckets, mops, brooms, extra toilet tissue, garbage bags and other basic cleaning supplies shall be stored in each building's janitorial room at all times.
- 11.5 Prior to commencement of the work, the Contractor shall provide for approval by the Park Superintendent a list intended for use, stating the name and address of the manufacturer. After approval, only those approved materials and supplies will be provided and materials will be used in strict accordance with the manufacturer's directions. No substitutions will be made

---

unless approved in writing by the Park Superintendent. From time to time, samples from the Contractor's stock of sufficient quantity to permit testing may be required to ensure the Canadian Government requirements are being met. All materials to be used must have safety data sheets supplied and all containers must be labelled in accordance with WHMIS standards.

12. LOG

- 12.1 A log shall be maintained by the Contractor in which shall be recorded the daily work carried out and deficiencies found and reported to the Park Superintendent. This log shall also identify those cleaning tasks carried out which are not daily routines. This log shall be submitted with the monthly invoices.
- 12.2 A detailed cleaning services report form will be provided by the park and located in each building listed below. This report is to be filled in by the cleaning staff each time that building/area is entered. The report will identify the time in, time out and cleaning tasks completed. A sample of this report is included in these specifications as Appendix "A".

Report Locations:

Kellys Day-Use Area – Change rooms, Washrooms & Showers  
South Kouch., oTENTik #44  
South Kouch., All Equipped Camping #45  
South Kouch., oTENTik #46  
South Kouch., oTENTik #48  
South Kouch., oTENTik #49  
South Kouch., oTENTik #50  
South Kouch., All Equipped Camping #59  
South Kouch., oTENTik #82  
South Kouch., oTENTik #83  
South Kouch., oTENTik #84  
South Kouch., oTENTik #86  
South Kouch., oTENTik #87  
South Kouch., All Equipped Camping #88  
South Kouch., oTENTik #98  
South Kouch., oTENTik #99  
South Kouch., oTENTik #100  
South Kouch., oTENTik #102  
South Kouch., oTENTik #104

13. INSPECTIONS

- 13.1 Inspections of work under this Contract will be made on a regular basis by a designated park representative who will report on the adequacy of the work. These inspections will be documented on forms as per attached in Appendix "B". The Contractor shall correct any unsatisfactory work immediately upon notification.



14. STORAGE

- 14.1 Storage space of materials, equipment and supplies will be made available to the Contractor in the janitorial rooms identified in 12.12.2 above. Additional central storage may be made available to the Contractor if requested.

15. COMMUNICATIONS

- 15.1 The Contractor shall provide cell phone communication devices for the cleaning services supervisor. This person shall be the point of communication with the park and shall be available for communication on issues relating to this contract 7 days per week for the complete visitor season, May 13 to October 31, and during regular working hours for the remainder of the year.

16. PERMITS

- 16.1 It shall be the responsibility of the Contractor to purchase all permits and licenses necessary to carry out this contract.

17. STANDING ORDERS / REGULATIONS

- 17.1 The Contractor and persons in the employ of the Contractor shall become familiar with and observe at all times standing orders and/or regulations in force at the Park.

18. SAFETY

- 18.1 All safety measures respecting personnel and fire hazards recommended by National and Provincial codes and/or prescribed by the authorities having jurisdiction shall be observed at all times.
- 18.2 A Health and Safety Plan shall be developed by the Contractor and submitted to the Project Authority prior to commencing work. This plan shall outline all employee training, operational procedures, emergency procedures and any other measures that will be in place to protect their employees and the public.

19. INVOICING

- 19.1 The Contractor shall submit an invoice on a monthly basis. The invoice (or an attachment thereto) shall show the number of times each unit of work was performed, times the unit cost, shall equal the cost for this item for the period invoiced.

20. DELETIONS / EXTENSIONS

- 20.1 The Contractor shall be notified in writing seven (7) days prior to any deletion or extension to the period of service or any increases or decreases in the frequencies for any item in the CLEANING SCHEDULE.

21. EXCLUDED WORK

- 21.1 The Contractor shall not be responsible for minor repairs or grass cutting, etc. but will be required to report, on Department forms, any defects or unsafe conditions detected during the course of work.

## **SECTION 2: CLEANING, POLICING**

### **1. BUILDING INTERIORS**

#### **1.1 Floors – Vinyl, Linoleum, Vinyl Asbestos Tile**

- 1.1.1 Sweep daily using a dust control method.
- 1.1.2 Damp mop daily using a minimum of clear water to remove dust and superficial stains.
- 1.1.3 Wash weekly using an approved detergent solution in warm water. Spot clean to remove heavy stains and black marks using an approved stripper prior to washing. After washing, spot finish and buff polish entire floor.
- 1.1.4 Refinish monthly with thin coat of approved floor finish after washing.
- 1.1.5 Strip entire floor area once yearly using an approved stripper removing existing floor finish and/or other dirt or stains. Rinse with clear water to ensure removal of any residue. Apply one (1) coat of approved sealer and two (2) coats of approved polymer nonslip floor finish.

#### **1.2 Floors - Concrete**

- 1.2.1 Sweep daily using an approved dust control compound.
- 1.2.2 Wash weekly with an approved detergent solution and disinfectant in warm water. Spot clean to remove heavy stains and black marks using an approved stripper prior to washing.

#### **1.3 Floors – Terrazzo Ceramic & Mosaic Tile and Slate**

- 1.3.1 Damp mop daily.
- 1.3.2 Wash weekly with mild solution of approved detergent and disinfectant in warm water.
- 1.3.3 Thorough cleaning in Spring and Fall using approved method and products, to remove dirt and grime from grout and slate.

#### **1.4 Ceilings, Acoustical Tile**

- 1.4.1 Vacuum clean all acoustical tile and suspended ceilings every three (3) months.

1.5 Walls and Partitions

- 1.5.1 Interior walls and partitions to be spot cleaned of finger marks, etc., daily. Ledges, mouldings, etc., to be dusted daily.
- 1.5.2 Baseboard to be dusted daily and shall be kept free of mop streaks, wax accumulation or splash marks.
- 1.5.3 Ceramic tile walls to be washed monthly, excluding washrooms.

1.6 Counters, Facings and Cabinets

- 1.6.1 Damp wipe and wipe dry daily to remove dust and fingerprints from cabinets.
- 1.6.2 Wash and polish counter tops weekly.

1.7 Interior Glass

- 1.7.1 Damp wipe and wipe dry daily to remove dust, fingerprints, smudges and streaks.
- 1.7.2 Wash and polish every two (2) months.

1.8 Light Fixtures – Interior and Exterior

- 1.8.1 Check daily and remove dirt, dust and insects
- 1.8.2 Wash globes, diffusers and light fixtures every three (3) months.
- 1.8.3 Report broken or non-operative light fixtures as soon as they are detected.

1.9 Diversified Accommodations: oTENTiks and All Equipped Camping

- 1.9.1 Here are the following tasks when planning the cleaning schedule for Parks Canada Diversified Accommodation including oTENTiks (Sites # 44, 46, 48, 49, 50, 82, 83, 84, 87, 98, 99, 100, 102 & 104) and All Equipped Camping (Sites # 45, 59, 88).

Access to water is not found directly on camp site. Hot water can be found at nearest shelter-washroom facility next to site # 48 and 72. Once cleaning tasks complete, used cleaning water should be drained at the nearest shelter-washroom facility.

Interior

- Open windows upon arrival
- Sweep/vacuum floor
- Vacuum/shake rug(s)
- Clean floor with mop
- Clean beds (wipe vinyl and vacuum under the mattress, other areas if needed).
- Clean table, chairs, worktable and other surfaces
- Clean cobwebs (and bugs) throughout structure (inside and out) using a broom.
- Close windows before your departure, keeping one window open to ensure comfortable temperatures.

- Empty interior garbage (if necessary)
- Look for stains on interior walls / canvas (scrubbing exterior walls if necessary)
  - *Canvas Cleaning: BIOME, oTENTik manufacturer, recommends cleaning of the interior ceiling fabric (Cotton Excello) with hot water. It is important that water is hot and not lukewarm, and that the surface to be cleaned is well moistened. Clean stains when they appear. For resistant stains, use liquid all-purpose spray soap*
- Washing interior window surfaces (if needed)
- Cleaning interior door surfaces (if needed)
- Ensure the battery powered lantern is working properly (if not, please advise PC attendant)
- Ensure the smoke detector is working properly (if not, please advise PC attendant).

#### 1.10 Miscellaneous

- 1.10.1 High ledges, tops of partitions, pipes and other high areas to be dusted weekly.
- 1.10.2 Air intake grills, air diffusers and metal work to be vacuumed weekly and washed four (4) times a year.
- 1.10.3 Door kick plates and hand plates to be washed and polished daily using an appropriate solution, and kept free of marks.
- 1.10.4 Door grills to be vacuumed weekly and washed with mild soap solution twice a year.
- 1.10.5 Brass and metal door frames throughout the building to be cleaned of finger marks daily and cleaned and polished once per month.
- 1.10.6 Infant changing tables to be washed and disinfected daily. After disinfecting and washing, tables to be wiped clean to ensure no residual disinfectant remains.

#### 1.11 Waste Paper and Refuse

- 1.11.1 Any waste paper and refuse collected during the cleaning operations shall be placed in central garbage bin located adjacent to that building.

### 2. BUILDING EXTERIORS

#### 2.1 General

- 2.1.1 Clean windows as specified in items 2.2.3 below.
- 2.1.2 Walls and trim to be swept down weekly and spot cleaned as required to remove all dust, cobwebs and insects, etc.
- 2.1.3 Intake and exhaust louvers and vents to be vacuumed clean weekly.
- 2.1.4 Sweep entrance walkways, landings and steps daily and hose down or wash as required.
- 2.1.5 All fascia, soffit and other painted exterior trim to be swept down weekly and spot cleaned as required to remove cobwebs, insects, etc.
- 2.1.6 All exterior pre-finished metal trim to be thoroughly cleaned and waxed once a year.

- 2.1.7 Clean adjacent lawns, sidewalks, picnic tables, decks and around buildings daily. Remove all litter or debris and ensure refuse containers are in their proper locations.
- 2.1.8 Cigarette urns at entrances to buildings to be cleaned at each scheduled cleaning and sand replenished as necessary.

## 2.2 Entrance and Lobbies

- 2.2.1 Floors to be swept, damp mopped and reconditioned daily, washed and refinished weekly, stripped, resealed and refinished every three (3) months.
- 2.2.2 Foot grills to be removed and recess pans cleaned once a month.
- 2.2.3 Mats to be removed and cleaned on both sides daily.
- 2.2.4 Entrance to lobbies to be kept free from litter/debris so that they always present a favourable appearance.
- 2.2.5 Glass doors to be cleaned daily on both sides and all glass windows in entrances to be washed and polished three times a week and on both sides.

## 2.3 Windows

- 2.3.1 Except for daily spot cleaning to remove smudges, all windows including both sides of glass in prime and storm sashes, to be cleaned and polished every two (3) months using approved cleaning materials and methods. All surfaces to be free from residue, film and/or streak marks over the entire surface.
- 2.3.2 Metal sashes and frames shall be cleaned of dirt and oxide using only approved detergents or metal cleaners. Polish after each cleaning.
- 2.3.3 Wood sashes, muntins, rails, stools and sills will be washed and wiped dry each time windows are cleaned.
- 2.3.4 Screens shall be removed during the window cleaning operation and shall be washed, wiped dry and replaced to their proper location.

## 2.4 Diversified Accommodation: oTENTiks and All Equipped Camping

- 2.4.1 Here are the following tasks when planning the cleaning schedule for Parks Canada Diversified Accommodation including oTENTiks (Sites # 44, 46, 48, 49, 50, 82, 83, 84, 86, 87, 98, 99, 100, 102 and 104) and All Equipped Camping (Sites # 45, 59 & 88).

Access to water is not found directly on camp site. Hot water can be found at nearest shelter-washroom facility next to site #49 and 72. Once cleaning tasks complete, used cleaning water should be drained at the nearest shelter-washroom facility.

### Exterior

- Sweep balcony and steps
- Sweep/clean picnic table
- Clean fire pit



- Sweep/clean around BBQ Shelter
- Clean BBQ / turn on BBQ to warm up grill and scrape the grill to ensure cleanliness for next visitors (once completed, please turn off BBQ)
- Clean BBQ / clean any food deposits and food stains around the BBQ
- Clean BBQ / remove the grease from the grease collector underneath the BBQ
- Look for stains on exterior walls / canvas (scrubbing exterior walls if necessary)
  - *Canvas Cleaning: BIOME, oTENTik manufacturer, recommends cleaning of the interior ceiling fabric (Cotton Excello) with hot water. It is important that water is hot and not lukewarm, and that the surface to be cleaned is well moistened. Clean stains when they appear. For resistant stains, use liquid all-purpose spray soap*
- Washing exterior window surfaces (if needed)
- Cleaning exterior door surfaces (if needed)

### 3. SPECIFIC BUILDINGS / AREA

#### 3.1 Washrooms – Public and Private

- 3.1.1 Floors to be swept and washed each scheduled cleaning using an approved hospital type disinfectant cleanser in hot water. The Contractor shall ensure that there is no residual water left on the floors after washing.
- 3.1.2 Toilet seats (both sides), bowl, urinals and wash basins to be cleaned and disinfected each scheduled cleaning. Deodorant blocks are to be supplied by the Contractor.
- 3.1.3 Body contact points in washrooms such as water taps, receptacles and dispensers, door plates and flush valves to be cleaned, disinfected and polished each scheduled cleaning.
- 3.1.4 Shelves, high ledges and all exposed piping including supply and drain connections to be cleaned daily.
- 3.1.5 Sani cans to be emptied, washed and disinfected and sani-bags replaced each scheduled cleaning.
- 3.1.6 Wall, partitions and doors to be kept free of finger marks, smudges, etc.
- 3.1.7 Walls and other surfaces to be spot cleaned each scheduled cleaning and washed monthly. Ceilings to be washed twice yearly.
- 3.1.8 Waste paper to be removed each scheduled cleaning.
- 3.1.9 Soap containers, toilet tissue, linen and/or paper towel dispensers to be replenished each scheduled cleaning. One extra roll of toilet tissue will be provided at each toilet.
- 3.1.10 Refuse receptacles to be washed and disinfected weekly, poly (plastic) bags of correct size to be used and supplied by the Contractor and disposed of when dirty.
- 3.1.11 Plugged toilets and drains to be cleared immediately providing no plumbing work is required. If plumbing work is necessary, post "Out of Order" sign and notify the Asset Management section immediately.
- 3.1.12 All mirrors in public washrooms shall be cleaned and polished each scheduled cleaning.
- 3.1.13 Light fixtures to be checked and cleaned daily to remove dust and insects. Fixtures including diffusers to be washed at the beginning of each operating season. Burned bulbs will be replaced by Parks Canada maintenance staff.

### 3.2 Shower Rooms

- 3.2.1 Floors to be swept and washed each scheduled cleaning using an approved hospital type disinfecting cleanser in hot water. The Contractor shall ensure that there is no residual water left on the floors after washing.
- 3.2.2 Walls and floors within shower compartment to be washed each scheduled cleaning with an approved disinfecting cleanser ensuring that all soap residue is cleared from tile and grouted joints.
- 3.2.3 Shower drains and floor drain strainers to be cleaned free of all obstructions each scheduled cleaning.

### 3.2 Contractor's Area

- 3.2.1 To be kept clean at all times and serviced as per corresponding area in the building.
- 3.2.2 Utility rooms to be kept free of debris and all equipment and materials stored neatly.
- 3.2.3 Floors to be swept and washed weekly.
- 3.2.4 Walls to be cleaned and washed monthly.
- 3.2.5 Sinks and scrub buckets to be washed and disinfected daily.
- 3.2.6 Mops to be washed and properly stored with mop heads free to dry.





Period Covered: \_\_\_\_\_

[illegible]**TOTAL**

- [illegible]

- [illegible]

- [illegible]

- [illegible]



**ANNEX "B"**

**Basis of Payment**  
**Kouchibouguac National Park of Canada Janitorial Service**  
**Kellys Beach Day Use Area & South Kouch Campground Diversified Accommodation**

**Vendor Name:** \_\_\_\_\_

ITEM	UNIT OF WORK	UNIT PRICE	ESTIMATED QUANTITY	EXTENDED PRICE
<b>1. <u>South Kouchibouguac Campground</u></b>				
(a)	Daily cleaning/policing of interior and exterior of all diversified accommodation during shoulder season: May 16 to June 23 and September 6 to October 31.	\$ _____	169	\$ _____
(b)	Daily cleaning/policing of interior and exterior of all diversified accommodation for peak season: June 24 to September 5.	\$ _____	75	\$ _____
<b>2. <u>Kellys Beach Day-Use Area</u></b>				
(a)	Daily cleaning/policing of all changes rooms, bathrooms and showers' facilities during shoulder season: May 16 to June 23 and September 6 to October 31.	\$ _____	40	\$ _____
(b)	Daily cleaning/policing of all changes rooms, bathrooms and showers' facilities during peak season: June 24 to September 5.	\$ _____	74	\$ _____
			Sub-total	\$ _____
			Tax (HST)	\$ _____
			TOTAL	\$ _____

Solicitation No. : 5P131-16-0145  
Date : May 2, 2016

Janitorial Services - Kellys Beach DUA & Diversified  
Accommodation  
Kouchibouguac National Park of Canada

---

**ANNEX "C" – COMPLETE LIST OF EACH INDIVIDUAL WHO ARE CURRENTLY DIRECTORS  
AND/OR OWNERS OF THE BIDDER**

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

**NOTE TO BIDDERS: WRITE DIRECTORS' AND/OR OWNERS' SURNAMES AND GIVEN NAMES**

---

---

---

---

---

---

---

---

---

---

---

---

**ANNEX "D"**

**Attestation and Proof of Compliance with Occupational Health and Safety (OHS)**

**Submission of this completed form, satisfactory to Parks Canada, is a condition of gaining access to the work place.**

**Instructions:**

Prime contractor must sign this form for all projects undertaken at Parks Canada work places.

This form is to be administered by the Project Manager and completed by the Prime Contractor AFTER contract award.

Parks Canada recognizes that federal OHS legislation places certain specific responsibilities upon Parks Canada as owner of the work place. In order to meet those responsibilities, Parks Canada is implementing a contractor safety regime that will ensure that roles and responsibilities assigned under Part II of the *Canada Labour Code* and the *Canada Occupational Health and Safety Regulations* are implemented and observed when involving contractor(s) to undertake works in Parks Canada work places.

Parks Canada Responsible Authority/Project Lead	Address	Contact Information
Project Manager/Contracting Authority (delete as required)		
Prime Contractor		
Subcontractor(s) (add additional fields as required)		

Location of Work

General Description of Work to be Completed

Mark "Yes" where applicable.

	A meeting has been held to discuss hazards and access to the work place and all known and foreseeable hazards have been identified to the contractor and/or subcontractor(s)
	The contractor and/or its subcontractor(s) will comply with all federal and provincial/territorial legislation and Parks Canada's policies and procedures, regarding occupational health and safety.
	The contractor and/or its subcontractor(s) will provide all prescribed safety materials, equipment, devices and clothing.
	The contractor and/or its subcontractor(s) will ensure that its employees are familiar with and use all prescribed safety materials, equipment, devices and clothing at all times.
	The contractor and/or its subcontractor(s) will ensure that its activities do not endanger the health and safety of Parks Canada employees.
	The contractor and/or its subcontractor(s) has inspected the site and has carried out a hazard assessment and has put in place a health and safety plan and informed its employees accordingly, prior to the commencement of the work.
	Where a contractor and/or its subcontractor(s) will be storing, handling or using hazardous substances in the work place, it will place warning signs at access points warning persons of the presence of the substances and any precautions to be taken to prevent or reduce any hazard of injury or death.
	The contractor and/or its subcontractor(s) will ensure that its employees are instructed in respect of any emergency procedures applicable to the site.

I, \_\_\_\_\_ (contractor), certify that I have read, understood and attest that my firm, employees and all sub-contractors will comply with the requirements set out in this document and the terms and conditions of the contract.

Name \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_

ANNEX "E"

Kellys Beach Day Use Area facilities

