



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

Title - Sujet JANITORIAL - PORT HARDY	
Solicitation No. - N° de l'invitation T7056-150042/A	Date 2016-06-02
Client Reference No. - N° de référence du client T7056-150042	
GETS Reference No. - N° de référence de SEAG PW-\$VIC-251-6988	
File No. - N° de dossier VIC-5-38202 (251)	CCC No./N° CCC - FMS No./N° VME
Solicitation Closes - L'invitation prend fin at - à 02:00 PM on - le 2016-07-18	Time Zone Fuseau horaire Pacific Daylight Saving Time PDT
F.O.B. - F.A.B. Plant-Usine: <input type="checkbox"/> Destination: <input checked="" type="checkbox"/> Other-Autre: <input type="checkbox"/>	
Address Enquiries to: - Adresser toutes questions à: Fletcher, Erin	Buyer Id - Id de l'acheteur vic251
Telephone No. - N° de téléphone (250) 363-3612 ()	FAX No. - N° de FAX (250) 363-0395
Destination - of Goods, Services, and Construction: Destination - des biens, services et construction: DEPARTMENT OF TRANSPORT PORT HARDY AIRPORT PO BOX 460 3675 BYNG ROAD PORT HARDY British Columbia V0N2P0 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

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

TABLE OF CONTENTS

PART 1 - GENERAL INFORMATION	2
1.1 SECURITY REQUIREMENTS	2
1.2 STATEMENT OF WORK.....	2
1.3 DEBRIEFINGS	2
1.4 TRADE AGREEMENTS	2
PART 2 - BIDDER INSTRUCTIONS	2
2.1 STANDARD INSTRUCTIONS, CLAUSES AND CONDITIONS.....	2
2.2 SUBMISSION OF BIDS.....	2
2.3 FORMER PUBLIC SERVANT.....	3
2.4 ENQUIRIES - BID SOLICITATION.....	4
2.5 APPLICABLE LAWS.....	4
2.6 MANDATORY SITE VISIT	5
PART 3 - BID PREPARATION INSTRUCTIONS.....	5
3.1 BID PREPARATION INSTRUCTIONS	5
PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION	6
4.1 EVALUATION PROCEDURES.....	6
4.2 BASIS OF SELECTION.....	7
PART 5 – CERTIFICATIONS AND ADDITIONAL INFORMATION	7
5.1 CERTIFICATIONS REQUIRED WITH THE BID.....	7
5.2 CERTIFICATIONS PRECEDENT TO CONTRACT AWARD AND ADDITIONAL INFORMATION	7
PART 6 - RESULTING CONTRACT CLAUSES	8
6.1 SECURITY REQUIREMENTS	8
6.2 STATEMENT OF WORK.....	9
6.3 STANDARD CLAUSES AND CONDITIONS.....	9
6.4 TERM OF CONTRACT	9
6.5 AUTHORITIES	9
6.6 PROACTIVE DISCLOSURE OF CONTRACTS WITH FORMER PUBLIC SERVANTS	10
6.7 PAYMENT	10
6.8 INVOICING INSTRUCTIONS	11
6.9 CERTIFICATIONS AND ADDITIONAL INFORMATION.....	12
6.10 APPLICABLE LAWS.....	12
6.11 PRIORITY OF DOCUMENTS	12
6.12 INSURANCE REQUIREMENTS	12
ANNEX A - STATEMENT OF WORK	14
ANNEX AA – EVALUATION AND BASIS OF SELECTION.....	32
ANNEX B – BASIS OF PAYMENT / EVALUATION.....	35
ANNEX C TO PART 3 OF THE BID SOLICITATION	38
ANNEX D – INSURANCE REQUIREMENTS.....	39

PART 1 - GENERAL INFORMATION

1.1 Security Requirements

There is **NO** security requirement associated with this requirement.

1.2 Statement of Work

SUMMARY: To provide all labour, supervision, equipment and transportation necessary for **JANITORIAL AND RELATED SERVICES** for **TRANSPORT CANADA, PORT HARDY AIRPORT, PORT HARDY, BC** on a scheduled and on an "as and when requested" basis, for a **ONE/01 year period** with an option to extend for **THREE/03** additional **ONE/01** year periods 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 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: 90 days

2.2 Submission of Bids

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

2.3 Former Public Servant

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

Definitions

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

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

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

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

Former Public Servant in Receipt of a Pension

As per the above definitions, is the Bidder a FPS in receipt of a pension? Yes (<input type="checkbox"/>) No (<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 a site visit to be held on **Wednesday, June 22, 2016**. The site visit will begin at **10:00 a.m.**, at the Port Hardy Airport, 3675 Byng Rd., Port Hardy British Columbia.

Bidders are requested to communicate, IN WRITING, with the Contracting Authority no later than **THREE/03** calendar days 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 bid 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 IDENTIFIED 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 as applicable, 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 “C” Electronic Payment Instruments, to identify which ones are accepted.

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

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

3.1.2 Exchange Rate Fluctuation

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

Section III: Certifications

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

PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

4.1 Evaluation Procedures

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

4.1.1 Technical Evaluation

4.1.1.1 Mandatory Technical Criteria

Please refer to Annex “AA”.

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 – Mandatory Technical Criteria

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

PART 5 – CERTIFICATIONS AND ADDITIONAL INFORMATION

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

The certifications provided by Bidders to Canada are subject to verification by Canada at all times. Unless specified otherwise, Canada will declare a bid non-responsive, or will declare a contractor in default if any certification made by the Bidder is found to be untrue whether made knowingly or unknowingly, during the bid evaluation period or during the contract period.

The Contracting Authority will have the right to ask for additional information to verify the Bidder's certifications. Failure to comply and to cooperate with any request or requirement imposed by the Contracting Authority will render the bid non-responsive or constitute a default under the Contract.

5.1 Certifications Required with the Bid

Bidders must submit the following duly completed certifications as part of their bid.

5.1.1 Integrity Provisions - Declaration of Convicted Offences

In accordance with the [Ineligibility and Suspension Policy](http://www.tpsgc-pwgsc.gc.ca/ci-if/politique-policy-eng.html) (<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) (<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_p
rogram.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 Status and Availability of Resources

SACC Manual Clause A3005T (2010-08-16), Status and Availability of Resources

5.2.3.2 Education and Experience

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

5.2.3.3 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 **TEN/10** 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.

PART 6 - RESULTING CONTRACT CLAUSES

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

6.1 Security Requirements

6.1.1 There is **NO** security requirement applicable to the Contract.

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:
 - 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.

Solicitation No. - N° de l'invitation
T7506-150042/A
Client Ref. No. - N° de réf. du client
T7506-150042

Amd. No. - N° de la modif.
File No. - N° du dossier
VIC-5-38202

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

*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

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

6.3 Standard Clauses and Conditions

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

6.3.1 General Conditions

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

6.4 Term of Contract

6.4.1 Period of the Contract

The period of the Contract is for a **ONE/01** year period from Contract award.

6.4.2 Option to Extend the Contract

The Contractor grants to Canada the irrevocable option to extend the term of the Contract by up to **THREE/03** additional **ONE/01** year period(s) under the same conditions. The Contractor agrees that, during the extended period of the Contract, it will be paid in accordance with the applicable provisions as set out in the Basis of Payment.

Canada may exercise this option at any time by sending a written notice to the Contractor at least **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.

6.5 Authorities

6.5.1 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
Telephone: (250) 363-36Monthly
Facsimile: (250) 353-0395
E-mail address: 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

Solicitation No. - N° de l'invitation
T7506-150042/A
Client Ref. No. - N° de réf. du client
T7506-150042

Amd. No. - N° de la modif.
File No. - N° du dossier
VIC-5-38202

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

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@tpsgc-pwgsc.gc.ca

6.5.2 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.

6.5.3 Administrative Authority

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

6.5.4 Contractor's Representative

To be completed by the Bidder.

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

6.6 Proactive Disclosure of Contracts with Former Public Servants

By providing information on its status, with respect to being a former public servant in receipt of a [Public Service Superannuation Act](#) (PSSA) pension, the Contractor has agreed that this information will be reported on departmental websites as part of the published proactive disclosure reports, in accordance with [Contracting Policy Notice: 20Monthly-2](#) of the Treasury Board Secretariat of Canada.

6.7 Payment

6.7.1 Basis of Payment

The Contractor will be reimbursed for the costs reasonably and properly incurred in the performance of the Work, as determined in accordance with the Basis of Payment in Annex "B", to a limitation of expenditure of \$_____ *(to be determined)*. Customs duties are included and Applicable Taxes are extra.

6.7.2 Limitation of Expenditure

1. Canada's total liability to the Contractor under the Contract must not exceed \$_____ (to be determined). Customs duties are included and Applicable Taxes are extra.
2. No increase in the total liability of Canada or in the price of the Work resulting from any design changes, modifications or interpretations of the Work, will be authorized or paid to the Contractor unless these design changes, modifications or interpretations have been approved, in writing, by the Contracting Authority before their incorporation into the Work. The Contractor must not perform any work or provide any service that would result in Canada's total liability being exceeded before obtaining the written approval of the Contracting Authority. 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 contract funds provided are inadequate for the completion of the Work,whichever comes first.
3. If the notification is for inadequate contract funds, the Contractor must provide to the Contracting Authority a written estimate for the additional funds required. Provision of such information by the Contractor does not increase Canada's liability.

6.7.3 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 Monthly 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-Monthly, 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&chropeg=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."

6.7.4 Monthly Payment

SACC Manual Clause H1008C (2008-05-Monthly), Monthly Payment

6.7.5 Electronic Payment of Invoices – Contract

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

(to be determined)

6.8 Invoicing Instructions

1. The Contractor must submit invoices in accordance with the section entitled "Invoice Submission" of the general conditions. Invoices cannot be submitted until all work identified in the invoice is completed.
2. Invoices must be distributed as follows:

The original and one (1) copy must be forwarded to the following address for certification and payment:

Transport Canada
Port Hardy Airport
PO Box 460, 3675 Byng Road
Port Hardy, BC V0N 2P0
ATTN: Manager Resource Management

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

6.9 Certifications and Additional Information

6.9.1 Compliance

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

6.10 Applicable Laws

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

6.11 Priority of Documents

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

- a) the Articles of Agreement;
- b) the general conditions 2035 (2016-04-04) General Conditions – Higher Complexity – Services, apply to and form part of the Contract;
- c) Annex "A", Statement of Work;
- d) Annex "B", Basis of Payment;
- e) Annex "C", Electronic Payment Instruments;
- f) Annex "D", Insurance Requirements
- g) the Contractor's bid dated _____ *(to be determined)*

6.12 Insurance Requirements

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

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

The Contractor must forward to the Contracting Authority within ten (10) days after the date of award of the Contract, a Certificate of Insurance evidencing the insurance coverage and confirming that the insurance policy complying with the requirements is in force. For Canadian-based Contractors, coverage must be placed with an Insurer licensed to carry out business in Canada, however, for Foreign-based

Solicitation No. - N° de l'invitation
T7506-150042/A
Client Ref. No. - N° de réf. du client
T7506-150042

Amd. No. - N° de la modif.
File No. - N° du dossier
VIC-5-38202

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

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

A1 – SPECIFICATION – GENERAL

PORT HARDY AIRPORT, PORT HARDY, B.C.

A. GENERAL

- 1. Description of work:** The Contractor shall supply all labour, supervision, materials, and equipment required to provide janitorial and related services to Transport Canada, Port Hardy Airport, Port Hardy, B.C. for the period of the Contract. The work shall be performed in a professional and diligent manner, to the satisfaction of the Site Representative.

Where the Site Representative is mentioned it is understood that this includes his/her authorized representative as confirmed by the original Site Representative identified herein.

The Contractor and the Contractor's employees must have the necessary training and/or experience to perform the work identified herein and be capable of carrying out the work as detailed in the Statement of Work associated Quality Standards and Janitorial Services documents. This includes the ability to operate the machinery and equipment provided.

For health and safety reasons all cleaning staff must possess a good working knowledge of all services required herein and be able to read and communicate in English fluently.

IT IS THE RESPONSIBILITY OF THE CONTRACTOR TO ENSURE THAT THERE ARE A SUFFICIENT NUMBER OF EMPLOYEES TO COMPLETE THE WORK HEREIN AND ARRANGE FOR A REPLACEMENT TO PERFORM THE CLEANING DUTIES IN THEIR ABSENCE DUE TO VACATION, ILLNESS, ETC. THE CONTRACTOR SHALL BE RESPONSIBLE FOR THE PAYMENT ETC. OF HIS/HER REPLACEMENT STAFF. THE CONTRACTOR SHALL NOT BE ABSENT WITHOUT AN ALTERNATE TO PERFORM THE CLEANING.

- 2. Work Schedule:** Work shall be performed **SEVEN / 07** days per week **365** days per year between the hours of 1600-2400.

However, additional work (such as snow and ice removal identified herein) may be requested at any time by the Site Authority. A log book shall be kept on site in which all scheduled work completion dates are recorded. **Routine cleaning will be timed to not interrupt flight arrivals/departures and will commence after a flight has arrived and cleared the terminal. Schedules are to be agreed upon with the Site Authority. A logbook or time clock may be used to indicate start and finish times for each custodian. It is a condition of this contract that all hours on site are spent solely in the abovementioned facility.**

Statutory holidays **ARE INCLUDED IN DAYS OF WORK**. Statutory holidays would be priced as working a weekend day. Statutory holidays are defined as:

New Years' Day - January 1
Good Friday - Friday preceding Easter
Easter Monday – Monday following Easter
Victoria Day - Monday preceding May 24
Canada Day - July 1
Labour Day - First Monday in September

Thanksgiving - Second Monday in October
Remembrance Day - November 11
Christmas Day - December 25
Boxing Day - December 26

Bidders must also take into consideration any other holidays that will impact their pricing (i.e. BC Family Day – Second Monday in February).

2.1 Communications: It is imperative that communications between the Contractor, Custodians, and Site Personnel, be kept open. It is a requirement of this Contract that the Contractor contact the Site Authority quarterly to ascertain if service level is consistent to requirements. The frequency may be increased by request of the Site Authority if an ongoing problem is identified. This requirement is based on the necessity for a high level of cleaning services and fast adjustment of any deficiencies found.

2.2 Mandatory Response Time: It is a mandatory requirement of this Contract that the Company authorized representative be personally available to attend meetings and to respond to inquiries within 24 hours of the Site Authority's or the Contracting Authority's request. It is also mandatory to provide an **Emergency response and onsite service within one (1) hour of receiving a call 24 hours a day, 7 days a week.** Transportation of the Contractor's employees to, from, and around the site is the Contractor's responsibility at all times.

3. Areas to be cleaned: Areas to be cleaned under this Contract include: all public use areas, washrooms, lunch rooms, offices, operations rooms, locker rooms and showers, maintenance garage, trades building, and new storage building.

3.1 Quality Control

1. All work shall be carried out to the satisfaction of the Site Authority. Inspections made by the Site/Technical Authority will be based on the specifications herein.
2. The Contractor or his/her representative shall be available for discussion regarding any deficiencies in workmanship or materials.
3. The Contractor shall be fully responsible for any damage to the structure, furniture, equipment which is caused by the contractor's work activities.
4. The Contractor shall advise the Site Authority in advance of any major cleaning tasks such as floor scrubbing and carpet cleaning.

4. Equipment:

The Contractor will supply all equipment necessary for the performance of the work specified herein unless otherwise specified. 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.

Equipment maintenance and repairs shall be at the Contractor's expense.

All equipment used for cleaning operations must be in good condition, certified for use in the application intended and CSA/ULC approved. Equipment is subject to inspection by the Site Authority at any time. If equipment is found to be defective, it shall be removed from the work site and replaced/repared within twenty-four (24) hours.

Specialized equipment, used periodically by the Contractor shall not be stored in any of the buildings without prior approval of the Site Authority.

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.

5. Cleaning Supplies

The Contractor shall provide all required janitorial supplies, such as floor finish, stain removers, cleaning solutions, disinfectants, etc., as needed for the acceptable completion of the work.

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 the Port Hardy Airport.

6. Consumable Supplies

The Contractor shall supply all required consumable items such as plastic garbage bags, paper towels, toilet tissue, hand soap, and deodorant cakes. Transport Canada shall supply road sand/ice melter.

7. Workplace Hazardous Materials Information System (WHMIS)

It is mandatory that the Contractor complies with WHMIS (criteria). WHMIS 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 MSDS must be provided for all materials controlled by WHMIS.

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.

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.

8. Reporting

The Contractor must promptly notify the Site Authority, **in writing**, for:

- a) needed repairs and/or damage to fixtures, building, and appurtenances;
- b) the presence of pests and any maintenance issues discovered while performing cleaning operations.

9. Lost and Found

The Contractor must immediately return any found article on the site property to the Site Authority or his/her designated Representative on site. The Contractor shall instruct all employees that gratuities are not to be accepted or solicited for any reason from any source.

10. Garbage Storage

All dry garbage must be contained in plastic bags, or steel cans with appropriate lids, and stored in designated pick up areas. Storage areas shall be kept free of litter at all times. Any authorized storage should be done in a safe manner and should be clean, dry materials, bagged and ready for suitable disposal. Materials that can be recycled are to be kept separate by the type of materials, packaged as required and disposed of at the final collection point(s) on the site designated by the Site Authority, and will conform to Government standards of disposal.

11. Storage Space

The Contractor shall store all supplies, material, and equipment in storage areas and custodial closets designated by the Site Authority. The Contractor shall keep these areas neat and clean at all times in accordance with fire regulations. Cleaning equipment must be kept clean and in good repair. The Contractor shall comply with all WHMIS regulations. All waxes, polishing oils, etc. shall be kept tightly sealed and stored in separate shelves from rags and other cleaning materials. All floor mops shall be stored in a suspended position to allow free air circulation around head of mops.

Fire prevention practices shall be strictly adhered to. Flammable materials shall be stored in approved containers.

12. Safety

All ladders, scaffolding, or other devices used to reach surfaces or objects, not otherwise accessible for the required cleaning operation shall be moved into the areas where they are required, placed or shifted as necessary, and removed from the areas in such a manner as to provide maximum safety to persons and property and cause the least possible interference with normal usage of such areas by the public and Customs personnel. All waxes, polishing oils, etc. shall be kept tightly sealed and stored in separate shelving from rags and other cleaning materials. All floor mops shall be stored in a suspended position to allow free air circulation around head of mops.

13. Security

- 13A. Security and Safety Briefings: The Contractor and all employees will be required to attend an Airport Safety and Security briefing before commencing work at the airport.
- 13B. Security: All secure areas are to be left as such upon completion of the work, windows shut, lights turned off at the end of the day. Lost security passes, gate clickers or keys will be deducted from invoices due to the Contractor at a cost for rekeying or a fee of \$50.00 for loss passes or gate clickers.
- 13C. SECURITY/ACCESS: Security passes, gate clickers and keys to all site areas are to be given only to authorized Contractor personnel. Security passes, access cards and keys are to be kept secure at all times.

Keys are not, under any circumstance, to be loaned, transferred, given possession of, misused, modified or altered. Further to this, the Contractor and their employees are not to cause, allow or contribute to the making of any unauthorized copies of any keys.

Violation of this agreement may result in penalty under the Canadian Aviation Security Regulations.

All keys, security passes and gate clickers are to be immediately returned to Transport Canada in the Port Hardy Airport Office, when they are no longer required or when requested to do so by the Airport Manager.

14. Fire Safety

All litter, waste papers and sweepings shall be picked up in a container equipped with a well-fitted lid. All litter, waste papers and sweepings so collected shall be removed from the work site and placed in containers provided in the loading dock area.

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 or electric utensils must not be used in rooms in which cleaning equipment is kept.

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

This site is designated a **NO SMOKING AREA**. Smoking prohibitions and posted signs shall 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 due the Crown.

15. Cleanliness & Hygiene

Janitor rooms and storage closets shall be kept clean, neat and tidy at all times. Dusters and mops, both wet and dry shall be thoroughly cleaned daily to avoid odours and hygiene problems. The cloth or brush used for the cleaning of toilets and urinals shall not be used for any other purposes.

Color coded cleaning cloths - for the purpose of hygiene and ease of identification the Contractor will supply the following colored dusting cloths:

RED OR PINK -	for cleaning toilets and urinals
BLUE OR GREEN -	for cleaning sinks, countertops, and wiping down tables
WHITE OR YELLOW -	for all other general dusting duty

16. Staffing Requirements

The contractor shall ensure that the following staffing requirements are met throughout the life of the contract:

A. NON-PERMANENT RESIDENT (CANADIAN COMPANIES):

Contractor is responsible for compliance with the immigration requirements applicable to non-permanent residents entering Canada to work on a temporary basis in fulfilment 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 fulfilment 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:

- (a) the reason for the removal of the named employee(s) from the Work;
- (b) the name of the proposed replacement(s);
- (c) an outline of the qualifications and experience of the candidate(s); and
- (d) 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. Notwithstanding the foregoing, the Contractor is required to perform the Work and provide the services in accordance with the terms of the contract.

The Contractor shall present a list of all employees who will be working on site to the Site Authority.

Contract Performance and Enforcement

INSPECTION OF WORK: Inspection of the work site shall be conducted by the Site Authority or a designated representative and the Contractor or a designated representative periodically (more often when required in the opinion of the Site Authority and the Contractor). The overall performance and the quality of work will be assessed using the Cleaning Standards in conjunction with the Cleaning Schedules. The designated day(s) of inspection will be determined by mutual agreement between the Contractor and the Site Authority.

Deficiencies are to be recorded and shall be distributed to the Contractor, the Site Authority, and PWGSC.

PERFORMANCE REMEDY:

Performance Report

The quality of the Contractor's performance will be assessed through the Site Authority's inspections in conjunction with the Operations and Frequencies Schedule, Operations and Quality Standards and

Glossary of Terms and Quality Standards. Operations not identified on the Building Services Inspection Report as being below standard may not have been checked, however, those identified are below standard must receive immediate and continued attention.

Contract Enforcement:

Bidders shall be aware that this Contract will be enforced in the following manner to ensure satisfactory performance or else the speedy removal of the Contractor for default of contract under the terms of the Contract.

- a) Repeated poor performance or any serious deficiency in specified contract performance will be considered a default of contract.
- b) Poor or deficient performance will result in verbal or written reports, which will result in a first letter of notification to the Contractor. A first serious default will result in a first letter of notification to the Contractor.
- c) If the default is not immediately corrected, the Site Authority may contract another Contractor to rectify the default and deduct the cost from payment due, or the Site Authority may deduct monies relating to the default for the service not rendered. If the Contract is bonded with a Performance Bond, a copy of the first letter of default will be forwarded to the Bonding Company.
- d) Any first letter of poor performance or serious default will also notify the Contractor that continuous poor performance or a second serious default of any kind will automatically commence action to take the work out of the Contractor's hands in accordance with the terms of the Contract.
- e) Continuous poor performance or a second default by the Contractor MAY result in a second letter from the Site Authority giving notice of the default. This second letter MAY also be the final notice that the Contractor will receive prior to termination.
- f) If repeated poor performance or a second default occurs, a termination letter will be sent to the Contractor; all payments will immediately cease; and the work of the Contract will be taken out of the hands of the Contractor.

There will be no "action steps" as outlined above for very serious poor performance or abandonment of the Contract or bankruptcy etc. The Site Authority will, in these very serious situations, immediately commence to take the work out of the Contractor's hands in accordance with the terms of the Contract.

ALL PERFORMANCE EVALUATIONS AND ANY RESULTANT ACTIONS MUST BE CLEARED THROUGH THE CONTRACTING AUTHORITY IDENTIFIED HEREIN PRIOR TO ANY ACTIONS BEING TAKEN.

ANNEX "A2" – CLEANING SPECIFICATION – SCHEDULED WORK

<u>Item</u>	1) Entrances (Vestibules)	<u>Frequency Per Year</u>
1	Vacuum all entrance door threshold plates & pivot points.	Daily
2	Vacuum all rubber entrance matting and walk off mats.	Daily
3	Wet mop rubber entrance matting and walk off mats.	Daily
4	Mop up all stains and spills.	Daily
5	Dust mop all hard floors with treated dust mop.	Daily
6	Damp mop entire hard surface area.	Daily
7	Clean both sides of all entrance glass doors.	Weekly
8	Using a damp cloth dust all horizontal surfaces.	Daily
9	Using a high speed machine, spray buff all quarry tile surface areas.	Monthly
10	Clean all ceiling vents.	Jun & Nov
11	Dust and damp wipe all light fixtures.	Jun & Nov
12	Pick up litter and debris.	Daily
<u>Item</u>	2) Washrooms	<u>Frequency Per Year</u>
1	Empty washroom waste containers and replace lines.	Daily

2	Using a germicidal solution, thoroughly clean all sinks including underside and pipes. Wipe and polish all chrome.	Daily
3	Replenish all washroom supplies (keep full at all times).	Daily
4	Using a damp cloth, dust all horizontal surfaces.	Daily
5	Using a germicidal solution, spot clean all stains and spills (policing only).	Daily
6	Using a germicidal solution, spot clean all vertical surfaces.	Daily
7	Spot clean all architectural metals.	Daily
8	Using a germicidal solution, thoroughly clean all toilets and urinals inside and outside. Wipe and polish all chrome fixtures.	Daily
9	Dust mop all hard surface floors with a treated dust mop.	Daily
10	Damp mop floor using a germicidal soap.	Daily
11	Using a germicidal solution, wipe walls and partitions around toilets, urinals and sinks.	Daily
12	Clean mirrors.	Daily
13	Remove graffiti using appropriate cleaner.	Daily
14	De-scale toilets and urinals using organic non-acid type bowl cleaner.	Alternate Days
15	Wash all trash containers using germicidal detergent.	Weekly
16	Scrub floors and apply two coats of metalized polymer finish.	Jun & Nov
17	Clean ceiling vents.	Jun & Nov

18	Dust and damp wipe all light fixtures.	Jun & Nov
<u>Item</u>	3) Stairs – Carpet / Hard Surface	<u>Frequency Per Year</u>
1	Pick up litter and debris.	Daily
2	Spot clean all horizontal and vertical surfaces removing fingerprints, smudges and stains.	Daily
3	Dust all edges, windowsills, rails and lights in stairwells.	Daily
4	Vacuum high traffic areas daily, low traffic weekly.	Daily / Weekly
5	Wash all handrails with germicidal solution and dry.	Weekly
6	Clean all ceiling vents.	Jun & Nov
7	Dust and damp wipe all light fixtures.	June & Nov
<u>Item</u>	4) Stairs – Hard Surface	<u>Frequency Per Year</u>
1	Mop up all stains and spills.	Daily
2	Sweep all stairs and landings.	Daily
3	Using a portable vacuum, clean any rough or grooved stair treads.	Daily
4	Damp mop all stairs and landings.	Daily
5	Clean all soil, scuffs, shoe marks from risers.	Weekly
<u>Item</u>	5) <u>Offices, Operations Rooms and Public Use Areas</u>	<u>Frequency Per Year</u>

1	Empty all waste receptacles, wipe soiled container and replace liners if required.	Daily
2	Spot clean all horizontal and vertical surfaces including light switches, plugs and doors.	Daily
3	Clean and polish all drinking fountains, removing water marks, scale and splashed surfaces on front and sides.	Daily
4	Vacuum all console tops completely.	Daily
5	Vacuum all operating and staff chairs (cloth).	Weekly
6	Mop up all stains and spills.	Daily
7	Dust all horizontal surfaces.	Daily
8	Dust all vertical surfaces.	Monthly
9	Spot clean all partition and door glass.	Daily
10	Dust all reachable T.V.'s and EDP Boards and clean screens (except radar screens or as directed).	Weekly
11	Damp wipe all telephones with germicidal solution, including ear	Weekly
12	Spot clean carpet areas using a carpet spot remover.	Daily
13	Dust mop all hard surface floors with treated dust mop.	Daily
14	Damp mop entire hard surface area.	Daily
15	Damp wipe / polish any boardroom / meeting room tables.	Weekly
16	Using a high speed machine, spray and buff all hard surface areas.	Monthly

17	Using a tank or back pack vacuum, detail clean all edges.	Weekly
18	Clean all partitions and glass.	Quarterly
19	Fully vacuum all carpets from wall to wall.	Daily
20	Dust / vacuum high and low areas (pictures, clocks, partition tops, etc.).	Weekly
21	Clean, dust and remove all smudges from all window blinds.	Weekly
22	Clean all ceiling vents.	Jun & Nov
23	Dust and damp wipe all fixtures.	Jun & Nov
<u>Item</u>	6) Locker Rooms and Showers	<u>Frequency Per Year</u>
1	Pick up litter and debris.	Daily
2	Empty all waste receptacles, wipe soiled container and replace liners if required.	Daily
3	Damp wipe all seating with cloth dampened with germicidal solution.	Daily
4	Using push broom, sweep all open areas and remove debris.	Daily
5	Spot clean all walls, doors, outside of lockers using a cloth dampened with germicidal solution.	Daily
6	Damp mop floor using germicidal solution.	Daily
7	Hand wash all shower walls with germicidal solution.	Daily
8	Machine scrub all floors using a germicidal detergent.	Weekly
9	Wash all trash containers using a germicidal detergent.	Weekly

<u>Item</u>	7) Lunchrooms	<u>Frequency Per Year</u>
1	Damp wipe all lunchroom tables.	Daily
2	Using a cloth dampened with germicidal solution, damp wipe all horizontal surfaces.	Daily
3	Using a germicidal solution, spot clean all vertical surfaces.	Daily
4	Spot clean all horizontal and vertical surfaces, removing fingerprints, smudges and stains.	Daily
5	Dust mop all hard surface floors with treated dust mop.	Daily
6	Empty all waste receptacles, wipe soiled container and replace liners if required.	Daily
7	Spot clean all partition and door glass.	Daily
8	Mop up all stains and spills.	Daily
9	Using a high speed machine, spray and buff all hard surface areas.	Monthly
10	Clean all partition and glass doors.	Quarterly
11	Damp mop entire hard surface area.	Weekly
12	Scrub floors and apply 2 coats of metalized polymer finish.	Jun & Nov
13	Clean all ceiling vents.	Jun & Nov
14	Dust and damp wipe all light fixtures.	Jun & Nov
<u>Item</u>	8) Window Maintenance	<u>Frequency Per Year</u>

1	Interior wall glass to be washed both sides using a window brush and squeegee.	Monthly
2	Interior and exterior building windows must be cleaned thoroughly.	Monthly
3	Dust and wipe all blinds (mylar and horizontal) leaving no smears.	Weekly
<u>Item</u>	9) Steam Cleaning Carpets	<u>Frequency</u> <u>Per Year</u>
1	Vacuum carpets before steam cleaning, spot clean any stained areas. Steam clean and retexture carpeting, leaving "Danger Wet Flooring" signs wherever necessary. Note: Special care is required when steam cleaning any carpeted flooring so as not to apply too much water, as some sites do have electrical/electronic equipment running under the flooring. Consult Site Authority before any steam cleaning commences.	Jun & Nov
<u>Item</u>	10) Snow and Ice Removal	<u>Frequency</u> <u>Per Year</u>
1	Remove all snow and ice from designated pedestrian traffic areas and apply de-icing material when necessary. Note: Designated pedestrian traffic areas include the following: <ul style="list-style-type: none"> • Sidewalks • Crosswalks • All entrances and exits leading into the Terminal Building • Airside departure and arrival walkways from the aircraft stand(s) of the Terminal Building. 	As required
<u>Item</u>	11) Other Port Hardy Airport Buildings	<u>Frequency</u> <u>Per Year</u>
1	Maintenance Garage – Clean 3 times weekly (Monday, Wednesday, and Friday).	3 times per week
2	Trades Building – Clean once a week or as directed by Site Authority.	Weekly

ANNEX "A3" – CLEANING SPECIFICATION – TERM DEFINITIONS/STANDARDS OF ACCEPTANCE

TERM	DESCRIPTION OF OPERATION	QUALITY STANDARD
Area Policing	Consists of patrolling sidewalks, driveways, lawn areas, loading docks, entrance, and other areas and picking up paper and all other debris.	Designated areas shall be free of paper and all other debris after policing.
Sweeping Exterior	Consists of removing loose, dry surface soil.	Sidewalks, loading docks, entrances, and other designated areas shall be clean after sweeping.
Hosing Sidewalks	Consists of washing sidewalks by spraying with water under pressure from a garden hose.	Sidewalks and other designated areas shall be clean after hosing.
Snow Removal	Remove snow and ice from identified areas. Spread salt, ice melter or sand as required.	Provide safe footing for public and crown employees.
Sweeping	Consists of removing loose, dry surface soil. Where surface is not subject to damage by solvent, use a solvent-based, treated sweeping compound, dust cloth or dust mop. Where surface is subject to damage by solvents, use a wax-based, treated sweeping compound, dust cloth or dust mop. Dust cloths and dust mops to be treated the day before they are to be used, to ensure no streaks are left on the floor.	There should be no dirt, trash or other matter left in corners, behind or under free-standing radiators, under furniture or behind doors. Floors should be free of dust film, there should be no dirt left where sweepings were picked up and furniture and equipment should be relocated to where it was prior to the sweeping operation.
Damp and Wet Mopping	Consists of applying neutral detergent solution to the floor, agitating it with a mop removing the solution, rinsing the floor and wiping up the rinse water. In washrooms, the rinsing operation is performed using a germicidal solution.	The mopped area should be clean and free of surface stains, mop streaks and loose mop strands. Wall baseboards and other surfaces should be free of watermarks and splashing. Water or other cleaning solutions should not be allowed to collect under furniture legs and cabinets.
Wash Floor	Consists of applying a neutral detergent solution to the floor, agitating it with a mop, removing the solution, rinsing the floor and picking up the rinse water. In washrooms, the rinsing operation is performed using a germicidal solution.	There should be no surface dirt or stains visible following the floor washing operation. Walls, baseboards and other surfaces should be free of watermarks, splashing and scars from equipment. The floor should be free of streaks, loose mop strands and water or other cleaning solutions should not be allowed to collect under furniture legs and cabinets.

<p>Floor Spray Buffing</p>	<p>Consists of spraying a spray buff on a swept floor, approximately 50 centimetres ahead of the floor machine. Care must be taken that no solution is splashed against furniture, doors and baseboards. While the machine operates, the spray buffing pad abrades black marks and irregularities. When the working face of the pad becomes loaded, turn the pad over or replace with a clean pad.</p>	<p>Spray buffing is continued until all traffic marks are removed and shine restored.</p> <p>Floor shall be swept after spray buffing has been completed.</p>
<p>Floor Scrub and Refinish</p>	<p>Consists of removing the top layer or layers of floor finish, using either the wet or dry scrub method. When using the wet scrub or wet strip method use a minimum amount of solution and rinse the floor twice before applying sealer or finish. When using the dry scrub or dry strip method, damp mop the floor twice before applying sealer or finish. Baseboards to be cleaned after each operation to remove streaks and splashes.</p>	<p>There should be no surface dirt or stains visible following the scrubbing operation. There should be no wax or finish build-up on the floor surface. Furniture (excluding file cabinets) should have been moved for complete floor coverage. Walls, baseboards and other surfaces should be free of watermarks, splashing and scars from equipment.</p>
<p>Vacuuming and/or Carpet Sweeping</p>	<p>Consists of removing dust, dirt and litter using an upright or canister type vacuum cleaner, capable of having a crevice tool attached to clean in corners and along baseboards.</p>	<p>Carpet and rugs should be clean and free from dust, dirt and other debris. Nap on rugs should be laid in one direction. T mats should be clean and carpet or rug area around and under T mats should be free of dust and dirt. Floor area under immediate edge of rugs should be free of dirt and dust. Bare floors around rugs should be clean. No dirt should be left in corners, under furniture, behind doors or radiators. Upholstered furniture should be free from dust, dirt and other debris. All furniture and equipment moved during the cleaning operation should be returned to its original location.</p>
<p>Vacuuming Walk Away Mats</p>	<p>Consists of removing sand, slush or water, using a wet and dry industrial type vacuum cleaner, equipped with the appropriate floor tools.</p>	<p>Walk-away-mats should be clean and free of dust, dirt, sand, slush, salt and water after vacuuming. Floor area under the mat should be free of dust and dirt and present a clean appearance.</p>
<p>Salt/Stain Removal Walk Away Mats</p>	<p>Consists of vacuuming, flooding salt stain with water and allowing to stand for ten minutes, vacuuming up water and repeating operation as many times as necessary until stain is removed.</p>	<p>There should be no salt stain visible and no discoloration of the walk-away-mat after salt stain removal operation. Floor area under mat should be free of dust and dirt and present a clean appearance.</p>

Glass Cleaning	Consists of washing glass surfaces with a detergent solution and wiping dry with a clean cloth.	Glass should be clean on both sides and free of streaks and smears. Sash, sill, stools and floors should be clean and free of water marks. Items moved during the cleaning operation should be replaced to original location.
Cleaning Stairways and Landings	Consists of sweeping, dusting, mopping and stripping; spot cleaning walls and polishing handrails, doorknobs and other metal surfaces where applicable.	Stair landings, treads and corners of stair treads should be free of dirt, dust streaks and debris. Stair railings, ledges, door mouldings, radiators, window stools and grilles should be free of dust. Stair landings, treads, risers, walls and baseboards should be clean and free of water marks and splashes from cleaning and finishing solutions. Hand railings, doorknobs and other metal surfaces should be clean and polished.
Cleaning Walk Away Mats	Consists of vacuuming, stain removal and shampooing, using either a machine agitated dry foam or jet extractor methods. Hose washing may only be used if specified by the manufacturer and in accordance with the instructions.	There should be no stains visible and no discoloration of the walk-away mat. The floor area under the mat should be free of dust, dirt and present a clean appearance after cleaning operations.
Dusting	Consists of removing loose dirt, dust and cobwebs using an untreated dust mop or vacuum cleaner with appropriate attachments.	There should not be any dust or dust streaks on desks or other furniture. Glass tops on desks and tables should be clean and free of finger marks and stains. All pictures, plaques, etc., should be free of dust. Corners and crevices should be free of dust. Radiators, window stools, door ledges, frames, louvers, baseboards and partition ledges should be free of dust.
Metal Cleaning	Consists of polishing with an approved metal polish doorknobs, push bars, kick plates, railings and other metal surfaces to remove stains and restore the shine.	Doorknobs, push bars, kick plates, railing, doors and other surfaces should be clean and polished.
Cleaning Washroom Fixtures	See herein. Consists of washing with a germicidal detergent all surfaces of wash basins, taps, exposed piping, flush tanks, toilet seats, toilet bowls and urinals to disinfect and remove dust, dirt, spots and stains.	All surfaces of wash basins, taps, and all exposed piping should be free of dust, dirt, spots and stains. All surfaces of flush tank toilet seats, bowls and urinals should be disinfected. Plumbing fixtures should be free of stains, soap build-up, dust and mould.
Patrol Cleaning	Consists of picking up litter; wiping up spillage; cleaning tables, countertops, all washroom fixtures; polishing mirrors; emptying and cleaning ashtrays; emptying waste receptacles in	Floors should be free of litter and there should be no surface dirt or stains visible. Tables, countertops and all washroom fixtures should be free of dust, dirt and stains. Ashtrays and waste receptacles

	designated areas and replenishing empty dispensers. This work is in addition to the regular routine cleaning.	should be empty and clean. Washroom supplies should be replaced as applicable.
Spot Clean Dispensers, Walls, Stall Partitions, Doors Shelves, Mirrors & Ledges	Consists of removing finger marks, smudges, stains and graffiti using a moistened cloth followed by a dry cloth.	All dispensers, shelves, shelf brackets and ledges should be free of finger marks, dust and stains. All mirrors should be clean. Walls, stall partitions and doors should be free of dust, hand marks, pencil marks, water streaks, mop marks and fittings should be free of mould. Walls, up to a standing height, should be free of all marks.
Empty Waste Receptacles	Consists of emptying waste receptacles and replacing dirty plastic bags; ashtrays are to be emptied into a separate metal container and wiped clean. All refuse is to be placed in a designated fireproof space.	All paper and garbage receptacles should be emptied, plastic bags should be replaced, if required, and the exterior surface wiped clean. All ashtrays should be empty, clean and in place.
Recycling Bins (Green Boxes or Equivalent if applicable)	Empty green boxes once per week into separate container and take over to recycling tent & sort.	
Cleaning Drinking Fountains	Consists of washing and disinfecting all surfaces. The odour of the disinfectant must not be objectionable.	The porcelain, metal and/or enamel surfaces should be clean and free of stains. All other surfaces should be free of spots, stains and streaks. All fountains should be disinfected.
Dusting/ Vacuuming Blinds	Consists of dusting or vacuuming both sides of the slats and adjoining window frame area.	Both sides of slats should be clean and free of dust. Window frames and adjoining area should be free of dust.
Vacuuming Air Grilles Air Diffusers	Consists of removing dust, dirt and cobwebs using a vacuum cleaner, equipped with a wand and brush attachment, or, wipe with a damp sponge and dry with a clean cloth.	Air Grilles and Air Diffusers should be free of dust, loose dirt and cobwebs after vacuuming operation.
Contractor's Space and Janitors' Closet	Consists of sweeping, washing, scrubbing and refinishing the floor. Washing walls and shelves and disinfecting sinks. The area is to be kept free of debris; mops are to be washed clean before storing and all other equipment is to be kept clean. Cleaning supplies are to be neatly stored.	All floors should be clean. All fixtures and walls should be free of dust and stains. Mop pails/trucks should be empty and free of odours. There should be no waste paper, garbage or empty containers in the Janitor Closets.
Cleaning Vinyl & Leatherette Upholstery	Consists of removing soil marks and stains using an approved cleaner.	There shall be no dirt, soil marks, or stains visible following the scheduled cleaning.

ANNEX AA – EVALUATION AND BASIS OF SELECTION

THE FOLLOWING LIST IS PROVIDED FOR INFORMATION ONLY.

IT WILL NOT ABSOLVE THE BIDDER OF THEIR OBLIGATIONS OR REQUIREMENTS CONTAINED IN THE SOLICITATION AND ITS RELATED APPENDICES.

EVALUATION OF BID:

1. Canada will evaluate the bids received based on, but not limited to, the following factors:
 - a) compliance with the terms and conditions of the solicitation;
 - b) compliance with the specifications;
 - c) assessment of all technical documentation and information for technical compliance.
2. Canada reserves the right to reject any bid which does not comply with all the mandatory requirements of this solicitation.
3. A bidder may be required to demonstrate to Canada's satisfaction that it is capable of successfully completing the Work in accordance with this solicitation.
4. The release of any information provided to Canada in response to this solicitation will be subject to the provisions of the Access to Information and Privacy Acts of Canada.

**The following forms/information should be provided and returned
WITH YOUR BID
but must be provided within 2 business days upon request.**

Failure to do so may result in your bid being considered non-responsive.

01. ON SITE JANITORIAL STAFF EXPERIENCE

All on site janitorial staff must have at least 6 months recent (within the last two/2 years) janitorial experience cleaning in a commercial capacity. This includes being able to operate the machinery and equipment necessary to perform the work identified herein.

Please circle response YES or NO

All on site janitorial staff must have WHMIS certification in addition to any certifications or training necessary to perform the work identified herein.

Please circle response YES or NO

Further information may be requested to confirm.

Solicitation No. - N° de l'invitation
T7506-150042/A
Client Ref. No. - N° de réf. du client
T7506-150042

Amd. No. - N° de la modif.
File No. - N° du dossier
VIC-5-38202

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

01. BIDDER'S PREVIOUS EXPERIENCE

BIDDERS MUST HAVE 01/ONE CONSECUTIVE YEAR EXPERIENCE (*WITHIN THE LAST 5 YEARS*) ON AT LEAST 01/ONE CONTRACT THAT IS OF A SIMILAR SIZE AND SCOPE* TO THE REQUIREMENT IDENTIFIED IN THIS SOLICITATION.

THIS REQUIREMENT	T7056-150042
TOTAL SQUARE METERS > SIZE	1219.37 m² TOTAL 178.9 m² carpet 1040.47 m² non-carpet
TYPE OF SPACE USE OR TYPE > SCOPE	Office X Other X

***SIMILAR SIZE & SCOPE is defined as :**

SIZE > A space that is a minimum of 50% of the size (m²) and
SCOPE > A space of similar use or type (e.g. office space, lab space)

	Please circle responses
SIZE > TOTAL SQUARE METERS	+ Over _____ m ² or - Under _____ m ²
<i>Total sqm is ></i>	Standalone or Concurrent
SCOPE > SPACE USE / TYPE	Office Open Combination Other
<i>Space use / type is ></i>	Standalone or Concurrent*

**Concurrent – If the bidder is proposing multiple contracts to meet this mandatory criteria, those contracts must be concurrent (occurring within the same 2 consecutive year period).*

TIME & VALUE

Minimum 01 / one year within last 05 / five years	Mo _____ /yr. TO Mo _____ /yr.
Value per year of contract	\$ _____ / year

Further information may be requested to confirm.

Solicitation No. - N° de l'invitation
T7506-150042/A
Client Ref. No. - N° de réf. du client
T7506-150042

Amd. No. - N° de la modif.
File No. - N° du dossier
VIC-5-38202

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

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 the contract.

ANNEX B – BASIS OF PAYMENT / EVALUATION

EVALUATION OF PRICE: The price of bids will be evaluated in Canadian dollars, the Goods and Services Tax (GST) excluded.

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, cleaning supplies, consumables, parts, manuals, personal protective equipment, travel time, travel and living expenses, transportation costs, reports, general and administrative costs, and profit required to do the work. No other charges will be accepted.

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 Monthly 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-Monthly, 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&chroptg=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

FIRM GENERAL SCHEDULED CLEANING						
		\$/mo YEAR 1	\$/mo OPTION YEAR 1	\$/mo OPTION YEAR 2	\$/mo OPTION YEAR 3	EXTENSION A x (B+C+D+E)
	A	B	C	D	E	F
1.	12 mo	\$ _____/mo	\$ _____/mo	\$ _____/mo	\$ _____/mo	\$ _____ (F1 TOTAL)

As and when requested <u>additional</u> cleaning during working hours (DWH 1600-2400) and after working hours (AWH 0000-1559)						
		\$/hr YEAR 1	\$/hr OPTION YEAR 1	\$/hr OPTION YEAR 2	\$/hr OPTION YEAR 3	EXTENSION A x (B+C+D+E)
	A	B	C	D	E	F
2.	Estimate: 10 hrs/yr	\$ _____/hr	\$ _____/hr	\$ _____/hr	\$ _____/hr	\$ _____ (F2 TOTAL)

Solicitation No. - N° de l'invitation
 T7506-150042/A
 Client Ref. No. - N° de réf. du client
 T7506-150042

Amd. No. - N° de la modif.
 File No. - N° du dossier
 VIC-5-38202

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

As and when requested Snow and Ice Removal during working hours (DWH 1600-2400) and after working hours (AWH 0000-1559)

		\$/hr YEAR 1	\$/hr OPTION YEAR 1	\$/hr OPTION YEAR 2	\$/hr OPTION YEAR 3	EXTENSION A x (B+C+D+E)
	A	B	C	D	E	F
3.	Estimate: 12 hrs/yr	\$ _____/hr	\$ _____/hr	\$ _____/hr	\$ _____/hr	\$ _____ (F3 TOTAL)

EVALUATION TOTAL = F1 + F2 + F3	\$
--	-----------

Solicitation No. - N° de l'invitation
T7506-150042/A
Client Ref. No. - N° de réf. du client
T7506-150042

Amd. No. - N° de la modif.
File No. - N° du dossier
VIC-5-38202

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

VENDOR INFORMATION	
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)	

Solicitation No. - N° de l'invitation
T7506-150042/A
Client Ref. No. - N° de réf. du client
T7506-150042

Amd. No. - N° de la modif.
File No. - N° du dossier
VIC-5-38202

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

ANNEX C 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);

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 \$2,000,000.00 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 endeavor 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

Solicitation No. - N° de l'invitation
T7506-150042/A
Client Ref. No. - N° de réf. du client
T7506-150042

Amd. No. - N° de la modif.
File No. - N° du dossier
VIC-5-38202

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

Canada to agree on the legal strategies by sending a letter, by registered mail or by courier, with an acknowledgment 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.