



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

Parks Canada Agency
Bid Receiving Unit
111 Water Street East
Cornwall, Ontario K6H 6S3

Fax : 1-877-558-2349

**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.

Proposition à : l'Agence Parcs Canada
Nous offrons par la présente de vendre à sa Majesté la Reine 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).

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

Title-Sujet Janitorial Services	
Solicitation No. - N° de l'invitation 5P300-16-5283	Date August 26, 2016
GETS Reference No. – N° de référence de SEAG	
Client Reference No. – N° de référence du client	
Solicitation Closes L'invitation prend fin – at – à 2:00 pm on – le October 4 2016	Time Zone Fuseau horaire - Eastern Daylight Time (EDT)
Address Inquiries to: - Adresser toute demande de renseignements à : Cindy Dionne	
Telephone No. - No de téléphone (613) 938-5967	Fax No. – N° de FAX:
Destination of Goods, Services, and Construction: Destinations des biens, services et construction : Ontario Waterway - Rideau Canal 34 Beckwith Street Smiths Falls, Ontario K7A 2A8	
Vendor/Firm Name and Address Raison sociale et adresse du fournisseur/de l'entrepreneur :	
Telephone No. - N° de telephone :	
Name and title of person authorized to sign on behalf of the 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)	
_____	_____
Name/Nom	Title/Titre

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PART 1 - GENERAL INFORMATION

1.1 Security

1. Before award of a contract, the following conditions must be met:
 - (a) the Bidder must hold a valid organization security clearance as indicated in Part 6 - Resulting Contract Clauses;
 - (b) the Bidder's proposed individuals requiring access to classified or protected information, assets or sensitive work site(s) must meet the security requirements as indicated in Part 6 - Resulting Contract Clauses;
 - (c) the Bidder must provide the name of all individuals who will require access to classified or protected information, assets or sensitive work sites;

1.2 Statement of Work

The Work to be performed is detailed under Annex "A" of the resulting contract clauses.

1.3 Debriefings

Bidders may request a debriefing on the results of the bid solicitation process. Bidders should make the request to the Contracting Authority within 15 working days from receipt of the results of the bid solicitation process. The debriefing may be in writing, by telephone or in person.

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.

"Subsections 04 and 05 of Section 01 Integrity Provisions - Bid of the Standard Instructions (2003) incorporated by reference above are deleted in their entirety and replaced with the following:

4. Bidders who are incorporated or who are a sole proprietorship, including those bidding as a joint venture, have already provided a list of names of all individuals who are directors of the Bidder, or the name of the owner, at the time of submitting an arrangement under the Request for Supply Arrangement (RFSA). These bidders must diligently inform Canada in writing of any changes affecting the list of directors during this procurement process as well as during the contract period.
5. Canada may, at any time, request that a bidder provide properly completed and Signed Consent Forms (Consent to a Criminal Record Verification form - PWGSC-TPSGC 229) for any or all individuals mentioned above within a specified time frame. Failure to provide such consent forms and associated information within the time frame provided, or failure to cooperate to the verification process, will result in the bid being declared non-responsive."

2.2 Submission of Bids

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

2.3 Optional Site Visit

It is recommended that the Bidder or a representative of the Bidder visit the work site. Arrangements have been made for the site visit to be held at Woods Mills – Rideau Canal Museum 34 Beckwith Street South on September 15, 2016. The site visit will begin at 9:00am.

Bidders are requested to communicate with the Contracting Authority no later than September 13, 2016 to confirm attendance and provide the name(s) of the person(s) who will attend. Bidders may be requested to sign an attendance sheet. Bidders who do not attend or do not send a representative will not be given an alternative appointment but they will not be precluded from submitting a bid. Any clarifications or changes to the bid solicitation resulting from the site visit will be included as an amendment to the bid solicitation.

2.4 Former Public Servant

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

Definitions

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

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

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

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

Former Public Servant in Receipt of a Pension

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

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

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

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

Work Force Adjustment Directive

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

If so, the Bidder must provide the following information:

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

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

2.5 Enquiries - Bid Solicitation

All enquiries must be submitted in writing to the Contracting Authority no later than Two (2) 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.

2.6 Applicable Laws

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

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

PART 3 - BID PREPARATION INSTRUCTIONS

3.1 Bid Preparation Instructions

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

Section I: 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.

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.

4.2 Basis of Selection

4.2.1 Basis of Selection

SACC Manual Clause A0069T (2007-05-25), 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 and associated information to be awarded a contract.

The certifications provided by bidders to Canada are subject to verification by Canada at all times. Canada will declare a bid non-responsive, or will declare a contractor in default in carrying out any of its obligations under the Contract, 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 may render the bid non-responsive or constitute a default under the Contract.

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 inform the Bidder of a time frame within which to provide the information. Failure to comply with the request of the Contracting Authority and to provide the certifications within the time frame provided 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. The associated information required within the Integrity Provisions will assist Canada in confirming that the certifications are true.

PART 6 - RESULTING CONTRACT CLAUSES

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

6.1 Security Requirements

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

1. The Contractor/Offeror must, at all times during the performance of the Contract/Standing Offer, hold a valid Designated Organization Screening (DOS), issued by the Parks Canada Agency Security Directorate (PCASD).
2. The Contractor/Offeror personnel requiring access to sensitive work site(s) must EACH hold a valid RELIABILITY STATUS, granted or approved by PCASD.
3. Subcontracts which contain security requirements are NOT to be awarded without the prior written permission of PCASD.

6.2 Statement of Work

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

6.3 Standard Clauses and Conditions

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

6.3.1 General Conditions

2010C (2016-04-04), General Conditions - Services (Medium Complexity) apply to and form part of the Contract.

6.4 Term of Contract

6.4.1 Period of the Contract

The period of the Contract is from date of Contract to November 1, 2017 inclusive

6.4.2 Option to Extend the Contract

The Contractor grants to Canada the irrevocable option to extend the term of the Contract by up to 3 additional 1 year periods under the same conditions. The Contractor agrees that, during the extended period of the Contract, it will be paid in accordance with the applicable provisions as set out in the Basis of Payment.

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

Cindy Dionne
Procurement and Contracting Officer
Parks Canada Agency, National Contracting Services
Directorate: Chief Financial Officer Directorate
Address: 111 Water Street East, Cornwall, ON K6H 6S3

Telephone: 613-938-5967
Facsimile 866-246-6893
E-mail address: cindy.dionne@pc.gc.ca

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

6.5.2 Project Authority

The Project Authority for the Contract is (to be inserted at contract award):

Name: _____
Title: _____
Organization: _____
Address: _____

Telephone : _____
Facsimile: _____
E-mail address: _____

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

6.5.3 Contractor's Representative

Name: _____
Title: _____
Organization: _____
Address: _____

Telephone : _____

Facsimile: _____

E-mail address: _____

6.6 Proactive Disclosure of Contracts with Former Public Servants

By providing information on its status, with respect to being a former public servant in receipt of a *Public Service Superannuation Act* (PSSA) pension, the Contractor has agreed that this information will be reported on departmental websites as part of the published proactive disclosure reports, in accordance with Contracting Policy Notice: 2012-2 of the Treasury Board Secretariat of Canada.

6.7 Payment

6.7.1 Basis of Payment

6.7.2 Limitation of Price

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.

SACC Manual clause C6000C (2011-05-06) Limitation of Price

6.7.3 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.

6.8 Invoicing Instructions

1. The Contractor must submit invoices in accordance with the section entitled "Invoice Submission" of the general conditions. Invoices cannot be submitted until all work identified in the invoice is completed.
2. Invoices must be distributed as follows:
 - a. The original and one (1) copy must be forwarded to the address shown on page 1 of the Contract for certification and payment.

6.9 Certifications

6.9.1 Compliance

The continuous compliance with the certifications provided by the Contractor in its bid and the ongoing cooperation in providing associated information are conditions of the Contract. Certifications are subject to verification by Canada during the entire period of the Contract. If the Contractor does not comply with any certification, fails to provide the associated information, or if it is determined that any certification made by the Contractor in its bid is untrue, whether made knowingly or unknowingly, Canada has the right, pursuant to the default provision of the Contract, to terminate the Contract for default.

6.10 Applicable Laws

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

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 services – medium complexity (2016-04-04);
- (c) Annex A, Statement of Work;
- (d) Annex B, Basis of Payment;
- (e) Annex C, Attestation and Proof of compliance with Occupational Health and Safety (OHS);
- (f) Annex D, Personnel Screening, Consent and Authorization Form
- (g) the Contractor's bid dated (to be inserted at contract award)

ANNEX "A"

STATEMENT OF WORK

Dated: July 18, 2016

Janitorial Services for the Rideau Canal Woods Mill Building, Smith Falls

I. General Requirements

1. Work Site

This contract is for the provision of janitorial services at the Rideau Canal Woods Mill building located at 34 Beckwith Street South, Smiths Falls, Ontario. The Rideau Canal Woods Mill building contains a visitor information centre (approx.: 9,039 square feet) and office spaces (approx.: 8,836 square feet). The Building has four floors plus a basement. The areas of the building dedicated to the visitor information centre are covered in section V.3. The offices and common areas are covered in section V.1 & V.2. The Rideau Canal Woods Mill Building consists of one entry and reception area, 4 office floor sections, 1 lunchroom, 1 elevator, 6 washrooms facilities, 1 boardroom, 3 meeting rooms, 2 stairwells, one theater and lobby areas and a hallway to the mechanical room and the mechanical room.

2. Materials, Supplies and Equipment

The contractor shall supply all tools and equipment necessary to execute the work (i.e. vacuum cleaner, brooms, mops, pails, dust clothes etc.), as well as materials and supplies such as hand soap, sanitary bags, plastic garbage & recycling bags, paper towels, toilet paper, disinfectants and cleaners. Environmentally friendly cleaning agent should be used wherever possible.

3. Repairs and Damages

The Contractor shall report immediately to the Agency representative any repair requirements discovered during the performance of the contract.

4. Hours of Work

Work to be performed shall be carried out between the hours of 5:00 PM and 11:00 PM in order to avoid conflict with the intended use of the facility. Cleaning carts and garbage to be positioned out of flow of visitors and employees.

5. Uniform

The contractor's personnel, while working on site, shall wear suitable clothing that clearly identifies them with the company name.

II. Definitions

"Site": Building located at 34 Beckwith street South, Smiths Falls.

"Agency": Means Parks Canada Agency.

"Weekly": Means once a week.

"Twice weekly": Means every Monday and Friday

"Triweekly": Means every Monday, Wednesday and Friday.

III. Provided by the Agency

1. Limited storage space will be provided on the site for the contractor to store all his or her equipment and cleaning supplies. The contractor is to maintain the storage areas in a neat and clean condition at all times.
2. Electricity and hot/cold water required by the contractor in the execution of the contract will be provided by the Agency.

IV. Work Included

The contractor shall provide all labour, transportation, supervision, material and equipment (in good condition) necessary to complete the contract as outlined in these documents.

V. Areas and method of Cleaning - Standard Practices

V.1 The following general tasks are, where appropriate, applicable to all areas under the contract:

- All carpeted floors are to be thoroughly vacuumed, wall-to-wall twice weekly and spot cleaned as necessary during the week.
- Doors, frames, walls and partitions are to be cleaned of finger marks, spots and stains twice weekly and spot cleaned as necessary during the week.
- Door knobs are to be sanitized tri-weekly.
- Furniture to be dusted weekly. Desks and tabletops shall be polished weekly.
- Desktop sections heavily covered with paperwork need not to be dusted nor polished or spot cleaned as necessary during the week.

- Window ledges, partition tops, bulletin boards, pictures, clocks, top of filing cabinets, and all other high traffic areas are to be dusted monthly. **A schedule indicating when work is to be performed must be submitted.**
- Chairs and material-covered room dividers are to be vacuumed and spot cleaned monthly. A schedule indicating when work is to be performed must be submitted.
- Replace burned out incandescent bulbs (excluding track lighting bulbs in common hallways) and fluorescent tubes that may occur. These bulbs and tubes will be supplied by the Agency.
- Empty and damp wipe waste paper baskets twice weekly and disinfect inside and out as required (or use plastic bags).

V.2 The following additional tasks are specific to certain areas of the building.

1. Main Entrance and Reception Area

- Slush mats in main entrance to be vacuumed tri-weekly.
- Keep glass in doors and adjacent glass clean inside and out at all times.
- Sweep tri-weekly ceramic floor & linoleum floor.
- Keep linoleum polished and free of scratches.
- Wash ceramic & linoleum floor as required, at least weekly.

2. Offices and Hallways

- Refer to Standard Practices list, Section V.1, above

3. Boardroom & meeting rooms

- Refer to Standard Practices list, Section V.1, above

4. Lunch Room -

- The counter tops, microwave oven, stove top, tables, chairs and exterior of the cupboards, shall be cleaned weekly (Fridays).
- The garbage is to be removed and plastic bags supplied and installed in garbage receptacles tri-weekly. Receptacles are to be disinfected as required.
- Recycling: When $\frac{3}{4}$ full, empty receptacles into appropriate recycling bin. Place new bags in recycling containers (23 gal.).

5. Elevator

- Polish handrails twice weekly and spot clean as necessary during the week
- Dust doors, frames, stainless steel and remove finger marks twice weekly and spot clean as necessary during the week.
- Dust and wash walls weekly.
- Clean off sliding door tracks weekly.
- Ceilings and light fixtures once a year.

6. Washrooms— Basement, 3rd and 4th floors (three women and three men, six in total)

- Floors swept, using a dust control method and wash tri-weekly. Strip and refinish floors every two months.
- Clean and disinfect toilet seats, bowls, urinals, wash basins and water taps, countertop and adjacent walls, dispensers, receptacles, door plates/hardware and flushing handles tri-weekly.
- Dust and clean flush tanks, dispensers, receptacles, mirrors, shelves and all exposed piping (including traps and brackets) tri-weekly.
- Empty, wash and disinfect sani-cans and replace sani-bags tri-weekly.
- Clean partitions weekly.
- Wash walls monthly.
- Remove waste paper tri-weekly.
- Replenish soap containers, toilet paper and towel dispensers tri-weekly.
- Plugged toilets and drains to be cleared immediately on cleaning services days provided no plumbing is required. If plumbing work is necessary, notify the Agency representative.

7. Stairs, Elevator halls and Lobby Area

- Handrails to be damp washed with disinfectant twice weekly.
- Walls to be spot cleaned of fingerprints, marks (etc.) twice weekly.
- Carpet on stairs to be vacuumed twice weekly and spot cleaned during the week as required.
- Non-carpeted section of stairs (including treads) to be cleaned twice weekly (provide and place wet floor warning sign).

8. Hallway to Mechanical Room

- Floor to be swept monthly using a dust control method.
- Spot wash walls as required or requested by the Agency

9. Windows- Interior

- Upon the award of the contract, all interior windows glass, frames and sills shall be thoroughly washed and cleaned as to provide a clean streak-free finish.
- All window frames and sills shall be thoroughly dusted monthly.
- Once a year (spring time), all interior window glass shall be cleaned and streak-free.
- A schedule indicating when work is to be performed must be submitted.

10. Window Coverings

- All coverings will be vacuumed yearly.

11. Garbage & Recycling

- The contractor will remove from premises when collected all garbage, and dispose of at an approved dumpsite, at their own expense.
- The contractor will place all recycling (fiber, glass-plastic-tin) in our recycling bins and place the appropriate one at the curb side on the Monday evening, on a weekly basis.

V.3 Visitor Information Center

1. All areas of the Visitor Information Centre will be vacuumed twice weekly. The carpeted area is approximately 9,000 square feet (Price to be quoted separately on the Basis of Payment table — Annex B of the Request for Proposal). Note that there is only the vacuuming to be done in the Visitor Centre. No other cleaning is required.
2. The basement Theatre must be vacuumed and the floor must be washed weekly between April and September, and spot-cleaned as necessary outside of the regular cleaning schedule. Between September and April, the Theatre will not require a regular cleaning schedule.

VI. Submission of Work Schedule

Within two weeks of the awarding of the contract the contractor shall submit to the Agency representative, for review and approval, a work schedule for those activities listed under the following Sections:

Section V.1 General Tasks:

- Ledges, partition tops, bulletin boards, pictures, clocks, top of filing cabinets, and all other high traffic areas to be dusted monthly.
- Chairs and material-covered room dividers - to be vacuumed and spot cleaned monthly.

Section V.2 Additional Tasks:

- Windows, Interior:
- All interior window glass - cleaned streak free once a year.

On Occasion the contractor may be called on to modify their schedule to prepare the Visitor Centre Entrance, Lobby, Washrooms, Stairways and Elevator, and Theatre for Special Events which may include Vacuuming or Floor washing. The Contractor would be alerted at least two days in advance, and should adjust their schedule of work accordingly to meet this requirement.

ADDITIONAL ADD-ON ITEMS (To be quoted separately)

- Annual Carpet Cleaning (Spring)
- Annual Window Cleaning (Spring)

ANNEX "B" - BASIS OF PAYMENT

Bidders must provide pricing in the format specified in this Annex "B" – Basis of Payment. Failure to provide prices in the format specified will render the quotation non-responsive. The *Bidder must submit firm, all inclusive unit prices including all materials and operations (set-up charges, fuel, materials, products, delivery cost, all travel costs (time, mileage, etc.) admin, production, etc.)* to fulfill the entire requirement as described in Annex "A" Requirement, GST/HST extra, if applicable. Bidders are to submit fixed prices, exclusive of taxes.

Please note that any modification to this document will render the quotation non-compliant

Contract Year 1 – Contract award to August 30, 2017
Table "A"

	Service (a)	Estimated # of cleaning months per year (b)	Cost per month (c)	Total (b)x(c)
1	Office Cleaning	12		\$
2	Visitor Centre Cleaning	12		\$
TOTAL (not including HST)				\$

Option Year 1 – September 1, 2017 to August 30, 2018
Table "B"

	Service (a)	Estimated # of cleaning months per year (b)	Cost per month (c)	Total (b)x(c)
1	Office Cleaning	12		\$
2	Visitor Centre Cleaning	12		\$
TOTAL (not including HST)				\$

Option Year 2 – September 1, 2018 to August 30, 2019
Table "C"

	Service (a)	Estimated # of cleaning months per year (b)	Cost per month (c)	Total (b)x(c)
1	Office Cleaning	12		\$
2	Visitor Centre Cleaning	12		\$
TOTAL (not including HST)				\$

Option Year 3 – September 1, 2019 to August 30, 2020
Table "D"

	Service (a)	Estimated # of cleaning months per year (b)	Cost per month (c)	Total (b)x(c)
	Office Cleaning	12		\$
	Visitor Centre Cleaning	12		\$
TOTAL (not including HST)				\$

Additional Add-On Items

Contract Year 1 – Contract award to August 30, 2017			
Table "E"			
Service (a)	Estimated # of Cleanings per year (b)	Cost per Year (c)	Total (b)x(c)
Annual Exterior Window Cleaning	1		\$
Annual Carpet Cleaning	1		\$
TOTAL (not including HST)			\$
Option Year 1 – September 1, 2017 to August 30, 2018			
Table "F"			
Service (a)	Estimated # of Cleanings per year (b)	Cost per Year (c)	Total (b)x(c)
Annual Exterior Window Cleaning	1		\$
Annual Carpet Cleaning	1		\$
TOTAL (not including HST)			\$
Option Year 2 – September 1, 2018 to August 30, 2019			
Table "G"			
Service (a)	Estimated # of Cleanings per year (b)	Cost per Year (c)	Total (b)x(c)
Annual Exterior Window Cleaning	1		\$
Annual Carpet Cleaning	1		\$
TOTAL (not including HST)			\$
Option Year 3 – September 1, 2019 to August 30, 2020			
Table "H"			
Service (a)	Estimated # of Cleanings per year (b)	Cost per Year (c)	Total (b)x(c)
Annual Exterior Window Cleaning	1		\$
Annual Carpet Cleaning	1		\$
TOTAL (not including HST)			\$

Total of Monthly Service and Additional Add-on Items		
Table Number (a)	Contract Year (b)	Total (c)
	Total of Contract and Option years for Monthly Service	
Table "A"	Contract Year 1 – Contract award to August 30, 2017	\$
Table "B"	Option Year 1– September 1, 2017 to August 30, 2018	\$
Table "C"	Option Year 2 – September 1, 2018 to August 30, 2019	\$
Table "D"	Option Year 3 – September 1, 2019 to August 30, 2020	\$
	Total of Additional Add-On Items	
Table "E"	Contract Year 1 – Contract award to August 30, 2017	\$
Table "F"	Option Year 1– September 1, 2017 to August 30, 2018	\$
Table "G"	Option Year 2 – September 1, 2018 to August 30, 2019	\$
Table "H"	Option Year 3 – September 1, 2019 to August 30, 2020	\$
TOTAL (not including HST)		\$

Note: Bidders must return solicitation cover page and Annex "B" to be deemed a compliant bid.

NAME OF BIDDING COMPANY/BIDDER: _____

Contractor's Representative (please print clearly)

Name: _____

Title: _____

Address: _____

Telephone: _____

Facsimile: _____

E-mail address: _____

DATE: _____

ANNEX "C"

ATTESTATION AND PROOF OF COMPLIANCE WITH OCCUPATIONAL HEALTH AND SAFETY (OHS)

ATTESTATION FORM

The following form must be completed and signed prior to commencing work on Parks Canada Sites.

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.

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 "D" – PERSONNEL SCREENING, CONSENT AND AUTHORIZATION FORM



PERSONNEL SCREENING, CONSENT AND AUTHORIZATION FORM

OFFICE USE ONLY		
Reference number	Department/Organization number	File number

NOTE: For Privacy Act Statement refer to Section C of this form and for completion instructions refer to attached instructions. Please typewrite or print in block letters.

A ADMINISTRATIVE INFORMATION (To be completed by the Authorized Departmental/Agency/Organizational Official)

New
 Update
 Upgrade
 Transfer
 Supplemental
 Re-activation

The requested level of reliability/security check(s)

Reliability Status
 Level I (CONFIDENTIAL)
 Level II (SECRET)
 Level III (TOP SECRET)

Other _____

PARTICULARS OF APPOINTMENT/ASSIGNMENT/CONTRACT

Indeterminate
 Term
 Contract
 Industry
 Other (specify secondment, assignment, etc.) _____

Justification for security screening requirement

Position/Competition/Contract number	Title	Group/Level (Rank if applicable)	
Employee ID number/PR/ Rank and Service number (if applicable)	If term or contract, indicate duration period	From	To
Name and address of department / organization / agency	Name of official	Telephone number ()	Facsimile number ()

B BIOGRAPHICAL INFORMATION (To be completed by the applicant)

Surname (Last name) _____ Full given names (no initials) underline or circle usual name used _____ Family name at birth _____

All other names used (i.e. Nickname) _____

Sex: Male Female
 Date of birth: Y | M | D
 Country of birth: _____
 Date of entry into Canada if born outside Canada: Y | M | D

RESIDENCE (provide addresses for the last five years, starting with the most current)

Home address _____ Daytime telephone number () _____ E-mail address _____

1	Apartment number	Street number	Street name	Civic number (if applicable)	From Y M	To present
	City	Province or state	Postal code	Country	Telephone number ()	

2	Apartment number	Street number	Street name	Civic number (if applicable)	From Y M	To Y M
	City	Province or state	Postal code	Country	Telephone number ()	

Have you previously completed a Government of Canada security screening form? Yes No
 If yes, give name of employer, level and year of screening. _____ Y

CRIMINAL CONVICTIONS IN AND OUTSIDE OF CANADA (see instructions)

Have you ever been convicted of a criminal offence for which you have not been granted a pardon? Yes No
 If yes, give details. (charge(s), name of police force, city, province/state, country and date of conviction) _____

Charge(s)	Name of police force	City
Province/State	Country	Date of conviction Y M D



PERSONNEL SCREENING, CONSENT AND AUTHORIZATION FORM

Surname and full given names	Date of birth	Y	M	D
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C CONSENT AND VERIFICATION (To be completed by the applicant and authorized Departmental/Agency/Organizational Official)

Checks Required (See Instructions)	Applicant's initials	Name of official (print)	Official's initials	Official's Telephone number
1. <input checked="" type="checkbox"/> Date of birth, address, education, professional qualifications, employment history, personal character references				()
2. <input checked="" type="checkbox"/> Criminal record check				()
3. <input type="checkbox"/> Credit check (financial assessment, including credit records check)				()
4. <input checked="" type="checkbox"/> Loyalty (security assessment only)				
5. <input type="checkbox"/> Other (specify, see instructions)				()

The Privacy Act Statement
 The information on this form is required for the purpose of providing a security screening assessment. It is collected under the authority of subsection 7(1) of the *Financial Administration Act* and the *Government Security Policy (GSP)* of the Government of Canada, and is protected by the provisions of the *Privacy Act* in institutions that are covered by the *Privacy Act*. Its collection is mandatory. A refusal to provide information will lead to a review of whether the person is eligible to hold the position or perform the contract that is associated with this Personnel Screening Request. Depending on the level of security screening required, the information collected by the government institution may be disclosed to the Royal Canadian Mounted Police (RCMP) and the Canadian Security Intelligence Service (CSIS), which conduct the requisite checks and/or investigation in accordance with the GSP and to entities outside the federal government (e.g. credit bureaus). It is used to support decisions on individuals working or applying to work through appointment, assignment or contract, transfers or promotions. It may also be used in the context of updating, or reviewing for cause, the reliability status, security clearance or site access, all of which may lead to a re-assessment of the applicable type of security screening. Information collected by the government institution, and information gathered from the requisite checks and/or investigation, may be used to support decisions, which may lead to discipline and/or termination of employment or contractual agreements. The personal information collected is described in Standard PIB PSU 917 (Personnel Security Screening) which is used by all government agencies, except the Department of National Defence PIB DND/PPE 834 (Personnel Security Investigation File), RCMP PIB CMP PPU 065 (Security/Reliability Screening Records), CSIS PIB SIS PPE 815 (Employee Security), and PWGSC PIB PWGSC PPU 015 (Personnel Clearance and Reliability Records) used for Canadian Industry Personnel. Personal information related to security assessments is also described in the CSIS PIB SIS PPU 005 (Security Assessments/Advice).

I, the undersigned, do consent to the disclosure of the preceding information including my photograph for its subsequent verification and/or use in an investigation for the purpose of providing a security screening assessment. By consenting to the above, I acknowledge that the verification and/or use in an investigation of the preceding information may also occur when the reliability status, security clearance or site access are updated or otherwise reviewed for cause under the Government Security Policy. My consent will remain valid until I no longer require a reliability status, a security clearance or a site access clearance, my employment or contract is terminated, or until I otherwise revoke my consent, in writing, to the authorized security official.

Signature Date (Y/M/D)

D REVIEW (To be completed by the authorized Departmental/Agency/Organizational Official responsible for ensuring the completion of sections A, B and C)

Name and title	Telephone number
Address	Facsimile number

E APPROVAL (To be completed by authorized Departmental/Agency/Organizational Security Official only)

I, the undersigned, as the authorized security official, do hereby approve the following level of screening.

Reliability Status

Approved Reliability Status Not approved

Name and title

Signature _____
Date (Y/M/D)

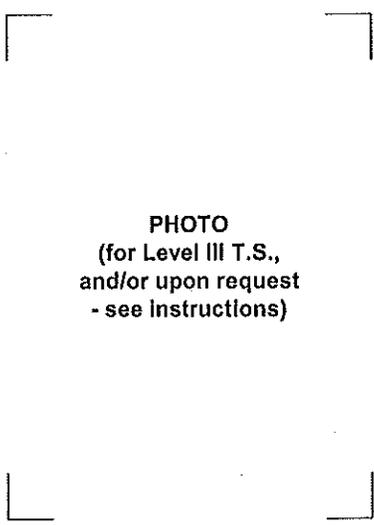
Security Clearance (if applicable)

Level I Level II Level III Not recommended

Name and title

Signature _____
Date (Y/M/D)

Comments





INSTRUCTIONS FOR PERSONNEL SCREENING CONSENT AND AUTHORIZATION FORM TBS/SCT 330-23E (Rev. 2002/02)

Once completed, this form shall be safeguarded and handled at the level of Protected A.

General:

If space allotted in any portion is insufficient please use separate sheet using same format.

1. Section A (Administrative Information) Authorized Departmental/Agency/Organizational Official

The Official, based on instructions issued by the Departmental Security Officer, may be responsible for determining, based on five year background history, what constitutes sufficient verification of personal data, educational and professional qualifications, and employment history. References are to be limited to those provided on the application for employment or equivalent forms.

SUPPLEMENTAL INFORMATION REQUIREMENTS

Persons who presently hold a SECURITY CLEARANCE and subsequently marry, remarry or commence a common-law partnership, in addition to having to update sections of the *Security Clearance Form (TBS/SCT 330-60)*, are required to submit an original *Personnel Screening, Consent and Authorization Form*, with the following parts completed:

Part A - As set forth in each question

Part B - As set forth in each question, excluding CRIMINAL CONVICTIONS IN AND OUTSIDE OF CANADA.

Part C - Applicant's signature and date only are required

"Other". This should be used to identify if the security screening is for Site Access, NATO, SIGINT etc.

2. Section B (Biographical Information)

To be completed by the *applicant*. If more space is required use a separate sheet of paper. Each sheet must be signed.

Country of Birth - For "NEW" requests, if born abroad of Canadian parents, please provide a copy of your Certificate of Registration of Birth Abroad. If you arrived in Canada less than five years ago, provide a copy of the Immigration Visa, Record of Landing document or a copy of passport.

- List only criminal convictions for which a pardon has NOT been granted. Include on a separate attached sheet of paper, if more than one conviction. Applicant must include those convictions outside Canada.
- Offences under the *National Defence Act* are to be included as well as convictions by courts-martial are to be recorded.

3. Section C (Consent and Verification)

A copy of Section "C" may be released to institutions to provide acknowledgement of consent.

Criminal record checks (fingerprints may be required) and credit checks are to be arranged through the Departmental Security Office or the delegated Officer.

Consent: may be given only by an applicant who has reached the age of majority, otherwise, the signature of a parent or guardian is mandatory.

The age of majority is:

19 years in Nfld., N.S., N.B., B.C., Yukon, Northwest Territories and Nunavut;

18 years in P.E.I., Que., Ont., Man., Sask. and Alta.

The applicant will provide initials in the "applicant's initials box".

The official who carried out the verification of the information will print their name, insert their initials and telephone number in the required space.

- Reliability Screening (for all types of screening identified within Section A): complete numbers 1 and 2 and 3 if applicable.
- Security Clearance (for all types of screening identified within Section A): complete numbers 1 to 4 and 5 where applicable.
- Other: number 5 is used only where prior Treasury Board of Canada Secretariat approval has been obtained.

4. Section D (Review)

To be completed by authorized Departmental/Agency/Organizational Official who is responsible for ensuring the completion of sections A to C as requested.

5. Section E (Approval)

Authorized Departmental/Agency/Organizational Security Official refers to the individuals as determined by departments, agencies, and organizations that may verify reliability information and/or approve/not approve reliability status and/or security clearances. Approved Reliability Status and Level I, II and III, as well as the signature of the authorized security official or manager are added for Government of Canada use only.

Applicants are to be briefed, acknowledge, and be provided with a copy of the "Security Screening Certificate and Briefing Form (TBS/SCT 330-47)".

Note: Private sector organizations do not have the authority to approve any level of security screening.

Photographs: Departments/Agencies/Organizations are responsible for ensuring that three colour photographs of passport size are attached to the form for the investigating agency. Maximum dimensions are 50mm x 70mm and minimum are 43mm x 54mm. The face length from chin to crown of head must be between 25mm x 35mm. The photographs must be signed by the applicant and an authorized security official. The photographs must have been taken within the last six months. It is required for new or upgrade Level III security clearances for identification of the applicant during the security screening investigation by the investigating agency. The investigating agency may in specific incidents request a photograph for a Level I or II clearances when an investigation is required.