



**RETURN BIDS TO:**  
**RETOURNER LES SOUMISSIONS À:**  
Travaux publics et Services gouvernementaux  
Canada  
Place Bonaventure, portail Sud-Est  
800, rue de La Gauchetière Ouest  
7<sup>ème</sup> étage  
Montréal  
Québec  
H5A 1L6  
FAX pour soumissions: (514) 496-3822

**REQUEST FOR PROPOSAL**  
**DEMANDE DE PROPOSITION**

**Proposal To: Public Works and Government  
Services Canada**

We hereby offer to sell to Her Majesty the Queen in right of Canada, in accordance with the terms and conditions set out herein, referred to herein or attached hereto, the goods, services, and construction listed herein and on any attached sheets at the price(s) set out therefor.

**Proposition aux: Travaux Publics et Services  
Gouvernementaux Canada**

Nous offrons par la présente de vendre à Sa Majesté la Reine du chef du Canada, aux conditions énoncées ou incluses par référence dans la présente et aux annexes ci-jointes, les biens, services et construction énumérés ici sur toute feuille ci-annexée, au(x) prix indiqué(s).

**Comments - Commentaires**

<b>Title - Sujet</b> Entretien ménager RTC Laval	
<b>Solicitation No. - N° de l'invitation</b> W1941-170005/A	<b>Date</b> 2016-09-13
<b>Client Reference No. - N° de référence du client</b> W1941-17-0005	
<b>GETS Reference No. - N° de référence de SEAG</b> PW-\$MTC-405-14039	
<b>File No. - N° de dossier</b> MTC-6-39105 (405)	<b>CCC No./N° CCC - FMS No./N° VME</b>
<b>Solicitation Closes - L'invitation prend fin</b> <b>at - à 02:00 PM</b> <b>on - le 2016-10-24</b>	
<b>Time Zone</b> <b>Fuseau horaire</b> Heure Avancée de l'Est HAE	
<b>F.O.B. - F.A.B.</b> <b>Plant-Usine:</b> <input type="checkbox"/> <b>Destination:</b> <input checked="" type="checkbox"/> <b>Other-Autre:</b> <input type="checkbox"/>	
<b>Address Enquiries to: - Adresser toutes questions à:</b> Séguin, Caroline	<b>Buyer Id - Id de l'acheteur</b> mtc405
<b>Telephone No. - N° de téléphone</b> (514) 496-3734 ( )	<b>FAX No. - N° de FAX</b> (514) 496-3822
<b>Destination - of Goods, Services, and Construction:</b> <b>Destination - des biens, services et construction:</b> MINISTERE DE LA DEFENSE NATIONALE 185 Boul. Bellerose Ouest Laval Québec H7L 6A1 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**

Travaux publics et Services gouvernementaux Canada  
Place Bonaventure, portail Sud-Est  
800, rue de La Gauchetière Ouest  
7<sup>ème</sup> étage  
Montréal  
Québec  
H5A 1L6

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

## **Support the use of apprentices**

Through Canada's Economic Action Plan 2013, the Government of Canada proposes to support the employment of apprentices in federal construction and maintenance projects. To support this initiative, a voluntary certification signaling the Contractor's commitment to hire and train apprentices is available at Annex D.

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## **PART 1 - GENERAL INFORMATION**

### **1.1 Introduction**

The bid solicitation is divided into seven parts plus attachments and annexes, as follows:

- Part 1 General Information: provides a general description of the requirement;
- Part 2 Bidder Instructions: provides the instructions, clauses and conditions applicable to the bid solicitation;
- Part 3 Bid Preparation Instructions: provides Bidders with instructions on how to prepare their bid;
- Part 4 Evaluation Procedures and Basis of Selection: indicates how the evaluation will be conducted, the evaluation criteria that must be addressed in the bid, and the basis of selection;
- Part 5 Certifications and Additional Information: includes the certifications and additional information to be provided;
- Part 6 Security, Financial and Other Requirements: includes specific requirements that must be addressed by Bidders; and
- Part 7 Resulting Contract Clauses: includes the clauses and conditions that will apply to any resulting contract.

The Annexes include the Statement of Work, the Basis of Payment, the Security Requirements Checklist and the Voluntary Certification to Support the Use of Apprentices and any other annexes.

### **1.2 Summary**

#### **1.2.1 Description of the requirement**

Provide Janitorial Services including all labour, material and equipment for the Department of National Defence, specifically at the RTC in Laval (Quebec), located at the 25 Canadian Forces Supply Depot, 185 Bellerose Blvd West in Laval (Quebec). The services must be provided in accordance with the Technical Specification attached at Annex "A". The period of the contract is for two (2) years with the possibility of two (2) optional periods of one (1) year each.

#### **1.2.2 Security Requirements**

There is a security requirement associated with this requirement. For additional information, consult Part 6 – Security, Financial and Other Requirements and Part 7 - Resulting Contract Clauses. For more information on personnel and organization security screening or security clauses, bidders should refer to the Industrial Security Program (ISP) of Public Works and Government Services Canada (<http://ssi-iss.tpsgc-pwgsc.gc.ca/index-eng.html>) website.

#### **1.2.3 Trade agreements**

The requirement is subject to the provisions of the Agreement on Internal Trade (AIT).

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#### **1.2.4 Optional Site Visit**

There is an optional site visit associated with this requirement. See Part 2 – Bidders instructions.

#### **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 of receipt of the results of the bid solicitation process. The debriefing may be in writing, by telephone or in person.

## **PART 2 - BIDDER INSTRUCTIONS**

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

All instructions, clauses and conditions identified in the bid solicitation by number, date and title are set out in the *Standard Acquisition Clauses and Conditions 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.

The following section 21 is added to 2003, Standard Instructions – Goods or Services – Competitive Requirements:

#### **21 Performance Evaluation**

Bidders shall take note that the performance of the Contractor during and upon completion of the work shall be evaluated by Canada. The evaluation shall be based on the quality of workmanship; timeliness of the work; project management; contract management and management of health and safety. Should the Contractor's performance be considered unsatisfactory, the Contractor's bidding privileges on future work may be suspended indefinitely. The form [PWGSC-TPSGC 2913, SELECT – Contractor Performance Evaluation Report Form](#) (<http://www.tpsgc-pwgsc.gc.ca/app-acq/forms/2913-eng.html>) is used to record the performance.

### **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 FPS, 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:

- (1) an individual;
- (2) an individual who has incorporated;

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- (3) a partnership made of former public servants; or
  - (4) 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 as defined above?

**YES ( ) NO ( )**

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

- (1) name of former public servant;
- (2) 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 five (5) calendar days before the bid closing date. Enquiries received after that time may not be answered.

Bidders should reference as accurately as possible the numbered item of the bid solicitation to which the enquiry relates. Care should be taken by bidders to explain each question in sufficient detail in order to enable Canada to provide an accurate answer. Technical enquiries that are of a proprietary nature must be clearly marked "proprietary" at each relevant item. Items identified as "proprietary" will be treated as such except where Canada determines that the enquiry is not of a proprietary nature. Canada may edit the questions or may request that the Bidder do so, so that the proprietary nature of the question is eliminated, and the enquiry can be answered with copies to all bidders. Enquiries not submitted in a form that can be distributed to all bidders may not be answered by Canada.

## **2.5 Applicable Laws**

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

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

## **2.6 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 185 Bellerose blvd West, Laval (Quebec) on **Wednesday September 28<sup>th</sup> 2016**. The site visit will begin at **10h00 AM (EDT)**.

Bidders are requested to communicate with the Contracting Authority **no later than Friday September 23<sup>rd</sup> 2016 at 5h00 PM (EDT)** 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.

## **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: two (2) hard copies  
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 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 in Annex B. The total amount of Applicable Taxes must be shown separately.

#### **Section III: Certifications**

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

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## **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.
- (b) An evaluation team composed of representatives of Canada will evaluate the bids.

#### **4.1.1 Technical Evaluation**

Compliance with Annex "A".

### **4.2 Basis of Selection**

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 specified 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#afed) website ([http://www.esdc.gc.ca/en/jobs/workplace/human\\_rights/employment\\_equity/federal\\_contractor\\_program.page?&\\_ga=1.229006812.1158694905.1413548969#afed](http://www.esdc.gc.ca/en/jobs/workplace/human_rights/employment_equity/federal_contractor_program.page?&_ga=1.229006812.1158694905.1413548969#afed)).

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

## **PART 6 – SECURITY REQUIREMENT**

### **6.1 Security Requirement**

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 7 - 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 requirement as indicated in Part 7 - Resulting Contract Clauses;
  - (c) the Bidder must provide the name of all individuals who will require access to classified or protected information, assets or sensitive work sites.
2. Bidders are reminded to obtain the required security clearance promptly. Any delay in the award of a contract to allow the successful bidder to obtain the required clearance will be at the entire discretion of the Contracting Authority.
3. For additional information on security requirements, bidders should refer to the [Canadian Industrial Security Directorate \(CISD\), Industrial Security Program](http://ssi-iss.tpsgc-pwgsc.gc.ca/index-eng.html) of Public Works and Government Services Canada (<http://ssi-iss.tpsgc-pwgsc.gc.ca/index-eng.html>) website.

### **6.2 Insurance – Proof of Availability Prior to Contract Award**

The Bidder must provide a letter from an insurance broker or an insurance company licensed to operate in Canada stating that the Bidder, if awarded a contract as a result of the bid solicitation, can be insured in accordance with the Insurance Requirements specified under article 7.13 hereunder.

If the information is not provided in the bid, the Contracting Authority will so inform the Bidder and provide the Bidder with a time frame within which to meet the requirement. Failure to comply with the request of the Contracting Authority and meet the requirement within that time period will render the bid non-responsive.

## **PART 7 - RESULTING CONTRACT CLAUSES**

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

### **7.1 Statement of Work**

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

### **7.2 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.

#### **7.2.1 General Conditions**

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

### **7.3 Security Requirement**

The following security requirement (SRCL and related clauses) applies and form part of the Contract.

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

### **7.4 Term of Contract**

#### **7.4.1 Period of the Contract**

The period of the Contract is from date of the contract to October 31<sup>st</sup> 2018 inclusive.

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#### **7.4.2 Option to Extend the Contract**

The Contractor grants to Canada the irrevocable option to extend the term of the Contract by up to two (2) additional (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 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.

At the time of the exercise of each option year from Option Year 2, the rates in the Basis of Payment (Annex B) will be increased or decreased by multiplying the rates by the percentage change in "The Consumer Price Index, major components, selected sub-groups and special aggregates, provinces, Whitehorse and Yellowknife, not seasonally adjusted" ("CPI") for the appropriate province for the 12 month period ending two months before the expiration date of the current period of the contract ("period"). The CPI which shall be used is published in Statistics Canada Catalogue no. 62-001-X, tables 9-1 to 9-12, for the appropriate province all-items CPI of the period as described above.

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

- <http://www5.statcan.gc.ca/bsolc/olc-cel/olc-cel?catno=62-001-X&chprog=1&lang=eng>;
- <http://www.statcan.gc.ca/daily-quotidien/130823/dq130823a-eng.htm>; or
- <http://www5.statcan.gc.ca/cansim/pick-choisir?lang=eng&p2=33&id=3260020>

#### **7.5 Authorities**

##### **7.5.1 Contracting Authority**

The Contracting Authority for the Contract is:

Caroline Séguin  
Supply Officer  
Public Works and Government Services Canada  
Acquisitions Branch  
Quebec Region  
Address: 800 de la Gauchetière Street West, Suite 7300, Montreal (Quebec), H5A 1L6

Telephone: (514) 496-3734  
Facsimile : (514) 496-3822  
E-mail : [Caroline.Z.Seguin@tpsgc-pwgsc.gc.ca](mailto:Caroline.Z.Seguin@tpsgc-pwgsc.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.

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File No. - N° du dossier  
MTC-6-39105

Buyer ID - Id de l'acheteur  
mtc405  
CCC No./N° CCC - FMS No./N° VME

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### 7.5.2 Project Authority

*(will be completed at contract award)*

The Project Authority for the Contract is:

Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Organization: \_\_\_\_\_  
Address: \_\_\_\_\_  
  
Telephone: \_\_\_\_ - \_\_\_\_ - \_\_\_\_  
Facsimile: \_\_\_\_ - \_\_\_\_ - \_\_\_\_  
E-mail address: \_\_\_\_\_

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

### 7.5.3 Contractor's Representative

The Contractor's Representative is:

Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Organization: \_\_\_\_\_  
Address: \_\_\_\_\_  
  
Telephone: \_\_\_\_ - \_\_\_\_ - \_\_\_\_  
Facsimile: \_\_\_\_ - \_\_\_\_ - \_\_\_\_  
E-mail address: \_\_\_\_\_

### 7.6 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.

### 7.7 Payment

#### 7.7.1 Basis of Payment - Firm Prices and "As and When"

In consideration of the Contractor satisfactorily completing all of its obligations under the Contract, the Contractor shall be paid firm prices as identified below. Applicable Taxes are extra, if applicable.

- a) Firm rates shall be paid in accordance with **Pricing Schedule 1** in twelve (12) payments at the end of each month.
- b) "As and When Requested" Work

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Any costs incurred for **Extra Work** in accordance with **Pricing Schedule 2** shall be paid, on an "as and when requested" basis, in accordance with the Specification, Annex A, after completion, inspection and acceptance of the work performed.

Canada's total liability under the "as and when requested" portion of the Contract shall not exceed **(to be determined)**. Applicable Taxes are extra, if applicable

The Contractor shall not be obliged to perform any work or provide any service that would cause the total liability of Canada to be exceeded without the prior written approval of the Contracting Authority. The Contractor shall notify the Contracting Authority in writing as to the adequacy of this sum when:

- (a) it is 75 percent committed, or
- (b) if the Contractor considers that the said sum may be exceeded, the Contractor must promptly notify the contracting Authority.

whichever comes first.

In the event that the notification refers to inadequate funds, the Contractor shall provide to the Contracting Authority, in writing, an estimate for the additional funds required. Provision of such notification and estimate for the additional funds does not increase Canada's liability.

No increase in the total liability of Canada or in the price of the Work resulting from any design changes, modifications or interpretations of specifications, made by the Contractor, will be authorized or paid to the Contractor unless such changes, modifications or interpretations, have been approved, in writing, by the Contracting Authority, prior to their incorporation into the Work.

### **7.7.2 Limitation of Expenditure**

*(Will be completed at contract award)*

1. Canada's total liability to the Contractor under the Contract must not exceed \$ \_\_\_\_\_. 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.

### **7.7.3 Method of Payment**

[H1008C](#) (2008-05-12), Monthly Payment

### **7.7.4 SACC Manual Clauses**

[C2000C](#) (2007-11-30), Taxes – Foreign-Based Contractor

### **7.7.5 Determination of Cost**

Canada may from time to time notify the contractor in writing of any changes to the amount of space to be cleaned. In the case of the addition or elimination of cleanable space, the change in the amount of the contract shall be calculated using the firm monthly rate per m<sup>2</sup> identified in Pricing Schedule, and in accordance with the following formula:

The firm monthly rate per m<sup>2</sup> in the contract Basis of Payment for routine and scheduled cleaning operations will be multiplied by twelve months and divided by two hundred and fifty working days. This amount will then be multiplied by the additional or eliminated m<sup>2</sup>. The ensuing amount will then be multiplied by the number of days the additional space will be cleaned or eliminated. The resulting amount will represent the amount by which the contract will be increased or decreased.

### **7.8 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.
  - b. One (1) copy must be forwarded to the Contracting Authority identified under the section entitled "Authorities" of the Contract.

### **7.9 Certifications**

#### **7.9.1 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.

### **7.10 Applicable Laws**

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

### **7.11 Priority of Documents**

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

- (a) the Articles of Agreement;
- (b) the general conditions [2010C](#) (2016-04-04), General conditions – Services (Medium Complexity);
- (c) Annex A, Statement of Work;
- (d) Annex B, Basis of Payment;
- (e) Annex C, Security Requirements Check List;
- (f) the Contractor's bid dated \_\_\_\_\_.

### **7.12 SACC Manual Clauses**

[A9117C](#) (2007-11-30) T1204 - Direct Request by Customer Department  
[A2000C](#) (2006-06-16) Foreign Nationals (Canadian Contractor)  
[C0710C](#) (2007-11-30) Time and Contract Price Verification

### **7.13 Insurance**

#### **7.13.1 Insurance – Specific Requirements**

The Contractor must comply with the insurance requirements specified in the **following article 7.13.2 Commercial General Liability Insurance**. 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. Coverage must be placed with an Insurer licensed to carry out business in Canada. The Contractor must, if requested by the Contracting Authority, forward to Canada a certified true copy of all applicable insurance policies.

#### **7.13.2 Commercial General Liability Insurance**

1. The Contractor must obtain Commercial General Liability Insurance, and maintain it in force throughout the duration of the Contract, in an amount usual for a contract of this nature, but for not less than \$2,000,000 per accident or occurrence and in the annual aggregate.
2. The Commercial General Liability policy must include the following:
  - (a) Additional Insured: Canada is added as an additional insured, but only with respect to liability arising out of the Contractor's performance of the Contract. The interest of Canada should read as follows: Canada, as represented by Public Works and Government Services Canada.

- (b) Bodily Injury and Property Damage to third parties arising out of the operations of the Contractor.
- (c) Products and Completed Operations: Coverage for bodily injury or property damage arising out of goods or products manufactured, sold, handled, or distributed by the Contractor and/or arising out of operations that have been completed by the Contractor.
- (d) Personal Injury: While not limited to, the coverage must include Violation of Privacy, Libel and Slander, False Arrest, Detention or Imprisonment and Defamation of Character.
- (e) Cross Liability/Separation of Insureds: Without increasing the limit of liability, the policy must protect all insured parties to the full extent of coverage provided. Further, the policy must apply to each Insured in the same manner and to the same extent as if a separate policy had been issued to each.
- (f) Blanket Contractual Liability: The policy must, on a blanket basis or by specific reference to the Contract, extend to assumed liabilities with respect to contractual provisions.
- (g) Employees and, if applicable, Volunteers must be included as Additional Insured.
- (h) Employers' Liability (or confirmation that all employees are covered by Worker's compensation (WSIB) or similar program)
- (i) Broad Form Property Damage including Completed Operations: Expands the Property Damage coverage to include certain losses that would otherwise be excluded by the standard care, custody or control exclusion found in a standard policy.
- (j) Notice of Cancellation: The Insurer will endeavour to provide the Contracting Authority thirty (30) days written notice of policy cancellation.
- (k) If the policy is written on a claims-made basis, coverage must be in place for a period of at least 12 months after the completion or termination of the Contract.
- (l) Non-Owned Automobile Liability - Coverage for suits against the Contractor resulting from the use of hired or non-owned vehicles.

#### **7.14 Canadian Forces Site Regulations**

The Contractor must comply with all standing orders or other regulations, instructions and directives in force on the site where the Work is performed.

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**7.15 Voluntary Reports for Apprentices Employed during the Contract**

The Contractor should compile and maintain records on the number of apprentices that were hired to work on the contract and their trade specialty.

The Contractor should provide this data in accordance with the format below. If no apprentices were hired during the contract period, the Contractor should still provide a "nil" report.

The data should be submitted to the Contracting Authority 6 months after contract award or at the end of the contract, whichever comes first.

Number of apprentices hired	Trade specialty

(Add lines if needed)

## **ANNEX "A"**

### **STATEMENT OF WORK**

#### **1. MANDATE**

The mandate involves cleaning offices, dining areas, a conference room, washrooms and dusting/rinsing a concrete warehouse floor in the building located in Laval.

#### **2. REQUIREMENTS**

##### **2.1 Site conditions**

- It is agreed that Canada will not pay a new contractor any additional money should the previous contractor have committed errors and/or omissions in cleaning the site.

##### **2.2 Record**

- The contractor must keep a daily record on the work site of all work carried out other than day-to-day tasks. This record must be available for inspection, upon Canada's request.

##### **2.3 Change of floor covering**

- The monetary provisions of the contract will not be modified if the type of flooring is changed during the contract.

##### **2.4 Space reserved for the contractor**

- Canada must provide the contractor with the space Canada deems necessary for the contractor to carry out the work.
- The contractor must in no way record, share or use the address of a Canadian government building for business purposes. The contractor may pay to have a telephone installed at its own cost; however, the number must not be recorded in the directory or used as a business number under any circumstances.

##### **2.5 Inspections**

- The contractor must comply with the daily and regular work schedules at Item 4.0. In addition, the contractor must verbally inform the facilities manager as soon as this work has been completed, to allow an immediate verification of the work and the application of corrective measures, if required. The contractor must first have verified the completed work itself **before** notifying Canada. If need be, corrective action will be taken within a reasonable time frame agreed upon by both parties. If the corrective action is not taken successfully within the established time frame, a third party will be hired and quality inspections will be carried out at the contractor's expense. Moreover, steps will be taken to recover costs for the work that Canada deems was not done or that was unacceptable.

## 2.6 Security requirements

- The contractor must comply with all health and safety measures at items **2.7** and **2.8** below.
- Only employees who have obtained an entry permit from security and whose names are on the contractor's pay list are granted access to the work site.
- All housekeeping personnel hired by the contractor must sign in when coming in and sign out when leaving the premises and record their arrival and departure times, regardless of the time, according to the recording method chosen by Canada. For example, Canada may require that employees use punch cards or simply record hours in logs or log sheets available at the security officers' office or any other designated location.
- The contractor must ensure that all keys received to carry out the work are carefully secured at all times and remain on the work site. The contractor must also ensure that none of the keys are copied for any reason.
- The contractor must dispose of its leftover hazardous products and empty containers of hazardous products at an authorized recycler or the product distributor. It is forbidden to throw away hazardous products in the trash or by emptying them in the sewer system.

## 2.7 Health and safety

- The contractor must manage operations so that the health and safety of the contractor's employees, building/facility occupants and the public, and protection of the environment always take precedence over considerations of cost and scheduling.
- In addition, the contractor must comply with all requirements of these specifications.
- At least ten days before the start of work, submit to Canada a prevention program in French specific to the work likely to be done in the building. The contractor must update the prevention program if the course of the work diverges from initial projections. On receiving the prevention program, Canada may then, or at any time during the term of the contract, require it to be amended or completed to better reflect the actual work environment. The contractor must then make the necessary changes prior to the start of work. This program must be based on identified risks and take into account the information and requirements in these specifications. The program must be applied for the entire term of the contract and meet the following requirements:
  - identify risks specific to each category of tasks that will be performed in order to execute the contract and the corresponding preventive measures based on regulatory requirements;
  - identify the person responsible for implementing preventive measures;
  - take into account risks that may affect the health and safety of workers, building/facility occupants and the public;
  - include a work site inspection checklist based on the hazards you identified.
- Submit to Canada copies of training certificates of each employee working on the premises for application of these specifications and the prevention program, including WHMIS.
- Submit to Canada all data sheets for controlled products used on the premises at least three days before using them on site.
- The contractor must ensure that all equipment and tools used for this work are properly maintained and in good condition. The departmental representative reserves the right to prohibit the use of any materials or equipment deemed hazardous, defective or inappropriate. The contractor will be responsible for the adequate replacement of any such materiel or equipment when necessary.
- Inspect the premises and submit in paper format to Canada the site inspection grid duly completed on each work day.

- 
- Regardless of the number of workers assigned to the work, the contractor must designate a person to be responsible for health and safety at the work site and give that person the authority needed to order the cessation and resumption of work as he or she sees fit on grounds of health and safety.
  - Ensure that the contractor's workers have received the training and information they need to perform their work safely, that all of the required protective equipment and tools are available, that they comply with all applicable standards, statutes and regulations, and that they are used.
  - Become familiar with the building's or facility's evacuation procedure and train and inform your employees so that they are able to apply the procedure.
  - Establish a perimeter around the work area and barricade it as needed.
  - Take all necessary measures to keep the work site clean and orderly throughout the work and ensure at the end of each day that the site is free of hazards.
  - In case of an unforeseen incident, take all necessary measures, including cessation of work, to safeguard the health and safety of workers and the public; contact DND without delay.

## **2.8 Health and safety concerning light bulbs and fluorescent tubes**

In addition to the other requirements set out in this document, the contractor must meet the following requirements in order to prevent electric shock when changing light bulbs and fluorescent tubes:

- 2.8.1** Ensure that the employees assigned to such tasks have been given the information needed to perform the work safely and that they will apply, at a minimum, the following safety measures.
- 2.8.2** Check the condition of the work area before starting the work. If the area is very damp, there is water present or the electrical equipment is explosion proof, do not perform the work and notify the departmental representative.
- 2.8.3** Check the condition of the light bulbs and fluorescent tubes to be changed. If a bulb or tube shows signs of damage or wear or is hard to remove, or if there are signs of leakage from a ballast, do not perform the work and notify the departmental representative.
- 2.8.4** Wear leather gloves and check them every time they are used for signs of damage or wear.
- 2.8.5** Wear safety glasses.
- 2.8.6** Any ladders or stepladders used must be made of fibreglass. If other equipment is used to climb and is made from conductive material, use a non-conducting carpet in good condition under safety footwear.
- 2.8.7** Identify a danger zone wherever equipment for work at heights is used.
- 2.8.8** If possible, turn off the light switches.
- 2.8.9** Apply a danger sticker to the switch to indicate that it is not to be turned on.

**2.8.10** Replace the bulbs and tubes with others of the same type, size and power as the previous ones, while ensuring they comply with the fixture's requirements and making corrections if need be. If this is not possible, do not do the work and inform the departmental representative.

### 3.0 SIZE OF AREAS TO BE CLEANED

The details regarding the surfaces to be cleaned are represented in the plan attached hereunder.

Note: the size of the area is listed in feet and then in metres

<i>Dining areas:</i>	<i>Vinyl flooring 10 X 12 (3.048 x 3.6576) Table(s) and chair (s) Microwave oven(s) 1 counter and 1 sink Garbage bin(s)</i>
<i>Men's washrooms (1):</i>	<i>Ceramic flooring 10 X 14 (3.048 x 4.2672) 1 toilet and 1 shower (<b>Note 1</b>) Garbage bin(s) and paper towel dispenser 1 counter, 1 sink and 1 mirror</i>
<i>Women's washroom (1):</i>	<i>Ceramic flooring 8 X 10 (2.4384 x 3.048) 1 toilet and 1 shower (<b>Note 1</b>) Garbage bin(s) and paper towel dispenser 1 counter, 1 sink and 1 mirror</i>
<i>Supervisor's office:</i>	<i>Vinyl flooring 10 X 12 (3.048 x 3.6576) 1 workstation (with computer) Garbage bin(s) Filing cabinet(s) and cupboard(s)</i>
<i>Open-plan office:</i>	<i>Vinyl flooring 17 X 15 (5.1816 x 4.5720) 4 workstations (with computers) Garbage and recycling bin(s) Filing cabinet(s), bookcase(s), printer(s) Photocopier(s), fax(es) and table(s)</i>
<i>Warehouse office 1:</i>	<i>Concrete flooring 6 X 8 (1.8288 x 2.4384) 1 workstation (with computer) Garbage bin(s)</i>
<i>Warehouse office 2:</i>	<i>Vinyl flooring 8 X 20 (2.4384 x 6.0960) 2 workstations (with computer) Garbage bin(s)</i>
<i>Conference room:</i>	<i>Vinyl flooring 13 X 8 (3.9624 x 2.4384) Table(s) and chair(s) 1 computer workstation Garbage bin(s)</i>
<i>Warehouse:</i>	<i>The size of the warehouse is 39,000 sq ft. 40% to 45% of the space will be occupied by containers. The surface area to be cleaned will be between 21,450 sq ft and 23,400 sq ft.</i>

*Note 1: The showers must be cleaned once a month when they are not used. An email should be sent to the contractor when the showers are used (infrequently) to facilitate logistics.*

#### 4.0 TASKS AND DELIVERABLES

Task	Frequency	Details
Clean the washroom (toilet bowl, counter, sink, mirror, dispensers)	Every business day	
Clean offices and the office in the warehouse (workstations, filing cabinets, cupboard, bookcases)	Every business day	
Empty and change garbage bags	Every business day	
Empty recycling bins	Every business day	
Dust and wet mop the floors of offices and washrooms	Every business day	
Showers	Every business day	When used (See Note 1 above)
Clean dining areas (chairs, tables, microwave oven, counter and sink)	Twice a week	Tuesday and Friday
Clean the conference room (table, chairs, computer workstation)	Twice a week	Tuesday and Friday
Vacuum clean entrance carpets	Twice a week	Tuesday and Friday (1 November to 1 April)
Dust and wash the warehouse floor	Once a month	1 May to 31 October
Dust and wash the warehouse floor	Twice a month	1 November to 30 April
Clean the main entrance (walls and floors)	Three times per year	January, April, September
Clean interior and exterior windows	Twice a year	April and September
Strip and wax the floors in offices, the entrance and washrooms	Twice a year	April and September

#### 5.0 CONSTRAINT

Cleaning must take place during regular business hours, **from 07:30 to 15:00, on a fixed schedule**. The contractor must provide the following, but is not limited to:

- Light bulbs
- Fluorescent light tubes
- Toilet paper
- Paper towels

- Soap
- Garbage bags required to do the work
- Supplies needed to clean the building

Quality and environmentally friendly products must be provided and used to clean the premises.

It is recommended that the contractor uses Eco Logo and/or Green Seal products when executing the work as part of this contract.

## **6.0 GLOSSARY AND DETAILED DESCRIPTION**

### **6.1 Team leader (of the contractor)**

- Employee responsible for training other employees and supervising them while they are cleaning.

### **6.2 Supervisor (of the contractor)**

- Employee responsible for supervising the work. This employee does not do housekeeping work.

### **6.3 Qualified employee (of the contractor)**

- Employees who can act as team leader or supervisor.

### **6.4 Trash**

- Includes paperclips, staples, paper, fasteners, mop strands and any other non-usable items on the floor or the ground, inside and outside the building.

### **6.5 Dusting**

- Use a damp or treated rag, a damp untreated mop and/or a vacuum cleaner with appropriate accessories to remove dirt, dust, stains and cobwebs.
- Start with higher surfaces and work your way down. Clean around the item by moving clockwise or counter-clockwise. Use a feather duster only when you cannot use a rag or when it would take too long with a rag. Before dusting offices, be sure to have dusted all high surfaces and overhangs near the work. Then, wipe down filing cabinets with a rag folded on itself. When the rag is dirty, fold it over itself again to reveal a clean side and continue. Use a handheld feather duster when dusting under the workstation, where we place our legs when sitting down. Move objects around to dust under them. The easiest way to move heavy objects without marking is to slide them. Lift light objects, dust where they were and put them back when done. Sheets of paper should not be moved. Dust around them. To dust telephone handsets, do not use cleaning solution directly on them; put it on the damp rag. Dust chairs from top to bottom. Use a handheld feather duster for the legs and lower attachments where possible. Dust furniture covered in material if need be.
- Qualitative standards.
  - All dusted items must be free of dust, dirt, stains and streaks. They must appear clean at all times.

### **6.6 Periodic cleaning**

- Operations that need to be carried out less frequently than monthly.

#### **6.7 Regular or routine cleaning**

- Cleaning to be carried out at regular intervals, monthly or more frequently.

#### **6.8 Cleaning**

- Unless indicated otherwise by the director, this means making clean and neat by removing everything that tarnishes and dirties. Includes completely washing an item, as required:
  - Degreasing, stain removal, sweeping, vacuuming, dusting, wiping, polishing, scrubbing and/or brushing.

#### **6.9 Trash/garbage**

- Includes the contents of trash containers (trash bins, paper bins, etc.), ashtrays, recipients for sanitary pads and trash in hose cabinets.

#### **6.10 Soap, paper towel and sanitary pad dispensers**

- Using a product approved by the manufacturer, clean and disinfect all dispensers and ensure they contain enough products (paper towels, soap, sanitary pads, etc.), so as to make sure they are never empty.

#### **6.11 Windows/cleaning**

- Wash surfaces with a commercial window cleaner or a solution with a synthetic detergent and wipe it down with a dry rag. Do not use abrasives to clean windows coated with reflective film.

#### **6.12 Sweeping/mopping with a dry, treated mop**

- Remove dust and dirt from dry surfaces. When solvents do not damage the flooring, use a mop treated with a solvent-based mopping product. When solvents damage the flooring, use a mop with a wax-based mopping product. Mops must be treated the day before they are used to ensure no streaks are left on the floor.

#### **6.13 Stripping/scrubbing**

- Remove the top coat or all coats of the floor finish by washing with a humid brush (minimal water) or a dry brush. With a humid brush, spread as little solution as possible and rinse the floor well twice before applying the sealer or finish. With a dry brush, mop the floor with a damp mop twice before applying the sealer or finish. Clean baseboards well when done.

#### **6.14 Spray buffing**

- Spray, in front of the buffer, a solution containing a product that is the same or compatible with the floor finish. The floor must be swept beforehand. Care must be taken that no solution splashes against furniture, doors or baseboards. While the machine operates, the spray buffing pad abrades black marks and irregularities. When the working surface of the pad becomes loaded, turn the pad over or replace with a clean pad. Spray buffing is continued until all traffic marks are removed and shine is restored. When spray buffing is done, sweep the floor again.

### **6.15 Floor finish**

- After stripping, rinse the floor well with a neutralizing solution (to bring the pH back to 7). Apply at least one coat of a water-based sealer up to the wall and four thin coats of a strong floor finish containing a metallic acrylic, self-polishing and anti-skid compound. The first coat of floor finish must be applied 30 cm away from baseboards. The two following coats must be applied gradually closer to the baseboards, and the last coat must be applied right up against the baseboards. Each coat of finish is to be laid in the opposite direction from the previous coat. When done, wash baseboards and/or bottoms of walls and doors well to remove splashes and streaks.

### **6.16 Scrubbing**

- Spread a solution with a neutral detergent on the floor using a washer with a brush or pad, remove the solution, rinse with clean water and wipe. In washrooms or elsewhere when specified, wash or rinse the floor with an antiseptic solution and wipe it.

### **6.17 Washing/cleaning with a damp mop**

- Spread a solution with a neutral detergent on the floor using a mop. Remove the solution, rinse with clean water and wipe. In washrooms or elsewhere when specified, wash or rinse the floor with an antiseptic solution and wipe it.

### **6.18 Polishing/buffing floors**

- Polish and buff the floor with a polisher that has a brush or pad until the floor shines again.

### **6.19 Emptying trash bins**

- Empty all bins, provide and replace all appropriately sized plastic bags, and replace them when they are dirty or ripped. The bags must be changed when they contain organic or moist trash. Empty ashtrays in a separate metal container and clean them with a damp rag. Take the trash to a separate fire-proof location designated for this purpose.

### **6.20 Vacuuming**

- Remove dust, dirt and trash with a commercial vacuum cleaner with a tank or an upright vacuum cleaner that is strong enough to suck up dirt and equipped with a filter system that minimizes expulsion of vacuumed dust and dirt.
- For carpeting in the entrance, remove sand, melting snow and water with a wet or dry industrial vacuum cleaner with the appropriate accessories.

## **7.0 CLEANING WORK**

**7.1** The contractor must also comply with the regulations of the Workplace Hazardous Materials Information System and ensure that safety data sheets for all hazardous products used are permanently kept in the building where the products are stored and that each container, regardless of its size, is properly labelled. The contractor must provide Canada with satisfactory proof that all employees have adequately completed WHMIS training.

**7.2** Protect the public from slipping when floors are washed by using appropriate floor signs.

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## **8.0 WORKING AT HEIGHTS**

- 8.1** The contractor must ensure that every person who does work that entails a risk of falling more than 2.4 metres has fall protection.
- 8.2** The contractor must plan and organize work so as to help eliminate hazards at the source or foster general protection and thus minimize the need to use personal protective equipment. Where personal fall protection is needed, workers must use a safety harness conforming to standard CAN-CSA-Z-259.06 Class A, at a minimum. A safety belt must not be used for fall protection.
- 8.3** Workers must always wear a safety harness when working on a telescoping, articulated or rotating elevating platform.
- 8.4** Identify a danger zone wherever

**PLAN OF AREAS TO CLEAN – SEE DOCUMENT ATTACHED**



**ANNEX "B"**

**BASIS OF PAYMENT**

**CLEANING AND HOUSEKEEPING – RTC LAVAL**

Firm rate, labour and all inherent costs included for routine cleaning, in accordance with the terms and conditions specified in Annex A, Item 4 (**Tasks and deliverables**).

**PRICING SCHEDULE 1 – FIXED WORK**

All-inclusive firm rate for routine cleaning in the schedule, in accordance with the terms and conditions specified in the Statement of Work, Annex A.

There will be no increase or decrease to the contract amount when an existing floor covering is converted to another type.

Period		Cleanable Area	Firm Monthly Rate per m2	Firm Monthly Rate	Firm Number of Months	Firm Yearly Rate
Year 1	Office surface area	315 m2 x	\$_____ =	\$_____ x	12 =	\$_____
	Warehouse surface area	7,135 m2 x	\$_____ =	\$_____ x	12 =	\$_____
Year 2	Office surface area	315 m2 x	\$_____ =	\$_____ x	12 =	\$_____
	Warehouse surface area	7,135 m2 x	\$_____ =	\$_____ x	12 =	\$_____
Option Year 1	Office surface area	315 m2 x	\$_____ =	\$_____ x	12 =	\$_____
	Warehouse surface area	7,135 m2 x	\$_____ =	\$_____ x	12 =	\$_____
Option Year 2	Office surface area	315 m2 x	\$_____ =	\$_____ x	12 =	\$_____
	Warehouse surface area	7,135 m2 x	\$_____ =	\$_____ x	12 =	\$_____
<b>SUB-TOTAL SCHEDULE 1:</b>						<b>\$_____</b>

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**PRICING SCHEDULE 2**

All-inclusive firm prices and rates taking into account overhead, profit margin and all costs relating to additional cleaning and emergency cleaning operations, AS REQUIRED AND ON REQUEST.

**2.1) LABOUR:** Our firm hourly rate per skilled employee is established as follows:

Regular hours from 07:30 to 15:30 Monday to Friday	YEAR 1 RATE	YEAR 2 RATE	OPTION YEAR 1	OPTION YEAR 2
	\$ _____ /H	\$ _____ /H	\$ _____ /H	\$ _____ /H
Estimated number of hours per year	10	10	10	10
<b>Result</b>	\$ _____	\$ _____	\$ _____	\$ _____
<b>SUB-TOTAL SCHEDULE 2: _____ \$</b>				

**Note:**

1. The Minister undertakes to pay the amount for the fixed portion only.
2. The Minister does not undertake to pay the contractor the amounts indicated in the variable portion. However, the Department will pay the supplier amounts negotiated for repairs and replacement of parts authorized by the Department. The supplier will be paid for variable costs according to the specifications and will not be eligible to receive further compensation. The supplier will not be paid for requests and must obtain prior approval from the authorized departmental representative.
3. The lump sum rates must include all labour costs related to the work done by the contractor's employees, including benefits, travel, overhead and the contractor's profit.
4. The amounts indicated must **not include taxes**.

**TOTAL PRICE OF PROPOSAL TO BE EVALUATED:**

<b>SUB-TOTAL SCHEDULE 1</b>	\$ _____
<b>SUB-TOTAL SCHEDULE 2</b>	\$ _____
<b>TOTAL EVALUATED</b> (\$CAD, taxes excluded)	\$ _____

**IN CASE OF ERROR IN THE CALCULATION OF PRICES, THE UNIT PRICE WILL PREVAIL.  
CANADA COULD AWARD A CONTRACT WITHOUT NEGOTIATION.**

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**ANNEX "C"**

***SECURITY REQUIREMENTS CHECK LIST***

*See document attached.*

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Government of Canada

Gouvernement du Canada

Contract Number / Numéro du contrat

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Security Classification / Classification de sécurité

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

PART A - CONTRACT INFORMATION / PARTIE A - INFORMATION CONTRACTUELLE

1. Originating Government Department or Organization / Ministère ou organisme gouvernemental d'origine		DND		2. Branch or Directorate / Direction générale ou Direction		25 DAFC	
3. a) Subcontract Number / Numéro du contrat de sous-traitance				3. b) Name and Address of Subcontractor / Nom et adresse du sous-traitant			
4. Brief Description of Work / Brève description du travail Entretien ménager RTC Laval							
5. a) Will the supplier require access to Controlled Goods? Le fournisseur aura-t-il accès à des marchandises contrôlées?						<input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui	
5. b) Will the supplier require access to unclassified military technical data subject to the provisions of the Technical Data Control Regulations? Le fournisseur aura-t-il accès à des données techniques militaires non classifiées qui sont assujetties aux dispositions du Règlement sur le contrôle des données techniques?						<input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui	
6. Indicate the type of access required / Indiquer le type d'accès requis							
6. a) Will the supplier and its employees require access to PROTECTED and/or CLASSIFIED information or assets? Le fournisseur ainsi que les employés auront-ils accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS? (Specify the level of access using the chart in Question 7. c) (Préciser le niveau d'accès en utilisant le tableau qui se trouve à la question 7. c)						<input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui	
6. b) Will the supplier and its employees (e.g. cleaners, maintenance personnel) require access to restricted access areas? No access to PROTECTED and/or CLASSIFIED information or assets is permitted. Le fournisseur et ses employés (p. ex. nettoyeurs, personnel d'entretien) auront-ils accès à des zones d'accès restreintes? L'accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS n'est pas autorisé.						<input type="checkbox"/> No / Non <input checked="" type="checkbox"/> Yes / Oui	
6. c) Is this a commercial courier or delivery requirement with no overnight storage? S'agit-il d'un contrat de messagerie ou de livraison commerciale sans entreposage de nuit?						<input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui	
7. a) Indicate the type of information that the supplier will be required to access / Indiquer le type d'information auquel le fournisseur devra avoir accès							
Canada <input type="checkbox"/>		NATO / OTAN <input type="checkbox"/>		Foreign / Étranger <input type="checkbox"/>			
7. b) Release restrictions / Restrictions relatives à la diffusion							
No release restrictions Aucune restriction relative à la diffusion <input type="checkbox"/>		All NATO countries Tous les pays de l'OTAN <input type="checkbox"/>		No release restrictions Aucune restriction relative à la diffusion <input type="checkbox"/>			
Not releasable À ne pas diffuser <input type="checkbox"/>		Restricted to: / Limité à: <input type="checkbox"/>		Restricted to: / Limité à: <input type="checkbox"/>			
Specify country(ies): / Préciser le(s) pays:		Specify country(ies): / Préciser le(s) pays:		Specify country(ies): / Préciser le(s) pays:			
7. c) Level of information / Niveau d'information							
PROTECTED A PROTÉGÉ A <input type="checkbox"/>		NATO UNCLASSIFIED NATO NON CLASSIFIÉ <input type="checkbox"/>		PROTECTED A PROTÉGÉ A <input type="checkbox"/>			
PROTECTED B PROTÉGÉ B <input type="checkbox"/>		NATO RESTRICTED NATO DIFFUSION RESTREINTE <input type="checkbox"/>		PROTECTED B PROTÉGÉ B <input type="checkbox"/>			
PROTECTED C PROTÉGÉ C <input type="checkbox"/>		NATO CONFIDENTIAL NATO CONFIDENTIEL <input type="checkbox"/>		PROTECTED C PROTÉGÉ C <input type="checkbox"/>			
CONFIDENTIAL CONFIDENTIEL <input type="checkbox"/>		NATO SECRET NATO SECRET <input type="checkbox"/>		CONFIDENTIAL CONFIDENTIEL <input type="checkbox"/>			
SECRET SECRET <input type="checkbox"/>		COSMIC TOP SECRET COSMIC TRÈS SECRET <input type="checkbox"/>		SECRET SECRET <input type="checkbox"/>			
TOP SECRET TRÈS SECRET <input type="checkbox"/>				TOP SECRET TRÈS SECRET <input type="checkbox"/>			
TOP SECRET (SIGINT) TRÈS SECRET (SIGINT) <input type="checkbox"/>				TOP SECRET (SIGINT) TRÈS SECRET (SIGINT) <input type="checkbox"/>			

TBS/SCT 350-103(2004/12)

Security Classification / Classification de sécurité

Canada



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

8. Will the supplier require access to PROTECTED and/or CLASSIFIED COMSEC information or assets?  
Le fournisseur aura-t-il accès à des renseignements ou à des biens COMSEC désignés PROTÉGÉS et/ou CLASSIFIÉS?  No / Non  Yes / Oui  
If Yes, indicate the level of sensitivity.  
Dans l'affirmative, indiquer le niveau de sensibilité :

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

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

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

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

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

Special comments: / Commentaires spéciaux : \_\_\_\_\_

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

10. b) May unscreened personnel be used for portions of the work?  
Du personnel sans autorisation sécuritaire peut-il se voir confier des parties du travail?  No / Non  Yes / Oui  
If Yes, will unscreened personnel be escorted? *Unscreened pers. may only access public/reception zone*  No / Non  Yes / Oui

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

**INFORMATION / ASSETS / RENSEIGNEMENTS / BIENS**

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

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

**PRODUCTION**

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

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

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

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



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

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

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

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

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

**SUMMARY CHART / TABLEAU RÉCAPITULATIF**

Category / Catégorie	PROTECTED / PROTÉGÉ			CLASSIFIED / CLASSIFIÉ			NATO				COMSEC					
	A	B	C	CONFIDENTIAL / CONFIDENTIEL	SECRET	TOP SECRET / TRÈS SECRET	NATO RESTRICTED / NATO DIFFUSION RESTREINTE	NATO CONFIDENTIAL / NATO CONFIDENTIEL	NATO SECRET	COSMIC TOP SECRET / COSMIC TRÈS SECRET	PROTECTED / PROTÉGÉ			CONFIDENTIAL / CONFIDENTIEL	SECRET	TOP SECRET / TRÈS SECRET
											A	B	C			
Information / Assets / Renseignements / Biens / Production																
IT Media / Support TI																
IT Link / Lien électronique																

12. a) Is the description of the work contained within this SRCL PROTECTED and/or CLASSIFIED?  
La description du travail visé par la présente LVERS est-elle de nature PROTÉGÉE et/ou CLASSIFIÉE?

No / Non     Yes / Oui

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

12. b) Will the documentation attached to this SRCL be PROTECTED and/or CLASSIFIED?  
La documentation associée à la présente LVERS sera-t-elle PROTÉGÉE et/ou CLASSIFIÉE?

No / Non     Yes / Oui

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

## ANNEX "D"

### **VOLUNTARY CERTIFICATION TO SUPPORT THE USE OF APPRENTICES**

1. To encourage employers to participate in apprenticeship training, Contractors bidding on construction and maintenance contracts by Public Works and Government Services Canada (PWGSC) are being asked to sign a voluntary certification, signaling their commitment to hire and train apprentices.
2. Canada is facing skills shortages across various sectors and regions, especially in the skilled trades. Equipping Canadians with skills and training is a shared responsibility. In Economic Action Plan (EAP) 2013, the Government of Canada made a commitment to support the use of apprentices in federal construction and maintenance contracts. Contractors have an important role in supporting apprentices through hiring and training and are encouraged to certify that they are providing opportunities to apprentices as part of doing business with the Government of Canada.
3. Through the Economic Action Plan 2013 and support for training programs, the Government of Canada is encouraging apprenticeships and careers in the skilled trades. In addition, the government offers a tax credit to employers to encourage them to hire apprentices. Information on this tax measure administered by the Canada Revenue Agency can be found at: [www.cra-arc.gc.ca](http://www.cra-arc.gc.ca). Employers are also encouraged to find out what additional information and supports are available from their respective provincial or territorial jurisdiction.
4. Signed certifications will be used to better understand contractor use of apprentices on Government of Canada maintenance and construction contracts and may inform future policy and program development.
5. The Contractor hereby certifies the following:

*In order to help meet demand for skilled tradespeople, the Contractor agrees to use, and require its subcontractors to use, reasonable commercial efforts to hire and train registered apprentices, to strive to fully utilize allowable apprenticeship ratios<sup>1</sup> and to respect any hiring requirements prescribed by provincial or territorial statutes.*

<sup>1</sup> The journey-person-apprentice ratio is defined as the number of qualified/certified journey persons that an employer must employ in a designated trade or occupation in order to be eligible to register an apprentice as determined by provincial/territorial (P/T) legislation, regulation, policy directive or by law issued by the responsible authority or agency.

The Contractor hereby consents to this information being collected and held by PWGSC, and Employment and Social Development Canada to support work to gather data on the hiring and training of apprentices in federal construction and maintenance contracts.

*(If you agree, please sign the next page)*

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*Name:*  
*Signature:*  
*Company Name:*  
*Company Legal Name:*  
*Solicitation Number:*

*Optional information to provide:*  
*Number of apprentices planned to be working on this contract:*  
*Trades of those apprentices:*