



National Research Council Canada
Administrative Services and
Property Management Branch

Conseil national de recherches Canada
Direction des services administratifs et
gestion de l'immobilier

**REQUEST FOR PROPOSALS
DEMANDE DE PROPOSITIONS**

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

National Research Council Canada (NRC)
Procurement Services
1200 Montreal Road, Building M-22
Ottawa, Ontario
K1A 0R6
Bid Fax: (613) 991-3297

Title/Sujet Janitorial Services – Winnipeg, MB	
Solicitation No./N. de l'invitation 16-22091	Date November 8, 2016
Solicitation Closes/L'invitation prend fin at/à 14 :00 on/le December 20, 2016	Time Zone/Fuseau Horaire EST
Address Enquiries To/Adresser demandes de renseignements à : Melody Ellis Telephone No./N. de téléphone : (613) 993-4461 Facsimile No./N. de télécopieur : (613) 998-5701	

Instructions: See Herein

Instructions: Voir aux présentes

Proposal To:

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:

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).



Vendor/Firm Name and Address Raison sociale et adresse du fournisseur/de l'entrepreneur	
Telephone No./N. de telephone Facsimile No./N. de télécopieur	
Name and title of person authorized to sign on behalf of Vendor/Firm (type or print) Nom et titre de la personne autorisé à signer au nom du fournisseur/de l'entrepreneur (taper ou écrire en caractères d'imprimerie)	
Signature	Date

JANITORIAL SERVICES

1.0 PRESENTATION OF PROPOSALS

- 1.1 You are invited to submit two (2) copies of a proposal to fulfil the following requirement forming part of this Request for Proposal. **The proposal should include the front page of this RFP duly completed and signed by an authorized company representative.**

2.0 SCOPE OF WORK

- 2.1 To provide Janitorial Services for National Research Council Canada buildings, 435 Ellice Avenue and 445 Ellice Avenue, Winnipeg Manitoba in accordance with the Cleaning Contract Specifications, Type of Flooring, Flooring Type & Areas attached as Appendix "A".

3.0 PERIOD OF CONTRACT

- 3.1 It is anticipated that the contract will come into force on February 1, 2017 and be in affect until January 31, 2019. The Contractor shall grant to Canada an irrevocable option to extend the contract for three (3) additional twelve (12) month terms. Canada may exercise these options at any time by sending a notice to the Contactor at least 30 days prior to the Contract expiry date.

4.0 ENQUIRIES

- 4.1 If you require clarification regarding any aspect of this RFP, address all queries to the **Contracting Authority**, identified below, at least 10 working days before the closing date. All queries must be in writing and queries received after December 9, 2016 cannot be guaranteed a response. Information received verbally will not be binding upon the NRC.

Melody Ellis
Contracting Authority, Procurement Services
National Research Council Canada
1200 Montreal Road, Bldg. M-22
Ottawa, Ontario K1A 0R6 Telephone: (613) 993-4461
Facsimile: (613) 998-5701
Email: melody.ellis@nrc-cnrc.gc.ca

- 4.2 To ensure the equality of information among Bidders, responses to general enquiries will be made available to all bidders unless such publications would reveal proprietary information. The bidder who initiates the question will not be identified. Technical questions that are considered proprietary by the bidder must be clearly identified. NRC will respond individually to the bidder if it considers the questions proprietary. If NRC does not consider the question proprietary, the bidder submitting it will be allowed to withdraw the question, or have the question and answer made available through the Open Bidding System (OBS) to all bidders.
- 4.3 Vendors who attempt to obtain information regarding any aspect of this RFP during the solicitation period through any NRC contacts other than the Contracting Authority identified herein, may be disqualified (for that reason alone).
- 4.4 It is the responsibility of the Bidder to obtain clarification of the requirement contained herein, if necessary, prior to submitting its proposal. The Bidder must have written confirmation from the Contracting Authority for any changes, alterations, etc., concerning this RFP.

5.0 **PROPOSAL CLOSING DATE AND BID SUBMISSION INSTRUCTIONS**

- 5.1 Proposals must be delivered not later than 2:00 PM EST, 20 December 2016, to the following **Contracting Authority**:

Melody Ellis
Contracting Authority, Procurement Services
National Research Council Canada
1200 Montreal Road, Bldg. M-22
Ottawa, Ontario K1A 0R6 Telephone: (613) 993-4461

Proposals must not be sent directly to the Project Authority

- 5.2 Proposals must be delivered in a sealed envelope and the Bidder's name and the RFP No. should be clearly indicated on the Proposal Envelope. It is the vendor's responsibility to obtain date and time stamped receipt signed by the receptionist as proof that NRC has received their proposal within the prescribed time limit. All risks and consequences of incorrect delivery of bids are the responsibility of the Bidder.
- 5.3 Bid submissions must be in accordance with the Standard Instructions and Conditions (Applicable to Bid Solicitation) attached as Appendix "D".
- 5.4 Due to the nature of this solicitation, NRC will not accept any proposal documents by facsimile.
- 5.5 NRC will not accept any proposal documents by electronic mail or on diskette.
- 5.6 Proposals received after the closing date will not be considered and will be returned to the sender. The sender has the sole responsibility for the timely dispatch and delivery of a proposal and cannot transfer such responsibility to the NRC. No supplementary information will be accepted after the closing deadline unless NRC requests a clarification.
- 5.7 All submitted proposals become the property NRC and will not be returned to the originator.

6.0 **MANDATORY REQUIREMENTS**

- 6.1 The following requirements are mandatory for the consideration of the proposal. Proposals that do not meet all requirements as further set out will be disqualified and no further consideration will be given.

The bidder must respond to each section and subsection within these Mandatory Requirements. Should the bidder not have any text for a particular section or subsection that heading must be included and the words "No Response" must be inserted. Should the bidder wish to discuss a particular topic in another section of the proposal, reference to that other section must be made under the original section of subsection heading. The bidder must use the same headings and subheadings as referred to in each section. The proposal responses must be submitted in the same sequence as these sections.

The proposal must contain the following:

1. Demonstrate experience on contracts of similar scope by listing at least two previous similar contract/assignments undertaken within the last five years that are relevant to this requirement. A company profile and at least 2 previous contracts from different organizations noting client name and telephone number, scope of services (including cleaning area) provided and contract period. NRC reserves the right to contact any and all references supplied by the bidder. Include the company's legal name and the province in which the company is incorporated.

2. Evidence of Insurance - Appendix "E"
3. Contract Price Breakdown - Appendix "B"

7.0 MANDATORY BIDDERS MEETING

- 7.1 An information session and site visit is scheduled for **November 30, 2016 commencing at 9:00 am**. Bidders will meet Mr. Jose Varas at the National Research Council, 435 Ellice Avenue, Winnipeg Manitoba. Bidders who, for any reason, cannot attend at the specified dates and time will not be given an alternative appointment to view the site and their bids, therefore, will be rejected as non compliant. **ATTENDANCE IS MANDATORY FOR BID ACCEPTANCE**

Bidders should advise the Contracting Authority of their intention to attend one week in advance of this meeting and the number of attendees planned.

- 7.2 As proof of attendance, at the site visit, the Project Authority will have an attendance form which **MUST** be signed by the bidder's representative. It is the responsibility of all bidders to ensure they have signed the Mandatory Site Visit Attendance form prior to leaving the site. Proposals submitted by bidders who have not attended the site visit or failed to sign the Attendance Form will be rejected as non-compliant.

8.0 COST PROPOSAL

- 8.1 The cost proposal must be submitted on the Contract Price Breakdown provided at Appendix "B". The fixed price must include all the materials and services required to fulfil all aspects of the Statement of Requirement. Bidders should identify the currency on which the cost proposal is based.
- 8.2 **GOODS AND SERVICES TAX (GST) and HARMONIZED SALES TAX (HST):** The GST and HST, whichever is applicable, shall be considered an applicable tax for the purposes of this RFP and extra to the price herein. The amount of GST or HST shall be disclosed and shown as a separate item.
- 8.3 Bids will be evaluated in Canadian currency, therefore, for evaluation purposes, the exchange rate quoted by the Bank of Canada as being in effect on date of bid closing, shall be applied as the conversion factor for foreign currency. Prices quoted shall not be subject to, or conditional upon, fluctuations in commercial or other interest rates during either the evaluation or contract period.

9.0 CONDITIONS OF SUBMISSION

- 9.1 There shall be no payment by the National Research Council for costs incurred in the preparation and submission of proposals in response to this request. No payment shall be made for costs incurred for clarification(s) and/or demonstration(s) that may be required by NRC. The National Research Council reserves the right to reject any or all proposals submitted, or to accept any proposal in whole or in part without negotiation. A contract will not necessarily be issued as a result of this competition. NRC reserves the right to amend, cancel or reissue this requirement at any time.
- 9.2 **The method of selection will be the valid proposal with the lowest financial bid. Total cost of Case A Price + Case B Price. See page 16 – BID SUMMARY, Appendix "B".**
- 9.3 Proposals submitted must be valid for not less than sixty (60) calendar days from the closing date of the RFP.
- 9.4 Your proposal should contain the following statement:

"We hereby certify that the price quote is not in excess of the lowest price charged anyone else, including our most favoured customer, for like services".

- 9.5 Any contract resulting from this invitation will be subject to the General Conditions 2035 (copy attached as Appendix "C") and any other special conditions that may apply.

10.0 OWNERSHIP OF INTELLECTUAL AND OTHER PROPERTY

- 10.1 All confidential information gathered or viewed or any product developed as a result of this RFP must be treated as confidential and as NRC property.

11.0 CONFIDENTIALITY

- 11.1 This document is UNCLASSIFIED, however; the contractor shall treat as confidential, during as well as after the services contracted for, any information of the affairs of NRC of a confidential nature to which its servants or agents become privy.

12.0 CRIMINAL CODE OF CANADA

- 12.1 Canada may reject an offer where the Bidder, or any employee or subcontractor included as part of the offer, has been convicted under section 121 ("Frauds on the government" & Contractor subscribing to election fund"), 124 ("Selling or purchasing office"), or 418 ("Selling defective stores to Her Majesty") of the Criminal Code.

13.0 SECURITY LEVEL

- 13.1 Prior to the performance of the obligations under this contract, all personnel that will be involved with the project must be cleared to the security level of **Reliability Status** as defined in the security policy of Canada.
- 13.2 Any Contract resulting from this invitation will be subject to the Security Requirements Check List (SRCL), form TBS/SCT 350-103, attached at Appendix "F".

14.0 LICENSING

- 14.1 The Contractor must obtain and maintain all permits, licences and certificates of approval required for the work to be performed under any applicable federal, provincial or municipal legislation. The Contractor shall be responsible for any charges imposed by such legislation or regulations. Upon request, the Contractor shall provide a copy of any such permit, licence or certificate to Canada.

15.0 SITE REGULATIONS

- 15.1 The Contractor undertakes and agrees to comply with all standing orders or other regulations, in force on the site where the work is to be performed, relating to the safety of persons on the site or the protection of property against loss or damage from any and all causes including fire.

16.0 SAFETY REGULATIONS AND LABOUR CODES

- 16.1 The Contractor must adhere to all safety rules, regulations and labour codes in force in all jurisdictions where the work is to be performed.

17.0 ACCESS TO GOVERNMENT FACILITIES / EQUIPMENT

- 17.1 Access to the facilities and equipment necessary to the performance of the work shall be provided through arrangements to be made by the Project Authority named herein. There will be however;

no day-to-day supervision of the Contractor's activities nor control of the Contractor's hours of work by the Project Authority.

- 17.2 The Contractor undertakes and agrees to comply with all Standing Orders and Regulations in force on the site where the work is to be performed, relating to the safety of persons on the site or the protection of property against loss or damage from any and all causes including fires.

18.0 WORKERS COMPENSATION

- 18.1 It is mandatory that all persons performing the work be covered under the applicable worker's compensation legislation provided for the benefits of injured employees.

19.0 COMMERCIAL GENERAL LIABILITY

- 19.1 Commercial General Liability insurance shall be effected by the Contractor and maintained in force throughout the duration of this /any resulting contract, in an amount usual for a contract of this nature but, in any case, for a limit of liability NOT LESS than \$ 2,000,000.00 per accident or occurrence. See Appendix "E"

ADDITIONAL CONTRACT CLAUSES

Bidder compliance with all of the following clauses, terms and conditions of the resulting contract is mandatory.

20.0 T4-A SUPPLEMENTARY SLIPS

- 20.1 Pursuant to paragraph 221(1)(d) of the Income Tax Act, payments made by departments and agencies to contractors under applicable services contracts (including contracts involving a mix of goods and services) must be reported on a T4A Supplementary slip. To enable client departments and agencies to comply with this requirement, contractors are required to provide information as to their legal name and status, business number, and/or Social Insurance Number or other identifying supplier information as applicable, along with a certification as to the completeness and accuracy of the information.

21.0 GOVERNMENT SMOKING POLICY

- 21.1 Where the performance of the work requires the presence of the Contractor's personnel on government premises, the Contractor shall ensure that its personnel shall comply with the policy of the Government of Canada, which prohibits smoking on any government premises.

22.0 GENERAL CONDITIONS

- 22.1 The General Conditions 2035 entitled "General Conditions - Services" and attached as Appendix "C" form part of this Contract.

23.0 METHOD OF PAYMENT

- 23.1 Payment by NRC for the Work shall be made within:
- (a) thirty (30) days following the date on which all of the Work has been delivered at the location(s) specified in the Contract and all other Work required to be performed by the Contractor under the terms of the Contract has been completed; or
 - (b) thirty (30) days following the date on which an invoice and substantiating documentation are received according to the terms of the Contract;
- whichever is later.

- 23.2 If NRC has any objection to the form of the invoice or the substantiating documentation, within fifteen (15) days of its receipt, NRC shall notify the Contractor of the nature of the objection. "Form of the invoice" means an invoice which contains or is accompanied by such substantiating documentation as NRC requires. Failure by NRC to act within fifteen (15) days will only result in the date specified in paragraph 1 of the clause to apply for the sole purpose of calculating interest on overdue accounts.

24.0 TAX WITHHOLDING OF 15 PERCENT

- 24.1 When a "non-resident" Contractor physically performs in Canada, the Parties hereto recognize that, pursuant to the provisions of the Income Tax Act, Canada is empowered to withhold an amount of 15 percent of the price to be paid to the Contractor, if the Contractor is a non-resident contractor as defined in the said Act. This amount will be held on account with respect to any liability for taxes which may be owed to Canada.

25.0 ADDITIONAL WORK

- 25.1 The successful bidder can at NRC's option, be asked to provide additional work related to this requirement. Payment will be limited to the firm per diems quoted in the Contractor's proposal.

26.0 INTERNATIONAL SANCTIONS

- 26.1 Persons in Canada, and Canadians outside of Canada, are bound by economic sanctions imposed by Canada. As a result, the Government of Canada cannot accept delivery of goods or services that originate, either directly or indirectly, from the countries or persons subject to economic sanctions. Details on existing sanctions can be found at: <http://www.dfait-maeci.gc.ca/trade/sanctions-e.asp>
- 26.2 It is a condition of this Contract that the Contractor not supply to the Government of Canada any goods or services which are subject to economic sanctions.
- 26.3 By law, the Contractor must comply with changes to the regulations imposed during the life of the Contract. During the performance of the Contract, should the imposition of sanctions against a country or person or the addition of a good or service to the list of sanctioned goods or services cause an impossibility of performance for the Contractor, the situation will be treated by the Parties as a force majeure. The Contractor shall forthwith inform Canada of the situation; the procedures applicable to force majeure shall then apply.

27.0 NON-PERMANENT RESIDENT (FOREIGN COMPANY)

- 27.1 The Contractor shall ensure that non-permanent residents intending to work in Canada on a temporary basis in fulfillment of the Contract, who are neither Canadian citizens nor United States nationals, receive all appropriate documents and instructions relating to Canadian immigration requirements and secure all required employment authorizations prior to their arrival at the Canadian port of entry. The Contractor shall ensure that United States nationals having such intentions receive all appropriate documents and instructions in that regard prior to their arrival at the Canadian port of entry. Such documents may be obtained at the appropriate Canadian Embassy/Consulate in the Contractor's country. The Contractor shall be responsible for all costs incurred as a result of non-compliance with immigration requirements.

28.0 NON-PERMANENT RESIDENT (CANADIAN COMPANY)

- 28.1 The Contractor is responsible for compliance with the immigration requirements applicable to non-permanent residents entering Canada to work on a temporary basis in fulfillment of the Contract. In some instances, the employment authorization necessary to enter Canada cannot be issued without prior approval of Human Resources Centre Canada (HRCC). HRCC should always be contacted as soon as the decision to bring in a non-permanent resident is made. The Contractor

will be responsible for all costs incurred as a result of non-compliance with immigration requirements.

29.0 LUMP SUM PAYMENT - WORK FORCE REDUCTION PROGRAMS

29.1 It is a term of the contract that:

- a. the Contractor has declared to the Departmental Representative whether the Contractor has received a lump sum payment made pursuant to any work force reduction program, including but not limited to the Work Force Adjustment Directive, the Early Departure Incentive Program, the Early Retirement Incentive Program or the Executive Employment Transition Program, which has been implemented to reduce the public service;
- b. the Contractor has informed the Departmental Representative of the terms and conditions of that work force reduction program, pursuant to which the Contractor was made a lump sum payment, including the termination date, the amount of the lump sum payment and the rate of pay on which the lump sum payment was based; and
- c. the Contractor had informed the Departmental Representative of any exemption in respect of the abatement of a contract fee received by the Contractor under the Early Departure Incentive Program Order or paragraph 4 of Policy Notice 1995-8, of July 28, 1995.

30.0 ATTACHMENTS

Appendix "A" – Specifications, Type of Flooring, Flooring Type & Areas

Appendix "B" – Pricing Table

Appendix "C" – NRC General Conditions 2035

Appendix "D" – Standard Instruction and Conditions (Applicable to Bid Solicitation)

Appendix "E" – Evidence of Insurance

Appendix "F" – SRCL Form

National Research Council Canada
435 Ellice Avenue
Winnipeg, Manitoba
R3B 1Y6

Specification

Interior and Exterior Cleaning
WPG01 (435 Ellice Ave) & WPG02 (445 Ellice Ave)

1 Feb 2017 – 31 Jan 2019

NRC · CNRC



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Section 1 - General Requirements

1. NRC Representative
 - .1 The National Research Council's (hereinafter referred to as NRC) representative in conjunction with this work is the Site Operations Supervisor for WPG01 (435 Ellice Ave) (hereinafter referred to as WPG01) and WPG02 (445 Ellice Ave) (hereinafter referred to as WPG02) or his designate.

2. Schedule of Operations
 - .1 The required cleaning work covers the entire Winnipeg NRC Complex, consisting of the WPG01 building (435 Ellice Avenue) and the WPG02 building (445 Ellice Avenue).
 - .2 Within two (2) weeks of award of contract, the Contractor shall submit to NRC's representative for approval a Schedule of Operations which clearly indicates all special and periodic cleaning operations, i.e. those with a frequency of one month or more (i.e. monthly, quarterly, semi-annually, annually).
 - .3 The Schedule of Operations shall also indicate the planned time of execution for each special and periodic cleaning operation. Such operations shall be spaced apart in equal time increments unless otherwise stipulated by the Specification. The schedule shall cover a full one year contract period.
 - .4 Upon approval of the Schedule of Operations, subject to changes requested by NRC's representative to meet the NRC's operational requirements, the Contractor shall abide by this schedule, using it as a check list and entering the date when each periodic operation has been completed. A copy of the updated schedule shall be submitted to the NRC representative at the end of each month.

3. Inspections
 - .1 The Contractor must notify NRC's representative when each major operation listed in the approved Schedule of Operations has been completed. The Contractor's supervisory staff shall continually inspect the work. NRC will perform periodic checks and inspections. If the work does not meet the requirements of this specification, the Contractor's supervisor on site will be informed by NRC's representative and the Contractor shall rectify and deficiencies immediately.

4. Materials & WHMIS
 - .1 The Contractor shall, where applicable, use materials of the types Compliance listed on the C.G.S.B. Qualified Products Lists.
 - .2 The Contractor shall, on request, provide a complete written statement of the origin, composition and/or manufacturer of any or all materials used in the work. The Contractor may be required to provide samples of materials from his stock for testing purposes.
 - .3 The Contractor shall provide NRC's representative with Material Safety Data Sheets (MSDS) in compliance with WHMIS regulations for any material labelled as potentially hazardous which is brought

4. Materials - continued

into the building by the Contractor. NRC may refuse entry of such material without provision of appropriate MSDS sheets. MSDS sheets shall be prominently displayed in janitor rooms where the Contractor stores such material.

5. Safety

- .1 The Contractor shall comply with all safety measures and regulations respecting personnel and hazards as stipulated by NRC, National and Provincial laws and codes, and prescribed by the Authorities having jurisdiction concerning the equipment, work habits and procedures, including safety training of Contractor's staff.
- .2 The Contractor shall ensure that all equipment used to perform the work is in a state of good repair. NRC reserves the right to have equipment judged to be unsafe, not suitable or defective, taken out of service. The Contractor is responsible to provide suitable replacement equipment on the same day.
- .3 The Contractor is hereby made aware that due to the nature of the research work performed at NRC, chemical, physical and biological hazards exist in the building. It is therefore of prime importance that the Contractor's staff is able to communicate fluently with NRC and Security staff, so that related signage, instructions concerning daily operations and announcements in day-to-day and emergency situations will be immediately understood and appropriately responded to.
- .4 NRC will endeavour not expose Contractor staff to direct personal harm; however, the Contractor's staff must exercise extra caution in areas with potential hazards and has to be cognizant of changing conditions. Certain high risk areas will be excluded from the scope of work (see attached floor plans), in other areas cleaning operations will be restricted and are subject to prior scheduling with the cleaning supervisor on site.
- .5 In order to safeguard against risk to life and interfering with extremely sensitive magnetic resonance (MR) equipment the Contractor shall not employ at the facility persons with heart pace makers, artificial metal limbs or prostheses, neuro-implants. In the vicinity of high magnetic fields (within 10 Gauss lines - see attached floor plans), cleaning staff may not use metallic tools and equipment, unless specifically authorized to do so for each occurrence.
- .6 The Contractor is hereby instructed that the buildings' smoke detectors are extremely dust sensitive. Therefore, extra care shall be exercised by the Contractor's staff not to cause dust when working in such areas. Sweeping must be done carefully, preferably by antistatic mop, or must be substituted by vacuuming, so that no false alarms are caused.
- .7 In the event of ringing fire alarm bells or an appropriate announcement on the PA system, the Contractor's staff shall evacuate the building

immediately via designated emergency exit routes. The Contractor's staff shall then proceed to the waiting areas south of the affected building's main entrance to be accounted for by WPG01 emergency personnel and to receive further instructions.

6. Security

- .1 The Contractor must fully comply with security requirements which are in effect in both buildings. This includes the wearing of picture security ID cards at all times, the protection of keys and access cards issued to the cleaning staff, depositing such items with security staff when leaving the building.
- .2 Certain areas of the two buildings are classified as special security areas with limited access even to NRC staff. The Contractor's staff must never grant access to any such area to any other person. Persons with legitimate access will have appropriate means to obtain access on their own. Permanently secured doors must never be propped open.
- .3 The Contractor and his staff must not reveal anything which they become privy to during the performance of their work to any other person in respect of internal NRC operations, unless such information is general public knowledge.
- .4 The Contractor staff working in the buildings is subject to basic security checks and the Contractor shall cooperate with NRC as is necessary to perform such checks. This may involve fingerprinting. NRC reserves the right to deny access to the building to Contractor staff that is deemed not acceptable as a security risk.
- .5 The Contractor shall, at the request of NRC, remove from the work site any employee who, in the opinion of NRC, is incompetent, a security risk, a safety risk or has displayed improper conduct on site. The Contractor shall replace such staff immediately with acceptable substitutes.

7. Conversion of Floor
Covering

- .1 There will be no adjustments made to the contract amount where the existing floor covering is converted to another type during the term of the contract.

8. Assigned Space

- .1 NRC will provide the Contractor with such space as is considered necessary by NRC for the performance of the Contractor's duties without undue inconvenience, typically at least one Janitor Room or Closet per floor.
- .2 The Contractor must not list, publicize or use in any fashion, for business purposes, the address of a building owned by the National Research Council Canada. A telephone may be installed in the main floor Janitor Room at the expense of the Contractor but must be unlisted and must not under any circumstances appear in telephone directories or be advertised as a business telephone.

- .3 NRC will not be responsible for damage to the Contractors' supplies, materials or equipment stored in the buildings, nor for the Contractor's employees' personal belongings brought into the buildings.
9. Use of Elevators
- .1 The Contractor will be permitted the use of the freight, service and passenger elevators and shall be responsible for their safe operation. Contractor's equipment shall only be transported in the freight or service elevator, unless it is small (e.g. pails). Contractor's equipment and collected waste must not be left unattended in the elevators.
10. Light, Heat, Power and Water
- .1 NRC will supply all heat, light, power, hot water and cold water reasonably required for the work. Cold water taps are installed on the roof of the buildings' two towers and in various locations outside on exterior walls.
11. Access to Building
- .1 Only those employees, whose names appear on the Contractor's payroll will be allowed access to the site of the work (no sub-contracting permitted).
- .2 All cleaning staff employed by the Contractor, regardless of hours of work must sign IN and OUT, entering the times of arrival and departure on log sheets located at the security control desk.
12. Security Keys
- .1 All keys entrusted to the Contractor for the fulfillment of his contract must be fully protected at all times and must not be taken off the premises at any time. Keys have to be deposited with the Security staff at the end of each work shift and receipt and return will be confirmed by signature in a log.
13. Work Log
- .1 A log must be maintained in each of the two buildings by the Contractor in which he shall record on a daily basis, all of the work performed. The log shall be made available for inspection by NRC on request. Also refer to Section 1, Clause 3.3, for special and periodic cleaning.
14. Quality Standards
- .1 The Quality Standards (see Section 4) where applicable, shall be strictly adhered to. Inspections made by the NRC will be based on these standards.
15. Discrepancies
- .1 In the event of any discrepancies between different parts of this Specification with respect to the amount of work and the standards to which it is to be performed, the more stringent interpretation shall govern.
16. Change In Occupancy & Payment Adjustment
- .1 From time to time vacant areas of the two buildings may be occupied or occupied areas may become vacant. NRC will notify the Contractor ten (10) days in advance of any major changes and as soon as feasible of any minor changes. Changes which do not cross the specified occupancy levels are not eligible for contract adjustment.

.2 Adjustments of monthly payments will be made in accordance to areas occupied and based on the terms of the Contract. No adjustments will be made for changes within an area category (see appendix B and the Bid Form). Unoccupied rooms shall be cleaned at least once semi-annually in accordance with the requirements of this specification without any adjustment of the Contract price. Adjustments will only be made for areas being added or deleted to or from the routine daily and weekly cleaning operations.

.3 NRC has constructed another building adjacent to the existing WPG01 building. Due to the nature of the building, the occupancy varies and turns over as clients change. The interior of the WPG02 building is similar to that of the existing building, except for a significantly reduced amount of stainless steel finish. The cleaning areas and floor finishes are shown in Appendix "B", page 2 of 2. The contractor shall make allowance in the bid for the cleaning of this new building. The occupied areas of the new building shall be covered by this contract. Appropriate adjustments in the contract amount will be made in accordance with the buildings changing occupancy. See appendix B for occupancy details. NRC reserves the right to remove WPG02 from the cleaning contract, if written notice is given by NRC to the Contractor at least ninety days (90) prior to removing WPG02 from Contract.

17. Period of Contract

- .1 The contract term will be for a two year period (1 February 2017 to 31 January 2019) inclusive, subject to contract award prior to the indicated commencement date.
- .2 Prior to commencement of the work, the Contractor shall seek a meeting on site with NRC's representative to review site conditions and discuss the execution of the work.

18. Extension of Contract

- .1 The term of the contract may be extended at the option of NRC by three (3) one (1) - year periods on the same terms and conditions, if written notice is given by NRC to the Contractor at least thirty (30) days prior to the date of completion of the contract.

19. Pre-Tender Site Visit

- .1 A pre-tender site review visit will be held on location at 435 and 445 Ellice Avenue, Winnipeg, Manitoba. Time and date will be indicated on "Invitation to tender". Attendance at the pre-tender meeting is mandatory. Tenders of bidders not attending the pre-tender site meeting will be rejected.

Section 2 - Operations and Frequencies

1. Exterior
 - .1 Dally
 - .1 Remove graffiti and posters from exterior walls, doors, and windows at street level.
 - .2 Clean and polish outside aluminium fittings, stainless steel door trim signs, ornamental metal work, metal entrance doors and push bars.
 - .3 Clean glass and sashes on both sides of entrance doors.
 - .4 Sweep and keep clear of debris all entrances and exits, including loading dock, garbage room and underground parkade overhead door entry and exit areas.
 - .5 Pick up litter and debris on grounds, sweep up broken glass.
 - .6 Clear snow, slush and ice from all entry and exit doors, emergency exit pathways and area wells, spread de-icing pellets over slippery walking and ramp areas.
 - .2 Weekly
 - .1 Clean glass and sashes on both sides in entrance sidelights and Atrium east wall on main floor level.
 - .3 Monthly
 - .1 Clean air intake and exhaust grills.
 - .2 Remove dust, debris and cobwebs from area wells, vent openings and service passages.
 - .3 Wash exterior granite retention walls, light bollards and metal doors and frames except during the winter season. Use mild detergent if necessary; avoid damaging any plants.
 - .4 Semi-Annually
 - .1 All exterior free standing signs shall be cleaned by washing with a mild detergent, rinsed and wiped dry. No abrasive cleaners are to be used.
2. Interior - General
 - .1 The operations specified in this section are more particularly defined in Section 4, titled Tasks and Quality Standards.
3. Floors - General
 - .1 Preliminary Instructions
 - .1 Chairs, wastepaper baskets, etc., must not be placed on desks, tables or work benches during cleaning operations.
 - .2 Care must be taken not to allow cleaning solutions to seep under furniture legs, filing cabinets, partitions or equipment.
4. Floors - Resilient
 - .1 General
 - .1 Remove gum and other foreign residues daily.

4. Floors - Resilient

.2 Office Areas

- .1 Sweep all floors daily with antistatic mop.
- .2 Damp mop or wipe all floors to remove spills, salt (sodium and calcium chloride) etc., daily.
- .3 Spray buff in front and behind counters, in desk wells and traffic lanes monthly.
- .4 Wet or dry scrub on a full floor basis twice per year.

.3 Corridors

- .1 Sweep all floors daily with antistatic mop.
- .2 Damp mop floors to remove spillage, salt (sodium and calcium chloride) etc., daily.
- .3 Spray buff weekly.
- .4 Machine scrub on a full floor basis annually.

.4 Laboratories

- .1 Sweep daily with antistatic mop.
- .2 Wash floors weekly.
- .2 Spray buff traffic areas monthly.
- .3 Machine scrub and spray buff on a full floor basis semi-annually.

5. Floors - Terrazzo

.1 Atrium, Mailroom, Hallways, Washrooms and Locker Rooms

- .1 Sweep all floors daily.
- .2 Remove gum and other foreign residue daily.
- .3 Damp mop all floors to remove spillage, etc., daily; during winter time damp mop several times daily in the vicinity of the main reception (security) counter to mop up water from melting snow and to remove sand and de-icing compound. Damp mop complete washroom floors daily.
- .4 Wash and buff all floors weekly.
- .5 Strip and reseal all floors twice annually on Saturdays in the month of May and November, unless otherwise scheduled by NRC's representative, repeat operation around main reception counter in between due to high traffic wear. Sealer shall have non-slip characteristics, must be formulated for use on terrazzo floors and shall be applied in accordance with the manufacturer's recommendations.

6. Floors - Concrete
(Sealed, painted or epoxy coated)

.1 General

- .1 Sweep and damp mop floors weekly, if required more frequently.
- .2 Remove gum and other foreign residue daily.
- .3 Wash all floors weekly.
- .4 Machine scrub semi-annually.

.2 Truck Bay and Garbage Room

- .1 Remove spilled garbage and debris daily.
- .2 Sweep up sand, gravel, etc. and scrub weekly, using water hose to rinse.

6. Floors - Concrete

.3 Underground Parkade

- .1 Pick up debris and waste daily.

Note: Parkade power sweeping and floor washing will be done by others as determined by NRC.

.4 Miscellaneous Storage Areas

- .1 Designated basement and second floor storage areas and miscellaneous small non-electrical/mechanical rooms: Sweep and damp mop twice annually.

7. Carpeting and Rugs

.1 General

- .1 Report to NRC's representative spots on carpeting and rugs that cannot be removed by normal means and any damage to or lifting of carpeting.
.2 Clip loose threads during vacuuming operation.
.3 Dust bases of free standing screens.
.4 Pick up debris daily.

.2 Office

- .1 Vacuum every second day traffic lanes and desk wells in general working areas and private offices.
.2 Vacuum once weekly all carpeting and rugs on a full floor basis.
.3 Where T mats (carpet protectors) are used, remove, vacuum carpet, clean T mat and replace.

.3 Corridors, Lobbies, Reception Areas, Elevators

- .1 Vacuum daily on a full floor basis.

.4 Vestibules and Lobbies - Mats

- .1 Clean by hot water or steam extraction method monthly.

8. Walk-Off Mats

.1 General

- .1 The Contractor must use an industrial type, wet and dry vacuum cleaner equipped with the proper floor tool and of sufficient suction to remove wet or dry sand, water, etc., from the mats.
.2 Vacuum mats before 07:30 hours and again at 14:00 hours daily. During inclement weather, vacuum mats more often if necessary.
.3 Mats shall be in place from November 1 to May 31 inclusive. In case of unusual weather conditions, NRC may shorten or extend the period.

.2 Daily

- .1 Vacuum and remove stains from all mats.

8. Walk-Off Mats

Monthly

- .1 Shampoo all mats. Mats are to be removed to a designated location for this operation. Use wet extraction or steam vacuuming. Reinstall mats when dry.

9. Miscellaneous

.1 Daily

- .1 Spot clean stainless steel trim, columns, planters and fixtures.
- .2 Damp wipe public telephone booths and clean glass.
- .3 Dust display cases and spot clean glass.

.2 Weekly

- .1 Damp wipe window sills and draft deflectors.
- .2 Dust open radiators, remove debris from behind and underneath. Damp wipe baseboard radiator enclosures.
- .3 Spot clean and polish all stainless steel columns.

.3 Every Two Weeks

- .1 Clean exterior sash of notice boards and wash glass.
- .2 Wash display case glass.

.4 Monthly

- .1 Clean and polish all aluminum, chrome and stainless steel (full height).

.5 Quarterly

- .1 Dust or vacuum ledges, tops of partitions, pipes and other high areas including tops of hanging and wall mounted light fixtures and conduit above floor level.
- .2 Clean all air intake grills, air diffusers and metal surrounds using a detergent solution or solvent.
- .3 Wash all open radiators.
- .4 Clean exposed radiator and convactor covers.

.6 Semi-Annually

- .1 Wash exterior surfaces of exposed air ducts.

10. Entrances and Lobbies

.1 General

- .1 Keep free of debris.
- .2 Clean furniture as stipulated for office furniture.
- .3 Mats are to be removed or rolled up to complete floor cleaning operations.

.2 Daily

- .1 Clean both sides of door glass, including stainless steel trim.
- .2 Clean surface and between bars of foot grills.
- .3 Remove gum and other foreign residue.
- .4 Sweep and wash floors. Provide additional damp mopping of floors during inclement weather.
- .5 Damp clean counters, pedestals and ledges.

10. Entrances and Lobbies
- .3 Weekly
 - .1 Sweep, spray buff and re-sweep floors.
 - .2 Clean both sides of all glass windows and metal surrounds.
 - .4 Monthly
 - .1 Remove foot grills and clean out recessed pan and drain.
 - .2 Wash granite walls. Clean glass and stainless steel above doors including transoms.
 - .3 Clean both sides of balustrade glass.
 - .4 Wash glass in spiral staircase.
11. Stairs and Landings
- .1 Daily (from main floor to basement)
 - .1 Sweep stairs and landings.
 - .2 Damp mop stairs and landings.
 - .3 Spot clean glass in spiral staircase.
 - .4 Vacuum spiral stair treads.
 - .2 Weekly (from main floor to 4th floor)
 - .1 Sweep stairs and landings.
 - .2 Remove gum and other foreign residue.
 - .3 Wash stairs and landing.
 - .4 Wash hand rails, vertical grills, baseboards, stringers and ledges.
12. Passenger Elevators & Freight Elevators
- .1 Daily
 - .1 Clean stainless steel.
 - .2 Dust interior of cab and remove finger marks, smudges and stains on doors, door frames, glazing and walls including control panel.
 - .3 Scrape and vacuum clean door sill/track grooves in both the cab and on each landing.
 - .4 Sweep and damp mop floors when mats not in use.
 - .5 Vacuum carpet and mats when in use.
 - .6 Remove gum and other foreign residue from floors.
 - .7 Spot clean glass and mirror surrounds.
 - .2 Weekly
 - .1 Clean glass and mirror surfaces in entirety.
 - .2 Clean and polish stainless steel doors and trim.
13. Washrooms & Locker Rooms
- .1 General
 - .1 Washrooms shall be patrol cleaned and empty dispensers replenished at 0700 and after lunch time.
 - .2 Blocked toilets, sinks, urinals and drains to be cleared immediately by use of a plunger. If plumbing work is necessary, notify NRC representative.

13. Washrooms & Locker Rooms

.2 Daily

- .1 Remove gum and other foreign residue.
- .2 Sweep all floors.
- .3 Damp mop with a germicidal solution.
- .4 Damp wipe counters.
- .5 Remove all trash from strainers in base of urinals.
- .6 Wash toilet seats (both sides), bowls, urinals, shower basins, washbasins and underside of washbasins using a germicidal detergent.
- .7 Clean and disinfect all water taps, dispensers, door plates, flush valves and the exterior of wastepaper and refuse receptacles.
- .8 Clean shelves, high ledges, mirrors, window stools and exposed piping.
- .9 Spot clean walls, partitions and doors to remove finger marks, graffiti and other marks.
- .10 Empty sani-cans, wash, disinfect and replace bags.
- .11 Empty all wastepaper receptacles.
- .12 Empty refuse receptacles and insert new plastic bags.
- .13 Replenish soap containers, toilet paper, linen and paper towel dispensers.

.3 Weekly

- .1 Wash on both sides partitions and partition doors and, the ceramic walls enclosed by the partitions using a germicidal detergent.
- .2 De-scale toilet bowls and urinals.
- .3 Urinals - for special instructions see Section 3 Special Requirements, Clause 1.2.

.4 Monthly

- .1 Machine scrub floors and rinse with a germicidal solution.
- .2 Wash and disinfect wastepaper and refuse receptacles including metal containers.
- .3 Wash all walls.
- .4 Place one 24 oz. deodorant block in wall holder where installed.
- .5 Pour a pail of clean water into floor drains.
- .6 Damp wipe locker doors.

.5 Semi-Annually

- .1 Strip and refinish floors.

.6 Annually

- .1 Dust or vacuum ceilings, fixture grilles.
- .2 Clean vents and gratings.

14. Venetian Blinds

.1 Quarterly

- .1 Dust venetian blinds.

15. Drapes
- .1 Quarterly
 - .1 Vacuum drapes.
16. Counters, Conference and Meeting Room Table Tops
- .1 Daily
 - .1 Damp wipe and polish as required.
 - .2 Weekly
 - .1 Clean counter facings, metal wickets, partitions and table legs.
17. Interior Glass
- .1 Daily
 - .1 Spot clean all glass doors, glass in fire doors, glass partitions and/or glass panels in partitions.
 - .2 Semi-Annually
 - .1 Wash both sides of glass partition and/or glass panels in partitions and fire doors.
18. Furniture and Fixtures
- .1 Preliminary Instructions
 - .1 Papers, files, equipment and any other items left on furniture shall not be disturbed by the cleaning staff.
 - .2 Daily
 - .1 Dust horizontal surfaces.
 - .2 Dust and damp wipe as required telephone receivers.
 - .3 Dust and remove finger marks and stains from vertical and horizontal surfaces of boardroom, conference room, meeting rooms and executive office furniture.
 - .4 Spot clean finger marks and stains from glass topped furniture.
 - .5 Spot clean outside surfaces of lockers, storage and filing cabinets.
 - .6 Spot clean bookcase glass doors.
 - .7 Dust empty stacks and shelves.
 - .8 Dust pictures and wall hangings (excluding paintings and art objects).
 - .9 Spot clean and tidy lobby and waiting area seating and tables.
 - .3 Weekly
 - .1 Dust and remove stains from vertical surfaces.
 - .2 Clean and polish boardroom, conference room, meeting room and executive furniture.
 - .3 Dust tops of lockers and storage cabinets.
 - .4 Clean interior of clothes closets.
 - .5 Wash boot trays and/or boot shelves during inclement weather.
 - .4 Monthly
 - .1 Vacuum upholstered furniture.

18. Furniture and Fixtures

.2 Remove and clean on both sides, all glass or plastic plates covering furniture and dust tops of furniture before replacing plates.

.5 Semi-Annually

- .1 Clean and polish both sides of bookcase glass doors.
- .2 Damp wipe and disinfect telephone receivers.

.6 Semi-Annually

- .1 Clean using an approved product all leather, vinyl and leatherette upholstered furniture in executive offices, boardrooms, lobby and waiting areas.
- .2 Vacuum upholstered free standing screens.
- .3 Dust ledges inside desk wells.

19. Waste Receptacles.1

General

.1 Supply and replace, when dirty or torn, plastic bags of correct size in garbage cans and waste receptacles.

.2 Every Second Day

- .1 Empty and damp wipe exterior of wastepaper baskets.
- .2 Empty garbage cans and waste receptacles.
- .3 As required, empty recycling bins for glass, aluminium cans into designated holding bags.

.3 Weekly

- .1 Wash and disinfect garbage cans, waste receptacles and can and glass container bins including liners, metal and glass recycling bins.
- .2 Empty office paper-recycling bins, where required, into designated holding containers, remove bags from large paper recycling bins when full, store in designated area and replace special plastic bag (provided by NRC).

.4 Semi-Annually

- .1 Wash and disinfect wastepaper baskets and paper recycling bins.

20. Cigarette Urns

.1 General

.1 Remove debris during early morning and mid-afternoon inside and outside of main entrance lobby and Loading Dock man door.

.2 Daily

- .1 Remove debris from urns, damp wipe interior, clean and polish chrome parts.
- .2 Remove debris from interior of urn base.

21. Doors, Door Frames, etc.
- .1 Weekly
 - .1 Clean finger marks from doors and door frames.
 - .2 Clean glass inserts.
 - .2 Monthly
 - .1 Clean non-metallic kick and hand plates using a detergent solution.
 - .2 Clean metal push bars, kick and hand plates using the appropriate cleaner.
 - .3 Dust door grills.
 - .3 Semi-Annually
 - .1 Wash door grills.
 - .2 Damp wipe doors and frames.
22. Emergency Fire Equipment
- .1 Semi-Annually
 - .1 Clean interior of hose cabinet
 - .2 Clean and/or polish fire extinguishers.
 - .3 Clean both sides of cabinet door glass.
 - .4 Dust wall hung equipment.
23. Water Fountains
- .1 Daily
 - .1 Wash and disinfect. Odour of disinfectant must not be objectionable. Polish chrome and stainless steel parts.
24. Walls, Partitions and Baseboards
- .1 Daily
 - .1 Remove finger marks, smudges and stains from painted walls and partitions.
 - .2 Spot clean vinyl and plastic laminate covered walls, doors and partitions.
24. Walls, Partitions and Baseboards - continued
- .2 Weekly
 - .1 Dust granite walls, columns and frames.
 - .2 Spot clean fabric and carpeted walls, columns, screens and partitions.
 - .3 Dust baseboards, ledges and moulding.
 - .3 Semi-Annually
 - .1 Vacuum fabric covered partitions, walls and columns.
 - .2 Wash granite clad wall in main entrance vestibule.
 - .4 Annually
 - .1 Wash all vinyl and plastic laminate covered and painted walls, partitions and columns.

25. Janitor Rooms & Closets

- .1 General
 - .1 To be kept free of debris.
 - .2 Mops to be washed clean before storing. All other equipment to be kept clean and materials neatly stored.
- .2 Daily
 - .1 Sweep and wash floors.
 - .2 Wash and disinfect sinks.
- .3 Annually
 - .1 Wash walls, shelves, etc.

26. Freight Receiving
Areas, Loading Dock
and Freight Elevator

- .1 Daily
 - .1 Remove debris abandoned in areas and place in garbage containers. Sweep floors.
- .2 Weekly
 - .1 Wash floors.
 - .2 Hose down truck bay.
- .3 Semi-Annually
 - .1 Machine scrub upper Loading Dock area.

27. Garbage Room

- .1 General
 - .1 Cardboard containers designated for disposal must be flattened before placing into bulk-lift units.
 - .2 Contents of ashtrays must be stored in a separate metal container overnight before emptying into garbage.
 - .3 Garbage stored in plastic bags or garbage cans must be placed at pick-up point prior to scheduled garbage collection.
 - .4 The Contractor must not store equipment in the garbage room.
 - .5 Close bulk-lift unit covers after depositing waste.
- .2 Daily
 - .1 Empty all garbage and wastepaper designated for disposal into bulk-lift units, plastic bags or garbage cans, depending on system in use in garbage room.
 - .2 Sweep floor after removal of garbage and pick-up any debris dropped between the garbage room and point of loading on truck.
- .3 Weekly
 - .1 Wash and disinfect floor.

28. Building Operations

- .1 Report any and all maintenance repairs required to the building, heating system, plumbing, electrical or water systems to the NRC representative.

29. Rest Areas

.1 General

- .1 Patrol clean twice daily and more often if necessary.

.2 Daily

- .1 Wash all furniture, tables, chairs, sinks, etc.
- .2 Sweep and wash floors.
- .3 Vacuum carpets.
- .4 Replenish all soap, paper and/or linen towel in dispensers.
- .5 Empty, wash and disinfect garbage cans and paper receptacles, replace plastic bags.
- .6 Spot clean all walls, doors, partitions and exterior of cupboards.

.3 Weekly

- .1 Spray buff floors.

.4 Semi-Annually

- .1 Strip and refinish floors.

30. Cafeteria

.1 General Instructions

- .1 This area includes the vending machine space and the adjacent (occasionally used) residential type kitchen.

.2 Daily

- .1 Clean-up spills (after lunch and coffee breaks).
- .2 Remove gum and other foreign residue from floor.
- .3 Sweep on a full floor basis (0630), damp mop where required; remove tables, chairs and tray carts as necessary.
- .4 Damp wipe table and counter tops, vending machine fronts and tops, and spot clean chairs (0630).
- .5 Damp wipe inside and outside of microwave ovens.

.3 Weekly

- .1 Wash and spray pray buff on a full floor basis, including kitchen.

.4 Monthly

- .1 Wet or dry scrub and refinish on a full floor basis.
- .2 Damp wipe complete tables and chairs including frame and base, including kitchen counter and appliances.

.5 Semi-Annually

- .1 Strip and refinish on a full floor basis.

31. First Aid Room

.1 Daily

- .1 Dust off furniture and window stools.
- .2 Empty and disinfect all receptacles.
- .3 Wash all glazed surfaces and counter.
- .4 Wash and disinfect all accessories including sinks, hand basins, mirrors, dispensers, etc.

31. First Aid Room
- .5 Replenish soap containers, toilet paper, linen and/or paper towel dispensers.
 - .6 Sweep total area.
 - .2 Weekly
 - .1 Wash floor with disinfectant solution.
 - .3 Monthly
 - .1 Dust all ledges.
 - .2 Vacuum all drapes.
 - .3 Spray buff floors.
 - 4. Semi-Annually
 - .1 Wash walls and baseboards.
32. Showers
- .1 Daily
 - .1 Remove all pieces of soap and other foreign matter.
 - .2 Wipe down walls using a cleaner disinfectant and rinse with clear water.
 - .3 Scrub floor using a cleaner disinfectant and rinse with clear water.
 - .4 Report any stoppages or leaks.
 - .2 Weekly
 - .1 Wash down walls using soap less detergent containing "sequestering agents" to remove soap and scum and rinse with clear water.
 - .2 Scrub floor using a soap less detergent containing "sequestering agents" to remove soap scum and rinse with clear water.
 - .3 Polish handles, showerheads and other fixtures.
33. Electronic Data Processing Areas and Similar Areas
- .1 General
 - .1 Area includes Computer Rooms, Terminal Rooms, Special Equipment Control Rooms (usually with raised floors).
 - .2 Flooring - plastic laminate tiles. This flooring contains "anti-static" properties and is not to be sealed, waxed or have a floor finish applied to it.
 - .3 The vacuum cleaner used in this area will be of the industrial canister type equipped with a three prong grounded plug and non-metallic floor tools. The filter is to be cleaned after each operation. The vacuum cleaner shall have an exhaust air filter.
 - .4 **CAUTION:** Malfunctioning equipment is to be immediately removed from the area and replaced so that the extremely sensitive nature of the computer and research equipment is not affected.
 - .5 Damp mopping - use a mop, well wrung out in clear water so that there will be no seepage under the equipment or between the tiles. The water is to be changed frequently during each operation and mops are to be washed and well rinsed on completion of the work.

33. Electronic Data Processing
Areas and Similar Areas
- continued

- .6 Cleaning - a special cleaning agent formulated for computer floor tiles is required to remove scuff marks and spots. NRC will provide this special cleaner. If applied to a larger area, special arrangements have to be made with the NRC representative to ensure venting of the affected area, which may also affect normal room operations.
- .7 Some of these areas may contain special equipment which may be affected by cleaning operations with subsequent disturbances to ongoing research experiments. If the rooms are secured permanently, or appropriate instructions have been issued by NRC, arrangements must be made with NRC's representative to schedule cleaning activities in each case in advance.

.2 Daily

- .1 Vacuum entire floor area paying particular attention to the area around the base of equipment, baseboards and corners.
- .2 Spot clean floor as required.

.3 Weekly

- .1 Wash and disinfect refuse and wastepaper containers weekly.
- .2 Damp mop the entire floor area.
- .3 Vacuum and damp mop ramps.
- .4 Remove dust from furniture and shelving.

.4 Semi-Annually

- .1 Damp wipe air conditioner unit housing.
- .2 Clean air diffusers.
- .3 Thoroughly clean floor tiles with special cleaning agent.
- .4 Wash doors and doorframes.

34. Light Fixtures (Washing)

- .1 Wash interior of building light fixtures including bulbs and tubes once per year (excluded areas: upper atrium, truck bay, radioactive waste and chemical storage rooms, underground parking, electrical and mechanical rooms.
- .2 Luminaire Cleaning (Annually)
Clean all luminaires in building as follows:
 - .1 Carefully remove lenses, louvres and lamps.
 - .2 Make lights shockproof by turning off breakers, or cover sockets with tape.
 - .3 On open fixtures, clean heavy deposits from the tops of luminaire with a vacuum.
 - .4 Wash entire luminaire with soap, clean warm water and a soft lint free cloth or sponge, finish with a clean destaticizing rinse to remove all residual dirt and soap solution (destaticizing compound shall be cirsol, methanol or approved equal).
 - .5 Wash lenses and louvres in a similar fashion.
 - .6 Reinstall lamps, lenses and louvres; and ensure that none get soiled during installation.

34. Light Fixtures (Washing)
- continued

- .7 Luminaires and all components shall be free of dust, finger marks, streaks, etc.

35. Relamping

- .1 General
 - .1 Replace burnt out fluorescent tubes, incandescent bulbs, exit lights and bulbs in table lamps on a daily basis as required with the same type and wattage as existing unless instructed differently by NRC's representative. All lamps will be supplied by the NRC.
 - .2 Dry wipe tubes, bulbs and shielding to remove accumulated dust and insects when making replacements; damp wipe and clean lenses with antistatic cleaner; remove finger prints on lens and fixture or surrounding ceiling.
 - .3 This applies to all areas of the building including areas that are excluded from general cleaning.
 - .4 Supply all equipment necessary for re-lamping of tubes and bulbs.
 - .5 The Contractor is not responsible for re-lamping nor the provision of tubes or bulbs in units which form an integral part of the furniture, office equipment, specialized electrical apparatus.
 - .6 Excluded area: Upper atrium (under skylight), truck bay, radioactive waste and chemical storage rooms, electrical and mechanical rooms, special rooms as may be designated from time to time by NRC's representative.
 - .7 It is not expected there will be any significant re-lamping in the WPG02 building during the 2017-2019 contract term.

36. Snow Removal

- .1 Clear snow, slush, ice, accumulated sand or gravel from entrances, ramp, exits, steps, sidewalk, area wells and loading areas to ensure safe access of the public and building occupants.
- .2 Spread de-icing pellets or calcium chloride (supplied by NRC), mixed with sand (supplied by NRC) as required over icy and slippery surfaces.
- .3 Snow cleaning/removal is to be completed by 0730 hours daily at main entrance and north side ambulance entrance and at 0800 hours at all other entrances and exits on regular working days. Special attention is to be given to emergency exits including exit paths. If hazardous conditions exist after these deadlines, NRC reserves the right to have the snow cleared/removed by others and all costs incurred will be deducted from the Contractor's monthly payment. Additional snow cleaning/removal is to be performed during the course of regular working hours as required.
- .4 The Contractor will supply all labour and tools needed to fulfill these conditions, and shall, if necessary, make appropriate arrangements for any emergencies.

Note: NRC is contracting out major snow removal operations after more than 5 cm of snowfall or build-up of large snow drifts to a snow removal contractor, however, manual snow clearing of immediate access areas and emergency exit paths shall proceed in accordance with clause 6.1 between major snow clearing

operations or when major snow clearing has not commenced by 0730 hours on regular working days.

37. Grounds - General

- .1 Keep all areas, grounds, landscaped areas, paved and unpaved parking including ramp and underground parking, municipal sidewalks, drains and ditches free of debris and litter.
- .2 Grounds cleaning is to be done daily during periods without snow cover and weekly during periods with snow cover, unless inclement weather conditions prevail.
- .3 Cleaning staff is to be provided with all required tools for this work.
Note: Broken glass and syringes may be encountered on the grounds. Such items are to be placed in a suitable container before placing into waste bin in garbage room. The Contractor is responsible for appropriate protection of his staff to avoid direct contact with such items.

Note: NRC is contracting out grounds (landscape) maintenance under a separate contract. Under that contract, grounds cleaning will be done by the landscape contractor weekly. However, this does not relieve the Contractor from grounds cleaning requirements stipulated above on days when this work is not performed by the landscape contractor.

Section 3 - Special Requirements & Instructions

1. Supplies

- .1 The Contractor shall supply all material, tools, and equipment necessary to execute the work satisfactorily, including toilet tissue and paper towels (both of reasonable quality), hand soap compatible with existing soap dispensers (WPG01 - GOJO foam dispensers, WPG02 - lotion type soap dispensers), deodorant cakes, sani bags and biodegradable plastic bags, sanitary napkins and tampons for the dispensers, etc.
- .2 The Contractor shall supply natural organic enzyme urinal tablet. To be used as directed by the manufacturer. (The product shall be non-acid and non-caustic).

2. Equipment

- .1 Cleaning equipment must be in good operating condition at all times. The appearance, cleanliness and suitability for the job, of all equipment shall be subject to approval by NRC's representative or his designate.
- .2 The Contractor shall supply only new or recently restored to good condition, vacuum cleaners equipped with power brush and standard accessories (various types of nozzles and brushes). Noise level shall not exceed 68 db @ 1.8m, all in sufficient number and suitable to perform the work. Special attention will be given to filter bags and filtering of exhaust to keep dust to an absolute minimum.
- .3 The Contractor shall supply all other required equipment in new or excellent condition, which is necessary to perform the work, such as wet extraction vacuuming equipment, buffers, etc.

3. Building Security

- .1 Authorized access to building:
Contractor's staff to enter and exit buildings via main entrances only. All cleaning staff employed by the Contractor, regardless of hours of work, must sign IN and OUT and, enter the times of arrival and departure in registers or on sheets so provided at the security desk.
- .2 The Contractor is responsible for the maintenance of security in the building to the extent of closing and locking interior doors which the Contractor is unlocking or opening with keys and access cards provided to him by NRC for the purpose of performing the work.
- .3 Each area shall be locked again immediately after cleaning operation has been completed. Normally secured doors shall be closed and locked immediately after entering or exiting.
- .4 The Contractor and his staff must not provide access through normally secured doors to any other persons.

- .5 The Contractor and his staff must never remove any keys or access cards from the building or make copies of keys.
 - .6 Fire doors and normally locked doors shall be kept closed at all times. (Do not prop doors open).
4. Uniforms
- .1 All day cleaning personnel employed in this building shall be uniformed as follows:
 - .1 Heavy Duty Cleaners - Industrial type matching shirt and trousers or coveralls. The company name or crest to be affixed to the shirt or coveralls.
 - .2 Light Duty Cleaners - Duster coat (smock) with the company name or crest affixed.
 - .3 Uniforms shall be neat and clean at all times.
 - .4 Special picture security badges provided by NRC must be worn at all times in a visible manner.
5. Building Cleaning Operations
- .1 Routine Cleaning Operations
 - .1 Deploy the following minimum day time cleaning staff to perform designated duties during the hours of building operations on regular working days (Mondays to Fridays) from 0600 hours to 1530 hours, including 1/2 hour lunch break:

At present the size of WPG01 building area requiring routine cleaning, i.e. occupied rooms, common and storage areas, etc., comprises 76% of potential total cleaning area (refer to attached drawings), for a total of 28 cleaning hours per day:

One (1) cleaner - 0600 hours to 1430 hours.
One (1) cleaner - 0600 hours to 1430 hours.
One (1) cleaner - 0700 hours to 1530 hours.
One (1) cleaner - 0630 hours to 1500 hours. - hours to be divided throughout the day between WPG01 and WPG02 (total of 4 cleaning hours at each building per day).

Above 85% of potential total building area requiring daily cleaning, will require the 0630-1500 shift to increase to 8 hours per day at WPG01, for a total of 32 cleaning hours while maintaining 4 cleaning hours per day at WPG02.

Note: The current level of building occupancy at WPG01 is about 93 persons.
 - .2 The WPG02 building is to be performed at four (4) cleaning hours per day for 0% - 50% of potential total cleaning area. Between 51% and 75% occupancy the minimum staff level shall be one cleaner (8 cleaning hours per day). At present the size of WPG02 building area requiring routine cleaning comprises 40% of potential cleaning area.

Note: The current level of building occupancy at WPG02 is about 12 persons.

-
6. Special & Periodic Tasks
- continued
- .3 If operational conditions necessitate, e.g. when stripping and resealing the terrazzo floor in the WPG01 building atrium, evening or weekend work may be required for these tasks. In such cases, advance appropriate arrangements must be made with NRC's representative or his designate.
7. Special Cleaning Conditions
- .1 Main and North Entrance and Lobby
Refer to Section 2, Clause 8.1.1-8.1.2, under Operations and Frequencies (vacuum mats at 0730 hours and again at 1400 hours). This frequency shall also apply to entrance area floors. Damp mop floors at 0930 and again at 1430 hours.
- .2 Passenger Elevator Lobby in Basement - Additional work performed during November to April by vacuuming the passenger elevator lobby in the basement (Parkade) 1000 hours and again at 1500 hours.
8. Cleaning on Request
- .1 Restricted laboratories.
.2 Walk-in coolers.
.3 Hallway closets between laboratories
.4 Coat closets.
.5 Conference rooms, main washrooms near front entrance and Atrium area (multiple same day cleaning between special events when required).
.6 Laboratory tables and cabinets (when empty).
9. Excluded Areas
- .1 Electrical and mechanical rooms.
.2 Special rooms as shown under *Type of Flooring*
.3 Cafeteria kitchen.
.4 Parking lots (Exterior & Underground) - except to the extent stipulated in this specification. Power sweeping and pressure washing in these areas will be performed under a separate contract by others.
10. Excluded Furniture, Equipment & Objects
- .1 Laboratory tables, cabinets and equipment (sinks are to be cleaned), unless empty and then on special request.
.2 Mechanical, electrical and electronic equipment.
.3 Art objects.
.4 Live Plants.
.5 Souvenirs and paraphernalia.
11. Garbage Removal Exclusions
- .1 Construction material and debris (unless minor in quantity).
.2 Furniture and equipment crates (unless very small or cardboard).
.3 Obsolete furniture and equipment.
.4 Chemical and hazardous substances and their containers.

5. Building Cleaning Operations
- continued
- .2 The supervisor cleaner located by the Contractor at WPG01 must have the authority to receive and carry out contract relevant instructions given by NRC's representative, whether or not this involves minor changes to the specification.
- .3 One of the Contractor's full time cleaners at WPG01 shall have a supervisor function, with the ability to communicate effectively in the English language, both orally and in writing. Under normal conditions, NRC's representative or his designate will communicate with the Contractor's site supervisor with respect to the work requirements of this specification.
- .4 In the event that the NRC representative or his designate is not satisfied with the performance under this contract, the Contractor shall dispatch upon request a representative with the appropriate authority to effect that the requirements of this specifications are met.
- .5 The Contractor shall supply to NRC's representative or his designate, fifteen (15) days before the first of each month (unless there is no change from one month to another), a list of all his employees at the building with an indication of their functions and hours of work.
- .6 If an employee of the Contractor does not work his or her full shift for whatever reason; the Contractor shall provide immediately a suitable temporary replacement. The total number of routine cleaning hours per day, based on the stipulated minimum number of cleaners, shall be met daily, if necessary through extension of the normal working period of the affected shift. Deductions will be made from Contract payments for non-performed cleaning hours.
6. Special & Periodic Tasks
- .1 Scheduled Cleaning Operations
- .1 Routine cleaning operations will be performed between 0600 and 1530 hours Monday through Friday (also see Section 3, Clause 5.1). Deviations from this are subject to approval of NRC's representative.
- .2 All scheduled special and periodic cleaning tasks shall be carried out by additional staffing hours, in accordance with the approved Schedule of Operations. A minimum of 200 cleaning hours per year shall be expended at the present extent of WPG01 building occupancy (between 71% and 85%); a minimum of 300 cleaning hours shall be expended per year for this type of cleaning when the occupancy increases above 85%.
- At the WPG02 building, a minimum of 60 extra cleaning hours per year shall be expended for special cleaning tasks under a 51%-100% occupancy rate, and 40 hours under an occupancy rate of 50% or less.

12. Laboratory Cleaning

- .1 It is imperative that all special laboratories are cleaned under supervision and authorization of the occupant. It is therefore essential that the cleaning staff is able to communicate fluently and effectively. As far as is practical and feasible, special arrangements will be made with the occupants of individual laboratory rooms to establish routine cleaning schedules for each laboratory room, however such schedules may be subject to change depending on the nature of research work.

Note: Some dry lab type laboratories in the WPG01 building are used as office space and may have carpet as floor covering. Such areas are to be treated in the same manner as office space.

13. Floor Finish

- .1 There shall be no floor finish (e.g. wax) applied on resilient flooring.

14. Stainless Steel Finish

- .1 No oil or paste shall be used to polish stainless steel, except to remove stubborn stains or markings. Under normal conditions, stainless steel is to be damp wiped with a mild detergent containing a polishing agent in order to achieve a uniform essentially non-oily surface finish. Any other agent shall have NRC's prior approval.

-
1. A. Furniture, Fixtures, etc. Cleaning of furniture, fixtures, equipment, structural components, etc. shall be performed as described under the heading "Tasks" numbered 1 to 8.
- B. Preliminary Instructions Papers, files and equipment left on furniture and desks shall not be disturbed. Furniture and desk tops will be cleaned and polished on arrangement. Lab tables will only be cleaned on request.

TASKS

AREAS - DETAILS
(where applicable)

QUALITY STANDARDS

- .1 Dust/Damp Wipe:
For dry dusting use treated dust cloth. For damp wiping use well wrung out cloth. Use mild detergent solution. Rinse cloth often.
- .2 High Dusting:
Treated dusting cloths are to be used in conjunction with an industrial type vacuum cleaner and appropriate accessory tools.
- .3 Wash/Clean:
Use detergent or mild degreaser solution; no abrasive cleaning agents shall be used.
- Desks, cabinets, tables, shelves, counter-tops and facings, window sills, partitions, ledges, doors and frames, pedestals, tops of lockers, storage cabinets, coat racks, picture frames, baseboards, radiators, emergency fire equipment, railings, venetian blinds.
- Ductwork, pipework, pipe hangers, conduits, grating and grillwork, ledges, beam deflectors, wall louvres, clocks, catwalks, walls (above three meters).
- Ashtrays, telephones, mirrors, furniture - glass tops, vinyl and leather upholstered furniture, glass doors, glass partitions, vestibule and entrance glass, filing cabinet and locker facings, chair framing and trim, wastepaper baskets, boot-trays, recycling containers.
- Surfaces shall be clean, free of dust, streaks, smudges and finger marks.
- Surfaces shall be clean and free from dirt, dust, insects, and cobwebs. Furniture and equipment below cleaning in progress are to be protected by drop-sheets. All workplace health and safety regulations must be strictly adhered to.
- All surfaces will be dry and polished; there shall be no visible streaks, smudges, spots and cloudiness.

1. A. Furniture, Fixtures, etc. continued

<u>TASKS</u>	<u>AREAS - DETAILS</u> (where applicable)	<u>QUALITY STANDARDS</u>
<p>.4 <u>Wash/Disinfect:</u> A quaternary germicidal solution shall be used. Approved spray disinfectants may also be utilized (not in vicinity of smoke detectors or return air grilles). Abrasive cleaners shall only be used with the approval of NRC.</p>	<p>Water fountains, sinks, taps, flush tanks and handles, toilet bowls, toilet seats (upper and underside), hinges, urinals (debris and cigarette butts to be removed), sanitary napkin receptacles (re-line with plastic disposal bags), refuse and garbage receptacles (replace with correct size plastic liner), ceramic walls and cubicle partitions in wash-rooms, handrails, soap dispensers (refill soap), toilet paper and towel dispensers (refill with appropriate good quality products).</p>	<p>Surfaces shall be dry, polished and free of streaks, water stains, spots, smudges, finger marks, residue and cloudiness. Fixtures shall have no visible evidence of soap or scale buildup. Odor of disinfectant must not be objectionable.</p>
<p>.5 <u>Clean/Polish Metalwork:</u> Only when metal surfaces are correctly identified shall appropriate cleaning agents be used.</p>	<p>Chrome, brass, stainless steel, aluminum and simulated metals (interior and exterior): panels, framing, piping, ash urns, equipment valves, door knobs, kickplates, pushbars, hand plates fittings, handrails, dispensers, railings, facings, ornamental fixtures, mail receivers.</p>	<p>Surfaces shall be free of dust, dirt, stains and residue. Surfaces shall brightly polished, non-oily and in a condition similar to the original finish.</p>
<p>.6 <u>Vacuum:</u> Use correct accessory tools.</p>	<p>Fabric upholstered furniture, fabric covered walls and partitions, drapes and whiteboard troughs.</p>	<p>Surfaces shall be free of dust and dirt. Report to NRC's Representative any fabric stained or damaged.</p>
<p>.7 <u>Spot Cleaning:</u> Use appropriate tools, cloth, cleaning agents, etc. to clean small areas.</p>	<p>Walls, partitions, glass, doors, door frames, and woodwork.</p>	<p>Surfaces shall be free of fingermarks, smudges, splashmarks, spots and graffiti.</p>
<p>.8 <u>Waste Removal:</u> A mobile waste removal or maidcart with appropriate liners shall be used, accompanied by a fireproof metal container.</p>	<p>Wastepaper baskets, washroom receptacles, recycling bins, garbage cans, cigarette urns, ashtrays.</p>	<p>Waste material shall be taken to designated garbage room and placed into bin. Contents from ash-trays urns shall be emptied into a fireproof metal container. Contents from recycling bins shall be stored as directed.</p>

2. A. Floor Maintenance,
Hard Surfaces Cleaning of hard surfaced floors shall be performed as described under the heading "Tasks" numbered 1 to 9.
- B. Preliminary
Instructions Chairs, wastepaper baskets, coat racks, etc. must not be placed on desks, tables or workbenches during cleaning operations. Care must be taken not to allow cleaning solution to seep under furniture legs, file cabinets or partitions. Any furniture and equipment moved during cleaning operations shall be returned to the correct location. Special care shall be taken to avoid false fire alarms due to inadequate dust control.

TASKS

AREAS - DETAILS
(where applicable)

QUALITY STANDARDS

- | | | |
|---|--|---|
| <p>.1 <u>Sweep/Dustmop:</u>
A dust controlled method shall be used. Mop must be treated to be antistatic.</p> | <p><u>Floors</u> - Resilient, terrazzo, ceramic, concrete.</p> | <p>Floors shall be free of dust, dirt, gum and debris.</p> |
| <p>.2 <u>Wash/Damp Mop:</u>
A germicidal floor detergent solution shall be used.</p> | <p><u>Floors</u> - Resilient, terrazzo, quarry, concrete, plastic laminate raised floor tiles, stairs and risers.</p> | <p>All surfaces shall be free of spots, stains, streaks, residues and mop strings. Care shall be taken not to leave splash marks on baseboards, walls, doors and furniture.</p> |
| <p>.3 <u>Spray Buffing:</u>
Dustmop after completion and recoat with a layer of floor finish if required.</p> | <p><u>Floors</u> - Resilient, terrazzo.</p> | <p>Floors shall be free of dust and dirt, superficial marks and streaks, and no mud dying or rippling effect caused by overspraying.</p> |
| <p>.4 <u>Machine Wet/Dry Scrub and Recoat</u></p> | <p><u>Floors</u> - Resilient, terrazzo, quarry, concrete
- only terrazzo (not Terazzo tile) requires recoating, existing resilient flooring requires no wax.</p> | <p>Floor shall be clean with no dirt, stains or heel marks visible following the scrubbing operation.</p> |

2. A. Floor Maintenance, Hard Surfaces continued

<u>TASKS</u>	<u>AREAS - DETAILS</u> (where applicable)	<u>QUALITY STANDARDS</u>
.5 <u>Strip/Refinish:</u> For removing floor finish use appropriate stripper and refinish with a water emulsion base, non-slip, self-polishing floor finish (in compliance with C.G.S.B. approved qualified products list).	<u>Floors</u> - Terrazzo.	Floor surfaces shall have been stripped of all previous floor finish, properly rinsed and neutralized before fresh floor finish is applied (2 coats minimum). There shall be no skipped areas and no evidence uneven application or splash marks on baseboards, walls, doors and furniture.
.6 <u>Strip/Reseal:</u> For removal of sealer use appropriate stripper and refinish with a water emulsion acrylic sealer.	<u>Floors</u> - Ceramic, concrete. Existing concrete floors are sealed, painted or epoxy coated.	Floor surfaces shall have been stripped of all previous sealer, properly rinsed and neutralized before fresh sealer is applied (3 coats).
.7 <u>Sweep:</u> Use appropriate hand tools for areas; use antistatic mop and resilient and finished concrete floors; use dustbane or similar product on heavily dusty floors, or vacuum.	<u>Floors</u> - Concrete or paved (unpainted - unsealed) storage areas, loading docks, steps, stairs, vestibules, paved areas, sidewalks, corridors.	All areas shall be free from dust, dirt, sand, debris and litter.
.8 <u>Scrub:</u> Power Scrub (where applicable).	<u>Floors</u> - Concrete (unpainted - unsealed), loading dock areas.	All areas shall be clean; no accumulation of water shall be left on floors.
.9 <u>Hose Down:</u> (Use loading dock and exterior water connections.	<u>Surfaces</u> - Concrete, paved or quarry tiled areas - sidewalks, driveway, ramp, and granite clad retention walls.	All areas shall be clean and not left in a flooded condition; dry polished granite surfaces.

3. A. Carpet Vacuuming and Maintenance Vacuuming of carpeted floors shall be performed as described in the following tasks numbered 1 to 2.
- B. Preliminary Instructions Any spots that cannot be removed by normal means, as well as damaged or loose carpet, opening seams, etc., shall be reported to NRC's representative.

<u>TASKS</u>	<u>AREAS - DETAILS</u> (where applicable)	<u>QUALITY STANDARDS</u>
.1 <u>Vacuum:</u> Clip loose threads during vacuuming.	<u>Floors</u> - Carpets, rugs, walk-off mats.	Carpets, rugs and mats shall be clean, free from staples, dust, superficial or embedded dirt, gum and debris.
.2 <u>Spot Cleaning:</u> Identify spots and use appropriate spot remover.	<u>Floors</u> - Carpets, rugs, walk-off mats.	Any spots and stains that cannot be removed by normal means shall be reported to NRC's representative.

4. A. Special Cleaning Special cleaning of light fixtures walls, partitions, windows, carpets, structural components, etc., shall be performed as described under the heading "Tasks" numbered 1 to 7.
- B. Preliminary Instructions Any structural, fixture, window, etc. damage observed during cleaning operations shall be reported to NRC's representative. All safety measures prescribed by National and Provincial laws and regulations must be strictly adhered to.

<u>TASKS</u>	<u>AREAS - DETAILS</u> (where applicable)	<u>QUALITY STANDARDS</u>
.1 <u>Wash/Clean:</u> Use detergent or degreaser solution. Destaticize plastic shields and louvres with Methanol or Cirsol.	<u>Light Fixtures:</u> Interior and Exterior.	Fixtures shall be free of dust, insects and greasy film. Shields shall be clear and free of cloudiness and streaks.

4. A. Special Cleaning continued

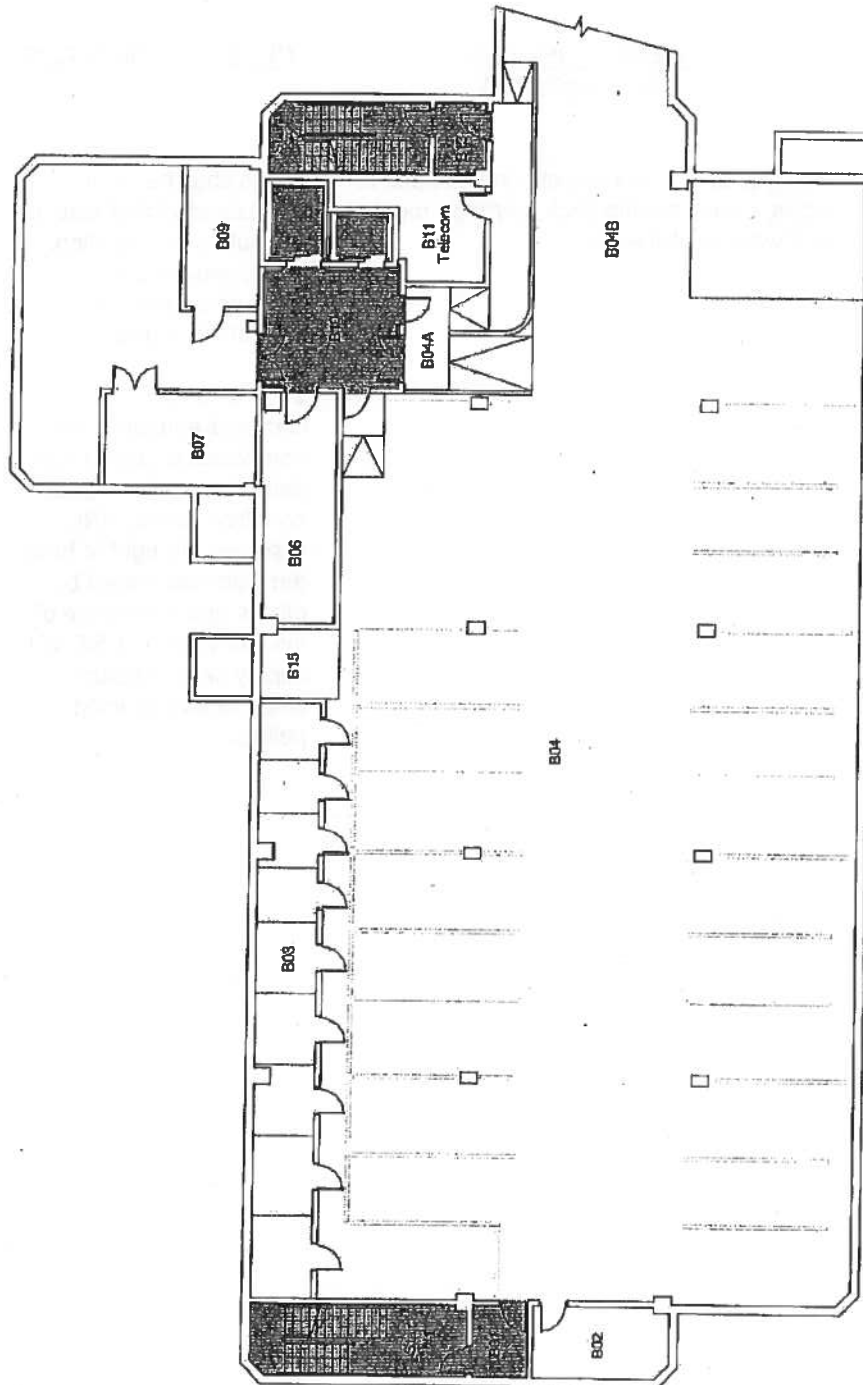
<u>TASKS</u>	<u>AREAS - DETAILS</u> (where applicable)	<u>QUALITY STANDARDS</u>
.2 <u>Wash/Clean:</u> Use detergent or mild Trisodium Phosphate solution.	<u>Walls Partitions, Columns:</u> Painted.	Surfaces shall be free of dust, dirt, smudges, finger-marks, streaks, run marks and signs of skipped areas. Surfaces shall present an overall appearance of cleanliness. No water or cleaning solution shall be dropped on floors or furniture. All furniture and equipment moved during cleaning operation shall be replaced in its original location (applicable to Clauses - .2, .3, .4).
.3 <u>Wash/Clean:</u> Use detergent/degreaser solution.	<u>Walls Partitions, Columns:</u> Vinyl covered.	
.4 <u>Wash/Clean:</u> Use detergent solution. Use only natural fibre or nylon brushes.	<u>Walls Columns:</u> Concrete block, granite.	
.5 <u>Damp Wipe:</u> Use detergent solution to remove dust, dirt and stains. Use only well wrung out cloth. Let completely dry and retreat wood with appropriate oil. Apply with soft Dynel or sheepskin applicator.	<u>Walls</u> - Wood, plastic laminate covered panelling.	
.6 <u>Wash/Clean:</u> Use appropriate cleaning agents (e.g. TSP, ammonia, vinegar, etc.) and tools. Windows faced with solar film or antiglare glazing shall be cleaned in accordance with the appropriate instructions.	<u>Window / Mirror cleaning</u> - Interior and exterior including vestibules, skylights, glass doors, partitions, transoms, frames, sashes and sills (where applicable). Any structural or fixture damage observed during cleaning operation shall be reported to the NRC representative.	Surfaces must be clean, free from dirt, haze, streaks, watermarks, and lint. Frames, sashes and sill must be clean, free from streaks and watermarks. Comply with all safety requirements of relevant codes, laws and regulations.

4. A. Special Cleaning continued





<u>TASKS</u>	<u>AREAS - DETAILS</u> (where applicable)	<u>QUALITY STANDARDS</u>
<p>.7 <u>Carpet Cleaning:</u> A hot water extraction method. To effective results, the hot water extractor shall be equipped with the following features: Non-marking wheels and bumper guards. Solution and recovery tank shall have a minimum capacity of 8 gallon (36.4L). Water pressure shall not be less than 50 lb. psi. Unit shall also be equipped with electrical water heater and operate safely on 115 to 120 Volts /60 cycles/15 Amps. Equipment shall be C.S.A. approved.</p>	<p><u>Carpets, Rugs</u> - Heavy traffic lanes and areas such a lobbies, hallways, cafeterias shall be pre-sprayed and rotary scrubbed preceding the hot water extraction application. Liquid carpet cleaner shall be near neutral in pH. For spots and stains use appropriate stain remover. Carpeted stairs shall be cleaned with hydro brush or hand tool.</p>	<p>Drying time of carpet shall not exceed 8 hours. Protective materials shall have been placed under all contact points of furniture and equipment and shall be removed after carpet is completely dry. Open seams, ripples and buckling caused by the cleaning operation shall be repaired and corrected by the Contractor. Carpet shall be free of dust, dirt, spots and stains.</p>
<p>5. A. <u>Seasonal Tasks.</u></p>	<p>Snow removal, etc. shall be performed as described under the heading "Tasks" numbered 1.</p>	
<p>B. <u>Preliminary Instructions</u></p>	<p>Where snow clearing/removal and treatment of icy and slippery surfaces is not completed by 0800 hours and a hazardous condition exists, NRC reserves the right to have this work done by others at the expense of the Contractor.</p>	

5. A. Seasonal Tasks

<u>TASKS</u>	<u>AREAS - DETAILS</u> (where applicable)	<u>QUALITY STANDARDS</u>
<p>.1 <u>Snow Removal:</u> Clear all snow, slush, ice and accumulated sand. Spread sand, calcium chloride or de-icing pellets, or mixture thereof over slippery surfaces. Remove accumulated snow to temporary piling area on site approved by NRC's representative.</p>	<p>Sidewalks, entrances, exits and exit paths, steps, ramp, loading dock, garbage room and window well areas.</p>	<p>Areas shall be clear, unobstructed and safe to the public and building occupants, and ensure unhindered flow of pedestrian traffic.</p> <p>Where snow clearing/removal is not completed at 0800 hours daily and if a hazardous condition exists, NRC reserves the right to have the work performed by others at the expense of the Contractor. NRC will supply sand, calcium chloride and de-icing pellets.</p>

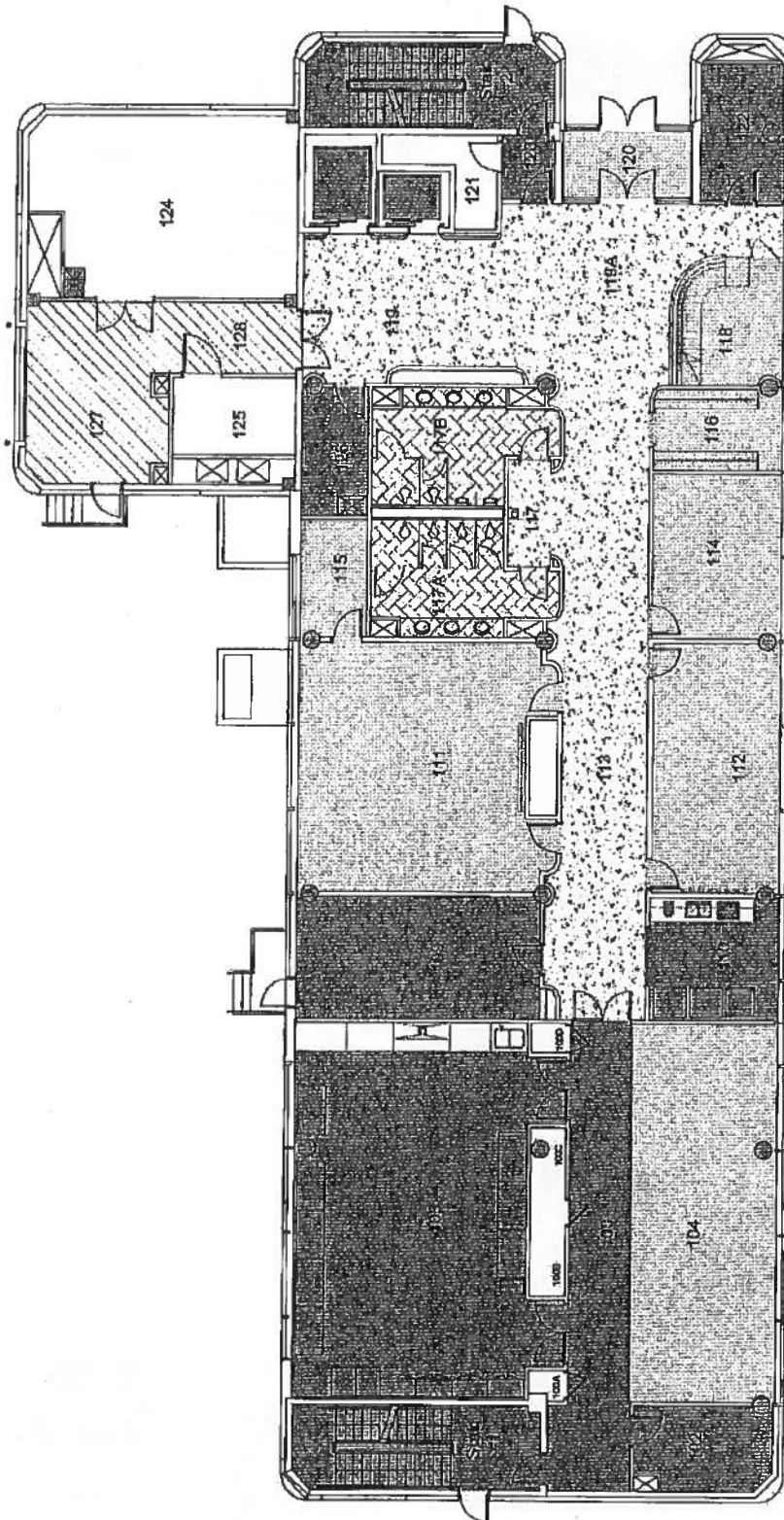


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

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-  TERRAZZO TILE
-  CERAMIC TILE
-  NOT IN CONTRACT


 National Research
Council Canada
Centre for the
Construction of
Diagnostics Technology
FLOORING
Basement
File: 11-11-11
Date: 11/11/11

Commissariat de
recherche Canada
Centre pour la
Construction de
Technologie de Diagnostic
Date: 11/11/11



LEGEND

-  CARPET
-  RESILIENT
-  CONCRETE - EPOXY PAINTED
-  TERRAZZO TILE
-  CERAMIC TILE
-  NOT IN CONTRACT

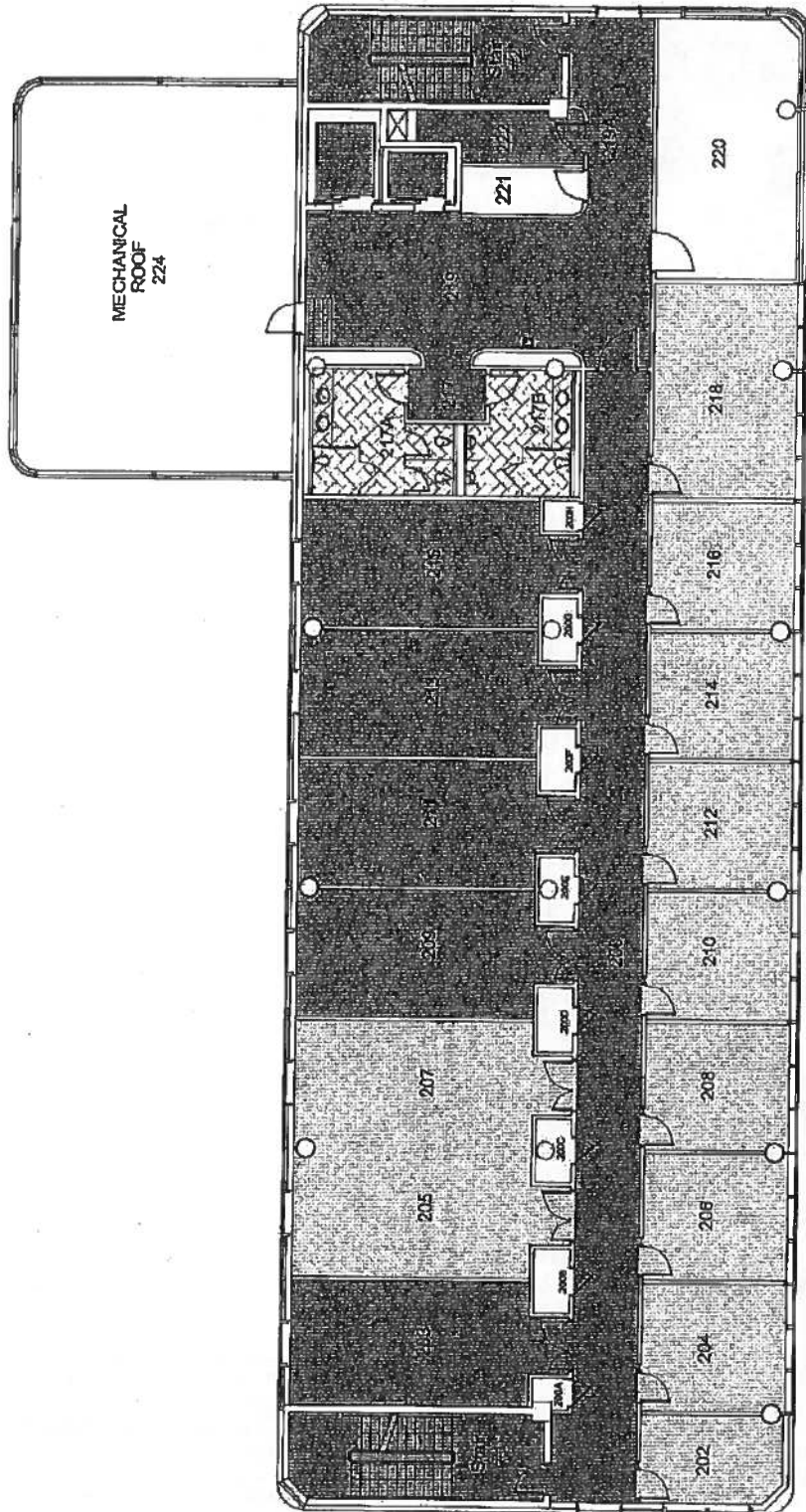
 National Research Council Canada
 Centre for the Commercialization of Biomedical Technology

Conseil national de recherches Canada
 Centre pour la Commercialisation de Technologie Biomédicale

FLOORING

Main Floor
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 Scale: 1/4" = 1'-0"

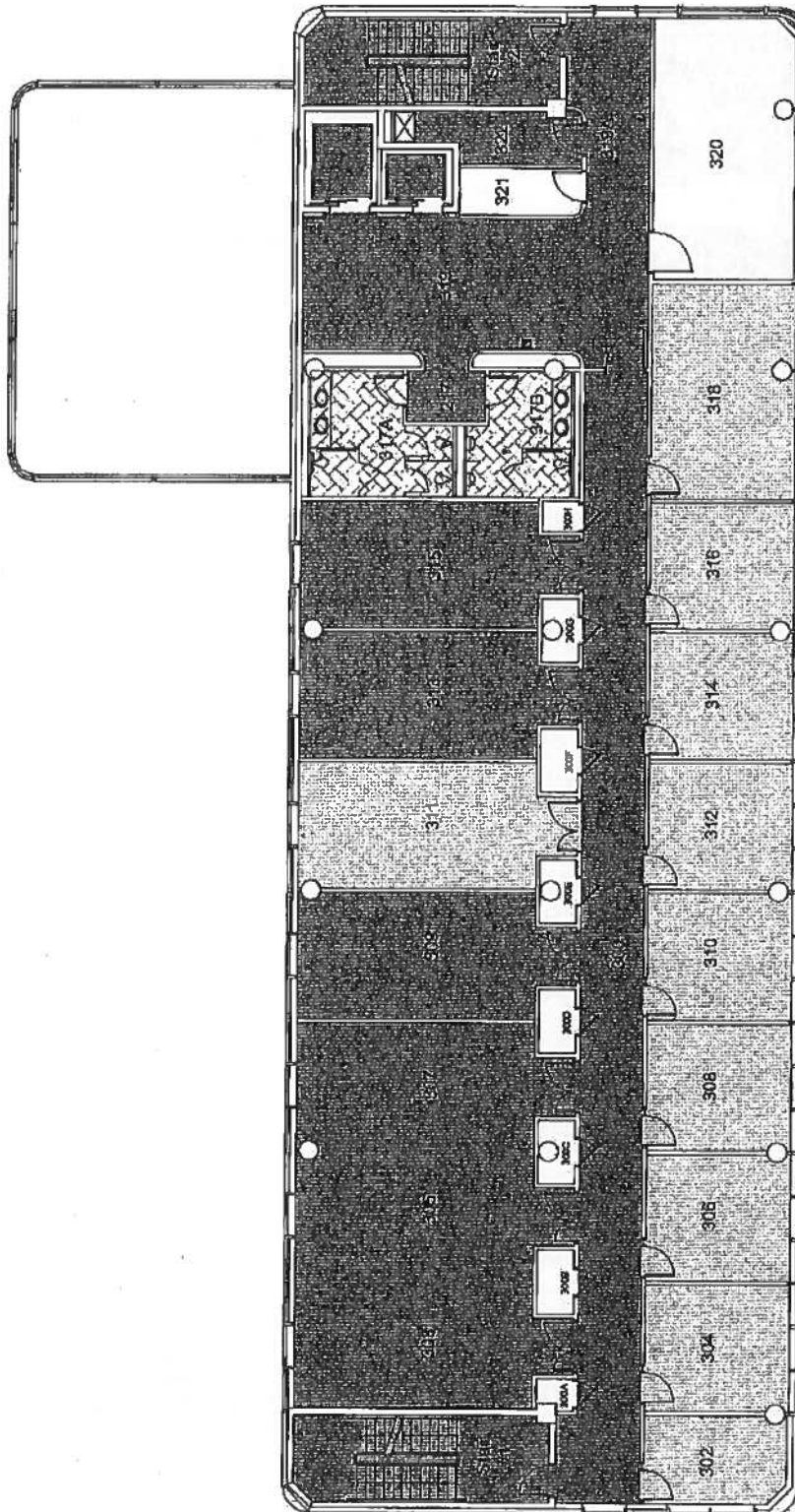
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LEGEND

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-  NOT IN CONTRACT

FLOORING



LEGEND

-  CARPET
-  RESILIENT
-  CONCRETE - EPOXY PAINTED
-  TERRAZZO TILE
-  CERAMIC TILE
-  NOT IN CONTRACT

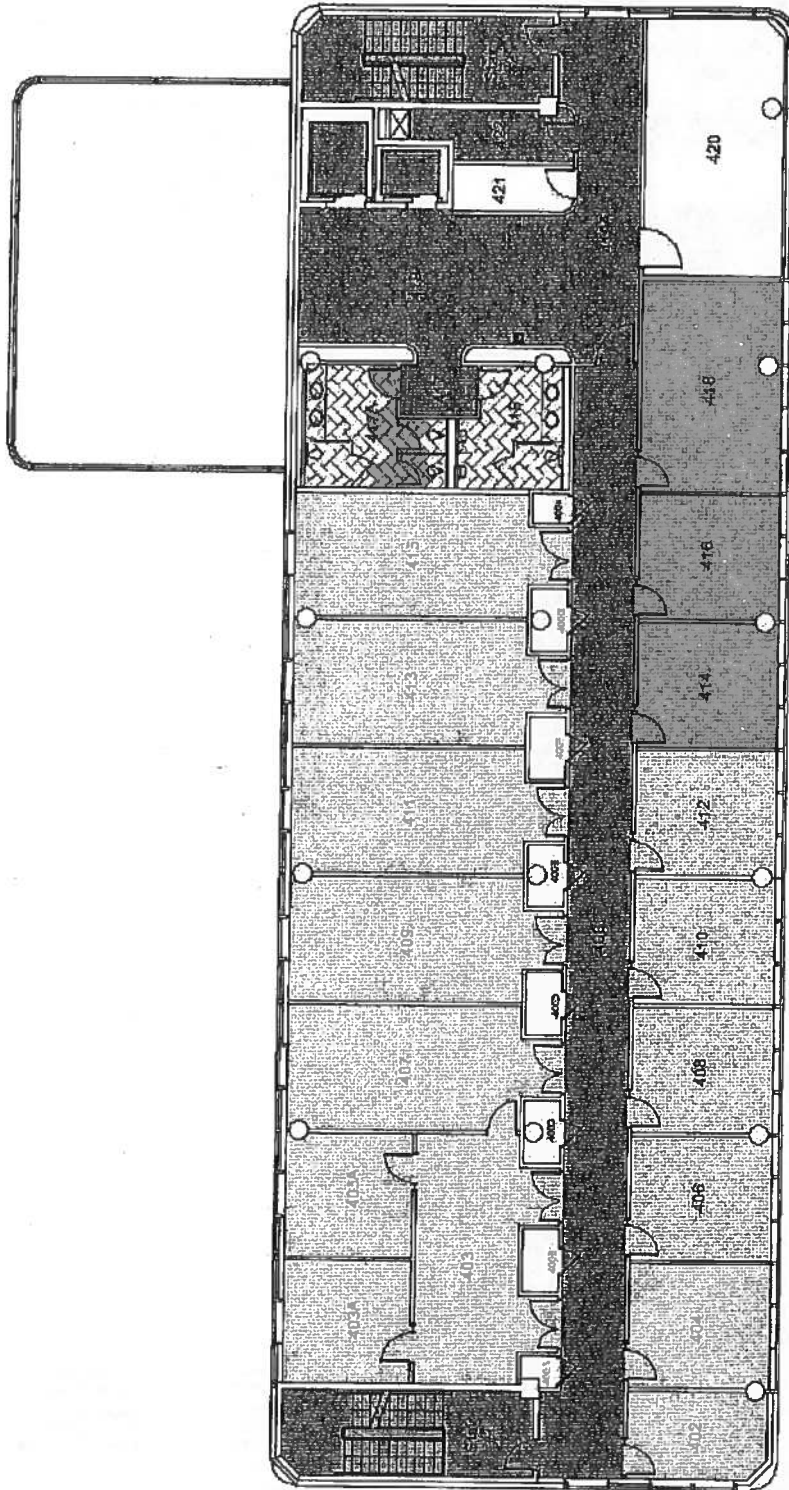
 National Research
Council Canada
Centre for the
Commercialization of
Biomedical Technology

Conseil national de
recherches Canada
Centre pour la
Commercialisation de
Technologie Biomedicale


FLOORING


Third Floor
File: CLEAN-4
Scale: N.T.S.

Date: 21/JUL/11
Sheet: 4 of 5



LEGEND

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-  REBLIGHT
-  CONCRETE - EPOXY PAINTED
-  TERRAZZO TILE
-  CERAMIC TILE
-  NOT IN CONTRACT

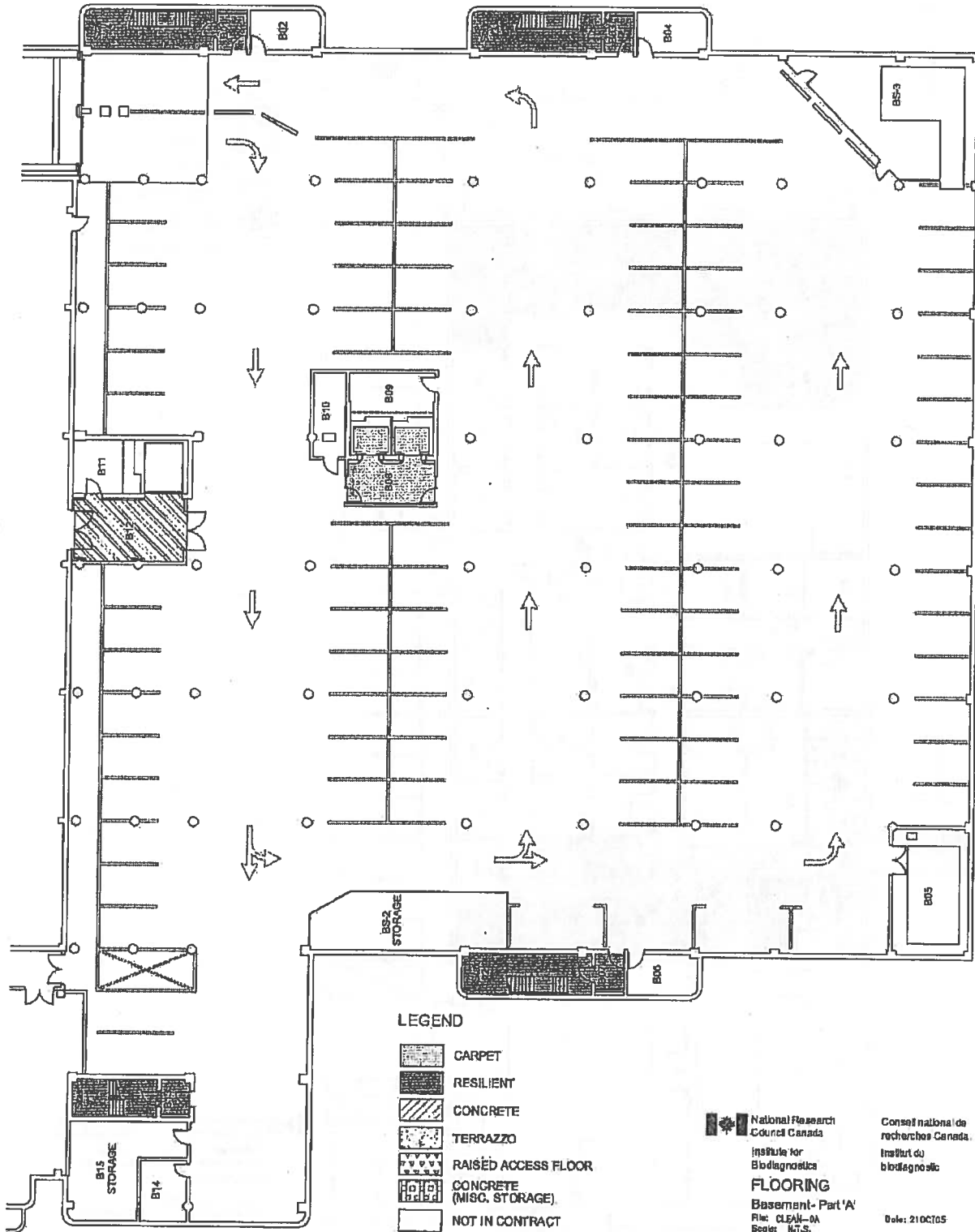
 North Arrow
 Core's Home
 Office
 Conference Room
 Reception
 Storage
 Restroom
 Elevator
 Staircase
 Corridor
 Lobby
 Conference Room
 Reception
 Storage
 Restroom
 Elevator
 Staircase
 Corridor
 Lobby

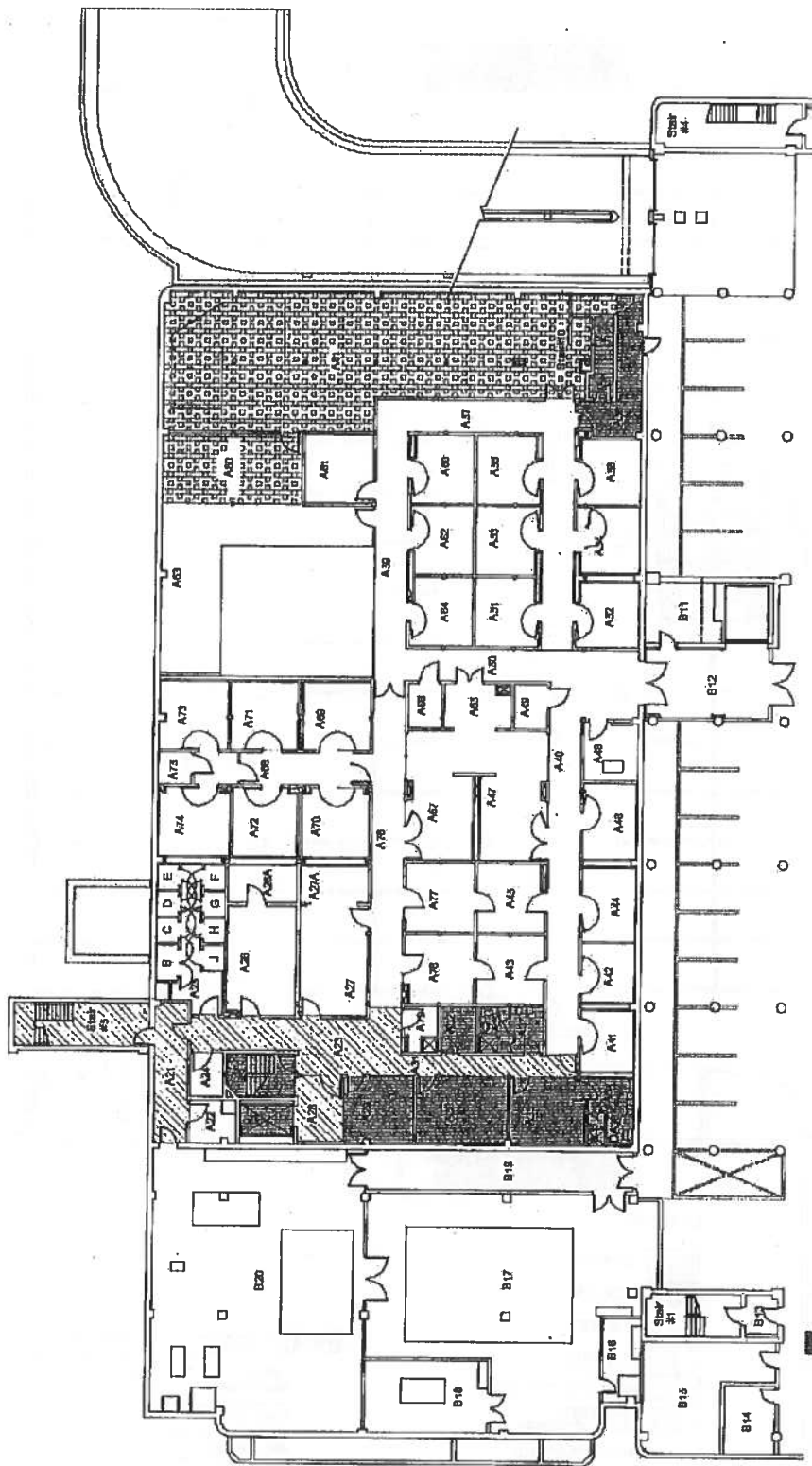
Core's Home
 Office
 Conference Room
 Reception
 Storage
 Restroom
 Elevator
 Staircase
 Corridor
 Lobby

FLOORING








Fourth Floor
 FOR CLEAN-UP
 Before R.T.S.

Date: 21/JUL/11





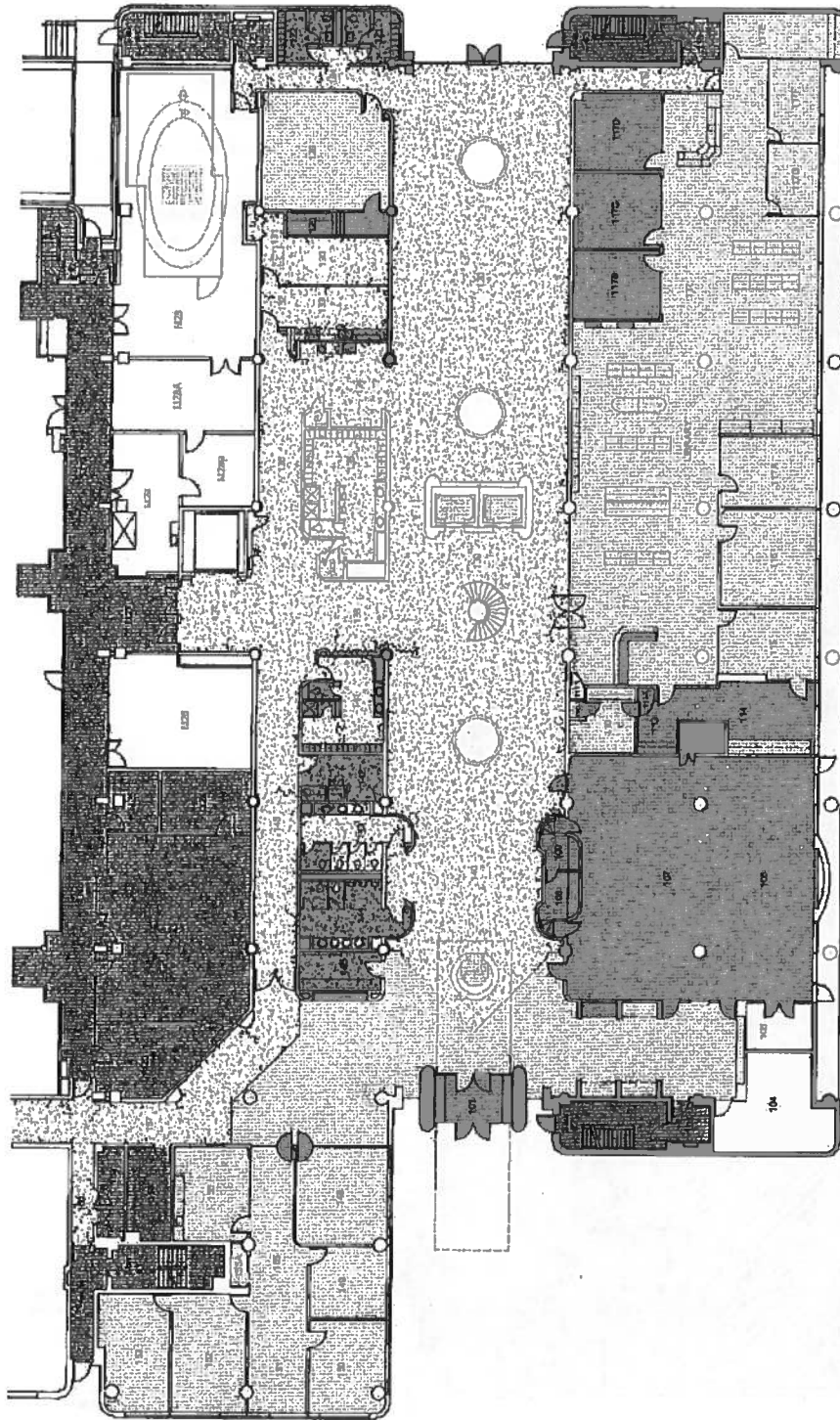
LEGEND

-  CARPET
-  RESILENT
-  CONCRETE
-  TERRAZZO
-  RAISED ACCESS FLOOR
-  CONCRETE (MISC. STORAGE)
-  NOT IN CONTRACT








 National Research
Council Canada
Institute for
Biological Research
FLOORING
Basement- Part B'
File: CLEAN-08
Scale: N.T.S.

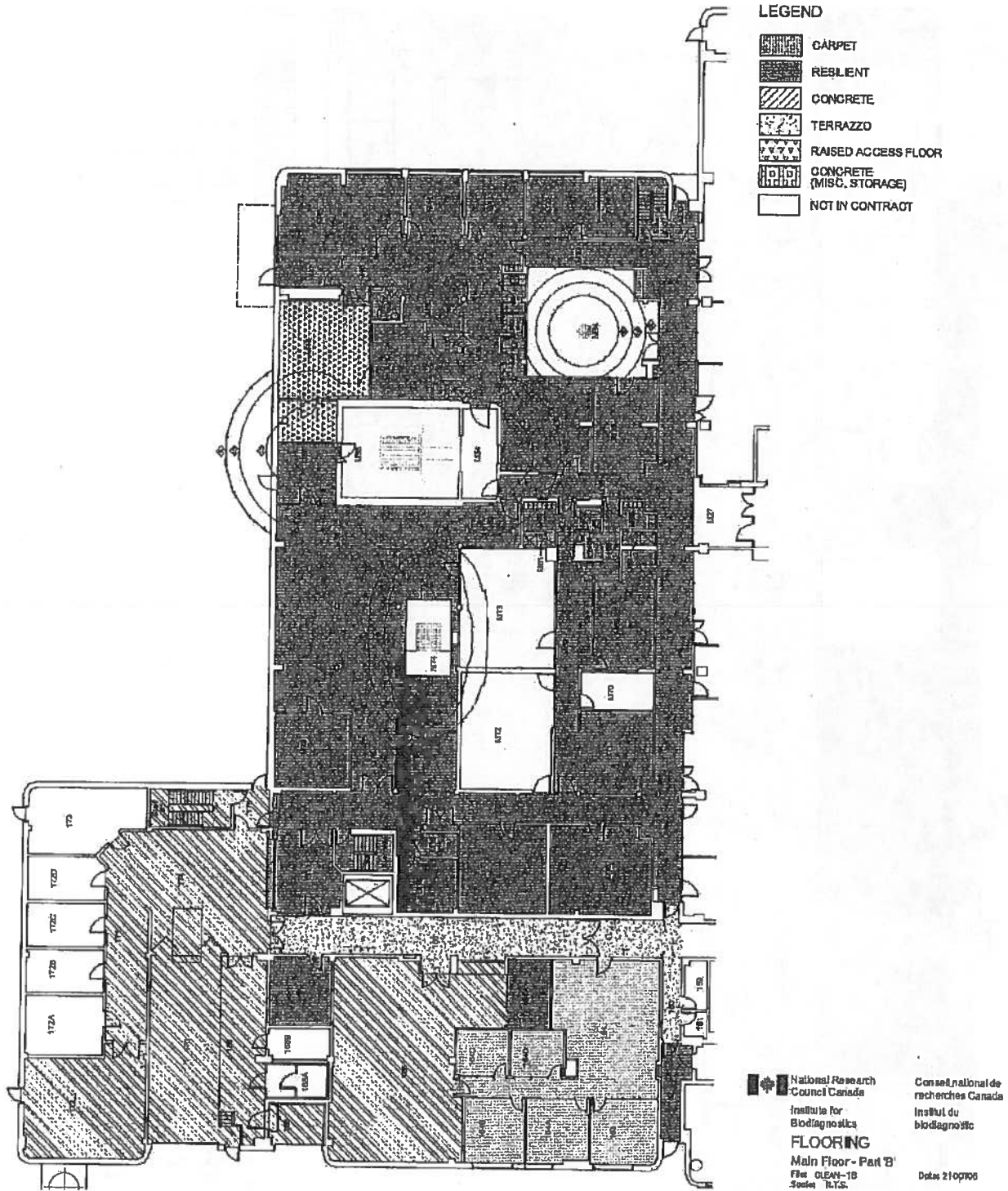
Conseil national de
recherche Canada
Institut du
biologique

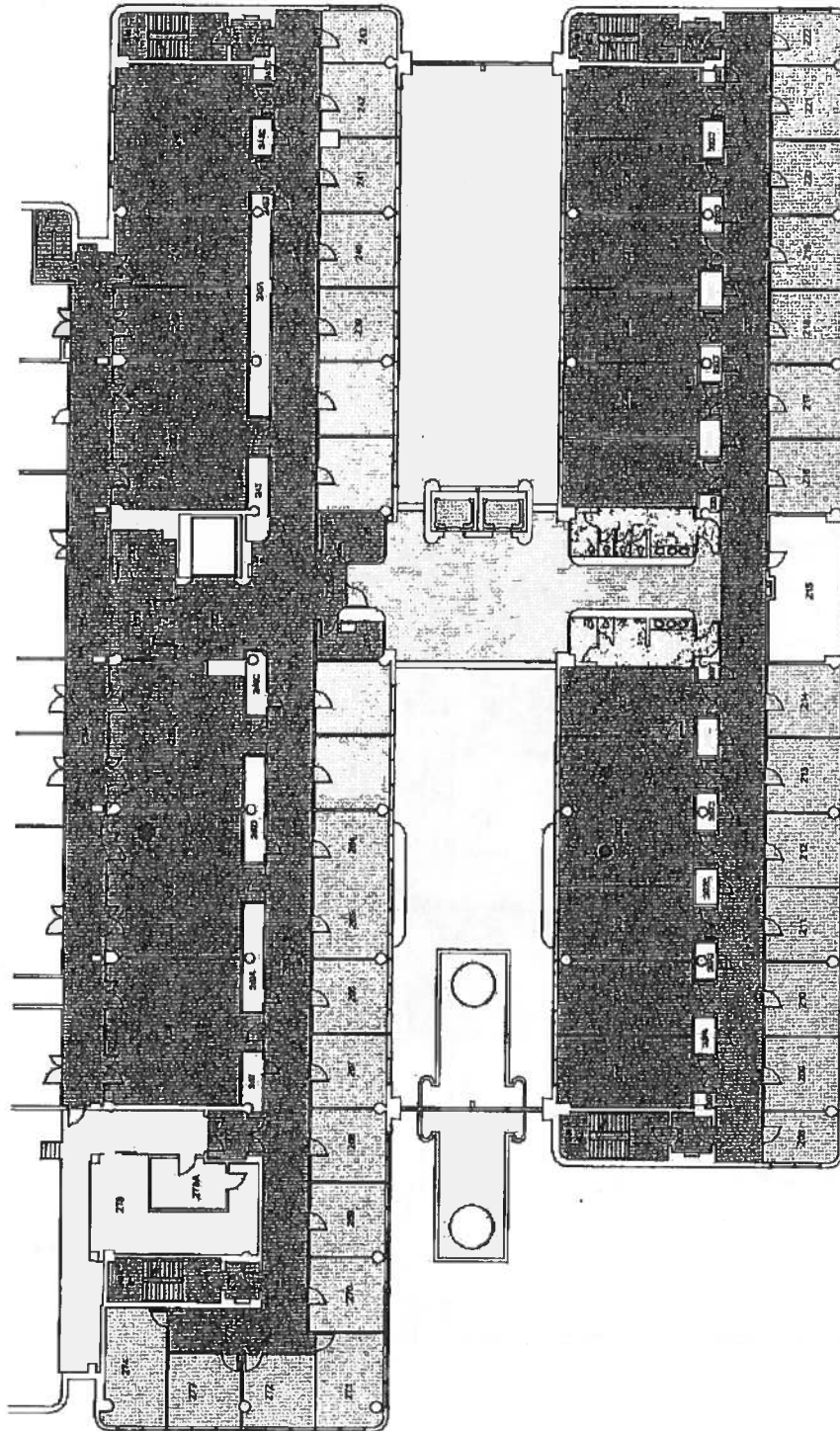
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

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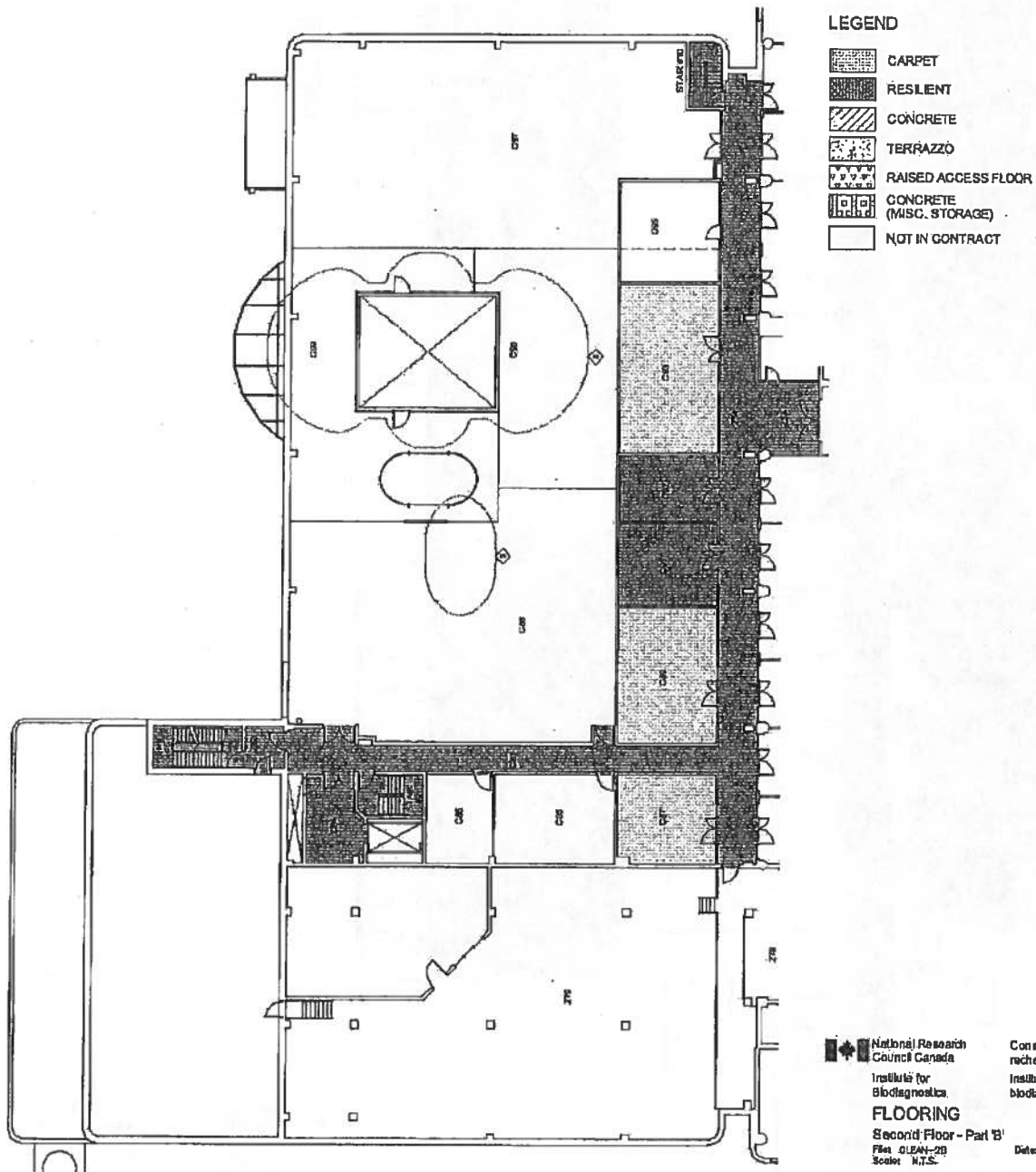
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-  CONCRETE
-  TERRAZZO
-  RAISED ACCESS FLOOR
-  CONCRETE (MISC. STORAGE)
-  NOT IN CONTRACT

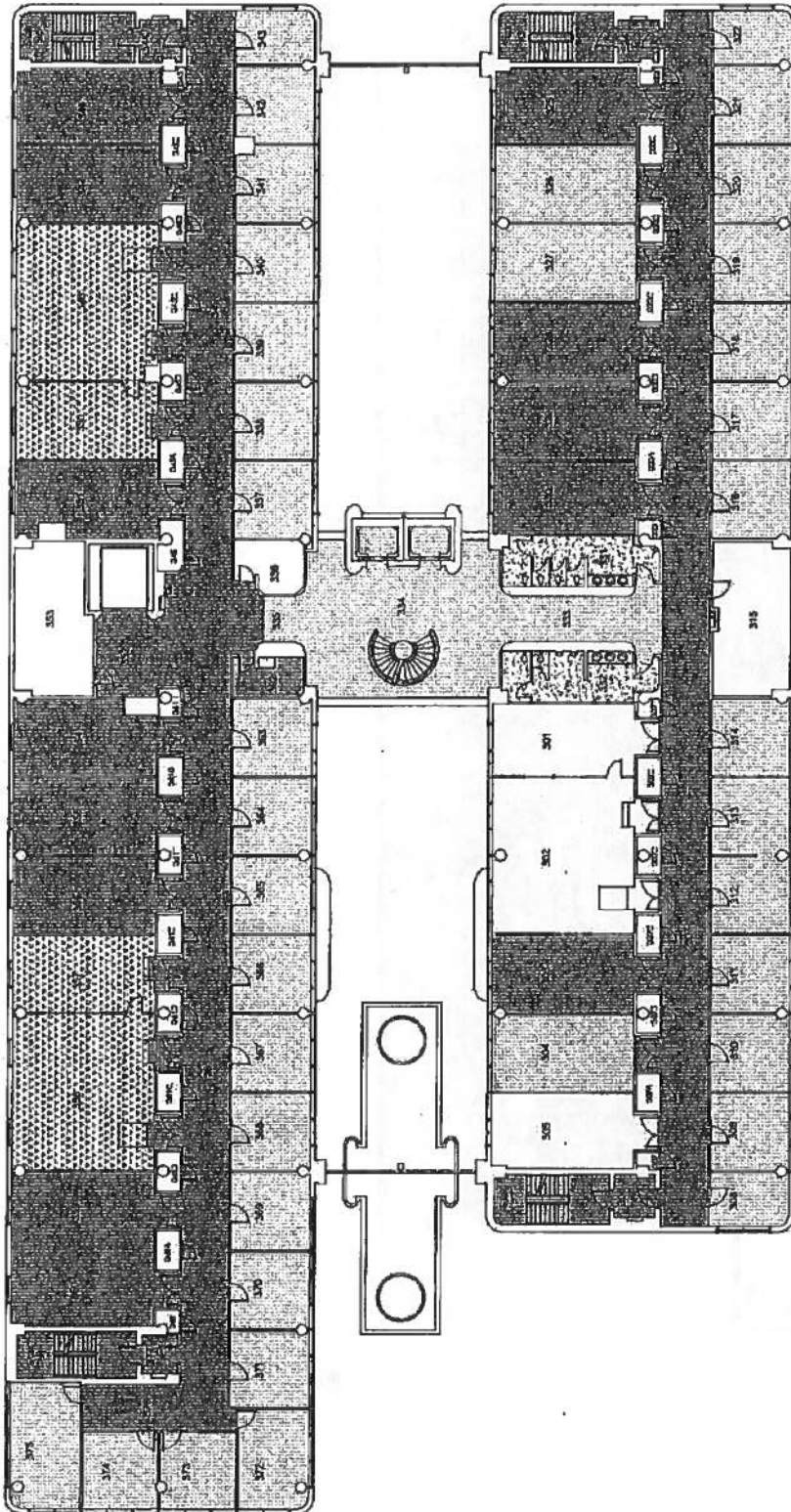




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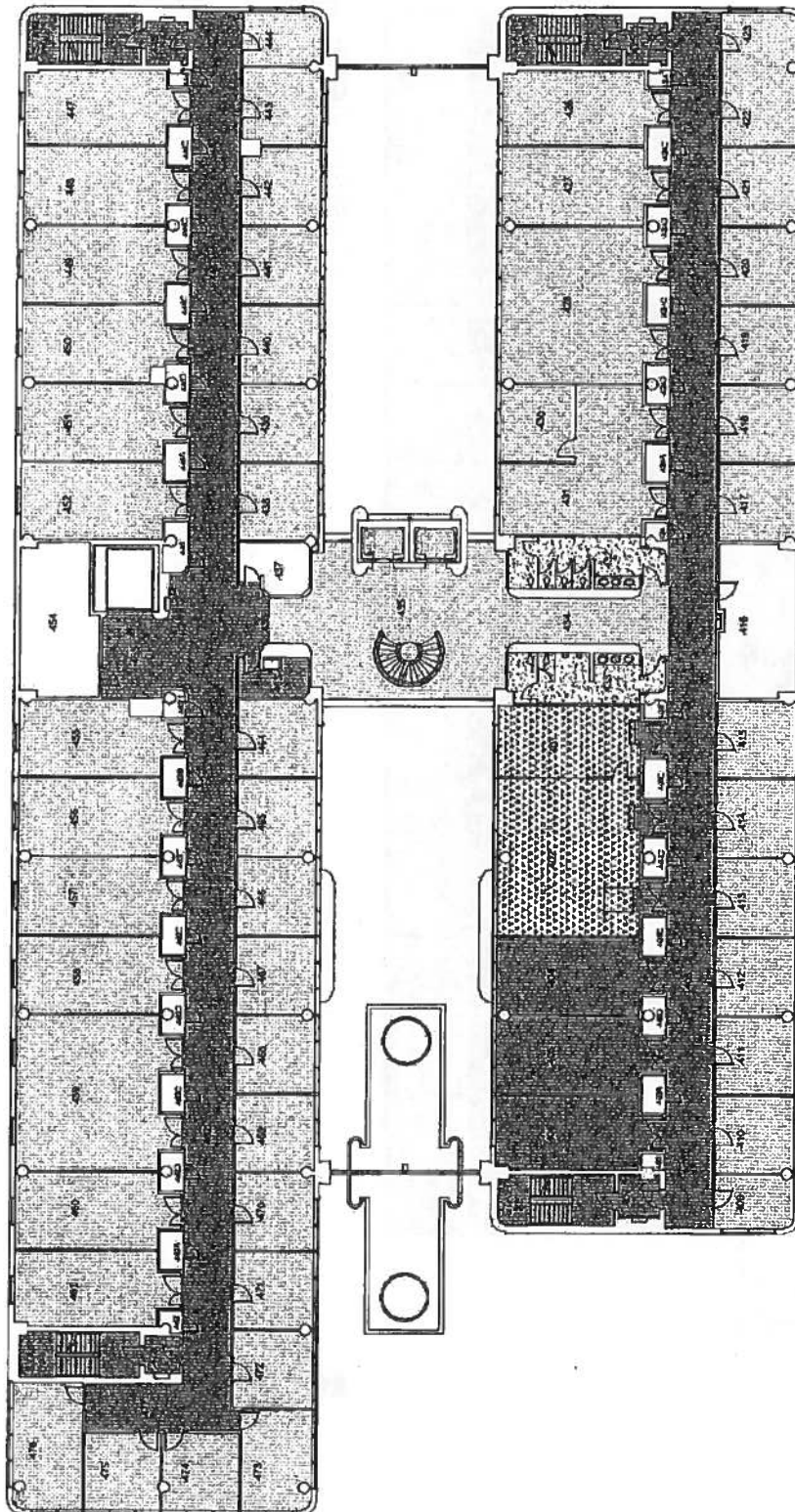
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-  TERRAZZO
-  RAISED ACCESS FLOOR
-  CONCRETE (MISC. STORAGE)
-  NOT IN CONTRACT





LEGEND

-  CARPET
-  RESILIENT
-  CONCRETE
-  TERRAZZO
-  RAISED ACCESS FLOOR
-  CONCRETE (MISC. STORAGE)
-  NOT IN CONTRACT



LEGEND

-  CARPET
-  RESILIENT
-  CONCRETE
-  TERRAZZO
-  RAISED ACCESS FLOOR
-  CONCRETE (MISC. STORAGE)
-  NOT IN CONTRACT

WPG01 Building	Type of Flooring	Current Occupancy m ²	Total m ²
Lobby/Waiting/Elevators	Carpet	465	465
	Resilient	18	18
	Steel Deck	12	12
Atrium	Terrazzo	566	566
Offices (inc. labs used as offices)	Carpet	1049	2466
	Resilient	213	334
Laboratories & Computer Rooms	Resilient	1346	2179
	Raised Access Flooring	62	325
Library	Carpet	0	325
Conference & Meeting Rooms	Carpet	300	300
Washrooms/Locker Rooms	Terrazzo	1148	148
	Resilient	26	35
Corridors	Terrazzo	143	143
	Resilient	1532	1532
	Concrete	43	43
Stairwells	Carpet	20	20
	Resilient	432	432
	Concrete	73	73
Truck/Garbage Bay	Concrete	65	65
Loading/Material Holding	Concrete	243	243
Stores	Concrete	0	147
* Storage	Concrete	* 32	* 32
	Terrazzo	* 20	* 20
Totals		7483	9871

* Only subject to periodic cleaning – not included in totals

WPG02 Building	Type of Flooring	Current Occupancy m²	Total m²
Lobbies, Corridors, Main Entrance Vestibule	Terrazzo	126	126
	Carpet	21	21
	Resilient	179	457
Reception Area	Carpet	21	21
Mail Room	Resilient	0	12
Elevators	Resilient	6	6
Offices	Carpet	208	741
	Resilient	31	159
Laboratories, Workshop, Workroom & Print Room	Resilient	0	284
Seminar & Teaching Rooms	Carpet	92	108
Washrooms	Ceramic Tile	117	117
Stairwells	Resilient	82	163
Coat Room, Vending Area, Library	Resilient	0	56
Loading/Material Holding	Concrete	38	38
Janitor Rooms	Resilient	16	41
Total		943	2350

Monthly Contract Price Breakdown – WPG01 – Year 1 & 2

Cleaning Operation	Approximate Units	Monthly Amount Year 1	Monthly Amount Year 2
I. Routine Cleaning 1. From 86% to 100% of potential total area – minimum of 4 cleaners (32 cleaning hours per day). 2. From 71% to 85% of potential total area – minimum of 3.5 cleaners (28 cleaning hours per day).	9,871 m ²	\$ _____	\$ _____
II. Special/Periodic Cleaning			
1. From 86% to 100% of potential total area.	Minimum of 300 hours per year.	\$ _____	\$ _____
2. From 71% to 85% of potential total area.	Minimum of 200 hours per year.	\$ _____	\$ _____

Monthly Contract Price Breakdown – WPG01 – Optional Years 3, 4 & 5

Cleaning Operation	Approximate Units	Monthly Amount Year 3	Monthly Amount Year 4	Monthly Amount Year 5
I. Routine Cleaning				
1. From 86% to 100% of potential total area – minimum of 4 cleaners (32 cleaning hours per day).	9,871 m ²	\$ _____	\$ _____	\$ _____
2. From 71% to 85% of potential total area – minimum of 3.5 cleaners (28 cleaning hours per day).	7,502m ²	\$ _____	\$ _____	\$ _____
II. Special/Periodic Cleaning				
1. From 86% to 100% of potential total area.	Minimum of 300 hours per year.	\$ _____	\$ _____	\$ _____
2. From 71% to 85% of potential total area.	Minimum of 200 hours per year.	\$ _____	\$ _____	\$ _____

Monthly Contract Price Breakdown – WPG02 – Year 1 & 2

Cleaning Operation	Approximate Units	Monthly Amount Year 1	Monthly Amount Year 2
I. Routine Cleaning 1. From 51% to 75% of potential total area – minimum of 1 cleaner (8 cleaning hours per day). 2. From 0% to 50% of potential total area – minimum of 0.5 cleaner (4 cleaning hours per day).	1,763m ² 940m ²	\$ _____ \$ _____	\$ _____ \$ _____
II. Special/Periodic Cleaning			
1. From 51% to 75% of potential total area.	Minimum of 60 hours per year.	\$ _____	\$ _____
2. From 0% to 50% of potential total area.	Minimum of 40 hours per year.	\$ _____	\$ _____

Annual Contract Price Breakdown WPG01 & WPG02 Buildings -- Year 1 to 5

	Annual Amount Year 1	Annual Amount Year 2	Annual Amount Year 3	Annual Amount Year 4	Annual Amount Year 5
A. IBD Building					
1. Routine Cleaning (as per I.1. on page 1&2)	\$ _____.	\$ _____.	\$ _____.	\$ _____.	\$ _____.
2. Routine Cleaning (as per I.2. on page 1&2)	\$ _____.	\$ _____.	\$ _____.	\$ _____.	\$ _____.
3. Special/Periodic Cleaning (as per II.1. on page 1&2)	\$ _____.	\$ _____.	\$ _____.	\$ _____.	\$ _____.
4. Special/Periodic Cleaning (as per II.2. on page 1&2)	\$ _____.	\$ _____.	\$ _____.	\$ _____.	\$ _____.
B. CCBT Building					
1. Routine Cleaning (as per I.1. on page 3&4)	\$ _____.	\$ _____.	\$ _____.	\$ _____.	\$ _____.
2. Routine Cleaning (as per I.2. on page 3&4)	\$ _____.	\$ _____.	\$ _____.	\$ _____.	\$ _____.
3. Special/Periodic Cleaning (as per II.2. on page 3&4)	\$ _____.	\$ _____.	\$ _____.	\$ _____.	\$ _____.
4. Special/Periodic Cleaning (as per II.2. on page 3&4)	\$ _____.	\$ _____.	\$ _____.	\$ _____.	\$ _____.

Note: The Annual Amounts listed on this sheet shall be derived from the Monthly Amounts shown on pages 1 through 4

CONTRACT PRICE BREAKDOWN

Annual Contract Price Summary

Year	WPG01 Building	WPG02 Building	Total WPG01 & WPG02 Buildings
1	\$ _____.	\$ _____.	\$ _____.
2	\$ _____.	\$ _____.	\$ _____.
3	\$ _____.	\$ _____.	\$ _____.
4	\$ _____.	\$ _____.	\$ _____.
5	\$ _____.	\$ _____.	\$ _____.
TOTAL			\$ _____.

1. The amounts summarized in this table shall be the pricing for the maximum cleaning hours
2. The actual monthly contract payment will depend upon the area to be cleaned and the associated minimum cleaning hours to be expended in a given month. NRC will inform the contractor of the specific cleaning area at the start of the contract. NRC will notify the contractor of any changes in the area to be cleaned as the occupancy changes.

Bid Form -WPG01 Building - 2017

CLEANING OPERATION	APPROX. UNITS	MONTHLY AMOUNT	REMARKS
<u>I. Routine Cleaning</u>			
1. From 86% up to 100% of potential total area - minimum of 4 cleaners (32 cleaning hours per day).	9,871m ²	\$ _____	Base Price
2. From 71% to 85% of potential total area - minimum of 3.5 cleaners (28 cleaning hours per day).	7,502m ² (present occupancy)	\$ _____	Base Price
<u>II. Special/Periodic Cleaning</u>			
1. From 86% to 100% of potential total area	minimum of 300 hours per year	\$ _____	Base Price
2. From 71% to 85% of potential total area	minimum of 200 hours per year	\$ _____	Base Price

Bid Form – WPG02 Building - 2017

CLEANING OPERATION	APPROX UNITS	MONTHLY AMOUNT	REMARKS
<u>I. Routine Cleaning</u>			
1. From 51% to 75% of potential total area - minimum of 1 cleaner (8 cleaning hours per day)	1,763m ²	\$ _____	Base Price
2. From 0% to 50% of potential total area - minimum of 0.5 cleaners (4 cleaning hours per day).	940m ² (present occupancy)	\$ _____	Base Price
<u>II. Special/Periodic Cleaning</u>			
1. From 51% to 75% of potential total area	minimum of 60 hours per year	\$ _____	Base Price
2. From 0% to 50% of potential total area	minimum of 40 hours per year	\$ _____	Base Price

ANNUAL CONTRACT PRICE - 2017

CLEANING OPERATION	APPROX. UNITS (minimum)	ANNUAL PRICE	REMARKS
<u>Case A -</u>			
1. Routine Cleaning (as per I.1. on page 1)	9,871m ²	\$ _____	Base Price
2. Routine Cleaning (as per I.1. on page 2)	1,763m ²	\$ _____	Base Price
3. Special/Periodic Cleaning (as per II.1. on page 1)	300 hours	\$ _____	Base Price
4. Special/Periodic Cleaning (as per II.1. on page 2)	60 hours	\$ _____	Base Price
<u>Case B - Present Cleaning Area</u>			
1. Routine Cleaning (as per I.2. on page 1)	7,502m ²	\$ _____	Base Price
2. Routine Cleaning (as per I.2. on page 2)	940m ²	\$ _____	Base Price
3. Special/Periodic Cleaning (as per II.2. on page 1)	200 hours	\$ _____	Base Price
4. Special/Periodic Cleaning (as per II.2. on page 2)	40 hours	\$ _____	Base Price
		TOTAL	\$ _____

Note: 1. Case A and B above are only some of several possible variations due to potential change in cleaning area throughout contract duration.

Bid Form -WPG01 Building - 2018

CLEANING OPERATION	APPROX. UNITS	MONTHLY AMOUNT	REMARKS
I. <u>Routine Cleaning</u>			
1. From 86% up to 100% of potential total area - minimum of 4 cleaners (32 cleaning hours per day).	9,871m ²	\$ _____	Base Price
2. From 71% to 85% of potential total area - minimum of 3.5 cleaners (28 cleaning hours per day).	7,502m ² (present occupancy)	\$ _____	Base Price
<u>II. Special/Periodic Cleaning</u>			
1. From 86% to 100% of potential total area	minimum of 300 hours per year	\$ _____	Base Price
2. From 71% to 85% of potential total area	minimum of 200 hours per year	\$ _____	Base Price

Bid Form -- WPG02 Building - 2018

CLEANING OPERATION	APPROX. UNITS	MONTHLY AMOUNT	REMARKS
1. <u>Routine Cleaning</u>			
1. From 51% to 75% of potential total area - minimum of 1 cleaner (8 cleaning hours per day)	1,763m ²	\$ _____	Base Price
2. From 0% to 50% of potential total area - minimum of 0.5 cleaners (4 cleaning hours per day).	940m ² (present occupancy)	\$ _____	Base Price
<u>II. Special/Periodic Cleaning</u>			
1. From 51% to 75% of potential total area	minimum of 60 hours per year	\$ _____	Base Price
2. From 0% to 50% of potential total area	minimum of 40 hours per year	\$ _____	Base Price

ANNUAL CONTRACT PRICE - 2018

CLEANING OPERATION	APPROX. UNITS (minimum)	ANNUAL PRICE	REMARKS
<u>Case A -</u>			
1. Routine Cleaning (as per I.1. on page 4)	9,871m ²	\$ _____	Base Price
2. Routine Cleaning (as per I.1. on page 5)	1,763m ²	\$ _____	Base Price
3. Special/Periodic Cleaning (as per II.1. on page 4)	300 hours	\$ _____	Base Price
4. Special/Periodic Cleaning (as per II.1. on page 5)	60 hours	\$ _____	Base Price
<u>Case B - Present Cleaning Area</u>			
1. Routine Cleaning (as per I.2. on page 4)	7,502m ²	\$ _____	Base Price
2. Routine Cleaning (as per I.2. on page 5)	940m ²	\$ _____	Base Price
3. Special/Periodic Cleaning (as per II.2. on page 4)	200 hours	\$ _____	Base Price
4. Special/Periodic Cleaning (as per II.2. on page 5)	40 hours	\$ _____	Base Price
		TOTAL	\$ _____

Note: 1. Case A and B above are only some of several possible variations due to potential change in cleaning area throughout contract duration.

Bid Form -WPG01 Building - 2019 (option year 1)

CLEANING OPERATION	APPROX. UNITS	MONTHLY AMOUNT	REMARKS
I. Routine Cleaning			
1. From 86% up to 100% of potential total area - minimum of 4 cleaners (32 cleaning hours per day).	9,871m ²	\$ _____	Base Price
2. From 71% to 85% of potential total area - minimum of 3.5 cleaners (28 cleaning hours per day).	7,502m ² (present occupancy)	\$ _____	Base Price
II. Special/Periodic Cleaning			
1. From 86% to 100% of potential total area	minimum of 300 hours per year	\$ _____	Base Price
2. From 71% to 85% of potential total area	minimum of 200 hours per year	\$ _____	Base Price

Bid Form – WPG02 Building – 2019 (option year 1)

CLEANING OPERATION	APPROX. UNITS	MONTHLY AMOUNT	REMARKS
I. Routine Cleaning			
1. From 51% to 75% of potential total area - minimum of 1 cleaner (8 cleaning hours per day)	1,763m ²	\$ _____	Base Price
2. From 0% to 50% of potential total area - minimum of 0.5 cleaners (4 cleaning hours per day).	940m ² (present occupancy)	\$ _____	Base Price
II. Special/Periodic Cleaning			
1. From 51% to 75% of potential total area	minimum of 60 hours per year	\$ _____	Base Price
2. From 0% to 50% of potential total area	minimum of 40 hours per year	\$ _____	Base Price

ANNUAL CONTRACT PRICE – 2019 (option year 1)

CLEANING OPERATION	APPROX. UNITS (minimum)	ANNUAL PRICE	REMARKS
<u>Case A -</u>			
1. Routine Cleaning (as per I.1. on page 7)	9,871m ²	\$ _____	Base Price
2. Routine Cleaning (as per I.1. on page 8)	1,763m ²	\$ _____	Base Price
3. Special/Periodic Cleaning (as per II.1. on page 7)	300 hours	\$ _____	Base Price
4. Special/Periodic Cleaning (as per II.1. on page 8)	60 hours	\$ _____	Base Price
		\$ _____	TOTAL

Case B – Present Cleaning Area

1. Routine Cleaning (as per I.2. on page 7)	7,502m ²	\$ _____	Base Price
2. Routine Cleaning (as per I.2. on page 8)	940m ²	\$ _____	Base Price
3. Special/Periodic Cleaning (as per II.2. on page 7)	200 hours	\$ _____	Base Price
4. Special/Periodic Cleaning (as per II.2. on page 8)	40 hours	\$ _____	Base Price
		\$ _____	TOTAL

Note: 1. Case A and B above are only some of several possible variations due to potential change in cleaning area throughout contract duration.

Bid Form -WPG01 Building - 2020 (option year 2)

CLEANING OPERATION

APPROX.
UNITS

MONTHLY
AMOUNT

REMARKS

I. Routine Cleaning

1. From 86% up to 100% of potential total area - minimum of 4 cleaners (32 cleaning hours per day).

9,871m²

\$ _____

Base Price

2. From 71% to 85% of potential total area - minimum of 3.5 cleaners (28 cleaning hours per day).

7,502m²
(present occupancy)

\$ _____

Base Price

II. Special/Periodic Cleaning

1. From 86% to 100% of potential total area

minimum
of 300 hours
per year

\$ _____

Base Price

2. From 71% to 85% of potential total area

minimum
of 200 hours
per year

\$ _____

Base Price

Bid Form – WPG02 Building – 2020 (option year 2)

CLEANING OPERATION	APPROX. UNITS	MONTHLY AMOUNT	REMARKS
<u>I. Routine Cleaning</u>			
1. From 51% to 75% of potential total area - minimum of 1 cleaner (8 cleaning hours per day)	1,763m ²	\$ _____	Base Price
2. From 0% to 50% of potential total area - minimum of 0.5 cleaners (4 cleaning hours per day).	940m ² (present occupancy)	\$ _____	Base Price
<u>II. Special/Periodic Cleaning</u>			
1. From 51% to 75% of potential total area	minimum of 60 hours per year	\$ _____	Base Price
2. From 0% to 50% of potential total area	minimum of 40 hours per year	\$ _____	Base Price

Bid Form -WPG01 Building - 2021 (option year 3)

CLEANING OPERATION	APPROX. UNITS	MONTHLY AMOUNT	REMARKS
I. Routine Cleaning			
1. From 86% up to 100% of potential total area - minimum of 4 cleaners (32 cleaning hours per day).	9,871m ²	\$ _____	Base Price
2. From 71% to 85% of potential total area - minimum of 3.5 cleaners (28 cleaning hours per day).	7,502m ² (present occupancy)	\$ _____	Base Price
II. Special/Periodic Cleaning			
1. From 86% to 100% of potential total area	minimum of 300 hours per year	\$ _____	Base Price
2. From 71% to 85% of potential total area	minimum of 200 hours per year	\$ _____	Base Price

Bid Form – WPG02 Building – 2021 (option year 3)

CLEANING OPERATION	APPROX. UNITS	MONTHLY AMOUNT	REMARKS
<u>1. Routine Cleaning</u>			
1. From 51% to 75% of potential total area - minimum of 1 cleaner (8 cleaning hours per day)	1,763m ²	\$ _____	Base Price
2. From 0% to 50% of potential total area - minimum of 0.5 cleaners (4 cleaning hours per day).	940m ² (present occupancy)	\$ _____	Base Price
<u>II. Special/Periodic Cleaning</u>			
1. From 51% to 75% of potential total area	minimum of 60 hours per year	\$ _____	Base Price
2. From 0% to 50% of potential total area	minimum of 40 hours per year	\$ _____	Base Price

ANNUAL CONTRACT PRICE – 2021 (option year 3)

CLEANING OPERATION	APPROX UNITS (minimum)	ANNUAL PRICE	REMARKS
<u>Case A -</u>			
1. Routine Cleaning (as per I.1. on page 13)	9,871m ²	\$ _____	Base Price
2. Routine Cleaning (as per I.1. on page 14)	1,763m ²	\$ _____	Base Price
3. Special/Periodic Cleaning (as per II.1. on page 13)	300 hours	\$ _____	Base Price
4. Special/Periodic Cleaning (as per II.1. on page 14)	60 hours	\$ _____	Base Price
		\$ _____	TOTAL

Case B – Present Cleaning Area

1. Routine Cleaning (as per I.2. on page 13)	7,502m ²	\$ _____	Base Price
2. Routine Cleaning (as per I.2. on page 14)	940m ²	\$ _____	Base Price
3. Special/Periodic Cleaning (as per II.2. on page 13)	200 hours	\$ _____	Base Price
4. Special/Periodic Cleaning (as per II.2. on page 14)	40 hours	\$ _____	Base Price
		\$ _____	TOTAL

Note: 1. Case A and B above are only some of several possible variations due to potential change in cleaning area throughout contract duration.

BID SUMMARY

YEAR	Case A Price	Case B Price
2017	\$ _____	\$ _____
2018	\$ _____	\$ _____
2019 (option year 1)	\$ _____	\$ _____
2020 (option year 2)	\$ _____	\$ _____
2021 (option year 3)	\$ _____	\$ _____
Total (not including option years)	\$ _____	\$ _____



ID	2035
Title	General Conditions - Services
Date	2011-05-16
Status	Active

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- 02 Powers of Canada
- 03 Status of the Contractor
- 04 Conduct of the Work
- 05 Subcontracts
- 06 Specifications
- 07 Replacement of Specific Individuals
- 08 Time of the Essence
- 09 Excusable Delay
- 10 Inspection and Acceptance of the Work
- 11 Invoice Submission
- 12 Taxes
- 13 Transportation Costs
- 14 Transportation Carriers' Liability
- 15 Payment Period
- 16 Interest on Overdue Accounts
- 17 Compliance with Applicable Laws
- 18 Ownership
- 19 Copyright
- 20 Translation of Documentation
- 21 Confidentiality
- 22 Government Property
- 23 Liability
- 24 Intellectual Property Infringement and Royalties
- 25 Amendment and Waivers
- 26 Assignment
- 27 Suspension of the Work
- 28 Default by the Contractor
- 29 Termination for Convenience
- 30 Accounts and Audit
- 31 Right of Set-off
- 32 Notice
- 33 Conflict of Interest and Values and Ethics Codes for the Public Service
- 34 No Bribe or Conflict
- 35 Survival
- 36 Severability
- 37 Successors and Assigns
- 38 Contingency Fees
- 39 International Sanctions
- 40 Harassment in the Workplace
- 41 Entire Agreement



2035 01 (2008-05-12) Interpretation

In the Contract, unless the context otherwise requires:

"Articles of Agreement" means the clauses and conditions incorporated in full text to form the body of the Contract; it does not include these general conditions, any supplemental general conditions, annexes, the Contractor's bid or any other document;

"Canada", "Crown", "Her Majesty" or "the Government" means Her Majesty the Queen in right of Canada as represented by the National Research Council of Canada and any other person duly authorized to act on behalf of the National Research Council Canada.

"Contract" means the Articles of Agreement, these general conditions, any supplemental general conditions, annexes and any other document specified or referred to as forming part of the Contract, all as amended by agreement of the Parties from time to time;

"Contracting Authority" means the person designated by that title in the Contract, or by notice to the Contractor, to act as Canada's representative to manage the Contract;

"Contractor" means the person, entity or entities named in the Contract to supply goods, services or both to Canada;

"Contract Price" means the amount stated in the Contract to be payable to the Contractor for the Work, exclusive of Goods and Services Tax and Harmonized Sales Tax;

"Government Property" means anything supplied to the Contractor by or on behalf of Canada for the purposes of performing the Contract and anything acquired by the Contractor in any manner in connection with the Work, the cost of which is paid by Canada under the Contract;

"Party" means Canada, the Contractor, or any other signatory to the Contract and "Parties" means all of them;

"Specifications" means the description of the essential, functional or technical requirements of the Work in the Contract, including the procedures for determining whether the requirements have been met;

"Work" means all the activities, services, goods, equipment, matters and things required to be done, delivered or performed by the Contractor under the Contract.

2035 02 (2008-05-12) Powers of Canada

All rights, remedies, powers and discretions granted or acquired by Canada under the Contract or by law are cumulative, not exclusive.

2035 03 (2008-05-12) Status of the Contractor

The Contractor is an independent contractor engaged by Canada to perform the Work. Nothing in the Contract is intended to create a partnership, a joint venture or an agency between Canada and the other Party or Parties. The Contractor must not represent itself as an agent or representative of Canada to anyone. Neither the Contractor nor any of its personnel is engaged as an employee or agent of Canada. The Contractor is responsible for all deductions and remittances required by law in relation to its employees.

2035 04 (2008-05-12) Conduct of the Work

1. The Contractor represents and warrants that:

- (a) it is competent to perform the Work;
- (b) it has everything necessary to perform the Work, including the resources, facilities, labour, technology, equipment, and materials; and



- (c) it has the necessary qualifications, including knowledge, skill, know-how and experience, and the ability to use them effectively to perform the Work.
2. The Contractor must:
 - (a) perform the Work diligently and efficiently;
 - (b) except for Government Property, supply everything necessary to perform the Work;
 - (c) use, as a minimum, quality assurance procedures, inspections and controls generally used and recognized by the industry to ensure the degree of quality required by the Contract;
 - (d) select and employ a sufficient number of qualified people;
 - (e) perform the Work in accordance with standards of quality acceptable to Canada and in full conformity with the Specifications and all the requirements of the Contract;
 - (f) provide effective and efficient supervision to ensure that the quality of workmanship meets the requirements of the Contract.
3. The Work must not be performed by any person who, in the opinion of Canada, is incompetent, unsuitable or has been conducting himself/herself improperly.
4. All services rendered under the Contract must, at the time of acceptance, be free from defects in workmanship and conform to the requirements of the Contract. If the Contractor is required to correct or replace the Work or any part of the Work, it will be at no cost to Canada.
5. Canada's facilities, equipment and personnel are not available to the Contractor to perform the Work unless the Contract specifically provides for it. The Contractor is responsible for advising the Contracting Authority in advance if it requires access to Canada's facilities, equipment or personnel to perform the Work. The Contractor must comply and ensure that its employees and subcontractors comply with all security measures, standing orders, policies or other rules in force at the site where the Work is performed.
6. Unless the Contracting Authority orders the Contractor to suspend the Work or part of the Work pursuant to section 27, the Contractor must not stop or suspend the Work or part of the Work pending the settlement of any dispute between the Parties about the Contract.
7. The Contractor must provide all reports that are required by the Contract and any other information that Canada may reasonably require from time to time.
8. The Contractor is fully responsible for performing the Work. Canada will not be responsible for any negative consequences or extra costs if the Contractor follows any advice given by Canada unless the Contracting Authority provides the advice to the Contractor in writing and includes a statement specifically relieving the Contractor of any responsibility for negative consequences or extra costs that might result from following the advice.

2035 05 (2010-01-11) Subcontracts

1. Except as provided in subsection 2, the Contractor must obtain the Contracting Authority's written consent before subcontracting or permitting the subcontracting of any part of the Work. A subcontract includes a contract entered into by any subcontractor at any tier to perform any part of the Work.
2. The Contractor is not required to obtain consent for subcontracts specifically authorized in the Contract. The Contractor may also without the consent of the Contracting Authority:
 - (a) purchase "off-the-shelf" items and any standard articles and materials that are ordinarily produced by manufacturers in the normal course of business;
 - (b) subcontract any portion of the Work as is customary in the carrying out of similar contracts; and;



- (c) permit its subcontractors at any tier to make purchases or subcontract as permitted in paragraphs (a) and (b).
3. In any subcontract other than a subcontract referred to in paragraph 2.(a), the Contractor must, unless the Contracting Authority agrees in writing, ensure that the subcontractor is bound by conditions compatible with and, in the opinion of the Contracting Authority, not less favourable to Canada than the conditions of the Contract.
4. Even if Canada consents to a subcontract, the Contractor is responsible for performing the Contract and Canada is not responsible to any subcontractor. The Contractor is responsible for any matters or things done or provided by any subcontractor under the Contract and for paying any subcontractors for any part of the Work they perform.

2035 06 (2008-05-12) Specifications

1. Specifications provided by Canada or on behalf of Canada to the Contractor in connection with the Contract belong to Canada and must be used by the Contractor only for the purpose of performing the Work.
2. If the Contract provides that Specifications furnished by the Contractor must be approved by Canada, that approval will not relieve the Contractor of its responsibility to meet all requirements of the Contract.

2035 07 (2008-05-12) Replacement of Specific Individuals

1. If specific individuals are identified in the Contract to perform the Work, the Contractor must provide the services of those individuals unless the Contractor is unable to do so for reasons beyond its control.
2. If the Contractor is unable to provide the services of any specific individual identified in the Contract, it must provide a replacement with similar qualifications and experience. The replacement must meet the criteria used in the selection of the Contractor and be acceptable to Canada. The Contractor must, as soon as possible, give notice to the Contracting Authority of the reason for replacing the individual and provide:
 - (a) the name, qualifications and experience of the proposed replacement; and
 - (b) proof that the proposed replacement has the required security clearance granted by Canada, if applicable.
3. The Contractor must not, in any event, allow performance of the Work by unauthorized replacement persons. The Contracting Authority may order that a replacement stop performing the Work. In such a case, the Contractor must immediately comply with the order and secure a further replacement in accordance with subsection 2. The fact that the Contracting Authority does not order that a replacement stop performing the Work does not relieve the Contractor from its responsibility to meet the requirements of the Contract.

2035 08 (2008-05-12) Time of the Essence

It is essential that the Work be performed within or at the time stated in the Contract.

2035 09 (2008-05-12) Excusable Delay

1. A delay in the performance by the Contractor of any obligation under the Contract that is caused by an event that
 - (a) is beyond the reasonable control of the Contractor,
 - (b) could not reasonably have been foreseen,
 - (c) could not reasonably have been prevented by means reasonably available to the Contractor, and
 - (d) occurred without the fault or neglect of the Contractor,



will be considered an "Excusable Delay" if the Contractor advises the Contracting Authority of the occurrence of the delay or of the likelihood of the delay as soon as the Contractor becomes aware of it. The Contractor must also advise the Contracting Authority, within fifteen (15) working days, of all the circumstances relating to the delay and provide to the Contracting Authority for approval a clear work around plan explaining in detail the steps that the Contractor proposes to take in order to minimize the impact of the event causing the delay.

2. Any delivery date or other date that is directly affected by an Excusable Delay will be postponed for a reasonable time that will not exceed the duration of the Excusable Delay.
3. However, if an Excusable Delay has continued for thirty (30) days or more, the Contracting Authority may, by giving notice in writing to the Contractor, terminate the Contract. In such a case, the Parties agree that neither will make any claim against the other for damages, costs, expected profits or any other loss arising out of the termination or the event that contributed to the Excusable Delay. The Contractor agrees to repay immediately to Canada the portion of any advance payment that is unliquidated at the date of the termination.
4. Unless Canada has caused the delay by failing to meet an obligation under the Contract, Canada will not be responsible for any costs incurred by the Contractor or any of its subcontractors or agents as a result of an Excusable Delay.
5. If the Contract is terminated under this section, the Contracting Authority may require the Contractor to deliver to Canada, in the manner and to the extent directed by the Contracting Authority, any completed parts of the Work not delivered and accepted before the termination and anything that the Contractor has acquired or produced specifically to perform the Contract. Canada will pay the Contractor:
 - (a) the value, of all completed parts of the Work delivered to and accepted by Canada, based on the Contract Price, including the proportionate part of the Contractor's profit or fee included in the Contract Price; and
 - (b) the Cost to the Contractor that Canada considers reasonable in respect of anything else delivered to and accepted by Canada.

The total amount paid by Canada under the Contract to the date of termination and any amounts payable under this subsection must not exceed the Contract Price.

2035 10 (2008-05-12) Inspection and Acceptance of the Work

1. All the Work is subject to inspection and acceptance by Canada. Inspection and acceptance of the Work by Canada do not relieve the Contractor of its responsibility for defects or other failures to meet the requirements of the Contract. Canada will have the right to reject any Work that is not in accordance with the requirements of the Contract and require its correction or replacement at the Contractor's expense.
2. The Contractor must provide representatives of Canada access to all locations where any part of the Work is being performed at any time during working hours. Representatives of Canada may make examinations and such tests of the Work as they may think fit. The Contractor must provide all assistance and facilities, test pieces, samples and documentation that the representatives of Canada may reasonably require for the carrying out of the inspection. The Contractor must forward such test pieces and samples to such person or location as Canada specifies.
3. The Contractor must inspect and approve any part of the Work before submitting it for acceptance or delivering it to Canada. The Contractor must keep accurate and complete inspection records that must be made available to Canada on request. Representatives of Canada may make copies and take extracts of the records during the performance of the Contract and for up to three (3) years after the end of the Contract.



2035 11 (2008-05-12) Invoice Submission

1. Invoices must be submitted in the Contractor's name. The Contractor must submit invoices for each delivery or shipment; invoices must only apply to the Contract. Each invoice must indicate whether it covers partial or final delivery.
2. Invoices must show:
 - (a) the date, the name and address of the client, item or reference numbers, deliverable and/or description of the Work, contract number, GST/HST number;
 - (b) details of expenditures in accordance with the Basis of Payment, exclusive of Goods and Services Tax (GST) or Harmonized Sales Tax (HST) (such as item, quantity, unit of issue, unit price, fixed time labour rates and level of effort, subcontracts, as applicable);
 - (c) deduction for holdback, if applicable;
 - (d) the extension of the totals, if applicable; and
 - (e) if applicable, the method of shipment together with date, case numbers and part or reference numbers, shipment charges and any other additional charges.
3. If applicable, the GST or HST must be specified on all invoices as a separate item. All items that are zero-rated, exempt or to which the GST or HST does not apply, must be identified as such on all invoices.
4. By submitting an invoice, the Contractor certifies that the invoice is consistent with the Work delivered and is in accordance with the Contract.

2035 12 (2010-08-16) Taxes

1. Municipal Taxes

Municipal Taxes do not apply.
2. Provincial Taxes
 - (a) Excluding legislated exceptions, federal government departments and agencies are not required to pay any sales tax payable to the province in which the taxable goods or services are delivered. This exemption has been provided to federal government departments and agencies under the authority of one of the following:
 - (i) Provincial Sales Tax (PST) Exemption Licence Numbers, for the provinces of:
Prince Edward Island OP-10000-250
Manitoba 390-516-0
 - (ii) for Quebec, Saskatchewan, the Yukon Territory, the Northwest Territories and Nunavut, an Exemption Certification, which certifies that the goods or services purchased are not subject to the provincial/territorial sales and consumption taxes because they are purchased by the federal government with Canada funds for the use of the federal government.
 - (b) Currently, in Alberta, the Yukon Territory, the Northwest Territories and Nunavut, there is no general PST. However, if a PST is introduced in Alberta, the Yukon Territory, the Northwest Territories or Nunavut, the sales tax exemption certificate would be required on the purchasing document.
 - (c) Federal departments must pay the HST in the participating provinces of Newfoundland and Labrador, Nova Scotia, New Brunswick, Ontario and British Columbia.
 - (d) The Contractor is not exempt from paying PST under the above Exemption Licence Numbers or Exemption Certification. The Contractor must pay the PST on taxable goods or services used or



consumed in the performance of the Contract (in accordance with applicable provincial legislation), including material incorporated into real property.

3. Changes to Taxes and Duties

If there is any change to any tax or duty payable to any level of government in Canada after the bid submission date that affects the costs of the Work to the Contractor, the Contract Price will be adjusted to reflect the increase or decrease in the cost to the Contractor. However, there will be no adjustment for any change that increases the cost of the Work to the Contractor if public notice of the change was given before bid submission date in sufficient detail to have permitted the Contractor to calculate the effect of the change on its cost. There will be no adjustment if the change takes effect after the date required by the Contract for delivery of the Work.

4. GST or HST

The estimated GST or HST, if applicable, is included in the total estimated cost on page 1 of the Contract. The GST or HST is not included in the Contract Price but will be paid by Canada as provided in the Invoice Submission section above. The Contractor agrees to remit to Canada Revenue Agency any amounts of GST and HST paid or due.

5. Tax Withholding of 15 Percent

Pursuant to the *Income Tax Act*, 1985, c. 1 (5th Supp.) and the *Income Tax Regulations*, Canada must withhold 15 percent of the amount to be paid to the Contractor in respect of services provided in Canada if the Contractor is a non-resident unless the Contractor obtains a valid waiver. The amount withheld will be held on account for the Contractor in respect to any tax liability which may be owed to Canada.

2035 13 (2010-01-11) Transportation Costs

If transportation costs are payable by Canada under the Contract and the Contractor makes the transportation arrangements, shipments must be made by the most direct and economical means consistent with normal shipping practice. The costs must be shown as a separate item on the invoice.

2035 14 (2010-01-11) Transportation Carriers' Liability

The federal government's policy of underwriting its own risks precludes payment of insurance or valuation charges for transportation beyond the point at which ownership of goods passes to the federal government (determined by the FOB point or Incoterms). Where increased carrier liability is available without charge, the Contractor must obtain the increased liability for shipment.

2035 15 (2008-05-12) Payment Period

1. Canada's standard payment period is thirty (30) days. The payment period is measured from the date an invoice in acceptable form and content is received in accordance with the Contract or the date the Work is delivered in acceptable condition as required in the Contract, whichever is later. A payment is considered overdue on the 31st day following that date and interest will be paid automatically in accordance with the section 16.
2. If the content of the invoice and its substantiating documentation are not in accordance with the Contract or the Work is not in acceptable condition, Canada will notify the Contractor within fifteen (15) days of receipt. The 30-day payment period begins upon receipt of the revised invoice or the replacement or corrected Work. Failure by Canada to notify the Contractor within fifteen (15) days will only result in the date specified in subsection 1 to apply for the sole purpose of calculating interest on overdue accounts.

2035 16 (2008-12-12) Interest on Overdue Accounts

1. For the purpose of this section:



"Average Rate" means the simple arithmetic mean of the Bank Rates in effect at 4:00 p.m. Eastern Time each day during the calendar month immediately before the calendar month in which payment is made;

"Bank Rate" means the rate of interest established from time to time by the Bank of Canada as the minimum rate at which the Bank of Canada makes short term advances to members of the Canadian Payments Association;

"date of payment" means the date of the negotiable instrument drawn by the Receiver General for Canada to pay any amount under the Contract;

an amount becomes "overdue" when it is unpaid on the first day following the day on which it is due and payable according to the Contract.

2. Canada will pay to the Contractor simple interest at the Average Rate plus 3 percent per year on any amount that is overdue, from the date that amount becomes overdue until the day before the date of payment, inclusive. The Contractor is not required to provide notice to Canada for interest to be payable.
3. Canada will pay interest in accordance with this section only if Canada is responsible for the delay in paying the Contractor. Canada will not pay interest on overdue advance payments.

2035 17 (2008-05-12) Compliance with Applicable Laws

1. The Contractor must comply with all laws applicable to the performance of the Contract. The Contractor must provide evidence of compliance with such laws to Canada at such times as Canada may reasonably request.
2. The Contractor must obtain and maintain at its own cost all permits, licenses, regulatory approvals and certificates required to perform the Work. If requested by the Contracting Authority, the Contractor must provide a copy of any required permit, license, regulatory approvals or certificate to Canada.

2035 18 (2008-05-12) Ownership

1. Unless provided otherwise in the Contract, the Work or any part of the Work belongs to Canada after delivery and acceptance by or on behalf of Canada.
2. However if any payment is made to the Contractor for or on account of any Work, either by way of progress or milestone payments, that work paid for by Canada belongs to Canada upon such payment being made. This transfer of ownership does not constitute acceptance by Canada of the Work or any part of the Work and does not relieve the Contractor of its obligation to perform the Work in accordance with the Contract.
3. Despite any transfer of ownership, the Contractor is responsible for any loss or damage to the Work or any part of the Work until it is delivered to Canada in accordance with the Contract. Even after delivery, the Contractor remains responsible for any loss or damage to any part of the Work caused by the Contractor or any subcontractor.
4. Upon transfer of ownership to the Work or any part of the Work to Canada, the Contractor must, if requested by Canada, establish to Canada's satisfaction that the title is free and clear of all claims, liens, attachments, charges or encumbrances. The Contractor must execute any conveyances and other instruments necessary to perfect the title that Canada may require.

2035 19 (2008-05-12) Copyright

In this section, "Material" means anything that is created by the Contractor as part of the Work under the Contract, that is required by the Contract to be delivered to Canada and in which copyright subsists. "Material" does not include anything created by the Contractor before the date of the Contract.



Copyright in the Material belongs to Canada and the Contractor must include the copyright symbol and either of the following notice on the Material: © Her Majesty the Queen in right of Canada (year) or © Sa Majesté la Reine du chef du Canada (année).

The Contractor must not use, copy, divulge or publish any Material except as is necessary to perform the Contract. The Contractor must execute any conveyance and other documents relating to copyright in the Material as Canada may require.

The Contractor must provide at the request of Canada a written permanent waiver of moral rights, in a form acceptable to Canada, from every author that contributed to the Material. If the Contractor is the author of the Material, the Contractor permanently waives its moral rights in the Material.

2035 20 (2008-05-12) Translation of Documentation

The Contractor agrees that Canada may translate in the other official language any documentation delivered to Canada by the Contractor that does not belong to Canada under section 20. The Contractor acknowledges that Canada owns the translation and that it is under no obligation to provide any translation to the Contractor. Canada agrees that any translation must include any copyright notice and any proprietary right notice that was part of the original. Canada acknowledges that the Contractor is not responsible for any technical errors or other problems that may arise as a result of the translation.

2035 21 (2008-05-12) Confidentiality

1. The Contractor must keep confidential all information provided to the Contractor by or on behalf of Canada in connection with the Work, including any information that is confidential or proprietary to third parties, and all information conceived, developed or produced by the Contractor as part of the Work when copyright or any other intellectual property rights in such information belongs to Canada under the Contract. The Contractor must not disclose any such information without the written permission of Canada. The Contractor may disclose to a subcontractor any information necessary to perform the subcontract as long as the subcontractor agrees to keep the information confidential and that it will be used only to perform the subcontract.
2. The Contractor agrees to use any information provided to the Contractor by or on behalf of Canada only for the purpose of the Contract. The Contractor acknowledges that all this information remains the property of Canada or the third party, as the case may be. Unless provided otherwise in the Contract, the Contractor must deliver to Canada all such information, together with every copy, draft, working paper and note that contains such information, upon completion or termination of the Contract or at such earlier time as Canada may require.
3. Subject to the *Access to Information Act*, R.S., 1985, c. A-1, and to any right of Canada under the Contract to release or disclose, Canada must not release or disclose outside the Government of Canada any information delivered to Canada under the Contract that is proprietary to the Contractor or a subcontractor.
4. The obligations of the Parties set out in this section do not apply to any information if the information:
 - (a) is publicly available from a source other than the other Party; or
 - (b) is or becomes known to a Party from a source other than the other Party, except any source that is known to be under an obligation to the other Party not to disclose the information; or
 - (c) is developed by a Party without use of the information of the other Party.
5. Wherever possible, the Contractor must mark or identify any proprietary information delivered to Canada under the Contract as "Property of (Contractor's name), permitted Government uses defined under National Research Council Canada (NRC) Contract No. (fill in Contract Number)". Canada will not be liable for any unauthorized use or disclosure of information that could have been so marked or identified and was not.



6. If the Contract, the Work, or any information referred to in subsection 1 is identified as TOP SECRET, SECRET, CONFIDENTIAL, or PROTECTED by Canada, the Contractor must at all times take all measures reasonably necessary for the safeguarding of the material so identified, including those set out in the PWGSC Industrial Security Manual and its supplements and any other instructions issued by Canada.
7. If the Contract, the Work, or any information referred to in subsection 1 is identified as TOP SECRET, SECRET, CONFIDENTIAL, or PROTECTED, by Canada, representatives of Canada are entitled to inspect the Contractor's premises and the premises of a subcontractor at any tier for security purposes at any time during the term of the Contract. The Contractor must comply with, and ensure that any subcontractor complies with, all written instructions issued by Canada dealing with the material so identified, including any requirement that employees of the Contractor or of any subcontractor execute and deliver declarations relating to reliability screenings, security clearances and other procedures.
8. The Contractor consents in the case of a contract that has a value in excess of \$10,000.00 to the public disclosure of information – other than information described in any of paragraphs 20(1)a) to (d) of the Access to Information Act – relating to the contract.

2035 22 (2008-05-12) Government Property

1. All Government Property must be used by the Contractor solely for the purpose of the Contract and remains the property of Canada. The Contractor must maintain adequate accounting records of all Government Property and, whenever feasible, mark it as being the property of Canada.
2. The Contractor must take reasonable and proper care of all Government Property while it is in its possession or subject to its control. The Contractor is responsible for any loss or damage resulting from its failure to do so other than loss or damage caused by ordinary wear and tear.
3. All Government Property, unless it is installed or incorporated in the Work, must be returned to Canada on demand. All scrap and all waste materials, articles or things that are Government Property must, unless provided otherwise in the Contract, remain the property of Canada and must be disposed of only as directed by Canada.
4. At the time of completion of the Contract, and if requested by the Contracting Authority, the Contractor must provide to Canada an inventory of all Government Property relating to the Contract.

2035 23 (2008-05-12) Liability

The Contractor is liable for any damage caused by the Contractor, its employees, subcontractors, or agents to Canada or any third party. Canada is liable for any damage caused by Canada, its employees or agents to the Contractor or any third party. The Parties agree that no limitation of liability or indemnity provision applies to the Contract unless it is specifically incorporated in full text in the Articles of Agreement. Damage includes any injury to persons (including injury resulting in death) or loss of or damage to property (including real property) caused as a result of or during the performance of the Contract.

2035 24 (2008-05-12) Intellectual Property Infringement and Royalties

1. The Contractor represents and warrants that, to the best of its knowledge, neither it nor Canada will infringe any third party's intellectual property rights in performing or using the Work, and that Canada will have no obligation to pay royalties of any kind to anyone in connection with the Work.
2. If anyone makes a claim against Canada or the Contractor concerning intellectual property infringement or royalties related to the Work, that Party agrees to notify the other Party in writing immediately. If anyone brings a claim against Canada, according to *Department of Justice Act*, R.S., 1985, c. J-2, the Attorney General of Canada must have the regulation and conduct of all litigation for or against Canada, but the Attorney General may request that the Contractor defend Canada against the claim. In either case, the Contractor agrees to participate fully in the defence and any settlement negotiations and to pay all costs, damages and legal costs incurred or payable as a result of the claim, including the amount of any settlement. Both Parties agree not to settle any claim unless the other Party first approves the settlement in writing.



3. The Contractor has no obligation regarding claims that were only made because:
 - (a) Canada modified the Work or part of the Work without the Contractor's consent or used the Work or part of the Work without following a requirement of the Contract; or
 - (b) Canada used the Work or part of the Work with a product that the Contractor did not supply under the Contract (unless that use is described in the Contract or the manufacturer's specifications); or
 - (c) the Contractor used equipment, drawings, specifications or other information supplied to the Contractor by Canada (or by someone authorized by Canada); or
 - (d) the Contractor used a specific item of equipment or software that it obtained because of specific instructions from the Contracting Authority; however, this exception only applies if the Contractor has included the following language in its own contract with the supplier of that equipment or software: "[Supplier name] acknowledges that the purchased items will be used by the Government of Canada. If a third party claims that equipment or software supplied under this contract infringes any intellectual property right, [supplier name], if requested to do so by either [Contractor name] or Canada, will defend both [Contractor name] and Canada against that claim at its own expense and will pay all costs, damages and legal fees payable as a result of that infringement. Obtaining this protection from the supplier is the Contractor's responsibility and, if the Contractor does not do so, it will be responsible to Canada for the claim.
4. If anyone claims that, as a result of the Work, the Contractor or Canada is infringing its intellectual property rights, the Contractor must immediately do one of the following:
 - (a) take whatever steps are necessary to allow Canada to continue to use the allegedly infringing part of the Work; or
 - (b) modify or replace the Work to avoid intellectual property infringement, while ensuring that the Work continues to meet all the requirements of the Contract; or
 - (c) take back the Work and refund any part of the Contract Price that Canada has already paid.

If the Contractor determines that none of these alternatives can reasonably be achieved, or if the Contractor fails to take any of these steps within a reasonable amount of time, Canada may choose either to require the Contractor to do (c), or to take whatever steps are necessary to acquire the rights to use the allegedly infringing part(s) of the Work itself, in which case the Contractor must reimburse Canada for all the costs it incurs to do so.

2035 25 (2008-05-12) Amendment and Waivers

1. To be effective, any amendment to the Contract must be done in writing by the Contracting Authority and the authorized representative of the Contractor.
2. While the Contractor may discuss any proposed modifications to the Work with other representatives of Canada, Canada will not be responsible for the cost of any modification unless it has been incorporated into the Contract in accordance with subsection 1.
3. A waiver will only be valid, binding or affect the rights of the Parties if it is made in writing by, in the case of a waiver by Canada, the Contracting Authority and, in the case of a waiver by the Contractor, the authorized representative of the Contractor.
4. The waiver by a Party of a breach of any condition of the Contract will not be treated or interpreted as a waiver of any subsequent breach and therefore will not prevent that Party from enforcing of that term or condition in the case of a subsequent breach.

2035 26 (2008-05-12) Assignment

1. The Contractor must not assign the Contract without first obtaining the written consent of the Contracting Authority. Any assignment made without that consent is void and will have no effect. The



assignment will be effective upon execution of an assignment agreement signed by the Parties and the assignee.

2. Assignment of the Contract does not relieve the Contractor from any obligation under the Contract and it does not impose any liability upon Canada.

2035 27 (2008-05-12) Suspension of the Work

1. The Contracting Authority may at any time, by written notice, order the Contractor to suspend or stop the Work or part of the Work under the Contract for a period of up to one hundred eighty (180) days. The Contractor must immediately comply with any such order in a way that minimizes the cost of doing so. While such an order is in effect, the Contractor must not remove any part of the Work from any premises without first obtaining the written consent of the Contracting Authority. Within these one hundred eighty (180) days, the Contracting Authority must either cancel the order or terminate the Contract, in whole or in part, under section 28 or section 29.
2. When an order is made under subsection 1, unless the Contracting Authority terminates the Contract by reason of default by the Contractor or the Contractor abandons the Contract, the Contractor will be entitled to be paid its additional costs incurred as a result of the suspension plus a fair and reasonable profit.
3. When an order made under subsection 1 is cancelled, the Contractor must resume work in accordance with the Contract as soon as practicable. If the suspension has affected the Contractor's ability to meet any delivery date under the Contract, the date for performing the part of the Work affected by the suspension will be extended for a period equal to the period of suspension plus a period, if any, that in the opinion of the Contracting Authority, following consultation with the Contractor, is necessary for the Contractor to resume the Work. Any equitable adjustments will be made as necessary to any affected conditions of the Contract.

2035 28 (2008-05-12) Default by the Contractor

1. If the Contractor is in default in carrying out any of its obligations under the Contract, the Contracting Authority may, by giving written notice to the Contractor, terminate for default the Contract or part of the Contract. The termination will take effect immediately or at the expiration of a cure period specified in the notice, if the Contractor has not cured the default to the satisfaction of the Contracting Authority within that cure period.
2. If the Contractor becomes bankrupt or insolvent, makes an assignment for the benefit of creditors, or takes the benefit of any statute relating to bankrupt or insolvent debtors, or if a receiver is appointed under a debt instrument or a receiving order is made against the Contractor, or an order is made or a resolution passed for the dissolution, liquidation or winding-up of the Contractor, the Contracting Authority may, to the extent permitted by the laws of Canada, by giving written notice to the Contractor, immediately terminate for default the Contract or part of the Contract.
3. If Canada gives notice under subsection 1 or 2, the Contractor will have no claim for further payment except as provided in this section. The Contractor will be liable to Canada for all losses and damages suffered by Canada because of the default or occurrence upon which the notice was based, including any increase in the cost incurred by Canada in procuring the Work from another source. The Contractor agrees to repay immediately to Canada the portion of any advance payment that is unliquidated at the date of the termination.
4. Upon termination of the Contract under this section, the Contracting Authority may require the Contractor to deliver to Canada, in the manner and to the extent directed by the Contracting Authority, any completed parts of the Work, not delivered and accepted before the termination and anything the Contractor has acquired or produced specifically to perform the Contract. In such a case, subject to the deduction of any claim that Canada may have against the Contractor arising under the Contract or out of the termination, Canada will pay or credit to the Contractor:
 - (a) the value, of all completed parts of the Work delivered to and accepted by Canada, based on the Contract Price, including the proportionate part of the Contractor's profit or fee included in the Contract Price; and



- (b) the cost to the Contractor that Canada considers reasonable in respect of anything else delivered to and accepted by Canada.

The total amount paid by Canada under the Contract to the date of the termination and any amount payable under this subsection must not exceed the Contract Price.

5. Title to everything for which payment is made to the Contractor will, once payment is made, pass to Canada unless it already belongs to Canada under any other provision of the Contract.
6. If the Contract is terminated for default under subsection 1, but it is later determined that grounds did not exist for a termination for default, the notice will be considered a notice of termination for convenience issued under subsection 1 of section 29.

2035 29 (2008-05-12) Termination for Convenience

1. At any time before the completion of the Work, the Contracting Authority may, by giving notice in writing to the Contractor, terminate for convenience the Contract or part of the Contract. Once such a notice of termination for convenience is given, the Contractor must comply with the requirements of the termination notice. If the Contract is terminated in part only, the Contractor must proceed to complete any part of the Work that is not affected by the termination notice. The termination will take effect immediately or, as the case may be, at the time specified in the termination notice.
2. If a termination notice is given pursuant to subsection 1, the Contractor will be entitled to be paid, for costs that have been reasonably and properly incurred to perform the Contract to the extent that the Contractor has not already been paid or reimbursed by Canada. The Contractor will be paid:
 - (a) on the basis of the Contract Price, for all completed work that is inspected and accepted in accordance with the Contract, whether completed before, or after the termination in accordance with the instructions contained in the termination notice;
 - (b) the Cost to the Contractor plus a fair and reasonable profit for all work terminated by the termination notice before completion; and
 - (c) all costs incidental to the termination of the Work incurred by the Contractor but not including the cost of severance payments or damages to employees whose services are no longer required, except wages that the Contractor is obligated by statute to pay.
3. Canada may reduce the payment in respect of any part of the Work, if upon inspection, it does not meet the requirements of the Contract.
4. The total of the amounts, to which the Contractor is entitled to be paid under this section, together with any amounts paid, due or becoming due to the Contractor must not exceed the Contract Price. The Contractor will have no claim for damages, compensation, loss of profit, allowance arising out of any termination notice given by Canada under this section except to the extent that this section expressly provides. The Contractor agrees to repay immediately to Canada the portion of any advance payment that is unliquidated at the date of the termination.

2035 30 (2008-05-12) Accounts and Audit

1. The Contractor must keep proper accounts and records of the cost of performing the Work and of all expenditures or commitments made by the Contractor in connection with the Work, including all invoices, receipts and vouchers. The Contractor must retain records, including bills of lading and other evidence of transportation or delivery, for all deliveries made under the Contract.
2. If the Contract includes payment for time spent by the Contractor, its employees, representatives, agents or subcontractors performing the Work, the Contractor must keep a record of the actual time spent each day by each individual performing any part of the Work.
3. Unless Canada has consented in writing to its disposal, the Contractor must retain all the information described in this section for six (6) years after it receives the final payment under the Contract, or until



the settlement of all outstanding claims and disputes, whichever is later. During this time, the Contractor must make this information available for audit, inspection and examination by the representatives of Canada, who may make copies and take extracts. The Contractor must provide all reasonably required facilities for any audit and inspection and must furnish all the information as the representatives of Canada may from time to time require to perform a complete audit of the Contract.

4. The amount claimed under the contract, calculated in accordance with the Basis of Payment provision in the Articles of Agreement, is subject to government audit both before and after payment is made. If an audit is performed after payment, the Contractor agrees to repay any overpayment immediately on demand by Canada. Canada may hold back, deduct and set off any credits owing and unpaid under this section from any money that Canada owes to the Contractor at any time (including under other contracts). If Canada does not choose to exercise this right at any given time, Canada does not lose this right.

2035 31 (2008-05-12) Right of Set-off

Without restricting any right of set-off given by law, Canada may set-off against any amount payable to the Contractor under the Contract, any amount payable to Canada by the Contractor under the Contract or under any other current contract. Canada may, when making a payment pursuant to the Contract, deduct from the amount payable to the Contractor any such amount payable to Canada by the Contractor which, by virtue of the right of set-off, may be retained by Canada.

2035 32 (2008-05-12) Notice

Any notice under the Contract must be in writing and may be delivered by and, courier, mail, facsimile or other electronic method that provides a paper record of the text of the notice. It must be sent to the Party for whom it is intended at the address stated in the Contract. Any notice will be effective on the day it is received at that address. Any notice to Canada must be delivered to the Contracting Authority.

2035 33 (2008-05-12) Conflict of Interest and Values and Ethics Codes for the Public Service

The Contractor acknowledges that individuals who are subject to the provisions of the *Conflict of Interest Act*, 2006, c. 9, s. 2, the Conflict of Interest Code for Members of the House of Commons, the Values and Ethics Code for the Public Service or all other codes of values and ethics applicable within specific organizations cannot derive any direct benefit resulting from the Contract.

2035 34 (2008-05-12) No Bribe or Conflict

1. The Contractor declares that no bribe, gift, benefit, or other Inducement has been or will be paid, given, promised or offered directly or indirectly to any official or employee of Canada or to a member of the family of such a person, with a view to influencing the entry into the Contract or the administration of the Contract.
2. The Contractor must not influence, seek to influence or otherwise take part in a decision of Canada knowing that the decision might further its private interest. The Contractor must have no financial interest in the business of a third party that causes or would appear to cause a conflict of interest in connection with the performance of its obligations under the Contract. If such a financial interest is acquired during the period of the Contract, the Contractor must immediately declare it to the Contracting Authority.
3. The Contractor warrants that, to the best of its knowledge after making diligent inquiry, no conflict exists or is likely to arise in the performance of the Contract. In the event the Contractor becomes aware of any matter that causes or is likely to cause a conflict in relation to the Contractor's performance under the Contract, the Contractor must immediately disclose such matter to the Contracting Authority in writing.
4. If the Contracting Authority is of the opinion that a conflict exists as a result of the Contractor's disclosure or as a result of any other information brought to the Contracting Authority's attention, the Contracting Authority may require the Contractor to take steps to resolve or otherwise deal with the conflict or, at its entire discretion, terminate the Contract for default. Conflict means any matter,



circumstance, interest, or activity affecting the Contractor, its personnel or subcontractors, which may or may appear to impair the ability of the Contractor to perform the Work diligently and independently.

2035 35 (2008-05-12) Survival

All the Parties' obligations of confidentiality, representations and warranties set out in the Contract as well as the provisions, which by the nature of the rights or obligations might reasonably be expected to survive, will survive the expiry or termination of the Contract.

2035 36 (2008-05-12) Severability

If any provision of the Contract is declared by a court of competent jurisdiction to be invalid, illegal or unenforceable, that provision will be removed from the Contract without affecting any other provision of the Contract.

2035 37 (2008-05-12) Successors and Assigns

The Contract is to the benefit of and binds the successors and permitted assignees of Canada and of the Contractor.

2035 38 (2008-12-12) Contingency Fees

The Contractor certifies that it has not directly or indirectly, paid or agreed to pay and agrees that it will not, directly or indirectly, pay a contingency fee for the solicitation, negotiation or obtaining of the Contract to any person, other than an employee of the Contractor acting in the normal course of the employee's duties. In this section, "contingency fee" means any payment or other compensation that depends or is calculated based on a degree of success in soliciting, negotiating or obtaining the Contract and "person" includes any individual who is required to file a return with the registrar pursuant to section 5 of the *Lobbying Act*, 1985, c. 44 (4th Supplement).

2035 39 (2010-01-11) International Sanctions

1. Persons in Canada, and Canadians outside of Canada, are bound by economic sanctions imposed by Canada. As a result, the Government of Canada cannot accept delivery of goods or services that originate, either directly or indirectly, from the countries or persons subject to economic sanctions.
2. The Contractor must not supply to the Government of Canada any goods or services which are subject to economic sanctions.
3. The Contractor must comply with changes to the regulations imposed during the period of the Contract. The Contractor must immediately advise Canada if it is unable to perform the Work as a result of the imposition of economic sanctions against a country or person or the addition of a good or service to the list of sanctioned goods or services. If the Parties cannot agree on a work around plan, the Contract will be terminated for the convenience of Canada in accordance with section 29.

2035 40 (2008-05-12) Harassment in the Workplace

1. The Contractor acknowledges the responsibility of Canada to ensure, for its employees, a healthy work environment, free of harassment. A copy of the Policy on the Prevention and Resolution of Harassment in the Workplace, which is also applicable to the Contractor, is available on the Treasury Board Web site.
2. The Contractor must not, either as an individual, or as a corporate or unincorporated entity, through its employees or subcontractors, harass, abuse, threaten, discriminate against or intimidate any employee, contractor or other individual employed by, or under contract with Canada. The Contractor will be advised in writing of any complaint and will have the right to respond in writing. Upon receipt of the Contractor's response, the Contracting Authority will, at its entire discretion, determine if the complaint is founded and decide on any action to be taken.



2035 41 (2008-05-12) Entire Agreement

The Contract constitutes the entire and only agreement between the Parties and supersedes all previous negotiations, communications and other agreements, whether written or oral, unless they are incorporated by reference in the Contract. There are no terms, covenants, representations, statements or conditions binding on the Parties other than those contained in the Contract.

STANDARD INSTRUCTIONS AND CONDITIONS:**(APPLICABLE TO BID SOLICITATION)****1. Submission of Bids**

1.1 It is the Bidder's responsibility to:

- (a) return a signed original of the bid solicitation, duly completed, **IN THE FORMAT REQUESTED**;
- (b) direct its bid **ONLY** to the Bid Receiving address specified;
- (c) ensure that the Bidder's name, the bid solicitation reference number, and bid solicitation closing date and time are clearly visible;
- (d) provide a comprehensive and sufficiently detailed bid, including all requested pricing details, that will permit a complete evaluation in accordance with the criteria set out in the bid solicitation.

Timely and correct delivery of bids to the specified bid delivery address is the sole responsibility of the Bidder. The National Research Council Canada (NRC) will not assume or have transferred to it those responsibilities. All risks and consequences of incorrect delivery of bids are the responsibility of the Bidder.

1.2 Bids may be accepted in whole or in part. The lowest or any bid will not necessarily be accepted. In the case of error in the extension of prices, the unit price will govern. NRC may enter into contract without negotiation.

1.3 Bidders who submit a bid agree to be bound by the instructions, clauses and conditions of the bid solicitation and accept the terms and conditions of the resulting contract.

1.4 Bids will remain open for acceptance for a period of not less than sixty (60) days from the closing date of the bid solicitation, unless otherwise indicated by NRC in such bid solicitation.

1.5 While NRC may enter into contract without negotiation, Canada reserves the right to negotiate with bidders on any procurement.

1.6 Notwithstanding the bid validity period stipulated in this solicitation, Canada reserves the right to seek an extension from all responsive bidders, within a minimum of three (3) days prior to the end of such period. Bidders shall have the option to either accept or reject the extension.

1.7 If the extension referred to above is accepted, in writing, by all those who submitted responsive bids, then Canada shall continue immediately with the evaluation of the bids and its approval processes.

1.8 If the extension referred to above is not accepted, in writing, by all those who submitted responsive bids then Canada shall, at its sole discretion: either continue to evaluate the responsive bids of those who have accepted the extension and seek the necessary approvals; or cancel the solicitation; or cancel and reissue the solicitation.

2. Late Bids

2.1 It is NRC policy to return, unopened, bids delivered after the stipulated bid solicitation closing date and time, unless they qualify as a delayed bid as described below.

3. Delayed Bids

3.1 A bid delivered to the specified Bid Receiving area after the closing date and time but before the contract award date may be considered, provided the delay can be proven to have been due solely to a delay in delivery that can be attributed to the Canada Post Corporation (CPC) (or national equivalent of a foreign country). The only pieces of evidence relating to a delay in the CPC system that are acceptable to NRC are:

- (a) CPC cancellation date stamp;
- (b) a CPC Priority Courier Bill of Lading; and
- (c) a CPC Xpresspost Label,

that clearly indicate that the bid was mailed prior to the bid closing date.

Example: If the bid closing date was May 15, 1995, then the CPC cancellation date stamp should read no later than May 14, 1995, to be accepted.

3.2 Please request the postal employee to date-stamp your envelope.

3.3 For bids transmitted by facsimile or commercial telegram, only the date and the time of receipt recorded by NRC at the Bid Receiving number stated in the bid solicitation will be accepted as evidence of a delayed bid.

3.4 Misrouting, traffic volume, weather disturbances, or any other causes for the late delivery of bids are not acceptable reasons for the bid to be accepted by NRC.

4. Postage Meters

4.1 Postage meter imprints, whether imprinted by the Supplier, the CPC or the postal authority outside Canada, are not acceptable as proof of timely mailing. It should be noted that CPC does not normally apply a cancellation date stamp to metered mail; this is usually done only when postage stamps are used.

5. Responses Transmitted by Facsimile or Commercial Telegram

5.1 If you are in doubt that your bid will be delivered on time at the specific location designated for the receipt of the bid, you may use a facsimile or a commercial telegram, unless otherwise instructed in the bid solicitation.

Due to the volume of technical material required for some bids, certain bid solicitations may specify that submissions by facsimile or commercial telegram are not acceptable (e.g. science solicitations).

5.2 Unless otherwise instructed in the bid solicitation, the only acceptable number for responses to bid solicitations issued by NRC headquarters sectors is facsimile number (613) 991-3297.

5.3 If the bidder chooses to submit a facsimile or commercial telegram bid, NRC will not be responsible for any failure attributable to the transmission or receipt of the facsimile bid including, but not limited to the following:

- (a) receipt of garbled or incomplete bid;
- (b) availability or condition of the receiving facsimile equipment;
- (c) incompatibility between the sending and receiving equipment;
- (d) delay in transmission or receipt of the bid;
- (e) failure of the Bidder to properly identify the bid;
- (f) illegibility of the bid; or
- (g) security of bid data.

5.4 Bids submitted by facsimile or commercial telegram will constitute your formal bid and must contain:

- (a) the bid reference number;
- (b) the closing date and time;
- (c) sufficient data to allow evaluation, such as unit prices, country of currency in the event that the bid is submitted in a foreign currency, sales tax, duty, technical data (where applicable) and any deviation(s) from the bid solicitation document.

5.5 For responses transmitted by facsimile or commercial telegram, written confirmation is required within two (2) working days after bid closing, unless otherwise specified in this solicitation. All documents confirming bids should bear the word "CONFIRMATION".

5.6 NRC does not undertake to protect the confidentiality of the transmission of any document sent by facsimile. Vendors concerned with the confidentiality of their documents are advised to submit their proposals in sealed envelopes.

6. Customs Clearance

6.1 It is the responsibility of the Bidder to allow sufficient time to obtain customs clearance, where required, before the scheduled bid closing date and time. Delays related to the obtaining of customs clearance cannot be construed as "undue delay in the mail" and will not be accepted under the Late Bids Policy.

For further information, please contact the Contracting Authority identified in the bid solicitation.

National Research Council Canada
Insurance Conditions

1 of 1

NRC0204D

INSURER'S CERTIFICATE OF INSURANCE

(TO BE COMPLETED BY INSURER (NOT BROKER) AND DELIVERED TO NATIONAL RESEARCH COUNCIL CANADA WITHIN 30 DAYS FOLLOWING ACCEPTANCE OF TENDER)

CONTRACT

DESCRIPTION OF WORK	CONTRACT NUMBER	AWARD DATE
LOCATION		

INSURER

NAME

ADDRESS

BROKER

NAME

ADDRESS

INSURED

NAME OF CONTRACTOR

ADDRESS

ADDITIONAL INSURED

HER MAJESTY THE QUEEN IN RIGHT OF CANADA AS REPRESENTED BY THE NATIONAL RESEARCH COUNCIL CANADA

THIS DOCUMENT CERTIFIES THAT THE FOLLOWING POLICIES OF INSURANCE ARE AT PRESENT IN FORCE COVERING ALL OPERATIONS OF THE INSURED IN CONNECTION WITH THE CONTRACT MADE BETWEEN THE NAMED INSURED AND THE NATIONAL RESEARCH COUNCIL CANADA AND IN ACCORDANCE WITH THE INSURANCE CONDITIONS "E".

POLICY					
TYPE	NUMBER	INCEPTION DATE	EXPIRY DATE	LIMITS OF LIABILITY	DEDUCTIBLE
COMMERCIAL GENERAL LIABILITY					
BUILDERS RISK "ALL RISKS"					
INSTALLATION FLOATER "ALL RISKS"					

THE INSURER AGREES TO NOTIFY THE NATIONAL RESEARCH COUNCIL CANADA IN WRITING 30 DAYS PRIOR TO ANY MATERIAL CHANGE IN OR CANCELLATION OF ANY POLICY OR COVERAGE SPECIFICALLY RELATED TO THIS CONTRACT

NAME OF INSURERS OFFICER OR AUTHORIZED EMPLOYEE	SIGNATURE	DATE:
		TELEPHONE NUMBER:

ISSUANCE OF THIS CERTIFICATE SHALL NOT LIMIT OR RESTRICT THE RIGHT OF THE NATIONAL RESEARCH COUNCIL CANADA TO REQUEST AT ANY TIME DUPLICATE COPIES OF SAID INSURANCE POLICIES



Government of Canada / Gouvernement du Canada

Contract Number / Numéro du contrat
Security Classification / Classification de sécurité UNCLASSIFIED

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 National Research Council	2. Branch or Directorate / Direction générale ou Direction ASPM	
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 To provide janitorial services at NRC's Winnipeg buildings WPG01/WPG02 (435/445 Ellice Avenue)		
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 / <input type="checkbox"/> Yes		
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 / <input type="checkbox"/> Yes		
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 / <input type="checkbox"/> Yes		
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 / <input checked="" type="checkbox"/> Yes		
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 / <input type="checkbox"/> Yes		
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 checked="" 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 checked="" 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"/>



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Gouvernement du 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?
If Yes, indicate the level of sensitivity:
Dans l'affirmative, indiquer le niveau de sensibilité: No / Non Yes / Oui

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

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

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

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

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

Special comments:

Commentaires spéciaux:

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

10. b) May unscreened personnel be used for portions of the work?
Du personnel sans autorisation sécuritaire peut-il se voir confier des parties du travail? No / Non Yes / Oui
If Yes, will unscreened personnel be escorted?
Dans l'affirmative, le personnel en question sera-t-il escorté? 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	SECRET	TOP SECRET	NATO RESTRICTED	NATO CONFIDENTIAL	NATO SECRET	COSMIC TOP SECRET COSMIC TRÈS SECRET	PROTECTED / PROTÉGÉ			CONFIDENTIAL	SECRET	TOP SECRET	
				CONFIDENTIEL		TRÈS SECRET	NATO DIFFUSION RESTRICTÉE	NATO CONFIDENTIEL			A	B	C	CONFIDENTIEL		TRÈS SECRET	
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 indiquez qu'il y a des pièces jointes (p. ex. SECRET avec des pièces jointes).



Contract Number / Numéro du contrat
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PART D - AUTHORIZATION / PARTIE D - AUTORISATION

13. Organization Project Authority / Chargé de projet de l'organisme

Name (print) - Nom (en lettres moulées) Jose Varas	Title - Titre Site Operations Supervisor	Signature <i>J. Varas</i>
Telephone No. - N° de téléphone 204-984-6557	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel Jose.Varas@nrc-cnrc-gc.ca
		Date October 14, 2016

14. Organization Security Authority / Responsable de la sécurité de l'organisme

Name (print) - Nom (en lettres moulées) Charlotte Carrier	Title - Titre Group Leader, Security Branch	Signature <i>C. Carrier</i>
Telephone No. - N° de téléphone (613) 993-8956	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel charlotte.carrier@nrc-cnrc.gc.ca
		Date 2 Nov 2016

15. Are there additional instructions (e.g. Security Guide, Security Classification Guide) attached?
Des instructions supplémentaires (p. ex. Guide de sécurité, Guide de classification de la sécurité) sont-elles jointes?

No / Non Yes / Oui

16. Procurement Officer / Agent d'approvisionnement

Name (print) - Nom (en lettres moulées) Melody Ellis	Title - Titre Senior Procurement officer	Signature <i>Melody Ellis</i>
Telephone No. - N° de téléphone 613 993 4461	Facsimile No. - N° de télécopieur 613 993 6867	E-mail address - Adresse courriel melody.ellis@nrc.gc.ca
		Date Nov. 4 / 2016

17. Contracting Security Authority / Autorité contractante en matière de sécurité

Name (print) - Nom (en lettres moulées)	Title - Titre	Signature
Telephone No. - N° de téléphone	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel
		Date