
CANADIAN HERITAGE
REQUEST FOR PROPOSALS

REQUEST NUMBER: 10160093

TITLE OF PROJECT: Janitorial Services for the Canadian Conservation Institute

REQUEST DATE: December 7, 2016

CLOSING DATE AND TIME: January 19, 2017, 2:00 P.M., EST

ADDRESS ALL ENQUIRIES: Lynn Levesque
Contract and Procurement Specialist
Contracting and Materiel Management Directorate
Canadian Heritage
Tel: 819-994-5119
E-mail: PCH.contracts-contracting.PCH@canada.ca

The Department of Canadian Heritage has a requirement for the above services to be carried out in accordance with the **Statement of Work** attached hereto as **Annex "A"**. The services are to be performed during the period commencing upon the date of award of the contract and are to be completed by March 31, 2018, as detailed in the Statement of Work.

If you are interested in undertaking this project, your sealed proposal, clearly indicating the title of the work and addressed to the undersigned will be received up to **14:00 hours, (2 p.m.) EST: January 19, 2017 at:**

Department of Canadian Heritage
Mail room / Bid Receiving Unit
RFP: 10160093
Attention: Lynn Levesque
15 Eddy Street, 2nd Floor (15.2.C)
Gatineau, Quebec
K1A 0M5

It is the Bidder's responsibility to ensure that their proposals are delivered to the above noted tender address no later than the time and date specified.

Bidders submitting a proposal are also requested to complete the Offer of Services in Attachment 1 to Part 5.

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PART 1 - GENERAL INFORMATION

1.1 Introduction

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

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

The Attachments include: Evaluation Criteria, Pricing Schedule, and Certifications and Additional Information.

The Annexes include the Statement of Work, the Basis of Payment, the Security Requirements Checklist, and, the Insurance Requirements.

1.2 Summary

The Department of Canadian Heritage is seeking to establish a contract for Janitorial Services for the Canadian Conservations Institute as defined in Annex "A", Statement of Work, for an initial period of 13 months and four (4) option periods of 12 months (1 year) each.

1.2.1 Mandatory Site Visit

It is mandatory that the Bidder or a representative of the Bidder visit the work site. Arrangements have been made for the site visit to be held at:

Canadian Conservation Institute, 1030 Innes Road, Ottawa, Ontario, K1B 4S7
On Thursday, December 15, 2016
The site visit will begin at 1:30 P.M. EST
Room 201

Bidders who do not attend the mandatory site visit or do not send a representative will not be given an alternative appointment and their bid will be declared non-responsive. Please refer to section 2, article 2.6 for additional information.

1.2.2 Security

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

1.2.3 Trade Agreements

The requirement is subject to the provisions of the following Trade Agreements:

- World Trade Organization Agreement on Government Procurement (WTO-AGP);
- North American Free Trade Agreement (NAFTA);
- Agreement on Internal Trade (AIT);
- Canada-Chile Free Trade Agreement;
- Canada-Columbia Free Trade Agreement;
- Canada-Korea Free Trade Agreement;
- Canada-Panama Free Trade Agreement;
- Canada-Peru Free Trade Agreement;

1.3 Debriefings

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

1.4 Other information

If you have issues or concerns regarding the solicitation, you have the option of raising them with the Department or with the Office of the Procurement Ombudsman. The Office of the Procurement Ombudsman (OPO) was established by the Government of Canada to provide an independent avenue for suppliers to raise complaints regarding the award of contracts under \$ 25,000 for goods and under \$100,000 for services. You have the option of raising issues or concerns regarding the solicitation, or the award resulting from it, with the OPO, by contacting them by telephone at 1-866-734-5169 or by e-mail at boa.opo@boa.opo.gc.ca. You can also obtain more information on the OPO services available to you at their website at www.opo-boa.gc.ca.

PART 2 - BIDDER INSTRUCTIONS

2.1 Standard Instructions, Clauses and Conditions

All instructions, clauses and conditions identified in the bid solicitation by number, date and title are set out in the [Standard Acquisition Clauses and Conditions Manual](https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual) (https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual) issued by Public Works and Government Services Canada. Bidders who submit a bid agree to be bound by the instructions, clauses and conditions of the bid solicitation and accept the clauses and conditions of the resulting contract.

The [2003](#) (2016-04-04) Standard Instructions - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the bid solicitation.

2.2 Submission of Bids

Bids must be submitted only to the Department of Canadian Heritage (PCH) Mail Room/Bid Receiving Unit by the date, time and place indicated on page 1 of the bid solicitation.

Due to the nature of the bid solicitation, bids transmitted by facsimile or by email to PCH will not be accepted.

2.3 Former Public Servant

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

Definitions

For the purposes of this clause,

"fee abatement formula" means the formula applied in the determination of the maximum fee payable during the one-year fee abatement period when the successful bidder is a former public servant in receipt of a pension paid under the [Public Service Superannuation Act](#).

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

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

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

"pension" means a pension or annual allowance paid under the [Public Service Superannuation Act](#) (PSSA), R.S., 1985, c. P-36, and any increases paid pursuant to the [Supplementary Retirement Benefits Act](#), R.S., 1985, c. S-24 as it affects the PSSA. It does not include pensions payable pursuant to the [Canadian Forces Superannuation Act](#), R.S., 1985, c. C-17, the [Defence Services Pension Continuation Act](#), 1970, c. D-3, the [Royal Canadian Mounted Police Pension Continuation Act](#), 1970, c. R-10, and the [Royal Canadian Mounted](#)

Police Superannuation Act, R.S., 1985, c. R-11, the *Members of Parliament Retiring Allowances Act*, R.S., 1985, c. M-5, and that portion of pension payable to the *Canada Pension Plan Act*, R.S., 1985, c. C-8.

Former Public Servant in Receipt of a Pension

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

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

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

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

Work Force Reduction Program

Is the Bidder a FPS who received a lump sum payment pursuant to the terms of a work force reduction program? **Yes** () **No** ()

If so, the Bidder must provide the following information:

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

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

2.4 Enquiries - Bid Solicitation

All enquiries must be submitted in writing to the Contracting Authority no later than seven (7) calendar days before the bid closing date. Enquiries received after that time may not be answered.

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

2.5 Applicable Laws

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

Bidders may, at their discretion, substitute the applicable laws of a Canadian province or territory of their choice without affecting the validity of their bid, by deleting the name of the Canadian province or territory specified and

inserting the name of the Canadian province or territory of their choice. If no change is made, it acknowledges that the applicable laws specified are acceptable to the Bidders.

2.6 Mandatory Site Visit

It is mandatory that the Bidder or a representative of the Bidder visit the work site. Arrangements have been made for the site visit to be held at:

Canadian Conservation Institute, 1030 Innes Road, Ottawa, Ontario, K1B 4S7
On Thursday, December 15, 2016
The site visit will begin at 1:30 P.M. EST
Room 201

Bidders must communicate with the Contracting Authority no later than Wednesday, December 14, 2016 at 3:00 P.M. EST to confirm attendance and provide the name(s) of the person(s) who will attend. Bidders will be required to sign an attendance sheet. Bidders should confirm in their bid that they have attended the site visit. Bidders who do not attend the mandatory site visit or do not send a representative will not be given an alternative appointment and their bid will be declared non-responsive. Any clarifications or changes to the bid solicitation resulting from the site visit will be included as an amendment to the bid solicitation.

PART 3 - BID PREPARATION INSTRUCTIONS

3.1 Bid Preparation Instructions

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

Section I: Technical Bid (4 hard copies)

Section II: Financial Bid (2 hard copies)

Section III: Certifications (1 hard copy)

Section IV: Additional Information (1 hard copy)

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

Canada requests that Bidders follow the format instructions described below in the preparation of their bid:

- (a) use 8.5 x 11 inch (216 mm x 279 mm) paper;
- (b) use a numbering system that corresponds to the bid solicitation.

In April 2006, Canada issued a policy directing federal departments and agencies to take the necessary steps to incorporate environmental considerations into the procurement process [Policy on Green Procurement](http://www.tpsgc-pwgsc.gc.ca/ecologisation-greening/achats-procurement/politique-policy-eng.html) (<http://www.tpsgc-pwgsc.gc.ca/ecologisation-greening/achats-procurement/politique-policy-eng.html>). To assist Canada in reaching its objectives, Bidders should:

- 1) use 8.5 x 11 inch (216 mm x 279 mm) paper containing fibre certified as originating from a sustainably-managed forest and containing minimum 30% recycled content; and
- 2) use an environmentally-preferable format including black and white printing instead of colour printing, printing double sided/duplex, using staples or clips instead of cerlox, duotangs or binders.

Section I: Technical Bid

In their technical bid, Bidders should demonstrate their understanding of the requirements contained in the bid solicitation and explain how they will meet these requirements. Bidders should demonstrate their capability in a thorough, concise and clear manner for carrying out the work.

The technical bid should address clearly and in sufficient depth the points that are subject to the evaluation criteria against which the bid will be evaluated. Simply repeating the statement contained in the bid solicitation is not sufficient. In order to facilitate the evaluation of the bid, Canada requests that Bidders address and present topics in the order of the evaluation criteria under the same headings. To avoid duplication, Bidders may refer to different sections of their bids by identifying the specific paragraph and page number where the subject topic has already been addressed.

Section II: Financial Bid

Bidders must submit their financial bid in Canadian dollars in accordance with Attachment 2 to Part 4 - Pricing Schedule. The total amount of Applicable Taxes must be shown separately.

Section III: Certifications

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

Section IV: Additional Information

Bidders must complete Attachment 1 to Part 5 – Certifications and Additional Information and include it with their bid.

PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

4.1 Evaluation Procedures

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

4.1.1 Technical Evaluation

Mandatory and point rated technical evaluation criteria are included in Attachment 1 to Part 4.

4.1.2 Financial Evaluation

Financial evaluation will be made in accordance with the method detailed below.

4.2 Basis of Selection

4.2.1 Highest Combined Rating of Technical Merit (60%) and Price (40%)

1. To be declared responsive, a bid must:
 - a) comply with all the requirements of the bid solicitation; and
 - b) meet all mandatory criteria; and
 - c) obtain the required minimum of 45 points (60%) overall for the technical evaluation criteria which are subject to point rating. The rating is performed on a scale of 75 points.
2. Bids not meeting (a) or (b) or (c) will be declared non-responsive.
3. The selection will be based on the highest responsive combined rating of technical merit and price. The ratio will be 60% for the technical merit and 40% for the price.
4. To establish the technical merit score, the overall technical score for each responsive bid will be determined as follows: total number of points obtained / maximum number of points available multiplied by the ratio of 60%.
5. To establish the pricing score, each responsive bid will be prorated against the lowest evaluated price and the ratio of 40%.
6. For each responsive bid, the technical merit score and the pricing score will be added to determine its combined rating.
7. Neither the responsive bid obtaining the highest technical score nor the one with the lowest evaluated price will necessarily be accepted. The responsive bid with the highest combined rating of technical merit and price will be recommended for award of a contract.

The table below illustrates an example where all three bids are responsive and the selection of the contractor is determined by a 60/40 ratio of technical merit and price, respectively. The total available points equals 75 and the lowest evaluated price is \$60,000 (60).

Basis of Selection - Highest Combined Rating Technical Merit (60%) and Price (40%)

		Bidder 1	Bidder 2	Bidder 3
Overall Technical Score		70/75	55/75	60/75
Bid Evaluated Price		\$70,000.00	\$65,000.00	\$60,000.00
Calculations	Technical Merit Score	$70/75 \times 60 = 55.99$	$55/75 \times 60 = 43.99$	$60/75 \times 60 = 48.00$
	Pricing Score	$60/70 \times 40 = 34.28$	$60/65 \times 40 = 36.92$	$60/60 \times 40 = 40.00$
Combined Rating		90.27	80.91	88.00
Overall Rating		1st	3rd	2nd

4.2.2 Departmental Discretion

Bidders should note that all contracts are subject to PCH's internal approvals process, which includes a requirement to approve funding in the amount of any proposed contract. Notwithstanding that a bidder may have been recommended for contract award, issuance of any contract will be contingent upon internal approval. If such approval is not given, no contract will be awarded.

ATTACHMENT 1 TO PART 4 - EVALUATION CRITERIA

1. Requirement

The Bidder must provide the necessary documentation to support compliance with this requirement.

- a. The Bidder is advised that only listing experience without providing any supporting data to describe where and how such experience was obtained will not constitute “demonstrated” for the purpose of the evaluation.
- b. The Bidder must clearly demonstrate in the proposal how the experience was gained or knowledge was attained, supported by resumes and any necessary supporting documentation.
- c. The Bidder must provide complete details as to where, when and how (through which activities/responsibilities) the stated qualifications/experience were obtained. In order to demonstrate when experience was obtained, the bidder must indicate the duration of such experience, specifying the start and end dates (month and year at a minimum). In the case where the timelines of two or more projects or experience overlap, the duration of time common to each project/experience will not be counted more than once.
- d. It is recommended that the Bidder include a grid in their proposals, cross-referencing statements of compliance with the supporting data and resume evidence contained in their proposals. Note: the compliance grid, by and of itself, DOES NOT constitute demonstrated evidence. As stated in bullet “b” above, the resumes and supporting documentation will be accepted as evidence.

2. References

Bidders should provide the required references in the Technical Proposal of their bid.

The references provided by the Bidders are subject to verification by Canada during the bid evaluation period (before award of a contract) and after award of a contract. The Contracting Authority will have the right to ask for additional information to validate the references before award of a contract. The bid will be declared non-responsive if any references given by the Bidder are untrue, whether made knowingly or unknowingly. Failure to comply with the request of the Contracting Authority for additional information will also render the bid non-responsive.

3. Project Summaries

For Mandatory Technical Criteria and Point Rated Technical Criteria listed below requiring Project Summaries, the Bidder and its proposed resource(s) should provide:

- Name and description of client organization;
- Name, phone, email of client (Project Authority);
- Scope, objective, size in dollars and resources, and location of the project(s);
- Dates and duration of the project(s); and
- Approximate size in square meters of the cleanable area.

4. Mandatory Technical Criteria

The bid must meet the mandatory technical criteria specified below. The Bidder must provide the necessary documentation to support compliance with this requirement.

Bids which fail to meet the mandatory technical criteria will be declared non-responsive. Each mandatory technical criterion should be addressed separately.

Mandatory Technical Criteria (MT)		
For the purpose of the mandatory technical criteria specified below, the experience of the Bidder will be considered.		
Mandatory Technical Criteria applicable to the Bidder		
Number	Mandatory Technical Criterion	Bid Preparation Instructions
MT1	<p>The Bidder, or their authorized representative(s) must attend a site visit scheduled on:</p> <p>Thursday, December 15, 2016 at the Canadian Conservation Institute 1030 Innes Road, Ottawa, Ontario K1B 4S7 Room 201</p> <p>Bidders who do not attend the site visit are precluded from submitting a bid in response to this request for proposals.</p>	<p>At least two (2) working days prior to the scheduled site visit, Bidders are asked to notify in writing the PCH Contracting Authority (by email to: lynn.levesque@canada.ca) to confirm their attendance and to provide the name of their representative.</p>
MT2	<p>The Bidder must demonstrate that their firm has five years of experience in *commercial/institutional janitorial cleaning in high cleanliness areas that is similar in scope and size (minimum 6,500 square meters) to the work described in Annex A, Statement of Work.</p> <p>*Commercial/institutional janitorial cleaning in high cleanliness areas refers to special purpose buildings such as universities (i.e.: science buildings with laboratories), research centres, laboratories, hospitals or pharmaceutical industry buildings that require specialized attention due to hazardous substances present and daily cleaning around highly sensitive equipment.</p>	<p>The Bidder must provide project summaries including all the information as detailed in article 3 – Project Summaries, above.</p>
Mandatory Technical Criteria applicable to the Bidder's Resources		
Number	Mandatory Technical Criterion	Bid Preparation Instructions
MT3	<p>The Bidder must demonstrate that the site supervisor and their back-up, each have a minimum of two (2) years of consecutive experience (within the past 5 years) providing a janitorial service that is similar in scope to the work described in Annex A, Statement of Work.</p> <p>NOTE: PCH may contact the clients to verify the accuracy of the information submitted.</p>	<p>The Bidder must provide a résumé for each proposed individual and include the following:</p> <ol style="list-style-type: none"> a) Name of client organization or company (to whom the services were provided); b) Project Authority (client) name, title, telephone number and email address (if available);

		c) Description of project type and scope of services provided; d) Location of the project e) Value of the project; f) Dates and duration of the project (start and end dates of the work provided by each proposed resource); and, g) Approximate size in square meters of the cleanable area.
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5. Point Rated Technical Criteria

Bids which meet all the mandatory technical criteria will be evaluated and scored as specified in the tables inserted below.

Bids which fail to obtain the required minimum number of points specified will be declared non-responsive. The minimum overall pass mark is 60% OR 45 points. Each point rated technical criterion should be addressed separately.

Point Rated Technical Criteria (RT)			
For the purpose of the point rated technical criteria specified below, the experience of the Bidder will be considered.			
The Bidder			
Experience			
Number	Point Rated Technical Criterion	Bid Preparation Instructions	Weighting (Points)
RT1	<p>The Bidder (firm) must have a minimum of two (2) years of experience in cleaning laboratories.</p> <p>Rating scale:</p> <p>0 points = 0 to 23 months experience 5 points = 24 to 60 months experience 10 points = 61 to 120 months experience 15 points = 121 or more months experience</p>	<p>Provide example(s) of project(s) for which the Bidder (firm) has experience in cleaning laboratories.</p> <p>Each project cited must be supported by client contact information as described in article 2.0 above for validation purposes.</p>	Max 15
RT2	<p>Bidders are to provide client references for two (2)* current customers or previous customers for whom services were provided in the last five (5) years. The following information is to be provided for each reference:</p> <ul style="list-style-type: none"> • Name of client organization or company; • Name, Title, Telephone number and email address of Project Authority; • Description of project or contract; • Location of the project or contract; • Value of the project or contract; • Performance period of the project or contract. <p>*If more than two references are submitted, only the first two will be contacted.</p>	<p>Bidders will be assessed by contacting the client organizations provided as references and the answers they provide to the questions that appear in RT2.1 to RT2.4</p>	Max 40

RT2.1	<p>On a scale of 1 to 5 how would you rate their (company) service level?*</p> <p>Rating scale:</p> <p>1 = Poor 2 = Below Average 3 = Average 4 = Above Average 5 = Excellent</p> <p>*Scores are given by the client references</p>	Maximum of 5 points per reference. Total of two (2) references	Max 10
RT2.2	<p>Was there ever a time when you had to counsel the Bidder (company) for instances where the contractual obligations were not met as described in the Statement of Work?</p> <p>Rating scale:</p> <p>5 points = The situation was addressed satisfactorily OR No this never happened 0 points = The situation was NOT addressed satisfactorily</p> <p>*Scores are given by the client references</p>	Maximum of 5 points per reference. Total of two (2) references	Max 10
RT2.3	<p>On a scale of 1 to 5, how would you rate the Bidder's (company) ability to take instructions and commitment to providing quality service each and every time they worked?</p> <p>1 = Unsatisfactory 2 = Somewhat Satisfactory 3 = Satisfactory 4 = Very Satisfactory 5 = Excellent</p> <p>*Score are given by the client references</p>	Maximum of 5 points per reference. Total of two (2) references	Max 10
RT2.4	<p>On a scale of 1 to 5, how would you rate the Bidder's (company) commitment to good safety practices in the workplace?</p> <p>1 = Poor 2 = Below Average 3 = Average 4 = Above Average 5 = Excellent</p> <p>*Score are given by the client references</p>	Maximum of 5 points per reference. Total of two (2) references	Max 10
Quality Control			
Number	Point Rated Technical Criterion	Bid Preparation Instructions	Weighting (Points)
RT3	The Bidder is to provide a description (or a copy of) their internal quality control manual and		Max 20

	<p>procedures for carrying out the required work and demonstrate they have the following:</p> <ul style="list-style-type: none"> a) Policies and Procedures (5 points) b) Manual Updates (2 points) c) Training and Refresher training (2 points) d) Supervision (3 points) e) Equipment maintenance (2 points) f) Company Self Inspections (2 points) g) Health and Safety Strategy (4 points) <p>*For all of the above score full points for description for each and demonstration that they have it. Score 0 if the details are not described or demonstrated.</p>		
TOTAL (Minimum pass mark is 60% or 45 points)			/75

ATTACHMENT 2 TO PART 4 - PRICING SCHEDULE

1. The Bidder must complete this pricing schedule and include it in its financial bid.
2. The prices and rates included in this pricing schedule include the total estimated cost of any travel and living expenses that may need to be incurred for the Work described in Annex "A" Statement of Work of the bid solicitation required to be done, delivered or performed inside the National Capital Region (NCR) defined in the [National Capital Act \(R.S.C., 1985, c. N-4\)](http://laws-lois.justice.gc.ca/eng/acts/N-4/page-9.html#docCont), available on the Justice Website (<http://laws-lois.justice.gc.ca/eng/acts/N-4/page-9.html#docCont>).
3. Under any resulting contract, Canada will not accept travel and living expenses that may need to be incurred by the contractor for any relocation of resources required to satisfy its contractual obligations.
4. ALL-INCLUSIVE PRICE AND "AS AND WHEN REQUIRED" RATES
 - 4.1 PRICING SCHEDULE 1:

Firm all-inclusive rate for Routine, Schedule and Patrol Cleaning operations as detailed in Annex A – Statement of Work.

4.1 Metro "C" Building						
Period	Dates	Cleanable Area	Firm Rate per m2	Firm Monthly rate (A)	Number of Months	Total Firm Rate Period
1	March 1, 2017 to March 31, 2018	6,495 m2			13	
2	April 1, 2018 to March 31, 2019	6,495 m2			12	
3	April 1, 2019 to March 31, 2020	6,495 m2			12	
4	April 1, 2020 to March 31, 2021	6,495 m2			12	
5	April 1, 2021 to March 31, 2022	6,495 m2			12	
Total Evaluated Price =						

The total evaluated price for evaluation will be the average price of the firm monthly rate for the initial period and option years: $\{1(A) + 2(A) + 3(A) + 4(A) + 5(A) / 5\} = \text{Total Evaluated Price}$

4.2 PRICING SCHEDULE 2:

Firm all-inclusive hourly rate* including overhead, profit and all related costs for additional cleaning request on an “as and when requested” basis and not described in Annex A – Statement of Requirement.

4.2 Metro “C” Building				
PERIOD	DATES	HOURLY RATE		
		Regular Hours 7:00 – 17:00 Monday to Friday	Outside Regular Hours Monday to Saturday	Sundays and Statutory Holidays
1	March 1, 2017 to March 31, 2018			
2	April 1, 2018 to March 31, 2019			
3	April 1, 2019 to March 31, 2020			
4	April 1, 2020 to March 31, 2021			
5	April 1, 2021 to March 31, 2022			

***The firm all-inclusive hourly rates will not be included in the evaluation of price but must be submitted for inclusion in Annex “B” – Basis of Payment.**

PART 5 – CERTIFICATIONS AND ADDITIONAL INFORMATION

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

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

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

5.1 Certifications Required with the Bid

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

5.1.1 Integrity Provisions - Declaration of Convicted Offences

In accordance with the *Ineligibility and Suspension Policy* (<http://www.tpsgc-pwgsc.gc.ca/ci-if/politique-policy-eng.html>), the Bidder must provide with its bid the required documentation, as applicable, to be given further consideration in the procurement process.

5.1.2 Offer of Services Form

Bidder must complete and submit Attachment 1 to Part 5 Certifications and Additional Information.

5.1.3 Status and Availability of Resources

SACC Manual clause [A3005T](#) (2010-08-16), Status and Availability of Resources

5.2 Certifications Precedent to Contract Award and Additional Information

The certifications and additional information listed below should be submitted with the bid but may be submitted afterwards. If any of these required certifications or additional information is not completed and submitted as requested, the Contracting Authority will inform the Bidder of a time frame within which to provide the information. Failure to provide the certifications or the additional information listed below within the time frame specified will render the bid non-responsive.

5.2.1 Federal Contractors Program for Employment Equity - Bid Certification

By submitting a bid, the Bidder certifies that the Bidder, and any of the Bidder's members if the Bidder is a Joint Venture, is not named on the Federal Contractors Program (FCP) for employment equity "FCP Limited Eligibility to Bid" list available at the bottom of the page of the [Employment and Social Development Canada \(ESDC\) - Labour's website](http://www.esdc.gc.ca/en/jobs/workplace/human_rights/employment_equity/federal_contractor_program.page?&ga=1.229006812.1158694905.1413548969#afed) (http://www.esdc.gc.ca/en/jobs/workplace/human_rights/employment_equity/federal_contractor_program.page?&ga=1.229006812.1158694905.1413548969#afed).

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

5.2.2 Workplace Hazardous Materials Information System (WHIMS)

The Bidder must provide copies of valid certificates demonstrating that all proposed resources have completed Workplace Hazardous Materials Information System (WHIMS) training.

5.2.3 Workman's Compensation

The Bidder must provide a copy of their Workplace Safety and Insurance Board of Ontario (WSIB) certificate (clearance certificate from WSIB).

ATTACHMENT 1 TO PART 5 - CERTIFICATIONS AND ADDITIONAL INFORMATION
1. Offer of Services Form

<i>(to be filled in by Bidder)</i>	
Bidder's full legal name	
Authorized Representative of Bidder for evaluation purposes (e.g., clarifications)	Name
	Title
	Address
	Telephone #
	Fax #
	Email
Bidder's Procurement Business Number (PBN) <i>(see the <i>Standard Instructions 2003</i>)</i>	
Bidder's GST/HST/QST number	
Tax rate to be charged on any resulting contract	Specify percentage: _____ %
Jurisdiction of Contract: Province in Canada the bidder wishes to be the legal jurisdiction applicable to any resulting contract (if other than as specified in solicitation)	
Former Public Servants See the Article in Part 2 of the bid solicitation for a definition of "Former Public Servant".	<p>Is the Bidder a FPS in receipt of a pension as defined in the bid solicitation? Yes ____ No ____</p> <p>If yes, provide the information required by the Article in Part 5 entitled "Former Public Servant Certification"</p> <p>Is the Bidder a FPS who received a lump sum payment under the terms of a work force reduction program? Yes ____ No ____</p> <p>If yes, provide the information required by the Article in Part 5 entitled "Former Public Servant Certification"</p>
Security Clearance Level of Bidder's Individual Resources <i>[add additional resources on another page, if required]</i>	
i. Name of Individual as it appears on security clearance application:	i.
ii. Level of security clearance obtained and expiry date:	ii.
iii. Security Screening Certificate and Briefing Form file number	iii.
iv. Name of Department from which security clearance was obtained	iv.

<p>On behalf of the bidder, by signing below, I confirm that I have read the entire bid solicitation including the documents incorporated by reference into the bid solicitation and I certify that:</p> <ol style="list-style-type: none"> 1. The bidder considers itself and its products able to meet all the mandatory requirements described in the bid solicitation; 2. This bid is valid for the period requested in the bid solicitation; 3. All the information provided in the bid is complete, true and accurate; and 4. If the bidder is awarded a contract, it will accept all the terms and conditions set out in Part 7 -Resulting contract clauses, included in the bid solicitation. 	
Signature of Authorized Representative of Bidder	

2. Status and Availability of Resources

The Bidder certifies that, should it be awarded a contract as a result of the bid solicitation, every individual proposed in its bid will be available to perform the Work as required by Canada's representatives and at the time specified in the bid solicitation or agreed to with Canada's representatives. If for reasons beyond its control, the Bidder is unable to provide the services of an individual named in its bid, the Bidder may propose a substitute with similar qualifications and experience. The Bidder must advise the Contracting Authority of the reason for the substitution and provide the name, qualifications and experience of the proposed replacement. For the purposes of this clause, only the following reasons will be considered as beyond the control of the Bidder: death, sickness, maternity and parental leave, retirement, resignation, dismissal for cause or termination of an agreement for default.

If the Bidder has proposed any individual who is not an employee of the Bidder, the Bidder certifies that it has the permission from that individual to propose his/her services in relation to the Work to be performed and to submit his/her résumé to Canada. The Bidder must, upon request from the Contracting Authority, provide a written confirmation, signed by the individual, of the permission given to the Bidder and of his/her availability.

Signature of authorized representative

PART 6 - SECURITY AND OTHER REQUIREMENTS

6.1 Security Requirements

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

6.2 Insurance Requirements

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

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

PART 7 - RESULTING CONTRACT CLAUSES

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

7.1 Statement of Work

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

7.2 Standard Clauses and Conditions

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

7.2.1 General Conditions

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

7.3 Security Requirements

7.3.1 The following security requirements apply and form part of the Contract.

SITE ACCESS STATUS

1. The Contractor/Offeror personnel requiring access to sensitive work site(s) must EACH hold a valid **SITE ACCESS STATUS**, granted or approved by PCH.
2. Subcontracts which contain security requirements are NOT to be awarded without the prior written permission of PCH.
3. The Contractor/Offeror MUST NOT access or remove any **PROTECTED** information or assets from the identified work site(s), and the Contractor/Offeror must ensure that its personnel are made aware of and comply with this restriction.
4. The Contractor MUST NOT utilize its Information Technology systems to electronically process, produce or store **PROTECTED** information.
5. The Contractor/Offeror must comply with the provisions of the Security Requirements Check List and security guide (if applicable), attached at Annex C.

7.4 Term of Contract

7.4.1 Period of the Contract

The work is to be performed from date of Contract to March 31, 2018.

7.4.2 Option to Extend the Contract

The Contractor grants to Canada the irrevocable option to extend the term of the Contract by up to four (4) additional one (1) year period(s) under the same conditions. The Contractor agrees that, during the extended period of the Contract, it will be paid in accordance with the applicable provisions as set out in Annex "B" - Basis of Payment.

Canada may exercise this option at any time by sending a written notice to the Contractor before the expiry date of the Contract. The option may only be exercised by the Contracting Authority, and will be evidenced for administrative purposes only, through a contract amendment.

7.5 Authorities

7.5.1 Contracting Authority

The Contracting Authority for the Contract is:

Lynn Levesque
Procurement and Contract Specialist
Contracting and Materiel Management Directorate
Financial Management Branch
Department of Canadian Heritage
15 Eddy Street, 9th Floor (15-9-G)
Gatineau (QC) K1A 0M5
Telephone: 819-994-5119
E-mail address: Lynn.Levesque@canada.ca

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

7.5.2 Project Authority

The Project Authority for the Contract is: *To be identified at contract award stage*

Name: _____
Title: _____
Department of Canadian Heritage
Sector/Division
Address: _____
Telephone: ____ - ____ - _____
Facsimile: ____ - ____ - _____
E-mail address: _____

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

7.5.3 Technical Authority

The Technical Authority for the Contract is: *To be identified at contract award stage*

Name: _____
Title: _____
Department of Canadian Heritage
Sector/Division
Address: _____
Telephone: ____ - ____ - _____
Facsimile: ____ - ____ - _____
E-mail address: _____

The Technical Authority is the representative of the department for whom the Work is being carried out under the Contract and is responsible for all matters concerning the technical content of the Work under the Contract. The Technical Authority has no authority to authorize changes to the scope of the work.

Changes to the scope of the Work can only be made through a contract amendment issued by the Contracting Authority.

7.5.3.1 Alternate Technical Authority

In its absence, the Project Authority is: *To be identified at contract award stage if applicable*

Name: _____
Title: _____
Department of Canadian Heritage
Sector/Division
Address: _____
Telephone: ____-____-_____
Facsimile: ____-____-_____
E-mail address: _____

7.5.4 Contractor's Representative

To be identified at contract award stage

7.6 Proactive Disclosure of Contracts with Former Public Servants

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

7.7 Payment

7.7.1 Basis of Payment – Firm Prices and Hourly Rates for “As and When” Required Work

In consideration of the Contractor satisfactorily completing all of its obligations under the Contract, the Contractor will be paid a firm price as identified below:

- A) Firm rates for work performed in accordance with the Statement of Work in Annex “A” shall be paid in accordance with the table under article A1.0 of Annex “B” – Basis of Payment at the end of each month;
- B) “As and when” requested work shall be paid in accordance with the table under article A2.0 Annex “B” – Basis of Payment on “an as and when requested” basis, after completion, inspections and acceptance of the extra work performed.

Canada’s total liability under the “as and when requested” portion of the Contract shall not exceed \$(*amount to be specified at contract award*), applicable taxes extra.

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

- (a) It is 75 percent committed, or
- (b) If the Contractor considers that the said sum may be exceeded, the Contractor must promptly notify the Contracting Authority

Whichever comes first

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

No increase in the total liability of Canada or in the price of the Work resulting from any design changes, modifications or interpretations of specifications, made by the Contractor, will be authorized or paid to the

Contractor unless such changes, modifications or interpretations, have been approved, in writing, by the Contracting Authority, prior to their incorporation into the Work.

7.7.2 Limitation of Expenditure

The Contractor will supply the goods and services under the Contract to an estimated total expenditure not exceeding **\$(amount to be specified at contract award)** (applicable taxes extra) of which **\$(amount to be specified at contract award)** (applicable taxes extra) is for goods and, or, services enumerated or described in Annex "A" Statement of Work and **\$(amount to be specified at contract award)** (applicable taxes extra) is for additional goods and, or, services that may be requested on an "as and when" basis set out in Annex "B" Basis of Payment.

7.7.3 Method of Payment – Monthly Payment

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

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

7.7.4 Electronic Payment of Invoices – Contract

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

- a. Direct Deposit (Domestic and International);

7.7.5 Time Verification

Time charged and the accuracy of the Contractor's time recording system are subject to verification by Canada, before or after payment is made to the Contractor. If verification is done after payment, the Contractor must repay any overpayment, at Canada's request.

7.8 Invoicing Instructions

1. The Contractor must submit invoices in accordance with the section entitled "Invoice Submission" of the general conditions along with the monthly maintenance report described in Annex "A" Statement of Work of the Contract.
2. Invoices cannot be submitted until all work identified in the invoice has been completed and that all maintenance service call reports related to the Work identified in the invoice have been received by the Project Authority.
2. The Contractor must distribute the invoices and reports as follows:
The original copy of the invoice and monthly maintenance reports must be forwarded to the Project Authority identified in article 7.5.2 of the Contract for certification and payment.

7.9 Certifications and Additional Information

7.9.1 Compliance

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

7.10 Applicable Laws

The Contract must be interpreted and governed, and the relations between the parties determined, by the laws in force in _____. *(Name of the province or territory as specified by the Bidder will be inserted)*

7.11 Priority of Documents

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

- (a) the Articles of Agreement;
- (b) 2035 (2016-04-04), General Conditions - Higher Complexity - Services, apply to and form part of the Contract.
- (c) Annex A, Statement of Work;
- (d) Annex B, Basis of Payment;
- (e) Annex C, Security Requirements Check List;
- (f) Annex D, Insurance Requirements;
- (g) the Contractor's bid dated _____.

7.12 Insurance Requirements

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

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

The Contractor must forward to the Contracting Authority within ten (10) days after the date of award of the Contract, a Certificate of Insurance evidencing the insurance coverage and confirming that the insurance policy complying with the requirements is in force. For Canadian-based Contractors, coverage must be placed with an Insurer licensed to carry out business in Canada, however, for Foreign-based Contractors, coverage must be placed with an Insurer with an A.M. Best Rating no less than "A-". The Contractor must, if requested by the Contracting Authority, forward to Canada a certified true copy of all applicable insurance policies.

7.13 Official Languages

The Department is under the obligation to respect the spirit and the letter of the Official Languages Act R.S.1985,C.31 (4th Suppl.). It is therefore imperative that the Contractor when representing the Crown ensures that verbal communications are in the preferred official language of the participants. Written communications will be in the language(s) of the participants and must be submitted to the Project Authority before they are issued. If participants are required to communicate by telephone with the Contractor or his/her representatives, the Contractor must ensure that all persons, including receptionists and other contacts who will be receiving these calls, are bilingual.

7.14 Green Procurement

The Contractor should make every effort to ensure that all documents prepared or delivered under this contract are printed double-sided on Ecologo certified recycled paper or on paper with equivalent post-consumer recycled content, to the extent it is procurable.

It is desirable that the Contractor, in provisioning the Service, procure electronic equipment, such as computer equipment, peripherals and telephony equipment, that meet the most current ENERGY STAR technical specifications for energy efficiency and other environmental specifications such as ISO 14000, WEEE, RoSH, EPEAT and IEEE 1680 standards, without reducing the service quality and effectiveness, whether this equipment is owned by the Contractor or procured by the Contractor for GC customers.

It is desirable that the Contractor, in provisioning the Service, procures equipment and implements solutions that minimize the overall energy use without reducing the service quality and effectiveness, whether this equipment is owned by the Contractor or procured by the Contractor for GC customers.

It is desirable that the Contractor abide by the guidelines set by the Electronics Product Stewardship Canada's organization for the disposal and recycling of electronic products owned by the Contractor and used to deliver the Service whether this equipment is located on the Contractor's premises or on GC customer premises.

ANNEX “A” - STATEMENT OF WORK

Janitorial Services for the Canadian Conservation Institute Located at:

METRO “C” BUILDING
1030 Innes Road
Ottawa, Ontario K1B 4S7

Section 1 – Special Conditions

1. Definition of terms and quality standards
2. Building Cleaning
3. Staffing
4. Health and safety
5. Security
6. Building maintenance
7. Cleaning products and equipment
8. Uniforms
9. Assigned space
10. Record
11. Excluded areas and equipment
12. Lighting, heating, electricity and water
13. Elevator

Section 2 – Routine and Scheduled Cleaning

1. Outside
2. Floors (all types)
3. Entrances, exits, halls, ground floor elevator lobbies and adjacent corridors
4. Elevators
5. Stairways and landings
6. Miscellaneous
7. Washrooms
8. Locker rooms
9. Showers

10. Dining areas
11. Kitchens, kitchenettes, dining rooms and rest areas
12. Furniture and accessories
13. Curtains and blinds
14. Whiteboards
15. Garbage bins
16. Inside windows
17. Walls, partitions, baseboards and ceilings
18. Doors and door frames
19. Firefighting equipment and systems
20. Electronic data processing areas
21. Contractor's premises
22. Goods receiving areas
23. Garbage and recycling room
24. Paper-saving containers, recycling bins and multi-purpose facilities
25. Additional activities and frequency

Appendix A to Section 2 – Annual Cleaning Schedule**Appendix B to Section 2 – Details of cleanable area****Section 3 – Glossary and Quality Standards**

1. Definition of terms
2. Quality standards

SECTION 1: SPECIAL CONDITIONS

1. Definition of terms and quality standards

- 1.1 Any inspection report on quality assurance that does not meet departmental specification standards for Janitorial Services for any part of the building can lead to implementing corrective action.

2. Building cleaning

2.1 General instructions

- a) Work will be inspected periodically by the Technical Authority to determine if it is acceptable. The Contractor will be invited to attend the inspections through his onsite representative (given a short notice). Attendance by the Contractor's representative at these inspections is recommended but is not mandatory.
- b) If one of the days scheduled in Section 2 falls on a holiday, the Contractor will perform the cleaning operations on the day before or on the next working day.

2.2 Replacement of the floor surface

- a) The amount of the present contract will be neither increased nor decreased if the present floor surface is replaced by another type of surface.

2.3 Routine cleaning

- a) Routine cleaning must be done between 6 a.m. and 3:30 p.m., Monday to Friday.
- b) The Contractor must ensure that a member of his staff is on site during normal working hours.

2.4 Scheduled cleaning

- a) Appendix A in Section 2 provides a schedule of the work to be done for a one year period starting in January and ending in December; the work must be done by the Contractor during the prescribed months and in accordance with the schedule.
- b) Scheduled cleaning must be done on Saturdays and Sundays between 8 a.m. and 5 p.m.
- c) Before beginning Scheduled cleaning work, the Contractor must submit to the Technical Authority a schedule of the work for approval. The Contractor must also advise the Technical Authority as soon as the work is completed.

2.5 "As and When Required" and emergency cleaning work

- c) The cost of "as and when required" and emergency cleaning work must be determined on a case-by-case basis using the "Firm Hourly Rates" provided in Annex B – Pricing Schedule.
- d) Emergency cleaning (on call) means the following: The Contractor must be able to respond to emergency calls 24 hours a day, 7 days a week and be on site within 2 hours of the call.

3. Staffing

- 3.1 The Contractor must provide all the staff necessary for the execution of all the janitorial services set out in Section 2 of these specifications.

- 3.2 Staff must at all times have WHMIS certification. The certificates and their expiry dates must be provided to the Technical Authority.

- 3.3 The Contractor will provide the Technical Authority with a telephone number and an email address for complaints and/or special instructions during working days.

- 3.4 The onsite non-working supervisor must be on site during normal working hours and be in charge of all of the Contractor's work in the provision of services; he must be authorized to accept opinions, consent, orders, directives, decisions or other communications for the Contractor that could be given to him under the contract. The supervisor must ensure daily liaison with the Technical Authority. He must be capable of communicating in English or in French.

-
- 3.5 If the onsite non-working supervisor is absent during working hours, the Contractor must designate one of his onsite employees to take his place. That employee must be authorized to attend inspections and receive inspection reports for the Contractor in order to ensure that unsatisfactory situations are corrected, and he must take immediate action regarding the need for emergency and other clean-ups.
- 3.6 The onsite non-working supervisor must be equipped with a cellphone or a pager. All expenses, including installation fees, airtime and implementation as well as the cost of the telephones/pagers must be paid by the Contractor. An uninterrupted communication service is mandatory.
- 3.7 All personnel must take short mandatory training on raising support staff awareness of work-related risks in CCI laboratories and on preventive measures. This training will be provided by laboratory staff during working hours once at the start of the contract and on an ad-hoc basis if a new employee is assigned to work on the premises.

4. Health and safety

- 4.1 The Contractor must comply with all health and safety measures related to accident prevention and fire risks recommended by the national and provincial codes and/or required by competent authorities as to materials, work habits and procedures. Furthermore, Workplace Hazardous Materials Information System (WHMIS) training must be provided to employees who will be working on the premises.
- 4.2 The Contractor must ensure that all material or equipment used to provide the service is in good condition. The Technical Authority reserves the right to remove from service any material considered unsafe, inappropriate or defective. It is the Contractor's responsibility to replace material within the next work day.
- 4.3 The Contractor must do the work in compliance with the Canadian Labour Code, Part II, provincial/territorial laws governing occupational health and safety, the National Fire Code of Canada, relevant occupational provincial/territorial laws and regulations and municipal regulations. The strictest requirements will apply.

5. Security

- 5.1 Only those employees whose names are on the Contractor's pay list, who meet the security requirements of the Contract will be admitted on the work site. No other person accompanying employees, or who does not have a valid security clearance confirmed by PCH Security Services will be admitted to the site.
- 5.2 All maintenance employees and the Contractor must, no matter what the time, enter their arrival and departure times in the register or on the time sheets available at the security checkpoint or at another designated place. Should there be a misunderstanding and lacking evidence, the access log will testify to the hours worked. Any unsigned departure time will render the entry invalid.
- 5.3 Authorized employees will be provided with an identification and access card that they must wear in sight at all times.
- 5.4 No photos, videos or audio recordings shall be taken on the work site; this includes photos or videos of artefacts, conservation work in progress, laboratories, and any publications or material located in the library and file room.
- 5.5 The Contractor's maintenance employees may be questioned on security-related issues.
- 5.6 All keys or access cards left with the Contractor to allow him to execute his contract must be protected at all times.
- 5.7 All parts of rooms, private offices and general office areas that have been unlocked by the Contractor's employees must be locked once the work is finished.

6. Building maintenance

- 6.1 The Contractor's staff must advise the Technical Authority of anomalies other than those related to janitorial service noted during the delivery of services.

7. Cleaning products and equipment

- 7.1 The Contractor must provide cleaning equipment and products required for the delivery of janitorial services described in Section 2 and must use only ecological products, such as those with the Eco-Logo (Canada) or the Green Seal (U.S.A.) symbol.
- 7.2 All products must be suitable to the surfaces to be cleaned, be used according to the manufacturer's instructions and be brought on site in the manufacturer's original unopened containers. The Technical Authority may order the Contractor to stop using a product considered unacceptable and to replace it with another that is mutually acceptable.
- 7.3 The Contractor must ensure that all controlled products used on the job are classified and labelled according to the Workplace Hazardous Materials Information System (WHMIS).
- 7.4 A binder containing copies of the data sheets (DS) must be maintained on the site, and then updated as new products are purchased. The binder must be available on demand for consultation by the Technical Authority.
- 7.5 The products used must not emit strong odours.

8. Uniforms

- 8.1 All cleaning staff must wear the following uniform:
- Shirt and matching trousers, coveralls or an industrial-type lab coat. The company's name or insignia must appear on the shirt, coveralls or lab coat.
 - Uniforms worn by the staff must always be clean.
 - Workers who do not wear the appropriate uniform may be considered unfit for work and be sent home, at which time the Contractor will be advised and asked to provide a replacement to ensure work is completed.

9. Assigned space

- 9.1 The Technical Authority provides the Contractor with certain areas, in particular 2 rooms with sinks and storage space.
- 9.2 The Contractor must not list, publish or use in any way for commercial purposes, the address of a building leased by or belonging to the Government of Canada.
- 9.3 The Government of Canada is not responsible for cleaning material and products belonging to the Contractor that are damaged in the building, or for the personal belongings of the Contractor's employees.

10. Record

- 10.1 The Contractor must keep a record in the building in which he must enter all the cleaning jobs planned and completed monthly. The record must be kept on site and, if needed, the Technical Authority may consult it for inspection or other purposes.

11. Excluded areas and equipment

- 11.1 Mechanical and electrical areas, laboratory benching and sinks (except if empty and clear of any objects), fixed and mobile laboratory equipment, photocopiers, calculators, computer equipment and workshop material.

12. Lighting, heating, electricity and water

12.1 The Government of Canada will provide the reasonable lighting, heating, electricity and hot and cold water services required for the execution of the work.

13. Elevators

13.1 If required, the Contractor may use elevators and freight elevators; he will have to use them safely.

SECTION 2: OPERATIONS AND FREQUENCY

1. Outside

1.1 Daily cleaning

- Clean and polish the outside metal letter slots, aluminum trim, metal embellishments, entrance doors and push bars.
- Clean both sides of the windows and entrance door frames and other exits.
- Sweep and remove litter (cigarette butts, papers, dead leaves, etc.) from the entrances, handicap ramps, loading platforms, terraces and stairways.
- Empty the contents of ashtrays, urns and receptacles for cigarette butts into a separate metal container.
- Replace the silica sand in the cigarette butt urns as needed.
- Empty the waste containers and wipe the inside and the outside with a damp cloth. Provide and insert new plastic bags of the right size.

1.2 Weekly cleaning (Friday)

- Clean both sides of windows and frames, side and entrance windows, and transom windows.

2. Floors (all types)

2.1 General instructions

- Provide and install visible bilingual "DANGER" or "CAUTION" signs when washing the floors.
- Do not place seats, wastepaper baskets, etc. on desks, tables or workbenches when engaged in washing operations.

2.2 Floors - resilient floor covering

2.2.1 Daily cleaning

- Sweep and clean all floors with a damp mop.

2.2.2 Weekly cleaning (Friday)

- Spray buff all floors.

2.2.3 Scheduled cleaning

- Wash the floors with a brush and refinish as set down in Appendix A.

2.3 Floors - vitreous and quarry tile

2.3.1 General instructions

- Sweep and clean all floors with a damp mop.
- Wash and polish all floors every week (Wednesday).

2.3.2 Scheduled cleaning

- Wash the floors with a brush and refinish as set down in Appendix A.

2.4 Floors - concrete

2.4.1 Work areas

2.4.1.1 Daily cleaning

- Sweep and clean all floors with a vacuum cleaner and a damp mop.

2.4.1.2 Monthly cleaning (first week of each month)

- Wash all the floors
-

-
- 2.4.2 Storage areas
 - 2.4.2.1 Monthly cleaning (on request)
 - Sweep and wash the floors.
 - 2.4.3 Scheduled cleaning.
 - Strip and seal unpainted floors as per Appendix A.
 - 2.5 Carpeting and rugs
 - 2.5.1 General instructions
 - 2.5.1.1 The Contractor must use industrial-type vacuum cleaners with the following features:
 - maximum noise level 60 dB;
 - particle filter with a maximum of 0.3 micron (HEPA type);
 - minimum 90.2 inches of water lift;
 - motorized brush;
 - floor and furniture accessories.
 - 2.5.1.2 The Contractor must use a single speed commercial rotating brush polisher with a solution tank, with the following feature:
 - maximum speed of 175 revolutions per minute.
 - 2.5.1.3 The Contractor must use an industrial type high-performance hot water extractor with the following features:
 - a solution pump with a capacity of at least 110 lb per square inch;
 - at least 137 inches of water lift;
 - at least 10 gallons of solution suction;
 - a recovery tank containing at least 14.5 gallons.
 - 2.5.1.4 Cut frayed material while vacuuming.
 - 2.5.1.5 Every day, as needed, remove stains, dirt and chewing gum from carpeting and rugs using methods and solutions approved for that type of carpet. Inform the Technical Authority of stains that cannot be removed by the usual means, as well as damaged spots on carpeting and rugs.
 - 2.5.2 Offices/office areas
 - 2.5.2.1 Daily cleaning
 - Pick up litter (bits of paper, wrappings, paper clips, elastics, etc.).
 - 2.5.2.2 Weekly cleaning
 - Vacuum the hallways every Tuesday.
 - Vacuum all carpeting and all rugs every Friday or the preceding or following work day if Friday falls on a holiday.
 - 2.5.3 Conference rooms, corridors and elevator lobby
 - Vacuum every day.
 - 2.5.4 Scheduled cleaning.
 - Clean all carpets and all rugs with a dry foam shampoo followed by light hot water extraction, in accordance with Appendix A. Note that carpets in high traffic areas are to be cleaned at a different time as detailed in Appendix A.
 - 2.6 Door mats: entrance and loading dock
 - 2.6.1 General instructions
 - The Contractor must use an industrial type wet-dry vacuum cleaner equipped with the appropriate accessories and with sufficient suction force to remove humid or dry sand, water,

etc. from the mats.

- The mats must be in place from November 1 to April 30 inclusively. Based on weather conditions, the Technical Authority may extend or shorten the period. The loading dock mat must be in place year-round.
- Canada will provide the door mats and the Contractor will install, maintain, remove, and clean them on both sides and, when they are not in use, store them in a designated place.
- Roll up the mats to clean the floors. Clean the underside of the mats before putting them back in place.
- The number, types, dimensions and placing of the mats will be determined by the Technical Authority.
- Before storing the mats, clean each one with a dry foam shampoo followed by hot water extraction and dry.

2.6.2 Daily cleaning

- Vacuum the mats between 9 AM and 2 PM. In bad weather, vacuum more often, if necessary.

2.6.3 Weekly cleaning (Friday)

- Clean all door mats with a dry foam shampoo followed by hot water extraction, after 5 PM.

3. Entrances, exits, halls, ground floor elevator lobbies and adjacent corridors

3.1 General instructions

- Remove all litter.
- Clean all the furniture as set down in Article 12, Section 2.

3.2 Daily cleaning

- Clean both sides of glass doors.
- Remove gum and other foreign objects.
- Sweep, wash and spray buff the floors. In bad weather, use a damp mop more often.
- Vacuum all the floors.

3.3 Clean the glass and the frames of display panels. Weekly cleaning (Friday)

- Clean both sides of glass windows as well as all the frames.

3.4 Monthly cleaning (third week of each month)

- Remove foot grills and clean the drain pan and the drain.

3.5 Scheduled cleaning

- Wash the floors with a brush and refinish them as set down in Appendix A.

4. Elevators

4.1 Daily cleaning

- Clean the inside and the outside of the cabs, the doors, door frames and walls, including the surface of the control panels.
- Brush and vacuum the thresholds and the slide rails.
- Sweep and use a damp mop on the floors without carpets.
- Vacuum the floors.

4.2 Monthly cleaning (first week of each month)

- Clean the rugs with a dry foam shampoo followed by hot water extraction.

4.3 Scheduled cleaning

- Wash the floors with a brush and refinish them as set down in Appendix A.

5. Stairways and landings

- 5.1 Daily cleaning (from the second floor, towards the first)
- Sweep and clean the stairs and the landings with a damp mop.
 - Dust the banisters, balusters, baseboards, stringers and ledges.
- 5.2 Monthly cleaning (second week of each month)
- Clean the banisters, balusters, baseboards, risers, stringers and ledges.
- 5.3 Scheduled cleaning
- a. Strip the surfaces of resilient floor coverings and finish them as set down in Appendix A.
 - b. Strip and seal unpainted concrete and finish as set down in Appendix A.

6. Miscellaneous

6.1 General instructions

- The Contractor must use industrial portable backpack vacuums with the following features:
 - maximum noise level of 60 dB;
 - particle filter with a maximum of 0.3 micron (HEPA type);
 - minimum 100 inches of water lift;
 - appropriate accessories.

6.2 Daily cleaning

- Wipe public telephones with a damp cloth.
- Dust countertops and remove stains from the glass.

6.3 Weekly cleaning (Monday)

- Clean the frames and the glass of bulletin boards and display panels.
- Clean the glass countertops and remove ribbons and traces of adhesive.

6.4 Monthly cleaning (first week of each month)

- Clean and polish all metal decorative surfaces.
- Wipe window ledges, radiators and convactor covers with a damp cloth.

6.5 Scheduled cleaning

- a. Use an industrial back pack vacuum on edges, partition tops, shelves, visible airways, pipes and other elevated surfaces, including the tops of suspended lighting fixtures and ducts set at a height of 1.8 metres or more, as set down in Appendix A.
- b. Clean the air intake and distribution grilles as set down in Appendix A. (Do not remove the air intake and distribution grilles during the cleaning).

7. Washrooms

7.1 General instructions

- The Contractor must provide good quality two-ply toilet paper in all washrooms. The Technical Authority has the right to ask the Contractor to replace it by another brand if the one used is deemed unsatisfactory.
- Make a cleaning tour of all washrooms twice a day at 10:30 a.m. and 2 p.m.

7.2 Daily cleaning

- Sweep and clean all floors with a damp mop.
- Dust partition tops.
- Remove waste caught in urinal grilles.
- Clean both sides of toilet seats, the inside and outside of the toilet bowl, urinals and sinks.
- Clean the faucets, dispensers, door labels and flush mechanisms.
- Clean the toilet tanks, shelves, edges, mirrors, window sills and visible pipes.
- Remove stains from walls, partitions and doors.

- Empty, wash and disinfect sanitary bins. Provide and install new wax bags of the right size.
- Empty waste containers and wipe inside and outside with a damp cloth. Provide and install new plastic bags of the right size.
- Provide and fill soap dispensers, toilet paper and paper towels.

7.3 Weekly cleaning (Monday)

- Spray buff resilient floor coverings.

7.4 Monthly cleaning (last week of each month).

- Empty a pail of clean water into the floor drains.
- Machine wash vitreous and quarry tiles and concrete floors and wash the resilient floor coverings.
- Wash and disinfect waste bins.
- Wash both sides of partitions and their doors.
- Clean all vent grilles.

7.5 Scheduled cleaning

- a. Brush and refinish resilient floor coverings as set down in Appendix A.
- b. Strip resilient floor coverings and refinish as set down in Appendix A.
- c. Strip vitreous and quarry tiles and refinish as set down in Appendix A.
- d. Strip and seal concrete floors as set down in Appendix A.
- e. Wash the ceilings as set down in Appendix A.
- f. Wash the walls as set down in Appendix A.

8. Locker rooms

8.1 Daily cleaning

- Empty wastebaskets.
- Sweep and clean all floors with a damp mop.
- Remove stains from walls, doors and door frames.

8.2 Weekly cleaning (Friday)

- Wash the floors.
- Spray buff resilient floor coverings.
- Dust outside surfaces of lockers, including the tops. Remove marks and stains from the front and the sides.

8.3 Monthly cleaning (second week of each month)

- Machine wash and rinse vitreous and quarry tiles.
- Wash metal window sills and sides.

8.4 Scheduled cleaning

- a. Wash the outside of lockers and the inside of empty lockers as set down in Appendix A.
- b. Brush and refinish resilient floor coverings as set down in Appendix A.
- c. Strip resilient floor coverings and refinish as set down in Appendix A.
- d. Strip vitreous and quarry tiles and refinish as set down in Appendix A.

9. Showers

9.1 Daily cleaning

- Remove pieces of soap.
- Wipe walls with a cloth.
- Brush floors and duckboards.
- Polish faucets and shower heads.

-
- 9.2 Weekly cleaning (Wednesday)
- Wash the walls, shower curtains and shower doors to remove soap residue.
 - Wash the floors with a brush to remove soap residue.
- 9.3 Yearly cleaning
- Provide and replace shower curtains in all shower cabinets.
- 10. Dining areas**
- 10.1 General instructions
- This paragraph applies only to dining areas in front of the counter and does not refer to furniture.
 - Make a cleaning tour twice a day at 10 a.m. and 2 p.m.
- 10.2 Daily cleaning
- Clean spilled substances.
 - Sweep and clean all floors with a damp mop.
 - Empty, wash and disinfect wastebaskets and waste containers and replace plastic bags.
 - Empty multi-purpose recycling containers and replace plastic bags with new ones in transparent plastic.
- 10.3 Weekly cleaning
- Spray buff floors (twice a week).
 - Clean the tops of refrigerators, micro-wave ovens and distributing machines.
- 11. Kitchens, kitchenettes, dining rooms and rest areas**
- 11.1 General instructions
- Make a cleaning tour twice a day, at 10 a.m. and 2 p.m.
- 11.2 Daily cleaning
- Dust all surfaces.
 - Clean furniture, tables, chairs, sinks, etc.
 - Sweep and clean all floors with a damp mop.
 - Provide and fill soap distributors and paper towels.
 - Empty, wash and disinfect wastebaskets and waste containers and replace plastic bags.
 - Remove stains from walls, doors and the outside of cabinets.
 - Remove stains from all appliances.
- 11.3 Weekly cleaning (Friday)
- Spray buff the floors.
 - Clean the tops of refrigerators, stove hoods and appliances (including microwave ovens).
- 11.4 Scheduled cleaning
- a. Brush floors and refinish as set down in Appendix A.
 - b. Wash the walls as set down in Appendix A.
- 12. Furniture and appliances**
- 12.1 Preliminary directives
- Cleaning staff must not move any paper or file left on a piece of furniture.
- 12.2 Daily cleaning
- Dust all furniture in the conference room and the administrative office and remove stains.
 - Wipe tables and countertops with a damp cloth and remove stains from the trimming.
- 12.3 Weekly cleaning (Wednesday)
- Dust surfaces and remove stains.

-
- Dust empty shelves, photographs and wall hangings (except paintings and art objects).
 - Clean and polish the furniture in the conference room and the administrative office.
 - Clean the base of floor-standing partitions.
 - Clean the inside of closets.
 - Wash boot trays and shelves.
 - Clean glass and wood partitions.
- 12.4 Monthly cleaning (third week of each month)
- Vacuum all upholstered furniture.
 - Remove all stains and chewing gum from upholstered furniture.
- 12.5 Scheduled cleaning
- a. Clean all leather, vinyl, leatherette and upholstered furniture as set down in Appendix A.
 - b. Vacuum padded standing partitions as set down in Appendix A.
- 13. Blinds**
- 13.1 Scheduled cleaning
- a. Dust or vacuum blinds as set down in Appendix A.
 - b. Vacuum curtains as set down in Appendix A
 - c. Wipe blinds with a damp cloth as set down in Appendix A.
- 14. Whiteboards**
- 14.1 General instructions
- The cleaning staff must not touch boards on which something is written.
- 14.2 Daily cleaning
- Clean whiteboards with a dry cloth.
 - Clean chalk holders.
 - Vacuum erasers.
- 15. Waste bins**
- 15.1 General instructions
- In the waste bins, provide and install plastic bags of the right size when they are dirty or torn.
- 15.2 Daily cleaning
- Empty the waste bins and clean inside and outside surfaces with a damp cloth.
- 15.3 Scheduled cleaning
- Wash and disinfect inside and outside surfaces of waste bins as set down in Appendix A.
- 16. Interior glass**
- 16.1 Daily cleaning
- Remove adhesives and stains from all the glass parts of doors, partitions, furniture, book stands, mirrors, deflectors and bulletin boards.
- 16.2 Monthly cleaning
- Clean mirrors and both sides of glass doors.
- 16.3 Scheduled cleaning
- a. Clean both sides of glass partitions as set down in Appendix A.
 - b. Clean and polish both sides of the glass parts of bookstands, convex mirrors and deflectors as set down in Appendix A.

17. Walls, partitions, baseboards and ceilings

17.1 Daily cleaning

- Remove stains from walls and partitions.
- Remove spider webs from the ceiling.

17.2 Weekly cleaning (Wednesday)

- Dust walls, columns and frames.
- Remove stains from walls, columns and partitions covered in fabric or carpeted.
- Dust baseboards, ledges and mouldings.

17.3 Scheduled cleaning

- a. Wash walls, columns, frames and baseboards as set down in Appendix A.
- b. Vacuum walls, columns and partitions covered in fabric or carpeted as set down in Appendix A.
- c. Clean and polish wood-panelled walls, as set down in Appendix A.

18. Doors and door frames

18.1 Daily cleaning

- Clean stains on doors and door frames.
- Dust door grilles.

18.2 Monthly cleaning (third week of each month)

- Clean push bars, toe guards and finger plates.
- Wipe doors and door frames with a damp cloth.
- Wash door grilles.

19. Fire-fighting equipment and systems

19.1 Monthly cleaning (second week of each month)

- Clean the inside and outside of the fire closet, including glasswork and accessories.
- Clean or polish extinguishers.

20. Electronic data processing areas \ Server room

20.1 General instructions

- The Contractor must maintain floor tiles as set down in the manufacturer's specifications, available from their website.

20.2 Weekly cleaning (Friday)

- Vacuum and clean the whole floor with a damp mop.
- Empty the trash bins.
- Wash and disinfect the garbage cans.
- Wash doors and door frames.
- Dust furniture and shelving.

20.3 Scheduled cleaning

- a. Clean the inside and outside of lamps, including diffusers as per Appendix A.
- b. Clean air intake and diffuser grilles, as set down in Appendix A.

21. Contractor's premises

21.1 General instructions

- Maintain in the same way as the corresponding areas in the specifications.
- Keep all equipment and all products clean and in order.
- Maintain floors and accessories as set down in article 7 (Washrooms).

- 21.2 Monthly cleaning (last week of each month)
- Wash walls and shelving.

22. Loading dock

- 22.1 Daily cleaning
- Clean the floors in the same way as corresponding floors in the specifications.
- 22.2 Weekly cleaning
- Wash the doors and door frames.
- 22.3 Monthly cleaning (last week of each month)
- Dust walls and doors.

23. Garbage and recycling rooms or areas

- 23.1 General instructions
- Place the plastic bags or the trash bins full of garbage at the pick-up point before the scheduled time of the pick-up.
- 23.2 Daily cleaning
- Empty all garbage into plastic bags or waste containers, according to the system used.
 - Sweep and clean the floor with a damp mop after picking up the garbage.
- 23.3 Weekly cleaning (after picking up the garbage or the recycling material)
- Wash and disinfect walls and floors.

24. Paper-saving containers, recycling bins and multi-purpose equipment

- 24.1 General instructions
- All recyclable paper and cardboard must be picked up and placed in recycling bins found in the designated area.
 - It is forbidden to place recyclable matter with ordinary garbage.
- 24.2 Daily cleaning
- Remove garbage from recycling bins.
 - Gather the paper and cardboard in sectors that use a great amount.
- 24.3 Weekly cleaning (Wednesday)
- Pick up the paper from the recycling bins in the offices.
 - Clean the inside and outside of recycling bins and the multi-purpose recycling equipment.
- 24.4 Twice a week (Tuesday and Friday)
- Gather the content from recycling bins and multi-purpose recycling equipment and store in the designated sector.
- 24.5 Monthly cleaning (last week of every month)
- Wash and disinfect the inside and outside of multi-purpose recycling stations.

25. Additional activities and frequency

NOTE: Article 25 takes precedence over articles 1 to 24 (Section 2). Besides the services described in articles 1 to 24, perform the following tasks:

- 25.1 Training rooms and conference rooms
- 25.1.1 Daily cleaning

-
- Make a cleaning tour before 8 a.m.
 - Vacuum all floors.
- 25.1.2 Weekly cleaning
- Clean the stains on the glass part of the projection booth.
- 25.2 Rooms 125, 125A - vault 125B, 125C
- 25.2.1 Weekly cleaning (Friday)
- Sweep the floors. (The Contractor must be escorted by the Technical Authority or laboratory staff)
- 25.3 Room 241 (vault)
- 25.3.1 Monthly cleaning
- Sweep the floors, on request. (The Contractor must be escorted by the Technical Authority or laboratory staff)
- 25.4 Rooms 140, 140A, 140B, 140C and 137
- 25.4.1 Daily cleaning
- Clean floors with a damp mop.
- 25.5 Storage facility for chemicals
- Sweep on request, supervised by the tenants.
- 25.6 Freight elevator
- 25.6.1 Weekly cleaning
- Vacuum the floor and the walls.
 - Scrape the threshold of the door and the slide rails in the cabs and vacuum.
- 25.7 Linoleum floors (marmoleum)
- 25.7.1 General instructions
- The Forbo mat finish is compatible with the S.C. Johnson finishes and sealing products. Avoid scouring at all cost. Any scouring will probably have an effect on the colour of the coating.
- 25.7.2 Daily cleaning
- Sweep and clean the floors with a damp mop.
- 25.7.3 Weekly cleaning (Friday)
- Spray buff.
- 25.7.4 Scheduled cleaning work (manufacturer's recommendations, Forbo)
- Wash with Stride using a red scrubbing pad; rinse, then apply the recommended number of coats of finish as set down in Appendix A.
- 25.8 Library
- 25.8.1 Weekly cleaning (Wednesday)
- Vacuum the rail of the mobile shelving to remove dust and debris.
 - Wash the floors under the mobile shelving with a damp mop.

N.B.: Do not dust all the laboratories, all the work surfaces, all large tables, all shelves in the storage rooms, or all the areas or all the surfaces where matter related to conservation is to be found.

ARTICLE	CLEANING TASKS	JAN	FEB	MAR	APR	MAY	JUNE	JULY	AUG	SEPT	OCT	NOV	DEC
8.4 c)	Strip resilient floor coverings and refinish.				X								
8.4 d)	Strip glass and ceramic tile floors and refinish.				X								
11.4 a)	Wash the floors with a brush and refinish.	X						X			X		
11.4 b)	Wash the walls.			X									
12.5 a)	Clean the leather, vinyl, leatherette and upholstered furniture.		X						X				
12.5 b)	Vacuum freestanding padded partitions.						X						
13.1 a)	Vacuum blinds or dust them.	X								X			
13.1 b)	Vacuum curtains.					X							
13.1 c)	Wipe blinds with a damp cloth.					X							
15.3	Wash and disinfect the inside and outside of waste containers.			X						X			
16.3 a)	Clean both sides of glass partitions.		X						X				
16.3 b)	Clean and polish both sides of the glass doors of libraries, convex mirrors and air deflectors.		X						X				
17.3 a)	Wash marble walls, columns, frames and baseboards.	X						X					
17.3 b)	Vacuum walls, columns and partitions covered with fabric or carpeted.	X						X					
17.3 c)	Clean and polish wood panel walls.				X						X		
20.3 a)	Clean the inside and outside of lamps, including diffusers as per Appendix A.	X						X					
20.3 b)	Clean air intake and diffuser grilles, as set down in Appendix A.	X						X					
25.7.4	Scour with Stride.		X			X			X			X	

SECTION 3: GLOSSARY AND QUALITY STANDARDS

The Glossary and Quality Standards in Section 3 must be strictly adhered to. All inspections undertaken by the Technical Authority will be rated according to those Quality Standards.

1. Glossary

1.1 Routine cleaning

Cleaning to be done once or many times a month, such as every week or every day.

1.2 Scheduled cleaning

Cleaning to be done in accordance with Appendix A of Section 2– Scheduled cleaning

1.3 “As and When Required” and Emergency cleaning

Cleaning activities determined on a case by case basis to be conducted at the request of the Technical Authority. The request will be made verbally on site or by telephone.

1.4 Cleaning tour

Pick up every piece of waste or visible spillage and fill the dispensers to ensure that the area appears tidy.

1.5 Planned cleaning

Cleaning to be done less frequently than once a month, that is, every two months or once, twice, three or four times a year.

1.6 Flight of stairs

Consists of the stairs and risers between two floors, including the landing or landings.

1.7 Products

Articles and accessories required to carry out the work; toilet paper, paper towels, hand soap, deodorizer blocks, plastic bags and sanitary bags.

1.8 Litter

Waste from ashtrays and sand ashtrays, litter recipients and sanitary bins. Also includes paper clips, paper, mop strings, pins, clips and other objects strewn on the desks or on the floor.

1.9 Heavy traffic areas (this includes)

Entrance halls, elevator lobbies, corridors and passageways in open-concept offices.

1.10 Recycling bins and multi-purpose recycling facilities

These facilities are used to collect recyclable material, such as metal, glass, plastic, polystyrene, paper, cardboard, etc.

2. Quality Standards

2.1 Sweeping

All floors once cleaned must be free of litter and dirt.

2.2 Watering

Watered floors must be clean after the planned watering and no puddles must remain in the hollowest parts.

2.3 Wipe with a dry mop

All cleaned floors must be free of dust.

2.4 Wipe with a damp mop

All floors once wiped must be clean and free of stains, mop trails and strings. There must be no splashes and water stains on the walls, baseboards and other surfaces.

2.5 Washing the floors

All floors once washed must be clean and free of stains, mop strings, splashes and cleaning solution.

2.6 Machine washing

All floors once washed must be clean and free of stains, splashes and cleaning solution.

2.7 Waxing and polishing floors

All floors must appear clean, with a durable shine and be free of dust.

2.8 Clean the floors (restore)

All floors must appear clean and shiny and be free of dust.

2.9 Scrub with a brush (applying a finishing product)

All floors must appear clean, with a uniform shine and be free of little scratches and marks.

2.10 Strip and refinish

All floors must have an overall and in-depth clean appearance, have a uniform shine, be dry and free of scratches and marks.

2.11 Strip and dry

All floors must appear clean and be free of dirt, stains and marks.

2.12 Vacuuming**2.12.1 Carpets**

Carpets must be clean and free of dust, dirt and other grime.

2.12.2 Door mats

Door mats must be clean and free of dust, dirt and salt stains.

2.12.3 Upholstered furniture

Upholstered furniture must be free of dust, dirt and other grime.

2.13 Stain removal

The removal of stains must leave no visible trace or discolouration on the carpets, door mats or upholstered furniture.

2.14 Hot water extraction

All carpets, door mats and upholstered furniture must be clean and free of dust, dirt, sand, melting snow, salt and water.

2.15 Foot grilles

All foot grilles and pans must be free of dirt, grime and litter.

2.16 Bulletin boards and fire cabinets

All bulletin boards and fire cabinets, including the glass, must be free of dust and stains.

2.17 Glass

Glass must be clean on both sides with no streaks and finger marks.

2.18 Stairs and landings

All surfaces must appear clean and free of dirt dust, marks and litter.

2.19 Elevators

All surfaces in elevator cabs must be free of dust, marks and grime. The walls, ceiling, floors, banisters and doors must be free of grime and appear freshly washed.

2.20 Dusting

N.B.: Do not dust all the laboratories, all the work surfaces, all large tables, all shelves in the storage rooms, or all the areas or all the surfaces where matter related to conservation is to be found.

2.20.1 Furniture, accessories and equipment

All surfaces must be free of dust, streaks and finger marks.

2.20.2 Dusting high surfaces

All surfaces must be free of dust accumulation.

2.20.3 Blinds and curtains

Blinds and curtains must be free of dust, spider webs, water streaks and grime.

2.20.4 Metal surfaces

All metal surfaces must be free of marks and stains as well as of cleaning products or oils and have a high shine.

2.21 Washrooms

All washrooms must smell clean, therefore must not give off bad smells.
All surfaces must be free of stains, water and scale and be clean and shiny.
Empty and clean all litter recipients and sanitary recipients; fill all dispensers.

2.22 Litter recipients

Empty all litter recipients and clean the outside with a cloth.

2.23 Whiteboards

Clean all surfaces with a cloth; the chalk holder must be clean and free of dust.

2.24 Ashtrays/sand ashtrays

Remove all waste from the ashtrays/sand ashtrays; surfaces must be clean and free of stains or visible accumulations.

2.25 Air grilles and diffusers

The surface of all grilles and all air diffusers must be clean and free from dirt, grime, stains, streaks, dust, and spider webs.

2.26 Light fixtures

All light fixtures must be free of dust, dirt, stains and streaks.

2.27 Garbage/recycling rooms and spaces

Garbage/recycling rooms and spaces must be clean and odour free.

2.28 Room reserved for the Contractor

All surfaces must be free of scrap paper, garbage, dust, stains and odours.

Appendix B

Building Name	Metro « C »
Building Address	1030 Innes rd.
Square meters	6 495
Number of occupants	80-100
Number of washrooms	3 men's 3 women's 1 unisex 1 handicap
Number of shower rooms	1 men's 1 women's
Elevators	1 passenger 1 freight
Type and % of flooring	
Carpets	0.2%
Ceramic	1%
Concrete	0.2 %
Resilient Vinyl	0.1%
Terrazzo	0.1%
Marmoleum	98.4%

ANNEX "B" - BASIS OF PAYMENT

The Contractor will be paid in accordance with the following Basis of Payment for Work performed pursuant to the Contract.

All deliverables are F.O.B. Destination, and Canadian Customs Duty included, and applicable tax(es) extra.

A- Contract Period (*Date of award to March 31, 2018*)

During the period of the Contract, for Work performed in accordance with the Contract, the Contractor will be paid as specified below.

A1.0 Firm Price

The Contractor will be paid the following Firm all-inclusive rate for Routine and Scheduled Cleaning operations as detailed in Annex A – Statement of Work.

1. Metro "C" Building						
	Period	Cleanable Area	Firm Monthly Rate per m2	Firm Monthly rate	Number of Months	Firm Rate
1.0	March 1, 2017 to March 31, 2018	6,495 m ² x			13	
1.0 Sub-total						

A1.1 Total Estimated Cost of routine and scheduled work for a firm price of: \$ *(amount to be specified at contract award)*

A2.0 Firm All-inclusive Hourly Rates

Firm all-inclusive hourly rate including overhead, profit and all related costs for additional cleaning, Emergency Cleaning operations not described in Annex "A" Statement of Work on an "as and when requested" basis.

2. Metro "C" Building				
PERIOD	DATES	HOURLY RATE		
		Regular Hours 7:00 – 17:00 Monday to Friday	Outside Regular Hours Monday to Saturday	Sundays and Statutory Holidays
1	March 1, 2017 to March 31, 2018			

A2.1 Total Estimated Cost of Professional Fees “as and when requested” for a limitation of expenditure of: \$ *(amount to be specified at contract award)*

A3.0 Total Estimated Cost – Contract Initial Period (A1.1 + A2.1): \$ *(amount to be specified at contract award)*

B- Option to Extend the Term of the Contract

This section is only applicable if the option to extend the Contract is exercised by Canada.

During the extended period of the Contract specified below, the Contractor will be paid as specified below to perform all the Work in relation to the Contract extension.

B1.0 Firm Price

Firm all-inclusive rate for Routine and Scheduled Cleaning operations as detailed in Annex “A” Statement of Work.

4.1 Metro “C” Building						
Period	Dates	Cleanable Area	Firm Rate per m2	Firm Monthly rate (A)	Number of Months	Total Firm Rate Period
2	April 1, 2018 to March 31, 2019	6,495 m2			12	
3	April 1, 2019 to March 31, 2020	6,495 m2			12	
4	April 1, 2020 to March 31, 2021	6,495 m2			12	
5	April 1, 2021 to March 31, 2022	6,495 m2			12	
Total Evaluated Price =						

A2.0 Firm All-inclusive Hourly Rates

Firm all-inclusive hourly rate including overhead, profit and all related costs for additional cleaning, Emergency Cleaning operations not described in Annex “A” Statement of Work on an “as and when requested” basis.

4.2 Metro “C” Building				
PERIOD	DATES	HOURLY RATE		
		Regular Hours 7:00 – 17:00 Monday to Friday	Outside Regular Hours Monday to Saturday	Sundays and Statutory Holidays
2	April 1, 2018 to March 31, 2019			
3	April 1, 2019 to March 31, 2020			
4	April 1, 2020 to March 31, 2021			
5	April 1, 2021 to March 31, 2022			

ANNEX "C" - SECURITY REQUIREMENTS CHECK LIST

 **Gouvernement du Canada**

Contract Number / Numéro du contrat 10160093
Security Classification / Classification de sécurité

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

PART A - CONTRACT INFORMATION / PARTIE A - INFORMATION CONTRACTUELLE		
1. Originating Government Department or Organization / Ministère ou organisme gouvernemental d'origine CANADIAN HERITAGE	2. Branch or Directorate / Direction générale ou Direction HRWMB / FACILITIES MGMT	
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 JANITORIAL SERVICES FOR THE CANADIAN CONSERVATION INSTITUTE LOCATED AT 1030 INNES RD. OTTAWA (ON)		
5. a) Will the supplier require access to Controlled Goods? Le fournisseur aura-t-il accès à des marchandises contrôlées?	<input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui	
5. b) Will the supplier require access to unclassified military technical data subject to the provisions of the Technical Data Control Regulations? Le fournisseur aura-t-il accès à des données techniques militaires non classifiées qui sont assujetties aux dispositions du Règlement sur le contrôle des données techniques?	<input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui	
6. Indicate the type of access required / Indiquer le type d'accès requis		
6. a) Will the supplier and its employees require access to PROTECTED and/or CLASSIFIED information or assets? Le fournisseur ainsi que les employés auront-ils accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS? (Specify the level of access using the chart in Question 7. c) (Préciser le niveau d'accès en utilisant le tableau qui se trouve à la question 7. c)	<input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui	
6. b) Will the supplier and its employees (e.g. cleaners, maintenance personnel) require access to restricted access areas? No access to PROTECTED and/or CLASSIFIED information or assets is permitted. Le fournisseur et ses employés (p. ex. nettoyeurs, personnel d'entretien) auront-ils accès à des zones d'accès restreintes? L'accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS n'est pas autorisé.	<input type="checkbox"/> No / Non <input checked="" type="checkbox"/> Yes / Oui	
6. c) Is this a commercial courier or delivery requirement with no overnight storage? S'agit-il d'un contrat de messagerie ou de livraison commerciale sans entreposage de nuit?	<input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui	
7. a) Indicate the type of information that the supplier will be required to access / Indiquer le type d'information auquel le fournisseur devra avoir accès		
Canada <input type="checkbox"/>	NATO / OTAN <input type="checkbox"/> Foreign / Étranger <input type="checkbox"/>	
7. b) Release restrictions / Restrictions relatives à la diffusion		
No release restrictions / Aucune restriction relative à la diffusion <input type="checkbox"/> Not releasable / À ne pas diffuser <input type="checkbox"/> Restricted to: / Limité à: <input type="checkbox"/> Specify country(ies): / Préciser le(s) pays:	All NATO countries / Tous les pays de l'OTAN <input type="checkbox"/> Restricted to: / Limité à: <input type="checkbox"/> Specify country(ies): / Préciser le(s) pays:	
No release restrictions / Aucune restriction relative à la diffusion <input type="checkbox"/> Restricted to: / Limité à: <input type="checkbox"/> 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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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 :	<input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui
9. Will the supplier require access to extremely sensitive INFOSEC information or assets? Le fournisseur aura-t-il accès à des renseignements ou à des biens INFOSEC de nature extrêmement délicate? Short Title(s) of material / Titre(s) abrégé(s) du matériel : Document Number / Numéro du document :	<input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui
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 type="checkbox"/> RELIABILITY STATUS / COTE DE FIABILITÉ <input type="checkbox"/> TOP SECRET - SIGINT / TRÈS SECRET - SIGINT <input checked="" type="checkbox"/> SITE ACCESS / ACCÈS AUX EMPLACEMENTS <input type="checkbox"/> CONFIDENTIAL / CONFIDENTIEL <input type="checkbox"/> NATO CONFIDENTIAL / NATO CONFIDENTIEL <input type="checkbox"/> SECRET / SECRET <input type="checkbox"/> NATO SECRET / NATO SECRET <input type="checkbox"/> TOP SECRET / TRÈS SECRET <input type="checkbox"/> COSMIC TOP SECRET / COSMIC TRÈS SECRET
Special comments: / Commentaires spéciaux : <i>→ Status</i>	
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? If Yes, will unscreened personnel be escorted? Dans l'affirmative, le personnel en question sera-t-il escorté?	<input checked="" type="checkbox"/> No / Non <input type="checkbox"/> 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?	<input checked="" type="checkbox"/> No / Non <input type="checkbox"/> 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?	<input checked="" type="checkbox"/> No / Non <input type="checkbox"/> 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?	<input checked="" type="checkbox"/> No / Non <input type="checkbox"/> 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?	<input checked="" type="checkbox"/> No / Non <input type="checkbox"/> 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?	<input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui

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

For users completing the form manually use the summary chart below to indicate the category(ies) and level(s) of safeguarding required at the supplier's site(s) or premises.
Les utilisateurs qui remplissent le formulaire manuellement doivent utiliser le tableau récapitulatif ci-dessous pour indiquer, pour chaque catégorie, les niveaux de sauvegarde requis aux installations du fournisseur.

For users completing the form online (via the Internet), the summary chart is automatically populated by your responses to previous questions.
Dans le cas des utilisateurs qui remplissent le formulaire en ligne (par Internet), les réponses aux questions précédentes sont automatiquement saisies dans le tableau récapitulatif.

SUMMARY CHART / TABLEAU RÉCAPITULATIF

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

12. a) Is the description of the work contained within this SRCL PROTECTED and/or CLASSIFIED?
La description du travail visé par la présente LVERS est-elle de nature PROTÉGÉE et/ou CLASSIFIÉE? No / Non Yes / Oui

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

12. b) Will the documentation attached to this SRCL be PROTECTED and/or CLASSIFIED?
La documentation associée à la présente LVERS sera-t-elle PROTÉGÉE et/ou CLASSIFIÉE? No / Non Yes / Oui

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

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PART D - AUTHORIZATION / PARTIE D - AUTORISATION			
13. Organization Project Authority / Charge de projet de l'organisme			
Name (print) - Nom (en lettres moulées)	Title - Titre	Signature	
YANNICK TELLIER	MANAGER, REAL PROPERTY & FACILITIES MGMT.	<i>Yannick Tellier</i>	
Telephone No. - N° de téléphone	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel	Date
819-639-1713	819-997-7118	Yannick.Tellier@canada.ca	18 oct. 2016
14. Organization Security Authority / Responsable de la sécurité de l'organisme			
Name (print) - Nom (en lettres moulées)	Title - Titre	Signature	
CARL MAJOR	Agent sécurité	<i>Carl Major</i>	
Telephone No. - N° de téléphone	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel	Date
			2016.10.26
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?			
			<input type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui
16. Procurement Officer / Agent d'approvisionnement			
Name (print) - Nom (en lettres moulées)	Title - Titre	Signature	
LYNN LEVESQUE	PROCUREMENT & CONTRACT SPECIALIST	<i>Lynn Levesque</i>	
Telephone No. - N° de téléphone	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel	Date
819-994-5119		Lynn.Levesque@canada.ca	OCT. 06, 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

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ANNEX "D" - INSURANCE REQUIREMENTS

SACC *Manual* clause G2001C (2014-06-26) Commercial General Liability Insurance

The Contractor must obtain Commercial General Liability Insurance, and maintain it in force throughout the duration of the Contract, in an amount usual for a contract of this nature, but for not less than \$5,000,000 per accident or occurrence and in the annual aggregate.

The Commercial General Liability policy must include the following:

- a. Additional Insured: Canada is added as an additional insured, but only with respect to liability arising out of the Contractor's performance of the Contract. The interest of Canada should read as follows: Canada, as represented by Public Works and Government Services Canada.
- b. Bodily Injury and Property Damage to third parties arising out of the operations of the Contractor.
- c. Products and Completed Operations: Coverage for bodily injury or property damage arising out of goods or products manufactured, sold, handled, or distributed by the Contractor and/or arising out of operations that have been completed by the Contractor.
- d. Personal Injury: While not limited to, the coverage must include Violation of Privacy, Libel and Slander, False Arrest, Detention or Imprisonment and Defamation of Character.
- e. Cross Liability/Separation of Insureds: Without increasing the limit of liability, the policy must protect all insured parties to the full extent of coverage provided. Further, the policy must apply to each Insured in the same manner and to the same extent as if a separate policy had been issued to each.
- f. Blanket Contractual Liability: The policy must, on a blanket basis or by specific reference to the Contract, extend to assumed liabilities with respect to contractual provisions.
- g. Employees and, if applicable, Volunteers must be included as Additional Insured.
- h. Employers' Liability (or confirmation that all employees are covered by Worker's compensation (WSIB) or similar program)
- i. Broad Form Property Damage including Completed Operations: Expands the Property Damage coverage to include certain losses that would otherwise be excluded by the standard care, custody or control exclusion found in a standard policy.
- j. Notice of Cancellation: The Insurer will endeavor to provide the Contracting Authority thirty (30) days written notice of policy cancellation.
- k. Sudden and Accidental Pollution Liability (minimum 120 hours): To protect the Contractor for liabilities arising from damages caused by accidental pollution incidents.
- l. Litigation Rights: Pursuant to subsection 5(d) of the [Department of Justice Act](#), S.C. 1993, c. J-2, s.1, if a suit is instituted for or against Canada which the Insurer would, but for this clause, have the right to pursue or defend on behalf of Canada as an Additional Named Insured under the insurance policy, the Insurer must promptly contact the Attorney General of Canada to agree on the legal strategies by sending a letter, by registered mail or by courier, with an acknowledgement of receipt.

For the province of Quebec, send to:

Director Business Law Directorate,
Quebec Regional Office (Ottawa),
Department of Justice,
284 Wellington Street, Room SAT-6042,
Ottawa, Ontario, K1A 0H8

For Ontario province, send to:

Senior General Counsel,
Civil Litigation Section,
Department of Justice
234 Wellington Street, East Tower
Ottawa, Ontario K1A 0H8

A copy of the letter must be sent to the Contracting Authority. Canada reserves the right to co-defend any action brought against Canada. All expenses incurred by Canada to co-defend such actions will be at Canada's expense. If Canada decides to co-defend any action brought against it, and Canada does not agree to a proposed settlement agreed to by the Contractor's insurer and the plaintiff(s) that would result in the settlement or dismissal of the action against Canada, then Canada will be responsible to the Contractor's insurer for any difference between the proposed settlement amount and the amount finally awarded or paid to the plaintiffs (inclusive of costs and interest) on behalf of Canada.