



<p><b>RETURN BIDS TO:</b> <b>RETOURNER LES SOUMISSIONS À:</b></p> <p><b>Bid Receiving - Environment Canada</b> <b>/ Réception des soumissions – Environnement Canada</b></p> <p><b>800 rue de la Gauchetière Ouest,</b> <b>bureau 7810</b> <b>Montréal (Québec)</b> <b>H5A 1L9</b></p> <p><b>Attention de : Marie-Christine Blais</b></p> <p><b>BID SOLICITATION</b> <b>DEMANDE DE SOUMISSIONS</b></p> <p><b>PROPOSAL TO: ENVIRONMENT CANADA</b></p> <p>We offer to perform or provide to Canada the services detailed in the document including any attachments and annexes, in accordance with the terms and conditions set out or referred to in the document, at the price(s) provided.</p> <p><b>SOUSSION À:</b> <b>ENVIRONNEMENT CANADA</b></p> <p>Nous offrons d'effectuer ou de fournir au Canada, aux conditions énoncées ou incluses par référence dans le document incluant toutes pièces jointes et annexes, les services détaillés dans le document, au(x) prix indiqué(s).</p>	<p><b>Title – Titre</b> Building janitorial services to provide housekeeping services to Environment Climate Change Canada's Canadian Meteorological Centre (CMC) in Dorval (Quebec)</p>	
	<p><b>EC Bid Solicitation No. /SAP No. – N° de la demande de soumissions EC / N° SAP</b> <b>5000024963</b></p>	
	<p><b>Date of Bid solicitation (YYYY-MM-DD) – Date de la demande de soumissions (AAAA-MM-JJ) 2016.12.15</b></p>	
	<p><b>Bid Solicitation Closes (YEAR-MM-DD) - La demande de soumissions prend fin (AAAA-MM-JJ)</b></p> <p>at – à <b>2:00 P.M.</b> on – le <b>31 Janvier 2017</b></p>	<p><b>Time Zone – Fuseau horaire</b>  <b>Eastern Standard Time</b></p>
	<p><b>F.O.B – F.A.B</b> <b>Destination</b></p>	
	<p><b>Address Enquiries to - Adresser toutes questions à</b> Marie-Christine Blais</p>	
	<p><b>Telephone No. – N° de téléphone</b> 514-496-1929</p>	<p><b>Fax No. – N° de Fax</b></p>
	<p><b>Destination - of Services / Destination des services</b> Dorval (Quebec)</p>	
	<p><b>Security / Sécurité</b> <i>There is a security requirement associated to this request</i></p>	
	<p><b>Vendor/Firm Name and Address - Raison sociale et adresse du fournisseur/de l'entrepreneur</b></p>	
<p><b>Telephone No. – N° de téléphone</b></p>	<p><b>Fax No. – N° de Fax</b></p>	
<p><b>Name and title of person authorized to sign on behalf of Vendor/Firm: (type or print) / Nom et titre de la personne autorisée à signer au nom du fournisseur/de l'entrepreneur (taper ou écrire en caractères d'imprimerie)</b></p>		
<p><b>Signature</b></p>	<p><b>Date</b></p>	

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**TITLE: Building janitorial services to provide housekeeping services to Environment Climate Change Canada's Canadian Meteorological Centre (CMC) in Dorval (Quebec)**

**PART 1 - GENERAL INFORMATION**

**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: includes the certifications to be provided;

Part 6 Security 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 the Financial Bid Presentation Sheet and the Supplier list of Names.

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

**2. Summary**

2.1 Environment Climate Change Canada is seeking a Contractor specializing in building janitorial services to provide housekeeping services to the Canadian Meteorological Centre (CMC) in Dorval, .as detailed in the Statement of Work, Annex A to the bid solicitation. The term of this contract is for one year with two option year.

2.2 There is a security requirement 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 Canadian Industrial Security Directorate (CISD), Industrial Security Program of Public Works and Government Services Canada website (<http://ssi-iss.tpsgc-pwgsc.gc.ca/index-eng.html>).

2.3 Bidders must provide a list of names, or other related information as needed, pursuant to section 01 Integrity Provisions of Standard Instructions2003.

- 2.4 For services requirements, bidders in receipt of a pension or a lump sum payment must provide the required information as detailed in article 3 of Part 2 of the bid solicitation.
- 2.5 The requirement is subject to the provisions of the World Trade Organization Agreement on Government Procurement (WTO-AGP), the North American Free Trade Agreement (NAFTA), and the Agreement on Internal Trade (AIT).

### 3. Debriefings

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

## PART 2 - BIDDER INSTRUCTIONS

### 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 PWGSC *Standard Acquisition Clauses and Conditions Manual* (<https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual>) issued by Public Works and Government Services Canada.

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

The 2003 (2016.04.04) Standard Instructions - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the bid solicitation.

The standard instructions 2003 are modified as follows:

**Under “Text” at 02:**

**Delete:** “Procurement Business Number”

**Insert:** “Deleted”

**At Section 02 Procurement Business Number**

**Delete:** In its entirety

**Insert:** “Deleted”

**At Section 05 Submission of Bids, Subsection 05 (2d):**

**Delete:** In its entirety

**Insert:** “send its bid only to Environment Canada (EC) as specified on page 1 of the bid solicitation or to the address specified in the bid solicitation;”

**At Section 06 Late Bids:**

**Delete:** “PWGSC”

**Insert:** “Environment Canada”

**At Section 07 Delayed Bids:**

**Delete:** “PWGSC”

**Insert:** "Environment Canada"

**At Section 08 Transmission by Facsimile, Subsection 08 (1):**

**Delete:** In its entirety

**Insert:** "Bids may be submitted by facsimile if specified in the bid solicitation."

**At Section 12 Rejection of Bid, Subsection 12 (1) a. and b.:**

**Delete:** In their entirety

**Insert:** "Deleted"

**At Section 17 Joint Venture, Subsection 17 (1) b.:**

**Delete:** "the Procurement Business Number of each member of the joint venture,"

**Insert:** "Deleted"

**At Section 20 Further Information, Subsection 20 (2):**

**Delete:** In its entirety

**Insert:** "Deleted"

**At Section 05 Submission of Bids, Subsection 05 (4):**

**Delete:** "sixty (60) days"

**Insert:** "one hundred and twenty (120) days"

## **2. Submission of Bids**

Bids must be submitted to Environment Canada (EC) at the address and by the date, time and place indicated on page 1 of the bid solicitation.

Bids transmitted by facsimile will not be accepted.

## **3. Former Public Servant – Competitive Bid**

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

### **Definitions**

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

- 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 Adjustment Directive**

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

If so, the Bidder must provide the following information:

- a. name of former public servant;
- b. conditions of the lump sum payment incentive;
- c. date of termination of employment;
- d. amount of lump sum payment;

- e. rate of pay on which lump sum payment is based;
- f. period of lump sum payment including start date, end date and number of weeks;
- g. number and amount (professional fees) of other contracts subject to the restrictions of a work force adjustment program.

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

#### **4. Enquiries - Bid Solicitation**

All enquiries must be submitted in writing to the Contracting Authority no later than five (5) calendar days before the bid closing date. Enquiries received after that time may not be answered.

Bidders should reference as accurately as possible the numbered item of the bid solicitation to which the enquiry relates. Care should be taken by bidders to explain each question in sufficient detail in order to enable Canada to provide an accurate answer. Technical enquiries that are of a proprietary nature must be clearly marked "proprietary" at each relevant item. Items identified as "proprietary" will be treated as such except where Canada determines that the enquiry is not of a proprietary nature. Canada may edit the 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.

#### **5. Applicable Laws**

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

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.

#### **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 2121 route Transcanadienne, Dorval (Québec) on **12 January 2017**. The site visit will begin at 10 AM. ,

Bidders are requested to communicate with the Contracting Authority no later than January 11 2017 to confirm attendance and provide the name(s) of the person(s) who will attend. Bidders will be requested to sign an attendance sheet. Bidders should confirm in their bids that they have attended the visit. Bidders who do not attend 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**

### **1. Bid Preparation Instructions**

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

Section I: Technical Bid (1 hard copies)  
Section II: Financial Bid (1 hard copies)  
Section III: Certifications (1 hard copies)

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>). 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; and
- (3) print on both sides of the paper.

#### **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 and describe their approach") in a thorough, concise and clear manner for carrying out the work.

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

#### **Section II: Financial Bid**

- 1.1 Bidders must submit their financial bid in accordance with the Financial Bid Presentation Sheet in Attachment 1 to Part 3. The total amount of Applicable Taxes must be shown separately.
- 1.2 Bidders must submit their financial bid in Canadian funds and in accordance with the Financial Bid Presentation Sheet in Attachment 1 to Part 3. The total amount of Applicable Taxes must be shown separately.
- 1.3 Bidders must submit their prices, FOB destination; Canadian customs duties and excise taxes included, as applicable; and Applicable Taxes excluded.
- 1.4 Bidders should include the following information in their financial bid:
  - (a) Their legal name; and
  - (b) The name of the contact person (including this person's mailing address, phone and facsimile numbers and email address) authorized by the Bidder to enter into communications with Canada with regards to their bid; and any contract that may result from their bid.

**Section III: Certifications**

Bidders must submit the certifications required under Part 5.

**ATTACHMENT 1 TO PART 3 -  
FINANCIAL BID PRESENTATION SHEET**

The Bidder must complete this Financial Bid Presentation Sheet and include it in the financial bid.

**The inclusion of volumetric data in this document does not represent a commitment by Canada that Canada's future usage of the services described in the bid solicitation will be consistent with these data.**

**Block 1: Annual Rate**

1. Enter the monthly rate by contract period.
2. Multiply the monthly rate by 12 months for each period and enter the amount in the Annual Rate column.
3. Add lines 1, 2 and 3.

<b>Block 1: Firm Monthly Rate</b>					
Periods		Type of Work	Monthly Rate		Annual Rate
1	2017/18: For a period of 12 months from the Contract Award Date	Annually As required Biannually Daily Weekly Monthly	\$ _____	12 months	\$ _____
2	2018/19: Option year 01: For a period of 12 months from the Option Year Activation Date		\$ _____	12 months	\$ _____
3	2019/20: Option year 02: For a period of 12 months from the Option Year Activation Date		\$ _____	12 months	\$ _____
4	<b>TOTAL Block 1: (Lines 1+2+3)</b>				\$ _____

This rate includes all management and implementation expenses generated by the activities of the Contractor for this project. These expenses include, but are not limited to: transportation (service truck, foreman's truck as required), tooling, various administrative expenses, postage, or any other expenses related to the Contractor's activities.

**Blocks 2 and 3: Firm Hourly Rate – Work As and When Requested**

1. Enter the firm hourly rate for work as and when requested.
2. Multiply the hourly rate by the estimated number of hours for each period and enter the amount in the TOTAL column.
3. Add lines 1, 2 and 3 for each table.

<b>Block 2: Firm Hourly Rate for Work Performed During Regular Work Hours</b>				
Periods		Firm Hourly Rate for Work Performed During Regular Work Hours	Estimated Number of Hours	Total
1	2017/18: For a period of 12 months from the Contract Award Date	\$ _____	120 hours	\$ _____
2	2018/19: Option year 01: For a period of 12 months from the Option Year Activation Date	\$ _____	120 hours	\$ _____
3	2019/20: Option year 02: For a period of 12 months from the Option Year Activation Date	\$ _____	120 hours	\$ _____
4	<b>TOTAL Block 2: (Lines 1+2+3)</b>			\$ _____

**Block 3: Firm Hourly Rate for Work Performed Outside of Regular Work Hours, on Sundays and Statutory Holidays**

Periods		Firm Hourly Rate for Work Performed Outside of Regular Work Hours, on Sundays and Statutory Holidays	Estimated Number of Hours	Total
1	2017/18: For a period of 12 months from the Contract Award Date	\$ _____	60 hours	\$ _____
2	2018/19: Option year 01: For a period of 12 months from the Option Year Activation Date	\$ _____	60 hours	\$ _____
3	2019/20: Option year 02: For a period of 12 months from the Option Year Activation Date	\$ _____	60 hours	\$ _____
4	<b>TOTAL Block 3: (Lines 1+2+3)</b>			\$ _____

**Block 4: Auxiliary Services**

1. The percentage for administration and profit must be identified in the table in Column B.
2. In Column C, enter the result obtained when multiplying Column A by Column B.
3. In Column D, enter the sum of Columns A (\$15,000) + C.
4. On Line 4, enter the sum of Lines 1 to 3.

<b>Block 4: Other Direct Costs</b>						
	Periods	Item	A- Fixed Estimated Amount	B- % Adm. & Contractor Profit	C- Sub-Total	D- Total
1	2017/18: For a period of 12 months from the Contract Award Date	Amount identified for purchase of materials or sub-contracts	\$15,000	____%	\$_____	\$_____
2	2018/19: Option year 01: For a period of 12 months from the Option Year Activation Date			____%	\$_____	\$_____
3	2019/20: Option year 02: For a period of 12 months from the Option Year Activation Date			____%	\$_____	\$_____
4	<b>TOTAL Block 4: (Lines 1+2+3)</b>					\$_____

**Block 5: Total**

1. Enter the total for each block.
2. Add the blocks to provide the total cost of the bid.

<b>Block 5</b>	<b>Block 1</b>	\$ _____
	<b>Block 2</b>	\$ _____
	<b>Block 3</b>	\$ _____
	<b>Block 4</b>	\$ _____
<b>Total Cost</b>		\$ _____

## **PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION**

### **1. Evaluation Procedures**

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

#### **1.1 Technical Evaluation**

Except where expressly provided otherwise, the experience described in the bid must be the experience of the Bidder itself (which includes the experience of any companies that formed the Bidder by way of a merger but does not include any experience acquired through a purchase of assets or an assignment of contract). The experience of the Bidder's affiliates (i.e. parent, subsidiary or sister corporations), subcontractors, or suppliers will not be considered.

#### **1.1 Technical Evaluation**

##### **1.1.1. Mandatory Technical Criteria**

<b>Mandatory Technical Criteria</b>		<b>Met / Not Met</b>
1	The Bidder must provide a summary of his experience in the performance of building janitorial services. In it's summary the bidder must demonstrate that he having two (2) consecutive years of experience in the performance of janitorial services within the last five (5) years, as of the closing date of the bid, for contracts valued at more than \$ 500,000.00.	
2	The Bidder has attended the mandatory site visit.	
3	The Bidder must provide the CV of the proposed foreman to perform the services.  The foreman has five (5) consecutive years of experience in his trade within the last ten (10) years.	

#### **1.2 Financial Evaluation**

- 1.2.1** The price of the bid will be evaluated in Canadian dollars, the Applicable Taxes excluded, Canadian customs and excise taxes included.
- 1.2.2** For bid evaluation and contractor(s) selection purposes only, the evaluated price of a bid will be determined in accordance with the Financial Bid Presentation Sheet detailed in Attachment 1 to Part 3.

## **2 Basis of Selection**

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



## **PART 5 - CERTIFICATIONS**

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

The certifications provided by bidders to Canada are subject to verification by Canada at all times. Canada will declare a bid non-responsive, or will declare a contractor in default in carrying out any of its obligations under the Contract, if any certification made by the Bidder is found to be untrue, whether made knowingly or unknowingly, during the bid evaluation period or during the contract period.

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

### **1. Certifications Required Precedent to Contract Award**

#### **1.1 Integrity Provisions - Associated Information**

By submitting a bid, the Bidder certifies that the Bidder and its Affiliates are in compliance with the provisions as stated in Section 01 Integrity Provisions - Bid of Standard Instructions 2003. The associated information required within the Integrity Provisions will assist Canada in confirming that the certifications are true.

#### **1.2 Federal Contractors Program for Employment Equity - Bid Certification**

By submitting a bid, the Bidder certifies that the Bidder, and any of the Bidder's members if the Bidder is a Joint Venture, is not named on the Federal Contractors Program (FCP) for employment equity "FCP Limited Eligibility to Bid" list ([http://www.labour.gc.ca/eng/standards\\_equity/eq/emp/fcp/list/inelig.shtml](http://www.labour.gc.ca/eng/standards_equity/eq/emp/fcp/list/inelig.shtml)) available from Employment and Social Development Canada (ESDC) - Labour's website.

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.

#### **1.3 Status and Availability of Resources**

By submitting a bid, 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. Failure to comply with the request may result in the bid being declared non-responsive.

#### **1.4 Education and Experience**

*PWGSC SACC Manual* clause A3010T (2010-08-16) Education and Experience

### **3. Certifications Required with the Bid**

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

- WHMIS Certification
- Bidder must complete the Supplier list of Names jointe Attachment 1 of Part 5
- Former Public Servant Certification
- The bidder must demonstrate that he has a valid Facility Security Clearance at the level of **SECRET** as of the closing date of the bid

**ATTACHMENT 1 TO PART 5-  
SUPPLIER LIST OF NAME**



Environnement et Changement climatique Canada a adopté le régime d'intégrité développé et mis en place par Services publics et Approvisionnement Canada. Les fournisseurs acceptent, en soumettant une proposition, de se conformer aux dispositions du régime d'intégrité et la [Politique d'inadmissibilité et de suspension](#) ainsi que le [Code de conduite pour l'approvisionnement](#). / Environment and Climate Change Canada has endorsed the Integrity Regime developed and implemented by Public Services and Procurement Canada. By submitting a quote, Contractors agree to comply with the provisions of the Integrity Regime and [Ineligibility and Suspension Policy](#) as well as the [Code of Conduct for Procurement](#).

Selon la [Politique d'inadmissibilité et de suspension](#) de TPSGC (maintenant SPAC), les renseignements suivants doivent être fournis lors d'une soumission ou de la passation d'un marché. / In accordance with the PWGSC (now PSPC) [Ineligibility and Suspension Policy](#), the following information is to be provided when bidding or contracting.<sup>1</sup>

\* Informations obligatoires / Mandatory Information

<b>*Dénomination complète de l'entreprise / Complete Legal Name of Company</b>	
<b>*Nom commercial / Operating Name</b>	
<b>*Adresse de l'entreprise / Company's address</b>	<b>*Type d'entreprise / Type of Ownership</b>
	<input type="checkbox"/> Individuel / Individual <input type="checkbox"/> Corporation / Corporation <input type="checkbox"/> Coentreprise / Joint Venture
<b>*Membres du conseil d'administration<sup>2</sup> / Board of Directors</b> <b>(Ou mettre la liste en pièce-jointe / Or provide the list as an attachment)</b>	
<b>Prénom / First name</b>	<b>Nom / Last Name</b>
	<b>Position (si applicable) / Position (if applicable)</b>

<sup>1</sup> **Liste des noms :** Tous les fournisseurs, peu importe leur situation au titre de la Politique, doivent présenter les renseignements ci-dessous au moment de prendre part à un processus d'approvisionnement:

- les fournisseurs constitués en personne morale, y compris ceux qui présentent une soumission à titre de coentreprise, doivent fournir la liste complète des noms de tous les administrateurs actuels ou, dans le cas d'une entreprise privée, des propriétaires de la société;
- les fournisseurs soumissionnant à titre d'entreprise à propriétaire unique, y compris ceux soumissionnant en tant que coentreprise, doivent fournir la liste complète des noms de tous les propriétaires;
- les fournisseurs soumissionnant à titre de société en nom collectif n'ont pas à soumettre une liste de noms.

**List of names:** All suppliers, regardless of their status under the Policy, must submit the following information when participating in a procurement process:

- suppliers that are corporate entities, including those bidding as joint ventures, must provide a complete list of the names of all current directors or, for a privately owned corporation, the names of the owners of the corporation;
- suppliers bidding as sole proprietors, including sole proprietors bidding as joint ventures, must provide a complete list of the names of all owners; or
- suppliers that are a partnership do not need to provide a list of names.

<sup>2</sup> Conseil des gouverneurs / Board of Governors; Conseil de direction / Board of Managers; Conseil de régents / Board of Regents; Conseil de fiducie / Board of Trustees; Comité de réception / Board of Visitors

## **PART 6 – SECURITY AND OTHER REQUIREMENTS**

### **1. Security Requirement**

- (a) At the date of bid closing, the following conditions must be met:
  - (i) the Bidder must hold a valid organization security clearance as indicated in Part 7 - Resulting Contract Clauses;
  - (ii) the Bidder's proposed individuals requiring access to classified or protected information, assets or sensitive work site(s) must meet the security requirement as indicated in Part 7 - Resulting Contract Clauses;
  - (iii) the Bidder must provide the name of all individuals who will require access to classified or protected information, assets or sensitive work sites;
- (b) For additional information on security requirements, bidders should refer to the Canadian Industrial Security Directorate (CISD), Industrial Security Program of Public Works and Government Services Canada (<http://ssi-iss.tpsgc-pwgsc.gc.ca/index-eng.html>) website.

### **2.0. 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 the contract.

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** *(at contract award, delete this line)*

The following clauses and conditions apply to and form part of any contract resulting from the bid solicitation. *(at contract award, delete this sentence and add the title of the requirement)*

**Title:** *(insert only at contract award)*

### **1. Statement of Work**

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

### **2. Standard Clauses and Conditions**

All clauses and conditions identified in the Contract by number, date and title are set out in the PWGSC *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.

#### **2.1 General Conditions**

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

#### **2.2 Specific Person(s)**

The Contractor must provide the services of the following person(s) to perform the Work as stated in the Contract: \_\_\_\_\_ *(insert name(s) of person(s))*.

### **3. Security Requirement**

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

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

### **4. Term of Contract**

#### **4.1 Period of the Contract**

The period of the Contract is from \_\_\_\_\_ *(fill in start date of the period)* to \_\_\_\_\_ inclusive *(fill in end date of the period)*.

## **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 2 additional 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 the Basis of Payment.

Canada may exercise this option at any time by sending a written notice to the Contractor at least 30 calendar days before the expiry date of the Contract. The option may only be exercised by the Contracting Authority, and will be evidenced for administrative purposes only, through a contract amendment.

## **4.3 Transition Period**

The Contractor acknowledges that the nature of the services provided under the Contract requires continuity and that a transition period may be required at the end of the Contract. The Contractor agrees that Canada may, at its discretion, extend the Contract by a period of 6 months under the same conditions to ensure the required transition. The Contractor agrees that, during the extended period of the Contract, it will be paid in accordance with the applicable provisions as set out in the Basis of Payment.

The Contracting Authority will advise the Contractor of the extension by sending a written notice to the Contractor at least 30 calendar days before the contract expiry date. The extension will be evidenced for administrative purposes only, through a contract amendment.

## **5. Authorities**

### **5.1 Contracting Authority**

The Contracting Authority for the Contract is:

Marie-Christine Blais  
Regional Manager Procurement and Contracting Operations - Quebec  
Environment Climate Change Canada  
Telephone: 514-496-1929  
E-mail address: marie-christine.blais@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.

### **5.2 Technical Authority**

The name and contact details of the technical manager will be disclosed when the contract is awarded.

The Technical Authority for the Contract is:

Name: \_\_\_\_\_

Title: \_\_\_\_\_  
Organization: \_\_\_\_\_  
Address: \_\_\_\_\_

Telephone: \_\_\_\_ - \_\_\_\_ - \_\_\_\_  
Facsimile: \_\_\_\_ - \_\_\_\_ - \_\_\_\_  
E-mail address: \_\_\_\_\_

The Technical Authority named above 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 Technical Authority, however 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.

## 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. Payment

### 7.1 Basis of Payment

#### 7.1.1 Firm Monthly Rate

In consideration of the Contractor satisfactorily completing all of its obligations under the Contract, the Contractor will be paid a firm monthly rate, shown in Annex "B", for a total amount of \$ \_\_\_\_\_ (*insert the amount at contract award*). Customs duties and Applicable Taxes are extra.

#### 7.1.2 Firm Hourly Rate

The Contractor shall be paid fixed hourly rates (Annex "B") for work performed under the Contract. Customs duties and applicable taxes are extra.

Estimated total cost: \$ \_\_\_\_\_ (*insert amount at time of contract award*)

#### 7.1.3 Other direct costs

The Contractor shall be reimbursed for the direct costs reasonably and properly incurred in the performance of the Work. These costs will be reimbursed upon presentation of a detailed statement of costs accompanied by appropriate receipts. Reference Basis of Payment Annex "B".

Estimated total cost: \$ \_\_\_\_\_ (*insert amount at time of contract award*)

Canada will not pay the Contractor for any design changes, modifications or interpretations of the Work unless they have been approved, in writing, by the Contracting Authority before their incorporation into the Work.



#### **7.1.4 Option to Extend the Contract**

During the contract extension period, The Contractor will be paid in accordance with the Basis of Paiement in Annexe B.

#### **7.2 Limitation of Expenditure**

- (a) Canada's total liability to the Contractor under the Contract must not exceed \$ \_\_\_\_\_. Customs duties are included and the Applicable Taxes are extra.
- (b) No increase in the total liability of Canada or in the price of the Work resulting from any design changes, modifications or interpretations of the Work, will be authorized or paid to the Contractor unless these design changes, modifications or interpretations have been approved, in writing, by the Contracting Authority before their incorporation into the Work. The Contractor must not perform any work or provide any service that would result in Canada's total liability being exceeded before obtaining the written approval of the Contracting Authority. The Contractor must notify the Contracting Authority in writing as to the adequacy of this sum:
  - (i) when it is 75 percent committed, or
  - (ii) four (4) months before the contract expiry date, or
  - (iii) as soon as the Contractor considers that the contract funds provided are inadequate for the completion of the Work,whichever comes first.
- (c) If the notification is for inadequate contract funds, the Contractor must provide to the Contracting Authority a written estimate for the additional funds required. Provision of such information by the Contractor does not increase Canada's liability.

#### **7.3 A9117C (2007-11-30) T1204 - Direct Request by Customer Department**

1. Pursuant to paragraph 221 (1)(d) of the *Income Tax Act*, R.S. 1985, c. 1 (5th Supp.), payments made by departments and agencies to contractors under applicable services contracts (including contracts involving a mix of goods and services) must be reported on a T1204 Government Service Contract Payments slip.
2. To enable departments and agencies to comply with this requirement, the Contractor must provide Canada, upon request, its business number or Social Insurance Number, as applicable. (These requests may take the form of a general call-letter to contractors, in writing or by telephone).

#### **7.4 C0711C (2008.05.12) 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.

## **8. Invoicing Instructions**

### **8.1 Monthly Payment**

Canada will pay the contractor each month for work completed during the month covered by the invoice in accordance with the contract payment provisions 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 delivered has been accepted by Canada.

### **8.2 Billing Instructions**

1. The Contractor must submit its invoices in accordance with the article entitled "Presentation of Invoices" of the General Conditions. Invoices must not be submitted until the work identified in the invoice is completed and all maintenance service request reports for the work identified in the invoice are received by the departmental representative. Each invoice must be supported by.

- (A) a copy of the timesheets to corroborate the time claimed;
- (B) a copy of the invoices, receipts, vouchers for all direct costs;
- (C) the maintenance report described in the Statement of Work

2. Invoices shall be distributed as follows  
The original must be sent to the following address for attestation and payment: 2121 Transcanada Highway, Dorval, Qc, H9P 1J3

## **9. Certifications**

### **9.1 Compliance**

Compliance with the certifications provided by the Contractor in its bid is a condition of the Contract and subject to verification by Canada during the term of the Contract. If the Contractor does not comply with any certification or it is determined that any certification made by the Contractor in its bid is untrue, whether made knowingly or unknowingly, Canada has the right, pursuant to the default provision of the Contract, to terminate the Contract for default.

## **10. Applicable Laws**

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

## **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) 2010C General Conditions - Services (Medium Complexity) (2016.04.04) as modified;
- (c) Annex A, Statement of Work;
- (d) Annex B, Basis of Payment;
- (e) Annex C, Security Requirements Check List
- (f) Annex D, Insurance Requirements (*if applicable*);
- (g) the Contractor's bid dated \_\_\_\_\_, (*insert date of bid*).

## 12. Insurance Requirements – Specific requirement

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.

# ANNEX A STATEMENT OF WORK

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## **SECTION 01 GENERAL REQUIREMENTS**

### **1. DESCRIPTION**

Environment and Climate Change Canada (ECCC) is seeking a Contractor specializing in building janitorial services to provide housekeeping services to the Canadian Meteorological Centre (CMC) in Dorval.

This Contract will be for a period of one year, with the option of extending the Contract for two additional years.

### **2. SECURITY REQUIREMENTS**

#### **2.1 SECURITY STANDARDS**

The Contractor shall comply with all safety measures pertaining to fire hazards and accident prevention, as set out in national and provincial codes and prescribed by authorities with jurisdiction over the work equipment, methods and habits. The Contractor agrees to comply with the security requirements established for Environment Canada buildings.

#### **2.2 RELIABILITY STATUS**

This Bid requires the Contractor and its sub-contractors to have a **Secret** Security Clearance. Only persons with this security clearance will be authorized to work on the site.

#### **2.3 NON-CERTIFIED PERSONNEL**

A Contractor who sends an employee without the required certification to do the work must advise the Departmental Representatives 24 hours ahead of time. The uncertified employee must be escorted at all times by a security officer provided by the CMC. The use of this security officer will be charged to the Contractor. A minimum of four hours of services will be charged for the use of a security guard. The cost related to the use of a security guard will be deducted from the next monthly invoice submitted by the Contractor. The hourly rate of a security guard is +/- \$25 per hour.

### **3. ACCESS TO LOCATIONS AND BUILDINGS**

- The terms and conditions for access to the site will be specified by the building's Departmental Representative.
- Building access will be governed by the regulations in effect and may vary from building to building. The identification card issued by building security must be worn and visible at all times. The identification card will be given to individuals in exchange for a personal identification card, which will be returned to them when leaving the building.
- The Contractor and its staff must sign the logbook when entering and leaving the site.

### **4. PARTS OF THE BUILDING EXCLUDED FROM THE CONTRACT**

- Main UPS room
- Main UPS control room
- Secondary UPS room
- Main electrical room
- Secondary electrical rooms
- Sub-floor of computer room

## 5. SPACE RESERVED FOR THE CONTRACTOR

- A work space, selected by the Departmental Representative, will be provided to the Contractor for the performance of its duties.
- A telephone may be installed at the expense of the Contractor, but must be unlisted and must not, under any circumstances, appear in any telephone directory or serve as a business telephone.
- The Contractor must in no way record, share or use the address of a Canadian government building for business purposes.

## 6. AVAILABILITY AND TIME FRAMES

### 6.1 COMMUNICATION

- The Contractor must be reachable by telephone and fax without delay during normal business hours, between 7:00 a.m. and 5:00 p.m., Monday to Friday, with the exception of statutory holidays.
- The Contractor must be reachable by telephone or fax outside of normal business hours in the evening and on weekends.

### 6.2 WORK SCHEDULE

- Unless otherwise indicated, **day cleaning** work will be done from Monday to Friday between 6:30 a.m. and 3:30 p.m..
- Unless otherwise indicated, **evening cleaning** work will be done from Monday to Friday between 5:00 p.m. and midnight. An unpaid meal break is permitted.
- Unless otherwise indicated, **periodic cleaning** work will be done on weekends, i.e., Saturdays and Sundays, between 6:00 a.m. and 4:00 p.m.

### 6.3 LABOUR AVAILABILITY

Days and evenings, the Contractor must have enough workers on duty to perform all the Work specified, including special requirements and emergencies.

- Be able to supply a minimum of two workers with one working day's notice.
- Be able to supply a minimum of one worker with two hours' notice.
- Supply the number and type of employees specified on the request.

### 6.4 WORK SCHEDULE

- Notwithstanding the work hour requirements (above), the Contractor shall carry out the Work with no interruptions, unless otherwise instructed by the Departmental Representative. The Contractor will be notified of any interruptions requested by the Departmental Representative in writing, on a subsequently faxed or emailed document.
- Only the Work described in **Section 02 – Performance, point 3.4 – Weekends and Statutory Holidays** will be performed on statutory holidays. The Public Service Commission of Canada recognizes 11 statutory holidays per year.

### 6.5 MISCELLANEOUS

The Contractor shall provide emergency service 24 hours a day, 7 days a week.

## **7 UNIFORMS AND/OR OTHER CLOTHING**

All building cleaning personnel must be uniformed as follows:

- Industrial type coordinated (same colour) shirt and trousers, coveralls or smocks. The company name or crest must be visible and affixed to the uniform.
- All on-site personnel must be visibly identifiable at all times.
- All building cleaning personnel must wear thick latex or rubber protective gloves or any other type of chemical-resistant gloves. Disposable gloves, such as those used during medical procedures or for food handling, are not acceptable.
- All cleaning personnel must wear their Building Pass in a visible manner.

## **8. CLEANING**

- While the Work is in progress, the site must be clean and free of waste and debris. Volatile waste must be stored in covered metal containers and removed from the site on a daily basis. Accumulation of debris on the work site will not be accepted.
- After each work period, the site must be left tidy and free of waste, debris, materials, tools and equipment. The site must be cleaned up to the satisfaction of the Departmental Representative.

## **9. SUBCONTRACTING**

- Subcontractors are companies that provide services to the Contractor. These companies, having contractual agreements with the Contractor, will be required to supply specific services.
- While these companies have no direct contracts with ECCC, they do have a decisive impact on the Contractor's ability to provide services.
- If required, and with the approval of the Departmental Representative, the Contractor may use a subcontractor. The subcontractor must meet the requirements of this Contract.

## **10. CO-OPERATION**

- The Contractor shall co-operate with other contractors and/or employees of the Department.
- The Contractor shall take all necessary measures with the Departmental Representative before commencing the Work.

## **11. BUILDING KEYS**

- A set of keys will be given to the cleaner at the start of his/her shift. The cleaner must turn the set of keys in at the end of his/her shift.

## 12. TYPES OF WORKERS

- **Foreman**: Employee responsible for supervising the Work. This employee does not perform the housekeeping work. He/she has primary responsibility for the Contract on behalf of the Contractor and is responsible for quality assurance and compliance with deadlines. The foreman must be on site to coordinate the regular work.
- **Team Leader/Supervisor**: Employee responsible for training other employees and supervising them while performing housekeeping work. He/she must be on site at all times during the performance of the cleaning work to ensure that the work is completed as specified. The Team Leader/Supervisor is also the ongoing liaison person between the Departmental Representative and the Contractor when emergencies arise.
- **Daily Employee**: Employee with the skills to perform the cleaning work.
- **Light Duty Cleaner**: Picks up waste and trash, empties and cleans ashtrays, empties wastepaper bins and small waste containers, removes foreign residue from water fountains, performs urgent light cleaning work, removes spots, cleans furniture and fittings, dusts all surfaces (without climbing on anything or using a ladder), damp mops, dry mops and vacuums, refills supplies in washrooms, and cleans cabinets, sinks, chrome or metal equipment, mirrors and dispensers, and when required.
- **Heavy Duty Cleaner**: In addition to the duties of the Light Duty Cleaner, carries, empties and cleans large waste containers, mops and sweeps floors, removes and applies finishes to floors, seals floors, vacuums and washes walls and ceilings, cleans lighting fixtures, operates electrical cleaning equipment and other equipment, and completes other related heavy work.

## 13. WORKER QUALIFICATIONS

- All employees who will be working on this contract must receive prior authorization from the Departmental Representative according to the criteria set out below. The Department reserves the right to reject and request the replacement of any individual it deems unacceptable.
- The work in these Specifications must be performed by direct permanent employees of the company, who are qualified as indicated in the following paragraph.
- Any authorized person who ceases to be available or whose qualifications change during the term of the offer must be replaced by a person who meets the requirements set out in the contract documents under the same conditions and to the satisfaction of the Departmental Representative.
- **The Foreman** must have minimum of five (5) years of trade-related experience.

## 14. MATERIALS/TOOLS



- The Contractor must provide all materials, tools and equipment required to satisfactorily complete the Work.
- Materials include bathroom tissue and paper towels, hand soap, sanitary pads, odour neutralizers, and garbage bags, as required, to carry out the Work, as well as all products and supplies required to clean the building.
- Where available, the Contractor must use products from the categories indicated on the Canadian General Standards Board's (CGSB) list of qualified products.
- At the request of the Departmental Representative, the Contractor must submit a complete list of all products, materials, and/or equipment used to carry out the Work, including their manufacturers' names, their sources and their composition. The Contractor must also submit, at the request of the Departmental Representative, technical and/or safety data sheets for the products used, and samples of the materials and/or products used may be required for testing.
- The Contractor must ensure that incompatible chemicals are stored in such a way that they do not come into contact with each other. An example of incompatible products is an acid (cleaner for toilet bowls and urinals) and a base (disinfectant, bleach), as these products can produce a violent reaction and emit toxic gases when they come into contact.
- The Departmental Representative reserves the right to forbid the use of any material or equipment deemed dangerous, defective or inappropriate. The Contractor will be responsible for the adequate replacement of any such material or equipment when necessary.

## **15. PROCEDURES**

- The Contractor is responsible for coordinating the Work on site through its Foreman.
- The Foreman must inform the Departmental Representative of anything unexpected discovered during the performance of the work.

## **16. WORKMANSHIP**

- The Work must be performed according to recognized best practices. If the Departmental Representative observes any non-compliance during an inspection, the Work must be redone at the Contractor's expense within the next 48 hours.
- The Contractor must have all the specialized equipment and qualified employees needed to complete the Work. The Departmental Representative reserves the right to charge the Contractor the cost of materials and labour incurred by ECCC to help the Contractor perform the Work.

## 17. INSPECTION AND CONTROL

- The cleaning Work will be verified upon completion through a service order specifying:
  - a) The place and date the Work was performed;
  - b) The description of the Work performed;
  - c) The names of all employees and their specialties;
  - d) The exact time of every arrival and departure, according to the logbook, and the exact time of every stoppage and resumption of work, if the contract includes work at hourly rates;
  - e) The call-up number;
  - f) The requisition number;
  - g) The list of materials provided by the Contractor; and
  - h) The signature of the employee who drafted the order.
- The Contractor must be available to accompany the Departmental Representative on Work inspections.
- The Contractor must submit all Work for inspection and approval by the Departmental Representative, and have the work sheet signed by the Departmental Representative.

## 18. LOGBOOK

All Work performed, other than daily work, must be recorded in a logbook **stored on site**. This logbook must be available for inspection, at the request of the Departmental Representative.

## 19. PROTECTION AND PREVENTION

- The Work must be carried out in such a way that the normal activities of the building's users are not affected, and be scheduled in such a way that the building's occupants and users will be inconvenienced as little as possible. The Contractor must confer with the Departmental Representative to establish the janitorial services schedule, so that the arrangements made are acceptable to said Departmental Representative.
- While cleaning entrances, lobbies, etc., the Contractor must cordon off those areas and place "Wet Floor" signs when floors are being washed.
- According to existing safety standards, the Contractor must take all safety measures and precautions necessary to protect persons and property from accidents and damage during the performance of services.

## 20. ENVIRONMENTAL CONSIDERATIONS

Specifications relating to goods used in service delivery:

- **Cleaning Products:** Where possible, cleaning products must be biodegradable, phosphate-free, odorless or low-odour, low volatile organic compound (VOC) products for all general-purpose cleaning. All cleaning products used must meet the Environmental Choice Program Certification (EcoLogo) criteria or equivalent. These products must be supplied at no extra cost. Cleaning products should have a Global Eco-labelling Network (GEN) approved eco-label that confirms both the environmental features and the performance of the product. General features of environmentally preferable cleaning products used in janitorial services delivery include:
  - Use of concentrated forms, to reduce volume and weight transported and to reduce packaging;
  - Biodegradability;
  - Packaging in non-aerosol containers;
  - Recyclable and reusable packaging;
  - Exclusion of toxic ingredients and petrochemical compounds;
  - Formulations that produce minimal or no irritation to the skin, eyes or respiratory system;
  - Exclusion of unnecessary dyes, fragrances and corrosive/highly flammable compounds.
- **Paper Products:** All hygienic paper products must contain a minimum of 10% post-consumer recycled fibres or equivalent. All products used must meet the Environmental Choice Program Certification (EcoLogo) criteria or equivalent. These products must be supplied at no extra cost.
- **Service Delivery:** Where possible, janitorial services must occur during office working hours to minimize the number of hours that overhead lighting is used. Office working hours must be defined in the contract documents.

## **SECTION 02 PERFORMANCE**

### **1. DESCRIPTION OF SERVICES REQUIRED**

The tasks to be performed by the Contractor include, **but are not limited to**, the following:

- Floor and stairway maintenance;
- Sweeping;
- Damp and wet mopping;
- Spray buffing;
- Scrubbing, stripping and cleaning;
- Applying wax or floor finish;
- Carpets and rugs: vacuuming and brushing of carpets;
- Removing litter (emptying of small office garbage cans/receptacles);
- Dusting;
- Cleaning and servicing washrooms:
- Removing waste bins;
- Emptying sanitary pad receptacles;
- Disinfecting fixtures;
- Refilling dispensers;
- Cleaning drinking fountains;
- Maintaining elevators;
- Cleaning walls;
- Dusting at heights (higher than 3 metres);
- Picking up exterior litter (within 20 feet of building areas);
- Exterior sweeping (within 20 feet of building areas);
- Emptying, cleaning and replacing exterior ashtrays or urns;
- Removing snow (clearing snow and ice within 10 feet of entrance doors);
- Maintaining light fixtures;
- Surface cleaning of overhead pipes;
- Interior window cleaning;
- Cleaning up biological residues (e.g., vomit, urine, etc.); and
- Cleaning carpets (steam cleaning).

### **2. WORK PROCESSES AND DEFINITIONS**

The General Descriptions and Qualitative Standards must be observed for the purposes of these Specifications and must be applied to the work requested in these Specifications.

## **2.1 TRASH**

Includes paper clips, staples, paper, fasteners, mop strands and all non-unusable items on the floor or the ground, inside and outside the building.

## **2.2 DUSTING**

Using a damp and treated rag, a damp untreated mop and/or a vacuum cleaner with appropriate accessories to remove dirt, dust, stains and cobwebs.

### **METHOD**

Start with higher surfaces and work your way down. Clean around the room by moving clockwise or counter-clockwise. Use a duster only when you cannot use a cloth or when it would take too long. Before dusting offices, be sure to dust all high surfaces and overhangs near the work. Then, wipe down filing cabinets with a folded cloth. When the cloth is dirty, fold it over itself to reveal a clean side and continue. Use a duster when dusting under the workstation, in the leg space. Move objects around to dust under them. The easiest way to move heavy objects without leaving markings is to slide them. Lift light objects, dust where they were and put them back when done. Papers should not be moved; dust around them. To dust telephone handsets, do not use cleaning solution directly on them; put it on a damp cloth. Dust chairs from top to bottom. Use a duster for the legs and lower attachments where possible. Dust furniture covered in material if need be.

### **QUALITATIVE STANDARDS**

All dusted items must be free of dust, dirt, stains and markings. They must have a clean appearance at all times.

## **2.3 TYPES OF CLEANING:**

- **Periodic Cleaning:** Cleaning operations to be carried out less than once a month.
- **Regular or Routine Cleaning:** Cleaning operations to be carried out at regular intervals, monthly or more frequently.

## **2.4 CLEANING**

Unless otherwise specified by the Departmental Representative, cleaning means to make clean and neat by removing everything that tarnishes and dirties. At all times, cleaning includes completely washing the item and one or more of the following operations, as needed: degreasing, removing spots, sweeping, vacuuming, dusting, wiping, scrubbing, scouring and/or polishing.

## **2.5 PATROLS**

In addition to routine cleaning, patrols will be assigned to perform tasks including cleaning spills, removing trash from all furnishings, wiping sinks, counters and cigarette urns with a damp cloth, picking up trash from the floor and emptying waste bins. For washrooms, see Section 4 of these Specifications.

#### **QUALITATIVE STANDARDS**

Floors, furnishings, counters and washroom fixtures must be free of trash, dust, dirt and stains. Ashtrays and waste bins must have been emptied and must be clean. Dispensers must be refilled and cleaned.

#### **2.6 LITTER/WASTE COLLECTION**

Includes the contents of waste bins (garbage bins, wastepaper bins, etc.), sand top ashtrays, sanitary pad receptacles and waste in hose cabinets.

#### **2.7 FLIGHT OF STAIRS OR STAIRS**

Includes the steps and risers located between two floor levels including landings.

#### **2.8 EXTERIOR CLEANING**

##### **2.8.1 EXTERIOR SWEEPING**

Remove dirt and dry soil with a stiff-bristle brush or broom.

#### **QUALITATIVE STANDARDS**

After sweeping, designated areas must be clean and free of trash, dirt and dry soil.

##### **2.8.2 EXTERIOR CLEANING**

Patrols will be assigned to pick up paper and other trash from the sidewalks, driveways, lawns, loading platforms, entrances and other exterior locations.

#### **QUALITATIVE STANDARDS**

Areas must not contain any paper and/or other trash after pick-up is completed.

##### **2.8.3 CIGARETTE RECEPTACLES**

Remove all trash from the sand top and put it in a separate metal container. Remove all trash from the base of the receptacles, damp wipe the interior and exterior of the receptacle and polish the metal sections.

## **QUALITATIVE STANDARDS**

All trash must be removed. All receptacles must be, and appear to be, clean and shiny.

## **2.9 INTERIOR CLEANING**

### **2.9.1 LIGHTING FIXTURES**

Shut off the power to the fixture and ensure that hands are dry. Do not use a stepladder made of metal, such as aluminum. Remove the protective cover and clean it on both sides. Vacuum and damp wipe with a lightly moistened cloth or sponge all interior and exterior parts of the fixture, ensuring to use minimal water so as not to damage the contacts. Ensure that bulbs and tubes are cool before damp wiping them and that all cleaned parts are dry before replacing them and turning the power back on.

## **QUALITATIVE STANDARDS**

After cleaning, fixtures must be free of dust, dirt and insects. They must look clean and bright.

### **2.9.2 AIR DUCTS**

Unless otherwise specified in another section of these Specifications, high surfaces include, but are not limited to, the following pieces of equipment: air ducts, electrical cables and tubes or other insulating covers, fire extinguisher hoses, air vents and screens, steel framing and posts, ducts and pipes, concrete and metal sections of the ceiling, frames, transoms, mountings, small heat detectors, all pipes, metal platforms, all support columns, beams and attached steel support equipment, components of the PA system attached to the ceiling, electrical panel junction boxes, pipe sleeve joints, downpipes from the roof, humidifier and steam vent pipes, and pipe valves. All exterior side and upper surfaces of conveyors as well as the tops of electrical panels are included in cleaning at heights. Items that are included are those that are connected to all horizontal surfaces of ceilings and lower, up to the height specified in the Specifications, but do not include wall surfaces.

### **2.9.3 CEILINGS, ACOUSTIC TILES**

Remove dirt, dust and cobwebs using a vacuum with the appropriate attachment. Note: Always wash ceilings before walls.

## **QUALITATIVE STANDARDS**

Tiles must be free of dust, dirt and cobwebs.

### **2.9.4 AIR SUPPLY AND RETURN GRATES, AIR DIFFUSERS, HOODS OF EXHAUST FANS AND GRATES, AND ALL METAL FRAMES, EXCEPT FOR DIFFUSERS WHICH ARE PART OF CEILING FIXTURES**

Clean to remove dirt and dust. After cleaning, dry with a clean cloth.

**QUALITATIVE STANDARDS**

Cleaned items must be free of dust, dirt, soot, water marks and splashes.

**2.9.5 REMOVE SPOTS**

Remove fingerprints, grime and graffiti from vertical and/or horizontal surfaces with a damp cloth and then dry with a clean cloth.

**QUALITATIVE STANDARDS**

All vertical and/or horizontal surfaces must be free of fingerprints, grime or graffiti.

**2.9.6 METAL SURFACES**

Clean. Remove dirt with a synthetic detergent or another approved product (always rub with the grain if the item is made of stainless steel), rinse, dry thoroughly with a soft, dry cloth, and polish. Do not use abrasives and inform the Departmental Representative of any defect in the metal or its coating.

**QUALITATIVE STANDARDS**

The metal surfaces must be free of dirt, spots or prints. After cleaning, surfaces must be dry and free of streaks. Surfaces must shine, particularly those that are of non-ferrous metal.

**2.9.7 SOAP, HAND TOWEL, BATHROOM TISSUE AND SANITARY PAD DISPENSERS**

Using a product approved by the manufacturer, clean and disinfect all dispensers and ensure they contain enough products (paper towels, soap, bathroom tissue, etc.) to meet demand and make sure they are never empty.

**QUALITATIVE STANDARDS**

Dispensers must be clean, disinfected and shiny at all times. They must always contain enough product to meet demand.

**2.9.8 WINDOW CLEANING**

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

**QUALITATIVE STANDARDS**



Window panes must be clean on both sides and free of markings. Window frames and floors must be clean and free of water spots. All objects moved to make room for cleaning must be put back in their usual places.

## **2.9.9 WALLS AND COLUMNS**

### **2.9.9.1 CLEANABLE WALL SURFACES**

Unless otherwise expressly specified in another section of these Specifications, wall surfaces to be cleaned include, but are not limited to, the following pieces: ducts, electrical cables and tubes or other insulating covers, air vents and screens, metal or concrete surfaces, and steel framing, piping, etc. All vertical panels attached to the walls are to be included in the cleaning of walls.

### **QUALITATIVE STANDARDS**

After cleaning, walls must be free of stains, dirt, dust and grease. They must have a clean appearance and, where required, they must have been disinfected.

### **2.9.9.2 LOW SURFACES**

Cleanable surfaces lower than 1.8 metres.

### **2.9.9.3 HIGH SURFACES**

Cleanable surfaces higher than 1.8 metres, accessible via a ladder or by another method.

### **2.9.9.4 CLEANING METHOD**

After having gathered the required tools, prepare the solution by filling two buckets with hot water to the quarter or half mark. Add the synthetic detergent to the bucket with the cleaning solution according to the manufacturer's instructions. To disinfect walls, add the germicide to the pail containing the rinse water. Do not mix the germicide with the cleaning solution, because this could neutralize its action. Pour the cleaning solution into a bucket and the germicide into the rinse water. Remove all objects from the wall to be cleaned and organize all required equipment. If the water flow cannot be adequately controlled, put absorbent sheets on the floor. Dust walls to remove as much dirt as possible from the bottom up, using a dry, untreated mop or a duster. Dip the sponge in the solution and squeeze lightly to remove excess water and prevent dripping. Start washing the wall from the bottom in one metre by one metre sections, immediately rinsing each section before the solution and dirt dry on the wall. Check that the solution or rinse water did not splash on the walls or elsewhere.

## **2.9.10 DRAPES**

Vacuum all drapes to remove dust.

## **QUALITATIVE STANDARDS**

There must be no dust on the drapes.

### **2.9.11 SUN SHADES**

Damp wipe the upper support and both sides of the shade.

## **QUALITATIVE STANDARDS**

The upper support and the shade must be clean and free of dirt.

### **2.9.12 CLEANING MAGNETIC BOARDS**

Use a cleaning solution provided by the manufacturer or a cloth dampened with clean water for daily cleaning. To deep clean, use a solution containing a mild synthetic detergent. To remove stubborn stains or other stains caused by the use of incorrect markers, use alcohol. Note: Do not use abrasive powders, blades or anything that could scratch or damage the surface.

### **2.9.13 VINYL- AND ARTIFICIAL LEATHER-COVERED FURNITURE**

Clean with an approved product to remove any stains and/or dirt.

## **QUALITATIVE STANDARDS**

Furniture must be free of dirt, dust and stains.

### **2.9.14 WATER COOLERS**

Clean and disinfect all surfaces of the cooler. A disinfectant with a pleasant smell must be used.

## **QUALITATIVE STANDARDS**

Metal, enamel and porcelain surfaces must be clean, free of stains, and shiny. All surfaces must be free of any markings or stains. All coolers must be disinfected.

## **2.10 FLOORS**

### **2.10.1 FOOT GRILLS**

Remove grills, clean them, including in between bars, drain and recess pans, and replace grills.

## **QUALITATIVE STANDARDS**

Grills, as well as drains and recess pans, must be clean and free of dirt and trash.

### **2.10.2 SWEEPING/MOPPING WITH A DRY-TREATED MOP**

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

#### **QUALITATIVE STANDARDS**

Flooring must be free of dust, dirt, trash or other foreign residue, including in the corners, along walls, under and behind uncovered radiators, under furniture, behind doors and everywhere else. Move furniture or any other item to clean, and put things back in their original location when done.

### **2.10.3 STRIPPING/SCRUBBING**

Remove the top coat of floor finish by washing using a damp brush (using minimal water) or dry brush method. For the damp brush method, spread as little solution as possible and rinse the floor thoroughly twice before applying the sealer or finish. For the dry brush method, damp mop the floor twice before applying the sealer or finish. Clean baseboards thoroughly when done.

#### **QUALITATIVE STANDARDS**

After cleaning, flooring must be free of dust, dirt and other surface stains. After stripping, there should be no wax or sealant left on the flooring. Furniture or other articles disrupting the work must be moved and put back in their original location when the work is complete. Walls, baseboards and other surfaces must be free of splashing, watermarks and scratches from tools.

### **2.10.4 SPRAY BUFFING**

After sweeping the floor, spray a solution containing a product that is the same as, or compatible with, the floor finish in front of the buffer. Take care that no solution splashes on the furniture, doors and baseboards. While the machine operates, the spray buffing pad abrades black marks and irregularities. When the working surface of the pad becomes loaded, turn the pad over or replace with a clean pad. Continue spray buffing until all traffic marks are removed and shine is restored. When spray buffing is done, sweep the floor again.

#### **QUALITATIVE STANDARDS**

Flooring must be free of black marks, irregularities, dust, dirt and wave/streak patterns left by excess buffing agent. Flooring must be clean and have a clean appearance. Furniture, baseboards and doors must be free of spray residue.

### **2.10.5 FLOOR FINISH**

After stripping, rinse the floor thoroughly with a neutralizing solution (to bring pH back to 7). Apply at least one coat of a water-based sealer up to the wall and four (4) thin coats of a strong floor finish containing a metallic acrylic, self-polishing and anti-skid compound. The first coat of floor finish must be applied 30 cm away from baseboards. The two following coats must be applied gradually closer to the baseboards, and the last coat must be applied right up against the baseboards. Each coat of finish is to be applied in the opposite direction from the previous coat. When done, wash baseboards and/or bottoms of walls and doors well to remove splashes and streaks. Note: where possible, use products recommended by the flooring manufacturer.

#### **QUALITATIVE STANDARDS**

The floor must be free of any dirt, markings, mop marks, skipped areas and other evidence of improper application. The floor must be clean and bright looking, including in corners and under furniture. There must be no residue on walls, doors, baseboards and other surfaces. After applying the finish, put furniture and any other materials back in their original position.

#### **2.10.6 SCRUBBING**

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

#### **QUALITATIVE STANDARDS**

Move furniture or other objects, when required, and put them back in their original position after sweeping. The floor must be free of dust, dirt, markings, water and surface stains. Walls, baseboards and other surfaces must be free of splashing, water marks and scratches from equipment. There must be no cleaning solution residue under furniture legs, partitions and cupboards.

#### **2.10.7 WASHING/CLEANING WITH A MOP**

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

#### **QUALITATIVE STANDARDS**

The floor must be free of dust, dirt, markings, mop strands, water and surface stains. Walls, baseboards and other surfaces must be free of splashing, water marks and scratches from equipment. There must be no cleaning solution residue under furniture legs, partitions and cupboards.

#### **2.10.8 POLISHING/BUFFING FLOORS**

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

#### **QUALITATIVE STANDARDS**

The floor must be free of dust and dirt. Walls, baseboards and other surfaces must be free of stains and scratches from equipment. The floor surface must be clean and shiny.

#### **2.11 EMPTYING TRASH BINS**

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

#### **QUALITATIVE STANDARDS**

No waste must be left in the bins. Plastic bags must be put in bins and exterior surfaces of bins must be clean. Ashtrays must be clean.

#### **2.12 CARPETING**

##### **2.12.1 REMOVING STAINS FROM CARPETS AND RUGS**

It is very important to immediately remove stains from carpets and rugs. Determine the nature of the stains by sight, touch or smell, and remove using the appropriate stain remover, according to the instructions provided by commercially available stain removers. Use the proper tools.

#### **QUALITATIVE STANDARDS**

Rugs and carpets must be free of stains and must not be discolored.

##### **2.12.2 REMOVING SALT STAINS FROM MATS**

After vacuuming, cover salt stains with water, let stand ten minutes, vacuum up the water and repeat until stains are gone.

#### **QUALITATIVE STANDARDS**

Mats must be free of stains and must not be discoloured.

##### **2.12.3 VACUUMING**

Remove dust, dirt and trash with a commercial upright or canister vacuum cleaner with the required suction power and filtration system to minimize the rejection of dust and dirt back into the air.

#### **QUALITATIVE STANDARDS**

Carpets and rugs must be free of dust, dirt and other trash. Nap on rugs should be in one direction. This also applies to the T-shaped mats under chairs.

#### **2.12.4 VACUUMING MATS**

Remove sand, melting snow and water with a wet or dry industrial vacuum cleaner with the appropriate attachments.

#### **QUALITATIVE STANDARDS**

There must be no dust, dirt, sand, melting snow, salt or water left after the performance of this task. Ensure that dirt and dust have been removed from under carpets.

#### **2.12.5 SHAMPOOING MATS**

After vacuuming and removing stains, shampoo mats using either the dry foam extraction method or a spray-extraction carpet cleaner. Only use a hose if specified and as instructed by the manufacturer.

#### **QUALITATIVE STANDARDS**

Mats must be free of stains and must not be discoloured. They must have a clean appearance.

#### **2.12.6 ODOUR CONTROL**

Odours in lounges, waste bins and other locations are caused by bacteria that decompose organic matter. Before disinfecting a surface, clean it to remove organic matter that bacteria feed on. Once this organic matter has been removed, disinfect and deodorize surfaces to prevent any potential bacterial growth and a return of unpleasant odours.

#### **QUALITATIVE STANDARDS**

The building must be free of unpleasant odours.

### **3. SPECIAL REQUIREMENTS**

#### **3.1 WASHROOMS**

The first and second floor washrooms must be checked three (3) times per day in addition to the regular cleaning, at 10 a.m., 2 p.m. and 6 p.m. The other washrooms in the basement and on the third, fourth, fifth and sixth floors and storage area, should be checked once a day, starting at 12 p.m. During the patrol:

- Empty all waste bins;

- Clean and fill all soap dispensers;
- Refill paper towels, bathroom tissue and sanitary pads;
- Clean counters, sinks, mirrors, both sides of the toilet seat, the rim of the toilet bowl, urinals, and visible mess in any location;
- Using a plunger, immediately unclog clogged toilets, sinks, urinals and discharge openings.

### **3.2 LUNCH ROOMS AND LOUNGES**

Perform the following tasks at 11 a.m. and 5 p.m.:

- Clean the tables, chairs, counters and sinks;
- Dry mop the floors using a treated mop and vacuum carpets;
- Wet mop the floors with a neutral detergent;
- Check and refill, as needed, soap, paper and napkin dispensers;
- Empty waste bins and replace plastic bags.

### **3.3 COMPUTER ROOMS**

The flooring has anti-static properties. Do not apply a sealant or finish (wax). Use a vacuum with a HEPA filter. Daily, at 11 a.m.:

- Using a soft brush head, vacuum the floor, the top of air conditioning equipment, transformers and electrical boxes;
- Remove stains from tiles using a damp cloth;
- Vacuum and damp mop ramps;
- Empty waste bins and replace plastic bags.

### **3.4 WEEKENDS AND STATUTORY HOLIDAYS**

- Ground floor washrooms should be checked only once on Saturdays, Sundays and statutory holidays.
- Garbage bins from Rooms 100 (Guard post), 110 (Netops), 212 (A&P) and the sixth floor should be emptied only once (waste and recycling).
- From early October to late April, clean entrance and main hall mats on the ground floor with the carpet cleaner provided by the Departmental Representative.

**SECTION 03 ACTIVITIES AND FREQUENCY**

<b>FREQUENCY</b>	<b>ABBREVIATIONS</b>
Annually	<b>A</b>
As required	<b>AR</b>
Biannually	<b>2A</b>
Daily	<b>D</b>
Weekly	<b>W</b>
Monthly	<b>M</b>

<b>1. Work at Heights</b>		
<b>1.1 Light fixtures</b>		
The Contractor is not required to replace or supply light tubes and bulbs, but must report any defect to the Departmental Representative.		
<b>A</b>	Clean the tops of all hanging light fixtures with a damp cloth.	Building in May, Computer Room in September
<b>A</b>	Using a dry treated rag, clean the interior and exterior of all light fixtures, including bulbs and tubes.	
<b>1.2 Air ducts, beams, pipes, high ledges, overhangs, etc.</b>		
<b>A</b>	Clean.	Building in May, Computer Room in September
<b>1.3 Air supply and return grates, air diffusers, ventilation hoods, grills and all metal frames</b>		
Air diffusers that are part of ceiling fixtures should be vacuumed and cleaned, taking care not to dirty adjacent acoustic tiles.		
<b>A</b>	Wash all air supply and return grates, all air diffusers, all metal frames and all fans.	Building in May, Computer Room in September
<b>1.4 Ceilings</b>		
<b>2A</b>	Wash ceiling support rails in all passenger elevators.	May and November
<b>A</b>	Wash all ceilings.	Building in May, Computer Room in September
<b>A</b>	Vacuum tops of all suspended ceiling tiles.	May
<b>A</b>	Using a vacuum with a brush, clean suspended ceiling tiles. Wash support rails.	May
<b>2. Wall Work</b>		
<b>2.1 General</b>		
<b>D</b>	Remove stains from all vertical surfaces, including walls, doors, door frames, door and partition windows, partitions, etc.	
<b>2.2 Metal fittings and trim, control panels, metal boxes with locking mechanisms</b>		
<b>D</b>	Clean metal trim and fittings inside and outside all elevators, at all levels.	
<b>W</b>	Clean metal counter facings and metal wickets.	Every Monday
<b>M</b>	Clean and polish all other metal fittings.	First Monday of the month
<b>2.3 Cupboards, bookcases, shelving riveted to walls</b>		
<b>W</b>	Clean with a damp cloth.	Every Monday
<b>2A</b>	Wash shelving in concierge cupboards. Clean interior and exterior	May & November



	of all kitchen cupboards.	
<b>2.4 Emergency fire cabinets, including interior and glass, extinguishers, wall-hung equipment</b>		
<b>M</b>	Clean completely.	First Monday of the month
<b>2.5 Exterior frame of notice boards, including glass</b>		
<b>W</b>	Clean completely.	Every Monday
<b>2.6 Camera and television screens (glass)</b>		
<b>W</b>	Clean completely. Roof cameras are excluded from this contract.	Every Monday
<b>2.7 Partitions</b>		
<b>W</b>	Clean all lunch room and lounge partitions.	Every Monday
<b>M</b>	Wash both sides of all glass partitions and glass in partitions.	First Tuesday of the month
<b>D</b>	Clean both sides of stall partitions in washrooms using a disinfectant-detergent.	
<b>A</b>	Vacuum upholstered partitions.	May
<b>2.8 Counters</b>		
<b>D</b>	Clean with a damp cloth and polish.	
<b>2.9 Wall decorations (pictures, plates, signs, hanging signage, fire alarms, etc.)</b>		
<b>W</b>	Damp wipe all pictures and other wall decorations, except for suspended signage, fire alarms, paintings, artwork and magnetic boards.	Every Monday
<b>W</b>	Damp wipe frames of paintings.	Every Monday
<b>M</b>	Clean all suspended signage and fire alarms.	First Wednesday of the month
<b>2.10 Draft detectors</b>		
<b>2A</b>	Clean with a damp cloth.	May and November
<b>2.11 Soap, paper towel, bathroom tissue and sanitary pad dispensers and hand dryers</b>		
<b>D</b>	Clean and disinfect. Check and refill dispensers. <b>Do not use oiled or dust-treated cloths to clean dispensers and hand dryers.</b>	
<b>2.12 Wall screens</b>		
<b>W</b>	Dust the exterior frame of wall screens.	Monday
<b>2.13 Sinks</b>		
<b>D</b>	Wash and disinfect.	
<b>2.14 Windows (frames, panes, sills)</b>		
<b>W</b>	Damp wipe the edge of all building windows, including frames and sills, and areas that are not easily accessible upon request.	Tuesday
<b>W</b>	Clean both sides of all glass panes and metallic frames in entrances and lobbies.	Tuesday
<b>W</b>	Clean sills and edges to remove splashing and stains from window cleaning and then dry.	Tuesday
<b>D</b>	Wash glass in partitions and doors on each side of the halls.	
<b>2.15 Water coolers</b>		
<b>D</b>	Wash, disinfect with a pleasant-smelling product and polish metal cabinets.	
<b>2.16 Clocks (including glass face)</b>		
<b>2A</b>	Damp wipe and wash glass face.	May & November

<b>W</b>	Dust.	Monday
<b>2.17 Sinks, faucets and pipes</b>		
<b>D</b>	Clean using a disinfectant-detergent.	Reference Section 02: 3. Special Requirements
<b>2.18 Handrails</b>		
<b>D</b>	Damp wipe.	
<b>2.19 Mirrors</b>		
<b>D</b>	Clean all mirrors.	Reference Section 02: 3. Special Requirements
<b>2.20 Display cases</b>		
<b>D</b>	Clean.	
<b>2.21 Walls, columns</b>		
<b>D</b>	Clean shower walls and ceramic tiles inside toilet stalls with a disinfectant-detergent and rinse with clean water. To remove soap foam, wash shower walls with a soap-free detergent containing a sequestering agent, and rinse with clean water.	
<b>M</b>	Wash all walls in the washrooms.	First Wednesday of the month
<b>A</b>	Wash concierge cupboard walls.	May
<b>2A</b>	Wash all elevator walls.	May and November
<b>A</b>	Wash all walls and columns.	Building in May, Computer Room in September
<b>2.22 Artificial Plants</b>		
<b>M</b>	Dust artificial plants.	First Wednesday of the month
<b>2.23 Baseboards and molding</b>		
<b>M</b>	Damp wipe.	First Monday of the month
<b>2.24 Shower heads and other washroom fixtures</b>		
<b>D</b>	Clean and polish.	
<b>2.25 Doors, including frames, non-metal and metal kick and hand plates, push bars, grills and glass</b>		
<b>A</b>	Wash and polish all painted and metal doors.	Building in May, Computer Room in September
<b>A</b>	Wash door grills.	
<b>W</b>	Wash both sides of door glass: entrances, lobbies, Netops, A&P, lunch rooms, lounges and guardroom.	Tuesday
<b>M</b>	Wash glass of doors other than entrance doors, lobbies, Netops, A&P, lunch rooms, lounges and guardroom.	First Wednesday of the month
<b>D</b>	Clean and disinfect grills of all washroom doors.	
<b>M</b>	Damp wipe the grill of other doors.	First Wednesday of the month
<b>D</b>	Wash both sides of washroom stall doors using a disinfectant-detergent.	
<b>W</b>	Clean and polish elevator doors.	Tuesday

<b>W</b>	Dust frames.	Monday
<b>D</b>	Wash and disinfect panic bars on ground floor.	
<b>2.26 Radiators</b>		
<b>M</b>	Damp wipe.	First Wednesday of the month
<b>A</b>	Wash all uncovered radiators, and clean visible radiator components and tops of convectors.	May
<b>2.27 Drapes</b>		
<b>2A</b>	Vacuum.	May and November
<b>2.28 Sun shades</b>		
<b>2A</b>	Vacuum.	May and November
<b>2.29 Writing boards</b>		
<b>W</b>	Clean all boards and damp wipe board frames. Do not clean blackboards and magnetic boards on which something has been written. Do not use oiled or dust-treated cloths to clean boards.	Monday
<b>2.30 Washrooms, including both sides of toilet seats, bowls, pipes, tanks, and flush valves</b>		
<b>D</b>	Clean with a disinfectant-detergent.	Reference Section 02: 3. Special Requirements
<b>W</b>	Descale.	Wednesday
<b>2.31 Urinals, including pipes</b>		
<b>D</b>	Clean with a disinfectant-detergent. Remove any waste stuck in the garbage.	
<b>W</b>	Descale.	Wednesday
<b>3. Floor work</b>		
<b>3.1 Floor drains</b>		
At all times, take care not to obstruct floor drains.		
<b>W</b>	Pour a bucket of clean water into the washroom floor drains.	Monday
<b>3.2 Foot grills</b>		
<b>2A</b>	Remove foot grills located in entrances, lobbies and garages, clean recess pans and drains, and put grills back.	May and September
<b>W</b>	Clean top and in between bars.	Tuesday
<b>3.3 Floors</b>		
While cleaning, do not put chairs, wastepaper bins, etc. on desks, tables or workbenches.		
<b>D</b>	Remove gum and all other foreign residue from all floors.	
	Remove trash and waste, including cardboard boxes left by elevators and on all floors, including service areas such as garages, garbage rooms, etc., and including under and behind radiators, and under and behind furniture.	
	Unless otherwise specified in these Specifications, clean all floors not covered by carpeting with a dry treated mop and sweep all concrete floors.	
	Unless otherwise specified in these Specifications, remove stains from all floors and clean up any damage using a damp mop and a neutral detergent.	
	Damp mop all workshop, hallway, elevator lobby, elevator, public area, cafeteria and canteen floors.	Wash as required from November 1 to April 30
<b>W</b>	Unless otherwise specified in these Specifications, wash all floors.	Tuesday

	After cleaning, spray polish all finished floors and clean again with a dry treated mop.	
AR	In bad weather, regularly remove water and mud from entrance flooring.	
2A	Strip and wax tile floors.	May & November
<b>3.3.1 Concrete floor</b>		
W	Sweep concrete floors in busy storage areas and remove stains using a damp mop.	Thursday
M	Wash all concrete floors.	First Monday of the month
AR	Sweep and wash concrete floors of seldom used storage areas on request.	
<b>3.3.2 Shower floor</b>		
D	Remove all trash (soap, etc.) found on shower floors.  Scrub shower floors and gratings with a disinfectant cleaner and rinse with clean water.  To remove soap foam from shower floor, use a brush to wash floor with a sequestering agent soap-free detergent, and then rinse with clean water.	
<b>3.3.3 Floors of washrooms, lunch rooms, lounges, etc.</b>		
D	Wash with a disinfecting solution.	
W	Wash all lunch room, lounge, canteen, cafeteria and guardroom floors with a wet or dry brush and refinish floors.	Thursday
M	Machine-wash floors of all washrooms and rinse them with a disinfectant solution.	First Monday of the month
<b>3.3.4 Garbage room floor</b>		
D	Sweep the floor of the garbage room after waste has been collected and pick up any waste that might have fallen between the truck and the room.	
W	Wash and disinfect the floor of the garbage room.	Thursday
<b>3.3.5 Computer room floor</b>		
D	Mop all the floors.	
W	Using a soft brush, vacuum the floor and remove stains.	Friday
M	Wash.	First Monday of the month
<b>3.4 Doorsills, including elevator doorsills, and door tracks in all elevator cabins and on each landing</b>		
W	Clean (brush, wash, vacuum, etc.).	Thursday
<b>3.5 Netops under layer</b>		
A	Using a brush, vacuum the raised floor.	May
<b>3.6 Rugs and carpets</b>		
	<ul style="list-style-type: none"> <li>• Use industrial dust vacuum cleaners, approved and accepted by the Departmental Representative and, in the case of mats, use a wet or dry industrial vacuum cleaner with enough suction power to remove dry or wet sand, water, etc., from carpeting.</li> <li>• Immediately advise the Departmental Representative if stains on carpets and rugs cannot be removed by usual means, if carpeting is damaged, or if it lifts up.</li> <li>• In areas with carpeting under chairs or elsewhere, remove carpets, vacuum them and</li> </ul>	

	<ul style="list-style-type: none"> <li>put them back.</li> <li>Mats must be in place from November 1 to April 30 inclusively. The Departmental Representative may extend or shorten this period, according to the weather conditions.</li> <li>Install mats supplied by the Departmental Representative.</li> <li>Remove and roll up mats to complete cleaning work in entrances, lobbies and public areas.</li> <li>Trim frayed edges when vacuuming and cleaning.</li> </ul>	
<b>D</b>	Remove stains from all carpeting.	
	Remove trash from carpeting.	
	Remove salt stains from mats and damp wipe. Vacuum as required.	
<b>W</b>	Unless otherwise specified in these Specifications, vacuum all carpets.	5th Floor on Monday, 4th Floor on Tuesday, 3rd Floor on Wednesday, 2nd Floor on Thursday, Ground Floor, 6th and 7th Floors on Friday
<b>AR</b>	Vacuum all mats.	
	Deep clean carpeting, as required, after accidental damage.	
<b>A</b>	Install and remove winter mats.	April and October
	Wash winter mats before storing.	April
<b>3.7 Ventilator grill at floor level</b>		
<b>AR</b>	Vacuum and clean.	May and October
<b>4. Furniture</b>		
<b>4.1 Furnishings, including benches, chairs, filing cabinets, tables, desks, lamps, safes, lockers and cupboards (freestanding), bookcases, etc.</b>		
<ul style="list-style-type: none"> <li>Do not move any paper left on a piece of furniture.</li> </ul>		
<b>D</b>	Remove stains from all vertical and horizontal surfaces of the furniture.	
	Clean furnishings positioned in entrances and lobbies.	
	Clean lunch room and lounge furniture (tables, chairs, etc.)	
	Damp wipe all telephone handsets and intercom devices with a disinfectant solution.	
<b>W</b>	Damp wipe all horizontal surfaces.	5th Floor on Monday, 4th Floor on Tuesday, 3rd Floor on Wednesday, 2nd Floor on Thursday, Ground Floor, 6th and 7th Floors on Friday
	Clean and polish both sides of glass doors of bookcases.	Monday
	Clean and polish administrative office furnishings.	Monday
	Vacuum padded furniture and clean stains in rooms 100, 110, and 212.	Monday
	Clean exterior of lockers in shower dressing rooms.	Tuesday
<b>M</b>	Clean interior of public and employee closets.	First Tuesday of the

	Vacuum padded furniture. Clean stains.	month
	Remove and clean both sides of glass or plastic furniture covers and damp wipe the top of furniture before replacing covers.	
	Steam-clean all upholstered chairs in rooms 100, 110 and 212.	First Monday of the month
<b>AR</b>	In bad weather, wash boot trays, including those in closets.	
<b>A</b>	Clean and polish all furniture and appliances, except for administrative office furnishings.	May
	Clean exterior of dressing room lockers.	
	Clean leather, artificial leather and vinyl chairs.	
	Clean file holders, bag holders (workstation), containers and carts (mail).	
	Steam-clean all upholstered chairs.	
<b>4.2 Separator screens (material)</b>		
<b>D</b>	Remove stains.	
<b>2A</b>	Vacuum all separator screens.	May and September
<b>5. Exterior</b>		
<b>5.1 Waste</b>		
<b>D</b>	Empty waste bins and replace bags.	
<b>5.2 Exterior ashtrays</b>		
<b>D</b>	Put ashes and other smoking waste in a separate fireproof receptacle. Do not mix with old paper or other waste.	
<b>W</b>	Clean ashtrays and polish chrome parts.	Friday
<b>AR</b>	Replace sand as required.	
<b>5.3 Outdoor furniture</b>		
<b>W</b>	Clean outdoor furniture.	Friday, April–October
<b>5.4 Cleaning</b>		
<b>D</b>	Sweep entrances and exits.	
<b>W</b>	Sweep sidewalks, walkways, and bicycle and motorcycle parking.	Friday
<b>W</b>	Remove trash from grounds.	Friday
<b>A</b>	Sweep asphalt of entire parking lot.	April
<b>5.5 Roof</b>		
<b>2A</b>	Remove trash from roof, clean roof drains.	April and October
<b>6. Stairs and landings</b>		
<b>6.1 Steps and landings</b>		
<b>D</b>	Remove gum and other foreign residue.	
<b>D</b>	Sweep and damp mop stairs and landings from basement to roof.	(Thursday) Wash as required from November 1 to April 30
<b>6.2 Handrails, vertical grills and walls</b>		
<b>W</b>	Damp wipe.	Thursday
<b>M</b>	Mop walls.	First Thursday of the month
<b>6.3 Panelling, baseboards, stringers, overhangs</b>		
<b>W</b>	Damp wipe.	Thursday
<b>7 Other</b>		
<b>7.1 Odour control</b>		
<b>AR</b>	<b>AS REQUIRED</b> supply and install an odour neutralizing device	

	providing continuous odour protection in all washrooms. Maintain devices according to manufacturer instructions, every month, or according to instructions (deodorizer blocks are not permitted at any time).	
<b>7.2 Work instruments</b>		
<b>D</b>	Wash all mops before storing and hanging them.	
<b>D</b>	The rest of the tools must be kept clean, well-maintained and in a good state of repair. They must also be stored with care.	
<b>7.3 Metallic containers</b>		
<b>AR</b>	Store contents of ashtrays overnight in a separate metallic container before carefully putting them with the other waste.	
<b>7.4 Kitchen equipment</b>		
<b>M</b>	Wash the interior and exterior of all lunch room and lounge refrigerators, microwaves and toasters with a disinfectant solution.	First Monday of the month
<b>7.5 Waste and Recycling</b>		
	<ul style="list-style-type: none"> <li>• Use the compactor according to instructions.</li> <li>• Recycle all recovered paper and cardboard.</li> <li>• Supply appropriately-sized bags to replace any plastic bags that are dirty or torn or contain wet waste, in wastepaper bins and waste bins.</li> </ul>	
<b>D</b>	When different sized bins are used throughout the building for recyclable waste (paper, metal, glass, plastic, etc.), the Contractor must: <ol style="list-style-type: none"> <li>1. Remove the bags or any other container from the recycling bins as soon as they are three-quarters (3/4) full and replace them with an empty bag or container;</li> <li>2. Empty all other bins (wastepaper bins, white bins, etc.) without a bag into the bags provided by the Contractor;</li> <li>3. Take all bags, boxes and other containers or recyclable materials to a separate storage area designated by the Department and, as needed, empty the bags/containers into the carts used to carry this waste, according to the instructions of the Departmental Representative;</li> <li>4. Carry to the same location the cardboard boxes containing paper and marked "paper."</li> </ol>	
	Check all waste bins, empty them and insert a new plastic bag, as needed.	
	Put all waste and recyclable waste in containers, plastic bags or garbage bins, based on the system used.	
	Clean with a damp cloth and disinfect all waste bins located in all washrooms, lunch rooms and lounges.	
	Empty all used sanitary pad receptacles in all women's washrooms, wash and disinfect them, and line them with a new bag.	
	Clean exterior of wastepaper bins in the washrooms with a damp cloth.	
	Wash and disinfect wastepaper bins in the washrooms.	
	Pick up all empty and filled boxes and packing cases left by the elevators and bring them to the designated location according to the instructions of the Departmental Representative. Flatten cardboard boxes to be recycled and tie them in bundles	

	measuring 1,200 mm (length) by 600 mm (thickness) and weighing no more than 20 kg, before storing them.	
<b>W</b>	Put plastic bags and garbage bins filled with waste and recyclable waste at the designated collection point before the scheduled collection time.	Wednesday
	Wash and disinfect trash containers other than wastepaper bins (interior and exterior).	Friday
	Damp wipe exterior of wastepaper bins.	Wednesday
<b>8. Special Cleaning</b>		
<b>8.1 Bell Room</b>		
<b>M</b>	Vacuum all room components according to the Departmental Representative Guidelines.	First Friday of the month



## **SECTION 04 HEALTH AND SAFETY**

### **1 GENERAL**

Manage activities in such a way that the health and safety of its employees, the public and occupants of the building or facility, and environmental protection always take precedence over cost and scheduling considerations.

Comply at all times with the provisions of the *Act respecting occupational health and safety*, the *Safety Code for the construction industry*, and the *Regulation respecting occupational health and safety* where applicable.

Inspect the work site and send the Departmental Representative a duly completed site inspection checklist.

Mark off and control access to the work area, and install barricades as needed.

When a worker may have to work alone in an isolated location where it is impossible to call for assistance, identify the risks associated with this situation and provide the Departmental Representative with a procedure designed to prevent these risks and to secure help quickly in an emergency.

In the event of an unforeseen incident, take all necessary measures, including stopping work, to protect the health and safety of workers and the public, and contact the Departmental Representative immediately.

### **2 HEALTH AND SAFETY OFFICER**

Designate an occupational Health and Safety Officer and grant this person the necessary authority to order the stoppage and resumption of work where the Officer determines that it is necessary or desirable to do so for health and safety reasons.

### **3 FIRST AID**

Observe emergency response and first aid standards according to the applicable policies and regulations and any other provision in these Specifications.

#### **4 TRAINING**

Provide workers with the training and information they require to perform their work safely.

#### **5 PROTECTIVE EQUIPMENT**

Supply all necessary protective tools and equipment, ensuring that these comply with the standards, acts and regulations, and ensure their use.

#### **6 EVACUATION PROCEDURE**

Become familiar with the building or facility evacuation procedure, and train and inform employees so that they are able to apply the procedure.

#### **7 RIGHT OF REFUSAL**

Advise workers of their right to refuse any work which endangers their health and safety.

#### **8 PREVENTION PROGRAM**

Submit a prevention program specific to all planned activities in the building to the Departmental Representative at least **10 days prior to the start of work**. During the term of the contract, the Contractor must update its prevention program if the work proceeds differently from the original plan. The Departmental Representative may require the Contractor to update or complete the plan to better reflect the reality of the workplace. The Contractor must make all necessary changes prior to the start of the work.

This program must be based on the risks identified and must take into account the information and requirements set out in these Specifications. The program must be in effect for the entire term of the contract and must meet the following requirements:

- 1) Identify risks specific to each category of tasks that will be performed in order to execute the contract and the corresponding preventive measures based on the regulatory requirements.
- 2) Identify the person responsible for applying the preventive measures.
- 3) Take into account any risks that may affect the health and safety of workers as well as the health and safety of the occupants of the building or facility and of the public.
- 4) Include an accident response procedure.
- 5) Include any repair tasks that may be assigned under this contract.
- 6) Include a written undertaking from all parties to adhere to the prevention

program.

Consider the following particulars when developing the prevention program:

- 1) Become familiar with potential risks specific to the workplace and draft a separate paragraph to address each item on the list (e.g., presence of asbestos, confined spaces, high-tension power lines or electrical installations, outside work around water, etc.)

## **9 ELEVATING PLATFORM**

Before using an elevating platform, submit a certificate of mechanical compliance signed by a certified mechanic to the Departmental Representative.

## **10 WORKPLACE HAZARDOUS MATERIALS INFORMATION SYSTEM**

Submit copies of all training certificates required to apply these Specifications and the prevention program, including the Workplace Hazardous Materials Information System (WHMIS) to the Departmental Representative.

Submit the material safety data sheets for all the controlled products to the Departmental Representative at least three days before they are to be used at the work site.

## **11 EQUIPMENT AND TOOLS**

Equipment, tools or protective equipment that cannot be installed or used without compromising the health and safety of workers or the public are deemed to be inadequate for the work to be performed.

The Departmental Representative reserves the right to require a certificate of mechanical compliance signed by a certified mechanic and/or to forbid the use of such putatively dangerous, defective or inappropriate material, equipment or tools.

The Contractor must ensure the all material and tools used to perform the Work, including the material, equipment, tools and personal protective equipment used, is maintained and in a good state of repair.

The Departmental Representative reserves the right to forbid the use of any material or equipment deemed dangerous, defective or inappropriate.

The Contractor will be responsible for the adequate replacement of any such material or equipment when necessary.

## **12 CLEANING WORK**

The Contractor must comply with the regulations of the Workplace Hazardous Materials Information System and ensure that the safety data sheets for all hazardous products used are permanently kept in the building where the products are stored, that they are updated when new products are bought and that each container, regardless of size, is properly labelled. All Contractor employees must complete WHMIS training.

The Contractor must ensure that incompatible chemicals are stored in such a way that they do not come into contact with each other.

The Contractor's employees must wear appropriate gloves when using cleaning products and when cleaning outdoors where there is a risk of contact with biological contaminants (excrement, birds' nests, etc.).

When cleaning outdoors, the Contractor must notify the Departmental Representative of any accumulation of bird or animal feces so that the proper requirements can be provided.

### **13 WORK AT HEIGHTS – USE OF SCAFFOLDING**

The Contractor's employees who perform work which entails a risk of falling more than 2.4 metres must have fall protection.

Plan and organize work so as to help eliminate sources of danger and foster general protection, thereby minimizing the need to use personal protective equipment.

Where personal fall protection is needed, workers must use a safety harness according to Standard CAN - CSA- Z-259.10 - M90. Safety belts must not be used for fall protection.

A safety harness must be worn on all telescoping, articulated or rotating elevating platforms.

Mark off a danger zone wherever equipment is used to work at heights.

#### **13.2 FOOTINGS**

Scaffolding must be placed on solid footings so as to prevent it from sliding or tipping.

If the Contractor wishes to place scaffolding on a roof, eave, canopy or garret, it must submit its load calculations to an engineer for validation with a seal, for subsequent submission to the Departmental Representative for authorization before beginning installation.

#### **13.3 ASSEMBLY, CROSS-BRACING AND ANCHORING**

All scaffolding must be assembled, braced and anchored according to the manufacturer's instructions and the provisions of the Safety Code for the construction industry.

In situations where it is necessary to remove some scaffolding components, (e.g., cross pieces), the Contractor must submit an assembly procedure signed and sealed by an engineer certifying that the scaffolding will allow work to be carried out safely, taking into account the loads that will be applied.

For any scaffolding structure where the span between the two scaffolding supports is greater than three metres, the Contractor must provide an assembly plan signed and sealed by an engineer.

#### **13.4 FALL PROTECTION DURING ASSEMBLY**

Throughout the assembly process, workers must be protected against falls.

Before starting work, the Contractor must submit a procedure specifying the protective measures used to the Departmental Representative and, if applicable, the anchor points for the safety cables or retainers. This procedure must comply with the provisions of the Safety Code for the construction industry.

#### **13.5 PLATFORMS**

Scaffolding platforms must be designed and installed according to the provisions of the Safety Code for the construction industry.

If planks are used, they must be approved and stamped according to the Safety Code for the construction industry.

Notwithstanding the above, scaffolding four sections (or six metres) high or higher must have a full platform covering the entire surface of the putlogs every three metres or portion thereof, and at no time must the components of such platforms be moved to create intermediate platforms.

#### **13.6 GUARDRAILS**

A guardrail must be installed on every platform.

Cross-bracing will not be considered guardrails.

On scaffolding four sections (or six metres) high or higher that required full platforms, guardrails must be installed on every platform at the start of the work and remain in place until the work is finished.

#### **13.7 ACCESS**

The Contractor must ensure that access to scaffolding does not compromise worker safety.

Where the scaffolding platforms are made up of planks, ladders must be installed so as to ensure that any planks that extend past the edge do not prevent workers from moving up or down.

Notwithstanding the provisions of the Safety Code for the construction industry, stairs must be installed on all scaffolding with six or more sets of uprights that are six sections (or nine metres) high or higher.

### **14 PROTECTION OF THE PUBLIC AND OCCUPANTS**

The Contractor must identify and barricade its work area so as to limit access to authorized workers only.

The Contractor must install covered walkways, nets or similar devices to protect the public and occupants from falling objects.

## **15      CONFINED SPACES**

These Specifications do not plan for work in confined spaces, but if such work becomes necessary, the Contractor must contact the Departmental Representative for information about the requirements.

**ANNEX A1  
WORK EVALUATION/REPORT FORMS**

Contrat / Contract:

Inspecteur / Inspector: \_\_\_\_\_

Date d'inspection / Inspect: \_\_\_\_\_

**Note / Rating**

10	Aucune poussière/saleté/	No dust/dirt
9	Poussière/saleté non visible/	No visible dust/dirt
8	Début de poussière/saleté visible	Dust/dirt beginning to be visible
7	Poussière/saleté visible en petite quantité	Small visible quantities of dust/dirt
6	Poussière/saleté très visible en grande quantité	Dust/dirt present in large quantities
0 / 5	Insalubre (de légèrement à totalement)	Insalubrious (lightly to totally)
Remarques / Comments	la norme acceptable est de 8	8 is the acceptable standard

Items	Fréquence / Frequency	Note / Rating	Remarques / Comments
<b>Travaux en hauteur / Work at height items</b>			
1.1 Appareils d'éclairage / Light fixtures			
1.2 Conduites d'air, poutres, tuyauterie, rebords en hauteur et corniches, etc. / Air ducts, beams, pipes, high ledges, overhangs, etc.			
1.3 Grilles d'alimentation et de retour d'air, diffuseurs, capotes des ventilateurs aspirants et grilles et tous les cadres métalliques / Air supply and return grates, air diffusers, ventilation hoods, grills and all metallic frames			
1.4 Plafonds / Ceilings			
<b>2. Travaux au niveau des murs / Wall work</b>			
2.1 Général / General			

2.2 Accessoires et garnitures de métal, panneaux de commande, boîtes verrouillables métalliques / Metal fittings and trim, control panels, metallic boxes with locking mechanisms			
2.3 Armoires, bibliothèques, étagères rivées au mur / Cupboards, bookcases, shelving riveted to walls			
2.4 Armoires à incendie, incluant l'intérieur et les vitres, les extincteurs, le matériel au mur / Emergency fire cabinets, including interior and glass, fire extinguishers, wall-hung equipment			
2.5 Cadres des panneaux d'affichage, incluant les vitres / Exterior sash of notice boards, including glass			
2.6 Caméras et téléviseurs (vitres) / Camera and television screens (glass)			
2.7 Cloisons et balustrades / Partitions and balustrades			
2.8 Comptoirs / Counters			
2.9 Décorations murales (tableaux, plaques, enseignes, panneaux de signalisation suspendus, alarmes d'incendie, etc.) / Wall decorations (pictures, plates, signs, hanging signage, fire alarms, etc.)			
2.10 Déflecteurs d'air / Draft deflectors			
2.11 Distributrices de savon, papier à mains et hygiénique et de serviettes sanitaires et séchoirs à mains. / Soap, paper towel, bathroom tissue and sanitary pad dispensers and hand dryers.			
2.12 Écrans muraux / Wall screens			
2.13 Éviers / Sinks			
2.14 Fenêtres (chassis, vitres, appuis) / Windows (frames, panes, sills)			
2.15 Fontaines réfrigérées / Water coolers			
2.16 Horloges (incluant vitres) / Clocks (including glass)			
2.17 Lavabos (incluant robinets et tuyauterie) / Sinks (including faucets and pipes)			
2.18 Mains courantes / Handrails			
2.19 Miroirs / Mirrors			
2.20 Montres / Display cases			
2.21 Murs, colonnes / Walls, columns			
2.22 Plantes artificielles / Artificial plants			
2.23 Plinthes et moulures / Baseboards and molding			



2.24 Pompes de douches et autres accessoires de toilettes / Shower heads and other washroom fixtures.			
2.25 Portes, incluant cadrage, garde-pieds métalliques ou non, plaques, barres de poussée, grilles et vitres / Doors, including frames, non-metal and metal kick and hand plates, push bars, grills and glass			
2.26 Radiateurs / Radiators			
2.27 Rideaux / Drapes			
2.28 Toiles solaires / Sun shades			
2.29 Tableaux pour écriture / Writing boards			
2.30 Toilettes, incluant les sièges des toilettes, les deux côtés, les cuvettes, la plomberie et les réservoirs et soupapes de chasses d'eau / Toilets, including seats (both sides), bowls, pipes, tanks and flush valves			
2.31 Urinoirs, incluant la plomberie / Urinals, including pipes			
<b>3 Travaux au niveau des planchers / Floor work</b>			
3.1 Drains de plancher / Floor drains			
3.2 Grille essuie-pieds / Foot grills			
<b>3.3 Planchers- Général / Floors – General</b>			
3.3.1 Plancher de béton / Concrete floors			
3.3.2 Planchers des douches / Shower floors			
3.3.3 Planchers des salles de toilettes, des salles à manger, de repos etc. / Washroom, lunch room, lounge, etc. floors			
3.3.4 Plancher pièce à détrit / Garbage room floor			
3.3.5 Plancher salle informatique / Computer room floor			
3.3.6 Plancher salle informatique / Computer room floor			
3.4 Seuils de portes, incluant ceux des ascenseurs ainsi que le chemin de roulement des portes dans les cabines et sur chaque palier / Doorsills, including elevator doorsills and track grooves in cabins and on each landing			
3.5 Sous-plancher Netops / Netops under layer			
3.6 Tapis & carpet / Rugs and carpets			
<b>4 Mobiliers / Furniture</b>			
4.1 Ameublement, incluant bancs, chaises, classeurs, tables, bureaux, lampes, coffres-forts, casiers et incluant armoires (sur pieds), bibliothèques, etc. / Furnishings, including benches, chairs, filing cabinets, tables,			

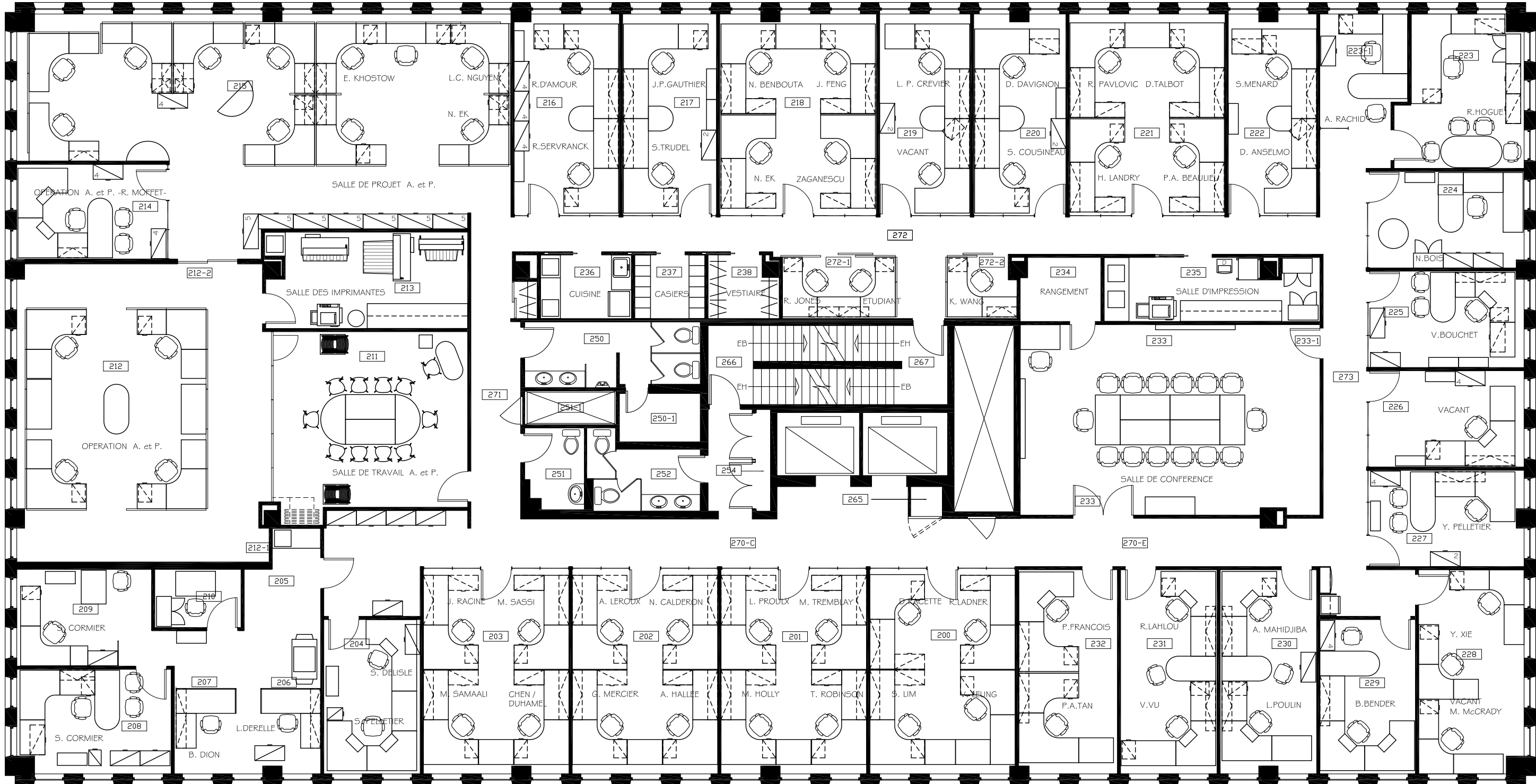
desks, lamps, safes, locker and cupboards (freestanding), bookcases, etc.			
4.2 Écrans séparateurs (matériel) / Separator screens (material)			
<b>5 Extérieur / Outside</b>			
5.1 Déchet / Waste			
5.2 Cendriers extérieurs / Outside ashtrays			
5.3 Mobiliers extérieurs / Outside furniture			
5.4 Nettoyage / Cleaning			
5.5 Toit / Roof			
<b>6 Escaliers &amp; paliers / Stairs and landings</b>			
6.1 Marches & paliers / Steps and landings			
6.2 Mains courantes, grilles verticales et murs / Handrails, vertical grills and walls			
6.3 Panneaux, plinthes, limons, corniches / Panelling, baseboards, stringers, overhangs			
<b>7 Autres / Others</b>			
7.1 Contrôle des odeurs / Odour control			
7.2 Instruments de travail (entrepreneur) / Tools (Contractor)			
7.3 Contenants métalliques / Metal containers			
7.4 Équipements de cuisine / Kitchen equipment			
7.5 Déchet & Recyclage / Waste and recycling			
<b>8 Nettoyage special / Special cleaning</b>			
8.1 Salle de Bell / Bell riser room			

**ANNEXE A3  
DRAWINGS**

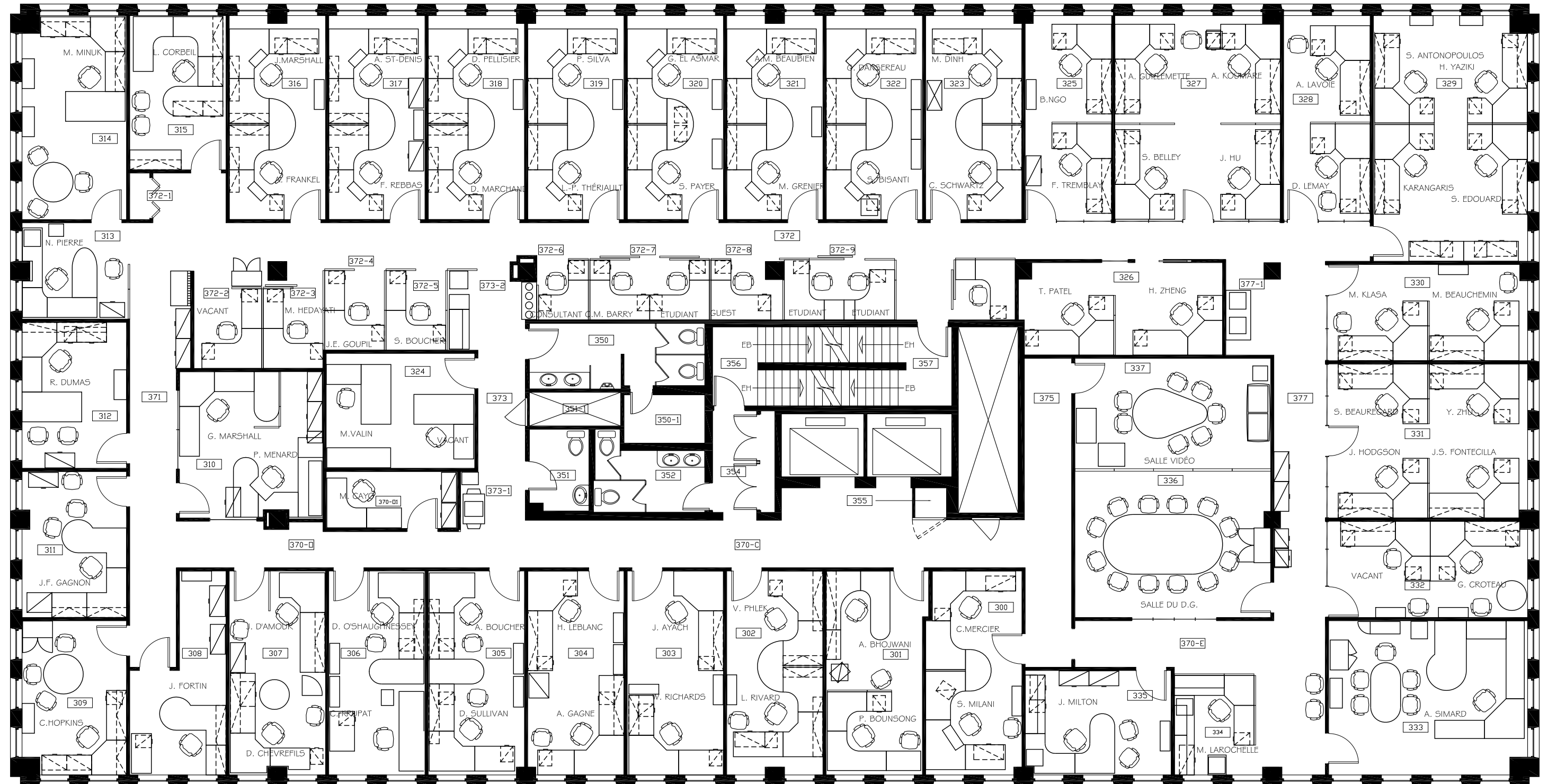
# AMÉNAGEMENT



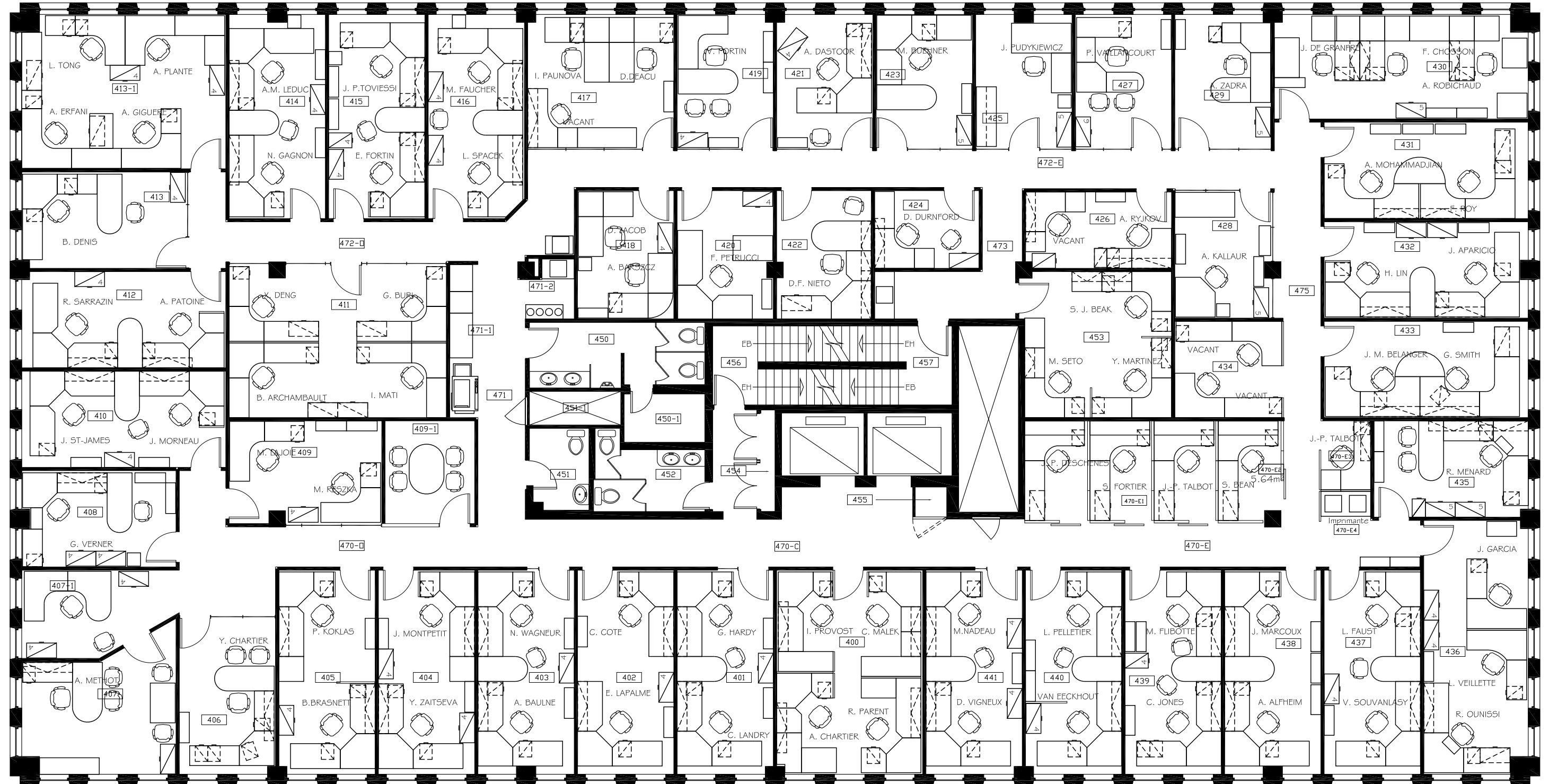
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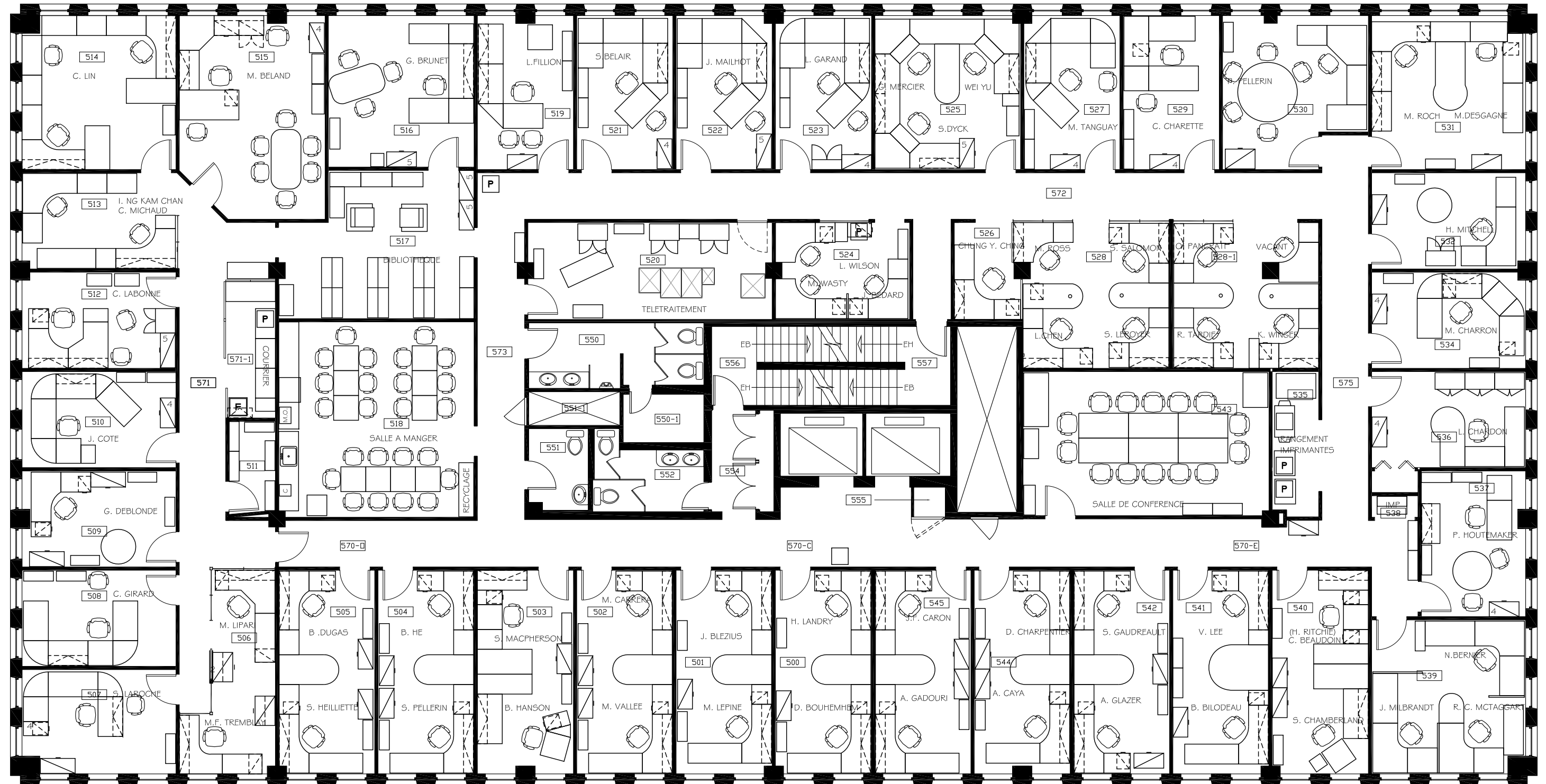
# AMÉNAGEMENT



# AMÉNAGEMENT

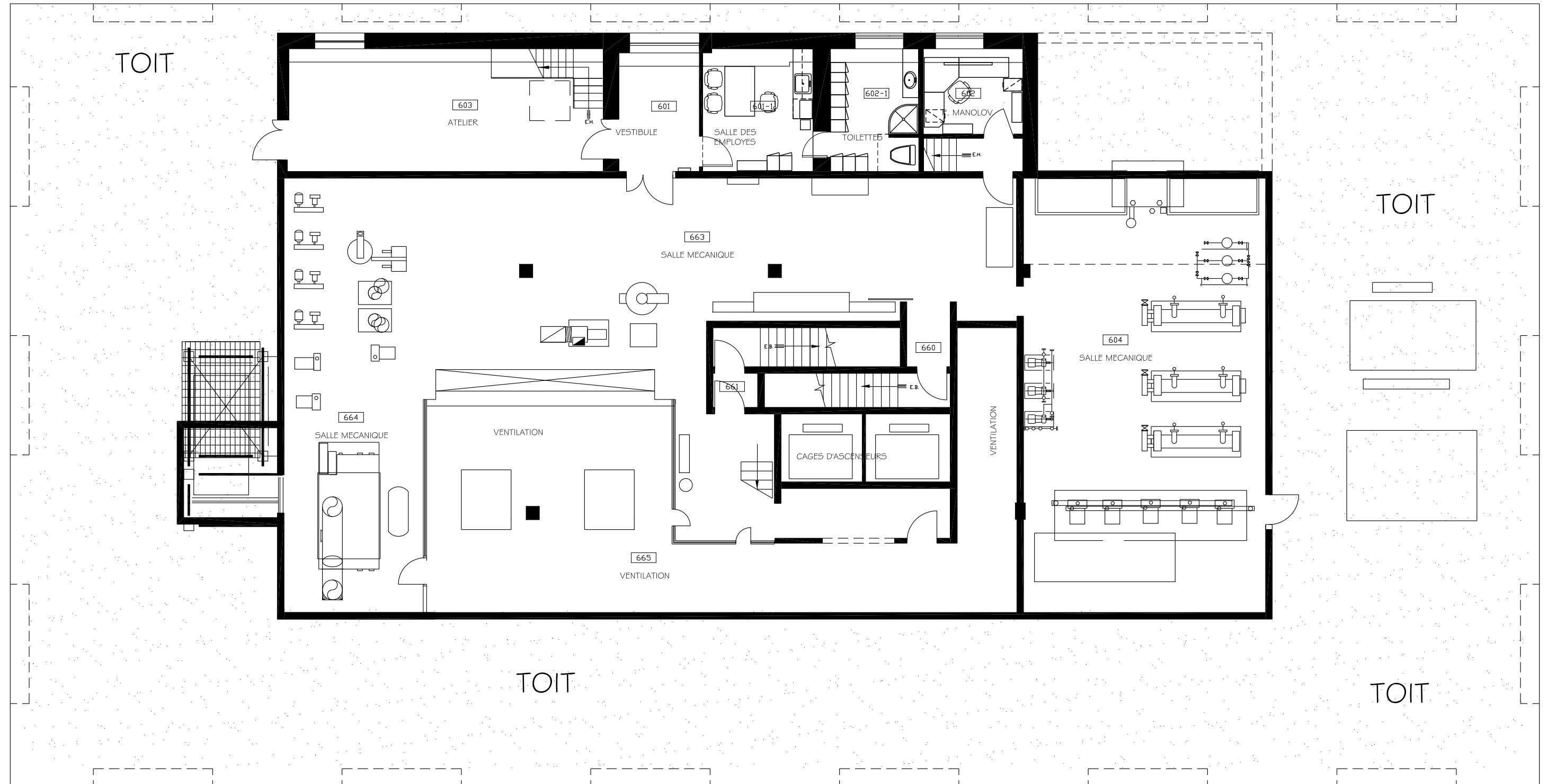


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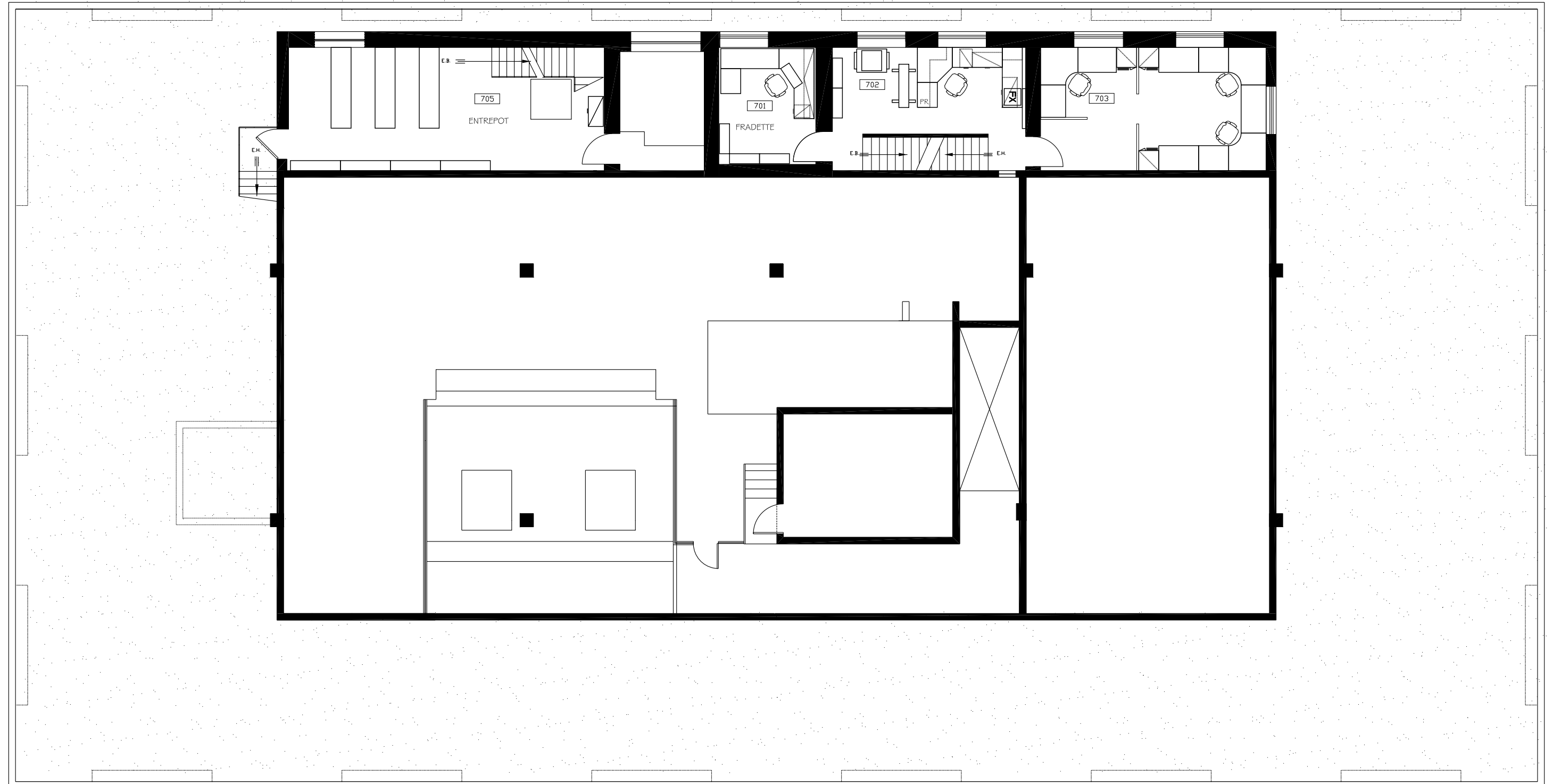




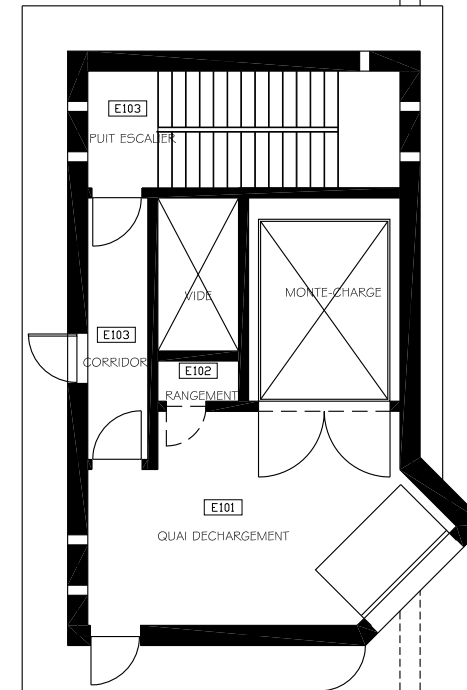
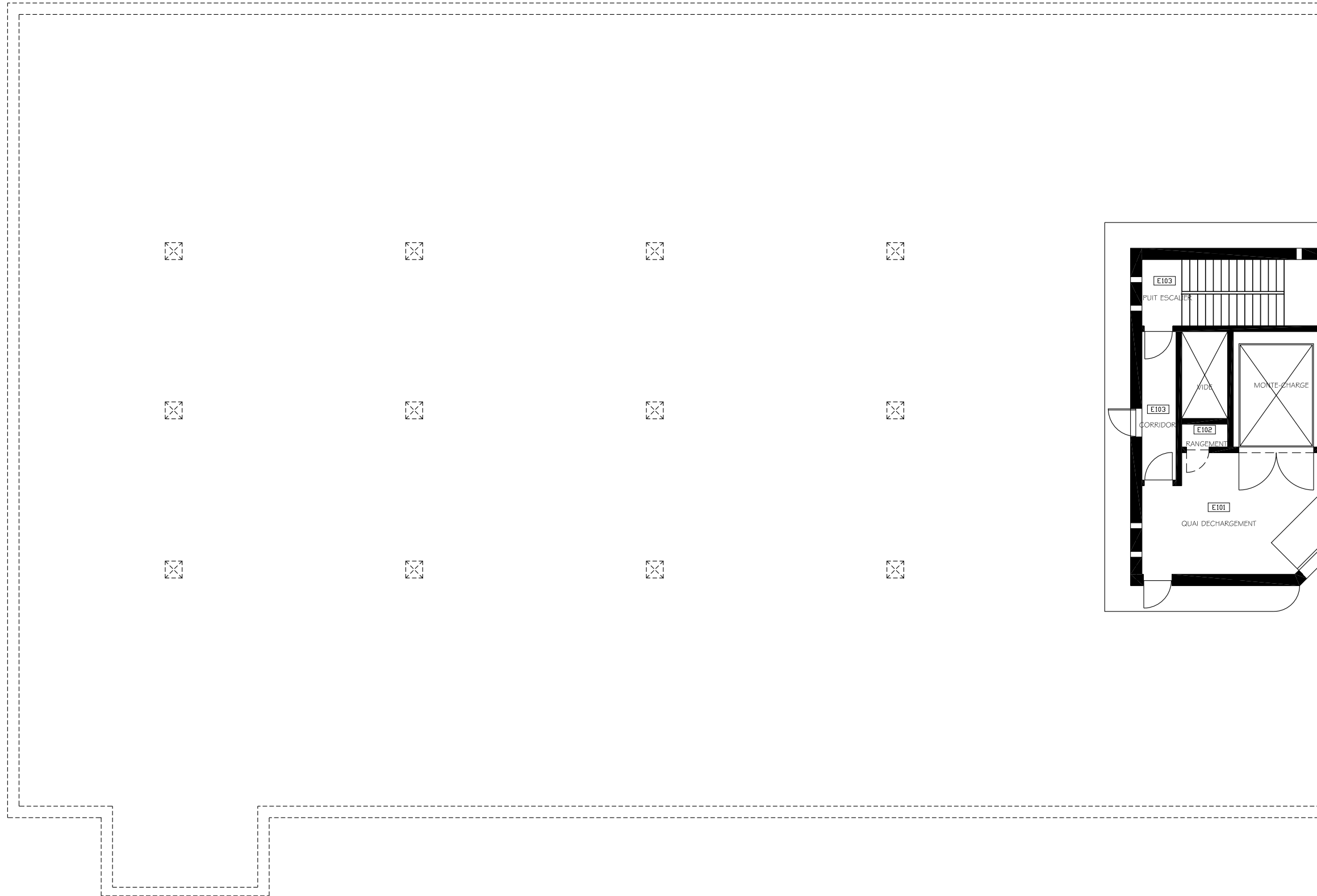
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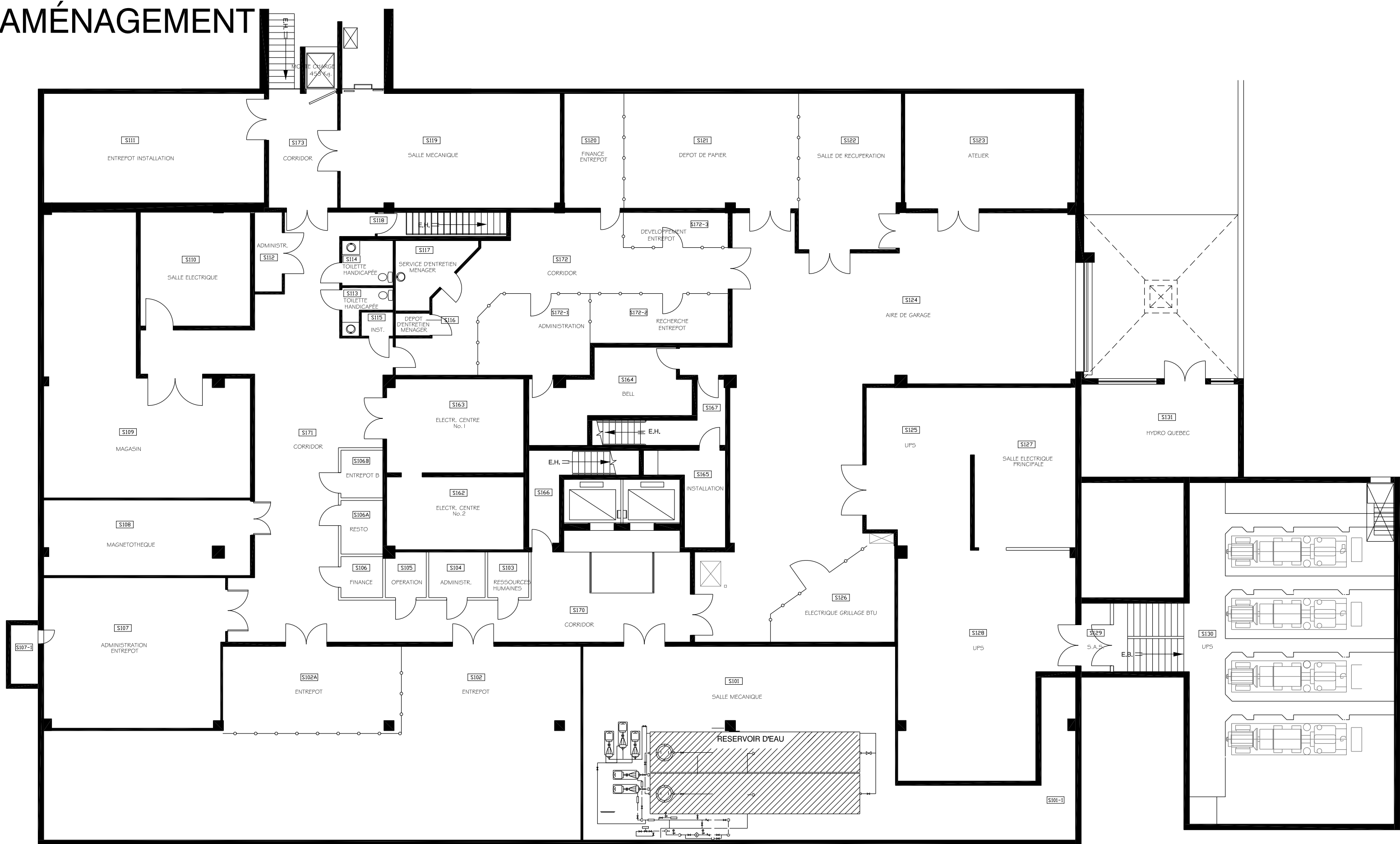
# AMÉNAGEMENT



# AMÉNAGEMENT



# AMÉNAGEMENT



**ANNEX B  
BASIS OF PAYMENT**

*(to be completed at contract award)*

**ANNEX C**  
**SECURITY REQUIREMENTS CHECK LIST**



50000 24963

Security Classification / Classification de sécurité  
Ce document n'est pas classifié

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

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

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

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

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

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

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

Special comments:  
Commentaires spéciaux : *Lasalle UPS et la salle informatique sont considérées à accès restreinte et demande une Cote Secret pour y travailler*

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

10. b) May unscreened personnel be used for portions of the work?  
Du personnel sans autorisation sécuritaire peut-il se voir confier des parties du travail?  No / Non  Yes / Oui  
If Yes, will unscreened personnel be escorted?  
Dans l'affirmative, le personnel en question sera-t-il escorté?  No / Non  Yes / Oui

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

**INFORMATION / ASSETS / RENSEIGNEMENTS / BIENS**

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

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

**PRODUCTION**

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

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

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

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



3000024963

Security Classification / Classification de sécurité  
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**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		2. Branch or Directorate / Direction générale ou Direction	
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			
5. a) Will the supplier require access to Controlled Goods? Le fournisseur aura-t-il accès à des marchandises contrôlées?		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?	
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)		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.	
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?			
7. a) Indicate the type of information that the supplier will be required to access / Indiquer le type d'information auquel le fournisseur devra avoir accès			
Canada <input checked="" type="checkbox"/>		NATO / OTAN <input type="checkbox"/>	Foreign / Étranger <input type="checkbox"/>
7. b) Release restrictions / Restrictions relatives à la diffusion			
No release restrictions Aucune restriction relative à la diffusion <input type="checkbox"/>		All NATO countries Tous les pays de l'OTAN <input type="checkbox"/>	No release restrictions Aucune restriction relative à la diffusion <input type="checkbox"/>
Not releasable À ne pas diffuser <input checked="" type="checkbox"/>		Restricted to: / Limité à: <input type="checkbox"/>	Restricted to: / Limité à: <input type="checkbox"/>
Specify country(ies): / Préciser le(s) pays:		Specify country(ies): / Préciser le(s) pays:	Specify country(ies): / Préciser le(s) pays:
7. c) Level of information / Niveau d'information			
PROTECTED A PROTÉGÉ A <input type="checkbox"/>		NATO UNCLASSIFIED NATO NON CLASSIFIÉ <input type="checkbox"/>	PROTECTED A PROTÉGÉ A <input type="checkbox"/>
PROTECTED B PROTÉGÉ B <input type="checkbox"/>		NATO RESTRICTED NATO DIFFUSION RESTREINTE <input type="checkbox"/>	PROTECTED B PROTÉGÉ B <input type="checkbox"/>
PROTECTED C PROTÉGÉ C <input type="checkbox"/>		NATO CONFIDENTIAL NATO CONFIDENTIEL <input type="checkbox"/>	PROTECTED C PROTÉGÉ C <input type="checkbox"/>
CONFIDENTIAL CONFIDENTIEL <input type="checkbox"/>		NATO SECRET NATO SECRET <input type="checkbox"/>	CONFIDENTIAL CONFIDENTIEL <input type="checkbox"/>
SECRET SECRET <input type="checkbox"/>		COSMIC TOP SECRET COSMIC TRÈS SECRET <input type="checkbox"/>	SECRET SECRET <input type="checkbox"/>
TOP SECRET TRÈS SECRET <input type="checkbox"/>			TOP SECRET TRÈS SECRET <input type="checkbox"/>
TOP SECRET (SIGINT) TRÈS SECRET (SIGINT) <input type="checkbox"/>			TOP SECRET (SIGINT) TRÈS SECRET (SIGINT) <input type="checkbox"/>





Contract Number / Numéro du contrat <b>50000 24963</b>
Security Classification / Classification de sécurité <i>Ce document n'est pas classifié</i>

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

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

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

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

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

**SUMMARY CHART / TABLEAU RÉCAPITULATIF**

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

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

No / Non  Yes / Oui

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

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

No / Non  Yes / Oui

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



Government of Canada

Gouvernement du Canada

Contract Number / Numéro du contrat

5000024963

Security Classification / Classification de sécurité

Ce document n'est pas classifié

PART D - AUTHORIZATION / PARTIE D - AUTORISATION

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

Name (print) - Nom (en lettres moulées)	Title - Titre	Signature
Marc Ste-Marie	Gestionnaire Immobilier	Marc Ste-Marie

Telephone No. - N° de téléphone	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel	Date
314-421-7260	314-421-7238	marc.ste-marie@canada.ca	25-07-16

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

Name (print) - Nom (en lettres moulées)	Title - Titre	Signature
Martin Nadeau	Agent de sécurité du site	

Telephone No. - N° de téléphone	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel	Date
514-421-7218		martin.nadeau@canada.ca	25-07-16

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

No / Non  Yes / Oui

16. Procurement Officer / Agent d'approvisionnement

Name (print) - Nom (en lettres moulées)	Title - Titre	Signature

Telephone No. - N° de téléphone	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel	Date

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

**ANNEX D  
INSURANCE REQUIREMENTS**

1. The Contractor must obtain Commercial General Liability Insurance, and maintain it in force throughout the duration of the Contract, in an amount usual for a contract of this nature, but for not less than \$2,000,000 per accident or occurrence and in the annual aggregate.
  
2. The Commercial General Liability policy must include the following:
  - a) Additional Insured: Canada is added as an additional insured, but only with respect to liability arising out of the Contractor's performance of the Contract. The interest of Canada should read as follows: Canada, as represented by Public Works and Government Services Canada.
  - b) Bodily Injury and Property Damage to third parties arising out of the operations of the Contractor.
  - c) Products and Completed Operations: Coverage for bodily injury or property damage arising out of goods or products manufactured, sold, handled, or distributed by the Contractor and/or arising out of operations that have been completed by the Contractor.
  - d) Personal Injury: While not limited to, the coverage must include Violation of Privacy, Libel and Slander, False Arrest, Detention or Imprisonment and Defamation of Character.
  - e) Cross Liability/Separation of Insureds: Without increasing the limit of liability, the policy must protect all insured parties to the full extent of coverage provided. Further, the policy must apply to each Insured in the same manner and to the same extent as if a separate policy had been issued to each.
  - f) Blanket Contractual Liability: The policy must, on a blanket basis or by specific reference to the Contract, extend to assumed liabilities with respect to contractual provisions.
  - g) Employees and, if applicable, Volunteers must be included as Additional Insured.
  - h) Employers' Liability (or confirmation that all employees are covered by Worker's compensation (WSIB) or similar program)
  - i) Broad Form Property Damage including Completed Operations: Expands the Property Damage coverage to include certain losses that would otherwise be excluded by the standard care, custody or control exclusion found in a standard policy.
  - j) Notice of Cancellation: The Insurer will endeavour to provide the Contracting Authority thirty (30) days written notice of policy cancellation.
  - k) If the policy is written on a claims-made basis, coverage must be in place for a period of at least 12 months after the completion or termination of the Contract.
  - l) Owners' or Contractors' Protective Liability: Covers the damages that the Contractor becomes legally obligated to pay arising out of the operations of a subcontractor.

- m) Sudden and Accidental Pollution Liability (minimum 120 hours): To protect the Contractor for liabilities arising from damages caused by accidental pollution incidents.
- n) 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 other provinces and territories, send to:**

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

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