



Return Bids to :

Retourner Les Soumissions à :

[NRCan.alberta_bid_submission-
alberta_bid_submission.RNCan@canada.
ca](mailto:NRCan.alberta_bid_submission-alberta_bid_submission.RNCan@canada.ca)

Request for Proposal (RFP)
Demande de proposition (DDP)

**Proposal To: Natural Resources
Canada**

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

Comments – Commentaires

Issuing Office – Bureau de distribution

Natural Resources Canada
5320 – 122nd Street,
Edmonton AB
T6H 3S5

Title – Sujet	
Janitorial Services – Northern Forestry Center - Edmonton	
Solicitation No. – No de l'invitation NRCan- 5000027580	Date January 26, 2017
Requisition Reference No. - N° de la demande 135121	
Solicitation Closes – L'invitation prend fin At 02:00 PM (Mountain Standard Time (MST)) on March 08,2017	
Address Enquiries to: - Adresse toutes questions à: Kingsley.okosun@canada.ca	
Telephone No. – No de telephone 780-435-7208	Fax No. – No. de Fax
Destination – of Goods and Services: Destination – des biens et services: <i>Natural Resources Canada Northern Forestry Center 5320 – 122nd Street, Edmonton AB T6H 3S5</i>	
Security – Sécurité There are security requirements associated with this requirement	
Vendor/Firm Name and Address Raison sociale et adresse du fournisseur/de l'entrepreneur	
Telephone No.:- No. de téléphone: Facsimile No.:- No. de télécopieur:	
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)	
Signature _____	Date _____



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This Model Bid Solicitation contains samples of the terms that will form the basis for any future requests for proposals (RFPs) for Natural Resources Canada (NRCan).

To the extent possible, these Articles are written as they will appear in any future RFP(s). However, individual RFPs and the Resulting Contract Clauses may be modified to suit individual requirements. For example, the nature of the requirement, the term of the resulting Contract, the evaluation methodology and the basis of payment clauses may all be tailored to individual requirements.

The Articles in the Resulting Contract Clauses are mandatory in their entirety, unless otherwise indicated. Acceptance of these Articles, in their entirety, as they appear in this Annex, is a Mandatory requirement of this RFP. Suppliers submitting an Offer containing statements implying that their Offer is conditional on modification of these clauses or containing terms and conditions that purport to supersede these clauses or derogate from them will be considered non-responsive.

Offerors with concerns regarding the provisions of the Model Bid Solicitation (including the Resulting Contract Clauses) should raise such concerns in accordance with the Enquiries provision of this RFP.



PART 1 - GENERAL INFORMATION

1.1 Introduction

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

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

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

The Appendixes include the Evaluation Criteria and the Financial Proposal Form.

1.2 Summary

By means of the RFP, NRCan is seeking proposals from bidders for janitorial services at the Northern Forestry Center located at 5320-122nd Street, Edmonton Alberta.

1.2.1 *The contract is for one (1) year with option to extend the terms of the contract by up to three (3) additional 12 months periods.*

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

1.2.3

"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)."

1.2.4 "There is a mandatory site visit associated with this requirement"
Consult Part 2 – Bidder Instructions."



1.3 Debriefings

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



PART 2 - BIDDER INSTRUCTIONS

2.1 Standard Instructions, Clauses and Conditions

All instructions, clauses and conditions identified in the bid solicitation by number, date and title are set out in the [Standard Acquisition Clauses and Conditions Manual](https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual) (<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 with the modifications to the text below. If there is a conflict between the provisions of 2003 and this document, this document prevails.

- **In the complete text content (except Section 3) Delete:** Public Works and Government Services Canada” and **Insert:** “Natural Resources Canada.” **Delete:** “PWGSC” and **Insert:** “NRCan”
- **Section 2: Delete:** “Suppliers are required to” and **Insert:** “It is suggested that suppliers”
- **Subsection 1 of Section 8: Delete entirely**
- **Under Subsection 2 of Section 20: Not applicable**

Subsection 5.4 of 2003, Standard Instructions - Goods or Services - Competitive Requirements, is amended as follows:

Delete: 60 days
Insert: 120 days

2.2 Submission of Bids

It is the Bidders responsibility to ensure that proposals are sent to the following e-mail address, by the time and date indicated on page 1 of this RFP document:

NRCan.alberta_bid_submission-alberta_bid_submission.RNCan@canada.ca

IMPORTANT

It is requested that you write the following information in the “Subject” line of the e-mail:

NRCan-5000027580- Janitorial Services-Canadian Forest Services -Edmonton

The address above is reserved for the submission of your proposal. No other communication should be sent to that address.

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

NRCan will not assume responsibility for proposals directed to any other location.

The onus is on the Bidder to ensure that the proposal is submitted correctly to the above address. Not complying with the above instructions may result in NRCan’s inability to ascertain reception date and/or to



consider the bid prior to contract award. Therefore, NRCan reserves the right to reject any proposal not complying with these instructions.

2.3 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.

2.4 Applicable Laws

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

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

2.5 Improvement of Requirement During Solicitation Period

Should bidders consider that the specifications or Statement of Work contained in the bid solicitation could be improved technically or technologically, bidders are invited to make suggestions, in writing, to the Contracting Authority named in the bid solicitation. Bidders must clearly outline the suggested improvement as well as the reason for the suggestion. Suggestions that do not restrict the level of competition nor favour a particular bidder will be given consideration provided they are submitted to the Contracting Authority at least ten (10) days before the bid closing date. Canada will have the right to accept or reject any or all suggestions.

2.6 Mandatory Site Visit

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

Canadian Forest Services
5320-122nd Street, Edmonton Alberta
on **7th Day of February, 2017** at 10:00am.
Bidders to report to the Reception upon arrival

Bidders must communicate with the Contracting Authority no later than forty eight (48) hours prior to the visit to confirm attendance and provide the name(s) of the person(s) who will attend. Bidders will be required to sign an attendance sheet. Bidders should confirm in their bid that they have attended the site visit. Bidders who do not attend the mandatory site visit or do not send a representative will not be given an alternative appointment and their bid will be declared non-responsive. Any clarifications or changes to the bid solicitation resulting from the site visit will be included as an amendment to the bid solicitation



PART 3 - BID PREPARATION INSTRUCTIONS

3.1 Bid Preparation Instructions

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

- Section I: Technical Bid (1 electronic copy)
- Section II: Financial Bid (1 electronic copy) **in a separate file**
- Section III: Certifications (1 electronic copy)
- Section IV: Additional Information (1 electronic copy)

Prices should appear in the financial bid only. No prices should 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) format;
- (b) use a numbering system that corresponds to the bid solicitation.

Section I: Technical Bid

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

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

Section II: Financial Bid

Bidders must submit their financial bid in accordance with the Financial Proposal Form in Appendix "2". The total amount of Applicable Taxes must be shown separately.

Section III: Certifications

Bidders must submit the certifications required under Part 5.



PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

4.1 Evaluation Procedures

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

4.1.1 Technical Evaluation

Mandatory and point rated technical evaluation criteria are included in Appendix "1"– Evaluation Criteria.

4.2 Basis of Selection

4.2.1 Highest Combined Rating of Technical Merit and Price

1. To be declared responsive, a bid must:
 - a. comply with all the requirements of the bid solicitation; and
 - b. meet all mandatory criteria; and
 - c. obtain the required minimum of sixty percent overall for the technical evaluation criteria which are subject to point rating.
The rating is performed on a scale of **86** points.
2. Bids not meeting (choose "(a) or (b) or (c)") will be declared non-responsive.
3. The selection will be based on the highest responsive combined rating of technical merit and price. The ratio will be 60% for the technical merit and 40% for the price.
4. To establish the technical merit score, the overall technical score for each responsive bid will be determined as follows: total number of points obtained / maximum number of points available multiplied by the ratio of 60 %
5. To establish the pricing score, each responsive bid will be prorated against the lowest evaluated price and the ratio of 40 %
6. For each responsive bid, the technical merit score and the pricing score will be added to determine its combined rating.
7. Neither the responsive bid obtaining the highest technical score nor the one with the lowest evaluated price will necessarily be accepted. The responsive bid with the highest combined rating of technical merit and price will be recommended for award of a contract.



PART 5 – CERTIFICATIONS AND ADDITIONAL INFORMATION

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

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

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

5.1 Certifications Required with the Bid

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

5.1.1 Declaration of Convicted Offences

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

5.2 Certifications Precedent to Contract Award and Additional Information

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

5.2.1 Integrity Provisions – List of Names

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

- Bidders who are incorporated, including those bidding as a joint venture, must provide a complete list of names of all individuals who are currently directors of the Bidder or, in the case of a private company, the owners of the company.
- Bidders bidding as sole proprietorship, as well as those bidding as a joint venture, must provide the name of the owner(s).
- Bidders bidding as partnerships do not need to provide lists of names.

Name of Bidder: _____

OR

Name of each member of the joint venture:



Member 1: _____
 Member 2: _____
 Member 3: _____
 Member 4: _____

Identification of the administrators/owners:

SURNAME	NAME	TITLE

5.2.2 Federal Contractors Program for Employment Equity - Bid Certification

By submitting a bid, the Bidder certifies that the Bidder, and any of the Bidder's members if the Bidder is a Joint Venture, is not named on the Federal Contractors Program (FCP) for employment equity "[FCP Limited Eligibility to Bid](http://www.labour.gc.ca/eng/standards_equality/eq/emp/fcp/list/inelig.shtml)" list (http://www.labour.gc.ca/eng/standards_equality/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.

5.2.3 Former Public Servant

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

Definitions

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

- a. an individual;



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

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

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

Former Public Servant in Receipt of a Pension

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

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

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

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

Work Force Adjustment Directive

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

If so, the Bidder must provide the following information:

- a. name of former public servant; _____
- b. conditions of the lump sum payment incentive; _____
- c. date of termination of employment; _____
- d. amount of lump sum payment; _____
- e. rate of pay on which lump sum payment is based; _____
- f. period of lump sum payment including: _____



- start date _____
- end date _____
- and number of weeks _____

g. number and amount (professional fees) of other contracts subject to the restrictions of a work force adjustment program.

Professional fees	Amount
_____	_____
_____	_____

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.

5.2.4 Aboriginal Designation

Who is eligible?

a) An Aboriginal business, which can be:

- i. a band as defined by the Indian Act
- ii. a sole proprietorship
- iii. a limited company
- iv. a co-operative
- v. a partnership
- vi. a not-for-profit organization

in which Aboriginal persons have at least 51 percent ownership and control,

OR

b. A joint venture consisting of two or more Aboriginal businesses or an Aboriginal business and a non-Aboriginal business(es), provided that the Aboriginal business(es) has at least 51 percent ownership and control of the joint venture.

When an Aboriginal business has six or more full-time employees at the date of submitting the bid, at least thirty-three percent of them must be Aboriginal persons, and this ratio must be maintained throughout the duration of the contract.

The bidder must certify in its submitted bid that it is an Aboriginal business or a joint venture constituted as described above.

- Our Company is NOT an Aboriginal Firm, as identified above.
- Our Company is an Aboriginal Firm, as identified above. The supplier must complete the certificate in the appropriate clause below.

SACC Manual clauses [A3000T](#), [A3001T](#), [M3030T](#), [M9030T](#), [S3035T](#) and [S3036T](#) contain a certification that suppliers must complete and submit with their bid/offer/arrangement. Failure by suppliers to submit this completed certification form with their bids/offers/arrangements will render the bid/offer/arrangement non-responsive.



PART 6 - SECURITY REQUIREMENTS

6.1 Security Requirements

1. At the date of bid closing, the following conditions must be met:
 - (a) the Bidder must hold a valid organization security clearance as indicated in Part 7 - Resulting Contract Clauses;
 - (b) the Bidder's proposed individuals requiring access to classified or protected information, assets or sensitive work site(s) must meet the security requirements as indicated in Part 7 - Resulting Contract Clauses;
 - (c) the Bidder must provide the name of all individuals who will require access to classified or protected information, assets or sensitive work sites;

2. For additional information on security requirements, Bidders should refer to the [Industrial Security Program \(ISP\)](http://ssi-iss.tpsgc-pwgsc.gc.ca/index-eng.html) of Public Works and Government Services Canada (<http://ssi-iss.tpsgc-pwgsc.gc.ca/index-eng.html>) website.



PART 7 - RESULTING CONTRACT CLAUSES

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

7.1 Statement of Work

The Contractor must perform the Work in accordance with the Statement of Work at Annex "A" and the Contractor's technical bid entitled _____, dated _____. (*to be completed at contract award*)

7.2 Standard Clauses and Conditions

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

7.2.1 General Conditions

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

- As applicable, replace references to Public Works and Government Services Canada (PWGSC) with Natural Resources Canada (NRCan).

7.3 Dispute Resolution

Mediation

If a dispute arising from this contract cannot be settled amicably through negotiation, then the parties agree in good faith to submit the dispute to mediation as administered by the Arbitration and Mediation Institute of Canada Inc. (AMIC). The parties acknowledge receipt of the rules of AMIC. The cost of mediation shall be borne equally by the parties.

Arbitration

If the parties cannot resolve the dispute through mediation within sixty (60) days, the parties agree to submit the dispute to arbitration pursuant to the Commercial Arbitration Act (Canada). The party requesting such arbitration shall do so by written notice to the other party/parties. The cost of the arbitration and fees of the arbitrator shall be borne equally by the parties. The arbitration shall take place in the city where the contractor carries on business before a single arbitrator to be chosen jointly by the parties. If the parties cannot agree on the choice of arbitrator within thirty (30) days of written notice to submit the dispute to arbitration, each party will choose a representative who will select the arbitrator. The parties may determine the procedure to be followed by the arbitrator in conducting the proceedings, or may ask the arbitrator to do so. The arbitrator shall issue a written award within thirty (30) days of hearing the parties. The award may be entered in any court having jurisdiction and enforced as a judgment of that court.

Meaning of "Dispute"

The parties agree that the word "dispute" in this clause refers to a dispute of fact or of law, other than a dispute of public law.

The parties understand that the Procurement Ombudsman appointed pursuant to Subsection 22.1(1) of the *Department of Public Works and Government Services Act* will, on request or consent of the parties to



participate in an alternative dispute resolution process to resolve any dispute between the parties respecting the interpretation or application of a term and condition of this contract and their consent to bear the cost of such process, provide to the parties a proposal for an alternative dispute resolution process to resolve their dispute. The Office of the Procurement Ombudsman may be contacted by telephone at 1-866-734-5169 or by e-mail at boa.opo@boa.opo.gc.ca.

7.4 Security Requirements

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

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

7.4.2 The Company Security Officer (CSO) must ensure through the [Industrial Security Program \(ISP\)](#) that the Contractor and individual(s) hold a valid security clearance at the required level.

7.5 Term of Contract

7.5.1 Period of the Contract

The period of the Contract is from April 1, 2017 to March 31, 2018 inclusive

7.5.2 Option to Extend the Contract

The Contractor grants to Canada the irrevocable option to extend the term of the Contract by up to three (3) additional twelve (12) months period under the same conditions. The Contractor agrees that, during the extended period of the Contract, it will be paid in accordance with the applicable provisions as set out in the Basis of Payment.

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



7.6 Comprehensive Land Claims Agreements (CLCAs)

Not Applicable

7.7 Authorities

7.7.1 Contracting Authority

The Contracting Authority for the Contract is:

Name: Kingsley Okosun
Title: Procurement Officer
Organization: Natural Resources Canada
Address: 5320 – 122nd Street, Edmonton, AB. T6H 3S5
Telephone: 780-435-7208
E-mail address: Kingsley.okosun@canada.ca

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

7.7.2 Project Authority (*to be provided at contract award*)

The Project Authority for the Contract is:

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

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

7.7.3 Contractor's Representative (*to be provided at contract award*)

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

7.8 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.

7.9 Payment

7.9.1 Basis of Payment – Firm Price

In consideration of the Contractor satisfactorily completing all of its obligations under the Contract, the Contractor will be paid a firm price, **as specified in Annex B" for a cost of \$ _____ (to be provided at contract award). Customs duties are included and Applicable Taxes are extra.**

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.

7.9.2 Method of Payment

Monthly Payment

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

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

7.10 Invoicing Instructions

Invoices shall be submitted using **one of the following methods:**

<p><u>E-mail:</u></p> <p>NRCan.invoice_imaging-service_dimagerie_des_factures.RNCan@canada.ca</p> <p>Note: Attach "PDF" file. No other formats will be accepted</p>
OR
<p><u>Fax:</u></p> <p>Local NCR region: 613-947-0987 Toll-free: 1-877-947-0987</p> <p>Note: Use highest quality settings available.</p>

Please do not submit invoices using more than one method as this will not expedite payment.



Invoices and all documents relating to a contract must be submitted on the Contractor's own form and shall bear the following reference numbers: Contract number: _____ (*to be provided at contract award*)_____

Invoicing Instructions to suppliers: <http://www.nrcan.gc.ca/procurement/3485>

7.11 Certifications

7.11.1 Compliance

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

7.12 Applicable Laws

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

7.13 Priority of Documents

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

- (a) the Articles of Agreement;
- (b) the general conditions 2010B (2016-04-04) Professional Services – Medium Complexity;
- (c) Annex A, Statement of Work;
- (d) Annex B, Basis of Payment;
- (e) Annex C, Security Requirements Check List
- (g) the Contractor's bid dated _____, (*to be inserted at the time of contract award.*"

7.14 Foreign Nationals (Canadian Contractor OR Foreign Contractor)

SACC Manual clause A2000C (2006-06-16) Foreign Nationals (Canadian Contractor)

7.15 Insurance

The Contractor is responsible for deciding if insurance coverage is necessary to fulfill its obligation under the Contract and to ensure compliance with any applicable law. Any insurance acquired or maintained by the Contractor is at its own expense and for its own benefit and protection. It does not release the Contractor from or reduce its liability under the Contract.

7.16 Contract Administration

The parties understand that the Procurement Ombudsman appointed pursuant to Subsection 22.1(1) of the *Department of Public Works and Government Services Act* will review a complaint filed by [*the supplier or the contractor or the name of the entity awarded this contract*] respecting administration of this contract if the requirements of Subsection 22.2(1) of the *Department of Public Works and Government Services Act* and Sections 15 and 16 of the *Procurement Ombudsman Regulations* have been met, and the interpretation and application of the terms and conditions and the scope of the work of this contract



are not in dispute. The Office of the Procurement Ombudsman may be contacted by telephone at 1-866-734-5169 or by e-mail at boa.opo@boa.opo.gc.ca.



ANNEX "A" - STATEMENT OF WORK

1. SPECIFICATIONS

1.1 General

Facility: Natural Resources Canada, NORTHERN FORESTRY CENTRE, 5320 – 122nd Street, Edmonton, AB T6H 3S5

1.2 Scope of Work

- a) The Contractor must perform all necessary janitorial services to maintain the interior of this structure (estimated at approximately 5,800 m² of vinyl asbestos tile, 455 m² of quarry or ceramic tile, 1200 m² of carpeted areas and 950 m² of concrete surfaces) in a clean and sanitary condition including:
 - i) the provision of a person or persons to represent the Contractor in dealing with the Project or an authorized representative.
 - ii) the provision of adequate supervision and staff to carry out cleaning duties in accordance with the frequencies and specifications laid down. The Supervisor must be on site for at least two (2) hours/day.
- b) The performance of the Work covers all areas of carpeted, quarry tile, vinyl asbestos tile, ceramic tile, and concrete floors throughout the laboratory with the exception of specific areas such as boiler rooms, equipment rooms, electrical rooms, cold rooms etc., which are specifically mentioned under clause 1.7.

1.3 Contractors Equipment

The Contractor must provide and maintain all necessary wet and dry vacuum cleaners, push brooms, mops, pails, dusters, stepladders and floor polishers required for the execution of this contract. All equipment must remain on site for the term of the Contract. All equipment, i.e., electrical floor polisher, vacuum cleaners (must be CSA approved), must be in good repair to prevent any power failure within the particular circuit which is being used at the time.

1.4 Contractors Supplies

- a) The Contractor must supply all materials such as detergents, soaps, cleansers, waxes and polishes necessary to clean and preserve the finished surfaces.
- b) All materials such as soaps, detergents, cleansers, deodorants, disinfectants, waxes and polishes, etc. must comply with the latest specifications of the Canadian Specification Board, or be of at least equal recognized, acceptable commercial specialties. The materials must be suitable for the intended surfaces and must not be harmful to such surfaces.

1.5 Government Furnished "Materials



- a) Forestry Canada must provide to the Contractor all necessary washroom and lavatory supplies required. These supplies must be issued from stores in bulk.
- b) The Contractor must be responsible for the custody of such supplies issued, and must ensure that all receptacles for soap, toilet tissue, towels, etc. are adequately maintained and are stocked prior to the start of each working day.
- c) Any piece of washroom equipment, i.e., soap dispenser, water line, etc. that is found not to work properly is to be reported in the Janitors Attendance Book, so that it can be repaired the following day by the Maintenance Department of the Building.

1.6 Areas Not Included

- a) Specific areas of this structure are not included for purposes of this Contract. The specific areas include greenhouses, boiler room, equipment rooms, cold rooms, header house, penthouse, conditioning rooms, telephone rooms and the kitchen whose operation and maintenance is the responsibility of others.
- b) These areas include rooms numbered B003 to BOOS, B014, B016 to B019, B023 to B032, B041, 045, B048, B052, B054, B057, B058, B063, B064 to B076, B086, B097, B099, M002, M063, M119, M123 to M127, M133 to M13S, 2033, 2058A, 3031, P001 to P003.

1.7 Schedule of Operations

- a) The following schedule of operations is considered to be the minimum required to maintain the building in a clean, neat, sanitary and presentable appearance.
- b) The Contractor is advised that, due to field research and related matters, the staffing and use of laboratories and offices is not constant, therefore, with approval of the Manager Management Services, or his nominee, the schedule may be varied under such conditions.
- c) Likewise, in periods of inclement weather, the schedule of cleaning of main entries will need to be accelerated to offset the tracking of dirt into the Building.
- d) All offices, laboratories, and major areas of employment must be cleaned during working hours, on a five days per week basis exclusive of holidays, starting at 07:30 hours daily.
- e) The storeroom M122 and office B 103 are to be cleaned every Thursday.
- f) The following rooms B077, B078, B080, B081, B082, will be cleaned on request only. Doors will be opened by Maintenance staff when required.
- g) All entrances, plus the hallways next to it, should be cleaned daily from Monday to Friday.
- h) Floors.

Note: Pertaining to subsections i) and li) these floors must be swept and mopped every second working day. The main reception area and main entrances are to be swept and mopped on a daily basis.

i) Office Areas and Laboratories

- a) All floors to be swept using a dust control method (compound not to be used).
- b) All floors to be damp-mopped with clean water and buffed.



- c) Cove base to be washed and polished once every seven days.
- d) All floors to be washed with warm water, using a non-alkaline detergent once every seven days.
- e) All floors to be stripped completely, removing all wax every twelve months. All wax accumulations under furniture, radiators and on baseboards must be removed. The floors must be rinsed with clean warm water. After complete scrubbing, two coats of wax must be applied and each coat is to be buffed after it has dried. This work is to be done between 1800 and 0600 hours.
- f) Corners are to be kept free of dirt, dust and dirty water marks at all times.
- g) Care must be taken not to allow cleaning solution to seep under furniture, legs, file cabinets and partitions.
- h) The above operations may be required to be more frequent than specified, depending on traffic conditions or special requests. Schedule changes must be approved by the Project Authority or his authorized representative.

ii) Floors in Corridors

- a) All floors to be swept using a dust control method (compound not to be used).
- b) All floors to be damp-mopped with clean water and buffed.
- c) All floors to be washed as per section (i) (d) above.
- d) All floors to be stripped and re-waxed as per section (i) above.

iii) Floor's - Ceramic Tile, Marble Tile, Quarry Tile. and Terrazo.

- a) All floors must be swept daily using dust control methods (Compound NOT to be used).
- b) All floors must be damp-mopped daily to remove all dirt and foreign substances.
- c) All floors must be washed and scrubbed with abrasive cleaner to remove all stains and other accumulated dirt.

iv) Concrete Floors

Concrete floors must be cleaned daily using a dust control method. Power vacuum cleaners are recommended. Concrete floors in storage areas will be swept only on request but not more frequently than once per week.

v) Carpeted Floors

All carpeted floors are to be vacuumed every second day. All soiled areas are to be spot cleaned as required.

vi) Furniture



- a) All office desks and furniture are to be dusted daily on horizontal surfaces, using a dust control method.
- b) All exposed vertical surfaces of furniture to be dusted once every seven days.
- c) All boardroom, executive and conference room furniture must be polished every seven days.
- d) All chalk trenches to be cleaned daily.
- e) All office furniture is to be polished every seven days.
- f) All bookcases to be dusted every 30 days. Books are not to be removed.
- g) All laboratory furniture, service strips, etc. will be dusted once every seven days with hand dusters to which a dust absorption agent has been added.

DO NOT INTERFERE WITH EXPERIMENTS IN PROGRESS AND REPORT IMMEDIATELY ANY ACCIDENTAL BREAKAGE OF LABORATORY EQUIPMENT.

- h) Damp-wipe once every seven days all exposed surfaces of laboratory benching, refrigerators, ovens, fuse cabinets etc.

vii) Walls and Partitions

- a) All interior walls in corridors, offices and laboratories must be vacuumed every 30 days using heavy duty shop type vacuums with appropriate nozzle. Clean out all comers, fin vector recesses, window ledges, etc.
- b) Hand railings to be dusted daily; vertical rails to be dusted once every seven days. Wooden handrails are to be washed from all sides once every thirty (30) days.
- c) All vinyl wall coverings in the main stairwell to be washed every four (4) weeks using a mild soap detergent.

viii) Waste Paper Baskets

- a) Waste paper baskets are to be emptied daily and put back in their original position afterwards.
- b) Outside surfaces of waste paper baskets to be dusted once every seven days.
- c) Waste paper and laboratory wastes must be placed in the respective receptacle provided in the courtyard adjacent to the greenhouses.

ix) Washrooms, Showers, Toilets, Sinks

- a) All toilets, seats, urinals, slop sinks, etc. must be cleaned and sanitized daily.
- b) All body contact points, such as toilet seats, taps, soap and tissue towel dispensers, door hardware, etc. must be damp-wiped and disinfected daily.



- c) Sani-cans are to be emptied, washed and disinfected daily. Sani-bags are to be replaced when necessary.
- d) All toilet bowls and urinals are to be descaled weekly, using an approved descaler.
- e) Soap dispensers, toilet paper and towel dispensers are to be refilled daily.
- f) All laboratory stainless steel sinks are to be cleaned daily, including taps and faucets.

x) Laboratories

- a) All ceramic walls in washrooms, metal partitions, etc. must be washed daily using a mild detergent.
- b) Spot clean all finger marks, etc. daily.

xi) Doors and Doorframes

- a) All doors and doorframes will be damp-wiped once every seven days.
- b) Hand and finger marks will be removed daily.
- c) Door grills will be vacuumed once every 30 days at the time of the cleaning of the office and laboratory walls.

xii) Windows and Verticals

- a) All windows must be washed from the interior and exterior in the months of April and first part of October.
- b) All windows of the lobby and all entry ways are to be kept clean at all times.
- c) Window sills are to be dusted daily and washed once every seven days.
- d) All verticals (244 in total) must be vacuumed with proper nozzle in the months of April and October.

xiii) Entrances

- a) The exterior area of all entry ways to be swept clean daily. Empty trash cans and ashtrays daily.
- b) Vestibule area of entrances to swept or vacuumed on a daily basis. Sweep under mats on a once a week basis.

xiv) Stairs

- a) All stairs to be swept and mopped nightly, using dust control method (compound not to be used). All plastic risers must be washed every seven (7) days.
- b) All laboratory trim such as stainless steel electrical outlet covers, air, gas, hot and cold water, vacuum and gooseneck units must be damp wiped weekly in conjunction



with the cleaning of service strips covered under 1.8 (i) (vi). Polish with dry cloth or paper towels. All liquid soap dispensers must be checked and filled daily.

xv) Elevators

- a) Both elevators are to be vacuumed daily. Vacuum all door track recesses daily.
- b) Damp wipe interior walls and all landing entry doors once every seven days.
- c) Remove all hand and finger marks from entry doors and frames and hardware nightly.

xvi) Lights

After completing the cleaning of the respective rooms and or hallways the lights must be shut off at that time!

1.8 Regulations

The Contractor is advised that all Contractor personnel reporting for duty will be required to register on entry and leaving the building in the janitor book.

Security will be provided by the Corps of Commissionaires. All instances of accident, breakage, fire, damage, will be reported to the Facility Manager in writing.

The maintenance staff will assist the Contractor in getting access to all locked rooms which are on the cleaning list.

The Project Authority or his authorized representative will be the liaison person for this work and will be responsible for ensuring compliance with these specifications.

Frequent inspections, with respect to quality of services, will be conducted by Project Authority or his authorized representative to ascertain that the janitorial work is done in accordance with the specifications of this Contract.

Failure to comply with any part of the aforementioned work schedule could result in termination of this Contract.

2. CLEANING SCHEDULE

2.1 Areas Not Included in the Cleaning

Greenhouses, boiler room, equipment rooms, cold rooms, header house, penthouse, conditioning rooms, telephone rooms and the kitchen whose operation and maintenance is the responsibility of others

Rooms numbered: 8003 to B005, B014, B016 to B019, 8023 to B032, B041, B045, B048, B052, B054, 8057, B058, 8063, 8064 to 8076, B086, B097, B099, M002, M063, M119, M123 to B127, M133 to M135, 2033, 2058A, 3031, P001 to P003.

2.2 Areas Included in the Cleaning

2.2.1 DAILY



ALL OFFICES, LABORATORIES, AND MAJOR AREAS OF EMPLOYMENT MUST BE CLEANED DURING WORKING HOURS, ON A FIVE DAY PER WEEK BASIS EXCLUSIVE TO HOLIDAYS BETWEEN 7:30 AM and 5:00 PM DAILY.

Stripping and waxing will be done after business hours between 6 PM and Midnight Monday to Friday or on weekends.

ON REQUEST ONLY THE CONTRACTOR WILL CLEAN ROOMS B077, B080, B081, B082, M122 and B103 every Thursday. B074, 8076 will be cleaned once a week.

All Contractor personnel will sign in at the reception desk and sign out when leaving as part of building safety requirements.

Supervisor must be on site for at least two hours.

All entrances, plus the hallways next to the floors need to be cleaned.

Main reception area and main entrances are to be swept and mopped.

All floors corners are to be kept free of dirt, dust and dirty water marks at all times.

Care must be taken not to allow cleaning solution to seep under furniture, legs, file cabinets and partitions.

All ceramic tile, marble tile, quarry tile and terrazzo must be swept using dust control method as well as damp-mopped mechanically or otherwise to remove all dirt and foreign substances. All floors must be washed and scrubbed with abrasive cleaner to remove all stains, chewing gum or other debris.

Concrete floors must be cleaned. Concrete floors in storage areas will be swept only on request but not more frequently than once per week.

All office desks and furniture are to be dusted on horizontal surfaces.

In washrooms all ceramic walls, metal partitions, etc. must be washed using a mild detergent.

In washrooms hand and finger marks will be removed from mirrors and all visible surfaces.

The lobby and all entry way windows of are to be kept clean at all times.

Windowsills are to be dusted.

The exterior area of all entry ways to be swept clean, empty trash cans and ashtrays as well.

Vestibule area of entrances to be swept or vacuumed.

All stairs to be swept and mopped using dust control method.

All stairs handrails in the stairwell are to be dusted.

Office waste baskets are to be emptied and put back in their original position afterwards.

Office waste paper and laboratory wastes must be placed in the receptacle provided in the courtyard adjacent to the greenhouses.



Recycled paper bins to be emptied in appropriate bin outside.

In the washrooms all toilets, seats, urinals, sinks, etc. must be cleaned and sanitized.

In the washrooms all body contact points, such as toilet seats, taps, soap and tissue towel dispensers, door hardware, etc. must be damp-wiped and disinfected.

In the washrooms sani-cans are to be emptied, washed and disinfected, sani-bags are to be replaced when necessary.

In the washrooms soap dispensers, toilet paper and towel dispensers are to be refilled properly so the paper towels are dispensed properly.

All laboratory stainless steel sinks are to be cleaned including taps and faucets.

In the laboratories all liquid soap dispensers must be checked and filled.

Both elevators are to be vacuumed as well as door track recesses.

In the elevators remove all hand and finger marks from entry doors and frames.

After completing the cleaning of the respective rooms and or hallways the lights must be shut off where appropriate.

Every Second Day

All floors to be swept and damp mopped with clean water and buffed.

All carpeted floors are to be vacuumed and all soiled areas are to be spot cleaned as required.

2.2.2 WEEKLY

Monday

Cove base to be washed.

All floors to be washed with warm water, using a non-alkaline detergent.

Tuesday

All exposed vertical surfaces of furniture to be dusted

All boardroom, executive and conference room furniture must be polished

All office furniture to be polished.

Wednesday

All laboratory furniture, service strips, etc. will be dusted with hand dusters to which a dust absorption agent has been added.

DO NOT INTERFERE WITH EXPERIMENTS IN PROGRESS AND REPORT IMMEDIATELY ANY ACCIDENTAL BREAKAGE OF LABORATORY EQUIPMENT



Damp wipe all exposed surfaces of laboratory benching, refrigerators, ovens, fuse cabinets, etc.

All doors and doorframes will be damp-wiped.

Windowsills are to be cleaned.

Thursday

Underneath the mats to be swept.

In the stairs all plastic risers must be washed.

Vertical rails in the stairs to be dusted.

Outside surfaces of waste paper baskets to be dusted.

B103 & M122 to be cleaned. Same tasks as office floors and furniture.

Friday

All toilet bowls and urinals are to be descaled using an approved descaler in the washrooms.

All laboratory trim such as stainless steel electrical outlet covers, air, gas, hot and cold water, vacuum and gooseneck units must be damp wiped. Polish with dry cloth or paper towels.

Damp wipe interior walls ~md all landing entry doors of the elevators.

2.2.3 MONTHLY

1st week of the month

All interior walls in corridors, offices and laboratories must be vacuumed using heavy-duty shop type vacuums with appropriate nozzle. Clean out all corners, fin vector recesses, window ledges, etc.

2nd week of the month

All bookcases to be dusted. Books are not to be removed.

Door grills will be vacuumed at the time of the cleaning of the office and laboratory walls.

3rd week of the month

Wooden handrails in the stairs are to be washed from all sides.

All vinyl wall coverings in the main stairwell to be washed using a mild soap detergent.

All office areas, corridors and laboratories floors to be damp-mopped with clean water and buffed.

4th week of the month

All ceramic tile, marble tile, quarry tile and terrazzo must be washed with abrasive cleaner to remove all stains and other accumulated dirt.

2.2.4 ONCE A YEAR



All floors to be scrubbed (striped) completely, removing all wax. All wax accumulation under furniture, radiators and on baseboards must be removed. The floors must be rinsed with clean warm water. After complete scrubbing, two coats of wax must be applied and each coat is to be buffed after it has dried.

This work to be completed between the hours of 1800 and 0600.

2.2.5 Month of April

All windows must be washed from the interior and exterior.

All verticals (244 in total) must be vacuumed with proper nozzle.

2.2.6 Month of October

All windows must be washed from the interior and exterior.

All verticals (244 in total) must be vacuumed with proper nozzle.

3.0 QUALITY STANDARD

3.1. Cleaning: General

All surfaces and objects specified in the contract must be free of dust, stains, spills, debris and soil immediately after cleaning operation.

Machinery and equipment must not block a passageway, or present a trip hazard.

Where required, caution signs must be placed adjacent to the affected area on all approaches.

Furnishings moved by cleaners must be relocated to their original location.

3.2. Spot Cleaning

All affected areas must be clear of stains, streaks and soil.

All over-spray from spray applicators must be wiped clean from all surfaces.

3.3. Sweeping:

All Floor areas including open areas and flooring around furniture legs and into corners must be free of dirt and litter.

3.4. Hosing

All areas are clean of dirt, mud and debris with no water ponding.



Equipment is removed and stored immediately after use.

3.5. Dust Mopping

All Floor areas including open areas and flooring around furniture legs and into comers must be free of debris and dust film.

3.6. Damp Mopping

Floor areas including open areas and flooring around furniture legs and into comers must be clean and free of surface stains, soil, mop streaks, loose mop strands and water spotting.

- a) Walls, baseboards and other surfaces must be free of splash marks.
- b) Start with clean water and mop.
- c) Sweep or dry mop immediately before damp mopping.

3.7. Wash Floors

- a) All standards outlined in paragraph 6., Damp Mopping must apply.
- b) Surfaces are rinsed free of cleaning solution.
- c) All areas must be free of dirt, stains, splashing, cleaning chemical and water accumulations as well as scuff marks.

3.8. Machine Scrub

- a) All areas must be free of dirt, stains, scuff marks, splashing, cleaning chemical and water accumulations.
- b) Comers and other areas not accessible to a floor scrubber must be scrubbed.

3.9. Spray Buffing

- a) All areas must present an overall appearance of cleanliness, have a bright shine through out and be free of debris and dust.
- b) Spills, scuffs and stains must be removed prior to spray buffing.

3.10. Scrub and Refinish

- a) Apply all performance standards as with "Machine Scrubbing".
- b) Apply one coat of finish compatible with existing.
- c) All areas present an overall appearance of cleanliness free of scuffs and stains, have a bright shine and be free of debris and dust.



3.11. Strip and Refinish

- a) Apply all performance standards as with Scrub and Refinish.
- b) All old finish is removed and all residual stripper chemical cleaned away.
- c) All areas must be clean and clear of all stains, blemishes and dirt, and have a consistent shine free of scrapes and marks.
- d) New finish covers all portions of the floors.
- e) Refinish to include 2 coats of finishing material (wax, etc.)

3.12. Vacuuming

- a) All carpet surfaces must present an overall appearance of cleanliness and must be free of visible dust, dirt and grit.
- b) A power head must be used. Vacuums must be 2 motor design (1 for suction, 1 for powerhead).

3.13. Stain Removal

- a) All carpets, walk-away mats and upholstered furniture must have no visible stains or discoloration after stain removal operation.
- b) Where stain removal involves wetting of a hard surface floor, caution signs must, be positioned.

3.14. Hot Water Extraction

- a) All carpets, walk-away mats and upholstered furniture must be clean and free of accumulated dust and dirt and stain.
- b) Areas must be cleaned to walls and corners.

3.15. Damp Wiping

- a) Surfaces must be free of dust, stains, streaks and water spotting.
- b) Wiping cloths must be rinsed frequently and free of stains and odours. Feather dusters are not acceptable.

3.16. Glass and Mirror Cleaning

- a) All glass must be clean on both sides and free of streaks and finger marks.
- b) Adjacent areas including frames, casing and ledges must be free of water spotting, splash marks and streaks.



3.17. High dusting

- a) All surfaces must be free of dust.
- b) Either Damp rag wiping or vacuuming must be specified by the Project Authority.
- c) Dust contained and prevented from floating freely in the air during operation.

3.18. Clean and Disinfect

- a) An approved, commercial disinfectant cleaner must be used.
- b) Manufacturer's instructions must be followed for best results.
- c) All affected surfaces must be rinsed clean of residual disinfectant.

3.19. Garbage (waste) Containers

- a) Empty waste containers daily.
- b) Replace can liners as needed.
- c) Damp wipe waste containers once per month.

4.0 ADDITIONAL WORK ON DEMANDE

A portion of the Work under this Contract will be unscheduled; additional or emergency services on an as and when requested basis must be pre-approved by the Project Authority and authorized in writing



ANNEX "B" - BASIS OF PAYMENT

(to be completed at contract award)



ANNEX "C" - SECURITY REQUIREMENTS CHECK LIST



Government of Canada
Gouvernement du Canada

Contract Number / Numéro du contrat 135121(16-148)
Security Classification / Classification de sécurité UNCLASSIFIED

SECURITY REQUIREMENTS CHECK LIST (SRCL)

LISTE DE VÉRIFICATION DES EXIGENCES RELATIVES À LA SÉCURITÉ (LVERS)

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

TBS/SCT 350-103(2004/12)

Security Classification / Classification de sécurité
UNCLASSIFIED





Government
of Canada / Gouvernement
du Canada

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PART A (continued) / PARTIE A (suite)

8. Will the supplier require access to PROTECTED and/or CLASSIFIED COMSEC information or assets?
Le fournisseur aura-t-il accès à des renseignements ou à des biens COMSEC désignés PROTÉGÉS et/ou CLASSIFIÉS? No / Non Yes / Oui

If Yes, indicate the level of sensitivity.
Dans l'affirmative, indiquer le niveau de sensibilité :

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

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

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

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

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

Special comments:
Commentaires spéciaux : _____

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

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

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

INFORMATION / ASSETS / RENSEIGNEMENTS / BIENS

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

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

PRODUCTION

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

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

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

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

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

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

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

SUMMARY CHART / TABLEAU RÉCAPITULATIF

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

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

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

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

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



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for ticket 135121

Government of Canada / Gouvernement du Canada

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Security Classification / Classification de sécurité

PART D - AUTHORIZATION / PARTIE D - AUTORISATION

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

Name (print) - Nom (en lettres moulées) Pete Thibodeau	Title - Titre CHIEF PHYSICAL FACILITIES	Signature <i>Pete Thibodeau</i>
Telephone No. - N° de téléphone 780 435 7238	Facsimile No. - N° de télécopieur 780-435-7359	E-mail address - Adresse courriel pete.thibodeau@Canada.ca
Date Nov 9/2016		

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

Name (print) - Nom (en lettres moulées) MONIQUE FAUCHER	Title - Titre Manager, PMS	Signature <i>Monique Faucher</i>
Telephone No. - N° de téléphone 343-292-5084	Facsimile No. - N° de télécopieur 613-947-2360	E-mail address - Adresse courriel monique.faucher@Canada.ca
Date Nov. 17, 2016		

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

No / Yes / Oui

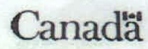
16. Procurement Officer / Agent d'approvisionnement

Name (print) - Nom (en lettres moulées) KINGSLEY OKOSUN	Title - Titre Procurement Officer	Signature <i>Kingsley Okosun</i>
Telephone No. - N° de téléphone 780-435-7208	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel kingsley.okosun@Canada.ca
Date Nov 16, 2016		

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

Name (print) - Nom (en lettres moulées) Anna Kulycka	Title - Titre Contract Security Officer, Contract Security Division	Signature <i>Anna Kulycka</i>
Telephone No. - N° de téléphone 613-957-1258	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel
Date Nov 23, 2016		

Security Classification / Classification de sécurité
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APPENDIX “1” - EVALUATION CRITERIA

Bidders are advised to address these criteria in the following order and in sufficient depth in their proposals to enable a thorough assessment. NRCan’s assessment will be based solely on the information contained within the proposal. NRCan may confirm information or seek clarification from bidders.

Bidders are advised that only listing experience without providing any supporting data to describe responsibilities, duties and relevance to the criteria will not be considered demonstrated for the purpose of this evaluation.

The Bidder should provide complete details as to where, when (month and year) and how (through which activities/ responsibilities) the stated qualifications/experience were obtained. Experience gained during formal education shall not be considered work experience. All criteria for work experience shall be obtained in a legitimate work environment as opposed to an educational setting. Co-op terms are considered work experience provided they are related to the required services.

Bidders are also advised that the month(s) of experience listed for a project whose time frame overlaps that of another referenced project will only be counted once. For example: project one time frame is July 2001 to December 2001; project two time frame is October 2001 to January 2002; the total months of experience for these two project references is seven (7) months.

1. TECHNICAL CRITERIA

1.1 MANDATORY EVALUATION CRITERIA

The Mandatory Criteria listed below will be evaluated on a simple pass/fail basis. Proposals which fail to meet the mandatory criteria will be deemed non-responsive.

Criterion ID	Mandatory Criteria	Proposal Page #	Pass/Fail
M1	Vendor’s Representative present at the Mandatory Site visit		



Criterion ID	Mandatory Criteria	Proposal Page #	Pass/Fail
M2	<p>Bidders must have completed at least one (1) contract similar in scope and in the same area as that required at present over the last three years as of the deadline for accepting tenders.</p> <p>Similar in scope means: an experience entailing an institutional janitorial service contract for a building at least 2700 square feet in size, or with a monetary value of over \$50,000/year.</p> <p>Same area means: Housekeeping services for office space or laboratories with duties equivalent to those mentioned in the statement of work in Annex A.</p> <p>In order to demonstrate that their company possesses the required qualifications, bidders should provide at least the following information:</p> <ul style="list-style-type: none"> - The title of the contract; - A description of the housekeeping services provided; - The name of the organization/client, including the name and phone number of a contact person; - The exact dates of the contract (month and year of the start and end/delivery). <p>If the information provided is deemed insufficient to fulfill the project requirements in terms of the above-mentioned criteria, mandatory requirement M2 will be considered a failure.</p>		
M3	<p>The bidder must have completed housekeeping in at least one level-3 or higher BOMA-Best certified building over the last three years, as of the deadline for accepting tenders.</p> <p>In order to demonstrate that their company possesses the required qualifications, bidders should provide at least the following information:</p> <ul style="list-style-type: none"> - The title of the contract; - A description of the housekeeping services provided; - The name of the organization/client, including the name and phone number of a contact person; - The exact dates of the contract (month and year of the start and end/delivery). <p>If the information provided is deemed insufficient to fulfill the project requirements in terms of the above-mentioned criteria, mandatory requirement M3 will be considered a failure.</p>		

1.2 EVALUATION OF RATED CRITERIA

The criteria contained herein will be used by NRCan to evaluate each proposal that has met all of the mandatory criteria.

Proposals must achieve the stated minimum points required for each rated criterion to be assessed as responsive under the point rated technical criteria section; proposals not meeting the minimum required points will be deemed non-responsive.

Proposals will be evaluated based on the following criteria:



Criterion ID	Point Rated Technical Criteria	Minimum Points /Maximum Points	Proposal Page #
R1	<p>Quality of the Proposal The proposal will be rated for quality, and points will be attributed as follows:</p> <ul style="list-style-type: none"> • conciseness (1 point) • easy to understand (2 points) • quality of spelling and grammar (1 point) 	4	
R2	<p>Understanding The bidder should clearly demonstrate that (s)he is aware of and will explicitly apply all health and safety requirements</p> <ul style="list-style-type: none"> - environment / building (5 points maximum) - protective gear for employees / staff (5 points maximum) - products / machinery (5 points maximum) <p>a. Excellent (14-15 points) b. Very Good (11-13 points) c. Good (9-10 points) d. Insufficient (5-8 points) e. Weak (2-4 points) f. Unacceptable (0-1 points)</p> <p>See the assessment scale at the end of this document.</p>	15	
R3	<p>The bidder should clearly describe the way in which (s)he proposes to ensure that the following elements are appropriately managed: (10 points for each)</p> <ul style="list-style-type: none"> - quality of services - use of adequate and ecologically-friendly products - meeting deadlines in the calendar - supervising employees (with or without specific needs and/or limitations) <p>a. Excellent (14-15 points) b. Very Good (11-13 points) c. Good (9-10 points) d. Insufficient (5-8 points) e. Weak (2-4 points) f. Unacceptable (0-1 points)</p>	40	
R4	<p>Experience of Supervisor and/or Team Leader Experience of the supervisor and/or team leader. The bidder should provide the curriculum vitae of the proposed supervisor/team leader.</p> <p>a. The supervisor/team leader has at least 10 years of experience supervising housekeeping in an office building or equivalent (15 points) b. The supervisor/team leader has at least 5 years of experience supervising housekeeping in an office building or equivalent (10 points) c. The supervisor/team leader has at least one year of experience supervising housekeeping in an office building (5 points) d. The supervisor/team leader has less than one year of experience supervising housekeeping in an office building (0 point)</p>	15	
R5	<p>Company's experience providing housekeeping for laboratory</p>		



	<p>spaces. Laboratories contain hazardous materials and highly sensitive scientific instruments. The bidder should specify how many housekeeping contracts for laboratory spaces (s)he has provided over the last 3 years. The bidder should list the project, and include dates and a brief description. a. 3 or more contracts for housekeeping in laboratory spaces <i>(12 points)</i> b. 2 contracts for housekeeping in laboratory spaces <i>(8 points)</i> c. 1 contract for housekeeping in laboratory spaces <i>(4 points)</i> d. 0 contracts for housekeeping in laboratory spaces <i>(0 points)</i></p>	12	
Total points		86	

The evaluation grid described below will be used to evaluate criteria R2 and R3

EVALUATION GRID	
Excellent	The rated criteria are addressed in detail and the information provided shows that the bidder fully and thoroughly understands all elements of the rated criteria.
Very good	The information provided clearly shows the bidder fully understands all elements of the rated criteria.
Good	The information provided clearly shows the bidder fully understands certain but not all elements of the rated criteria.
insufficient	The information provided shows a limited understanding of the specified criteria, without showing that the bidder fully understands all elements of the rated criteria. The bidder shows basic communication skills. The project results presented are poor and non-significant.
Weak	The information provided shows that the bidder has a basic understanding of the specified criteria.
Unacceptable (The information provided does not meet the criteria.



APPENDIX “2” – FINANCIAL PROPOSAL FORM

1. FIRM PRICE (ITEMS 1 TO 3 OF THE ANNEX A - STATEMENT OF WORK)

Bidder tendered all-inclusive firm price to perform the work is Canadian funds, applicable taxes excluded. Any Travel and Living Expenses and other miscellaneous expenses must be included in the firm price.

DESCRIPTION	FIRM PRICE (applicable taxes excluded)
Year 1	\$ _____
Year 2 - Option 1	\$ _____
Year 3 - Option 2	\$ _____
Year 4 - Option 3	\$ _____
A -Total Firm Price for items 1 to 3 of the Annex A (taxes extra):	\$ _____

2. FIRM HOURLY RATES (ITEM 4 OF THE ANNEX A - STATEMENT OF WORK)

Additional work on demand. Cleanings tasks not included in items 1 to 3 of the statement of works could be required by the technical authority. When necessary, the technical authority will provide to the supplier a description of the required work so that he can quote on the required amount of work. The technical authority will be responsible to confirm if the proposal is accepted.

The all-inclusive hourly rate proposed by the bidder for the completion of this project is in Canadian funds, applicable taxes excluded. Any Travel and Living Expenses and other miscellaneous expenses must be included in the rates.

A	B	C	D (BxC)
Work Period	Firm Hourly Rate **	Estimated Number of Yearly hours Required *	Total estimate for Evaluation purposes
Year 1	\$ _____	25 hours	\$ _____
Year 2 - Option 1	\$ _____	25 hours	\$ _____
Year 3 - Option 2	\$ _____	25 hours	\$ _____
Year 4 - Option 3	\$ _____	25 hours	\$ _____
B -Total Estimated Price for item 4 of the Annex A (taxes extra)			\$ _____



* The number of hours of additional work presented here will be used for evaluation purposes only and do not represent a commitment on behalf of Canada..

** In case of an error in the price calculation, the unit price will prevail.

3. Bid Price

A -Total Firm price (items 1 to 3)	\$
B - Total Estimated Price (item 4)	\$
A + B = Total Bid Price for Evaluation Purposes (taxes extra) :	