



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

**Bid Receiving - PWGSC / Réception des  
soumissions - TPSGC**

**11 Laurier St./ 11, rue Laurier**

**Place du Portage, Phase III**

**Core 0B2 / Noyau 0B2**

**Gatineau**

**Québec**

**K1A 0S5**

**Bid Fax: (819) 997-9776**

**REQUEST FOR PROPOSAL  
DEMANDE DE PROPOSITION**

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

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

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

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

**Comments - Commentaires**

**THIS DOCUMENT CONTAINS A SECURITY  
REQUIREMENT**

**"CE DOCUMENT COMPORTE DES EXIGENCES  
RELATIVES À LA SÉCURITÉ"**

**Window Cleaning Services / Service de nettoyage de  
vitres**

**Vendor/Firm Name and Address**

**Raison sociale et adresse du**

**fournisseur/de l'entrepreneur**

**Issuing Office - Bureau de distribution**

**Maintenance & Professional Consulting Services Division  
(FK)**

**11 Laurier St./ 11, rue Laurier**

**3C2, Place du Portage, Phase III**

**Gatineau**

**Québec**

**K1A 0S5**

<b>Title - Sujet</b> Window Cleaning 455 de la Carrier	
<b>Solicitation No. - N° de l'invitation</b> EJ196-172656/A	<b>Date</b> 2017-02-28
<b>Client Reference No. - N° de référence du client</b> 20172656	
<b>GETS Reference No. - N° de référence de SEAG</b> PW-\$\$FK-258-72581	
<b>File No. - N° de dossier</b> fk258.EJ196-172656	<b>CCC No./N° CCC - FMS No./N° VME</b>
<b>Solicitation Closes - L'invitation prend fin</b> <b>at - à 02:00 PM</b> <b>on - le 2017-04-10</b>	<b>Time Zone</b> <b>Fuseau horaire</b> Eastern Daylight Saving Time EDT
<b>F.O.B. - F.A.B.</b> <b>Plant-Usine:</b> <input type="checkbox"/> <b>Destination:</b> <input type="checkbox"/> <b>Other-Autre:</b> <input type="checkbox"/>	
<b>Address Enquiries to: - Adresser toutes questions à:</b> Hill, Cris	<b>Buyer Id - Id de l'acheteur</b> fk258
<b>Telephone No. - N° de téléphone</b> (873) 469-4891 ( )	<b>FAX No. - N° de FAX</b> (819) 956-3600
<b>Destination - of Goods, Services, and Construction:</b> <b>Destination - des biens, services et construction:</b>  Specified Herein Précisé dans les présentes	

**Instructions: See Herein**

**Instructions: Voir aux présentes**

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

EJ196-172656/A Request For Proposal (RFP)  
Window Cleaning Services  
455 Boul. De la Carrière and exterior garage Cris Hill FK258

IMPORTANT NOTICE TO BIDDERS

Security

This notice is to advise ALL interested bidders that in order to be awarded a contract which contains a security requirement, all bidders MUST hold a valid Security Clearance granted or approved by PW GSC Canadian Industrial Security Directorate (CISD) at the level indicated in this solicitation document. Should the bidder not currently hold a valid Security Clearance or require the level to be upgraded, PW GSC will sponsor the bidder. Please submit your written request with the following information to Cris Hill by facsimile 819-956-3600 or by e-mail to [cris.hill@pwgsc.gc.ca](mailto:cris.hill@pwgsc.gc.ca).

Legal Company Name  
Mailing address  
Surname and given name of contact person  
Telephone number of contact person  
Title of contact person  
Facsimile number  
E-mail address of contact person  
Procurement Business Number  
Preferred Language of correspondence  
Level of Security Required

Additional information on PW GSC security can be found on the following web site:  
<http://ssi-iss.tpsgc-pwgsc.gc.ca> or by dialing 1-866-368-4646 (Toll free).

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PART 1 - GENERAL INFORMATION

1.1 Introduction

The bid solicitation is divided into seven parts plus 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, if applicable, and the basis of selection;
- Part 5 Certifications and Additional Information: includes the certifications and additional information to be provided;
- Part 6 Security, Financial and Other Requirements; includes specific requirements that must be addressed by Bidders; and
- Part 7 Resulting Contract Clauses: includes the clauses and conditions that will apply to any resulting contract. (To be completed upon award of Contract)

1.2 Summary

1.2.1 To provide Window Cleaning Services including all labour, supervision, transportation, tools, material, and equipment; for Public Works and Government Services Canada (PWGSC), located at 455 Boul de la Carrière, Louis Saint Laurent Building #2 including exterior garage, Gatineau, Quebec, Canada, in accordance with the terms and conditions contained in the solicitation and Annex A.

The period of any resulting Contract will be for a period of 1 year (estimated commencement date June 1, 2017), with Canada retaining an irrevocable option to extend the contract for a period of 4 additional consecutive twelve (12) month 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) of Public Works and Government Services Canada (<http://ssi-iss.tpsgc-pwgsc.gc.ca/index-eng.html>) website".

1.2.3 Bidders must provide a list of names, or other related information as needed, pursuant to section 03 of Standard Instructions 2003 (2016-04-04).

1.2.4 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.

1.2.5 The requirement is subject to the provisions of the North American Free Trade Agreement (NAFTA).

1.2.6 There is a mandatory Bidders' site visit associated with this requirement where personnel security screening is required prior to gaining access to sites. Consult Part 2 – Bidder Instructions.

### 1.3 Debriefings

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

## PART 2 - BIDDER INSTRUCTIONS

### 2.1 Standard Instructions, Clauses and Conditions

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

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

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

The text under Subsection 5.4 - Submission of Bids of 2003 referenced above is amended as follows:

Delete: sixty (60) days

Insert: one hundred twenty (120) days

### 2.2 Submission of Bids

Bids must be submitted only to Public Works and Government Services Canada (PW GSC) Bid Receiving Unit by the date, time and place indicated on page 1 of the bid solicitation.

### 2.3 Former Public Servant (A3025T 2014-06-26)

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:

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- (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

#### 2.4 Enquiries - Bid Solicitation

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

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

#### 2.5 Applicable Laws

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

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

#### 2.6 Mandatory Site Visit

It is mandatory that the Bidder or a representative of the Bidder visit the work site.

Arrangements have been made for a site visit to be held on March 29, 2017 at 9:00am at 455 Boul de la Carrière, Gatineau, Quebec.

***It is mandatory that bidders provide and wear safety boots, a hard hat and safety glasses for the site visit. Bidders who do not comply will not be permitted to attend the site visit.***

Bidders will be required to sign an attendance form. Bidders who do not attend or send a representative will not be given an alternative appointment and their bids will be rejected as non-compliant. Any clarifications or changes to the bid solicitation resulting from the site visit will be included as an amendment to the bid solicitation.

A maximum of two (2) representatives per bidder will be permitted to examine the sites.

### 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 Financial Bid
- Section II Certifications
- Section III Authorities
- Section IV Additional Information

Prices must appear in the financial bid only. Prices must not 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-police-eng.html>).

To assist Canada in reaching its objectives, bidders should:

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

#### Section I Financial Bid

- 3.1.1 Bidders must submit their financial bid in accordance with the Pricing Schedule attached as Annex B – Financial Bid.

#### 3.1.2 ELECTRONIC PAYMENT

The Bidder accepts to be paid by the following Electronic Payment

Instrument: Direct Deposit (Domestic and International)

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

Email for Direct Deposit info: \_\_\_\_\_

#### Section II: Certifications

- 3.2 Bidders must submit the certifications required under Part 5.



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Section III: Authorities

3.3 Contractor's Representative

The name and particulars of the person to be contacted for general enquiries and follow-up purposes:

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

Telephone: \_\_\_\_\_

Facsimile: \_\_\_\_\_

Cellular: \_\_\_\_\_

E-mail: \_\_\_\_\_

Section IV Additional Information

3.4 The Company Security Officer (CSO) must ensure through the Industrial Security Program (ISP) that the Bidder and proposed individuals hold a valid security clearance at the required level, as indicated in Part 7 – Security.

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

##### 4.1 Evaluation Procedures

Bids will be assessed in accordance with the entire requirement of the bid solicitation including the financial evaluation criteria.

##### 4.1.1 Technical and Financial Evaluation - mandatory requirement at Bid Closing

- (1) Mandatory Site Visit attendance;
- (2) (Mandatory) Security Clearance of Reliability Status at bid closing, in accordance with Part 6 and Part 7, Security Requirements and Annex C;
- (3) (Mandatory) Employee Information for Security at bid closing in accordance with Part, 6.2
- (4) (Mandatory) Submission of Firm Price/Rates in Canadian funds.

Only proposals found to meet ALL the mandatory requirements will be deemed acceptable proposals and will be further evaluated in accordance with the evaluation criteria. Proposals not meeting ALL of the mandatory requirements will be deemed non-responsive and will be given NO further consideration

##### 4.2 Basis of selection

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

## **PART 5 – CERTIFICATIONS AND ADDITIONAL INFORMATION**

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

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

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

### **5.1 Certifications Required with the Bid**

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

#### **5.1.1 Integrity Provisions - Declaration of Convicted Offences**

In accordance with the *Ineligibility and Suspension Policy* (<http://www.tpsgc-pwgsc.gc.ca/ci-if/politique-policy-eng.html>), 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 Card and Licensing Documentation (at bid closing or Upon Request)**

**Valid copies of the following cards and licensing documentation should be submitted for each of the proposed personnel with the bid by the bid solicitation closing date.**

However, if the following is not submitted with the bid by the bid solicitation closing date, 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 and no further consideration will be given to the bidder.

All certificates are to be recognized by the Human Resources Skills Development Canada (HRSDC) – Labour Program and/or Workplace Safety & Insurance Board (WSIB) and/or Construction Safety Association of Ontario (CSAO) and/or any other recognized legislative or regulatory body in the Province or territory in which the work is to be performed.

- **no more than 5yrs old for each employee named to work on the contract**
  - **a valid Fall Arrest certificate/wallet card (online not accepted);**
  - **a valid First Aid/CPR certificate/wallet card;**
  - **a valid Workplace Hazardous Material Inventory System (WHMIS) certificate/wallet card**
- **Suspended Access Equipment certificate**

#### **5.2.3 Integrity Provisions – Required Documentation**

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

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

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

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

Canada will also have the right to terminate the Contract for default if a Contractor, or any member of the Contractor if the Contractor is a Joint Venture, appears on the "[FCP Limited Eligibility to Bid](#)" list during the period of the Contract.

**PART 6 – SECURITY REQUIREMENTS**

**6.1 Security Requirement**

1. At the **date of bid closing**, the following conditions must be met:
  - (a) the Bidder must hold a valid organization security Reliability 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 Secret security requirement as indicated in part 7 – Resulting Contract Clauses;
  - (c) the Bidder must provide the name of all individuals who will require access to classified or protected information, assets or sensitive work sites.;
2. 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.

**6.2 Mandatory Employee Information for Security**

The Bidder **must** specify the following information regarding employees proposed to provide services against any resulting contract at bid closing:

LEGAL NAME (First and Last)	DATE OF BIRTH

**PART 7 - RESULTING CONTRACT CLAUSES**  
**To Be Completed At Contract Award**

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

**7.1 Statement of Work**

To provide Window Cleaning Services including all labour, supervision, transportation, tools, material, and equipment; for Public Works and Government Services Canada (PWGSC), located at 455 Boul de la Carrière, Louis Saint Laurent Building #2 including exterior garage, Gatineau, Quebec, Canada, in accordance with the terms and conditions contained in the solicitation and Annex A.

**7.1.1 Replacement of Specific Individuals**

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

**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>) issued by Public Works and Government Services Canada.

**7.2.1 General Conditions**

2035 (2016-04-04) General Conditions - Services, apply to and form part of the Contract.

### 7.3 Security Requirement

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

1. The Contractor must, at all times during the performance of the Contract, 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 personnel requiring access to sensitive work site(s) must **EACH** hold a valid **RELIABILITY STATUS**, 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 must comply with the provisions of the:
  - a. Security Requirements Check List and security guide (if applicable), attached at Annex C;
  - b. Industrial Security Manual (Latest Edition).

### 7.4 Term of Contract

#### 7.4.1 Period of Contract

The period of the Contract is from \_\_\_\_\_ to \_\_\_\_\_ inclusive. (leave blank until contract award)

#### 7.4.2 Option to Extend Contract (if applicable)

The Contractor grants to Canada the irrevocable option to extend the term of the Contract by up to 4 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 20 calendar days before

### 7.5 Authorities

#### 7.5.1 Contracting Authority

The Contracting Authority for the Contract

is: Name: Cris Hill  
Title: Supply Specialist  
Public Works and Government Services Canada  
Acquisition Branch  
Directorate: RPCD (Real Property Contracting Directorate)  
3C2 - 11 Laurier, Place du Portage, Phase  
III, Gatineau, Quebec K1A 0S5  
Telephone: 873-469-4891 (NEW)  
Facsimile: 819-956-3600  
E-mail address: cris.hill@pwgsc.gc.ca

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

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7.5.2 Technical Authority "TO BE PROVIDED AT CONTRACT AWARD"

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.

7.5.3 Contractor's Representative

The name and particulars of the person to be contacted for general enquiries and follow-up purposes:

Name: \_\_\_\_\_  
Telephone: \_\_\_\_\_  
Facsimile: \_\_\_\_\_  
Cellular: \_\_\_\_\_  
E-mail: \_\_\_\_\_

Remark to Contracting Authority: If the successful bidder has identified himself as a former public servant, insert in full text SACC Manual clause A3025C, to assist client departments in identifying contracts with former public servants and reporting this information in their Proactive Disclosure of Contracts.

7.6 Proactive Disclosure of Contracts with Former Public Servants

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

7.7 Payment

7.7.1 Limitation of Expenditure ([Note to Contracting Authority: use this clause \(7.7.1\) only if requirement contains As & When Requested.](#))

The Contractor will supply the goods and services under the Contract to an estimated total expenditure that must not exceed \$ (to be determined) (Harmonized Sales Tax (HST) extra) of which \$ (to be determined) (Harmonized Sales Tax (HST) extra) is for goods and/or services enumerated or described in Pricing Schedule 1, and \$ (to be determined) (Harmonized Sales Tax (HST) extra) is for additional goods and/or services that may be requested on an "As and When Requested" basis at the prices and/or rates set out in Pricing Schedule 2.



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7.7.2 Basis of Payment - Firm Prices and "As and When"

In consideration of the Contractor satisfactorily completing all of its obligations under the Contract, the Contractor will be paid firm prices, in accordance with General Conditions 2035 16 (2014-09-25) 'Payment Period' and the following tables. Goods and Services Tax (GST) or Harmonized Sales Tax (HST) is extra, if applicable.

a) Firm rates will be paid in accordance with Pricing Schedule 1 in four (4) equal quarterly payments OR twelve (12) equal monthly payments.

b) "As and When Requested" Work:

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

Canada's total liability to the Contractor under the "as and when requested" portion of the Contract must not exceed (to be determined). Goods and Services Tax (GST) or Harmonized Sales Tax (HST) is extra, if applicable.

The Contractor must not perform any work or provide any service that would result in Canada's total liability being exceeded before obtaining the written approval of the Contracting Authority. The Contractor must notify the Contracting Authority in writing as to the adequacy of this sum:

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

whichever comes first.

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.

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.

(At contract award - insert appropriate pricing table(s) here)

7.7.3 SACC Manual Clauses

A9117C (2007-11-30) T1204 - Direct Request by Customer Department, apply to and form part of the Contract.

7.8 Invoicing Instructions - Maintenance Services

1. The Contractor must submit invoices in accordance with the section entitled "Invoice Submission" of the general conditions along with the quarterly maintenance report described in "the Statement of Work" of the Contract.

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Invoices cannot be submitted until all work identified in the invoice has been completed and that all maintenance service call reports related to the Work identified in the invoice have been received by the Technical Authority.

2. The Contractor must distribute the invoices and reports as follows:

- (a) The original and two (2) copies of the invoices and quarterly maintenance reports must be forwarded to the following address for certification and payment. (Contracting officers must insert the name and address of the organization if different from the following:

Invoices are to be made out and mailed to: Public

Works and Government Services Canada

Building Services - Maintenance and Operational Assurances

400 Cooper Street, 6th floor

Ottawa, Ontario, K1A 0S5

or by email as a PDF to: \_\_\_\_\_ (TO BE PROVIDED AT CONTRACT AWARD)

7.8.1 ELECTRONIC PAYMENT

The Bidder accepts to be paid by the following Electronic Payment Instrument:

Direct Deposit (Domestic and International)

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

Email for Direct Deposit info: \_\_\_\_\_

7.9 Certifications

7.9.1 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.

7.9.2 Federal Contractors Program for Employment Equity - Default by the Contractor

The Contractor understands and agrees that, when an Agreement to Implement Employment Equity (AIEE) exists between the Contractor and Employment and Social Development Canada (ESDC)-Labour, the AIEE must remain valid during the entire period of the Contract. If the AIEE becomes invalid, the name of the Contractor will be added to the "FCP Limited Eligibility to Bid" list. The imposition of such a sanction by ESDC will constitute the Contractor in default as per the terms of the Contract.

7.10 Applicable Laws

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

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7.11 Priority of Documents

If there is a discrepancy between the wordings 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 2035 (2016-04-04)
- (c) Annex A, Statement of Work;
- (d) Annex C, Security Requirements Check List;
- (e) the Contractor's proposal dated \_\_\_\_\_(insert date of bid)

7.12 Insurance - Specific Requirements

7.12.1 Insurance Requirements

The Contractor must comply with the insurance requirements specified in the following article 7.13.2 Commercial General Liability Insurance. The Contractor must maintain the required insurance coverage for the duration of the Contract. Compliance with the insurance requirements does not release the Contractor from or reduce its liability under the Contract.

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

The Contractor must forward to the Contracting Authority within ten (10) days after the date of award of the Contract, a Certificate of Insurance evidencing the insurance coverage and confirming that the insurance policy complying with the requirements is in force. Coverage must be placed with an Insurer licensed to carry out business in Canada. The Contractor must, if requested by the Contracting Authority, forward to Canada a certified true copy of all applicable insurance policies.

7.12.2 Commercial General Liability Insurance

1. The Contractor must obtain Commercial General Liability Insurance, and maintain it in force throughout the duration of the Contract, in an amount usual for a contract of this nature, but for not less than \$2,000,000 per accident or occurrence and in the annual aggregate.
2. The Commercial General Liability policy must include the following:
  - (a) Additional Insured: Canada is added as an additional insured, but only with respect to liability arising out of the Contractor's performance of the Contract. The interest of Canada should read as follows: Canada, as represented by Public Works and Government Services Canada.
  - (b) Bodily Injury and Property Damage to third parties arising out of the operations of the Contractor.
  - (c) Products and Completed Operations: Coverage for bodily injury or property damage arising out of goods or products manufactured, sold, handled, or distributed by the Contractor and/or arising out of operations that have been completed by the Contractor.

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

7.13 Cellular Phones and/or Pagers

The Contractor's Foreman or Site Supervisor must be equipped with a cellular phone and/or pager at all times. All expenses including installation, airtime, activating fees, and the cost of the phones/pagers themselves, will be the responsibility of the Contractor. The Contractor must maintain an uninterrupted communication service.

7.14 Government Site Regulations

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

7.15 Pre-Commencement Meeting

A pre-commencement meeting is mandatory for the Contractor prior to commencing any work and minutes of the meeting will be taken. The time and place of this meeting will be determined by the Technical.

The Contractor is to supply the Technical Authority with a copy of its safety policy as required by the applicable Provincial Occupational Safety and Health Regulation.

**Public Works and  
Government Services  
Canada**

**Window cleaning services contracts  
Louis Saint Laurent Building # 2 and  
exterior garage  
455 Boul. De La Carrière  
Gatineau, QC.  
J8Y 6V7**

**Tender and contract**

**Statement of Work number:**

**EJ196-172656**

## Annex A EJ196-172565/A - Statement of Work

This document is the document referred to as ‘Specifications **numbered EJ196-172656**

<b>Section 1</b>	<b>Special Conditions</b>
------------------	---------------------------

- |     |                                      |
|-----|--------------------------------------|
| 1.  | Cleaning Operations                  |
| 2.  | Staffing                             |
| 3.  | Health & Safety                      |
| 4.  | Security                             |
| 5.  | Building Maintenance                 |
| 6.  | Materials & Equipment                |
| 7.  | Roof Anchor Inspection Certification |
| 8.  | Roof Anchor Log Book                 |
| 9.  | Light, Heat, Power & Water           |
| 10. | Elevator Services                    |
| 11. | Additional Special Conditions        |

<b>Section 2</b>	<b>Operations and Frequencies</b>
------------------	-----------------------------------

- |    |                                       |
|----|---------------------------------------|
| 1. | Schedule of Work                      |
| 2. | Additional Operations and Frequencies |
| 3. | Schedule Cleaning Operations          |

<b>Appendix ‘A’ to Section 2</b>	<b>Roof Anchor Plan</b>
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<b>Section 3</b>	<b>Definition of Terms and Quality Standards</b>
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- |    |        |
|----|--------|
| 1. | Glass  |
| 2. | Frames |
| 3. | Sills  |

## Annex A EJ196-172565/A - Statement of Work

Section 1	Special Conditions
<b>1. Cleaning Operations</b>	

### **.1 General**

- .1 Five working days prior to commencing a Scheduled Cleaning Operation, the Contractor must notify the Technical Authority of the scheduled dates when they will perform the work.
- .2 The services must be inspected by the Technical Authority and the Contractor's representative periodically or prior to moving the swing stage upon completion of phase of the scheduled work.

### **.2 Scheduled Cleaning Operations**

- .1 Schedule Cleaning Operation Chart to Section 2 establishes the schedule of operations to be performed during the original contract and to be repeated in each option year of the contract.

<b>2. Staffing</b>
--------------------

- .1 The Contractor must provide all qualified staff necessary to perform all Services mentioned in Section 2.
- .2 The Contractor must, immediately upon award of the contract, designate a supervisor. The supervisor must be in full charge of the operations of the contractor in the performance of the services and must be authorized to accept any notice, consent, order, direction, decision or other communication on behalf of the Contractor that may given under the contract. The supervisor must liaise, on a daily basis, with the Technical Authority and must be capable of communicating in English or French.
- .3 It is mandatory that the supervisor and all employees are equipped with a cell phone. All expenses including installation, airtime fees commissioning and the cost of phones will be at the expense of the Contractor. A communication service without interruption is required.

<b>3. Health &amp; Safety</b>
-------------------------------

- .1 **Perform the work in accordance with Part II of the Canada Labour Code, the Canadian health and safety at work regulations, the guidance at national fire code, laws and provincial/territorial regulations applicable and all municipal applicable laws. The more stringent requirements must prevail.**

## Annex A EJ196-172565/A - Statement of Work

- .2 The Contractor must adhere to all health and safety measures pertaining to accident prevention and fire hazards recommended by National and Provincial codes and/or prescribed by the authorities having jurisdiction concerning the equipment, work habits and procedures. In addition, the contractor must have his staff adequately trained to ensure that his personnel is qualified to perform window cleaning operations in accordance with the **Codes, laws and regulations mentioned in 3.1.**
- .3 The Contractor must submit a written “Site-Specific Health and Safety Plan” based on dangers and risks evaluations prior to commencing any work on site and continue to implement, maintain, and enforce plan until final demobilization from site. The Site-Specific Health and Safety Plan (SSHSP) must address work site specifications. The Contractor must submit a (SSHSP) 10 days prior to commencement of work described in this agreement. The (SSHSP) must include, to a minimum:
  - A) evaluation of safety hazards specific to the site.
  - B) control measures of risk analysis or hazards health and safety risks associated to each task and each specific site activity.
  - C) for each building, submit a work plan for cleaning windows using a suspended scaffold or material similar to a single point of attachment or to execute a job from window sills.
  - D) protective material and personal protective equipment, protection for public roads, proper signage and the requirement to notify provincial authorities having jurisdiction.
- .4 The Technical Authority will review the Contractor's Site-Specific Health and Safety Plan and provide comments to the Contractor within [3] days after receipt of plan. The Contractor will revise the plan as appropriate and resubmit plan to the Technical Authority within [3] days after receipt of comments.
- .5 The Technical Authority's review of Contractor's final Site-Specific Health and Safety plan should not be construed as approval and does not reduce the Contractor's overall responsibility for Health and Safety work measures.
- .6 The Contractor must perform the work in a manner that is least disruptive to the Crown and occupants of the buildings.
- .7 Any City permits necessary to perform Services, especially when the use of Contractor's equipment would involve blocking access to city streets or pedestrian sidewalks and the surrounding area, is the responsibility of the Contractor to obtain prior to commencement of work.



## Annex A EJ196-172565/A - Statement of Work

- .8 **Construction site:** The contractor is not allowed to clean the windows of a building or a section of the building considered a construction site when work is in progress. When such a situation occurs, the Contractor must inform the Technical Authority for further guidance.

### 4. Security

- .1 Only those employees whose names submitted by the Contractor to the Technical Authority will be allowed access to the site of the work. No other persons accompanying employees must be allowed on site.
- .2 All personnel employed in the performance of the services must comply with security requirements for the facility. **To identify personnel, the Company name or crest must be affixed to shirt, coveralls or coat.**
- .3 Audio/visual equipment or cameras are not permitted on the work site. It is strictly forbidden to take any pictures or videos on-site.
- .4 All keys or key cards entrusted to the Contractor for the fulfillment of its contract must be fully protected at all times.

### 5. Building Maintenance

- .1 The Contractor's staff must report all architectural (ie: Broken Windows), electrical and mechanical deficiencies observed during the performance of the Services to the Technical Authority.

### 6. Material & Equipment

- .1 The Contractor must supply all equipment, materials or products required to carry out the services as mentioned in Section 2.
- .2 The Contractor must ensure the good condition of all equipment, mobile equipment and hoist used to do the work. All materials, products and equipment must be suitable for surfaces to be cleaned and used according to the manufacturer's instructions. The Technical Authority may direct the Contractor to stop the use of a product, material or equipment deemed unacceptable and replaced within the next business day.
- .3 The Contractor must, on request, furnish a complete written statement of the origin, composition and/or manufacturer of any of all materials supplied by if for use in the services.

## Annex A EJ196-172565/A - Statement of Work

- .4 The Contractor will and must ensure that all materials used in the workplace are classified and labeled according to the Workplace Hazardous Materials Information Systems (WHIMS).
- .5 A binder with the copies of the material safety data sheets (MSDS) must be kept on the premises and updated on a regular basis, or when new cleaning products are purchased. This binder must be made available to the Technical Authority upon request.

### 7. Roof Anchor Inspection Certificate (Not Applicable)

- .1 The Contractor is responsible to have a certified engineer perform a roof anchor inspection annually. A copy of the roof anchor inspection stamped by the certified engineer will be submitted to the Technical Authority as well as the registration number from the Ontario or Quebec Ministry of Labour.

### 8. Roof Anchor Log Book (Not Applicable)

- .1 A roof anchor log book shall be maintained in the building by the Contractor in which it shall record on a daily all window cleaning operations when being performed. The log book shall be located **on site** and available to the Technical Authority for monitoring purposes.

### 9. Light, Heat, Power and Water

- .1 Canada shall supply all light, heat, power and hot/cold water reasonably required for the performance of the Services.

### 10. Elevator Services

- .1 Where applicable, the Contractor shall be permitted the use of elevators, escalators, conveyors and dumbwaiters and shall be responsible for their safe operation.

### 11. Additional Special Conditions

**Note: Clause 11 takes precedence of clauses 1 to 10.**

**Refer to the following tasks in "Additional and/or Not Applicable" clauses listed below:**

- .1 **Reference to clause 1 (Cleaning Operations)**
  - .1 **Hours of Work**
    - .1 The hours of work shall be between 08:00 and 17:00 hours Monday through Friday.
    - .2 The scheduled cleaning operations chart is for the entire building and the exterior garage.

## **Annex A EJ196-172565/A - Statement of Work**

### **.2 Reference to Clause 3 (Health & Safety)**

- .1 The cleaning staff must be escorted by the building technicians at all times when entering any mechanical rooms.
- .2 Appropriate Personal Protective Equipment (PPE) are required when working or accessing the mechanical rooms.

### **.3 Reference to clause 4 (Security)**

- .1 The window cleaners must be escorted, at all times, when cleaning the interior of the windows. The escorts will be the responsibility of Canada.

### **.4 Reference to Clause 6 (Material and Equipment)**

- .1 The contractor must supply all required equipment and products and follow the Swing stage User Manual.

### **.5 Reference to clause 7 (Roof Anchor Inspection Certificate) – (Not Applicable)**

### **.6 Reference to clause 8 (Roof Anchor Log Book – (Not Applicable)**

## Annex A EJ196-172565/A - Statement of Work

Section 2	Operations and Frequencies
<b>1. Schedule of Work</b>	

**.1 Scheduled Cleaning (Method A)**

1. Clean both sides of the perimeter glass, window framing and sills.
2. Clean splashing, streaking and staining as a result of the work.
3. Clean all of the above as per Scheduled Cleaning Operation Chart.

**(and/or)**

**.2 Schedule Cleaning (Method B)**

1. Clean inside of the perimeter glass, framing and sills.
2. Clean splashing, streaking and staining as a result of the work.
3. Clean all of the above as per Scheduled Cleaning Chart.

**(and/or)**

**3. Schedule Cleaning (Method C)**

1. Clean outside of the perimeter glass, framing and sills.
2. Clean splashing, streaking and staining as a result of the work.
3. Clean all of the above as per Scheduled Cleaning Chart.

<b>2. Additional Operations and Frequencies</b>
---

**Note:** Clause 2 takes precedence of clauses 1 (Section 2).  
Refer to the following tasks in "Additional and/or Not Applicable" clauses listed below:

**.1 Reference to clause 1 (Schedule of Work)**

**.1 Monthly (First Monday of each month from May to December)**

**.1 (Street and second level, building only)**

- .1 Clean windows, doors, frames, cameras, light fixtures and others using Method "C".
- .2 Remove spider webs and others on all surfaces.

**3. Schedule Cleaning Operations**

**SCHEDULED CLEANING OPERATIONS CHART**

Clause	Area	Operation	J A N	F E B	M A R	A P R	M A Y	J U N	J U L	A U G	S E P	O C T	N O V	D E C
2.1.1		Method A						X						
2.1.3		Method C										X		
2.2.1		Method C					X	X	X	X	X	X	X	X

**Note: the Contractor must notify the Departmental Representative when each Schedule Cleaning Operation is completed.**

**Section 3**

**Definition of Terms and Quality Standards**

**Quality Standards**

**The Quality Standards described below must be strictly adhered to. All inspections made by the Technical Authority must be rated according to these Quality Standards.**

**1. Glass**

All perimeter glass must be free of streaks, stains and adherent matter.

**2. Frames**

All frames must be free of streaks, stains and adherent matter.

**3. Sills**

All sills must be free of streaks, stains and adherent matter.

EJ196-172656/A Financial Bid Annex B (E)  
Window Cleaning 455 de la Carriere  
EJ196-172656/A Cris Hill fk258

**Section I: Financial Bid**

**PRICING SCHEDULE 1:**

Firm all inclusive prices including overhead, profit and all related costs for Interior and Exterior Window Cleaning in accordance with the Specification EJ196-172656 at Annex A.

<b>1.1 BUILDING - 455 DE LA CARRIERE</b>				
<b>Method: "A" Interior and Exterior Window Cleaning</b>				
<b>Period</b>	<b>To be completed in the month of:</b>	<b>Firm Price per cleaning (GST Extra):</b>	<b>Number of Months</b>	<b>Firm annual price (GST Extra)</b>
Year One (1) 2017/2018	June	\$ _____ x	1 =	\$ _____
Option Year One (1) 2018/2019	June	\$ _____ x	1 =	\$ _____
Option Year Two (2) 2019/2020	June	\$ _____ x	1 =	\$ _____
Option Year Three (3) 2020/2021	June	\$ _____ x	1 =	\$ _____
Option Year Four (4) 2021/2022	June	\$ _____ x	1 =	\$ _____
<b>1.1 Sub Total All Years:</b>				<b>\$</b>

**PRICING SCHEDULE 2:**

Firm all inclusive prices including overhead, profit and all related costs for Exterior Window Cleaning in accordance with the Specification EJ196-133083 dated February 1, 2013 at Annex A

<b>1.2 BUILDING - 455 DE LA CARRIERE</b>				
<b>Method: "C" Exterior Window Cleaning</b>				
<b>Period</b>	<b>To be completed in the month of:</b>	<b>Firm Price per cleaning (GST Extra):</b>	<b>Number of Months</b>	<b>Firm annual price (GST Extra)</b>
Year One (1) 2017/2018	October	\$ _____ x	1 =	\$ _____
Option Year One (1) 2018/2019	October	\$ _____ x	1 =	\$ _____
Option Year Two (2) 2019/2020	October	\$ _____ x	1 =	\$ _____
Option Year Three (3) 2020/2021	October	\$ _____ x	1 =	\$ _____
Option Year Four (4) 2021/2022	October	\$ _____ x	1 =	\$ _____
<b>1.2 Sub Total All Years:</b>				<b>\$</b>

EJ196-172656/A Financial Bid Annex B (E)  
Window Cleaning 455 de la Carriere  
EJ196-172656/A Cris Hill fk258

**PRICING SCHEDULE 3:**

Firm all inclusive prices including overhead, profit and all related costs for Exterior Window Cleaning in accordance with the Specification EJ196-133083 dated February 1, 2013 at Annex A

<b>1.3 BUILDING - 455 DE LA CARRIERE Street &amp; Second Level only</b> <b>2.2.1 Method: "C" Exterior Window Cleaning</b> <b>First Monday of each month</b> <b>Clean windows, doors, frames, cameras, light fixtures and others</b> <b>Remove spider webs and others on all surfaces</b>				
Period	To be completed in the month of:	Firm Price per cleaning (GST Extra):	Number of Months	Firm annual price (GST Extra)
Year One (1) 2017/2018	May	\$ _____ x	1 =	\$ _____
	June	\$ _____ x	1 =	\$ _____
	July	\$ _____ x	1 =	\$ _____
	August	\$ _____ x	1 =	\$ _____
	September	\$ _____ x	1 =	\$ _____
	October	\$ _____ x	1 =	\$ _____
	November	\$ _____ x	1 =	\$ _____
	December	\$ _____ x	1 =	\$ _____
Option Year One (1) 2018/2019	May	\$ _____ x	1 =	\$ _____
	June	\$ _____ x	1 =	\$ _____
	July	\$ _____ x	1 =	\$ _____
	August	\$ _____ x	1 =	\$ _____
	September	\$ _____ x	1 =	\$ _____
	October	\$ _____ x	1 =	\$ _____
	November	\$ _____ x	1 =	\$ _____
	December	\$ _____ x	1 =	\$ _____
Option Year Two (2) 2019/2020	May	\$ _____ x	1 =	\$ _____
	June	\$ _____ x	1 =	\$ _____
	July	\$ _____ x	1 =	\$ _____
	August	\$ _____ x	1 =	\$ _____
	September	\$ _____ x	1 =	\$ _____
	October	\$ _____ x	1 =	\$ _____
	November	\$ _____ x	1 =	\$ _____
	December	\$ _____ x	1 =	\$ _____
Option Year Three (3) 2020/2021	May	\$ _____ x	1 =	\$ _____
	June	\$ _____ x	1 =	\$ _____
	July	\$ _____ x	1 =	\$ _____
	August	\$ _____ x	1 =	\$ _____
	September	\$ _____ x	1 =	\$ _____
	October	\$ _____ x	1 =	\$ _____
	November	\$ _____ x	1 =	\$ _____
	December	\$ _____ x	1 =	\$ _____
Option Year Four (4) 2021/2022	May	\$ _____ x	1 =	\$ _____
	June	\$ _____ x	1 =	\$ _____
	July	\$ _____ x	1 =	\$ _____
	August	\$ _____ x	1 =	\$ _____
	September	\$ _____ x	1 =	\$ _____
	October	\$ _____ x	1 =	\$ _____
	November	\$ _____ x	1 =	\$ _____
	December	\$ _____ x	1 =	\$ _____
<b>1.3 Sub Total All Years:</b>				<b>\$ _____</b>

EJ196-172656/A Financial Bid Annex B (E)  
Window Cleaning 455 de la Carriere  
EJ196-172656/A Cris Hill fk258

**PRICING SCHEDULE 4:**

Firm all inclusive prices including overhead, profit and all related costs for Interior & Exterior Window Cleaning in accordance with the Specification EJ196-133083 dated February 1, 2013 at Annex A

<b>1.4 BUILDING - 455 DE LA CARRIERE - Exterior Garage - ALL WINDOWS</b> <b>Method: "A" Interior and Exterior Window Cleaning</b>				
<b>Period</b>	<b>To be completed in the month of:</b>	<b>Firm Price per cleaning (GST Extra):</b>	<b>Number of Months</b>	<b>Firm annual price (GST Extra)</b>
Year One (1) 2017/2018	June	\$_____x	1 =	\$_____
Option Year One (1) 2018/2019	June	\$_____x	1 =	\$_____
Option Year Two (2) 2019/2020	June	\$_____x	1 =	\$_____
Option Year Three (3) 2020/2021	June	\$_____x	1 =	\$_____
Option Year Four (4) 2021/2022	June	\$_____x	1 =	\$_____
<b>1.4 Sub Total:</b>				<b>\$</b>

<b>1.5 BUILDING - 455 DE LA CARRIERE - Exterior Garage - ALL WINDOWS</b> <b>Method: "A" Interior and Exterior Window Cleaning</b>				
<b>Period</b>	<b>To be completed in the month of:</b>	<b>Firm Price per cleaning (GST Extra):</b>	<b>Number of Months</b>	<b>Firm annual price (GST Extra)</b>
Year One (1) 2017/2018	October	\$_____x	1 =	\$_____
Option Year One (1) 2018/2019	October	\$_____x	1 =	\$_____
Option Year Two (2) 2019/2020	October	\$_____x	1 =	\$_____
Option Year Three (3) 2020/2021	October	\$_____x	1 =	\$_____
Option Year Four (4) 2021/2022	October	\$_____x	1 =	\$_____
<b>1.5 Sub Total:</b>				<b>\$</b>



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**PRICING SCHEDULE 5:**

Firm all inclusive prices including overhead, profit, all materials and all related additional costs for **Method A and C Cleaning** on an "AS AND WHEN REQUESTED" basis only, **for Emergency and Extra Cleaning** as identified herein.

**3.1) LABOUR:** Our firm hourly rate per qualified personnel shall be:

i) Regular Hours 6:00 to 18:00, Monday to Friday	<b>YEAR 1 RATE</b>	<b>OPTION YEAR 1 RATE</b>	<b>OPTION YEAR 2 RATE</b>	<b>OPTION YEAR 3 RATE</b>	<b>OPTION YEAR 4 RATE</b>
	\$_____/HR	\$_____/HR	\$_____/HR	\$_____/HR	\$_____/HR
Estimated quantity of hours per year:	____25____	____25____	____25____	____25____	____25____
<b>Extended Price:</b>	\$_____	\$_____	\$_____	\$_____	\$_____
<b>5.1(i) SUB-TOTAL:</b>					\$_____

ii) Outside Regular Hours Monday to Friday	<b>YEAR 1 RATE</b>	<b>OPTION YEAR 1 RATE</b>	<b>OPTION YEAR 2 RATE</b>	<b>OPTION YEAR 3 RATE</b>	<b>OPTION YEAR 4 RATE</b>
	\$_____/HR	\$_____/HR	\$_____/HR	\$_____/HR	\$_____/HR
Estimated quantity of hours per year:	____10____	____10____	____10____	____10____	____10____
<b>Extended Price:</b>	\$_____	\$_____	\$_____	\$_____	\$_____
<b>5.1 (ii) SUB-TOTAL:</b>					\$_____

lii) Saturday, Sunday and Satutory Holidays	<b>YEAR 1 RATE</b>	<b>OPTION YEAR 1 RATE</b>	<b>OPTION YEAR 2 RATE</b>	<b>OPTION YEAR 3 RATE</b>	<b>OPTION YEAR 4 RATE</b>
	\$_____/HR	\$_____/HR	\$_____/HR	\$_____/HR	\$_____/HR
Estimated quantity of hours per year:	____50____	____50____	____50____	____50____	____50____
<b>Extended Price:</b>	\$_____	\$_____	\$_____	\$_____	\$_____
<b>5.1 (iii) SUB-TOTAL:</b>					\$_____

Total Pricing Schedule 5: \$\_\_\_\_\_

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**Sum of Pricing Schedules**

Pricing Schedule 1: **GRAND TOTAL** \$ \_\_\_\_\_ +

Pricing Schedule 2: **GRAND TOTAL** \$ \_\_\_\_\_ +

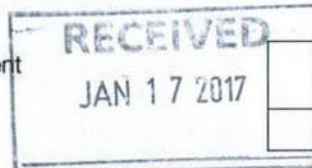
Pricing Schedule 3: **GRAND TOTAL** \$ \_\_\_\_\_ +

Pricing Schedule 4: **GRAND TOTAL** \$ \_\_\_\_\_ +

Pricing Schedule 5: **GRAND TOTAL** \$ \_\_\_\_\_ =

**TOTAL BID PRICE** \$ \_\_\_\_\_

**In the case of error in the extension of prices, the unit price will govern.  
Canada may enter into contract without negotiation.**

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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		Public Works and Government Services Canada	2. Branch or Directorate / Direction générale ou Direction MOA	
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 Window cleaning contract for 455 Boul. de la carrière Gatineau Québec				
5. a) Will the supplier require access to Controlled Goods? Le fournisseur aura-t-il accès à des marchandises contrôlées?			<input checked="" type="checkbox"/> No Non	<input type="checkbox"/> Yes Oui
5. b) Will the supplier require access to unclassified military technical data subject to the provisions of the Technical Data Control Regulations? Le fournisseur aura-t-il accès à des données techniques militaires non classifiées qui sont assujetties aux dispositions du Règlement sur le contrôle des données techniques?			<input checked="" type="checkbox"/> No Non	<input type="checkbox"/> Yes Oui
6. Indicate the type of access required / Indiquer le type d'accès requis				
6. a) Will the supplier and its employees require access to PROTECTED and/or CLASSIFIED information or assets? Le fournisseur ainsi que les employés auront-ils accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS? (Specify the level of access using the chart in Question 7. c) (Préciser le niveau d'accès en utilisant le tableau qui se trouve à la question 7. c)			<input checked="" type="checkbox"/> No Non	<input type="checkbox"/> Yes Oui
6. b) Will the supplier and its employees (e.g. cleaners, maintenance personnel) require access to restricted access areas? No access to PROTECTED and/or CLASSIFIED information or assets is permitted. Le fournisseur et ses employés (p. ex. nettoyeurs, personnel d'entretien) auront-ils accès à des zones d'accès restreintes? L'accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS n'est pas autorisé.			<input type="checkbox"/> No Non	<input checked="" type="checkbox"/> Yes Oui
6. c) Is this a commercial courier or delivery requirement with no overnight storage? S'agit-il d'un contrat de messagerie ou de livraison commerciale sans entreposage de nuit?			<input checked="" type="checkbox"/> No Non	<input type="checkbox"/> Yes Oui
7. a) Indicate the type of information that the supplier will be required to access / Indiquer le type d'information auquel le fournisseur devra avoir accès				
Canada <input type="checkbox"/>		NATO / OTAN <input type="checkbox"/>	Foreign / Étranger <input type="checkbox"/>	
7. b) Release restrictions / Restrictions relatives à la diffusion				
No release restrictions Aucune restriction relative à la diffusion <input type="checkbox"/>		All NATO countries Tous les pays de l'OTAN <input type="checkbox"/>	No release restrictions Aucune restriction relative à la diffusion <input type="checkbox"/>	
Not releasable À ne pas diffuser <input type="checkbox"/>				
Restricted to: / Limité à: <input type="checkbox"/>		Restricted to: / Limité à: <input type="checkbox"/>	Restricted to: / Limité à: <input type="checkbox"/>	
Specify country(ies): / Préciser le(s) pays:		Specify country(ies): / Préciser le(s) pays:	Specify country(ies): / Préciser le(s) pays:	
7. c) Level of information / Niveau d'information				
PROTECTED A PROTÉGÉ A <input type="checkbox"/>		NATO UNCLASSIFIED NATO NON CLASSIFIÉ <input type="checkbox"/>		PROTECTED A PROTÉGÉ A <input type="checkbox"/>
PROTECTED B PROTÉGÉ B <input type="checkbox"/>		NATO RESTRICTED NATO DIFFUSION RESTREINTE <input type="checkbox"/>		PROTECTED B PROTÉGÉ B <input type="checkbox"/>
PROTECTED C PROTÉGÉ C <input type="checkbox"/>		NATO CONFIDENTIAL NATO CONFIDENTIEL <input type="checkbox"/>		PROTECTED C PROTÉGÉ C <input type="checkbox"/>
CONFIDENTIAL CONFIDENTIEL <input type="checkbox"/>		NATO SECRET NATO SECRET <input type="checkbox"/>		CONFIDENTIAL CONFIDENTIEL <input type="checkbox"/>
SECRET SECRET <input type="checkbox"/>		COSMIC TOP SECRET COSMIC TRÈS SECRET <input type="checkbox"/>		SECRET SECRET <input type="checkbox"/>
TOP SECRET TRÈS SECRET <input type="checkbox"/>				TOP SECRET TRÈS SECRET <input type="checkbox"/>
TOP SECRET (SIGINT) TRÈS SECRET (SIGINT) <input type="checkbox"/>				TOP SECRET (SIGINT) TRÈS SECRET (SIGINT) <input type="checkbox"/>





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**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 ☐ Yes  
Non 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 ☐ Yes  
Non Oui

Short Title(s) of material / Titre(s) abrégé(s) du matériel :

Document Number / Numéro du document :

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

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

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

Special comments:

Commentaires spéciaux :

NOTE: If multiple levels of screening are identified, a Security Classification Guide must be provided.

REMARQUE : Si plusieurs niveaux de contrôle de sécurité sont requis, un guide de classification de la sécurité doit être fourni.

10. b) May unscreened personnel be used for portions of the work?  
Du personnel sans autorisation sécuritaire peut-il se voir confier des parties du travail? ☒ No ☐ Yes  
Non Oui

If Yes, will unscreened personnel be escorted?

Dans l'affirmative, le personnel en question sera-t-il escorté?

☒ No ☐ Yes  
Non 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 ☐ Yes  
Non 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 ☐ Yes  
Non 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 ☐ Yes  
Non 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 ☐ Yes  
Non 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 ☐ Yes  
Non Oui

**Annex C - SRCL - EJ196-172656/A**  
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**PART C - (continued) / PARTIE C - (suite)**

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

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

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

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

**SUMMARY CHART / TABLEAU RÉCAPITULATIF**

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

12. a) Is the description of the work contained within this SRCL PROTECTED and/or CLASSIFIED?

La description du travail visé par la présente LVERS est-elle de nature PROTÉGÉE et/ou CLASSIFIÉE?

☒ No ☐ Yes  
 Non 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 ☐ Yes  
 Non Oui

**If Yes, classify this form by annotating the top and bottom in the area entitled "Security Classification" and indicate with attachments (e.g. SECRET with Attachments).**

**Dans l'affirmative, classifiez le présent formulaire en indiquant le niveau de sécurité dans la case intitulée « Classification de sécurité » au haut et au bas du formulaire et indiquer qu'il y a des pièces jointes (p. ex. SECRET avec des pièces jointes).**



**Annex D**  
**EJ196-172656/A**

**COMPLETE LIST OF NAMES OF ALL INDIVIDUALS WHO ARE CURRENTLY  
BOARD OF DIRECTORS OF THE BIDDER**

### NOTE TO BIDDERS

**WRITE BOARD OF DIRECTOR'S SURNAMES AND GIVEN NAMES IN BLOCK LETTERS**

Name

## Title

This image shows a single sheet of white paper with horizontal blue or grey ruling lines. The lines are evenly spaced and run across the width of the page. There are approximately 20 lines visible. The paper appears to be a standard notebook page.