



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

**Parks Canada Agency  
Bid Receiving Unit  
111 Water Street East  
Cornwall, Ontario K6H 6S3**

**Fax : 1-877-558-2349**

**REQUEST FOR PROPOSAL  
DEMANDE DE PROPOSITION**

Proposal to: Parks Canada Agency  
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 or attached hereto, the supplies and services listed herein or on any attached sheets at the price(s) set out therefore.

Proposition à : l'Agence Parcs 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 articles et les services énumérés ici et sur toute feuille ci-annexée, au(x) prix indiqué(s).

**Vendor/Firm Name and Address  
Raison sociale et adresse du  
fournisseur/de l'entrepreneur**

<b>Title-Sujet</b>  Janitorial Services	
<b>Solicitation No. - N° de l'invitation</b> 5P300-17-5126	<b>Date</b> April 6, 2017
<b>GETS Reference No. – N° de référence de SEAG</b>	
<b>Client Reference No. – N° de référence du client</b>	
<b>Solicitation Closes L'invitation prend fin –</b>  at – à 2 :00 pm on – le May 17, 2017	<b>Time Zone Fuseau horaire -</b>  Eastern Daylight Time (EDT)
<b>Address Inquiries to: - Adresser toute demande de renseignements à :</b> Cindy Dionne	
<b>Telephone No. - No de téléphone</b> (613) 938-5967	<b>Fax No. – N° de FAX:</b>
<b>Destination of Goods, Services, and Construction: Destinations des biens, services et construction :</b>  Prince Edward National Park Parks Canada Agency 2 Palmer Lane Charlottetown, PE C1A 5V5	
<b>Vendor/Firm Name and Address Raison sociale et adresse du fournisseur/de l'entrepreneur :</b>     <b>Telephone No. - N° de telephone : Facsimile No. - N° de télécopieur :</b>	
<b>Name and title of person authorized to sign on behalf of the Vendor/Firm (type or print) Nom et titre de la personne autorisée à signer au nom du fournisseur/ de l'entrepreneur (taper ou écrire en caractères d'imprimerie)</b>     <div><div>Name/Nom</div><div>Title/Titre</div></div>	

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Annex E, Attestation and proof of compliance with Occupational Health & Safety;  
Annex F, Security Requirement Check List;

## **PART 1 - GENERAL INFORMATION**

### **1.1 Security Requirements**

1. Before award of a contract, the following conditions must be met:
  - (a) the Bidder must hold a valid organization security clearance as indicated in Part 6 - Resulting Contract Clauses;
  - (b) the Bidder's proposed individuals requiring access to classified or protected information, assets or sensitive work sites must meet the security requirements as indicated in Part 6 - Resulting Contract Clauses;
  - (c) the Bidder must provide the name of all individuals who will require access to classified or protected information, assets or sensitive work sites;
2. Bidders are reminded to obtain the required security clearance promptly. Any delay in the award of a contract to allow the successful Bidder to obtain the required clearance will be at the entire discretion of the Contracting Authority.
3. For additional information on security requirements, Bidders should refer to the Industrial Security Program (ISP) of Public Works and Government Services Canada (<http://ssi-iss.tpsgc-pwgsc.gc.ca/index-eng.html>) website.

### **1.2 Statement of Work**

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

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

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

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

### **2.2 Submission of Bids**

Bids must be submitted only to Parks Canada Agency (PCA) Bid Receiving Unit by the date, time and place indicated on page 1 of the bid solicitation.

### **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.

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 question(s) or may request that the Bidder do so, so that the proprietary nature of the question(s) is eliminated, and the enquiry can be answered to all Bidders. Enquiries not submitted in a form that can be distributed to all Bidders may not be answered by Canada.

## **2.5 Applicable Laws**

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

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.

## **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 soft copy via facsimile

Section II: Financial Bid 1 soft copy via facsimile

Section III: Certifications 1 soft copy via facsimile

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

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

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

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

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

#### **Section I: Technical Bid**

In their technical bid, Bidders should explain and demonstrate how they propose to meet the requirements and how they will carry out the Work.

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

Bidders must submit their financial bid in accordance with the Basis of Payment. The total amount of Applicable Taxes must be shown separately.

### **Section III: Certifications**

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

## **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**

##### **4.1.1.1 Mandatory Technical Criteria**

See Annex "B" Insert Table Provided

##### **4.1.1.2 Point Rated Technical Criteria**

See Annex "B"

### **4.2 Basis of Selection – Highest Combined Rating of Technical Merit and Price**

*SACC Manual Clause A0027T (2012-07-16), Basis of Selection- 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 **120** points overall for the technical evaluation criteria which are subject to point rating.  
The rating is performed on a scale of **200** points.
2. Bids not meeting a, b, and c will be declared non-responsive.
3. The selection will be based on the highest responsive combined rating of technical merit and price. The ratio will be 60% for the technical merit and 40% for the price.
4. To establish the technical merit score, the overall technical score for each responsive bid will be determined as follows: total number of points obtained / maximum number of points available multiplied by the ratio of 60%.
5. To establish the pricing score, each responsive bid will be prorated against the lowest evaluated price and the ratio of 40%.
6. For each responsive bid, the technical merit score and the pricing score will be added to determine its combined rating.
7. Neither the responsive bid obtaining the highest technical score nor the one with the lowest evaluated price will necessarily be accepted. The responsive bid with the highest combined rating of technical merit and price will be recommended for award of a contract.



The table below illustrates an example where all three bids are responsive and the selection of the contractor is determined by a 60/40 ratio of technical merit and price, respectively. The total available points equals 135 and the lowest evaluated price is \$45,000 (45).

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

		Bidder 1	Bidder 2	Bidder 3
Overall Technical Score		115/135	89/135	92/135
Bid Evaluated Price		\$55,000.00	\$50,000.00	\$45,000.00
Calculations	Technical Merit Score	$115/135 \times 60 = 51.11$	$89/135 \times 60 = 39.56$	$92/135 \times 60 = 40.89$
	Pricing Score	$45/55 \times 40 = 32.73$	$45/50 \times 40 = 36.00$	$45/45 \times 40 = 40.00$
Combined Rating		83.84	75.56	80.89
Overall Rating		1st	3rd	2nd

## 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 provided will render the bid non-responsive.

#### 5.2.1 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.

## **PART 6 - RESULTING CONTRACT CLAUSES**

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

### **6.1 Security Requirements**

#### **SECURITY REQUIREMENT FOR CANADIAN SUPPLIER: PARKS CANADA AGENCY FILE #5P300-17-5035**

1. The Contractor/Offeree must, at all times during the performance of the Contract/Standing Offer, hold a valid Designated Organization Screening (DOS), issued by the Parks Canada Agency Security Directorate (PCASD).
2. The Contractor/Offeree personnel requiring access to sensitive work site(s) must EACH hold a valid RELIABILITY STATUS, granted or approved by PCASD.
3. Subcontracts which contain security requirements are NOT to be awarded without the prior written permission of PCASD.

### **6.2 Statement of Work**

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

### **6.3 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.

#### **6.3.1 General Conditions**

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

### **6.4 Term of Contract**

#### **6.4.1 Period of the Contract**

The period of the Contract is from the date of contract award to March 31, 2019 inclusive

#### **6.4.2 Option to Extend the Contract**

The Contractor grants to Canada the irrevocable option to extend the term of the Contract by up to Three (3) additional One (1) year periods 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 (3) 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.

### **6.5 Authorities**

#### **6.5.1 Contracting Authority**

The Contracting Authority for the Contract is:



Cindy Dionne  
Procurement and Contracting Officer  
Parks Canada Agency  
Chief Financial Officer Directorate  
111 Water Street East, Cornwall, ON K6H 6S3

Telephone: (613) 938-5967  
E-mail address: cindy.dionne@pc.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.

#### 6.5.2 Project Authority

The Project Authority for the Contract is: (to be inserted at contract award)

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.

#### 6.5.3 Contractor's Representative

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

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

#### 6.6 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.

## **6.7 Payment**

### **6.7.1 Basis of Payment**

### **6.7.2 Limitation of Price**

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.

*SACC Manual* clause C6000C (2011-05-16) Limitation of Price

### **6.7.3 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.

## **6.8 Invoicing Instructions**

1. The Contractor must submit invoices in accordance with the section entitled "Invoice Submission" of the general conditions. Invoices cannot be submitted until all work identified in the invoice is completed.
2. Invoices must be distributed as follows:

The original and one (1) copy must be forwarded to the address shown on page 1 of the Contract for certification and payment.

## **6.9 Certifications and Additional Information**

### **6.9.1 Compliance**

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

## **6.10 Applicable Laws**

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

## **6.11 Priority of Documents**

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

- (a) the Articles of Agreement;
- (c) the general conditions 2010C (2016-04-04) Medium Complexity;
- (d) Annex A, Statement of Work;
- (e) Annex B, Evaluation Criteria;
- (f) Annex C, Basis of Payment;
- (g) Annex D, Integrity Provisions – List of Names;
- (h) Annex E, Attestation and proof of compliance with Occupational Health & Safety;
- (i) Annex F, Security Requirement Check List (SRCL);

(i) the Contractor's bid dated \_\_\_\_\_ (to be inserted at contract award)

## **6.12 SACC Manual Clauses**

1. The Contractor must obtain Commercial General Liability Insurance, and maintain it in force throughout the duration of the Contract, in an amount usual for a contract of this nature, but for not less than \$2,000,000 per accident or occurrence and in the annual aggregate.
2. The Commercial General Liability policy must include the following:
  - a. Additional Insured: Canada is added as an additional insured, but only with respect to liability arising out of the Contractor's performance of the Contract. The interest of Canada should read as follows: Canada, as represented by Public Works and Government Services Canada.
  - b. Bodily Injury and Property Damage to third parties arising out of the operations of the Contractor.
  - c. Products and Completed Operations: Coverage for bodily injury or property damage arising out of goods or products manufactured, sold, handled, or distributed by the Contractor and/or arising out of operations that have been completed by the Contractor.
  - d. Personal Injury: While not limited to, the coverage must include Violation of Privacy, Libel and Slander, False Arrest, Detention or Imprisonment and Defamation of Character.
  - e. Cross Liability/Separation of Insureds: Without increasing the limit of liability, the policy must protect all insured parties to the full extent of coverage provided. Further, the policy must apply to each Insured in the same manner and to the same extent as if a separate policy had been issued to each.
  - f. Blanket Contractual Liability: The policy must, on a blanket basis or by specific reference to the Contract, extend to assumed liabilities with respect to contractual provisions.
  - g. Employees and, if applicable, Volunteers must be included as Additional Insured.
  - h. Employers' Liability (or confirmation that all employees are covered by Worker's compensation (WSIB) or similar program)
  - i. Broad Form Property Damage including Completed Operations: Expands the Property Damage coverage to include certain losses that would otherwise be excluded by the standard care, custody or control exclusion found in a standard policy.
  - j. Notice of Cancellation: The Insurer will endeavour to provide the Contracting Authority thirty (30) days written notice of policy cancellation.
  - k. If the policy is written on a claims-made basis, coverage must be in place for a period of at least 12 months after the completion or termination of the Contract.
  - l. Owners' or Contractors' Protective Liability: Covers the damages that the Contractor becomes legally obligated to pay arising out of the operations of a subcontractor.
  - m. Litigation Rights: Pursuant to subsection 5(d) of the *Department of Justice Act*, S.C. 1993, c. J-2, s.1, if a suit is instituted for or against Canada which the Insurer would, but for this clause, have the right to pursue or defend on behalf of Canada as an Additional Named Insured under the insurance policy, the Insurer must promptly contact the Attorney General of Canada to agree on the legal strategies by sending a letter, by registered mail or by courier, with an acknowledgement of receipt.

### **For the province of Quebec, send to:**

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

### **For other provinces and territories, send to:**

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

A copy of the letter must be sent to the Contracting Authority. Canada reserves the right to co-defend any action brought against Canada. All expenses incurred by Canada to co-defend such actions will be at Canada's expense. If Canada decides to co-defend any action brought against it, and Canada does not

agree to a proposed settlement agreed to by the Contractor's insurer and the plaintiff(s) that would result in the settlement or dismissal of the action against Canada, then Canada will be responsible to the Contractor's insurer for any difference between the proposed settlement amount and the amount finally awarded or paid to the plaintiffs (inclusive of costs and interest) on behalf of Canada.

**ANNEX "A" – STATEMENT OF WORK  
JANITORIAL SERVICES - DALVAY & ARDGOWAN OFFICE BUILDINGS  
PRINCE EDWARD ISLAND NATIONAL PARK**

**1. GENERAL**

The work described under this contract specification involves the provision of custodial cleaning and janitorial services for various buildings owned and operated by Parks Canada.

**2.. LOCATION, HOURS AND FREQUENCY OF WORK**

- a) All work described in this contract shall be completed at the following locations within P.E.I. Field Unit. (All buildings located on Dalvay Crescent are within 50 meters of one another.)
- b) The contractor agrees to complete all work described under this contract during off hours, that is to say between 1800 hours and 0600 hours the next day.
- c) For weeks in which a statutory holiday falls on a regularly scheduled cleaning day, the cleaning will be carried out on the next business day.
- d) The contractor agrees to complete the work as follows:

LOCATION	ADDRESS	DAY OF THE WEEK	DATES
Ardgowan National Historic Site	2 Palmer's Lane Charlottetown, P.E.I.	Tuesday, Thursday, Friday	May 1- April 30
Dalvay Operations Centre	40 Dalvay Crescent Dalvay, PEI	Monday, Wednesday and Friday	May 1- April 30
Capital Office	76 Dalvay Crescent Dalvay, PEI	Tuesday, Friday	May 1- April 30
Warden Office	417 Gulf Shore Parkway Dalvay, PEI	Tuesday	May 1- April 30
Trailhouse Building	Dalvay Crescent, Dalvay PEI	Tuesday (biweekly)	Nov 1- April 30

**3. AREA OF CONTRACT PERFORMANCE**

The terms and conditions of this contract shall apply to the following building areas.

1. Ardgowan National Historic Site - building interior \* All Areas \*
2. Dalvay Operations Centre - building interior \* All Areas\*
3. Capital Office - building interior \* All Areas\*
4. Trailhouse Building - building interior \* Administrative offices and family washroom
5. Warden Office – building interior \*All areas\*

**\*\*All Areas Includes all of the following:**

1. All floors
2. Walls
3. Ceilings
4. Counters

5. Attachments
6. Ledges
7. Moldings
8. Furnishings
9. Windows (exterior and interior)
10. Washrooms
11. Plumbing fixtures
12. Light fixtures and appliances
13. Office equipment such as telephones, computers, printers, photocopiers, etc.

4. **CLEANING CUSTODIAN**

The contractor shall provide trained, qualified cleaning custodians to perform the duties in accordance with these specifications.

5. **STORAGE SPACE**

If storage space is required, the contractor shall stow all supplies, materials and equipment in storage area designated by the Project Manager.

6. **MATERIALS, SUPPLIES, EQUIPMENT**

1. Parks Canada shall furnish the contractor with electricity and hot/cold water.
2. The contractor shall supply all the materials, supplies and equipment necessary to properly perform the requirements of this contract.
3. A list of materials to be used shall be submitted to the Project Manager or designated representative for prior approval before use. WHMIS labels and MSDS sheets must also be submitted with products.
4. The Project Manager shall have the privilege of accepting or rejecting any product, material, supply item or equipment used by the contractor. *NOTE: Parks Canada administration buildings are scent-free environments. All products used must be free of strong perfume.*
5. All cleaning equipment furnished by the contractor shall be in good operating condition at all times.
6. The contractor shall supply a cleaning custodian along with applicable equipment and supplies in sufficient quantity to properly carry out their assignment.

7. **SCOPE OF WORK**

1. Contractor agrees to supply all the necessary supervision, labour, equipment, supplies and transportation required to complete the work specified in this contract.
2. Contractor agrees to complete all work described in accordance with the following frequency and standards. Standards for quality of work shall be of the highest order.

(i) **Daily**

- Spot clean walls in entry and other high use areas (stairways, reception areas, and halls)
- Sweep and wet mop hard surface floors
- Empty recyclable paper baskets into large blue bin provided
- Empty waste baskets and place in exterior garbage box provided
- Dust tops and ledges of desks, chairs, tables and file cabinets
- Spot clean doors, partitions, glass, and walls
- Vacuum carpets and remove spots
- Replenish soap, towel, tissue and paper cups
- Clean dispensers, if necessary



- Clean and disinfect wash basins and sinks
- Clean and disinfect toilet bowls
- Clean and disinfect urinals
- Clean and shine plumbing fixtures
- Clean mirrors
- Wash and dry counter tops
- Spot clean exterior surface of appliances

**(ii) Weekly (Tuesday or Wednesday)**

- Dust all exposed surfaces, ledges, moldings, lamps, venetian blinds, radiator units, and office equipment
- Dust and spot clean fireplace finishes
- Dust all furniture, vacuum all upholstered (fabric) furniture
- Dust window sills, ledges, picture frames, book shelves
- Vacuum air vents and radiator units
- Wash toilet booth partitions
- Acid clean toilet bowls and urinals

**(iii) Monthly (second week in each month)**

- Clean plumbing supply lines, drainpipes
- Wash interior glass, display cases, shelves and doors
- Wash washroom walls
- Machine scrub and refinish hard surface floor

**(iv) Once Every Three (3) Months (first week in April, July, October, January)**

- Wash and polish wood/arborite furniture
- Wash all desks, tables, chairs, file cabinets
- Clean oven, burners and range top

**(v) Once Every Six (6) Months (First week in April & October)**

- Wash light fixtures (interior and exterior surfaces)
- Wash venetian blinds
- Wash wastepaper baskets
- Wash walls and ceilings
- Wash exterior glass

3. All work shall be completed in accordance with safety standards prescribed in provincial WCB regulations and Canada Labour Code.

4. **NOTE :**

**The boardroom chandelier and fireplace mantles at Ardgowan National Historic Site have been designated as significant and delicate historical resources. \*\*Exclude boardroom chandelier from all cleaning schedules and limit fireplace mantles to dry dusting only.**

8. **GARBAGE**

1. (a) Garbage and refuse to be picked up and stored in containers provided.
- (b) Disposal of recyclables to be done by Parks Canada staff.

9. **REPORTING REPAIRS**

The contractor's site representative shall notify the Project Manager or appointed representative of needed repairs and/or damage to fixtures, building and appurtenances.

10. **SERVICE REQUIREMENTS AND WORK SCHEDULING**

Prior to commencement of the contract, the successful bidder will meet with the Project Manager to review the statement of work, inspections and acceptance of the work; and to coordinate certain items defined in the scope of work. The intent of the meeting is to ensure both parties have a clear understanding of the contract details, expectations, and to provide an opportunity to have questions asked and answered.

The contractor is responsible for ensuring that all work is carried out and completed to the satisfaction of the Project Manager.

The contractor will arrange a schedule for the work as specified in this statement of work and coordinate with the Project Manager so that the building occupants and applicable in-house arrangements can be made to accommodate the work.

11. **EXTRA WORK**

On occasion, the contractor may be requested to do additional, extra and incidental janitorial work as may be considered necessary from time to time by the Project Manager or her designate. On such occasions, a settlement for the work shall be negotiated and signed prior to beginning the work.

**ANNEX B**  
**Mandatory and**  
**Rated Technical Criteria**

1. It is the intention of the Crown to evaluate this requirement as follows:

Each bid will be examined to determine that it meets the Mandatory Requirements detailed at section 2. Bids which fail to meet any of the Mandatory Requirements will be given no further consideration and will be considered non-compliant. Bids meeting the Mandatory Requirements will be further evaluated as per section 3 – Rated Criteria.

R1. Knowledge

R2. Demonstrated Experience

1.1 Basis of Selection

The number of points awarded to technical proposals shall be established on the basis of the evaluation criteria and weighting factors specified below. To be considered valid, a bid must have met all mandatory requirements and achieve a minimum of 60% for each of the two rated requirements as outlined above.

**2. MANDATORY CRITERIA**

	Mandatory Requirement	Compliant		Identity of Section of Proposal
		Yes	No	
<b>M1</b>	Submit a curriculum vitae (max 6 pages) to address the following requirement:  1. Significant experience (minimum of 2 years' experience within the last 10 years) in providing janitorial services in a professional administrative work environment.			
<b>M2</b>	<b><u>In a separate section, on company letter head</u></b> submit along with your bid (via facsimile) a detailed reference from <u>at least two (2)</u> previous clients that reflect the requirements described in the Statement of Work herein and that addresses the following criteria:  1. Satisfaction with work completed  2. Open and timely communications  3. Adaptable to changes required due to unforeseen circumstances or events  4. Overall satisfaction with contractors performance			

**3. RATED CRITERIA**

	Rated Requirement	Max Score	Min Score
<b>R1</b>	<b>Knowledge</b>		
	The <b>overall proposal</b> (CV, references) demonstrates knowledge and understanding of:		
	1. Intent and scope of project	50	30
	2. Expected results	50	30
	<b>R1 TOTAL</b>	<b>100</b>	<b>60</b>
<b>R2</b>	<b>Demonstrated Experience</b>		
	The <b>references</b> demonstrate experience that meet the requirements described in the Statement of Work by:		
	1. Articulating a high level of satisfaction for similar work completed	25	15
	2. Indicating that the contractor communicates opening and in a timely fashion	25	15
	3. Articulates that the contractor is adaptable to change when unforeseen circumstances or events are presented	25	15
	4. Has indicated that the contractors overall performance was agreeable	25	15
	<b>R2 Total</b>	<b>100</b>	<b>60</b>

	Rated Requirement	Max Score	Min Score
<b>R1</b>	<b>Knowledge</b>	100	60
<b>R2</b>	<b>Demonstrated Experience</b>	100	60
<b>R1 &amp; R2 Total</b>		<b>200</b>	<b>120</b>

**ANNEX "C" - BASIS OF PAYMENT**

Bidders must provide pricing in the format specified in this Annex "B" – Basis of Payment. Failure to provide prices in the format specified will render the quotation non-responsive. The ***Bidder must submit firm, all inclusive unit prices including all materials and operations (set-up charges, fuel, materials, products, delivery cost, all travel costs (time, mileage, etc.) admin, production, etc.)*** to fulfill the entire requirement as described in Annex "A" Requirement, GST/HST extra, if applicable. Bidders are to submit fixed prices, exclusive of taxes. **\*Please note that any modification to this document will render the quotation non-compliant\***

**\*\*All Prices to Include the Cost of Associated Materials for Task\*\***

Contract Year #1 From Contract Award to April 30, 2018 Table "A"					
Service Location (a)		Service Dates (b)	Estimated Number of Months (c)	Cost per Month (d)	Total (c) x (d)
1	Ardgowan National Historic Site	May 1 to April 30	12	\$	\$
2	Dalvay Operations Centre	May 1 to April 30	12	\$	\$
3	Capital Office	May 1 to April 30	12	\$	\$
4	Warden Office	May 1 to April 30	12	\$	\$
5	Trailhouse Building	November 1 to April 30	6	\$	\$
<b>Total of Lines 1 through 6</b>					<b>\$</b>

**Additional Add-on Items**

Contract Year #1 From Contract Award to April 30, 2018 Extra Service Required as Requested to be used for bid evaluation purposes only Table "A1"				
Service		Estimated number of hours	Cost per hour	Total
1	Extra Service required on an as requested basis	10	\$	\$
<b>Total not including HST</b>				<b>\$</b>

**Contract Year #2**  
**May 1, 2018 to April 30, 2019**  
**Table "B"**

	Service Location (a)	Service Dates (b)	Estimated Number of Months (c)	Cost per Month (d)	Total (c) x (d)
1	Ardgowan National Historic Site	May 1 to April 30	12	\$	\$
2	Dalvay Operations Centre	May 1 to April 30	12	\$	\$
3	Capital Office	May 1 to April 30	12	\$	\$
4	Warden Office	May 1 to April 30	12	\$	\$
5	Trailhouse Building	November 1 to April 30	6	\$	\$
<b>Total of Lines 1 through 6</b>					\$

**Additional Add-on Items**

**Contract Year #2**  
**May 1, 2018 to April 30, 2019**  
**Extra Service Required as Requested to be used for bid evaluation purposes only**  
**Table "B1"**

	Service	Estimated number of hours	Cost per hour	Total
1	Extra Service required on an as requested basis	10	\$	\$
<b>Total not including HST</b>				\$



**Option Year #1 (Contract Year #3)  
May 1, 2019 to April 30, 2020  
Table "C"**

Service Location (a)		Service Dates (b)	Estimated Number of Months (c)	Cost per Month (d)	Total (c) x (d)
1	Ardgowan National Historic Site	May 1 to April 30	12	\$	\$
2	Dalvay Operations Centre	May 1 to April 30	12	\$	\$
3	Capital Office	May 1 to April 30	12	\$	\$
4	Warden Office	May 1 to April 30	12	\$	\$
5	Trailhouse Building	November 1 to April 30	6	\$	\$
<b>Total of Lines 1 through 6</b>					\$

**Additional Add-on Items**

**Option Year #1 (Contract Year #3)  
May 1, 2019 to April 30, 2020  
Extra Service Required as Requested to be used for bid evaluation purposes only  
Table "C1"**

Service		Estimated number of hours	Cost per hour	Total
1	Extra Service required on an as requested basis	10	\$	\$
<b>Total not including HST</b>				\$

**Option Year #2 (Contract Year #4)**  
**May 1, 2020 to April 30, 2021**  
**Table "D"**

Service Location (a)		Service Dates (b)	Estimated Number of Months (c)	Cost per Month (d)	Total (c) x (d)
1	Ardgowan National Historic Site	May 1 to April 30	12	\$	\$
2	Dalvay Operations Centre	May 1 to April 30	12	\$	\$
3	Capital Office	May 1 to April 30	12	\$	\$
4	Warden Office	May 1 to April 30	12	\$	\$
5	Trailhouse Building	November 1 to April 30	6	\$	\$
<b>Total of Lines 1 through 6</b>					<b>\$</b>

**Additional Add-on Items**

**Option Year #2 (Contract Year #4)**  
**May 1, 2020 to April 30, 2021**  
**Extra Service Required as Requested to be used for bid evaluation purposes only**  
**Table "D1"**

Service		Estimated number of hours	Cost per hour	Total
1	Extra Service required on an as requested basis	10	\$	\$
<b>Total not including HST</b>				<b>\$</b>

**Option Year #3 (Contract Year #5)**  
**May 1, 2021 to April 30, 2022**  
**Table "E"**

	<b>Service Location (a)</b>	<b>Service Dates (b)</b>	<b>Estimated Number of Months (c)</b>	<b>Cost per Month (d)</b>	<b>Total (c) x (d)</b>
1	Ardgowan National Historic Site	May 1 to April 30	12	\$	\$
2	Dalvay Operations Centre	May 1 to April 30	12	\$	\$
3	Capital Office	May 1 to April 30	12	\$	\$
4	Warden Office	May 1 to April 30	12	\$	\$
5	Trailhouse Building	November 1 to April 30	6	\$	\$
<b>Total of Lines 1 through 6</b>					<b>\$</b>

**Additional Add-on Items**

**Option Year #3 (Contract Year #5)**  
**May 1, 2021 to April 30, 2022**  
**Extra Service Required as Requested to be used for bid evaluation purposes only**  
**Table "E1"**

	<b>Service</b>	<b>Estimated number of hours</b>	<b>Cost per hour</b>	<b>Total</b>
1	Extra Service required on an as requested basis	10	\$	\$
<b>Total not including HST</b>				<b>\$</b>

Total of Monthly Service and Additional Add-on Items		
Table number (a)	Contract Year (b)	Total (C)
	Total of Contract and Option years for Service	
Table "A"	Contract Year 1 – Contract award to April 30, 2018	\$
Table "B"	Contract Year 2 – May 1, 2018 to April 30, 2019	\$
Table "C"	Option Year 1 – May 1, 2019 to April 30, 2020	\$
Table "D"	Option Year 2 – May 1, 2020 to April 30, 2021	\$
Table "E"	Option Year 3 – May 1, 2021 to April 30, 2022	\$
	Total of Additional Add-On Items (for bid evaluation purposes only)	
Table "A1"	Contract Year 1 – Contract award to April 30, 2018	\$
Table "B1"	Contract Year 2 – May 1, 2018 to April 30, 2019	\$
Table "C1"	Option Year 1 – May 1, 2019 to April 30, 2020	\$
Table "D1"	Option Year 2 – May 1, 2020 to April 30, 2021	\$
Table "E1"	Option Year 3 – May 1, 2021 to April 30, 2022	\$
TOTAL (not including HST)		\$

NAME OF BIDDING COMPANY/BIDDER: \_\_\_\_\_

Contractor's Representative (please print clearly)

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

Title: \_\_\_\_\_

Address: \_\_\_\_\_

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

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

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

Signature: \_\_\_\_\_

DATE: \_\_\_\_\_

**ANNEX “C” – INTEGRITY PROVISIONS**

If the required list of names has 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 provide the names within the time frame specified will render the bid non-responsive. Providing the required names is a mandatory requirement for contract award.

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.

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 societies, firms or partnerships do not need to provide lists of names.

**Declaration of Convicted Offences**

Submit a complete list of all foreign criminal charges and convictions pertaining to itself, its affiliates and its proposed first tier subcontractors that, to the best of its knowledge and belief, may be similar to one of the listed offences in the Policy. The list of foreign criminal charges and convictions must be submitted using an Integrity Declaration Form, which can be found at [Declaration form for procurement](#).

**Company Information**

Legal Business Name (required) :	
Alternative name (optional) :	
Operating as (optional) :	
PBN (optional):	

**Board of directors (required) (add additional lines as required)**

Director full name	Position

**ANNEX "D"****ATTESTATION AND PROOF OF COMPLIANCE WITH OCCUPATIONAL HEALTH AND SAFETY (OHS)****ATTESTATION FORM**

The following form must be completed and signed prior to commencing work on Parks Canada Sites.

**Attestation and Proof of Compliance with Occupational Health and Safety (OHS)**

Submission of this completed form, satisfactory to Parks Canada, is a condition of gaining access to the work place.

Parks Canada recognizes that federal OHS legislation places certain specific responsibilities upon Parks Canada as owner of the work place. In order to meet those responsibilities, Parks Canada is implementing a contractor safety regime that will ensure that roles and responsibilities assigned under Part II of the *Canada Labour Code* and the *Canada Occupational Health and Safety Regulations* are implemented and observed when involving contractor(s) to undertake works in Parks Canada work places.

Parks Canada Responsible Authority/Project Lead	Address	Contact Information
Project Manager/Contracting Authority (delete as required)		
Prime Contractor		
Subcontractor(s) (add additional fields as required)		

Location of Work

General Description of Work to be Completed

Mark "Yes" where applicable.



	A meeting has been held to discuss hazards and access to the work place and all known and foreseeable hazards have been identified to the contractor and/or subcontractor(s)
	The contractor and/or its subcontractor(s) will comply with all federal and provincial/territorial legislation and Parks Canada's policies and procedures, regarding occupational health and safety.
	The contractor and/or its subcontractor(s) will provide all prescribed safety materials, equipment, devices and clothing.
	The contractor and/or its subcontractor(s) will ensure that its employees are familiar with and use all prescribed safety materials, equipment, devices and clothing at all times.
	The contractor and/or its subcontractor(s) will ensure that its activities do not endanger the health and safety of Parks Canada employees.
	The contractor and/or its subcontractor(s) has inspected the site and has carried out a hazard assessment and has put in place a health and safety plan and informed its employees accordingly, prior to the commencement of the work.
	Where a contractor and/or its subcontractor(s) will be storing, handling or using hazardous substances in the work place, it will place warning signs at access points warning persons of the presence of the substances and any precautions to be taken to prevent or reduce any hazard of injury or death.
	The contractor and/or its subcontractor(s) will ensure that its employees are instructed in respect of any emergency procedures applicable to the site.

I, \_\_\_\_\_ (contractor), certify that I have read, understood and attest that my firm, employees and all sub-contractors will comply with the requirements set out in this document and the terms and conditions of the contract.

Name \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_

**ANNEX “E”**

**SECURITY REQUIREMENT CHECK LIST (SRCL)**



Government of Canada  
Gouvernement du Canada

Contract Number / Numéro du contrat

5P300-17-5126

Security Classification / Classification de sécurité

### SECURITY REQUIREMENTS CHECK LIST (SRCL)

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

#### PART A - CONTRACT INFORMATION / PARTIE A - INFORMATION CONTRACTUELLE

1. Originating Government Department or Organization / Ministère ou organisme gouvernemental d'origine		2. Branch or Directorate / Direction générale ou Direction	
Parks Canada Agency		PEI Field Unit	
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			
The successful bidder will be required to clean 5 administrative offices in the PEI Field Unit, including spaces occupied by management, human resources, project staff, and park wardens. The contract stipulates cleaning 3 times per week for 2 office buildings, and once or twice per week for the remaining spaces.			
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"/>	
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:	
7. c) Level of information / Niveau d'information			
PROTECTED A PROTÉGÉ A <input type="checkbox"/>		NATO UNCLASSIFIED NATO NON CLASSIFIÉ <input type="checkbox"/>	
PROTECTED B PROTÉGÉ B <input type="checkbox"/>		NATO RESTRICTED NATO DIFFUSION RESTREINTE <input type="checkbox"/>	
PROTECTED C PROTÉGÉ C <input type="checkbox"/>		NATO CONFIDENTIAL NATO CONFIDENTIEL <input type="checkbox"/>	
CONFIDENTIAL CONFIDENTIEL <input type="checkbox"/>		NATO SECRET NATO SECRET <input type="checkbox"/>	
SECRET SECRET <input type="checkbox"/>		COSMIC TOP SECRET COSMIC TRÈS SECRET <input type="checkbox"/>	
TOP SECRET TRÈS SECRET <input type="checkbox"/>			
TOP SECRET (SIGINT) TRÈS SECRET (SIGINT) <input type="checkbox"/>			
		PROTECTED A PROTÉGÉ A <input type="checkbox"/>	
		PROTECTED B PROTÉGÉ B <input type="checkbox"/>	
		PROTECTED C PROTÉGÉ C <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"/>	

TBS/SCT 350-103(2004/12)

Security Classification / Classification de sécurité

Canada



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  
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  
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 checked="" 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  
If Yes, will unscreened personnel be escorted?  
Dans l'affirmative, le personnel en question sera-t-il escorté? ☐ No ☐ 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 ☐ 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 ☐ 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 ☐ 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 ☐ 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 ☐ Yes  
Oui



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

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

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

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

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

**SUMMARY CHART / TABLEAU RÉCAPITULATIF**

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

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

☒ No  
Non

☐ Yes  
Oui

If Yes, classify this form by annotating the top and bottom in the area entitled "Security Classification".

Dans l'affirmative, classifiez le présent formulaire en indiquant le niveau de sécurité dans la case intitulée « Classification de sécurité » au haut et au bas du formulaire.

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

☒ No  
Non

☐ Yes  
Oui

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

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



Government  
of Canada

Gouvernement  
du Canada

Contract Number / Numéro du contrat

5P300-17-5126

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)	Title - Titre	Signature
Tara McNally MacPhee	VE Manager, PEI National Park	
Telephone No. - N° de téléphone	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel
902-672-6372	902-672-6370	tara.mcnallymacphee@pc.gc.ca
		Date
		March 20th 2017

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

Name (print) - Nom (en lettres moulées)	Title - Titre	Signature
GEORGE PATRICK	A.D.	
Telephone No. - N° de téléphone	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel
		Date
		MAR 21 2017

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

☒ No  
Non

☐ Yes  
Oui

16. Procurement Officer / Agent d'approvisionnement

Name (print) - Nom (en lettres moulées)	Title - Titre	Signature
Cindy Dionne	Contracting Officer	
Telephone No. - N° de téléphone	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel
613-938-5967		cindy.dionne@pc.gc.ca
		Date
		April 5, 2017

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

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