



Parks Canada
Parcs Canada



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

Parks Canada Agency
Northern New Brunswick Field Unit
186 Route 117
Kouchibouguac National Park, NB
E4X 2P1

**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 to herein or attached hereto, the supplies and services listed herein or on any attached sheets at the price(s) set out therefore.

Propositions aux: 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 biens et les services énumérés par les présentes, et sur toute feuille ci-annexée, au(x) prix indiqué(s).

Comments – Commentaires

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

Issuing Office – Bureau de distribution

Parks Canada Agency
Northern New Brunswick Field Unit
186 Route 117
Kouchibouguac National Park, NB
E4X 2P1

Title-Sujet Janitorial Services, Grand-Pré National Historic Site	
Solicitation No. - No. de l'invitation 5P131-170122	Date April 21, 2017
GETS Reference No. – No de reference de SEAG	
Client Reference No. – No. de référence du client	
Solicitation Closes - L'invitation prend fin at-à 2 :30 pm on-le May 8, 2017	Time Zone - Fuseau horaire Atlantic Daylight Saving Time (ADT)
Address Inquiries to: - Adresser toute demande de renseignements à : Daniel Comeau, 186 Route 117, Kouchibouguac, NB	
Destination of Goods, Services and Construction: Destinations des biens, services et construction : See Herein	
Vendor/Firm Name and Address Raison sociale et adresse du fournisseur/de l'entrepreneur :	
Telephone No. – No. de telephone: Fascimile No. – No. de télécopieur:	
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)	
Name	Title
Signature	Date



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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 Work to be performed is detailed under Article 6.2 of the resulting contract clauses.

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.

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

2.3 Former Public Servant

Contracts awarded to former public servants (FPS) in receipt of a pension or of a lump sum payment must bear the closest public scrutiny, and reflect fairness in the spending of public funds. In order to comply with Treasury Board policies and directives on contracts awarded to 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 3 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 Nova Scotia.

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 Site Visit

It is recommended that the Bidder or a representative of the Bidder visit the work site. Arrangements can be made for a site visit by contacting the Parks Canada Representative at 902-542-4313 (office) or 902-670-4820 (cell.).

PART 3 - BID PREPARATION INSTRUCTIONS

3.1 Bid Preparation Instructions

Section I: Financial Bid

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

It is mandatory that bidders submit firm prices/rates for ALL items in the Basis of Payment/Financial bid in Annex "B". Should there be an error in calculation, unit prices prevail and the calculation will be corrected in the Total Column.

Section II: 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, Annex "B".
- (b) An evaluation team composed of representatives of Canada will evaluate the bids.

4.2 Basis of Selection

A bid must comply with all requirements of the bid solicitation 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 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.

5.2.2 Federal Contractors Program for Employment Equity - Bid Certification

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

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.

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

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

1. The Contractor/Offeror personnel requiring access to sensitive work site(s) must EACH hold a valid RELIABILITY STATUS, granted or approved by PCASD.
2. 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) (<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 date of Contract to October 31, 2018 inclusive. Work must be performed during the period of May 15 to October 31 for the first year and May 1 to October 31 for the second year of the contract.

6.5 Authorities

6.5.1 Contracting Authority

The Contracting Authority for the Contract is:

Daniel Comeau
Contracts, Procurement and Material Management Officer
Parks Canada Agency
Northern New Brunswick Field Unit
Kouchibouguac National Park of Canada
186 Route 117
Kouchibouguac National Park, NB
E4X 2P1

Telephone: 506-876-1209

Facsimile: 506-876-4802

E-mail address: daniel.comeau@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 *(to be completed at contract award)*

The Project Authority for the Contract is:

Name: _____

Title: _____

Organization: _____

Address: _____

Telephone: _____

Facsimile: _____

E-mail address: _____

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

6.5.3 Contractor's Representative *(to be completed at contract award)*

Name: _____

Title: _____

Organization: _____

Address: _____

Telephone: _____

Fascimile: _____

E-mail address: _____

Procurement Business Number (PBN) or Harmonize Sale Tax (HST): _____**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**

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

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

6.7.2 Limitation of Price

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

6.7.3 Monthly Payment

SACC Manual clause H1008C (2008-05-12) Monthly Payments

6.8 Invoicing Instructions

The Contractor must distribute the invoices and reports as follows:

The original of the invoices and monthly reports 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 Nova Scotia.

6.11 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 2010C (2016-04-04) Services (Medium Complexity);
- (c) Annex A, Statement of Work;
- (d) Annex B, Basis of Payment
- (e) Annex C, Integrity Provisions;
- (f) Annex D, Attestation Form;
- (g) the Contractor's bid dated _____ (*insert date of bid at contract award*)

ANNEX "A"**STATEMENT OF WORK****SECTION 1: GENERAL CLAUSES****1. LOCATIONS**

- 1.1 The List of Cleaning Locations attached hereto forms part of this specification.

2. CONDITIONS

- 2.1 All clauses in the general and labour conditions apply to and govern the work under this specification.

3. SCOPE OF WORK

- 3.1 The Contractor shall supply all labour, material, equipment, tools and supplies necessary to carry out the Janitorial Services for all facilities as shown on the CLEANING SCHEDULE, Section – 3, and as otherwise described in this specification.

4. CLEANING

- 4.1 Cleaning means the performance of all the cleaning and/or janitorial functions set out in this specification or otherwise required to properly maintain a high standard of clean and sanitary conditions. All work shall be performed in accordance with the best practices of the trade.
- 4.2 The Contractor may close individual public washrooms for a reasonable amount of time for cleaning. This shall be done by posting signs on the exterior doors which state "Closed for Cleaning". These signs shall be bilingual and shall be produced at the Contractor's expense. These signs shall meet park standards in terms of design and appearance.

5. SCHEDULE OF OPERATIONS

- 5.1 The Contractor shall comply with the attached CLEANING SCHEDULE which specifies the major work to be executed at specific times. All cleaning operations shall be performed within the hours specified for each facility. The Contractor shall not deviate from the schedule for any reason without prior approval of the Project Authority.

6. WORK FORCE

- 6.1 The Contractor will, at the beginning of the contract, identify the names of the employees who will be on site daily to fulfill the obligations of the contract.

It is understood that should any employee not report to work, it is the responsibility of the contractor to immediately replace that employee with another to fulfill the obligations of the contract.

If for any reason the Contractor is unable to replace an employee for a scheduled shift, an amount representing labour, overhead and profit for one-person day of work will be deducted from the monthly invoice for each such occurrence.

6.2 The Contractor shall maintain a sufficient number of qualified staff to provide the service as specified herein and at the frequencies set out in the CLEANING SCHEDULE.

6.3 Employees shall be required to obtain and maintain a Reliability Security Clearance.

7. UNIFORMS

7.1 Personnel employed as cleaners or supervisors for the work of this contract must be dressed in neat and clean uniforms with a name badge. Uniforms must be approved by the Project Authority prior to commencement of the contract.

8. TRAINING

8.1 All personnel employed for the work of this contract shall be fully trained by the Contractor in the use of all cleaning materials and equipment. They shall also be trained and comply with WHMIS (Workplace Hazardous Materials Information System). Certificates of WHMIS training are to be provided to Park Project Authority prior to commencement of work.

8.2 At the beginning of each season during the life of this contract, the Contractor shall make their staff available for a Park orientation session which will be presented by park personnel.

9. CONDUCT

9.1 The Contractor shall ensure that all staff employed for the work of this contract exercise courtesy at all times in their contacts with park visitors and that all inquiries by visitors concerning the park be referred to park staff in accordance with specific instructions to be discussed at the orientation session (item 8.8.2 above).

10. VEHICLES

10.1 Contractor's vehicles shall be maintained in a clean, mechanically sound and properly maintained condition. Vehicles shall also be identified as janitorial services vehicles. Such identification to be approved by the Park Project Authority.

11. MATERIALS / EQUIPMENT

11.1 The Contractor shall supply all materials and supplies including all cleaning materials, disinfectants, polishes, floor finishes, toilet tissue, paper and hand towels, hand soap, deodorants, sani-bags, germicides and pesticides necessary and incidental to the satisfactory execution of the work.

11.2 All materials and supplies shall be first quality meeting C.G.S.B. specifications and also complying with WHMIS requirements. Additionally, the Contractor shall endeavor to use environmentally friendly products where possible.

-
- 11.3 All equipment utilized by the Contractor under this contract including vacuum cleaners, scrub buckets, mops, brooms, etc. shall be Industrial or Commercial grade.
- 11.4 The Contractor shall make available sufficient equipment and supplies at all times. As a minimum, scrub buckets, mops, brooms, extra toilet tissue, garbage bags and other basic cleaning supplies shall be stored in each building's janitorial room at all times.
- 11.5 Prior to commencement of the work, the Contractor shall provide for approval by the Project Authority a list intended for use, stating the name and address of the manufacturer. After approval, only those approved materials and supplies will be provided and materials will be used in strict accordance with the manufacturer's directions. No substitutions will be made unless approved in writing by the Project Authority. From time to time samples from the Contractor's stock of sufficient quantity to permit testing may be required to ensure the Canadian Government requirements are being met. All materials to be used must have safety data sheets supplied and all containers must be labeled in accordance with WHMIS standards.
12. LOG
- 12.1 A log shall be maintained by the Contractor in which shall be recorded the daily work carried out and deficiencies found and reported to the Park Project Authority. This log shall also identify those cleaning tasks carried out which are not daily routines. This log shall be submitted with the monthly invoices.
- 12.2 A detailed cleaning service report form will also be provided by the park and located in each building listed below. This report is to be filled in by the cleaning staff each time that building/area is entered. The report will identify the time in, time out and cleaning tasks completed. A sample of this report is included in these specifications.
- Report locations: Janitor's Storage Room
Visitor Reception Center Washrooms
Memorial Church
Memorial Church Basement
13. INSPECTIONS
- 13.1 Inspections of work under this contract will be made on a regular basis by a designated park representative who will report on the adequacy of the work. These inspections will be documented on forms attached. The Contractor shall correct any unsatisfactory work immediately upon notification.
14. STORAGE
- 14.1 Storage space for materials, equipment and supplies will be made available to the Contractor in the janitorial rooms identified in 12.12.2 above. Additional central storage may be available to the Contractor if requested.
15. COMMUNICATIONS
- 15.1 The Contractor shall provide cell phone communication devices for the cleaning services supervisor. This person shall be the point of communication with the park and shall be available for communication on issues relating to this contract 7 days per week from May 1 to October 31.

16. PERMITS

- 16.1 It shall be the responsibility of the Contractor to purchase all permits and licenses necessary to carry out this contract.

17. STANDING ORDERS / REGULATIONS

- 17.1 The Contractor and persons in the employ of the Contractor shall become familiar with and observe at all times standing orders and/or regulations in force at the Park.

18. SAFETY

- 18.1 All safety measures respecting personnel and fire hazards recommended by National and Provincial codes and/or prescribed by the authorities having jurisdiction shall be observed at all times.
- 18.2 A Health and Safety Plan shall be developed by the Contractor and submitted to the Project Authority prior to commencing work. This plan shall outline all employee training, operational procedures, emergency procedures and any other measures that will be in place to protect their employees and the public.

19. INVOICING

- 19.1 The Contractor shall submit an invoice on a monthly basis. The invoice (or an attachment thereto) shall show the number of times each unit of work was performed, times the unit cost, shall equal the cost for this item for the period invoiced.

20. DELETIONS / EXTENSIONS

- 20.1 The Contractor shall be notified in writing seven (7) days prior to any deletion or extension to the period of service or any increases or decreases in the frequencies for any item in the CLEANING SCHEDULE.

21. EXCLUDED WORK

- 21.1 The Contractor shall not be responsible for minor repairs or grass cutting, etc. but will be required to report, on Department forms, any defects or unsafe conditions detected during the course of work.

SECTION 2: CLEANING, POLICING**1. BUILDING INTERIORS****1.1 Floors – Vinyl, Linoleum, Vinyl Asbestos Tile**

- 1.1.1 Sweep daily using a dust control method.

- 1.1.2 Damp mop daily using a minimum of clear water to remove dust and superficial stains.
- 1.1.3 Wash weekly using an approved detergent solution in warm water. Spot clean to remove heavy stains and black marks using an approved stripper prior to washing. After washing, spot finish and buff polish entire floor.
- 1.1.4 Strip entire floor area once yearly using an approved stripper removing existing floor finish and/or other dirt or stains. Rinse with clear water to ensure removal of any residue. Apply one (1) coat of approved sealer and two (2) coats of approved polymer nonslip floor finish. All floors except Gift Shop to be done in early May. Gift Shop to be done after October 15th of each year of the contract.

1.2 Floors - Concrete

- 1.2.1 Sweep daily using an approved dust control compound.
- 1.2.2 Wash weekly with an approved detergent solution and disinfectant in warm water. Spot clean to remove heavy stains and black marks using an approved stripper prior to washing.

1.3 Floors – Terrazzo Ceramic & Mosaic Tile and Slate

- 1.3.1 Damp mop daily.
- 1.3.2 Wash weekly with mild solution of approved detergent and disinfectant in warm water.

1.4 Rugs and Carpets

- 1.4.1 Vacuum and spot clean daily. Spots that cannot be removed by normal means shall be reported immediately to the Project Authority.
- 1.4.2 Vacuum all rugs and carpets weekly using a power nozzle attachment.
- 1.4.3 Clean carpets and rugs once a year (early May) using an approved cleaning machine with simultaneously hot shampoo application and vacuum pickup. Care must be taken not to wet carpets to the extent that shrinkage occurs.

1.5 Walls and Partitions

- 1.5.1 Interior walls and partitions to be spot cleaned of finger marks, etc., daily. Ledges, mouldings, etc., to be dusted daily.
- 1.5.2 Baseboard to be dusted daily and shall be kept free of mop streaks, wax accumulation or splash marks.
- 1.5.3 Ceramic tile walls to be washed monthly, excluding washrooms.
- 1.5.4 Window blinds to be dusted every 2 weeks.

1.6 Counters, Cabinets, Display Cases and Plaques

- 1.6.1 Damp wipe and wipe dry daily to remove dust and fingerprints on cabinets.
- 1.6.2 Damp wipe and wipe dry daily showcases in Exhibit Hall to remove dust and fingerprints.
- 1.6.3 Wash and polish counter tops weekly.
- 1.6.4 Clean plaques in church three (3) times a week to remove dust and fingerprints.

1.7 Interior Glass

- 1.7.1 Damp wipe and wipe dry daily to remove dust, fingerprints, smudges and streaks.
- 1.7.2 Wash and polish every two (2) months.

1.8 Light Fixtures – Interior and Exterior

- 1.8.1 Check daily and remove dirt, dust and insects
- 1.8.2 Report broken or non-operative light fixtures as soon as they are detected.

1.9 Furniture and Furnishings

- 1.9.1 Cleared office furniture to be dusted on horizontal surfaces daily using a dust control method. Glass topped furniture to be kept free of finger marks and stains.
- 1.9.2 Exposed vertical surfaces of furniture to be dusted weekly.
- 1.9.3 Empty shelving to be dusted daily
- 1.9.4 Bookcases to be dusted daily. The books are not to be removed. Glass doors to be cleaned on both sides once per month.
- 1.9.5 Upholstered furniture to be vacuumed once per week. Leather/vinyl upholstered furniture to be dusted daily and damp wiped and polished once per month or as often as required.
- 1.9.6 Top of lockers to be dusted weekly. Vertical surfaces of lockers to be kept free of finger marks.
- 1.9.7 Waste paper baskets to be emptied and dusted daily; washed and disinfected once per month.
- 1.9.8 Garbage cans and paper receptacles located throughout the buildings to be emptied daily; washed and disinfected weekly.

1.10 Miscellaneous

- 1.10.1 High ledges, tops of partitions, pipes and other high areas to be dusted weekly.
- 1.10.2 Stainless steel borders around cabinets and notice boards to be dusted and cleaned weekly.
- 1.10.3 Door kick plates and hand plates to be washed and polished daily using an appropriate solution, and kept free of marks.

- 1.10.4 All water fountains to be washed and disinfected daily (odor or disinfectant must not be objectionable).
- 1.10.5 Brass and metal door frames throughout the building to be cleaned of finger marks daily and cleaned and polished once per month.
- 1.10.6 Infant changing tables to be washed and disinfected daily. After disinfecting and washing, tables to be wiped clean to ensure no residual disinfectant remains.
- 1.10.7 Statue in Memorial Church to be dusted once per month.

1.11 Waste Paper and Refuse

- 1.11.1 Any waste paper and refuse collected during the cleaning operations shall be placed in central garbage bin located in the Works Compound Area.

1. BUILDING EXTERIORS

2.1 General

- 2.1.1 Clean windows as specified in items 2.2.5 below.
- 2.1.2 Walls and trim to be spot cleaned as required to remove all dust, cobwebs and insects, etc.
- 2.1.3 Sweep entrance walkways daily and hose down or wash as required.
- 2.1.4 All fascia, soffit and other painted exterior trim to be spot cleaned as required to remove cobwebs, insects, etc.

2.2 Entrance and Lobbies

- 2.2.1 Floors to be swept, damp mopped and reconditioned daily, washed and refinished weekly.
- 2.2.2 Foot grills to be removed and recess pans cleaned once a month.
- 2.2.3 Mats to be removed and cleaned on both sides daily.
- 2.2.4 Entrance to lobbies to be kept free from litter/debris so that they always present a favourable appearance.
- 2.2.5 Glass doors to be cleaned daily on both sides and all glass windows in entrances to be washed and polished three times a week and on both sides.

2.3 Windows

- 2.3.1 Except for daily spot cleaning to remove smudges, all windows including both sides of glass in prime and storm sashes, to be cleaned and polished every two (2) months using approved cleaning materials and methods. All surfaces to be free from residue, film and/or streak marks over the entire surface.
- 2.3.2 Metal sashes and frames shall be cleaned of dirt and oxide using only approved detergents or metal cleaners. Polish after each cleaning.
- 2.3.3 Wood sashes, muntins, rails, stools and sills will be washed and wiped dry each time windows are cleaned.
- 2.3.4 Screens shall be removed during the window cleaning operation and shall be washed, wiped dry and replaced to their proper location.

3. SPECIFIC BUILDINGS / AREA

3.1 Washrooms – Public and Private

- 3.1.1 Floors to be swept and washed each scheduled cleaning using an approved hospital type disinfectant cleanser in hot water. The Contractor shall ensure that there is no residual water left on the floors after washing.
- 3.1.2 Toilet seats (both sides), bowl, urinals and wash basins to be cleaned and disinfected each scheduled cleaning.
- 3.1.3 Body contact points in washrooms such as water taps, receptacles and dispensers, door plates and flush valves to be cleaned, disinfected and polished each scheduled cleaning.
- 3.1.4 Flush tanks, shelves, high ledges and all exposed piping including supply and drain connections to be cleaned daily.
- 3.1.5 Sani-cans to be emptied, washed and disinfected and sani-bags replaced each scheduled cleaning.
- 3.1.6 Wall, partitions and doors to be kept free of finger marks, smudges, etc.
- 3.1.7 Walls and other surfaces to be spot cleaned each scheduled cleaning and washed monthly. Ceilings to be washed yearly.
- 3.1.8 Waste paper to be removed each scheduled cleaning.
- 3.1.9 Soap containers, toilet tissue, linen and/or paper towel dispensers to be replenished each scheduled cleaning. One extra roll of toilet tissue will be provided at each toilet.
- 3.1.10 Refuse receptacles to be washed and disinfected weekly, poly (plastic) bags of correct size to be used and supplied by the Contractor and disposed of when dirty.
- 3.1.11 Plugged toilets and drains to be cleared immediately providing no plumbing work is required. If plumbing work is necessary, post "Out of Order" sign and notify the Project Officer immediately.
- 3.1.12 All mirrors in public washrooms shall be cleaned and polished each scheduled cleaning.

3.2 Contractor's Area

- 3.2.1 To be kept clean at all times and serviced as per corresponding area in the building.
- 3.2.2 Utility rooms to be kept free of debris and all equipment and materials stored neatly.
- 3.2.3 Floors to be swept and washed daily.
- 3.2.4 Walls to be cleaned and washed monthly.
- 3.2.5 Sinks and scrub buckets to be washed and disinfected daily.
- 3.2.6 Mops to be washed and properly stored with mop heads free to dry.

**GRAND PRÉ NATIONAL HISTORIC SITE
JANITORIAL CLEANING SCHEDULE**

AREA	JAN	FEB	MAR	APR	MAY	JUNE	JULY	AUG	SEPT	OCT	NOV	DEC	REMARKS
1. A) Interior and exterior of Memorial Church B) plaques in Memorial Church						15	7 days per week			11			Exterior includes main Church step sand the accessible ramp. 3 d/wk = Tuesday, Thursday and Saturday
2. Interior of washrooms in Memorial Church basement						15	5 days per week			11			5 d/wk = Monday to Friday

AREA	JAN	FEB	MAR	APR	MAY	JUNE	JULY	AUG	SEPT	OCT	NOV	DEC	REMARKS
3. Interior of Visitor Reception Center as follows: A) entrance and exit foyers, reception area, public washrooms and hallway, theatre, multipurpose room, exhibit hall, showcases, janitor room and garbage room (peak season) B) Administration general area and vestibule, staff washrooms, locker rooms and shower, staff meeting room and staff offices (4).									15 7 days per week 11				5 d/wk = Monday to Friday 2 dwk = Monday and Thursday
4. Exterior of Visitor Reception Center									15 7 days per week 11				

CLEANING CHECK LIST

TIME IN:
TIME OUT:

ADMINISTRATION BUILDING

DATE:
SIGNATURE:

TASK	MENS	LADIES	OTHER	REMARKS
1. Sweep floors				
2. Mop and dry floors				
3. Vacuum carpets				
4. Dust and clean baseboards				
5. Vacuum upholstered furniture				
6. Dust and clean furniture, shelvings				
7. Wipe clean door handles				
8. Wipe clean windows				
9. Wipe clean entrance doors, both sides				
10. Clean foot grills at entrance				
11. Wash and wipe clean window sills				
12. Empty waste paper baskets				
13. Wash and disinfect toilets				
14. Wash and disinfect urinals				
15. Wash and polish faucets				
16. Wash lavatories and counters				
17. Clean and polish mirrors				
18. Clean light fixtures				
19. Washed walls and partitions				
20. Spot clean walls and partitions				
21. Replenish toilet tissue				
22. Spot clean ceilings				
23. Sani-cans clean and disinfect				
24. Refuse cans emptied				
25. Refuse cans clean and disinfect				
26. Plugged toilets cleaned				
27. Entrance walkway swept				
28. Building exterior checked and cleaned of cobwebs, insects, etc.				
29. Clean exterior windows				

[illegible]

CLEANING CHECK LIST

VISITOR RECEPTION CENTER

TIME IN:

TIME OUT:

DATE:

SIGNATURE:

TASK	MENS	LADIES	OTHER	REMARKS
1. Sweep floors				
2. Mop and dry floors				
3. Wash and disinfect toilets				
4. Wash and disinfect urinals				
5. Spot clean interior doors				
6. Clean reception counter				
7. Clean showcases in Exhibit Hall				
8. Sweep floors in Gift shop				
9. Wash and polish faucets				
10. Wash lavatories and counters				
11. Clean and polish mirrors				
12. Clean light fixtures				
13. Washed walls and partitions				
14. Spot clean walls and partitions				
15. Replenish toilet tissue				
16. Spot clean ceilings				
17. Sani-cans clean and disinfect				
18. Refuse cans emptied				
19. Refuse cans clean and disinfect				
20. Plugged toilets cleaned				
21. Clean exterior windows and doors				
22. Clean foot grills at entrance				
23. Entrance walkway swept				
24. Building exterior checked and cleaned of cobwebs, insects, etc.				
25. Janitorial room cleaned				
26. Mops washed & properly stored				
27. Scrub buckets washed & disinfected				
1. Wax floors				
2. Strip wax off floors				

TIME IN:
TIME OUT:

DATE:
SIGNATURE:

[illegible]

TIME IN:
TIME OUT:

DATE:
SIGNATURE:

[illegible]

JANITORIAL INSPECTION REPORT

SITE : _____

DATE / TIME : _____

	INSPECTION DONE BY : _____
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[illegible]

JANITORIAL INSPECTION REPORT

SITE : _____

DATE / TIME : _____

	INSPECTION DONE BY : _____
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[illegible]

ANNEX "B" – Basis of Payment**Period: May 15, 2017 to October 31, 2017****Vendor Name:** _____

Item	Description	Unit Price	Quantity	Total
1.	<u>Memorial Church</u>			
A)	Daily cleaning of interior and exterior	\$	150	\$
B)	Plaques	\$	64	\$
2.	Daily cleaning of interior and exterior of washroom in Church basement	\$	108	\$
3.	<u>Interior of Visitor Reception Center</u> Daily cleaning of entrance, foyer, reception area, washrooms, theatre, multipurpose room, exhibit hall, showcases, janitorial and garbage rooms (peak season)	\$	150	\$
B)	Cleaning of the Administration general areas	\$	114	\$
C)	Carpet Cleaning (Church & Administration General Area)	\$	1	\$
D)	Stripping floors (except Gift Shop)	\$	1	\$
E)	Stripping floors Gift Shop	\$	1	\$
4.	Exterior of Visitor Reception Center	\$	150	\$
Sub-total :				\$
HST (15%):				\$
TOTAL :				\$

ANNEX "B" – Basis of Payment**Period: May 1, 2018 to October 31, 2018****Vendor Name:** _____

Item	Description	Unit Price	Quantity	Total
1.	<u>Memorial Church</u>			
A)	Daily cleaning of interior and exterior	\$	150	\$
B)	Plaques	\$	65	\$
2.	Daily cleaning of interior and exterior of washroom in Church basement	\$	104	\$
3.	<u>Interior of Visitor Reception Center</u> Daily cleaning of entrance, foyer, reception area, washrooms, theatre, multipurpose room, exhibit hall, showcases, janitorial and garbage rooms (peak season)	\$	150	\$
B)	Cleaning of the Administration general areas	\$	123	\$
C)	Carpet Cleaning (Church & Administration General Area)	\$	1	\$
D)	Stripping floors (except Gift Shop)	\$	1	\$
E)	Stripping floors Gift Shop	\$	1	\$
4.	Exterior of Visitor Reception Center	\$	150	\$
Sub-total :				\$
HST (15%):				\$
TOTAL :				\$

Annex "C – Integrity Provisions

List of names: All suppliers, regardless of their status under the policy, must submit the following information when participating in a procurement processor real property transaction:

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

If the list of names has not been received in a procurement process or real property transaction by the time the evaluation of bids or offers is completed, or has not been received in a procurement process or real property transaction where no bid/offer will be submitted, the contracting authority will inform the supplier of a time within which to provide the information. Providing the required names is a mandatory requirement for award of a contract or real property agreement. Failure to provide the list of names within the time specified will render a bid or offer non-responsive, or the supplier otherwise disqualified for award of a contract or real property agreement.

For more information or additional forms concerning Canada's Integrity Regime consult <http://www.tpsgc-pwgsc.gc.ca/ci-if/ci-if-eng.html>.

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 (optional)

ANNEX "D" - 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 _____