



**RETURN BIDS TO:**  
**RETOURNER LES SOUMISSIONS À:**  
Public Works and Government Services / Travaux  
publics et services gouvernementaux  
Kingston Procurement  
Des Acquisitions Kingston  
86 Clarence Street, 2nd floor  
Kingston  
Ontario  
K7L 1X3  
Bid Fax: (613) 545-8067

**SOLICITATION AMENDMENT**  
**MODIFICATION DE L'INVITATION**

The referenced document is hereby revised; unless otherwise  
indicated, all other terms and conditions of the Solicitation  
remain the same.

Ce document est par la présente révisé; sauf indication contraire,  
les modalités de l'invitation demeurent les mêmes.

**Comments - Commentaires**

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

**Issuing Office - Bureau de distribution**  
Public Works and Government Services / Travaux  
publics et services gouvernementaux  
Kingston Procurement  
Des Acquisitions Kingston  
86 Clarence Street, 2nd floor  
Kingston  
Ontario  
K7L 1X3

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|--|--|
| <b>Title - Sujet</b><br>Janitorial Services Downsview  |  |
| <b>Solicitation No. - N° de l'invitation</b><br>EN578-171711/A   | <b>Amendment No. - N° modif.</b><br>001      |
| <b>Client Reference No. - N° de référence du client</b><br>EN578-17-1711   | <b>Date</b><br>2017-05-04                    |
| <b>GETS Reference No. - N° de référence de SEAG</b><br>PW-\$KIN-930-7193   |  |
| <b>File No. - N° de dossier</b><br>KIN-6-46236 (930)   | <b>CCC No./N° CCC - FMS No./N° VME</b>       |
| <b>Solicitation Closes - L'invitation prend fin</b><br><b>at - à 02:00 PM</b><br><b>on - le 2017-05-19</b>   |  |
| <b>Time Zone</b><br>Fuseau horaire<br>Eastern Daylight Saving<br>Time EDT  |  |
| <b>F.O.B. - F.A.B.</b> Specified Herein - Précisé dans les présentes   |  |
| <b>Plant-Usine:</b> <input type="checkbox"/> <b>Destination:</b> <input type="checkbox"/> <b>Other-Autre:</b> <input checked="" type="checkbox"/>  |  |
| <b>Address Enquiries to: - Adresser toutes questions à:</b><br>Littlefield, Mike   | <b>Buyer Id - Id de l'acheteur</b><br>kin930 |
| <b>Telephone No. - N° de téléphone</b><br>(613) 545-8058 ( )   | <b>FAX No. - N° de FAX</b><br>(613) 545-8067 |
| <b>Destination - of Goods, Services, and Construction:</b><br><b>Destination - des biens, services et construction:</b><br>Public Services and Procurement Canada<br>Ontario Region GCSurplus Warehouse<br>40 Carl Hall Rd.<br>Downsview Park, Unit 40<br>Warehouse location<br>Downsview , ON M3K 2C1 |  |

**Instructions: See Herein**

**Instructions: Voir aux présentes**

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

Solicitation No. - N° de l'invitation  
W0125-17CR08/A  
Client Ref. No. - N° de réf. du client  
W0125-17-CR08

Amd. No. - N° de la modif.  
001  
File No. - N° du dossier  
KIN-6-46205

Buyer ID - Id de l'acheteur  
KIN930  
CCC No./N° CCC - FMS No./N° VME

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Amendment 001 – Janitorial Services Downsview, is being issued in response to an error in posting of the complete English version of the Request for Proposal.

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**ALL OTHER TERMS AND CONDITIONS REMAIN UNCHANGED**

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## **PART 1 - GENERAL INFORMATION**

### **1.1 Introduction**

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

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

The Annexes include the Statement of Work, the Basis of Payment, the Electronic Payment Instruments, the Insurance Requirements, the Task Authorization Form 572 and any other annexes.

### **1.2 Summary**

- 1.2.1 To provide janitorial services for the Department of Public Services and Procurement Canada Ontario Region GCSurplus Warehouse at 40 Carl Hall Road, Unit 40, Downsview, Ontario in accordance with the Statement of Work in Annex A.

The Contractor must provide scheduled and unscheduled (when authorized by the Technical Authority) janitorial services and provide sanitary supplies.

The period of the resulting Contract will be for three (3) years from 1 June 2017 to 31 May 31 2020 with Canada having an irrevocable option to extend the term by two (2) additional one (1) year periods.

- 1.2.2 The requirement is subject to the provisions of the Agreement on Internal Trade (AIT).
- 1.2.3 The requirement is limited to a preference for Canadian goods and/or services.

### **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.

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## 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.

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

Delete: 60 days

Insert: 90 days

### 2.2 Submission of Bids

Bids must be submitted only to Public Works and Government Services Canada (PWGSC) 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 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

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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 Ontario.

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 Optional Site Visit

It is recommended that the Bidder or a representative of the Bidder visit the work site. Arrangements have been made for the site visit to be held at 40 Carl Hall Road, Downsview Park, Unit #40, Downsview, Ontario, M3K 2C1 on 15 May 2017. The site visit will begin at 13:00 EDT, in the main entrance.

Bidders are requested to communicate with the Contracting Authority no later than 12 May 2017 at 16:00 to confirm attendance and provide the name(s) of the person(s) who will attend. Bidders may be requested to sign an attendance sheet. Bidders who do not attend or do not send a representative will not be given an alternative appointment but they will not be precluded from submitting a bid. Any clarifications or changes to the bid solicitation resulting from the site visit will be included as an amendment to the bid solicitation.

## 2.7 Transition Period

The Contractor acknowledges that the nature of the services provided under the Contract requires continuity and that a transition period may be required at the end of the Contract. The Contractor agrees that Canada may, at its discretion, extend the Contract by a period of 30 days under the same conditions to ensure the required transition. The Contractor agrees that, during the extended period of the Contract, it will be paid in accordance with the applicable provisions as set out in the Basis of Payment.

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

## 2.8 Ontario Labour Legislation - Bid

1. In accordance with the requirements of section 77(1) of the Employment Standards Act, 2000, S.O. 2000, c. 41, the following information concerning each employee of the previous supplier providing services at the premises is attached:
  - a. the employee's job classification or job description;
  - b. the wage rate actually paid to the employee;
  - c. a description of the benefits, if any, provided to the employee including the cost of each benefit and the benefit period to which the cost relates;
  - d. the number of hours that the employee works in a regular work day and in a regular work week, or if the employee's hours of work vary from week to week, the number of the

- 
- employee's non-overtime hours for each week that the employee worked during the thirteen (13) weeks before the date of the request for information;
- e. the date on which the employer hired the employee;
  - f. any period of employment attributed to the employer under section 10 of the Act;
  - g. the number of weeks that the employee worked at the premises during the twenty-six (26) weeks before the request date. The 26-week period must be calculated without including any period during which the provision of services at the premises was temporarily discontinued, or during which the employee was on leave of absence under Part XIV of the Act;
  - h. a statement indicating whether either of the following subparagraphs applies to the employee:
    - i. The employee's work, before the request date, included the provision of services at the premises, but the employee did not perform his or her job duties primarily at those premises during the thirteen (13) weeks before the request date.
    - ii. The employee's work included the provision of services at the premises, but the employee was not actively at work immediately before the request date, and did not perform his or her job duties primarily at the premises during the most recent thirteen (13) weeks of active employment.
2. The name, residential address and telephone number of each employee as they appear in the previous employer's records will be provided to the successful Bidder after contract award.
  3. In addition to the above information, a copy of either the collective agreement, union certificate, or pending union application(s) regarding these employees at the premises is also attached, if applicable.
  4. Bidders must use the information referred to in subparagraphs 1.(a) to 1.(h) and paragraph 3 (if applicable) only for the purposes of preparing their bids and complying with the Act. Bidders must not disclose such information except as may be authorized by Canada in writing.
  5. The enclosed information concerning the employees of the previous employer providing services at the premises has been received from the previous employer and Canada does not warrant its accuracy or completeness. Canada will not be responsible for any damage or loss which may result from use of or reliance upon any of this information. See Annex G.
  6. Bidders who require clarification or further information may contact: the local Ontario Ministry of Labour Offices found at <http://www.labour.gov.on.ca/english/feedback/index.php>.

## **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 ( 2 hard copies)

Section II: Financial Bid ( 1 hard copy)

Section III: Certifications ( 1 hard copy)

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

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

## **Section II: Financial Bid**

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

### **3.1.2 Electronic Payment of Invoices – Bid**

If you are willing to accept payment of invoices by Electronic Payment Instruments, complete Annex C Electronic Payment Instruments, to identify which ones are accepted.

If Annex C Electronic Payment Instruments is not completed, it will be considered as if Electronic Payment Instruments are not being accepted for payment of invoices.

Acceptance of Electronic Payment Instruments will not be considered as an evaluation criterion.

### **3.1.3 Exchange Rate Fluctuation**

C3011T (2013-11-06), Exchange Rate Fluctuation

## **Section III: Certifications**

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

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## 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, 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

The Bidder must provide documentation and demonstrate in the bid that they meet each and every criterion. Failure to provide supporting documentation will result in the bid being deemed non-responsive.

| #         | Mandatory Criteria  | Bidder's response<br>Supporting Documentation                             |
|-----------|---|---|
| <b>M1</b> | <p>The bidder must demonstrate they possess 2 consecutive years of janitorial services experience within the last 5 years on contracts of similar size and scope to the requirement identified in the solicitation. Similar in size and scope is defined as:</p> <ul style="list-style-type: none"><li>• A space that is a minimum of 50% of the size m2) and;</li><li>• A space of similar use or type. (eg commercial office space, warehouse space, industrial )</li></ul> | <p>Completion and submission of Annex H Mandatory Technical Criteria.</p> |

## 4.1.2 Financial Evaluation

### 4.1.2.1 Mandatory Financial Criteria

Bidders must provide firm rates for all line items in Canadian funds, in accordance with Annex B, Pricing Basis A and B.

- a. The price for Routine Work (Annex B, Pricing Basis A) will be the Monthly Unit Price multiplied by 12 to achieve Extended Price per Year. The sum of all extended prices will be the Total Evaluated Price.
- b. The price for Unscheduled Janitorial Goods and Services on an "as-and-when" required basis (Annex B, Pricing Basis B) will be the unit price multiplied by the estimated annual usage to achieve Extended Price. The sum of all extended prices will be the Total Evaluated Price.

The above process (a & b) will be used in calculating Overall Total Evaluated Price for each year of the Contract from years 1 through 5.

The Total Evaluated Price, used to determine lowest bid, will be the sum of years 1 through 5 at Annex "B", Basis of Payment including both Pricing Basis.

### 4.1.2.2 Evaluation of Price

SACC Manual Clause [A0220T](#) (2014-06-26), Evaluation of Price

## 4.2 Basis of Selection

### 4.2.1 Mandatory Technical Criteria

SACC Manual Clause [A0031T](#) (2010-08-16), Basis of Selection – Mandatory Technical Criteria

## 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) (<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.

#### 5.1.2 Additional Certifications Required with the Bid

##### 5.1.2.1 Canadian Content Certification

This procurement is limited to Canadian services.

The Bidder certifies that:

( ) the services offered are Canadian services as defined in paragraph 4 of clause [A3050T](#).

For more information on how to determine the Canadian content for a mix of goods, a mix of services or a mix of goods and services, consult [Annex 3.6\(9\)](#), Example 2, of the [Supply Manual](#).

Failure to provide this certification completed with the bid will render the bid non-responsive.

##### 5.1.2.1.1 SACC Manual clause [A3050T](#) (2014-11-27) Canadian Content Definition

## 5.2 Certifications Precedent to Contract Award and Additional Information

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

### 5.2.1 Integrity Provisions – Required Documentation

In accordance with the [Ineligibility and Suspension Policy](http://www.tpsgc-pwgsc.gc.ca/ci-if/politique-policy-eng.html) (<http://www.tpsgc-pwgsc.gc.ca/ci-if/politique-policy-eng.html>), the Bidder must provide 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](http://www.esdc.gc.ca/en/jobs/workplace/human_rights/employment_equity/federal_contractor_program.page?&_ga=1.229006812.1158694905.1413548969#afed) website ([http://www.esdc.gc.ca/en/jobs/workplace/human\\_rights/employment\\_equity/federal\\_contractor\\_program.page?&\\_ga=1.229006812.1158694905.1413548969#afed](http://www.esdc.gc.ca/en/jobs/workplace/human_rights/employment_equity/federal_contractor_program.page?&_ga=1.229006812.1158694905.1413548969#afed)).

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

## **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 Statement of Work**

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

#### **6.1.1 Task Authorization**

The Work or a portion of the Work to be performed under the Contract will be on an "as and when requested basis" using a Task Authorization (TA). The Work described in the TA must be in accordance with the scope of the Contract.

##### **6.1.1.1 Task Authorization Process**

1. The Project Authority will provide the Contractor with a description of the task using the Task Authorization form specified in Annex "E".
2. The Task Authorization (TA) will contain the details of the activities to be performed, a description of the deliverables, and a schedule indicating completion dates for the major activities or submission dates for the deliverables. The TA will also include the applicable basis (bases) and methods of payment as specified in the Contract.
3. The Contractor must provide the Project Authority, within 1 calendar days of its receipt, the proposed total estimated cost for performing the task and a breakdown of that cost, established in accordance with the Basis of Payment specified in the Contract.
4. The Contractor must not commence work until a TA authorized by the Project Authority has been received by the Contractor. The Contractor acknowledges that any work performed before a TA has been received will be done at the Contractor's own risk.

##### **6.1.1.2 Task Authorization Limit**

The Project Authority may authorize individual task authorizations up to a limit of \$2,000.00, Applicable Taxes included, inclusive of any revisions.

Any task authorization to be issued in excess of that limit must be authorized by the Contracting Authority before issuance.

##### **6.1.1.3 Canada's Obligation - Portion of the Work - Task Authorizations**

Canada's obligation with respect to the portion of the Work under the Contract that is performed through task authorizations is limited to the total amount of the actual tasks performed by the Contractor.

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#### 6.1.1.4 Periodic Usage Reports - Contracts with Task Authorizations

The Contractor must compile and maintain records on its provision of services to the federal government under authorized Task Authorizations issued under the Contract.

The Contractor must provide this data in accordance with the reporting requirements detailed below. If some data is not available, the reason must be indicated. If services are not provided during a given period, the Contractor must still provide a "nil" report.

The data must be submitted on a semi-annual basis to the Contracting Authority.

The semi-annual periods are defined as follows:

1st semi-annual: June 1 to November 30;

2nd semi-annual: December 1 to May 31;

The data must be submitted to the Contracting Authority no later than 10 calendar days after the end of the reporting period.

#### Reporting Requirement- Details

A detailed and current record of all authorized tasks must be kept for each contract with a task authorization process. This record must contain:

##### For each authorized task:

- i. the authorized task number or task revision number(s);
- ii. a title or a brief description of each authorized task;
- iii. the total estimated cost specified in the authorized Task Authorization (TA) of each task, exclusive of Applicable Taxes;
- iv. the start and completion date for each authorized task.

##### For all authorized tasks:

- i. the amount (exclusive of Applicable Taxes) specified in the contract (as last amended, as applicable) as Canada's total liability to the contractor for all authorized TAs; and
- ii. the total amount, exclusive of Applicable Taxes, expended to date against all authorized TAs.

## 6.2 Standard Clauses and Conditions

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

### 6.2.1 General Conditions

[2035](#) (2016-04-04), General Conditions – Higher Complexity Services, apply to and form part of the Contract.

## 6.3 Security Requirements

6.3.1 There is no security requirement applicable to the Contract.

## **6.4 Term of Contract**

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

The work is to be performed during the period of 1-June-2017 to 31-May-2020 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 2 additional 1 year period(s) under the same conditions. The Contractor agrees that, during the extended period of the Contract, it will be paid in accordance with the applicable provisions as set out in the Basis of Payment.

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

### **6.4.3 Delivery Points**

Delivery of the requirement will be made to delivery point(s) specified at Annex A, A6 entitled Delivery Point.

## **6.5 Authorities**

### **6.5.1 Contracting Authority**

The Contracting Authority for the Contract is:

Name: Mike Littlefield  
Title: Supply Specialist  
Public Works and Government Services Canada  
Acquisitions Branch  
Address: 86 Clarence Street, 2<sup>nd</sup> Floor  
Kingston, Ontario, K7L 1X3  
Telephone: (613) 545-8058  
Facsimile: (613) 545-8067  
E-mail address: [mike.littlefield@pwgsc-tpsgc.gc.ca](mailto:mike.littlefield@pwgsc-tpsgc.gc.ca)

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

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### 6.5.2 Project Authority

The Project Authority for the Contract is:

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

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

In its absence, the Project Authority 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 filled in by the Bidder)*

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

Telephone No: \_\_\_\_\_  
Facsimile No: \_\_\_\_\_  
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.

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## 6.7 Payment

### 6.7.1 Basis of Payment – Pricing Basis A – Routine Work

For the Work described in Scheduled Cleaning of the Statement of Work in Annex A:

In consideration of the Contractor satisfactorily completing its obligations under the Contract, the Contractor will be paid a firm unit price for a cost of \$\_\_\_\_\_ (insert the amount at contract award). Customs duties are included, and Applicable Taxes are extra.

For the firm price portion of the Work only, 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 Basis of Payment - Task Authorizations – Pricing Basis B – Unscheduled Janitorial Goods and Services

For the Work described in the Unscheduled Project Work and Sanitary Supplies of the Statement of Work in Annex A:

In consideration of the Contractor satisfactorily completing all of its obligations under the authorized Task Authorization (TA), the Contractor will be paid firm unit price(s) in accordance with the basis of payment, in Annex B, as specified in the authorized TA. 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 authorized, in writing, by the Contracting Authority before their incorporation into the Work.

### 6.7.3 Limitation of Expenditure

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

#### **6.7.4 Limitation of Expenditure - Cumulative Total of all Task Authorizations**

1. Canada's total liability to the Contractor under the Contract for all authorized Task Authorizations (TAs), inclusive of any revisions, must not exceed the sum of \$ \_\_\_\_\_. (*enter at contract award*) Customs duties are included, and Applicable Taxes are extra.
2. No increase in the total liability of Canada will be authorized or paid to the Contractor unless an increase has been approved, in writing, by the Contracting Authority.
3. The Contractor must notify the Contracting Authority in writing as to the adequacy of this sum:
  - a. when it is 75 percent committed, or
  - b. four (4) months before the contract expiry date, or
  - c. as soon as the Contractor considers that the sum is inadequate for the completion of the Work required in all authorized TAs, inclusive of any revisions, whichever comes first.
4. If the notification is for inadequate contract funds, the Contractor must provide to the Contracting Authority, a written estimate for the additional funds required. Provision of such information by the Contractor does not increase Canada's liability.

#### **6.7.5 Monthly Payment**

SACC Manual Clause [H1008C](#) (2008-05-12) Monthly Payment

#### **6.7.6 T1204 – Direct Request by Customer Department**

SACC Manual Clause [A9117C](#) (2007-11-30) T1204 – Direct Request by Customer Department

#### **6.7.7 Electronic Payment of Invoices – Contract**

The Contractor accepts to be paid using any of the following Electronic Payment Instrument(s):  
(*to be updated at contract award*)

- a. Visa Acquisition Card;
- b. MasterCard Acquisition Card;
- c. Direct Deposit (Domestic and International);
- d. Electronic Data Interchange (EDI);
- e. Wire Transfer (International Only);
- f. Large Value Transfer System (LVTS) (Over \$25M)

#### **6.7.8 Time and Contract Price Verification**

SACC Manual Clause [C0710C](#) (2007-11-30) Time and Contract Price Verification

## **6.8 Invoicing Instructions – Routine Work**

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.

Each invoice must be supported by:

- a. The date of the invoice;
  - b. The Contractor's invoice number;
  - c. The Contractor's mailing address;
  - d. The Contract number as assigned by Public Works and Government Services Canada;
  - e. The service period.
2. Invoices must be distributed as follows:
    - a. The original and one (1) copy must be forwarded to the address shown on page 1 of the Contract for certification and payment.
    - b. One (1) copy must be forwarded to the Contracting Authority identified under the section entitled "Authorities" of the Contract.

## **6.9 Invoicing Instructions – Unscheduled Janitorial Goods and Services**

1. For Work completed under Task Authorization, the Contractor must invoice on a monthly basis and be supported by:
  - a. A completed PWGSC 572 tasking document;
  - b. A description and breakdown of the hours or units of Work performed;
  - c. A list of the names and badge numbers of the personnel that performed the Work;
  - d. Cost of goods and services provided in the same format as Pricing Basis B in Annex B;
  - e. The area where the Work was performed; and
  - f. The date the Work was completed.
  - g. Subtotal before HST
  - h. Amount of HST
  - i. Total of invoice
  - j. HST registration number

## 6.10 Certifications and Additional Information

### 6.10.1 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.

### 6.10.2 Canadian Content Certification

SACC Manual clause [A3060C](#) (2008-05-12) Canadian Content Certification

### 6.10.3 Mandatory Work Schedule

The contractor must meet with a representative(s) of PSPC prior to starting the work. PSPC will request from the contractor their plan and schedule for how they will perform the services at Annex "A" – Statement of Work. The plan must include the names and scheduling of all personnel to be provided for these services. The contractor must also include a backup plan for when their staff are unable to provide the services at Annex "A" – Statement of Work.

## 6.11 Applicable Laws

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

## 6.12 Priority of Documents

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

- (a) the Articles of Agreement;
- (b) the general conditions 2035, (2016-04-04), General Conditions - Higher Complexity - Services;
- (c) Annex A, Statement of Work;
- (d) Annex B, Basis of Payment;
- (e) Annex D, Insurance Requirements;
- (f) Annex E, TASK AUTHORIZATION FORM PWGSC TPSGC 572;
- (g) the signed Task Authorizations (including all of its annexes, if any);
- (h) the Contractor's bid dated \_\_\_\_\_, (*insert date of bid*)

## 6.13 Foreign Nationals Canadian Contractor

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

#### **6.14 Insurance Requirements**

The Contractor must comply with the insurance requirements specified in Annex D. The Contractor must maintain the required insurance coverage for the duration of the Contract. Compliance with the insurance requirements does not release the Contractor from or reduce its liability under the Contract.

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

The Contractor must forward to the Contracting Authority within ten (10) days after the date of award of the Contract, a Certificate of Insurance evidencing the insurance coverage and confirming that the insurance policy complying with the requirements is in force. For Canadian-based Contractors, coverage must be placed with an Insurer licensed to carry out business in Canada, however, for Foreign-based Contractors, coverage must be placed with an Insurer with an A.M. Best Rating no less than "A-". The Contractor must, if requested by the Contracting Authority, forward to Canada a certified true copy of all applicable insurance policies.

#### **6.15 SACC Manual Clauses**

*SACC Manual clause* [A0075C](#) (2014-11-27) Ontario Labour Legislation - Contract  
*SACC Manual clause* [A9068C](#) (2010-01-11) Government Site Regulations  
*SACC Manual clause* [B1501C](#) (2006-06-16) Electrical Equipment  
*SACC Manual clause* [B1505C](#) (2016-01-28) Shipment of Dangerous Goods/Hazardous Products  
*SACC Manual clause* [B9028C](#) (2007-05-25) Access to Facilities and Equipment  
*SACC Manual clause* [D3015C](#) (2014-09-25) Dangerous Goods / Hazardous Products - Labelling and Packaging Compliance

**ANNEX A**

**Statement of Work**

**A1 Objective:**

Public Services and Procurement Canada has a requirement for the provision of Janitorial Services and Sanitary Products for the Crown Assets Distribution Centre at 40 Carl Hall Road, Unit 40 in Downsview, Ontario. Services have been defined as routine and unscheduled; and include all labour, supervision, supplies, tools, equipment and transportation.

| <b>Service Required</b>  | <b>Twice per week</b> |   |
|--|-----------------------|---|
| <b>1) Routine cleaning of the following: Entrance Hall, Offices, Washrooms and Warehouse Floor</b>                 |                       |   |
| a) Sweep all solid surface floors  | X                     |   |
| b) Damp mop all solid surface floors   | X                     |   |
| c) All surfaces wiped clean  | X                     |   |
| d) Clean and disinfect all washroom fixtures   | X                     |   |
| e) Vacuum carpet in offices  | X                     |   |
| f) Trash Removal   | X                     |   |
| <b>2) Unscheduled Project Work and Sanitary Supplies to be provided on an as and when requested basis:</b>         |                       |   |
| a) The sweeping of the warehouse and entrance floor with a Sweep-eze or equivalent Dust Control Oil Base Compound. |                       | X |
| b) The washing and sealing of the concrete warehouse and entrance floors.  |                       | X |
| c) Scrub and /or Strip and refinish tile washroom floors.  |                       | X |
| d) Supply of hand towels, tissue paper and hand soap.  |                       | X |
| e) Clean office carpet using hot water extraction  |                       | X |
| f) Additional labour not included elsewhere  |                       | X |
| g) Additional material not included elsewhere  |                       | X |

**A2 Building Description:**

Total building floor area: 1,263 square meters

Areas to be cleaned by Contractor include:

- Warehouse: 766 square meters of concrete floor;
- Office Space: 58 square meters of carpet;
- Entrance hall: 26 square meters of concrete;
- Men's washroom: 16 square meters with three toilets, one sink.
- Ladies washroom: 10 square meters with two toilets, one sink

### **A3 Supplies, Tools and Equipment**

The Contractor shall supply suitable and sufficient supplies, tools and equipment necessary to execute the work to the satisfaction of the T.A.

Equipment used to perform the work must be in good repair. Take out of service any equipment that is unsafe, not suitable or defective. Provide suitable replacement equipment while repairs are made.

Supplies must include, cleansers, sealers, waxes, deodorant cakes, sani-bags and poly garbage bags (must contain 10-100% post-consumer material).

### **A4 Hours of Work**

Service is required on a twice per week basis with at least one business day without service in between the two service days. (i.e. Service on Tuesday and Thursday). Days to be established between Project Authority and Contractor.

All work must be completed DURING regular office hours, which is Monday to Friday from 8:00 to 15:00 excluding during the lunch break from 12:00 to 13:00.

### **A5 Responsibility for Damage to Building and Contents**

It is the responsibility of the Contractor to ensure that all products are compatible with the surface on which they are used, and that Contractor's personnel are fully familiar with their use. Any damages resulting from the use or misuse of agents or materials shall be assessed with a claim for any damages against the Contractor.

It is the responsibility of the Contractor to ensure that Public Service and Procurement Canada's (PSPC) property and PSPC's employees' property is not damaged, lost or removed from the premises. The Contractor must be entirely responsible for all personal belongings of his/her employees while they are on the job.

### **A6 Delivery Point**

Public Services and Procurement Canada  
Ontario Region GCSurplus Warehouse  
40 Carl Hall Rd.  
Downsview Park, Unit 40  
Warehouse location  
Downsview , ON M3K 2C1

### **A7 Holidays**

- a. The following is the list of statutory holidays observed at the worksite:  
New Years Day; Good Friday; Easter Monday; Victoria Day; Canada Day; Civic Holiday; Labour Day; Thanksgiving Day; Remembrance Day; Christmas Day; and Boxing Day.
- b. The Contractor must provide full janitorial service on the Ontario Family Day Statutory holiday (3rd Monday in February) at no extra charge as Canada does not observe this day as a holiday.
- c. During leap years, the Contractor must change its schedule to provide janitorial services on February 29 at no extra charge to Canada.

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## A8 Transition Plan

a. Contract Start:

The Contractor must, within 30 days of Contract award organize the majority of the Work including scheduling, organizing and training. The Contractor will be responsible to initiate schedules and Work assignments, outfit employees with approved uniforms, educate personnel with regards to waste management and recycling procedures, fit up closets and install first aid kits and all other requirements as stated in the Contract. The Contractor will not be paid for these activities as they are required to prepare for performing the Work and do not represent any of the deliverables of the contract.

b. Acceptance of Facilities:

The Contractor, within five days of Contract award or being assigned new buildings to clean must inspect and file a report with the TA on any existing defects in the building surfaces to be cleaned by its personnel. Defects that are not reported by the Contractor will be deemed to be caused by the Contractor.

c. Contract Completion:

The Contractor is required to coordinate handover of Work with the incoming successful contractor prior to the end of this requirement. The contractor must not impede the incoming contractor. This includes but is not limited to the contractor's timely removal of their: equipment, consumables, chemicals, and all other contractor owned assets. The contractor must cooperate with the transfer of existing personnel's security clearances, to the incoming contractor.

The Contractor must leave the premises in the same condition or better than it was when it began cleaning those premises. The TA will conduct a final inspection of and provide a report to the Contractor at the end of the Contract period. This report will identify any deficiencies found by the TA. The Contractor must repair the deficiencies identified within 15 days of issuance of the report.

## A9 Safety Requirements

The Contractor must:

- a. Observe and enforce safety measures required by the Occupational Health and Safety Act, Provincial Government (WSIB), or additional info provided by the Site Authority;
- b. Properly label all materials and products brought on to the Base as to their composition and the safety precautions necessary for the use and storage in accordance with WHMIS legislation;
- c. Provide Safety Training to all of their employees working on the Contract, prior to commencement of the Contract;
- d. Submit all Material Safety Data Sheets (MSDS) to the PA as requested;
- e. Cleaning supplies are kept to a minimum and stored properly;
- f. The Contractor must provide and place appropriate warning signs for wet or slippery floor areas and must remove the warning signs after the area has been restored to a safe and orderly condition. Mops, brooms, trash containers, and cleaning equipment must not be stored, used, or placed in locations or utilized in such a manner that a safety hazard(s) is created; and
- g. The Contractor must report all perceived safety hazards to the PA immediately upon discovery, including, but not limited to, Structural integrity, Gas smells, Mould, Asbestos, Broken glass

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and any other perceived dangers to employees . The PA may, at its discretion refuse contractor admittance to such locations due to activities being performed.

#### **A10 Inspections**

Work must be completed to the satisfaction of the Technical Authority or the designated representative.

The work will be inspected regularly by the T.A. and unsatisfactory conditions will be reported to the Contractor's representative by means of a written communication. This unsatisfactory performance will be given immediate attention by the Contractor and the Contractor must indicate, in writing, their actions to rectify the unsatisfactory conditions to the T.A., within 24 hours. Results of the work done which, in the opinion of the T.A., are not acceptable will be considered unsatisfactory and these operations must be redone in part or in whole until the T.A. is satisfied.

#### **A11 Certifications**

All of the service provider's personnel performing work on-site must have the appropriate certification & training courses to perform the work specified herein, and on the task authorization (call-up) form. This includes but not limited to:

- a. Workplace Hazardous Materials Information System (WHMIS Training)

#### **A12 DEFINITION OF TERMS**

The definition of terms and quality standards described in this document for janitorial services core tasks and optional tasks must be strictly adhered to. All inspections made by the client will be rated according to these quality standards.

**Routine Cleaning** means cleaning operations which are specified to be performed monthly or more frequently such as weekly, semi-weekly or daily.

**Scheduled Operations** means cleaning operations which are specified to be performed less frequently than monthly such as every two months, quarterly, semi-annually or annually.

**Project Cleaning** means cleaning operations which are specified to be performed only when ordered by the client.

**Flight of Stairs** includes steps and risers situated between two floor levels including landing(s).

**Supplies** include, but are not limited to, cleansers, sealers, waxes, deodorant cakes, sani-bags and poly garbage bags (must contain 10-100% post-consumer material), as required for the performance of the work, in addition to the supplies necessary for the physical cleaning of the building(s).

**Trash** includes the contents of ashtrays, waste receptacles, sand urns and sani-cans. Also paper clips, paper, mop strings, pins, staples and discarded items on the floor or furniture.

**High Traffic Areas** includes entrance lobbies, elevator lobbies, corridors and traffic aisles in open office space.

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## A13 QUALITY STANDARDS

The Supplier must meet the following standards:

### **A13.1 Cleaning: General**

- a. All surfaces and objects specified in the contract must be free of dust, stains, spills, debris and soil immediately after cleaning operation.
- b. Machinery and equipment must not block a passageway, or present a trip hazard.
- c. Caution signs must be placed adjacent to the affected area on all approaches.
- d. Furnishings moved by cleaners must be relocated to their original location.
- e. Trash must be collected from the office and warehouse receptacles and placed in the bins located on the outside of the warehouse.

### **A13.2 Spot Cleaning**

- a. All affected areas must be clear of stains, streaks and soil.
- b. All over-spray from spray applicators must be wiped clean from all surfaces.

### **A13.3 Sweeping**

- a. All floor areas including open areas and flooring around furniture legs and into corners be free of dirt and litter.

### **A13.4 Cleaning with a Hose**

- a. All areas must be clean of dirt, mud and debris with no water ponding as a result of the cleaning with a hose.
- b. Equipment is removed and stored immediately after use.

### **A13.5 Dust Mopping**

- a. All floor areas including open areas and flooring around furniture legs and into corners must be free of debris and dust film.

### **A13.6 Damp Mopping**

- a. Floor areas including open areas and flooring around furniture legs and into corners must be clean and free of surface stains, soil, mop streaks, loose mop strands and water spotting.
- b. The supplier must sweep or dry mop the area immediately before damp mopping.
- c. The supplier must start damp mopping with clean water and mop.
- d. Walls, baseboards and other surfaces must be free of splash marks.

### **A13.7 Wash Floors**

- a. All standards outlined in "Damp Mopping" apply.
- b. In addition, surfaces must be rinsed free of cleaning solution after floors are washed.
- c. All areas must be free of dirt, stains, splashing, cleaning chemical and water accumulations as well as scuff marks.

### **A13.8 Machine Scrubbing**

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

### **A13.9 Spray Buffing**

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

**A13.10 Scrub and Refinish**

- a. Supplier must apply all performance standards as with "Machine Scrubbing".
- b. In addition, supplier must apply one coat of finish compatible with existing finish.
- c. As a result of the "Scrub and Refinish", all areas must present an overall appearance of cleanliness free of scuffs and stains, have a bright shine and be free of debris and dust once the "Scrub and Refinish" is complete.

**A13.11 Strip and Refinish**

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

**A13.12 Vacuuming**

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

**A13.13 Stain Removal**

- a. All carpets and walk-away mats must have no visible stains or discoloration after stain removal operation.
- b. Where stain removal involves wetting of a hard surface floor, caution signs must be in place around affected work area.

**A13.14 Hot Water Extraction**

- a. All carpets and walk-away mats must be clean and free of accumulated dust and dirt and stain as a result of Hot Water Extraction.
- b. Areas must be cleaned to walls and corners.

**A13.15 Damp Wiping**

- a. Surfaces must be free of dust, stains, streaks and water spotting following damp wiping.
- b. Wiping cloths must be rinsed frequently and free of stains and odors.
- c. Feather dusters are not acceptable.

**A13.16 Glass and Mirror Cleaning**

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

**A13.17 High dusting**

- a. All surfaces must be free of dust.
- b. High dusting must be effected using either damp rag wiping or vacuuming. The method will be specified by the client.
- c. Dust must be contained and prevented from floating freely in the air during operation.

**A13.18 Clean and Disinfect**

- a. Client-approved, commercial disinfectant cleaner must be used.
- b. Manufacturer's instructions must be followed for best results.
- c. All surfaces cleaned and disinfected must be rinsed clean of residual disinfectant.

### Additional Building Information / Renseignements supplémentaires sur les édifices

|   |                   |           |                   |           |
|---|-------------------|-----------|-------------------|-----------|
| <b>Building Name / Nom de l'édifice</b>                       | Office Space      |           | Warehouse Space   |           |
| <b>Building Address<br/>Adresse de l'édifice</b>              | 40 Carl Hall Road |           | 40 Carl Hall Road |           |
| <b>Security Level requirement / Niveau de sécurité requis</b> | none              |           | none              |           |
| <b># of floors/# d'étages</b>                                 | 1                 |           | 1                 |           |
| <b>Cleanable Square Meters / Mètres carrés à nettoyer</b>     | 116m2             |           | 766m2             |           |
| <b>Number of Occupants<br/>Nombre d'occupants</b>             | 6                 |           | 6                 |           |
| <b>Number of Washrooms<br/>Nombre de salles de bain</b>       | Women/Femme       | Men/Homme | Women/Femme       | Men/Homme |
|   | 0                 | 0         | 1                 | 1         |
| <b>Number of Shower Rooms<br/>Nombre de salles de douche</b>  | Women/Femme       | Men/Homme | Women/Femme       | Men/Homme |
|   | 0                 | 0         | 0                 | 0         |
| <b>Number of Elevators<br/>Nombre d'ascenseurs</b>            | 0                 |           | 0                 |           |
| <b>TYPE OF FLOORING<br/>SORTE DE REVÊTEMENT</b>               |                   |           |                   |           |
| <b>Carpets / Tapis - moquette</b>                             | Yes               |           | No                |           |
| <b>Ceramic / Céramique</b>                                    | No                |           | No                |           |
| <b>Concrete / Béton</b>                                       | No                |           | Yes               |           |
| <b>Non Slip Tile / Tuile antidérapante</b>                    | No                |           | No                |           |
| <b>Resilient Vinyl / Vinyle souple</b>                        | No                |           | No                |           |
| <b>Mondo</b>  | No                |           | No                |           |

The above is additional building information and is only an approximation.  
 Voici des renseignements supplémentaires sur les édifices (approximatifs).

## ANNEX B

### BASIS OF PAYMENT

- B.1 All prices in Pricing Basis A are all-inclusive prices in Canadian currency for Routine Work as specified in the Statement of Work.
- B.2 All prices in Pricing Basis B are all-inclusive prices in Canadian currency for Unscheduled Project Work and Sanitary Supplies in accordance with the Statement of Work in Annex "A". All prices must include the applicable overhead which includes but is not limited to supervision and administration since they are not included elsewhere in Pricing Basis B. Written Task Authorizations (TASK AUTHORIZATION FORM PWGSC-TPSGC 572) are required prior to the provision of goods and services in Pricing Basis B.

#### Pricing Basis A: Routine Work

| Item       | Description   | Unit of Issue | Monthly Unit Price | Months | Extended Price Per Year(CAD) |
|------------|---|---------------|--------------------|--------|------------------------------|
| <b>001</b> | <b>Year 1: 1-June-2017 to 31-May-2018</b><br>Routine cleaning in accordance with Annex A.         | Mth           | \$_____/mth        | 12     | \$_____                      |
| <b>002</b> | <b>Year 2: 1-June-2018 to 31-May-2019</b><br>Routine cleaning in accordance with Annex A.         | Mth           | \$_____/mth        | 12     | \$_____                      |
| <b>003</b> | <b>Year 3: 1-June-2019 to 31-May-2020</b><br>Routine cleaning in accordance with Annex A.         | Mth           | \$_____/mth        | 12     | \$_____                      |
| <b>004</b> | <b>OPTION: Year 4: 1-June-2020 to 31-May-2021</b><br>Routine cleaning in accordance with Annex A. | Mth           | \$_____/mth        | 12     | \$_____                      |
| <b>005</b> | <b>OPTION: Year 5: 1-June-2021 to 31-May-2022</b><br>Routine cleaning in accordance with Annex A. | Mth           | \$_____/mth        | 12     | \$_____                      |

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 KIN930  
 CCC No./N° CCC - FMS No./N° VME

**Pricing Basis B: Task Authorization  
 Unscheduled Janitorial Goods and Services**

| Item | Description  | Annual Usage       | Unit of Issue         | Unit Price Year 1<br>June 2017 – May 2018 | Unit Price Year 2<br>June 2018 – May 2019 | Unit Price Year 3<br>June 2019 – May 2020 | Unit Price OPTION YR<br>June 2020 – May 2021 | Unit Price OPTION YR<br>June 2021 – May 2022 |
|------|--|--------------------|-----------------------|---|---|---|--|--|
| 001  | Sweeping of the warehouse and entrance floors with a Sweep-eze type product.           | 4,500              | Per m <sup>2</sup>    | \$ _____ /m <sup>2</sup>                  | \$ _____ /m <sup>2</sup>                  | \$ _____ /m <sup>2</sup>                  | \$ _____ /m <sup>2</sup>                     | \$ _____ /m <sup>2</sup>                     |
| 002  | Washing and sealing of the warehouse and entrance floors.                              | 1,500              | Per m <sup>2</sup>    | \$ _____ /m <sup>2</sup>                  | \$ _____ /m <sup>2</sup>                  | \$ _____ /m <sup>2</sup>                  | \$ _____ /m <sup>2</sup>                     | \$ _____ /m <sup>2</sup>                     |
| 003  | Scrub & refinish tile washroom floors.   | 100                | Per m <sup>2</sup>    | \$ _____ /m <sup>2</sup>                  | \$ _____ /m <sup>2</sup>                  | \$ _____ /m <sup>2</sup>                  | \$ _____ /m <sup>2</sup>                     | \$ _____ /m <sup>2</sup>                     |
| 004  | Strip & refinish tile washroom floors.   | 100                | Per m <sup>2</sup>    | \$ _____ /m <sup>2</sup>                  | \$ _____ /m <sup>2</sup>                  | \$ _____ /m <sup>2</sup>                  | \$ _____ /m <sup>2</sup>                     | \$ _____ /m <sup>2</sup>                     |
| 005  | Supply of toilet tissue (2-ply - must contain 20-60% recycled content)                 | 12                 | Case of 48 2 ply Roll | \$ _____ /cs                              | \$ _____ /cs                              | \$ _____ /cs                              | \$ _____ /cs                                 | \$ _____ /cs                                 |
| 006  | Supply of hand towels. (brown, unbleached, single fold)                                | 12                 | Case of 8 rolls       | \$ _____ /cs                              | \$ _____ /cs                              | \$ _____ /cs                              | \$ _____ /cs                                 | \$ _____ /cs                                 |
| 007  | Supply of liquid hand soap. (unscented)  | 12                 | 1 Litre Refill        | \$ _____ /L                               | \$ _____ /L                               | \$ _____ /L                               | \$ _____ /L                                  | \$ _____ /L                                  |
| 008  | Clean office carpet using hot water extraction.  | 466 m <sup>2</sup> | Per m <sup>2</sup>    | \$ _____ /m <sup>2</sup>                  | \$ _____ /m <sup>2</sup>                  | \$ _____ /m <sup>2</sup>                  | \$ _____ /m <sup>2</sup>                     | \$ _____ /m <sup>2</sup>                     |
| 009  | Additional janitorial labour not included elsewhere.                                   | 10                 | Hour                  | \$ _____ /hr                              | \$ _____ /hr                              | \$ _____ /hr                              | \$ _____ /hr                                 | \$ _____ /hr                                 |
| 010  | Mark up from laid down cost of additional janitorial materials not included elsewhere. | \$200.00           | % 'age markup         | _____ %                                   | _____ %                                   | _____ %                                   | _____ %                                      | _____ %                                      |

## **ANNEX C to PART 3 OF THE BID SOLICITATION**

### **ELECTRONIC PAYMENT INSTRUMENTS**

The Bidder accepts to be paid by any of the following Electronic Payment Instrument(s):

- VISA Acquisition Card;
- MasterCard Acquisition Card;
- Direct Deposit (Domestic and International);
- Electronic Data Interchange (EDI);
- Wire Transfer (International Only);
- Large Value Transfer System (LVTS) (Over \$25M)

## ANNEX D

### INSURANCE REQUIREMENTS

#### 1. Commercial General Liability Insurance

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.

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. Non-Owned Automobile Liability - Coverage for suits against the Contractor resulting from the use of hired or non-owned vehicles.
  - n. Litigation Rights: Pursuant to subsection 5(d) of the Department of Justice Act, S.C. 1993, c. J-2, s.1, if a suit is instituted for or against Canada which the Insurer would, but for this clause, have the right to pursue or defend on behalf of Canada as an Additional Named Insured under the insurance policy, the Insurer must promptly contact the Attorney General of Canada to agree on the legal strategies by sending a letter, by registered mail or by courier, with an acknowledgement of receipt.

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

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

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

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

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

## 2. Comprehensive Crime Insurance

The Contractor must obtain Comprehensive Crime (Fidelity) insurance on a Blanket basis, and maintain it in force throughout the duration of the Contract period, in an amount as listed below:

- a. Insuring Agreement 1: Employee Dishonesty (Form A) in an amount of not less than \$5,000.00 covering all employees of the Contractor. Such Fidelity Insurance must contain a "Third-Party Extension" or "Client Coverage" extending such coverage to Canada with respect to the risks associated with this agreement.

**ANNEX E**

**TASK AUTHORIZATION FORM PWGSC-TPSGC 572**

[Clear Data - Effacer les données](#)   [Instructions - Page 1](#)   [Instructions - Page 2](#)



Public Works and Government Services Canada   Travaux publics et Services gouvernementaux Canada

Annex  
 Annexe \_\_\_\_\_

**Task Authorization  
 Autorisation de tâche**

Contract Number - Numéro du contrat

|  |  |
|--|--|
| Contractor's Name and Address - Nom et l'adresse de l'entrepreneur   | Task Authorization (TA) No. - N° de l'autorisation de tâche (AT)   |
|  | Title of the task, if applicable - Titre de la tâche, s'il y a lieu  |
|  | Total Estimated Cost of Task (Applicable taxes extra)<br>Coût total estimatif de la tâche (Taxes applicables en sus)<br>\$ |
| Security Requirements: This task includes security requirements<br>Exigences relatives à la sécurité : Cette tâche comprend des exigences relatives à la sécurité<br><input type="checkbox"/> No - Non <input type="checkbox"/> Yes - Oui   If YES, refer to the Security Requirements Checklist (SRCL) included in the Contract.<br>SI OUI, voir la Liste de vérification des exigences relative à la sécurité (LVERS) dans le contrat<br>▶ |  |

**For Revision only - Aux fins de révision seulement**

|  |  |   |
|--|--|---|
| TA Revision Number, if applicable<br>Numéro de révision de l'AT, s'il y a lieu | Total Estimated Cost of Task (Applicable taxes extra) before the revision<br>Coût total estimatif de la tâche (Taxes applicables en sus) avant la révision<br>\$ | Increase or Decrease (Applicable taxes extra), as applicable<br>Augmentation ou réduction (Taxes applicables en sus), s'il y a lieu<br>\$ |
|--|--|---|

**Start of the Work for a TA : Work cannot commence until a TA has been authorized in accordance with the conditions of the contract.**   **Début des travaux pour l'AT : Les travaux ne peuvent pas commencer avant que l'AT soit autorisée conformément au contrat.**

**1. Required Work: - Travaux requis :**

|  |  |
|--|--|
| A. Task Description of the Work required - Description de tâche des travaux requis | See Attached - Ci-joint <input type="checkbox"/> |
| B. Basis of Payment - Base de paiement   | See Attached - Ci-joint <input type="checkbox"/> |
| C. Cost of Task - Coût de la tâche   | See Attached - Ci-joint <input type="checkbox"/> |
| D. Method of Payment - Méthode de paiement   | See Attached - Ci-joint <input type="checkbox"/> |

**Annex**  
**Annexe** \_\_\_\_\_

Contract Number - Numéro du contrat

## 2. Authorization(s) - Autorisation(s)

**By signing this TA, the authorized client and (or) the PWGSC Contracting Authority certify(ies) that the content of this TA is in accordance with the conditions of the contract.**

**En apposant sa signature sur l'AT, le client autorisé et (ou) l'autorité contractante de TPSGC atteste(nt) que le contenu de cette AT respecte les conditions du contrat.**

**The client's authorization limit is identified in the contract. When the value of a TA and its revisions is in excess of this limit, the TA must be forwarded to the PWGSC Contracting Authority for authorization.**

**La limite d'autorisation du client est précisée dans le contrat. Lorsque la valeur de l'AT et ses révisions dépasse cette limite, l'AT doit être transmise à l'autorité contractante de TPSGC pour autorisation.**

\_\_\_\_\_  
Name and title of authorized client - Nom et titre du client autorisé à signer

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
PWGSC Contracting Authority - Autorité contractante de TPSGC

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

## 3. Contractor's Signature - Signature de l'entrepreneur

\_\_\_\_\_  
Name and title of individual authorized - to sign for the Contractor  
Nom et titre de la personne autorisée à signer au nom de l'entrepreneur

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

---

**ANNEX F**

**ADDITIONAL CERTIFICATION INFORMATION**

**1. Board of Directors**

In accordance with the [Ineligibility and Suspension Policy](#), Section 17, Bidders are required to provide a list of their Board of Directors before contract award. Bidders are requested to provide this information in their bid.

Director Name/Position - \_\_\_\_\_

**2. Procurement Business Number (PBN)**

In accordance with Section 2, Procurement Business Number, of the Standard Instructions, Contractors are required to have a Procurement Business Number (PBN) before Contract award.

Procurement Business Number - \_\_\_\_\_

Suppliers may register for a PBN online at [Supplier Registration Information](#). For non-Internet registration, suppliers may contact the InfoLine at 1-800-811-1148 to obtain the telephone number of the nearest Supplier Registration Agent.

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KIN-6-46236

Buyer ID - Id de l'acheteur  
KIN930  
CCC No./N° CCC - FMS No./N° VME

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## **ANNEX G**

### **INFORMATION ON INCUMBENT EMPLOYEES (Form PWGSC-TPSGC 5116)**

All work under the previous contract was performed by sub-contractors as opposed to employees, therefore Form 5116 is not required for this solicitation.

**ANNEX H**

**MANDATORY TECHNICAL CRITERIA**

Please provide the information in the format shown below. A separate table is required for each project.

| <b>PROJECT/CONTRACT REFERENCE NO. 1</b>  |                              |
|--|------------------------------|
| Name of client organization or company   | Name:                        |
| Name and title of client contact   | Name:                        |
|  | Title:                       |
| Telephone and facsimile number of client contact                                   | Phone No.:                   |
|  | Facsimile:                   |
| Approximate size in square meters of the cleanable area of the project or contract | _____ square meters          |
| Location/site of the project or contract   |                              |
| Value of the project or contract   | \$                           |
| Performance period of the project or contract (indicate month and year)            | From: Month _____ Year _____ |
|  | To: Month _____ Year _____   |
| Description of Project or Contract:  |                              |
| _____  |                              |
| _____  |                              |
| _____  |                              |
| _____  |                              |
| _____  |                              |
| _____  |                              |
| _____  |                              |
| _____  |                              |
| _____  |                              |

Solicitation No. - N° de l'invitation  
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CCC No./N° CCC - FMS No./N° VME

| <b>PROJECT/CONTRACT REFERENCE NO. 2 (Optional)</b>   |                              |
|--|------------------------------|
| Name of client organization or company   | Name:                        |
| Name and title of client contact   | Name:                        |
|  | Title:                       |
| Telephone and facsimile number of client contact   | Phone No.:                   |
|  | Facsimile:                   |
| Approximate size in square meters of the cleanable area of the project or contract   | _____ square meters          |
| Location/site of the project or contract   |                              |
| Value of the project or contract   | \$                           |
| Performance period of the project or contract (indicate month and year)  | From: Month _____ Year _____ |
|  | To: Month _____ Year _____   |
| Description of Project or Contract:<br><br>_____<br><br>_____<br><br>_____<br><br>_____<br><br>_____<br><br>_____<br><br>_____ |                              |