



Parks Canada **Parcs Canada**

RETURN BIDS TO:

RETOURNER LES SOUMISSIONS À:

**Parks Canada Agency
National Contracting Services
111 Water Street East
Cornwall, ON K6H 6S3**

Bid Fax: 1-877-558-2349

**REQUEST FOR PROPOSAL
DEMANDE DE PROPOSITION**

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

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

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

| | |
|--|---|
| Title-Sujet | |
| Janitorial Service – Rouge National Urban Park | |
| Solicitation No. - N° de l'invitation 5P300-17-5238 | Date 2017 June 15 |
| GETS Reference No. – N° de référence de SEAG NA | |
| Client Reference No. – N° de référence du client | |
| Solicitation Closes L'invitation prend fin | Time Zone Fuseau horaire - |
| at – à 02:00 PM on – le 2017 July 25 | Eastern Standard Time (EST) |
| Address Inquiries to: - Adresser toute demande de renseignements à : Laura Lawson | |
| Telephone No. - N° de téléphone 613-938-5791 | Fax No. – N° de FAX 866-246-6893 |
| Destination of Goods, Services, and Construction: Destination des biens, services et construction : | |
| Parks Canada 3620 Kingston Road, Toronto, ON M1M 1R9 10725 Reesor Road, Markham, ON L6B 1A8 3258 Eglinton Ave Est, Scarborough, ON M1J 2H6 19 Beare Road, Scarborough, ON M1X 1P5 7277 14^e Avenue, Markham, ON L6B 1A8 | |
| Vendor/Firm Name and Address Raison sociale et adresse du fournisseur/de l'entrepreneur : | |
| Telephone No. - N° de téléphone : Facsimile No. - N° 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/Nom | Title/Titre |
| _____ | _____ |
| Signature | Date |

April 2016 Medium Complexity Bid Solicitation and Resulting Contract Template (MC)

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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 \(ISP\)](http://ssi-iss.tpsgc-pwgsc.gc.ca/index-eng.html) of Public Works and Government Services Canada (<http://ssi-iss.tpsgc-pwgsc.gc.ca/index-eng.html>) website.

1.2 Statement of Work

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

1.3 Debriefings

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

1.4 Trade Agreements

The requirement is subject to the provisions of the North American Free Trade Agreement (NAFTA), and the Agreement on Internal Trade (AIT).

PART 2 - BIDDER INSTRUCTIONS

2.1 Standard Instructions, Clauses and Conditions

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

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

The [2003](#) (2017-04-27) Standard Instructions - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the bid solicitation.

2.2 Submission of Bids

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

2.3 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 start at 3620 Kingston Road, Toronto, ON M1M 1R9 and will proceed to other locations on 2017 July 4. The site visit will begin at 10 am EST.

Bidders are requested to communicate with the Contracting Authority no later than June 30th at 2 pm EST 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.

2.4 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.

2.5 Enquiries - Bid Solicitation

All enquiries must be submitted in writing to the Contracting Authority no later than ten (10) 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.

2.6 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.

PART 3 - BID PREPARATION INSTRUCTIONS

3.1 Bid Preparation Instructions

3.1.1 Financial Bid

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

3.1.2 Certifications

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

PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

4.1 Financial Procedures

The price of the bid will be evaluated in Canadian dollars, Applicable Taxes excluded, FOB destination, Canadian customs duties and excise taxes included.

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) (<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) 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

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 March 31, 2018 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 two (2) additional 1-year periods under the same conditions. The Contractor agrees that, during the extended period of the Contract, it will be paid in accordance with the applicable provisions as set out in the Basis of Payment.

Canada may exercise this option at any time by sending a written notice to the Contractor at least thirty (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.

6.5 Authorities

6.5.1 Contracting Authority

The Contracting Authority for the Contract is:

Name: Laura Lawson
Title: Contracting Officer, National Contracting Services
Parks Canada Agency
Acquisitions Branch
Directorate: Chief Financial Officer Directorate
Address: 111 Water Street East, Cornwall, ON K6H 6S3

Telephone: 613-938-5791
Facsimile: 866-246-6893
E-mail address: laura.lowson@pc.gc.ca

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

6.5.2 Project Authority

The Project Authority for the Contract is: *(to be completed upon contract award)*

Name: _____
Title: _____
Organization: _____
Address: _____

Telephone: _____
Facsimile: _____
E-mail address: _____

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

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

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 prices, as specified in Annex ▯B▯ for a cost of \$ _____ *(to be entered upon 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 Payment

6.8 Invoicing Instructions

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

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

6.9 Certifications and Additional Information

6.9.1 Compliance

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

6.10 Applicable Laws

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

6.11 Priority of Documents

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

- (a) the Articles of Agreement;
- (b) the general conditions 2010C (2016-04-04) General Conditions □ Services (Medium Complexity);
- (c) Annex A, Statement of Work;
- (d) Annex B, Basis of Payment;
- (e) Annex C, Attestation and Proof of Compliance with Occupational Health and Safety (OHS)
- (f) the Contractor's bid dated _____ *(to be completed upon contract award)*

6.12 Insurance

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

ANNEX "A"

STATEMENT OF WORK

1. DESCRIPTION OF WORK FOR JANITORIAL SERVICES TO:

Rouge National Urban Park Office Buildings:

**3620 Kingston Road, Toronto, Ontario, M1M 1R9,
10725 Reesor Rd Markham ON L6B 1A8,
3258 Eglinton Ave E Scarborough ON M1J 2H6,
19 Beare Road, Scarborough, ON M1X 1P5 and,
7277 14th Avenue, Markham, ON L6B 1A8**

2. THE FOLLOWING SERVICES ARE TO BE PERFORMED WEEKLY:

1. Main Entrance and Foyer:

- All doors will be wiped, cleaned and disinfected inside/out and foyer windows will be wiped, cleaned and disinfected inside;
- All shelves will be wiped, cleaned and disinfected;
- All door knobs/handles and light switches will be wiped, cleaned and disinfected;
- All hard floors will be dry mopped, wet mopped and disinfected;
- All Door mats will be vacuumed.

2. Kitchen and Photocopy area:

- All waste containers will be emptied, washed and liners will be replaced accordingly;
- The sink, faucet, counter, cabinets and dispensers will be wiped cleaned and disinfected;
- All handles will be wiped, cleaned and disinfected;
- Microwave, stove and refrigerator will be wiped, cleaned and disinfected outside;
- Table will be wiped, cleaned and disinfected;
- All light switches will be cleaned and disinfected;
- All carpeted areas will be vacuumed;
- All hard floors will be dry mopped, wet mopped and disinfected.

3. Offices (downstairs and upstairs □ All , and basement in Eglinton):

- All waste containers, recycling bins and shredders will be emptied, wiped, cleaned and liners will be replaced accordingly;
- All door knobs/handles and light switches will be wiped, cleaned and disinfected;
- All desks will be wiped, cleaned and disinfected;
- All telephones, computer monitors frames will be spot wiped, cleaned and disinfected;
- All carpeted areas will be vacuumed.

4. Washrooms & Utility sink (downstairs and upstairs):

- All waste containers will be emptied, washed and liners will be replaced accordingly;
- All sinks, faucets, mirrors, dispensers and toilets will be washed and disinfected;
- All hand soap and dispensers will be refilled, toilet paper and paper towel re-stocked;
- All light switches & door knobs will be wiped, cleaned and disinfected;
- Hard floors will be dry mopped, wet mopped and disinfected.

5. Staircase and Hallways:

-All steps and landings will be vacuumed along with carpeted hallways.

6. Boardroom:

- All waste containers will be emptied, washed and liners will be replaced accordingly;
- All hard floors will be dry mopped, wet mopped and disinfected;
- Table will be wiped, cleaned and disinfected;
- All door knobs/handles and light switches will be wiped, cleaned and disinfected.

7. oTENTikls (Reesor - oTENTikls Adjacent to Office space, 14th Avenue □ Adjacent to office space)

- All waste containers, recycling bins and shredders will be emptied, wiped, cleaned and liners will be replaced accordingly;
- All door knobs/handles and light switches will be wiped, cleaned and disinfected;
- All desks will be wiped, cleaned and disinfected;
- All telephones, computer monitors frames will be spot wiped, cleaned and disinfected;
- All hard floors will be dry mopped, wet mopped and disinfected.

3. OTHER SERVICES ARE TO BE PERFORMED ACCORDING TO SCHEDULE BELOW:

- All shelves and cabinets will be wiped, cleaned and disinfected bi-weekly;
- All window ledges and small interior wall windows will be wiped, cleaned and disinfected bi-weekly;
- All cobwebs will be wiped, cleaned and disinfected bi-weekly;
- All wall hangings, baseboards, flowers and other reachable office accessories will be wiped, cleaned and disinfected with extra care monthly;
- All chair legs will be spot wiped, cleaned and disinfected bi-monthly;
- All walls will be spot wiped, cleaned and disinfected bi-monthly;
- Microwave, stove/oven and refrigerator/freezer will be wiped, cleaned and disinfected inside monthly.

4. GENERAL REQUIREMENTS

(A) The Contractor shall provide all labour, transportation, supervision and equipment necessary to complete the janitorial services for the office of the Rouge National Urban Park for the period from contract award to March 31, 2018 (optional to March 31, 2019 and / or March 31, 2020).

(B) Site of Work

Provide Janitorial Services at the offices of the Rouge National Urban Park:

- 3620 Kingston Road, Toronto, ON M1M 1R9
- 10725 Reesor Rd Markham ON L6B 1A8
- 3258 Eglinton Ave E Scarborough ON M1J 2H6
- 19 Beare Road, Scarborough, ON M1X 1P5
- 7277 14th Avenue, Markham, ON L6B 1A8

(C) Schedule

All services are to be performed

For Kingston Road & Eglinton: Tuesday night and Friday night between 6:00 pm and 10:00 pm during **non-operating season**; effective for the months of January, February, November and December.

All services are to be performed Tuesday night and Friday night between 6:00 pm and 10:00 pm and Sunday between 8:00 am and 10:00 pm, during **operating season**; effective for the months of March to October (inclusive).

For Beare Road, 14th Ave and Reesor Road: Monday night and Thursday night between 6:00 pm and 10:00 pm during **non-operating season**; effective for the months of January, February, November and December.

All services are to be performed Monday night and Thursday night between 6:00 pm and 10:00 pm and Sunday between 8:00 am and 10:00 pm, during **operating season**; effective for the months of March to October (inclusive).

(D) Repair and Damage

Any unusual occurrence or damage noticed is to be reported as quickly as possible to the Finance & Administration Manager or their delegate during the performance of the janitorial service.

(Phone numbers will be supplied to the contractor upon award of the Contract).

(E) Meeting

The Contractor upon being awarded the contract must meet with the Finance & Administration Manager or their delegate to review the specifications to ensure that the specifications are understood and clear.

(F) Supplies

Parks Canada will supply the following:

Toilet paper, paper towels, garbage bags/liners and liquid hand soap.

(G) The Contractor will supply the following:

All other materials, tools, equipment and supplies required to complete this contract. All items belonging to the contractor should be marked and easily identified as being their property.

(H) Extra Work:

Extra work may include, but is not limited to extra cleaning prior to events, carpet deep cleaning and bringing garbage bins to and from the curb

ANNEX "B"

BASIS OF PAYMENT (Page 1 of 2)

Bidders must provide pricing in the format specified in this Annex □B□ Basis of Payment. Failure to provide prices in the format specified will render the quotation non-responsive.

The Bidder must submit firm, all inclusive unit prices including all materials and operations (set-up charges, fuel, materials, products, delivery cost, all travel costs, admin, production, etc.) to fulfill the entire requirement as described in Annex □A□ Statement of Work.

Goods and Services Tax (GST) or Harmonized Sales Tax (HST) is extra, if applicable.

The quotation is to be in Canadian dollars.

| Contract Period □ Contract Award to March 31, 2018 | | | | |
|---|--|--------------------------------------|--------------------------------|--------------------------|
| | Service (a) | Estimated # of Months (b) | Price Per Month (c) | Total (b)x(c) |
| 1 | Janitorial Services 14 th Ave | 8 | \$ | \$ |
| 2 | Janitorial Services 19 Beare | 8 | \$ | \$ |
| 3 | Janitorial Services Eglinton | 8 | \$ | \$ |
| 4 | Janitorial Services Kingston | 8 | \$ | \$ |
| 5 | Janitorial Services Reesor North | 8 | \$ | \$ |
| Total Contract Period (excluding applicable taxes) | | | | \$ |

| Option Year 1 □ April 1, 2018 to March 31, 2019 | | | | |
|---|--|--------------------------------------|--------------------------------|--------------------------|
| | Service (a) | Estimated # of Months (b) | Price Per Month (c) | Total (b)x(c) |
| 1 | Janitorial Services 14 th Ave | 12 | \$ | \$ |
| 2 | Janitorial Services 19 Beare | 12 | \$ | \$ |
| 3 | Janitorial Services Eglinton | 12 | \$ | \$ |
| 4 | Janitorial Services Kingston | 12 | \$ | \$ |
| 5 | Janitorial Services Reesor North | 12 | \$ | \$ |
| Total Option Year 1 (excluding applicable taxes) | | | | \$ |

ANNEX "B"

BASIS OF PAYMENT (Page 1 of 2)

| Option Year 2 □ April 1, 2019 to March 31, 2020 | | | |
|---|--|----|----|
| 1 | Janitorial Services 14 th Ave | 12 | \$ |
| 2 | Janitorial Services 19 Beare | 12 | \$ |
| 3 | Janitorial Services Eglinton | 12 | \$ |
| 4 | Janitorial Services Kingston | 12 | \$ |
| 5 | Janitorial Services Reesor North | 12 | \$ |
| Total Option Year 2 (excluding applicable taxes) | | | \$ |
| Total Evaluated Price (Contract Period + Option Period 1 + Option Period 2) Excluding applicable taxes | | | \$ |

EXTRA WORK (if required)

Note: The firm all-inclusive hourly rates will not be included in the evaluation of price, but must be submitted in Annex □ B □ Basis of Payment

| PERIOD | DATES | HOURLY RATE |
|-----------------|----------------------------------|--------------------|
| Contract | Contract Award to March 31, 2018 | \$ |
| Option Period 1 | April 1, 2018 to March 31, 2019 | \$ |
| Option Period 2 | April 1, 2019 to March 31, 2020 | \$ |

NAME OF BIDDING COMPANY/BIDDER: _____

Contractor's Representative (please print clearly)

Name: _____

Title: _____

Address: _____

Telephone: _____

Facsimile: _____

E-mail address: _____

ANNEX "C"

ATTESTATION AND PROOF OF COMPLIANCE WITH OCCUPATIONAL HEALTH AND SAFETY (OHS)

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 _____

