



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

Bid Receiving/Réception des soumissions

Procurement Hub | Centre d'approvisionnement
Fisheries and Oceans Canada | Pêches et Océans Canada
301 Bishop Drive | 301 promenade Bishop
Fredericton, NB E3C 2M6

Email - courriel: DFOtenders-soumissionsMPO@dfo-mpo.gc.ca

REQUEST FOR PROPOSAL

DEMANDE DE PROPOSITION

Proposal to: Fisheries and Oceans Canada

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

Proposition aux : Pêches et Océans 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 appendices ci-jointes, les biens et les services énumérés ici sur toute feuille ci-annexée, au(x) prix indiqué(s).

Comments: - Commentaries :

THIS DOCUMENT CONTAINS A SECURITY REQUIREMENT

Title – Sujet Carpet / Upholstery Cleaning Services, at the Institute of Ocean Sciences, Sidney, BC		Date August 21, 2017
Solicitation No. – N° de l'invitation F5211-170195		
Client Reference No. - No. de référence du client F1737-171000		
Solicitation Closes – L'invitation prend fin At / à : 14:00 ADT(Atlantic Daylight Time) / HAA (heure avancée de l'Atlantique) On / le : October 3, 2017		
F.O.B. – F.A.B Destination	GST – TPS See herein — Voir ci-inclus	Duty – Droits See herein — Voir ci-inclus
Destination of Goods and Services – Destinations des biens et services See herein — Voir ci-inclus		
Instructions See herein — Voir ci-inclus		
Address Inquiries to – Adresser toute demande de renseignements à Kimberly Walker Email – courriel: DFOtenders-soumissionsMPO@dfo-mpo.gc.ca		
Delivery Required – Livraison exigée See herein — Voir ci-inclus	Delivery Offered – Livraison proposée	
Vendor Name, Address and Representative – Nom du vendeur, adresse et représentant du fournisseur/de l'entrepreneur:		
Telephone No. – No. de téléphone	Facsimile No. – No. de télécopieur	
Name and title of person authorized to sign on behalf of Vendor (type or print) – Nom et titre de la personne autorisée à signer au nom du fournisseur (taper ou écrire en caractères d'imprimerie)		
Signature	Date	



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PART 1 - GENERAL INFORMATION

1.1 Security Requirements

1. At the date of bid closing, 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. 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 Work to be performed is detailed under Annex A of the resulting contract clauses.

1.3 MANDATORY SITE VISIT

Mandatory Site Visit will be held on September 11 at 9:00 am local time at Fisheries and Oceans Canada, Institute of Ocean Sciences, 9860 W Saanich Rd., Sidney, BC, V8L 4B2. It is a requirement for all persons wishing to submit a bid on this project to attend this meeting at the site to familiarize themselves fully with the scope of work and the tendering requirements. The Bidder's representative must sign an attendance list and attend the entire site visit to have their bid submission considered responsive.

1.4 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.

1.5 Procurement Ombudsman

The Office of the Procurement Ombudsman (OPO) was established by the Government of Canada to provide an independent avenue for suppliers to raise complaints regarding the award of contracts under \$25,000 for goods and under \$100,000 for services. You have the option of raising issues or concerns regarding the solicitation, or the award resulting from it, with the OPO by contacting them by telephone at 1-866-734-5169 or by e-mail at opo-boa@opo-boa.gc.ca. You can also obtain more information on the OPO services available to you at their website at www.opo-boa.gc.ca.



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.

Revision to Departmental Name: As this solicitation is issued by Fisheries and Oceans Canada (DFO), any reference to Public Works and Government Services Canada or PWGSC or its Minister contained in any term, condition or clause of this solicitation, including any individual SACC clauses incorporated by reference, will be interpreted as reference to DFO or its Minister.

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.

Section 01 – Integrity Provisions – Bid of 2003 referenced above is amended as follows:

Delete section 01 in its entirety.

Section 02 – Procurement Business Number – of 2003 referenced above is amended as follows:

Delete section 02 in its entirety.

2.2 Submission of Bids

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

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

2.3 Enquiries - Bid Solicitation

All enquiries must be submitted in writing to the Contracting Authority no later than 7 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.

2.4 Applicable Laws

Any resulting contract must be interpreted and governed, and the relations between the parties determined, by the laws in force **in the province or territory where the goods and/or services are to be rendered.**



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



PART 3 - BID PREPARATION INSTRUCTIONS

3.1 Bid Preparation Instructions

Canada requests that bidders provide their bid in separately bound/saved sections as follows:

- Section I: Technical Bid** (one hard copy **OR** one soft copy in PDF format)
Section II: Financial Bid (one hard copy **OR** one soft copy in PDF format)
Section III: Certifications (one hard copy **OR** one soft copy in PDF format)

Please note that DFO prefers receipt of proposals in soft copy to the email address identified on page one of the solicitation. Emails must not exceed 8 MB (if over the limit Bidders are asked to send additional numbered emails)

If there is a discrepancy between the wording of the soft copy and the hard copy, the wording of the hard copy will have priority over the wording of the soft 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 explain and demonstrate how they propose to meet the requirements and how they will carry out the Work.

Section II: Financial Bid

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

Section III: Certifications

Bidders must submit the certifications required under Part 5.



PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

4.1 Evaluation Procedures

- (a) Bids will be assessed in accordance with the entire requirement of the bid solicitation including the technical and financial evaluation criteria.
- (b) An evaluation team composed of representatives of Canada will evaluate the bids.

4.1.1 Technical Evaluation

4.1.1.1 Mandatory Technical Criteria

Please see Annex D for details

4.1.2 Financial Evaluation

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

4.2 Basis of Selection

- 4.2.1** Mandatory Technical Criteria
SACC Manual Clause (A0031T) (2010-08-16)



PART 5 - CERTIFICATIONS

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 Precedent to Contract Award

The certifications listed below should be completed and submitted with the bid, but may be submitted afterwards. If any of these required certifications 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 comply with the request of the Contracting Authority and to provide the certifications within the time frame provided will render the bid non-responsive.

5.1.1 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](http://www.labour.gc.ca/eng/standards_equity/eq/emp/fcp/list/inelig.shtml)" list (http://www.labour.gc.ca/eng/standards_equity/eq/emp/fcp/list/inelig.shtml) available from [Employment and Social Development Canada \(ESDC\) - Labour's](#) website.

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.

5.1.2 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.

Signature: _____ Date: _____

5.2 Certifications Required with the Bid

Bidders must submit the following duly completed certifications with their bid.

5.2.1 Contractor's Representative

The Contractor's Representative for the Contract is:

Name: _____



Title: _____
 Address: _____
 Telephone: _____
 Facsimile: _____
 E-mail: _____

5.2.2 Supplementary Contractor Information

Pursuant to paragraph 221 (1)(d) of the Income Tax Act, payments made by departments and agencies under applicable services contracts (including contracts involving a mix of goods and services) must be reported on a T4-A supplementary slip.

To enable the Department of Fisheries and Oceans to comply with this requirement, the Contractor hereby agrees to provide the following information which it certifies to be correct, complete, and fully discloses the identification of this Contractor:

a) The legal name of the entity or individual, as applicable (the name associated with the Social Insurance Number (SIN) or Business Number (BN), as well as the address and the postal code:

b) The status of the contractor (individual, unincorporated business, corporation or partnership:

c) For individuals and unincorporated businesses, the contractor's SIN and, if applicable, the BN, or if applicable, the Goods and Services Tax (GST)/Harmonized Sales Tax (HST) number:

d) For corporations, the BN, or if this is not available, the GST/HST number. If there is no BN or GST/HST number, the T2 Corporation Tax number must be shown:

The following certification signed by the contractor or an authorized officer:

"I certify that I have examined the information provided above and that it is correct and complete"

Signature

Print Name of Signatory



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

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

6.1.1.1 SECURITY REQUIREMENT FOR CANADIAN SUPPLIER:

1. The Contractor/Offeror must, at all times during the performance of the Contract/Standing Offer/Supply Arrangement, hold a valid Designated Organization Screening (DOS), issued by the Canadian Industrial Security Directorate (CISD), Public Works and Government Services Canada (PWGSC).
2. The Contractor/Offeror personnel requiring access to PROTECTED information, assets or sensitive work site(s) must EACH hold a valid **RELIABILITY STATUS**, granted or approved by CISD/PWGSC.
3. The Contractor/Offeror MUST NOT remove any PROTECTED information or assets from the identified work site(s), and the Contractor/Offeror must ensure that its personnel are made aware of and comply with this restriction.
4. Subcontracts which contain security requirements are NOT to be awarded without the prior written permission of the DFO or the CISD/PWGSC.
5. The Contractor/Offeror must comply with the provisions of the:
 - a. Security Requirements Check List and security guide (if applicable), attached at Annex C;
 - b. Industrial Security Manual (Latest Edition).

6.1.1.2 To apply for the required level of security status (or if you are uncertain about having the status), you must contact the Regional Security Officer at the Department of Fisheries and Oceans at Amrita.Grewal@dfo-mpo.gc.ca or at 604-666-0018 phone.

6.1.1.3 In order for the Department to confirm that your company and all individuals proposed to perform work under this contract meet the required Security Status, you must complete the Personnel Identification Form (Confirmation of Security Status) attached to the original solicitation as Appendix "C-1", providing the name of your company and the full names of individuals and dates of birth of all individuals who will be providing the services.

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.

Revision to Departmental Name: As this contract is issued by Fisheries and Oceans Canada (DFO), any reference to Public Works and Government Services Canada or PWGSC or its Minister contained in any term, condition or clause of this contract, including any individual SACC clauses incorporated by reference, will be interpreted as reference to DFO or its Minister.



6.3.1 General Conditions

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

Section 27 – Integrity Provisions – Contract of 2010C referenced above is amended as follows:

Delete section 27 in its entirety.

6.4 Term of Contract

6.4.1 Period of the Contract

The period of the Contract is from date of Contract to October 31, 2018 inclusive

6.4.2 Option to Extend the Contract

The Contractor grants to Canada the irrevocable option to extend the term of the Contract by up to three (3) additional one (1) year 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 15 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: Kimberly Walker
Title: Senior Contracting Officer
Department: Fisheries and Oceans Canada
Directorate: Materiel and Procurement Services
Address: 301 Bishop Drive, Fredericton, NB E3C 2M6
E-mail address: DFOtenders-soumissionsMPO@dfo-mpo.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: **(name to be provided at contract award)**

Name: _____
Title: _____
Organization: _____



Address: _____

Telephone : ____ _

Facsimile: ____ _

E-mail address: _____

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

6.5.3 Contractor's Representative (name to be provided at contract award)

Name: _____

Title: _____

Organization: _____

Address: _____

Telephone : ____ _

Facsimile: ____ _

E-mail address: _____

6.6 Proactive Disclosure of Contracts with Former Public Servants

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

6.7 Payment

6.7.1 Basis of Payment

6.7.1.1 In consideration of the Contractor satisfactorily completing all of its obligations under the Contract, the Contractor will be paid an up amount of \$ _____ (*insert amount at contract award*) and Applicable Taxes are extra.

6.7.1.2 All prices and amounts of money in the Contract are exclusive of the Goods and Services Tax (GST) or Harmonized Sales Tax (HST), whichever is applicable, unless otherwise indicated. GST or HST, to the extent applicable, will be incorporated into all invoices and progress claims for goods supplied or work performed and will be paid by Her Majesty. The Contractor agrees to remit to Canada Revenue Agency any GST or HST paid or due.

6.7.1.3 Any payment by Her Majesty under this contract is subject to there being an appropriation for the fiscal year in which the payment is to be made.

6.7.2 Limitation of Expenditure

SACC Manual clause **C6001C** ([2017-08-17](#)) Limitation of Expenditure



6.8 Invoicing Instructions

6.8.1 Payments will be made provided that:

6.8.1.1 The invoice(s) must be emailed to DFO Accounts Payable, at the email address indicated below:

Email: DFOinvoicing-MPOfacturation@DFO-MPO.GC.CA

6.8.1.2 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.

6.8.1.3 Please address all invoice to: **(name to be provided at contract award)**

6.9 Certifications

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 **the province or territory where the goods and/or services are to be rendered.**

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, Security Requirements Check List;
- (f) Annex C-1, Personnel Identification Form (PIF);
- (g) Annex D, Insurance Conditions
- (h) Annex E, Additional Company Information and Documentation Requirements
- (i) Annex F, Evaluation Criteria
- (j) Annex G, Floor Plans, Drawings (attached)

6.12 Procurement Ombudsman

6.12.1 The Contractor confirms that it has read the Code of Conduct for Procurement and agrees to be bound by its terms.

6.12.2 The office of the Procurement Ombudsman (OPO) was established by the Government of Canada to provide an independent avenue for suppliers to raise complaints regarding the



award of contracts under \$25,000.00 for Goods and under \$100,000.00 for Services. You have the option of raising issues or concerns regarding the solicitation, or the award resulting from it, with the OPO by contacting them by telephone at 1-866-734-5169 or by e-mail at opo-boa@opo-boa.gc.ca. You can also obtain more information on OPO services available to you on their website at www.opo-boa.gc.ca.

6.12.3 For further information, the Contractor may refer to the following PWGSC site:

<http://www.tpsgc-pwgsc.gc.ca/app-acq/cndt-cndct/contexte-context-eng.html>

6.13 Insurance – Specific Requirements G1001C

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.



ANNEX "A" STATEMENT OF WORK

TITLE

Carpet / Upholstery Cleaning Services, at the Institute of Ocean Sciences, Sidney, BC

CONTRACTING PERIOD

Upon contract award through to and including October 31, 2018 with options to renew for 3 additional 1 year periods at the sole discretion of Fisheries and Oceans Canada (DFO)

Option periods if exercised will be November 1, 2018 through to October 31, 2019, November 1, 2019 through to October 31, 2020 and November 1, 2020 through to October 31, 2021.

Scope of work under this Contract includes but is not be limited to the provisions of all labour, materials, supervision and equipment necessary to complete the following work in accordance with attached site plans, specifications and general conditions.

SCOPE OF WORK

Background

The Institute of Oceans Sciences is a Federal Government Fisheries Research Facility located on Pat Bay. The property has 35 acres of grounds and over 300k square feet of buildings consisting of offices, laboratories, workshops, boardrooms, cafeteria and open floor spaces. The complex itself consists of two buildings. The main complex, houses the majority of the offices, laboratories, including large common areas, the cafeteria and auditorium. The Workshop building is predominantly trades shops and their offices. The main complex has four floors, accessed by stairs and elevators. This building is uniquely designed so that each of the four floors has ground level access. The Institute employs approximately 300 persons and is open to the public Monday to Friday.

There are approximately **9075** square meters of carpeted flooring throughout the Institute. The carpeting ranges from brand new installations to 20 years old, all of which are to be cleaned as part of this contract. We are requiring separate per unit pricing quotes for majority of our upholstered furniture cleaning and per square foot pricing for our fabric workstations.

Intent

The Institute of Ocean Sciences requires the services of an IICRC Certified Firm (contractor) whose primary business is commercial carpet/upholstery maintenance.

WORK SCHEDULE

Work must be scheduled at least one week in advance with the Project Authority and must be performed before or after business hours (before 0700 or after 1700) or on Saturday or Sunday. The contractor may work as many days in a month as is necessary to complete the "Requirements: Carpet Cleaning Frequency" below. It will be the responsibility of the contractor to ensure that the work is completed successfully within the the time allotted (for example, complete 50% of all carpets' Interim Maintenance each month).



REQUIREMENTS

The contractor must provide IICRC compliant carpet cleaning services.

Carpet Cleaning Frequency

The program frequency schedule, detailed below, is the requirements for our site and also complies with the IICRC frequency recommendation.

Schedule to be adhered to

	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec
Carpet	IM	IM	IM	EX	IM	IM	IM	IM	IM	EX	IM	IM
Matting	EX	EX	EX	EX	EX	EX	EX	EX	EX	EX	EX	EX
24hr. Guard House (2 fabric chairs)	1 + FP	1 + FP	1	1	1 + FP	1 + FP	1	1	1 + FP	1 + FP	1	1

Legend:

IM	Interim Maintenance on 50% of all accessible carpeting and all matting.
EX	Extraction cleaning of 100% of all accessible carpeting and all matting
1 +	Extraction cleaning of 1 fabric chair in the 24hr. Guard House
FP	Fabric Protector- the application of a fabric protector

Carpet Cleaning Methods to be used

IM - Interim Maintenance Process (cleaning process carried out between extraction services)

All stains are removed from the carpet using professional spotting chemicals;
Light extraction is performed as required;
All entrance mats are cleaned;
All cleaned carpets and fabric are to be left in a close to neutral pH;
Encapsulates are agitated onto all the cleaned carpet.

There is to be no substitute for the encapsulation process

EX - Extraction Process (also known as hot water extracting cleaning)

All stains are removed from the carpet using professional spotting chemicals;
Cleaning solutions are pressure sprayed onto all carpeted surfaces using hydro-force technology;
If required, high-traffic lanes are pre-scrubbed ;
Cleaning solutions and soil are rinsed from the carpet using high-pressure portable and/or truck mount extractors;
All cleaned carpets and fabric are to be left in a close to neutral pH;
All entrance mats are cleaned;
Encapsulates are agitated on to all the cleaned carpet.

There is to be no substitute for the encapsulation process



Encapsulation - Carpet

The required encapsulation process is a low moisture system that efficiently improves carpet appearance with limited down time for cleaning and drying. This low moisture technology is a unique polymer formulation that surrounds soil particles in the carpet and dries to a crystal that will not reattach or attract other soils.

The application process we require involves mechanical agitation where by the encapsulate formula is introduced to the soiled carpets using gravity fed injection through to a brush system that distributes, then agitates, the encapsulates deep into the carpet fibers, releasing soils and effectively encapsulating them in preparation for vacuuming.

Once our carpet has dried, these suspended soils are removed by beater bar vacuuming (Pile-lifter) or hot water extraction in heavily soiled areas.

The Institute of Ocean Sciences, Sidney BC requires this process as an effective interim maintenance system that when combined with the on-going site pile-lift vacuuming and scheduled hot water extraction cleanings, provides a balanced approach to a quality maintenance program ensuring a healthy, green., safe and aesthetically pleasing environment for all its staff and visitors.

The Encapsulate product must be CRI and Eco Logo certified.

There is to be no substitute for the encapsulation process.

Additional Requirements:

Fisheries and Oceans will, on occasion, require additional cleaning. This cleaning includes but is not limited to extraction cleaning and the application of fabric protection of fabric partitions; 1, 2 and 3 cushioned sofas and a range of upholstered chairs including stacking, secretarial, executive high back and standard office. These services will be delivered at the quoted contract rate but on an as-needed basis and invoiced separately to Fisheries and Oceans Canada.



The Institute of Ocean Sciences in Sidney BC recognizes; The Institute of Inspection, Cleaning and Restoration Certification – (IICRC)

The primary missions of the Institute is to be the leading, independent, non-profit, certification and International Standard setting body within the cleaning, inspection, and restoration industry; to set and promote high ethical standards, and to advance communication, collaboration and technical proficiency.

The Institute also acts as a central conduit in the exchange of information between all segments of the cleaning, inspection and restoration industries. The Institute cooperates with all segments of these industries, in whatever prudent, legal, ethical, and financial means reasonable, in order to enhance product quality, value and service to the consumer.

In addition to its primary activities within these industries, the Institute pro-actively disseminates information to maintain industry-wide, productive, logical and fair recommendations for the protection of the consumer, industry workers and the environment. The Institute continues to promote the science of cleaning and restoration.

IICRC S100 Standard Reference Guide for Professional Carpet Cleaning - 2002

IICRC S100 establishes minimum standards for professional on-location cleaning of installed textile floor coverings. In so doing, it acknowledges the critical role played by '*Fisheries and Oceans*' in selecting and maintaining those floor coverings prior to the need for such professional cleaning. For this reason, the actual standards for cleaning are preceded by information on the importance of pre-cleaning maintenance, ways in which '*Fisheries and Oceans*' may choose to evaluate the qualification of professional carpet cleaners, basic principles of carpet cleaning and the necessity for thorough pre-cleaning and post-cleaning inspections which may include other means at our disposal including the use of a black light.



IICRC
Institute of Inspection Cleaning
and Restoration Certification



**The Institute of Ocean Sciences in, Sidney BC recognizes;
The Carpet and Rug Institute – (CRI)**

The CRI works with independent testing laboratories, government agencies and member companies to continually improve best practices in product development environmentally responsibility and customer care. The result of this pursuit of excellence is our signature programs. They give carpet companies data that drives innovation and they offer consumers a way to make smarter, more informed decisions in purchasing and caring for carpet.

From a cleaning perspective this include CRI approved cleaning compounds and CRI approved equipment.



**The Institute of Ocean Sciences in Sidney BC recognizes;
EcoLogo**

EcoLogo™ is a program of environment Canada. The program has been until recently stewarded by Terra Choice Environmental Marketing Inc. under licenses agreement with Environment Canada and now by UL Environmental. EcoLogo is an official mark of the Government of Canada. Use of the EcoLogo symbol without permission is prohibited.

EcoLogo™ Standards are developed in an open, public, and transparent process spanning approximately 12-18 months, and are designed so that only the top 20% of products available on the market can achieve certification. Consumers can trust that products bearing the EcoLogo certification mark truly represent environmental leadership and provide tangible human health and environmental benefits.

EcoLogo standards are especially stringent because they address multiple environmental attributes throughout the entire life cycle of the product or service. Perhaps even more encouraging is the fact that all EcoLogo certified products must also meet performance requirements to ensure they perform as well as their conventional alternative.

After a standard is finalized, any manufacturer that demonstrates compliance with the stringent requirements is eligible for EcoLogo certification. Following a successful third-party audit of the product against the standard's requirements, EcoLogo certification can be claimed, and the product can bear the EcoLogo Mark.





Operational Procedures

Contractors Obligations:

Move all waste baskets and light furnishings during the service;
items other than plastic wheeled furnishings will not be placed back on the wet carpet;
Do not move any large, fixed items such as desks and cabinets, or electronic items such as computers, wire bundles or items such as personal files;
Meet all of our operational and security requirements of the property;
Provide all transportation, cleaning products, equipment, and consumables required to complete the service in an efficient and safe manner without additional charge;
Provide a single point of service contact (contract administrator);

Departmental Obligations:

Lift all files & personal items from the carpet prior to the service;
Insure lights & power are left "on";
Administrate security access to the building;
Ensure there are no other conflicting trades on site;
Stop or limit the amount of business activity during the service;
Provide parking at no cost to the contractor;
Provide access to Janitor rooms, washrooms & exterior water bibs as required;
Participate in the Quality Assurance Program (the contractor and the site authority review and accept the work);
Provide service ratings;
Provide service feedback;
Identify any extras such as fabric furnishings or fabric workstations to be cleaned/extracted;
Ensure that any fabric workstations being scheduled for cleaning are clear and accessible.

SITE TERMS AND CONDITIONS

Access

Access keys to all site areas to be cleaned will only be provided to authorize Contractor personnel holding a security pass. Keys are picked up and surrendered to Security at day's end. Any access point that is required to be open during the cleaning process must be monitored or locked for the duration of the cleaning process.

Cleaning Closets (CC)

There are presently 10 cleaning closets throughout the site and most are located between the Male and Female washrooms. When accessed during carpet or upholstery cleaning they must be maintained as found and none of the supplies or equipment belonging to our site cleaning contractor may be used.

Communication

It is a requirement that all cleaning persons on site during all scheduled work will be able to receive and carry out written and verbal English instructions and carry out requests that fall within the contracted agreement. Throughout all of our documents any reference to our 'Site or Project Authority', it is understood that this authority extends to persons to whom our 'Site or Project Authority' reports or to persons who report to our, 'Site or Project Authority'.

Communication Book

The contractor will supply to the site a communication/log book to be held at the security lower gatehouse. The contractor will update the logbook of all services carried out upon the completion of each visit. Any applicable repairs required to the serviced carpet or fabric furnishings are to be noted.

Energy Conservation

The contractor is expected to limit energy consumption by establishing efficient work patterns and by turning electrical equipment off and lights out when not required.



Environmental Practices

Fisheries and Oceans Canada at the Institute of Oceans Sciences, Sidney BC expects that your firm has and will comply with any and all applicable legislation pertaining to the environment. In Canada these include but are not limited to : *Canadian Environmental Protection Act, 1999 (Canada), Fisheries Act (Canada), Transportation of Dangerous Goods Act (Canada/BC) , Environmental Air Quality Management Act (BC), as well as any Municipal Solid Waste and recyclable Material Bylaws, Air Quality Bylaws or Sewer Use Bylaws.*

Equipment on Site

In carrying out the work the contractor is responsible for providing all that is necessary in order to carry out all work and services under this contract. Any equipment shall be in good, safe condition. Safety devices shall be in place and functioning to WorksafeBC requirements.

Inspections

The Contractor shall make site inspections of all appropriate areas to determine their general condition and to ensure the fulfillment of the contract requirements. On completion of the work, the Contractor will supply to the Site Authority a copy of all inspections.

Lost and Found

The Contractor's staff shall return any found articles on site to Security prior to the end of any shift.

Meals and Assigned Breaks

Any and all food and drink (other than water) consumption during any scheduled break must take place in the cafeteria. No coffee or food consumption is permitted in any other space within the complex.

No Sub-Contracting

Other than those services offered and approved by the contract acceptance, no other services are permitted without the express written permission of the **Contracting Authority**.

Non Smoking Areas

Smoking is prohibited in all buildings and structures. For smoking outside, the Provincial and Federal Treasury Board Guidelines must be adhered to. All outside smoking is restricted to designated smoking areas. The DFO designated site authority, during the site orientation, will instruct the contractor as to the locations of its designated smoking areas.

Products

The Carpet Cleaning firm must supply all of their own cleaning products / compounds for the performance of their work.

Project Authority/Site Authority

The name of the person will be provided upon award of the contract.

Restrictions to the Site

The designated Site Authority has the responsibility to determine whether any person will be permanently restricted from the site for performing in a less than professional and knowledgeable manner. The contractor shall abide by, and shall ensure its employees abide by, all appropriate regulations including but not limited to regulations relating to fire, safety, parking and health. The contractor will ensure that all employees are aware of applicable regulations.

Safety

WorksafeBC requires all workers to be knowledgeable of all workplace hazards and the precautions that must be taken to ensure that safe work practices are maintained. It is the responsibility and cost of the Contractor to ensure that its representatives receive annual training and instruction certificates in W.H.M.I.S. and that staff are equipped with appropriate tools, clothing so that they can work in a safe and healthy manner.



Social Practices

Fisheries and Oceans Canada at the Institute of Oceans Sciences, Sidney BC expects that your firm has and will comply with internationally recognized labour conventions and recommendations of the International Labour Organization (ILO) of which Canada is a member, and any applicable legislation pertaining to the work place safety, employment and human rights. In Canada these include but are not limited to: *the Corruption of Foreign Public Officials Act (Canada)*, *Human Rights Act (BC)*, *the Employment Standards Act (BC)*, and *the Workers' Compensation Act (BC)*.

Security

It is a **general** requirement of Fisheries and Oceans Canada, at the Institute of Ocean Sciences, Sidney BC, that access to the site will be restricted to the carpet and upholstery cleaning firm and its personnel who have been security cleared to a Reliability Level, acceptable to the site. All workers are required to appear in person with their firms site Supervisor when signing in and out. Each will be supplied with and sign for (supervisor must initial) keys, security pass and radio if required, must wear picture ID, uniforms bearing the firms' name (contractor's cost) and all personnel will have on record with Security their names, addresses, phone numbers and emergency contact information.

Site Drawings and Furniture Workstation Dividers

Site drawings identifying the carpet and area (m²) as well as a count of the fabric furnishings and workstations are approximate and are subject to verification by the bidder.

Telephone Access Uniforms

Other than the pay phone at the front entrance, use of site installed phones is not-permitted.

Uniforms

For security, hygiene and identification, it is a requirement of this Contract that the Contractor supply and ensure that all persons carrying out the work wear clean suitable uniforms displaying the Contractor Firms name, picture ID clearly displaying the employees first name. All other clothing must be clean, suitable for the work, and be neat in appearance. All footwear will be closed in and comply with any WorksafeBC requirements related to the work.

W.H.M.I.S. Compliance

The Contractor must at all times be WHMIS compliant. The contractor is responsible to have current S.D.S. on all products used in the carpet and upholstery cleaning function on the site.

Waste and Environmental Impact

The contractor is responsible to ensure that any and all waste generated during the cleaning operation is disposed of in accordance with the directions of the site. Neither printed or copied written material, nor recyclable materials are to be removed from the site by the Contractor or their employees. Recoverable waste water from the cleaning process **MUST** be suitable to be disposed of through the public sewage system. If this residue is not suitable, it must then be removed from site and disposed of in a manner consistent with Provincial, Regional and Municipal regulations. No dumping of waste water in public storm drain systems is permitted.



ANNEX "B" BASIS OF PAYMENT

The Contractor shall provide sufficient labour and supervision to adequately perform, oversee and ensure that all of the carpet and upholstery cleaning that is outlined in this contract is carried out.

The maintenance program includes:

the interim and extraction cleaning as well as the application of encapsulate according to our supplied schedule and cleaning processes of all our:

- Carpet tiles
- Wall to wall carpet
- Entrance matting

The alternating upholstery cleaning and 6 scheduled Fabric protection applications of 1 of 2 chairs in the 24 hour operational Guard House.

Optional Year Extensions are subject to the Site Authority requesting in writing to the Contracting Authority for implementation, and may not be implemented if the work received has in any way been unsatisfactory.



Initial Contract YEAR (12 months) COSTS BREAKDOWN

Annual cost of two (2) full (all carpet and matting) extraction
Cleaning \$ _____

Annual cost of ten (10) interim cleanings including extraction
Cleaning of all matting \$ _____

Annual cost of twelve (12) scheduled cleanings of 1 chair per month
in the guard house including application of six (6) scheduled
Fabric protector applications \$ _____

Total cost submission for the Initial Contract year excluding taxes \$ _____

Initial Contract Year (12 months)

Cost of Additional Work that may be required from time to time
List cost excluding taxes

The below items will be delivered at the quoted contract rate but on an as-needed basis and invoiced separately to Fisheries and Oceans Canada.

Stacking chairs (seat and back only) extraction\$ _____ fabric protection\$ _____

Secretarial chair extraction\$ _____ fabric protection\$ _____

Standard office chair extraction \$ _____ fabric protection\$ _____

Executive Chair-high back extraction \$ _____ fabric protection\$ _____

Sofa-1 seat extraction\$ _____ fabric protection\$ _____

Sofa 2-seat extraction \$ _____ fabric protection\$ _____

Sofa-3 seat extraction\$ _____ fabric protection\$ _____

Fabric partition extraction \$ _____ per sq.ft. Fabric protection \$ _____ per sq.ft.

Addition or deletion of Carpet cleaning per square foot for interim \$ _____ per sq.ft. and

for extraction \$ _____ per sq. ft.

Carpet extraction on a call out basis \$ _____ per sq. ft.

How much lead time is required? _____.



1st OPTION YEAR (12 months) COST BREAKDOWN

Annual cost of two (2) full (all carpet and matting) extraction
Cleaning \$ _____

Annual cost of ten (10) interim cleanings including extraction
Cleaning of all matting \$ _____

Annual cost of twelve (12) scheduled cleanings of 1 chair per month
in the guard house including application of six (6) scheduled
Fabric protector applications \$ _____

Total cost submission for the first year excluding taxes
\$ _____

1ST OPTION YEAR (12 months)

Cost of Additional Work that may be required from time to time
List cost excluding taxes

The below items will be delivered at the quoted contract rate but on an as-needed basis and invoiced separately to Fisheries and Oceans Canada.

Stacking chairs (seat and back only) extraction\$ _____ fabric protection\$ _____

Secretarial chair extraction\$ _____ fabric protection\$ _____

Standard office chair extraction \$ _____ fabric protection\$ _____

Executive Chair-high back extraction \$ _____ fabric protection\$ _____

Sofa-1 seat extraction\$ _____ fabric protection\$ _____

Sofa 2-seat extraction \$ _____ fabric protection\$ _____

Sofa-3 seat extraction\$ _____ fabric protection\$ _____

Fabric partition extraction \$ _____ per sq.ft. Fabric protection \$ _____ per sq.ft.

Addition or deletion of Carpet cleaning per square foot for interim \$ _____ per sq.ft. and
for extraction \$ _____ per sq. ft.

Carpet extraction on a call out basis \$ _____ per sq. ft.

How much lead time is required? _____.



2nd OPTION YEAR (12 months) COST BREAKDOWN

Annual cost of two (2) full (all carpet and matting) extraction Cleaning	\$ _____
Annual cost of ten (10) interim cleanings including extraction Cleaning of all matting	\$ _____
Annual cost of twelve (12) scheduled cleanings of 1 chair per month in the guard house including application of six (6) scheduled Fabric protector applications	\$ _____
Total cost submission for 2nd option year excluding taxes	\$ _____

2nd. OPTION YEAR (12 months)

Cost of Additional Work that may be required from time to time
List cost excluding taxes

The below items will be delivered at the quoted contract rate but on an as-needed basis and invoiced separately to Fisheries and Oceans Canada.

Stacking chairs (seat and back only)	extraction\$ _____	fabric protection\$ _____
Secretarial chair	extraction\$ _____	fabric protection\$ _____
Standard office chair	extraction \$ _____	fabric protection\$ _____
Executive Chair-high back	extraction \$ _____	fabric protection\$ _____
Sofa-1 seat	extraction\$ _____	fabric protection\$ _____
Sofa 2-seat	extraction \$ _____	fabric protection\$ _____
Sofa-3 seat	extraction\$ _____	fabric protection\$ _____

Fabric partition extraction \$ _____ per sq.ft. Fabric protection \$ _____ per sq.ft.

Addition or deletion of Carpet cleaning per square foot for interim \$ _____ per sq.ft and
for extraction \$ _____ per sq. ft.

Carpet extraction on a call out basis \$ _____ per sq. ft.

How much lead time is required? _____.



3rd OPTION YEAR (12 months) COST BREAKDOWN

Annual cost of two (2) full (all carpet and matting) extraction
Cleaning \$ _____

Annual cost of ten (10) interim cleanings including extraction
Cleaning of all matting \$ _____

Annual cost of twelve (12) scheduled cleanings of 1 chair per month
in the guard house including application of six (6) scheduled
Fabric protector applications \$ _____

Total cost submission for 3rd option year excluding taxes \$ _____

3rd OPTION YEAR (12 months)

Cost of Additional Work that may be required from time to time
List cost excluding taxes

The below items can only be actioned upon receipt of contract amendment approved by the Project Authority and signed by the Contracting Officer.

Stacking chairs (seat and back only) extraction \$ _____ fabric protection \$ _____

Secretarial chair extraction \$ _____ fabric protection \$ _____

Standard office chair extraction \$ _____ fabric protection \$ _____

Executive Chair-high back extraction \$ _____ fabric protection \$ _____

Sofa-1 seat extraction \$ _____ fabric protection \$ _____

Sofa 2-seat extraction \$ _____ fabric protection \$ _____

Sofa-3 seat extraction \$ _____ fabric protection \$ _____

Fabric partition extraction \$ _____ per sq.ft. Fabric protection \$ _____ per sq.ft.

Addition or deletion of Carpet cleaning per square foot for interim \$ _____ per sq.ft and

for extraction \$ _____ per sq. ft.

Carpet extraction on a call out basis \$ _____ per sq. ft.

How much lead time is required? _____.



ANNEX "C" SECURITY REQUIREMENTS CHECK LIST



Government of Canada /
Gouvernement du Canada

Contract Number / Numéro du contrat F1737-171000
Security Classification / Classification de sécurité Reliability

SECURITY REQUIREMENTS CHECK LIST (SRCL) LISTE DE VÉRIFICATION DES EXIGENCES RELATIVES À LA SÉCURITÉ (LVERS)

PART A - CONTRACT INFORMATION / PARTIE A - INFORMATION CONTRACTUELLE		
1. Originating Government Department or Organization Ministère du organisme gouvernemental d'origine Fisheries and Oceans Canada	2. Branch or Directorate / Direction générale ou Direction Real Property Safety and Security	
3. a) Subcontract Number / Numéro du contrat de sous-traitance	3. b) Name and Address of Subcontractor / Nom et adresse du sous-traitant	
4. Brief Description of Work - Brève description du travail Supply labour, tools, supervision and equipment required to provide carpet cleaning services to the Institute of Ocean Sciences.		
5. a) Will the supplier require access to Controlled Goods? Le fournisseur aura-t-il accès à des marchandises contrôlées?	<input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui	
5. b) Will the supplier require access to unclassified military technical data subject to the provisions of the Technical Data Control Regulations? Le fournisseur aura-t-il accès à des données techniques militaires non classifiées qui sont assujetties aux dispositions du Règlement sur le contrôle des données techniques?	<input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui	
6. Indicate the type of access required - Indiquer le type d'accès requis		
6. a) Will the supplier and its employees require access to PROTECTED and/or CLASSIFIED information or assets? Le fournisseur ainsi que les employés auront-ils accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS? (Specify the level of access using the chart in Question 7. c) (Préciser le niveau d'accès en utilisant le tableau qui se trouve à la question 7. c)	<input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui	
6. b) Will the supplier and its employees (e.g. cleaners, maintenance personnel) require access to restricted access areas? No access to PROTECTED and/or CLASSIFIED information or assets is permitted. Le fournisseur et ses employés (p.ex. nettoyeurs, personnel d'entretien) auront-ils accès à des zones d'accès restreintes? L'accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS n'est pas autorisé.	<input type="checkbox"/> No / Non <input checked="" type="checkbox"/> Yes / Oui	
6. c) Is this a commercial courier or delivery requirement with no overnight storage? S'agit-il d'un contrat de messagerie ou de livraison commerciales sans entreposage de nuit?	<input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui	
7. a) Indicate the type of information that the supplier will be required to access / Indiquer le type d'information auquel le fournisseur devra avoir accès		
Canada <input type="checkbox"/>	NATO / OTAN <input type="checkbox"/>	Foreign / Étranger <input type="checkbox"/>
7. b) Release restrictions / Restrictions relatives à la diffusion		
No release restrictions Aucune restriction relative à la diffusion <input type="checkbox"/>	All NATO countries Tous les pays de l'OTAN <input type="checkbox"/>	No release restrictions Aucune restriction relative à la diffusion <input type="checkbox"/>
Not releasable À ne pas diffuser <input type="checkbox"/>	Restricted to: / Limité à: <input type="checkbox"/>	Restricted to: / Limité à: <input type="checkbox"/>
Specify country(ies) / Préciser le(s) pays:	Specify country(ies) / Préciser le(s) pays:	Specify country(ies) / Préciser le(s) pays:
7. c) Level of information / Niveau d'information		
PROTECTED A PROTÉGÉ A <input type="checkbox"/>	NATO UNCLASSIFIED NATO NON CLASSIFIÉ <input type="checkbox"/>	PROTECTED A PROTÉGÉ A <input type="checkbox"/>
PROTECTED B PROTÉGÉ B <input type="checkbox"/>	NATO RESTRICTED NATO DIFFUSION RESTREINTE <input type="checkbox"/>	PROTECTED B PROTÉGÉ B <input type="checkbox"/>
PROTECTED C PROTÉGÉ C <input type="checkbox"/>	NATO CONFIDENTIAL NATO CONFIDENTIEL <input type="checkbox"/>	PROTECTED C PROTÉGÉ C <input type="checkbox"/>
CONFIDENTIAL CONFIDENTIEL <input type="checkbox"/>	NATO SECRET NATO SECRET <input type="checkbox"/>	CONFIDENTIAL CONFIDENTIEL <input type="checkbox"/>
SECRET SECRET <input type="checkbox"/>	COSMIC TOP SECRET COSMIC TRÈS SECRET <input type="checkbox"/>	SECRET SECRET <input type="checkbox"/>
TOP SECRET TRÈS SECRET <input type="checkbox"/>		TOP SECRET TRÈS SECRET <input type="checkbox"/>
TOP SECRET (SIGINT) TRÈS SECRET (SIGINT) <input type="checkbox"/>		TOP SECRET (SIGINT) TRÈS SECRET (SIGINT) <input type="checkbox"/>

Security Classification / Classification de sécurité Reliability
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TBS/SCT 350-103 (2004/12)





Government of Canada / Gouvernement du Canada

Contract Number / Numéro du contrat F1737-171000
Security Classification / Classification de sécurité Reliability

PART A (continued) / PARTIE A (suite)

8. Will the supplier require access to PROTECTED and/or CLASSIFIED COMSEC information or assets?
Le fournisseur aura-t-il accès à des renseignements ou à des biens COMSEC désignés PROTÉGÉS et/ou CLASSIFIÉS?
If Yes, indicate the level of sensitivity.
Dans l'affirmative, indiquer le niveau de sensibilité :

No / Non Yes / Oui

9. Will the supplier require access to extremely sensitive INFOSEC information or assets?
Le fournisseur aura-t-il accès à des renseignements ou à des biens INFOSEC de nature extrêmement délicate?
Short Title(s) of material / Titre(s) abrégé(s) du matériel :
Document Number / Numéro du document :

No / Non Yes / Oui

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

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

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

Special comments:
Commentaires spéciaux : _____

NOTE: If multiple levels of screening are identified, a Security Classification Guide must be provided.
REMARQUE: Si plusieurs niveaux de contrôle de sécurité sont requis, un guide de classification de la sécurité doit être fourni.

10. b) May unscreened personnel be used for portions of the work?
Du personnel sans autorisation sécuritaire peut-il se voir confier des parties du travail?
If Yes, will unscreened personnel be escorted?
Dans l'affirmative, le personnel en question sera-t-il escorté?

No / Non Yes / Oui
 No / Non Yes / Oui

PART C - SAFEGUARDS (SUPPLIER) / PARTIE C - MESURES DE PROTECTION (FOURNISSEUR)

INFORMATION / ASSETS / RENSEIGNEMENTS / BIENS

11. a) Will the supplier be required to receive and store PROTECTED and/or CLASSIFIED information or assets on its site or premises?
Le fournisseur sera-t-il tenu de recevoir et d'entreposer sur place des renseignements ou des biens PROTÉGÉS et/ou CLASSIFIÉS?
 No / Non Yes / Oui

11. b) Will the supplier be required to safeguard COMSEC information or assets?
Le fournisseur sera-t-il tenu de protéger des renseignements ou des biens COMSEC?
 No / Non Yes / Oui

PRODUCTION

11. c) Will the production (manufacture, and/or repair and/or modification) of PROTECTED and/or CLASSIFIED material or equipment occur at the supplier's site or premises?
Les installations du fournisseur serviront-elles à la production (fabrication et/ou réparation et/ou modification) de matériel PROTÉGÉ et/ou CLASSIFIÉ?
 No / Non Yes / Oui

INFORMATION TECHNOLOGY (IT) MEDIA / SUPPORT RELATIF À LA TECHNOLOGIE DE L'INFORMATION (TI)

11. d) Will the supplier be required to use its IT systems to electronically process, produce or store PROTECTED and/or CLASSIFIED information or data?
Le fournisseur sera-t-il tenu d'utiliser ses propres systèmes informatiques pour traiter, produire ou stocker électroniquement des renseignements ou des données PROTÉGÉS et/ou CLASSIFIÉS?
 No / Non Yes / Oui

11. e) Will there be an electronic link between the supplier's IT systems and the government department or agency?
Disposera-t-on d'un lien électronique entre le système informatique du fournisseur et celui du ministère ou de l'agence gouvernementale?
 No / Non Yes / Oui

Security Classification / Classification de sécurité Reliability

TBS/SCT 350-103 (2004/12)





Government of Canada
Gouvernement du Canada

Contract Number / Numéro du contrat F1737-171000
Security Classification / Classification de sécurité Reliability

PART C (continued) / PARTIE C (suite)

For users completing the form manually use the summary chart below to indicate the category(ies) and level(s) of safeguarding required at the supplier's site(s) or premises.
Les utilisateurs qui remplissent le formulaire manuellement doivent utiliser le tableau récapitulatif ci-dessous pour indiquer, pour chaque catégorie, les niveaux de sauvegarde requis aux installations du fournisseur.

For users completing the form online (via the Internet), the summary chart is automatically populated by your responses to previous questions.
Dans le cas des utilisateurs qui remplissent le formulaire en ligne (par Internet), les réponses aux questions précédentes sont automatiquement saisies dans le tableau récapitulatif.

SUMMARY CHART / TABLEAU RÉCAPITULATIF

Category Catégorie	PROTECTED PROTÉGÉ			CLASSIFIED CLASSIFIÉ			NATO				COMSEC					
	A	B	C	Confidential Confidentiel	Secret	Top Secret Très Secret	NATO Restricted NATO Diffusion Restreinte	NATO Confidential	NATO Secret	COSMIC Top Secret COSMIC Très Secret	Protected Protégé			Confidential Confidentiel	Secret	Top Secret Très Secret
											A	B	C			
Information / Assets Renseignements / Biens	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Production	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
IT Media Support TI	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
IT Link Lien électronique	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

12. a) Is the description of the work contained within this SRCL PROTECTED and/or CLASSIFIED?
La description du travail visé par la présente LVERS est-elle de nature PROTÉGÉE et/ou CLASSIFIÉE? No / Non Yes / Oui
- If Yes, classify this form by annotating the top and bottom in the area entitled "Security Classification".
Dans l'affirmative, classifiez le présent formulaire en indiquant le niveau de sécurité dans la case intitulée.
12. b) Will the document attached to this SRCL be PROTECTED and/or CLASSIFIED?
La documentation associée à la présente LVERS sera-t-elle PROTÉGÉE et/ou CLASSIFIÉE? No / Non Yes / Oui
- If Yes, classify this form by annotating the top and bottom in the area entitled "Security Classification" and indicate with attachments (e.g. SECRET with Attachments).
Dans l'affirmative, classifiez le présent formulaire en indiquant le niveau de sécurité dans la case intitulée « Classification de sécurité » au haut et au bas du formulaire et indiquer qu'il y a des pièces jointes (p. ex. SECRET avec des pièces jointes).



Security Classification / Classification de sécurité Reliability



**ANNEX "C-1" PERSONNEL IDENTIFICATION FORM (PIF)
DEPARTMENT OF FISHERIES AND OCEANS CANADA**

Contract / file number: F5211-170195

PROJECT TITLE: Carpet / Upholstery Cleaning Services, at the Institute of Ocean Sciences, Sidney, BC

Company Name:	
Address:	
Telephone number:	
Fax number:	
PWGSC file or Certificate #:	

Professional Services (Add second page if more space needed, please print clearly)

Resource Person working on this project	Date of birth YYYY/MM/DD	PWGSC file or certificate #	Security Level	Meet	Does not Meet	Comments

Contractor's Authorized Signatory (Bidder) : _____

Date: _____

(For Official Use)

Company Clearance	Required	Security Level	Meet / Does not Meet / Comments (Official Use Only)
Designated Organization Screening			
Facility Security Clearance			
Document Safeguarding Capability			

**For Use at Fisheries and Oceans Canada
Authorization of Contracting Security Authority**

- I approve
- I do not approve based on:

Contracting Security Authority: _____

Date: _____



ANNEX “D” INSURANCE CONDITIONS

The Contractor shall, at the Contractor’s own expense, provide and maintain insurance as indicated hereunder:

1. Definitions

1.1. “Contract” means “Purchase Order”.

1.2. “Buyer” means those departmental organizations or persons who have been given the responsibility for the contracting process within the Department.

2. Indemnification

The issuance coverage required by the provisions of these Insurance Conditions shall in no way limit the Contractor’s responsibility under the indemnification section of the General Conditions of the contract. Any additional coverage the Contractor may deem necessary to fulfill obligations under the indemnity section shall be at the Contractor’s own discretion and expense.

3. Period of Insurance

The insurance coverage shall be in effect from the date of contract award and shall be maintained until the contract work is completed.

4. Proof of Insurance

Within fourteen (14) days after acceptance of the Contractor’s tender, the Contractor shall deposit with the Buyer, a Certificate of Insurance or certified true copies of all contracts of insurance maintained by the Contractor pursuant to the requirements of these Insurance Conditions.

5. Notification

Each insurance policy shall contain a provision that thirty (30) days prior written notice shall be given to Her Majesty in the event of any material change in, cancellation of, or expiration of coverage.

6. Insured

Each insurance policy shall insure the Contractor, and shall include as an Additional Named Insured, Her Majesty the Queen in right of Canada as represented by the Minister of Fisheries and Oceans.

7. Payment of deductible

The amount of the deductible, if any, shall be borne by the Contractor.

8. Public Liability and Property Damage Insurance

8.1. The Contractor shall, concurrently with the execution of this contract, place and maintain at all times during the execution of the work covered by this contract, sufficient public liability and property damage insurance against personal injury and loss or damage to the property so as to fully cover the Contractor’s liability to any firm, person, association, or corporation, resulting from or attributable to the execution of the work.

The Minimum Acceptable Amount is \$1,000,000.00.



8.2. The policy shall be issued with a deductible amount of not more than \$500.00 per occurrence applying to property damage claims only.

9. Third party liability for vehicles and equipment owned, leased, used or operated by the Contractor

The Contractor shall provide an endorsement to the public liability and property damage insurance policy to include third party liability insurance for vehicles and equipment owned, leased, used or operated by the Contractor.

Minimum acceptable amount is \$1,000,000.00.

10. Tenants Legal Liability Insurance (where applicable)

The Contractor shall provide an endorsement to the public liability and property damage insurance policy to provide coverage for premises under the Contractor's care, custody and control in a **minimum amount of \$500,000.00.**



ANNEX “E” ADDITIONAL COMPANY INFORMATION AND DOCUMENTATION REQUIREMENTS

Companies interested in providing a complete carpet and upholstery cleaning and maintenance program to our site must complete and provide all of the following mandatory information and documents. Failure to provide any or all of the required information or documents will result in your firm not being considered.

Date: _____

Name of Bidding Firm: _____

Address to which notices/payments are to be sent: _____

Phone # _____ Cell # _____ Fax # _____

Email: _____

Payment preferred in the form of MasterCard _____ or Cheque _____

We are a stand-alone company and the principal Officers / Directors and/or Partners (Active Inactive or Silent) in the business are/not Residents of British Columbia. **Please print:**

Name	Res. BC	Name	Res. BC
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Provide the total number of licensed years of the Company in the carpet and upholstery cleaning business: _____

Number of Persons you Employ: _____ Full Time: _____ Part Time: _____

In the event of a contract award, list your **Site Manager**, authorized representative for the work, **Security clearance to a minimum level of Reliability Status is a requirement therefore security must already be in places at the time of bid closing:**

Name _____ how long employed by you _____

What level(s) of security clearance is/are presently held: _____

Date issued _____ PWGSC file or certificate # _____

Provide their detailed resume including a list of all IICRC Journeyman certificates held and a current WHMIS Certificate.



List your **Relief Site Manager**, the authorized representative for the work site. **Security clearance to a minimum level of Reliability Status is a requirement therefore security must already be in places at the time of bid closing:**

Name _____ how long employed by you _____

What level(s) of security clearance is presently held: _____

Date issued _____ PWGSC file or certificate # _____

Provide their detailed resume including a list of IICRC Journeyman certificates held and a current WHMIS Certificate.

All carpet technicians on site must be supervised by your Journeyman Site Manager. They must have a minimum of one Technical Certificate in carpet cleaning, issue by the IICRC, and current WHMIS certificates.

Provide a list of names of those technicians you are proposing to work at our facility, their IICRC numbers and copies of their reliability clearance.

Name	IICRC numbers	PWGSC file or certificate #
------	---------------	-----------------------------

_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

List three references of carpet and upholstery cleaning contracts that you presently hold and which, in your estimation as the owner of the Company, are representative of the size and scope of carpet and upholstery cleaning expectations of Fisheries and Oceans Canada at the Institute of Oceans Sciences in Sidney BC:

1. Client Contact Person: _____ Tel: _____

Building Name _____

Address: _____

Date of Service from _____ to _____

Square feet of the service _____

Number of Upholstery pieces _____

Extent of the service provided: _____



2. Client Contact Person: _____ Tel: _____

Building Name _____

Address: _____

Date of Service from _____ to _____

Square feet of the service _____

Number of Upholstery pieces _____

Extent of the service provided:

3. Client Contact Person: _____ Tel: _____

Building Name _____

Address: _____

Date of Service from _____ to _____

Square feet of the service _____

Number of Upholstery pieces _____

Extent of the service provided: _____

I hereby certify that the information attached and contained herein is understood, true and correct.

Signature of Company Owner _____

Date: _____



ANNEX "F" EVALUATION CRITERIA

MANDATORY REQUIREMENTS:

Proposals will be evaluated in accordance with the mandatory evaluation criteria as detailed herein. Bidders' Proposals must clearly demonstrate that they meet all Mandatory Requirements for the proposal to be considered for further evaluation. Proposals not meeting the mandatory criteria will be excluded from further consideration.

MANDATORY SUBMISSIONS AND DOCUMENTS REQUIRED

The Bidder should **complete and include** the following table in their proposal, indicating that their proposal meets the mandatory criteria, and providing the proposal page number or section that contains the information to verify that the mandatory criteria have been met.

No.	Mandatory Criteria	Meets Criteria (✓)	Proposal Page No.
M1	The completion of your firms professional information as outlined in our provided, Annex "E"		
M2	The completion of our Annex "B" titled Basis of Payment		
M3	The Bidder must provide a copy of their valid Business License covering Sidney, BC or as stated on the Town's website or an Inter-municipal Business License issued from another municipality.		
M4	The Bidder must provide a copy of their WorksafeBC Clearance letter		
M5	The Bidder must provide Proof of Insurance		
M6	The Bidder must provide a copy of IICRC certification for each individual they are proposing to work at our facility		
M7	The Bidder must provide proof that they are a CRI approved service provider		
M8	The Bidder must provide names of Trade / Business Associations that their firm is in good standing with		
M9	The Bidder must provide detailed information on their Quality Assurance program		
M10	The Bidder must provide detailed information about their staff training and their Health and Safety Program		

BASIS OF SELECTION:

Provided that the bidder has provided all of the mandatory criteria then the successful bidder will be awarded the contract based on the lowest overall bid.

In the event of a tie, (meaning an identical cost proposal submitted by different bidders, both meeting all of the mandatory criteria above) the contract will be awarded flowing Treasury Board Contracting Policy (subsection 10.8.17)