



National Research Council Canada
Administrative Services and
Property Management Branch

Conseil national de recherches Canada
Direction des services administratifs et
gestion de l'immobilier

**REQUEST FOR QUOTATION
DEMANDE DE SOUMISSION**

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

National Research Council Canada (NRC)
Procurement Services
1200 Montreal Road, Building M-22
Ottawa, Ontario
K1A 0R6
Bid Fax: (613) 991-3297

Conseil national de recherches Canada
Services d'approvisionnement
1200, chemin de Montréal, Édifice M-22
Ottawa (Ontario)
K1A 0R6
Offre Télécopieur: (613) 991-3297

Title/Sujet Janitorial Services – Victoria, British Columbia	
Solicitation No./N. de l'invitation 17-22052	Date August 28, 2017
Solicitation Closes/L'invitation prend fin at/à 14:00 on/le October 10, 2017	Time Zone/Fuseau Horaire EDT
Address Enquiries To/Adresser demandes de renseignements à : Steve Cassidy Telephone No./N. de téléphone : (613) 993-0851 Facsimile No./N. de télécopieur : (613) 998-5701	

Instructions: See Herein

Instructions: Voir aux présentes

Proposal To:

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, services, and construction listed herein and on any attached sheets at the price(s) set out therefor.

Proposition aux:

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



Vendor/Firm Name and Address Raison sociale et adresse du fournisseur/de l'entrepreneur	
Telephone No./N. de telephone Facsimile No./N. de télécopieur	
Name and title of person authorized to sign on behalf of Vendor/Firm (type or print) Nom et titre de la personne autorisé à signer au nom du fournisseur/de l'entrepreneur (taper ou écrire en caractères d'imprimerie)	
Signature	Date

JANITORIAL SERVICES

1.0 PRESENTATION OF PROPOSALS

- 1.1 You are invited to submit **four** copies of a Technical Proposal and **two** copies of a Financial Proposal in two separate envelopes to fulfil the following requirement forming part of this Request for Standing Offer. One envelope **must** be clearly marked 'Technical Proposal' and the other envelope **must** be marked 'Financial Proposal'. All financial information **must** be fully contained in the Financial Proposal, and only in the Financial Proposal. Vendors who provide financial information in the technical proposal will be disqualified. **All proposals should include the front page of this RFP duly completed.**

2.0 SCOPE OF WORK

- 2.1 To provide professional services in accordance with the detailed Statement of Work attached as Appendix "A".

3.0 PERIOD OF CONTRACT

- 3.1 This Contract is for a three-year period plus two optional years as follows. NRC anticipates that the work will begin on November 1st 2017 and be completed by October 31st 2020 and is subject to satisfactory performance.
- 3.2 The Contractor shall grant to Canada an irrevocable option to extend the contract for up to (2) two additional one year periods subject to satisfactory performance. Canada may exercise this option at any time by sending a notice to the Contractor at least 30 calendar days prior to the Contract expiry date.

4.0 ENQUIRIES

- 4.1 If you require clarification regarding any aspect of this RFQ, address all queries to the Contracting Authority, identified below, at least five (5) working days before the closing date. All queries must be in writing and queries received less than five (5) working days prior to the closing date cannot be guaranteed a response. Information received verbally will not be binding upon the NRC.

Steve Cassidy
Contracting Authority, Procurement Services
National Research Council Canada
1200 Montreal Road, Bldg. M-22
Ottawa, Ontario K1A 0R6 Telephone: (613) 993-0851
Facsimile: (613) 998-5701
Email: steve.cassidy@nrc-cnrc.gc.ca

- 4.2 To ensure the equality of information among Bidders, responses to general enquiries will be sent simultaneously to all bidders without identifying the source. All formal questions and answers will be distributed to all competing bidders unless such publication would reveal proprietary information. The bidder who initiates the question will not be identified. Technical questions that are considered proprietary by the bidder must be clearly identified. NRC will respond individually to the bidder if it considers the questions proprietary. If NRC does not consider the question proprietary, the bidder submitting it will be allowed to withdraw the question, or have the question and answer distributed to all bidders.

- 4.3 Vendors who attempt to obtain information regarding any aspect of this RFQ during the solicitation period through any NRC contacts other than the Contracting Authority identified herein, may be disqualified (for that reason alone).
- 4.4 It is the responsibility of the Bidder to obtain clarification of the requirement contained herein, if necessary, prior to submitting its proposal. The Bidder must have written confirmation from the Contracting Authority for any changes, alterations, etc., concerning this RFP.

5.0 **PROPOSAL CLOSING DATE AND BID SUBMISSION INSTRUCTIONS**

- 5.1 Proposals must be delivered not later than **14:00 EDT, October 10, 2017**, to the following **Contracting Authority**:

Steve Cassidy
 Contracting Authority, Procurement Services
 National Research Council Canada
 1200 Montreal Road, Bldg. M-22
 Ottawa, Ontario K1A 0R6 Telephone: (613) 993-0851

Proposals must not be sent directly to the Project Authority

- 5.2 Proposals must be delivered in a sealed envelope and the Bidder's name and RFP No. 17-22052 should be clearly indicated on the Proposal Envelope. It is the vendor's responsibility to obtain date and time stamped receipt signed by the receptionist as proof that NRC has received their proposal within the prescribed time limit. All risks and consequences of incorrect delivery of bids are the responsibility of the Bidder.
- 5.3 Bid submissions must be in accordance with the Standard Instructions and Conditions (Applicable to Bid Solicitation) attached as **Appendix "E"**.
- 5.4 Due to the nature of this solicitation, NRC will not accept any proposal documents by facsimile.
- 5.5 NRC will not accept any proposal documents by electronic mail or on diskette.
- 5.6 Proposals received after the closing date will not be considered and will be returned to the sender. The sender has the sole responsibility for the timely dispatch and delivery of a proposal and cannot transfer such responsibility to the NRC. No supplementary information will be accepted after the closing deadline unless NRC requests a clarification.
- 5.7 All submitted proposals become the property NRC and will not be returned to the originator.

6.0 **MANDATORY REQUIREMENTS**

- 6.1 To be considered responsive, a proposal must meet all the mandatory evaluation criteria of this RFP.
- 6.2 The bidder must respond to each section and subsection within all Mandatory Requirements of this solicitation identified in **Appendix "B" - EVALUATION - PROCEDURES AND BASIS OF SELECTION**.

7.0 **COST PROPOSAL**

- 7.1 The cost proposal must be submitted as per the following:
- (i) **Completion of the Pricing Table provided at Appendix "C" – Basis of Payment.**

(ii) **Completion of Cost breakdown (bidder to provide list)**

The cost breakdown must have sufficient structure to show how the total proposed cost was calculated. **Bidders must demonstrate they are offering a financially viable proposal over the life of the contract (including option years)** and their cost breakdown shall include the following elements:

- a) Labour. The number, classification and per diem and/or hourly rate for all assigned personnel(labourers, Supervisors, Managers). For each classification, the number of workdays should be defined.
- b) Supplies
- c) Equipment
- d) Overhead
- e) Travel
- f) Profit
- g) Other costs (explain)

7.2 **GOODS AND SERVICES TAX (GST) and HARMONIZED SALES TAX (HST):** The GST and HST, whichever is applicable, shall be considered an applicable tax for the purposes of this RFQ and extra to the price herein. The amount of GST or HST shall be disclosed and shown as a separate item.

7.3 Bids will be evaluated in Canadian currency, therefore, for evaluation purposes, the exchange rate quoted by the Bank of Canada as being in effect on date of bid closing, shall be applied as the conversion factor for foreign currency. Prices quoted shall not be subject to, or conditional upon, fluctuations in commercial or other interest rates during either the evaluation or contract period.

8.0 **MANDATORY BIDDERS MEETING**

8.1 **MANDATORY** information session and site visit is scheduled for **September 12, 2017 commencing at 1:30 PM** at the National Research Council, 5071 West Saanich Road. Bidders who, for any reason, cannot attend the specified date and time will not be given an alternative appointment to view the Site and their bids therefore will be rejected as non-compliant. **NO EXECPTIONS WILL BE MADE.** Bidders may attend either day.

DIRECTIONS: From 5071 West Saanich Road, drive up the Observatory mountain road for approximately 2 Kilometres and stop at the first building on your left among the cluster of buildings. This is the Site Services Building (small beige cement block building with flat roof).

Bidders should advise the Contracting Authority steve.cassidy@nrc-cnrc.gc.ca by email of their intention to attend in advance of this meeting and the number of attendees planned.

8.2 As proof of attendance, at the site visit, the Project Authority will have an attendance form which **MUST** be signed by the bidder's representative. It is the responsibility of all bidders to ensure they have signed the Mandatory Site Visit Attendance form prior to leaving the site. Proposals submitted by bidders who have not attended the site visit or failed to sign the Attendance Form will be rejected as non-compliant.

9.0 **CONDITIONS OF SUBMISSION**

9.1 There shall be no payment by the National Research Council for costs incurred in the preparation and submission of proposals in response to this request. No payment shall be made for costs incurred for clarification(s) and/or demonstration(s) that may be required by NRC. The National Research Council reserves the right to reject any or all proposals submitted, or to accept any proposal in whole or in part without negotiation. A contract will not necessarily be issued as a result

of this competition. NRC reserves the right to amend, cancel or reissue this requirement at any time.

- 9.2 The method of selection will be best overall value as described in **Appendix "B"**.
- 9.3 Proposals submitted must be valid for not less than sixty (60) calendar days from the closing date of the RFQ.
- 9.4 Your proposal should contain the following statement:
- "We hereby certify that the price quote is not in excess of the lowest price charged anyone else, including our most favoured customer, for like services".
- 9.5 Any contract resulting from this invitation will be subject to the General Conditions 2010B (copy attached as **Appendix "D"**) and any other special conditions that may apply.

10.0 **OWNERSHIP OF INTELLECTUAL AND OTHER PROPERTY**

- 10.1 All confidential information gathered or viewed or any product developed as a result of this RFP must be treated as confidential and as NRC property.

11.0 **CONFIDENTIALITY**

- 11.1 This document is UNCLASSIFIED, however; the contractor shall treat as confidential, during as well as after the services contracted for, any information of the affairs of NRC of a confidential nature to which its servants or agents become privy.

12.0 **CRIMINAL CODE OF CANADA**

- 12.1 Canada may reject an offer where the Bidder, or any employee or subcontractor included as part of the offer, has been convicted under section 121 ("Frauds on the government" & Contractor subscribing to election fund"), 124 ("Selling or purchasing office"), or 418 ("Selling defective stores to Her Majesty") of the Criminal Code.

ADDITIONAL CONTRACT CLAUSES

Bidder compliance with all of the following clauses, terms and conditions of the resulting contract is mandatory.

13.0 **T4-A SUPPLEMENTARY SLIPS**

- 13.1 Pursuant to paragraph 221(1)(d) of the Income Tax Act, payments made by departments and agencies to contractors under applicable services contracts (including contracts involving a mix of goods and services) must be reported on a T4A Supplementary slip. To enable client departments and agencies to comply with this requirement, contractors are required to provide information as to their legal name and status, business number, and/or Social Insurance Number or other identifying supplier information as applicable, along with a certification as to the completeness and accuracy of the information.

14.0 **GOVERNMENT SMOKING POLICY**

- 14.1 Where the performance of the work requires the presence of the Contractor's personnel on government premises, the Contractor shall ensure that its personnel shall comply with the policy of the Government of Canada, which prohibits smoking on any government premises.

15.0 ACCESS TO GOVERNMENT FACILITIES / EQUIPMENT

- 15.1 Access to the facilities and equipment necessary to the performance of the work shall be provided through arrangements to be made by the Project Authority named herein. There will be however; no day-to-day supervision of the Contractor's activities nor control of the Contractor's hours of work by the Project Authority.
- 15.2 The Contractor undertakes and agrees to comply with all Standing Orders and Regulations in force on the site where the work is to be performed, relating to the safety of persons on the site or the protection of property against loss or damage from any and all causes including fires.

16.0 GENERAL CONDITIONS

- 16.1 The General Conditions 2010B are attached as **Appendix "D"** form part of this Contract.

17.0 PERFORMANCE

- 17.1 Performance Report: The quality of the Contractor's performance will be assessed through the Site Authority's inspections in conjunction with the terms, conditions and specifications of the Cleaning Standards in conjunction with the Cleaning Schedules. The Site Authority has the authority to conduct unscheduled inspections at his/her discretion.
- 17.2 **In the event that the Contractor fails to perform any of the work in accordance with the specifications, the Site Authority will require, within 48 hours, a written response outlining corrective action taken which shall be submitted to the Site Authority and NRC.**
- 17.3 Penalty: Failure to Rectify: When the contractor fails to perform any aspect of the service and, if after verbal and written notification by NRC this failure isn't corrected within 48 hours of notification, or if the same complaint is made twice or more within a period of 30 days, the contractor agrees to pay Her Majesty 10% of the monthly rate for service. The aforesaid amount is agreed to be a fair and reasonable estimate of such damages or loss.
- 17.4 Contractors are advised that the performance remedy WILL be enforced without exception. The following shall constitute proof of failure to provide the level of service defined and will be cause for termination of the contract:
- a) The necessity to file a written notice of failure to perform on more than 3 occasions during the period of the contract; or
 - b) The necessity to apply liquidated damages more than twice during the period of the contract.

18.0 PROGRESS REPORT

- 18.1 As part of and together with each progress claim, the Contractor may be asked to submit a progress report consisting of a narrative of approximately one (1) page describing the technical progress achieved in terms of the "Statement of Work", explaining any variations in the work or expenditure plan, specifying any problems encountered or foreseen (relating to time, cost or technical matters) and any other matter considered reportable by the Contractor.

19.0 ADDITIONAL WORK

- 19.1 The successful bidder can at NRC's option, be asked to provide additional work related to this requirement. Payment will be limited to the firm per diems quoted in the Contractor's proposal.

20.0 STAFFING REQUIREMENTS

- 20.1 The Contractor shall ensure that the staffing requirements are met throughout the life of the contract.

21.0 NON-PERMANENT RESIDENT (FOREIGN COMPANY)

- 21.1 The Contractor shall ensure that non-permanent residents intending to work in Canada on a temporary basis in fulfillment of the Standing Offer, who are neither Canadian citizens nor United States nationals, receive all appropriate documents and instructions relating to

Canadian immigration requirements and secure all required employment authorizations prior to their arrival at the Canadian port of entry. The Contractor shall ensure that United States nationals having such intentions receive all appropriate documents and instructions in that regard prior to their arrival at the Canadian port of entry. Such documents may be obtained at the appropriate Canadian Embassy/Consulate in the Contractor's country. The Contractor shall be responsible for all costs incurred as a result of non-compliance with immigration requirements.

22.0 NON-PERMANENT RESIDENT (CANADIAN COMPANY)

- 22.1 The Contractor is responsible for compliance with the immigration requirements applicable to non-permanent residents entering Canada to work on a temporary basis in fulfillment of the Standing Offer. In some instances, the employment authorization necessary to enter Canada cannot be issued without prior approval of Human Resources Centre Canada (HRCC). HRCC should always be contacted as soon as the decision to bring in a non-permanent resident is made. The Contractor will be responsible for all costs incurred as a result of non-compliance with immigration requirements.

23.0 REPLACEMENT OF PERSONNEL

- 23.1 The Contractor shall provide the services of those person(s) named in its proposal, and any additional employees necessary to perform the Work and provide the services required under this Contract, unless the Contractor is unable to do so for reasons beyond the control of the Contractor. Should the Contractor, at any time, be unable to provide the employees named above, the Contractor shall be responsible for providing replacements who shall be of similar ability and attainment and who shall be acceptable to the Site Authority and the Contracting Officer. In such cases, the Contractor shall notify in writing, both the Site Authority and the Contracting Officer and provide:

- i. the reason for the removal of the named employee(s) from the Work;
- ii. the name of the proposed replacement(s);
- iii. an outline of the qualifications and experience of the candidate(s); and
- iv. accepted security clearance certification(s) as applicable.

Such notice shall be sent at least thirty (30) days in advance of the date on which any replacement is to commence work. Any change to the terms and conditions of the contract which results from a replacement of personnel shall be effected by a contract amendment.

24.0 COMMUNICATION

- 24.1 Contractor's employees must have a working knowledge of the English language, both oral and written. This is essential as staff is required to fully comprehend WHMIS, Safety SOP's, fire orders, and interaction with NRC Victoria staff.
- 24.2 Notwithstanding the foregoing, the Contractor is required to perform the Work and provide the services in accordance with the terms of the contract.

25.0 LUMP SUM PAYMENT - WORK FORCE REDUCTION PROGRAMS

- 25.1 It is a term of the contract that:

- a. the Contractor has declared to the Departmental Representative whether the Contractor has received a lump sum payment made pursuant to any work force reduction program, including but not limited to the Work Force Adjustment Directive, the Early Departure Incentive Program, the Early Retirement Incentive Program or the Executive Employment Transition Program, which has been implemented to reduce the public service;
- b. the Contractor has informed the Departmental Representative of the terms and conditions of that work force reduction program, pursuant to which the Contractor was made a lump sum payment, including the termination date, the amount of the lump sum payment and the rate of pay on which the lump sum payment was based; and
- c. the Contractor had informed the Departmental Representative of any exemption in respect of the abatement of a contract fee received by the Contractor under the Early Departure Incentive Program Order or paragraph 4 of Policy Notice 1995-8, of July 28, 1995.

26.0 **FORMER PUBLIC SERVANT**

26.1 Contracts with 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 with FPS, offerors must provide the information required below.

26.2 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 FPS . 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.

26.3 Former Public Servant in Receipt of a Pension

As per the above definitions, is the Offeror a FPS in receipt of a pension? **Yes () No ()**

If so, the Offerors must provide the following information, for all FPS 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.

26.4 By providing this information, Offerors agree that the successful Offeror'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.

26.5 Work Force Reduction Program

Is the Offeror a FPS who received a lump sum payment pursuant to the terms of a work force reduction program? **YES () NO ()**

If so, the Offeror 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 reduction program.

26.6 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 the Goods and Services Tax or Harmonized Sales Tax.

27.0 OFFICE OF THE PROCUREMENT OMBUDSMAN (OPO)

27.1 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 boa.opo@boa-opo.gc.ca. You can also obtain more information on the OPO services available to you at their website at www.opo-boa.gc.ca.

28.0 SECURITY LEVEL

- 28.1 Prior to the performance of the obligations under this contract, all personnel that will be involved with the project must be cleared to the security level of **Reliability Status** as defined in the security policy of Canada.
- 28.2 Any Contract resulting from this invitation will be subject to the Security Requirements Check List (SRCL), form TBS/SCT 350-103, attached at **Appendix "F"**.
- 28.3 The Contractor/Offeror must, at all times during the performance of the Contract, hold a valid security level clearance as identified in the Security Requirement Checklist (SRCL) Part A, Part B and Part C, as applicable, attached hereto at **Appendix "F"** and forming part of the contract.

29.0 LICENSING

29.1 The Contractor must obtain and maintain all permits, licences and certificates of approval required for the work to be performed under any applicable federal, provincial or municipal legislation. The Contractor shall be responsible for any charges imposed by such legislation or regulations. Upon request, the Contractor shall provide a copy of any such permit, licence or certificate to Canada.

30.0 **SITE REGULATIONS**

30.1 The Contractor undertakes and agrees to comply with all standing orders or other regulations, in force on the site where the work is to be performed, relating to the safety of persons on the site or the protection of property against loss or damage from any and all causes including fire.

31.0 **SAFETY REGULATIONS AND LABOUR CODES**

31.1 The Contractor must adhere to all safety rules, regulations and labour codes in force in all jurisdictions where the work is to be performed.

32.0 **WORKERS COMPENSATION**

32.1 It is mandatory that all persons performing the work be covered under the applicable worker's compensation legislation provided for the benefits of injured employees.

33.0 **ATTACHMENTS**

Appendix "A" – Statement of Work

Appendix "B" – Evaluation - General Instructions & Basis of Selection

Appendix "C" – Basis of Payment

Appendix "D" – General Conditions 2010B

Appendix "E" – Standard Instructions and Conditions (Applicable to Bid Solicitation)
dated 2007/06/01

Appendix "F" – Security Requirements Check List

Appendix "G" – Janitorial Check list and Log set (**to be provided at Site Visit**)

Part 1 Copy of Cleaner Deficiency and Project Work Log

Part 2 Copy of Cleaner Attendance Log

Appendix "H" – Site Floor Plans (**to be provided at Site Visit**)

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HERZBERG ASTRONOMY AND ASTROPHYSICS
5071 West Saanich Road
Victoria, BC V9E 3E9

APPENDIX "A" – STATEMENT OF WORK

Specification - Section 1 - General Requirements

1. NRC Representative

.1 The National Research Council's (hereinafter referred to as NRC) Departmental Representative (DR) in conjunction with this work is the Site Operations Supervisor (SOS) for Administrative Services and Property Management Branch (ASPM) at Herzberg Astronomy and Astrophysics (HAA) or his designate.

2. Schedule of Operations

.1 Within three (3) weeks of award of contract, the Contractor shall submit to NRC's representative for approval a Schedule of Operation which clearly indicates all special and periodic cleaning operations, i.e. those with a frequency of more than 2 weeks. (i.e. monthly, quarterly semi-annually, annually).

.2 The Schedule of Operations shall also indicate the planned time of execution for each special and periodic cleaning operation. Such operations shall be spaced apart in equal time increments unless otherwise stipulated by the Specification. The schedule shall cover a full one year contract period.

.3 Upon approval of the Schedule of Operations, subject to changes requested by NRC's representative to meet the Institute's operational requirements, the Contractor shall abide by this schedule, using it as a check list and entering the date when each periodic operation has been completed. A copy of the updated schedule shall be submitted to the NRC representative at the end of each month indicating where project work has been completed. The contractor will contact the Site Authority or his representative a minimum 5 days prior to executing the work to confirm the schedule.

3. Staffing

.1 The contractor shall determine the number of staff and hours required to provide the cleaning services specified but a minimum of 2 staff are required on site at all times. **Note:** The present total level of the buildings occupancy is approximately 120 persons. During peak periods this number could increase to approximately 140.

.2 The supervisor cleaner employed by the Contractor at HAA and completing daily cleaning activities must have the authority to receive and carry out contract relevant instructions given by NRC's representative, whether or not this involves minor changes to the specification.

.3 One of the Contractor's full time cleaners at HAA shall have a Supervisor or Lead function, with the ability to communicate effectively in the English language, both orally and in writing. Under normal conditions, NRC's representative or his designate will communicate with the Contractor's site supervisor with respect to the work requirements of this specification.

.4 The Site Supervisor is to maintain frequent liaison with the Project Authority or his delegate to ensure potential issues are quickly identified and resolved.

.4 In the event that the NRC representative or his designate is not satisfied with the performance under this contract, the Contractor shall dispatch upon request a representative with the appropriate authority to ensure that the requirements of this specifications are met.

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.5 If an employee of the Contractor does not work his or her full shift for whatever reason, the Contractor shall provide immediately a suitable temporary replacement. Replacements must be security cleared and on the approved employee list.

4. Inspection and Quality Assurance

.1 Self Performance Inspections - **The contractor will supervise the performance of their staff in accordance with these specifications and standards. The contractor will perform regular inspections of their staffs work, frequency to be determined (based on performance) by the Project Authority or his designate but initially a minimum once every two weeks and record the results on their form. Inspections should cover different buildings and/or areas to ensure a consistent level of performance. Completed forms to be submitted to the Project Authority or his designate upon completion for comparison to periodic inspections completed by NRC. NRC will also complete routine and random inspections. Any deficiencies shall be corrected within 24 hrs. to 4 working days. Any deficiency deemed urgent by project Authority shall be corrected immediately.**

.2 The Contractor must notify NRC's representative when each major operation listed in the approved Schedule of Operations has been completed to allow NRC to inspect the project work.

.3 If the work does not meet the requirements of this specification, the Contractor's supervisor on site will be informed by NRC's representative and the Contractor shall respond to any deficiencies immediately and rectify within a maximum of 3 days.

.4 **General deficiencies or special requests** will also be reported to the contractor staff via a special request/deficiency log book. The contractor's staff shall check this log book daily during sign in and upon action/correction they shall note who completed the work and the date.

.5 Additional meetings may be convened with the Contractor and the Project Authority to solve ongoing issues or concerns.

5. Materials & WHMIS

.1 The Contractor shall use environmentally preferred materials as per ANNEX(s) E.D-1, E.D-2. Compliance

.2 The Contractor shall furnish a complete written material list that includes statement of the origin, composition and/or manufacturer of any or all materials used in the work. The Contractor may be required to provide samples of materials from his stock for testing purposes, per ANNEX(s) E.D-1, E.D-2. It is the intent of this contract to use environmentally friendly products and materials. All cleaning products that may enter the sewer system must be compatible for use with a Septic Treatment Plant System and the contractor must demonstrate this in his material list submission.

.3 The Contractor shall provide NRC's representative with Material Safety Data Sheets (MSDS) in compliance with WHMIS regulations or any material labeled as potentially hazardous which is brought into the building by the Contractor. NRC may refuse entry of such material without provision of appropriate MSDS sheets. MSDS sheets shall be prominently displayed in janitor rooms where such material is stored by the Contractor.

6. Environmental

.1 Contractor shall include their companies' environmental policy with their tender. This policy should include processes for cleaning material disposal, types of products, certifications and their Risk Management Plan etc. This item will be a consideration in tender evaluations. It is the intent of NRC that this be a "Green" environmentally sensitive and responsible contract, as per ANNEX A1-b "Green Cleaning tables

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Only the environmentally preferred products listed in Annex A1-b "Green Cleaning tables are intended for use on this contract. Should situations arise where more chemically intense cleaning materials are required, it should only be the anomaly and the contractor shall first obtain written approval from the site authority before using any materials not meeting the requirements of Annex(s) A1-b "Green Cleaning tables

7. Safety

.1 The Contractor shall comply with all safety measures and regulations respecting personnel and hazards as stipulated by NRC, National and Provincial laws and codes, and prescribed by the Authorities having jurisdiction concerning the equipment, work habits and procedures, including safety training of Contractor's staff. Contractor must provide proof of staff WHMIS training in their tender submission.

.2 The Contractor shall ensure that all equipment used to perform the work is in a state of good repair. NRC reserves the right to have equipment judged to be unsafe, not suitable or defective, taken out of service. The Contractor is responsible to provide suitable replacement equipment on the same day. Contractor to supply and display appropriated warning signage as required.

.3 The Contractor is hereby made aware that due to the nature of the research work performed at HAA, chemical or physical hazards exist in the building. **It is therefore of prime importance that the Contractor's staff must be able to communicate fluently in English (both written and spoken) with NRC and Security staff, so that related signage, instructions concerning daily operations and announcements in day-to-day and emergency situations will be immediately understood and appropriately responded to.**

.4 NRC will endeavor not to expose Contractor staff to direct personal harm; however, the Contractor's staff must exercise extra caution in areas with potential hazards and have to be cognizant of changing conditions. Certain high risk areas will be excluded from the scope of work (see attached floor plans), in other areas cleaning operations will be restricted and are subject to prior scheduling with the cleaning supervisor on site. The contractor and his staff assigned to work on the site will be required to participate in a Hazard ID and Orientation and sign off on this process.

.5 The Contractor is hereby instructed that the buildings smoke detectors are extremely dust sensitive. Therefore, extra care shall be exercised by the Contractor's staff not to cause dust when working in such areas. Sweeping must be done carefully, preferably by antistatic mop, or must be substituted by vacuuming, so that no false alarms are caused.

.6 In the event of ringing fire alarm bells, the Contractor's staff shall evacuate the building immediately via designated emergency exit routes. The Contractor's staff shall then proceed to the assembly area in the main parking lot south of the main entrance (if in the lower site buildings) and the main Visitor Centre parking lot (if in the upper buildings) and report to the on-scene controller to be accounted for by HAA emergency personnel and to receive further instructions.

.7 **Absolutely NO SMOKING allowed anywhere on Observatory Hill.** Any Contractor staff found to contravene this policy will be permanently barred from the site and the contractor must replace this position immediately with an approved replacement.

.8 Buddy System. Contractor is to determine and fill with the number of staff required to complete the work however a minimum of two staff are required on site at all times, the contractor shall arrange his staff's work such that they are able to check on each other throughout the work period and prior to leaving the site.

9. No access to any building roofs permitted what so ever.

8. Security

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- .1 All individuals working on this site must hold an NRC issued Gov't of Canada Security Clearance. (Reliability Status)
 - .2 The Contractor must fully comply with security requirements which are in effect in the buildings. This includes obtaining and wearing of picture security ID cards at all times (provided by NRC), the protection of keys and access cards/codes issued to the cleaning staff.
 - .3 The Contractor shall, at the request of NRC, remove from the work site any employee who, in the opinion of NRC, is incompetent, is considered a safety or security risk or has displayed improper conduct on site. The Contractor shall replace such staff immediately with acceptable substitutes who have appropriate security clearances.
 - .4 Refer to bid package for additional detailed security requirements and copies of the required corporate and personnel security clearance forms.
 - .5 In order to comply with security and safety regulations all employees must be able to speak, read and understand the English language.
 - .6 Many entrances are under security card and video supervision. Entrance to and exit from the workplace shall be from the main entrance only. Cleaning staff shall only use card access entries where available.
 - .7 The Contractor must provide a list to the DR of all persons and/or sub-contractors to be employed to execute work under this service contract with personal data for security screening purposes. Such security will include the requirement for completion of a security consent form, finger printing and credit checks of contractor staff intended for work associated with this contract.
 - .8 Only the employees who are security cleared will be permitted to work on the NRC premises. Once cleared, they will be photographed and get an identification card which must be displayed at all times while working on site. Normally basic clearance requires 5 - 10 business days to complete once all paperwork is received. The contractor must inform the Project Authority of their intention to change those working on site and obtain security clearance for any new individuals prior to providing site access.
 - .9 All keys and cards entrusted to the Contractor for the fulfillment of this contract must be fully protected at all times. Master Keys shall not leave the site. The contract workers shall pick up keys from the designated key press at the Site Services Building at the beginning of their shift and deposit them back at the end of the shift. Stolen, broken or lost ID, keys or access cards must be reported immediately to the ASPM Project Authority. All keys and cards shall be returned to NRC upon completion or termination of contract.
 - .10 The ASPM Project Authority shall have the right to have any of the Contractors employees removed from any of the sites for security reasons, notwithstanding the results or status of any security screening with respect to such employee (s).
 - .11 Only those employees whose names appear on the Contractor's payroll and meet the conditions specified in this contract will be allowed access to NRC facilities. No other persons accompanying employees will be allowed into the building.
 - .13 The contractor must carry insurance to cover re- keying costs in the event that locks must be re- keyed due to contractor staff losing NRC keys.
 - .14 Fire doors and normally locked doors shall be kept closed at all times. (Do not prop doors open).
 - .15 The Contractor and his staff must not provide access through normally secured doors to any other persons.
 - .16 The Contractor and his staff must not make copies of keys.

9. Drawings

- .1 Drawings provided at the end of this specification are for reference only. Contractor is responsible to confirm all areas and coverings.

10. Conversion of Floor

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.1 There will be no adjustments made to the contract covering amount where the existing floor covering is converted to another type during the contract period.

11. Assigned Space

.1 NRC will provide the Contractor with such space as is considered necessary by NRC for the performance of the Contractor's duties without undue inconvenience, typically at least one Janitor Room or Closet per floor.

.2 The Contractor must not list, publicize or use in any fashion, for business purposes, the address of a building owned by the National Research Council Canada.

.3 NRC will not be responsible for damage or theft to the Contractor's employees' personal belongings brought into the building or Contractors supplies, materials or equipment in the building.

12. Use of Elevators

.1 The Contractor will be permitted the use of the elevators and shall be responsible for their safe operation. Contractor's equipment and collected waste must not be left unattended in the elevators.

13. Light, Heat, Power and Water

.1 NRC will supply all heat, light, power, hot and cold water reasonably required for the work. NRC will determine delivery points. The contractor shall be responsible for connection and delivery of water and power from existing connection locations to required work locations.

.2 All connections to power source shall be in accordance with the Canadian Electrical Code.

.3 Contractor staff shall turn off all lights upon completion of work of any area. Only 24 hour safety lighting shall remain on.

.4 If, in the operation of cleaning the building a circuit breaker is tripped it is imperative that NRC Site Operations or the Corps of Commissionaires is notified, so that the breaker may be reset and no damage occurs to other equipment.

14. Access to Building

.1 Only those employees, whose names appear on the Contractor's payroll, have been security cleared and indicated on the site list provided to the site authority will be allowed access to the site of the work.

15. Project Work Log, Attendance Log and Deficiency/Special Request Log

.1 Logs must be maintained by the contractor in the Site Services Building by the Contractor in which they shall record:

.1 Project Work performed: A schedule log shall be created by the contractor in excel format which will provide the schedule of Project work. This log shall be posted in the Site Services Building at a location directed by the Project Authority to notify the same for inspection of the said work. Also refer to Specification Section 4, Clause 3.1, for special and periodic cleaning.

.2 Attendance Log: Contractor staff must sign in and out complete with arrival and departure times.

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.3 Deficiencies and Special Request Log: This Log shall be used to register all requests, complaints, tasks and comments. The contractor must check this log daily (5 days a week) for notice of any deficiency or special request. The contractor must indicate the date work is complete.

16. Quality Standards

.1 The Quality Standards (see Section 2) where applicable, shall be strictly adhered to. Inspections made by the contractor and NRC shall be based on these standards.

17. Discrepancies

.1 In the event of any discrepancies between different parts of this Specification with respect to the amount of work, frequencies and the standards to which it is to be performed, the more stringent interpretation shall govern and apply.

18. Change in Occupancy

.1 From time to time vacant areas of the building may be occupied or occupied areas may become vacant. NRC will notify the Contractor ten (10) days in advance of any major changes and as soon as feasible of any minor changes. Changes of less or more than 3% to the total area requiring regular cleaning, relative to the area to be cleaned at the start of the contract will not be eligible for payment adjustments.

.2 Adjustments of monthly payments will be made in accordance to areas occupied and based on the terms of the Contract. No adjustments will be made for the addition or deletion of less than room sized areas. Unoccupied rooms shall be cleaned at least once semi-annually in accordance with the requirements of this specification without any adjustment of the Contract price. Adjustments will only be made for areas being added or deleted to or from the routine daily and weekly cleaning operations.

19. Uniforms

.1 All cleaning personnel employed in this building shall be uniformed as follows:

.1 Cleaners - Industrial type company shirt. Matching trousers and/or coveralls are also preferred. The company name or crest to be affixed to the shirt and coveralls.

.2 Uniforms shall be neat and clean at all times.

.3 Special picture security badges provided by NRC must be worn at all times in a visible manner.

20. Building Operations

.1 Report any and all maintenance repairs required to the building, heating system, plumbing, electrical or water systems to the NRC Project Authority.

21. Pre-Work Commencement Meeting

.1 Prior to commencement of the work, the Contractor shall seek a meeting on site with NRC's representative to review site conditions, hazards and discuss the execution of the work. This meeting must include the contractor's staff who will work on this site.

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.1 At the end of this contract, if the incumbent contractor is not successful in obtaining the new contract they must commit to a "handover" to the new contractor which shall include a shift shadow tour of up to one supervisor and two workers for up to two complete shifts. The outgoing contractor shall provide as much insight as possible with respect to the site and operations to the incoming incumbent. This shall be completed at least 2 weeks prior to the end of the existing contract. Costs for this handover shall be borne by both the outgoing and incoming contractors for each of their respective costs.

23. Acceptance of Site

- .1 Contractors must inspect the site, review and discuss any unexpected or unclear conditions with the site authority before submitting their bid.
.2 Submission of tender implies acceptance of existing conditions.

24. Cooperation with other Contractors

- .1 The contractor shall cooperate fully with other contractors or workers in the work site.

Specification - Section 2 – APPA Cleaning Standards**1 APPA Appearance Levels Definitions**

1.0 General – It is the intent of these specifications to ensure the areas maintained by the contractor are done to the applicable quality standards. It is also the intent of NRC to make this a "Green" Environmentally sensitive and responsible contract.

- 1.1 The cleaning work will use the APPA Appearance Levels Definitions to establish cleanliness standards for this work. The five levels are defined below.

Level 1 - Orderly Spotlessness

- Floors and base moldings shine and/or are bright and clean; colors are fresh. There is no buildup in corners or along walls
- All vertical and horizontal surfaces have a freshly cleaned or polished appearance and have no accumulation of dust, dirt, marks, streaks, smudges, or fingerprints. Light fixtures are clean.
- Washroom and shower fixtures and tile gleam and are odor-free. Supplies are adequate.
- Trash containers and recycle bins hold only daily waste, are clean and odor-free.

Level 2 - Ordinary Tidiness

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- Floors and base moldings shine and/or are bright and clean. There is no buildup in corners or along walls, but there can be up to two days' worth of dust, dirt, stains, or streaks.
- All vertical and horizontal surfaces are clean, but marks, dust, smudges, and fingerprints are noticeable upon close observation. Light fixtures are clean.
- Washroom and shower fixtures and tile gleam and are odor-free. Supplies are adequate.
- Trash containers and recycle bins hold only daily waste, are clean and odor-free.

Level 3 - Casual Inattention

- Floors are swept or vacuumed clean, but upon close observation there can be stains. A buildup of dirt and/or floor finish in corners and along walls can be seen.
- There are dull spots and/or matted carpet in walking lanes. There are streaks or splashes on base molding.
- All vertical and horizontal surfaces have obvious dust, dirt, marks, smudges, and fingerprints. Lamps all work and fixtures are clean.
- Trash containers and recycle bins hold only daily waste, are clean and odor-free.

Level 4 - Moderate Dinginess

- Floors are swept or vacuumed clean, but are dull, dingy, and stained. There is a noticeable buildup of dirt and/or floor finish in corners and along walls.
- There is a dull path and/or obviously matted carpet in walking lanes. Base molding is dull and dingy with streaks or splashes.
- All vertical and horizontal surfaces have conspicuous dust, dirt, smudges, fingerprints, and marks. Lamp fixtures are dirty.
- Trash containers and recycle bins have old trash and shavings. They are stained and marked. Trash containers smell sour.

Level 5 - Unkempt Neglect

- Floors and carpets are dull, dirty, dingy, scuffed, and/or matted. There is a conspicuous buildup of old dirt and/or floor finish in corners and along walls. Base molding is dirty, stained, and streaked. Gum, stains, dirt, dust balls, and trash are broadcast.
- All vertical and horizontal surfaces have major accumulations of dust, dirt, smudges, and fingerprint, all of which will be difficult to remove. Lack of attention is obvious.
- Light fixtures are dirty with dust balls and flies.
- Trash containers overflow. They are stained and marked. Trash containers smell sour.

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Specification - Section 3 - Operations and Frequencies

The Operations and Frequencies provided here are generic and intended for most applications at Herzberg Astronomy and Astrophysics. However special requirements and frequencies are also provided in Section 4 "Special Requirements and Instructions" which complement and exceed the frequencies indicated in this section. The operations and frequencies stated here shall apply to the Special Requirements section as a minimum but additional frequencies and requirements stated in that section shall apply as well.

NOTE: In terms of Frequency, "Daily" shall mean 5 days/week in the ramped up schedule but in the ramped down schedule it shall mean every day of the schedule for that building or floor. i.e. If Carpets are required to be vacuumed Daily in offices or corridors it shall mean every day of the schedule for that floor. So if that floor is scheduled for Tuesday and Thursday, Daily shall mean that work gets done Tuesday and Thursday for that location. **However, Washrooms, Lunchrooms, Conference Rooms, Entrances and Vestibules are not tied to the floor schedules. At all times, they are to be completed every day i.e. 5 days per week (excepting statutory holidays and Christmas Shutdown).**

3.1 Building and/or Room Type Cleaning Requirements

- 3.2** The tables on the following pages list various building and/or room types with cleaning requirements and frequencies.
- 3.3** Each room or building type shall be cleaned to the APPA Appearance level designated in the table header.

3.2 Operations and Frequency Table

ENTRANCES, VESTIBULES – APPA Level 2	FREQUENCY
Tiled and sheet vinyl floors will be dry mopped and damp mopped/washed	Daily (5 days/week)
Doormats will be lifted and vacuumed both sides.	Daily (5 days/week)
Waste receptacles will be emptied and cleaned.	Daily (5 days/week)
Door glass and interior window glass will be spot cleaned..	Daily (5 days/week)
Entrance doorframes, side glass panels and top glass panels (to a height of 2.4 m) will be fully cleaned.	Weekly
Interior window glass full clean	Monthly
Finger and other marks will be removed from wall to 2 m. high.	Weekly
Horizontal surfaces will be dusted to 2 m. high.	Daily
Door kick plates will be cleaned.	Daily
Keep all entrance way exterior areas clear of debris and litter to 5 ft.	Weekly
Broom away all cobwebs and cocoons at exterior entrance ways to 8 ft. debris and litter to 5 ft.	Bi-Weekly

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Exterior garbage containers (within 10m) will be emptied.	As required
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STAIRS AND LANDINGS – APPA Level 2	FREQUENCY
Primary stairs and landings will be swept and damp mopped/washed (88 Wing Main entrance stair way, 2000 Wing Glass Elevator entrance stairway).	Daily
2ndary stairs and landings will be swept and damp mopped/washed	Weekly
Doors will be kept free of finger marks	Weekly
Door hardware will be sanitized.	Daily
Handrails will be dusted and damp wiped	Daily
Handrails-prevent accumulation of grease, full scrub/wipe down.	Monthly
Walls will be spot cleaned to 2m high	Daily
Door kick plates will be cleaned	Daily
Horizontal surfaces will be dusted to 2 m. high.	Bi-Weekly
Interior windows, accessible areas full clean	Monthly

CORRIDORS, HALLWAYS - APPA Level 2	FREQUENCY
Tiled and linoleum floors will be dry mopped and damp mopped.	Daily
Ceramic tile floors will be dry mopped and damp mopped.	Daily
Horizontal surfaces will be dusted.	Daily
Waste & recycle receptacles will be emptied and cleaned.	Daily
Drinking fountain will be cleaned and sanitized.(CU)	Daily
Walls will be spot cleaned to 2 m. high.	Daily
Tiled and linoleum floors will be sprayed and buffed.	Daily
Door hardware will be sanitized.	Weekly
Door glass and partition glass will be completely cleaned both sides.	Monthly
Emergency Fire Equipment – Dust	As requested

ELEVATORS – APPA Level 2	FREQUENCY
Floors will be dry mopped and damp mopped/washed.	Daily
Doors and wall will be kept free of marks.	Daily
Clean and sanitize all control buttons.	Daily
Scrape and vacuum all door tracks in both the cab and floor doors.	Weekly
Ceiling panels will be cleaned.	Monthly
Stainless steel panels will be spot cleaned	Daily
Stainless steel panels will be polished	Weekly

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WASHROOMS, SHOWERS, CHANGE ROOMS – APPA Level 1	FREQUENCY
All fixtures will be cleaned and disinfected, i.e. bowls, urinals, basins, mirrors, chrome surfaces and interface.	Daily (5 days/week)
Waste receptacles will be emptied and cleaned.	Daily (5 days/week)
All supplies will be replenished.	Daily (5 days/week)
Walls will be spot cleaned to a height of 2 m.	Daily (5 days/week)
Walls will be washed floor to ceiling.	Monthly
Toilet partitions, handles and locks will be damp wiped/disinfected.	Daily (5 days/week)
Floors will be dry mopped and damp mopped/washed.	Daily (5 days/week)
Floor drains will be primed.	Monthly
Walls and toilet partitions will be kept free of graffiti.	Weekly
Floor drains will be cleaned.	Weekly
Tops of Lockers – dust and wipe	Monthly

Exterior Windows– APPA Level 2	FREQUENCY
Will be cleaned of debris and marks and left streak free.	Annually (May)

LUNCH ROOM (Main building, Site Services, CU)– APPA Level 2	FREQUENCY
Paper supplies will be replenished.	Daily (5 days/week)
Waste & recycle receptacles will be emptied and cleaned. Note: Detailed Organics Recycling bins requirements also provided in Section 4	Daily (5 days/week)
Walls will be spot cleaned to 2 m. high.	Daily (5 days/week)
Floor will be dry mopped and damp mopped/washed.	Daily (5 days/week)
Stainless steel sinks and laminate counters will be cleaned.	Daily (5 days/week)
Tables and countertops to be damp wiped with disinfectant.	Daily (5 days/week)
Sink-cleaned	Daily (5 days/week)
Microwaves – Clean inside and outside	Fridays
Refrigerator – clean inside of refrigerator – NRC to request removal off staff food stuffs.	Monthly (Last Friday of each month)
Sink – scrub, clean and polish	Monthly

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MEETING ROOMS. CONFERENCE ROOMS, - APPA Level 2	FREQUENCY
Waste receptacles will be emptied and cleaned.(monitored Daily)	As required (5 d/wk)
Carpets vacuumed. (monitored Daily)	As required (5 d/wk)
Upholstered furniture vacuumed.	Monthly
Tables damp wiped (monitored Daily).	As required (5 d/wk)
Walls spot cleaned to a height of 2 m.	Monthly
Chairs damp wiped.	Monthly
Carpets spot cleaned. (monitored Daily)	As required (5 d/wk)
White Boards – cleaned Note: Caution, do not clean white boards containing written information unless specifically requested by the Project Authority	As Requested

OFFICES – APPA Level 2	FREQUENCY
Tiled and linoleum floors will be dry mopped and damp mopped.	Daily
Carpets will be vacuumed and spot cleaned.	Daily
Wastebaskets and recycling bins will be emptied.	Daily
Wastebasket bags replaced when soiled and baskets washed.	As required
Furniture and horizontal ledges will be dusted.	As requested
Finger marks will be removed from walls and partitions will be spot cleaned to a height of 2 m.	Weekly
Horizontal Surfaces	Bi-Monthly
Horizontal and vertical blinds dusted.	2 times per year
Venetian Blinds – Spot Clean	As Required

The following areas/buildings have special requirements but shall include all the applicable requirements of the above locations (i.e. washroom or lunchroom cleaning requirements and standards but to the schedule indicated below.

LABORATORIES - Millimeter Lab Rms 265, Anti rm & 264; Optics Lab Rm 265A; Electronics Lab Rm 260; I & T Lab Rm 019; Spin Coat Lab Rm 020; AO lab Rm 022;	FREQUENCY
These areas are not included in the base pricing and will be done with specific scope and on an "As Requested" basis only. Billing will be in accordance with level of effort applied at the hourly rate quoted for additional work. Workers will be under escort.	As Requested

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TELESCOPES 1.2 and 1.8 m Domes – APPA Level 2	FREQUENCY
<p>NOTE: <i>Extreme care must be exercised around the telescope so as not to bump or impact equipment. Vacuum(s) to have HEPA filters as dust is detrimental to the optics and workings of the telescopes.</i></p> <p>1.2 m Dome – <i>Mirror room, Dark room and Spectrograph room are not part of this contract. Contractor shall not enter this area. Any cleaning in this area will be on an as requested basis under escort and on hourly unit rate. Work in the 1.2 m dome must be done before 5 pm.</i></p>	
Telescope Steel Floor decks will be vacuumed once weekly (Tuesdays).	Weekly
Ground Floor to be swept and damp mopped once weekly (Tuesdays).	Weekly
Dust areas for cobwebs below 8 ft	Monthly
Finger marks will be removed from walls and partitions will be spot cleaned to a height of 2 m.	Daily
Lunch rooms and Washrooms as per above mentioned details but only done once per week (which is contrary to washroom schedules).	Weekly
Corridors and stairways to be swept or vacuumed using dust control methods.	Weekly

VISITOR CENTRE – APPA Level 2 and 3	FREQUENCY
<p>The Visitor Centre Schedule is likely to change over the course of the contract. The current schedule will include one full cleaning one day per week May - September. (Level 2)</p> <p>A unit price to be provided for a complete clean for special events. (Level 2)</p> <p>A unit price to be provided for 5 day per week cleaning May – Sept (Level 2)</p> <p>During Off-Peak Months October to April one full cleaning per week. (Level 3)</p>	
Concrete/Liino Floors will be dry mopped and damp mopped/washed.	Weekly
Doors and walls will be kept free of marks.	Weekly
Plaskett Mirror in lobby to be cleaned of fingerprints	Weekly
Carpets to be vacuumed and spot cleaned of stains.	Weekly
Door glass to be spot cleaned	Weekly
Exhibit Displace Case Glass to be SPOT cleaned (May – Sept)	Weekly
Exhibit Displace Case Glass to be full cleaned monthly (May – Sept)	Monthly

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OTHER AREAS - GENERAL CLEANING SERVICES – AREAS NOT SPECIFIED – APPA Level 2	FREQUENCY
All graffiti shall be removed as it appears	As requested
IT closets and Server Rooms. (no access permitted unless under escort)	Not Included.
ASPM mechanical, electrical and service rooms	As requested.

DORMITORY – APPA Level 2	FREQUENCY
NOTE: <i>Dormitory shall be cleaned on a Tuesday schedule (once per week) except when occupied where a Monday/Wednesday/Friday schedule will apply. Base Dormitory occupancy at 30 weeks per year.</i>	
Linoleum Floors will be dry mopped and damp mopped/washed.	weekly
Doors and wall will be kept free of marks.	weekly
Carpets vacuumed	weekly
Washroom/Kitchen – As per lunchroom above	Daily (5 days/week, when occupied)

WHITE HOUSE – APPA Level 2	FREQUENCY
Offices – As listed above.	Daily
Linoleum Floors will be dry mopped and damp mopped/washed.	weekly
Doors and wall will be kept free of marks.	Daily
Carpets vacuumed	Daily (as per schedule)
Washrooms/Kitchen – As per lunchroom (main bldg/Site Services)	Daily – 5 days/week.
Basement	Annually

LIBRARY ROOMS (Rms 337, 383, 007 and 008)– APPA Level 2	FREQUENCY
All books and stacks in the library and records and publications shall be vacuumed on an As Requested Basis	As Requested
Rm 007 and 008 to be vacuumed, scrubbed and recoated	Annually

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MACHINE SHOP – APPA Level 2	FREQUENCY
NOTE: Dust has a negative impact on the equipment and workings in this area. Extreme care and dust reduction cleaning procedures must be followed at all times. This area is an industrial tool machining shop area. Workers can encounter metal filings, acids, oils etc. Contractor must utilize proper Personal Protection Equipment when working in this area. Under no circumstances is the contractor to handle air hoses or use shop air for cleaning. End user will provide a Hazard Identification during initial site Orientation by Departmental representative.	
Linoleum Floors will be dry mopped and damp mopped/washed.	weekly
Fatigue Mats lifted during regular floor sweeping/vacuuming.	Daily
Drop mats to be vacuumed or shaken outside to prevent dust creation inside the shop	weekly
Washroom and Kitchen – As per Washrooms and lunchroom standards indicated above	Daily (5 days/week)
Sweep Upper Bays complete and Lower Bay traffic lanes. Note: If production work is high additional sweeping/cleaning up of metal filings and chips may be requested (up to 5 days per week) and this work will be paid for by the level of effort at the hourly rates provided in the contract.	Daily
Damp mop CNC Room area	weekly
Wet mop and clean upper bay traffic and machining area (lift mats) and lower machining area (north bay traffic and work areas) with biodegradable degreaser.	Bi-Monthly (once per every 2 months)
Eye wash stations (two) – located in Kitchen and lower Bay	Daily

JANITOR'S CLOSETS – APPA Level 3	FREQUENCY
Floors will be dry mopped and damp mopped/washed.	weekly
Doors and walls will be kept free of marks.	Daily
Stainless steel panels will be polished.	weekly
Slop Sinks to be cleaned and disinfected	Bi-weekly

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PROJECT WORK/PERIODIC TASKS	FREQUENCY
<p>Project/Periodic Task with an "As Requested" Frequency will be done on a time and material basis and only when requested by the NRC Project authority. Work will be billed based on the level of effort at the hourly rates provided as part of this tender unless a unit rate for the specialized cleaning has been included. Contractor may be required to provide an estimate of the level of effort prior to the Project Authority providing approval of the work.</p> <p>Project work that includes a specified schedule and has a specified Unit rate applied shall be paid in accordance with the unit rate and is not included in the monthly Sq/ft costs.</p> <p>Contractor will provide an annual schedule indicating dates for project work. The contractor shall post the schedule by the Janitor Logs and a copy provided to the NRC Departmental Representative.</p>	
Wash all walls in entrances, hallways	1 time per year
Hard surface floors scrubbed and recoated (July and December – during silent hours – December is during Christmas shutdown) Floor access must be available prior to next working day.	2 times per year
Hard surface floors burnished	2 times per year
Hard surface floors stripped and refinished	As Requested
Entrance Vestibules (51 Wing, 88 Wing and Glass elevator entrance) - Hard surface floors spray buffed	1 time per month
Carpets – vacuum and steam clean (July and December)	2 times per year
Light Fixtures – Damp wipe fixture lens and fixture. Site Electrician to provide instruction.	As requested
All interior glass unless otherwise specified	As requested
Service rooms: Electrical, Mechanical, communications rooms to be vacuumed or dusted, swept and damp mopped.	1 time per year
Exterior Windows (End of May)	1 time per year
Furniture – vacuumed	As Requested
High Dusting – dust and/or vacuum ledges, tops of partitions, pipes and other high areas including wall mounted light fixtures and conduit (up to 12 ft level).	1 time per year
Ducts – Wash exterior surfaces and intake and supply diffusers or vents with a detergent solution.	As Requested
Radiator cleaning	As Requested
White House Basement – broom clean ceilings and walls; vacuum floors complete	1 time per year (Sept)
Machine Shop – Penthouse and stairway – Swept and vacuumed	2 times/year (Aug – Jan)
Elevator Penthouse – vacuum area monthly	Monthly
Horizontal and Vertical Blinds Dusted and Wiped	2 times per year.
Library Stacks Rm 007, 008 – Strip and refinish Vinyl Tile Floor	1 time per year

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Specification Section 4 - Special Requirements & Instructions

1. Supplies

- .1 The Contractor shall supply all tools, and equipment necessary to satisfactorily execute the work, including all necessary machines, vacuums, brushes, mops, pails etc.
- .2 The contractor shall supply all detergents, cleaning materials, sealers, waxes, plastic bags and plastic bag waste receptacle liners etc. Only those cleaning supplies intended for use on the surface to be cleaned are to be used. The contractor shall also supply all plastic bags (biodegradable) and feminine hygiene bags for waste receptacles.
- .3 NRC will supply all tissue and paper towels, hand soap (lotion type), Organic recycling program bags and urinal deodorant cakes.

2. Equipment

- .1 Cleaning equipment must be CSA certified and in good operating condition at all times. All equipment shall be subject to approval by NRC's representative or his designate for appearance, cleanliness and suitability for the job. Any equipment deemed unsuitable shall be removed from the premises.
- .2 The Contractor shall supply only new or recently restored to good condition, vacuum cleaners equipped with power brush and standard accessories (various types of nozzles and brushes). Special attention will be given to filter bags and filtering of exhaust to keep dust to an absolute minimum.
- .3 The Contractor shall supply all other required equipment in new or excellent condition which is necessary to perform the work, such as wet extraction vacuuming equipment, buffers, etc. All contractors' equipment shall be labeled with Company Name.
- .4 The contractor shall include a detailed list of equipment to be used on this contract with his tender.

3. Special & Periodic Tasks

.1 Scheduled Cleaning Operations

.1 Routine cleaning operations will be performed between 1500 and 2200 hours Monday through Friday (also see Section 1, Para 3). Deviations from this are subject to approval of NRC's representative.

Note: All work done prior to 1700 hrs. Mon - Fri must not interfere with NRC staff operations. (i.e. No vacuuming in offices or office area hallways, no cleaning in boardrooms/theatres if occupied etc.). **To access occupied office space, a cleaner will be expected to knock and request permission to enter and specify what cleaning operation they would like to do and get approval prior to proceeding.**

.2 All scheduled special and periodic project cleaning tasks shall be carried out by additional staffing hours, in accordance with the approved Schedule of Operations (see Section 1, Para 2.)

.3 Normally for burnishing, stripping and resealing of sheet flooring, carpet cleaning, interior window cleaning etc. evening or weekend work will be required for these tasks. In such cases, advance appropriate arrangements must be made with NRC's representative or his designate. No additional payment will be entertained for this work.

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4. Cleaning on Request

- .1 Areas indicated as NIC (not included in contract) or Project/Periodic Task with As Requested Frequency may be done on a time and material basis, when requested by the NRC Project authority and billed based on the level of effort at the hourly rates provided as part of this tender unless a unit rate for the specialized cleaning has been included.

5. Excluded Effects

- .1 NRC staff personal effects
- .2 Mechanical, electrical and electronic equipment (except grills/diffusers which are included)
- .3 Art objects.
- .4 Live Plants.
- .5 Souvenirs and paraphernalia.
- .6 Desks and associated furniture. **Note:** Papers and files to be left on furniture and shall not be disturbed by cleaning staff. Occupant will clean their desks and provide specific request for desk cleaning.

6. Recycling and Regular Waste Receptacles

.1 General

1 Plastic bags for all waste receptacles (except green organics totes) to be bio-degradable type (12-24 mos) and supplied by contractor. Contractor to provide data on biodegradable bags to be used on this contract.

.2 NRC to supply compostable bags for Green organic totes.

.3 Green Organic Waste totes are located in the Lunch room, Large Conference Room, 2nd floor near Glass Elevator, 3rd Floor near Glass Elevator, Site Services and the Machine Shop. Remove Organics Program Tote bags on Tuesdays and Fridays or as per specific building schedule (**main building lunchroom to be checked daily (5 days/week) and replaced as required other areas checked as per schedule**) and deposit organic waste in storage area (Rm 023) Organic Recycling totes. All Organic bin bags to be changed at least once weekly.

Replace green organics tote bags with new (NRC supplied) compostable bags.

.4 Relocate organics and office paper recycling Totes from room 023 and Site Services bldg. to loading dock on day before scheduled pickup (bi-weekly, normally Wednesday evenings but subject to change).

.5 Recycling bins for glass, cans and plastic (Lunch rm, CU and WH) are handled by NRC

.6 Cardboard to be broken down and removed to cardboard container outside Site Services Building.

.2 Daily

.1 Empty washroom and lunch room waste receptacles (organics and general waste bins). Washroom paper towels to go into Organic recycling waste.

.4 According to building or floor schedule

.1 Replace office waste bin bags (clean or unsoiled bags can be left in place).

.2 Damp wipe outside of waste receptacles and can and glass container bins.

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- .3 Inside surfaces of waste paper receptacles to be washed minimum once annually or as required.
- .4 Bring paper recycling from the White House down to designated containers (as required but at least every 2 weeks on Tuesdays of recycling pick up week).

7. Garbage Removal Exclusions

- .1 Construction material and debris (unless minor in quantity).
- .2 Furniture and equipment crating (unless very small or cardboard).
- .3 Obsolete furniture and equipment.
- .4 Chemical and hazardous substances and their containers.

8. Building/Room Exclusions

- .1 The following buildings are excluded from this contract (NIC) – Not in Contract but the Project Authority may request cleaning services in these areas on an As Requested Basis to be billed based on the level of effort at the hourly rate quoted.

-Carpenter Shop, Site Service Garage, Lower Domestic Pump House, Lower Fire Booster Pump House, Upper Domestic Pump House, Upper Fire Pump House. Geomagnetic, Electrical and Mechanical Service rooms, RASC Building, Upper Storage Shed and the Electronic Data Processing Areas (Rm 336, 336, caged area of rm 224 and rm 150.

9. Office Security

- .1 Office doors shall be left in the same security condition as they are encountered when cleaning. i.e. Locked, closed and unlocked or open and unlocked.
- .2 Red Dot Doors. Doors with a red dot at the lockset are to be closed and locked even if they are found unlocked. The Cleaning staff shall report any incidents of encountering unlocked red dot doors to the Project Authority.
- .3 Red Dot Doors: Rooms 101, 102, 106, 107, 115, 116, 123, 124, 240, 241, 243, 304, 375, and White House 103, 202, 203, 204.

General Schedule - visual reference only

(there are requirements over and above this schedule for some items – i.e. washrooms, lunchrooms, conference rooms, entrance vestibules daily – 5 days/week)

Proposed first year and optional subsequent years.

Building	Area	M	T	W	T	F	S	S
Main	first	X		X				
	2 and 4		X		X			
	3 and Bsmt			X		X		

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	Main foyers/Wshrms/lunchrms/ conf rms	X	X	X	X	X		
Site Services	General and office areas			X		X		
	Washroom/lunchroom	X	X	X	X	X		
Machine Shop	General		X		X			
	Washroom/lunchroom	X	X	X	X	X		
CU	Peak (May-Sept)		X					
	Off Season		X					
	Option - 5 days/week	X	X	X	X	X		
WH	1 st and 2 nd Floor		X			X		
	Lunch room and washrooms	X	X	X	X	X		
1.8 M Dome	Peak (May-Sept)	X	X	X	X	X		
	Off Season		X		X			
1.2 M Dome	General Year round		X					
Dormitory	General Year round	X						
	Peak Occupancy	X		X		X		

Appendix A- Occupancy

Building	Occupancy Type
Main Admin Building	
2000 Wing	Office, laboratories, washrooms, conference rooms, lunch room
1988 Wing	Office, Computer Room, Library, conference rooms, elevator,
1951 Wing	Lobbies, Office, multipurpose
1916 Wing	Office
Machine Shop	Office, laboratory, machine shop, high tech
Site Services	Offices, warehouse, lunchroom, washroom
1.8 M Telescope	Lobby/Open area, offices, washrooms
1.2 M Telescope	Lobby/Open area, offices, lounge, washrooms, telescope floor
Visitor Centre	Lobby, offices, retail area, exhibit area, theatre
White House	Offices, board rooms, lunchroom and storage
Dormitory	Temporary sleeping quarters, lounge, kitchen and washroom
<p><i>* Notes: Total numbers of staff may fluctuate by plus or minus 10% for overall NRC staffing. In addition to the numbers provided their may be students and visiting workers to a total of approximately 15 – 20. The students are on term employment and the visiting workers are normally on shorter work days and weeks.</i></p> <p><i>The Visitor Centre (Centre of the Universe- CU) is an Interpretive Active Display Centre open under Lease to the Friends of the Dominion Observatory (FDAO). NRC as the landlord continues to be responsible for cleaning this building. This facility will be open to the public and host various events. As FDAO is a new entity, there are currently only summer Saturday evening programs, summer children science camps and a number of one off events have been scheduled. However these events can mean as many as 250 visitors per weekend. These</i></p>	

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*visitors also visit the 1.8 m telescope on the main floor open area and the telescope deck open area.
For anticipation of workload for this aspect of the contract the contractor can anticipate 30 events per year with 10 remaining for the remainder of 2017. Eventually the Centre could open again during day time hours 2 -3 times per week May – September.*

Appendix B – Types of Flooring

2000 Wing	Carpet *Carpet Tile*Carpet drop mats * Finished concrete * Vinyl sheet flooring * Vinyl stair treads
1916/1951/1988 Wings	Carpet * Carpet tile * Carpet drop mats * Finished concrete * Vinyl tile * Vinyl sheet flooring
	* Vinyl stair treads * Raised Computer Flooring*Terrazzo*
Machine Shop	Carpet drop mats * Finished concrete * Vinyl sheet flooring*
Site Services	Carpet drop mats * Finished concrete * Vinyl sheet flooring * laminate flooring*
Visitor Centre	Carpet * Carpet drop mats * Finished concrete*
Dormitory	Carpet * Carpet drop mats * Vinyl sheet flooring*
Telescope Domes 1.2m/1.8m	Finished concrete * Vinyl tile * Vinyl sheet flooring * Vinyl stair treads*Epoxy floor * Terrazzo * Steel Plate*
White House	Carpet Tile * Carpet drop mats * concrete * Vinyl sheet flooring*Ceramic tile*Vinyl tile*

Bldg Construction Years and Square Footage

Main Building	1916/1951/1988 Wings	2000 Wing	Out Buildings	
Basement	1,430	3,959	Site Services (built ~ 1957)	1,890
1st Floor	9,075	5,059	Machine Shop (built ~ 1962 & 1972)	6,450
2nd Floor	9,075	5,059	Dormitory (built ~ 1972)	1,000
3rd Floor	9,075	5,059	1.2 m Dome (built 1964)	2,274
4th Floor	1,785	60	White House (incl. basement) (built ~ 1930)	3,654
			1.8 m Dome (built 1917)	6,840
			Visitor Centre (built 2000)	6,878
Sq Ft Sub-totals	29,153	19,236		28,986
Total area 77,375 SF*				

* All areas are approximate. Contractor is responsible to confirm measurements as required.

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APPENDIX "B"
Evaluation - General Instructions & Basis of Selection

**THE FOLLOWING LIST IS PROVIDED FOR INFORMATION ONLY.
IT WILL NOT ABSOLVE THE BIDDER OF THEIR OBLIGATIONS OR REQUIREMENTS
CONTAINED IN THE SOLICITATION AND ITS RELATED APPENDICES.**

EVALUATION OF BID:

1. Canada will evaluate bids received based on, but not be limited to, the following factors:
 - a) Compliance with the terms and conditions of this solicitation;
 - b) Compliance with the specifications.
 - c) Assessment of technical documentation & information for compliance;
2. Canada reserves the right to reject any bid which does not comply with all the mandatory requirements of this solicitation.
3. A bidder may be required to demonstrate to Canada's satisfaction that it is capable of successfully completing the Work in accordance with this solicitation.
4. The release of any information provided to Canada in response to this solicitation will be subject to the provisions of the Access to Information and Privacy Acts of Canada.
5. Within 72 hours of notification, the successful contractor shall forward to the contracting authority either a certified true copy of the insurance policy or the certificate of insurance containing reasonable detail of the insurance coverage, exclusions, deductibles and conditions applying to such policies and confirming that the insurance is in force to meet these requirements. Failure of the successful contractor to forward the required certification shall render the bid non responsive.

BASIS OF SELECTION METHOD

CONTRACTOR SELECTION: Proposals will be evaluated according to the evaluation criteria contained herein and the supporting information and resumes. To be considered **valid**, a bid must **meet all of the requirements** specified in the **mandatory section in Part 1 and where indicated in Part 2 and score a minimum of 70% overall** of the points in the **RATED** evaluation criteria. Only proposals which meet all the mandatory criteria and achieve the minimum acceptable score in the **RATED** evaluation will receive further consideration.

BEST VALUE CRITERIA

1. To be considered responsive, a bid must:
 - (a) Meet **ALL** requirements of this solicitation as specified herein; and
 - (b) Meet **ALL** the **mandatory GREEN CLEANING** requirements, including:
 - (b1) Meeting the **minimum of 80 percent overall** of the GREEN CLEANING PRODUCT MATRIX evaluation herein.

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(c) Obtain the required **minimum of 70 percent overall** of the points for the technical/management evaluation herein.

2. Bids not meeting (a), (b), (b1) or (c) above will be given no further consideration.

A. Technical/Management Evaluation: All proposals received will be evaluated for their technical and management content utilizing point ratings. Details of the evaluation criteria which will be employed to assign point scores to factors is shown herein.

B. For the purpose of evaluating your proposal, representatives of the Crown may interview key personnel

C. To assess their technical abilities and to determine if they would be adequate for the proper performance of the proposed contract. You agree to make your key personnel available for this purpose.

B. Price Component Evaluation: The lowest-price, technically-acceptable proposal will score the maximum percentage allocated in the "Contractor Ranking" section for price. Each subsequent proposal will be prorated accordingly. Evaluation total will be based on the prices provided in **Appendix "C"**.

EVALUATION TOTAL = TABLE A + TABLE B + TABLE C

C. Contractor Ranking: For the purpose of ranking all technically acceptable proposals, the following RATIO will factor the technical/management evaluation and the price component to establish a total percentage score: **EXAMPLE ONLY**

GREEN CLEANING	100% (ex. 80/100 x 100%)	= 80 GC pts/100
TECHNICAL/MANAGEMENT	70% (ex. 35/50 x 70%)	= 49 TM pts/70
PRICE	+ 30% (ex. \$100/\$80* x 30%)	= 24 Price pts/30
*lowest technically acceptable bid	= EVALUATION TOTAL	= 153 pts/200

Neither the qualifying proposal which scores the highest volume of rating points, nor the one which contains the lowest cost estimate will necessarily be accepted. ***The proposal with the HIGHEST EVALUATION TOTAL will be recommended for award.***

The selection of the Contractor will be made on the basis of the best overall value to the Crown as described above.

**Bids that fail to provide the information requested and required
by the Contracting Authority to fully evaluate the submission
will be deemed non-responsive and given no further consideration**

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PART 1 - Mandatory "Green Cleaning" Enviro Preferred Products & Processes

BACKGROUND: For purposes of this RFP, the minimum standards established for the performance of these products must be in accordance with The Environmental Choice^M Program (ECP), Environment Canada's ecolabelling program, or the Green Seal as used in the United States of America, or other internationally recognized certification.

Green Seal Standard for *Industrial and Institutional Cleaners* (GS-37), www.greenseal.org/standards/gs37.pdf, and the Green Seal Standard for *Industrial and Institutional Floor-Care Products* (GS40), www.greenseal.org/standards/gs40.pdf, wherever possible. A list of certified cleaners meeting these standards is available at www.greenseal.org/certproducts.htm#cleaners.

Canada's Environmental Choice Program now referred to **Canadian eco-logo program** certifies products based on strict environmental standards, as per the PRC-097 standard (see box below). A list of janitorial cleaners qualified under these standards can be found at the following website: <https://www.ic.gc.ca/eic/site/oca-bc.nsf/eng/ca02742.html>

Under PRC-097, certified cleaners must:

- *Meet or exceed government and industry safety and performance standards
- *Meet the requirements of all applicable government acts, bylaws and regulations including the Fisheries Act and the Canadian Environmental Protection Act
- *Clean common hard surfaces effectively
- *Not require poison labeling under the Hazardous Products Act
- *Be accompanied by detailed instructions for proper use to maximize product performance and minimize waste
- *Be labeled for use with tepid water when diluted
- *Not be formulated with phosphates, NTA, EDTA, APEOs, organic ingredients which are bioaccumulating or potentially bioaccumulating
- *Not contain chemicals which are proven or probable carcinogens
- *Not contain halogenated organic solvents or butoxy-ethanol
- *Not use ethylene oxide in the manufacture of the whole formula or any component
- *Not contain volatile organic compounds (VOCs) exceeding 0.05% by weight
- *Be readily biodegradable under both aerobic and anaerobic conditions
- *Be nontoxic to aquatic life by whole formulation short-term sensitive toxicity tests
- *Have a calculated oral rat toxicity of LD50 > 5000 mg/kg by whole formulation test
- *Demonstrate minimum potential for introduction of endocrine disrupting by-products into the receiving environment, through complete absence of detectable recalcitrant metabolites formed during biodegradation tests
- *Demonstrate low potential for skin irritancy
- *Be listed with a recognized environmental health organization as a product not harmful to people suffering from environmental illness, including, inter alia, the EnvirodesicTM Certification Program, the Canadian Lung Association, the Asthma Society of Canada, and the Environmental Illness Society of Canada

CONTRACTOR SUPPLIED - CLEANING PRODUCTS MATRIX INSTRUCTIONS

A minimum of 80% of the total products supplied by the Contractor must be in accordance with the specifications of the **Product Standards Certification, described in the above section.**

Bidders **must** complete the matrix and list all the chemicals and cleaning products that will be used in the performance of the contract.

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Bidders must be able to provide products in Categories 1 through 6 that meet Canada's Environmental Choice Program, or Green Seal's standards for *Industrial and Institutional Cleaners (GS-37)* or *Industrial and Institutional Floor-Care Products (GS-40)*, or recognized International equivalent. Examples of these categories include, but are not limited to the following:

- | | | |
|-----------------------------|----------------------|---------------------------------------|
| 1. General Purpose Cleaners | 2. Bathroom Cleaners | 3. Glass Cleaners |
| 4. Cleaners/Degreasers | 5. Floor Cleaners | 6. Floor Care: Finishes and Strippers |

Bidders must identify all janitorial products intended to be used in providing janitorial services to the National Research Council of Canada, by product name, manufacturer name, part # and purpose. Examples of these purpose categories include, but are not limited to the following: 1. General Purpose Cleaners, 2. Bathroom Cleaner, 3. Glass Cleaners, 4. Cleaners/Degreasers, 5. Floor Cleaners, 6. Floor Care: Finishes and Strippers, 7 etc. Bidders must state if the product meets, or does not meet Canadian Environmental Certification. Note: the USA Green Seal is also acceptable

	ITEM Description	MSDS Incl.		Enviro Choice <u>CAN</u>		Green Seal (Optional) <u>USA</u>	
	Incl. Mfr Name	YES NO		YES NO		YES NO	
	Column B.	Col. C	Col. D	Col. E	Col. F	Col. G	Col. H
<i>ITEM</i>	EXAMPLE						
1	DUSTBANE, ORBIT part # 69280 PURPOSE: Floor finish	Yes		Yes			
2	BIOBAG, 33 GALLON Bio-degradeable trash bag. Part# 187626, 32 x43 PURPOSE: Trash bag	Yes		Yes			
	<i>NOTE: GARBAGE BAGS must meet Bio-Degradable standards (ASTM - American Society for Testing and Materials) or Canadian Equivalent. 12-24 mos</i>						
	Mandatory ITEM Description	MSDS Incl.		Enviro Choice <u>CAN</u>		Green Seal (Optional) <u>USA</u>	
	Incl. Mfr Name	YES NO		YES NO		YES NO	
	Column B.	Col. C	Col. D	Col. E	Col. F	Col. G	Col. H
1							
2							
3							
4							
5							
6							
7							

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8							
9							
10							
11							
12							
13							
14							
15							

If additional cleaning products are used please complete a separate sheet and attach.

CALCULATIONS

Step 1

From Column E, (or, from Column G), add the Total number of **environmentally** approved products Supplied by the contractor: =

Step 2	From Column B, add the Total number of all cleaning products supplied by the contractor: =
--------	---

Step 3	% of Environmentally approved products Step 1 ÷ Step 2 = _____% *
--------	---

*** MUST BE EQUAL TO OR GREATER THAN 80% OVERALL, OR YOUR BID WILL BE DEEMED NON-RESPONSIVE AND NO FURTHER EVALUATION WILL OCCUR**

EP3	ENVIRONMENTAL PREFERRED PRODUCTS & PROCESSES	BIDDER'S RESPONSE	Met yes/no
EP 3.1	Bidders are required to list all products being supplied under this contract by completing the Cleaning Products Matrix herein		YES no
EP 3.1.1	Environmental preferred products certification: Bidders must provide proof of (The Environmental Choice ^M Program (ECP), Environment Canada's eco-labeling program, or the Green Seal as used in the United States of America, or other internationally recognized certification, for environmentally preferred products Mandatory - Bidder's products must meet the labeling requirements outlined in Green Seal's standard for <i>Industrial and Institutional Cleaners (GS-37)</i> , or (The Environmental Choice ^M Program (ECP), Environment Canada's ecolabelling program, Required Documentation - Bidders must demonstrate compliance with this requirement.		YES no
EP 3.1.2	Product Performance testing: The National Research Council may request samples from the suppliers for assessment once the initial bid evaluations are performed. The NRC's Facilities staff will test the products it chooses to evaluate performance from, but not limited to, cleaning effectiveness, ease of use, and odor. Samples will be provided at no charge and only upon the [organization's] request.		YES no
EP 3.2.1	MSDS for Contractor Supplied Products: Bidders must provide Materials Safety Data Sheets (MSDSs) for all products bids for both concentrate, if provided in concentrated form, and ready-to-use product.		YES no
EP 3.2.2	MSDS Contact Person (Contractor) Provide notification to building management of any cleaning products used in the building. This shall include a list of all chemicals that may be used. It shall also include the name, address, and phone number of the contact person in the building; a statement that the		YES no

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	contact person maintains the product labels and Material Safety Data Sheets (MSDSs) of each product used in the building; and information that the label or MSDSs are available for review upon request. The contact person shall be available for information and comment.		
EP 3.3	Training: All Cleaning Service Providers and their personnel shall be trained in the proper handling of chemicals, proper use and maintenance of cleaning equipment, and proper cleaning procedures		YES no
EP 3.4	Special Needs & Sensitivities: Cleaning Service Providers shall request facility managers to: Identify building occupants with special needs or sensitivities (to dust, chemicals, noise levels, etc.) and have a process in place to work with management, cleaning staff, and the individual(s) to mitigate the problem.:		YES no
EP 3.5	Reporting Cleaning Opportunities: Cleaning Service Providers shall Provide information to facility managers that define opportunities for building occupants to reduce the need for more intensive cleaning processes or treatments (e.g., reporting spills and making attempts to reduce clutter in personal spaces		YES no
EP 3.6	Reducing Chemical Exposure to Cleaning Staff: Cleaning Service Providers shall provide an option for dispensing equipment that reduces worker exposure to chemicals and promotes the appropriate use of the cleaners. Required Documentation - Bidders must provide a description of available equipment and information on the features that reduce risk and exposure. A detailed description of the recommended dilution and/or dispensing system, including benefits, should be included.		YES no
EP 3.7	Reporting Pests and other cleaning issues. Cleaning Service Providers shall Communicate to the management or owners of the building the presence of pests and any maintenance issues discovered while performing cleaning operations		YES no

MUST MEET & ADDRESS EACH COMPONENT OF THE TABLE ABOVE , OR YOUR BID WILL BE DEEMED NON-RESPONSIVE AND NO FURTHER EVALUATION WILL OCCUR

Part 2 - Rated Technical/Managerial

% of pts available	Information and content provided is...	
UNSATISFACTORY 0-30 %	Insufficient for any evaluation of the services offered.	
POOR 31-59%	Insufficient for effective evaluation and is considered not acceptable for meeting the services requirements.	
FAIR 60-69%	Minimal and is considered to be less than acceptable for meeting the services requirements.	
GOOD 70-79%	Sufficient for evaluation. Services offered are average and will meet the performance of the requirement.	
VERY GOOD 80-90%	More than sufficient for effective evaluation. Services offered are of above average and will more than meet the requirement. .	
EXCELLENT 91-100%	Exceptional. Services offered exceed the performance requirements.	
#	TECHNICAL/MANAGEMENT RATED CRITERIA	Max pts
1	OVERALL ORGANIZATION: Provide a staffed company organization chart (2 pts) for this specific requirement that meets the Statement of Work. This should identify the responsibilities of the manager(s) (5), supervisor(s)(5), individual employee	20

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	positions (5) and identify the chain of command (3).	
2	"GREEN" EXPERIENCE: Provide brief descriptions of your company's experience with two/02 similar projects of a similar size & scope within the last five/05 years that have been at least 50% GREEN (products AND practices) including: [work description (up to 6 pts per project)], [dollar value (1 per)], [contact names & numbers (0.5 per)]. References will be verified .	15
2. a	CONTRACTOR'S PAST PERFORMANCE: The contractor must provide written references from two/2 customers that clearly state the contractor has a good track record in providing janitorial services of a similar scope. For each reference, list the name of the customer and key contact information. References will be verified.	Mandatory
3	EMPLOYEE EDUCATION AND EXPERIENCE: For Janitorial Staff assigned to this contract, list the training provided specifically: Janitorial Services from a recognized institution, and WHIMS, Health & Safety, First-Aid, Quality assurance and other related training related to janitorial services. 1 point per certificate	5
4	MONITORING OF CONTRACTOR'S STAFF: Provide a description of the contractor's intended methods to supervise and monitor the staff to. Ensure the work performance adheres to the specifications of the RPP. Info only- No points	Mandatory
5	TRANSITION PLAN: The bidder should explain in detail how it would accomplish the transition from the existing provider. A schedule or time line for the transition process should be included. This would include plans for orientation of staff and coordinating with the existing provider, for the removal of their cleaning products and equipment, etc.	Mandatory
6	EQUIPMENT: Identify ALL POWER equipment (2 pts), its age(s) (max 5 pts), appropriate quantity (ies) (max 3 pts), etc.) proposed to provide the service. This equipment is to be held on site during the term of the contract. SEE NEXT PAGE	10
	TECHNICAL/MANAGEMENT MAX PTS AVAILABLE	50

Bidders must obtain a minimum of 70 percent overall of the technical/management points to be considered for further evaluation.

EQUIPMENT Evaluation , per preceding line 6 chart.

Power Equip (2 pts)	manufacturer and model number	Avg Age: New (5 pts) ½ life cycle (3 pts) less than ½ (1 pts)	Average life cycle	Appropriate Quantity(ies) (3 pts)
Vacuum**		___yrs	___yrs	

**JANITORIAL SERVICES
HERZBERG ASTRONOMY AND ASTROPHYSICS**

5071 West Saanich Road
Victoria, BC V9E 3E9

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Non-power equipment (list only)			

**JANITORIAL SERVICES
HERZBERG ASTRONOMY AND ASTROPHYSICS**
5071 West Saanich Road
Victoria, BC V9E 3E9

**APPENDIX "C"
BASIS OF PAYMENT**

EVALUATION OF PRICE: The price of bids are to be submitted and will be evaluated in Canadian dollars, the Goods and Services Tax (GST) or the Harmonized Sales Tax (HST) excluded, FOB destination for goods, shipping charges included, Customs duties and Excise taxes included. NOTE: Pricing must be an all-inclusive price for the provision of all labour, supervision, material, equipment, transport and profit required for Janitorial Services as scheduled or on an as and when requested basis. No other charges will be allowed.

Note: The B.C. Family Day Holiday in February is not a federal government holiday. The Contractor must provide regular full level services on this day.

TABLE A - All Inclusive pricing – (General) Schedule						
Work Required	Square feet	YR 01 \$ per SQFT/mo.	YR 02 \$ per SQFT/mo	YR 03 \$ per SQFT/mo	EXTENSION	
Main building	48,389	\$ /sqft/mo	\$ /sqft/mo	\$ /sqft/mo	X 36 months	\$ lot
Out buildings (not including Centre of the Universe Bldg (CU))	22,108	\$ /sqft/mo	\$ /sqft/mo	\$ /sqft/mo	X 36 months	\$ lot
(CU) – One (1) day per week.	6878	\$ /sqft/mo	\$ /sqft/mo	\$ /sqft/mo	X 36 months	\$ lot
(CU) – One complete event clean.	6878	\$ lot	\$ lot	\$ lot	Yr 1 + Yr 2 + Yr 3	\$ lot
(CU) – Five (5) days per week.	6,878	\$ /sqft/mo	\$ /sqft/mo	\$ /sqft/mo	X 20 months	\$ lot
TABLE A						\$ lot

TABLE B - All Inclusive pricing – (General) Schedule

Work Required	Square feet	YR 04 \$ per SQFT/mo.	YR 05 \$ per SQFT/mo			EXTENSION
Main building	48,389	\$ /sqft/mo	\$ /sqft/mo		X 24 months	\$ lot
Out buildings (not including Centre of the Universe Bldg (CU))	22,108	\$ /sqft/mo	\$ /sqft/mo		X 24 months	\$ lot
(CU) – One (1) day per week.	6878	\$ /sqft/mo	\$ /sqft/mo		X 24 months	\$ lot
(CU) – One complete event clean.	6878	\$ lot	\$ lot		Yr 3 + Yr 4	\$ lot
(CU) – Five (5) days per week.	6,878	\$ /sqft/mo	\$ /sqft/mo		X 20 months	\$ lot
TABLE B						\$ lot

**JANITORIAL SERVICES
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Victoria, BC V9E 3E9

TABLE C - For other work in addition to or outside scope of contract as requested

Work Required	Basis	YR01	YR02	YR03	OPTION YR04	OPTION YR04	EXTENSION
General Cleaner	100 hr	\$ /hr.	\$ /hr.	\$ /hr.	\$ /hr.	\$ /hr.	\$ lot
Emergency Clean-Up Cleaner (Outside Regular contract hrs incl transportation and min call)	10 hr.	\$ /hr.	\$ /hr.	\$ /hr.	\$ /hr.	\$ /hr.	\$ lot
Carpet Cleaning (steam)	300 sqft	\$ /sqft	\$ /sqft	\$ /sqft	\$ /sqft	\$ /sqft	\$ lot
Carpet Cleaning (steam)	Main bldg complete	\$ lot	\$ lot	\$ lot	\$ lot	\$ lot	\$ lot
Carpet Cleaning (steam)	Visitor Centre complete	\$ lot	\$ lot	\$ lot	\$ lot	\$ lot	\$ lot
Floor Finishing (strip & finish)	1000 sqft	\$ /sqft	\$ /sqft	\$ /sqft	\$ /sqft	\$ /sqft	\$ lot
Floor Finishing (burnishing)	1000 sqft	\$ /sqft	\$ /sqft	\$ /sqft	\$ /sqft	\$ /sqft	\$ lot
Floor Finishing (scrub & finish)	1000 sqft	\$ /sqft	\$ /sqft	\$ /sqft	\$ /sqft	\$ /sqft	\$ lot
Interior Window Cleaning	Main bldg complete	\$ lot	\$ lot	\$ lot	\$ lot	\$ lot	\$ lot
Exterior Window Cleaning	Main bldg complete	\$ lot	\$ lot	\$ lot	\$ lot	\$ lot	\$ lot
Interior Window Cleaning	Out bldgs complete	\$ lot	\$ lot	\$ lot	\$ lot	\$ lot	\$ lot
Exterior Window Cleaning	Out bldgs complete	\$ lot	\$ lot	\$ lot	\$ lot	\$ lot	\$ lot
TABLE C							
For Bid Evaluation TABLE A + B + C = TOTAL							
							\$ lot



ID	2010B
Title	General Conditions Services (Medium Complexity)
Date	2016-04-04
Status	Active

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- 02 Standard clauses and conditions
- 03 Powers of Canada
- 04 Status of the Contractor
- 05 Conduct of the Work
- 06 Subcontracts
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- 31 Integrity provisions—contract
- 32 Harassment in the workplace
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- 34 Access to information
- 35 Code of Conduct for Procurement—contract



2010B 01 (2016-04-04) Interpretation

In the Contract, unless the context otherwise requires:

"Applicable Taxes" means the Goods and Services Tax (GST), the Harmonized Sales Tax (HST), and any provincial tax, by law, payable by Canada such as, the Quebec Sales Tax (QST) as of April 1, 2013;

"Articles of Agreement" means the clauses and conditions incorporated in full text or incorporated by reference from the Standard Acquisition Clauses and Conditions Manual to form the body of the Contract; it does not include these general conditions, any supplemental general conditions, annexes, the Contractor's bid or any other document;

"Canada", "Crown", "Her Majesty" or "the Government" means Her Majesty the Queen in right of Canada as represented by the Minister of Public Works and Government Services and any other person duly authorized to act on behalf of that minister or, if applicable, an appropriate minister to whom the Minister of Public Works and Government Services has delegated his or her powers, duties or functions and any other person duly authorized to act on behalf of that minister;

"Contract" means the Articles of Agreement, these general conditions, any supplemental general conditions, annexes and any other document specified or referred to as forming part of the Contract, all as amended by agreement of the Parties from time to time;

"Contracting Authority" means the person designated by that title in the Contract, or by notice to the Contractor, to act as Canada's representative to manage the Contract;

"Contractor" means the person, entity or entities named in the Contract to supply goods, services or both to Canada;

"Contract Price" means the amount stated in the Contract to be payable to the Contractor for the Work, exclusive of Applicable Taxes;

"Cost" means cost determined according to Contract Cost Principles 1031-2 as revised to the date of the bid solicitation or, if there was no bid solicitation, the date of the Contract;

"Government Property" means anything supplied to the Contractor by or on behalf of Canada for the purposes of performing the Contract and anything acquired by the Contractor in any manner in connection with the Work, the cost of which is paid by Canada under the Contract;

"Party" means Canada, the Contractor, or any other signatory to the Contract and "Parties" means all of them;

"Total Estimated Cost", "Revised Estimated Cost", "Increase (Decrease)" on page 1 of the Contract or Contract Amendment means an amount used for internal administrative purposes only that comprises the Contract Price, or the revised Contract Price, or the amount that would increase or decrease the Contract Price and the Applicable Taxes as evaluated by the Contracting Authority, and does not constitute tax advice on the part of Canada;

"Work" means all the activities, services, goods, equipment, matters and things required to be done, delivered or performed by the Contractor under the Contract.

2010B 02 (2008-05-12) Standard clauses and conditions

Pursuant to the *Department of Public Works and Government Services Act*, S.C. 1996, c. 16, the clauses and conditions identified by number, date and title in the Contract are incorporated by reference and form part of the Contract as though expressly set out in the Contract.



2010B 03 (2008-05-12) Powers of Canada

All rights, remedies, powers and discretions granted or acquired by Canada under the Contract or by law are cumulative, not exclusive.

2010B 04 (2008-05-12) Status of the Contractor

The Contractor is an independent contractor engaged by Canada to perform the Work. Nothing in the Contract is intended to create a partnership, a joint venture or an agency between Canada and the other Party or Parties. The Contractor must not represent itself as an agent or representative of Canada to anyone. Neither the Contractor nor any of its personnel is engaged as an employee or agent of Canada. The Contractor is responsible for all deductions and remittances required by law in relation to its employees.

2010B 05 (2012-03-02) Conduct of the Work

1. The Contractor represents and warrants that:
 - a. it is competent to perform the Work;
 - b. it has everything necessary to perform the Work, including the resources, facilities, labour, technology, equipment, and materials; and
 - c. it has the necessary qualifications, including knowledge, skill, know-how and experience, and the ability to use them effectively to perform the Work.
2. The Contractor must:
 - a. perform the Work diligently and efficiently;
 - b. except for Government Property, supply everything necessary to perform the Work;
 - c. use, as a minimum, quality assurance procedures, inspections and controls generally used and recognized by the industry to ensure the degree of quality required by the Contract;
 - d. select and employ a sufficient number of qualified people;
 - e. perform the Work in accordance with standards of quality acceptable to Canada and in full conformity with the specifications and all the requirements of the Contract;
 - f. provide effective and efficient supervision to ensure that the quality of workmanship meets the requirements of the Contract.
3. The Work must not be performed by any person who, in the opinion of Canada, is incompetent, unsuitable or has been conducting himself/herself improperly.

2010B 06 (2013-06-27) Subcontracts

1. The Contractor may subcontract the supply of goods or services that are customarily subcontracted by the Contractor. In any other instance, the Contractor must obtain the prior consent in writing of the Contracting Authority. The Contracting Authority may require the Contractor to provide such particulars of the proposed subcontract as he considers necessary.
2. Subcontracting does not relieve the Contractor from any of its obligations under the Contract or impose any liability upon Canada to a subcontractor.
3. In any subcontract, the Contractor agrees to bind the subcontractor by the same conditions by which the Contractor is bound under the Contract, unless the Contracting Authority requires or agrees otherwise, with the exception of requirements under the Federal Contractors Program for employment equity which only apply to the Contractor.



2010B 07 (2008-05-12) Time of the essence

It is essential that the Work be performed within or at the time stated in the Contract.

2010B 08 (2014-09-25) Excusable delay

1. A delay in the performance by the Contractor of any obligation under the Contract that is caused by an event that:
 - a. is beyond the reasonable control of the Contractor;
 - b. could not reasonably have been foreseen;
 - c. could not reasonably have been prevented by means reasonably available to the Contractor; and
 - d. occurred without the fault or neglect of the Contractor,

will be considered an "Excusable Delay" if the Contractor advises the Contracting Authority of the occurrence of the delay or of the likelihood of the delay as soon as the Contractor becomes aware of it. The Contractor must also advise the Contracting Authority, within fifteen (15) working days, of all the circumstances relating to the delay and provide to the Contracting Authority for approval a clear work around plan explaining in detail the steps that the Contractor proposes to take in order to minimize the impact of the event causing the delay.

2. Any delivery date or other date that is directly affected by an Excusable Delay will be postponed for a reasonable time that will not exceed the duration of the Excusable Delay.
3. However, if an Excusable Delay has continued for thirty (30) days or more, the Contracting Authority may, by giving notice in writing to the Contractor, terminate the Contract. In such a case, the Parties agree that neither will make any claim against the other for damages, costs, expected profits or any other loss arising out of the termination or the event that contributed to the Excusable Delay. The Contractor agrees to repay immediately to Canada the portion of any advance payment that is unliquidated at the date of the termination.
4. Unless Canada has caused the delay by failing to meet an obligation under the Contract, Canada will not be responsible for any costs incurred by the Contractor or any of its subcontractors or agents as a result of an Excusable Delay.

2010B 09 (2008-05-12) Inspection and acceptance of the Work

All the Work is subject to inspection and acceptance by Canada. Inspection and acceptance of the Work by Canada do not relieve the Contractor of its responsibility for defects or other failures to meet the requirements of the Contract. Canada will have the right to reject any work that is not in accordance with the requirements of the Contract and require its correction or replacement at the Contractor's expense.

2010B 10 (2013-03-21) Invoice submission

1. Invoices must be submitted in the Contractor's name. The Contractor must submit invoices for each delivery or shipment; invoices must only apply to the Contract. Each invoice must indicate whether it covers partial or final delivery.
2. Invoices must show:
 - a. the date, the name and address of the client department, item or reference numbers, deliverable/description of the Work, contract number, Client Reference Number (CRN), Procurement Business Number (PBN), and financial code(s);



- b. details of expenditures (such as item, quantity, unit of issue, unit price, fixed time labour rates and level of effort, subcontracts, as applicable) in accordance with the Basis of Payment, exclusive of Applicable Taxes;
 - c. deduction for holdback, if applicable;
 - d. the extension of the totals, if applicable; and
 - e. if applicable, the method of shipment together with date, case numbers and part or reference numbers, shipment charges and any other additional charges.
3. Applicable Taxes must be specified on all invoices as a separate item along with corresponding registration numbers from the tax authorities. All items that are zero-rated, exempt or to which Applicable Taxes do not apply, must be identified as such on all invoices.
 4. By submitting an invoice, the Contractor certifies that the invoice is consistent with the Work delivered and is in accordance with the Contract.

2010B 11 (2013-03-21) Taxes

1. Federal government departments and agencies are required to pay Applicable Taxes.
2. Applicable Taxes will be paid by Canada as provided in the Invoice Submission section. It is the sole responsibility of the Contractor to charge Applicable Taxes at the correct rate in accordance with applicable legislation. The Contractor agrees to remit to appropriate tax authorities any amounts of Applicable Taxes paid or due.
3. The Contractor is not entitled to use Canada's exemptions from any tax, such as provincial sales taxes, unless otherwise specified by law. The Contractor must pay applicable provincial sales tax, ancillary taxes, and any commodity tax, on taxable goods or services used or consumed in the performance of the Contract (in accordance with applicable legislation), including for material incorporated into real property.
4. In those cases where Applicable Taxes, customs duties, and excise taxes are included in the Contract Price, the Contract Price will be adjusted to reflect any increase, or decrease, of Applicable Taxes, customs duties, and excise taxes that will have occurred between bid submission and contract award. However, there will be no adjustment for any change to increase the Contract Price if public notice of the change was given before bid submission date in sufficient detail to have permitted the Contractor to calculate the effect of the change.
5. Tax Withholding of 15 Percent – Canada Revenue Agency

Pursuant to the Income Tax Act, 1985, c. 1 (5th Supp.) and the Income Tax Regulations, Canada must withhold 15 percent of the amount to be paid to the Contractor in respect of services provided in Canada if the Contractor is not a resident of Canada, unless the Contractor obtains a valid waiver from the Canada Revenue Agency. The amount withheld will be held on account for the Contractor in respect to any tax liability which may be owed to Canada.

2010B 12 (2010-01-11) Transportation costs

If transportation costs are payable by Canada under the Contract and the Contractor makes the transportation arrangements, shipments must be made by the most direct and economical means consistent with normal shipping practice. The costs must be shown as a separate item on the invoice.

2010B 13 (2010-01-11) Transportation carriers' liability

The federal government's policy of underwriting its own risks precludes payment of insurance or valuation charges for transportation beyond the point at which ownership of goods passes to the federal government (determined by the FOBpoint or Incoterms). Where increased carrier liability is available without charge, the Contractor must obtain the increased liability for shipment.



2010B 14 (2014-09-25) Payment period

1. Canada's standard payment period is 30 days. The payment period is measured from the date an invoice in acceptable form and content is received in accordance with the Contract or the date the Work is delivered in acceptable condition as required in the Contract, whichever is later. A payment is considered overdue on the 31st day following that date and interest will be paid automatically in accordance with the section 15.
2. If the content of the invoice and its substantiating documentation are not in accordance with the Contract or the Work is not in acceptable condition, Canada will notify the Contractor within 15 days of receipt. The 30-day payment period begins upon receipt of the revised invoice or the replacement or corrected Work. Failure by Canada to notify the Contractor within 15 days will only result in the date specified in subsection 1 to apply for the sole purpose of calculating interest on overdue accounts.

2010B 15 (2008-12-12) Interest on overdue accounts

1. For the purpose of this section:

"Average Rate" means the simple arithmetic mean of the Bank Rates in effect at 4:00 p.m. Eastern Time each day during the calendar month immediately before the calendar month in which payment is made;

"Bank Rate" means the rate of interest established from time to time by the Bank of Canada as the minimum rate at which the Bank of Canada makes short term advances to members of the Canadian Payments Association;

"date of payment" means the date of the negotiable instrument drawn by the Receiver General for Canada to pay any amount under the Contract;

an amount becomes "overdue" when it is unpaid on the first day following the day on which it is due and payable according to the Contract.

2. Canada will pay to the Contractor simple interest at the Average Rate plus 3 percent per year on any amount that is overdue, from the date that amount becomes overdue until the day before the date of payment, inclusive. The Contractor is not required to provide notice to Canada for interest to be payable.
3. Canada will pay interest in accordance with this section only if Canada is responsible for the delay in paying the Contractor. Canada will not pay interest on overdue advance payments.

2010B 16 (2014-09-25) Audit

The amount claimed under the Contract is subject to government audit both before and after payment is made. The Contractor must keep proper accounts and records of the cost of performing the Work and keep all documents relating to such cost for six years after it receives the final payment under the Contract.

2010B 17 (2008-05-12) Compliance with applicable laws

1. The Contractor must comply with all laws applicable to the performance of the Contract. The Contractor must provide evidence of compliance with such laws to Canada at such times as Canada may reasonably request.
2. The Contractor must obtain and maintain at its own cost all permits, licenses, regulatory approvals and certificates required to perform the Work. If requested by the Contracting Authority, the Contractor must provide a copy of any required permit, license, regulatory approvals or certificate to Canada.



2010B 18 (2008-05-12) Confidentiality

1. The Contractor must keep confidential all information provided to the Contractor by or on behalf of Canada in connection with the Work and all information conceived, developed or produced by the Contractor as part of the Work. Information provided to the Contractor by or on behalf of Canada must be used solely for the purpose of the Contract and remains the property of Canada.
2. Subject to the Access to Information Act, R.S.C. 1985, c. A-1, and to any right of Canada under the Contract to release or disclose, Canada agrees not to release or disclose outside the Government of Canada any information delivered to Canada under the Contract that is proprietary to the Contractor or a subcontractor.
3. The obligations of the Parties set out in this section do not apply to any information where the same information:
 - a. is publicly available from a source other than the other Party; or
 - b. is or becomes known to a Party from a source other than the other Party, except any source that is known to be under an obligation to the other Party not to disclose the information, or
 - c. is developed by a Party without use of the information of the other Party.

2010B 19 (2012-07-16) Copyright

1. Anything that is created or developed by the Contractor as part of the Work under the Contract in which copyright subsists belongs to Canada. The Contractor must incorporate the copyright symbol and either of the following notices, as appropriate: © Her Majesty the Queen in right of Canada (year) or © Sa Majesté la Reine du chef du Canada (année).
2. At the request of the Contracting Authority, the Contractor must provide to Canada, at the completion of the Work or at such other time as the Contracting Authority may require, a written permanent waiver of moral rights as defined in the Copyright Act, R.S., 1985, c. C-42, in a form acceptable to the Contracting Authority, from every author that contributed to the Work. If the Contractor is an author, the Contractor permanently waives the Contractor's moral rights.

2010B 20 (2008-05-12) Government Property

The Contractor must take reasonable and proper care of all Government Property while it is in its possession or subject to its control. The Contractor is responsible for any loss or damage resulting from its failure to do so other than loss or damage caused by ordinary wear and tear.

2010B 21 (2008-05-12) Amendment

To be effective, any amendment to the Contract must be done in writing by the Contracting Authority and the authorized representative of the Contractor.

2010B 22 (2008-05-12) Assignment

1. The Contractor must not assign the Contract without first obtaining the written consent of the Contracting Authority. Any assignment made without that consent is void and will have no effect. The assignment will be effective upon execution of an assignment agreement signed by the Parties and the assignee.
2. Assignment of the Contract does not relieve the Contractor from any obligation under the Contract and it does not impose any liability upon Canada.



2010B 23 (2008-05-12) Suspension of the Work

The Contracting Authority may at any time, by written notice, order the Contractor to suspend or stop the Work or part of the Work under the Contract. The Contractor must immediately comply with any such order in a way that minimizes the cost of doing so.

2010B 24 (2014-09-25) Default by the Contractor

1. If the Contractor is in default in carrying out any of its obligations under the Contract, the Contracting Authority may, by giving written notice to the Contractor, terminate for default the Contract or part of the Contract. The termination will take effect immediately or at the expiration of a cure period specified in the notice, if the Contractor has not cured the default to the satisfaction of the Contracting Authority within that cure period.
2. If the Contractor becomes bankrupt or insolvent, makes an assignment for the benefit of creditors, or takes the benefit of any statute relating to bankrupt or insolvent debtors, or if a receiver is appointed under a debt instrument or a receiving order is made against the Contractor, or an order is made or a resolution passed for the winding-up of the Contractor, the Contracting Authority may, to the extent permitted by the laws of Canada, by giving written notice to the Contractor, immediately terminate for default the Contract or part of the Contract.
3. If Canada gives notice under subsection 1 or 2, the Contractor will have no claim for further payment except as provided in this section. The Contractor will be liable to Canada for all losses and damages suffered by Canada because of the default or occurrence upon which the notice was based, including any increase in the cost incurred by Canada in procuring the Work from another source. The Contractor agrees to repay immediately to Canada the portion of any advance payment that is unliquidated at the date of the termination.

2010B 25 (2012-07-16) Termination for convenience

1. At any time before the completion of the Work, the Contracting Authority may, by giving notice in writing to the Contractor, terminate for convenience the Contract or part of the Contract. Once such a notice of termination for convenience is given, the Contractor must comply with the requirements of the termination notice. If the Contract is terminated in part only, the Contractor must proceed to complete any part of the Work that is not affected by the termination notice. The termination will take effect immediately or, as the case may be, at the time specified in the termination notice.
2. If a termination notice is given pursuant to subsection 1, the Contractor will be entitled to be paid, for costs that have been reasonably and properly incurred to perform the Contract to the extent that the Contractor has not already been paid or reimbursed by Canada. The Contractor will be paid:
 - a. on the basis of the Contract Price, for all completed work that is inspected and accepted in accordance with the Contract, whether completed before, or after the termination in accordance with the instructions contained in the termination notice;
 - b. the Cost to the Contractor plus a fair and reasonable profit for all work terminated by the termination notice before completion; and
 - c. all costs incidental to the termination of the Work incurred by the Contractor but not including the cost of severance payments or damages to employees whose services are no longer required, except wages that the Contractor is obligated by statute to pay.
3. Canada may reduce the payment in respect of any part of the Work, if upon inspection, it does not meet the requirements of the Contract.
4. The total of the amounts, to which the Contractor is entitled to be paid under this section, together with any amounts paid, due or becoming due to the Contractor must not exceed the Contract Price. The Contractor will have no claim for damages, compensation, loss of profit, allowance arising out of any termination notice given by Canada under this section except to the extent that this section expressly



provides. The Contractor agrees to repay immediately to Canada the portion of any advance payment that is unliquidated at the date of the termination.

2010B 26 (2008-05-12) Right of set-off

Without restricting any right of set-off given by law, Canada may set-off against any amount payable to the Contractor under the Contract, any amount payable to Canada by the Contractor under the Contract or under any other current contract. Canada may, when making a payment pursuant to the Contract, deduct from the amount payable to the Contractor any such amount payable to Canada by the Contractor which, by virtue of the right of set-off, may be retained by Canada.

2010B 27 (2008-05-12) Conflict of Interest and Values and Ethics Codes for the Public Service

The Contractor acknowledges that individuals who are subject to the provisions of the Conflict of interest Act, 2006, c. 9, s.2, the Conflict of interest Code for Members of the House of Commons, the Values and Ethics Code for the Public Service or all other codes of values and ethics applicable within specific organizations cannot derive any direct benefit resulting from the Contract.

2010B 28 (2008-05-12) No bribe or conflict

1. The Contractor declares that no bribe, gift, benefit, or other inducement has been or will be paid, given, promised or offered directly or indirectly to any official or employee of Canada or to a member of the family of such a person, with a view to influencing the entry into the Contract or the administration of the Contract.
2. The Contractor must not influence, seek to influence or otherwise take part in a decision of Canada knowing that the decision might further its private interest. The Contractor must have no financial interest in the business of a third party that causes or would appear to cause a conflict of interest in connection with the performance of its obligations under the Contract. If such a financial interest is acquired during the period of the Contract, the Contractor must immediately declare it to the Contracting Authority.
3. The Contractor warrants that, to the best of its knowledge after making diligent inquiry, no conflict exists or is likely to arise in the performance of the Contract. In the event the Contractor becomes aware of any matter that causes or is likely to cause a conflict in relation to the Contractor's performance under the Contract, the Contractor must immediately disclose such matter to the Contracting Authority in writing.
4. If the Contracting Authority is of the opinion that a conflict exists as a result of the Contractor's disclosure or as a result of any other information brought to the Contracting Authority's attention, the Contracting Authority may require the Contractor to take steps to resolve or otherwise deal with the conflict or, at its entire discretion, terminate the Contract for default. Conflict means any matter, circumstance, interest, or activity affecting the Contractor, its personnel or subcontractors, which may or may appear to impair the ability of the Contractor to perform the Work diligently and independently.

2010B 29 (2008-12-12) Contingency fees

The Contractor certifies that it has not, directly or indirectly, paid or agreed to pay and agrees that it will not, directly or indirectly, pay a contingency fee for the solicitation, negotiation or obtaining of the Contract to any person, other than an employee of the Contractor acting in the normal course of the employee's duties. In this section, "contingency fee" means any payment or other compensation that depends or is calculated based on a degree of success in soliciting, negotiating or obtaining the Contract and "person" includes any individual who is required to file a return with the registrar pursuant to section 5 of the Lobbying Act, 1985, c. 44 (4th Supplement).



2010B 30 (2012-07-16) International sanctions

1. Persons in Canada, and Canadians outside of Canada, are bound by economic sanctions imposed by Canada. As a result, the Government of Canada cannot accept delivery of goods or services that originate, either directly or indirectly, from the countries or persons subject to economic sanctions.
2. The Contractor must not supply to the Government of Canada any goods or services which are subject to economic sanctions.
3. The Contractor must comply with changes to the regulations imposed during the period of the Contract. The Contractor must immediately advise Canada if it is unable to perform the Work as a result of the imposition of economic sanctions against a country or person or the addition of a good or service to the list of sanctioned goods or services. If the Parties cannot agree on a work around plan, the Contract will be terminated for the convenience of Canada in accordance with section 25.

2010B 31 (2016-04-04) Integrity provisions—contract

The Ineligibility and Suspension Policy (the "Policy") and all related Directives incorporated by reference into the bid solicitation on its closing date are incorporated into, and form a binding part of, the Contract. The Contractor must comply with the provisions of the Policy and Directives, which can be found on Public Works and Government Services Canada's website at *Ineligibility and Suspension Policy*.

2010B 32 (2008-05-12) Harassment in the workplace

1. The Contractor acknowledges the responsibility of Canada to ensure, for its employees, a healthy work environment, free of harassment. A copy of the Policy on Harassment Prevention and Resolution, which is also applicable to the Contractor, is available on the Treasury Board Web site.
2. The Contractor must not, either as an individual, or as a corporate or unincorporated entity, through its employees or subcontractors, harass, abuse, threaten, discriminate against or intimidate any employee, contractor or other individual employed by, or under contract with Canada. The Contractor will be advised in writing of any complaint and will have the right to respond in writing. Upon receipt of the Contractor's response, the Contracting Authority will, at its entire discretion, determine if the complaint is founded and decide on any action to be taken.

2010B 33 (2008-05-12) Entire agreement

The Contract constitutes the entire and only agreement between the Parties and supersedes all previous negotiations, communications and other agreements, whether written or oral, unless they are incorporated by reference in the Contract. There are no terms, covenants, representations, statements or conditions binding on the Parties other than those contained in the Contract.

2010B 34 (2012-07-16) Access to information

Records created by the Contractor, and under the control of Canada, are subject to the Access to Information Act. The Contractor acknowledges the responsibilities of Canada under the Access to Information Act and must, to the extent possible, assist Canada in discharging these responsibilities. Furthermore, the Contractor acknowledges that section 67.1 of the Access to Information Act provides that any person, who destroys, alters, falsifies or conceals a record, or directs anyone to do so, with the intent of obstructing the right of access that is provided by the Access to Information Act is guilty of an offence and is liable to imprisonment or a fine, or both.

2010B 35 (2016-04-04) Code of Conduct for Procurement—contract

The Contractor agrees to comply with the Code of Conduct for Procurement and to be bound by its terms for the period of the Contract.

**STANDARD INSTRUCTIONS AND CONDITIONS:
(APPLICABLE TO BID SOLICITATION)**

1. Submission of Bids

1.1 It is the Bidder's responsibility to:

- (a) return a signed original of the bid solicitation, duly completed, IN THE FORMAT REQUESTED;
- (b) direct its bid ONLY to the Bid Receiving address specified;
- (c) ensure that the Bidder's name, the bid solicitation reference number, and bid solicitation closing date and time are clearly visible;
- (d) provide a comprehensive and sufficiently detailed bid, including all requested pricing details, that will permit a complete evaluation in accordance with the criteria set out in the bid solicitation.

Timely and correct delivery of bids to the specified bid delivery address is the sole responsibility of the Bidder. The National Research Council Canada (NRC) will not assume or have transferred to it those responsibilities. All risks and consequences of incorrect delivery of bids are the responsibility of the Bidder.

- 1.2 Bids may be accepted in whole or in part. The lowest or any bid will not necessarily be accepted. In the case of error in the extension of prices, the unit price will govern. NRC may enter into contract without negotiation.
- 1.3 Bidders who submit a bid agree to be bound by the instructions, clauses and conditions of the bid solicitation and accept the terms and conditions of the resulting contract.
- 1.4 Bids will remain open for acceptance for a period of not less than sixty (60) days from the closing date of the bid solicitation, unless otherwise indicated by NRC in such bid solicitation.
- 1.5 While NRC may enter into contract without negotiation, Canada reserves the right to negotiate with bidders on any procurement.
- 1.6 Notwithstanding the bid validity period stipulated in this solicitation, Canada reserves the right to seek an extension from all responsive bidders, within a minimum of three (3) days prior to the end of such period. Bidders shall have the option to either accept or reject the extension.
- 1.7 If the extension referred to above is accepted, in writing, by all those who submitted responsive bids, then Canada shall continue immediately with the evaluation of the bids and its approval processes.
- 1.8 If the extension referred to above is not accepted, in writing, by all those who submitted responsive bids then Canada shall, at its sole discretion: either continue to evaluate the responsive bids of those who have accepted the extension and seek the necessary approvals; or cancel the solicitation; or cancel and reissue the solicitation.

2. Late Bids

- 2.1 It is NRC policy to return, unopened, bids delivered after the stipulated bid solicitation closing date and time, unless they qualify as a delayed bid as described below.

3. Delayed Bids

- 3.1 A bid delivered to the specified Bid Receiving area after the closing date and time but before the contract award date may be considered, provided the delay can be proven to have been due solely to a delay in delivery that can be attributed to the Canada Post Corporation (CPC) (or national equivalent of a foreign

country). The only pieces of evidence relating to a delay in the CPC system that are acceptable to NRC are:

- (a) CPC cancellation date stamp;
- (b) a CPC Priority Courier Bill of Lading; and
- (c) a CPC Xpresspost Label,

that clearly indicate that the bid was mailed prior to the bid closing date.

Example: If the bid closing date was May 15, 1995, then the CPC cancellation date stamp should read no later than May 14, 1995, to be accepted.

3.2 Please request the postal employee to date-stamp your envelope.

3.3 Misrouting, traffic volume, weather disturbances, or any other causes for the late delivery of bids are not acceptable reasons for the bid to be accepted by NRC.

4. Postage Meters

4.1 Postage meter imprints, whether imprinted by the Supplier, the CPC or the postal authority outside Canada, are not acceptable as proof of timely mailing. It should be noted that CPC does not normally apply a cancellation date stamp to metered mail; this is usually done only when postage stamps are used.

5. Customs Clearance

5.1 It is the responsibility of the Bidder to allow sufficient time to obtain customs clearance, where required, before the scheduled bid closing date and time. Delays related to the obtaining of customs clearance cannot be construed as "undue delay in the mail" and will not be accepted under the Late Bids Policy.

For further information, please contact the Contracting Authority identified in the bid solicitation.



Government of Canada / Gouvernement du Canada

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

PART A - CONTRACT INFORMATION / PARTIE A - INFORMATION CONTRACTUELLE		
1. Originating Government Department or Organization / Ministère ou organisme gouvernemental d'origine		National Research Council of Canada
2. Branch or Directorate / Direction générale ou Direction		Dominion Astrophysical Observatory
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 Provide Janitorial services for NRC at 5071 West Saanich Road, Victoria, BC		
5. a) Will the supplier require access to Controlled Goods? Le fournisseur aura-t-il accès à des marchandises contrôlées?		<input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui
5. b) Will the supplier require access to unclassified military technical data subject to the provisions of the Technical Data Control Regulations? Le fournisseur aura-t-il accès à des données techniques militaires non classifiées qui sont assujetties aux dispositions du Règlement sur le contrôle des données techniques?		<input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui
6. Indicate the type of access required / Indiquer le type d'accès requis		
6. a) Will the supplier and its employees require access to PROTECTED and/or CLASSIFIED information or assets? Le fournisseur ainsi que les employés auront-ils accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS? (Specify the level of access using the chart in Question 7. c) (Préciser le niveau d'accès en utilisant le tableau qui se trouve à la question 7. c)		<input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui
6. b) Will the supplier and its employees (e.g. cleaners, maintenance personnel) require access to restricted access areas? No access to PROTECTED and/or CLASSIFIED information or assets is permitted. Le fournisseur et ses employés (p. ex. nettoyeurs, personnel d'entretien) auront-ils accès à des zones d'accès restreintes? L'accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS n'est pas autorisé.		<input type="checkbox"/> No / Non <input checked="" type="checkbox"/> Yes / Oui
6. c) Is this a commercial courier or delivery requirement with no overnight storage? S'agit-il d'un contrat de messagerie ou de livraison commerciale sans entreposage de nuit?		<input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui
7. a) Indicate the type of information that the supplier will be required to access / Indiquer le type d'information auquel le fournisseur devra avoir accès		
Canada <input checked="" 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 checked="" 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"/>	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 Unclassified
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PART A (continued) / PARTIE A (suite)

8. Will the supplier require access to PROTECTED and/or CLASSIFIED COMSEC information or assets?
Le fournisseur aura-t-il accès à des renseignements ou à des biens COMSEC désignés PROTÉGÉS et/ou CLASSIFIÉS? No / Non Yes / Oui
If Yes, indicate the level of sensitivity:
Dans l'affirmative, indiquer le niveau de sensibilité :

9. Will the supplier require access to extremely sensitive INFOSEC information or assets?
Le fournisseur aura-t-il accès à des renseignements ou à des biens INFOSEC de nature extrêmement délicate? No / Non Yes / Oui

Short Title(s) of material / Titre(s) abrégé(s) du matériel :
Document Number / Numéro du document :

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

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

<input checked="" type="checkbox"/> RELIABILITY STATUS COTE DE FIABILITÉ	<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? No / Non Yes / Oui
If Yes, will unscreened personnel be escorted?
Dans l'affirmative, le personnel en question sera-t-il escorté? 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



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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 CONFIDENTIEL	NATO SECRET	COSMIC TOP SECRET / COSMIC TRÈS SECRET	PROTECTED / PROTÉGÉ			CONFIDENTIAL / CONFIDENTIEL	SECRET	TOP SECRET / TRÈS SECRET
											A	B	C			
Information / Assets / Renseignements / Biens / Production																
IT Media / Support TI																
IT Link / Lien électronique																

12. a) Is the description of the work contained within this SRCL PROTECTED and/or CLASSIFIED?
La description du travail visé par la présente LVERS est-elle de nature PROTÉGÉE et/ou CLASSIFIÉE? No / Non Yes / Oui

If Yes, classify this form by annotating the top and bottom in the area entitled "Security Classification".
Dans l'affirmative, classifiez le présent formulaire en indiquant le niveau de sécurité dans la case intitulée « Classification de sécurité » au haut et au bas du formulaire.

12. b) Will the documentation attached to this SRCL be PROTECTED and/or CLASSIFIED?
La documentation associée à la présente LVERS sera-t-elle PROTÉGÉE et/ou CLASSIFIÉE? No / Non Yes / Oui

If Yes, classify this form by annotating the top and bottom in the area entitled "Security Classification" and indicate with attachments (e.g. SECRET with Attachments).
Dans l'affirmative, classifiez le présent formulaire en indiquant le niveau de sécurité dans la case intitulée « Classification de sécurité » au haut et au bas du formulaire et indiquez qu'il y a des pièces jointes (p. ex. SECRET avec des pièces jointes).



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PART D - AUTHORIZATION / PARTIE D - AUTORISATION

13. Organization Project Authority / Chargé de projet de l'organisme

Name (print) - Nom (en lettres moulées) David Campion	Title - Titre Acting/Site Infrastructure Manager	Signature <i>David Campion</i>
Telephone No. - N° de téléphone 250-363-0076	Facsimile No. - N° de télécopieur 250-363-0077	E-mail address - Adresse courriel David.Campion@nrc.gc.ca
		Date 28 July 2017

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

Name (print) - Nom (en lettres moulées) Charlotte Carrier Jodi Norris	Title - Titre Senior Analyst, Personnel Security CG, Contracts Personnel Security Principale, Sécurité du personnel	Signature <i>Jodi Norris</i>
Telephone No. - N° de téléphone 613-993-8956	Facsimile No. - N° de télécopieur 613-993-0946	E-mail address - Adresse courriel Charlotte.Carrier@nrc.gc.ca
		Date AUG 02 2017

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

No / Non Yes / Oui

16. Procurement Officer / Agent d'approvisionnement

Name (print) - Nom (en lettres moulées) Steve Cassidy	Title - Titre Senior Procurement Officer	Signature <i>Steve Cassidy</i>
Telephone No. - N° de téléphone 613 993-0851	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel steve.cassidy@nrc.gc.ca
		Date Aug. 25/17

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

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