



<p><b>RETURN BIDS TO:</b> <b>RETOURNER LES SOUMISSIONS À:</b></p> <p><b>Bid Receiving – Environment and Climate Change Canada / Réception des soumissions – Environnement et Changement climatique Canada</b> 9250 49 Street Edmonton, AB T6B 1K5</p> <p><b>BID SOLICITATION</b> <b>DEMANDE DE SOUMISSIONS</b></p> <p><b>PROPOSAL TO: ENVIRONMENT AND CLIMATE CHANGE CANADA</b></p> <p>We offer to perform or provide to Canada the services detailed in the document including any attachments and annexes, in accordance with the terms and conditions set out or referred to in the document, at the price(s) provided.</p> <p><b>SOUSSION À:</b> <b>Environnement et Changement climatique Canada</b></p> <p>Nous offrons d'effectuer ou de fournir au Canada, aux conditions énoncées ou incluses par référence dans le document incluant toutes pièces jointes et annexes, les services détaillés dans le document, au(x) prix indiqué(s).</p>	<p><b>Title – Titre</b> Janitorial services for Prairie and Northern Wildlife Research Centre (PNWRC), SK</p>		
	<p><b>EC Bid Solicitation No. /SAP No. – N° de la demande de soumissions EC / N° SAP 5000032930</b></p>		
	<p><b>Date of Bid solicitation 2017-10-17 – Date de la demande de soumissions 2017-10-17</b></p>		
	<p><b>Bid Solicitation Closes</b> 2017-11-24 - La demande de soumissions prend fin 2017-11-24 at – à 2:00 P.M. on – le</p>	<p><b>Time Zone – Fuseau horaire</b> <b>Mountain Standard Time</b></p>	
	<p><b>F.O.B – F.A.B</b> <b>Destination</b></p>		
	<p><b>Address Enquiries to - Adresser toutes questions à</b> <b>Crystal.hendrickson@canada.ca</b></p>		
	<p><b>Telephone No. – N° de téléphone</b> 780-951-8653</p>	<p><b>Fax No. – N° de Fax</b> 780-495-5097</p>	
	<p><b>Delivery Required (YEAR-MM-DD) – Livraison exigée (AAAA-MM-JJ)</b> <b>As discussed in the Statement of Work here within</b></p>		
	<p><b>Destination - of Services / Destination des services</b> <b>Perry and Northern wildlife research Centre,</b> 115 rue perimeter Road, Saskatoon Saskatchewan</p>		
	<p><b>Security / Sécurité</b> <b>As per Annex C (included) The successful bidder must pass the provisions of the form included in this Annex</b></p>		
	<p><b>Vendor/Firm Name and Address - Raison sociale et adresse du fournisseur/de l'entrepreneur</b></p>		
	<p><b>Telephone No. – N° de téléphone</b></p>	<p><b>Fax No. – N° de Fax</b></p>	
<p><b>Name and title of person authorized to sign on behalf of Vendor/Firm: (type or print) / Nom et titre de la personne autorisée à signer au nom du fournisseur/de l'entrepreneur (taper ou écrire en caractères d'imprimerie)</b></p>			
<p><b>Signature</b></p>		<p><b>Date</b></p>	

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**TITLE Janitorial services for Prairie and Northern Wildlife Research Centre (PNWRC), SK**

**PART 1 - GENERAL INFORMATION**

**1. Introduction**

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

Part 1 General Information: provides a general description of the requirement;

Part 2 Bidder Instructions: provides the instructions, clauses and conditions applicable to the bid solicitation;

Part 3 Bid Preparation Instructions: provides bidders with instructions on how to prepare their bid;

Part 4 Evaluation Procedures and Basis of Selection: indicates how the evaluation will be conducted, the evaluation criteria that must be addressed in the bid, and the basis of selection;

Part 5 Certifications: includes the certifications to be provided;

Part 6 Security and Other Requirements: includes specific requirements that must be addressed by bidders; and

Part 7 Resulting Contract Clauses: includes the clauses and conditions that will apply to any resulting contract.

The Annexes include the Statement of Work, the Basis of Payment, the Security Requirements Checklist, the Federal Contractors Program for Employment Equity - Certification, and the Insurance Requirements.

**2. Summary**

2.1 Environment and Climate Change Canada has a requirement for Janitorial Services as detailed in the Statement of Work, Annex A to the bid solicitation. The period of the contract is from date of award for 2 years plus 1 additional one year option period.

2.2 There is a security requirement associated with this requirement. For additional information, consult Part 6 - Security and Other Requirements and Part 7 - Resulting Contract Clauses. For more information on personnel and organization security screening or security clauses, bidders should refer to the Canadian Industrial Security Directorate (CISD), Industrial Security Program of Public Works and Government Services Canada website (<http://ssi-iss.tpsgc-pwgsc.gc.ca/index-eng.html>).

2.3 Bidders must provide a list of names, or other related information as needed, pursuant to section 01 Integrity Provisions of Standard Instructions 2003.

2.4 For services requirements, bidders in receipt of a pension or a lump sum payment must provide the required information as detailed in article 3 of Part 2 of the bid solicitation.

- 2.5 The requirement is subject to the provisions of the North American Free Trade Agreement (NAFTA), and the Canadian Free Trade Agreement (CFTA).
- 2.6 There is a Federal Contractors Program (FCP) for employment equity requirement associated with this procurement; see Part 5 - Certifications, Part 7 - Resulting Contract Clauses and the annex named Federal Contractors Program for Employment Equity - Certification.

### **3. Debriefings**

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

## PART 2 - BIDDER INSTRUCTIONS

### 1. Standard Instructions, Clauses and Conditions

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

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

The 2003 (2016-04-04) Standard Instructions - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the bid solicitation.

The standard instructions 2003 are modified as follows:

**Under “Text” at 02:**

**Delete:** “Procurement Business Number”

**Insert:** “Deleted”

**At Section 02 Procurement Business Number**

**Delete:** In its entirety

**Insert:** “Deleted”

**At Section 05 Submission of Bids, Subsection 05 (2d):**

**Delete:** In its entirety

**Insert:** “send its bid only to Environment and Climate Change Canada (ECCC) as specified on page 1 of the bid solicitation or to the address specified in the bid solicitation;”

**At Section 06 Late Bids:**

**Delete:** “PWGSC”

**Insert:** “Environment and Climate Change Canada (ECCC)”

**At Section 07 Delayed Bids:**

**Delete:** “PWGSC”

**Insert:** “Environment and Climate Change Canada (ECCC)”

**At Section 08 Transmission by Facsimile, Subsection 08 (1):**

**Delete:** In its entirety

**Insert:** “Bids may be submitted by facsimile if specified in the bid solicitation.”

**At Section 12 Rejection of Bid, Subsection 12 (1) a. and b.:**

**Delete:** In their entirety

**Insert:** “Deleted”

**At Section 17 Joint Venture, Subsection 17 (1) b.:**

**Delete:** “the Procurement Business Number of each member of the joint venture,”

**Insert:** “Deleted”

**At Section 20 Further Information, Subsection 20 (2):**

**Delete:** In its entirety

**Insert:** “Deleted”

**At Section 05 Submission of Bids, Subsection 05 (4):**

**Delete:** "sixty (60) days"

**Insert:** "one hundred and twenty (120) days"

**1.1 PWGSC SACC Manual Clauses**

**1.1.1 A7035T (2007-05-25) List of Proposed Subcontractors**

If the bid includes the use of subcontractors, the Bidder agrees, upon request from the Contracting Authority, to provide a list of all subcontractors including a description of the things to be purchased, a description of the work to be performed and the location of the performance of that work. The list should not include the purchase of off-the-shelf items, software and such standard articles and materials as are ordinarily produced by manufacturers in the normal course of business, or the provision of such incidental services as might ordinarily be subcontracted in performing the Work.

**2. Submission of Bids**

Bids must be submitted to Environment and Climate Change Canada (ECCC) at the address and by the date, time and place indicated on page 1 of the bid solicitation.

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

Bids are to be directed only to the bid receiving address specified. ECCC will NOT assume responsibility for bids directed to any other location.

**3. Former Public Servant – Competitive Bid**

Contracts awarded to former public servants (FPS) in receipt of a pension or of a lump sum payment must bear the closest public scrutiny, and reflect fairness in the spending of public funds. In order to comply with Treasury Board policies and directives on contracts awarded to FPS, bidders must provide the information required below before contract award. If the answer to the questions and, as applicable the information required have not been received by the time the evaluation of bids is completed, Canada will inform the Bidder of a time frame within which to provide the information. Failure to comply with Canada's request and meet the requirement within the prescribed time frame will render the bid non-responsive.

**Definitions – To be completed**

For the purposes of this clause, "former public servant" is any former member of a department as defined in the *Financial Administration Act*, R.S., 1985, c. F-11, a former member of the Canadian Armed Forces or a former member of the Royal Canadian Mounted Police. A former public servant may be:

- a. an individual;
- b. an individual who has incorporated;

- c. a partnership made of former public servants; or
- d. a sole proprietorship or entity where the affected individual has a controlling or major interest in the entity.

"lump sum payment period" means the period measured in weeks of salary, for which payment has been made to facilitate the transition to retirement or to other employment as a result of the implementation of various programs to reduce the size of the Public Service. The lump sum payment period does not include the period of severance pay, which is measured in a like manner.

"pension" means a pension or annual allowance paid under the *Public Service Superannuation Act* (PSSA), R.S., 1985, c.P-36, and any increases paid pursuant to the *Supplementary Retirement Benefits Act*, R.S., 1985, c.S-24 as it affects the PSSA. It does not include pensions payable pursuant to the *Canadian Forces Superannuation Act*, R.S., 1985, c.C-17, the *Defence Services Pension Continuation Act*, 1970, c.D-3, the *Royal Canadian Mounted Police Pension Continuation Act*, 1970, c.R-10, and the *Royal Canadian Mounted Police Superannuation Act*, R.S., 1985, c.R-11, the *Members of Parliament Retiring Allowances Act*, R.S., 1985, c.M-5, and that portion of pension payable to the *Canada Pension Plan Act*, R.S., 1985, c.C-8.

### **Former Public Servant in Receipt of a Pension**

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

If so, the Bidder must provide the following information, for all 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.

By providing this information, Bidders agree that the successful Bidder's status, with respect to being a former public servant in receipt of a pension, will be reported on departmental websites as part of the published proactive disclosure reports in accordance with Contracting Policy Notice: 2012-2 and the Guidelines on the Proactive Disclosure of Contracts.

### **Work Force Adjustment Directive**

Is the Bidder a FPS who received a lump sum payment pursuant to the terms of the Work Force Adjustment Directive?

**Yes** ( ) **No** ( )

If so, the Bidder must provide the following information:

- a. name of former public servant;
- b. conditions of the lump sum payment incentive;
- c. date of termination of employment;
- d. amount of lump sum payment;
- e. rate of pay on which lump sum payment is based;



- f. period of lump sum payment including start date, end date and number of weeks;
- g. number and amount (professional fees) of other contracts subject to the restrictions of a work force adjustment program.

For all contracts awarded during the lump sum payment period, the total amount of fees that may be paid to a FPS who received a lump sum payment is \$5,000, including Applicable Taxes.

#### 4. Enquiries - Bid Solicitation

All enquiries must be submitted **in writing** to the Contracting Authority no later than seven (7) calendar days before the bid closing date. To the email address found on the front page. Enquiries received after that time may not be answered.

Bidders should reference as accurately as possible the numbered item of the bid solicitation to which the enquiry relates. Care should be taken by bidders to explain each question in sufficient detail in order to enable Canada to provide an accurate answer. Technical enquiries that are of a proprietary nature must be clearly marked "proprietary" at each relevant item. Items identified as "proprietary" will be treated as such except where Canada determines that the enquiry is not of a proprietary nature. Canada may edit the question(s) or may request that the Bidder do so, so that the proprietary nature of the question(s) is eliminated and the enquiry can be answered to all bidders. Enquiries not submitted in a form that can be distributed to all bidders may not be answered by Canada.

#### 5. Applicable Laws

Any resulting contract must be interpreted and governed, and the relations between the parties determined, by the laws in force in Saskatchewan.

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

## PART 3 - BID PREPARATION INSTRUCTIONS

### 1. Bid Preparation Instructions

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

Section I: Technical Bid (1 hard copies)

Section II: Financial Bid (1 hard copies)

Section III: Certifications (1 hard copies)

Prices must appear in the financial bid only. No prices must be indicated in any other section of the bid. *Note: This request for proposal solicitation has been deemed a two-envelope process. The financial bid must be sealed in a secondary envelope. The financial envelope will not be opened until after bidder has successfully met the requirements outlined in the mandatory and technical evaluations.*

Canada requests that bidders follow the format instructions described below in the preparation of their bid:

- (a) use 8.5 x 11 inch (216 mm x 279 mm) paper;
- (b) use a numbering system that corresponds to the bid solicitation.

In April 2006, Canada issued a policy directing federal departments and agencies to take the necessary steps to incorporate environmental considerations into the procurement process Policy on Green Procurement (<http://www.tpsgc-pwgsc.gc.ca/ecologisation-greening/achats-procurement/politique-policy-eng.html>). To assist Canada in reaching its objectives, bidders should:

- 1) use 8.5 x 11 inch (216 mm x 279 mm) paper containing fibre certified as originating from a sustainably-managed forest and containing minimum 30% recycled content; and
- 2) use an environmentally-preferable format including black and white printing instead of colour printing, printing double sided/duplex, using staples or clips instead of cerlox, duotangs or binders; and
- 3) print on both sides of the paper.

#### Section I: Technical Bid

In their technical bid, bidders should demonstrate their understanding of the requirements contained in the bid solicitation and explain how they will meet these requirements. Bidders should demonstrate their capability and describe their approach in a thorough, concise and clear manner for carrying out the work.

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

Part 4, Evaluation Procedures, contains additional instructions that bidders should consider when preparing their technical bid.

**Section II: Financial Bid**

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

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

The requirement does not offer exchange rate fluctuation risk mitigation. Requests for exchange rate fluctuation risk mitigation will not be considered. All bids including such provision will render the bid non-responsive.

**Section III: Certifications**

Bidders must submit the certifications required under Part 5.

## PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

### 1. Evaluation Procedures

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

#### 1.1 Introduction

To meet the requirement described herein, the experience of the Bidder must be work for which the Bidder was under contract to clients exterior to the Bidder's own organization. In the case of a joint venture, the combined experience of the parties forming the joint venture will be considered in the evaluation of the experience of the bidder.

Listing experience without providing any supporting data to describe where and how such experience was obtained will result in the experience not being included for evaluation purposes.

#### 1.2 Evaluation Process

All bids will be evaluated in accordance with the process outlined in this Article.

The Evaluation Process and Contractor Selection are subdivided into 3 stages.

Bidders will not be given any information regarding the status of their bid, any preliminary scores or results relating thereto, or any similar details until such time as the evaluation of all bids has been completed and a Contract has been awarded.

Notwithstanding that the evaluation and selection methodology will be conducted in Stages, the fact that Canada has proceeded to any next Stage shall not be deemed to mean that Canada has conclusively determined that the proposal has successfully passed all the previous Stages.

- (a) Stage 1: Confirmation of compliance with the **Mandatory Requirements**;

Bids will first be reviewed by the Evaluation Team for compliance to the **MANDATORY** requirements for this RFP. Bids not complying with each and every **MANDATORY** requirement will receive no further consideration.

	<b>MANDATORY REQUIREMENTS</b>	<b>Compliant</b>	<b>Non-Compliant</b>
1)	Acceptance of ECCC General Conditions and Resulting Contract Clauses contained within this solicitation		
	As demonstrated within the RFP document <ul style="list-style-type: none"> <li>• Bidder has not proposed any changes to ECCC requirements</li> </ul>		
2)	<b>Minimum Requirement for Business in Operation</b>		
	<ul style="list-style-type: none"> <li>• Provide written assentation to demonstrate the company has minimum 3 years business experience in operations of similar size and labs</li> </ul>		

<b>3)</b>	<b>Experience</b>		
	The Bidder is to demonstrate the experience of personnel (i.e. resources), the Bidder must provide complete project details as to where, when (month and year) and how (through which activities/responsibilities) the stated qualifications/experience were obtained. Must have min 2 years' experience		
<b>4)</b>	<b>Safety</b>		
	Contractor must provide a copy of their workplace safety plan.		

(b) Stage 2: Evaluation of the Financial Bid;

Once the mandatory technical evaluation scores has been established for all proposals, the Financial Bids will be opened and evaluated by the Contracting Authority. The technical scores shall not be changed once the financial bids are opened.

The price of the bid will be evaluated in Canadian dollars, the Goods and Services Tax or the Harmonized Sales Tax excluded FOB destination, Canadian customs duties and excise taxes included.

The Total Bid Price for Evaluation will be established as per Annex B – Basis of Payment. Bidders must complete all cells within that document in order for their bid to be deemed responsive.

The financial bid will be the total combined costs of all columns listed in Annex B – Basis of Payment.

(c) Stage 3: Contractor selection. – Lowest Price and met all Mandatory Requirements

- (a) Meet All **Mandatory Requirements** including submitting copies of all **certifications**.
- (b) To be declared responsive, a bid must:
  - (i) comply with all the requirements of the bid solicitation
  - (ii) meet all mandatory evaluation criteria
- (c) Bids not meeting (i) or (ii) will be declared non-responsive.
- (f) To establish the successful contractor each bid in compliance with the mandatory technical criteria will then be opened, with contract being awarded to lowest bidder.

## **PART 5 - CERTIFICATIONS**

Bidders must provide the required certifications and associated information to be awarded a contract.

The certifications provided by bidders to Canada are subject to verification by Canada at all times. Canada will declare a bid non-responsive, or will declare a contractor in default in carrying out any of its obligations under the Contract, if any certification made by the Bidder is found to be untrue, whether made knowingly or unknowingly, during the bid evaluation period or during the contract period.

The Contracting Authority will have the right to ask for additional information to verify the Bidder's certifications. Failure to comply and to cooperate with any request or requirement imposed by the Contracting Authority may render the bid non-responsive or constitute a default under the Contract.

### **1. Certifications Required Precedent to Contract Award**

#### **1.1 Integrity Provisions - Associated Information**

By submitting a bid, the Bidder certifies that the Bidder and its Affiliates are in compliance with the provisions as stated in Section 01 Integrity Provisions - Bid of Standard Instructions 2003. The associated information required within the Integrity Provisions will assist Canada in confirming that the certifications are true. The Bidder must complete the attached "List of Names for Integrity Verification Form" found in Annex – F.

#### **1.2 Federal Contractors Program for Employment Equity - Bid Certification- Annex D**

Canada will also have the right to terminate the Contract for default if a Contractor, or any member of the Contractor if the Contractor is a Joint Venture, appears on the "FCP Limited Eligibility to Bid" list during the period of the Contract.

The Bidder must provide the Contracting Authority with a completed annex Federal Contractors Program for Employment Equity - Certification, before contract award. If the Bidder is a Joint Venture, the Bidder must provide the Contracting Authority with a completed annex Federal Contractors Program for Employment Equity - Certification, for each member of the Joint Venture.

### **2. Additional Certifications Required Precedent to Contract Award**

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

2.1 Additional Certifications Precedent to Contract Award – Former Public Servant – As presented on Pages 7-9- required to be completed.

## PART 6 – SECURITY AND OTHER REQUIREMENTS

### 1. Security Requirement

The successful Contractor MUST:

- 1.1 Before award of a contract, the following conditions must be met:
  - (i) the Bidder must hold a valid security clearance as indicated in Part 7 - Resulting Contract Clauses;
  - (ii) the Bidder's proposed individuals requiring access to classified or protected information, assets or sensitive work site(s) must meet the security requirement as indicated in Part 7 - Resulting Contract Clauses;
  - (iii) the Bidder must provide the name of all individuals who will require access to classified or protected information, assets or sensitive work sites;
- 1.2 Bidders are reminded to obtain the required security clearance promptly. Any delay in the award of a contract to allow the successful bidder to obtain the required clearance will be at the entire discretion of the Contracting Authority.
- 1.3 For additional information on security requirements, bidders should refer to the Canadian Industrial Security Directorate (CISD), Industrial Security Program of Public Works and Government Services Canada (<http://ssi-iss.tpsgc-pwgsc.gc.ca/index-eng.html>) website.

### 2. Insurance Requirements

#### **PWGSC SACC Manual clause G1007T (2016-01-28) Insurance – Proof of Availability Prior to Contract Award**

- 2.1 Provide a letter from an insurance broker or an insurance company licensed to operate in Canada stating that the Bidder, if awarded a contract as a result of the bid solicitation, can be insured in accordance with the Insurance Requirements specified in Part 7 – Resulting Contract Clauses, 13. Insurance Terms. The Bidder is not required to purchase the insurance until in receipt of Notification of Contract award through a letter of intent;

or

- 2.2 Provide copies of Insurance already in place that meets the minimum requirement.

If the information is not provided in the bid, the Contracting Authority will so inform the Bidder and provide the Bidder with a time frame within which to meet the requirement. Failure to comply with the request of the Contracting Authority and meet the requirement within that time period will render the bid non-responsive.

### 3. Mandatory Health and Safety

For work in Saskatchewan

#### 3.1 EMPLOYER/PRIME CONTRACTOR

**3.1.1** The Contractor shall, for the purposes of the Safety Act and Regulations, Saskatchewan, and for the duration of the Work of the Contract:

- 3.1.1.1** act as the Employer, where there is only one employer on the work site, in accordance with the Authority Having Jurisdiction;
- 3.1.1.2** accept the role of Contractor/Principal Contractor/Constructor, where there are two or more employers involved in work at the same time and space at the work site, in accordance with the Authority Having Jurisdiction; and
- 3.1.1.3** agree, in the event of two or more Contractors working at the same time and space at the work site, without limiting the GC3 - Execution and Control of Work GC 3.7, to the Project Managers order \* to:
  - 3.1.1.3.1** assume, as the Principal Contractor, the responsibility for the Canada's other Contractor(s); or
  - 3.1.1.3.2** accept that Canada's other Contractor is Principal Contractor and conform to that Contractor's Site Specific Health and Safety Plan.

#### 3.2 WORKERS COMPENSATION BOARD AND SAFETY PROGRAM

**3.2.1** The recommended Tenderer shall provide to the Contracting Authority, prior to Contract Award:

- 3.2.1.1** A Workers Compensation Board Claims Cost Summary - Saskatchewan
- 3.2.1.2** a Workers Compensation Board letter of good standing, also listing covered Directors, Principals, Proprietor(s) or Partners who will be or will be or who are anticipated to be present on the work site(s); and
- 3.2.1.3** a Certificate of Recognition (COR) or Registered Safety Plan (RSP) acceptable to the Authority Having Jurisdiction (AHJ). A health and safety policy and program, as required by the respective provincial/territorial Occupational Health and Safety Act, will be acceptable in lieu of a COR or RSP. If none is required by law, a copy of a health and safety policy and program that has been sent to the AHJ for review will also be acceptable, provided that the recommended Tenderer certifies that it has been sent to the AHJ.

**3.2.2** The recommended Tenderer shall deliver all of the above documents to the Contracting Authority on or before the date stated (usually 3-5 days after notification) by the Contracting Authority. Failure to comply will result in a breach of promise/disqualification from the project, at which time the Contracting Authority will be free to approach the next lowest responsive/another Tenderer.



### **3.3 PERMITS, NOTIFICATIONS AND SAFETY PLAN**

**3.3.1** The Contractor shall provide to the Project Manager prior to commencement of work:

- 3.3.1.1** copies of all other necessary permits, notifications and related documents as called for in the scope of work/specifications and/or (AHJ); and
- 3.3.1.2.** a site specific Health and Safety Plan which is acceptable to the AHJ, unless this requirement is waived by the Project Manager.

## PART 7 - RESULTING CONTRACT

The following clauses and conditions apply to and form part of any contract resulting from the bid solicitation.

**Title: Janitorial services for Prairie and Northern Wildlife Research Centre (PNWRC), SK**

### 1. Statement of Work

The Contractor must perform the Work in accordance with the Statement of Work at Annex A and the Contractor's technical bid entitled \_\_\_\_\_, dated \_\_\_\_\_.

### 2. Standard Clauses and Conditions

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

#### 2.1 General Conditions

**2035 (2012-03-02), General Conditions - Higher Complexity - Services, apply to and form part of the Contract.**

General conditions 2035 is modified as follows:

##### **At Section 14 Transportation Costs**

**Delete:** In its entirety

**Insert:** "Deleted"

##### **At Section 15 Transportation Carriers' Liability**

**Delete:** In its entirety.

**Insert:** "Deleted"

##### **At Section 22, Confidentiality:**

**Delete:** In its entirety

**Insert:** "Deleted"

##### **Insert Subsection: "35 Liability"**

"The Contractor is liable for any damage caused by the Contractor, its employees, subcontractors, or agents to Canada or any third party. Canada is liable for any damage caused by Canada, its employees or agents to the Contractor or any third party. The Parties agree that no limitation of liability or indemnity provision applies to the Contract unless it is specifically incorporated in full text in the Articles of Agreement. Damage includes any injury to persons (including injury resulting in death) or loss of or damage to property (including real property) caused as a result of or during the performance of the Contract."

**At Section 06 Subcontracts**

**Delete:** paragraphs 1, 2, and 3 in their entirety.

**Insert:** "The Contractor may subcontract the supply of goods or services that are customarily subcontracted by the Contractor. Subcontracting does not relieve the Contractor from any of its obligations under the Contract or impose any liability upon Canada to a subcontractor. 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 agrees otherwise, with the exception of requirements under the Federal Contractors Program for employment equity which only apply to the Contractor."

**At Section 20 Copyright**

**Delete:** In its entirety

**Insert:** "Deleted"

**2.2 Specific Person(s)**

The Contractor must provide the services of the following person(s) to perform the Work as stated in the Contract: \_\_\_\_\_ (*insert name(s) of person(s)*).

**3. Security Requirement**

- 3.1 The Contractor's personnel requiring access to **PROTECTED** information, assets or work site(s) must **EACH** hold a valid **RELIABILITY STATUS**, granted or approved by the Government of Canada.
- 3.2 The attach security requirement checklist (SRCL and related clauses) applies and form part of the Contract – found at Annex C.

**4. Term of Contract**

**4.1 Period of the Contract**

**A9022C (2007-05-25) Period of the Contract**

The period of the Contract is from date of Contract to **2 year period**.

**4.2 Option to Extend the Contract**

**A9009C (2008-12-12) Option to Extend the Contract**

The Contractor grants to Canada the irrevocable option to extend the term of the Contract by an **additional one (1) year option period**, under the same conditions. The Contractor agrees that, during the extended period of the Contract, it will be paid in accordance with the applicable provisions as set out in the Basis of Payment.

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

### 4.3 Transition Period

#### A0078C (2008-05-12) Transition Period

The Contractor acknowledges that the nature of the services provided under the Contract requires continuity and that a transition period may be required at the end of the Contract. The Contractor agrees that Canada may, at its discretion, extend the Contract by a period of six (6) months under the same conditions to ensure the required transition. The Contractor agrees that, during the extended period of the Contract, it will be paid in accordance with the applicable provisions as set out in the Basis of Payment.

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

## 5. Authorities

### 5.1 Contracting Authority

The Contracting Authority for the Contract is:

Name: Crystal Hendrickson  
Title: Procurement and Contracting  
Environment and Climate Change Canada  
Address: 9250 49<sup>th</sup> Street  
Edmonton, AB T6B 1K5  
Telephone: 780-951-8653  
Facsimile: 780-495-5097  
E-mail adresse: [crystal.hendrickson@canada.ca](mailto:crystal.hendrickson@canada.ca)

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

### 5.2 Technical Authority – to be announced upon contract award

The Technical Authority for the Contract is:

Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Organization: \_\_\_\_\_  
Address: \_\_\_\_\_  
  
Telephone: \_\_\_\_-\_\_\_\_-\_\_\_\_\_  
Facsimile: \_\_\_\_-\_\_\_\_-\_\_\_\_\_  
E-mail address: \_\_\_\_\_

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

### 5.3 Contractor's Representative – to be announced upon contract award

Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Organization: \_\_\_\_\_  
Address: \_\_\_\_\_  
Telephone: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_  
Facsimile: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_  
E-mail address: \_\_\_\_\_

## 6. Proactive Disclosure of Contracts with Former Public Servants - if applicable

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

## 7. Payment

### 7.1 Basis of Payment

The Contractor will be reimbursed for the costs reasonably and properly incurred in the performance of the Work as determined in accordance with the Basis of Payment in Annex B, to a limitation of expenditure of \$\_\_\_\_\_. Customs duties are included and Applicable Taxes are extra.

### 7.2 Monthly Payment

*SACC Manual* clause H1008C (2008-05-12) Monthly Payment

Canada will pay the Contractor on a monthly basis for work performed during the month covered by the invoice in accordance with the payment provisions of the Contract if:

- a. an accurate and complete invoice and any other documents required by the Contract have been submitted in accordance with the invoicing instructions provided in the Contract;
- b. all such documents have been verified by Canada;
- c. the Work performed has been accepted by Canada.

### **7.3 SACC Manual Clauses**

A9117C (2007-11-30) T1204 - Direct Request by Customer Department

1. Pursuant to paragraph 221 (1)(d) of the Income Tax Act, R.S. 1985, c. 1 (5th Supp.), 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 T1204 Government Service Contract Payments slip.
2. To enable departments and agencies to comply with this requirement, the Contractor must provide Canada, upon request, its business number or Social Insurance Number, as applicable. (These requests may take the form of a general call-letter to contractors, in writing or by telephone).

SACC Manual Clause C0711C (2008-05-12) Time Verification

Time charged and the accuracy of the Contractor's time recording system are subject to verification by Canada, before or after payment is made to the Contractor. If verification is done after payment, the Contractor must repay any overpayment, at Canada's request.

## **8. Certifications**

### **8.1 Compliance**

Compliance with the certifications provided by the Contractor in its bid is a condition of the Contract and subject to verification by Canada during the term of the Contract. If the Contractor does not comply with any certification or it is determined that any certification made by the Contractor in its bid is untrue, whether made knowingly or unknowingly, Canada has the right, pursuant to the default provision of the Contract, to terminate the Contract for default.

### **8.2 Federal Contractors Program for Employment Equity - Default by the Contractor**

The Contractor understands and agrees that, when an Agreement to Implement Employment Equity (AIEE) exists between the Contractor and Employment and Social Development Canada (ESDC)-Labour, the AIEE must remain valid during the entire period of the Contract. If the AIEE becomes invalid, the name of the Contractor will be added to the "FCP Limited Eligibility to Bid" list. The imposition of such a sanction by ESDC will constitute the Contractor in default as per the terms of the Contract.

## **9. Applicable Laws**

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

## 10. Priority of Documents

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

- (a) the Articles of Agreement;
- (b) 2035B General Conditions - Higher Complexity – Services (2012-03-02) as modified;
- (c) Annex A, Statement of Work;
- (d) Annex B, Basis of Payment;
- (e) Annex C, Security Requirements Check List;
- (f) Annex D, Federal Contractors Program for Employment Equity - Certification (*if applicable*);
- (g) Annex E, Insurance Requirements;
- (h) Annex F, Integrity Verification Form
- (i) Annex G, Cleaning Logs
- (j) Annex H, Map
- (h) the Contractor's bid dated \_\_\_\_\_, (*insert date of bid - if the bid was clarified or amended, insert at the time of contract award, as clarified on \_\_\_\_\_ or as amended on \_\_\_\_\_ and insert date(s) of clarification(s) or amendment(s)*).

## 11. Government Site Regulations

A9068C (2010-01-11) Government Site Regulations

The Contractor must comply with all regulations, instructions and directives in force on the site where the Work is performed.

## 12. Insurance Requirements – Specific requirement

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

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

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

## **ANNEX "A" STATEMENT OF WORK**

### **Introduction:**

Janitorial services for Prairie and Northern Wildlife Research Centre (PNWRC), SK

### **Objectives of the Requirement**

To maintain cleanliness of the Prairie and Northern Wildlife Research Centre (PNWRC), SK, using standard cleaning procedures, cleaning products and equipment.

### **Background**

The Prairie and Northern Wildlife Research Centre (PNWRC) occupies more than one hectare of land on the University of Saskatchewan campus in Saskatoon, including a two-storey building with offices and 10 laboratories and a large storage compound for fleet vehicles and field equipment. Office space is provided for more than 30 full-time staff, as well as many post-doctoral fellows, graduate, undergraduate, and exchange students, and visiting scientists. Science & Technology Branch staff work on migratory bird ecology, ecosystem and wildlife health, and ecotoxicology, often in association with the University of Saskatchewan's Departments of Biology, Western College of Veterinary Medicine, and Toxicology Centre.

The contractor must supply all materials/supplies, equipment, labour and supervision necessary to provide janitorial services for Environment and Climate Change Canada at the Prairie and Northern Wildlife Research Centre (PNWRC) – 115 Perimeter Road Saskatoon SK S7N 0X4, as detailed herein, during the period of the contract from February 1, 2018 – January 31, 2020.

### **Contractor's Working Supervisor and Cleaning Staff**

The Contractor will exercise competent supervision of the overall work at all times through a Manager who must have authority to receive, on behalf of the Contractor, any communications relating to the work. Any Manager and/or work person not acceptable to the Site Authority or their representative by reason of incompetence, improper conduct or being a security risk will be removed from the site of work.

### **Parking**

PNWRC currently has two free spaces for Contractors on site. If this changes, the Contractor will be notified in advance by the Contracting Authority.

### **Health and Safety**

According to the Canada Labour Code, all staff working on the site must implement all safety measures, follow the security procedures, and abide all health and safety procedures, these will be provided by the site authority.

The Contractor shall have a Health and Safety Plan in place and ensure that the onsite workers and Manager are trained and have sufficient knowledge of all the Health and Safety requirements required by law and as set out by PNWRC and/or detailed in the contract. The Contractor is ultimately responsible for all the Health and Safety of his employees and others for the work they are performing.



Portable warning signs and guide ropes must be used the Contractor to identify areas undergoing cleaning operations where danger may exist for PNWRC personnel, tenants or the general public. These will be supplied by the Property Management (Site Authority or their representative).

### **Conflicting Information**

In the event of conflicting information regarding the frequency of service, instructions, definitions or procedures in the specifications, clarification will be provided by the Site Authority or their representative.

### **Deficiencies**

The Contractor must ensure that the Company Manager/Supervisor and cleaning staff understand the services to be provided and performed to the standards listed.

The Site Authority or their representative shall, at his/her option, perform monthly inspections with or without the Company Manager/Supervisor. A written report of any deficiencies and requirements to meet standards shall be given to the Contractor for immediate action. This report may be submitted by email or in person directly to the Company Manager, Site Supervisor or Head Office.

The Contractor shall respond within one (1) business day to acknowledge receipt of the deficiency report. The Contractor shall respond within two (2) business days with a written action plan to correct noted deficiencies to accepted standards. The action plan will be submitted in writing via email to the Site Authority or their representative. Upon approval of the action plan by the Site Authority or their representative, the Contractor will have five (5) business days to complete the action plan and be subject to inspection by the Site Authority or their representative.

### **Hours of Work**

#### **ENFORCEMENT OFFICES**

Cleaning operations will commence each night at 3:00 pm starting with rooms 201, 210, 213, 214, 215 and 252. Due to the nature of work that is completed in these offices, please knock on the door first. If the employee is present, ask to clean and if the response is yes, clean as per the standards in the cleaning contract. Vacuum these rooms weekly. **This work must be completed prior to 4:00 pm.**

#### **SPECIAL CLEANING AREAS**

Floor washing in hallways and common areas, or vacuuming of carpets should not commence until after 4:30 pm on regular work days, Monday through Friday (except in the rooms specified above). At all times, all wet/damp floors must be sufficiently marked as to prevent any slipping/falling accidents. The Contractor's staff must try not to inconvenience employees who are working late in the building during the evening. However, it is understood that cleaning needs to be done.

**NOTE:** The hours of access to building may change due to security requirements but shall not institute an increase in price and the Contractor shall be advised, a minimum of seven (7) days in advance, to any such changes in writing.

**Federally recognized Statutory Holidays are as follows:**

New Year's Day – January 1<sup>st</sup>  
Good Friday – March or April – Friday before Easter Sunday  
Easter Monday – March or April – Monday after Easter Sunday  
Victoria Day – May – Monday preceding May 25<sup>th</sup>  
Canada Day – July 1<sup>st</sup>  
Civic Holiday – First Monday in August  
Labour Day – First Monday in September  
Thanksgiving – Second Monday in October  
Remembrance Day – November 11<sup>th</sup>  
Christmas – December 25<sup>th</sup> – or directly following if on a weekend  
Boxing Day – December 26<sup>th</sup> – or directly following if on a weekend

**Federal Government Buildings are open for Family Day in February. This is a provincial holiday, not federal. Janitorial services will be required on that day.**

**Inspection**

On completion of all major operations, inspections will be made by the PM Site Authority or their representative, who will confirm that the work has been completed.

**Supplies**

The Contractor will supply all supervision, materials, tools and equipment necessary to execute the work satisfactorily. The Contractor will also supply detergents, deodorizers, disinfectants, polishes, wax, spot removers, toilet tissue, paper towels, soaps, hand sanitizers, air fresheners, and urinal blocks. Snow and Ice Melter will be supplied by the site.

At all times, chemicals/cleaning supplies to be used must be food grade approved and environmentally friendly.

Paper and soap products used will be determined by the Site Authority or their representative at the beginning of the contract, change in these products will only be allowed by the Site Authority. Other supplies will be subject to approval by the Site Authority or their representative.

**Cooperation with other Contractors**

The Contractor understands that the work is subject to interruption or interference when other contractors or workmen are engaged to work on the site. The Site Authority or their representative will give the Contractor as much notice as possible of any such interruption or interference.

**Staff Requirements**

There must be a Supervisor (Lead Hand) responsible for the work underway on site at all times to direct other custodial workers and report any Health and Safety or other issues to the Site Authority or their representative.

The Contractor's Site Authority, Manager, Lead Hand, Supervisor(s) and/or workers must be fully conversant in English, both in written and spoken form.

The Contractor's Supervisor/Lead Hand/Manager is responsible for ensuring the cleaning staff know and use proper maintenance practices, procedures and are trained in the use of all facilities, equipment and supplies.

## **Access to Building**

Only those employees who have received security clearance from Public Works and Government Services Canada, Canadian Industrial Security Directorate, and whose names appear on the Contractor's payroll, will be allowed access to the work site. This list is to be revised as changes occur and provided to the Site Authority or their representative a minimum of forty eight (48) hours prior to any changes. Any person(s) who leave the employment of the Contractor shall immediately be reported to the Site Authority or their representative or the Security desk by phone with a written letter to follow within two (2) working days. No other person accompanying employees will be allowed on site without the approval, in advance, from the Site Authority or their representative. Under no circumstances shall any visitor of the Contractor's staff be allowed into the building after normal work hours.

The Contractor shall supply at all times, full coverage, security cleared staff to ensure that all services and frequencies are adhered to. **It is the Contractor's responsibility to ensure they have sufficient additional staff security cleared in the event that one of the on-site persons is unable to carry out his/her duties as expected by their employer.**

Employees of the Contractor must not:

- Disturb papers or personal effects anywhere within the building.
- Open drawers, cabinets, boxes, bags or any such items.
- Use telephones, photocopiers, radios or any and all items which do not belong to them or their company.
- Tamper with personal or departmental property. Use or occupy any office/room except for the duties required in the contract.
- Sit in any office for a rest period. The designated break area is the lunchroom (Room 263).

**NOTE:** Any Contractor's staff found to have violated the above shall not be allowed access to the property/building and the Contractor shall replace such employees with other suitable staff who meet the requirements including being security cleared.

## **Security Keys**

All keys entrusted to the Contractor for the fulfillment of his contract are to be fully protected at all times. No keys for the facility shall be duplicated.

**NOTE:** Locking and unlocking of door rules must be strictly followed i.e. keep all doors that were closed, closed and leave doors that were open, open unless it is a fire hazard. Doors are to be left as found.

## **Communication**

An email to the Site Authority or their representative as to cleaning issues or concerns is the preferred way to communicate issue under this contract. The Site Authority or their representative will then fill out a Facility Request if needed. Communication is only between the Contractor and the Site Authority or their representative unless changed by the Site Authority or their representative. Any irregularities, emergencies etc. are to be communicated immediately by a phone call and text message to the Site Authority or their representative.

## **Cleaning Log**

A sample Cleaning Log is provided herein Appendix G. These logs are to be followed at all times.

## **STANDARD PRACTICES AND FREQUENCIES**

All materials used in the work shall conform to Canadian General Standards Board List of Qualified Products.

### **GENERAL PROCEDURES**

- Ensure all doors (interior and exterior main building and out buildings) are closed, locked (except lunchroom, kitchen and bathrooms) and lights are out on departure, interior doors left the way they were found.
- Paper products plus a push broom/dustpan, mop, sponge, and pail with squeegee will be supplied by the Contractor for use of the staff for daytime spills, breakage etc.
- The Contractor shall, on request, furnish a complete written statement of the origin, composition and/or manufacturer of any or all materials supplied by him/her for use in the work and he may be required to provide samples of materials from his stock for testing purposes. The contractor shall supply two (2) MSDS (Material Safety Data Sheets) binders for all materials/products brought in to PNWRC. One copy is to be kept in a binder in the janitorial room and the other to be given to the Site Authority or their representative.
- Vacuum cleaners used during the early cleaning times must be quiet and have a beater bar for carpet. Cleaning equipment is not to be plugged in to any computer equipment or scientific equipment power outlet. Use hallway plugs only.

## **EXTERIOR**

### **GENERAL**

- Keep polished and thoroughly cleaned all ornamental iron work, metal entrance doors and push bars in the building.
- Keep glass in the entrance doors and entrance clean on both sides.
- Keep the main and all service entrances clean.
- During scheduled cleaning hours, remove slush/snow and gravel accumulations around both the main and south entrances to a distance of 3 meters from the door.

## **CARE FOR ARCHITECTURAL ALUMINUM IN FRONT ENTRANCE**

### **GENERAL**

- To remove light surface soil, flush the surface with water using moderate pressure. If soil persists, clean surface with a brush and water. A mild detergent cleaner may be used as well.
- To remove heavy surface soil, hand scrub with a soft microfiber cloth.

## **FLOORS – OFFICE AREAS, LABS AND CORRIDORS**

### **GENERAL**

Stripping and waxing of floors:

- Hallways, stairwells, entrances, kitchen, lunchroom, administration office, labs and computer room – to be done twice per year. Once in June/July and again in December/January to coincide with slow traffic periods.
- All offices to be done once per year, over the course of the year. 50 % to be actioned June/July and the remainder to be done in December/January.

The timing of stripping/waxing will be co-ordinated between the Site Authority or their representative and the Contractor.

**NOTES:** All floor finish accumulations under furniture, radiators, in corners and on baseboards are to be removed. Floors to be rinsed with clear water and a minimum of two (2) coats of non-slip floor finish applied and buffed after each coat.

Care to be taken not to allow cleaning solution to seep under furniture legs, file cabinets and partitions.

### **DAILY**

- Sweep all floors using a dust mop (dry mop) and a dust mop spray.
- Wash all floors in high traffic areas (hallways, stairwells, entrances, kitchen, lunchroom, administration office).
- Sweep and wash all office floors using a neutral PH floor soap.

## **FLOORS – OFFICE AREAS, LABS AND CORRIDORS**

### **WEEKLY**

- Sweep and wet mop using a disinfecting floor soap Dissection Room (Room 110).

### **MONTHLY**

- Spray buff all high traffic and office floor areas

## **FLOOR – MARBLE OR CERAMIC TILE**

### **DAILY**

- Wash stairwell near staff parking lot.
- Wash washroom floors (except washroom across from room 267).
- Wash with clean mop, soap, water and rinse the following floors – front entrance foyer and stairs, elevator, upper and lower building links and upstairs washroom (across from room 267).

## **MONTHLY**

- Wash and scrub all marble and ceramic tile with an abrasive to remove all stains and other surface dirt. Reseal with an approved sealant after scrubbing.
- Apply a proper non-shiny sealant to the following floors: front entrance foyer and stairs, elevator, upper and lower building links and upstairs washroom (across from room 267).

## **TWICE PER YEAR**

- Strip and re-wax the following floors (Once in June/July, the other in December/January to coincide with slow traffic periods): front entrance foyer and stairs, elevator, upper and lower building links and upstairs washroom (across from room 267).

## **ENTRANCES AND LOBBIES**

### **GENERAL**

- Entrances and lobbies to be kept clean and free from outside debris.
- Elevator interior and exterior to be kept free of marks using a good quality stainless steel cleaner or an alternative that does not show fingerprints.

### **DAILY**

- Sweep using a dry mop and wash floors.
- Vacuum mats clean at entrances as required.
- Clean glass doors on both sides.
- Inspect and clean elevator interior, exterior and floor (sweep and wash).
- Foyer furniture to be dusted daily using a dust control method with an environmentally friendly product. Keep free of marks.

### **WEEKLY**

- Clean boot racks or more frequently if required.
- Wash all glass windows in entrance on both sides.

### **MONTHLY**

- Scrub elevator floor.
- Foyer furniture to be polished.

## **STAIRS**

### **GENERAL**

- Ensure all mop marks or water stains on wall or staircase are removed promptly.
- All hand railings, baseboards and ledges are to be kept clean and free of marks.
- All walls are to be spot-cleaned as required.

## DAILY

- Wash all stairs and landings.

## MONTHLY

- Polish wood banister in rear south wing.

## ANNUALLY

- Strip and refinish all treads and landings.

## WASHROOMS

### GENERAL

- If a toilet, sink, urinal and/or drain is plugged, try to unplug with a plunger if possible. If not successful, notify the Site Authority or their representative as per the communication procedure. Promptly post an “Out of Order” notice on item until it is
- Metal bathroom accessories, i.e. grab bars etc. to be kept free of marks. Do not use abrasive cleaners; use stainless steel cleaners.

### DAILY

- Wash with soap and disinfect all washroom floors. Wash with disinfecting floor soap.
- Clean and disinfect all toilet seats (both sides), bowls, urinals (including urinal screens) and wash basins.
- Clean and disinfect all body contact points – such as: water taps, receptacles and dispensers, door plates and flush valves.
- Inspect, dust and clean all flush tanks, dispensers, receptacles, mirrors, shelves, high ledges and exposed piping.
- Inspect and keep free of marks all washroom walls, partitions and doors.
- Remove all waste paper.
- Inspect daily and replenish as required all soap containers, toilet paper and paper towel dispensers.
- Clean washroom door kick plates and hand plates using appropriate cleaning solution.

### WEEKLY

- Clean and disinfect all shower components including walls, taps, and floors.
- Descale all toilet bowls and urinals.
- Wash and disinfect all refuse receptacles, poly (plastic) bags of correct size to be used and supplied by the Contractor and disposed of when dirty.

### EVERY SIX MONTHS

- Strip and apply one coat of approved sealant to all marble and ceramic washroom floors. Baseboards, ledges and corners are to be kept clean.

## **ANNUALLY**

- Wash all washroom walls, partitions and doors.
- Wash all washroom ceilings.

**NOTE: Always use disinfectant cleaner on all washroom surfaces.**

## **VENETIAN BLINDS**

### **MONTHLY**

- All Venetian and vertical blinds to be dusted and wiped.

## **RUGS AND CARPETS**

### **DAILY**

- Vacuum rugs and carpets in foyer.

### **TWICE WEEKLY**

- Vacuum carpet in Room 266 on Tuesdays and Thursdays.

### **WEEKLY**

- Vacuum Rooms: 259, 261 and 267A on Wednesdays. Spot clean stains as needed.

### **ANNUALLY (OR AS REQUESTED)**

- Steam clean/shampoo carpets in Rooms: 214, 215, 251,252, 259, 261, 266 and 267A.

**Note: Room 252 will require an enforcement officer present.**

## **STORAGE ROOMS ON FIRST FLOOR**

### **GENERAL**

- Storage Area Rooms 100, 113 and 169 to be cleaned (swept and mopped) every six months or as requested. Contact the Site Authority or their representative when you are ready to clean this area to gain access.

## **WALLS AND PARTITIONS**

### **GENERAL**

- Inspect baseboards daily and keep free of mop streaks, splash marks and wax accumulation.



## **DAILY**

- Inspect interior walls, partitions and ledge mouldings and spot clean as required. Keep free of marks.

## **MONTHLY**

- Dust all walls, partitions, columns, woodwork and uncovered pipes.

## **ANNUALLY**

- Wash all walls, partitions, columns, woodwork and uncovered pipes.

## **COUNTERS (NO CLEANING OF COUNTERS IN LAB AREAS)**

### **GENERAL**

- Keep all counter top facings free from dust.
- Counter tops to be cleaned with water and a mild soap used for hands and dishes.

**Do not use cleaners containing abrasives or alkalis. Stains may be removed with an exposure to hypochloric bleach such as Clorox.**

### **DAILY**

- Wash and polish counter tops in Room 267.

### **TWICE WEEKLY**

- Wash and polish any and all counter tops, cabinet tops and table tops in non-lab rooms throughout the building. Do not wash office desks.

## **INTERIOR GLASS**

### **GENERAL**

- Mirrors throughout the building are to be kept cleaned and polished.

### **DAILY**

- Clean all interior glass doors.

### **WEEKLY**

- Wash all interior glass doors.

### **EVERY THREE MONTHS**

- Wash all interior glass partitions.

## **FURNITURE AND FIXTURES**

### **GENERAL**

- Glass topped furniture to be kept free of finger marks and stains.
- Conference Room (266), Executive Office (251) and all furniture to be kept free of finger marks.

### **DAILY**

- Dust horizontal surfaces of all cleared office furniture using a dust control method with an environmentally friendly product.
- Dust all leather upholstered furniture.

### **WEEKLY**

- Dust exposed vertical surfaces of furniture.
- Clean and polish furniture in Conference Room (266), Executive Office (251) and lobby. **Important – Conference tables are to be treated the same as the counters; cleaned with warm water and mild soap.**
- Vacuum upholstered furniture.
- Polish glass topped furniture.

### **MONTHLY**

- Clean and polish all office furniture (includes all exposed vertical surfaces).
- Clean both sides of glass doors on bookcases.
- Damp wipe all leather upholstered furniture.
- Dust empty shelving.
- Dust bookcases (the books are not to be removed)

## **KITCHEN AND LUNCH ROOMS**

### **DAILY**

- Wash all tables, counters, cupboard doors and all other vertical surfaces in kitchen and lunch rooms.

### **EVERY THREE MONTHS**

- Wash cupboards, outside of refrigerator and stove in kitchen.

### **ANNUALLY**

- Move range and refrigerator to sweep and mop underneath.

## **WASTE RECEPTACLES**

### **GENERAL**

- Cardboard to be broken down and placed in recycle container if there is any.

## **DAILY**

- Empty and dust all waste paper baskets.
- Empty all garbage cans and paper receptacles located throughout the building.

## **TWICE WEEKLY**

- Wash and disinfect the inside of all waste paper baskets, garbage cans and paper receptacles located throughout the building.

## **UTILITY ROOM (JANITOR CLOSETS)**

### **GENERAL**

- Rooms are to be kept free of debris and all equipment and material stored neatly. Equipment should be left clean, neat and readily usable by employees during the daytime.

### **DAILY**

- Sweep and inspect all utility room floors.
- Wash and disinfect all utility room sinks.

### **WEEKLY**

- Clean and wash utility room floors.

### **MONTHLY**

- Inspect and spot clean all utility room walls.

## **LOADING BAY ROOMS**

### **GENERAL**

- Doors to be washed and kept free from marks.
- Pick up garbage and refuse, store in bags or containers and dispose of in outside garbage bin by compound.

### **DAILY**

- Inspect loading bay rooms.
- Pick up waste paper daily.
- Break down cardboard boxes and place in blue cardboard recycle bin by compound.

### **TWICE WEEKLY**

- Sweep loading bay room floors using a dust control method, such as a sweeping Compound or dust mop spray.

## **EVERY THREE MONTHS**

- Wash loading bay room floors.

**Note: These tasks apply to both the two doors and single door loading bay rooms.**

## **STORAGE BUILDING**

### **GENERAL**

- The storage building is located in the vehicle compound adjacent to the main office building.

### **DAILY**

- Inspect paper towels and replenish as required.

### **WEEKLY**

- Inspect and sweep all floors with the exception of floors in locked cubicles.
- Dust all walls, cabinets, counters and cupboards and other exposed surfaces throughout the storage building
- Clean sink and remove stains.

## **EVERY THREE MONTHS**

- Wash/Scrub all storage building floors.

## **MISCELLANEOUS**

### **GENERAL**

- Glass on notice boards and display show cases to be kept clean.
- All brass and metal door frames are to be kept free of marks.
- Clean and polish all fire extinguishers. Interior of hose cabinets to be kept clean.
- Floor Grills may be removed and hosed down to remove dirt. Otherwise, normal vacuuming with hose is all that is required for cleaning these surfaces.

### **DAILY**

- Inspect all paper towel and soap dispensers; fill as required.
- Wash and disinfect all water fountains, keep water fountains free of marks.

### **WEEKLY**

- Clean all door kick plates and hand plates using appropriate cleaning solution.
- Wash, disinfect and remove stains from all sinks in library.
- Dust all window sills and draft deflectors.
- Damp wipe all window sills and radiator covers.

## MONTHLY

- Dust high ledges, tops of partitions and other high areas.
- Clean notice boards and display show cases.
- Dust all door grills.
- Clean and polish all brass and metal door frames.
- Wipe all door signage with a damp cloth as required. Do not use any abrasive filled cleaner on plastic surface.
- Pour sufficient water down all sewer drains on main and lower floors of the building to prevent backup of sewer gas in the building. **This may be required to be done more frequently depending on smells.**
- Dust all floor, wall and ceiling air vents.

## EVERY SIX MONTHS

- Wash all door grills with mild soap solution.

## OPTIONAL CLEANING

Additional cleaning tasks will be required and while not forming part of the official cleaning contract, The Contractor may supply a quote to the Site Authority for the following:

## EVERY SIX MONTHS

- Vacuum and wash all air vents

## ANNUALLY

- Remove cover of incandescent recessed fixtures, vacuum and wash interior, wash cover glass and replace.
- Remove shield of all fluorescent fixtures, wash exposed pan, wash acrylic shield using an anti-static cloth such as a damp microfiber one.
- Detailed interior/exterior window cleaning.

**Note: The above work will need to be completed during a weekend. The Contractor must supply proof of ladder safety training for all employees engaged in these cleaning activities. The Contractor's staff performing these duties must also demonstrate competency in cleaning lighting covers and ceiling air vents.**

## Other Service to be performed

The occasional cleaning of vacant areas, or any additional cleaning, or changing frequencies of cleaning requirements resulting from moves, repairs, alterations, etc., because cleaning may be prudent to the space being empty or unoccupied, may also be required from time to time outside the normal frequency specified. Cleaning is to be done around equipment, furniture, etc., and nothing is to be moved by the Contractor or their staff except unless specifically approved by the Site Authority or their representative. This also applies to moving books, papers, files or other objects on desk tops, bookcases, file cabinets, (except wastebaskets) etc. In conference/seminar rooms, the chairs will be arranged appropriately when cleaning is complete.

**NOTE:** When waxing and/or stripping floors or steam cleaning carpeting, moving of office furniture may be required to provide a good and acceptable finished product/service. This moving of furniture shall be approved by the Site Authority or their representative in advance of the work. In some cases it may be required to move furniture out of the room/area for a proper job (chairs, coat trees, stools, etc.).

The moving of this furniture shall be done by the Cleaning Contractor unless otherwise arranged and agreed to by the Site Authority or their representative, in advance of the work.

Any work done on flooring that will create dust such as polishing or buffing in rooms containing computer equipment shall always have prior approval by the Site Authority or their representative before starting the procedure.

The Contractor is NOT responsible for emptying the recycling paper disposal containers in any area.

### **BUILDING OPERATIONS**

Report by phone call and text any and all maintenance repairs required to the building, heating system, plumbing, electrical or water systems to the Site Authority or their representative as they are found or observed. Contact information for the Site Authority and their representative will be posted on the inside of janitor closet doors.

### **NOTICES, ORDERS ETC**

Any notice, order, decision, direction or communication given or required to be given by the Site Authority or their representative under this contract, in writing or verbal, shall be deemed to have been received by the Contractor on the day it was delivered in person to the Contractor/Supervisor, or left at the Contractor's site office or janitorial cleaning room. If it is mailed to the Contractor's address indicated on the tender and acceptance, shall be deemed received the day after mailing.

Call back may be required for emergency cleaning due to flooding, etc.

## **Definition of Quality Standard Terms**

**All chemical/cleaning supplies used must be food grade approved and environmentally friendly**

### **1. Replenishing of Paper and Soap products**

All paper and soap dispensers shall have an adequate supply of materials for normal daily activities. *Paper and soap used will be determined by the Site Authority or their representative.*

### **2. Sweeping**

All areas shall be free of trash and soil. This includes corners, behinds doors etc.

### **3. Wash Floors**

All areas shall be clean and free of surface stains, mop streaks and loose mop strands. Walls, baseboards and other surfaces shall be free of watermarks and splashing.

### **4. Spray Buffing**

All areas shall present an overall appearance of cleanliness, have a bright resilient shine and be dust free.

### **5. Strip and Refinish**

All areas shall present an overall appearance of cleanliness, a deep clean look and a crisp even shine and be free of scrapes and marks.

### **6. Strip and Reseal**

All areas shall present a clean appearance and shall be free of dirt, hair, debris, stains and marks.

### **7. Vacuuming**

**Carpet** – All carpet surfaces shall present an overall appearance of cleanliness and shall be free of dust, dirt, soil and any debris stuck on carpet fiber surfaces.

**Upholstered Furniture** – Upholstered Furniture shall be free of dust, dirt and other debris.

### **8. Stain Removal**

All carpets and upholstered furniture shall have no visible stains and no discoloration after stain removal operation.

### **9. Cleaning of Floor Grills**

All foot grills and recess pans shall present a clean appearance and be free of dirt, soil and trash.

### **10. Cleaning of Notice Boards and Fire Hose Cabinets**

All notice boards and fire hose cabinets, including glass, shall be free of dust and stains.

### **11. Glass Cleaning**

All glass shall be clean on both sides and free of streaks and finger marks.

### **12. Cleaning of Stairways, Landings, Lobbies and Entrances**

All areas shall present an overall appearance of cleanliness and be free of dirt, dust, streaks and trash.

### **13. Elevator Cleaning**

All elevator cab surfaces shall be free of dust, marks and soil. Walls, ceilings, floors, handrails and doors shall be free of soil film, producing a freshly washed appearance.

**14. Dusting**

**Furniture, Fixtures and Equipment** – All surfaces shall be free of dust, streaks and finger marks.

**Venetian Blinds** – All surfaces shall be free of dust, cobwebs, water marks and loose soil.

**15. Cleaning of Washrooms**

All washrooms shall have a clean scent and no odour at all. All surfaces shall be free of stains, water marks, scale and shall be clean and bright.

All waste and sanitary receptacles shall be empty, clean, disinfected as required and all dispensers replenished.

**16. Waste Receptacles**

All waste receptacles shall be empty and the exterior surface wiped clean and disinfected as required.

**17. Cleaning of Drinking Fountains**

All surfaces shall be free of spots, stains and streaks. **Disinfectant to be used must be food grade approved and odourless.**

**18. Cleaning of Light Fixtures**

All light fixtures shall be free of dust, dirt, stains or streaks.

**19. Cleaning of Garbage Containers**

All empty garbage containers shall be clean and free of odours.

**20. Contractor Space and Janitor Closets**

**All surfaces shall be free of waste paper, garbage, dust, stains and free of odours**



**ANNEX "B"  
 BASIS OF PAYMENT**

**Bidders Pricing**

Item	Description	Rate	Term	Extended Price
1	Janitorial Services – Initial 24 month term Inclusive rate per month, excluding GST	\$ _____/month	X 24 months=	\$ _____
2	Janitorial Services – one (1) year option period Inclusive rate per month, excluding GST	\$ _____/month	X 12 months=	\$ _____
<b>Total Extended Price including Options:</b>				\$ _____

**Appendix B must be completed in its entirety or the bid /tender will be considered non responsive and will not be evaluated.**

- **Prices are firm**
- **Prices include the complete cost of performing work under this contact**
- **Firm Prices are in Canadian Dollars**
- **Prices do not include GST; tax will be added as a separate item, if applicable on any invoice issued, as a result of the contract.**

**ANNEX "C"**  
**SECURITY REQUIREMENTS CHECK LIST**

See attached pdf document

**ANNEX "D"**  
**FEDERAL CONTRACTORS PROGRAM FOR EMPLOYMENT EQUITY - CERTIFICATION**

I, the Bidder, by submitting the present information to the Contracting Authority, certify that the information provided is true as of the date indicated below. The certifications provided to Canada are subject to verification at all times. I understand that Canada will declare a bid non-responsive, or will declare a contractor in default, if a certification is found to be untrue, whether during the bid evaluation period or during the contract period. Canada will have the right to ask for additional information to verify the Bidder's certifications. Failure to comply with any request or requirement imposed by Canada may render the bid non-responsive or constitute a default under the Contract.

For further information on the Federal Contractors Program for Employment Equity visit Employment and Social Development Canada (ESDC)-Labour's website.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_ (YYYY/MM/DD) (If left blank, the date will be deemed to be the bid solicitation closing date.)

Complete both A and B.

A. Check only one of the following:

- A1. The Bidder certifies having no work force in Canada.
- A2. The Bidder certifies being a public sector employer.
- A3. The Bidder certifies being a federally regulated employer being subject to the *Employment Equity Act*.
- A4. The Bidder certifies having a combined work force in Canada of less than 100 employees (combined work force includes: permanent full-time, permanent part-time and temporary employees [temporary employees only includes those who have worked 12 weeks or more during a calendar year and who are not full-time students]).
- A5. The Bidder has a combined workforce in Canada of 100 or more employees; and
- A5.1. The Bidder certifies already having a valid and current Agreement to Implement Employment Equity (AIEE) in place with ESDC-Labour. **OR**
- A5.2. The Bidder certifies having submitted the Agreement to Implement Employment Equity (LAB1168) to ESDC-Labour. As this is a condition to contract award, proceed to completing the form Agreement to Implement Employment Equity (LAB1168), duly signing it, and transmit it to ESDC-Labour.

B. Check only one of the following:

- B1. The Bidder is not a Joint Venture. **OR**
- B2. The Bidder is a Joint venture and each member of the Joint Venture must provide the Contracting Authority with a completed annex Federal Contractors Program for Employment Equity - Certification. (Refer to the Joint Venture section of the Standard Instructions)

## ANNEX "E" INSURANCE REQUIREMENTS

The following are Insurance Coverages that must be obtained upon notification that a contract will be awarded:

### **G2001C (2014-06-26) Commercial General Liability Insurance**

The Contractor must obtain Commercial General Liability Insurance, and maintain it in force throughout the duration of the Contract, in an amount usual for a contract of this nature, but for not less than \$2,000,000 per accident or occurrence and in the annual aggregate.

The Commercial General Liability policy must include the following:

- a. Additional Insured: Canada is added as an additional insured, but only with respect to liability arising out of the Contractor's performance of the Contract. The interest of Canada should read as follows: Canada, as represented by Public Works and Government Services Canada.
- b. Bodily Injury and Property Damage to third parties arising out of the operations of the Contractor.
- c. Products and Completed Operations: Coverage for bodily injury or property damage arising out of goods or products manufactured, sold, handled, or distributed by the Contractor and/or arising out of operations that have been completed by the Contractor.
- d. Personal Injury: While not limited to, the coverage must include Violation of Privacy, Libel and Slander, False Arrest, Detention or Imprisonment and Defamation of Character.
- e. Cross Liability/Separation of Insureds: Without increasing the limit of liability, the policy must protect all insured parties to the full extent of coverage provided. Further, the policy must apply to each Insured in the same manner and to the same extent as if a separate policy had been issued to each.
- f. Blanket Contractual Liability: The policy must, on a blanket basis or by specific reference to the Contract, extend to assumed liabilities with respect to contractual provisions.
- g. Employees and, if applicable, Volunteers must be included as Additional Insured.
- h. Employers' Liability (or confirmation that all employees are covered by Worker's compensation (WSIB) or similar program)
- i. Broad Form Property Damage including Completed Operations: Expands the Property Damage coverage to include certain losses that would otherwise be excluded by the standard care, custody or control exclusion found in a standard policy.
- j. Notice of Cancellation: The Insurer will endeavour to provide the Contracting Authority thirty (30) days written notice of policy cancellation.
- k. If the policy is written on a claims-made basis, coverage must be in place for a period of at least 12 months after the completion or termination of the Contract.
- l. Owners' or Contractors' Protective Liability: Covers the damages that the Contractor becomes legally obligated to pay arising out of the operations of a subcontractor.
- m. Non-owned Automobile Liability – Coverage for suits against the Contractor resulting from the use of hired or non-owned vehicles.
- n. Advertising Injury: While not limited to, the endorsement must include coverage piracy or misappropriation or ideas, or infringement of copyright, trademark, Title or slogan.

- o. All Risks Tenants Legal Liability – to protect the contractor for liabilities arising out of its occupancy of leased premises.
- p. Amendment to the Watercraft Exclusion to extend to incidental repair operations on board watercraft.
- q. Sudden and Accidental Pollution Liability (minimum 120 hours): To protect the Contractor for liabilities arising from damages caused by accidental pollution incidents.
- r. Litigation Rights: Pursuant to subsection 5(d) of the *Department of Justice Act*, S.C. 1993, c. J-2, s.1, if a suit is instituted for or against Canada which the Insurer would, but for this clause, have the right to pursue or defend on behalf of Canada as an Additional Named Insured under the insurance policy, the Insurer must promptly contact the Attorney General of Canada to agree on the legal strategies by sending a letter, by registered mail or by courier, with an acknowledgement of receipt.

For the province of Quebec, send to:

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

For other provinces and territories, send to:

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

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

**ANNEX "F"**  
**Integrity Regime**

Bidder must complete the attached List of Names for Integrity Verification Form.

**ANNEX "G"**  
**Sample Janitorial Services Cleaning Logs**

As attached, please note that these documents are only available in English. Please advise if you require a copy in French.

1. Daily Cleaning Log
2. Weekly Cleaning Log
3. Monthly Cleaning Log

**Annex "H"**  
**Building Map**

See attached pdf document