



RETURN BIDS TO:

RETOURNER LES SOUMISSIONS À:

**Bid Receiving Public Works and Government
Services Canada/Réception des soumissions
Travaux publics et Services gouvernementaux
Canada**

800 Burrard Street, Room 219

800, rue Burrard, pièce 219

Vancouver, BC V6Z 0B9

Bid Fax: (604) 775-7526

**REQUEST FOR PROPOSAL
DEMANDE DE PROPOSITION**

**Proposal To: Public Works and Government
Services Canada**

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

**Proposition aux: Travaux Publics et Services
Gouvernementaux Canada**

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

Comments - Commentaires

Title - Sujet Janitorial Svcs, Roosville BorderC	
Solicitation No. - N° de l'invitation EZ899-180119/B	Date 2017-11-30
Client Reference No. - N° de référence du client EZ899-180119	
GETS Reference No. - N° de référence de SEAG PW-\$VAN-590-8243	
File No. - N° de dossier VAN-7-40188 (590)	CCC No./N° CCC - FMS No./N° VME
Solicitation Closes - L'invitation prend fin at - à 02:00 PM on - le 2018-01-10	Time Zone Fuseau horaire Pacific Standard Time PST
F.O.B. - F.A.B. Plant-Usine: <input type="checkbox"/> Destination: <input type="checkbox"/> Other-Autre: <input type="checkbox"/>	
Address Enquiries to: - Adresser toutes questions à: Sezginalp, Kipp	Buyer Id - Id de l'acheteur van590
Telephone No. - N° de téléphone (604) 367-5341 ()	FAX No. - N° de FAX (604) 775-7526
Destination - of Goods, Services, and Construction: Destination - des biens, services et construction: DEPARTMENT OF PUBLIC WORKS AND GOVERNMENT SERVICES CANADA 219-800 BURRARD ST VANCOUVER British Columbia V6Z 0B9 Canada	

Instructions: See Herein

Instructions: Voir aux présentes

Vendor/Firm Name and Address

**Raison sociale et adresse du
fournisseur/de l'entrepreneur**

Issuing Office - Bureau de distribution

Public Works and Government Services Canada - Pacific
Region

219 - 800 Burrard Street

800, rue Burrard, pièce 219

Vancouver, BC V6Z 0B9

Delivery Required - Livraison exigée See Herein	Delivery Offered - Livraison proposée
Vendor/Firm Name and Address Raison sociale et adresse du fournisseur/de l'entrepreneur	
Telephone No. - N° de téléphone Facsimile No. - N° de télécopieur	
Name and title of person authorized to sign on behalf of 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)	
Signature	Date

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THIS DOCUMENT CONTAINS A SECURITY REQUIREMENT

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JANITORIAL SERVICES – ROOSVILLE BORDER CROSSING

PART 1 - GENERAL INFORMATION

1.1 Security Requirements

1.1.1 Before award of a contract, the following conditions must be met:

- (a) the Bidder must hold a valid organization security clearance as indicated in Part 6 - Resulting Contract Clauses;
- (b) the Bidder's proposed individuals requiring access to classified or protected information, assets or sensitive work sites must meet the security requirements as indicated in Part 6 - Resulting Contract Clauses;
- (c) the Bidder must provide the name of all individuals who will require access to classified or protected information, assets or sensitive work sites;

1.1.2 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.

1.1.3 For additional information on security requirements, Bidders should refer to the [Industrial Security Program \(ISP\)](http://ssi-iss.tpsgc-pwgsc.gc.ca/index-eng.html) of Public Works and Government Services Canada (<http://ssi-iss.tpsgc-pwgsc.gc.ca/index-eng.html>) website.

1.2 Statement of Work

To provide all labour, supervision, equipment, cleaning materials, supplies, consumables, and transportation necessary for Janitorial and related services for Canada Border Services Agency (CBSA), Roosville Border Crossing, Roosville, British Columbia, on a scheduled and on an "as and when requested" basis, for the period of the contract.

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

1.3 Debriefings

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

1.4 Trade Agreements

The requirement is subject to the provisions of North American Free Trade Agreement (NAFTA), and the Canadian Free Trade Agreement (CFTA).

PART 2 - BIDDER INSTRUCTIONS

2.1 Standard Instructions, Clauses and Conditions

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

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

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

Subsection 5.4 of [2003](#), Standard Instructions - Goods or Services - Competitive Requirements, is amended as follows:

Delete: 60 days
Insert: 120 days

2.2 Submission of Bids

Bids must be submitted only to Public Works and Government Services Canada (PWGSC) Bid Receiving Unit by the date, time and place indicated on page 1 of the bid solicitation.

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

2.3 Former Public Servant

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

Definitions

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

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

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

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

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of Parliament Retiring Allowances Act, R.S. 1985, c. M-5, and that portion of pension payable to the Canada Pension Plan Act, R.S., 1985, c. C-8.

Former Public Servant in Receipt of a Pension

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

If so, the Bidder must provide the following information, for all FPSs in receipt of a pension, as applicable:

- a) name of former public servant;
- b) date of termination of employment or retirement from the Public Service.

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

Work Force Adjustment Directive

Is the Bidder a FPS who received a lump sum payment pursuant to the terms of the Work Force Adjustment Directive? **Yes** () **No** ()

If so, the Bidder must provide the following information:

- a) name of former public servant;
- b) conditions of the lump sum payment incentive;
- c) date of termination of employment;
- d) amount of lump sum payment;
- e) rate of pay on which lump sum payment is based;
- f) period of lump sum payment including start date, end date and number of weeks;
- g) number and amount (professional fees) of other contracts subject to the restrictions of a work force adjustment program.

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

2.4 Enquiries - Bid Solicitation

All enquiries must be submitted in writing to the Contracting Authority no later than ten (10) calendar days before the bid closing date. Enquiries received after that time may not be answered.

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

2.5 Applicable Laws

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

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

2.6 Optional Site Visit

It is recommended that the Bidder or a representative of the Bidder visit the work site. Arrangements have been made for the site visit to be held at Canada Border Service Agency, Roosville Border Crossing, Roosville, BC, on **December 14 2017. The site visit will begin at 1000 hrs.**

Bidders must communicate with Rodney Robinson by email at Rod.Robinson@tpsgc-pwgsc.gc.ca no later than **December 12 2017** to confirm attendance and provide the name(s) of the person(s) who will attend. Bidders may be requested to sign an attendance sheet. Bidders who do not attend or do not send a representative will not be given an alternative appointment but they will not be precluded from submitting a bid. Any clarifications or changes to the bid solicitation resulting from the site visit will be included as an amendment to the bid solicitation.

PART 3 - BID PREPARATION INSTRUCTIONS

3.1 Bid Preparation Instructions

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

Section I: Technical Bid (3 hard copies)

Section II: Financial Bid (1 hard copy)

Section III: Certifications (1 hard copy)

Prices must appear in the financial bid only. No prices must be indicated in any other section of the bid.

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

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

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

- 1) use 8.5 x 11 inch (216 mm x 279 mm) paper containing fibre certified as originating from a sustainably-managed forest and containing minimum 30% recycled content; and

- 2) use an environmentally-preferable format including black and white printing instead of colour printing, printing double sided/duplex, using staples or clips instead of cerlox, duotangs or binders.

Section I: Technical Bid

In their technical bid, Bidders should explain and demonstrate how they propose to meet the requirements and how they will carry out the Work.

The technical bid consists of the following:

- i. **Bid Submission Form (Form A):** Bidders are requested to include the Bid Submission Form with their bids. It provides a common form in which bidders can provide information required for evaluation and contract award, such as a contact name, the Bidder's Procurement Business Number, the Bidder's status under the Federal Contractors Program for Employment Equity, etc. Using the form to provide this information is not mandatory, but it is recommended. If Canada determines that the information required by the Bid Submission Form is incomplete or requires correction, Canada will provide the Bidder with an opportunity to do so.
- ii. **Substantiation of Technical Compliance:** The technical bid must substantiate the compliance of the Bidder with the mandatory technical requirements.

Section II: Financial Bid

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

Failure to insert a rate for each period will render the bid non-responsive, and will not be given further consideration.

3.1.2 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.

3.1.3 SACC Manual Clauses

Section III: Certifications

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

PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

4.1 Evaluation Procedures

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

4.1.1 Technical Evaluation

4.1.1.1 Mandatory Technical Criteria

Refer to Annex "E" – Bid Preparation and Evaluation

4.1.2 Financial Evaluation

Refer to Annex "B" – Basis of Payment, and Annex "E" – Bid Preparation and Evaluation

4.2 Basis of Selection

4.2.1 Mandatory Technical Criteria

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

PART 5 – CERTIFICATIONS AND ADDITIONAL INFORMATION

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

The certifications provided by Bidders to Canada are subject to verification by Canada at all times. Unless specified otherwise, Canada will declare a bid non-responsive, or will declare a contractor in default if any certification made by the Bidder is found to be untrue whether made knowingly or unknowingly, during the bid evaluation period or during the contract period.

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

5.1 Certifications Required with the Bid

Bidders must submit the following duly completed certifications as part of their bid.

5.1.1 Integrity Provisions - Declaration of Convicted Offences

In accordance with the *Ineligibility and Suspension Policy* (<http://www.tpsgc-pwgsc.gc.ca/ci-if/politique-policy-eng.html>), the Bidder must provide with its bid the required documentation, as applicable, to be given further consideration in the procurement process.

5.2 Certifications Precedent to Contract Award and Additional Information

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

5.2.1 Integrity Provisions – Required Documentation

In accordance with the *Ineligibility and Suspension Policy* (<http://www.tpsgc-pwgsc.gc.ca/ci-if/politique-policy-eng.html>), the Bidder must provide the required documentation, as applicable, to be given further consideration in the procurement process.

5.2.2 Federal Contractors Program for Employment Equity - Bid Certification

By submitting a bid, the Bidder certifies that the Bidder, and any of the Bidder's members if the Bidder is a Joint Venture, is not named on the Federal Contractors Program (FCP) for employment equity "FCP Limited Eligibility to Bid" list available at the bottom of the page of the [Employment and Social](#)

[Development Canada \(ESDC\) - Labour's website \(https://www.canada.ca/en/employment-social-development/programs/employment-equity/federal-contractor-program.html\)](https://www.canada.ca/en/employment-social-development/programs/employment-equity/federal-contractor-program.html)

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

5.2.3 Additional Certifications Precedent to Contract Award

5.2.3.1 Status and Availability of Resources

SACC Manual Clause, [A3005T](#) (2010-08-16) Status and Availability of Resources

5.2.3.2 Education and Experience

SACC Manual Clause [A3010T](#) (2010-08-16) Education and Experience

PART 6 - RESULTING CONTRACT CLAUSES

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

6.1 Security Requirements

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

1. The Contractor/Offeror must, at all times during the performance of the Contract/Standing Offer, hold a valid Designated Organization Screening (DOS), issued by the Canadian Industrial Security Directorate (CISD), Public Works and Government Services Canada (PWGSC).
2. The Contractor/Offeror personnel requiring access to sensitive work site(s) must EACH hold a valid RELIABILITY STATUS, granted or approved by CISD/PWGSC.
3. Subcontracts which contain security requirements are NOT to be awarded without the prior written permission of CISD/PWGSC.
4. The Contractor/Offeror must comply with the provisions of the:
 - a. Security Requirements Check List attached at Annex C;
 - b. Industrial Security Manual (Latest Edition).

6.2 Statement of Work

Refer to Annex "A" – Statement of Work.

6.3 Standard Clauses and Conditions

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

6.3.1 General Conditions

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

6.4 Term of Contract

6.4.1 Period of the Contract

The period of the Contract is from April 1, 2018 to March 31, 2020 inclusive.

6.4.2 Option to Extend the Contract

The Contractor grants to Canada the irrevocable option to extend the term of the Contract by up to THREE (3) additional ONE (1) year period(s) under the same conditions. The Contractor agrees that, during the extended period of the Contract, it will be paid in accordance with the applicable provisions as set out in the Basis of Payment.

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

6.5 Authorities

6.5.1 Contracting Authority

The Contracting Authority for the Contract is:

Name: Kipp Sezginalp
Title: Supply Officer
Organization: Public Works and Government Services Canada
Acquisitions Branch
Address: Room 219 - 800 Burrard Street,
Vancouver, B.C. V6Z 0B9

Telephone: 604-367-5341
E-mail address: kipp.sezginalp@tpsgc-pwgsc.gc.ca

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

6.5.2 Project Authority

The Project Authority for the Contract is: *(to be provided at Contract award)*

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

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

The Project Authority is the representative of the department or agency for whom the Work is being carried out under the Contract and is responsible for all matters concerning the technical content of the

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Work under the Contract. Technical matters may be discussed with the Project Authority, however the Project Authority has no authority to authorize changes to the scope of the Work. Changes to the scope of the Work can only be made through a contract amendment issued by the Contracting Authority.

6.5.3 Administrative Authority

The Administrative Authority for the Contract is: *(to be provided at Contract award)*

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

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

6.5.4 Contractor's Representative

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

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

6.6 Proactive Disclosure of Contracts with Former Public Servants

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

6.7 Payment

6.7.1 Basis of Payment

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

6.7.2 Limitation of Expenditure

6.7.2.1 Canada's total liability to the Contractor under the Contract must not exceed \$_____. *(to be determined)*. Customs duties are included, and Applicable Taxes are extra.

6.7.2.2 No increase in the total liability of Canada or in the price of the Work resulting from any design changes, modifications or interpretations of the Work, will be authorized or paid to the Contractor unless these design changes, modifications or interpretations have been approved, in writing, by the Contracting Authority before their incorporation into the Work. The Contractor must not perform any work or provide any service that would result in Canada's total liability being

exceeded before obtaining the written approval of the Contracting Authority. The Contractor must notify the Contracting Authority in writing as to the adequacy of this sum:

- a) when it is 75 percent committed, or
- b) four (4) months before the contract expiry date, or
- c) as soon as the Contractor considers that the contract funds provided are inadequate for the completion of the Work,

whichever comes first.

6.7.2.3 If the notification is for inadequate contract funds, the Contractor must provide to the Contracting Authority a written estimate for the additional funds required. Provision of such information by the Contractor does not increase Canada's liability.

6.7.3 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.

6.8 Invoicing Instructions

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

6.8.2 Invoices must be distributed as follows:

- a) The original and one (1) copy must be forwarded to the following address for certification and payment

PWGSC Property Management
28-176th Street Surrey, B.C.
V3S9R9

- b) One (1) copy must be forwarded to the Contracting Authority identified under the section entitled "Authorities" of the Contract.

6.9 Certifications and Additional Information

6.9.1 Compliance

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

6.10 Applicable Laws

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

6.11 Priority of Documents

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

- a) the Articles of Agreement;
- b) the general conditions 2010C (2016-04-04), General Conditions – Services (Medium Complexity);
- c) Annex A, Statement of Work;
- d) Annex B, Basis of Payment;
- e) Annex C, Security Requirements Check List;
- f) Annex D, Insurance Requirements;
- g) the Contractor's bid dated _____ (*insert date of bid*)

6.12 Insurance

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

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

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

ANNEX "A" – STATEMENT OF WORK

JANITORIAL SERVICES

1.0 DESCRIPTION AND SCOPE OF WORK

To provide all labour, supervision, equipment, cleaning materials, supplies, consumables, and transportation necessary for Janitorial and related services for Canada Border Services Agency (CBSA), Roosville Border Crossing, Roosville, British Columbia, on a scheduled and on an "as and when requested" basis, for the period of the contract.

The scope of the work includes cleaning all public areas (includes the lunch room, washrooms, general office area, storage areas) and outside grounds (includes inspection areas, stairwells, basement, upstairs storage areas, and holding cells). See Section 8.1 Area Outline, for square footage.

2.0 SCHEDULE OF WORK

2.1 General

Work must be performed every day of the year between 0700 and 1100 hours. The Contractor must maintain a telephone and be reachable between the site working hours of 0800 to 1630 hours, Monday to Friday.

Additional work or emergency call-out work may be requested at any time by the Site Authority. Emergency response and onsite service must be available 24 hours/day within one (1) hour of receiving a call. The Contractor must provide an emergency telephone number(s).

An authorized representative of the Contractor must be personally available to attend meetings at the site of the work and to respond to inquiries within 24 hours of a request from either the Project Authority or the Contracting Authority.

2.2 Standard Schedule Outline

The Contractor must submit a written proposed shift schedule within ten (10) days of contract award. This must include the exact number of days and the required distribution of labour (number of employees and number of working hours). Once the proposal has been approved, any schedule changes must be authorized by the Site Authority who maintains the right to request changes to working hours. The Contractor must record all scheduled work completion dates in a log book which must be kept on site.

The following schedule outlines the mandatory cleaning requirements. Each line corresponds with a numbered item listed in section 8.3: Tasks, Descriptions and Standards of Cleaning.

2.2.1 Daily
A) Non-carpeted floor surfaces: sweep interior surfaces; mop (28; 18)
B) Rugs and T-mats: vacuum (29)
C) Stairways and landings (treads, hand railings, risers, ledges, door mouldings, baseboards: clean ornamental metal; dust; spot clean; sweep interior surfaces; mop (8; 16; 24; 28; 18)
D) Furniture: dust; spot clean (16; 24)
E) Glass (windows, mirrors, glass partitions, etc.): spot clean; clean glass surfaces (24; 6)
F) Fixtures (display cases, frames/pictures, louvres, radiators, window stools, cabinets, desks, notice boards, lockers, ledges, fire extinguishers, baseboards, baseboard heaters, etc.): dust; spot clean
G) Doors, frames, kick plates, push-plates, and walls: spot clean (24)

2.2.1 Daily

- H) Lobby, lunchroom, entrance all counters and surfaces: clean and disinfect (16; 24)
- I) Light fixtures: spot clean (24)
- J) Receptacles (garbage, recycling, sanitary, ashtrays): clean (9)
- K) Traffic lanes: apply sweeping compound (absorb) and remove(1)
- L) Janitorial space: clean (7)
- M) Grounds (paved areas, sidewalks, building perimeter, curbs, flowerbeds, entrance area, etc.): patrol (19)
- N) Washrooms dividers (walls, partitions, doors): wash (31)
- O) Dispensers (towels, toilet paper, sanitary napkins, soap): clean (9)
- P) Washroom floors: wash floors (30)
- Q) Drinking fountains and washroom fixtures (sinks, showers, toilets, toilet seats, urinals, taps, exposed pipes, etc.): wash (31)
- R) Clean entrance glass, sidelights and vestibule glass (6)

2.2.2 Weekly

- A) Vinyl floors: sweep interior surfaces; spray-buff; sweep interior surfaces (28; 25; 28)
- B) Ornamental metal (interior & exterior doorknobs, push bars, kick plates, hand railings): clean (8)
- C) Interior and exterior signs, notice boards: wash (31)
- D) Floor surfaces (bond room, basement, arming area, corners, behind furniture and other free-standing fixtures): sweep interior surfaces; mop (28; 18)
- E) Glass entrance doors: clean glass surfaces (6)
- F) Washroom fixtures (sinks, showers, toilets, toilet seats, urinals, taps, exposed pipes, etc.): wash; deep-clean (31; 15)
- G) Baseboards: dust (16)
- H) Floor drains: clean (5)
- I) Ceiling and skylights: remove cobwebs (21)
- J) Upholstered furniture and carpets: vacuum (29)
- K) Grass areas: cut grass (14)
- L) Grounds (paved areas, sidewalks, building perimeter): sweep exterior surfaces (27)
- M) Sand urns: clean (10)
- N) Lunchroom fixtures: wash (31)
- O) Walkway mats and area underneath mats: clean (12)
- P) Sidewalks: hose (17)

2.2.3 Monthly

- A) Air intake and exhaust grills: clean (2)
- B) Window sills: wash (31)
- C) Blinds: clean (3)
- D) Vinyl, leatherette, and other upholstered furniture: clean (11)

2.2.3 Monthly

E) Basement surfaces: dust (16)

F) Exterior windows: clean glass surfaces (May through September) (6)

G) Sidewalks and under canopy: power-wash (March, May, July, and September) (20)

2.2.4 Every Second Month

A) Vinyl floors: scrub and refinish (23)

2.2.5 Quarterly

A) Interior surfaces over 8 ft. (partitions, frames, walls, ledges, hanging light fixtures, etc.): dust (16)

2.2.6 Annually

A) Walls: wash (November) (31)

B) Vinyl floors: strip and refinish (May) (26)

C) Blinds: wash (September) (31)

D) Interior light bulbs and fluorescent tubes: wash (August of odd years beginning in 2019) (31)

2.2.7 Miscellaneous Tasks "As and When Requested"

A) Detention and holding cells: clean (see Section 8.2 below).

B) Sidewalks, walkways, building entrances: remove snow/ice (22)

C) Light-bulbs and fluorescent tubes (under 9 ft.): replace burnouts with new, PWGSC-supplied bulbs/tubes

D) Whiteboards: clean (13)

E) Asphalt areas: Remove snow/ice using a using a plow/bobcat and salter.

2.3 Statutory Holidays

Statutory holidays ARE INCLUDED IN DAYS OF WORK and defined as:

New Year's DayJanuary 1
Good FridayFriday preceding Easter
Easter MondayMonday following Easter
Victoria DayMonday preceding May 24
Canada DayJuly 1
Labour DayFirst Monday in September
ThanksgivingSecond Monday in October
Remembrance DayNovember 11
Christmas DayDecember 25
Boxing DayDecember 26

3.0 EQUIPMENT

The Contractor must supply all necessary equipment and must not use any PWGSC equipment (i.e. ladder etc.). Equipment may include (but is not limited to) the following: ladder, spray-buffer, mop, vacuum, broom, power washer, tucker pole and small hand tools (such as hammer, wrench, and screwdrivers). The Contractor must ensure that all mobile equipment (i.e. barrels, utility carts, etc.) be equipped with resilient bumpers and non-marking wheels and casters.

Equipment used on a daily basis will usually remain in the building. Storage space (if available) will be allocated by the Site Authority.

The Contractor is responsible for the cost of all cleaning equipment, snow removal equipment and their maintenance and repairs.

All equipment used for cleaning operations must be in good condition, certified for use in the application intended and CSA/ULC approved. Equipment is subject to inspection by the Site Authority at any time. If equipment is found to be defective, it shall be removed from the work site and replaced/repaired within twenty-four (24) hours.

4.0 CLEANING SUPPLIES AND CONSUMABLES

4.1 Cleaning Supplies

The Contractor must provide all required janitorial supplies as needed for the acceptable completion of the work. This includes (but is not limited to) floor finish, stain removers, cleaning solutions, disinfectants, etc. The Contractor must purchase all consumables.

The Contractor must provide ALL related cleaning materials/equipment/supplies (includes but is not limited to: safety glasses, disposable protective gloves, masks, and coveralls).

Damage resulting from the use or misuse of such agents or materials shall be assessed against the Contractor and shall be deducted from monies due to the Contractor by Canada. The Contractor must ensure that cleaning products will not cause damage to the surface being cleaned or to the environment in and/or around CBSA Paterson. Damages caused because of lack of due care and observation of fire safety measures by Contractor's employees, will be "made good" by the Contractor or will be assessed and costs deducted from monies due to the Contractor by Canada.

4.2 Consumables

The Contractor must supply all required consumable items such as plastic garbage bags, paper towels, toilet tissue, hand soap, and deodorant cakes.

The following table provides an ESTIMATED annual reference of consumables:

ITEM DESCRIPTION	QUANTITY
Toilet Paper	30 cases > 48 rolls per case> 100 2ply sheets per roll
22x24 Plastic Bags	2 cases with 1000 bags per case
30x38 Plastic Bags	6 cases with 500 bags per case
Paper towel rolls	48 cases of 12
Hand Soap	6 gallons
Ice-melter	150 kg
absorbo	100kg
Holding cell masks/safety glasses	Case of 100 protective masks , 2 pairs of safety glasses
Protective gloves & coveralls	case of 500 gloves 2 pairs of coveralls

Incandescent and fluorescent lamps	To be supplied by PWGSC
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5.0 HEALTH AND SAFETY

5.1 General

For health and safety reasons all cleaning staff must possess a good knowledge of all services required herein and be able to read and communicate in English fluently, and the Contractor must provide proof of WHMIS training for staff when requested.

Fixtures over 9 ft. will be cleaned/replaced by PWGSC.

5.2 Material Usage

The Contractor must provide notification to the Site Authority of any cleaning products used in the building. This must include a list of all chemicals that may be used. It must also include the name, address, and phone number of the contact person in the building; a statement that the 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 Contractor must be available for information and comment. The use of flammable cleaning material must be at the Site Authority's approval only and must be removed from premises at the end of each workday.

The Contractor must comply with Workplace Hazardous Materials Information System (WHMIS) standards and procedures. Employees must be informed and knowledgeable about the potential health effects of hazardous materials in their work environment and how they can be handled and disposed of safely. Employees must also be informed of the proper maintenance of any cleaning equipment in use in accordance with WHMIS procedures and regulations and manufacturer specifications. Storage of hazardous material must comply with WHMIS criteria.

5.3 Detention and Holding Cells

The detention and holding cells should be considered as a high risk area that may be contaminated with bio-hazardous waste and bodily fluids. The Contractor must be knowledgeable of and understand the risks associated with possible contamination. It is the responsibility of the Contractor's personnel to use the correct procedures for cleaning to ensure no contamination results from accidental/intentional contact with bio-hazardous waste and bodily fluids (includes but not limited to blood, urine, feces, saliva, vomit, sperm and phlegm). It is strongly recommended that the Contractor's personnel obtain and maintain their hepatitis vaccine. Any costs associated with vaccination must be borne by the Contractor. For more information visit [BC Centre for Disease Control](#) or [ImmunizeBC](#) and consult the [Canadian Centre for Occupational Health and Safety](#) for information on "Routine Practices" (a set of infection control strategies and standards designed to protect workers from exposure to potential sources of infectious diseases).

5.4 Fire Prevention

Fire prevention practices must be strictly adhered to.

All litter, waste papers and sweepings must be picked up in a container equipped with a well-fitted lid. All litter, waste papers and sweepings so collected must be removed from the work site and placed in containers provided in the loading dock area.

The Contractor must keep these areas neat and clean at all times in accordance with fire regulation. Janitor rooms and storage closets must be kept clean, neat and tidy at all times.

N° de l'invitation - Solicitation No.
EZ899-180119/B
N° de réf. du client - Client Ref. No.

N° de la modif - Amd. No.
000
File No. - N° du dossier

Id de l'acheteur - Buyer ID
VAN590
N° CCC / CCC No./ N° VME - FMS

Mops and dusters that have been treated with furniture polish, wax or oil must be kept in closed metal containers to prevent spontaneous combustion. For example, Flammable materials must be stored in approved containers. Care must be taken when collecting combustible or flammable material, i.e., contents of ash trays, cigarette stands, sand pails, etc. Combustible or flammable material must be collected in appropriate metal containers.

Hot plates or electric utensils must not be used in rooms in which cleaning equipment is kept.

This site is designated a NO SMOKING AREA. Smoking prohibitions and posted signs must be strictly adhered to.

5.5 Storage and Custodial Closets

The Contractor must store all supplies, material, and equipment in storage areas and custodial closets designated by the Site Authority. All waxes, polishing oils, etc. must be kept tightly sealed and stored in separate shelves from rags and other cleaning materials.

All floor mops must be stored in a suspended position to allow free air circulation around head of mops.

Specialized equipment, used periodically by the Contractor must not be stored in any of the buildings without prior approval of the Site Authority.

The Contractor must not use the facilities of the site for storage of materials or equipment for use elsewhere, nor must other operations of the Contractor be directed from Department property.

Cleaning equipment must be kept clean and in good repair.

All ladders, scaffolding, or other devices used to reach surfaces or objects, not otherwise accessible for the required cleaning operation must be moved into the areas where they are required, placed or shifted as necessary, and removed from the areas in such a manner as to provide maximum safety to persons and property and cause the least possible interference with normal usage of such areas by the public and Customs personnel. All waxes, polishing oils, etc. must be kept tightly sealed and stored in separate shelving from rags and other cleaning materials.

Janitor rooms and storage closets must be kept clean, neat and tidy at all times. Dusters and mops, both wet and dry must be thoroughly cleaned daily to avoid odours and hygiene problems. The cloth or brush used for the cleaning of toilets and urinals must not be used for any other purposes.

5.6 Color coded cleaning cloths

For the purpose of hygiene and ease of identification the Contractor will supply the following colored dusting cloths:

RED OR PINK..... for cleaning toilets and urinals
BLUE OR GREEN..... for cleaning sinks, countertops, and wiping down tables
WHITE OR YELLOW for all other general dusting duty

6.0 SUPERVISION

The Contractor must provide appropriate supervision at all times. A Supervisor must have delegated authority to make commitments on behalf of the Contractor, and must be available during normal specified working hours. An Authorized Alternate (with the same level of delegated authority) may be appointed. The ability to communicate (written and oral) is essential for individuals in these positions. These individuals must report to the Site Authority on an as required basis to review schedules, for

briefing on special projects and to resolve any areas of potential conflict.

The Site Authority, unless requested to do so by the Contractor, or unless necessary to maintain order and discipline, will not interfere with the Contractor's staff in the performance of their duties and will deal only with the Contractor or designated representative.

Contractor's employees will have limited access to telephones while on site. All usage must be approved by the CBSA Supervisor and calls must be made in the presence of the Supervisor.

Lost and found articles must be handled by the shift supervisor.

7.0 REPORTING, PERFORMANCE, AND ENFORCEMENT

7.1 General

The Contractor must promptly notify the National Service Call Centre 1-800-463-1850 for:

- a) Needed repairs and/or damage to fixtures, building and appurtenances.
- b) The presence of pests and any maintenance issues discovered while performing cleaning operations.

The Contracting Authority and the Project Authority or Alternate, will monitor the contract for adherence to the Terms and Conditions.

7.2 Work Inspection

Random visits to the Facility will be made by PWGSC employees. The Site Authority and the Contractor (or the designated representatives of one or both) must conduct an inspection of the work site once per week (or more frequently, if deemed necessary). Both parties will mutually agree upon the day and time of inspection.

7.3 Performance Reporting

The quality of work performance will be assessed using the standards outlined below in Section 8.3 Tasks, Descriptions and Standards of Cleaning; which must be provided to all janitorial staff for reference.

Deficiencies must be recorded in an Unsatisfactory Performance Report (UPR). Copies of this report must be distributed to the Contractor, the Site Authority, the Project Authority or Alternate, and the Contracting Authority.

7.4 Contract Enforcement

The following measures will be used to ensure satisfactory performance and to enforce the terms of the Contract:

- A) Contract enforcement is the responsibility of the Contracting Authority, in addition to the Project Authority.
- B) Under the terms of the Contract, poor performance, or serious deficiencies may be considered Contract default.
- C) Poor performance or default will result in a first letter of notification to the Contractor.
 - i. The Contractor will have 24 hours from notification to rectify the default.

- ii. This letter of poor performance or serious default will also notify the Contractor that continuous poor performance or a second serious deficiency of any kind will commence further action to recover losses, and that measures under the Vendor Performance Corrective Measure Policy will apply.

D) There will be no "action steps" as outlined above for very serious poor performance or abandonment of the contract or bankruptcy, etc. The Project Authority will, in these very serious situations, immediately commence to take the work out of the Contractor's hands in accordance with the terms of the Contract.

All performance evaluations and any resultant actions must be cleared through the Contracting Authority prior to any action being taken.

8.0 CLEANING REQUIREMENTS

8.1 Area Outline

	# Offices & kiosks	# Washrooms	SQ. Meters
1st Floor	all	2	367
totals			367
Floor type	Linoleum/carpet	Linoleum/tile (washrooms)	

Designated areas (approximately 29.290304m²) snow ice sidewalks
Snow and ice asphalt Areas (approximately 400m²)

8.2 Detention and Holding Cell

Once requested, cleaning must take place as soon as possible after the cell is vacated. Care must be taken when cleaning to avoid damaging mounted cameras and other equipment while cleaning.

As and When Requested Cleaning
A) Walls, floors ceiling, and doors (both sides): mop all surfaces thoroughly with a 1:09 bleach/water solution; and rinse all surfaces with a neutral (non-ammonia) solution. Brushes and mops must be soaked in a bleach/water solution ratio of (1:09) = 1-part bleach and 9-parts water, for thirty (30) minutes after use.
B) All areas: vacuum thoroughly
C) Plexiglas: clean using an approved cleaner (do NOT use window cleaner)
D) Blood/bodily fluids (either apparent or suspected): handle with the assumption of potential contamination. Wear disposable heavy duty rubber protective gloves, and eye protection. After cleaning, (or after any contact with bloody/bodily fluids) wash hands and/or the skin surface thoroughly.
E) All surfaces: clean spills contaminated with blood/bodily fluids using disinfectant and water.
F) Dried fluids: spray the area prior to cleaning to avoid inhaling any contaminated dust which may be present.
G) All soiled items: place items (includes used disposable gloves) in impervious, labelled bags or containers and send for disposal. Wash heavier, non-disposable gloves in a 1:09 bleach/water solution.
H) Mattresses must not be cleaned nor handled in any way.

8.3 Tasks, Descriptions and Standards of Cleaning

Item	Task	Description	Standard
1	Apply Sweeping Compound	<ul style="list-style-type: none"> Apply a sweeping compound (such as Absorbo) to oil spots in traffic lanes. Remove/dispose of the product as per product instructions. 	<ul style="list-style-type: none"> Traffic lanes must be free of all oil spots.
2	Clean Air Intake and Exhaust Grilles	<ul style="list-style-type: none"> Remove debris, dust, dirt with either a vacuum cleaner (equipped with a wand and brush attachment) or a damp sponge. 	<ul style="list-style-type: none"> Air intakes and exhaust grilles must be free of all debris, dust, dirt.
3	Clean Blinds	<ul style="list-style-type: none"> Use a disinfectant solution to wipe both sides of slats and the adjoining window frame area. 	<ul style="list-style-type: none"> Blinds must be free of all debris, dust, dirt.
4	Clean and Refill Dispensers	<ul style="list-style-type: none"> Use a disinfectant solution and cloth to wipe all surfaces. Dry with a clean cloth. Refill with the appropriate consumable. 	<ul style="list-style-type: none"> Dispensers must be free of all debris, dust, dirt, fingerprints, smudges, etc. Dispensers must be kept filled.
5	Clean Floor Drains	<ul style="list-style-type: none"> Floor drains: pour a pail of clean water down the drain. 	<ul style="list-style-type: none"> Floor drains must be clean.
6	Clean Glass Surfaces	<ul style="list-style-type: none"> Wash both sides of glass surfaces with a cloth and glass cleaner. Polish with a clean, dry cloth. 	<ul style="list-style-type: none"> Glass surfaces must be free of all debris, dust, dirt, smears, streaks, watermarks, and smudges. Shine must be restored.
7	Clean Janitorial Space	<ul style="list-style-type: none"> Sweep the floor. Spot clean the walls, fixtures, shelves using a damp sponge. Use a disinfectant solution in the sink. Keep the area free of debris. Wash mops before storing. Empty pails/buckets, etc. 	<ul style="list-style-type: none"> Janitorial space must be free of all debris, dust, dirt, garbage, empty containers, and foul odours. Supplies and equipment must be stored neatly.
8	Clean Ornamental Metal	<ul style="list-style-type: none"> Use an industry-standard metal polish and cloth to wipe and polish metal. 	<ul style="list-style-type: none"> Ornamental metal must be free from all debris, dust, dirt, and stains. Shine must be restored.

Item	Task	Description	Standard
9	Clean Receptacles/Dispensers	<p>Garbage receptacles:</p> <ul style="list-style-type: none"> • Empty the garbage bag. • Wipe exterior with a clean, damp cloth. • Refill receptacle with a clean bag. • Dispose of garbage in the designated area. <p>Recycling receptacles:</p> <ul style="list-style-type: none"> • Empty recycling into a separate container. • Wipe exterior with a clean, damp cloth. • Take recycling to designated area and sort the contents into relevant containers. <p>Sanitary receptacles:</p> <ul style="list-style-type: none"> • Empty and dispose of used sanitary bags. • Wipe interior and exterior of the receptacle with a disinfectant solution. • Wipe dry with a clean cloth. • Refill receptacle with a clean bag. <p>Ashtrays:</p> <ul style="list-style-type: none"> • Empty ashtrays into a separate metal container • Wipe exterior with a clean cloth. • Dispose of ash in the designated fireproof space. 	<ul style="list-style-type: none"> • Designated receptacles must be free of all garbage, recycling, used sanitary bags, ash, and other debris, dust, dirt. • Receptacles must be odour-free.
10	Clean Sand Urns	<ul style="list-style-type: none"> • Remove debris from the sand and the bases of the urn and place in a separate metal container. • Use a disinfectant solution and cloth to wipe all surfaces. 	<ul style="list-style-type: none"> • Urns must be free from all debris.
11	Clean Vinyl and Leatherette Furniture	<ul style="list-style-type: none"> • Use an industry-standard vinyl/leatherette upholstery cleaner and cloth to wipe all surfaces. 	<ul style="list-style-type: none"> • Furniture must be free of all debris, dust, dirt, stains, and streaks.
12	Clean Walkway Mats	<ul style="list-style-type: none"> • Use a wet and dry industrial vacuum cleaner (equipped with the appropriate floor tools) with either a machine-agitated dry foam or jet-extractor. • Remove salt stain with water and allow to stand for ten minutes before vacuuming up the water. • Repeat as necessary. 	<ul style="list-style-type: none"> • Walkway mats and area underneath must be free of all debris, dust, dirt, salt stain, discolouration, sand, slush and/or water.
13	Clean	<ul style="list-style-type: none"> • Use an industry-standard whiteboard cleaner and cloth to wipe all surfaces. 	<ul style="list-style-type: none"> • Requested areas must be free of all debris, dust, dirt,

Item	Task	Description	Standard
	Whiteboards		smudges, and streaks.
14	Cut Grass	<ul style="list-style-type: none"> Use a lawnmower to cut grass. 	<ul style="list-style-type: none"> Grass height must be kept between 2.5 and 3.5 inches at all times.
15	Deep-clean	<ul style="list-style-type: none"> Deep-clean remove build-up of stains, iron deposits, hard-water salts, with an industry-standard, acid-based solution. Descalc toilet bowl with an industry-standard, non-acid bowl cleaner. 	<ul style="list-style-type: none"> Designated areas must be free of all stains, iron deposits, hard-water salts, and other scales.
16	Dust	<ul style="list-style-type: none"> Remove loose debris, dust, dirt, and cobwebs using an untreated dust mop or vacuum cleaner with the appropriate attachments. 	<ul style="list-style-type: none"> Designated areas must be free of all debris, dust, dirt, surface stains, fingerprints, streaks, and watermarks.
17	Hose	<ul style="list-style-type: none"> Use a hose to spray area with water and remove loose debris, dust, dirt. 	<ul style="list-style-type: none"> Sidewalks must be free of all debris, dust, dirt.
18	Mop	<ul style="list-style-type: none"> Apply neutral solution to the floor Agitate mop to remove the solution. Rinse and wipe the floor using clean water and clean mop. 	<ul style="list-style-type: none"> Designated areas must be free of all debris, dust, dirt, surface stains, streaks, watermarks, splashing, and scars from equipment. Water and/or other cleaning solutions must not be allowed to pool under furniture legs and cabinets.
19	Patrol	<ul style="list-style-type: none"> Walk around and pick up paper, weeds, and litter and other debris. 	<ul style="list-style-type: none"> Grounds must be free of all debris
20	Power-wash	<ul style="list-style-type: none"> Use a power-washer to remove stains, mould, grime, dust, mud, dirt, and other debris from surfaces. Machine must be operated as per product instructions. 	<ul style="list-style-type: none"> Designated areas must be free of all stains, mould, grime, dust, mud, dirt, and other debris.
21	Remove cobwebs	<ul style="list-style-type: none"> Use a damp mop to reach and remove cobwebs. 	<ul style="list-style-type: none"> Ceiling and skylights must be free of all cobwebs.
22	Remove Snow/Ice	<ul style="list-style-type: none"> Apply ice-melter to snow and/or ice as per product instructions. 	<ul style="list-style-type: none"> Designated areas must be made safe by 07:45 a.m. to prevent slipping hazard.
23	Scrub and Refinish Floors	<ul style="list-style-type: none"> Move all furniture (excluding file cabinets) for complete floor coverage. Use either of the following methods to remove the top layer(s) of floor finish: <ul style="list-style-type: none"> Wet scrub, wet strip method: use industry-standard solution to rinse floor twice and apply an industry-standard sealer or finish. Dry scrub, dry strip method: mop the floor twice and then apply sealer or finish. 	<ul style="list-style-type: none"> Designated areas must be free of all debris, dust, dirt, stains, watermarks, splashing, scars from equipment, and excess build-up of either wax or finish.

Item	Task	Description	Standard
		<ul style="list-style-type: none"> Wipe baseboards after operation. 	
24	Spot Clean	<ul style="list-style-type: none"> Use a cloth dampened with disinfectant solution to remove marks and irregularities from surfaces. Wipe dry with a clean cloth. 	<ul style="list-style-type: none"> Designated areas must be free of all debris, dust, dirt, smudges, fingerprints, stains, graffiti, pencil marks, mop marks, mould, and water streaks.
25	Spray-buff	<ul style="list-style-type: none"> Use spray-buff machine to buff away marks or irregularities, as per the product instructions. Floor must be sprayed with industry-standard solution approximately 50 cm ahead of the machine. Once the machine's working pad becomes loaded, either turn it over or replace it. 	<ul style="list-style-type: none"> Floors must be free of all marks and irregularities. Shine must be restored. Spray solution must not come into contact with any furniture, doors, or baseboards.
26	Strip and Refinish Floors	<ul style="list-style-type: none"> Move all furniture (excluding file cabinets) for complete floor coverage. Sweep floor. Strip floor using either the wet or dry method to remove all layers of finish. Apply one coat (minimum) of a water-based floor sealer and three coats of self-polishing non-slip, metal interlocked floor finish. Apply four coats in corridors, entrances, and lobbies. 	<ul style="list-style-type: none"> Designated areas must be free of all debris, dust, dirt, stains, watermarks, splashing, scars from equipment, and excess build-up of either wax or finish.
27	Sweep Exterior Surfaces	<ul style="list-style-type: none"> Remove loose, dry surface soil, and other debris with a broom. 	<ul style="list-style-type: none"> Designated areas must be free of all debris, dust, dirt.
28	Sweep Interior Surfaces	<ul style="list-style-type: none"> Remove loose debris with a broom Move items in order to reach entire floor area. Use a dust cloth or dust mop: <ul style="list-style-type: none"> Surface not subject to damage by solvents: use a solvent-based dust cloth or dust mop. Surface subject to damage by solvents: use a wax based cloth or dust mop. Dust cloths and dust mops to be treated the day before they are to be used, to ensure no streaks are left on the floor. 	<ul style="list-style-type: none"> Designated areas must be free of all debris, dust, dirt, streaks. Items moved during cleaning must be returned to original location.
29	Vacuum	<ul style="list-style-type: none"> Vacuum must be equipped with power head, heap filter, and crevice tool and must not exceed 65 decibels Use machine to vacuum debris, dust, dirt. 	<ul style="list-style-type: none"> Designated areas must be free of all debris, dust, dirt. The nap on rugs must be laid in one direction.

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Item	Task	Description	Standard
		<ul style="list-style-type: none">• Move items as necessary to reach entire carpeted floor area.	<ul style="list-style-type: none">• Items moved during cleaning must be returned to their original location.
30	Wash Floors	<ul style="list-style-type: none">• Apply disinfectant solution to the floor.• Agitate mop to remove the solution.• Rinse and wipe the floor using clean water and clean mop.	<ul style="list-style-type: none">• Floors must be free of all debris, dust, dirt, surface stains, streaks, watermarks, splashing, and scars from equipment.
31	Wash	<ul style="list-style-type: none">• Use a disinfectant solution and scrubber and/or sponge to agitate surface.• Rinse clean with water and wipe with a cloth.	<ul style="list-style-type: none">• Designated areas must be free of all debris, dust, dirt, mould, odour, soap build-up, watermarks, fingerprints, etc.

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ANNEX "B" – BASIS OF PAYMENT

The Contractor will be paid firm rates for the work performed in accordance with the Contract. Customs duties are included and Goods and Services Tax or Harmonized Sales Tax (GST/HST) is extra, if applicable.

The firm rates are inclusive of all direct and indirect expenses incurred in performing the Requirement including but not limited to all labour, fringe benefits, overhead, supervision, tools, equipment, materials, parts, manuals, cleaning supplies, personal protective equipment, travel time, travel and living expenses, transportation costs, reports, general and administrative costs, profit required to do the work, all related duties and other costs paid by the Contractor such as additional surcharges, and transportation fees. No other charges will be accepted.

No CPI Price Adjustment will be applied to the rates in the contract for all years, including the optional years.

The rates are firm for the full period of the Contract and option years.

1.0 STANDARD SCHEDULE

Pricing is a flat monthly price per building. This building price is inclusive of all equipment, transportation/delivery, materials, and labour (cleaning and supervision) to accomplish the items/activities.

	YEAR 01 A \$ per month	YEAR 02 B \$ per month	OPTION YEAR 1 C \$ per month	OPTION YEAR 2 D \$ per month	OPTION YEAR 03 E \$ per month	EXTENDED TOTAL (A+B+C+D+E) multiplied by 12
Standard Schedule Outline						
1.0 Extended Total \$						

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2.0 ADDITIONAL CLEANING – AS AND WHEN REQUESTED

Task Authorization	Estimated Annual Quantity	Year 01	Year 02	Option YR 01	Option YR 02	Option YR 03	EXTENDED TOTAL
	A	B	C	D	E	F	A multiplied by (B+C+D+E+F)
Price \$ / hr							
Snow Removal (manual / sidewalks) between 0700 – 1100	10 hrs	\$ /hr	\$ /hr	\$ /hr	\$ /hr	\$ /hr	
Snow Removal (manual / sidewalks) between 1101 – 0659	10 hrs						
Snow Removal (machine / asphalt) between 1101 - 0659	40 hrs	\$ /hr	\$ /hr	\$ /hr	\$ /hr	\$ /hr	
Biohazard Cleaning between 0700 – 1100	4 hrs	\$ /hr	\$ /hr	\$ /hr	\$ /hr	\$ /hr	
Biohazard Cleaning between 1101 - 0659	4 hrs	\$ /hr	\$ /hr	\$ /hr	\$ /hr	\$ /hr	
2.0 Extended Total \$							

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3.0 CONSUMABLES

Consumable supplies as per Annex A, Section 4.2*. Unit cost and markup for each year of the contract and option years 1, 2, and 3. The price includes the wholesale unit cost and mark-up prices, as well as any associated delivery prices.

	Year 01	Year 02	Option Year 01	Option Year 02	Option Year 03
	A	B	C	D	E
Estimated Annual Cost	\$3800.00	\$3800.00	\$3800.00	\$3800.00	\$3800.00
Firm Mark-up	+ _____ %	+ _____ %	+ _____ %	+ _____ %	+ _____ %
Subtotal	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
3.0 Extended Total \$					_____

*Consumable supplies must be charged at the laid down invoice prices (copies of invoices must be provided upon request) plus a mark-up of (percentage identified above). Cleaning supplies as per Annex A, Section 4.1 are specifically excluded.

ESTIMATED TOTAL = (1.0 Extended Total) + (2.0 Extended Total) + (3.0 Extended Total) \$ _____

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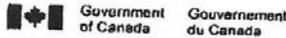
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ANNEX "C" - SECURITY REQUIREMENTS CHECKLIST

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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 PWGSC	2. Branch or Directorate / Direction générale ou Direction Property & Facilities Management	
3 a) Subcontract Number / Numéro du contrat de sous-traitance R.016741.001 ← <i>project #</i>	3. b) Name and Address of Subcontractor / Nom et adresse du sous-traitant	
4. Brief Description of Work - Brève description du travail Janitorial Service Roosville Border		
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 <input type="checkbox"/> Yes Non 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 <input type="checkbox"/> Yes Non 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 <input type="checkbox"/> Yes Non 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 <input checked="" type="checkbox"/> Yes Non 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 <input type="checkbox"/> Yes Non Oui		
7 a) Indicate the type of information that the supplier will be required to access / Indiquer le type d'information auquel le fournisseur devra avoir accès		
Canada <input type="checkbox"/>	NATO / OTAN <input type="checkbox"/>	
7 b) Release restrictions / Restrictions relatives à la diffusion		
No release restrictions / Aucune restriction relative à la diffusion <input type="checkbox"/>	All NATO countries / Tous les pays de l'OTAN <input type="checkbox"/>	
Not releasable / À ne pas diffuser <input type="checkbox"/>		
Restricted to: / Limité à: <input type="checkbox"/>	Restricted to: / Limité à: <input type="checkbox"/>	
Specify country(ies) / Préciser le(s) pays:	Specify country(ies) / Préciser le(s) pays:	
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"/>	CDSMIC 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"/>

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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?
 If Yes, indicate the level of sensitivity.
 Dans l'affirmative, indiquer le niveau de sensibilité: No / Non Yes / Oui

9. Will the supplier require access to extremely sensitive INFOSEC information or assets?
 Le fournisseur aura-t-il accès à des renseignements ou à des biens INFOSEC de nature extrêmement délicate?
 Short Title(s) of materiel / Titre(s) abrégé(s) du matériel: No / Non Yes / Oui
 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 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 IT																
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 ».

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

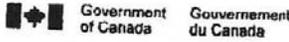
If Yes, classify this form by annotating the top and bottom in the area entitled "Security Classification" and indicate with attachments (e.g. SECRET with Attachments).
 Dans l'affirmative, classifiez le présent formulaire en indiquant le niveau de sécurité dans la case intitulée « Classification de sécurité » au haut et au bas du formulaire et 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) Heather Avon		Title - Titre Property & Facilities Manager	Signature
Telephone no. - N° de téléphone (604) 541-5533	Facsimile - Télécopieur (604) 541-3382	E-mail address - Adresse courriel heather.avon@pwgsc.gc.ca	Date 2017-01-10
14. Organization Security Authority / Responsable de la sécurité de l'organisme			
Name (print) - Nom (en lettres moulées) Loveleen Dhalwal		Title - Titre Manager Security CBSA	Signature
Telephone no. - N° de téléphone (604) 666-9847	Facsimile - Télécopieur (604) 666-4438	E-mail address - Adresse courriel loveleen.dhalwal@cbsa-asfc.gc.ca	Date 2017-05-17
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?			
			<input type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui
16. Procurement Officer / Agent d'approvisionnement			
Name (print) - Nom (en lettres moulées)		Title - Titre	Signature
Telephone no. - N° de téléphone	Facsimile - Télécopieur	E-mail address - Adresse courriel	Date
17. Contracting Security Authority / Autorisé contractante en matière de sécurité			
Roxanne Antille Contract Security Officer Telephone: 613-948-2561, Fax: 613-948-1712 Roxanne.Antille@tpsgc-pwgsc.gc.ca		Signature 	Date June 19/17

ANNEX "D" – INSURANCE REQUIREMENTS

1.0 Commercial General Liability Insurance

1.1 *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.*

1.2 *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) 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),*

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*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 and 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 "E" – BID PREPARATION AND EVALUATION

This Annex outlines the technical and financial components for bid preparation and evaluation.

1.0 Mandatory Technical Requirements

The bidder must explain how it meets the mandatory technical requirements:

TO BE COMPLETED BY THE BIDDER

A) Bidder must provide name of worker: _____

B) Worker must have successfully completed WHMIS training:

Compliance: () Yes or () No

Date WHMIS training completed: _____

C) Worker must have a minimum of 2 years' experience in this field of work: () Yes or () No

The Bidder must demonstrate compliance by providing detailed examples of contract(s), including:

o Dates : _____

o Name of janitorial services client(s):

o Location and approximate size (in m²) of cleanable area with description of use of area (e.g. office space, lab space)

2.0 Financial Bid

The price of the bid will be evaluated in Canadian dollars, Applicable Taxes excluded, FOB destination, Canadian customs duties and excise taxes included, in accordance with Annex “B” – Basis of Payment.

Note that the bid prices will not be subject to any future adjustments (such as increases in the Consumer Price Index or to minimum wage). It is the sole responsibility of the Bidder to consider potential increases in the costs associated with overhead, materials, labour, etc. The Bidder has the opportunity to provide different prices for each year of the Contract and for each of the option years. Therefore, the price quoted by the Bidder must incorporate any projected increases.

For evaluation purposes, the extended totals from the prices within the Basis of Payment will be used to form the Total Bid Evaluated Price.

The Total Bid Evaluated Price will be calculated by adding together the totals of the following items from the Basis of Payment:

Item	Extended Totals (As per Annex B)
1.0 Standard Schedule	\$
2.0 Additional Cleaning – As and when requested	\$
3.0 Consumables	\$
TOTAL BID EVALUATED PRICE (1.0 Extended Total) + (2.0 Extended Total) + (3.0 Extended Total)	\$ _____

Prices must appear in the financial bid only. No prices must be indicated in any other section of the bid.

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FORM A – Bid Submission Form

BID SUBMISSION FORM	
Bidder's full legal name	
Authorized Representative of Bidder for evaluation purposes (e.g., clarifications)	Name
	Title
	Address
	Telephone #
	Fax #
	Email
Bidder's Procurement Business Number (PBN) [see the Standard Instructions 2003]	
Jurisdiction of Contract: Province in Canada the bidder wishes to be the legal jurisdiction applicable to any resulting contract (if other than as specified in solicitation)	
Board of Directors: Bidders who are incorporated, including those bidding as a joint venture, must provide a complete list of names of all individuals who are currently directors of the Bidder. Bidders bidding as sole proprietorship, as well as those bidding as a joint venture, must provide the name of the owner(s). Bidders bidding as societies, firms, or partnerships do not need to provide lists of names.	
<p>On behalf of the Bidder, by signing below, I confirm that I have read the entire bid solicitation including the documents incorporated by reference into the bid solicitation and I certify that:</p> <ol style="list-style-type: none"> 1. The Bidder considers itself and its products able to meet all the mandatory requirements described in the bid solicitation; 2. This bid is valid for the period requested in the bid solicitation; 3. All the information provided in the bid is complete, true and accurate; and 4. If the Bidder is awarded a contract, it will accept all the terms and conditions set out in the resulting contract clauses included in the bid solicitation. 	
Signature of Authorized Representative of Bidder	Date:

N° de l'invitation - Solicitation No.
EZ899-180119/B
N° de réf. du client - Client Ref. No.

N° de la modif - Amd. No.
000
File No. - N° du dossier

Id de l'acheteur - Buyer ID
VAN590
N° CCC / CCC No./ N° VME - FMS

NOTE TO BIDDERS: Please use ONE of the two mailing labels below and affix it securely to the outside of the envelope or package containing your bid submitted by mail or courier. Always ensure your company name, return address, open bidding solicitation number and closing date appear legibly on the outside of your bid submission.

Bid Receiving
Public Works & Government Services Canada
219 - 800 BARRARD STREET
VANCOUVER BC V6Z 0B9

Solicitation No. : EZ899-180119/B
