



## RETURN BIDS TO:

## RETOURNER LES SOUMISSIONS À:

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

1713 Bedford Row

Halifax, N.S./Halifax, (N.É.)

B3J 1T3

Nova Scotia

Bid Fax: (902) 496-5016

## 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

### Vendor/Firm Name and Address

### Raison sociale et adresse du

### fournisseur/de l'entrepreneur

### Issuing Office - Bureau de distribution

Atlantic Region Acquisitions/Région de l'Atlantique  
Acquisitions

1713 Bedford Row

Halifax, N.S./Halifax, (N.É.)

B3J 1T3

Nova Scot

<b>Title - Sujet</b> Janitorial - Health Ser Greenwood	
<b>Solicitation No. - N° de l'invitation</b> W0102-18305B/A	<b>Date</b> 2017-12-21
<b>Client Reference No. - N° de référence du client</b> W0102-18-305B	
<b>GETS Reference No. - N° de référence de SEAG</b> PW-\$HAL-219-10297	
<b>File No. - N° de dossier</b> HAL-7-79182 (219)	<b>CCC No./N° CCC - FMS No./N° VME</b>
<b>Solicitation Closes - L'invitation prend fin</b> <b>at - à 02:00 PM</b> <b>on - le 2018-01-31</b>	<b>Time Zone</b> <b>Fuseau horaire</b> Atlantic Standard Time AST
<b>F.O.B. - F.A.B.</b> <b>Plant-Usine:</b> <input type="checkbox"/> <b>Destination:</b> <input checked="" type="checkbox"/> <b>Other-Autre:</b> <input type="checkbox"/>	
<b>Address Enquiries to: - Adresser toutes questions à:</b> Richard, Linda K.	<b>Buyer Id - Id de l'acheteur</b> hal219
<b>Telephone No. - N° de téléphone</b> (902) 402-9059 ( )	<b>FAX No. - N° de FAX</b> (902) 496-5016
<b>Destination - of Goods, Services, and Construction:</b> <b>Destination - des biens, services et construction:</b> DEPARTMENT OF NATIONAL DEFENCE SEE HEREIN GREENWOOD NOVA SCOTIA B0P1N0 Canada	

Instructions: See Herein

Instructions: Voir aux présentes

<b>Delivery Required - Livraison exigée</b> See Herein	<b>Delivery Offered - Livraison proposée</b>
<b>Vendor/Firm Name and Address</b> <b>Raison sociale et adresse du fournisseur/de l'entrepreneur</b>	
<b>Telephone No. - N° de téléphone</b> <b>Facsimile No. - N° de télécopieur</b>	
<b>Name and title of person authorized to sign on behalf of Vendor/Firm</b> <b>(type or print)</b> <b>Nom et titre de la personne autorisée à signer au nom du fournisseur/</b> <b>de l'entrepreneur (taper ou écrire en caractères d'imprimerie)</b>	
<b>Signature</b>	<b>Date</b>

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N° de l'invitation - Solicitation No.

W102-183058

N° de réf. du client - Client Ref. No.

W102-18-3058

N° de la modif - Amd. No.

File No. - N° du dossier

hal-7-79182

Id de l'acheteur - Buyer ID

hal219

N° CCC / CCC No./ N° VME - FMS

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## **PART 1 - GENERAL INFORMATION**

### **1.1 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 and Additional Information: includes the certifications and additional information to be provided;
- Part 6 Security, Financial 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, Security Requirements, the Security Requirements Checklist, the Electronic Payment Instruments, the Insurance Requirements, the Task Authorization Form 572, the Mandatory Technical Criteria, and Personnel Security Information.

### **1.2 Summary**

- 1.2.1 Work of this Contract comprises the furnishing of all labour, of work material, tools, equipment and transportation required for the complete and satisfactory janitorial service for the 26 Canadian Forces Health Services Center at 14 Wing Greenwood, Greenwood, Nova Scotia.
- 1.2.2 There are security requirements associated with this requirement. For additional information, consult Part 6 - Security, Financial 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 Contract Security Program of Public Works and Government Services Canada (<http://www.tpsgc-pwgsc.gc.ca/esc-src/introduction-eng.html>) website.
- 1.2.3 The requirement is subject to the provisions of the World Trade Organization Agreement on Government Procurement (WTO-AGP), the North American Free Trade Agreement (NAFTA), the Canada-European Union Comprehensive Economic and Trade Agreement (CETA), and the Canadian Free Trade Agreement (CFTA).

- 1.2.4 There is an optional site visit associated with this requirement where personnel security screening is required prior to gaining access to PROTECTED information, assets or sites Consult Part 2 – Bidder Instructions. The date of the site visit will be advised via a contract amendment in January 2018.

### 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.

## PART 2 - BIDDER INSTRUCTIONS

### 2.1 Standard Instructions, Clauses and Conditions

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

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

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

### 2.2 Submission of Bids

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

### 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 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 five (5) 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 \_\_\_\_\_ (*insert the name of the province or territory*).

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 14 Wing Greenwood, Greenwood, Nova Scotia. **Details on date, time, and meeting location will be advised by a solicitation amendment in early January 2018.**

Bidders are requested to communicate with the Contracting Authority no later than **TBD** 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 (2 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 demonstrate their understanding of the requirements contained in the bid solicitation and explain how they will meet these requirements. Bidders should demonstrate their capability 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.



## Section II: Financial Bid

**3.1.1** Bidders must submit their financial bid in accordance with the Basis of Payment in Annex "B".

### 3.1.2 Electronic Payment of Invoices – Bid

If you are willing to accept payment of invoices by Electronic Payment Instruments, complete Annex "D" Electronic Payment Instruments, to identify which ones are accepted.

If Annex "D" Electronic Payment Instruments is not completed, it will be considered as if Electronic Payment Instruments are not being accepted for payment of invoices.

Acceptance of Electronic Payment Instruments will not be considered as an evaluation criterion.

## 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

Item	Mandatory Requirement
1	<p>Supplier must possess two (2) consecutive years of janitorial services experience within the last five (5) years on contracts of similar size and scope to the requirement identified in the solicitation.</p> <p>Similar in size and scope is defined as:</p> <ul style="list-style-type: none"><li>• A space that is a minimum of 50% of the size (m<sup>2</sup>) and</li><li>• A space of similar use or type</li></ul>
2	Supplier must provide names of proposed personnel and security levels as per Annex G
3	Submission of prices and rates in accordance with Annex B, Basis of Payment

#### 4.1.2 Financial Evaluation

##### 4.1.2.1 Mandatory Financial Criteria

*See Annex B – Basis of Payment*

#### 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 Integrity Provisions of the Standard Instructions, all bidders must provide with their bid, **if applicable**, the Integrity declaration form available on the [Forms for the Integrity Regime](#) website (<http://www.tpsgc-pwgsc.gc.ca/ci-if/declaration-eng.html>), 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 specified will render the bid non-responsive.

##### 5.2.1 Integrity Provisions – Required Documentation

In accordance with the section titled Information to be provided when bidding, contracting or entering into a real procurement agreement of 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](https://www.canada.ca/en/employment-social-development/programs/employment-equity/federal-contractor-program.html#) website (<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.

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 titled 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.

## PART 6 - SECURITY, FINANCIAL AND OTHER REQUIREMENTS

### 6.1 Security Requirements

1. At the date of bid closing, the following conditions must be met:

- (a) the Bidder must hold a valid organization security clearance as indicated in Part 7 - 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 7 - 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;

### 6.2 Insurance Requirements

The Bidder must 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 Annex E.

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.

## PART 7 - RESULTING CONTRACT CLAUSES

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

### 7.1 Statement of Work

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

#### 7.1.1 Task Authorization

The Work or a portion of the Work to be performed under the Contract will be on an "as and when requested basis" using a Task Authorization (TA). The Work described in the TA must be in accordance with the scope of the Contract.

##### 7.1.2.1 Task Authorization Process

###### Task Authorization:

The Work or a portion of the Work to be performed under the Contract will be on an "as and when requested basis" using a Task Authorization (TA). The Work described in the TA must be in accordance with the scope of the Contract.

###### Task Authorization Process:

1. The Technical Authority will provide the Contractor with a description of the task using the DND 626, Task Authorization Form .
2. The Task Authorization (TA) will contain the details of the activities to be performed, a description of the deliverables, and a schedule indicating completion dates for the major activities or submission dates for the deliverables. The TA will also include the applicable basis(bases) and methods of payment as specified in the Contract.
3. The Contractor must provide the Technical Authority within two (2) calendar days of its receipt, the proposed total estimated cost for performing the task and a breakdown of that cost, established in accordance with the Basis of Payment specified in the Contract.
4. The Contractor must not commence work until a TA authorized by the Technical Authority has been received by the Contractor. The Contractor acknowledges that any work performed before a TA has been received will be done at the Contractor's own risk.

##### 7.1.2.2 Task Authorization Limit

The Technical Authority may authorize individual task authorizations up to a limit of \$2,000.00, Applicable Taxes included, inclusive of any revisions.

Any task authorization to be issued in excess of that limit must be authorized by the Technical Authority before issuance.

### 7.1.2.3 Canada's Obligation - Portion of the Work - Task Authorizations

Canada's obligation with respect to the portion of the Work under the Contract that is performed through task authorizations is limited to the total amount of the actual tasks performed by the Contractor.

### 7.1.2.4 Task Authorization - Department of National Defence

The administration of the Task Authorization process will be carried out by the Technical Authority. This process includes monitoring, controlling and reporting on expenditures of the contract with task authorizations to the Contracting Authority.

## 7.2 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.

### 7.2.1 General Conditions

[2035 \(2016-04-04\)](#) General Conditions - Higher Complexity - Services, apply to and form part of the Contract.

## 7.3 Security Requirements

**7.3.1** The following security requirements (SRCL and related clauses provided by the Contract Security Program) apply and form part of the Contract.

### SECURITY REQUIREMENT FOR CANADIAN SUPPLIER: PWGSC FILE # W0102-18305B

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 and security guide (if applicable), attached at Annex C;
  - b. Industrial Security Manual (Latest Edition).

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hal-7-79182

Id de l'acheteur - Buyer ID  
hal219  
N° CCC / CCC No./ N° VME - FMS

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## **7.4 Term of Contract**

### **7.4.1 Period of the Contract**

The period of the Contract is from date of Contract for a period of one year.

### **7.4.2 Option to Extend the Contract**

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

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

## **7.5 Authorities**

### **7.5.1 Contracting Authority**

The Contracting Authority for the Contract is:

Name: Linda Richard  
Title: Supply Specialist  
Public Works and Government Services Canada  
Acquisitions Branch  
Address: 1713 Bedford Row  
Halifax, NS B3J 1T3  
  
Telephone: (902) 402-9059  
Facsimile: (902) 496-5016  
E-mail address: linda.k.richard@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.

### **7.5.2 Project Authority (will be named upon award of contract)**

The Project Authority for the Contract is:

Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Organization: \_\_\_\_\_  
Address: \_\_\_\_\_  
  
Telephone: \_\_\_\_-\_\_\_\_-\_\_\_\_\_

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Facsimile: \_\_\_\_-\_\_\_\_-\_\_\_\_

E-mail address: \_\_\_\_\_

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

### 7.5.3 Contractor's Representative

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Organization: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_-\_\_\_\_-\_\_\_\_

Facsimile: \_\_\_\_-\_\_\_\_-\_\_\_\_

E-mail address: \_\_\_\_\_

### 7.6 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.

### 7.7 Payment

#### 7.7.1 Basis of Payment

In consideration of the Contractor satisfactorily completing all of its obligations under the Contract, the Contractor will be paid a firm price in Annex B for a cost of \$ \_\_\_\_\_ (insert the amount at contract award). Customs duties are included and Applicable Taxes are extra.

Canada will not pay the Contractor for any design changes, modifications or interpretations of the Work, unless they have been approved, in writing, by the Contracting Authority before their incorporation into the Work.

#### 7.7.2 Limitation of Price

SACC Manual clause [C6000C](#) (2017-08-17) Limitation of Price

#### 7.7.3 Monthly Payment

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

#### 7.7.4 SACC Manual Clauses

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

### 7.7.5 Electronic Payment of Invoices – Contract

The Contractor accepts to be paid using any of the following Electronic Payment Instrument(s):

- a. Visa Acquisition Card;
- b. MasterCard Acquisition Card;
- c. Direct Deposit (Domestic and International);
- d. Electronic Data Interchange (EDI);
- e. Wire Transfer (International Only);
- f. Large Value Transfer System (LVTS) (Over \$25M)

### 7.8 Invoicing Instructions

1. The Contractor must submit invoices in accordance with the section entitled "Invoice Submission" of the general conditions. Invoices cannot be submitted until all work identified in the invoice is completed.
2. Invoices must be distributed as follows:
  - a. The original and one (1) copy must be forwarded to the address shown on page 1 of the Contract for certification and payment.

### 7.9 Certifications and Additional Information

#### 7.9.1 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.

### 7.10 Applicable Laws

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

### 7.11 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 2035 (2016-04-04), General Conditions – Services (Higher 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 signed Task Authorizations (including all of its annexes, if any);
  - (h) the Contractor's bid dated \_\_\_\_\_, (*insert date of bid*)

## 7.12 SACC Manual Clauses

A9062C (2011-05-16) Canadian Forces Site Regulations

## 7.13 Insurance Requirements

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.

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## **ANNEX “A”**

### **STATEMENT OF WORK**

See attached Annex “A” Statement of Work

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## ANNEX "B"

### BASIS OF PAYMENT

#### 1.0 General Instructions

Bidders must provide firm unit prices in Canadian dollars, the Goods and Services Tax or the Harmonized Sales Tax excluded. Should the resulting contract have to be reduced due to a building or section no longer requiring cleaning services (either due to down-sizing or demolition, etc.), the contract may be reduced by the cost per month by the end of the contract period. This would be done in writing by the Contracting Officer.

The Financial Evaluation Total will be used for evaluation purposes only and does not represent a commitment on the part of Canada.

Table 1 – Service Contract – Year 1, Date of Award for a period of one year					
Building	Area (m²)	Unit of measure	Price per unit (A)	Estimated Usage (B)	Extended Price (C) = (A) x (B)
26 CFHSC Building 266	4459.20	monthly	\$ _____	12	\$ _____
Total evaluated price Year 1 - Table 1A					_____ \$

Table 2 – Service Contract – Option Year 1					
Building	Area (m²)	Unit of measure	Price per unit (A)	Estimated Usage (B)	Extended Price (C) = (A) x (B)
26 CFHSC Building 266	4459.20	monthly	\$ _____	12	\$ _____
Total evaluated price Option Year 1 - Table 2					_____ \$

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Table 3 – Service Contract – Option Year 2					
Building	Area (m <sup>2</sup> )	Unit of measure	Price per unit (A)	Estimated Usage (B)	Extended Price (C) = (A) x (B)
26 CFHSC Building 266	4459.20	monthly	\$ _____	12	\$ _____
Total evaluated price Option Year 2 - Table 3					_____ \$

**FOR EVALUATION:**

Total Table 1	\$ _____
Total Table 2	\$ _____
Total Table 3	\$ _____
GRAND TOTAL	\$ _____

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## **ANNEX “C”**

### **SECURITY REQUIREMENTS CHECK LIST**

See attached SRCL – Annex C

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## **ANNEX “D” to PART 3 OF THE BID SOLICITATION**

### **ELECTRONIC PAYMENT INSTRUMENTS**

The Bidder accepts to be paid by any of the following Electronic Payment Instrument(s):

- ☐ ( ) VISA Acquisition Card;
- ☐ ( ) MasterCard Acquisition Card;
- ☐ ( ) Direct Deposit (Domestic and International);
- ☐ ( ) Electronic Data Interchange (EDI);
- ☐ ( ) Wire Transfer (International Only);
- ☐ ( ) Large Value Transfer System (LVTS) (Over \$25M)

## **ANNEX "E"**

### **INSURANCE REQUIREMENTS**

#### **1. Commercial General Liability Insurance**

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.
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.

**m. 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.



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## **ANNEX “F”**

### **DND 626 TASK AUTHORIZATION FORM**

**ANNEX G****LIST OF PROPOSED PERSONNEL SECURITY CLEARANCES**

The Bidder must provide the following information regarding proposed personnel who may provide services against a resulting contract. A minimum of three (3) cleared employees must be provided including the proposed working supervisor.

	<b>PROPOSED Personnel</b>			
	<b>Legal Name (First, Last)</b>	<b>Date of Birth (Day/Month/Year)</b>	<b>Position</b>	<b>Clearance Number</b>
1				
2				
3				

# Department of National Defence



## Janitorial Contract Specifications and Service Agreement

for

## **26 Canadian Forces Health Services Centre (Greenwood)**

14 Wing Greenwood, NS

National Defence  
Job No. W0102-18-305B  
14 Wing Greenwood

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01 70 00.02	Annex C Cleaning Frequency Rate	10
01 70 00.03	Annex D Inspection Report	1
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----- END -----

- 1.1 DEFINITIONS . 1
- As Required:** Frequencies are subject to change at any time without warning in order to maintain the established cleaning standard. When the frequency of a cleaning operation is " As Required (AR) ", the final decision as to when this service must be carried out with the approval of the Janitorial Administrator.
- .2 **CGSB:** Canadian General Standards Board
- .3 **Clean:** For the width and breadth of the surface in question, it must be free of foreign matter down to the original surface or last protective coating.
- .4 **Complete and Satisfactory Janitorial Service:** The continual janitorial, housekeeping, laundry and minor maintenance procedures as specified in this document to the satisfaction of the Client and the Janitorial Administrator.
- .5 **Duty Coordinator:** A cleaner supervisor employee assigned on a rotating basis whose responsibility is to coordinate after-hours jobs.
- .6 **Inspector:** The Janitorial Contract Inspector that acts on behalf of the Janitorial Administrator to oversee janitorial service delivery.
- .7 **Litter:** Any discarded material foreign to the environment including but not limited to the following:
- .1 paper;
  - .2 beverage containers;
  - .3 bottles;
  - .4 broken glass;
  - .5 wood;
  - .6 scattered bricks and stones;
  - .7 leaves;
  - .8 pieces of metal;
  - .9 plastic / paper bags;
  - 10 empty containers; and
  - .11 cloth.
- .8 **MAAL:** Minimum Acceptable Appearance Level (See Annex B ).

1.1 DEFINITIONS (Cont'd)	.9	<b>Non-working Supervisor:</b> A Contractor representative who is assigned only supervisory duties.
	.10	<b>Supervisor:</b> See "Working Supervisor".
	.11	<b>WHMIS:</b> Workplace Hazardous Materials Information System
	.12	<b>Working Supervisor:</b> A Contractor representative who may be assigned janitorial duties combined with supervisory duties.
1.2 DESCRIPTION OF WORK	.1	Work of this Contract comprises the furnishing of all labour, material, tools, equipment and transportation required for the complete and satisfactory janitorial service as specified herein.
	.2	The Contract bid will be based upon the Contractor providing sufficient resources as defined above to achieve and maintain the cleaning standards given in Annex B and the cleaning frequency rate provided in Annex C for building B266 (26 CF H Svcs C – Greenwood Clinic).
1.3 JANITORIAL ADMINISTRATOR	.1	All reference to the Janitorial Administrator in this specification, is to be understood, that the Janitorial Administrator is representing the MSS Pers Svcs Rep.
	.2	The Janitorial Administrator will provide the Contractor with a list of his / her authorized representatives at the pre-job meeting.
1.4 WORK INCLUDED	.1	The Contractor must furnish all managerial, administrative and direct labour personnel, as well as all equipment and materials necessary to provide complete and satisfactory janitorial service for the building in the manner described in this specification.
	.2	Snow and ice removal as prescribed in Section 01 11 00 General Instructions.
	.3	Cleaning of minor incidents such as toilet overflow, minor spills etc.
1.5 WORK NOT INCLUDED	.1	The following will be excluded from this Contract:
	.1	building control, machinery or electronics rooms;
	.2	emptying of cigarette butt receptacles;
	.3	workshop;

1.5 WORK NOT  
INCLUDED  
(Cont'd)

- .1 (Cont'd)
  - .4 interior of trophy and display cases;
  - .5 interior of refrigerators and microwaves ovens;
  - .6 indoor games equipment (e.g. billiards tables);
  - .7 NPF operated facilities;
  - .8 removal of books from bookcases;
  - .9 replacement of fluorescent tubes;
  - .10 galleys;
  - .11 dining rooms;
  - .12 rented vending machines or water coolers covered by other service agreements;
  - .13 desks of facility/staff;
  - .14 chalkboards and whiteboards;
  - .15 office equipment, workstations (including computers etc) and personal property of occupants; and
- .16 disaster recovery services such as:
  - .1 water damage restoration;
  - .2 fire damage restoration;
  - .3 oil leak / spill clean-up; and
  - .4 odour removal.

1.6 SPECIAL  
INSTRUCTIONS

- .1 **Telephones:** Telephones are not to be cleaned under this Contract and are not to be disconnected for any reason. Any costs associated with loss of telephone service, equipment repairs or re-programming of telephones attributed to the Contractor will be borne by the Contractor as determined by the Wing Telecommunication Officer.
- .2 **Electrical Outlets (Computers):** Electrical outlets dedicated to or associated with computer equipment will not be used to provide electrical power for cleaning equipment.



1.6 SPECIAL  
INSTRUCTIONS  
(Cont'd)

- .3 **Washrooms:** Washroom service check-sheets must be provided by the Contractor and utilized accordingly. All washrooms must contain infection control approved hand sanitizer, provided by unit and replenished by housekeeping. Patient washrooms are to be cleaned according to risk category as identified in Annex C.
- .4 **Carpets:** Not Applicable.
- .5 **Light shades:** Light shades must be washed on a yearly basis up to and including a height of 3.05m (10 ft). All light shades are to be cleaned of insects and dust on a quarterly basis.
- .6 **Glass Surfaces:** For purposes of this paragraph the word glass will also refer to Plexiglas or other materials used as a substitute for glass.
  - .1 Glass in all doors will be cleaned on both sides.
  - .2 All ground level glass at entrances (e.g. lobbies, foyers, etc.) will be cleaned on both exterior and interior surfaces.
  - .3 All glass wholly located within a building (e.g. office windows or glass partitions ) will be serviced on both sides.
  - .4 Exterior facing windows will have interior surfaces cleaned.
  - .5 Inward facing side of exterior storm windows must be cleaned.
- .7 **Desk-Side and Office Garbage Containers:** The Contractor will empty the desk-side and office garbage containers in areas where no hallway sorting stations have been installed. Occupants will be responsible for the correct separation of recyclables. Where recycling stations have been installed, occupants will be responsible to placement in the appropriate centralized sorting stations.
- .8 **Entrances:** At times of inclement weather, the Contractor will routinely patrol heavy traffic areas such as entranceways, lobbies and stairs and keep them clear of hazards such as litter, water, snow, ice, slush, sand, and salt.
- .9 **Classrooms:** Classrooms require cleaning on a flexible basis. The Supervisor will coordinate cleaning efforts with the classroom users to minimize the impact on operations.

1.6 SPECIAL  
INSTRUCTIONS  
(Cont'd)

- .10 **Linen Exchange:** Not applicable..
- .11 **Floors:** Floor mopping within the clinic must be damp mopping using a germicidal solution with two bucket rinse system.
- .12 **Hand Sanitizer:** All wall mounted hand sanitizer dispensers must be replenished as required with solution provided by unit.
- .13 **Patient Waiting Areas:** All patient waiting areas to be replenished of facial tissues provided by unit. All refuse containers in patient waiting areas must be checked periodically throughout the day and emptied as required. Receptacles are to be wiped down weekly. Seating in patient waiting areas as well as tables are to be wiped down daily with germicidal detergent and damp cloth.
- .14 **Corridors:** Only one half of the length of any corridor is to be washed at a time to enable commuting on the other side of the floor which is dry.
- .15 **Guidelines:** VRE Guideline for Housekeeping (QE11 March 1999) are incorporated when performing terminal cleaning of patient rooms. Cleaning must progress from cleanest area to dirtiest area. Guidelines to be supplied by unit to the Contractor.
- .16 **Audit:** Random housekeeping audit to be conducted by the unit to ensure best practice guidelines are benchmarked. UV Marker will be utilized as audit tool as identified in CFHS Housekeeping Guidelines.
- .17 **Treatment Room (Room 1090/1090.1):** Daily cleaning of room to include mopping with germicidal solution, spot cleaning walls as required and frequent removal of garbage during the day.
- .18 **Casting Room (Room 1074):** Daily cleaning of room to include mopping with germicidal solution, spot cleaning walls as required and frequent removal of garbage during the day.
- .19 **Physician Offices/Triage Rooms :** Physician offices and triage rooms located within the Care Delivery Unit (CDU) on the first floor are to be cleaned and emptied of garbage at least once daily, first thing in the morning. Offices are to be checked frequently throughout the day and emptied of garbage as necessary.

1.6 SPECIAL INSTRUCTIONS  
(Cont'd)

- 20     **Waste:** It is the cleaner's responsibility to empty waste containers in all clinical areas at least once daily, first thing in the morning. Clinical areas are to be checked frequently through the day and emptied of garbage as necessary. Occupants of non-clinical offices are responsible for emptying their waste containers.
- .21     **Procedure Manual:** Prepare and maintain a housekeeping procedures manual for your staff, including housekeeping job descriptions. The manual will cover safety, infection control, WHMIS, incident reporting, and back care, as well as information on equipment, cleaning products, waste management, quality assurance, cleaning techniques / routines, schedules and staffing patterns. All employees must be familiar with and trained in procedures prior to commencing work.
- .22     **Policy Compliance:** The Health Care Clinic requires that all individuals employed within are in compliance with policies regarding smoking, fires, infection control, waste handling, incident reporting, their conduct at work, their appearance, the maintenance of confidentiality regarding clients and staff as well as any other policies and procedures that the Clinic Commanding Officer deems appropriate.
- .23     **Biomedical Hazardous Waste:** For each week day that the clinic is open, the Contractor will provide one cleaner to handle biomedical hazardous waste. This cleaner must be qualified to the level which the Province of Nova Scotia deems to be a minimum level of qualification for a person performing such duties. Contractor must ensure an equally qualified standby cleaner is immediately available to fill in for any absence of regular cleaner assigned these duties. Clinic staff will instruct cleaners on location of pick up and disposal of such waste and will provide special protective clothing to be worn while performing this work.
- .24     **Corridors:** All corridors, lobbies and other open floor spaces are to be dry mopped daily with a microfiber mop by 1400 hours and wet mopped by 1430 hours. All corridors are to be buffed at least weekly and more often in high traffic areas.
- .25     All walls, doors, door frames, door glass, fire extinguisher cabinets, pictures and kick plates must be spot cleaned daily and thoroughly cleaned weekly.
- .26     **Loading Dock/Service Entrance:** Loading dock on first floor is to be dry mopped daily, washed weekly.
- .27     **Stairwells:** All stairwells must be swept and mopped three (3), times weekly, corners and edges vacuumed weekly, treads and risers scrubbed and demarked weekly. Railing banisters are to be washed and dried at least three (3) times weekly.

1.6 SPECIAL  
INSTRUCTIONS  
(Cont'd)

- .28 **Elevators:** Elevator doors are spot cleaned daily inside and out and thoroughly polished weekly. Inside walls are to be spot cleaned daily and washed weekly. Grooves and tracks are vacuumed and cleaned weekly; more often if necessary. Elevator floors must be swept and washed three (3) times per week.
- .29 **Conference / Meeting Room:** Conference and Meeting room on the second floor are to be dry mopped or vacuumed and dusted twice weekly with the exception of conference room ( room 5000 ) which must be done daily.
- .30 **Staff Areas:** Staff change / shower / washrooms (2) on second floor are cleaned daily and checked twice daily for supplies. Floors are to be dry mopped and damp mopped daily and power scrubbed once a week or more often as needed. Benches, showers, sinks and toilets are to be cleaned and sanitized daily.
- .31 **Clinic Orderly Room:** Clinic Orderly Rooms on first floor is cleaned daily. Thorough cleaning is done weekly.
- .32 **Dental Clinic:** Dental Clinic Oral Surgery Unit and self-prep are cleaned, swept and wet mopped daily. Floors are scrubbed twice monthly. Treatment areas, storage, CSR, Lab, X-ray, dental chair bases, dark room and hygienist's rooms are thoroughly cleaned daily. Treatment bays are power scrubbed every other month. Cobalt, prosthesis, and porcelain labs are dry mopped daily, scrubbed weekly. All equipment in this area are user cleaned. Cleaning of treatment bays and oral surgery areas must be coordinated with the clinical coordinator.
- .33 **Central Supply Room (CSR):** Personnel cleaning in the CSR (Dental Dept only) must wear appropriate PPE as per CSR regulations. Floors must be swept and mopped daily or as directed by unit with a germicidal detergent. Spot clean daily in CSR or as directed by unit staff. Suits are to be provided by the contractor.
- .34 **Physiotherapy Department:** Physiotherapy department is to be dry mopped and wet mopped daily. Floors are not buffed. Equipment is user cleaned. Washrooms and showers are thoroughly cleaned daily including floors and locker areas.
- .35 **Drinking Fountains:** Drinking fountains throughout the clinic are to be cleaned with a germicidal detergent as per area risk frequency rate in Annex C.
- .36 **Counter Tops, Hand Rails and Door Knobs:** All counter tops, hand rails and door knobs will be wiped down with a germicidal detergent as per area risk cleaning frequency rate in Annex C.
- .37 **Bio-Medical Hazardous Materials:** Responsibility of unit staff.

1.7 LOCATIONS OF  
JOB SITES AND AREAS  
TO BE SERVICED

- .1 The following buildings of this specification to be serviced, the cleanable area in square meters required:
  - .1 26 CFHSC – Bldg 266
- .2 Total area: Approx. 4459.20 m2.
- .3 For reasons including but not limited to realty rationalization, any buildings or portion thereof may be deleted from this Contract at any time with 30 days notice.

1.8 SNOW / ICE  
REMOVAL

- .1 The Contractor will be responsible five (5) days per week (excluding holiday or other Wing closures, for removing snow and ice from entrance ways, fire exits sufficiently to allow Property Services to clear any remaining snow and ice as described below.
- .2 During normal working hours, the Contractor will be responsible to provide personnel separate from the normal janitorial staff for clearing ice and snow from main entrances, fire escapes and their associated steps, landings and walkways in accordance with the following points:
  - .1 Main entrances must be cleared of snow and ice by 0700, primary fire escape routes by 0730, and secondary fire escape routes by 0800. Thereafter, these areas must be checked and re-cleared as needed every two (2) hours or after the accumulation of five (5) centimetres, whichever occurs first.
  - .2 Snow and ice removal is to be complete to the adjacent sidewalk, roadway or parking lot and as directed by the Janitorial Administrator.
  - .3 The Contractor must spread salt / urea and / or sand as necessary and as directed by the Janitorial Administrator to prevent and remove snow and ice build-up.
- 3 The cleaning standards specified in Annex B must not be compromised by snow / ice clearing efforts.
  - .1 The Contractor will estimate an allowance for the minimum additional resources ( personnel and equipment ) required to conduct snow/ice removal related to five (5) heavy snowfalls per year, and must incorporate this amount into the Contract bid.
  - .2 The Contractor will employ personnel separate from the normal janitorial staff for snow / ice removal so long as they meet the security requirements described in this Contract.

1.9 SITE ACCESS  
AND KEYS

- .1 Access to the site is under the direction of the Department of National Defence (DND). All visitors entering areas where a daily pass is issued will be aware of the possible requirement for search as a condition of issue.
- .2 While within the confines of 14 Wing Greenwood, all employees and representatives of the Contractor must comply with all of the Standing Orders as promulgated by Wing Authorities. The Janitorial Administrator will provide copies of relevant Standing Orders as required.
- .3 Except as noted below, Contractor staff must not hold or be given access to keys for any other buildings within 14 Wing.
  - .1 Contractor may be granted temporary access to keys for certain rooms that require cleaning after normal working hours ( e.g. due to occupant's requests ). The keys must be returned upon completion of the work.
  - .2 Contractors may be given keys for janitorial storage areas.
  - .3 Contractors should not be expected or relied upon to open any building for CF / DND personnel.

1.10 PRE-JOB  
MEETING

- .1 Immediately upon receipt of award of Contract, the successful Contractor will contact Janitorial Administrator to arrange a pre-job meeting prior to commencement of any work.
- .2 The Janitorial Administrator will provide a list of authorized representatives.

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|---|----|--|
| 1.11 PARKING                            | .1 | In limited areas, a parking space will be made available on site for Contractor vehicles to drop off equipment and supplies. The Contractor will maintain and administer this space as directed.   |
|   | .2 | The Contractor will park in the non-patient designated areas.  |
| 1.12 STAFF<br>COMPETENCE AND<br>CONDUCT | .1 | The Contractor must not employ anyone unfit or unskilled for the intended duties.  |
|   | .2 | Training will be provided by Health Care Clinic for specialized cleaning to be performed to ORNAC standards for critically important clinical areas.   |
|   | .3 | All employees must be in good general health, free from communicable diseases, and physically capable of performing all assigned duties. Immunization against Hepatitis B is strongly encouraged for those Contractor employees performing functions at building S80 Health Care clinic and the satellite clinics. |
|   | .4 | Disorderly conduct, use of abusive or offensive language, quarrelling, intimidation by words, actions, or fighting, and participation in any activity that interferes with 14 Wing Greenwood operations must not be condoned.  |
|   | .5 | The Janitorial Administrator reserves the right to require the dismissal from the site any workers deemed, unproductive, incompetent, careless, insubordinate or otherwise objectionable.  |
|   | .6 | In disputes regarding the fitness of employees, the Janitorial Administrator's decision is final.  |
| 1.13 SUPERVISION                        | .1 | The Contractor will provide the Janitorial Administrator with the name of the authorized Supervisor ( s ) containing the following items: <ul style="list-style-type: none"><li>.1 full name;</li><li>.2 contact numbers (cellular phone, pager, etc.).</li></ul>  |
|   | .2 | The Contractor will provide a Supervisor with a means by which the Janitorial Administrator will have direct and immediate communications to the Supervisor. Acceptable methods include pagers and cellular phones.  |

1.13 SUPERVISION (Cont'd)	.3	When a cleaning task that is infrequently performed (e.g. 3 months, 6 months, yearly) is to be carried out, the Supervisor must give personal and supervision to the work as it is being performed to ensure it is done safely and correctly.
	.4	It is the Supervisor's responsibility to ensure all work is completed to the quality standard specified herein prior to departure from the worksite.
1.14 QUALITY AND INSPECTION	.1	The Contractor is responsible to ensure the quality of the work meets the Minimum Acceptable Appearance Level (MAAL) specified in Annex B - Cleaning Standards or Annex C - Cleaning Frequency Rate.
	.2	Supervisors will conduct routine daily quality assurance inspections and ensure deficiencies are rectified in a timely manner.
	.3	The Janitorial Administrator must conduct periodic Contractor performance evaluation inspections to assess the quality of work and verify compliance with the cleaning standards.
	.1	The Inspector must conduct inspections or other personnel so authorized by the Janitorial Administrator.
	.2	All aspects of this contract are subject to audit / verification / inspection at any time.
	.4	There will be zero tolerance of sub-standard washroom services.
	.5	In disputes regarding the quality of workmanship, the Janitorial Administrator's decision is final.
1.15 USE OF WORKSITE	.1	The Janitorial Administrator will brief the Contractor on use of the worksite.
	.2	The Contractor must not unreasonably encumber the worksite with supplies or equipment, and must move such items that interfere with the operations of the Janitorial Administrator or other Contractors.
	.3	The Contractor must turn off all non-essential lights upon completion of work.
	.4	Upon completion of work in an area that was secure at the commencement of such work, the Contractor's staff must close and lock all windows and doors, and return any keys that were signed out to perform the work.



1.16 CODES AND STANDARDS	.1	The Contractor must meet the requirements of Contract documents, specified standards, codes and referenced documents. The Contractor must ensure that all employees understand and comply with all regulations outlined in this specification at all times when employed within the confines of 14 Wing Greenwood, NS.
	.2	Contractor Site Supervisors and staff must be conversant with 14 Wing Environmental Officer - Solid Waste Management Program as outlined in Annex A.
1.17 SIGNS AND NOTICES	.1	Safety and instruction signs and notices such as wet floor signs must be in both official languages (English and French) and conspicuously placed while in use. Signs are to be provided by the contractor.
	.2	Wet floor signs must be collapsible and conform to the latest version of " Signs and Symbols for the Workplace ".
1.18 WORKSITE IRREGULARITIES	.1	The Contractor must notify the Janitorial Administrator of irregularities in the worksite such as: <ul style="list-style-type: none"><li>.1 mechanical, electrical, or structural defects;</li><li>.2 vandalism or cases of wilful neglect by building occupants; or</li><li>.3 any other situations beyond the scope of work.</li></ul>
	.2	In the case of vandalism or wilful neglect by building occupants, the Janitorial Administrator will determine the most suitable course of action to rectify the situation. <ul style="list-style-type: none"><li>.1 In these cases, the Janitorial Administrator reserves the right to recoup all expenses incurred through rectification of the situation from the Unit or individual(s) responsible.</li></ul>
1.19 UNIFORMS	.1	All Contractor cleaning staff must wear uniforms while at the worksite; uniforms will be provided at the expense of the Contractor and be off an acceptable standard.
	.2	Employee uniforms should be identical and bear the company name in a prominent location. They may be industrial type shirts, knee-length duster coats, or heavyweight T-shirts, so long as they are maintained in good condition and professional appearance.
	.3	Supervisors' uniforms must identify them as such.

- 1.20 SERVICE CALLS
- .1 The Contractor will provide a 24-hour "call-in " service as and when requested by the Janitorial Administrator, in which case the Contractor must report to the worksite within two (2) hours of being called.
  - .2 The Contractor must notify the Janitorial Administrator of the telephone number at which the Contractor or his / her representative may be contacted at all times.
  - .3 The Contractor must report service calls executed outside normal working hours to the Janitorial Administrator immediately on the next working day.
  - .4 The Janitorial Administrator will advise the Contractor of those personnel authorized to request emergency service, typically a Duty Engineer.
  - .5 Services undertaken at the request of unauthorized persons will be done at the Contractor's risk, with regards to payment. That is, the Janitorial Administrator assumes no financial responsibility for payment of said services.
- 1.21 NOTICE OF ADDITIONAL REQUIREMENTS
- .1 Occasionally, a "Task Authorization ( PWGSC-TPSGC 572 )" will be issued by the Janitorial Administrator to notify the Contractor of additional requirements against this Contract. Whenever possible, 24 hours notice will be given.
    - .1 All call-ups supported with a PWGSC-TPSGC 572 will be invoiced separately.
  - .2 Prior to commencing work, the Contractor must submit a written cost estimate to the Janitorial Administrator that includes the total costs for all work to be performed as requested, exclusive of regular inspections.
  - .3 Upon completion of the Work, the Contractor must provide the Janitorial Administrator with an itemized breakdown to illustrate how costs were incurred ( labour, materials, attendance, etc. ).
  - .4 Invoices must be submitted to the Janitorial Administrator.

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14 Wing Greenwood

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DATE

PART 2 – PRODUCTS      Not used.

PART 3 – EXECUTION      Not used.

1.1 WORK 1  
SAFETY MEASURES

Observe and enforce construction safety measures by complying with the requirements of the following statutes and authorities:

- .1 Canada Labour Code Part II and the Canada Occupational Health and Safety Regulations.
- .2 The Nova Scotia Occupational Health and Safety Act and supporting Occupational General Safety Regulations as amended from time to time.
- .3 Most recent amendments to the National Building Code of Canada, Part 8 and National Fire Code of Canada.

.2 Refer to Section 01 35 35, DND Fire Safety Requirements.

.3 Janitorial Administrator will provide a copy of any relevant special written instructions to be followed.

.4 **Before Work Begins**

.1 Bidder / Tender to provide documentation if requested by the Crown, indicating all safety training attained for each person who will be involved with the Contract.

.5 The following disciplinary measures will be taken for any violations of safety under this Contract.

.1 **First Violation:** Verbal warning issued to the Contractor for the first violation of a safety regulation ( Violation will be documented on Contract file, copy to Contractor, DCC or PWGSC ).

.2 **Second Violation:** Written warning to Contractor for second violation of a safety regulation ( Violation will be documented on Contract file, copy to Contractor, DCC or PWGSC ).

.3 **Third Violation:** A third violation of a safety regulation may result in the termination of the Contract with a recommendation to the Contracting Authority that the Contractor be denied access to Wing Construction Engineering contracts (Documented to Contract file or, DCC or PWGSC).

1.1 WORK SAFETY MEASURES (Cont'd)	.5	(Cont'd)
	.4	<b>Serious Violation:</b> For a serious violation of a safety regulation as deemed by a regulator, project manager or safety officer a recommendation will be made to the Contracting Authority to immediately terminate the Contract / Standing Offer (Violation documented on Contract file, copies to Contractor, DCC or PWGSC ).
	.5	<b>Charges Laid or Guilty Determination by Courts:</b> Infractions of safety regulations that result in charges being laid by a regulator against the Contractor or the Contractor being found guilty by the courts may result in that Contractor being denied access to Wing Construction Engineering contracts.
1.2 HAZARD ASSESSMENTS	.1	Contractor must implement and carry out a health and safety hazard assessment program as part of the Work. Program to include:
	.1	<b>Initial Hazard Assessment:</b> Carried out upon notification of Contract award and / or prior to commencement of Work.
	.2	<b>On-going Hazard Assessments:</b> Performed during the progress of Work identifying new or potential health risks and safety hazards not previously known. As a minimum, hazards assessments must be carried out when:
	.1	new sub-trade work, new sub-contractor(s) or new workers arrive at the site to commence another portion of the Work;
	.2	the Scope of Work has been changed;
	.3	Work conducted in confined spaces; and / or
	.4	potential hazard or weakness in current health and safety practices are identified by the Janitorial Administrator.
	.2	Hazard assessments will be project and site specific, based on review of Contract documents and site.
	.3	Each hazard assessment to be made in writing. Keep copies of all assessments on site for duration of Work. Upon request, make available to Janitorial Administrator.

1.2 HAZARD ASSESSMENTS (Cont'd)	.4	The Contractor must notify the Janitorial Administrator of suspected hazardous material during work and not apparent from drawings, specifications, or report pertaining to work (e.g. lead, asbestos etc. ). Do not disturb such material pending instructions from the Janitorial Administrator. The Janitorial Administrator will make the necessary arrangements for testing the material as required.
1.3 ASBESTOS PRODUCT & ASBESTOS ACTIVITY	.1	Within the confines of the Wing, the provision of new products containing fibrous asbestos materials is prohibited.
	.2	Demolition or disturbance of spray or trowel-applied asbestos can be hazardous to health. Should material resembling spray or trowel-applied asbestos be encountered in course of work, stop work and notify Janitorial Administrator immediately. Do not proceed until written instructions have been received from Janitorial Administrator.
1.4 HAZARDOUS MATERIAL SPILL	.1	The Contractor or sub-contractors must report to the DND fire hall and the Janitorial Administrator for any incident or spill involving hazardous materials ( HAZMAT ).
	.2	In the event of a hazardous material spill, the following procedures for initial actions must be followed: <ul style="list-style-type: none"><li>.1 ensure safety of all personnel;</li><li>.2 assess spill hazards and risks;</li><li>.3 ventilate area if release is indoors and remove all sources of ignition;</li><li>.4 stop the spill if safely possible ( e.g. shut off pump, replace cap, tip drum upward, patch leaking hole etc. ).</li><li>.5 no matter the volume is, contact the DND fire hall and provide the following information:<ul style="list-style-type: none"><li>.1 time of the spill;</li><li>.2 location;</li><li>.3 special considerations:<ul style="list-style-type: none"><li>.1 personal safety; and</li><li>.2 environmental.</li></ul></li><li>.4 type and amount of spill;</li></ul></li></ul>

1.4 HAZARDOUS . MATERIAL SPILL (Cont'd)	2 (Cont'd) .5 (Cont'd)	
	.5	person reporting the spill:
	.1	name;
	.2	company; and
	.3	telephone number.
	.6	contain the spill;
	.7	isolate the area as required;
	.8	contact the Janitorial Administrator; and
	.9	clean up minor spills using appropriate protective equipment and supplies.
1.5 FASTENING DEVICES EXPLOSIVE ACTUATED	.1	Explosive actuated devices must not be used.
1.6 HOT WORK	1	All hot work activity is to take place with Janitorial Administrator's approval and written permission from the Wing Fire Chief ( Hot work permit ). Hot work permits and fire-watch requirements will be provided by the 14 Wing Fire Hall at 902-765-5206.
	.2	The ventilation system in the area of any hot work activity is to be isolated to prevent migration of fumes / smoke and to reduce any possible spread of fire to other areas of the facility.
	.3	Contractor is to employ an employee trained in the use of fire extinguishers as fire watch during any hot work for a minimum of 30 minutes after activity has ceased.
1.7 CONFINED SPACES	.1	All work in confined spaces will be carried out in compliance with the Canada Occupational Safety and Health Regulations, Part XI and may be carried out according to CSA Z1006-10 Management of Work in Confined Spaces.
	.2	The Contractor to provide and maintain all equipment as required by any person to enter and / or perform work in a safe manner, in compliance with the Canada Occupational Safety and Health Regulations, Part XI.

1.7 CONFINED SPACES (Cont'd)	.3	The Contractor to provide and maintain training, as required by the Canada Occupational Safety and Health Regulations, Part XI.
	.1	The Contractor and / or his employees must provide proof of training and qualifications when requested by the Janitorial Administrator.
	.4	The Contractor to provide the Janitorial Administrator with a copy of an " Entry Permit " for each and every entry into the confined space to ensure compliance with the Canada Occupational Safety and Health Regulations, Part XI.
	.5	The Contractor should use CSA Z1006-10 for guidelines of management process relating to confined spaces works.
	.6	The Contractor to have a hazard assessment of the confined space performed.
	.1	The Contractor to provide the Janitorial Administrator with a copy of the hazard assessment.
1.8 FALL PROTECTION	.1	All work carried out above the mandatory height restrictions, from unguarded structure and / or scaffolding, will be done in compliance with the Canada Occupational Safety and Health Regulations, Part XII, Section 12.10.
	.2	The components of a fall protection system must meet the standards as outlined in the Canada Occupational Safety and Health Regulations, Part XII, Section 12.10 (2).
	.3	The Contractor is to ensure fall protection equipment is maintained, inspected and tested by a qualified technician as required by the Canada Occupational Safety and Health Regulations, Part XII, Section 12.3.
1.9 ARC FLASH	.1	The Contractor is to ensure all electrical equipment such as switchboards, panel boards, motor control centres and meter socket enclosures be marked to warn persons of potential electric shock and arc flash hazards. This labeling is required for all new & modified installations.
	.2	The warning label must also include information regarding "arc flash hazard category ( 0 to 4 )" and the " Flash Protection Boundary " as defined in NFPA 70E. All projects specifications must include short circuit study and flash hazard analysis.



1.9 ARC FLASH (Cont'd)	.3	In accordance with the CSA Standards Z462-12 Workplace Electrical Safety, electrical Contractors are required to perform a shock and flash hazard analysis to select the appropriate PPE to wear. Electrical Contractors are required arc-rated personal protective equipment while troubleshooting and diagnostic testing that cannot be performed unless the electrical conductor or circuit part is energized. All Contractor work practices must protect each employee from arc flash and from contact with live parts directly with any part of the body or indirectly through some other conductive object.
1.10 SAFETY	.1	The Contractor must perform site hazard assessments to establish site specific safe work practice procedures for the safety and well being of his / her employees. Copies must be made available to Department of National Defence upon request.
	.2	All copies of the formal Hazard Assessments conducted by the Contractor throughout the duration of the work will be retained and made available to the Janitorial Administrator immediately upon request.
	.3	It is the Contractor's responsibility to be familiar with all applicable safety acts, regulations, codes and Contract requirements. These must be identified and addressed in the safety plan, by identifying Standard Operating Procedures ( SOP ) and safe work practices ( SWP ) which incorporate clear and specific control measures, applicable rules, procedures and practices, all of which will become mandatory.
	.4	The Contractor must ensure all workers and authorized persons entering the work site are notified of and abide by the posted safety plan, safety rules, procedures, safe work practices and applicable safety acts, regulations, and codes. Any person not complying with these will not be permitted on the site.
	.5	Contractor must ensure that all applicable personal protective equipment ( PPE ) is used when required.
	.1	All personnel are required to wear hard hats, in accordance with CSA Z94.1-15.
	.2	All personnel are required to wear safety footwear, in accordance with CSA Z195-14.
	.3	All personnel are required to wear eye & face protection, in accordance with CSA Z94.3-15.
	.4	When and where noise level is above 85 decibels; all personnel are required to wear hearing protection, in accordance with CSA Z94.2-14.

1.10 SAFETY .5 (Cont'd)  
(Cont'd)

- .5 Where toxic or noxious gas fumes, or oxygen deficiency or excessive dust may occur, so as to create a hazard to life, safety or health; all personnel are required to wear respiratory protection, in accordance with CSA Z94.4-11.
- .6 The Janitorial Administrator will coordinate arrangements for the Contractor to be briefed on site safety within fourteen (14) days of award of Contract.

1.11 SITE SIGNS  
AND NOTICES

- .1 Safety and instruction signs and notices:
  - .1 Signs and notices for safety and instruction must be in both official languages. Graphic symbols must conform to latest version of " Signs and Symbols for the Workplace ".

PART 2 - PRODUCTS

Not used.

PART 3 - EXECUTION

Not used.

PART 1 - GENERAL

1.1 EMERGENCY  
REPORTING

.1 Telephone numbers:

- .1 Wing phone: dial 9-1-1;
- .2 Duty Ops O: 902-765-5457.

1.2 FIRE SAFETY  
ENFORCEMENT

- .1 Within the confines of the Wing, the prescription and enforcement of mandatory fire safety measures will be exercised under the authority of the Wing Fire Chief.
- .2 Comply with and enforce compliance by all Contractor personnel with all requirements of this specification section, and with the most recent edition of the National Building Code of Canada ( NBC ) and the National Fire Code of Canada (NFC), including all subsequent revisions issued by the National Research Council of Canada.
- .3 The Janitorial Administrator reserves the right to require the dismissal from site of persons deemed careless or otherwise in violation of the fire safety requirements.

1.3 FIRE SAFETY  
BRIEFING

- .1 Prior to commencement of work under this Contract, the Janitorial Administrator will arrange a meeting of all parties concerned to review and clarify requirements for fire safety measures. This may involve a briefing by the Wing Fire Chief.
- .2 The Janitorial Administrator will provide direction for reporting of fire including the emergency telephone number for fire reporting and location of fire alarms within or adjacent to work area.

1.4 FIRE WATCH

- .1 For hot work activity, the Contractor will provide the service of fire-watch persons on a scale and schedule as prescribed by the Dockyard Fire Hall at the time of issuance of the hot work permit.

1.5 FIRE  
EXTINGUISHERS

- .1 Supply fire extinguishers, as prescribed by the Wing Fire Chief, necessary to protect work in progress and Contractor's physical plant on site.

- |   |    |   |
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| 1.6 SMOKING<br>PRECAUTIONS  | .1 | In accordance with these fire safety requirements particular to the work area and site, the Janitorial Administrator and Wing Fire Chief will designate hazardous areas as well as non-restricted areas where smoking may be permitted. |
|   | .2 | Smoking is prohibited in all buildings.   |
|   | .3 | In all other areas, exercise care and comply with written or oral directives of the Janitorial Administrator for the use of smoking materials.  |
| 1.7 REPORTING<br>FIRE INCIDENTS                                   | .1 | Report immediately all fire incidents as follows:   |
|   | .1 | activate nearest fire alarm;  |
|   | .2 | dial 9-1-1 or designated number given at the time of briefing; and  |
|   | .3 | telephone the Janitorial Administrator.   |
|   | .2 | Persons activating fire alarm must remain at the alarm to direct the Fire Department to the scene of the fire.  |
|   | .3 | When reporting a fire by telephone, give location of fire, name and number of building and be prepared to direct the Fire Department to the scene of the fire.  |
| 1.8 INTERIOR &<br>EXTERIOR FIRE<br>PROTECTION AND<br>ALARM SYSTEM | .1 | Notify Wing Fire Chief at least 48 hours prior to scheduling any work that may require fire alarm and / or protection systems to be:  |
|   | .1 | obstructed in any way;  |
|   | .2 | shut-off; and / or  |
|   | .3 | left inactive at the end of a working day or shift without authorization from Wing Fire Chief.  |
|   | .2 | Do not commence any such work until Janitorial Administrator confirms approval and direction by the Wing Fire Chief.  |
|   | .3 | Fire hydrants, standpipes and hose systems must not be used for other than firefighting purposes unless authorized by the Janitorial Administrator and the Wing Fire Chief.   |

1.9 BLOCKAGE OF ACCESS FOR FIRE APPARATUS	.1	Obtain approval of the Janitorial Administrator and Wing Fire Chief 24 hours prior to commencing any work that by any means would impede access for firefighting apparatus. Immediately notify the Janitorial Administrator of any infringement on minimum vertical or horizontal clearances either inside or outside buildings, as prescribed by the Wing Fire Chief.
1.10 RUBBISH & WASTE MATERIAL	.1	Storage:
	.1	Where it is necessary to store oily waste in work areas exercise extreme care to ensure maximum possible safety and cleanliness.
	.2	Greasy or oily rags or materials subject to spontaneous combustion must be deposited and kept in a receptacle approved by the Wing Fire Chief and removed as directed by the Janitorial Administrator.
	.2	The burning of rubbish is prohibited.
	.3	Removal:
	.1	All rubbish must be removed from the work site at the end of the work day or shift or as directed by the Janitorial Administrator.
1.11 FLAMMABLE AND COMBUSTIBLE LIQUIDS	.1	Handling, storage and use of flammable and combustible liquids governed by current National Fire Code of Canada and guided by the requirements established by the Wing Fire Chief.
	.2	Keep flammable and combustible liquids such as gasoline, kerosene and naphtha for ready use in quantities not exceeding 30 litres provided they are stored in approved safety cans bearing Underwriters' Laboratory of Canada or Factory Mutual seal of approval. Storage of quantities of flammable and combustible liquids exceeding 30 litres for work purposes requires permission of Wing Fire Chief.
	.3	The Janitorial Administrator reserves the right to require removal from the site any storage containers not acceptable to the Wing Fire Chief.
	.4	Transfer of flammable and combustible liquids is prohibited within buildings or jetties.
	.5	Transfer of flammable and combustible liquids will not be carried out in vicinity of open flames or any type of heat-producing devices.

1.11 FLAMMABLE AND COMBUSTIBLE LIQUIDS agents. (Cont'd)	.6	Do not use flammable liquids having flash point below 38 degrees C such as naphtha or gasoline as solvents or cleaning
	.7	Store flammable and combustible waste liquids, for disposal, in approved containers located in safe ventilated area. Keep quantities minimum and Fire Department is to be notified when disposal is required.
1.12 HAZARDOUS SUBSTANCES	.1	Work entailing use of toxic or hazardous materials, chemicals and / or explosives, or otherwise creating hazard to life, safety or health, in accordance with National Fire Code of Canada.
	.2	Obtain from Wing Fire Chief a " hot work " permit for work involving welding, burning or use of blowtorches and salamanders, in buildings or facilities.
	.3	When Work is carried out in dangerous or hazardous areas involving use of heat, provide fire watchers equipped with sufficient fire extinguishers. Determination of dangerous or hazardous areas along with level of protection necessary for fire watch is at discretion of Wing Fire Chief. Contractors are responsible for providing fire watch service for work on scale established and in conjunction with Wing Fire Chief at pre-work conference.
	.4	Provide ventilation where flammable liquids, such as lacquers or urethanes are used, eliminate sources of ignition. Inform Wing Fire Chief prior to and at cessation of such work.
1.13 FIRE INSPECTION	.1	Co-ordinate site inspections by Wing Fire Chief through Janitorial Administrator.
	.2	Allow Wing Fire Chief unrestricted access to work site.
	.3	Co-operate with Wing Fire Chief during routine fire safety inspection of work site.
	.4	Immediately remedy unsafe fire situations observed by Wing Fire Chief.

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PART 2 - PRODUCTS

Not used.

PART 3 - EXECUTION

Not used.

PART 1 - GENERAL

- 1.1 DEFINITIONS .1 **Environmental Pollution and Damage:** Presence of chemical, physical, biological elements or agents which adversely affect human health and welfare; unfavourably alter ecological balances of importance to human life; affect other species of importance to humankind; or degrade environment aesthetically, culturally and / or historically.
- .2 **Environmental Protection:** Prevention / control of pollution and habitat or environment disruption during construction. Control of environmental pollution and damage requires consideration of land, water, and air; biological and cultural resources; and includes management of visual aesthetics; noise; solid, chemical, gaseous, and liquid waste; radiant energy and radioactive material as well as other pollutants.
- 1.2 GENERAL .1 Contractors must take all reasonable steps to ensure they and their employees comply with all pertinent legislation to protect the environment.
- .2 The Janitorial Administrator will provide the Contractor with copies of WCE Environmental Standard Operating Procedures (SOPs) as required.
- .3 All relevant information pertaining to the 14 Wing Recycling Program may be found in Annex A.
- 1.3 DISPOSAL OF WASTES .1 The Contractor will ensure that the disposal of all cleaning waste or by-products is carried out in accordance with all applicable product-specific instructions such as WHMIS.
- .2 The Contractor must not dispose of volatile materials such as mineral spirits, oil or paint thinner into waterways, storm or sanitary sewers.
- .3 The burning or burying of rubbish and / or waste materials on-site is prohibited.
- .4 Disposal of bio-hazardous waste will be carried out in accordance with:
- .1 CCME-EPC-WM-42E February 1992 - Guidelines for the Management of Biomedical Waste in Canada.



1.4 SPILL RESPONSE	.1	In the event of a spill of any potentially hazardous materials, the Contractor will proceed as follows:
	.1	Report the spill to the 14 Wing Fire Department 902-765-5206
	.2	Notify the Janitorial Administrator for directions on how to proceed; and
	.3	Initiate clean-up in accordance with WCE Environmental Standard Operating Procedures (SOPs) if it is safe to do so.

PART 2 - PRODUCTS

Not used.

PART 3 - EXECUTION

Not used.

PART 1 – GENERAL

- |                                       |     |  |
|---------------------------------------|-----|--|
| 1.1 GENERAL REQUIREMENTS              | .1  | Only the use of Janitorial Administrator approved materials and equipment will be permitted.   |
|                                       | .2  | The Contractor must provide and use equipment of industrial design and quality, performing to typical industry standards and for which replacement parts are readily available.  |
|                                       | .3  | The Contractor will deliver copies of Material Safety Data Sheets (MSDS) for all proposed products to the Janitorial Administrator at least seven (7) days prior to the Contract start date.                                 |
|                                       | .4  | The Contractor must have all of the necessary equipment and materials specified in this document in place prior to the Contract start date.  |
|                                       |     |  |
| 1.2 MANUFACTURER'S INSTRUCTIONS       | .1  | The Contractor will, unless otherwise directed by the Janitorial Administrator, comply with manufacturer's latest printed instructions for materials and equipment use.  |
|                                       | ..2 | The Contractor will notify the Janitorial Administrator in writing of any conflict between this specification and manufacturer's instructions. The Janitorial Administrator will determine which document is to be followed. |
|                                       |     |  |
| 1.3 STORAGE AND DELIVERY OF MATERIALS | .1  | Storage will only be in areas approved by the Janitorial Administrator.  |
|                                       | .2  | Where space permits, the Janitorial Administrator will provide a central, secure location within the Contract Area for the storage of up to one month's supply of cleaning products and replenishment materials.             |
|                                       | .3  | Where possible, the Janitorial Administrator will provide sufficient storage areas within the individual buildings for a minimum of one week's supply of cleaning products and replenishment materials.                      |
|                                       | .4  | The Contractor will ensure that all containers holding products deemed under WHMIS to be hazardous bear correct WHMIS labelling.   |
|                                       | .5  | The Contractor will deliver, store and maintain packaged material in accordance with supplier's instructions and with manufacturer's seals and labels intact.  |

1.3 STORAGE AND  
DELIVERY OF  
MATERIALS  
(Cont'd)

- .6 The Contractor must prevent damage, adulteration and spoiling of cleaning materials during delivery, handling and storage. Rejected material must be immediately removed from the site.
- .7 Entrance doors to cleaning supply storage areas will bear the following items:
  - .1 correct WHMIS signage, provided by and installed at the expense of the Contractor; and
  - .2 an up-to-date set of Material Safety Data Sheets permanently affixed to the storage room door.
- .8 The Contractor must keep storage areas clean and free from clutter at all times.
- .9 Storage areas are to be closed and locked when not being immediately used, but must not be closed while persons are inside.

1.4 SUPPLY  
REQUIREMENTS

- .1 The Contractor will provide all materials including but not limited to the following:
  - .1 toilet tissue;
  - .2 hand towel (roll or multi-fold);
  - .3 germicidal / viricidal disinfectants as approved;
  - .4 liquid hand soap;
  - .5 gloves, reusable or disposable, in sizes to fit all staff and comply with sensitivities and allergies ( e.g. latex, vinyl, nitrile rubber );
  - .6 heavy duty, clear plastic bags for shredded paper, recyclables, and dry garbage; and
  - .7 sani-bags.
- 2 All material and cleaning supplies must be environmentally friendly / or green.

1.4 SUPPLY REQUIREMENTS (Cont'd)	.3	The estimated monthly usage of the major supply items is shown in Annex E. All equipment will be provided by the contractor.
	.4	The Contractor must ensure that all supplies are maintained at appropriate levels in sufficient advance of requirements.
	.5	In the event that actual use exceeds the minimum shown above, the Janitorial Administrator will supply the necessary amount of materials to make up any shortages.
	.6	Salt or urea for steps and landings will be supplied on site by DND.
1.5 EQUIPMENT REQUIREMENTS	.1	All equipment will be provided by Contractor as needed and agreed upon by Janitorial Administrator.
	.1	All equipment will be located and used as directed by Janitorial Administrator.
	.2	Floor machines must be dual speed capable.

1.5 EQUIPMENT REQUIREMENTS (Cont'd)	.2	The equipment (provided by the contractor) that is required for the buildings: is listed in Annex E.
	.3	All equipment will be of industrial type and quality, and will be in fully satisfactory operating condition at all times while on site. All equipment must be maintained in like-new appearance.
	.4	The Janitorial Administrator may order the removal from the worksite any unsuitable, unserviceable or unsafe equipment at any time without warning. The Contractor will replace at its own expense any unsuitable, unserviceable or unsafe equipment within twenty-four (24) hours of it becoming unserviceable or being deemed unsuitable.

## PART 2 – PRODUCTS

- 2.1 STANDARDS/ ACCEPTABILITY
- .1 All cleaning materials such as soaps, detergents, scouring materials, cleaners, waxes and sealers must comply with the Canadian General Standards Board (CGSB) Specifications and must be certified Ecology or Green Seal.
  - .2 The Contractor must use odourless or low-odour, environmentally friendly ( fully biodegradable ) products free of preservatives where possible for all general purpose cleaning.
  - .3 Prior to the contract start date, the Contractor must submit to the Janitorial Administrator a list of proposed products that includes the following information:
    - .1 product name and supplier;
    - .2 MSDS;
    - .3 performance, description and test data; and
    - .4 manufacturer's instructions.
  - .4 The Contractor will also submit the aforementioned information to the Janitorial Administrator for approval when a change in product is desired or required.

## PART 3 - EXECUTION

Not used.

## **Annex A – 14 Wing Greenwood Solid Waste Management Program**

### **1.0 Contact:**

- 1.1 For information contact the Wing Environmental Officer at cellular 902-760-0236.

### **2.0 Desk-Side Units and Office Garbage Containers**

- 2.1 Office personnel are responsible for the correct separation of their own solid waste and its subsequent placement in the appropriate centralized sorting stations located in the hallways.

### **3.0 Hallway Sorting Stations**

- 3.1 All hallway sorting stations will contain clear bags at all times.
- 3.2 The hallway sorting stations will be **emptied daily** (sometimes more than once per day) and the entire container (inside and out) will be kept clean at all times by the janitorial staff.
- 3.3 The contents of the hallway sorting station will be placed into the appropriate waste containers located outside of the buildings.
- 3.4 Refundables are the property of the Department of National Defence and **will not** be collected for individual gain.

### **4.0 Compost Containers**

- 4.1 Compost containers will be placed at all lunchrooms and will be emptied daily into the green carts located outside of the buildings (no plastic bags allowed in the green carts).

### **5.0 Corrugated Cardboard**

- 5.1 Boxes will be broken down by the owner and removed to the centralized hallway sorting stations. The Contractor will remove the broken down boxes from the hallway sorting stations to the recycling container on the outside of the buildings and marked "CARDBOARD".
- 5.2 The owner will be responsible to remove the styrofoam and other packing materials from the boxes and place into the garbage of the hallway sorting station.

6.0 **Shredding Machines**

- 6.1 Clear bags are to be placed in the shredding machines by the janitorial staff and when full taken to the recycling container on the outside of the buildings marked "*MIXED PAPER*".

7.0 **Further Instruction**

- 7.1 The Contractor will empty the desk-side and office garbage containers in areas where no hallway sorting stations have been installed. Owner is responsible for the correct separation of the recyclable materials. Where hallway sorting stations are in place, the owner is responsible for the correct separation of their own solid waste and its subsequent placement in the appropriate centralized sorting stations
- 7.2 Contractor staffing is responsible for removing all waste material ( garbage, cardboard, mixed paper, refundables and recyclables ) **daily** from the hallway centralized sorting stations and placing in the appropriate containers located outside of the buildings.
- 7.3 Contractor staffing is responsible for ensuring that the lids of the garbage, compost and recycling bins are closed after use.

8.0 **Bag Specifications**

- 8.1 Clear, extra strong bags ( min 3 mil thickness ) will be used for all waste streams.



## Annex B – Cleaning Standard

### 1.0 Minimum Acceptable Appearance Levels (MAAL)

- 1.1 WCE has committed to provide a high level of service to its customers. These Appearance Levels are the standard against which contract areas will be inspected and assessed. The overall Minimum Acceptable Appearance Level (MAAL ) has been established at Level 2. Regardless of the MAAL, clinical areas in CDUs, treatment rooms, minor surgery room, endoscopy area and all other patient treatment areas as well as washrooms and locker rooms must be maintained at Level 1 at all times.

APPEARANCE LEVEL	PHYSICAL DESCRIPTION / DEFECTS
Level 1 - Orderly Spotlessness	<ul style="list-style-type: none"> <li>Floors and base mouldings shine/vacuumed clean; no build-up in corners or along walls.</li> <li>All surfaces clean and no dust, dirt, streaks or marks.</li> <li>Washroom fixtures and tile gleam. Supplies are adequate.</li> <li>Trash containers hold only daily waste, are clean &amp; odour-free.</li> </ul> <p>Level 1 - Orderly Spotlessness</p> <ul style="list-style-type: none"> <li>Exterior steps and walkways swept clean; no sign of litter on ground.</li> </ul>
Level 2 - Ordinary Tidiness	<ul style="list-style-type: none"> <li>Floors and base mouldings shine/vacuumed clean; no build-up in corners but two days of dust, dirt, and stains may be seen.</li> <li>All vertical and horizontal surfaces are clean but marks, dust and fingerprints noticeable up close.</li> <li>Washroom fixtures and tile gleam &amp; are odour-free.</li> <li>Trash containers hold only daily waste, are clean and odour-free.</li> <li>Exterior steps and walkways swept clean; grounds free of litter.</li> </ul>
Level 3 - Casual Inattention	<ul style="list-style-type: none"> <li>Floors are swept / vacuumed clean, but on close observation have stains. A build-up of dirt/floor finish in corners and along walls is visible.</li> <li>Dull spots and / or matted carpet in walking lanes. Streaks &amp; splashes on base moulding.</li> <li>Vertical &amp; horizontal surfaces have obvious dust, dirt, smudges.</li> <li>Trash containers have daily waste but are clean and odour-free.</li> <li>Exterior steps and walkways dusty; some litter may be found on closer inspection.</li> </ul>
Level 4 – Moderate Dinginess	<ul style="list-style-type: none"> <li>Floors are swept or vacuumed clean, but dull, dingy and stained. Noticeable build-up of dirt, floor finish, in corners and along walls.</li> <li>Dull path and / or obviously matted carpet in walking lanes. Base moulding is dull, dingy with streaks or splashes.</li> <li>All surfaces have conspicuous dust, dirt, smudges.</li> <li>Trash containers hold old trash. They are stained, marked and smell sour.</li> <li>Noticeable dirt build-up on exterior steps and walkways; obvious litter.</li> </ul>
Level 5 – Unkempt Neglect	<ul style="list-style-type: none"> <li>Floors are dull, dirty, dingy. Conspicuous build-up of dirt.</li> <li>Surfaces have major accumulation of dust, dirt.</li> <li>Washroom fixtures and tile have obvious lack of attention. Supplies are depleted.</li> <li>Trash · Exterior steps and walkways encrusted with dirt; litter noticeable all around. containers over-flowing and smell sour.</li> </ul>

Table 1 – Definition of Appearance Levels

## 2.0 **Typical Inspection Areas**

2.1 The building areas that will typically be evaluated include but are not limited to the following:

- classrooms;
- washrooms;
- gym & fitness areas;
- hallways & stairwells;
- offices;
- lounges;
- cafeterias or lunchrooms;
- kitchens;
- ancillary areas;
- exterior and grounds;
- laundry rooms;
- accommodations.

2.2 The areas shown in Annex D - Inspection Report (Contractor Performance Evaluation) are generic in nature. The form may be amended from time to time to facilitate more effective inspections.

## **Annex C – Cleaning Frequency Rate**

### **1.0 Risk Categories:**

1.1 All healthcare facilities should pose minimal risk to healthcare facility users. However different functional areas represent different degrees of risk and therefore require different cleaning frequencies.

1.2 All functional areas will be assigned to one of four risk categories, set out below:

#### **a) Very High Risk Functional / Critical Areas:**

- 1) Consistently high levels of cleanliness must be maintained. Required outcomes will be achieved through intense and frequent cleaning followed by disinfection (germicidal detergents).
- 2) Very High Risk functional areas may include operating theatres, critical care areas (or intensive care units), accident and emergency departments and other departments where invasive procedures are performed.
- 3) Bathrooms, staff lounges, offices and any other areas adjoining very high risk functional areas should receive the same intensive levels of cleaning.

#### **b) High Risk Functional / Sub-Critical Areas:**

- 1) Outcomes should be maintained by regular and frequent cleaning with “spot cleaning” in between, followed by disinfection (germicidal detergents).
- 2) High risk areas may include general wards, sterile supplies, public thoroughfares, public toilets and waiting areas.
- 3) Bathrooms, showers, staff lounges, offices and any other areas adjoining high risk functional areas should receive the same levels of cleaning.

#### **c) Significant Risk Functional / Non-Critical Areas:**

1. In these areas, high levels of cleanliness are required for both hygiene and aesthetic reasons. Outcomes should be maintained by regular and frequent cleaning with “spot cleaning” in between, followed by disinfection (germicidal detergents).
2. Significant risk functional areas may include out-patient departments, laboratories, x-ray etc.
3. Staff lounges, offices and any other areas adjoining significant risk functional areas should receive the same levels of cleaning.

d) **Low Risk Functional / Fringe Areas:**

- 1) In these areas, high levels of cleanliness are required for aesthetic and, to a lesser extent, hygiene reasons. Outcomes should be maintained by regular and frequent cleaning with "spot cleaning" in between.
- 2) Low risk functional areas may include administrative areas, non-sterile supply areas, record storage and archives, building maintenance areas.
- 3) Staff lounges, offices and any other areas adjoining low risk functional areas should receive the same levels of cleaning.

2.0 **Frequency Rates:**

2.1 **Very High Risk Functional / Critical Areas:**

a) **Daily:**

- 1) sweep floors with microfiber mop;
- 2) wet mop floors with germicidal solution;
- 3) clean washrooms;
- 4) wipe down counters, railings and knobs twice daily with a germicidal detergent;
- 5) empty refuse containers;
- 6) clean drinking fountains with germicidal solution twice daily;
- 7) spot clean walls and floors as required;
- 8) replenish supplies as required.

b) **Weekly:**

- 1) low dusting;
- 2) hallways to be buffed at least weekly and more often in high traffic areas;
- 3) wipe down refuse containers.

c) **Monthly:**

- 1) high dusting (up to 10 feet).

d) **Yearly:**

- 1) strip and refinish floors as determined by Janitorial Administrator;

**2.2 High Risk Functional / Sub-Critical Areas:**

**a) Daily:**

- 1) sweep floors with microfiber mop;
- 2) wet mop floors with germicidal solution;
- 3) clean washrooms;
- 4) wipe down counters, railings and knobs twice daily with a germicidal detergent;
- 5) empty refuse containers;
- 6) wipe down seating and tables in waiting areas with germicidal detergent and damp cloth;
- 7) first thing in the morning, clean physician offices including removal of garbage;
- 8) spot clean walls and floors as required;
- 9) clean entrances' glass doors and side glass inside and out;
- 10) clean drinking fountains with germicidal solution twice daily;
- 11) sweep and mop elevators three (3) times weekly;
- 12) spot clean elevators including doors inside and outside;
- 13) qualified cleaner to pick up and dispose of biomedical hazardous waste;
- 14) if installed, empty hallway sorting stations as per Annex A Solid Waste Management;
- 15) replenish supplies as required.

**b) Weekly:**

- 1) low dusting;
- 2) wipe down refuse containers in waiting areas;
- 3) polish elevators doors;
- 4) hallways to be buffed at least weekly and more often in high traffic areas;
- 5) staff change / shower areas to be power scrubbed;
- 6) vacuum and clean elevator's door grooves / tracks;

**c) Monthly:**

- 1) high dusting (up to 10 feet).

**d) Yearly:**

- 1) strip and refinish floors as determined by Janitorial Administrator;

**2.3 Significant Risk Functional / Non-Critical Areas:**

**a) Daily:**

- 1) sweep floors with microfiber mop;
- 2) wet mop floors with germicidal solution;
- 3) clean washrooms / showers;
- 4) wipe down counters, railings and knobs with a germicidal detergent;
- 5) wipe stairwell banisters with a germicidal detergent;
- 6) sweep and mop stairwells three (3) times weekly;
- 7) empty refuse containers;
- 8) spot clean walls and floors as required;
- 9) clean drinking fountains with germicidal solution;
- 10) vacuum conference room (room 5000);
- 11) if installed, empty hallway sorting stations as per Annex A Solid Waste Management;
- 12) replenish supplies as required.

**b) Weekly:**

- 1) low dusting;
- 2) hallways to be buffed at least weekly and more often in high traffic areas;
- 3) vacuum stairwell corners and edges;

**c) Monthly:**

- 1) high dusting (up to 10 feet);

**d) Yearly:**

- 1) strip and refinish floors as determined by Janitorial Administrator;

**2.4 Low Risk Functional / Fringe Areas:**

**a) Daily:**

- 1) clean washrooms;
- 2) sweep hallways with microfiber mop;
- 3) wet mop floors with germicidal solution;
- 4) clean drinking fountains with germicidal solution;
- 5) spot clean walls and floors as required;
- 6) empty refuse containers;
- 7) if installed, empty hallway sorting stations as per Annex A Solid Waste Management;
- 8) replenish supplies as required.

**b) Weekly:**

- 1) sweep offices with microfiber mop;
- 2) wet mop offices' floors with germicidal solution;
- 3) hallways to be buffed at least weekly and more often in high traffic areas;
- 4) low dusting;

b)

**c) Monthly:**

- 1) high dusting (up to 10 feet).

**d) Yearly:**

- 1) strip and refinish floors as determined by Janitorial Administrator;

## ANNEX D – INSPECTION REPORT

### Annex D – Inspection Report(Contractor Performance Evaluation)



		Building Areas											
		Classrooms	Washrooms / Locker Rooms	Hallways & Stairwells	Offices	Lobby / Common Areas	Lounges / Lunchrooms	Elevators	Cafeteria / Kitchen	Ancillary & Janitorial	Gymnasium / Fitness Rooms	Exterior & Grounds	
Item	Bldg	Observed Appearance Level (OAL)										Avg OAL	Inspection Remarks
1													
2													
3													
4													
5													
6													
7													
8													
9													
10													
11													
12													

The undersigned Contractor Representative has participated in and concurs with the Inspection Avg OAL score. In accordance with Annex B – Cleaning Standard, it is understood that a score that is below the Minimum Acceptable Appearance Level (MAAL) may result in the application of a Non-Compliance (NC) Reduction against the Basic Monthly Building Charge for the building in question. It is understood and agreed that the reduction of any monthly payment by way of NC Reductions will not in any way affect other rights and remedies of the Crown as contained in this contract or in the general conditions referred to herein.

Contractor Rep:

Date:

Signature:

Contract Inspector:

Date:

Signature:



## ANNEX E – CLEANING SUPPLIES

### Machines:

1x ride-on with water, brush, pad, vac capabilities (including a battery charger);  
2x floor machines 350 RPM (one per floor);  
1x burnishing floor machine (with red and green pads);  
1x lightweight backpack or shoulder pack wet/dry vacuum;  
2x boxes of 3M blue cleaner pads (4x/box);  
4x boxes of 3M red buffer pads (4x/box);  
2x boxes of 3M pink 8B3600 erasers burnishing pads;  
1x box of 3M white Hersehair Buff pads;  
2x 3.78 L spray buff Enviro-Solutions #86;

### Tools:

10x floor caution-web floor stands;  
2x regular angled brooms;  
1x 36.3" large dust mop handles and wires holder for red mop;  
1x 24.3" small dust mop handles and wires holder for red mop;  
6x large 36" red dust mops;  
6x small 24" red dust mops;  
3x cleaning carts;  
3x yellow mop buckets;  
4x mop handles;  
12x Medipro looped end blue string mop;  
1x long handled scrub brush;  
4x hand held scrub brushes;  
4x dust pans;  
18x swish White Plastic Spray Bottles Nozzles;  
6x green scrub pads  
6x toilet brushes with holder;  
Wypall x 60 Kimberley Clark Wipes  
3x extendable dusters;  
2-3/M paper towel;  
2-3M toilet paper;  
1/M liquid hand soap (swish clean green foaming hand soap);  
6x bottles of stainless steel cleaner – Enviro-Solutions 78;  
2-3/M of 51C washroom cleaner and odour eliminator;  
1/M of 75 C Heavy duty de-greaser;  
1/M of 900C Bio-active all-purpose cleaner;  
4/M of 83C haze-Any neutral floor cleaner (salt/winter);  
1/M of 71C Super H2O2 multi-purpose cleaner de-greaser;  
2-3M of 256H neutral cleaner disinfectant;  
2-3M of 53 cream cleanser (with envirocide odour eliminator);  
4/M of 100 bioactive odour eliminator for washrooms; and

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DATE

4/M latex gloves.

Garbage bags:

2-3/M of small 500/box 22"x24";  
2-3/M of medium 200/box 26"x36";  
1/M of large 100/box 35"x50";  
1x box of compost bags 500/box 20"x22"; and  
1x box of wax paper liners brown napkin bags 500/box.

## ANNEX F – FLOOR PLAN

See attached floor plans.







1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32	33	34	35	36	37	38	39	40	41	42	43	44	45	46	47	48	49	50	51	52	53	54	55	56	57	58	59	60	61	62	63	64	65	66	67	68	69	70	71	72	73	74	75	76	77	78	79	80	81	82	83	84	85	86	87	88	89	90	91	92	93	94	95	96	97	98	99	100	101	102	103	104	105	106	107	108	109	110	111	112	113	114	115	116	117	118	119	120	121	122	123	124	125	126	127	128	129	130	131	132	133	134	135	136	137	138	139	140	141	142	143	144	145	146	147	148	149	150	151	152	153	154	155	156	157	158	159	160	161	162	163	164	165	166	167	168	169	170	171	172	173	174	175	176	177	178	179	180	181	182	183	184	185	186	187	188	189	190	191	192	193	194	195	196	197	198	199	200	201	202	203	204	205	206	207	208	209	210	211	212	213	214	215	216	217	218	219	220	221	222	223	224	225	226	227	228	229	230	231	232	233	234	235	236	237	238	239	240	241	242	243	244	245	246	247	248	249	250	251	252	253	254	255	256	257	258	259	260	261	262	263	264	265	266	267	268	269	270	271	272	273	274	275	276	277	278	279	280	281	282	283	284	285	286	287	288	289	290	291	292	293	294	295	296	297	298	299	300	301	302	303	304	305	306	307	308	309	310	311	312	313	314	315	316	317	318	319	320	321	322	323	324	325	326	327	328	329	330	331	332	333	334	335	336	337	338	339	340	341	342	343	344	345	346	347	348	349	350	351	352	353	354	355	356	357	358	359	360	361	362	363	364	365	366	367	368	369	370	371	372	373	374	375	376	377	378	379	380	381	382	383	384	385	386	387	388	389	390	391	392	393	394	395	396	397	398	399	400	401	402	403	404	405	406	407	408	409	410	411	412	413	414	415	416	417	418	419	420	421	422	423	424	425	426	427	428	429	430	431	432	433	434	435	436	437	438	439	440	441	442	443	444	445	446	447	448	449	450	451	452	453	454	455	456	457	458	459	460	461	462	463	464	465	466	467	468	469	470	471	472	473	474	475	476	477	478	479	480	481	482	483	484	485	486	487	488	489	490	491	492	493	494	495	496	497	498	499	500	501	502	503	504	505	506	507	508	509	510	511	512	513	514	515	516	517	518	519	520	521	522	523	524	525	526	527	528	529	530	531	532	533	534	535	536	537	538	539	540	541	542	543	544	545	546	547	548	549	550	551	552	553	554	555	556	557	558	559	560	561	562	563	564	565	566	567	568	569	570	571	572	573	574	575	576	577	578	579	580	581	582	583	584	585	586	587	588	589	590	591	592	593	594	595	596	597	598	599	600	601	602	603	604	605	606	607	608	609	610	611	612	613	614	615	616	617	618	619	620	621	622	623	624	625	626	627	628	629	630	631	632	633	634	635	636	637	638	639	640	641	642	643	644	645	646	647	648	649	650	651	652	653	654	655	656	657	658	659	660	661	662	663	664	665	666	667	668	669	670	671	672	673	674	675	676	677	678	679	680	681	682	683	684	685	686	687	688	689	690	691	692	693	694	695	696	697	698	699	700	701	702	703	704	705	706	707	708	709	710	711	712	713	714	715	716	717	718	719	720	721	722	723	724	725	726	727	728	729	730	731	732	733	734	735	736	737	738	739	740	741	742	743	744	745	746	747	748	749	750	751	752	753	754	755	756	757	758	759	760	761	762	763	764	765	766	767	768	769	770	771	772	773	774	775	776	777	778	779	780	781	782	783	784	785	786	787	788	789	790	791	792	793	794	795	796	797	798	799	800	801	802	803	804	805	806	807	808	809	810	811	812	813	814	815	816	817	818	819	820	821	822	823	824	825	826	827	828	829	830	831	832	833	834	835	836	837	838	839	840	841	842	843	844	845	846	847	848	849	850	851	852	853	854	855	856	857	858	859	860	861	862	863	864	865	866	867	868	869	870	871	872	873	874	875	876	877	878	879	880	881	882	883	884	885	886	887	888	889	890	891	892	893	894	895	896	897	898	899	900	901	902	903	904	905	906	907	908	909	910	911	912	913	914	915	916	917	918	919	920	921	922	923	924	925	926	927	928	929	930	931	932	933	934	935	936	937	938	939	940	941	942	943	944	945	946	947	948	949	950	951	952	953	954	955	956	957	958	959	960	961	962	963	964	965	966	967	968	969	970	971	972	973	974	975	976	977	978	979	980	981	982	983	984	985	986	987	988	989	990	991	992	993	994	995	996	997	998	999	1000	1001	1002	1003	1004	1005	1006	1007	1008	1009	1010	1011	1012	1013	1014	1015	1016	1017	1018	1019	1020	1021	1022	1023	1024	1025	1026	1027	1028	1029	1030	1031	1032	1033	1034	1035	1036	1037	1038	1039	1040	1041	1042	1043	1044	1045	1046	1047	1048	1049	1050	1051	1052	1053	1054	1055	1056	1057	1058	1059	1060	1061	1062	1063	1064	1065	1066	1067	1068	1069	1070	1071	1072	1073	1074	1075	1076	1077	1078	1079	1080	1081	1082	1083	1084	1085	1086	1087	1088	1089	1090	1091	1092	1093	1094	1095	1096	1097	1098	1099	1100	1101	1102	1103	1104	1105	1106	1107	1108	1109	1110	1111	1112	1113	1114	1115	1116	1117	1118	1119	1120	1121	1122	1123	1124	1125	1126	1127	1128	1129	1130	1131	1132	1133	1134	1135	1136	1137	1138	1139	1140	1141	1142	1143	1144	1145	1146	1147	1148	1149	1150	1151	1152	1153	1154	1155	1156	1157	1158	1159	1160	1161	1162	1163	1164	1165	1166	1167	1168	1169	1170	1171	1172	1173	1174	1175	1176	1177	1178	1179	1180	1181	1182	1183	1184	1185	1186	1187	1188	1189	1190	1191	1192	1193	1194	1195	1196	1197	1198	1199	1200	1201	1202	1203	1204	1205	1206	1207	1208	1209	1210	1211	1212	1213	1214	1215	1216	1217	1218	1219	1220	1221	12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NOV 27 2017



Government of Canada  
Gouvernement du Canada

Contract Number / Numéro du contrat <b>W0102-18305B</b>
Security Classification / Classification de sécurité <b>UNCLASSIFIED</b>

## SECURITY REQUIREMENTS CHECK LIST (SRCL)

## LISTE DE VÉRIFICATION DES EXIGENCES RELATIVES À LA SÉCURITÉ (LVERS)

<b>PART A - CONTRACT INFORMATION / PARTIE A - INFORMATION CONTRACTUELLE</b>		
1. Originating Government Department or Organization / Ministère ou organisme gouvernemental d'origine <b>DND / 14 WING</b>	2. Branch or Directorate / Direction générale ou Direction <b>14 Mission Support Squadron</b>	
3. a) Subcontract Number / Numéro du contrat de sous-traitance	3. b) Name and Address of Subcontractor / Nom et adresse du sous-traitant <b>Blade 288 Administration</b>	
4. Brief Description of Work / Brève description du travail <b>General cleaning/janitorial duties.</b>		
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"/>	
Foreign / Étranger <input type="checkbox"/>		
7. b) Release restrictions / Restrictions relatives à la diffusion		
No release restrictions Aucune restriction relative à la diffusion <input type="checkbox"/>	All NATO countries Tous les pays de l'OTAN <input type="checkbox"/>	
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 <input type="checkbox"/>	PROTECTED A PROTÉGÉ A <input type="checkbox"/>
PROTECTED B PROTÉGÉ B <input type="checkbox"/>	NATO NON CLASSIFIÉ <input type="checkbox"/>	PROTECTED B PROTÉGÉ B <input type="checkbox"/>
PROTECTED C PROTÉGÉ C <input type="checkbox"/>	NATO RESTRICTED <input type="checkbox"/>	PROTECTED C PROTÉGÉ C <input type="checkbox"/>
CONFIDENTIAL CONFIDENTIEL <input type="checkbox"/>	NATO DIFFUSION RESTREINTE <input type="checkbox"/>	CONFIDENTIAL CONFIDENTIEL <input type="checkbox"/>
SECRET <input type="checkbox"/>	NATO CONFIDENTIAL <input type="checkbox"/>	SECRET <input type="checkbox"/>
SECRET <input type="checkbox"/>	NATO SECRET <input type="checkbox"/>	SECRET <input type="checkbox"/>
TOP SECRET <input type="checkbox"/>	NATO SECRET <input type="checkbox"/>	TOP SECRET <input type="checkbox"/>
TOP SECRET (SIGINT) <input type="checkbox"/>	COSMIC TOP SECRET <input type="checkbox"/>	TOP SECRET (SIGINT) <input type="checkbox"/>
TRÈS SECRET (SIGINT) <input type="checkbox"/>	COSMIC TRÈS SECRET <input type="checkbox"/>	TRÈS SECRET (SIGINT) <input type="checkbox"/>



**PART A (continued) / PARTIE A (suite)**

8. Will the supplier require access to PROTECTED and/or CLASSIFIED COMSEC information or assets?  
Le fournisseur aura-t-il accès à des renseignements ou à des biens COMSEC désignés PROTÉGÉS et/ou CLASSIFIÉS? ☒ No ☐ Yes  
Non Oui

If Yes, indicate the level of sensitivity:

Dans l'affirmative, indiquer le niveau de sensibilité :

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

Short Title(s) of material / Titre(s) abrégé(s) du matériel :

Document Number / Numéro du document :

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

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

- |   |   |   |  |
|---|---|---|--|
| <input checked="" type="checkbox"/> RELIABILITY STATUS<br>COTE DE FIABILITÉ | <input type="checkbox"/> CONFIDENTIAL<br>CONFIDENTIEL           | <input type="checkbox"/> SECRET<br>SECRET           | <input type="checkbox"/> TOP SECRET<br>TRÈS SECRET               |
| <input type="checkbox"/> TOP SECRET - SIGINT<br>TRÈS SECRET - SIGINT        | <input type="checkbox"/> NATO CONFIDENTIAL<br>NATO CONFIDENTIEL | <input type="checkbox"/> NATO SECRET<br>NATO SECRET | <input type="checkbox"/> COSMIC TOP SECRET<br>COSMIC TRÈS SECRET |
| <input type="checkbox"/> SITE ACCESS<br>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 ☐ Yes  
Non Oui  
If Yes, will unscreened personnel be escorted?  
Dans l'affirmative, le personnel en question sera-t-il escorté? ☐ No ☐ Yes  
Non 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 ☐ Yes  
Non 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 ☐ Yes  
Non 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 ☐ Yes  
Non 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 ☐ Yes  
Non 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 ☐ Yes  
Non Oui





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

12. a) Is the description of the work contained within this SRCL PROTECTED and/or CLASSIFIED?  
La description du travail visé par la présente LVERS est-elle de nature PROTÉGÉE et/ou CLASSIFIÉE?

☒ No  
Non ☐ Yes  
Oui

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

12. b) Will the documentation attached to this SRCL be PROTECTED and/or CLASSIFIED?  
La documentation associée à la présente LVERS sera-t-elle PROTÉGÉE et/ou CLASSIFIÉE?

☒ No  
Non ☐ Yes  
Oui

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





Government of Canada  
Gouvernement du Canada

Contract Number / Numéro du contrat

Security Classification / Classification de sécurité  
UNCLASSIFIED

**PART D - AUTHORIZATION / PARTIE D - AUTORISATION**

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

Name (print) - Nom (en lettres moulées) Annika Roussel, Major	Title - Titre 14 MSS Pers Svcs OC Flt	Signature 	Date 31 Oct 17
Telephone No. - N° de téléphone 902-765-1494 ext 5230	Facsimile No. - N° de télécopieur 902-765-1256	E-mail address - Adresse courriel annika.roussel@forces.gc.ca	

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

Name (print) - Nom (en lettres moulées) Sasa Medjovic - DDSO - Industrial Security Senior Security Analyst	Title - Titre Senior Security Analyst	Signature 	Date 27-Nov-27
Telephone No. - N° de téléphone 902-402-9059	Facsimile No. - N° de télécopieur 902-496-5016	E-mail address - Adresse courriel E-mail: sasa.medjovic@forces.gc.ca	

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

☐ No / Non ☒ Yes / Oui

**16. Procurement Officer / Agent d'approvisionnement**

Name (print) - Nom (en lettres moulées) Linda Richard	Title - Titre Supply Specialist	Signature Richard, Linda	Date 15/12/2017
Telephone No. - N° de téléphone 902-402-9059	Facsimile No. - N° de télécopieur 902-496-5016	E-mail address - Adresse courriel linda.k.richard@pwgsc.gc.ca	

Digitally signed by Richard,  
Linda  
DN: c=CA, o=GC, ou=PWGSC-  
TPSGC, cn=Richard, Linda  
Date: 2017.12.21 14:53:05  
+04'00'

Andrée Francis

Agente à la Sécurité des contrats | Contract Security Officer  
Programme de la Sécurité des contrats | Contract Security Program  
Andree.Francis@tpsgc-pwgsc.gc.ca  
Téléphone: 613 957-9365

Signature

Date

E-mail address - Adresse courriel

Date

15/12/2017