



## 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.)

Halifax

Nova Scotia

B3J 1T3

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

THIS DOCUMENT CONTAINS A SECURITY  
REQUIREMENT

### 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.)

Halifax

Nova Scot

B3J 1T3

<b>Title - Sujet</b> Janitorial Services - HMC Dockyard	
<b>Solicitation No. - N° de l'invitation</b> W010C-180082/A	<b>Date</b> 2018-01-15
<b>Client Reference No. - N° de référence du client</b> W010C-18-0082	
<b>GETS Reference No. - N° de référence de SEAG</b> PW-\$HAL-219-10319	
<b>File No. - N° de dossier</b> HAL-7-79216 (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 2018-02-26</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 WILLOW PARK BLDG 7 STN FORCES HALIFAX NOVA SCOTIA B3K5X5 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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W010C-180082  
Client Ref. No. - N° de réf. du client  
W010C-18-0082

Amd. No. - N° de la modif.  
File No. - N° du dossier  
hal-7-79216

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

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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, material, tools, equipment, transportation and supervision required for the complete and satisfactory janitorial service as specified herein for buildings of HMC Dockyard in Halifax, Nova Scotia.

The contract is for a period of two years with three option periods of one-year duration.

- 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](http://www.tpsgc-pwgsc.gc.ca/esc-src/introduction-eng.html) 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).

### 1.3 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.

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

Delete: 60 days

Insert: 90 days

### 2.2 Submission of Bids

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

### 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 Nova Scotia.

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 Mandatory Site Visit

It is mandatory 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 HMC Dockyard on **January 31, 2018**. The site visit will begin 0930.

Bidders must communicate with the Contracting Authority no later than **3:30 p.m., January 24, 2018** to confirm attendance and provide the name(s) of the person(s) who will attend. Bidders will be required to sign an attendance sheet. Bidders should confirm in their bid that they have attended the site visit. Bidders who do not attend the mandatory site visit or do not send a representative will not be given an alternative appointment and their bid will be declared non-responsive. Any clarifications or changes to the bid solicitation resulting from the site visit will be included as an amendment to the bid solicitation.

**Only two representatives from each company** will be permitted to attend the site visit. We will be unable to visit every building. Please inform Linda Richard, in writing at [linda.k.richard@pwgsc.gc.ca](mailto:linda.k.richard@pwgsc.gc.ca), which buildings you wish to visit.

## **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 “X” Electronic Payment Instruments, to identify which ones are accepted.

If Annex “E” 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.

### **Section III: Certifications**

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

## **PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION**

### **4.1 Evaluation Procedures**

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

#### **4.1.1 Technical Evaluation**

##### **4.1.1.1. Mandatory Technical Criteria**

*See Annex “F” – Mandatory Technical Criteria*

#### **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

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## 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](http://www.tpsgc-pwgsc.gc.ca/ci-if/declaration-eng.html) 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) (<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;
2. For additional information on security requirements, 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.

### 6.2 Financial Capability

SACC Manual clause A9033T (2012-07-16) Financial Capability

### 6.3 Bid Financial Security

1. Bidders must provide bid financial security consisting of:
  - a. a security deposit as defined in clause E0008T, or
  - b. a bid bond form PWGSC-TPSGC 504, which must be accepted as security by one of the bonding companies listed in Treasury Board Contracting Policy, Appendix L, Acceptable Bonding Companies.
2. Security deposits in the form of government guaranteed bonds with coupons attached will be accepted only if all coupons that are unmaturing, at the time the security deposit is provided, are attached to the bonds. Bidders must provide written instructions concerning the action to be taken

with respect to coupons that will mature while the bonds are pledged as security, when such coupons are in excess of the security deposit requirement.

3. If the financial security is in the form of a bill of exchange or a government guaranteed bond and:
  - a. the bid price is \$250,000 or less, the amount of the security deposit must represent ten (10) percent of the bid price; or
  - b. the bid price exceeds \$250,000, the amount of the security deposit must be \$25,000 plus ten (10) percent of the amount by which the bid price exceeds \$250,000, to a maximum of \$50,000 .
4. If the financial security is a bid bond, the amount of the bond must represent ten (10) percent of the bid price.
5. Bidders who provide a security deposit as bid financial security must submit their bid under seal (does not apply in Quebec).

#### 6.3.1 **SACC Manual Clauses**

SACC Manual clause [E0003T](#) (2014-09-25) Security Deposit – Bid and Contract Financial Security Required

SACC Manual clause [E0008T](#) (2014-09-25) Security Deposit Definition – Bid

#### 6.4 **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 D .

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.

### 7.1.1.1 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 specified in Annex E.
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.

### 7.1.1.2 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.

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

SACC Manual Clause B9301C (2011-05-16) Canada's Obligation – Portion of the Work – Task Authorizations

## 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.

1. The Contractor/Offeror must, at all times during the performance of the Contract/Standing Offer, hold a valid Facility Security Clearance at the level of **SECRET**, 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 personnel security screening at the level of **SECRET** or **RELIABILITY as required**, 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).

## 7.4 Term of Contract

### 7.4.1 Period of the Contract

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

### 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 three 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.

### 7.4.3 Delivery Points

Delivery of the requirement will be made to delivery point(s) specified at Annex "A" of the Contract.

## 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, Nova Scotia 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 Technical Authority

The Technical Authority for the Contract is: (to be named upon award of contract)

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

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

### 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 per month, as specified in Annex B. 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 Expenditure - Cumulative Total of all Task Authorizations

1. Canada's total liability to the Contractor under the Contract for all authorized Task Authorizations (TAs), inclusive of any revisions, must not exceed the sum of \$ 23,000.00 Customs duties are included and Applicable Taxes are included.
2. No increase in the total liability of Canada will be authorized or paid to the Contractor unless an increase has been approved, in writing, by the Contracting Authority.
3. The Contractor must notify the Contracting Authority in writing as to the adequacy of this sum:
  - a. when it is 75 percent committed, or
  - b. four (4) months before the contract expiry date, or
  - c. as soon as the Contractor considers that the sum is inadequate for the completion of the Work required in all authorized TAs, inclusive of any revisions, whichever comes first.
4. If the notification is for inadequate contract funds, the Contractor must provide to the Contracting Authority, a written estimate for the additional funds required. Provision of such information by the Contractor does not increase Canada's liability.

### 7.7.3 Limitation of Price

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



#### **7.7.4 Monthly Payment**

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

#### **7.7.4 SACC Manual Clauses**

SACC Manual Clause A9117C (2007-11-30) T1204 – Direct Request by Customer

#### **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.

Each invoice must:

- a. Specify the contract as C372 Dockyard.
- b. Be itemized by building, showing the following mandatory information for each building.
  - i. Building number and name
  - ii. Basic monthly billing charge (\$/month)
  - iii. Total basic monthly charges
  - iv. HST, and
  - v. Total invoice amount

An example of an acceptable invoice is shown in Annex "E" of Annex "A" – Statement of Work. The actual design may vary, but the aforementioned information must be included. No invoices will be processed without all of the proper information above.

## 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.

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

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

### 7.10 Applicable Laws

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

### 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 – Higher Complexity - Services
- (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 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.

### 7.13 Contract Financial Security

1. The Contractor must provide one of the following contract financial securities within 15 calendar days after the date of contract award:
  - a. a performance bond form [PWGSC-TPSGC 505](#) in the amount of ten (10) percent of the Contract Price; or
  - b. a performance bond form [PWGSC-TPSGC 505](#) and a labour and material payment bond form [PWGSC-TPSGC 506](#), each in the amount of ten (10) percent of the Contract Price; or
  - c. a labour and material payment bond form [PWGSC-TPSGC 506](#) in the amount of ten (10) percent of the Contract Price; or
  - d. a security deposit as defined in clause [E0008C](#) in the amount of ten (10) percent of the Contract Price.

Any bond must be accepted as security by one of the bonding companies listed in [Treasury Board Contracting Policy, Appendix L](#), Acceptable Bonding Companies.

2. Security deposits in the form of government guaranteed bonds with coupons attached will be accepted only if all coupons that are unmatured, at the time the security deposit is provided, are attached to the bonds. The Contractor must provide written instructions concerning the action to be taken with respect to coupons that will mature while the bonds are pledged as security, when such coupons are in excess of the security deposit requirement.
3. If Canada does not receive the required financial security within the specified period, Canada may terminate the Contract for default pursuant to the Contract default provision.

#### 7.13.1 SACC Manual clause [E0008C](#) (2014-09-25) Security Deposit Definition – Contract

Solicitation No. - N° de l'invitation  
W010C-180082  
Client Ref. No. - N° de réf. du client  
W010C-18-0082

Amd. No. - N° de la modif.  
File No. - N° du dossier  
hal-7-79216

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

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## **ANNEX “A”**

### **STATEMENT OF WORK**

*See attached “Janitorial Contract Specifications and Service Agreement for HMC Dockyard, CFB Halifax.*

## **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.

#### **2.0 Consumer Price Index**

At the time of the exercising of the option years 1, 2 and 3, the rates for the previous year in the Basis of Payment (Annex B) will be increased or decreased by multiplying the rates by the percentage change in *“The Consumer Price Index, major components, selected sub-groups and special aggregates, provinces, Whitehorse and Yellowknife, not seasonally adjusted”* (“CPI”) for the appropriate province for the 12-month period ending two months before the expiration date of the current period of the contract. The CPI which shall be used is published in Statistics Canada Catalogue no. 62-001-X, tables 9-1 to 9-12, for the appropriate province all-items CPI of the period as described above.

#### **3.0 Detailed Instructions**

The Basis of Payment contains FIVE (5) tables, one for each contract year, and one for each of three (3) option years. The first two (2) year tables (tables 1 and 2) do not allow for any escalation of prices beyond those submitted in your bid. The rates in option years 1, 2 and 3 will be adjusted to respond to changes in the labour rates using the Consumer Price Index. In order to accommodate those future adjustments, please follow the instructions below when filling out your price proposals.

- 3.1 The unit pricing must comprise the furnishing of all labour, materials, tools, equipment and transportation necessary for complete and satisfactory janitorial services as specified herein.
- 3.2 The financial proposal must include a unit price for all items for each of the five years.
- 3.3 Prices provided for all items in option years 1, 2 and 3 must be the same as those provided in year 2. The pricing for option years 1, 2 and 3 will be adjusted to reflect price increases or decreases (beyond the original quoted prices) using the Consumer Price Index.

#### **Example: After the first two (2) years:**

The prices (unit rates) shown in year 2 will be adjusted prior to contract amendment award for the three remaining option years, option year 1, option year 2, and option year 3. The amount of the adjustment will be based on a percentage increase (decrease) of the current year's price using the “Unadjusted CPI for Nova Scotia” (Consumer Price Index for the 12 months ending May 31 of that year).

**Table 1A – Service Contract – Year 1, April 1, 2018 to March 31, 2019**

Building	Area (m²)	Unit of measure	Price per unit (A)	Estimated Usage (B)	Extended Price (C) = (A) x (B)
D2 RPOS(H) Shops	481	monthly	\$_____	12	\$_____
D5 CFNOS	507	monthly	\$_____	12	\$_____
D20 Electronics Workshop	4,223	monthly	\$_____	12	\$_____
D22 CSOR	774	monthly	\$_____	12	\$_____
D40 Base Logistics	1,552	monthly	\$_____	12	\$_____
D40A Base Imaging / MP	1,735	monthly	\$_____	12	\$_____
D53 Ship's Cabling Shop	300	monthly	\$_____	12	\$_____
D57 QHM / Emergency Response	142	monthly	\$_____	12	\$_____
D62 Central Heating Plant	105	monthly	\$_____	12	\$_____
D70 Syncrolift Control Building	100	monthly	\$_____	12	\$_____
D108 Rigging Shop	446	monthly	\$_____	12	\$_____
D125 Crypto Unit	1,490	monthly	\$_____	12	\$_____
D126 Health Unit / Safety Office	309	monthly	\$_____	12	\$_____
D126A Center Gate	15	monthly	\$_____	12	\$_____
D155 Base Logistics	1,271	monthly	\$_____	12	\$_____
D165 CANFLANT Squadron	1,265	monthly	\$_____	12	\$_____
D166 MOG 5 HQ	1,560	monthly	\$_____	12	\$_____
D172 Crane Shack	70	monthly	\$_____	12	\$_____
D174 Shipwright Shop	313	monthly	\$_____	12	\$_____
D175 FMFCS Paint Shop	51	monthly	\$_____	12	\$_____
D190 Niobe Gate	10	monthly	\$_____	12	\$_____
D192 Rainbow Gate	25	monthly	\$_____	12	\$_____
D193 HMCS Scotian	2,880	monthly	\$_____	12	\$_____
D194 Submarine Refit	726	monthly	\$_____	12	\$_____

D196 Base Fire Services	321	monthly	\$ _____	12	\$ _____
D200 FMF Cape Scott (FMFCS)	10,564	monthly	\$ _____	12	\$ _____
D201 Main Guy Building	10,041	monthly	\$ _____	12	\$ _____
D206 Base Logistics	3,255	monthly	\$ _____	12	\$ _____
D207 HAZMAT	51	monthly	\$ _____	12	\$ _____
D216 Fleet Fitness & Sports Centre	2,690	monthly	\$ _____	12	\$ _____
D247 Combat Systems Facility	1,968	monthly	\$ _____	12	\$ _____
D262 Admiral's Gate	20	monthly	\$ _____	12	\$ _____
D273T Washroom Trailer	13	monthly	\$ _____	12	\$ _____
D294 Sub Shelter	300	monthly	\$ _____	12	\$ _____
FMFCS Modular Office Complex	566	monthly	\$ _____	12	\$ _____
<b>Total evaluated price Year 1 - Table 1A</b>					_____ \$

<b>Table 1B – Task Authorization (as and when requested basis) Year 1 Pricing April 1, 2018 to March 31, 2019 (for evaluation purposes only)</b>				
<b>Description</b>	<b>Unit of Measure</b>	<b>Unit Rate (A)</b>	<b>Estimated Usage (B)</b>	<b>Bid Price (C) = (A) x (B)</b>
Cleaner/Labourer: Normal working hours, Monday to Friday, 0630 – 1700.	per hour	\$ _____	30	\$ _____
Cleaner/Labourer: Outside normal working hours (evenings, weekends and holidays)	per hour	\$ _____	10	\$ _____
Supervisor: Normal working hours, Monday to Friday, 0630 – 1700.	per hour	\$ _____	20	\$ _____
Supervisor: Outside normal working hours (evenings, weekends and holidays)	per hour	\$ _____	10	\$ _____
<b>Total evaluated price Year 1 - Table 1B</b>				\$ _____

**Table 2A – Service Contract – Year 2, April 1, 2019 to March 31, 2020**

Building	Area (m <sup>2</sup> )	Unit of measure	Price per unit (A)	Estimated Usage (B)	Extended Price (C) = (A) x (B)
D2 RPOS(H) Shops	481	monthly	\$ _____	12	\$ _____
D5 CFNOS	507	monthly	\$ _____	12	\$ _____
D20 Electronics Workshop	4,223	monthly	\$ _____	12	\$ _____
D22 CSOR	774	monthly	\$ _____	12	\$ _____
D40 Base Logistics	1,552	monthly	\$ _____	12	\$ _____
D40A Base Imaging / MP	1,735	monthly	\$ _____	12	\$ _____
D53 Ship's Cabling Shop	300	monthly	\$ _____	12	\$ _____
D57 QHM / Emergency Response	142	monthly	\$ _____	12	\$ _____
D62 Central Heating Plant	105	monthly	\$ _____	12	\$ _____
D70 Syncrolift Control Building	100	monthly	\$ _____	12	\$ _____
D108 Rigging Shop	446	monthly	\$ _____	12	\$ _____
D125 Crypto Unit	1,490	monthly	\$ _____	12	\$ _____
D126 Health Unit / Safety Office	309	monthly	\$ _____	12	\$ _____
D126A Center Gate	15	monthly	\$ _____	12	\$ _____
D155 Base Logistics	1,271	monthly	\$ _____	12	\$ _____
D165 CANFLANT Squadron	1,265	monthly	\$ _____	12	\$ _____
D166 MOG 5 HQ	1,560	monthly	\$ _____	12	\$ _____
D172 Crane Shack	70	monthly	\$ _____	12	\$ _____
D174 Shipwright Shop	313	monthly	\$ _____	12	\$ _____
D175 FMFCS Paint Shop	51	monthly	\$ _____	12	\$ _____
D190 Niobe Gate	10	monthly	\$ _____	12	\$ _____
D192 Rainbow Gate	25	monthly	\$ _____	12	\$ _____
D193 HMCS Scotian	2,880	monthly	\$ _____	12	\$ _____
D194 Submarine Refit	726	monthly	\$ _____	12	\$ _____
D196 Base Fire Services	321	monthly	\$ _____	12	\$ _____
D200 FMF Cape Scott (FMFCS)	10,564	monthly	\$ _____	12	\$ _____



D201 Main Guy Building	10,041	monthly	\$ _____	12	\$ _____
D206 Base Logistics	3,255	monthly	\$ _____	12	\$ _____
D207 HAZMAT	51	monthly	\$ _____	12	\$ _____
D216 Fleet Fitness & Sports Centre	2,690	monthly	\$ _____	12	\$ _____
D247 Combat Systems Facility	1,968	monthly	\$ _____	12	\$ _____
D262 Admiral's Gate	20	monthly	\$ _____	12	\$ _____
D273T Washroom Trailer	13	monthly	\$ _____	12	\$ _____
D294 Sub Shelter	300	monthly	\$ _____	12	\$ _____
FMFCS Modular Office Complex	566	monthly	\$ _____	12	\$ _____
<b>Total evaluated price Year 2 - Table 2A</b>					\$ _____

<b>Table 2B - Task Authorization (as and when requested basis) Year 2 Pricing April 1, 2019 to March 31, 2020 (for evaluation purposes only)</b>				
<b>Description</b>	<b>Unit of Measure</b>	<b>Unit Rate (A)</b>	<b>Estimated Usage (B)</b>	<b>Bid Price (C) = (A) x (B)</b>
Cleaner/Labourer: Normal working hours, Monday to Friday, 0630 – 1700.	per hour	\$ _____	30	\$ _____
Cleaner/Labourer: Outside normal working hours (evenings, weekends and holidays)	per hour	\$ _____	10	\$ _____
Supervisor: Normal working hours, Monday to Friday, 0630 – 1700.	per hour	\$ _____	20	\$ _____
Supervisor: Outside normal working hours (evenings, weekends and holidays)	per hour	\$ _____	10	\$ _____
<b>Total evaluated price Year 2 - Table 2B</b>				\$ _____

<b>Table 3A - Service Contract – Option Year 1, April 1, 2020 to March 31, 2021</b>					
<b>Building</b>	<b>Area (m²)</b>	<b>Unit of Measure</b>	<b>Price per unit (A)</b>	<b>Estimated Usage (B)</b>	<b>Extended Price (C) = (A) x (B)</b>
D2 RPOS(H) Shops	481	monthly	\$ _____	12	\$ _____
D5 CFNOS	507	monthly	\$ _____	12	\$ _____

D20 Electronics Workshop	4,223	monthly	\$ _____	12	\$ _____
D22 CSOR	774	monthly	\$ _____	12	\$ _____
D40 Base Logistics	1,552	monthly	\$ _____	12	\$ _____
D40A Base Imaging / MP	1,735	monthly	\$ _____	12	\$ _____
D53 Ship's Cabling Shop	300	monthly	\$ _____	12	\$ _____
D57 QHM / Emergency Response	142	monthly	\$ _____	12	\$ _____
D62 Central Heating Plant	105	monthly	\$ _____	12	\$ _____
D70 Syncrolift Control Building	100	monthly	\$ _____	12	\$ _____
D108 Rigging Shop	446	monthly	\$ _____	12	\$ _____
D125 Crypto Unit	1,490	monthly	\$ _____	12	\$ _____
D126 Health Unit / Safety Office	309	monthly	\$ _____	12	\$ _____
D126A Center Gate	15	monthly	\$ _____	12	\$ _____
D155 Base Logistics	1,271	monthly	\$ _____	12	\$ _____
D165 CANFLANT Squadron	1,265	monthly	\$ _____	12	\$ _____
D166 MOG 5 HQ	1,560	monthly	\$ _____	12	\$ _____
D172 Crane Shack	70	monthly	\$ _____	12	\$ _____
D174 Shipwright Shop	313	monthly	\$ _____	12	\$ _____
D175 FMFCS Paint Shop	51	monthly	\$ _____	12	\$ _____
D190 Niobe Gate	10	monthly	\$ _____	12	\$ _____
D192 Rainbow Gate	25	monthly	\$ _____	12	\$ _____
D193 HMCS Scotian	2,880	monthly	\$ _____	12	\$ _____
D194 Submarine Refit	726	monthly	\$ _____	12	\$ _____
D196 Base Fire Services	321	monthly	\$ _____	12	\$ _____
D200 FMF Cape Scott (FMFCS)	10,564	monthly	\$ _____	12	\$ _____
D201 Main Guy Building	10,041	monthly	\$ _____	12	\$ _____
D206 Base Logistics	3,255	monthly	\$ _____	12	\$ _____
D207 HAZMAT	51	monthly	\$ _____	12	\$ _____
D216 Fleet Fitness & Sports Centre	2,690	monthly	\$ _____	12	\$ _____
D247 Combat Systems Facility	1,968	monthly	\$ _____	12	\$ _____

D262 Admiral's Gate	20	monthly	\$ _____	12	\$ _____
D273T Washroom Trailer	13	monthly	\$ _____	12	\$ _____
D294 Sub Shelter	300	monthly	\$ _____	12	\$ _____
FMFCS Modular Office Complex	566	monthly	\$ _____	12	\$ _____
<b>Total evaluated price Option Year 1 - Table 3A</b>					\$ _____

<b>Table 3B - Task Authorization (as and when requested basis) Option Year 1 Pricing April 1, 2020 to March 31, 2021 (for evaluation purposes only)</b>				
<b>Description</b>	<b>Unit of Measure</b>	<b>Unit Rate (A)</b>	<b>Estimated Usage (B)</b>	<b>Bid Price (C) = (A) x (B)</b>
Cleaner/Labourer: Normal working hours, Monday to Friday, 0630 – 1700.	per hour	\$ _____	30	\$ _____
Cleaner/Labourer: Outside normal working hours (evenings, weekends and holidays)	per hour	\$ _____	10	\$ _____
Supervisor: Normal working hours, Monday to Friday, 0630 – 1700.	per hour	\$ _____	20	\$ _____
Supervisor: Outside normal working hours (evenings, weekends and holidays)	per hour	\$ _____	10	\$ _____
<b>Total evaluated price Option Year 1 - Table 3B</b>				\$ _____

**Table 4A - Service Contract – Option Year 2, April 1, 2021 to March 31, 2022**

<b>Building</b>	<b>Area (m<sup>2</sup>)</b>	<b>Unit of Measure</b>	<b>Price per unit (A)</b>	<b>Estimated Usage (B)</b>	<b>Extended Price (C) = (A) x (B)</b>
D2 RPOS(H) Shops	481	monthly	\$_____	12	\$_____
D5 CFNOS	507	monthly	\$_____	12	\$_____
D20 Electronics Workshop	4,223	monthly	\$_____	12	\$_____
D22 CSOR	774	monthly	\$_____	12	\$_____
D40 Base Logistics	1,552	monthly	\$_____	12	\$_____
D40A Base Imaging / MP	1,735	monthly	\$_____	12	\$_____
D53 Ship's Cabling Shop	300	monthly	\$_____	12	\$_____
D57 QHM / Emergency Response	142	monthly	\$_____	12	\$_____
D62 Central Heating Plant	105	monthly	\$_____	12	\$_____
D70 Syncrolift Control Building	100	monthly	\$_____	12	\$_____
D108 Rigging Shop	446	monthly	\$_____	12	\$_____
D125 Crypto Unit	1,490	monthly	\$_____	12	\$_____
D126 Health Unit / Safety Office	309	monthly	\$_____	12	\$_____
D126A Center Gate	15	monthly	\$_____	12	\$_____
D155 Base Logistics	1,271	monthly	\$_____	12	\$_____
D165 CANFLANT Squadron	1,265	monthly	\$_____	12	\$_____
D166 MOG 5 HQ	1,560	monthly	\$_____	12	\$_____
D172 Crane Shack	70	monthly	\$_____	12	\$_____
D174 Shipwright Shop	313	monthly	\$_____	12	\$_____
D175 FMFCS Paint Shop	51	monthly	\$_____	12	\$_____
D190 Niobe Gate	10	monthly	\$_____	12	\$_____
D192 Rainbow Gate	25	monthly	\$_____	12	\$_____
D193 HMCS Scotian	2,880	monthly	\$_____	12	\$_____
D194 Submarine Refit	726	monthly	\$_____	12	\$_____
D196 Base Fire Services	321	monthly	\$_____	12	\$_____

Solicitation No. - N° de l'invitation  
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W010C-18-0082

Amd. No. - N° de la modif.  
File No. - N° du dossier  
hal-7-79216

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D200 FMF Cape Scott (FMFCS)	10,564	monthly	\$_____	12	\$_____
D201 Main Guy Building	10,041	monthly	\$_____	12	\$_____
D206 Base Logistics	3,255	monthly	\$_____	12	\$_____
D207 HAZMAT	51	monthly	\$_____	12	\$_____
D216Fleet Fitness & Sports Centre	2,690	monthly	\$_____	12	\$_____
D247 Combat Systems Facility	1,968	monthly	\$_____	12	\$_____
D262 Admiral's Gate	20	monthly	\$_____	12	\$_____
D273T Washroom Trailer	13	monthly	\$_____	12	\$_____
D294 Sub Shelter	300	monthly	\$_____	12	\$_____
FMFCS Modular Office Complex	566	monthly	\$_____	12	\$_____
<b>Total evaluated price Option Year 2 - Table 4A</b>					\$_____

**Table 4B - Task Authorization (as and when requested basis) Option Year 2 Pricing  
April 1, 2021 to March 31, 2022 (for evaluation purposes only)**

Description	Unit of Measure	Unit Rate (A)	Estimated Usage (B)	Bid Price (C) = (A) x (B)
Cleaner/Labourer: Normal working hours, Monday to Friday, 0630 – 1700.	per hour	\$ _____	30	\$ _____
Cleaner/Labourer: Outside normal working hours (evenings, weekends and holidays)	per hour	\$ _____	10	\$ _____
Supervisor: Normal working hours, Monday to Friday, 0630 – 1700.	per hour	\$ _____	20	\$ _____
Supervisor: Outside normal working hours (evenings, weekends and holidays)	per hour	\$ _____	10	\$ _____
<b>Total evaluated price Option Year 2 - Table 4B</b>				\$ _____

**Table 5A - Service Contract – Option Year 3, April 1, 2022 to March 31, 2023**

Building	Area (m²)	Unit of Measure	Price per unit (A)	Estimated Usage (B)	Extended Price (C) = (A) x (B)
D2 RPOS(H) Shops	481	monthly	\$ _____	12	\$ _____
D5 CFNOS	507	monthly	\$ _____	12	\$ _____
D20 Electronics Workshop	4,223	monthly	\$ _____	12	\$ _____
D22 CSOR	774	monthly	\$ _____	12	\$ _____
D40 Base Logistics	1,552	monthly	\$ _____	12	\$ _____
D40A Base Imaging / MP	1,735	monthly	\$ _____	12	\$ _____
D53 Ship's Cabling Shop	300	monthly	\$ _____	12	\$ _____
D57 QHM / Emergency Response	142	monthly	\$ _____	12	\$ _____
D62 Central Heating Plant	105	monthly	\$ _____	12	\$ _____
D70 Syncrolift Control Building	100	monthly	\$ _____	12	\$ _____
D108 Rigging Shop	446	monthly	\$ _____	12	\$ _____
D125 Crypto Unit	1,490	monthly	\$ _____	12	\$ _____
D126 Health Unit / Safety Office	309	monthly	\$ _____	12	\$ _____
D126A Center Gate	15	monthly	\$ _____	12	\$ _____

D155 Base Logistics	1,271	monthly	\$_____	12	\$_____
D165 CANFLANT Squadron	1,265	monthly	\$_____	12	\$_____
D166 MOG 5 HQ	1,560	monthly	\$_____	12	\$_____
D172 Crane Shack	70	monthly	\$_____	12	\$_____
D174 Shipwright Shop	313	monthly	\$_____	12	\$_____
D175 FMFCS Paint Shop	51	monthly	\$_____	12	\$_____
D190 Niobe Gate	10	monthly	\$_____	12	\$_____
D192 Rainbow Gate	25	monthly	\$_____	12	\$_____
D193 HMCS Scotian	2,880	monthly	\$_____	12	\$_____
D194 Submarine Refit	726	monthly	\$_____	12	\$_____
D196 Base Fire Services	321	monthly	\$_____	12	\$_____
D200 FMF Cape Scott (FMFCS)	10,564	monthly	\$_____	12	\$_____
D201 Main Guy Building	10,041	monthly	\$_____	12	\$_____
D206 Base Logistics	3,255	monthly	\$_____	12	\$_____
D207 HAZMAT	51	monthly	\$_____	12	\$_____
D216Fleet Fitness & Sports Centre	2,690	monthly	\$_____	12	\$_____
D247 Combat Systems Facility	1,968	monthly	\$_____	12	\$_____
D262 Admiral's Gate	20	monthly	\$_____	12	\$_____
D273T Washroom Trailer	13	monthly	\$_____	12	\$_____
D294 Sub Shelter	300	monthly	\$_____	12	\$_____
FMFCS Modular Office Complex	566	monthly	\$_____	12	\$_____
<b>Total evaluated price Option Year 3 - Table 5A</b>					<b>\$_____</b>

**Table 5B - Task Authorization (as and when requested basis) Option Year 3 Pricing  
April 1, 2022 to March 31, 2023 (for evaluation purposes only)**

Description	Unit of Measure	Unit Rate (A)	Estimated Usage (B)	Bid Price (C) = (A) x (B)
Cleaner/Labourer: Normal working hours, Monday to Friday, 0630 – 1700.	per hour	\$_____	30	\$_____
Cleaner/Labourer: Outside normal working hours (evenings, weekends and holidays)	per hour	\$_____	10	\$_____
Supervisor: Normal working hours, Monday to Friday, 0630 – 1700.	per hour	\$_____	20	\$_____
Supervisor: Outside normal working hours (evenings, weekends and holidays)	per hour	\$_____	10	\$_____
<b>Total evaluated price Option Year 3 - Table 5B</b>				\$_____

**Total Bid Price for Evaluation (Sum of Tables 1A, 1B, 2A, 2B, 3A, 3B, 4A, 4B, 5A, 5B)**

Table 1A Total \$ \_\_\_\_\_  
Table 1B Total \$ \_\_\_\_\_  
Table 2A Total \$ \_\_\_\_\_  
Table 2B Total \$ \_\_\_\_\_  
Table 3A Total \$ \_\_\_\_\_  
Table 3B Total \$ \_\_\_\_\_  
Table 4A Total \$ \_\_\_\_\_  
Table 4B Total \$ \_\_\_\_\_  
Table 5A Total \$ \_\_\_\_\_  
Table 5B Total \$ \_\_\_\_\_

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**Total Bid Price \$ \_\_\_\_\_**



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## **ANNEX “C”**

### **SECURITY REQUIREMENTS CHECK LIST**

See Annex “C” – Security Requirements Check List

## ANNEX D

### 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. Owners' or Contractors' Protective Liability: Covers the damages that the Contractor becomes legally obligated to pay arising out of the operations of a subcontractor.
  - m. Non-Owned Automobile Liability - Coverage for suits against the Contractor resulting from the use of hired or non-owned vehicles.
  - n. Litigation Rights: Pursuant to subsection 5(d) of the [Department of Justice Act](#), S.C. 1993, c. J-2, s.1, if a suit is instituted for or against Canada which the Insurer would, but for this clause, have the right to pursue or defend on behalf of Canada as an Additional Named Insured under the insurance policy, the Insurer must promptly contact the Attorney General of Canada to agree on the legal strategies by sending a letter, by registered mail or by courier, with an acknowledgement of receipt.

**For the province of Quebec, send to:**

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

**For other provinces and territories, send to:**

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

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

**2. Automobile Liability Insurance**

1. The Contractor must obtain Automobile 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.
2. The policy must include the following:
  - a. Third Party Liability - \$2,000,000 Minimum Limit per Accident or Occurrence
  - b. Accident Benefits - all jurisdictional statutes
  - c. Uninsured Motorist Protection
  - d. Notice of Cancellation: The Insurer will endeavour to provide the Contracting Authority thirty (30) days written notice of cancellation.

## **ANNEX “E” 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 “F”

### MANDATORY TECHNICAL CRITERIA

Item	Mandatory Technical Criteria
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 H
3	Submission of prices and rates in accordance with Annex B, Basis of Payment

#### 1. Contractor's Experience and Past Performance

The bidder must provide evidence of its experience and past performance by referencing two (2) projects or contractors satisfactorily rendered for a minimum of twelve (12) consecutive months within the past five (5) years, wherein the range of janitorial services provided as similar to those described in this Request for Proposal (RFP).

Please provide the information in the format shown below and submit a separate table for each project.

<b>Project/Contract Reference No. 1</b>	
Name of client organization or company	Name: _____
Name and title of client contact	Name: _____ Title: _____
Telephone and facsimile number of client contact:	Phone No: _____ Fax No.: _____
Approximate size in square meters of the cleanable area of the project or contract:	_____square meters
Location/site of the project or contract:	_____
Value of the project or contract	\$ _____
Performance period of the project or contract (indicate month and year)	From: Month _____ Year _____ To: Month _____ Year _____
Description of Project or Contract:	

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Project/Contract Reference No. 2	
Name of client organization or company	Name: _____
Name and title of client contact	Name: _____ Title: _____
Telephone and facsimile number of client contact:	Phone No: _____ Fax No.: _____
Approximate size in square meters of the cleanable area of the project or contract:	_____square meters
Location/site of the project or contract:	_____
Value of the project or contract	\$ _____
Performance period of the project or contract (indicate month and year)	From: Month _____ Year _____ To: Month _____ Year _____
Description of Project or Contract:	

Solicitation No. - N° de l'invitation

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## **ANNEX “G”**

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

See attached



## ANNEX H

### PERSONNEL SECURITY INFORMATION

The Bidder must provide the following information regarding proposed personnel who may provide services against a resulting contract (as per Part 7, Article 3). A minimum of twelve (12) cleared employees must be provided including the proposed working supervisor.

#### ***PROPOSED PERSONNEL***

	<b>Legal Name (First, Last)</b>	<b>Date of Birth (Day/Month/Year)</b>	<b>Position</b>	<b>Clearance Number</b>
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				

Department of National Defence



Specifications  
Janitorial Service Contract  
for

**HMC Dockyard**

CFB Halifax, NS

<u>Section</u>	<u>Title</u>	<u>Pages</u>
<u>Division 01 - General Requirements</u>		
01 11 00	General Instructions	16
01 35 15	Industrial Security	4
01 35 30	Health and Safety Requirements	7
01 35 35	DND Fire Safety Requirements	5
01 35 43	Environmental Procedures	2
01 61 00	Material and Equipment	7
01 70 00.00	Annex A MARLANT Solid Waste Management Program	2
01 70 00.01	Annex B Quality Standards	7
01 70 00.02	Annex C Cleaning Frequency	3
01 70 00.03	Annex D Inspection Report	3
01 70 00.04	Annex E Sample Invoice	2

PART 1 - GENERAL

1.1 DEFINITIONS

- .1 As Required:
  - .1 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:
  - .1 Canadian General Standards Board.
- .3 Clean:
  - .1 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:
  - .1 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:
  - .1 A Real Property Operations employee assigned on a rotating basis whose responsibility is to coordinate after-hours jobs.
- .6 Flight of Stairs:
  - .1 Includes steps and risers situated between two floor levels including landing (s).
- .7 High Traffic Areas:
  - .1 Includes entrance lobbies, elevator lobbies, corridors and traffic aisles in open office space.
- .8 Inspector:

1.1 DEFINITIONS  
(Cont'd)

- .8 (Cont'd)
  - .1 The Janitorial Contract Inspector that acts on behalf of the Janitorial Administrator to oversee janitorial service delivery.
- .9 Litter:
  - .1 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.
- .10 Non-working Supervisor:
  - .1 A Contractor representative who is assigned only supervisory duties.
- .11 Supervisor:
  - .1 See "Working Supervisor".
- .12 WHMIS:
  - .1 Workplace Hazardous Materials Information System.
- .13 Working Supervisor:
  - .1 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, transportation and supervision 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 quality standards given in Annex B and the cleaning frequency rate provided in Annex C.

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 Real Property Operations Section - Halifax (RPOS (H)).
- .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 buildings 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 or storage areas (except janitorial storage areas);
  - .4 interior of trophy and display cases;
  - .5 interior of appliances (e.g. refrigerators and microwave ovens. etc.);
  - .6 indoor games equipment (e.g. billiards tables);

1.5 WORK NOT INCLUDED  
(Cont'd)

- .1 (Cont'd)
- .7 NPF operated facilities;
- .8 galleys;
- .9 dining rooms;
- .10 removal of books from bookcases;
- .11 replacement of fluorescent tubes;
- .12 rented vending machines or water coolers covered by other service agreements;
- .13 desks of facility / staff;
- .14 office equipment, workstations and personal property of occupants;
- .15 chalkboards and whiteboards;
- .16 ventilation ceiling air diffuser;
- .17 the following areas of building D201:
- .1 Admiral's suite and the three adjacent offices on level 6;
- .2 General's suite and the three adjacent offices on level 4; and
- .3 all shield areas on level 1, 2 and 3.
- .18 disaster recovery services such as:
- .1 water damage restoration;
- .2 fire damage restoration;
- .3 bio-hazards wastes (e.g. blood, vomit or excessive feces, rats and mice droppings, etc.);
- .4 oil leak / spill clean up; and
- .5 odour removal.

1.6 SPECIAL INSTRUCTIONS

- .1 Telephones:

1.6 SPECIAL INSTRUCTIONS  
(Cont'd)

- .1 (Cont'd)
  - .1 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 Base Telecom Officer.
- .2 Electrical outlets (computers):
  - .1 Electrical outlets dedicated to or associated with computer equipment will not be used to provide electrical power for cleaning equipment.
- .3 Washrooms:
  - .1 Washrooms in buildings D200, D201 and D247 must be cleaned twice daily (morning and afternoon).
  - .2 Washroom service check-sheets must be provided by the Contractor and utilized accordingly.
- .4 Carpets:
  - .1 All carpets located in office areas must be vacuumed once per week with a maximum of 8 days in-between.
- .5 Desk-Side and Office Garbage Containers:
  - .1 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 empty the desk-side and office garbage containers in the appropriate centralized sorting stations.
- .6 Glass Surfaces:
  - .1 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.



1.6 SPECIAL INSTRUCTIONS  
(Cont'd)

- .6 (Cont'd)
  - .1 (Cont'd)
    - .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 Entrances:
  - .1 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.
- .8 Classrooms:
  - .1 Classrooms require cleaning on a flexible basis. The Supervisor will coordinate cleaning efforts with the classroom users to minimize the impact on operations.
- .9 Hand Sanitizer:
  - .1 All wall mounted hand sanitizer dispensers must be replenished as required with solution provided by unit.
- .10 Corridors:
  - .1 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.

1.7 LOCATION OF JOB SITES  
& AREAS TO BE SERVICED

- .1 The following buildings of HMC Dockyard to be serviced, the required cleanable area in square meters and mandatory minimum daily person-hours for each building:
  - .1 D2 RPOS(H) Shops - 481 m<sup>2</sup>:
    - .1 Monday - Friday (2 hrs).
  - .2 D5 CFNOS Seamanship School - 507 m<sup>2</sup>:
    - .1 Monday - Friday (2 hrs).

1.7 LOCATION OF JOB SITES  
& AREAS TO BE SERVICED  
(Cont'd)

- .1 (Cont'd)
- .2 (Cont'd)
- .3 D20 Electronics Workshop - 4,223 m<sup>2</sup>:
  - .1 Monday - Friday (12 hrs).
- .4 D22 CSOR - 774 m<sup>2</sup>:
  - .1 Monday - Friday (6 hrs).
- .5 D40 Base Logistics - 1,552 m<sup>2</sup>:
  - .1 Monday - Friday (6 hrs).
- .6 D40A Base Imaging / Military Police - 1,735 m<sup>2</sup>:
  - .1 Monday - Friday (6 hrs).
- .7 D53 Ships Cabling Shop - 300 m<sup>2</sup>:
  - .1 Monday - Friday (2 hrs).
- .8 D57 QHM / Emergency Response - 142 m<sup>2</sup>:
  - .1 Monday - Friday (1 hr).
- .9 D62 Central Heating Plant - 105 m<sup>2</sup>:
  - .1 Monday - Friday (1 hr).
- .10 D70 Syncrolift Control Building - 100 m<sup>2</sup>:
  - .1 Monday - Friday (0.5 hr).
- .11 D108 Sail Loft / Rigging Shop - 446 m<sup>2</sup>:
  - .1 Monday - Friday (2 hrs).
- .12 D125 Crypto Support Unit - 1,490 m<sup>2</sup>:
  - .1 Monday - Friday (4 hrs).
- .13 D126 Health Unit / Safety office - 309 m<sup>2</sup>:
  - .1 Monday - Friday (1 hr).
- .14 D126A Center gate - 15 m<sup>2</sup>:

1.7 LOCATION OF JOB SITES  
& AREAS TO BE SERVICED  
(Cont'd)

- .1 (Cont'd)
- .14 (Cont'd)
- .1 Monday - Friday (0.5 hr).
- .15 D155 Base Logistics - 1,271 m<sup>2</sup>:
- .1 Monday - Friday (4 hrs).
- .16 D165 CANFLANT Squadron / FMFCS - 1,265 m<sup>2</sup>:
- .1 Monday - Friday (8 hrs).
- .17 D166 FMFCS / MOG 5 HQ - 1,560 m<sup>2</sup>:
- .1 Monday - Friday (8 hrs).
- .18 D172 Crane Shack - 70 m<sup>2</sup>:
- .1 Monday - Friday (0.5 hr).
- .19 D174 Shipwright Shop - 313 m<sup>2</sup>:
- .1 Monday - Friday (1.5 hrs).
- .20 D175 FMFCS Paint Shop - 51 m<sup>2</sup>:
- .1 Monday - Friday (1 hr).
- .21 D190 Niobe Gate - 10 m<sup>2</sup>:
- .1 Monday - Friday (0.5 hr).
- .22 D192 Rainbow Gate - 25 m<sup>2</sup>:
- .1 Monday - Friday (0.5 hr).
- .23 D193 HMCS Scotian - 2,880 m<sup>2</sup>:
- .1 Monday - Friday (6 hrs).
- .24 D194 Submarine Refit Accommodation - 726 m<sup>2</sup>:
- .1 Monday - Friday (2.5 hrs).
- .25 D196 Base Fire Services - 321 m<sup>2</sup>:
- .1 Monday - Friday (2 hrs).
- .26 D200 FMF Cape Scott (FMFCS) - 10,564 m<sup>2</sup>:

1.7 LOCATION OF JOB SITES  
& AREAS TO BE SERVICED  
(Cont'd)

- .1 (Cont'd)
  - .26 (Cont'd)
    - .1 Monday - Friday (64 hrs).
  - .27 D201 Main Guy Building - 10,041 m<sup>2</sup>:
    - .1 Monday - Friday (24 hrs).
    - .2 Saturday, Sunday and holidays (8 hrs).
  - .28 D206 Base Logistics - 3,255 m<sup>2</sup>:
    - .1 Monday - Friday (6 hrs).
  - .29 D207 Hazardous Material (HAZMAT) - 51 m<sup>2</sup>:
    - .1 Monday - Friday (0.5 hr).
  - .30 D216 Fleet Fitness & Sports Centre - 2,690 m<sup>2</sup>:
    - .1 Monday - Friday (16 hrs).
  - .31 D247 Combat Systems Facility - 1,968 m<sup>2</sup>:
    - .1 Monday - Friday (12 hrs).
  - .32 D262 Admiral's gate - 20 m<sup>2</sup>:
    - .1 Monday - Friday (0.5 hr).
  - .33 D273T Washroom trailer - 13 m<sup>2</sup>:
    - .1 Monday - Friday (1 hr).
  - .34 D294 Sub Shelter - 300 m<sup>2</sup>:
    - .1 Monday - Friday (2 hrs).
  - .35 FMF Cape Scott Modular Office Complex - 566 m<sup>2</sup>:
    - .1 Monday - Friday (2 hrs).
- .2 Total area: 50,139 m<sup>2</sup>.
- .3 Total mandatory daily person-hours:
  - .1 Monday - Friday: 208.5 hours;

1.7 LOCATION OF JOB SITES  
& AREAS TO BE SERVICED  
(Cont'd)

- .3 (Cont'd)
- .2 Saturday, Sunday, holidays: 8 hours.
- .4 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 SCHEDULE  
REQUIREMENTS

- .1 The Contractor will provide service, Monday to Friday with the following exceptions:
  - .1 Federal statutory holidays.
- .2 The Contractor will provide janitorial services seven (7) days a week including statutory holidays to the following building:
  - .1 D201 Main Guy Bldg.
    - .1 Saturday, Sunday and statutory holidays (as per Annex C Cleaning Frequency).
- .3 D216 Fleet Fitness & Sports Centre:
  - .1 Janitorial services must be provided Monday-Friday between the hours of 07:00-15:30.
- .4 At buildings where signing a logbook is required to gain entry, the in / out times inscribed therein must reflect the actual cleaning start and end times.

1.9 SECURITY CLEARANCE  
REQUIREMENT

- .1 Level II security clearance is required for all janitorial staff working in building D201.

1.10 SNOW / ICE REMOVAL

- .1 The Contractor will be responsible seven (7) days per week 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 for clearing ice and snow from main entrances, fire escapes and their associated steps, landings and walkways in accordance with the following points:

1.10 SNOW / ICE REMOVAL  
(Cont'd)

- .2 (Cont'd)
- .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 a maximum of 10 feet of entrance doors 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 quality 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 may employ personnel separate from the normal janitorial staff for snow / ice removal so long as they meet the security requirements of this Contract.

1.11 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 CFB Halifax, all employees and representatives of the Contractor must comply with all of the Standing Orders as promulgated by Base 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 MARLANT building.
  - .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.

- 
- |   |    |   |
|---|----|---|
| <u>1.11 SITE ACCESS AND KEYS<br/>(Cont'd)</u> | .3 | (Cont'd)  |
|   | .2 | Contractors may be given keys for janitorial storage areas.   |
|   | .4 | Contractors should not be expected or relied upon to open any building for CF / DND personnel.  |
| <br>  |    |   |
| <u>1.12 PRE-JOB MEETING</u>                   | .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.   |
| <br>  |    |   |
| <u>1.13 CONTRACTOR PASSES</u>                 | .1 | All Contractor employees will carry an authorized Contractor Pass on their persons when employed on DND property. Such passes will be produced on demand to military police, commissionaires, security guards and persons in authority.   |
|   | .1 | In order to obtain a Contractor's pass, the Contractor must have an approved Visitor Clearance Request (VCR) and up to date security clearance for each employee. The Janitorial Administrator will not sign the forms until proof of VCR and security clearance have been completed. |
|   | .2 | The Contractor will complete application forms for Contractor passes for each individual and submit them to the Janitorial Administrator for approval signature. The Contractor will accompany the employee to the Dockyard Identification Section for issuance of passes.            |
|   | .2 | The Contractor will ensure Contractor passes are recovered from employees who cease to be employees of the company or who cease to be employed on DND property. Such passes must be immediately returned to the Identification Pass office.   |
|   | .3 | Vehicle passes will be issued in sufficient quantities to provide the Contractor vehicle access for delivery of materials and equipment. Vehicle passes will not generally be issued to individual Contractor employees.  |
| <br>  |    |   |
| <u>1.14 PARKING</u>                           | .1 | The Contractor may have to pay for parking at the HMC Dockyard.   |
-

1.15 STAFF COMPETENCE  
AND CONDUCT

- .1 The Contractor must not employ anyone unfit or unskilled for the intended duties.
- .2 All employees must be in good general health, and physically capable of performing all assigned duties.
- .3 Disorderly conduct, use of abusive or offensive language, quarrelling, intimidation by words, actions, or fighting, and participation in any activity that interferes with MARLANT operations must not be condoned.
- .4 The Janitorial Administrator reserves the right to require the dismissal from the site any workers deemed, unproductive, incompetent, careless, insubordinate or otherwise objectionable.
- .5 In disputes regarding the fitness of employees, the Janitorial Administrator's decision is final.

1.16 SUPERVISION

- .1 The Contractor must provide a non-working supervisor dedicated solely to this Contract.
- .2 The Contractor will provide the Janitorial Administrator with the name of the authorized supervisor (s) containing the following items:
  - .1 full name; and
  - .2 contact numbers (cellular phone, pager, etc.).
- .3 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.
- .4 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.
- .5 It is the supervisor's responsibility to ensure all work is completed to the quality standard specified herein prior to departure from the worksite.

1.17 QUALITY AND  
INSPECTION

- .1 The Contractor is responsible to ensure the quality of the work meets the minimum quality standards specified in Annex B - Quality Standards.



1.17 QUALITY AND  
INSPECTION  
(Cont'd)

- .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.

1.18 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.

1.19 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 CFB Halifax, NS.
- .2 Contractor Site Supervisors and staff must be conversant with MARLANT Solid Waste Management Program as outlined in Annex A.

1.20 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.
- .2 Wet floor signs must be collapsible and conform to latest version of "Signs and Symbols for the Workplace".

1.21 WORKSITE  
IRREGULARITIES

- .1 The Contractor must notify the Janitorial Administrator of irregularities in the worksite such as:
  - .1 mechanical, electrical, or structural defects;
  - .2 vandalism or cases of wilful neglect by building occupants; or
  - .3 any other situations beyond the scope of work.
- .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.
  - .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.

1.22 UNIFORMS

- .1 All Contractor cleaning staff must wear uniforms while at the worksite; uniforms will be provided at the expense of the Contractor.
- .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.

1.23 SERVICE CALLS

- .1 The Contractor will provide a 24-hour "call-in" service as and when requested by the Janitorial Administrator.
- .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.

1.23 SERVICE CALLS  
(Cont'd)

- .3 Other than the number of regularly scheduled persons, 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.

1.24 NOTICE OF  
ADDITIONAL  
REQUIREMENTS

- .1 Occasionally, a "Task Authorization (DND 626)" 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 DND 626 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.

PART 2 - PRODUCTS

2.1 NOT USED

- .1 Not used.

PART 3 - EXECUTION

3.1 NOT USED

- .1 Not used.

PART 1 - GENERAL

1.1 RELATED  
REQUIREMENTS

- .1 Precedence:
  - .1 Division 1 sections take precedence over technical specifications in other Divisions of this specification.

1.2 DEFINITIONS

- .1 Canadian Industrial Security Directorate (CISD):
  - .1 A government agency that developed the Industrial Security Manual.
- .2 Company Security Officer (CSO):
  - .1 The CSO is the organization's official point of contact with the Industrial Security Program (ISP). He or she is responsible for monitoring the organization's security profile, addressing security issues, and is accountable to the ISP and to the organization's designated Key Senior Official on all industrial security matters.
- .3 Contractor CSO:
  - .1 The employee of the Contractor's company who is the CSO.
- .4 Industrial Security Manual (ISM):
  - .1 The ISM is a ready and simple reference which tells Company Security Officers what they must know about Canadian government security standards and procedures and how to ensure that their organization meets these security requirements.
- .5 Industrial Security Program (ISP):
  - .1 The Industrial Security Program (ISP) helps industry to participate in Government of Canada and foreign government contracts. CISD provide security screening services needed for contractors before their employees can work with Protected or Classified information and assets.
- .6 Visit Clearance Request (VCR):

1.2 DEFINITIONS  
(Cont'd)

- .6 (Cont'd)
- .1 Is a form that is required to be filled out by an individual who requires access to sensitive DND property, personnel, information, assets and resources so they must be security screened at the appropriate level before commencement of their duties.
- .7 Restricted:
- .1 Refers to a situation where authorized persons only are allowed access to an area or information.
- .8 Security Requirements Check List (SRCL):
- .1 The Security Requirements Check List (SRCL) is a Treasury Board Secretariat (TBS) form used to define the security requirements for a contract. The SRCL represents an evaluation of security threats and risks that may arise through the contracting process.
- .9 Sensitive:
- .1 Records that are sensitive contain information that can cause different degrees of injury to an individual, a company, or the country if the information were disclosed in an unauthorized manner.

1.3 REFERENCE SITES

- .1 Public Services and Procurement Canada (PSPC) Industrial Security:
- .1 <http://ssi-iss.tpsgc-pwgsc.gc.ca/index-eng.html>

1.4 GENERAL

- .1 Security requirements must form part of the Contract between DND and industry when defined by a Security Requirement Check List (SRCL).
- .2 A Security Requirement Check List (SRCL) is a form that is used to define the security requirements associated with all contracts. The SRCL ensures that the appropriate security clauses are identified so they may be incorporated into the contract, thereby legally binding the parties to meet the contract's security requirements.
- .1 The SRCL must accompany all Contract documents including subcontracts that contain security requirements.

1.4 GENERAL  
(Cont'd)

- .3 If multiple levels of screening are required, a Security Classification Guide may have been provided along with the SRCL as a contractual document. This document will provide further information related to security requirements when dealing with multiple levels of clearances within the Contract.

1.5 PRIVATE SECTOR  
ORGANIZATION  
SCREENING AND  
CLEARANCES

- .1 Companies who will need access to or who will retain controlled goods, Protected or Classified property, information, assets or resources must be cleared as follows:
- .1 Companies must be cleared to safeguard the highest level of information and asset to be retained.
- .1 Designated Organization Screening (DOS) is required for access to Protected information, assets and secure work sites, as part of a Contract, and as long they need-to-know. (Reliability Status).
- .2 Facility Security Clearance (FSC) is required for access to Protected or Classified information, assets, and secure worksites, as part of a contract, and as long as they have a need-to-know (Secret status).
- .3 Document Safeguarding Capability (DSC) is required by contract to work on Protected and / or Classified information at their own worksite.
- .4 Companies who will electronically process and / or transmit sensitive electronic data on their information technology systems must have the Authority to Process IT and must obtain the mandatory IT written approval letter from the ISP for the level of security requested.

1.6 PERSONNEL SECURITY  
SCREENING

- .1 Contracts with DND may require employees of the Contractor to access Protected and / or Classified information, assets or work sites. In these cases, the personnel who must have access to information and / or work site must have their personnel security screening completed. Please refer to PSPC website for more information.
- .2 Refer to PSPC website for the process to obtain a security screening.

1.7 VISIT CLEARANCE  
REQUESTS (VCR)  
APPROVAL

- .1 All individuals (including subcontractors) who will have access to sensitive DND information, assets, resources, or work sites must be security screened before submitting a visit clearance request (VCR).
- .2 The VCR process verifies that those who are permitted access onto DND property have the required clearance level as outlined within the Security Requirement Check List (SRCL) for the Contract.
- .3 All employees of the successful bidder who will be working on the contract require a VCR. The Contractor's CSO must forward the completed form to the Engineer for processing.

1.8 RESPONSIBILITY

- .1 It is the responsibility of the Contractor to have no security breaches while undertaking the work for this Contract.

PART 2 - PRODUCTS

2.1 NOT USED

- .1 Not used.

PART 3 - EXECUTION

3.1 NOT USED

- .1 Not used.

PART 1 - GENERAL

1.1 CONSTRUCTION SAFETY  
MEASURES

- .1 Observe and enforce site 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:
    - .1 Verbal warning issued to the Contractor for the first violation of a safety regulation (Violation will be documented on Contract file, copy to Contractor and PSPC.).
  - .2 Second Violation:
    - .1 Written warning to Contractor for second violation of a safety regulation (Violation will be documented on Contract file, copy to Contractor and PSPC.).
  - .3 Third Violation:



1.1 CONSTRUCTION SAFETY MEASURES  
(Cont'd)

.5

(Cont'd)

.3 (Cont'd)

.1 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 Real Property Operations Section - Halifax (RPOS(H)) contracts (Documented to Contract file, copies to Contractor and PSPC.).

.4 Serious Violation:

.1 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 and PSPC.).

.5 Charges Laid or Guilty Determination by Courts:

.1 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 RPOS(H) 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 Initial Hazard Assessment:

.1 Carried out upon notification of Contract award and / or prior to commencement of Work.

.2 On-going Hazard Assessments:

.1 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;

1.2 HAZARD ASSESSMENTS  
(Cont'd)

- .1 (Cont'd)
- .2 (Cont'd)
  - .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;
  - .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.
- .4 The Contractor must notify 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 Engineer. The Janitorial Administrator will make the necessary arrangements for testing the material as required.

1.3 ASBESTOS PRODUCTS &  
ASBESTOS ACTIVITY

- .1 Within the confines of the Base, 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:
  - .1 ensure safety of all personnel;

Operator must have the appropriate training before using the explosive actuated device.

1.5 FASTENING DEVICE  
EXPLOSIVE ACTUATED  
(Cont'd)

- .3 Follow the manufacturer's safety guidelines and ensure applicable personal protective equipment is used.

1.6 HOT WORK

- .1 All hot work activity is to take place with Janitorial Administrator's approval and written permission from the Base Fire Chief (hot work permit). Hot work permits and fire watch requirements will be provided by the Dockyard Fire Hall at 427-3500.
- .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.
- .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.
- .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/her 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 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, panelboards, 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.
- .3 In accordance with the CSA Standards Z462 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 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.

1.10 SAFETY  
(Cont'd)

- .2 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.
- .3 Contractor must ensure that all applicable personal protective equipment (PPE) is used.
  - .1 All personnel are required to wear hard hats, in accordance with CSA Z94.1, Industrial Protective Headwear.
  - .2 All personnel are required to wear safety footwear, in accordance with CSA Z195, Protective Footwear.
  - .3 All personnel are required to wear eye & face protection, in accordance with CSA Z94.3.1, Selection, Use and Care of Protective Eyewear.
  - .4 When and where noise level is above 85 decibels; all personnel are required to wear hearing protection, in accordance with CSA Z94.2, Hearing Protection Devices - Performance, Selection, Care and Use.
  - .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 CAN/CSA 94.4, Selection, Use, and Care of Respirators.
- .4 The Janitorial Administrator will coordinate arrangements for the Contractor to be briefed on site safety within fourteen (14) days of award of Contract.

PART 2 - PRODUCTS

2.1 NOT USED

- .1 Not used.

PART 3 - EXECUTION

3.1 NOT USED

- .1 Not used.

PART 1 - GENERAL

- 1.1 EMERGENCY REPORTING .1 Telephone numbers for emergency reporting will be provided by the Engineer at the fire safety briefing.
- 1.2 FIRE SAFETY ENFORCEMENT .1 Within the confines of the Base, the prescription and enforcement of mandatory fire safety measures will be exercised under the authority of the Base 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 Base 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 scaled by the Base Fire Chief necessary to protect work in progress and Contractor's physical plant on site.
- 1.6 SMOKING PRECAUTIONS .1 Smoking not permitted on DND property except in designated smoking areas. This includes smoking in passenger motor vehicles.

1.6 SMOKING PRECAUTIONS  
(Cont'd)

- .2 In accordance with these fire safety requirements particular to the work area and site, the Janitorial Administrator and Base Fire Chief will designate hazardous areas as well as non-restricted areas where smoking may be permitted.
- .3 Smoking is prohibited in all buildings.
- .4 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 FIRE  
INCIDENTS

- .1 Report immediately all fire incidents as follows:
  - .1 activate nearest fire alarm box;
  - .2 dial 9-1-1 or designated number given at the time of briefing; and
  - .3 telephone 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 AND  
EXTERIOR FIRE PROTECTION  
AND ALARM SYSTEM

- .1 Notify Base 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 Base Fire Chief.
- .2 Do not commence any such work until Janitorial Administrator confirms approval and direction by the Base Fire Chief.
- .3 Fire hydrants, standpipes and hose systems must not be used for other than fire fighting purposes unless authorized by the Janitorial Administrator and the Base Fire Chief, erecting of barricades and digging of trenches.



1.9 BLOCKAGE OF ACCESS  
FOR FIRE FIGHTING  
APPARATUS

- .1 Advise Base Fire Chief of work that would impede fire apparatus response. This includes violation of minimum overhead clearance, as prescribed by the Base Fire Chief.

1.10 RUBBISH AND WASTE  
MATERIALS

- .1 Storage:
  - .1 Where it is necessary to store oily waste in work areas exercise extreme care to ensure maximum cleanliness and safety.
  - .2 Deposit greasy or oily rags and materials subject to spontaneous combustion in approved receptacles approved by the Base Fire Chief and removed as directed by the Janitorial Administrator.
- .2 The burning of rubbish is prohibited.
- .3 Removal:
  - .1 Remove rubbish from work site at the end of 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 Base Fire Chief.
- .2 Keep flammable and combustible liquids must such as gasoline, kerosene and naphta for ready use in quantities not exceeding 30 litres provided that 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 Base Fire Chief.
- .3 The Janitorial Administrator reserves the right to require removal from the site any storage containers not acceptable to the Base 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 the vicinity of open flames or any type of heat producing devices.

1.11 FLAMMABLE AND  
COMBUSTIBLE LIQUIDS  
(Cont'd)

- .6 Do not use flammable liquids having flash point below 38 degrees C such as naphtha or gasoline as solvents or cleaning agents.
- .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, and measures prescribed by the Base Fire Chief.
- .2 Obtain from Base 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 Base Fire Chief. Contractors are responsible for providing fire watch service for work on scale established and in conjunction with Base Fire Chief at pre-work conference.
- .4 Provide ventilation where flammable liquids such as lacquers or urethanes are used, eliminate sources of ignition. Inform Base Fire Chief prior to and at cessation of such work.

1.13 FIRE INSPECTION

- .1 Co-ordinate site inspections by Base Fire Chief through Janitorial Administrator.
- .2 Allow Base Fire Chief unrestricted access to work site.
- .3 Co-operate with Base Fire Chief during routine fire safety inspection of work site.
- .4 Immediately remedy unsafe fire situations observed by Base Fire Chief.

PART 2 - PRODUCTS

2.1 NOT USED

- .1 Not used.

PART 3 - EXECUTION

<u>3.1 NOT USED</u>	.1	Not used.
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## PART 1 - GENERAL

### 1.1 DEFINITIONS

- .1 Environmental Pollution and Damage:
  - .1 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:
  - .1 Prevention / control of pollution and habitat or environment disruption during construction.

### 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 MARLANT and RPOS(H) Environmental Standard Operating Procedures (SOPs) as required.
- .3 All relevant information pertaining to the MARLANT Solid Waste Management 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 CFB Halifax Fire Department (See Section 01 35 35 DND Fire Requirements);
  - .2 notify the Janitorial Administrator for directions on how to proceed; and
  - .3 initiate clean-up in accordance with MARLANT and RPOS(H) Environmental Standard Operating Procedures (SOPs) if it is safe to do so.

PART 2 - PRODUCTS

- 2.1 NOT USED .1 Not used.

PART 3 - EXECUTION

- 3.1 NOT USED .1 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 (two ply);
  - .2 hand towel (roll or multi-fold);
  - .3 liquid germicidal soap;
  - .4 liquid hand soap;
  - .5 urinal deodorizer screen type;
  - .6 gloves, reusable or disposable (e.g. latex, vinyl, nitrile rubber);
  - .7 heavy duty, clear plastic bags for shredded paper, recyclables, and dry garbage; and
  - .8 sani-bags.
- .2 All material and cleaning supplies must be environmentally friendly / or green and scent free.
- .3 The estimated monthly usage of the major supply items is shown below:

**Supply Item - Minimum Monthly Requirement**

toilet tissue - 4080 rolls (85 boxes)

toilet tissue JRT - 20 rolls

paper hand towel - 2880 rolls (120 boxes)

liquid hand soap - 200 litres

urinal deodorizer screen - 140 screens

**D200 only:**

toilet tissue - 2160 rolls

toilet tissue JRT - 200 rolls

paper hand towel - 2400 rolls (100 boxes)

liquid hand soap - 160 litres green / 80 litres pink

**D201 only:**

toilet tissue JRT - 240 rolls

paper towels - 432 rolls

paper hand towel 800ft - 20 rolls

liquid hand soap - 24 litres

**D216 only:**

toilet tissue - 720 rolls

paper hand towel - 480 rolls

liquid hand soap - 48 litres

- .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.
  - .3 All vacuums must be equipped with Hepa filters.



1.5 EQUIPMENT  
REQUIREMENTS  
(Cont'd)

- .2 The following equipment is required for each or group of building:
- .1 D2 (shared with D5):
- .1 one (1) 350 RPM floor machine; and
- .2 one (1) vacuum cleaner.
- .2 D20 (shared with D57, D125, D196):
- .1 two (2) 350 RPM floor machines;
- .2 two (2) vacuum cleaners.
- .3 D22:
- .1 one (1) 350 RPM floor machine; and
- .2 one (1) vacuum cleaner.
- .4 D40:
- .1 one (1) 350 RPM floor machine; and
- .2 one (1) vacuum cleaner.
- .5 D40A:
- .1 one (1) 350 RPM floor machine; and
- .2 one (1) vacuum cleaner.
- .6 D155 (shared with D126):
- .1 one (1) 350 RPM floor machine; and
- .2 one (1) vacuum cleaner.
- .7 D165:
- .1 one (1) 350 RPM floor machine; and
- .2 one (1) vacuum.
- .8 D166 (shared with D172, D174 and D175):
- .1 one (1) 350 RPM floor machine; and

1.5 EQUIPMENT  
REQUIREMENTS  
(Cont'd)

- .2 (Cont'd)
  - .8 (Cont'd)
    - .2 one (1) vacuum.
  - .9 D193 (shared with D207):
    - .1 one (1) 350 RPM floor machine;
    - .2 one (1) vacuum; and
    - .3 one (1) automatic floor scrubber:
      - .1 The auto-scrubber must be equipped with soft nylon brushes or drive pad with proper pads for light scrubbing and buffing of rubber and hardwood as appropriate. It will be electrically or battery operated and equipped with solution regular controls.
  - .10 D200 (shared with D194):
    - .1 four (4) 350 RPM floor machines; and
    - .2 four (4) vacuums; and
    - .3 one (1) automatic floor scrubber (shared with D247):
      - .1 The auto-scrubber must be equipped with soft nylon brushes or drive pad with proper pads for light scrubbing and buffing of rubber and hardwood as appropriate. It will be electrically or battery operated and equipped with solution regular controls.
  - .11 D201:
    - .1 two (2) 350 RPM floor machines;
    - .2 four (4) vacuums equipped with wand and all accessories for edges and stairs;
    - .3 two (2) vacuums equipped with power head and accessories;
    - .4 one (1) hot water extraction carpet cleaner; and

1.5 EQUIPMENT  
REQUIREMENTS  
(Cont'd)

- .2 (Cont'd)
  - .11 (Cont'd)
    - .5 one (1) wet / dry pickup vacuum (minimum 5 gal capacity).
  - .12 D206 (shared with D108):
    - .1 one (1) 350 RPM floor machine; and
    - .2 one (1) vacuum cleaner.
  - .13 D216:
    - .1 one (1) 350 RPM floor machine;
    - .2 one (1) vacuum cleaner; and
    - .3 one (1) automatic floor scrubber:
      - .1 The auto-scrubber must be equipped with soft nylon brushes or drive pad with proper pads for light scrubbing and buffing of rubber and hardwood as appropriate. It will be electrically or battery operated and equipped with solution regular controls.
  - .14 D247:
    - .1 one (1) 350 RPM floor machine; and
    - .2 one (1) vacuum.
- .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 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 Ecologo 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

3.1 NOT USED

- .1 Not used.

## **Annex A – MARLANT Solid Waste Management Program**

### **1.0 Contact:**

- 1.1 For information contact the Janitorial Administrator.

### **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 – Quality Standards**

### **1.0 Typical Inspection Areas**

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

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

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

### **2.0 Quality Standards:** The supplier must meet the following standards:

#### **2.1 Cleaning: General**

- 2.1.1 All surfaces and objects specified in the contract must be free of dust, stains, spills, debris and soil immediately after cleaning operation.
- 2.1.2 Machinery and equipment must not block a passageway, or present a trip hazard.
- 2.1.3 Caution signs must be placed adjacent to the affected area on all approaches.
- 2.1.4 Furnishings moved by cleaners must be relocated to their original location.

#### **2.2 Spot Cleaning**

- 2.2.1 All affected areas must be clear of stains, streaks and soil.
- 2.2.2 All over-spray from spray applicators must be wiped clean from all surfaces.

## **2.3 Sweeping**

- 2.3.1 All floor areas including open areas and flooring around furniture legs and into corners be free of dirt and litter.

## **2.4 Cleaning with a hose**

- 2.4.1 All areas must clean of dirt, mud and debris with no water ponding as a result of the cleaning with a hose.
- 2.4.2 Equipment is removed and stored immediately after use.

## **2.5 Dust Mopping**

- 2.5.1 All floor areas including open areas and flooring around furniture legs and into corners must be free of debris and dust film.

## **2.6 Damp Mopping**

- 2.6.1 Floor areas including open areas and flooring around furniture legs and into corners must be free of surface stains, soil, mop streaks, loose mop strands and water spotting.
- 2.6.2 The Contractor must sweep or dry mop the area immediately before damp mopping.
- 2.6.3 The Contractor must start damp mopping with clean water and mop.
- 2.6.4 Walls, baseboards and other surfaces must be free of splash marks.

## **2.7 Wash Floors**

- 2.7.1 All standards outlined in "Damp Mopping" apply.
- 2.7.2 In addition, surfaces must be rinsed free of cleaning solution after floors are washed.
- 2.7.3 All areas must be free of dirt, stains, splashing, cleaning chemical and water accumulations.

## **2.8 Machine Scrubbing**

- 2.8.1 All areas must be free of dirt, stains, scuff marks, splashing, cleaning chemical and water accumulations.
- 2.8.2 Corners and other areas not accessible to a mechanical floor scrubber must be scrubbed manually.

## **2.9 Spray Buffing**

- 2.9.1 Following spray buffing; all areas must present an overall appearance of cleanliness, have a bright shine throughout and be free of debris and dust.
- 2.9.2 Spills, scuffs and stains must be removed prior to spray buffing.



## **2.10 Scrub and Refinish**

- 2.10.1 Contractor must apply all performance standards as with “Machine Scrubbing”.
- 2.10.2 In addition, Contractor must apply one coat of finish compatible with existing finish.
- 2.10.3 As a result of the “Scrub and Refinish”, all areas must present an overall appearance of cleanliness free of scuffs and stains, have a bright shine and be free of debris and dust once the “Scrub and Refinish” is complete.

## **2.11 Strip and Refinish**

- 2.11.1 Contractor must apply all performance standards as with “Scrub and Refinish”.
- 2.11.2 All old finish must be removed and all residual stripper chemical cleaned away.
- 2.11.3 New finish must be applied to all portions of the floors.
- 2.11.4 Refinish must include 2 coats of finishing material (wax, etc.).
- 2.11.5 All areas must be clean and clear of all stains, blemishes and dirt, and have a consistent shine free of scrapes and marks once the “Strip and Refinish” is complete.

## **2.12 Vacuuming**

- 2.12.1 All carpet surfaces must have an overall appearance of cleanliness and must be free of visible dust, dirt and grit.
- 2.12.2 A power head must be used. Vacuums must be 2 motor design (1 for suction, 1 for power head).

## **2.13 Stain Removal**

- 2.13.1 All carpets and walk-away mats must have no visible stains or discoloration after stain removal operation.
- 2.13.2 Where stain removal involves wetting of a hard surface floor, caution signs must be in place around affected work area.

## **2.14 Hot Water Extraction**

- 2.14.1 All carpets and walk-away mats must be clean and free of accumulated dust, dirt and stain as a result of hot water extraction.
- 2.14.2 Areas must be cleaned to walls and corners.

## **2.15 Damp Wiping**

- 2.15.1 Surfaces must be free of dust, stains, streaks and water spotting following damp wiping.
- 2.15.2 Wiping cloths must be rinsed frequently and free of stains and odors.
- 2.15.3 Feather dusters are not acceptable.

## **2.16 Glass and mirror Cleaning**

- 2.16.1 All glass must be clean on both sides and free of streaks and finger marks.
- 2.16.2 Adjacent areas including frames, casing and ledges must be free of water spotting, splash marks and streaks.

## **2.17 High Dusting**

- 2.17.1 High dusting up to 10 feet.
- 2.17.2 All surfaces must be free of dust.
- 2.17.3 High dusting must be effected using either damp rag wiping or vacuuming. The method will be specified by the client.
- 2.17.4 Dust must be contained and prevented from floating freely in the air during operation.

## **2.18 Clean and Disinfect**

- 2.18.1 Client-approved, commercial disinfectant cleaner must be used.
- 2.18.2 Manufacturer's instructions must be followed for best results.
- 2.18.3 All surfaces cleaned and disinfected must be rinsed clean of residual disinfectant.

## **2.19 Entrance / Lobby / Foyer / Vestibule Cleaning**

- 2.19.1 Dust and damp mop the floors daily, and as required during inclement weather to remove the salt, sand and water.
- 2.19.2 Spray buffing the floors weekly.
- 2.19.3 Spot clean.
- 2.19.4 Clean and polish the ornamental hardware and metal weekly.
- 2.19.5 Dust the surfaces weekly.
- 2.19.6 Vacuum the entrance mats.
- 2.19.7 Spot clean all glass surfaces inside and out.

## **2.20 Hallway / Corridor Cleaning**

- 2.20.1 Vacuum the carpeted hallway.
- 2.20.2 Dust and damp mop the hard floors.
- 2.20.3 Empty hallway sorting stations and remove from building and place in appropriate exterior receptacles.
- 2.20.4 Spray buff floor twice weekly.
- 2.20.5 Low dusting weekly.
- 2.20.6 Spot clean.

## **2.21 Washroom / Shower / Locker Room Cleaning**

- 2.21.1 Use germicidal solution to clean washroom, shower and locker room areas.
- 2.21.2 Clean and disinfect toilets, urinals and wash basins.
- 2.21.3 Scrub and disinfect all surfaces of the showers and bathtubs.
- 2.21.4 Disinfect and shine all the body contact points such as faucets, door plates, flush valves, etc.
- 2.21.5 Clean and disinfect the sinks and countertops.
- 2.21.6 Clean the drain covers weekly.
- 2.21.7 Dust mop and wash the floor.
- 2.21.8 Clean the mirrors.
- 2.21.9 Clean and disinfect the toilet partitions weekly.
- 2.21.10 Spot clean.
- 2.21.11 Empty the refuse receptacles and the sani-cans.
- 2.21.12 Replenish the supplies as required.

## **2.22 Lunchroom / Kitchenette / Laundry Room Cleaning**

- 2.22.1 Clean and disinfect the counters, sinks and faucets.
- 2.22.2 Wipe and clean the tables.
- 2.22.3 Dust and damp mop the floor.
- 2.22.4 Empty the refuse and compost containers.
- 2.22.5 Spot clean.
- 2.22.6 Low dusting weekly.

## **2.23 Conference Room Cleaning**

- 2.23.1 Vacuum the carpeted flooring.
- 2.23.2 Dust and damp mop the hard floor.
- 2.23.3 Wipe and clean the tables.
- 2.23.4 Spot clean.
- 2.23.5 Empty the refuse containers.
- 2.23.6 Low dusting weekly.

## **2.24 Lounge Cleaning**

- 2.24.1 Dust and damp mop the hard floor.
- 2.24.2 Vacuum the carpeted flooring.
- 2.24.3 Vacuum upholstered furniture as required.
- 2.24.4 Clean the glass surfaces.
- 2.24.5 Empty the refuse containers.
- 2.24.6 Low dusting weekly.
- 2.24.7 Spot clean.
- 2.24.8 Wipe and clean tables.

## **2.25 Coatroom Cleaning**

- 2.25.1 Dust and damp mop the floor.
- 2.25.2 Low dusting weekly.
- 2.25.3 Spot clean.

## **2.26 Elevator Cleaning**

- 2.26.1 Dust and damp mop the floor.
- 2.26.2 Spot clean.
- 2.26.3 Polish the doors on the inside and out weekly.
- 2.26.4 Vacuum and clean the elevator's door grooves / tracks weekly.

## **2.27 Office Cleaning**

- 2.27.1 Vacuum the carpeted flooring weekly.
- 2.27.2 Dust and damp mop the hard floor weekly.
- 2.27.3 Spot clean.
- 2.27.4 Low dusting weekly.

## **2.28 Gymnasiums / Weight Rooms / Exercise Areas Cleaning**

- 2.28.1 Dust mop gym floor daily (if available);
- 2.28.2 Damp mop or auto scrubber the gym floor daily (if available);
- 2.28.3 Dust mop floors in weight rooms and exercise areas daily;
- 2.28.4 Damp mop floors in weight rooms and exercise areas daily;
- 2.28.5 Dust and wipe sport fitness equipment with germicidal solution weekly.
- 2.28.6 Low dusting weekly.
- 2.28.7 Spot clean.

## **3.0 Quality Control**

- 3.1 In order to ensure satisfactory cleaning standards are implemented and maintained on a regular basis, random building inspections will be conducted and a written evaluation generated.
- 3.2 A minimum of a building per month will be inspected by Janitorial Administrator or other assigned personnel using the form found in Annex D Janitorial Inspection Report.
- 3.3 Random follow-up inspections will be conducted by Janitorial Administrator or other assigned personnel for quality assurance purposes.
- 3.4 The completed inspection report will be reviewed and signed by the Contractor's representative. A copy of the inspection report will be kept on file by the Janitorial Administrator.

- 3.5 The scoring system for the inspection report will be evaluated using the following thresholds:
- 3.5.1 A score of 156 or above is considered satisfactory.
  - 3.5.2 Scores under 156 will require an action plan from the Contractor to bring back and maintain a satisfactory or above cleaning standards.
  - 3.5.3 Follow-up inspections will be made when a building achieves less than a satisfactory score of 156 or repeats for the same deficiency. The Janitorial Administrator will recommend to the Contracting Authority to terminate the Contract if the Contractor gets three (3) unsatisfactory reports within a year for the same building.

## **Annex C – Cleaning Frequency**

### **1.0 Cleaning Frequency:**

#### **1.1 Daily (Monday to Friday):**

- 1.1.1 clean entrances / lobbies / vestibules / foyers;
- 1.1.2 clean hallways / corridors;
- 1.1.3 clean washrooms / showers / locker rooms with germicidal solution (washrooms in buildings D200, D201 and D247 must be cleaned twice daily, morning and afternoon);
- 1.1.4 clean lounges / lunchrooms / conference rooms;
- 1.1.5 dust mop gym floor (if available);
- 1.1.6 damp mop or auto scrubber the gym floors (if available);
- 1.1.7 clean floors of weight rooms and exercise areas;
- 1.1.8 clean laundry rooms (where applicable);
- 1.1.9 clean coat rooms;
- 1.1.10 clean elevators' floors three (3) times weekly (where applicable);
- 1.1.11 spot clean elevator walls and doors inside and out (where applicable);
- 1.1.12 clean stairwells three (3) times weekly;
- 1.1.13 empty refuse containers; if installed, empty hallway sorting stations as per Annex A MARLANT Solid Waste Management, remove from building and place in appropriate exterior receptacles;
- 1.1.14 replenish supplies as required; and
- 1.1.15 clean and sanitize the drinking fountains.

#### **1.2 Daily (Weekends & Statutory Holidays Building D201):**

- 1.2.1 clean entrances / lobbies / vestibules / foyers (including main entrance glass doors);
- 1.2.2 clean hallways / corridors;

- 1.2.3 clean washrooms / showers / locker rooms with germicidal solution;
- 1.2.4 spot clean elevators;
- 1.2.5 empty refuse containers; if installed, empty hallway sorting stations as per Annex A MARLANT Solid Waste Management, remove from building and place in appropriate exterior receptacles.
  - 1.2.5.1 Note: Empty shield garbage located outside of the shield main door.
- 1.2.6 replenish supplies as required.
- 1.3 **Weekly:**
  - 1.3.1 low dusting;
  - 1.3.2 hallways / lobbies to be buffed at least weekly and more often in high traffic areas;
  - 1.3.3 clean offices;
  - 1.3.4 clean interior and exterior glass surfaces;
  - 1.3.5 polish elevator's doors (where applicable);
  - 1.3.6 vacuum and clean elevator's door grooves / tracks (where applicable);
  - 1.3.7 vacuum stairwell corners and edges, wipe and polish handrails;
  - 1.3.8 wipe toilet partitions;
  - 1.3.9 vacuum upholstered furniture and as required;
  - 1.3.10 clean sport fitness equipment;
  - 1.3.11 damp mop or auto scrubber the D193 gym floor;
  - 1.3.12 clean garbage rooms;
  - 1.3.13 dust exposed areas of bookcases including book ends; and
  - 1.3.14 clean and polish hardware and ornamental metal (e.g. door handles, kick plates, etc.).
- 1.4 **Monthly:**
  - 1.4.1 high dusting (up to 10 feet);

- 1.4.2 replace urinals odour deodorizer screens as required; and
  - 1.4.3 wash refuse containers and as required.
- 1.5 **6 Monthly:**
  - 1.5.1 clean exterior signs and light fixtures;
  - 1.5.2 wash door grills;
  - 1.5.3 dust office walls.
- 1.6 **Yearly:**
  - 1.6.1 wash walls.
- 1.7 **As Determined by Janitorial Administrator:**
  - 1.7.1 strip and refinish floors; and
  - 1.7.2 steam clean carpets.
- 1.8 **As Required:**
  - 1.8.1 snow and ice clearing;
  - 1.8.2 minor incident cleaning;
  - 1.8.3 additional cleaning of entrances, lobbies and stairwells due to inclement weather;  
and
  - 1.8.4 replenish supplies.



<b>Janitorial Inspection Report</b>		
Date of Inspection: _____	Building: _____	
Contractor's Rep: _____	Signature: _____	
Contract Inspector: _____	Signature: _____	
Each item are evaluated on a score of 1-5.		
5 - Excellent, 4 - Above Average, 3 - Average, 2 - Below Average, 1 - Unacceptable		
A score of 156 and over is considered satisfactory.		
<b>Lobbies / Entrances / Cestibules / Foyers</b>	<b>Score</b>	<b>Comments</b>
Floors / mats		
Hand and finger prints on glass		
Spot cleaning		
<b>Corridors / Hallways</b>	<b>Score</b>	<b>Comments</b>
Floors		
Low and high dusting		
Refuse containers empty and clean		
Spot cleaning		
<b>Office Areas</b>	<b>Score</b>	<b>Comments</b>
Floors		
Low and high dusting		
Spot cleaning		
<b>Washrooms</b>	<b>Score</b>	<b>Comments</b>
Floors		
Mirrors,countertops, sinks and chrome		
Toilet bowls & urinals (inside and out)		
Spot cleaning		
Stall partitions		
Supplies replenished (soap, toilet paper, etc.)		
Refuse containers empty and clean		

<b>Showers / Locker Rooms</b>	<b>Score</b>	<b>Comments</b>
Shower area		
Drains		
Floors		
Spot cleaning		
Low and high dusting		
Refuse containers empty and clean		
<b>Stairwells</b>	<b>Score</b>	<b>Comments</b>
Floors		
Landings, steps and handrails		
Spot cleaning		
<b>Gymnasium / Exercise Areas</b>	<b>Score</b>	<b>Comments</b>
Floors		
Low and high dusting		
Spot cleaning		
Fitness equipment		
Refuse containers empty and clean		
<b>Laundry Rooms / Kitchenettes</b>	<b>Score</b>	<b>Comments</b>
Floors		
Low and high dusting		
Spot cleaning		
Counters, sinks and faucets		
Refuse containers empty and clean		
<b>Elevators</b>	<b>Score</b>	<b>Comments</b>
Floors		
Elevator's door grooves / tracks		
Spot cleaning		
<b>Conference Rooms / Classrooms</b>	<b>Score</b>	<b>Comments</b>
Floors		
Low and high dusting		
Desks / tables		

Spot cleaning			
<b>Lounges / Lunchrooms</b>		<b>Score</b>	<b>Comments</b>
Floors			
Low and high dusting			
Tables / furniture			
Spot cleaning			
<b>General</b>		<b>Score</b>	<b>Comments</b>
Water fountains			
Ornamental metals			
Door grills			
Custodial closet			
Entrance snow clearing			
<b>Total Score</b>			

## Annex E – Sample Invoice

# Spiffy-Clean Ltd.

123 Anystreet  
Halifax, NS B9B 9B9  
Ph: (902) 454-XXXX  
Fax: (902) 454-YYYY

**Note:**

Invoice style may vary and other details may be added as needed, but information shown herein is mandatory.

### Customer(Bill to):

Accounts Payable  
RPOS(H)  
Maritime Forces Atlantic  
PO Box 99000 Stn Forces  
Willow Park Bldg WL7  
Halifax, NS B3K 5X5

For Janitorial Services performed under Contract No. 18-0082 HMC Dockyard during the month of \_\_\_\_\_ 2018.

Building No. and Name	Basic Monthly Bldg Charge
D2 RPOS(H) Shops	0.00
D5 CFNOS Seamanship School	0.00
D20 Tactical Systems	0.00
D22 CSOR	0.00
D40 Base Logistics	0.00
D40A Base Imaging / Military Police	0.00
D53 Ships Cabling Shop	0.00
D57 QHM / Emergency Response	0.00
D62 Central Heating Plant	0.00
D70 Syncrolift Control Building	0.00
D108 Sail Loft / Rigging Shop	0.00
D125 Crypto Support Unit	0.00
D126 Health Unit / Safety Office	0.00
D126A Center Gate	0.00
D155 Base Logistics	0.00
D165 CANFLANT Squadron / FMFCS	0.00
D166 FMFCS / MOG 5 HQ	0.00
D172 Crane Shack	0.00
D174 Shipwright Shop	0.00
D175 FMFCS Paint Shop	0.00
D190 Niobe Gate	0.00
D192 Rainbow Gate	0.00
D193 HMCS Scotian	0.00
D194 Submarine Refit Accommodation	0.00
D196 Base Fire Services	0.00
D200 FMF Cape Scott (FMFCS)	0.00
D201 Main Guy building	0.00

D206 Base Logistics	0.00
D207 Hazardous Material (HAZMAT)	0.00
D216 Fleet Fitness & Sports Centre	0.00
D247 Combat Systems Facility	0.00
D262 Admiral's Gate	0.00
D273T Washroom Trailer	0.00
D294 Sub Shelter	0.00
FMFCS Modular Office Complex	0.00
Total Basic Monthly Charges	<b>0.00</b>
HST	0.00
1% Discount	0.00
Total Invoice Amount	0.00
HST Total	0.00



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AUG 10 2017

Contract Number / Numéro du contrat

W010C-18-0082

Security Classification / Classification de sécurité

UNCLASSIFIED

SECURITY REQUIREMENTS CHECK LIST (SRCL)

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

PART A - CONTRACT INFORMATION / PARTIE A - INFORMATION CONTRACTUELLE

1. Originating Government Department or Organization /

Ministère ou organisme gouvernemental d'origine

National Defence

2. Branch or Directorate / Direction générale ou Direction

Real Property Operations Section (Halifax)

3. a) Subcontract Number / Numéro du contrat de sous-traitance

3. b) Name and Address of Subcontractor / Nom et adresse du sous-traitant

4. Brief Description of Work / Brève description du travail

JANITORIAL SERVICES - HMC Dockyard- CFB Halifax/ HMC Dockyard

5. a) Will the supplier require access to Controlled Goods?

Le fournisseur aura-t-il accès à des marchandises contrôlées?

☒ No

☐ 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?

☒ No

☐ 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)

☒ No

☐ 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.

☐ No

☒ 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?

☒ No

☐ 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

☐

NATO / OTAN

☐

Foreign / Étranger

☐

7. b) Release restrictions / Restrictions relatives à la diffusion

No release restrictions  
Aucune restriction relative  
à la diffusion

☐

All NATO countries  
Tous les pays de l'OTAN

☐

No release restrictions  
Aucune restriction relative  
à la diffusion

☐

Not releasable  
À ne pas diffuser

☐

Restricted to: / Limité à:  
Specify country(ies): / Préciser le(s)  
pays:

☐

Restricted to: / Limité à:  
Specify country(ies): / Préciser le(s) pays:

☐

Restricted to: / Limité à:  
Specify country(ies): / Préciser le(s)  
pays:

☐

7. c) Level of information / Niveau d'information

PROTECTED A

☐

PROTÉGÉ A

PROTECTED B

☐

PROTÉGÉ B

PROTECTED C

☐

PROTÉGÉ C

CONFIDENTIAL

☐

CONFIDENTIEL

SECRET

☐

SECRET

TOP SECRET

☐

TRÈS SECRET

TOP SECRET (SIGINT)

☐

TRÈS SECRET (SIGINT)

NATO UNCLASSIFIED

☐

NATO NON CLASSIFIÉ

NATO RESTRICTED

☐

NATO DIFFUSION RESTREINTE

NATO CONFIDENTIAL

☐

NATO CONFIDENTIEL

NATO SECRET

☐

NATO SECRET

COSMIC TOP SECRET

☐

COSMIC TRÈS SECRET

PROTECTED A

☐

PROTÉGÉ A

PROTECTED B

☐

PROTÉGÉ B

PROTECTED C

☐

PROTÉGÉ C

CONFIDENTIAL

☐

CONFIDENTIEL

SECRET

☐

SECRET

TOP SECRET

☐

TRÈS SECRET

TOP SECRET (SIGINT)

☐

TRÈS SECRET (SIGINT)





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

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

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

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

Document Number / Numéro du document :

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

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

- |   |   |  |  |
|---|---|--|--|
| <input checked="" type="checkbox"/> RELIABILITY STATUS<br>COTE DE FIABILITÉ | <input type="checkbox"/> CONFIDENTIAL<br>CONFIDENTIEL           | <input checked="" 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 : Four (4) Contractor Personnel required to have LEVEL II SECRET SECURITY for Building D201 / any access to work inside the LEVEL II Locations within HMC Dockyard - Remaining Contractor Personnel will require RELIABILITY and be Escorted as required IAW site USS security protocols

NOTE: If multiple levels of screening are identified, a Security Classification Guide must be provided.

REMARQUE : Si plusieurs niveaux de contrôle de sécurité sont requis, un guide de classification de la sécurité doit être fourni.

10. b) May unscreened personnel be used for portions of the work?  
Du personnel sans autorisation sécuritaire peut-il se voir confier des parties du travail? ☒ No / Non ☐ Yes / Oui
- If Yes, will unscreened personnel be escorted?  
Dans l'affirmative, le personnel en question sera-t-il escorté? ☐ No / Non ☐ Yes / Oui

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

**INFORMATION / ASSETS / RENSEIGNEMENTS / BIENS**

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

**PRODUCTION**

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

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

11. d) Will the supplier be required to use its IT systems to electronically process, produce or store PROTECTED and/or CLASSIFIED information or data?  
Le fournisseur sera-t-il tenu d'utiliser ses propres systèmes informatiques pour traiter, produire ou stocker électroniquement des renseignements ou des données PROTÉGÉS et/ou CLASSIFIÉS? ☒ No / Non ☐ Yes / Oui
11. e) Will there be an electronic link between the supplier's IT systems and the government department or agency?  
Disposera-t-on d'un lien électronique entre le système informatique du fournisseur et celui du ministère ou de l'agence gouvernementale? ☒ No / Non ☐ Yes / Oui



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UNCLASSIFIED

**PART C - (continued) / PARTIE C - (suite)**

For users completing the form **manually** use the summary chart below to indicate the category(ies) and level(s) of safeguarding required at the supplier's site(s) or premises.

Les utilisateurs qui remplissent le formulaire **manuellement** doivent utiliser le tableau récapitulatif ci-dessous pour indiquer, pour chaque catégorie, les niveaux de sauvegarde requis aux installations du fournisseur.

For users completing the form **online** (via the Internet), the summary chart is automatically populated by your responses to previous questions.

Dans le cas des utilisateurs qui remplissent le formulaire **en ligne** (par Internet), les réponses aux questions précédentes sont automatiquement saisies dans le tableau récapitulatif.

**SUMMARY CHART / TABLEAU RÉCAPITULATIF**

Category Catégorie	PROTECTED PROTÉGÉ			CLASSIFIED CLASSIFIÉ			NATO					COMSEC				
	A	B	C	CONFIDENTIAL  CONFIDENTIEL	SECRET	TOP SECRET  TRÈS SECRET	NATO RESTRICTED  NATO DIFFUSION RESTREINTE	NATO CONFIDENTIAL  NATO CONFIDENTIEL	NATO SECRET	COSMIC TOP SECRET  COSMIC TRÈS SECRET	PROTECTED PROTÉGÉ			CONFIDENTIAL  CONFIDENTIEL	SECRET	TOP SECRET  TRÈS SECRET
											A	B	C			
Information / Assets Renseignements / Biens Production	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
IT Media / Support TI	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
IT Link / Lien électronique	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

12. a) Is the description of the work contained within this SRCL PROTECTED and/or CLASSIFIED?

La description du travail visé par la présente LVERS est-elle de nature PROTÉGÉE et/ou CLASSIFIÉE?

☒ No  
Non

☐ Yes  
Oui

If Yes, classify this form by annotating the top and bottom in the area entitled "Security Classification".

Dans l'affirmative, classifiez le présent formulaire en indiquant le niveau de sécurité dans la case intitulée « 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 indiquer qu'il y a des pièces jointes (p. ex. SECRET avec des pièces jointes).





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UNCLASSIFIED

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

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

Name (print) - Nom (en lettres moulées)

Lt Jordan Foster

Title - Titre

Contracts O

Signature

Telephone No. - N° de téléphone

902-722-1811

Facsimile No. - N° de télécopieur

902-722-1817

E-mail address - Adresse courriel

Jordan.Foster@forces.gc.ca

Date

08 Aug 17

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

Name (print) - Nom (en lettres moulées)

Tippy Graham

Senior Security Analyst

Tel: 813-996-0283

E-mail: [tippy.graham@forces.gc.ca](mailto:tippy.graham@forces.gc.ca)

Title - Titre

DGDS DPM SEC NDHQ Ottawa

Signature

Telephone No. - N° de téléphone

613-996-1066

Facsimile No. - N° de télécopieur

613-949-1069

E-mail address - Adresse courriel

SRCL-LVERS@forces.gc.ca

Date

09 Aug 2017

**15. Are there additional instructions (e.g. Security Guide, Security Classification Guide) attached?**

Des instructions supplémentaires (p. ex. Guide de sécurité, Guide de classification de la sécurité) sont-elles jointes?

☐ No

☒ Yes

Non  
Oui

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

Name (print) - Nom (en lettres moulées)

LINDA RICHARD

Title - Titre

Supply Specialist

Signature

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](mailto:linda.k.richard@pwgsc.gc.ca)

Date

Jan 15/18

Linda Daly

Agente à la Sécurité des contrats | Contract Security Officer

Programme de la Sécurité industrielle | Industrial Security Program

[Linda.Daly@tpsgc-pwgsc.gc.ca](mailto:Linda.Daly@tpsgc-pwgsc.gc.ca)

Téléphone : 613 957-9337

Signature

E-mail address - Adresse courriel

Date

Aug 31/17

# Security Requirement Checklist (SRCL) Supplemental Security Guide

Part A - Multiple Release Restrictions: Security Guide							
To be completed in addition to SRCL question 7.b) when release restrictions are therein identified. Indicate to which levels of information release restrictions apply. Make note in the chart if a level of information bears multiple restrictions (e.g. a portion of the SECRET information bears the caveat Canadian Eyes Only while the remainder of the SECRET information has no release restrictions.)							
<b>Canadian Information</b>							
Citizenship Restriction	PROTECTED			CLASSIFIED			
	A	B	C	CONFIDENTIAL	SECRET	TOP SECRET	TOP SECRET (SIGINT)
No Release Restrictions							
Not Releasable							
Restricted to:							
Permanent Residents Included*							
<b>NATO Information</b>							
Citizenship Restriction	NATO UNCLASSIFIED		NATO RESTRICTED	NATO CONFIDENTIAL	NATO SECRET	COSMIC TOP SECRET	
All NATO Countries							
Restricted to:							
Permanent Residents Included*							
<b>Foreign Information</b>							
Citizenship Restriction	PROTECTED			CLASSIFIED			
	A	B	C	CONFIDENTIAL	SECRET	TOP SECRET	TOP SECRET (SIGINT)
No Release Restrictions							
Restricted to :							
Permanent Residents Included*							
<b>COMSEC Information</b>							
Citizenship Restriction	PROTECTED			CLASSIFIED			
	A	B	C	CONFIDENTIAL	SECRET	TOP SECRET	TOP SECRET (SIGINT)
Not Releasable							
Restricted to:							
<b>DND ONLY Embedded Contractor (Access to Controlled Goods)</b>							
Restriction							
SECRET clearance with CEO applies							

\*When release restrictions are indicated, specify if permanent residents are allowed to be included.

## Security Requirement Checklist (SRCL) Supplemental Security Guide

<b>Part B - Multiple Levels of Personnel Screening: Security Classification Guide</b> <small>To be completed in addition to SRCL question 10.a) when multiple levels of personnel screening are therein identified. Indicate which personnel screening levels are required for which portions of the work/access involved in the contract.</small>			
Level of Personnel Clearance (e.g. Reliability, Secret)	Position / Description/Task	Access to sites and/or information. Levels of Information to be accessed.	Citizenship Restriction (if any)
Reliability	Task	Access to Sites	
Secret	Task	Access to Sites	

Part C – Safeguards / Information Technology (IT) Media – 11d = yes
IT security requirements must be specified in a separate technical document and submitted with the SRCL

### **OTHER SECURITY INTRUCTIONS**

The majority of the required work will be in areas of buildings where the required level of security is RELIABILITY STATUS.

However, there will be times that work will be conducted in areas where security is at a higher risk, i.e.....supply areas, secure areas, Operations Zones in building D201. It is for these reasons that we require a level of SECRET STATUS will be required.

For these reasons we are requesting both RELIABILITY and SECRET Status for  
W010C-18-0082– Janitorial Service for HMC Dockyard

Security Requirement Checklist (SRCL) Supplemental Security Guide

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Design: Forms Management 993-4050  
Conception : Gestion des formulaires 993-4062

## Instructions for completing DND 626 - Task Authorization

### Contract no.

Enter the PWGSC contract number in full.

### Task no.

Enter the sequential Task number.

### Amendment no.

Enter the amendment number when the original Task is amended to change the scope or the value.

### Increase/Decrease

Enter the increase or decrease total dollar amount including taxes.

### Previous value

Enter the previous total dollar amount including taxes.

### To

Name of the contractor.

### Delivery location

Location where the work will be completed, if other than the contractor's location.

### Delivery/Completion date

Completion date for the task.

### for the Department of National Defence

Signature of the DND person who has delegated **Authority** for signing DND 626 (level of authority based on the dollar value of the task and the equivalent signing authority in the PAM 1.4). **Note:** the person signing in this block ensures that the work is within the scope of the contract, that sufficient funds remain in the contract to cover this task and that the task is affordable within the Project/Unit budget.

### Services

Define the requirement briefly (attach the SOW) and identify the cost of the task using the contractor's quote on the level of effort. The Task must use the basis of payment stipulated in the contract. If there are several basis of payment then list here the one(s) that will apply to the task quote (e.g. milestone payments; per diem rates/labour category hourly rates; travel and living rates; firm price/ceiling price, etc.). All the terms and conditions of the contract apply to this Task Authorization and cannot be ignored or amended for this task. Therefore it is not necessary to restate these general contract terms and conditions on the DND 626 Task form.

### Cost

The cost of the Task broken out into the individual costed items in **Services**.

### GST/HST

The GST/HST cost as appropriate.

### Total

The total cost of the task. The contractor may not exceed this amount without the approval of DND indicated on an amended DND 626. The amendment value may not exceed 50% (or the percentage for amendments established in the contract) of the original value of the task authorization. The total cost of a DND 626, including all amendments, may not exceed the funding limit identified in the contract.

### Applicable only to PWGSC contracts

This block only applies to those Task Authorization contracts awarded by PWGSC. The contract will include a specified threshold for DND sole approval of the DND 626 and a percentage for DND to approve amendments to the original DND 626. Tasks that will exceed these thresholds must be passed to the PWGSC Contracting Authority for review and signature prior to authorizing the contractor to begin work.

### Note:

Work on the task may not commence prior to the date this form is signed by the DA Authority - for tasks within the DND threshold; and by both DND and PWGSC for those tasks over the DND threshold.

## Instructions pour compléter le formulaire DND 626 - Autorisation des tâches

### N° du contrat

Inscrivez le numéro du contrat de TPSGC en entier.

### N° de la tâche

Inscrivez le numéro de tâche séquentiel.

### N° de la modification

Inscrivez le numéro de modification lorsque la tâche originale est modifiée pour en changer la portée.

### Augmentation/Réduction

Inscrivez le montant total de l'augmentation ou de la diminution, y compris les taxes.

### Valeur précédente

Inscrivez le montant total précédent, y compris les taxes.

### À

Nom de l'entrepreneur.

### Expédiez à

Endroit où le travail sera effectué, si celui-ci diffère du lieu d'affaires de l'entrepreneur.

### Date de livraison/d'achèvement

Date d'achèvement de la tâche.

### pour le ministère de la Défense nationale

Signature du représentant du MDN auquel on a délégué le **pouvoir d'approbation** en ce qui a trait à la signature du formulaire DND 626 (niveau d'autorité basé sur la valeur de la tâche et le signataire autorisé équivalent mentionné dans le MAA 1.4). **Nota :** la personne qui signe cette attache de signature confirme que les travaux respectent la portée du contrat, que suffisamment de fonds sont prévus au contrat pour couvrir cette tâche et que le budget alloué à l'unité ou pour le projet le permet.

### Services

Définissez brièvement le besoin (joignez l'ET) et établissez le coût de la tâche à l'aide de la soumission de l'entrepreneur selon le niveau de difficulté de celle-ci. Les modalités de paiement stipulées dans le contrat s'appliquent à la tâche. Si plusieurs d'entre elles sont prévues, énumérez ici celle/celles qui s'appliquera/ront à la soumission pour la tâche à accomplir (p.ex. acompte fondé sur les étapes franchies; taux quotidien ou taux horaire établi selon la catégorie de main-d'œuvre; frais de déplacement et de séjour; prix fixe ou prix plafond; etc.). Toutes les modalités du contrat s'appliquent à cette autorisation de tâche et ne peuvent être négligées ou modifiées quant à la tâche en question. Il n'est donc pas nécessaire de répéter ces modalités générales afférentes au contrat sur le formulaire DND 626.

### Prix

Mentionnez le coût de la tâche en le répartissant selon les frais afférents à chaque item mentionné dans la rubrique **Services**.

### TPS/TVH

Mentionnez le montant de la TPS/TVH, s'il y a lieu.

### Total

Mentionnez le coût total de la tâche. L'entrepreneur ne peut dépasser ce montant sans l'approbation du MDN, formulaire DND 626 modifié à l'appui. Le coût de la modification ne peut pas être supérieur à 50 p. 100 du montant initial prévu dans l'autorisation de tâche (ou au pourcentage prévu dans le contrat pour les modifications). Le coût total spécifié dans le formulaire DND 626, y compris toutes les modifications, ne peut dépasser le plafond de financement mentionné dans le contrat.

### Ne s'applique qu'aux contrats de TPSGC

Le présent paragraphe s'applique uniquement aux autorisations de tâche accordées par TPSGC. On inscrira dans le formulaire DND 626 un plafond précis qui ne pourra être approuvé que par le MDN et un pourcentage selon lequel le MDN pourra approuver des modifications au formulaire DND 626 original. Les tâches dont le coût dépasse ces plafonds doivent être soumises à l'autorité contractante de TPSGC pour examen et signature avant qu'on autorise l'entrepreneur à débiter les travaux.

### Nota :

Les travaux ne peuvent commencer avant la date de signature de ce formulaire par le responsable du MDN, pour les tâches dont le coût est inférieur au plafond établi par le MDN, et par le MDN et TPSGC pour les tâches dont le coût dépasse le plafond établi par le MDN.