



RETURN BIDS TO:

Bid Receiving:

Correctional Service of Canada
Material Resources Division
250, montée St-François
Laval (Québec) H7C 1S5
Téléphone : 450-661-9550 postes 3223-3210

E-MAIL :

GEN-QUE307Soumissions@CSC-SCC.GC.CA

(10MB maximum per e-mail)

FACSIMILE :

450-664-6615 - Bids Office

REQUEST FOR A BID

Proposal to: Correctional Service 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 thereof.

Comments:

"THIS DOCUMENT CONTAINS A SECURITY REQUIREMENT"

Vendor/Firm Name and Address:

Telephone #:

Fax #:

Email:

GST # or SIN or OBN#:

Title: Cleaning services	
Solicitation No.: 21301-19-2821825	Date: April 25 th , 2018
Client Reference No. 21301-19-2821825	
GETS Reference No. PW-18-00825678	
Solicitation Closes at: 2h00 PM on: June 6 th , 2018 EDT	
F.O.B. Plant: Destination: x Other:	
Address Enquiries to: Karine Clément Act. Contracting and Procurement Regional Officer Karine.Clément@csc-scc.gc.ca	
Telephone No.: 450-661-9550 Ext 3214	Fax No.: 450-664-6626
Destination of Goods, Services and Construction: Health services Archambault Institution - Medium 244 Montée Gagnon Sainte-Anne-des-Plaines QC J0N 1H0	
Instructions: See Herein	
Delivery Required: See herein	Delivery Offered: See herein
Name and title of person authorized to sign on behalf of Vendor/Firm	

Name	Title

Signature	Date
(Sign and return cover page with bid proposal)	



TABLE OF CONTENTS

PART 1 - GENERAL INFORMATION

1. Security Requirement
2. Statement of needs
3. Revision of Departmental Name
4. Debriefings
5. Trade Agreements
6. Procurement Ombudsman

PART 2 - BIDDER INSTRUCTIONS

1. Standard Instructions, Clauses and Conditions
2. Submission of Bids
3. Former Public Servant
4. Enquiries, Bid Solicitation
5. Applicable Laws
6. Site visit mandatory

PART 3 - BID PREPARATION INSTRUCTIONS

1. Bid Preparation Instructions
2. Section I: Technical Bid
3. Section II: Financial Bid
4. Section III: Certifications

PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

1. Evaluation Procedures
2. Basis of Selection
3. Insurance Requirements

PART 5 – CERTIFICATIONS AND ADDITIONAL INFORMATION

1. Certifications Required with the Bid
2. Certifications Precedent to Contract Award and Additional Information

PART 6 - RESULTING CONTRACT CLAUSES

1. Security Requirement
2. Statement of Work
3. Standard Clauses and Conditions
4. Term of Contract
5. Authorities
6. Payment
7. Invoicing Instructions
8. Certifications and Additional Information
9. Applicable Laws
10. Priority of Documents
11. Termination on Thirty Days Notice
12. Insurance - Specific Requirements
13. Ownership Control



14. Closure of Government Facilities
15. Tuberculosis Testing
16. Compliance with CSC Policies
17. Health and Labour Conditions
18. Identification Protocol Responsibilities
19. Dispute Resolution Services
20. Contract Administration
21. Privacy
22. Proactive Disclosure of Contracts with Former Public Servants
23. Information Guide for Contractors
24. Government Site Regulations

List of Annexes:

- Annex A – Statement of needs
- Annex B – Proposed Basis of Payment
- Annex C – Security Requirements Check List
- Annex D – Evaluation Criteria
- Annex E – Insurances Requirements



PART 1 - GENERAL INFORMATION

1. Security Requirement

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

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

1.2 Bidders are reminded to obtain the required security clearance promptly. Any delay in the award of a contract to allow the successful bidder to obtain the required clearance will be at the entire discretion of the Contracting Authority.

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

2. Statement of Work

The Work to be performed is detailed under Annex A

3. Revision of Departmental Name

As this bid solicitation is issued by Correctional Service Canada (CSC), any reference to Public Works and Government Services Canada (PWGSC) or its Minister contained in full text or by reference in any term, condition or clause of this document, or any resulting contract, must be interpreted as a reference to CSC or its Minister.

4. Debriefings

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

5. Trade Agreements

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), and the Canadian Free Trade Agreement (CFTA).

6. Procurement Ombudsman

The Office of the Procurement Ombudsman (OPO) was established by the Government of Canada to provide an independent avenue for suppliers to raise complaints regarding the award of contracts under \$25,000 for goods and under \$100,000 for services. You have the option of raising issues or concerns regarding the solicitation, or the award resulting from it, with the OPO by contacting them by telephone at 1-866-734-5169 or by e-mail at boa-opo@boa-opo.gc.ca. You can also obtain more information on the OPO services available to you at their website at www.opo-boa.gc.ca.



PART 2 - BIDDER INSTRUCTIONS

1. Standard Instructions, Clauses and Conditions

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

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

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

2. Submission of Bids

Bids must be submitted only to Correctional Service of Canada (CSC) by the date, time and place indicated on page 1 of the bid solicitation.

3. Former Public Servants

Contracts awarded to former public servants (FPS) in receipt of a pension or of a lump sum payment must bear the closest public scrutiny, and reflect fairness in the spending of public funds. In order to comply with Treasury Board policies and directives on contracts awarded to FPS, offerors must provide the information required below before the issuance of a standing offer. If the answer to the questions and, as applicable the information required have not been received by the time the evaluation of offers is completed, Canada will inform the Offeror 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 offer 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 Offeror a FPS in receipt of a pension?

YES () NO ()

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

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

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

Work Force Adjustment Directive

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

YES () NO ()

If so, the Offeror must provide the following information:

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

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

4. Enquiries – Bid Solicitation

All enquiries must be submitted in writing to the Contracting Authority no later than five (5) business 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.



5. Applicable Laws

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

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.

6. Site Visit Mandatory

It is mandatory that the Bidder or a representative of the Bidder visits the work site.

Arrangements have been made for the site visit, which will take place on **May 24th, 2018 at 9:30 am** at the following address: Correctional Service of Canada, Archambault Institution, 242 Montée Gagnon, Sainte-Anne-des-Plaines (Quebec) J0N 1H0.

Anyone who will attend the site visit is subject to a prior security check. The Bidder must complete the attached form 3170-112 "Access to a Federal Institution" **no later than May 16th, 2018** by email at: 340-directeur@csc-scc.gc.ca

Bidders that does not confirm attendance or provide the name(s) of the person(s) attending the site visit, as requested, will not be allowed to the site. Bidders will be requested to sign an attendance form. **Bidder that does not attend or send a representative to attend the site visit will not be given an alternate appointment.**



PART 3 - BID PREPARATION INSTRUCTIONS

1. Bid Preparation Instructions

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

Section I: Technical Bid: **one (1) hard copy (not applicable)**

Section II: Financial Bid: **one (1) hard copy**

Section III: Certifications: **one (1) hard copy**

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

Bidders are requested to submit their Financial Bid in an envelope separate from their technical proposal.

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

- i. use 8.5 x 11 inch (216 mm x 279 mm) paper;
- ii. 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:

- i. use 8.5 x 11 inch (206 mm x 279 mm) paper containing fibre certified as originating from a sustainably-managed forest and containing minimum 30% recycled content; and
- ii. 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, duo tangs or binders.

2. Section I: Technical Bid (not applicable)

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

3. Section II: Financial Bid

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

See Annex B – Proposed Basis of Payment for the Pricing Schedule format.

3.1 Exchange Rate Fluctuation

SACC Manual clause C3011T (2013-11-06) Exchange Rate Fluctuation

4. Section III: Certifications

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



PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

1. Evaluation Procedures

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

1.1 Technical Evaluation (not applicable)

1.1.1 Mandatory Technical Criteria

Proposals will be evaluated to determine if they meet all mandatory requirements outlined in **Annex D – Evaluation Criteria**. Proposals not meeting all mandatory criteria will be declared non-responsive and will be given no further consideration.

1.2 Financial Evaluation

SACC Manual Clause A0220T (2014-06-26), Evaluation of Price - Bid

Proposals containing a financial bid other than the one requested at **Article 3. Section II: Financial Bid** of **PART 3 – BID PREPARATION INSTRUCTIONS** will be declared non-compliant.

Note to Bidders: Table Totals will be calculated using the formula that follows the corresponding table in **Annex B – Proposed Basis of Payment**.

2. Basis of Selection

A bid must comply with the requirements of the bid solicitation and meet all mandatory technical evaluation criteria to be declared responsive. The responsive bid with the lowest evaluated price will be recommended for award of a contract.

3. 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 article 12 of **PART 6 – RESULTING CONTRACT CLAUSES**.

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 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 Bidders' certifications. Failure to comply and to cooperate with any request or requirement imposed by the Contracting Authority may render the bid non-responsive or constitute a default under the Contract.

1. Certification Required with the Bid

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

1.1 Integrity Provisions – Declaration of Convicted Offenses

- A) Subject to subsection B, by submitting a bid in response to this bid solicitation, the Bidder certifies that:
- i. it has read and understands the Ineligibility and Suspension Policy;
 - ii. it understands that certain domestic and foreign criminal charges and convictions, and other circumstances, as described in the Policy, will or may result in a determination of ineligibility or suspension under the Policy;
 - iii. it is aware that Canada may request additional information, certifications, and validations from the Bidder or a third party for purposes of making a determination of ineligibility or suspension;
 - iv. it has provided with its bid a complete list of all foreign criminal charges and convictions pertaining to itself, its affiliates and its proposed first tier subcontractors that, to the best of its knowledge and belief, may be similar to one of the listed offenses in the Policy;
 - v. none of the domestic criminal offenses, and other circumstances, described in the Policy that will or may result in a determination of ineligibility or suspension, apply to it, its affiliates and proposed first tier subcontractors; and
 - vi. it is not aware of a determination of ineligibility or suspension issued by PWGSC that applies to it.
- B) Where a Bidder is unable to provide any of the certifications required by subsection A, it must submit with its bid the completed Integrity Declaration Form (<http://www.tpsgc-pwgsc.gc.ca/ci-if/declaration-eng.html>). Bidders must submit this form to Correctional Service of Canada with their bid.

2. Certifications Precedent to Contract Award and Additional Information

The certifications and additional information listed below should be submitted with the bid, but may be submitted afterwards. If any of these required certifications or additional information is not completed and submitted as requested, the Contracting Authority will inform the Bidder of a time



frame within which to provide the information. Failure to provide the certifications or the additional information listed below within the time frame provided will render the bid non-responsive.

2.1 Integrity Provisions – Required documentation

List of names: all Bidders, regardless of their status under the Ineligibility and Suspension Policy, must submit the following information:

- i. Bidders that are corporate entities, including those bidding as joint ventures, must provide a complete list of the names of all current directors or, for a privately owned corporation, the names of the owners of the corporation;
- ii. Bidders bidding as sole proprietors, including sole proprietors bidding as joint ventures, must provide a complete list of the names of all owners; or
- iii. Bidders that are a partnership do not need to provide a list of names.

List of Names:

_____	_____
_____	_____
_____	_____
_____	_____

OR

- The Bidder is a partnership

During the evaluation of bids, the Bidder must, within 10 working days, inform the Contracting Authority in writing of any changes affecting the list of names submitted with the bid.

2.2 Federal Contractors Program for Employment Equity - Bid Certification

By submitting a bid, the Bidder certifies that the Bidder, and any of the Bidder's members if the Bidder is a Joint Venture, is not named on the Federal Contractors Program (FCP) for employment equity "[FCP Limited Eligibility to Bid](#)" list available at the bottom of the page of the [Employment and Social Development Canada \(ESDC\) - Labour's](#) website (http://www.esdc.gc.ca/en/jobs/workplace/human_rights/employment_equity/federal_contractor_program.page?&_ga=1.229006812.1158694905.1413548969).

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.

2.3 Certification:

By submitting a bid, the Bidder certifies that the information submitted by the Bidder in response to the above requirements is accurate and complete.



PART 6 - RESULTING CONTRACT CLAUSES

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

1. Security Requirement

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

PWGSC FILE N° 21301-19-2821825

1. The Contractor/Offeror must, at all times during the performance of the Contract/Standing Offer, hold a valid *Designated Organization Screening* (DOS), issued by the Canadian Industrial Security Directorate (CISD), Public Works and Government Services Canada (PWGSC).
2. The Contractor/Offeror personnel requiring access to *sensitive work site(s)* must EACH hold a valid **RELIABILITY STATUS**, granted or approved by the 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).

2. Statement of Work

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

3. Standard Clauses and Conditions

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

As this Contract is issued by Correctional Service Canada (CSC), any reference to Public Works and Government Services Canada (PWGSC) or its Minister contained in full text or by reference in any term, condition or clause of this document must be interpreted as a reference to CSC or its Minister.

3.1 General Conditions

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

4. Term of Contract

4.1 Period of the Contract

The period of the Contract is from the award to March 31st, 2019 inclusive.



4.2 Option to Extend the Contract

The Contractor grants to Canada the irrevocable option to extend the term of the Contract by up to two (2) additional one (1) year period under the same conditions. The Contractor agrees that, during the extended period of the Contract, it will be paid in accordance with the applicable provisions as set out in the Basis of Payment.

Canada may exercise this option at any time by sending a written notice to the Contractor at least five (5) calendar days before the expiry date of the Contract. The option may only be exercised by the Contracting Authority, and will be evidenced for administrative purposes only, through a contract amendment.

5. Authorities

5.1 Contracting Authority

The Contracting Authority for the Contract is:

Name: Karine Clément
Title: Act. Contracting and Procurement Regional Officer
Correctional Service Canada
Telephone: 450-661-9550 ext: 3214
Facsimile: 450-661-6626
E-mail address: Karine.Clément@csc-scc.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.

5.2 Project Authority *(to be completed upon contract's award)*

The Project Authority for the Contract is:

Name: (XXX)
Title: (XXX)
Correctional Service Canada
Branch/Directorate: (XXX)
Telephone: (XXX)
Facsimile: (XXX)
E-mail address: (XXX)

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



5.3 Contractor's Representative (to be filled by the supplier)

The Authorized Contractor's Representative is:

Name: _____
 Title: _____
 Company: _____
 Address: _____

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

6. Payment (to be completed upon contract's award)

6.1 Basis of Payment

For the Work described in Annex A:

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

6.2 Limitation of Expenditure

Canada's total liability to the Contractor under the Contract must not exceed \$ _____. Customs duties are included and Applicable Taxes are extra.

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

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

whichever comes first.

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

6.3 Monthly payment

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



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

6.4 SACC Manual Clauses

SACC Manual clause A9117C (2007-11-30), T1204 - Direct Request by Customer Department
SACC Manual clause C0710C (2007-11-30), Time and Contract Price Verification
SACC Manual clause C0705C (2010-01-11), Discretionary Audit

6.5 Travel and Living Expenses

There are no travel and living expenses associated with the Contract.

7. Invoicing Instructions

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.

Each invoice must be supported by a copy of time sheets to support the time claimed.

Invoices must be distributed as follows: the original must be forwarded to the address shown on page 1 of the Contract for certification and payment.

8. Certifications and Additional Information

8.1 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.

9. Applicable Laws

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

10. Priority of Documents *(to be completed upon contract's award)*

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

- (a) the Articles of Agreement;
- (b) the General Conditions 2010C (2016-04-04) General Conditions - Services (Medium Complexity);
- (c) Annex A, Statement of Work;
- (d) Annex B, Basis of Payment;
- (e) Annex C, Security Requirements Check List;
- (f) the Contractor's bid dated _____ (to be inserted at contract award)



11. Termination on Thirty Days Notice

11.1 Canada reserves the right to terminate the Contract at any time in whole or in part by giving thirty (30) calendar days written notice to the Contractor.

11.2 In the event of such termination, Canada will only pay for costs incurred for services rendered and accepted by Canada up to the date of the termination. Despite any other provision of the Contract, there will be no other costs that will be paid to the Contractor as a result of the termination.

12. Insurance – Specific Requirements

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

The Contractor is responsible for deciding if additional insurance coverage is necessary to fulfill its obligation under the Contract and to ensure compliance with any applicable law. Any additional insurance coverage is at the Contractor's expense, and for its own benefit and protection. The Contractor must forward to the Contracting Authority within ten (10) days after the date of award of the Contract, a Certificate of Insurance evidencing the insurance coverage and confirming that the insurance policy complying with the requirements is in force. Coverage must be placed with an Insurer licensed to carry out business in Canada. The Contractor must, if requested by the Contracting Authority, forward to Canada a certified true copy of all applicable insurance policies.

13. Ownership Control

Where the Contractor will have access to any and all personal and confidential information belonging to Canada, CSC staff or inmates for the performance of the work, the following will apply:

- (a) The Contractor warrants that it is not under ownership control of any non-resident entity (i.e. Individual, partnership, joint venture, corporation, limited liability company, parent company, affiliate or other).
- (b) The Contractor shall advise the Minister of any change in ownership control for the duration of the contract.
- (c) The Contractor acknowledges that the Minister has relied on this warranty in entering into this Contract and that, in the event of breach of such warranty, or in the event that the Contractor's ownership control becomes under a non-resident entity, the Minister shall have the right to treat this Contract as being in default and terminate the contract accordingly.
- (d) For the purposes of this clause, a non-resident entity is any individual, partnership, joint venture, corporation, limited liability company, parent company, affiliate or other residing outside of Canada.

14. Closure of Government Facilities

14.1 Contractor personnel are employees of the Contractor and are paid by the Contractor on the basis of services rendered. Where the Contractor or the Contractor's employees are providing services on government premises pursuant to this Contract and the said premises become non accessible due to evacuation or closure of government facilities, and consequently no Work is being performed as a result of the closure, Canada will not be liable for payment to the Contractor for the period of closure.



14.2 Contractors working at CSC sites should be aware that they may be faced with delay or refusal of entry to certain areas at certain times even if prior arrangements for access may have been made. Contractors are advised to call in advance of travel to ensure that planned access is still available.

15. Tuberculosis Testing

15.1 It is a condition of this contract that the Contractor or any employees of the Contractor who require entry into a Correctional Service of Canada Institution to fulfill the conditions of the contract may, at the sole discretion of the Warden, be required to provide proof of and results of a recent tuberculin test for the purpose of determining their TB infection status.

15.2 Failure to provide proof of and results of a tuberculin test may result in the termination of the contract.

15.3 All costs related to such testing will be at the sole expense of the Contractor.

16. Compliance with CSC Policies

16.1 The Contractor agrees that its officers, servants, agents and subcontractors will comply with all regulations and policies in force at the site where the work covered by this contract is to be performed.

16.2 Unless otherwise provided in the contract, the Contractor shall obtain all permits and hold all certificates and licenses required for the performance of the Work.

16.3 Details on existing CSC policies can be found at: www.csc-scc.gc.ca or any other CSC web page designated for such purpose.

17. Health and Labour Conditions

17.1 In this section, "Public Entity" means the municipal, provincial or federal government body authorized to enforce any laws concerning health and labour applicable to the performance of the Work or any part thereof.

17.2 The Contractor shall comply with all laws concerning health and labour conditions applicable to the performance of the Work or part thereof and shall also require compliance of same by all its subcontractors when applicable.

17.3 The Contractor upon any request for information or inspection dealing with the Work by an authorized representative of a Public Entity shall forthwith notify the Project Authority or Her Majesty.

17.4 Evidence of compliance with laws applicable to the performance of the Work or part thereof by either the Contractor or its subcontractor shall be furnished by the Contractor to the Project Authority or Her Majesty at such time as the Project Authority or Her Majesty may reasonably request."

18. Identification Protocol Responsibilities

The Contractor must ensure that the Contractor and each of its agents, representatives or subcontractors (referred to as Contractor Representatives for the purposes of this clause) comply with the following self-identification requirements:

18.1 During the performance of any Work at a Government of Canada site, the Contractor and each Contractor Representative must be clearly identified as such at all times;



- 18.2 During attendance at any meeting, the Contractor or Contractor Representatives must identify themselves as such to all meeting participants;
- 18.3 If the Contractor or a Contractor Representative requires the use of the Government of Canada's e-mail system in the performance of the Work, then the individual must clearly identify him or herself as the Contractor or an agent or subcontractor of the Contractor in all electronic mail in the signature block as well as under the e-mail account Properties. This identification protocol must also be used in all other correspondence, communication, and documentation; and
- 18.4 If Canada determines that the Contractor is not complying with any of the obligations stated in this article, Canada will advise the Contractor and request that the Contractor implement, without delay, appropriate corrective measures to eliminate recurrence of the problem.

19. Dispute Resolution Services

The parties understand that the Procurement Ombudsman appointed pursuant to Subsection 22.1(1) of the *Department of Public Works and Government Services Act* will, on request, and consent of the parties for both the process and to bear the cost of such process, assist in an alternative dispute resolution process to resolve any dispute between the parties respecting the interpretation or applicability of a term and condition of this contract. The Office of Procurement Ombudsman may be contacted by telephone at 1-866-734-5169 or by e-mail at boa-opo@boa-opo.gc.ca.

20. Contract Administration

The parties understand that the Procurement Ombudsman appointed pursuant to Subsection 22.1(1) of the *Department of Public Works and Government Services Act* will review a complaint filed by (*the supplier or the contractor or the name of the entity awarded this contract*) respecting administration of this contract if the requirements of Subsection 22.2(1) of the *Department of Public Works and Government Services Act* and Sections 15 and 16 of the *Procurement Ombudsman Regulations* have been met, and the interpretation and the application of the terms and conditions and the scope of work of this contract are not in dispute. The Office of Procurement Ombudsman may be contacted by telephone at 1-866-734-5169 or by e-mail at boa-opo@boa-opo.gc.ca.

21. Privacy

- 21.1 The Contractor acknowledges that Canada is bound by the Privacy Act, R.S.C. 1985, c. P-21, with respect to the protection of personal information as defined in that Act. The Contractor shall keep private and confidential any such personal information collected, created or handled by the Contractor under the Contract, and shall not use, copy, disclose, dispose of or destroy such personal information except in accordance with this clause and the delivery provisions of the Contract.
- 21.2 All such personal information is the property of Canada, and the Contractor shall have no right in or to that information. The Contractor shall deliver to Canada all such personal information in whatever form, including all copies, drafts, working papers, notes, memoranda, reports, data in machine-readable format or otherwise, and documentation which have been made or obtained in relation to this Contract, upon the completion or termination of the Contract, or at such earlier time as the Minister may request. Upon delivery of the personal information to Canada, the Contractor shall have no right to retain that information in any form and shall ensure that no record of the personal information remains in the Contractor's possession.



22. 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.

23. Information Guide for Contractors

Prior to the commencement of any work, the Contractor certifies that its employees, or employees of its subcontractors, working under contract for CSC will complete the applicable Module(s) and retain the signed checklist(s) from the CSC “Information Guide for Contractors” website: www.bit.do/CSC-EN.

24. Government Site Regulations

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

ANNEX A – Statement of Work

1. SCOPE OF WORK

The Contractor will perform housekeeping services for the specified sectors based on the time slot detailed below, by providing skilled labour, expertise, transportation and the knowledge required to perform the work.

The Contractor will maintain the following sectors at a frequency of five (5) days per week (from Monday to Friday, excluding holidays – New Year’s Day, Good Friday, Easter Monday, Victoria Day, Québec National Holiday, Canada Day, Labour Day, Thanksgiving Day, Remembrance Day, Christmas, Boxing Day)

Building: Archambault Health Care Centre – minimum and medium-security unit, Regional Mental Health Centre

Rooms identified at the Archambault Health Care Centre – Minimum-security unit: Nursing station, file room, medications dispensary room, Treatment room, rooms occupied by the doctor, dentist, physiotherapist and optometrist.

Rooms identified at the Archambault Health Care Centre – Medium-security unit: Nursing station, file room, medications dispensary room, prevention and infectious diseases office, Treatment room, Pharmacy, rooms occupied by the doctor, dentist, physiotherapist and optometrist, Reserve/clean unit, regional hospital cells.

Rooms identified at the Regional Mental Health Centre: 1B Nursing Station, 2B Nursing Station, 2C-2D Nursing Station, 1C Nursing Station, 1C Treatment room, RMHC Treatment room, medications dispensary room, 1C and 1B cells.

VARIABLE PART

The Contractor will perform cleaning services **DAY OR NIGHT UPON REQUEST** (approximately 15 hours per year). These are unscheduled services to be provided within 24 hours following a service call, and which will be paid at an hourly rate.

2. DESCRIPTION OF WORK

The above-mentioned sectors will be cleaned:

- Roughly 5 hours per day on Mondays, Tuesdays, Wednesdays and Fridays between 09:00 and 17:00 (excluding holidays) at the Archambault Medium-Security Health Care Centre
- Roughly 4 hours on Thursdays between 08:00 and 15:00 (excluding holidays) at the Archambault Minimum-Security Health Care Centre and 3 hours between 14:00 and 18:00 at the Archambault Medium-Security Health Care Centre.
- Roughly 6 hours from Monday to Friday between 08:00 and 17:00 (excluding holidays) at the Regional Mental Health Centre.

In case of a specific need, Correctional Service Canada may agree with the Contractor to work outside these hours.

The Contractor will provide the labour required for the cleaning and maintenance. The cleaning equipment and maintenance products will be available for the Contractor; the toilet paper, brown paper, garbage bags and hand soap for the dispenser will be provided by Correctional Service Canada.

Correctional Service Canada will create visit forms that will be clearly displayed in each room described in this quote. This visit worksheet shall be signed by the Contractor or his/her employee on each visit, by indicating the current date.

The Contractor agrees to provide a maximum list of four (4) employees that could perform the work and first provide certain personal information for Correctional Service Canada to conduct a security check.

The employees who would have received their security check will go to the main entrance (reception) and will be given an identity card on each visit. They will also have to leave this card on the reception desk when leaving.

The appointed persons shall undergo the regular search procedures at the main entrance based on the terms and conditions prescribed by our policies, particularly the Commissioner's Directive 566-8 on the search of staff and visitors.

They shall also abstain from taking prohibited and unauthorized objects into the institution, in accordance with what is prescribed by our policies (e.g. cellphone, pager, USB key, laptop, tools, tobacco products, etc.).

3. AREAS TO MAINTAIN

The Contractor agrees to maintain all the physical locations included in this quote. The Contractor also agrees to provide the labour required to perform the tasks defined in this quote and in the contract documents.

3.1 ADDITION OR REDUCTION

For the duration of the contract, the project manager may make changes to the original maintenance quote based on a mutual agreement with the Contractor. These changes may vary, for example changing or increasing the service delivery hours or adding service areas, but with common characteristics in the sense that they influence the total bid price for the technical quote (routine and monthly work) of the contract (more or less).

It is up to the project manager, with the approval of the contract officer, to determine the monetary impact of the desired changes and to inform the Contractor about it when submitting new maintenance quotes.

3.2 MANAGEMENT OF CONTRACTOR'S STAFF

3.2.1 The Contractor is solely responsible for managing his staff.

3.2.2 The Contractor is responsible for training his staff regarding the working procedures.

3.2.3 The Contractor accepts full responsibility for the acts of his staff when performing the contract.

3.2.4 The Contractor must fulfill his obligations regarding the workplace health and safety of his staff.

3.2.5 The Contractor's representative will take his/her breaks and meals in our facilities at the locations selected by the project manager.

3.3 CONDITION OF THE PREMISES

At the time of awarding the contract to the Contractor, he should already be aware and accept the condition of the building to be maintained. It is well understood that the project manager will not

agree to pay the Contractor any additional sum of money if the previous Contractor had made mistakes and/or omissions in maintaining the premises.

If the Contractor observes defects in the equipment or furnishing (for example a faulty electrical socket), he must inform the project manager about it in writing, within thirty (30) days following the award of the contract or at time that he becomes aware of the situation, so that he is not held responsible later.

3.4 STAFF INTEGRITY

3.4.1 At the time of signing the contract, the Contractor will provide a complete list of his employees who have gone through the required security screening and who will be assigned to the contract. The list shall be submitted along with a copy of the security clearance in due form for each staff.

3.4.2 The Contractor is responsible for updating the list of his staff with a Reliability Status, for the security check needs. The Contractor's staff members requiring access to protected information, assets or sensitive work site(s) must each hold a valid Reliability Status, granted and approved by the federal government contracts security program. Any employee who does not meet the security standards will be refused access to the institution and at the Contractor's expense.

3.4.3 The Contractor must ensure that his employees do not leave the building with anything that does not belong to them, including found items.

3.4.4 In addition, the project manager (or his delegate) reserves the right to search any package or container belonging to the staff, their storage outfit or areas (locker or changing room) on the building sites. These searches will be conducted by the project manager, safety chief or his/her authorized staff.

3.4.5 The Contractor or his staff cannot perform any other task on the worksites other than what is defined herein.

3.4.6 The Contractor must ensure that his employees comply with the regulations on the confidential information of the building or any other written or verbal information.

3.5 ACTUAL WORK

3.5.1 Competency

The Contractor must provide skilled labour for the correct performance of the work and shall comply with the regulations during the entire period of the contract. A list of the regulations will be given to the Contractor.

At the time of signing the contract, the Contractor must submit to the project manager a complete list of the employees assigned to the contract. This list is subject to the approval of the project manager who reserves the right to request that it should be revised in case of any conflict of interest. In addition, the Contractor shall inform the project manager of any changes made to this list.

3.5.2 Instructions

All issues on the technical aspects of the work must be discussed and addressed with the project manager (or his delegate).

3.5.3 Contact with the occupants

The Contractor's staff, must not, under any circumstance, communicate with the inmates, disturb the occupants of the building or CSC employees. If there are problems in this area, the project manager shall be notified; the same applies if the Contractor's employees are disturbed.

3.6 WORKING METHODS

3.6.1 General

The Contractor will use the cleaning methods that he will deem more appropriate to perform his work, expect for maintenance of the floors (resilient surface areas) where he shall generally use the burnishing cleaning method.

All the tasks that require the use of alkaline products shall be done with caution by ensuring that at the end of the work, the surface areas are properly neutralized.

3.6.2 Restrictions

The Contractor's staff must not move any paper, document or object left on the desks or on other furniture units. The Contractor's staff are not allowed, under any circumstance, to open the drawers of the desks, filing cabinets or other furniture units.

It is strictly prohibited to place chairs, wastepaper baskets or others on the desks or tables, unless the furniture is first covered with an appropriate protective cloth. The Contractor's staff must not, in any way, use the office equipment such as tables, filing cabinets, chairs and others as scaffold to perform the task or for any other purpose. In addition, the employees are not, at any time, authorized to use the telephones or other objects left on the desks for personal purposes. The electronic, computer and telephone devices must not be disconnected at any time.

3.6.3 Prohibition from unlocking the doors

The Contractor's employees are not allowed to unlock the door of a room for anybody. If necessary, they must direct these persons to the project manager of the building.

3.7 ITEMS FOUND

The Contractor's employees must return any found object to the supervisors, heads of safety or to the local coordinator, quality improvement and certification. He will return it to the safety service officer of the building.

3.8 BREAKAGES AND DEFECTS

3.8.1 BREAKAGES

The Contractor must inform the project manager or his designated representative, as soon as possible (within 24 hours), of damages caused, accidentally or otherwise, by his employees.

3.8.2 DEFECTS

While performing their cleaning tasks, the employees should take note of the defects in the equipment or the building and notify the project manager about them. He will notify the project manager of the building as soon as possible depending on their magnitude.

During the winter period, the Contractor shall ensure that the windows are tightly closed if his representative opened them for maintenance, and he shall inform the project manager of the building, without delay, of any room in which a window will be left open so as to make the place abnormally cold.

3.8.3 Modes of operation

The Contractor must ensure that the building activities are not disrupted. Consequently, he must perform his sanitary maintenance tasks according to the established schedule (see page 1) to allow a smooth running of the building's activities. The Contractor must comply with the project manager's methods and requirements to perform his sanitary maintenance tasks in the specialized services.

3.8.4 Safety inspection

The project manager or his delegate, representing Correctional Service Canada, will inspect the premises and the Contractor's equipment at all times.

The project manager or his delegate will have the right to make requests deemed appropriate; these requests should be complied with and implemented by the Contractor despite the maintenance activities described in this technical quote.

4.0 STANDARDIZED REQUIREMENTS FOR QUALITY SANITARY MAINTENANCE

4.1 QUALITY MANAGEMENT

4.1.1 Introduction

Following the award of the maintenance contract, the Contractor is required to deliver quality services in accordance with the standardized requirements described below. It should be considered that this is a hospital, which is subject to safety rules under strict protocols. The objective of the quality management procedures proposed below is to ensure monitoring of the work performed, to meet the set objectives. This procedure will be applied gradually since it will be subject to a running-in period of one (1) month at the beginning of the contract. This mechanism also establishes the monitoring protocol in a precise manner when the Contractor does not meet his obligations regarding the quality of the services.

4.1.2 Routine and monthly work quality control

The project manager or his delegate will unilaterally, or jointly with the Contractor (based on what the project has agreed upon), inspect the premises in accordance with the quality control form. The project manager or his delegate will be fully responsible for the frequency of the inspections. He agrees to give the inspections result to the Contractor.

4.1.3 Non-compliant results

If the quality control report produced by the project manager or his delegate shows results that do not comply with the standards established below, then the Contractor will be considered as having defaulted. If this is the first default, the Contractor will then receive a written notice from the project manager to demand the required adjustment to meet the tolerance threshold. No penalty will be applied. However, the remedial work should be carried out within a period of forty-eight (48) hours. If the requested readjustments are all not carried out correctly within the required period, the Contractor will receive a notice of non-compliance, by mail or FAX from the procurement officer, to convene a meeting between the three parties—the project manager, procurement officer and Contractor—to settle the dispute and to ensure that the current contract requirements are met until the end of the mandate.

4.2 DEFINITION OF STANDARDS

The project manager and the Contractor agree to rely on the current standardized requirements for quality assessment.

4.2.1 Maintenance of the floors

- Sweep or dust mop and remove stains.
- Leave no dirt or trash in the corners, behind or under the radiators, under the furniture or behind the doors.
- The floors must not be covered with a deposit of dust.
- The places swept must be free from dust, residues or stains (calcium, coffee, liquor, shoe prints, etc.).
- Clean the grooves (scraper mat, doorsill, etc.).
- Remove all stains, dirt or residues (calcium, coffee, liquor, shoeprints, etc.) from the surfaces.
- All stains that cannot be removed through regular operations must be removed with an appropriate stain remover. The techniques recommended by the manufacturer should be respected. The products used must not change the surface finishes.

4.2.2 Wet and humid mopping

- All places mopped must be clean, without stain, stray strand or trace of mop.
- No trace of water or spatter must be found on the walls, baseboard and other surfaces.
- No water or other cleaning liquid should be found under the stand of furniture or metal filing cabinets.

4.2.4 Spray buffing

- No dust or dirt should be found on the floors.
- No marks or furrows caused by excessive spraying must be found.
- The floor must appear clean.
- No spatters caused by the spraying must be found on the baseboards, equipment and furniture.

4.2.5 Finishing

- No strands must be found on the floor.
- The floor, including the corners and under the furniture, must be clean and shiny.
- No spatters must be found on the walls, baseboards, furniture and other surfaces.
- The furniture must be placed in their position at the end of the work.

4.2.6 Miscellaneous

- The chairs, wastepaper baskets and others must not be placed on the desks or tables during the cleaning.
- The furniture and equipment must be placed in their proper position.

4.2.7 Walls

- The walls must be without marks, dirt or others.

4.2.8 Glass doors and side windows

- No line or daubing must be seen on the windows and all the frames must be clean.
- No water should be found on the thresholds or sills.

4.2.9 Polishing of the metal surfaces

- The push bars, kick plates, balustrades, doors and other metallic surfaces must be clean and polished.

4.2.10 Collection of waste

- The garbage bins must be emptied, and the inside cleaned.

- The garbage bags must be replaced. The outer part of the bins must be clean.

4.2.11 **Dust removal**

- Dust and clean the desks and the other office furniture.
- Remove the dust and dirt on the chairs and seats.
- Dust all the engravings, plates, horizontal surfaces and others.
- Remove the dust from, and clean the radiators, windowsills, doorsills, frames, baseboards and partition edges.
- Remove the dust from the ventilator grill.

4.2.12 **Cleaning stains**

- The walls, doors, frames and glass partitions must be spotless.

4.2.13 **Wet wiping**

- The mirrors and glass objects must be wiped with a wet cloth.

4.2.14 **Floors**

- The floors must be maintained in accordance with the description given under the “Maintenance of the floors” and “Disinfection of the areas at risk of spreading diseases” sections.

4.2.15 **Cleaning**

- The glass, wooden and metal surfaces must be clean and without marks or dirt.
- The walls must be without marks up to 5 feet and 6 inches high.
- The frames, windows and adjacent surfaces must be dust-free.

4.2.16 **Ventilators and diffusers**

- Dust must be removed from the ventilators and diffusers.
- The framing around the ventilators must be properly wiped.

4.2.17 **Exhaust fan**

- The wall surface of the ventilator must be dust-free.

4.2.18 **Joint between the walls and ceilings**

- The joint between the walls and ceilings must be free from spider webs.

4.2.19 **Cleaning of the windows, partitions or display cases**

- The glasses must be clean from the two (2) sides and without lines.
- The frames, thresholds and sills must be clean and with marks.
- The items moved during the cleaning must be returned to their proper position.

4.2.20 **Storage rooms**

- All floors must be clean.
- All appliances and walls must be dust and stain-free.
- The mop buckets and carts must be emptied, cleaned and odourless.
- No papers, garbage or baskets must be found in the equipment and products storage room.

5. **SPECIFIC CONDITIONS**

5.1 **CLARIFICATION**

5.1.1 The technical quote is only a minimum database serving as the basis to guarantee the cleanliness of the premises. The tasks and their frequency indicate the required quality.

5.1.2 Regardless of the quote and the frequencies, the Contractor is responsible for maintaining the whole premises in a clean condition that complies with the rules. The Contractor shall adjust his work routes based on the seasons and in case of reorganizations of the sectors. During the reorganizations of the premises, a work reduction might be envisaged. However, an excessive workload shall be absorbed after the reorganization to carry out a thorough cleaning before the staff members are moved.

5.1.3 No compensation will be given during this contract to cover a momentary excessive workload, (for example the accumulation of dust during a reorganization, construction or repair) unless there is an exceptional situation.

5.2 WORK SCHEDULE, REGISTER AND TIME SHEET

5.2.1 The Contractor may be required by the project manager to change the schedule and work shift of his employees, with a five-day notice.

5.2.2 Each employee of the Contractor shall sign the daily attendance register when he enters and leaves the building.

Any employee who leaves his job for any reason, must sign the register and state the time of departure. If he returns to work, he must sign the register again.

5.3 MONITORING OF WORK

The Contractor, together with the project manager or his delegate, shall conduct every inspection requested by the manager.

5.4 CHECKING OF THE DOORS, WINDOWS AND FAUCET

The Contractor will take the necessary steps to always ensure that no door or window remains unlocked or open in the absence of the employee (with some exceptions requested by the project manager). The Contractor shall comply with all the directives of the project manager.

5.5 WASTE

5.5.1 Non-recyclable waste

The Contractor must collect all waste and must transport it to the waste deposit centre to be determined by the project manager. Concerning the elimination of waste and its transportation outside, the Contractor will be responsible for checking with the concerned services and complying with their schedule.

5.5.1 Recyclable waste

If there is a deposit centre for recyclable waste, the Contractor shall make sure to collect all the recyclable waste and transport it to the place to be determined by the project manager.

5.6 CLEANING PRODUCTS, HYGIENE SUPPLIES AND WASTE BAGS

5.6.1 Cleaning products

The Contractor must use all the equipment and products required for good cleaning.

The cleaning equipment and maintenance products will be available for the Contractor; the toilet paper, brown paper, waste bags and hand soap for the dispenser will be provided by Correctional Service Canada.

Any container with a cleaning product must be identified using a label. The Contractor will provide the labour required for the cleaning and maintenance.

5.6.1.1 Prohibited use

- No acidic product must be used, unless authorized by the project manager.
- No abrasive powder must be used.

5.6.1.2 Regulations and laws regarding cleaning products

- The Contractor is required to comply with the internal and government regulations and laws that are applicable to work health and safety. The Contractor must ensure that all the employees are trained in work health and safety to meet the WHMIS requirements.

ARCHAMBAULT HEALTH CARE CENTRE – MINIMUM-SECURITY UNIT

For the purpose of cooperating with the staff of these premises to maintain the cleanliness, undertake regular maintenance in accordance with the frequency suggested below unless otherwise specified, if applicable.

One day per week – Archambault Minimum-Security Unit (Thursday excluding holidays)

AREA: NURSING STATIONS

ROUTINE

- Clean the work surfaces, clean and/or dust the file cabinet.
- Clean the telephones, computers, keyboards, photocopier and printer.
- Clean/disinfect the power switches.
- Clean/disinfect the handles and door knobs and the adjacent door frames.
- Clean/disinfect the arms of the chairs/benches.
- Ensure that there is antiseptic gel on all the shared workstations.
- Empty the trash can.
- Clean the inside and outside of the trash can.
- Mop and clean the floor.
- Clean the windows of the doors or the partition walls.
- Remove the dust from the ventilators and diffusers.
- Ensure that the framing around the ventilator is properly wiped.

AREA: FILE ROOMS (adjacent to the nursing station)

ROUTINE

- Clean the work surfaces, clean and/or dust the file cabinet.
- Clean the telephones, computers, keyboards, photocopier and printer.
- Clean/disinfect the power switches.
- Clean/disinfect the handles and door knobs and the adjacent door frames.
- Clean/disinfect the arms of the chairs/benches.
- Ensure that there is antiseptic gel on all the shared workstations.
- Empty the trash can.
- Clean the inside and outside of the trash can.
- Mop and clean the floor.
- Clean the windows of the doors or the partition walls.
- Remove the dust from the ventilators and diffusers.
- Ensure that the framing around the ventilator is properly wiped.

AREA: ROOM OCCUPIED BY THE DOCTOR

ROUTINE

- Clean/disinfect the power switches.
- Clean/disinfect the handles and door knobs and the adjacent door frames.
- Ensure that there is antiseptic gel on all the shared workstations.
- Mop and clean the floor.
- Clean/disinfect the sinks and faucets.
- Clean the mirrors.
- Ensure that there is hand soap.
- Ensure that there is hand paper towel.
- Empty the trash can.
- Clean the inside and outside of the trash can.
- Clean/disinfect the work surfaces, countertops and hard surfaces.
- Clean/disinfect the arms of the chairs and the benches.
- Clean/disinfect the examination tables.
- Clean the windows of the doors or the partition walls.
- Remove the dust from the ventilators and diffusers.
- Ensure that the framing around the ventilator is properly wiped.

AREA: MEDICATION DISPENSARY ROOM

ROUTINE

- Clean/disinfect the power switches.
- Clean/disinfect the handles and door knobs and the adjacent door frames.
- Ensure that there is antiseptic gel on all the shared workstations.
- Mop and clean the floor.
- Clean/disinfect the sinks and faucets.
- Clean the mirrors.
- Ensure that there is hand soap.
- Ensure that there is hand paper towel.
- Empty the trash can.
- Clean the inside and outside of the trash can.
- Clean/disinfect the work surfaces, countertops and hard surfaces.
- Clean/disinfect the arms of the chairs and the benches.
- Clean the windows of the doors or the partition walls.
- Remove the dust from the ventilators and diffusers.
- Ensure that the framing around the ventilator is properly wiped.

AREA: ROOM OCCUPIED BY THE DENTIST

ROUTINE

- Clean/disinfect the power switches.
- Clean/disinfect the handles and door knobs and the adjacent door frames.
- Ensure that there is antiseptic gel on all the shared workstations.
- Mop and clean the floor.
- Clean/disinfect the sinks and faucets.
- Clean the mirrors.
- Ensure that there is hand soap.
- Ensure that there is hand paper towel.
- Empty the trash can.
- Clean the inside and outside of the trash can.
- Clean/disinfect the work surfaces, countertops and hard surfaces.
- Clean/disinfect the arms of the chairs and the benches.
- Clean/disinfect the examining chairs.
- Clean the windows of the doors or the partition walls.
- Dust must be removed from the ventilators and diffusers.
- Ensure that the framing around the ventilator is properly wiped.

AREA: TREATMENT ROOM

ROUTINE

- Clean/disinfect the power switches.
- Clean/disinfect the handles and door knobs and the adjacent door frames.
- Ensure that there is antiseptic gel on all the shared workstations.
- Mop and clean the floor.
- Clean/disinfect the sinks and faucets.
- Clean the mirrors.
- Ensure that there is hand soap.
- Ensure that there is hand paper towel.
- Empty the trash can.
- Clean the inside and outside of the trash can.
- Clean/disinfect the work surfaces, countertops and hard surfaces.
- Clean/disinfect the arms of the chairs and the benches.
- Clean/disinfect the examination tables.
- Clean/disinfect the examining chairs.
- Clean/disinfect the exterior surfaces with frequent contact of the ice dispenser and refrigerator.
- Clean the divider curtains around the patient beds or the screens.
- Clean the windows of the doors or the partition walls.
- Remove the dust from the ventilators and diffusers.
- Ensure that the framing around the ventilator is properly wiped.

AREA: PHYSIOTHERAPY AND OPTOMETRY ROOM

ROUTINE

- Clean/disinfect the power switches.
- Clean/disinfect the handles and door knobs and the adjacent door frames.
- Ensure that there is antiseptic gel on all the shared workstations.
- Mop and clean the floor.
- Clean/disinfect the sinks and faucets.
- Clean the mirrors.
- Ensure that there is hand soap.
- Ensure that there is hand paper towel.
- Empty the trash can.
- Clean the inside and outside of the trash can.
- Clean/disinfect the work surfaces, countertops and hard surfaces.
- Clean/disinfect the arms of the chairs and the benches.
- Clean/disinfect the examination tables.
- Clean/disinfect the examining chairs.
- Clean the windows of the doors or the partition walls.
- Remove the dust from the ventilators and diffusers.
- Ensure that the framing around the ventilator is properly wiped.

ARCHAMBAULT HEALTH CENTRE – MEDIUM-SECURITY UNIT

For the purpose of cooperating with the staff of these premises to maintain the cleanliness, undertake regular maintenance in accordance with the frequency suggested below unless otherwise specified, if applicable.

Four days per week

(Mondays, Tuesdays, Wednesdays and Fridays) excluding holidays. If it is a holiday, the day is cancelled)

AREA: NURSING STATION

ROUTINE

- Clean the work surfaces, clean and/or dust the file cabinet.
- Clean the telephones, computers, keyboards, photocopier and printer.
- Clean/disinfect the power switches.
- Clean/disinfect the handles and door knobs and the adjacent door frames.
- Clean/disinfect the arms of the chairs/benches.
- Ensure that there is antiseptic gel on all the shared workstations.
- Empty the trash can.
- Clean the inside and outside of the trash can.
- Mop and clean the floor.
- Clean the windows of the doors or the partition walls.
- Remove the dust from the ventilators and diffusers.
- Ensure that the framing around the ventilator is properly wiped.

AREA: FILE ROOMS (adjacent to the nursing station)

ROUTINE

- Clean the work surfaces, clean and/or dust the file cabinet.
- Clean the telephones, computers, keyboards, photocopier and printer.
- Clean/disinfect the power switches.
- Clean/disinfect the handles and door knobs and the adjacent door frames.
- Clean/disinfect the arms of the chairs/benches.
- Ensure that there is antiseptic gel on all the shared workstations.
- Empty the trash can.
- Clean the inside and outside of the trash can.
- Mop and clean the floor.
- Clean the windows of the doors or the partition walls.
- Remove the dust from the ventilators and diffusers.
- Ensure that the framing around the ventilator is properly wiped.

AREA: ROOM OCCUPIED BY ONE OF THE DOCTORS
ROUTINE

- Clean/disinfect the power switches.
- Clean/disinfect the handles and door knobs and the adjacent door frames.
- Ensure that there is antiseptic gel on all the shared workstations.
- Mop and clean the floor.
- Clean/disinfect the sinks and faucets.
- Clean the mirrors.
- Ensure that there is hand soap.
- Ensure that there is hand paper towel.
- Empty the trash can.
- Clean the inside and outside of the trash can.
- Clean/disinfect the work surfaces, countertops and hard surfaces.
- Clean/disinfect the arms of the chairs and the benches.
- Clean/disinfect the examination tables.
- Clean the windows of the doors or the partition walls.
- Remove the dust from the ventilators and diffusers.
- Ensure that the framing around the ventilator is properly wiped.

AREA: MEDICATION DISPENSARY ROOM

ROUTINE

- Clean/disinfect the power switches.
- Clean/disinfect the handles and door knobs and the adjacent door frames.
- Ensure that there is antiseptic gel on all the shared workstations.
- Mop and clean the floor.
- Clean/disinfect the sinks and faucets.
- Clean the mirrors.
- Ensure that there is hand soap.
- Ensure that there is hand paper towel.
- Empty the trash can.
- Clean the inside and outside of the trash can.
- Clean/disinfect the work surfaces, countertops and hard surfaces.
- Clean/disinfect the arms of the chairs and the benches.
- Clean the windows of the doors or the partition walls.
- Dust must be removed from the ventilators and diffusers.
- Ensure that the framing around the ventilator is properly wiped.

AREA: DENTISTRY ROOM

ROUTINE

- Clean/disinfect the power switches.
- Clean/disinfect the handles and door knobs and the adjacent door frames.
- Ensure that there is antiseptic gel on all the shared workstations.
- Mop and clean the floor.
- Clean/disinfect the sinks and faucets.
- Clean the mirrors.
- Ensure that there is hand soap.
- Ensure that there is hand paper towel.
- Empty the trash can.
- Clean the inside and outside of the trash can.
- Clean/disinfect the work surfaces, countertops and hard surfaces.
- Clean/disinfect the arms of the chairs and the benches.
- Clean/disinfect the examining chairs.
- Clean the windows of the doors or the partition walls.
- Remove the dust from the ventilators and diffusers.
- Ensure that the framing around the ventilator is properly wiped.

AREA: PREVENTION AND INFECTIOUS DISEASES OFFICE

ROUTINE

- Clean/disinfect the switches.
- Clean/disinfect the handles and door knobs and the adjacent door frames.
- Ensure that there is antiseptic gel on all the shared workstations.
- Mop and clean the floor.
- Empty the trash can.
- Clean the inside and outside of the trash can.
- Clean/disinfect the work surfaces, countertops and hard surfaces.
- Clean/disinfect the exterior surfaces with frequent contact of the ice dispenser and refrigerator.
- Clean/disinfect the arms of the chairs and the benches.
- Clean the windows of the doors or the partition walls.
- Remove the dust from the ventilators and diffusers.
- Ensure that the framing around the ventilator is properly wiped.

AREA: TREATMENT ROOM

ROUTINE

- Clean/disinfect the switches.
- Clean/disinfect the handles and door knobs and the adjacent door frames.
- Ensure that there is antiseptic gel on all the shared workstations.
- Mop and clean the floor.
- Clean/disinfect the sinks and faucets.
- Clean the mirrors.
- Ensure that there is hand soap.
- Ensure that there is hand paper towel.
- Empty the trash can.
- Clean the inside and outside of the trash can.
- Clean/disinfect the work surfaces, countertops and hard surfaces.
- Clean/disinfect the arms of the chairs and the benches.
- Clean/disinfect the examination tables.
- Clean/disinfect the examining chairs.
- Clean/disinfect the exterior surfaces with frequent contact of the ice dispenser and refrigerator.
- Clean the divider curtains around the patients' beds or the screens.
- Clean the windows of the doors or the partition walls.
- Remove the dust from the ventilators and diffusers.
- Ensure that the framing around the ventilator is properly wiped.

AREA: PHARMACY

ROUTINE

- Clean/disinfect the switches.
- Clean/disinfect the handles and door knobs and the adjacent door frames.
- Ensure that there is antiseptic gel on all the shared workstations.
- Mop and clean the floor.
- Clean/disinfect the sinks and faucets.
- Clean the mirrors.
- Ensure that there is hand soap.
- Ensure that there is hand paper towel.
- Empty the trash can.
- Clean the inside and outside of the trash can.
- Clean/disinfect the work surfaces, countertops and hard surfaces.
- Clean/disinfect the arms of the chairs and the benches.
- Clean/disinfect the exterior surfaces with frequent contact of the ice dispenser and refrigerator.
- Remove the dust from the ventilators and diffusers.
- Ensure that the framing around the ventilator is properly wiped.

AREA: PHYSIOTHERAPY AND OPTOMETRY ROOM

ROUTINE

- Clean/disinfect the switches.
- Clean/disinfect the handles and door knobs and the adjacent door frames.
- Ensure that there is antiseptic gel on all the shared workstations.
- Mop and clean the floor.
- Clean/disinfect the sinks and faucets.
- Clean the mirrors.
- Ensure that there is hand soap.
- Ensure that there is hand paper towel.
- Empty the trash can.
- Clean the inside and outside of the trash can.
- Clean/disinfect the work surfaces, countertops and hard surfaces.
- Clean/disinfect the arms of the chairs and the benches.
- Clean/disinfect the examination tables.
- Clean/disinfect the examining chairs.
- Clean the windows, the doors or the partition walls.
- Remove the dust from the ventilators and diffusers.
- Ensure that the framing around the ventilator is properly wiped.

AREA: RESERVE/CLEAN UNIT

ROUTINE

- Clean/disinfect the switches.
- Clean/disinfect the handles and door knobs and the adjacent door frames.

AREA: REGIONAL HOSPITAL CELL

ON REQUEST

- Mop and clean the floor.
- Clean/disinfect the sinks and faucets.
- Clean the toilet bowl.
- Door handle

REGIONAL MENTAL HEALTH CENTRE

For the purpose of cooperating with the staff of these premises to maintain the cleanliness, undertake regular maintenance in accordance with the frequency suggested below, unless otherwise specified, if applicable.

5 days per week

(Monday to Friday excluding holidays)

AREA: NURSING STATIONS - Sector 1B, Sector 1C, Sector 2B, Sector 2C-2D

ROUTINE

- Clean the work surfaces, clean and/or dust the file cabinet.
- Clean the telephones, computers, keyboards, photocopier and printer.
- Clean/disinfect the switches.
- Clean/disinfect the handles and door knobs and the adjacent door frames.
- Clean/disinfect the arms of the chairs/benches.
- Ensure that there is antiseptic gel on all the shared workstations.
- Empty the trash can.
- Clean the inside and outside of the trash can.
- Mop and clean the floor.
- Clean the windows, the doors or the partition walls.
- Remove the dust from the ventilators and diffusers.
- Ensure that the framing around the ventilator is properly wiped.

AREA: MEDICATION DISPENSARY ROOM

ROUTINE

- Clean/disinfect the switches.
- Clean/disinfect the handles and door knobs and the adjacent door frames.
- Ensure that there is antiseptic gel on all the shared workstations.
- Mop and clean the floor.
- Clean/disinfect the sinks and faucets.
- Clean the mirrors.
- Ensure that there is hand soap.
- Ensure that there is hand paper towel.
- Empty the trash can.
- Clean the inside and outside of the trash can.
- Clean/disinfect the work surfaces, countertops and hard surfaces.
- Clean/disinfect the arms of the chairs and the benches.
- Clean the windows of the doors or the partition walls.
- Dust must be removed from the ventilators and diffusers.
- Ensure that the framing around the ventilator is properly wiped.

AREA: TREATMENT ROOMS – activities sector, Sector 1C

ROUTINE

- Clean/disinfect the switches.
- Clean/disinfect the handles and door knobs and the adjacent door frames.
- Ensure that there is antiseptic gel on all the shared workstations.
- Mop and clean the floor.
- Clean/disinfect the sinks and faucets.
- Clean the mirrors.
- Ensure that there is hand soap.
- Ensure that there is hand paper towel.
- Empty the trash can.
- Clean the inside and outside of the trash can.
- Clean/disinfect the work surfaces, countertops and hard surfaces.
- Clean/disinfect the arms of the chairs and the benches.
- Clean/disinfect the examination tables.
- Clean/disinfect the examining chairs.
- Clean/disinfect the exterior surfaces with frequent contact of the ice dispenser and refrigerator.
- Clean the divider curtains around the patient beds or the screens.
- Clean the windows, doors or the partition walls.
- Remove the dust from the ventilators and diffusers.
- Ensure that the framing around the ventilator is properly wiped.

AREA: CELL at sector 1C or 1B

ON REQUEST

- Mop and clean the floor.
- Clean/disinfect the sinks and faucets.
- Clean the toilet bowl.
- Door handles

ANNEX B – Proposed Basis of Payment

1.0 Contract Period

The Contractor will be paid in accordance with the following Basis of Payment for Work performed pursuant to this Contract.

For the provision of services as described in Annex A - Statement of Work, the Contractor will be paid the all inclusive firm per diem rate(s) below in the performance of this Contract, Applicable Taxes extra.

PERIOD:

From the award of the contract until March 31, 2019

SECTION A – FIXED PART	
The Contractor will maintain the sectors described in Annex A “Description of work” at a frequency of five (5) days per week (from Monday to Friday – excluding holidays).	
\$_____ MONTHLY RATE	\$_____ TOTAL PER YEAR (GST/HST not included)
SECTION B – VARIABLE PART (ON CALL)	
The Contractor will perform unscheduled housekeeping (service call - day or night). The Contractor shall provide the service within 24 hours following the call and will be paid at an hourly rate.	
An estimate of 15 hours per year.	\$/ HOUR (GST/HST not included)

Fees and expenses:

ONLY the services invoiced according to the rate submitted below will be paid. The rates submitted include ALL that is required to perform the work in accordance with the expected services. This includes the following: administrative fees and expenses, profit, transportation of labour, and/or all other fees required for the delivery of the services.

Hourly rates:

ONLY the services rendered will be paid. The hourly rates apply to the productive work time on the site. The hourly rates do not apply to the meals time and unauthorized breaks. No additional money will be paid for the travel time to get to the worksite. In other words, the paid time will be calculated from the time of arrival to and departure from the facility.

The rates must include all fees inherent to the delivery of the services.

2.0 Options to Extend the Contract Period:

Subject to the exercise of the option to extend the Contract period in accordance with Article 4. Term of contract of the original contract, Options to Extend Contract, the Contractor will be paid the firm all inclusive Per Diem rate(s), in accordance with the following table, Applicable Taxes extra, to complete all Work and services required to be performed in relation to the Contract extension.

The Contractor must advise the Project Authority when 75% of the Contract’s financial limitation is reached. This financial information can also be requested by the project Authority on an as-requested basis.

FIRST OPTIONAL PERIOD:

From April 1, 2019 to March 31, 2020

SECTION A – FIXED PART	
The Contractor will maintain the sectors described in Annex A “Description of work” at a frequency of five (5) days per week (from Monday to Friday – excluding holidays).	
\$ _____ MONTHLY RATE	\$ _____ TOTAL PER YEAR (GST/HST not included)
SECTION B – VARIABLE PART (ON CALL)	
The Contractor will perform unscheduled housekeeping (service call - day or night). The Contractor shall provide the service within 24 hours following the call and will be paid at an hourly rate.	
An estimate of 15 hours per year.	\$ _____ / HOUR (GST/HST not included)

SECOND OPTIONAL PERIOD:

From April 1, 2020 to March 31, 2021.

SECTION A – FIXED PART	
The Contractor will maintain the sectors described in Annex A “Description of work” at a frequency of five (5) days per week (from Monday to Friday – excluding holidays).	
\$ _____ MONTHLY RATE	\$ _____ TOTAL PER YEAR (GST/HST not included)
SECTION B – VARIABLE PART (ON CALL)	
The Contractor will perform unscheduled housekeeping (service call - day or night). The Contractor shall provide the service within 24 hours following the call and will be paid at an hourly rate.	
An estimate of 15 hours per year.	\$ _____ / HOUR (GST/HST not included)

Fees and expenses:

ONLY the services invoiced according to the rate submitted below will be paid. The rates submitted include ALL that is required to perform the work in accordance with the expected services. This includes the following: administrative fees and expenses, profit, transportation of labour, and/or all other fees required for the delivery of the services.

Hourly rates:

ONLY the services rendered will be paid. The hourly rates apply to the productive work time on the site. The hourly rates do not apply to the meals time and unauthorized breaks. No additional money will be paid for the travel time to get to the worksite. In other words, the paid time will be calculated from the time of arrival to and departure from the facility.

The rates must include all fees inherent to the delivery of the services.

3.0 Applicable Taxes

- (a) All prices and amounts of money in the contract are exclusive of Applicable Taxes, unless otherwise indicated. Applicable Taxes are extra to the price herein and will be paid by Canada.
- (b) The estimated Applicable Taxes of \$ To Be Inserted at Contract Award are not included in the total estimated cost shown on page 1 of this Contract. The estimated Applicable Taxes will be incorporated into all invoices and progress claims and shown as a separate item on invoices and progress claims. All items that are zero-rated, exempt, or to which taxes do not apply, are to be identified as such on all invoices. The Contractor agrees to remit to Canada Revenue Agency (CRA) any amounts of Applicable Taxes paid or due.

Annex C – Security Requirement Check List



Government of Canada / Gouvernement du Canada

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Contract Number / Numéro du contrat

21301-19-2821825 RW

Security Classification / Classification de sécurité

Non classifiée

RW

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	SCC	2. Branch or Directorate / Direction générale ou Direction Centre de Traitement - Archambault RW
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 Entretien ménager dans des locaux du Centre de traitement, incluant le CRAM (Centre de soins - Hôpital régional sites médium et minimum)		
5. a) Will the supplier require access to Controlled Goods? / Le fournisseur aura-t-il accès à des marchandises contrôlées?		<input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui
5. b) Will the supplier require access to unclassified military technical data subject to the provisions of the Technical Data Control Regulations? / Le fournisseur aura-t-il accès à des données techniques militaires non classifiées qui sont assujetties aux dispositions du Règlement sur le contrôle des données techniques?		<input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui
6. Indicate the type of access required / Indiquer le type d'accès requis		
6. a) Will the supplier and its employees require access to PROTECTED and/or CLASSIFIED information or assets? / Le fournisseur ainsi que les employés auront-ils accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS? (Specify the level of access using the chart in Question 7. c) / (Préciser le niveau d'accès en utilisant le tableau qui se trouve à la question 7. c)		<input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui
6. b) Will the supplier and its employees (e.g. cleaners, maintenance personnel) require access to restricted access areas? No access to PROTECTED and/or CLASSIFIED information or assets is permitted. / Le fournisseur et ses employés (p. ex. nettoyeurs, personnel d'entretien) auront-ils accès à des zones d'accès restreintes? L'accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS n'est pas autorisé.		<input type="checkbox"/> No / Non <input checked="" type="checkbox"/> Yes / Oui
6. c) Is this a commercial courier or delivery requirement with no overnight storage? / S'agit-il d'un contrat de messagerie ou de livraison commerciale sans entreposage de nuit?		<input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui
7. a) Indicate the type of information that the supplier will be required to access / Indiquer le type d'information auquel le fournisseur devra avoir accès		
N/A RW Canada <input type="checkbox"/>	NATO / OTAN <input type="checkbox"/>	Foreign / Étranger <input type="checkbox"/>
7. b) Release restrictions / Restrictions relatives à la diffusion		
No release restrictions / Aucune restriction relative à la diffusion <input type="checkbox"/>	All NATO countries / Tous les pays de l'OTAN <input type="checkbox"/>	No release restrictions / Aucune restriction relative à la diffusion <input type="checkbox"/>
Not releasable / À ne pas diffuser <input type="checkbox"/> N/A RW		
Restricted to: / Limité à: <input type="checkbox"/>	Restricted to: / Limité à: <input type="checkbox"/>	Restricted to: / Limité à: <input type="checkbox"/>
Specify country(ies): / Préciser le(s) pays:	Specify country(ies): / Préciser le(s) pays:	Specify country(ies): / Préciser le(s) pays:
7. c) Level of information / Niveau d'information		
PROTECTED A / PROTÉGÉ A <input type="checkbox"/>	NATO UNCLASSIFIED / NATO NON CLASSIFIÉ <input type="checkbox"/>	PROTECTED A / PROTÉGÉ A <input type="checkbox"/>
PROTECTED B / PROTÉGÉ B <input type="checkbox"/>	NATO RESTRICTED / NATO DIFFUSION RESTREINTE <input type="checkbox"/>	PROTECTED B / PROTÉGÉ B <input type="checkbox"/>
PROTECTED C / PROTÉGÉ C <input type="checkbox"/>	NATO CONFIDENTIAL / NATO CONFIDENTIEL <input type="checkbox"/>	PROTECTED C / PROTÉGÉ C <input type="checkbox"/>
CONFIDENTIAL / CONFIDENTIEL <input type="checkbox"/>	NATO SECRET / NATO SECRET <input type="checkbox"/>	CONFIDENTIAL / CONFIDENTIEL <input type="checkbox"/>
SECRET <input type="checkbox"/>	COSMIC TOP SECRET / COSMIC TRÈS SECRET <input type="checkbox"/>	SECRET <input type="checkbox"/>
TOP SECRET / TRÈS SECRET <input type="checkbox"/>		TOP SECRET / TRÈS SECRET <input type="checkbox"/>
TOP SECRET (SIGINT) / TRÈS SECRET (SIGINT) <input type="checkbox"/>		TOP SECRET (SIGINT) / TRÈS SECRET (SIGINT) <input type="checkbox"/>

TBS/SCT 350-103(2004/12)

Security Classification / Classification de sécurité

NON CLASSIFIÉE

RW



QUE2876



Government of Canada / Gouvernement du Canada

Contract Number / Numéro du contrat 21301-19-2821825 <i>RW</i>
Security Classification / Classification de sécurité

PART A (continued) / PARTIE A (suite)

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

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

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

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

<input checked="" type="checkbox"/> RELIABILITY STATUS COTE DE FIABILITÉ	<input type="checkbox"/> CONFIDENTIAL CONFIDENTIEL	<input type="checkbox"/> SECRET SECRET	<input type="checkbox"/> TOP SECRET TRÈS SECRET
<input type="checkbox"/> TOP SECRET - SIGINT TRÈS SECRET - SIGINT	<input type="checkbox"/> NATO CONFIDENTIAL NATO CONFIDENTIEL	<input type="checkbox"/> NATO SECRET NATO SECRET	<input type="checkbox"/> COSMIC TOP SECRET COSMIC TRÈS SECRET
<input type="checkbox"/> SITE ACCESS ACCÈS AUX EMBLEMES			

Special comments:
Commentaires spéciaux : *RW*

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

TBS/SCT 350-103(2004/12)

Security Classification / Classification de sécurité
NON CLASSIFIÉE



QUE2876



Government of Canada / Gouvernement du Canada

Contract Number / Numéro du contrat 21301-19-2821825 <i>RW</i>
Security Classification / Classification de sécurité

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			
N/A <i>RW</i>																
Information / Assets / Renseignements / Biens																
Production																
IT Meca / Support TI																
IT Link / Lien électronique																

12. a) Is the description of the work contained within this SRCL PROTECTED and/or CLASSIFIED?
La description du travail visé par la présente LVERS est-elle de nature PROTÉGÉE et/ou CLASSIFIÉE?
- No / Non Yes / Oui
- If Yes, classify this form by annotating the top and bottom in the area entitled "Security Classification".
Dans l'affirmative, classifiez le présent formulaire en indiquant le niveau de sécurité dans la case intitulée « Classification de sécurité » au haut et au bas du formulaire.
12. b) Will the documentation attached to this SRCL be PROTECTED and/or CLASSIFIED?
La documentation associée à la présente LVERS sera-t-elle PROTÉGÉE et/ou CLASSIFIÉE?
- No / Non Yes / Oui
- If Yes, classify this form by annotating the top and bottom in the area entitled "Security Classification" and indicate with attachments (e.g. SECRET with Attachments).
Dans l'affirmative, classifiez le présent formulaire en indiquant le niveau de sécurité dans la case intitulée « Classification de sécurité » au haut et au bas du formulaire et indiquez qu'il y a des pièces jointes (p. ex. SECRET avec des pièces jointes).

TBS/SCT 350-103(2004/12)

Security Classification / Classification de sécurité NON CLASSIFIÉE
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QUE2876



Contract Number / Numéro du contrat 21301-19-2821825
Security Classification / Classification de sécurité <i>Non classifiée</i>

PART D - AUTHORIZATION / PARTIE D - AUTORISATION			
13 Organization Project Authority / Chargé de projet de l'organisme			
Name (print) - Nom (en lettres moulées) Nancy Massicotte	Title - Titre Directrice exécutive interimaire, Centre de traitement	Signature 	
Telephone No. - N° de téléphone (450) 478-5960 x 8300	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel Nancy.Massicotte@csc-scc.gc.ca	Date 2018-02-21
14 Organization Security Authority / Responsable de la sécurité de l'organisme			
Name (print) - Nom (en lettres moulées) Robert Wattie - Contract Security Analyst	Title - Titre	Signature 	Digitally signed by Wattie, Robert DN: cn=CA, o=GC, ou=CSC-SCC, cn=Wattie, Robert Date: 2018.03.27 13:54:05 -0400 Adobe Acrobat version: 2017.011.30069
Telephone No. - N° de téléphone	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel	Date 2018-03-27
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?			RW <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes Non <input type="checkbox"/> Oui
16 Procurement Officer / Agent d'approvisionnement			
Name (print) - Nom (en lettres moulées) Brigitte Chabot	Title - Titre Agente régionale int. approvisionnements et contrats	Signature 	
Telephone No. - N° de téléphone 450-661-9550 x 5231	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel brigitte.chabot@csc-scc.gc.ca	Date 2018-03-22
17 Contracting Security Authority / Autorité contractante en matière de sécurité			
Name Paul Lepinski	Signature 		
Telephone Agent à la Sécurité des contrats Contract Security Officer Programme de la Sécurité des contrats Contract Security Program Paul.Lepinski@psgc-pwsc.gc.ca Telephone: 613 957-1294	Address - Adresse courriel		Date 13-APR-2018

TBS/SCT 350-103(2004/12)

Security Classification / Classification de sécurité
NON CLASSIFIÉE





Annex D Evaluation Criteria (not applicable)

1.0 Technical Evaluation:

1.1 The following elements of the proposal will be evaluated and scored in accordance with the following evaluation criteria.

- Mandatory Technical Criteria

It is **imperative** that the proposal **address each of these criteria** to demonstrate that the requirements are met.

1.2 LISTING EXPERIENCE WITHOUT PROVIDING ANY SUBSTANTIATING DATA TO SUPPORT WHERE, WHEN AND HOW SUCH EXPERIENCE WAS OBTAINED WILL RESULT IN THE STATED EXPERIENCE NOT BEING CONSIDERED FOR EVALUATION PURPOSES.

1.3 All experience must be strictly work-related. Time spent during education and/or training will not be considered, unless otherwise indicated.

1.4 Experience must be demonstrated through a history of past projects, either completed or on-going.

1.5 References must be provided for each project/employment experience.

I. Where the stated experience was acquired within a Canadian Federal Government Department or Agency **as a Public Servant**, the reference must be a Public Servant who had a supervisory role over the proposed resource during the stated employment.

II. Where the stated experience was acquired within a Canadian Federal Government Department or Agency **as a consultant**, the reference must be the Public Servant who was identified as the Project Authority of the project on which the proposed resource acquired the experience.

III. References must be presented in this format:

- a. Name;
- b. Organization;
- c. Current Phone Number; and
- d. Email address if available

1.6 Response Format

I. In order to facilitate evaluation of proposals, it is recommended that bidders' proposals address the mandatory criteria in the order in which they appear in the Evaluation Criteria and using the numbering outlined.

II. Bidders are also advised that the month(s) of experience listed for a project or experience whose timeframe overlaps that of another referenced project or experience will only be counted once. For example: Project 1 timeframe is July 2001 to December 2001; Project 2 timeframe is October 2001 to January 2002; the total months of experience for these two project references is seven (7) months.

III. For any requirements that specify a particular time period (e.g., 2 years) of work experience, CSC will disregard any information about experience if the technical bid does not include the required month and year for the start date and end date of the experience claimed.



- IV. CSC will also only evaluate the duration that the resource actually worked on a project or projects (from his or her start date to end date), instead of the overall start and end date of a project or a combination of projects in which a resource has participated.



ANNEX E - 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. Sudden and Accidental Pollution Liability (minimum 120 hours): To protect the Contractor for liabilities arising from damages caused by accidental pollution incidents.
- o. 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.