



RETURN BIDS TO:  
 RETOURNER LES SOUMISSIONS À :  
 This document supersedes #5P300-17-5531

Parks Canada Agency  
 111 Water Street East  
 Cornwall, Ontario K6H 6S2

**FAX – 1-877-558-2349**

REQUEST FOR QUOTATION  
 DEMANDE DE PRIX

Quotations to: Parks Canada Agency  
 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 or attached hereto, the supplies and services listed herein or on any attached sheets at the price(s) set out therefore.

Prix à : l' Agence Parcs Canada  
 Nous offrons par la présente de vendre à sa Majesté la Reine du chef du Canada, aux conditions énoncées ou incluses par référence dans la présente et aux annexes ci-jointes, les articles et les services énumérés ici et sur toute feuille ci-annexée, au(x) prix indiqué(s).

Vendor/Firm Name and Address  
 Raison sociale et adresse du fournisseur/de l'entrepreneur

Title-Sujet Janitorial Services & Grounds Cleaning	
Solicitation No. - N° de l'invitation 5P300-18-0007/A	Date May 7, 2018
GETS Reference No. – N° de référence de SEAG NA	
Client Reference No. – N° de référence du client	
Solicitation Closes L'invitation prend fin –  at – à 02:00 PM on – le June 18, 2018	Time Zone Fuseau horaire -  EDST – Eastern Daylight Saving Time
Address Inquiries to: - Adresser toute demande de renseignements à :  Cindy Dionne	
Telephone No. - N° de téléphone 613-938-5967	Fax No. – N° de FAX
Destination of Goods, Services, and Construction: Destination des biens, services et construction :  Halifax Citadel National Historic Site 5425 Sackville Street Halifax, NS B3J 3Y3	
Vendor/Firm Name and Address Raison sociale et adresse du fournisseur/de l'entrepreneur :    Telephone No. - N° de téléphone : Facsimile No. - N° de télécopieur :	
Name and title of person authorized to sign on behalf of the Vendor/Firm (type or print) Nom et titre de la personne autorisée à signer au nom du fournisseur/ de l'entrepreneur (taper ou écrire en caractères d'imprimerie)    Name/Nom _____ Title/Titre _____	

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ANNEX "F" - INTEGRITY PROVISIONS - LIST OF NAMES **(to be returned with the bid)**

**IMPORTANT NOTICE TO BIDDERS**

**Direct Deposit**

In April 2012, the Government of Canada announced that it will be replacing cheques with electronic payments by April 2016. Contract payment(s) currently made by cheque will be replaced by Direct Deposit. Businesses are encouraged to proactively enrol with Parks Canada. Please contact Cindy Dionne at [cindy.dionne@pc.gc.ca](mailto:cindy.dionne@pc.gc.ca) in order to obtain a Direct Deposit enrolment form.

Additional information on this Government of Canada initiative is available at:

<http://www.directdeposit.gc.ca>

## **PART 1 - GENERAL INFORMATION**

### **1.1 Security Requirements**

- The Contractor/Offeror personnel requiring access to sensitive work site(s) must EACH hold a valid RELIABILITY STATUS, granted or approved by Parks Canada Agency Security Directorate (PCASD).
- Subcontracts which contain security requirements are NOT to be awarded without the prior written permission of PCASD.

### **1.2 Statement of Work**

The Work to be performed is detailed under Annex "A" of the resulting contract clauses.

### **1.3 Debriefings**

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

### **1.4 Trade Agreements**

The requirement is subject to the provisions of the World Trade Organization Agreement on Government Procurement (WTO-AGP), the North American Free Trade Agreement (NAFTA), the Canada-European Union Comprehensive Economic and Trade Agreement (CETA), and the Canadian Free Trade Agreement (CFTA).

## PART 2 - BIDDER INSTRUCTIONS

### 2.1 Standard Instructions, Clauses and Conditions

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

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

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

### 2.2 Submission of Bids

Bids must be submitted only to Parks Canada Agency (PCA) Bid Receiving Unit by the date, time and place indicated on page 1 of the bid solicitation.

Email – [Cornwall.quote-soumission@pc.gc.ca](mailto:Cornwall.quote-soumission@pc.gc.ca) or Facsimile – 1-877-558-2349

### 2.3 Former Public Servant

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

#### *Definitions*

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

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

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

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

[Continuation Act](#), 1970, c. R-10, and the [Royal Canadian Mounted Police Superannuation Act](#), R.S., 1985, c. R-11, the [Members of Parliament Retiring Allowances Act](#), R.S. 1985, c. M-5, and that portion of pension payable to the [Canada Pension Plan Act](#), R.S., 1985, c. C-8.

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

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

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

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

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

#### *Work Force Adjustment Directive*

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

If so, the Bidder must provide the following information:

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

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

## **2.4 Enquiries - Bid Solicitation**

All enquiries must be submitted in writing to the Contracting Authority no later than Five (5) calendar days before the bid closing date. Enquiries received after that time may not be answered.

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

## **2.5 Applicable Laws**

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

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

## **2.6 Optional Site Visit**

It is recommended that the Bidder or a representative of the Bidder visit the work site. Arrangements have been made for the site visit to be held at **5425 Sackville Street, Halifax, NS B3J 3Y3 on May 16, 2018**. The site visit will begin at 11:00 am ADT. The meeting will be held in the Cavalier Building, third floor boardroom (the Cavalier building is located inside the Halifax Citadel, it is the building in the centre of the parade).

Bidders are requested to communicate with the Contracting Authority no later than May 14, 2018 to confirm attendance and provide the name(s) of the person(s) who will attend. Bidders may be requested to sign an attendance sheet. Bidders who do not attend or do not send a representative will not be given an alternative appointment but they will not be precluded from submitting a bid. Any clarifications or changes to the bid solicitation resulting from the site visit will be included as an amendment to the bid solicitation.

## **PART 3 - BID PREPARATION INSTRUCTIONS**

### **3.1 Bid Preparation Instructions**

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

Section I: Financial Bid  
Section II: Certifications

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

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

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

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

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

#### **Section I: Financial Bid**

Bidders must submit their financial bid in accordance with the Basis of Payment.

#### **Section II: Certification**

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



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

### **4.1 Evaluation Procedures**

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

### **4.2 Basis of Selection**

#### **4.2.1 *SACC Manual* Clause A0069T, (2007-05-25)**

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

## **PART 5 – CERTIFICATIONS AND ADDITIONAL INFORMATION**

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

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

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

### **5.1 Certifications Required with the Bid**

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

#### **5.1.1 Integrity Provisions - Declaration of Convicted Offences**

In accordance with the Integrity Provisions of the Standard Instructions, all bidders must provide with their bid, **if applicable**, the declaration form available on the [Forms for the Integrity Regime](http://www.tpsgc-pwgsc.gc.ca/ci-if/declaration-eng.html) website (<http://www.tpsgc-pwgsc.gc.ca/ci-if/declaration-eng.html>), to be given further consideration in the procurement process.

### **5.2 Certifications Precedent to Contract Award and Additional Information**

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

#### **5.2.1 Integrity Provisions – Required Documentation**

In accordance with the section titled Information to be provided when bidding, contracting or entering into a real procurement agreement of the [Ineligibility and Suspension Policy](http://www.tpsgc-pwgsc.gc.ca/ci-if/politique-policy-eng.html) (<http://www.tpsgc-pwgsc.gc.ca/ci-if/politique-policy-eng.html>), the Bidder must provide the required documentation, as applicable, to be given further consideration in the procurement process.

#### **5.2.2 Federal Contractors Program for Employment Equity - Bid Certification**

By submitting a bid, the Bidder certifies that the Bidder, and any of the Bidder's members if the Bidder is a Joint Venture, is not named on the Federal Contractors Program (FCP) for employment equity "FCP Limited Eligibility to Bid" list available at the bottom of the page of the [Employment and Social Development Canada \(ESDC\) - Labour's](https://www.canada.ca/en/employment-social-development/programs/employment-equity/federal-contractor-program.html#) website (<https://www.canada.ca/en/employment-social-development/programs/employment-equity/federal-contractor-program.html#>).

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

## **PART 6 - RESULTING CONTRACT CLAUSES**

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

### **6.1 Security Requirements**

- The Contractor/Offeror personnel requiring access to sensitive work site(s) must EACH hold a valid RELIABILITY STATUS, granted or approved by PCASD.
- Subcontracts which contain security requirements are NOT to be awarded without the prior written permission of PCASD.

### **6.2 Statement of Work**

The Contractor must perform janitorial services and grounds cleaning in accordance with the Statement of Work at Annex "A".

### **6.3 Standard Clauses and Conditions**

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

#### **6.3.1 General Conditions**

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

All reference to the Minister of Public Works and Government Services Canada shall be deleted and replaced with the Minister of the Environment for the purposes of the Parks Canada Agency. All reference to the Department of Public Works and Government Services Canada shall be deleted and replaced with the Parks Canada Agency.

### **6.4 Term of Contract**

#### **6.4.1 Period of the Contract**

The period of the Contract is from July 1, 2018 to May 30, 2019 inclusive.

#### **6.4.2 Option to Extend the Contract**

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

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

### **6.5 Authorities**

#### **6.5.1 Contracting Authority**

The Contracting Authority for the Contract is:

Cindy Dionne  
Procurement and Contracting Officer  
Parks Canada Agency, National Contracting Services  
Directorate: Chief Financial Officer Directorate

Address: 111 Water Street East, Cornwall, ON K6H 6S3

Telephone: 613-938-5967  
Facsimile 866-246-6893  
E-mail address: cindy.dionne@pc.gc.ca

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

### 6.5.2 Project Authority

The Project Authority for the Contract is: (to be completed at contract award)

Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Organization: \_\_\_\_\_  
Address: \_\_\_\_\_

Telephone: \_\_\_\_ \_\_\_\_ \_\_\_\_\_  
Facsimile: \_\_\_\_ \_\_\_\_ \_\_\_\_\_  
E-mail address: \_\_\_\_\_

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

### 6.5.3 Contractor's Representative

Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Organization: \_\_\_\_\_  
Address: \_\_\_\_\_ Postal Code \_\_\_\_\_

Telephone: \_\_\_\_\_  
Facsimile: \_\_\_\_\_  
E-mail address: \_\_\_\_\_

### 6.6 Proactive Disclosure of Contracts with Former Public Servants

By providing information on its status, with respect to being a former public servant in receipt of a *Public Service Superannuation Act* (PSSA) pension, the Contractor has agreed that this information will be reported on departmental

websites as part of the published proactive disclosure reports, in accordance with [Contracting Policy Notice: 2012-2](#) of the Treasury Board Secretariat of Canada.

## **6.7 Payment**

### **6.7.1 Basis of Payment – Firm Price**

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

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

### **6.7.2 Basis of Payment – Firm Price– Task Authorization (C0209C)**

For the work described in section 3.0 of the Statement of Work at Annex "A"

In consideration of the Contractor satisfactorily completing all of its obligations under the authorized Task Authorization (TA), the Contractor will be paid in accordance with the basis of payment, in Annex B, as specified in the authorized TA. Customs duties are included, and Applicable Taxes are extra.

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

### **6.7.3 Limitation of Expenditure**

1. Canada's total liability to the Contractor under the Contract must not exceed \$ \_\_\_\_\_ (will be inserted at contract award). Customs duties are included and Applicable Taxes are extra.
2. No increase in the total liability of Canada or in the price of the Work resulting from any design changes, modifications or interpretations of the Work, will be authorized or paid to the Contractor unless these design changes, modifications or interpretations have been approved, in writing, by the Contracting Authority before their incorporation into the Work. The Contractor must not perform any work or provide any service that would result in Canada's total liability being exceeded before obtaining the written approval of the Contracting Authority. The Contractor must notify the Contracting Authority in writing as to the adequacy of this sum:
  - a. when it is 75% 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.
3. If the notification is for inadequate contract funds, the Contractor must provide to the Contracting Authority a written estimate for the additional funds required. Provision of such information by the Contractor does not increase Canada's liability.

### **6.7.4 Multiple Payment**

Canada will pay the Contractor upon completion and delivery of units 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 delivered has been accepted by Canada.

#### **6.7.5 Task Authorization Limit (C9011C)**

The Project Manager may authorize individual task authorizations up to a limit of \$5,000.00, Applicable Taxes included, inclusive of any revisions.  
Any task authorization to be issued in excess of that limit must be authorized by the Contracting Authority before issuance.

#### **6.7.6 Canada's Obligation – Portion of the Work – Task Authorizations (B9031C)**

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

#### **6.8 Invoicing Instructions**

2. 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.
3. Invoices must be distributed as follows:
  - a. The original and one (1) copy must be forwarded to the address shown on page 1 of the Contract for certification and payment.

#### **6.9 Certifications and Additional Information**

##### **6.9.1 Compliance**

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

#### **6.10 Applicable Laws**

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

#### **6.11 Priority of Documents**

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

- (a) the Articles of Agreement;
- (b) the general conditions – Medium Complexity 2010C (2016-04-04);
- (c) Annex A, Statement of Work;
- (d) Annex B, Basis of Payment;
- (e) the Contractor's bid dated \_\_\_\_\_. (to be completed at contract award)

#### **6.12 Insurance - Specific Requirements - SACC Manual clause [G1001C \(2013-11-06\)](#)**

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

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

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

#### **6.13 Task Authorization Process (SACC Manual Clause B9054C)**

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

*Task Authorization Process:*

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

#### **6.14 Government Site Regulations SACC Manual clause [A9068C \(2010-01-11\)](#)**

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

#### **6.15 Inspection and Acceptance SAAC Manual clause [D5328C \(2014-06-26\)](#)**

The Project Authority is the Inspection Authority. All reports, deliverable items, documents, goods and all services rendered under the Contract are subject to inspection by the Inspection Authority or representative. Should any report, document, good or service not be in accordance with the requirements of the Statement of Work and to the satisfaction of the Inspection Authority, as submitted, the Inspection Authority will have the right to reject it or require its correction at the sole expense of the Contractor before recommending payment.

**ANNEX "A"**

**STATEMENT OF WORK**

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## 1.0 INTRODUCTION AND DESCRIPTION OF WORK – Janitorial Services & Grounds Cleaning

### 1.1 Introduction

By any criteria or definition the Halifax Citadel is a very "special place." The Halifax Citadel has been commemorated as a nationally significant symbol of Halifax's role as a principal naval station in the British Empire and of the city's importance to Canada's development and evolution from colony to nation. The Halifax Citadel was formally recognized as a significant symbol of Canadian nationhood when it was designated as a National Historic Site in 1951.

Visited by millions of Canadians, the Halifax Citadel is a cultural treasure. Its impressive ramparts and fortifications dominate the skyline of Halifax, Atlantic Canada's largest urban centre. The hectic daily activities of this busy seaport continue to be regulated by the noon gun and Town Clock. The green slopes of its glacis have become a popular refuge and escape from the hustle and bustle of the modern city below. The Citadel has become a tangible link between past and present.

The Halifax Citadel is part of a larger system of national parks and historic sites throughout Canada administered by Parks Canada. Parks Canada is committed to commemorating, protecting and presenting places which are significant examples of Canada's cultural and natural heritage in ways that encourage public understanding, appreciation and enjoyment of this heritage in a sustainable manner. Under the stewardship of Parks Canada, the modern-day Citadel has been given new life. Its granite walls and fortifications have undergone extensive stabilization and restoration, in testimony of the importance which Canadians attach to preserving their heritage.

Where formerly the Citadel stood guard as the key defensive component of a complex of harbour defences, today it serves as a reminder of Canada's beginnings. It is a place where Canadians learn about their past and can appreciate through first-hand experience the realities of the nineteenth century. As a national landmark, the Halifax Citadel has become a "must see" for any visitor to the region.

The 1993 Management Plan for the Halifax Defence Complex states:

*Cultural Resources are dedicated and held in trust so that present and future generations may enjoy and benefit from them.*

***.Public Benefit will be most appropriately achieved by the protection and presentation of nationally significant cultural resources. The need to protect and present these resources is recognized as the focus of plans for the sites.***

***.The continuing public benefit of a resource will be assured through ongoing maintenance and care. Steps are being taken to maintain the resources of each of the sites.***

***.The Canadian Parks Service will present the history and cultural heritage of its national historic sites in ways that will recognize the nature and interests of public it Serves.***

### 1.2 General Description of Work

This specification describes the necessary labour, materials, equipment, vehicles and supervision required to perform the following work:

All staff are required to wear an identifiable uniform that will clearly show them as cleaning contractors.

The regular cleaning requirements during the main visitor season (7 May - 31 October) will consist of a seven day a week operation for the public areas as described in Section 2.0. The office areas will be cleaned five days a week on a continuous basis as described in Section 2.0.

Cleaning of Public Use Areas will be carried out after the fort is closed to the public. All areas must be ready for 0900 hours when the fort is opened for visitors. Office area cleaning can start after 1700 hours from 1 September to 14 June and 1800 hours from 15 June to 31 August.

As required services for cleaning specific rental and special event areas within the Citadel, form part of this specification and are described in Section 3.0.

Section 4.0 describes the scope of work for grounds cleaning and parade surface cleaning respectively. The contractor will supply a grounds cleaner 7 days a week during the visitor season (7 May to 31 October) from 0700 hours to 1530 hours. Included in the contract is an approved turf vehicle, tools and supplies to carry out grounds cleaning.

All garbage collected from regular and as required cleaning services and grounds and parade cleaning will be deposited in a dumpster supplied and emptied by the contractor. Parks Canada will have use of dumpster for regular garbage with the fee included in the contract. Recyclable and compost garbage will be collected separately as described in Section 2.0. Parks Canada will supply an area for the dumpster at the Ahern Avenue Site.

### 1.3 Hours of Operation

The hours of operation during the main visitor season are as follows:

May 7 – June 14	9:00 to 17:00
June 15 – Labour Day (September)	9:00 to 18:00
Labour Day (September) – October 31	9:00 to 17:00
November 1 – May 6	9:00 to 17:00
Off Season Site Access	7:00 to 17:00 – Saturday and Sunday
December 3 to March 31	7:00 to 21:00 – Monday to Friday

### 1.4 Visitation

Attendance at the Halifax Citadel NHS for 2015 – 2016 season was approximately 120,000 and in 2016-2017 season was approximately 135,000

Visitation for all special rentals and events that occur at the Citadel, are additional to the figures shown above.

### 1.5 Evaluation

Ongoing evaluation of the contractor's performance will be carried out regarding compliance with the contract specifications and requirements.

### 1.6 Sub-Contracting

Sub-contracting out portions of the work will require prior notification and written approval by Parks Canada.

### 1.7 Quality of Supplies

Use new material and supplies unless otherwise specified. Provide material and supplies that meet recommended Halifax Citadel standards and quality. Where possible supply environmentally friendly products.

## 1.9 Work Schedule

The contractor will supply a comprehensive work schedule within two weeks of contract award.

## 1.10 Occupational Health & Safety Regulations

1. Comply with the requirements of the Canada Labour Code, Part II and the Nova Scotia Occupational Health and Safety Act. If there is any conflict or discrepancy between the requirements the more stringent will apply.
2. The contractor shall take all necessary and reasonable measure to ensure safety of workers and Parks Canada Agency staff from all operational activities on-site.
3. Contractor shall provide a job specific safety plan prior to commencing work.
4. Training will be required for, but not limited to W.H.M.I.S. and Emergency First Aid.
5. Submit and update as required MSDS sheets for all cleaning products, etc.

## 2.0 DETAILED SPECIFICATIONS - FOR REGULAR CLEANING REQUIREMENTS

The regular cleaning requirements will occur in various casemates and buildings around and within the Parade Square (See Appendix 1).

Storage areas will be supplied on-site for equipment, cleaning materials and washroom re-stocking supplies. There must be adequate on-site inventory of washroom supplies at all times. Maintain all janitor rooms/closets in a clean and safe condition.

Water supply for Cleaning Needs is available at the following locations:

- Cavalier Building - Ground, Second and Third Floors
- Public Washrooms (C36 and 37)
- Redan (C47)
- North End Casemates (C28)
- Halifax Citadel Heritage Exhibit formerly Tides of History

All keys that are required during cleaning activities are retained in the Commissionaires Office (C35). While carrying out cleaning services the contractor will report any maintenance deficiencies to the Asset Officer (i.e. broken windows, loose floor boards etc.), by leaving a report with the Commissionaire.

A thorough cleaning is required of all public areas **3 days prior to the opening date of May 7.**

All garbage that is collected will be transferred to a contractor supplied dumpster located at the Ahern Site, on a daily basis. Recyclable and compost garbage will be collected separately and transported to appropriate collection agencies within Halifax Regional Municipality. The contractor will be responsible for any tipping fees and will be asked to provide the Project authority with a copy of receipts from the appropriate collection agencies.

NOTE : Specific dates may change.

### 2.1 Cavalier Building, 1<sup>st</sup> Floor CC3 Sales Area - Halifax Citadel Regimental Association (HCRA) - Gift Shop

Area: 68.5 sq. metres

Period May 7 to Oct. 31 - 7 day service (178 times)

- a) Vacuum and mop floor.

## **2.2 Cavalier Building, 1<sup>st</sup> Floor CC4 Visitor Orientation Centre**

Area 68.5 sq. metres

Period May 7 to Oct. 31 – 7 day service (178 Times)

- a) Vacuum floors, remove gum and stains. Damp mop.
- b) Information Desk:  
Desk surface to be cleaned of stains, finger prints
- c) Clean interior window glass and wooden surfaces.
- d) Wipe finger prints off of TV Screens and wipe down murals with clean water and a damp cloth. **No detergent or harsh chemicals to be used.**

## **2.3 Cavalier Building, CC5 Elevator Area and Elevator**

Area 20 sq. metres

Period May 7 to Oct. 31 - 7 day service (178 times)

- a) Vacuum floor, remove gum and stains, damp mop every other day.
- b) Clean elevator interior weekly.

## **2.4. Cavalier Building, CC5 & CC6 Theatre & Lobby Areas**

Area 117.5 sq. metres)

Period May 7 to Oct. 31 – 7 day service (178 times)

- a) Vacuum all floors, remove gum, spots and stains.
- b) Damp mop
- c) Empty all waste containers.
- d) Clean and polish all glass.
- e) Dust and clean all surfaces.

## **2.5 Cavalier Building, CC7 Barrack Room**

Area 136 sq. metres

Period May 7 to Oct. 31- 7 day service (178 times)

- a) Vacuum wood floor, remove gum and stains. Damp mop.
- b) Remove foreign marks from door, wood work and wood surfaces.
- c) Dust furnishings (benches tables, hanging shelves, cots, stove, stove pipes, walls and iron skirt on floor).

## **2.6 Cavalier Building 3rd Floor South Mezzanine**

### **Ladies, Men's Washroom**

Area 32 sq. metres

Period Year round - 5 day service, Monday to Friday (260 times)

- a) Floors to be vacuumed and mopped each day with Germicidal Detergent to kill germs.
- b) Wash and disinfect all basins, toilets and urinals.
- c) Mirrors and chrome fittings will be washed and polished.
- d) Empty all waste containers.
- e) Toilet tissue, paper hand towel, , soap will be adequately supplied.

## **2.7 Cavalier Building, 3<sup>rd</sup> Floor North Mezzanine Washroom**

Area 17.7 sq. Metres

Period Year round - 5 day service, Monday to Friday (260 Times)

- a) Floor to be vacuumed and mopped with germicidal detergent.
- b) Wash and disinfect basin and toilet.
- c) Mirrors and chrome fittings will be washed and polished.
- d) Empty waste container.
- e) Toilet tissue paper, hand towels will be adequately supplied.

**2.8 Cavalier Building 3rd Floor Offices, North and South Mezzanine Entrances, Kitchen**

Area 552 sq. metres

Period Year round - 5 day service, Monday to Friday (260 times)

- a) Vacuum carpet floors, remove gum spots and stains.
- b) Empty waste containers daily and replenish paper towels..
- c) Empty recycle containers and place material in approved location.
- d) Kitchen floor to be vacuumed and mopped with germicidal detergent. Clean coffee pots, countertop, coffee area and kitchen sink. Load dishwasher, add detergent (Detergent supplied by Parks Canada) and run cleaning cycle
- e) Designated janitorial storage areas with water facilities will be provided on south, mezzanine level, and office area 3rd floor level. Maintain tidiness and cleanliness.

**2.9 Cavalier Building, 2<sup>nd</sup> Floor, CC7A Army Museum Office**

Area 50 square meters

Period Year round - 5 day service, Monday to Friday (260 times)

- a) Vacuum and mop floors.
- b) Empty waste containers and recycle containers once per week.
- c) Clean washroom.

**2.10 C0, C1 and C2 Exhibits**

Area 131 sq. metres

Period May 7to Oct 31, 7 day service (178 times)

- a) Remove gum, vacuum floor and mop.
- b) Dust and clean interior of window glass.

**2.11 C5 Resource Centre, C6 School Room**

Area 67 sq. metres

Period May 7 to Oct. 31, 7 day service (178 times)

- a) Vacuum wood floor, remove gum and stains. Damp mop.
- b) Remove foreign marks from doors, walls and clean interior of window glass and wood surfaces.
- c) Empty waste container.

**2.12 South Magazine**

Area 148 sq. metres

Period May 7to Oct. 31 – 3 day service, Monday, Wednesday and Friday (74 times)

- a) Vacuum wood floors, remove gum and stains. Damp mop.
- b) Remove garbage.

**2.13 C-34 Lunchroom**

Area 67 sq. metres

Period May 7 to Oct. 31, 7 day service (178 times)

- a) Vacuum and mop floors.
- b) Clean counter top, sink and mirror, microwave and assorted tables.
- c) Supply paper towel, garbage bags and hand soap.
- d) Empty waste containers and recycle containers.

**2.14 C17 General Works Lunchroom/Office and C35 Commissionaires Office**

Area 134 sq. metres

Period Year round - 5 day service, Monday to Friday (260 times)

- a) Vacuum - main entrance.
- b) Empty waste containers.
- c) Empty recycle containers.
- d) Floor to be vacuumed and mopped.
- e) Supply hand towels, garbage bags and hand soap.
- f) Clean counter top, sink, mirror and all kitchen cabinet fronts.

**2.15 C45B, C46B, C47B, C48B Quartermasters Office and Sewing Room  
C36B to C41B Change rooms and Laundry Room**

Area 380 sq. metres

Period Year round - 5 day service, Monday to Friday (260 times)

- a) Vacuum and mop floors.
- b) Clean chairs, counter top, sink and mirror, microwave and assorted tables.
- c) Supply paper towel, garbage bags and hand soap.
- d) Empty waste containers and recycle containers.

**2.16 Halifax Citadel Heritage Exhibit formerly the Tides of History, Elevator/Lobby Area**

Area 100 sq. metres

Period May 7 to Oct. 31 – 7 day service (178 times)

- a) Vacuum all floors, remove gum, spots and stains.
- b) Damp mop and buff all non carpet floors.
- c) Empty all waste containers.
- d) Clean and polish all glass.
- e) Remove all foreign marks from doors, walls, handrails and wood work.
- f) Dust and clean all surfaces.
- g) Reception area - dust, vacuum benches and clean and polish desk.
- h) Clean elevator and elevator building on the ramparts.

**2.17 C36 C37 Public Washrooms Ladies/Mens Washroom, Unisex Washroom**

Area 76 sq. metres

Period May 7 - Oct 31 - 7 day service (178 times)

- a) Floors to be vacuumed and mopped each day with germicidal detergent.
- b) Wash and disinfect all basins, toilets and urinal each day.
- c) Wash and polish all mirrors, chrome fitting, taps each day.
- d) Partitions, walls shall be washed and disinfected each day.
- e) Empty all waste containers each day.
- f) Toilet tissue, paper hand towel, and soap will be adequately supplied each day.
- g) The contractor shall inspect the Public Washrooms (Ladies, Men's & Unisex) each day at 11:30 hrs. and 15:00 hrs, on heavier use days they should be checked more often. Replenish paper towels, toilet paper, soap, as need dictates.
- h) Remove foreign marks from doors, walls, wood work and clean interior of window glass and wood surfaces.

**2.18 Public Washrooms Unisex Portion Only in C36**

Area 10 square meters

Period Nov 1 to May 6 - 7 day service (187 times)

- a) Floors to be vacuumed and mopped each day with germicidal detergent.
- b) Wash and disinfect all basins, toilets and urinal each day.
- c) Wash and polish all mirrors, chrome fitting, taps each day.

- d) Walls shall be washed and disinfected each day.
- e) Empty all waste containers.
- f) Toilet tissue, paper hand towel and soap will be adequately supplied.
- g) Remove foreign marks from doors, walls, wood work, interior of window glass and wood surfaces.

**2.19 C36B Shower & Washroom**

Area 113 sq. metres (washroom)

Period May 1 to Oct. 31 – 3 day service, Sunday, Tuesday & Thursday (78 times)

- a) Floors to be vacuumed and mopped with germicidal detergent to kill germs.
- b) Wash and disinfect basin and toilets.
- c) Mirrors and chrome fittings will be washed and polished.
- d) Empty waste containers.
- e) Toilet tissue, paper hand towel and soap will be adequately supplied daily.

**2.20 C38, C39, C40, C41 & C42 Theme Exhibit**

Area 254 sq. metres

Period May 7 – Oct. 31 – 7 day service, prior to 8:45 am (178times)

- a) Vacuum wood floors, remove gum, spots and stains. Damp mop.
- b) Remove foreign marks from interior of window glass
- c) Dust/polish all display cabinets and interior surfaces.
- d) Wipe down the murals with clean water and damp cloth.  
**No detergents or harsh chemicals to be used.**
- e) Clean display cases with pledge furniture polish.

**2.21 C43 & C44, Female Change Room and Washroom**

Area 130 sq. metres

Period May 7 – Oct. 31 – 7 day service (178 times)

- a) Vacuum floors each day and bathroom to be mopped with germicidal detergent to kill germs.
- b) Wash and disinfect basin and toilet each day.
- c) Remove foreign marks from walls, door daily.
- d) Mirrors and chrome fittings will be washed and polished each day.
- e) Empty waste containers daily.
- f) Toilet tissue, paper hand towel and soap will be adequately supplied daily.
- g) Dust locker tops and window sills

**2.22 C45 - C48 HCRA Offices**

Area 270 sq. metres

Period Year round - 5 day service, Monday to Friday (260 times)

- a) Vacuum carpet floors, remove gum spots and stains.
- b) Remove foreign marks from doors, walls, wood work, window openings.
- d) Empty waste containers daily, replenish paper towels, dish soap and SOS pads.
- e) Empty recycle containers and place material in approved location.
- f) Floors to be vacuumed and mopped with germicidal detergent.
- g) Wash and disinfect basins and toilets.
- h) Mirrors and chrome fittings will be washed and polished.
- i) Empty waste containers.
- j) Toilet tissue paper and hand towels will be adequately supplied

**2.23 C49, C50 Guard Room and Lock-up**

Area 115 sq. metres

Period May 7 to Oct. 31 – 7 day service (178 times)

- a) Vacuum wood, parquet and concrete floors.. Damp mop.



- b) , Dust and clean interior of window glass, wood surfaces and iron bars.

**2.24 C15, C16 (Front), C31 North East Salient Offices**

Area 54.70 sq. metres each - 220 sq. metres total (4 casemates)

Period Year round - 5 day service, Monday to Friday (260 times)

- a) Vacuum all floors and rugs, remove gum spots and stains.
- b) Damp mop cushion flooring.
- c) Remove foreign marks from doors, walls, wood work, window openings.
- e) Empty waste containers daily.
- f) Empty recycle containers and place material in approved location.

**2.25 Front and Back Kiosks**

Area 5.94 sq. metres each, 11.88 sq. metres total

Period May 7 to Oct. 31 - Once per week on Sunday night

- a) Vacuum wood floors remove gum and stains. Damp mop.
- b) Remove foreign marks from doors, walls.
- c) Clean interior and exterior of windows.
- d) Clean counters.
- e) Empty waste containers daily

**2.26 Recycle Garbage**

The Contractor will be responsible for all recyclable paper, cardboard, etc. that is to be picked up at designated areas (blue bins) within the Citadel and taken to appropriate collection agencies within the Halifax Regional Municipality as per its By-laws. The bins will be supplied by Parks Canada. These bins are to be emptied daily. Recyclable material may be stored on site in Sallyport 6 (casemate C30) and removed from site at least every 6 months.

Contractor has use of C30 for storage of cardboard and recyclables. This area is not to exceed 4 feet in height, half the area of the casemate and keep plywood floor area clear. Cardboard is to be bailed in manageable sizes. This area must be emptied prior to opening May 7 and at end of season after November 1.

**2.27 Compost Garbage (i.e. vegetables, coffee grounds, non-corrugated cardboard etc.)**

The Contractor will be responsible to pick-up compostable garbage at the designated areas within the Citadel and take to appropriate collection agencies within the Halifax Regional Municipality as per its By-laws.

Main Areas

- Third Floor Cavalier and Redan staff kitchen areas
- CC9 - Outside Back Door (Kitchen)
- C34 lunchroom
- any green bins( supplied by PCA)

**The compostable material must be removed from the site daily.**

**3.0 DETAILED SPECIFICATIONS FOR "AS REQUESTED" (Task Authorizations)  
CLEANING SERVICES**

As requested services for cleaning special event areas within the Citadel, are required. The rental program occurs throughout the year during the main visitor season and during the off season. During the main visitor season all as required services within the Citadel must be carried out after the closing time in the afternoon and before the opening time in the morning.

Minimum notice for as requested services will be 48 hours.

Reduced rates will be negotiated with the Contractor for as requested cleaning requirements that extend over three days for any of the areas (3.1 to 3.11) listed below.

All garbage that is collected from as requested services will be transferred to the dumpster at the Ahern site on a daily basis. Recyclable and compost garbage will be collected separately.

**3.1 C36 C37 Public Washrooms Ladies/Men's Washroom, Unisex Washroom**

Area 76 sq. metres

- a) Floors vacuumed and mopped with germicidal detergent.
- b) Wash and disinfect all basins, toilets and urinals.
- c) Wash and polish all mirrors, chrome fittings and taps.
- d) Empty all waste containers.
- e) Toilet tissue, paper hand towel and soap will be adequately supplied.

**3.2 Public Washrooms Unisex Portion Only in C36**

Area 10 square meters

- a) Floors to be vacuumed and mopped each day with germicidal detergent.
- b) Wash and disinfect all basins, toilets each day.
- c) Wash and polish all mirrors, chrome fitting, taps each day.
- d) Empty all waste containers.
- e) Toilet tissue, paper hand towel, soap and deodorizer blocks will be adequately supplied.

**3.3 Cavalier Building 1st Floor, CC1, CC2 Period Exhibit (Coffee Bar & Soldier's Library)**

Area 137 sq. metres

- a) Empty all waste containers
- b) Dust furnishings (cabinets, pictures, etc.) and light fixtures.
- c) Vacuum wood floors and damp mop. Chairs will be moved (by janitorial contractor) for cleaning and reset on the floor when completed.

**3.4 Cavalier Building CC4 Visitor Orientation Centre**

Area 68.5 sq. metres

- a) Vacuum wood floors, remove gum and stains. Damp mop.
- b) Information Desk:  
Desk surface to be cleaned of stains, finger prints being careful not to leave streaks.

**3.5 Cavalier Building CC5 Elevator Area**

Area 19 sq. metres

- a) Vacuum wood floor and remove gum and stains. Damp mop.

**3.6 Cavalier Building, CC5 & CC6 Theatre & Lobby Areas**

Area 49.5 sq. Metres

- a) Vacuum all floors, remove gum, spots and stains.
- b) Damp mop all wood floors.
- c) Dust and clean all surfaces

**3.7 North Magazine Stairs, Hallways, Lobbies, Large & Small Lecture Rooms, Kitchen, Male / Female Washrooms, and Handicapped Washroom Areas**

Area 62 sq. metres

- a) Vacuum and damp mop stairs/entrance floors. Vacuum the carpet runner at the basement door.
- b) Carpeted areas - remove gum, spots, stains and vacuum.
- c) Kitchen - wipe counters, mop floors, clean stove (including oven) microwave and sink.
- d) Ladies, men's & accessible washrooms, floors to be vacuumed and mopped with germicidal detergent.
- e) Washroom walls, basins, toilets shall be washed and disinfect.
- f) Washroom mirrors, chrome fittings will be washed and polished.

### **3.8 C5 Resource Centre C6 School Room**

Area 67 sq. metres each

- a) Vacuum wood floor and remove gum and stains, damp mop.
- b) Empty waste container during service days.

### **3.9 C25, C26, C27, C28 & C29 North End Casemates**

Area 54.70 sq. metres each

Note: In Basis of Payment, provide a Unit Rate for one Casemate which can be multiplied by any combination up to four (4).

- a) Vacuum wood floors and remove gum and stains. Damp mop.
- b) Empty waste containers.

### **3.10 C38, C39, C40, C41 & C42 Theme Exhibit**

Area 254 sq. metres

- a) Vacuum wood floors, remove gum, spots and stains. Damp mop.

### **3.11 Halifax Citadel Heritage Exhibit Formerly Tides of History**

Area 515 sq. metres

- a) Vacuum all floors, remove gum, spots and stains.
- b) Damp mop and buff all non carpet floors. Disinfect floors at entrance and exits.
- c) Empty all waste containers.

### **3.12 Additional Janitorial Services**

There may be a requirement for further janitorial services not described in Section 2.0 and 3.0.

### **3.13 Carpet Cleaning**

- a) The carpets will be cleaned using a carpet extractor, with products that have received prior approval from the Asset Officer, Halifax Defence Complex.

### **3.14 Strip and Wax Flooring**

- a) Strip vinyl or cushion floor to remove old finish and marks. Apply one coat of sealer and one coat of wax.
- b) Unit price per square meter to strip tile floor to remove old finish and marks. Apply one coat of sealer and one coat of wax.

### **3.15 Special Events Cleaning**

After special events have occurred in the parade area, pick-up of debris will be required as well as fan raking the surface for the following areas:

- a) 1,858.0 sq. meters, Unit Rate for As Required Cleaning & Raking
- b) 5,574 sq. meters, Unit Rate for As Required Cleaning & Raking
- c) 11,148 sq. meters, Unit Rate for As Required Cleaning & Raking

**3.16 Additional Manual Work (Special Events Cleaning)**

Hourly rate for additional Manual work may be required for clean up in support of special events from cleaning, set up and tear down.

**4.0 GROUND CLEANING**

Area 15.5 hectares (Citadel Exterior and Interior Grounds)

Service Period: Clean 7 Days (178 times)

Open May 7- Oct 31

**4.1 Citadel Exterior and Interior Grounds**

- a) Between the hours of 0700 hours and 0900 hours, empty all interior garbage containers, sweep Cavalier stairs, porches and mop where necessary. Pick up garbage/debris from inside the Citadel: ditch, terreplein, stairways, parade surface around North and South Magazines. Disinfect all areas around front and back kiosks, inside main entrance sentry boxes and generator building stairs. Sweep front entrance area. Load all interior garbage onto approved turf vehicle and deliver to Ahern garbage container.
- b) Pick up garbage/debris from all areas starting outside of the Citadel ditch to the city sidewalk curb, including the perimeter road, perimeter road fence, sidewalks, parking lot, stairs and buildings.
- c) Empty garbage from perimeter road garbage receptacles and store in site container at Ahern Avenue work compound. The contractor must supply bags for all seven (7) garbage receptacles.
- c) Check and replenish public washrooms at 1130 hours and 1445 hours
- d) Contractor will supply an approved turf friendly vehicle for grounds cleaner to perform grounds cleaning duties
- e) Contractor will have a Grounds Cleaner perform the work between the hours of 07:00 and 15:30 hours, 7 days a week, during the busy operating season from May 7 to October 31.
- f) Remove all debris from Citadel Hill exterior grounds.

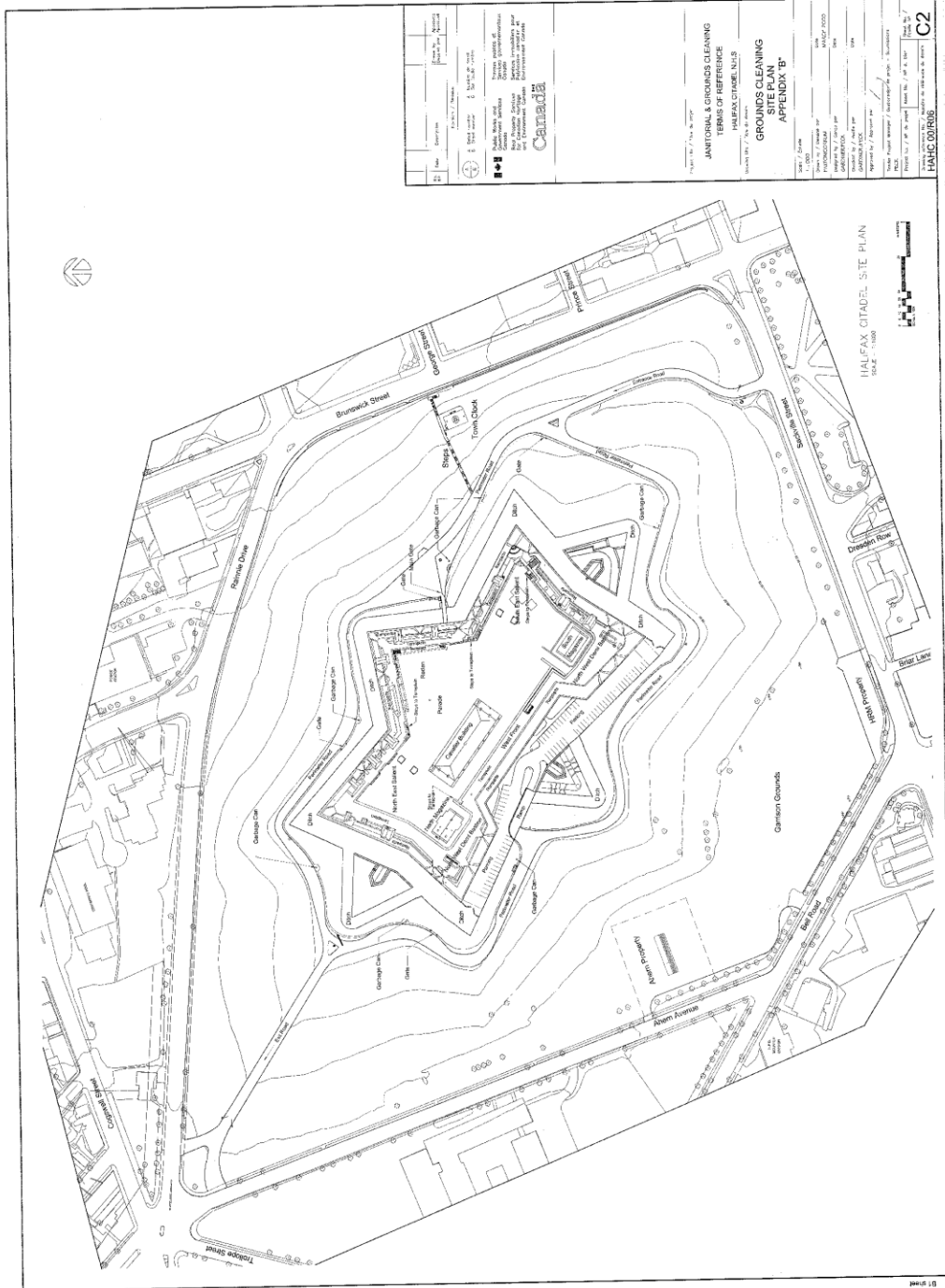
**5.0 APPENDICES**

Appendix "1" - Casemate and Building Floor Plans, Drawing C1

Appendix "2" - Grounds Cleaning Site Plan, Drawing C2



## Appendix "2" Grounds Cleaning Site Plan



TERMS OF REFERENCE JANITORIAL & GROUNDS CLEANING HALIFAX CITADEL N.H.S.	
APPENDIX B GROUNDS CLEANING SITE PLAN	
DATE: 2018-07-20 DRAWN BY: [Name] CHECKED BY: [Name] APPROVED BY: [Name]	SCALE: 1:1000 SHEET NO.: C2 TOTAL SHEETS: 2

DRAWN BY: [Name]  
 CHECKED BY: [Name]  
 APPROVED BY: [Name]

APPENDIX B  
 GROUNDS CLEANING  
 SITE PLAN  
 HALIFAX CITADEL N.H.S.

**ANNEX “B” - BASIS OF PAYMENT**

Bidders must provide pricing in the format specified in this Annex “B” – Basis of Payment. Failure to provide prices in the format specified will render the quotation non-responsive. The ***Bidder must submit firm, all inclusive unit prices including all materials and operations (set-up charges, fuel, materials, products, delivery cost, supervision, labour all travel costs (time, mileage, etc.) admin, production, etc.)*** to fulfill the entire requirement as described in Annex “A” Requirement, GST/HST extra, if applicable. Bidders are to submit fixed prices, exclusive of taxes. **\*Please note that any modification to this document will render the quotation non-compliant\***

**\*\*All Prices to Include the Cost of Associated Materials for Task\*\*****Table “A” - Contract Year 1 – July 1, 2018 to March 31, 2019**

Service Dates (a)	Section in Annex “A” (b)	Number of Months (c)	Cost per Month (d)	Total (c) x (d) = (e)
1 Regular Cleaning	2.0	10	\$	\$
2 Regular Grounds Cleaning	4.0	10	\$	\$
<b>Total of lines 1 to 2 (do not include HST)</b>				<b>\$</b>

**Table “A1” – As Requested Services 1 – July 1, 2018 to March 31, 2019**

Service Requirement (a)	Room # (b)	Section in Annex “A” (c)	Unit of Measure (d)	Estimated # (e)	Unit Rate (f)	Total (e) x (f) = (g)
1 Public Washrooms	C36 & C37	3.1	Per Hour	20	\$	\$
2 Unisex Only Public Washroom	C36	3.2	Per Hour	20	\$	\$
3 Cavalier Building, 1 <sup>st</sup> Floor, period exhibit	CC1 & CC2	3.3	Per Hour	2	\$	\$
4 Cavalier Building Orientation Centre	CC4	3.4	Per Hour	5	\$	\$
5 Cavalier Building Elevator area	CC5	3.5	Per Hour	5	\$	\$
6 Theatre & Lobby	CC5 & CC6	3.6	Per Hour	5	\$	\$
7 North Magazine Stairs, Hallways, Lobbies, Large & Small Lecture Rooms, Kitchen, Male/Female/Handicap Washrooms	N/A	3.7	Per Hour	2	\$	\$
8 Resource Centre School Room	C5 & C6	3.8	Per Hour	5	\$	\$
9 North East Casemates	C25, C26, C27, C28 & C29	3.9	Per Hour	20	\$	\$
10 Theme Exhibit	C38, C39, C40, C41 & C42	3.10	Per Hour	3	\$	\$
11 Halifax Citadel Heritage Exhibit	N/A	3.11	Per Hour	1	\$	\$

12	Additional Janitorial Hourly Rate	N/A	3.12	Per Hour	40	\$	\$
13	Clean Carpet Flooring per Square Meter	N/A	3.13	Square Meter	1	\$	\$
14	Strip & Wax Vinyl Flooring per Square Meter	N/A	3.14 (a)	Square Meter	1	\$	\$
15	Strip & Wax Tile Flooring per Square Meter	N/A	3.14 (b)	Square Meter	1	\$	\$
16	Parade Surface Cleaning Rake & Pick up Debris 1,858 Square Meters	N/A	3.15 (a)	Square Meter	5	\$	\$
17	Parade Surface Cleaning Rake & Pick up Debris 5,574 Square Meters	N/A	3.15 (b)	Square Meter	5	\$	\$
18	Parade Surface Cleaning Rake & Pick up Debris 11,148 Square Meters	N/A	3.15 (c)	Square Meter	3	\$	\$
19	Additional Manual Work Hourly Rate	N/A	3.16 (a)	Per Hour	40	\$	\$
20	Special Event Bathroom Supplies – Base rate for up to 50 people	N/A	3.16 (b)	Per Person	5	\$	\$
21	Special event Bathroom Supplies - from 50 to 100 people	N/A	3.16 (c)	Per Person	30	\$	\$
22	Special Event Bathroom Supplies – 100 and over	N/A	3.16 (d)	Per Person	250	\$	\$
<b>Total of lines 1 to 22 (do not include HST)</b>							<b>\$</b>



Table "B" - Contract Year 2 – April 1, 2019 to March 31, 2020

Service Dates (a)		Section in Annex "A" (b)	Number of Months (c)	Cost per Month (d)	Total (c) x (d) = (e)
1	Regular Cleaning	2.0	12	\$	\$
2	Regular Grounds Cleaning	4.0	12	\$	\$
Total of lines 1 to 2 (do not include HST)					\$

Table "B1" – As Requested Service Contract Year 2 – April 1, 2019 to March 31, 2020

Service Requirement (a)	Room # (b)	Section in Annex "A" (c)	Unit of Measure (d)	Estimated # (e)	Unit Rate (f)	Total (e) x (f) = (g)
1	Public Washrooms	C36 & C37	3.1	Per Hour	20	\$
2	Unisex Only Public Washroom	C36	3.2	Per Hour	20	\$
3	Cavalier Building, 1 <sup>st</sup> Floor, period exhibit	CC1 & CC2	3.3	Per Hour	2	\$
4	Cavalier Building Orientation Centre	CC4	3.4	Per Hour	5	\$
5	Cavalier Building Elevator area	CC5	3.5	Per Hour	5	\$
6	Theatre & Lobby	CC5 & CC6	3.6	Per Hour	5	\$
7	North Magazine Stairs, Hallways, Lobbies, Large & Small Lecture Rooms, Kitchen, Male/Female/Handicap Washrooms	N/A	3.7	Per Hour	2	\$
8	Resource Centre School Room	C5 & C6	3.8	Per Hour	5	\$
9	North East Casemates	C25, C26, C27, C28 & C29	3.9	Per Hour	20	\$
10	Theme Exhibit	C38, C39, C40, C41 & C42	3.10	Per Hour	3	\$
11	Halifax Citadel Heritage Exhibit	N/A	3.11	Per Hour	1	\$
12	Additional Janitorial Hourly Rate	N/A	3.12	Per Hour	40	\$
13	Clean Carpet Flooring per Square Meter	N/A	3.13	Square Meter	1	\$
14	Strip & Wax Vinyl Flooring per Square Meter	N/A	3.14 (a)	Square Meter	1	\$

15	Strip & Wax Tile Flooring per Square Meter	N/A	3.14 (b)	Square Meter	1	\$	\$
16	Parade Surface Cleaning Rake & Pick up Debris 1,858 Square Meters	N/A	3.15 (a)	Square Meter	5	\$	\$
17	Parade Surface Cleaning Rake & Pick up Debris 5,574 Square Meters	N/A	3.15 (b)	Square Meter	5	\$	\$
18	Parade Surface Cleaning Rake & Pick up Debris 11,148 Square Meters	N/A	3.15 (c)	Square Meter	3	\$	\$
19	Additional Manual Work Hourly Rate	N/A	3.16 (a)	Per Hour	40	\$	\$
20	Special Event Bathroom Supplies – Base rate for up to 50 people	N/A	3.16 (b)	Per Person	5	\$	\$
21	Special event Bathroom Supplies - from 50 to 100 people	N/A	3.16 (c)	Per Person	30	\$	\$
22	Special Event Bathroom Supplies – 100 and over	N/A	3.16 (d)	Per Person	250	\$	\$
<b>Total of lines 1 to 22 (do not include HST)</b>							<b>\$</b>

Table "C" - Option Year 1 – April 1, 2020 to March 31, 2021

Service Dates (a)		Section in Annex "A" (b)	Number of Months (c)	Cost per Month (d)	Total (c) x (d) = (e)
1	Regular Cleaning	2.0	12	\$	\$
2	Regular Grounds Cleaning	4.0	12	\$	\$
Total of lines 1 to 2 (do not include HST)					\$

Table "C1" - Option Year 1 – April 1, 2020 to March 31, 2021

Service Requirement (a)	Room # (b)	Section in Annex "A" (c)	Unit of Measure (d)	Estimated # (e)	Unit Rate (f)	Total (e) x (f) = (g)
1	Public Washrooms	C36 & C37	3.1	Per Hour	20	\$
2	Unisex Only Public Washroom	C36	3.2	Per Hour	20	\$
3	Cavalier Building, 1 <sup>st</sup> Floor, period exhibit	CC1 & CC2	3.3	Per Hour	2	\$
4	Cavalier Building Orientation Centre	CC4	3.4	Per Hour	5	\$
5	Cavalier Building Elevator area	CC5	3.5	Per Hour	5	\$
6	Theatre & Lobby	CC5 & CC6	3.6	Per Hour	5	\$
7	North Magazine Stairs, Hallways, Lobbies, Large & Small Lecture Rooms, Kitchen, Male/Female/Handicap Washrooms	N/A	3.7	Per Hour	2	\$
8	Resource Centre School Room	C5 & C6	3.8	Per Hour	5	\$
9	North East Casemates	C25, C26, C27, C28 & C29	3.9	Per Hour	20	\$
10	Theme Exhibit	C38, C39, C40, C41 & C42	3.10	Per Hour	3	\$
11	Halifax Citadel Heritage Exhibit	N/A	3.11	Per Hour	1	\$
12	Additional Janitorial Hourly Rate	N/A	3.12	Per Hour	40	\$
13	Clean Carpet Flooring per Square Meter	N/A	3.13	Square Meter	1	\$
14	Strip & Wax Vinyl Flooring per Square Meter	N/A	3.14 (a)	Square Meter	1	\$

15	Strip & Wax Tile Flooring per Square Meter	N/A	3.14 (b)	Square Meter	1	\$	\$
16	Parade Surface Cleaning Rake & Pick up Debris 1,858 Square Meters	N/A	3.15 (a)	Square Meter	5	\$	\$
17	Parade Surface Cleaning Rake & Pick up Debris 5,574 Square Meters	N/A	3.15 (b)	Square Meter	5	\$	\$
18	Parade Surface Cleaning Rake & Pick up Debris 11,148 Square Meters	N/A	3.15 (c)	Square Meter	3	\$	\$
19	Additional Manual Work Hourly Rate	N/A	3.16 (a)	Per Hour	40	\$	\$
20	Special Event Bathroom Supplies – Base rate for up to 50 people	N/A	3.16 (b)	Per Person	5	\$	\$
21	Special event Bathroom Supplies - from 50 to 100 people	N/A	3.16 (c)	Per Person	30	\$	\$
22	Special Event Bathroom Supplies – 100 and over	N/A	3.16 (d)	Per Person	250	\$	\$
<b>Total of lines 1 to 22 (do not include HST)</b>							<b>\$</b>

Table "D" - Option Year 2 – April 1, 2021 to March 31, 2022

Service Dates (a)		Section in Annex "A" (b)	Number of Months (c)	Cost per Month (d)	Total (c) x (d) = (e)
1	Regular Cleaning	2.0	12	\$	\$
2	Regular Grounds Cleaning	4.0	12	\$	\$
Total of lines 1 to 2 (do not include HST)					\$

Table "D1" - Option Year 2 – April 1, 2021 to March 31, 2022

Service Requirement (a)	Room # (b)	Section in Annex "A" (c)	Unit of Measure (d)	Estimated # (e)	Unit Rate (f)	Total (e) x (f) = (g)
1	Public Washrooms	C36 & C37	3.1	Per Hour	20	\$
2	Unisex Only Public Washroom	C36	3.2	Per Hour	20	\$
3	Cavalier Building, 1 <sup>st</sup> Floor, period exhibit	CC1 & CC2	3.3	Per Hour	2	\$
4	Cavalier Building Orientation Centre	CC4	3.4	Per Hour	5	\$
5	Cavalier Building Elevator area	CC5	3.5	Per Hour	5	\$
6	Theatre & Lobby	CC5 & CC6	3.6	Per Hour	5	\$
7	North Magazine Stairs, Hallways, Lobbies, Large & Small Lecture Rooms, Kitchen, Male/Female/Handicap Washrooms	N/A	3.7	Per Hour	2	\$
8	Resource Centre School Room	C5 & C6	3.8	Per Hour	5	\$
9	North East Casemates	C25, C26, C27, C28 & C29	3.9	Per Hour	20	\$
10	Theme Exhibit	C38, C39, C40, C41 & C42	3.10	Per Hour	3	\$
11	Halifax Citadel Heritage Exhibit	N/A	3.11	Per Hour	1	\$
12	Additional Janitorial Hourly Rate	N/A	3.12	Per Hour	40	\$
13	Clean Carpet Flooring per Square Meter	N/A	3.13	Square Meter	1	\$

14	Strip & Wax Vinyl Flooring per Square Meter	N/A	3.14 (a)	Square Meter	1	\$	\$
15	Strip & Wax Tile Flooring per Square Meter	N/A	3.14 (b)	Square Meter	1	\$	\$
16	Parade Surface Cleaning Rake & Pick up Debris 1,858 Square Meters	N/A	3.15 (a)	Square Meter	5	\$	\$
17	Parade Surface Cleaning Rake & Pick up Debris 5,574 Square Meters	N/A	3.15 (b)	Square Meter	5	\$	\$
18	Parade Surface Cleaning Rake & Pick up Debris 11,148 Square Meters	N/A	3.15 (c)	Square Meter	3	\$	\$
19	Additional Manual Work Hourly Rate	N/A	3.16 (a)	Per Hour	40	\$	\$
20	Special Event Bathroom Supplies – Base rate for up to 50 people	N/A	3.16 (b)	Per Person	5	\$	\$
21	Special event Bathroom Supplies - from 50 to 100 people	N/A	3.16 (c)	Per Person	30	\$	\$
22	Special Event Bathroom Supplies – 100 and over	N/A	3.16 (d)	Per Person	250	\$	\$
Total of lines 1 to 22 (do not include HST)							\$

Table "E" - Option Year 3 – April 1, 2022 to March 31, 2023

Service Dates (a)		Section in Annex "A" (b)	Number of Months (c)	Cost per Month (d)	Total (c) x (d) = (e)
1	Regular Cleaning	2.0	12	\$	\$
2	Regular Grounds Cleaning	4.0	12	\$	\$
Total of lines 1 to 2 (do not include HST)					\$

Table "E1" - Option Year 3 – April 1, 2022 to March 31, 2023

Service Requirement (a)	Room # (b)	Section in Annex "A" (c)	Unit of Measure (d)	Estimated # (e)	Unit Rate (f)	Total (e) x (f) = (g)	
1	Public Washrooms	C36 & C37	3.1	Per Hour	20	\$	\$
2	Unisex Only Public Washroom	C36	3.2	Per Hour	20	\$	\$
3	Cavalier Building, 1 <sup>st</sup> Floor, period exhibit	CC1 & CC2	3.3	Per Hour	2	\$	\$
4	Cavalier Building Orientation Centre	CC4	3.4	Per Hour	5	\$	\$
5	Cavalier Building Elevator area	CC5	3.5	Per Hour	5	\$	\$
6	Theatre & Lobby	CC5 & CC6	3.6	Per Hour	5	\$	\$
7	North Magazine Stairs, Hallways, Lobbies, Large & Small Lecture Rooms, Kitchen, Male/Female/Handicap Washrooms	N/A	3.7	Per Hour	2	\$	\$
8	Resource Centre School Room	C5 & C6	3.8	Per Hour	5	\$	\$
9	North East Casemates	C25, C26, C27, C28 & C29	3.9	Per Hour	20	\$	\$
10	Theme Exhibit	C38, C39, C40, C41 & C42	3.10	Per Hour	3	\$	\$
11	Halifax Citadel Heritage Exhibit	N/A	3.11	Per Hour	1	\$	\$
12	Additional Janitorial Hourly Rate	N/A	3.12	Per Hour	40	\$	\$
13	Clean Carpet Flooring per Square Meter	N/A	3.13	Square Meter	1	\$	\$
14	Strip & Wax Vinyl Flooring per Square Meter	N/A	3.14 (a)	Square Meter	1	\$	\$

15	Strip & Wax Tile Flooring per Square Meter	N/A	3.14 (b)	Square Meter	1	\$	\$
16	Parade Surface Cleaning Rake & Pick up Debris 1,858 Square Meters	N/A	3.15 (a)	Square Meter	5	\$	\$
17	Parade Surface Cleaning Rake & Pick up Debris 5,574 Square Meters	N/A	3.15 (b)	Square Meter	5	\$	\$
18	Parade Surface Cleaning Rake & Pick up Debris 11,148 Square Meters	N/A	3.15 (c)	Square Meter	3	\$	\$
19	Additional Manual Work Hourly Rate	N/A	3.16 (a)	Per Hour	40	\$	\$
20	Special Event Bathroom Supplies – Base rate for up to 50 people	N/A	3.16 (b)	Per Person	5	\$	\$
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22	Special Event Bathroom Supplies – 100 and over	N/A	3.16 (d)	Per Person	250	\$	\$
<b>Total of lines 1 to 22 (do not include HST)</b>							<b>\$</b>



Totals from Table A, A1, B, B1, C, C1, D, D1, E, E1			
Table #		Date	Total
1	<b>Table A</b> Contract Year #1	June 1, 2018 to March 31, 2019	\$
2	<b>Table A1</b> Contract Year #1	June 1, 2018 to March 31, 2019	\$
3	<b>Table B</b> Contract Year #2	April 1, 2019 to March 31, 2020	\$
4	<b>Table B1</b> Contract Year #2	April 1, 2019 to March 31, 2020	\$
5	<b>Table C</b> Option Year #1	April 1, 2020 to March 31, 2021	\$
6	<b>Table C1</b> Option Year #1	April 1, 2020 to March 31, 2021	\$
7	<b>Table D</b> Option Year #2	April 1, 2021 to March 31, 2022	\$
8	<b>Table D</b> Option Year #2	April 1, 2021 to March 31, 2022	\$
9	<b>Table E</b> Option Year #3	April 1, 2022 to March 31, 2023	\$
10	<b>Table E1</b> Option Year #3	April 1, 2022 to March 31, 2023	\$
<b>Total of lines 1 to 10 (do not include HST)</b>			<b>\$</b>

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

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

Address: \_\_\_\_\_ Postal Code \_\_\_\_\_

Telephone: \_\_\_\_\_ Facsimile: \_\_\_\_\_

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

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## **ANNEX “D” - INSURANCE REQUIREMENTS**

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) 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.

## Task Authorization Autorisation de tâche

Contract Number - Numéro du contrat

Contractor's Name and Address - Nom et l'adresse de l'entrepreneur	Task Authorization (TA) No. - N° de l'autorisation de tâche (AT)
	Title of the task, if applicable - Titre de la tâche, s'il y a lieu
	Total Estimated Cost of Task (GST/HST extra) Coût total estimatif de la tâche (TPS/TVH en sus) \$

Security Requirements: This task includes security requirements  
Exigences relatives à la sécurité : Cette tâche comprend des exigences relatives à la sécurité

No - Non     Yes - Oui    If YES, refer to the Security Requirements Checklist (SCRL) included in the Contract  
 Si OUI, voir la Liste de vérification des exigences relative à la sécurité (LVERS) dans le contrat

### For Revision only - Aux fins de révision seulement

TA Revision Number, if applicable Numéro de révision de l'AT, s'il y a lieu	Total Estimated Cost of Task (GST/HST Extra) before the revision Coût total estimatif de la tâche (TPS/TVH en sus) avant la révision \$	Increase or Decrease (GST/HST Extra), as applicable Augmentation ou réduction (TPS/TVH en sus), s'il y a lieu \$
--	---	--

**Start of the Work for a TA : Work cannot commence until a TA has been authorized in accordance with the conditions of the contract.**

**Début des travaux pour l'AT : Les travaux ne peuvent pas commencer avant que l'AT soit autorisée conformément au contrat.**

### 1. Required Work: - Travaux requis :

A. Task Description of the Work required - Description de tâche des travaux requis	See Attached - Ci-joint <input type="checkbox"/>
B. Basis of Payment - Base de paiement	See Attached - Ci-joint <input type="checkbox"/>
C. Cost of Task - Coût de la tâche	See Attached - Ci-joint <input type="checkbox"/>
D. Method of Payment - Méthode de paiement	See Attached - Ci-joint <input type="checkbox"/>

Contract Number - Numéro du contrat

## 2. Authorization(s) - Autorisation(s)

By signing this TA, the authorized client and (or) the PC Contracting Authority certify(ies) that the content of this TA is in accordance with the conditions of the contract.

En apposant sa signature sur l'AT, le client autorisé et (ou) l'autorité contractante de PC atteste(nt) que le contenu de cette AT respecte les conditions du contrat.

The client's authorization limit is identified in the contract. When the value of a TA and its revisions is in excess of this limit, the TA must be forwarded to the PC Contracting Authority for authorization.

La limite d'autorisation du client est précisée dans le contrat. Lorsque la valeur de l'AT et ses révisions dépasse cette limite, l'AT doit être transmise à l'autorité contractante de PC pour autorisation.

\_\_\_\_\_  
Name and title of authorized client - Nom et titre du client autorisé à signer

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
PC Contracting Authority - Autorité contractante de PC

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

## 3. Contractor's Signature - Signature de l'entrepreneur

\_\_\_\_\_  
Name and title of individual authorized - to sign for the Contractor  
Nom et titre de la personne autorisée à signer au nom de l'entrepreneur

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**ANNEX “E”**

**ATTESTATION AND PROOF OF COMPLIANCE WITH OCCUPATIONAL HEALTH AND SAFETY (OHS)**

*The following form must be completed and signed prior to commencing work on Parks Canada Sites.*

**Submission of this completed form, satisfactory to Parks Canada, is a condition of gaining access to the work place.**

Parks Canada recognizes that federal OHS legislation places certain specific responsibilities upon Parks Canada as owner of the work place. In order to meet those responsibilities, Parks Canada is implementing a contractor safety regime that will ensure that roles and responsibilities assigned under Part II of the *Canada Labour Code* and the *Canada Occupational Health and Safety Regulations* are implemented and observed when involving contractor(s) to undertake works in Parks Canada work places.

Parks Canada Responsible Authority/Project Lead	Address	Contact Information
Project Manager/Contracting Authority		
Prime Contractor		
Subcontractor(s) (add additional fields as required)		

<b>Location of Work</b>
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<b>General Description of Work to be Completed</b>
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**Mark “Yes” where applicable.**

	A meeting has been held to discuss hazards and access to the work place and all known and foreseeable hazards have been identified to the contractor and/or subcontractor(s)
	The contractor and/or its subcontractor(s) will comply with all federal and provincial/territorial legislation and Parks Canada's policies and procedures, regarding occupational health and safety.
	The contractor and/or its subcontractor(s) will provide all prescribed safety materials, equipment, devices and clothing.

	The contractor and/or its subcontractor(s) will ensure that its employees are familiar with and use all prescribed safety materials, equipment, devices and clothing at all times.
	The contractor and/or its subcontractor(s) will ensure that its activities do not endanger the health and safety of Parks Canada employees.
	The contractor and/or its subcontractor(s) has inspected the site and has carried out a hazard assessment and has put in place a health and safety plan and informed its employees accordingly, prior to the commencement of the work.
	Where a contractor and/or its subcontractor(s) will be storing, handling or using hazardous substances in the work place, it will place warning signs at access points warning persons of the presence of the substances and any precautions to be taken to prevent or reduce any hazard of injury or death.
	The contractor and/or its subcontractor(s) will ensure that its employees are instructed in respect of any emergency procedures applicable to the site.

I, \_\_\_\_\_ (contractor), certify that I have read, understood and attest that my firm, employees and all sub-contractors will comply with the requirements set out in this document and the terms and conditions of the contract.

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Name

Signature

Date

**ANNEX “F”**

**INTEGRITY PROVISIONS – LIST OF NAMES FORM**

**Requirements**

Section 17 of the *Ineligibility and Suspension Policy* (the Policy) requires suppliers, regardless of their status under the Policy, to submit a list of names when participating in a procurement process. The required list differs depending on the bidder or offeror’s organizational structure:

- Suppliers including those bidding as joint ventures, whether incorporated or not, must provide a complete list of the names of all current directors.
- Privately owned corporations must provide a list of the owners’ names.
- Suppliers bidding as sole proprietors, including sole proprietors bidding as joint ventures, whether incorporated or not, must provide a complete list of the names of all owners.
- Suppliers that are a partnership, firm, or a society do not need to provide a list of names.

Suppliers may use this form to provide the required list of names with their bid or offer submission. Failure to submit this information with a bid or offer, where required, will render a bid or offer non-responsive, or the supplier otherwise disqualified for award of a contract or real property agreement. Please refer to Information Bulletin: Required information to submit a bid or offer for additional details.

<b>Supplier’s Legal Name:</b>
<b>Organizational Structure:</b> <input type="checkbox"/> Corporate Entity <input type="checkbox"/> Privately Owned Corporation <input type="checkbox"/> Sole Proprietor <input type="checkbox"/> Partnership, Firm, or Society

**List of Names**

Name	Title

**Declaration**

I, (name) \_\_\_\_\_, (position) \_\_\_\_\_, of

(supplier’s name) \_\_\_\_\_, declare that the information provided in this Form is, to the best of my knowledge and belief, true, accurate and complete. I am aware that failing to provide the list of names will render a bid or offer non-responsive, or I will be otherwise disqualified for award of a contract or real property agreement. I am aware that during the bid or offer evaluation stage, I must, within 10 working days, inform the contracting authority in writing of any changes affecting the list of names submitted. I am also aware that after contract award I must inform the Registrar of Ineligibility and Suspension within 10 working days of any changes to the list of names submitted.

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**Signature**

Please include with your bid or offer.