



**RETURN BIDS TO:  
RETOURNER LES SOUMISSIONS À:**

**Bid Receiving - PWGSC / Réception des  
soumissions - TPSGC**

**11 LaurierSt./ 11, rue Laurier**

**Place du Portage, Phase III**

**Core 0B2 / Noyau 0B2**

**Gatineau**

**Québec**

**K1A 0S5**

**Bid Fax: (819) 997-9776**

**REQUEST FOR PROPOSAL  
DEMANDE DE PROPOSITION**

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

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

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

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

**Comments - Commentaires**

THIS DOCUMENT CONTAINS A SECURITY  
REQUIREMENT

"CE DOCUMENT COMPORTE DES EXIGENCES  
RELATIVES À LA SÉCURITÉ"

Window & Height Cleaning Services / Service de  
nettoyage de vitres et des hauteurs

**Vendor/Firm Name and Address**

**Raison sociale et adresse du**

**fournisseur/de l'entrepreneur**

**Issuing Office - Bureau de distribution**

Maintenance & Professional Consulting Services Division  
(FK)

11 Laurier St./ 11, rue Laurier

3C2, Place du Portage, Phase III

Gatineau

Québec

K1A 0S5

<b>Title - Sujet</b> Window & Height Cleaning Services /	
<b>Solicitation No. - N° de l'invitation</b> EJ196-182781/A	<b>Date</b> 2018-06-20
<b>Client Reference No. - N° de référence du client</b> 20182781	
<b>GETS Reference No. - N° de référence de SEAG</b> PW-\$\$FK-258-75004	
<b>File No. - N° de dossier</b> fk258.EJ196-172656	<b>CCC No./N° CCC - FMS No./N° VME</b>
<b>Solicitation Closes - L'invitation prend fin</b> <b>at - à 02:00 PM</b> <b>on - le 2018-07-31</b>	<b>Time Zone</b> <b>Fuseau horaire</b> Eastern Daylight Saving Time EDT
<b>F.O.B. - F.A.B.</b> <b>Plant-Usine:</b> <input type="checkbox"/> <b>Destination:</b> <input type="checkbox"/> <b>Other-Autre:</b> <input type="checkbox"/>	
<b>Address Enquiries to: - Adresser toutes questions à:</b> Hill, Cris	<b>Buyer Id - Id de l'acheteur</b> fk258
<b>Telephone No. - N° de téléphone</b> (873) 469-4891 ( )	<b>FAX No. - N° de FAX</b> (819) 956-5227
<b>Destination - of Goods, Services, and Construction:</b> <b>Destination - des biens, services et construction:</b>  Specified Herein Précisé dans les présentes	

**Instructions: See Herein**

**Instructions: Voir aux présentes**

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

**Request for Proposal (RFP) Window cleaning and Height Cleaning Services  
of the Food Production Facility Kitchen  
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**IMPORTANT NOTICE TO BIDDERS**

**Security**

This notice is to advise ALL interested bidders that in order to be awarded a contract which contains a security requirement, all bidders MUST hold a valid Security Clearance granted or approved by PWGSC Canadian Industrial Security Directorate (CISD) at the level indicated in this solicitation document. Should the bidder not currently hold a valid Security Clearance or require the level to be upgraded, PWGSC will sponsor the bidder. Please submit your written request with the following information to Cris Hill by facsimile 819-956-5227 or by e-mail to ***cris.hill@pwgsc.gc.ca***

- Legal Company Name
- Mailing address
- Surname and given name of contact person
- Telephone number of contact person
- Title of contact person
- Facsimile number
- E-mail address of contact person
- Procurement Business Number
- Preferred Language of correspondence
- Level of Security Required

Additional information on PWGSC security can be found on the following web site:

<http://ssi-iss.tpsgc-pwgsc.gc.ca> or by dialing 1-866-368-4646 (Toll free).

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**PART 1 - GENERAL INFORMATION**

**1.1 Introduction**

The bid solicitation is divided into seven parts plus annexes as follows:

- Part 1 General Information: provides a general description of the requirement;
- Part 2 Bidder Instructions: provides the instructions, clauses and conditions applicable to the bid solicitation;
- Part 3 Bid Preparation Instructions: provides bidders with instructions on how to prepare their bid;
- Part 4 Evaluation Procedures and Basis of Selection: indicates how the evaluation will be conducted, the evaluation criteria that must be addressed in the bid, if applicable, and the basis of selection;
- Part 5 Certifications: includes the certifications to be provided;
- Part 6 Security, Financial and Other Requirements; includes specific requirements that must be addressed by bidders; and
- Part 7 Resulting Contract Clauses: includes the clauses and conditions that will apply to any resulting contract.

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**1.2 Summary**

1.2.1 To provide Window Cleaning and Height Cleaning Services including all labour, supervision, transportation, tools, material, and equipment; for Public Works and Government Services Canada (PWGSC), located at the Food Production Facility Kitchen at 1170 Algoma, Ottawa, Ontario, Canada, in accordance with the terms and conditions contained in the solicitation.

1.2.2 The period of any resulting Contract will be for a period of 1 year, estimated commencement date September 1, 2018, with Canada retaining an irrevocable option to extend the contract for a period of 4 additional consecutive twelve (12) month periods.

**1.2.3 Security Requirement**

“There are security requirements associated with this requirement. For additional information, consult Part 6 - Security, Financial and Other Requirements, and Part 7 - Resulting Contract Clauses. For more information on personnel and organization security screening or security clauses, Bidders should refer to the [Contract Security Program](http://www.tpsgc-pwgsc.gc.ca/esc-src/introduction-eng.html) of Public Works and Government Services Canada (<http://www.tpsgc-pwgsc.gc.ca/esc-src/introduction-eng.html>) website”.

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

1.2.5 There is a mandatory site visit associated with this requirement.

1.2.6 The Federal Contractors Program (FCP) for employment equity applies to this procurement; refer to Part 5 – Certifications and Additional Information, Part 7 - Resulting Contract Clauses and the annex titled Federal Contractors Program for Employment Equity - Certification.

**1.3 Debriefings**

After contract award, 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.

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**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.

The text under Subsection 4 of Section 05 - Submission of Bids of 2003 referenced above is amended as follows:

Delete: sixty (60) days

Insert: *one hundred twenty (120) days*

**2.2 Submission of Bids**

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

2003 standard instructions is amended as follows:

- Section 5, entitled Submission of bids, is amended as follows:
  - subsection 1 is deleted entirely and replaced with the following: "Canada requires that each bid, at solicitation closing date and time or upon request from the Contracting Authority, for example in the case of epost Connect service, be signed by the Bidder or by an authorized representative of the Bidder. If a bid is submitted by a joint venture, it must be in accordance with the section entitled Joint venture."
  - subsection 2.d is deleted entirely and replaced with the following: "send its bid only to the specified Bid Receiving Unit of Public Works and Government Services Canada (PWGSC) identified in the bid solicitation, or to the address specified in the bid solicitation, as applicable;"
  - subsection 2.e is deleted entirely and replaced with the following: "ensure that the Bidder's name, return address and procurement business number, bid solicitation number, and solicitation closing date and time are clearly visible on the bid; and,"
- Section 6, entitled Late bids, is deleted entirely and replaced with the following: "PWGSC will return bids delivered after the stipulated solicitation closing date and time, unless they qualify as a delayed bid as described in the section entitled Delayed bids. For bids submitted using means other than the Canada Post Corporation's epost Connect service, the bid will be returned. For bids submitted using Canada Post Corporation's epost Connect service, conversations initiated by the Bid Receiving Unit via the epost Connect service that contain access, records and information pertaining to a late bid will be deleted."
- Section 07, entitled Delayed bids, is amended as follows:
  - Subsection 1 is amended to add the following piece of evidence: "d a CPC epost Connect service date and time record indicated in the epost Connect conversation activity."

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- Section 8, entitled Transmission by facsimile, is deleted and replaced by the following:  
"Transmission by facsimile or by epost Connect
  1. Facsimile
    - a. Unless specified otherwise in the bid solicitation, bids may be submitted by facsimile. The only acceptable facsimile number for responses to bid solicitations issued by PWGSC headquarters is 819-997-9776 or, if applicable, the facsimile number identified in the bid solicitation. The facsimile number for responses to bid solicitations issued by PWGSC regional offices is identified in the bid solicitation.
    - b. For bids transmitted by facsimile, Canada will not be responsible for any failure attributable to the transmission or receipt of the faxed bid including, but not limited to, the following:
      - i. receipt of garbled or incomplete bid;
      - ii. availability or condition of the receiving facsimile equipment;
      - iii. incompatibility between the sending and receiving equipment;
      - iv. delay in transmission or receipt of the bid;
      - v. failure of the Bidder to properly identify the bid;
      - vi. illegibility of the bid; or
      - vii. security of bid data.
    - c. A bid transmitted by facsimile constitutes the formal bid of the Bidder and must be submitted in accordance with the section entitled Submission of bids.
  2. ePost Connect
    - a. Unless specified otherwise in the bid solicitation, bids may be submitted by using the [epost Connect service provided by Canada Post Corporation](https://www.canadapost.ca/web/en/products/details.page?article=epost_connect_send_a) ([https://www.canadapost.ca/web/en/products/details.page?article=epost\\_connect\\_send\\_a](https://www.canadapost.ca/web/en/products/details.page?article=epost_connect_send_a)).
    - b. To submit a bid using epost Connect service, the Bidder must either:
      - i. send directly its bid only to the specified PWGSC Bid Receiving Unit, using its own licensing agreement for epost Connect provided by Canada Post Corporation; or
      - ii. send as early as possible, and in any case, at least six business days prior to the solicitation closing date and time, an email that includes the bid solicitation number to the specified PWGSC Bid Receiving Unit requesting to open an epost Connect conversation. Requests to open an epost Connect conversation received after that time may not be answered.
    - c. If the Bidder is sending an email to the Bid Receiving Unit, the Bid Receiving Unit will then initiate an epost Connect conversation which will allow the Bidder to transmit its bid afterward at any time prior to the solicitation closing date and time. The epost Connect conversation will create an email notification from Canada Post Corporation prompting the Bidder to access the message within the conversation, and the Bidder can reply to the email notification by transmitting its bid.
    - d. If the Bidder is using its own licensing agreement to send its bid, the Bidder must keep the epost Connect conversation open until at least 30 business days after solicitation closing date and time.
    - e. The email address of PWGSC Bid Receiving Unit in Headquarters is: [TPSGC.DGAreceptiondessoumissions-ABBidReceiving.PWGSC@tpsgc-pwgsc.gc.ca](mailto:TPSGC.DGAreceptiondessoumissions-ABBidReceiving.PWGSC@tpsgc-pwgsc.gc.ca). The solicitation number must be identified in the epost Connect message field of all electronic transfers.

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- f. It should be noted that the use of epost Connect service requires a Canadian mailing address. Should a bidder not have a Canadian address, they may use the Bid Receiving Unit address specified on page 1 of the solicitation in order to register for the epost Connect service.
- g. For bids transmitted by epost Connect service, Canada will not be responsible for any failure attributable to the transmission or receipt of the bid including, but not limited to, the following:
  - i. receipt of a garbled or incomplete bid;
  - ii. availability or condition of the epost Connect service;
  - iii. incompatibility between the sending and receiving equipment;
  - iv. delay in transmission or receipt of the bid;
  - v. failure of the Bidder to properly identify the bid;
  - vi. illegibility of the bid;
  - vii. security of bid data; or
  - viii. inability to create an electronic conversation through the epost Connect service.
- h. A bid transmitted by epost Connect service constitutes the formal bid of the Bidder and must be submitted in accordance with the section entitled Submission of bids."

**2.3 Former Public Servant (A3025T - 2014-06-26)**

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.

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**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 questions or may request that the Bidder do so, so that the proprietary nature of the question is eliminated, and the enquiry can be answered with copies 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 Ontario.

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.

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**2.6 Mandatory Site Visit**

It is mandatory that the Bidder or a representative of the Bidder visit the work site. Arrangements have been made for the site visit to be held at 1170 Algoma on July 12, 2018. The site visit will begin at 8:00am at main entrance.

Personnel security screening is required prior to gaining authorized access to the site. Bidders must communicate with the Contracting Authority no later than July 9, 2018 to confirm attendance and provide the name(s) of the person(s) and their date of births who will attend.

Bidders will be required to sign an attendance sheet. Bidders should confirm in their bid that they have attended the site visit. Bidders who do not attend the mandatory site visit or do not send a representative will not be given an alternative appointment and their bid will be declared non-responsive. Any clarifications or changes to the bid solicitation resulting from the site visit will be included as an amendment to the bid solicitation.

**A maximum of two (2) representatives per bidder will be permitted to examine the sites**

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**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 (Annex B – Financial Bid – Pricing Basis)
- Section II Certifications
- Section III Authorities

Prices must appear in the financial bid only. Prices must not 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>). 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

3.1.1 Bidders must submit their financial bid in accordance with the Pricing Schedule attached as Annex B – Financial Bid.

3.1.2 ELECTRONIC PAYMENT

The Bidder accepts to be paid by the following Electronic Payment

Instrument: Direct Deposit (Domestic and International)

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

Email for Direct Deposit info: \_\_\_\_\_

Section II: Certifications

3.2 Bidders must submit the certifications required under Part 5.

Section III Authorities

**3.3 Contractor's Representative**

The name and particulars of the person to be contacted for general enquiries and follow-up purposes:

Name: \_\_\_\_\_  
Telephone: \_\_\_\_\_  
Cellular: \_\_\_\_\_  
Facsimile: \_\_\_\_\_  
E-mail: \_\_\_\_\_

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

**4.1 Evaluation Procedures**

Bids will be assessed in accordance with the entire requirement of the bid solicitation including the technical and financial evaluation criteria.

**4.1.1 Technical and Financial Evaluation - mandatory requirements**

Bids will be assessed in accordance with the entire requirement of the bid solicitation including the financial evaluation criteria.

4.1.1 Technical and Financial Evaluation - mandatory requirement

- (1) Mandatory Site Visit attendance; representatives must hold a valid SECRET Security clearance
- (2) (Mandatory) Security Clearance of Secret Status at bid closing, in accordance with Part 6, Security Requirements;
- (3) (Mandatory) Employee Information for Security at bid closing in accordance with Part 6, 6.2
- (4) (Mandatory) Submission of Firm Price/Rates in Canadian funds.

Only proposals found to meet ALL the mandatory requirements will be deemed acceptable proposals and will be further evaluated in accordance with the evaluation criteria. Proposals not meeting ALL of the mandatory requirements will be deemed non-responsive and will be given NO further consideration

**4.2 Basis of selection**

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

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**PART 5 - CERTIFICATIONS**

PART 5 – CERTIFICATIONS AND ADDITIONAL INFORMATION

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

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

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

5.1 Certifications Required with the Bid

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

5.1.1 Integrity Provisions - Declaration of Convicted Offences

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

5.1.2 Additional Certifications Required with the Bid

5.1.2.1 Card and Licensing Documentation (Upon Request)

Valid copies of the following cards and licensing documentation should be submitted for each of the proposed personnel with the bid by the bid solicitation closing date. However, if the following is not submitted with the bid, by the bid solicitation closing date, 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 and no further consideration will be given to the bidder.

All certificates are to be recognized by the Human Resources Skills Development Canada (HRSDC) – Labour Program and/or Workplace Safety & Insurance Board (WSIB) and/or Construction Safety Association of Ontario (CSAO) and/or any other recognized legislative or regulatory body in the Province or territory in which the work is to be performed.

**To carry out the work on this requirement, Service personnel employed by the Contractor must be in possession of:**

- Valid Working at heights training certificate/wallet card
- Valid Man lift operator certificate/wallet card
- Valid First aid/CPR certificate/wallet card
- Valid Workplace Hazardous Material Inventory System (WHMIS) certificate/wallet card

5.2 Certifications Precedent to Contract Award and Additional Information

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

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5.2.1 Integrity Provisions – Required Documentation

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

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

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

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

Canada will also have the right to terminate the Contract for default if a Contractor, or any member of the Contractor if the Contractor is a Joint Venture, appears on the "[FCP Limited Eligibility to Bid](#)" list during the period of the Contract.

The Bidder must provide the Contracting Authority with a completed annex [titled Federal Contractors Program for Employment Equity - Certification](#), before contract award. If the Bidder is a Joint Venture, the Bidder must provide the Contracting Authority with a completed annex Federal Contractors Program for Employment Equity - Certification, for each member of the Joint Venture.





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**7.2.1 General Conditions**

2035 (2016-04-04), General Conditions - Services, apply to and form part of the Contract.

**7.3 Security Requirement**

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

**SECURITY REQUIREMENT FOR CANADIAN SUPPLIER:**

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

**7.3.2** The Company Security Officer must ensure through the [Contract Security Program](#) that the Contractor and individuals hold a valid Security clearance at the required level.

**7.4 Term of Contract**

**7.4.1 Period of Contract**

The period of the Contract is from \_\_\_\_\_ to \_\_\_\_\_ inclusive. *(leave blank until contract award - delete this note before issuing the solicitation)*

**7.4.2 Option to Extend Contract**

*The Contractor grants to Canada the irrevocable option to extend the term of the Contract by up to 4 additional 1 year period(s) under the same conditions. The Contractor agrees that, during the extended period of the Contract, it will be paid in accordance with the applicable provisions as set out in the Basis of Payment.*

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

**7.5 Authorities**

**7.5.1 Contracting Authority**

The Contracting Authority for the Contract is:

Name: Cris Hill  
Title: Supply Specialist  
Public Works and Government Services Canada  
Acquisition Branch

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Direction: Real Property Contracting Directorate  
*7B1, 11 Laurier St, Place du Portage, Phase III*  
*Gatineau, QC K1A 0S5*  
Telephone: 873-469-4891  
Facsimile: 819-956-5227  
E-mail address: [cris.hill@pwgsc.gc.ca](mailto:cris.hill@pwgsc.gc.ca)

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

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**7.5.2 Technical Authority** *"TO BE PROVIDED AT CONTRACT AWARD"*

The Technical Authority for the Contract is:

Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Organization: \_\_\_\_\_  
180 Kent St., 18<sup>th</sup> floor  
Ottawa, ON  
K1A 0S5  
Facsimile: 613-948-6306 or 613-948-5914  
Cellular: \_\_\_\_\_  
E-mail address: \_\_\_\_\_

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

**7.5.3 Contractor's Representative** *"TO BE PROVIDED AT CONTRACT AWARD"*

The name and particulars of the person to be contacted for general enquiries and follow-up purposes:

Name: \_\_\_\_\_  
Telephone: \_\_\_\_\_  
Facsimile: \_\_\_\_\_  
Cellular: \_\_\_\_\_  
E-mail: \_\_\_\_\_

*Remark to Contracting Authority: If the successful bidder has identified himself as a former public servant, insert in full text SACC Manual clause A3025C, to assist client departments in identifying contracts with former public servants and reporting this information in their Proactive Disclosure of Contracts.*

**7.6 Proactive Disclosure of Contracts with Former Public Servants**

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

**7.7 Payment**

**7.7.1 Limitation of Expenditure (Note to Contracting Authority: use this clause (7.7.1) only if requirement contains As & When Requested.)**

*The Contractor will supply the goods and services under the Contract to an estimated **total expenditure** that must not exceed \$ **(to be determined)** (Goods and Services Tax (GST) or Harmonized Sales Tax (HST) included) of which \$ **(to be determined)** (Goods and Services Tax (GST) or Harmonized Sales Tax (HST) included) is for goods and/or services enumerated or described in Pricing Schedule 1, and \$ **(to be determined)** (Goods and Services Tax (GST) or Harmonized Sales Tax (HST) included) is for additional goods and/or services that may be requested on an "As and When Requested" basis at the prices and/or rates set out in Pricing Schedule 2.*

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**7.7.2 Basis of Payment - Firm Price**

In consideration of the Contractor satisfactorily completing its obligations under this contract, the Contractor will be paid firm prices in twelve (12) equal monthly payments, in accordance with General Conditions 2035 16 (2014-09-25) 'Payment Period' and the following table. Goods and Services Tax (GST) or Harmonized Sales Tax (HST) is extra, if applicable.

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.

**OR**

**7.7.2 Basis of Payment - Firm Prices and "As and When"**

In consideration of the Contractor satisfactorily completing all of its obligations under the Contract, the Contractor will be paid firm prices, in accordance with General Conditions 2035 16 (2014-09-25) 'Payment Period' and the following tables. Goods and Services Tax (GST) or Harmonized Sales Tax (HST) is extra, if applicable.

- a. Firm rates will be paid in accordance with Pricing Schedule 1 in twelve (12) equal monthly payments.
- b. "As and When Requested" Work:

Any costs incurred for Extra Work will be paid, in accordance with Pricing Schedule 2 and the Statement of Work, Annex A, on an "as and when requested" basis, after completion, inspection and acceptance of the work performed.

Canada's total liability to the Contractor under the "as and when requested" portion of the Contract must not exceed **(to be determined)**. Goods and Services Tax (GST) or Harmonized Sales Tax (HST) is extra, if applicable.

The Contractor must not perform any work or provide any service that would result in Canada's total liability being exceeded before obtaining the written approval of the Contracting Authority. The Contractor must notify the Contracting Authority in writing as to the adequacy of this sum:

- (a) when it is 75 percent committed, or
- (b) if the Contractor considers that the said sum may be exceeded, the Contractor must promptly notify the contracting Authority

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.

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.

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*(At contract award - insert appropriate pricing table(s) here)*

7.7.3 Monthly Payment – ( H1008C 2008-05-12)

1. 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.
  
2. The Contractor must distribute the invoices and reports as follows:
  - (a) The original and two (2) copies of the invoices and monthly maintenance reports must be forwarded to the address shown on page 1 of the Contract for certification and payment.  
OR
  - (b) The original and two (2) copies of the invoices and monthly maintenance reports must be forwarded to the following address for certification and payment.

Invoices are to be made out and mailed to:

Public Works and Government Services Canada  
Horticultural - Maintenance and Operational Assurances  
180 Kent St., 18<sup>th</sup> Floor  
Ottawa, Ontario, K1A 0S5

or by email as a PDF to: \_\_\_\_\_ **(TO BE PROVIDED AT CONTRACT AWARD)**

7.8.1 ELECTRONIC PAYMENT

The Bidder accepts to be paid by the following Electronic Payment Instrument:

Direct Deposit (Domestic and International)

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

Email for Direct Deposit info: \_\_\_\_\_

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7.9 Certifications

7.9.1 Compliance

The continuous compliance with the certifications provided by the Contractor in its bid and the ongoing cooperation in providing additional information are conditions of the Contract. Certifications are subject to verification by Canada during the entire period of the Contract. If the Contractor does not comply with any certification, fails to provide the additional information, or if it is determined that any certification made by the Contractor in its bid is untrue, whether made knowingly or unknowingly, Canada has the right, pursuant to the default provision of the Contract, to terminate the Contract for default.

*Remark to Contracting Authority: For requirements made on behalf of a Department or Agency subject to the FCP, with a contract value at **\$1,000,000 and above**, Applicable Taxes included, insert the following paragraph. Delete the following paragraph and renumber accordingly, for requirements with a contract value **below \$1,000,000** or if the Department or Agency is not subject to the FCP.*

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

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

**7.11 Applicable Laws**

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

**7.11 Priority of Documents**

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

- (a) the Articles of Agreement;
- (b) the general conditions 2035 (2016-04-04);
- (c) Annex A Statement of Work;
- (d) Annex B Security Requirements Check List;
- (e) the Contractor's proposal dated \_\_\_\_\_ (*insert date of bid*)

**7.12 Foreign Nationals (Canadian Contractor)**

*A2000C (2006-06-16) Foreign Nationals (Canadian Contractor) (if applicable), apply to and form part of the Contract.*

**7.13 Insurance - Specific Requirements**

**7.13.1 Insurance Requirements**

The Contractor must comply with the insurance requirements specified in the **following article 7.13.2 Commercial General Liability Insurance**. 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.

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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.

**7.13.2 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) Non-Owned Automobile Liability - Coverage for suits against the Contractor resulting from the use of hired or non-owned vehicles.

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**7.14 Cellular Phones and/or Pagers**

The Contractor's Foreman or Site Supervisor must be equipped with a cellular phone and/or pager at all times. All expenses including installation, air time, activating fees, and the cost of the phones/pagers themselves, will be the responsibility of the Contractor. The Contractor must maintain an uninterrupted communication service.

**7.15 Government Site Regulations**

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

**7.16 Pre-Commencement Meeting**

A pre-commencement meeting is mandatory for the Contractor prior to commencing any work and minutes of the meeting will be taken. The time and place of this meeting will be determined by the Technical .

The Contractor is to supply the Technical Authority with a copy of its safety policy as required by the applicable Provincial Occupational Safety and Health Regulations.

**Public Works and  
Government Services  
Canada**

**Window cleaning services contracts and  
Height Cleaning of the Food Production  
Facility Kitchen**

**Tender and contract**

**Statement of Work number:  
EJ196-182781**

**Annex A Scope of Work  
Window & Height Cleaning Services  
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This document is the document referred to as 'Specifications **numbered EJ196-182781**.

<b>Section 1</b>	<b>Special Conditions</b>
------------------	---------------------------

- |     |                                      |
|-----|--------------------------------------|
| 1.  | Cleaning Operations                  |
| 2.  | Staffing                             |
| 3.  | Health & Safety                      |
| 4.  | Security                             |
| 5.  | Building Maintenance                 |
| 6.  | Materials & Equipment                |
| 7.  | Roof Anchor Inspection Certification |
| 8.  | Roof Anchor Log Book                 |
| 9.  | Light, Heat, Power & Water           |
| 10. | Elevator Services                    |
| 11. | Additional Special Conditions        |

<b>Section 2</b>	<b>Operations and Frequencies</b>
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- |    |                                       |
|----|---------------------------------------|
| 1. | Schedule of Work                      |
| 2. | Additional Operations and Frequencies |
| 3. | Schedule Cleaning Operations          |

<b>Appendix 'A' to Section 2</b>	<b>Roof Anchor Plan</b>
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<b>Section 3</b>	<b>Definition of Terms and Quality Standards</b>
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- |    |        |
|----|--------|
| 1. | Glass  |
| 2. | Frames |
| 3. | Sills  |

**Annex A Scope of Work  
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<b>Section 1</b>	<b>Special Conditions</b>
<b>1. Cleaning Operations</b>	

**.1 General**

- .1 Five working days prior to commencing a Scheduled Cleaning Operation, the Contractor must notify the Technical Authority of the scheduled dates when they will perform the work.
- .2 The services must be inspected by the Technical Authority and the Contractor's representative periodically or prior to moving the swing stage upon completion of phase of the scheduled work.

**.2 Scheduled Cleaning Operations**

- .1 Schedule Cleaning Operation Chart to Section 2 establishes the schedule of operations to be performed during the original contract and to be repeated in each option year of the contract.

<b>2. Staffing</b>
--------------------

- .1 The Contractor must provide all qualified staff necessary to perform all Services mentioned in Section 2.
- .2 The Contractor must, immediately upon award of the contract, designate a supervisor. The supervisor must be in full charge of the operations of the contractor in the performance of the services and must be authorized to accept any notice, consent, order, direction, decision or other communication on behalf of the Contractor that may given under the contract. The supervisor must liaise, on a daily basis, with the Technical Authority and must be capable of communicating in English or French.
- .3 It is mandatory that the supervisor and all employees are equipped with a cell phone. All expenses including installation, airtime fees commissioning and the cost of phones will be at the expense of the Contractor. A communication service without interruption is required.

<b>3. Health &amp; Safety</b>
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- .1 **Perform the work in accordance with Part II of the Canada Labour Code, the Canadian health and safety at work regulations, the guidance at national fire code, laws and provincial/territorial regulations applicable and all municipal applicable laws. The more stringent requirements must prevail.**

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- .2 The Contractor must adhere to all health and safety measures pertaining to accident prevention and fire hazards recommended by National and Provincial codes and/or prescribed by the authorities having jurisdiction concerning the equipment, work habits and procedures. In addition, the contractor must have his staff adequately trained to ensure that his personnel is qualified to perform window cleaning operations in accordance with the **Codes, laws and regulations mentioned in 3.1.**
  
- .3 The Contractor must submit a written “Site-Specific Health and Safety Plan” based on dangers and risks evaluations prior to commencing any work on site and continue to implement, maintain, and enforce plan until final demobilization from site. The Site-Specific Health and Safety Plan (SSHSP) must address work site specifications. The Contractor must submit a (SSHSP) 10 days prior to commencement of work described in this agreement. The (SSHSP) must include, to a minimum:
  - A) evaluation of safety hazards specific to the site.
  - B) control measures of risk analysis or hazards health and safety risks associated to each task and each specific site activity.
  - C) for each building, submit a work plan for cleaning windows using a suspended scaffold or material similar to a single point of attachment or to execute a job from window sills.
  - D) protective material and personal protective equipment, protection for public roads, proper signage and the requirement to notify provincial authorities having jurisdiction.
  
- .4 The Technical Authority will review the Contractor's Site-Specific Health and Safety Plan and provide comments to the Contractor within [3] days after receipt of plan. The Contractor will revise the plan as appropriate and resubmit plan to the Technical Authority within [3] days after receipt of comments.
  
- .5 The Technical Authority's review of Contractor's final Site-Specific Health and Safety plan should not be construed as approval and does not reduce the Contractor's overall responsibility for Health and Safety work measures.
  
- .6 The Contractor must perform the work in a manner that is least disruptive to the Crown and occupants of the buildings.
  
- .7 Any City permits necessary to perform Services, especially when the use of Contractor's equipment would involve blocking access to city streets or pedestrian sidewalks and the surrounding area, is the responsibility of the Contractor to obtain prior to commencement of work.

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- .8 **Construction site:** The contractor is not allowed to clean the windows of a building or a section of the building considered a construction site when work is in progress. When such a situation occurs, the Contractor must inform the Technical Authority for further guidance.

**4. Security**

- .1 Only those employees whose names submitted by the Contractor to the Technical Authority will be allowed access to the site of the work. No other persons accompanying employees must be allowed on site.
- .2 All personnel employed in the performance of the services must comply with security requirements for the facility. **To identify personnel, the Company name or crest must be affixed to shirt, coveralls or coat.**
- .3 Audio/visual equipment or cameras are not permitted on the work site. It is strictly forbidden to take any pictures or videos on-site.
- .4 All keys or key cards entrusted to the Contractor for the fulfillment of its contract must be fully protected at all times.

**5. Building Maintenance**

- .1 The Contractor's staff must report all architectural (ie: Broken Windows), electrical and mechanical deficiencies observed during the performance of the Services to the Technical Authority.

**6. Material & Equipment**

- .1 The Contractor must supply all equipment, materials or products required to carry out the services as mentioned in Section 2.
- .2 The Contractor must ensure the good condition of all equipment, mobile equipment and hoist used to do the work. All materials, products and equipment must be suitable for surfaces to be cleaned and used according to the manufacturer's instructions. The Technical Authority may direct the Contractor to stop the use of a product, material or equipment deemed unacceptable and replaced within the next business day.
- .3 The Contractor must, on request, furnish a complete written statement of the origin, composition and/or manufacturer of any of all materials supplied by if for use in the services.
- .4 The Contractor will and must ensure that all materials used in the workplace are classified and labeled according to the Workplace Hazardous Materials Information Systems (WHIMS).

**Annex A Scope of Work  
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- .5 A binder with the copies of the material safety data sheets (MSDS) must be kept on the premises and updated on a regular basis, or when new cleaning products are purchased. This binder must be made available to the Technical Authority upon request.

**7. Roof Anchor Inspection Certificate**

- .1 The Contractor is responsible to have a certified engineer perform a roof anchor inspection annually. A copy of the roof anchor inspection stamped by the certified engineer will be submitted to the Technical Authority as well as the registration number from the Ontario or Quebec Ministry of Labour.

**8. Roof Anchor Log Book**

- .1 A roof anchor log book shall be maintained in the building by the Contractor in which it shall record on a daily all window cleaning operations when being performed. The log book shall be located **on site** and available to the Technical Authority for monitoring purposes.

**9. Light, Heat, Power and Water**

- .1 Canada shall supply all light, heat, power and hot/cold water reasonably required for the performance of the Services.

**10. Elevator Services**

- .1 Where applicable, the Contractor shall be permitted the use of elevators, escalators, conveyors and dumbwaiters and shall be responsible for their safe operation.

**11. Additional Special Conditions**

**Note: Clause 11 takes precedence of clauses 1 to 10.  
Refer to the following tasks in "Additional and/or Not Applicable" clauses listed below:**

**.1 Reference to clause 1 (Cleaning Operations)**

**.1 Hours of Work**

- .1 The hours of work shall be between 07:00 and 18:00 hours Monday through Sunday.

**.2 Reference to Clause 3 (Health & Safety)**

- .1 **All staff must comply with this dress code.**

- .1 Clothing: sterile or loan of blue lab coats  
.2 Hairnet (hair and beard)  
.3 Clean footwear**

**Annex A Scope of Work  
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**.3 Reference to Clause 6 (Material and Equipment)**

- .1 The contractor must supply all required equipment and products (Genie Lift, Boom truck, ladder, etc.).
- .2 All materials and products has to be Food Grade approved by (HACCP-FDA) and a copy of the MSDS sheet has to be sent to the Technical Authority 10 days prior to the start of work, in order to be approved by House of Common Health, Security and Environment services.

**.4 Reference to clause 7 (Roof Anchor Inspection Certificate) – (Not Applicable)**

**.5 Reference to clause 8 (Roof Anchor Log Book – (Not Applicable)**

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Window & Height Cleaning Services  
EJ196-182781/A 1170 Algoma Cris Hill FK258**

<b>Section 2</b>	<b>Operations and Frequencies</b>
<b>1. Schedule of Work</b>	

**.1 Scheduled Cleaning (Method A)**

1. Clean both sides of the perimeter glass, window framing and sills.
2. Clean splashing, streaking and staining as a result of the work.
3. Clean all of the above as per Scheduled Cleaning Operation Chart.

**(and/or)**

**.2 Schedule Cleaning (Method B)**

1. Clean inside of the perimeter glass, framing and sills.
2. Clean splashing, streaking and staining as a result of the work.
3. Clean all of the above as per Scheduled Cleaning Chart.

**(and/or)**

**3. Schedule Cleaning (Method C)**

1. Clean outside of the perimeter glass, framing and sills.
2. Clean splashing, streaking and staining as a result of the work.
3. Clean all of the above as per Scheduled Cleaning Chart.

<b>2. Additional Operations and Frequencies</b>
---

**Note:** Clause 2 takes precedence of clauses 1 (Section 2).  
Refer to the following tasks in "Additional and/or Not Applicable" clauses listed below:

**1. Entire Building**

- Method B

**2. Entire Building**

- Method C

**3. Food Production Facility Kitchen**

**.1 Clean all surfaces and all accessories in height of 6 feet (1.80 meters) and more.**

- .1 Without the dust spreading
- .2 Without debris on equipment
- .3 Without chemical contaminants other than food cleaners according to HACCP-FDA (Food Grade).

**Annex A Scope of Work  
Window & Height Cleaning Services  
EJ196-182781/A 1170 Algoma Cris Hill FK258**

**.2 Description of cleaning service:**

- .1 Clean lighting accessories;
- .2 Wash walls and ceilings;
- .3 Wash grids and/or ventilation diffusers;
- .4 Clean all suspended ducts;
- .5 Clean on top of refrigerators, freezers and work rooms;
- .6 Clean on top of hoods;
- .7 Clean interior windows above 6 feet / 1.80 meters;
- .8 Protect and/or isolate all equipment;
- .9 All visitor access areas and kitchen floors must be sanitized before leaving the premises.

**Clean all of the above as per Scheduled Cleaning Operations Chart**

<b>3. Schedule Cleaning Operations</b>
--

**SCHEDULED CLEANING OPERATIONS CHART**

Clause	Area	Operation	J A N	F E B	M A R	A P R	M A Y	J U N	J U L	A U G	S E P	O C T	N O V	D E C
2.1	Entire Bldg	Method B						X						X
2.2	Entire Bldg	Method C					X						X	
2.3	Food production area	Height cleaning						X						X

**Note: the Contractor must notify the Departmental Representative when each Schedule Cleaning Operation is completed.**

**Annex A Scope of Work  
Window & Height Cleaning Services  
EJ196-182781/A 1170 Algoma Cris Hill FK258**

<b>Section 3</b>
------------------

<b>Definition of Terms and Quality Standards</b>
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<b>Quality Standards</b>
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**The Quality Standards described below must be strictly adhered to. All inspections made by the Technical Authority must be rated according to these Quality Standards.**

<b>1. Glass</b>
-----------------

All perimeter glass must be free of streaks, stains and adherent matter.

<b>2. Frames</b>
------------------

All frames must be free of streaks, stains and adherent matter.

<b>3. Sills</b>
-----------------

All sills must be free of streaks, stains and adherent matter.

Annex B Financial Bid  
 Window & Height Cleaning Services  
 EJ196-182781/A 1170 Algoma Cris Hill FK258

**Section I: Financial Bid**

**PRICING SCHEDULE 1:**

Firm all inclusive prices including overhead, profit and all related costs for Interior and Exterior Window Cleaning in accordance with the Specification [EJ196-182781](#) at Annex A.

<b>1.1 BUILDING – 1170 Algoma – Entire Building</b>				
<b>Method: “B” Interior Window Cleaning</b>				
<b>Period</b>	<b>To be completed in the month of:</b>	<b>Firm Price per cleaning (GST Extra):</b>	<b>Number of Months</b>	<b>Firm annual price (GST Extra)</b>
Year One (1) Sept 1/18 to Aug 31/19	December	\$ _____ x	1 =	\$ _____
	June	\$ _____ x	1 =	\$ _____
Option Year One (1) Sept 1/19 to Aug 31/20	December	\$ _____ x	1 =	\$ _____
	June	\$ _____ x	1 =	\$ _____
Option Year Two (2) Sept 1/20 to Aug 31/21	December	\$ _____ x	1 =	\$ _____
	June	\$ _____ x	1 =	\$ _____
Option Year Three (3) Sept 1/21 to Aug 31/22	December	\$ _____ x	1 =	\$ _____
	June	\$ _____ x	1 =	\$ _____
Option Year Four (4) Sept 1/22 to Aug 31/23	December	\$ _____ x	1 =	\$ _____
	June	\$ _____ x	1 =	\$ _____
<b>1.1 Sub Total All Years:</b>				<b>\$ _____</b>

Total Pricing Schedule 1: \$ \_\_\_\_\_

Annex B Financial Bid  
Window & Height Cleaning Services  
EJ196-182781/A 1170 Algoma Cris Hill FK258

**PRICING SCHEDULE 2:**

Firm all inclusive prices including overhead, profit and all related costs for Exterior Window Cleaning in accordance with the Specification [EJ196-182781](#) at Annex A

<b>2.1 BUILDING - 1170 Algoma – Entire Building</b>				
<b>Method: "C" Exterior Window Cleaning</b>				
<b>Period</b>	<b>To be completed in the month of:</b>	<b>Firm Price per cleaning (GST Extra):</b>	<b>Number of Months</b>	<b>Firm annual price (GST Extra)</b>
Year One (1) Sept 1/18 to Aug 31/19	November	\$ _____ x	1 =	\$ _____
	May	\$ _____ x	1 =	\$ _____
Option Year One (1) Sept 1/19 to Aug 31/20	November	\$ _____ x	1 =	\$ _____
	May	\$ _____ x	1 =	\$ _____
Option Year Two (2) Sept 1/20 to Aug 31/21	November	\$ _____ x	1 =	\$ _____
	May	\$ _____ x	1 =	\$ _____
Option Year Three (3) Sept 1/21 to Aug 31/22	November	\$ _____ x	1 =	\$ _____
	May	\$ _____ x	1 =	\$ _____
Option Year Four (4) Sept 1/22 to Aug 31/23	November	\$ _____ x	1 =	\$ _____
	May	\$ _____ x	1 =	\$ _____
<b>2 . 1 Sub Total All Years:</b>				\$ _____

Total Pricing Schedule 2: \$ \_\_\_\_\_

Annex B Financial Bid  
Window & Height Cleaning Services  
EJ196-182781/A 1170 Algoma Cris Hill FK258

**PRICING SCHEDULE 3:**

Firm all inclusive prices including overhead, profit and all related costs for Exterior Window Cleaning in accordance with the Specification [EJ196-182781](#) at Annex A

<b>3.1 BUILDING - 1170 Algoma Food Production Area - Height Cleaning</b>				
.1 Clean lighting accessories;                      .2 Wash walls and ceilings; .3 Wash grids and/or ventilation diffusers;                      .4 Clean all suspended ducts; .5 Clean on top of refrigerators, freezers and work rooms; .6 Clean on top of hoods;                      .7 Clean interior windows above 6 feet / 1.80 meters; .8 Protect and/or isolate all equipment; .9 All visitor access areas and kitchen floors must be sanitized before leaving the premises.				
Period	To be completed in the month of:	Firm Price per cleaning (GST Extra):	Number of Months	Firm annual price (GST Extra)
Year One (1) Sept 1/18 to Aug 31/19	December	\$ _____ x	1 =	\$ _____
	June	\$ _____ x	1 =	\$ _____
Option Year One (1) Sept 1/19 to Aug 31/20	December	\$ _____ x	1 =	\$ _____
	June	\$ _____ x	1 =	\$ _____
Option Year Two (2) Sept 1/20 to Aug 31/21	December	\$ _____ x	1 =	\$ _____
	June	\$ _____ x	1 =	\$ _____
Option Year Three (3) Sept 1/21 to Aug 31/22	December	\$ _____ x	1 =	\$ _____
	June	\$ _____ x	1 =	\$ _____
Option Year Four (4) Sept 1/22 to Aug 31/23	December	\$ _____ x	1 =	\$ _____
	June	\$ _____ x	1 =	\$ _____
<b>3 . 1 Sub Total All Years:</b>				\$ _____

Total Pricing Schedule 3: \$ \_\_\_\_\_

Annex B Financial Bid  
Window & Height Cleaning Services  
EJ196-182781/A 1170 Algoma Cris Hill FK258

**PRICING SCHEDULE 4:**

Firm all inclusive prices including overhead, profit, all materials and all related additional costs for on an "AS AND WHEN REQUESTED" basis only, **for Emergency and Extra Cleaning** as identified herein.

**4.1) LABOUR:** Our firm hourly rate per qualified personnel shall be:

i) Regular Hours 6:00 to 18:00, Monday to Friday	<b>YEAR 1 RATE</b>	<b>OPTION YEAR 1 RATE</b>	<b>OPTION YEAR 2 RATE</b>	<b>OPTION YEAR 3 RATE</b>	<b>OPTION YEAR 4 RATE</b>
	\$_____/HR	\$_____/HR	\$_____/HR	\$_____/HR	\$_____/HR
Estimated quantity of hours per year:	25	25	25	25	25
<b>Extended Price:</b>	\$_____	\$_____	\$_____	\$_____	\$_____
<b>4.1(i) SUB-TOTAL:</b>					\$_____

ii) Outside Regular Hours Monday to Friday	<b>YEAR 1 RATE</b>	<b>OPTION YEAR 1 RATE</b>	<b>OPTION YEAR 2 RATE</b>	<b>OPTION YEAR 3 RATE</b>	<b>OPTION YEAR 4 RATE</b>
	\$_____/HR	\$_____/HR	\$_____/HR	\$_____/HR	\$_____/HR
Estimated quantity of hours per year:	10	10	10	10	10
<b>Extended Price:</b>	\$_____	\$_____	\$_____	\$_____	\$_____
<b>4.1 (ii) SUB-TOTAL:</b>					\$_____

lii) Saturday, Sunday and Satutory Holidays	<b>YEAR 1 RATE</b>	<b>OPTION YEAR 1 RATE</b>	<b>OPTION YEAR 2 RATE</b>	<b>OPTION YEAR 3 RATE</b>	<b>OPTION YEAR 4 RATE</b>
	\$_____/HR	\$_____/HR	\$_____/HR	\$_____/HR	\$_____/HR
Estimated quantity of hours per year:	50	50	50	50	50
<b>Extended Price:</b>	\$_____	\$_____	\$_____	\$_____	\$_____
<b>4.1 (iii) SUB-TOTAL:</b>					\$_____

Total Pricing Schedule 4: \$\_\_\_\_\_

Annex B Financial Bid  
Window & Height Cleaning Services  
EJ196-182781/A 1170 Algoma Cris Hill FK258

**Sum of Pricing Schedules**

Pricing Schedule 1: **GRAND TOTAL** \$ \_\_\_\_\_ +

Pricing Schedule 2: **GRAND TOTAL** \$ \_\_\_\_\_ +

Pricing Schedule 3: **GRAND TOTAL** \$ \_\_\_\_\_ +

Pricing Schedule 4: **GRAND TOTAL** \$ \_\_\_\_\_ =

**TOTAL BID PRICE** \$ \_\_\_\_\_

**In the case of error in the extension of prices, the unit price will govern.**

**Canada may enter into contract without negotiation.**



Government of Canada / Gouvernement du Canada

Contract Number / Numéro du contrat EJ196182781
Security Classification / Classification de sécurité UNCLASSIFIED

SECURITY REQUIREMENTS CHECK LIST (SRCL)  
LISTE DE VÉRIFICATION DES EXIGENCES RELATIVES À LA SÉCURITÉ (LVERS)

PART A - CONTRACT INFORMATION / PARTIE A - INFORMATION CONTRACTUELLE	
1. Originating Government Department or Organization / Ministère ou organisme gouvernemental d'origine	Public Works and Government Services Canada
2. Branch or Directorate / Direction générale ou Direction moa	
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 Food Production Facility - window and wall cleaning	
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	
Canada <input type="checkbox"/>	NATO / OTAN <input type="checkbox"/>
Foreign / Étranger <input type="checkbox"/>	
7. b) Release restrictions / Restrictions relatives à la diffusion	
No release restrictions Aucune restriction relative à la diffusion <input type="checkbox"/>	All NATO countries Tous les pays de l'OTAN <input type="checkbox"/>
Not releasable À ne pas diffuser <input type="checkbox"/>	
Restricted to: / Limité à: <input type="checkbox"/> Specify country(ies): / Préciser le(s) pays:	Restricted to: / Limité à: <input type="checkbox"/> Specify country(ies): / Préciser le(s) pays:
	No release restrictions Aucune restriction relative à la diffusion <input type="checkbox"/>
	Restricted to: / Limité à: <input type="checkbox"/> 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 B PROTÉGÉ B <input type="checkbox"/>	NATO RESTRICTED NATO DIFFUSION RESTREINTE <input type="checkbox"/>
PROTECTED C PROTÉGÉ C <input type="checkbox"/>	NATO CONFIDENTIAL NATO CONFIDENTIEL <input type="checkbox"/>
CONFIDENTIAL CONFIDENTIEL <input type="checkbox"/>	NATO SECRET NATO SECRET <input type="checkbox"/>
SECRET SECRET <input type="checkbox"/>	COSMIC TOP SECRET COSMIC TRÈS SECRET <input type="checkbox"/>
TOP SECRET TRÈS SECRET <input type="checkbox"/>	
TOP SECRET (SIGINT) TRÈS SECRET (SIGINT) <input type="checkbox"/>	
	PROTECTED A PROTÉGÉ A <input type="checkbox"/>
	PROTECTED B PROTÉGÉ B <input type="checkbox"/>
	PROTECTED C PROTÉGÉ C <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"/>



Government of Canada / Gouvernement du Canada

Contract Number / Numéro du contrat EJ196182781
Security Classification / Classification de sécurité UNCLASSIFIED

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

Special comments:  
Commentaires spéciaux : \_\_\_\_\_

NOTE: If multiple levels of screening are identified, a Security Classification Guide must be provided.  
REMARQUE : Si plusieurs niveaux de contrôle de sécurité sont requis, un guide de classification de la sécurité doit être fourni.

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

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

**INFORMATION / ASSETS / RENSEIGNEMENTS / BIENS**

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

11. b) Will the supplier be required to safeguard COMSEC information or assets?  
Le fournisseur sera-t-il tenu de protéger des renseignements ou des biens COMSEC?  No / Non  Yes / Oui

**PRODUCTION**

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

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

11. d) Will the supplier be required to use its IT systems to electronically process, produce or store PROTECTED and/or CLASSIFIED information or data?  
Le fournisseur sera-t-il tenu d'utiliser ses propres systèmes informatiques pour traiter, produire ou stocker électroniquement des renseignements ou des données PROTÉGÉS et/ou CLASSIFIÉS?  No / Non  Yes / Oui

11. e) Will there be an electronic link between the supplier's IT systems and the government department or agency?  
Disposera-t-on d'un lien électronique entre le système informatique du fournisseur et celui du ministère ou de l'agence gouvernementale?  No / Non  Yes / Oui



Government of Canada / Gouvernement du Canada

Contract Number / Numéro du contrat EJ196182781
Security Classification / Classification de sécurité UNCLASSIFIED

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

For users completing the form **manually** use the summary chart below to indicate the category(ies) and level(s) of safeguarding required at the supplier's site(s) or premises.  
Les utilisateurs qui remplissent le formulaire **manuellement** doivent utiliser le tableau récapitulatif ci-dessous pour indiquer, pour chaque catégorie, les niveaux de sauvegarde requis aux installations du fournisseur.

For users completing the form **online** (via the Internet), the summary chart is automatically populated by your responses to previous questions.  
Dans le cas des utilisateurs qui remplissent le formulaire **en ligne** (par Internet), les réponses aux questions précédentes sont automatiquement saisies dans le tableau récapitulatif.

**SUMMARY CHART / TABLEAU RÉCAPITULATIF**

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

12. a) Is the description of the work contained within this SRCL PROTECTED and/or CLASSIFIED?  
La description du travail visé par la présente LVERS est-elle de nature PROTÉGÉE et/ou CLASSIFIÉE?  No / Non  Yes / Oui

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

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

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



HOUSE OF COMMONS  
CHAMBRE DES COMMUNES  
CANADA

HOUSE OF  
COMMONS

## POLICY ON RESTRICTED ACCESS TO FOOD SERVICES BRANCH KITCHENS

Effective Date: June 2013



Parliamentary Precinct Services

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# Policy on Restricted Access to Food Services Branch Kitchens

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<b>Approved by the SAA</b>	<June 2013 >
<b>Responsible Sector Head:</b>	Members' Services Director General, Office of the Director General of Members' Services Directorate
<b>Functional Authority:</b>	Director, Food Services, Food Services Administration

## 1. STATEMENT

In order to uphold rigorous food safety standards and minimize the risk of cross-contamination, the House of Commons Administration will only allow access to Food Services Branch (FSB) kitchens to authorized food service personnel, as well as specialized FSB partners such as **Maintenance and Material Handling Services (MMHS), Transportation Services, Building Services, Public Works and Government Services Canada (PWGSC), Occupational Health & Safety (OHSE) and external companies for the cleaning and maintenance of equipment.**

## 2. OBJECTIVES

The objectives of this policy are to:

- Prevent cross-contamination within (FSB) kitchens;
- Maintain and closely monitor rigorous food safety standards;
- Provide a healthy and safe work environment within FSB kitchens.

## 3. PRINCIPLES

This policy and accompanying directives/guidelines are governed by the following principles:

**Compliance:** The House of Commons Administration is committed to complying with the FSB Code of Practice. This code of practice maintains the “risk management approach” required by Hazard Analysis and Critical Control Point (HACCP)—improving control over food safety risks.

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**Excellence:** The FSB is dedicated to excellence in all aspects of food preparation, presentation and service.

**Prevention:** The FSB will reduce the risk of food contamination by taking preventive measures at an appropriate stage to assure the safety of food in FSB kitchens.

**Controlled Access:** As part of the risk management approach, industry standards identify visitors as a potential risk to the contamination of a food service facility. It is therefore committed to ensuring food is prepared in a strictly controlled environment.

#### **4. APPLICATION**

This policy applies to all employees within the House of Commons Administration. Furthermore, visitors to FSB kitchens will also adhere to this policy. This includes (but is not limited to):

- Members and their employees;
- Senators and their employees;
- Employees of the Library of Parliament;
- Members of the Press Gallery;
- Visitors.

#### **5. DEFINITIONS**

**Hazard Analysis and Critical Control Point System (HACCP)** – is considered the International benchmark when it comes to analyzing and controlling food production health risks, and to prevent food-related risks.

##### **Food Related Hazards:**

**PHYSICAL HAZARDS** – including glass, metal, wood chips or jewellery, anything that can cause choking or internal injury.

**CHEMICAL HAZARDS** – including cleaners, sanitizers, pesticides, antibiotics, fertilizers, naturally occurring toxins, food chemicals or any chemical that can make the food dangerous to eat.

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**ALLERGENS** – including fish and shellfish, crustaceans, tree nuts and peanuts, eggs, dairy products, sulphites, soy products, sesame seeds, wheat and gluten, mustard seed.

**BIOLOGICAL** – including living organisms that can grow such as parasites, prions, viruses, bacteria and moulds.

**Visitors:** refers to any individual visiting the Parliamentary Precinct, including independent service providers, subcontractors, consultants or placement agency staff. This definition also includes staff of a contractor, subcontractor or consultant who will carry on business at the House of Commons.

## **6. ORGANIZATIONAL COMMITMENTS**

### **6.1 General**

Cross-contamination can occur as a result of traffic flow (e.g. movement of people, equipment, etc. in processing/packaging areas, or unscheduled maintenance). To prevent the reintroduction of food-borne bacterial pathogen into the production area, the control of cross-contamination is essential.

### **6.2 Controlled Access**

The restricted access zones facilitate control of traffic flow patterns between the incoming ingredients, and the processed product sides of the operations. Failure to establish and/or observe established traffic flow patterns, especially between processing and packaging areas, can transport potential food-borne bacterial pathogen into a clean environment. The risk of contamination is highest between product cooking/chilling and packaging.

Enhanced control measures are necessary to prevent cross-contamination given the prevalence of food-borne bacterial pathogen in the kitchen environment. Hand washing frequency, wearing of gloves, footwear cleaning protocols, uniform protocols, movement of carts and/or equipment between different processing areas, hot food during service, fridge and freezer temperature readings, cleaning and sanitizing of equipment are examples of control measures. In addition, Food Handler's training and certification is a requirement of employment for all employees handling food.

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### **6.3 Hygiene Requirements**

Management ensures that maintenance staff and cleaners are made aware of the necessary hygiene requirements and/or consider the increased risk of contamination when unscheduled maintenance involves outside contractors. No Food Service employee who is suffering from a communicable disease shall work as a food handler.

#### **6.4 Approved cleaning and maintenance staff and specialized FSB partners (MMHS/Transportation/Building Services):**

All delivery and repair personnel to Food Services Branch kitchens are expected to observe the same hygiene and dress code as food service personnel and have limited access before and/or after production peak time.

## **7. SPECIFIC RESPONSIBILITIES**

### **7.1 FSB Management**

The FSB management team is responsible for limiting access to authorized House of Commons personnel and protect Food Services Branch kitchens against cross-contamination threats and/or vulnerabilities.

- providing advice to FSB management team on the application of the “Restricted Access Policy”.
- monitors the implementation of the policy within House of Commons working areas;
- ensures that the provisions of this policy are implemented at all times in a fair manner.

### **7.2 The FSB Employees & Food Handler/Kitchen Employee (including approved cleaning and maintenance staff):**

- read, understand and comply with this policy.
- Each Food Handler/Kitchen Employee is instructed and trained in food handling practices that prevent the contamination of food and ensure customer food safety.
- Food handlers must avoid behaviors that could result in food contamination (i.e. working with opened/exposed wounds, serious illness, etc.)
- All FSB employees should be aware and follow at all times the internal guidelines related to food safety.

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## 8. ACCOMPANYING DOCUMENTATION

None

## 9. SUPPORTING REFERENCES

### 9.1 Related policies

- [Health and Safety in the Workplace Policy](#)
- *Procurement Policy*
- *FSB Internal Policies and Procedures (Manuals 1 & 2)*
- *FSB Information Kit for new employees*

### 9.2 Canada Occupational Health and Safety Regulations

- Canadian Food Inspection Food Retail and Food Service Regulations and Code (preparation, handling, storage and serving of food)

## 10. ENQUIRIES

For information regarding this policy, contact FSB Administration at 996-0943.



## 8.10 – Height Cleaning of the Food Production Facility Kitchen

### Purpose:

To ensure that the Food Production Facility kitchen be cleaned in height twice a year (winter and summer) according to the House of Commons' pre-established schedule. The dates have to be confirmed in advance by the FPF Manager.

### Background:

In order to respect best practices according to ISO HACCP standards internationally recognized, we need to ensure that the kitchen of the Food Production Facility be cleaned in height on a continuous basis.

### Requirements:

1. Clean surfaces and accessories in height (6 feet and more) of the Food Production Facility kitchen:
  - without the dust spreading
  - without debris on equipment
  - without chemical contaminants other than food cleaners according to HACCP-FDA (Food Grade). To specify the product to be used with the MSDS sheet and send it in advance for the approval of the House of Commons' Health, Security and Environment Service. Restricted access (see policy 10.6 on restricted access to Food Services Branch kitchens).

### Procedure:

#### Description of cleaning service:

- Clean lighting accessories;
- Wash walls and ceilings;
- Wash grids and/or ventilation diffusers;
- Clean all suspended ducts;
- Clean on top of refrigerators, freezers and work rooms;
- Clean on top of hoods;
- Clean interior windows above 6 feet / 1.80 meters;
- Protect and/or isolate all equipment;
- All visitor access areas and kitchen floors must be sanitized before leaving the premises.

### Frequency:

Twice a year (winter and summer) according to the House of Commons' pre-established schedule.

### Dress Code:

- Clothing: sterile or loan of blue labcoats
- Hairnet (hair and beard)
- Clean footwear
- Personal clean tools (Must bring their own tools)

### Access:

- From Sunday to Friday after 7:30 p.m.
- Saturday all day
- Possibility of schedule changes at the last minute according to operational requirements.

DATE IMPLEMENTED: \_\_\_\_\_ BY: \_\_\_\_\_

DATE REVIEWED: \_\_\_\_\_ BY: \_\_\_\_\_

DATE REVISED: \_\_\_\_\_ BY: \_\_\_\_\_

**Acknowledgement:**

I confirm that I have read and understood the procedure described above.

Employee Name: \_\_\_\_\_ Date: \_\_\_\_\_

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

Supervisor Name: \_\_\_\_\_ Date: \_\_\_\_\_

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



**Annex G** EJ196-182781/A

**FEDERAL CONTRACTORS PROGRAM FOR EMPLOYMENT EQUITY - CERTIFICATION**

I, the Bidder, by submitting the present information to the Contracting Authority, certify that the information provided is true as of the date indicated below. The certifications provided to Canada are subject to verification at all times. I understand that Canada will declare a bid non-responsive, or will declare a contractor in default, if a certification is found to be untrue, whether during the bid evaluation period or during the contract period. Canada will have the right to ask for additional information to verify the Bidder's certifications. Failure to comply with such request by Canada will also render the bid non-responsive or will constitute a default under the Contract.

For further information on the Federal Contractors Program for Employment Equity visit HRSDC-Labour's website.

Date: \_\_\_\_\_(YYYY/MM/DD) (If left blank, the date will be deemed to be the bid solicitation closing date.)

Complete both A and B.

A. Check only one of the following:

- A1. The Bidder certifies having no work force in Canada.
  - A2. The Bidder certifies being a public sector employer.
  - A3. The Bidder certifies being a federally regulated employer being subject to the *Employment Equity Act*.
  - A4. The Bidder certifies having a combined work force in Canada of less than 100 employees (combined work force includes: permanent full-time, permanent part-time and temporary employees [temporary employees only includes those who have worked 12 weeks or more during a calendar year and who are not full-time students]).
- A5. The Bidder has a combined workforce in Canada of 100 or more employees; and
- A5.1. The Bidder certifies already having a valid and current Agreement to Implement Employment Equity (AIEE) in place with HRSDC-Labour.
- OR**
- A5.2. The Bidder certifies having submitted the Agreement to Implement Employment Equity (LAB1168) to HRSDC-Labour. As this is a condition to contract award, proceed to completing the form Agreement to Implement Employment Equity (LAB1168), duly signing it, and transmit it to HRSDC-Labour.

B. Check only one of the following:

- B1. The Bidder is not a Joint Venture.

**OR**

- B2. The Bidder is a Joint venture and each member of the Joint Venture must provide the Contracting Authority with a completed annex Federal Contractors Program for Employment Equity - Certification. (Refer to the Joint Venture section of the Standard Instructions)