



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

Bid Receiving/Réception des soumissions

Procurement Hub | Centre d'approvisionnement  
Fisheries and Oceans Canada | Pêches et Océans Canada  
301 Bishop Drive | 301 promenade Bishop  
Fredericton, NB E3C 2M6

Email - courriel: [DFOtenders-soumissionsMPO@dfo-mpo.gc.ca](mailto:DFOtenders-soumissionsMPO@dfo-mpo.gc.ca)

**REQUEST FOR PROPOSAL**

**DEMANDE DE PROPOSITION**

Proposal to: Fisheries and Oceans 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 and services listed herein and on any attached sheets at the price(s) set out therefor.

Proposition aux : Pêches et Océans 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 appendices ci-jointes, les biens et les services énumérés ici sur toute feuille ci-annexée, au(x) prix indiqué(s).

Comments: - Commentaries :

THIS DOCUMENT CONTAINS A SECURITY REQUIREMENT

LE PRÉSENT DOCUMENT COMPORTE UNE EXIGENCE EN MATIÈRE DE SÉCURITÉ

<b>Title – Sujet</b> Janitorial Services: Cleaning and Housekeeping Fisheries and Oceans Canada (DFO), Centre for Aquaculture & Environmental Research, West Vancouver Laboratory		<b>Date</b> September 11, 2018
<b>Solicitation No. – N° de l'invitation</b> F5211-180322		
<b>Client Reference No. - No. de référence du client</b> F1949-181001		
<b>Solicitation Closes – L'invitation prend fin</b> <b>At /à :</b> 14:00 AST (Atlantic Standard Time)  <b>On / le :</b> November 23, 2018		
<b>F.O.B. – F.A.B</b> Destination	<b>GST – TPS</b> See herein — Voir ci-inclus	<b>Duty – Droits</b> See herein — Voir ci-inclus
<b>Destination of Goods and Services – Destinations des biens et services</b> See herein — Voir ci-inclus		
<b>Instructions</b> See herein — Voir ci-inclus		
<b>Address Inquiries to – Adresser toute demande de renseignements à</b> Kimberly Walker <b>Email – courriel:</b> <a href="mailto:DFOtenders-soumissionsMPO@dfo-mpo.gc.ca">DFOtenders-soumissionsMPO@dfo-mpo.gc.ca</a>		

<b>Delivery Required – Livraison exigée</b> See herein — Voir ci-inclus	<b>Delivery Offered – Livraison proposée</b>
<b>Vendor Name, Address and Representative – Nom du vendeur, adresse et représentant du fournisseur/de l'entrepreneur:</b>	
<b>Telephone No. – No. de téléphone</b>	<b>Facsimile No. – No. de télécopieur</b>
<b>Name and title of person authorized to sign on behalf of Vendor (type or print) – Nom et titre de la personne autorisée à signer au nom du fournisseur (taper ou écrire en caractères d'imprimerie)</b>	
<b>Signature</b>	<b>Date</b>



<b>PART 1 - GENERAL INFORMATION .....</b>	<b>3</b>
1.1 SECURITY REQUIREMENTS .....	3
1.2 STATEMENT OF WORK.....	3
1.3 MANDATORY SITE VISIT .....	3
1.4 DEBRIEFINGS.....	3
1.5 TRADE AGREEMENTS .....	3
<b>1.6 PROCUREMENT OMBUDSMAN.....</b>	<b>3</b>
<b>PART 2 - BIDDER INSTRUCTIONS .....</b>	<b>5</b>
2.1 STANDARD INSTRUCTIONS, CLAUSES AND CONDITIONS.....	5
2.2 SUBMISSION OF BIDS.....	5
<b>2.3 ENQUIRIES - BID SOLICITATION .....</b>	<b>5</b>
<b>2.4 APPLICABLE LAWS.....</b>	<b>5</b>
<b>PART 3 - BID PREPARATION INSTRUCTIONS.....</b>	<b>7</b>
3.1 BID PREPARATION INSTRUCTIONS .....	7
<b>PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION.....</b>	<b>9</b>
4.1 EVALUATION PROCEDURES.....	9
4.2 BASIS OF SELECTION.....	9
<b>PART 5 – CERTIFICATIONS AND ADDITIONAL INFORMATION .....</b>	<b>10</b>
5.1 CERTIFICATIONS REQUIRED WITH THE BID.....	10
5.2 CERTIFICATIONS PRECEDENT TO CONTRACT AWARD AND ADDITIONAL INFORMATION .....	10
<b>PART 6 - RESULTING CONTRACT CLAUSES .....</b>	<b>14</b>
6.1 SECURITY REQUIREMENTS .....	14
6.2 STATEMENT OF WORK.....	14
6.3 STANDARD CLAUSES AND CONDITIONS.....	14
6.4 TERM OF CONTRACT .....	14
6.5 AUTHORITIES .....	15
6.6 PROACTIVE DISCLOSURE OF CONTRACTS WITH FORMER PUBLIC SERVANTS .....	16
6.7 PAYMENT .....	16
6.8 INVOICING INSTRUCTIONS .....	17
6.9 CERTIFICATIONS AND ADDITIONAL INFORMATION.....	17
6.10 APPLICABLE LAWS.....	17
6.11 PRIORITY OF DOCUMENTS .....	17
<b>6.12 PROCUREMENT OMBUDSMAN.....</b>	<b>17</b>
6.13 INSURANCE – SPECIFIC REQUIREMENTS G1001C .....	18
<b>ANNEX "A" STATEMENT OF WORK .....</b>	<b>19</b>
<b>ANNEX "B" BASIS OF PAYMENT .....</b>	<b>26</b>
<b>ANNEX "C" – INSURANCE CONDITIONS.....</b>	<b>27</b>
<b>ANNEX "D" SECURITY REQUIREMENTS CHECK LIST .....</b>	<b>29</b>
<b>ANNEX "D-1" PERSONNEL IDENTIFICATION FORM (PIF).....</b>	<b>32</b>
<b>ANNEX "E" TO PART 3 OF THE BID SOLICITATION .....</b>	<b>33</b>
<b>ANNEX "F" TO PART 5 OF THE BID SOLICITATION.....</b>	<b>34</b>
<b>ANNEX "G" EVALUATION CRITERIA.....</b>	<b>35</b>



## **PART 1 - GENERAL INFORMATION**

### **1.1 Security Requirements**

1. At the date of bid closing, the following conditions must be met:
  - (a) the Bidder must hold a valid organization security clearance as indicated in Part 6 - Resulting Contract Clauses;
  - (b) the Bidder's proposed individuals requiring access to classified or protected information, assets or sensitive work sites must meet the security requirements as indicated in Part 6 - Resulting Contract Clauses;
  - (c) the Bidder must provide the name of all individuals who will require access to classified or protected information, assets or sensitive work sites;
2. For additional information on security requirements, Bidders should refer to the [Contract Security Program of Public Works and Government Services Canada](http://www.tpsgc-pwgsc.gc.ca/esc-src/introduction-eng.html) (<http://www.tpsgc-pwgsc.gc.ca/esc-src/introduction-eng.html>) website.

### **1.2 Statement of Work**

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

### **1.3 Mandatory Site Visit**

Mandatory Site Visit will be held on October 2, 2018 at 9:00 am local time at Fisheries and Oceans Canada, Centre for Aquaculture & Environmental Research, West Vancouver Laboratory, 4160 Marine Drive West Vancouver, BC., V7V 1N6. It is a requirement for all persons wishing to submit a bid on this project to attend this meeting at the site to familiarize themselves fully with the scope of work and the tendering requirements. The Bidder's representative must sign an attendance list and attend the entire site visit to have their bid submission considered responsive.

Please confirm your attendance by email to the Contracting Authority no later than September 27 at 13:00 Pacific Time.

### **1.4 Debriefings**

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

### **1.5 Trade Agreements**

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

### **1.6 Procurement Ombudsman**

The Office of the Procurement Ombudsman (OPO) was established by the Government of Canada to provide an independent avenue for suppliers to raise complaints regarding the award of contracts under \$25,000 for goods and under \$100,000 for services. You have the option of raising issues or concerns regarding the solicitation, or the award resulting from it, with the OPO by contacting them by telephone at



1-866-734-5169 or by e-mail at [opo-boa@opo-boa.gc.ca](mailto:opo-boa@opo-boa.gc.ca). You can also obtain more information on the OPO services available to you at their website at [www.opo-boa.gc.ca](http://www.opo-boa.gc.ca).



## **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.

Revision to Departmental Name: As this solicitation is issued by Fisheries and Oceans Canada (DFO), any reference to Public Works and Government Services Canada or PWGSC or its Minister contained in any term, condition or clause of this solicitation, including any individual SACC clauses incorporated by reference, will be interpreted as reference to DFO or its Minister.

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 \(2018-05-22\)](#) Standard Instructions - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the bid solicitation.

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

Delete: 60 days  
Insert: 120 days

### **2.2 Submission of Bids**

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

Due to the nature of the bid solicitation, bids transmitted by facsimile to DFO will not be accepted.

### **2.3 Enquiries - Bid Solicitation**

All enquiries must be submitted in writing to the Contracting Authority no later than 7 calendar days before the bid closing date. Enquiries received after that time may not be answered.

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

### **2.4 Applicable Laws**

Any resulting contract must be interpreted and governed, and the relations between the parties determined, by the laws in force **in the province or territory where the goods and/or services are to be rendered.**

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.



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

### **3.1 Bid Preparation Instructions**

Canada requests that bidders provide their bid in separately bound/saved sections as follows:

**Section I: Technical Bid** (one soft copy in PDF format)

**Section II: Financial Bid** (one soft copy in PDF format)

**Section III: Certifications** (one soft copy in PDF format)

**The maximum size per email (including attachments) is limited to 10MB. If the limit is exceeded, your email might not be received by DFO. It is suggested that you compress the email size or send multiple emails to ensure delivery. Bidders are responsible to send their proposal and to allow enough time for DFO to receive the proposal by the closing period indicated in the RFP.**

**For bids transmitted by email, DFO will not be responsible for any failure attributable to the transmission or receipt of the email bid. DFO will send a confirmation email to the Bidders when the submission is received.**

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

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](https://www.tbs-sct.gc.ca/pol/doc-eng.aspx?id=32573) (<https://www.tbs-sct.gc.ca/pol/doc-eng.aspx?id=32573>). To assist Canada in reaching its objectives, bidders should:

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

#### **Section I: Technical Bid**

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

#### **Section II: Financial Bid**

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

##### **3.1.1 Electronic Payment of Invoices – Bid**

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

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

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



**Section III: Certifications**

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





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

### **4.1 Evaluation Procedures**

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

#### **4.1.1 Technical Evaluation**

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

Please see Annex G for details

##### **4.1.1.2 Point Rated Technical Criteria**

Please see Annex G for details

#### **4.1.2 Financial Evaluation**

SACC *Manual* Clause [A0222T \(2014-06-26\)](#), Evaluation of Price

### **4.2 Basis of Selection**

#### **4.2.1 Basis of Selection - Minimum Point Rating**

1. To be declared responsive, a bid must:
  - a. comply with all the requirements of the bid solicitation; and
  - b. meet all mandatory technical evaluation criteria; and
  - c. obtain the required minimum of 32 points overall for the technical evaluation criteria which are subject to point rating. The rating is performed on a scale of 65 points.
2. Bids not meeting (a) or (b) or (c) will be declared non-responsive. The responsive bid with the lowest evaluated price will be recommended for award of a contract.



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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

#### **5.2.3 Additional Certifications Precedent to Contract Award**

##### **5.2.3.1 Status and Availability of Resources**



The Bidder certifies that, should it be awarded a contract as a result of the bid solicitation, every individual proposed in its bid will be available to perform the Work as required by Canada's representatives and at the time specified in the bid solicitation or agreed to with Canada's representatives. If for reasons beyond its control, the Bidder is unable to provide the services of an individual named in its bid, the Bidder may propose a substitute with similar qualifications and experience. The Bidder must advise the Contracting Authority of the reason for the substitution and provide the name, qualifications and experience of the proposed replacement. For the purposes of this clause, only the following reasons will be considered as beyond the control of the Bidder: death, sickness, maternity and parental leave, retirement, resignation, dismissal for cause or termination of an agreement for default.

If the Bidder has proposed any individual who is not an employee of the Bidder, the Bidder certifies that it has the permission from that individual to propose his/her services in relation to the Work to be performed and to submit his/her résumé to Canada. The Bidder must, upon request from the Contracting Authority, provide a written confirmation, signed by the individual, of the permission given to the Bidder and of his/her availability. Failure to comply with the request may result in the bid being declared non-responsive.

**5.2.3.2 Contractor's Representative**

The Contractor's Representative for the Contract is:

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

**5.2.3.3 Supplementary Contractor Information**

Pursuant to paragraph 221 (1)(d) of the Income Tax Act, payments made by departments and agencies under applicable services contracts (including contracts involving a mix of goods and services) must be reported on a T4-A supplementary slip.

To enable the Department of Fisheries and Oceans to comply with this requirement, the Contractor hereby agrees to provide the following information which it certifies to be correct, complete, and fully discloses the identification of this Contractor:

- a) The legal name of the entity or individual, as applicable (the name associated with the Social Insurance Number (SIN) or Business Number (BN), as well as the address and the postal code:

\_\_\_\_\_

- b) The status of the contractor (individual, unincorporated business, corporation or partnership:

\_\_\_\_\_

- c) For individuals and unincorporated businesses, the contractor's SIN and, if applicable, the BN, or if applicable, the Goods and Services Tax (GST)/Harmonized Sales Tax (HST) number:

\_\_\_\_\_

- d) For corporations, the BN, or if this is not available, the GST/HST number. If there is no



BN or GST/HST number, the T2 Corporation Tax number must be shown:

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**The following certification signed by the contractor or an authorized officer:**

"I certify that I have examined the information provided above and that it is correct and complete"

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Signature

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Print Name of Signatory

#### **5.2.3.4 Former Public Servant**

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

#### **Definitions**

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

- A. an individual;
- B. an individual who has incorporated;
- C. a partnership made of former public servants; or
- D. a sole proprietorship or entity where the affected individual has a controlling or major interest in the entity.

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

"pension" means a pension or annual allowance paid under the [Public Service Superannuation Act](#) (PSSA), R.S., 1985, c. P-36, and any increases paid pursuant to the [Supplementary Retirement Benefits Act](#), R.S., 1985, c. S-24 as it affects the PSSA. It does not include pensions payable pursuant to the [Canadian Forces Superannuation Act](#), R.S., 1985, c. C-17, the [Defence Services Pension Continuation Act](#), 1970, c. D-3, the [Royal Canadian Mounted Police Pension Continuation Act](#), 1970, c. R-10, and the [Royal Canadian Mounted Police Superannuation Act](#), R.S., 1985, c. R-11, the [Members of Parliament Retiring Allowances Act](#), R.S. 1985, c. M-5, and that portion of pension payable to the [Canada Pension Plan Act](#), R.S., 1985, c. C-8.

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

**As per the above definitions, is the Bidder a FPS in receipt of a pension?**



**Yes ( ) No ( )**

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

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

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

**Work Force Adjustment Directive**

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

**Yes ( ) No ( )**

If so, the Bidder must provide the following information:

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

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



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

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

### **6.1 Security Requirements**

6.1.1.1 The Contractor/Offeror must, at all times during the performance of the Contract/Standing Offer/Supply Arrangement, hold a valid Designated Organization Screening (DOS), issued by the Canadian Industrial Security Directorate (CISD), Public Works and Government Services Canada (PWGSC).

The Contractor/Offeror personnel requiring access to PROTECTED information, assets or sensitive work site(s) must EACH hold a valid RELIABILITY STATUS, granted or approved by CISD/PWGSC.

The Contractor/Offeror MUST NOT remove any PROTECTED information or assets from the identified work site(s), and the Contractor/Offeror must ensure that its personnel are made aware of and comply with this restriction.

Subcontracts which contain security requirements are NOT to be awarded without the prior written permission of the DFO or the CISD/PWGSC.

The Contractor/Offeror must comply with the provisions of the:

- a. Security Requirements Check List and security guide (if applicable), attached at Annex D;
- b. Industrial Security Manual (Latest Edition).

6.1.1.2 To apply for the required level of security status (or if you are uncertain about having the status), you must contact the Regional Security Officer at the Department of Fisheries and Oceans at [Sandy.Regala@dfo-mpo.gc.ca](mailto:Sandy.Regala@dfo-mpo.gc.ca) or at 604-363-9234 phone.

6.1.1.3 In order for the Department to confirm that your company and all individuals proposed to perform work under this contract meet the required Security Status, you must complete the Personnel Identification Form (Confirmation of Security Status) attached to the original solicitation as Appendix "D-1", providing the name of your company and the full names of individuals and dates of birth of all individuals who will be providing the services.

### **6.2 Statement of Work**

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

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

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

#### **6.3.1 General Conditions**

[2010C \(2018-06-21\), General Conditions - Services \(Medium Complexity\) apply to and form part of the Contract.](#)

### **6.4 Term of Contract**

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



The contract period is estimated to be from the date of contract award to October 31, 2019 inclusive

**6.4.2 Option to Extend the Contract**

The Contractor grants to Canada the irrevocable option to extend the term of the Contract by up to 3 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 15 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.

Option periods if exercised will be November 1, 2019 through to October 31, 2020, November 1, 2020 through to October 31, 2021 and November 1, 2021 through to October 31, 2022

**6.5 Authorities**

**6.5.1 Contracting Authority**

The Contracting Authority for the Contract is:

Name: Kimberly Walker  
 Title: Senior Contracting Officer  
 Department: Fisheries and Oceans Canada  
 Directorate: Materiel and Procurement Services  
 Address: 301 Bishop Drive, Fredericton, NB E3C 2M6  
 E-mail address: [DFOtenders-soumissionsMPO@dfo-mpo.gc.ca](mailto:DFOtenders-soumissionsMPO@dfo-mpo.gc.ca)

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

**6.5.2 Project Authority**

The Project Authority for the Contract is: **(name to be provided at contract award)**

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

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

**6.5.3 Contractor's Representative (name to be provided at contract award)**

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



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

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

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

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

**6.7 Payment**

**6.7.1 Basis of Payment**

6.7.1.1 In consideration of the Contractor satisfactorily completing all of its obligations under the Contract, the Contractor will be paid a firm price of \$ \_\_\_\_\_ (*insert amount at contract award*) and Applicable Taxes are extra.

6.7.1.2 All prices and amounts of money in the Contract are exclusive of the Goods and Services Tax (GST) or Harmonized Sales Tax (HST), whichever is applicable, unless otherwise indicated. GST or HST, to the extent applicable, will be incorporated into all invoices and progress claims for goods supplied or work performed and will be paid by Her Majesty. The Contractor agrees to remit to Canada Revenue Agency any GST or HST paid or due.

6.7.1.3 Any payment by Her Majesty under this contract is subject to there being an appropriation for the fiscal year in which the payment is to be made.

**6.7.2 Limitation of Price**

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

**6.7.3 Monthly Payment**

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

- b. 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;
- c. all such documents have been verified by Canada;
- d. the Work performed has been accepted by Canada.

**6.7.4 Electronic Payment of Invoices – Contract**

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

- a. MasterCard Acquisition Card;
- b. Direct Deposit (Domestic and International);





## 6.8 Invoicing Instructions

**6.8.1.1** The invoice(s) must be emailed to DFO Accounts Payable, at the email address indicated below:

Email: [DFO.invoicing-facturation.MPO@canada.ca](mailto:DFO.invoicing-facturation.MPO@canada.ca)

**6.8.1.2** The Contractor must submit invoices in accordance with the section entitled "Invoice Submission" of the general conditions. Invoices cannot be submitted until all work identified in the invoice is completed.

## 6.9 Certifications and Additional Information

### 6.9.1 Compliance

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

### 6.9.2 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.

### 6.10 Applicable Laws

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

### 6.11 Priority of Documents

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

- (a) the Articles of Agreement;
- (b) the general conditions [2010C \(2018-06-21\)](#), General Conditions - Services (Medium Complexity);
- (c) Annex A, Statement of Work;
- (d) Annex B, Basis of Payment;
- (e) Annex C, Insurance Conditions;
- (f) Annex D, Security Requirements Check List;
- (g) Annex E, to part 3 – bid solicitation
- (h) Annex F, to part 5 - bid solicitation - federal contractors program for employment equity – certification
- (i) the Contractor's bid dated \_\_\_\_\_ (*insert date of bid*)

### 6.12 Procurement Ombudsman

**6.12.1** The Contractor confirms that it has read the Code of Conduct for Procurement and agrees to be bound by its terms.



**6.12.2** The office of the Procurement Ombudsman (OPO) was established by the Government of Canada to provide an independent avenue for suppliers to raise complaints regarding the award of contracts under \$25,000.00 for Goods and under \$100,000.00 for Services. You have the option of raising issues or concerns regarding the solicitation, or the award resulting from it, with the OPO by contacting them by telephone at 1-866-734-5169 or by e-mail at [opo-boa@opo-boa.gc.ca](mailto:opo-boa@opo-boa.gc.ca). You can also obtain more information on OPO services available to you on their website at [www.opo-boa.gc.ca](http://www.opo-boa.gc.ca).

**6.12.3** For further information, the Contractor may refer to the following PWGSC site:

<http://www.tpsgc-pwgsc.gc.ca/app-acq/cndt-cndct/contexte-context-eng.html>

### **6.13 Insurance – Specific Requirements G1001C**

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

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

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



## **ANNEX "A" STATEMENT OF WORK**

### **1.0 Scope**

#### **1.1 Title**

Janitorial Services: Cleaning and Housekeeping Fisheries and Oceans Canada (DFO).

#### **1.2 Introduction**

Janitorial services are required at the Centre for Aquaculture & Environmental Research Monday to Friday inclusive, except for holidays. The Janitorial services will commence no earlier than 5pm weekdays and consist of cleaning of all exposed surfaces of the interior of buildings, including walls, floors, floor coverings, furniture, plumbing and mechanical fixtures, hand rails, grilles, and windows (inside and outside).

Main Building (including the indoor aquarium and warehouse) – 3,914 m<sup>2</sup>  
Donaldson Building – 169 m<sup>2</sup>

#### **1.3 Expected Start and Completion Dates**

Contract to commence upon contract award and end October 31, 2019 with an option to extend the contract for three (3) additional one (1) year periods

##### **Options to extend the Contract:**

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

Option periods if exercised will be November 1, 2019 through to October 31, 2020, November 1, 2020 through to October 31, 2021 and November 1, 2021 through to October 31, 2022.

Scope of work under this Contract includes but is not be limited to the provisions of all labour, materials, supervision and equipment necessary to complete the following work in accordance with attached site plans, specifications and general conditions.

#### **1.4 Objectives of the Requirement**

The objectives are to have on-going quality janitorial service. The services should be evident in the cleanliness of the work environment, to the Facility Manager and the employee's working in the facility being cleaned.

### **2.0 SCOPE OF WORK**

**2.1** The areas to be cleaned shall consist of all exposed surfaces of the interior of buildings including walls, floors, floor coverings, furniture, plumbing and mechanical fixtures, hand rails, grilles, and windows (inside and outside glassed areas).

**2.2** The Contractor will be responsible for turning off all unnecessary lighting and securing the premises before leaving (there could be other special instructions posted on the door) doors found locked shall remain locked after completion of janitorial work. If any doors are found unlocked after regular working hours, please make a note of them and report to the commissionaire on duty.

**2.3** Care must be taken not to tamper with ongoing scientific experiments or with operating equipment (don't disturb switches, levers, valves). When working in laboratories, do not disturb or



move equipment, and do not stand on counters when cleaning air grilles (use a WCB approved safety ladder, supplied by contractor).

**2.4** Research staff will occasionally leave special waste in the hallways or lab floors (radioactive waste, bio-medical waste, sharp-blades containers): **DO NOT TOUCH THIS MATERIAL**, as it will be disposed by specialized companies. If cleaning staff have any doubts whatsoever about special waste, please ask the CAER – Fisheries and Oceans Canada staff.

**2.5** These specifications provide for janitorial services from Monday to Friday inclusive, except holidays, and starting no earlier than 5 p.m. each day, with as little inconvenience as possible to staff. Janitors are not allowed to bring additional non-working persons outside of their regular staff, and should advise CAER-Fisheries & Oceans Canada staff of any work that will be performed during weekends.

### 3.0 CLANING SCHEDULE AND RESPONSIBILITIES

#### 3.1 DAILY (Monday to Friday)

**3.1.1** Empty all waste containers on the second floor and dispose in outside garbage bin. All waste containers should be lined with a clean plastic garbage bag or liner, which will be replaced when soiled or torn. Waste containers will be wiped clean as required.

**3.1.2** Daily clean, vacuum floors and empty waste containers in these areas:

- a. All second floor areas in the main building
- b. Commissionaire's station and lobby
- c. Rooms 102, 103, 107C, 109B, 116B, 118, 128, 133, 135, 136E.
- d. First Floor conference area - Room 100
- e. Lunchroom & RPSS & Admin Room – RP1

**3.1.3** Clean and service supplies in **All washrooms, locker rooms and shower stalls daily:**

- a. Restock all paper and soap supplies; make sure there are enough quantities to last at least one working day. Include a spare roll of toilet paper in washrooms upstairs & down (leave on top of towel cabinet)
- b. All waste containers are to be emptied, disinfected and plastic liners replaced
- c. Clean all surfaces with a liquid germicidal detergent, including basins, toilets, toilet seats, toilet seat hinges, toilet stall partitions, walls, urinals, shower areas and plumbing fixtures.
- d. Clean and polish all bright work including chromed plumbing with a glass cleaner or foam spray cleaner.
- e. Clean Mirrors in washrooms as required.
- f. All surfaces are to be free of dust, finger marks, spots, stains, odours and mould
- g. Wet mop all floors all washrooms, locker rooms and shower stalls with a solution of germicidal detergent and hot water (follow manufacturer's mixing instructions).
- h. Pour 4.0 L of clean clear water down each floor drain after each floor mopping
- i. **viii.** Report any problems in washrooms such as leaky faucets, lights out etc. to Facilities Management staff.

**3.1.4** Sweep clean all exterior door entrances, porches, stairways; remove all debris within a radius of 17 metres, including the red brick area at main entrance to building, breezeway between boiler room and workshop. This includes exterior litter pick up around the main entrance of the building and the RPSS buildings. (dry leaves and other debris).

**3.1.5** Wipe clean with a damp cloth soaked in mild disinfectant cleaning solution, followed by an application of furniture polish and buff with a flannel cloth in the following areas:

- a. Main building conference boardroom (Room 201) tables and chairs
- b. Commissionaire's area desk, table, top of counters
- c. Central conference room tables and chairs -Room 100.



- 3.1.6 Wipe clean glass doors, windows, glass doors to hallway.
- 3.1.7 Wipe clean elevator-all stainless steel surfaces.
- 3.1.8 Main floor conference area - Room 100
  - a. Clean and maintain floors: vacuum carpet (spot clean stains if necessary)
  - b. Wipe all windows clean, glass and window frames
  - c. Remove all smudges, finger prints and stains.
- 3.1.9 Stairwells - North and South
  - a. Clean and maintain floors -spot clean stains if necessary
  - b. Wipe all windows clean, glass and window frames
  - c. Remove all smudges, finger prints and stains
  - d. Wood polish south handrail (wood handrail)
  - e. Maintain lock up
  - f. **vi** Wipe cobwebs.
- 3.1.10 Remove any scuff marks on the floor and walls.
- 3.1.11 Check the parkade and the driveway from the main entrance for any litter pick up and clean up.

### 3.2 ONCE A WEEK

- 3.2.1 Spray-buff maintenance in main building hallways.
  - a. Use treated dust mop to remove loose dust and dirt.
  - b. Mix solution of floor polish, water, and detergent (follow manufacturer's mixing instructions) then clean and polish with floor machine.
  - c. Remove any dust particles resulting from this procedure with a treated dust mop.
  - d. Machine polish to obtain a glossy finish
- 3.2.2 Dust ALL walls, ceiling corners, air grilles, window sills, office furniture.
  - a. Wipe clean arm rests and base.
  - b. Remove any cobwebs.
  - c. Wipe clean all telephone handsets, free of smudges and stains using a disinfectant cleaner.
- 3.2.3 Sweep and mop boiler room floor and warehouse floor.
  - a. Empty all garbage containers.
- 3.2.4 Replace soiled or torn liners, check or empty paper recycling containers when half full, place paper and cardboard neatly in corner of warehouse. **DO NOT HANDLE: any waste containers labeled as radioactive, bio-hazardous or with sharp blades. If in doubt, ask CAER staff first.**
- 3.2.5 Check and empty out the exterior garbage cans on the grounds and along the building.
- 3.2.6 Section: 3.2.6 – empty out all recycling bin stations once a week in the whole complex or when full. (main building and the RPSS annex).

### 3.3 TWICE A WEEK

- 3.3.1 Clean ALL floors, stairs, offices, laboratories and hallways:
  - a. All non-carpeted floors shall be swept and damp-mopped using a water-based dust control mop treatment.



- b. After mopping all floors are to be free from debris, dust, rubber marks, water stains and loose mop strands.
- c. Vacuum all offices and carpeted floors & staircases.

**3.3.2** Clean all doors, door knobs, armchair rests, table tops (not counters in laboratories), walls, all inter and exterior elevators surfaces, all stainless steel and chromed surfaces, glass partitions. Surfaces will be free of stains, smudges and finger marks.

### **3.4 ONCE A MONTH**

**3.4.1** Sweep and wet mop floors with a warm detergent solution, empty all waste cans in the following areas:

- a. Attic fan room
- b. Second floor boiler room
- c. Telephone room and
- d. Elevator room.

**3.4.2** Hose down cement deck and stairs at main building entrance and asphalt breezeway between boiler room and workshop. Brush of any stains and rinse off.

**3.4.3** Shampoo the main entrance carpet in the security office and the exterior of the entrance.

### **3.5 EVERY THREE MONTHS**

**3.5.1** All waxed floors (hallways, laboratories, stairwells and offices) are to be completely stripped, rinsed, waxed, and polished.

- a. Remove all loose dust and debris by sweeping or vacuuming, apply stripper solution following manufacturer's instructions.
- b. Scrub floor using nylon pads on electric floor machine.
- c. Pick up soiled solution immediately (avoid solution drying on floor)
- d. Repeat procedure if there is still wax build up on floor
- e. Rinse with clear warm water with nylon pad or mop, making sure all stripper residues are removed
- f. Apply floor sealer (water based), when floor is completely clean and dry. Apply sealer with a mop, repeat if necessary to obtain required glossy appearance.
- g. Buff, after sealer is dry, with a nylon pad, vacuum, and then rinse with clear cold water.
- h. Apply floor polish with a clean string mop (NOT the same mop used for stripping), followed by polishing with a dry fine nylon pad. Repeat this procedure, with a second coat of floor polish. Ensure to clean along the edges of the floor at the wall in tiled areas.

### **3.6 TWICE A YEAR (April and September)**

#### **3.6.1 Window Washing**

- a. All windows and skylights especially north end of main floor hallway will be cleaned inside and outside, including frames and mouldings.
- b. Glass surfaces shall be free from dirt, oil streaks and water marks. Do not damage glazing compound, caulking or mouldings along exterior of some frames.
- c. Contractor will supply all necessary pails, hoses safety equipment and window washing equipment. All applicable Workman's Compensation Board regulations shall be followed in the performance of this duty.
- d. This work to be done during daylight only, between hours of 9:00 am and 3:00 pm
- e. Provide four working days advance notice before washing all windows.

#### **3.6.2 Pressure Wash**

- a. Cement Deck at main building entrance
- b. Entrance/Sidewalk north of lab 127



- c. Remove all stains, moss, mould, discolouration, etc.

#### **4.0 REPORTING REQUIREMENTS**

The Facility Manager will supply a monthly schedule of work throughout the building showing the daily, weekly, twice weekly and monthly where and when the various tasks will be carried out. A daily check mark square for work verification **must** be signed by cleaning staff.

#### **5.0 PROJECT MANAGEMENT CONTROL PROCEDURES**

The Contractor agrees to attend monthly cleaning inspection tours of the Centre for Aquaculture & Environmental Research (CAER) facilities with a DFO representative, at which time any problems will be discussed. A specific date for these inspections will be set by the Facilities Manager. Any complaints or deficiencies reviewed during these meetings shall be resolved by the next working day.

Payment for work completed will be made up on certification of the Contractor's invoice by the Facility Manager, that the works have been completed to the satisfaction of DFO.

#### **6.0 OTHER TERMS AND CONDITIONS**

##### **6.1 Authorities**

The Departmental Representative for this contract will be on-site facility manager. The Facility Manager will be the sole contact for the contractor with respect to Administration, Invoicing Questions, and any interaction with respect to direction from the Client.

##### **6.2 DFO Obligations**

- a. Fisheries and Oceans Canada will supply hand soap, paper towels, deodorant blocks and toilet paper.
- b. The Contractor shall be given unimpeded access to all portions of the facility covered by this contract, light, and power in order to perform the work as specified.
- c. Lift all files & personal items from the carpet prior to the service;
- d. Insure lights & power are left "on";
- e. Administrate security access to the building;
- f. Stop or limit the amount of business activity during the service;
- g. Provide parking at no cost to the contractor;
- h. Provide access to Janitor rooms, washrooms & exterior water bibs as required;
- i. Participate in the Quality Assurance Program (the contractor and the site authority review and accept the work);
- j. Provide service ratings;
- k. Provide service feedback;

##### **6.3 Contractor's Obligations**

- a. The Contractor agrees to attend monthly cleaning inspection tours of the Centre for Aquaculture & Environmental Research (CAER) facilities with a DFO representative, at which time any problems will be discussed. A specific date for these inspections will be set by the Facilities Manager. Any complaints or deficiencies reviewed during these meetings shall be resolved by the next working day.
- b. The Contractor shall provide all necessary supervision, expertise, labour, materials, and equipment required to carry out the services in these specifications.
- c. The understanding that the Facility Manager or the Operations Manager shall be the sole





judge of quality of the work embodied in these specifications, and his/her decisions on all questions in dispute with regard to the meaning or interpretation of the specifications shall be final.

- d. Perform the work, - in the event the Contractor fails – in accordance with the following specifications and if this deficiency is not corrected on the next working day or if the same complaint is made twice or more within a period of thirty (30) days, the Contractor agrees to pay to Her Majesty 15% of Monthly Tendered Rate as liquidated damages for each incidence.
- e. Termination of the Contract by the Minister, if the Contractor's work is consistently judged not satisfactory by the DFO representatives. The Minister reserves the right to terminate this agreement upon providing seven (7) days notice by registered letter to the Contractor's business address, and a copy to the Contractor's staff on-site.
- f. DFO may take all or any portion of the work out of the Contractor's hands and may employ such means as may be fit to complete the work in any cases such as the Contractor defaulting on work even after being notified, abandonment of work, the Contractor becoming insolvent, etc.
- g. It is a requirement that ALL cleaning staff sign the attendance sheet located at the front entrance, wear Contractor Identification, at the Commissionaire's desk, and sign in/out before leaving.
- h. The Contractor must supply all necessary cleaning equipment and supplies. All cleaning and maintenance equipment such as but not limited to mopping pails, scrubbing and polishing machines, vacuum cleaners, brooms, mops ladders, scaffolding, safety harnesses, dusting cloths, brushes, scrapers, hoses, detergents, disinfectants, waxes, stripping solutions, plastic garbage bags, shall be supplied by the contractor. The Contractor is responsible for keeping the equipment clean and in good repair, in full compliance with WCB and CSA standards. Any equipment deemed unacceptable by CAER – Fisheries & Oceans Canada shall be replaced immediately at no cost to Fisheries & Oceans Canada.
- i. All materials used by the Contractor such as detergents, scouring powders and liquids, cleaners, wax and sealers, etc. must comply with the latest specifications of the Canadian Government Specifications Board, or be equal thereto.
- j. Cleaning materials must be suitable for the surface intended and shall not be harmful to such surfaces. Materials are subject to Government laboratory tests of samples taken from stocks used in the buildings.
- k. Preference shall be given (where a choice exists) to use chemical products which are non-toxic, non-abrasive, non-chlorofluorocarbon based or propelled, bio-degradable, and otherwise environmentally safe.

#### **6.4 Location of Work, Work site and Delivery Point**

Cleaning staff will report to 4160 Marine Drive West Vancouver, BC V7V 1N6, The Centre for Aquaculture and Environmental Research.

#### **6.5 Language of Work**

All cleaning staff shall be able to read, write and speak English and shall have taken training in WHMIS. (Workplace Hazardous Material Identification System)





- a. Copies of each WHMIS training certificate must be provided upon bid close.
- b. Due to potentially hazardous environments in CAER facility, these conditions must be met without exceptions due to the health and safety liabilities.

#### **6.6 Security Requirements**

The Contractor working under this contract must hold a valid Designated Organization Screening (DOS) level issued by the Canadian and International Industrial Security Directorate (CISD) of Public Work and Government Services Canada (PWGSC) for access to DFO premises.

The Contractor's resources working on this contract must EACH hold a valid **RELIABILITY STATUS** granted by the Canadian and International Industrial Security Directorate (CISD) of Public Work and Government Services Canada (PWGSC) for access to DFO premises.

#### **6.7 Travel and Living**

There is no travel or living expenses associated with this contract.





## ANNEX “C” – INSURANCE CONDITIONS

The Contractor shall, at the Contractor’s own expense, provide and maintain insurance as indicated hereunder:

### 1. Definitions

1.1. “Contract” means “Purchase Order”.

1.2. “Buyer” means those departmental organizations or persons who have been given the responsibility for the contracting process within the Department.

### 2. Indemnification

The issuance coverage required by the provisions of these Insurance Conditions shall in no way limit the Contractor’s responsibility under the indemnification section of the General Conditions of the contract. Any additional coverage the Contractor may deem necessary to fulfill obligations under the indemnity section shall be at the Contractor’s own discretion and expense.

### 3. Period of Insurance

The insurance coverage shall be in effect from the date of contract award and shall be maintained until the contract work is completed.

### 4. Proof of Insurance

Within fourteen (14) days after acceptance of the Contractor’s tender, the Contractor shall deposit with the Buyer, a Certificate of Insurance or certified true copies of all contracts of insurance maintained by the Contractor pursuant to the requirements of these Insurance Conditions.

### 5. Notification

Each insurance policy shall contain a provision that thirty (30) days prior written notice shall be given to Her Majesty in the event of any material change in, cancellation of, or expiration of coverage.

### 6. Insured

Each insurance policy shall insure the Contractor, and shall include as an Additional Named Insured, Her Majesty the Queen in right of Canada as represented by the Minister of Fisheries and Oceans.

### 7. Payment of deductible

The amount of the deductible, if any, shall be borne by the Contractor.

### 8. Public Liability and Property Damage Insurance

8.1. The Contractor shall, concurrently with the execution of this contract, place and maintain at all times during the execution of the work covered by this contract, sufficient public liability and property damage insurance against personal injury and loss or damage to the property so as to fully cover the Contractor’s liability to any firm, person, association, or corporation, resulting from or attributable to the execution of the work.

**The Minimum Acceptable Amount is \$1,000,000.00.**

8.2. The policy shall be issued with a deductible amount of not more than \$500.00 per occurrence applying to property damage claims only.



9. Third party liability for vehicles and equipment owned, leased, used or operated by the Contractor

The Contractor shall provide an endorsement to the public liability and property damage insurance policy to include third party liability insurance for vehicles and equipment owned, leased, used or operated by the Contractor.

**Minimum acceptable amount is \$1,000,000.00.**

10. Tenants Legal Liability Insurance (where applicable)

The Contractor shall provide an endorsement to the public liability and property damage insurance policy to provide coverage for premises under the Contractor's care, custody and control in a **minimum amount of \$500,000.00.**



**ANNEX "D" SECURITY REQUIREMENTS CHECK LIST**



Government of Canada  
Gouvernement du Canada

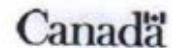
Contract Number / Numéro du contrat F1949-181001
Security Classification / Classification de sécurité UNCLASSIFIED

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

<b>PART A - CONTRACT INFORMATION / PARTIE A - INFORMATION CONTRACTUELLE</b>		
1. Originating Government Department or Organization / Ministère ou organisme gouvernemental d'origine Fisheries and Oceans Canada	2. Branch or Directorate / Direction générale ou Direction RPSS PSEC	
3. a) Subcontract Number / Numéro du contrat de sous-traitance	3. b) Name and Address of Subcontractor / Nom et adresse du sous-traitant	
4. Brief Description of Work / Brève description du travail Janitorial Services: Cleaning and Housekeeping for Centre for Aquaculture and Environment Reserch Center also known as PSEC		
5. a) Will the supplier require access to Controlled Goods? Le fournisseur aura-t-il accès à des marchandises contrôlées?	<input checked="" type="checkbox"/> No <input type="checkbox"/> Yes <input checked="" type="checkbox"/> Non <input type="checkbox"/> Oui	
5. b) Will the supplier require access to unclassified military technical data subject to the provisions of the Technical Data Control Regulations? Le fournisseur aura-t-il accès à des données techniques militaires non classifiées qui sont assujetties aux dispositions du Règlement sur le contrôle des données techniques?	<input checked="" type="checkbox"/> No <input type="checkbox"/> Yes <input checked="" type="checkbox"/> Non <input type="checkbox"/> Oui	
6. Indicate the type of access required / Indiquer le type d'accès requis		
6. a) Will the supplier and its employees require access to PROTECTED and/or CLASSIFIED information or assets? Le fournisseur ainsi que les employés auront-ils accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS? (Specify the level of access using the chart in Question 7. c) (Préciser le niveau d'accès en utilisant le tableau qui se trouve à la question 7. c)	<input checked="" type="checkbox"/> No <input type="checkbox"/> Yes <input checked="" type="checkbox"/> Non <input type="checkbox"/> Oui	
6. b) Will the supplier and its employees (e.g. cleaners, maintenance personnel) require access to restricted access areas? No access to PROTECTED and/or CLASSIFIED information or assets is permitted. Le fournisseur et ses employés (p. ex. nettoyeurs, personnel d'entretien) auront-ils accès à des zones d'accès restreintes? L'accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS n'est pas autorisé.	<input type="checkbox"/> No <input checked="" type="checkbox"/> Yes <input type="checkbox"/> Non <input checked="" type="checkbox"/> Oui	
6. c) Is this a commercial courier or delivery requirement with no overnight storage? S'agit-il d'un contrat de messagerie ou de livraison commerciale sans entreposage de nuit?	<input checked="" type="checkbox"/> No <input type="checkbox"/> Yes <input checked="" type="checkbox"/> Non <input type="checkbox"/> 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"/>	No release restrictions Aucune restriction relative à la diffusion <input type="checkbox"/>
Not releasable À ne pas diffuser <input type="checkbox"/>		
Restricted to: / Limité à: <input type="checkbox"/>	Restricted to: / Limité à: <input type="checkbox"/>	Restricted to: / Limité à: <input type="checkbox"/>
Specify country(ies): / Préciser le(s) pays:	Specify country(ies): / Préciser le(s) pays:	Specify country(ies): / Préciser le(s) pays:
7. c) Level of information / Niveau d'information		
PROTECTED A PROTÉGÉ A <input type="checkbox"/>	NATO UNCLASSIFIED NATO NON CLASSIFIÉ <input type="checkbox"/>	PROTECTED A PROTÉGÉ A <input type="checkbox"/>
PROTECTED B PROTÉGÉ B <input type="checkbox"/>	NATO RESTRICTED NATO DIFFUSION RESTREINTE <input type="checkbox"/>	PROTECTED B PROTÉGÉ B <input type="checkbox"/>
PROTECTED C PROTÉGÉ C <input type="checkbox"/>	NATO CONFIDENTIAL NATO CONFIDENTIEL <input type="checkbox"/>	PROTECTED C PROTÉGÉ C <input type="checkbox"/>
CONFIDENTIAL CONFIDENTIEL <input type="checkbox"/>	NATO SECRET NATO SECRET <input type="checkbox"/>	CONFIDENTIAL CONFIDENTIEL <input type="checkbox"/>
SECRET SECRET <input type="checkbox"/>	COSMIC TOP SECRET COSMIC TRÈS SECRET <input type="checkbox"/>	SECRET SECRET <input type="checkbox"/>
TOP SECRET TRÈS SECRET <input type="checkbox"/>		TOP SECRET TRÈS SECRET <input type="checkbox"/>
TOP SECRET (SIGINT) TRÈS SECRET (SIGINT) <input type="checkbox"/>		TOP SECRET (SIGINT) TRÈS SECRET (SIGINT) <input type="checkbox"/>

TBS/SCT 350-103(2004/12)

Security Classification / Classification de sécurité UNCLASSIFIED
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Government of Canada  
Gouvernement du Canada

Contract Number / Numéro du contrat
F1949-161001
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 checked="" type="checkbox"/> RELIABILITY STATUS COTE DE FIABILITÉ	<input type="checkbox"/> CONFIDENTIAL CONFIDENTIEL	<input type="checkbox"/> SECRET SECRET	<input type="checkbox"/> TOP SECRET TRÈS SECRET
<input type="checkbox"/> TOP SECRET- SIGINT TRÈS SECRET - SIGINT	<input type="checkbox"/> NATO CONFIDENTIAL NATO CONFIDENTIEL	<input type="checkbox"/> NATO SECRET NATO SECRET	<input type="checkbox"/> COSMIC TOP SECRET COSMIC TRÈS SECRET
<input type="checkbox"/> SITE ACCESS ACCÈS AUX 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

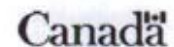
**INFORMATION TECHNOLOGY (IT) MEDIA / SUPPORT RELATIF À LA TECHNOLOGIE DE L'INFORMATION (TI)**

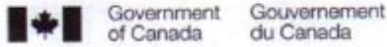
11. d) Will the supplier be required to use its IT systems to electronically process, produce or store PROTECTED and/or CLASSIFIED information or data?  
Le fournisseur sera-t-il tenu d'utiliser ses propres systèmes informatiques pour traiter, produire ou stocker électroniquement des renseignements ou 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

TBS/SCT 350-103(2004/12)

Security Classification / Classification de sécurité UNCLASSIFIED
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Contract Number / Numéro du contrat F1949-181001
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	SECRET	TOP SECRET	NATO RESTRICTED	NATO CONFIDENTIAL	NATO SECRET	COSMIC TOP SECRET	PROTECTED / PROTÉGÉ			CONFIDENTIAL	SECRET	TOP SECRET
											A	B	C			
Information / Assets / Renseignements / Biens / Production																
IT Media / Support IT / IT Ligne / Lien électronique																

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



**ANNEX "D-1" PERSONNEL IDENTIFICATION FORM (PIF)  
DEPARTMENT OF FISHERIES AND OCEANS CANADA**

<b>Contract / file number:</b>	<b>F5211-180322</b>
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**PROJECT TITLE:** Janitorial Services: Cleaning and Housekeeping Fisheries and Oceans Canada (DFO),  
Centre for Aquaculture & Environmental Research, West Vancouver Laboratory

Company Name:	
Address:	
Telephone number:	
Fax number:	
<b>PWGSC file or Certificate #:</b>	

**Professional Services** (Add second page if more space needed, please print clearly)

Resource Person working on this project	Date of birth YYYY/MM/DD	PWGSC file or certificate #	Security Level	Meet	Does not Meet	Comments

**Contractor's Authorized Signatory (Bidder) :** \_\_\_\_\_

**Date:** \_\_\_\_\_

**(For Official Use)**

Company Clearance	Required	Security Level	Meet / Does not Meet / Comments (Official Use Only)
Designated Organization Screening			
Facility Security Clearance			
<b>Document Safeguarding Capability</b>			

**For Use at Fisheries and Oceans Canada  
Authorization of Contracting Security Authority**

- I approve
- I do not approve based on:

\_\_\_\_\_

**Contracting Security Authority:** \_\_\_\_\_

**Date:** \_\_\_\_\_





**ANNEX “E” to PART 3 OF THE BID SOLICITATION**

**ELECTRONIC PAYMENT INSTRUMENTS**

*As indicated in Part 3, clause 3.1.2, the Bidder must identify which electronic payment instruments they are willing to accept for payment of invoices.*

The Bidder accepts any of the following Electronic Payment Instrument(s):

- ( ) MasterCard Acquisition Card;
- ( ) Direct Deposit (Domestic and International);



## ANNEX "F" to PART 5 OF THE BID SOLICITATION

### 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 any request or requirement imposed by Canada may render the bid non-responsive or constitute a default under the Contract.

For further information on the Federal Contractors Program for Employment Equity visit [Employment and Social Development Canada \(ESDC\)-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 permanent full-time and/or permanent part-time employees.

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 ESDC-Labour.

**OR**

- A5.2. The Bidder certifies having submitted the [Agreement to Implement Employment Equity](#) (LAB1168) to ESDC-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 ESDC-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)



**ANNEX “G” EVALUATION CRITERIA**

**MANDATORY REQUIREMENTS**

Proposals will be evaluated in accordance with the mandatory evaluation criteria as detailed herein. Bidders’ Proposals must clearly demonstrate that they meet all Mandatory Requirements for the proposal to be considered for further evaluation. Proposals not meeting the mandatory criteria will be excluded from further consideration.

**The proponent must include the following table in their proposal, indicating that their proposal meets the Mandatory Criteria, and providing the proposal page number or section that contains information to verify that the criteria has been met.**

No.	Mandatory Criteria	Meets Criteria (✓)	Proposal Page No.
M1	The bidder must have at least three (3) years’ experience in Janitorial Services.		
M2	The bidder must provide two (2) client references. References may be contacted to substantiate experience.		
M3	The Contractor/Bidder working under this contract must hold a valid Designated Organization Screening (DOS) level issued by the Canadian and International Industrial Security Directorate (CISD) of Public Work and Government Services (PWGSC) for access to DFO premises at time bid close.		
M4	The Bidder’s resources working on this contract must EACH hold a valid <b>RELIABILITY STATUS</b> granted by the Canadian and International Industrial Security Directorate (CISD) of Public Work and Government Services Canada (PWGSC) for access to DFO premises at time of bid closing. Proof must be submitted prior to bid closing.		
M5	The bidder must supply a work team of at least two (2) trained full time employees Names must be submitted prior to bid closing		
M6	The bidder proposed resources’ must have taken training in WHMIS (Workplace Hazardous Material Identification System) Please provide copies of each proposed resource’s WHMIS training certification upon bid close.		
M7	Bidder must provide a copy of your Companies current, local Municipal Business License covering West Vancouver, BC.		
M8	Bidder must provide a copy of your Companies current Work Safe BC clearance letter.		
M9	Bidder must provide a copy of your Companies benefit package for your employees (designate if the benefits are not the same for Supervisors and staff)		



**RATED REQUIREMENTS**

<p>R1 (10 Points Available) Supervisor's years of experience in the janitorial field as a supervisor, please provide proof</p>	<p>R1 0 pts for less than 1 yr experience, 2 pts for 1 - 3 yrs experience, 5 pts for 4 - 5 yrs experience, 8 pts for 6 - 8 yrs experience, 10 pts for 8+ yrs experience</p>
<p>R2 (10 Points Available) Supervisor's years of experience in the janitorial field as a cleaner, please provide proof</p>	<p>R1 0 pts for less than 1 yr experience, 2 pts for 1 - 3 yrs experience, 5 pts for 4 - 5 yrs experience, 8 pts for 6 - 8 yrs experience, 10 pts for 8+ yrs experience</p>
<p>R3 (20 Points Available) Your Company's years of experience in the janitorial field, please provide proof</p>	<p>R3 0 pts for less than 1 yr experience, 5 pts for 1 - 3 yrs experience, 10 pts for 4 - 5 yrs experience, 15 pts for 6 - 8 yrs experience, 20 pts for 8+ yrs experience</p>
<p>R3 (15 Points Available) The Contractor is to provide proof of experience, in years, for 3 of their Employee's in the janitorial field they are proposing to work at our facility.</p>	<p>R3 (each employee will be rated separately) 0 pts for less than 1 - 3 yrs experience, 2 pts for 4 - 5 yrs experience, 3 pts for 6 - 8 yrs experience, 4 pts for 9 - 12 yrs experience, 5 pts for 12+ yrs experience</p>
<p>R4 (10 Points Available) Describe your Company's uniform policy</p>	<p>R4 0 points for no uniform policy 5 points for partial uniform 10 points for full uniform</p>

**Total points (R1, R2, R3, and R4): 65 points maximum**

**Proposals MUST receive a rated requirements minimum score of 32 points over all in order to be considered technically responsive. Those not meeting the minimum score of 32 points will not be considered further.**

**Cost Evaluation (total maximum of 35 points) – please use Cost Proposal form provided**

Of those proposals determined to be technically responsive, the lowest cost proposal will be awarded the maximum number of points assigned for cost (35 points). The points for cost for the remaining technically responsive proposals will be allocated on a pro-rated basis.

Example: (cost worth 40 points)

Bidder A \$30,000

Bidder B \$40,000

Bidder C \$60,000

Bidder A has the lowest price and is therefore awarded 40 points

Bidder B receives 30 points ( $\$30,000/\$40,000 \times 40$ )

Bidder C receives 20 points ( $\$30,000/\$60,000 \times 40$ )

**BASIS OF SELECTION:**

Compliant bidders will be ranked from highest combined points to lowest combined points. The bidder with the highest combined points not exceeding the stipulated maximum budget shall be selected and awarded the contract.