



RETURN BIDS TO:

RETOURNER LES SOUMISSIONS À:

Bid Receiving Public Works and Government
Services Canada/Réception des soumissions
Travaux publics et Services gouvernementaux
Canada

Government of Canada Building
101 - 22nd Street East, Suite 110
Saskatoon

Saskatchewan

S7K 0E1

Bid Fax: (306) 975-5397

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

Vendor/Firm Name and Address

Raison sociale et adresse du
fournisseur/de l'entrepreneur

Issuing Office - Bureau de distribution

Public Works and Government Services Canada/Réception
des soumissions Travaux publics et Services gouvernementaux
Canada

Government of Canada Building
101 - 22nd Street East

Suite 110

Saskatoon

Saskatche

S7K 0E1

Title - Sujet Cleaning - BATUS Accommodations	
Solicitation No. - N° de l'invitation W0142-19X010/A	Date 2018-09-27
Client Reference No. - N° de référence du client W0142-19X010	
GETS Reference No. - N° de référence de SEAG PW-\$STN-204-5080	
File No. - N° de dossier STN-8-41002 (204)	CCC No./N° CCC - FMS No./N° VME
Solicitation Closes - L'invitation prend fin at - à 02:00 PM on - le 2018-11-02	Time Zone Fuseau horaire Central Standard Time CST
F.O.B. - F.A.B. Plant-Usine: <input type="checkbox"/> Destination: <input checked="" type="checkbox"/> Other-Autre: <input type="checkbox"/>	
Address Enquiries to: - Adresser toutes questions à: Simonson, Sheena M.	Buyer Id - Id de l'acheteur stn204
Telephone No. - N° de téléphone (306) 241-1169 ()	FAX No. - N° de FAX (306) 975-5397
Destination - of Goods, Services, and Construction: Destination - des biens, services et construction: See Herein	

Instructions: See Herein

Instructions: Voir aux présentes

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

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W0142-19X010/A
Client Ref. No. - N° de réf. du client
W0142-19X010

Amd. No. - N° de la modif.
File No. - N° du dossier
STN-8-41002

Buyer ID - Id de l'acheteur
STN204
CCC No./N° CCC - FMS No./N° VME

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PART 1 - GENERAL INFORMATION

1.1 Introduction

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

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

The Annexes include the Statement of Work, the Basis of Payment, the Electronic Payment Instruments, the Insurance Requirements, DND 626 Task Authorization Form and any other annexes.

1.2 Summary

Refer to Annex "A", Statement of Work.

The requirement is limited to Canadian goods and/or services.

1.3 Debriefings

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

PART 2 - BIDDER INSTRUCTIONS

2.1 Standard Instructions, Clauses and Conditions

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

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

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

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

Delete: 60 days

Insert: 90 days

2.2 Submission of Bids

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

2.3 Former Public Servant

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

Definitions

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

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

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

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

Former Public Servant in Receipt of a Pension

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

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

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

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

Work Force Adjustment Directive

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

If so, the Bidder must provide the following information:

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

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

2.4 Enquiries - Bid Solicitation

All enquiries must be submitted in writing to the Contracting Authority no later than 10 calendar days before the bid closing date. Enquiries received after that time may not be answered.

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

2.5 Applicable Laws

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

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

2.6 Improvement of Requirement During Solicitation Period

Should bidders consider that the specifications or Statement of Work contained in the bid solicitation could be improved technically or technologically, bidders are invited to make suggestions, in writing, to the Contracting Authority named in the bid solicitation. Bidders must clearly outline the suggested

improvement as well as the reason for the suggestion. Suggestions that do not restrict the level of competition nor favour a particular bidder will be given consideration provided they are submitted to the Contracting Authority at least 15 days before the bid closing date. Canada will have the right to accept or reject any or all suggestions.

2.7 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 Military Families Resource Centre, Building R35, Dugway Drive Ralston, Alberta, T0J 2N0 on October 18th, 2018. The site visit will begin at 09:30 MDT.

Bidders must communicate with the Contracting Authority no later than October 18th, 2018, 09:30 MDT, to confirm attendance and provide the name(s) of the person(s) who will attend. Bidders will be required to sign an attendance sheet. Bidders should confirm in their bid that they have attended the site visit. Bidders who do not attend the mandatory site visit or do not send a representative will not be given an alternative appointment and their bid will be declared non-responsive. Any clarifications or changes to the bid solicitation resulting from the site visit will be included as an amendment to the bid solicitation

PART 3 - BID PREPARATION INSTRUCTIONS

3.1 Bid Preparation Instructions

Due to the nature of the bid solicitation, bids transmitted by epost Connect service will not be accepted.

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

Section I: Technical Bid (1 hard copy)

Section II: Financial Bid (1 hard copy)

Section III: Certifications (1 hard copy)

Section IV: Additional Information (1 hard copy)

If there is a discrepancy between the wording of the soft copy and the hard copy, the wording of the hard copy will have priority over the wording of the soft copy.

Canada requests that bidders follow the format instructions described below in the preparation of hard copy 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: Technical Bid

In their technical bid, Bidders should demonstrate their understanding of the requirements contained in the bid solicitation and explain how they will meet these requirements. Bidders should demonstrate their capability in a thorough, concise and clear manner for carrying out the work.

The technical bid should address clearly and in sufficient depth the points that are subject to the evaluation criteria against which the bid will be evaluated. Simply repeating the statement contained in the bid solicitation is not sufficient. In order to facilitate the evaluation of the bid, Canada requests that Bidders address and present topics in the order of the evaluation criteria under the same headings. To avoid duplication, Bidders may refer to different sections of their bids by identifying the specific paragraph and page number where the subject topic has already been addressed.

Section II: Financial Bid

3.1.1 Bidders must submit their financial bid in accordance with the Basis of Payment in Annex "B".

3.1.2 Electronic Payment of Invoices – Bid

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

If Annex "C" 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.

3.1.3 Exchange Rate Fluctuation

C3011T (2013-11-06), Exchange Rate Fluctuation

3.1.4 SACC Manual Clauses

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

Bidders must meet all mandatory evaluation criteria included in Annex "A", Statement of Work. Annex "D" must be completed by the bidders.

4.1.1.2 Point Rated Technical Criteria

Completing Annex "E" Social Procurement is optional. However, Annex "E" Social Procurement must be completed by bidders and submitted with the bid in order for the bid to be evaluated for technical merit. If Annex "E" is not received with the bid, zero points will be awarded for technical merit. Technical merit will be evaluated per 4.2.1 Basis of Selection – Highest Combined Rating of Technical Merit and Price.

4.2 Basis of Selection

4.2.1 Basis of Selection - Highest Combined Rating of Technical Merit and Price

1. To be declared responsive, a bid must:
 - a. comply with all the requirements of the bid solicitation; and
 - b. meet all mandatory criteria; and
 - c. obtain the required minimum of 0 points overall for the technical evaluation criteria which are subject to point rating.The rating is performed on a scale of 25 points.
2. Bids not meeting (a) or (b) or (c) will be declared non-responsive.
3. The selection will be based on the highest responsive combined rating of technical merit and price. The ratio will be 5% for the technical merit and 95% for the price.
4. To establish the technical merit score, the overall technical score for each responsive bid will be determined as follows: total number of points obtained / maximum number of points available multiplied by the ratio of 5%.
5. To establish the pricing score, each responsive bid will be prorated against the lowest evaluated price and the ratio of 95%.
6. For each responsive bid, the technical merit score and the pricing score will be added to determine its combined rating.
7. Neither the responsive bid obtaining the highest technical score nor the one with the lowest evaluated price will necessarily be accepted. The responsive bid with the highest combined rating of technical merit and price will be recommended for award of a contract.

The table below illustrates an example where all three bids are responsive and the selection of the contractor is determined by a 60/40 ratio of technical merit and price, respectively. The total available points equals 135 and the lowest evaluated price is \$45,000 (45).

Basis of Selection - Highest Combined Rating Technical Merit (60%) and Price (40%)				
		Bidder 1	Bidder 2	Bidder 3
Overall Technical Score		115/135	89/135	92/135
Bid Evaluated Price		\$55,000.00	\$50,000.00	\$45,000.00
Calculations	Technical Merit Score	$115/135 \times 60 = 51.11$	$89/135 \times 60 = 39.56$	$92/135 \times 60 = 40.89$
	Pricing Score	$45/55 \times 40 = 32.73$	$45/50 \times 40 = 36.00$	$45/45 \times 40 = 40.00$
Combined Rating		83.84	75.56	80.89
Overall Rating		1st	3rd	2nd

PART 5 – CERTIFICATIONS AND ADDITIONAL INFORMATION

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

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

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

5.1 Certifications Required with the Bid

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

5.1.1 Integrity Provisions - Declaration of Convicted Offences

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

5.2 Certifications Precedent to Contract Award and Additional Information

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

5.2.1 Integrity Provisions – Required Documentation

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

5.2.2 Federal Contractors Program for Employment Equity - Bid Certification

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

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

5.2.3 Additional Certifications Precedent to Contract Award

5.2.3.1 Canadian Content Certification

This procurement is limited to Canadian services.

The Bidder certifies that:

() the service offered is a Canadian service as defined in paragraph 2 of clause [A3050T](#).

5.2.3.1.1 *SACC Manual* clause [A3050T](#) (2014-11-27), Canadian Content Definition

5.2.3.2 Education and Experience

5.2.3.2.1 *SACC Manual* clause [A3010T](#) (2010-08-16) Education and Experience

PART 6 - SECURITY, FINANCIAL AND OTHER REQUIREMENTS

6.1 Insurance Requirements

The Bidder must provide a letter from an insurance broker or an insurance company licensed to operate in Canada stating that the Bidder, if awarded a contract as a result of the bid solicitation, can be insured in accordance with the Insurance Requirements specified in Annex G.

If the information is not provided in the bid, the Contracting Authority will so inform the Bidder and provide the Bidder with a time frame within which to meet the requirement. Failure to comply with the request of the Contracting Authority and meet the requirement within that time period will render the bid non-responsive.

PART 7 - RESULTING CONTRACT CLAUSES

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

7.1 Statement of Work

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

7.1.2 Task Authorization

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

7.1.2.1 Task Authorization Process

Task Authorization:

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

Task Authorization Process:

1. The Project Authority will provide the Contractor with a description of the task using the DND 626, Task Authorization Form specified in Annex "H".
2. The Task Authorization (TA) will contain the details of the activities to be performed, a description of the deliverables, and a schedule indicating completion dates for the major activities or submission dates for the deliverables. The TA will also include the applicable basis (bases) and methods of payment as specified in the Contract.

3. The Contractor must provide the Project Authority, within 24 hours of its receipt, the proposed total estimated cost for performing the task and a breakdown of that cost, established in accordance with the Basis of Payment specified in the Contract.
4. The Contractor must not commence work until a TA authorized by the Project Authority has been received by the Contractor. The Contractor acknowledges that any work performed before a TA has been received will be done at the Contractor's own risk.

7.1.2.2 Task Authorization Limit

The Project Authority may authorize individual task authorizations up to a limit of \$40,000, Applicable Taxes included, inclusive of any revisions.

Any task authorization to be issued in excess of that limit must be authorized by the Contracting Authority before issuance.

7.1.2.3 Minimum Work Guarantee - All the Work - Task Authorizations

1. In this clause,
"Maximum Contract Value" means the amount specified in the "Limitation of Expenditure" clause set out in the Contract; and
"Minimum Contract Value" means 10% of the Maximum Contract Value.
2. Canada's obligation under the Contract is to request Work in the amount of the Minimum Contract Value or, at Canada's option, to pay the Contractor at the end of the Contract in accordance with paragraph 3. In consideration of such obligation, the Contractor agrees to stand in readiness throughout the Contract period to perform the Work described in the Contract. Canada's maximum liability for work performed under the Contract must not exceed the Maximum Contract Value, unless an increase is authorized in writing by the Contracting Authority.
3. In the event that Canada does not request work in the amount of the Minimum Contract Value during the period of the Contract, Canada must pay the Contractor the difference between the Minimum Contract Value and the total cost of the Work requested.
4. Canada will have no obligation to the Contractor under this clause if Canada terminates the Contract in whole or in part for default.

7.1.2.4 Periodic Usage Reports - Contracts with Task Authorizations

The Contractor must compile and maintain records on its provision of services to the federal government under authorized Task Authorizations issued under the Contract.

The Contractor must provide this data in accordance with the reporting requirements detailed below or in Annex "I". If some data is not available, the reason must be indicated. If services are not provided during a given period, the Contractor must still provide a "nil" report.

The data must be submitted on a quarterly basis to the Contracting Authority.

The quarterly periods are defined as follows:

1st quarter: April 1 to June 30;
2nd quarter: July 1 to September 30;
3rd quarter: October 1 to December 31; and
4th quarter: January 1 to March 31.

The data must be submitted to the Contracting Authority no later than 15 calendar days after the end of the reporting period.

Reporting Requirement- Details

A detailed and current record of all authorized tasks must be kept for each contract with a task authorization process. This record must contain:

For each authorized task:

- i. the authorized task number or task revision number(s);
- ii. a title or a brief description of each authorized task;
- iii. the total estimated cost specified in the authorized Task Authorization (TA) of each task, exclusive of Applicable Taxes;
- iv. the total amount, exclusive of Applicable Taxes, expended to date against each authorized task;
- v. the start and completion date for each authorized task; and
- vi. the active status of each authorized task, as applicable.

For all authorized tasks:

- i. the amount (exclusive of Applicable Taxes) specified in the contract (as last amended, as applicable) as Canada's total liability to the contractor for all authorized TAs; and
- ii. the total amount, exclusive of Applicable Taxes, expended to date against all authorized TAs.

7.1.2.5 Task Authorization - Department of National Defence

The administration of the Task Authorization process will be carried out by the Project Authority. This process includes monitoring, controlling and reporting on expenditures of the contract with task authorizations to the Contracting Authority.

7.2 Standard Clauses and Conditions

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

7.2.1 General Conditions

[2035](#) (2016-04-04), General Conditions - Higher Complexity - Services, apply to and form part of the Contract.

7.3 Security Requirements

7.3.1 There is no security requirement applicable to the Contract.

7.4 Term of Contract

7.4.1 Period of the Contract

The period of the Contract is from December 1, 2018 to November 30, 2019 inclusive.

7.4.2 Option to Extend the Contract

The Contractor grants to Canada the irrevocable option to extend the term of the Contract by up to two (2) additional one (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.

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Client Ref. No. - N° de réf. du client
W0142-19X010

Amd. No. - N° de la modif.
File No. - N° du dossier
STN-8-41002

Buyer ID - Id de l'acheteur
STN204
CCC No./N° CCC - FMS No./N° VME

7.5 Authorities

7.5.1 Contracting Authority

The Contracting Authority for the Contract is:

Name: Sheena Simonson
Title: Procurement Officer
Public Works and Government Services Canada
Procurement Branch
Directorate: Western Region
Address: 110-101 22nd St E, Saskatoon, Saskatchewan, S7K 0E1

Telephone: 306-241-1169
Facsimile: 306-975-5397
E-mail address: sheena.simonson@pwgsc.gc.ca

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

7.5.2 Project Authority

The Project Authority for the Contract is: **[to be inserted 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.

7.5.3 Contractor's Representative

Please fill in the below section:

Name: _____
Title: _____
Organization: _____
Address: _____
Telephone: ____-____-_____

Facsimile: _____

E-mail address: _____

7.6 Proactive Disclosure of Contracts with Former Public Servants

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

7.7 Payment

7.7.1 Basis of Payment

The Contractor will be paid for the Work specified in the authorized task authorization, in accordance with the Basis of payment at Annex "B".

Canada's liability to the Contractor under the authorized task authorization must not exceed the limitation of expenditure specified in the authorized task authorization. Custom duties are included and Applicable Taxes are extra.

No increase in the liability of Canada or in the price of the Work specified in the authorized task authorization resulting from any design changes, modifications or interpretations of the Work will be authorized or paid to the Contractor unless these design changes, modifications or interpretations have been authorized, in writing, by the Contracting Authority before their incorporation into the Work.

7.7.2 Limitation of Expenditure - Cumulative Total of all Task Authorizations

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

7.7.3 Single Payment

SACC Manual clause [H1000C](#) (2008-05-12), Single Payment

7.7.4 Electronic Payment of Invoices – Contract

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

[to be inserted at contract award]

7.8 Invoicing Instructions

1. The Contractor must submit invoices in accordance with the section entitled "Invoice Submission" of the general conditions. Invoices cannot be submitted until all work identified in the invoice is completed.
2. Invoices must be distributed as follows:
 - a. The original and one (1) copy must be forwarded to the address shown on page 1 of the Contract for certification and payment.

7.9 Certifications and Additional Information

7.9.1 Compliance

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

7.9.2 SACC Manual Clauses

[A3060C](#) (2008-05-12), Canadian Content Certification

7.10 Applicable Laws

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

7.11 Priority of Documents

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

- (a) the Articles of Agreement;
- (b) the general conditions [2035](#) (2016-04-04), General Conditions - Higher Complexity - Services;
- (c) Annex A, Statement of Work;
- (d) Annex B, Basis of Payment;
- (e) Annex E, Social Procurement;
- (f) Annex F, Cleaning Inspection Checklist;
- (g) Annex G, Insurance Requirements;
- (h) the signed Task Authorizations (including all of its annexes, if any);
- (i) Annex I, Task Authorization (TA) Usage Report;
- (j) Annex J, Quarterly Report: Increasing Representation of Employees of Persons with Barriers to Employment Who Were Unemployed at the Time of Hiring;
- (k) the Contractor's bid dated **[to be inserted at contract award]**.

7.12 Foreign Nationals (Canadian Contractor)

SACC Manual clause [A2000C](#) (2006-06-16), Foreign Nationals (Canadian Contractor)

7.13 Insurance - Specific Requirements

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

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

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

7.14 Contract Financial Security

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

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

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

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

7.15 SACC Manual Clauses

[A9062C](#) (2011-05-16), Canadian Forces Site Regulations

ANNEX "A"

STATEMENT OF WORK

ACRONYMS

BATUS British Army Training Unit Suffield

SOW Statement of Work

HEM Housing and Estate Manager

SFA Service Families Accommodation

SSFA Surplus Service Families Accommodation

DIO Defence Infrastructure Organisation

DIO Trg (C) Defence Infrastructure Organisation Training Canada

REQUIREMENT

Cleaning: BATUS Accommodations

For the purposes of this procurement, Canada is acting as AGENT for the British Army Training Unit Suffield in accordance with the "Agreement between the government of Canada and the government of The United Kingdom of Great Britain and Northern Ireland on British Armed Forces' Training in Canada" and the "Memorandum of Understanding between The Department of National Defence of Canada and The Ministry of Defence of the United Kingdom of Great Britain and Northern Ireland concerning British Forces Training at Canadian Forces Base Suffield (the MOU)".

The Department of National Defence (DND), British Army Training Unit (BATUS) has a requirement for the provision of all labour, equipment, materials, supervision and expertise to provide a cleaning service for Service Families Accommodation (SFA) for the Department of National Defence, British Army Training Unit (BATUS), Canadian Forces Base Suffield in Ralston and for all leaseholds in the Medicine Hat and Calgary areas. The Contractor is to clean the interior of the house and external entry doors and windows of a range of family houses to a defined standard within a specified time frame (described herein). Attic spaces are not required to be cleaned. The period of the contract is one year (December 1, 2018 – November 30, 2019), with two additional one year option periods. Optional social procurement objectives are included in this procurement.

BACKGROUND

The British Army Training Unit Suffield Quartermaster's department is responsible for the coordination of the requests for the cleaning of Service Families Accommodation for British Armed Forces, Civil Servants and their dependants just prior to their arrival in Canada. The families arrive having been assigned from Europe. In most cases the families have been travelling for two or more days and will be suffering from a degree of 'jet lag' and possibly away from the UK for the first time. Therefore it is imperative that the houses these families move into are presented on time and to the specified standard of cleanliness.

For the purposes of this procurement, Canada is acting as AGENT for the British Army Training Unit Suffield in accordance with the "Agreement Between the Government of Canada and The Government of The United Kingdom of Great Britain and Northern Ireland on British Armed Forces' Training in Canada"

and the "Memorandum of Understanding Between The Department of National Defence of Canada and The Ministry of Defence of the United Kingdom of Great Britain and Northern Ireland Concerning British Armed Forces Training at Canadian Forces Base Suffield (the "MOU")."

SECURITY

There are no security implications as the Contractor is not required to enter any Military Establishment. However in the event that a Contractor requires access to a Military Establishment i.e. for a meeting, then the Contractor will be met by DND personnel at the main gate and escorted to and from that meeting.

DAMAGE AND LIABILITY

The Contractor must carry out all facilities cleaning services without staining, marking or otherwise damaging any part, including the walls, roof, floors, floor coverings, skirting boards, partitions, furniture, or fixtures of any premise. Where damages occur during performance of the services, the Contractor shall notify the Technical Authority in writing within 24 hours of becoming aware of the damage, and shall remedy the damage by repair or replacement, including provision of all necessary materials, to the satisfaction of the Technical Authority at no additional cost to BATUS/DND.

TIMEFRAMES AND SCHEDULE OF SERVICES

Note: in reference to calendar days described below, one calendar day will be added to each timeframe for every federally and provincially recognized Statutory Holiday that falls within the timeframe.

There are two types of required cleaning which each have a timeframe associated with them that cleaning is required to be completed within:

1. Scheduled Clean: A Task Authorization will be issued to the Contractor 5 or more calendar days in advance of when the cleaning must commence (not including the date that cleaning must commence nor the task authorization issuance date, e.g. a task authorization will be issued by July 4th for cleaning to commence on July 10th)
2. Short Notice Clean: A Task Authorization will be issued to the Contractor less than 5 days in advance of when the cleaning must commence (i.e. in the 5 calendar days immediately preceding the date the cleaning must commence but not including the date that cleaning must commence, e.g. the task authorization is issued on July 5th, 6th, 7th, 8th or 9th for cleaning to commence on July 10th)

The task authorization may be amended each month by CFB Suffield to accommodate the needs of BATUS. Cleaning jobs on the task authorization may be cancelled/rescheduled and the Contractor notified by midnight MDT/MDST on the day prior to which the cleaning was to commence. If the cleaning is rescheduled, it will either be considered a "scheduled clean" or a "short notice" clean per the definitions above, depending on the length of time between task authorization amendment issuance and the date the cleaning must commence.

Should the property not be ready to be cleaned on the day when the Contractor arrived to clean it or cleaning was cancelled on the same day that cleaning was to commence, the Contractor will be compensated per the Basis of Payment

Schedule of cleaning:

- a. Cleaning must occur between 8am and 8pm (Monday to Sunday).
- b. The Tasking Authorisation will be provided to the Contractor approximately from 24 hours to one month in advance of when the cleaning must commence. DIO will endeavour to give as much notice as possible.

The size range of the properties to be cleaned is approximately 78 - 370 square meters. Properties must be cleaned within the following timeframes:

- a. 1-2 properties tasked by DIO at a time must be cleaned within 2 days from the start date requested on the Task Authorization
- b. 3 - 4 properties tasked by DIO at a time, 2 properties must be cleaned within 2 days from the start date requested on the Task Authorization and the 3rd and 4th property must be cleaned within 3 days from the start date requested on the Task Authorization
- c. 1 property tasked by DIO is in Cochrane, and it's part of a tasking order which requests 3-4 properties to be cleaned, then an extra day is allowed to clean one of the four properties. If DIO requires the Cochrane property to be cleaned within 2 days, then the 2nd property must be cleaned within 2 days from the start date requested on the Task Authorization and the 3rd and 4th properties must be cleaned within 3 days from the start date requested on the Task Authorization
- d. 1 property tasked by DIO is in Cochrane, and it's part of a tasking order which requests 2 properties be cleaned, then both properties must be cleaned within 2 days from the start date requested on the Task Authorization

In the unlikely event that more than 4 properties are tasked at the same time to be cleaned, the DIO will advise what the timeframe for cleaning will be.

LOCATION

The location of properties and approximate number of properties to be cleaned are subject to change within the life of the contract. Neither the location nor the number of properties are guaranteed.

Current properties that require cleaning:

- 127 properties in Ralston Village. The average turnover per year is 70 properties.
- 55 properties in the Medicine Hat area (5 in Redcliff). This quantity could fluctuate up or down at short notice. The average turnover per year is 22 properties.
- 1 property in the Calgary area and 3 in Cochrane. The average turnover per year is 2 properties.

ACCESS

Access to all properties will be via the Lock Box system or in consultation with the DIO Housing and Estate Manager.

DND CONTRIBUTIONS

- a. A full list of property addresses and postal codes (where applicable) will be issued to the Contractor upon acceptance of the contract.
- b. Houses in Ralston village are fitted with a Lock Box. Lock Box access will be issued to the Contractor upon acceptance of the contract.
- c. A map of Ralston village will be issued to the Contractor upon acceptance of the contract.
- d. Access into properties in the Medicine Hat and Calgary areas will be supplied by the DIO HEM after consultation with the Contractor.

CONSTRAINTS

The thermostat must be set at 20 degrees Celsius in each location cleaned and must not be changed.

DELIVERABLES

- a. The Cleaning Inspection Checklist, which can be found in Annex "E", must be completed by the Contractor to indicate that the specific tasks have been completed. It will also be used by the BATUS HEM to 'Accept' or 'Reject' the completed task. If a task is deemed by the BATUS HEM to be incomplete, the appropriate remark(s) will be made and the Contractor will be informed so that the issue with the task can be rectified.

On completion of the clean, the Contractor must leave a signed copy of the completed Cleaning Inspection Checklist in the kitchen (specific location to be provided) stating that the service has been carried out to the specified standard.

- b. A certificate stating that the carpets have been cleaned to the described standard must be left with Cleaning Inspection Checklist. The certificate stating the carpets have been cleaned can be a form, receipt or letter, which must contain the following information as a minimum:
 - i. Full address of property that was cleaned.
 - ii. Date cleaning took place.
 - iii. The work carried out ie: main floor living room, dining room; main floor Bedrooms 1 and 2; basement, etc.
 - iv. Signature and printed name of Contractor.

ACCEPTANCE OF WORK

The acceptance of a completed clean of a property will use the following procedure:

- a. Contractor completes the Contractor section of Cleaning Inspection Checklist and signs accordingly.
- b. DIO Housing inspects the property and if no deficiencies are found signs DIO HEM section of Cleaning Inspection Checklist and forwards for payment authority.
- c. However if deficiencies are found, the DIO Housing Office shall inform the Contractor of these deficiencies and the Contractor must rectify the problem within 24 hours (or by the extension date authorized by the DIO Housing Office, if the DIO Housing Office agrees to offer an extension date).
- d. Contractor rectifies deficiencies and informs DIO Housing Office. The DIO Housing Office re-inspects the property.
- e. If no issues remain, DIO HEM signs off the Cleaning Inspection Checklist and forwards to payment authority.
- f. Should the Contractor fail to clean the property within the required 2 days to the standard accepted by the DIO Housing Office, and fails to correct any deficiencies within 24 hours of notice issued by the DIO Housing office or by the extension date authorized by the DIO Housing Office, the DIO Housing Office will be responsible for finding alternative accommodation (e.g. hotel room) for the impacted family with all costs (excluding meals) being borne by the Contractor until deficiencies have been rectified and inspected and sign off.

MEETINGS

- a. The Contractor must participate in bi-annual meetings to discuss contract performance or issues. DIO HEM will arrange a suitable date. The location will be either CFB Suffield or Ralston.

- b. The Contractor must undertake a mandatory annual General Safety Brief provided by the DND Base General Safety Officer and arrangements will be made with the Contractor for a suitable date.
- c. Ad-hoc meeting may be requested by DND and/or the Contracting Authority if the Contractor fails to meet the requirements of the contract.

TRAVEL

Due to the distances between Ralston village, the Medicine Hat area and the Calgary area, travel will be inevitable. Any costs incurred are to be borne by the Contractor.

CONTRACTOR'S TASKS

The following definitions apply:

- a. Clean: Free from dirt or impurities. All dirt, filth and unwanted substances must be removed. The surfaces must be free from grime, scale (e.g. hard water lime scale), water spots, smears, and lint. No residue shall be left from the cleaning agent.
- b. Disinfect: All micro-organisms and pathogens are destroyed by cleaning with the use of a disinfectant cleaning agent such as bleach. No residue shall be left from the cleaning agent.

The Contractor must clean, using appropriate cleaning materials, all areas described in numbers 1 – 10 below. The Contractor must provide all cleaning materials and equipment.

1. General Cleaning Requirements

The Contractor must clean:

- a. all windows and window frames, inside and out, and all surfaces must be left free of smears
- b. all mosquito screens which must be removed for cleaning, cleaned inside and out, removing insect debris and dust
- c. all blinds
- d. all floors and wet areas with appropriate cleaning material (includes sweeping or vacuuming as appropriate and wet mopping) and leave them dry and smear and lint free
- e. all carpets. The Contractor must use deep cleaners to get out the embedded dirt, stains and odours, thus removing any residual particles that could cause an allergic reaction i.e. pet dander. The equipment used must be of commercial grade (e.g. Bissel Deep Cleaner or Power Flite Carpet Extractor). The Contractor must use a cleaning formulae that is a stain-protector and odour neutraliser when cleaning the carpets. Once the carpet is cleaned, the Contractor must ensure that the furniture is raised so damage does not occur. The Contractor must return items back to their original position.
- f. all vertical and horizontal wooden surfaces e.g. door frames, baseboards etc.
- g. all light fittings
- h. all electrical appliances, plus descale where required
- i. all furnace vent covers and all furnace vents by vacuuming as far as down as a standard vacuum will reach
- j. all walls and ceilings (wash/wipe down)
- k. all soft furnishings (cushions) by vacuuming them ensuring the removal of any particles that could cause an allergic reaction (e.g. animal hair)
- l. clean behind and underneath all non-fixed furniture. The Contractor must then replace the items back to their original position.

2. Kitchen Specific Requirements

The Contractor must clean and disinfect:

- a. all counter-tops,
- b. all drawers, shelves and cabinets
- c. the stove extractor fan, and filter
- d. the stove, inside and out, including any removable trays or drawers. The stove must be moved and surrounding floors and walls must be cleaned.
- e. the refrigerator inside and out, including any removable trays or drawers. The refrigerator must be moved and surrounding floors and walls must be cleaned.
- f. extractor vents by vacuuming as far as down as a standard vacuum will reach
- g. all faucets and sinks.

Note: Within this contract the term 'stove' also covers a separate oven and cooker top if fitted.

3. Dining Room Specific Requirements

The Contractor must clean:

- a. all furniture
- b. all furniture drawers and shelves inside and out, including drawer/shelf rails
- c. all glass surfaces.

4. Living Room Specific Requirements

The Contractor must clean:

- a. all furniture
- b. all furniture drawers and shelves inside and out, including drawer/shelf rails
- c. all glass surfaces
- d. all fireplaces, removing all dust, cobwebs and lint.

5. Bathroom Specific Requirements

The Contractor must clean and disinfect:

- a. all tiled areas
- b. all bath, shower and sink areas
- c. all toilets inside and out, front and back, including toilet lid, seat, tank and any exposed piping
- d. all the extractor vents by vacuuming as far as down as a standard vacuum will reach
- e. all faucets and all exposed associated piping
- f. all shower heads. The Contractor must also descale all shower heads.

6. Bedrooms Specific Requirements

The Contractor must clean:

- a. all furniture including bed frames, headboards and box springs
- b. all furniture drawers and shelves inside and out, including drawer/shelf rails
- c. all glass surfaces.

7. Laundry Room/Furnace Room Specific Requirements

- a. The Contractor must clean and disinfect washer, dryer and chest freezer exterior and interior, including behind and underneath.
- b. The Contractor must ensure that the washing machine soap dispenser is clear of washing detergent and fabric softener residue.
- c. The Contractor must ensure that the tumble dryer lint filter is free from lint.

8. Basement Specific requirements

- a. The Contractor must clean all floors, as described in 1. d) and e).
- b. The Contractor must remove dust from all horizontal surfaces e.g. exposed pipe etc.

9. Exterior of Property Specific Requirements

- a. The Contractor must clean external doors, door frames and glassed areas.

10. Garage Specific Requirements

- a. The Contractor must sweep or vacuum the internal garage floor and around any fitted doors and windows, removing dust and cobwebs.

Note: There is not a requirement for the Contractor to clean the attic spaces.

MANDATORY TECHNICAL CRITERIA

[To be inserted from Annex "D" Mandatory Technical Criteria at contract award]

SOCIAL PROCUREMENT CRITERIA

[To be inserted from Annex "E" Social Procurement at contract award, if applicable]

ANNEX "B"

BASIS OF PAYMENT

The Bid Evaluated Price is determined as follows:

For Table 1:

- a) For Line 1, (Estimated Quantity (m²) per year x Firm Price per m² December 1, 2018 – November 30, 2019) + (Estimated Quantity (m²) per year x Firm Price per m² OPTION YEAR 1 December 1, 2019 – November 30, 2020) + (Estimated Quantity (m²) per year x Firm Price per m² OPTION YEAR 2 December 1, 2020 – November 30, 2021) = Extended Price for Line 1.
- b) For Line 2, (Estimated Quantity (m²) per year x Firm Price per m² December 1, 2018 – November 30, 2019) + (Estimated Quantity (m²) per year x Firm Price per m² OPTION YEAR 1 December 1, 2019 – November 30, 2020) + (Estimated Quantity (m²) per year x Firm Price per m² OPTION YEAR 2 December 1, 2020 – November 30, 2021) = Extended Price for Line 2.

For Table 2:

- a) For Line 1, (Estimated Quantity (m²) per year x Firm Price per m² December 1, 2018 – November 30, 2019) + (Estimated Quantity (m²) per year x Firm Price per m² OPTION YEAR 1 December 1, 2019 – November 30, 2020) + (Estimated Quantity (m²) per year x Firm Price per m² OPTION YEAR 2 December 1, 2020 – November 30, 2021) = Extended Price for Line 1.
- b) For Line 2, (Estimated Quantity (m²) per year x Firm Price per m² December 1, 2018 – November 30, 2019) + (Estimated Quantity (m²) per year x Firm Price per m² OPTION YEAR 1 December 1, 2019 – November 30, 2020) + (Estimated Quantity (m²) per year x Firm Price per m² OPTION YEAR 2 December 1, 2020 – November 30, 2021) = Extended Price for Line 2.

The total of the Extended Prices for Tables 1 and 2 determines the Bid Evaluated Price.

Firm prices per m² are inclusive of all labour, materiel, expertise, supervision, travel, and all expenses and costs.

GST/HST are not included in the prices below.

Important note:

Estimated usages on the following table are for evaluation purposes only, and do not guarantee the amount of services that will be required and requested. Actual usages may vary from the estimated usages recorded in the following table.

Table 1: Ralston Village, Redcliff & Medicine Hat:

Line #	Description of the Deliverables	Estimated Quantity (m ²) per year	Firm Price per m ² December 1, 2018 – November 30, 2019 (CAD)	Firm Price per m ² OPTION YEAR 1 December 1, 2019 – November 30, 2020 (CAD)	Firm Price per m ² OPTION YEAR 2 December 1, 2020 – November 30, 2021 (CAD)
1	Scheduled clean	4664 m ²	/ m ²	/ m ²	/ m ²
2	Short notice clean	1696 m ²	/ m ²	/ m ²	/ m ²

MISCELLANEOUS ITEMS:

When a Task Authorization (TA) specifically details that carpet cleaning is not required (eg. new carpet was installed), the Contractor will apply the following discount to the Firm Price per m² on the invoice associated with the TA: _____%.

Table 2: Calgary & Cochrane:

Line #	Description of the Deliverables	Estimated Quantity (m²) per year	Firm Price per m² December 1, 2018 – November 30, 2019 (CAD)	Firm Price per m² OPTION YEAR 1 December 1, 2019 – November 30, 2020 (CAD)	Firm Price per m² OPTION YEAR 2 December 1, 2020 – November 30, 2021 (CAD)
1	Scheduled clean	424 m²	/ m²	/ m²	/ m²
2	Short notice clean	212 m²	/ m²	/ m²	/ m²

MISCELLANEOUS ITEMS:

When a Task Authorization (TA) specifically details that carpet cleaning is not required (eg. new carpet was installed), the Contractor will apply the following discount to the Firm Price per m² on the invoice associated with the TA: _____%.

COMPENSATION

Should the property in Table 1 or Table 2 not be ready to be cleaned when the Offeror arrives to clean the property (e.g. property is under construction), or cancellation notice is given to the Offeror regarding a property to be cleaned on the same date that cleaning was to commence, the Offeror will be compensated according to the following formula:

Firm Price per m² for the scheduled clean multiplied by 50% of the total m² of the property that was not ready to be cleaned when the Offeror arrived to clean the property or for which cleaning was cancelled on the same day that cleaning was to commence.

This same formula will be applied to each property that was not ready to be cleaned when the Offeror arrived to clean the property and to each property for which cleaning was cancelled on the same day that cleaning was to commence.

When the property to be cleaned was not ready to be cleaned when the Offeror arrived to clean the property, the Offeror must as soon as possible and no later than the next business day inform the DIO (preferably in writing by email) that the property was not able to be cleaned and the reason why. Unless the reason it was not able to be cleaned is reasonably disputed by the DIO and deemed unacceptable, the Contractor may invoice according to the formula described above.

If CFB Suffield/BATUS cancels a property to be cleaned by phone call to the Offeror, CFB Suffield/BATUS will follow up in writing (e.g. email) regarding the cancellation to the Offeror for official record.

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ANNEX “C” to PART 3 OF THE BID SOLICITATION

ELECTRONIC PAYMENT INSTRUMENTS

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

- ☐ () VISA Acquisition Card;
- ☐ () MasterCard Acquisition Card;
- ☐ () Direct Deposit (Domestic and International);
- ☐ () Electronic Data Interchange (EDI);
- ☐ () Wire Transfer (International Only);
- ☐ () Large Value Transfer System (LVTS) (Over \$25M)

ANNEX "D"

MANDATORY TECHNICAL CRITERIA

Instructions

1. Bidders **must** indicate "yes" or "no" in the "Mandatory Criteria Met" column for each mandatory criterion to demonstrate if the Contractor will comply with the mandatory criterion. **Failure to indicate either "yes" or "no" in the "Mandatory Criteria Met" column for each mandatory criterion will result in the bid being deemed non-responsive and the bid will not be given further consideration.**

If the bidder does not meet **each** mandatory criterion, the bid will be deemed non-responsive and the bid will not be given further consideration.

2. It is requested that the required supporting documentation be provided with the bid at solicitation close. It is the Bidder's responsibility to ensure that the submitted supporting documentation provides detail to prove that Bidder meets the mandatory criteria requirements.

If the supporting documentation referenced above has not been provided at bid closing, the Contracting Authority will notify the Bidder that they must provide supporting documentation within two (2) business days following notification. Failure to comply with the request of the Contracting Authority within that time period will deem the bid non-responsive and the bid will not be given further consideration.

3. Bidders must address any concerns with the mandatory criteria to the Contracting Authority before bid closing. It is preferred that concerns be submitted in writing (e.g. by e-mail).

Item #	Mandatory Criteria	Mandatory Criteria Met? Indicate either "Yes" or "No"	Supporting documentation that must be submitted by the bidder
1	The Contractor must have a minimum of one year total commercial cleaning experience (which can be a combination of separate periods or contracts totalling one year) in either administrating/running a commercial cleaning contract or working on a commercial cleaning contract. Commercial is defined as being paid to undertake a service.		A narrative which includes the following: <ul style="list-style-type: none">• Period(s) worked in commercial cleaning, including dates and years• A description of what was cleaned• Names of references who have a minimum of 1 year experience administrating/running a cleaning contract
2	The Contractor must have a commercial grade carpet cleaner to fulfill the statement of work		The Contractor must provide evidence of their commercial grade carpet cleaner that will be used. (e.g Bissel Deep Cleaner or Power Flite Carpet Extractor).
3	The Contractor must have a vehicle for transport to fulfill the statement of work		The Contractor provide evidence of having a vehicle to use for transport

ANNEX "E"

SOCIAL PROCUREMENT

PILOT PROJECT: Social procurement for this specific procurement is a pilot project for Public Services and Procurement Canada (PSPC) in the Western Region, **and completing this section is optional for bidders**. The completed Attestation A **must be submitted with the bid** in order for a bid to be evaluated for technical merit per Part 4 – Evaluation Procedures and Basis of Selection, section 4.2.1 Basis of Selection – Highest Combined Rating of Technical Merit and Price. If Attestation A is not received with the bid, zero points will be awarded for technical merit, however the rest of the bid will be evaluated.

Social procurement includes leveraging the government's buying power through procurement to support socio-economic objectives and to generate positive societal impacts. This particular procurement incorporates social value into the procurement document; specifically, it endeavours to employ persons with barriers to employment, who were unemployed at the time of hiring.

Reference: [Minister of Public Services and Procurement Mandate Letter](https://pm.gc.ca/eng/minister-public-services-and-procurement-mandate-letter) (<https://pm.gc.ca/eng/minister-public-services-and-procurement-mandate-letter>)

EVALUATION AND ASSESSMENT FOR OPTIONAL SOCIAL BENEFIT CRITERIA

Table A

Social Benefit Criteria	Rating Scale for Technical Merit Points	Total Points Possible	Reporting Requirements
During the period of the contract, the Contractor commits to increasing representation on the payroll of its company* of persons with barriers to employment** who were unemployed at the time of hiring	10 points: Contractor commits to increasing representation per Increment 1 per Table B	30 points	Quarterly report per Annex "J"
	20 points: Contractor commits to increasing representation per Increment 2 per Table B		
	30 points: Contractor commits to increasing representation per Increment 3 per Table B		

* Company is defined as the local entity (e.g. branch, if the local entity is part of a larger organization) that will be performing the work for this contract.

** Barriers to employment may include but are not limited to physical or mental disabilities or barriers, language and/or cultural barriers, socio-economic barriers e.g. lack of transport, etc. For this procurement, "barrier" is defined as something that negatively impacts a person's ability to obtain and/or maintain employment.

Table B

Letter a. and b. in Attestation A will be evaluated against this table.

# of employees on the payroll for my company on the date of bid submission	Increment 1 = # of employees hired during the duration of the contract who have barriers to employment and who were unemployed at the time of hiring	Increment 2 = # of employees hired during the duration of the contract who have barriers to employment and who were unemployed at the time of hiring	Increment 3 = # of employees hired during the duration of the contract who have barriers to employment and who were unemployed at the time of hiring
1-25	1	2	3 or more
26-49	2 (minimum)	3	4 or more
50+	3 (minimum)	4-6	7 or more

ATTESTATION A

I, (name) _____, (position) _____, of (company name) _____ certify that my company, after contract award, commits to increasing representation on its payroll of persons with barriers to employment (as defined herein) **who were unemployed at the time of hiring.**

- a. The target number of employees that my company anticipates to hire during the period of the contract who have barriers to employment and who were unemployed at the time of hiring is:

_____ employees

Notes:

- The target number indicated above must be set per minimums on the table, where indicated.
- The target number indicated above is for Year One of the contract. A renewal of the Attestation will result in the wording to be changed to reflect Option Year One and Option Year Two as applicable.
- The target number of employees the bidder commits to must remain the same for the duration of the contract.

- b. On the date of bid submission, the # of employees on the payroll of my company is:

_____ employees

I further certify that this form is being submitted in good faith.

I further certify that all information contained in this form is true and correct and I acknowledge that the Government of Canada will rely on the truth of the information in awarding the contract and exercising the option years.

I agree to provide to Canada immediately upon request by Canada all evidence requested by Canada to support my company's compliance with the requirements described above.

Date

Signature

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EXERCISING OF OPTION YEARS

Where Annex “E” Social Procurement is included in the contract, and where PSPC on behalf of DND CFB Suffield intends to exercise the option years, PSPC and DND CFB Suffield will review the target the Contractor identified in Attestation A and the usage reports received and these may be factors in whether PSPC exercises the option year(s) on behalf of CFB Suffield.

If an option year is exercised, the Contractor must complete Attestation A with a new target for the option year and submit to PSPC no later than 15 calendar days after the start of the option year.

ANNEX "F"

CLEANING INSPECTION CHECKLIST

Address of SFA/SSFA Cleaned: _____

Date Cleaned: _____

The following have been completed by the Contractor and checked by BATUS HEM

Task Identifier	Task Description	Completed by Contractor	Housing Estate Manager's Remarks
1. General Cleaning			
a	all windows and window frames, inside and out, and all surfaces must be left free of smears		
b	all mosquito screens which must be removed for cleaning, cleaned inside and out, removing insect debris and dust		
c	all blinds		
d	all floors and wet areas with appropriate cleaning material (includes sweeping or vacuuming as appropriate and wet mopping) and leave them dry and smear and lint free		
e	all carpets. The Contractor must use deep cleaners to get out the embedded dirt, stains and odours, thus removing any residual particles that could cause an allergic reaction i.e. pet dander. The equipment used must be of commercial grade (e.g. Bissel Deep Cleaner or Power Flite Carpet Extractor). The Contractor must use a cleaning formulae that is a stain-protector and odour neutraliser when cleaning the carpets. Once the carpet is cleaned, the Contractor must ensure that the furniture is raised so damage does not occur. The Contractor must return items back to their original position.		
f	all vertical and horizontal wooden surfaces e.g. door frames, baseboards etc.		
g	all light fittings		
h	all electrical appliances, plus descale where required		
i	all vent covers and all vents by vacuuming as far as down as a standard vacuum will reach		
J	all walls and ceilings (wash/wipe down)		
k	all soft furnishings by vacuuming them ensuring the removal of any particles that could cause an allergic reaction (e.g. animal hair)		
l	clean behind and underneath all non-fixed furniture. The Contractor must then replace the items back to their original position.		
2. Kitchen			
a	all counter-tops,		

b	all drawers, shelves and cabinets		
c	the stove extractor fan, and filter		
d	the stove, inside and out including any removable trays or drawers. The stove must moved and surrounding floors and walls must be cleaned.		
e	the refrigerator inside and out, including any removable trays or drawers. The refrigerator must be moved and surrounding floors and walls must be cleaned.		
f	extractor vents by vacuuming as far as down as a standard vacuum will reach		
g	all faucets and sinks.		
3. Dining Room			
a	all furniture		
b	all furniture drawers and shelves inside and out, including drawer/shelf rails		
c	all glass surfaces.		
4. Living Room			
a	all furniture		
b	all furniture drawers and shelves inside and out, including drawer/shelf rails		
c	all glass surfaces		
d	all fireplaces, removing all dust, cobwebs and lint.		
5. Bathroom			
a	all tiled areas		
b	all bath, shower and sink areas		
c	all toilets inside and out, front and back, including toilet lid, seat, tank and any exposed piping		
d	all the extractor vents by vacuuming as far as down as a standard vacuum will reach		
e	all faucets and all exposed associated piping		
f	all shower heads. The Contractor must also descale all shower heads.		
6. Bedroom			
a	all furniture including bed frames, headboards and box springs		
b	all furniture drawers and shelves inside and out, including drawer/shelf rails		
c	all glass surfaces.		
7. Laundry Room/ Furnace Room			
a	The Contractor must clean and disinfect washer, dryer and chest freezer exterior and interior, including behind and underneath.		
b	The Contractor must ensure that the washing machine soap dispenser is clear of washing detergent and fabric softener residue.		
c	The Contractor must ensure that the tumble dryer lint filter is free from lint.		
8. Basement			
a	The Contractor must clean all floors, as described in 1. d) and e) of the contract.		

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b	The Contractor must remove dust from all horizontal surfaces e.g. exposed pipe etc.		
9. Exterior of Property			
a	The Contractor must clean external doors, door frames and glassed areas.		
10. Garage			
a	The Contractor must sweep or vacuum the internal garage floor and around any fitted doors and windows, removing dust and cobwebs.		

CONTRACTORS USE ONLY

Contractor Signature:_____ Print Name: _____

Date:_____

HOUSING ESTATE MANAGERS USE ONLY

Damage to Private/DND Property Yes/No Satisfactory Service Yes/No

Signature:_____ Print Name:_____

Date:_____

ANNEX "G"

INSURANCE REQUIREMENTS

Commercial General Liability Insurance

1. The Contractor must obtain Commercial General Liability Insurance, and maintain it in force throughout the duration of the Contract, in an amount usual for a contract of this nature, but for not less than \$2,000,000 per accident or occurrence and in the annual aggregate.
2. The Commercial General Liability policy must include the following:
 - a. Additional Insured: Canada is added as an additional insured, but only with respect to liability arising out of the Contractor's performance of the Contract. The interest of Canada should read as follows: Canada, as represented by Public Works and Government Services Canada.
 - b. Bodily Injury and Property Damage to third parties arising out of the operations of the Contractor.
 - c. Products and Completed Operations: Coverage for bodily injury or property damage arising out of goods or products manufactured, sold, handled, or distributed by the Contractor and/or arising out of operations that have been completed by the Contractor.
 - d. Personal Injury: While not limited to, the coverage must include Violation of Privacy, Libel and Slander, False Arrest, Detention or Imprisonment and Defamation of Character.
 - e. Cross Liability/Separation of Insureds: Without increasing the limit of liability, the policy must protect all insured parties to the full extent of coverage provided. Further, the policy must apply to each Insured in the same manner and to the same extent as if a separate policy had been issued to each.
 - f. Blanket Contractual Liability: The policy must, on a blanket basis or by specific reference to the Contract, extend to assumed liabilities with respect to contractual provisions.
 - g. Employees and, if applicable, Volunteers must be included as Additional Insured.
 - h. Employers' Liability (or confirmation that all employees are covered by Worker's compensation (WSIB) or similar program)
 - i. Broad Form Property Damage including Completed Operations: Expands the Property Damage coverage to include certain losses that would otherwise be excluded by the standard care, custody or control exclusion found in a standard policy.
 - j. Notice of Cancellation: The Insurer will endeavour to provide the Contracting Authority thirty (30) days written notice of policy cancellation.
 - k. If the policy is written on a claims-made basis, coverage must be in place for a period of at least 12 months after the completion or termination of the Contract.
 - l. Owners' or Contractors' Protective Liability: Covers the damages that the Contractor becomes legally obligated to pay arising out of the operations of a subcontractor.
 - m. Litigation Rights: Pursuant to subsection 5(d) of the Department of Justice Act, S.C. 1993, c. J-2, s.1, if a suit is instituted for or against Canada which the Insurer would, but for this clause, have the right to pursue or defend on behalf of Canada as an Additional Named Insured under the insurance policy, the Insurer must promptly contact the Attorney General of Canada to agree on the legal strategies by sending a letter, by registered mail or by courier, with an acknowledgement of receipt.

For the province of Quebec, send to:
*Director Business Law Directorate,
Quebec Regional Office (Ottawa),
Department of Justice,*

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*284 Wellington Street, Room SAT-6042,
Ottawa, Ontario, K1A 0H8*

For other provinces and territories, send to:
*Senior General Counsel,
Civil Litigation Section,
Department of Justice
234 Wellington Street, East Tower
Ottawa, Ontario K1A 0H8*

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

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Instructions for completing DND 626 - Task Authorization

Contract no.
Enter the PWGSC contract number in full.

Task no.
Enter the sequential Task number.

Amendment no.
Enter the amendment number when the original Task is amended to change the scope or the value.

Increase/Decrease
Enter the increase or decrease total dollar amount including taxes.

Previous value
Enter the previous total dollar amount including taxes.

To
Name of the contractor.

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

Delivery/Completion date
Completion date for the task.

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

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

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

GST/HST
The GST/HST cost as appropriate.

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

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

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

Instructions pour compléter le formulaire DND 626 - Autorisation des tâches

N° du contrat
Inscrivez le numéro du contrat de TPSGC en entier.

N° de la tâche
Inscrivez le numéro de tâche séquentiel.

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

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

Valeur précédente
Inscrivez le montant total précédent, y compris les taxes.

À
Nom de l'entrepreneur.

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

Date de livraison/d'achèvement
Date d'achèvement de la tâche.

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

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

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

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

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

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

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

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ANNEX "I"

TASK AUTHORIZATION (TA) USAGE REPORT

Contractor	
Prepared by	
Telephone number	
Date	
Contract #	
Department or Agency	

Return to: WST-PA-CAL@pwgsc-tpsgc.gc.ca

The usage report must be submitted no later than fifteen (15) calendar days after the end of the reporting period.

1. REPORTING PERIOD

Year: _____

- ☐ 1st quarter: April 1 to June 30 ☐ 3rd quarter: October 1 to December 31
☐ 2nd quarter: July 1 to September 30 ☐ 4th quarter: January 1 to March 31

2. REPORT DETAILS (Complete either A or B below, as applicable.)

A. Nil Report

- ☐ We have not received any TAs from the federal government for this reporting period.

B. Itemized Report

TA Number	Description/Comments	Value of the TA (GST/HST Included)
		\$
		\$
		\$
		\$
		\$
		\$
		\$
		\$
		\$
		\$
		\$
(A) Total dollar value of TAs for this reporting period (sum of above lines)		\$
(B) Accumulated TA total prior to this reporting period		\$
(A+B) Total accumulated TAs to date		\$
Total accumulated TAs to date must not exceed this amount		\$

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ANNEX "J"

QUARTERLY REPORT: INCREASING REPRESENTATION OF EMPLOYEES OF PERSONS WITH BARRIERS TO EMPLOYMENT WHO WERE UNEMPLOYED AT THE TIME OF HIRING

Contractor	
Prepared by	
Telephone number	
Contract #	
Department or Agency	

Return to: Public Works and Government Services Canada

Facsimile: (306) 975-5397 // Email: WST-PA-CAL@pwgsc-tpsgc.gc.ca

The usage report must be submitted no later than fifteen (15) calendar days after the end of the reporting period.

Reporting periods:

Quarter 1: April 1 – June 30 Quarter 3: October 1 – December 30

Quarter 2: July 1 – September 30 Quarter 4: January 1 – March 30

Check the applicable box below. The quarter that this report is submitted for:

☐ Quarter 1 ☐ Quarter 2 ☐ Quarter 3 ☐ Quarter 4

Company is defined as the local entity (e.g. branch, if the local entity is part of a larger organization) that will be performing the work for this contract.

1. RELEASED EMPLOYEES

If you released any employees this quarter (who were hired during the contract who were unemployed at the time of hiring and who had barriers to employment), please describe the efforts that you have taken to replace the employees who have left or who were released (attaching additional sheets if required):

--

2. STATUS REPORT

This table is intended to chart progress through the duration of the contract (including option years if exercised by PSPC on behalf of DND CFB Suffield). Complete the following table for each employee with a barrier to employment who was unemployed at the time of hiring **that you have hired since the start date of this contract.** Add additional sheets if there are more than 10 employees.

- Employee 1,2,3 etc. must remain the same person throughout the duration of the contract.
- Data must remain/ be included on the table for each employee quarter over quarter, including employees who are no longer employed.
- Any new employees with barriers to employment who were unemployed at the time of hiring who were hired this quarter must be added to the table.

Employee	Barrier to employment	Date hired	Date employment terminated
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			

Canada will review the barriers to employment submitted on the quarterly report and evaluate them against the definition of barrier: a circumstance or obstacle that prevents employment. Canada will be the sole determiner of whether or not a barrier to employment submitted on this report by the Contractor is accepted or rejected, and Canada may request supporting documentation from the Contractor to substantiate any of the barriers to employment identified by the Contractor. Canada may also request that the Contractor provide evidence that the employee was unemployed at the time of hiring.

I agree to provide to Canada immediately upon request by Canada all evidence requested by Canada to support my company's compliance with the requirements described in this Annex.