



## RETURN BIDS TO:

## RETOURNER LES SOUMISSIONS À:

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

1713 Bedford Row

Halifax, N.S./Halifax, (N.É.)

Halifax

Nova Scotia

B3J 1T3

Bid Fax: (902) 496-5016

## 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

Atlantic Region Acquisitions/Région de l'Atlantique  
Acquisitions

1713 Bedford Row

Halifax, N.S./Halifax, (N.É.)

Halifax

Nova Scot

B3J 1T3

<b>Title - Sujet</b> Janitorial Services - Shearwater	
<b>Solicitation No. - N° de l'invitation</b> W010C-190157/A	<b>Date</b> 2018-10-04
<b>Client Reference No. - N° de référence du client</b> W010C-19-0157	
<b>GETS Reference No. - N° de référence de SEAG</b> PW-\$HAL-219-10522	
<b>File No. - N° de dossier</b> HAL-8-81038 (219)	<b>CCC No./N° CCC - FMS No./N° VME</b>
<b>Solicitation Closes - L'invitation prend fin</b> <b>at - à 02:00 PM</b> <b>on - le 2018-11-14</b>	<b>Time Zone</b> <b>Fuseau horaire</b> Atlantic Daylight Saving Time ADT
<b>F.O.B. - F.A.B.</b> <b>Plant-Usine:</b> <input type="checkbox"/> <b>Destination:</b> <input checked="" type="checkbox"/> <b>Other-Autre:</b> <input type="checkbox"/>	
<b>Address Enquiries to: - Adresser toutes questions à:</b> Richard, Linda K.	<b>Buyer Id - Id de l'acheteur</b> hal219
<b>Telephone No. - N° de téléphone</b> (902) 402-9059 ( )	<b>FAX No. - N° de FAX</b> (902) 496-5016
<b>Destination - of Goods, Services, and Construction:</b> <b>Destination - des biens, services et construction:</b> DEPARTMENT OF NATIONAL DEFENCE WILLOW PARK BLDG 7 STN FORCES HALIFAX NOVA SCOTIA B3K5X5 Canada	

Instructions: See Herein

Instructions: Voir aux présentes

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

**Support the use of apprentices**

Through Canada's Economic Action Plan 2013, the Government of Canada proposes to support the employment of apprentices in federal construction and maintenance projects. To support this initiative, a voluntary certification signaling the Contractor's commitment to hire and train apprentices is available at Annex D.

## TABLE OF CONTENTS

### **PART 1 - GENERAL INFORMATION**

1. Introduction
2. Summary
3. Debriefings

### **PART 2 - BIDDER INSTRUCTIONS**

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

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

1. Bid Preparation Instructions
  - Section I Technical Bid
  - Section II Financial Bid
  - Section III Certifications

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

1. Evaluation Procedures
2. Basis of Selection

### **PART 5 – CERTIFICATIONS**

- 5.1 Certifications Required with the Bid
- 5.2 Certifications Precedent to Contract Award and Additional Information

### **PART 6 - SECURITY AND INSURANCE REQUIREMENTS**

1. Security Requirement
2. Insurance Requirements

### **PART 7 - RESULTING CONTRACT CLAUSES**

1. Statement of Work
2. Standard Clauses and Conditions
3. Security Requirement
4. Term of Contract
5. Authorities
6. Proactive Disclosure of Contracts with Former Public Servants I
7. Payment
8. Invoicing Instructions
9. Certifications
10. Applicable Laws
11. Priority of Documents
12. SACC Manual Clauses
13. Insurance - Specific Requirements
14. Contract Financial Security
15. Forces Site Regulations
16. Voluntary Reports for Apprentices Employed during the Contract

### **List of Annexes:**

Annex "A"	Statement of Work
Annex "B"	Basis of Payment
Annex "C"	Security Requirements Check List
Annex "D"	Electronic Payment Instruments
Annex "E"	Voluntary Certification to Support the Use of Apprentices

**TITLE: JANITORIAL SERVICES – SHEARWATER HANGARS**

**PART 1 - GENERAL INFORMATION**

**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 Security Requirements Checklist, the Electronic Payment Instruments, the Voluntary Certification to Support the Use of Apprentices and any other annexes.

## **2. Summary**

- 2.1 The Department of National Defence, 12 Wing Shearwater, has a requirement for the provision of all managerial, administrative and direct labour personnel, as well as equipment and materials necessary to provide complete and satisfactory janitorial service for buildings SH343, HGR342, and HGR344 supervision necessary to provide cleaning services for buildings at 12 Wing Greenwood, Nova Scotia as detailed in Appendix A - Cleaning Schedule.

The contract is for a period of two years from January 1, 2019 to December 31, 2021 with an option for renewal for three one-year periods.

- 2.2 "There is a security requirement associated with this requirement. For additional information, consult Part 6 – Security, Financial and Other Requirements and Part 7 - Resulting Contract Clauses. For more information on personnel and organization security screening or security clauses, bidders should refer to the Contract Security Program (CSP) of Public Works and Government Services Canada (<http://www.tpsgc-pwgsc.gc.ca/esc-src/introduction-eng.html>) Website.
- 2.3 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).

## **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 of 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 (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: sixty (60) days  
Insert: ninety (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 in the bid solicitation.

## 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 FPS, 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:

- (1) an individual;
- (2) an individual who has incorporated;
- (3) a partnership made of former public servants; or
- (4) 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 as defined above?

YES ( ) NO ( )

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

- (1) name of former public servant;
- (2) 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.



#### **4. Enquiries - Bid Solicitation**

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

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

#### **5. Applicable Laws**

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

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

#### **6. Optional Site Visit**

It is recommended that the Bidder or a representative of the Bidder visit the work site. Arrangements have been made for the site visit to be held at 12 Wing Shearwater on Monday, October 22. The site visit will begin at 9:00 a.m. ADT outside SH HGR 342.

Bidders are requested to communicate with the Contracting Authority no later than Wednesday, October 17 by 3:00 p.m. to confirm attendance and provide the name(s) of the person(s) who will attend. Bidders may be requested to sign an attendance sheet. Bidders who do not attend or do not send a representative will not be given an alternative appointment but they will not be precluded from submitting a bid. Any clarifications or changes to the bid solicitation resulting from the site visit will be included as an amendment to the bid solicitation.

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## PART 3 - BID PREPARATION INSTRUCTIONS

### 3.1 Bid Preparation Instructions

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

- Section I: Technical Bid (1 hard copy)
- Section II: Financial Bid (1 hard copy)
- Section III: Certifications (1 hard copy)

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

Canada requests that bidders follow the format instructions described below in the preparation of 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](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 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**

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

**Section III: Certifications**

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

**PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION****1. Evaluation Procedures**

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

**1.1 Technical Evaluation****1.1.1. Mandatory Technical Criteria**

<b>Mandatory Criteria</b>	
1.	Supplier possesses 2 consecutive years of janitorial services experience within the last 5 years on contracts of similar size and scope to the requirement identified in the solicitation. Similar in size and scope is defined as: <ul style="list-style-type: none"> <li>a. A space that is a minimum of 50% of the size (m2) and</li> <li>b. A space of similar use or type (e.g. office space, lab space)</li> </ul>
2.	By contract start date, all resources must have the required security clearances (DOS or FCS) to access the site.
3.	Suppliers certify, prior to the RFP closing date that neither they nor their administrators have ever been convicted, of an offence under the Canada Labour Code, or under any provincial labour/employment legislation. The supplier will also certify that he has not been convicted of an offence, other than an offence for which a pardon has been granted, under section 121, 124 or 418 of the Criminal Code.

**1.1 Mandatory Contractor's Experience and Past Performance**

The bidder must provide evidence of its experience and past performance by referencing three (3) projects or contracts satisfactorily rendered for a minimum of two (2) consecutive years within the past five (5) years, wherein the range of janitorial services provided are comparable to those described in this Request for Proposal (RFP).

<b>PROJECT/CONTRACT REFERENCE NO. 1</b>	
Name of client organization or Company	Name: _____
Name and title of client contact	Name: _____ Title: _____
Telephone and facsimile number of client contact	Phone No.: _____ Fax No.: _____
Approximate size in square meters of the cleanable area of the project or contract	_____ square meters
Location/site of the project or contract:	_____
Value of the project or contract	\$ _____
Performance period of the project or contract (indicate month and year)	From: Month _____ Year _____ To: Month _____ Year _____
Description of Project or Contract: _____ _____ _____ _____	

_____
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PROJECT/CONTRACT REFERENCE NO. 2	
Name of client organization or Company	Name: _____
Name and title of client contact	Name: _____ Title: _____
Telephone and facsimile number of client contact	Phone No.: _____ Fax No.: _____
Approximate size in square meters of the cleanable area of the project or contract	_____ square meters
Location/site of the project or contract:	_____
Value of the project or contract	\$ _____
Performance period of the project or contract (indicate month and year)	From: Month _____ Year _____ To: Month _____ Year _____
Description of Project or Contract: _____ _____ _____ _____ _____ _____ _____	

PROJECT/CONTRACT REFERENCE NO. 3	
Name of client organization or Company	Name: _____
Name and title of client contact	Name: _____ Title: _____
Telephone and facsimile number of client contact	Phone No.: _____ Fax No.: _____
Approximate size in square meters of the cleanable area of the project or contract	_____ square meters
Location/site of the project or contract:	_____
Value of the project or contract	\$ _____
Performance period of the project or contract (indicate month and year)	From: Month _____ Year _____ To: Month _____ Year _____
Description of Project or Contract: _____ _____ _____ _____ _____ _____ _____	

**2. Basis of Selection**

**2.1 Basis of Selection – Mandatory Technical Criteria**

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

## **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 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](http://www.canada.ca/en/employment-social-development/programs/employment-equity/federal-contractor-program.html) website (<http://www.canada.ca/en/employment-social-development/programs/employment-equity/federal-contractor-program.html>).

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

## **PART 6 - SECURITY REQUIREMENT**

### **6.1 Security Requirement**

1. Before award of a contract, the following conditions must be met:
  - (a) the Bidder must hold a valid organization security clearance as indicated in Part 7 - Resulting Contract Clauses;
  - (b) the Bidder's proposed individuals requiring access to classified or protected information, assets or sensitive work site(s) must meet the security requirement as indicated in Part 7 - 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. Bidders are reminded to obtain the required security clearance promptly. Any delay in the award of a contract to allow the successful bidder to obtain the required clearance will be at the entire discretion of the Contracting Authority.
3. **For additional information on security requirements, bidders should refer to the Canadian Industrial Security Directorate (CISD), Industrial Security Program of Public Works and Government Services Canada (<http://ssi-iss.tpsgc-pwgsc.gc.ca/index-eng.html>) website.**
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.**

### **3. Insurance Requirements**

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

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.

### 1. Requirement

The Contractor must provide janitorial services in accordance with the Requirement at Annex A.

### 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.

#### 2.1 General Conditions

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

### 3. Security Requirement

3.1 The following security requirement (SRCL and related clauses) applies and form part of the Contract.

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

## 4. Term of Contract

### 4.1 Period of the Contract

The period of the Contract is from January 1, 2019 to December 31, 2021 inclusive.

### 4.2 Option to Extend the Contract

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

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

"At the time of the exercise of *each option year (from Option Year 2 - for contracts with 2 year period)*, the rates in the Basis of Payment (Annex B) will be increased or decreased by multiplying the rates by the percentage change in *"The Consumer Price Index, major components, selected sub-groups and special aggregates, provinces, Whitehorse and Yellowknife, not seasonally adjusted"* ("CPI") for the appropriate province for the 12 month period ending two months before the expiration date of the current period of the contract ("period"). The CPI which shall be used is published in Statistics Canada Catalogue no. 62-001-X, tables 9-1 to 9-12, for the appropriate province all-items CPI of the period as described above.

Consumer Price Index for Canada is published by Statistics Canada and is available at:

- <http://www5.statcan.gc.ca/bsolc/olc-cel/olc-cel?catno=62-001-X&chropt=1&lang=eng>;
- <http://www.statcan.gc.ca/daily-quotidien/130823/dq130823a-eng.htm>; or
- <http://www5.statcan.gc.ca/cansim/pick-choisir?lang=eng&p2=33&id=3260020>

## 5. Authorities

### 5.1 Contracting Authority

The Contracting Authority for the Contract is:

Name: Linda Richard  
 Title: Supply Specialist  
 Public Works and Government Services Canada  
 Acquisitions Branch

Address: 1713 Bedford Row  
 Halifax NS B3J 1T3

Telephone: 902-402-9059  
 Facsimile: 902-496-5016  
 E-mail address: linda.k.richard@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.

## 5.2 Project Authority (will be named upon award of contract)

The Project Authority for the Contract is:

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.

## 5.3 Contractor's Representative

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

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

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

Address: \_\_\_\_\_

Telephone: \_\_\_\_-\_\_\_\_-\_\_\_\_

Facsimile: \_\_\_\_-\_\_\_\_-\_\_\_\_

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

## 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. Payment

### 7.1 Basis of Payment - Firm Prices and "As and When"

In consideration of the Contractor satisfactorily completing all of its obligations under the Contract, the Contractor shall be paid firm prices as identified below. Applicable Taxes are extra, if applicable.

- a) Firm rates shall be paid in accordance with **Pricing Schedule 1** *in twelve (12) payments at the end of each month.*
- b) "As and When Requested" Work

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

Canada's total liability under the “as and when requested” portion of the Contract shall not exceed **(to be determined)**. Applicable Taxes are extra, if applicable

The Contractor shall not be obliged to perform any work or provide any service that would cause the total liability of Canada to be exceeded without the prior written approval of the Contracting Authority. The Contractor shall notify the Contracting Authority in writing as to the adequacy of this sum when:

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

whichever comes first.

In the event that the notification refers to inadequate funds, the Contractor shall provide to the Contracting Authority, in writing, an estimate for the additional funds required. Provision of such notification and estimate for the additional funds does not increase Canada's liability.

No increase in the total liability of Canada or in the price of the Work resulting from any design changes, modifications or interpretations of specifications, made by the Contractor, will be authorized or paid to the Contractor unless such changes, modifications or interpretations, have been approved, in writing, by the Contracting Authority, prior to their incorporation into the Work.

## **7.2 Limitation of Price**

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

## **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:

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

## **7.4 SACC Manual Clauses**

A9117C (2007-11-30) T1204 - Direct Request by Customer Department

## **7.5 Determination of Cost**

Canada may from time to time notify the contractor in writing of any changes to the amount of space to be cleaned. In the case of the addition or elimination of cleanable space, the change in the amount of the contract shall be calculated using the firm monthly rate per m<sup>2</sup> identified in Pricing Schedule, and in accordance with the following formula:

The firm monthly rate per m<sup>2</sup> in the contract Basis of Payment for routine and scheduled cleaning operations will be multiplied by twelve months and divided by two hundred and fifty working days. This amount will then be multiplied by the additional or eliminated m<sup>2</sup>. The ensuing amount will then be multiplied by the number of days the additional space will be cleaned or eliminated. The resulting amount will represent the amount by which the contract will be increased or decreased.

## **7.8 Electronic Payment of Invoices – Contract**

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

- a. Visa Acquisition Card;
- b. MasterCard Acquisition Card;
- c. Direct Deposit (Domestic and International);
- d. Electronic Data Interchange (EDI);
- e. Wire Transfer (International Only);
- f. Large Value Transfer System (LVTS) (Over \$25M)

## **8. Invoicing Instructions**

1. The Contractor must submit invoices in accordance with the section entitled "Invoice Submission" of the general conditions along with the monthly maintenance report described in the Statement of Work of the Contract.

Invoices cannot be submitted until all work identified in the invoice has been completed and that all maintenance service call reports related to the Work identified in the invoice have been received by the Project Authority.

2. The Contractor must distribute the invoices and reports as follows:
  1. The original and two (2) copies of the invoices and monthly maintenance reports must be forwarded to the address shown on page 1 of the Contract for certification and payment.0

## **9. Certifications and Additional Information**

### **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.

### **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.

## 10. Applicable Laws

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

## 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, Security Requirements Check List;
- (f) Annex D, Insurance Requirements;
- (g) the Contractor's bid dated \_\_\_\_\_

## 12. SACC Manual Clauses

A9117C (2007-11-30) T1204 - Direct Request by Customer Department

## 13. Insurance - Specific Requirements

### 13.1 Insurance – Specific Requirements

The Contractor must comply with the insurance requirements specified in the **following article 13.2 Commercial General Liability Insurance**. The Contractor must maintain the required insurance coverage for the duration of the Contract. Compliance with the insurance requirements does not release the Contractor from or reduce its liability under the Contract.

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

The Contractor must forward to the Contracting Authority within ten (10) days after the date of award of the Contract, a Certificate of Insurance evidencing the insurance coverage and confirming that the insurance policy complying with the requirements is in force. Coverage must be placed with an Insurer licensed to carry out business in Canada. The Contractor must, if requested by the Contracting Authority, forward to Canada a certified true copy of all applicable insurance policies.

### 13.2 Commercial General Liability Insurance

1. The Contractor must obtain Commercial General Liability Insurance, and maintain it in force throughout the duration of the Contract, in an amount usual for a contract of this nature, but for not less than \$2,000,000 per accident or occurrence and in the annual aggregate.
2. The Commercial General Liability policy must include the following:
  - (a) Additional Insured: Canada is added as an additional insured, but only with respect to liability arising out of the Contractor's performance of the Contract. The interest of Canada should read as follows: Canada, as represented by Public Works and Government Services Canada.

- (b) Bodily Injury and Property Damage to third parties arising out of the operations of the Contractor.
- (c) Products and Completed Operations: Coverage for bodily injury or property damage arising out of goods or products manufactured, sold, handled, or distributed by the Contractor and/or arising out of operations that have been completed by the Contractor.
- (d) Personal Injury: While not limited to, the coverage must include Violation of Privacy, Libel and Slander, False Arrest, Detention or Imprisonment and Defamation of Character.
- (e) Cross Liability/Separation of Insureds: Without increasing the limit of liability, the policy must protect all insured parties to the full extent of coverage provided. Further, the policy must apply to each Insured in the same manner and to the same extent as if a separate policy had been issued to each.
- (f) Blanket Contractual Liability: The policy must, on a blanket basis or by specific reference to the Contract, extend to assumed liabilities with respect to contractual provisions.
- (g) Employees and, if applicable, Volunteers must be included as Additional Insured.
- (h) Employers' Liability (or confirmation that all employees are covered by Worker's compensation (WSIB) or similar program)
- (i) Broad Form Property Damage including Completed Operations: Expands the Property Damage coverage to include certain losses that would otherwise be excluded by the standard care, custody or control exclusion found in a standard policy.
- (j) Notice of Cancellation: The Insurer will endeavour to provide the Contracting Authority thirty (30) days written notice of policy cancellation.
- (k) If the policy is written on a claims-made basis, coverage must be in place for a period of at least 12 months after the completion or termination of the Contract.
- (l) Non-Owned Automobile Liability - Coverage for suits against the Contractor resulting from the use of hired or non-owned vehicles.

#### **14. Contract Financial Security - Janitorial Services**

1. The supplier must provide to Canada one of the following contract financial securities within 30 calendar days after the date of contract award:
  - (a) a certified cheque to the Receiver General for Canada in the amount of 10 percent of the contract price; or
  - (b) an irrevocable standby letter of credit as defined in clause E0008C in the amount of 10 percent of the contract price.
2. If Canada does not receive the required financial security within the specified period, Canada may terminate the contract for default pursuant to its default provision.

##### **14.1 SACC Manual clause E0008C (2018-06-21) Financial Security Definition**

**15. Canadian Forces Site Regulations**

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

**16. Voluntary Reports for Apprentices Employed during the Contract**

The Contractor should compile and maintain records on the number of apprentices that were hired to work on the contract and their trade specialty.

The Contractor should provide this data in accordance with the format below. If no apprentices were hired during the contract period, the Contractor should still provide a "nil" report.

the data should be submitted to the Contracting Authority 6 months after contract award or at the end of the contract, whichever comes first.

Number of apprentices hired	Trade specialty

(Add lines if needed)



**ANNEX A**

**STATEMENT OF WORK**

*(please see attached)*

**ANNEX B**  
**BASIS OF PAYMENT**

<b>Table 1A – Pricing Service Contract Year 1</b> January 01, 2019 to December 31, 2020					
<b>Column A</b>	<b>Column B Description</b>	<b>Column C Unit of measure</b>	<b>Column D Estimated Quantity</b>	<b>Column E Unit Rate</b>	<b>Column F Extended Price (Column D*E)</b>
1.	SH343	monthly	12	\$_____	\$_____
2.	HGR342	monthly	12	\$_____	\$_____
3.	HGR344	monthly	12	\$_____	\$_____
<b>Table 1A Total Extended Price (Column F)</b>					\$_____

<b>Table 1B – Pricing for Task Authorization / Unscheduled Services Year 1</b> January 01, 2019 to December 31, 2020					
<b>Column A</b>	<b>Column B Description</b>	<b>Column C Unit of Measure</b>	<b>Column D Estimated Annual Usage</b>	<b>Column E Unit Price</b>	<b>Column F Extended Total (D*E)</b>
1.	Labourer / cleaner	per hour	40	\$_____	\$_____
<b>Table 1B Total Extended Price (Column F)</b>					\$_____
<b>Note:</b> <ul style="list-style-type: none"> <li>- An allowance for material and replacement parts, specialty equipment etc. will be at net cost plus 10% mark-up.</li> <li>- Estimated annual usage figures (column D) are for evaluation purposes only and does not infer all the quantities for that item will be utilized or that the quantities may not be exceeded.</li> </ul>					

<b>Table 1C – Pricing for Additional Cleaning Areas Added to Service Contract Year 1</b> January 01, 2019 to December 31, 2020			
<b>Column A</b>	<b>Column B Description</b>	<b>Column C Unit of Measure</b>	<b>Column D Unit Price</b>
1.	Additional Area	per m <sup>2</sup>	\$_____

<b>Table 2A – Pricing Service Contract Year 2</b> January 01, 2020 to December 31, 2021					
<b>Column A</b>	<b>Column B Description</b>	<b>Column C Unit of measure</b>	<b>Column D Estimated Quantity</b>	<b>Column E Unit Rate</b>	<b>Column F Extended Price (Column D*E)</b>
1.	SH343	monthly	12	\$_____	\$_____
2.	HGR342	monthly	12	\$_____	\$_____
3.	HGR344	monthly	12	\$_____	\$_____
<b>Table 2A Total Extended Price Year 2 (Column F)</b>					\$_____

<b>Table 2B – Pricing for Task Authorization / Unscheduled Services Year 2</b> January 01, 2020 to December 31, 2021					
<b>Column A</b>	<b>Column B Description</b>	<b>Column C Unit of Measure</b>	<b>Column D Estimated Annual Usage</b>	<b>Column E Unit Price</b>	<b>Column F Extended Total (D*E)</b>
1.	Labourer / cleaner	per hour	40	\$_____	\$_____
<b>Table 2B Total Extended Price Year 2 (Column F)</b>					\$_____
<b>Note:</b> <ul style="list-style-type: none"> <li>- An allowance for material and replacement parts, specialty equipment etc. will be at net cost plus 10% mark-up.</li> <li>- Estimated annual usage figures (column D) are for evaluation purposes only and does not infer all the quantities for that item will be utilized or that the quantities may not be exceeded.</li> </ul>					

<b>Table 2C – Pricing for Additional Cleaning Areas Added to Service Contract Year 2</b> January 01, 2020 to December 31, 2021			
<b>Column A</b>	<b>Column B Description</b>	<b>Column C Unit of Measure</b>	<b>Column D Unit Price</b>
1.	Additional Area	per m <sup>2</sup>	\$_____

<b>Table 3A – Pricing Service Contract Option Year 1</b> January 01, 2021 to December 31, 2022					
<b>Column A</b>	<b>Column B Description</b>	<b>Column C Unit of measure</b>	<b>Column D Estimated Quantity</b>	<b>Column E Unit Rate</b>	<b>Column F Extended Price (Column D*E)</b>
1.	SH343	monthly	12	\$_____	\$_____
2.	HGR342	monthly	12	\$_____	\$_____
3.	HGR344	monthly	12	\$_____	\$_____
<b>Table 3A Total Extended Price Option Year 1 (Column F)</b>					\$_____

<b>Table 3B – Pricing for Task Authorization / Unscheduled Services Option Year 1</b> January 01, 2021 to December 31, 2022					
<b>Column A</b>	<b>Column B Description</b>	<b>Column C Unit of Measure</b>	<b>Column D Estimated Annual Usage</b>	<b>Column E Unit Price</b>	<b>Column F Extended Total (D*E)</b>
1.	Labourer / cleaner	per hour	40	\$_____	\$_____
<b>Table 3B Total Extended Price Option Year 1 (Column F)</b>					\$_____
<b>Note:</b> <ul style="list-style-type: none"> <li>- An allowance for material and replacement parts, specialty equipment etc. will be at net cost plus 10% mark-up.</li> <li>- Estimated annual usage figures (column D) are for evaluation purposes only and does not infer all the quantities for that item will be utilized or that the quantities may not be exceeded.</li> </ul>					

<b>Table 3C – Pricing for Additional Cleaning Areas Added to Service Contract Option Year 1</b> January 01, 2021 to December 31, 2022			
<b>Column A</b>	<b>Column B Description</b>	<b>Column C Unit of Measure</b>	<b>Column D Unit Price</b>
1.	Additional Area	per m <sup>2</sup>	\$_____

<b>Table 4A – Pricing Service Contract Option Year 2</b> January 01, 2022 to December 31, 2023					
<b>Column A</b>	<b>Column B Description</b>	<b>Column C Unit of measure</b>	<b>Column D Estimated Quantity</b>	<b>Column E Unit Rate</b>	<b>Column F Extended Price (Column D*E)</b>
1.	SH343	monthly	12	\$_____	\$_____
2.	HGR342	monthly	12	\$_____	\$_____
3.	HGR344	monthly	12	\$_____	\$_____
<b>Table 4A Total Extended Price Option Year 2 (Column F)</b>					\$_____

<b>Table 4B – Pricing for Task Authorization / Unscheduled Services Option Year 2</b> January 01, 2022 to December 31, 2023					
<b>Column A</b>	<b>Column B Description</b>	<b>Column C Unit of Measure</b>	<b>Column D Estimated Annual Usage</b>	<b>Column E Unit Price</b>	<b>Column F Extended Total (D*E)</b>
1.	Labourer / cleaner	per hour	40	\$_____	\$_____
<b>Table 4B Total Extended Price Option Year 2 (Column F)</b>					\$_____
<b>Note:</b> <ul style="list-style-type: none"> <li>- An allowance for material and replacement parts, specialty equipment etc. will be at net cost plus 10% mark-up.</li> <li>- Estimated annual usage figures (column D) are for evaluation purposes only and does not infer all the quantities for that item will be utilized or that the quantities may not be exceeded.</li> </ul>					

<b>Table 4C – Pricing for Additional Cleaning Areas Added to Service Contract Option Year 2</b> January 01, 2022 to December 31, 2023			
<b>Column A</b>	<b>Column B Description</b>	<b>Column C Unit of Measure</b>	<b>Column D Unit Price</b>
1.	Additional Area	per m <sup>2</sup>	\$_____

<b>Table 5A – Pricing Service Contract Option Year 3</b> April 01, 2023 to March 31, 2024					
<b>Column A</b>	<b>Column B Description</b>	<b>Column C Unit of measure</b>	<b>Column D Estimated Quantity</b>	<b>Column E Unit Rate</b>	<b>Column F Extended Price (Column D*E)</b>
1.	SH343	monthly	12	\$_____	\$_____
2.	HGR342	monthly	12	\$_____	\$_____

3.	HGR344	monthly	12	\$_____	\$_____
<b>Table 5A Total Extended Price Option Year 3 (Column F)</b>					\$_____

<b>Table 5B – Pricing for Task Authorization / Unscheduled Services Option Year 3</b> April 01, 2023 to March 31, 2024					
<b>Column A</b>	<b>Column B Description</b>	<b>Column C Unit of Measure</b>	<b>Column D Estimated Annual Usage</b>	<b>Column E Unit Price</b>	<b>Column F Extended Total (D*E)</b>
1.	Labourer / cleaner	per hour	40	\$_____	\$_____
<b>Table 5B Total Extended Price Option Year 3 (Column F)</b>					\$_____
<b>Note:</b> <ul style="list-style-type: none"> <li>- An allowance for material and replacement parts, specialty equipment etc. will be at net cost plus 10% mark-up.</li> <li>- Estimated annual usage figures (column D) are for evaluation purposes only and does not infer all the quantities for that item will be utilized or that the quantities may not be exceeded.</li> </ul>					

<b>Table 5C – Pricing for Additional Cleaning Areas Added to Service Contract Option Year 3</b> April 01, 2023 to March 31, 2024			
<b>Column A</b>	<b>Column B Description</b>	<b>Column C Unit of Measure</b>	<b>Column D Unit Price</b>
1.	Additional Area	per m <sup>2</sup>	\$_____

**Total Bid Price for Evaluation (Sum of Tables 1A, 1B, 2A, 2B, 3A, 3B, 4A, 4B, 5A, 5B)**

Table 1A Total \$ \_\_\_\_\_  
 Table 1B Total \$ \_\_\_\_\_  
 Table 2A Total \$ \_\_\_\_\_  
 Table 2B Total \$ \_\_\_\_\_  
 Table 3A Total \$ \_\_\_\_\_  
 Table 3B Total \$ \_\_\_\_\_  
 Table 4A Total \$ \_\_\_\_\_  
 Table 4B Total \$ \_\_\_\_\_  
 Table 5A Total \$ \_\_\_\_\_  
 Table 5B Total \$ \_\_\_\_\_

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**Total Bid Price \$ \_\_\_\_\_**

**ANNEX “1” 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 C

## SECURITY REQUIREMENTS CHECK LIST


 Government of Canada / Gouvernement du Canada



Contract Number / Numéro du contrat  
**W010C-19-0157**

Security Classification / Classification de sécurité  
 UNCLASSIFIED

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

1. Originating Government Department or Organization / Ministère ou organisme gouvernemental d'origine <b>National Defence</b>		2. Branch or Directorate / Direction générale ou Direction <b>Real Property Operations Unit (Atlantic)</b>	
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 <b>JANITORIAL SERVICES - X,Y,Z Hangers 12 Wing Shearwater</b>			
5 a) Will the supplier require access to Controlled Goods? Le fournisseur aura-t-il accès à des marchandises contrôlées?		<input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui	
5 b) Will the supplier require access to unclassified military technical data subject to the provisions of the Technical Data Control Regulations? Le fournisseur aura-t-il accès à des données techniques militaires non classifiées qui sont assujetties aux dispositions du Règlement sur le contrôle des données techniques?		<input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui	
6. Indicate the type of access required / Indiquer le type d'accès requis			
6 a) Will the supplier and its employees require access to PROTECTED and/or CLASSIFIED information or assets? Le fournisseur ainsi que les employés auront-ils accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS? (Specify the level of access using the chart in Question 7. c.) (Préciser le niveau d'accès en utilisant le tableau qui se trouve à la question 7. c.)		<input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui	
6 b) Will the supplier and its employees (e.g. cleaners, maintenance personnel) require access to restricted access areas? No access to PROTECTED and/or CLASSIFIED information or assets is permitted. Le fournisseur et ses employés (p. ex. nettoyeurs, personnel d'entretien) auront-ils accès à des zones d'accès restreintes? L'accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS n'est pas autorisé		<input type="checkbox"/> No / Non <input checked="" type="checkbox"/> Yes / Oui	
6 c) Is this a commercial courier or delivery requirement with no overnight storage? S'agit-il d'un contrat de messagerie ou de livraison commerciale sans entreposage de nuit?		<input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui	
7 a) Indicate the type of information that the supplier will be required to access / Indiquer le type d'information auquel le fournisseur devra avoir accès			
Canada		NATO / OTAN	
Foreign / Étranger			
7 b) Release restrictions / Restrictions relatives à la diffusion			
No release restrictions Aucune restriction relative à la diffusion  Not releasable À ne pas diffuser  Restricted to / Limité à : Specify country(ies) / Préciser le(s) pays :		All NATO countries Tous les pays de l'OTAN  Restricted to / Limité à : Specify country(ies) / Préciser le(s) pays :	
No release restrictions Aucune restriction relative à la diffusion		No release restrictions Aucune restriction relative à la diffusion	
Restricted to / Limité à : Specify country(ies) / Préciser le(s) pays :		Restricted to / Limité à : Specify country(ies) / Préciser le(s) pays :	
7 c) Level of Information / Niveau d'information			
PROTECTED A PROTÉGÉ A PROTECTED B PROTÉGÉ B PROTECTED C PROTÉGÉ C CONFIDENTIAL CONFIDENTIEL SECRET SECRET TOP SECRET TRÈS SECRET TOP SECRET (SIGINT) TRÈS SECRET (SIGINT)		NATO UNCLASSIFIED NATO NON CLASSIFIÉ NATO RESTRICTED NATO DIFFUSION RESTREINTE NATO CONFIDENTIAL NATO CONFIDENTIEL NATO SECRET NATO SECRET COSMIC TOP SECRET COSMIC TRÈS SECRET	
		PROTECTED A PROTÉGÉ A PROTECTED B PROTÉGÉ B PROTECTED C PROTÉGÉ C CONFIDENTIAL CONFIDENTIEL SECRET SECRET TOP SECRET TRÈS SECRET TOP SECRET (SIGINT) TRÈS SECRET (SIGINT)	

TBS/SCT 350-103(2004/12)

 Security Classification / Classification de sécurité  
 UNCLASSIFIED

Canada





Government of Canada  
Gouvernement du Canada

Contract Number / Numéro du contrat

W010C-19-0157

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 / 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 / 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

RELIABILITY STATUS COTE DE FIABILITÉ	CONFIDENTIAL CONFIDENTIEL	<input checked="" type="checkbox"/> SECRET SECRET	TOP SECRET TRÈS SECRET
TOP SECRET - SIGINT TRÈS SECRET - SIGINT	NATO CONFIDENTIAL NATO CONFIDENTIEL	NATO SECRET NATO SECRET	COSMIC TOP SECRET COSMIC TRÈS SECRET
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 / Oui
- If Yes, will unscreened personnel be escorted?  
Dans l'affirmative, le personnel en question sera-t-il escorté? ☐ No / 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 / 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 / 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 / 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 / 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 / Oui

TBS/SCT 350-103(2004/12)

Security Classification / Classification de sécurité  
UNCLASSIFIED

Canada



Government  
of Canada

Gouvernement  
du Canada

Contact Number / Numéro du contrat

W010C-19-0157

Security Classification / Classification de sécurité  
UNCLASSIFIED

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

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

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

**SUMMARY CHART / TABLEAU RÉCAPITULATIF**

Category / Catégorie	PROTECTED / PROTÉGÉ			CLASSIFIED / CLASSIFIÉ			NATO				COMSEC			
	A	B	C	CONFIDENTIAL / CONFIDENTIEL	SECRET	TOP SECRET / TRÈS SECRET	NATO Restricted / NÉCESSAIRE	NATO Confidential / NÉCESSAIRE	NATO Secret / NÉCESSAIRE	COMSEC TOP SECRET / TRÈS SECRET	PROTECTED / PROTÉGÉ			TOP SECRET / TRÈS SECRET
											A	B	C	
Information / Informations														
Personnel / Personnel														
Material / Matériel														
IT / IT														
Other / Autres														

12. a) Is the description of the work contained within this SRCL PROTECTED and/or CLASSIFIED?

La description du travail visé par la présente LVERS est-elle de nature PROTÉGÉE et/ou CLASSIFIÉE?

☒ No / Non ☐ Yes / Oui

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

12. b) Will the documentation attached to this SRCL be PROTECTED and/or CLASSIFIED?

La documentation associée à la présente LVERS sera-t-elle PROTÉGÉE et/ou CLASSIFIÉE?

☒ No / Non ☐ Yes / Oui

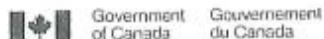
If Yes, classify this form by annotating the top and bottom in the area entitled "Security Classification" and indicate with attachments (e.g. SECRET with Attachments).

Dans l'affirmative, classifiez le présent formulaire en indiquant le niveau de sécurité dans la case intitulée « Classification de sécurité » au haut et au bas du formulaire et indiquer qu'il y a des pièces jointes (p. ex. SECRET avec des pièces jointes).

TBS/SCT 350-103(2004/12)

Security Classification / Classification de sécurité  
UNCLASSIFIED

Canada



Contract Number / Numéro du contrat <b>W010C-19-0157</b>
Security Classification / Classification de sécurité <b>UNCLASSIFIED</b>

**PART D - AUTHORIZATION / PARTIE D - AUTORISATION**

13. Organization Project Authority / Chargé de projet de l'organisme

Name (print) - Nom (en lettres moulées)

Title - Titre

Signature

Lt O.D.M. Emond-Bernatchez Contracts Officer, RPOS(H)

Telephone No. - N° de téléphone  
902-722-1811Facsimile No. - N° de télécopieur  
902-722-1847E-mail address - Adresse courriel  
Olivier.Emond-Bernatchez@forces.gc.ca

Date

2018/05/04

14. Organization Security Authority / Responsable de la sécurité de l'organisme

Name (print) - Nom (en lettres moulées)

Title - Titre

Signature

Sasa Medjovic - DSSO - Industrial Security  
Senior Security Analyst

Telephone No. - N° de téléphone

Facsimile No. - N° de télécopieur

E-mail address - Adresse courriel

Date

E-mail: sasa.medjovic@forces.gc.ca

2018 - May 11

15. Are there additional instructions (e.g. Security Guide, Security Classification Guide) attached?  
Des instructions supplémentaires (p. ex. Guide de sécurité, Guide de classification de la sécurité) sont-elles jointes?

No

Yes

Out

16. Procurement Officer / Agent d'approvisionnement

Name (print) - Nom (en lettres moulées)

Title - Titre

Signature

John Stavert

Real Property Contracting - Exam Leader - PWGSC - R/taux RG

Date

Digitally signed by  
Richard, Linda  
Date: 2018.09.27  
08:18:41 -03'00'Telephone No. - N° de téléphone  
902-486-5507Facsimile No. - N° de télécopieur  
902-486-5018E-mail address - Adresse courriel  
john.stavert@pwgsc-tpsgc.gc.ca

17. Contracting Security Authority / Autorité contractante en matière de sécurité

Cynthia Laverdure

Contract Security Officer - Agente à la sécurité des contrats  
Industrial Security Sector - Secteur de la Sécurité Industrielle  
cynthia.laverdure@pwgsc.gc.ca

Signature

Address - Adresse courriel

Date

2018-05-25

## ANNEX D

**Voluntary Certification to Support the Use of Apprentices**

1. To encourage employers to participate in apprenticeship training, Contractors bidding on construction and maintenance contracts by Public Works and Government Services Canada (PWGSC) are being asked to sign a voluntary certification, signaling their commitment to hire and train apprentices.
2. Canada is facing skills shortages across various sectors and regions, especially in the skilled trades. Equipping Canadians with skills and training is a shared responsibility. In Economic Action Plan (EAP) 2013, the Government of Canada made a commitment to support the use of apprentices in federal construction and maintenance contracts. Contractors have an important role in supporting apprentices through hiring and training and are encouraged to certify that they are providing opportunities to apprentices as part of doing business with the Government of Canada.
3. Through the Economic Action Plan 2013 and support for training programs, the Government of Canada is encouraging apprenticeships and careers in the skilled trades. In addition, the government offers a tax credit to employers to encourage them to hire apprentices. Information on this tax measure administered by the Canada Revenue Agency can be found at: [www.cra-arc.gc.ca](http://www.cra-arc.gc.ca). Employers are also encouraged to find out what additional information and supports are available from their respective provincial or territorial jurisdiction.
4. Signed certifications will be used to better understand contractor use of apprentices on Government of Canada maintenance and construction contracts and may inform future policy and program development.
5. The Contractor hereby certifies the following:

*In order to help meet demand for skilled tradespeople, the Contractor agrees to use, and require its subcontractors to use, reasonable commercial efforts to hire and train registered apprentices, to strive to fully utilize allowable apprenticeship ratios<sup>1</sup> and to respect any hiring requirements prescribed by provincial or territorial statutes.*

The Contractor hereby consents to this information being collected and held by PWGSC, and Employment and Social Development Canada to support work to gather data on the hiring and training of apprentices in federal construction and maintenance contracts.

<sup>1</sup> The journey person-apprentice ratio is defined as the number of qualified/certified journeypersons that an employer must employ in a designated trade or occupation in order to be eligible to register an apprentice as determined by provincial/territorial (P/T) legislation, regulation, policy directive or by law issued by the responsible authority or agency.

*Name:*

*Signature:*

*Company Name:*

*Company Legal Name:*

*Solicitation Number:*

*Optional information to provide:*

*Number of apprentices planned to be working on this contract:*

*Trades of those apprentices:*

Department of National Defence



Specifications

## **Janitorial Service Contract**

for

**Buildings SH343, HGR342 and HGR344  
at 12 Wing Shearwater**

CFB Halifax, NS

<u>Section</u>	<u>Title</u>	<u>Pages</u>
<u>Division 01 - General Requirements</u>		
01 11 00	General Instructions	13
01 35 15	Industrial Security	4
01 35 30	Health and Safety Requirements	7
01 35 35	DND Fire Safety Requirements	4
01 35 43	Environmental Procedures	2
01 61 00	Material and Equipment	5
01 70 00.00	Annex A MARLANT Solid Waste Management Program	2
01 70 00.01	Annex B Cleaning Standards	6
01 70 00.02	Annex C Cleaning Frequency	3
01 70 00.03	Annex D Inspection Report	1
01 70 00.04	Annex E Sample Invoice	1

## PART 1 - GENERAL

### 1.1 DEFINITIONS

- .1 As required:
  - .1 Frequencies are subject to change at any time without warning in order to maintain the established cleaning standard. When the frequency of a cleaning operation is "As Required (AR)", the final decision as to when this service must be carried out with the approval of the Janitorial Administrator.
- .2 Clean:
  - .1 For the width and breadth of the surface in question, it must be free of foreign matter down to the original surface or last protective coating.
- .3 Complete and satisfactory janitorial service:
  - .1 The continual janitorial, housekeeping, and minor maintenance procedures as specified in this document to the satisfaction of the Client and the Janitorial Administrator.
- .4 Duty Coordinator:
  - .1 A Real Property Operations Section - Halifax (RPOS(H)) employee assigned on a rotating basis whose responsibility is to coordinate after-hours jobs.
- .5 Flight of stairs:
  - .1 Includes steps and risers situated between two floor levels including landing (s).
- .6 High traffic areas:
  - .1 Includes entrance lobbies, elevator lobbies, corridors and traffic aisles in open office space.
- .7 Inspector:
  - .1 The Janitorial Contract Inspector that acts on behalf of the Janitorial Administrator to oversee janitorial service delivery.



1.1 DEFINITIONS  
(Cont'd)

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- .8 Litter:
- .1 Any discarded material foreign to the environment including but not limited to the following:
- .1 paper;
  - .2 beverage containers;
  - .3 bottles;
  - .4 broken glass;
  - .5 wood;
  - .6 scattered bricks and stones;
  - .7 leaves;
  - .8 pieces of metal;
  - .9 plastic / paper bags;
  - .10 empty containers; and
  - .11 cloth.
- .9 MAAL:
- .1 Minimum Acceptable Appearance Level.
- .10 Non-working supervisor:
- .1 A Contractor representative who is assigned only supervisory duties.
- .11 Site authority:
- .1 Facility Manager or authorized representative(s).
- .12 WHMIS:
- .1 Workplace Hazardous Materials Information System.
- .13 Working supervisor:

<u>1.1 DEFINITIONS (Cont'd)</u>	.13	(Cont'd) .1 A Contractor representative who may be assigned janitorial duties combined with supervisory duties.
<u>1.2 DESCRIPTION OF WORK</u>	.1	Work of this Contract comprises the furnishing of all labour, material, tools, equipment and transportation required for the complete and satisfactory janitorial service as specified herein.
	.2	The Contract bid will be based upon the Contractor providing sufficient resources as defined above to achieve the minimum acceptable appearance levels (MAAL) defined in the Contract documents and maintain the quality standards detailed in Annex B and the cleaning frequency rate provided in Annex C.
<u>1.3 JANITORIAL ADMINISTRATOR</u>	.1	All reference to the Janitorial Administrator in this specification, is to be understood, that the Janitorial Administrator is representing the Real Property Operations Section - Halifax (RPOS(H)).
	.2	The Janitorial Administrator will provide the Contractor with a list of his / her authorized representatives at the pre-job meeting.
<u>1.4 WORK INCLUDED</u>	.1	The Contractor must furnish all managerial, administrative and direct labour personnel, as well as all equipment and materials necessary to provide complete and satisfactory janitorial service for the building in the manner described in this specification.
	.2	Snow and ice removal as prescribed in Section 01 11 00 General Instructions.
	.3	Cleaning of minor incidents such as toilet overflow, minor spills, etc.
<u>1.5 WORK NOT INCLUDED</u>	.1	The following will be excluded from this Contract: .1 building control, machinery or electronics rooms; .2 emptying of cigarette butt receptacles; .3 workshop or storage areas (except janitorial storage areas); .4 interior of trophy and display cases;

1.5 WORK NOT INCLUDED  
(Cont'd)

- .1 (Cont'd)
- .5 interior of appliances (e.g. refrigerators, microwave ovens, etc.);
  - .6 glasses, dishes;
  - .7 indoor games equipment (e.g. billiards tables);
  - .8 non-public funds (NPF) operated facilities;
  - .9 removal of books from bookcases;
  - .10 replacement of fluorescent tubes / lightbulbs;
  - .11 galleys;
  - .12 dining rooms;
  - .13 rented vending machines or water coolers covered by other service agreements;
  - .14 desks of facility / staff;
  - .15 chalkboards / whiteboards;
  - .16 draperies;
  - .17 office equipment, workstations and personal property of occupants; and
  - .18 disaster recovery services such as:
    - .1 water damage restoration;
    - .2 fire damage restoration;
    - .3 bio-hazards wastes (e.g. blood, vomit or excessive feces, rats and mice droppings, etc.);
    - .4 oil leak / spill clean up; and
    - .5 odour removal.

1.6 SPECIAL INSTRUCTIONS

- .1 Telephones:

1.6 SPECIAL INSTRUCTIONS  
(Cont'd)

- .1 (Cont'd)
  - .1 Telephones are not to be cleaned under this Contract and are not to be disconnected for any reason.
- .2 Electrical outlets (computers):
  - .1 Electrical outlets dedicated to or associated with computer equipment will not be used to provide electrical power for cleaning equipment.
- .3 Washrooms:
  - .1 Washrooms must be cleaned twice daily (morning and afternoon).
  - .2 Washroom service check-sheets must be provided by the Contractor and utilized accordingly.
- .4 Carpets:
  - .1 All carpets located in office areas must be vacuumed once per week with a maximum of eight (8) days in-between.
- .5 Corridors:
  - .1 Only one half of the length of any corridor is to be washed at a time to enable commuting on the other side of the floor which is dry.
  - .2 Corridors will be buffed / spray buffed once per week (e.g. Thursdays).
- .6 Desk-side and office garbage containers:
  - .1 The Contractor will empty the desk-side and office garbage containers in areas where no hallway sorting stations have been installed. Occupants will be responsible for the correct separation of recyclables. Where recycling stations have been installed, occupants will be responsible to placement in the appropriate centralized sorting stations.
- .7 Glass surfaces:
  - .1 For purposes of this paragraph the word glass also refer to Plexiglas or other materials used as a substitute for glass.

1.6 SPECIAL INSTRUCTIONS  
(Cont'd)

- .7 (Cont'd)
- .2 Glass in all doors must be cleaned on both sides.
- .3 All ground level glass at entrances (e.g. lobbies, foyers, etc.) will be cleaned on both exterior and interior surfaces.
- .4 All glass wholly located within a building (e.g. office windows or glass partitions) must be serviced on both sides.
- .5 Exterior facing windows must have interior surfaces cleaned.
- .6 Inward facing side of exterior storm windows must be cleaned.
- .8 Entrances:
- .1 At times of inclement weather, the Contractor must routinely patrol heavy traffic areas such as entranceways, lobbies and stairs and keep them clear of hazards such as litter, water, snow, ice, slush, sand and salt.
- .9 Classrooms:
- .1 Classrooms require cleaning on a flexible basis. The Supervisor will coordinate cleaning efforts with the facility manager in order to minimize the impact on operations. Floors and desks to be cleaned.
- .10 Hand sanitizer:
- .1 All wall mounted hand sanitizer dispensers must be replenished as required with solution provided by unit.

1.7 LOCATION OF JOB SITES  
AND AREAS TO BE  
SERVICED

- .1 The following buildings of 12 Wing Shearwater are to be serviced, the cleanable area in square meters and mandatory minimum daily person-hours required for each building:
- .1 SH343 MH OSC - 1,570.00 m<sup>2</sup>;
- .2 HGR342 - 752.00 m<sup>2</sup>;
- .3 HGR344 - 1,325.00 m<sup>2</sup>.
- .2 Total area: 3,647.00 m<sup>2</sup>.

1.7 LOCATION OF JOB SITES  
AND AREAS TO BE  
SERVICED  
(Cont'd)

.3 Total mandatory minimum daily person-hours required:

- .1 Monday - Friday (32 hours).
- .2 Saturday, Sunday and statutory holidays (8 hours).

1.8 SNOW / ICE REMOVAL

.1 The Contractor will be responsible seven (7) days per week for removing snow and ice from entrance ways, fire exits sufficiently to allow Property Services to clear any remaining snow and ice as described below.

.2 During normal working hours, the Contractor will be responsible for clearing ice and snow from main entrances, fire escapes and their associated steps, landings and walkways in accordance with the following points:

- .1 Main entrances must be cleared of snow and ice by 0700, primary fire escape routes by 0730, and secondary fire escape routes by 0800. Thereafter, these areas must be checked and re-cleared as needed every two (2) hours or after the accumulation of five (5) centimetres, whichever occurs first.
- .2 Snow and ice removal is to be complete to a maximum of 10 feet of entrance doors and as directed by the Janitorial Administrator.
- .3 The Contractor must spread salt / urea and / or sand as necessary and as directed by the Janitorial Administrator to prevent and remove snow and ice build-up.

.3 The quality standards specified in Annex B must not be compromised by snow / ice clearing efforts.

- .1 The Contractor will estimate an allowance for the minimum additional resources (personnel and equipment) required to conduct snow / ice removal related to five (5) heavy snowfalls per year, and must incorporate this amount into the Contract bid.
- .2 The Contractor may employ personnel separate from the normal janitorial staff for snow / ice removal so long as they meet the security requirements described in this document.

1.9 SITE ACCESS AND KEYS

- .1 Access to the site is under the direction of the Department of National Defence (DND). All visitors entering areas where a daily pass is issued will be aware of the possible requirement for search as a condition of issue.
- .2 While within the confines of 12 Wing Shearwater, all employees and representatives of the Contractor must comply with all of the Standing Orders as promulgated by Base / Wing Authorities. The Janitorial Administrator will provide copies of relevant Standing Orders as required.
- .3 Except as noted below, Contractor staff must not hold or be given access to keys for any MARLANT building.
  - .1 Contractor may be granted temporary access to keys for certain rooms that require cleaning after normal working hours (e.g. due to occupant's requests). The keys must be returned upon completion of the work.
  - .2 Contractors may be given keys for janitorial storage areas.
- .4 Contractors should not be expected or relied upon to open any building for CF / DND personnel.

1.10 ADDITIONAL SECURITY  
REQUIREMENTS FOR 12  
WING SHEARWATER  
AIRFIELD OPERATIONS  
ZONE

- .1 The Contractors and sub-contractor's employees with the minimum "Reliability Status" must be escorted at all times in restricted areas.
- .2 Vehicle access to the Airfield Operations Zone (Ops Z) is restricted. Vehicles that require access to the Ops Z areas must be escorted by a commissioned RAMP DCC qualified at all times. Employees must attend a security / safety briefing to access the Ops Z areas.
- .3 The Contractor must inform the Engineer as soon as possible of any requirements for vehicles requiring access to the Ops Z areas. The Engineer will coordinate a schedule with the Ops Planning officer.

1.11 PRE-JOB MEETING

- .1 Immediately upon receipt of award of Contract, the successful Contractor will contact Janitorial Administrator to arrange a pre-job meeting prior to commencement of any work.
- .2 The Janitorial Administrator will provide a list of authorized representatives.

1.12 CONTRACTOR PASSES

- .1 All Contractor employees will carry an authorized Contractor pass on their persons when employed on DND property. Such passes will be produced on demand to Military Police, Commissionaires, Security Guards and persons in authority.
  - .1 In order to obtain a Contractor's pass, the Contractor must have an approved Visitor Clearance Request (VCR) and up to date security clearance for each employee. The Janitorial Administrator will not sign the forms until proof of VCR and security clearance have been completed.
  - .2 The Contractor will complete application forms for Contractor passes for each individual and submit them to the Janitorial Administrator for approval signature. The Contractor will accompany the employee to the Identification Section for issuance of passes.
- .2 The Contractor will ensure Contractor passes are recovered from employees who cease to be employees of the company or who cease to be employed on DND property. Such passes must be immediately returned to the Identification Pass office.

1.13 PARKING

- .1 In limited areas, a parking space will be made available on site for Contractor vehicles to drop off equipment and supplies. The Contractor will maintain and administer this space as directed.

1.14 STAFF COMPETENCE  
AND CONDUCT

- .1 The Contractor must not employ anyone unfit or unskilled for the intended duties.
- .2 All employees must be in good general health, and physically capable of performing all assigned duties.
- .3 Disorderly conduct, use of abusive or offensive language, quarrelling, intimidation by words, actions, or fighting, and participation in any activity that interferes with MARLANT operations must not be condoned.
- .4 The Janitorial Administrator reserves the right to require the dismissal from the site any workers deemed, unproductive, incompetent, careless, insubordinate or otherwise objectionable.
- .5 In disputes regarding the fitness of employees, the Janitorial Administrator's decision is final.



1.15 SUPERVISION

- .1 The Contractor will provide the Janitorial Administrator with the name of the authorized Supervisor(s) containing the following items:
  - .1 full name; and
  - .2 contact numbers (cellular phone, pager, etc.).
- .2 The Contractor will provide a Supervisor with a means by which the Janitorial Administrator will have direct and immediate communications to the Supervisor. Acceptable methods include pagers and cellular phones.
- .3 When a cleaning task that is infrequently performed (e.g. 3 months, 6 months, yearly) is to be carried out, the Supervisor must give personal and supervision to the work as it is being performed to ensure it is done safely and correctly.
- .4 It is the Supervisor's responsibility to ensure all work is completed to the quality standard specified herein prior to departure from the worksite.

1.16 QUALITY AND INSPECTION

- .1 The Contractor is responsible to ensure the quality of the work meets the minimum quality standards specified in Annex B - Quality Standards.
- .2 Supervisors will conduct routine daily quality assurance inspections and ensure deficiencies are rectified in a timely manner.
- .3 The Janitorial Administrator must conduct periodic Contractor performance evaluation inspections to assess the quality of work and verify compliance with the cleaning standards.
  - .1 The inspector must conduct inspections or other personnel so authorized by the Janitorial Administrator.
  - .2 All aspects of this Contract are subject to audit / verification / inspection at any time.
- .4 There will be zero tolerance of sub-standard washroom services.
  - .1 Contractor will maintain service checks sheets in the washrooms.

1.16 QUALITY AND  
INSPECTION  
(Cont'd)

- .5 In disputes regarding the quality of workmanship, the Janitorial Administrator's decision is final.

1.17 USE OF WORKSITE

- .1 The Janitorial Administrator will brief the Contractor on use of the worksite.
- .2 The Contractor must not unreasonably encumber the worksite with supplies or equipment, and must move such items that interfere with the operations of the Janitorial Administrator or other Contractors.
- .3 The Contractor must turn off all non-essential lights upon completion of work.
- .4 Upon completion of work in an area that was secure at the commencement of such work, the Contractor's staff must close and lock all windows and doors, and return any keys that were signed out to perform the work.

1.18 CODES AND  
STANDARDS

- .1 The Contractor must meet the requirements of Contract documents, specified standards, codes and referenced documents. The Contractor must ensure that all employees understand and comply with all regulations outlined in this specification at all times when employed within the confines of CFB Halifax, NS.
- .2 Contractor Site Supervisors and staff must be conversant with MARLANT Solid Waste Management Program as outlined in Annex A.

1.19 SIGNS AND NOTICES

- .1 Safety and instruction signs and notices such as wet floor signs must be in both official languages (English and French) and conspicuously placed while in use.
- .2 Wet floor signs must be collapsible and conform to latest version of "Signs and Symbols for the Workplace".

1.20 WORKSITE  
IRREGULARITIES

- .1 The Contractor must notify the Janitorial Administrator of irregularities in the worksite such as:
- .1 mechanical, electrical, or structural defects;

1.20 WORKSITE  
IRREGULARITIES  
(Cont'd)

- .1 (Cont'd)
- .2 vandalism or cases of wilful neglect by building occupants;  
or
- .3 any other situations beyond the scope of work.
- .2 In the case of vandalism or wilful neglect by building occupants, the Janitorial Administrator will determine the most suitable course of action to rectify the situation.
  - .1 In these cases, the Janitorial Administrator reserves the right to recoup all expenses incurred through rectification of the situation from the Unit or individual (s) responsible.

1.21 UNIFORMS

- .1 All Contractor cleaning staff must wear uniforms while at the worksite; uniforms will be provided at the expense of the Contractor.
- .2 Employee uniforms should be identical and bear the company name in a prominent location. They may be industrial type shirts, knee-length duster coats, or heavyweight T-shirts, so long as they are maintained in good condition and professional appearance.
- .3 Supervisors' uniforms must identify them as such.

1.22 SERVICE CALLS

- .1 The Contractor will provide a 24-hour "call-in" service as and when requested by the Janitorial Administrator.
- .2 The Contractor must notify the Janitorial Administrator of the telephone number at which the Contractor or his / her representative may be contacted at all times.
- .3 Other than the number of regularly scheduled persons, the Contractor must report service calls executed outside normal working hours to the Janitorial Administrator immediately on the next working day.
- .4 The Janitorial Administrator will advise the Contractor of those personnel authorized to request emergency service, typically a Duty Engineer.

1.22 SERVICE CALLS  
(Cont'd)

- .5 Services undertaken at the request of unauthorized persons will be done at the Contractor's risk, with regards to payment. That is, the Janitorial Administrator assumes no financial responsibility for payment of said services.

1.23 NOTICE OF  
ADDITIONAL  
REQUIREMENTS

- .1 Occasionally, a "Task Authorization (DND 626)" will be issued by the Janitorial Administrator to notify the Contractor of additional requirements against this Contract. Whenever possible, 24 hours notice will be given.
- .1 All call-ups supported with a DND 626 will be invoiced separately.
- .2 Prior to commencing work, the Contractor must submit a written cost estimate to the Janitorial Administrator that includes the total costs for all work to be performed as requested, exclusive of regular inspections.
- .3 Upon completion of the Work, the Contractor must provide the Janitorial Administrator with an itemized breakdown to illustrate how costs were incurred (labour, materials, attendance, etc.).
- .4 Invoices must be submitted to the Janitorial Administrator.

PART 2 - PRODUCTS

2.1 NOT USED

- .1 Not used.

PART 3 - EXECUTION

3.1 NOT USED

- .1 Not used.

## PART 1 - GENERAL

### 1.1 DEFINITIONS

- .1 Company Security Officer (CSO):
  - .1 The CSO is the organization's official point of contact with the Industrial Security Program (ISP). He or she is responsible for monitoring the organization's security profile, addressing security issues, and is accountable to the ISP and to the organization's designated Key Senior Official on all industrial security matters.
- .2 Contractor CSO:
  - .1 The employee of the Contractor's company who is the CSO.
- .3 Industrial Security Manual (ISM):
  - .1 The ISM is a ready and simple reference which tells Company Security Officers what they must know about Canadian government security standards and procedures and how to ensure that their organization meets these security requirements.
- .4 Industrial Security Program (ISP):
  - .1 The Industrial Security Program (ISP) helps industry to participate in Government of Canada and foreign government contracts. CISD provide security screening services needed for contractors before their employees can work with Protected or Classified information and assets.
- .5 Visit Clearance Request (VCR):
  - .1 Is a form that is required to be filled out by an individual who requires access to sensitive DND property, personnel, information, assets and resources so they must be security screened at the appropriate level before commencement of their duties.
- .6 Restricted:
  - .1 Refers to a situation where authorized persons only are allowed access to an area or information.
- .7 Security Requirements Check List (SRCL):

1.1 DEFINITIONS  
(Cont'd)

- .7 (Cont'd)
- .1 The Security Requirements Check List (SRCL) is a Treasury Board Secretariat (TBS) form used to define the security requirements for a contract. The SRCL represents an evaluation of security threats and risks that may arise through the contracting process.
- .8 Sensitive:
- .1 Records that are sensitive contain information that can cause different degrees of injury to an individual, a company, or the country if the information were disclosed in an unauthorized manner.

1.2 REFERENCE SITES

- .1 Public Services and Procurement Canada (PSPC) Industrial Security:
- .1 <http://ssi-iss.tpsgc-pwgsc.gc.ca/index-eng.html>.

1.3 GENERAL

- .1 Security requirements must form part of the Contract between DND and industry when defined by a Security Requirement Check List (SRCL).
- .2 A Security Requirement Check List (SRCL) is a form that is used to define the security requirements associated with all contracts. The SRCL ensures that the appropriate security clauses are identified so they may be incorporated into the contract, thereby legally binding the parties to meet the contract's security requirements.
- .1 The SRCL must accompany all Contract documents including subcontracts that contain security requirements.
- .3 If multiple levels of screening are required, a Security Classification Guide may have been provided along with the SRCL as a contractual document. This document will provide further information related to security requirements when dealing with multiple levels of clearances within the Contract.

1.4 PRIVATE SECTOR  
ORGANIZATION SCREENING  
AND CLEARANCES

- .1 Companies who will need access to or who will retain controlled goods, Protected or Classified property, information, assets or resources must be cleared as follows:
- .1 Companies must be cleared to safeguard the highest level of information and asset to be retained.

1.4 PRIVATE SECTOR  
ORGANIZATION SCREENING  
AND CLEARANCES  
(Cont'd)

- .1 (Cont'd)
- .1 (Cont'd)
- .1 Designated Organization Screening (DOS) is required for access to Protected information, assets and secure work sites, as part of a Contract, and as long they need-to-know. (Reliability Status).
- .2 Facility Security Clearance (FSC) is required for access to Protected or Classified information, assets, and secure worksites, as part of a contract, and as long as they have a need-to-know (Secret status).
- .3 Document Safeguarding Capability (DSC) is required by contract to work on Protected and / or Classified information at their own worksite.
- .4 Companies who will electronically process and / or transmit sensitive electronic data on their information technology systems must have the Authority to Process IT and must obtain the mandatory IT written approval letter from the ISP for the level of security requested.

1.5 PERSONNEL SECURITY  
SCREENING

- .1 Contracts with DND may require employees of the Contractor to access Protected and / or Classified information, assets or work sites. In these cases, the personnel who must have access to information and / or work site must have their personnel security screening completed. Please refer to PSPC website for more information.
- .2 Refer to PSPC website for the process to obtain a security screening.

1.6 VISIT CLEARANCE  
REQUESTS (VCR) APPROVAL

- .1 All individuals (including subcontractors) who will have access to sensitive DND information, assets, resources, or work sites must be security screened before submitting a visit clearance request (VCR).
- .2 The VCR process verifies that those who are permitted access onto DND property have the required clearance level as outlined within the Security Requirement Check List (SRCL) for the Contract.
- .3 All employees of the successful bidder who will be working on the contract require a VCR. The Contractor's CSO must forward the completed form to the Engineer for processing.

<u>1.7 RESPONSIBILITY</u>	.1	It is the responsibility of the Contractor to have no security breaches while undertaking the work for this Contract.
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PART 2 - PRODUCTS

<u>2.1 NOT USED</u>	.1	Not used.
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PART 3 - EXECUTION

<u>3.1 NOT USED</u>	.1	Not used.
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PART 1 - GENERAL

1.1 CONSTRUCTION SAFETY  
MEASURES

- .1 Observe and enforce construction safety measures by complying with the requirements of the following statutes and authorities:
  - .1 Canada Labour Code Part II and the Canada Occupational Health and Safety Regulations.
  - .2 The Nova Scotia Occupational Health and Safety Act and supporting Occupational General Safety Regulations as amended from time to time.
  - .3 Most recent amendments to the National Building Code of Canada, Part 8 and National Fire Code of Canada.
- .2 Refer to Section 01 35 35, DND Fire Safety Requirements.
- .3 Janitorial Administrator will provide a copy of any relevant special written instructions to be followed.
- .4 Before Work Begins
  - .1 Contractor to provide documentation if requested by the Crown, indicating all safety training attained for each person who will be involved with the Contract.
- .5 The following disciplinary measures will be taken for any violations of safety under this Contract.
  - .1 First Violation:
    - .1 Verbal warning issued to the Contractor for the first violation of a safety regulation (Violation will be documented on Contract file, copy to Contractor and PSPC.).
  - .2 Second Violation:
    - .1 Written warning to Contractor for second violation of a safety regulation (Violation will be documented on Contract file, copy to Contractor and PSPC.).
  - .3 Third Violation:

1.1 CONSTRUCTION SAFETY .5  
MEASURES .3  
(Cont'd)

(Cont'd)

.3 (Cont'd)

.1 A third violation of a safety regulation may result in the termination of the contract with a recommendation to the Contracting Authority that the contractor be denied access to Real Property Operations Section - Halifax (RPOS(H)) contracts (Documented to Contract file, copies to Contractor and PSPC.).

.4 Serious Violation:

.1 For a serious violation of a safety regulation as deemed by a regulator, project manager or safety officer a recommendation will be made to the Contracting Authority to immediately terminate the Contract / Standing Offer (Violation documented on Contract file, copies to Contractor and PSPC.).

.5 Charges Laid or Guilty Determination by Courts:

.1 Infractions of safety regulations that result in charges being laid by a regulator against the Contractor or the Contractor being found guilty by the courts may result in that Contractor being denied access to RPOS(H) contracts.

1.2 HAZARD ASSESSMENTS .1

Contractor must implement and carry out a health and safety hazard assessment program as part of the Work. Program to include:

.1 Initial Hazard Assessment:

.1 Carried out upon notification of Contract award and / or prior to commencement of Work.

.2 On-going Hazard Assessments:

.1 Performed during the progress of Work identifying new or potential health risks and safety hazards not previously known. As a minimum, hazards assessments must be carried out when:

1.2 HAZARD ASSESSMENTS  
(Cont'd)

- .1 (Cont'd)
- .2 (Cont'd)
- .1 new sub-trade work, new sub-contractor(s) or new workers arrive at the site to commence another portion of the Work;
- .2 the scope of Work has been changed;
- .3 Work conducted in confined spaces; and / or
- .4 potential hazard or weakness in current health and safety practices are identified by the Janitorial Administrator.
- .2 Hazard assessments will be project and site specific, based on review of Contract documents and site.
- .3 Each hazard assessment to be made in writing. Keep copies of all assessments on site for duration of Work. Upon request, make available to Janitorial Administrator.
- .4 The Contractor must notify Janitorial Administrator of suspected hazardous material during work and not apparent from drawings, specifications, or report pertaining to work (e.g. lead, asbestos etc.). Do not disturb such material pending instructions from the Engineer. The Janitorial Administrator will make the necessary arrangements for testing the material as required.

1.3 ASBESTOS PRODUCTS &  
ASBESTOS ACTIVITY

- .1 Within the confines of the Base, the provision of new products containing fibrous asbestos materials is prohibited.
- .2 Demolition or disturbance of spray or trowel-applied asbestos can be hazardous to health. Should material resembling spray or trowel-applied asbestos be encountered in course of work, stop work and notify Janitorial Administrator immediately. Do not proceed until written instructions have been received from Janitorial Administrator.

1.4 HAZARDOUS MATERIAL  
SPILL

- .1 The Contractor or sub-contractors must report to the DND Fire Department and the Janitorial Administrator for any incident or spill involving hazardous materials (HAZMAT).
- .2 In the event of a hazardous material spill, the following procedures for initial actions must be followed:

1.4 HAZARDOUS MATERIAL SPILL  
(Cont'd)

.2

(Cont'd)

- .1 ensure safety of all personnel;
- .2 assess spill hazards and risks;
- .3 ventilate area if release is indoors and remove all sources of ignition;
- .4 stop the spill if safely possible (e.g. shut off pump, replace cap, tip drum upward, patch leaking hole etc.);
- .5 no matter the volume is, contact the DND Fire Department and provide the following information:
  - .1 time of the spill;
  - .2 location;
  - .3 special considerations:
    - .1 personal safety;
    - .2 environmental.
  - .4 type and amount of spill;
  - .5 person reporting the spill:
    - .1 name;
    - .2 company; and
    - .3 telephone number.
  - .6 contain the spill;
  - .7 isolate the area as required;
  - .8 contact the Janitorial Administrator; and
  - .9 clean up minor spills using appropriate protective equipment and supplies.

1.5 FASTENING DEVICES  
EXPLOSIVE ACTUATED

.1

Explosive actuated devices must not be used without the approval of the Janitorial Administrator.

1.5 FASTENING DEVICES  
EXPLOSIVE ACTUATED  
(Cont'd)

- .2 Operator must have the appropriate training before using the explosive actuated device.
- .3 Follow the manufacturer's safety guidelines and ensure the applicable personal protective equipment is used.

1.6 HOT WORK

- .1 All hot work activity is to take place with Janitorial Administrator's approval and written permission from the Base Fire Chief (hot work permit). Hot work permits and fire watch requirements will be provided by the DND Fire Department.
- .2 The ventilation system in the area of any hot work activity is to be isolated to prevent migration of fumes / smoke and to reduce any possible spread of fire to other areas of the facility.
- .3 Contractor is to employ an employee trained in the use of fire extinguishers as fire watch during any hot work for a minimum of 30 minutes after activity has ceased.

1.7 CONFINED SPACES

- .1 All work in confined spaces will be carried out in compliance with the Canada Occupational Safety and Health Regulations, Part XI.
- .2 The Contractor to provide and maintain all equipment as required by any person to enter and / or perform work in a safe manner, in compliance with the Canada Occupational Safety and Health Regulations, Part XI.
- .3 The Contractor to provide and maintain training, as required by the Canada Occupational Safety and Health Regulations, Part XI.
  - .1 The Contractor and / or his / her employees must provide proof of training and qualifications when requested by the Janitorial Administrator.
- .4 The Contractor to provide the Janitorial Administrator with a copy of an "entry permit" for each and every entry into the confined space to ensure compliance with the Canada Occupational Safety and Health Regulations, Part XI.
- .5 The Contractor to have a hazard assessment of the confined space performed.
  - .1 The Contractor to provide the Janitorial Administrator with a copy of the hazard assessment.

#### 1.8 FALL PROTECTION

- .1 All work carried out above the mandatory height restrictions, from unguarded structure and / or scaffolding, will be done in compliance with the Canada Occupational Safety and Health Regulations, Part XII, Section 12.10.
- .2 The components of a fall protection system must meet the standards as outlined in the Canada Occupational Safety and Health Regulations, Part XII, Section 12.10(2).
- .3 The Contractor is to ensure fall protection equipment is maintained, inspected and tested by a qualified technician as required by the Canada Occupational Safety and Health Regulations, Part XII, Section 12.3.

#### 1.9 ARC FLASH

- .1 The Contractor is to ensure all electrical equipment such as switchboards, panelboards, motor control centres and meter socket enclosures be marked to warn persons of potential electric shock and arc flash hazards. This labeling is required for all new & modified installations.
- .2 The warning label must also include information regarding "arc flash hazard category (0 to 4)" and the "Flash Protection Boundary" as defined in NFPA 70E. All projects specifications must include short circuit study and flash hazard analysis.
- .3 In accordance with the CSA Standards Z462 Workplace Electrical Safety, electrical Contractors are required to perform a shock and flash hazard analysis to select the appropriate PPE to wear. Electrical Contractors are required arc-rated personal protective equipment while troubleshooting and diagnostic testing that cannot be performed unless the electrical conductor or circuit part is energized. All contractor work practices must protect each employee from arc flash and from contact with live parts directly with any part of the body or indirectly through some other conductive object.

#### 1.10 SAFETY

- .1 It is the Contractor's responsibility to be familiar with all applicable safety acts, regulations, codes and Contract requirements. These must be identified and addressed in the safety plan, by identifying Standard Operating Procedures (SOP) and safe work practices (SWP) which incorporate clear and specific control measures, applicable rules, procedures and practices, all of which will become mandatory.

1.10 SAFETY  
(Cont'd)

- .2 The Contractor must ensure all workers and authorized persons entering the work site are notified of and abide by the posted safety plan, safety rules, procedures, safe work practices and applicable safety acts, regulations, and codes. Any person not complying with these will not be permitted on the site.
- .3 Contractor must ensure that all applicable personal protective equipment (PPE) is used.
  - .1 All personnel are required to wear hard hats, in accordance with CSA Z94.1, Industrial Protective Headwear.
  - .2 All personnel are required to wear safety footwear, in accordance with CSA Z195, Protective Footwear.
  - .3 All personnel are required to wear eye & face protection, in accordance with CSA Z94.3.1, Selection, Use and Care of Protective Eyewear.
  - .4 When and where noise level is above 85 decibels; all personnel are required to wear hearing protection, in accordance with CSA Z94.2, Hearing Protection Devices - Performance, Selection, Care and Use.
- .4 The Janitorial Administrator will coordinate arrangements for the Contractor to be briefed on site safety within 14 days of award of Contract.

PART 2 - PRODUCTS

2.1 NOT USED

- .1 Not used.

PART 3 - EXECUTION

3.1 NOT USED

- .1 Not used.

END OF SECTION

PART 1 - GENERAL

1.1 EMERGENCY  
REPORTING

- .1 Telephone numbers for emergency reporting will be provided by the Engineer at the fire safety briefing.

1.2 FIRE SAFETY  
ENFORCEMENT

- .1 Within the confines of the Base, the prescription and enforcement of mandatory fire safety measures will be exercised under the authority of the Base Fire Chief.
- .2 Comply with and enforce compliance by all contractor personnel with all requirements of this specification section, and with the most recent edition of the National Building Code of Canada (NBC) and the National Fire Code of Canada (NFC), including all subsequent revisions issued by the National Research Council of Canada.
- .3 The Janitorial Administrator reserves the right to require the dismissal from site of persons deemed careless or otherwise in violation of the fire safety requirements.

1.3 FIRE SAFETY BRIEFING

- .1 Prior to commencement of work under this Contract, the Janitorial Administrator will arrange a meeting of all parties concerned to review and clarify requirements for fire safety measures. This may involve a briefing by the Base Fire Chief.
- .2 The Janitorial Administrator will provide direction for reporting of fire including the emergency telephone number for fire reporting and location of fire alarms within or adjacent to work area.

1.4 FIRE WATCH

- .1 For hot work activity, the Contractor will provide the service of fire watch persons on a scale and schedule as prescribed by the DND Fire Department at the time of issuance of the hot work permit.

1.5 FIRE EXTINGUISHERS

- .1 Supply fire extinguishers, as prescribed by the Base Fire Chief, necessary to protect work in progress and Contractor's physical plant on site.

1.6 SMOKING  
PRECAUTIONS

- .1 Smoking not permitted on DND property except in designated smoking areas. This includes smoking in passenger motor vehicles.



1.6 SMOKING  
PRECAUTIONS  
(Cont'd)

- .2 In accordance with these fire safety requirements particular to the work area and site, the Janitorial Administrator and Base Fire Chief will designate hazardous areas as well as non-restricted areas where smoking may be permitted.
- .3 Smoking is prohibited in all buildings.
- .4 In all other areas, exercise care and comply with written or oral directives of the Janitorial Administrator for the use of smoking materials.

1.7 REPORTING FIRE  
INCIDENTS

- .1 Report immediately all fire incidents as follows:
  - .1 activate nearest fire alarm;
  - .2 dial 9-1-1 or designated number given at the time of briefing; and
  - .3 telephone the Janitorial Administrator.
- .2 Persons activating fire alarm must remain at the alarm to direct the Fire Department to the scene of the fire.
- .3 When reporting a fire by telephone, give location of fire, name and number of building and be prepared to direct the Fire Department to the scene of the fire.

1.8 INTERIOR AND  
EXTERIOR FIRE  
PROTECTION AND ALARM  
SYSTEM

- .1 Notify Base Fire Chief at least 48 hours prior to scheduling any work that may require fire alarm and / or protection systems to be:
  - .1 obstructed in any way;
  - .2 shut-off; and / or
  - .3 left inactive at the end of a working day or shift without authorization from Base Fire Chief.
- .2 Do not commence any such work until Janitorial Administrator confirms approval and direction by the Base Fire Chief.
- .3 Fire hydrants, standpipes and hose systems must not be used for other than fire fighting purposes unless authorized by the Janitorial Administrator and the Base Fire Chief.

1.9 BLOCKAGE OF ACCESS  
FOR FIRE FIGHTING  
APPARATUS

- .1 Advise Base Fire Chief of work that would impede fire apparatus response. This includes violation of minimum overhead clearance, as prescribed by the Base Fire Chief.

1.10 RUBBISH AND WASTE  
MATERIALS

- .1 Storage:
  - .1 Where it is necessary to store oily waste in work areas exercise extreme care to ensure maximum possible safety and cleanliness.
  - .2 Greasy or oily rags or materials subject to spontaneous combustion must be deposited and kept in a receptacle approved by the Base Fire Chief and removed as directed by the Janitorial Administrator.
- .2 The burning of rubbish is prohibited.
- .3 Removal:
  - .1 Remove rubbish from the work site at the end of work day or shift or as directed by the Janitorial Administrator.

1.11 FLAMMABLE LIQUIDS

- .1 Handling, storage and use of flammable and combustible liquids governed by current National Fire Code of Canada and guided by the requirements established by the Base Fire Chief.
- .2 Keep flammable and combustible liquids such as gasoline, kerosene and naphta for ready use in quantities not exceeding 30 litres provided that they are stored in approved safety cans bearing Underwriters' Laboratory of Canada or Factory Mutual seal of approval. Storage of quantities of flammable and combustible liquids exceeding 30 litres for work purposes requires permission of the Base Fire Chief.
- .3 The Janitorial Administrator reserves the right to require removal from the site any storage containers not acceptable to the Base Fire Chief.
- .4 Transfer of flammable and combustible liquids is prohibited within buildings or jetties.
- .5 Transfer of flammable and combustible liquids will not be carried out in the vicinity of open flames or any type of heat producing devices.

1.11 FLAMMABLE LIQUIDS  
(Cont'd)

- .6 Do not use flammable and combustible liquids having a flash point below 38 degrees C such as naphtha or gasoline as solvents or cleaning agents.
- .7 Store flammable and combustible waste liquids, for disposal, in approved containers located in a safe ventilated area. Keep quantities minimum and Fire Department is to be notified when disposal is required.

1.12 HAZARDOUS  
SUBSTANCES

- .1 Work entailing use of toxic or hazardous materials, chemicals and / or explosives, or otherwise creates a hazard to life, safety or health, in accordance with the National Fire Code of Canada, and measures prescribed by the Base Fire Chief.

1.13 FIRE INSPECTION

- .1 Co-ordinate site inspections by Base Fire Chief through Janitorial Administrator.
- .2 Allow Base Fire Chief unrestricted access to work site.
- .3 Co-operate with Base Fire Chief during routine fire safety inspection of work site.
- .4 Immediately remedy unsafe fire situations observed by Base Fire Chief.

PART 2 - PRODUCTS

2.1 NOT USED

- .1 Not used.

PART 3 - EXECUTION

3.1 NOT USED

- .1 Not used.

## PART 1 - GENERAL

### 1.1 DEFINITIONS

- .1 Environmental Pollution and Damage:
  - .1 Presence of chemical, physical, biological elements or agents which adversely affect human health and welfare; unfavourably alter ecological balances of importance to human life; affect other species of importance to humankind; or degrade environment aesthetically, culturally and / or historically.
- .2 Environmental Protection:
  - .1 Prevention / control of pollution and habitat or environment disruption during construction.

### 1.2 GENERAL

- .1 Contractors must take all reasonable steps to ensure they and their employees comply with all pertinent legislation to protect the environment.
- .2 The Janitorial Administrator will provide the Contractor with copies of MARLANT and RPOS(H) Environmental Standard Operating Procedures (SOPs) as required.
- .3 All relevant information pertaining to the MARLANT Solid Waste Management Program may be found in Annex A.

### 1.3 DISPOSAL OF WASTES

- .1 The Contractor will ensure that the disposal of all cleaning waste or by-products is carried out in accordance with all applicable product-specific instructions such as WHMIS.
- .2 The Contractor must not dispose of volatile materials such as mineral spirits, oil or paint thinner into waterways, storm or sanitary sewers.
- .3 The burning or burying of rubbish and / or waste materials on-site is prohibited.
- .4 Disposal of bio-hazardous waste will be carried out in accordance with:
  - .1 CCME-EPC-WM-42E February 1992 - Guidelines for the Management of Biomedical Waste in Canada.

PART 2 - PRODUCTS

2.1 NOT USED .1 Not used.

PART 3 - EXECUTION

3.1 NOT USED .1 Not used.

END OF SECTION

PART 1 - GENERAL

1.1 GENERAL  
REQUIREMENTS

- .1 Only the use of Janitorial Administrator approved materials and equipment will be permitted.
- .2 The Contractor must provide and use equipment of industrial design and quality, performing to typical industry standards and for which replacement parts are readily available.
- .3 The Contractor will deliver copies of Material Safety Data Sheets (MSDS) for all proposed products to the Janitorial Administrator at least seven (7) days prior to the Contract start date.
- .4 The Contractor must have all of the necessary equipment and materials specified in this document in place prior to the Contract start date.

1.2 MANUFACTURER'S  
INSTRUCTIONS

- .1 The Contractor will, unless otherwise directed by the Janitorial Administrator, comply with manufacturer's latest printed instructions for materials and equipment use.
- .2 The Contractor will notify the Janitorial Administrator in writing of any conflict between this specification and manufacturer's instructions. The Janitorial Administrator will determine which document is to be followed.

1.3 STORAGE AND  
DELIVERY OF MATERIALS

- .1 Storage will only be in areas approved by the Janitorial Administrator / site authority.
- .2 Where space permits, the Janitorial Administrator will provide a central, secure location within the Contract area for the storage of up to one month's supply of cleaning products and replenishment materials.
- .3 Where possible, the Janitorial Administrator will provide sufficient storage areas within the individual buildings for a minimum of one week's supply of cleaning products and replenishment materials.
- .4 The Contractor will ensure that all containers holding products deemed under WHMIS to be hazardous bear correct WHMIS labelling.

1.3 STORAGE AND  
DELIVERY OF MATERIALS  
(Cont'd)

- .5 The Contractor will deliver, store and maintain packaged material in accordance with supplier's instructions and with manufacturer's seals and labels intact.
- .6 The Contractor must prevent damage, adulteration and spoiling of cleaning materials during delivery, handling and storage. Rejected material must be immediately removed from the site.
- .7 Entrance doors to cleaning supply storage areas will bear the following items:
  - .1 correct WHMIS signage, provided by and installed at the expense of the Contractor; and
  - .2 an up-to-date set of Material Safety Data Sheets permanently affixed to the storage room door.
- .8 The Contractor must keep storage areas clean and free from clutter at all times.
- .9 Storage areas are to be closed and locked when not being immediately used, but must not be closed while persons are inside.

1.4 SUPPLY REQUIREMENTS

- .1 The Contractor will provide all materials including but not limited to the following:
  - .1 toilet tissue;
  - .2 paper towel (roll or multi-fold);
  - .3 liquid germicidal soap;
  - .4 liquid hand soap;
  - .5 urinal deodorizer screen type;
  - .6 gloves, reusable or disposable (e.g. latex, vinyl, nitrile rubber);
  - .7 heavy duty, clear plastic bags for shredded paper, recyclables, and dry garbage; and
  - .8 sani-bags.

1.4 SUPPLY REQUIREMENTS  
(Cont'd)

- .2 All material and cleaning supplies must be environmentally friendly / or green and scent free.
- .3 The estimated monthly usage of the major supply items is shown below:
  - .1 Supply Item / Estimated Monthly Requirement:
    - .1 toilet tissue, household type (2 ply) - 1,440 rolls (30 boxes);
    - .2 liquid hand soap (scent free) - 192 litres; and
    - .3 urinal deodorizer screen - 32 screens.
- .4 The Contractor must ensure that all supplies are maintained at appropriate levels in sufficient advance of requirements.
- .5 In the event that actual use exceeds the minimum shown above, the Janitorial Administrator will supply the necessary amount of materials to make up any shortages.
- .6 Salt or urea for steps and landings will be supplied on site by DND.

1.5 EQUIPMENT  
REQUIREMENTS

- .1 All equipment will be provided by Contractor for each location as needed and agreed upon by Janitorial Administrator.
  - .1 All equipment will be located and used as directed by Janitorial Administrator.
  - .2 Floor machines must be dual speed capable.
  - .3 All vacuums must be equipped with HEPA filters.
- .2 The following equipment is required for each or group of building:
  - .1 SH343:
    - .1 two (2) 350 RPM floor machines;
    - .2 one (1) vacuum equipped with power head and accessories.
  - .2 HGR342:



1.5 EQUIPMENT  
REQUIREMENTS  
(Cont'd)

- .2 (Cont'd)
  - .2 (Cont'd)
    - .1 one (1) 350 RPM floor machine;
    - .2 one (1) vacuum equipped with power head and accessories.
  - .3 HGR344:
    - .1 one (1) 350 RPM floor machine;
    - .2 one (1) vacuum equipped with power head and accessories.
  - .4 HGR344 (shared):
    - .1 one (1) automatic floor scrubber:  
The auto-scrubber must be equipped with soft nylon brushes or drive pad with proper pads for light scrubbing and buffing of rubber, vinyl and hardwood as appropriate. It will be electrically or battery operated and equipped with solution regular controls.
    - .2 one (1) wet / dry pickup vacuum complete with accessories for wet or dry pickup, 20 liters capacity or higher, HEPA filter.
- .3 All equipment will be of industrial type and quality, and will be in fully satisfactory operating condition at all times while on site. All equipment must be maintained in like-new appearance.
- .4 The Janitorial Administrator may order the removal from the worksite any unsuitable, unserviceable or unsafe equipment at any time without warning. The Contractor will replace at its own expense any unsuitable, unserviceable or unsafe equipment within 24 hours of it becoming unserviceable or being deemed unsuitable.

PART 2 - PRODUCTS

2.1 STANDARDS /  
ACCEPTABILITY

- .1 All cleaning materials such as soaps, detergents, scouring materials, cleaners, waxes and sealers must comply with the Canadian General Standards Board (CGSB) Specifications and must be certified Ecologo or Green Seal.
- .2 The Contractor must use odourless or low-odour, environmentally friendly (fully biodegradable) products free of preservatives where possible for all general purpose cleaning.
- .3 Prior to the Contract start date, the Contractor must submit to the Janitorial Administrator a list of proposed products that includes the following information:
  - .1 product name and supplier;
  - .2 MSDS;
  - .3 performance, description and test data; and
  - .4 manufacturer's instructions.
- .4 The Contractor will also submit the aforementioned information to the Janitorial Administrator for approval when a change in product is desired or required.

PART 3 - EXECUTION

3.1 NOT USED

- .1 Not used.

END OF SECTION

## **Annex A – MARLANT Solid Waste Management Program**

### **1.0 Contact:**

- 1.1 For information contact the Janitorial Administrator.

### **2.0 Desk-Side Units and Office Garbage Containers**

- 2.1 MARLANT employees are responsible for the correct separation of their own solid waste and its subsequent placement in the appropriate centralized sorting stations located in the hallways. MARLANT employees must ensure their desk-side bins are kept clean and organics are disposed on a daily basis.

### **3.0 Hallway Sorting Stations**

- 3.1 All hallway sorting stations will contain clear bags at all times.
- 3.2 The hallway sorting stations will be **emptied twice daily** (once mid-morning and once mid-afternoon) and the entire container (inside and out) will be kept clean at all times by the janitorial staff.
- 3.3 The contents of the hallway sorting station will be placed into the appropriate waste containers located outside of the buildings.
- 3.4 Refundable are the property of the Department of National Defence and **will not** be collected for individual gain.

### **4.0 Compost Containers**

- 4.1 Compost containers will be placed at all lunchrooms and will be emptied twice daily into the green carts located outside of the buildings (no plastic bags allowed in the green carts).

### **5.0 Corrugated Cardboard**

- 5.1 Boxes will be broken down by the owner and removed to the centralized hallway sorting stations. The Contractor will remove the broken down boxes from the hallway sorting stations to the recycling container on the outside of the buildings and marked "CARDBOARD".

- 5.1.1 The owner will be responsible to remove the styrofoam and other packing materials from the boxes and place into the garbage of the hallway sorting station.

## 6.0 **Shredding Machines**

- 6.1 Clear bags are to be placed in the shredding machines by the janitorial staff and when full taken to the recycling container on the outside of the buildings marked "*MIXED PAPER*".

## 7.0 **Further Instruction**

- 7.1 The Contractor will empty the desk-side and office garbage containers in areas where no hallway sorting stations have been installed. Owner is responsible for the correct separation of the recyclable materials. Where hallway sorting stations are in place, the owner is responsible for the correct separation of their own solid waste and its subsequent placement in the appropriate centralized sorting stations.
- 7.2 Contractor staffing is responsible for removing all waste material (garbage, cardboard, mixed paper, refundable, recyclables and organics) **twice daily** (once mid-morning and once mid-afternoon) from the hallway centralized sorting stations and placing in the appropriate containers located outside of the buildings.
- 7.3 Contractor staffing is responsible for ensuring that the lids of the garbage, compost and recycling bins are closed after use.

## 8.0 **Bag Specifications**

- 8.1 Clear, extra strong bags (min 3 mil thickness) will be used for all waste streams.

## **Annex B – Quality Standards**

### **1.0 Inspection Areas**

1.1 The building areas that will be evaluated using Annex D - Janitorial Inspection form are as follows:

- conference rooms / classrooms
- washrooms / showers / locker rooms
- corridors
- stairwells / landings
- offices
- lounges
- lunchrooms / kitchenettes
- lobbies / entrances
- elevators
- laundry rooms

### **2.0 Quality Standards:** The supplier must meet the following standards:

#### **2.1 Cleaning: General**

- 2.1.1 All surfaces and objects specified in the contract must be free of dust, stains, spills, debris and soil immediately after cleaning operation.
- 2.1.2 Machinery and equipment must not block a passageway, or present a trip hazard.
- 2.1.3 Caution signs must be placed adjacent to the affected area on all approaches.
- 2.1.4 Furnishings moved by cleaners must be relocated to their original location.

#### **2.2 Spot Cleaning**

- 2.2.1 All affected areas must be clear of stains, streaks and soil.
- 2.2.2 All over-spray from spray applicators must be wiped clean from all surfaces.

#### **2.3 Sweeping**

- 2.3.1 All floor areas including open areas and flooring around furniture legs and into corners be free of dirt and litter.

#### **2.4 Cleaning with a Hose**

- 2.4.1 All areas must clean of dirt, mud and debris with no water ponding as a result of the cleaning with a hose.

2.4.2 Equipment is removed and stored immediately after use.

**2.5 Dust Mopping**

2.5.1 All floor areas including open areas and flooring around furniture legs and into corners must be free of debris and dust film.

**2.6 Damp Mopping**

2.6.1 Floor areas including open areas and flooring around furniture legs and into corners must be free of surface stains, soil, mop streaks, loose mop strands and water spotting.

2.6.2 The Contractor must sweep or dry mop the area immediately before damp mopping.

2.6.3 The Contractor must start damp mopping with clean water and mop.

2.6.4 Walls, baseboards and other surfaces must be free of splash marks.

**2.7 Wash Floors**

2.7.1 All standards outlined in "Damp Mopping" apply.

2.7.2 In addition, surfaces must be rinsed free of cleaning solution after floors are washed.

2.7.3 All areas must be free of dirt, stains, splashing, cleaning chemical and water accumulations.

**2.8 Machine Scrubbing**

2.8.1 All areas must be free of dirt, stains, scuff marks, splashing, cleaning chemical and water accumulations.

2.8.2 Corners and other areas not accessible to a mechanical floor scrubber must be scrubbed manually.

**2.9 Spray Buffing**

2.9.1 Following spray buffing; all areas must present an overall appearance of cleanliness, have a bright shine throughout and be free of debris and dust.

2.9.2 Spills, scuffs and stains must be removed prior to spray buffing.

**2.10 Scrub and Refinish**

2.10.1 Contractor must apply all performance standards as with "Machine Scrubbing".

2.10.2 In addition, Contractor must apply one coat of finish compatible with existing finish.

2.10.3 As a result of the "Scrub and Refinish", all areas must present an overall appearance of cleanliness free of scuffs and stains, have a bright shine and be free of debris and dust once the "Scrub and Refinish" is complete.

## **2.11 Strip and Refinish**

- 2.11.1 Contractor must apply all performance standards as with “Scrub and Refinish”.
- 2.11.2 All old finish must be removed and all residual stripper chemical cleaned away.
- 2.11.3 New finish must be applied to all portions of the floors.
- 2.11.4 Refinish must include 2 coats of finishing material (wax, etc.).
- 2.11.5 All areas must be clean and clear of all stains, blemishes and dirt, and have a consistent shine free of scrapes and marks once the “Strip and Refinish” is complete.

## **2.12 Vacuuming**

- 2.12.1 All carpet surfaces must have an overall appearance of cleanliness and must be free of visible dust, dirt and grit.
- 2.12.2 A power head must be used. Vacuums must be 2 motor design (1 for suction, 1 for power head).

## **2.13 Stain Removal**

- 2.13.1 All carpets and walk-away mats must have no visible stains or discoloration after stain removal operation.
- 2.13.2 Where stain removal involves wetting of a hard surface floor, caution signs must be in place around affected work area.

## **2.14 Hot Water Extraction**

- 2.14.1 All carpets and walk-away mats must be clean and free of accumulated dust, dirt and stain as a result of hot water extraction.
- 2.14.2 Areas must be cleaned to walls and corners.

## **2.15 Damp Wiping**

- 2.15.1 Surfaces must be free of dust, stains, streaks and water spotting following damp wiping.
- 2.15.2 Wiping cloths must be rinsed frequently and free of stains and odors.
- 2.15.3 Feather dusters are not acceptable.

## **2.16 Glass and Mirror Cleaning**

- 2.16.1 All glass must be clean on both sides and free of streaks and finger marks.
- 2.16.2 Adjacent areas including frames, casing and ledges must be free of water spotting, splash marks and streaks.

## **2.17 High Dusting**

- 2.17.1 High dusting up to 10 feet.

- 2.17.2 All surfaces must be free of dust.
- 2.17.3 High dusting must be effected using either damp rag wiping or vacuuming. The method will be specified by the client.
- 2.17.4 Dust must be contained and prevented from floating freely in the air during operation.

**2.18 Clean and Disinfect**

- 2.18.1 Client-approved, commercial disinfectant cleaner must be used.
- 2.18.2 Manufacturer's instructions must be followed for best results.
- 2.18.3 All surfaces cleaned and disinfected must be rinsed clean of residual disinfectant.

**2.19 Entrance / Lobby / Foyer / Vestibule Cleaning**

- 2.19.1 Dust and damp mop the floors daily, and as required during inclement weather to remove the salt, sand and water.
- 2.19.2 Spray buffing the floors weekly.
- 2.19.3 Spot clean.
- 2.19.4 Clean and polish the ornamental hardware and metal weekly.
- 2.19.5 Dust the surfaces weekly.
- 2.19.6 Vacuum the entrance mats.
- 2.19.7 Spot clean all glass surfaces inside and out.

**2.20 Hallway / Corridor Cleaning**

- 2.20.1 Vacuum the carpeted hallway.
- 2.20.2 Dust and damp mop the hard floors.
- 2.20.3 Empty hallway sorting stations and remove from building and place in appropriate exterior receptacles.
- 2.20.4 Spray buff floor twice weekly.
- 2.20.5 Low dusting weekly.
- 2.20.6 Spot clean.

**2.21 Washroom / Shower / Locker Room Cleaning**

- 2.21.1 Use germicidal solution to clean washroom, shower and locker room areas.
- 2.21.2 Clean and disinfect toilets, urinals and wash basins.
- 2.21.3 Scrub and disinfect all surfaces of the showers and bathtubs.
- 2.21.4 Disinfect and shine all the body contact points such as faucets, door plates, flush valves, etc.
- 2.21.5 Clean and disinfect the sinks and countertops.
- 2.21.6 Clean the drain covers weekly.
- 2.21.7 Dust mop and wash the floor.
- 2.21.8 Clean the mirrors.
- 2.21.9 Clean and disinfect the toilet partitions weekly.
- 2.21.10 Spot clean.



- 2.21.11 Empty the refuse receptacles and the sani-cans.
- 2.21.12 Replenish the supplies as required.

## **2.22 Lunchroom / Kitchenette**

- 2.22.1 Clean and disinfect the counters, sinks and faucets.
- 2.22.2 Wipe and clean the tables.
- 2.22.3 Dust and damp mop the floor.
- 2.22.4 Empty the refuse and compost containers.
- 2.22.5 Spot clean.
- 2.22.6 Low dusting weekly.

## **2.23 Conference Room Cleaning**

- 2.23.1 Vacuum the carpeted flooring.
- 2.23.2 Dust and damp mop the hard floor.
- 2.23.3 Wipe and clean the tables.
- 2.23.4 Spot clean.
- 2.23.5 Empty the refuse containers.
- 2.23.6 Low dusting weekly.

## **2.24 Lounge Cleaning**

- 2.24.1 Dust and damp mop the hard floor.
- 2.24.2 Vacuum the carpeted flooring.
- 2.24.3 Vacuum upholstered furniture as required.
- 2.24.4 Clean the glass surfaces.
- 2.24.5 Empty the refuse containers.
- 2.24.6 Low dusting weekly.
- 2.24.7 Spot clean.
- 2.24.8 Wipe and clean tables.

## **2.25 Elevator Cleaning**

- 2.25.1 Dust and damp mop the floor.
- 2.25.2 Spot clean.
- 2.25.3 Polish the doors on the inside and out weekly.
- 2.25.4 Vacuum and clean the elevator's door grooves / tracks weekly.

## **2.26 Office Cleaning**

- 2.26.1 Vacuum the carpeted flooring weekly.
- 2.26.2 Dust and damp mop the hard floor weekly.
- 2.26.3 Spot clean.
- 2.26.4 Low dusting weekly.

**2.27 Laundry rooms**

- 2.27.1 Clean counter surfaces using germicidal solution.
- 2.27.2 Dust and damp mop floors using germicidal solution.
- 2.27.3 Spot clean.
- 2.27.4 Empty refuse containers (if applicable).
- 2.27.5 Low dusting weekly.

**3.0 Quality Control**

- 3.1 In order to ensure satisfactory cleaning standards are implemented and maintained on a regular basis, random building inspections will be conducted and a written evaluation generated.
- 3.2 A minimum of a building per month will be inspected by Janitorial Administrator or other assigned personnel using the form found in Annex D Janitorial Inspection Report.
- 3.3 Random follow-up inspections will be conducted by Janitorial Administrator or other assigned personnel for quality assurance purposes.
- 3.4 The completed inspection report will be reviewed and signed by the Contractor's representative. A copy of the inspection report will be kept on file by the Janitorial Administrator.
- 3.5 The evaluation system for the inspection report will be using the MAAL Levels identified in the Contract documents.

## **Annex C – Cleaning Frequency**

### **1.0 Cleaning Frequency:**

#### **1.1 Daily:**

- 1.1.1 clean entrances / lobbies / vestibules / foyers;
- 1.1.2 clean hallways / corridors;
- 1.1.3 clean washrooms / showers / locker rooms with germicidal solution (washrooms twice daily (morning and afternoon));
- 1.1.4 clean lounges / lunchrooms / conference rooms (lunchroom after lunch time);
- 1.1.5 clean kitchenettes;
- 1.1.6 clean laundry rooms;
- 1.1.7 clean elevators' floors three (3) times weekly (where applicable);
- 1.1.8 spot clean elevator walls and doors inside and out (where applicable);
- 1.1.9 clean stairwells and landings three (3) times weekly;
- 1.1.10 empty refuse containers; if installed, empty hallway sorting stations twice daily (including compost containers) as per Annex A MARLANT Solid Waste Management, remove from building and place in appropriate exterior receptacles;
- 1.1.11 replenish supplies as required; and
- 1.1.12 clean and sanitize the drinking fountains.

#### **1.2 Weekly:**

- 1.2.1 low dusting;
- 1.2.2 corridors and lobbies to be buffed at least weekly and more often in high traffic areas;
- 1.2.3 clean offices;
- 1.2.4 clean interior and exterior glass surfaces;
- 1.2.5 polish elevator's doors (where applicable);

- 1.2.6 vacuum and clean elevator's door grooves / tracks (where applicable);
- 1.2.7 vacuum stairwell corners and edges, wipe and polish handrails;
- 1.2.8 wipe toilet partitions;
- 1.2.9 vacuum upholstered furniture and as required;
- 1.2.10 dust exposed areas of bookcases including book ends; and
- 1.2.11 clean and polish hardware and ornamental metal (e.g. door handles, kick plates, etc.).
- 1.3 **Monthly:**
  - 1.3.1 high dusting (up to 10 feet);
  - 1.3.2 wash refuse containers and as required.
- 1.4 **6 Monthly:**
  - 1.4.1 clean exterior signs and light fixtures;
  - 1.4.2 wash door grills;
  - 1.4.3 dust office walls.
- 1.5 **Yearly:**
  - 1.5.1 wash walls.
- 1.6 **As Determined by Janitorial Administrator:**
  - 1.6.1 strip and refinish floors; and
  - 1.6.2 steam clean carpets.
- 1.7 **As Required:**
  - 1.7.1 snow and ice clearing entrances;
  - 1.7.2 minor incident cleaning;
  - 1.7.3 additional cleaning of entrances, lobbies and stairwells due to inclement weather; and
  - 1.7.4 replenish supplies.

<b>Janitorial Inspection Report</b>		
Date of Inspection: _____	Building: _____	
Contractor's Rep: _____	Signature: _____	
Contract Inspector: _____	Signature: _____	
Each item is evaluated based on MAAL levels specified in the Contract documents.		
<b>Lobbies / Entrances / Vestibules / Foyers</b>	<b>Level</b>	<b>Comments</b>
Floors / mats		
Hand and finger prints on glass		
Spot cleaning		
<b>Corridors / Hallways</b>	<b>Level</b>	<b>Comments</b>
Floors		
Low and high dusting		
Refuse containers empty and clean		
Spot cleaning		
<b>Office Areas</b>	<b>Level</b>	<b>Comments</b>
Floors		
Low and high dusting		
Spot cleaning		
<b>Washrooms</b>	<b>Level</b>	<b>Comments</b>
Floors		
Mirrors, countertops, sinks and chrome		
Toilet bowls & urinals (inside and out)		
Spot cleaning		
Stall partitions		
Supplies replenished (soap, toilet paper, etc.)		
Refuse containers empty and clean		

<b>Showers / Locker Rooms</b>	<b>Level</b>	<b>Comments</b>
Shower area		
Drains		
Floors		
Spot cleaning		
Low and high dusting		
Refuse containers empty and clean		
<b>Stairwells</b>	<b>Level</b>	<b>Comments</b>
Floors		
Landings, steps and handrails		
Spot cleaning		
<b>Laundry Rooms</b>	<b>Level</b>	<b>Comments</b>
Floors		
Counters		
Low and high dusting		
Spot cleaning		
Refuse containers empty and clean		
<b>Kitchenettes</b>	<b>Level</b>	<b>Comments</b>
Floors		
Low and high dusting		
Spot cleaning		
Counters, sinks and faucets		
Refuse containers empty and clean		
<b>Elevators</b>	<b>Level</b>	<b>Comments</b>
Floors		
Elevator's door grooves / tracks		
Spot cleaning		
<b>Conference Rooms / Classrooms</b>	<b>Level</b>	<b>Comments</b>
Floors		
Low and high dusting		
Desks / tables		

Spot cleaning			
<b>Lounges / Lunchrooms</b>		<b>Level</b>	<b>Comments</b>
Floors			
Low and high dusting			
Tables / furniture			
Spot cleaning			
<b>General</b>		<b>Level</b>	<b>Comments</b>
Water fountains			
Ornamental metals			
Door grills			
Custodial closet			
Entrance snow clearing			
<b>Average Level</b>			

## Annex E – Sample Invoice

# Spiffy-Clean Ltd.

123 Anystreet  
Halifax, NS B9B 9B9  
Ph: (902) 454-XXXX  
Fax: (902) 454-YYYY

**Note:**

Invoice style may vary and other details may be added as needed, but information shown herein is mandatory.

**Customer(Bill to):**

Accounts Payable  
RPOS(H)  
Maritime Forces Atlantic  
PO Box 99000 Stn Forces  
Willow Park #7, Bldg WL7  
Halifax, NS B3K 5X5

For Janitorial Services performed under Contract No. **19-0157 12 Wing Shearwater Hangars**  
during the month of \_\_\_\_\_ 2019.

Building No. and Name	Basic Monthly Bldg Charge
SH343	0\$
HGR342	0\$
HGR344	0\$
Total Basic Monthly Charges	0\$
1% Discount	0\$
HST	-0\$
<b>Total Invoice Amount</b>	<b>0\$</b>