



**RETURN BIDS TO:**  
**RETOURNER LES SOUMISSIONS À:**  
Réception des soumissions - TPSGC / Bid Receiving  
- PWGSC  
1550, Avenue d'Estimauville  
1550, D'Estimauville Avenue  
Québec  
Québec  
G1J 0C7

**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**

<b>Title - Sujet</b> Entretien hottes des cuisines Bagot	
<b>Solicitation No. - N° de l'invitation</b> W0138-18CS30/A	<b>Date</b> 2018-10-10
<b>Client Reference No. - N° de référence du client</b> W0138-18CS30	
<b>GETS Reference No. - N° de référence de SEAG</b> PW-\$QCL-043-17502	
<b>File No. - N° de dossier</b> QCN-8-41039 (043)	<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 2018-11-28</b>	<b>Time Zone</b> <b>Fuseau horaire</b> Heure Normale du l'Est HNE
<b>F.O.B. - F.A.B.</b> Specified Herein - Précisé dans les présentes <b>Plant-Usine:</b> <input type="checkbox"/> <b>Destination:</b> <input type="checkbox"/> <b>Other-Autre:</b> <input checked="" type="checkbox"/>	
<b>Address Enquiries to: - Adresser toutes questions à:</b> Beauchesne, Sonia	<b>Buyer Id - Id de l'acheteur</b> qcl043
<b>Telephone No. - N° de téléphone</b> (418) 649-2702 ( )	<b>FAX No. - N° de FAX</b> (418) 648-2209
<b>Destination - of Goods, Services, and Construction:</b> <b>Destination - des biens, services et construction:</b> Détachement des Opérations Immobiliere (DOI) Section des contrats (Bâtiment 62) BFC Bagotville C.P. 5000, Succ Bureau-Chef ALOUETTE Québec G0V1A0 Canada	

**Instructions: See Herein**

**Instructions: Voir aux présentes**

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

**Issuing Office - Bureau de distribution**  
TPSGC/PWGSC  
601-1550, Avenue d'Estimauville  
Québec  
Québec  
G1J 0C7

<b>Delivery Required - Livraison exigée</b> Voir doc	<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>

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## **PART 1 - GENERAL INFORMATION**

### **1.1 Security Requirements**

There is no security requirement applicable to the Contract.

### **1.2 Statement of Work**

The Work to be performed is detailed under Article 6.2 of the resulting contract clauses.

### **1.3 Debriefings**

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

### **1.4 Trade Agreements**

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

### **1.5 epost Connect service**

This bid solicitation allows bidders to use the epost Connect service provided by Canada Post Corporation to transmit their bid electronically. Bidders must refer to Part 2 entitled Bidder Instructions, and Part 3 entitled Bid Preparation Instructions, of the bid solicitation, for further information.

## 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.

### 2.2 Submission of Bids

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

Bid Receiving Unit  
Public Works and Government Services Canada (PWGSC)  
601-1550, Avenue d'Estimauville  
Québec, (Québec) G1J 0C7

Facsimile: 418-648-2209

ePost connection address for Quebec region :  
[TPSGC.RQReceptionSoumissions-QRSupplyTendersReception.PWGSC@tpsgc-pwgsc.gc.ca](mailto:TPSGC.RQReceptionSoumissions-QRSupplyTendersReception.PWGSC@tpsgc-pwgsc.gc.ca)

**\*\*\*Note that you cannot send your proposal/solicitation directly to the email address; you must use an [ePost connection](#). Please create a Postel account and send an email to the address above to start a conversation.\*\*\***

### 2.3 Former Public Servant

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

#### **Definitions**

For the purposes of this clause, "former public servant" is any former member of a department as defined in the [Financial Administration Act](#), R.S., 1985, c. F-11, a former member of the Canadian

Armed Forces or a former member of the Royal Canadian Mounted Police. A former public servant may be:

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

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

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

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

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

**Yes ( ) No ( )**

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

- name of former public servant;
- 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:

- name of former public servant;
- conditions of the lump sum payment incentive;
- date of termination of employment;
- amount of lump sum payment;
- rate of pay on which lump sum payment is based;
- period of lump sum payment including start date, end date and number of weeks;

- number and amount (professional fees) of other contracts subject to the restrictions of a work force adjustment program.

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

## **2.4 Enquiries - Bid Solicitation**

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

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

## **2.5 Applicable Laws**

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

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

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## PART 3 - BID PREPARATION INSTRUCTIONS

### 3.1 Bid Preparation Instructions

- If the Bidder chooses to submit its bid electronically, Canada requests that the Bidder submits its bid in accordance with section 08 of the 2003 standard instructions. Bidders must provide their bid in a single transmission. The epost Connect service has the capacity to receive multiple documents, up to 1GB per individual attachment.

The bid must be gathered per section and separated as follows:

Section I: Technical Bid

Section II: Financial Bid

Section III: Certifications

- If the Bidder chooses to submit its bid in hard copies, Canada requests that the Bidder submits its 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)

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

- If the Bidder is simultaneously providing copies of its bid using multiple acceptable delivery methods, and if there is a discrepancy between the wording of any of these copies and the electronic copy provided through epost Connect service, the wording of the electronic copy provided through epost Connect service will have priority over the wording of the other copies.

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:

- a) 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

- b) use an environmentally-preferable format including black and white printing instead of colour printing, printing double sided/duplex, using staples or clips instead of cerlox, duotangs or binders.

**Section I: Technical Bid**

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

**Section II: Financial Bid**

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

**3.1.1 Exchange Rate Fluctuation**

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

**Section III: Certifications**

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



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

### **4.1 Evaluation Procedures**

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

#### **4.1.1 Financial Evaluation**

The price of the bid will be evaluated in Canadian dollars, Applicable Taxes excluded, FOB destination, Canadian customs duties and excise taxes included.

### **4.2 Basis of Selection**

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

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## PART 5 – CERTIFICATIONS AND ADDITIONAL INFORMATION

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

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

### 5.1 Certifications Required with the Bid

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

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

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

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

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

#### 5.2.1 Integrity Provisions – Required Documentation

In accordance with the [Ineligibility and Suspension Policy](#), the Bidder must provide the required documentation, as applicable. Consult sections [4.21](#), [5.16](#) and [8.70.2](#) of the Supply Manual for additional information.

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

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W0138-18CS30/A  
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W0138-18CS30

Amd. No. - N° de la modif.  
File No. - N° du dossier  
QCN-8-41039

Buyer ID - Id de l'acheteur  
qc1043  
CCC No./N° CCC - FMS No./N° VME

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

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

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

### **6.1 Security Requirements**

There is no security requirement applicable to the Contract.

### **6.2 Statement of Work**

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

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

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

#### **6.3.1 General Conditions**

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

### **6.4 Term of Contract**

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

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

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

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

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

### **6.5 Authorities**

#### **6.5.1 Contracting Authority**

The Contracting Authority for the Contract is:

Solicitation No. - N° de l'invitation  
W0138-18CS30/A  
Client Ref. No. - N° de réf. du client  
W0138-18CS30

Amd. No. - N° de la modif.  
File No. - N° du dossier  
QCN-8-41039

Buyer ID - Id de l'acheteur  
qc1043  
CCC No./N° CCC - FMS No./N° VME

Name : Sonia Beauchesne  
Title : Intern officer  
Public Works and Government Services Canada  
Acquisitions Branch  
601-1550, avenue d'Estimauville  
Québec, (Québec), G1J 0C7

Telephone : 418-649-2702  
Facsimile : 418-648-2209  
E-mail address: [sonia.beauchesne@tpsgc-pwgsc.gc.ca](mailto:sonia.beauchesne@tpsgc-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.

#### 6.5.2 Technical Authority

The Technical Authority for the Contract is:  
(to be completed by PWGSC at Contract Award)

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

The Technical 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 Technical Authority, however the Technical Authority has no authority to authorize changes to the scope of the Work. Changes to the scope of the Work can only be made through a contract amendment issued by the Contracting Authority.

#### 6.5.3 Contractor's Representative

The Contractor's Representative for this contract is:

Solicitation No. - N° de l'invitation  
W0138-18CS30/A  
Client Ref. No. - N° de réf. du client  
W0138-18CS30

Amd. No. - N° de la modif.  
File No. - N° du dossier  
QCN-8-41039

Buyer ID - Id de l'acheteur  
qc1043  
CCC No./N° CCC - FMS No./N° VME

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

## 6.6 Proactive Disclosure of Contracts with Former Public Servants

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

## 6.7 Payment

### 6.7.1 Basis of Payment

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

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

### 6.7.2 Terms of Payment

[H1001C](#) (2008-05-12), Multiple Payments.

## 6.8 Invoicing Instructions

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

## 6.9 Certifications and Additional Information

### 6.9.1 Compliance

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

## 6.10 Applicable Laws

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

## 6.11 Priority of Documents

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

- (a) the Articles of Agreement;
- (b) the general conditions [2010C](#) (2018-06-21), General Conditions - Services (Medium Complexity);
- (c) Annex A, Statement of Work;
- (d) Annex B, Basis of Payment;
- (e) the Contractor's bid dated \_\_\_\_\_ (to be completed by PWGSC at Contract Award)

## 6.12 SACC Manual Clauses

[A9062C](#) (2011-05-16), Canadian Forces Site Regulations  
[G1005C](#) (2016-01-28), Insurance – No Specific Requirement

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

### **1. Objective:**

Obtain cleaning services for kitchen extractor hood, filters and air evacuation ducts at Canadian Forces Base Bagotville.

### **2. Scope :**

The Contractor must provide the personnel, the material and the equipment required for the complete work execution describe below. Work planning must be authorized by the Technical Authority. The contract will be concluded for one year with 4 years in option.

### **3. Tasks :**

#### **3.1 Extractor hoods and filters cleaning (monthly)**

3.1.1 Extractor hoods and accessories cleaning (electric pipe, light, etc.) including deteriorated or damaged filters replacement by new filters. New filters will be provided by the contractor.

Cleaning process must not leave any trace of grease, dust or any other trace of dirtiness on all exterior and interior surfaces.

#### **3.2 Complete cleaning of extractor hoods, filters, duct and evacuators (bi-annual)**

3.2.1 Extractor hoods and filters cleaning as described in Section 3.1;

3.2.2 Fans, extractor hood and duct cleaning using detergents and a steam machine (or hot water pressure machine) for duct interior;

Cleaning process must not leave any grease, dust, streaks or other dirt on surfaces, in traps and ducts.

#### **3.3 Verifications**

3.3.1 Check hood filters and light globes;

3.3.2 Verification of the exhaust duct and proper operation of the ventilation system.

#### **3.4 Cleanliness of the premises**

3.4.1 Equipment owned by CFB Bagotville and outlets near fume hoods must be protected during washing;

3.4.2 The floor of the cleaning area must be cleaned after work.



#### 4. Work zone

Work will be carry out in different buildings belonging at the department of National Defence located at 3 Wing Bagotville.

#### **Kitchen Extractor Hood and air Evacuation Duct Cleaning**

Items	Building	phone	Extractor hood location	Filter type	Extractor hoods and filters cleaning 3.1	Complete cleaning 3.2
1	Building 55 Officers Mess	<i>Will be provided at contract award</i>	1 above dishwasher	No filter	Monthly	Bi-annual
			1 above cooking table	6 of 14X16		
			1 above oven	3 of 20 x 20		
			2 above steam table	6 of 16 x 16		
			1 in garbage room	No filter		
2	Building 62 Infrastructure Group	<i>Will be provided at contract award</i>	1 above cooking plate in the back	1 of 12 x 24	On Demand	On Demand
			1 above cooking plate	1 of 20 x 20		
			1 above oven	2 of 20 x 20		
3	Building 71 Recreative Center	<i>Will be provided at contract award</i>	1 above cooking plate	2 of 15 x 19	Monthly	Bi-annual
4	Building 87 Combine Mess	<i>Will be provided at contract award</i>	1 above oven	2 of 19 x 19	On Demand	On Demand
			1 above mixer	No filter		
			1 above oven in kitchen	1 of 19 x 19		
			1 above oven and cooking steamer	14 of 19 x 19		
			1 above cooking plate	4 of 15 x 15		
			1 above cooking plate	4 of 15 x 15		
1 above dishwasher	No filter					
5	Building 306 Arena	<i>Will be provided at contract award</i>	1 above oven	2 of 20 x 24	On Demand	On Demand

## 5. Equipment

### 5.1 Cleaning products

The Contractor must provide cleaning products such as degreasing disinfecting detergent, concentrated chemical cleaners, general purpose cleaners and others.

### 5.2 Tools

The contractor must have a steam engine (for inside ducts cleaning) or a hot water pressure machine.

The contractor must have the necessary tools to perform the tasks. The contractor's tools remain his property and they should not be billed to the Department. If the contractor does not own the equipment and rent it, lease must not be billed to the Department.

### 5.3 Scaffolding

The contractor must provide the necessary scaffolding equipment for the execution of the work. Scaffolding will be erected independently from the structure and in conformity to the safety standards of the CNESST. The Contractor must provide the necessary or additional security features to comply with applicable safety standards.

### 5.4 Transportation

The contractor is responsible for the transportation of products, scaffolding tools and labor.

## 6. Applicable Documents and Standards

The contractor must adhere to **the latest** recommendations, standards and maintenance manuals. To insure the expenses and the responsibility of these manuals or pamphlets.

### 6.1 WHMIS

The contractor must be conform with the work hazardous material information sheet (WHMIS) concerning utilization, manipulation, storage, evacuation, labeling and supplying information sheet acceptable by CNESST.

## 7. Constraints

7.1 Contractor must communicate with each building representatives to establish an appropriate schedule with them;

7.2 Work execution program must be submitted to the engineer and establish in a way that it interfere as less as possible with regular user activity inside occupied room;

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- 7.3 The contractor must inform the technical authority before monthly inspection and each time that work is done on the base;
  
- 7.4 Date and timing will be established in advance and will not be change in any considerations without the Technical Authority authorization.
  
- 7.5 In the event than an inconsistency, contradiction, impossibility or an unforeseen situation should arise in the course of the work; the Contractor will stop work immediately and notify the Engineer or his representative.

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## **ANNEX "B" – BASIS OF PAYMENT**

Annex B is to be inserted at this point and forms part of this document.

## Attachement 1 - Check List

Below is a checklist of the contents of your proposal. This list is not an exhaustive list; it remains the Contractor's responsibility to prepare its proposal in accordance with the instructions contained in the Request For Proposal (RFP) and provide a comprehensible and sufficiently detailed proposal, including all requested pricing details that will permit a complete evaluation in accordance with the criteria set out in the RFP.

Page 1	Contractors should include with their proposal, <b>the first sheet</b> of this RFP properly completed and signed. Refer to 2003 Standard Instructions mentioned in clause <b>2.1 Standard Instructions, Clauses and Conditions</b> .
Page 4	Contractors must submit their proposal only to the address indicated in clause <b>2.2 Submission of Offers</b> by facsimile, mail or <b>ePost connection</b> .
Pages 4, 5 and 6	Contractors should submit with their bid, clause <b>2.3 Former Public Servant</b> duly completed.
Page 9	Contractors must pay attention on how proposal will be evaluated and the winning proposal selected. Refer to <b>Part 4 - Evaluation Procedures and Basis of Selection</b> .
Page 10	<b><u>Applicable only if an offence has been committed</u></b> Contractors must provide with their offer the required documentation as indicated Clause <b>5.1.1 Integrity Provisions - Declaration of Convicted Offences</b> .
Page 10	Contractors must provide with their offer or promptly thereafter a <b>list of names</b> as indicated in clause <b>5.2.1 Integrity Provisions - Required Documentation</b> .  ➤ Please refer to section " <b>17. Information to be provided when bidding, contracting or entering into a real property agreement</b> " of the following Web site:  <a href="http://www.tpsgc-pwgsc.gc.ca/ci-if/politique-policy-eng.html">http://www.tpsgc-pwgsc.gc.ca/ci-if/politique-policy-eng.html</a>
Page 14	Contractors should submit with their proposal, clause <b>6.5.3 Offeror's Representatives</b> properly completed.
Annex B	Contractors must include with their proposal, <b>Annex B - Basis of Payment</b> duly completed.