



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

Bid Receiving/Réception des soumissions

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

Email - courriel: DFOtenders-soumissionsMPO@dfo-mpo.gc.ca

REQUEST FOR PROPOSAL

DEMANDE DE PROPOSITION

Proposal to: Fisheries and Oceans Canada

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

Proposition aux : Pêches et Océans Canada

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

Comments: - Commentaries :

THIS DOCUMENT CONTAINS A SECURITY REQUIREMENT

Title – Sujet Janitorial Services – Canadian Coast Guard Southside Base Facility		Date October 25, 2018
Solicitation No. – N° de l'invitation F5211-180339		
Client Reference No. - No. de référence du client F6879-183001		
Solicitation Closes – L'invitation prend fin At / à : 14:00 AST (Atlantic Standard Time) On / le : December 5, 2018		
F.O.B. – F.A.B Destination	GST – TPS See herein — Voir ci-inclus	Duty – Droits See herein — Voir ci-inclus
Destination of Goods and Services – Destinations des biens et services See herein — Voir ci-inclus		
Instructions See herein — Voir ci-inclus		
Address Inquiries to – Adresser toute demande de renseignements à Kimberly Walker Email – courriel: DFOtenders-soumissionsMPO@dfo-mpo.gc.ca		
Delivery Required – Livraison exigée See herein — Voir ci-inclus	Delivery Offered – Livraison proposée	
Vendor Name, Address and Representative – Nom du vendeur, adresse et représentant du fournisseur/de l'entrepreneur:		
Telephone No. – No. de téléphone	Facsimile No. – No. de télécopieur	
Name and title of person authorized to sign on behalf of Vendor (type or print) – Nom et titre de la personne autorisée à signer au nom du fournisseur (taper ou écrire en caractères d'imprimerie)		
Signature	Date	



TABLE OF CONTENTS

TABLE OF CONTENTS 2

PART 1 - GENERAL INFORMATION 4

1.1 SECURITY REQUIREMENTS 4

1.2 STATEMENT OF WORK..... 4

1.3 MANDATORY SITE VISIT 4

1.4 DEBRIEFINGS 4

1.5 TRADE AGREEMENTS 4

1.6 PROCUREMENT OMBUDSMAN 4

PART 2 - BIDDER INSTRUCTIONS 5

2.1 STANDARD INSTRUCTIONS, CLAUSES AND CONDITIONS 5

2.2 SUBMISSION OF BIDS..... 5

2.3 ENQUIRIES - BID SOLICITATION 5

2.4 APPLICABLE LAWS..... 5

PART 3 - BID PREPARATION INSTRUCTIONS..... 7

3.1 BID PREPARATION INSTRUCTIONS 7

PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION 8

4.1 EVALUATION PROCEDURES..... 8

4.2 BASIS OF SELECTION..... 8

PART 5 – CERTIFICATIONS AND ADDITIONAL INFORMATION 9

5.1 CERTIFICATIONS REQUIRED WITH THE BID 9

5.2 CERTIFICATIONS PRECEDENT TO CONTRACT AWARD AND ADDITIONAL INFORMATION 9

PART 6 - RESULTING CONTRACT CLAUSES 13

6.1 SECURITY REQUIREMENTS 13

6.2 STATEMENT OF WORK..... 13

6.3 STANDARD CLAUSES AND CONDITIONS..... 13

6.4 TERM OF CONTRACT 13

6.5 AUTHORITIES 14

6.6 PROACTIVE DISCLOSURE OF CONTRACTS WITH FORMER PUBLIC SERVANTS 15

6.7 PAYMENT 15

6.8 INVOICING INSTRUCTIONS 16

6.9 CERTIFICATIONS AND ADDITIONAL INFORMATION..... 16

6.10 APPLICABLE LAWS..... 16

6.11 PRIORITY OF DOCUMENTS 16

6.12 PROCUREMENT OMBUDSMAN 16

6.13 INSURANCE – SPECIFIC REQUIREMENTS G1001C 17

ANNEX "A" STATEMENT OF WORK 18

ANNEX "B" BASIS OF PAYMENT 44

ANNEX "C" – INSURANCE CONDITIONS..... 48

ANNEX "D" SECURITY REQUIREMENTS CHECK LIST 50

ANNEX "D-1" PERSONNEL IDENTIFICATION FORM (PIF)..... 53

ANNEX "E" TO PART 3 OF THE BID SOLICITATION 54

ANNEX "F" TO PART 5 OF THE BID SOLICITATION..... 55



ANNEX “G” EVALUATION CRITERIA..... 56



PART 1 - GENERAL INFORMATION

1.1 Security Requirements

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

1.2 Statement of Work

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

1.3 Mandatory Site Visit

Mandatory Site Visit will be held on November 14, 2018 at 10:00 am local time at Fisheries and Oceans Canada, Southside Road, St John's, Newfoundland. It is a requirement for all persons wishing to submit a bid on this project to attend this meeting at the site to familiarize themselves fully with the scope of work and the tendering requirements. The Bidder's representative must sign an attendance list and attend the entire site visit to have their bid submission considered responsive.

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

1.4 Debriefings

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

1.5 Trade Agreements

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

1.6 Procurement Ombudsman

The Office of the Procurement Ombudsman (OPO) was established by the Government of Canada to provide an independent avenue for suppliers to raise complaints regarding the award of contracts under \$25,000 for goods and under \$100,000 for services. You have the option of raising issues or concerns regarding the solicitation, or the award resulting from it, with the OPO by contacting them by telephone at 1-866-734-5169 or by e-mail at opo-boa@opo-boa.gc.ca. You can also obtain more information on the OPO services available to you at their website at www.opo-boa.gc.ca.



PART 2 - BIDDER INSTRUCTIONS

2.1 Standard Instructions, Clauses and Conditions

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

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

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

The [2003 \(2018-05-22\)](#) Standard Instructions - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the bid solicitation.

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

Delete: 60 days
Insert: 120 days

2.2 Submission of Bids

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

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

2.3 Enquiries - Bid Solicitation

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

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

2.4 Applicable Laws

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



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



PART 3 - BID PREPARATION INSTRUCTIONS

3.1 Bid Preparation Instructions

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

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

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

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

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

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

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

In April 2006, Canada issued a policy directing federal departments and agencies to take the necessary steps to incorporate environmental considerations into the procurement process [Policy on Green Procurement](https://www.tbs-sct.gc.ca/pol/doc-eng.aspx?id=32573) (<https://www.tbs-sct.gc.ca/pol/doc-eng.aspx?id=32573>). To assist Canada in reaching its objectives, bidders should:

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

Section I: Technical Bid

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

Section II: Financial Bid

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

3.1.1 Electronic Payment of Invoices – Bid

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

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

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

Section III: Certifications

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



PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

4.1 Evaluation Procedures

- (a) Bids will be assessed in accordance with the entire requirement of the bid solicitation including the technical and financial evaluation criteria.
- (b) An evaluation team composed of representatives of Canada will evaluate the bids.
- (c) The evaluation team will determine first if there are two or more bids with a valid Canadian Content certification. In that event, the evaluation process will be limited to the bids with the certification; otherwise, all bids will be evaluated. If some of the bids with a valid certification are declared non-responsive, or are withdrawn, and less than two responsive bids with a valid certification remain, the evaluation will continue among those bids with a valid certification. If all bids with a valid certification are subsequently declared non-responsive, or are withdrawn, then all the other bids received will be evaluated.

4.1.1.1 Mandatory Technical Criteria

Please see Annex G for details

4.1.1.2 Point Rated Technical Criteria

Please see Annex G for details

4.1.2 Financial Evaluation

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

4.2 Basis of Selection

4.2.1 Basis of Selection - 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 declaration form available on the [Forms for the Integrity Regime](http://www.tpsgc-pwgsc.gc.ca/ci-if/declaration-eng.html) website (<http://www.tpsgc-pwgsc.gc.ca/ci-if/declaration-eng.html>), to be given further consideration in the procurement process.

5.2 Certifications Precedent to Contract Award and Additional Information

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

5.2.1 Integrity Provisions – Required Documentation

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

5.2.2 Federal Contractors Program for Employment Equity - Bid Certification

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

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

5.2.3 Additional Certifications Precedent to Contract Award

5.2.3.1 Status and Availability of Resources



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

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

5.2.3.2 Contractor's Representative

The Contractor's Representative for the Contract is:

Name: _____
Title: _____
Address: _____
Telephone: _____
Facsimile: _____
E-mail: _____

5.2.3.3 Supplementary Contractor Information

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

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

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

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

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

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



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

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

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

Signature

Print Name of Signatory

5.2.3.4 Former Public Servant

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

Definitions

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

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

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

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

Former Public Servant in Receipt of a Pension

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



Yes () No ()

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

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

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

Work Force Adjustment Directive

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

Yes () No ()

If so, the Bidder must provide the following information:

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

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



PART 6 - RESULTING CONTRACT CLAUSES

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

6.1 Security Requirements

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

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

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

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

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

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

6.1.1.2 To apply for the required level of security status (or if you are uncertain about having the status), you must contact the Regional Security Officer at the Department of Fisheries and Oceans at Scott.Noseworthy@dfo-mpo.gc.ca or at 709-772-7796 phone.

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

6.2 Statement of Work

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

6.3 Standard Clauses and Conditions

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

6.3.1 General Conditions

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

6.4 Term of Contract

6.4.1 Period of the Contract



The contract period is estimated to be from the date of contract award to November 30, 2019 inclusive

6.4.2 Option to Extend the Contract

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

Canada may exercise this option at any time by sending a written notice to the Contractor at least 15 calendar days before the expiry date of the Contract. The option may only be exercised by the Contracting Authority, and will be evidenced for administrative purposes only, through a contract amendment.

Option periods if exercised will be December 1, 2019 through to November 30, 2020, December 1, 2020 through to November 30, 2021 and December 1, 2021 through to November 30, 2022

6.5 Authorities

6.5.1 Contracting Authority

The Contracting Authority for the Contract is:

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

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

6.5.2 Project Authority

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

Name: _____
 Title: _____
 Organization: _____
 Address: _____

 Telephone: ____-____-_____
 Facsimile: ____-____-_____
 E-mail address: _____

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

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

Name: _____



Title: _____
Organization: _____
Address: _____

Telephone : _____
Facsimile: _____
E-mail address: _____

6.6 Proactive Disclosure of Contracts with Former Public Servants

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

6.7 Payment

6.7.1 Basis of Payment

- 6.7.1.1 In consideration of the Contractor satisfactorily completing all of its obligations under the Contract, the Contractor will be paid a firm price of \$ _____ (*insert amount at contract award*) and Applicable Taxes are extra.
- 6.7.1.2 All prices and amounts of money in the Contract are exclusive of the Goods and Services Tax (GST) or Harmonized Sales Tax (HST), whichever is applicable, unless otherwise indicated. GST or HST, to the extent applicable, will be incorporated into all invoices and progress claims for goods supplied or work performed and will be paid by Her Majesty. The Contractor agrees to remit to Canada Revenue Agency any GST or HST paid or due.
- 6.7.1.3 Any payment by Her Majesty under this contract is subject to there being an appropriation for the fiscal year in which the payment is to be made.

6.7.2 Limitation of Price

SACC *Manual* clause [C6000C \(2017-08-17\)](#) Limitation of Price

6.7.3 Monthly Payment

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

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

6.7.4 Electronic Payment of Invoices – Contract

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

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



6.8 Invoicing Instructions

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

Email: DFO.invoicing-facturation.MPO@canada.ca

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

6.9 Certifications and Additional Information

6.9.1 Compliance

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

6.9.2 Federal Contractors Program for Employment Equity - Default by the Contractor

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

6.10 Applicable Laws

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

6.11 Priority of Documents

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

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

6.12 Procurement Ombudsman

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



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

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

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

6.13 Insurance – Specific Requirements G1001C

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

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

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



ANNEX "A" STATEMENT OF WORK

Title:

Janitorial Services – Canadian Coast Guard Southside Base Facility

Location:

270, 280 & 440 Southside Road, St John's, Newfoundland

Mandatory Site Visit

It is mandatory that the Bidder or a representative of the Bidder visit the work site. Arrangements have been made for site visit to be held on **November 14, 2018 at 10:00 am local time**. Bidders must communicate with the Contracting Authority no later than 1 day before the scheduled visit to confirm attendance and provide the names of the person(s) who will attend. Bidders will be required to sign an attendance form. Bidders should confirm in their bids that they have attended the site visit. Bidders who do not attend or send a representative will not be given an alternative appointment and their bids will be rejected as non-compliant. Any clarifications or changes to the bid solicitation resulting from the site visit will be included as an amendment to the bid solicitation.

Background

Fisheries and Oceans Canada (DFO) requires cleaning services for the Canadian Coast Guard Southside Base Facility, St. John's, NL. Professional cleaning services are required on a daily basis.

Site Description

The site is located at 270, 280 & 440 Southside Road, St John's, Newfoundland. The property is entirely developed and secured by 24/7 on site security. The facility is comprised of 3 (three) buildings with ~ 5800m² of surfaces

Building (Drawings attached)

1. Buoy Maintenance Building - 270 Southside Road – all cleaning must be between 8-4 (No cleaning on Weekends or Holidays)
2. Main Administration Building - 280 Southside Road
3. Carpentry Shop - 440 Southside Road – all cleaning must be between 8-4 (No cleaning on Weekends or Holidays)

NOTE: the Main Administration Building will be closing in the Spring of 2019 and at that time will be removed from any resulting contract. A new building is under construction but it is unclear at this time if it will be managed by DFO. If it is managed by DFO an amendment will be drafted to any resulting contract include the building at that time.

Work Schedule

Cleaning to be done Monday to Friday

Janitorial services shall be provided to all specified areas, five (5) days per week, Monday through Friday inclusive, every week of the calendar year unless otherwise noted. No janitorial services are required in these areas on designated Federal Holidays.

NOTE: Janitorial services that are required during weekdays, Monday through Friday shall have the following requirements:

Note: the following high traffic areas will be kept free of water and soil at all times between 0900hrs to 1700hrs:

- 1) Security Lobby, Commissionaire's Office (Rooms 100 & 101)
- 2) All interior stairways and steps
- 3) All Hallways and Bathrooms to be "spot" cleaned

Level of Effort



The contractor shall have two (2) personnel working from 0900hrs to 1700hrs and two (2) personnel working a minimum of seven and one half (7.5) hours (as referenced in the basis of payment) each starting at 1600hrs to 2400hrs.

Cleaning to be done 7 Day a Week – Including Federal Holidays

Janitorial services shall be provided to the following areas listed seven (7) days per week, Monday through Sunday inclusive, every day of the calendar year. These areas operate on a 24 hour basis and services must be provided as per the above schedule at all times during the year. Janitorial services are also required in these areas on designated Federal Holidays.

- 1) First Floor Security lobby/ Commissionaire's office (Rooms 100 & 101)
- 2) Mezzanine Floor Washrooms (Room M04 & M05)
- 3) Third Floor Regional Operation Centre (Room 326)
- 4) Third Floor Regional Operation Centre kitchen / lunchroom (Room 324)
- 5) Third Floor Washrooms (Rooms 329 & 331)

Level of Effort

NOTE: Janitorial services that are required in the areas above during Weekends (Saturday & Sunday) and on designated Federal Holidays, a minimum of four (4) hours per day shall be required. Contractor to determine the number of personnel required.

Quarterly Work

The contractor shall provide two (2) days advance notice to the FM prior to any quarterly work. Quarterly denotes at intervals of three (3) months within the periods; (April - June), (July - September), (October - December), and (January - March). The contractor shall select a time frame during the first quarter when the work shall be performed. The work shall then be repeated every third month following that time frame. The FM may revise the quarterly intervals based on contract award date.

Statutory Holidays observed by the Federal Government:

1. New Year's Day,
2. Good Friday,
3. Easter Monday
4. Victoria Day,
5. July 1st, Canada Day
6. Municipal holiday (1st Monday in August)
7. Labour Day,
8. Thanksgiving Day,
9. Remembrance Day,
10. Christmas Day and
11. Boxing Day.

The Contractor will be required to provide cleaning services on Family Day (3rd Monday of February) at its regular rates as the Federal Government does not observe this Holiday.

Area of Work

The Contractor must perform all necessary janitorial services to maintain the interior of the CCG Southside Base buildings (estimated at approximately 6100 m² of surfaces) in a clean and sanitary condition including: the Main Base Building (280 Southside Rd), Buoy Maintenance Facility (270 Southside Road) and Carpentry Shop (440 Southside Road). The following outlines the areas, time frame, and other conditions necessary for the satisfactory execution of the Work.



The following list represents those areas where janitorial services are required; and are outlined on the attached drawings.

- .1 All areas of carpeted, tiled, vinyl flooring, ceramic tile and concrete floors throughout the buildings, as identified on attached drawings.
- .2 All Washroom/locker rooms identified on attached drawings (17 Washrooms in total)
- .3 All Kitchen/lunchroom facilities located in the following areas: First Floor Commissionaires Office, Mezzanine Floor, Second Floor Technicians Area, Third Floor Regional Operations Centre, Fourth floor kitchenette, Buoy Maintenance Facility and Small vessel Repair Building.
- .4 All three elevator including passenger, freight, and passenger/service
- .5 All Stairways including landings
- .6 Miscellaneous items

AREAS NOT REQUIRING CLEANING

The following list represents areas where janitorial services are not required and are outlined on the attached drawings.

- .1 Base Building First Floor: Rooms 130; 140; 141; 142; 143; 144; 145; 146; 147; 149; 151; 152; 153; 154; 157.
- .2 Base Building Mezzanine Floor: Bin #'s 1; 2; 3; 4; 5 & 6.
- .3 Base Building Second Floor: Rooms 260; 262 & 264
- .4 Base Building Fourth Floor: Rooms 409; 421 & Electrical rooms
- .5 Buoy Maintenance Facility Level One: Rooms 104, 108, 112, 114, 115, 116, 117, 118, 119, 120, 121, 122, 126, 127, 128, 129 & 131.
- .6 Buoy Maintenance Facility Level Two: All Areas
- .7 Small Vessel Repair Level One: Rooms 100, 101, 102, 103 & 109.
- .8 Small Vessel Repair Shop Level Two: All Areas

GENERAL REQUIREMENTS

Description of Work

Scope of work under this Contract comprises the provision of all labour, materials, tools, supervision and equipment necessary for complete and satisfactory janitorial services, as specified herein located at **Canadian Coast Guard Southside Base Facility, St John's, Newfoundland**

Inspection

Work inspection will occur at random intervals. **All work that has to be redone will be a cost borne by the contractor and not billed to DFO.**

Licenses, Codes and Legislated Requirements

The Contractor must obtain and maintain all permits, licenses and certificates of approval required for the Work to be performed under any applicable federal, provincial or municipal legislation. The Contractor is responsible for any charges imposed by such legislation or regulations. Upon request, the Contractor must provide a copy of any such permit, license or certificate to Canada.

The Site Representative may issue a "stop work order" if non-compliance of health and safety regulations is not corrected immediately or within posted time. The contractor will be responsible for any costs arising from such a "stop work order".



ANNEX A-1 – GENERAL REQUIREMENTS

- 1.0 Codes and Legislated Requirements
- 2.0 Environmental
- 3.0 Materials and Equipment
- 4.0 Safety
- 5.0 Conversion of Floor Covering
- 6.0 Space Assigned (Janitors Room)
- 7.0 Personnel
- 8.0 Security Clearance
- 9.0 Access to Buildings
- 10.0 Security
- 11.0 Log
- 12.0 Disciplinary Procedures for Safety Violations
- 13.0 Product Approvals
- 14.0 Area of Work
- 15.0 Time of Work
- 16.0 Areas not Included
- 17.0 Mandatory Site Visit



1.0 Codes and Legislated Requirements

The following codes and standards in effect at the time of award are subject to change/revision. The latest editions of each shall be enforced during the term of the contract:

- .1 Canada Labour Code, Part II.
- .2 National Building Code of Canada.
- .3 National Plumbing Code.
- .4 Canada Occupational Safety and Health Section of Part II of the Canada Labour Code.
- .5 National Fire Code.
- .6 Canadian Construction and Canada Labour Safety Codes; Provincial Government, Workers' Compensation Board; and Municipal Statutes and Authorities.
- .7 Canadian Electrical Code, Part 1, CSA C22.1.
- .8 Canadian Environmental Protection Act.
- .9 Safety Code for Window Cleaning Operations, CAN/CSA-Z91.
- .10 Fall - Arresting Devices and Vertical Lifelines CAN/CSA Z259.2.1.
- .11 Safety Belts and Lanyards CAN/CSA Z259.1.
- .12 Newfoundland & Labrador Health & Safety Act.
- .13 The Contractor is responsible to be familiar with the relevant Codes and Standards and to ensure that all work undertaken on behalf of the Department of Public Works and Government Services is completed in a safe manner.
- .14 Materials and workmanship must conform to or exceed applicable standards of Canadian Government Specifications Board (CGSB), Canadian Standards Association (CSA), American Society for Testing Materials (ASTM) and referenced organizations.
- .15 The Contractor can obtain addresses for codes and standards from PSPC upon request.
- .16 In the event of a conflict between any of the above Codes or standards the most stringent shall apply.

These standards shall be considered an integral part of the specifications and shall be read in conjunction with the drawings and specifications. The Contractor shall be fully familiar with their contents and requirements as related to the work and materials specified.

2.0 Environmental

- .1 The Contractor will comply with all federal, provincial and municipal laws/regulations regarding Waste Watch initiatives. This will include supply of any special bags, e.g., non-vented biodegradable bags



used to line composting containers, or any other requirements. Green, low or scent-free products are only to be used.

3.0 Materials and Equipment

- .1 All materials used in the work shall conform to Canadian General Standards Board standards.
- .2 The Contractor shall, on request, furnish a complete written statement of the origin, composition and/or manufacturer of any or all materials supplied by him/her for use in the work and he/she may be required to provide samples of materials from his/her stock for testing purposes.
- .3 Equipment and materials to be CSA certified and manufactured to standard quoted. Vacuum cleaners to be new or in new condition, be equipped with a power nozzle and have a filtration system capable of trapping 99% of the dust (i.e. Hepa or Microtex filter). A wet/dry vacuum cleaner is to be kept on site in each building for cleaning mats and accidental spills. These vacuum cleaners shall have an air flow of not less than 100 cfm and a noise level of less than 70 db.
- .4 Where there is no alternative to supplying equipment which is not CSA certified, obtain special written approval from an independent testing agency recognized by the Provincial Department of Labour. Pay cost for obtaining approval.
- .5 Use products of one manufacturer or same type as existing, including classification, unless otherwise specified.
- .6 Use only materials, equipment and products that have been approved by DFO for work under this Contract.
- .7 Unless otherwise specified, comply with manufacturer's latest printed instructions for materials and installation methods.
- .8 Deliver, store and maintain materials with manufacturer's seals and labels intact.
- .9 Store materials in accordance with manufacturer's and supplier's instructions.
- .10 Do not store materials on-site without DFO's approval.
- .11 The Department of DFO accepts no responsibility for materials or equipment stored on-site.
- .12 Cleaning equipment must be of appropriate capacity to carry out the work; e.g. Industrial quality vacuum cleaners, polishers, mops, etc.

4.0 Safety

- .1 The Contractor shall adhere to all safety measures respecting personnel and fire hazards recommended by National and Provincial codes and/or prescribed by the authorities having Jurisdiction concerning the equipment, work habits and procedures.
- .2 In particular, the Contractor shall comply with the WHMIS legislation which requires the employer to provide detailed worker education about potential health effects of hazardous Materials in their work environment and how they can be handled and disposed of safely.
- .3 The Contractor shall ensure that all equipment used to perform the work is in a state of good repair. DFO reserves the right to have equipment judged to be unsafe, not suitable or defective taken out of service. The Contractor shall be responsible to supply suitable replacement equipment.
- .4 The Contractor shall provide proof that employees are WHMIS trained. Employees shall be retrained in accordance with Provincial and Federal standards as required.
- .5 The Contractor shall provide proof that employees have received training in fall protection if the employees are required to work off of an unprotected work surface higher than 2.1 meters.
- .6 The Contractor shall wear suitable footwear while completing janitorial services on the site.

5.0 Conversion of Floor Covering

- .1 There will be no adjustment to the Contract amount where the existing floor covering is converted to another type during the term of the Contract.

6.0 Space Assigned

- .1 Four (4) janitor rooms identified on the attached drawings have been designated for storage of equipment and supplies for the duration of the Contract. These janitors' rooms are located on the Mezzanine Floor (main janitors room), Second Floor of the Technicians Shops, Third Floor near Regional



Operations Centre, and Room 105 in the Buoy Maintenance Facility. These rooms are at the disposal of the Contractor and must be maintained in a tidy manner at all times, as approved by FM. No refuse is to be stored in these areas. All four janitors' rooms are to be cleaned thoroughly and will be inspected by the FM during the Contract period.

.2 All equipment and supplies required for the discharge of janitorial services as set forth in this Scope of Work shall be supplied by the Contractor. The Contractor must supply all materials such as detergents, soaps, cleansers, waxes and polishes necessary to clean and preserve the finished surfaces. Any costs incurred for the procurement and operation of all such equipment and supplies shall be considered to be included in the bid price.

.3 The Contractor shall provide materials of a disposable nature necessary for the maintenance of a hygienic and neat workplace. The Contractor shall provide sufficient quantities to satisfactorily carry out the Work:

.1 Toilet tissue shall be of the roll type as follows

a) T-Pull 2 ply Grade A (or equivalent)

.2 Paper hand towel shall be of the roll type as follows:

a) A-Tork 2-ply, size 10"x 965' (or equivalent)

b) M-Tork 1-ply, size 9" x 984' (or equivalent)

.3 Liquid Hand Soap

.4 Deodorant blocks (4oz per block)

.5 Waste paper basket liners shall be as follows:

a) Garbage Bags – size 20"x 22" (Minimum 1.25mil.)

b) Garbage Bags – size 30"x 38" (Minimum 2mil.)

c) Garbage Bags – size 35"x 50" (Minimum 2mil.)

.6 Refuse container liners

.7 Sanitary napkins disposable liners

NOTE: All products to fit existing dispensers on site. All other materials are also supplied by the Contractor and are considered to be included in the bid price. If Contractor does removes current dispensers and replace them, they are also responsible for painting, plastering and repairing the wall from which the dispenser was removed.

.4 The Contractor shall ensure that sufficient materials are in his/her possession to satisfactorily carry out the Work.

.5 Only first quality materials are to be used and it is the contractor's sole responsibility to ensure that all such products are completely suitable for and/or compatible with the service for which they are intended.

.6 All materials used in the work shall conform to Canadian General Standards Board standards.

.7 The Contractor shall, on request, furnish a complete written statement of the origin, composition and/or manufacturer of any or all materials supplied by him/her for use in the work and he/she may be required to provide samples of materials from his/her stock for testing purposes.

.8 Equipment and materials to be CSA certified and manufactured to standard quoted. Vacuum cleaners to be new or in new condition, be equipped with a power nozzle and have a filtration system capable of trapping 99% of the dust (i.e. Hepa or Microtex filter). A wet/dry vacuum cleaner is to be kept on site in each building for cleaning mats and accidental spills. These vacuum cleaners shall have an air flow of not less than 100 cfm and a noise level of less than 70 db.

.9 Four (4) janitor rooms identified on the attached drawings have been designated for storage of equipment and supplies for the duration of the Contract. These janitors rooms are located on the Mezzanine Floor (main janitors room), Second Floor of the Technicians Shops, Third Floor near Regional Operations Centre, and Room 105 in the Buoy Maintenance Facility. These rooms are at the disposal of



the Contractor and must be maintained in a tidy manner at all times, as approved by FM. No refuse is to be stored in these areas. All four janitors' rooms are to be cleaned thoroughly and will be inspected by the FM during the Contract period.

7.0 Personnel

- .1 The Contractor will advise DFO of the telephone number at which he/she or his/her representative may be contacted at any time.
- .2 The Contractor will provide DFO with a list of all people working on the premises, complete with a copy of their licenses, where applicable, and will update the list immediately when personnel changes.
- .3 The Contractor and his/her personnel must adhere to the Federal Government "NO SMOKING" policy while in Federal facilities.

8.0 Security Requirement

- .1 The Contractor shall submit his/her name and the names of all employees, including new employees engaged during the Contract who will be working under this Contract to the Departmental Representative immediately following notification of Contract award.
- .2 The Contractor and his/her employees may be required to provide personal information, such as address and date of birth;
- .3 Only those employees who receive the required clearance level will be allowed on-site.

9.0 Access to Buildings

- .1 Only those employees whose names appear on the Contractor's approved employee list will be allowed access to the site of work. No other persons accompanying employees will be allowed on-site.
- .2 All cleaning staff employed by the Contractor, regardless of hours of work **must sign IN and OUT**; and enter the times of arrival and departure in registers or on sheets so provided at the Commissionaires desk located at the front entrance. In the event of a dispute and the absence of other evidence, the register will be regarded as evidence of hours of work. **Failure to sign "out" will render the entry invalid.**
- .3 The Contractor and their employee's will be required to carry valid picture/company identification when visiting or working on departmental property. This identification shall be visible at all times. Failure to comply shall mean refusal to enter the premises. An access card will be given to identified employees.

10.0 Security – Keys

- .1 All keys entrusted to the Contractor for the fulfillment of his/her Contract must be fully protected at all times. Keys are to be returned to the Commissionaires' desk when leaving the premises and at the end of each shift.
- .2 **Duplication of keys is strictly prohibited.**

11.0 Log

- .1 A log will be maintained in the building by the Contractor in which he/she shall record on a daily basis, all of the work performed other than the normal day-to-day cleaning. The log shall be made available for inspection by DFO as required.
- .2 The Contractor will log weekly any activities they were unable to complete or perform as a result of refused access.

12.0 Disciplinary Procedures for Safety Violations

- .1 Disciplinary Procedures for Safety Violations are:
First violation: Verbal warning issued to the Contractor for the first violation of a safety regulation. Violation shall be documented on the contract file, copy to Contractor and a copy to DFO.
- .2 Second violation: Written warning to Contractor for the second infraction of a safety regulation. Violation will be documented on the contract file, copy to Contractor and a copy to DFO.
- .3 Third violation: May result in the termination of the contract. Violation shall be documented.



.4 Immediate Loss of Contract: A serious violation of safety regulation as deemed by a Regulator, Manager or Safety Officer. Violation shall be documented on the contract file, a copy to the Contractor and a copy to DFO.

13.0 Product Approvals

.1 The Contractor shall ensure that all controlled products used in the performance of the work are classified and labelled according to the Workplace Hazardous Materials Information System (WHMIS).

.2 The Contractor shall submit for approval the Material Safety Data Sheets (MSDS) for all controlled products that will be used in the performance of this work.

.3 No controlled products are to be brought on-site without prior approved Material Safety Data Sheets (MSDS).

.4 Current Material Safety Data Sheets (MSDS) to remain on- site at all times.

.5 The contractor is to:

.1 supply a copy of MSDS sheets for Building WHMIS station.

.2 mark these MSDS sheets with their company name.

.3 maintain and update these MSDS as required.

.4 use scent free products.

.5 use green products whenever possible.



ANNEX A-2 – OPERATIONS AND FREQUENCIES

- 1.0 Exterior
- 2.0 Interior – General
- 3.0 Floors – General
- 4.0 Floors – Resilient
- 5.0 Walk-Away Mats
- 6.0 Miscellaneous
- 7.0 Entrances and Lobbies
- 8.0 Floors – Terrazo Marble and Quarry Tile (excluding entrances, Lobbies, Washrooms and Stairways)
- 9.0 Floors – Concrete
- 10.0 Carpeting and Rugs
- 11.0 Stairs and Landings
- 12.0 Washroom – Public and Private
- 13.0 Service Corridors and Data Closets
- 14.0 Counters
- 15.0 Interior Glass
- 16.0 Furniture and Fixtures
- 17.0 Waste Receptacles
- 18.0 Cigarette Urns
- 19.0 Doors, Door frames, etc.
- 20.0 Emergency Fire Equipment
- 21.0 Water Fountains
- 22.0 Walls, Partitions and Baseboards
- 23.0 Telephone and Electrical Rooms (excluding Transformer rooms)
- 24.0 Janitor Room
- 25.0 Refuse
- 26.0 Building Operations
- 27.0 Kitchen Areas
- 28.0 Indirect Lighting Fixtures
- 29.0 Locker Rooms
- 30.0 Showers
- 31.0 Elevators, Passenger
- 32.0 Elevators, Freight
- 33.0 Window Cleaning
- 34.0 Outdoor Rest Areas
- 35.0 Electronic Data Processing Areas



1.0 Exterior

.1 Daily

- .1 Clean glass and sashes on both sides in entrance doors and side lights.
- .2 Sweep and keep clear of debris all entrances and loading platforms.

.2 Weekly

- .1 Clean glass and sashes on both sides in entrance sidelights.

.3 Monthly

- .1 Remove dust, litter and cobwebs from light wells at front entrance.

2.0 Floors – General

.1 Preliminary Instructions

- .1 Chairs, wastepaper baskets, etc. must not be placed on desks, tables or work surfaces during cleaning operations.
- .2 Care must be taken not to allow cleaning solutions to seep under furniture legs, file cabinets or partitions.
- .3 Supply and visibly locate bilingual danger signs when performing all floor cleaning operations.
- .4 Electronic data processing equipment is not to be moved or relocated without prior authorization of the DFO representative.

3.0 Floors – Resilient

.1 General

- .1 Remove gum and other foreign residue daily

.2 Office Areas

- .1 Sweep and/or vacuum all floors weekly.
- .2 Damp mop or wipe all floors to remove spillages, salt (sodium and calcium chloride), etc. Daily during months of November through April and weekly May – October.
- .3 Spray buff in front and behind counters in desk wells and traffic lanes quarterly.
 - .4 Wet or dry scrub and refinish on a full floor basis three times per year.
- .5 Strip and refinish on a full floor basis once per year in the first month of the contract.

.3 Corridors and Elevator Lobbies

- .1 Sweep all floors daily.
- .2 Damp mop or wipe all floors to remove spillages, salt (sodium and calcium chloride), etc., daily during months of November through April, weekly during months May – October.
- .3 Damp mop and buff twice per week (Tuesday and Friday).
- .4 Wet or dry scrub and refinish on a full floor basis three times per year.
- .5 Strip and refinish on a full floor basis.
- .6 Vacuum carpeted areas once per week; daily during months of November through April.

.4 Active Storage Space

- .1 Maintain as per Office space.



4.0 Walk-Away Mats

.1 General

.1 The Contractor will use an industrial type, wet and dry vacuum cleaner equipped with the proper floor tools and of sufficient suction to remove wet or dry sand, water, etc. from the mat.

.2 Vacuum mats daily. Vacuum mats more often if necessary as a result of inclement weather.

.2 Daily

.1 Vacuum and remove salt stains from all mats.

.3 Quarterly

.1 Shampoo mats.

5.0 Miscellaneous

.1 Weekly

.1 Damp wipe window sills and draft deflectors.

.2 Dust open radiators, remove litter from behind and underneath.

.3 Dust display cases and spot clean glass.

.2 Every Two Weeks

.1 Clean exterior sash of notice boards and wash glass.

.2 Wash display case glass.

.3 Monthly

.1 Clean and polish all decorative metal fittings.

.4 Quarterly

.1 Dust or vacuum ledges, tops of partitions, pipes and other high areas including tops of hanging light fixtures and conduit 1.8 metres or more above floor level.

.2 Clean all air intake grills, air diffusers and metal surrounds using a detergent solution or solvent.

.3 Wash all open radiators.

.4 Clean exposed radiator and convactor covers.

6.0 Entrances and Lobbies

.1 General

.1 Keep free of litter

.2 Clean furniture as per office furniture

.3 Mats are to be removed or rolled up to complete floor cleaning operation.

.2 Daily

.1 Clean both sides of door glass, windows and metal surrounds.

.2 Clean surface and between bars of foot grills.

.3 Remove gum and other foreign residue

.4 Sweep, wash and buff floors. Provide additional damp mopping of floors if necessary as the result of inclement weather.

.5 Vacuum on a full floor basis.

.6 Clean directory board and other wall hangings in lobby

.3 Weekly

.1 Sweep, spray buff and resweeps floors

.2 Clean both sides of all glass windows and metal surrounds.

.4 Monthly

.1 Remove foot grills and clean out recessed pan and drain

.2 Scrub and refinish floors

.5 Annually

.1 Strip and refinish floors

7.0 Floors – Terrazzo marble and Quarry Tile (excluding entrances, Lobbies, Washrooms and Stairways)

.1 General

.1 Sweep all floors daily.

.2 Remove gum and other foreign residue.



- .3 Damp mop all floors to remove spillage, etc. daily.
- .4 Wash and buff all floors weekly.
- .5 Machine scrub all floors quarterly.
- .6 Strip and reseal all floors annually.

8.0 Floors – Concrete

.1 General

- .1 Sweep all floors daily.
- .2 Remove gum and other foreign residue.
- .3 Damp mop all floors to remove spillage, etc. daily.
- .4 Wash all floors monthly.
- .5 Machine scrub and reseal unpainted floors annually.

9.0 Carpeting and Rugs

.1 General

- .1 Vacuuming must take place as per scheduled hours and areas.
- .2 Remove spots daily and report to DFO representative spots on carpeting or rugs that cannot be removed by normal means and any damage to or lifting of carpeting.
- .3 Clip loose threads during vacuuming operation.
- .4 Dust bases of free standing screens
- .5 Pick up debris daily.
- .6 Vacuum daily the areas surrounding photocopiers, shredders, and other paper handling areas.

.2 Offices

- .1 Vacuum weekly traffic lanes and desk wells in general working areas and private offices. Remove litter from remainder of area and sweep exposed flooring around rugs.
- .2 Vacuum weekly all carpeting and rugs on a full floor basis.
- .3 Where T mats are in use, remove, vacuum carpet, clean T mat and replace.

10.0 Stairs and Landings

.1 Weekly

- .1 Sweep stairs and landings
- .2 Remove gum and other foreign residue
- .3 Damp mop
- .4 Dust handrails, vertical grills, baseboards, stringers, ledges and window sills
- .5 Vacuum carpeted stairs and landing

.2 Semi-Annually

- .1 Strip and refinish terrazzo, marble or resilient surfaces.

11.0 Washrooms

.1 General

- .1 All washrooms shall be cleaned by 1000 hours daily. Washrooms shall be patrol cleaned and empty dispensers replenished at midday.
- .2 Blocked toilets, sinks, urinals and drains to be cleared immediately by use of plunger. If plumbing work necessary, notify DFO representative or submit service request to National Service Call Centre (NSCC) at 1-800-463-1850.
- .3 The Contractor is responsible to supply and replenish all paper towels, hand towels and other disposable items as outlined in Annex A-1, section 6.3.

.2 Daily

- .1 Remove gum and other foreign residue
- 2. Sweep all floors.
- .3 Damp mop with a germicidal detergent.
- .4 Dust off tops of partitions.
- .5 Clean shower stalls daily.
- .6 Wash both sides of toilet seats, interior and exterior of bowls, urinals, washbasins and underside of washbasins using a germicidal detergent.



- .7 Clean and disinfect all water taps, dispensers, door plates, flush valves and the exterior of wastepaper and refuse receptacles.
- .8 Clean flush tanks, shelves, high ledges, mirrors, window sills and exposed piping.
- .9 Spot clean walls, partitions and doors to remove finger marks, graffiti and other marks.
- .10 Empty santi-cans, wash, disinfect, supply and replace bags.
- .11 Empty all wastepaper receptacles.
- .12 Empty refuse receptacles; supply and insert new plastic bags.
- .13 Supply and replenish soap in containers, toilet paper, linen and paper towel dispensers.

.3 Weekly

- .1 Wash on both sides, partitions and partition doors and the ceramic walls enclosed by the partitions using a germicidal detergent.
- .2 Descale toilet bowls and urinals

.4 Bi-Weekly

- .1 Spray, buff and re sweep on a full floor basis

.5 Monthly

- .1 Wash and disinfect wastepaper and refuse receptacles including metal containers.
- .2 Wash all walls.

.6 Semi-Annually

- .1 Strip and refinish floors.

.7 Annually

- .1 Wash ceilings if required.

12.0 Counters

.1 Daily

- .1 Damp wipe and polish

.2 Weekly

- .1 Clean counter facings, metal wickets, glass and wood.

13.0 Interior Glass

.1 Daily

- .1 Spot clean all glass doors, glass in fire doors, glass partitions and/or glass panels in partitions.
- .2 Remove all foreign substances such as tape, etc.

.2 Weekly

- .1 Wash both sides of glass partitions and/or glass panels in partitions
- .2 Dust all display cases.

.3 Three Times per Year

- .1 Wash both sides of glass partitions and/or glass panels in partitions.

Note: Do not use harsh chemicals on plexy glass, use appropriate cleaner to not damage glass.

14.0 Furniture and Fixtures

.1 Preliminary Instructions

- .1 Papers and files left on furniture shall not be disturbed by the cleaning staff.

.2 Daily

- .1 Dust horizontal surfaces
- .2 Dust telephones and intercom instruments

- .3 Dust and remove finger marks and stains from vertical and horizontal surfaces of boardroom and executive office furniture, including boardroom table, chairs, desks, shelves, etc.

- .4 Spot clean finger marks and stains from glass topped furniture.

- .5 Spot clean outside of lockers, storage and filing cabinets.

- .6 Spot clean bookcase glass doors.

- .7 Dust empty stacks and shelves

- .8 Dust pictures and wall hangings (Excluding paintings and art objects)

.3 Weekly

- .1 Dust and remove stains from vertical surfaces.



.2 Clean and polish boardroom and executive furniture (John Cabot Training Room-First floor, Gilbert Board Room- First floor, Hood Boardroom- Rm 422, Meeting Room- Rm 426, A/C Office- Rm 403 & 405).

.3 Dust tops of lockers and storage cabinets

.4 Dust bases of free standing screens

.5 Clean any large recycling bins that are located in hallways and work areas.

.4 Monthly

.1 Vacuum upholstered furniture.

.2 Remove and clean on both sides, all glass and plastic plates covering furniture and dust tops of furniture before replacing plates.

.5 Quarterly

.1 Clean and polish both sides of bookcase glass doors.

.6 Semi-Annually

.1 Clean using an approved product all leather, vinyl and leatherette upholstered furniture in executive offices, boardrooms and waiting areas.

.2 Vacuum upholstered free standing screens.

.3 Dust ledges inside workstations

15.0 Waste Receptacles

.1 General

.1 Supply and install plastic bags of correct size in wastepaper baskets, garbage cans, and recyclable receptacles. Replace plastic bags with correct size when dirty or torn.

.2 Daily

.1 Empty and damp wipe exterior of wastepaper baskets.

.2 Empty garbage cans and waste receptacles

.3 Replace waste bags as required if full, dirty or torn.

.3 Weekly

.1 Wash and disinfect garbage cans and waste receptacles including metal liner.

.4 Semi-Annually

.1 Wash and disinfect wastepaper baskets.

16.0 Cigarette Urns

.1 Daily

.1 Remove debris from urn, damp wipe exterior, clean and polish chrome parts.

17.0 Doors, Door Frames, etc.

.1 Daily

.1 Clean finger marks from doors and door frames

.2 Dust door grills

.2 Monthly

.1 Clean non-metallic kick and hand plates using a detergent solution.

.2 Clean metal push bars, kick and hand plates using the appropriate cleaner.

.3 Dust doors and door frames.

.3 Semi-Annually

.1 Wash door grills

18.0 Emergency Fire Equipment

.1 Every two months

.1 Clean interior of hose cabinet.

.2 Clean and/or polish fire extinguishers.

.3 Clean both sides of cabinet door glass.

.4 Dust wall hung equipment.

19.0 Water Fountains

.1 Weekly



- .1 Wash and disinfect. Odour of disinfectant must not be objectionable.

20.0 Walls, Partitions and Baseboards

.1 Daily

- .1 Remove finger marks, smudges and stains from painted walls and partitions.
- .2 Dust baseboards, ledges and mouldings
- .3 Spot clean vinyl covered walls, doors and partitions.

.2 Weekly

- .1 Dust walls, columns and frames

.3 Quarterly

- .1 Wash walls, columns, frames and baseboards

.4 Semi-Annually

- .1 Vacuum fabric and carpeted walls, columns and partitions

21.0 Janitors Rooms

.1 General

- .1 To be kept free of debris
- .2 Mops to be washed and cleaned before storing. All other equipment to be kept clean and materials neatly stored.

.2 Daily

- .1 Sweep and wash floors
- .2 Wash and disinfect sinks.

.3 Quarterly

- .1 Wash walls, shelves, etc.

22.0 Refuse

.1 General

- .1 Cardboard containers designated for disposal must be flattened before placing into container.
- .2 Contents of cigarette urn must be stored in a separate metal container overnight before emptying into garbage.
- .3 Garbage is not to be stored in any area(s) of the building, but is to be placed directly in appropriate disposal container at the designated location.

.2 Daily

- .1 Remove from building garbage, wastepaper and recyclable materials and place in appropriate disposal container.
- .2 After removal of garbage, wastepaper, and recyclable material, pick up any debris dropped between building and disposal containers.

23.0 Building Operations

- .1 Report any and all maintenance repairs required to the building, heating system, plumbing, electrical or water systems to DFO representative or submit service request to National Service Call Centre (NSCC) at 1-800-463-1850.

24.0 Kitchen Areas

.1 Daily

- .1 Wipe chairs and clean spillages.
- .2 Sweep and damp mop on a full floor basis.
- .3 Empty garbage cans and recycling receptacles, replace plastic bags.
- .4 Spot clean all walls, floors, doors, partitions and exterior of cupboards.

.2 Weekly

- .1 Spray buff and re-sweep on a full floor basis.

.3 Monthly

- .1 Wet or dry scrub and refinish on a full floor basis.
- .2 Wipe table and chair bases.



- .4 Annually**
 - .1 Strip and refinish on a full floor basis.

- 25.0 Indirect Lighting Fixtures**
 - .1 Semi-Annually**
 - .1 Dust light fixtures
 - .2 Clean work surfaces and vacuum floors as required as a result of dusting fixtures.

- 26.0 Locker Rooms**
 - .1 Daily**
 - .1 Empty waste or recycling receptacles.
 - .2 Dust exposed surfaces of lockers, including tops.
 - .3 Wash window stools and metal base of windows.
 - .4 Sweep floors.
 - .5 Remove gum and other foreign residue.
 - .2 Semi-Annually**
 - .1 Wash the exterior of lockers.
 - .3 Resilient Floors**
 - .1 Wash with a germicidal detergent weekly.
 - .2 Wet or dry scrub and refinish five times annually.
 - .3 Strip and refinish annually.

- 27.0 Showers**
 - .1 Daily**
 - .1 Remove all pieces of soap and other foreign matter.
 - .2 Wipe down walls using a cleaner disinfectant and rinse with clear water.
 - .3 Scrub floor and baseboards using a cleaner disinfectant and rinse with clear water.
 - .4 Report any stoppages or leaks.
 - .2 Weekly**
 - .1 Wash walls and shower curtains using a soap free detergent containing "sequestering agents" to remove soap scum and rinse with clear water.
 - .2 Polish handles, shower heads and other fixtures.
 - .3 Scrub floors using a soapless detergent containing "sequestering agents" to remove soap scum and rinse with clear water.

- 28.0 Elevators, Passenger**
 - .1 Daily**
 - .1 Clean interior bright metal work daily, more often if required.
 - .2 Dust interior of cab and remove finger marks, smudges and stains on doors, door frames and walls, including control panel.
 - .3 Scrape and vacuum clean door sill/track grooved in both the cab and on each landing.
 - .4 Vacuum carpeted floors.
 - .5 Remove gum and other foreign material.

- 29.0 Elevators, Freight**
 - .1 Daily**
 - .1 Remove litter abandoned in area.
 - .2 Sweep floors.
 - .2 Weekly**
 - .1 Dust walls and doors.
 - .3 Monthly**
 - .1 Spot clean walls and doors.
 - .4 Semi-Annually**
 - .1 Scrub doors, both sides.



30.0 Window Cleaning

- .1 Spot clean as required.

31.0 Outdoor Rest Areas (Gazebo)

.1 General

- .1 Patrol clean daily and more often if necessary.

.2 Daily

- .1 Empty and clean ashtrays and cigarette urns.
- .2 Empty, garbage cans and paper receptacles and replace plastic bags.
- .3 Spot clean doors.

32.0 Regional Operations Centre & MRCS (3rd Floor)

.1 General

- .1 Areas includes, computer room, printer room and attached washrooms.

.2 Flooring- plastic laminate tiles. This flooring contains "anti-static" properties and is not to be sealed, waxed or have a floor finish applied to it.

- .3 The vacuum cleaner used in this area will be of the industrial canister type equipped with a three prong grounded plug and non-metallic floor tools. The filter is to be cleaned prior to each operation.

- .4 CAUTION! Malfunctioning cleaning equipment is to be immediately removed from the area and replaced so that the extremely sensitive nature of the computer equipment is not affected.

- .5 Damp Mopping - Use a mop, well wrung out in clear water so that there will be no seepage under the equipment or between the tiles. The water is to be changed frequently during each operation and mops are to be washed and well rinsed on completion of the work.

.2 Weekly

- .1 Vacuum entire floor area paying particular attention to the area around the base of equipment, baseboards and corners.

- .2 Damp mop the entire floor area.

- .3 Remove dust from furniture and shelving.

- .4 Wash and disinfect refuse and wastepaper containers.

- .5 Wash doors and door frames.

.3 Bi-Annual

- .1 Clean room air diffusers every six months.



ANNEX A-3 – CLEANING STANDARDS

CATEGORY & TYPE	OPERATION	DETAILED INFORMATION
Flooring		
ALL	Sweeping	Consists of removing loose, dry surface soil. Where surface is not subject to damage by solvents, use a solvent based, treated sweeping compound, dust cloth or dust mop. Where surface is subject to damage by solvents, use a wax based, treated sweeping compound, dust cloth or dust mop. Dust cloths and dust mops to be treated the day before they are to be used to ensure no streaks are left on the floor.
MOST	Wet or Dry Scrub (Semi-Stripping)	Consists of removing the top layer or layers of floor finish using either the wet (use minimum amount of water) or dry scrub method of the application of two (2) coats of a self-polishing, non-slip metal interlocked floor finish to the dry, clean floor. Complete operation by cleaning baseboards.
MOST	Wash	Consists of applying a neutral detergent solution to the floor, agitating it with a mop, removing the solution, rinsing the floor and picking up the rinse water.
		Note: 1. Floor sealer to be applied up to the baseboards. 2. Floor finishes to be applied up to 30 centimetres from the baseboards except for the last coat which will be applied right up to the baseboards. 3. Each coat of finish to be laid in the opposite direction from the previous coat. 4. Baseboards to be cleaned after each scheduled operation to remove streaks and splashes. 5. When using either the Wet scrub or Wet strip method, use a minimum amount of solution. 6. When using a Dry scrub or Dry strip method, damp mop the floor before applying sealer or finish. 7. When using the Wet scrub or Wet strip method, rinse the floor twice before applying sealer or finish.

CATEGORY & TYPE	OPERATION	DETAILED INFORMATION
Resilient		
- Offices - Washrooms - Laboratories	Strip & Refinish	Consists of moving furniture, sweeping floor, stripping by using either the Wet or Dry method to remove all layers of finish. Apply a minimum of one (1) coat of a water base sealer and three coats of a self-polishing, non-slip, metal interlocked floor finish. Complete operation by cleaning baseboards.
-Corridors -Entrances -Lobbies	Strip & Refinish	Same as for Offices EXCEPT that three coats of self-polishing, non-slip metal interlocked floor finish will be applied.
ALL	Polish or Buff	Consists of covering the full floor area with a machine or brush or pad to restore the surface shine.
ALL	Damp Mop	Consists of applying a clean mop, well wrung out in clean water to remove surface dirt and spillage.



CATEGORY & TYPE	OPERATION	DETAILED INFORMATION
Terrazzo, Vitreous, Quarry Tile, Marble, Unpainted Concrete		
ENTRANCES AND LOBBIES	Strip and Refinish	Same as for resilient floors.
WASHROOMS	Machine Scrub	As above except rinse with a germicidal solution.
WASHROOMS	Wash	Consists of applying a neutral detergent solution to the floor, agitating it with a mop, removing the solution, rinsing with a germicidal solution and picking up the rinse solution.
WASHROOMS	Strip and Refinish	Consists of sweeping floor, stripping using either the Wet or Dry strip method to remove all layers of finish. Applying a minimum of one coat of a water base sealer and two coats of a self-polishing, non-slip, metal interlocked floor finish.
WASHROOMS	Patrol Cleaning	Consists of picking up litter, wiping hand basins including wall surrounds and shelves above, polishing mirrors, wiping up spillage and replenishing empty dispensers. This work is in addition to the regular nightly servicing.

CATEGORY & TYPE	OPERATION	DETAILED INFORMATION
Unpainted Concrete		
MOST	Strip & Reseal	Consists of sweeping, stripping and applying one coat of an approved sealer.
RUGS & CARPETING	Vacuum	Consists of removing dust, dirt and litter using an upright or canister type vacuum cleaner, capable of having a crevice tool attached to clean in corners and along baseboards.
	Stain Remover	Consists of identifying the type of stain by look, feel or odor and the removal using the appropriate remover in accordance with instructions in commercially available spot remover kits.
WALK-AWAY MATS	Vacuum	Consists of removing sand, slush or water using a wet and dry industrial type vacuum cleaner equipped with the appropriate floor tools.
	Salt Stain Remover	Consists of vacuuming, flooding salt stain with water and allowing to stand for ten minutes, vacuuming up water and repeating operation as often as necessary until stain is removed.
	Shampoo	Consists of vacuuming, stain removal and shampooing, using either a machine agitated dry foam or jet extractor method. Hose washing may be used only if specified by the manufacturer and in accordance with his instructions.
WALLS	Dust	Consists of removing loose dirt, dust and cobwebs using an untreated dust mop or vacuum cleaner with appropriate attachments.
	Spot Clean	Consists of removing fingerprints, smudges, stains and graffiti using a moistened cloth followed by a dry cloth.
CEILINGS (Soft acoustical tile)	Vacuum	Consists of removing loose dirt, dust and cobwebs using a vacuum cleaner equipped with the appropriate attachments.



CATEGORY & TYPE	OPERATION	DETAILED INFORMATION
VINYL & LEATHERETTE UPHOLSTERY	Clean & Polish	Consists of removing soil marks and stains using an approved cleaner.

CATEGORY & TYPE	OPERATION	DETAILED INFORMATION
AIR GRILLS/ AIR DIFFUSERS	Vacuum	Consists of removing dust and dirt using a vacuum cleaner equipped with a wand and brush attachment or wipe with a damp sponge and dry with a clean cloth.
	Wash	Consists of applying a detergent solution with a cloth to remove dust and dirt and drying with a clean cloth.

CATEGORY & TYPE	OPERATION	DETAILED INFORMATION
LUNCH AND REST ROOM	Patrol Clean	Consists of cleaning up spillage, clearing off rubbish from furniture, tables, chairs, sinks, etc., damp wiping of sinks, counters and fixtures, picking up debris from floor, emptying garbage cans and waste receptacles.



ANNEX A-4 – Quality Standards

Item No.

1. Exterior
2. Floor Maintenance
3. Carpets and Rugs
4. Lobby, Entrance and Corridor Cleaning
5. Room Cleaning
6. Washroom Cleaning and Servicing
7. Stairway Cleaning
8. Elevator Cleaning
9. High Cleaning
10. Window, Partition and Show Case Glass Cleaning
11. Contractor Space and Janitor Closets



1. EXTERIOR

Area Policing (Litter Pickup)

.1 Sidewalks, driveways, lawn areas, loading docks, entrance and other areas should be free of paper and other debris after policing.

Sweeping

.1 Sidewalks, loading docks, entrances and other designated areas should be clean after scheduled sweeping.

Hosing Sidewalks

.1 Sidewalks and other designated areas should be clean after scheduled hosing.

.2 There should be no excess of water on sidewalks and at entrances.

.3 There should be no remaining water on handrails.

Entrances

.1 After washing exterior marble and granite should present a clean surface free from grime and soap or water streaks.

2. FLOOR MAINTENANCE

Sweeping

.1 There should be no dirt, trash nor other matter left in corners, behind nor under free standing radiators, under furniture, behind nor under other moveable items, nor behind doors.

.2 Floors should be free of dust film.

.3 There should be no dirt left where sweepings were picked up.

.4 Furniture and equipment should be relocated to where it was prior to the sweeping operation.

Damp and Wet Mopping

.1 All mopped areas should be clean and free of surface stains, mop streaks and loose mop strands.

.2 Walls, baseboards and other surfaces should be free of watermarks and splashings.

.3 Water or other cleaning solution should not have been allowed to collect under furniture legs and cabinets.

Scrubbing/Stripping

.1 There should be no surface dirt or stains visible following the scheduled scrubbing operation.

.2 There should be no wax or finish buildup on the floor surface following the stripping operation.

.3 The furniture (excluding file cabinets) should have been moved for complete floor coverage.

.4 Walls, baseboards and other surfaces should be free of watermarks, splashings and scars from equipment.

Finishing (Application of Wax or Floor Finish)

.1 The floor should be free of streaks, mop strands, marks, skipped areas and other evidence of improper application.

.2 The floor should be clean and bright looking including in corners and under furniture.

.3 There should be no residue on walls, baseboards, furniture and other surfaces.

.4 Furniture and equipment should be relocated to where it was prior to the waxing operation.

Miscellaneous

.1 Chairs, wastepaper baskets, etc. should not be placed on desks or tables during cleaning operations.

3. CARPETS AND RUGS

Vacuuming and/or Carpet Sweeping

.1 Carpets and rugs should be clean and free from dust, dirt and other debris. Nap on rigs should be laid in one direction.

.2 T-mats should be clean and carpet or rug area around and under t-mats should be free of dust and dirt.

.3 Floor area under immediate edge of rugs should be free of dirt and dust.

.4 Base floors around rugs should be clean. No dirt should be left in corners, under furniture, behind doors or radiators.



.5 All furniture and equipment moved during the cleaning operation should be returned to its original location.

4. LOBBY, ENTRANCE AND CORRIDOR CLEANING

- Sweeping .1 See page 23.
- Damp and Wet Mopping .1 See page 23.
- Scrubbing/Stripping .1 See page 23.
- Finishing .1 See page 23.
- Dusting .1 Lobby furniture should be free of dust, fingerprints and stains.
- .2 Baseboards, radiators, grills, window stools and other fixtures should be free of dust.
- Walls .1 Walls should be free of fingerprints, smudges and any other defacing marks.
- Glass doors and Side Lights .1 There should be no streaks or smears on glass and the door frame should be clean.
- .2 There should be no water on the floor, sills or stools.
- Polishing .1 Doorknobs, push bars, kick plates, railings, doors and other surfaces should be clean (where applicable) and polished.
- Miscellaneous .1 Foot grills and recessed pans should be free of dirt and debris after scheduled cleaning.
- .2 Walkoff mats should be clean and dry.
- .3 Lobby and entrances should be free of debris.
- .4 Notice boards and interior of fire-hose cabinets including glass should be clean.

5. ROOM CLEANING

- Trash Removal .1 All wastepaper receptacles should be empty, clean and in place.
- Sweeping .1 See page 23.
- Dusting .1 There should not be any dust or dust streaks on desks or other office furniture.
- .2 Glass tops on desks and tables should be clean and free of fingerprints and stains.
- .3 All pictures, plaques, etc. should be free of dust.
- .4 Corners and crevices should be free of dust.
- .5 Radiators, window stools, door ledges, frames, louvers, baseboards and partition ledges should be free of dust.
- Spot Cleaning .1 Walls, doors, door frames, door and partition glass should be free of fingerprints.
- Damp Wiping .1 Mirror and other glass should be clean and free of dust, dirt streaks and spots.
- Vacuuming and/or Carpet Sweeping .1 See page 23.

6. WASHROOM CLEANING AND SERVICING

- Trash Removal .1 All paper and garbage receptacles should have been emptied, plastic bags should have been replaced, if required, and the exterior surface wiped clean.
- Supplies .1 All dispensers of supplies should be refilled.
- Sanitary receptacles .1 All sanitary receptacles should be empty and a disposal bag replaced, if required.
- .2 All sanitary receptacles should be free of odour, spots, stains and fingerprints removed.
- Fixtures .1 All surfaces of wash basins and all exposed piping should be free of dust, dirt spots and stains.
- .2 All surfaces of flush tank, toilet seats, bowls and urinals should have been disinfected.



- .3 Plumbing fixtures should be free of stains, soap buildup, dust and mould.
- Dispensers, Walls, Stall Partitions, Doors, Shelves, Mirrors, Ledges
 - .1 All dispensers, shelves, shelf brackets and ledges should be free of fingerprints, dust and stains.
 - .2 All mirrors should be clean.
 - .3 Walls, stall partitions and doors should be free of dust, hand marks, pencil marks, water streaks, mop marks and fittings should be free of mould.
- Floors
 - .1 Floors, including corners should be free of dirt, dust, marks, paper and mop strings, water and mop marks. Baseboards and coves should be clean. Floors should have been disinfected.
- Sweeping .1 See page 23.
- Damp and Wet Mopping .1 See page 23.
- Scrubbing/Stripping .1 See page 23.
- Finishing .1 See page 23.
- 7. STAIRWAY CLEANING**
- Vacuuming/Dusting
 - .1 Stair landings, treads and corners of stair treads should be free of dirt, dust streaks and debris.
 - .2 Stair railings, ledges, door mouldings, radiators, window sills and grills should be free of dust.
- Cleaning, Polishing and Wall Spotting
 - .1 Glass, wood and metal surfaces should be clean and free of all marks and dirt.
 - .2 Handrails, doorknobs and other surfaces should be clean and polished where applicable.
 - .3 Walls up to a standing height should be free of all marks.
- Mopping and Stripping
 - .1 Stair landings, treads, risers, walls and baseboards should be clean and free of watermarks and splashings from cleaning and finishing solutions.
- 8. ELEVATOR CLEANING** .1 Floors, including corners, threshold plates and door tracks should be clean.
 - .2 Floors should be polished and free of slippery areas.
 - .3 Walk-off mats (when in place) should be clean and dry. The floor thereunder should be clean and dry.
 - .4 Carpeted floors should be free of dust, dirt and debris.
 - .5 Walls should be free of dust, finger or splash marks, streaking and watermarks.
 - .6 Hand rails and baseboards should be clean and polished.
 - .7 Doors and frames should be free of fingerprints, etc.
 - .8 Elevator floor track to be kept free of dirt, water and dust
- 9. HIGH CLEANING (on completion of Scheduled operation)**
- Clocks
 - .1 Glass should be clean and free of streaks.
 - .2 Edge should be wiped free of dust.
- Light Fixtures
 - .1 Should be free of dust and insects. No dirt should be left on furniture or floor beneath fixture.
 - .2 When washed, should be clean and free of streaks.
 - .3 Diffuser should be securely in place.
 - .4 No watermarks should appear on furniture or floor.
- Lockers
 - .1 Tops should be free of dust.
- Overhead Pipes
 - .1 Should be free of dust.



-
- | | | |
|----------------------------|----|---|
| Pictures and Plaques | .1 | Glass should be clean and free of streaks. |
| | .2 | Frames should be free of dust. |
| Tops of partitions | .1 | Should be free of dust. |
| Venetian Blinds | .1 | Both sides of slats should be clean and free of dust. |
| | .2 | Window frame and adjoining area should be free of dust. |
| Wall or Ceiling Ventilator | .1 | Should be free of dust. |
| | .2 | Framework around ventilator should have been wiped |
| clean. | | |
| Exhaust Fans | .1 | Wall area around fan should be free of dust. |

10. WINDOW, PARTITION AND SHOWCASE (on completion of Schedule Operation)

- | | | |
|----------------|----|---|
| Glass Cleaning | .1 | Glass should be clean and free of streaks. |
| | .2 | Sash, Sill, stool should be clean and free of watermarks. |
| | .3 | items moved during the cleaning operation should have been replaced to original location. |

11. CONTRACTORS SPACE AND JANITORS CLOSET

- | | | |
|--|----|---|
| | .1 | All floors should be clean. |
| | .2 | All fixtures and walls should be free of dust and stains. |
| | .3 | Mop pails/trucks should be empty and free of odours. |
| | .4 | There should be no wastepaper, garbage or empty containers in the Janitors closets. |



ANNEX “B” BASIS OF PAYMENT

Professional Services and Associated Costs - For the provision of all professional services, including all associated costs necessary to carry out the required work as described in the statement of work.

The level of effort by the contractor to clean this facility properly requires a 7.5 hour work day. (not including a 1/2 hour unpaid, meal break)

COST SUBMISSION FOR FIRST YEAR OF CONTRACT

Buoy Maintenance Building - 270 Southside Road – all cleaning must be between 8-4 (No cleaning on Weekends or Holidays)

Total Monthly Cost to clean the Buoy Maintenance Building \$_____

Total Yearly Cost (monthly X 12) \$_____

Main Administration Building - 280 Southside Road (7 day a week including Federal Holidays)

Total Monthly Cost to clean the Main Administration Building \$_____

Total Yearly Cost (monthly X 12) \$_____

Carpentry Shop - 440 Southside Road – all cleaning must be between 8-4 (No cleaning on Weekends or Holidays)

Total Monthly Cost to clean the Carpentry Shop \$_____

Total Yearly Cost (monthly X 12) \$_____

Quarterly Cleaning - **Total Yearly Cost \$**_____

Semi-Annual Cleaning - **Total Yearly Cost \$**_____

Annual Cleaning - **Total Yearly Cost \$**_____

Initial Contract Total yearly cost \$_____

(This figure will be divided by 12 to get the total Monthly Payable should you be awarded a contract)



COST SUBMISSION FOR 1st OPTION YEAR OF CONTRACT

Buoy Maintenance Building - 270 Southside Road – all cleaning must be between 8-4 (No cleaning on Weekends or Holidays)

Total Monthly Cost to clean the Buoy Maintenance Building \$ _____

Total Yearly Cost (monthly X 12) \$ _____

Main Administration Building - 280 Southside Road (7 day a week including Federal Holidays)

Total Monthly Cost to clean the Main Administration Building \$ _____

Total Yearly Cost (monthly X 12) \$ _____

Carpentry Shop - 440 Southside Road – all cleaning must be between 8-4 (No cleaning on Weekends or Holidays)

Total Monthly Cost to clean the Carpentry Shop \$ _____

Total Yearly Cost (monthly X 12) \$ _____

Quarterly Cleaning - Total Yearly Cost \$ _____

Semi-Annual Cleaning - Total Yearly Cost \$ _____

Annual Cleaning - Total Yearly Cost \$ _____

1st Option year of the contract Total yearly cost \$ _____

(This figure will be divided by 12 to get the total Monthly Payable should you be awarded a contract)



COST SUBMISSION FOR 2nd OPTION YEAR OF CONTRACT

Buoy Maintenance Building - 270 Southside Road – all cleaning must be between 8-4 (No cleaning on Weekends or Holidays)

Total Monthly Cost to clean the Buoy Maintenance Building \$ _____

Total Yearly Cost (monthly X 12) \$ _____

Main Administration Building - 280 Southside Road (7 day a week including Federal Holidays)

Total Monthly Cost to clean the Main Administration Building \$ _____

Total Yearly Cost (monthly X 12) \$ _____

Carpentry Shop - 440 Southside Road – all cleaning must be between 8-4 (No cleaning on Weekends or Holidays)

Total Monthly Cost to clean the Carpentry Shop \$ _____

Total Yearly Cost (monthly X 12) \$ _____

Quarterly Cleaning - Total Yearly Cost \$ _____

Semi-Annual Cleaning - Total Yearly Cost \$ _____

Annual Cleaning - Total Yearly Cost \$ _____

2nd Option year of the contract Total yearly cost \$ _____

(This figure will be divided by 12 to get the total Monthly Payable should you be awarded a contract)



COST SUBMISSION FOR 3rd OPTION YEAR OF CONTRACT

Buoy Maintenance Building - 270 Southside Road – all cleaning must be between 8-4 (No cleaning on Weekends or Holidays)

Total Monthly Cost to clean the Buoy Maintenance Building \$ _____

Total Yearly Cost (monthly X 12) \$ _____

Main Administration Building - 280 Southside Road (7 day a week including Federal Holidays)

Total Monthly Cost to clean the Main Administration Building \$ _____

Total Yearly Cost (monthly X 12) \$ _____

Carpentry Shop - 440 Southside Road – all cleaning must be between 8-4 (No cleaning on Weekends or Holidays)

Total Monthly Cost to clean the Carpentry Shop \$ _____

Total Yearly Cost (monthly X 12) \$ _____

Quarterly Cleaning - Total Yearly Cost \$ _____

Semi-Annual Cleaning - Total Yearly Cost \$ _____

Annual Cleaning - Total Yearly Cost \$ _____

3rd Option year of the contract Total yearly cost \$ _____

(This figure will be divided by 12 to get the total Monthly Payable should you be awarded a contract)

Cost / Price Submissions: The Bidder takes full responsibility for all costs submissions. Any errors or omissions on the part of the bidder remain that of the bidder and are not the responsibility of the Fisheries and Oceans Canada to verify.

****NOTE****

* If the Contractor does not fill in and complete the costing information for all years including option year's it will be assumed that the price given for the initial year of the contract will be the price associated for all option years of the contract.



ANNEX “C” – INSURANCE CONDITIONS

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

1. Definitions

1.1. “Contract” means “Purchase Order”.

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

2. Indemnification

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

3. Period of Insurance

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

4. Proof of Insurance

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

5. Notification

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

6. Insured

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

7. Payment of deductible

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

8. Public Liability and Property Damage Insurance

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

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

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



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

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

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

10. Tenants Legal Liability Insurance (where applicable)

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



ANNEX "D" SECURITY REQUIREMENTS CHECK LIST

MAR 3 | 2010



Contract Number / Numéro du contrat F6870-183001
Security Classification / Classification de sécurité UNCLASSIFIED

SECURITY REQUIREMENTS CHECK LIST (SRCL)

LISTE DE VÉRIFICATION DES EXIGENCES RELATIVES À LA SÉCURITÉ (LVERS)

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

TBS/SCF 350-103(2004/12)

Security Classification / Classification de sécurité UNCLASSIFIED
--





Government
of Canada

Gouvernement
du Canada

Contract Number / Numéro du contrat

F6879-183001

Security Classification / Classification de sécurité
UNCLASSIFIED

PART A (continued) / PARTIE A (suite)

8. Will the supplier require access to PROTECTED and/or CLASSIFIED COMSEC information or assets?
Le fournisseur aura-t-il accès à des renseignements ou à des biens COMSEC désignés PROTÉGÉS et/ou CLASSIFIÉS? No / Non Yes / Oui
If Yes, indicate the level of sensitivity
Dans l'affirmative, indiquer le niveau de sensibilité

9. Will the supplier require access to extremely sensitive INFOSEC information or assets?
Le fournisseur aura-t-il accès à des renseignements ou à des biens INFOSEC de nature extrêmement délicate? No / Non Yes / Oui

Short Title(s) of material / Titre(s) abrégé(s) du matériel:
Document Number / Numéro du document:

PART B - PERSONNEL (SUPPLIER) / PARTIE B - PERSONNEL (FOURNISSEUR)

10. a) Personnel security screening level required / Niveau de contrôle de la sécurité du personnel requis

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

Special comments
Commentaires spéciaux: _____

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

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

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

INFORMATION / ASSETS / RENSEIGNEMENTS / BIENS

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

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

PRODUCTION

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

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

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

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

TBS/SCT 350-103(2004/12)

Security Classification / Classification de sécurité
UNCLASSIFIED





Government
of Canada

Gouvernement
du Canada

Contract Number / Numéro du contrat

F6879-183001

Security Classification / Classification de sécurité
UNCLASSIFIED

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

For users completing the form manually use the summary chart below to indicate the category(ies) and level(s) of safeguarding required at the supplier's site(s) or premises.

Les utilisateurs qui remplissent le formulaire manuellement doivent utiliser le tableau récapitulatif ci-dessous pour indiquer, pour chaque catégorie, les niveaux de sauvegarde requis aux installations du fournisseur.

For users completing the form online (via the internet), the summary chart is automatically populated by your responses to previous questions.

Dans le cas des utilisateurs qui remplissent le formulaire en ligne (par Internet), les réponses aux questions précédentes sont automatiquement saisies dans le tableau récapitulatif.

SUMMARY CHART / TABLEAU RÉCAPITULATIF

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

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

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

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

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



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

Contract / file number: F5211-180339

PROJECT TITLE: Janitorial Services – Canadian Coast Guard Southside Base Facility

Company Name:	
Address:	
Telephone number:	
Fax number:	
PWGSC file or Certificate #:	

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

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

Contractor's Authorized Signatory (Bidder) : _____

Date: _____

(For Official Use)

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

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

- I approve
- I do not approve based on:

Contracting Security Authority: _____

Date: _____



ANNEX “E” to PART 3 OF THE BID SOLICITATION

ELECTRONIC PAYMENT INSTRUMENTS

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

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

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



ANNEX "F" to PART 5 OF THE BID SOLICITATION

FEDERAL CONTRACTORS PROGRAM FOR EMPLOYMENT EQUITY - CERTIFICATION

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

For further information on the Federal Contractors Program for Employment Equity visit [Employment and Social Development Canada \(ESDC\)-Labour's](#) website.

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

Complete both A and B.

A. Check only one of the following:

- A1. The Bidder certifies having no work force in Canada.
- A2. The Bidder certifies being a public sector employer.
- A3. The Bidder certifies being a [federally regulated employer](#) being subject to the [Employment Equity Act](#).
- A4. The Bidder certifies having a combined work force in Canada of less than 100 permanent full-time and/or permanent part-time employees.

A5. The Bidder has a combined workforce in Canada of 100 or more employees; and

- A5.1. The Bidder certifies already having a valid and current [Agreement to Implement Employment Equity](#) (AIEE) in place with ESDC-Labour.

OR

- A5.2. The Bidder certifies having submitted the [Agreement to Implement Employment Equity](#) (LAB1168) to ESDC-Labour. As this is a condition to contract award, proceed to completing the form Agreement to Implement Employment Equity (LAB1168), duly signing it, and transmit it to ESDC-Labour.

B. Check only one of the following:

- B1. The Bidder is not a Joint Venture.

OR

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



ANNEX “G” EVALUATION CRITERIA

MANDATORY REQUIREMENTS:

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

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

The proposal must demonstrate that similar services to those described in the Statement of Work have been provided

No.	Mandatory Criteria	Meets Criteria (✓)	Proposal Page No.
M1	Bidder must provide a valid WCB Clearance Letter.		
M2	Bidder must demonstrate at least 3 years’ experience in the field of janitorial service.		
M3	Bidder must provide the name of the proposed resource(s) personnel they are proposing to work at our facility.		
M4	Bidders must provide proof / copy of the proposed resources’ security clearance at “ Reliability Status ” with the proposal at bid closing to be deemed compliant.		
M5	Bidder must provide proof of Insurance		
M6	Bidder must provide copy of Business License		
M7	The Bidder must provide proof that the proposed resource(s) personnel have at least 3 years’ experience in the field of janitorial services.		

BASIS OF SELECTION:

The contractor will be selected on the basis of lowest bid, provided they meet all the Mandatory Criteria outlined above.