



RETURN BIDS TO:

RETOURNER LES SOUMISSIONS À:

Bid Receiving Public Works and Government
Services Canada/Réception des soumissions
Travaux publics et Services gouvernementaux
Canada
Room 100,
167 Lombard Ave.
Winnipeg
Manitoba
R3B 0T6
Bid Fax: (204) 983-0338

REQUEST FOR PROPOSAL DEMANDE DE PROPOSITION

Proposal To: Public Works and Government Services Canada

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

Proposition aux: Travaux Publics et Services Gouvernementaux Canada

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

Comments - Commentaires

Vendor/Firm Name and Address

Raison sociale et adresse du
fournisseur/de l'entrepreneur

Issuing Office - Bureau de distribution

Public Works and Government Services Canada - Western
Region
Room 100
167 Lombard Ave.
Winnipeg
Manitoba
R3B 0T6

Title - Sujet Commercial Cleaning Services - Emer	
Solicitation No. - N° de l'invitation E0209-190605/B	Date 2018-11-21
Client Reference No. - N° de référence du client PSPC	
GETS Reference No. - N° de référence de SEAG PW-\$WPG-010-10707	
File No. - N° de dossier WPG-8-41065 (010)	CCC No./N° CCC - FMS No./N° VME
Solicitation Closes - L'invitation prend fin at - à 02:00 PM on - le 2019-01-02	Time Zone Fuseau horaire Central Standard Time CST
F.O.B. - F.A.B. Plant-Usine: <input type="checkbox"/> Destination: <input checked="" type="checkbox"/> Other-Autre: <input type="checkbox"/>	
Address Enquiries to: - Adresser toutes questions à: Maki, Christie	Buyer Id - Id de l'acheteur wpg010
Telephone No. - N° de téléphone (204) 891-6126 ()	FAX No. - N° de FAX (204) 983-7796
Destination - of Goods, Services, and Construction: Destination - des biens, services et construction: DEPARTMENT OF PUBLIC WORKS AND GOVERNMENT SERVICES CANADA STE 1650 PO Box 147 Emerson Manitoba R0A 0L0 Canada	

Instructions: See Herein

Instructions: Voir aux présentes

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

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PART 1 - GENERAL INFORMATION

1.1 Security Requirements

1. Before award of a contract, the following conditions must be met:
 - (a) the Bidder must hold a valid organization security clearance as indicated in Part 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. Bidders are reminded to obtain the required security clearance promptly. Any delay in the award of a contract to allow the successful Bidder to obtain the required clearance will be at the entire discretion of the Contracting Authority.
3. For additional information on security requirements, Bidders should refer to the [Contract Security Program](http://www.tpsgc-pwgsc.gc.ca/esc-src/introduction-eng.html) of Public Works and Government Services Canada (<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 Article 6.2 of the resulting contract clauses

1.3 Debriefings

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

1.4 Trade Agreements

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

1.5 epost Connect service

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

PART 2 - BIDDER INSTRUCTIONS

2.1 Standard Instructions, Clauses and Conditions

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

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

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

Subsection 5.4 of 2003, Standard Instructions - Goods or Services - Competitive Requirements, is amended as follows:

Delete: 60 days

Insert: 90 days

2.2 Submission of Bids

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

BRU: Western Region Bid Receiving Unit (Winnipeg)
Address: Room 100, 167 Lombard Avenue
Winnipeg, Manitoba R3B 0T6

E-post Connect: ROReceptionSoumissions.WRBidReceiving@tpsgc-pwgsc.gc.ca

Bids/Offer will be not be accepted if emailed directly to this email address. This email is to initiate an ePost Connect conversation, as detailed in the Standard Instructions.

Bid Fax: (204) 983-0338

2.3 Former Public Servant

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.

2.4 Enquiries - Bid Solicitation

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

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

2.5 Applicable Laws

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

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

2.6 Mandatory Site Visit

It is mandatory that the Bidder or a representative of the Bidder visit the work site. Arrangements have been made for the site visit to be held at Emerson Port of Entry on December 6, 2019. The site visit will begin at 10:00 am (Winnipeg time).

Bidders must communicate with the Contracting Authority christie.maki@pwgsc.gc.ca no later than 1400h December 3 2018 to confirm attendance and provide the name(s) of the person(s) who will attend. Bidders will be required to sign an attendance sheet. Bidders should confirm in their bid that they have attended the site visit. Bidders who do not attend the mandatory site visit or do not send a representative will not be given an alternative appointment and their bid will be declared non-responsive. Any clarifications or changes to the bid solicitation resulting from the site visit will be included as an amendment to the bid solicitation.

PART 3 - BID PREPARATION INSTRUCTIONS

3.1 Bid Preparation Instructions

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

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

Section I: Technical Bid
Section II: Financial Bid
Section III: Certifications

If the Bidder chooses to submit its bid in hard copies, Canada requests that the Bidder submits its bid in separately bound sections as follows:

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

Section III: Certifications (1 hard copy)

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

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

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

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

- (a) use 8.5 x 11 inch (216 mm x 279 mm) paper;
- (b) use a numbering system that corresponds to the bid solicitation.

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

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

Section I: Technical Bid

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

Section II: Financial Bid

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

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.

3.1.2 Exchange Rate Fluctuation

[C3011T](#) (2013-11-06), Exchange Rate Fluctuation

Section III: Certifications

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

PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

4.1 Evaluation Procedures

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

4.1.1 Technical Evaluation

4.1.1.1 Mandatory Technical Criteria

The proposed personnel appointed by the Contractor to perform the work under the Contract must have at least one (1) year within the last five (5) years of experience delivering/providing commercial cleaning services.

Include documentation with your proposal to support this Mandatory Criteria.

If the supporting documentation referenced above has not been provided at bid closing, the Contracting Authority will notify the Bidder that they must provide supporting documentation within two (2) business days following notification. Failure to comply with the request of the Contracting Authority within that time period, will deem the bid non-responsive and the bid will be given no further consideration.

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

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

5.2.3 Additional Certifications Precedent to Contract Award

5.2.3.2 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.

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** The following security requirements (SRCL and related clauses provided by the Contract Security Program) apply and form part of the Contract.

SECURITY REQUIREMENT FOR CANADIAN SUPPLIER: PWGSC FILE # E0209-190605

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

6.2 Statement of Work

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

6.3 Standard Clauses and Conditions

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

6.3.1 General Conditions

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

6.4 Term of Contract

6.4.1 Period of the Contract

The period of the Contract is from approximately January 15, 2019 to January 14 2020.

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 two (2) 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.

6.5 Authorities

6.5.1 Contracting Authority

The Contracting Authority for the Contract is:

Name: Christie Maki
Title: Procurement Specialist
Public Works and Government Services Canada
Acquisitions Branch
Address: 100-167 Lombard Ave, Winnipeg MB R3B 0T6
Telephone: 204-891-6126
Facsimile: 204-983-7796
E-mail address: christie.maki@pwgsc.gc.ca

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

6.5.2 Project Authority

The Project Authority for the Contract is: **WILL BE COMPLETED UPON 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

Solicitation No. - N° de l'invitation
E0209-190605/B
Client Ref. No. - N° de réf. du client
Port of Emerson - Cleaning

Amd. No. - N° de la modif.
File No. - N° du dossier
WPG-8-41065

Buyer ID - Id de l'acheteur
wpg011
CCC No./N° CCC - FMS No./N° VME

Name: _____

Title: _____

Address: _____

Telephone: _____

Facsimile: _____

E-mail address: _____

6.6 Proactive Disclosure of Contracts with Former Public Servants

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

6.7 Payment

6.7.1 Basis of Payment - Firm Unit Price(s)

In consideration of the Contractor satisfactorily completing its obligations under the Contract, the Contractor will be paid firm unit price(s) for a cost of **\$TBD**. Customs duties are included and Applicable Taxes are extra.

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

6.7.2 Monthly Payment

[H1008C \(2008-05-12\)](#), Monthly Payment

6.7.4 Electronic Payment of Invoices – Contract

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

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

6.8 Invoicing Instructions

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

TBD

6.9 Certifications and Additional Information

6.9.1 Compliance

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

6.10 Applicable Laws

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

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, Services (Medium Complexity);
- (c) Annex A, Statement of Work;
- (d) Annex B, Basis of Payment
- (e) Annex C, Security Requirements Check List;
- (f) Annex D, Insurance Requirement
- (g) the Contractor's bid dated ____.

6.12 Insurance – Specific Requirements

The Contractor must comply with the insurance requirements specified in Annex D. 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

Cleaning Services for the Port of Emerson

Hours of work for contract cleaning staff are dependent on the normal occupancy of the building. As this is a 24 hour port, cleaning services are required seven (7) days per week, days and evenings as follows:

- **Monday through Sunday between 1500 hours and 2100 hours (evening shift);**
- **Saturdays and Sundays between 0630 hours and 1500 hours (day shift);**
- **Statutory Holidays between 0630 hours and 1500 hours (day shift); AND between 1500 hours and 2100 hours (evening shift)**

The Contractor must be on-site for a minimum of four (4) people hours per required shift. The four hour period is at the discretion of the Contractor, but must be during the hours indicated above.

The Site Authority may request certain scheduled work to be done on a shift for safety, security and other reasons. For such work the Site Authority will notify the Contractor at least 48 hours in advance.

Statutory Holidays: May include but are not limited to the following:

New Year's Day
Good Friday
Easter Monday
Victoria Day
Canada Day
Labour Day
Thanksgiving Day
Remembrance Day
Christmas Day
Boxing Day

CLEANABLE AREA IN SQUARE METRES

Traffic	920 m2
Link	435 m2
Commercial	1029 m2
Trailer	67 m2
<u>Tertiary Garage</u>	<u>436 m2</u>
Total	2887 m2

LOG BOOKS

A log book must be maintained by the Contractor. The log book must contain the e-mail address, fax and phone numbers of company representatives that are responsible for handling any issues that arise and who are also responsible for taking corrective action. The log book must also include a notation of start time(s) and end time(s) per day.

The emails or faxes will be used to record the date and room/area in which deficiencies are noted. Deficiencies may include broken stair treads, broken/leaking taps, etc. and are to be reported to the Site Authority.

Checklists of completed work are to be included in the log book for periodic inspection by the Site Authority.

To facilitate payment for services, the Contractor must forward along with their monthly invoice, the PWGSC fully endorsed service verification log sheets (No payments will be issued until an invoice is received).

ACCIDENTS

The Contractor and their employees will not be considered as being Government employees and therefore will not come within the provisions of the Government Employees Compensation Act and will not be eligible for any of the benefits provided by the Crown under this act.

EXCLUDED AREAS

The following areas will not be included in the areas of cleaning:

Queens Room
Transformer, Mechanical, Electrical and LAN rooms
Detection Dog Office

DAMAGES

The contractor shall be fully responsible for any damage to the structure, furniture, equipment, plants and countertops.

- A. Do not use spray cleaning materials in the vicinity of plants.
- B. Do not use cleaning materials that leave an oily film

SITE AUTHORITY

The site authority for this contract is: **INSERTED AT CONTRACT AWARD.**

HEALTH and SAFETY

The Contractor must adhere to all health and safety measures pertaining to accident prevention and fire hazards recommended by National and provincial codes and/or prescribed by the authorities having jurisdiction concerning the equipment, work habits and procedures. The Contractor must perform the work in compliance with the Canada Labour Code – Part II, or relevant Provincial Occupational Health and Safety Act and regulation, the National Fire Code; and applicable Provincial Act or Regulation and applicable Municipal Regulations. In the event of a conflict between any of the codes, regulations, acts or standards outlined in herein, the most stringent shall apply. All of the above 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. PWGSC is committed to ensuring a respectful workplace for everyone who works at the Port of Entry at Emerson. Evidence of harassment in the workplace is unacceptable and will not be tolerated.

SECURITY

All Contractor personnel must be security cleared to Reliability Status before employees will be permitted to access the facilities.

STAFFING

The Contractor must provide all the staff necessary to perform all services as detailed herein.

UNIFORMS

All cleaning personnel utilized in the performance of this contract must wear Contractor supplied uniforms. All cleaning personnel will carry visible picture identification cards and will be worn at all times during working hours, issued by the Contractor. Personnel without cards will be requested to leave the facility. Upon termination of services, the identification cards will be returned to the Contractor.

INSPECTIONS

Periodically on completion of cleaning operations, inspections shall be made by the departmental representatives, who shall decide whether or not the work is satisfactory.

SECTION TWO

DEFINITION OF TERMS

The definition of terms and quality standards described in this document for janitorial services core tasks and optional tasks must be strictly adhered to. All inspections made by the client will be rated according to these quality standards.

Flight of Stairs includes steps and risers situated between two floor levels including landing(s).

Materials include, but are not limited to, toilet tissue, paper hand towels, hand soap, deodorant blocks, hand sanitizer, plastic bags and sani-bags, as required for the performance of the work, in addition to the supplies necessary for the physical cleaning of the building(s).

Trash includes the contents of ashtrays, waste receptacles, sand urns and sani-cans. Also paper clips, paper, mop strings, pins, staples and discarded items on the floor or furniture.

Traffic Areas includes entrance lobbies, elevator lobbies, corridors and traffic aisles in open office space.

QUALITY STANDARDS

The Contractor must meet the following standards:

1. Cleaning: General

- a. All surfaces and objects specified in the contract must be free of dust, stains, spills, debris and soil immediately after cleaning operation.
- b. Machinery and equipment must not block a passageway, or present a trip hazard.
- c. Caution signs must be placed adjacent to the affected area on all approaches.

d. Furnishings moved by cleaners must be relocated to their original location.

2. Spot Cleaning

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

3. Sweeping

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

4. Dust Mopping

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

5. Damp Mopping

- a. Floor areas including open areas and flooring around furniture legs and into corners must be clean and free of surface stains, soil, mop streaks, loose mop strands and water spotting.
- b. The supplier must sweep or dry mop the area immediately before damp mopping.
- c. The supplier must start damp mopping with clean water and mop.
- d. Walls, baseboards and other surfaces must be free of splash marks.

6. Wash Floors

- a. All standards outlined in "Damp Mopping" apply.
- b. In addition, surfaces must be rinsed free of cleaning solution after floors are washed.
- c. All areas must be free of dirt, stains, splashing, cleaning chemical and water accumulations as well as scuff marks.

7. Machine Scrubbing

- a. All areas must be free of dirt, stains, scuff marks, splashing, cleaning chemical and water accumulations.
- b. Corners and other areas not accessible to a mechanical floor scrubber must be scrubbed manually.

8. Vacuuming

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

9. Stain Removal

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

10. Hot Water Extraction

- a. All carpets and walk-away mats must be clean and free of accumulated dust and dirt and stain as a result of Hot Water Extraction.
- b. Areas must be cleaned to walls and corners.

11. Damp Wiping

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

12. Glass and Mirror Cleaning

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

13. High dusting

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

14. Clean and Disinfect

- a. Manufacturer's instructions must be followed for best results.
- b. All surfaces cleaned and disinfected must be rinsed clean of residual disinfectant.

15. Exterior Cleaning with a Hose

- a. All areas must be clean of dirt, mud and debris with no water ponding as a result of the cleaning with a hose.
- b. Equipment is removed and stored immediately after use.

EVENING SHIFT 1500HRS – 2100HRS:
CLEANING TASKS BY AREA MONDAY THOROUGH SUNDAY & STATUTORY HOLIDAYS

Traffic

- Check washrooms throughout shift and clean/stock as needed.

Link (clean after 4pm when clerks are gone)

- Clean Director's office (only if door is open).
- Clean meeting room, training room, and lunch room.
- Clean washrooms and exercise area.
- Wash all floors.
- Vacuum all carpeted areas.

Commercial

- Check staff and public washrooms throughout shift and clean/restock as needed.
- Clean front counter and glass on entrance doors.
- Spot clean inside of windows as required.
- Vacuum all carpeted areas.
- Dust mop and wash all floors.
- Sweep and wash stairwell.
- Wipe down hand rails.
- Clean tops of desks, without moving or disrupting papers.
- Check & empty shredders as needed.
- Clean jail cell.

Commercial (Saturday, Sunday and Statutory Holiday evenings only)

- Clean locker room, sweep and wash floors.
- Clean waiting room and office area, sweep and wash floors.
- Sweep remaining floors
- Empty all garbage

Trailer

- Wipe down sleeping mats as required
- Sweep and wash floors as required
- Empty garbage.

End of Shift

- Clean and restock all washrooms as needed.
- Take all garbage & recycling to bins.
- Update log book and checklists.

Exterior

- Keep entrances, sidewalks and grounds free of litter and debris.
- Sweep exterior steps, handicapped ramps, sidewalks and loading dock entrances.
- When required remove snow and ice up to 10 feet from entrances, emergency exits, sidewalks, walkways, perimeter of facility grounds and handicapped ramps as often as required during continuous snowfall, including application of anti-slip products in icy surfaces.
- All anti-slip materials will be provided.
- Clean debris from outside ashtrays and empty waste receptacles.

NOTE: If during the course of performing cleaning the Contractor notices anything not working properly, suspicious, or has an issue please report the information to PWGSC immediately.

It is CBSA's responsibility to protect the privacy of individuals, and this extends to cleaners. For that reason, please keep conversations with the public to general greetings and never disclose to others conversations or enforcement that you may hear or witness. If you sense that officers are engaged in enforcement activities that may expose you to private information, withdraw from the area.

DAY SHIFT 0630HRS – 1500HRS
CLEANING TASKS BY AREA - WEEKENDS AND STATUTORY HOLIDAYS

Traffic

- Check staff and public washrooms throughout shift and clean/restock as needed.
- Clean front counter and glass on entrance doors.
- Spot clean inside of windows as required.
- Clean coffee room.
- Vacuum all carpets and floor mats.
- Dust mop and wash all floors.
- Sweep and wash stairwell.
- Wipe down hand rails.
- Clean jail cell if needed.
- Clean tops of desks without moving or disrupting papers.
- Check & empty shredders as needed.
- Clean and wipe down elevator.
- Check & empty garbage and recycling

PIL Booths

- Check and clean as needed, PIL booths:
 - o Traffic #1, #2, #3
 - o Commercial Truck #8, #9

Tertiary Garage

- Clean, sweep, and wash floors in office area, waiting area.

-
- Hose down/clean garage floor as required.
 - Check & empty garbage and recycling

Trailer

- Wipe down sleeping mats as required.
- Sweep and wash floors as required.
- Empty garbage.

End of Shift

- Clean and restock all washrooms as needed.
- Empty all front office and front counter garbage's again.
- Take all garbage & recycling to bins.
- Update log book and checklists.

Exterior

- Keep entrances, sidewalks and grounds free of litter and debris.
- Sweep exterior steps, handicapped ramps, sidewalks and loading dock entrances.
- When required remove snow and ice up to 10 feet from entrances, emergency exits, sidewalks, walkways, perimeter of facility grounds and handicapped ramps prior to 0700 hrs, and as often as required during continuous snowfall, including application of anti-slip products in icy surfaces.
- All anti-slip materials will be provided.
- Clean debris from outside ashtrays and empty waste receptacles.

NOTE: If during the course of performing cleaning the Contractor notices anything not working properly, suspicious, or has an issue please report the information to PWGSC immediately.

It is CBSA's responsibility to protect the privacy of individuals, and this extends to cleaners. For that reason, please keep conversations with the public to general greetings and never disclose to others conversations or enforcement that you may hear or witness. If you sense that officers are engaged in enforcement activities that may expose you to private information, withdraw from the area.

DETAILED DESCRIPTION OF TASKS

1. Entrance

- A. Vacuum walk away mats.
- B. Clean entrances and lobbies
 - Keep free of debris
 - Clean furniture and office furniture.
 - Mats are to be removed or rolled up to complete floor cleaning operations.
 - Clean both sides of door glass.
 - Clean surface and between bars of floor grills.
 - Sweep, wash and buff floors.
 - Provide additional damp mopping of floors during inclement weather.

2. Washrooms: Public and staff

- A. Public washrooms
 - Remove gum and other foreign residue.
 - Sweep all floors
 - Damp mop with a germicidal solution and/or manufacturer's instructions.
 - Remove all trash from strainers in basin or urinals.
 - Wash toilet seats (both sides) bowls, urinals, washbasins and underside of washbasins using a germicidal detergent.
 - Clean and disinfect all water taps, dispensers, door plates, flush valves and the exterior of wastepaper and refuse containers.
 - Clean flush tanks, shelves, high ledges, mirrors, window stools and exposed piping.
 - Spot clean walls, partitions and doors to remove finger marks and other marks.
 - Empty sanitary containers, wash, disinfect and replace bags.
 - Empty all wastepaper receptacles.
 - Empty refuse receptacles and insert new plastic bags.
 - Replenish soap containers, toilet paper, linen and paper dispensers.
 - Wash both sides of partitions and partition doors and the ceramic walls enclosed by the partitions using a germicidal detergent.
 - De-scale toilet bowls and urinals.
 - Place one 4 oz deodorant block in each urinal
 - Damp wipe counters daily.
 - Clean counter facings as required.

4. Furniture and fixtures

Mandatory: papers and files left on furniture shall not be disturbed. Request tenant to remove papers and files from surface in order to clean work surface.

- Dust horizontal surfaces.
- Dust telephones
- Dust and remove finger marks and stains from work surface areas.
- Spot clean outside surfaces of lockers, storage and filing cabinets.
- Spot clean bookcase glass doors.
- Dust empty stacks and shelves.
- Dust pictures and wall hanging (excluding paintings and art objects)

5. Waste Receptacles

- Replace when dirty or torn, plastic bags of correct size in wastepaper baskets, garbage cans and waste receptacles

- Empty garbage cans and waste receptacles.

6. Doors, Door Frames, Etc.

- Clean finger marks from doors and door frames
- Dust door grills

7. Emergency Fire Equipment

- Dust wall hung equipment

8. Water Fountains

- Wash and disinfect.

9. Walls, Partitions and Baseboards

- Remove finger marks, smudges and stains from painted walls and partitions.
- Dust baseboards, ledges and mouldings.

10. Floor Resilient

Chairs, wastepaper baskets, etc., must not be placed on desks, tables or work benches during cleaning operations. Care must be taken not to allow cleaning solution to seep under furniture legs, file cabinets or partitions.

- Sweep all floors
- Remove gum and foreign residue
- Damp mop or wipe all floors to remove spillage salt, (sodium and calcium chloride)

11. Carpeting and Rugs

- Vacuum on a full floor basis all carpeting and rugs in heavy traffic areas such as reception or waiting areas and corridors.
- Dust bases of screen systems.

12. Stairs and landings

- Sweep stairs and landings
- Remove gum and foreign residue
- Dust hand rails, vertical grills, baseboards and stringers.

13. Interior Glass

- Spot clean all glass doors, glass in fire doors, glass partitions and/or glass panels in partitions.

14. Light Fixtures

- Remove insect from lens as required.

15. Exterior

- Keep entrances, sidewalks and grounds free of litter and debris.
- Sweep exterior steps, handicapped ramps, sidewalks and loading dock entrances.

- When required remove snow and ice up to 10 feet from entrances, emergency exits, sidewalks, walkways, perimeter of facility grounds and handicapped ramp prior to 0700 hrs and as often as required during continuous snowfall, including application of anti-slip products in icy surfaces.
- All anti-slip materials will be provided.
- Clean debris from outside ashtrays and empty waste receptacles.

16. Elevator(s)

- Sweep and wash floor
- Spot clean walls and control panel with multi-surface cleaner
- Clean the inside and outside of the metal doors and metal handrail with stainless steel polish

17. All cleaning supplies, equipment and paper products will be supplied by the Government of Canada (PWGSC).

18. Do not clean computer terminals.

19. Ensure all maintenance items that are of a Health and Safety nature are promptly reported i.e. same day turnaround.

20. Do not deal directly with on-site personnel. Promptly alert PWGSC site authority of potential issues that will escalate to the district and/or regional level.

21. Avoid interference in Customs and/or Immigrations day to day operational functions/ situations unless the building security or structure is placed at risk when performing daily cleaning tasks.

ANNEX "B"

BASIS OF PAYMENT

1. It is **MANDATORY** that bidders submit prices/rates for the period of the proposed contract in the following pricing schedules. This section, when completed, will be considered as the bidder's Financial Proposal.
2. Should there be an error in the extended pricing of the bidder's proposal, the unit pricing shall prevail and the extended pricing shall be corrected in the evaluation. Any errors in the quantities of the bidders' proposal shall be changed to reflect the quantities stated in the RFP.
3. GST, if applicable, is not included and is to be shown as a separate item on any resulting invoice. Payment will be made in accordance with the pricing in the Basis of Payment.
4. The quantities and estimates specified below are provided for evaluation purposes only. Estimated quantities are provided for evaluation purposes only. Actual usages may vary from these amounts.
5. Bidder(s) shall provide bid(s) as per the unit of issue requested. It is the responsibility of the bidder(s) to provide conversion to the unit of issue requested. Failure to do so will render the bid(s) non-responsive without further consideration.
6. **PRICING** must be firm unit pricing in Canadian (CDN) funds, all-inclusive for the period of the Contract. Rates **MUST** include ALL costs (All Freight, delivery, offloading, FOB destination, options, accessories, warranties.) associated with providing the Goods in accordance with the Requirement at Annex "A". GST, if applicable, is to be shown as a separate item on any resulting invoice. (PST Exempt 390516-0).

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E0209-190605/B
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Port of Emerson - Cleaning

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File No. - N° du dossier
WPG-8-41065

Buyer ID - Id de l'acheteur
wpg011
CCC No./N° CCC - FMS No./N° VME

TABLE 1A – BASIS OF PAYMENT FOR CLEANING MONDAY THOROUGH SUNDAY EVENING SHIFT (1500hrs to 2100hrs)

CONTRACT PERIOD #1: January 15, 2019 – January 14, 2020 Firm All Inclusive Prices: The Contractor will be paid the following firm all-inclusive monthly rates for work performed in accordance with the Statement of Work at Annex A.					
Line	Description	Unit of Measure	(A) Price per Unit	(B) Estimated Usage	(C) Extended Price = A x B
1.	Traffic, Link, Commercial, Trailer, Exterior	monthly	\$ _____	12	\$ _____
SUBTOTAL LINE 1					\$ _____
OPTION PERIOD #1: January 15, 2020 – January 14, 2021					
Line	Description	Unit of Measure	(A) Price per Unit	(B) Estimated Usage	(C) Extended Price = A x B
2.	Traffic, Link, Commercial, Trailer, Exterior	monthly	\$ _____	12	\$ _____
SUBTOTAL LINE 2					\$ _____
OPTION PERIOD #2: January 15, 2021 – January 14, 2022					
Line	Description	Unit of Measure	(A) Price per Unit	(B) Estimated Usage	(C) Extended Price = A x B
3.	Traffic, Link, Commercial, Trailer, Exterior	monthly	\$ _____	12	\$ _____
SUBTOTAL LINE 3					\$ _____

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TABLE 1B – BASIS OF PAYMENT FOR CLEANING SATURDAY AND SUNDAY DAY SHIFT (0630hrs to 1500hrs)

CONTRACT PERIOD #1: January 15, 2019 – January 14, 2020 Firm All Inclusive Prices: The Contractor will be paid the following firm all-inclusive monthly rates for work performed in accordance with the Statement of Work at Annex A.					
Line	Description	Unit of Measure	(A) Price per Unit	(B) Estimated Usage	(C) Extended Price = A x B
4.	Traffic, PL Booths, Trailer, Tertiary Garage, Exterior	monthly	\$_____	12	\$_____
SUBTOTAL LINE 4					\$_____
OPTION PERIOD #1: January 15, 2020 – January 14, 2021					
Line	Description	Unit of Measure	(A) Price per Unit	(B) Estimated Usage	(C) Extended Price = A x B
5.	Traffic, PL Booths, Trailer, Tertiary Garage, Exterior	monthly	\$_____	12	\$_____
SUBTOTAL LINE 5					\$_____
OPTION PERIOD #2: January 15, 2021 – January 14, 2022					
Line	Description	Unit of Measure	(A) Price per Unit	(B) Estimated Usage	(C) Extended Price = A x B
6.	Traffic, PL Booths, Trailer, Tertiary Garage, Exterior	monthly	\$_____	12	\$_____
SUBTOTAL LINE 6					\$_____

TABLE 1C – BASIS OF PAYMENT FOR CLEANING STATUTORY HOLIDAYS (Day Shift and Evening Shift)

CONTRACT PERIOD #1: January 15, 2019 – January 14, 2020					
Firm All Inclusive Prices: The Contractor will be paid the following firm all-inclusive hourly rates for work performed in accordance with the Statement of Work at Annex A.					
Line	Description	Unit of Measure	(A) Price per Unit	(B) Estimated Usage (10 days x 8 hrs/day)	(C) Extended Price = A x B
7.	Traffic, Commercial, PIL Booths, Trailer, Tertiary Garage, Exterior	Hourly	\$_____	80	\$_____
TOTAL LINE 7					\$_____
OPTION PERIOD #1: January 15, 2020 – January 14, 2021					
Line	Description	Unit of Measure	(A) Price per Unit	(B) Estimated Usage (10 days x 8 hrs/day)	(C) Extended Price = A x B
8.	Traffic, Commercial, PIL Booths, Trailer, Tertiary Garage, Exterior	Hourly	\$_____	80	\$_____
SUBTOTAL LINE 8					\$_____
OPTION PERIOD #3: January 15, 2021 – January 14, 2022					
Line	Description	Unit of Measure	(A) Price per Unit	(B) Estimated Usage (10 days x 8 hrs/day)	(C) Extended Price = A x B
9.	Traffic, Commercial, PIL Booths, Trailer, Tertiary Garage, Exterior	Hourly	\$_____	80	\$_____
SUBTOTAL LINE 9					\$_____

FOR EVALUATION:

Evaluated Price TOTAL 1A	\$
Evaluated Price TOTAL 1B	\$
Evaluated Price TOTAL 1C	\$
Grand total for evaluation	\$

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ANNEX "C"

SECURITY REQUIREMENTS CHECK LIST

Please see attached.

ANNEX "D"

INSURANCE - COMMERCIAL GENERAL LIABILITY INSURANCE

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

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ANNEX “E” to PART 3 OF THE BID SOLICITATION

ELECTRONIC PAYMENT INSTRUMENTS

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

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

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JUN 20 2018



Government of Canada
Gouvernement du Canada

Contract Number / Numéro du contrat

E0209-190605

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

TBS/SCT 350-103(2004/12)

Security Classification / Classification de sécurité
UNCLASSIFIED

Canada



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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 ☐ Yes
Non 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 ☐ Yes
Non Oui
- Short Title(s) of material / Titre(s) abrégé(s) du matériel:
Document Number / Numéro du document:

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

10. a) Personnel security screening level required / Niveau de contrôle de la sécurité du personnel requis
- | | | | |
|---|---|---|--|
| <input checked="" type="checkbox"/> RELIABILITY STATUS
COTE DE FIABILITÉ | <input type="checkbox"/> CONFIDENTIAL
CONFIDENTIEL | <input type="checkbox"/> SECRET
SECRET | <input type="checkbox"/> TOP SECRET
TRÈS SECRET |
| <input type="checkbox"/> TOP SECRET - SIGINT
TRÈS SECRET - SIGINT | <input type="checkbox"/> NATO CONFIDENTIAL
NATO CONFIDENTIEL | <input type="checkbox"/> NATO SECRET
NATO SECRET | <input type="checkbox"/> COSMIC TOP SECRET
COSMIC TRÈS SECRET |
| <input type="checkbox"/> SITE ACCESS
ACCÈS AUX EMPLACEMENTS | | | |
- Special comments: If Contractor is to access Bond or LAN rooms, they will be escorted by a CBSA employee.
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 ☐ Yes
Non Oui
- If Yes, will unscreened personnel be escorted?
Dans l'affirmative, le personnel en question sera-t-il escorté? ☒ No ☐ Yes
Non 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 ☐ Yes
Non 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 ☐ Yes
Non 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 ☐ Yes
Non 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 ☐ Yes
Non 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 ☐ Yes
Non Oui

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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 DIFFUSION RESTREINTE	NATO CONFIDENTIAL	NATO SECRET	COSMIC TOP SECRET COSMIC Très SECRET	PROTECTED PROTÉGÉ			CONFIDENTIAL	SECRET	TOP SECRET Très SECRET
											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 indiquer qu'il y a des pièces jointes (p. ex. SECRET avec des pièces jointes).