



**RETURN BIDS TO:**  
**RETOURNER LES SOUMISSIONS À:**  
Public Works and Government Services Canada  
ATB Place North Tower  
10025 Jasper Ave./10025 ave. Jaspe  
5th floor/5e étage  
Edmonton  
Alberta  
T5J 1S6  
Bid Fax: (780) 497-3510

**REQUEST FOR PROPOSAL**  
**DEMANDE DE PROPOSITION**

**Proposal To: Public Works and Government Services Canada**

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

**Proposition aux: Travaux Publics et Services Gouvernementaux Canada**

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

**Comments - Commentaires**

<b>Title - Sujet</b> Janitorial Services - Non Restrictive	
<b>Solicitation No. - N° de l'invitation</b> W6895-190020/A	<b>Date</b> 2019-01-04
<b>Client Reference No. - N° de référence du client</b> W6895-190020	
<b>GETS Reference No. - N° de référence de SEAG</b> PW-\$EDM-014-11529	
<b>File No. - N° de dossier</b> EDM-8-41047 (014)	<b>CCC No./N° CCC - FMS No./N° VME</b>
<b>Solicitation Closes - L'invitation prend fin</b> <b>at - à 02:00 PM</b> <b>on - le 2019-02-19</b>	<b>Time Zone</b> <b>Fuseau horaire</b> Mountain Standard Time MST
<b>F.O.B. - F.A.B.</b> <b>Plant-Usine:</b> <input type="checkbox"/> <b>Destination:</b> <input type="checkbox"/> <b>Other-Autre:</b> <input type="checkbox"/>	
<b>Address Enquiries to: - Adresser toutes questions à:</b> Lau, Chris	<b>Buyer Id - Id de l'acheteur</b> edm014
<b>Telephone No. - N° de téléphone</b> (780) 566-2195 ( )	<b>FAX No. - N° de FAX</b> (780) 497-3510
<b>Destination - of Goods, Services, and Construction:</b> <b>Destination - des biens, services et construction:</b> DEPARTMENT OF NATIONAL DEFENCE 4 WING CFB COLD LAKE 6550 STN FORCES, B7 COLD LAKE Alberta T9M2C6 Canada	

**Instructions: See Herein**

**Instructions: Voir aux présentes**

**Vendor/Firm Name and Address**

**Raison sociale et adresse du fournisseur/de l'entrepreneur**

**Issuing Office - Bureau de distribution**

Public Works and Government Services Canada  
ATB Place North Tower  
10025 Jasper Ave./10025 ave Jasper  
5th floor/5e étage  
Edmonton  
Alberta  
T5J 1S6

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

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## **PART 1 - GENERAL INFORMATION**

### **1.1 Introduction**

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

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

The Annexes include the Statement of Work, Cleaning Schedule, the Basis of Payment, the Security Requirements Checklist, the Electronic Payment Instruments Federal Contractors Program for Employment Equity - Certification, Insurance Requirements, Evaluation Criteria, the DND 626 Task Authorization Form and the Task Authorization Usage Report.

### **1.2 Summary**

For the provision of all labour, materials, equipment, supervision, transportation and tools required to provide Janitorial Services to various buildings at 4 Wing, Cold Lake, Alberta in accordance with Annex A - Statement of Work.

The period of the Contract is for three (3) years from contract award and up to two (2) additional one (1) year periods under the same conditions.

There are security requirements associated with this requirement. For additional information, consult Part 6 - Security, Financial and Other Requirements, and Part 7 - Resulting Contract Clauses. For more information on personnel and organization security screening or security clauses, Bidders should refer to the [Contract Security Program](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".

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).

There is a mandatory site visit associated with this requirement where personnel security screening is required prior to gaining access to PROTECTED information, assets or sites. Consult Part 2 – Bidder Instructions.

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The Federal Contractors Program (FCP) for employment equity applies to this procurement; refer to Part 5 – Certifications and Additional Information, Part 7 - Resulting Contract Clauses and the annex titled Federal Contractors Program for Employment Equity - Certification.

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."

### **1.3 Debriefings**

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

## PART 2 - BIDDER INSTRUCTIONS

### 2.1 Standard Instructions, Clauses and Conditions

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

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

The [2003](#) (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 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 (Edmonton)  
Address: 5th Floor, ATB Place Tower, 10025 Jasper Avenue  
Edmonton, AB T5J 1S6

E-post Connect: [ROReceptionSoumissions.WRBidReceiving@tpsgc-pwgsc.gc.ca](mailto: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: 780-497-3510

### 2.3 Former Public Servant (*To be filled in by bidder*)

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.

#### **2.4 Enquiries - Bid Solicitation**

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

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

#### **2.5 Applicable Laws**

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

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

#### **2.6 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:

**Date: January 23, 2019**

**Time: 8:00 PM to 12:00 PM**

**Location: Military Family Resource Center (MFRC) Parking Lot, Cold Lake, AB**

Transportation will be supplied by DND to visit all the sites listed.

Accommodation: Any difficulty obtaining hotel rooms, please contact the Contract Authority.

Bidders **must** communicate with the Contracting Authority no later than **January 17, 2019 by 2:00pm MST** 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.

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**Individual (s) who will be attending the site visit must provide their Driver's License # to the Contracting Authority to obtain a security pass from DND.**

## 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.

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

## **Section II: Financial Bid**

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

### **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**

SACC Manual Clauses [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**

Mandatory and point rated technical evaluation criteria are included in Annex "E".

#### **4.1.2 Financial Evaluation**

The price proposal must be submitted in accordance with the Basis of Payment - Annex "C". Price proposals will be assessed as follows:

- a) Firm Rate quoted for the each year of the line items in Section 1 and 5 will be multiplied by the estimated annual usages to arrive at a price for each year.
- b) Firm Discount Percentage quoted for materials will be applied to the estimated annual usages for each year.
- c) The totals from "a" and "b" above will be added together for each year to arrive at the Total Estimated Cost.
- d) The total of the contract period (year 1 + year 2 + year 3 + option year 1 + option year 2) will be added together to determine the Bid Evaluation Total Cost.

### **4.2 Basis of Selection**

1. To be declared responsive, a bid must:
  - a. comply with all the requirements of the bid solicitation; and
  - b. meet all mandatory criteria; and
  - c. obtain the required minimum of 70 percent of the points of the technical evaluation criteria for each of the four (4) categories subject to point rating:
    - i. minimum of 107.8 points for category Organization and Management (Total points = 154);
    - ii. minimum of 70 points for category Health & Safety (Total points = 100);
    - iii. minimum of 70 points for category Quality Assurance (Total points = 100);
    - iv. minimum of 35 points minimum for category Supervisor(s) Expertise & Experience (Total points= 50).
2. Bids not meeting (a) or (b) or (c) will be declared non-responsive.
3. The selection will be based on the highest responsive combined rating of technical merit and price. The ratio will be 60% for the technical merit and 40% for the price.

4. To establish the technical merit score, the overall technical score for each responsive bid will be determined as follows: total number of points obtained / maximum number of points available multiplied by the ratio of 60%.
5. To establish the pricing score, each responsive bid will be prorated against the lowest evaluated price and the ratio of 40%.
6. For each responsive bid, the technical merit score and the pricing score will be added to determine its combined rating.
7. Neither the responsive bid obtaining the highest technical score nor the one with the lowest evaluated price will necessarily be accepted. The responsive bid with the highest combined rating of technical merit and price will be recommended for award of a contract.

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

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

## **PART 5 – CERTIFICATIONS AND ADDITIONAL INFORMATION**

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

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

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

### **5.1 Certifications Required with the Bid**

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

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

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

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

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

#### **5.2.1 Integrity Provisions – Required Documentation**

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

#### **5.2.2 Federal Contractors Program for Employment Equity - Bid Certification**

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

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

Canada will also have the right to terminate the Contract for default if a Contractor, or any member of the Contractor if the Contractor is a Joint Venture, appears on the ["FCP Limited Eligibility to Bid"](#) list during the period of the Contract.

The Bidder must provide the Contracting Authority with a completed annex titled Federal Contractors Program for Employment Equity - Certification, before contract award. If the Bidder is a Joint Venture, the Bidder must provide the Contracting Authority with a completed annex Federal Contractors Program for Employment Equity - Certification, for each member of the Joint Venture.

### **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 Education and Experience**

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

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

### **6.1 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 7 - 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 7 - Resulting Contract Clauses;
  - (c) the Bidder must provide the name of all individuals who will require access to classified or protected information, assets or sensitive work sites;
2. Bidders are reminded to obtain the required security clearance promptly. Any delay in the award of a contract to allow the successful Bidder to obtain the required clearance will be at the entire discretion of the Contracting Authority.
3. For additional information on security requirements, Bidders should refer to the [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.

### **6.2 Insurance Requirements**

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

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

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

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

### **7.1 Statement of Work**

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

#### **7.1.2 Task Authorization**

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

##### **7.1.2.1 Task Authorization Process**

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

Task Authorization Process:

1. The Project Authority will provide the Contractor with a description of the task using the "Task Authorization Form for non-DND clients" or "DND 626, Task Authorization Form" or "Task Authorization" form specified in Annex "I".
2. The Task Authorization (TA) will contain the details of the activities to be performed, a description of the deliverables, and a schedule indicating completion dates for the major activities or submission dates for the deliverables. The TA will also include the applicable basis(bases) and methods of payment as specified in the Contract.
3. The Contractor must provide the Project Authority, within 2 calendar days of its receipt, the proposed total estimated cost for performing the task and a breakdown of that cost, established in accordance with the Basis of Payment specified in the Contract.
4. The Contractor must not commence work until a TA authorized by the Project Authority has been received by the Contractor. The Contractor acknowledges that any work performed before a TA has been received will be done at the Contractor's own risk.

##### **7.1.2.2 Task Authorization Limit**

The Project Authority may authorize individual task authorizations up to a limit of \$40,000.00, Applicable Taxes included, inclusive of any revisions.

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

##### **7.1.2.3 Canada's Obligation - Portion of the Work - Task Authorizations**

Canada's obligation with respect to the portion of the Work under the Contract that is performed through task authorizations is limited to the total amount of the actual tasks performed by the Contractor.

#### **7.1.2.4 Periodic Usage Reports - Contracts with Task Authorizations**

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

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

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

The quarterly periods are defined as follows:

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

The data must be submitted to the Contracting Authority no later than 10 calendar days after the end of the reporting period.

#### **Reporting Requirement- Details**

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

##### **For each authorized task:**

the authorized task number or task revision number(s);

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

##### **For all authorized tasks:**

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

### 7.1.2.5 Task Authorization - Department of National Defence

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

## 7.2 Standard Clauses and Conditions

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

### 7.2.1 General Conditions

[2035](#) (2018-06-21), General Conditions - Higher Complexity - Services, apply to and form part of the Contract.

## 7.3 Security Requirements

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

1. The Contractor/Offeror must, at all times during the performance of the Contract/Standing Offer, hold a valid 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 "D";
  - b. Industrial Security Manual (Latest Edition).

## 7.4 Term of Contract

### 7.4.1 Period of the Contract

The Work is to be performed during the period of \_\_\_\_\_ to \_\_\_\_\_ (*will be inserted at contract award*).

### 7.4.2 Option to Extend the Contract

The Contractor grants to Canada the irrevocable option to extend the term of the Contract by up to two (2) additional one (1) year periods under the same conditions. The Contractor agrees that, during the extended period of the Contract, it will be paid in accordance with the applicable provisions as set out in the Basis of Payment.

Canada may exercise this option at any time by sending a written notice to the Contractor at least 30 calendar days before the expiry date of the Contract. The option may only be exercised by the

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File No. - N° du dossier  
EDM-8-41047

Buyer ID - Id de l'acheteur  
edm014  
CCC No./N° CCC - FMS No./N° VME

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Contracting Authority, and will be evidenced for administrative purposes only, through a contract amendment.

## 7.5 Authorities

### 7.5.1 Contracting Authority

The Contracting Authority for the Contract is:

Name: Christopher Lau  
Title: Procurement Specialist  
Public Works and Government Services Canada  
Acquisitions Branch  
Directorate: Western Region  
Address: 5<sup>th</sup> Floor, ATB Place North Tower  
Telephone: 780-566-2195  
Facsimile: 780-497-3510  
E-mail address: [christopher.lau@pwgsc-tpsgc.gc.ca](mailto:christopher.lau@pwgsc-tpsgc.gc.ca)

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

### 7.5.2 Project Authority (*To be released at contract award*)

The Project Authority for the Contract is:

Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Organization: \_\_\_\_\_  
Address: \_\_\_\_\_

Telephone: \_\_\_\_-\_\_\_\_-\_\_\_\_\_  
Facsimile: \_\_\_\_-\_\_\_\_-\_\_\_\_\_  
E-mail address: \_\_\_\_\_

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

### 7.5.3 Contractor's Representative (*To be filled in by bidder*)

Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Organization: \_\_\_\_\_  
Address: \_\_\_\_\_

Telephone: \_\_\_\_-\_\_\_\_-\_\_\_\_\_  
Facsimile: \_\_\_\_-\_\_\_\_-\_\_\_\_\_  
E-mail address: \_\_\_\_\_

## 7.6 Proactive Disclosure of Contracts with Former Public Servants

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

## 7.7 Payment

### 7.7.1 Basis of Payment

For the Work described in item 1 and 6 of the Basis of Payment in Annex "C":

In consideration of the Contractor satisfactorily completing its obligations under the Contract, the Contractor will be paid a firm price for a cost of \$\_\_\_\_\_ (*insert the amount at contract award*). Customs duties are excluded 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.

For the Work described in item 2, 3, 4 and 5 of the Basis of Payment in Annex "C":

The Contractor will be reimbursed for the costs reasonably and properly incurred in the performance of the Work, as determined in accordance with the Basis of Payment in Annex "C", to a limitation of expenditure of \$\_\_\_\_\_ (*insert the amount at contract award*). Customs duties are included and Goods and Services Tax or Harmonized Sales Tax is extra, if applicable.

### 7.7.2 Limitation of Expenditure

1. Canada's total liability to the Contractor under the Contract must not exceed \$\_\_\_\_\_ (*insert the amount at contract award*). Customs duties are included and Applicable Taxes are extra.
2. No increase in the total liability of Canada or in the price of the Work resulting from any design changes, modifications or interpretations of the Work, will be authorized or paid to the Contractor unless these design changes, modifications or interpretations have been approved, in writing, by the Contracting Authority before their incorporation into the Work. The Contractor must not perform any work or provide any service that would result in Canada's total liability being exceeded before obtaining the written approval of the Contracting Authority. The Contractor must notify the Contracting Authority in writing as to the adequacy of this sum:
  - a. when it is 75 percent committed, or
  - b. four (4) months before the contract expiry date, or
  - c. as soon as the Contractor considers that the sum is inadequate for the completion of the Work required in all authorized TAs, inclusive of any revisions, whichever comes first.
3. If the notification is for inadequate contract funds, the Contractor must provide to the Contracting Authority a written estimate for the additional funds required. Provision of such information by the Contractor does not increase Canada's liability.

### 7.7.3 SACC Manual Clause

[H1000C](#) (2008-05-12), Single Payment  
[H1008C](#) (2008-05-12), Monthly Payment  
[A9117C](#) (2007-11-30), T1204 - Direct Request by Customer Department  
[C0705C](#) (2010-01-11), Discretionary Audit  
[C0710C](#) (2007-11-30), Time and Contract Price Verification  
[C2000C](#) (2007-11-30), Taxes - Foreign-based Contractor

### 7.7.4 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)

### 7.7.5 Time Verification

SACC Manual clause [C0711C](#) (2008-05-12), Time Verification

## 7.8 Invoicing Instructions

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.

Invoices must be distributed as follows:

- a) The original and one (1) copy must be forwarded to the address shown on page 1 of the Contract for certification and payment.
- b) One (1) copy must be forwarded to the Contracting Authority identified under the section entitled "Authorities" of the Contract.

## 7.9 Certifications and Additional Information

### 7.9.1 Compliance

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

### 7.9.2 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.

## 7.10 Applicable Laws

The Contract must be interpreted and governed, and the relations between the parties determined, by the laws in force in \_\_\_\_\_ (*insert the name of the province or territory as specified by the Bidder in its bid, if applicable*).

## 7.11 Priority of Documents

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

- (a) the Articles of Agreement;
- (b) the general conditions [2035](#) (2018-06-21), General Conditions - Higher Complexity - Services;
- (c) Annex "A", Statement of Work;
- (d) Annex "B", Cleaning Schedule;
- (e) Annex "C", Basis of Payment;
  
- (f) Annex "D", Security Requirement Check List;
- (g) Annex "H", Insurance Requirements;
- (h) Annex "I", DND 626, Task Authorization Form;
- (i) Annex "J", Task Authorization Usage Report;
- (j) the signed Task Authorizations (including all of its annexes, if any);
- (k) the Contractor's bid dated \_\_\_\_\_.

## 7.12 Foreign Nationals (Canadian Contractor **OR** Foreign Contractor)

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

**OR**

SACC Manual clause [A2001C](#) (2006-06-16) Foreign Nationals (Foreign Contractor)

## 7.13 Insurance Requirements

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

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

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

## 7.14 **SACC Manual Clauses**

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

## 7.15 **Contract Financial Security**

1. The Contractor must provide one of the following contract financial securities within 10 calendar days after the date of contract award:
  - a. a performance bond form [PWGSC-TPSGC 505](#) in the amount of **20** percent of the Contract Price; or
  - b. a performance bond form [PWGSC-TPSGC 505](#) and a labour and material payment bond form [PWGSC-TPSGC 506](#), each in the amount of **20** percent of the Contract Price; or
  - c. a labour and material payment bond form [PWGSC-TPSGC 506](#) in the amount of **20** percent of the Contract Price; or
  - d. a security deposit as defined in clause [E0008C](#) in the amount of **20** percent of the Contract Price.

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

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

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EDM-8-41047

Buyer ID - Id de l'acheteur  
edm014  
CCC No./N° CCC - FMS No./N° VME

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**ANNEX "A"**

**STATEMENT OF WORK**

*(As Attached)*

**DEPARTMENT OF NATIONAL DEFENCE  
4 WING COLD LAKE**

**Real Property Operations Detachment**

**STATEMENT OF WORK  
FOR**

**JANITORIAL SERVICES  
Non-Restricted Area/Reception Zone**

**CFB COLD LAKE  
ALBERTA, T9M 2C6**



**Requisition Number: W6895-19-0020**  
**Contract Card: JANITRCP-19**  
**Date: 26 April 2018**  
**Project Authority:**

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## 1.0 Scope

### 1.1 Purpose

This Statement of Work is for the provision of all labour, materials, tools, equipment, transportation and supervision necessary to provide cleaning services for Non-Restricted Area buildings at CFB Cold Lake, Alberta as detailed in Appendix A; Cleaning Schedule.

### 1.2 Background

The Contractor must provide sufficient resources for the cleaning of the various areas defined in this SOW and in accordance with approved schedule.

### 1.3 Terminology

List of Acronyms:

CF	Canadian Forces
CA	Contract Authority (PSPC)
DND	Department of National Defence
I.D.	Identification
IR	Imposed Restriction (Restricted Posting)
MSDS	Material Safety Data Sheet
PA	Project Authority (DND)
PSPC	Public Services and Procurement Canada
SOP	Standard Operating Procedures
WHMIS	Workplace Hazardous Material Information System

## 2.0 Applicable Documents

- 2.1 Workplace Hazardous Material Information System (WHMIS)
- 2.2 Material Safety Data Sheet (MSDS)
- 2.3 Quality Cleaning Standards (3.2.6)
- 2.4 "Provincial Infectious Diseases Advisory Committee (PIDAC) Best Practices for Environmental Cleaning for Prevention and Control of Infections dated April 2018"  
[https://www.publichealthontario.ca/en/eRepository/Best\\_Practices\\_Environmental\\_Cleaning.pdf](https://www.publichealthontario.ca/en/eRepository/Best_Practices_Environmental_Cleaning.pdf)
- 2.5 4 Wing Cold Lake Fire Orders and Regulations for Contractors
- 2.6 Janitorial Quality Assurance Form
- 2.7 Contractor Safety Orientation Checklist

## 3.0 Requirements

### 3.1 Tasks

#### 3.1.1 General

3.1.1.1 Waste material and debris must be disposed of in designated dumping containers on Crown property.

3.1.1.2 Incandescent light bulbs must be changed up to a height of 3 meters from the floor. Bulbs can be obtained from the CE Electrical Shop.

#### 3.1.2 Work Schedule

The Contractor must provide to Project Authority, within 10 working days after contract award, the labour distribution and shift schedule, showing the date, time and areas to be cleaned. The schedule must be followed without deviation, unless Project Authority or his/her representative approves the changes in writing via e mail.

#### 3.1.3 Areas to be Cleaned:

##### 3.1.3.1 Exterior/Main Lobbies

3.1.3.1.1 General Area: designated areas must be free of paper and all other debris after cleaning.

3.1.3.1.2 Sweeping: sidewalks, loading docks, entrances and other designated areas must be clean after scheduled sweeping.

3.1.3.1.3 Walk-Away Mats: must be free of spots, stains, gum, dirt and be uniformly clean. Adjoining walls, doors and floor surfaces must also be free of dust, soil and cleaner residue.

3.1.3.1.4 Glass and Metal Work: must appear streak-free, film free and uniformly clean. This includes the elimination of dust and soil from sills, ledges and heat registers.

3.1.3.1.5 Corners and/or Thresholds: must be free of dust, dried soil, finish build-up and debris. These Areas must appear visibly and uniformly clean. This includes the elimination of cleaner residue and dried slurry.

3.1.3.1.6 Floors and Baseboards: must be free of dust and dried soils, gum, spots, stains and debris. Hard/resilient floors must have multiple coats of slip resistant seal and finish applied that result in a consistent high shine. Floors must be visibly and uniformly smooth and clean. This includes the elimination of dust, streaks, lint, standing water, cleaner residue and film.

3.1.3.1.7 Waste Containers: contents must be removed from waste containers and liners replaced. Inside and outside of the container must be clean and disinfected. Containers must appear visibly and uniformly clean. This must include the elimination of streaks, food particle and the presence of offensive odors emitting from the container.

3.1.3.1.8 Snow Removal: remove snow to a minimum of 3m away from entrances

of buildings and apply ice melt to icy areas, to be completed by 0730hrs.

### 3.1.3.2 Elevators

3.1.3.2.1 Tracks: must be free of dirt and debris. Tracks must be visibly clean. This includes the elimination of standing water from wet cleaning procedures.

3.1.3.2.2 Metal Work: must be streak-free, film-free and uniformly clean.

3.1.3.2.3 Floors/Carpets and Baseboards: must be free of dust, dried soil, soil, spots, stains and debris. Hard surface floors must have multiple coats of a slip-resistant seal and finish applied resulting in a consistent high-shine. Floors, carpet and baseboards must be visibly and uniformly smooth and clean. This includes the elimination of dust, streaks, lint, standing water, cleaner residue, embedded soil and foreign objects.

### 3.1.3.3 Cafeteria/Mess Halls

3.1.3.3.1 General Area: must be free of dust, dried soil, soil and debris on equipment, furnishings, windows, walls, waste containers, wall fixtures, carpet and floor. The entire area must be visibly and uniformly clean.

3.1.3.3.2 Waste Containers: contents must be removed from waste containers and liners replaced. Inside and outside of the container must be clean and disinfected. Containers must be visibly and uniformly clean. This includes the elimination of streaks, food particles and the presence of offensive odors emitting from the container.

3.1.3.3.3 Walls and Doors: must be free of dust, soil spots and stains. These surfaces must be visibly and uniformly clean. This includes the elimination of film, streaks and cleaner residue. Ceramic walls and wainscots, metal kick plates, handles and push plates on doors must also be polished dry.

3.1.3.3.4 Floors: must be free of dust, soil, gum, stains, and debris. Floors must have multiple coats of a slip-resistant seal/finish that results in a consistent shine. Floors and baseboards must be visibly and uniformly clean and disinfected. This includes the elimination of dust, streaks, lint, standing water, cleaner residue and film.

### 3.1.3.4 Restrooms/Washrooms

3.1.3.4.1 Special Note: maintaining a sanitary restroom environment that minimizes the possibility of cross infection is considered to be of the highest priority. Sanitation levels will be closely monitored by inspection carried out by Project Authority. See section 3.2.5.13.

3.1.3.4.2 Dispensers: must be free of dust, dried soil, bacteria and soil. These surfaces must be visibly and uniformly clean and disinfected. This includes the elimination of film, streaks, and cleaner residue. Dispensers must be refilled when required with the proper supply item.

3.1.3.4.3 Hardware: must be free of dust, soil, bacteria and scale. Bright work (chrome, glass, mirrors and any shiny surface) must appear visibly and uniformly clean, be disinfected and polished to a streak-free shine. This includes the elimination of polish residue.

3.1.3.4.4 Sinks: must be free of dust, bacteria, soil, cleaner residue and soap film. They must be visibly and uniformly clean and polished-dry. This includes the elimination of streaks, embedded soil, soil, film and water spots.

3.1.3.4.5 Mirrors: must be free of dust and soil. Mirrors and surrounding metal frameworks must be streak-free, film-free and uniformly clean.

3.1.3.4.6 General Area: designated areas must be free of paper, debris, spills, stains, cleaner residue, and soap film. Dispensers must be replenished before completely empty.

3.1.3.4.7 Toilets and Urinals: must be free of dust, bacteria, soil, organic matter, cleaner residue and scale. These fixtures must be visibly and uniformly clean, be disinfected and polished-dry. This includes the elimination of streaks, film and water spots.

3.1.3.4.8 Partitions: must be free of dust, soil, and graffiti. Partitions must be visibly and uniformly clean, be disinfected and polished-dry. This includes the elimination of streaks and film.

3.1.3.4.9 Waste Containers: contents must be removed from waste containers and liners replaced. Inside and outside of the container must be clean and disinfected. Containers must be visibly and uniformly clean. This includes the elimination of steaks, food particles and the presence of offensive odors emitting from the container.

3.1.3.4.10 Walls and Doors: must be free of dust, soil spots and stains. These surfaces must be visibly and uniformly clean and disinfected. This includes the elimination of films, streaks and cleaner residue. Ceramic walls and wainscots; and metal kick plates, handles, and push plates on doors must also be polished dry.

3.1.3.4.11 Floors: must be free of dust, soil, gum, stains and debris. Floors must be washed with a disinfectant solution. Floors and baseboards must be visibly and uniformly clean and disinfected. This includes the elimination of dust, streaks, lint, standing water, cleaner residue and film.

### 3.1.3.5 Conference/Boardrooms

3.1.3.5.1 General Area: designated areas must be free of paper and all other debris after cleaning.

3.1.3.5.2 Furniture and Equipment: must be free of dust, dried soil and soil. They must be visibly and uniformly clean. This includes the elimination of cleaner residue, streaks and film.

3.1.3.5.3 Walls and Doors: must be free of dust, dried soil, and soil. They must be visibly and uniformly clean. This includes the elimination of film, streaks and cleaner residue.

3.1.3.5.4 Floors/Carpets and Baseboards: must be free of dust, dried soil, soil,

gum, spots, stains and debris. Hard surface floors must have multiple coats of a slip resistant seal and finish applied resulting in a consistent high-shine. Floors, carpets and baseboards must be visibly and uniformly clean. This includes the elimination of dust, streaks, lint, standing water, cleaner residue, embedded soil and foreign objects.

3.1.3.5.5 Waste Containers: contents must be removed from waste containers and liners replaced as required. Inside and outside of the container must be clean and disinfected. Containers must appear visibly and uniformly clean. This includes the elimination of streaks, food particles and the presence of offensive odors emitting from the container.

### 3.1.3.6 Office/Computer Rooms

3.1.3.6.1 Furniture and Equipment: must be free of dust and soil. They must be visibly and uniformly clean. This includes the elimination of cleaner residue, streaks and film.

3.1.3.6.2 Telephones: must be free of dust and soil. They must be visibly and uniformly clean, and polished dry.

3.1.3.6.3 Walls and Doors: must be free of dust and soil. They must be visibly and uniformly clean. This includes the elimination of film, streaks and cleaner.

3.1.3.6.4 Waste Containers: contents must be removed from waste containers and liners replaced as required. Inside and outside of the container must be clean and disinfected. Containers must be visibly and uniformly clean. This includes the elimination of streaks, food particles and the presence of offensive odors emitting from the container.

3.1.3.6.5 Partitions: must be free of dust and soil. Partitions must be visibly and uniformly clean. This includes the elimination of streaks, film, cleaner residue and lint.

3.1.3.6.6 Floors/Carpets and Baseboards: must be free of dust, soil, gum, spots, stains and debris. Hard surface floors must have multiple coats of a slip-resistant seal and finish applied that result in a consistent high-shine. Floors, carpets and baseboards must be visibly and uniformly clean. This includes the elimination of streaks, dust, lint, cleaner residue, embedded soil and foreign objects.

3.1.3.6.7 Raised Floors: elevated floor tiles, secondary underlay and support railings must be free of dust and debris.

### 3.1.3.7 Hallways/Stairways/Corridors

3.1.3.7.1 Floors/Carpets and Baseboards: must be free of dust, soil, gum, spots, stains and debris. Hard surface floors must have multiple coats of a slip-resistant seal and finish applied resulting in a consistent high-shine. Floors, carpets and baseboards must be visibly and uniformly clean. This includes the elimination of streaks, dust, lint, cleaner residue, embedded soil and foreign objects.

3.1.3.7.2 Railings, Walls and Doors: must be free of dust, soil, gum, spots, stains

and debris. These surfaces must be visibly and uniformly clean. This includes the elimination of film, streaks and cleaner residue. Ceramic tiles and wainscots; and metal kick plates, handles and push plates on doors must be polished dry. This includes such items as wall mounted fire extinguishers, fountains, door grills and wall fixtures, etc.

3.1.3.7.3 Waste Containers: contents must be removed from waste containers and liners replaced as required. Inside and outside of the container must be clean and disinfected. Containers must appear visibly and uniformly clean. This includes the elimination of streaks, food particles and the presence of offensive odors emitting from the container.

### 3.1.3.8 Laundry Rooms

3.1.3.8.1 Washers/dryers: must be free of dust and soil. They must be visibly and uniformly clean. This includes the elimination of cleaner residue, streaks and film.

3.1.3.8.2 Sinks: must be free of dust, bacteria, soil, cleaner residue and soap film. They must be visibly and uniformly clean and polished-dry. This includes the elimination of streaks, embedded soil, oil, film and water spots.

3.1.3.8.3 Waste Containers: contents must be removed from waste containers and liners replaced as required. Inside and Outside of the container must be clean and disinfected. Containers must be visibly and uniformly clean. This includes the elimination of streaks, food particles and the presence of offensive odors emitting from the container.

3.1.3.8.4 Windows/ ledges: must be free of dust and soil. Windows, ledges and surrounding metal frameworks must be streak-free, film-free and uniformly clean.

3.1.3.8.5 Floors: must be free of dust, soil, gum, stains and debris. Floors must be washed with a disinfectant solution. Floors and baseboards must be visibly and uniformly clean and disinfected. This includes the elimination of dust, streaks, lint, standing water, cleaner residue and film.

### 3.1.4 Cleaning Schedule

Time and day of the week for the specified service must be completed in accordance with the approved schedule and to the satisfaction of the Quality Cleaning Standards (SOW 3.2.5).

#### 3.1.4.1 Offices and Conference Rooms

3.1.4.1.1 Weekly Tasks/or as per cleaning schedule frequency: empty waste containers; replace can liners, dust furniture and equipment; dust accessible window sills; dust/damp wipe desks upon request or when desk is cleared; damp wipe all phones using a mild disinfectant; clean remaining area; spot clean interior doors/frames, interior partitions, glass and walls; dust mop resilient floors; damp mop resilient floors; vacuum

carpeted areas; spot clean carpets.

3.1.4.1.2 Monthly: damp wipe waste containers; damp wipe furniture and pedestals of fabric partitions; damp wipe interior doors; clean glass panels and partitions; damp wipe metal and vinyl surfaces; dust return air grills and door grills; edge vacuum carpets; vacuum upholstered furniture; damp wipe accessible window sills; wash interior partitions; high and low glass that can be reached with a 1.83 m (6') step ladder. Dust all wall hangings.

3.1.4.1.3 Semi-Annually: dust all walls; spot clean extensively; wash/ vacuum venetian, horizontal, roller blinds; vacuum fabric partitions.

3.1.4.1.4 One time annually: all resilient type coverings (such as linoleum, tile, etc.) are to be stripped and refinished, as directed by Project Authority. (Or more frequently, if requested by Project Authority using m2 pricing after one time annual strip/wax)

### 3.1.4.2 Restrooms and Washrooms

Special Note: maintaining a sanitary restroom environment that minimizes the possibility of cross infection is considered the highest priority as per section 3.2.5.13. The inspector will closely monitor sanitary levels.

3.1.4.2.1 Daily Tasks/or as per cleaning schedule frequency: empty waste containers; damp wipe/disinfect waste containers; replace can liners; refill dispensers; damp wipe/disinfect dispensers; clean and disinfect urinals, sinks, toilets and toilet seats; clean and disinfect tubs and showers; damp clean and shine mirrors, fixtures, and furniture; spot clean metal partitions, entry/exit doors, push and kick plates and bars - polish dry; dust mop floors; wet mop and disinfect floors; damp wipe/disinfect and polish all bright work; remove graffiti from all surfaces.

3.1.4.2.2 Weekly: acid clean/descale urinals and toilet bowls; damp wipe metal partitions; damp wipe ceramic tile walls; damp wipe return air grills and door grills.

3.1.4.2.3 Monthly: wash walls, partitions, and doors with mild disinfectant solution; wash and disinfect waste containers; scrub floor with power scrubber.

3.1.4.2.4 Note: showers that are used only occasionally must be cleaned with a germicidal soap at least once a week.

### 3.1.4.3 Exterior/Entrances and Main Lobbies

3.1.4.3.1 Daily/or as per cleaning schedule frequency: ensure snow is cleared from entrances, apply ice melt to icy areas; pick up any garbage and debris, i.e. bottles, papers, etc.; clean benches and surrounding area; empty waste receptacles; replace liners as needed; spot vacuum or sweep walk-away mats; remove slush and accumulated sand from entrances and off walk-away mats; dust accessible window sills and heat registers; clean windows and door glazing; dust mop resilient floors; vacuum carpets; damp mop floors; spot clean walls.

3.1.4.3.2 Weekly: damp wipe waste containers; damp wipe furniture; damp wipe doors; damp wipe metal and vinyl surfaces; damp wipe accessible window sills; damp mop floor; spot clean walk-away mats and carpets.

3.1.4.3.3 Monthly: wash walls, interior and exterior doors, windows, sills, door grills and return air grills; clean venetian, horizontal and roller blinds; dust all wall hangings.

3.1.4.3.4 Two times annually: all resilient type coverings (such as linoleum, tile, etc.) are to be stripped and refinished, as directed by Project Authority (more if requested by Project Authority using m2 pricing after one time annual strip/wax).

#### 3.1.4.4 Corridors/Hallways

3.1.4.4.1 Daily/or as per cleaning schedule frequency: spot clean doors and door glass; spot clean walls and graffiti; clean and polish drinking fountains; dust mop floors; vacuum carpeted areas; damp mop floors.

3.1.4.4.2 Twice weekly: clean door glass; fire hose cabinets; fire extinguishers; spot wipe walls and doors.

3.1.4.4.3 Weekly: descale water fountains.

3.1.4.4.4 Monthly: dust all walls, doors, windows sills and fire hose cabinets; spot clean walls extensively; wash doors; dust all wall hangings.

3.1.4.4.5 One time annually: all resilient type coverings (such as linoleum, tile, etc.) are to be stripped and refinished, as directed by Project Authority (more if requested by Project Authority using m2 pricing after one time annual strip/wax).

#### 3.1.4.5 Stairways

3.1.4.5.1 Daily/or as per cleaning schedule frequency: sweep steps and landings; damp mop steps and landings; spot clean doors and door glass; damp wipe railings; spot clean walls and remove graffiti; spot clean risers.

3.1.4.5.2 Monthly: dust all walls, doors, window sills and railings; spot clean walls extensively; wash doors; wash stair risers.

3.1.4.5.3 One time annually: all resilient type coverings (such as linoleum, tile, etc.) are to be stripped and refinished, as directed by Project Authority (more if requested by Project Authority using m2 pricing after one time annual strip/wax).

#### 3.1.4.6 Laundry Rooms

3.1.4.6.1 Daily/or as per cleaning schedule frequency: clean laundry tubs, washers/dryers, remove lint from traps; empty waste containers; replace liners as needed; dust mop/damp floors; spot clean walls.

3.1.4.6.2 One time annually: all resilient type coverings are to be stripped and

refinished, as directed by Project Authority (more if requested by Project Authority using m2 pricing after one time annual strip/wax).

#### 3.1.4.7 Elevators

Daily/or as per cleaning schedule frequency: damp wipe interior and exterior surfaces; clean and polish interior and exterior metal surfaces; dust mop resilient floors; damp mop resilient floors; clean tracks.

#### 3.1.4.8 High Fixtures

Semi-Annual: clean exterior surfaces of all ducts, lights, pipes, etc.

#### 3.1.4.9 Janitorial/Custodial Closets

Weekly: dust and damp mop hard floors; clean and disinfect slop/service sinks; spot clean walls, doors and frames; clean equipment after use; stock and organize supplies on shelves and cart; organize and label containers; ensure room is kept in an orderly fashion, i.e. neatly stored pails.

### 3.1.5 Other Area Requirements

#### 3.1.5.1 Portable Units/Trailers

Clean the following washrooms, exteriors, entrances, hallways, stairways, common and laundry rooms as per regular cleaning section 3.2.5 and in conjunction with frequency schedule:

3.1.5.1.1 Office Trailers: Prior to occupancy clean windows, ledges and sills. Scrub/Wax floors as per Project Authority direction;

Daily/or as per cleaning schedule frequency: empty waste containers; replace can liners as needed; dust furniture and equipment; dust accessible window sills; dust/damp wipe desks upon request or when desk is cleared; damp wipe all phones using a mild disinfectant; clean remaining areas; spot clean interior doors/frames, interior partitions, glass and walls, sweep/damp mop floors if required; and prior to trailers departure spot clean walls and clean floors as per Project Authority direction.

#### 3.1.5.2 After Hour Servicing

Clean the following washrooms, exteriors, entrances, hallways, and stairways, common, janitorial and laundry rooms as per regular cleaning section 3.2.5 and in conjunction with frequency schedule:

3.1.5.2.1 Buildings 20, 30, 40 and 41 require cleaners on site during weekends and statutory holidays (no cleaning during hours when food is being served).

3.1.5.2.2 Buildings 98 and 656 CES Classroom Trailer is used periodically for

training purposes and requires cleaning upon request.

3.1.5.2.3 Building 720 JJ Parr Sports Centre is operational seven days per week and requires cleaning seven days per week. This building is used by the military, the entire community and surrounding district.

3.1.5.2.4 Building 674, the day care and preschool portion of this building are cleaned after hours.

### 3.1.5.3 Churches

Churches are important areas and must be kept very clean. Special attention should be given to the chapel areas.

Clean the following washrooms, exteriors, entrances, hallways, stairways, common and janitorial rooms as per regular cleaning section 3.2.5 and in conjunction with frequency schedule:

#### 3.1.5.3.1 Chapel Area and Vestment Room:

3.1.5.3.1.1 Daily/or as per cleaning schedule frequency: vacuum carpeted areas; sweep tile areas; dust window sills/ledges, furniture, organ and altar furniture; remove garbage and replace liners; damp mop waste receptacles.

3.1.5.3.1.2 Weekly: damp mop tile; remove any scuffmarks as they appear; spot wash all walls, doors, frames and windows.

3.1.5.3.1.3 Monthly: thoroughly wash garbage receptacles.

3.1.5.3.1.4 One Time Annually: all resilient type coverings (such as linoleum, tile, etc.) are to be stripped and refinished.

3.1.5.3.1.5 Semi-Annually: thoroughly wash pews, altar furniture and windows.

3.1.5.3.2 Loft Area and Stairs: Vacuum daily; clean glass and dust furniture and pictures weekly.

3.1.5.3.3 Annex Area: Vacuum daily and/or damp mop; remove garbage, replace liners and damp wipe receptacles daily; vacuum furniture and pictures weekly; clean glass monthly; scrub/wax floor as requested by Project Authority.

### 3.1.5.4 Recreation Areas

Clean the following washrooms, exteriors, entrances, hallways, stairways, common and laundry rooms as per regular cleaning section 3.2.5 and in conjunction with frequency schedule:

3.1.5.4.1 As the Sports Centre is a high traffic area, a high standard must be maintained. Sufficient staff must be employed to maintain standards seven days per week; all common areas, washrooms and offices to be cleaned as per cleaning section

3.2.4.13 and in conjunction with frequency schedule.

3.1.5.4.2 Squash/Racquet Ball Courts: sweep floors, damp mop floors, remove black marks from floors and walls, clean glass inside and out.

3.1.5.4.3 Gymnasium: dust mop and damp mop floors; spot wash walls, doors and glass. Use automatic floor scrubber once per week.

3.1.5.4.4 Weight Room: vacuum and damp mop floors, dust, spot wash walls, doors and glass; wipe/dust equipment; fill antibacterial bottles.

3.1.5.4.5 Pool Area:

3.1.5.4.5.1 Daily: pressure wash deck with germicidal soap; sweep, damp mop floor, wipe tables and dust seating area.

3.1.5.4.5.2 Twice Per Week: sweep, damp mop floor and dust in life-guard office.

3.1.5.4.5.3 Once Per Week: use power scrubber on pool deck; scrub stairs to slide; clean all chrome.

3.1.5.4.5.4 Twice Per Year: Clean high areas that are above 3m.

3.1.5.4.6 Sauna: scrub seats and floors with germicidal soap daily; scrub seats, walls and floor with degreaser weekly; remove and scrub rocks, clean and polish heating unit once per week.

3.1.5.4.7 Arena Area: Dressing and Referee Rooms: to be cleaned as per section 3.2.5 Restrooms and Washrooms.

3.1.5.4.8 Bleachers: sweep and damp mop four times per week.

## 3.2 Technical Requirements

### 3.2.1 General

3.2.1.1 All resources must be bonded and be a minimum age of 18 years.

3.2.1.2 The Contractor must provide sufficient resources for cleaning the various areas and in accordance with approved schedule.

3.2.1.3 The Contractor, his resources and/or subcontractors must report any malfunction of the electrical, heating, plumbing equipment or any damages to the building to the Project Authority.

3.2.1.4 All new resources must have a minimum two-week training period under the supervision of a senior cleaner.

3.2.1.5 All resources will have WHMIS training and yearly recertification. Certification must be submitted to the Project Authority within two weeks from

commencing work.

3.2.1.6 Provide temporary warning signs in locations where work is adjacent to areas used by public and creates a hazardous condition. i.e. "Wet Floors".

3.2.1.7 Cleaning staff must not disturb papers on desks or open drawers or cabinets.

## 3.2.2 Environmental Protection Procedures

3.2.2.1 Disposal regulations:

3.2.2.1.2 Do not dispose of waste or volatile materials, such as mineral spirits, oil or paint thinner into waterways, storm or sanitary sewers;

3.2.2.1.3 Costs associated with appropriate removal, transportation and disposal of wastes is the responsibility of the Contractor; and

3.2.2.1.4 The Contractor must dispose of all rubbish and residue in accordance with existing provincial and/or municipal regulations and/or bylaws.

3.2.2.1.5 Do not pump contaminated water into waterways, storm drains, sanitary sewers, or drainage systems.

3.2.2.1.6 Control the disposal or runoff of contaminated water or other harmful substances in accordance with local authority requirements.

3.2.2.1.7 Do not dump excavated fill, waste material or debris in waterways.

3.2.2.1.8 The Contractor must immediately notify the Project Authority of any damage incident.

## 3.2.3 Quality of Work

3.2.3.1 All work must be of the highest quality, executed by workers skilled in the respective trades for which they are employed. It is the responsibility of the Contractor to supply fully trained and qualified resources. All new resources must have a minimum two-week training period under the supervision of a senior cleaner.

3.2.3.2 The Contractor must not employ any unfit person or anyone unskilled in their respective duties. The work must not be performed by any person who, in the opinion of the Project Authority, is incompetent, unsuitable or has been conducting himself/herself improperly. Project Authority reserves the right to request the dismissal from the site, workers deemed incompetent, careless, insubordinate or otherwise objectionable.

3.2.3.3 If it is determined, by the Project Authority, that an inadequate job is being done to meet the schedule, the Contractor is required to increase his staff at no additional cost to DND. Inspection and interim reviews of the work progress, based on work schedule, will be conducted by the Project Authority and the schedule must be

updated by Contractor in conjunction with and to the approval of the Project Authority.

3.2.3.4 In the case of dispute over quality of work, the final decision rests solely with the Project Authority.

### 3.2.4 Method of Cleaning

3.2.4.1 Floor Surfaces: Dirt may be removed by sweeping with a brush, broom, dust mop or by vacuuming. Mopping will remove dirt, which cannot be swept up. The following rules must be strictly followed: cleaning must be done using clear warm water or mild neutral soap mopping solution; a generous amount of water is to be used in the mop pail, but only a minimum amount is to be on the floor. Water is to be changed frequently; mop, rinse and dry small areas of the floor at a time; care must be taken not to splash baseboards or furniture; corners and other areas that cannot be reached with a mop must be cleaned by hand; and furniture that is moved must be relocated to its approximate position upon completion of cleaning (tables, desks, chairs, etc.).

3.2.4.2 Waxing: water emulsion wax must be applied with an ordinary mop or lamb's wool applicator. Wax must be applied in both directions. Ensure mop is free of soap, as soap destroys waterproofing qualities of the wax; Paste wax must be applied with a clean cotton cloth. A thin even coat must be applied uniformly; buffing must be done only after the wax has dried completely. A buffing machine must be used to bring the floor to the desired luster; and wax must not be applied closer than 6 inches from walls, filing cabinets or other floor mounted fixtures.

3.2.4.3 Wax Removal: paste wax and liquid spirit wax must be removed as per manufacture instructions. Floors must be mopped with a neutral soap solution, rinsed and dried thoroughly before using or applying another treatment; water emulsion wax can be removed readily by mopping with a warm neutral soap or water emulsion wax stripper; and solvents must not be used on asphalt tile, rubber tile, or mastipave floor covering.

3.2.4.4 Stain Removal: adequate precautions must be taken when removing stains to ensure the material is not damaged; and contractors must obtain advice from and must follow the instructions of the Project Authority in removing stains. The Project Authority has final say.

3.2.4.5 Linoleum, Asphalt Tile, Rubber Tile and V.A. Tile: must be cleaned with a mop dampened in clear warm water or a lukewarm neutral soap solution; and a water emulsion wax must only be used on these surfaces.

3.2.4.6 Terrazzo, Ceramic or Epoxy Coated Floors: must be mopped with clear warm water or a mild neutral soap solution; and wax must not be applied.

3.2.4.7 Concrete Floors: mop with clear warm water or a neutral soap solution; and if the floor is not sealed and tends to give off dust, use damp sawdust as a sweeping compound.

3.2.4.8 Carpets and Rugs: vacuum using vacuum cleaner in good working condition and with rug vacuuming attachment as specified, i.e. a power head unless

otherwise specified.

3.2.4.9 Wall Surfaces: walls must be cleaned using a neutral soap or a synthetic detergent solution, working from bottom to top to prevent streaking and rinsing from top to bottom with clear water; and a large sponge or a dry soft clean cloth must be used to apply the washing solution and another for rinsing.

3.2.4.10 Garbage Removal: garbage must be removed daily unless otherwise indicated.

3.2.4.11 Windows: windows must be cleaned on the inside and out with a cloth dampened in clear water and dried with a chamois skin.

3.2.4.12 Venetian Blinds: must be cleaned using a soft sponge dampened in a mild neutral soap solution.

3.2.4.13 Washrooms:

3.2.4.13.1 Toilet Bowl and Seat: wash bowl inside and out with a germicidal soap solution; wipe outside of bowl and top and bottom of seat with a damp clean cloth; work toilet brush as far into traps as it will reach. Use toilet brush to wash thoroughly under the rounded inside rim of the toilet bowl; and wipe both tank and cover with clean damp cloth.

3.2.4.13.2 Urinals: urinals must be washed in the same manner as the toilets; and disinfectant deodorant blocks must not be placed in urinals.

3.2.4.13.3 Wash Bowls/Sinks: remove dirt and grease with a germicidal soap solution, stains can be removed as per manufactures directions.

3.2.4.13.4 Showers and Tubs: remove dirt and grease with a germicidal soap solution. Rinse thoroughly.

3.2.4.13.5 Fixtures: vanities and ledges must be cleaned with a germicidal soap solution, rinse well; mirrors must be cleaned thoroughly and wiped clear with a lint free cloth; waste receptacles, soap dispensers, and partitions are to be cleaned using a germicidal soap solution. Rinse and wipe dry with a clean cloth.

3.2.4.14 Remove snow, dirt and debris to a minimum of 3m away from entranceways, steps, and sidewalks and apply ice melt to icy areas to be completed by 0730hrs.

## 3.2.5 Quality Cleaning Standards

The following cleaning standards must apply on a daily basis and will be used to assess the quality of work being performed:

3.2.5.1 Chairs, wastepaper baskets or receptacles, and/or other articles on the floor must not be placed on the desks, tables or cabinets during cleaning operations.

3.2.5.2 Solutions used in the cleaning operations must not seep under the legs of furniture or cabinets, etc.

3.2.5.3 Furniture moved for cleaning purposes must be relocated to the approximate position it was in prior to being moved.

3.2.5.4 On completion of the operation no dirt, dust, or debris should be left in the corners, under furniture, behind doors, or under radiators. All floor areas must be clean and free of surface stains, dust, watermarks, or cleaning agents, etc.

3.2.5.5 Report any spots on flooring, which cannot be removed by normal means.

## 3.2.6 Material and Equipment:

### 3.2.6.1 Manufactures Instructions

3.2.6.1.1 Unless otherwise specified, comply with manufacturer's latest printed instructions for materials and installation/application methods.

3.2.6.1.2 Notify Project Authority in writing of any conflict between these specifications and manufacturers instructions. Project Authority will designate document to be followed.

### 3.2.6.2 Delivery and Storage

3.2.6.2.1 Deliver, store and maintain packaged material and equipment with manufacturer's seals and labels intact.

3.2.6.2.2 Prevent damage, alteration and soiling of material and equipment during delivery, handling and storage. Immediately remove rejected material and equipment from site.

3.2.6.2.3 Store material and equipment in accordance with suppliers' instructions.

3.2.6.2.4 Maintain construction equipment and plant in good operating order.

3.2.6.2.5 Use only cleaning materials recommended by manufacturers of surfaces to be cleaned, and as recommended by cleaning material manufacturer, and in no case will the labels be removed.

### 3.2.6.3 Products

3.2.6.3.1 The Contractor must supply all toilet paper, paper towels, hand soaps, disposal bags, etc. to provide complete sanitation throughout. With one being in reserve, e.g.: toilet paper - one installed, one in reserve for each toilet.

3.2.6.3.2 All materials such as soaps, detergents, germicides, scouring materials, cleaners, wax and sealers where applicable, must comply with the latest industry standards. All material and methods must be suitable for the surface intended and must not be harmful to such surfaces and be environmentally safe.

3.2.6.3.3 The contractor must provide a list of all cleaning products to be used including WHMIS sheets for all products prior to commencement of contract.

### 3.2.6.4 Equipment

3.2.6.4.1 The Contractor must supply all scrubbing machines, polishers, vacuum cleaners, ladders, etc. required to provide complete janitorial service.

3.2.6.4.2 All electrical equipment must be CSA approved.

3.2.6.4.3 Maintain equipment in good working order.

3.2.6.4.4 Equipment that is not in good order will be considered rejected and must be removed from site.

3.2.6.4.5 Provide temporary warning signs in locations where work is adjacent to areas used by public and creates a hazardous condition. i.e. "wet floor".

## 3.3 Constraints

### 3.3.1 General

3.3.1.1 Intoxicants are not permitted in any areas.

3.3.1.2 Resources are not permitted to bring children or visitors to the work site.

### 3.3.2 Contractor's Use of Site

3.3.2.1 The Contractor will use the work site only for execution of the work, and is subject to the following:

3.3.2.2 The Contractor's resources movement around the site will be subject to restrictions imposed by the Project Authority;

3.3.2.3 The Contractor's resources must not unreasonably encumber the site with materials or equipment;

3.3.2.4 The Contractor's resources must maintain the work area in a safe and tidy condition, free from accumulation of waste products and debris: and

3.3.2.5 The Contractor's resources must execute the work with the least possible interference or disturbance to occupants and normal use of premises.

### 3.3.3 Security Requirements

3.3.3.1 All Contractors' resources must carry company I.D. while on DND premises. Individuals without authorized passes in their possession will not be permitted to enter the Operation Zone/GRA. If the Project Authority requires the Contractor to work in the Operation Zone/GRA where their Enhanced Reliability security clearance does not give them access, the Project Authority will attempt to provide Security Escorts.

- 3.3.3.2 The use of cell phones are restricted in the Operation Zone/GRA;
- 3.3.3.2.1 Use of cellular phones is prohibited within Refuelling compounds; and
- 3.3.3.2.2 Cell phones must not be operated within 15 metres of an aircraft.
- 3.3.3.3 Contractors' resources are not permitted to take any photographs within the Operation Zone/GRA. If required to take a picture, the Project Authority will take the photograph for the resource. A request must be submitted to the Project Authority well in advance; and this request will be considered but might not be supported due to other requirements.

### 3.3.4 Health & Safety Requirements

- 3.3.4.1 All accidents/incidents must be reported to the Project Authority immediately.
- 3.3.4.2 All hazardous material must be identified and labelled in accordance with the Workplace Hazardous Material Information System (WHMIS) and copies of the Material Safety Data Sheet (MSDS) must be supplied to the Project Authority.
- 3.3.4.3 Should any unforeseen or peculiar safety-related factor, hazard, or condition become evident during the performance of work, it must be reported to the Project Authority immediately.
- 3.3.4.4 If during execution of contract work, workers uncover or disturb suspected asbestos products; work in that area must be STOPPED and reported to Project Authority immediately.
- 3.3.4.5 Smoking is not permitted in any DND building or facility. Smoking will only be permitted utilizing designated smoking areas located in various locations throughout the Base. Smoking is not permitted in POL Compound or around any flammable liquids.

### 3.3.5 Assessment of the Contractor's Performance

- 3.3.5.1 The Contractor's performance will be assessed as required for work classified as "Daily, Weekly and/or Monthly". The performance will be reported on the Janitorial Quality Assurance Form attached at Appendix A.
- 3.3.5.2 The inspection will be conducted by the Quality Assurance Team consisting of the Project Authority or their designated representative and a Client Department Manager. During the inspection, the Quality Assurance Team will be accompanied by the Contractor's Site Manager.
- 3.3.5.3 Each area listed on the Quality Assurance Form will be evaluated and classified as "Standard", "Above Standard" or "Unacceptable". The areas listed are: Exterior policing; Entrance, exits, and Lobbies; Hallways, Stairways and corridors; Washrooms/Restrooms; Cafeteria/Mess Hall; Office/Computer and

Conference/Boardrooms; Transient/Permanent Quarters; Hospital/Dental Hygiene areas; Public used areas (gym, pool, arena, post office, laundry etc); Janitor rooms/closets; and Miscellaneous.

## 3.4 Client Support

### 3.4.1 General

3.4.1.1 Keys for all doors to rooms requiring janitorial services will be supplied to the Contractor who will acknowledge receipt and responsibility via a signature. Where escorted access is required, no keys will be provided.

3.4.1.2 Janitorial/Custodial closets/rooms will be provided as required for storage of cleaning materials and equipment.

3.4.1.3 Office space may be provided for Janitorial staff assignment.

### 3.4.2 Orientation Meeting

3.4.2.1 A kickoff meeting will be conducted for the Contractor, Project Authority, Contract Authority and Procurement Authority to discuss the terms of the Contract. This meeting provides all parties an opportunity to bring forward or answer all inquiries or questions. This meeting will be held prior to initial call-up to ensure there are no misunderstandings. Depending on the Contract, this meeting can be conducted by teleconference. The Project Authority will arrange this meeting to take place within one (1) month of Contract award. The meeting is expected to last approximately one (1) hour but may vary from this time frame.

3.4.2.2 The Contractor's resources who will be working on 4 Wing must read and abide by the 4 Wing Cold Lake Fire Orders and Contractors Safety Orientation Checklist, which will be provided by the Project Authority during the orientation meeting or before the commencement of the work. The Project Authority will coordinate arrangements for the Contractor to be briefed on Fire Safety at their orientation meeting before any work is commenced.

3.4.2.3 Contractors, visitors, or subcontractors supporting this contract will attend work-specific briefings by the Project Authority lasting approximately one (1) hour relating to health, safety, environmental and emergency response procedures. Documentation, including Standing Operating Procedures (SOP's) or other procedures, and safety standards will be cited or made available to the Contractor on a loan basis for reference, as applicable.

3.4.2.4 The Contractor, his resources and/or subcontractors, undertakes and agrees to comply with all DND regulations in force at the worksite, including the observance of all safety, health and environmental standards and those in place to preserve and protect DND property from loss or damage from all causes including fire.

3.4.2.5 The Contractor is responsible to ensure that all resources and subcontractors that will be working on the site are fully briefed and have completed and

signed the Contractor Safety Orientation Checklist prior to the start of any portion of the on site work. A copy of the signed checklist is to be provided to the Project Authority.

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**ANNEX "B"**

**CLEANING SCHEDULE**

*(As Attached)*

## Cleaning Schedule - Non-Restricted Area/Reception Zone

Building #	Description	Areas	Frequency per/week	Size m2
1	Administration	Washrooms	5	61.8
		Common	3	304.1
		Office Type	1	627.9
		Office Type	1	295.1
		Office Type	1	89.5
20	Officers' Mess	Washrooms	4	85.9
		Common	4	281.7
		Office Type	1	81
		Lounge - Upper	2	402
		Lounge - Lower	2	177.6
		Games Room - Lower	2	157.6
		Dinning Room	per clean	365.5
30	Sgt's Mess	Washrooms	3	82.3
		Common	3	231.5
		Office Type	1	67.4
		Lounge - Lower	1	200.5
		Lounge - Upper	1	333.9
		Dinning room	per clean	206.7
40	All Ranks Mess	Washrooms	7	120.4
		Common	7	94.8
		Office Type	1	143.2
40	All Ranks Kitchen			
		<i>Kitchen Area</i>	High Cleaning	3 x year
41	Club 41	Washrooms	6	38
		Lounge - Sunset		
		Washroom	as requested	37.5
		Common	6	142.8
		Office Type	1	102.4
		Lounge - Pool Table	4	356.9
		Lounge - Main/lower	2	780.6
		Lounge - Sunset	as requested	236.6
		Lounge - Sunset common	as requested	30.2
Lounge - TV	1	60.7		
Dry Canteen	1	89.5		
52	Protestant Church	Washrooms	3	11.4
		Common	3	64.3
		Office/Chapel	2	496.6
53	Catholic Church	Washrooms	3	8.1
		Common	3	96
		Office/Chapel	2	372.1
54	Community Access Centre	Library	5	246.95

	<i>after school care</i>	Class/office	5	125.41
54	Summer Cadets July - August	Washrooms Common Office Class/Office Gyms/common	per hour per hour per hour per hour per hour	164.8 754.25 58.4 1049.7 569.6
67	Centennial Building	Washrooms Common Office Type	3 2 1	40.6 223.8 792.7
69	Hospital/Dental areas to be repurposed	Washrooms Common Office Type Treatment Rooms MIR Admin	5 5 1 5 4	81.4 581.6 810.6 482.8 20.7
69	Mental Health	Washrooms Common Office Type General Office/Conference Rm Doctor's Clinic	5 2 1 3 3	12.2 56.6 119.4 110.7 101.9
69	Post Office	Washrooms Common Office Type <i>open area</i> Office Type	5 4 1 1	3 60.2 8.5 190.2
69	Canex Department Store	Washroom Common Common	5 5 3	34.2 394.6 1674.4
83	Mackenzie Arts & Community Centre	Washrooms Common Class/Office Gym/common Office	per hour per hour per hour per hour per hour	76.7 610.2 1100.5 457.2 63.9
84	4Wing Readiness Training	Washrooms Common Office/Class <i>Class rms</i> Office/Canteen	5 2 1 1 3	53.4 339.7 458.4 1015.3 64.5
98	AES Classroom Trailer	Washrooms Common Office Type	0 per hour per hour	0 10.3 135.5
115	Padre Administration	Washrooms Common Office Type	3 2 1	12.5 78 226.2
165	Storage Building GSAR	Washrooms Common Office Type	per clean per clean per clean	36.7 43.9 74.4

166	Storage Building	Washrooms	per clean	33.7
	Cadets	Common	per clean	33
		Office Type	per clean	129.5
576	Day Care	Washrooms	2	18.7
	<i>upstairs</i>	Common	2	73.2
		Office Type	2	24
		Class/Kitchen	2	126.1
576	Day Care	Washrooms	5	13.3
	<i>downstairs/entrance</i>	Common	5	213.7
615	AES Headquarters	Washrooms	4	20.7
		Common	2	86.1
		Office Type	1	194.2
	<i>kitchen</i>	Office Type	1	21.6
624	AES Supply/Maintenance	Washrooms	3	77.1
		Common	2	141
		Office Type	1	120.3
639	Hazmat Transfer Station	Washrooms	1	5.2
		Common	1	5
		Office Type	1	47.7
656	AES Classroom Trailer	Washrooms	per clean	7
		Common	per clean	11.7
		Office Type	per clean	122.1
674	Medley Community Centre	Washrooms	5	122
		Common	3	1143
		Office/Theatre	1	322.6
		Office/Conference	3	117.9
	<i>MFRC Area</i>	Common	3	96.6
		Office Type	1	329.3
	<i>Reception Area</i>	Office Type	3	20.6
	<i>Kitchen</i>	Office Type	5	34.5
	<i>Deployment Support Centre</i>	Office Type	1	232.7
	<i>Child Care Area</i>	Washrooms	5	43.3
		Common	5	127.9
		Office/Classrooms	5	344.6
		Office Type	1	27.8
719	CFHA	Washrooms	5	4.6
		Common	2	49.3
		Office Type	1	139.8
	<i>May to Sept</i>	Office Type	plus 1	139.8
	<i>Oct to Mar</i>	Common	plus 4	47.5
	<i>Oct to Mar</i>	Office Type	plus 4	139.8
720	JJ Parr Sports Centre	Washrooms	14	795.52
		Common	7	1388
	(common)	Upper/Main Entrance	12	343.6
	(common)	Gym/Mini/Courts	7	2101

	(common)	Pool Deck	7	576.8
	(common)	Dressing Rooms	7	244.1
	(common)	Bleachers/Viewing	4	406.4
		Office	1	541.1
	(Office)	Control	7	15.6
	(Office)	Weight Room	7	431.6
	(Office)	Concession	7	80.1
	(Office)	Fitness Evaluation	5	50.4
720	Physiotherapy	Washrooms	5	22.4
		Treatment	5	150
		Office	1	8.1
781	Youth Centre	Washrooms	1	20.7
		Common	1	45.7
		Office Type	1	161.2
813	WASPOL	Washroom	3	66
		Common	3	94.5
		Office Type	1	131.2
	<i>conf room &amp; canteen</i>	Office Type	1	72.3
851	Rear Gate	Washroom	as required	
		Common	as required	
869	New Ident	Washroom	5	7.4
		Common	5	67.4
		Office Type	1	46.4
4 of 4				

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**ANNEX "C"**

**BASIS OF PAYMENT**

*(As Attached)*



	576	month	\$/month	\$/month	\$/month	\$/month	\$/month	12 months
	615	month	\$/month	\$/month	\$/month	\$/month	\$/month	12 months
	624	month	\$/month	\$/month	\$/month	\$/month	\$/month	12 months
	639	month	\$/month	\$/month	\$/month	\$/month	\$/month	12 months
	674	month	\$/month	\$/month	\$/month	\$/month	\$/month	12 months
	719	month	\$/month	\$/month	\$/month	\$/month	\$/month	12 months
	719-Oct-Apr	month	\$/month	\$/month	\$/month	\$/month	\$/month	7 months
	719-May-Sep	month	\$/month	\$/month	\$/month	\$/month	\$/month	5 months
	720	month	\$/month	\$/month	\$/month	\$/month	\$/month	12 months
	781	month	\$/month	\$/month	\$/month	\$/month	\$/month	12 months
	813	month	\$/month	\$/month	\$/month	\$/month	\$/month	12 months
	869	month	\$/month	\$/month	\$/month	\$/month	\$/month	12 months



	54 – Summer Cadets	per hour	\$ /hour	240 hours				
	83	per hour	\$ /hour	180 hours				
	98	per hour	\$ /hour	15 hours				
	851	per hour	\$ /hour	6 hours				
<b>06. Material to be charged at the Contractor’s laid down cost less a discount of. Note: This does not include equipment.</b>								
		% discount	____%	____%	____%	____%	____%	\$120,000.00
<b>TOTAL ESTIMATED COST (sum of Section 1 to Section 6)</b>								
			\$	\$	\$	\$	\$	
<b>BID EVALUATION TOTAL COST:</b>							\$	

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**ANNEX "D"**

**SECURITY REQUIREMENTS CHECK LIST**

*(As Attached)*



Government of Canada

Gouvernement du Canada



Contract Number / Numéro du contrat

W6895-19-0020

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 / National Defence  
Ministère ou organisme gouvernemental d'origine

2. Branch or Directorate / Direction générale ou Direction  
RPOps Det Cold Lake

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 Non-Restricted Area Buildings

5. a) Will the supplier require access to Controlled Goods?  
Le fournisseur aura-t-il accès à des marchandises contrôlées?  No / Non  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?  No / Non  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.)  No / Non  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.  No / Non  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?  No / Non  Yes / Oui

7. a) Indicate the type of information that the supplier will be required to access / Indiquer le type d'information auquel le fournisseur devra avoir accès

Canada  NATO / OTAN  Foreign / Étranger

7. b) Release restrictions / Restrictions relatives à la diffusion

No release restrictions / Aucune restriction relative à la diffusion  All NATO countries / Tous les pays de l'OTAN  No release restrictions / Aucune restriction relative à la diffusion   
Not releasable / À ne pas diffuser  Restricted to: / Limité à:  Restricted to: / Limité à:   
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  NATO UNCLASSIFIED  PROTECTED A / PROTÉGÉ A   
PROTECTED B / PROTÉGÉ B  NATO NON CLASSIFIÉ  PROTECTED A / PROTÉGÉ A   
PROTECTED B / PROTÉGÉ B  NATO RESTRICTED  PROTECTED B / PROTÉGÉ B   
PROTECTED C / PROTÉGÉ C  NATO DIFFUSION RESTREINTE  PROTECTED B / PROTÉGÉ B   
PROTECTED C / PROTÉGÉ C  NATO CONFIDENTIAL  PROTECTED C / PROTÉGÉ C   
CONFIDENTIAL / CONFIDENTIEL  NATO CONFIDENTIAL  CONFIDENTIAL / CONFIDENTIEL   
CONFIDENTIAL / CONFIDENTIEL  NATO SECRET  CONFIDENTIAL / CONFIDENTIEL   
SECRET / SECRET  NATO SECRET  SECRET / SECRET   
SECRET / SECRET  COSMIC TOP SECRET  SECRET / SECRET   
TOP SECRET / TRÈS SECRET  COSMIC TRÈS SECRET  TOP SECRET / TRÈS SECRET   
TOP SECRET (SIGINT) / TRÈS SECRET (SIGINT)  TOP SECRET (SIGINT) / TRÈS SECRET (SIGINT)   
TOP SECRET (SIGINT) / TRÈS SECRET (SIGINT)  TOP SECRET (SIGINT) / TRÈS SECRET (SIGINT)



Contract Number / Numéro du contrat W6895-19-0020
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<br>COTE DE FIABILITÉ | <input type="checkbox"/> CONFIDENTIAL<br>CONFIDENTIEL           | <input type="checkbox"/> SECRET<br>SECRET           | <input type="checkbox"/> TOP SECRET<br>TRÈS SECRET               |
| <input type="checkbox"/> TOP SECRET - SIGINT<br>TRÈS SECRET - SIGINT        | <input type="checkbox"/> NATO CONFIDENTIAL<br>NATO CONFIDENTIEL | <input type="checkbox"/> NATO SECRET<br>NATO SECRET | <input type="checkbox"/> COSMIC TOP SECRET<br>COSMIC TRÈS SECRET |
| <input type="checkbox"/> SITE ACCESS<br>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? *Unscreened personnel only*  No / Non  Yes / Oui  
If Yes, will unscreened personnel be escorted? *in Public Zone/Reception Zone*  No / Non  Yes / Oui  
Dans l'affirmative, le personnel en question sera-t-il escorté? *AB*

**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



**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 CONFIDENTIEL	NATO SECRET	PROTECTED / PROTÉGÉ			CONFIDENTIAL / CONFIDENTIEL	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 indiquez qu'il y a des pièces jointes (p. ex. SECRET avec des pièces jointes).

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**ANNEX "E"**

**EVALUATION CRITERIA**

*(As Attached)*

**ANNEX G - EVALUATION CRITERIA**

**MANDATORY TECHNICAL CRITERIA**

To be considered responsive, a bid must meet all of the following **Mandatory Evaluation Criteria AT BID CLOSING**. Bidders must demonstrate their ability to meet those requirements. Bids not meeting all of the mandatory requirements will be given no further consideration.

<b>Article</b>	<b>Description</b>	<b>Met</b>	<b>Not Met</b>	<b>Bidder's Reference Page and Paragraph</b>
M1	The Bidder must provide pricing in Canadian currency for all items in the Basis of Payment Annex "B". The format of pricing must not be altered except with the inclusion of bidder's unit prices or markup percentages.			
M2	The Bidder or a defined representative must have *certification from the Contracting Authority of their attendance of the Mandatory Site Visit.  *Certification: To receive Canada's certification of attendance of the Mandatory Site Visit, the Bidder's Representative must be in attendance each time attendance is checked by Canada, otherwise, certification will not be granted. Canada will publish a list of the Bidder's company name that received its certification of attendance in an amendment to the RFP that will be published after the Mandatory Site Visit. Bidder's, whose company name is included in this published attendance list, will have complied with this Mandatory Technical Criteria.			
M3	The Bidder must provide, with their bid, documentation to prove that the legal entity which is submitting the bid has a minimum of two (2) years of similar janitorial experience within the past five (5) years (from the bid closing date) cleaning a minimum of 1,000,000 square feet of floor space under a maximum of two (2) separate contracts. If the bid includes descriptions of more than this number of Contracts, Canada will decide in its discretion which ones to evaluate.  For this Mandatory Technical Criteria, the Bidder must provide in their technical bid:			

- (i) The description of each similar Contract which must include the following information about the area cleaned by the bidder: building address, square footage of floor area that was cleaned, duration of the contract, usage of the building; and
- (ii) To confirm the information provided by the Bidder in (i) either:
  - (a) The name, title, telephone number and e-mail address (unless the individual does not have an e-mail address) for a customer reference. If the named individual is unavailable when required during the evaluation period the Bidder may provide the name and contact information of an alternative contact from the same customer. Canada will attempt to contact each reference provided by the Bidder a maximum of three (3) times. If there is no reply after three (3) attempts, Canada will not evaluate the Contract that was provided by the Bidder. Or;
  - (b) A letter of reference (on the customer's letterhead) from that person which includes statements that verify all of the information in (i).

	<p>If there is a conflict between the information provided by the customer reference and the bid, the information provided by the customer reference will be evaluated instead of the information in the bid.</p> <p>(iii) The Contract must have been performed by the Bidder itself (and does not include the experience of any proposed subcontractor or any affiliate of the Bidder). However, several entities may combine their experience by submitting a bid as a joint venture. In that case, the bid can describe the previous experience of one (1) or more joint venture members, to meet the experience requirement - that is, one (1) similar Contract could be described for one (1) joint venture member and another Contract could be described for another joint venture member. If two (2) members of the joint venture worked on the same work site at the same time, it will only be counted as one (1) Contract with both areas that were cleaned combined</p>			
M4	<p>The Bidder's proposal must fully demonstrate that their proposed on-site Manager has a minimum of two (2) years of commercial building cleaning experience in the last ten (10) years (from the bid closing date) and has a minimum of three (3) years of experience supervising ten (10) or more personnel within the past five (5) years (from the bid closing date).</p>			
<b>POINT-RATED TECHNICAL CRITERIA</b>				
<p><b>The proposals will be evaluated on the basis of the following criteria; therefore, bidders are advised to address each area in sufficient depth to show clearly how effectively the work will be done.</b> Each bid must achieve a minimum score of 70% in EACH category subject to point rating. Bids that fail to achieve this score will be considered technically unacceptable and will be given no further consideration.</p>				
<b>Article</b>	<b>Description</b>	<b>Points Available</b>	<b>Points Received</b>	<b>Bidder's Reference Page and Paragraph</b>
P1	<p><b>ORGANIZATION AND MANAGEMENT</b></p> <p>Performance of Work:</p> <p>Demonstrate that the Contractor will perform all services as specified in the Statement of Work, Annex "A"; provide an outline demonstrating how the following services will be managed (up to 5 points per area).</p> <ul style="list-style-type: none"> <li>a) Bldg 720 – Sports Centre (shifts, include number of resources, equipment)</li> <li>b) Bldg 69 – MIR/Dental areas (detailed list of cleaning products and materials)</li> <li>c) Bldg 869 – Pass control Ident number of resources</li> <li>d) Maple Flag – include number of resources,</li> <li>e) Summer Cadet Camp - include number of resources</li> </ul> <p>Total points available for P1 = 25 points maximum</p>	<p>5 points 5 points</p> <p>5 points 5 points <u>5 points</u> 25 points maximum</p>		
P2	<p>Overall Contractor's Organization:</p> <p>Provide resumes for key personnel to demonstrate level of education and experience with the Contractor as they related to assigned roles and responsibilities.</p>			

<p>1) Key Position 1 (On-site Supervisor)- Highest level of education achieved:</p> <ul style="list-style-type: none"> <li>a) High School Diploma</li> <li>b) College Diploma</li> <li>c) Undergraduate Degree</li> <li>d) Masters Degree</li> </ul> <p>Key Position 1 – Number of Years at this level within the company</p> <ul style="list-style-type: none"> <li>e) 12 – 23 months</li> <li>f) 24 – 35 months</li> <li>g) 36 – 47 months</li> <li>h) 48 + months</li> </ul>	<p>1 point 2 points 3 points 4 points 4 points maximum</p> <p>1 point 2 points 3 points 4 points 4 points maximum</p>	<p>1 point 2 points 3 points 4 points 4 points maximum</p>			
<p>2) Key Position 2 (On-site Second in Command) - Highest level of education achieved:</p> <ul style="list-style-type: none"> <li>i) High School Diploma</li> <li>j) College Diploma</li> <li>k) Undergraduate Degree</li> <li>l) Masters Degree</li> </ul> <p>Key Position 2 – Number of Years at this level within the company</p> <ul style="list-style-type: none"> <li>m) 12 – 23 months</li> <li>n) 24 – 35 months</li> <li>o) 36 – 47 months</li> <li>p) 48 + months</li> </ul>					
<p>3) Key Position 3 (On-site Staff) - Highest level of education achieved:</p> <ul style="list-style-type: none"> <li>q) High School Diploma</li> <li>r) College Diploma</li> <li>s) Undergraduate Degree</li> <li>t) Masters Degree</li> </ul>					

	<p>Key Position 3 – Number of Years at this level within the company</p> <ul style="list-style-type: none"> <li>u) 12 – 23 months</li> <li>v) 24 – 35 months</li> <li>w) 36 – 47 months</li> <li>x) 48 + months</li> </ul> <p>Total points available for P2 = 24 points maximum</p>	<p>1 point 2 points 3 points <u>4 points</u> 4 points maximum</p>			
<p>P3</p>	<p>Team assigned to this Contract:</p> <p>Indicate the number of personnel that will be utilized to carry out the services.</p> <p>Number of supervisors (who may also be cleaners)</p> <ul style="list-style-type: none"> <li>a) 1 supervisor per shift</li> <li>b) 2 supervisors per shift</li> <li>c) 3 supervisors per shift</li> <li>d) 4 supervisors per shift</li> </ul> <p>Number of day cleaners</p> <ul style="list-style-type: none"> <li>e) 15 day cleaners</li> <li>f) 20 day cleaners</li> <li>g) 25 day cleaners</li> <li>h) 30 day cleaners</li> </ul> <p>Number of evening cleaners</p> <ul style="list-style-type: none"> <li>i) 1-3 evening cleaners</li> <li>j) 4-6 evening cleaners</li> <li>k) 7-9 evening cleaners</li> <li>l) 10-11 evening cleaners</li> </ul> <p>Number of weekend cleaners</p> <ul style="list-style-type: none"> <li>m) 1 - 4 weekend cleaners</li> <li>n) 5 -7 weekend cleaners</li> <li>o) 8 -9 weekend cleaners</li> <li>p) 10 - 12 weekend cleaners</li> </ul>	<p>1 point 2 points 3 points <u>4 points</u> 4 points maximum</p>			

	<p>Number of resources and capacity to provide additional resources, if and when required</p> <p>q) 2 additional resources available on call 24/7  r) 4 additional resources available on call 24/7  s) 6 additional resources available on call 24/7  t) 8 additional resources available on call 24/7</p> <p>Total points available for P3 = 20 points maximum</p>	<p>1 point  2 points  3 points  <u>4 points</u>  4 points  maximum</p>			
P4	<p>Monitoring of Contractor's Staff:</p> <p>Describe the Contractor's intended methods to supervise and monitor the staff to ensure the work performance adheres to the Quality Standards specified in the Request for Proposal.</p> <p>a) Supervisor on site 40 hours/week  b) Supervisor on site 80 hours/week  c) Supervisor on site 120 hours/week  d) ISO 9000 Certified company</p> <p>Total points available for P4 = 20 points maximum</p>	<p>5 points  10 points  15 points  <u>20 points</u>  20 points  maximum</p>			
P5	<p>Resolution of Problems:</p> <p>Provide a description of how you would resolve issues related to staff shortage, absenteeism or other reasons.</p> <p>a) Recruitment strategies  b) Employee retention</p> <p>Total points available for P5 = 10 points maximum</p>	<p>5 points  <u>5 points</u>  10 points  maximum</p>			
P6	<p>Equipment List:</p> <p>Demonstrate that the Contractor is able to supply all equipment required to carry out the Work. Provide a list of mechanical equipment, including specifications, age of equipment (not used for assessment but for information purposes only) and quantities, the Contractor will have available to carry out the services.</p> <p>a) Min – 40-50 no. of vacuums, 10-15 no. of floor machines &amp; auto scrubbers combined  b) Min – 20-25 no. of Janitor carts 2-6 no. wet vacuums</p>	<p>5 points  5 points  maximum</p>			

	<p>c) Min - 100 - 125 no. of buckets/mops, 50-75 brooms dustpans  d) Min – 40-60 snow shovels, 100 – 150 dry mops, wet floor signs  e) Min – 3 vehicles for transporting resources, supplies and for supervision  f) Min – 10% back-up for all required equipment</p> <p>Total points available for P6 = 30 points maximum</p>				<p>5 points  5 points  5 points  5 points  30 points maximum</p>	
P7	<p>Materials and Products List:</p> <p>Demonstrate that the Contractor is able to supply all materials or products required to carry out the Work. Provide a list of the materials or products, including the brand name and/or manufacturer, your firm intends to use to carry out the services. Indicate if they are environmentally friendly as 10 points extra are awarded as indicated.</p> <p>a) Germicidal type soap  b) General Purpose type soap  c) Stain removing, spot cleaning, heavy duty clears  d) Environmentally friendly</p> <p>Total points available for P7 = 25 points maximum</p>				<p>5 points  5 points  5 points  10 points  25 points maximum</p>	
					154	
					107.8	
P8	<p>HEALTH &amp; SAFETY</p> <p>Health and Safety Practices:</p> <p>Describe the type of training provided to employees to maintain a healthy and safe working environment and to adhere to all health and safety measures pertaining to accident prevention and fire hazards recommended by National, Provincial and/or Territorial codes and/or prescribed by the authorities having jurisdiction concerning the equipment, work habits, and procedures. Provide proof of the following certification.</p> <p>a) Health and Safety Practices Document / Manual  b) First Aid Level 1  c) Two week basic janitorial training  d) Green Cleaning  e) Contractor Safety Orientation Checklist  f) WHMIS (Workplace Hazardous Materials Information System)  g) Weekly Safety Meetings/Safety Toolbox Talk  h) Floor Maintenance</p>				<p>5 points  10 points  75 points</p>	

	Total points available for P9 = 75 points maximum				maximum	
P9	<p>Emergency Cleanups:</p> <p>A detailed plan for the response to emergency cleanups including but not limited to floods due to natural causes or sewer back-up.</p> <p>a) Contact information  b) 1-2 resources available  c) 2-4 resources available  d) Under 1 hour response time  e) Back up plan</p> <p>Total points available for P9 = 25 points maximum</p>				5 points 5 points 5 points 5 points <u>5 points</u> 25 points maximum	
					100	
					70	
P10	<p>QUALITY ASSURANCE</p> <p>Quality Assurance Program:</p> <p>A demonstration the quality standards described herein shall be strictly adhered to as it relates to the Contractor's commitment towards a quality organization and the Contractor's method of maintaining and improving quality services. Provide a detailed description of the Quality Assurance Program currently employed by the Contractor, including the employee involvement.</p> <p>a) Bidder's Quality Assurance Manual  b) ISO9000 Certification  c) Bidder's Quality Assurance Manual + ISO9000 Certification</p> <p>Total points available for P10= 40 points maximum</p>				20 points 30 points 40 points 40 points maximum	
P11	<p>Quality Service Training:</p> <p>Percentage of resources who have received all training described at P8 b, c, d, e, f, g, and h.</p> <p>a) 50% of employees have received all required training  b) 75% of employees have received all required training  c) 100 % of employees have received all required training</p>				10 points 20 points 30 points 30 points	

	Total points available for P11 = 30 points maximum				maximum	
P12	<p>Resolution of Problems:</p> <p>Provide a description of how you would resolve issues related to quality of service due to poor performance, absenteeism or other reasons.</p> <p>a) Bidder's Problem Resolution Manual  b) ISO9000 Certification  c) Bidder's Problem Resolution Manual + ISO9000 Certification</p> <p>Total points available for P12= 30 points maximum</p>				10 points 20 points <u>30 points</u> 30 points maximum	
					100	
					70	
P13	<p><b>SUPERVISOR(S) EXPERTISE &amp; EXPERIENCE</b></p> <p>Qualifications, training sought when assigning and/or hiring a supervisor.</p> <p>Supervisors' relevant courses taken:</p> <p>a) Effective Leadership and Coaching  b) Advanced Custodial Training</p> <p>Total points available for P13= 20 points maximum</p>				10 points 10 points 20 points maximum	
P14	<p>Supervisor's Performance:</p> <p>Describe how the Contractor would identify what factors would indicate that the on-site Supervisor is not performing his/her duties adequately and what the Contractor would do to remedy the situation and a contingency plan to be followed if performance is deemed below quality standards by its senior personnel.</p> <p>a) Bidder's On-Site Supervisor Evaluation Manual  b) Bidder's On-Site Supervisor Remedial Plan  c) Bidder's On-Site Supervisor Contingency Plan</p> <p>Total points available for P14= 30 points maximum</p>				10 points 10 points 10 points 30 points maximum	
					50	
					35	

	Bidder Score:			
	<b>MAXIMUM TOTAL POINTS AVAILABLE:</b>	404		
	<b>TOTAL SCORE:</b>			
	<b>CONTRACT SELECTION - ASSESSED BEST VALUE</b>			
	MERIT: Proponent's Overall Total Point Score/Total Points Available X 60			
	COST: Lowest Total Estimated Cost/Proponent's Total Estimated Cost X 40			
	ASSESSED BEST VALUE (MERIT + COST)			

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## **ANNEX "F" to PART 3 OF THE BID SOLICITATION**

### **ELECTRONIC PAYMENT INSTRUMENTS**

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

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

## ANNEX "G" 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 "H"**

### **INSURANCE REQUIREMENTS**

#### **Commercial General Liability Insurance**

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

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- I. Owners' or Contractors' Protective Liability: Covers the damages that the Contractor becomes legally obligated to pay arising out of the operations of a subcontractor.
  
- m. Non-Owned Automobile Liability - Coverage for suits against the Contractor resulting from the use of hired or non-owned vehicles.

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**ANNEX "I"**

**DND 626 TASK AUTHORIZATION FORM**

*(As Attached)*

**TASK AUTHORIZATION  
AUTORISATION DES TÂCHES**

All invoices/progress claims must show the reference Contract and Task numbers. Toutes les factures doivent indiquer les numéros du contrat et de la tâche.		Contract no. – N° du contrat
		Task no. – N° de la tâche
Amendment no. – N° de la modification	Increase/Decrease – Augmentation/Réduction	Previous value – Valeur précédente
To – À	<p><b>TO THE CONTRACTOR</b></p> <p>You are requested to supply the following services in accordance with the terms of the above reference contract. Only services included in the contract shall be supplied against this task.</p> <p>Please advise the undersigned if the completion date cannot be met. Invoices/progress claims shall be prepared in accordance with the instructions set out in the contract.</p> <p><b>À L'ENTREPRENEUR</b></p> <p>Vous êtes prié de fournir les services suivants en conformité des termes du contrat mentionné ci-dessus. Seuls les services mentionnés dans le contrat doivent être fournis à l'appui de cette demande.</p> <p>Prière d'aviser le signataire si la livraison ne peut se faire dans les délais prescrits. Les factures doivent être établies selon les instructions énoncées dans le contrat.</p>	
Delivery location – Expédié à		
Delivery/Completion date – Date de livraison/d'achèvement		
_____ Date		_____ for the Department of National Defence pour le ministère de la Défense nationale
Contract item no. N° d'article du contrat	Services	Cost Prix
	<b>GST/HST TPS/TVH</b>	
	<b>Total</b>	
<p><b>APPLICABLE ONLY TO PWGSC CONTRACTS:</b> The Contract Authority signature is required when the total value of the DND 626 exceeds the threshold specified in the contract.</p> <p><b>NE S'APPLIQUE QU'AUX CONTRATS DE TPSGC :</b> La signature de l'autorité contractante est requise lorsque la valeur totale du formulaire DND 626 est supérieure au seuil précisé dans le contrat.</p>		
_____ for the Department of Public Works and Government Services pour le ministère des Travaux publics et services gouvernementaux		

## Instructions for completing DND 626 - Task Authorization

### Contract no.

Enter the PWGSC contract number in full.

### Task no.

Enter the sequential Task number.

### Amendment no.

Enter the amendment number when the original Task is amended to change the scope or the value.

### Increase/Decrease

Enter the increase or decrease total dollar amount including taxes.

### Previous value

Enter the previous total dollar amount including taxes.

### To

Name of the contractor.

### Delivery location

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

### Delivery/Completion date

Completion date for the task.

### for the Department of National Defence

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

### Services

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

### Cost

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

### GST/HST

The GST/HST cost as appropriate.

### Total

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

### Applicable only to PWGSC contracts

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

### Note:

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

## Instructions pour compléter le formulaire DND 626 - Autorisation des tâches

### N° du contrat

Inscrivez le numéro du contrat de TPSGC en entier.

### N° de la tâche

Inscrivez le numéro de tâche séquentiel.

### N° de la modification

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

### Augmentation/Réduction

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

### Valeur précédente

Inscrivez le montant total précédent, y compris les taxes.

### À

Nom de l'entrepreneur.

### Expédiez à

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

### Date de livraison/d'achèvement

Date d'achèvement de la tâche.

### pour le ministère de la Défense nationale

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

### Services

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

### Prix

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

### TPS/TVH

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

### Total

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

### Ne s'applique qu'aux contrats de TPSGC

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

### Nota :

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

Solicitation No. - N° de l'invitation  
W6895-190020/A  
Client Ref. No. - N° de réf. du client  
W6895-190020

Amd. No. - N° de la modif.  
File No. - N° du dossier  
EDM-8-41047

Buyer ID - Id de l'acheteur  
edm014  
CCC No./N° CCC - FMS No./N° VME

## ANNEX "J"

### TASK AUTHORIZATION USAGE REPORT

The Contractor must provide quarterly Task Authorization (TA) usage reports. The Contractor agrees that it is their responsibility to implement a system for tracking TAs under this Contract for the purposes of providing usage reports. This is to ensure that the Limitation of Expenditure indicated for "as and when requested" Work under this Contract is not exceeded.

Each Task Authorization Usage Report must include all the completed TAs for goods and services supplied under this Contract.

Task Authorization Usage Report Submission Schedule:

REPORT DUE	WORK PERIOD START DATE	WORK PERIOD END DATE
15 January	01 October	31 December
15 April	01 January	31 March
15 July	01 April	30 June
15 October	01 July	30 September

The Contractor must provide information on each completed TA using the following format:

TA NUMBER	TA DOLLAR VALUE (GST INCLUDED)	CUMULATIVE TA DOLLAR VALUE (GST INCLUDED)	COMMENTS
<b>Total Dollar Value of TAs for this Period:</b>			
<b>Accumulated TAs to Date (Cumulative Dollar Value + Period Dollar Value):</b>			

Check this box if you are submitting a **NIL REPORT** (We have not done any business with Canada under this Contract, for this period).

SEND TO:

[PWGSC.WRPAEDM-ROAAEDM.TPSGC@pwgsc-tpsgc.gc.ca](mailto:PWGSC.WRPAEDM-ROAAEDM.TPSGC@pwgsc-tpsgc.gc.ca)

Or

Facsimile: (780) 497 – 3510