



## RETURN BIDS TO:

## RETOURNER LES SOUMISSIONS À:

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

800 Burrard Street, Room 219

800, rue Burrard, pièce 219

Vancouver, BC V6Z 0B9

Bid Fax: (604) 775-7526

## REQUEST FOR PROPOSAL DEMANDE DE PROPOSITION

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

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

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

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

### Comments - Commentaires

### Vendor/Firm Name and Address

### Raison sociale et adresse du

### fournisseur/de l'entrepreneur

### Issuing Office - Bureau de distribution

Public Works and Government Services Canada - Pacific  
Region

219 - 800 Burrard Street

800, rue Burrard, pièce 219

Vancouver, BC V6Z 0B9

<b>Title - Sujet</b> Sandspit Airport Janitorial Service	
<b>Solicitation No. - N° de l'invitation</b> T7061-180019/B	<b>Date</b> 2019-01-25
<b>Client Reference No. - N° de référence du client</b> T7061-180019	
<b>GETS Reference No. - N° de référence de SEAG</b> PW-\$VAN-802-8542	
<b>File No. - N° de dossier</b> VAN-8-41189 (802)	<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 2019-02-06</b>	<b>Time Zone</b> <b>Fuseau horaire</b> Pacific Standard Time PST
<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> Dumay, Clara	<b>Buyer Id - Id de l'acheteur</b> van802
<b>Telephone No. - N° de téléphone</b> (604) 499-9708 ( )	<b>FAX No. - N° de FAX</b> (605) 477-5752
<b>Destination - of Goods, Services, and Construction:</b> <b>Destination - des biens, services et construction:</b> DEPARTMENT OF TRANSPORT SANDSPIT AIRPORT P.O.BOX 439 SANDSPIT British Columbia V0T1T0 Canada	

Instructions: See Herein

Instructions: Voir aux présentes

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

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File No. - N° du dossier

Buyer ID - Id de l'acheteur  
van802  
CCC No./N° CCC - FMS No./N° VME

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**This cancels and supersedes the previous Solicitation No. T7061-180019/A dated November 30, 2018 which was due at 2 P.M. PST on January 14, 2019.**

**Support the use of apprentices**

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

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## **TITLE: T7061-180019, Airport Cleaning Services, TC Sandspit Airport**

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

#### **1. Introduction**

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

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

The Annexes include the Statement of Work, the Basis of Payment, Evaluation and Basis of Selection, Financial Evaluation, Electronic Payment Instruments and Voluntary Certification to Support the Use of Apprentices and and Form "A" Bid Submission Form.

#### **2. Summary**

- 2.1 The requirement is to supply all labour and supervision required to provide janitorial and related services to Transport Canada, Sandspit Airport, Sandspit B.C. for the period of the contract. The period of the contract will be for one (1) year from the date of award with the irrevocable option to extend the term of the contract by two (2) additional periods of one (1) year each under the same conditions.

#### **2.2 Security requirements:**

There is no security requirement associated with this requirement.

#### **2.3 Trade Agreements.**

"The requirement is subject to the provisions of the North American Free Trade Agreement (NAFTA), the Canada-European Union Comprehensive Economic and Trade Agreement (CETA), and the Canadian Free Trade Agreement (CFTA). Canadian Free Trade Agreement (CFTA), and the Comprehensive and Progressive Agreement for Trans-Pacific Partnership (CPTPP).

#### **2.4. E post Connect service**

"This bid solicitation allows bidders to use the epost Connect service provided by Canada Post Corporation to transmit their bid electronically. Bidders must refer to Part 2 entitled Bidder

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Instructions, and Part 3 entitled Bid Preparation Instructions, of the bid solicitation, for further information."

### **3. Debriefings**

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

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## 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: 180 days

### 2.2 Submission of Bids

Bids must be submitted only to Public Works and Government Services Canada (PWGSC) Bid Receiving Unit by the date, time and place indicated in the bid solicitation.

PWGSC VANCOUVER  
Bid Receiving Unit  
219-800 Burrard Street  
Vancouver, BC V6Z 0B9

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.

*Email address for epost Connect service:*

**TPSGC.RPReceptiondessaoumissions-PRBidReceiving.PWGSC@tpsgc-pwgsc.gc.ca**

## 3. Former Public Servant

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

## Definitions

For the purposes of this clause,

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

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

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

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

## Former Public Servant in Receipt of a Pension

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

YES ( ) NO ( )

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

- (1) name of former public servant;
- (2) date of termination of employment or retirement from the Public Service.

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

## Work Force Adjustment Directive

Is the Bidder a FPS who received a lump sum payment pursuant to the terms of the Work Force Adjustment Directive? YES ( ) NO ( )

If so, the Bidder must provide the following information:

- a. name of former public servant;
- b. conditions of the lump sum payment incentive;
- c. date of termination of employment;
- d. amount of lump sum payment;

- 
- e. rate of pay on which lump sum payment is based;
  - f. period of lump sum payment including start date, end date and number of weeks;
  - g. number and amount (professional fees) of other contracts subject to the restrictions of a work force adjustment program.

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

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

All enquiries must be submitted in writing to the Contracting Authority no later than 3 calendar days before the bid closing date. Enquiries received after that time may not be answered.

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

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

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

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

## 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

- 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 (One hard copy)  
Section II: Financial Bid (One 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.

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## Section I: Technical Bid

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

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.

The evidence provided by the bidder may be verified by Canada. Failure by the bidder to provide the required evidence or in the event that the evidence cannot be verified shall result in the bidder being disqualified and no further consideration will be given to the bidder. If the Bidder submits references in excess of the stated requirement, only the references up to the identified limit will be assessed.

PWGSC reserves the right to verify information for completeness and accuracy and to confirm reference satisfaction with services provided. In the event where the information cannot be verified or the service found to be unsatisfactory shall result in the proposal being considered non-responsive and no further consideration will be given to the Bidder.

## Section II: Financial Bid

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

### **1.2. Electronic Payment of Invoices – Bid**

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

If Annex "D" 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.

## PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

### 1 Evaluation Procedures

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

See also Annex C.1.

### 1.2 Mandatory Contractor's Experience and Past Performance

The bidder must provide evidence of its experience and past performance by referencing **a minimum of one (1) projects or contracts up to a maximum of two (2) projects or contracts** satisfactorily rendered for a minimum of two (2) consecutive years within the past five (5) years, wherein the range of janitorial services provided are comparable to those described in this Request for Proposal (RFP).

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

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

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contract (indicate month and year)	To: Month _____ Year _____
Description of Project or Contract: _____	
_____	
_____	
_____	
_____	
_____	
_____	

## 2. Basis of Selection

### 2.1 Mandatory Technical Criteria

*SACC Manual* Clause A0031T (2010-08-16) Basis of Selection Mandatory Technical Criteria

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

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

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

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

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

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

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

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

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

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

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

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

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

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## PART 6 - RESULTING CONTRACT CLAUSES

### 1. Statement of Work

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

### 2. Standard Clauses and Conditions

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

#### 2.1 General Conditions

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

### 3. Security Requirement

There is no security requirement applicable to this Contract.

### 4. Term of Contract

#### 4.1 Period of the Contract

The Work is to be performed during the period of \_\_\_\_\_ to \_\_\_\_\_.

#### 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 additional one year periods under the same conditions. The Contractor agrees that, during the extended period of the Contract, it will be paid in accordance with the applicable provisions as set out in the Basis of Payment.

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

### 5. Authorities

#### 5.1 Contracting Authority

The Contracting Authority for the Contract is:

Name: Clara Dumay  
Title: A/Supply Officer  
Public Works and Government Services Canada  
Procurement Branch

Telephone: 604-499-9708  
E-mail address: clara.dumay@tpsgc-pwgsc.gc.ca

The Contracting Authority is responsible for the management of the Contract and any changes to the Contract must be authorized in writing by the Contracting Authority. The Contractor must not perform

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work in excess of or outside the scope of the Contract based on verbal or written requests or instructions from anybody other than the Contracting Authority.

## 5.2 Project Authority

The Project Authority for the Contract is:

Name: Robert Ells  
Title: Airport Manager  
Organization: Transport Canada  
Address: 1 Airport Rd., Sandspit BC

Telephone: 250-637-5313  
E-mail address: robert.ells@tc.gc.ca

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

## 5.3 Contractor's Representative

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

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

## 6. Proactive Disclosure of Contracts with Former Public Servants

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

## 7. Payment

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

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

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

Any costs incurred for **Extra Work** in accordance with Annex "B" Basis of Payment shall be paid, on an "as and when requested" basis, in accordance with the Specification, Annex A, after completion, inspection and acceptance of the work performed.

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

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

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

whichever comes first.

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

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

SACC Manual clause C6001C for all cost reimbursable contracts.

## 7.2 Limitation of Expenditure

1. Canada's total liability to the Contractor under the Contract must not exceed \$ \_\_\_\_\_. 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% committed, or
  - b. four months before the contract expiry date, or
  - c. as soon as the Contractor considers that the contract funds provided are inadequate for the completion of the Work, 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.

## 7.3 Determination of Cost

Canada may from time to time notify the contractor in writing of any changes to the amount of space to be cleaned. In the case of the addition or elimination of cleanable space, the change in

the amount of the contract shall be calculated using the firm monthly rate per m<sup>2</sup> identified in Pricing Schedule, and in accordance with the following formula:

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

#### **7.4 Monthly Payment**

SACC Manual clause [H1008C](#) (2008-05-12), Monthly Payment.

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

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

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

#### **8. Invoicing Instructions**

1. The Contractor must submit invoices in accordance with the section entitled "Invoice Submission" of the general conditions. Invoices cannot be submitted until all work identified in the invoice is completed.
2. Invoices must be distributed as follows:  
The original and one (1) copy must be forwarded to the following address for certification and payment.  
Sandspit Aiport  
PO BOX 439  
Sandspit, BC  
V0T 1T0  
Attn : Robert Ells

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

##### **9.1 Compliance**

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

##### **9.2 Federal Contractors Program for Employment Equity - Default by the Contractor**

The Contractor understands and agrees that, when an Agreement to Implement Employment Equity (AIEE) exists between the Contractor and Employment and Social Development Canada (ESDC)-Labour, the AIEE must remain valid during the entire period of the Contract. If the AIEE becomes invalid, the

name of the Contractor will be added to the "[FCP Limited Eligibility to Bid](#)" list. The imposition of such a sanction by ESDC will constitute the Contractor in default as per the terms of the Contract.

## 10. Applicable Laws

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

## 11. Priority of Documents

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

- (a) the Articles of Agreement;
- (b) the general conditions [2010C](#) (2018-06-21), [General Conditions - Services \(Medium Complexity\)](#);
- (c) Annex A, Statement of Work;
- (d) Annex B, Basis of Payment
- (e) Annex D, Electronic Payments Instruments
- (f) Annex E, Voluntary Certification to Support the Use of Apprentices
- (g) the Contractor's bid dated \_\_\_\_\_.

## 12. Insurance - Specific Requirements

### 12.1 Insurance – Specific Requirements

The Contractor must comply with the insurance requirements specified in the **following article 12.2 Commercial General Liability Insurance**. The Contractor must maintain the required insurance coverage for the duration of the Contract. Compliance with the insurance requirements does not release the Contractor from or reduce its liability under the Contract.

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

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

### 12.2 Commercial General Liability Insurance

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

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

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

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

#### **13.1 SACC Manual clause E0008C 2018-06-21 Financial Security Definition**

### **14. Government Site Regulations**

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

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File No. - N° du dossier

Buyer ID - Id de l'acheteur  
van802  
CCC No./N° CCC - FMS No./N° VME

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

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

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

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

Number of apprentices hired	Trade specialty

(Add lines if needed)

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## ANNEX A

### STATEMENT OF WORK

#### ANNEX "A1" – SPECIFICATION –GENERAL SANDSPIT AIRPORT 1 AIRPORT ROAD, SANDSPIT, BC V0T 1T0

##### A. GENERAL

1. Description of work: The Contractor shall supply all labour and supervision required to provide janitorial and related services to Transport Canada, Sandspit Airport, Sandspit B.C. for the period of the contract. The work shall be performed in a professional and diligent manner to the satisfaction the Site Representative.

Where the Site Representative is mentioned it is understood that his includes his/her authorized representative as confirmed by the original Site Representative identified herein.

The contractors employees must have the necessary training and/or experience to perform the work identified herein and be capable of carrying out the work as detailed in the Statement of Work associated Quality Standards and Janitorial Services documents. This includes the ability to operate the machinery and equipment provided.

For health and safety reasons all cleaning staff must possess a good knowledge of all services required herein and be able to read and communicate in English fluently.

IT IS THE RESPONSIBILITY OF THE CONTRACTOR TO ENSURE THAT THERE ARE A SUFFICIENT NUMBER OF EMPLOYEES TO COMPLETE THE WORK HEREIN AND ARRANGE FOR A REPLACEMENT TO PERFORM THE CLEANING DUTIES IN THEIR ABSENCE DUE TO VACATION, ILLNESS, ETC. CONTRACTOR SHALL BE RESPONSIBLE FOR THE PAYMENT OF ETC. OF HIS, HER REPLACEMENT STAFF. CONTRACTOR SHALL NOT BE ABSENT WITHOUT AN ALTERNATE TO PERFORM THE CLEANING.

2. Work Schedule: Work shall be performed SEVEN (07) days per week, 365 days per year between the hours of 1600-2400.

However additional work (such as snow clearance identified herein) may be requested at any time by the Site Authority. A log book shall be kept on site in which all scheduled work completion dates are recorded. Routine cleaning will be timed to not interrupt flight arrivals/departures and will commence after a flight has arrived and cleared the terminal. Schedules are to be agreed with the site representative. A logbook or time clock may be used to indicate start and finish times for each custodian. It is the condition of this contract that all hours on site are spent solely on the above mentioned facility.

Statutory holidays ARE INCLUDED IN DAYS OF WORK. Statutory holidays are defined as:

New Years Day-January 1

Good Friday-Friday preceding Easter

Easter Monday-Monday following Easter

Victoria Day-Monday preceding May 24

Canada Day-July 1

Labour Day-first Monday in September

Thanksgiving-second Monday in October

Remembrance Day-November 11

Christmas Day-December 25

Boxing Day-December 26

Bidders must also take into consideration any other holidays that will impact their pricing (i.e. BC Family Day-second Monday in February and BC Day-first Monday in August)

2.2 Mandatory Response Time: it is a mandatory requirement of this contract that the Company authorized representative be personally available to attend meetings and to respond to inquiries within 24 hours of the Site Representative's request. Also it is mandatory to provide an Emergency response and onsite service within on (1) hour of receiving a call 24 hours a day, 7 days a week. Transportation of Contractor's employees to, from and around the site is the contractor's responsibility at all times.

3. Areas to be Cleaned: Areas to be cleaned under this contract include: all public areas, lunch room, washroom, general office area, storage areas, outside grounds including inspection areas, stairwells basement, upstairs storage areas and holding cells.

### 3.1 Quality Control

.1 All work shall be carried out to the satisfaction of the Site Authority. Inspection made by the Site Authority will be based on the specifications herein.

.2 The Contractor or his/her representative shall be available for discussion regarding any deficiencies regarding any deficiencies in workmanship or materials.

.3 The Contractor shall be fully responsible for any damage to the structure, furniture, equipment which is caused by the contractor's work activities.

.4 Equipment: Transport Canada shall provide all required equipment, such as vacuums, floor polisher, mops, brooms, dusters, cleaning rags, pails, plungers, dustpans, ladders etc. required for acceptable completion of the work. The Contractor is to report any unserviceable equipment to the Site Representative. Restroom cleaning materials, (cleaning cloths etc.) are to be identified clearly and used solely for these separate areas for hygiene reasons.

4.1 Supplies: Transport Canada shall provide all required janitorial supplies, such as floor finish, stain removers, cleaning solutions, disinfectants, etc. as needed for the acceptable completion of the work. Transport Canada shall supply all required consumable items such as plastic

garbage bags, paper towels, toilet tissue, hand soap, road sand/ice melter, and deodorant cakes. It is the responsibility of the Contractor to advise Transport Canada what supplies are required and to request them via email to insure supplies do not run out.

Damage resulting from the use or misuse of such agents or materials shall be assessed against the contractor and shall be deducted from monies due the contractor by the Crown. It is the responsibility of the contractor to ensure that cleaning products will not cause damage to the surface being cleaned or to the environment in and/or around CBSA Pleasant Camp.

5. WORKPLACE HAZARDOUS MATERIALS INFORMATION SYSTEM (WHIMIS): It is mandatory that the contractor complies with WHIMIS (criteria). WHIMIS is a Canada-wide, federally imposed legislation system to classify and label products used in the workplace. The program requires that workers are informed and knowledgeable about the potential health effects of hazardous materials in their work environment and how they can be handled and disposed of safely. The legislation states that all chemicals must be labelled by a mark, sign, tag, sticker, etc. and that the M.S.D.S. must be provided for all materials controlled by WHIMIS.

Use of flammable cleaning material shall be at the Site Authority's approval only and shall be removed from premises at the end of each workday. Storage of hazardous material must comply with WHIMIS criteria.

All Cleaning Service Providers and their personnel shall be trained in the proper handling of chemicals, proper cleaning procedures and the proper use and maintenance of any cleaning equipment in use in accordance with WHIMIS procedures and regulations and manufacturer specifications. The contractor must provide proof of WHIMIS training for staff when requested.

6. Reporting the Contractor shall report promptly notify to the Site Representative In writing:

- a) needed repairs and/or damage to fixtures, building and/or fixtures, fittings, electrical outlets and the like.
- b) the presence of pests and any maintenance issues discovered while performing cleaning operations

7. Lost and Found: the Contractor shall immediately return any found article on the site property to the Site Representative or his/her designated representative on site. The Contractor shall instruct all employees that gratuities are not to be accepted or solicited for any reason from any source.

8. Garbage Storage: All dry garbage must be contained in plastic bags, or steel cans with appropriate lids, and stored in designated pick up areas. Storage areas shall be kept free of litter at all times. Any authorized storage should be done in a safe manner and should be clean, dry material bagged and ready for suitable disposal. Materials that can be recycled are to be kept separate by the type of materials, packaged as required and disposed of at the final collection point(s) on the site designated by the Site Representative, and will conform to Government Standards of disposal.

9. Storage Space: The contractor shall store all supplies, material, and equipment in storage areas and custodial closets designated by the Site authority. Contractor shall keep these areas neat and clean at all times in accordance with fire regulation. Cleaning equipment must be kept clean and in good repair. Contractor shall comply with all WHIMIS regulations. All waxes, polishing oils etc. shall be kept tightly sealed and stored in separate shelves from rags and other cleaning materials. All floor mops shall be stored in a suspended position to allow free air circulation around head of mops. Fire prevention practices shall be strictly adhered to. Flammable materials shall be stored in approved containers.

10. Safety: All ladders, scaffolding, or other janitorial equipment not otherwise accessible for the required cleaning operation shall be moved into the areas where they are required, placed or shifted as necessary, and removed from the areas as necessary. This shall be done in such a manner as to provide maximum safety to persons and personnel. All waxes, polishing oils, etc. shall be kept tightly sealed and stored in separate shelving from rags and other cleaning materials. All floor mops shall be stored in suspended position to allow free air circulation around head of mops.

#### 11. Security

11A. Security and Safety Briefings: The Contractor and all employees will be required to attend an Airport Safety and Security briefing before commencing work at the airport.

11B. Security: All secure areas are to be left as such upon completion of the work, windows shut, lights turned off at the end of the day. Lost security passes, gate clickers or keys will be deducted from invoices due to the Contractor at cost for rekeying or a fee of \$50.00 for lost passes or gate clickers.

The Contractor is responsible for locking up the building at night.

11C. SECURITY/ACCESS: Security passes, gate clickers and keys to all site areas are to be given only to authorized Contractor personnel. Security passes, access cards and keys are to be kept secure at all times.

Keys are not, under any circumstances to be loaned, transferred, given possession of, misused, modified or altered. Further to this, the Contractor and their employees are not to cause, allow or contribute to the making of any unauthorized copies of any keys.

Violation of this agreement may result in penalty under the Canadian Aviation Security Regulations.

All keys, security passes and gate clickers are to be immediately returned to Transport Canada in the Sandspit Airport Office, when they are no longer required or when requested to do so by the Airport Manager.

12. FIRE SAFETY: All litter, waste papers and sweepings shall be picked up in a container equipped with a well fitted lid. All litter waste papers and sweepings so collected shall be removed from the work site and placed in highways container.

Janitor rooms and storage closets shall be kept clean, neat and tidy at all times. Mops and dusters that have been treated with furniture polish, wax or oil shall be kept in closed metal containers to prevent spontaneous combustion.

All mops shall be store in a suspended position to allow free circulation of air around the mop heads.

Hot plates or electric utensils must not be used in rooms in which cleaning equipment is kept.

Care shall be taken when collecting combustible or flammable material, i.e. contents of ashtrays, cigarette stands, sand pails, etc. Combustible or flammable material shall be collected in appropriate metal containers.

This site is designated a NO SMOKING AREA. Smoking prohibitions and posted signs shall be strictly adhered to.

Damages caused because of lack of due care and observation of fire safety measures by Contractor's Employees, will be "made good" by the Contractor or assessed against the Contractor and deducted from money due the Crown.

13. CLEANLINESS & HYGIENE: Janitor rooms and storage closets shall be kept clean, neat, and tidy at all times. Dusters and mops, both wet and dry shall be thoroughly cleaned daily to avoid odours and hygiene problems. The cloth or brush used for the cleaning of toilets and urinals shall not be used for any other purposes.

Colour coded cleaning cloths – for the purpose of hygiene and ease of identification the Contractor will supply the following colored dusting cloths:

RED OR PINK - for cleaning toilets and urinals

BLUE OR GREEN - for cleaning sinks, countertops, and wiping down tables

WHITE OR YELLOW- for all other general dusting duty

14. STAFFING REQUIREMENTS: The contractor shall ensure that the following staffing requirement are met throughout the life of the contract.

A) Non-Permanent Resident (Cdn Companies): contractor is responsible for compliance with the immigration requirement applicable to non-permanent residents entering Canada to work on a temporary basis in fulfillment of the Contract. In some instances, employment authorization necessary to enter Canada cannot be issued with prior approval of a Canada Employment Centre (CEC). A CEC should always be contacted as soon as the decision to bring in a non-permanent resident is made. The Contractor will be responsible for all costs incurred as a result of non-compliance with immigration requirements.

B) Non-Permanent Resident (Foreign Companies): The Contractor shall ensure that non-permanent residents intending to work in Canada on a temporary basis in fulfillment of the Contract, who are neither Canadian citizens nor United States nationals, receive all appropriate documents and instructions relating to Canadian Immigrations requirements and secure all

required employment authorizations prior to their arrival at the Canadian port of entry. Such documents may be obtained at the appropriate Canadian Embassy/Consulate in the Contractor's country. The Contractor will be responsible for all costs incurred as a result of non-compliance with immigrations requirements.

C) Replacement of Personnel: The Contractor shall provide the services of those person(s) named in its proposal, and any additional employees necessary to perform the Work and provide the services required under the Contract, unless the Contractor is unable to do so for reasons beyond the control of the Contractor.

Should the Contractor, at any time, be unable to provide the employees named above, the Contractor shall be responsible for providing replacements who shall be the similar ability and attainment and who shall be acceptable to the Site Representative and Contracting Officer. In such cases, the Contractor shall notify in writing both the Site Representative and the Contracting Officer and provide:

The reason for the removal of the named employee(s) from Work;

The name of the proposed replacement(s);

An outline of the qualification and experience of the candidate(s) and

Accepted security clearance certifications(s), as applicable.

Such notice shall be sent at least (30) days in advance of the date in which any replacement is to commence work. Any change to the terms and condition of the contract which results from a replacement of personnel shall be affected by a contract amendment.

Notwithstanding the forgoing, the contractor is required to perform the Work and provide the services in accordance with the terms of the contract.

The Contractor shall present a list of all employees who will be working on site, to the Site Authority.

## Contract Performance and Enforcement

**INSPECTION OF WORK:** Inspection of the work site shall be conducted by the Site Authority or designated representative and the Contractor or a designated representative periodically (more often when required in the opinion of the Site Authority or the Contractor). The overall performance and quality of work will be assessed using the Cleaning Standards in conjunction with the Cleaning Schedules. The designated day(s) of inspection will be determined by mutual agreement between the Contractor and the Site Authority.

Deficiencies are to be recorded and shall be distributed to the contractor, the Site Authority and PWGSC.

**PERFORMANCE REMEDY:** Performance Report The quality of the Contractor's performance will be assessed through the Site Authority's inspections in conjunction with the Operations and Frequencies Schedule, Operations and Quality Standards and Glossary of Terms

and Quality Standards. Operations not identified on the Building Services Inspection Report as being below standard may not have been checked, however, those identified are below standard and must receive immediate and continued attention.

**CONTRACT ENFORCEMENT:** Bidders shall be aware that this contract will be enforced in the following manner to ensure satisfactory performance or else the speedy removal of the Contractor for default of contract under the terms of the Contract.

Repeated poor performance or any serious deficiency in specified contract performance will be considered a default of contract.

Poor or deficient performance will result in verbal or written reports, which will result in first letter of notification to the contractor. A first serious default will result in a first letter of notification to the Contractor.

If the default is not immediately corrected, the Site Authority MAY contract another Contractor to rectify the default and deduct the cost from payment due, or the Site Authority may deduct monies relating to the default for the service not rendered. If the contract is bonded with a performance Bond, a copy of the first letter of default will be forward to the bonding Company.

Any first letter of poor performance or serious default will also notify the Contactor that continuous poor performance or a second serious default of any kind will automatically commence action to take the work out of the Contactor's hands in accordance with the terms of the Contract.

Continuous poor performance or a second default by the Contactor MAY result in a second letter from the Site Authority giving notice of the default. The second letter MAY also be the final notice that the Contractor will receive prior to termination.

If repeated poor performance or a second default occurs a termination letter will be sent to the Contractor; all payments will immediately cease; and the work of the Contract will be taken out of the hands of the Contractor.

There will be no "action steps" as outlined above for very serious poor performance or abandonment of the contract or bankruptcy, etc. the Site authority will, in these very serious situations, immediately commence to take the work out the Contractor's hands in accordance with the term of the contract.

**ALL PERFROMANCE EVALUATIONS AND ANY RESULTANT ACTIONS MUST  
BE CLEARED THROUGH THE CONTACTING AUTHORITY IDENTIFIED  
HEREIN PRIOR TO ANY ACTIONS BEING TAKEN.**

## ANNEX B

### Basis of Payment

Price must be an all-inclusive price for the provision of all labour required for Janitorial Services. No other charges will be allowed.

Janitorial	Estimate	\$/mo YEAR 01	\$/mo Option Year 1	\$/mo Option Year 2	Extended Totals
	A	B	C	D	A x (B+C+D)
Scheduled Cleaning	12 months	\$ /mo	\$ /mo	\$ /mo	\$
<b>As and when requested during the hours of 0600-2400</b>					
Snow and Ice Removal	20 hours per year	\$ /hr	\$ /hr	\$ /hr	\$
Additional cleaning tasks not listed in Annex A.1	20 hours per year	\$ /hr	\$ /hr	\$ /hr	\$
<b>Evaluation Total (GST Extra)</b>					\$

## **ANNEX C.1**

### **Evaluation and Basis of Selection**

#### **EVALUATION OF BID:**

1. Canada will evaluate bids received based on, but not be limited to, the following factors:
  - a) Compliance with the terms and conditions of this solicitation;
  - b) Compliance with the specifications
  - c) Assessment of all technical documentation and information for technical compliance;
2. Canada reserves the right to reject any bid which does not comply with all the mandatory requirements of this solicitation.
3. A bidder may be required to demonstrate to Canada's satisfaction that it is capable of successfully completing the Work in accordance with this solicitation.
4. The release of any information provided to Canada in response to this solicitation will be subject to the provisions of the Access to Information and Privacy Acts of Canada.
5. Within 72 hours of notification, the successful contractor shall forward to the contracting authority either a certified true copy of the insurance policy or the certificate of insurance containing reasonable detail of the insurance coverage, exclusions, deductibles and conditions applying to such policies and confirming that the insurance is in force to meet these requirements. Failure of the successful contractor to forward the required certification shall render the bid non-responsive.

## ANNEX C.2

### Financial Evaluation

Evaluation of price: The price of bids will be evaluated in Canadian dollars, taxes excluded. NOTE: Price must be an all-inclusive price for the provision of all labour required for Janitorial Services. No other charges will be allowed.

Janitorial	Estimate	\$/mo YEAR 01	\$/mo Option Year 1	\$/mo Option Year 2	Extended Totals
	A	B	C	D	A x (B+C+D)
Scheduled Cleaning	12 months	\$ /mo	\$ /mo	\$ /mo	\$
<b>As and when requested during the hours of 0600-2400</b>					
Snow and Ice Removal	20 hours per year	\$ /hr	\$ /hr	\$ /hr	\$
Additional cleaning tasks not listed in Annex A.1	20 hours per year	\$ /hr	\$ /hr	\$ /hr	\$
<b>Evaluated Bid Price (GST Extra)</b>					\$

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van802  
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## **ANNEX D to PART 3 OF THE BID SOLICITATION**

### **ELECTRONIC PAYMENT INSTRUMENTS**

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

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

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## ANNEX E

### Voluntary Certification to Support the Use of Apprentices

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

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

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

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

Name:

Signature:

Company Name:

Company Legal Name:

Solicitation Number:

Optional information to provide:

Number of apprentices planned to be working on this contract:

Trades of those apprentices:

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Client Ref. No. - N° de réf. du client  
T7061-180019

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

Buyer ID - Id de l'acheteur  
van802  
CCC No./N° CCC - FMS No./N° VME

## ANNEX "F"

### FORM A – Bid Submission Form

BID SUBMISSION FORM		
Bidder's full legal name		
Authorized Representative of Bidder for evaluation purposes (e.g., clarifications)	Name	
	Title	
	Address	
	Telephone #	
	Fax #	
	Email	
Bidder's Procurement Business Number (PBN) [see the Standard Instructions 2003]		
Jurisdiction of Contract: Province in Canada the bidder wishes to be the legal jurisdiction applicable to any resulting contract (if other than as specified in solicitation)		
Bidders who are incorporated, including those bidding as a joint venture, must provide a complete list of names of all individuals who are currently <b>directors of the Bidder</b> . Bidders bidding as sole proprietorship, as well as those bidding as a joint venture, must provide the name of the owner(s). Bidders bidding as societies, firms, or partnerships do not need to provide lists of names.		
<p>On behalf of the Bidder, by signing below, I confirm that I have read the entire bid solicitation including the documents incorporated by reference into the bid solicitation and I certify that:</p> <ol style="list-style-type: none"><li>1. The Bidder considers itself and its products able to meet all the mandatory requirements described in the bid solicitation;</li><li>2. This bid is valid for the period requested in the bid solicitation;</li><li>3. All the information provided in the bid is complete, true and accurate; and</li><li>4. If the Bidder is awarded a contract, it will accept all the terms and conditions set out in the resulting contract clauses included in the bid solicitation.</li></ol>		
Signature of Authorized Representative of Bidder		Date