



**RETURN BIDS TO:**

Bid Receiving:

Correctional Service of Canada (CSC)  
**Material Management Directorate**  
250, montée St-François  
Laval (Quebec) H7C 1S5  
Telephone: (450) 661-9550, ext. 3223-3210

**E-MAIL:**

[GEN-QUE307Soumissions@CSC-SCC.GC.CA](mailto:GEN-QUE307Soumissions@CSC-SCC.GC.CA)

(10 MB maximum per courriel)

**FACSIMILE:**

(450) 664-6615 – Bids Office

**REQUEST FOR QUOTATION**

**Quotation to: Correctional Service 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 thereof.

**Comments:**

“THIS DOCUMENT CONTAINS A SECURITY REQUIREMENT”

**Vendor/Firm Name and Address:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Telephone n°:

\_\_\_\_\_

Fax n°:

\_\_\_\_\_

Email: \_\_\_\_\_

GST # or SIN or P.B.N.:

\_\_\_\_\_

|   |  |
|---|--|
| <b>Title:</b> Cleaning Services   |  |
| <b>Solicitation N°:</b> 21301-20-3108252  | <b>Date:</b> February 6 <sup>th</sup> , 2019 |
| <b>Client Reference N°:</b><br>21301-20-3108252   |  |
| <b>GETS Reference N°:</b><br>PW-19-00863023   |  |
| <b>Solicitation Closes:</b><br><b>At :</b> 14 :00 EST<br><b>On :</b> February 28 <sup>th</sup> , 2019   |  |
| <b>F.O.B.:</b><br>Plant:                      Destination:    X                      Other:   |  |
| <b>Address Enquiries to:</b><br>Gabrielle St-Hilaire Castonguay<br><b>Acting Contracting and Procurement Regional Officer</b><br><a href="mailto:Gabrielle.St-Hilaire.Castonguay@csc-scc.gc.ca">Gabrielle.St-Hilaire.Castonguay@csc-scc.gc.ca</a> |  |
| <b>Telephone N°:</b><br>(450) 661-9550, ext. 3916   | <b>Fax N°:</b><br>(450) 664-6626             |
| <b>Destination of Goods, Services and Construction:</b><br><b>Cowansville Institution</b><br>400, Fordyce avenue<br>Cowansville (Quebec) J2K 3N7  |  |
| <b>Instructions:</b> See Herein   |  |
| <b>Delivery Required:</b> See herein  | <b>Delivery Offered:</b> See herein          |
| <b>Name and title of person authorized to sign on behalf of Vendor/Firm</b>   |  |
| _____   |  |
| Name  | Title  |
| _____   |  |
| Signature   | Date   |
| (Sign and return cover page with bid proposal)  |  |



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## **PART 1 - GENERAL INFORMATION**

### **1. Security Requirement**

1.1 Before award of a contract, the following conditions must be met:

- (a) the Bidder must hold a valid organization security clearance as indicated in Part 6 - Resulting Contract Clauses;
- (b) the Bidder's proposed individuals requiring access to classified or protected information, assets or sensitive work sites must meet the security requirement as indicated in Part 6 - Resulting Contract Clauses;
- (c) the Bidder must provide the name of all individuals who will require access to classified or protected information, assets or sensitive work sites.

1.2 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.

1.3 For additional information on security requirements, Bidders should refer to the Industrial Security Program (ISP) of Public Works and Government Services Canada (<http://ssi-iss.tpsgc-pwgsc.gc.ca/index-eng.html>) website.

### **2. Statement of Work**

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

### **3. Revision of Departmental Name**

As this bid solicitation is issued by Correctional Service Canada (CSC), any reference to Public Works and Government Services Canada (PWGSC) or its Minister contained in full text or by reference in any term, condition or clause of this document, or any resulting contract, must be interpreted as a reference to CSC or its Minister.

### **5. Debriefings**

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

### **6. Trade Agreements**

"The requirement is subject to the provisions of the Canadian Free Trade Agreement (CFTA)".

### **7. Procurement Ombudsman**

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



## **PART 2 - BIDDER INSTRUCTIONS**

### **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](https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual) Manual (<https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual>) issued by Public Works and Government Services Canada.

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

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

### **2. Submission of Bids**

Bids must be submitted only to Correctional Service of Canada (CSC) by the date, time and place indicated on page 1 of the bid solicitation.

When hand-delivered, the following information must appear on the bid envelope:

- Bid number
- Name of the Contracting and Procurement Regional Officer
- Closing date

### **3. Former Public Servants**

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.

#### **4. Enquiries – Bid Solicitation**

All enquiries must be submitted in writing to the Contracting Authority no later than three (3) business 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.

## 5. Applicable Laws

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

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

## 6. Mandatory site visit

It is mandatory that the Bidder or its representative visits the work site.

Arrangements have been made for the site visit, which will take place on **February 19<sup>th</sup>, 2019 at 9:30** at the following address : Correctional Service of Canada, Cowansville Institution, 400, Fordyce avenue, Cowansville (Quebec) J2K 3N7.

Bidders that will attend the site visit are subject to a prior security check. The Bidder must complete the attached form "*Request to Access a Federal Institution*" and transmit it **by fax at (450) 263-8286, or by e-mail at [Dany.Pouliot@csc-scc.gc.ca](mailto:Dany.Pouliot@csc-scc.gc.ca), no lather than February 14<sup>th</sup>, 2019**. When he present himself to the site visit, the Contractor must ensure that he has a proof of identity in his possession.

Bidders that do not confirm their attendance and do not provide the name(s) of the person(s) attending the site visit will be denied access to the site. Bidders will be requested to sign an attendance form. **No further appointments will be given to bidders who will not attend the site visit or send a representative.**



## **PART 3 - BID PREPARATION INSTRUCTIONS**

### **1. Bid Preparation Instructions**

CSC requests that bidders provide their bid in separately bound sections as follows:

Section I: Technical Bid: **one (1) hard copy** (*does not apply*)

Section II: Financial Bid: **one (1) hard copy**

Section III: Certifications: **one (1) hard copy**

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

**Bidders are requested to submit their Financial Bid in an envelope separate from their technical proposal.**

CSC requests that bidders follow the format instructions described below in the preparation of their bid:

- i. use 8.5 x 11 inch (216 x 279 mm) paper;
- ii. 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](http://www.tpsgc-pwgsc.gc.ca/ecologisation-greening/achats-procurement/politique-policy-eng.html) (<http://www.tpsgc-pwgsc.gc.ca/ecologisation-greening/achats-procurement/politique-policy-eng.html>). To assist Canada in reaching its objectives, bidders should:

- i. use 8.5 x 11 inch (216 x 279 mm) paper containing fibre certified as originating from a sustainably-managed forest and containing minimum 30% recycled content; and
- ii. 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, duo tangs or binders.

### **2. Section I: Technical Bid** (*does not apply*)

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

### **3. Section II: Financial Bid**

Bidders must submit their financial bid in accordance with the Basis of Payment detailed in **Annex B - Proposed Basis of Payment**. The total amount of Applicable Taxes must be shown separately.

See Annex B – Proposed Basis of Payment for the Pricing Schedule format.

### **4. Section III: Certifications**

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





## **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 CSC will evaluate the bids.

#### **1.1 Technical Evaluation** *(does not apply)*

##### **1.1.1 Mandatory Technical Criteria**

Proposals will be evaluated to determine if they meet all mandatory requirements outlined in **Annex D – Evaluation Criteria**. Proposals not meeting all mandatory criteria will be declared non-responsive and will be given no further consideration.

#### **1.2 Financial Evaluation**

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

Proposals containing a financial bid other than the one requested at **Article 3. Section II: Financial Bid** of **PART 3 – BID PREPARATION INSTRUCTIONS** will be declared non-compliant.

**Note to Bidders:** Table Totals will be calculated using the formula that follows the corresponding table in **Annex B – Proposed Basis of Payment**.

In the event of an error in the multiplication or addition of prices, the unit price will be preponderant.

### **2. Basis of Selection**

A bid must comply with the requirement of the Request for Quotation to be declared responsive. The responsive bid with the lowest evaluated price will be recommended for the contract's award.

Please note that, for the purpose of the evaluation, the total bid price will be calculated by adding the monthly rate and the fixed hourly rates for the duration of the contract and the option years.

In the event of a tie regarding the lowest bid price between bidders, the bidder with the most experience in cleaning services (according to the curriculum vitae) will be awarded the contract.

**Please note that the Contract's award is subject to compliance with the budget ceiling established for this 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 Bidders' certifications. Failure to comply and to cooperate with any request or requirement imposed by the Contracting Authority may render the bid non-responsive or constitute a default under the Contract.

### **1. 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.

#### **1.1 Integrity Provisions – Declaration of Convicted Offenses**

- A) Subject to subsection B, by submitting a bid in response to this bid solicitation, the Bidder certifies that:
- i. it has read and understands the Ineligibility and Suspension Policy;
  - ii. it understands that certain domestic and foreign criminal charges and convictions, and other circumstances, as described in the Policy, will or may result in a determination of ineligibility or suspension under the Policy;
  - iii. it is aware that Canada may request additional information, certifications, and validations from the Bidder or a third party for purposes of making a determination of ineligibility or suspension;
  - iv. it has provided with its bid a complete list of all foreign criminal charges and convictions pertaining to itself, its affiliates and its proposed first tier subcontractors that, to the best of its knowledge and belief, may be similar to one of the listed offenses in the Policy;
  - v. none of the domestic criminal offenses, and other circumstances, described in the Policy that will or may result in a determination of ineligibility or suspension, apply to it, its affiliates and proposed first tier subcontractors; and
  - vi. it is not aware of a determination of ineligibility or suspension issued by PWGSC that applies to it.
- B) Where a Bidder is unable to provide any of the certifications required by subsection A, it must submit with its bid the completed Integrity Declaration Form (<http://www.tpsgc-pwgsc.gc.ca/ci-if/declaration-eng.html>). Bidders must submit this form to Correctional Service of Canada with their bid.



**1.2 Integrity Provisions – Required documentation**

**List of names:** all Bidders, regardless of their status under the Ineligibility and Suspension Policy, must submit the following information:

- i. Bidders that are corporate entities, including those bidding as joint ventures, must provide a complete list of the names of all current directors or, for a privately owned corporation, the names of the owners of the corporation;
- ii. Bidders bidding as sole proprietors, including sole proprietors bidding as joint ventures, must provide a complete list of the names of all owners; or
- iii. Bidders that are a partnership do not need to provide a list of names.

List of Names:

|       |       |
|-------|-------|
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |

**OR**

- The Bidder is a partnership

During the evaluation of bids, the Bidder must, within ten (10) working days, inform the Contracting Authority in writing of any changes affecting the list of names submitted with the bid.

**1.3 Federal Contractors Program for Employment Equity - Bid Certification**

By submitting a bid, the Bidder certifies that the Bidder, and any of the Bidder's members if the Bidder is a Joint Venture, is not named on the Federal Contractors Program (FCP) for employment equity "[FCP Limited Eligibility to Bid](#)" list available at the bottom of the page of the [Employment and Social Development Canada \(ESDC\) - Labour's](#) website ([http://www.esdc.gc.ca/en/jobs/workplace/human\\_rights/employment\\_equity/federal\\_contractor\\_program.page?&\\_ga = 1.229006812.1158694905.1413548969](http://www.esdc.gc.ca/en/jobs/workplace/human_rights/employment_equity/federal_contractor_program.page?&_ga = 1.229006812.1158694905.1413548969)).

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.

**1.4 Status and Availability of Resources**

SACC Manual clause A3005T (2010-08-16), Status and Availability of Resources.

**1.5 Certification:**

By submitting a bid, the Bidder certifies that the information submitted by the Bidder in response to the above requirements is accurate and complete.

Compliance with the certifications provided by the Contractor in its bid is a condition of the Contract and subject to verification by Canada during the term of the Contract. If the Contractor does not comply with any certification or it is determined that any certifications made by the Contractor in its bid is untrue, whether made knowingly or unknowingly, Canada has the right, pursuant to the default provision of the Contract, to terminate the Contract for default.



## PART 6 - RESULTING CONTRACT CLAUSES

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

### 1. Security Requirement

- 1.1 The following security requirements (SRCL and related clauses provided by PWGSC ISP) apply to and form part of the Contract.

#### SECURITY REQUIREMENT FOR CANADIAN SUPPLIER: PWGSC FILE # 21301-19-3108252

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 \_\_\_\_;
  - b) *Industrial Security Manual* (Latest Edition).

### 2. Statement of Work

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

### 3. Standard Clauses and Conditions

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

As this Contract is issued by Correctional Service Canada (CSC), any reference to Public Works and Government Services Canada (PWGSC) or its Minister contained in full text or by reference in any term, condition or clause of this document must be interpreted as a reference to CSC or its Minister.

#### 3.1 General Conditions

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

### 4. Term of Contract



#### 4.1 Period of the Contract

The period of the Contract is from **April 1<sup>st</sup>, 2019 to March 31<sup>st</sup>, 2020 inclusively.**

#### 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 twelve (12)- months 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 **fifteen (15) calendar days** before the expiry date of the Contract. The option may only be exercised by the Contracting Authority, and will be evidenced for administrative purpose only, through a contract amendment.

### 5. Authorities

#### 5.1 Contracting Authority

The Contracting Authority for the Contract is:

Name: Gabrielle St-Hilaire Castonguay  
Title: Acting Contracting and Procurement Regional Officer  
Correctional Service Canada  
Branch/Directorate: Material Management Directorate  
Telephone: (450) 661-9550, ext. 3916  
Facsimile: (450) 664-6626  
E-mail address: [Gabrielle.St-Hilaire.Castonguay@csc-scc.c.ca](mailto:Gabrielle.St-Hilaire.Castonguay@csc-scc.c.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.

#### 5.2 Project Authority *(will be completed upon the Contract's award)*

The Project Authority for the Contract is:

Name: (XXX)  
Title: (XXX)  
Correctional Service Canada  
Branch/Directorate: (XXX)  
Telephone: (XXX)  
Facsimile: (XXX)  
E-mail address: (XXX)

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 *(to complete)*



The Authorized Contractor's Representative is:

Name: \_\_\_\_\_  
 Title: \_\_\_\_\_  
 Company: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 \_\_\_\_\_

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

**6. Payment**

**6.1 Basis of Payment**

Payment will be made in accordance with Annex B, Basis of Payment.

**6.2 Limitation of Expenditure**

Canada's total liability to the Contractor under the Contract must not exceed \$ \_\_\_\_\_.

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 (4) 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.

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.

**6.3 Multiple Payments**

Canada will pay the Contractor upon completion and delivery of units in accordance with the payment provisions of the Contract if:

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



## 6.4 SACC Manual Clauses

SACC Manual clause A9117C (2007-11-30), T1204 - Direct Request by Customer Department  
SACC Manual clause C0710C (2007-11-30), Time and Contract Price Verification  
SACC Manual clause C0705C (2010-01-11), Discretionary Audit

## 6.5 Travel and Living Expenses

There are no travel and living expenses associated with the Contract.

## 6.6 Direct deposit request

All new suppliers have to sign up for Direct Deposit to receive their payment. All **“IFMMS Supplier Record Requests/ Revisions”** CSC/SCC 1400-03 (R-2014-06) form, must be sent to [GEN-QUE307Fournisseurs@CSC-SCC.GC.CA](mailto:GEN-QUE307Fournisseurs@CSC-SCC.GC.CA).

## 7. 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.

Each invoice must be supported by:

- a. a copy of time sheets to support the time claimed;
- b. a copy of the release document and any other documents as specified in the Contract.

Invoices must be distributed as follows :

- a. The original and one (1) copy must be forwarded to the Institution's Project Authority, identified at article 5.2 Project Authority.

## 8. Certifications and Additional Information

### 8.1 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. Applicable Laws

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

## 10. Priority of Documents

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

- (a) the Articles of Agreement;



- (b) the General Conditions 2010C (2018-06-21), Services (medium complexity);
- (c) Annex A, Statement of Work;
- (d) Annex B, Basis of Payment;
- (e) Annex C, Security Requirements Check List;
- (f) Annex E, Insurance Requirements;
- (g) the Contractor's bid dated \_\_\_\_\_ (*to be inserted at the contract's award*)

### **11. Termination on Thirty Days Notice**

Canada reserves the right to terminate the Contract at any time in whole or in part by giving thirty (30) calendar days written notice to the Contractor.

In the event of such termination, Canada will only pay for costs incurred for services rendered and accepted by Canada up to the date of the termination. Despite any other provision of the Contract, there will be no other costs that will be paid to the Contractor as a result of the termination.

### **12. Insurance – Specific Requirements**

The Contractor must comply with the insurance requirements specified at Annex E. 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.

### **13. Ownership Control**

Where the Contractor will have access to any and all personal and confidential information belonging to Canada, CSC staff or inmates for the performance of the work, the following will apply:

- (a) The Contractor warrants that it is not under ownership control of any non-resident entity (i.e. Individual, partnership, joint venture, corporation, limited liability company, parent company, affiliate or other).
- (b) The Contractor must advise the Minister of any change in ownership control for the duration of the contract.
- (c) The Contractor acknowledges that the Minister has relied on this warranty in entering into this Contract and that, in the event of breach of such warranty, or in the event that the Contractor's ownership control becomes under a non-resident entity, the Minister must have the right to treat this Contract as being in default and terminate the contract accordingly.
- (d) For the purposes of this clause, a non-resident entity is any individual, partnership, joint venture, corporation, limited liability company, parent company, affiliate or other residing outside of Canada.

### **14. Closure of Government Facilities**





Contractor personnel are employees of the Contractor and are paid by the Contractor on the basis of services rendered. Where the Contractor or the Contractor's employees are providing services on government premises pursuant to this Contract and the said premises become non accessible due to evacuation or closure of government facilities, and consequently no Work is being performed as a result of the closure, Canada will not be liable for payment to the Contractor for the period of closure.

Contractors working at CSC sites should be aware that they may be faced with delay or refusal of entry to certain areas at certain times even if prior arrangements for access may have been made. Contractors are advised to call in advance of travel to ensure that planned access is still available.

### **15. Tuberculosis Testing**

It is a condition of this contract that the Contractor or any employees of the Contractor who require entry into a Correctional Service of Canada Institution to fulfill the conditions of the contract may, at the sole discretion of the Warden, be required to provide proof of and results of a recent tuberculin test for the purpose of determining their TB infection status.

Failure to provide proof of and results of a tuberculin test may result in the termination of the contract.

All costs related to such testing will be at the sole expense of the Contractor.

### **16. Compliance with CSC Policies**

The Contractor agrees that its officers, servants, agents and subcontractors will comply with all regulations and policies in force at the site where the work covered by this contract is to be performed.

Unless otherwise provided in the contract, the Contractor must obtain all permits and hold all certificates and licenses required for the performance of the Work.

Details on existing CSC policies can be found at: [www.csc-scc.gc.ca](http://www.csc-scc.gc.ca) or any other CSC web page designated for such purpose.

### **17. Health and Labour Conditions**

In this section, "Public Entity" means the municipal, provincial or federal government body authorized to enforce any laws concerning health and labour applicable to the performance of the Work or any part thereof.

The Contractor must comply with all laws concerning health and labour conditions applicable to the performance of the Work or part thereof and must also require compliance of same by all its subcontractors when applicable.

The Contractor upon any request for information or inspection dealing with the Work by an authorized representative of a Public Entity must forthwith notify the Project Authority or Her Majesty.

Evidence of compliance with laws applicable to the performance of the Work or part thereof by either the Contractor or its subcontractor must be furnished by the Contractor to the Project Authority or Her Majesty at such time as the Project Authority or Her Majesty may reasonably request."

### **18. Identification Protocol Responsibilities**



The Contractor must ensure that the Contractor and each of its agents, representatives or subcontractors (referred to as Contractor Representatives for the purposes of this clause) comply with the following self-identification requirements:

During the performance of any Work at a Government of Canada site, the Contractor and each Contractor Representative must be clearly identified as such at all times;

During attendance at any meeting, the Contractor or Contractor Representatives must identify themselves as such to all meeting participants;

If the Contractor or a Contractor Representative requires the use of the Government of Canada's e-mail system in the performance of the Work, then the individual must clearly identify him or herself as the Contractor or an agent or subcontractor of the Contractor in all electronic mail in the signature block as well as under the e-mail account Properties. This identification protocol must also be used in all other correspondence, communication, and documentation; and

If Canada determines that the Contractor is not complying with any of the obligations stated in this article, Canada will advise the Contractor and request that the Contractor implement, without delay, appropriate corrective measures to eliminate recurrence of the problem.

## **19. Dispute Resolution Services**

The parties understand that the Procurement Ombudsman appointed pursuant to Subsection 22.1(1) of the *Department of Public Works and Government Services Act* will, on request, and consent of the parties for both the process and to bear the cost of such process, assist in an alternative dispute resolution process to resolve any dispute between the parties respecting the interpretation or applicability of a term and condition of this contract. The Office of Procurement Ombudsman may be contacted by telephone at 1-866-734-5169 or by e-mail at [boa-opo@boa-opo.gc.ca](mailto:boa-opo@boa-opo.gc.ca).

## **20. Contract Administration**

The parties understand that the Procurement Ombudsman appointed pursuant to Subsection 22.1(1) of the *Department of Public Works and Government Services Act* will review a complaint filed by ( *the supplier or the contractor or the name of the entity awarded this contract*) respecting administration of this contract if the requirements of Subsection 22.2(1) of the *Department of Public Works and Government Services Act* and Sections 15 and 16 of the *Procurement Ombudsman Regulations* have been met, and the interpretation and the application of the terms and conditions and the scope of work of this contract are not in dispute. The Office of Procurement Ombudsman may be contacted by telephone at 1-866-734-5169 or by e-mail at [boa-opo@boa-opo.gc.ca](mailto:boa-opo@boa-opo.gc.ca).

## **21. Privacy**

The Contractor acknowledges that Canada is bound by the Privacy Act, R.S.C. 1985, c. P-21, with respect to the protection of personal information as defined in that Act. The Contractor must keep private and confidential any such personal information collected, created or handled by the Contractor under the Contract, and must not use, copy, disclose, dispose of or destroy such personal information except in accordance with this clause and the delivery provisions of the Contract.

All such personal information is the property of Canada, and the Contractor must have no right in or to that information. The Contractor must deliver to Canada all such personal information in whatever form, including all copies, drafts, working papers, notes, memoranda, reports, data in machine-readable format or otherwise, and documentation which have been made or obtained in relation to this Contract, upon the completion or termination of the Contract, or at such earlier time as the Minister may request. Upon delivery of the personal information to Canada, the Contractor



must have no right to retain that information in any form and must ensure that no record of the personal information remains in the Contractor's possession.

## **22. 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.

## **23. Information Guide for Contractors**

Prior to the commencement of any work, the Contractor certifies that its employees, or employees of its subcontractors, working under contract for CSC will complete the applicable Module(s) and retain the signed checklist(s) from the CSC "Information Guide for Contractors" website: [www.bit.do/CSC-EN](http://www.bit.do/CSC-EN).



## ANNEX A – Statement of Work

### 1. SCOPE OF WORK:

The Contractor must provide cleaning services at Cowansville Institution for the indicated areas and according to the maintenance frequency detailed below.

Moreover, upon request (as required), additional cleaning in the areas will be added depending on their use. This maintenance must be performed within twenty-four (24) hours immediately following receipt of the request by the authorized representative.

#### MAINTENANCE FREQUENCY

The Contractor is responsible for performing the maintenance of security posts for the following areas **seven (7) days a week** (including weekends and statutory holidays).

- **Building 1:** - Control of main entrance and control of the MCCP  
- SAS outside the main entrance.
- **Building 2:** Central Control
- **Tower #5**

The Contractor is responsible for performing the maintenance of security posts for the following areas **five (5) days a week** (including holidays provided for in a Monday-to-Friday schedule).

- **Tower #2**
- **Guardhouse service entrance #20**
- **Building A1-Training centre**

The Contractor is responsible for performing maintenance in the following areas **one (1) time per week**.

- **Building A-4 (store)**
- **Building A-5 (thermal power plant)**

#### ON-CALL MAINTENANCE

The Contractor is responsible for performing the maintenance of **Tower # 4 and other areas** at the request of the **Chief of Institutional Services (CIS)**. The work must be performed within twenty-four (24) hours immediately following receipt of the call by the CIS or his designate.

### 2. WORK DESCRIPTION

The areas indicated above must be cleaned between 8:00 and 18:00. In special cases, Correctional Service Canada may, with the Contractor's agreement, perform work outside these hours.

The Contractor must provide the maintenance supplies and labour required for cleaning and housekeeping.

Cleaning equipment, such as toilet paper, brown paper, garbage bags, hand soap dispensers and carpets, will be available to the Contractor in each area and will be provided by Correctional Service Canada.



Correctional Service Canada will place visit forms that will be clearly visible in each space included in these specifications. This logbook must be signed and dated by the Contractor or its employee at each visit.

The Contractor agrees to provide a list of three (3) employees who can perform the work and who have been approved in advance for a CISD Reliability Status.

Employees who have received their security check will enter at the main entrance (reception) and will be issued an ID card at each visit. They will also have to leave this card at the reception desk when they leave.

Designated persons must undergo regular search procedures at the main entrance in the manner prescribed by the policies of Correctional Service Canada.

Designated persons must not, under any circumstances, bring contraband or unauthorized objects into the institution. Contraband is prescribed by Correctional Service Canada policies and includes, but is not limited to, cellphones, pagers, USB keys, laptops, tools, tobacco products.

### **3. SPACES TO MAINTAIN**

The Contractor agrees to maintain all the physical premises that are part of these specifications. Furthermore, the Contractor must provide the labour required to perform the work defined in these specifications and the contract documents.

#### **3.1 ADDITION OR REDUCTION**

During the term of the contract, the Manager may make changes to the original maintenance specifications. These amendments may take different forms but have one thing in common, in that they influence the total bid price for the technical specifications (routine and monthly work) of the contract (more or less).

The Manager is responsible, with the approval of the contracting officer, for determining the monetary impact of the required amendments and for advising the Contractor when submitting the new maintenance specifications.

#### **3.2 MANAGEMENT OF THE CONTRACTOR'S STAFF**

3.2.1 The Contractor is solely responsible for managing its staff.

3.2.2 It is responsible for training its staff in the work methods.

3.2.3 The Contractor accepts all responsibility for the actions of its staff during contract performance.

3.2.4 The Contractor must respect its obligations towards its employees with regard to occupational health and safety.

#### **3.3 STATE OF THE PREMISES**

At the time the contract is awarded to the Contractor, it has already noted and accepted the condition of the building to be maintained. It is understood that the Manager will not agree to pay the Contractor any additional money in the event that the previous Contractor made errors and/or omissions in maintaining the premises.

In the event the Contractor notices any anomalies or deficiencies, it must notify the Manager, in writing, within thirty (30) days of the contract award, so that it will not be held liable at a later date.



### **3.4 INTEGRITY OF STAFF**

- 3.4.1 Upon signing the contract, the Contractor must provide a complete list of its employees who have undergone the required security screening and who will be assigned to the contract. The list must be accompanied by a copy of the valid security clearance for each employee.

The Contractor is responsible for keeping its list of employees with a security clearance up-to-date for security verification purposes. The Contractor's staff that requires access to protected information, assets or sensitive worksites must all hold a valid Reliability Status issued or approved by the Security Department of Correctional Service Canada (CSC). Any employee who does not comply with the security standards will be denied access to the institution at the Contractor's expense.

- 3.4.2 The Contractor must ensure that none of its employees leave the building with anything that does not belong to them, including found items.
- 3.4.3 Moreover, the Manager reserves the right to search any package or container belonging to employees, their equipment or their storage facilities (lockers or locker rooms) on the building premises. These searches will be conducted by the manager of security or by his authorized staff.
- 3.4.4 Neither the Contractor nor any of its employees may perform any work in the workplace other than as defined herein.
- 3.4.5 The Contractor must ensure that its employees comply with the regulations relating to the confidentiality of building information or any other written or verbal information.

### **3.5 WORKFORCE**

#### **3.5.1 Competency**

The Contractor must provide all the qualified labour for the proper execution of the work and must comply with the regulations throughout the duration of the contract. A list of regulations will be provided to the Contractor if required.

Upon signing the contract, the Contractor must deliver to the Manager a complete list of employees involved in the contract.

This list is subject to the Manager's approval, who reserves the right and privilege to request a review. Moreover, the Contractor must notify the Manager of any amendments made to this list.

#### **3.5.2 Instructions**

All questions related to the technical aspects of the work must be discussed and addressed with the Manager.

#### **3.5.3 Contact with users**

The Contractor's staff must under no circumstances communicate with the inmates, inconvenience the occupants of the building or CSC employees. If there are problems in this respect, the Manager must be notified; the same applies if the Contractor's employees are inconvenienced.

### **3.6 WORK METHODS**



### 3.6.1 **General**

The Contractor must use the cleaning methods that it deems most appropriate for performing the work, except for maintaining the floors (resilient surfaces), where it must generally employ the buffing method.

All work that requires the use of alkaline products must be done with care, ensuring that at the end of the work, cleaned surfaces are neutralized. For general and complete cleaning of the carpets, the Contractor's employees must allow for a period long enough for the carpets to completely dry.

### 3.6.2 **Restrictions**

The Contractor's employees must not move any paper, document or object left on desks or other furniture. Under no circumstances are the Contractor's employees permitted to open the drawers of desks, filing cabinets or other furniture.

It is strictly forbidden to place chairs, wastebaskets and other things on desks or tables unless they are covered with a suitable protective cloth. Under no circumstances is the Contractor's staff to use office equipment such as tables, filing cabinets, chairs, etc. as scaffolding to perform work or for any other purpose. In addition, employees are never allowed to use phones or other items left on desks for personal purposes. Electrical, computer and telephone devices must not be unplugged at any time.

### 3.6.3 **Prohibition from unlocking doors**

At no time must the Contractor's employees unlock the door for anyone. If necessary, they must direct these persons to the building manager.

## 3.7 **FOUND OBJECTS**

The Contractor's employees must hand over any objects found to the supervisor. He will give it to the building's security officer.

## 3.8 **BREAKS AND DEFECTS**

### 3.8.1 **Breaks**

The Contractor must notify the Manager or his designated representative, as soon as possible, of the damages caused (accidentally or not) by its employees.

### 3.8.2 **Defects**

While cleaning, employees must note defects in the equipment or building and notify the supervisor, who will then notify the building manager as soon as possible depending on how serious the defects are.

During the winter, the Contractor must immediately notify the building manager of any premises in which a window has been left open in a way that makes the area abnormally cold.

### 3.8.3 **Operating procedures**

The Contractor must be careful not to disrupt the building activities. It must perform its cleaning services according to a schedule that allows for building activities to run smoothly. The Contractor must respect the Manager's techniques and requirements to perform its cleaning services in the specialized services.

### 3.8.4 **Safety inspection**



At all times, the Manager representing Correctional Service Canada must be entitled to inspect the Contractor's premises and equipment. The Manager has the right to make the recommendations deemed appropriate; the Contract must respect and follow these immediately, despite the maintenance activities described in the technical specifications.

#### **4.0 STANDARD REQUIREMENTS FOR HOUSEKEEPING QUALITY**

##### **4.1 QUALITY MANAGEMENT**

###### **4.1.1 Preamble**

Following the contract award, the Contractor must deliver quality services in accordance with the standard requirements described below. The process of quality management proposed below is to monitor the performance of the work to meet the objectives set. The application of this process will be gradual because it will be subject to a trial period of one (1) month at the beginning of the contract. This mechanism also specifically establishes the protocol to follow when the Contractor does not respect its commitments regarding the quality of services.

###### **4.1.2 Quality control of routine and monthly work**

The Manager will, unilaterally or jointly with the Contractor (as decided by the Manager), inspect the site in accordance with the quality control form. The inspection frequency is solely under the responsibility of the Manager. He undertakes to submit the inspection results to the Contractor.

###### **4.1.3 Non-compliant results**

In the event that the quality control report produced by the Manager shows results that do not meet the tolerance thresholds, the Contractor is then considered to be in default. If this is the first instance of default, the Contractor will receive a written notice from the Manager requesting the required adjustments to meet the tolerance thresholds. However, the remedial work must be completed within forty-eight (48) hours. In the event that not all of the requested adjustments have been completed correctly within the required time, a non-fulfillment report will be completed and shared with the Contractor and the Contracting Authority by email or fax. In addition, the Contractor must correct the deficiencies within forty-eight (48) hours upon receiving the notice of non-compliance.

#### **4.2 DEFINITION OF STANDARDS**

The Manager and the Contractor undertake to rely on the standard requirements for quality assessment.

##### **4.2.1 Washrooms, showers and baths**

###### **Garbage pick-up**

- Paper and waste bins should be emptied, garbage bags replaced as necessary, and outer and inner surfaces properly wiped.

##### **4.2.2 Spot cleaning**

- Walls, doors, frames and glass partitions must be immaculate.

##### **4.2.3 Wet wiping**

- Mirrors and glassware must be wiped with a damp cloth.





#### 4.2.4 **Supplies**

- All dispensers must be refilled.

#### 4.2.5 **Sanitary napkin containers**

- All sanitary napkin bags must be replaced.
- All containers must be odourless and stain-free.

#### 4.2.6 **Plumbing fixtures**

- Exposed sinks and piping must be dust, dirt and stain-free.
- Flush valves, toilet seats, bowls and urinals should be thoroughly cleaned.
- Plumbing fixtures and outlets must be stain-free, without accumulation of soap, dust or mould.

#### 4.2.7 **Dispensers, walls, stall partitions, doors, shelves, mirrors and ledges**

- All dispensers, shelves, ledges and shelf brackets must be free of marks, dust and stains.
- All mirrors must be clean.
- Walls, stall partitions and doors should be free of dust, marks, graffiti, as well as mop streaks, and fittings should be mildew-free.

#### 4.2.8 **Floors**

The floors must be maintained according to the description in sections “3.6.1 General” and “4.2.13 Disinfection of areas that could spread disease.”

#### 4.2.9 **Cleaning and polishing**

- Glass, wood and metal surfaces must be clean and free of any marks and dirt.
- Walls must have no marks up to head height.
- The frames, windows and adjacent surfaces must be free of dust.

#### 4.2.10 **Fans and diffusers**

- The fans and diffusers must be dusted.
- The fan frame must be wiped properly.

#### 4.2.11 **Exhaust fan**

- The wall surface of the fan must be dust-free.

#### 4.2.12 **Wall and ceiling junction**

- Wall and ceiling junctions must be free of spider webs.

#### 4.2.13 **Disinfection of areas that could spread disease**

Spaces including, but not limited to, bathrooms, showers and cloakrooms must be cleaned and disinfected with a germicidal detergent using proper hygiene technique. Floors, walls, shower curtains, soap dishes, floor grills and anti-slip mats must be free of residue, soap, debris and other dirt. A disinfectant solution must be poured into all floor drains to control odours and bacteria that grow there.

### 5. **SPECIAL CONDITIONS**

#### 5.1 **CLARIFICATION**

5.1.1 The technical specifications are only a minimal database used to ensure the cleanliness of the premises. The tasks and their frequency indicate the required quality.



5.1.2 Regardless of the specifications and frequencies, the Contractor is responsible for maintaining all the premises in a state of cleanliness that respects trade practices. The Contractor must adjust its work routes according to the seasons and in the event of area reorganization. During area reorganization, a reduction of work could be expected. However, an overload must be absorbed after the reorganization to do a thorough cleaning before the staff moves.

5.1.3 No compensation will be granted during this contract to fill a temporary extra workload (reorganization, construction, repair) unless an exceptional situation arises.

## **5.2 WORK SCHEDULE, LOGBOOK AND TIME SHEET**

5.2.1 If the Manager requires it, the Contractor must change the schedule and its employees' shift with five (5) days' notice.

5.2.2 Each of the Contractor's employees must sign the daily attendance logbook upon their arrival and departure from the building.

Any employee who leaves work for any reason must sign the logbook and indicate the time of departure. If he returns to work, he must sign the log book again.

## **5.3 WORK MONITORING**

5.3.1 In conjunction with the Manager, the Contractor must perform any inspection requested by the Manager.

## **5.4 CHECKING THE DOORS, WINDOWS AND FAUCETS**

At all times, the Contractor must take the necessary measures to ensure that no door or window is unlocked or open in the employee's absence (with certain exceptions requested by the Manager). The Contractor must comply with all the Manager's instructions.

## **5.5 WASTE**

### **5.5.1 Non-recyclable waste**

The Contractor must collect all the waste and transport it to the waste disposal centre determined by the Manager. With respect to disposing of waste or transporting it outside, it is the Contractor's responsibility to check with the services concerned and to comply with their schedule.

### **5.5.2 Recyclable waste**

For recyclable waste, the Contractor must empty the recovery containers daily and transport the recycling to the locations specified by the Manager.

## **5.6 CLEANING PRODUCTS, HYGIENE SUPPLIES AND WASTE BAGS**

### **5.6.1 Cleaning products**

The Contractor must use all the equipment and all the products necessary to properly clean.



The Contractor must provide the cleaning products and labour required for the cleaning and maintenance. Cleaning equipment will be available to the Contractor in each area, as will toilet paper, brown paper, waste bags, hand soap for dispensers and carpets, which will be provided by Correctional Service Canada.

Any cleaning product container must be identified with a label.

#### **5.6.1.1 Prohibited uses**

- No acid product must be used unless authorized by the Manager;
- No abrasive powder must be used.

#### **5.6.1.2 Regulations and laws for cleaning products**

- The Contractor is required to comply with the internal and governmental regulations and laws that apply to occupational health and safety; all products used or stored on site must have their material safety data sheets. Products must be clearly identified; the Contractor must ensure that all employees are trained in occupational health and safety to meet WHMIS requirements;



## 6. Technical specifications by prototype

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### LOCATION: **BUILDING 1**

#### ROUTINE

In order to cooperate with on-site staff in maintaining cleanliness, perform regular maintenance at the indicated frequency, unless otherwise noted if necessary:

- Clean work surfaces, wash and/or dust the filing cabinet;
- Clean phones, computers and keyboards, photocopier and printer, microwave;
- Disinfect door handles;
- Clean seats or chairs;
- Empty garbage bins;
- Sweep and wash floors;
- Wash windows (except the exterior of the visit room overlooking the yard);
- Wash and disinfect washrooms and sinks;

#### FREQUENCY

**7 days a week**  
(including weekends  
and holidays)

### LOCATION: **BUILDING 2 (central control)**

#### ROUTINE

In order to provide users with a service suited to the recognized requirements, perform regular maintenance at the indicated frequency, unless otherwise noted if necessary:

- Empty garbage bins;
- Clean counters and offices;
- Clean the telephone;
- Clean seats or chairs;
- Disinfect door handles;
- Clean the sink, tap, check paper towels and hand soap (refill as needed);
- Clean the counter window;
- Sweep and wash the floor;
- Wash and disinfect toilet and sink;

#### FREQUENCY

**7 days a week**  
(including weekends  
and holidays)

### LOCATION: **TOWER 5**

#### ROUTINE

In order to aid in user comfort, perform regular maintenance at the indicated frequency unless otherwise noted if necessary:

- Clean the counter and the glass window;
- Disinfect door handles;
- Clean seats or chairs;
- Wash windows (except the exterior of those overlooking the yard);
- Sweep and wash the floor (in the winter, vacuum the carpets);
- Wash and disinfect toilet and sink;
- Empty garbage bins;
- Clean the telephone;

#### FREQUENCY

**7 days a week**  
(including the weekend  
and holidays)



**LOCATION: TOWER 2**

**ROUTINE**

In order to aid in user comfort, perform regular maintenance at the indicated frequency, unless otherwise noted if necessary:

- Clean the counter and the glass window;
- Disinfect door handles;
- Clean seats or chairs;
- Wash windows (except the exterior of those overlooking the yard);
- Sweep and wash the floor (in the winter, vacuum the carpets);
- Wash and disinfect toilet and sink;
- Empty garbage bins;
- Clean the telephone;

**FREQUENCY**  
**5 days a week**  
(Monday to Friday)

**LOCATION: GUARDHOUSE 20**

**ROUTINE**

In order to cooperate with on-site staff in maintaining cleanliness, perform the regular maintenance at the indicated frequency, unless otherwise noted if necessary:

- Clean the accessories and other surfaces, including the doors and door handles;
- Sweep and wash the floor;
- Wash and disinfect toilet and sink;
- Fill dispensers' supplies;
- Empty garbage bins;
- Deep clean and disinfect floors, walls and separating partitions.
- Clean seats or chairs;
- Wash windows

**FREQUENCY**  
**5 days a week**  
(Monday to Friday)

**LOCATION: BUILDING A1 (TRAINING CENTRE)**

**ROUTINE**

In order to provide users with a service suited to the recognized requirements, perform regular maintenance at the indicated frequency, unless otherwise noted if necessary:

- Clean the bathrooms;
- Clean the entrance to the building;
- Disinfect door handles;
- Clean cabinet doors;
- Clean the
- Check paper towels and soap (refill as needed);
- Empty garbage bins;
- Sweep and wash the floor;
- Clean classrooms according to use and availability.

**FREQUENCY**  
**5 days a week**  
(Monday to Friday)



**Note:** The presence of a civilian staff member or CX is required for this room.

**LOCATION: BUILDING A4 (STORE)**

**ROUTINE**

In order to provide users with a service suited to the recognized requirements, perform regular maintenance at the indicated frequency, unless otherwise noted if necessary:

**FREQUENCY**  
**1 day per week**

- Empty office and staff kitchen garbage bins;
- Clean counters;
- Clean washrooms, sinks, valves;
- Fill dispensers with supplies;
- Disinfect door handles;
- Sweep and wash the floor at the reception, kitchenette and offices.

**LOCATION: BUILDING A5 (THERMAL PLANT)**

**ROUTINE**

In order to provide users with a service suited to the recognized requirements perform regular maintenance at the indicated frequency, unless otherwise noted if necessary:

**FREQUENCY**  
**1 day per week**

- Empty garbage bathrooms;
- Clean counters;
- Clean toilets, faucets, sinks, showers;
- Fill dispensers with supplies;
- Disinfect door handles;
- Sweep and wash bathroom floors.



**ANNEX B – Proposed Basis of Payment**

**1.0 Contract Period (from April 1<sup>st</sup>, 2019 to March 31<sup>st</sup>, 2020)**

The Contractor will be paid in accordance with the following Basis of Payment for Work performed pursuant to this Contract.

For the provision of services as described in Annex A - Statement of Work, the Contractor will be paid the all inclusive firm monthly and hourly rates below in the performance of this Contract, Applicable Taxes extra.

**Firm part :**

| <b>Cleaning services</b>  |                        |                   |                 |              |
|---|------------------------|-------------------|-----------------|--------------|
| The Contractor will maintain buildings 1-2 and tower 5 at a frequency of <b>SEVEN (7) DAYS / WEEK</b> (including weekends and statutory holidays).                  |                        |                   |                 |              |
| The Contractor will maintain tower 2, guardhouse service entrance #20 and building A1 at a frequency of <b>FIVE (5) DAYS / WEEK</b> (including statutory holidays). |                        |                   |                 |              |
| The Contractor will maintain buildings A4 and A5 at a frequency of <b>ONE (1) DAY / WEEK</b> (including statutory holidays).  |                        |                   |                 |              |
| <b>Description</b>  | <b>Unit of measure</b> | <b>Unit Price</b> | <b>Quantity</b> | <b>Total</b> |
| <b>Cleaning services</b> as detail under Annex A – Statement of Work.   | Month                  | \$ _____          | 12              | \$ _____     |

**Variable part (upon service call) :**

| <b>Description</b>   | <b>Unit of measure</b> | <b>Unit Price</b> | <b>Quantity</b> | <b>Total</b>    |
|--|------------------------|-------------------|-----------------|-----------------|
| <b>Cleaning services on call</b> (tower #4 and other sectors). | Hours                  | \$ _____          | 540             | \$ _____        |
| <b>Total (firm + variable parts) :</b>                         |                        |                   |                 | <b>\$ _____</b> |

**Expenses:**

ONLY those expenses invoiced at the above bid rate shall be paid. Bid rates include EVERYTHING that is necessary to perform the work, in accordance with expected services. This include, but is not limited to, administration fees and expenses; profit; transportation of labor, equipment and materials; and any other necessary service delivery expenses.

**Hourly rates:**

ONLY those services actually rendered shall be paid for. Hourly rates apply to on-site productive work time, which includes but is not limited to mobilization, demobilization and clean-up. Hourly rates do not apply to meal times and unauthorized breaks. No payment shall be made for travel time to the site. In other words, time paid must be calculated based on arrival and departure times at the institution.

Rates must include all costs related to the provision of services.



**2.0 Options to Extend the Contract Period:**

Subject to the exercise of the option to extend the Contract period in accordance with Article 4. Term of contract of the original contract, Options to Extend Contract, the Contractor will be paid the firm all inclusive Per Diem rate(s), in accordance with the following table, Applicable Taxes extra, to complete all Work and services required to be performed in relation to the Contract extension.

The Contractor must advise the Project Authority when 75% of the Contract's financial limitation is reached. This financial information can also be requested by the project Authority on an as-requested basis.

**Option n° 1 : from April 1<sup>st</sup>, 2020 to March 31<sup>st</sup>, 2021**

**Firm part :**

| <b>Cleaning services</b>  |                        |                   |                 |              |
|---|------------------------|-------------------|-----------------|--------------|
| The Contractor will maintain buildings 1-2 and tower 5 at a frequency of <b>SEVEN (7) DAYS / WEEK</b> (including weekends and statutory holidays).                  |                        |                   |                 |              |
| The Contractor will maintain tower 2, guardhouse service entrance #20 and building A1 at a frequency of <b>FIVE (5) DAYS / WEEK</b> (including statutory holidays). |                        |                   |                 |              |
| The Contractor will maintain buildings A4 and A5 at a frequency of <b>ONE (1) DAY / WEEK</b> (including statutory holidays).  |                        |                   |                 |              |
| <b>Description</b>  | <b>Unit of measure</b> | <b>Unit Price</b> | <b>Quantity</b> | <b>Total</b> |
| <b>Cleaning services</b> as detail under Annex A – Statement of Work.   | Month                  | \$ _____          | 12              | \$ _____     |

**Variable part (upon service call) :**

| <b>Description</b>   | <b>Unit of measure</b> | <b>Unit Price</b> | <b>Quantity</b> | <b>Total</b>    |
|--|------------------------|-------------------|-----------------|-----------------|
| <b>Cleaning services on call</b> (tower #4 and other sectors). | Hours                  | \$ _____          | 540             | \$ _____        |
| <b>Total (firm + variable parts) :</b>                         |                        |                   |                 | <b>\$ _____</b> |

**Expenses:**

ONLY those expenses invoiced at the above bid rate shall be paid. Bid rates include EVERYTHING that is necessary to perform the work, in accordance with expected services. This include, but is not limited to, administration fees and expenses; profit; transportation of labor, equipment and materials; and any other necessary service delivery expenses.

**Hourly rates:**

ONLY those services actually rendered shall be paid for. Hourly rates apply to on-site productive work time, which includes but is not limited to mobilization, demobilization and clean-up. Hourly rates do not apply to meal times and unauthorized breaks. No payment shall be made for travel time to the site. In other words, time paid must be calculated based on arrival and departure times at the institution.

Rates must include all costs related to the provision of services.





**Option n° 2 : from April 1<sup>st</sup>, 2021 to March 31<sup>st</sup>, 2022**

**Firm part :**

| <b>Cleaning services</b>  |                        |                   |                 |              |
|---|------------------------|-------------------|-----------------|--------------|
| The Contractor will maintain buildings 1-2 and tower 5 at a frequency of <b>SEVEN (7) DAYS / WEEK</b> (including weekends and statutory holidays).                  |                        |                   |                 |              |
| The Contractor will maintain tower 2, guardhouse service entrance #20 and building A1 at a frequency of <b>FIVE (5) DAYS / WEEK</b> (including statutory holidays). |                        |                   |                 |              |
| The Contractor will maintain buildings A4 and A5 at a frequency of <b>ONE (1) DAY / WEEK</b> (including statutory holidays).  |                        |                   |                 |              |
| <b>Description</b>  | <b>Unit of measure</b> | <b>Unit Price</b> | <b>Quantity</b> | <b>Total</b> |
| <b>Cleaning services</b> as detail under Annex A – Statement of Work.   | Month                  | \$ _____          | 12              | \$ _____     |

**Variable part (upon service call) :**

| <b>Description</b>   | <b>Unit of measure</b> | <b>Unit Price</b> | <b>Quantity</b> | <b>Total</b>    |
|--|------------------------|-------------------|-----------------|-----------------|
| <b>Cleaning services on call</b> (tower #4 and other sectors). | Hours                  | \$ _____          | 540             | \$ _____        |
| <b>Total (firm + variable parts) :</b>                         |                        |                   |                 | <b>\$ _____</b> |

**Expenses:**

ONLY those expenses invoiced at the above bid rate shall be paid. Bid rates include EVERYTHING that is necessary to perform the work, in accordance with expected services. This include, but is not limited to, administration fees and expenses; profit; transportation of labor, equipment and materials; and any other necessary service delivery expenses.

**Hourly rates:**

ONLY those services actually rendered shall be paid for. Hourly rates apply to on-site productive work time, which includes but is not limited to mobilization, demobilization and clean-up. Hourly rates do not apply to meal times and unauthorized breaks. No payment shall be made for travel time to the site. In other words, time paid must be calculated based on arrival and departure times at the institution.

Rates must include all costs related to the provision of services.

**3.0 Applicable Taxes**

All prices and amounts of money in the contract are exclusive of Applicable Taxes, unless otherwise indicated. Applicable Taxes are extra to the price herein and will be paid by Canada.



### Annex C – Security Requirement Check List



Government of Canada  
Gouvernement du Canada

|  |
|--|
| Contract Number / Numéro du contrat<br><b>21301-20-3108252</b> |
| Security Classification / Classification de sécurité           |

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

TBS/SCT 350-103(2004/12)

Security Classification / Classification de sécurité

Canada



Contract Number / Numéro du contrat

21301-20-3108252

Security Classification / Classification de sécurité

**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?  No / Non  Yes / Oui  
If Yes, will unscreened personnel be escorted?  
Dans l'affirmative, le personnel en question sera-t-il escorté?  No / Non  Yes / Oui

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

**INFORMATION / ASSETS / RENSEIGNEMENTS / BIENS**

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

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

**PRODUCTION**

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

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

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

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



|  |
|--|
| Contract Number / Numéro du contrat<br><b>21301-20-3108252</b> |
| Security Classification / Classification de sécurité           |

**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<br>Catégorie  | PROTECTED<br>PROTÉGÉ |   |   | CLASSIFIED<br>CLASSIFIÉ      |        |                                 | NATO  |  |                |   | COMSEC               |   |   |              |        |                                 |
|--|----------------------|---|---|------------------------------|--------|---------------------------------|---|--|----------------|---|----------------------|---|---|--------------|--------|---------------------------------|
|  | A                    | B | C | CONFIDENTIAL<br>CONFIDENTIEL | SECRET | TOP<br>SECRET<br>TRÈS<br>SECRET | NATO<br>RESTRICTED<br>NATO<br>DIFFUSION<br>RESTREINTE | NATO<br>CONFIDENTIAL<br>NATO<br>CONFIDENTIEL | NATO<br>SECRET | COSMIC<br>TOP<br>SECRET<br>COSMIC<br>TRÈS<br>SECRET | PROTECTED<br>PROTÉGÉ |   |   | CONFIDENTIAL | SECRET | TOP<br>SECRET<br>TRÈS<br>SECRET |
|  |                      |   |   |                              |        |                                 |   |  |                |   | A                    | B | C |              |        |                                 |
| Information / Assets<br>Renseignements / Biens<br>Production |                      |   |   |                              |        |                                 |   |  |                |   |                      |   |   |              |        |                                 |
| IT Media /<br>Support TI                                     |                      |   |   |                              |        |                                 |   |  |                |   |                      |   |   |              |        |                                 |
| IT Link /<br>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).



|  |
|--|
| Contract Number / Numéro du contrat<br><b>21301-20-3108252</b> |
| Security Classification / Classification de sécurité           |

| PART D - AUTHORIZATION / PARTIE D - AUTORISATION  |  |   |  |
|---|--|---|--|
| <b>13. Organization Project Authority / Chargé de projet de l'organisme</b>   |  |   |  |
| Name (print) - Nom (en lettres moulées)<br>Dany Pouliot   |  | Title - Titre<br>Chef des services en établissement                                     | Signature<br><i>Dany Pouliot</i>   |
| Telephone No. - N° de téléphone<br>450-263-3073 (2223)  | Facsimile No. - N° de télécopieur<br>450-263-8286          | E-mail address - Adresse courriel<br>dany.pouliot@csc-ccc.gc.ca                         | Date<br>2019-01-02   |
| <b>14. Organization Security Authority / Responsable de la sécurité de l'organisme</b>  |  |   |  |
| Name (print) - Nom (en lettres moulées)<br><i>Robert Wattie - Contract Security Analyst</i>   |  | Title - Titre<br><i>Contract Security Analyst</i>                                       | Signature<br><i>Robert Wattie</i><br><small>Digitally signed by Wattie, Robert<br/>DN: c=CA, o=GC, ou=CSC-CCC,<br/>cn=Wattie, Robert<br/>Date: 2019.01.14 11:29:54 -05'00'<br/>Adobe Acrobat version:<br/>2017.011.20106</small> |
| Telephone No. - N° de téléphone   | Facsimile No. - N° de télécopieur                          | E-mail address - Adresse courriel   | Date<br>2019-01-14   |
| 15. Are there additional instructions (e.g. Security Guide, Security Classification Guide) attached?<br>Des instructions supplémentaires (p. ex. Guide de sécurité, Guide de classification de la sécurité) sont-elles jointes? |  |   | <input checked="" type="checkbox"/> No / <input type="checkbox"/> Yes / <input type="checkbox"/> Oui   |
| <b>16. Procurement Officer / Agent d'approvisionnement</b>  |  |   |  |
| Name (print) - Nom (en lettres moulées)<br><i>GABRIELLE ST-HILAIRE CESTONARI</i>  |  | Title - Titre<br><i>ARAC int</i>  | Signature<br><i>Gabrielle St-Hilaire Cestonari</i>   |
| Telephone No. - N° de téléphone<br><i>(450) 664-6616</i>  | Facsimile No. - N° de télécopieur<br><i>(450) 664-6636</i> | E-mail address - Adresse courriel<br><i>gabriele.st-hilaire.cestonari@csc-ccc.gc.ca</i> | Date<br><i>2019-01-02</i>  |
| <b>17. Contracting Security Authority / Autorité contractante en matière de sécurité</b>  |  |   |  |
| Name (print) - Nom (en lettres moulées)   |  | Title - Titre<br><i>Antille, Roxanne</i>  | Signature<br><i>Antille, Roxanne</i><br><small>Digitally signed by Antille, Roxanne<br/>Date: 2019.01.21 08:02:01 -05'00'</small>  |
| Telephone No. - N° de téléphone   | Facsimile No. - N° de télécopieur                          | E-mail address - Adresse courriel   | Date   |



## Annex D Evaluation Criteria *(does not apply)*

### 1.0 Technical Evaluation:

#### 1.1 The following elements of the proposal will be evaluated and scored in accordance with the following evaluation criteria.

- Mandatory Technical Criteria

It is **imperative** that the proposal **address each of these criteria** to demonstrate that the requirements are met.

1.2 LISTING EXPERIENCE WITHOUT PROVIDING ANY SUBSTANTIATING DATA TO SUPPORT WHERE, WHEN AND HOW SUCH EXPERIENCE WAS OBTAINED WILL RESULT IN THE STATED EXPERIENCE NOT BEING CONSIDERED FOR EVALUATION PURPOSES.

1.3 All experience must be strictly work-related. Time spent during education and/or training will not be considered, unless otherwise indicated.

1.4 Experience must be demonstrated through a history of past projects, either completed or on-going.

1.5 References must be provided for each project/employment experience.

I. Where the stated experience was acquired within a Canadian Federal Government Department or Agency **as a Public Servant**, the reference must be a Public Servant who had a supervisory role over the proposed resource during the stated employment.

II. Where the stated experience was acquired within a Canadian Federal Government Department or Agency **as a consultant**, the reference must be the Public Servant who was identified as the Project Authority of the project on which the proposed resource acquired the experience.

III. References must be presented in this format:

- a. Name;
- b. Organization;
- c. Current Phone Number; and
- d. Email address if available

### 1.6 Response Format

I. In order to facilitate evaluation of proposals, it is recommended that bidders' proposals address the mandatory criteria in the order in which they appear in the Evaluation Criteria and using the numbering outlined.

II. Bidders are also advised that the month(s) of experience listed for a project or experience whose timeframe overlaps that of another referenced project or experience will only be counted once. For example: Project 1 timeframe is July 2001 to December 2001; Project 2 timeframe is October 2001 to January 2002; the total months of experience for these two project references is seven (7) months.

III. For any requirements that specify a particular time period (e.g., 2 years) of work experience, CSC will disregard any information about experience if the technical bid does not include the required month and year for the start date and end date of the experience claimed.

IV. CSC will also only evaluate the duration that the resource actually worked on a project or projects (from his or her start date to end date), instead of the overall start and end date of a project or a combination of projects in which a resource has participated.



## **ANNEX E – Insurance Requirements**

### **1. Commercial General Liability Insurance:**

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.

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 the Correctional Service of 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) Owners' or Contractors' Protective Liability: Covers the damages that the Contractor becomes legally obligated to pay arising out of the operations of a subcontractor.

### **2. Litigation Rights:**

Pursuant to subsection 5(d) of the Department of Justice Act, S.C. 1993, c. J-2, s.1, if a suit is instituted for or against Canada which the Insurer would, but for this clause, have the right to pursue or defend on behalf of Canada as an Additional Named Insured under the insurance policy, the Insurer must promptly contact the Attorney General of Canada to agree on the legal strategies by sending a letter, by registered mail or by courier, with an acknowledgement of receipt.



For the province of Quebec, send to:

Director Business Law Directorate,  
Quebec Regional Office (Ottawa),  
Department of Justice,  
284 Wellington Street, Room SAT-6042,  
Ottawa, Ontario, K1A 0H8

A copy of the letter must be sent to the Contracting Authority. Canada reserves the right to co-defend any action brought against Canada. All expenses incurred by Canada to co-defend such actions will be at Canada's expense. If Canada decides to co-defend any action brought against it, and Canada does not agree to a proposed settlement agreed to by the Contractor's insurer and the plaintiff(s) that would result in the settlement or dismissal of the action against Canada, then Canada will be responsible to the Contractor's insurer for any difference between the proposed settlement amount and the amount finally awarded or paid to the plaintiffs (inclusive of costs and interest) on behalf of Canada.





**ANNEX F – Request to Access a Federal Institution**

**(See PDF document attached)**  
*“REQUEST TO ACCESS A FEDERAL INSTITUTION”*