



RETURN BIDS TO:

RETOURNER LES SOUMISSIONS À:

PWGSC/TPSGC Acquisitions Bid Receiving

Box/Boîte de Réception des Soumissions

Bid Receiving Box/Boîte de Récepti

1st Floor/1ère étage, Suite 1212

100-1045 Main Street

Moncton

New Brunswick

E1C 1H1

Bid Fax: (506) 851-6759

INVITATION TO TENDER

APPEL D'OFFRES

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

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

Soumission aux: Travaux Publics et Services Gouvernementaux Canada

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

Comments - Commentaires

All enquiries are to be submitted in writing to the Contracting Authority, Darlene Reay, either by facsimile or by e-mail at: darlene.reay@pwgsc.gc.ca.

Vendor/Firm Name and Address

Raison sociale et adresse du

fournisseur/de l'entrepreneur

Issuing Office - Bureau de distribution

Acquisitions NB/PEI (Moncton Office) – Bureau

d'acquisitions N.-B./Î.-P.-É. (Moncton)

1045 Main Street / 1045, rue Main

Moncton

New Bruns

E1C 1H1

Title - Sujet Service Contract - Mat	
Solicitation No. - N° de l'invitation W6898-190329/A	Date 2019-02-13
Client Reference No. - N° de référence du client W6898-190329	GETS Ref. No. - N° de réf. de SEAG PW-\$MCT-034-5536
File No. - N° de dossier MCT-8-41111 (034)	CCC No./N° CCC - FMS No./N° VME
Solicitation Closes - L'invitation prend fin at - à 02:00 PM on - le 2019-03-26	
Time Zone Fuseau horaire Atlantic Daylight Saving Time ADT	
F.O.B. - F.A.B. Plant-Usine: <input type="checkbox"/> Destination: <input checked="" type="checkbox"/> Other-Autre: <input type="checkbox"/>	
Address Enquiries to: - Adresser toutes questions à: Reay (MCT), Darlene	Buyer Id - Id de l'acheteur mct034
Telephone No. - N° de téléphone (902) 314-7957 ()	FAX No. - N° de FAX (506) 851-6759
Destination - of Goods, Services, and Construction: Destination - des biens, services et construction: DEPARTMENT OF NATIONAL DEFENCE RPOU, 5 CDSB GAGETOWN B18, 238 Champlain Ave. OROMOCTO New Brunswick E2V4J5 Canada	

Instructions: See Herein

Instructions: Voir aux présentes

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

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mct034
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STATEMENT OF WORK18

PART 1 - GENERAL INFORMATION

1.1 Statement of Work

Work specified in this Service Contract covers the furnishing of all cleaning materials, labour, tools, equipment, supervision, travel and profit, required to provide mat cleaning services at 5 CDSB Gagetown various buildings as directed and specified herein.

This Service Contract will extend from April 1, 2019 to March 31, 2020 with two (2) one (1) year option periods. The services must be provided in accordance with the Specification attached at Annex "E".

1.2 Debriefings

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

1.3 Trade Agreements

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

PART 2 - BIDDER INSTRUCTIONS

2.1 Standard Instructions, Clauses and Conditions

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

2.2 Submission of Bids

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

2.3 Former Public Servant

Former Public Servant - Competitive Bid

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

Definitions

For the purposes of this clause,

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

- 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 FPS 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.

(Derived from - Provenant de: A3025T, 2014/06/26)

2.4 Enquiries - Bid Solicitation

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

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

2.5 Applicable Laws

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

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

PART 3 - BID PREPARATION INSTRUCTIONS

3.1 Bid Preparation Instructions

Prices must appear in the financial bid only. No prices must be indicated in any other section of the bid. It is required that the bids follow the response format/instructions as detailed below:

Section I: Technical Bid

See Annex A

Section II: Financial Bid

Bidders must submit their financial bid in accordance with Annex "B" Basis of Payment. The total amount of Applicable Taxes must be shown separately.

Section III: Certifications

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

3.1.1 Electronic Payment of Invoices – Bid

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

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

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

PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

4.1 Evaluation Procedures

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

4.1.1 Technical Evaluation

4.1.1.1 Mandatory Technical Criteria

See Annex A

4.1.2 Financial Evaluation

SACC Manual Clause A0220T (2014-06-26), Evaluation of Price - Bid

4.2 Basis of Selection

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

PART 5 – CERTIFICATIONS AND ADDITIONAL INFORMATION

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

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

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

5.1 Certifications Required with the Bid

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

5.1.1 Integrity Provisions - Declaration of Convicted Offences

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

5.2 Certifications Precedent to Contract Award and Additional Information

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

5.2.1 Integrity Provisions – Required Documentation

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

5.2.2 Additional Certifications Precedent to Contract Award

See Annex A

PART 6 - RESULTING CONTRACT CLAUSES

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

6.1 Security Requirements

6.1.1 There is no security requirement applicable to the Contract.

6.2 Statement of Work

Work specified in this Service Contract covers the furnishing of all cleaning materials, labour, tools, equipment, supervision, travel and profit, required to provide mat cleaning services at 5 CDSB Gagetown various buildings as directed and specified herein.

This Service Contract will extend from April 1, 2019 to March 31, 2020 with two (2) one (1) year option periods. The services must be provided in accordance with the Specification attached at Annex "E".

6.3 Standard Clauses and Conditions

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

6.3.1 General Conditions

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

6.4 Term of Contract

6.4.1 Period of the Contract

The period of the Contract is from April 1, 2019 to March 31, 2020 inclusive.

6.4.2 Option to Extend the Contract

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

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

6.5 Authorities

6.5.1 Contracting Authority

The Contracting Authority for the Contract is:

Name: Darlene Reay
Title: Supply Officer
Organization: Public Works and Government Services Canada
Acquisitions Branch Directorate:
Real Property Contracting
Address: Sherwood Business Centre
161 St. Peters Road
Floor #2 Suite 204
Charlottetown, PEI C1A 5P7
Telephone: 902-314-7957
Facsimile: 902-566-7514
E-mail address: darlene.reay@pwgsc.gc.ca

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

6.5.2 Project Authority

The Project Authority for the Contract is:

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

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

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

6.5.3 Contractor's Representative

Name:

Title:

Organization:

Address:

Telephone :

Facsimile:

E-mail address:

6.6 Proactive Disclosure of Contracts with Former Public Servants

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

6.7 Payment

6.7.1 Basis of Payment

Basis of payment is in accordance with Annex "B" and section 12, Payment Period, of the 2010C (2018-06-21), General Conditions - Services (Medium Complexity).

6.7.2 Limitation of Price

SACC Manual clause C6000C (2017-08-17) Limitation of Price

6.7.3 Monthly Payment

SACC Manual clause H1008C (2008-05-12) Monthly Payment

6.7.4 Electronic Payment of Invoices – Contract

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

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

6.8 Invoicing Instructions

The Contractor must submit invoices in accordance with the information required in section 10, Invoice Submission, of the 2010C (2018-06-21), General Conditions - Services (Medium Complexity).

6.9 Certifications and Additional Information

6.9.1 Compliance

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

6.10 Applicable Laws

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

6.11 Priority of Documents

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

- (a) the Articles of Agreement;
- (b) the supplemental general conditions _____
- (c) the general conditions 2010C (2018-06-21);
- (d) Annex E, Statement of Work;
- (e) the Contractor's bid dated _____ (*insert date of bid*), as amended on _____”

6.12 Insurance - Proof of Availability Prior to Contract Award

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

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

ANNEX "A"

MANDATORY REQUIREMENTS

EVALUATION CRITERIA AND BASIS OF SELECTION

Bids received will be assessed in accordance with the entire requirement of the bid solicitation.

Mandatory Criteria

1. Submission of firm prices/rates for one (1) year including two (2) option years in accordance with Invitation to Tender.
2. A duly completed and signed Invitation to Tender including all Addenda.
3. Within seven (7) days of request from contracting authority and prior to award of Service Contract, provide proof that Bidder has an account in good standing with the Provincial Workers Compensation Board/Commission.
4. Within seven (7) days of request from Contracting Authority and prior to award of the Service Contract, Contractor must provide proof of \$2 Million General Liability Insurance.
5. Contractor will be or have a sub-contractor this is an established company with a minimum of three years proven mat cleaning services experience. Proof of such is required within seven (7) days of request from Contracting Authority and prior to award.
6. Employees must be trained and certified in the Workplace Hazardous Materials Information System (WHMIS) to a minimum level. Proof of such is required within seven (7) days of request from Contracting Authority and prior to award.

2. 2007/05/25 A0069T Basis of Selection - Mandatory Requirements Only

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

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ANNEX "B"

BASIS OF PAYMENT

The following requirement must be strictly adhered to: **Failure to do so shall render the bidder's proposal as non-responsive.**

It is mandatory that the bidders submit firm rates for the Period of the Service Contract for all items listed hereafter. Unit Price Tables, will be considered as the bidder's Financial Proposal.

Each item specified in the Unit Price Tables, includes wages, traveling time and costs, allowances, supervision, liabilities as employer, insurance, and the use of all tools, tackle, etc., overhead, profit, and all other liabilities whatsoever.

The prices inserted in the Unit Price Tables, includes all applicable federal, provincial and municipal taxes. However, they do not include any amount for the Goods and Services Tax (GST)/Harmonized Sales Tax (HST). The appropriate GST/HST amounts will be paid by Her Majesty to the Offeror in addition to the amount paid against the amount of the contract.

W6898-190329 -The estimated quantity entered in column four for each item is an estimate only for service as and when required and does not infer all the quantities for that item will be utilized or that the quantities may not be exceeded.
NOTE: TENDERS WILL BE EVALUATED ON THE TOTAL BID FOR THE FIRST TERM OF THE CONTRACT PLUS THE OPTION YEARS.
HOWEVER, ANY CONTRACT AWARD WILL BE FROM APRIL 1, 2019 TO MARCH 31, 2020.

Item No.	CLASS OF SERVICE	Unit of Measure	Estimated Quantity	A - TERM April 1, 2019 to March 31, 2020		B - Option Year April 1, 2020 to March 31, 2021		C - Option Year April 1, 2021 to March 31, 2022	
				Price per Unit	Estimated Total Price	Price per Unit	Estimated Total Price	Price per Unit	Estimated Total Price
1	Monthly unit price to exchange soiled with clean mats for off-site cleaning and storage of these mats as identified in Annex "A" of the specification - Summer (May 01 to October 31).	Month	6						
2	Monthly unit price to exchange soiled with clean mats for off-site cleaning and storage of these mats as identified in Annex "A" of the specification - Winter (November 01 to April 30).	Month	6						
3	Unit price for extra cleaning of 3' x 5' mat identified in Annex "A" of the specification, on an as and when requested basis.	Per Mat	50						
4	Unit price for extra cleaning of 4' x 10' mat identified in Annex "A" of the specification, on an as and when requested basis.	Per Mat	50						
5	Unit price for supplying extra mats 3' x 5' as identified in Section 00 21 13 of the specification, on an as and when requested basis.	Per Mat	100						

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				A - TERM April 1, 2019 to March 31, 2020	B - Option Year April 1, 2020 to March 31, 2021		C - Option Year April 1, 2021 to March 31, 2022		
Item No.	CLASS OF SERVICE	Unit of Measure	Estimated Quantity	Price per Unit	Estimated Total Price	Price per Unit	Estimated Total Price	Price per Unit	Estimated Total Price
6	Unit price for supplying extra mats 4' x 10' as identified in Section 00 21 13 of the specification, on an as and when requested basis.	Per Mat	100						
Total For First Year & Option Years					\$		\$		\$
					A		B		/C
GRAND TOTAL FOR FIRST YEAR AND OPTION YEARS									
				\$					
				A, B AND C					

ANNEX “C” to PART 3 OF THE BID SOLICITATION

ELECTRONIC PAYMENT INSTRUMENTS

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

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

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Buyer ID - Id de l'acheteur
mct034
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ANNEX "E"

STATEMENT OF WORK



**DEPARTMENT OF NATIONAL DEFENCE
REAL PROPERTY OPERATIONS
DETACHMENT (GAGETOWN)
5 CDSB GAGETOWN**


SPECIFICATION

**SERVICE CONTRACT
MAT CLEANING
5 CDSB GAGETOWN
01 APRIL 2019 TO 31 MARCH 2020
WITH THE OPTION TO RENEW
TWO-ONE YEAR PERIODS**


Designed by


Fire Inspector


Project O


Engineering O

PF No:

Job No: L-G2-9900/1804

Date: 2018-07-25

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END		

END OF SECTION

PART 1

1.01 DESCRIPTION OF WORK

- .1 Work specified in this Service Contract covers the furnishing of all cleaning materials, labour, tools, equipment, supervision, travel and profit, required to provide mat cleaning services at 5 CDSB Gagetown various buildings as directed and specified herein.

1.02 DURATION OF CONTRACT

- .1 The period of this Service Contract is from 01 April 2019 to 31 March 2020 with the option to renew two-one year periods.

1.03 ENGINEER

- .1 The Engineer, as defined and stated in this specification will be the Officer Commanding Real Property Operations Detachment (Gagetown) or a designated representative. The address of the Engineer is:
Contracts Office
Real Property Operations Det Gagetown
Building B-18
238 Champlain Avenue
PO Box 17000 Stn Forces
Oromocto, NB. E2V 4J5
Tel: (506) 422-2677
Fax: (506) 422-1248

1.04 CONTRACTOR

- .1 The Contractor will be or have a Sub-Contractor that is an Established Company with a minimum of three years proven mat cleaning service experience. Proof may be required to be provided to the Engineer.

1.05 WORK INCLUDED

- .1 Clean: Shall mean that for width and breadth of the referred surface, it shall be free of foreign matter down to the original surface or last protective coating.
- .2 Exchange of Mats All soiled mats are to be exchanged with a clean mat as per schedule in Annex "A". The soiled mats are to be rolled up and taken to an off site location to be cleaned and stored until the next exchange as per schedule in Annex "A".
- .3 Delivery/Service report: shall mean a written record of the number of mats, location, date and hours of pick up or drop off, plus employee's name and signature. This report must be signed by the Engineer and a copy must accompany applicable invoices.

1.06 STORAGE

- .1 The Contractor shall have a dry storage facility for any mats identified

in Annex "A" that are not in use. This facility may be inspected by the Engineer prior to the award of the Contract.

1.07 CONTRACTOR'S PERSONNEL

- .1 Employees must be trained and certified in the Workplace Hazardous Materials Information System (WHMIS) to a minimum level.
- .2 Contractor's personnel must be competent in their assigned tasks.

1.08 UNIFORMS

- .1 While on site, all Contractors's personnel must wear a uniform with the Company logo. This uniform will be provided by the Contractor at no expense to DND.

1.09 STANDARD OF WORK

- .1 The Contractor will carry out services as detailed within this specification using acceptable trade practices.

1.10 OPERATIONAL SCHEDULE

- .1 .1 The Contractor will provide service during regular working hours on a 8 hour per day, 5 days per week basis (7:30 am to 3:30 pm, Monday to Friday inclusive).
 - .1 The Contractor will advise the Engineer of the telephone number or location at which they or their representative may be contacted at all times;
 - .2 The Contractor, on receipt of a Service Contract will be advised by the Engineer in writing, the names of persons authorized to request service. Work undertaken at the request of others will be entirely at the Contractor's risk with regard to payment.

1.11 BASIS OF PAYMENT

- .1 The work under this contract will be paid on unit price basis. The Contractor will accept the payment as full consideration for everything furnished and done by them with respect to work. The Contractor will submit prices for the following, in accordance with this specification. Prices shall include expenses, profit, tools, equipment, storage and transportation (travel time to and from the contractors base of operation will be included in the prices provided).
- .2 The Contractor must submit a monthly unit price for two cleaning sequence per year: Summer as identified in Annex "A" Winter as identified in Annex "A" to exchange soiled with clean mats and for off site cleaning and storage of these mats as identified on Annex "A".
- .3 The Contractor must submit a unit price for extra cleaning per mat identified in Annex "A". This extra cleaning will be on as and when requested by the Engineer. (Estimated Quantity)
 - .1 50 x (3' x 5') mat,
 - .2 50 x (4' x 10') mat.
- .4 The Contractor must submit a unit price for supplying extra mats identified

in Section 09 68 10 Sub-Section 1.1.1. These mats will be on as requested by the Engineer. (Estimated Quantity)

- .1 100 x (3' x 5') mat,
- .2 100 x (4' x 10') mat.

1.12 CONTRACTOR'S USE OF SITE

- .1 Do not unreasonably encumber site with materials or equipment.
- .2 Move stored products or equipment which interfere with operations of Engineer or other Contractors.
- .3 Contractor is to assure their staff enter only areas assigned to them for servicing.

1.13 VEHICLES

- .1 Vehicles must be of adequate size and closed in to ensure the mats are not left out to the weather.
- .2 All vehicles must have the Company's logo posted on each side. The Contractor will provide this at no expense to DND.

1.14 PROTECTION OF PROPERTY

- .1 The Contractor undertakes and agrees to comply with regulations in force on site where work is to be performed relating to the safety of persons on the site or the protection of property against loss or damage from any and all causes including fire.

1.15 SECURITY CLEARANCES

- .1 The Contractor shall maintain an up to date roster of all employees involved in the Service Contract including managers, supervisors and labourers. This roster shall be provided to the Engineer within 5 working days at the start of the contract and when any changes occur there after.

1.16 CONTRACTOR PASSES

- .1 All Contractor employees will carry an authorized Contractor Pass while employed on DND property. Such passes will be produced on demand to Military Police, Commissioners, Security Guards and persons in authority.
- .2 The Contractor will complete an application form for each employee. The Contractor will accompany the employee to the Military Police Identification Section located at Building F-19 for issuance of pass.
- .3 A photocopy of employee passes is to be provided to the Engineer.
- .4 The Contractor will ensure Contractor passes are recovered from employees who cease to be employed on DND property. Such passes shall be returned to the Military Police Identification Section located in Building F-19 by the Contractor.

END OF SECTION

1.01 SAFETY MEASURES

- .1 Observe and enforce safety regulations required by the Canada Labour Code Part 2; Provincial Government; WorkSafeNB, Municipal Statutes and Authorities.
- .2 In event of conflict between any provisions of above authorities, the most stringent provision will apply.
- .3 DND is committed to providing a harassment free workplace. Any and all harassment must be reported.
- .4 The Contractor will ensure that employees have sufficient Personal Protective Equipment to guard them from all hazards to which they may be exposed.

1.02 WHMIS

- .1 Comply with regulations regarding Workplace Hazardous Materials Information System (WHMIS) regarding use, handling, storage and disposal of hazardous materials; and regarding labelling and provision of material safety data sheets acceptable to Human Resources and Skills Development Canada and Health Canada.

1.03 WHMIS TRAINING

- .1 The Contractor must insure all staff working on site have received WHMIS training prior to the employees commencing work.

END OF SECTION

1.01 FIRE SAFETY PLAN

- .1 The Contractor and their personnel will be familiar with this section as well as The National Fire Code of Canada, latest edition and applicable building fire orders which are posted in all DND buildings.

1.02 REPORTING FIRES

- .1 Know the location of nearest fire alarm box and telephone, including the emergency phone number.
- .2 Report immediately all fire incidents to the Fire Department as follows:
 - .1 Activate the nearest internal fire alarm pull station; or
 - .2 Telephone: Dial 911 Base only. RTA; Dial 3121 or 2482; and
 - .3 Depart building to a safe area for that building.
- .3 When reporting a fire by telephone, give the location of the fire, name or number of building and be prepared to verify the location.

1.03 INTERIOR AND EXTERIOR FIRE PROTECTION AND ALARM SYSTEMS

- .1 Fire protection and alarm systems shall not be:
 - .1 Obstructed,
 - .2 Shut-off; or
 - .3 Left inactive at the end of a working day or shift without notification and authorization from the Fire Chief or his representative.
- .2 Fire hydrants, standpipes and hose systems shall not be used for other than fire fighting purposes unless authorized by the Fire Chief.

1.04 FIRE EXTINGUISHERS

- .1 DND shall supply fire extinguishers as scaled by the Fire Chief to protect the site in an emergency.

1.05 BLOCKAGE OF ROADWAYS

- .1 The Fire Chief shall be advised of any work that would impede fire apparatus response. This includes violation of minimum overhead clearance, as prescribed by the Fire Chief, erecting of barricades and the digging of trenches.

1.06 SMOKING ON DND PROPERTY

- .1 Tobacco products are NOT permitted in DND Property.

1.07 RUBBISH AND WASTE MATERIALS

- .1 Rubbish and waste materials are to be kept to minimum.
- .2 The burning of rubbish is prohibited unless approved by the Fire Chief.
- .3 Removal:
 - .1 All rubbish shall be removed from the work site at the end of the

work day or shift or as directed.

- .4 Storage:
 - .1 Extreme care is required where it is necessary to store oily waste in work areas to ensure maximum possible cleanliness and safety.
 - .2 Greasy or oily rags or materials subject to spontaneous combustion shall be deposited and kept in an approved receptacle and removed as required in 8.3.1.

1.08 FLAMMABLE LIQUIDS

- .1 The handling, storage and use of flammable liquids are to be governed by the current National Fire Code of Canada.
- .2 Flammable liquids such as gasoline, kerosene, naphtha may be kept for ready use in quantities not exceeding 45 litres provided they are stored in approved safety cans bearing the Underwriter's Laboratory of Canada or Factory Mutual seal of approval. Storage of quantities of flammable liquids exceeding 45 litres for work purposes, requires the permission of the Fire Chief.
- .3 Transfer of flammable liquids is prohibited within buildings.
- .4 Transfer of flammable liquids shall not be carried out in the vicinity of open flame or any type of heat-producing devices.
- .5 Flammable liquids having a flash point below 38°C such as naphtha or gasoline shall not be used as solvents or cleaning agents.
- .6 Flammable waste liquids, for disposal, shall be stored in approved containers located in a safe ventilated area. Quantities are to be kept to a minimum and the Fire Department is to be notified when disposal is required.

1.09 HAZARDOUS SUBSTANCES

- .1 If the work entails the use of any toxic or hazardous materials, chemicals and/or explosives, or otherwise creates a hazard to life, safety or health, work shall be in accordance with the National Fire Code of Canada.
- .2 The Fire Chief is to be advised, and a "Hot Work" permit issued in all cases involving welding, burning or the use of blow torches and salamanders, in buildings or facilities. special precautions are necessary to safeguard life and property from damage by fire or explosives.
- .3 Wherever work is being carried out in dangerous or hazardous areas involving the use of heat, fire watchers, equipped with sufficient fire extinguishers shall be provided. The determination of dangerous or hazardous areas along with the level of precaution necessary for fire Watch shall be at the discretion of the Fire Chief. Contractors are responsible for providing fire watch service for their work on a scale established and in conjunction with the Fire Chief at the pre-work conference.
- .4 Where flammable liquids, such as lacquers or urethanes are to be used, proper ventilation shall be assured and all sources of ignition are to be eliminated. The Fire Chief is to be informed prior to and at the cessation of such work.

1.10 QUESTIONS AND/ CLARIFICATION

- .1 Any questions or clarification on Fire Safety in addition to the above requirements shall be directed to and cleared through the Fire Chief.

1.11 FIRE INSPECTIONS

- .1 The Fire Chief shall be allowed unrestricted access to the site.
- .2 The Contractor shall co-operate with the Fire chief during routine inspections of the work site.
- .3 The Contractor shall immediately remedy all unsafe fire situations identified by the Fire Chief.

END OF SECTION

1.01 GENERAL

- .1 The Contractor will take all reasonable steps to ensure that they and their employees have complied with all pertinent legislation and have protected the environment.

1.02 DISPOSAL OF WASTES

- .1 Do not bury rubbish or waste on site. All wastes must be disposed of in designated containers.
- .2 All potential hazardous wastes must be disposed of in a proper manner.

1.03 SPILL PROTECTION

- .1 The Contractor must have adequate clean up materials for any potential hazardous materials used in the completion of the work (ie. fuels, oils, lubricants, etc).
- .2 In the event of a spill the Contractor will immediately take corrective action to clean up the material.
- .3 In the event of a spill of over one litre of a hazardous material, the Contractor will immediately inform proper local authorities and then immediately call the 5 CDSB Gagetown firehall, Tel (506)422-2106 and take necessary remedial action.

END OF SECTION

1.01 DESIGN REQUIREMENTS

- .1 Walk off Entrance mats (Interior), black or grey in colour. Anti-static, polypropylene surface with rubber-reinforced surface, borders and backing, smooth backing for hard surfaces, and NOT have contractor logo on any mats. Sizes to be:
 - .1 3 ft X 5 ft; and
 - .2 4 ft X 10 ft.

1.02 DELIVERY AND STORAGE

- .1 Deliver, store, handle and protect materials in accordance with manufacturer's specification.
- .2 Floor mats are purchased in duplicate sets for each building listed in Annex A. One set will be in place, while the second set is being cleaned. Therefore, the Contractor requires the space to store this second set while it is not on site.

1.03 MATERIALS

- .1 All materials shall coincide with the Environmental Choice Program CCD 148. No deviation from this will be accepted.

END OF SECTION

Annex A
List of Mats

Building	Mats 3X5	Storage 3X5	Cleaning Sequence	Mats 4 X 10	Storage 4 X 10	Cleaning Sequence
A-4	1	1	W:4/Month, S: 2/Month	0	0	2 X Year
A-5	2	2	W:4/Month, S: 2/Month	0	0	2 X Year
A-13	1	1	W:4/Month, S: 2/Month	0	0	2 X Year
A-45	15	15	W:4/Month, S: 2/Month	7	7	W:4/Month, S: 2/Month
A-47	27	27	W:4/Month, S: 2/Month	11	11	W:4/Month, S: 2/Month
A-337	4	4	W:4/Month, S: 2/Month	8	8	W:4/Month, S: 2/Month
A-338	4	4	W:4/Month, S: 2/Month	0	0	2 X Year
B-14	2	2	W:4/Month, S: 2/Month	2	2	W:4/Month, S: 2/Month
D-22	2	2	W:4/Month, S: 2/Month	0	0	2 X Year
F-6	2	2	W:4/Month, S: 2/Month	0	0	2 X Year
F-12	2	2	W:4/Month, S: 2/Month	0	0	2 X Year
G-1	4	4	W:4/Month, S: 2/Month	0	0	2 X Year
G-2	2	2	W:4/Month, S: 2/Month	0	0	2 X Year
G-3	3	3	W:4/Month, S: 2/Month	0	0	2 X Year
H-5	4	4	W:4/Month, S: 2/Month	0	0	2 X Year
H-33	21	21	W:4/Month, S: 2/Month	0	0	2 X Year
H-34	5	5	W:4/Month, S: 2/Month	0	0	2 X Year
L-4	1	1	W:4/Month, S: 2/Month	3	3	W:4/Month, S: 2/Month
L-10	4	4	W:4/Month, S: 2/Month	1	1	W:4/Month, S: 2/Month
L-24	1	1	W:4/Month, S: 2/Month	1	1	W:4/Month, S: 2/Month
L-32	0	0	W:4/Month, S: 2/Month	2	2	W:4/Month, S: 2/Month
L-33	0	0	2 X Year	12	12	W:4/Month, S: 2/Month
L-342	0	0	2 X Year	1	1	W:4/Month, S: 2/Month
LW-4	3	3	W:4/Month, S: 2/Month	3	3	W:4/Month, S: 2/Month
M-2	9	9	W:4/Month, S: 2/Month	0	0	2 X Year
N-126	1	1	W:4/Month, S: 2/Month	0	0	2 X Year
N-310	2	2	W:4/Month, S: 2/Month	0	0	2 X Year
Mental Health	3	3	W:4/Month, S: 2/Month	0	0	2 X Year
M-5	2	2	W:4/Month, S: 2/Month	4	4	W:4/Month, S: 2/Month
C-9	0	0	2 X Year	2	2	W:4/Month, S: 2/Month
D-4	0	0	2 X Year	2	2	W:4/Month, S: 2/Month
K-346	0	0	2 X Year	1	1	W:4/Month, S: 2/Month
Total H.P.	127	127		60	60	
B-18	8	8	W:4/Month, S: 2/Month	8	8	W:4/Month, S: 2/Month
D-17	4	4	W:4/Month, S: 2/Month	2	2	W:4/Month, S: 2/Month
F-19	2	2	W:4/Month, S: 2/Month	0	0	2 X Year
H-10	4	4	W:4/Month, S: 2/Month	0	0	2 X Year
H-12	4	4	W:4/Month, S: 2/Month	0	0	2 X Year
H-16	5	5	W:4/Month, S: 2/Month	0	0	2 X Year
H-17	6	6	W:4/Month, S: 2/Month	4	4	W:4/Month, S: 2/Month
H-18	2	2	W:4/Month, S: 2/Month	0	0	2 X Year
H-19	4	4	W:4/Month, S: 2/Month	0	0	2 X Year
K-79	4	4	W:4/Month, S: 2/Month	0	0	2 X Year
Total Office	43	43		14	14	

Annex A
List of Mats

Building	Mats 3X5	Storage 3X5	Cleaning Sequence	Mats 4 X 10	Storage 4 X 10	Cleaning Sequence
B-71	2	2	W:4/Month, S: 2/Month	2	2	W:4/Month, S: 2/Month
J-7	0	0	2 X Year	34	34	W:4/Month, S: 2/Month
J-10	0	0	2 X Year	14	14	W:4/Month, S: 2/Month
Total School	2	2		50	50	
TOTAL	172	172		124	124	
TOTAL 3X5	344		TOTAL 4X10	248		Total of all mats
						592

"Note"

Winter Months ---- November 01 to April 30

Summer Months ---- May 01 to October 31

2 X Year ---- 2 cleaning sequences per year

W:4/Month ---- Winter four times per month

S:2/Month ---- Summer two times per month