



**RETURN BIDS TO:
RETOURNER LES SOUMISSIONS A:**

Courier To:

Bid Receiving/Réception des soumissions
Royal Canadian Mounted Police (RCMP)
Procurement & Contracting Services
Bid Receiving Unit,
5th Floor, 10065 Jasper Avenue NW
Edmonton, AB T5J 3B1

OR

Fax: 780-454-4523

INVITATION TO TENDER

APPEL D'OFFRES

Tender to:

Royal Canadian Mounted Police

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: Gendarmerie royale du Canada

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

Comments: - Commentaries :

THIS DOCUMENT CONTAINS A SECURITY REQUIREMENT

LE PRÉSENT DOCUMENT COMPORTE UNE EXIGENCE EN MATIÈRE DE SÉCURITÉ

Title – Sujet Janitorial Services – RCMP Three Hills Detachment		Date March 5, 2019
Solicitation No. – N° de l'invitation M5000-18-02167/B		
Client Reference No. - No. De Référence du Client 201802167		
GETS Reference No. - No. De Référence du SEAG PW-19-00866224		
Solicitation Closes – L'invitation prend fin		
At /à :	2:00 PM	MDT (Mountain Daylight Time) HAR (heure avancée de Rocheuses)
On / le :	April 15, 2019	
Destination of Goods and Services – Destinations des biens et services Royal Canadian Mounted Police Three Hills Detachment 719 – 2 nd Street Three Hills, AB T0M 2A0		
Instructions See herein — Voir aux présentes		
Address Inquiries to – Adresser toute demande de renseignements à Shelley Doering, Procurement Officer email: Shelley.doering@rcmp-grc.gc.ca		
Email Address – adresse électronique: shelley.doering@rcmp-grc.gc.ca		

COMPLETE BELOW IN FULL - REMPLISSEZ CI-DESSOUS EN ENTIER	
Vendor/Firm Name, Address and Representative – Raison sociale, adresse et représentant du fournisseur/de l'entrepreneur:	
Telephone No. – No. de téléphone	Facsimile No. – No. de télécopieur
E-Mail Address – adresse électronique :	
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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This bid solicitation cancels and supersedes previous bid solicitation number M5000-18-02167/A dated June 19, 2018 with a closing of July 11, 2018 at 2:00p.m. MDT. A debriefing or feedback session will be provided upon request to bidders/offerors/suppliers who bid on the previous solicitation.

PART 1 - GENERAL INFORMATION

1.1. Security Requirement

1. Before award of a contract, the following conditions must be met:
 - (a) the Bidder's proposed individuals requiring access to classified or protected information, assets or sensitive work site(s) must meet the security requirements as indicated in Part 6 - Resulting Contract Clauses;
 - (b) the Bidder must provide the name of all individuals who will require access to classified or protected information, assets or sensitive work sites; fingerprinting may be required. This information must be provided within three business days of request.
2. Bidders are reminded to obtain the required security clearance promptly. Any delay in the award of a contract to allow the successful bidder to obtain the required clearance will be at the entire discretion of the Contracting Authority.
3. For additional information on security requirements, bidders should refer to the Industrial Security Program (ISP) of Public Works and Government Services Canada (<http://ssi-iss.tpsgc-pwgsc.gc.ca/index-eng.html>) website. Please note, the above website is specific to PWGSC requirements and processes may differ from RCMP requirements.

1.2. Statement of Work

The Work to be performed is detailed under Article 6.2 of the resulting contract clauses.

1.3. Debriefings

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

1.4. Recourse Mechanisms

If you have any concerns relating to the procurement process, please refer to the Recourse Mechanisms page on the [Buyandsell.gc.ca](http://buyandsell.gc.ca) website. Please note that there are strict deadlines for filing complaints with the Canadian International Trade Tribunal (CITT) or the Office of the Procurement Ombudsman (OPO).

<https://buyandsell.gc.ca/for-businesses/selling-to-the-government-of-canada/recourse-mechanisms>



1.5 Trade Agreements

The requirement is subject to the provisions of 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](https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual) (<https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual>) issued by Public Works and Government Services Canada.

Revision to Departmental Name: As this solicitation is issued by Royal Canadian Mounted Police (RCMP), any reference to Public Works and Government Services Canada or PWGSC or its Minister contained in any term, condition or clause of this solicitation, including any individual SACC clauses incorporated by reference, will be interpreted as reference to RCMP or its Minister.

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

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

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

Delete: sixty (60) days

Insert: one hundred and eighty (180) days

2.2. Submission of Bids

Bids must be submitted only to RCMP Bid Receiving Unit by the date, time and place indicated on page 1 of the bid solicitation.

NOTE: The RCMP has not been approved for bid submission by epost Connect service.

Due to the nature of the bid solicitation, bids transmitted by email to RCMP will not be accepted.

The Royal Canadian Mounted Police (RCMP) will not assume responsibility for bids or amendments directed to any other location, facsimile or email.

2.3. Enquiries - Bid Solicitation

All enquiries must be submitted in writing to the Contracting Authority no later than **five (5)** 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.

2.4. Applicable Laws

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

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

2.5. Optional Site Visit

It is recommended that the Bidder or a representative of the Bidder visit the work site. Arrangements have been made for the site visit to be held at 719 – 2nd Street, Three Hills, Alberta on Wednesday, March 20, 2019. The site visit will begin at 2pm MDT.

Bidders are requested to communicate with the Detachment no later than Tuesday, March 19, 2019 by 2pm MDT to confirm attendance and provide the name(s) of the person(s) who will attend. Bidders may be requested to sign an attendance sheet. Bidders who do not attend or do not send a representative will not be given an alternative appointment but they will not be precluded from submitting a bid. Any clarifications or changes to the bid solicitation resulting from the site visit will be included as an amendment to the bid solicitation.

2.6 Promotion of Direct Deposit Initiative

The following information is not related to the solicitation process:

An initiative within the Government of Canada called the Cheque Standardization Project has been established whereby eventually for all payments, cheque stubs will no longer be printed and, with few exceptions, will be processed via direct deposit. This option is only available when payment is made in Canadian dollars for deposit into a Canadian bank account. In an attempt to be proactive, RCMP Corporate Accounting is promoting the registration of RCMP suppliers for the upcoming change in the payment process.

If you are the successful bidder on this or any other RCMP requirement, you are encouraged to register with the RCMP for direct deposit. Please contact RCMP Corporate Accounting by email



to receive a form entitled *Recipient Electronic Payment Registration Request* along with instructions for completion of the form.

Should you have any questions regarding the Cheque Standardization Project or if you want to register, please contact the following email: corporate_accounting@rcmp-grc.gc.ca

PART 3 - BID PREPARATION INSTRUCTIONS

3.1. Bid Preparation Instructions

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

Section I: Financial Bid (one (1) hard copy)

Section II: 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.

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

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

In April 2006, Canada issued a policy directing federal departments and agencies to take the necessary steps to incorporate environmental considerations into the procurement process [Policy on Green Procurement](https://buyandsell.gc.ca/policy-and-guidelines/supply-manual/section/1/60/1) (<https://buyandsell.gc.ca/policy-and-guidelines/supply-manual/section/1/60/1>). To assist Canada in reaching its objectives, bidders should:

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

Section I: 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 II: Certifications

Bidders must submit certifications required under Part 5.



PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

4.1. Evaluation Procedures

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

4.1.1. Financial Evaluation

The price of the bid will be evaluated in Canadian dollars, Applicable Taxes excluded, DDP Delivered Duty Paid, Canadian customs duties and excise taxes included.

4.2. Basis of Selection

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.

PART 5 - CERTIFICATIONS

Bidders must provide the required certifications and associated 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 in carrying out any of its obligations under the Contract, 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 may render the bid non-responsive or constitute a default under the Contract.

5.1. 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 specified will render the bid non-responsive.

5.1.1. Integrity Provisions

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



- Declaration of Convicted Offences (as applicable)
- Required Documentation

Please see the Forms for the Integrity Regime website for further details (<http://www.tpsgc-pwgsc.gc.ca/ci-if/formulaires-forms-eng.html>).

5.1.2. Federal Contractors Program for Employment Equity - Bid Certification

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

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

5.1.3. Additional Certifications Precedent to Contract Award

5.1.3.1. Former Public Servant

Refer to Annex "C"

5.1.4. 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 "D".

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

PART 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 Requirement

- 6.1.1.** The following security requirement (SRCL at Annex "G" and related clauses) applies and form part of the Contract.

The Contractor (if an individual) and all of the contractor's personnel/subcontractors who may work on site must hold a valid "**Reliability Status Security Clearance**" issued by



RCMP Departmental Security.

Only those individuals who have met the security clearance requirements will be allowed access to the site of the work.

6.2. Statement of Work

The Contractor must perform the Work in accordance with the Statement of Work at Annex "A" and the Standard Operating Procedure at Appendix "A-1".

6.3. Standard Clauses and Conditions

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

Revision to Departmental Name: As this contract is issued by RCMP, any reference to Public Works and Government Services Canada or PWGSC or its Minister contained in any term, condition or clause of this contract, including any individual SACC clauses incorporated by reference, will be interpreted as reference to RCMP or its Minister.

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 Contract start date for a **two (2) year period**.

6.4.2. Option to Extend the Contract

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

Canada may exercise this option at any time by sending a written notice to the Contractor at **least thirty (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.

6.4.3. Delivery Points

Delivery of the requirement will be made to delivery point specified at Annex A 3.3. of the Contract.



6.5. Authorities

6.5.1. Contracting Authority

The Contracting Authority for the Contract is:

Shelley Doering
Procurement & Contracting Officer
Royal Canadian Mounted Police
Procurement & Contracting Services Unit
Telephone: 780-670-8636
Facsimile: 780-454-4523
E-mail address: shelley.doering@rcmp-grc.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. Technical Authority

The Technical Authority for the Contract is:
(To be identified at Contract Award).

Name
Senior Asset Manager
Royal Canadian Mounted Police
Real Property Asset Management
Telephone: XXX-XXX-XXXX
Facsimile: XXX-XXX-XXXX
E-mail address: XXX.XXX@rcmp-grc.gc.ca

The Technical Authority is the representative of the department or agency for whom is responsible for all matters concerning the technical content of the Work under the Contract. Technical matters are to be discussed with the Technical Authority, however the Technical 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. Site Authority

The Site Authority for the Contract is:

Title: Detachment Commander or Designate
Telephone: (To be identified at Contract Award.)



The Site Authority is the representative of the department or agency for whom the Work is being carried out under the Contract and is the local contact for the Contractor. Technical matters may be discussed with the Site Authority whom must advise the Technical Authority, however the Site 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

The Contractor's Representative responsible for general enquiries and delivery follow-up is: (The Contractor's Representative will be identified at Contract Award)

Name: _____
Telephone No. _____
Facsimile No. _____
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

In consideration of the Contractor satisfactorily completing all of its obligations under the Contract, the Contractor will be paid a firm monthly price as specified in Annex "B" for a cost of \$_____. Customs duties are "included" and Goods and Services Tax or Harmonized Sales Tax is extra, if applicable.

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

6.7.2. Monthly Payment

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

6.8. Invoicing Instructions

6.8.1 The Contractor must submit invoices in accordance with the section entitled "Invoice Submission" of the general conditions, which can be found under section 6.3.1. Invoices cannot be submitted until all work identified in the invoice is completed.



6.8.2 Invoices must be distributed as follows:

- a) The original and one (1) copy must be forwarded to the address shown on page 1 of the Contract for certification and payment, within the first week of the following month. The address where the invoices are to be sent to, will be indicated at Contract Award.

6.9. Certifications

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 the Province of Alberta.

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) 2010C (2018-06-21) General Conditions - Services (Medium Complexity);
- (c) Annex A, Statement of Work
- (d) Appendix A-1, Standard Operating Procedure
- (e) Annex G Security Requirements Checklist
- (f) Annex B Basis of Payment
- (g) Annex D Insurance Requirements
- (h) Annex E Sample of Activity Log
- (i) Annex F Communication Log
- (j) the Contractor's bid dated _____, as amended on _____

6.12. Procurement Ombudsman

6.12.1. 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, to participate in an alternative dispute resolution process to resolve any dispute between the parties respecting the interpretation or application of a term or condition of this contract and their consent to bear the cost of such process, provide to the parties a proposal for an alternative dispute resolution process to resolve their dispute.



The Office of the Procurement Ombudsman may be contacted by telephone at 1-866-734-5169 or by e-mail at boa-opo@boa-opo.gc.ca.

6.12.2. 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 application of the terms and conditions and the scope of the work of this contract are not in dispute.

The Office of the Procurement Ombudsman may be contacted by telephone at 1-866-734-5169 or by e-mail at boa-opo@boa-opo.gc.ca.

6.13. SACC Manual Clauses

Refer to the following SACC Manual Clause:

A9068C (2010-01-11), Government Site Regulations;

6.14. Insurance – Specific Requirements

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

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

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

6.15 Environmental Considerations

Where applicable, contractors are encouraged to:

- Deliverables:



-
- Provide and transmit draft reports, final reports and bids in electronic format. Should printed material be required, the use of double sided printing in black and white format is required unless otherwise specified by the Project Authority.
 - When printed material is requested, the minimum recycled content of 30% is required and/or certified as originating from a sustainably managed forest.
 - Recycle unneeded printed documents (in accordance with Security Requirements).
 - Travel Requirements/Meetings:
 - Conducting meetings via telephone, teleconference, and/or video conferencing in order to minimize travel requirements is preferred;
 - Contractors are encouraged to access the PWGSC Accommodation directory, which includes Eco-Rated properties. When searching for accommodation, contractors can go to that link and search for properties with Environmental Ratings, identified by Green Keys or Green Leafs that will honour the pricing for contractors.
 - Contractors are encouraged to use of public/green transit where feasible.
 - Shipping Requirements:
 - Minimize packaging
 - Include recycled content in packaging;
 - Re-use packaging;
 - Include a provision for a take-back program for packaging;
 - Reduce/eliminate toxics in packaging.



ANNEX "A" STATEMENT OF WORK

1. SCOPE

1.1. Introduction

Janitorial services for RCMP Three Hills Detachment.

1.2. Objectives of the Requirement

To maintain the cleanliness of RCMP property using standard cleaning procedures, cleaning products and equipment.

1.3. Background and Specific Scope of the Requirement

The Three Hills Detachment is a stand alone building with two vehicle bays, a cellblock that has four cells, breakroom, offices, three bathrooms, and a basement. Total cleaning area is 762 m². All areas are to be cleaned in accordance with Annex A "Statement of Work" and Appendix A-1 "Standard Operating Procedure".

2. REQUIREMENTS

2.1. Tasks, Activities, Deliverables and Milestones

2.1.1. Tasks

2.1.1.1. Frequency Definitions:

Frequency	Frq. Acron.	Type
As required	AR	Non-Routine
Twice Weekly	TW	Regular
Every 3rd month	E3M	Quarterly
Every 6th month	E6M	Semi-Annually
Monthly	M	Routine
Weekly	W	Routine
Yearly	Y	Annually

2.1.1.2. Activities

Regular
Twice Weekly (TW)
Vacuum/clean entire floor area and stairways.
Dust all horizontal surfaces, counter tops and furniture, picture frames, cabinets, fixtures, window sills, ledges, etc.



Empty and clean all exterior/perimeter entrance ashtrays where applicable.
Clean both sides of entrance door glass and side lights.
Empty all waste baskets and place waste in containers ready for burning or disposal. Dispose of garbage as per the RCMP Site Authority or desingnate's directions.
Wash and disinfect washrooms to ensure sanitary conditions. Including toilet seats (both sides), bowls, urinals, wash basins, all flush tanks, dispensers, mirrors, shelves, high ledges and all exposed piping and plumbing fixtures, floors etc.
Remove waste paper from washrooms. Empty, wash and disinfect sani-cans in washrooms. Replace sani-bags.
Ensure adequate supplies exist in washrooms. Replenish paper towels, toilet tissue and soap.
Sweep and damp mop all vinyl flooring.
Vacuum all carpet, spot clean as necessary, remove salt stains from all walkway mats.
Keep mirrors throughout the building clean and polished.
Clean and polish all interior and exterior ornamental metal.
Damp mop and/or polish public lobbies and entrance hallways and heavy traffic areas.
Routine
Weekly (W)
Wash and disinfect refuse receptacles in washrooms.
Vacuum upholstered furniture and freestanding screens, clean/polish all leather, vinyl and leatherette upholstered furniture.
Monthly (M)
Dust Venetian blinds.
Hose down garage and secure bay floors and other concrete floors.
Wash all finger marks and smudges from walls, doors, partitions, ledges and framework.
Wash all glass partitions, draft deflectors and cabinet glass.
Non-Routine
As Required (AR)
Unclog and clean toilets and drains immediately, providing no plumbing work is required. Notify the Site Authority or Site Authority's designate if plumbing work is necessary.
Replace burnt out light bulbs, fluorescent tubes and starters. Dry wipe tubes, bulbs and shielding when making replacements.
Remove, clean and replace mats.
Ensure that steps, entrances and sidewalks to the building are clear of snow and ice, and apply sand/ice melt as required (in a ?? ft radius from entrance ways – See Annex “A” - Section 2.3.2, Weather.)
Keep the main and service entrances clear of debris, i.e. paper, carton, refuse cans, slush, sand etc. in order to maintain a clean and tidy appearance at all



times.
Clean/remove spider webs from exterior light fixtures and above doorways.
Secured areas such as the exhibit rooms and file storage areas are included in this contract, but are to be cleaned only as required basis, and only under the escort of the Site Authority or Site Authority's designate.
Cell area is to be cleaned and disinfected – as instructed by the Site Authority or Site Authority's designate. See attached Appendix A-1 Standard Operating Procedure (SOP) – Cleaning of RCMP Cellblocks and Detention Areas.
Sweep out and clean floor in vehicle bays
Quarterly
Every 3rd Month (E3M)
Remove all furnace filters and clean in accordance with manufacturer's Instructions and replace.
Wash door grilles, air intake grilles, air diffusers and metal work.
Semi-Annually
Every 6th Month (E6M)
Strip and wax all vinyl floors, remove gum and other foreign residue.
Wash washroom walls.
Dust and polish all wood paneling, walls and partitions.
Wash both sides of all exterior windows, including draft deflectors, skylights and ceiling lights under them, sash window framing, storm sash and screens, leaving all surfaces dry and free of streak marks.
Clean all exterior light fixtures as required (minimum twice per year).
Annually
Yearly (Y)
Clean all light fixtures. Include incandescent fixtures and bulbs and washing outside and inside of fluorescent covers and tubes.
Clean, wash, etc., window coverings, i.e. venetian blinds or draperies.
Wash all walls, ceilings, partitions and woodwork.
Steam clean or shampoo all carpets using water extractor type machine. All labour, equipment and materials for this work to be supplied by contractor.
Remove humidifier plates, drum type and other humidifier evaporator material, and associated parts, clean and replace all material.

2.1.1.3. Special Occurrences

The contractor shall promptly report to the Site Authority or Site Authority's designate and record in the Janitorial Services Activity Log book provided by the Site Authority or Site Authority's designate (See Annex E for a sample of a Janitorial Services Activity Log page):

- every instance involving hazardous materials, situations or occurrences;



- water and/or fire related instances, including those of a minor nature;
- any and all damage or injury to property and/or people; and
- any other instances that are or could potentially become a liability to the RCMP or which may require follow up and/or action by the RCMP.

2.2. Specifications and Standards

2.2.1. Materials and Equipment

2.2.1.1. The **Contractor** is responsible to provide all cleaning products and disinfectants, all tools, equipment and equipment consumables including but not limited to mops, pails, pressure washer, floor scrubbing machine and vacuum cleaners unless otherwise stipulated.

2.2.1.2. The **Contractor** is responsible to provide all the following consumables:

- Hand Soap
- Garbage bags
- Paper towels
- Bio-hazard, leak-proof containers
- Sani-bags
- Toilet tissue
- Protective Clothing/Equipment

2.2.1.3. Sample Consumables and Estimated Usages (Quantities are estimated usages only and are subject to change):

- Toilet Tissue Dispenser(s) (Brand Names): Generic
 - (Style & Size): 2 ply/425 sheets per roll
 - (Approx. Usage/Month): thirty-six (36) rolls
- Paper Towel Dispenser(s) (Brand Names): Frost
 - (Style & Size): 8.5" – papertowel – 100/pkg
 - (Approx. Usage/Month): nine (9) packages
- Hand Soap Dispenser(s) (Brand Names): Gojo
 - (Style & Size): Liquid soap - standard size
 - (Approx. Usage/Month): one (1) bottle

2.2.1.4. Materials to be supplied by the RCMP that the Contractor may need to perform activities listed in 2.1.1.2. are:

- Furnance filters
- Light bulbs
- Rubber matting
- Sand/ice melt

2.2.1.5. Total number of personnel at the detachment is 9.

2.2.1.6. All cleaning products used will have reduced levels of hazardous materials as well as be free of ammonia, floor cleaner to be pH balanced unless otherwise specified and wherever possible cleaning products should be purchased in concentrated



form or in returnable packages to reduce waste. Look for the EcoLogo Program or Green Seal.

- 2.2.1.7. Paper and plastic products should contain post-consumer recycled paper or plastic. Look for the EcoLogo Program or Green Seal.
- 2.2.1.8. Cleaning products and paper products must be no-scent or low-scent products.
- 2.2.1.9. It is incumbent upon the Contractor to follow best industry practices and to use products and processes which ensure no cross-contamination between cells/detention areas, Member/guard/matron or public washrooms, food preparation and kitchen areas.
- 2.2.1.10. The Contractor shall ensure that all products used in the work place are classified and labeled according to the Workplace Hazardous Materials Information Systems (WHMIS) legislation.

2.3. Technical, Operational and Organizational Environment

2.3.1. Hours of Work (Work Schedule)

Cleaning will be required **2 times per week**. Work Schedule of the cleaning staff are to be determined by the Contractor and the Royal Canadian Mounted Police (RCMP) Site Authority upon contract award.

“AS Required” activities are to be performed during the Contractor’s or Contractor’s personnels’ normal work schedule.

2.3.2. Weather

Inclement weather conditions and other circumstances will at times necessitate additional cleaning of entry ways and high traffic areas inside and/or outside the building as per Annex A. The Contractor must comply without additional cost, when performance is required during normal working hours.

2.3.3. Floor Coverings

There will be no adjustment to the contract amount where the existing floor covering is converted to another type during the term of the Contract.

2.4. Method and Source of Acceptance

All cleaning shall be performed to the satisfaction of the RCMP Site Authority or their designated representative and will be inspected at least once a month during this contract. RCMP will have the right to reject any work that is not in accordance with the requirements of the Contract and require its correction at the Contractor's expense.



2.5. Reporting Requirements

Within 30 days of contract award, the contractor in consultation with the RCMP Site Authority, will determine a schedule in which the work will be done. The schedule is to be signed off by both the contractor and the RCMP Site Authority or designate. The schedule will be adhered to and will be part of the performance measures. A copy of the schedule is to be provided to the Technical Authority by the RCMP Site Authority or designate within a day or two of it being signed.

An activity log will be maintained at the site by the contractor in which the contractor shall record, date and initial all the completed scheduled/periodic work performed. The log shall be provided to the RCMP Site Authority or designate on a monthly basis. The RCMP Site Authority or designate will review, make any notes, sign off on the activity log, communicate any issues to the Contractor, and keep a copy for their file. A copy of the signed activity log must be provided to the Technical Authority for their files within a day or two of it being signed.

Refer to Annex E for a sample of the activity log.

2.6. Project Management Control Procedures

The RCMP Site Authority will:

- Ensure the Work is being performed in accordance with the contract and within forty-eight (48) hours convey any issues to the Contractor;
- Review against the schedule, validate the work that was completed by reviewing, noting any issues/discrepancies and sign off on the activity log on a monthly basis;
- Record any communication with the contractor using the communication log (see Annex F) or by email that contains the same information as found on the Communication Log; and
- Provide the Technical Authority with a copy of the work schedule, monthly logs, and copies of any communication between the Contractor and themselves or their designate.

3. ADDITIONAL INFORMATION

3.1. Canada's Obligations

The RCMP will provide the contractor the following:

- Access to the detachment
- Utility room/janitorial closet for supplies and equipment
- Any consumables identified in 2.2.1.2 (modify number as required)
- Notification of any issues within forty-eight (48) hours of incident/issue



3.2. Contractor's Obligations

The Contractor must:

- Keep utility room/janitorial closet clean and free of debris at all times and serviced as per the corresponding area in the building.
- All equipment and materials to be stored neatly strictly adhering to all fire prevention practices.
- Provide any tools, equipment and consumables identified in 2.2.1.1. and 2.2.1.2.
- Create a schedule within 30 days of contract award that must be agreed upon and signed by both parties.
- Maintain a log that records and dates all completed scheduled/periodic work performed as well as any instance identified in 2.1.1.3.
- Maintain a binder on site with up-to-date Material Safety Data Sheets (MSDS) for all products and materials used in the work site (when available from manufacturer).
- Notify RCMP Site Authority in advance by at least 5 days if looking to make a change to the agreed upon schedule, if circumstances allow.
- Ensure there is personnel to cover holidays, sick leave, or any unexpected absences. **Notification** of a minimum of 72 hours for holidays, schedule appointments, or extended sick leave.
- **Follow** best industry practices and to use products and processes which **ensure no cross-contamination** between cells/detention areas, Member/guard/matron or public washrooms, and food preparation and kitchen areas.
- Perform the work in compliance with the Canada Labour code – part II, and/or relevant provincial occupational health and safety act and regulations, the national fire code, and applicable municipal regulations.
- Ensure all safety measures respecting personnel and fire hazards recommended by the National and Provincial codes and/or prescribed by the authorities having jurisdiction, shall be observed at all times.

3.3. Location of Work, Work site and Delivery Point

RCMP Three Hills Detachment
719 – 2nd Street
Three Hills, AB T0M 2A0

4. PROJECT SCHEDULE

4.1. Schedule and Estimated Level of Effort (Work Breakdown Structure)

Refer to Section 2.1.1.2.



5. APPLICABLE DOCUMENTS AND GLOSSARY

5.1. Applicable Documents

5.1.1. References

The references listed below are the standards, rules, guidelines and regulations that the Contractor and the Contractor's personnel must adhere to while performing the duties of this contract.

- 5.1.1.1. Procedures for Liaison with Private Contractors - Jurisdiction
Treasury Board of Canada Secretariat
<http://www.tbs-sct.gc.ca/pol/doc-eng.aspx?id=12563§ion=text>
- 5.1.1.2. Alberta Occupational Health and Safety Act
Section 2(2) Obligations of employers, workers, etc.
http://www.qp.alberta.ca/1266.cfm?page=O02.cfm&leg_type=Acts&isbncln=0779749200
- 5.1.1.3. Canadian Centre for Occupational Health and Safety (CCOHS)
Canada's National Occupational Health & Safety Resource -Sanitation and Infection Control for Cleaning staff
http://www.ccohs.ca/oshanswers/hsprograms/cleaning_staff.html
- 5.1.1.4. Public Health Agency of Canada
Infection Control Guidelines - Hand Washing, Cleaning, Disinfection and Sterilization in Health Care
<http://www.phac-aspc.gc.ca/publicat/ccdr-rmtc/98pdf/cdr24s8e.pdf>
- 5.1.1.5. Public Health Agency of Canada
Canadian Immunization Guide
<https://www.canada.ca/en/public-health/services/canadian-immunization-guide.html>

5.2. Relevant Terms, Acronyms and Glossaries

RCMP – Royal Canadian Mounted Police

Cleaning Products – are chemical products used for the purpose of cleaning.

Environmentally preferable goods and services are those which have a reduced negative effect on human health and the environment over their full life cycle when compared with competing products or services. They make efficient use of raw materials, energy and water; generate a minimum of waste; and/or minimize the release of harmful substances into the environment during their production or use. Environmentally preferable goods may also have one or more of the following characteristics; reduced packaging, reduced maintenance requirements and ease of re-use, refurbishment, re-manufacture or recycling at end of life.



APPENDIX A-1 RCMP Cellblocks and Detention Areas Cleaning Services Standard Operating Procedure (SOP)

1. Purpose

To maintain the cleanliness of RCMP Cellblocks and Detention Areas using appropriate cleaning procedures, supplies and equipment while ensuring a safe environment for the Contractor and Contractor's personnel, the RCMP, visitors, and persons in custody.

2. Background and Specific Scope of the Requirement

This SOP is intended to provide general guidelines for cleaning. The Detachment Commander may be required to modify procedures to meet the level of cleaning services deemed necessary for their unit.

Contractor and/or Contractor's personnel engaged in cleaning of cellblocks and detention areas must be aware of the potential for contact with infectious diseases and follow safe cleaning procedures as required.

Contractor and/or Contractor's personnel working in detention areas should be aware that appropriate immunization for vaccine-preventable disease to reduce the risk of exposure to communicable diseases is available and should be obtained. For more information on immunization, consult the "Canadian Immunization Guide".

3. Safeguards

All Contractor's personnel performing service on this contract must:

a. General

- i. Wear personal protective equipment and clothing as directed by the Contractor.
- ii. Know the potential hazards and safe handling practices for all cleaning and disinfecting products and equipment in use.
- iii. Follow procedures and safe work practices.
- iv. Use cleaning products according to the manufacturer's recommendation to ensure proper and safe application.
- v. Consider all biological waste as infectious.

b. Feces and Bodily Fluids

- i. Contractor to ensure Contractor's personnel be properly trained to handle contact with feces and bodily fluids to ensure they understand potential hazards, take necessary precautions, and use proper supplies for clean-up.
- ii. Wear appropriate personal protective equipment for the situation, such as gloves, face shield, safety boots or protective shoe covers, and gown or apron as provided by the Contractor.



4. Routine Cleaning

The RCMP Site Authority or Designate will determine the frequency and methods of cleaning and disinfecting according to: type of surfaces or areas to be cleaned; amount of soiling; number of people and degree of activity in the area; and risk to employees, visitors, Contractor and/or Contractor's personnel and persons in custody.

- a. Keep all cells, secure interview rooms, prisoner/visitor rooms, patrol corridor, breath test analysis and telephone access rooms, washrooms and other holding areas and guardroom counter free of garbage and debris.
- b. Check and dispose of feminine napkins in biohazard containers mounted in the cellblock daily or as necessary.
- c. Remove, as per schedule, visible dust and dirt from cells, secure interview rooms, prisoner/visitor rooms, breath test analysis and telephone access rooms, washrooms, patrol corridor, other holding areas and guardroom counter using appropriate equipment and detergent and use a brush, sponge or mop to remove stains. Routinely sanitize all areas using appropriate disinfectant and dedicated cleaning equipment.
- d. Clean and sanitize bunks and mattresses as required (and after each use when practicable) with appropriate products and recommended procedures.
- e. Clean floor drain grills and vent grills to keep them clear.
- f. Clean/wipe all camera covers (plexiglass), where they exist.
- g. Report all spills, accidents, incidents, etc. to your on-site supervisor or the RCMP Site Authority or Designate, as applicable and record in you log book.

5. Cleaning of Feces and Bodily Fluids

- a. Site Authority will restrict access to area.
- b. Put on the appropriate personal protective equipment for the situation.
- c. Collect clothes, linen and material soiled with feces and bodily fluids with minimum agitation and put in appropriate sealed, labeled bio-hazard, leak proof container provided by the Contractor.
- d. Remove feces and bodily fluids with disposable towels before disinfecting.
- e. Wash thoroughly and then sanitize area, including bunks and mattresses with appropriate equipment and solution and allow to dry.
- f. Dispose of all contaminated articles as per municipal or provincial disposal regulation/protocols and use disposal equipment or if reusable, decontaminate equipment used for clean-up, such as buckets and mops.
- g. Remove protective equipment before leaving the location of the spill and wash hands thoroughly with warm water and soap, after removing gloves.
- h. Shower and change as soon as possible if clothing was contaminated and dispose of clothes accordingly.



**ANNEX “B”
BASIS OF PAYMENT**

Bidder’s Pricing:

- Prices are firm.
- Prices are to include the complete cost of performing the work under this contract.
- Firm Prices are in Canadian Dollars.
- Prices do not include GST, however GST will be added as a separate item, if applicable, on any invoice issued as a result of a Contract.

Please Note:

Annex “B” MUST be completed in its entirety or the tender/bid will be considered non-responsive and will not be evaluated.

Item	Description	Rate	Term	Price
1	Janitorial Services – Initial 2 year term Inclusive rate per month, excluding GST	\$ _____/month	X 24 months=	\$ _____
2	Janitorial Services – 1 st one (1) year option period Inclusive rate per month, excluding GST	\$ _____/month	X 12 months=	\$ _____
3	Janitorial Services – 2 nd one (1) year option period Inclusive rate per month, excluding GST	\$ _____/month	X 12 months=	\$ _____
Total Price of Bid (including options):				\$ _____



ANNEX "C" CERTIFICATIONS PRECEDENT TO CONTRACT AWARD

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 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.

Certification

The Bidder certifies that the information submitted by the Bidder in response to the above requirements is accurate and complete.



ANNEX "D" INSURANCE REQUIREMENTS

COMMERCIAL GENERAL LIABILITY INSURANCE REQUIREMENTS

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



- m. Sudden and Accidental Pollution Liability (minimum 120 hours): To protect the Contractor for liabilities arising from damages caused by accidental pollution incidents.
- n. 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.

Send to:

Senior General Counsel,
Civil Litigation Section,
Department of Justice
234 Wellington Street, East Tower
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 “E”
Janitorial Services Activity Log Sample

JANITORIAL SERVICES
ACTIVITY LOG

MONTH/YEAR

DESCRIPTION	FRQY	INITIAL	MON	INITIAL	TUES	INITIAL	WED	INITIAL	THURS	INITIAL	FRI	NOTES
Regular												
Vacuum/clean entire floor area and stairways.	TW											
Dust all horizontal surfaces, counter tops and furniture, picture frames, cabinets, fixtures, window sills, ledges, etc.	TW											
Empty and clean all exterior/perimeter entrance ashtrays where	TW											
Clean both sides of entrance door glass and side lights.	TW											
Empty all waste baskets and place waste in containers ready for burning or disposal. Dispose of garbage as per the RCMP Site Authority or designate's directions.	TW											
Wash and disinfect washrooms to ensure sanitary conditions. Including toilet seats (both sides), bowls, urinals, wash basins, all flush tanks, dispensers, mirrors, shelves, high ledges and all exposed piping and plumbing fixtures, floors etc.	TW											
Remove waste paper from washrooms. Empty, wash and disinfect sanicans in washrooms. Replace sani-bags.	TW											
Ensure adequate supplies exist in washrooms. Replenish paper towels, toilet tissue and soap.	TW											
Sweep and damp mop all vinyl flooring.	TW											
Vacuum all carpet, spot clean as necessary, remove salt stains from all walkway mats.	TW											
Keep mirrors throughout the building clean and polished.	TW											
Clean and polish all interior and exterior ornamental metal.	TW											
Damp mop and/or polish public lobbies and entrance hallways and heavy traffic areas.	TW											

 RCMP Site Authority (Print Name)

 RCMP Site Authority Signature

 Date



JANITORIAL SERVICES
ACTIVITY LOG

MONTH/YEAR

DESCRIPTION	FRQY	INITIAL	DAT	INITIAL	DATE	INITIAL	DAT	INITIAL	DATE	INITIAL	DATE	NOTES
Routine & Non-Routine												
Wash and disinfect refuse receptacles in washrooms.	W											
Vacuum upholstered furniture and freestanding screens, clean/polish all leather, vinyl and leatherette upholstered furniture.	W											
Dust Venetian blinds.	M											
Hose down garage and secure bay floors and other concrete floors.	M											
Wash all finger marks and smudges from walls, doors, partitions, ledges and framework.	M											
Wash all glass partitions, draft deflectors and cabinet glass.	M											
Unclog and clean toilets and drains immediately, providing no plumbing work is required. Notify the Site Authority or Site Authority's designate if plumbing work is necessary.	AR											
Replace burnt out light bulbs, fluorescent tubes and starters. Dry wipe tubes, bulbs and shielding when making replacements.	AR											
Remove, clean and replace mats.	AR											
Ensure that steps, entrances and sidewalks to the building are clear of snow and ice, and apply sand/ice melt as required (in a 5 ft radius from entrance ways – See Annex "A" - Section 2.3.2, Weather.)	AR											
Keep the main and service entrances clear of debris, i.e. paper, carton, refuse cans, slush, sand etc. in order to maintain a clean and tidy appearance at all times.	AR											
Clean/remove spider webs from exterior light fixtures and above	AR											
Secured areas such as the exhibit rooms and file storage areas are included in this contract, but are to be cleaned only as required basis, and only under the escort of the Site Authority or Site Authority's	AR											
Cell area is to be cleaned and disinfected – as instructed by the Site Authority or Site Authority's designate. See attached Appendix A-1 Standard Operating Procedure (SOP) – Cleaning of RCMP Cellblocks and Detention Areas.	AR											
Sweep out and clean floor in vehicle bays	AR											

RCMP Site Authority (Print Name)

RCMP Site Authority Signature

Date



JANITORIAL SERVICES
ACTIVITY LOG

MONTH/YEAR

DESCRIPTION	FRQY	INITIAL	DAT	INITIAL	DATE	INITIAL	DAT	INITIAL	DATE	INITIAL	DATE	NOTES
Quarterly, Semi-Annually, Annually												
Remove all furnace filters and clean in accordance with manufacturer's instructions and replace.	E3M											
Wash door grilles, air intake grilles, air diffusers and metal work.	E3M											
Strip and wax all vinyl floors, remove gum and other foreign residue.	E6M											
Wash washroom walls.	E6M											
Dust and polish all wood paneling, walls and partitions.	E6M											
Wash both sides of all exterior windows, including draft deflectors, skylights and ceiling lights under them, sash window framing, storm sash and screens, leaving all surfaces dry and free of streak marks.	E6M											
Clean all exterior light fixtures as required (minimum twice per year).	E6M											
Clean all light fixtures. Include incandescent fixtures and bulbs and washing outside and inside of fluorescent covers and tubes.	Y											
Clean, wash, etc., window coverings, i.e. venetian blinds or draperies.	Y											
Wash all walls, ceilings, partitions and woodwork.	Y											
Steam clean or shampoo all carpets using water extractor type machine. All labour, equipment and materials for this work to be supplied by	Y											
Remove humidifier plates, drum type and other humidifier evaporator material, and associated parts, clean and replace all material.	Y											

RCMP Site Authority (Print Name)

RCMP Site Authority Signature

Date



**JANITORIAL SERVICES
ACTIVITY LOG**

MONTH/YEAR

SPECIAL OCCURENCES			
DESCRIPTION	DATE	LOCATION	REPORTED TO

RCMP Site Authority (Print Name)

RCMP Site Authority Signature

Date



Annex "F" Communication Log



ROYAL CANADIAN MOUNTED POLICE • GENDARMERIE ROYALE DU CANADA

COMMUNICATION LOG

Contractor	Contract Number	Date

Work Location	RCMP Site Authority/Designate

Summary of Occurrence/Observation/Incident

Summary of Discussion of Occurrence/Observation/Incident with Contractor

Resolution/Agreement

Contractor (Print Name and Sign)	Date	RCMP Site Authority (Print Name and Sign)	Date



ANNEX "G"
SECURITY REQUIREMENTS CHECKLIST

See attachment document "M5000-18-02167 SRCL".



Annex "H"
List of Names for Integrity Verification Form

See attached document "List of Names for Integrity Verification Form".



Annex "I"
CHECKLIST FOR BID SUBMISSION

Bids must be submitted only to RCMP Bid Receiving Unit by the date, time and place indicated on page 1 of the bid solicitation and below:

Ensure that the Bidder's Individual or Company name, return address, *the bid solicitation number, and bid solicitation closing date and time* are clearly visible on all envelope(s), or parcel(s), containing the bid documents.

Bid Receiving
Royal Canadian Mounted Police (RCMP)
Procurement & Contracting Services
Bid Receiving Unit,
5th Floor, 10065 Jasper Avenue NW
Edmonton, AB T5J 3B1

OR

Fax: 780-454-4523

Ensure the following pages are completed in full and attached:

- Front Page of Invitation to Tender document – signed & dated
- Annex "B" Basis of Payment

The following documents can be submitted with the bid or submitted after upon request from the Contracting Authority:

- Front Page of Amendment document(s) (if applicable) – signed & dated
- Insurance – Proof of Availability Prior to Contract Award – Insurance Letter or copy of current Insurance Certificate
- Annex "C" Certifications
- Annex "H" List of Names for Integrity Verification Form

NOTE: Ensure you include all costs of doing business in your bid price in Annex B.

(*Including insurance requirements – Annex "D")