



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

Parks Canada Agency Bid Receiving Unit
National Contracting Services
111 Water Street East
Cornwall, ON K6H 6S2

Bid Fax: (877) 558-5349

REQUEST FOR QUOTATION

DEMANDE DE PRIX

Quotation to: Parks Canada Agency

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 or attached hereto, the goods, services and construction listed herein or on any attached sheets at the price(s) set out therefor.

Prix à : l'Agence Parcs 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 travaux de construction énumérés ici et sur toute feuille ci-annexée, au(x) prix indiqué(s).

Comments - Commentaires :

Issuing Office - Bureau de distribution :

Parks Canada Agency
National Contracting Services
111 Water Street East
Cornwall, ON K6H 6S2

Title - Sujet : Janitorial Services - Kouchibouguac National Park of Canada	
Solicitation No. - N° de l'invitation : 5P300-19-0052\A	Date : May 8, 2019
Client Reference No. - N° de référence du client : n/a	
GETS Reference No. N° de référence du SEAG : PW-19-00874219	

Solicitation Closes - L'invitation prend fin : At - à : 2 :00 pm On - le : June 18, 2019	Time Zone - Fuseau horaire EDT - HAE
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F.O.B. - F.A.B. :
Plant - Usine : **Destination :** **Other - Autre :**

Address Enquiries to - Adresser toutes demande de renseignements à :
Michel Marleau

Telephone No. - N° de téléphone : (613) 938-5822	Fax No. -N° de télécopieur : ____-____-____	Email Address – Courriel : michel.marleau@canada.ca
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Destination of Goods, Services, and Construction - Destination des biens, services et travaux de construction :
Insert destination

TO BE COMPLETED BY THE BIDDER - À REMPLIR PAR LE SOUMISSIONNAIRE

Vendor/ Firm Name - Nom du fournisseur/de l'entrepreneur :	
Address - Adresse :	
Telephone No. - N° de téléphone :	Fax No. - N° de télécopieur :
Name of person authorized to sign on behalf of the Vendor/ Firm (type or print) - Nom de la personne autorisée à signer au nom du fournisseur/de l'entrepreneur (taper ou écrire en caractères d'imprimerie) :	
Signature :	Date :

IMPORTANT NOTICE TO BIDDERS

Direct Deposit

The Government of Canada has replaced cheques with direct deposit payment(s), an electronic transfer of funds deposited directly into a bank account. New vendors who are awarded a contract will be required to complete a Direct Deposit enrolment form in order to register their direct deposit information with Parks Canada to receive payment.

Additional information on this Government of Canada initiative is available at:
<http://www.directdeposit.gc.ca>

Security Requirements

This document contains a security requirement. For further instructions consult Part 1 – General Information clause 1.1, Security Requirements, and Part 6 – Resulting Contract Clauses clause 6.1, Security Requirements.

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PART 1 – GENERAL INFORMATION

1.1 Security Requirements

New personnel security clearance requests will require mandatory fingerprints to initiate the criminal record check. The validity of an existing personnel security clearance issued by the Government of Canada is not affected by the change in the criminal record check process. Applicants who require a personnel security clearance are responsible for all costs associated with fingerprinting.

1.1.1 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 sites 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;

1.2 Statement of Work

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

1.3 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 the reception area of the Administration Building at the park entrance, 186. Rte 177, Kouchibouguac National Park, New Brunswick E4X 2P1 on May 13, 2019 The site visit will begin at 1 pm ADT .**

Bidders are requested to communicate with the Contracting Authority **no later than May 10, 2019 at 1 pm ADT** 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.

1.4 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.

1.5 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 Parks Canada Agency Bid Receiving Unit by the date, time and place indicated on page 1 of the bid solicitation.

2.3 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.

2.4 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

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

Section I: Financial Bid

Section II: Certifications

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://www.tbs-sct.gc.ca/pol/doc-eng.aspx?id=32573) (<https://www.tbs-sct.gc.ca/pol/doc-eng.aspx?id=32573>). To assist Canada in reaching its objectives, Bidders should:

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

Section I: Financial Bid

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

3.1.1 Exchange Rate Fluctuation

SACC *Manual* clause [C3011T](#) (2013-11-06), Exchange Rate Fluctuation

Section II: Certifications

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

PART 4 – EVALUATION PROCEDURES AND BASIS OF SELECTION

4.1 Evaluation Procedures

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

4.1.1 Financial Evaluation

SACC Manual clause A0220T (2014-06-26)

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

4.2 Basis of Selection (A0069T)

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 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](http://www.tpsgc-pwgsc.gc.ca/ci-if/declaration-eng.html) website (<http://www.tpsgc-pwgsc.gc.ca/ci-if/declaration-eng.html>), to be given further consideration in the procurement process.

5.2 Certifications Precedent to Contract Award and Additional Information

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

5.2.1 Former Public Servant

Contracts awarded to former public servants (FPS) in receipt of a pension or of a lump sum payment must bear the closest public scrutiny, and reflect fairness in the spending of public funds. In order to comply with Treasury Board policies and directives on contracts awarded to FPSs, bidders must provide the information required at Annex D to Part 5 of the Bid Solicitation before contract award.

5.2.2 Integrity Provisions – Required Documentation

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

The Bidder, regardless of their status under the [Ineligibility and Suspension Policy](#), must submit a list of names prior to award of a contract. Bidders must provide the information requested at Annex E to Part 5 of the Bid Solicitation.

5.2.3 Federal Contractors Program for Employment Equity – Bid Certification

By submitting a bid, the Bidder certifies that the Bidder, and any of the Bidder's members if the Bidder is a Joint Venture, is not named on the Federal Contractors Program (FCP) for employment equity "FCP Limited Eligibility to Bid" list available at the bottom of the page of the [Employment and Social Development Canada \(ESDC\) - Labour's](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.

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 The following security requirements apply to and form part of the Contract.

6.1.1.1 The Contractor/Offeror's personnel as well as his subcontractors that require access to unescorted work site(s), assets or sensitive information must EACH hold a valid RELIABILITY STATUS, granted or approved by Parks Canada Agency Security Directorate (PCASD).

6.1.1.2 The Contractor/Offeror's personnel as well as his subcontractors MUST NOT remove any PCA information or assets from the identified work site(s) without consent from a PCA employee, and he must ensure that his personnel are made aware of and comply with this restriction.

6.1.1.3 All screening requests for contractors must be sent to pc.securite-security.pc@canada.ca

6.2 Statement of Work

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

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.

6.3.1 General Conditions

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

All reference to the Minister of Public Works and Government Services Canada shall be deleted and replaced with the Minister of the Environment for the purposes of the Parks Canada Agency. All reference to the Department of Public Works and Government Services Canada shall be deleted and replaced with the Parks Canada Agency.

6.4 Term of Contract

6.4.1 Period of the Contract

The Work is to be performed during the period of July 2, 2019 to April 30, 2020.

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

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

6.5 Authorities

6.5.1 Contracting Authority

The Contracting Authority for the Contract is:

Michel Marleau
Contracting Officer
Parks Canada Agency
National Contracting Services
Chief Financial Officer Directorate
111 Water Street East
Cornwall ON K6H 6S2

Telephone: (613) 938-5822
E-mail address: Michel.Marleau@canada.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:

*** to be provided at contract award ***

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

The Contractor's Representative for the Contract is:

Representative's Name:		
Title:		
Vendor/ Firm Name:		
Address:		
City:	Province / Territory:	Postal Code / ZIP Code:
Telephone:	Facsimile:	
Email Address:		
Procurement Business Number (PBN) or Goods and Services Tax (GST) Number:		

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– Firm Unit Price

In consideration of the Contractor satisfactorily completing all of its obligations under the Contract, the Contractor will be paid firm unit prices as specified in Annex B for a cost of \$ _____ (to be inserted at contract award). Customs duties are included and Applicable Taxes are extra.

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

Canada will pay the Contractor on a monthly basis for work performed during the month covered by the invoice in accordance with the payment provisions of the Contract if:

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

6.8 Invoicing Instructions

1. The Contractor must submit invoices in accordance with the section entitled "Invoice Submission" of the general conditions. Invoices cannot be submitted until all work identified in the invoice is completed.
2. Invoices must be distributed as follows:
 - a. The original and one (1) copy must be forwarded to the address shown on page 1 of the Contract for certification and payment.

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 general conditions - 2010C (2018-06-21), General Conditions – Services (Medium Complexity);
- (c) Annex A, Statement of Work;
- (d) Annex B, Basis of Payment;
- (e) Annex C, Attestation and Proof of Compliance with Occupational Health and Safety (OHS);
- (f) Annex F, Commercial general liability insurance
- (g) the Contractor's bid dated _____ ***** to be inserted at contract award *****.

6.12 Government Site Regulations – A9068C

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

6.13 Insurance Requirements – Specific Requirements

The Contractor must comply with the insurance requirements specified in Annex F. 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.

6.14 Inspection and Acceptance

The Project Authority is the Inspection Authority. All reports, deliverable items, documents, goods and all services rendered under the Contract are subject to inspection by the Inspection Authority or representative. Should any report, document, good or service not be in accordance with the requirements of the Statement of Work and to the satisfaction of the Inspection Authority, as submitted, the Inspection Authority will have the right to reject it or require its correction at the sole expense of the Contractor before recommending payment.

ANNEX “A”

STATEMENT OF WORK

Janitorial Services Kouchibouguac National Park of Canada

South Kouchibouguac Campground Service Buildings Administration-Visitor Centre Building

SECTION 1 – GENERAL INFORMATION

1. WORK LOCATION

- 1.1 The list of cleaning locations are described hereto and form part of this specification:
- 1.1.1 Administration Building
 - 1.1.2 Visitor Reception Center
 - 1.1.3 South Kouchibouguac Campground Kiosk
 - 1.1.4 South Kouchibouguac Trailer Dumping Station
 - 1.1.5 South Kouchibouguac Service Building A
 - 1.1.6 South Kouchibouguac Service Building B
 - 1.1.7 South Kouchibouguac Service Building C
 - 1.1.8 South Kouchibouguac Service Building D
 - 1.1.9 South Kouchibouguac Service Building F
 - 1.1.10 South Kouchibouguac Service Building E

2. CONDITIONS

- 2.1 “Project Authority” means the Superintendent of Kouchibouguac National Park within Parks Canada’s New Brunswick North Field Unit or any person authorized to act in that behalf.

3. SCOPE OF WORK

- 3.1 The Contractor shall supply all labour, material, equipment, tools and supplies necessary to carry out the Janitorial Services for all facilities as shown on the CLEANING SCHEDULE (Section 3), and as otherwise described in this statement of work.
- 3.2 Janitorial services may not be required at the Service Buildings and Kitchen Shelters if undergoing construction. Increase services at the buildings opened to the public will be required to account for increased usage.

4. CLEANING / POLICING

- 4.1 Cleaning means the performance of all the cleaning and/or janitorial functions set out in this statement of work or otherwise required to properly maintain a high standard of clean and sanitary conditions. All work shall be performed in accordance with the best practices of the trade.
- 4.2 The Contractor may close individual public washrooms for a reasonable amount of time for cleaning. This shall be done by posting signs on the exterior doors which state “Closed for Cleaning”. These signs shall be bilingual and shall be produced at the Contractor’s expense. These signs shall meet park standards in terms of design and appearance.
- 4.3 Policing means the picking up of litter or debris, spot washing, unplugging toilets, replenishing toilet tissue (evenings) or other supplies and generally inspecting a facility for cleanliness.

5. SCHEDULE OF OPERATIONS

- 5.1 The Contractor shall comply with the attached CLEANING SCHEDULE, which specifies the major work to be executed at specific times. All cleaning operations shall be performed within the hours specified for each facility. The Contractor shall not deviate from the schedule for any reason without prior approval of the Project Authority.
- 5.2 Policing shall be performed during and/or after the hours specified for cleaning, in the CLEANING SCHEDULE.

6. WORK FORCE

- 6.1 The Contractor will, at the beginning of the contract and at the beginning of each season, identify the names of the employees who will be on site daily to fulfill the obligations of the contract. Employees performing work in the Visitor Reception Center, the Administration building and the South Kouchibouguac Campground Service Buildings must obtain and maintain a Reliability Security Clearance.

It is understood that should any employee not report to work, it is the responsibility of the contractor to immediately replace that employee with another to fulfill the obligations of the contract.

If for any reason the Contractor is unable to replace an employee for a scheduled shift, an amount representing labour, overhead and profit for one-person day of work will be deducted from the monthly invoice for each such occurrence.

- 6.2 The Contractor shall maintain a sufficient number of qualified staff to provide the service as specified herein and at the frequencies set out in the CLEANING SCHEDULE.

Peak Season - June 12 to September 8

South Kouchibouguac Campground

Between 6:30 am and 10:30 am and 12:00 pm and 4:00 pm,

Title – Titre : Janitorial Services - Kouchibouguac National Park of Canada

7 days per week

Administration Building

Between 5:00 pm and 9:00 pm 6 days per week,
Monday through Saturday

Visitor Center

No services needed at this location during this period of time

Supervision

Cleaning supervisor to be on duty a minimum of 40 hours per week. Actual days and hours per day to be scheduled with the Project Authority at the beginning of the season.

Shoulder Season – May 9 to June 11, September 9 to October 28

South Kouchibouguac Campground

Between 8:00 am and 5:00 pm 5 days per week, as per schedule (Saturdays and Sundays must be included within the schedule)

Administration Building

Between 5:00 pm and 9:00 pm 5 days per week,
Monday through Friday

Visitor Center

No services needed at this location during this period of time

Supervision

Cleaning supervisor to be on duty a minimum of 40 hours per week. Actual days and hours to be scheduled with the Project Authority at the beginning of the season.

Off-season – October 29 to May 8

South Kouchibouguac Campground

No services needed at this location during this period of time

Administration Building

Between 5:00 pm and 9:00 pm 3 days per week,
Monday through Friday

Visitor Center

Between 5:00 pm and 9:00 pm 3 days per week,
Monday, Thursday and Friday

Supervision

Cleaning supervisor to be on duty a minimum of 1 shift per week. Cleaning supervisor to be available for communication during regular working hours for the off-season period.

7. UNIFORMS

- 7.1 Personnel employed as cleaners or supervisors for the work of this contract must be dressed in neat and clean uniforms with a name badge. Uniforms must be approved by the Project Authority prior to commencement of the contract.

8. TRAINING

- 8.1 All personnel employed for the work of this contract shall be fully trained by the Contractor in the use of all cleaning materials and equipment. They shall also be trained and comply with WHMIS (Workplace Hazardous Materials Information System). Certificates of WHMIS training are to be provided to Project Authority prior to commencement of work.
- 8.2 At the beginning of each season during the life of this contract, the Contractor shall make their staff available for a Park orientation session which will be presented by park personnel.

9. CONDUCT

- 9.1 The Contractor shall ensure that all staff employed for the work of this contract exercise courtesy at all times in the contacts with park visitors and that all inquiries by visitors concerning the park be referred to park staff in accordance with specific instructions to be discussed at the orientation session (item 8.8.2 above).

10. VEHICLES

- 10.1 The Contractor shall ensure that sufficient vehicles are available at all times to carry out the work in accordance with these specifications. As a minimum each cleaning crew and the cleaning services supervisor shall have a vehicle.
- 10.2 Vehicles shall be maintained in a clean, mechanically sound and properly maintained condition. Vehicles shall also be identified as janitorial services vehicles. Such identification to be approved by the Project Authority.
- 10.3 Vehicles with limited or obstructed rear visibility shall be equipped with a back-up alarm.

11. MATERIALS / EQUIPMENT

- 11.1 The Contractor shall supply all materials and supplies including all cleaning materials, disinfectants, polishes, floor finishes, toilet tissue, paper and hand towels, hand soap, deodorants, sani-bags and germicides necessary and incidental to the satisfactory execution of the work.
- 11.2 All materials and supplies shall be first quality meeting C.G.S.B. specifications and also complying with WHMIS requirements. Additionally, the Contractor shall endeavour to follow the Government of Canada's Policy on Green Procurement. A copy will be made available to the Contractor.
- 11.3 All equipment utilized by the Contractor under this contract including vacuum cleaners, scrub buckets, mops, brooms, etc. shall be Industrial or Commercial grade.

- 11.4 The Contractor shall make available sufficient equipment and supplies at all times. As a minimum scrub buckets, mops, brooms, extra toilet tissue, garbage bags and other basic cleaning supplies shall be stored in each building's janitorial room at all times.
- 11.5 Prior to commencement of the work, the Contractor shall provide for approval by the Project Authority a list intended for use, stating the name and address of the manufacturer. After approval, only those approved materials and supplies will be provided and materials will be used in strict accordance with the manufacturer's directions. No substitutions will be made unless approved in writing by the Project Authority. From time to time, samples from the Contractor's stock of sufficient quantity to permit testing may be required to ensure the Canadian Government requirements are being met. All materials to be used must have safety data sheets supplied and all containers must be labelled in accordance with WHMIS standards.

12. LOG

- 12.1 A log shall be maintained by the Contractor in which shall be recorded the daily work carried out and deficiencies found and reported to the Project Authority. This log shall also identify those cleaning tasks carried out which are not daily routines. This log shall be submitted with the monthly invoices.
- 12.2 A detailed cleaning services report form will be provided by the park and located in each building listed below. This report is to be filled in by the cleaning staff each time that building/area is entered. The report will identify the time in, time out and cleaning tasks completed. A sample of this report is included in these specifications as Appendix "A".

Report Locations: Administration Building, Janitor room
Visitor Reception Center, Janitor room
South Kouchibouguac Campground kiosk
South Kouch., Service Building A Janitor room
South Kouch., Service Building B Janitor room
South Kouch., Service Building C Janitor room
South Kouch., Service Building D Janitor room
South Kouch., Service Building E Janitor room
South Kouch., Service Building F Janitor room

13. INSPECTIONS

- 13.1 Inspections of work under this Contract will be made on a regular basis by a designated park representative who will report on the adequacy of the work. These inspections will be documented on forms as per attached in Appendix "B". The Contractor shall correct any unsatisfactory work immediately upon notification.

14. STORAGE

- 14.1 Storage space of materials, equipment and supplies will be made available to the Contractor in the janitorial rooms identified in 12.12.2 above. Additional central storage may be made available to the Contractor if requested.

15. COMMUNICATION

- 15.1 The Contractor shall provide cell phone communication devices for the cleaning services supervisor. This person shall be the point of communication with the park and shall be available for communication on issues relating to this contract 7 days per week during regular working hours for the complete visitor season, May 9 to October 28, and during regular working hours for the remainder of the year.

16. PERMITS

- 16.1 It shall be the responsibility of the Contractor to purchase all permits and licenses necessary to carry out this contract.

17. REGULATIONS

- 17.1 The Contractor and persons in the employ of the Contractor shall become familiar with and observe at all times regulations in force at the Park.

18. SAFETY

- 18.1 All safety measures respecting personnel and fire hazards recommended by National and Provincial codes and/or prescribed by the authorities having jurisdiction shall be observed at all times.
- 18.2 A Health and Safety Plan shall be developed by the Contractor and submitted to the Project Authority prior to commencing work. This plan shall outline all employee training, operational procedures, emergency procedures and any other measures that will be in place to protect their employees and the public.

19. INVOICING

- 19.1 The Contractor shall submit an invoice on a monthly basis. The invoice (or an attachment thereto) shall show the number of times each unit or work was performed, times the unit cost, shall equal the cost for this item for the period invoiced.

20. DELETIONS / EXTENSIONS

- 20.1 The Contractor shall be notified in writing seven (7) days prior to any deletion or extension to the period of service or any increases or decreases in the frequencies for any item in the CLEANING SCHEDULE.

21. EXCLUDED WORK

- 21.1 The Contractor shall not be responsible for minor repairs or grass cutting, etc., but will be required to report, on Department forms, any defects or unsafe conditions detected during the course of work.

SECTION 2 - CLEANING, POLICING

1. BUILDING INTERIORS

1.1 Floors – Vinyl, Linoleum, Vinyl Asbestos Tile

- 1.1.1 Sweep daily using a dust control method.
- 1.1.2 Damp mop daily using a minimum of clear water to remove dust and superficial stains.
- 1.1.3 Wash weekly using an approved detergent solution in warm water. Spot clean to remove heavy stains and black marks using an approved stripper prior to washing. After washing, spot finish and buff polish entire floor.
- 1.1.4 Refinish monthly with thin coat of approved floor finish after washing.
- 1.1.5 Strip entire floor area twice yearly using an approved stripper removing existing floor finish and/or all other dirt or stains. Rinse with clear water to ensure removal of any residue. Apply one (1) coat of approved sealer and two (2) coats of approved polymer nonslip floor finish.

1.2 Floors – Concrete

- 1.2.1 Sweep daily using an approved dust control compound.
- 1.2.2 Wash weekly with an approved detergent solution and disinfectant in warm water. Spot clean to remove heavy stains and black marks using an approved stripper prior to washing.

1.3 Floors – Terrazzo Ceramic & Mosaic Tile and Slate

- 1.3.1 Damp mop daily ceramic & mosaic tile and slate.
- 1.3.2 Wash weekly with mild solution of approved detergent and disinfectant in warm water.
- 1.3.3 Thorough cleaning in Spring and Fall using approved method and products, to remove dirt and grime from grout and slate.

1.4 Ceilings, Acoustical Tile

- 1.4.1 Vacuum clean all acoustical tile and suspended ceilings every three (3) months.

1.5 Rugs and Carpets

- 1.5.1 Vacuum and spot clean daily. Spots that cannot be removed by normal means shall be reported immediately to the Asset Manager.
- 1.5.2 Vacuum all rugs and carpets weekly using a power nozzle attachment.

1.5.3 Clean carpets and rugs once a year using an approved cleaning machine with simultaneously hot shampoo application and vacuum pickup. Care must be taken not to wet carpets to the extent that shrinkage occurs.

1.6 Drapes

1.6.1 Vacuum clean all drapes every six months.

1.7 Walls and Partitions

1.7.1 Interior walls and partitions to be spot cleaned of finger marks, etc., daily. Ledges, moldings, etc., to be dusted daily.

1.7.2 Baseboards to be dusted daily and shall be kept free of mop streaks, wax accumulation or splash marks.

1.7.3 Ceramic tile walls to be washed monthly, excluding washrooms.

1.8 Counter, Facings and Cabinets

1.8.1 Damp wipe and wipe dry daily to remove dust from cabinets and fingerprints

1.8.2 Wash and polish counter tops weekly.

1.9 Interior Glass

1.9.1 Damp wipe and wipe dry daily to remove dust, fingerprints, smudges and streaks.

1.9.2 Wash and polish every two (2) months.

1.10 Light Fixtures – Interior and Exterior

1.10.1 Check daily and remove dirt, dust and insects.

1.10.2 Wash globes, diffusers and light fixtures every three (3) months.

1.10.3 Report broken or non-operative light fixtures as soon as they are detected.

1.11 Furniture and Furnishings

1.11.1 Cleared office furniture to be dusted on horizontal surfaces daily using a dust control method. Glass topped furniture to be kept free of finger marks and stains.

1.11.2 Exposed vertical surfaces of furniture to be dusted weekly.

1.11.3 Empty shelving to be dusted daily.

Title – Titre : Janitorial Services - Kouchibouguac National Park of Canada

- 1.11.4 Bookcases to be dusted daily. The books are not to be removed. Glass doors to be cleaned on both sides once per month.
- 1.11.5 Upholstered furniture to be vacuumed once per week. Leather/vinyl upholstered furniture to be dusted daily and damp wiped and polished once per month or as often as required.
- 1.11.6 Top of lockers to be dusted weekly. Vertical surfaces of lockers to be kept free of finger marks.
- 1.11.7 Waste paper baskets to be emptied and dusted daily; washed and disinfected once per month.
- 1.11.8 Garbage cans and paper receptacles located throughout the buildings to be emptied daily; washed and disinfected weekly.

1.12 Miscellaneous

- 1.12.1 High ledges, tops of partitions, pipes and other high areas to be dusted weekly.
- 1.12.2 Stainless steel borders around cabinets and notice boards to be dusted and cleaned weekly.
- 1.12.3 Air intake grills, air diffusers and metal work to be vacuumed weekly and washed four (4) times a year.
- 1.12.4 Door kick plates and hand plates to be washed and polished daily using an appropriate solution and kept free of marks.
- 1.12.5 Door grills to be vacuumed weekly and washed with mild soap solution twice a year.
- 1.12.6 Brass and metal door frames throughout the building to be cleaned of finger marks daily and cleaned and polished once per month.
- 1.12.7 Infant changing tables to be washed and disinfected daily. After disinfecting and washing, tables to be wiped clean to ensure no residual disinfectant remains.

1.13 Waste Paper and Refuse

- 1.13.1 Any waste paper and refuse collected during cleaning operations shall be placed in the garbage bin located adjacent to that building. The exception to this shall be the Administration Building and the Visitor Center. Refuse from these buildings shall be placed in the central garbage bin located in the Works Compound area.

2. BUILDING EXTERIORS

2.1 General

- 2.1.1 Clean windows as specified in item 2.2.3 below.
- 2.1.2 Walls and trim to be swept down weekly and spot cleaned as required to remove all dust, cobwebs and insects, etc.

Title – Titre : Janitorial Services - Kouchibouguac National Park of Canada

- 2.1.3 Intake and exhaust louvers and vents to be vacuumed clean weekly.
- 2.1.4 Sweep entrance walkways, landings and steps daily and hose down or wash as required.
- 2.1.5 All fascia, soffit and other painted exterior trim to be swept down weekly and spot cleaned as required to remove cobwebs, insects, etc.
- 2.1.6 All exterior pre-finished metal trim to be thoroughly cleaned and waxed once a year.
- 2.1.7 Clean adjacent lawns, sidewalks, picnic tables, decks and around buildings daily. Remove all litter or debris and ensure refuse containers are in their proper locations.
- 2.1.8 Cigarettes urns at entrances to building to be cleaned at each scheduled cleaning and sand replenished as necessary.

2.2 Entrance and Lobbies

- 2.2.1 Floors to be swept, damp mopped and reconditioned daily, washed and refinished weekly, stripped, resealed and refinished every three (3) months.
- 2.2.2 Foot grills to be removed and recess pans cleaned once a month.
- 2.2.3 Mats to be removed and cleaned on both sides daily.
- 2.2.4 Entrance to lobbies to be kept free from litter/debris so that they always present a favorable appearance.
- 2.2.5 Glass doors to be cleaned daily on both sides and all glass windows in entrances to be washed and polished once a week and on both sides.

2.3 Windows

- 2.3.1 Except for daily spot cleaning to remove smudges, all windows including both sides of glass in prime and storm sashes, to be cleaned and polished every three (3) months using approved cleaning materials and methods. All surfaces to be free from residue, film and/or streak marks over the entire surface.
- 2.3.2 Metal sashes and frames shall be cleaned of dirt and oxide using only approved detergents or metal cleaners. Polish after each cleaning.
- 2.3.3 Wood sashes, muntins, rails, stools and sills will be washed and wiped dry each time windows are cleaned.
- 2.3.4 Screens shall be removed during the window cleaning operation and shall be washed, wiped dry and replaced to their proper location.

3. **SPECIFIC BUILDINGS / AREAS**

3.1 Washrooms – Public and Private

- 3.1.1 Floors to be swept and washed each scheduled cleaning using an approved hospital type disinfectant cleanser in hot water. The Contractor shall ensure that there is no residual water left on the floors after washings.
- 3.1.2 Toilet seats (both sides), bowl, urinals and wash basins to be cleaned and disinfected each scheduled cleaning. Deodorant blocks are to be supplied by the Contractor.
- 3.1.3 Body contact points in washrooms such as water taps, receptacles and dispensers, door plates and flush valves to be cleaned, disinfected and polished each scheduled cleaning.
- 3.1.4 Shelves, high ledges and all exposed piping including supply and drain connections to be cleaned daily.
- 3.1.5 Sani cans to be emptied, washed and disinfected and sani-bags replaced each scheduled cleaning.
- 3.1.6 Wall, partitions and doors to be kept free of finger marks, smudges, etc.
- 3.1.7 Walls and other surfaces to be spot cleaned each scheduled cleaning and washed monthly. Ceilings to be washed twice yearly.
- 3.1.8 Waste paper to be removed each scheduled cleaning.
- 3.1.9 Soap containers, toilet tissue, linen and/or paper towel dispensers to be replenished each scheduled cleaning. One extra roll of toilet tissue will be provided at each toilet. Toilet tissue in the Administration washrooms shall be 2ply or better.
- 3.1.10 Refuse receptacles to be washed and disinfected weekly, poly (plastic) bags of correct size to be used and supplied by the Contractor and disposed of when dirty.
- 3.1.11 Plugged toilets and drains to be cleared immediately providing no plumbing work is required. If plumbing work is necessary, post "Out of Order" sign and notify the Asset Management section immediately.
- 3.1.12 All mirrors in public washroom shall be cleaned and polished each scheduled cleaning.

3.2 Shower Rooms

- 3.2.1 Floors to be swept and washed each scheduled cleaning using an approved hospital type disinfecting cleanser in hot water. The Contractor shall ensure that there is no residual water left on the floors after washing.
- 3.2.2 Walls and floors within shower compartment to be washed each scheduled cleaning with an approved disinfecting cleanser ensuring that all soap residue is cleared from tile and grouted joints.
- 3.2.3 Shower drains and floor drain strainers to be cleaned free of all obstructions each scheduled cleaning.
- 3.2.4 Body contact points such as shower control, shower head, soap dish and door plates to be cleaned, disinfected and polished each scheduled cleaning.

3.2.5 Walls, partitions and doors in shower dressing area to be wiped clean of all smudges and soap residue daily and washed weekly.

3.3 Contractor's Area

3.3.1 To be kept clean at all times and serviced as per corresponding area in the building.

3.3.2 Utility rooms to be kept free of debris and all equipment and materials stored neatly.

3.3.3 Floors to be swept and washed daily.

3.3.4 Wall to be cleaned and washed monthly.

3.3.5 Sinks and scrub buckets to be washed and disinfected daily.

3.3.6 Mops to be washed and properly stored with mop heads free to dry.

3.4 South Kouchibouguac Trailer Dumping Station

3.4.1 The Contractor shall check and clean the dumping station each day that the campground is in operation.

3.4.2 Pick up litter around dumping station area.

3.4.3 Wash down concrete apron and ensure dumping drains are clear.

3.4.4 Disinfect concrete apron daily.

3.4.5 Disinfect domestic water hose and nozzle and replace to proper storage position.

3.4.6 Report any defect to the Project Authority.

SECTION 3: Janitorial Cleaning Schedule

AREA	TIME	JAN	FEB	MAR	APR	MAY	JUNE	JULY	AUG	SEPT	OCT	NOV	DEC	REMARKS
1. SOUTH KOUCHIBOUGUAC CAMPGROUND														
Interior and exterior of six (6) service buildings	Cleaning times shall be as per article 6.2					9	11			9	28			<p>1. Initial spring cleaning of all buildings will be considered to be first cleaning as per the spring shoulder season period.</p> <p>2. 5 days per week schedule to be Friday to Monday and Wednesday</p> <p>3. South Kouchibouguac Campground trailer dumping station to be cleaned once per day only; during the 6:30 am cleaning period.</p>
Interior and exterior of 4 (4) picnic shelters						5 d/wk		7 d/wk		5 d/wk				
Trailer dumping station														

<p>2. VISITOR RECEPTION CENTER</p> <p>Interior and exterior of building</p>	<p>Cleaning times shall be as per article 6.2</p>	<table border="1"> <tr> <td></td> <td>9</td> <td>28</td> </tr> <tr> <td>3 d/wk</td> <td>0 d/wk</td> <td>3 d/wk</td> </tr> </table>		9	28	3 d/wk	0 d/wk	3 d/wk	<p>1. Building areas to be cleaned include washrooms, reception area, exhibit room, theatre, corridors, upstairs and janitor room.</p> <p>2. 3 days per week schedule to be Monday, Thursday and Friday.</p>				
	9	28											
3 d/wk	0 d/wk	3 d/wk											
<p>3. ADMINISTRATION BUILDING</p> <p>Interior and exterior of building</p>	<p>Cleaning times shall be as per article 6.2</p>	<table border="1"> <tr> <td></td> <td>9</td> <td>12</td> <td>8</td> <td>28</td> </tr> <tr> <td>3 d/wk</td> <td>5 d/wk</td> <td>6 d/wk</td> <td>5 d/wk</td> <td>3 d/wk</td> </tr> </table>		9	12	8	28	3 d/wk	5 d/wk	6 d/wk	5 d/wk	3 d/wk	<p>1. 5 days per week schedule shall be Monday to Friday. 6 days per week schedule shall be Monday to Saturday. 3 days per week schedule shall be Monday, Thursday and Friday</p> <p>2. The following interior spaces are excluded from this contract: audio-visual room laboratory heat pump mechanical rooms</p>
	9	12	8	28									
3 d/wk	5 d/wk	6 d/wk	5 d/wk	3 d/wk									

APPENDIX "A"

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APPENDIX "A"

CLEANING CHECK LIST				TIME IN:
SERVICE BUILDING A				TIME OUT:
				DATE:
				SIGNATURE:
TASK	MENS	LADIES	OTHER	REMARKS
1. Sweep floors				
2. Mop and dry floors				
3. Wash and disinfect toilets				
4. Wash and disinfect urinals				
5. Wash showers and disinfect				
6. Wash and polish shower fittings				
7. Wash and polish faucets				
8. Wash lavatories and counters				
9. Clean and polish mirrors				
10. Clean light fixtures				
11. Washed walls and partitions				
12. Spot clean walls and partitions				
13. Replenish toilet tissue				
14. Clean intake and exhaust grills				
15. Spot clean ceilings				
16. Vacuum clean ceilings				
17. Sani-cans clean and disinfect				
18. Refuse cans emptied				
19. Refuse cans clean and disinfect				
20. Plugged toilets cleaned				
21. Dishwashing sinks washed				
22. Dishwashing area floors swept				
23. Entrance walkway swept				
24. Building exterior checked and cleaned of cobwebs, insects, etc.				
25. Janitorial room cleaned				
26. Mops washed & properly stored				
27. Scrub buckets washed & disinfected				
28. Wash & disinfect baby changing tables				

APPENDIX "A"

CLEANING CHECK LIST				TIME IN: TIME OUT:
SERVICE BUILDING B				DATE: SIGNATURE:
TASK	MENS	LADIES	OTHER	REMARKS
1. Sweep floors				
2. Mop and dry floors				
3. Wash and disinfect toilets				
4. Wash and disinfect urinals				
5. Wash showers and disinfect				
6. Wash and polish shower fittings				
7. Wash and polish faucets				
8. Wash lavatories and counters				
9. Clean and polish mirrors				
10. Clean light fixtures				
11. Washed walls and partitions				
12. Spot clean walls and partitions				
13. Replenish toilet tissue				
14. Clean intake and exhaust grills				
15. Spot clean ceilings				
16. Vacuum clean ceilings				
17. Sani-cans clean and disinfect				
18. Refuse cans emptied				
19. Refuse cans clean and disinfect				
20. Plugged toilets cleaned				
21. Dishwashing sinks washed				
22. Dishwashing area floors swept				
23. Entrance walkway swept				
24. Building exterior checked and cleaned of cobwebs, insects, etc.				
25. Janitorial room cleaned				
26. Mops washed & properly stored				
27. Scrub buckets washed & disinfected				
28. Wash and disinfect baby changing tables				

APPENDIX "A"

CLEANING CHECK LIST				TIME IN:
SERVICE BUILDING C				TIME OUT:
				DATE:
				SIGNATURE:
TASK	MENS	LADIES	OTHER	REMARKS
1. Sweep floors				
2. Mop and dry floors				
3. Wash and disinfect toilets				
4. Wash and disinfect urinals				
5. Wash showers and disinfect				
6. Wash and polish shower fittings				
7. Wash and polish faucets				
8. Wash lavatories and counters				
9. Clean and polish mirrors				
10. Clean light fixtures				
11. Washed walls and partitions				
12. Spot clean walls and partitions				
13. Replenish toilet tissue				
14. Clean intake and exhaust grills				
15. Spot clean ceilings				
16. Vacuum clean ceilings				
17. Sani-cans clean and disinfect				
18. Refuse cans emptied				
19. Refuse cans clean and disinfect				
20. Plugged toilets cleaned				
21. Dishwashing sinks washed				
22. Dishwashing area floors swept				
23. Entrance walkway swept				
24. Building exterior checked and cleaned of cobwebs, insects, etc.				
25. Janitorial room cleaned				
26. Mops washed & properly stored				
27. Scrub buckets washed & disinfected				
28. Wash and disinfect baby changing tables				

APPENDIX "A"

CLEANING CHECK LIST				TIME IN: TIME OUT:
SERVICE BUILDING D				DATE: SIGNATURE:
TASK	MENS	LADIES	OTHER	REMARKS
1. Sweep floors				
2. Mop and dry floors				
3. Wash and disinfect toilets				
4. Wash and disinfect urinals				
5. Wash showers and disinfect				
6. Wash and polish shower fittings				
7. Wash and polish faucets				
8. Wash lavatories and counters				
9. Clean and polish mirrors				
10. Clean light fixtures				
11. Washed walls and partitions				
12. Spot clean walls and partitions				
13. Replenish toilet tissue				
14. Clean intake and exhaust grills				
15. Spot clean ceilings				
16. Vacuum clean ceilings				
17. Sani-cans clean and disinfect				
18. Refuse cans emptied				
19. Refuse cans clean and disinfect				
20. Plugged toilets cleaned				
21. Dishwashing sinks washed				
22. Dishwashing area floors swept				
23. Entrance walkway swept				
24. Building exterior checked and cleaned of cobwebs, insects, etc.				
25. Janitorial room cleaned				
26. Mops washed & properly stored				
27. Scrub buckets washed & disinfected				
28. Wash and disinfect baby changing tables				

APPENDIX "A"

CLEANING CHECK LIST				TIME IN: TIME OUT:
SERVICE BUILDING E				DATE: SIGNATURE:
TASK	MENS	LADIES	OTHER	REMARKS
1. Sweep floors				
2. Mop and dry floors				
3. Wash and disinfect toilets				
4. Wash and disinfect urinals				
5. Wash showers and disinfect				
6. Wash and polish shower fittings				
7. Wash and polish faucets				
8. Wash lavatories and counters				
9. Clean and polish mirrors				
10. Clean light fixtures				
11. Washed walls and partitions				
12. Spot clean walls and partitions				
13. Replenish toilet tissue				
14. Clean intake and exhaust grills				
15. Spot clean ceilings				
16. Vacuum clean ceilings				
17. Sani-cans clean and disinfect				
18. Refuse cans emptied				
19. Refuse cans clean and disinfect				
20. Plugged toilets cleaned				
21. Dishwashing sinks washed				
22. Dishwashing area floors swept				
23. Entrance walkway swept				
24. Building exterior checked and cleaned of cobwebs, insects, etc.				
25. Janitorial room cleaned				
26. Mops washed & properly stored				
27. Scrub buckets washed & disinfected				
28. Wash and disinfect baby changing tables				

APPENDIX "A"

CLEANING CHECK LIST				TIME IN:
SERVICE BUILDING F				TIME OUT:
				DATE:
				SIGNATURE:
TASK	MENS	LADIES	OTHER	REMARKS
1. Sweep floors				
2. Mop and dry floors				
3. Wash and disinfect toilets				
4. Wash and disinfect urinals				
5. Wash showers and disinfect				
6. Wash and polish shower fittings				
7. Wash and polish faucets				
8. Wash lavatories and counters				
9. Clean and polish mirrors				
10. Clean light fixtures				
11. Washed walls and partitions				
12. Spot clean walls and partitions				
13. Replenish toilet tissue				
14. Clean intake and exhaust grills				
15. Spot clean ceilings				
16. Vacuum clean ceilings				
17. Sani-cans clean and disinfect				
18. Refuse cans emptied				
19. Refuse cans clean and disinfect				
20. Plugged toilets cleaned				
21. Dishwashing sinks washed				
22. Dishwashing area floors swept				
23. Entrance walkway swept				
24. Building exterior checked and cleaned of cobwebs, insects, etc.				
25. Janitorial room cleaned				
26. Mops washed & properly stored				
27. Scrub buckets washed & disinfected				
28. Wash and disinfect baby changing tables				

APPENDIX "A"

CLEANING CHECK LIST				TIME IN: TIME OUT:
ADMINISTRATION BUILDING				DATE: SIGNATURE:
TASK	MENS	LADIES	OTHER	REMARKS
1. Sweep floors				
2. Mop and dry floors				
3. Vacuum carpets, upstairs				
4. Vacuum carpets, main floor				
5. Vacuum entrance mats				
6. Dust and clean baseboards				
7. Sweep stairways				
8. Vacuum upholstered furniture				
9. Dust and clean furniture, shelvings				
10. Wipe clean door handles				
11. Vacuum wall panels				
12. Wipe clean windows				
13. Wipe clean entrance doors, both sides				
14. Clean foot grills at entrance				
15. Wash and wipe clean window sills				
16. Empty waste paper baskets				
17. Wash and disinfect toilets				
18. Wash and disinfect urinals				
19. Wash and polish faucets				
20. Wash lavatories and counters				
21. Clean and polish mirrors				
22. Clean light fixtures				
23. Washed walls and partitions				
24. Spot clean walls and partitions				
25. Replenish toilet tissue				
26. Clean intake and exhaust grills				
27. Spot clean ceilings				
28. Vacuum clean ceilings				
29. Sani-cans clean and disinfect				
30. Refuse cans emptied				
31. Refuse cans clean and disinfect				
32. Plugged toilets cleaned				

APPENDIX "A"

CLEANING CHECK LIST				TIME IN:
VISITOR RECEPTION CENTER				TIME OUT:
				DATE:
				SIGNATURE:
TASK	MENS	LADIES	OTHER	REMARKS
1. Sweep floors				
2. Mop and dry floors				
3. Wash and disinfect toilets				
4. Wash and disinfect urinals				
5. Spot clean interior doors				
6. Clean reception counter				
7. Wash and polish faucets				
8. Wash lavatories and counters				
9. Clean and polish mirrors				
10. Clean light fixtures				
11. Washed walls and partitions				
12. Spot clean walls and partitions				
13. Replenish toilet tissue				
14. Clean intake and exhaust grills				
15. Vacuum carpets, upstairs				
16. Vacuum carpets, main floor and theatre				
17. Dust and clean baseboards				
18. Sweep stairways				
19. Vacuum upholstered furniture				
20. Dust and clean furniture, shelvings				
21. Wipe clean door handles				
22. Wipe clean windows				
23. Wipe clean entrance doors, both sides				
24. Wash and wipe clean window sills				
25. Empty waste paper baskets				
26. Clean exterior cigarette urns				
27. Spot clean ceilings				
28. Vacuum clean ceilings				
29. Sani-cans clean and disinfect				
30. Refuse cans emptied				
31. Refuse cans clean and disinfect				
32. Plugged toilets cleaned				

APPENDIX "B"

JANITORIAL INSPECTION REPORT

SITE : _____

DATE / TIME : _____

INSPECTION DONE BY : _____

INTERIOR AREAS	SATIS- FACTORY	NON SATIS- FACTORY	COMMENTS
1. Floors			
2. Walls			
3. Ceilings			
4. Windows			
5. Doors			
6. Sinks			
7. Flushes			
8. Urinals			
9. Showers			
10. Fawcets, valves, etc.			
11. Hand dryers			
12. Waste containers			
13. Partitions			
14. Louvers and vents			
15. Mirrors			
16. Dispensers			
17. Furnishings			
18. Light fixtures			
19. Janitorial room			
20. Other			

APPENDIX "B"

JANITORIAL INSPECTION REPORT

SITE : _____

DATE / TIME : _____

INSPECTION DONE BY : _____

EXTERIOR AREAS	SATIS- FACTORY	NON SATIS- FACTORY	COMMENTS
1. General grounds			
2. Walkways and paths			
3. Picnic tables			
4. Handpumps			
5. Play area			
6. Windows			
7. Walls			
8. Soffits and trims			
9. Doors			
10. Louvers			
11. Others			

APPENDIX "B"

JANITORIAL INSPECTION REPORT

SITE : _____

DATE / TIME : _____

INSPECTION DONE BY : _____

INTERIOR AND EXTERIOR AREAS	SATIS- FACTORY	NON SATIS- FACTORY	COMMENTS
1. Floors			
2. Walls			
3. Ceilings			
4. Windows			
5. Doors			
6. Sinks			
7. Flushes			
8. Urinals			
9. Showers			
10. Fawcets, valves, etc.			
11. Hand dryers			
12. Waste containers			
13. Partitions			
14. Soffits and trims			
15. Louvers and vents			
16. Mirrors			
17. Dispensers			
18. Furnishings			
19. Light fixtures			
20. Janitorial room			
21. Picnic tables			
22. Boardwalk walkway			
23. Grounds as per site map			
24. Bench seating			
25. Other			

ANNEX "B"

BASIS OF PAYMENT

BID SUMMARY

Kouchibouguac National Park of Canada Janitorial Contract

INITIAL CONTRACT:

July 2, 2019 to Apr 30, 2020 Total amount of table A: \$ _____

TOTAL AMOUNT OF ONE YEAR (TAXES NOT INCLUDED) \$ _____

OPTIONAL YEARS:

May 1, 2020 to Apr 30, 2021 Total amount of table B: \$ _____

May 1, 2021 to Apr 30, 2022 Total amount of table C: \$ _____

TOTAL AMOUNT OF OPTIONAL YEARS \$ _____
(Taxes not included)

GRAND TOTAL (initial contract and optional years) \$ _____
(Taxes not included)

Contractor Name : _____

Date

**Table A – Initial Contract
July 2, 2019 to April 30, 2020
Kouchibouguac National Park of Canada Janitorial Contract**

Contractor Name: _____

ITEM	UNIT OF WORK	PRICE PER UNIT	ESTIMATED QUANTITY PER YEAR	COST PER YEAR
<u>1. South Kouchibouguac Campground</u>				
1.(a)	Daily cleaning of interior and exterior of all buildings for shoulder seasons (May 9 to June 11, 2019 and September 9 to October 28, 2019)	\$ _____	36	\$ _____
1.(b)	Daily cleaning/policing of interior and exterior of all buildings for peak season (June 12 to September 8, 2019)	\$ _____	69	\$ _____
1.(c)	Daily cleaning of trailer dumping station for entire season	\$ _____	105	\$ _____
<u>2. Visitor Reception Center</u>				
2.(a)	Daily cleaning of interior and exterior of all buildings for shoulder season (May 9 to June 11, 2019 and September 9 to October 28, 2019)	\$ ____ - ____	0	\$ ____ - ____
2.(b)	Daily cleaning/policing of interior and exterior of building for peak season. (June 12 to September 8)	\$ ____ - ____	0	\$ ____ - ____
2.(c)	Daily cleaning of interior and exterior of building for remainder of year.	\$ _____	79	\$ _____
2.(d)	Monthly thorough cleaning of floor in gift shop/boutique (May to October)	\$ ____ - ____	0	\$ ____ - ____
<u>3. Administration Building</u>				
3.(a)	Daily cleaning of interior and exterior of building during peak season (June 12 to September 8, 2019)	\$ _____	59	\$ _____
3.(b)	Daily cleaning of interior and exterior of building during remainder of year.	\$ _____	115	\$ _____
TOTAL FOR TABLE A:				\$ _____

**Table B - Optional Period #1
May 1 , 2020 to Apr 30, 2021
Kouchibouguac National Park of Canada Janitorial Contract**

Contractor Name: _____

ITEM	UNIT OF WORK	PRICE PER UNIT	ESTIMATED QUANTITY PER YEAR	COST PER YEAR
<u>1. South Kouchibouguac Campground</u>				
1.(a)	Daily cleaning of interior and exterior of all buildings for shoulder seasons (May 7 to June 9, 2020 and September 8 to October 26, 2020)	\$ _____	59	\$ _____
1.(b)	Daily cleaning/policing of interior and exterior of all buildings for peak season (June 10 to September 7, 2020)	\$ _____	90	\$ _____
1.(c)	Daily cleaning of trailer dumping station for entire season	\$ _____	149	\$ _____
<u>2. Visitor Reception Center</u>				
2.(a)	Daily cleaning of interior and exterior of all buildings for shoulder seasons (May 7 to June 9, 2020 and September 8 to October 26, 2020)	\$ _____	2	\$ _____
2.(b)	Daily cleaning/policing of interior and exterior of buildings for peak season (June 10 to September 7, 2020)	\$ -	0	\$ -
2.(c)	Daily cleaning of interior and exterior of building for remainder of year.	\$ _____	82	\$ _____
2.(d)	Monthly thorough cleaning of floor in gift shop/boutique (May to October)	\$ -	0	\$ -
<u>3. Administration Building</u>				
3.(a)	Daily cleaning of interior and exterior of building during peak season (June 10 to September 7, 2020)	\$ _____	77	\$ _____
3.(b)	Daily cleaning of interior and exterior of building during remainder of year.	\$ _____	141	\$ _____
TOTAL FOR TABLE B:				\$ _____

**Table C - Optional Period #2
May 1 , 2021 to Apr 30, 2022
Kouchibouguac National Park of Canada Janitorial Contract**

Contractor Name: _____

ITEM	UNIT OF WORK	PRICE PER UNIT	ESTIMATED QUANTITY PER YEAR	COST PER YEAR
<u>1. South Kouchibouguac Campground</u>				
1.(a)	Daily cleaning of interior and exterior of all buildings for shoulder seasons (May 6 to June 8, 2021 and September 7 to October 25, 2021)	\$ _____	59	\$ _____
1.(b)	Daily cleaning/policing of interior and exterior of all buildings for peak season (June 9 to September 6, 2021)	\$ _____	90	\$ _____
1.(c)	Daily cleaning of trailer dumping station for entire season	\$ _____	149	\$ _____
<u>2. Visitor Reception Center</u>				
2.(a)	Daily cleaning of interior and exterior of all buildings for shoulder seasons (May 6 to June 8, 2021 and September 7 to October 25, 2021)	\$ _____	2	\$ _____
2.(b)	Daily cleaning/policing of interior and exterior of buildings for peak season (June 9 to September 6, 2021)	\$ -	0	\$ -
2.(c)	Daily cleaning of interior and exterior of building for remainder of year.	\$ _____	82	\$ _____
2.(d)	Monthly thorough cleaning of floor in gift shop/boutique (May to October)	\$ -	0	\$ -
<u>3. Administration Building</u>				
3.(a)	Daily cleaning of interior and exterior of building during peak season (June 9 to September 6, 2021)	\$ _____	77	\$ _____
3.(b)	Daily cleaning of interior and exterior of building during remainder of year.	\$ _____	141	\$ _____
TOTAL FOR TABLE C:			\$ _____	

ANNEX C

ATTESTATION AND PROOF OF COMPLIANCE WITH OCCUPATIONAL HEALTH AND SAFETY (OHS)

The following form must be completed and signed prior to commencing work on Parks Canada Sites.

Submission of this completed form, satisfactory to Parks Canada, is a condition of gaining access to the work place.

Parks Canada recognizes that federal OHS legislation places certain specific responsibilities upon Parks Canada as owner of the work place. In order to meet those responsibilities, Parks Canada is implementing a contractor safety regime that will ensure that roles and responsibilities assigned under Part II of the *Canada Labour Code* and the *Canada Occupational Health and Safety Regulations* are implemented and observed when involving contractor(s) to undertake works in Parks Canada work places.

Parks Canada Responsible Authority/Project Lead	Address	Contact Information
Project Manager/Contracting Authority		
Prime Contractor		
Subcontractor(s) (add additional fields as required)		

Location of Work

General Description of Work to be Completed
--

Mark “Yes” where applicable.

Title – Titre : Janitorial Services - Kouchibouguac National Park of Canada

	A meeting has been held to discuss hazards and access to the work place and all known and foreseeable hazards have been identified to the contractor and/or subcontractor(s)
	The contractor and/or its subcontractor(s) will comply with all federal and provincial/territorial legislation and Parks Canada's policies and procedures, regarding occupational health and safety.
	The contractor and/or its subcontractor(s) will provide all prescribed safety materials, equipment, devices and clothing.
	The contractor and/or its subcontractor(s) will ensure that its employees are familiar with and use all prescribed safety materials, equipment, devices and clothing at all times.
	The contractor and/or its subcontractor(s) will ensure that its activities do not endanger the health and safety of Parks Canada employees.
	The contractor and/or its subcontractor(s) has inspected the site and has carried out a hazard assessment and has put in place a health and safety plan and informed its employees accordingly, prior to the commencement of the work.
	Where a contractor and/or its subcontractor(s) will be storing, handling or using hazardous substances in the work place, it will place warning signs at access points warning persons of the presence of the substances and any precautions to be taken to prevent or reduce any hazard of injury or death.
	The contractor and/or its subcontractor(s) will ensure that its employees are instructed in respect of any emergency procedures applicable to the site.

I, _____ (contractor), certify that I have read, understood and attest that my firm, employees and all sub-contractors will comply with the requirements set out in this document and the terms and conditions of the contract.

Name

Signature

Date

ANNEX D to PART 5 OF THE BID SOLICITATION

FORMER PUBLIC SERVANT

Contracts awarded to former public servants (FPS) in receipt of a pension or of a lump sum payment must bear the closest public scrutiny, and reflect fairness in the spending of public funds. In order to comply with Treasury Board policies and directives on contracts awarded to 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 ()
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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.

Title – Titre : Janitorial Services - Kouchibouguac National Park of Canada

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.

ANNEX “ F “

COMMERCIAL GENERAL LIABILITY INSURANCE

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