



RETURN BIDS TO:

RETOURNER LES SOUMISSIONS À:

Travaux publics et Services gouvernementaux
Canada

Place Bonaventure, portail Sud-Oue

800, rue de La Gauchetière Ouest

7^e étage, suite 7300

Montréal

Québec

H5A 1L6

FAX pour soumissions: (514) 496-3822

REQUEST FOR PROPOSAL

DEMANDE DE PROPOSITION

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

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

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

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

Comments - Commentaires

Vendor/Firm Name and Address

Raison sociale et adresse du

fournisseur/de l'entrepreneur

Issuing Office - Bureau de distribution

Travaux publics et Services gouvernementaux Canada

Place Bonaventure, portail Sud-Oue

800, rue de La Gauchetière Ouest

7^e étage, suite 7300

Montréal

Québec

H5A 1L6

Title - Sujet Cleaning Kitchen Air Exhaust Equip.	
Solicitation No. - N° de l'invitation W3380-19S552/A	Date 2019-07-16
Client Reference No. - N° de référence du client 14887326	
GETS Reference No. - N° de référence de SEAG PW-\$MTA-170-15409	
File No. - N° de dossier MTA-9-42044 (170)	CCC No./N° CCC - FMS No./N° VME
Solicitation Closes - L'invitation prend fin at - à 02:00 PM on - le 2019-08-26	Time Zone Fuseau horaire Heure Avancée de l'Est HAE
F.O.B. - F.A.B. Plant-Usine: <input type="checkbox"/> Destination: <input type="checkbox"/> Other-Autre: <input type="checkbox"/>	
Address Enquiries to: - Adresser toutes questions à: Cimpan, Cristina	Buyer Id - Id de l'acheteur mta170
Telephone No. - N° de téléphone (514) 604-3855 ()	FAX No. - N° de FAX (514) 496-3822
Destination - of Goods, Services, and Construction: Destination - des biens, services et construction: MINISTERE DE LA DEFENSE NATIONALE 25 Grand Bernier ST JEAN RICHELIEU Québec J0J1R0 Canada	

Instructions: See Herein

Instructions: Voir aux présentes

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

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PART 1 - GENERAL INFORMATION

1.1 Security Requirements

1. Before award of a contract, the following conditions must be met:
 - (a) the Bidder must hold a valid organization security clearance as indicated in Part 6 - Resulting Contract Clauses;
 - (b) the Bidder's proposed individuals requiring access to classified or protected information, assets or sensitive work sites must meet the security requirements as indicated in Part 6 - Resulting Contract Clauses;
 - (c) the Bidder must provide the name of all individuals who will require access to classified or protected information, assets or sensitive work sites;
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 [Contract Security Program](http://www.tpsgc-pwgsc.gc.ca/esc-src/introduction-eng.html) of Public Works and Government Services Canada (<http://www.tpsgc-pwgsc.gc.ca/esc-src/introduction-eng.html>) website.

1.2 Statement of Work

The Statement of Work is detailed in Appendix A.

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 from receipt of the results of the bid solicitation process. The debriefing may be in writing, by telephone or in person.

1.4 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).

1.5 Epost Connect service

This bid solicitation allows bidders to use the epost Connect service provided by Canada Post Corporation to transmit their bid electronically. Bidders must refer to Part 2 entitled Bidder Instructions, and Part 3 entitled Bid Preparation Instructions, of the bid solicitation, for further information.

PART 2 - BIDDER INSTRUCTIONS

2.1 Standard Instructions, Clauses and Conditions

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

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

The [2003](#) (2019/03/04) Standard Instructions - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the bid solicitation.

Subsection 5.4 of [2003](#), Standard Instructions - Goods or Services - Competitive Requirements, is amended as follows:

Delete: 60 days
Insert: 90 days

2.2 Submission of Bids

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

You must submit your offer, **by epost Connect, by mail, by facsimile or in person**, prior to the closing date and time:

By mail or in person, at the following address:

Public Services and Procurement Canada
Acquisitions Directorate - Quebec Region
800, rue de la Gauchetiere Ouest, Portal South-west, Suite 7300
Montréal, Quebec H5A 1L6

By facsimile, at the following number: (514) 496-3822

Bids may also be submitted using the epost Connect service as detailed in the Standard Instructions.

The following PWGSC Regional Bid Receiving Unit e-mail address is to be used for epost Connect services:

TPSGC.RQReceptionSoumissions-QRSupplyTendersReception.PWGSC@tpsgc-pwgsc.gc.ca

Note: Bids will not be accepted if emailed directly to this email address. This email address is to be used to open an epost Connect conversation, as detailed in Standard Instructions [2003](#), or to send bids through an epost Connect message if the bidder is using its own licensing agreement for epost Connect.

2.3 Former Public Servant

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

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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.

2.4 Enquiries - Bid Solicitation

All enquiries must be submitted in writing to the Contracting Authority **no later than 7 calendar days** before the bid closing date. Enquiries received after that time may not be answered.

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

2.5 Applicable Laws

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

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

- If the Bidder chooses to submit its bid electronically, Canada requests that the Bidder submits its bid in accordance with section 08 of the 2003 standard instructions. The epost Connect system has a limit of 1GB per single message posted and a limit of 20GB per conversation.

The bid must be gathered per section and separated as follows:

Section I: Technical Bid
Section II: Financial Bid
Section III: Certifications

- If the Bidder chooses to submit its bid in hard copies, Canada requests that the Bidder submits its bid in separately bound sections as follows:

Section I: Technical Bid (2 hard copies)
Section II: Financial Bid (1 hard copy)
Section III: Certifications (1 hard copy)

- If the Bidder is simultaneously providing copies of its bid using multiple acceptable delivery methods, and if there is a discrepancy between the wording of any of these copies and the electronic copy provided through epost Connect service, the wording of the electronic copy provided through epost Connect service will have priority over the wording of the other copies.

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

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

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

In April 2006, Canada issued a policy directing federal departments and agencies to take the necessary steps to incorporate environmental considerations into the procurement process [Policy on Green Procurement](https://www.tbs-sct.gc.ca/pol/doc-eng.aspx?id=32573) (<https://www.tbs-sct.gc.ca/pol/doc-eng.aspx?id=32573>). To assist Canada in reaching its objectives, bidders should:

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

Section I: Technical Bid

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

Section II: Financial Bid

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

3.1.1 Electronic Payment of Invoices – Bid

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

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

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

3.1.2 Exchange Rate Fluctuation

C3011T (2013-11-06), Exchange Rate Fluctuation

3.1.3 SACC Manual Clauses

Section III: 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 Technical Evaluation

Mandatory Technical Criterion

Every proposal must meet the technical criterion described in Annex D. The technical evaluation will be based on this criterion. Bidders must complete the grid in Annex D and include it with their proposal. Failure to comply will render your bid non-responsive.

4.1.2 Financial Evaluation

According to the grand total for 5 years (2 years firm period and 3 option years); The total per year will be calculated by multiplying the prices of the 1, 2-A and 2-B grids, shown in Annex B – Basis of Payment with the number that indicates the frequency of cleaning for each hood/filter according to ‘Frequency chart’ from Annex A.

The rate given by the Bank of Canada in effect on the bid solicitation closing date will be applied as a conversion factor to the bids submitted in foreign currency.

4.2 Basis of Selection

SACC *Manual* Clause [A0031T](#) (2010-08-16), Méthode de sélection - critères techniques obligatoires

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 Integrity Provisions – Required Documentation

In accordance with the section titled Information to be provided when bidding, contracting or entering into a real property 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.

5.2.2 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#>).

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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.

5.2.3 Additional Certifications Precedent to Contract Award

5.2.3.1 Two (2) experience certification letters must be completed and signed precedent to contract award (see Annex D).

PART 6 - RESULTING CONTRACT CLAUSES

6.1 Security Requirements

6.1.1 The following security requirements (SRCL and related clauses provided by the Contract Security Program) apply and form part of the Contract.

1. The Contractor/Offoror must, at all times during the performance of the Contract/Standing Offer, hold a valid Designated Organization Screening (DOS), issued by the Canadian Industrial Security Directorate (CISD), Public Works and Government Services Canada (PWGSC).
2. The Contractor/Offoror personnel requiring access to sensitive work site(s) must EACH hold a valid **RELIABILITY STATUS**, granted or approved by the CISD/PWGSC.
3. Subcontracts, which contain security requirements, are NOT to be awarded without the prior written permission of the CISD/PWGSC.
4. The Contractor/Offoror must comply with the provisions of the:
 - a) Security Requirements Check List and Security Guide (if applicable), attached at Annex C;
 - b) *Industrial Security Manual* (Latest Edition).

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.

6.4 Term of Contract

6.4.1 Period of the Contract (will be filled in at contract award)

The period of the Contract is from date of Contract to _____ inclusive.

6.4.2 Option to Extend the Contract

The Contractor grants to Canada the irrevocable option to extend the term of the Contract by up to **3** additional **12-month** 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 **80** calendar days before the expiry date of the Contract. The option may only be exercised by the Contracting Authority, and will be evidenced for administrative purposes only, through a contract amendment.

6.5 Authorities

6.5.1 Contracting Authority

The Contracting Authority for the Contract is:

Name: Cristina Cimpan
Title: Acting Procurement Agent
Public Works and Government Services Canada
Acquisitions Branch Directorate Supply
Address: 800 de la Gauchetière Ouest, suite 7300, Montréal (Québec), Canada, H5A 1L6

Telephone: 514-604-3855
Facsimile: 514-496-3822
E-mail address: cristina.cimpan@tpsgc-pwgsc.gc.ca

The Contracting Authority is responsible for the management of the Contract and any changes to the Contract must be authorized in writing by the Contracting Authority. The Contractor must not perform 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: **(Will be indicated at contract awarded)**

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

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

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

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6.5.3 Contractor's Representative (to be filled by the bidder)

Name: _____
Title: _____
Organization: _____
Address: _____
Telephone: _____
Facsimile: _____
E-mail address: _____

6.6 Proactive Disclosure of Contracts with Former Public Servants

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

6.7 Payment

6.7.1 Basis of Payment

In consideration of the Contractor satisfactorily completing all of its obligations under the Contract, the Contractor will be paid a firm unit prices, as specified in Annex B for a cost of \$ _____ (*insert the amount 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.

Note: The Contract will be awarded in Canadian currency. The rate given by the Bank of Canada in effect on the bid solicitation closing date will be applied as a conversion factor.

6.7.2 Monthly Payment

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

6.7.3 SACC Manual Clauses

[A9117C](#) (2007-11-30), Direct Request by Customer Department

[C2000C](#) (2007-11-30), Taxes – Foreign-based Contractor

6.7.4 Electronic Payment of Invoices – Contract

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

- a. Visa Acquisition Card;
- b. MasterCard Acquisition Card;
- c. Direct Deposit (Domestic and International).

6.7.5 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 has been 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.
 - b. One (1) copy must be forwarded to the Contracting Authority identified under the section entitled "Authorities" of the Contract.

6.8 Certifications and Additional Information

6.8.1 Compliance

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

6.9 Applicable Laws

The Contract must be interpreted and governed, and the relations between the parties determined, by the laws in force in _____ (*insert the name of the province or territory as specified by the Bidder in its bid, if applicable*).

6.10 Priority of Documents

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

- (a) the Articles of Agreement;
- (b) the general conditions 2010C (2018-06-21), General Conditions - Services (Medium Complexity);
- (c) Annex A, Statement of Work;
- (d) Annex B, Basis of payment;
- (e) Annex C, Security Requirements;
- (f) the Contractor's bid dated _____ (*insert date of bid*) (*If the bid was clarified or amended, insert at the time of contract award: “, as clarified on _____” or “, as amended on _____” and insert date(s) of clarification(s) or amendment(s)*)

6.11 SACC Manual Clauses

A3015C (2014-06-26), Certifications - Contract
A9062C (2011-05-16), Canadian Forces Site Regulations
B6802C (2007-11-30), Government Property
G1005C (2016-01-28), Insurance - No Specific Requirement

ANNEX "A"

STATEMENT OF WORK

Cleaning of Kitchen Air Exhaust Equipment

1. PART 1 – GENERAL INSTRUCTIONS

1.1 Objective

This Statement of Work (SOW) describes the requirements of the Department of National Defence (DND) for the supply of cleaning products and services for the air exhaust systems in the kitchens of Saint-Jean Garrison and the Farnham Training Centre.

1.2 Context

1.2.1 The inventory of the Saint-Jean Garrison and the Farnham Training Centre includes 23 hoods spread out among two buildings and three kitchens.

1.2.2 Location of work

The services in question will be carried out at the following sites:

Saint-Jean Garrison
25 Grand-Bernier South
Richelieu, QC
J0J 1R0

Farnham Training Centre
1111 Principale Street West
Farnham, QC
J2H 2H2

2 kitchens in Building B-182
Local H-144 (13 hoods)

- 6 CaptiveAire hoods with Captrate Solo Filter filters
 - 4 custom-made splash hoods
 - 3 Gaylord hoods
- Subway location (1 hood)
- 1 Gaylord hood

1 kitchen in Building E-201 (9 hoods)

- 8 HCE hoods, HAI model, with Kason Trapper filters
- 1 splash HCE hood

1.2.3 The work to be carried out includes:

- Removing the dirty filters and replacing them with the clean filters on site at the Farnham training centre;

- Removing the dirty ventilation filters and replacing them with the clean filters at the contractor's site for Saint-Jean Garrison;
- Cleaning the kitchen hoods – see the Regular Cleaning Schedule table.

Note:

For the Farnham Training Centre, we do not currently have a replacement filter; the filters will therefore need to be cleaned on site. We have large bins for soaking the filters on site.

- 1.2.4 The supplier must provide hood cleaning services, including supervision, labour, equipment, tools, products and the transport to the DND establishments. The cleaning work, described in Part 2 below, must comply with the applicable standards and codes in effect and must comply with the recommendations of the manufacturers in question.
- 1.2.5 The work must be carried out by qualified employees with a minimum of two years of experience cleaning kitchen air exhaust systems.

2. PART 2 – REQUIREMENTS

2.1 General

- 2.1.1 The contractor must avoid the accidental activation of the powder extinguishing systems. The contractor who is responsible for activating a system will have to pay for the costs of cleaning and resetting the system.
- 2.1.2 If applicable, any anomalies noted by the contractor on all systems (damage, corrosion, cracks, excessive vibration, etc.) must be reported in writing to the DND representative within five working days of the cleaning operation.
- 2.1.3 The contractor must comply with the requirements of the Workplace Hazardous Materials Information System (WHMIS) regarding use, handling, storage and disposal of hazardous materials, and regarding labelling and the provision of Material Safety Data Sheets acceptable by the Commission des normes, de l'équité, de la santé et de la sécurité du travail (CNESST).

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2.2 Periodic duties

Frequency chart

NETTOYAGE DES HOTTES DE CUISINE POUR ST-JEAN ET FARNHAM																											
HOTTES À ST-JEAN																											
# HOTTES	NOMBRE DE FILTRES	JAN sem 1	JAN sem 3	FÉV sem 1	FÉV sem 3	Mars sem 1	Mars sem 3	Avril sem 1	Avril sem 3	Mai sem 1	Mai sem 3	Juin sem 1	Juin sem 3	JUIL sem 1	JUIL sem 3	AOÛT sem 1	AOÛT sem 3	SEPT sem 1	SEPT sem 3	OCT sem 1	OCT sem 3	NOV sem 1	NOV sem 3	DÉC sem 1	DÉC sem 3		
171 A	10	X	X	X	X	X	X	X	X	X	0	X	X	X	X	X	X	X	X	X	X	X	0	X	X		
171 B	10	X	X	X	X	X	X	X	X	X	0	X	X	X	X	X	X	X	X	X	X	X	0	X	X		
175 A	11	X	X	X	X	X	X	X	0	X	X	X	X	X	X	X	X	X	X	X	X	0	X	X	X		
175 B	11	X	X	X	X	X	X	X	0	X	X	X	X	X	X	X	X	X	X	X	X	0	X	X	X		
187 A	11	X	X	X	X	0	X	X	X	X	X	X	X	X	X	X	X	X	X	0	X	X	X	X	X		
187 B	11	X	X	X	X	0	X	X	X	X	X	X	X	X	X	X	X	X	0	X	X	X	X	X	X		
205 A	11	X	X	0	X	X	X	X	X	X	X	X	X	X	X	X	0	X	X	X	X	X	X	X	X		
205 B	11	X	X	0	X	X	X	X	X	X	X	X	X	X	X	0	X	X	X	X	X	X	X	X	X		
207 A	11	0	X	X	X	X	X	X	X	X	X	X	X	0	X	X	X	X	X	X	X	X	X	X	X		
207 B	11	0	X	X	X	mois de la santé	X	X	X	X	X	X	X	0	X	X	X	X	X	X	X	X	X	X	X		
52 A	6					X							0						X							0	
52 B	6					X							0						X							0	
154 A	0												0													0	
Lave-vaisselle A-B	0												0													0	
Lave-cabaret A-B	0												0													0	
359 A	0												0													0	
298 A	0												0													0	
Subway	0						0						0						0							0	
Total filtre à changer	120	0	108	108	108	97	109	108	108	108	108	108	120	108	108	108	108	108	120	108	108	108	108	08	120		
HOTTES À FARNHAM - CUISINE (E-201)																											
H-1	0																										0
H-2	4		X		X		X		X		X		0		X		X		X		X		X				0
H-3	7						X						0						X								0
H-4	7						X						0						X								0
H-5	7		X		X		X		X		X		0		X		X		X		X		X				0
H-6	6		X		X	mois de la santé	X		X		X		0		X		X		X		X		X				0
H-7	7												0		X		X		X		X		X				0
H-8	6						X						0						X								0
H-9	4												0														0
Total filtre à changer	48												0														0
X = ÉCHANGE DES FILTRES SEULEMENT																											
0 = NETTOYAGE COMPLET DES SURFACES ET POLISSAGE INCLUANT AUSSI ÉCHANGE DES FILTRES																											

*The inventory and frequency may change at any time with the addition, replacement or permanent removal of equipment.

2.2.1 Saint-Jean – Changing the filters

2.2.1.1 The work must be carried out on the Wednesday of the first week of the month in accordance with the above Frequency Chart starting 0730 hrs and before 1600 hrs.

2.2.1.2 Replace the dirty filters with the clean filters.

2.2.1.3 Take the dirty filters back to your company and clean them in accordance with the manufacturer's recommendations and bring back the clean filters on the next cleaning date.

2.2.2 Saint-Jean – Full cleaning and polishing including exchange of filters, week 3

2.2.2.1 The work must be carried out on the Wednesday of the third week of each month, in accordance with the above Frequency Chart. The work will be done starting at 1845 hrs until the work is complete, without, however, going beyond 0200 hrs (the next morning).

2.2.2.2 On an exceptional basis in December, the work will be carried out during the daytime (Monday to Friday between 0730 hrs and 1600 hrs); to be coordinated with DND.

2.2.2.3 Protect the kitchen furniture and equipment with canvas tarps or polyethylene sheets that are clean and in good condition (no holes).

- 2.2.2.4 Install and seal a polyethylene bag or envelope around each hood so as to be able to clean the interior with a jet under pressure. If there is no nearby floor drain, install containers under each envelope so as to collect the dirty water used in the pressure cleaning.
- 2.2.2.5 Replace the dirty filters with the clean filters.
- 2.2.2.6 Take the dirty filters back to your company and clean them in accordance with the manufacturer's recommendations and bring back the clean filters on the next cleaning date.
- 2.2.2.7 Clean the light fixtures, pipes, nozzles and grease collection tanks and all other components of the exhaust systems.
- 2.2.2.8 After cleaning, rinsing and wiping the hoods and their components, spray on the polishing product and wipe with a soft cloth so as to leave no trace of the product.

2.2.3 Farnham – Cleaning the filters

- 2.2.3.1 The work must be carried out during the daytime (Monday to Friday, with the exception of statutory holidays), between 0730 hrs and 1600 hrs, in accordance with the above Frequency Chart. Coordination with the DND representative must be conducted to choose a day when the kitchen is closed.
- 2.2.3.2 Clean the filters on site: soak them in large bins (we do not currently have replacement filters).
- 2.2.3.3 Wipe and reinstall the clean filters.

2.2.4 Farnham – Full cleaning and polishing, including filter cleaning

- 2.2.4.1 The work must be done during the daytime between 0730 hrs and 1600 hrs, in accordance with the above Frequency Chart. Coordination with the DND must be carried out to choose a day where the kitchen is closed.
- 2.2.4.2 Protect the kitchen furniture and equipment with canvas tarps of polyethylene sheets that are clean and in good condition (no holes).
- 2.2.4.3 Install and seal a polyethylene bag or envelope around each hood so as to clean the interior with a jet under pressure. If there is no nearby floor drain, install containers under the envelope so as to collect the water during the pressure cleaning.
- 2.2.4.4 Clean the filters on site by soaking them in large bins. The bins will be provided by DND.
- 2.2.4.5 Wipe and reinstall the clean filters.
- 2.2.4.6 Clean the light fixtures, pipes, nozzles and grease collection tanks and all other components of the exhaust systems.
- 2.2.4.7 After cleaning, rinsing and wiping the hoods and their components, spray on the polishing product and wipe with a soft cloth so as not to leave any trace of the product.

2.3 Maintenance products

From a sustainable procurement perspective, DND recommends the use of green products, even though this is not a mandatory requirement.

- 2.3.1 Degreaser
Liquid detergent designed to remove dirt and grease, safe for metals and stainless steels and approved by the Canadian Food Inspection Agency (CFIA). The cleaning product must be non-flammable.
- 2.3.2 Industrial descaler
Acidic liquid detergent designed to remove rust and calcium deposits from coils or metal filters and approved by the CFIA. The cleaning product must be non-flammable.
- 2.3.3 Scouring product
Liquid detergent designed to remove burnt food deposits and approved by the CFIA. The cleaning product must be non-flammable.
- 2.3.4 Polishing product
Product designed to clean sprayable and wipeable stainless steel without rinsing (safe for metals and stainless steel) and approved by the CFIA. The cleaning product must be non-flammable.

2.4 Materials and equipment

- 2.4.1 Vacuum cleaner
Industrial vacuum cleaner with flexible duct and accessory, capable of vacuuming solids and liquids.
- 2.4.2 Equipment for working at heights
Any equipment necessary to ensure safety for work done at heights, including stepladders and ladders of various lengths and, if necessary, an appropriate scaffolding system that will not put weight on the kitchen equipment. The materials and the method must be approved by the DND representative.
- 2.4.3 Tools
Telescopic scrapers and brushes, brushes and tanks for cleaning removable parts, rags and other tools necessary for cleaning, tools necessary for dismantling pipes for inspection and cleaning, empty containers for collecting liquids.
- 2.4.4 Protective canvas
Provide canvas sheets or polyethylene sheets that are clean and in good condition (no holes).
- 2.4.5 All equipment must be in perfect working order. If the DND representative believes that the condition of equipment will cause delays or safety risks, the equipment will need to be repaired or replaced.

2.5. Deliverable

- 2.5.1 Within the first week after the contract is awarded, the contractor must provide the DND representative with the Material Safety Data Sheets and Technical Data Sheets for all products that will be used; the Technical Sheets must indicate the composition of the product, instructions for use and recommended use.
- 2.5.2 The supplier must always bring the products to the workplace in their original containers. Each container must be labelled in accordance with the requirements of the Workplace Hazardous Materials Information System (WHMIS).

2.6 Quality of work

- 2.6.1 Following the execution of the work, the components of the systems in question must be free of grease, dirt, dried grease and any other foreign matter that may affect their cleanliness. In addition, the surrounding surfaces (counters, equipment, floors) must be left in a state of cleanliness at least equivalent to that preceding the work.

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- 2.6.2 If DND assesses that work has not been performed in accordance with this Statement of Work, the contractor must resume the work within five days following the notice of non-compliance.
- 2.6.3 In the event of the loss or breakage of filters caused by the contractor, the contractor will be responsible for replacing the damaged filter(s).

ANNEX "B" BASIS OF PAIEMENT

1. Rates per filter

The rates submitted include labour, materials, cleaning products, equipment, all costs relating to transportation, supervision and everything necessary for the complete and compliant performance of the work.

Table 1

Filter cleaning	Firm period (1st year) From _____ to _____	Firm period (2nd year) From _____ to _____	Option Year 1 From _____ to _____	Option Year 2 From _____ to _____	Option Year 3 From _____ to _____
Saint-Jean region (ref. Annex A – section 2.2.1)	\$ _____ / filter	\$ _____ / filter	\$ _____ / filter	\$ _____ / filter	\$ _____ / filter
Farnham region (ref. Annex A – section 2.2.3)	\$ _____ / filter	\$ _____ / filter	\$ _____ / filter	\$ _____ / filter	\$ _____ / filter

*Applicable taxes extra.

2. Rate per kitchen hood

The rates submitted include labour, materials, cleaning products, equipment, all costs relating to transportation, supervision and everything necessary for the complete and compliant performance of the work.

Note: The amount for the filter cleaning must not be included in this price as it is included in Section 1 above (Rate per filter).

Table 2-A

Cleaning of kitchen hoods	Hood number	Firm Period (1st year) From _____ to _____	Firm Period (2nd year) From _____ to _____	Option Year 1 From _____ to _____	Option Year 2 From _____ to _____	Option Year 3 From _____ to _____
Saint-Jean region						

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(ref. Annex A – section 2.2.2)	171 A and B	\$ _____ / hood	\$ _____ / hood	\$ _____ / hood	\$ _____ / hood	\$ _____ / hood
	175 A and B	\$ _____ / hood	\$ _____ / hood	\$ _____ / hood	\$ _____ / hood	\$ _____ / hood
	187 A and B	\$ _____ / hood	\$ _____ / hood	\$ _____ / hood	\$ _____ / hood	\$ _____ / hood
	205 A and B	\$ _____ / hood	\$ _____ / hood	\$ _____ / hood	\$ _____ / hood	\$ _____ / hood
	207 A and B	\$ _____ / hood	\$ _____ / hood	\$ _____ / hood	\$ _____ / hood	\$ _____ / hood
	52 A and B	\$ _____ / hood	\$ _____ / hood	\$ _____ / hood	\$ _____ / hood	\$ _____ / hood
	154 A	\$ _____ / hood	\$ _____ / hood	\$ _____ / hood	\$ _____ / hood	\$ _____ / hood
	Dishwasher A and B	\$ _____ / hood	\$ _____ / hood	\$ _____ / hood	\$ _____ / hood	\$ _____ / hood
	Dishwasher rack A and B					
	359 A	\$ _____ / hood	\$ _____ / hood	\$ _____ / hood	\$ _____ / hood	\$ _____ / hood
	298 A	\$ _____ / hood	\$ _____ / hood	\$ _____ / hood	\$ _____ / hood	\$ _____ / hood
	Subway	\$ _____ / hood	\$ _____ / hood	\$ _____ / hood	\$ _____ / hood	\$ _____ / hood

*Applicable taxes extra.

Table 2-B

Cleaning of kitchen hoods	Hood number	Firm Period (1st year)	Firm Period (2nd year)	Option Year 1	Option Year 2	Option Year 3
		From _____ to _____	From _____ to _____	From _____ to _____	From _____ to _____	From _____ to _____
Farnham region (ref. Annex A – section 2.2.4)	H-1	\$ _____ / hood	\$ _____ / hood	\$ _____ / hood	\$ _____ / hood	\$ _____ / hood
	H-2	\$ _____ / hood	\$ _____ / hood	\$ _____ / hood	\$ _____ / hood	\$ _____ / hood

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	H-3	\$_____/_____ hood	\$_____/_____ hood	\$_____/_____ hood	\$_____/_____ hood	\$_____/_____ hood
	H-4	\$_____/_____ hood	\$_____/_____ hood	\$_____/_____ hood	\$_____/_____ hood	\$_____/_____ hood
	H-5	\$_____/_____ hood	\$_____/_____ hood	\$_____/_____ hood	\$_____/_____ hood	\$_____/_____ hood
	H-6	\$_____/_____ hood	\$_____/_____ hood	\$_____/_____ hood	\$_____/_____ hood	\$_____/_____ hood
	H-7	\$_____/_____ hood	\$_____/_____ hood	\$_____/_____ hood	\$_____/_____ hood	\$_____/_____ hood
	H-8	\$_____/_____ hood	\$_____/_____ hood	\$_____/_____ hood	\$_____/_____ hood	\$_____/_____ hood
	H-9	\$_____/_____ hood	\$_____/_____ hood	\$_____/_____ hood	\$_____/_____ hood	\$_____/_____ hood

*Applicable taxes extra.

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ANNEX "C"

SECURITY REQUIREMENTS CHECK LIST

 Government of Canada / Gouvernement du Canada		Contract Number / Numéro du contrat W3380-19-S552	
		Security Classification / Classification de sécurité SANS CLASSIFICATION	
SECURITY REQUIREMENTS CHECK LIST (SRCL) LISTE DE VÉRIFICATION DES EXIGENCES RELATIVES À LA SÉCURITÉ (LVERS)			
PARTIE A - CONTRACT INFORMATION / PARTIE A - INFORMATION CONTRACTUELLE			
1. Originating Government Department or Organization / Ministère ou organisme gouvernemental d'origine		2. Branch or Directorate / Direction générale ou Direction	
Ministère de la Défense nationale		Détachement des opérations immobilières SJN	
3. a) Subcontract Number / Numéro du contrat de sous-traitance		3. b) Name and Address of Subcontractor / Nom et adresse du sous-traitant	
4. Brief Description of Work / Brève description du travail Nettoyage des grilles, des hottes et du système d'évacuation d'air pour la cuisine de St-Jean et la cuisine du centre d'entraînement de Ramham.			
5. a) Will the supplier require access to Controlled Goods? Le fournisseur aura-t-il accès à des marchandises contrôlées?		<input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui	
5. b) Will the supplier require access to unclassified military technical data subject to the provisions of the Technical Data Control Regulations? Le fournisseur aura-t-il accès à des données techniques militaires non classifiées qui sont assujetties aux dispositions du Règlement sur le contrôle des données techniques?		<input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui	
6. Indicate the type of access required / Indiquer le type d'accès requis			
6. a) Will the supplier and its employees require access to PROTECTED and/or CLASSIFIED information or assets? Le fournisseur ainsi que les employés auront-ils accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS? (Specify the level of access using the chart in Question 7. c.) (Préciser le niveau d'accès en utilisant le tableau qui se trouve à la question 7. c.)		<input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui	
6. b) Will the supplier and its employees (e.g. cleaners, maintenance personnel) require access to restricted access areas? No access to PROTECTED and/or CLASSIFIED information or assets is permitted. Le fournisseur et ses employés (p. ex. nettoyeurs, personnel d'entretien) auront-ils accès à des zones d'accès restreintes? L'accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS n'est pas autorisé.		<input type="checkbox"/> No / Non <input checked="" type="checkbox"/> Yes / Oui	
6. c) Is this a commercial courier or delivery requirement with no overnight storage? S'agit-il d'un contrat de messagerie ou de livraison commerciale sans entreposage de nuit?		<input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui	
7. a) Indicate the type of information that the supplier will be required to access / Indiquer le type d'information auquel le fournisseur devra avoir accès			
Canada <input type="checkbox"/>		NATO / OTAN <input type="checkbox"/>	
Foreign / Étranger <input type="checkbox"/>			
7. b) Release restrictions / Restrictions relatives à la diffusion			
No release restrictions / Aucune restriction relative à la diffusion <input checked="" type="checkbox"/>		No release restrictions / Aucune restriction relative à la diffusion <input type="checkbox"/>	
Not releasable / À ne pas diffuser <input type="checkbox"/>			
Restricted to: / Limité à: <input type="checkbox"/>		Restricted to: / Limité à: <input type="checkbox"/>	
Specify country(ies): / Préciser le(s) pays:		Specify country(ies): / Préciser le(s) pays:	
7. c) Level of information / Niveau d'information			
PROTECTED A / PROTÉGÉ A <input type="checkbox"/>		NATO UNCLASSIFIED / NATO NON CLASSIFIÉ <input type="checkbox"/>	
PROTECTED B / PROTÉGÉ B <input type="checkbox"/>		NATO RESTRICTED / NATO DIFFUSION RESTREINTE <input type="checkbox"/>	
PROTECTED C / PROTÉGÉ C <input type="checkbox"/>		NATO CONFIDENTIAL / NATO CONFIDENTIEL <input type="checkbox"/>	
CONFIDENTIAL / CONFIDENTIEL <input type="checkbox"/>		NATO SECRET / NATO SECRET <input type="checkbox"/>	
SECRET <input type="checkbox"/>		COSMIC TOP SECRET / COSMIC TRÈS SECRET <input type="checkbox"/>	
TOP SECRET <input type="checkbox"/>			
TRÈS SECRET <input type="checkbox"/>			
TOP SECRET (SIGINT) <input type="checkbox"/>			
TRÈS SECRET (SIGINT) <input type="checkbox"/>			

TBS/SCT 350-103(2004/12)

Security Classification / Classification de sécurité

SANS CLASSIFICATION

Canada

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PART A (continued) / PARTIE A (suite)

8. Will the supplier require access to PROTECTED and/or CLASSIFIED COMSEC information or assets?
Le fournisseur aura-t-il accès à des renseignements ou à des biens COMSEC désignés PROTÉGÉS et/ou CLASSIFIÉS? ☒ No ☐ Yes
Non Oui

If Yes, indicate the level of sensitivity:

Dans l'affirmative, indiquer le niveau de sensibilité :

9. Will the supplier require access to extremely sensitive INFOSEC information or assets?
Le fournisseur aura-t-il accès à des renseignements ou à des biens INFOSEC de nature extrêmement délicate? ☒ No ☐ Yes
Non Oui

Short Title(s) of material / Titre(s) abrégé(s) du matériel :

Document Number / Numéro du document :

PART B - PERSONNEL (SUPPLIER) / PARTIE B - PERSONNEL (FOURNISSEUR)

10. a) Personnel security screening level required / Niveau de contrôle de la sécurité du personnel requis

☒ RELIABILITY STATUS
COTE DE FIABILITE

☐ CONFIDENTIAL
CONFIDENTIEL

☐ SECRET
SECRET

☐ TOP SECRET
TRÈS SECRET

☐ TOP SECRET - SIGINT
TRÈS SECRET - SIGINT

☐ NATO CONFIDENTIAL
NATO CONFIDENTIEL

☐ NATO SECRET
NATO SECRET

☐ COSMIC TOP SECRET
COSMIC TRÈS SECRET

☐ SITE ACCESS
ACCÈS AUX EMBLEMES

Special comments:

Commentaires spéciaux :

NOTE: If multiple levels of screening are identified, a Security Classification Guide must be provided.

REMARQUE : Si plusieurs niveaux de contrôle de sécurité sont requis, un guide de classification de la sécurité doit être fourni.

10. b) May unscreened personnel be used for portions of the work?
Du personnel sans autorisation sécuritaire peut-il se voir confier des parties du travail? ☒ No ☐ Yes
Non Oui

If Yes, will unscreened personnel be escorted?

Dans l'affirmative, le personnel en question sera-t-il escorté? ☒ No ☐ Yes
Non Oui

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

INFORMATION / ASSETS / RENSEIGNEMENTS / BIENS

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

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

PRODUCTION

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

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

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

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

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Security Classification / Classification de sécurité

Canada

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File No. - N° du dossier
MTA-9-42044

Id de l'acheteur - Buyer ID
MTA170
N° CCC / CCC No./ N° VME - FMS



Government
of Canada

Gouvernement
du Canada

Contract Number / Numéro du contrat

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PART C - (continued) / PARTIE C - (suite)

For users completing the form **manually** use the summary chart below to indicate the category(ies) and level(s) of safeguarding required at the supplier's site(s) or premises.

Les utilisateurs qui remplissent le formulaire **manuellement** doivent utiliser le tableau récapitulatif ci-dessous pour indiquer, pour chaque catégorie, les niveaux de sauvegarde requis aux installations du fournisseur.

For users completing the form **online** (via the Internet), the summary chart is automatically populated by your responses to previous questions.

Dans le cas des utilisateurs qui remplissent le formulaire **en ligne** (par Internet), les réponses aux questions précédentes sont automatiquement saisies dans le tableau récapitulatif.

SUMMARY CHART / TABLEAU RÉCAPITULATIF

Category Catégorie	PROTECTED PROTÉGÉ			CLASSIFIED CLASSIFIÉ		NATO				COMSEC				
	A	B	C	CONFIDENTIAL CONFIDENTIEL	SECRET	TOP SECRET TRÈS SECRET	NATO RESTRICTED NATO DIFFUSION RESTREINTE	NATO CONFIDENTIAL NATO CONFIDENTIEL	NATO SECRET	COSMIC TOP SECRET COSMIC TRÈS SECRET	PROTECTED PROTÉGÉ			TOP SECRET TRÈS SECRET
											A	B	C	
Information / Assets Renseignements / Biens														
Production														
IT Media / Support TI														
IT Link / Lien électronique														

12. a) Is the description of the work contained within this SRCL PROTECTED and/or CLASSIFIED?
La description du travail visé par la présente LVERS est-elle de nature PROTÉGÉE et/ou CLASSIFIÉE?

☒ No
Non

☐ Yes
Oui

If Yes, classify this form by annotating the top and bottom in the area entitled "Security Classification".
Dans l'affirmative, classifiez le présent formulaire en indiquant le niveau de sécurité dans la case intitulée
« Classification de sécurité » au haut et au bas du formulaire.

12. b) Will the documentation attached to this SRCL be PROTECTED and/or CLASSIFIED?
La documentation associée à la présente LVERS sera-t-elle PROTÉGÉE et/ou CLASSIFIÉE?

☒ No
Non

☐ Yes
Oui

If Yes, classify this form by annotating the top and bottom in the area entitled "Security Classification" and indicate with attachments (e.g. SECRET with Attachments).
Dans l'affirmative, classifiez le présent formulaire en indiquant le niveau de sécurité dans la case intitulée
« Classification de sécurité » au haut et au bas du formulaire et indiquer qu'il y a des pièces jointes (p. ex. SECRET avec des pièces jointes).

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Canada

ANNEX "D"

MANDATORY TECHNICAL CRITERION

Company experience (to be completed by the supplier)

The bidder must demonstrate that he has at least two (2) contracts for the cleaning of kitchen air exhaust equipment for a minimum value of \$10,000.00 per year within the last five (5) years.

The bidders must provide with their proposal the duly completed table below AND 2 reference letters completed and signed (see the next page).

Client's company name	Project brief description	Location	Contract year (s) (within the 5 last years)	Value of contract (minimum 10,000.00\$ /year	Name of the client and phone number (signed reference letter – see next page)
1: _____					
2: _____					

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Experience attestation letter

(to be completed by each of the 2 clients for whom the bidder has rendered kitchen air exhaust equipment cleaning services)

I, _____, as _____ for company _____, certify that the

information provided on work experience with the firm _____ is true and verifiable:

Over the last 5 years, and with a minimum value of \$ 10,000.00 per year per contract,

the following company _____ has provided satisfactory service for kitchen air

exhaust equipment cleaning from _____ to _____.

Name: _____

Phone number: _____

Signature: _____ Date: _____

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ANNEX "E" ELECTRONIC PAYMENT INSTRUMENTS

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

- () VISA Acquisition Card;
- () MasterCard Acquisition Card;
- () Direct Deposit (Domestic and International).

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ANNEX "F" COMPLETE LIST OF COMPANY BOARD OF DIRECTORS

NOTE TO BIDDERS

WRITE ALL DIRECTOR'S FULL NAMES IN BLOCK LETTERS

PROCUREMENT - BUSINESS NUMBER (PBN) : _____